



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 14, 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 JULY 17, 2017

ACTION ITEMS:

1. **DELEGATION RESPONSE: Harvey Dippel**
RE: Concerns with 53rd Avenue East
2. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) Capital
3. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) Operating
4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Alberta Emergency Services Medal Program
5. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Minister Message – Regulation Review
6. **CORRES: Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA) Leadership Group**
RE: Updated Version of the 2007 Agreement on Area Resource Sharing
7. **CORRES: The Municipal District of Willow Creek No. 26**
RE: Notice of Municipal Planning Commission Meeting August 16, 2017
8. **CORRES: The Municipal District of Willow Creek No. 26**
RE: Notice of Decision Application No. 054-17
9. **CORRES: ATCO Gas, Lethbridge Region**
RE: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a)
10. **CORRES: The Bridges at Claresholm Golf Club**
RE: Water License
11. **REQUEST FOR DECISION: Tax Recovery Sale – Real Estate Offer Extension**
12. **REQUEST FOR DECISION: 8th Street West Pathway Extension**
13. **REQUEST FOR DECISION: Community Initiatives Program (CIP) Grant Application – Walking Paths**
14. **REQUEST FOR DECISION: Audit & Accounting Services Contract**
15. **REQUEST FOR DECISION: Centennial 50th Anniversary Monument & Flag Pole**
16. **REQUEST FOR DECISION: Preliminary Engineering – Storm Water Management Phase 2**
17. **REQUEST FOR DECISION: Rocky Mountain Drift Club Camping Request**
18. **REQUEST FOR DECISION: Rocky Mountain Drift Club Runway Request**
19. **FINANCIAL REPORT: Statement of Operations – June 30, 2017**
20. **FINANCIAL REPORT: Statement of Operations – July 31, 2017**
21. **INFORMATION BRIEF: Designated Industrial Property Assessments**
22. **INFORMATION BRIEF: Traffic Study**
23. **INFORMATION BRIEF: CAO Report**
24. **INFORMATION BRIEF: Council Resolution Status**
25. **ADOPTION OF INFORMATION ITEMS**
26. **IN CAMERA: Legal, Land**

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – July 2017
2. Municipal Planning Commission Minutes – June 16, 2017
3. AUMA Board News – July 2017
4. Facility & Infrastructure Planning Committee Meeting Minutes – January 30, 2017
5. Alberta SouthWest Bulletin – August 2017
6. Alberta SouthWest Regional Alliance Board Meeting Minutes – May 3, 2017
7. Claresholm Economic Development Committee Meeting Minutes – June 19, 2017
8. AUMA – Join the campaign to modernize Alberta’s recycling regulatory framework

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 17, 2017

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

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

ABSENT: None

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

MEDIA PRESENT: None

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

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

CARRIED

MINUTES: REGULAR MEETING – JUNE 26, 2017

Moved by Councillor Fieguth that the Regular Meeting Minutes June 26, 2017 be accepted as presented.

CARRIED

PUBLIC HEARING: BYLAW #1631 – Land Use Bylaw Amendment

Mayor Steel declared the hearing open at 7:01 p.m.

Councillor McAlonan declared a conflict of interest and left the meeting at 7:01 p.m.

Mayor Steel introduced the public hearing and gave background on the proposed bylaw. Mayor Steel asked Council for any comments. None noted.

Mayor Steel made the first call for submissions from the public.

Judy Jutras asked if the building could be increased in floors after the rezoning goes through and the purchase is completed. It was explained that the purchaser wishes to use the building as is, but there is a possibility for a higher building, whether by renovation or by tearing the existing building down and constructing a new one at some point in the future.

Further questions regarding parking and other logistical issues were posed, however it was noted that these types of issues would be addressed at the municipal planning commission level.

Graham Boyle expressed concern that property values will decrease, there will be increased traffic and noise, as right now it is a quiet neighbourhood. He is also concerned about the possible transient type of tenants an apartment like this may attract.

Mayor Steel stated that Council needs to make the decision based on the facts relative to the zoning and how that rezoning application correlates to planning.

Tara VanDellen, Development Officer, spoke about the logistics of the application that has been submitted.

Carla Van Langen expressed her concerns about the neighbourhood, and said that maybe the building could be 55+ to stay in line with the neighbourhood.

Mayor Steel stated that is up to the purchaser and is not an option to be decided at this meeting.

Councillor Ford stated that the Town has a bylaw officer to assist with noise concerns.

Gavin Scott from the Oldman River Regional Services Commission stated that the minimum apartment size as per the Land Use Bylaw is 500 square feet. These units are 325 square feet. A variance would need to be granted to allow these units to be zoned as an apartment.

Mayor Steel made the second and third calls for submissions from the public.

No further submissions either verbal or written were noted.

Mayor Steel declared the hearing closed at 7:34 p.m.

Councillor McAlonan rejoined the meeting at 7:34 p.m.

DELEGATION: HARVEY DIPPEL

RE: Concerns with 53rd Avenue East

Mr. Dippel was present to speak to Council regarding his concerns with his street – 53rd Avenue East. He would like to know who patched the road and who paid them. He stated he cannot get into his driveway with his trailer and he wants his driveway fixed so he doesn't have to park in the street. He and neighbors have also had sewer issues.

ACTION ITEMS:

**1. BYLAW #1631 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings**

Councillor McAlonan declared a conflict of interest at 7:42 p.m. and left the meeting.

Moved by Councillor Ford to give Bylaw #1631, a land use bylaw amendment, 2nd Reading.

DEFEATED

Councillor McAlonan rejoined the meeting at 7:44 p.m.

**2. BYLAW #1632 – Printing Ballots in Lots
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1632 regarding printing ballots in lots 2nd Reading.

CARRIED

Moved by Councillor O’Neill to give Bylaw #1632 regarding printing ballots in lots 3rd & Final Reading.

CARRIED

**3. CORRES: Hon. Ricardo Miranda, Minister of Culture and Tourism
RE: The Stars of Alberta Volunteer Awards**

Received for information.

**4. CORRES: Alberta Municipal Affairs
RE: Designated Industrial Property Assessment**

Referred to administration to get more information on cost.

**5. CORRES: Alberta Urban Municipalities Association
RE: 2016 Rebate**

Received for information.

**6. CORRES: MD of Willow Creek Municipal Planning Commission
RE: Establish and Intensive Horticulture Tree Farm**

MOTION #17-069

Moved by Councillor McAlonan to direct administration to write a letter to the Municipal District of Willow Creek’s Municipal Planning Commission to state that the Town of Claresholm is not adverse to a tree farm, however the Town is not willing to provide further access to raw water from the Pine Coulee Pipeline at this time.

CARRIED

**7. CORRES: Alberta Good Sam Club
RE: 2017 Alberta Provincial RV Rally in Claresholm – June 13-18, 2017**

Received for information.

**8. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book**

MOTION #17-070

Moved by Councillor Fieguth to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$441.75 plus GST for 2018.

CARRIED

**9. CORRES: The Bridges at Claresholm Golf Club
RE: Watering Procedures**

Received for information.

**10. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of 2017 Property Taxes**

MOTION #17-071

Moved by Councillor Cutler to forgive the municipal portion of the 2017 property taxes of the Claresholm Golf Club in the amount of \$3,000.93.

CARRIED

**11. CORRES: West Meadow Elementary School Fundraising
RE: Request for In-Kind Donation to the Playground**

MOTION #17-072

Moved by Councillor Fieguth to provide an in-kind donation to the West Meadow Elementary School Fundraising Group at the discretion of administration.

CARRIED

**12. CORRES: Claresholm & District Health Foundation
RE: Request for Donation to 11th Annual Gala – November 25, 2017**

MOTION #17-073

Moved by Councillor McAlonan to support the Claresholm & District Health Foundation's 11th Annual Gala in the amount of \$500.

CARRIED

13. REQUEST FOR DECISION: 8th Street Ditch Upgrade Tenders

MOTION #17-074 Moved by Councillor O'Neill to award the contract for the 8th Street Ditch Upgrade project to Whissell Contracting Ltd. as per Associated Engineering's recommendation for \$2,063,614.05 plus GST.

CARRIED

14. REQUEST FOR DECISION: Closure of 49th Avenue for an Event

MOTION #17-075 Moved by Councilor Ford to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days 'Downtown Tour.'

CARRIED

15. REQUEST FOR DECISION: Farmers Market

MOTION #17-076 Moved by Councilor Fieguth to approve the use of the nine (9) parking stalls running north from the southwest corner of the downtown parking lot between 4:00pm and 8:30pm for the purpose of adding the Claresholm Farmers Market to the Wednesday Evening Open Mic and evening shopping initiative.

CARRIED

16. REQUEST FOR DECISION: Audit & Accounting Services

Referred to the Audit & Finance Committee.

17. FINANCIAL REPORT: Statement of Operations – May 31, 2017

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

CARRIED

18. INFORMATION BRIEF: CAO Report

Received for information.

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA: Land; Employment

Moved by Councillor Ford that this meeting go In Camera at 8:26 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:17 p.m.

CARRIED

MOTION #17-077 Moved by Councillor Cutler to amend the non-union employee wage grid to move the Community Outreach Worker position from an annual salary to an hourly rate due to the change to a part-time position.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that the meeting adjourn at 9:19 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

RECEIVED

JUL 14 2017

AR90098B

June 29, 2017

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

Dear Mayor Steel,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-8922	Arena Floor Header and Mains Replacement	\$ 81,000
CAP-8923	Wastewater Flushing Truck Purchase	\$280,000
CAP-8924	5 th Street West Storm Water Line Replacement	\$256,000
CAP-8925	Rehabilitate 4 Street West Wastewater Line	\$213,000
CAP-8926	Lawn Mowers Purchase	\$ 46,500
CAP-8927	Alberta Road Upgrade Engineering Plan	\$ 63,186

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR90497

July 18, 2017

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

RECEIVED
AUG 02 2017

Dear Mayor Steel,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2017 operating allocation and any estimated 2016 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: **Marian Carlson, Chief Administrative Officer, Town of Claresholm**



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR90490

Dear Elected Officials,

The Alberta Emergency Services Medal recognizes those who selflessly dedicate their time, talents, and in some cases, their lives, to the service of others. It is my pleasure to announce that the Alberta Emergency Services Medal program has been expanded from 12 years of service to include bronze, silver, and gold bars for 22, 32, and 40 years of service.

Eligible emergency services include emergency medical services, law enforcement, urban and wildfire fire protection, search and rescue, and environmental emergency response. Acknowledging all emergency personnel reflects the unified relationship that exists among the emergency services community, which is critical to the security of all Albertans.

About 7,900 medals have been issued since the program began in 2003. I encourage municipal officials and emergency response service providers to nominate eligible personnel year-round for the Alberta Emergency Services Medal and Bars. The nomination form and updated program details, including the complete list of eligible personnel, are posted on the Office of the Fire Commissioner website at www.ofc.alberta.ca/alberta-emergency-services-medal. I have also included key messages for your information.

Should you have questions about the Alberta Emergency Services Medal and Service Bars program, please contact the Office of the Fire Commissioner at 1-866-421-6929 or at firecomm@gov.ab.ca.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

Alberta Emergency Services Medal Program Expansion

Key Messages

Background information:

- Since 2003, the Office of the Fire Commissioner (OFC) has been issuing the Alberta Emergency Services Medal (AESM) recognizing 12 years of service.
- Individuals who are members of organizations involved in or directly supporting the prevention of, preparedness for and response to emergencies are considered partners in Alberta Emergency Services and eligible for the AESM.
- The AESM program has been expanded to include bronze, silver and gold service bars for 22, 32 and 40 years of service.
- Qualifying emergency services discipline include:
 - Firefighters (structural and wildland);
 - Emergency Medical Services (EMS) personnel, including paramedics and emergency medical responders;
 - Law enforcement personnel, including police, sheriffs, peace officers, commercial vehicles enforcement, fish and wildlife/conservation officers and correctional officers;
 - Search and rescue personnel;
 - Responders to environmental emergencies;
 - Personnel from a municipal emergency management agency; and
 - Personnel from the Office of the Fire Commissioner and Alberta Emergency Management Agency;
- The OFC provides the guidelines for the expanded program, maintains the AESM master database and is the nominating authority for structural fire, search and rescue personnel and Alberta Emergency Management Agency.
- Due to the expansion of the program, representatives from other ministries/entities (Calgary Police Services, Alberta College of Paramedics, Health, Justice and Solicitor General, Agriculture and Forestry, Environment and Parks) will now assist in administering the program.
- Nominations are accepted throughout the year and are reviewed quarterly.

Alberta Emergency Services Medal Program Expansion

Key Messages

Key Messages:

- The Alberta Emergency Services Medal recognizes those who selflessly dedicate their time, talents, and in some cases, their lives, to the service of others.
- The Alberta Emergency Services Medal is given after 12 years of service, and bronze, silver and gold bars are now given for 22, 32 and 40 years of service.
- Personnel from law enforcement, emergency medical services, fire protection, search and rescue and environmental emergency response are eligible for the medal and bars.
- Acknowledging all emergency personnel reflects the unified relationship that exists among the emergency services community, which is critical to the security of all Albertans.
- About 7,900 medals have been issued since the program began in 2003.
- Nominations are accepted year-round, and the nomination form and updated program details, including the complete list of eligible personnel, are posted on the Office of the Fire Commissioner website at ofc.alberta.ca/alberta-emergency-services-medal.

Karine Wilhauk

From: Alberta Municipal Affairs - MGA Review <mga.review@gov.ab.ca@mail29.suw15.mcsv.net> on behalf of Alberta Municipal Affairs - MGA Review <mga.review@gov.ab.ca>
Sent: Monday, July 24, 2017 3:07 PM
To: Karine Wilhauk
Subject: Minister message - Regulation Review - Group 2 Posting

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.](#)



BUILDING BETTER COMMUNITIES

Second Group of
Draft Regulations

See the Draft
Regulations

Posted for Feedback

As part of the *Municipal Government Act (MGA)* Review, all related regulations will be reviewed to support a modernized *MGA* and to ensure alignment with the amendments approved by the Legislature. Today, I am happy to announce that the second group of draft *MGA* regulations for public feedback has been made available online.

Given the complexity of the regulations yet to be posted for public review and comment, we are staggering the posting of those regulations to ensure Albertans are provided sufficient time to review and provide feedback the changes in those regulations. The majority of the regulations were posted today with the remaining two regulations to be posted in the coming months. We are posting these regulations until September 22, 2017 to ensure Albertans are provided sufficient time to review and provide feedback the changes in those regulations.

The regulations posted today fall under the following three broad policy themes:

Governance and Administration

- Intermunicipal Collaboration Framework Regulation ****New****
- Council and Council Committee Meetings Regulation ****New****
- Code of Conduct for Elected Officials Regulation ****New****
- Crowsnest Pass Regulation
- Determination of Population Regulation

Planning and Development

- Off-site Levies Regulation
- Subdivision and Development Appeal Board Regulation
- Subdivision and Development Regulation
- Subdivision and Development Forms Regulation
- Canmore Undermining Review Regulation
- Canmore Undermining Exemption from Liability Regulation
- Community Aggregate Payment Levy Regulation

Assessment and Taxation

- Matters Relating to Assessment Sub-Classes Regulation ****New****
- Community Organization Property Tax Exemption Regulation
- Matters Relating to Assessment and Taxation Regulation and Preliminary List of Major Plants
- Matters Relating to Assessment Complaints Regulation

[Check out the full draft regulations on the MGA Review website](#), along with descriptions of what is proposed. You are welcomed to [give your feedback](#) by September 22, 2017 on this second group of regulations.

I am proud of the extensive stakeholder engagement already done in development of this group of draft regulations. More than 50 key stakeholder groups were engaged, including the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties, business and industry associations, and community and non-profit organizations.

The *MGA* impacts every single person in our province, so it's important that we continue to engage Albertans every step of the way. I am looking

forward to seeing the feedback from the public on these regulations and to working collaboratively to complete the *MGA* to make it the best piece of legislation possible.

We are working closely with municipalities and stakeholders to develop a change management plan to support making the changes and identify resources to assist in the implementation of the new policies as they come into effect over the next few years.

Thank you for participating in the *MGA* Review. Your input is key to making sure the modernized *MGA* supports strong communities across our province.



Honourable Shaye Anderson
Minister of Municipal Affairs

[Forward to Friend](#)

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

Marian Carlson,
CAO, Town of Claresholm
PO Box 1000
Claresholm, Alberta
T0L 0T0

July 05, 2017

RE: UPDATED VERSION OF THE 2007 AGREEMENT ON AREA RESOURCE SHARING

Dear Ms. Carlson,

Please find attached a copy of the Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA) for your consideration. This is a revised version of the 2007 Agreement on Area Resource Sharing which your municipality may be a party to. You may be aware that this revised version was recently presented at the South West and South East Mayors and Reeves meetings in Lethbridge and Medicine Hat. This letter is intended to provide you with the background on how the updates came about, the purpose of the Agreement, to provide you with an opportunity to comment and make suggestions and ultimately have your municipality become a party to by letter or council resolution. The updated version was reviewed by the City of Lethbridge Legal Department following the presentations to the Mayors and Reeves. Some formatting and improved wording of a few definitions are the only amendments.

Background:

In 2007 the City of Lethbridge acted upon the opportunity to develop a single mutual aid agreement that could replace the multitude of individual, municipal to municipal mutual aid agreements that existed between communities in Southern Alberta. This was a successful endeavour that resulted in the implementation of the single Agreement on Area Resource Sharing with thirty five municipal parties as participants.

In 2016 it was recognized that the 2007 Agreement had become somewhat outdated in its terminology and scope and was absent of a few key items, namely; the ability to delegate authority, request resources in a standardized manner and identify what type of incident would trigger the use of the Agreement. At that point a call-out was sent by the Alberta Fire Chiefs Association, Director of the Southern District, to all AFCA Southern Alberta (Region 7) Fire Chiefs seeking municipal representation on a new committee (Leadership Group) that would begin a review of the Agreement on Area Resource Sharing. The call was answered by Fire Chiefs and Emergency Managers alike from the City of Medicine Hat, Pincher Creek, Willow Creek, Town of Taber, Vulcan County, Coalhurst, City of Lethbridge and Lethbridge County. The result is the attached Agreement along with a request that your municipality consider the document as an appropriate, effective and timely evolution to our ability to activate mutual aid in Southern Alberta going forward.

