



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
DECEMBER 11, 2017  
AGENDA**

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

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**MINUTES: REGULAR MEETING – NOVEMBER 14, 2017**

**ACTION ITEMS:**

1. **BYLAW #1633 – ATB Operational Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1634 – AMSC Operational Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. **BYLAW #1635 – Economic Development Committee**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
4. **NEWS RELEASE: Government of Alberta**  
RE: Proposed Changes to Electoral Boundaries
5. **CORRES: Alberta Health**  
RE: Position Statement on Community Water Fluoridation, 2017
6. **CORRES: Pat Stier, MLA for Livingstone-Macleod**  
RE: Update from the Legislature – December 1, 2017
7. **CORRES: Alberta Seniors Communities & Housing Association**  
RE: Housing Management Bodies
8. **CORRES: Brownlee LLP**  
RE: Emerging Trends in Municipal Law
9. **CORRES: Claresholm Minor Hockey Association**  
RE: Status of the Arena Upgrade Project
10. **REQUEST FOR DECISION: Policy #COUN 12-17 – Streaming & Recording of Council Meetings**
11. **REQUEST FOR DECISION: Committee Structure Addition**
12. **REQUEST FOR DECISION: Group Accident Insurance Coverage for Council**
13. **REQUEST FOR DECISION: 2018 Interim Operating Budget**
14. **REQUEST FOR DIRECTION: Town Council Open House**
15. **FINANCIAL REPORT: Statement of Operations – October 31, 2017**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA:**
  - a. **LAND (1) – FOIP Section 16.1**
  - b. **LAND (2) – FOIP Section 16.1**
  - c. **LEGAL (1) – FOIP Section 17.4 (b)**
  - d. **LEGAL (2) – FOIP Section 27 (a)**
  - e. **INTERMUNICIPAL AGREEMENT – FOIP Section 24.1 (c)**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Meeting Minutes – November 17, 2017**
2. **Learn-a-lot Playschool Society Meeting Minutes – October 18, 2017**
3. **Highway #3 Twinning Development Association Minutes – October 6, 2017**
4. **The Bridges at Claresholm Golf Club Regular Meeting Minutes – November 15, 2017**
5. **Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – September 7, 2017**
6. **Alberta Order of Excellence – Deadline for Submissions is February 15, 2018**
7. **Alberta SouthWest Bulletin – December 2017**
8. **Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – October 4, 2017**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
NOVEMBER 27, 2017

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

**COUNCIL PRESENT:** Mayor Doug MacPherson; Councillors: Kieth Carlson, Donna Courage, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

**ABSENT:** None

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mayor Doug MacPherson

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

**CARRIED**

**MINUTES:** REGULAR MEETING – NOVEMBER 14, 2017

Moved by Councillor Schlossberger that the Regular Meeting Minutes November 14, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** CLARESHOLM FOOD BANK

**RE: Concerns about Operations**

Members from the Claresholm Food Bank Board were present to address concerns presented by Betty Fieguth at the last regular meeting of Claresholm Town Council on November 14, 2017. The Board recently did a workshop with Alberta Municipal Affairs that has helped them improve operations. They have a website, Facebook page and email address available to better connect with the public.

**ACTION ITEMS:**

1. BYLAW #1633 – ATB Operational Borrowing Bylaw  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Courage to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. BYLAW #1634 – AMSC Operational Borrowing Bylaw  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Zimmer to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

3. BYLAW #1635 – Economic Development Committee  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor Schlossberger to give Bylaw #1635, regarding the Economic Development Committee, 1<sup>st</sup> Reading.

**CARRIED**

MOTION #17-129 Moved by Councillor Schlossberger to make the following amendments to Bylaw #1635 regarding the Economic Development Committee prior to 2nd Reading:

Part 4 (a) The Committee shall consist of ten (10) voting members appointed by Council;

(b) A maximum of three (3) members of the Committee may be from outside the municipal boundaries of the Town of Claresholm.

(c) Appointments shall be for (4) years.

**CARRIED**

4. CORRES: Municipal District of Willow Creek  
**RE: 27<sup>th</sup> Annual Legacy of Our Land Banquet**

MOTION #17-130 Moved by Councillor Moore to donate a door prize to the MD of Willow Creek's 27<sup>th</sup> Annual Legacy of Our Land Banquet with a maximum value of \$100.

**CARRIED**

5. CORRES: The Bridges at Claresholm Golf Club  
**RE: Lease Agreement & Management Fee**

MOTION #17-131 Moved by Councillor Zimmer to renew the lease agreement with the Bridges at Claresholm Golf Club for an additional five (5) years effective January 1, 2018, and to refer the request for an increase in the management fees to budget discussions.

**CARRIED**

**6. APPLICATION FOR DONATION: 2A Boys Basketball Provincials Committee**

MOTION #17-132 Moved by Councillor Carlson to support the 2A Boys Basketball Provincials Committee with a donation of \$440 to cover the cost of rental of the Claresholm Community Centre.

**CARRIED**

**7. REQUEST FOR DECISION: Municipal Development Plan Update & Review Extension**

MOTION #17-133 Moved by Councillor Courage to accept the time extension on the contract with the Oldman River Regional Services Commission for the MDP update and review to March 30, 2018.

**CARRIED**

**8. REQUEST FOR DECISION: Charitable Donation Policy**

MOTION #17-134 Moved by Councillor Schlossberger to adopt Policy #GA 11-17 – the Charitable Donation Receipt Policy, effective November 27, 2017.

**CARRIED**

**9. REQUEST FOR DECISION: Recycling Contract – Town of Stavelly**

MOTION #17-135 Moved by Councillor Schulze to enter into a contract with the Town of Stavelly to include their cardboard at the cost of \$0.50 cents per kg in the Town of Claresholm recycling program from January 1, 2018 to December 31, 2018, with administration to review at the end of the term and adjust the contract as deemed appropriate.

**CARRIED**

**10. REQUEST FOR DECISION: North Commercial Property**

MOTION #17-136 Moved by Councillor Zimmer to request the developer to work with Town of Claresholm staff and the Oldman River Regional Planning Commission to come to consensus on what is the best concept plan for the lands located at Block 7, Plan 7410624. Once completed, the concept plan shall be circulated to the pertinent government agencies and utility companies. The final conceptual design scheme shall be presented to Council for consideration. Following the acceptance of a concept plan, the recommendation by Gavin Scott, planner from ORRSC shall be completed as presented.

**CARRIED**

**11. REQUEST FOR DECISION: Contracted Grant Writer**

MOTION #17-137 Moved by Councillor Courage to apply for the Alberta Community Partnership (ACP) Grant for the purpose of contracting a grant writer to help find applicable grants for the Towns of Claresholm, Nanton and Fort Macleod as well as the not-for-profit groups in the respective communities.

**CARRIED**

**12. REQUEST FOR DECISION: Committee Structure Change**

MOTION #17-138 Moved by Councillor Schulze to remove Councillor Brad Schlossberger from the Porcupine Hills Lodge Board and to appoint Councillor Kieth Carlson.

**CARRIED**

MOTION #17-139 Moved by Councillor Zimmer to remove Councillor Kieth Carlson from the Regional Landfill Commission and to appoint Councillor Brad Schlossberger.

**CARRIED**

**13. REQUEST FOR DIRECTION: Transportation Options**

Referred to Administration to invite the Zipline Group to come to Council as a Delegation regarding transportation options.

**14. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**16. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**17. IN CAMERA:**

**a. LAND – Tax Sale Property – FOIP Section 16.1**

**b. CONFIDENTIAL EVALUATIONS – Committee Appointments – FOIP Section 19.1**

Moved by Councillor Zimmer to go In Camera at 8:25 p.m.

**CARRIED**

Moved by Councillor Schlossberger to come out of In Camera at 9:04 p.m.

**CARRIED**

**b. CONFIDENTIAL EVALUATIONS – Committee Appointments – FOIP Section 19.1**

MOTION #17-140 Moved by Councillor Carlson to appoint Susan Holland to the Claresholm Museum Board.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Schulze that the meeting adjourn at 9:05 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor – Doug MacPherson

\_\_\_\_\_  
Chief Administrative Officer – Marian Carlson

DRAFT

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1633**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
  - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b. As security for any money borrowed from ATB:
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1623 is hereby rescinded.

Read a first time in Council this **27<sup>th</sup>** day of **November** 2017 A.D.

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

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

\_\_\_\_\_  
Doug MacPherson, Mayor

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1634**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4<sup>th</sup> day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC, and such interest will be calculated daily and due and payable monthly on the 4<sup>th</sup> day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:  
    To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:  
    Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.

Read a first time in Council this **27<sup>th</sup>** day of **November** 2017 A.D.

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

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

\_\_\_\_\_  
Doug MacPherson, Mayor

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



# TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1635

A Bylaw of the Town of Claresholm to establish an **Economic Development Committee** to promote residential, commercial and industrial development in the Town of Claresholm.

**WHEREAS** the council of the Town of Claresholm desires to promote, expand and enhance the economic development of the town;

**AND WHEREAS** the council considers it expedient to establish an Economic Development Committee and to set out the terms of reference for this committee;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act* the Council of the Town of Claresholm enacts as follows:

## PART 1

### Definitions

In this bylaw:

- a) “**CAO**” means the Chief Administrative Officer of the Town of Claresholm;
- b) “**Committee**” means the Claresholm Economic Development Committee;
- c) “**Council**” means the Town of Claresholm Council;
- d) “**Chamber of Commerce**” means the Claresholm & District Chamber of Commerce.

## PART 2

### Economic Development Committee

There is hereby established a Committee to be known as the Claresholm Economic Development Committee. This bylaw is to be cited as the Town of Claresholm's “**Economic Development Committee Bylaw.**”

## PART 3

### Purpose

The Committee shall provide advice on both economic and community development matters identified by the Committee or as assigned to the Committee by Council. Specific powers, duties and responsibilities of the Committee include:

- a) serve as a liaison between town government and the community;
- b) in conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Claresholm;
- c) work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
- d) provide review and comment on economic and community development and redevelopment policies to Council;
- e) make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to investment attraction, business retention and expansion, workforce retention and expansion, entrepreneur development and small business support; and
- f) to assist Council in finding funding sources for economic and community development and redevelopment initiatives.

## PART 4

### Appointments/Terms

- a) The Committee shall consist of **ten (10) voting members** appointed by Council. The said members shall consist of:
  - i. Two (2) members of Town Council;
  - ii. One (1) member from the Municipal District of Willow Creek Council;



- iii. One (1) member nominated by the Chamber of Commerce;
- iv. One (1) member representing the agricultural community;
- v. Four (4) members representing the business/industrial community;
- vi. One (1) member representing the community at large.

**b) A maximum of three (3) members of the Committee may be from outside the municipal boundaries of the Town of Claresholm.**

**c) Appointments shall be for four (4) years.**

**d) All members shall remain in office until their respective successors are appointed by Council.**

**e) By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.**

**f) Any member may resign at any time upon sending a written notice to the CAO.**

**g) A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, the meetings of the Committee for three (3) consecutive regular meetings.**

**h) If a member of the Committee is disqualified from remaining a member under subsection (g), he/she is deemed to have resigned his/her seat on the Committee.**

## **PART 5**

### **Proceedings**

**a) Annually, during the month of November, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.**

**b) Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.**

**c) All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.**

**d) A copy of all minutes, resolutions and policies shall be given to the CAO to be filed with the Town records.**

**e) Remuneration of the members of the committee shall be established by resolution of Council.**

## **PART 6**

### **Board Functions**

**a) The Committee shall be responsible for preparing for the consideration of Council an Economic Development plan for the Town of Claresholm and for recommending to Council such amendments as should from time to time be required.**

## **PART 7**

### **Budget**

**a) Annually, the Committee may submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.**

**b) Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee nor any member thereof have the power to authorize any expenditure to be charged against the Town.**

**c) In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.**

## **PART 8**

### **Economic Development Officer**

**a) There shall be an Economic Development Officer who shall assist and advise the Committee.**

**b) The Economic Development Officer shall be an employee of the Town of Claresholm.**

**c) The Economic Development Officer shall:**

- i. Provide expertise and assistance to the Committee in the development and implementation of economic goals and objectives;
- ii. Notify all members and advisers of the Committee of the holding of any regular or special meetings;

- iii. Keep proper and accurate minutes of the process of all meetings which shall be retained in the Town office;
- iv. Maintain all records and correspondence that are relevant to the Committee;
- v. Carry out such other administrative duties as the Committee may require.

d) The Economic Development Officer shall have no voting privileges.

