



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 26, 2017
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING MINUTES JUNE 12, 2017
ACTION ITEMS:

1. BYLAW #1632 – Printing Ballots in Lots
RE: 1st Reading
2. DELEGATION RESPONSE: Claresholm Farmers Market
3. CORRES: Alberta Culture and Tourism
RE: 2017 Recreation Volunteer Recognition Awards
4. CORRES: Willow Creek Senior Rodeo Association
RE: Sponsorship Request
5. REQUEST FOR DECISION: Election Services Agreement
6. REQUEST FOR DECISION: Aquatic Centre Training
7. REQUEST FOR DECISION: CIP Grant Application – Track
8. REQUEST FOR DECISION: CIP Grant Application – Walking Path
9. REQUEST FOR DECISION: Adjournment of Auction
10. REQUEST FOR DECISION: Surveillance Camera Policy
11. INFORMATION BRIEF: Compost Area Security
12. INFORMATION BRIEF: 2017 Parade Attendance
13. INFORMATION BRIEF: Summer Meeting Dates 2017
14. INFORMATION BRIEF: Draft Recreation Master Plan
15. INFORMATION BRIEF: CAO Report
16. INFORMATION BRIEF: Council Resolution Status
17. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Municipal Planning Commission Meeting Minutes – May 26, 2017
2. Conditional Grant Agreement for 2015/16 Fire Services Emergency Preparedness Program (FSEPP) extension granted to November 30, 2017
3. 2017 Alberta Justice and Solicitor General Community Justice Award – Community Mobilization
4. Claresholm & District Transportation Society – Letter to Hon. Sarah Hoffman, Minister of Health
5. Alberta Urban Municipalities Association (AUMA) Board News – Spring 2017
6. Claresholm Animal Rescue Society (CAREs) Meeting Minutes – February 16, 2017
7. Claresholm Animal Rescue Society (CAREs) Meeting Minutes – March 16, 2017
8. Claresholm Animal Rescue Society (CAREs) Meeting Minutes – April 20, 2017
9. Claresholm Animal Rescue Society (CAREs) Meeting Minutes – May 18, 2017

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 12, 2017

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

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

ABSENT: Mayor Rob Steel; Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Deputy Mayor Mike McAlonan

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

CARRIED

MINUTES: **REGULAR MEETING – MAY 23, 2017**

Moved by Councillor O’Neill that the Regular Meeting Minutes May 23, 2017 be accepted as presented.

CARRIED

DELEGATION: **CLARESHOLM FARMER’S MARKET – Barb Uhl**

Barb Uhl was present to speak to Council regarding the Farmer’s Markets held at the Claresholm Arena during the summer months. They are asking for a reduction in their weekly rent, which is currently \$150 per week. They are not-for-profit and have no other way to raise money other than table rent, of which they charge \$15 per table. They have seen an increase in many items including insurance and are operating at a loss each year.

ACTION ITEMS:

1. BYLAW #1631 – Land Use Bylaw Amendment
RE: 1st Reading

Deputy Mayor Mike McAlonan declared a conflict of interest at 7:14 p.m. and left the meeting. Councillor Lyal O’Neill took the chair.

Moved by Councillor Cutler to give Bylaw #1631, a land use bylaw amendment, 1st Reading.

CARRIED

Deputy Mayor Mike McAlonan rejoined the meeting and retained the chair at 7:19 p.m.

2. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) & Federal Gas Tax Fund (GTF)

Received for information.

3. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: Gas Tax Fund (GTF)

Received for information.

4. CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing
RE: Seniors’ Week – June 5 to 11, 2017

Received for information.

5. CORRES: Alberta Government
RE: Have Your Say on Cannabis Legislation

Received for information.

6. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Survey on the Legalization of Marijuana & Municipal Impacts

Received for information.

7. CORRES: Southern Alberta Recreation Association
RE: Southern Alberta Summer Games

MOTION #17-050 Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to host the Southern Alberta Summer Games in Claresholm in 2020.

CARRIED

**8. CORRES: Oldman River Regional Services Commission
RE: ORRSC Shared Services and Member Litigation**

Received for information.

**9. CORRES: Royal Canadian Legion Branch #41
RE: Municipal Portion of 2017 Property Taxes**

MOTION #17-051

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

CARRIED

**10. CORRES: Claresholm Animal Rescue Society (CAREs)
RE: Arena Rental for Annual Garage Sale**

Received for information.

**11. CORRES: Claresholm Public Library
RE: New Claresholm Public Library Manager**

Received for information.