Purpose:

The SAEMRSA was developed using the same principle as the 2007 Agreement on Area Resource Sharing: to facilitate efficient emergency mutual aid in Southern Alberta through one agreement. This updated version is not intended to replace the original 2007 version but as an alternative, it provides for a more comprehensive tool to facilitate mutual aid with a focus specifically on Type 3, 2, or 1 Incidents (Incidents of greater scope and severity.). The foundation of the Agreement is based upon the applied principles of emergency management best practices and a regionalized, integrated management system, which includes a viable and sustainable solution to the overwhelming need for resources during incidents of larger scale through a resource sharing agreement. The agreement is written in a manner to allow resource sharing as part of an Emergency Response and for any of the other three Pillars of Emergency Management; Preparedness, Mitigation and Recovery.

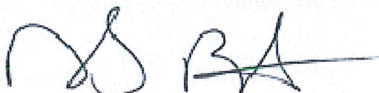
Comments and Suggestions:

Should you have any comments or suggestions regarding the Agreement please direct them to the Lethbridge County Emergency Services Coordinator, #100 – 905 4th Avenue South, Lethbridge Alberta, T1J 4E4 or email to dbeaton@lethcounty.ca. All submissions will be compiled for review by the SAEMRSA Leadership Group. If you would like to submit a comment or suggestion we ask that you do so before September 1, 2017. On an ongoing basis the Leadership Group will be meeting in order to ensure that the Agreement remains current. Municipalities are welcome to add their own representation to the Leadership Group at any time. The City of Lethbridge has agreed to continue administering the master copy of the Agreement. If the Agreement is approved by your municipality, a letter or council resolution along with the resolution number, confirming your approval, will be required in order to add your municipality's name to *Appendix 'D', Parties to this Agreement*. Send your letter of resolution to: City Clerk, City of Lethbridge 910 – 4th Avenue South, Lethbridge Alberta, T1J 0P6.

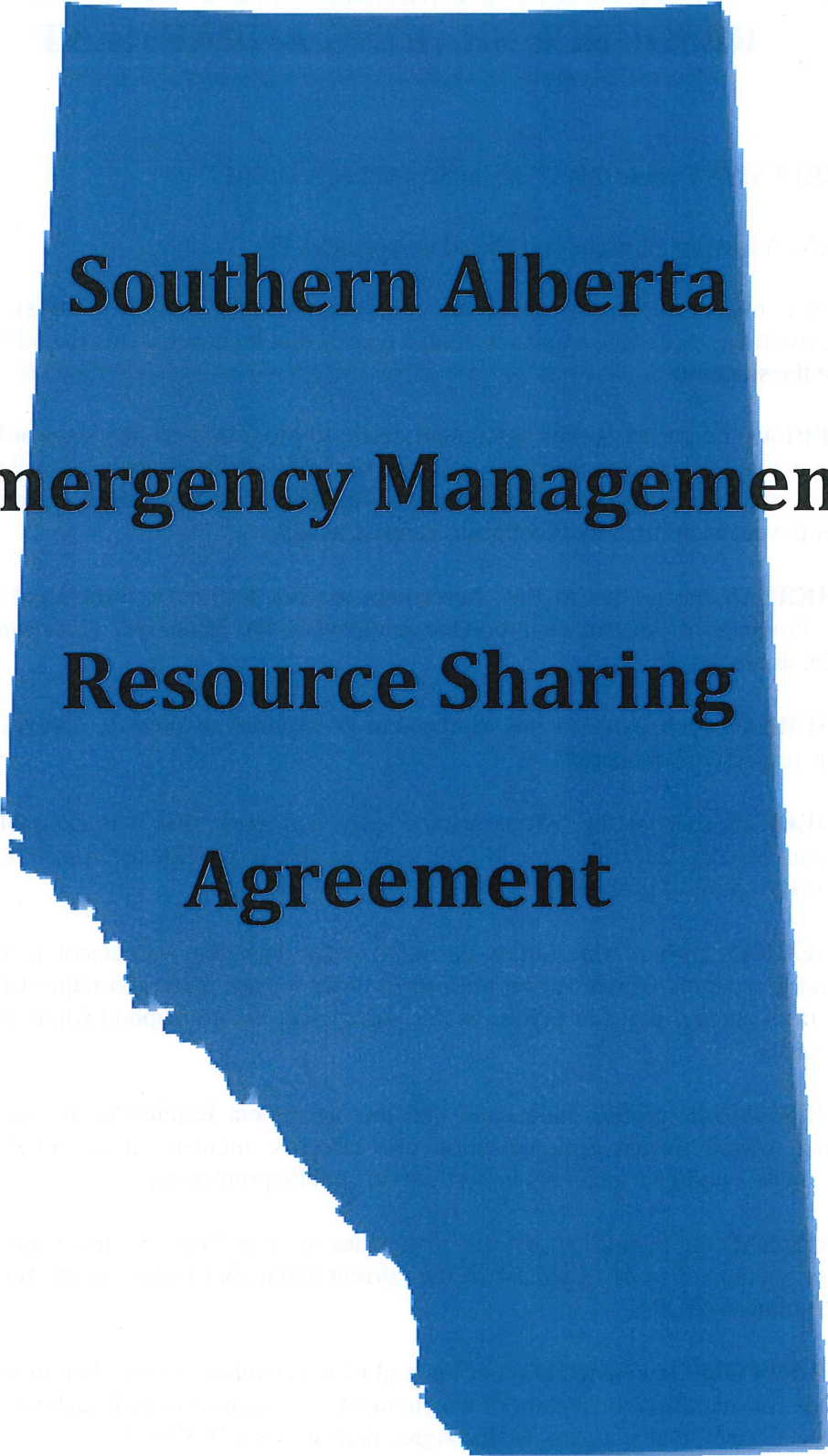
Southern Alberta Emergency Management Resource Sharing Agreement Leadership Group:

- Richard Hildebrand, Chief of Fire and EMS, City of Lethbridge
- Dale Danylchuk, Emergency Preparedness Manager, City of Lethbridge
- Dana Terry, Deputy Chief Support Services, City of Lethbridge
- Dave Cox, Chief of Emergency Services, Pincher Creek Emergency Services Commission
- Steve Munshaw, Fire Chief, Town of Taber
- Travis Coleman, Emergency Services Manager / Fire Chief, M.D. of Willow Creek
- Stuart Larson, Director of Protective Services, Vulcan County
- Mat Conte, Fire Chief, Town of Coalhurst
- Ron Robinson, Retired Fire Chief and Director of Emergency Management, City of Medicine Hat
- Darryl Beaton, Emergency Services Coordinator / Director of Emergency Management, Lethbridge County

On behalf of the SAEMRSA Leadership Group,



Darryl Beaton



**Southern Alberta
Emergency Management
Resource Sharing
Agreement**

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

THIS AGREEMENT made this 1st day of September A.D. 2017

BETWEEN: As per list of parties identified in Appendix D

WHEREAS a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

AND WHEREAS the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

AND WHEREAS the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

AND WHEREAS each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

AND WHEREAS each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

AND WHEREAS the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

AND WHEREAS the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

NOW THEREFORE in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

a) "Assistance" shall mean *Emergency Services* and/or multidisciplinary resources made

available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.

- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
- c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
- d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
- e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
- f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
- g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA), Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
- h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
- i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
- j) “*Incident Management Team*” as defined as per Appendix F
- k) “*Local Authority*”: is defined in Section 1 (g) of the current *Emergency Management Act, Alberta*.
- l) “*Municipality*” is defined in Section 1 (i) of the current *Emergency Management Act, Alberta*.
- m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat

to life, property, environment and/or economy within the municipality.

- n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
 - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
 - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
 - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
 3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
 4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
 5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.

NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.

7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party’s Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw

Assistance. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.

9. When providing *Assistance*, the following command and control structure applies:
 - a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
 - b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
 - c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
 - d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.
10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.

NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.

NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.

12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.
13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:

- a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
 - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
 - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
 15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
 16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
 17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*
 18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
 19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
 20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise-versa, as the context of this Agreement may require.
 21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
 22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party

arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. Appendix 'D' herein will serve as the record of the parties to this Agreement. The parties to this Agreement further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta.

APPENDIX A - Resource Request Form

Name of Incident or Event: _____

Requesting Party: _____

Responding Party: _____

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of _____ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

If further resources are required attach an addition sheet.

A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.

C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.

D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

Requesting Party Designated Officer: _____ Contact Information: _____

Signature: _____ Cell Phone: _____

Date: _____ E-Mail: _____

APPENDIX B - Fee Schedule

Fee Schedule shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
 - a. Type 1 – 2 Engines
 - b. Type 3 – 5 Engines
 - c. Type 6 – 7 Engines
 - d. Ladder
 - e. ATV – UTV
 - f. Rescue (Light, Medium or Heavy)
 - g. Squad/Car
 - h. Sprinkler Trailer
 - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
 - a. Command Vehicle
 - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

APPENDIX C - Delegation of Authority

1. Authority has been assigned to _____ to act on behalf of the Municipality of _____, to mitigate, respond/stabilize, and/or aid in the recovery of the _____ incident.

2. You have full authority to (request, employ or command) _____ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

3. You are accountable to _____ or his/her designated representative listed below.

4. Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

A: _____

B: _____

C: _____

D: _____

E: _____

F: _____

_____ will represent me on any occasion that I am not immediately available.

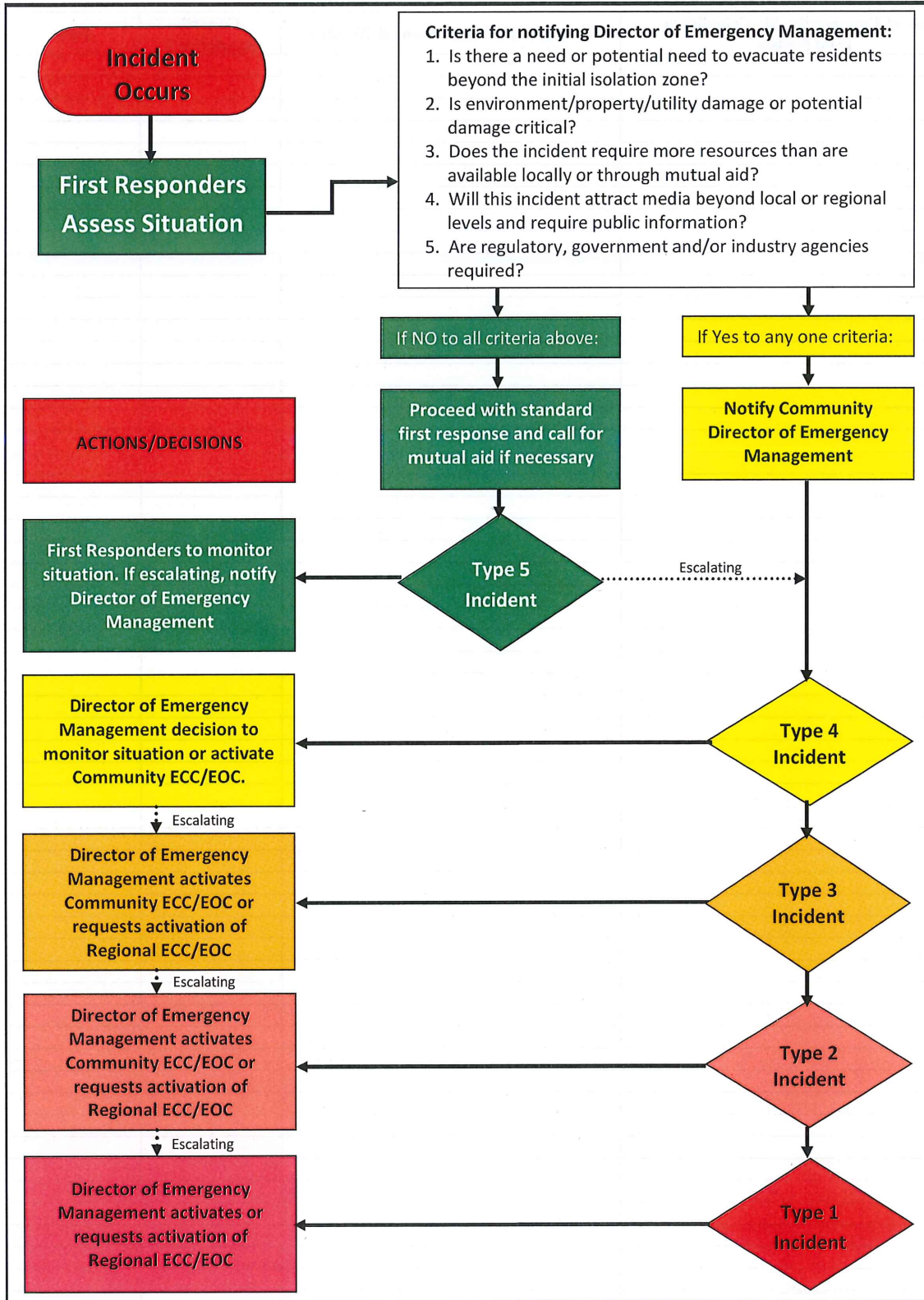
5. This authority is effective: Date: _____ Time: _____.

Requesting Designated Officer

Designated Officer Signature

Date and Time

APPENDIX E - Model Incident Threshold Notification / Activation Chart



APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

Type 1:

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

Type 2:

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

Type 3:

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

Type 4:

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

Type 5:

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

Type 1 Incidents or Events:

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Type 2 Incidents or Events

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

Type 3 Incidents or Events

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 4 Incidents or Events

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 5 Incidents

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

Agreement on Area Resource Sharing During Municipal Emergency Responses in Southern Alberta

MUNICIPALITIES THAT AGREED TO THE 2007 AGREEMENT

MUNICIPALITY	Original Agreement	Ammended Agreement
Cardston County	Signed - No Bylaw or Resolution	
City of Lethbridge		Accepted
Cypress County		Resolution 2007/268
County of Forty Mile No. 8		Accepted - No Agreement, Bylaw or Resolution rec'd
County of Lethbridge		96/08
M.D. of Pincher Creek No. 9		Resolution # 07/386
M.D. of Ranchland No. 66		Resolution# M08/05/07
M.D. of Taber		Resolution # 16H
Vulcan County		
County of Warner No. 5		Resolution# 07-07-12
M.D. of Willow Creek No. 26		Accepted - No Bylaw or Resolution #
Town of Bow Island		
Town of Cardston		Resolution 07-134
Town of Claresholm		Resolution 11
Town of Coaldale		Resolution 259-07
Town of Coalhurst		Resolution 1406-07
Municipality of Crowsnest Pass		Resolution 2962-07
Town of Fort Macleod		
Town of Granum		
Town of Magrath		Resolution #2007-07-07
Town of Milk River		Resolution 07-07-05
Town of Nanton		
Town of Picture Butte		Resolution # 414.07.07
Town of Pincher Creek		Resolution # 07-344
Town of Raymond		Resolution #07-082
Town of Stavely		Accepted - No Bylaw or Resolution #
Town of Taber		Resolution #153.07
Town of Vauxhall		Resolution# 07.128
Town of Vulcan	Accepted - No Agreement, Bylaw or Resolution	
Village of Arrowwood		NOT ENTERING AGREEMENT
Village of Barnwell		Resolution143/07
Village of Barons		Accepted - No Bylaw or Resolution #
Village of Carmangay	Signed - No Bylaw or Resolution	
Village of Champion		
Village of Coutts		Accepted - No Bylaw or Resolution #
Village of Cowley		Accepted - No Bylaw or Resolution #
Village of Foremost		Resolution # 159/07
Village of Lomond		Accepted - No Bylaw or Resolution #
Village of Milo		Accepted - No resolution #
Village of Nobleford		Resolution# 165-2007
Village of Stirling		Resolution 07-07-04
Village of Warner		Resolution# 505-07
I.D. No. 4 (Waterton)		

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0

Phone: (403) 625-3351 Fax: (403) 625-3886

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 064-17

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

RECEIVED
JUL 28 2017

NAME OF APPLICANT: Jason Toone

TYPE OF DEVELOPMENT:

To provide motor vehicle parking for drift club participants and spectators; and also mobile bleachers for spectators.

LEGAL DESCRIPTION OF SITE: Block A- Plan 4117JK

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:40 a.m. on Wednesday August 16, 2017

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or on our website at www.mdwillowcreek.com.

Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:
August 11, 2017 (10 consecutive days from the date of this notice)

DATE: July 26, 2017

SIGNED:

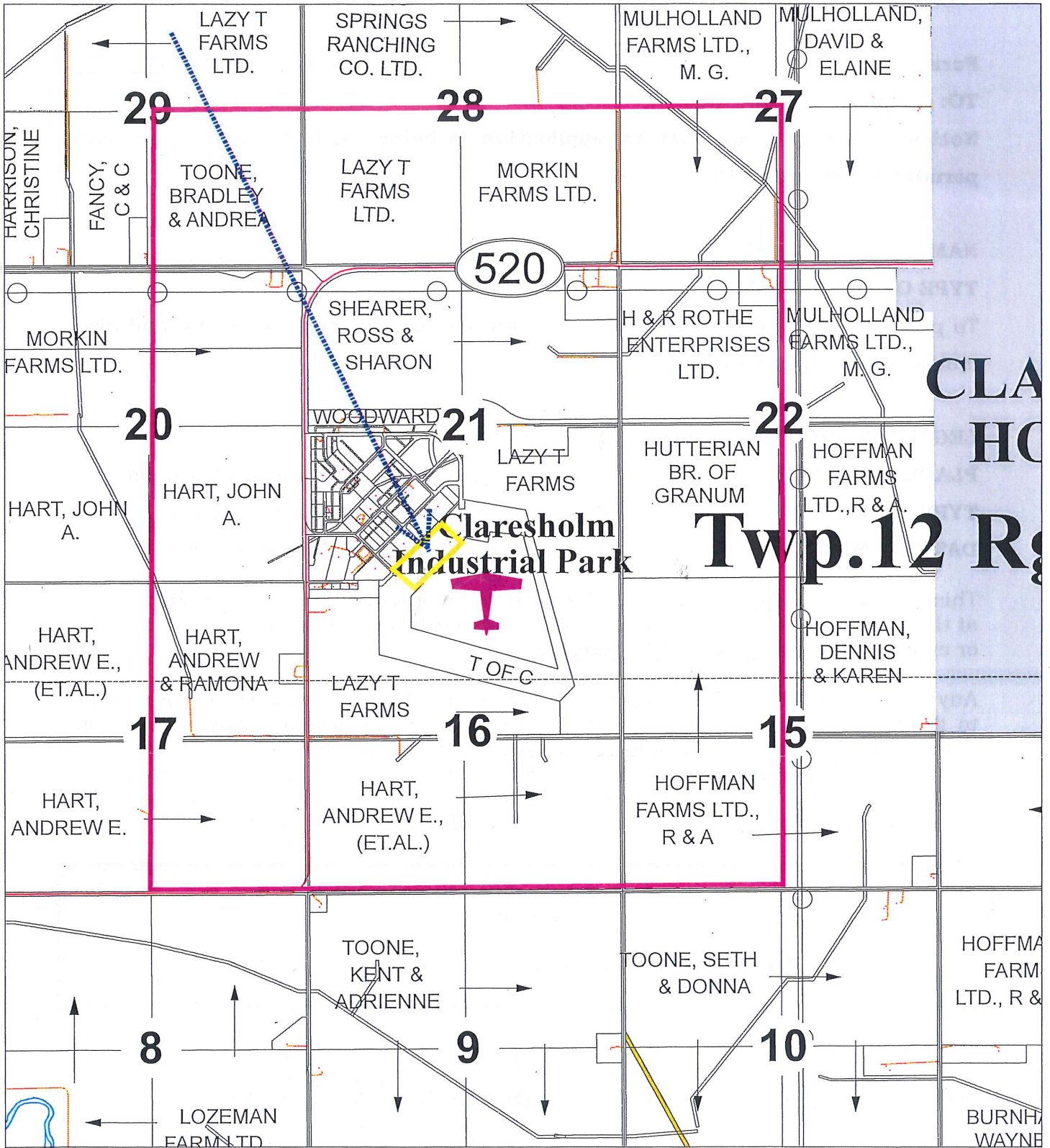


Brenda Stockton
Development Officer
MD of Willow Creek No. 26



Development Permit No: 064-17

Location: Block A - Plan 4117JK



Applicant: Toone, Jason

RECEIVED

JUL 25 2017

The Municipal District of Willow Creek No. 26
Box 550, Claresholm, AB T0L 0T0 Phone (403) 625-3351 Fax (403) 625-3886

NOTICE OF DECISION

Form C

Application No. 054-17

NAME OF APPLICANT: Robert T. Rothe

ADDRESS: Box 2650

Claresholm, AB T0L 0T0

In the matter of NW 22-12-27-W4M

The development as specified in Application No. 054-17 **for the following use:**

Establish an intensive horticulture - tree farm,

has been APPROVED, subject to the following conditions:

1. The applicant/landowner shall construct an access from the municipal roadway onto the subject lands. The access shall be constructed to municipal standards and in keeping with municipal policy **320-07b** (copy attached);
2. Prior to becoming operational a municipal Business Licence shall be obtained and maintained pursuant to Municipal District Business Licence Bylaw No. 1603;
3. The developer/landowner shall comply with the Weed Control Act and Regulations by controlling the spread of "prohibited noxious" and "noxious weeds";
4. The property/facility shall be maintained in a neat and orderly manner;
5. There shall be no development within 20 feet of the adjacent property lines and 75 feet of the municipal road allowance boundary, including trees and board/plank/chain link fences, unless a development permit is obtained that specifically varies the required setback to allow the development.

DATE OF DECISION July 19, 2017

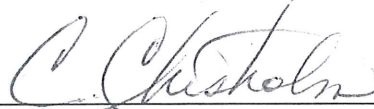
DEVELOPMENT PERMIT issued on the 19th **day of** July **2017.**

(See Over)

A development permit issued in accordance with this notice is not valid until 14 days after the date that this decision has been mailed to adjacent landowners, or posted on the site, or published in a newspaper, unless an appeal is lodged pursuant to the Act. If an appeal is lodged, then the permit will remain in abeyance until the Subdivision and Development Appeal Board has determined that appeal and this Notice of Decision may be modified, confirmed, or nullified hereby.

DATE: July 19, 2017

SIGNED:



Cindy Chisholm
Development Officer
The Municipal District of Willow Creek

IMPORTANT: Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation and/or regulations pertaining to the development approved.

***Intention to appeal must be received within 14 days of notification of decision.**

NOTE: The Land Use Bylaw provides that any person claiming to be affected by a decision of the Municipal Planning Commission may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal, stating the reasons, to the Subdivision and Development Appeal Board, c/o Municipal Administrator/CAO Cynthia Vizzutti, Box 550, Claresholm, Alberta T0L 0T0 within fourteen (14) days following the date of issuance of this notice. The required fee of \$500.00 must accompany the appeal.

Copies to:

Applicants/Registered Landowners
Adjacent Landowners
Town of Claresholm
Alberta Environment and Parks



RECEIVED

AUG 04 2017

July 31, 2017

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

Attention: Ms. Marian Carlson
Chief Administrative Officer

Re: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)

Dear Madam:

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2018; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2018, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm this percentage is 10.00%.

In 2016, our Delivery Tariff revenue in the Town of Claresholm was \$998,159. Our forecast Delivery Tariff revenue for 2018 is \$1,105,732. Therefore, based on the current franchise fee percentage, the forecast 2018 franchise fee revenue would be \$110,573.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (403) 380-5401.

Sincerely,

Shane Ellis,
Senior Manager, Lethbridge Region

RECEIVED

AUG 09 2017



THE
BRIDGES
AT CLARESHOLM GC

August 8, 2017

Mayor Rob Steel & Town Council
Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Re: Water License

Dear Rob Steel & Town Council,

Thank you for the much needed water. The course is starting to take shape again and should be in great shape for the Bantam & Novice provincials at the end of August. With the help of Brad Burns and Marian Carlson we have found out a lot of information regarding the golf course water license agreement with Alberta Environment. The biggest thing we have found out is that there are limitations on how much water we are allowed to use out of frog creek. The original document from 1983 indicates that in a given year we are allowed to draw 80 Acre feet (26 million gallons) of water. This amount was sufficient when the Golf Course was 9 Holes but leaves us very short for an 18 Hole facility.

We have contacted Les Furber from GDA Golf Design Services Ltd. Les was the course designer for the Back 9 and has worked on many Golf Courses around Southern Alberta. His recommendation for Southern Alberta Golf Courses is 150,000 – 250,000 gallons per day for April & May, 300,000 – 400,000 gallons per day for June, 400,000 – 500,000 gallons per day for July & August, 250,000 – 300,000 gallons per day for September. This works out to roughly 59,000,000 gallons per season to water an 18 Hole golf course in southern Alberta. We have talked with other superintendents around the area and these numbers are very close to what they use.

We have also found out from Marian Carlson that we could still apply to get a water license for the Golf Course thru Pine Coulee. The feeling from the board is that this license should be applied for but not put in the Claresholm Golf Club society name. It would be better if it was applied for by the Town of Claresholm. This way if the Society dissolved for some unforeseen reason the Town would still retain an adequate water license for the Golf Club. We have formed a committee that would be willing to work with the town thru the license application process if Town Council was in favor of proceeding.

Please consider this letter as a request for the Town of Claresholm to apply for a water license from Pine Coulee for the Golf Club.

Sincerely,



Ray Montpetit
Golf Club President



REQUEST FOR DECISION

Meeting: Aug 14, 2017
Agenda Item: 11

TAX RECOVERY SALE – REAL ESTATE OFFER EXTENSION

SUBJECT LANDS: Civic address: 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064

BACKGROUND:

1. This above mentioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. Council accepted a conditional offer on March 13, 2017 in the amount of \$520,000.00
3. The purchaser has requested an additional extension on the real estate contract for the due diligence period (as per the original contract). All conditions will remain the same on the offer.

DISCUSSION / OPTIONS:

The applicant applied for a land use bylaw amendment that was unsuccessful at second reading, thus the current offer to purchase expires August 15th, 2017. The purchaser intends to submit a new application for a change in use using the existing land use designation R4. That application will be presented to the Municipal Planning Commission at their next meeting, however in order to meet timelines for circulation and appeal periods the proposed extension date is September 28, 2017. The applicant is continuing to work on the drawings and materials required for a building permit to complete the development prior to occupancy.

COSTS / SOURCE OF FUNDING (if applicable):

- All costs associated with the tax recovery process are recoverable upon the sale of the subject property, as per the regulations set out in the Municipal Government Act.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the contract extension for the purchase of #4 Skyline Cres until September 28, 2017.

ATTACHMENTS:

- 1.) Contract extension agreement

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act (RSA 2000; ChM-26) Division 8; Section 410 thru 436

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 9, 2017




Intelligent
Real Estate
Solutions

Avison Young Lethbridge (2016) Inc.
#300, 515 7th Street South
Lethbridge, Alberta T1J 2G8
Canada

T 403.330.3338
F 403.320.5645

avisonyoung.com

August 1, 2017


c/o Avison Young Lethbridge (2016) Inc.
#300, 515 7th Street South
Lethbridge, Alberta T1J 2G8



Extension Re: Offer to Purchase between The Town of Claresholm and  for the Property municipally located at 4 Skyline Crescent, Claresholm, Alberta

Both hereby agree to extend the Buyer's and Seller's Conditions from August 15th, 2017 to **September 28th, 2017**.

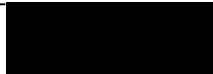
Please acknowledge your agreement **by signing below**.

Date

Seller Signature

Print Name of Authorized Signing Officer

August 3, 2017

Date 

Buyer Signature



Print Name of Authorized Signing Officer



Claresholm

REQUEST FOR DECISION

Meeting: August 14, 2017

Agenda Item: 12

8TH STREET WEST PATHWAY EXTENSION

DESCRIPTION/BACKGROUND:

Administration requests a motion of council to accept a Pathway Extension Planning and Design contract with Associated Engineering for the detailed design for the pathway extension on the east side of 8th Street W in the Town of Claresholm. This pathway will follow 8th Street W until just past the water treatment plant at which point it will jog east and follow the new 8th Street drainage ditch that is currently under construction.

DISCUSSION:

Associated Engineering was approached for a quote on this project due to their current involvement in the 8th Street Ditch Upgrades project where they could utilize their current design team from these projects and utilize their current related knowledge and work to facilitate this project.

The Facility and Infrastructure Planning Committee has made the recommendation to Council to accept this proposal and move forward with the contract based on that recommendation prior to formal motion from Council to allow this project to move forward and hopefully to have the design, with estimated costs of construction, completed for the August 14th, 2017 Council Meeting.

COSTS/ SOURCE OF FUNDING (if applicable):

The quoted price for the Planning and Design contract is \$8,635 and has been proposed by the Facility and Infrastructure Planning Committee to be funded out of the Parks and Pathways Capital Reserve fund.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Pathway Extension Planning and Design contract with Associated Engineering at a cost of \$8,635 to be funded out of the Parks and Pathways Capital Reserve fund.

ATTACHMENTS:

- 1.) Proposal from Associated Engineering

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 9, 2017

July 13, 2017

File: 2015-3456.E.04.00

Rob Steel
Mayor
Town of Claresholm
221-45th Avenue West
Claresholm, AB
T0L 0T0

**Re: TOWN OF CLARESHOLM
PATHWAY EXTENSION**

Dear Rob:

Associated Engineering (AE) is pleased to present you with the following proposal for Professional Engineering Consulting services to complete the detailed design for the pathway extension on the east side of 8th Street W in the Town of Claresholm.

AE will utilize the current design team working on the other Claresholm projects to provide the project with the best combination of expertise, knowledge, and project management.

1 PROJECT UNDERSTANDING

It is our understanding that the client is looking for a qualified consultant to complete project management, design, and tender specifications for the pathway shown in **Figure 1**. The pathway design includes approximately 1.1 km of 2.5m pathway extension from Westlynn Dr to south of the Raw Water Storage reservoir.



Figure 1 - Project Area



July 13, 2017
Rob Steel
Town of Claresholm
- 2 -

2 SCOPE OF WORK

The proposed scope of work includes:

- Project Management
- Detailed Design
 - Survey
 - Options for pathway structure
 - Drainage review adjacent to pathway
 - Review of maintenance issues
- Construction Issue drawings and tender documents
- Tender administration and Recommendation

Please note that Construction Administration was not requested and is not included in the scope of work.

3 ASSUMPTIONS

Below is a list of assumptions made regarding the proposed scope of work outlined in this proposal:

- No consultations (public or stakeholder) will be required.
- No application fees have been considered in this proposal.
- No lighting design is required.
- Construction management and quality control/assurance testing will be determined at a later time.

4 FEES

Based on our understanding of the project and scope of work outlined above, we propose to complete the work with a time & materials budget of **\$8,635.00** including disbursements and excluding applicable taxes.

5 CLOSURE

Thank you for the opportunity to submit this proposal. We trust this meets your expectations and would be pleased to discuss any aspect of the proposal we have presented. We appreciate your confidence in our services and look forward to working together with you on this project.



July 13, 2017
Rob Steel
Town of Claresholm
- 3 -

Should you wish to proceed with the work as proposed, you may acknowledge your acceptance by signing and returning the client authorization below. A formal engineering agreement will be forwarded to you upon receipt of this authorization.

Yours truly,

Greg Brouwer, P.Tech. (Eng.)
Design Lead
GB/mh

Darryl Schalk, R.E.T., P.L.(Eng.)
Transportation Manager

CLIENT AUTHORIZATION

By signing below, I agree to the terms of this proposal:

Signature

Date

Name and Title



REQUEST FOR DECISION

Meeting: August 14, 2017
Agenda Item: 13

Claresholm

COMMUNITY INITIATIVES PROGRAM (CIP) APPLICATION WALKING PATHS

BACKGROUND:

Claresholm Kinsmen and the Claresholm Kinettes have submitted a CIP grant application (June 15th application deadline) for walking paths.

The original grant application was written and applied for based on completing a walking path west of Town along the old CPR spur line towards the Claresholm airport. Per the request of Council and due to complications with the Airport recreation trail project, requiring a service agreement with the MD, the Kinsmen and Kinettes are agreeable to drop this project and refocus on walking paths along 8th Street West.

Through discussions I and Jason have had with the Grants Consultant with Alberta Culture and Tourism – Community Grants (which includes CFEP and CIP grants) we have confirmed that it is not an issue to continue with this grant application as is and then change the location of the pathway to be built after the grant is approved. We cannot however change the scope of the project, such as increase the amount of funds we are asking for. The current application is for a \$54K project, asking for a \$24K 50/50 matching grant. This current grant application at \$54K isn't likely to be sufficient to fully fund the 8th Street Pathway.

The budget for this grant application also included a \$7K in-kind contribution from the Town for "Trail Prep Equipment" which was originally intended to be mowing/grading the ground. The Town previously supplied a letter of support, as motioned in the June 26, 2017 council meeting, however no motion was made to provide a letter confirming the in-kind donation which is now being asked for by CIP as part of the application evaluation process.

OPTIONS:

Provide a motion to support the project by the Claresholm Kinsmen and the Claresholm Kinettes with in-kind donations of labour and equipment to maximum value of \$7,000 (without specifying what equipment or where). We are likely to hear if we are successful on this grant in November 2017.

PROPOSED RESOLUTION:

Moved by Councillor _____ to send a letter of support for the walking paths project by the Claresholm Kinsmen and the Claresholm Kinettes with in-kind donations to include labour and equipment to a maximum value of \$7,000.

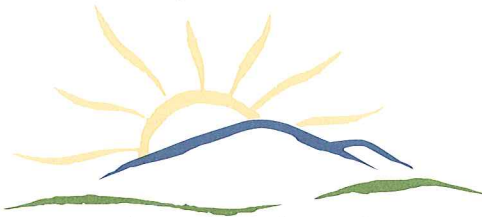
ATTACHMENTS:

Original Letter of Support as motioned on June 26, 2017

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 9, 2017



Claresholm

*Now you're living...
Now you're home*

June 28, 2017

Community Initiatives Program
Alberta Culture and Tourism
#212, 17205 - 106A Avenue
Edmonton, Alberta T5S 1M7

RE: MUNICIPAL LETTER OF SUPPORT – Claresholm Walking Path Expansion

Please consider this letter of support from the Town of Claresholm. The Town is pleased to support the application for expanding the walking paths in and around the Town of Claresholm. This project will certainly benefit the citizens of the Town of Claresholm and the surrounding areas in the M.D. of Willow Creek.

Trails provide many potential economic benefits to the users and the communities they are found in. Trails attract tourism and tourism is an economic benefit for any community. There are many spin-offs from trails in the economies of the surroundings. Restaurants, local businesses, tourist attractions, retail stores and accommodations can all reap the economic rewards of trails and the hikers and walkers on them.

Property values have been shown to increase in proximity to trails as communities recognize them as safe places to be active, healthy and community oriented. There are economic benefits to trails amongst their pedestrian users as well. Generally, hiking and walking trails are affordable forms of recreation.

We are extremely grateful to the Claresholm Kinsmen and Kinette Society for spearheading this important project. The Council and Administration of the Town of Claresholm have great pride in our community, and are thankful for the support of organizations such as this that see the 'bigger picture' and are willing to participate in fundraising for community.

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

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm



Claresholm

REQUEST FOR DECISION

Meeting: August 14, 2017
Agenda Item: 14

AUDIT & ACCOUNTING SERVICES CONTRACT

BACKGROUND:

On July 17, 2017 Council referred the request for decision on the audit proposals back to the Audit and Finance Committee for discussion and recommendation. That committee met on July 25, 2017.

The Audit and Finance Committee discussed the audit proposals as well as the service level (Option A or Option B) of those proposals and felt that due to the limited time that the new Director of Corporate Services has been in the position and the turnover experienced in that position over the last couple years, that it would be prudent to continue with the higher level of service from our Auditing Firm, and therefore accept a proposals under Option A (continue to have the audit firm prepare our financial statements and provide additional assistance related to preparing the support and documentation for those).

The Committee also felt that it was important to support a local firm and considering our positive working relationship and history that we remain with our current auditing firm, Avail LLP.

As such the formal recommendation put forward by the Audit and Finance Committee was to accept Avails proposal for a 3 year contract, with the option to renew for an additional two (2) one (1) year terms under Option A.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to award the audit and accounting services contract to Avail LLP for a 3 year term with the option of two (2) one (1) year renewals as per their proposal dated July 11, 2017 for a total value over 3 years of \$72,000 (Option A).

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 10, 2017



Claresholm

REQUEST FOR DECISION

Meeting: August 14, 2017

Agenda Item: 15

CENTENNIAL 50TH ANNIVERSARY MONUMENT & FLAG POLE

DESCRIPTION/BACKGROUND:

During the Canada 150 celebration on Canada Day there was some concern regarding the logistics of having much of the activities in the north east part of the park and then having to walk all the way over to the south east part of the park in front of the fire hall for the flag raising.