**PART 9**

**Repeal and Passage:**

- a) Under passage of this bylaw, Town of Claresholm Bylaw #1609 is hereby repealed.
- b) This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this **27<sup>th</sup>** day of **November** 2017 A.D.

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

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

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**Doug MacPherson, Mayor**

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**Marian Carlson, CAO**



# INFORMATION BRIEF

Meeting: December 11, 2017

Agenda Item: 3

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## ECONOMIC DEVELOPMENT COMMITTEE BYLAW

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### DESCRIPTION:

At the last regular meeting of Claresholm Town Council held Monday, November 27, 2017, Council discussed changes to Bylaw #1635, the Economic Development Committee Bylaw prior to Administration bringing it back for 2<sup>nd</sup> & 3<sup>rd</sup> Readings.

Since the meeting, Councillor Courage has asked for changes to be made to the Bylaw subsequent to what was discussed at the November 27<sup>th</sup> meeting as noted below.

### PART 4

#### Appointments/Terms

a) The Committee shall consist of ten (10) voting members appointed by Council, **eight (8) appointed by the Council, and two (2) designated by their organizations.** The said members shall consist of:

- i. Two (2) members of Town Council;
- ii. One (1) member **designated by** ~~from the~~ Municipal District of Willow Creek Council;
- iii. One (1) member **designated by** ~~nominated by~~ the Chamber of Commerce;
- iv. One (1) member representing the agricultural community;
- v. Four (4) members representing the business/industrial community;
- vi. One (1) member representing the community at large.

### ATTACHMENTS:

- Draft Bylaw #1635 – Economic Development Committee

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 7, 2017

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# Proposed changes to electoral boundaries

December 04, 2017 [Media inquiries](#)

If passed, the *Electoral Divisions Act* would let the Government of Alberta accept recommendations to create three new ridings and consolidate ridings in three other areas of the province with a population below the average.

New electoral divisions are proposed for Calgary and Edmonton, with a third northwest of Calgary. It is also proposed that the number of electoral divisions in three slower-growing rural areas be reduced. Special status would be kept for two rural electoral divisions in the far northwest of the province.

The independent Electoral Boundaries Commission recommended all boundary changes.

“I would like to thank the members of the Electoral Boundaries Commission for their work. While some may not agree with the recommendations, it is important to all Albertans that the new boundaries were decided by an independent body.”

*Brian Mason, Minister of Transportation and Government House Leader*

The Electoral Boundaries Commission was formed in October 2016 to make recommendations to the legislature before the next general election. The commission conducted an extensive review of Alberta’s electoral map that included a study of census data and written and oral submissions by Albertans at public hearings held throughout the province. The commission submitted its final report to the Alberta legislature on Oct. 19, 2017.

If the Act is passed, new electoral divisions would come into force on the day the writ is issued for the next election.

## Quick facts

- Electoral boundaries determine the geographic area of electoral divisions where people vote during a provincial election.
- The three new proposed electoral divisions are:
  - Airdrie-Cochrane
  - Calgary-North East
  - Edmonton-South
- In the three areas with populations:
  - Four electoral divisions would be consolidated into three, including Lac La Biche-St. Paul-Two Hills, Athabasca-Sturgeon-Redwater, Fort Saskatchewan-Vegreville and Bonnyville-Cold Lake.
  - Five electoral divisions would be consolidated into four, including Rimbey-Rocky Mountain House-Sundre, West Yellowhead, Drayton Valley-Devon, Whitecourt-Ste. Anne and Stony Plain.
  - Seven electoral divisions would become six, including Battle River-Wainwright, Drumheller-Stettler, Strathmore-Brooks, Little Bow, Cardston-Taber-Warner, Cypress-Medicine Hat and Vermilion-Lloydminster.
- The commission used Alberta population data produced by Statistics Canada in its 2016 federal census as the basis for its recommendations.
- Maps of the recommended new riding boundaries are included in the commission's final report, which can be found at [www.ABebc.ca](http://www.ABebc.ca).

## Related information

- [Alberta Electoral Boundaries Commission website](#)

## Media inquiries

### John Archer

587-985-4252

Press Secretary for the Minister of Transportation and Government House Leader

This release is distributed by the Government of Alberta on behalf of the [Government House Leader](#).



### **Livingstone-Macleod**

It is recommended that the boundaries of the electoral division of Livingstone-Macleod be as shown on Map 72, resulting in a population of 48,120, 3% above provincial average population size. This recommendation would make no changes to the interim recommendation, other than moving a small tip of Kananaskis Country from it into the constituency of Banff-Kananaskis, to keep Kananaskis Country together in one constituency. As a result, 20 people would be removed from the constituency of Livingstone-Macleod. It would also expand the riding to encompass Waterton, which would then be removed from the electoral division of Cardston-Siksika, currently called Cardston-Taber-Warner.

These recommendations respond to submissions asking that Waterton move into the Livingstone-Macleod constituency as it shares a common culture with other mountain park communities. The changes would also reduce the physical size of the constituency, aligning it in a north-south direction, while increasing its population close to the provincial average.

### **Maskwacis-Wetaskiwin**

It is recommended that the boundaries of the electoral division of Maskwacis-Wetaskiwin be as shown on Map 73, resulting in a population of 43,798, 6% below provincial average population size. This final recommendation differs from the interim recommendation in that it would include a portion of the existing Drayton Valley-Devon constituency in what would be renamed the constituency of Maskwacis-Wetaskiwin. It would also move the City of Camrose and surrounding area into its own constituency, to be called the constituency of Camrose. However, the entire Camrose County could not be added to the Camrose constituency due to population size, leaving a small heavily populated portion of that county within the riding of Maskwacis-Wetaskiwin.

The majority accepts the request to reunite the four reserves currently divided by the Wetaskiwin-Camrose and Lacombe-Ponoka boundaries within the constituency of Maskwacis-Wetaskiwin given their common history and community of interest. The new constituency would include the area to the west of Highway 2, along Highway 611, up to and including Pigeon Lake and the surrounding area. The result would reunite the entire Maskwacis reserve community within one electoral division and would eliminate the only existing non-contiguous constituency in Alberta. The negative variance in population size addresses the trend toward high growth in this area.

The final recommendation also accommodates the requests of presenters who urged that Camrose be placed into a separate constituency from Wetaskiwin, given the disparate cultures in the two cities.

### **Morinville-St. Albert**

It is recommended that the boundaries of the electoral division of Morinville-St. Albert be as shown on Map 74, resulting in a population of 50,225, 7% above provincial average population size. This recommendation creates a blended constituency that would contain the northern part of the City of St. Albert and the Town of Morinville, rather than combining St. Albert with the City of Spruce Grove as is currently the case. This change responds to numerous public submissions suggesting that the culture and residents of Morinville are more akin to those of St. Albert, enjoying the same francophone roots, than they are to the residents of Spruce Grove. It would end the much-criticized design of the blended constituency of Spruce Grove-St. Albert. A number of people noted the lack of cultural links and trade between these two cities, notwithstanding their geographic proximity.

The resulting blended constituency is much smaller in geographic size than was the interim proposed constituency of St. Albert-Redwater, addressing the concerns of various presenters about communication challenges posed by a geographically larger area.

See also the discussions, within this section, about the St. Albert and Spruce Grove-Stony Plain electoral divisions.

Calgary/Edmonton	Pop	Var %	Rest of Alberta	Pop	Var %
Calgary-Mountain View	49442	6	Grande Prairie-Wapiti	48481	4
Calgary-North	39120	-16	Innisfail-Sylvan Lake	46717	0
Calgary-North East	40366	-14	Lac Ste. Anne-Parkland	46546	-1
Calgary-North West	48766	4	Lacombe-Ponoka	44898	-4
Calgary-Peigan	45810	-2	Leduc-Beaumont	48337	3
Calgary-Shaw	45169	-3	Lesser Slave Lake	27818	-41
Calgary-South East	40309	-14	Lethbridge-East	46204	-1
Calgary-Varsity	45742	-2	Lethbridge-West	46525	-1
Calgary-West	46266	-1	Livingstone-Macleod	48120	3
			Maskwacis-Wetaskiwin	43798	-6
Edmonton-Beverly-Clareview	46496	-1	Morinville-St. Albert	50225	7
Edmonton-Castle Downs	46112	-1	Okotoks-Sheep River	48813	4
Edmonton-City Centre	47715	2	Olds-Didsbury-Three Hills	49418	6
Edmonton-Decore	48927	5	Peace River	39974	-15
Edmonton-Ellerslie	48024	3	Red Deer-North	47672	2
Edmonton-Glenora	45519	-3	Red Deer-South	52743	13
Edmonton-Gold Bar	45446	-3	Rocky Mountain House-Sundre	45138	-4
Edmonton-Highlands-Norwood	43550	-7	Sherwood Park	45992	-2
Edmonton-Manning	48376	3	Spruce Grove-Stony Plain	51267	10
Edmonton-McClung	44625	-5	St. Albert	47745	2
Edmonton-Meadows	51776	11	Strathcona-Sherwood Park	47853	2
Edmonton-Mill Woods	50265	7	Taber-Warner	42625	-9
Edmonton-North West	45523	-3	Vermilion-Wainwright	46042	-2
Edmonton-Riverview	45214	-3	West Yellowhead	50604	8
Edmonton-Rutherford	47353	1			
Edmonton-South	45801	-2			
Edmonton-South West	45901	-2			
Edmonton-Strathcona	46578	0			
Edmonton-West Henday	43046	-8			
Edmonton-Whitemud	46833	0			



December 5, 2017

His Worship Doug MacPherson  
Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Dear Mayor MacPherson:

We are writing to you today to share Alberta Health's updated *Position Statement* on community water fluoridation, and my support for this important public health measure. In the recent months, several municipalities have asked Alberta Health for information and direction on community water fluoridation, and as part of proactive outreach we are also sharing the *Position Statement* with you.

In early 2017, the 2014 *Position Statement* was updated to include a review of the latest scientific research, and was reformatted to be more concise. The evidence review has not changed our position, and the new evidence strengthens our support for community water fluoridation:

- Alberta Health recognizes the benefits of community water fluoridation as safe, effective and cost effective, as described in our updated Position statement on community water fluoridation: <https://open.alberta.ca/publications/9781460131268>.

The decision to fluoridate a municipal water supply and the associated costs are the responsibility of municipal governments. Alberta Health along with Alberta Health Services plays an important role of providing guidance to municipal leaders to help them make informed decisions on the issue.

The value of water fluoridation must not be underestimated. Tooth decay is the single most common chronic disease among children, and also affects over 95 per cent of adults. Furthermore, tooth decay disproportionately affects economically disadvantaged people. In addition to causing chewing problems, pain, and cosmetic concerns, poor oral health negatively affects overall health. Treatment costs for tooth decay can be high, making adequate dental care unattainable for many Albertans, especially the most vulnerable.

Community water fluoridation remains the most equitable and cost-effective method of delivering fluoride to a community. The health benefits of water fluoridation extend to all residents regardless of age, socioeconomic status, education or employment, and are not dependent on an individual's behaviour. Even with other sources of fluoride available today, fluoridated drinking water still reduces the rates of tooth decay not only in children, but also in adults and seniors.

Mayor MacPherson  
Page 2

Water fluoridation for the prevention of tooth decay is endorsed by over 90 national and international professional health organizations who have carefully weighed the evidence, including the Public Health Agency of Canada, the U.S. Centers for Disease Control and Prevention (CDC) and the World Health Organization. The CDC has called the use of fluoride in drinking water one of the greatest public health achievements of the 20<sup>th</sup> century.

