



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 17, 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 JUNE 26, 2017
- PUBLIC HEARING:** BYLAW #1631 – Land Use Bylaw Amendment
- DELEGATION:** HARVEY DIPPEL
RE: Concerns with 53rd Avenue East
- ACTION ITEMS:**
1. BYLAW #1631 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
 2. BYLAW #1632 – Printing Ballots in Lots
RE: 2nd & 3rd Readings
 3. CORRES: Hon. Ricardo Miranda, Minister of Culture and Tourism
RE: The Stars of Alberta Volunteer Awards
 4. CORRES: Alberta Municipal Affairs
RE : Designated Industrial Property Assessment
 5. CORRES: Alberta Urban Municipalities Association
RE: 2016 Rebate
 6. CORRES: MD of Willow Creek Municipal Planning Commission
RE: Establish an Intensive Horticulture Tree Farm
 7. CORRES: Alberta Good Sam Club
RE: 2017 Alberta Provincial RV Rally in Claresholm – June 13-18, 2017
 8. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book
 9. CORRES: The Bridges at Claresholm Golf Club
RE: Watering Procedures
 10. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of the 2017 Property Taxes
 11. CORRES: West Meadow Elementary School Fundraising
RE: Request for In-Kind Donation to the Playground
 12. CORRES: Claresholm & District Health Foundation
RE: Request for Donation to 11th Annual Gala – November 25, 2017
 13. REQUEST FOR DECISION: 8th Street Ditch Upgrade Tenders
 14. REQUEST FOR DECISION: Closure of 49th Avenue for an Event
 15. REQUEST FOR DECISION: Farmers Market
 16. REQUEST FOR DECISION: Audit & Accounting Services
 17. FINANCIAL REPORT: Statement of Operations – May 31, 2017
 18. INFORMATION BRIEF: CAO Report
 19. INFORMATION BRIEF: Council Resolution Status
 20. ADOPTION OF INFORMATION ITEMS
 21. IN CAMERA: Land; Employment

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – June 2017
2. Alberta Recreation & Parks Association – Professional Development & Education for Municipal staff
3. Rowan House Emergency Shelter – 5th Anniversary July 24, 2017 at George Lane Park High River
4. National Fire Chief of the Year Awards
5. Alberta Urban Municipalities Association – Resolution Proposal to Merge AUMA & AAMDC

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 26, 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

ABSENT: Councillor Chris Dixon

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

MEDIA PRESENT: None

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

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

CARRIED

MINUTES: REGULAR MEETING – JUNE 12, 2017

Moved by Councillor McAlonan that the Regular Meeting Minutes June 12, 2017 be accepted as presented.

CARRIED

ACTION ITEMS:

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

Moved by Councillor Cutler to give Bylaw #1632 regarding printing ballots in lots 1st Reading.

CARRIED

2. DELEGATION RESPONSE: Claresholm Farmers Market

MOTION #17-059 Moved by Councillor Cutler to deny the request by the Claresholm Farmers Market to reduce their rental rates at the Claresholm Arena for the Wednesday markets in 2017.

CARRIED

3. CORRES: Alberta Culture and Tourism
RE: 2017 Recreation Volunteer Recognition Awards

Received for information.

4. CORRES: Willow Creek Senior Rodeo Association
RE: Sponsorship Request

MOTION #17-060 Moved by Councillor McAlonan to donate \$100 to the Willow Creek Senior Rodeo Association’s Rodeo to be held in Stavely July 8 & 9, 2017.

CARRIED

5. REQUEST FOR DECISION: Election Services Agreement

MOTION #17-061 Moved by Councillor Fieguth to sign the agreement with the Livingstone Range School Division for Election Services for the 2017 election as presented.

CARRIED

6. REQUEST FOR DECISION : Aquatic Centre Training

Councillors Cutler and O’Neill both declared a pecuniary interest and left the meeting at 7:11 p.m.

MOTION #17-062 Moved by Councillor Ford to adopt Policy #GA 06-17, the Aquatic Centre Training Policy, effective June 26, 2017.

CARRIED

Councillors Cutler and O’Neill rejoined the meeting at 7:13 p.m.

7. REQUEST FOR DECISION: CIP Grant Application – Track
RE: Southern Alberta Summer Games

MOTION #17-063 Moved by Councillor Fieguth to support the track upgrading project by the Claresholm Bantam Football Association with in-kind donations to include labour, equipment and landscaping product such as soil to a maximum value of \$8,000.

CARRIED

MOTION #17-064 Moved by Councillor Cutler to write a letter of support for the grant application being submitted to the Community Initiatives Program (CIP) by the Claresholm Bantam Football Association for the purpose of improving the track.

CARRIED

8. REQUEST FOR DECISION: CIP Grant Application – Walking Path

MOTION #17-065 Moved by Councillor Ford to write a letter of support for the grant application being submitted to the Community Initiatives Program (CIP) by the Claresholm Kinsmen for the purpose of expanding the walking path system.

CARRIED

9. REQUEST FOR DECISION: Adjournment of Auction

MOTION #17-066 Moved by Councillor McAlonan to adjourn the auction of the property located at N½ Lots 9-12, Block 85, Plan 147N from August 23, 2017 to October 23, 2017.

CARRIED

10. REQUEST FOR DECISION: Surveillance Camera Policy

MOTION #17-067 Moved by Councillor O’Neill to adopt Policy #PROT 06-17 – the Surveillance Camera Policy, effective June 26, 2017.

CARRIED

11. INFORMATION BRIEF: Compost Area Security

MOTION #17-068 Moved by Councillor Cutler to proceed with fencing of the south entrance at the compost area to close the access point at the estimated cost of \$1,350 and to purchase an additional surveillance camera if required.

CARRIED

12. INFORMATION BRIEF: 2017 Parade Attendance

Received for information.

13. INFORMATION BRIEF: Summer Meeting Dates 2017

Received for information.

14. INFORMATION BRIEF: Draft Recreation Master Plan

Referred to the Facility and Infrastructure Planning Committee.

15. INFORMATION BRIEF: CAO Report

Received for information.

16. INFORMATION BRIEF: Council Resolution Status

Received for information.

17. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Ford that the meeting adjourn at 7:39 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

June 23/17

ATTENTION: MAYOR & COUNCILLORS

Concerns:

- 53 ave. - why was street patched & who paid for it
- Trouble with sewer ever since 53 ave. was dug up
- can't get trailer in or out of driveway

I would like to meet with Mayor & Town Council to discuss these concerns.

Harry Dippel

ACTION ITEMS



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

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lot 16, Block 63, Plan 0110064, be amended by changing the (R4) – Multiple Residential designation to a (R5) – Apartment designation.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1525 is hereby amended.

Read a first time in Council this **12** day of **June** 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, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 17, 2017
Agenda Item: 1

BYLAW No. 1631 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

June 12th 2017 Council passed 1st reading on Bylaw No. 1631. The bylaw will re-designate the property located at 4 Skyline Cres from R4 (Multiple Residential) to R5 (Apartment).

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, the date, time and place where the public hearing is to be held. The notice was circulated in the Claresholm Local Press July 5th and July 12th, 2017. The notice was also circulated via mail to the neighbors within the Skyline area. At agenda time, three phone calls were received regarding the process and desire from one to be heard at the public hearing.

PROPOSED RESOLUTIONS:

Council pass motions to give Bylaw No.1631, a bylaw to amend Land Use Bylaw No.1525 2nd & 3rd readings.

RECOMMENDED ACTION:

Moved by Councillor _____ to give second reading to Bylaw No.1631, a bylaw to amend Land Use Bylaw No.1525.

Moved by Councillor _____ to give third & final reading to Bylaw No.1631, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Bylaw #1631
- 2.) ORRSC – comments
- 3.) Land Use District – R5

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 29, 2017



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

A Bylaw of the Town of Claresholm respecting the printing of ballots in lots and the rotation of names on ballot papers.

WHEREAS Section 43(3) of the *Local Authorities Election Act* R.S.A. 2000 Chapter L-21 and amendments empowers an elected authority to pass a bylaw to prescribe for the printing of ballots in lots and allow for the rotation of names on the ballots; and

WHEREAS the Council of the Town of Claresholm deems it expedient to authorize the printing of ballots in lots;

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. Ballots shall be printed in as many lots as there are candidates for the office.
2. In the first lot, the names of the candidates shall appear in alphabetical order.
3. In the second lot, the names shall appear in the same order, except that the first name in the first lot shall be placed last.
4. In each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last.
5. Tablets of ballots to be used at each voting station shall be made up by combining the ballots from the different lots in regular rotation so that no two (2) consecutive electors may receive ballot papers from the same lot, and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used.
6. This Bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **26th** day of **June** 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, Chief Administrative Officer

RECEIVED

JUL 07 2017



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

June 28, 2017

Dear Mayor:

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all Albertans.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2017 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website, can be found on our website at www.culturetourism.alberta.ca/stars. Deadline for nominations is September 15, 2017.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

A handwritten signature in black ink, appearing to read "Ricardo Miranda".

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

JUL 10 2017

Municipal Assessment & Grants Division
Assessment Services Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-422-1377
Fax 780-422-3110
www.alberta.ca

June 30, 2017

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

Dear Ms. Carlson:

Re: Designated Industrial Property Assessment

The *Modernized Municipal Government Act (MMGA)* received Royal Assent on December 9, 2016. Effective January 1, 2018 the responsibility for the assessment of properties defined as Designated Industrial Properties (DI properties) will be transferred from municipalities to the provincial assessor (PA).

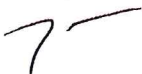
Work is currently underway in consultation with affected stakeholders to develop the detailed plan and long term vision for the delivery of property assessment for designated industrial properties to municipalities and their taxpayers.

Municipal Affairs has been working in consultation with industry, municipalities, and assessors to develop the strategy to effectively manage the transition. The transition is expected to occur over a three year period and will entail a hybrid delivery model that involves some municipalities maintaining the assessment function for DI properties under the guidance of the PA. As we progress through the transition we will evaluate the effectiveness of delivery and make adjustments as required. Although the details have not been finalized, we would like to determine if your municipality would be interested in continuing to provide the property assessment function for DI properties under this hybrid approach.

Please also indicate in your response how many staff or full time equivalent positions your municipality employs or contracts to complete your annual industrial property assessment.

If you have any questions on this matter please feel free to contact Chris Risling, Project Director, Centralized Industrial Assessment, at 780 422 8414 or chris.risling@gov.ab.ca.

Yours truly,



Steve White
Provincial Assessor



INFORMATION BRIEF

Meeting: July 17, 2017
Agenda Item: 4

Designated Industrial Property Assessment

BACKGROUND / DESCRIPTION:

Effective January 1, 2018 the responsibility for the assessment of properties defined as Designated Industrial Properties (DI) will be transferred from the municipal assessor to the provincial assessor. (see attached letter). The execution of this process is still under review and Municipal Affairs is asking the affected stakeholders what the preferred method for their community would be. There still has not been a clear definition of what a designated industrial property is as of yet so a final number of DI assessments in our municipality is undetermined. All preliminary information suggests that there may be only one (1) DI assessment in Claresholm.

Centralization of Industrial Property Assessment

(source: http://mgareview.alberta.ca/whats-changing/municipality-funding/#Centralization_of_Industrial_Property_Assessment)

What's currently in place: Industrial property is comprised of several taxable property types such as machinery and equipment, pipelines, and rail lines. Assessment of these property types is carried out separately by municipalities and the province.

What we heard: Municipal and industry stakeholders have indicated the complex nature of industrial sites creates province-wide challenges in consistently applying definitions, determining who assesses which portions of the property, and identifying the appropriate appeal body. During focused consultations for the MGA, municipal and industry stakeholders agreed that assessment of property on designated industrial sites should be prepared by a central body.

What's changing: Designated industrial property will be defined as major plants, properties regulated by provincial and federal regulators, linear property, and rail property. The assessment of all designated industrial property will be centralized within Municipal Affairs. Costs associated with centralizing assessment will be recovered from designated industrial property owners. Supplementary assessment on linear properties will be allowed, and a standard assessment condition date of October 31 annually will be established for designated industrial properties. All appeals related to designated industrial property will be heard by the Municipal Government Board.

When this takes effect: Designated industrial property assessment will be the responsibility of the province beginning in 2018.

If the province handles these assessments for the municipality, there will be limited information provided to the town regarding calculation of the assessment values. If the municipalities contracted assessor calculates the assessment we are more likely to get information regarding the determination of the assessments. Assessments will be determined using standard valuation methods, so there should be no concern regarding inconsistency.

Our current contractor, Benchmark Assessment Consultants, has indicated that they are fully capable of going forward with the hybrid transition stage of centralizing industrial assessments.

ATTACHMENTS:

- 1.) Letter from Alberta Municipal Affairs dated June 30, 2017.

APPLICABLE LEGISLATION:

- 1.) MMGA

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 12, 2017



RECEIVED
JUN 22 2017

June 19, 2017

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

Dear Mayor Steel and Council:

We are very pleased to provide your municipality with the enclosed rebate in recognition of your valued participation in 2016 with two or more of our following business services: Employee Benefits, Property and Casualty Insurance, and Electricity and Natural Gas. Please ensure that this rebate is communicated to your council and administration as a reflection of your ability as our member to share in the outcomes of these services.

As an owner of our association, we encourage you to fully utilize these service offerings. The modest profits generated by these services are returned to you through this rebate as well as through the AUMA's policy, programs and advocacy services that they help fund.

We are challenging our participating municipalities to use this rebate in an innovative way that will directly benefit your community. We invite you to email us with a story and picture of your use of these funds at rebatecontest@auma.ca by September 30th, 2017. Municipalities who demonstrate the most innovative use of the funds will each receive one free AUMA 2017 convention registration worth a further \$700. We will also showcase the winning ideas at our AUMA convention and in our 2017 Annual Report. We hope you will participate in this fun initiative!

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA.

Sincerely,

Lisa Holmes
AUMA President

Total amount of the
rebate is \$2,389.00.

RECEIVED

JUL 07 2017

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

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

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

Email: development@mdwillowcreek.com

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 054-17

TO: Landowners 1-Mile radius

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

NAME OF APPLICANT: Robert T. Rothe

TYPE OF DEVELOPMENT: Establish an intensive horticulture - tree farm

LEGAL DESCRIPTION OF SITE: NW 22-12-27-W4M

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:40 a.m. on Thursday July 19, 2017

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

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

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

July 14, 2017 (10 consecutive days from the date of this notice)

DATE: June 27, 2017

SIGNED:

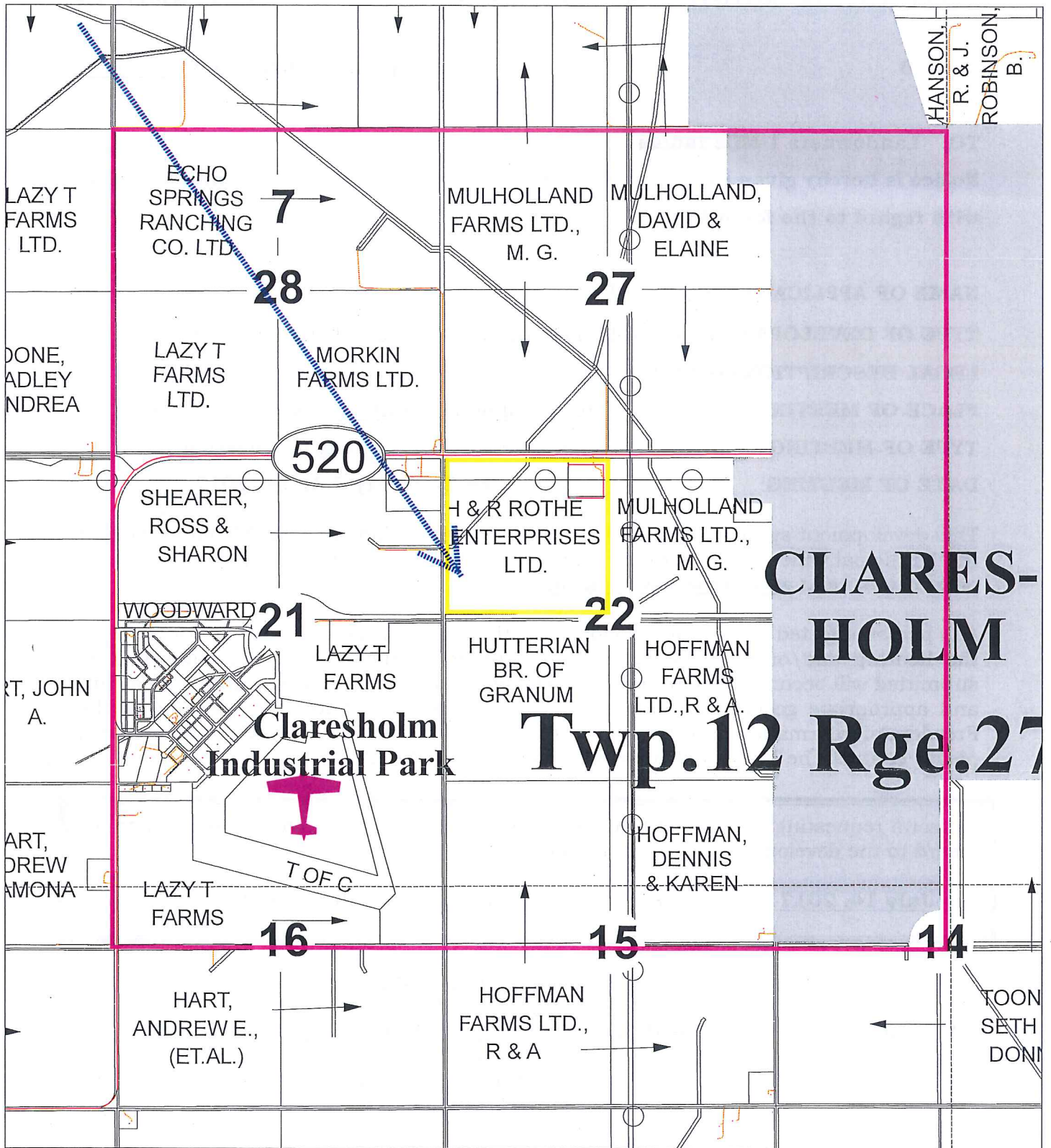


Cindy Chisholm
Manager of Planning and Development
MD of Willow Creek No. 26



Development Permit No.: 054-17

Location: NW 22-12-27-W4M



Applicant: Robert T Rothe

MPC -

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
Box 550, Claresholm, AB T0L 0T0
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY
July 19/17.
@ 9:40 am.
Application No. 054-17
Fees Submitted: \$ 150.00
Site Inspection: _____

APPLICATION FOR A DEVELOPMENT PERMIT

IMPORTANT: This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.

