



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 23, 2017
AGENDA

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

CALL TO ORDER

- AGENDA:** ADOPTION OF AGENDA
- MINUTES:** REGULAR MEETING MINUTES JANUARY 9, 2017
- DELEGATIONS:** ECONOMIC DEVELOPMENT COMMITTEE – Ali Shivji & Justin Sweeney
RE: Update to Council
- ACTION ITEMS:**
1. BYLAW #1621 – Claresholm & District FCSS
RE: 2nd & 3rd Readings
 2. CORRES: Municipal Government Board
RE: Annexation
 3. REQUEST FOR DECISION: Claresholm Skating Club Request
 4. INFORMATION BRIEF: Chamber of Commerce Trade Fair Schedule
 5. INFORMATION BRIEF: CAO Report
 6. INFORMATION BRIEF: Council Resolution Status
 7. ADOPTION OF INFORMATION ITEMS
 8. IN CAMERA: Land (2)

INFORMATION ITEMS:

1. Chinook Arch Regional Library System Newsletter Horizons – January 2017
2. Municipal Planning Commission Meeting Minutes – December 12, 2016
3. Facility & Infrastructure Planning Committee Meeting Minutes – April 19, 2016
4. Highway 3 Twinning Development Association Meeting Minutes – November 4, 2016
5. Economic Development Committee Meeting Minutes – December 19, 2016
6. Chamber of Commerce Meeting Minutes – November 16, 2016
7. Emergency Services Committee Meeting Minutes – December 14, 2016
8. Claresholm Museum Letter – re: grant

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 9, 2017

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

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

REGRETS: Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: **REGULAR MEETING – DECEMBER 12, 2016**

Moved by Councillor McAlonan that the Regular Meeting Minutes December 12, 2016 be accepted as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1622 – LAND USE BYLAW AMENDMENT**

Mayor Steel declared the hearing open at 7:03 p.m.
Mayor Steel made the first, second and third calls for submissions from the public.
No submissions either verbal or written were noted.
Mayor Steel declared the hearing closed at 7:05 p.m.

ACTION ITEMS:

1. **BYLAW #1621 – Claresholm & District FCSS**
RE: 1st Reading

Moved by Councillor Ford to give Bylaw #1621 regarding Claresholm & District FCSS 1st Reading.

CARRIED

2. **BYLAW #1622 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1622, a land use bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor O’Neill to give Bylaw #1622, a land use bylaw amendment, 3rd and Final Reading.

CARRIED

3. **DELEGATION RESPONSE: Request for Direction – Alberta Municipal Affairs**

RE: ACP – Mediation & Cooperative Processes Grants and Supports

Referred to Administration to work on a grant application with the other area municipalities.

4. **DELEGATION RESPONSE: Information Brief – Claresholm Skating Club, Claresholm Minor Hockey, Claresholm Pond Hockey**

RE: Claresholm Arena Needs

Received for information.

5. **CORRES: John Barlow, Member of Parliament**
RE: Annual General Meeting January 30, 2017

Referred to Administration for clarification on the program.

6. **CORRES: EQUUS**

RE: FortisAlberta Inc. Application to the Alberta Utilities Commission

Received for information.

7. **CORRES: Reynolds Mirth Richards & Farmer LLP**
RE: Municipal Law Seminar – February 24, 2017

Received for information.

8. REQUEST FOR DECISION: Southern Alberta Summer Games Administrator Contract

MOTION #17-001 Moved by Councillor McAlonan to sign the Service Agreement for the Southern Alberta Summer Games Administrator position as presented.

CARRIED

9. REQUEST FOR DECISION: Willow Creek Ag Society Letter of Support

MOTION #17-002 Moved by Councillor Ford to write a letter of support for the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility recently constructed at the Claresholm Agriplex.

CARRIED

10. REQUEST FOR DECISION: CARES Lease Agreement & CARES Facility Holding Agreement

MOTION #17-003 Moved by Councillor Cutler to approve the amended CARES Lease and the CARES Facility Holding Agreement effective January 1, 2017 for a one year term.

CARRIED

11. INFORMATION BRIEF: Council Resolution Status

Received for information.

12. ADOPTION OF INFORMATION ITEMS

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

CARRIED

13. IN CAMERA: Land (2); Personnel

Moved by Councillor Ford that the meeting go In Camera at 7:33 p.m.

CARRIED

Moved by Councillor O'Neill that this meeting come out of In Camera at 8:53 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor McAlonan that the meeting adjourn at 8:54 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS



Claresholm: Economic Development

Town of Claresholm | January 23, 2016

Priorities & Activities

Business Retention & Expansion

- Business Visitation Program
 - 60 visitations to date; interim report being drafted
 - Reduced visitations over coming months due to focus on Claresholm: Defining a Promise
- Capacity Building
 - Lethbridge College Social Media & Online Marketing Course on March 1 & March 8

Business Attraction

- Incentive Package
 - Assessment of 'Best Practices' from similarly-sized communities taking place
 - First Draft Scheduled for end of March

Priorities & Activities Continued

Business Attraction Cont.

- Investment Attraction (I.A.) Materials
 - Generic & industry-specific content being generated
 - Final product to visually match I.A. pages on website
 - Content & Format scheduled for end of February
 - Final package scheduled for end of April

Additional

- Broadband
- Workforce Development

Claresholm: Defining a Promise

'Claresholm; Defining a Promise' will deliver;

- A grassroots-generated community **BRAND** that will typify the Town in a marketable fashion
- An overarching **MARKETING PLAN** that will identify our primary consumer and target industries, deliver advertising and promotions strategies, and define the action items for implementation
- A new municipal **WEBSITE** that is search-engine optimized, responsive, largely visual, and easy to navigate

Purpose;

- Complete year one and year two Economic Development strategies
- Position the Town of Claresholm as more capable of actualizing the Vision set out by Council in the Strategic Plan for 2016-2019

Branding Background

- Identified as a year-one and year-two strategy in Strategic Plan
- Confirmed as the number one priority by attendees of the Downtown Revitalization forum in April, 2016
- In July, 2016, EDO & EDC began consultations with Travel AB (branding specialists), resulting in a 'Shared Branding Development Model'
 - engaged community consultations facilitated by Travel AB to generate raw data
 - hired consulting agency to develop look, feel and message from raw data

Marketing Plan Background

- A sound and strategic guide for the marketing of Claresholm for the next 3-5 years
- A strong focus on community signage, beginning with an assessment and steps for replacing/updating all community signage (focus for 2017 will be gateway and way-finding signage)
- Resulting in improved beautification of our corridor and attractive directional tools for our existing assets

Website Background

- The most strategic communication tool for residents, businesses and potential interests alike
- Enhanced Economic Development pages will deliver the information required to attract investment
- A user-friendly business database will support existing businesses, aiding with awareness and retention
- Enhanced functionality will drive traffic, and embedded analytics will track success

Process

- A selection committee consisting of EDO, CAO, EDC Chair and EDC and Council Member Shelley Ford will select the winning proposal
- EDO will work closely with winning Proponent to facilitate the project; ensuring tight timelines are met and reporting regularly to EDC and CAO on progress
- EDO, EDC Chair and/or Council members on EDC will deliver routine updates and requests for feedback and approval to Council
- Travel AB will facilitate community consultation sessions, and deliver brand integration training for Claresholm business community

Process Continued

- EDO will work with Administration on the generation and transfer of content to the new website
- EDO & EDC will work with a contracted photographer on the development of digital content for the website and future marketing efforts
- Funding for the project and implementation thereafter will include a blend of municipal funds allocated towards Economic Development initiatives and grants
 - Awaiting notification on \$25 000 for project from Community & Regional Economic Support (C.A.R.E.S.) Program
 - Awaiting notification on \$10 000 for website and digital content build from Travel AB Cooperative Marketing Program

Anticipated Timeline

- January 9 – Request for Proposal
- January 27 – RFP Closed
- January 31 – Consultant Selected
- February 16 – Community Consultations on Branding
- March 13 – Draft Brand & Message Presented to Council
- March 15 – RFP for Gateway & Way-finding Signage
- March 31 – Signage RFP Closed
- April 10 – Draft Website Layouts Presented to Council
- May 15 – Final Web Design and Signage Proofs Presented to Council
- May 31 – Website Launch
- June 30 – Community Signage to be Installed by this Date

Council & Administrative Engagement

- Engage in opportunities to provide input and feedback throughout the process
- Accept the community consensus on branding
- Be champions of our new community brand
- Ensure departmental content, needs, and wants are provided in the timeline requested
- Openly participate in photography shoots
- Enjoy the unfolding of an exciting time for the Town of Claresholm

Outcomes

The Town of Claresholm will have;

- a grassroots-generated brand, approved and ready for implementation, prior to March 24, 2016
- an overarching marketing plan that will guide brand implementation, advertising and attraction efforts by April 7, 2016
- a new municipal website launched by May 31, 2016
- new municipal signage by June 30, 2016

Questions?

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1621**

A Bylaw of the Town of Claresholm to rescind Bylaw #1549 and being a Bylaw to establish a Family & Community Support Services Board and to define its powers, duties and responsibilities.

WHEREAS the Council of the Town of Claresholm has authorized a Family and Community Support Services Program for the Town of Claresholm;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 13(c) of the *Municipal Government Act* and Section 2-3 of the Family and Community Support Services Act, has entered into an agreement with the Minister of Children's Services for the establishment, administration, and operation of a joint Family and Community Support Services Program, and;

WHEREAS the Council deems it expedient to establish a Board to be known as the Claresholm & District Family & Community Support Services (FCSS) Board as hereinafter set forth;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **"CLARESHOLM & DISTRICT FCSS BOARD BYLAW."**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **"Board"** means the Claresholm & District FCSS Board, which is an advisory Board to Council.
 - b) **"CAO"** means the Chief Administrative Officer of the Town of Claresholm.
 - c) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established a Claresholm & District FCSS Board.

SECTION 4 BOARD MEMBERSHIP

- 4.1 The Board shall be appointed by Council and consist of the following:
- a) Two (2) members to represent Council;
 - b) Three (3) to five (5) members to represent the community at large, one which may be a youth;
 - c) One (1) member will be appointed by the Municipal District of Willow Creek as long as they contribute a share of their FCSS funding to this program.
- 4.2 Members of the Board must be residents of Claresholm and District with the exception of 4.1(c) and each appointee shall remain a member only so long as he/she continues to be a resident.
- 4.3 Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.
- 4.4 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Board shall select from among themselves a Chairperson, Vice Chairperson and Secretary.
- 5.2 The Board will meet monthly at a time to be set by resolution of Council.
- 5.3 Special Meetings may be called by the Chairperson or by request to the Chairperson signed by a majority of the Board Members.
- 5.4 If any Member of the Board is absent from three (3) consecutive regular meetings, Council may, upon recommendation from the Board, declare the office of such absent Board Member

- to be vacant.
- 5.5 A quorum for meetings of the Board shall be a simple majority of the appointed Board Members, one of whom must be the Chairperson or Vice Chairperson.
- 5.6 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.7 Neither the Board nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.
- 5.8 The CAO is responsible for all matters relating to personnel.

SECTION 6 DUTIES OF THE BOARD

- 6.1 In general terms, the Board is charged with responsibility to operate Claresholm & District FCSS Programs. More specifically, the Board will:
 - a) Approve, oversee and assess programs as required by the community within the FCSS mandate;
 - b) Ensure the FCSS Director carries out the approved programs;
 - c) Direct FCSS finances within budgetary approval set by Council;
 - d) Negotiate and recommend to Council contracts and agreements as required;
 - e) Report to Council monthly on operations;
 - f) Formulate policies for programs as required.

SECTION 7 SEVERABILITY PROVISION

- 7.1 It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION 8 PASSAGE OF BYLAW

- 8.1 Bylaw #1549 and all amendments thereto are hereby repealed.
- 8.2 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **9th** day of **January** 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.

Rob Steel, Mayor

Marian Carlson, CAO



**Municipal Government
Board (MGB)**



1229 91 Street SW
Edmonton Alberta Canada T6X 1E9
Tel 780.427.4864 Fax 780.427.0986
E-mail: mgbmail@gov.ab.ca

Our File: AN12/CLAR/T-01

January 12, 2017

Marian Carlson
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm AB T0L 0T0

Cynthia Vizzutti
Chief Administrative Officer
Municipal District of Willow Creek
Box 550
Claresholm AB T0L 0T0

RECEIVED
JAN 18 2017

Re: Annexation

Enclosed is one copy of Order in Council No. 004/2017 dated January 11, 2017 which approves the application for annexation of certain lands to the Town of Claresholm.

Yours truly,



Rick Duncan
Case Manager

Enc.

cc:

Dave Klatchuk, Director-Distribution Planning, ATCO Gas
Wendy Kirchmayer, Land Department, ATCO Pipelines, Right-of-Way Administration
Jim Chorel, AltaLis Ltd.
Paul Drew-Brook, Fortis Alberta
Kevin Olmstead, Manager, CP Rail
Lyle Kuzik, Executive Director, Federation of Alberta Gas Co-ops Ltd.
Michael Scheidl, Manager, Mediation Services, Alberta Municipal Affairs
Peter Ngo, Alberta Transportation
1584935 Alberta Ltd.
Altalink Management Ltd.
Atco Gas - Lethbridge
Bakker, P. and J.



Municipal Government Board (MGB)



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Edmonton Alberta Canada T6X 1E9
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E-mail: mgbmail@gov.ab.ca

EQUS REA LTD.-Claresholm
Fortis Alberta Inc.
Hanson, R. and J.
Hunka, Dave, Fortis Alberta Inc.
Livingstone Range School Division
Markle, Colin
McLeod, M. and M.
Metheral, Cody, Alberta Agriculture and Forestry-Lethbridge
Murphy, Kathleen, Alberta Environment and Parks
Oldman River Regional Services Commission
Pugh, M. and B.
Robinson, B.W.
Sleeves, Richard, Alberta Health Services-Claresholm
Solis, Isabel , Atco Pipelines
Telus - Lethbridge
Thomas, John, Alberta Transportation
Willow Creek Regional Waste Management Services



O.C. 004/2017
JAN 11 2017

Province of Alberta
Order in Council

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Annexing Land from The Municipal District of Willow Creek No. 26 to the Town of Claresholm set out in the attached Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(sections 126 and 138)

APPENDIX

Municipal Government Act

ORDER ANNEXING LAND FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 TO THE TOWN OF CLARESHOLM

- 1 In this Order, "annexed land" means the land described in Schedule 1 and shown on the sketch in Schedule 2.
- 2 Effective January 1, 2017, the land described in Schedule 1 and shown on the sketch in Schedule 2 is separated from The Municipal District of Willow Creek No. 26 and annexed to the Town of Claresholm.
- 3 Any taxes owing to The Municipal District of Willow Creek No. 26 at the end of December 31, 2016 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Claresholm together with any lawful penalties and costs levied in respect of those taxes, and the Town of Claresholm upon collecting those taxes, penalties and costs must pay them to The Municipal District of Willow Creek No. 26.
- 4 For the purpose of taxation in 2017 and in each subsequent year up to and including 2042, the annexed land and the assessable improvements to it
 - (a) must be assessed by the Town of Claresholm on the same basis as it they had remained in The Municipal District of Willow Creek No. 26, and
 - (b) must be taxed by the Town of Claresholm in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by The Municipal District of Willow Creek No. 26.
- 5(1) Where, in any taxation year, a portion of the annexed land
 - (a) becomes a new parcel of land created as a result of subdivision or separation of title by registered plan of subdivision or by instrument or any other method that occurs at the request of, or on behalf of, the landowner,
 - (b) becomes a residual portion of less than 3.45 hectares after a new parcel referred to in clause (a) has been created, or
 - (c) is redesignated, at the request of or on behalf of the landowner, under the Town of Claresholm Land Use Bylaw to another designation,

section 4 ceases to apply to that parcel of land and the assessable improvements to it at the end of that taxation year in respect of that portion of the annexed land.

(2) After section 4 ceases to apply to a portion of the annexed land in a taxation year, that portion of the annexed land and the assessable improvements to it must be assessed and taxed for the purposes of property taxes in the same manner as other property of the same assessment class in the Town of Claresholm is assessed and taxed.

6 On or before July 1, 2017, the Town of Claresholm shall pay to The Municipal District of Willow Creek No. 26 twenty-three thousand eight hundred ninety-three dollars and seventy eight cents (\$23 893.78).

Schedule 1

**DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM THE
MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 AND ANNEXED
TO THE TOWN OF CLARESHOLM**

ALL THAT PORTION OF THE WEST HALF OF SECTION
TWENTY FIVE (25), TOWNSHIP TWELVE (12), RANGE
TWENTY-SEVEN (27), WEST OF THE FOURTH (4)
MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM.