We strongly encourage you to support fluoridation of your community water supply so that residents of your municipality can enjoy the long-term oral health benefits. If you would like more information about community water fluoridation and health, please feel free to contact Dr. Jason Cabaj. You can reach Dr. Cabaj at 403-943-0209 or [Jason.Cabaj@ahs.ca](mailto:Jason.Cabaj@ahs.ca).

Yours sincerely,



Dr. Karen Grimsrud  
Chief Medical Officer of Health  
Alberta Health



Dr. Jason Cabaj  
Medical Officer of Health  
Alberta Health Services Calgary Zone

Enclosure: *Alberta Health's Position Statement on Community Water Fluoridation, 2017*

cc: Dr. Jason Cabaj, Medical Officer of Health, Alberta Health Services Calgary Zone

**Alberta Health**

# **Position statement on community water fluoridation**

January 2017

*Alberta*  Government

Alberta Health and Alberta Health Services recognize that community water fluoridation effectively prevents tooth decay, especially among people who are most vulnerable. It offers significant benefit with very low risk and reaches all residents who are connected to a municipal water supply. Therefore, Alberta Health and Alberta Health Services endorse community water fluoridation as a foundational public health measure to prevent dental disease and improve oral health.

## Background

Despite significant improvements in oral health over the last several decades, dental caries (tooth decay) continue to be a common health problem among Canadians, with consequences including pain, infection, impaired chewing ability, compromised appearance, tooth loss, and absence from work or school. Dental caries occur when bacteria present in the mouth turn sugar and carbohydrates in the foods we eat into acids. These acids attack the tooth enamel and create decay.

Fluoride is known to have a protective effect against dental caries throughout life. In infants and children with pre-erupted teeth, ingested fluoride is incorporated into the structure of developing tooth enamel, making it more resistant to decay after eruption. In adults, drinking fluoridated water reduces the rate of demineralization and promotes the remineralisation of early caries. A constant low level of fluoride, such as that found in fluoridated drinking water, is able to provide a more constant supply of fluoride to teeth throughout the day than brushing with fluoridated toothpaste alone.

More than 56 per cent of 6–11 year-old children and almost 96 per cent of adults have experienced tooth decay (1). Dental caries are more prevalent among disadvantaged people who do not have the financial resources to receive dental care. Poor oral health affects the wellbeing and quality of life of millions of Albertans while costing money and time off from school and work. Teeth affected by dental caries may require repeated treatments and repair over the years. Reducing tooth decay benefits everyone by minimizing the need for fillings, tooth replacements and emergency care.

Dental care cost Canadians approximately \$12.5 billion in 2013 of which over ninety percent was funded through private insurance and out of pocket expenses (2). As a costly population level problem that affects the wellbeing of Albertans, oral disease is a public health concern that needs to be addressed. Preventing the disease is the best option.

Community water fluoridation (CWF) is the deliberate adjustment of the fluoride concentration in drinking water to optimal levels to ensure safety and achieve desired health benefits. CWF began in Canada in 1945 and early results showed a 39 per cent reduction in decay among primary teeth and a 53 per cent reduction in decay for permanent teeth; all at a cost less than 20 cents per person per year (3). Further, dental care costs decreased significantly for children born in fluoridated communities after fluoridation began (4).

The fluoride-containing compounds that are used for CWF have been shown to dissolve fully in water and release fluoride ions. These are the same fluoride ions that can be found naturally in water. Some drinking water has very low levels of fluoride and therefore requires the addition of fluoride to obtain health benefits. Health Canada recommends the addition of fluoride to an optimal level of 0.7 ppm for fluoridation programs. Municipal water treatment operators in Alberta are required to regularly monitor their water supply to ensure that fluoride levels do not exceed the

Maximum Allowable Concentration of 1.5 ppm recommended by Health Canada in the *Guidelines for Canadian Drinking Water Quality*.

There has been a multitude of scientific studies evaluating the effectiveness and safety of CWF published over the last six decades, including several high-quality systematic reviews of the literature. Systematic review methods are designed to be comprehensive, transparent, reproducible, and to minimize selection bias. They provide the highest level of scientific evidence by assessing all available information on a topic. Despite its long history and wealth of data showing improvements in oral health with CWF, this public health measure remains controversial. It is important to consider all of the research evidence on the issue as non-systematic selection of single reports may lead to inconclusive results and unsupported decisions.

Across Canada, municipalities have the responsibility for deciding on water fluoridation in their community and many communities do not fluoridate their water. Therefore, even though fluoridation has been proven to be a safe and effective practice, many Albertans do not have fluoridated water. Municipalities may look to senior levels of government and health authorities for guidance on the decision to fluoridate drinking water. This document provides a clear statement of support for community water fluoridation and outlines the current rationale for supporting it in Alberta. As research accumulates on this topic, Alberta Health will continue to review the evidence on CWF and adapt provincial recommendations accordingly.

## Effectiveness of community water fluoridation

Studies show that fluoridation continues to be effective in reducing tooth decay even in an era with widespread availability of fluoride from other sources, such as fluoridated toothpaste. There have been several major systematic reviews of the literature published on this topic in addition to dozens of individual studies confirming the benefits of CWF.

Systematic reviews of the large body of scientific evidence have consistently concluded that CWF is effective at decreasing the prevalence and severity of dental caries. Effects include significant increases in the proportion of caries-free children and significant reductions in the number of teeth or tooth surfaces with caries in both children and adults. Additionally, between communities comparisons have demonstrated fewer cavities within communities where the drinking water is fluoridated. McLaren et al., recently reported the adverse effect on children's oral health following the cessation of CWF in Calgary (5).

A systematic review conducted in the UK in 2000 included before/after studies and prospective cohort studies looking at the impact of CWF initiation on caries prevalence and severity in children (6). The review included 26 studies and found that the best available evidence showed that fluoridation was associated with:

- approximately 15 per cent more children totally free from tooth decay; and

- an average of two fewer decayed, missing or filled teeth per child.

Truman et al., published a systematic review in 2002 of 36 studies that concluded there is “strong evidence that water fluoridation is effective in reducing the cumulative experience of dental caries within communities” (7).

A 2003 Cochrane systematic review of 74 studies of fluoride toothpaste concluded that fluoridation provided a benefit over and above that of toothpaste alone (8).

A 2007 meta-analysis of 20 studies found that fluoridation prevented 27 per cent of tooth decay in adults (9).

A 2015 Cochrane review of the literature, which included 107 studies, concluded that water fluoridation is effective in reducing caries in deciduous and permanent teeth in children (10). This review found that, in comparison to the control group, fluoridation was associated with:

- a 35 per cent reduction in decayed, missing or filled deciduous teeth
- 15 per cent more caries free children in deciduous dentition, and 14 per cent more in permanent dentition

The overall body of scientific evidence supports CWF as an effective public health strategy to reduce dental disease.

## Safety of community water fluoridation

A number of potential adverse effects of fluoride have been suggested. As fluoride is present at naturally high levels in drinking water used in some parts of the world, it is important to distinguish between fluoride effects at very high levels and effects that may occur at the levels recommended for CWF. Studies examining the effects of fluoride at the levels recommended for CWF have shown that fluoride does not pose a risk to human health.

A systematic review conducted in the UK in 2000 considered 214 studies on the safety and efficacy of water fluoridation; 88 concerned side effects other than dental fluorosis (6). The review included *all studies showing any negative effects from water fluoridation in humans*. They found no association with water fluoride and adverse effects such as cancer, bone fracture and Down’s syndrome.

Australia’s 2007 review update found insufficient evidence to reach a conclusion; a detailed review on bone fracture risk showed fluoridation has little effect, either protective or deleterious (11).

Health Canada’s Expert Panel review of fluoridation examined *all identified human health risks, taking into account new studies and approaches* including a literature review and total diet study (12). The 2010 report found that fluoride in drinking water up to twice the recommended amount is unlikely to

cause adverse health effects, including cancer, bone fracture, immunotoxicity, reproductive/developmental toxicity, genotoxicity, and/or neurotoxicity. A fluoride level of 0.7 ppm in drinking water prevents excessive intake of fluoride through multiple sources of exposure.

In 2011 the European Commission's critical review (13) of new evidence on the hazard profile, health effects, and human exposure to fluoride found:

- the weight of evidence did not substantiate adverse health effects such as carcinogenicity, developmental neurotoxicity and reproductive toxicity;
- exposure of water organisms to fluoridated water is not expected to lead to unacceptable risks to the environment; and
- the fluoridation additive, hydrofluorosilicic acid, rapidly hydrolyzes in water and acts as if fluoride is naturally present in the water. Any slight impurities in the additive are at least 100 times less than drinking water guidelines established by the World Health Organization and are not regarded as a health risk.

The overall body of scientific evidence supports CWF as a safe public health measure.

## Dental fluorosis

All sources of ingested fluoride, including fluoride in drinking water, toothpaste and dietary fluoride supplements, increase the likelihood of dental fluorosis— a discolouration of the teeth that occurs during development. Dental fluorosis ranges from barely visible lacy white markings in mild cases to pitting of the teeth in the rare, severe form. There is a dose-response relationship between fluoride intake and fluorosis. The risk for and severity of dental fluorosis depends on the amount, timing, frequency, and duration of fluoride exposure. Surveys in Australia (14) and New Zealand (15) have found no significant differences in dental fluorosis between areas with fluoridated and non-fluoridated drinking water.

The Canadian Health Measure Survey 2007–2009, identified less than 0.3 per cent of children as having dental fluorosis in Canada (16). Additionally, in Canada, the prevalence of dental fluorosis of cosmetic concern is minimal. Most people with very mild dental fluorosis are unaware; it is barely noticeable to the untrained eye and does not affect health. Therefore, the burden of this condition at the population level is very small.

## Cost-effectiveness

There have been multiple studies evaluating the cost-effectiveness of CWF including studies from the US, Australia and Canada. All of these studies have indicated that CWF is cost-effective. In a 2015 systematic review of the economics of CWF, it was concluded that the economic benefit of CWF exceeds the intervention cost. Furthermore, the cost-benefit ratio improves as the community population size increases (17). For larger communities of more than 20,000 people, it is estimated



that every \$1 invested in this preventive measure yields approximately \$38 savings in dental treatment costs (18).

Although other fluoride-containing products are available and contribute to the prevention and control of dental caries, CWF has been identified as the most cost-effective method of delivering fluoride to all members of a community, regardless of socio-demographic factors that may otherwise affect their dental health.

## Ethics of community water fluoridation

CWF, like most public health measures, has to balance the inherent tension between protecting valued individual rights and achieving positive societal goals such as avoided disease and greater equity or fairness in health. While individual choice should be preserved when possible, exceptions exist if there is a significant benefit to the broader community. The benefits of fluoridation significantly outweigh its potential negative effects and therefore justify limiting the freedom of choice for people who do not wish to have their water fluoridated. In addition, fluoride toothpaste and dental treatments alone will not reduce inequalities (unfair differences) in oral health because their use depends on individual behaviour and personal cost.

In a 2003 Section 7 Charter of Rights and Freedoms analysis, the Supreme Court of British Columbia dismissed an applicant's claims for damages for personal injuries resulting from the fluoridation of public water. The Court determined that adding fluoride (a naturally occurring substance in water) was different than adding a drug or medication that did not naturally occur. Fluoridation at optimum levels was a minimal intrusion into a person's right to liberty and security of the person, which are protected under the Charter.

The odds of having caries are significantly greater in people with low education levels (or low parental education) or low income (19). A recent study of the impact of the cessation of CWF in Calgary on dental caries in children demonstrated increasing inequities in oral health in the absence of CWF (20).

In 2007 the Nuffield Council on Bioethics (UK) advised that the reduction of ill health and reduction of health inequalities, especially among children, make fluoridation justifiable when balanced against the principles of avoiding coercive interventions and minimizing interventions in personal life (21).

## Conclusion

The best available scientific evidence supports fluoridation as a safe and effective public health measure to improve oral health and reduce dental caries. Alberta Health values the oral health of Albertans and supports fluoridation as a public health approach to minimize dental disease and related complications.