Form A

APPLICANT: ROBERT T. ROTHE Telephone: _____

ADDRESS: _____ Fax: _____

MUNICIPAL ADDRESS: Loc 272045 Bus/Cell: _____

REGISTERED OWNER: H&R ROTHE ENTERPRISES LTD Telephone: SAME

LEGAL DESCRIPTION: Lot(s) _____ Block _____ Plan _____

OR: Quarter NW Section 22 Township 12 Range 27 W 4 M

EXISTING USE: LIVESTOCK PASTURE

PROPOSED USE: 15 ACRE TREE FARM/WATER FOR LIVESTOCK.

PARTICULARS OF PROPOSED DEVELOPMENT: ESTABLISH A TREE FARM BASED ON ALBERTA AG DOCUMENT "PLANNING TOOLS FOR CONIFEROUS TREE GROWING ENTERPRISES"

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form, or attach a separate sheet with such information. Please fill out the Right of Entry authorization on reverse.

REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:

I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware that I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the registered owner(s) of the land described above is aware of this application.

DATE: June 19/2017 SIGNED: _____
Applicant
IMPORTANT: See Over

ADDITIONAL INFORMATION:

PLEASE SEE SUPPORT "DOCUMENT 1" ATTACHED.

- TOWN OF CLARESHOLM WATER TURNOUT IS LOCATED NEAR "SW CORNER" OF NW 22.-12-27-W4 (PICTURES ATTACHED)

IMPORTANT:

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term "development" includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any development by the applicant within 14 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable that the plans and drawings should be on scale appropriate to the development, that is:
 - Site plans – ratio of 1:1000 or 1:1500
 - Other drawings – ratio of 1:100 or 1:200
 or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

RIGHT OF ENTRY:

I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application.

This right is granted pursuant to Section 542(1) of the *Municipal Government Act*.

DATE: June 19/2017

SIGNED: [Redacted Signature]

Registered Landowner(s)

DOCUMENT 1

Supporting information for tree farm development located at NW 22-12-27-W4.

As mentioned in the application, Alberta Agriculture outlines a model for the development of tree farms in section described as "Tree farm planning tools for a tree nursery enterprise". The model is based on 14 one acre plots containing 600 trees per acre. The seedling trees to be planted in a 2.5 meter (8 feet) spacing grid. One acre is planted per year with harvesting of the first plot in year six of the development. The remainder of the plots develop on a year by year basis.

Initial inventory is to plant various types of coniferous varieties including but not limited to Colorado Blue spruce, white spruce, balsam fir and Black Hills spruce. Claresholm is a zone 4 growing area with the above noted varieties suitable for colder zone 2 conditions.

Introduction of faster growing caliper size deciduous trees is recommended by some nurseries. This would allow for some diversification and enhance cash flow.

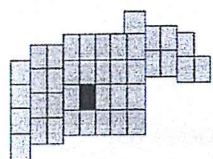
Marketing and sales of inventory is by two main methods, though other markets may evolve. Wholesale directly to medium and large retail nurseries as well as farm gate customers.

Critical to this endeavor is to gain access to the Town of Claresholm raw water supply pipeline turnout for the purpose of drip irrigation to the trees as well as livestock in the adjoining pasture. The insulated culvert is positioned in close proximity to the raw water pipeline and located 50 meters east of township road 273. (please refer to diagram 1).

Application for irrigation water will be submitted to Alberta Environment. An allotment for 30 acre feet is anticipated due to the holdback requirements.

Early discussion with the Town of Claresholm is receptive to utilizing this turnout at the present time and will require an agreement with respect to terms and conditions.

An additional field approach to the SW corner of the field will be requested for site access complete with 60 cm culverts. Culverts are on site.



SUBJECT
CLA PROPERTY
HC

Twp.12 R.19

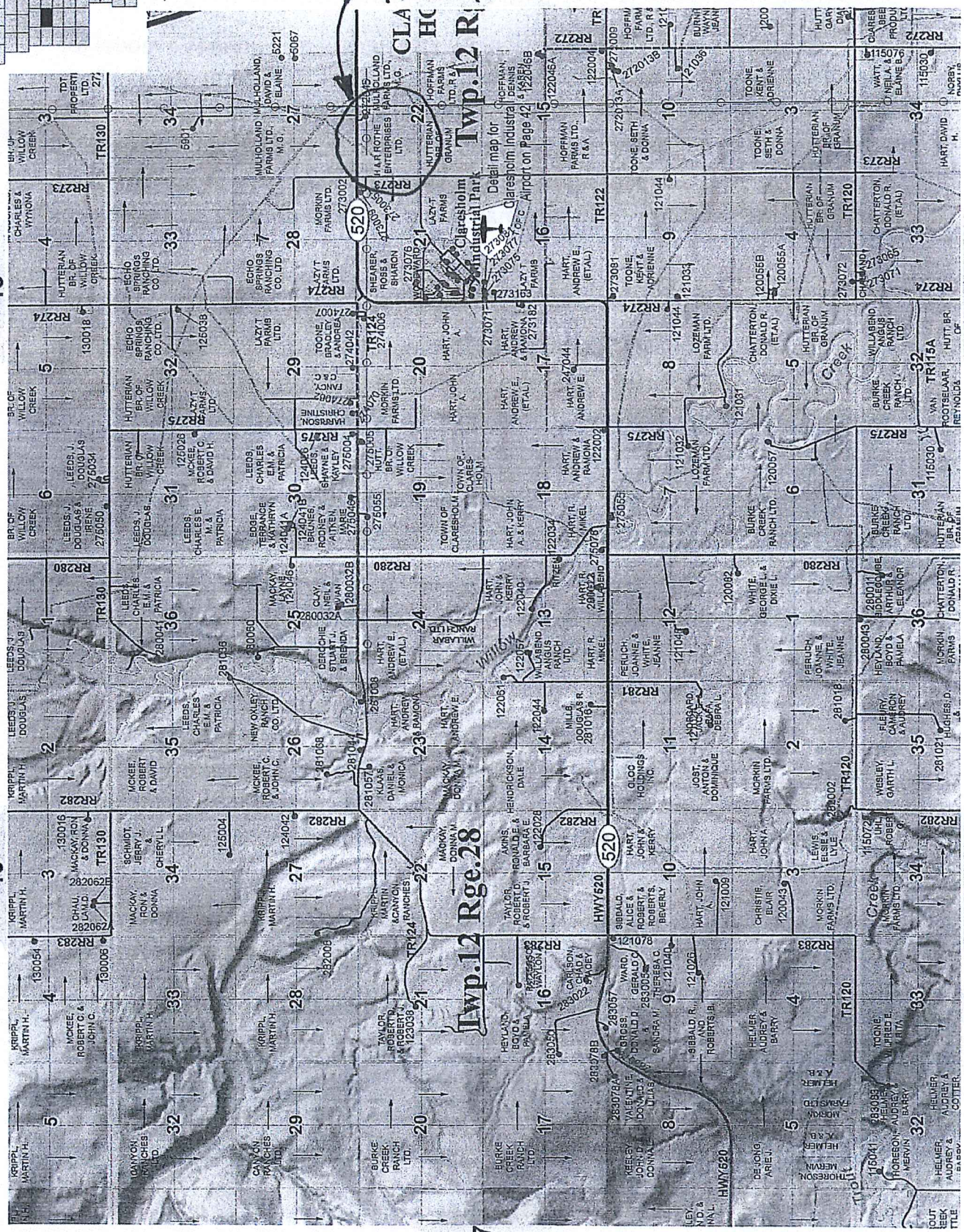
Twp.12 Rge.28

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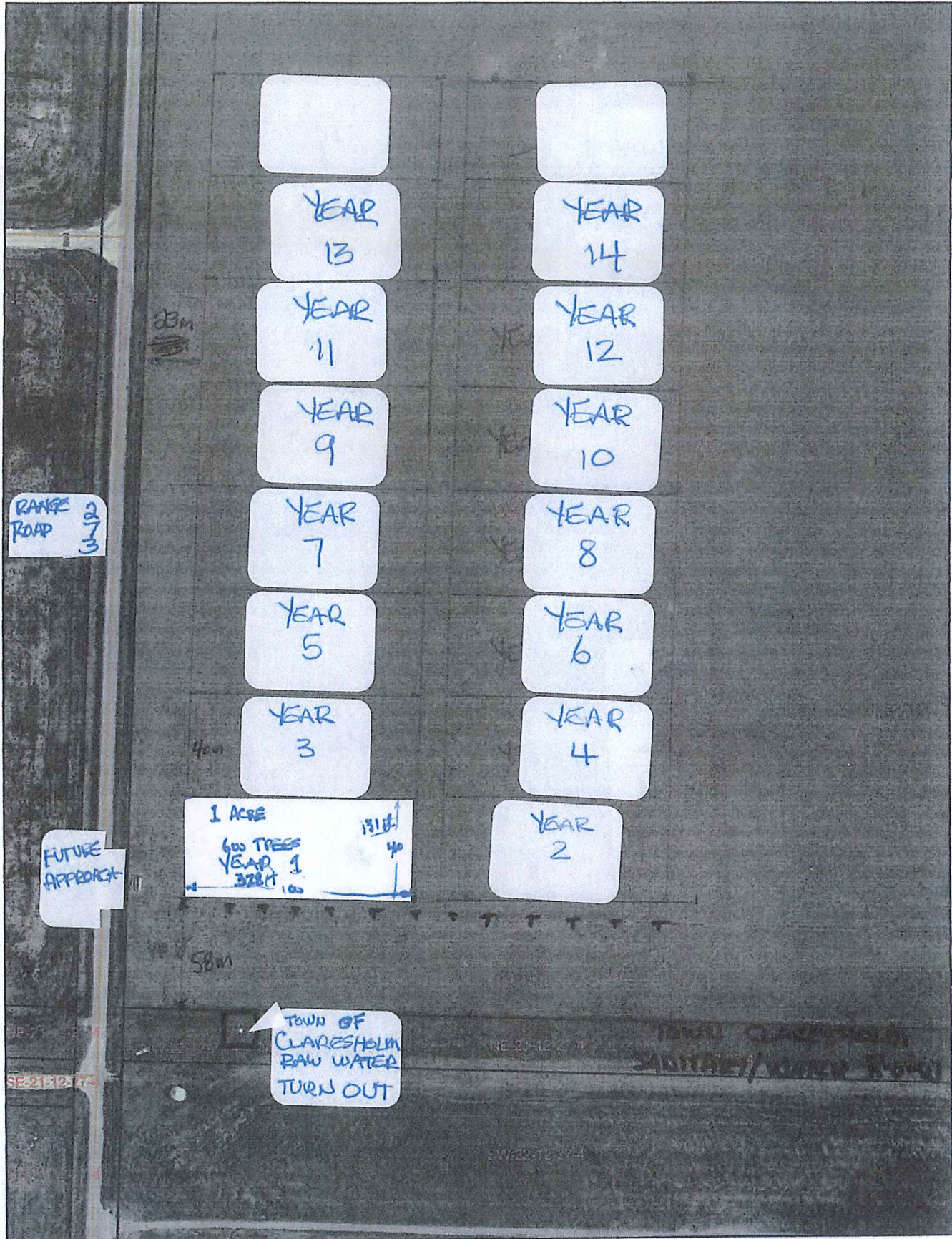


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Page 18

NW-22-12-27-W4



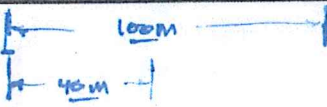
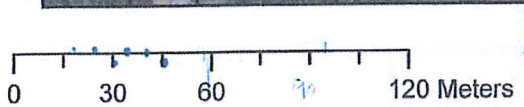
RANGE ROAD 2
3

FUTURE APPROACH

1 ACRE
600 TREES
YEAR 1
328ft

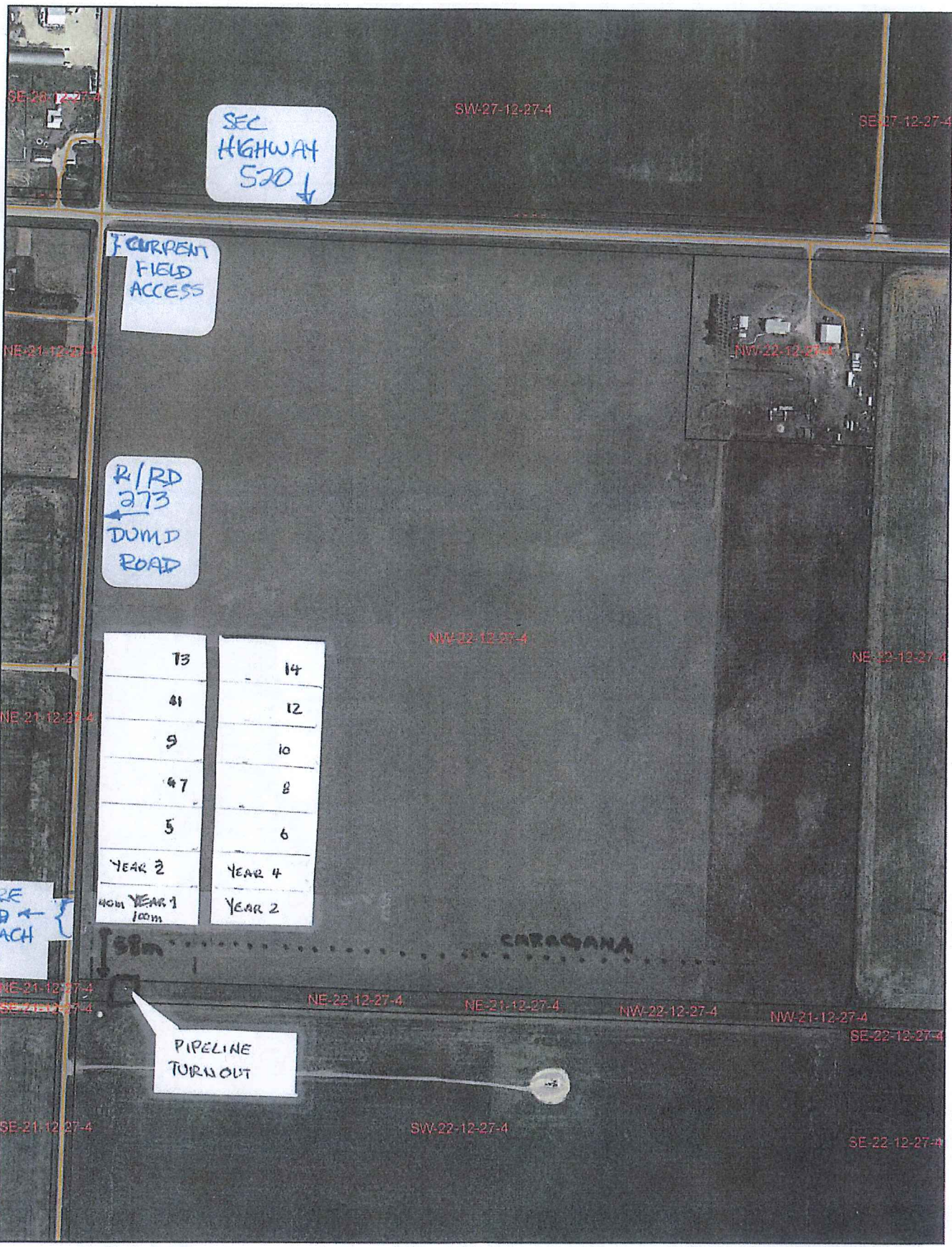
YEAR 2

TOWN OF CLARESHOLM RAW WATER TURN OUT

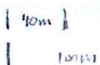
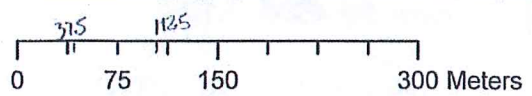


30m x 370m
 408 x 575 = 161,700
 628 x 1245 = 835,920
 112 acre

NW-22-12-27-W4

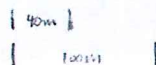
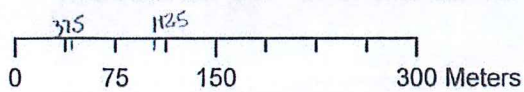
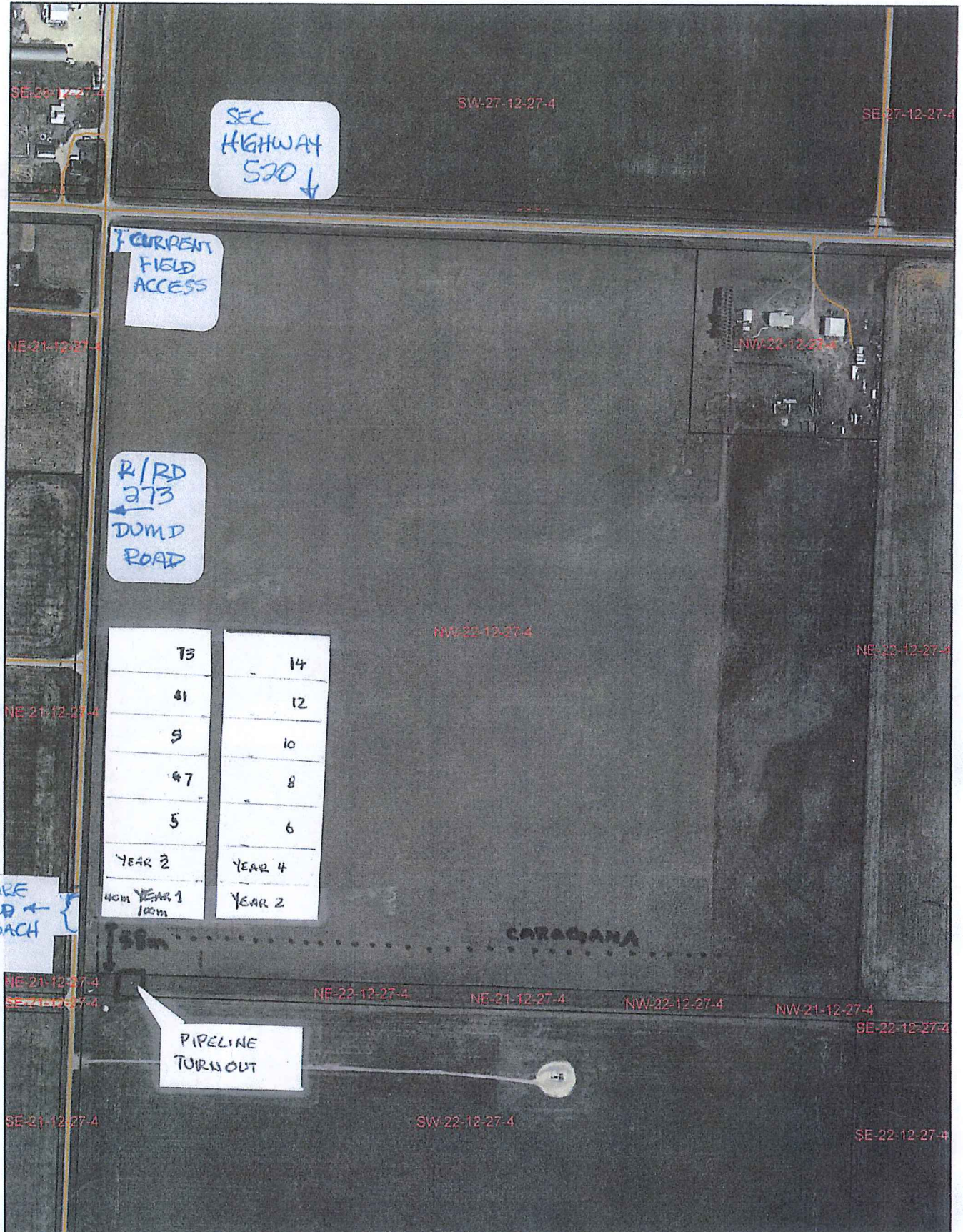


