



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 12, 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 MAY 23, 2017

DELEGATION:

CLARESHOLM FARMER'S MARKET – Barb Uhl

ACTION ITEMS:

1. **BYLAW #1631 – Land Use Bylaw Amendment**
RE: 1st Reading
2. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) & Federal Gas Tax Fund (GTF)
3. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Gas Tax Fund (GTF)
4. **CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing**
RE: Seniors' Week – June 5 to 11, 2017
5. **CORRES: Alberta Government**
RE: Have Your Say on Cannabis Legislation
6. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Survey on the Legalization of Marijuana and Municipal Impacts
7. **CORRES: Southern Alberta Recreation Association**
RE: Southern Alberta Summer Games
8. **CORRES: Oldman River Regional Services Commission**
RE: ORRSC Shared Services and Member Utilization
9. **CORRES: Royal Canadian Legion Branch #41**
RE: Municipal Portion of 2017 Property Taxes
10. **CORRES: Claresholm Animal Rescue Society (CAREs)**
RE: Arena Rental for Annual Garage Sale
11. **CORRES: Claresholm Public Library**
RE: New Claresholm Public Library Manager
12. **INTERIM REPORT: Alberta Electoral Boundaries Commission**
13. **NEWS RELEASE: Fortis Alberta**
RE: LED Streetlight Conversions
14. **REQUEST FOR DECISION: Funding Agreement MD of Willow Creek**
15. **REQUEST FOR DECISION: Minor Hockey Fundraiser**
16. **REQUEST FOR DECISION: Aquatic Centre Training**
17. **REQUEST FOR DECISION: Municipal Development Plan Review & Update**
18. **REQUEST FOR DECISION: Audit – Request for Proposal**
19. **REQUEST FOR DECISION: Organizational Structure & FCSS Hours of Operation**
20. **REQUEST FOR DECISION: Tax Recovery Sale – Real Estate Offer Extension**
21. **REQUEST FOR DECISION: Compost Area**
22. **FINANCIAL REPORT: Statement of Operations – April 30, 2017**
23. **INFORMATION BRIEF: Landfill Setback Variance Application**
24. **INFORMATION BRIEF: 2017 Sidewalk Tender**
25. **INFORMATION BRIEF: Council Resolution Status**
26. **ADOPTION OF INFORMATION ITEMS**
27. **IN CAMERA: Legal**

INFORMATION ITEMS:

1. **Cheque Listing for Accounts Payable – May 2017**
2. **Municipal Planning Commission Meeting Minutes – April 28, 2017**
3. **2017 Alberta Recreation and Parks Association (ARPA) Annual Conference**
4. **Oldman Watershed Council – Financial Donation Thank You**
5. **Oldman River Regional Services Commission General Board Meeting Minutes – March 2, 2017**
6. **Oldman River Regional Services Commission Executive Committee Meeting Minutes – April 13, 2017**
7. **Oldman River Regional Services Commission Financial Statements for Year Ended December 31, 2017**
8. **Willow Creek Waste Management Services Commission Meeting Minutes – April 27, 2017**
9. **Ag for Life – Donations for Educational Programs**
10. **MD of Willow Creek – Notice of MPC Meeting June 22, 2017**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 23, 2017

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

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

ABSENT: Councillors: Betty Fieguth and Shelley Ford

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: REGULAR MEETING – MAY 8, 2017

Moved by Councillor O'Neill that the Regular Meeting Minutes April 24, 2017 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1630 – 2017 Mill Rate Bylaw**
RE: 3rd Reading

Moved by Councillor McAlonan to give Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year, 3rd Reading.

CARRIED

2. **DELEGATION RESPONSE: Jason Toone**
RE: Fencing at the Claresholm Industrial Airport

Referred to Administration to develop a lease agreement with Jason Toone.

3. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI) Funding

Received for information.

4. **CORRES: Alberta Culture and Tourism**
RE: Community Facility Enhancement Program (CFEP) Large

Received for information.

5. **CORRES: Farm Safety Centre**
RE: Support of Farm Safety Education

Received for information.

6. **REQUEST FOR DECISION : Shaw Communications Inc. Go Wi-fi Program**

MOTION #17-045 Moved by Councilor McAlonan to enter into a Facilities Attachment License Agreement with Shaw Communications Inc. for implementation of the Shaw Go Wi-Fi Program in Claresholm.

CARRIED

7. **REQUEST FOR DECISION: Sewer Flusher Truck Purchase**

MOTION #17-046 Moved by Councillor O'Neill to approve the purchase of the SuperJet Sewer Flusher Truck for the low bid amount of \$288,180.00 as quoted.

CARRIED

8. **REQUEST FOR DECISION: Set Reserve Bids, Auction Date and Conditions for Tax Sale Properties**

MOTION #17-047 Moved by Councillor Dixon that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017.

CARRIED

MOTION #17-048 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 #17-049 Moved by Councillor McAlonan that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended.

CARRIED

9. FINANCIAL REPORT: Statement of Operations – March 31, 2017

Moved by Councillor O'Neill to accept the Consolidated Statement of Operations for the month ended March 31, 2017 as presented.

CARRIED

10. INFORMATION BRIEF: Economic Development Assistant

Received for information.

11. INFORMATION BRIEF: CAO Report

Received for information.

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

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

CARRIED

14. IN CAMERA: Land (3)

Moved by Councillor Cutler that the meeting go In Camera at 7:22 p.m.

CARRIED

Moved by Councillor Dixon that this meeting come out of In Camera at 7:53 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor McAlonan that the meeting adjourn at 7:54 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

RECEIVED

JUN 08 2017

Claresholm Farmers Market Society
Box 1197
Claresholm, Alberta
T0L 0T0

TOWN OF CLARESHOLH

June 7, 2017

Request of Mayor and Town Council:

This year the Claresholm Farmers Market plans to hold the markets every Wednesday from 3:00 to 6:00 PM starting on July 5 and going until Sept 13, 2017 in the Claresholm Arena for a total of 11 markets.

We are asking you to consider lowering the rent for our markets. We are a member of the Alberta Farmers Market Assoc and a non profit society since 1984. Our only purpose is to organize the Farmers Market in Claresholm. We are all volunteers who work to provide a venue for venders to come and sell their products. The customers come to shop, visit and enjoy the music provided by volunteers.

We do not fund raise or have any volunteers who can help us support the markets. That is not our purpose, we should not be charged the same as other non-profits who can put on garage sales, etc. to raise money. Would you consider making a special category for the Farmers Market?


Our vendors bring Vegetables picked in the morning and sold in the afternoon, fruit and vegetables from BC, Local Honey, Eggs, Baking, magnetic jewelery, cards, soap, bath salts, purses, aprons, quilts, salad dressing, fruit pies, wooden bird houses, coffee and muffins, and many other products are for sale.

If you make it- bake it- or grow it- in Alberta you can sell it at the market.

Our market had a loss of \$627.33 again last year. Our largest expenses are Insurance. Advertising, and arena rent. The first 10 years the market rent was 55.00/ day and has risen over the years to 150.00/ day plus gst.

We appreciate your consideration and will meet with the board on Monday June 12, 2017

Yours truly,



Barb Uhl 403 625 2298 sec-tres
Irene Gladstone 403 625 3392 Manager,

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CLARESHOLM ARENA</u>	
• PRIME TIME ICE RENTAL (youth only)	\$63.00 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	41.00 / HOUR
• AA AND ADULT RENTAL	90.75 / HOUR
• OUT OF TOWN	110.00 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 ST YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY)	CMHA AND CSC BE ALLOWED ½ EACH
• SIGNS FOR FUNDRAISING	
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
SUMMER RATES (RINK FLOOR)	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY
<u>WATER/SEWER/GARBAGE</u>	
• PER BYLAW	
• DUMPSTER RENTAL	\$40 / MONTH
<u>CENTENNIAL CAMPGROUND FEES</u>	
• FULLY SERVICED LOT	\$30 / DAY
• WATER & POWER (NO SEWER) LOT	28 / DAY
• UNSERVICED SITE	18 / DAY
• TENT SITE	15 / DAY
<u>MISCELLANEOUS FACILITY/USER FEES</u>	
• AIRPORT TERMINAL BLDG ONLY	\$125 / DAY
• AIRPORT RUNWAY RENTAL	500 / DAY (includes terminal bldg usage)
• MAPS	COST + 50%
• DOG LICENSE (SPAY/NEUTER)	15 / YEAR
• DOG LICENSE (INTACT)	40 / YEAR
• DAYCARE RENT	100 / MONTH
• PLAYSCHOOL RENT	150 / SCHOOL YEAR
• FOOD BANK RENT	NO CHARGE
• ASSESSMENT APPEAL FEE	50 PER PARCEL REFUNDED IF SUCCESSFUL

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 day of 2017 A.D.

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

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

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: June 12, 2017

Agenda Item: 1

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

BACKGROUND / DESCRIPTION:

The applicant has applied for a land use bylaw amendment for the re-designation of #4 Skyline Cres. from R4 (Multiple Residential) to R5 (Apartments). The applicant proposes to use the 18 units as rental (one bedroom) units. The Town of Claresholm Land Use Bylaw No.1525 defines apartment as a development which contains three or more dwelling units and where the primary access to each unit is provided through a common or shared entryway.

The intent of the R5 (Apartment) land use district is to provide residential area which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighborhoods. Written comments from Gavin Scott, Planner ORRSC (also presented to the MPC meeting May 26, 2017) are attached.

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 give notice 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, date, time and place where the public hearing is to be held.

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No. 1631, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

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

ATTACHMENTS:

- 1.) Draft Bylaw #1631
- 2.) Apartment (R5) land use district
- 3.) ORRSC – comments from Gavin Scott, Senior Planner

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 696, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 6, 2017

APARTMENTS – R5

INTENT: This district is intended to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

1. PERMITTED USES

Accessory buildings
 Accessory structure
 Accessory use
 Apartment
 Home occupation 1

DISCRETIONARY USES

Alternative energy, solar
 Boarding house
 Group home
 Home occupation 2
 Multi-unit dwelling
 Rowhouse dwelling or townhouse

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Rowhouse dwelling or townhouse						
– interior lot	6.1	20	30.5	100	185.8	2,000
– corner lot	9.1	30	30.5	100	278.7	3,000
Apartment	30.5	100	30.5	100	929.0	10,000

3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Rowhouse dwelling or townhouse	7.6	25	1.5	5	7.6	25
Apartment	7.6	25	3.0	10	7.6	25

All other uses, as required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

Principal building – 50%
 Accessory buildings – 10% or 111.5 m² (1,200 sq. ft.), whichever is less.

5. MINIMUM FLOOR AREA

Row dwelling – 74.3 m² (800 sq. ft.)
 Apartment – 46.5 m² (500 sq. ft.)
 Multi-unit dwelling – 74.3 m² (800 sq. ft.)
 All other uses – as required by the Development Authority

6. MAXIMUM HEIGHT OF BUILDINGS

- Principal building – 15.2 m (50 ft.)
- Accessory buildings – 4.6 m (15 ft.)

7. SPECIAL DEVELOPMENT STANDARDS

- (a) The side setback requirement does not preclude the building of a semi-detached dwelling, a row dwelling or townhouse where each dwelling is separated by a party wall and on a separate title.
- (b) All high-rise developments shall be built so as not to obstruct the sun from surrounding dwellings. An apartment over three storeys in height shall be built at least the distance the apartment is high from adjacent buildings.

8. SIGNS – See Schedule 2.

9. FENCING REQUIREMENTS – See Schedule 7.

10. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

11. LANDSCAPING STANDARDS – See Schedule 9.

12. HOME OCCUPATIONS – See Schedule 10.

13. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.



Memorandum

To: Town of Claresholm

From: Gavin Scott, Senior Planner

Date: May 24, 2017

Re: Land Use Bylaw amendment for #4 Skyline Cres

Much of the decision making for this property was completed at the time of construction. At this junction from a planning point of view the property can only be brought back into a contributing part of Claresholm's residential mix.

In the current planning documents, the Municipal Development Plan (MDP) and Land Use Bylaw (LUB), several sections of those documents are of note. From the MDP Section 3.0 Residential Development, the following:

3.1 Goal

To encourage and support the development of safe, attractive and functional residential neighbourhoods that will provide the residents of the Town with a variety of housing options.

Objective 3.3.7

To continue to support a wide variety of multi-residential or rental type units within the community.

Policy 3.4.7

Multiple family dwellings and higher density developments will locate in areas:

- accessible to an arterial, or major or minor collector road;
- where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;
- accessible to schools and community facilities including parks and trails;
- accessible to commercial areas for shopping and employment;
- where the appearance of an existing residential neighbourhood is not affected.

From the LUB, Schedule 1: Land Use Districts Apartments – R5 the following:

This district is intended to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.



3105 – 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone:(403) 329-1344
Toll-Free:1-877-329-1387
Fax:(403) 327-6847
E-mail:admin@orrsc.com
Website: www.orrsc.com

Upon review of the proposal to redesignate the land from Multiple Residential – R4 to Apartments – R5, it is my opinion that the development proposal meets the requirements of the Town of Claresholm's Municipal Development Plan and Land Use Bylaw for the purposes of redesignation. Most of the questions regarding this property revolve around the Development Permit and Building Permit processes which can be dealt with upon application.

For more input or clarification, I am available to attend your public hearing regarding the matter should it be necessary.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

MAY 25 2017

AR89904

May 17, 2017

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

Dear Mayor Steel,

Our government is committed to making life better for Albertans, and that means working together with our municipal partners to build strong communities with the infrastructure and services that help deliver a high quality of life. To support this collaboration, I am pleased to confirm that in 2017 over \$1.2 billion will be provided to municipalities under the Municipal Sustainability Initiative (MSI) and \$221 million under the federal Gas Tax Fund (GTF).

Your 2017 MSI and GTF allocations are provided in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I know that municipal grant programs are very important for your community, and I look forward to working with you and our federal partners to ensure Alberta's municipalities continue to have access to stable and predictable funding.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

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

Appendix A

Town of Claresholm

Program	Components	2017 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$870,655
	MSI Capital Component	\$645,175
	BMTG Component	\$225,480
	Operating Funding	\$107,261
	Non-SI Component	\$37,079
	SI Component	\$70,182
	Total MSI	\$977,916
Gas Tax Funding (GTF)		\$203,267

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2016 Municipal Affairs Population List, 2016 education tax requisitions, and 2015 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Metis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- The GTF allocations are based on the 2016 Municipal Affairs Population List.
- The \$221.1 million in GTF funding that will be provided to Alberta's municipalities in 2017 includes \$2.7 million allocated to Alberta as one-time additional funding from legacy federal infrastructure programs. The additional funding is provided as part of the regular 2017 allocation and is subject to the terms and conditions of the GTF program.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

RECEIVED

JUN 06 2017

AR89651

May 23, 2017

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

Dear Mayor Steel,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project(s) submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
711612	Lions Park Upgrade - Playground	\$37,500
711633	49 Ave W New Sidewalk	\$14,000
711634	Museum Station Deck Replacement	\$25,000
711635	52nd Ave Sewer Main Replacement	\$147,005
711636	52nd Ave Roadwork and Overlay	\$85,000
711637	47th Ave Roadwork and overlay	\$200,000

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.gtfgrants@gov.ab.ca.

.../2

His Worship Rob Steel
Page 2

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

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



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

RECEIVED

MAY 25 2017

AR43140

May 17, 2017

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

Dear Mayor Steel:

For more than 30 years, the Government of Alberta has recognized Seniors' Week in Alberta; a terrific occasion to come together and honour seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, which takes place June 5 to 11, 2017.

Attached is a Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your declaration by May 26, 2017, so that this information can be highlighted on my ministry's website. Also attached is a poster to help you promote Seniors' Week 2017. To register your declaration or request additional copies of the poster, please email seniorsinformation@gov.ab.ca.

Across Alberta, organizations and communities host various events during Seniors' Week. Seniors and Housing is pleased to host an online special events calendar. Please visit my ministry website at www.seniors-housing.alberta.ca to print your own poster, register a special event or see what events are happening in your community.

Please join me in celebrating Seniors' Week 2017!

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Attachments

Have your say on cannabis legalization

Albertans are invited to participate in an online survey to provide feedback on how the province will adapt to cannabis legalization.

Have Your Say on Cannabis Legalization



The survey, along with a series of stakeholder engagements, will help guide how Alberta will adapt to proposed federal legislation that would legalize cannabis by July 2018. Albertans are asked to visit alberta.ca/cannabis to learn more about cannabis legalization and participate in the survey, which will run until July 31, 2017.

“I encourage everyone to share their views on this issue as we develop a Cannabis Framework that works for our province. Feedback from Albertans is an important part of the process. Our priorities are to keep profits away from criminals, keep cannabis out of the hands of children and protect Alberta’s roads and workplaces.”

- Kathleen Ganley, Minister of Justice and Solicitor General

In April, the federal government tabled proposed legislation which would legalize, regulate and restrict access to cannabis. The Government of Alberta has committed to engaging with Albertans. The online survey is designed to gather input on:

- Alberta's cannabis goals
- purchasing cannabis
- using cannabis in public
- setting the legal age
- protecting roads and workplaces
- economic implications and opportunities

The government will also be conducting stakeholder roundtable meetings, sector-specific meetings and surveys at public events across Alberta.

Once the public and stakeholder engagement is complete, the input will be used to help form a Cannabis Framework, which will outline proposed next steps for Alberta.

Albertans will have another opportunity to provide their feedback on the framework and the direction government will take.

Listen to the news conference



The image shows a SoundCloud player interface. At the top left is a green play button icon. To its right is the text 'Your Alberta' and 'Consulting Albertans o...'. Further right is the SoundCloud logo and a 'Share' button. Below the text is a grey waveform representing the audio. In the bottom right corner of the player, the number '24' is displayed. At the bottom left of the player area, the text 'Cookie policy' is visible.

Related information

Alberta's approach to cannabis legalization

Video: Message from Minister Ganley

Related news

Alberta responds to federal cannabis legislation (April 13, 2017)

Media inquiries

From: Sue Bohaichuk
Sent: Friday, May 26, 2017 11:13 AM
Subject: Survey on the Legalization of Marijuana and Municipal Impacts

Dear Mayors and CAOs:

On April 13, 2017, the federal government tabled legislation to end the prohibition on cannabis and regulate it for recreational use. Many of the details of distribution and regulation are being left to the provinces and territories to determine, with a targeted date of July 1, 2018 for implementation.

As the order of government that deals with the sale, distribution, and effects of mind-altering substances on the ground, we know that municipalities will have a lot of work to do to ensure that the federal legalization effort doesn't have unintended repercussions. AUMA was the first municipal association in Canada to take action on the legalization of marijuana, meeting with federal officials just before the legislation was released in April to share our concerns about impacts on municipalities. After the *Cannabis Act* was tabled, we reminded both the provincial and federal governments of the complex health and safety issues that need to be resolved, and the importance of a comprehensive set of federal, provincial and municipal legislation to regulate the production, distribution and consumption (see attached letters). We will continue to communicate municipal concerns with legalization to federal and provincial officials, and we are also leading some joint advocacy with other municipal associations on the topic in Saskatchewan and Manitoba.

As AUMA moves forward with developing further policy positions on the legalization and regulation of marijuana, we are interested in hearing your thoughts and concerns on this topic. We invite responses from elected officials, CAOs, human resources staff, and any other municipal employees that have expertise in this area. More than one response may be submitted by each municipality. Survey responses are welcome until Wednesday, June 7, 2017. You can access the survey [here](#).

If you have any questions or concerns about this survey, please contact Kelly Santarossa, Senior Policy Advisor, at 780-409-4315 or ksantarossa@auma.ca.



Sue Bohaichuk FCPA, FCMA; ICD. D
CEO

C: 587.987.7206

E: sbohaichuk@auma.ca

Alberta Municipal Place
300-8616 51 Ave Edmonton, AB T6E 6E6
Phone: 780.433.4431 Toll-free: 310-AUMA
Fax: 1.780-433-4454

www.auma.ca

www.amsc.ca





May 15, 2017

Honourable Ralph Goodale
Minister of Public Safety
House of Commons
Ottawa, ON K1A 0A6

Honourable Jody Wilson-Raybould
Minister of Justice
Attorney General of Canada
House of Commons
Ottawa, ON K1A 0A6

Dear Ministers Goodale and Wilson-Raybould:

I am writing to behalf of Alberta's 271 urban municipalities to share our thoughts on Bill C-45, the *Cannabis Act*.