2017 is also the 50th anniversary of Centennial park and there was the suggestion made to install some type of plaque or monument to commemorate the 50th Anniversary.

The Facility and Infrastructure Planning Committee, while discussing the 2017 Parks & Recreation Masterplan discussed the possibility of these two different ideas, a new flag pole near the spray park and the monument, being combined and added to the Parks and Recreation Masterplan as one project. There was then some further discussion that they wanted this completed before Canada Day 2018 and whether or not this project would be undertaken in the 2017 year or deferred to spring 2018. No formal recommendations were made to Council on this project by the Facility and Infrastructure Planning Committee.

Subsequent to the Facility and Infrastructure Planning Committee meeting Administration went forward and got a quote from Claresholm Welding and Fabrication to fabricate a 40ft flag pole at a cost of \$3,300.

For a monument administration thought a nice rock with a plaque on it would look nice, similar to what is at Amundsen Park or Moffat Park. There are a number of good looking large rocks that were dug out of the ground at the Storm Pond site that we have on hand that could be used. The only cost to this would be for moving the rock and possibly some concrete to secure the stone at the park and the cost for the plaque itself.

DISCUSSION:

The Facility and Infrastructure Planning Committee didn't seem to know what size of flag pole would be appropriate or preferred at this site. A 40 foot pole is similar to the pole at the fire hall.

The Facility and Infrastructure Planning Committee also did not discuss what type of monument they would like to see. Using a rock from the Storm Ponds is cost effective as we already have them (and they are locally sourced) and it is a nice substantial monument that should last for decades. Other options however could also be considered.

The timing of the project was also left somewhat in the air. Administration would like to recommend doing the project still in 2017 as this is the year of the 50th Anniversary. The rocks at the Storm Pond area need to be moved this year to get them out of the way, so constructing the monument this year prevents us from having to store the rock or move it twice.

COSTS/ SOURCE OF FUNDING (if applicable):

If we use a rock we already have for the monument, the estimated total cost would only be \$5,000 (plus 500 contingency) total for flag pole (40ft) and monument. Administration suggests this could be funded from the general reserves.

PROPOSED RESOLUTION:

Moved by Councillor _____ to erect a flag pole and monument in Centennial Park in 2017 to commemorate Centennial Parks 50th Anniversary and Canada's 150th Anniversary at a cost not to exceed \$5,500. This is to be an out of budget project and will be funded from General Reserves.

ATTACHMENTS:

- 1.) Price Quote from Claresholm Welding and Fabrication.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 9, 2017



Claresholm Welding and Fabricating
Box 1226, Claresholm AB
Phone (403) 625-3824 Fax (403) 625-4161
E-mail: clarweld@telusplanet.net
www.claresholmwelding.ca

PRICE QUOTE

DATE: July/ 20/ 2017

QUOTE RE: 40ft flag pole

ATTENTION: Mike Scheweiller

Price quote to fabricate 40ft flag pole for centennial park.

Materials and labor - price per unit: \$3300.00

Regards,
Mike Anderson



REQUEST FOR DECISION

Meeting: August 14, 2017
Agenda Item: 16

PRELIMINARY ENGINEERING: STORM WATER MANAGEMENT – PHASE 2

DESCRIPTION:

Administration is seeking Council's approval to proceed with preliminary engineering and grant application on the above noted project to enhance the Town's application for funding under the Alberta Community Resilience Program (ACRP).

BACKGROUND:

It is proposed to have Associated Engineering assist the Town of Claresholm with preparation of an application to the Alberta Community Resilience Program for Phase 2 of the Stormwater Management Plan upgrades. This would include upgrades to the drainage ditch within The Bridges Golf Course, upgrades to the drainage ditch between Centennial Park and the The Bridges Golf Course, and upgrading the drainage ditch within Centennial Park.

The deadline for application for funding is September 30, 2017. As noted from our meeting with Ms. Micaela Gerling (Program Coordinator with ACRP) applications with preliminary engineering costs included are looked on more favourably than those projects without preliminary engineering completed.

To show the Town's commitment to following through with this project, both to residents and to the funding body, it is imperative that preliminary engineering takes place. Council has committed to improving storm drainage in our community since the flooding event of June 2014, and this preliminary engineering is another step in the process.

COSTS / SOURCE OF FUNDING:

Administration is suggesting a winter construction project to limit disruptions to the Golf Course Operations with a projected project start date of October 2018 – (Winter 2018/2019) for Phase 2 of the Stormwater Management Master Plan, subject to grant funding being approved.

The cost for the preliminary engineering to prepare documents to support the Town's funding application is \$26,500 plus GST. These funds could come from Capital General Reserves. Once funding is approved under the program, the preliminary engineering costs would become part of the eligible costs of the project funding and would be reimbursable.

RECOMMENDED ACTION:

Council pass a motion to approve the preliminary engineering on Phase 2 of the Stormwater Management Master Plan put forth by Associated Engineering as presented.

PROPOSED RESOLUTION:

- Moved by Councillor _____ that whereas applications for funding through the Alberta Community Resilience Program which include preliminary engineering plans will be looked on more favourably; and whereas the preliminary engineering costs would become part of the eligible costs for the project funding, therefore be it resolved to proceed with the preliminary engineering on Phase 2 of the Stormwater Management Plan upgrades, put forth by Associated Engineering in the amount of \$26,500 plus GST, with funds allocated from Capital General Reserves.

ATTACHMENTS:

- 1.) Proposal from Associated Engineering

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 9, 2017



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

Associated Engineering Alberta Ltd.
#1001, 400 - 4th Avenue South
Lethbridge, Alberta, Canada T1J 4E1

TEL: 403.329.1404
FAX: 403.329.4745
www.ae.ca

August 4, 2017

File: P_Let_2017.033

Ms. Marian Carlson
CAO
Town Claresholm
221 - 45th Avenue West
Box 1000
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM
PROJECT 2 – STORMWATER DRAINAGE IMPROVEMENTS**

Dear Ms. Carlson:

Further to our previous discussions regarding the application for funding through the Alberta Community Resilience Program, we have prepared this proposal for your consideration to provide preliminary engineering and funding application assistance for Project 2 identified in the Town's Stormwater Management Plan.

In our recent meeting with Ms. Micaela Gerling (Southern Alberta Program Coordinator for Alberta Community Resilience Program), she noted that applications for projects which included preliminary engineering plans would be looked at more favourably. She also noted that the preliminary engineering costs would become part of the eligible costs of the project funding.

For the Town's application for funding of Project 2 – Stormwater Drainage Improvements we propose a lump sum fee budget of \$26,500.00 including disbursement but excluding GST. This work will include the preliminary engineering to assist in preparing documents supporting the Town's funding application to ACRP, that is due for submission on September 30, 2017.

The scope of work for Project 2 includes the following

- Upgrades to the drainage ditch within The Bridges Golf Course,
- Upgrading the drainage ditch between Centennial park and The Bridges Golf Course,
- Upgrading the drainage ditch within Centennial Park,

The Opinion of Probably Cost for Project 2 – is \$1,125,000.00 and the anticipated total overall engineering fees for a project of this size would be in the order of \$90,000.00 to \$140,000.00.



August 4, 2017
Ms. Marian Carlson
Town Claresholm
- 2 -

The tasks for this project will include the following:

- Preliminary design for ditch upgrades including cross sections, structures and erosion control,
- Preliminary review of the hydraulic structures that control pond levels in the golf course,
- Identify opportunities to naturalize the ditch cross sections,
- Conduct a safety review of the ditch operations under flood/high flow conditions
- Conduct a level of service review examining current, proposed, and future level of service considering risks including health and safety, property inspection and potential future climatic risks,
- Preliminary Design Report and Cost Estimates,
- Preparation of funding application and coordination with ACRP.

We are available to commence on the preliminary engineering immediately upon your acceptance of this proposal. Based on our discussions with Micaela Gerling on July 27, 2017 development of storm water design criteria for the Town of Claresholm is also eligible for funding under the ACRP. A proposal for this work was previously submitted May 14, 2015. Should the Town wish to include this as part of the ACRP funding application, we can revisit this proposal to confirm the scope of work.

Should you require further information in regards to our fee and summary of work, please do not hesitate to contact the undersigned at 403-329-1404.

Yours truly,

ASSOCIATED ENGINEERING ALBERTA LTD.

Darryl Schalk, R.E.T., P.L. (Eng.)
Manager, Transportation

Adam McDonald, P.Eng.
Manager, Infrastructure

DS/mh

cc: Mr. Mike Schuweiler, Town Superintendent.

ROCKY MOUNTAIN DRIFT CLUB (RMDC) CAMPING REQUEST

DESCRIPTION / BACKGROUND:

The RMDC is hosting an event on August 26th and 27th, 2017 at the airport location however when investigating camping for some of the attendees the club realized the campground is full. There will be some members that choose to stay in hotels, but they are also requesting an overflow space at the campground to pitch tents. This would allow the club users to stay and utilize the washroom facilities while attending the weekend event. As per the attached email, the club is requesting space for approximately 30 tents. This type of request has been previously granted for a cycling group passing annually through Town.



DISCUSSION / OPTIONS:

1. The campground is full with another group and space would be a concern.
2. The club would be open to looking at alternative spaces. Moffat Park may be an acceptable alternate location with portable washrooms required to be brought in. This could accommodate the group as well as be separate from other groups and residential areas. The noise bylaw would still be in affect at any location within the Town.

PROPOSED RESOLUTIONS

Moved by Councillor _____ to approve the use of the green space at the campground for tenting for August 26th, 2017.

Or

Moved by Councillor _____ to approve the use of the ball diamond/ surrounding area at Moffat for tenting for August 26th, 2017.

ATTACHMENTS:

- 1.) Email from RMDC

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 10, 2017

From: Jason Toone [<mailto:jason2ne@gmail.com>]

Sent: Thursday, August 10, 2017 9:04 AM

To: Tara VanDellen

Subject: Re: camping for event

RMDC would like to request from the Town the ability to set up camp in the extended area next to the camp grounds due to full booking. We are expecting 30ish tents approximately 50 people. The one night event would be Aug. 26-27, 2017.

Thank you Jason

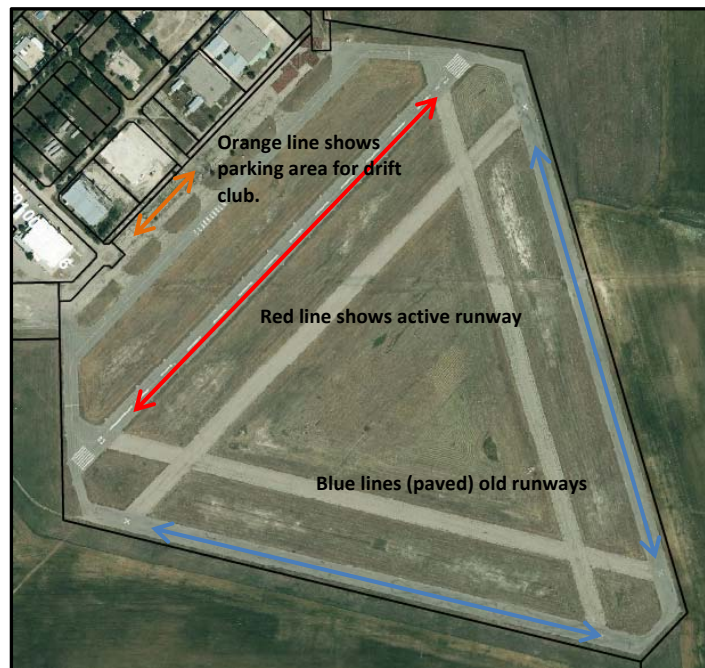
Sent from my iPhone

ROCKY MOUNTAIN DRIFT CLUB (RMDC) RUNWAY REQUEST

DESCRIPTION / BACKGROUND:

The RMDC is hosting an event on August 26th and 27th, 2017 at the airport location and have rented the decommissioned runways for some events (Drift Camp Practice). They are also requesting to use the active runway (see attached email). This requires Council approval, and shutting down the active runway. The active runway is in better condition than the decommissioned runways. The event is being proposed to run from 10am to 6pm.

The closure would be required to be reported to NAV CANADA. RMDC has insurance for the event at the runway location. Notification could be sent to users/business owners at the airport.



OPTIONS / PROPOSED RESOLUTIONS

Moved by Councillor _____ to approve the use of the active runway on Sunday August 27, 2017 from 10am to 6pm.

Or

Moved by Councillor _____ to deny the use of the active runway on Sunday August 27, 2017 from 10am to 6pm.

ATTACHMENTS:

- 1.) Email from RMDC requesting use of active runway

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 10, 2017

From: Jason Toone [<mailto:jason2ne@gmail.com>]

Sent: Thursday, August 10, 2017 12:39 PM

To: Tara VanDellen

Subject: Run ways

We (RMDC) would like to make a formal request for permission to rent the active runway for the second half of our 2 day event on Sunday aug 27. We will run from 10:00am till 6:00pm. There will be lots of media there and the group is interested in paying homage to our military heritage. Thank you for our consideration.

Jason Toone

Sent from my iPhone

Town of Claresholm

Statement of Operations

For the month ended June 30, 2017

	JUNE	2017 YTD	2017 BUDGET	NOTES
Revenue				
Net municipal taxes	(273,106)	3,658,005	3,113,876	1
User fees and sales of goods	275,489	977,807	2,052,470	
Government transfers for operating	285,791	329,374	404,995	
Investment income	8,872	55,066	58,000	2
Penalties and costs of taxes	7,358	69,489	121,100	
Licenses and permits	2,882	38,223	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	16,314	114,764	202,538	
Rental	3,812	53,359	112,150	
Other	(7,285)	39,478	84,800	
Family and community support services	220	114,701	240,605	
	\$ 320,348	\$ 5,450,268	\$ 6,431,934	
Expenses				
Legislative	17,442	52,590	113,500	
Administration	72,210	629,752	1,220,098	
Fire	1,526	36,951	301,612	
Bylaw enforcement	8,923	57,454	129,778	
Common and equipment pool	28,344	235,130	514,064	
Roads, streets, walks and lighting	30,982	190,301	768,242	
Airport	789	5,336	18,379	
Storm sewers and drainage	1,735	12,001	138,545	
Water supply and distribution	113,277	371,793	1,955,421	
Wastewater treatment and disposal	5,078	50,745	529,856	
Solid waste management	48,024	269,840	576,040	
Family and community support services	13,425	136,278	236,905	
Day care	3,184	19,101	38,202	
Cemeteries and crematoriums	2,718	7,330	51,680	
Other public health and welfare	4,500	23,381	27,000	
Economic and agricultural development	(60,763)	5,061	45,204	
Subdivision land and development	14,872	89,351	189,503	
Parks and recreation	103,979	428,676	904,162	
Culture - libraries, museum and halls	17,311	230,165	408,844	
	\$ 427,554	\$ 2,851,237	\$ 8,167,035	
Excess (deficiency) of revenue over expenses before other	\$ (107,206)	\$ 2,599,030	\$ (1,735,101)	
Other				
Government transfers for capital	435,328	908,390	5,324,112	
Excess of revenue over expenses	\$ 328,122	\$ 3,507,421	\$ 3,589,011	
Capital project expenditures to date	\$ 389,071	\$ 1,281,119	\$ 5,448,345	

Notes

- 1 In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for 3rd and 4th quarters.
- 2 Almost already at annual budget only 6 months into the year. This is due to a significant portion of our investment income gets recharacterized as grant income at year end. This would be for any interest that is earned on grant funds we are holding prior to being spent.

Town of Claresholm**Statement of Operations**

For the month ended July 31, 2017

	JULY	2017 YTD	2017 BUDGET	NOTES
Revenue				
Net municipal taxes	(0)	3,658,005	3,113,876	1
User fees and sales of goods	79,334	1,057,141	2,052,470	
Government transfers for operating	485	329,859	404,995	
Investment income	10,558	65,624	58,000	2
Penalties and costs of taxes	35,437	104,926	121,100	
Licenses and permits	1,809	40,032	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	15,524	130,288	202,538	
Rental	5,610	58,969	112,150	
Other	16,446	55,924	84,800	
Family and community support services	40,889	155,590	240,605	
	\$ 206,091	\$ 5,656,359	\$ 6,431,934	
Expenses				
Legislative	106	52,696	113,500	
Administration	115,272	745,024	1,220,098	
Fire	1,101	38,052	301,612	
Bylaw enforcement	9,955	67,409	129,778	
Common and equipment pool	33,150	268,280	514,064	
Roads, streets, walks and lighting	46,111	236,413	768,242	
Airport	669	6,004	18,379	
Storm sewers and drainage	964	12,966	138,545	
Water supply and distribution	66,042	437,835	1,955,421	
Wastewater treatment and disposal	4,631	55,376	529,856	
Solid waste management	46,161	316,001	576,040	
Family and community support services	13,409	149,687	236,905	
Day care	3,184	22,285	38,202	
Cemeteries and crematoriums	2,707	10,038	51,680	
Other public health and welfare	-	23,381	27,000	
Economic and agricultural development	2,241	7,302	45,204	
Subdivision land and development	6,716	96,066	189,503	
Parks and recreation	53,694	482,371	904,162	
Culture - libraries, museum and halls	33,409	263,574	408,844	
	\$ 439,522	\$ 3,290,759	\$ 8,167,035	
Excess (deficiency) of revenue over expenses before other	\$ (233,431)	\$ 2,365,600	\$ (1,735,101)	
Other				
Government transfers for capital	-	908,390	5,324,112	
Excess of revenue over expenses	\$ (233,431)	\$ 3,273,990	\$ 3,589,011	
Capital project expenditures to date	\$ 646,681	\$ 1,927,800	\$ 5,448,345	

Notes

- 1 In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for 3rd and 4th quarters.
- 2 Already exceeded annual budget. This is due to a significant portion of investment income on grant funds held being recorded to this account. These amounts will get reclassified at year end as grant revenue or deferred grant revenue if not spent.



INFORMATION BRIEF

Meeting: August 14, 2017

Agenda Item: 21

DESIGNATED INDUSTRIAL PROPERTY ASSESSMENTS

DESCRIPTION / BACKGROUND:

At the July 17th, 2017 Council meeting, a request for decision was presented regarding a letter that Municipal Affairs sent on June 28th, 2017 asking for the municipality's input into the preference of assessor for the new Designated Industrial Property Assessment. The province will be taking over the assessments of these Designated Industrial Properties on January 1, 2018. The province has not set out all the details and is asking if the Town would prefer to have our contracted assessors continue to do the assessments for the province or if the Town would like to have the province do the assessment. Council asked who would be picking up the costs for these assessments. Municipal Affairs response to this question is this:

"There will be no compensation for the 2017 assessment for the 2018 taxation provided from the Province. Beyond the 2017 assessment for taxation in 2018 contracting/compensation provisions for providing assessment services for the Provincial Assessor are being explored. It is expected that some form of compensation agreements/contracts will be entered into with municipalities. Further details will be forthcoming on this matter."