ALL THAT PORTION OF THE NORTHWEST QUARTER OF
SECTION TWENTY FOUR (24), TOWNSHIP TWELVE (12),
RANGE TWENTY-SEVEN (27), WEST OF THE FOURTH (4)
MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM.

BLOCK 5, PLAN 731 633 AND INCLUDING THAT PORTION
OF THE NORTH-SOUTH ROAD ALLOWANCE ADJACENT
TO THE EAST SIDE OF BLOCK 5, PLAN 731 633 LYING
SOUTH OF THE PROJECTION EAST OF THE NORTH
BOUNDARY OF BLOCK 5, PLAN 731 633.

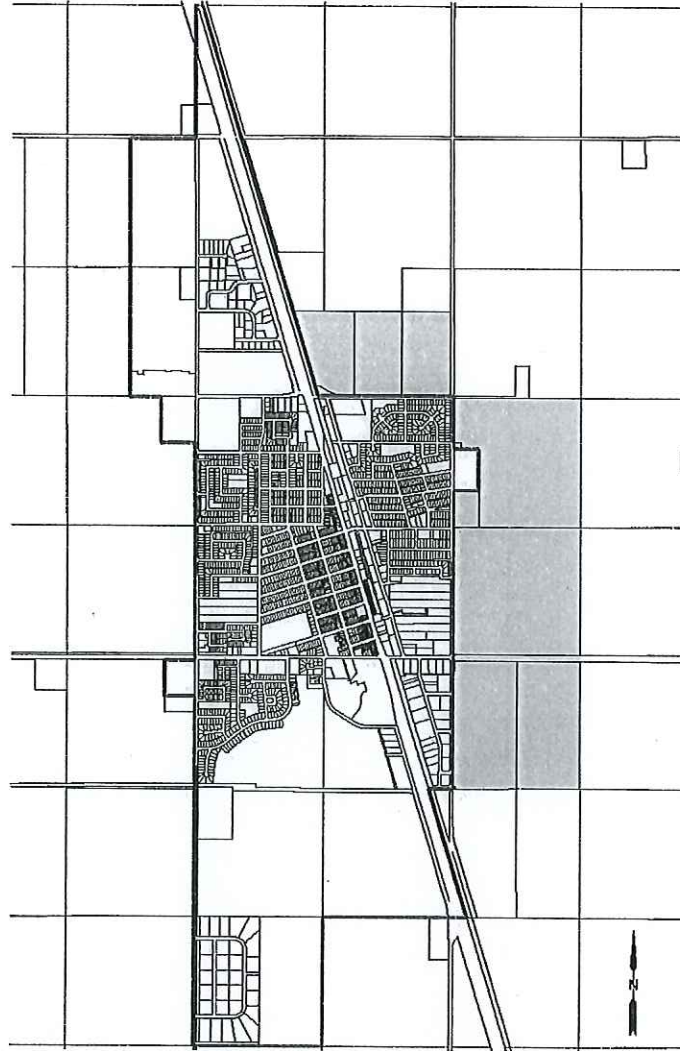
BLOCK 4, PLAN 731 633.

BLOCK 3, PLAN 731 633.

ALL THAT PORTION OF PLAN 921 2229 NOT WITHIN THE
TOWN OF CLARESHOLM.

Schedule 2

A SKETCH SHOWING THE GENERAL LOCATION OF THE AREAS
SEPARATED FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK
NO. 26 AND ANNEXED TO THE TOWN OF CLARESHOLM



Legend

..... Existing Town of Claresholm Boundary

■ Annexation Areas



REQUEST FOR DECISION

Meeting: January 23, 2017
Agenda Item: 3

CLARESHOLM SKATING CLUB REQUEST

DESCRIPTION:

The Claresholm Skating Club is asking for the Town's support of their two major events (Test Day & Skating Carnival) by a waiver or reduction in rental fees at the arena.

BACKGROUND:

The Skating Club has completed the Application for Donation form as required by Policy #CEDC 12-15 (please see attached).

DISCUSSION/OPTIONS:

In 2014 the Town of Claresholm supported the Skating Club in the amount of \$200 for a skate-a-thon. In 2015 the Town of Claresholm supported the Skating Club with a basket for the raffle table at their annual carnival.

The fee for paid in 2016 for the test day was \$744.19 and the fee for the carnival in March 2016 was \$132.30.

RECOMMENDED ACTION:

Option 1: Support the request to waive the rental fees for the Skating Club test day March 4th and Carnival day in March.

Option 2: Support the request with a reduction in the rental fees for the Skating Club test day March 4th and Carnival day in March.

Option 3: Do not support the request.

PROPOSED RESOLUTION:

Moved by Councillor _____ to support the Claresholm Skating Club request to _____ the fees for their two events in March.

Or

Moved by Councillor _____ to deny the request by the Claresholm Skating Club.

ATTACHMENTS:

1. Correspondence from the Skating Club.
2. Completed Application for Donation.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: January 19, 2017



SKATECANADA
CLARESHOLM SKATING CLUB

Box 1573
Claresholm, AB
T0L 0T0

November 22, 2016

To Mayor and Council;

The Claresholm Skating Club is a hardworking, non-profit organization in our community; an organization dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime. We feel every Canadian should have the opportunity to learn to skate! We currently have over 40 skaters participating in Tiny Tots, CanSkate, STARSkate and AdultSkate between the ages of 3 – 50+ for the 2016/17 season.

Volunteers from the Claresholm Skating Club contribute many selfless hours to organize and manage the Club. Club members raise funds throughout the year by selling Grey Cup tickets for the Lions, our own local savings card – the Gold Card, hosting test days and at our two yearly showcases. Registration fees for lessons are kept low to encourage as many skaters as possible to participate in skating. We receive an outstanding amount of support from the community, however expenses for coaches and ice rental significantly exceed the revenue from skater registration.

The Club hosts a test day annually in March. This typically brings in many skaters from neighboring communities to participate. Due to a new initiative piloting this year through Skate Canada, many clubs will be hosting mini test days within their clubs. Skaters testing higher level skills will be required to attend a specific high test. Test days require a lot of extra work for our club and countless volunteer hours. However, through research, we have determined none of the neighboring communities are hosting a high test day. We have scheduled a high test day for March 4. This event will bring in numerous skaters from all over southern Alberta, not only to our test day, but to our town.

The Club also presents the Annual Skating Carnival at the end of our season in March, and has done so for the past 55 years. This carnival is very popular in our community. The skaters work throughout the year to put on an outstanding performance. The Carnival allows our skaters to showcase their newly developed skills and fills the arena with families and spectators each year. Many volunteers make this event possible. It is a group effort including High School Prom candidates who help on carnival day, Club members who manage costumes and decorations, local businesses who donate raffle prizes and the skaters who skate their hearts out. Our Carnival is scheduled for late March - depending on ice availability.

These two events are very important to our club and although we have many volunteers and commitment from the community, events of this importance require an investment of time and money. We are requesting the Town waive or reduce our ice fees for these two major events of 2017. The Town of Claresholm has always been a valued supporter and sponsor of the Claresholm Skating Club and will be listed in the Carnival Program as a sponsor.

Sincerely,

Amanda Zimmer
Vice President
Claresholm Skating Club
Day time phone: 403-625-4474





Policy #CEDC 12-15

Community Donation Policy

POLICY STATEMENT:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

PURPOSE:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Claresholm Strategic Goals and Priorities.

DEFINITIONS:

"Donation" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

GUIDELINES / CONDITIONS:

- Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);

- Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
- The funding may not exceed the approved yearly budget amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

ELIGIBILITY: An individual, group or organization must:

- Be based within the Town of Claresholm;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- Not be the recipient of other funds from the Town of Claresholm;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

APPLICATION REVIEW GUIDELINES:

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
- In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
- The Town of Claresholm decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- A written response for each application will be provided upon review.

Requests for assistance outside scope of policy: Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Policy # CEDC 01-02: Assistance to Community Groups is hereby rescinded.

Date Approved by Council: December 14, 2015

Resolution #15-115

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: NOV 24. 2016

Date of Event: MARCH 4, 2016.

1. Applicant Information

Name of Applicant: claresholm Skating Club.

Address: Box 1573.

Contact Person: Tracy Scott

Phone, Fax, Email: 403.682.7441 Abu1992@hotmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

1988/07/04 #503816928

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$700-

6. Details of how the funds will be expended:

The Claresholm Skating Club is host a high test day on March 4th and inviting all skating clubs in the area. We are requesting reduced or waive ice fees for that event

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents?
(Please attach a list of membership/executive)

We have over 40 skaters in our club. They participate in Tiny tots, CanSkate, StarSkate and Adult Skate. Ages 3-50+
*List Attached

Describe in broad terms the principal objective of your organization or initiative:

The Claresholm Skating Club is a hard-working, non-profit organization dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime.

How will your organization acknowledge the Town's donation?

The Town of Claresholm has always been valued supporter of the skating club and would be acknowledged at the event as being a sponsor through signage & announcing.

9. Is a copy of the organization's budget attached?

YES

NO

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Casino Funds rec'd Nov 2016	3,000	- used for ice fees over 3 years.
Registration Fees.	7,000	- coaching fees.
Gold Cards/ Fundraising	6,000	- coaching/ program fees

Claresholm Skating Club

Executive List

As at July 31, 2016

President

Gertner, Heather

PO Box 2534

Claresholm, AB T0L0T0

Vice President

Zimmer, Amanda

PO Box 1108

Claresholm, AB T0L0T0

Secretary

Cutler, Denelle

PO Box 3036

Claresholm, AB T0L0T0

Treasurer

Scott, Tracy

PO Box 2662

Claresholm, AB T0L0T0

Test Chair

Wilhauk, Karine

PO Box 2784

Claresholm, AB T0L0T0

Directors

Lockhurst, Alexandria

PO Box 2215

Claresholm, AB T0L0T0

Claresholm Skating Club

BUDGET

September 1, 2016 to August 31, 2017

	Casino Account	General Account	GIC	Common Share	TOTAL
Cash, beginning of year	\$0.21	\$4,331.73	\$10,483.41	\$72.62	\$14,887.97
Receipts					
Casino	30,000.00				30,000.00
Gold Cards		4,790.00			4,790.00
Carnival		1,800.00			1,800.00
Registration		6,971.00			6,971.00
Test Days		0.00			0.00
Interest		3.00			3.00
Donations		1,000.00			1,000.00
Arena Advertising		0.00			0.00
Transfer to/from Casino Acct		0.00			0.00
Other		0.00			0.00
Total Receipts	30,000.00	14,564.00	0.00	0.00	44,564.00
Expenditures					
Registration Refunds		0.00			0.00
Advertising		600.00			600.00
Carnival		600.00			600.00
Coaches		14,000.00			14,000.00
Ice Fees	10,000.00	0.00			10,000.00
Insurance		400.00			400.00
Office Supplies		200.00			200.00
Program		1,600.00			1,600.00
Registration		1,500.00			1,500.00
Socan		0.00			0.00
Storage Room Rent		630.00			630.00
Test Days		0.00			0.00
Wind up Party		0.00			0.00
Transfer to Casino Acct		0.00			0.00
Other		0.00			0.00
Total Expenditures	10,000.00	19,530.00	0.00	0.00	29,530.00
Net Income (Loss)	\$20,000.00	-\$4,966.00	\$0.00	\$0.00	\$15,034.00
Assets					
Cash on hand, end of year	\$20,000.21	-\$634.27	\$10,483.41	\$72.62	\$29,921.97
Total Assets					\$29,921.97



INFORMATION BRIEF

Meeting: January 23, 2017
Agenda Item:4

CHAMBER OF COMMERCE TRADE SHOW

DESCRIPTION:

The Town of Claresholm will be putting a booth in the Claresholm & District Chamber of Commerce trade show held January 27 and 28th.

Administration has compiled a schedule for Councillors to fill in for the two day event.

Time	January 27 - Friday
1pm – 4pm	
4pm – 6pm	
6pm – 8pm	

Time	January 28 - Saturday
10am – noon	
noon – 2pm	
2pm – 4pm	

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 19, 2017



CAO REPORT

January 23, 2017

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

BYLAW ENFORCEMENT

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

MUSEUM

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

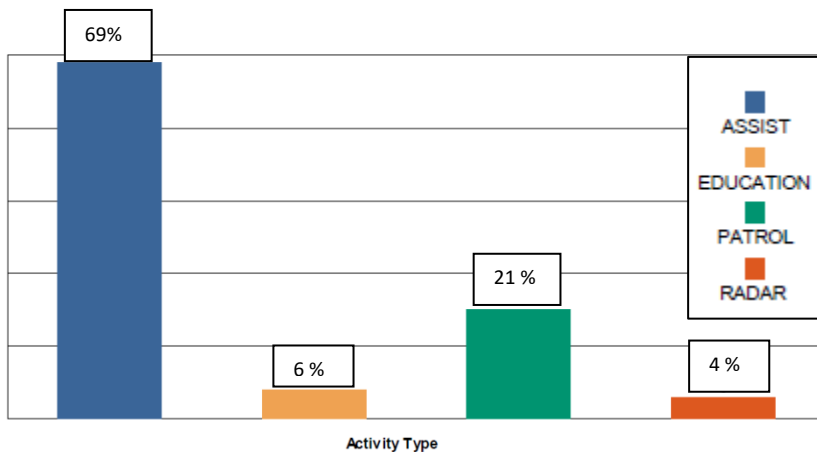


INFORMATION BRIEF

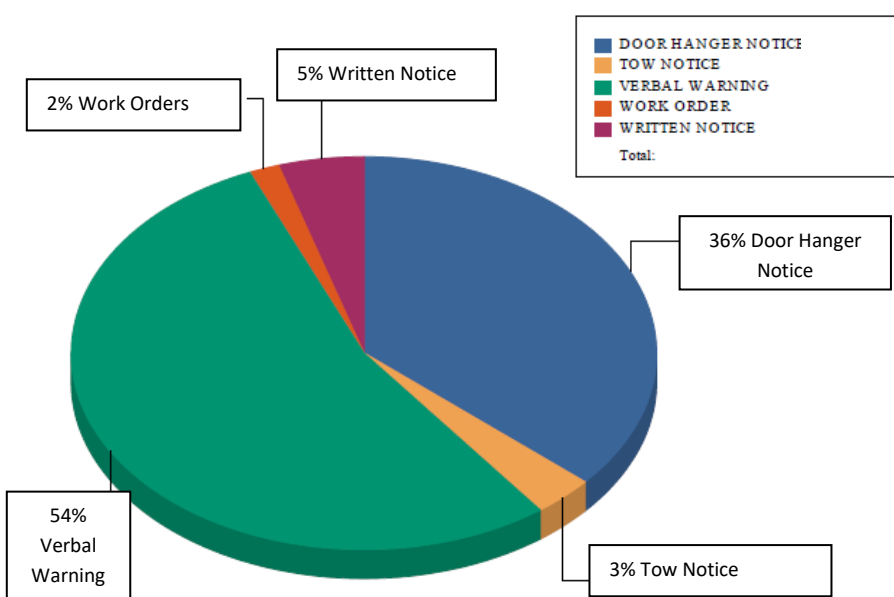
Meeting: January 23, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT November, December and 2016 Year Review