Municipal governments can be confident that the use of CWF at the recommended level does not pose a risk to public health, that it promotes the oral health of the population, and reduces inequities within communities.

Alberta Health, along with Alberta Health Services, Health Canada, the Public Health Agency of Canada, the United States Centers for Disease Control, and the World Health Organization, continue to monitor scientific evidence on this issue and continue to support fluoridation as a safe and effective way to prevent dental disease.

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PAT STIER MLA

MUNICIPAL AFFAIRS

UNITED CONSERVATIVE CAUCUS

## **BILL 19 – AN ACT TO PROTECT GAS AND CONVENIENCE STORE WORKERS**

Amended the Occupational Health and Safety Code making pre-payment for fuel mandatory, and institutes various mandatory violence-prevention measures at all retail fuel and convenience stores.

## **BILL 20 – BEAVER RIVER BASIN WATER AUTHORIZATION ACT**

Authorizes an inter-basin water transfer from the North Saskatchewan River Basin to the Beaver River Basin.

## **BILLS 21 – AGENCIES, BOARDS AND COMMISSIONS REVIEW STATUTES AMENDMENT ACT, 2017**

Dissolves 14 provincial agencies, boards, and commissions, with an additional five agencies being dissolved without requiring legislative changes.

## **BILL 22 – RESIDENT AND FAMILY COUNCILS ACT**

Guarantees residents and families the right to establish self-governing councils at any long-term care and licensed supportive living facilities that have four or more residents.

## **BILL 23 – ALBERTA HUMAN RIGHTS AMENDMENT ACT, 2017**

Amends the Alberta Human Rights Act to add age as a prohibited ground of discrimination under sections 4 and 5 of the Act. These sections include the areas of tenancy, goods, services and accommodation or facilities.

## **BILL 24 – AN ACT TO SUPPORT GAY-STRAIGHT ALLIANCES**

Prohibits schools from informing parents if their children join a gay-straight alliance club.

## **BILL 25 – REGULATED FORESTRY PROFESSION AMENDMENT ACT, 2017**

The proposed amendments will merge the College of Alberta Professional Foresters and the College of Alberta Professional Forest Technologists to create a single regulatory entity. That entity is the Association of Alberta Forest Management Professionals.

## **BILL 26 – AN ACT TO CONTROL AND REGULATE CANNABIS**

Implements elements of Alberta's Cannabis framework including:

- Allowing households to grow up to four cannabis plants at home.
- Allowing private sales of cannabis through specialized private retail stores.
- Controlling online sales through a publically-operated store with sales to begin immediately upon legalization on July 1, 2018.
- Prohibits cannabis from being sold at co-locations with alcohol, tobacco, or pharmaceuticals.
- Eighteen will be the minimum age to use and sell cannabis.
- Thirty grams will be the maximum public possession limit, and there will be restrictions on where cannabis can be publically consumed (including anywhere smoking is currently banned).
- The Alberta Gaming and Liquor Commission (AGLC) will be authorized to carry out oversight and compliance functions, and it will manage the distribution of cannabis to licensed sellers.

## **BILL 27 – CONFLICTS OF INTEREST AMENDMENT ACT, 2017**

Establishes a consistent set of rules for the province's agencies, boards, and commissions to ensure good governance and prevent positions are not being used to further private interests.

## **BILL 28 – SCHOOL AMENDMENT ACT, 2017**

Makes changes to the School Act to provide for new professional standards for principals and superintendents and specifies students must be five years of age by December 31 of the school year to enroll in kindergarten.

## **BILL 29 – AN ACT TO REDUCE CANNABIS AND ALCOHOL IMPAIRED DRIVING**

Introduces new provincial sanctions for cannabis-impaired and cannabis/alcohol-impaired driving offences to reflect changes in federal legislation.

## **BILL 30 – AN ACT TO PROTECT THE HEALTH AND WELL-BEING OF WORKING ALBERTANS**

Significantly amends the Occupational Health and Safety Act and the Workers' Compensation Act including:

- Establishing the general purpose of the WCB Accident Fund is to support a sustainable workers' compensation system for the benefit of workers and employers.
- Establishes a Fair Practices Office to oversee the Office of the Appeals Advisor.
- Increases and adds compensation measures for WCB claimants.
- Establishes a Code of Rights and Conduct, as well as states that employers have an obligation to return to work injured workers.
- Adds a PTSD presumption for paramedics and other psychological injuries.
- Mandates all worksites with 20+ employees establish a joint work site health and safety committees and health & safety representatives.
- All OHS claim appeals to be heard by the Labour Relations Board and dissolves the existing Occupations Health and Safety Council.
- Empowers the court to use creative sentences options for employers found in contravention of the Act.
- Emphasizes that workers have a right to know of any unsafe work conditions prior to work commencement.
- Worker staffing agencies and self-employee workers are now included in the Act.

## **BILL 31 – A BETTER DEAL FOR CONSUMERS AND BUSINESSES ACT**

Changes the name of the Fair Trading Act to the Consumer Protection Act, introduces a Consumer Bill of Rights, and implements various consumer protection measures including:

- Banning ticket bots that allow scalpers to buy event tickets online in bulk.
- Introduces strong rules for buying a car and standards for car repairs include requiring sellers to disclose vehicle history, a standard bill of sale, and follow minimum warranty protections for repairs.
- Better protect borrowers against high-cost credit by licensing high-interest lenders and establishing disclosure and advertising requirements so consumers know what they are signing.
- Support pet owners in finding quality care by requiring fee disclosure and getting customer approval before administering veterinary services for pets.
- Strengthening oversight of the auto sector by transitioning the Alberta Motor Vehicle Industry Council (AMVIC) board to a public agency, and enabling the minister responsible to oversee governance issues to ensure the auto regulator is properly protecting consumers and building integrity in the industry.
- Enable government to publicly release information about charges, convictions and other enforcement actions taken under the Act.

November 28, 2017



Congratulations on your recent victory in the October 2017 municipal elections! Strong local governance is critical to province-wide community services and supports. The Alberta Seniors Communities & Housing Association (ASCHA) and its membership are looking forward to working with you and your council to help Albertans age well in your communities.

We were pleased to participate in both the AAMDC and AUMA events this month and meet some of you face-to-face. As you are aware, the seniors' population in our communities are set to double over the next 20 years, and it will be important to prepare for the housing and community services these residents will require. Seniors housing is also a growing industry offering job opportunities to a wide variety of potential employees.

With both Provincial and Federal Housing Strategies underway, you may have the occasion to govern local housing decision-making as a board member of your local Housing Management Body. Housing Management Bodies have different portfolios under ministerial order, and may offer everything from seniors lodges, seniors self-contained apartments, and community housing programs. ASCHA serves these Housing Management Bodies, along with other voluntary and private sector housing providers, and can offer education and support to your board. Ultimately, ASCHA is committed to its Noble Cause – to empower seniors to have choice and a life of purpose wherein they are honoured, valued and respected. Visit our blog at [www.charlieandhazelblog.wordpress.com](http://www.charlieandhazelblog.wordpress.com) and our Facebook page at [www.facebook.com/ascha.team](http://www.facebook.com/ascha.team) to see our public engagement.

We provide our members with advocacy toolkits on seniors housing issues, host region meetings to arrive at locally-driven solutions, and support those working within the sector. Resources be accessed in the Member Area of our website at [www.ascha.com](http://www.ascha.com). We hope that you will visit this site often, and reach out and contact us with any questions you may have. In the interim, we wanted to provide you with the following infographic to acquaint you with the major factors influencing Alberta's seniors housing industry currently:

#### [Key Factors Influencing Seniors Housing in Alberta Infographic](#)

Seniors Housing can be complex, and the terminology and regulations can be difficult to navigate at times. We invite you to [subscribe](#) to the ASCHA Weekly Rollout – an e-newsletter that will keep you apprised of key information and updates in seniors housing.

Thank you for choosing to represent the people of your community and provide leadership to the many programs supported by your municipality. By working collaboratively, we can continue to create and maintain vibrant seniors housing for Albertans.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Raymond Swonek', written over a light blue horizontal line.

Raymond Swonek, ASCHA President

A handwritten signature in blue ink, appearing to read 'Irene Martin-Lindsay', written over a light blue horizontal line.

Irene Martin-Lindsay, ASCHA Executive Director

*Seniors are empowered to have choice and life of purpose, wherein they are honoured, valued and respected.*





**BROWNLEE LLP**  
*Barristers & Solicitors*

Brownlee LLP Presents:  
EMERGING TRENDS IN  
**MUNICIPAL LAW**

February 8, 2018 - Calgary  
February 15, 2018 - Edmonton

**Topics include:**

- Select MGA Regulations
- Emergency Management
- Cannabis & the Municipality

Registration: \$169 + fees per person

Please note that booklets will NOT be available.

Materials will be made available online should you wish to print them prior to the event.

To **register** for Calgary, Feb 8, 2018:  
<https://2018emergingtrendsyyc.eventbrita.ca>

To **register** for Edmonton, Feb 15, 2018:  
<https://2018emergingtrendsyyeg.eventbrita.ca>

For **more information** including venues and hotel availability:  
<http://brownleelaw.com/events/>

Agenda and course descriptions available soon.

[www.brownleelaw.com](http://www.brownleelaw.com)





# INFORMATION BRIEF

Meeting: December 11, 2017

Agenda Item: 8

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## BROWNLEE LLP 2018 EMERGING TRENDS IN MUNICIPAL LAW

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### **DESCRIPTION:**

Council has received an invitation from Brownlee LLP to attend a one-day seminar in Calgary on February 8, 2018 regarding Emerging Trends in Municipal Law.

This is the same law firm that held the training session at the MD of Willow Creek offices on October 23, 2017, the first training session of the new Council term.

Brownlee holds this update every year at the same time to update both Council and Administration on what legal subjects are trending in the municipal government sector.

### **BACKGROUND:**

The email from Brownlee LLP is as follows:

You are invited to the following event:

### **BROWNLEE LLP PRESENTS: 2018 EMERGING TRENDS IN MUNICIPAL LAW**

Topics Include:

- Select MGA Regulations
- Emergency Management
- Cannabis & the Municipality

Event to be held at the following time, date, and location:

Thursday, 8 February 2018 from 8:00 AM to 5:00 PM (MST)

**Coast Plaza Hotel & Conference Centre**

1316 33 Street Northeast

**Calgary, AB T2A 6B6**

To **register** for Calgary, Feb 8, 2018:

<https://2018emergingtrendsyyc.eventbrite.ca>

Discounted room rates are available at the Coast Plaza Hotel & Conference Centre from \$125 for double occupancy.

Call 1-403-248-8888 **only available until January 9, 2018.**

Thursday, 15 February 2018 from 8:00 AM to 5:00 PM (MST)

**Edmonton Expo Centre**

7515 118 Avenue Northwest

**Edmonton, AB T5B 4X5**

To **register** for Edmonton, Feb 15, 2018:

<https://2018emergingtrendsveg.eventbrite.ca>

Discounted room rates are available at the Sutton Place Hotel Group from \$144 for double occupancy.

Click <https://www.suttonplace.com/hotels/sutton-place-hotel-edmonton-edm?&groupCode=EMERGINGTREND>

***\*Emerging Trends is proud to be going green!***

*We recommend you use the conference materials which will be available online closer to the date.*

*Please note we will not have any printed materials on-site.*

We hope you can make it!

Cheers,

Brownlee LLP



**PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP**

**m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [pthompson@brownleelaw.com](mailto:pthompson@brownleelaw.com)**

**2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8**

**Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)**

Administration would like to know if any members of Council are interested in attending this event.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 7, 2017

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# CMHA

December 7, 2017

Dear Mayor and Councilors,

I would like to extend my personal congratulations to each of you on being elected. It takes a lot of courage to step forward and put your name in the hat and I commend each of you for choosing to do so. Already your dedication and commitment to our Town is evident and I look forward to your conscious and mindful leadership.