As the Government of Canada moves forward with the legalization of cannabis for recreational use, it will be important to exercise due care to develop and harmonize provincial regulations and municipal bylaws before the federal legislation takes effect. This will ensure that we have a comprehensive regulatory framework in place at the time of implementation that can be communicated and enforced. As we are concerned that the summer 2018 target for implementation will not allow sufficient time for this framework to be implemented, we urge you to develop a timeline that outlines how and when the various federal, provincial and municipal components will be developed.

The cost of law enforcement's testing and enforcing of impairment, including equipment and training, must be fully funded through the cannabis tax or by the federal or provincial government so that costs are not downloaded onto municipalities. Additionally, community peace officers must be a component of the enforcement activities given their role in traffic safety. These officers will require appropriate protocols and resources so they can detain potential offenders until other law enforcement agencies can validate impairment and, if necessary, lay a charge. These are just some of the many issues relating to impairment. We are therefore seeking information on the determination of impairment levels and the responsibility and processes for testing for impairment. In particular, we would appreciate further details about the provision of equipment and training and how we can be assured of admissibility in court proceedings.

In terms of the home grow of cannabis, we urge the federal government to take action to review and establish national building code standards. These standards are very important for protecting the interests of property owners, particularly condominium owners and landlords.

We appreciate the opportunity to provide feedback on this important legislation.

Sincerely,



Lisa Holmes
AUMA President

cc: Honourable Jane Philpott, Minister, Health Canada
Honourable Bill Blair, Parliamentary Secretary, Justice and Attorney General Canada
Honourable Kathleen Ganley, Minister, Alberta Justice and Solicitor General
Clark Sommerville, President, Federation of Canadian Municipalities
Al Kemmere, President, Alberta Association of Municipal Districts and Counties



May 15, 2017

Honourable Kathleen Ganley
Minister of Justice and Solicitor General
424 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Ganley:

I am writing to share the views of Alberta's urban municipalities regarding the federal Bill C-45, the *Cannabis Act*.

As outlined in our enclosed news release, municipalities are concerned that the federal government's accelerated plan for a mid-2018 implementation will not allow sufficient time for associated provincial and municipal regulatory frameworks to be put in place. It is critical that a provincial/municipal taskforce be established as soon as possible so that we can effectively work together to develop and harmonize our respective regulatory frameworks. As we explained during our earlier meeting, this taskforce is also important for collaboration on education and enforcement activities. AUMA would be pleased to represent urban municipalities on this taskforce and we look forward to a definitive response on its scope and composition.

The provincial regulations, including those relating to alcohol and drugs, traffic safety and employment standards, need to be developed well in advance of the federal implementation date so that municipalities have time to prepare required bylaws relating to restrictions on production, distribution and consumption activities, and applicable enforcement.

Equipment and training costs, as well as ongoing costs of utilization, must be fully funded through the cannabis tax or by the federal or provincial government so that costs are not downloaded onto municipalities. As you will have seen from our letter to the federal government, we are also seeking clarification on the process for determining impairment levels, testing for impairment, and ensuring accessibility of equipment and trained personnel, and admissibility in court proceedings.

We look forward to working with the province to develop template bylaws and other tools and resources that will strengthen municipal readiness for implementation. Through the taskforce, we can also provide updates on how our municipal colleagues in other provinces and territories are working with their respective provincial governments.

We appreciate your taking the time to hear the voice of Alberta's urban municipalities.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Holmes". The signature is written in a cursive style with a small flourish at the end.

Lisa Holmes
AUMA President

Enclosure

cc: Honourable Shaye Anderson, Minister of Municipal Affairs



Attention: News Editors
For immediate release

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

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

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

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

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

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

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

-30-



About the AUMA

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

For more information:

Maegan Sheskey
Communications Coordinator, AUMA
780-668-2436





Mayor Rob Steel
c/o Office of the Mayor
P.O. Box 1000
Claresholm, AB
T0L 0T0

Dear Mayor Steel:

As a member of the Southern Alberta Recreation Association, I am pleased to send this invitation to bid on the 2018 or 2019 Southern Alberta Summer Games. We have found that asking for two years ahead allows communities to get into the rotation with more lead time to plan their Game, and to help SARA with our commitment in providing support.

I encourage you and your community to seriously consider this invitation, by either entering a bid as a single community or partnering with neighboring communities, MD's or counties.

The Southern Alberta Summer Games, which are held around the first week in July are the longest, consecutively running multi-sport event in Western Canada. We believe that they are worth keeping – but we need your participation as a host community to ensure that they continue to happen. This year will mark the **48th anniversary of games** in Zone 1.

All communities wishing to bid must submit their letter of intent as soon as possible to the below address with a completed bid. A possible tour of bid communities by SARA representatives will take place later, with the decision to host, announced after that.

Please see the enclosed bidding information to learn more about the bid process.

If you have any questions, please call me at 403-485-2554 or at bellis@townofvulcan.ca

Sincerely,

Bonnie Ellis
SARA Co-Chair
Director of Recreation
Box 360 Vulcan AB, T0L 2B0
bellis@townofvulcan.ca 403-485-2554

A. BIDDING INFORMATION

1. All bids should be directed toward the Planning and Administration Committee Chairman.
2. Sport Selection Criteria
 - a) The host Community must host all of the core sports plus optional sports to a minimum of 12.
 - b) Core sports are those that continue to exhibit high athlete and spectator participation.
 - c) Only optional sports may be added or deleted with the authorization of the Planning & Administration Committee.

Core Sports	Optional Sports
5/10 K Run	Archery
Athletics	Beach Volleyball
Baseball	Equestrian
Badminton	Handgun
Basketball	Horseshoes
Cycling (Road Race & Time Trails)	Kayaking
Golf	Lacrosse
Mini Soccer	Pickleball
Photography	Slo-Pitch
Soccer	Smallbore
Swimming	Softball
Table Tennis	Trapshooting

3. The Southern Alberta Recreation Association will consider including sports other than those indicated in (2) above, if requested by a bidding community. The Association will also ask the Host Community to consider hosting a sport not included in the bid for reasons of participant numbers or if the sport is being considered as a playoff for Alberta Games.
4. Bids should be submitted in written form including:
 - a) Statements of desire by the municipality to host the Games.
 - b) Statements regarding sports which the community would like to host as outline in 2 and 3.
 - c) Facilities to be used for the sports.
 - d) Dates for the Games to be determined between the Host Community and the Southern Alberta Recreation Association.
 - e) Statements, which would indicate names of people in the community who are qualified and might consider chairing committees for:
 1. Games Chairman
 2. Publicity
 3. Medical
 4. Social Events
 5. Medals
 6. Communications
 7. Sports Facilities
 8. Sport

5. The Southern Alberta Recreation Association has a grant available for the host community.
6. Any community bidding on the Southern Alberta Summer Games, that has hosted the Games in the last eight years, their bid will be secondary to new communities.
7. Each bid will be judged on the criteria listed on the following page.
8. The successful bid will be announced at the Opening Ceremonies of the Games.
9. The successful community will be required to provide sufficient liability insurance and will be required to sign a letter of agreement with the Southern Alberta Recreation Association.
(Copy follows criteria)



INFORMATION BRIEF

Meeting: June 12, 2017

Agenda Item: 7

SOUTHERN ALBERTA SUMMER GAMES 2020

DESCRIPTION:

The Claresholm Summer Games Committee would like to put in a bid to host the 2020 Southern Alberta Summer Games in Claresholm.

BACKGROUND:

When Claresholm last held the Games in 2015, it was the committee's hope at that time that Claresholm host the Games every five years. That way, our facilities could be updated more frequently, and we could also promote tourism to our community on a more continual basis.

The committee held their Annual General Meeting on January 30, 2017, at which time an executive was formed and the consensus was to pursue the Games for 2020. An application was submitted to the Alberta Gaming and Liquor Commission for a casino, however AGLC will not put the committee in the queue for a casino until a confirmed date for the Games has been granted. The committee would like to continue to partner with the Town towards hosting the Games, especially now that the Town has a permanent Recreation Manager to assist.

Mike Schuweiler, Director of Infrastructure Services and myself will continue to work together and with the committee to ensure that our facilities are up to standard to host the 2020 Southern Alberta Summer Games.

COSTS/ SOURCE OF FUNDING (if applicable):

The cost to the Town of Claresholm for the 2015 Southern Alberta Summer Games was \$14,736.67, which consisted primarily of labour costs.

The committee has \$25,600 currently however \$13,000 was received from the Lethbridge Community Foundation as a grant for track improvements, which are scheduled to be completed in 2017 (dependent on Grant funding). This leaves a remaining balance of \$12,600 for future Games.

The committee will pursue other funding opportunities once the Games have been confirmed.

ATTACHMENTS:

None

APPLICABLE LEGISLATION:

None

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2017

May 29, 2017

File: 40E-153

ALL ORRSC MEMBER MUNICIPALITIES

Mayor/Reeve, Council And Administration

Re: ORRSC Shared Services and Member Utilization

With changes to the Municipal Government Act (MGA) and the roll-out of the South Saskatchewan Regional Plan, all of our member municipalities will require new statutory plans or amendments to existing statutory plans to meet provincial compliance. The Oldman River Regional Services Commission (ORRSC) is prepared to meet all of your planning requirements over the next few years and is actively working to build a schedule that ensures your plans will be completed in a timely fashion. As you can appreciate, this is a huge task and will involve careful consideration involving the hierarchy of planning documents and the order in which plans should be undertaken.

The Executive of the Oldman River Regional Services Commission would like to remind the Councils and Senior Administrators of our member municipalities that as a joint municipal-owned shared services commission the Guidelines of Procurement Obligations under Canada's New West Partnership & Trade, Investment and Labour Mobility Agreement (TILMA) exempt ORRSC from these Agreements.

As such, the member municipalities can directly award the provision of Statutory Plans, Land Use Bylaws and various other Reports to ORRSC without the necessity of a Request for Proposal (RFP). This is one of the benefits of membership and it is one of the reasons we exist.

As a member you have signed a contract/agreement to utilize our services and while it doesn't preclude you from going to Private Consultants, it does add costs to the Commission, for the time spent preparing RFPs and in the form of lost revenues should you award the contract elsewhere.

We pride ourselves on providing professional planning services and will work with each member municipality to ensure their plans are in compliance and up to date with current legislation and regulation. No member municipality will be left behind. We also provide long-term advice to ensure your value goes beyond just the preparation of the plan. We are your planners.

Sincerely,



Gordon Wolstenholme, Chair
on behalf of the Executive Committee



CLARESHOLM, ALBERTA
BRANCH #41

RECEIVED

MAY 19 2017

Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca

May 15, 2017

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

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2016 taxation assessment.

Thank you for your consideration. ^{2017 Sjn}

Sincerely,

Sharon Vandenberg
Treasurer

**Amount of municipal tax
in 2017 is \$1,206.06.**



INFORMATION BRIEF

Meeting: June 12, 2017

Agenda Item: 9

ROYAL CANADIAN LEGION BRANCH #41 MUNICIPAL PORTION OF 2017 PROPERTY TAXES

DESCRIPTION:

The Royal Canadian Legion Branch #41 is requesting that the Town of Claresholm waive the municipal portion of their 2017 property taxes.

BACKGROUND:

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

- 2012 – \$1,194.14
- 2013 – \$1,123.36
- 2014 – \$1,160.39
- 2015 – \$1,140.09
- 2016 – \$1,152.75

The amount of the request for 2017 is \$1,206.06.

PROPOSED RESOLUTION:

Moved by Councillor _____ to forgive the municipal portion of the 2017 property taxes of the Royal Canadian Legion in the amount of \$1,206.06.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2017



Claresholm Animal Rescue Society
PO Box 2579
Claresholm, AB T0L 0T0

May 31, 2017

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

Dear Town of Claresholm:

I am writing on behalf of the Claresholm Animal Rescue Society. In May we rented the Claresholm Arena to hold one of our annual fundraisers, the "Garage Sale." We were charged for all three days, rent of \$150/day I was told. I was wondering if the Town would consider giving us a reduction on the rate, being that we are currently working on a deficit budget and have limited resources for funding.

We do appreciate everything the Town does do for us, and we look forward to working together. We believe that we cleaned up well and put stuff away. If there were any issues, please let me know of them. I am aware that there was a delay with one of the companies arriving to pick up the remainder of the items that did not sell.

Thank you for considering our limited financial situation. I look forward to your response.

Yours truly,

A handwritten signature in purple ink, appearing to read "Lorraine Norgard", is written over a horizontal line.

Lorraine Norgard
President
CAREs

/ln

Claresholm Public Library
Box 548, Claresholm, AB. T0L 0T0
Phone (403) 625-4168 Fax (403) 625-2939
email: help@claresholmlibrary.ca



June 8, 2017

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

Re: New Claresholm Public Library Manager

Dear Mayor Steel,

We are very pleased to announce that the Library Board has hired Jay Sawatzky as the new Library Manager. Her position will commence July 1, 2017.

Jay will bring her experience of four years working in the library and also as a volunteer prior to that. She is enthusiastic and we feel a strong advocate for libraries.

Thank you for your support.

Yours truly,

Lisa Anderson
Board Chairman

Marian Carlson

From: Info - EBC <info@abebc.ca>
Sent: Thursday, May 25, 2017 5:15 PM
To: Info - EBC
Subject: Interim Report: Alberta Electoral Boundaries Commission

Good afternoon:

You will be able to find the Interim Report of the Alberta Electoral Boundaries Commission here:
<http://abebc.ca/media/reports/>

You will be able to find full resolution **MAPS from the Interim Report** on the Electoral Boundaries Commission website here: <http://abebc.ca/interim-report-maps/>

Best
Aaron

Executive Summary

In accordance with its role under the *Electoral Boundaries Commission Act*, RSA 2000, c. E-3 as amended (“the Act”), the majority (“the majority”) of the Electoral Boundaries Commission (the “Commission”) recommends that changes be made to the electoral boundaries of some of Alberta’s 87 electoral divisions, (sometimes called constituencies or ridings) that would result in:

- Consolidating four electoral divisions into three in the central northeast area of the province (north and east of Edmonton) to account for the population in those areas having grown at a rate below that of the province as a whole; those current four electoral divisions are Lac La Biche-St. Paul-Two Hills, Athabasca-Sturgeon-Redwater, Fort Saskatchewan-Vegreville and Bonnyville-Cold Lake.
- Consolidating five electoral divisions into four in the central west area of the province (north of Red Deer and west of Edmonton) to account for the population in those areas having grown at a rate below that of the province as a whole; those current five electoral divisions are Rimbey-Rocky Mountain House-Sundre, West Yellowhead, Drayton Valley-Devon, Whitecourt-St. Anne and Stony Plain.
- Consolidating seven electoral divisions into six in the eastern side of the province (south of Calgary and east of Highway 2), to account for the population in those areas having grown at a rate below that of the province as a whole; those current seven electoral divisions are Battle River-Wainwright, Drumheller-Stettler, Strathmore-Brooks, Little Bow, Cardston-Taber-Warner, Cypress-Medicine Hat and Vermilion-Lloydminster.
- Creating a new electoral division to the immediate north and west of Calgary, to account for the significant increase in the populations of Airdrie and Cochrane.
- Creating an additional electoral division in the city of Calgary, to account for the significant increase in the population in that city.
- Creating an additional electoral division in the city of Edmonton to account for the significant increase in the population of that city.
- Various resulting constituency boundary changes, some significant.

The majority of the Commission further recommends that the two electoral divisions in the far northwest of the province that were previously granted special status under s. 15(2) of the Act (currently Dunvegan-Central Peace-Notley and Lesser Slave Lake) retain their special status, a status that permits their populations to fall between 25% and 50% below the provincial average electoral division population (the “provincial average population”).

The Commission also recommends name changes to various electoral divisions and has applied the following criteria in selecting names:

- No name should duplicate the name of a federal electoral division.
- Names should reflect the geographic location of the constituency.
- The name of electoral divisions located in cities containing more than one electoral division should begin with the name of the city in which it is located, e.g., Lethbridge-East.
- Current electoral division names should be retained except where boundary changes move one or more of the geographic locations contained in the current name outside the electoral division.
- Electoral division names should be as short as possible.

- While making no recommendation about the names of current electoral divisions that contain the names of former politicians, that practice should not be followed when naming or renaming electoral divisions.
- While the name of an electoral division that currently bears the name of two or more communities should not be changed to list those names alphabetically, newly named or renamed electoral divisions that bear the names of two or more communities should list those communities alphabetically.

Commissioner Day's minority report ("the minority"), found in Appendix A, recommends that electoral boundaries be set in each of Calgary and Edmonton in such a manner that no additional electoral divisions would be required to be added in either city. That would result in most or all of the electoral divisions in each city containing populations above provincial average population size but below the 25% maximum size permitted under the Act. As a result, no amalgamation of electoral divisions outside of these cities would be required. The populations of many of those electoral divisions would be left at current levels, some well below provincial average population size.

Each of the above recommendations is subject to further deliberation based on the public consultation to be conducted after the issuance of this interim report and, in particular, to the public input received on the issues raised in the Specific Questions for Public Input section of this report.



**PROVINCIAL ELECTORAL DIVISIONS
(PROPOSED 2017)**

BASE MAP DATA PROVIDED BY ALBERTA DATA PARTNERSHIPS LTD.

FORTISALBERTA RECEIVES APPROVAL TO PROCEED WITH LED STREETLIGHT CONVERSIONS

Calgary, Alta. – May 17, 2017 – FortisAlberta, an electricity distribution company dedicated to delivering safe and reliable electricity to the homes, farms and businesses of more than half a million customers, has received approval from the Alberta Utilities Commission (AUC) to proceed with LED streetlight conversions in more than 130 communities within the company's service territory.

The initial application to convert existing streetlights under the LED Streetlight Conversion program was made in April 2016 and at that time six communities including Canmore, Crowsnest Pass, Devon, Okotoks, St. Albert and Wetaskiwin underwent conversions. Another application for an additional 131 communities was made to the AUC and FortisAlberta has received approval to continue.

"This is a huge win for our municipal customers who have been seeking a viable and cost-effective option for their existing streetlights," says Don Hughes, Director, Business Development.

LED technology offers many benefits, including reduced energy consumption, resulting in lower costs for our customers. The LED technology FortisAlberta is installing will use a warmer light, resulting in minimal blue light exposure. The fixtures are dark sky friendly with zero up-light, which means less light pollution and/or sky glow as the light is directed downward. The current high-pressure sodium bulbs produce a light that appears orange; the new LED lights will produce a whiter light, resulting in a higher light quality that improves safety.

As FortisAlberta begins conversions in each community, local media and community offices will be contacted with specific information relating to their area. Conversions are expected to take place starting the end of May and will continue over the next year.

About FortisAlberta

As owner and operator of more than 60 per cent of Alberta's total electricity distribution network, FortisAlberta's focus is delivering safe and reliable electricity to more than half a million residential, farm and business customers. The Company serves more than 200 communities with 122,000 kilometres of distribution power lines across Alberta.

Communications Contact:

Natasha Russell, Communications Advisor

FortisAlberta Inc.

Office: 403-514-4682

natasha.russell@fortisalberta.com

BACKGROUND

In 2016, FortisAlberta received approval to convert HPS streetlights to LED streetlights for the following six communities: Bellevue, Canmore, Devon, Okotoks, Wetaskiwin and St. Albert. There were special interest groups who raised concerns with respect to the colour temperature being used to convert existing HPS to LEDs. St. Albert was approached by one of these special interest groups and decided to put the conversion on hold until further research was conducted and we decided on the colour temperature for future conversions.

At that time, consultations took place and the option to continue with 3,000K instead of 4,000K colour temperature lights were presented as an option given the recent change in industry standards; FortisAlberta, then adjusted its standard to reflect the same and a decision was made to switch from 4,000K to 3,000K for future conversions. In early 2017, St. Albert made the decision to continue with its conversions using the 4,000K colour temperature for streetlights. The conversion in St. Albert is expected to be complete by June 2017; there is approximately 400 lights left to convert.