Community Engagement in November/December



Community Actions taken in November/December



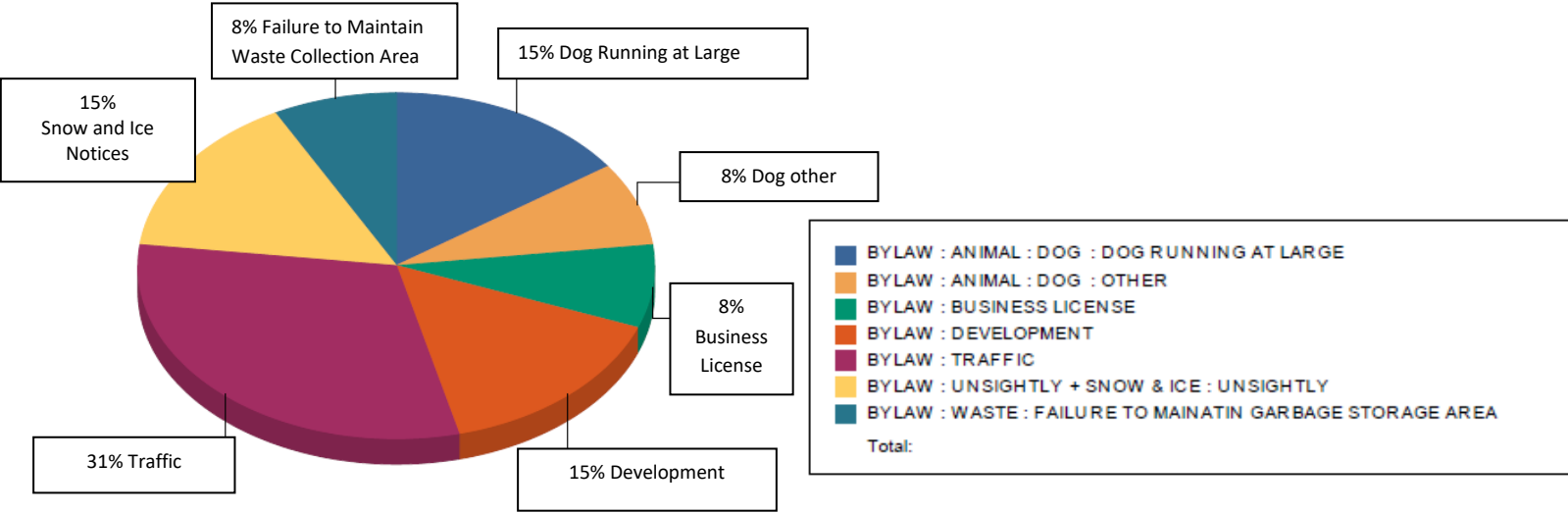
November/December Newspaper Focus:

1. Secure your recycling properly
2. Compost area reminder about proper disposal of compost.
3. Responsible pet owner and process for dealing with barking dogs.
4. Dog and Business License renewal
5. Snow and Ice 24 hour reminder

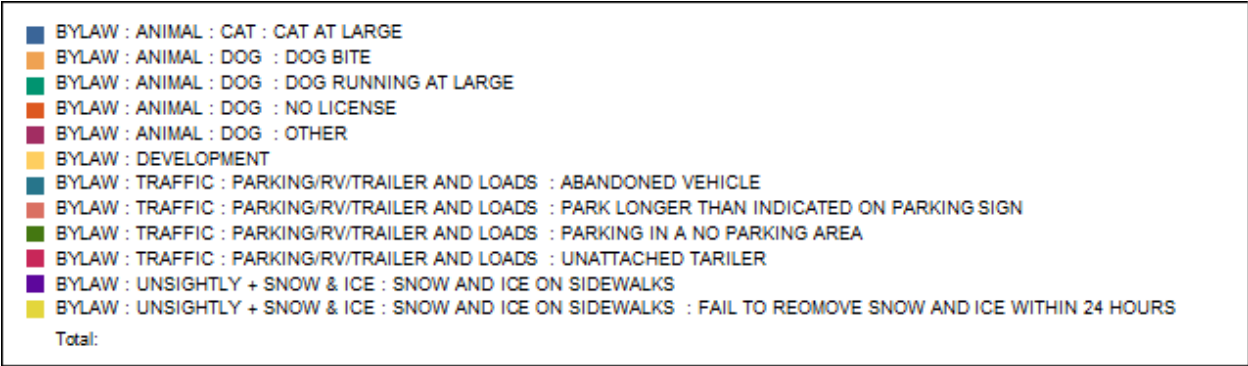
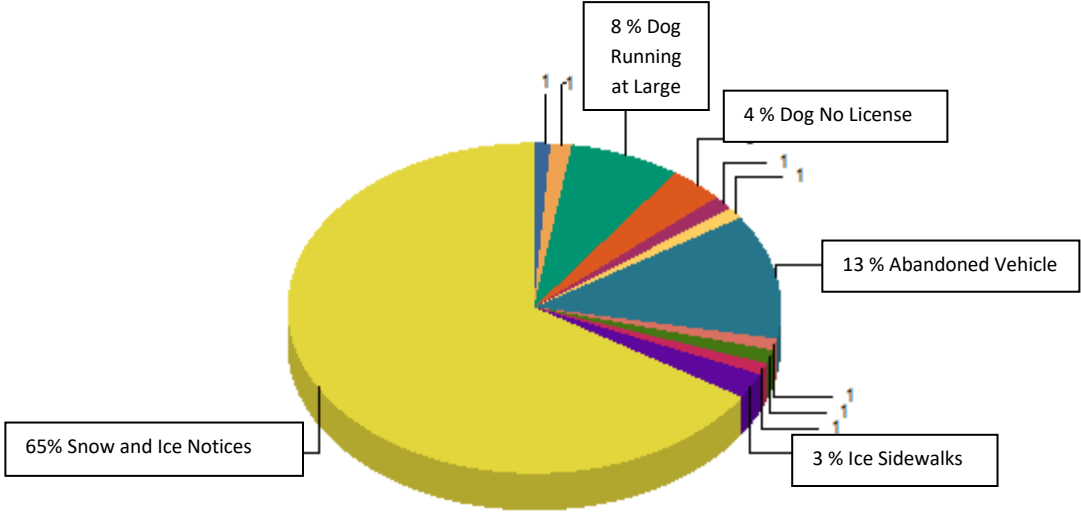
November/December Enforcement Highlights:

1. Emergency Reception Center signage and vests organized.
2. CARES Lease + Facility Holding agreement finalized.
3. Animal enforcement documents organized.
4. Liquor bag Campaign at WMES .
5. CPO1 from Fort Macleod 24 tickets issued and approximately \$5800 in fines.
6. Enforcement primarily consisted of animal control, vehicles parked for extended periods and snow and ice notices.
7. Risk Reduction was very successful again with participation from Alberta Transportation, AHS, RCMP, LRSD, CFD, Willow Creek Funeral Homes and MD Emergency Services.
8. Alberta Traffic Safety Fund grant applied for and \$4900 rewarded for community safety education initiatives.
9. Down Town Core patrol for drivers angle parking incorrectly and educate about the two hour angle parking limit.
10. Budget for 2017 finalized.
11. Dog, Cat and Traffic Bylaw review done and recommendations prepped.
12. Animal enforcement process presentation made to CARES board.
13. Candy Cane Check Stops a Peace Officer initiative through SARSS to remind motorists to wear their seat belts, to not drink and drive and to please use caution when driving on the winter roads and of course we wished everyone a Merry Christmas.

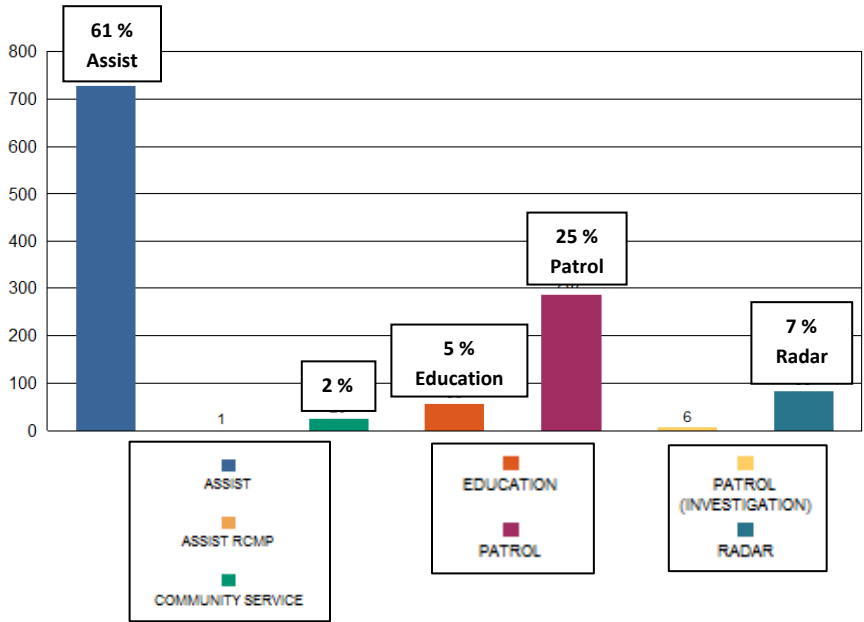
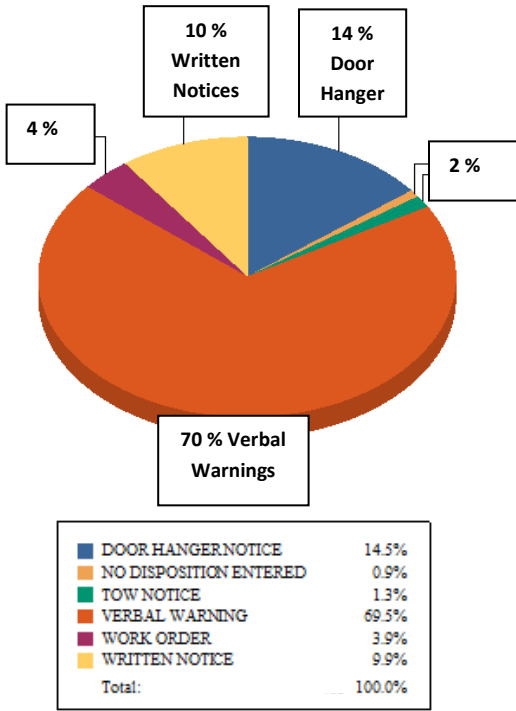
November Bylaw Infractions/Complaints/Actions



December Bylaw Infractions/Complaints/Actions



2016 Year in Review Bylaw Actions



Radar Statistics Summary Report – North 50km/h zone

Statistics Summary Report

Technician Name: administrator

Location: N end of Claresholm (50 zone) Report Period: 2016-07-18 to 2016-07-24
 Address: 5831 - 1st W, Claresholm, Alberta, Canada, T0L 0T0 Total Vehicle Count: 43,330



Speed Limit: 50									Count by Speed Bins	
Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed	Speed	Count
00-01	635	91	460	72 %	5	115	56	13	0...5	116
01-02	375	54	267	71 %	8	113	57	14	5...10	150
02-03	255	36	170	67 %	10	103	55	14	10...15	93
03-04	194	28	122	63 %	5	108	56	14	15...20	95
04-05	254	36	182	72 %	10	97	56	13	20...25	202
05-06	444	63	274	62 %	5	99	53	13	25...30	756
06-07	1,016	145	743	73 %	6	108	55	13	30...35	2,210
07-08	1,667	238	1,169	70 %	5	101	55	13	35...40	4,059
08-09	2,227	318	1,175	53 %	5	117	50	12	40...45	4,932
09-10	2,645	378	1,050	40 %	5	101	48	12	45...50	8,566
10-11	2,979	426	891	30 %	5	101	46	12	50...55	8,763
11-12	2,977	425	914	31 %	5	105	46	12	55...60	6,893
12-13	2,902	415	1,001	34 %	5	108	47	12	60...65	3,421
13-14	2,924	418	1,027	35 %	5	98	46	12	65...70	1,517
14-15	2,870	410	1,087	38 %	5	96	47	12	70...75	837
15-16	2,918	417	1,097	38 %	5	94	47	12	75...80	401
16-17	2,883	412	1,347	47 %	5	98	49	12	80...85	150
17-18	2,821	403	1,797	64 %	5	97	53	13	85...90	83
18-19	2,517	360	1,795	71 %	5	103	55	13	90...95	30
19-20	2,225	318	1,618	73 %	5	117	55	13	95...100	21
20-21	1,845	264	1,377	75 %	5	99	56	13	100...105	18
21-22	1,594	228	1,120	70 %	5	100	55	13	105...110	11
22-23	1,279	183	850	66 %	5	110	54	13	110...115	3
23-24	884	126	618	70 %	5	119	55	13	115...120	3
Total:	43,330	6,192	22,151	58 %	6	104	52	13	Total:	43,330

1,517 violators doing 70 km/h. or over.

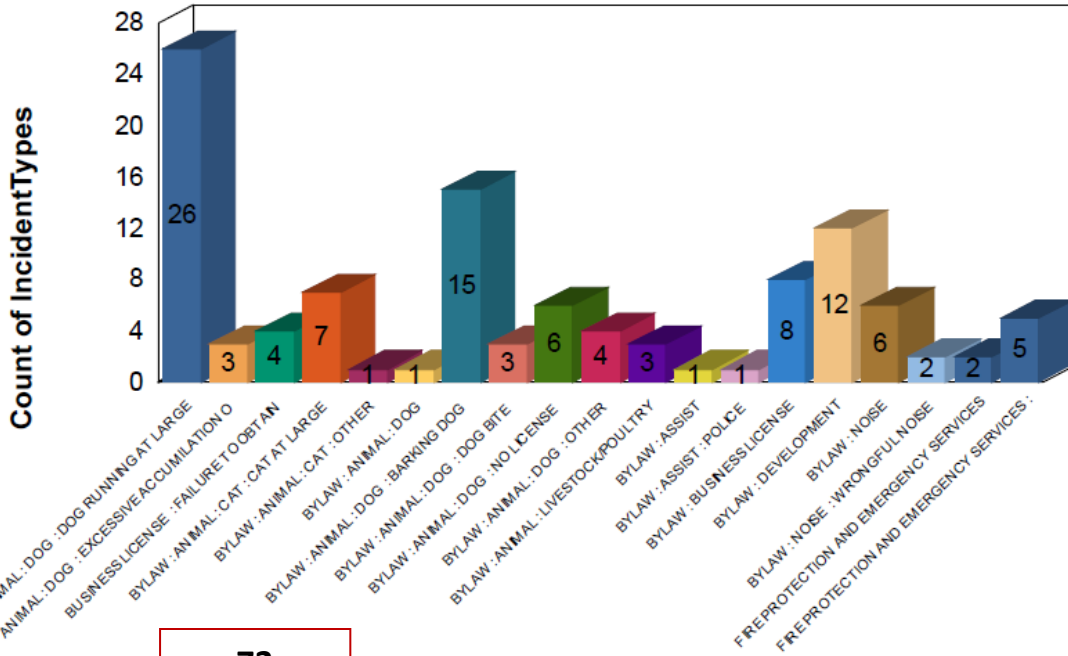
2016 Year in Review Summary

2016 saw several positives realized by the Peace/Bylaw Officer program. Building relationships with town residents has continued to grow. In addition the continued fostering of a working relationship with other enforcement agencies in the area was essential, with the key player's being the local RCMP under the leadership of Sergeant Terry Wickett.

463 files were closed as a result of listening to the communities concerns and needs. Only 18 files required the town hiring an enforcement contractor. The 2016 highlights are as follows:

1. Youth educational programs:
 - In WMES, in class initiatives with the RCMP focused on pedestrian safety, bike safety, rules of the road, the importance of wearing a helmet, respect for your community and the how enforcement agencies are in your community to keep you safe and assist you.
 - In WCCHS, a mandatory program for the grade 9 students was successfully delivered again. The program is called the Risk Reduction Workshop. This is a collaborative effort between the RCMP, Alberta Health Services, Livingstone Range School Division, REDI organization, the Claresholm Fire Department, Municipal District of Willow Creek #26 Emergency Services and the Willow Creek Funeral Home. The workshop focus is to educate kids that they need to separate smart risks from stupid risks, with topics such as distracted driving, look first, buckle up, wear the gear, drive sober, seek help and get trained.
 - A presence at and around the high school focused on talking to youth about being respectful and included a smoking reduction campaign.
2. Unsightly enforcement action for grass/weeds and snow/ ice required a regular presence in the community. Continually building relationships and educating residents about bylaws and working with them to remedy infractions had very positive results.
3. Due to parking congestion and traffic volume issues on Highway #2 and Alberta Road, continual patrols and enforcement of the no-parking zones where essential for public safety.
4. The Town purchased an additional Traffic Calming Radar device to be utilized throughout town with the primary focus being Highway #2. This is an extremely effective tool for slowing traffic down and gathering statistical data as to the speed and volume of traffic passing through Claresholm. The radar signs received several positive feedbacks from town residents. Traffic statistics were collected and proved that a need exists to effectively catch that 10% of the driving population that refuses to reduce their speed. Claresholm entered into a collaborative agreement with the Town of Fort Macleod to contract their Level 1 Peace Officer once a week for additional traffic enforcement.
5. A Traffic Safety Plan was finalized and implemented with the three key areas of focus being the traffic volume and speed on Highway #2, traffic and pedestrian flow at the WMES and education programs.
6. Animal control was significant at times, and working collaboratively with Claresholm Vet and the Claresholm Animal Rescue Society (CAREs) the Town effectively controlled numerous dog and cat issues.