This information was provided by Ken Anderson, Manager, Alberta Municipal Affairs, Assessment Services Branch.

DISCUSSION / OPTIONS:

1. Whether or not to make a recommendation one way or another when all the details of what a Designated Industrial Property are still not clear thus the actual impact is unclear although all indications are that it is only one (1) property in our municipality.
2. Recommend we allow our assessor to assess the property in order to have better access to the details of the assessments. Our assessor charges us \$25.00 per assessed parcel and we anticipate any charges either way shouldn't be significantly different.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 9, 2017



INFORMATION BRIEF

Meeting: August 14, 2017
Agenda Item: 22

TRAFFIC STUDY

DESCRIPTION:

This brief is a follow up to a study by the Peace/Bylaw officer in collaboration with Alberta Transportation at the intersection of Highway #520 and the Highway #2.

BACKGROUND:

The town office received several verbal and written concerns in relation to:

1. Traffic speed and volume at the intersection of Highway #520 and the Highway #2,
2. Pedestrian flow across both highways at this point,

Those complaints moved through a process of review and were presented to the Emergency Services Committee for recommendation. The committee referred it back to the Peace Officer to contact Alberta Transportation and look into options and/or solutions for the locations including but not limited to:

- a) Traffic lights at the intersection of Highway #520 and the Highway #2.

DISCUSSION/OPTIONS:

Attached is the response from Alberta Transportation:

I am writing you to follow-up regarding the recent traffic and pedestrian survey at the intersection of Highway #520 and Highway #2, Claresholm, and the findings of the ensuing traffic signal analysis by the Department. Our review indicates that currently the intersection does not warrant traffic signals, but we would like to take this opportunity to thank you for your assistance in compiling the data for the review and also your patience while we performed the review.

Regards,
Terry Becker, Lethbridge Operations Manager, Alberta Transportation

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Jason Hemmaway, Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 8, 2017



CAO REPORT

August 14, 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.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

MUSEUM

[See enclosed report](#)

RECREATION

See enclosed report

Respectfully submitted by

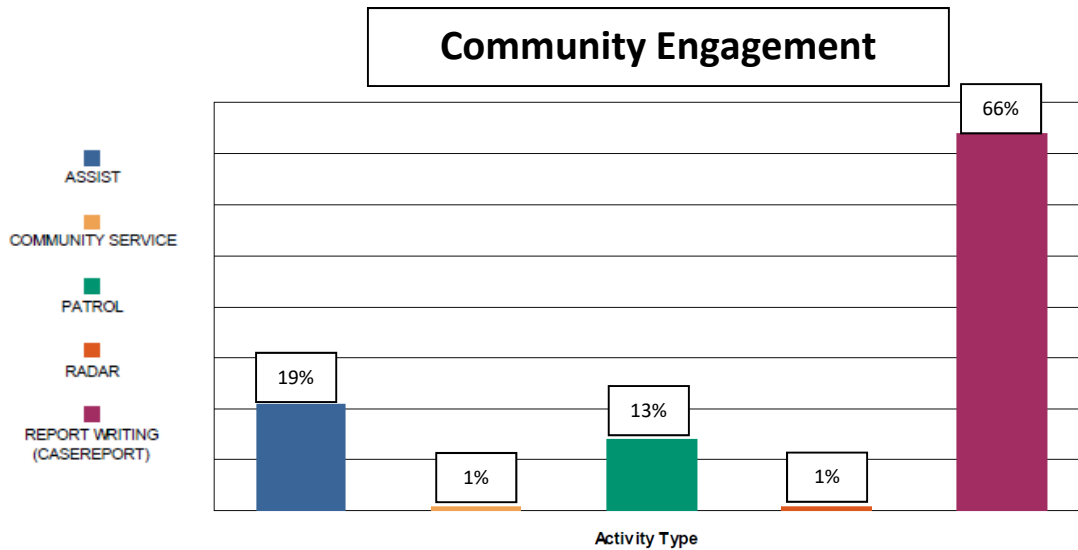
Marian Carlson, CLGM
CAO



INFORMATION BRIEF

Meeting: August 14, 2017
 Agenda Item: CAO REPORT

JULY BYLAW ENFORCEMENT REPORT



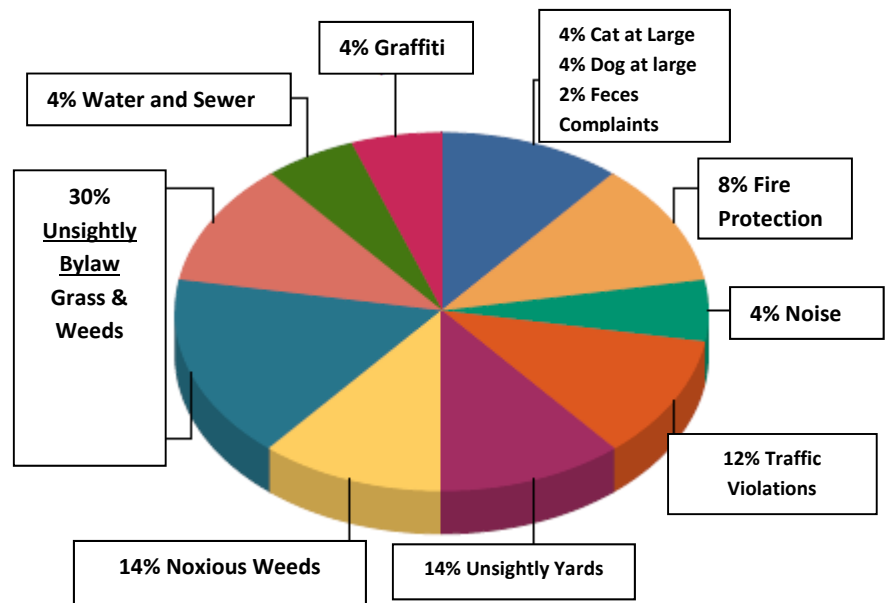
July Newspaper Focus:

1. Grass and Weed control in the alleys

July Enforcement Highlights:

1. Unightly control in the down town core, residential yards, alleys and industrial sections of town,
2. Barking dog complaints fielded and dog owners contacted with warnings issued,
3. Fire pit complaints in reference to size, no spark arrestor and disturbing the peace for length of time pits were used,
4. Fire ban initiated in collaboration with the Fire Department and the RCMP,
5. Back alley grass and weed blitz,
6. Animal at large complaints followed up and cat trap lease program initiated.

The Percent of Time Allocated to Community Enforcement Actions



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 7/17/2017 - 8/11/2017

Financial

- Met with the Audit and Finance Committee on the Audit Proposals and have drafted a Request for Decision based on that committee's recommendation.
- Met with Micaela Gerling with ACRP regarding our current grant application/project and future projects. We have submitted a grant extension request on the current grant (Extended current deadline of Sept 30, 2017 to June 30, 2019 to ensure revegetation is established before closing out the project). We also discussed potential ACRP funding for phase 2 of the Stormwater Management Plan.
- Completed June and July month ends and have prepared department budget to actual financial reports as well as prepared the month end financial report for Council for those months. This brings our month end reports now up to date. The hope and plan throughout the remainder of the year is to have these reports prepared no later than the 15th of the following month.
- Met with representative from AMSC and received some further information on their utility offerings. Of more interest however was what we found out regarding some of their other services and offerings, including their purchasing program (most notably a viable option for a better credit card – P-card – offering than our current one).
- Did not receive any additional information on employee benefits from our meeting with AMSC on July 26th, as the representative we met with had to refer us to someone else for those offerings. That individual has been on holidays.

FCSS & Museum

- Allison McKee has been hired as our new FCSS Outreach Worker. She started July 24, 2017
- Museum summer positions are nearing completion, with two of the students last day done by August 19. Ken and I will begin exit interviews next week.

Bylaw

- Met with CARES, Shelley Ford and Jason Hemmaway along with Marian Carlson. CARES has reconfirmed their commitment to work with the Town to properly administer and enforce the animal bylaws.

Parks and Recreation Master Plan

- Public survey has been advertised and is available around Town and online. As of August 9, we have received 156 responses. This does not include paper responses that may have been received at different locations around town but that have not yet been picked up and entered.

Office/General

- Review/update of Town Policy Manual continues as a backburner project.

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

DEVELOPMENT OFFICER REPORT

For: 7/14/2017 - 8/11/2017



Claresholm

Development Permits

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

Compliance Requests

- ❖ 14 compliance requests received.

Miscellaneous

- ❖ Many compliance requests received this month, many shed and fence questions also asked this month.
- ❖ This month focus was on site inspections & follow ups along with current projects.
- ❖ Local Press Town News – MPC approved developments& notice for public hearing.
- ❖ MPC meetings held July 21, 2017 & August 11, 2017.
- ❖ Public Hearing for LUB re-designation held July 17, 2017.
- ❖ Webinar #1: put on by MCCAC “Greening Government Speaker Series – Mitigation Action Assessment Protocol (MAAP)” Topics included: 1. the open source database to help governments or private industry design & develop climate actions 2. The program has a mitigation entity, financial structure and benefit development. 3. This database provides insight and meaningful comparability of projects and investment opportunities. 4. The World Bank has been working with government and the private sector to create “market ready” mitigation action and comparability.
- ❖ Webinar #2: put on by MCCAC “Greening Government Speaker Series – Growing Green Regional Innovative Economies” Topics included: 1. Diversifying urban areas 2. New clean industries 3. Introducing new technologies using waster to create products 4. Creating sustainable niche markets 5. Innovative entrepreneurship 6. Networks within and across social structures 6. Good governance – open, transparent, ideas are heard, bring together unrelated knowledge, long-term responsibility.

MDP Review & Update

- ❖ MDP review & update kick off meeting held July 17, 2017. Information is being gathered regarding priorities, other planning documents & initial look at alignment with South Saskatchewan Regional Plan.

*Submitted by
Tara VanDellen
Development Officer*



Monthly Report

August, 2017

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer (EDO)

- Has completed first year of Certificate in Professional Management for Economic Developers with an A- average

Website

- EDA, EDO and EDC/Council Member Shelley Ford loading content relevant to Business, Visitor, Residents & Contact Sections
- Beta Site available and has been shared with EDC & Council for feedback
- Community Calendar is currently being built
- Anticipated launch for public on August 31

Wayfinding Signage

- Initial sign is to be a Downtown Directory
- Content and design has been finalized
- Final proof to be shared with EDC & Council via e-mail upon receipt
- Additional signage designs have been approved by the EDC, with purchases in 2017 to reflect remaining budget

Economic Development Committee

- General Meeting on July 24, 2017
- Focused on facilitation of website development
- Discussed and moved on a recommendation for locating the Business Growth & Development Centre
- Selected the first purchase to be made for the wayfinding system
- Reviewed 2017 budget to date

Marketing Plan

- EDC has approved final edits
- Edits will be incorporated in to final version as soon as website and Fair Days projects are complete

- 2nd round of photo shoots being completed for digital content library for website and marketing purposes
 - Golf Course, Spray Park & Campground, Aquatic Centre, Town Office, Medical & Seniors Facilities

Events

- Downtown Jams
 - EDO continues to facilitate the event with Gaven Moore as the host and talent coordinator
 - Successive growth at event, approximately 70 in attendance on August 9
 - Over 10 participating musicians
 - Poor sales at some retailers (attendants are focused on music)
 - Walkabouts have improved since the opening of new ice cream/coffee shop
 - Positive reviews and improved downtown vibrancy associated with the event
- Farmer's Market
 - EDO, EDA and EDC Vice-Chair Darla Slovak assisted Barb Uhl with advertising, facilitating and moving the Farmer's Market to the Downtown Parking Lot
 - Attendance, both in the number of vendors and the number of visitors, has increased by more than double since the move to the downtown parking lot
- Fair Days/Downtown Tour
 - EDO assisting Events Coordinator with absorbing responsibilities for facilitation of Fair Days
 - Downtown Tour slated to take place in street festival atmosphere on closed 49th Avenue
 - Multiple entertainers, musicians, food vendors, inflatable amusements, market vendors, facepainters, a video game truck, and more have been booked for the street festival
 - A street dance will be included in lieu of fireworks - fireworks will be postponed with an anticipated date of December 31
 - A Town of Claresholm/EDC booth will showcase some available commercial properties, the new tourism map, and more. The booth will be manned by a combination of staff and Councillors

FCSS REPORT FOR COUNCIL FOR JULY - AUGUST

- Continuing with Caring for Caregiver course on Tuesday afternoons
- Congratulations to Allison McKee who is the new part-time Outreach Coordinator for FCSS. Lisa and I interviewed 4 possible applicants and Allison was hands down the best choice for the position.
- Have been working with Allison for past two weeks and getting her settled and organized. She has taken on the social media and web pages and is working on updating the FCSS Resource Guide. She has been getting acquainted with the bylaws and policies and procedures of FCSS as well. We have been discussing possible programs to research and taking time to talk with community members for some feedback.
- Had a telephone conversation with Outcome Measures Trainer (Kim) about the reports I submitted to province for 2016. She offered some helpful tips for reporting next year. The reports were done correctly and she was happy that they were submitted early as well.
- Met with Coordinated Community Response to Elder Abuse team to review what has been accomplished to date and to make further plans on the team's response to elder abuse situations. The grant has been approved for a second year for planning stage.
- Researched Landmark as possible professional development. Discussed with Jason Hemmaway the benefits of the course and also with some of the facilitators. Will be attending the course in October in Calgary.

- Attended an Early Childhood Coalition meeting to discuss future events and brainstorm ideas for the community. Looking at including PHECC in Dad's Central (grant funded program with Wild Rose Community Connections), also partnering with teen group for an event.
- Working on some of the Policy and Procedure changes that were recommended at the last board meeting.
- Youth of Tomorrow are planning on partnering again with the skate boarding group called Boarderline at Fair Days. There will be demonstrations on Saturday. They are also volunteering to set up tables at the museum for tea on the lawn and help set up books for sale at the library. As well the teens are planning a BBQ fundraiser in partnership with the outdoor market on Saturday August 26. Youth are discussing having a field trip to Comicon which is happening in Aldersyde in October.
- Met with Ken from the museum about partnering to host an indigenous event that will probably happen next fall.
- Attended a United Way celebration to receive a grant for the Youth of Tomorrow.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



8/10/2017

Report for July/August 2017

Buildings Replacement of the Curling rink roof has been completed. Arena dressing room bathroom renovations are underway and will be completed before the end of the month.

Sidewalks Construction in various areas of the Town for the 2017 sidewalk repairs has been going well. Two thirds of the project has been completed. In another risk management program 145 Trip hazards on town sidewalks were removed, by grinding.

Streets Our 2017 infrastructure project has started and storm sewer replacement on 5th St. West will be the first work scheduled to be finished before school starts. Potholes are being dealt with as manpower allows. Line painting for traffic control has been completed. Some oiling of perimeter roads has also been done.

Sanitary Sewers One possible sewer back-up was reported, after the fact. No action was required. Monthly sewer main maintenance continues.

Water Distribution Low water pressure complaints that were received were all related to high usage during peak times.

Storm Sewer Drainage Cleaning and repairs to the existing storm piping system continues when time permits. The 8th St. ditch project is underway, culvert installation in front of the school is almost completed. The storm pond project is almost complete with a few deficiencies yet to do as well as the final landscaping contract.



Parks Spraying for weeds around facilities and other areas is ongoing. Keeping flowers growing in this heat wave has become a 7 day a week job. Extra cleaning of bathrooms and parks for Fair days has been done.

Recycling Program is operating well, no issues to report at this time.

Garbage Our Collection program is running well.

Equipment Maintenance and repairs are done as needed.

Staff Holidays season is in full swing, PW staff will cover for all departments, a total of 48 weeks will be scheduled and covered. A parks employee has been off for the last month on a non-work related injury and is greatly missed. He will hopefully be able to return in a few weeks.