On March 31, 2017, the Alberta Utilities Commission granted approval for FortisAlberta to convert an additional 131 communities to LED streetlight technology. Conversions from HPS lighting to LED technology for these communities is expected to begin May 23 and be completed by the end of 2017; however, there is a potential risk that based on materials these conversions will not be completed until mid-2018.

KEY MESSAGES

General

- In 2016, FortisAlberta changed its standards to LED streetlight technology.
- FortisAlberta proactively seeks to identify opportunities to provide its customers with solutions that will benefit their community.
- LED streetlight technology offers several benefits and is a cost-effective option for those communities who want to participate in the LED Streetlight Conversion program.
- As part of this move to LED, FortisAlberta received AUC approval to convert the streetlights existing Cobra-head HPS streetlights in six municipalities to LED.
- FortisAlberta successfully converted six communities to LED streetlight technology and overall the response has been positive.
- We received approval from the AUC to proceed with converting more than 130 communities to LED streetlight technology.

Response to colour change

- In the fourth quarter of 2016, new colour temperature recommendations were made by the Illuminating Engineering Society of North America (IESNA or IES) due to the availability of new technology at a competitive price. As a result, FortisAlberta has updated its standard from 4,000K to 3,000K.
- This change is similar to many technological advancement choices we see (consider smart phones, computers and cars as an example); FortisAlberta is acting prudently to ensure it is aligned with industry trends and recommendations while operating in the best interests of its customers.
- The downward trend in colour temperature can be attributed to a desire to achieve a warmer-looking light – up until now, the options available in the 3,000K range were cost-prohibitive.
 - In practice, colour temperatures are often referred to from a different psychological perspective. Color temperatures over 5,000K are called cool colors (bluish white), while lower color temperatures (2,700–3,000K) are called warm colors (yellowish white through red).
- 4,000K is still an acceptable standard and meets all safety, health and energy savings requirements. Communities in FortisAlberta's service area that have already converted to 4,000K are in good company and can look forward to realizing the benefits of these for years to come; many North American cities have converted their streetlights to 4,000K.

Response to health concerns

- The LED technology FortisAlberta is installing will use a warmer light, which means that exposure to blue light will be minimal. Additionally, the U.S. Department of Energy released a publication in 2013 and concluded that LED products are no more hazardous than other lighting technologies. https://www1.eere.energy.gov/buildings/publications/pdfs/ssl/opticalsafety_fact-sheet.pdf

LED lighting disrupting sleep patterns

- There is no evidence that LED streetlights impact human sleep cycles any differently than HPS streetlights that have been used for the past 30 years. When considering the effects of light at night, indoor lighting is more of a concern. The quantity of light emitted by streetlights is many times lower than that emitted by typical indoor lighting, TVs, tablets or PC screens. The U.S. Department of Energy has published several documents to address the statements made by the American Medical Association (AMA) with regards to the stated health issues.

CONSTRUCTION TIMELINE

Phase One - South

Municipality	Number of Lights	Start Date (D/M/Y)	Completion Date (D/M/Y)	Accelerated Start Date
High River, Town Of	1093	01/06/2017	18/06/2017	23/05/2017
Lomond, Village Of	29	01/06/2017	01/06/2017	23/05/2017
I.D. No. 04 (Waterton)	49	01/06/2017	02/06/2017	23/05/2017
Vauxhall, Town Of	104	02/06/2017	04/02/2017	24/05/2017
Glenwood, Village Of	36	03/06/2017	04/06/2017	25/05/2017
Hill Spring, Village Of	20	03/06/2017	03/06/2017	25/05/2017
Magrath, Town Of	176	04/06/2017	14/06/2017	26/05/2017
Taber, Town Of	679	05/06/2017	30/06/2017	27/05/2017
Raymond, Town Of	288	15/06/2017	22/06/2017	06/06/2017
Black Diamond, Town Of	262	19/06/2017	30/06/2017	6/9/2017
Nanton, Town Of	334	19/06/2017	02/07/2017	6/10/2017
Stirling, Village Of	107	28/06/2017	30/06/2017	6/19/2017
Turner Valley, Town Of	144	01/07/2017	04/07/2017	
Warner, Village Of	63	01/07/2017	02/07/2017	
Barnwell, Village Of	53	01/07/2017	02/07/2017	
Coaldale, Town Of	544	02/07/2017	18/07/2017	
Milk River, Town Of	173	02/07/2017	06/07/2017	
Stavely, Town Of	88	03/07/2017	06/07/2017	
Longview, Village Of	46	04/07/2017	06/07/2017	
Claresholm, Town Of	464	11/07/2017	20/07/2017	
Coutts, Village Of	57	11/07/2017	13/07/2017	
Cowley, Village Of	44	11/07/2017	12/07/2017	
Pincher Creek, Town Of	463	13/07/2017	27/07/2017	
Carmangay, Village Of	42	18/07/2017	20/07/2017	
Arrowwood, Village Of	27	25/07/2017	26/07/2017	
Milo, Village Of	27	26/07/2017	26/07/2017	
Vulcan, Town Of	157	27/07/2017	30/07/2017	
Nobleford, Village Of	111	31/07/2017	03/08/2017	
Picture Butte, Town Of	205	08/08/2017	12/08/2017	
Coalhurst, Town Of	227	13/08/2017	17/08/2017	



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 14

MD OF WILLOW CREEK CLARESHOLM ARENA FUNDING AGREEMENT

DESCRIPTION:

The MD of Willow Creek has committed \$144,000 of funding for Claresholm Arena upgrades. The MD requires the Town of Claresholm to sign the attached agreement in order to secure this funding.

PROPOSED RESOLUTION:

Moved by Councillor _____ to sign the Claresholm Arena Funding Agreement with the MD of Willow Creek as presented.

ATTACHMENTS:

- Proposed Claresholm Arena Funding Agreement

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 6, 2017

Memorandum of Agreement
effective this _____ day of _____, 2017

Between:

Municipal District of Willow Creek No. 26
(Hereinafter referred to as the "M.D.")

And:

Town of Claresholm
(Hereinafter referred to as the "Town")

This agreement shall be for the purpose of the provision of grant funding for the capital upgrade at the Claresholm Arena.

Subject to the M.D. and the Town adhering to the covenants and conditions contained within this agreement, the following shall form the basis of this agreement:

1. the M.D. through its 2017 budget process, agrees to fund a portion of the capital upgrade at the Claresholm Arena, a building owned and operated by the Town, in the amount of \$144,000.00;
2. the monies paid by the M.D. shall be forward to the Town on or before May 31, 2017;
3. the Town will manage the project under the criteria set out in the Municipal Government Act and the Town's policies and bylaws for the purpose stated in this agreement;
4. the funding provided by the M.D. to the Town, shall be used only for the capital upgrade of the Claresholm Arena;
5. the Town will provide the M.D. with a cost accounting midway through the project and a final cost accounting upon completion of the capital upgrade;
6. the M.D. attests the funding is supported by the general operating budget and that no grant monies were used to fund the contribution to the

capital project at the Claresholm Arena; and

7. the M.D. will recover this funding contribution through a special recreational levy placed on a portion the municipal tax roll covering the Claresholm recreation area, over a five year period beginning in the 2017 tax year.

As witness to the contents of this document, the duly authorized signing officers have set their hand, under the seal of the M.D. and the Town this _____ day of _____, 2017.

**The Municipal District of Willow
Creek No. 26**

Seal

Reeve

Chief Administrative Officer

Town of Claresholm

Seal

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 15

MINOR HOCKEY FUNDRAISER ARENA BOARD ADVERTISING

DESCRIPTION:

Claresholm Minor Hockey is asking permission to use Arena Board advertisement as a fundraiser for the Arena Ice Slab and Board Replacement Project. They are proposing to sell advertising spots for \$1,000 for the 2018 & 2019 season (the advertiser would be responsible for getting their own board or sign up made)

In addition, they have requested a discount for the 2019-2020 season as an incentive for businesses to advertise; \$200 pays for advertising for 2019-2020 season (a discount of \$75 from regular advertised price)

They are seeking the support of Council in their efforts.

BACKGROUND:

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

On April 24, 2017 the Town of Claresholm committed \$154,135 held in Capital Reserves, as well as letters of support for the arena ice slab and board replacement for the process of applying for grants.

COSTS/ SOURCE OF FUNDING:

- Loss of revenue for arena signage for the 2018/2019 season. Revenues received in 2016 were \$3,825 and in 2015 \$3,725.

PROPOSED RESOLUTION:

Moved by Councillor _____ to allow Claresholm Minor Hockey to use the Arena board signs as a fundraiser at a rate of \$1000 each for the 2018-2019, and offer a discounted rate of \$200 for the 2019-2020 season. Proceeds of this fundraiser will go towards the Claresholm Arena Ice Slab and Board Replacement Project.

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 9, 2017



Claresholm

REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 16

AQUATIC CENTRE TRAINING POLICY

DESCRIPTION:

Clarification is required in the Aquatic Centre Training Policy regarding lifeguards accessing the pool for fitness training. The prior policy #GA 12-11a has been amended to add section 3, which outlines the reasoning behind lifeguards using the pool facilities at no charge. This proposed amendment has been discussed at the Administrative Services Committee and is being forwarded on to Council for approval.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #GA 06-17 – the Aquatic Centre Training Policy, effective June 12, 2017.

ATTACHMENTS:

Policy #GA 06-17 – Aquatic Centre Training Policy (with additions highlighted in yellow).

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 6, 2017



Policy #GA 06-17

Aquatic Centre Training

PURPOSE: To provide a consistent policy for administration to follow regarding staff training at the Claresholm Aquatic Centre.

POLICY:

1. The following courses qualify for an extra \$1.00 per hour pay to the trainer who is teaching them to anyone for the purpose of recruiting new staff or certification / recertification of current staff of the Claresholm Aquatic Centre:
 - a) Bronze Medallion
 - b) Bronze Cross
 - c) Standard First Aid
 - d) National Lifeguard Service (NLS)
 - e) Lifesaving Swim Instructor (LSI).

All other courses must be approved by management before the extra \$1.00 per hour will be paid to the trainer.

2. Any lifeguard hired is expected to pay the current costs upfront for training in the following courses:
 - a) Bronze Medallion
 - b) Bronze Cross
 - c) Standard First Aid
 - d) National Lifeguard Service (NLS).

All training costs paid for these courses will be reimbursed after 1040 hours of employment at the Claresholm Aquatic Centre. This reimbursement only applies to staff hired after January 1, 2012.

Any lifeguard hired after January 1, 2012 that already has Lifesaving Swim Instructor (LSI) will be reimbursed \$300 after 1040 hours of employment with the Claresholm Aquatic Centre. After January 1, 2012, any Claresholm Aquatic Centre employee who becomes certified for LSI at the Claresholm Aquatic Centre will not be charged any costs. Advanced / specialized courses will be subject to the guidelines under the Town of Claresholm Staff Education and Training Policy.

3. All Junior and Senior lifeguards employed by the Town of Claresholm, Claresholm Aquatic Centre are required to maintain their physical fitness and maintain the physical standards as outlined by The Royal Lifesaving Society. Furthermore, the Claresholm Aquatic Centre Staff must be able to complete at any given time the following Lifesaving Society Physical Standards:

a) Demonstrate anaerobic fitness and strength for an object recovery: Starting in the water, swim 15 meters and surface dive to recover a 9 kg (20 lb.) object; surface and carry the object 5 meters – all within 40 seconds.

Purpose: to ensure lifeguards have the necessary skill and fitness to recover a submerged victim.

b) Demonstrate aerobic fitness and endurance: Swim 400 meters within 10 minutes (400yd. within 9:10 minutes).

Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

c) Demonstrate anaerobic fitness: Starting in water, swim 50 meters head-up swim within 60 seconds (50 yd. within 55 sec).

Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

Therefore, all Junior and Senior Lifeguards of the Claresholm Aquatic Centre may access the pool free of charge, during scheduled hours, to maintain the standards of physical fitness as outlined by the Royal Lifesaving Society.

POLICY #GA 12-11a is hereby rescinded.

EFFECTIVE DATE:



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 17

MUNICIPAL DEVELOPMENT PLAN REVIEW & UPDATE

DESCRIPTION:

The Request for Proposals (RFP) for the Municipal Development Plan (MDP) update and review closed May 31, 2017. As per the RFP the proposed start up time is June 26, 2017 with a completion date of December 31, 2017. The RFP was sent to 7 planning firms and the Town received three proposals.

The project objectives is to ensure that developers and businesses have a clear and concise direction and understanding of Town policy, while appreciating the connection to a strong community identity that focusses on the social aspects of life in Claresholm. The MDP was last amended in September of 2010. The updated MDP will provide a detailed framework for the development (and/or redevelopment of land within Claresholm. The existing and future land use patterns will be influenced by growth, environmental, community, financial and transportation priorities. The updated MDP will align with all current Regional Plans and take into consideration any/all applicable legislation.

DISCUSSION / OPTIONS:

The three proposals have a fee schedule of:

1. \$18,750.00 - ORRSC
2. \$44,520.00 – ISL Engineering & Land Services
3. \$48,900.00 – Stantec Consulting Ltd.

COSTS / SOURCE OF FUNDING (if applicable):

The 2017 budget included \$10,000.00 for the MDP review and update based on correspondence with ORRSC in the fall of November 2016. As per the Request for Proposals sent out, the scope of work may be more than originally anticipated by ORRSC when they provided the budget numbers in 2016. However, if the MDP does only require minor changes, the cost may be lower. ORRSC will initially charge hourly for the review and update, up to the proposed fee schedule. Also they have taken into consideration the election in October which may require additional Public meetings or consultation, dependent on Council objectives and priorities. Administration will require a motion of Council to approve the project as per the fee schedule mentioned above.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept the proposal from _____ for the Town of Claresholm Municipal Development Plan review & update in the amount of _____.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2017



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 18

AUDIT REQUEST FOR PROPOSAL

Description:

Management would like to recommend that we put the Town's audit and year-end accounting needs out for tender.

Background:

Avail LLP (previously known as Young Parkyn McNab LLP) has been the Town's accountant and auditor since 2001, and from the information I could find the last time our audit went out to public tender was 2006.

Discussion:

Due to the significant period of time since we last put our audit services out to public tender we believe it is appropriate to tender the audit this year for a 3 year agreement (2017, 2018 and 2019 yearends) with options to extend for 1 to 2 additional years at our option.

Due to the recent hire of Blair Bullock, CPA, CA who has significant municipal audit experience, we believe there is also a potential opportunity to do more of the yearend in-house, presenting the potential opportunity for significant audit savings. As such we are suggesting that the Request for Proposal for our audit requirements include two different service level options.

Option A: Continue providing essentially the same level of service that we currently receive, where the auditor not only completes the audit, but also prepares the financial statements and annual financial return.

Option B: Audit internally prepared financial statements and annual financial return with working papers already largely prepared for the auditor

The cost difference between the options will help management determine whether the extra internal cost for software etc. on Option B is worth the audit savings.

Proposed Resolutions:

1. Moved by Councilor _____ that our Audit service requirements be put out to public tender with two service level options.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 6, 2017



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 19

Organizational Structure & FCSS Hours of Operation

Background:

With the departure of the Outreach Worker with FCSS, at the end of April 2017, there was an opportunity to review the FCSS organizational structure along with the program and service delivery and financials of the department. The attached FCSS Assessment document was the result of that assessment.

This assessment was presented to the FCSS Advisory Board on Monday June 5, 2017.

As the Organizational Chart was being amended for FCSS Marian also took this opportunity to update to whom Protective Services/Fire reports to reflect current practice; namely moving Protective Services/Fire from under the Director of Corporate Services to directly under the CAO.

Discussion:

The attached assessment discusses in detail some of these main points:

- The Claresholm and District FCSS receives FCSS provincial funding along with the MD flow through provincial funding and the MD and Town's required 20% contribution as required by the FCSS Grant Agreement – no additional funds are provided by the Town or the MD beyond the minimum required. This funding totals approximately \$178K
- The Claresholm and District FCSS receives two additional grants, Child and Family Services Alberta (CFSA) and Alberta Health Services (AHS) totals approximately \$62K. These grants have detailed agreements regarding how the funding is to be used. CFSA funding is designated to fund 0.9 full-time equivalent (FTE) of salary and benefit funding across all three positions were currently have. AHS covers 0.5 FTE for the resource worker (FCSS Admin Assistant).
- Funding is used primarily for internally run programming and services. Only 15% of FCSS funding is used for external programming and all other funding is used for internal programs.
- All the FCSS activities and costs, including 100% of salaries and benefits, are covered by the FCSS funding and other grant funding received by FCSS; there are no FCSS expenditures for which the Town is covering with the exception of the 20% required funding support.
- Comparison to other FCSS organizations in surrounding communities revealed the following:
 - Cardston and Pincher Creek both operate out of their Town offices, utilizing Town staff for reception and other staffing support. Both only have 1 part time director position but have no internal programming and no additional grants beyond the FCSS funding. Funding disbursement is approximately 80% external funded programming, 20% administration (Director Salary, etc.)

- Nanton and Fort Macleod operate similarly to our FCSS where they operate out of a separate building. At least 70% of FCSS funding is used for internal programming (only 10% – 30% goes to external programming) and they receive significant additional grants to run other programs. Nanton has approximately 7 full-time staff and Fort Macleod has 3 full-time and 2 part-time staff.
- It is important that our FCSS operate consistent hours so users of the FCSS, especially frail elderly individuals, don't come all the way down to the FCSS building to find it closed unexpectedly.
 - This is extremely difficult to accomplish with only two (2) staff due to time off of staff (vacation, sick time, etc) and the mandate or responsibilities of the staff, especially the Director, who can often be out of the office running programming, assessing community need, promoting FCSS, etc.
 - If reducing one position down to part-time there should be consideration to reduce the hours of operation of the FCSS office to better allow a part time position to cover the operating hours of the office and reduce the need or likelihood of unexpected closures.

When presented to the FCSS Advisory Board there was further discussion regarding the requirements of the FCSS staff to do a significant amount of office and paper work that having reduced operating hours would provide the added benefit of being able to have a couple hours each day where they could work without interruption on some of these tasks, which would improve organization and reduce stress.

Recommendation from FCSS Board:

The FCSS Advisory Board on Monday June 5th passed a motion to recommend to council that the:

- FCSS organizational structure be amended to two (2) full time staff and one (1) part time staff; reducing the Outreach worker to a part time position – suggested 25 hours per week: 10 AM to 3 PM daily.
- FCSS operating hours be reduced to better allow for a part-time position to cover the operating hours of the FCSS office – suggested 30 hours per week: 9 AM to 3 PM daily.

Proposed Resolutions:

1. Moved by Councilor _____ that the updated organization chart, as amended to reduce one FCSS position, the Outreach Worker, to a part time position, be approved as presented.
2. Moved by Councilor _____ to reduce the hours FCSS is open to the public to 9-3 daily (weekdays).

ATTACHMENTS:

- 1.) FCSS Assessment
- 2.) Updated Organization Chart

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 6, 2017

FCSS Assessment of Staffing, Programming and Funding

Initial Meeting April 12, 2017 (Marian Carlson, Blair Bullock & Barbara Bell)

2nd Meeting April 27, 2017 (Marian Carlson, Blair Bullock & Barbara Bell)

Follow-up working meeting May 1, 2017 (Blair Bullock & Barbara Bell)

May 2 – May 29, 2017 various emails and informal meetings back and forth as report was drafted.

Objective:

The departure of the Outreach Worker provided us with the opportunity and responsibility to ensure that staffing levels are appropriate for our mandate, programming and community need.

Purpose:

Assess the programming and services of FCSS and how those are delivered or provided and how FCSS resources are being utilized within those. Identify potential efficiencies or opportunities to adjust how programs or services are provided and resources are used to alleviate financial or staffing pressures.