Count of Incident Types

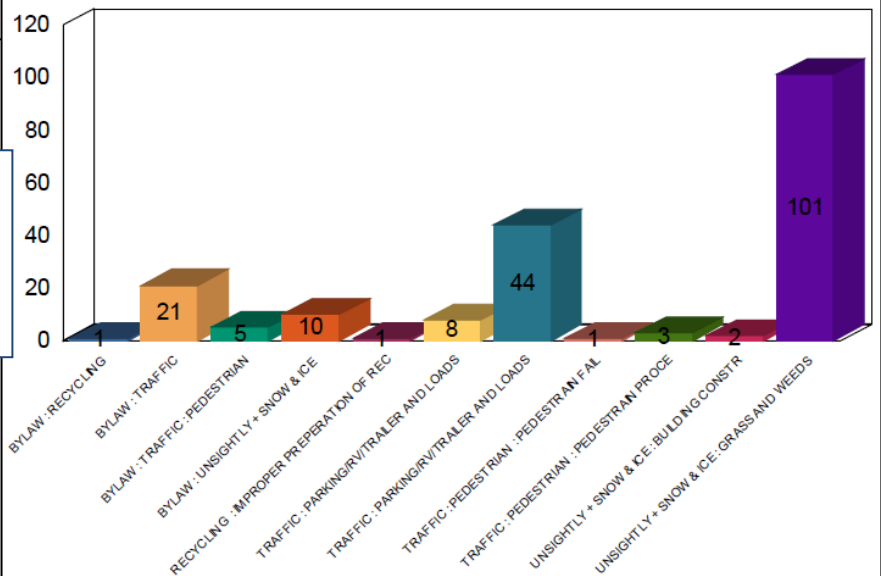


8 Noise Complaint Files

7 Fire Pit Complaint Files

73 Animal Control Files

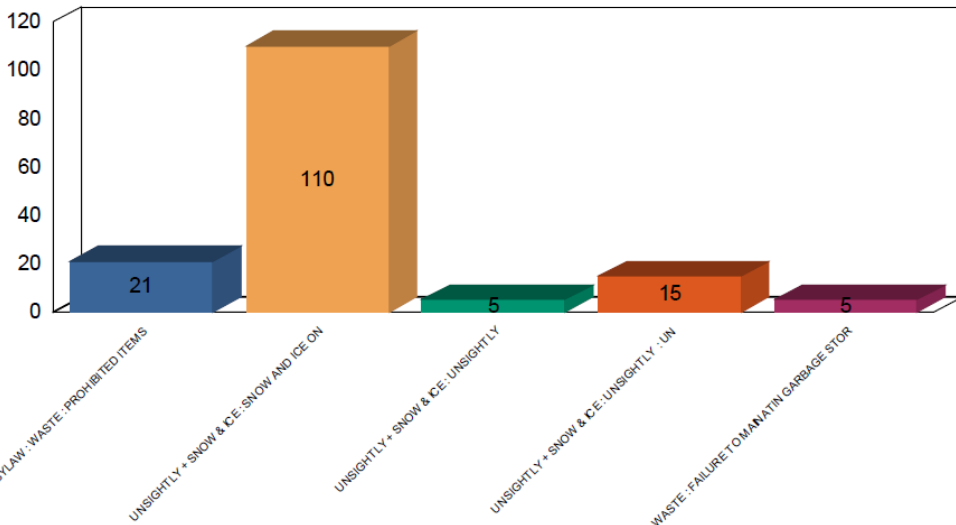
Count of Incident Types



82 Traffic Control Files

28 Waste and Recycling Files

Count of Incident Types



115 Grass/Weed and Unsightly Files

125 Snow and Ice Removal Files

DEVELOPMENT OFFICER REPORT

For: 12/1/2016 - 1/20/2017

Development Permits

- ❖ 9 Permits application received.

Compliance Requests

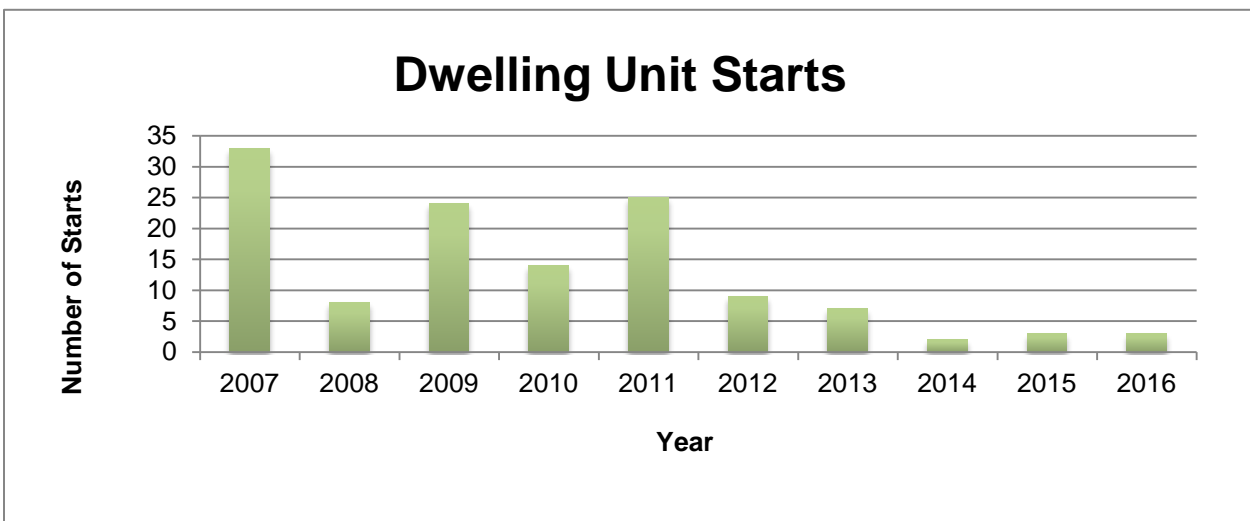
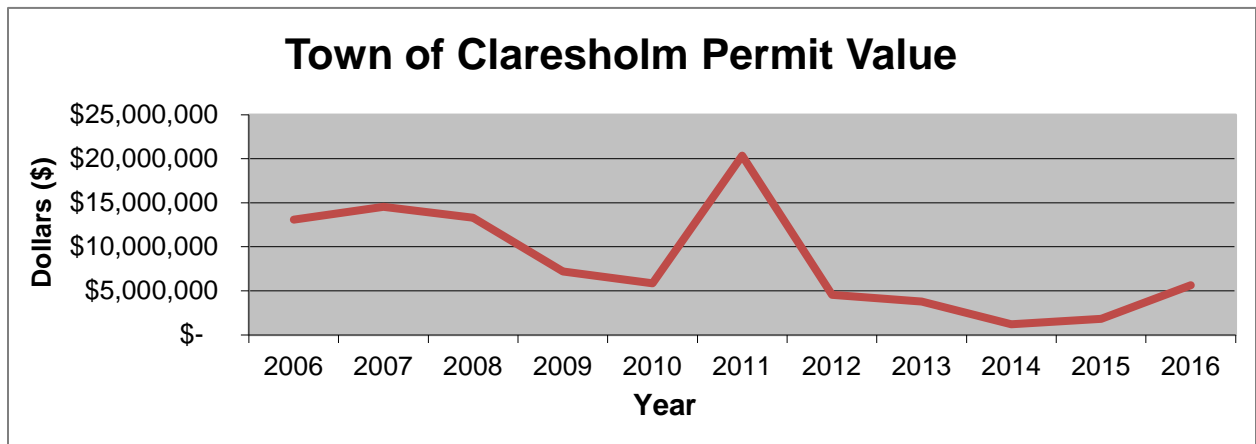
- ❖ 4 Compliance requests processed.

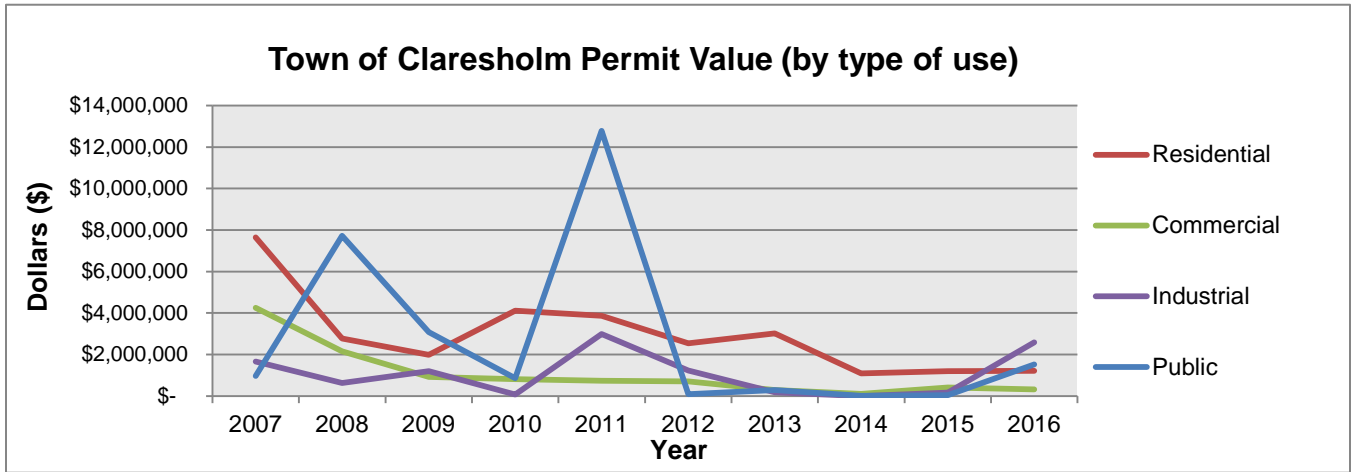


Miscellaneous

- ❖ Various inquiries for business licenses, potential development of land, zoning inquiries, and land for sale.
- ❖ Continue to work with TetraTech on Old Landfill site in Claresholm.
- ❖ Local Press notices were geared around business licenses, door to door sales and notice for the Land Use Bylaw amendment.
- ❖ MPC held January 13, 2017.
- ❖ Land Use Bylaw Amendment – Secondary Suites: has been presented to MPC for review/feedback of all conditions, stipulations, parking requirements, etc. Gavin Scott, Planner, ORRSC is currently drafting the Bylaw for review at MPC January 27, 2017.

Year End Statistics





Year	2012	2013	2014	2015	2016
Residential	\$ 2,547,000	\$ 3,024,982	\$ 1,092,092	\$ 1,201,800	\$ 1,219,038
Commercial	\$ 708,000	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449
Industrial	\$ 1,224,000	\$ 180,000	\$ 500	\$ 166,000	\$ 2,589,500
Public	\$ 83,000	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600
Total	\$ 4,562,000	\$ 3,790,787	\$ 1,207,432	\$ 1,822,225	\$ 5,643,587

As of December 31, 2016

Home Occupation Starts	16
Change in Use applications	11
MPC approved applications	22
Development Officer approved	87
Total 2016 Development Files	112

*Submitted by
Tara VanDellen
Development Officer*



Claresholm Economic Development

Monthly Report

December & January, 2016

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer

- PD Courses successfully completed with University of Calgary & Economic Developers of Alberta
 - Business Retention & Expansion
 - Investment Attraction
 - Establishing the Foundations
- University of Calgary 'Certificate in Professional Management - Economic Developers' Courses started in January;
 - Business Management
 - Human Behaviour in Organizations
- Initial discussion with Renewables Consultant on Municipal building assessment and leveraging Southern Alberta Alternative Energy Partnership for solar considerations
- Met with entrepreneurs on 7 occasions to assist with vetting business plan, advising on available funding methods and facilitating meetings with business analysts
- Met with 3 finance advisors to build portfolio of information on available financing options for start-ups and business purchases
- Responded to 13 requests for information
 - real estate
 - entrepreneurship training
 - disc golf course development
 - business concepts

Economic Development Committee (EDC)

- General Meeting on December 19
 - Decision Making

- Need for clarity identified on levels of authority for decision making on projects
 - Meetings between the EDC Chair and Mayor and CAO, EDO, EDC Chair and Communication Lead on January 3 clarified processes
 - Foothills Tour
 - EDC member Doug Leeds presented information on a conceptual tour of the Foothills area
 - Priority Distribution
 - The following areas of focus were given an EDC lead and timelines for tangible goals;
 - Retention & Expansion
 - Incentives
 - Marketing
 - Website
 - Investment Attraction
 - Branding
 - Chair & Vice-Chair
 - Ali Shivji will remain as Chair and Darla Slovak as Vice-Chair through November, 2017
- General Meeting on January 16
 - Incentives
 - Initial options from similarly sized towns presented by EDC member Tony Walker
 - Foothills Tour
 - Initial concepts presented, EDO acquired a checklist and example flatsheets for EDC member Doug Leeds to use for development
 - Photographer Selected for digital content development
 - EDC, Chamber, & Community Futures to partner with Lethbridge College to deliver subsidized training to business owners/operators on Online Marketing & Social Media on March 1 and March 8
 - EDO to submit application for Canada Summer Jobs

Business Visitation Program

- As of January 19, 2017, 60 businesses have been visited
 - BVP will be put on a temporary hold to permit focus on branding, marketing and website initiatives
 - A report on recurring themes is being completed for a January 31 deadline

Branding/Website/Marketing

- Claresholm: Defining a Promise is underway
 - EDO submitted application for Community & Regional Economic Support Program
 - Requested \$25,000 and anticipate notification of decision by January 27, 2017

- Request for Proposal was drafted and sent to seven consulting agencies capable of handling the scope of the project
 - Four have confirmed receipt and intent to propose, one has declined and two have failed to respond as of January 19, 2017
 - RFP to close on January 27 and selection committee has been identified and tasked with completing selection process on Tuesday, January 31
- A photographer has been retained for developing the digital content for the website and upcoming marketing efforts
 - A request for quote was sent out, with three quotes received
 - The Economic Development Committee reviewed each quote and example photograph submissions and selected S. Lange Photography
 - Initial meeting to review the project and enter in to contract will take place on January 25
 - Quote was for 20 shoots that showcase Claresholm through actively engaged photo opportunities featuring local experiences
- EDO is working with Travel AB to complete all requirements for a grant submission for \$10 000 as matching support dollars for the website and digital content development
- Community branding consultation sessions have been scheduled
 - February 16, 2017
 - 10am-2pm and 6-9pm
 - To be facilitated by Travel AB
 - Invites to stakeholders will take place first, with general open invitations with a mandatory RSVP taking place in early February
- ‘Ask the Expert’
 - EDO is now contributing monthly submissions to the ‘Ask the Expert’ section of the Claresholm Local Press as a mechanism to maintain relevancy and awareness in the community
 - The two submissions to date were ‘What is Economic Development?’ and ‘What is a Brand?’

Broadband

- EDO continues to work with Axia Fibre to build capacity around Fibre Optic services in Claresholm
 - December 7 Town Hall event at Community Centre was highly successful
 - Approximately 60 residents, Town staff and Council were on site
 - Local employers seeking the service acquired Expression of Interest Signup Sheets and multiple local residents expressed interest
 - EDO facilitated the input of these expressions in to the system
- Shaw had expressed a desire to possibly come as a delegation to Council
 - EDO worked with Shaw to identify that require an expansion of services
 - As of January 19, Shaw is not in a position to expand services to these areas, but the expansions have been prioritized for the future

FCSS Report to Council

- Attended an Emergency Services course in Airdrie with other FCSS agency directors. This was a demonstration of the new online instruction course that is being created for all FCSS agencies to use for training purposes. This will put us all on the same page when dealing with emergency situations and be able to step in and help other communities in time of need.
- Office dealt with 3 crisis situations in December. Trying to relocate a homeless man with help from RCMP and Ministerial. Help with someone in a domestic abuse situation and getting help for a senior person in need of food and dependent living arrangements.
- Arranged the gifts for underprivileged children and connected families wanting to donate to families with those in need.
- Prepared the costs of volunteer hours and in kind donations to include in a new CIP grant being prepared for The Station.
- Updated the external funding applications and organized folders for past applicants and e-mailed the applications to all our last funded agencies and had ad put in paper.
- Submitted a brief year end summary of FCSS to be included in water bills.
- Worked on surveys (outcome measures) for programming for 2017. The survey results are part of the government reporting each year.
- Reorganizing and updating the resource part of office with new file holders for pamphlets and information materials.
- Met with John Wenlock and discussed Youth of Tomorrow activities and possible field trips for 2017.
- Working with finance (Dean) to get reports ready for auditors.