12. INTERIM REPORT: Alberta Electoral Boundaries Commission

Received for information.

**13. NEWS RELEASE: Fortis Alberta
RE: LED Streetlight Conversions**

Received for information.

14. REQUEST FOR DECISION: Funding Agreement MD of Willow Creek

MOTION #17-052

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

CARRIED

15. REQUEST FOR DECISION: Minor Hockey Fundraiser

MOTION #17-053

Moved by Councillor Fieguth to allow Claresholm Minor Hockey to use the Arena board signs as a fundraiser at a rate of \$1,000 each for the 2018-2019 season, 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.

CARRIED

16. REQUEST FOR DECISION: Aquatic Centre Training

Councillors Cutler and O'Neill both declared a pecuniary interest. This resulted in not having quorum on this particular issue and therefore the issue must be tabled until the next meeting.

17. REQUEST FOR DECISION: Municipal Development Plan Review & Update

MOTION #15-054

Moved by Councillor O'Neill to accept the proposal from the Oldman River Regional Services Commission (ORRSC) for the Town of Claresholm Municipal Development Plan review & update up to a maximum amount of \$18,750.

CARRIED

18. REQUEST FOR DECISION: Audit – Request for Proposal

MOTION #15-055

Moved by Councilor Cutler that the Audit service requirements be put out to public tender with two service level options.

CARRIED

19. REQUEST FOR DECISION: Organizational Structure & FCSS Hours of Operation

MOTION #15-056

Moved by Councillor Fieguth that the updated Organizational Structure, as amended to reduce one FCSS position, the Outreach Worker, to a part time position, be approved as presented.

CARRIED

MOTION #15-057

Moved by Councillor Ford to reduce the hours that Claresholm & District FCSS is open to the public to 9:00 a.m. to 3:00 p.m. daily on weekdays.

CARRIED

20. REQUEST FOR DECISION: Tax Recovery Sale – Real Estate Offer Extension

MOTION #15-058

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

CARRIED

21. REQUEST FOR DECISION: Compost Area

Referred to administration to look into the cost of adding a fence at the south end, adding another surveillance camera, and investigating the fine structure associated with random dumping of materials.

22. FINANCIAL REPORT: Statement of Operations – April 30, 2017

Moved by Councillor Cutler to accept the Consolidated Statement of Operations for the month ended April 30, 2017 as presented.

CARRIED

23. INFORMATION BRIEF: Landfill Setback Variance Application

Received for information.

24. INFORMATION BRIEF: 2017 Sidewalk Tender

Received for information.

25. INFORMATION BRIEF: Council Resolution Status

Received for information.

26. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill to adopt the information items as presented.

CARRIED

27. IN CAMERA: Legal

Moved by Councillor Ford that the meeting go In Camera at 8:24 p.m.

CARRIED

Moved by Councillor O'Neill that this meeting come out of In Camera at 8:45 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Cutler that the meeting adjourn at 8:46 p.m.

CARRIED

Deputy Mayor – Mike McAlonan

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



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

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

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

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

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

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

Read a first time in Council this 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

BYLAW #1632 PRINTING BALLOTS IN LOTS

DESCRIPTION:

The Municipal Election is set for Monday, October 16, 2017. Under the authority of the *Local Authorities Election Act*, the Town of Claresholm may print ballots in lots where the order of the candidate names is varied based on the regulations set out in the Act, as long as a resolution of Council is passed.

Per Section 43 of the Act:

Contents of ballot

43(1) Each ballot shall contain the name of each candidate.

(2) The names of the candidates on each ballot shall be arranged alphabetically in order of surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

(3) Notwithstanding subsection (2), if an elected authority passes a bylaw 2 months before an election that provides that

(a) ballots shall be printed in as many lots as there are candidates for the office,

(b) in the first lot the names of the candidates shall appear in alphabetical order,

(c) in the 2nd lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,

(d) in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lots shall be placed last, and

(e) tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no 2 consecutive electors may receive ballot papers from the same lot and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used,

then the ballots used in an election while the bylaw is in force shall be in the form described in this subsection.

The practice of varying the order of candidate names is put in place so that voters have to read the listing to find the candidate they wish to vote for. This adds an additional level of fairness to the process.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1632 regarding the printing of ballots in lots and the rotation of names on the ballots 1st Reading.

APPLICABLE LEGISLATION:

- *Local Authorities Election Act*, RSA 2000, Chapter L-21.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 22, 2017

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 vendors 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?