Analysis:

FCSS Programming

FCSS is a unique 80/20 funding partnership between the Government of Alberta and the participating municipalities; 80% from Government of Alberta, with remaining 20% from municipalities. . FCSS Regulation states “Services under a program must be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” The regulations go on to state: “Services under a program must do one or more of the following:

1. help people to develop independence, strengthen coping skills and become more resistant to crisis;
2. help people to develop an awareness of social needs;
3. help people to develop interpersonal and group skills which enhance constructive relationships among people;
4. help people and communities to assume responsibility for decisions and actions which affect them;
5. provide supports that help sustain people as active participants in the community.”

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. Programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

The model or structure under which any FCSS operates is different from community to community. Some operate in a largely hands off approach where they primarily just act as a granting or funding body to programs and organization in the community that are providing services and supports that are in line

with the FCSS purpose and regulations. Others operate more hands on where the majority of their supports and programming are provided in house, where they employ staff and operate facilities to meet their purpose and mandate in the community. Many also operate beyond strictly their FCSS mandate where additional funding is received from the government or other funding institutions, including potentially additional funding received from the local municipalities, to expand or provide additional programming beyond what they would be able to accomplish strictly with the 80/20 FCSS funding program. See Schedule B for a comparison of FCSS organizations in surrounding communities.

The Claresholm and District FCSS currently operates, and has operated in the past, where the large majority of their programming and community supports are offered in-house through local facilities where community members can drop in for information and support as well as programming organized by employed individuals and FCSS volunteers. This is a fairly common model in smaller communities where there may be insufficient external organizations that can be funded to provide the required supports and services. Included in the funding section is a listing of most of the different programs or events that were operated in the 2015 and 2016 years through or by Claresholm and District FCSS. The programs that are funded and run by FCSS are determined by the FCSS Board in consultation with the Director.

We also receive additional funding beyond the FCSS program to help fund and provide additional supports and services to the community. This additional funding comes primarily from two sources, Alberta Health Services (AHS) and funding received through Calgary Regional Child and Family Services (CFSA); this is Government of Alberta block funding for Child & Youth Support Program and Family Support for Children with Disabilities.

The AHS funding is primarily provided to support the operating of a Community Resource Centre, which includes the staffing and operations of a brick and mortar location where people can come to get information and referrals for assistance or services. The community resource coordinator is usually the first person to see or talk to people seeking help at FCSS. The resource coordinator helps the clients in any way possible. He/she fills out forms, is knowledgeable in the government seniors' programming and also tax programs. These clients look to him/her for direction with their issues. AHS provides this additional funding in our community largely due to the AHS facilities in the community, including senior facilities and the Mental Health and Addictions facility, which results in higher population of people requiring additional services and assistance than your average community may require. During 2016 FCSS had 1,940 people come through their doors and 1,473 calls where FCSS staff was available to be a Community Resource for them.

The CFSA funding is to provide services such as early childhood development and early intervention, family caregiver support, support and services for youth, community based living and supports, and cultural services and supports. These services largely fall under our Outreach program. Outreach would include everything from volunteer recruitment and management, coordinating and facilitating collaboration and coordination with other service providers such as AHS, Claresholm Housing Authority, School Division, Chaplaincy, Parent Link, SNAPS, McMan Calgary, etc. Outreach is responsible for organizing interagency meetings once a month; notifying participants and searching for new ones.

Though this report indicates the primary purpose of the AHS and CFSA funding, there are not clear cut divisions between the funding and the services provided as there is significant overlap between funding agencies and required deliverables for that funding between FCSS, AHS and CFSA.

FCSS Staffing

The current staffing structure for the Claresholm and District FCSS includes 3 full time positions. These include:

1. Director of Family and Community Support Services
2. FCSS Administrative Assistant
3. Outreach Worker (Currently vacant)

Director of Family and Community Support Services:

The Director of Family and Community Support Services is responsible for providing the overall leadership for all aspects of the FCSS department, including short and long-term planning, daily operations, and its physical, financial and human resource needs. The Director is to assess social needs in the community and support affordable preventative programs that enhance social wellbeing of individuals and families, develop, evaluate and promote the implementation of effective programs designed to enhance the quality of life and respond to human needs of the residents.

This would include activities such as:

- building relationships and partnerships with other community organizations and community residents, both as providers and users of FCSS related services
- working with the FCSS Advisory Board, preparing for and organizing their meetings, providing recommendations, and carrying out their recommendations
- managing and reporting on funding, staffing, and program delivery and outcomes
- providing administrative and research support to the FCSS Advisory Committee so they can assess community social needs
- promote an increased awareness of social issues, attend community meetings, maintain and distribute current information about available community resources
- act as Director of Disaster Social Services when required and maintain an inventory of social services and personnel for the Municipal Emergency Plan
- attend meetings in town as well as out of town conferences, workshops and meetings that will be of benefit to the FCSS program
- promote the FCSS Program in the community through public speaking engagements, development of brochures and information, advertising and one to one contacts
- be available as a resource person to agencies, organizations, community groups or individuals needing information, support, encouragement, or referral
- and many other managerial, support, reporting, and oversight functions

Appendix A includes some estimates of where the Director of FCSS spent her time in the 2016 year. Approximately one third of her time was spent on supporting, coordinating and providing specific programming and two thirds was spent on general management functions which would include most of the responsibilities noted above.

FCSS Administrative Assistant:

The FCSS Administrative Assistant ensures a welcoming and efficient reception area. The stated responsibilities include:

- greet individuals, both in person and on the telephone, in a welcoming and professional manner, and is the first line of support and information for those individuals
- knowledge of basic needs, referral options, resources available, as well as creative thinking
- coordinates volunteers in relevant areas such as the Volunteer Income Tax Program
- participate in team building on an ongoing basis and provide and promote recognition, acknowledgement and support among staff and volunteers
- contribute to the organizational development of FCSS by identifying issues of concern and by promoting change and development that will enhance the office
- ensure that agency and administrative supplies are well stocked
- overall coordination of reception, office equipment, minor maintenance, and administrative functions relating to the financial obligations of the FCSS office
- create and maintain an efficient filing system for all administrative and financial documents
- maintenance of the Claresholm and District FCSS website and responding to general emails as needed
- other tasks and responsibilities as needed and by assignment from the Director.

These responsibilities put this individual the main provider of, and largely responsible for, the Community Resource Center as well as the Volunteer Tax Program. In Appendix A you will note that in 2016 over half her time was spent on providing the Community Resource Center program and another quarter on the Volunteer Income Tax Program. This would include everything from assisting individuals with obtaining information and helping them to contact and apply for, or sort out, different government assistance programs, issues with their tax filings, assistance with finding housing or dealing with housing issues, immigration issues, connecting with other support organizations or programs, or just providing photocopies or computer assistance.

Of the 1,940 people that came in during 2016 and the 1,473 phone calls approximately 1,000 of those were looking for assistance or information on government programs such as AISH, senior benefits, and income taxes. Another 495 looking for financial assistance such as referrals to AB Works, housing subsidies, etc. and another 160 dealing with health care issues such as senior health care and mental health issues. The balance would be for other referrals and general information such as looking for further education, job search assistance such as help with resumes, referrals to other support agencies such as Parent Link, SNAPs, etc. or legal assistance/referrals. There is a very broad range of issues and knowledge that this individual needs to be familiar with and able to assist with, and the individuals looking for assistance often require a fair bit of time just needing to talk and to explain their situation (or life story).

Community Outreach Worker:

The Community Outreach Worker, under the guidance of the FCSS Director, works with the community to design and deliver social programs that are preventative in nature to promote and enhance well-being among individuals, families and the Town of Claresholm and surrounding area. The stated responsibilities include:

- organize, promote, and present learning opportunities for a wide variety of programs with various age groups
- organize, design, deliver, and promote relevant programming to address identified needs
- search for agencies or resources available to help meet identified needs

- assist in grant applications and reporting
- collect data (which includes developing and administering questionnaires), track program participation, and meet reporting requirements for the continued support of funding organizations and the community
- attend relevant training, conferences and meetings
- help organize, attend and keep minutes at regular interagency meetings
- recruit, orient, train and support volunteers within the program area
- assist the FCSS Administrative Assistant in most of her functions and responsibilities as needed, especially as a second receptionist assisting with Resource Center functions if multiple people or calls are coming in at once or to cover during breaks, meetings, training, vacations, etc.
- and other tasks and responsibilities as needed and by assignment from the Director.

As noted in Appendix A, about two thirds of the time spent in 2016 by the individual in this position was for Outreach programming and responsibilities which would include all the responsibilities included above with the exception of the last 4 points. The remaining third is split about half and half between assisting with the Resource Center delivery, including the Volunteer Tax Program, and providing or supporting other specific events or programs such as Longest Day of Play or Volunteer Appreciation. The outreach coordinator has also assisted the FCSS Administrative Assistant by keeping the resource guide, website, Facebook page and twitter up to date and with current postings.

FCSS Funding and Financials

Claresholm & District FCSS receives a specified amount of funding (177K in 2016 including municipal and MD contributions) plus additional funding, primarily through two specific grants (63K) and other donations. The two grants include:

- Child and Family Services (CFSA) to support outreach programs and services in our area for children and families (35K – approximately 20K specified for salaries and benefits)
- Alberta Health Services (AHS) focused on supporting programs and services for mental health, which is a large issue in town with the mental health and addictions facility in town (28K)

All general FCSS funding is restricted in use for expenditures or granting for programs or resources that fall within the mandate of FCSS, and all funds have to be expended annually. There is some leeway from year to year with written permission from the executive director of FCSS within the Ministry of Community and Social Services, but what isn't spent in one year must be spent in the next

Similarly the grant funding received from CFSA and AHS have to be fully spent annually and the spending must fit within the grant agreement, otherwise we will likely lose the grant. The CFSA grant specifically makes reference to an outreach position and both appear to be intended for outreach and community resource expenditures, not for funding externally funded programs such as Special Needs Association for Parents and Siblings (SNAPS), other than to collaborate with them. The contract with CFSA also specifies the days and hours of operation of FCSS as well as all three staff positions at FCSS and changes to those hours or staffing would need to be communicated to them and may affect eligibility.

Current FCSS programming expenditures and staffing time are estimated as noted on Appendix A.

By far the programming or services with the highest expenditures is the Outreach and Community Resource Center as these are the only two areas that salaries and benefits are actually reported to (with the exception of management which is a majority of the Executive Directors' salary and benefits in 2016 (2015 they were more disbursed to Outreach and Community Resource Centre also) as well as facility costs. This is partially due to the difficulty in tracking exact hours and facility costs to each individual program to accurately spread these costs across the programs, but is also because the offering and running of many of these other programs is part and parcel of the Outreach and Community Resource services and therefore makes sense to include the salaries and benefits and facility costs within those umbrella services. Both of these services are very labor intensive services, often just requiring a person being present and available to the public and to be a contact and member of different committees and programs. All the other internal programs where costs are specified (see schedule A attached) are simply the contractor fees, resources and supplies for those programs outside of FCSS man-hours and facilities.

Due to how the Claresholm and District FCSS has been structured there are limited funds available for external funded programming and is therefore a relatively small part of the overall expenditures for FCSS. This may be in part a result of external organizations not offering or not existing that meeting the needs of the community so internal programming is created. Regardless of the reason there are currently limited opportunities available to fund external programming or organizations that fit the mandate.

The majority of the Executive Director's time is recorded in schedule A under "Management" which includes everything from meeting with service provider groups or users, meetings and training (internal and external), grant and other reporting, (outcome reporting for the government can take a lot of management time) and management of staff and budgets, researching other programs, discussing with community members some possible program ideas or needs and networking with other FCSS directors where possible as discussed above.

Conclusion:

The only direct funding the Town is providing to the operations of FCSS is the required municipal portion of FCSS funding. The FCSS funding (provincial and municipal portions), CFSA, and AHS funding (and other external donations) fully covers all the current expenditures for the operations of the Claresholm and District FCSS, including external funding, programs, staffing, facilities and other expenditures. Reducing staffing will not free up any money for other Town functions or departments and may be a detriment to current programming and client service, and could potentially result in a loss of some of the funding currently being received. A decrease in the level of staffing will also result in a decrease in the availability of, and level of service from, staff to aide and coordinate with users or stakeholders in FCSS, from resident walk-ins to service providers.

Due to the expectation and need for the Executive Director to be networking and assessing community needs and opportunities as well as manage the direction and operations of FCSS, the Executive Director is regularly out of the office which reduces the ability for her to be available to walk-ins and call-ins. If there was a reduction in staffing to only 2 fulltime positions this would often leave one employee alone in the office to deal with these walk-ins and call-ins. Due to the presence of the Mental Health and

Addictions facility in town and due to the high percentage of seniors, many of the users of FCSS are high risk individuals, and there has been occurrence in the past of users being highly emotional, unstable, or have unstable health concerns. This presents concerns regarding support and witnesses should there be an incident.

As a result of this concern and the inability for the Executive Director to reliably or consistently be in the office it seems logical that a third staff position be maintained. This position wouldn't necessarily need to be a full time position, however if it were less than a full time position the hours of operation for the office may need to be adjusted to coincide with the hours that this third individual would work (e.g. 25 hr. /week position, reducing the hours of the office to 10AM – 3PM). Other possibilities could also be explored, such as installing security cameras in the office that could reduce this concern to some degree.

We have indicated specified hours of operation as there has been significant feedback and response from users of the Claresholm and District FCSS in the past regarding discontent and frustration over random closures of the FCSS office. So we would recommend ensuring, to the best of our ability, that the office remains open for the entire posted hours. Now reducing the hours is likely to result in complaints as no one, especially seniors and mental health patients, enjoy change and struggle to get used to change, but we recognize that this may end up being a necessity.

We have also identified some other areas of FCSS' operations and structure where there are some opportunities to increase efficiency and streamline operations. This would include:

- Close the office for a lunch hour daily (due to such a small staff, even with 3 full time staff, it is difficult to man the office through lunch hour). This would not necessarily be from 12-1. The timing still needs some assessment. This will help eliminate periods of time when only one person is in the office (alternating lunches potentially leaves 2 hours with only one person in the office)
- In addition to or alternatively the opening and/or closing times could be adjusted to better allow for a part-time employee to cover the hours of operation and to allow the full-time staff some uninterrupted time to accomplish administrative, reporting and planning activities.
- Increasing the effectiveness of the Executive Directors time, and potentially other staff, by providing her with in-house training and assistance to streamline reporting and administrative functions. This would include:
 - Excel training to aid in more efficient reporting and record keeping
 - General computer training to better utilize electronic systems and aid organization
 - With the assistance of the Director of Corporate Services, review current financial reporting formats and procedures to aid in external reporting and tracking expenditures to budget.
 - Training on time management and other important managerial skills
 - Mentor and provide support to achieving better organization of files, data, and time.
 - Review the delegation of duties and responsibilities between staff positions

Options:

1. Rehire a full time outreach worker to maintain current office hours and programming (and funding).

2. Hire a part time Outreach worker and maintain current office hours. As discussed there is some added safety concerns with this, however something like the installation of security cameras could help with this.
3. Hire a part time Outreach worker and reduce the office hours to correspond (or nearly correspond). For example reduce the FCSS office hours to be 10 – 3 with a 25hr/week position (or reduce the office hours to only 4 days/week).
4. Maintain only 2 full time employees. This will likely result in some loss of funding from CFSA or AHS.

Options 2-4 should result in a reduction of wages and benefits expenditures, freeing up some available funds. These funds will still need to be spent by FCSS and therefore will need to either go in to increasing wages for those currently employed (and/or the part time position hired) or to other programming or resource expenditures.

The shifting or dissemination of responsibilities between the different roles will also have to be further assessed depending on the option chosen.

Appendix A

				Est. Annual Hrs (2016)		
Internal Programming and Services	2016	2015	ED	OutR.	Assist.	
Outreach Program	\$ 86,470	\$ 97,437		1,015	7	
Community Resource Center	75,063	77,860	150	175	985	
Management	40,042	19,362	1,054			
Volunteer Appreciation	2,454	1,023	35	85	30	
Interagency Meetings	1,559	60	12	85		
Longest Day of Play	1,478	733	45	45	43	
Waterton Adventure	1,469	1,563	20	20	17	
Claresholm Wellness Challenge	1,410	-				
The Giving Tree	595	-	10	40	17	
Compass for Caregivers	357	-	30			
Volunteer Tax Program	348	117	55	85	390	
Good Neighbour Award	260		4			
The Station	200	-	25	35	20	
Family Day Skate	156	-	15	40	43	
Suicide Awareness	72	-				
Women's Conference	-	-	125		120	
WCCHS	-	3,320				
Golf Tournament	-	906				
Butterfly Wings Event	-	374				
	\$ 211,933	\$ 202,756	1,580	1,625	1,672	
Internal (Contracted) Programs						
Babysitting Course	\$ 1,155	\$ 841		20		
Teen Drop-In	8,077	2,500	125	70	43	
WME - Roots of Empathy	101	450	10			
	\$ 9,333	\$ 3,791	135	90	43	
Total Internal	\$ 221,266	\$ 206,547	1,715	1,715	1,715	
Vacation (3 weeks)			105	105	105	
Total Annual Hours (Full Time)			1,820	1,820	1,820	

Externally Funded Programming	2016	2015
Further Education	8,500	-
SNAPS	8,000	8,000
MOPS	3,500	3,500
Junior Achievement	2,000	3,000
Kidz Zone	1,700	3,200
Project Read/Adult Learning	1,500	1,000
Claresholm Chaplaincy	1,000	-
Fusion Christian Youth	-	1,750
	26,200	20,450

Appendix B

	Town of Nanton	Town of Fort Macleod	Town of Cardston	Town of Pincher Creek
Organization Structure	Separate Entity	Town Operated	Town Operated	Town Operated
Funding	FCSS, CFSA, Elder Abuse Grant, Home Assistance Grant	FCSS, Federal Housing Grant, Early Childhood Coalition Funding	FCSS Only – Town provides funding beyond FCSS minimum	FCSS Only – Town provides funding beyond FCSS minimum
Number of Employees	7 Full-Time	3 Full-Time, 2 Part time	1 Part Time	1 Part Time
Positions	<ul style="list-style-type: none"> • Director • Community Support Worker • Elder Abuse Prevention Coordinator • Special Projects Coordinator • Youth Drop-in Centre Coordinator • In Home Assistance Coordinator • Admin Support Staff 	<ul style="list-style-type: none"> • Director • Admin Support (PT) • Youth Worker • Housing Support Worker • Early Childhood Coalition Coordinator 	<ul style="list-style-type: none"> • Director (PT) 	<ul style="list-style-type: none"> • Director (PT)
Externally Funded (Estimated %)	10% of FCSS Funding only, other funding is 100% internal	30% of FCSS Funding only, other funding is 100% internal	80% External (20% internal is primarily for Director wages and benefits.	80% External (20% internal is primarily for Director wages and benefits.
Other Information	Do not advertise for or accept requests from external organization or programs. Only external funding provided is to targeted organizations.	Town provides funding in excess of 20% requirement for FCSS program matching.	FCSS is operated out of the Town Admin Building and they utilize the Town employees for support. Most notably, this would include reception.	FCSS is operated out of the Town Admin Building and they utilize the Town employees for support. Most notably, this would include reception. This FCSS also manages or distributes a Joint Council Funding Pool which is funded by the three stakeholder Municipalities of approximately \$500,000 annually to fund other external programming that doesn't fit under the FCSS mandate.

Information collected via phone conversations with the Directors for each corresponding FCSS organization by Blair Bullock on May 30, 2017.