FUTURE FIELD APPROACH ←



1 ACRE

NW-22-12-27-W4

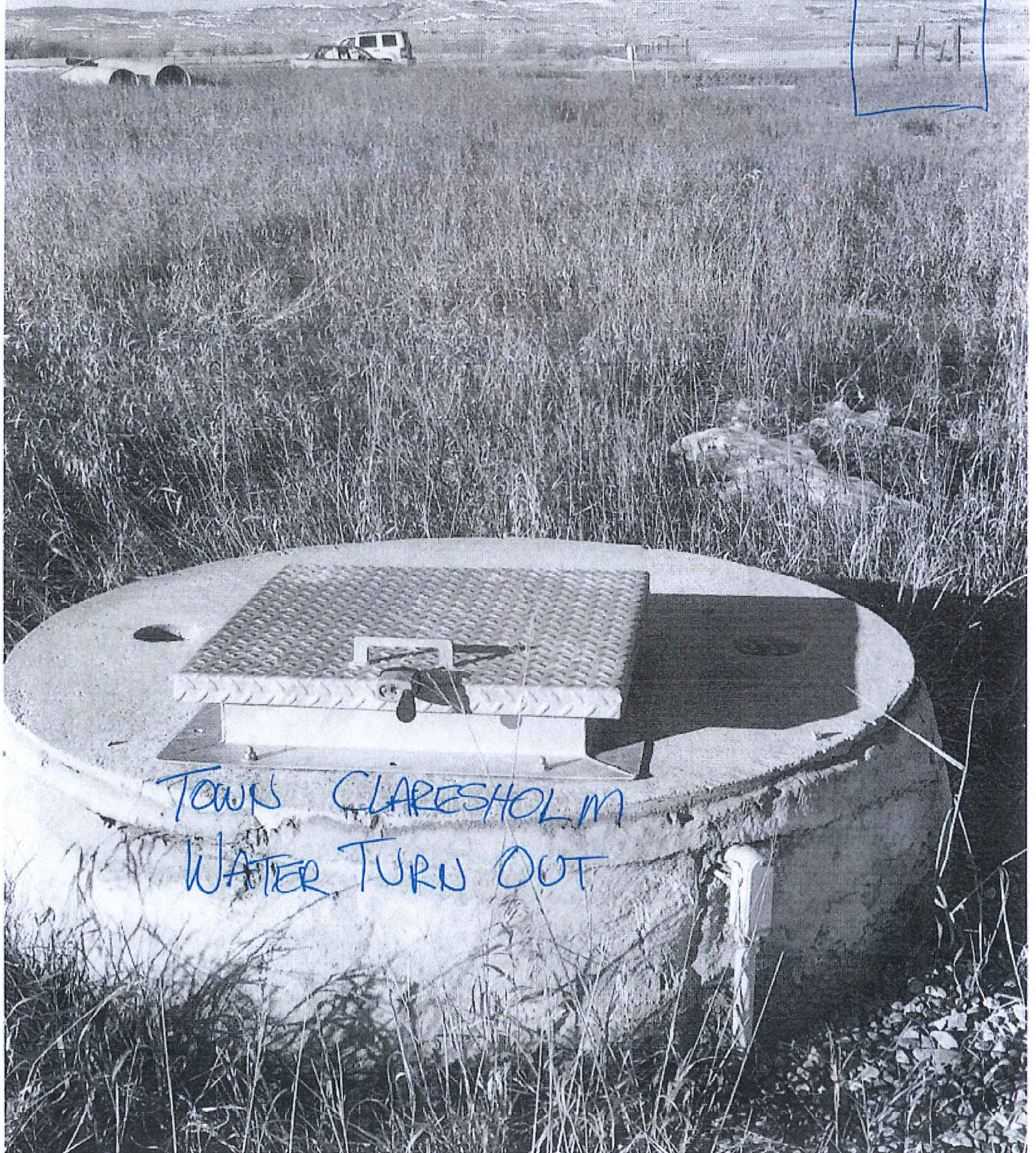
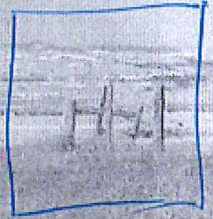


1 ACRE

DIAGRAM 1

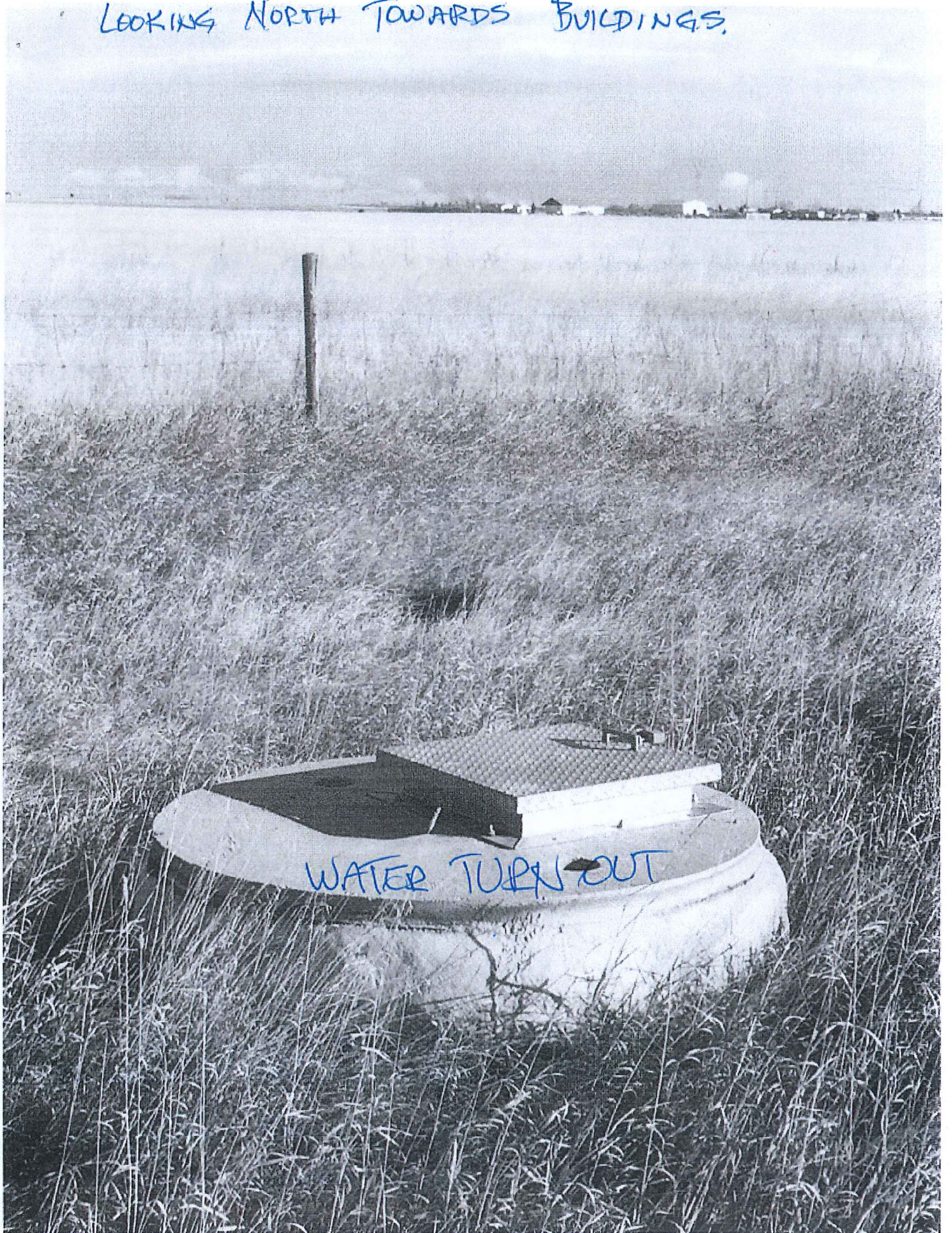
LOOKING WEST FROM TURN OUT

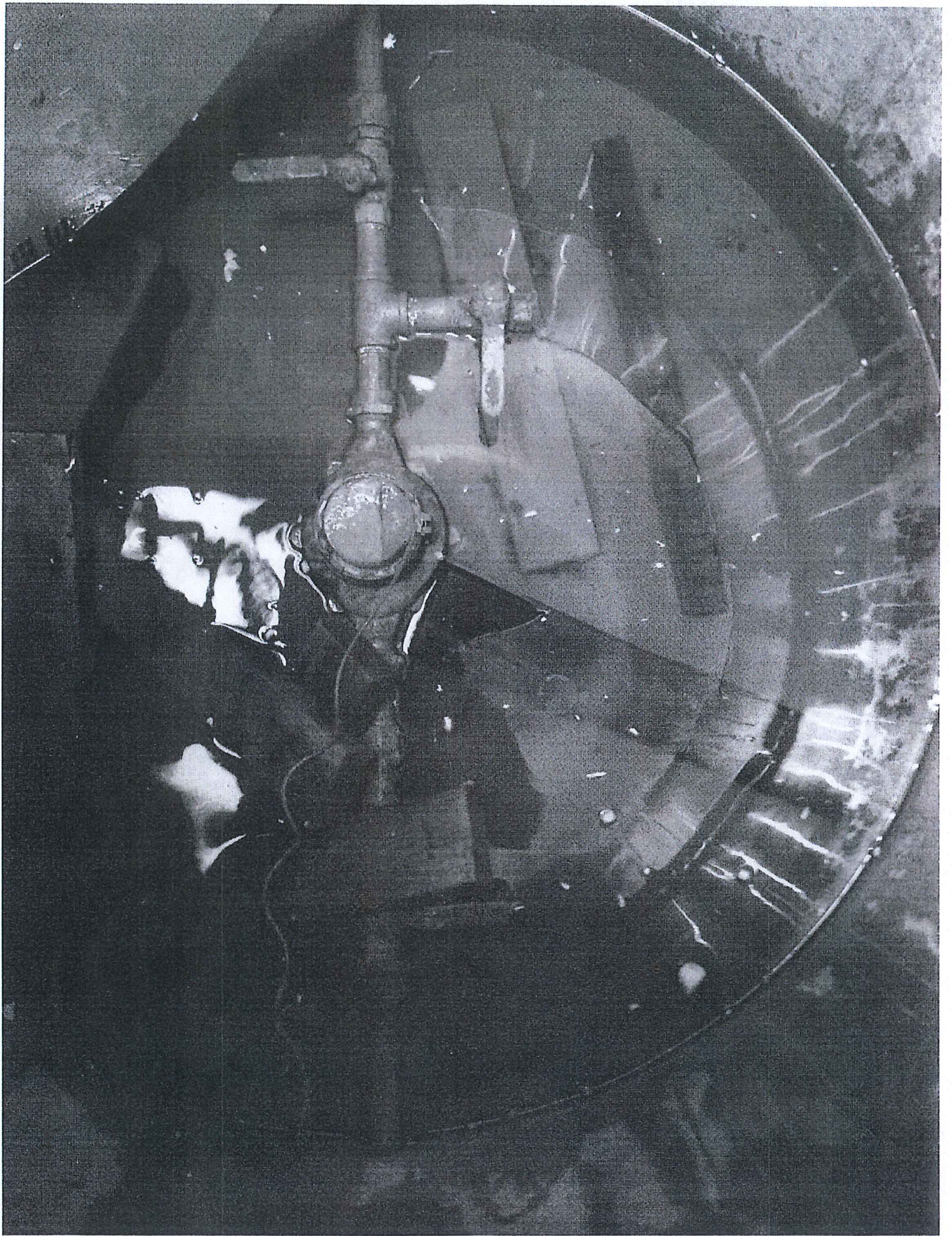
SW CORNER POSTS



TOWN CLARESHOLM
WATER TURN OUT

LOOKING NORTH TOWARDS BUILDINGS.







Claresholm

INFORMATION BRIEF

Meeting: July 17, 2017
Agenda Item: 6

MD of Willow Creek Municipal Planning Commission Circulation

BACKGROUND:

The Town of Claresholm has been circulated notification by the MD of Willow Creek for an application by Robert T. Rothe to establish an intensive horticulture – tree farm (see notification). The applicant intends to gain access to the Town of Claresholm raw water supply pipeline at an existing delivery structure located South of the applicant's property.

When the Pine Coulee raw water line was built, a delivery structure was installed in several locations along the system. The terms and conditions applied to landowners who had potential access to these delivery structures were as follows:

- The Town provided water delivery structure off the pipeline is owned by the Town;
- The maximum capacity of the water delivery structure is calculated at 5 usgpm per kilometer (which in this case calculates to 4.02 usgpm);
- The landowner shall obtain a water license of sufficient volume for the said lands through Alberta Environment;
- The landowner shall be responsible to distribute water from the water delivery structure location;
- The landowner shall notify the Town of any change in ownership of said lands or water license.

This particular structure is located on Town land.

Administration met with Robert Rothe on July 12, 2017, to discuss the application and informed him of the restrictions surrounding the supply and the necessity for a water license and agreement.

If Town Council supports allowing any further access to raw water from the pipeline, Administration recommends the Town provide the following comments:

- There is limited capacity at the delivery structure.
- The applicant would need to secure an access and supply/conveyance agreement with the Town of Claresholm.
- The applicant would be required to obtain a water license from Alberta Environment.

ATTACHMENT:

1. MD of Willow Creek - Notice of Meeting

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 12, 2017



Sam Frame
Provincial Director
775 Willacy Drive S.E.
Calgary, Ab.
T2J 2C7

June 25, 2017

To: Mayor Rob Steel
& Members of Town Council of Claresholm,

On behalf of the Alberta Good Sam RV Club and its three hundred and fifty plus members who participated in the 2017 Alberta Provincial RV Rally held at the Claresholm Community centre, June 13 to 18, we would like to say thank you.

Thank you to the community leaders and citizens of Claresholm for their warm welcome, hospitality and graciousness. During our time in your beautiful community, we have experienced the true meaning of community pride.

The collective experience has RV Rally attendees asking to return to your community very soon.

Warmest regards,

Sam Frame
Alberta Provincial Director
Good Sam Club

Karine Wilhauk

From: John Richards <jrichards@campaign-office.com>
Sent: Tuesday, June 20, 2017 10:51 AM
To: Karine Wilhauk
Subject: ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK
Attachments: Ratesheet.pdf

Hello Karine & Council

I just called and left you a voicemail message as a heads up I would email you the request to bring to your next Council meeting for review. I know Tom Campbell was always the one who contacted you but he is just on a leave for a few months and asked me to contact you.

Here is the information regarding our the 10th Annual Military Service Recognition Book. This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

Since this year marks the 100th Anniversary of the Battle of Vimy Ridge and the 100th Anniversary of the Battle of Passchendaele , many advertisers are taking a moment to recognize these symbols of Canadian national achievement and sacrifice.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: http://abnwtlegion.com/?page_id=247

We would be honoured to have **TOWN OF CLARESHOLM** to show support to our Veterans by purchasing the **1/4 PAGE AD FOR \$465 AGAIN** in our Military Service Recognition Book.

Here is a copy of your 1/4 page ad from the last book printed to review.



If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email.

I look forward to hear from you.

Respectfully,

John Richards

Alberta / NWT Command - Royal Canadian Legion

Campaign Office 1-888-404-1877





**Alberta-Northwest Territories Command
The Royal Canadian Legion**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.


The **Alberta-NWT Command** is very proud to be printing another **10,000 copies** of our annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave Veterans who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest “Community Service” organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,


Chris Strong
President

The Town of Claresholm has supported this publication since 2008 with a 1/4 page ad.
2008-2011 - \$404.76 + GST
2012-2016 - \$423.81 + GST
The cost for the 1/4 page ad has increased in 2017 to \$441.75 + GST.



Alberta-Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,289.50	+ \$120.50	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,990.25	+ \$104.75	= \$2,095.00
Full Colour 2 Page Spread	\$3,182.50	+ \$167.50	= \$3,350.00
Full Page (Full Colour)	\$1,591.25	+ \$83.75	= \$1,675.00
Full Page	\$1,192.25	+ \$62.75	= \$1,255.00
½ Page (Full Colour)	\$893.00	+ \$47.00	= \$940.00
½ Page	\$693.50	+ \$36.50	= \$730.00
¼ Page (Full Colour)	\$541.50	+ \$28.50	= \$570.00
¼ Page	\$441.75	+ \$23.25	= \$465.00
1/10 Page (Full Colour)	\$323.00	+ \$17.00	= \$340.00
1/10 Page (Business Card)	\$270.75	+ \$14.25	= \$285.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta-NWT Command
The Royal Canadian Legion
 (AB-NWT RCL)
 (Campaign Office)
 P O Box 2275
 Calgary, AB T2D 2M6





July 12, 2017

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

Re: Golf Course Water

Dear Rob Steel & Town Council,

Recent weather conditions have made it tough to keep up with regular watering procedures. We are not requesting the need of water at this time but would like to inform town council of what we have done so far to cut back and that if weather conditions continue we may be requesting water by end of month.