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

A Guide to Tourist Resources in the Municipal District of Willow Creek and Claresholm, Nanton, Fort McLeod, Granum and Stavely

PREPARED BY THE CLARESHOLM & DISTRICT MUSEUM AND VISITOR
INFORMATION CENTRE

PRESENTED TO THE COUNCIL OF THE MD OF WILLOW CREEK

BY KEN FAVRHOLDT, EXECUTIVE DIRECTOR

AUGUST 9, 2017

Tourism

- ▶ a growing industry
- ▶ changing understanding -- a commonly accepted description of a **tourist** is "someone who travels at least 80 km from his or her home for at least 24 hours, for business or leisure or other reasons" (LinkBC, 2008, p.8). People visiting friends and family are tourists.
- ▶ VICs collect tourism data
- ▶ Mobile Visitor Services kiosk –
a joint project of the Claresholm
& District Museum and Claresholm & District
Chamber of Commerce



Objective

- ▶ To provide information for visitors to our region who are seeking adventure, experiences, and opportunities to interact with locals and enjoy the built and natural environment
- ▶ Studies have shown that visitors (tourists) are interested in history, nature, and unique experiences
– according to the *Explorer Quotient* model (Travel Alberta) most visitors to our area are "Cultural Explorers" and "Free Spirits"
- ▶ Alberta Culture supports to **Innovate and develop** traveller-focused experiences; to **Market** authentic experiences in breathtaking landscapes

Resources of regional significance

- ▶ Holistic view – tourists don't know (or care) about municipal borders
- ▶ Cooperative approach between municipalities needed to cater to tourists
- ▶ Objective – "corralling" the tourists – providing experiences which will entice them to stay longer (and come back)

Types of tourists

- ▶ The *Explorer Quotient* (Travel Alberta) identifies several "customer profiles":
 - Free Spirits, Cultural Explorers, Authentic Experiencers, Personal History Explorers, No-Hassle Travellers, Rejuvenators, Gentle Explorers
- ▶ Types of tourists in our region include a few of these profiles, more specifically –
 - ▶ sightseers
 - ▶ history buffs, archaeologists
 - ▶ photographers, astronomers
 - ▶ nature lovers – birders, hunters

Icons – Water Towers and Grain Elevators



Examples of "built heritage"

Types of resources (attractions)

- ▶ Historic sites and monuments
- ▶ Built heritage
- ▶ Cemeteries
- ▶ One-room schools/vanished schools
- ▶ Parks, playgrounds
- ▶ Campgrounds
- ▶ Leisure activities – swimming pools
- ▶ Golf courses
- ▶ Museums
- ▶ Music and art festivals
- ▶ Guest ranches (bed and breakfasts)

Historic site and monuments



Original site of Fort Macleod, along Oldman River

Parks and golf courses



Nanton Centennial Park



Claresholm Bridges Golf Course

Museums



Granum Old Jail and Museum opening

Visitor Information Centres



Bus tour at Claresholm & District Museum and Visitor Information Centre



Cemeteries



Union Cemetery in Fort Macleod, including Mounted Police Cemetery

Plaques

Plaque at Post Office, Fort Macleod



Plaque at Post Office, Claresholm

Historic downtowns



Main Street, Fort Macleod

One-room schools

MacEwan School, Nanton, now Visitor Information Centre



Macleod Trail, Fort Macleod north to Calgary



Trail marker west of Nanton

Fairs, Festivals



South Country Fair, Fort Macleod

Aviation history in the area



Harvard Memorial, Centennial Park, Claresholm



RCAF Memorial, Claresholm Airport

Aviation history



Bomber Command Museum of Canada

Annual Events



Porcupine Hills Classic Cruisers Car Show



Canada Day, Claresholm



Granum Gospel Jamboree

Parades



Christmas Parade, Fort Macleod



Nanton Parade

Vanished one-room schools



Mud Lake School

Agricultural Arenas



Silver Slate Arena, west of Stavely



First Nations Culture



Head Smashed –In Buffalo Jump, UNESCO World Heritage Site



"Blackfoot Medicine Speaks" at the South Country Fair

Parks



Granum Park



Coutts Centre for Western Canadian Heritage

Indoor presentations



Claresholm Museum – Sunny McMillan talk



Nanton Auditorium Hotel – Ian Tyson concert

The western way of life



Agriplex, Claresholm



Buffalo ranging southwest of Granum

Leisure activities



The Oldman River

Unique areas



Sharples Botton, Trout Creek



Abandoned farm buildings southeast of Granum

Olde Fashioned Christmas at the Claresholm & District Museum



Places of Commemoration



Wall of Honour, Nanton Bomber Command Museum



Peace Lutheran Cemetery east of Claresholm

Proposal

- ▶ Publication of Tourist Resources Manual for dissemination to VICS, Museums, Municipal Offices, other
 - for sale to public
 - annual updates
 - map enclosure by MD of Willow Creek
- ▶ Development of three circle tours ("Foothills," "Prairies," "Heritage") to go on National Geographic website

Resources and references

National Geographic, *Crown of the Continent Geotourism Map and Guide*, 2016

Scandinavian Connections: A Guide to Sites in Alberta, Edmonton: Scandinavian Trade and Cultural Society, 2007

Peterson, Jim A. *Vanishing Sentinels: The Remaining Grain Elevators of Alberta and British Columbia*, 2007.

Code of the West video, MD of Willow Creek (n.d.)

Travel Alberta. *Getting to Know Your Best Customer: The Explorer Quotient Workshop Series*.

MD of Willow Creek Land Ownership Book Map May 2017

MD of Willow Creek. *Business Directory 2017*

Chinook Country Tourism Destination Area Study, MTB Consultants Ltd, 1984

Local history books: *Where the Wheatlands Meet the Range*; *The Butte Stands Guard*; *Mosquito Creek Roundup*; *Mosquito Bites Again*; *Leavings by Trail*; *Granum by Rail*; *Fort Macleod – Our Colourful Past*

All photos copyright Ken Favholdt, except for *Head-Smashed In Buffalo Jump*
<https://albertaculture.files.wordpress.com/2016/06/hstbj-signature-copy.jpg>

RECREATION DEPARTMENT

July & August 2017



TOWN OF CLAESHOLM

August 10, 2017

Authored by: Denise Spencer





RECREATION DEPARTMENT

July & August 2017

General Overview Facilities

Arena:

1. Repairs to header are complete; floor to commence March 2018

The old flooring pipes are very brittle, very hopeful they will last through the year. There is a hole in the piping under the floor, and we are fortunate there is no crack in the cement as it is contained for now.

2. Simple suggestion/solution to Hockey Canada's girls changeroom has been made, room 5 would become girl's home dressing room, with a door that locks to block showers. This will simplify the design process, cut costs while ensuring it conforms to Hockey Canadas recommendations

3. Sound System is complete. Is designed to be added to, Skate club has proposed addition to overhead speakers. Will be in talks with Minor Hockey

4. Minor hockey has proposed development days on Friday afternoons 2-4:15pm, days that are not used will be public skate times

5. Public skate; recommendation by Arena Users that there should be user fees for public skate times; sometimes when there is a monetary value placed on a service people are more inclined to use that service eg. Toonie per skate &/or Family skate donation. A bolted down drop box would be a benefit as the arena is not staffed all hours of the day.

6. Schedule; aiming to book the weekends that were left open from last year, Minor Hockey has a tentative tournament schedule, we will not book additional tournaments until these dates are finalized. Recommendations have been made to advertise Senior Skate times, dependent on staff at the Arena, and to let the general public know the arena is open during the day for use.

7. Minor Hockey runs from September 22-March, the season end date will be determined by playoffs.

8. Skate Club, September 25- March 10 (or 17 TBA)

9. Pond hockey will continue to have the Friday slot from 4:30-7:30pm, their season starts April 13-March 16 (dependent on scheduled renovation of arena floor)

Aquatic Centre:

1. The Fall, September-December program guide was out August 2nd, with registrations starting at that time.

We are offering 2 separate after school sessions, with one running Mondays, and one on Wednesdays. Previous years we have ran 2 or 3 days a week. If this change works well with parents we will offer the same in the January through April lessons.

JLC Sport and Vikings days have been changed this year with Vikings Competitive Club switched to Tuesdays and Thursdays, as our Coach has class until after 4 on Mondays and Wednesdays. We are also offering parents and youth the opportunity to practice an additional day, Friday.

Seniors Program has been revamped, with a new name to Classic Fit. The major change is the focus will be Classic Rock, and more grooving. We look forward to seeing old and new faces to this program!

Baby and me (Moms work out program) will see some changes this fall as well, with more of a switch to interval training, hence the name "Baby & Me HITT Fit, we're hoping that change of focus will entice caregivers to come out, although with the new exercise class alternatives that are offered in this community and the daycare options that are provide, we will wait and see.

The Homeschool Time on Tuesday and Thursday mornings will still be offered from 8-9am. We are very clear that parents or guardians need to take an active role when youth are involved, as there is no instructor at that time. We will provide workouts to improve skill and endurance (not lessons) if requested. There is a database on the staff computer available.

2. Summer registrations have been full, although some payments for lessons were not made, although the slots were full, or weeks were switched last minute resulting in lower registration numbers the last week of August. This has been rectified as all staff is aware that they are required to let parents know they must come in and pay within a couple days or make arrangements for payment or we will not hold their child's lesson spot.

3. Private lessons spots are still being requested.

4. Another junior guard has been hired. One of our senior guards has had a change in availability which helps with our fall scheduling.

5. Our National Lifeguard Instructor is again co-teaching with a student. The student contacted our facility July 22, 2017. This is exciting as it sets a precedent as we continue on our path as a training center in Southern Alberta

6. The Lifesaving Society of Alberta and the Northwest Territories has asked us to join in another pilot project (the first was 3 years ago) they are introducing a new updated Bronze program, which we will run and evaluate, with them taking our recommendations into consideration.

Parade:

1. For the 6th year running we will have a float in the parade, focused on recreation and Canada's 150 anniversary

Master Plan: Reviewed July 18, 2017

- Surveys are available online at Survey Monkey, or at the following locations: Town office, Library, FCSS, Aquatic Center and the EDO will have them at his booth during fair days

Other:

- Applied for the Community Choosewell Community Award July 14, 2017
- User Fee comparisons for Swimming Pools is complete for 2015, 2017, with recommendations to be brought forward during budget discussions
- User Fee comparisons has been started for Arena's to ensure Claresholm is in line with what other Arenas charge. Consideration will be made for Public Skate times, out of town users and the concession



INFORMATION BRIEF

Meeting: August 14, 2017
Agenda Item: 24

COUNCIL RESOLUTION STATUS

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 - May 8, 2017				
11	RFD: Regional Fire Services Delivery Model - Moved by Councillor McAlonan to direct Administration to proceed with the search for a consultant to facilitate the process regarding the Feasibility Study on Regional Fire Service Delivery and Governance Model. CARRIED MOTION #17-043	Marian	Consultant chosen and initial meetings being scheduled for August	Complete
Regular Scheduled Meeting - May 23, 2017				
8	RFD: Tax Sale Properties - Moved by Councillor Dixon that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017. CARRIED MOTION #17-047 Moved by Councillor Cutler that the 2017 tax recovery reserve bids be set as follows: i. N 50' of Lot 20, Block 1, Plan 147N, reserve bid \$50,060; ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100; iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790. CARRIED MOTION #17-048 Moved by Councillor McAlonan that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #17-049	Lisa	Sent ad to Alberta Gazette for June 30th edition	Ongoing
Regular Scheduled Meeting - July 17, 2017				
1	Bylaw #1631 - Land Use Bylaw Amendment - Moved by Councillor Ford to give Bylaw #1631 2nd Reading. DEFEATED	Tara	Notification sent to applicant.	Complete
2	Bylaw #1632 - Printing Ballots in Lots - Moved by Councillor Cutler to give Bylaw #1632 2nd Reading. CARRIED Moved by Councillor O'Neill to give Bylaw #1632 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	CORRES: Alberta Municipal Affairs RE: Designated Industrial Property Assessment - Referred to administration to gather more information on cost.	Lisa	Info Brief on agenda for August 14th Council meeting	Complete

6	CORRES: MD of Willow Creek MPC - Moved by Councillor McAlonan to direct administration to write a letter to the Municipal District of Willow Creek's Municipal Planning Commission to state that the Town of Claresholm is not averse to a tree farm, however the Town is not willing to provide further access to raw water from the Pine Coulee Pipeline at this time. CARRIED MOTION #17-069	Tara	Letter sent to MD MPC	Complete
8	CORRES: Royal Canadian Legion - Alberta/NWT Command - Moved by Councillor Fieguth to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$441.75 plus GST for 2018. CARRIED MOTION #17-070	Karine	Cheque sent	Complete
10	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Cutler to forgive the municipal portion of the 2017 property taxes of the Claresholm Golf Club in the amount of \$3,000.93. CARRIED MOTION #17-071	Karine/Lisa	Letter produced/taxes cancelled/refund sent	Complete
11	CORRES: West Meadow Elementary School Fundraising - Moved by Councillor Fieguth to provide an in-kind donation to the West Meadow Elementary School Fundraising Group at the discretion of administration. CARRIED MOTION #17-072	Mike	Group contacted & arrangements made	Complete
12	CORRES: Claresholm & District Health Foundation - Moved by Councillor McAlonan to support the Claresholm & District Health Foundation's 11th Annual Gala in the amount of \$500. CARRIED MOTION #17-073	Karine	Letter & cheque sent	Complete
13	RFD: 8th Street Ditch Upgrade Tenders - Moved by Councillor O'Neill to award the contract for the 8th Street Ditch Upgrade project to Whissell Contracting Ltd. as per Associated Engineering's recommendation for \$2,063,614.05 plus GST. CARRIED MOTION #17-074	Marian/Mike	Contract awarded	Complete
14	RFD: Closure of 49th Avenue West for an Event - Moved by Councilor Ford to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days 'Downtown Tour.' CARRIED MOTION #17-075	Justin/Mike	Plans in place	Complete
15	RFD: Farmers Market - Moved by Councilor Fieguth to approve the use of the nine (9) parking stalls running north from the southwest corner of the downtown parking lot between 4:00pm and 8:30pm for the purpose of adding the Claresholm Farmers Market to the Wednesday Evening Open Mic and evening shopping initiative. CARRIED MOTION #17-076	Justin/Mike	Barricades provided every Wednesday until end of season.	Complete
16	RFD: Audit & Accounting Services - Referred to the Audit & Finance Committee	Blair	Recommendation on agenda for August 14th meeting	Complete
21	IN CAMERA: Moved by Councillor Cutler to amend the non-union employee wage grid to move the Community Outreach Worker position from an annual salary to an hourly rate due to the change to a part-time position. CARRIED MOTION #17-077	Blair/Lisa	Updated wage grid	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 10, 2017

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
53639	2017-07-17	EFT	EFT	787501	1344585 ALBERTA LTD	20177	16,134.90
53640	2017-07-17			13125	AHS-CCMHA		87.00
53641	2017-07-17	EFT	EFT	787518	AIRTECH HEATING & AIR CONDITIONING LTD		911.77
53642	2017-07-17	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S		8,199.59
53643	2017-07-17	EFT	EFT	1025	ALBERTA ONE CALL LOCATION CORP		91.35
53644	2017-07-17	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.		3,770.55
53645	2017-07-17	EFT	EFT	787528	ASSOCIATED ENGINEERING		63,496.63
53646	2017-07-17	EFT	EFT	785928	BIG HILL SERVICES LTD.		1,066.81
53647	2017-07-17	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE		2,138.52
53648	2017-07-17	EFT	EFT	11250	CANADIAN LINEN AND UNIFORM		252.12
53649	2017-07-17	EFT	EFT	787538	CAPITAL PAPER RECYCLING LTD.		299.25
53650	2017-07-17	EFT	EFT	12190	CHAMCO INDUSTRIES LTD.		3,437.70
53651	2017-07-17	EFT	EFT	12325	CHINOOK ARCH REGIONAL LIBRARY		14,317.98
53652	2017-07-17	EFT	EFT	786670	CHIX DESIGN		246.75
53653	2017-07-17	EFT	EFT	126050	Cintas First Aid & Safety 030G		122.45
53654	2017-07-17	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		3,675.00
53655	2017-07-17	EFT	EFT	13525	CLARESHOLM IGA		708.46
53656	2017-07-17	EFT	EFT	13660	CLARESHOLM LOCAL PRESS		3,892.67
53657	2017-07-17	EFT	EFT	13900	CLARESHOLM PHARMACY LTD		92.87
53658	2017-07-17			786950	CLARESHOLM SELF STORAGE		367.50
53659	2017-07-17	EFT	EFT	786141	CLARESHOLM TAXI		2,126.26
53660	2017-07-17	EFT	EFT	786137	COLUMBIA INDUSTRIES LTD.		2,902.52
53661	2017-07-17	EFT	EFT	786784	DAVIS Chevrolet GMC Buick Claresholm		568.29
53662	2017-07-17	EFT	EFT	786540	DIRECT ENERGY REGULATED SERVICES		79.72
53663	2017-07-17	EFT	EFT	21350	EDDIE'S HANG-UP DISPLAY		78.39
53664	2017-07-17	EFT	EFT	786510	FENCO CONTRACTING LTD		14,708.95
53665	2017-07-17	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD		1,674.75
53666	2017-07-17			786000	FLOWERS ON 49th		57.75
53667	2017-07-17	EFT	EFT	786505	GRAPHCOM PRINTERS LTD.		916.13
53668	2017-07-17	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.		1,863.87
53669	2017-07-17	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.		343.38
53670	2017-07-17	EFT	EFT	787522	HIFAB HOLDINGS LTD.		584.05
53671	2017-07-17	EFT	EFT	11310	HI-WAY 9 EXPRESS LTD.		130.83
53672	2017-07-17	EFT	EFT	36800	HOME HARDWARE		1,475.31
53673	2017-07-17	EFT	EFT	850	JOHN DEERE FINANCIAL		929.35
53674	2017-07-17	EFT	EFT	787535	KFJ SIGNS & GRAPHICS		257.25
53675	2017-07-17	EFT	EFT	786267	LAWSON PRODUCTS INC.		179.75
53676	2017-07-17	EFT	EFT	56155	LIFESAVING SOCIETY		258.75
53677	2017-07-17	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION		404.32
53678	2017-07-17	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		14,333.40
53679	2017-07-17	EFT	EFT	58000	LOOMIS EXPRESS		35.49
53680	2017-07-17	EFT	EFT	786704	MINISTER OF FINANCE (LT)		125.00
53681	2017-07-17	EFT	EFT	786872	MPE ENGINEERING LTD.		4,510.28
53682	2017-07-17	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW		42,358.95
53683	2017-07-17	EFT	EFT	786192	NOBLE CONCRETE (1987) LTD		683.55
53684	2017-07-17	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194		84.89
53685	2017-07-17	EFT	EFT	787553	OSSA TERRA LTD		593,474.75
53686	2017-07-17	EFT	EFT	76400	PITNEYWORKS		4,242.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
53687	2017-07-17	EFT	EFT	786453	PRAXAIR CANADA INC.	1,108.09
53688	2017-07-17	EFT	EFT	786697	Productivity Plus Account	888.56
53689	2017-07-17	EFT	EFT	4090	PVH CANADA, INC.	438.38
53690	2017-07-17	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	1,730.31
53691	2017-07-17	EFT	EFT	786536	R P WATERWORKS INC.	2,522.84
53692	2017-07-17	EFT	EFT	786434	RAYMAX EQUIPMENT SALES	9,521.93
53693	2017-07-17	EFT	EFT	86300	RECEIVER GENERAL	24,979.98
53694	2017-07-17	EFT	EFT	786188	Reynolds Mirth Richards & Farmer LLP	2,794.12
53695	2017-07-17	EFT	EFT	42321	RFS CANADA	517.09
53697	2017-07-17	EFT	EFT	14265	SAVARIA LIFTS LTD.	392.00
53698	2017-07-17	EFT	EFT	786468	SHAW CABLE	490.91
53699	2017-07-17	EFT	EFT	787509	SOURCE OFFICE FURNISHINGS	1,520.40
53700	2017-07-17	EFT	EFT	786111	STEEL, ROB	111.79
53701	2017-07-17	EFT	EFT	786788	THE LETHBRIDE HERALD	260.92
53702	2017-07-17	EFT	EFT	96730	THE MACLEOD GAZETTE	52.50
53703	2017-07-17	EFT	EFT	97000	TOWN OF CLARESHOLM	150.00
53704	2017-07-17	EFT	EFT	97002	TOWN OF CLARESHOLM (Petty Cash)	175.00
53705	2017-07-17	EFT	EFT	97015	TOWN OF FORT MACLEOD	2,020.00
53706	2017-07-17	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50
53707	2017-07-17	EFT	EFT	786759	Tyco Integrated Fire & Security	3,092.25
53708	2017-07-17	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	513.20
53709	2017-07-17			23500	W.R. MEADOWS OF WESTERN CANADA	3,099.87
53710	2017-07-17	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	9,957.35
53711	2017-07-17	EFT	EFT	111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	910.57
53712	2017-07-17	EFT	EFT	787503	Western Materials Handling & Equipment Ltd.	495.12
53713	2017-07-17			787544	YOUR DOLLAR STORE WITH MORE, (1743700 ALBERTA LTD)	703.81
53714	2017-07-17			900000	AEROWARE	47.25
53715	2017-07-17	EFT	EFT	900000	ALBERTA CAREGIVERS ASSOCIATION	40.00
53716	2017-07-17	EFT	EFT	900000	BROWN, CINDY	290.00
53717	2017-07-17			900000	Canadian Public Works Association	220.50
53718	2017-07-17			900000	CLEAR LAKE ENTERPRISES	276.00
53719	2017-07-17	EFT	EFT	900000	FAVRHOLDT, KEN	193.65
53720	2017-07-17			900000	FIVE STAR UNIFORMS	233.70
53721	2017-07-17	EFT	EFT	900000	KB Heating & Air Conditioning	6,930.00
53722	2017-07-17	EFT	EFT	900000	MITCHELL'S PRECISION CARPENTRY	1,004.49
53723	2017-07-17	EFT	EFT	900000	Physio-Control Canada Sales Ltd.	299.25
53724	2017-07-17	EFT	EFT	900000	ULINE CANADA CORPORATION	430.97
53725	2017-07-17	EFT	EFT	900000	WALL, TILLY	54.09
53726	2017-07-17	EFT	EFT	900000	WENLOCK, JOHN	688.75
						892,010.94
						Batch # 20179
53727	2017-07-17	EFT	EFT	900100	NYLEN, KENNETH R. & JOAN C.	6.95
						6.95