Town of Claresholm - FCSS**Statement of Operations**

For the month ended December 31, 2016

		2016 Actual	2016 Budget	2017 Budget
Revenue				
Government funding				
1-51-00-100-00	FCSS - PROVINCIAL FUNDING	105,235	105,235	105,235
1-51-00-101-00	FCSS - TOWN OF CLARESHOLM	26,309	26,309	26,309
1-51-00-102-00	FCSS - MD OF WILLOW CREEK	46,338	46,338	46,338
		177,882	177,882	177,882
Alberta Health Services				
1-51-00-101-01	ALBERTA HEALTH SERVICES OP	27,781	26,707	27,271
		27,781	26,707	27,271
Fees for programming				
1-51-00-100-02	FEES YOUTH PROGRAMS	60	-	-
1-51-00-100-04	FEES & REIMBURSEMENTS OTHER	-	-	-
		60	-	-
Other income				
1-51-00-100-05	GRANTS - OTHER	4,650	-	-
1-51-00-101-06	OTHER FUNDING & FEES RC	1,795	-	-
1-51-00-102-01	OTHER FUNDING & FEES OP	2,100	-	-
1-51-00-104-00	FCSS - OTHER INCOME	5,715	-	-
1-51-00-105-00	FCSS - INTEREST EARNED	-	100	100
1-51-00-106-00	FCSS - DONATIONS & FUNDRAISING	10	-	-
		14,270	100	100
CFSA Funding				
1-51-00-100-06	CFSA FUNDING RC	35,352	35,352	35,352
		35,352	35,352	35,352
TOTAL REVENUE		255,345	240,041	240,605
Expenses (see page 2 for schedule of expenses)				
General expenses				
Wages and benefits		66,468	61,241	62,466
Professional development		3,317	3,350	3,000
Materials, supplies and operating costs		34,078	37,809	32,950
Services from other departments		7,085	6,985	7,700
Community grants		26,200	26,200	26,549
		137,148	135,585	132,665
FCSS Outreach Program				
Wages and benefits		49,530	49,536	50,527
Materials, supplies and operating costs		4,764	6,440	5,740
		54,294	55,976	56,267
FCSS Youth Programs				
Programming		9,484	5,700	8,700
Materials, supplies and operating costs		70	1,000	-
		9,555	6,700	8,700
FCSS Other Programming				
Materials, supplies and operating costs		272	200	350
Programming		4,101	1,500	2,000
		4,374	1,700	2,350
FCSS Resource Center				
Wages and benefits		42,073	39,630	40,423
Professional development		-	150	-
Materials, supplies and operating costs		22	300	200
		42,095	40,080	40,623
TOTAL EXPENSES		247,466	240,041	240,605
EXCESS OF REVENUE OVER EXPENSE		\$ 7,880	\$ -	\$ 0

Town of Claresholm - FCSS**Schedule of Expenses**

For the month ended December 31, 2016

		2016 Actual	2016 Budget	2017 Budget
General				
Wages and benefits				
2-51-00-100-00	WAGES & SALARIES DIRECTOR	48,223	48,221	49,186
2-51-00-105-00	BENEFITS EXPENSE - GENERAL	18,245	13,020	13,280
		66,468	61,241	62,466
Professional development				
2-51-00-107-00	PROFESSIONAL DEVELOPMENT	3,317	3,350	3,000
		3,317	3,350	3,000
Materials, supplies and operating costs				
2-51-00-108-00	ADVERTISING & PROMOTION	1,036	2,000	1,500
2-51-00-111-00	MEMBERSHIPS	645	1,000	700
2-51-00-112-00	OFFICE EXPENSES	4,298	5,100	5,100
2-51-00-113-00	RENT EXPENSE	15,157	14,000	14,800
2-51-00-114-00	GENERAL & ADMIN EXPENSES	161	500	500
2-51-00-115-00	JANITORIAL EXPENSES	196	850	850
2-51-00-116-00	TELEPHONE & UTILITIES	8,587	7,523	9,000
2-51-00-117-00	TRAVEL & MEALS	114	1,000	500
2-51-00-118-00	INSURANCE EXPENSE	-	600	-
2-51-00-120-00	MISCELLANEOUS EXPENSE	3,885	5,236	-
		34,078	37,809	32,950
Services from other departments				
2-51-00-109-00	ACCOUNTING & LEGAL	3,600	3,500	4,000
2-51-00-122-00	ADMIN ALLOCATION - GENERAL	3,485	3,485	3,700
		7,085	6,985	7,700
Community grants				
2-51-00-125-05	COMMUNITY GRANTS EXPENSE	26,200	26,200	26,549
		26,200	26,200	26,549
TOTAL GENERAL EXPENSES		137,148	135,585	132,665
FCSS Outreach Program				
Wages and benefits				
2-51-00-100-01	WAGES OP	39,003	39,005	39,785
2-51-00-105-01	BENEFITS OP	10,528	10,531	10,742
		49,530	49,536	50,527
Materials, supplies and operating costs				
2-51-00-107-01	PROFESSIONAL DEVELOPMENT OP	-	-	-
2-51-00-108-01	ADVERTISING OP	-	-	-
2-51-00-109-01	INTERAGENCY MEETINGS	1,559	1,200	1,500
2-51-00-110-01	BABYSITTING COURSES	1,155	1,500	1,500
2-51-00-111-01	GOLF TOURNAMENT - SENIOR/TEEN	-	2,000	2,000
2-51-00-112-01	GOOD NEIGHBOUR AWARD	260	240	240
2-51-00-113-01	FITNESS CHALLENGE	1,410	1,000	-
2-51-00-120-01	SUPPLIES OP	380	500	500
		4,764	6,440	5,740
TOTAL FCSS OUTREACH PROGRAM EXPENSES		54,294	55,976	56,267

FCSS Youth Programs

Programming

2-51-00-109-02	TEEN DROP-IN	8,007	4,200	7,200
2-51-00-123-06	LONGEST DAY OF PLAY	1,478	1,500	1,500
		9,484	5,700	8,700

Materials, supplies and operating costs

2-51-00-108-02	ADVERTISING YP	70	1,000	-
		70	1,000	-

TOTAL FCSS YOUTH PROGRAMS EXPENSES		9,555	6,700	8,700
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FCSS Youth Programs

Materials, supplies and operating costs

2-51-00-108-04	ADVERTISING - OTHER	78	-	-
2-51-00-120-04	SUPPLIES - OTHER	194	200	350
		272	200	350

Programming

2-51-00-100-07	WAGES NH	-	-	-
2-51-00-109-04	ROOTS OF EMPATHY	101	200	200
2-51-00-110-04	FAMILY DAY SKATE	156	300	300
2-51-00-120-07	SUPPLIES NH	1,469	-	-
2-51-00-123-07	VOLUNTEER APPRECIATION	2,376	1,000	1,500
		4,101	1,500	2,000

TOTAL FCSS OTHER PROGRAMMING EXPENSES		4,374	1,700	2,350
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FCSS Youth Programs

Wages and benefits

2-51-00-100-06	WAGES RC	31,213	31,205	31,829
2-51-00-105-06	BENEFITS RC	10,860	8,425	8,594
		42,073	39,630	40,423

Professional development

2-51-00-107-06	PROFESSIONAL DEVELOPMENT RC	-	150	-
		-	150	-

Materials, supplies and operating costs

2-51-00-108-06	ADVERTISING RC	-	-	-
2-51-00-120-06	SUPPLIES RC	22	300	200
		22	300	200

TOTAL FCSS RESOURCE CENTER EXPENSES		42,095	40,080	40,623
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TOTAL EXPENSES		247,466	240,041	240,605
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Claresholm

Where **Community** Takes Root

Organizational Structure

Approved



Organizational Review

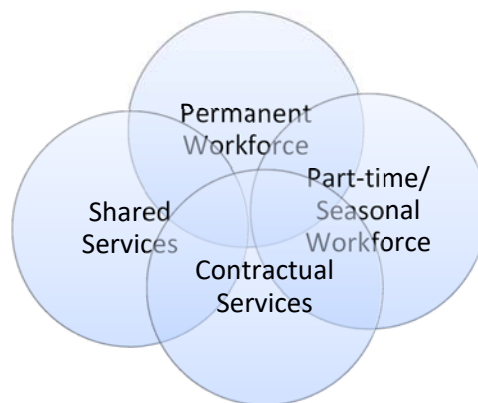
The organizational review was conducted taking into account the following:

- Understanding of the strategic objectives and direction of the organization, through review of the February 15, 2014 Strategic Plan developed with assistance from Positive Culture.
- This was developed further through the 2016 – 2019 Strategic Plan and subsequent discussions with Council;
- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Council's strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.



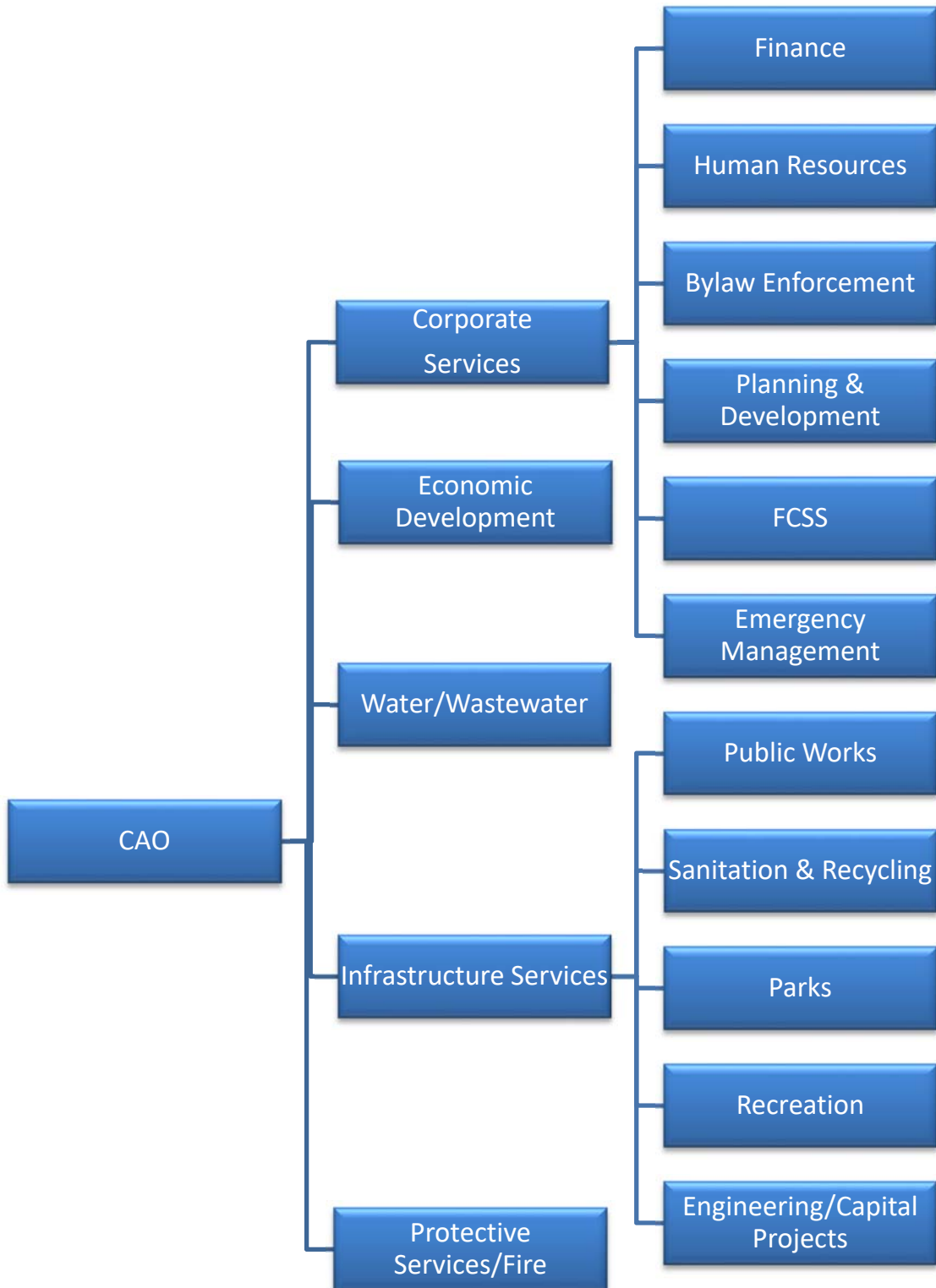


Claresholm

As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into four strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.

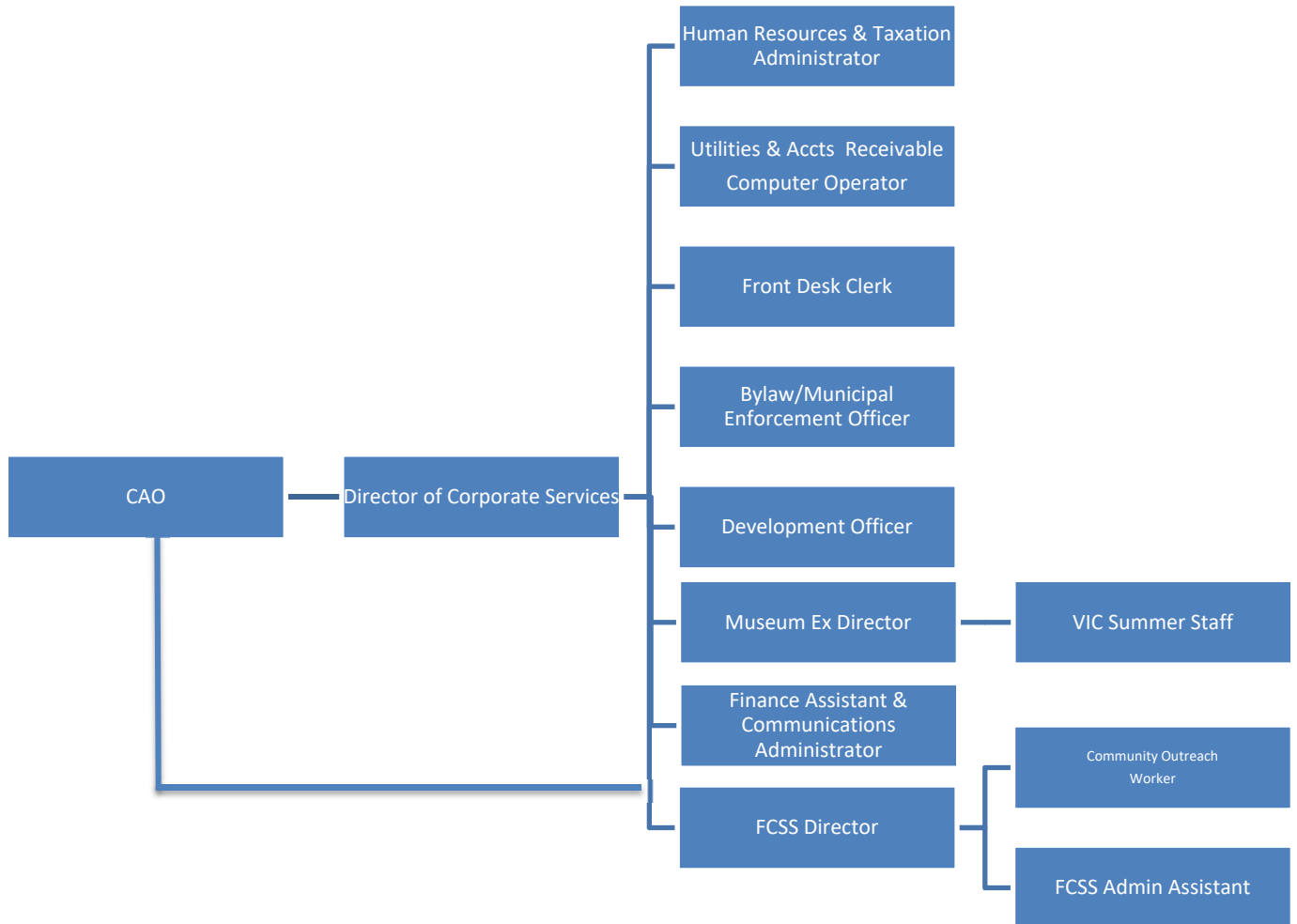




Corporate Services	Water/Wastewater Services	Infrastructure Services	Economic Development/Tourism
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Employee Safety program * Police protection services liaison * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Pool programming and administration * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Special events & celebrations * Economic Development & Tourism initiatives * Any other related matters referred by Council



CORPORATE SERVICES





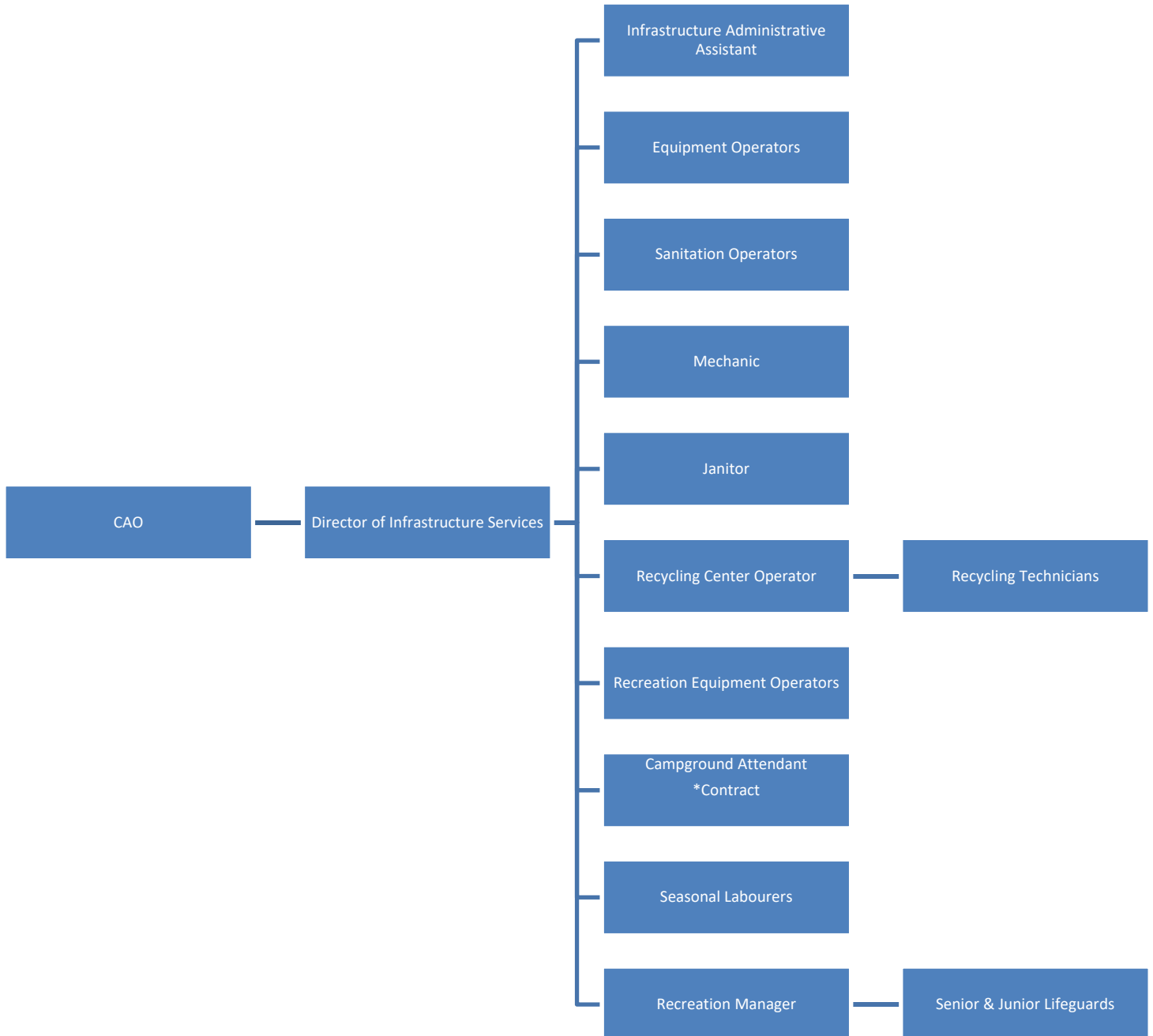
Claresholm

Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Animal Rescue Society
Audit Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Municipal Planning Commission	Oldman River Regional Services Commission
Subdivision & Development Appeal Board	



INFRASTRUCTURE SERVICES





Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
	Community Hall Board
	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society



WATER/WASTEWATER SERVICES



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



ECONOMIC DEVELOPMENT



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Economic Development Committee	Alberta Southwest
	Claresholm & District Chamber of Commerce



PROTECTIVE SERVICES/FIRE



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Emergency Services Committee	



STAFFING REQUIREMENTS

*Not including CAO

DEPARTMENT	FULL TIME	PART TIME	SEASONAL	Totals
CORPORATE SERVICES	9	2	4	15
INFRASTRUCTURE SERVICES	14	18	3	35
WATER/WASTEWATER SERVICES	2			2
ECONOMIC DEVELOPMENT	1		1	2
PROTECTIVE SERVICES/FIRE		1 (Volunteer)		1
2017 TOTAL	26	21	8	55
2016 Totals	27	20	7	54



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 20

TAX RECOVERY SALE – REAL ESTATE OFFER EXTENSION

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

BACKGROUND:

1. This above mentioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. Council accepted a conditional offer on March 13, 2017 in the amount of \$520,000.00
3. The purchaser has requested an extension on the real estate contract for the due diligence period (see the attached contract). All conditions will remain the same on the offer, the purchaser is asking for an extension to allow the time required for the necessary land use bylaw amendment and building permit issuance.