- Starting the financial report to submit to Government.
- Held special meeting with board to prepare 2017 budget and submitted to Marian.
- Met with EDO for discussion on town to help in his planning.
- Working on getting more volunteers. Met with Carmelle Steel and also attended a Volunteer Alberta course on volunteer issues and screening policies in Lethbridge with Sherry who looks after our Volunteer Tax Program.
- Organizing food for Women's Conference 2017. The event will be held at Community Center with tickets selling for \$30. Date to be held is Sat. April 8.
- Asked to attend meeting with some members of United Church to come up with ideas for the land/building if church decides to close.

**Staff enjoyed the Christmas celebration. Thank you to all involved in hosting!

January 2017 HR Report/Taxation Report

From: Lisa Chilton



Human Resources

- Year-end procedures continue and preparation of information for the auditors and the budgeting process is on-going.
- T4's were mailed out January 13th.
- Ken has finished out his contract at the museum for this season effective January 13th, 2017.
- The process for a Director of Corporate services is ongoing.



Taxation

- Taxes past due, and in arrears at January 19th, 2017 are:
\$234,644.48


Summary of outstanding taxes:

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

\$ 40,144.69 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 4,090.48 Property on Tax Agreement with the Town

\$146,659.77 Other outstanding taxes after December 31, 2016 deadline.

- Tax letter will be issued next week for those scheduled for tax sale (deadline is March 31st) and for any others in arrears that could potentially be on the 2017.
 - With the annexation finalized there is work to be done to migrate these properties over to the town assessment roll.
- 

INFRASTRUCTURE SERVICES



1/19/2017

Report for December/January 2016/2017

Buildings Work on the Community Center alarm system has been completed and is operational. Regular weekly inspections and minor maintenance is completed as required. Damage to the community center eaves trough may require replacement. I will be looking into insurance as well. (See pics below)

Sidewalks Snow melting from properties over the sidewalks is creating a few slippery sections on residential sidewalks, as the boulevard elevations are higher in a lot of areas. This is deemed the property owners responsibility so we are going to look for a solution in the spring to see this problem resolved.

Streets Plowing and sanding daily as needed. Work scraping and hauling off of every street in town has been completed. The estimated 18" of snow over the holidays took 13 days to remove. Over 1000 loads were hauled. Wind rows and piles that were just moved will now be cleaned up as well.

Sanitary Sewers Problems found have been added to the Public works list. One home is without sewer service on 53rd Ave. West due to a collapsed line on private property.

Water Distribution No current problems to report. PW focus will be on main valve replacements in 2017 as over 30 are not working. We have asked for money in 2017 operational budget to do 10 replacements a year for the next 3 years.

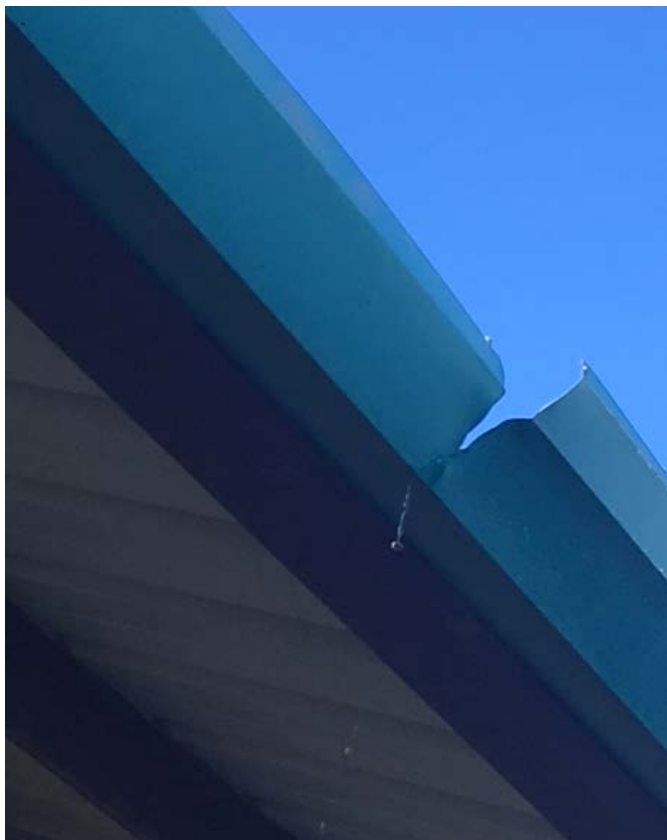
Storm Sewer Drainage The fast melt in January has only caused minor drainage issues in Town but will slow down work on the Frog Creek drainage project and may prevent the cleaning of the silt pond at the golf course by our PW crew.

Parks/Arena The Arena is operating well. Mid-season inspection by CIMCO found no problems. Meetings were attended with minor hockey and we are assisting with grant info to move forward with Arena upgrades in future.

Recycling Program is operating well and no complaints to report. We met with the Town of Stavelly to discuss the trial recycling program. No problems were identified. Infrastructure services have no concerns with moving forward with a formal contract.

Garbage Our Collection program is running well. No issues to report. Our old garbage truck was finally sold.

Equipment Maintenance and repairs are done daily. As soon as the loader can stop for a few days it will be torn apart to deal with oil leaks and will be out of service until parts arrive.



This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

RECREATION DEPARTMENT

December 2016



TOWN OF CLARESHOLM

January 1, 2017

Authored by: Denise Spencer



December 2016

2017 Year in Preview (items will be adjusted, or added to)

January

- Monthly Schedule for Recreation
- Master plan
- Summer Games Planning
- School Groups start lessons, January-June
- Staff Scheduling
- Monthly Pool Schedule
- Arena Plan for Grant, working with Minor Hockey
- Aquatic Centre Registrations
- Promotion of Programs at the Aquatic Centre
- Promotion of Town Programs
- Scheduled Meetings to attend
- Stats and Data entry
- Newspaper Ad
- Google Calendar for Arena
- Library Community Calendar for programs
- Lifesaving Society inputting programs on Website

THESE ITEMS ARE
REPEATED WEEKLY AND
MONTHLY

February

- Centennial Campground, update brochure, add community points of interest
- Lifesaving Society Training Partner plan
- Lifesaving Society stats
- Start Millennium Diamond plan
- Staff Inservice
- Aquafit Swim Pass creation (10 punch pass, 10% off of \$5 drop in rate, good for 3 months)

March

- Millennium Diamonds Promotion
- Spring Fling Family Ball Tournament Promotion
- Programming for May-August
- Program and Lesson Guide for Aquatic Centre, released end of March
- Centennial Campground Brochure Ready
- Lifesaving Sport Provincials

April

- User group Meetings
- Staff Inservice
- Minor Ball
- Scheduling of Millennium Diamonds
- Summer Games Promotion begins
- Football and Soccer Season starts
- Hire new staff for summer

May

- Summer registrations begin
- Coordinate Summer Games
- Do summer staff schedule, ready for end of May

June

- Coordinate Summer Games
- Staff Inservice
- Programming for September-October
- Kraken Swim Meet

July

- Summer Games
- Hire fall staff if needed
- Program and Lesson Guide for Aquatic Centre, released first week of August

August

- Fitness Challenge Promotion Begins
- Staff Inservice
- Start promoting the Arena
- Finalize tournament packages with community options
- Contact schools regarding September 2017 through June 2018

September

- Arena opens (cross fingers)
- School bookings for pool
- Arena scheduling begins
- Fall Fitness Challenge starts
- Begin Programming for 2018
- Family Fun Run Planning with North West

October

- Fitness challenge and Data entry
- Family Fun Run Planning with North West
- Start planning shutdown maintenance

Programming for January-April

November

Fitness Challenge Wrap up with Family Fun Run

Mezzanine Mural project

Pool Shutdown, clean and maintenance

Program and Lesson Guide for Aquatic Centre, released first week of November

Finalize arena schedule for Minor Hockey

December

Pool Open after shutdown

TBD

General Overview Facilities

Arena:

1. Overall feedback for the Arena Murals have been positive. This movement is a start to changing user group perspectives from one group versus another to developing positive relationships between all user groups and The Town of Claresholm. The goal is create a dynamic where all user groups consider the Arena the Community of Claresholm Arena.
2. We have a Calgary Glenlake team booked for December 1, 2 & 3 of 2017.
3. The Bantam Minor League did not receive the bid for Provincials for March 16, 17, 18, & 19. This weekend has been offered to Okotoks Bantam team as they do not have Arena space at this time. We are waiting for a decision.
4. Feedback from the New Year's Skate headed up by Justin Sweeney was hampered by icy, snowy weather. Numbers were down, with 120-140 people compared to last year's 150+, yet all who attended enjoyed the festivities which included carnival style games, colouring books, hot chocolate, and New Year's Swag.
5. Minor Hockey members and myself, met December 19, 2016 at the Claresholm Arena. We have put a plan together detailing the Arena's needs (renovations, repairs), funding initiatives, sponsorships, grants that are available, and are aiming to have the CFEP grant in for October 1, 2017. The successfulness of this endeavor is dependent on the amount of money that we can generate. The Town of Claresholm's responsibilities for this project are; committing the approximate \$154,000 in reserves, gathering quotes from contractors, determining in kind labour dollars, and promoting this endeavor while working jointly with the Committee who will be fast tracking

this. Jason Bishoff is heading up this project on behalf of the Committee and Minor Hockey, and has hired a Grant writer with a proven rate of success.

6. A recommendation was made on behalf of the Arena Committee that Skate Club put in a Grant to potentially double the \$81,000 that has been committed to the header. They have requested that we find other work that can be done to the header/ arena at that time, and get a quote. This will help us double the money, and contribute to much needed repairs or renovations that the Arena needs. The grant must be submitted by May 15, 2017.

Aquatic Centre:

1. Exciting news from the Royal Lifesaving Society of Alberta and Northwest Territories, The Claresholm Aquatic Centre will become a Branch Training Centre in 2017-2018. This gives us opportunities to be the first ones to test new programs, host Instructor Trainer sessions, and give us the advantage of being on multiple sites as a training center. The Lifesaving Society made this decision based on a multiple factors; we offer the full continuum of Lifesaving programs, our award winning programs, the experienced Instructor/ Trainers, “Claresholm’s Central Southern Alberta Location”, and the promoting that our facility does for our programs.

2. We were open December 12 as scheduled. Shutdown went smoothly, with few glitches. Although the Hot Tub had mechanical issues after we reopened. The AHS Maintenance Team repaired these quickly, with minimal shutdowns. That being said chemical level issues are still developing as there was a new pump installed during shutdown that runs more efficiently. AHS continues to monitor this issue, as it is not the same calculations as previous.

3. Lesson’s and program registrations held strong this month, the Boxing Day swim was a success with 32 people attending, while our overall number of attendees was higher than December 2015.

4. Our JLC Vikings Competitive team starts on January 9, 2017 for our winter/ spring session. Due to the costs of competitions (up from \$35 in 2015 to \$60-\$70 in 2017) we are looking at fundraising initiatives to ensure the continued success of the program, so that these youth can travel to competitions. On Friday February 10, 2017 we are hosting a Swim A Thon from 9-11am, we are selling T-Shirts and Apparel with the Viking Logo, and all funds will go into the Sundry Account.

5. Mike Cutler from the Kinsmen requested a letter of support for the Free Swim Saturdays. There are 37 swims (74 hours) available to be split among 3 service groups. As of May 2015 the price of a rental increased to \$85.00 per hour at our facility. The rate charged for Free Swims in 2016 was \$75 per hour, we have now increased the rate to \$85. The initial fee of \$75 was agreed upon when the Free Swim Initiative began in 2009.

Curling Club:

1. President of the Curling Club, Bobbi-Jo Penner is enthusiastic regarding the Curling Clubs upcoming events; Men's bonspiel January 20, 21, 23, Granny Spiel January 25, during the day, Junior Bonspiel February 4 & 5, ladies March 3, 4, & 5, and Mixed league March 17, 18, 19
2. They have received the Grant to replace the Curling Club Roof

Programming

1. Pickle Ball Clinic is scheduled January 28 from 10am-1pm, \$5 fee covers the cost of the rental of WCCHS Gym. Host is Brian Popovich from High River

Marketing / Promotion

1. Program and Lesson Guide for the Claresholm Aquatic Centre is out
2. Pickle Ball posters have been distributed through the community, signup sheets are at the Town Office, and Claresholm Aquatic Centre
3. Working with Justin Sweeney to determine the Website's needs regarding recreation

Progress

Master Plan: Draft one has been submitted, and is currently being reviewed by Administration. The goal is to ensure it is a comprehensive plan before being submitted to council.

December 12, 2016 (revised Jan 8/17)

**Report on the Activities of the Claresholm & District Museum
and Visitor Information Centre for 2016**

To: Claresholm Town Council

From: Board of the Claresholm & District Museum

2016 was a very busy and productive year for the Claresholm & District Museum and Visitor Information Centre. The Museum was opened earlier than previously, on May 6, after the Executive Director contract was issued to Mr. Ken Favrholt on April 18/16. The earlier opening (officially May 20) was in response to tourist traffic which represents the bulk of the Museum's visitors. Visitors to the museum in 2016 totalled over 4,530, about 430 more than 2015, not including school classes.

- Museum programming included involvement in such events as Volunteer Appreciation Day, the Fibre Arts Show, the Canada Day parade, and the Bench Fair.
- Among other events, the Friends held the annual Tea on the Lawn and participated for the second year in the Old Fashioned Christmas. For the first time the Museum participated in Alberta Culture Days, hopefully a continuing event.
- The museum hosted a lecture at the Royal Canadian Legion. As well, the Museum had a temporary exhibit in the Library for a month.
- Mr. Favrholt engaged with several community groups through the year including FCSS, the Chamber of Commerce, and the Sons of Norway.
- Major projects included the reduction of materials and artifacts in off-site storage, many which will be transferred to other museums (or otherwise disposed of), and the storage expansion project for the archives in the Exhibit Hall.
- Two grants totaling \$20,000 were received for the storage project from Museums Assistance Program, Department of Canadian Heritage, and the Community Foundation of Lethbridge and Southwestern Alberta.
- Display changes were completed in the Exhibit Hall including the creation of new dentistry and hospital exhibits, and minor changes to other exhibits.
- We installed a computer terminal allowing the public to access the Internet. The kiosk is in the Louise McKinney Gallery in the Museum Station. There is also a sofa and chair providing a rest area.
- A table has been set up in the Exhibit Hall dedicated to researchers who wish to use materials from the archives.
- There were 15 donations of artifacts and archival documents this past year. Notable was the donation of a large Norwegian flag belonging to the Tollefsen family who came to Claresholm in 1910 which will have a place with the revamped Norwegian culture display.

- Planning for 2017 exhibits and events is underway to celebrate Canada's 150th Anniversary. A travelling exhibit, "Marking the Macleod Trail," from the Museum of the Highwood, will be replaced by another temporary (summer display).
- Three students were hired, two initially under the Young Canada Works program, a Curatorial Assistant and an Educational Program Assistant, followed by a month employment under YCW for the Visitor Experience Lead. A display in the Museum Station on the grain elevators in Claresholm was created by the students. Several school classes visited the museum, two more than last year totalling over 250 students, with good feedback.
- A temporary assistant was hired after the students returned to school for the period August 26 to October 10 to assist with the Visitor Information Centre and Gift Shop. It has been noticed that many visitors are still passing through Claresholm after Labour Day. We received a nomination for Outstanding Visitor Information Services in SW Alberta from Chinook Country Tourist Association.
- We had eight bus tours visit the museum; we conducted three historical walking tours
- The executive director continued to submit articles on behalf of the Museum to the Claresholm Local Press to highlight local events such as Remembrance Day, and the 75th anniversary of the RCAF base. They are well-received and generate feedback.
- The Museum completed the Three-Year Strategic Plan (2017-2019) this year, a process begun in the fall of 2015. A facilitator from Alberta Culture was involved with the meetings with stakeholders.
- Several volunteers assisted with Museum projects and events including the Friends of the Claresholm & District Museum Society, as well as Board members and individuals. The Friends also contributed \$500 to the storage expansion project, completed this fall.
- The Old Fashioned Christmas event saw almost 150 visitors come to the museum to enjoy a live nativity (thanks to the Fusion Youth Group), music and refreshments. Thanks again to the Friends for their help.
- Two new board members were recently appointed to the Museum, Rhodena King and Bert Franssens. The Board has also been reviewing its roles and responsibilities.

Finally, thanks to the Town, especially the staff of Mike Schuweiller for assisting with many outside projects such as putting up Christmas lights, removing part of the wire fence between the schoolhouse and the Exhibit Hall, and of course, the regular maintenance of the facilities.