This letter's intent is to report on the status of the Arena Upgrade Project. Last year at this time CMHA approached Town Council offering our help to find a solution to the failing Arena cooling system infrastructure. The Town was very receptive and immediately offered to provide funds that had been set aside by a previous council for this project. The Town also committed to repairing the failed header (completed this past summer) ensuring the continuation of winter sports here in Claresholm.

In our endeavor to spearhead this project we have learned that for various reasons this project has been ignored by the Town for many years. During our fundraising efforts we found it a struggle to navigate conversations around how the Arena situation became so dire in the first place and heard strong comments like "How did the Town let it get this bad?" Honestly these perceptions have affected our fundraising efforts; but we are truly grateful to all those who saw the bigger picture and stepped up to help keep the Arena a community asset.

We asked doctors, teachers, businessmen and women what attracted them to Claresholm, the Arena was on everyone's list. It is a cornerstone of our community and cannot be overlooked by this Council as Claresholm moves forward.

In October, CMHA submitted an application for the CFEP Grant offered by the provincial government. Fortunately, we were able to raise a total of \$420,155 which is comprised of both: cash and in-kind donations (including the Town of Claresholm, MD of Willow Creek, CMHA, Claresholm Lions Club as well as many other businesses and individuals), toward the matching grant application. We have requested a total of \$405,786 in matching funds, to complete the bare necessities as well as a few non-essential upgrades. Blair has the details of our grant application if anyone is interested. The support we have received from: Mike, Marian and Blair have been invaluable to the process.

In preparation of your 2018 budget we ask that you kindly consider the following:

- a) the potential of an unsuccessful grant application. Communication with the grantor has been positive and they have indicated we have a strong application; however, we recognize this is a new grant will attract thousands of applicants.
- b) contractors advised that at least \$100,000. should be available for potential contingencies of a project this size.

Thank You for your continued support. Hopefully this partnership is successful in keeping the Arena an asset to the current and future generations of Claresholm.

Sincerely,

Jason Bishoff  
CMHA Director

## Claresholm Minor Hockey Association

P.O. Box 1933 | 4918 - 2nd Street East | Claresholm, AB | T0L0T0



# REQUEST FOR DECISION

Meeting: December 11, 2017  
Agenda Item: 10

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## RECORDING COUNCIL MEETING

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### DESCRIPTION/BACKGROUND:

As per council direction administration has been obtaining the equipment and website infrastructure to support live streaming and archival of Council meeting video and audio recordings. With any new practice legal, technical, and procedural implications need to be considered. As such the attached policy was drafted to address the noted potential events, issues, or concerns.

The main potential legal concern revolves around the right of privacy as per the Freedom of Information And Protection Of Privacy Act (FOIP). The FOIP Act protects the privacy of individuals by legislating, among other things, the collection, storage, and access to personal information. The picture, video or audio recording of an individual is considered an individual's personal information as it can be used to identify an individual.

The Act legislates that (s.33) "No personal information may be collected by or for a public body unless ... (c) that information relates directly to and is necessary for an operating program or activity of the public body." This "collection" of personal information (video and audio recording of individuals) is "necessary" for the operating of this live streaming or transparency program of the Town of Claresholm, which allows us to collect this information. The "collection" of personal information of the public audience however is not necessary and therefore every effort should be made to provide the public, along with all in attendance, notice and warning of the recording and provide the public the opportunity to maintain their privacy by staying off camera.

The FOIP Act goes on to legislate that we must inform individuals who we are recording (collecting personal information from) (s.34(2)(a) – (c))

- The purpose for which the information is collected,
- The specific legal authority for the collection, and
- The title, business address and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

This will be within the same Notice posted outside the Council Chamber doors for all to see as they enter the meeting.

### DISCUSSION/OPTIONS:

Administration believes the attached draft policy, along with the sample "Notice" sign, appropriately addresses the different procedural and legal issues related to the recording and access of Council meetings and the live streaming and archival of those recordings.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #COUNC 12-17 – Streaming and Recording of Council Meetings, effective December 11, 2017

**ATTACHMENTS:**

- 1.) Policy COUNC 12-17 – Streaming and Recording of Council Meetings
- 2.) NOTICE – Audio/Video Recording

**APPLICABLE LEGISLATION:**

- 1.) Freedom of Information and Protection of Privacy Act, RSA 2000 Chapter F25 Sections 33-35

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 7, 2017

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## Policy #COUN 12-17

### Streaming and Recording of Council Meetings

**PURPOSE:** This policy reflects the Town of Claresholm's ongoing effort to improve the ease-of-access and transparency of the legislative process. These recordings promote broader access, however the approved minutes remain the official record of the Town of Claresholm meetings. The keeping of a live record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

#### **DEFINITIONS:**

**CAO** – means the Chief Administrative Officer of the Town.

**Notice** – written or verbal warning that a video or audio recording is being made of the meeting.

**Official Record** – the written minutes of the proceedings of the meeting after receiving approval of council.

**FOIP** – *Freedom of Information and Protection of Privacy Act (RSA 2000, F-25).*

**Recorder** – the individual who is controlling the video and/or audio recording of the meeting.

**Recording** – the video or audio recording or transmission of the meeting for live stream or archival purposes.

**Warning** – Verbal and/or visual cue that recording is commencing or ceasing.

#### **POLICY:**

It is the practice of the Town of Claresholm (the Town) to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual privacy of public in attendance.

To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

**EFFECTIVE DATE:**

The Town recognizes the approved minutes of its proceedings as the official record. These minutes include summarized narratives on the various issues that come before Council and record actions or motions. The minutes are not and should not be taken in verbatim style. The Town may also use video or audio recording equipment for the primary purpose of assisting with the composition of draft minutes.

## **GUIDELINES:**

### **Recording**

- The Recorder or the Chair of the meeting will provide indication or warning prior to recording commencing and when recording has ceased.
- The Recording of the meeting will cease for any “In-Camera” portions of the meeting and resume after the “In-Camera” portion has concluded.
- There may be situations where due to technical difficulties the live streaming and recording will not be available.

### **Notice**

- Notice will be posted outside the Council chambers.
- The camera will be positioned such that the general audience may remain off camera.
- Delegates addressing council will be provided notice regarding the recording.
- The Recording will be broadcast at a slight time delay to allow for the termination of the feed in the instance of an emergency or significant public disturbance to maintain privacy of the public.

### **Access**

- Access to view the live recording, accessed through the Town’s website, on the day of the meeting.
- Recordings will be archived and posted on the Town’s website. Archived recordings will be maintained on the website for the current and prior calendar years (ie. Jan 2020 all 2018 records will be removed).
- Archived video recordings will be maintained by the Town for 5 years. The public may request copies of older recordings that are no longer available on the website. A fee may be charged at the discretion of the CAO or designate for such request based on Town policy for FOIP requests.
- Unless otherwise indicated, copyright to recordings of Council meetings made available on the Town’s website is owned by the Town. Permission is granted to produce or reproduce the recordings posted on the Town’s website, or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town. For certainty, no person may use the

**EFFECTIVE DATE:**

recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

**Date Approved by Council:**

**Resolution #:**

**EFFECTIVE DATE:**



# NOTICE

**COUNCIL MEETINGS ARE BEING RECORDED  
AND BROADCAST AND MADE AVAILABLE  
TO THE PUBLIC**

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**AUDIO AND VIDEO RECORDING MAY BE IN  
PROGRESS**

**Note:** The audio and video recording of Council Meetings is authorized by Council as per Town Policy (COUNC 12-17 - Streaming and Recording of Council Meetings). The recordings will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection Act*. If you have any questions concerning the possible audio or video recording please contact the Town CAO, Marian Carlson, at 403.625.3381.



# REQUEST FOR DECISION

Meeting: December 11, 2017  
Agenda Item: 11

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## COMMITTEE STRUCTURE ADDITION

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### **DESCRIPTION:**

The Facility & Infrastructure Planning Committee met on Tuesday, December 5, 2017. At the meeting, the need for a Multi-use Community Building Adhoc Committee was discussed.

### **BACKGROUND:**

The Town of Claresholm took ownership of the old Claresholm Elementary School on June 30, 2016. Since taking ownership, Council and Administration have sought different ways to configure the building and funding opportunities for completion of the renovations that are required to make the building functional as an administration building.

Council needs to discuss the make-up of such a committee. Does Council wish to have the membership include any members-at-large or should it strictly be a committee of Council? Once the structure has been established, Council should appoint members of Council to the committee and advise administration to advertise for members-at-large if necessary.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to establish the Multi-use Community Building Adhoc Committee as proposed and to appoint \_\_\_\_\_ as members of Council.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 8, 2017

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# REQUEST FOR DECISION

Meeting: December 11, 2017  
Agenda Item: 12

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## GROUP ACCIDENT INSURANCE COVERAGE FOR COUNCIL

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### DESCRIPTION/BACKGROUND:

The Town of Claresholm has historically provided Group Accident insurance coverage for some groups through the AMSC Group Accident Policy. One of those groups is Mayor and Council. This policy renews each year in January but the choice of coverage must be submitted **no later than December 13th**.

The attached shows the six (6) different plans that are available and each plan is available as "On Duty" only, meaning you are only covered if injured while carrying out Town business, or "Off Duty" which is 24 hour coverage. The highlighted portion of the attached abbreviated description shows the current coverage, which is 24 hour coverage for council under Plan D of the policy, for a total cost of \$700/year. The same plan for On Duty coverage only, for example, would be \$196.

### DISCUSSION/OPTIONS:

Any of the six (6) plans can be chosen for On Duty or 24 hour coverage.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to continue with Plan D, 24 Hour Coverage of Group Accident Insurance for Council.

Moved by Councillor \_\_\_\_\_ to change to plan \_\_\_\_ with (On Duty OR 24 Hour) Coverage of Group Accident Insurance for Council.

### ATTACHMENTS:

- 1.) VFIS – AMSC Council Coverage Policy Summary

PREPARED BY: Lisa Chilton – Human Resources

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 7, 2017

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## AMSC Council Coverage

This brochure provides an abbreviated description of the benefits available under the AMSC Group Accident coverage. For a complete description of the coverage, please refer to a copy of the AMSC master policy.

**Eligible Participants-** Any individual of the municipality, including members of council, for whom premium has been paid. All other members of the municipality, excluding full-time firefighters and police officers, may be covered if premium has been paid.

**Scope of Coverage-** On Duty Only- travel to, during and from all business activities of the municipality.  
**24 Hour (Off Duty) Coverage-if selected, protects the member 24 hours a day.**  
 Seasonal employee coverage whether On Duty Only or 24 Hour coverage terminates when said person is no longer working for the policyholder.

The AMSC provides its members with 6 plan choices. Please refer to the plan specific to your municipality.

	Plan A	Plan B	Plan C	Plan D	Plan E	Plan F
AD&D	\$25,000	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000
Paralysis	\$50,000	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000
Seat Belt	\$2,500	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
Disability	\$150/wk	\$200/wk	\$250/wk	\$250/wk	\$300/wk	\$350/wk
Annual On Duty Premium	\$8/member \$4/seasonal	\$13/member \$6/seasonal	\$22/member \$11/seasonal ee	\$28/member \$14/seasonal ee	\$38/member \$19/seasonal ee	\$46/member \$23/seasonal ee
Annual-Off Duty Premium	\$32/member \$16/seasonal ee	\$48/member \$24/seasonal ee	\$75/member \$38/seasonal ee	\$100/member \$50/seasonal ee	\$135/member \$68/seasonal ee	\$165/member \$83/seasonal ee

### DEATH BENEFITS

**Loss of Life-** Accidental Death benefits are paid when a member dies as a result of an accident.

**Spousal Loss of Life-** Accidental Death benefit of \$25,000 is paid when a member's spouse dies as a result of an accident.

**Seat Belt Benefit-** If a member dies while wearing a properly fastened seatbelt at the time of a motor vehicle accident, which caused death, 10% of the Principal Sum will be paid to the beneficiary.