DISCUSSION / OPTIONS:

The purchaser wishes to proceed with the purchase and use of the building as shown by the land use bylaw amendment presented to Council for 1st reading. In order to meet the timelines for the amendment according to the MGA, the bylaw may be presented for 2nd and 3rd readings on July 17th following the public hearing. The applicant is continuing to work on the drawings and materials required for a building permit to complete the development prior to occupancy.

COSTS / SOURCE OF FUNDING (if applicable):

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

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the contract extension for the purchase of #4 Skyline Cres until August 15, 2017.

ATTACHMENTS:

- 1.) Contract extension agreement

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 6, 2017



Intelligent
Real Estate Solutions

Contract dated February 22nd, 2017

AMENDMENT

Between

Seller: The Town of Claresholm

Buyer: [REDACTED]

With respect to the Property described as;

Municipal Address: **4 Skyline Crescent, Claresholm Alberta**

Legal Address: **Plan: 0110064 Block: 63 Lot: 16**

- **Amend:**
- **Section 5.1 to Extend all Buyers Conditions to August 15, 2017.**
- **Section 5.2 to Extend all Sellers Conditions to August 15, 2017.**

Dated on the _____ day of May, 2017.

Seller Signature(s)

Print Name of Authorized Signing Officer(s)

5/30/2017 | 3:29 PM PDT

Dated on the _____ day of May, 2017.

DocuSigned by:
[REDACTED]

Buyer Signature(s)

Print Name of Authorized Signing Officer(s)



REQUEST FOR DECISION

Meeting: June 12, 2017
Agenda Item: 21

COMPOST AREA

DESCRIPTION:

Councillor Cutler has requested that Council speak in a public meeting regarding the compost area located at the north-east corner of Town. He has some suggestions regarding alleviating the dumping of refuse that is not allowed in this area.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 9, 2017

Town of Claresholm

Statement of Operations

For the month ended April 30, 2017

	APRIL	2017 YTD	2017 BUDGET	NOTES
Revenue				
Net municipal taxes	0	(278,857)	3,113,876	1
User fees and sales of goods	269,657	629,107	2,052,470	
Government transfers for operating	495	43,113	404,995	
Investment income	8,833	37,535	58,000	
Penalties and costs of taxes	5,012	53,736	121,100	
Licenses and permits	2,555	32,810	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	21,000	79,118	202,538	
Rental	3,205	42,099	112,150	
Other	4,557	11,243	137,300	
Family and community support services	40,107	100,701	240,605	
	\$ 355,421	\$ 750,604	\$ 6,484,434	
Expenses				
Legislative	16,832	35,065	113,500	
Administration	80,060	481,365	1,220,098	
Fire	1,517	16,190	301,612	
Bylaw enforcement	10,751	39,850	129,778	
Common and equipment pool	38,832	170,949	514,064	
Roads, streets, walks and lighting	29,506	124,275	768,242	
Airport	459	3,789	18,379	
Storm sewers and drainage	1,896	8,957	138,545	
Water supply and distribution	50,562	153,696	1,955,421	
Wastewater treatment and disposal	7,861	23,209	529,856	
Solid waste management	72,132	165,386	576,040	
Family and community support services	47,323	100,778	236,905	
Day care	3,184	12,734	38,202	
Cemeteries and crematoriums	440	2,787	51,680	
Other public health and welfare	881	14,381	27,000	
Economic and agricultural development	11,982	54,503	219,554	
Subdivision land and development	6,845	67,227	189,503	
Parks and recreation	46,962	251,289	904,162	
Culture - libraries, museum and halls	3,089	202,674	408,844	
	\$ 431,114	\$ 1,929,105	\$ 8,341,385	
Deficiency of revenue over expenses before other	\$ (75,693)	\$ (1,178,501)	\$ (1,856,951)	
Other				
Government transfers for capital	-	45,150	5,324,112	
Excess (deficiency) of revenue over expenses	\$ (75,693)	\$ (1,133,351)	\$ 3,467,161	
Capital project expenditures to date	\$ 257,860	\$ 485,992	\$ 5,448,345	2

Notes

- 1** Negative "income" is due to School Foundation Requisitions payments (expense) being netted against income. We haven't collected any tax income yet however we have paid 1st quarter of requisition payments.
- 2** Capital expenditures to the end of March are mostly related to the Storm Water Project. In the month of April there was also about \$50K in equipment (Mower and Scissor Lift) and \$12K on the Museum Deck project.



Claresholm

INFORMATION BRIEF

Meeting: June 12, 2017
Agenda Item: 23

LANDFILL SETBACK VARIANCE APPLICATION

The final components of the additional testing and information requested by Alberta Environment and Parks were submitted on May 29, 2017. Alberta Environment and Parks office has reviewed the information provided to them by the Town and TetraTech, and have sent the letter of consent to vary the landfill setback (see attached).

This will assist with any future development within the west and south portion of the original setback (vacant parcels that could be developed). The regulations, “*as per the subdivision and development regulations the development authority shall not issue a development permit for a school, hospital, food establishment or residence, nor may a school, hospital food establishment or residence be constructed if the building site is within 300 metres of the disposal area of an operating or non-operating landfill. The requirements may be varied by a development authority with the written consent of the Deputy Minister of Environment and Sustainable Resource Development*”, pertain only to those four items (school, hospital, food establishment or residence). Other commercial or industrial uses could be approved by the appropriate development authority within the setback.



The map above shows the parcels that have been given the consent to vary the landfill setback. Alberta Environment only provides comments for vacant parcels, thus any parcels with development are not commented on, as well as, public lands. The letter has been sent to ORRSC to amend the landfill setback line on the map (previous setback line shown above in brown).

ATTACHMENTS:

- 1.) Consent to Vary Non-Operating Landfill Setback variance letter

APPLICABLE LEGISLATION:

- 2.) Municipal Government Act, Subdivision and Development Regulation

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2017

June 6, 2017

Tara VanDellen
Development Officer
Town of Claresholm
Box 1000, Claresholm
Alberta, T0L 0T0

Dear Ms. VanDellen:

**Subject: Consent to Vary the Setback Requirement
between the Proposed Development and the Non-Operating Claresholm Landfill**

Alberta Environment and Parks (AEP) has considered your request for consent to allow the Town of Claresholm (the Town) to vary the required distance of 300 metres from the proposed development for residential uses and food establishment to the non-operating Claresholm landfill (the Landfill) located on 15-26-012-27 W4M (a portion of Block 127, Plan 147N).

In accordance with Section 13(5) of the *Municipal Government Act Subdivision and Development Regulation*, and based on the information provided, I hereby consent to the Town to reduce the required distance of 300 metres to either 150 metres or 165 metres, pursuant to the following conditions:

- this variance consent applies only to the February 12, 2016 Town application, *Requesting Consent to Vary the Setback Distance for a Development to a Non-operating Landfill* (the Application), and applies only to the following proposed development:
 - residential uses located at Lots 12-22, Block 2, Plan 1014361 and Lot 1, Block B, Plan 7810399, with a minimum setback distance of 165 metres from the Landfill western boundary;
 - food establishment located within Lots 1 and 2, Block A, Plan 0311590, with a minimum setback distance of 165 metres from the Landfill western boundary;
 - residential uses located on Lots 2-4, Block 117, Plan 8010781, with a minimum setback distance of 150 metres from the Landfill southern boundary; and
 - residential uses located on Lots 58-70, Block 118, Plan 8010781, with a minimum setback distance of 150 metres from the Landfill southern boundary, and
- the Town is responsible for any present and future complaints arising from the reduction of the required distance of 300 metres.

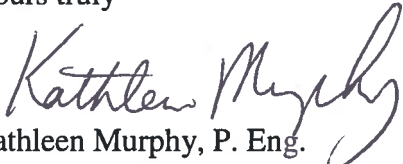
This consent is based on the following:

- the Application;

- the November 2015 Tetra Tech EBA Inc. report, *Claresholm Former Landfill Variance Application - East Railway Street and Division Avenue - Claresholm, Alberta - 15-26-012-27 W4M*;
- the February 3, 2017 the Town email, *5831-1 St W - DP Application (7 Eleven Gas Bar and Convenience Store)*;
- the May 26 and June 2, 2017 the Town emails, *Additional Materials - Town of Claresholm*;
- the May 29, 2017 Tetra Tech Canada Inc. letter, *Supplemental Information Request - Claresholm Former Landfill Setback Relaxation and Closure - 15-26-012-27 W4M (portion of Plan 147N, Block 127) – Claresholm, Alberta*; and
- the June 2, 2017 Tetra Tech Canada Inc. email, *Additional Materials - Town of Claresholm*.

If you have any questions regarding this written consent, please contact Ping Zhao at (403) 381-5512.

Yours truly



Kathleen Murphy, P. Eng.
Designated Director under the Act

cc: Ping Zhao, Industrial Approvals Engineer, AEP
the Regulatory Approvals Centre, AEP



INFORMATION BRIEF

Meeting: June 12, 2017
Agenda Item: 24

2017 SIDEWALK TENDER

DESCRIPTION:

The Town of Claresholm has awarded the 2017 Sidewalk Tender. There were only 2 tenders submitted for the removal and replacement of Town sidewalks. This year the contract was awarded to a local contractor who submitted the lowest bid. Johnny fix it. John DeDominics

BACKGROUND:

Every year public works inspects all sidewalks in Claresholm. (38.2KM's) All damaged sidewalks are rated 1,2,3. All will need replacement when funds are available.

1=Dangerous, replace asap

2=Poor condition

3=Damaged

Over 3000 meters of sidewalk are on the current list. We are expecting to replace approximately 600 meters this year based on tendered prices.

COSTS/ SOURCE OF FUNDING (if applicable):

Operations sidewalk budget is used for maintenance.

ATTACHMENTS:

None

APPLICABLE LEGISLATION:

None

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 7, 2017



INFORMATION BRIEF

Meeting: June 12, 2017

Agenda Item: 25

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 with an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2017. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
Regular Scheduled Meeting - 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 presented to MD of Willow Creek	In progress
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	Discussed project with the Kinsmen. Are working on additional details	In progress
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	Reviewing consultant possibilities	In progress
Regular Scheduled Meeting - May 23, 2017				
1	BYLAW #1630 - 2017 Mill Rate -Moved by Councillor McAlonan to give Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year, 3rd Reading. CARRIED	Lisa	2017 millrate applied and tax notices mailed May 31st, 2017	Complete

2	DELEGATION RESPONSE: Jason Toone - Referred to Administration to develop a lease agreement with Jason Toone.	Tara/Marian	Lease agreement completed and signed by Jason.	Complete
6	RFD: Shaw Communications Inc. - Moved by Councilor McAlonan to enter into a Facilities Attachment License Agreement with Shaw Communications Inc. for implementation of the Shaw Go Wi-Fi Program in Claresholm. CARRIED MOTION #17-045	Karine/Marian	Agreement sent May 31/17	Complete
7	RFD: Sewer Flusher Truck Purchase - Moved by Councillor O'Neill to approve the purchase of the SuperJet Sewer Flusher Truck for the low bid amount of \$288,180.00 as quoted. CARRIED MOTION #17-046	Blair/Mike	Industrial Machine Inc. has been notified that they were awarded the contract	Complete
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

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2017

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
53373	2017-05-08			600	ALBERTA ASSOCIATION OF M.D.'S	2004	5,555.70
53374	2017-05-08			1025	ALBERTA ONE CALL LOCATION CORP		220.50
53375	2017-05-08			786195	Benchmark Assessment Consultants Inc.		4,813.20
53376	2017-05-08			6390	BISHOFF AUTO & AG CENTRE		1,019.97
53377	2017-05-08			11250	CANADIAN LINEN AND UNIFORM		544.40
53378	2017-05-08			787538	CAPITAL PAPER RECYCLING LTD.		199.50
53379	2017-05-08			56100	CIMCO REFRIGERATION		4,971.86
53380	2017-05-08			13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		3,000.00
53381	2017-05-08			13525	CLARESHOLM IGA		10.55
53382	2017-05-08			13660	CLARESHOLM LOCAL PRESS		1,586.00
53383	2017-05-08			14085	CLARESHOLM NAPA AUTO		3,561.63
53384	2017-05-08			786950	CLARESHOLM SELF STORAGE		367.50
53385	2017-05-08			786141	CLARESHOLM TAXI		926.10
53386	2017-05-08			14150	CLARESHOLM WELDING & FABRICATING LTD		814.80
53387	2017-05-08			14205	CLEAN BRITE CHEMICAL SERVICES LTD.		846.88
53388	2017-05-08			787532	Coast to Coast Computer Products		316.00
53389	2017-05-08			786784	DAVIS Chevrolet GMC Buick Claresholm		472.45
53390	2017-05-08			786602	DEDOMINICIS, JOHN		100.00
53391	2017-05-08			786540	DIRECT ENERGY REGULATED SERVICES		160.14
53392	2017-05-08			786397	EPCOR		206.65
53393	2017-05-08			786800	GDM ELECTRIC LTD.		736.97
53394	2017-05-08			49980	HARRY'S TIRE SALES (1984) LTD.		119.60
53395	2017-05-08			786041	HAYWARD GORDON ULC		2,180.80
53396	2017-05-08			786184	ITRON CANADA, INC.		1,381.44
53397	2017-05-08			786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES CORP.		12,448.80
53398	2017-05-08			787504	LETHBRIDGE TACTICAL SUPPLY		141.73
53399	2017-05-08			786659	LIVINGSTONE RANGE SCHOOL DIVISION		490.61
53400	2017-05-08			56200	LOCAL AUTHORITIES PENSION PLAN		14,727.61
53401	2017-05-08			58000	LOOMIS EXPRESS		72.07
53402	2017-05-08			786704	MINISTER OF FINANCE (LT)		425.00
53403	2017-05-08			66100	NATIONAL SECRETARY-TREASURER		1,391.13
53404	2017-05-08			786905	ONECONNECT SERVICES INC. T46194		66.11
53405	2017-05-08			786453	PRAXAIR CANADA INC.		1,108.09
53406	2017-05-08			786534	PROFESSIONAL POWER WASH		748.44
53407	2017-05-08			4090	PVH CANADA, INC.		743.52
53408	2017-05-08			786156	Q.E.D. ENTERPRISES LTD.		1,730.31
53409	2017-05-08			786536	R P WATERWORKS INC.		18,588.86
53410	2017-05-08			86300	RECEIVER GENERAL		22,811.60
53411	2017-05-08			786152	SHANAHAN'S LIMITED PARTNERSHIP		78.54
53412	2017-05-08			786468	SHAW CABLE		29.35
53413	2017-05-08			786873	SOUTHCAL DEVELOPMENTS INC		105,000.00
53414	2017-05-08			786111	STEEL, ROB		87.09
53415	2017-05-08			900	TELUS		3,048.94
53416	2017-05-08			786501	TOM HARRIS CELLULAR		63.00
53417	2017-05-08			101400	UNITED FARMERS OF ALBERTA		153.21
53418	2017-05-08			111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES		323.64
53419	2017-05-08			900000	BULLOCK, BLAIR		122.51



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

2017-Jun-6
9:25:22AM

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
53420	2017-05-08		900000	BURNCO Landscape Centres Inc.	15,749.88
53421	2017-05-08		900000	DOLL, KIM	290.00
53422	2017-05-08		900000	GLOBAL SPORT RESOURCES LTD.	69,300.00
53423	2017-05-08		900000	LOEFFLER, CHARLES	141.74
53424	2017-05-08		900000	LOW, DR. RICHARD	4,500.00
53425	2017-05-08		900000	McAULAY, ARNOLD	200.00
53426	2017-05-08		900000	MOORE, GAVEN	100.00
53427	2017-05-08		900000	Partners FOR the Saskatchewan River Basin	125.00
53428	2017-05-08		900000	PAYNE, KRISTIN	111.17
53429	2017-05-08		900000	REEVES, MAC	42.00
53430	2017-05-08		900000	SCHULHOF, TONY	30.00
					309,102.59
					Batch # 20006
53431	2017-05-08		900200	KELLOGG, AMANDA DAWN	146.18
					146.18



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
					20033	
53432	2017-05-23		13125	AHS-CCMHA		93.00
53433	2017-05-23		650	ALBERTA BLUE CROSS		7,993.18
53434	2017-05-23		787526	Alberta Municipal Services Corporation		36,160.15
53435	2017-05-23		786517	AMSC INSURANCE SERVICES LTD.		3,701.39
53436	2017-05-23		787528	ASSOCIATED ENGINEERING		19,263.59
53437	2017-05-23		786142	CASTERLAND		378.88
53438	2017-05-23		56100	CIMCO REFRIGERATION		1,312.50
53439	2017-05-23		13150	CLARESHOLM CASTING		404.25
53440	2017-05-23		13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
53441	2017-05-23		13525	CLARESHOLM IGA		306.92
53442	2017-05-23		13900	CLARESHOLM PHARMACY LTD		90.82
53443	2017-05-23		786540	DIRECT ENERGY REGULATED SERVICES		85.34
53444	2017-05-23		21350	EDDIE'S HANG-UP DISPLAY		80.37
53445	2017-05-23		26201	FERG'S SEPTIC SERVICE LTD		819.00
53446	2017-05-23		786777	HEMMAWAY, JASON		318.54
53447	2017-05-23		787522	HIFAB HOLDINGS LTD.		51.29
53448	2017-05-23		11310	HI-WAY 9 EXPRESS LTD.		86.15
53449	2017-05-23		36800	HOME HARDWARE		1,026.34
53450	2017-05-23		787535	KFJ SIGNS & GRAPHICS		105.00
53451	2017-05-23		900001	LETHBRIDGE HONDA		106.64
53452	2017-05-23		56200	LOCAL AUTHORITIES PENSION PLAN		15,526.09
53453	2017-05-23		787531	MILLER SUPPLY		111.57
53454	2017-05-23		786872	MPE ENGINEERING LTD.		30,207.48
53455	2017-05-23		65040	MUNICIPAL INFORMATION SYSTEMS		1,007.86
53456	2017-05-23		71400	Oldman River Regional Services Commission		225.00
53457	2017-05-23		786635	ORKIN CANADA CORPORATION		131.25
53458	2017-05-23		787553	OSSA TERRA LTD		195,157.21
53459	2017-05-23		786197	PARCON CONSTRUCTION LTD.		1,221.68
53460	2017-05-23		76400	PITNEYWORKS		4,242.00
53461	2017-05-23		86300	RECEIVER GENERAL		26,113.03
53462	2017-05-23		786180	RICOH CANADA INC.		1,277.24
53463	2017-05-23		786152	SHANAHAN'S LIMITED PARTNERSHIP		682.50
53464	2017-05-23		786468	SHAW CABLE		358.85
53465	2017-05-23		91710	STINTECH ELECTRONICS		1,407.89
53466	2017-05-23		900	TELUS		632.72
53467	2017-05-23		97015	TOWN OF FORT MACLEOD		2,020.00
53468	2017-05-23		111705	WC CLASS II REGIONAL LANDFILL		19,347.25
53469	2017-05-23		111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES		259.48
53470	2017-05-23		786187	Western Canada Welding Products Ltd.		111.31
53471	2017-05-23		900000	BURTON, LAYNE		224.10
53472	2017-05-23		900000	Canadian Senior Pro Rodeo Association		500.00
53473	2017-05-23		900000	FAVRHOLDT, KEN		110.70
53474	2017-05-23		900000	Foothills Fetal Alcohol Society		1,000.00
53475	2017-05-23		900000	LINESTAR UTILITY SUPPLY INC.		131.25
53476	2017-05-23		900000	Porcupine Hills Plumbing & Heating		651.00
53477	2017-05-23		900000	WESTBURNE WEST		6,970.38
						385,194.69