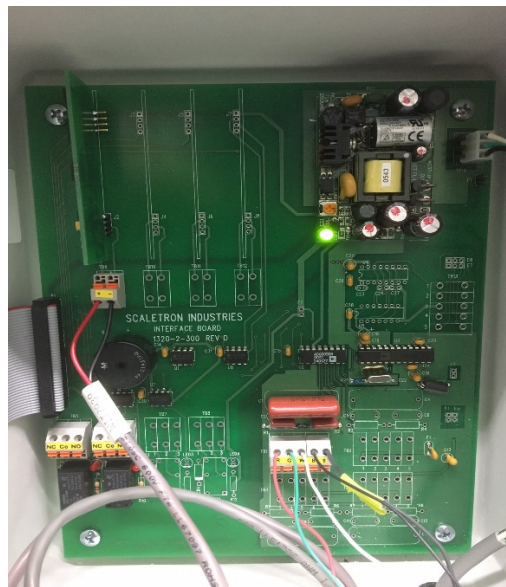
Respectfully submitted,

Ken Favrholt, Executive Director

c. Mike McAlonan, Chair, Board of the Claresholm & District Museum



UTILITY SERVICES REPORT



January 2017

**3700 8th Street West
Box 1000 T0L-0T0
Claresholm, Alberta**

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**brad.burns@townofclaresholm.com
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Utility Services Manager, Brad Burns**

Summary

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

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

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- Jan 3rd one point manual calibration on PALL area online pH meter.
- Jan 3rd clean DAF turbidity meters.
- Jan 4th check water plant inventory.
- Jan 5th Bruce helping public works department haul snow.
- Jan 5th Capitol H2O Systems onsite to check sodium hypochlorite scale.

Sodium hypochlorite scale used when transferring water to UFA reservoir

Load cell failure was determined as the cause of the scale malfunction. The current scale uses 4 load cells and replacement cost of the cells cost more than a new scale with 1 load cell. A new scale was ordered with 1 load cell to help lower future maintenance costs.

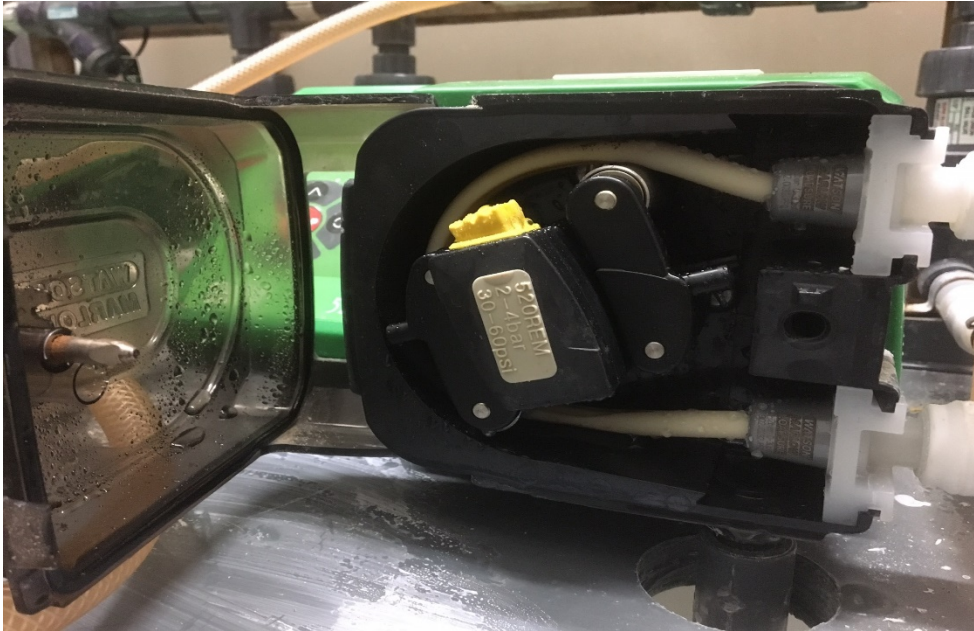


- Jan 6th snow removal at all utility services sites.
- Jan 9th ENERGO delivery of safety ladders for DAF tanks (install after DAF cleaning).

- Jan 11th CSP 7841 coagulant pump tube replacement after leak detected.

Peristaltic pump

Peristaltic pumps use a cam and roller system that displaces a tube to send coagulant to the DAF area where it is added to the raw water in the pretreatment flocculation process.



Leak detection

Leak detection notifies the operator via the SCADA control. CPAC 180 is a poly aluminum based chemical used to decrease the turbidity in the raw water prior to entering the membrane filters.



- Jan 13th order new pH probe for online meter as per HACH service technician.
- Jan 13th clean, calibrate and change CL 17 solution in online chlorine meter.
- Jan 14th repair sodium hypochlorite leak and check dechlorinating system to neutralization tank.
- Jan 15th AIT 1337-2 DAF turbmeter fault (HACH contacted for suggestion).
- Jan 16th disconnect digital control system for chlorine transfer pumping system.
- Jan 16th MPE technician online working with alarms to keep sodium hypochlorite pump in service during repair.
- Jan 17th send digital controller to Capitol H2O systems for configuration with new scale.

TESTING/MONITORING REQUIRMENTS

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

GOVERNMENT COMPLIANCE

- Working on AEP recommendations for annual 2016 inspection.
- Contact Time (CT) calculations continue to match SCADA control programing calculations. CT disinfection is a process used to inactivate Giardia and viruses in treated water.
- Jan 3rd Ordered schedule 4 kit from EXOVA labs as per AEP license to operate.

SAFTEY

- Jan 4th monthly safety meeting at public works shop.
- Onsite safety meetings ongoing.

CHEMICAL

- Jan 8th transfer sodium hypochlorite to day tank.
- Clear Tech onsite to check on chemical supplies and discuss 2016 pricing.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Jan 18th contact AQUATECH diving services to quote HPS reservoir cleaning.
- Jan 19th check VFD's and vertical turbine pumps.

AIRPORT PUMP STATION

- Jan 9th run backup Chrysler (no issues).
- Jan 18th run backup Chrysler (no issues).

UFA RESERVOIR

- Overflow ditch is clear of debris.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Jan 16th contact METERCORE to discuss meter options and order 2" car wash meter.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM/SUPPLY LINE

- Jan 19th check meter vault for Granum supply line.
- New foreman who worked for the town of Granum 2 years ago.

METER VAULTS

- Jan 5th MPE engineering onsite to look at Booster Station.
- Jan 12th MPE onsite to gather more information.
- Jan 18th MPE onsite to ask questions about possible new upgrade for airport water system.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- Waiting on final as built drawings from CICON Engineering.
- Mechanical, pump/check valve issues remain.
- Jan 3rd DEXON onsite to revise circuit board control for air sensor.
- Jan 6th Pull both pumps and clean to see if debris is causing pump failure.
- Jan 8th pump # 2 fail to run.
- Jan 11th both pumps fail to run.
- Jan 17th FERG's Septic onsite to clean wet well (wipes being flushed are clogging system).
- Jan 17th both pumps cleaned of debris.

LAGOON

- Jan 10th check make up air unit belt and motor.
- Jan 17th check control vaults and flow.

RAW WATER SUPPLY

PINE COULEE

- The recent snowfall is encouraging in respect to filling Pine Coulee reservoir with spring runoff.

RAW WATER STORAGE RESERVOIR

- Jan 23rd start filling onsite reservoir.

GOLF COURSE

- AEP update no current outstanding issues with licence # 12396 (golf course). Usage must be recorded and entered into the water use reporting system as required by AEP.



UTILITY SERVICES REPORT



DECEMBER 2016

**3700 8th Street West
Box 1000 T0L-0T0
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**Work# 1-403-625-3100
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- Lagoon and Waste Water Collection.....pg. 6

- Raw Water Supply.....pg. 6

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- Nov 26th MPE onsite to check device net card controlling MCC.
- Nov 28th AEP back onsite to finish 2015 annual inspection.
- Nov 29th Doug M.D computer Tech online updating antivirus.
- Nov 30th FORTIS onsite replacing electrical pole parts in yard.
- Nov 30th Backup generator tested (no issues).
- Dec 1st Clean and calibrate CL 17 online analyzer.
- Dec 2nd Replace pressure gauges on discharge side of distribution pumps.
- Dec 2nd Clean Lab and bathroom.
- Dec 5th CHAMCO contacted to check SULLAIR compressor AC6008A for main motor overload issue.
- Dec 7th Contact Capital H2O Systems about load cells on CL2 UFA reservoir transfer scale.
- Dec 9th CHAMCO onsite to check SULLAIR compressor AC6008A issue.
- DEC 10th Leak in CIP room on CL2 day tank (repair) add sodium thiosulphate to day tank.
- DEC 12th CHAMCO back onsite to check SULLAIR compressor AC6008A.
- Dec 13th Mix chemical batch for membrane EFM.
- Dec 14th EFM both racks.
- Dec 14th Cleaned sodium hydroxide, sodium hypochlorite and poly-aluminum chloride lines to process.
- Dec 14th Remove and replace O-ring on module # 35 on rack # 1.
- Dec 14th Tighten module # 9 Rack # 2.
- Dec 15th Drain and clean CIP tanks.
- Dec 15th Install safety ladder to upper BMS area.
- Dec 15th Meet with MPE to discuss SCADA option benefits.
- Dec 19th Clean and inspect CL2 injection point in distribution area (order new injector).
- Dec 20th Clean and calibrate DAF online turbidity, ORP and pH meters.
- Dec 21st Clean and calibrate post treatment turbidity and pH meters.
- Dec 21st CHAMCO changed main wire harness and checked voltages and checked temperature on compressor AC6008A.
- Dec 28th Contact PRAXAIR about faulty gauge and LCD screen.
- Dec 28th ENERGO onsite to measure for final ladder fabrication for DAF tanks.
- Dec 30th Calibrate Co2 meter.
- Dec 30th FERG's Septic services onsite to empty holding tank.

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- Dec 8th THM, Chlorate, Chlorite, HAA's and MCPA samples sent to EXOVA Labs.

GOVERNMENT COMPLIANCE

- Nov 24th AEP compliance officer onsite for annual water plant inspection.
- Dec 5th AEP report sent to Lethbridge office.
- DEC 9th Sent AEP Operations Plan as per inspection request.

SAFETY

- Monthly safety meeting at public works shop.
- Onsite safety meetings ongoing.
- Nov 29th Bruce recertify first aid.
- Nov 30th Brad recertify first aid.
- Dec 15th Quarterly Health and Safety meeting.

CHEMICAL

- Dec 14th Unload process chemicals from CLEAR TECH (citric acid and liquid chlorine).
- Dec 22nd PAC delivery from CLEAR TECH.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Dec 2nd Run backup generator (no issues).
- Dec 19th Clean and calibrate CL 17 online analyzer.

AIRPORT PUMP STATION

- Dec 12th Run backup Chrysler (no issues).
- Suppression system jockey pump working well.

UFA RESERVOIR

- All manholes and valves are dry and accessible.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Dec 8th Pick up ERT's and meters for town of Fort McLeod WTP.
- Dec23rd Read month end meter reads.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM/SUPPLY LINE

- No current issues.

METER VAULTS

- Pressure reducer in vault to acreages working well.
- Booster Station sump pump working.
- Dec 6th West Water CO-OP (relief pressure off regulator to maintain proper PSI).

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- Dec 1st Run generator 3 hours to help release airlock inline system.
- Dec 6th DEXON blower issue (contact supplier).
- Dec 16th Check Pump 1 & 2 for blockage.
- Dec 20th Replaced circuit board and air flow sensor on DEXON blower.
- Dec 21st Pull pump # 1 and send in for inspection.

LAGOON

- Nov 25th Replace blind flange on lagoon force main bypass manhole.
- Nov 29th FERG's Septic out to clean top of first stage anaerobic cell.
- Dec 1st Concrete delivered for lagoon bank.
- Dec 2nd Run backup generator and clean lower pump area.

RAW WATER SUPPLY

PINE COULEE

- The recent snowfall is encouraging in respect to filling Pine Coulee reservoir with spring runoff.
- Dec 30th Check supply line and outfall point for leaks.

RAW WATER STORAGE RESERVOIR

- Dec 5th Started filling reservoir.
- Dec 24th Stopped filling reservoir.

GOLF COURSE

- AEP update no current outstanding issues with licence # 12396 (golf course). Usage must be recorded and entered into the water use reporting system as required by AEP.



INFORMATION BRIEF

Meeting: January 23, 2017
Agenda Item: 6

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol	In progress
13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed	In progress
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2016. Town Hall application is in progress.	In progress
Regular Scheduled Meeting - January 9, 2017				

1	BYLAW #1621 - Claresholm & District FCSS - Moved by Councillor Ford to give Bylaw #1621 regarding Claresholm & District FCSS 1st Reading. CARRIED	Karine	Bylaw on January 23, 2017 Council Agenda for 2nd & 3rd Reading.	Complete
2	BYLAW #1622 - Land Use Bylaw Amendment - Moved by Councillor Cutler to give Bylaw #1622, a land use bylaw amendment, 2nd Reading. CARRIED Moved by Councillor O'Neill to give Bylaw #1622, a land use bylaw amendment, 3rd and Final Reading. CARRIED	Tara	Bylaw prepared & signed.	Complete
3	DELEGATION RESPONSE: Request for Direction - Alberta Municipal Affairs RE: ACP - Mediation & Cooperative Processes Grant & Supports - Referred to Administration to work on a grant application with the other area municipalities.	Marian	Nanton will be submitting the application on behalf of the region.	Complete
8	RFD: Southern Alberta Summer Games Administrator Contract - Moved by Councillor McAlonan to sign the Service Agreement for the Southern Alberta Summer Games Administrator position as presented. CARRIED MOTION #17-001	Marian	Copy of the agreement sent to CAO's	Complete
9	RFD: Willow Creek Ag Society Letter of Support - Moved by Councillor Ford to write a letter of support for the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility recently constructed at the Claresholm Agriplex. CARRIED MOTION #17-002	Karine	Letter of support prepared.	Complete
10	RFD: CARES Lease Agreement & CARES Facility Holding Agreement - Moved by Councillor Cutler to approve the amended CARES Lease and the CARES Facility Holding Agreement effective January 1, 2017 for a one year term. CARRIED MOTION #17-003	Jason	Agreements have been sent to CARES board for signing	Complete

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 20, 2017

INFORMATION ITEMS

HORIZONS

CHINOOK ARCH REGIONAL LIBRARY SYSTEM NEWSLETTER

MISSION STATEMENT: *Chinook Arch Regional Library System creates and supports the structure for a network of cooperating libraries in Southwest Alberta to share resources in a cost-effective manner.*

OUR VISION: *Residents of Southwest Alberta, through their local library, have access to shared print and digital resources which support literacy, lifelong learning, and an excellent quality of life.*

Farewell, Kathy!

Chinook Arch's Office Administration Assistant, Kathy Knelsen, has accepted a position with another organization. Her last day at Chinook Arch was December 30.

Kathy joined the Chinook Arch Interlibrary Loan team in 2004, before taking on the position of Administration Assistant. Kathy has been the unsung hero of many, many meetings where attendees enjoyed tasty and timely lunches and dinners in a tidy and well-organized board room. Among the unnumbered other jobs and chores that fall to an office administrator, she has done an excellent job of keeping the organization's vital files and accounts in great shape, while juggling phone calls, chatty visitors, and all kinds of weird and wonderful requests from all corners of the building.

Please join us in wishing Kathy well as she pursues her new career opportunity!



Public Library Services Branch

2017 Minister's Awards for Excellence in Public Library Service

The Public Library Services Branch is pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize great services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will continue in 2017. This award is adjudicated by a popular vote open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.



The nominations opened on December 1, 2016, and the submission deadline is February 24, 2017. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2017 and announced at the Alberta Library Conference in Jasper from April 27 - 30, 2017.

If you have any questions on the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

Glenwood Municipal Library

The Village of Glenwood Library Board has implemented the Parent Child Mother Goose Program as part of our 2017-2019 Plan of Service. This program has been presented to residents in order to fulfill the library board's goal of preparing young readers. Extra funding has been provided from Family and Community Support Services in Cardston.

The Glenwood Municipal Library serves a population of around 1100 residents. It covers an approximate sixty-mile radius and serves the villages of Glenwood and Hill Spring, and the Northwest corner of Cardston County. Parents in the area send their children to Spring Glen Elementary located in Glenwood or Spring Glen Jr. High located in Hill Spring.



The PCMGP has brought area mothers and their preschool children together to enjoy an hour of rhyme, songs and stories. A healthy snack is also provided as well as parenting support. Teaching has focused on the parents so that they may go home and feel comfortable interacting with their children through rhymes, songs and stories.