At the beginning of June we cut our watering of the driving range in half. It went from 4 times a week to 2 times a week. At this point we have cut all watering on the driving range except hitting area. The watering times on fairways has also been cut from 10 minutes a night down to 4 minutes every second or third night. Greens & Tees have been cut down on as well. The front 9 would normally see 3 – 10 Minutes Cycles 2-3 times a week and 3 – 5 cycles the rest of the week. Now the Front 9 gets 3 – 3 Minute cycles. The Back 9 was getting 2 – 10 minute cycles 2-3 times a week and 2 – 6 minute cycles the rest of the week. It now gets 2 – 4 minute cycles. We are also hand watering Greens, Tees and trees during the day to help keep these areas from drying out.

July conditions so far have been extremely hot and windy. Normal watering for this type of heat would see the fairways getting 10-15 minute cycles on a daily basis. The greens and tees should be watered at least 3 – 10 minute cycles 4 times a week and 3 – 5 minute cycles 3 days a week. This would see us using around 400,000 gallons of water on a daily basis. Our average daily use for the month of June was 249,261 per day, July so far is 213,702. We have had some breaks in June that may have been a factor in the amount we used per day for that month.

To give an idea what it would take to keep a course in great condition we asked Picture Butte what their daily usage was. The number they gave us was 800,000 gallons per day. This course is 27 Holes and waters most of their rough. This works out to 530,000 gallons for an 18 Hole Golf Course. Our course would look great if we put on 400,000 gallons a day. We understand that this is not an option in drought times. We will continue to control our water usage and make sure our greens and tees make it thru. We would ask that council consider this letter and hopefully come up with a plan for the end of month if weather conditions continue. Included with this letter is our daily water consumption numbers and water strategy.

Sincerely,

Ray Montpetit
Golf Club President

The Bridges - 2017 Course Water Consumption

April	Gallons Per Day	May	Gallons Per Day
11	261	1	643
12	18,431	2	8,513
13	24,836	3	47,373
14	0	4	275,004
15	0	5	97,623
16	0	6	80,648
17	6,258	7	53,484
18	17,801	8	13,631
19	0	9	59,429
20	0	10	206,663
21	0	11	201,089
22	0	12	288,504
23	0	13	359,828
24	0	14	365,055
25	0	15	365,074
26	0	16	362,988
27	0	17	2,695
28	0	18	982
29	0	19	4,375
30	0	20	136,185
Total Gallons Per Month	67,587	21	200,092
Per Day Average	3,379	22	188,266
		23	114,675
		24	261,629
		25	166,298
		26	198,862
		27	203,221
		28	206,188
		29	441,102
		30	326,346
		31	365,085
		Total Gallons Per Month	5,601,550
		Per Day Average	180,695

LOW WATER STRATEGY

Estimated GPM for different areas

- Greens is 5530 GPM
- Rough around greens is 875 GPM
- Tees is 3955 GPM
- Fairways is 21120 GPM
- Range is 2544 GPM
- Range Tee is 530 GPM

The golf course has different markers in the irrigation pond which helps indicate different watering habits.

When the water level in the pond starts to get low, when the first marker is visible, the first step is to stop watering the range. We will continue to water the range tee box area. This can save us around 178080 gallons a week.

The next step is to cut down the watering time on the fairways. We will start with watering 3 minutes less per station which will save us about 443520 gallons a week. We will continue to lower the watering times on the fairways, still trying to keep them alive.

The next thing is to cut the watering times for the greens and tees by 2-3 minutes for 3-4 days a week. This will save 56910 to 113820 gallons per week. We will start to hand water greens to help lower watering times and giving less water to the rough around the greens,

We will then move the water from the holding ponds to the irrigation pond. We can drain two of the ponds by opening a valve but have to pump one of the ponds to get extra water. This will give us a few extra days of watering, maybe up to a week.

Next we will only water fairways enough to keep them alive, watering them once to twice a week. This will save us about 739200 to 887040 gallons per week.

At this time we will stop watering the range tee and cut down on watering the tees and greens. We will continue to hand water the greens and tees letting the rest of the course go into summer dormancy. We will still need about 200000 gallons a week to hand water greens and tees.

RECEIVED

JUN 28 2017



June 26, 2017

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

Re: Request to Waive the Municipal Portion of the 2017 Property Taxes

Dear Mayor Steel and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$3,065.05 of the 2017 property taxes. We understand that we must pay the education portion of \$903.73.

Seeing as this letter is close to deadline we will make sure to pay entire tax notice on or before July 14, 2017 if nothing has been decided by this date.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,

Ray Montpetit
President

TOWN OF CLARESHOLM

BOX 1000
221-45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2017

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	0 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2017-May-31
DUE DATE	2017-Jul-14

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2017-Jul-30

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,086,260	COMM ASSOC IMPROVE	2,052,520
COMMERCIAL IMPROV	240,940	COMMERCIAL IMPROVE	238,470
TOTAL ASSESSMENT	2,327,200	TOTAL ASSESSMENT	2,290,990
		EXEMPT	2,052,520
		TAXABLE	238,470

A COPY OF THIS NOTICE HAS BEEN SENT TO
TOWN OF CLARESHOLM (GOLF CLUB)

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, July 14, 2017. All current outstanding taxes after July 14th, 2017 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2017.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003789700	22.77098	903.73
TOTAL 2017 EDUCATION TAXES			903.73
SUB TOTAL 2017 TAXES			903.73

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED-NON RES	0.000268900	1.61561	64.12
MUNICIPAL TAX (NON-RESIDENTIAL)	0.012584100	75.61341	3,000.93
TOTAL 2017 MUNICIPAL AND OTHER TAXES			3,065.05
SUB TOTAL 2017 TAXES			3,968.78

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	330.73
	0.00

TOTAL 2017 TAXES	3,968.78
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2017	3,968.78
AMOUNT DUE AFTER JULY 14TH, 2017	4,524.41

FOR COMPARISON 2016 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 3,822.92

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. The assessment roll is open during office hours. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and \$50.00 fee per parcel on or before July 30th, 2017 at 4:00 p.m. to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert for info.)

TOWN OF CLARESHOLM

BOX 1000
221-45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2017-Jul-14

2017

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,968.78	3,968.78

AMOUNT DUE PLEASE PAY	3,968.78
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

THE BRIDGES AT CLARESHOLM GOLF CLUB
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

11630000



Claresholm

INFORMATION BRIEF

Meeting: June 17, 2017

Agenda Item: 10

THE BRIDGES AT CLARESHOLM GOLF CLUB MUNICIPAL PORTION OF 2017 PROPERTY TAXES

DESCRIPTION:

The Bridges at Claresholm Golf Club is requesting that the Town of Claresholm waive the municipal portion of their 2017 property taxes.

BACKGROUND:

The Golf Club asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2012 – \$2,799.05
- 2013 – \$2,583.25
- 2014 – \$2,663.21
- 2015 – \$2,632.54
- 2016 – \$2,898.00

The correct amount of the request for 2017 is \$3,000.93, not \$3,065.05.

PROPOSED RESOLUTION:

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

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2017

West Meadow Elementary School
5613 8 St W
Claresholm, AB
TOL OTO

To Whom It May Concern:

The parent council and fundraising society at the West Meadow Elementary School are very pleased to take this opportunity to ask for assist in building our new playground.

The existing large playground at West Meadow Elementary was built to accommodate grade 4 through 6 students however with the closure of the old elementary school, West Meadow gained grades K through 3 as well. As a result of capacity limitations and safety issues the older students are left to play field sports or basketball. There is an existing small play structure on the far north end of the school at present. However, because of limited equipment and updated safety standards the existing play structure is not a viable playground for our children.

Studies show that unstructured outside play is an exceptionally valuable learning experience for our children and we want to build a playground that allows every child the chance to play. The playground will be accessible for a wide range of special needs inclusive of all cognitive and physical impairments. This will be the first accessible playground in our community and prove to be a positive feature for the school division, a place where adults can take their children to enjoy a fun and safe environment.

The parent council and fundraising board has been working hard to raise funds for this project and our playground is now within sight. We have raised enough to purchase the equipment however we face a shortfall when it comes to surfacing. In order to keep this playground accessible for all we need to use rubber surfacing which increases the total project costs significantly.

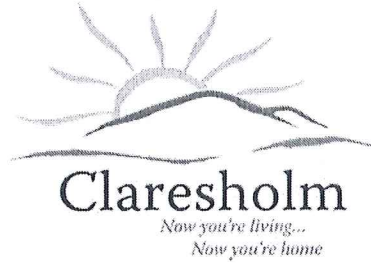
We know that funds are tight everywhere right now so we are asking for an in kind donation of equipment and labours to help with the building process. This help will decrease the total cost of construction thus increasing the amount we can spend on rubber surfacing. We need labours per shift to help with building on September 7 (evening), 8 (day and evening), and 9th (day) as well as a skid steer, 12" auger, and snow fence to enclose the area.

Thank you for your consideration of this worthy endeavour and for taking the time to read our letter. If you have any questions please free to contact either myself Nikki Van Rootselaar at 403-634-5319 or Lashauna Smith at 403-393-3869.

Sincerely,

Nikki Van Rootselaar (Chair of the WMES fundraising board)
Lashauna Smith (Chair of the WMES parent board)

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



Date of Application: June 8, 2017

Date of Event: September 7, 8, 9th, 2017

1. Applicant Information

Name of Applicant: West Meadow Elementary School

Address: 5613 8st. West, Claresholm

Contact Person: Nikki VanRooselaar

Phone, Fax, Email: 403-634-5319 nikcola1@hotmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

School

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

ID # 621522

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):

Equipment and manpower to build the playground

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: In Kind

6. Details of how the funds will be expended:

The West Meadow Elementary School is getting a new accessible playground and we need help building it. We are in need of a skid steer and 12" auger as well as labors to build the playground.

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. No

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)

This playground will have rubber surfacing covering approximately half of the playground area. Parents, Grandparants and children with or without mobility issues will have a safe place to bring children and play.

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

We want to give our grade 4-6 children a playground to play on which is inclusive to everyone despite disabilities.

How will your organization acknowledge the Town's donation?

Any donation either monetarily or in kind over \$500 will be recognized at the grand opening as well as on a sign at the playground site.

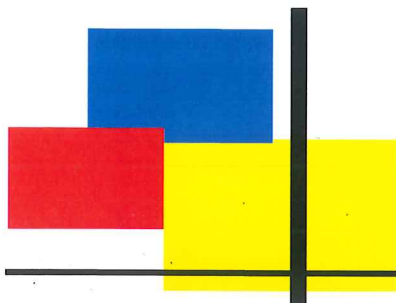
9. Is a copy of the organization's budget attached?

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
CFEP	\$125,000	playground
Casino	\$32,000	playground
Community fundraising	\$70,000	playground



Claresholm & District Health Foundation

April 25, 2017

Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0

Re: Sponsorship

Dear Mayor & Council;

The Claresholm & District Health Foundation is excited to host our **11th Annual GALA** on **Saturday, November 25, 2017** at the **Claresholm Community Centre**. GALA has become a successful fundraiser and offers our communities "**An Evening Out On the Town, In Town**". This FUNdraiser will not disappoint. Trevor Panczak and Special Guests will be the best entertainment dollar you can spend. The evening's format will include a meal that will satisfy your taste buds as only Kieth can. The event will have our community talking for weeks.

Support like yours has helped The Foundation purchase over \$1.7 Million Dollars' worth of equipment to enhance local health care. We are very fortunate to have a state-of-the-art health care services right here in Claresholm. Guaranteed - Money Raised Here, Stays Here.

Please consider sponsoring the entire cost of the Community Centre to help us make this event a success. Health care is a cornerstone of our community and we hope that you will partner with us to help us meet our goal of increasing community wellness.

Thank you for careful considering this request.

Sincerely,



Roger W. Reid
Foundation Chair

www.cdhealth.ca

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



Date of Application: May 18, 2017

Date of Event: Nov. 25, 2017

1. Applicant Information

Name of Applicant: Claresholm District Health Foundation.

Address: Box 2638, CLARESHOLM AB

Contact Person: TARA BISHOFF

Phone, Fax, Email: tara.bishoff@ahs.ca

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER (specify)

NON-PROFIT / CHARITY

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

YES provide registration date & # 866372813 NO
1999 RR0001

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

YES provide registration date & # NO

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):

SPONSOR / DONATE RENTAL OF HALL + ROUND TABLE

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 1,250.00

6. Details of how the funds will be expended:

TO PAY FOR WEEKEND RENTAL OF THE ENTIRE CLARESHOLM COMMUNITY CENTRE INCLUDING ALL OF THE ROUND TABLES.

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
NOV. /16	500.00	GREATEST NEEDS
NOV. /15	500.00	"
NOV. 14	500.00	"

/GALA

8. Organizational Information

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

ENHANCED LOCAL HEALTHCARE THANKS TO DONORS & SUPPORTERS!

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

STATED ABOVE

How will your organization acknowledge the Town's donation?

AT THE EVENT WITH SIGNAGE
" " " VERRALLY-EMCEE
IN THE LOCAL PRESS WITH LOGO.

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
AHS - OPERATIONS ONLY.		ALL MONEY RAISED HERE STAYS HERE
		TO DATE THE FOUNDATION HAS
		PURCHASED OVER \$1.7 MILLION WORTH

OF EQUIPMENT TO MEET EVOLVING LOCAL HEALTH CARE NEEDS.

Thanks to Sponsors, Donors' & Patients' SUPPORT.



**Claresholm & District Health Foundation
Board of Directors
2016**

Name	Address	DOB	Contact	Joined
Roger Reid (Darleen) <i>Chair</i>	Box 926 Claresholm, AB TOL 0T0	28 April 1967		2015 (June)
Joyce Milton (Bob) <i>Vice Chair</i>	Box 3119 Claresholm, AB TOL 0T0	21 Sept. 1959		2013 (Sept)
Karen Bishop (Merv) <i>Treasurer</i>	Box 1181 Claresholm, AB TOL 0T0	29 July 1944		2008 (Nov)
Elaine Clay (Jamie) <i>Secretary</i>	Box 1252 Claresholm, AB TOL 0T0	28 Jan. 1966		2012 (June)
Keith Alder (Karen)	Box 3193 Claresholm, AB TOL 0T0	30 July 1946		2008 (Sept)
Dr. Jeff Jones (Sue)	Box 2580 Claresholm, AB TOL 0T0	1 June 1960		2008 (Sept)
Lis Gillespie (Dennis)	Box 51 Stavely, AB TOL 1Z0	14 April 1959		2012 (Jan)
Charles Leeds (Pat)	Box 927 Claresholm, AB TOL 0T0	26 Jan. 1945		2014 (Nov)
Sharon Lange	Box Stavely, AB TOL 1Z0	11 Jan. 1983		2016 (Sept)



REQUEST FOR DECISION

Meeting: July 17, 2017

Agenda Item: 13

8th Street Ditch Upgrade Tenders

DESCRIPTION/BACKGROUND:

Administration requests a motion of council to accept a tender for the 8th Street Ditch Upgrade which is part of the 2016/2017 Municipal Stormwater System Upgrades. The tenders for the project closed Tuesday June 27, 2017.

DISCUSSION:

Only two (2) contracting firms submitted bids in the tendering process for the project as outlined in the attached correspondence from Associated Engineering with the low bidder being Whissell Contracting Ltd. at \$2,063,614.05 (\$2,166,794.75 with GST):

As outlined below the total budgeted cost for this project was \$2,500,895. Both bids were under budget.

COSTS/ SOURCE OF FUNDING (if applicable):

The project is to be funded by way of Capital Grants including ACRP grant funding which requires some matching component which is to be covered by ACP and MSI capital grants. Total 2017 approved budget for the Municipal Stormwater System Upgrades was \$3,611,870. This 3.6M was to cover engineering, easements, and other associated and contingency costs as well. As per our capital plan for this project, as per the ACRP grant application, the project costs were estimated and budgeted at \$2,500,895.

PROPOSED RESOLUTION:

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

ATTACHMENTS:

- 1.) Correspondence from Associated Engineering

Note: In preliminary meetings with the contractor, a concern was discussed regarding the nature of the site (along 8th Street) and public access to the area. Typically construction areas are separated from public access. This is difficult with this site, however please note public must be signed in by the contractor on site to gain access to the construction area.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 30, 2017



**Associated
Engineering**

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

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

TEL: 403.329.1404
FAX: 403.329.4745
www.ae.ca

June 28, 2017
File: 2015-3456.02.C.01.00

Marian Carlson
CAO
Town of Claresholm
221 - 45th Avenue West
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM
8TH STREET DITCH UPGRADE
TENDER RECOMMENDATION**

Dear Marian:

Bids were received on the above project and opened at the Town of Claresholm Administration Office at 2:00pm on June 27, 2017. Two bids were received and are summarized below. All bids were checked for mathematical errors and minor errors were found only in the bid received from Whissell Contracting Ltd. These errors did not affect the total bid price of the Whissell Contracting Ltd tender, nor did it affect the outcome of the bidding. The total bid price (including GST) for each submitted bid is shown in the table below:

BIDDERS	TOTAL BID PRICE	CORRECTED BID PRICE
1. Whissell Contracting Ltd.	\$2,166,794.75	No Change
2. deGraaf Excavating Ltd.	\$2,371,220.78	

We have also enclosed a copy of the detailed Tender Evaluation Report for your review and consideration.

Whissell Contracting Ltd is considered to have the equipment, personnel and subcontractors required to undertake the project. Pending a favourable legal review from the Town's Legal Department, it is Associated Engineering's recommendation that the Town award this contract to Whissell Contracting Ltd.