**Dependent Child Education Benefit-** If a member dies of an accident, the company will pay a dependent per child/ren enrolled as a full-time student in an institute of higher learning for reasonable expenses actually incurred, subject to 5% of the Insured Persons principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

**Spousal Education Benefit-** will pay to the Insured Person's Spouse the actual cost incurred for a professional or trades training program in which such Spouse enrolls for the purpose of obtaining an independent source of support and maintenance provided such cost is incurred within 30days of the loss subject to the maximum of \$15,000.

**Day Care Benefit-** If a member dies of an accident, the company will pay for each dependent child/ren necessary expenses actually incurred to be enrolled in a legally licensed Day Care centre on the date of death. These expenses are subject to 5% of the Insured Person's principal sum to a maximum of \$5,000 for each year, not to exceed 4 years.

**Funeral Expense Benefit-** If a member dies, the company will pay up to \$15,000 for actual expenses incurred for preparing the deceased for burial and funeral expenses subject to a maximum of \$15,000.

**Repatriation Benefit-** When loss of life occurs outside 50 kilometers, expenses will be paid for shipment of the body to the city of residence. Expenses not to exceed \$15,000.

**Identification Benefit-** If accidental loss of life occurs where the Insured Person's body needs identified by an immediate family member, we will pay for accommodations and transportation up to \$15,000.

### MEDICAL BENEFITS

**Accident Reimbursement Benefit-** Will pay up to \$15,000 for reasonable expenses listed in the policy.

**Dental Expense Benefit-** Will pay for whole and sound teeth, if within 30 days of the accident requires dental surgery and is incurred within one year from the date of the accident up to \$5,000.

**LUMP SUM LIVING BENEFITS** (all lump sum benefits are paid in addition to medical and disability income benefits)

**Accidental Dismemberment -** A lump sum benefit will be provided to the member when a loss incurs which is indicated in the accidental dismemberment table. Hearing loss is also part of this table. See policy for breakdown of percentages. *Para, Quadra and Hemi Plegias pay 2 times the principal sum.*

**Permanent Total Disability** If an Insured Person suffers Injury causing Permanent and Total Disability, and after 12 months of total and permanent disability cannot perform at least two Activities of Daily Living without assistance from another person, for the remainder of his or her life, the Company shall pay the amount which is 100% of the Principal Sum for the Insured Person less any amounts under the Table of Losses which have been paid or which are payable by the Company for Losses of the Insured Person. The disability must be determined to be total, permanent, and irreversible and certified to be such by a licensed Physician acceptable to the Company. The Insured Person's inability to actually obtain employment is not a criteria to qualify for the Permanent and Total Disability benefit.

**Fracture and Dislocation Benefit-** Payable in addition to accident weekly disability. A minimum lump sum paid for fracture or dislocations as a result of an accident. Maximum payable is \$4,200.

### **WEEKLY INCOME**

**Total Disability-** The company will pay a weekly disability if an Insured Person becomes totally disabled as a result of an accident provided that: 1) such period of disability commences within 30 days of the accident causing such injury; 2) such disability shall be after a 15 day waiting period commencing on day 16; 3) the maximum period for which, such indemnity shall not exceed 52 weeks.

**Home Alteration & Vehicle Modification-** If an insured sustains injuries under the accidental dismemberment and is now required to be wheel chair ambulatory, this benefit will pay for the one time cost of alterations, up to \$15,000 to the members home or vehicle to make them wheel chair accessible.

**Eyeglasses, Contact Lenses and Hearing Aids Benefit-** As a result of an accident the Insured Person receives treatment by a physician which results in the purchase of eyeglasses, contact lenses or hearing aids within 365 days of the accident, when none of which were previously required or worn, the company will pay up to \$2,000 for reasonable expenses.

**Family Transportation Benefit-** In the event the Insured Person suffers loss under the table of losses, which occurs outside 100 kms from residence, the company will reimburse up to \$15,000 for the actual cost of transporting one immediate member of the family to be with the Insured Person. Member of Immediate Family means a Spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, parent (includes stepparent), brother or sister (includes stepbrother or stepsister), or child (including legally adopted or stepchild).

**Rehabilitation Benefit-** If an insured sustains injuries under the accidental dismemberment section of the policy, the company will pay the reasonable expenses up to \$15,000 for special training provided; 1) such training is required because of injuries sustained prevent him/her to engage in their occupation; 2) expenses be incurred within 2 yrs of accident; 3) no payment shall be made for ordinary living, traveling or clothing expenses.

**Psychological Therapy-** If accidental loss occurs under the Table of Losses, other than a Loss of Life, and as a result needs Psychological Therapy within 2 years of such loss, we will pay Reasonable and Customary Expenses up to \$5,000.



**Claresholm**

# REQUEST FOR DECISION

Meeting: December 11, 2017  
Agenda Item: 13

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## 2018 INTERIM OPERATING BUDGET

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### **DESCRIPTION:**

A resolution of Council is required to adopt the 2017 Operating Budget as the 2018 Interim Operating Budget.

### **BACKGROUND:**

Administration has been working on the 2018 Operating Budget, however are not ready to present the budget for adoption by Council. As a result, an interim budget needs to be adopted before January 1, 2018. The 2017 operating budget can be adopted as the interim budget for 2018. This will allow the continuation of payment of operational costs.

The applicable section of the *Municipal Government Act* reads:

#### **Adoption of operating budget**

**242(1)** Each council must adopt an operating budget for each calendar year.

**(2)** A council may adopt an interim operating budget for part of a calendar year.

**(3)** An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Once the 2018 operating budget has been adopted, the interim budget will no longer be in effect.

### **RECOMMENDED ACTION:**

Council pass a motion to adopt the 2017 operating budget as the 2018 interim operating budget.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to adopt the 2017 operating budget as the 2018 interim operating budget.

### **ATTACHMENTS:**

- 1.) None

### **APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act, RSA 2000, c M-26, Section 242 (1), (2) & (3), Section 248 (1a).

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 7, 2017

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**Claresholm**

# REQUEST FOR DIRECTION

Meeting: December 11, 2017  
Agenda Item: 14

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## TOWN COUNCIL OPEN HOUSE

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**DESCRIPTION:**

Mayor MacPherson has asked for Council to discuss holding their first Open House with the public.

To be discussed:

- Whether to hold an Open House;
- When to hold an Open House;
- Where to hold an Open House;
- Format of an Open House;
- Goals of an Open House.

Administration is requesting direction from Council regarding this and how it should proceed.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: December 7, 2017

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**Town of Claresholm****Statement of Operations**

For the month ended October 31, 2017

	OCTOBER	2017 YTD	2017 BUDGET	NOTES
<b>Revenue</b>				
Net municipal taxes	-	3,384,983	3,113,876	1
User fees and sales of goods	275,029	1,746,454	2,052,470	
Government transfers for operating	165	344,526	404,995	
Investment income	8,286	94,479	58,000	2
Penalties and costs of taxes	3,314	124,104	121,100	
Licenses and permits	(273)	42,476	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	14,547	174,095	202,538	
Rental	8,061	84,716	112,150	
Other	3,318	98,710	84,800	3
Family and community support services	68,265	237,869	240,605	
	\$ 380,713	\$ 6,332,413	\$ 6,431,934	
<b>Expenses</b>				
Legislative	10,189	83,089	113,500	
Administration	96,830	983,989	1,166,789	
Fire	14,354	66,335	301,612	
Bylaw enforcement	8,366	95,534	129,778	
Common and equipment pool	32,516	378,341	514,064	
Roads, streets, walks and lighting	46,653	352,708	768,242	
Airport	460	9,899	18,379	
Storm sewers and drainage	(487)	63,909	138,545	
Water supply and distribution	61,834	597,618	1,955,421	
Wastewater treatment and disposal	10,333	108,057	529,856	
Solid waste management	41,269	442,110	576,040	
Family and community support services	15,791	199,180	236,905	
Day care	29,493	58,144	64,511	
Cemeteries and crematoriums	422	14,074	51,680	
Other public health and welfare	-	27,881	27,000	4
Economic and agricultural development	3,133	14,300	45,204	
Subdivision land and development	(9,887)	113,404	189,503	
Parks and recreation	76,642	668,814	904,162	
Culture - libraries, museum and halls	7,479	309,182	408,844	
Less Amortization included above			(2,166,952)	5
	\$ 445,389	\$ 4,586,570	\$ 5,973,128	
<b>Excess of revenue over expenses before other</b>	\$ (64,677)	\$ 1,745,843	\$ 458,806	
<b>Other</b>				
Government transfers for capital	-	924,860	5,324,112	
<b>Excess of revenue over expenses</b>	\$ (64,677)	\$ 2,670,703	\$ 5,782,918	
<b>Capital project expenditures to date</b>	\$ 199,675	\$ 3,905,312	\$ 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 the 4th quarter.
- 2 Already exceeded annual budget. This is due to a significant portion of investment income is on grant funds which will be reclassified as grant revenue (or deferred grant revenue) at year end.
- 3 Overbudget due to revenue in excess of budget being received on camp ground fees, other water revenue (water connections on new building construction, turn on/off connection fees, etc), and misc. income which isn't budgeted for.
- 4 Slightly over budget on Physician Recruitment expenditures
- 5 Many of the expenditure line items are well underbudget due to Amortization being included in the budget figures, but no amortization is recorded until year end. This is the total amortization included in all the above expenditure line items.



## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 14, 2017				
12	RFD: AMWWP Grant Application - Moved by Councillor Courage to request funding through the AMWWP grant program for the SCADA upgrade to the VTSCADA system (Option 2) and direct Administration to prepare a letter of request to AMWWP on the Town's behalf. CARRIED MOTION #17-119	Blair/Brad	Application was submitted on November 27.	Complete
16	RFD: CARES Grant - Land Study - Moved by Councillor Courage to apply to the CARES grant program in the amount of \$175,000 for the Industrial Development Studies and refer the matching portion of the grant program to budget discussions. CARRIED MOTION #17-123	Tara/Justin	Application being prepared for submission prior to the November 30th deadline. Application submitted	Complete
19	RFD: Southern Alberta Summer Games - Moved by Councillor Moore to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to host the Southern Alberta Summer Games in Claresholm in 2021 rather than the 2020 Games as previously requested. CARRIED MOTION #17-126	Karine	Letter sent	Complete
20	RFDirection: Livestreaming of Council Meetings - Council directed Administration to proceed with setting up livestreaming of Council meetings.	Blair/Justin	Equipment to set up live streaming has been purchased. Set-up ready for December 11th meeting.	Complete
Regular Scheduled Meeting - November 27, 2017				
	Post Foodbank hours on website and in weekly town news	Karine	Already on website, posted in Town News	Complete
1	BYLAW #1633 - Moved by Councillor Courage to give Bylaw #1633, the ATB Financial Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair	On the Dec 11, 2017 Agenda for 2nd & 3rd Reading	Complete
2	BYLAW #1634 - Moved by Councillor Zimmer to give Bylaw #1634, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair	On the Dec 11, 2017 Agenda for 2nd & 3rd Reading	Complete
3	BYLAW #1635 - Moved by Councillor Schlossberger to give Bylaw #1635, regarding the Economic Development Committee, 1st Reading. CARRIED	Karine	On the Dec 11, 2017 Agenda for 2nd Reading	Complete