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						20207	
53728	2017-07-27	EFT	EFT	650	ALBERTA BLUE CROSS		7,262.94
53729	2017-07-27			87028	Alberta Elevating Devices & AR Safety Assoc.		280.35
53730	2017-07-27	EFT	EFT	787526	Alberta Municipal Services Corporation		32,323.59
53731	2017-07-27			786195	Benchmark Assessment Consultants Inc.		5,070.63
53732	2017-07-27			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		100.49
53733	2017-07-27	EFT	EFT	786095	CHILTON, LISA		50.62
53734	2017-07-27			786657	Claresholm & District Transportation Society		770.70
53735	2017-07-27	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
53736	2017-07-27			14085	CLARESHOLM NAPA AUTO		790.04
53737	2017-07-27			785973	CLEARTECH INDUSTRIES INC.		9,052.43
53738	2017-07-27			786397	EPCOR		242.49
53739	2017-07-27			786202	EXOVA		3,398.45
53740	2017-07-27			787522	HIFAB HOLDINGS LTD.		396.50
53741	2017-07-27			56155	LIFESAVING SOCIETY		189.22
53742	2017-07-27	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		29,499.42
53743	2017-07-27			787523	MOWERS & BLOWERS (841057)		126.00
53744	2017-07-27			786872	MPE ENGINEERING LTD.		2,145.15
53745	2017-07-27			65000	MUNICIPAL DISTRICT OF WILLOW		27.50
53746	2017-07-27			65040	MUNICIPAL INFORMATION SYSTEMS		1,007.86
53747	2017-07-27			66100	NATIONAL SECRETARY-TREASURER		1,430.04
53748	2017-07-27			787550	OAKFIELD SAFETY		210.00
53749	2017-07-27			786635	ORKIN CANADA CORPORATION		139.13
53750	2017-07-27	EFT	EFT	86300	RECEIVER GENERAL		23,953.52
53751	2017-07-27			787533	SPENCER, DENISE		318.82
53752	2017-07-27			900	TELUS		3,487.07
53753	2017-07-27			111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES		157.01
53754	2017-07-27			900000	Alberta-NWT Command		465.00
53755	2017-07-27			900000	ALLEN, MIRANDA		375.00
53756	2017-07-27			900000	Claresholm & District Health Foundation		500.00
53757	2017-07-27			900000	DUNN, JACK F.		42.00
53758	2017-07-27			900000	FAVRHOLDT, KEN		108.61
53759	2017-07-27			900000	KING, VINCE		157.50
53760	2017-07-27			900000	KRISTIAN ELECTRIC LTD.		3,075.82
53761	2017-07-27			900000	MCLENNAN ROSS LLP		10.00
53762	2017-07-27			900000	RUSSELL, MALCOLM		393.75
53763	2017-07-27			900000	THE FLAG SHOP		128.10
53764	2017-07-27	EFT	EFT	900000	WALL, TILLY		375.00
							131,244.25
						Batch #	20209
53765	2017-07-27			900100	CLARESHOLM GOLF CLUB		3,000.93
53766	2017-07-27			900100	HILLMER, KYLE JOHN		473.88
53767	2017-07-27			900100	STEPHENS, TROY ANTHONY		266.08
53768	2017-07-27			900100	TURNBULL, MARION		1,721.11
							5,462.00
Total							1,028,724.14

*** End of Report ***



MUNICIPAL PLANNING COMMISSION MINUTES

June 16, 2017
Town of Claresholm – Council Chambers

Attendees: Lyal O'Neill - Council Member (Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large
Shelley Ford - Council Member
Jeff Kerr – Member-at-Large

Staff: Tara VanDellen – Development Officer

Public Present: N/A

8:00 am	Call to Order /Adoption of Agenda	Motion to adopt Amended Agenda by Councilor Ford CARRIED
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Adoption of Minutes	Motion to adopt the Amended Meeting Minutes By Jeff Kerr
<ul style="list-style-type: none">• May 26, 2017	Seconded by Sharon Duncan
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With amended conditions by Councillor Cutler
	File: D2017.050 Applicant: Shawn Ryer Owners: 1942662 Alberta Ltd. Address: 222 50 Ave East Legal: Lot 23, Block 122, Plan 2496R Regarding: Variance to front & side yard setback dimensions – for renovation	Seconded by Councilor Ford
		CARRIED

Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Councillor Cutler
	File: D2017.052 Applicant: Permit Solutions Inc. Owners: 1664660 Alberta Inc. (property has been sold) Address: 5831 1 St West Legal: Lot 1 & 2, Block A, Plan 0311590 Regarding: Sign Permit with Variance to max number and max display surface	Seconded by Jeff Kerr
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

June 16, 2017

Town of Claresholm – Council Chambers

Item 3: INFORMATION APPROVED DEVELOPMENTS Taken for Information

Item 4: INFORMATION Temporary Use Permits - Starling Auctions Taken for Information

Item 5: INFORMATION Sign Permits – Top Hand Western Store Taken for Information

**8:45 am Motion to Adjourn
By Councillor Ford**

AUMA BOARD NEWS



Lisa Holmes
AUMA President
Mayor, Town of Morinville

This year's Convention and Tradeshow takes place November 22-24 at the TELUS Convention Centre in Calgary. Registration will open by the end of July.

Provincial Consultation on Legalization of Cannabis

AUMA continues to participate in discussions with the province regarding the legalization of cannabis, including attendance at stakeholder roundtable meetings, discussing topics such as managing access and public health, regulation and supply chain, and municipal concerns. AUMA also submitted a response to the province's online survey using data obtained from our members from our own survey as well as feedback from the discussions at the Summer Mayors' Caucus.

The first phase of consultation will end July 31, 2017. Feedback will be used to help develop a Cannabis Framework, which will outline proposed next steps for Alberta. AUMA will have another opportunity to provide feedback when the draft Framework is released in fall 2017.

AUMA 2017 Fall Convention & Tradeshow

Planning activities are ramping up for the fall Convention, with AUMA staff working closely with the offices of the Premier and the Minister of Municipal Affairs to coordinate their attendance, with the Legislature being in session for the first two days of Convention.

We're proud to announce we have secured Olympic Gold Medallist and CBC Commentator Joan McCusker as our keynote speaker to share her observations of ordinary people building extraordinary lives. Session topics will include legalization of marijuana and municipal impacts, building effective relationships with the business community, Alberta Smart Communities, and more.

More information on the Convention, including registration details, will be shared in upcoming editions of the weekly Digest.

AUMA Supports Promoting Women in Government

On July 6th, Lisa Holmes, Mayor of Morinville and President of AUMA, Tanya Thorn, Councillor of Okotoks and Director of Towns South, and Maryann Chichak, Mayor of Town of Whitecourt and Director of Towns West, participated in a video that will be available to municipalities looking to host events to help encourage more women to run in local municipal elections.

The video, along with other tools and information, will be available on the AUMA website. [Municipalities can also apply for a grant to help cover the costs of hosting campaign schools to help promote women running for office.](#) Grant amounts range from \$300 to \$500 depending on response, and the deadline to apply is Wednesday, July 19th.



President Lisa Holmes joined Minister Stephanie McLean, Minister of Service Alberta and Status of Women, Nav Kaur, City of Edmonton, and Catrin Berghoff of Haubner, Motashaw Consulting Ltd., in a [webinar to discuss gender parity on councils across Alberta.](#)

Resolution to Explore Merger with AAMDC

On Wednesday, July 12, President Lisa Holmes provided members with advance notification of a resolution going to the fall convention looking for members' direction with respect to explore the idea of the AUMA merging with the AAMDC and forming a new provincial association. This information was circulated again on [July 13th in a special edition of the weekly Digest newsletter](#).

To supplement our member communications, we offer the following Q&As:

Why is the AUMA proposing a merger?

Some members have been anecdotally musing about the benefits of one association for a number of years but we have not discussed this as a full membership. The AUMA Board agrees that the time is right to put this question to our membership since there is an opportunity for our associations to stop competing with each other and to instead strengthen our sustainability and impact, while improving member service and our overall efficiency.

Other provinces such as Ontario, British Columbia and Manitoba have effectively evolved to one municipal association and indicate that they have a much stronger impact with federal and provincial governments since they can act as one voice on behalf of all municipalities.

What is the timeframe for decisions around a possible merger?

While we expect to get an initial reaction from AAMDC when our Board meets with them in late August, the first decision point with our members is during the resolution session at the November Convention where you will express whether you support the concept of a merger. Assuming you do, we then have a second stage of work where we will develop a proposed model and discuss with members in 2018.

What level of member support do you need in order to advance the resolution on the possible merger?

We need 50 per cent of our members plus one member vote of "yes".

If this is approved, how long would it take for the two associations to form into one?

It will take some time to complete this exploration as we would need to develop a proposed scope of services and a governance, legal and financial structure. The proposal would then need to be presented to our respective members in 2018 for input. Assuming there is support to proceed, it would likely take a few years to implement, given the regulatory and other requirements.

How will one association be able to speak for both urban and rural municipalities when they have very diverse needs and perspectives?

In order to ensure that all members are effectively represented by one association, there would need to be a determination of the governance structure so that each type of municipality is equitably represented.

AUMA is well accustomed to building consensus across municipalities of different types, sizes and locations. We have a proven track record of identifying issues and opportunities of importance to our diverse membership and then working with our members to develop practical solutions. As well, we have also had a lot of success in working with AAMDC to develop common policy positions such as those relating to the Municipal Government Act and in delivering services through our jointly owned programs including the Elected Officials Education Program and Municipal Climate Change Action Centre.

We expect that we would continue to use processes like our policy committees, Mayors Caucuses and Convention to identify and prioritize issues and opportunities and to build consensus on solutions that can work for all members. No doubt AAMDC also has some processes that they have found to be effective in consensus-building so we look forward to learning more.

Have you advised the province of this resolution?

Yes, the Minister has been advised and is aware our members will be voting on it at our November Convention.

What is the cost to combine the two associations? Who will pay for it? What will be the savings?

This financial analysis will need to be undertaken once we are sure that members are supportive of the concept. The details will be presented in 2018 as part of discussions on an organization model, scope of services, governance structure, etc. In terms of funding this exploration, AUMA has equity reserves that it can draw on.

What is AAMDC's reaction so far?

We will find this out when AUMA meets with the AAMDC Board in August to discuss the resolution.

What if there is a change of the Board membership after the fall municipal election – will this resolution still be put forward?

Yes, this will still go forward. As we recognize that there will likely be many newly elected officials at Convention, we will be sending out advance information to them to explain what AUMA and AAMDC do and why we are considering a merger at this time.

Will membership fees be reduced with a combined association? What other cost benefits are expected?

While we anticipate cost savings through economies of scale and less administrative costs than running two

separate entities, we cannot speculate on what those could be until we have agreement on the scope of services and governance model. In some cases, we may see that resources are reinvested into expanded services rather than cost savings per se.

What would the Board structure look like for one association?

While this won't be reviewed until after the resolution is voted on, we are mindful that the Board composition would need to consider type of municipality as well as geographic representation.

How will a merger impact the services our organization purchases from AMSC?

One of the goals associated with the merger is to consider the opportunity to consolidate our insurance, benefits and utilities services. This will be carried out as part of designing an operational model and governance structure. Our intent is to improve services and make them sustainable and cost effective for our members.

Provincial Response to Resolution on Transportation Warrant System Review

Through a 2016 member resolution, AUMA has been calling for the province to review the Transportation Warrant System and allow for municipalities to provide input in the process that assesses, evaluates, and implements changes on Alberta highways, including the type of safety measures used at an intersection (e.g. stop signs, flashing red lights).

In response to a letter sent by AUMA, the Minister of Transportation indicated that municipalities do have an opportunity to provide input into the traffic safety review process. Despite this response, the AUMA is still concerned that this input is restricted to a specific point in time, whereas traffic safety issues are continually evolving and would therefore require ongoing input from municipalities.

Overall, the current system does not reflect a partnership between the province and municipalities in ensuring traffic safety.

Therefore, the Board directed a letter be sent to Alberta Transportation stressing the importance of a municipal-provincial partnership in ensuring transportation safety and asking how they will achieve priority outcomes, specifically, implementing a mechanism that allows municipalities to give continual input regarding local traffic safety conditions outside of the standard review period; enabling municipalities to give advice on when the warrant review is required; and improving information-sharing between the province and municipalities on how traffic warrant review information is prioritized and applied in decision making.

[Letters to government are posted on our website: auma.ca/About AUMA/Member resources](http://auma.ca/About/AUMA/Member%20resources)

2018 Federal Budget Priorities

On June 2, the House of Commons Standing Committee on Finance invited Canadians to provide submissions on the topic of productivity and competitiveness for consideration for the 2018 budget. The AUMA Board discussed key messages to be included in the AUMA's response to the federal government:

- Canada is facing challenging economic times and, given our natural resource economy, Alberta is particularly vulnerable.
- While we appreciate the federal government has honoured its funding commitments for infrastructure, there are considerations that need to be addressed in future infrastructure funding and program design, including:
 - Resolving delays in future bilateral federal-provincial infrastructure agreements
 - Establishing funding agreements that reflect each order of government's ability to pay (40/40/20 federal/provincial/municipal contribution formula)
 - Using an outcome-based, predictable funding approach, with funds flowing to municipalities similar to the gas tax program, which is already established and successful
 - Establishing cash flows for projects for major expenditures so municipalities are not required to "up front" the cost of projects
 - Providing additional certainty and details of social programs and infrastructure including affordable housing.
- In addition the 2018 federal budget should consider:
 - Restoring federal funding for disaster mitigation
 - Addressing high crime rates in Alberta by increasing the intake for the RCMP cadet program to fill vacancies and conducting an operational efficiency review to ensure existing RCMP resources are used in an optimal manner
 - Ensuring widespread access to reliable, high speed broadband internet particularly for remote municipalities
 - Restoring tax exemptions removed in 2017 for non-accountable expense allowances paid to municipal elected officials
 - Increasing funding for customized language training for newcomers to assist in integration into our communities
 - Providing funds to offset increased costs related to the legalization of cannabis.

With the key messages established, AUMA is sending out a submission to the federal Standing Committee on Finance before the August 4, 2017, deadline.

Oil and Gas Liability Management

There are about 88,000 inactive wells in Alberta, and more than 65,000 wells that have been plugged but still need to be dismantled and reclaimed. Related liabilities have been conservatively estimated at \$30 billion but could be significantly higher.

Under current regulations, the “polluter pays principle” requires the company to [abandon, remediate, and reclaim](#) the site, and the province’s industry-funded Orphan Well Association (OWA) has been able to step in on behalf of companies that will not be or are not currently financially able to fulfill these requirements. However, the OWA’s annual expenditures of about \$30 million may become insufficient with the dramatic increase in abandoned infrastructure as a result of recent collapses of major energy firms resulting in transfers of more than 1,000 wells to the OWA.

This issue has been compounded by a recent court decision that refused the Alberta Energy Regulator’s (AER) requirement that a bankrupt oil and gas company pay out remaining assets to cover the cost of abandonment, remediation, and reclamation. Instead, the court ruled the firm must pay out its remaining assets to creditors first due to the paramountcy of federal bankruptcy legislation. The immediate result of this decision is that the OWA will be forced to assume higher costs in dealing with orphan wells. The AER has filed an application for leave to appeal to the Supreme Court of Canada, but the result is not yet known.

Another problem is legacy wells, installations that were abandoned and reclaimed under previous, less-restrictive regulations. Although these wells met the requirements of the time, the technology available to cap them and remediate the sites was not capable of removing future risk. As a result, many legacy wells have begun to leech contaminants into surrounding land. This is a significant issue for landowners (often farmers), as contamination makes using the land unsafe. Moreover, landowners are often unable to take a mortgage out on any land that is contaminated, and municipalities are barred from issuing subdivision or development permits for affected properties. This effectively binds landowners to an unsafe, unproductive piece of land and the cost of cleaning up these sites is left either to the landowner or the public.

AUMA has been advocating for changes to address these liability issues since abandoned and inactive wells can jeopardize health and safety and impede growth and development. AUMA has also been advocating for municipalities to have input into decisions regarding energy development within their borders.

AUMA Administration recently participated in the AER’s liability system review engagement sessions, and sent a letter confirming our position:

- Municipalities should be engaged in any programs and processes associated with the abandonment, remediation, and reclamation of energy development to ensure they reflect best practices and the pace of economic development in the province;
- Adequate financial mechanisms are required to address abandonment, reclamation, and remediation, following the polluter pays principle.
- A full inventory and publicly accessible registry detailing the location of abandoned and inactive sites, the extent of associated contamination, and the responsible party for each site should be created to advise Albertans on the issue.
- Appropriate legislation and regulations should be reviewed to ensure that all sites and infrastructure progress from inactive through abandoned, remediated, and reclaimed status in a timely manner.
- Municipalities should have the option of providing input on planning decisions regarding energy development within their borders without risk of assuming liability for contaminated oil and gas sites.