Yours Truly,

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

Enclosure



REQUEST FOR DECISION

Meeting: July 17, 2017
Agenda Item: 14

Closure of 49th Ave W. for Fair Days 'Downtown Tour' – Aug 12

DESCRIPTION/BACKGROUND:

The Town of Claresholm Economic Development Committee implemented the inaugural 'Downtown Tour' during Fair Days, 2016. The event was considered a great success, driving large numbers of community residents and visitors in to the downtown core to take advantage of local retailers, vendors, artisans, commercial open houses, musicians, and food trucks. Retailers and local restaurants provided feedback that it was one of the busiest days of the summer for sales and was a steady flow of customers all day long.

The 2nd Annual Downtown Tour will take place on Saturday, August 12. The concept is to close a portion of a downtown street and create a street festival atmosphere. The purpose is to condense the entertainment, vendors and food in to one area that will improve traffic for all involved. Vacant building owners are being approached for their involvement as an indoor venue and to showcase local real estate.

DISCUSSION/OPTIONS:

Potential streets for closure include 49th Ave, 50th Ave, and 2nd Street West. 49th Avenue West was chosen as the appropriate street for closure for four reasons;

- More small retailers who would benefit directly from the increased traffic
- 50th Avenue has the only set of traffic lights in town for crossing from the east to west sides and for turning off the highway (experiences more traffic)
- The condensed traffic and activity will be highly visible from the passing highway and will act as a beacon to passing motorists to stop and check out the activity/our town
- 2nd Street West is less visible from the highway, and is on the parade route (making morning setup difficult with the 11am parade)

PROPOSED RESOLUTIONS:

A motion for the recommendation of closure of 49th Ave W. as discussed was approved by the Economic Development Committee. Businesses on 49th Avenue were canvassed and asked for concerns around a potential closure in June, with no issues raised or submitted. The closure would begin at 9am, allowing 2-3 hours to set up vendors, trucks, stage and entertainers. The setup would permit for a middle lane through the closed area for emergency vehicles, if needed. The closure would end one hour after the end of the event.

COSTS/ SOURCE OF FUNDING (if applicable):

No costs associated with closure, event costs were included in the Economic Development budget.

RECOMMENDED ACTION:

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

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Justin Sweeney, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 12, 2017



REQUEST FOR DECISION

Meeting: July 17, 2017
Agenda Item: 15

Use of Downtown Parking Lot for Farmer's Market Vendor Addition to Wednesday Evening Open Mic/Shopping

DESCRIPTION/BACKGROUND:

The Town of Claresholm Economic Development Committee is implementing the Wednesday Evening Open Mic/Shopping as a 2017 downtown revitalization initiative. The initiative includes music and a food vendor in Ring Rose Park between the hours of 5pm and 8pm, as well as later evening shopping during the same hours on Wednesday evenings at many of the downtown retailers. The initiative started on July 5, with positive feedback and attendance over 50 for the music portion alone. Attendance is positive, however insufficient to sustain later evening shopping.

The Claresholm Farmer's Market has been in operation for over 30 years. The market has been operating out of the arena. Attendance and the number of vendors has dwindled over recent years, making it financially unsustainable. The Wednesday Evening Open Mic/Shopping initiative started on July 5, with over 40 people attending in the park and positive feedback both online and from some participating retailers.

DISCUSSION/OPTIONS:

An option for improving the draw and sustainability of both operations is to combine them. This would be done by moving the Farmer's Market out of the arena and having it operate in the downtown parking lot between the hours of 5 and 8pm. In order to facilitate this move, permission would be required from Council to use 9 of the parking stalls in the downtown parking lot, starting from the far southwest corner and running along Petro's Liquor from 4pm to 8:30pm to allow for setup and teardown. This option would leave the one hour parking stall and handicapped parking stall located closest to the sidewalk on 50th Avenue available, as well as the remaining sections of the parking lot. Downtown businesses have been canvassed, and 33 have signed off in support of this move. None expressed a concern other than one request to ensure that the vendors do not block off rear access to their location, which they were assured would not happen. The Claresholm Farmer's Market would not require anything from the Town, other than permission to use the stalls during this time frame to operate

PROPOSED RESOLUTIONS:

The Wednesday Evening Open Mic/Evening Shopping and Farmer's Market operating during the same time and location would help draw more interest, thereby better supporting our local producers, retailers and the downtown atmosphere. Approving the use of the parking stalls for the addition of the Farmer's Market vendors to the Wednesday evening slate of activities will be a mutually beneficial resolution.

COSTS/ SOURCE OF FUNDING (if applicable):

No costs associated with this request.

RECOMMENDED ACTION:

Moved by Councilor _____ to approve the use of the 9 parking stalls running north from the southwest corner of the downtown parking lot between 4pm and 8:30pm for the purpose of adding the Claresholm Farmer's Market to the Wednesday Evening Open Mic and evening shopping initiative.

ATTACHMENTS:

- 1.) Google Earth Photo of Downtown Parking Area
- 2.) Supporting Business Owner/Manager Signatures

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Justin Sweeney, Economic Development Officer


APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 14, 2017

ATTACHMENT 1:



BUSINESS IN FAVOR OF FARMERS MARKET IN DOWNTOWN PARKING LOT

BUSINESS NAME	REPRESENTATIVE	EMAIL
Petro's Liquor.	Sun Lee	
Sabey + Co .	Tricia Burgess	
Sabey + Co	Laurie Matheson	
Currents Cold Beer	Chris Munn	
Home Hardware	Andrea Fletcher	
CANADIAN PIZZA		
MUSTIC REBEL	Jolene Meic	
SK's Barber Shop	Jimmy Markgraf	
FRESH SUGAR	Amber Cooke	
Silver Willow Kribs	in London	
Michael McGee	Michael McGee	
Clareholm Pharmacy	Lynne Thain	
Pharmasave	Elliott Fletche	
Flowers on 49th	Ruth Wallace	
WILLOWTREE DESIGNS	SHANNON CLAY	
Clareholm eye care	Carol Pedersen	
Boosterails	Shannon Thomp	
CLARESHOLM AGENCIES		
Tropical Touch	Jen O'Connor	
From Tips to Toes	Michelle Pinkerton	
Clareholm Local Press	Amanda Zimmer	
Century 21 Foot Hills	Santanna Thom	
Chinook Financial	Breanna Seeman	
Judith Sweeney	J. Sweeney	
Corner Liquor	Jeonsuk Ko	
Stirling Pet Variety	Sharon Stirling	
Bargain! shop	Cori deleville	
The Co-operators	N. McCance	
ATB Financial	E. Mullar	
Kaleidoscope Travel	T. Nelson	
Bmo Bank of Montreal	B. Fieguth	
Clareholm FLSS	B. Bell	
Your Dollar Store WITH MORE	Danka Slavak	



REQUEST FOR DECISION

Meeting: July 17, 2017
Agenda Item: 16

AUDIT & YEAR END FINANCIALS

BACKGROUND:

On June 12, 2017 Council passed a motion to put our audit service requirements out for public tender with two service level option. These two service level options were as follows:

- Option A – Continue under the same model the audit has been done in years passed where the auditing firm is engaged to prepare our year end financial statements as well as audit them.
- Option B – Prepare the Town's yearend financial statements in house and only engage the auditing firm to audit the statements.

We received 9 proposals 3 of which only provided a proposal under Option B. Each of these proposals, under both options, however stipulate assumptions of our yearend financial information (trial balance and general ledger) as well as working papers and supporting documentation to be received in a completed manner with minimal adjustments required. Over the past several years in general this has not been the case, therefore the disparity in prices between Option A and Option B received in the quotes would be less than the disparity between Option B and past auditor service needs of the Town.

With that being said the average savings between Option A and Option B for those who proposed under both options was \$7,800 over 3 years, with a high of 12,700 and a low of 3,000.

Under Option A, 6 proposals were received with a high quote of \$96,260 over 3 years and a low of \$63,000 over 3 years. Option B received 9 proposals with a high quote of \$89,801 over 3 years and a low quote of 54,000 over 3 years.

Under either option BDO Canada LLP (Lethbridge office) was the lowest quoted fee and scored highest on our evaluation rubric as laid out in the Request For Proposal, with an Option A fee of 21,000 per year (\$63,000 over 3 years) and an Option B fee of \$18,000 per year (54,000 over 3 years). Option B represents a \$5,850 audit savings over our 2016 yearend audit fees (approximately \$18,000 savings over 3 years).

Option B would provide some significant audit savings, however would also require some additional annual and up front costs from the Town to utilize that option. This would include purchase and annual subscription fee of Caseware Working Papers and add on products to complete the financials and provide the audit firm with the supporting working papers required under this option. The estimated cost of this investment in the first year (2017) would be \$6,000, with annual costs of \$2,010 per year after that. Over 3 years this would be \$10,020.

Though the cost of this software and support for set up is significant and erodes the majority of the audit savings we would realize by switching to an Option B format, this software would allow for many other benefits beyond simple the year end audit. These benefits would include additional automation and ease of providing the annual budget report, monthly financial reports for council and departments, and an annual report to the community should we choose in future years.

RECOMMENDED ACTION:

To take advantage of the inhouse expertise and experience the Town now has with the hire of Blair Bullock, CPA, CA management recommends that Option B is undertaken. This would result in an estimated \$18,000 audit savings over the next 3 years, however does require additional costs for software and support for that software at a cost of approximately \$10,000 over 3 years.

The majority of this extra cost will be realized in this year for the initial purchase, training, and support for the software to set up our system and our financials in preparation for the upcoming 2017 year end. This current year expense was not budgeted for and therefore would be an over budgeted expense that would require council approval.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to award the audit and accounting services contract to BDO Canada LLP (Lethbridge Office) for a 3 year term with our option of two (2) one (1) year renewals as per their proposal under Option B.

Moved by Councillor _____ to approve the over budget expense for software licenses, support, and training for Caseware Working Papers and related software not to exceed \$6,000 over budget inclusive.

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget
or capital budget or otherwise authorized by the council.

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: July 13, 2017

Town of Claresholm

Statement of Operations

For the month ended May 31, 2017

	MAY	2017 YTD	2017 BUDGET	NOTES
Revenue				
Net municipal taxes	4,209,968	3,931,111	3,113,876	1
User fees and sales of goods	73,212	702,318	2,052,470	
Government transfers for operating	470	43,583	404,995	
Investment income	8,659	46,194	58,000	2
Penalties and costs of taxes	8,395	62,131	121,100	
Licenses and permits	2,530	35,341	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	19,332	98,450	202,538	
Rental	7,448	49,547	112,150	
Other	35,521	46,764	137,300	
Family and community support services	13,781	114,481	240,605	
	\$ 4,379,316	\$ 5,129,920	\$ 6,484,434	
Expenses				
Legislative	83	35,148	113,500	
Administration	76,177	557,542	1,220,098	
Fire	19,235	35,425	301,612	
Bylaw enforcement	8,681	48,531	129,778	
Common and equipment pool	35,837	206,786	514,064	
Roads, streets, walks and lighting	35,045	159,319	768,242	
Airport	758	4,547	18,379	
Storm sewers and drainage	1,310	10,267	138,545	
Water supply and distribution	104,820	258,516	1,955,421	
Wastewater treatment and disposal	22,459	45,668	529,856	
Solid waste management	56,431	221,817	576,040	
Family and community support services	22,075	122,853	236,905	
Day care	3,184	15,918	38,202	
Cemeteries and crematoriums	1,825	4,612	51,680	
Other public health and welfare	4,500	18,881	27,000	
Economic and agricultural development	11,320	65,824	219,554	
Subdivision land and development	7,251	74,479	189,503	
Parks and recreation	73,409	324,697	904,162	
Culture - libraries, museum and halls	10,180	212,854	408,844	
	\$ 494,578	\$ 2,423,683	\$ 8,341,385	
Excess (deficiency) of revenue over expenses before other	\$ 3,884,737	\$ 2,706,237	\$ (1,856,951)	
Other				
Government transfers for capital	427,912	473,062	5,324,112	
Excess of revenue over expenses	\$ 4,312,649	\$ 3,179,299	\$ 3,467,161	
Capital project expenditures to date	\$ 406,055	\$ 892,047	\$ 5,448,345	

Notes

- 1 In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for 3rd and 4th quarters.
- 2 Almost already at annual budget only 5 months into the year. This is due to a significant portion of our investment income gets recharacterized as grant income at year end. This would be for any interest that is earned on grant funds we are holding prior to being spent.



CAO REPORT

July 17, 2017

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

EVENT COORDINATOR - JULY 1ST

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

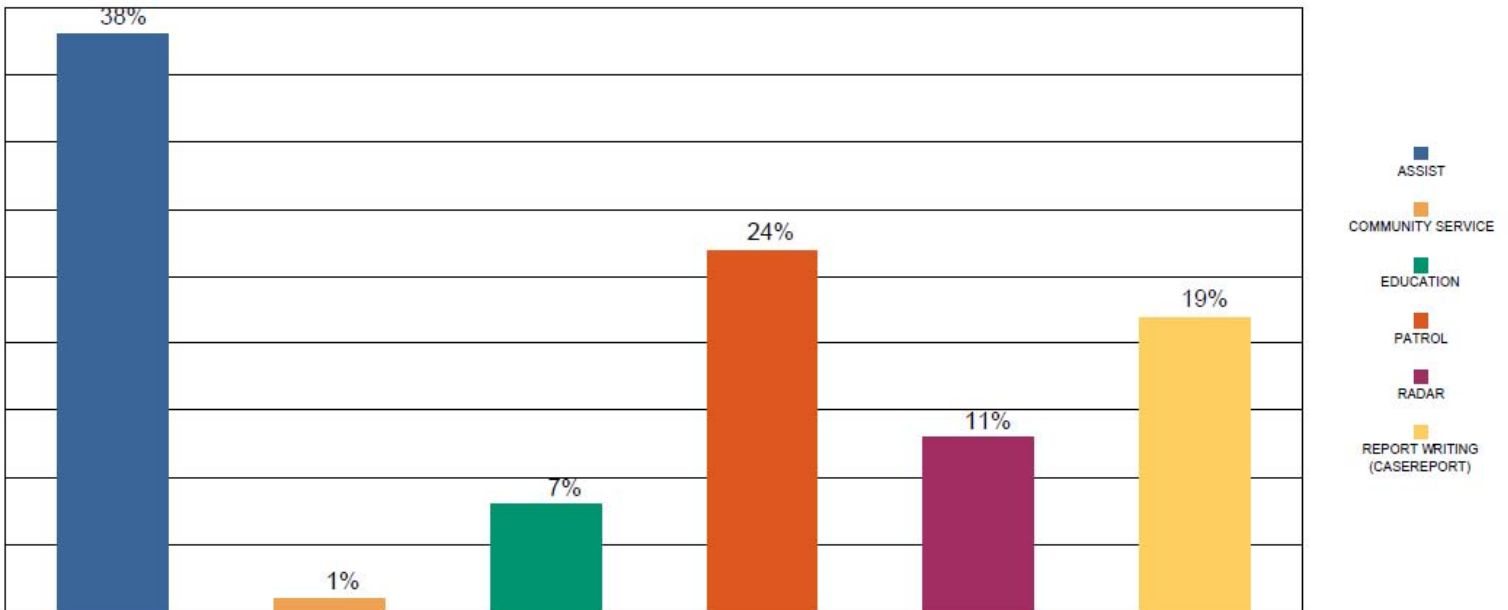


INFORMATION BRIEF

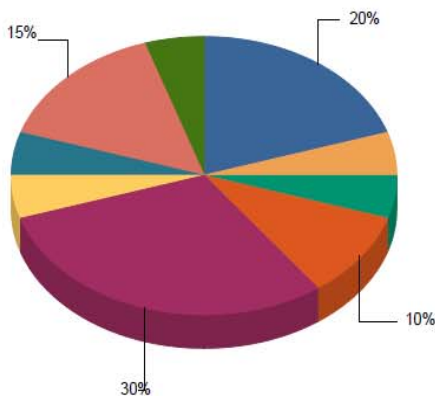
Meeting: July 17, 2017
 Agenda Item: CAO REPORT

JUNE BYLAW ENFORCEMENT REPORT

Community Engagement



Community Enforcement Actions



BYLAW : ANIMAL : CAT : CAT AT LARGE	20%
BYLAW : ANIMAL : DOG : BARKING DOG	5%
BYLAW : ANIMAL : DOG : EXCESSIVE ACCUMULATION OF FECES	5%
BYLAW : TRAFFIC : WASHING/NOISE/LITTERING/OBSTRUCTION ETC : VEGETATION OR STRUCTURE OBSTRUCTING INTERSECTION	10%
BYLAW : UNSIGHTLY GRASS AND WEEDS	30%
BYLAW : UNSIGHTLY GRASS AND WEEDS : GRASS/WEEDS/TREES/STAGNANT WATER	5%
BYLAW : UNSIGHTLY	5%
BYLAW : UNSIGHTLY : UNTIDY PREMISES	15%
BYLAW : WASTE : PROHIBITED ITEMS	5%

DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 6/26/2017 - 7/14/2017

Completed my first NACLA course on Information Access and Privacy Protection in addition to the following:

Financial

- Received a good response on the Request for Proposal for audit services. I have drafted a Request for Decision for Council to decide whether or not the Town will begin to prepare their own financial statements based on the savings noted from these proposals as well as to award the audit contract.
- Complete May month end and have prepared department budget to actual financial reports as well as prepared the May month end financial report for Council.
- Little progress made since last month on review of energy utility contract as waiting for meeting with AMSC representative on July 26th.
- Review of employee benefit provider contracts has also made only limited progress as waiting on meeting with AMSC representative on July 26th for this as well. We did however meet with a representative with AB Blue Cross on our benefits package we currently receive from them and they have proposed some savings for us should we remain with them.

FCSS & Museum

- Outreach Worker position opening closed Monday July 10th and we are hoping to begin interviews sometime on the week of July 17th.
- As part of the Museum Deck construction project we added new railing onto the older section of deck to try and maintain a consistent look all the way across the deck. This additional portion of the project has now been completed.

Bylaw

- Meeting with Shelley Ford and Jason Hemmaway regarding CARES and strains in the relationship between CARES and the Town with regards to their Facility Holding Agreement and assisting with the administration and enforcement of animal control bylaws. Exploring ways to ensure the Bylaw is administered and enforced as intended while hopefully maintaining a working relationship with CARES if possible.

Parks and Recreation Master Plan

- Helped to draft the public survey as part of the public input portion of the masterplan creation process. This is in preparation for the July 18th FIPC meeting to get Council input on the survey questions.