3	Moved by Councillor Schlossberger to make the following amendments to Bylaw #1635 regarding the Economic Development Committee prior to 2nd Reading: Part 4 (a) The Committee shall consist of ten (10) voting members appointed by Council; (b) A maximum of three (3) members of the Committee may be from outside the municipal boundaries of the Town of Claresholm. (c) Appointments shall be for (4) years. CARRIED MOTION #17-129	Karine	Changes to Bylaw #1635 made.	Complete
4	CORRES: MD of Willow Creek - Moved by Councillor Moore to donate a door prize to the MD of Willow Creek's 27th Annual Legacy of Our Land Banquet with a maximum value of \$100. CARRIED MOTION #17-130	Karine/Tilly	Letter sent, basket being prepared	In progress
5	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Zimmer to renew the lease agreement with the Bridges at Claresholm Golf Club for an additional five (5) years effective January 1, 2018, and to refer the request for an increase in the management fees to budget discussions. CARRIED MOTION #17-131	Blair	2018 Draft Operating Budget has been updated for this expenditure with a note for discussion. Lease being updated for signatures	In progress
6	APPLICATION FOR DONATION: Moved by Councillor Carlson to support the 2A Boys Basketball Provincials Committee with a donation of \$440 to cover the cost of rental of the Claresholm Community Centre. CARRIED MOTION #17-132	Karine	Cheque sent	Complete
7	RFD: Municipal Development Plan Update & Review Extension - Moved by Councillor Courage to accept the time extension on the contract with the Oldman River Regional Services Commission for the MDP update and review to March 30, 2018. CARRIED MOTION #17-133	Tara	Letter sent to ORRSC.	Complete
8	RFD: Charitable Donation Policy - Moved by Councillor Schlossberger to adopt Policy #GA 11-17 – the Charitable Donation Receipt Policy, effective November 27, 2017. CARRIED MOTION #17-134	Karine	Policy Manual updated	Complete
9	RFD: Recycling Contract - Town of Stavely - Moved by Councillor Schulze to enter into a contract with the Town of Stavely to include their cardboard at the cost of \$0.50 cents per kg in the Town of Claresholm recycling program from January 1, 2018 to December 31, 2018, with administration to review at the end of the term and adjust the contract as deemed appropriate. CARRIED MOTION #17-135	Mike/Darlene	Contract has been sent to Clayton	Complete
10	RFD: North Commercial Property - Moved by Councillor Zimmer to request the developer to work with Town of Claresholm staff and the Oldman River Regional Planning Commission to come to consensus on what is the best concept plan for the lands located at Block 7, Plan 7410624. Once completed, the concept plan shall be circulated to the pertinent government agencies and utility companies. The final conceptual design scheme shall be presented to Council for consideration. Following the acceptance of a concept plan, the recommendation by Gavin Scott, planner from ORRSC shall be completed as presented. CARRIED MOTION #17-136	Tara	Letter sent to the landowner and engineering firm.	Complete
11	RFD: Contracted Grant Writer - Moved by Councillor Courage to apply for the Alberta Community Partnership (ACP) Grant for the purpose of contracting a grant writer to help find applicable grants for the Towns of Claresholm, Nanton and Fort Macleod as well as the not-for-profit groups in the respective communities. CARRIED MOTION #17-137	Marian	Application being prepared for submission prior to the January 2, 2018 deadline	In progress
12	RFD: Committee Structure Change - Moved by Councillor Schulze to remove Councillor Brad Schlossberger from the Porcupine Hills Lodge Board and to appoint Councillor Kieth Carlson. CARRIED MOTION #17-138	Karine	Changes made	Complete

12	RFD: Committee Structure Change - Moved by Councillor Zimmer to remove Councillor Kieth Carlson from the Regional Landfill Commission and to appoint Councillor Brad Schlossberger. CARRIED MOTION #17-139	Karine	Changes made	Complete
13	Request for Direction - Referred to Administration to invite the Zipline Group to come to Council as a Delegation regarding transportation options.	Marian	Councillor Schulze contacted the group	In progress
	Contact Fort Macleod regarding possibility of expanding Peace Officer partnership	Marian	Contacted Fort Macleod CAO. They may have capacity. Will discuss further as part of budget deliberations	In progress
17	IN CAMERA: Committee Appointments - Moved by Councillor Carlson to appoint Susan Holland to the Claresholm Museum Board. CARRIED MOTION #17-140	Karine	Notification sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 8, 2017

# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**November 17, 2017**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug MacPherson – Mayor  
Donna Courage - Council Member  
Sharon Galbraith - Member-at-Large  
Jeff Kerr – Member-at-Large (Vice-Chairperson)

**Staff:** Tara VanDellen – Development Officer  
Darlene Newson – Infrastructure Admin Assistant

**Public Present:** Rob Vogt, Claresholm Local Press

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**8:34 a.m.**                      **Call to Order /Adoption of Agenda**                      **Motion to adopt  
Agenda by  
Mayor MacPherson**  
**CARRIED**

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**Adoption of Minutes**

- November 10, 2017

**Motion to adopt the  
Meeting Minutes  
by Councillor Courage**  
**Seconded by  
Jeff Kerr**  
**CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2017.102  
Applicant: Jayshree Patel  
Owner: 1418425 Alberta Ltd.  
Address: 4725 1 Street West  
Legal: Lot 9/10, Block 1, Plan 147N  
Regarding: Discretionary Use Application – Vacant to  
Liquor Store

**Motion to approve  
with conditions  
by Councillor Courage**  
**Seconded by  
Sharon Galbraith**  
**CARRIED**

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**9:00 a.m.**

**Motion to Adjourn  
By Jeff Kerr**  
**CARRIED**

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Next meeting date: November 30, 2017

## Learn-A-Lot-Playschool Society Meeting Minutes

Wednesday, October 18<sup>th</sup>, 2017

7:00pm

**Attendees:** Sara Schuler, Lauren Billey, Chelsae Petrovic, Brooke Stewart, Leah Blake, Ceri Penner, & Carol VanRootselaar.

**Regrets:** Kyra Dober

### Old Business

1. Secretary  
Sara made a motion for Leah Blake to fill the role of Secretary. Lauren seconded the motion. All board members in favor.
2. Last Meeting Minutes  
Review of last meeting minutes. All approved.
  - Class Numbers: Monday/Wednesday- 20  
Tuesday/Thursday-19  
Friday-12
  - Still waiting to confirm a time for Fire Inspection.
3. Financials
  - Brooke reported current account balance at \$54 789.36
  - Maintenance and janitorial are higher than what was projected. This was anticipated.
  - Direct deposit can be implemented if it is recorded with-in the minutes. Treasurer (Brooke Stewart) and Treasurer Liaison (Chelsae Petrovic) will sign to setup for direct deposit.
    - Motion carried. All in favor for direct deposit.
  - Chelsae reported that Puff family's reimbursement is currently up to date. Waiting to hear if September will need to be reimbursed.
4. Fire Department  
The Fire Department visited classes last week, fun had by all. Great event.

### New Business

5. Mom's Pantry  
Mom's Pantry is here and the forms have been sent out. It was reminded that Mom's Pantry is a fundraising requirement for playschool families. Orders are due back October 31<sup>st</sup>, 2017.
6. Puff Teachers  
No concerns. They are a great team!

7. Toy Wash

Carol motioned for the December Toy Wash date to be Monday, December 18<sup>th</sup>, 2017 with a morning and afternoon shift. All approved.

8. Bank Signing Authority

There will be 5 society board members that will meet at the bank to sign papers going forward. We all have to be there within a 48hour time frame. Hoping to meet as soon as next week if possible.

9. Bylaws

The new bylaws were filed in June. Sara called and they are not approved yet. Signed the existing bylaws until the new ones are approved.

10. School Closure

In the event of a school closure, we will follow the direction of The Livingston Range School Division. Mrs. V. and Mrs. S. will call the class lists and notify families.

11. Update from Mrs. V

- Rachel Smith will be providing a couple days of vacation coverage for Mrs. V. in November.
- Mrs. V. is hoping to get class pictures printed again at Staples this year for binders.
- She will need reimbursement for Handwriting with Tears books. They are increasingly getting expensive. In the future, we may have to look at increasing the equipment fee to cover costs.
- Julia has agreed to be the Librarian and update the books.
- Parent Interviews went well, probably met with about half of the parents.
- Parent volunteer days are covered until Christmas.

**12. Next Meeting**

**Wednesday, November 22<sup>nd</sup>, 2017 at 7:00pm**

## HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

October 6, 2017 Meeting Minutes  
Culver City Room, Lethbridge City Hall

### In attendance:

Bill Chapman	Town of Coaldale
Brian Brewin	Municipal District of Taber
Briane Simpson	Candidate, Town of Coaldale
Chantel Timmons	County of Forty Mile
Darren Davidson	Alberta Transportation
Darlene Sinclair	Community Futures Lethbridge
Dennis Cassie	Town of Coalhurst
Gordon Reynolds	Town of Bow Island
Jim Turner	City of Medicine Hat
Kim Welby	Community Futures Chinook
Marie Logan	Horizon School Division
Nikolaus Wyslouzil	Chinook Country Tourist Association
Peter Casurella	Lethbridge Chamber of Commerce
Peter Lovering	South Grow
Richard Oster	Cypress County
Tim Weinberger	Medicine Hat Chamber of Commerce
Trevor Lewington	Economic Development Lethbridge
Maria Fitzpatrick	MLA Lethbridge East
Erin Leclerc for Rachael Harder	MP Lethbridge Assistant
Alandra Corrigan for Rachael Harder	MP Lethbridge Assistant

### Recorder

Gloria Roth - Administrator

### 1. Call to order -

Meeting was called to order by Bill Chapman, President, at 10:34 am.



## **2. Introductions.**

Introductions were made.

## **3. MLA Report**

Maria Fitzpatrick - Maria had another commitment, so presented first. MLA Fitzpatrick has been working with the Premiers Office to arrange a meeting. She met Lowell Yellowhorn from the Pikani Nation and he expressed interest in being involved with our association. Gloria and Maria will work on making the connections.

## **3. Approval /Additions to the Agenda**

**MOTION: Gordon Reynolds**

*To accept the Agenda as presented*

**CARRIED**

## **4. Adoption of Minutes**

**MOTION: Brian Brewin**

*That the minutes of the September 8, 2017 minutes be approved as presented.*

**CARRIED**

## **5. Business Arising from Minutes**

### **5.1 Letters to Premier Notley**

Letters of Support have been sent by City of Medicine Hat, City of Lethbridge, Lethbridge Chamber, MD of Forty Mile, MD of Pincher Creek, MD of Taber, Town of Coaldale, Potato Growers of Alberta and Sugar Beet Growers of Alberta. Those are the letters that Gloria has a copy of. We would like to have seen all members send a letter.

### **5.2 Crowsnest Pass Business Owners Functional Study Meeting**

Gloria attended the Business Owners Meeting. Many expressed anger about not knowing the location of the highway and the many years of many different alignments. I think that the primary concern at this time is where the highway will go.

## **6. Alberta Transportation Report – Darren Davidson**

Darren advised that the Goal for the Crowsnest Pass is to have an alignment by November. Two more open houses are to come. Business owners were generally happy with the Functional Study that they attended.

The Taber Functional Study will also have two more open houses. The Associations priority that was given to Alberta Transportation was Crowsnest Pass is #1 in the west and Medicine Hat is #1 in the east.

**7. MP Report:** Erin Leclerc and Alandra Corrigan attended from MP Rachael Harder's office. Erin has come to us from the Ottawa Office, and is glad to be back home. She noted that she is attending to learn about our issues for Rachael.

**8. Presidents Report :** Bill thanked those that had already sent Letters of Support to the Premier. He noted that he has been working with trucking firms to join us in asking for twinning.

Bill met with UCP Leader Candidate Brian Jean and Brian is now committed to advocacy for twinning Highway 3. Brian mentioned that a petition may help with earning public pressure. Brian also suggested meeting with Joe Ceci, Deron Bilous and Brian Mason.

Bill mentioned that Gloria had sent out candidate packages to all CAO's in southern Alberta to share with their candidates running in the election.

**9. Administrators Update:** Gloria attended the business owners functional study in Bellevue for the Crowsnest Pass. Much of the meeting time was business owners expressing their frustration about the highway; the most crucial point being not knowing where the highway is going to go. Gloria created the Candidate Package for municipal election Candidates.

**10. Finance Report** – similar to last month

**12. New Business:**

**Letter from Premier Notley –**

**MOTION: Darlene Sinclair**

That the Letter from the Premier be received as information.

**CARRIED**

**13. Information Items:**

Discussion about the hauling capacity on Highway 3 and creating more efficiency. The Lethbridge Chamber has received a report on Access to Markets and capacity demand for Lethbridge area. Discussion about petitions.