AUMA has also sent a letter to the federal Ministers of Justice and Attorney General of Canada and Finance stating that changes are required to ensure that jurisdictional conflicts between federal and provincial legislation do not enable oil and gas companies to evade environmental obligations, and that federal bankruptcy legislation should be modified to require assets to be directed to environmental clean-up before creditors.



Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for January 30, 2017

5:00pm Council Chambers, Administration Office



Present: Chairperson Rob Steel, Mayor
Mike McAlonan, Councillor, Vice-chairperson
Chris Dixon, Councillor
Shelley Ford, Councillor
Betty Fieguth, Councillor
Jamie Cutler, Councillor
Lyal O'Neill, Councillor
Doug Priestley, Member at Large

Staff: Marian Carlson, CAO
Dean, Interim Finance Director
Mike Schuweiler, Director of Infrastructure Services
Tara VanDellen, Development Officer

1. Call to Order

5:00 pm; Meeting was called to order by Chairperson, Mayor Rob Steel

2. Minutes for Approval

- **January 12, 2016** – Motion to approve by Councillor Ford. Carried.

3. New Business

3.1 2017 Capital Budget

Discussion: Administration presented the updated Capital Budget and the changes recommended from the last meeting. Updated funding sources were presented. The projects deferred to 2018 were removed from the list. All projects were accepted; however a more accurate quote is required for the Alberta Road engineering project (preliminary engineering costs reduced from estimate). The scissor lift and fleet replacement purchases to be taken from capital reserves.

Action: Moved by Councillor McAlonan to support the capital budget with recommendations and updated engineering costs to the next budget meeting. Carried.

4. Next meeting: As required.

5. Adjournment: 5:46 pm Motion by Doug Priestley. Carried.

Alberta SouthWest Bulletin August 2017

Regional Economic Development Alliance (REDA) Update

Parks Canada and Alberta SouthWest information publication

Within weeks the communities gathered information about key events and activities as a tool to help ensure visitors feel welcome in the region. Thank you to our EDOs, CAOs, Travel Alberta and historic sites for their ideas, information and contributions of time and talent!

Waterton Springs Campground

Brad Tucker, Acting Senior Planner, Alberta Parks, South Region, provided a positive update on Waterton Springs Campground. Alberta Parks continues to proactively assess issues and solutions to keep this valuable visitor amenity operating into the future.

Life in the Crown

Emma Crow-Willard, graduate student from Yale University School of Forestry and Environmental Sciences is spending the summer travelling through the Crown of the Continent ... BC, AB and MT ... researching, interviewing and filming the unique issues and opportunities in this special transboundary geographical region. Her experiences included a 450-mile bicycle trip. She returns to Connecticut in the fall to compile her experiences, learning and observations.

Southern Alberta alternative Energy Partnership (SAAEP)

SouthGrow, Economic Development Lethbridge and AlbertaSW met with Linda Erickson, Cynthia Farmer, ADM Economic Development and Trade and Holly Driscoll, Acting Senior Director, Environmental and Renewable Industries Unit, to provide an overview of the "Powering Opportunity" project and to envision what the next steps could be for our regions. Visit the redesigned website www.saaep.ca for updated reports and information.

UPCOMING!

❖ **Wednesday, August 16, 2017 - 9:30am to 10:30am Mountain time**

FREE Roger Brooks WEBINAR "Resurgence of Downtowns" Series

- Using photographic examples, this webinar will showcase what downtowns are doing, at low cost, to become vibrant, successful destinations for both visitors AND residents.
- Explore ideas, tools and strategies to find your focus, engage the community, elected officials and property owners, bring people downtown consistently, deal with empty buildings (turning lemons into lemonade), fund beautification, pick a place to start and make it happen.

This is the second in the series; Bob Dyrda logged into the first presentation and found it very valuable.

The webinar is scheduled to be an hour; Bob reports that the first one went longer, so plan for that.

Roger Brooks has changed his model and offers this series presentations FREE OF CHARGE.

He then makes the video available to RENT for \$29 USD per week, so you can view a missed episode, or share a relevant presentation with others.

If you can gather your team, it is a great way to log on at the same time and learn together!

Registration links are sent separately; contact Bev or Bob if you need that information.



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 May 3, 2017 – Community Centre, Waterton Lakes



Board Representatives

Barney Reeves, Waterton Lakes
Jordan Koch, Glenwood
Garry Marchuk, MD Pincher Creek
Bill Peavoy, Cardston
Maryanne Sandberg, MD Willow Creek
Dennis Gillespie, Stavely
Bernie Kennedy, Granum (alternate)
Warren Mickels, Cowley
Brent Feyter, Fort Macleod
Shelley Ford, Claresholm
Beryl West, Nanton
Ron Davis, MD Ranchland

Guests and Resource Staff

Patrick Mattern, Alberta Culture and Tourism
Yvette Ng, Alberta Culture and Tourism
Cameron Spence, Travel Alberta
Leah Wack, Lethbridge College
John Jacobson, Lethbridge College
Bill Halley, RINSA
Tony Walker, CF Alberta Southwest
Max Low, Waterton Chamber
Kristofor, Jensen, ID#4 Waterton Lakes
Kathy Wiebe, MD Ranchland
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Micah Feyter

1. Call to Order
Vice-Chair Barney Reeves called the meeting to order.
2. Approval of Agenda
Moved by Bill Peavoy THAT the agenda be approved as presented.
Carried. [2017-05-530]
3. Approval of Minutes
Moved by Maryanne Sandberg THAT the minutes of April 5, 2017 be approved as presented.
Carried. [2017-05-531]
4. Approval of Cheque Register
Moved by Jordan Koch THAT cheques #2186-#2212 be approved as presented.
Carried. [2017-05-532]
5. Tourism and Recreation
Patrick Mattern and Yvette Ng provided an overview of Alberta Culture and Tourism services and programs, and an update of the processes related to the Castle parks and destination development in southwest Alberta.
6. Project Lead Report
Regional Broadband Preparedness (RBP) project report has been submitted. Work continues to address issues and solutions.
7. Executive Director Report
EDO meetings to plan Summer 2017 work with Parks. As communities will be planning special events for Canada's Sesquicentennial, it was suggested that AlbertaSW design a way to list all the events upcoming in the region.
8. Board and guest updates

9. Upcoming Board Meetings

- June 7, 2017 - AGM - Claresholm
- July 5, 2017 - no meeting
- August 2, 2017 - MD Ranchland
- September 6, 2017 -
- October 4, 2017 - Lethbridge College (tentative)
- November 1, 2017 - New Council Orientation, Pincher Creek
- December 5, 2017 - Organizational Meeting, Pincher Creek

10. Adjournment

Moved by Garry Marchuk THAT the meeting be adjourned.
Carried. [2017-05-533]

Chair

Approved August 2, 2017

Secretary/Treasurer

Claresholm EDC Meeting Minutes

June 19, 2017

I. Call to order

Tony Walker called to order the regular meeting of the Claresholm EDC at 7:11 p.m on June 19, 2017 at Claresholm Economic Development Office.

II. Roll call

Darla Slovak conducted a roll call. The following persons were present: Darla Slovak, Ali Shivji, Tony Walker, Shelley Ford, Mike McAlonan, Connie Quayle, Doug Leeds, via phone Santanna Thom

III. Approval of minutes from last meeting

Darla Slovak read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) Marketing Plan draft
- b) Round table discussion on changes likes/dislikes of Marketing Plan
- c) Wayfinding Signage. Mike brought to the table the sub-committees' findings from RFP sent out to four companies. Bond Creative, price too high at \$19,950.00 (not including fabrication). Hi Signs didn't complete the RFP so was not satisfactory. O2 Planning and Design Inc. completed RFP but did not have proper pricing quote. Canwest Legacy Calgary, completed RFP as well as a detailed quote on price of \$18,936.75 (includes fabrication cost) on an aluminum based sign. If using steel will be 30% less on fabrication cost.
- d) Shelley Ford motions to accept proposal from Canwest Legacy Calgary, and to move forward on next step of development. As to be approved by EDC. All in favor

V. New business

- a) Mike would like to discuss EDO office lease which is coming due in August. Official vote at July meeting (put it on agenda for July).

- b) Doug would like to discuss an agricultural tourism suggestion, he brought a Western Producer which shows Ag In Motion Innovations Program, (new ideas in agriculture). Need approx 350acres available to get this going.
- c) Next meeting of EDC changed from Monday July 17th to Monday July 24th as Town Council monthly meeting is scheduled for July 17th.
- d) Ali suggested having a member of EDC submit a thumbs-up every week in paper to keep positive engagement with the community and lessen the negativity that thumbs down presents. Possibly letter to editor as well.

VI. Adjournment

Tony Walker adjourned the meeting at 9:20p.m.

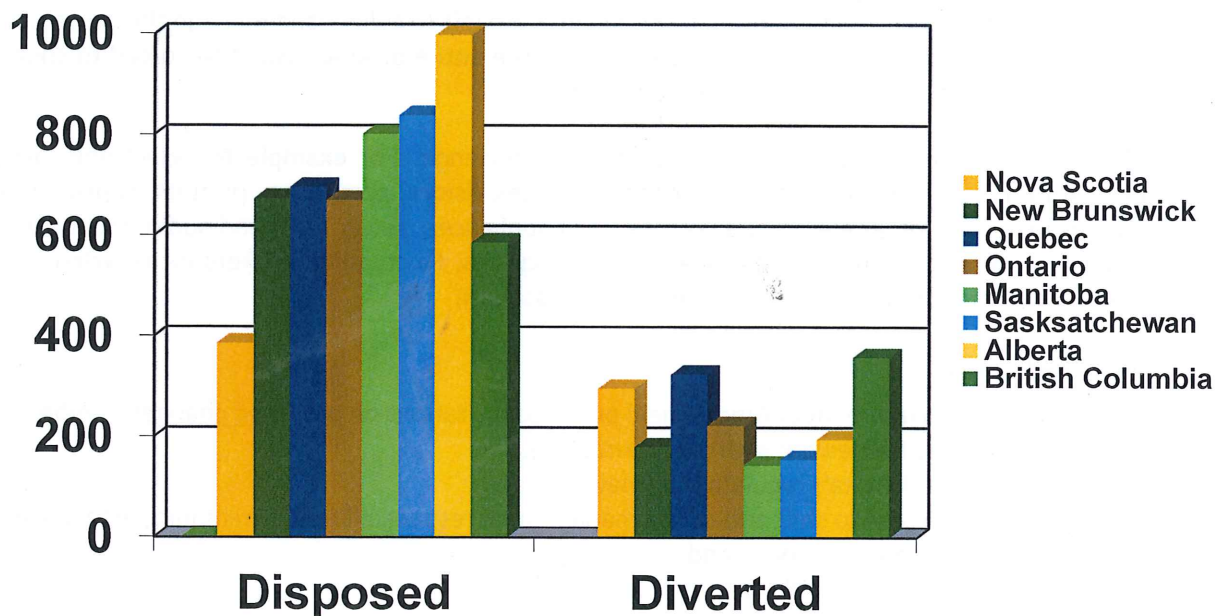
Minutes submitted by: Darla Slovak

Join the campaign to modernize Alberta's recycling regulatory framework

AUMA is calling on municipalities throughout Alberta to join us in advocating for the Government of Alberta to implement regulatory changes to enable the expansion of provincial recycling programs for electronics, tires, paint and used oil, and to provide the flexibility to set environmental fees to keep pace with the costs of maintaining Albertan's access to these programs.

Why action is needed

Alberta is the most wasteful province in Canada with an annual rate of disposal to landfill just under 1,000 kilograms (kg) per person compared to the Canadian average of approximately 700 kg per person.



Source: Statistics Canada 2014 data (Data from the territories, NL and PEI is not provided due to confidentiality reasons)

This poor result is partially due to Alberta's outdated recycling regulations, some of which have not been updated since 1997. Alberta used to be a leader in diverting waste through recycling. In the 1990's and early 2000's the province adopted regulations, which established provincially-regulated stewardship programs for beverage containers, used oil materials, tires, paint, and electronics. The programs are managed by organizations that operate at arm's length from government and report to the Minister of Environment and Parks. They are governed by Boards that include representatives of the AUMA and AAMDC, which helps ensure they have an effective working relationship with municipalities throughout Alberta.

The regulations governing the beverage container program enable the program operator to set fees that cover the costs associated with the beverage container collection system. Unfortunately, the regulations governing other designated materials specify the fees that can be collected, making it difficult to make adjustments to ensure the costs of delivering the program are covered.

Provincial Recycling- Delegated Authorities

- The [Beverage Container Management Board](#) (BCMB) manages the deposit return program for beverage containers.
- The [Alberta Recycling Management Authority](#) (Alberta recycling) manages programs for electronics, paint, and tires.
- The [Alberta Used Oil Management Association](#) (AUOMA) manages the program for used oil, containers and filters.

For example, the fees on lubricating oil are set out in regulation and have not been updated in 20 years. The fees no longer cover the costs of their collection and recycling. As a result, the AUOMA had an operating deficit of \$267,000 in 2016, and 134 public used oil collection sites closed in the last two years. In areas where collection sites closed, municipalities are left to collect and manage this material. If the fees are not increased soon, there is a danger that the entire program could be forced to shut down, downloading used oil management onto municipalities.

The limited scope of the programs adds to the challenge. For example the electronics recycling program run by Alberta Recycling is limited to old televisions, computers, printers, copiers, scanners and fax machines; other electronics such as small appliances, power tools and audio-visual equipment often end up in municipal waste management programs. Fluctuating markets for recycled materials make it costly for municipalities to process these materials.

The solution

In late 2013, the Government of Alberta held public consultations on [proposed changes](#) to Alberta's recycling regulatory framework with the intention to:

- streamline Alberta's regulatory framework;
- provide options to shift end-of-life management responsibilities from municipal taxpayers to producers and consumers; and
- reduce municipal solid waste in Alberta.

Input from municipalities and other stakeholders indicated strong support for expanding Alberta's electronics, tires, paint, and used oil recycling programs and ensuring they account for new products entering our market place. There was also strong support for regulatory changes that offer Alberta's recycling programs more flexibility to set environmental fees that keep pace with the costs of maintaining Albertans' access to these programs. Even with wide support from municipalities and other stakeholders, the Government of Alberta has not taken action.

In addition to the immediate need to update existing recycling programs, there is also a need for the Province to engage municipalities in developing solutions for products such as packaging, printed materials, and agricultural plastics. Municipalities have identified challenges in collecting, sorting and finding markets for these materials. In addition, other provinces have demonstrated leadership by

developing programs that help shift the costs of managing waste from local taxpayers to producers and consumers of waste. For example, Saskatchewan recently [passed a regulation](#) to require anyone selling, distributing or importing grain bags to participate in and help fund a government approved recycling program for agricultural plastics. British Columbia has adopted an Extended Producer Responsibility (EPR) approach in which the producer's responsibility for reducing environmental impact and managing the product is extended across the whole life cycle of the product, from selection of materials and design to its end-of-life. Thanks to this approach, municipalities in British Columbia are [saving more than \\$74 million](#) per year as packaging producers have taken most of the cost and burden of residential packaging recycling off of the municipal balance sheets.

Get involved

AUMA has developed a [letter template](#) that you can download and adapt to send to your MLA outlining the need for provincial action to improve waste management in Alberta.

AUMA is also partnering with the [Recycling Council of Alberta](#) to organize workshops for municipalities as to how EPR can help save Alberta municipalities money and improve environmental outcomes. Stay tuned to AUMA's Digest and for information on the workshops being scheduled for September.

In the meantime, check out AUMA's [Waste Management Hub](#) for information and resources to help your municipality reduce, reuse, recycle and recover.

If you have any questions about the letter writing campaign or AUMA's approach to waste management, email advocacy@auma.ca

Month Day, 2017

MLA Title MLA First Name MLA Last Name

MLA for Riding Name

Address Line 1

City Province Postal Code

Dear MLA Last Name,

Did you know that Alberta is the most wasteful province in Canada? We send just under 1,000 kilograms (kg) of waste per person to landfills, as compared to the Canadian average of approximately 700 kg per person, despite the success of municipal recycling programs. This poor result is partially due to Alberta's outdated recycling regulations, some of which have not been updated since 1997.

Alberta municipalities provided input on proposed regulatory changes during consultations held by the Province in 2013. We strongly supported expanding Alberta's electronics, tires, paint, and used oil recycling programs, and ensuring the regulations accounted for new products entering our market place. We also supported changes that offer more flexibility to recycling programs to set fees that keep pace with the costs of maintaining these programs.

Even with wide support from municipalities and other stakeholders, the Government of Alberta has not taken action. Without regulatory changes, these programs are in danger of collapsing, downloading the responsibility and costs to municipalities.

The Municipality of X is particularly concerned about the funding shortfall experienced by the used oil management program. As a hazardous waste and a valuable commodity, we want to keep used oil out of our landfills and waterways. We also want to provide convenient opportunities for our residents to recycle oil filters and oil containers. However, municipalities simply cannot afford the burden of collecting and managing these materials. There is an urgent need to amend Alberta's regulations and ensure there is adequate funding in place to encourage proper collection and recycling of used oil and related products.

Call to improve Waste Management

The municipality of X is calling on the Government of Alberta to take the following actions:

- Immediately enact the proposed regulatory changes needed to ensure the viability of existing recycling programs.
- Work with municipalities on a more comprehensive approach to reducing waste, including developing programs that address packaging, printed materials, and agricultural plastics that our programs struggle to process in due to fluctuating markets for recycled materials.
- Also work with municipalities to determine how revenue from the carbon levy can be used to support waste reduction initiatives that reduce greenhouse gas emissions.

Provincial and municipal partnership is needed to put Alberta back on the path to environmental leadership on waste management. As our MLA, we hope you will join us in championing the need for improved waste management in the province of Alberta.

Sincerely,

Title, First Name, Last Name

Municipality of X

cc: The Honourable Shannon Phillips, Minister of Environment and Parks
The Honourable Shaye Anderson, Minister of Municipal Affairs
Lisa Holmes, President, Alberta Urban Municipalities Association *or*
Al Kemmere, President, Alberta Association of Municipal Districts and Counties