We have just completed our first fall session. Each subsequent session will run for approximately 8 to 9 weeks. Every session is different with new rhymes, stories and songs being introduced. During the summer reading program we are planning to have a PCMGP running while older children are at the library. This will give mothers who bring their older children to the summer reading program an opportunity to participate in a program with their babies and preschool children while waiting for their older children.

Our teachers have had lots of experience in working with children. Patricia Michel has a major in elementary education with a minor in music and taught kindergarten for many years before retiring. Kathy Thomas has a major in elementary education with specialties in language arts and creative writing and a minor in special education and has also taught children for many years. They have found that the training they received from the Parent Child Mother Goose Program compliments the training received in university and their life experiences. They are both working towards full certification in the Parent Child Mother Goose Program.

Our hope is that as the children enter school they will have a head start in their literacy development and that their families will develop closer bonds as they interact with each other through rhymes, songs and stories.



Lethbridge Public Library

15th Annual Banff Mountain Film Festival

January and Lethbridge's favourite edge-of-your seat festival go together like hot chocolate and marshmallows. The Banff Mountain Film Festival World Tour was back for its 15th year, January 9th to the 14th. The theatre gallery was packed to capacity for the showings, which isn't a surprise as it provides the chance to warm up winter with heart racing mountain films.

Sheila Braund, Festival Organizer says: "This year the community enjoyed a rich schedule of films featuring hiking, biking, climbing, surfing, running nature and mountain culture, plus a few amusing short films."



Let's Move Together - Sharing Dance Day Canada!

Planning Event: January 29, 2pm, Main Branch

Sharing Dance Day, Class #1: February 26, 2pm, Main Branch

Lethbridge Public Library and Community Partners are participating in a nationwide dance-sharing initiative, spearheaded by Canada's National Ballet School. On January 29, we will learn about the program, then plan and schedule up to 12, one-hour sessions which will begin February 26. Classes will be held at the Library and will follow online tutorials. Training materials will be available for everyone-all ages and abilities. See www.sharingdance.ca for exciting details, to register, call the Information Services desk at 403-380-7311. For more information contact Gayle at gayle.sacuta@lethlib.ca



Canada



With the generous support of the Government of Canada, and in collaboration with national and provincial partners, Sharing Dance Canada 2017 will celebrate the 150th anniversary of Confederation by engaging all Canadians - the young and young-at-heart - in a multigenerational, healthy and fun community dance performance on June 2.

Sharing Dance Day encourages all Canadians to embrace the dancer within (because everyone is a dancer!). Through an exciting artistic collaboration, four Canadian dancers from culturally diverse backgrounds have created a dance choreography that gives voice - and movement - as an expression of Canada's youthfulness and multicultural mosaic!

Brighten Your Day by Borrowing a Litebook

Designed in Medicine Hat, these lamps match the peak wavelengths of sunlight. They have the potential to have a positive impact on mood and sleep patterns. Twelve units are available, (5 at the Main Branch, 5 at The Crossings and 2 on the Bookmobile). They can be signed out with your library card.

More information is available at <http://www.litebook.com/>
Find them in our catalogue and determine availability by searching for Litebook Advantage:
https://lethlib.bibliocommons.com/item/show/2158534040_lite_book_advantage



Lethbridge Public Library

Family Literacy Day and #Readfor15 Challenge - January 27



January 27 is Family Literacy Day, and Lethbridge Public Library is taking part in the #Readfor15 Alberta-wide Challenge! We know we have a huge community of readers in Lethbridge – so we're asking them to read for 15 minutes and THEN Facebook, tweet, email, phone or come on down to the Library and tell us about it.

#readfor15yql
facebook.com/lethlib/
@lethlib on twitter
questions@lethlib.ca
(403) 380-7310

Barbara Longair, Manager of Children's Services says: "The more people who read, the closer we get to winning Most Readerly Community! We MUST read more than Red Deer! Come on YQL!"



Lethbridge Public Library Children's Services has fun family events planned throughout the day on January 27:

9:30am - 3:30pm - Family Activity Centres: games and literacy activities.

10am - 10:30am - Story Reading with the Firefighters of Lethbridge: talk to a real firefighter and maybe get your photo taken with one.

2pm - 2:30pm - Story Reading with the Sports Heroes of Lethbridge: meet some of Lethbridge's sports heroes.

Exciting Community Partnerships

Story Walk

The Helen Schuler Nature Centre and the Library are excited to offer a Story Walk in the Nature Reserve, on now until January 22nd.

Emerging Sounds

A unique series created with the University of Lethbridge Department of Music and that showcases talented music students through recitals, lectures and demonstrations. Sundays, from January 29 to April 11.

Watch the Library Events Calendar at lethlib.ca for more!



Chinook Arch Regional Library System

Southern Alberta Library Conference 2017 - Mosaic: Celebrating Diversity Registration Is Open!

Registration for the 8th Annual Southern Alberta Library Conference is now open!

Recognizing and respecting different cultures, languages, and abilities can be powerful tools for strengthening families and communities. Libraries can play an integral role in helping to develop understanding and respect for people from diverse backgrounds.

Learn more about the conference and register at <http://salc.wildapricot.org/>

Questions? Contact Kerby Elfring: kelfring@chinookarch.ca



Connections Gallery at SALC - Call for Submissions

It's easy to take part— simply create a poster or display about your project to include in the gallery. This could be about a great program serving different groups of people in your community, special collections for diverse users, new partnerships, or anything else that makes anyone and everyone feel welcome at your library.

The display will be up in the main ballroom all day on Saturday, March 4. Gallery presenters are asked to stand with their display during the coffee break (10:00am – 10:45am) to answer questions and chat with fellow conference goers.

Questions? Contact Kerby Elfring: kelfring@chinookarch.ca

2017 READ Awards - Call for Nominations

Chinook Arch Regional Library System recognizes innovation and excellence in library service in the Region. The READ Awards encourage nomination of member libraries that have implemented or participated in programs and services that benefit their community or region.

Does your library have a program, service, collection, or staff member that you're proud of? Consider submitting a READ Award nomination! Preference will be given to nominations that reflect a willingness to collaborate or share resources, and that are future focused or innovative.

Nominations for the 2017 awards will be accepted until January 25th. Visit <http://internal.chinookarch.ca/node/602> to download the nomination form.

Questions? Contact Kerby Elfring: kelfring@chinookarch.ca



Chinook Arch Regional Library System

Family Literacy Day and #Readfor15 Challenge

Friday, January 27 is Family Literacy Day, and libraries across Alberta will be engaged in friendly competition as part of the #Readfor15 Challenge. Library patrons and community members are encouraged to read for 15 minutes (or more!) during the day, and log that activity with library staff to be tallied toward a community total.

The #Readfor15 concept was originally promoted by the North West Territory Literacy Council, and in 2016 was brought to Alberta by Sylvan Lake Municipal Library. Reading activity counted by each library is calculated as a percentage of the overall community's population, which means smaller communities can actively compete against large, urban centres. The 2016 challenge winner was the village of Donalda, with 62% of its population clocking in 15 minutes of reading on Family Literacy Day!



This year Barnwell Public Library, Coaldale Public Library, Lethbridge Public Library, Milk River Municipal Library, and Taber Public Library are the competing libraries in the Chinook Arch Region. For more information about the #Readfor15 Challenge or to sign up your library, contact Jane Edmundson: jedmundson@chinookarch.ca



Gale Courses and Ancestry Library Edition Promotion

For the month of January, Chinook Arch is promoting Gale Courses! If you don't already know all about Gale Courses now is a great time to check it out: <http://www.chinookarch.ca/content/gale-courses>. Gale Courses offers interactive courses that are 6 weeks in duration, led by expert instructors and entirely online. New sessions start each month so you can enroll anytime. The variety of course offered is impressive including technology, business, design, health and wellness, writing, and more! Access to Gale Courses is free for Chinook Arch Regional Library patrons.



For the month of February, Chinook Arch is promoting Ancestry Library Edition. Ancestry is a tool for researching genealogy and finding out more about your family history. Its databases contain thousands of databases of family information from sources like censuses, vital records, immigration records, family histories, military records, court and legal documents, photos, maps, and more. Ancestry Library Edition is available for free at public computer stations in Chinook Arch member libraries. Visit <http://www.chinookarch.ca/content/ancestry-library-edition> for more information.

For promotional materials or ideas about how to share these resources with patrons in your library, contact your Public Services Librarian.

Coming Up at Chinook Arch



January

Promotion of Gale Courses

- January 18**
Strategic Planning for Results Training for Library Managers and Board Members
- January 23**
Annual Reports Workshop for Library Managers
- January 25**
Deadline for READ Awards Nominations
- January 27**
Family Literacy Day and #Readfor15 Challenge

February

Promotion of Ancestry

- February 7**
OverDrive Collection Development Committee Meeting
- February 8**
Chinook Arch Marketing and Communications Committee Meeting
- February 9**
Chinook Arch Planning and Facilities Committee Meeting
- February 28**
Deadline for Library Annual Reports Submission to Public Library Services Branch





MUNICIPAL PLANNING COMMISSION MINUTES

December 16, 2016

Town of Claresholm – Council Chambers

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

Regrets: Shelley Ford - Council Member

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

Public Present: Rob Vogt - Claresholm Local Press,

8:00 am	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Councillor Jamie Cutler CARRIED
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Adoption of Minutes

- November 18, 2016

**Motion to adopt the
Meeting Minutes
by Jeff Kerr**

**Seconded by
Sharon Duncan**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2016.105
Applicant: Barry's Custom Auto Care (Barry
Thorstenson)
Owner: Doris Thorstenson
Civic: 5304 2 St West
Legal: Lot S46' of 19-24, Block 86, Plan 147N
Regarding: Home Occupation 2 – Mobile Paint less
Dent Removal

**Motion to approve
With amended conditions
By Councillor Cutler**

**Seconded by
Councillor Ford**

CARRIED

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2016.107
Applicant: Starla Alder
Owner: Wayne & Starla Alder
Civic: 114 Derochie Drive
Legal: Lot 24, Block 7, Plan 0413176
Regarding: Home Occupation 2 – Yoga instructor

**Motion to approve
by Councillor Cutler**

**Seconded by
Councillor Ford**

CARRIED

Item 3: INFORMATION

Approved Developments

Taken for information



MUNICIPAL PLANNING COMMISSION MINUTES

December 16, 2016
Town of Claresholm – Council Chambers

8:16 am

Motion to Adjourn
By Councillor Cutler

CARRIED

Next meeting date: January 13, 2016

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 19, 2016

8:30am Council Chambers, Administration Office



Present: Mike McAlonan, Councillor, Vice-chairperson
Chris Dixon, Councillor
Shelley Ford, Councillor
Peter Duerholt, Member at Large

Regrets: Chairperson Rob Steel, Mayor

Staff: Marian Carlson, CAO
Simon Janhunen, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services
Brad Burns, Utility Services Manager
Tara VanDellen, Development Officer
Jason Hemmaway, Peace Officer
Darlene Newson, Infrastructure Services Assistant

1. Call to Order

8:30 am; Meeting was called to order by Vice-Chairperson, Mike McAlonan, Councillor

2. Minutes for Approval

- **November 23, 2015** – Motion to approve by Councillor Chris Dixon. Carried.

3. New Business

3.1 Traffic Safety Plan – Jason presented Traffic Safety Plan and spoke to highlights of the plan addressing engineering, education and enforcement.

FIPC feedback on moving 70 zone to 50 zone. Mike spoke to the changes and transportation has denied request to move signs or extend zones.

Discussion: Options: Speed radar signs slows people down, extending the 50 zone, move Claresholm sign to the boundary. Increased enforcement may be better than extending the zones.

Action: FIPC is in favor of the possibility of photo radar

Warning lights prior to traffic lights. Alberta Transportation does not feel a need for the warning light. One grocery store has increased pedestrian traffic. Warning lights by IGA would slow people down for the increased pedestrian traffic crossing the highway. Alberta Road needs to be wider but no funding this year. New proposed WMS (K-6) plan.

Crosswalks – accessibility. Request for crosslights at Hwy. 520 and 8th Street. Alberta Transportation said no, Volker Stevin would install and bill Town for costs for extras

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for April 19, 2016

8:30am Council Chambers, Administration Office



Education and joint force operations (partner programs) Share peace officer with another town.

Action: Moved by Councillor Ford to recommend Traffic Safety plan to Council for review and approval.

- Carried

3.2 Proposed New sidewalk plan – 2016 capital budget project

Discussion: Mike Schuweiler spoke to the proposal and option 1 and 2. Mayor's comments read.

Action: Moved by Councillor Dixon to approve original plan – and if there is extra funds with original budget after tendering – do all inclusive. - Carried

3.3 Boulevard maintenance –

Discussion: Mike updated FIPC on the request. – Roads and street bylaw for ongoing maintenance.

Action: Recommends FIPC administration propose new road and street bylaw and notify owner that boulevard maintenance is their responsibility. Moved by Councillor Dixon to draft a road and street bylaw to present to council - carried.

4. Next meeting: as required

5. Adjournment: 9:39 am Motion by Councillor Ford. --- Carried.



Highway 3 Twinning Development Association

November 4, 2016 Meeting Minutes

Culver City Room, Lethbridge City Hall, Lethbridge AB

In Attendance:

Barney Reeves	ID #4 Waterton
Bill Chapman	Town of Coaldale
Blair Painter	Crowsnest Pass
Brent Feyter	Town of Fort Macleod
Brian Brewin	MD of Taber
Chantel Timmons	County of Forty Mile
Dennis Cassie	Town of Coalhurst
Don Anderberg	Town of Pincher Creek
Gordon Reynolds	Town of Bow Island
Laura Ross-Giroux (Alternate)	Town of Taber
Jeffrey Dowling	Cypress County
John Voorhorst	Coaldale & District Chamber of Commerce
Marie Logan	Horizon School District
Trevor Lewington	Economic Development Lethbridge
MLA David Schneider	Little Bow (Rep. Glenn Miller)
MLA Maria Fitzpatrick	Lethbridge East (Rep. Arie deValois)
MP Rachael Harder	Lethbridge (Rep. Beckie Dykshoorn)

Recorder:

Gloria Roth Administrator

1. Call to Order

Meeting was called to order by Bill Chapman, President, at 10:32 AM.

2. Introductions

Introductions were made.

3. Approval /Additions to the Agenda

MOTION: Brian Brewin

To accept the Agenda as amended.

CARRIED

4. Adoption of Minutes

MOTION: Brian Brewin

That the minutes of the October 14, 2016 minutes be approved with correction of spelling.

CARRIED

5. Business Arising from Minutes

5.1. **Updating Cost Benefit Analysis** President Bill Chapman announced that Professor Kien Tran has accepted to update the cost benefit analysis. A Press Release was sent out this morning with the information. Brian Brewin noted thanks to Minister Mason for the funding.

6. MLA Report

MLA Maria Fitzpatrick – Maria Fitzpatrick is happy to see that the funding is being put to good use, and happy to see the accident statistics prepared. Maria would be interested in seeing the traffic counts in the Crowsnest Pass area.

7. MP REPORT – Beckie Dykshoorn representing MP Rachael Harder, read Greetings from MP Harder:

“Good morning. Let me begin by extending my regrets for not being able to attend today, as I am in Ottawa. I am extremely thankful for the tremendous work you are doing as an association and I am very hopeful that your collective planning and advocacy will pay off. I believe we saw a glimpse of the impact this association is having on governmental officials when the provincial government awarded nearly \$10,000 to do an updated cost-benefit study with regards to twinning Highway 3. This is excellent news for the economic development and prosperity of southern Alberta and we will continue to advocate for further action to be taken. The big news in Ottawa this week was the Finance Minister’s Fall Economic Statement. The report shows that, despite spending billions of dollars, the government hasn’t created a single net-new job, which should be concerning to all Canadians, and especially those of us in Alberta. But what concerns me even more is that the government intends to borrow even more money, despite the fact that they haven’t seen any economic benefit to the borrowing they’ve done already. Economic projections show that the government will run a deficit of \$114.9 billion over the next four years. That’s \$32 billion more than they projected last spring. This concerns me for two reasons: 1) the tax payer will have to pay more 2) Business confidence and investment in Canada is on the decline. That said, the good news is that the government has book marked \$2 billion to support small, rural and northern communities over the next eleven years. I will be watching this money closely, and looking for opportunities for the municipalities in the Lethbridge riding to apply. Again, I want to thank you for your dedication to serving the economic development of Alberta by advocating for the twinning of highway 3. I look forward to reading the minutes from today’s discussion. As always, if you would like to chat with me directly, please don’t hesitate to let Beckie know or contact my office to set up a meeting. I would love to hear from you.”