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
					20049	
53478	2017-05-30		125000	AVAIL LLP		10,342.50
53479	2017-05-30		786195	Benchmark Assessment Consultants Inc.		4,813.20
53480	2017-05-30		13325	CLARESHOLM FIRE DEPARTMENT		1,120.00
53481	2017-05-30		785973	CLEARTECH INDUSTRIES INC.		9,037.88
53482	2017-05-30		786397	EPCOR		204.01
53483	2017-05-30		786373	FLAGWORKS		4,033.58
53484	2017-05-30		786584	HACH SALES & SERVICE CANADA LTD.		1,986.60
53485	2017-05-30		11310	HI-WAY 9 EXPRESS LTD.		62.92
53487	2017-05-30		56155	LIFESAVING SOCIETY		100.00
53488	2017-05-30		58000	LOOMIS EXPRESS		37.04
53489	2017-05-30		787531	MILLER SUPPLY		111.57
53490	2017-05-30		76600	PORCUPINE HILLS FOUNDATION		106,650.51
53491	2017-05-30		86300	RECEIVER GENERAL		25,048.60
53492	2017-05-30		91700	STARLINE SIGNS		520.50
53493	2017-05-30		900	TELUS		2,928.50
53494	2017-05-30		900000	AMSOIL INC		1,589.14
53495	2017-05-30		900000	BRONSON, DEB		150.00
53496	2017-05-30		900000	BULLOCK, BLAIR		46.43
53497	2017-05-30		900000	FAVRHOLDT, KEN		278.39
53498	2017-05-30		900000	JUMP 4 FUN INFLATABLES		992.25
53499	2017-05-30		900000	METERCOR INC.		335.00
53500	2017-05-30		900000	MITCHELL'S PRECISION CARPENTRY		11,931.67
53501	2017-05-30		900000	MOKOSCH HOLDINGS LTD.		500.00
53502	2017-05-30		900000	PAYNE, KRISTIN		22.82
53503	2017-05-30		900000	TOLLEY, ALISON		150.00
53504	2017-05-30		900000	WESTERN PUMP		199.99
53505	2017-05-30		900000	WICKETT, TERRY		35.00
53506	2017-05-30		900000	ZIRCON GRAPHICS LTD.		1,888.93
						185,117.03
						20051
53507	2017-05-30		900200	WAY, TERRYLANNE		131.92
						131.92
						20054
53508	2017-05-31		787535	KFJ SIGNS & GRAPHICS		740.25
						740.25
Total						880,432.66

*** End of Report ***



MUNICIPAL PLANNING COMMISSION MINUTES

April 28, 2017

Town of Claresholm – Council Chambers

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

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

8:02 am	Call to Order /Adoption of Agenda	Motion to adopt Agenda by Councilor Ford CARRIED
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Adoption of Minutes

- March 31, 2017

**Motion to adopt the
Amended Meeting Minutes
By Sharon Duncan**

**Seconded by
Councillor Cutler**

CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT File: D2017.032 Applicant: Tickety Boo Detailing Owner: Chuck Clark Address: 414 50 Ave East Legal: Lot ptn5/6, Block 133, Plan 7959GV Regarding: Home Occupation – Automobile Detailing	Motion to make approve With amended conditions by Councillor Cutler Seconded by Councilor Ford CARRIED
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Item 2: ACTION	DEVELOPMENT PERMIT File: D2017.035 Applicant: Norbert & Colette Bantle Owner: Norbert & Colette Bantle Address: 14 Skyline Mews Legal: Lot 10, Block 67, Plan 0413772 Regarding: Secondary Suite - Addition	Motion to approve with amended conditions by Councillor Cutler Seconded by Sharon Duncan CARRIED
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8:25 am		Motion to Adjourn By Jeff Kerr
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May 29, 2017

RECEIVED

JUN 02 2017

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



Alberta
Recreation & Parks
Association

Dear Mayor Steel and Members of Council;

Subject: 2017 Alberta Recreation and Parks Association (ARPA) Annual Conference and Energize Workshop "Challenges, Change and Opportunities"

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to formally invite you and members of your Council to our annual Conference and Energize Workshop, held at the Fairmont Chateau Lake Louise from Thursday, October 26 to Saturday, October 28, 2017.

In 2016, our conference was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-second year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's growth, sustainability and resiliency. Our 2017 conference program has been informed and influenced by comments and suggestions from the 2016 attendees, and a continual scan of the issues and trends in Alberta and across Canada. The conference theme is "**Change. Challenge. Opportunity**" and the program also reflects three important strategic documents: 1) the **Framework for Recreation in Canada - Pathway to Wellbeing** which has been endorsed by every provincial government, FCM and supported by the Government of Canada; 2) **Parks for All** national framework document that will be released later this spring; and 3) **active Alberta**. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

Our conference provides a great networking opportunity with friends and colleagues from across the province in a beautiful, natural setting. Your presence at our conference makes a significant contribution to recreation and parks dialogue across the province and makes our Alberta communities great places to live. Your ongoing support of our organization is much appreciated.

We recognize that the 2017 conference occurs just after your municipal election. In previous election years we have accepted the registration of Council positions without naming the individual allowing the Council to name the attendees at the Conference. We look forward to having members of your next Council begin their term at the ARPA Conference and Energize Workshop. Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you in Lake Louise.

Yours sincerely,



Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780 415 1745 • fax: 780 451 7915 • email: arpa@arpaonline.ca • web: www.arpaonline.ca

RECEIVED

MAY 25 2017



oldmanwatershed.ca

319 – 6 Street South
Lethbridge, AB T1J 2C7
Phone: 403-330-1346

RECEIPT # 173
May 9, 2017

Received from:

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Donation Amount: \$1,323.05
Received May 8, 2017

Dear Mayor Rob Steel and the Town of Claresholm,

The Oldman Watershed Council kindly thanks you for your financial donation to support our work in the Oldman watershed. Because of your generosity, the Council may continue to accomplish its five main goals, which are to:

1. Understand our watershed
2. Keep basin residents well informed and actively engaged
3. Encourage basin stakeholders to define the desired outcomes for the Oldman Watershed that will form the basis of an Integrated Watershed Management Plan.
4. Encourage the Oldman Watershed Council and stakeholders to put into action the capacity and commitment to achieve defined outcomes.
5. Adopt practices that are beneficial to the health and function for the watershed.

Thanks again for your donation. We appreciate your support and will endeavour to use donated funds to maintain and improve the water resources that we enjoy in southern Alberta.

Shannon Frank, Executive Director
Oldman Watershed Council

Dear Mayor Steel and Councillors,

Thank you very much for donating to the Oldman Watershed Council! Your support allows us to continue our important work to improve the health of the watershed. Our awareness and education programs are improving water quality and fish and wildlife habitat. Our restoration projects are bringing streambanks back to life. Thanks again for helping make this happen!

The watershed is a better place,
because of people like you.

Shannon



oldmanwatershed.ca



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 1 (2017)

GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, March 2, 2017 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen (absent)	Village of Barnwell	Gerry Baril - alternate	Town of Magrath
Ed Weistra	Village of Barons	David Hawco (absent)	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers	Village of Milo
Fred Rattai (absent)	City of Brooks	Christophe Labrune (absent)	Town of Nanton
Roger Houghton - alternate	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Stacey Hovde (absent)	Village of Carmangay	Teresa Feist - alternate	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Quentin Stevick	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman (absent)	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson (absent)	Town of Coalhurst	Greg Robinson	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson	Village of Stirling
Bill Kovach	Mun. Crowsnest Pass	Ben Elfring	M.D. of Taber
Dave Filipuzzi	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Derrick Annable (absent)	Vulcan County
Barb Michel	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor (absent)	Town of Granum	David Cody	County of Warner
Monte Christensen (absent)	Village of Hill Spring	Ian Glendinning	Village of Warner
John Willms	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Ian MacDougall	Planner
Mike Burla	Senior Planner	Cameron Mills	Planner
Steve Harty	Senior Planner	Leda Kozak Tittsworth	Assistant Planner
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Gavin Scott	Senior Planner		

AGENDA:

1. **Approval of Agenda** – March 2, 2017
2. **Approval of Minutes** – December 1, 2016 (attachment)

3. **Business Arising from the Minutes**
4. **Guest Speaker:**

Tom Little, Partner – Peterson & Purvis LLP
Legal Issues: Municipal Development, Development Agreements, Security & Compliance
— from a Developer’s Perspective
5. **Reports**
 - (a) Executive Committee Report..... (attachment & handout)
 - (b) GIS Update
6. **Business**
 - (a) Provincial Funding Request (handout)
 - (b) Modernized Municipal Government Act Rollout (handout)
 - (c) Recent Case Law Examples (handout)
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2016..... (attachment)
8. **Adjournment** – June 1, 2017

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Board of Directors approve the agenda of March 2, 2017, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Rick Howard

THAT the Board of Directors approves the minutes of December 1, 2016, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Tom Little, Partner – Peterson & Purvis LLP
Legal Issues: Municipal Development, Development Agreements, Security & Compliance
— from a Developer’s Perspective

Tom Little, Partner – Peterson & Purvis LLP presented Board members with a developer’s perspective on subdivision and development. He belongs to an informal group of lawyers that try to stay abreast of real estate law, and they are encountering difficulties with respect to development agreements being registered against parcels created at the time of subdivision. Development agreements outline the responsibility of the developer with regard to roads, lighting, etc. and the municipality registers the development agreement on the parcels as security to ensure the developer finishes the project as agreed.

Unintended consequences of this practice include:

- If the developer fails to complete the project, the municipality can use it as a charge against the land and collect the money from everyone that has purchased a parcel.
- At the time of sale, lawyers make sure there are no financial encumbrances against the title, and they are not able to remove development agreements from the title.
- Purchasers are taking risks or alternatively deals are falling apart – this is not good for developers or municipalities.

Development agreements are a double-edged sword because a municipality must protect itself, but Mr. Little feels the purchaser, as the innocent party, should not be stuck with the consequences of things beyond their control. He asked if municipalities would be willing to consider any of the following options as potential solutions to this problem:

- Issuing a “comfort letter” – the municipality writes a letter to lenders stating that although there is a development agreement against the title, the municipality won’t take any action against the purchaser.
- Partial discharge – if an instrument is registered against a number of titles, you can discharge against one parcel but not all – this allows the purchaser to close the deal and construction can take place.
- Mechanisms under the Municipal Government Act and municipal bylaws – possibly require cash deposits, other securities or bonding – a well-crafted development agreement is essential.

Several Board members pointed out that the developers they deal with don’t know development very well and it is difficult to attract good quality developers they would be more comfortable with. It is incumbent on the municipality to ensure liabilities are minimized for the purchaser and that all the bases are covered to protect the community as well. Cities make sure developments are complete before they sell the lots, but this is not the case in smaller centres; therefore, we need custom-made solutions that work for our municipalities.

5. REPORTS

(a) Executive Committee Report (attachment & handout)

- Chair Gordon Wolstenholme reviewed the Executive Committee Report for the meetings of January 12 and February 16, 2017 and answered questions from the Board.

Moved by: Greg Robinson

THAT the Board of Directors receive the Executive Committee Report for the meetings of January 12 and February 16, 2017, as information. **CARRIED**

(b) GIS Update

- ORRSC is awaiting news on the 2017 Orthophoto Grant application; if it is approved we would like to fly in May before tree cover gets too developed.
- Steven Ellert (part-time) is retiring and will be replaced by a new full-time person beginning May 1, 2017. An increase in mapping requirements is anticipated with the addition of the City of Brooks to the GIS project, as well as the upcoming plans that will need to be completed.

Moved by: Ed Weistra

THAT the Board of Directors receive the GIS update, as information.

CARRIED

6. BUSINESS

(a) Provincial Funding Request

- A letter has been drafted to the Minister of Municipal Affairs written on behalf of our member municipalities requesting yearly funding for ORRSC similar to the Capital Region Board and Calgary Regional Partnership. We believe that our request meets the objective of the provincial government “to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building”.
- The AAMD&C has crafted a motion in support of ORRSC funding to take to their Spring Conference. Board Member Ben Elfring who sits on the committee stated there might be a friendly amendment to include all the planning agencies. Board Member Bill Kovach pointed out that the Municipality of Crowsnest Pass was omitted from the AAMD&C resolution list of municipalities.

Moved by: Bill Kovach

THAT the Board of Directors approve distribution of the letter to the Minister of Municipal Affairs requesting yearly funding.

CARRIED

(b) Modernized Municipal Government Act Rollout

- The Municipal Government Act is currently being updated and changes will take effect October 2017. This will require the writing of many Municipal Development Plans (MDPs), Intermunicipal Development Plans (IDPs), Intermunicipal Collaborative Frameworks (ICFs), etc. and will involve a lot of work from ORRSC to bring municipalities into compliance. In addition, municipalities will be required to place their policies on web pages readily available to the public.
- Approximately 200 plans (new, amendments, rewrites) will be affected and ORRSC staff have developed a database to assist in tackling the monumental job of accomplishing these projects over the next two years (sample database handed out). Negotiations with our municipalities will have to take place on scheduling these to occur, and we hope to bring CAOs and administrations in at some point to explain the rollout of these plans.

Moved by: Don Anderberg

THAT the Board of Directors accept the Modernized Municipal Government Act Rollout sample database, as information.

CARRIED

(c) Recent Case Law Examples

- Director Lenze Kuiper and Senior Planner Steve Harty attended a Brownlee LLP Conference on February 9 where several case law examples were presented. Three of these examples were handed out to Board Members and reviewed by planning staff, including the practical implications of each case.

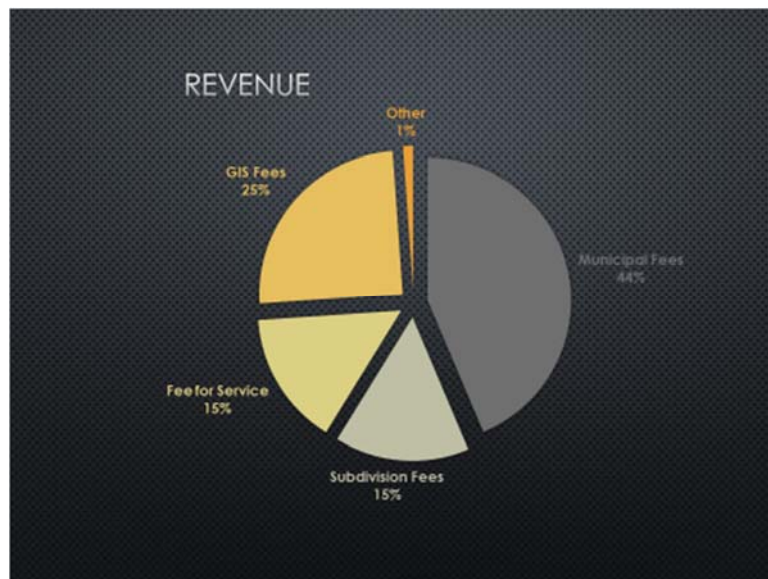
7. ACCOUNTS

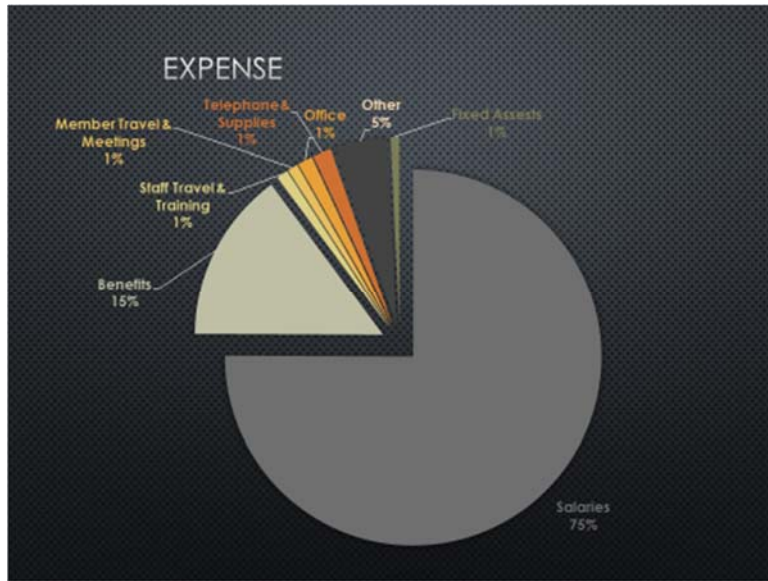
(a) Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2016

- The Director reviewed highlights of 2016 financial performance (unaudited) as follows:

HIGHLIGHTS

	2015	2016
Net Revenues	2,042,602	2,061,861
Membership (Planning & GIS)	1,362,883	1,415,360
Subdivision	298,631	310,730
Fee-for-Service	301,428	312,499
Net Expenses	1,925,092	1,850,421
Salaries & Benefits	1,624,884	1,659,943
Excess of Revenues over Expenditures	117,510	211,439
Internally Restricted Net Assets (Reserves)	50,000	50,000
Total Equity	762,082	896,634





Moved by: Clarence Amulung

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2016, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:35 p.m. until **Thursday, June 1, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: *Gordon Wolstenholme*



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2017)

EXECUTIVE COMMITTEE MEETING

Thursday, April 13, 2017 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Don Anderberg
Jim Bester

Bill Chapman
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - April 13, 2017
2. Approval of Minutes - February 16, 2017
3. Business Arising from the Minutes
4. New Business
(a) KPMG LLP - Auditors' Report and Financial Statements 2016
(b) Draft ORRSC 2016 Annual Report
(c) Correspondence from Alberta Municipal Affairs re Funding
(d) GIS Orthophoto Project
(e) ORRSC Shared Services and Member Utilization
(f) Subdivision Activity 2017
(g) Fee For Service Update
5. Accounts
(a) Office Accounts -
(i) February 2017
(ii) March 2017
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Tom Rose

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Bill Chapman

THAT the Executive Committee approve the minutes of February 16, 2017, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) KPMG LLP – Auditors’ Report and Financial Statements 2016

- Derek Taylor of KPMG LLP presented the Auditors’ Report and Financial Statements which were prepared in accordance with Canadian public sector accounting standards. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2016. Excess revenues over expenditures for the year totalled \$72,968.
- Two control deficiencies were identified: segregation of duties and vacation accrual amounts. Cross-training or succession planning could be considered to address segregation of duties concerns, and management is continuing to address the vacation accrual issue.
- Nine corrected audit misstatements were reported and ways to decrease this number in the future were discussed. The Executive also inquired whether internal accounting practices could be improved so that the monthly financial statements reflect more accurate values. KPMG staff will work with the bookkeeper on recording payables and receivables as they occur as well as vacation accrual updates.

Moved by: Jim Bester

THAT management work with the bookkeeper in moving from cost-based to accrual-based accounting to improve timeliness and accuracy of the monthly financial statements, as discussed with the auditor.

CARRIED

- In June 2016, the Board of Directors delegated the responsibility of financial statements approval to the Executive Committee so that a financial information return can be submitted to the province by their May 1 deadline.

Moved by: Don Anderberg

THAT the Executive Committee approve the Auditors’ Report and Financial Statements for the year ending December 31, 2016 as presented by KPMG LLP.

CARRIED

(b) Draft ORRSC 2016 Annual Report

- The Executive Committee reviewed the draft 2016 Annual Report attached to the agenda.