Office/General

- Beginning a complete review/update of Town Policy Manual. This will be a slow involved process, however have made some decent progress, including getting numerous sample policies from an online HR policy database as well as from other municipalities.
- Held our second office/management in house computer training session. There was a good turnout and I have received positive feedback, with many employees already utilizing some of what they learned to better utilize their computers. This session was primarily on Outlook including searching emails, attachments and links in emails, calendar invites, scheduling assistant, out of office assistant, using tasks, etc.

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

DEVELOPMENT OFFICER REPORT



For: 6/22/2017 - 7/14/2017

Claresholm

Development Permits

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

Compliance Requests

- ❖ 2 compliance requests processed.

Miscellaneous

- ❖ Local Press focus on signs & Alberta Building Code information (when permits are required). Notice for Public hearing for LUB amendment.
- ❖ Numerous inquiries regarding fences, bylaws, and other requirements.
- ❖ Work with the Lions club on the final reporting for Lion's park upgrade project for CFEP grant and the Alberta Recycling Grant.

Continued projects/events

MDP Review & Update

- ❖ Kick-off meeting scheduled with Council July 17, 2017.

Stormwater Management Project Upgrades

- ❖ Continued work on 8th Street project with landowners and right of way agreements.

*Submitted by
Tara VanDellen
Development Officer*



Monthly Report

July, 2017

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer (EDO)

- To be developing a Twitter account for Claresholm Economic Development that will be updated daily and will keep followers up to date on successes and activities. One engaging tweet per week may be included in the Town News for those who do not use Twitter. The account will focus on;
 - Events
 - Daily Activities
 - Progress
 - Milestones
 - New Businesses
 - Available Opportunities
- Economic Development Assistant began role on Tuesday, June 27
 - Completing Business Database information gathering for website and sourcing vendors and entertainers for the Downtown Tour

Website & Brand Collateral

- Completed
 - Initial Composite Design
 - Landing Page Design
 - Subpage Framework
 - Business Directory Design & Functionality
 - Second Level Views for Visitors Section
 - E-mail Signature, Business Cards & Letterhead
- In Progress
 - Finalizing mockups
 - Subpages
 - Functionality
 - Content & Editing
- Beta Site

- Beta site to be ready for viewing before Council meeting on August 14
- Some delays to original timeline as stakeholder feedback took longer than anticipated

Wayfinding Signage

- First Development Meeting on Thursday, June 29
- Initial Concepts designed and submitted to EDC subgroup for review
- Edits to be submitted to CanWest Legacy before July 14
- Final mockups to be shared with EDC and Council via e-mail immediately following receipt to facilitate feedback for a timely install in late August

Marketing Plan

- Third draft of Marketing Plan is complete
- Presentation to Economic Development Committee on July 24 for approval of edits
- To be included in Agenda package for August 14 following EDC approval

Events

- Canada Day
 - EDO oversaw efforts of Events Coordinator and assisted in implementation
 - Very positive feedback on location change to Centennial Park
 - Approximately 700 in attendance over the course of the day
- Downtown Jams
 - 7 retailers agreed to stay open later than usual for Wednesday nights through 8pm
 - Approximately 40 people in attendance at first evening on July 5
 - Online response very favourable
 - Needs to be rethought over summer as attendees lounged in park with music, and did not stroll about Town visiting retailers as was intended
 - Potential of adding the existing Wednesday Farmer Market to the evening hours and downtown location being considered. This would be a partnership intended to improve traffic for both initiatives.
 - Opening of coffee/ice cream shop before July 19 session should assist with encouraging walkabouts
- Fair Days/Downtown Tour
 - EDO assisting Events Coordinator with absorbing responsibilities for facilitation of Fair Days
 - Downtown Tour slated to take place in street festival atmosphere on closed 49th Avenue
 - Central real estate booths showcasing commercial facilities and information to be utilized over tours of individual properties
 - Condensed activities should drive increased traffic and be more visible from the passing highway

Requests for Information & Assistance

- EDO is actively working with 3 new entities considering business operations in and around Claresholm
 - These include;
 - Niche Retail
 - Micro-scale food and beverage manufacturing
 - Sporting Events
- Industrial Businesses on North End seeking opportunity to buy-in to wayfinding signage
 - Two 'Industrial Zone' signs that could be subsidized by existing businesses in the north and south industrial zones are being conceptualized and would match the wayfinding signage

CLARESHOLM FCSS REPORT FOR JUNE – JULY

- Offering Caring for Caregiver course on Tuesdays – program through Alberta Caregivers Society to help caregivers learn to take care of themselves
- Held last Interagency until September. Nine people in attendance but there was some good discussions on drug dependency and finding the right help
- Meeting to begin planning and brainstorming for next Women's Conference
- Held Longest Day of Play – seemed to be about 100 people participating but not as many as last year as the wind was cool. Survey results were all positive. Early Childhood Coalition set up activities for 6 years and under and they were very busy this year.
- Attended a presentation at Town by Worker's compensation board.
- Attended the focus group for Rowan House alternate housing- worked with coordinator in preparing applications for people who would be interested in housing women in need of home space.
- Assisted the Coordinator for Coordinated Community Response to Elder Abuse in writing a grant for New Horizons as I had successfully written one before.
- Attended Health and Safety meeting
- Helped with the 3rd annual Station BBQ- filed incident report about little boy that was knocked down by truck on road in front of BBQ site.
- Hosted the re-gathering of Unstoppable Conversations- facilitators were in town for an evening to re-cap what has been done and where we go from here. Minutes were recorded by Annand from Volunteer Alberta and will be sent out soon for review.
- Barb Uhl came in to discuss the situation with Farmer's Market- invited us to use the space if we needed for programming as she is paying for it

already. Possibly if we held something for families it would encourage more people for the market.

- Held separate board meeting to review Policy and Procedure Manual, some changes were discussed and will be completed at the meeting in September with the full board present.
- Attended computer training hosted by Blair Bullock
- Attended the Coordinated Community Response to Elder abuse meeting.
- Started new hours for FCSS office.
- Reviewed the applications and sent notice to Lisa for applicants to invite for interviews which will be held next week.
- Met with youth worker from town of Okotoks to discuss success of Youth of Tomorrow. She had heard how well the program is going and has been hired by Okotoks to get more participation for their program.
- Teen group volunteered with Longest Day of Play and took down for Mexican Fiesta. They have been enjoying the summer by skate boarding and swimming.

July 2017 HR/Taxation Report

From: Lisa Chilton

Human Resources

- Additional grant funding was received for another position at the Visitor Information Centre. Interviews are ongoing.
- One public works employee is off for 6-8 weeks with an injury (not work related).

Taxation

- Tax balances will be included in the August Report as the due date is this Friday, July 14th and the numbers will be current.
- The 2 month adjournment has been approved by council for one of the tax arrears properties that was part of the August 23, 2017 auction.
- The ad for the properties to be auctioned is in the June 30th edition of the Alberta Gazette.
- The ad will also appear in our local paper for 2 editions beginning August 2nd, 2017. The timing of the advertisements are very specific in the legislation regarding the public auction.
- All parties, having a registered interest at land titles in the auction properties, have been notified of the auction details via registered mail.
- Tax payments are coming in at a steady pace. All of the major mortgage companies have been processed already.
- Letters will be sent out in the next two weeks to the tax payers with outstanding balances.

Happy Summer!!!



TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



7/12/2017

Report for June/July 2017

Buildings Regular inspections of all the Town buildings is done weekly, minor repairs are corrected as needed and the rest is scheduled. Replacement of the Curling rink roof is underway and work will be completed in the next two weeks. Museum deck and railing work is completed. Arena dressing room bathroom renovations is underway.

Sidewalks Construction in various areas of the Town for the 2017 sidewalk repairs has started.

Streets Potholes are being dealt with as manpower allows. Line painting for traffic control has been completed.

Sanitary Sewers One sewer backup has been reported this month, not a Town issue, but we tried to help out.

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

Storm Sewer Drainage Cleaning and repairs to the existing storm piping system continues when time permits. A storm line on 2nd St. West was dug up to remove roots that completely plugged off a section of pipe, as we could not open up with our normal root cutting procedures. We have had our first meeting with the new contractor for the 8th St. ditch project. Materials are being ordered and work has started on existing line relocations. Telus, Shaw and Atco lines have to be altered or moved altogether.



Parks Spraying for weeds around facilities and other areas is ongoing. Our Parks crew has been working on the new playground at Lions park, with PW's, and construction is now complete. Only the new sidewalk installation is left to be done, and this work is underway. In their spare time the Parks dept. is also trying to repair the underground irrigation system at Admunson Park, repair picnic tables at the campground, and keep up grounds maintenance, hedge trimming etc.

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

Garbage Our Collection program is running well.

Equipment Maintenance and repairs are done as needed. Mechanic has been on holidays for last three weeks.

Staff Holidays season is in full swing, PW staff will cover for all departments, a total of 48 weeks has to be scheduled and covered.

This Report by
Mike Schweiler
Director of Infrastructure
Town of Claresholm

Town of Claresholm Canada Day Celebrations

Event Summary & Report

July 13, 2017

Event Coordinator: Lauren Billey

Summary;

The Town of Claresholm hosted events and entertainment as part of a Canada Day celebration as implemented by the contracted Events Coordinator. The events were scheduled to take place at various locations throughout the Town, and were implemented without incident. Reviews received were positive overall. No injuries or instances of sincere concern were brought to the attention of the Event Coordinator. The sole complaint was that the fireworks were changed to our fair days. We are hoping that the excitement comes around when we approach fair days.

We moved the location of events to Centennial Park in recognition of the parks' 50th anniversary, to accommodate more people and events in recognition of Canada's 150th, and have easy access to the spray park. It was a great success with a lot of positive feedback specific to the location change.

Schedule of Events;

All events took place on Saturday, July 1, 2017 in the Town of Claresholm.

Activity	Location	Time	Lead
Yoga	Centennial Park	7am-7:45am	Allison McKee
Fitness Class	Centennial Park	11 – 11:45am	Jodi Bishop
Oh Canada	Fire Hall	12 Noon	Michele DeDominicis
Raising of Flag	Fire hall	12:30 Noon	Legion, RCMP, & Fire Department
Welcome/Cake	Fire Hall	12:30pm – 1pm	Mayor Rob Steel, Councillors Betty Fieguth, Jamie Cutler, Lyal O'Neill, & Mike McAlonan
DJ	Centennial Park	11am – 4pm	John DeDominicis
Inflatable Amusements	Centennial Park	12 – 4pm	Carnivals 4 Kids at Heart
Museum Display	Centennial Park	12 – 3pm	Claresholm Museum
Gaven Moore	Centennial Park	3 – 4pm	Gaven Moore
Canada Giveaway Items	Amundsen Park	12 – 4pm	Dollar Store w/More & Heritage Canada
Dr Von Houligan's Carnival Of Calamaties	Centennial Park	10am-5pm	Heather Mckenzie
Andi's Petting Zoo	Centennial Park	1 – 4pm	Marla McLeod
Disney Characters	Centennial Park	1 – 4pm	Jacquie Duhacek
Downtown Market	Centennial Park	10am – 4pm	Jacquie Duhacek
Face-Painter	Centennial Park	1 – 4pm	Rainbow Faces

Finances;**Event Budget for *Canada Day***

Artists	Estimated	Actual
Dr Von Houligan	\$5,000	\$5,000.00
Paw Patrol	\$260	\$260.00
Face-Painter	\$300.00	\$300.00
Petting Zoo	\$800.00	\$800.00
Total	\$6,360	\$6,360

Entertainment	Estimated	Actual
Inflatables	\$1863.75	\$1863.75
Desperado Sound	\$400.00	\$450.00
Total	\$2263.75	\$2313.75

Promotion	Estimated	Actual
Posters/Banners/Flyers	\$100.00	\$50
Publicity	\$300.00	\$0.00
Total	\$400.00	\$50.00

Hospitality	Estimated	Actual
Cutlery & Plates	\$100.00	\$88.44
Decorations	\$200.00	\$0.00
Cake	\$400.00	\$399.92
Total	\$700.00	\$488.36

Prizes	Estimated	Actual
Assorted Game Prizes	\$450.00	\$412.02
Total	\$450.00	\$412.02

Total Expenses	Estimated	Actual
	\$10,173.75	\$9624.13

Revenue	Estimated	Actual
Town of Claresholm	\$9,000.00	\$4,274.13
Heritage Canada	\$2,200.00	\$2,200.00
MD of Willow Creek	\$2,000.00	\$2,000.00
Tim Hortons	\$0	\$300.00
Claresholm Pharm.	\$0	\$150.00
Willowtree Designs	\$0	\$50.00
Service Groups	\$1000.00	\$650.00
Total	\$14,200	\$12,700

In Kind Donations	Estimated	Actual
IGA (Cake)	\$400.00	\$400.08
		\$400.08

Remaining Town of Claresholm budget of \$4725.87 to be allocated to Fair Days Budget as Fireworks that would normally have been a Canada Day expense have been moved to the Saturday of Fair Days.

There were approximately 700 participants in the Canada Day festivities. This number was derived from the total number of plates used and market vendor participation.

Report;

Canada Day in Claresholm was a success as measured by attendance, no incidence of concern, and feedback received. As noted in the summary, the single point of concern was the lack of fireworks. This will hopefully change when we have them for our own fair days. It is estimated that between 600 and 700 persons were in attendance at the keystone Family events at Centennial Park during the afternoon.

The move to Centennial Park was a huge success that allowed us to accommodate more, and have access to our fantastic spray park. The event was advertised through Social Media, the Town website, as well as 11"x17" posters (see Ad – Poster) and in the Town News section of the Claresholm Local Press.

Setup at Centennial Park started around 9am, and all teardown and clean up was completed by 5:30pm. WCCHS Prom Royalty volunteered for the event, as did FCSS/Teen Centre as the lead on help and assistance with tents and clean up. The Chamber of Commerce also provided their summer employee for the day and the Events Coordinator had the Economic Development Officer as onsite support for the duration. In total, there were nearly 15 assisting with the various stages of the event as volunteers.

The addition of a carnival was a huge hit, with 4 FREE shows running throughout the day. There was also a vendors market, with local businesses set up.

Recommendations for Future Events;

- Include more diverse performances from our many different cultures within the community, such as indigenous community, Philippine community, Muslim community, etc.
- Ensure a minimum of 700 plates be purchased for the cake, as 600 was slightly insufficient this year

Photos;

Ad – Social Media Post

July 1st
CANADA'S 150TH

Centennial Park
Petting Zoo

MARKET
11am - 4pm

7am - Sunrise Yoga with Allison Mckee
11am - Barre fitness with Jodi Bishop
12-4 BBQ from FUSION YOUTH
12:30 Flag raising at the fire department
1-4pm FAMILY FUN
11pm FIREWORKS IN GRANUM

INFLATABLES

PAW PATROL

FACE PAINTING

FREE CIRCUS

10 AM	3 PM
1 PM	5 PM

Ad - Poster



Celebrate Canada's 150 in Claresholm

JULY 1
CANADA DAY
Fête du Canada
Celebration
NEW LOCATION
CENTENNIAL
PARK
11AM - 4PM

*Music, Yoga Fitness Class, Flag Raising
BBQ, Entertainment & Family Fun!*

FIREWORKS
GRANUM
11PM

Downtown Market
Claresholm
Where Community Lives Best
CANADA 150
1867-2017
Funded by the Government of Canada | **Canada**

CIRCUS
Dr. Yoo Hooiganga
CARNIVAL of CALAMITIES
FREE ADMISSION
Show times
10 am/ 1 pm/ 3 pm/ 5 pm

CDay Snapchat Filter



RECREATION DEPARTMENT

June & July 2017



TOWN OF CLARESHOLM

July 12, 2017

Authored by: Denise Spencer





RECREATION DEPARTMENT

June & July 2017

General Overview Facilities

Arena:

1. The last day of Lacrosse at the Arena was June 22. Playoffs were scheduled June 23-25
2. The Gun Show organizer is booking the Community Centre for April 2018. His concern is that it is a smaller venue, which may drop his tables from 144 in total for 2017 to approximately 120

Aquatic Centre:

1. On June 29, 2017 we hosted a Lifesaving Surf Sport Workshop at our facility. We had a total of 13 people registered for this event. Recognized barriers (by our patrons) regarding registration numbers were the Lifesaving Society required online registrations through their office in Edmonton. This has been expressed to the organizers of this event, who were happy with the numbers.
2. Lesson registrations for the month of July are full, with only a few preschool lessons and Rookie/Ranger/Star having spaces available.
3. Private lessons spots are full for the summer. We continue to put those who request them on our waiting lists, and call those on the list as openings are available.
4. On July 22 a new junior guard is starting, he will be available during the day through the school year. We are still looking for a senior guard for fall.
5. WA Day School in Fort Macleod will not be booking their lessons with our facility in 2018. They will attempt to get their lessons through the Fort Macleod outdoor pool which will save the school busing fees. We are working on a plan to increase programming with Willow Creek Composite High School.
6. The follow up Joint Facility Meeting June 14, 2017 was very positive, with no issues arising from the Swim Meet June 2 & 3. This means that the all parties are working together and the measures that have been placed (tents, barricades, volunteers, checks etc) are working

Parks:

1. The Lions Park is now completed, with the pathway in the works. This park is inclusive to those with disabilities.

Pickleball:

1. Pickleball at the Tennis courts is running Wednesday evenings from 6:30-9pm throughout the summer. The Saturday morning session is not running due to low attendance.

The Chamber of Commerce currently has 15 sponsors for their proposed fitness parks

Millennium Ball Diamonds:

1. The diamonds and grounds are in great shape, with the new shale providing an improved ball experience, and better drainage.
2. Co-ed recreation slo-pitch has had a great year, with 7 teams registered, and only 1 day rained out. The season started May 23 and ends with playoffs July 22, 2017
3. The Fair Days Ball Tournament August 11-13 is on track to be one of the largest yet, organizer Jillissa Morkin anticipates over 16 teams will be registered.

Summer Games

The 48th annual Southern Alberta Summer Games July 5-8 in Brooks were well attended by 124 athletes, and 11 coaches (136 registrants) from the MD of Willow Creek. Our region placed 5th out of 13 regions, with 107 medals.

The shirt design was a big hit with the parents and youth, with “Property of the MD of Willow Creek” putting forth the message that our communities are a part of a bigger region.