**MOTION: Brian Brewin**

Gloria to gather information on petitions and present at the next meeting.

**CARRIED**

**14. Next Meeting** – Friday November 10, 2017, Culver City Room

**15. Adjournment**

**MOTION: Darlene Sinclair**

*The motion to adjourn was made at 11:55 am*

**CARRIED**

The Bridges at Claresholm Golf Club  
Regular Board Meeting  
November 15, 2017

PRESENT: Lyle Broderson, Olive Darch, Ray Montpetit, Wes Wiebe, Doug Fletcher, Don Leonard,  
Rod Andrews, Berny Jacobs, Doug Macpherson

ABSENT: Barry Pratte, Bob Leeder, Todd Heggie

1 CALL TO ORDER:

Ray called the meeting to order at 12:10 P.M.

2 APPROVAL OF AGENDA:

Wes moved the approval of the agenda with a correction in the date. Carried.

3 APPROVAL OF MINUTES OF THE OCTOBER 19 MEETING:

Ray moved approval of the October 19 minutes. Carried.

4 OLD BUSINESS:

5 CORRESPONDENCE:

6 REPORTS:

6.1 GREENS COMMITTEE:

Course is winterized, irrigation turned off, and greens fenced. A replacement tree was planted on No.7. The tree near the No. 5 green will be cut down by the power company due to the closeness to power lines. Fish will be poisoned in the Spring due to the ice covered pond. No. 9 and No. 4 tee box need work done. Repair work is required where the truck entered the pond on No. 9. Sand traps on No. 11 and No. 18 were discussed. It was decided to turn them into waste bunkers with no rakes. Discussion took place about writing up a list of course maintenance standards. The Greens committee will meet over the winter to discuss this.

6.2 CLUB PRO AND MARKETING COMMITTEE:

A meeting regarding the irrigation permit will be held tomorrow with the engineer to discuss the information we have regarding our water needs and the volume of water we require to water our course. Lyle reported that he had received close to \$22,000 in grant money from the Summer Jobs and Step program for hiring students. Lyle reported attending the buying show and selling old stock at the Turner Valley sale. Advertising closer to Christmas will be sent out regarding early membership and merchandise sales. Lyle will check into the Chase the Ace game we could possibly set up in conjunction with a Friday social supper night at the clubhouse, with the proceeds going into a special irrigation fund.

6.3 TOWN REP:

Doug reported that Marion is in the process of applying for an irrigation license. A discussion regarding the fencing around the Town pond took place. Doug will check into the regulations regarding the existing fence around the pond. Olive is drafting a letter of support to the town for the upcoming grant we are applying for.

6.4 CLUBHOUSE COMMITTEE:

Bulbs on the outside lights have been replaced. A leaking pipe in the kitchen needs fixing. There is a furnace issue regarding the thermostat so Lyle needs two board members to be in charge of setting it when he is not present. Doug will look into getting an electrician to fix the exhaust system in the kitchen.

6.5 FINANCE COMMITTEE:

The present cash flow is around \$40,000.00. Green fees were down by \$6,000.00 due to the hot dry summer. The pro shop sales were up but cost of sales also rose. Wes questioned the possibility of increasing the management fee we get from the town because of our increase in wages and equipment purchases. Wes moved we submit a letter to the town to increase our management fee. Motion carried.

6.6 CASINO AND GRANTS COMMITTEE:

Todd moved we proceed with a grant to fix the sidewalk, retaining wall, install a glass windbreak at the entrance, and plant trees to break the west winds at the entrance. The club will match through cash fifty percent of the funds required to complete the project. Motion carried. Don will contact the people involved to reaffirm the outdated quotes as it will be July 2018, before the project can begin if the grant is approved.

6.7 POLICY COMMITTEE:

7 NEW BUSINESS:

8 ADJOURNMENT:

Wes moved the meeting be adjourned at 1:15 PM. Next meeting is scheduled for Wednesday, December 13 at noon.

# Town of Claresholm

## Facility & Infrastructure Planning Committee (FIPC)

### Meeting Minutes for September 7, 2017

8:00am Town Council Chambers



**Present:** Chairperson Rob Steel, Mayor  
Mike McAlonan, Councillor  
Chris Dixon, Councillor  
Lyal O'Neill, Councillor  
Jamie Cutler, Councillor  
Doug Priestley, Member at Large

**Regrets:** Shelley Ford, Councillor  
Betty Fieguth, Councillor

**Staff:** Marian Carlson, CAO  
Blair Bullock, Director of Corporate Services  
Mike Schuweiler, Director of Infrastructure Services  
Denise Spencer, Recreation Manager  
Tara VanDellen, Development Officer

1. **Call to Order** 8:00 am; Meeting was called to order by Chairperson, Rob Steel.
2. **Approval of Agenda** – Motion to approve agenda with addition of 2017 infrastructure projects update by Councillor Cutler. Carried.
3. **Minutes for Approval**
  - **August 24, 2017** – Motion to approve by Councillor McAlonan. Carried.
4. **Business**
  - 4.1 Chamber of Commerce Minutes / Letter – received for information supporting the draft plan.
  - 4.2 Draft Recreation Master Plan Review & Recommendation to Council – Motion to recommend the presented Draft Recreation Master Plan to Council by Doug Priestley. Carried.
  - 4.3 2017 Infrastructure Projects update –  
*Discussion – Mike Schuweiler updated the committee on the projects.*
    - *Contractors on the 8<sup>th</sup> street project will be continuing soon and notifying residents of any alternations to traffic patterns.*
    - *59<sup>th</sup> street project is complete.*
    - *55<sup>th</sup> street (Harvest Square project) had some unforeseen construction issues that caused a delay, the issues were remedied so work can continue.*
    - *4<sup>th</sup> street project mainly complete, currently waiting on contractor for paving. Contractor had some equipment issues but should be on site soon. All school busses are aware of route disruptions.*
    - *47<sup>th</sup> street project will also commence once the contractor's equipment is fixed and the other projects are completed. Still on schedule for end of September.*
5. **Next meeting:** *as required.*
6. **Adjournment:** 8:14 am Motion by Doug Priestley. Carried.



THE  
ALBERTA  
ORDER OF EXCELLENCE

RECEIVED

DEC 07 2017

November 30, 2017

Mr. Doug MacPherson  
Town of Claresholm  
PO Box 1000  
Claresholm Alberta T0L 0T0

Dear Mr. MacPherson,

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. Members of the Order are citizens who have gone above and beyond to serve Albertans. The Order reflects the diversity and breadth of achievement of all Albertans.*

*Because of your position, I trust that you might know, or know someone who knows, a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, could you encourage their nomination for 2018? Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.*

*More information and nomination forms are available on our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe). The deadline for submission is February 15, 2018.*

*I encourage you to share this information with your colleagues.*

Sincerely,

Andrew C.L. Sims  
Chair

Facebook: @AlbertaOrderofExcellence  
Twitter: @AOEalberta

# Alberta SouthWest Bulletin December 2017

## Regional Economic Development Alliance (REDA) Update

### New Board of Directors for Alberta SouthWest

AlbertaSW held its Organizational Board Meeting on December 6, welcoming a new mix of community representatives.

**Alberta SouthWest Executive Officers appointed for 2017-2018:**

**Chair**-Dr. Brian (Barney) Reeves; **Vice Chair**-Mayor Brent Feyter;

**Secretary Treasurer**-Councillor Scott Korbett; **Designated Signing Authority**-Reeve Jim Bester



#### Back row, L-R

Reeve Quentin Stevick, MD Pincher Creek; Mayor Blair Painter, Crowsnest Pass; Councillor Monte Christensen, Hill Spring; Councillor Dale Gugala, Stavelly; Councillor Duncan McLean, Granum; Councillor Ron Davis, MD Ranchland; Mayor Brent Feyter, Fort Macleod; Councillor John Van Driesten, MD Willow Creek; Councillor Scott Korbett, Pincher Creek; Mayor Warren Mickels, Cowley.

#### Front row, L-R

Councillor Beryl West, Nanton; Councillor Barney Reeves, Waterton; Councillor Albert Elias, Glenwood; Councillor Dennis Barnes, Cardston; Reeve Jim Bester, Cardston County; Councillor Donna Courage, Claresholm.

### Updates and Notes:

- ❖ **EV Charging Station Network:** Funding application has been submitted to Federation of Canadian Municipalities (FCM)
- ❖ **Alberta REDAs:** With the support of Alberta Economic Development and Trade the REDAs were present at a booth at the AUMA Trade Show; was great to meet many new councillors and share information about regional collaboration.
- ❖ **Broadband:** Bob Dyrda was a guest presenter at the Digital Futures Conference in Westlock and is also participating in a Service Alberta policy development group.
- ❖ **Regional Business Licenses:** Sales remained at 369 for 2017, the same as 2016. This program is in its 16<sup>th</sup> successful year.
- ❖ Best wishes Pete Lovering who is retiring from his position as Manager of SouthGrow and moving to Manitoba. We look forward to continuing the strong partnership between the REDAs that Pete helped to build.

### Upcoming:

- ❖ **Economic Developers Alberta (EDA) Conference** The Banff Centre **March 21, 2018 - March 23, 2018**  
Visit [www.edaalberta.ca](http://www.edaalberta.ca) for details regarding the agenda, registration and accommodation; a great networking and learning opportunity for elected officials and economic development professionals.

**MERRY CHRISTMAS AND BEST WISHES FOR 2018!**

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

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

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



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday October 4, 2017 – Garden Court, Lethbridge College  
4:30 – Tour of the new Trades, Technologies and Innovation Building  
6:00pm – Supper and Meeting



### Board Representatives

Lloyd Kearn, Cardston County  
Jordan Koch, Glenwood  
Dale Gugala, Stavely (alternate)  
John Connor, Granum  
Beryl West, Nanton  
Kathy Wiebe, Ranchland (alternate)

### Guests and Resource Staff

Paula Burns, President and CEO  
Leah Wack, Manager Regional Stewardship  
Simon Griffiths, Vice-President, Corporate Services & CFO  
Coreen Roth, Executive Director, H R & Planning  
Kenneth Corscadden, Dean, Centre for Technology, Environment & Design  
Tim Heath, Dean, Centre for Applied Arts & Sciences  
Cal Whitehead, Interim Dean, Centre for Applied Management  
Debra Bardock, Dean, Centre for Health & Wellness  
Dennis Sheppard, Interim Dean, Centre for Justice & Human Services  
Linda Erickson, Alberta Economic Development and Trade  
Bill Halley, Alberta Innovates  
Bev Thornton, Executive Director, AlbertaSW

1. Call to Order  
Chair Lloyd Kearn called the meeting to order.
2. Approval of Agenda  
Moved by John Connor THAT the agenda be approved as presented.  
**Carried.** [2017-10-546]
3. Approval of Minutes  
Moved by Beryl West THAT the minutes of September 6, 2017 be approved as presented.  
**Carried.** [2017-10-547]
4. Approval of Cheque Register  
Moved by Jordan Koch THAT cheques #2272-#2285 be approved as presented.  
**Carried.** [2017-10-548]
5. Electric Vehicle Charging Stations  
Town of Pincher Creek has provided a Council Resolution agreeing to act as lead community as required on funding application to FCM.
6. Board & Guests Round Table Updates  
Community updates and brief introduction and overview of a wide array of college programs and initiatives
7. Developments in Agricultural Programs and Research  
Dennis Sheppard and Kenneth Corscadden provided and overview of these well-established, award-winning college programs and new collaborative initiatives.
8. Project Lead Report  
Accepted as information.  
Bob unable to be at the meeting and extended a thank you and appreciation to the outgoing board.
9. Executive Director Report  
Accepted as information.



10. Upcoming Board Meetings

- November 2, 2017 - New Council Orientation will be included as part of Municipal Affairs event in Claresholm.
- December 5, 2017 - Organizational Meeting, Pincher Creek

11. Adjournment

Moved by John Connor THAT the meeting be adjourned.  
**Carried.** [2017-10-549]

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Chair

**Approved December 6, 2017**

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Secretary/Treasurer