Moved by: Barry Johnson

THAT the Executive Committee accept the Draft ORRSC 2016 Annual Report as presented, which will be combined with the Auditors' Report and Financial Statements for the year ending December 31, 2016 and referred to the Board of Directors for approval at the June 1, 2017 Annual General Meeting. **CARRIED**

(c) Correspondence from Alberta Municipal Affairs re Funding

- Parkland Community Planning Services and its partners (includes ORRSC) have been approved for a grant of \$500,000 under the 2016/17 Strategic Initiatives component of the Alberta Community Partnership (ACP) program to prepare a 'Guidebook for Preparing a Municipal Development Plan'. The funds will be divided between five agencies according to workload with ORRSC's portion estimated to be approximately \$145,000. The Guidebook must be completed by the municipal elections in October of 2017.
- In response to ORRSC's letter of March 2, 2017 requesting annual funding for the Commission, Brad Pickering, Deputy Minister of Municipal Affairs advised they are not able to support our request. The rationale given is that the activities undertaken by ORRSC are different from those of the metropolitan growth management boards, and that ongoing operating costs for municipal services (including land-use planning and development) are not eligible under the Alberta Community Partnership program. However, our member municipalities are still eligible to apply under the ACP Intermunicipal Collaboration component for project grants. Member municipalities may also allocate portions of their Municipal Sustainability Initiative operating funds to non-profit planning organizations.

(d) GIS Orthophoto Project

- Through the Alberta Community Partnership (ACP) program, the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of the 2017 Orthophotography project.

Moved by: Henry Van Hierden

THAT the Executive Committee receive the correspondence from Alberta Municipal Affairs regarding funding and the Orthophotography project, as information. **CARRIED**

(e) ORRSC Shared Services and Member Utilization

- Recently we have received requests from some of our members to write proposals for various work projects. Maybe a statement from the Executive is warranted reminding our members that they don't need to go to tender for plans because they have already signed member agreements with us. A draft letter prepared by the Director was reviewed and revisions discussed. A revised letter will be circulated to the Executive for comment before sending out to Mayors/Reeves, Councils and CAOs under the signature of the Chair.

Moved by: Bill Chapman

THAT the Director rework the letter regarding shared services and member utilization, and circulate it to the Executive for approval before distribution to all member Mayors/Reeves, Councils and CAOs. **CARRIED**

(f) Subdivision Activity 2017

- 47 subdivision applications have been processed to the end of March with fees totalling \$92,467.50.

Moved by: Don Anderberg

THAT the Executive Committee accept the Subdivision Activity 2017, as information. **CARRIED**

(g) Fee For Service Update

- The Fee For Service 2017 (updated March 29, 2017) was reviewed. We are in the process of putting together a more detailed fee for service schedule listing all the plans that have to be completed within the next two years.

Moved by: Tom Rose

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

5. ACCOUNTS

(a) Office Accounts –

(i) February 2017

5150	Staff Mileage	S. Johnson	\$ 123.50
5320	General Office Supplies	S. Johnson	94.97
5530	Coffee & Supplies	S. Johnson	115.76
5150	Staff Mileage	G. Scott	99.80
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Wild Rose Horticultural	480.00
5285	Building Maintenance	Cam Air Refrigeration	278.24
5310	Telephone	Bell Mobility	709.48
5310	Telephone	Shaw Business	989.30
5320	General Office Supplies	Desjardin Card Services	70.77
5320	General Office Supplies	Desjardin Car Services	363.20
5330	Dues & Subscriptions	Brooks Bulletin	45.00
5330	Dues & Subscriptions	AUMA	55.00
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	Lethbridge Herald	286.40
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	438.00
5470	Computer Software	Whipcord	740.70
5470	Computer Software	Digitex	8,365.00
5590	Equipment Repairs & Purchases	Digitex	22,000.00
5500	Subdivision Notification	Lethbridge Herald	439.24
5570	Equipment Repairs & Maintenance	Xerox	536.37
5590	Equipment Repairs & Purchases	Reiter Computer	679.40
1160	GST Receivable	GST Receivable	1,841.83
		TOTAL	<u>\$39,317.96</u>

(ii) **March 2017**

5230	Member Conf & Out of Area	CPAA	\$ 475.00
	Red Deer – “CPAA - May 1-3/17 - Registration - G. Wolstenholme		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – “CPAA - May 1-3/17 - Registration - H. Van Hierden		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – “CPAA - May 1-3/17 - Registration - J. Bester		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – “CPAA - May 1-3/17 - Registration - T. Rose		
5230	Member Conf & Out of Area	CPAA	475.00
	Red Deer – “CPAA - May 1-3/17 - Registration - B. Chapman		
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.99
5285	Building Maintenance	Logic Lumber	155.00
5285	Building Maintenance	Wild Rose Horticultural	320.00
5310	Telephone	Bell Mobility	676.64
5320	General Office Supplies	Purolator Courier	49.20
5320	General Office Supplies	Supreme Basics	360.00
5320	General Office Supplies	Lethbridge Mobile Shredding	23.00
5320	General Office Supplies	Desjardin Card Services	159.85
5530	Coffee & Supplies	Desjardin Card Services	109.34
5440	Land Titles Office	Minister of Finance	428.00
5500	Subdivision Notification	Lethbridge Herald	929.04
5500	Subdivision Notification	Sun Media Corp.	174.00
5570	Equipment Repairs & Maintenance	Xerox	995.99
5570	Equipment Repairs & Maintenance	Desjardin Card Services	339.48
5570	Equipment Repairs & Maintenance	Xerox	606.22
5590	Equipment Repairs & Purchases	Telinks Canada	200.00
1160	GST Receivable	GST Receivable	269.35
		TOTAL	<u>\$8,660.10</u>

Moved by: Barry Johnson

THAT the Executive Committee approve the Office Accounts of February (\$39,317.96) and March (\$8,660.10) 2017, as presented. **CARRIED**

6. DIRECTOR’S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. **ADJOURNMENT**

Moved by: Henry Van Hierden

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:05 p.m. until **Thursday, May 11, 2017 at 7:00 p.m.** **CARRIED**

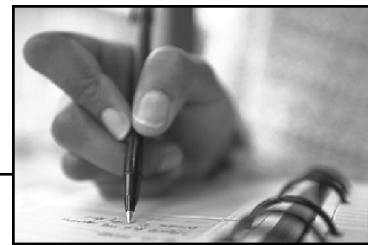
/bj

CHAIR: 

2016 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



Year Ending
December 31, 2016

<http://www.orrsc.com>

**Full Report is
available at the
Town Office.**



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 27th, 2017 at 4:30 P.M.

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

Absent: John Connor

1. Chair Earl Hemmaway called the meeting to order at 4:27 P.M.
2. Approval of Agenda

17.43 **Moved by Barry Johnson** to approve the agenda as presented.

CARRIED

3. Delegations
 - a) Becky Housenga – Going Green Enviro Clean

Chair Hemmaway welcomed Becky to the meeting and gave her the floor. Becky introduced herself and gave the members a brief overview of how her business was started and what it has grown into. Going Green Enviro Clean is a curbside business that picks up, sorts and delivers recyclables to local material recovery facilities, keeping recyclable items out of the landfill. All refundable recyclables are turned in for refund with the proceeds being donated to the communities she services. Becky currently has customers in Fort Macleod, Pincher Creek and the Crowsnest Pass and is looking to expand her service area.

At the end of Becky's presentation, the members were given the opportunity to ask questions. With Member Connor absent from the meeting, Cheryl asked for a copy of the presentation to pass along to the Granum member.

With nothing further, Becky excused herself from the meeting at 5:00 p.m.

4. Approval of Minutes
 - a) Regular Meeting March 29, 2017

Cheryl presented the members with the draft minutes from the March 29, 2017 regular meeting.

17.44 **Moved by Gord Wolstenholme** to approve the minutes of the March 29, 2017 regular meeting as presented

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 27th, 2017 at 4:30 P.M.

5. Financial Information

a) Check Detail March 30, 2017 – April 20, 2017

Cheryl presented the members with the check detail report from March 30, 2017 to April 20, 2017.

17.45 **Moved by Lyal O'Neill** to accept the check detail report as presented.
CARRIED

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

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

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

c) Accounts Payable

Cheryl presented the accounts payable in the amount of \$16, 287.01. This included the April 28, 2017 payroll amount of \$10,119.68.

17.47 **Moved by Gord Wolstenholme** to approve the accounts payable in the amount of \$16, 287.01.
CARRIED

d) Credential Securities Statement – For Information

Cheryl provided the members with the Credential Securities statement ending March 31, 2017 for information.

e) ATB Bank Statement - For Information

Cheryl provided the members with the ATB Financial bank statement ending March 31, 2017 for information.

f) Budget vs. Actual March 31, 2017

Cheryl provided the members with the budget vs. actual report ending March 31, 2017.

17.48 **Moved by Lyal O'Neill** to accept the budget vs. actual report ending March 31, 2017
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 27th, 2017 at 4:30 P.M.

5. Financial Information cont.

- g) GIC Renewal
- h)

Cheryl informed the members that the GIC held at ATB Financial is due to mature May 1, 2017. Cheryl also provided current best rates for GIC's as well as the interest rate of the 90 Day Notice Account at ATB Financial.

17.49 **Moved by Barry Johnson** that, upon maturity of GIC held at ATB Financial, Cheryl transfer the principle amount of \$200 000.00 plus interest earned into the 90 Day Notice Account.

CARRIED

- i) Transfer of Funds

Cheryl explained to the members that we have a large balance in the landfill checking account. Cheryl further explained that we do receive interest on the checking account, however the rate is greater in the 90 Day Notice Account. Cheryl recommended that the members authorize a transfer of \$200 000.00 from the checking account into the 90 Day Notice account.

17.50 **Moved by Gord Wolstenholme** that Cheryl be authorized to transfer \$200 000.00 from the ATB Financial checking account into the ATB Financial 90 Day Notice account.

CARRIED

6. New Business

- a) CAO Vacation Pay and Overtime Accumulation

Cheryl provided the members with a total accumulation of vacation pay and time as well as overtime hours to the end of March 2017.

17.51 **Moved by Lyal O'Neill** to accept the CAO Vacation Pay and Overtime Accumulation as presented.

CARRIED

- b) Employee Policy – For Discussion

Cheryl explained that currently the WCRWMS C pays payroll on a monthly basis with a mid-month advance. Cheryl further explained that Alberta Employment Standards does not require us to pay a mid-month advance. With the current payroll schedule, Cheryl is very limited as to how she can schedule time off for herself. To date Cheryl has not been able to take more than one week off at a time owing to the every two week payroll obligation. Cheryl explained that we currently have only one employee that receives a mid-month advance

Chair Hemmaway asked if paying payroll through the bank with an EFT would make a difference. Cheryl explained that besides it being too expensive for us, someone would still have to create the batch for the bank.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
April 27th, 2017 at 4:30 P.M.

6. New Business cont.

b) Employee Policy – For Discussion cont.

After the lengthy discussion, it was the consensus of the members present that the WCRWMSC discontinue mid-month advance checks and that Cheryl prepare the amendment to the Employee Policy for the next meeting. Cheryl would also let the employees know of the future changes to the Employee Policy regarding payment of earnings.

c) Compactor Repair Quotes

Cheryl presented the members with the quotes from three separate local businesses for the hard surfacing work on the compactor wheels.

17.52 **Moved by Lyal O'Neill** to accept the quote from Claresholm Welding for the work on the compactor.

CARRIED

7. Old Business

a) Scrap Metal – For Information

Cheryl reported to the members that Vinette Salvage has been on site, baled and hauled our scrap metal to the metal processors. Cheryl explained that there was 8 tri axle loads plus 2 bins of scrap metal. The WCRWMSC should get a nice check once all the weights are in.

b) Cell 10A Contract Documents – For Information

Cheryl informed the members that the contract documents for Cell 10A were ready to be signed and sealed. Cheryl explained that she had our insurance company go over the insurance and bond documents from Ossa Terra to ensure we were protected and that the risk advisor from Genesis was pleased with everything. Cheryl further explained that tire shred will be delivered, free of charge, once the conditions dry up. Cheryl will go to Hasegawa next Wednesday to execute the contract document.

c) Mattress Pile – For Information

Cheryl reported to the members that Aaron from Brazel Construction was on site to inspect our mattress pile. Cheryl stated that she has informed Aaron that our 2017 budget was complete and that we did not budget for the grinding of mattresses and would have to wait until the 2018 budget year. Aaron explained that he prefers to grind mattresses in the winter owing to the possibility of bed bugs. Aaron also mentioned that having the grinding done on an hourly basis versus by the job would be more economical for the commission and that he would provide us with some information regarding how many pieces can be processed per hour etc. Aaron also mentioned that grinding would decrease the pile to 20%. Brazel construction can also grind large tree stumps with the same machine.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
April 27th, 2017 at 4:30 P.M.

- 7. Old Business cont.
 - d) STEP Grant

Cheryl reported to the members that our application to the STEP Grant was not successful.

- 8. Correspondence

No items.

- 9. General Landfill Information

Nothing to report

- 10. In Camera

- a) Personnel

17.53 **Moved by Gord Wolstenholme** to go In Camera at 5:32 P.M.
CARRIED

17.54 **Moved by Barry Johnson** to come out of In Camera at 5:42 P.M.
CARRIED

17.55 **Moved by Lyal O'Neill** to adjourn at 5:42 P.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther

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

Dear Ms. Carlson,

Agriculture is critical to every aspect of life, whether you are a city-dweller, a canola grower, rancher, or tend to a backyard garden. It is the foundation of Alberta's society and economy, feeding over 7 billion people and providing jobs for millions of Canadians.

Through our educational programming to children, youth and adults across Alberta, we are helping to increase the understanding of agriculture. You know the efforts that farmers go through. Wet springs, dry summers and early winters. None of it stands in the way of delivering the crops, livestock, and products needed to keep the world turning. Agriculture is what puts the food on everyone's table. With better education and understanding, we can build trust with consumers. With trust comes the ability to continue to farm in ways that make sense for the environment, the economy and farmers.

With your help, we can continue delivering educational programs that increase the understanding of agriculture and farm safety. Donations, large or small, help us strengthen the voice of agriculture, reduce farm fatalities and injuries, and elevate the importance of a strong and sustainable food producing community. If you are ready, join the Friends of Ag for Life by making a donation, knowing that you are directly supporting agriculture in Alberta.

To get started visit: AgricultureforLife.ca/supporters/make-a-donation

www.agricultureforlife.ca



About Agriculture for Life

Agriculture for Life (Ag for Life) is an Alberta-based registered charity dedicated to building a greater understanding, appreciation and respect for agriculture and its fundamental connection to life. It is our mandate to help Albertans understand the incredible depth and opportunity that agriculture affords. We do this through collaboration with agriculture stakeholders.

Ag for Life supported programs include:

Ag Education & Awareness Programming

Ag 101: Food and Farming
Alberta Open Farm Days
City Slickers Student Farm Tours
Classroom Agriculture Program
Growing Minds (Neubauer Farms)
Little Green Thumbs
Made in Alberta Breakfast
Meet Your Farmer
Teacher Tours
ThinkAG Careers

Farm Safety Programming

Barnyard and Boots Safety Program
First Responder Training
Ladies Safety Training
Safety Days
Ag for Life Safety Days
Community Safety Days
Young Farm Workers Safety Days
Farm First Aid

Ag for Life program reach in 2016 was over 70,000 children, youth and adults in over 400 Alberta communities.

Thank you for your consideration. If you have any questions, please feel free to call me directly.

Luree Williamson
CEO
403.862.5688
lwilliamson@agricultureforlife.ca

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

NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 045-17

AMENDED

TO: 1-Mile Landowner Radius

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

NAME OF APPLICANT: Kinette and Kinsmen Clubs

TYPE OF DEVELOPMENT:

Construction of a Bike and Walking Path (CPR Spur Line) with 3 rest stops and fencing along the trail. Also, pedestrian crossing signage to be erected at 8th Street and Range Road 273.

LEGAL DESCRIPTION OF SITE: NE 21-12-27-W4 and N ½ of 22-12-27-W4

PLACE OF MEETING: Municipal Administration Building, Claresholm

TYPE OF MEETING: Regular Municipal Planning Commission

DATE OF MEETING: 9:30 a.m. Thursday June 22, 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.

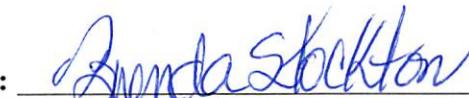
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and 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:

June 16, 2017 (10 consecutive days from the date of this notice)

DATE: June 2, 2017, 2017

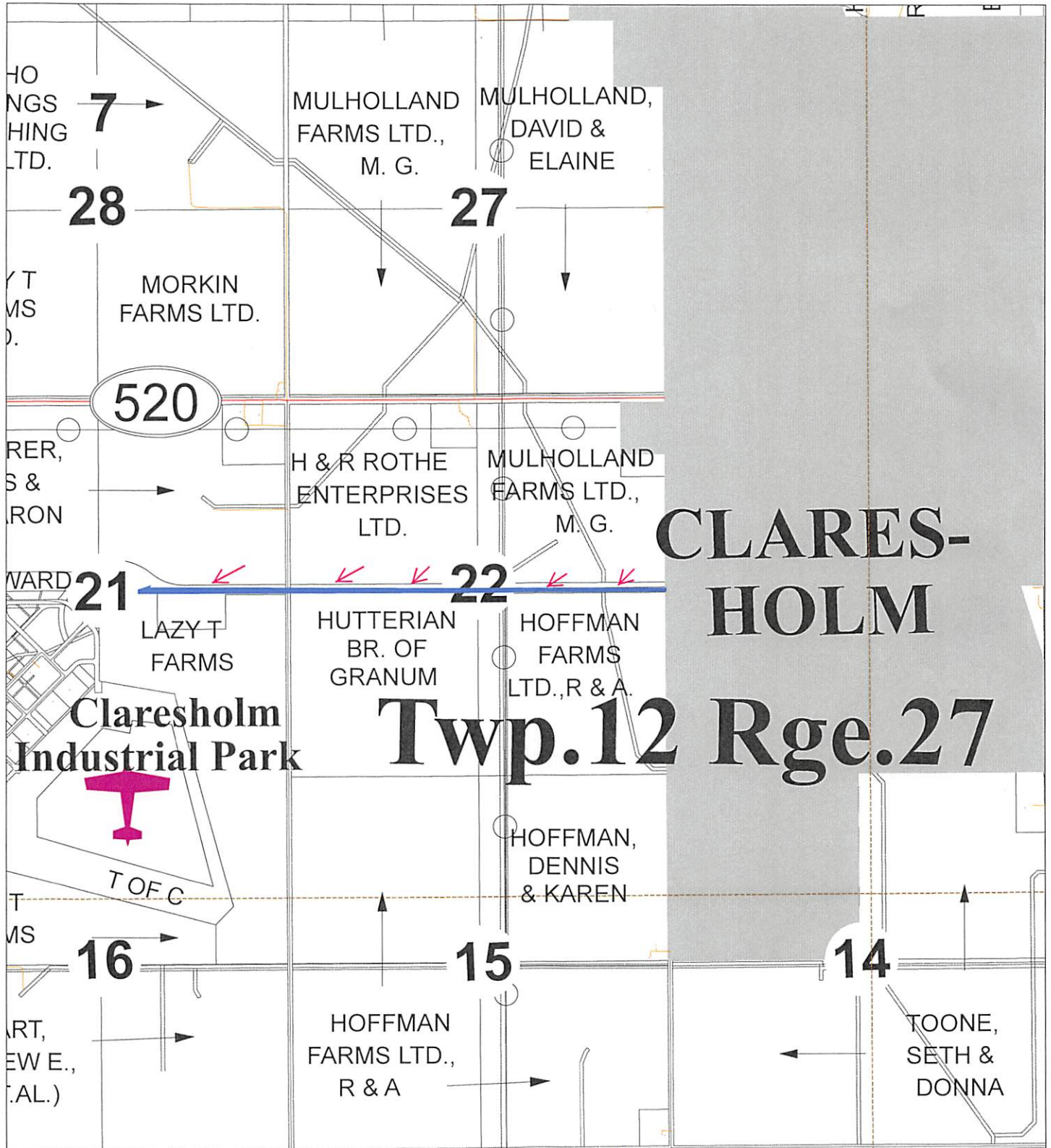
SIGNED:



Brenda Stockton
Development Officer
MD of Willow Creek No. 26



Development Permit No 045-17
Location: NE 21-12-27-W4M
N 1/2 of 22-12-27-W4M



Applicant: Kinette and Kinsmen Clubs