Master Plan: To be reviewed July 18, 2017



Claresholm

UTILITY SERVICES REPORT



JULY 2017

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

Work# 1-403-625-3100
Cell # 1-403-625-1687
Fax # 1-403-625-3869

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

Summary

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

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

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

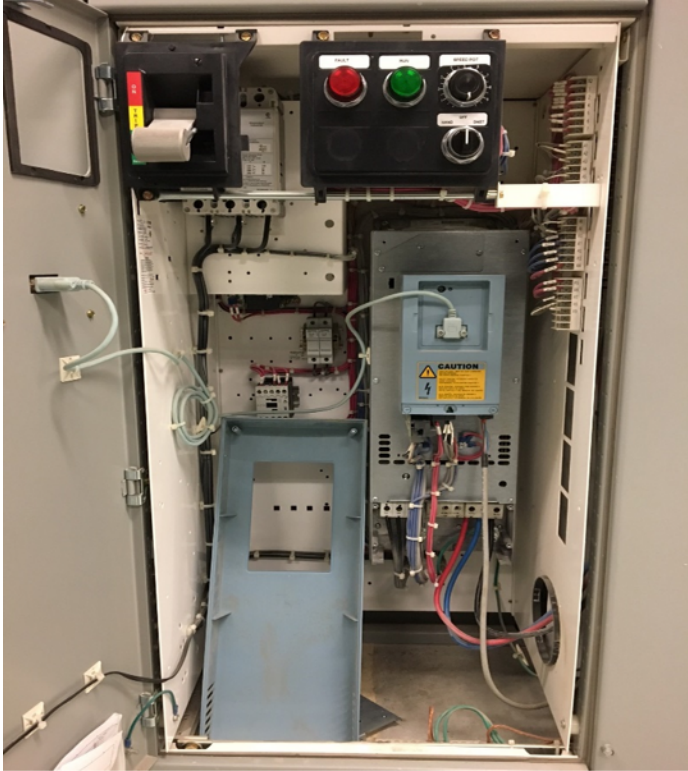
- June 23rd clean CL¹⁷ and replace solutions.
- June 23rd clean and calibrate online meters.
- June 23rd MPE technician online checking solar BMS temperature controls.
- June 26th K&B Heating onsite checking boilers and draining air from hydronic heating system.
- June 27th M.D computer technicians onsite installing hardware for wireless Wi-Fi.

M.D Technicians Installing Wi-Fi Instrumentation to Support WTP Communications



- June 29th Charlton & Hill onsite to work on Co2 tank compressor issue.
- June 29th M.D technicians back onsite working on wireless connections.
- June 30th pump maintenance all buildings.
- June 30th calibrate CO₂ meter and test emergency shut down process.
- July 1st reset Co2 tank high pressure alarm and sting out hose to cool compressor fan coils.
- July 5th clean DAF area online raw water meters.
- July 6th transfer pump TP 1602 to HPS & UFA reservoir drive fail.

Variable Frequency Drive (VFD) Controls a Pumps Start up and Shutdown to Extend the Pumps Service Life and Avoid Water Hammer that can do Underground Damage to Distribution Piping



Master Control Cabinet (MCC) #4 Contains 11 of 23 WTP VFD's



- July 7th unplugged coagulant line to process.
- July 7th calibrate all online pH & turbidity meters.
- July 11th test backup generator (no issues).
- July 11th Kristian Electric onsite to remove PAC room crane motor for motor rewinding.

Powder Activated Carbon Room Crane/Hoist



- July 12th ENERGO Welding onsite to check possible repair on generator base above fuel tank.

ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

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

SAFTEY

- June 29th onsite safety meeting.
- July 4th test chlorine alarm sensor.
- July 10th test chlorine alarm sensor email, text message and call out.
- July 12th onsite safety meeting.
- July 12th fire extinguisher inspection (all buildings).
- July 12th check all eye wash/shower stations.

INSTRUMENTATION

- July 12th calibrate HQ 40d verify 2100N Turbidimeter and validate online/bench equipment.
- July 12th calibrate 2100N Turbidimeter.
-

CHEMICAL

- June 27th transfer sodium hypochlorite to CIP room day tank.
- June 27th transfer PURI-FI 420 algaecide to day tank.
- July 3rd transfer powder activated carbon from tote to day tank.
- July 4th change chlorine bottles and test CL2 call out alarm system.
- July 4th transfer sodium hypochlorite to transfer pump day tanks.
- July 10th change chlorine bottles and test CL2 call out alarm system.
- July 11th delivery of gas chlorine bottles.

The Chlorine Room holds Twelve 68 kg Chlorine Gas Bottles.



PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- June 30th clean CL¹⁷ and replace solutions.
- July 11th run backup generator (no issues).

AIRPORT PUMP STATION

- July 11th test Chrysler backup (no issues).

UFA RESERVOIR

- Overflow ditch is clear of debris.
- June 28th check telemetry equipment, man holes and repair sump pump to control reservoir leak.
- June 28th discussions with MPE on telemetry antenna and SCADA link fail.
- July 10th order new antenna for UFA reservoir/HPS communications signal.

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.
- June 26th discussions with METERCORE about handheld upgrade.
- June 26th monthly town meter reading.
- June 28th replace measuring chamber in residential meter due to plumber not flushing line before install.
- June 28th solve ERT/meter wiring compatibility.

GOVERNMENT COMPLIANCE

- 6 Bacteriological samples have currently been taken in 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.
- July 6th schedule 4 WTP testing sent to EXOVA as per AEP regulations.

TOWN OF GRANUM/SUPPLY LINE

- June 12th indication of small water leak on the supply line to Granum (check line).
- June 23rd check meter vault.
- June 27th help locate valves on supply line.
- June 29th met Granum Foreman to discuss possible solutions on supply line issue.
- July 5th air relief located in Granum vault possible cause of lost water.

METER VAULTS

- Check Granum meter vault weekly.
- Check booster station vault weekly.
- July 4th adjust West Water Co-op PRV.
- July 12th check PRV and vault to acreages.

DISTRIBUTION LINES

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

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- July 11th run backup generator.

LAGOONS

- June 29th place concrete piles around lagoon banks to stop erosion.
- July 11th test backup generator (no issues).

RAW WATER SUPPLY

PINE COULEE

- June 6th Alberta Health has asked AEP to forward microcystin findings in bodies of water that serve as drinking water sources.
- July 5th check Willow Creek Colony raw water meter vaults prior to final license approval.

RAW WATER STORAGE RESERVOIR

- June 5th start filling onsite raw water reservoir. Adding PURI-FI 420 algaecide to raw water entering the reservoir to prevent issues with blue green algae in summer months.
- July 11th onsite raw water visual inspection for any sign of microcystins (blue-Green Algae).

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.



INFORMATION BRIEF

Meeting: July 17, 2017
Agenda Item: 19

COUNCIL RESOLUTION STATUS

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	Economic Development Plan includes business retention and expansion components	Complete
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2017. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
Regular Scheduled Meeting - April 24, 2017				
24	IN CAMERA: Moved by Councillor O'Neill to enter into a Fire Safety Codes Officer Agreement with the MD of Willow Creek for inspection and investigation duties for the Town of Claresholm as presented with the agreement to expire September 30, 2017. CARRIED MOTION #17-037	Marian	Agreement signed	Complete
Regular Scheduled Meeting - May 8, 2017				
7	CORRES: Claresholm Kinsmen & Claresholm Kinettes RE: 2017 Recreational Trail Project Proposal - Referred to Administration to work with the Claresholm Kinsmen and Claresholm Kinettes to facilitate plans for a walking path.	Mike/Denise	Proposal included in Recreation Master Plan	Complete
11	RFD: Regional Fire Services Delivery Model - Moved by Councillor McAlonan to direct Administration to proceed with the search for a consultant to facilitate the process regarding the Feasibility Study on Regional Fire Service Delivery and Governance Model. CARRIED MOTION #17-043	Marian	Consultant proposal under review.	In progress
Regular Scheduled Meeting - May 23, 2017				

8	RFD: Tax Sale Properties - Moved by Councillor Dixon that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017. CARRIED MOTION #17-047 Moved by Councillor Cutler that the 2017 tax recovery reserve bids be set as follows: i. N 50' of Lot 20, Block 1, Plan 147N, reserve bid \$50,060; ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100; iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790. CARRIED MOTION #17-048 Moved by Councillor McAlonan that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #17-049	Lisa	Sent ad to Alberta Gazette for June 30th edition	Ongoing
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Regular Scheduled Meeting - June 12, 2017

12	INTERIM REPORT: Alberta Electoral Boundaries Commission - Council requested that Administration gather further information.	Marian	Information being collected. Prepared for July 17th agenda. Info available on request.	Complete
13	NEWS RELEASE: Fortis Alberta - Council requested Administration to contact Fortis regarding concerns about excess lighting pollution.	Mike/Marian	Placed call to Fortis to discuss further. Information brief in agenda package July 17	Complete

Regular Scheduled Meeting - June 26, 2017

1	BYLAW #1632 - Moved by Councillor Cutler to give Bylaw #1632 regarding printing ballots in lots 1st Reading. CARRIED	Karine	Bylaw on the July 14th Agenda	Complete
2	DELEGATION RESPONSE: Claesholm Farmers Market - Moved by Councillor Cutler to deny the request by the Claesholm Farmers Market to reduce their rental rates at the Claesholm Arena for the Wednesday markets in 2017. CARRIED MOTION #17-059	Karine	Letter sent	Complete
4	CORRES: Willow Creek Senior Rodeo Association - Moved by Councillor McAlonan to donate \$100 to the Willow Creek Senior Rodeo Association's Rodeo to be held in Stavely July 8 & 9, 2017. CARRIED MOTION #17-060	Karine	Letter & cheque sent	Complete
5	RFD: Election Services Agreement - Moved by Councillor Fieguth to sign the agreement with the Livingstone Range School Division for Election Services for the 2017 election as presented. CARRIED MOTION #17-061	Karine	Agreement signed	Complete
6	RFD: Aquatic Centre Training - Moved by Councillor Ford to adopt Policy #GA 06-17, the Aquatic Centre Training Policy, effective June 26, 2017. CARRIED MOTION #17-062	Karine/Denise	Policy distributed	Complete
7	RFD: CIP Grant Application - Track - Moved by Councillor Fieguth to support the track upgrading project by the Claesholm Bantam Football Association with in-kind donations to include labour, equipment and landscaping product such as soil to a maximum value of \$8,000. CARRIED MOTION #17-063	Karine/Mike	Support to be given as needed within the direction given.	Complete
7	RFD: CIP Grant Application - Track - Moved by Councillor Cutler to write a letter of support for the grant application being submitted to the Community Initiatives Program (CIP) by the Claesholm Bantam Football Association for the purpose of improving the track. CARRIED MOTION #17-064	Karine	Letter sent	Complete
8	RFD: CIP Grant Application - Walking Path - Moved by Councillor Ford to write a letter of support for the grant application being submitted to the Community Initiatives Program (CIP) by the Claesholm Kinsmen for the purpose of expanding the walking path system. CARRIED MOTION #17-065	Karine	Letter sent	Complete

9	RFD: Adjournment of Auction - Moved by Councillor McAlonan to adjourn the auction of the property located at N½ Lots 9-12, Block 85, Plan 147N from August 23, 2017 to October 23, 2017. CARRIED MOTION #17-066	Lisa	Letter sent to Arnold & Arnold	Complete
10	RFD: Surveillance Camera Policy - Moved by Councillor O'Neill to adopt Policy #PROT 06-17 – the Surveillance Camera Policy, effective June 26, 2017. CARRIED MOTION #17-067	Karine	Policy distributed	Complete
11	INFO BRIEF: Compost Area Security - Moved by Councillor Cutler to proceed with fencing of the south entrance at the compost area to close the access point at the estimated cost of \$1,350 and to purchase an additional surveillance camera if required. CARRIED MOTION #17-068	Mike	Fencing complete. Additional camera not purchased at this time.	Complete
12	INFO BRIEF: Parade Attendance - Direction by Council to schedule staff to pull the float for the Claresholm and Nanton parades.	Mike	All parades covered	Complete
14	INFO BRIEF: Draft Recreation Master Plan - Referred to the Facility & Infrastructure Planning Committee - Meeting to be scheduled for Tuesday, July 18th at 4:30 p.m.	Tara/Denise/ Mike	Meeting date emailed to members	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 14, 2017

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	20115	Amount
53509	2017-06-22		13125	AHS-CCMHA			31.50
53510	2017-06-22		600	ALBERTA ASSOCIATION OF M.D.'S			9,200.48
53511	2017-06-22		650	ALBERTA BLUE CROSS			8,111.86
53512	2017-06-22		1025	ALBERTA ONE CALL LOCATION CORP			280.35
53513	2017-06-22		786518	ALL-TRA BATTERY			199.84
53514	2017-06-22		786517	AMSC INSURANCE SERVICES LTD.			5,820.61
53515	2017-06-22		787528	ASSOCIATED ENGINEERING			29,952.27
53516	2017-06-22		6390	BISHOFF AUTO & AG CENTRE			778.05
53517	2017-06-22		786417	BISHOP, D. GRANT			157.50
53518	2017-06-22		11250	CANADIAN LINEN AND UNIFORM			488.88
53519	2017-06-22		786671	CARNIVALS FOR KIDS AT HEART			1,863.75
53520	2017-06-22		126050	Cintas First Aid & Safety 030G			961.96
53521	2017-06-22		13250	CLARESHOLM CHILD CARE SOCIETY			3,183.50
53522	2017-06-22		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD			3,650.00
53523	2017-06-22		13525	CLARESHOLM IGA			96.85
53524	2017-06-22		13660	CLARESHOLM LOCAL PRESS			3,043.74
53525	2017-06-22		14085	CLARESHOLM NAPA AUTO			293.09
53526	2017-06-22		13900	CLARESHOLM PHARMACY LTD			223.39
53527	2017-06-22		786641	CLARESHOLM REGISTRIES			109.00
53528	2017-06-22		786950	CLARESHOLM SELF STORAGE			367.50
53529	2017-06-22		14205	CLEAN BRITE CHEMICAL SERVICES LTD.			327.50
53530	2017-06-22		785951	COMMERCIAL AQUATIC SUPPLIES			338.45
53531	2017-06-22		786540	DIRECT ENERGY REGULATED SERVICES			82.44
53532	2017-06-22		21350	EDDIE'S HANG-UP DISPLAY			139.10
53533	2017-06-22		786397	EPCOR			256.14
53534	2017-06-22		26201	FERG'S SEPTIC SERVICE LTD			651.00
53535	2017-06-22		787516	FORD, SHELLEY			136.08
53536	2017-06-22		786800	GDM ELECTRIC LTD.			1,323.81
53537	2017-06-22		36275	HANSEN, ALFRED			173.25
53538	2017-06-22		49980	HARRY'S TIRE SALES (1984) LTD.			59.80
53539	2017-06-22		786777	HEMMAWAY, JASON			104.57
53540	2017-06-22		787522	HIFAB HOLDINGS LTD.			181.38
53541	2017-06-22		11310	HI-WAY 9 EXPRESS LTD.			82.81
53542	2017-06-22		36800	HOME HARDWARE			3,370.81
53543	2017-06-22		850	JOHN DEERE FINANCIAL			1,732.74
53544	2017-06-22		786267	LAWSON PRODUCTS INC.			259.53
53545	2017-06-22		56155	LIFESAVING SOCIETY			967.96
53546	2017-06-22		786659	LIVINGSTONE RANGE SCHOOL DIVISION			442.88
53547	2017-06-22		56200	LOCAL AUTHORITIES PENSION PLAN			28,753.32
53548	2017-06-22		58000	LOOMIS EXPRESS			61.17
53549	2017-06-22		786590	MINISTER OF FINANCE			21.00
53550	2017-06-22		786704	MINISTER OF FINANCE (LT)			40.00
53551	2017-06-22		787523	MOWERS & BLOWERS (841057)			241.50
53552	2017-06-22		786872	MPE ENGINEERING LTD.			6,463.80
53553	2017-06-22		65040	MUNICIPAL INFORMATION SYSTEMS			1,007.86
53554	2017-06-22		66100	NATIONAL SECRETARY-TREASURER			1,406.53
53555	2017-06-22		71400	Oldman River Regional Services Commission			7,928.75
53556	2017-06-22		786905	ONECONNECT SERVICES INC. T46194			72.86



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2017-Jul-11

9:45:19AM

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
53557	2017-06-22		786635	ORKIN CANADA CORPORATION	139.13
53558	2017-06-22		787553	OSSA TERRA LTD	295,392.52
53559	2017-06-22		786205	PIPELINE WATER CO-OP LTD.	300.00
53560	2017-06-22		786453	PRAXAIR CANADA INC.	1,108.09
53561	2017-06-22		786697	Productivity Plus Account	152.46
53562	2017-06-22		786534	PROFESSIONAL POWER WASH	2,233.98
53563	2017-06-22		4090	PVH CANADA, INC.	636.93
53564	2017-06-22		786156	Q.E.D. ENTERPRISES LTD.	1,730.31
53565	2017-06-22		786536	R P WATERWORKS INC.	170.35
53566	2017-06-22		86300	RECEIVER GENERAL	25,011.94
53567	2017-06-22		786188	Reynolds Mirth Richards & Farmer LLP	1,540.37
53568	2017-06-22		42321	RFS CANADA	76.42
53569	2017-06-22		786180	RICOH CANADA INC.	414.95
53570	2017-06-22		786730	ROCKY MOUNTAIN PHOENIX	40.95
53571	2017-06-22		786152	SHANAHAN'S LIMITED PARTNERSHIP	262.50
53572	2017-06-22		786468	SHAW CABLE	296.90
53573	2017-06-22		786111	STEEL, ROB	92.34
53574	2017-06-22		786161	TETRA TECH CANADA INC.	9,378.70
53575	2017-06-22		786849	TJ'S TREE TRIMMING	1,299.37
53576	2017-06-22		97015	TOWN OF FORT MACLEOD	2,020.00
53577	2017-06-22		101400	UNITED FARMERS OF ALBERTA	238.37
53578	2017-06-22		23500	W.R. MEADOWS OF WESTERN CANADA	2,895.33
53579	2017-06-22		787515	WATT & STEWART COMMODITIES INC	693.00
53580	2017-06-22		111705	WC CLASS II REGIONAL LANDFILL	13,874.54
53581	2017-06-22		111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	361.39
53582	2017-06-22		111800	WORKERS' COMPENSATION BOARD	8,300.00
53583	2017-06-22		900000	1594981 ALBERTA LTD.	23,208.25
53584	2017-06-22		900000	AEROWARE	197.00
53585	2017-06-22		900000	ANNEX-NEWCOM LP	99.75
53586	2017-06-22		900000	BENNA, KRIS	184.01
53587	2017-06-22		900000	BULLOCK, BLAIR	43.20
53588	2017-06-22		900000	CLARESHOLM GUN SHOW	400.00
53589	2017-06-22		900000	CUTLER, DENELLE	31.50
53590	2017-06-22		900000	DIGITEX CANADA INC	367.50
53591	2017-06-22		900000	ESTATE OF MARY KUNDAR	498.75
53592	2017-06-22		900000	FANCY, CONNIE	290.00
53593	2017-06-22		900000	FIVE STAR UNIFORMS	328.20
53594	2017-06-22		900000	GAUDON, RORY	25.00
53595	2017-06-22		900000	GEM COMPUTER SYSTEMS	108.68
53596	2017-06-22		900000	GILMOUR, DESIREE	30.44
53597	2017-06-22		900000	McDAVID, LESLIE	400.00
53598	2017-06-22		900000	MURTAGH, MARY	31.50
53599	2017-06-22		900000	PARTY PRODUCTIONS	260.00
53600	2017-06-22		900000	PAYNE, KRISTIN	29.36
53601	2017-06-22		900000	PEDDLE, MAX	30.00
53602	2017-06-22		900000	SALVATION ARMY	248.74
53603	2017-06-22		900000	SCHMID, HOLLY	30.00
53604	2017-06-22		900000	STEEL, CORA	85.00
53605	2017-06-22		900000	SWEENEY, JUSTIN	214.67
53606	2017-06-22		900000	WENLOCK, JOHN	861.28