8. President’s Report

The Executive met on October 25. We are short a couple of Directors and we need to fill those positions to bring us up to 15 Directors.

We talked about a reciprocal agreement with the Lethbridge Chamber, and it has been approved.

Gloria Roth reported that Team Lethbridge is a group of Lethbridge organizations and businesses that meet with the Government officials in Edmonton twice yearly. We are hoping to collaborate and partner with those organizations to further our cause.

We continue to work on adding the First Nations groups to our society. We keep them informed by sending them the monthly minutes and information.

Brian Brewin asked when our AGM is usually held. Our AGM is usually in January and we should look at adding that to our December Agenda.

MOTION: Brian Brewin

That the President's Report be received as presented.

CARRIED

9. **Administrator Report** – Nothing of note to report.
10. **Finance Report** – Henk de Vlieger was unable to attend this month. Laura Ross-Giroux reported that there has been no change in funds.
11. **Delegation** – Trevor Lewington, Economic Development Lethbridge

Trevor highlighted the resources that he brought to share with us. The most important for Highway 3 Twinning Development would be the Lethbridge Trade Area and Commercial Catchment Basin Study Report. (This report has been sent to Kien Tran) 7 out of 10 people in Medicine Hat come to Lethbridge once a year. 249,000 people are in the catchment area, not including the City of Lethbridge population. Brian Brewin thanked Trevor Lewington for all the help he has provided to our organization.

12. **New Business**

- 12.1 **Directors** - We are short 2 Directors and will need to add those at our AGM in February. Motion tabled to AGM.

- 12.2 **Federal Lobby** - Gloria is now registered as a Federal lobbyist and will move forward with providing information to federal minister and MP's with information of Highway 3 Twinning Development Association. Brian Brewin suggested that we arrange a meeting with all 4 of our southern Alberta MP's. If not as a collective group we could meet with each one individually.

- 12.3 **Crowsnest Pass** - Blair Painter provided a brief update that the animal fencing and crossing is complete and hoping that the animals will learn how to use it correctly. Planning is now underway for a new traffic light at Highway 3 and 20th Avenue. Blair distributed an accident statistics provided by the Crowsnest Pass RCMP.

- 12.4 **Alberta Environment and Parks** - Mark Barber mentioned that Alberta Environment and Parks had made a presentation to his Council.

We will see if we can arrange them to attend our next meeting in December.

13. **Information Items** – None this month.
14. **Next Meeting** – Friday, December 2, 2016 - 10:30 am Culver City Room, City Hall, Lethbridge.
15. **Adjournment**

MOTION: John Voorhorst

The motion to adjourn was made at 11:21AM

CARRIED



Economic Development Committee

December 19, 2016 – 6:30 p.m.
Business Growth & Development Centre

Minutes

Attendees: Ali Shivji, Darla Slovak, Connie Quayle, Shelley Ford, Mike McAlonan, Doug Leeds, Tony Walker, Justin Sweeney

Absent: Betty Fieguth

Ali in the chair

Ali called the meeting to order at 6:41pm

Minutes

Minutes for November 7, 2016 meeting were motioned for acceptance by Connie Quayle, seconded by Mike McAlonan. CARRIED

Agenda

Agenda for December 19, 2016 meeting was motioned for acceptance by Doug Leeds, seconded by Ali Shivji. CARRIED

CARES Program

EDO informed EDC that the application for Funding was complete and had been submitted on November 30. Confirmation of receipt was received on November 30, and a request for additional clarification on budget breakdown and letter of support for In-Kind Contributions were received on December 19, 2016. All requirements have since been submitted and the application is under review.

Broadband

EDO provided the follow-up details about the Axia Open House on December 7;

- 60+ Community Stakeholders
- Generally well-received
- Representation from Council, Administration and Economic Development on site

Axia has confirmed that Claresholm is within reach of the required 30% threshold to justify a build-out in the community. Approximately 130 additional expressions of interest. Consensus is to do what is possible and necessary within the EDC to assist in reaching the 30% as the goal of the EDC is to support fibre optic presence in Claresholm, whatever shape that may take.

Decision Making

EDC discussed bureaucracy and the various levels of decision making in response to both Council and EDC hearing from and looking at broadband options. Ali Shivji proposed the reduction of red tape and duplicative redundancy as paramount to both the Council and EDC moving projects forward in a timely manner. Councilor Shelley Ford advised that Council was only receiving information through the broadband delegations, and was not making a decision or recommendation on any action. It was agreed that establishing a level of authority for decision-making will be important for future projects, such as the website. EDO is to meet with CAO and Chair of EDC to establish decision making authority and best methods of communication to Council, which may only need be the Monthly EDO Report.

Community Futures; Business Improvement Loans

EDO informed EDC that Council did not approve a Request for Decision to enter in to a Memo of Understanding with Community Futures Alberta Southwest in order to implement the Business Improvement Loan Program. EDC was informed that the creation of a more all-encompassing incentives program was tasked to them by Council.

BVP Update

EDO provided general update on Business Visitation Program. Future updates to include a quantitative breakdown on responses that identifies business community priorities.

Foothills Tour

Doug Leeds presented the possibility of a guided tour of the history and geography of the surrounding area. The tour could operate as an independent full-day tour, or possibly as a step-on tour for passing tour buses. Doug Leeds to draft a concept of the tour, EDO to discuss available resources and supports for tours with Travel AB.

New Business

- Opportunity Development Co-operatives
 - EDO informed EDC about the cost and requirements for hosting an introductory session with ACCA
 - Ali Shivji posited further development in to a ‘Dragon’s Den’ concept that could have participants propose local opportunities
 - Tony Walker affirmed that Community Futures Alberta Southwest would be willing to split costs with the EDC
 - No internal Champion/Lead identified at this time
- Priority Distribution
 - EDC & EDO reviewed existing list of priorities and projects for early 2017, with a focus on developing tangible goals
 - Investment Co-Op, Residential Opportunities, and Workforce Development identified as three priority areas that can be tabled for the first three months of 2017
 - Retention & Expansion
 - Current project is Business Visitation Program. EDO taking lead, to have visited 100 businesses by February 14. Final Report to be completed for Mar 31.
 - Incentives;
 - Initial research to be conducted by EDC member Tony Walker and reported back to EDC at next meeting. Initial concept for package to be developed and introduced to Council in March.
 - Marketing;
 - Highly contingent on C.A.R.E.S. funding application. If successful, the plan is to be complete by April, with visible implementation starting in May. EDO to take lead with EDC member Mike McAlonan acting as primary internal support.
 - Website;
 - Decision-Making, Administrative Input, Process-To-Be-Followed to be completed by Jan 31. RFD and vendor selection to be completed by Feb. 28. New website launch to take place by May

31. EDO to take lead with EDC member Shelley Ford acting as primary internal support.

- Investment Attraction
 - Content and format for Investment Attraction Package to be complete in February, printed package to be complete in April. Darla Slovak to act as lead with EDO providing primary internal support.
- Branding
 - EDO to act as lead with Doug Leeds providing the primary internal support. The new brand is to be complete by Mar. 31.
- Shared Meetings with Claresholm & District Chamber of Commerce
 - Shelley Ford motioned, seconded by Ali Shivji, that the Economic Development Committee share two meetings per year with the Claresholm & District Chamber of Commerce. CARRIED
- Southwest Alberta Travel Planner
 - EDO presented costs for advertising in the 2017 Southwest Alberta Travel Planner (approx. \$4500 for two pages as was purchased for the 2016 version). EDC discussed limited marketing budget and the desire to implement signage and advertising to be defined in the anticipated Marketing Plan. As such, EDC unanimously decided to pass on the Planner for 2017.
- Blue Tourist Attraction Sign
 - EDO presented two proofs for replacement Tourist Attraction signs to be located at the north and south entrances to the community. EDC unanimously agrees to a larger font and shortened name for The Bridges Golf Club to enhance visibility for passing motorists.

Appointment of Chair & Vice-Chair

Chair & Vice-Chair for the period of December, 2016, through end of November, 2017, or such a time that a replacement is named, were selected.

Ali Shivji was nominated by Tony Walker, seconded by Doug Leeds, and accepted nomination for the position of Chair. No other nominations. APPOINTMENT CARRIED

Darla Slovak was nominated by Connie Quayle, seconded by Doug Leeds, and accepted nomination for the position of Vice-Chair. No other nominations. APPOINTMENT CARRIED

EDO Report

EDO Monthly Report provided as information.

Next Meetings

EDC agrees to EDO recommendation to no longer have standing subcommittees, but to form Ad Hoc committees as needed to address a priority and then be disbanded following completion of task. As such, the standing Downtown Revitalization and Investment Attraction Subcommittees are disbanded.

The next regular meeting is scheduled for **January 16, 2017**, and to be scheduled for the 3rd Monday of each month.

Adjournment

Doug Leeds moved to adjourn at 8:50 pm.



Claresholm & District Chamber of Commerce

General Meeting

Minutes

Wednesday November 16, 2016

Present: Donna Courage Kelsie Boewen Preete Lorraine Norgard Tony Walker
Rob Vogt Todd Buhmiller Marilyn Curry Lori Beazer
Justin Sweeney Amanda Zimmer Keith Armstrong Ed Hood
Sharon Vandenburg Ken Favrholt David Richardson

1. Call Meeting to Order

Donna Courage called the meeting to order at 12:10 p.m.

2. Acceptance/Additions to Minutes

Marilyn moved acceptance of the minutes from October 19, 2016 with the removal of "She also" in the paragraph regarding membership update. Seconded by Todd. Carried.

3. Financial Report

Lorraine reported we are receiving \$527/month from the Alberta Chamber. I misread cheques between Chamber account and Trade Fair account with all being in one book together, so will transfer money back and forth to rectify.

4. Introduction of Business Membership

Round table introductions were held as new members present today.

5. Committee Reports

a. Claresholm Directory Sign

Donna updated everyone on a business directory sign and bench that was initiated by Harold Seymour. The list of businesses will be updated twice a year.

b. Olde Fashioned Christmas

Kelsie reviewed upcoming activities in preparation for Olde Fashioned Christmas. The itinerary will be published in next week's Local Press.

Donna will contact the Citizens of the Year to determine the time they will come to light up the Christmas tree.

Horse-drawn carriage rides will take place between 5:00 pm to 9:00 pm in the empty lot by the mural.

c. Website

All is going well and plans are to go live by mid December. Members will be notified and asked to check their information and provide feedback. Please remember to send your business card/logo in a pdf file to be included on the website.

d. Trade Fair

Dates of trade fair will be January 27 & 28, 21017. Keslie provided update on plans and will need many to help out. We will need a bobcat to unload supplies for the booths.

e. Membership

Donna reported we are up to 117 members. The new membership certificates and stickers have arrived and will be circulated.

6. New Business

a. Outdoor Fitness Equipment Parks – quotes, ideas, thoughts

Donna provided rationale for her idea to increase fitness equipment in different areas of town, perhaps and is expecting cost of the \$25,000. Look at up to 4 in various areas.

Todd suggested we keep in mind to have them closer to schools, spray park or Amundsen Park.

We will need to look into grants for non-profit society.

7. Next General Meeting

Wednesday, January 18, 2017 (Location TBA) @ NOON

8. Adjournment

The meeting was adjourned at 1:09 p.m.



EMERGENCY SERVICES COMMITTEE MINUTES

December 14, 2016

Town of Claresholm – Council Chambers

Attendees: Lyal O’Neill - Council Member
Mike McAlonan- Council Member
Marian Carlson – CAO
Jason Hemmaway – CPO
Dalyn Orsten – RCMP
Todd Heggie – Fire Chief
Ryan Rasmussen - Fireman

Cou. Lyal O’Neill in the chair

4:05 pm

Call to Order

**PURPOSE OF THE
COMMITTEE**

The committee members discussed the purpose of the newly formed committee and the expectations from each agency represented.

Council

- Establish communication between agencies
- Coordinate organizations response
- Discuss Fire Department and Bylaw Department operational needs
- Discuss Fire Department and Bylaw Department budgets
- Strategic thinking

Fire

- need a voice back to Council
- pre-planning for events rather than being reactionary

RCMP

- sharing of plans for response

**ROUND TABLE
DISCUSSION**

- Need to review Emergency Management Plan at next meeting and how the agencies work together
 - Radio communication between organizations was a problem during the flood in 2014. Need a common radio system such as the Alberta First Responders Radio project (AFRRCS), which is being implemented throughout the province.
 - The Town and the MD of Willow Creek are co-hosting a live emergency exercise in the spring
 - It was suggested that Mike Schuweiler, Director of Infrastructure, be invited to be part of the committee
-



EMERGENCY SERVICES COMMITTEE MINUTES

December 14, 2016
Town of Claresholm – Council Chambers

RCMP Update

- Currently at full complement
- Above the provincial average for enforcement
- Have a good relationship with the CPO and the Fire Department
- Starting the C.O.P. program in town
- Have a Youth Justice Committee
- Work well with Victim Services
- Participated in the Risk Reduction Workshop
- A run-through of the SAFE program for school lockdown is being coordinated

It was suggested that Council be invited to attend events such as the Risk Reduction Workshop to experience first-hand the programming being offered in town.

FIRE

- Currently have 25 Firemen. This does not require a bylaw change as it is an insurance issue
- There were a number of budget needs discussed
 - Would like to create a training center
 - AFRRCS radio costs will be something to consider in upcoming budgets
 - Concerns with the ability to fill the compressed air tanks. Currently need to run them out to the MD shop to refill. Would like to have the ability to do this at the firehall
 - Need a command unit. This allows someone to be on scene quicker and access the situation. Could possibly partner with the MD on the purchase or the MD may have surplus this spring to consider purchasing
 - The engine will need replaced within 5 to 7 years. Estimated cost for a ladder truck would be \$600,000
 - Would like to get a second thermal imaging camera. Could possibly fundraise for this purchase

BYLAW

- Discussed the proposed Pet Control Bylaw. Administration was directed to bring forward fine updates at this time
 - Jason would like to see training of a public works employee for back up animal control
-



EMERGENCY SERVICES COMMITTEE MINUTES

December 14, 2016
Town of Claresholm – Council Chambers

- Would like to present a smoking bylaw which would include vaping
 - Discussed concerns with vehicular traffic crossing the center-line downtown to cut across the road and angle park
 - Need to educate the public regarding traffic safety
 - Would like to see warning lights on Highway #2 approaching the traffic lights. This was rejected by Alberta Transportation in the past. They did say that the Town could purchase their own warning lights.
 - Would like to see reduced speed adjacent to the Arena on 50th Avenue East
 - Need a crosswalk between Pharmasave and ATB
 - Jason will ask Scott, the CPO from Fort Macleod, to focus on angle parking downtown and crossing of the center-line
 - Discussion regarding one way traffic in the lane downtown and perhaps speed bumps being installed
 - The committee would like to use the statistics collected from the Fort Macleod CPO for education purposes.
-

NEXT MEETING

Next meeting scheduled for January 17, 2017 at 4:00 p.m.

ADJOURNMENT

Meeting adjourned at 6:00 p.m.

APPROVED: January 17, 2017

January 18, 2017

To: Mayor and Council, Town of Claresholm

From: Board of the Claresholm & District Museum

Re: \$25,000 grant received from Alberta Museums Association

The Claresholm & District Museum has received a grant of \$25,000 from the Alberta Museums Association (AMA) for Operational Staffing Assistance for 2017. This grant helps to pay for the salary of the Executive Director. Mr. Ken Favrholt has been the Executive Director since May 2015.

In a letter from the Alberta Museums Association dated December 23/16, they state,

“The AMA received forty-three applications requesting a total of \$989,933. The AMA was able to fund twenty-five applications.”

“This was a highly competitive grant run with a number of excellent applications – congratulations on receiving funding. The AMA is very happy to partner with you to fund this position...”

The Board of the Museum is cognizant of how vital this grant is to the ongoing operation of the Museum. Favrholt, in his 9-month position, is responsible for the overall management of the museum and visitor information centre – the planning of programs, funding applications for projects and programs, including the training and supervision of seasonal employees, and the care and maintenance of a large collection of artifacts and archives.

The Board of the Claresholm Museum is very grateful for the continuing support of the Province of Alberta through the AMA and the support of Town Council in the important work that the museum performs related to tourism, educational tours for schools in the district, and the engagement with the community through a variety of programs.

Respectfully submitted

Elizabeth Hoare, Secretary, Board of the Claresholm & District Museum

c. Marian Carlson, CAO, Town of Claresholm

c. Ken Favrholt, Executive Director, Claresholm & District Museum