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						522,104.83
						Batch # 20117
53607	2017-06-22			900100	BOYLE, R. GRAHAM	24.94
53608	2017-06-22			900100	BRODOWAY, BRENT	13.55
53609	2017-06-22			900100	BURNHAM, JOYCE	78.28
53610	2017-06-22			900100	KLEIN, FRANCIS & JUDITH	197.71
						314.48
						Batch # 20134
53611	2017-06-29			787526	Alberta Municipal Services Corporation	32,469.74
53612	2017-06-29			1000	ALBERTA MUSEUMS ASSOCIATION	175.00
53613	2017-06-29			787511	BELL, BARBARA	283.07
53614	2017-06-29			786195	Benchmark Assessment Consultants Inc.	4,813.20
53615	2017-06-29			786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	4,458.20
53616	2017-06-29			76150	CAReS Animal Rescue	6,700.00
53617	2017-06-29			786670	CHIX DESIGN	682.50
53618	2017-06-29			786373	FLAGWORKS	363.20
53619	2017-06-29			787535	KFJ SIGNS & GRAPHICS	315.00
53620	2017-06-29			56155	LIFESAVING SOCIETY	56.00
53621	2017-06-29			66100	NATIONAL SECRETARY-TREASURER	1,425.00
53622	2017-06-29			86300	RECEIVER GENERAL	22,829.61
53623	2017-06-29			91377	SOUTHERN AB RECREATION ASSOC.	1,250.00
53624	2017-06-29			900	TELUS	3,456.49
53625	2017-06-29			96750	THE PROFESSIONAL GARDENER	748.02
53626	2017-06-29			111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	547.04
53627	2017-06-29			900000	ANDI'S PETTING ZOO	800.00
53628	2017-06-29			900000	BDI PLAY DESIGNS	38,388.00
53629	2017-06-29			900000	BILLEY, LAUREN	1,000.00
53630	2017-06-29			900000	CURRAN, BOBBI	290.00
53631	2017-06-29			900000	CUTLER, DENELLE	29.53
53632	2017-06-29			900000	DEMPSEY, DR. ROISIN	4,500.00
53633	2017-06-29			900000	HOEKSTRA, MIRANDA	300.00
53634	2017-06-29			900000	MEDIA32 INC.	5,181.75
53635	2017-06-29			900000	PHOTO PLUS	2,245.69
53636	2017-06-29			900000	Willow Creek Senior Rodeo Association	100.00
						133,407.04
						Batch # 20142
53638	2017-06-30			900000	DR. VON HOULIGAN	3,950.00
						3,950.00
Total						659,776.35

*** End of Report ***

July 4, 2017

Mayor Steel and Councillors
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

RECEIVED

JUL 10 2017



Dear Mayor Steel and Members of Council;

Subject: CPRA PDC – Professional Development and Education for Municipal staff

The Fall Semester of the Canadian Parks and Recreation Association's Professional Development Certificate (CPRA PDC) begins on Tuesday September 12th.

This Professional Development program was developed in Alberta by the Alberta Recreation and Parks Association (ARPA) and is now Canada's only Professional Development program for your recreation and parks staff.

The CPRA PDC is a priority in the **Framework for Recreation in Canada: Pathways to Well-being** that was endorsed by the Federation of Canadian Municipalities as well as the Provincial and Territorial Ministers of Sports and Recreation in 2015 and is also supported by the Government of Canada.

Alberta municipalities have registered more participants than any other province or territory in Canada in each of the last two years.

The certificate covers 19 competencies and provides a national overview of current issues and trends in Canada and beyond. The CPRA PDC is an at distance program that is designed for:

- ✓ New municipal staff by giving them an early exposure to the challenges they will face as well as knowledge and a network that will immediately strengthen their contribution to your municipality and community.
- ✓ Career staff by giving them a broad based exposure to a range of competencies that will give them the skills and knowledge to successfully pursue that next promotion in your organization.
- ✓ Councils to have confidence that their certified staff is able to provide a high quality of life for your residents, state of the art advice and administration for Council and that as a result your community will be in the forefront in Alberta and Canada.

For more information on the CPRA PDC please visit www.arpaonline.ca or contact Dr. Craig Cameron at 780-415-1747 or ccameron@arpaonline.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "William Wells".

William Wells
Chief Executive Officer

Karine Wilhauk

From: Ally Cramm <al lyc@rowanhouse.ca>
Sent: Tuesday, June 27, 2017 2:18 PM
To: Karine Wilhauk
Subject: Rowan House Emergency Shelter 5th Anniversary Event
Attachments: July 24th Invitation.png

Good afternoon Rob and Karine;

On Monday, July 24th, Rowan House is celebrating its 5th anniversary in the new shelter. We would love for you and/or council members to attend if possible. The details are on the attached invitation.

If you or a designate would also like to say a few words at the event, please let me know and we will arrange to include you in that part of the program.

In gratitude,

Ally



Ally Cramm

Community Relations Coordinator
Direct: 403.603.5999 (Tues - Fri)
C: 403.714.2559
Email: al lyc@rowanhouse.ca
www.rowanhouse.ca

Rowan House is a participating charity in the Birdies for Kids program, presented by AltaLink!



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Please join us as we celebrate **5 years** in High River!

Rowan House - Built by Community

Food. Entertainment. Fun!

JULY 24th

4pm - 6pm at George Lane Park



Kindly RSVP by July 17th to
communications@rowanhouse.ca

Karine Wilhauk

From: contacts@fireunderwriters.ca
Sent: Friday, July 7, 2017 4:32 PM
To: Karine Wilhauk
Subject: National Fire Chief of the Year Awards - Prix national du chef des pompiers de l'année
Attachments: Fire Chief of Year Award Eng_2017.doc

Dear CAO

Fire Underwriters Survey (FUS) and the Canadian Association of Fire Chiefs (CAFC) are proud to sponsor the 2017 National Fire Chief of the Year Awards event. Each year two fire chiefs are selected (one for Volunteer Fire Departments and one for Career Fire Departments) based on their outstanding contribution to their community. If you feel your Fire Chief deserves the prestigious "Canadian Fire Chief of the Year" award and fulfills the criteria identified in the nomination form, please take a moment to complete the online nomination form at <http://www.cafc.ca/?page=Awards> and submit it before the deadline.

Note that there are very few nominations so far this year, so please take the time to nominate your fire chief if you feel he or she has made a significant contribution to your community. Also, it may be helpful to enlist the assistance of some of the fire department's officers as you go through the nomination process. If you have any questions about the nomination process please contact Vicky Constantineau at: vconstantineau@cafc.ca or by phone at (613) 270-9138.

SUBMISSION DEADLINE: August 1st, 2017

Thank you,

Fire Underwriters Survey

À l'attention du directeur général

Le Service d'inspection des assureurs incendie (le SIAI) et l'Association canadienne des chefs de pompiers (l'ACCP) commanditent cette année encore les prix d'excellence 2017 décernés aux chefs des pompiers de l'année. Chaque année, deux chefs de pompiers sont choisies (un pour les départements des pompiers volontaire et un pour les départements carrière) en fonction de leur contribution exceptionnelle à leur communauté.

Si vous croyez que votre chef des pompiers mérite une nomination et qu'il ou elle satisfait les conditions d'admissibilité énumérées dans le formulaire de nomination, nous vous saurions gré de compléter le formulaire, disponible à <http://www.cafc.ca/?page=Awards> et le soumettre avant la date limite.

Notez qu'il y a très peu de candidats cette année, alors prenez le temps de nommer votre chef des pompiers si vous pensez qu'il ou elle a apporté une contribution significative à votre communauté. Aussi, il est peut être utile d'obtenir l'assistance de certains agents des services d'incendie pendant que vous soumettez le processus de nomination. Si vous avez des questions sur le processus, veuillez contacter Vicky Constantineau à vconstantineau@cafc.ca ou par téléphone à (613) 270-9138.

DATE LIMITE POUR SOUMETTRE LES NOMINATIONS : Le 1er août 2017

Merci,

Le Service d'inspection des assureurs incendie



National Fire Chief of the Year Awards

SPONSORED BY:

FIRE UNDERWRITERS SURVEY AND

THE CANADIAN ASSOCIATION OF FIRE CHIEFS (CAFC)

Awards of Excellence

Each year, the Canadian Association of Fire Chiefs (CAFC) recognizes men and women who promote the fire services in Canada. During CAFC's annual conference, Fire-Rescue Canada, a select number of Fire Chiefs representing the fire services industry will be recognized by CAFC and Fire Underwriter Survey for their outstanding contribution.

Eligibility

Individuals who are eligible for nomination and selection for the National Fire Chief of the Year Awards must be active chiefs in full time career or volunteer positions with the fire services in Canada. Those individuals who have recently retired will also be considered. One person from each category will be chosen.

Fire Underwriters Survey is the sponsor of these prestigious national awards and the following information describes the procedure to nominate candidates.



The nomination form can be completed online at:

<http://www.cafc.ca/?page=Awards>

SUBMISSION DEADLINE: August 1st, 2017

Please be as succinct as possible when filling out the online form. Each section of the online form should be no more than 100 words. Once the form is submitted, acknowledgment of receipt will be sent via email.

An independent panel of judges, drawn from the Canadian Association of Fire Chiefs, will adjudicate the submissions. Fire Underwriters Survey will be represented on this panel and will be asked to adjudicate the final short list of selections for the awards. Each year, awards are announced immediately prior to and presented at Fire-Rescue Canada.

Award Criteria

Two awards will be presented each year to one volunteer fire chief and one full time career fire chief.

- Candidates must have made outstanding contributions to the betterment of their community and of the fire services industry in areas such as leadership, training, incident command effectiveness, safety, communication and community involvement; **OR**
- Candidates must have achieved, through their innovation and initiative on a particular project or program, positive and measurable improvement of significant and enduring benefit to the fire services industry and their community.

Awards

The candidates chosen for the National Fire Chiefs of the Year Awards will be awarded with an appropriate plaque of recognition designed and presented by Fire Underwriters Survey at CAFC's annual conference, Fire-Rescue Canada. A monetary award will be contributed in the names of the candidates to promote programs in their individual communities. The winning candidate will be asked to choose the program that he/she would like to support.

Karine Wilhauk

From: AUMA <main@auma.ca>
Sent: Thursday, July 13, 2017 10:17 AM
To: Karine Wilhauk
Subject: AUMA advances resolution proposal to merge with AAMDC into one association

July 13, 2017



DIGEST of AUMA/AMSC Announcements

SPECIAL EDITION

I am pleased to provide you with advance notice of a resolution that the AUMA Board is putting forward at our fall Convention. The enclosed resolution calls for your support to explore the possibility of merging AUMA and AAMDC into one new municipal association that would represent all of Alberta's municipalities.

The resolution reflects the common goals of urban and rural municipalities in providing infrastructure and other community services that enable quality of life and support economic development, environmental stewardship and social wellbeing within and outside of your individual municipal boundaries. Given the need for greater collaboration between all municipalities, this is also a very appropriate time to explore the feasibility of merging AUMA and AAMDC into one association so that we can build consensus on policy and advocacy matters, while more efficiently and effectively creating tools and resources to build municipal capacity.

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

The concept of one municipal association is not ground-breaking. Other provinces such as Ontario, British Columbia and Manitoba have effectively evolved to one municipal association and indicate that they have a much stronger impact with federal and provincial governments since they can act as one voice on behalf of all municipalities. As well, many of you have been suggesting that it would be beneficial for AUMA and AAMDC to merge.

The AUMA Board agrees that the time is right for our associations to stop competing with each other and to instead explore combining our respective resources so that we can provide greater services to municipalities, realize cost savings and efficiencies and strengthen our impact with governments and service providers.

While we have not received an indication of whether AAMDC supports the exploration of a merger, it will be a key topic of discussion at the August annual meeting of the AUMA and AAMDC Boards. In the interim, I want to clarify that it will take some time to complete this exploration as we would need to develop a proposed scope of services and a governance, legal and financial structure. The proposal would then need to be presented to our respective members in 2018 for input. Assuming there is support to proceed, it would likely take a few years to implement, given the regulatory and other requirements.

We are excited about this resolution as it opens the door for a stronger municipal voice in Alberta. We look forward to hearing your views before and during the resolution session this fall. Please feel free to email me at president@auma.ca to share your questions and perspectives.

Lisa Holmes
AUMA President

AUMA Resolution 2017
AUMA Board of Directors

Collaborative discussions Between AUMA and AAMDC on the Opportunity to Merge

WHEREAS the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC) each have over 100 years of experience in supporting Alberta's municipalities;

WHEREAS AUMA and AAMDC share a common goal to enable strong, vibrant and sustainable communities;

WHEREAS the member municipalities of each association need to work more collaboratively together to deliver municipal infrastructure and services within and outside of their individual boundaries;

WHEREAS given the common goals of rural and urban municipalities, the associations themselves have recognized their own need for greater collaboration and have been able to reach consensus on many policy, advocacy and program matters;

WHEREAS the experiences of other provinces like Manitoba and Ontario illustrate that having one association to represent all municipalities with a unified policy and advocacy position has a more robust impact with federal and provincial governments;

WHEREAS combining our respective policy and advocacy resources would expand our impact, lower costs, and increase our sustainability; and

WHEREAS there is an opportunity for the associations to unite their efforts in providing property and casualty insurance, retirement and employee benefits, and utilities so that instead of competing with each other we can improve services to our members, reduce costs and provide the best possible pricing for our members, while combatting competition from the private sector so that our modest proceeds can be used to fund other services to help municipalities.

NOW THEREFORE BE IT RESOLVED THAT the AUMA invite AAMDC to engage in exploratory discussions to merge our associations into one new municipal association.

BACKGROUND:

AUMA and AAMDC have been operating as separate municipal organizations since the early 1900s. Both associations provide member-based advocacy and business services to municipalities. AUMA represents 269 of Alberta's urban municipalities and AAMDC represents 69 counties and municipal districts. Some municipalities are full voting members of both associations, while others are associate members for the purpose of acquiring business services.

AUMA and AAMDC jointly own the Elected Official Education Program and Municipal Climate Change Action Centre. In addition, our associations are accustomed to working collaboratively to provide

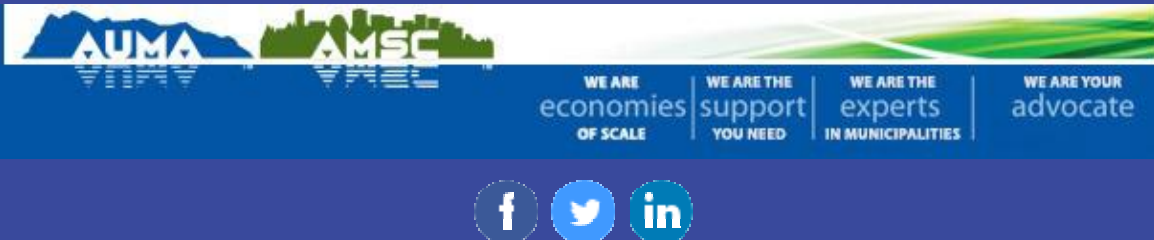
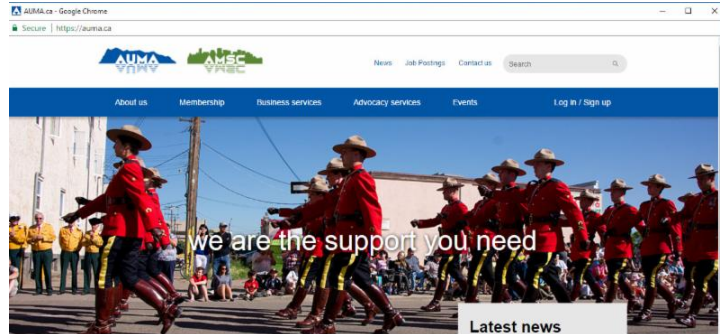
resources and tools to build municipal capacity and advocate on municipal issues and opportunities through our participation on committees and correspondence and meetings with other governments and stakeholders.

As AUMA and AAMDC each provide business services such as insurance, benefits, water and utilities, we compete with each other to serve the needs of urban and rural municipalities. While each association has a combination of urban and rural municipal clients, our respective market shares are at risk given the emergence of private sector competitors who would like to attract our respective clients. Instead of competing with each other, AUMA and AAMDC need to join forces to combat this competition so we can continue to provide quality service at low cost to our members.

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AUMA | 300, 8616 51 Avenue, Edmonton, Alberta T6E 6E6 Canada

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