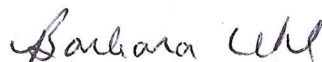
Our vendors bring Vegetables picked in the morning and sold in the afternoon, fruit and vegetables from BC, Local Honey, Eggs, Baking, magnetic jewelery, cards, soap, bath salts, purses, aprons, quilts, salad dressing, fruit pies, wooden bird houses, coffee and muffins, and many other products are for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

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



Date of Application: June 23 2017

Date of Event: July 5 to Sept 13, 2017
11 Wednesdays.

1. Applicant Information

Name of Applicant: Claresholm Farmers Market Society

Address: Box 1197, Claresholm AB T0C0T0

Contact Person: Barbara Uhl

Phone, Fax, Email: 403 625 2298 barbara.ellen.uhl@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

1984/10/26

503191702 NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

rental fee reduced

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

11 Markets - providing Produce - Entertainment + meeting place for

Other (explain): locals + tourists to enjoy the afternoon.

Amount (value) Requested: _____

6. Details of how the funds will be expended:

we are in need of new signs. also advertising is a important and necessary expense for the market.

7. Previous Donations

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

Date	Amount	Use of Funds
2011	\$ saved 1732.50 No Rent charged	To Pay Insurance / - Administration Fees ad in local Press - Admin fees.
2013	saved 1575.00 no rent charged	Insurance - local Press administration / AB Farmers Market Assoc AB Health - food service permit
2015	saved 1155.00 pa 1/3 of rent @ Town	" "

8. Organizational Information

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

a weekly market during the summer providing a meeting place for shoppers & vendors to meet & shop - enjoy a beverage, and local entertainers. We encourage non profit groups to sell or display their products - at no cost. Vendors can sell now or handmade articles

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

Our aim is to continue operating the Farmers Market bringing local veg & fruit to Town. We want AB baked, made or grown at this market - This is our 34 yr at the market providing a benefit to our community & visitors.

How will your organization acknowledge the Town's donation?

We will include "Support from Town of Claresholm" in our posters at the arena & on facebook (Town of Claresholm) and in articles placed in the local Press.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
<i>none -</i>		

EXECUTIVE OF THE CLARESHOLM FARMERS MARKET SOCIETY
2017

Gladstone, Irene – manager -403 625 3392 Box 1363, Claresholm AB T0L 0T0

Uhl, Barbara – Sec/tres – 403 625 2298 Box 1197, Claresholm, AB T0L 0T0

Barnes, Anne – Director 403 687 2253 Box 55, Granum AB. T0L 1A0

McNeil, Andrea – Director 403 549 3881 Box 364 Claresholm, AB T0L 0T0

Annette Peacock – Director 403 625 0507 Box 202 Granum, AB T0L 1A0

Wendy Harvey – Director 403 625 3782 Box 39 Claresholm, AB T0L 0T0

From: Kayla Mccagherty [<mailto:Kayla.Mccagherty@gov.ab.ca>]
Sent: Tuesday, June 13, 2017 11:42 AM
To: Kayla Mccagherty
Subject: 2017 Recreation Volunteer Recognition Awards

Greetings,

Put your community on the provincial stage by nominating an individual or individuals for a *Recreation Volunteer Recognition Award*! Help us say thank you to the those across the province who donate their time and energy to help ensure Albertans stay active and engaged in recreation!

This is your opportunity to help tell the story of your community and its volunteers. The *Recreation Volunteer Recognition Awards* have honored the legacy of recreation volunteer service since 1977. To date, 217 outstanding Albertans have been recognized. The service of the award winners helps illustrate the dedication and passion that goes into the recreation sector.

You may have noticed earlier communication in May announcing the opening of the nomination process, but we wanted to send a reminder for your action. The nomination package award criteria and nomination tips are available on our website at (the online nomination form can be found [here](#)). Please review the information carefully to ensure your nominee is given full credit for volunteer work contributed. The deadline for submissions is **Friday, June 30, 2017**.

The *Recreation Volunteer Recognition Awards* are hosted in conjunction with the annual **Energize Program** and are presented during the President's Banquets at the Alberta Recreation and Parks Association Conference. This year's conference - themed *Change, Challenge, and Opportunity* - will be held at the Chateau Lake Louise from October 26-28, 2017. Watch for the [program brochure](#) coming in late June!

The Energize program is an initiative by the Ministry of Culture and Tourism which provides a forum for learning and networking for council members, recreation board members, administrators and other Albertans interested in municipal recreation. The program offers an occasion to learn more about the *Framework for Recreation in Canada: Pathways to Wellbeing*, its implementation in Alberta and the Framework goals of active living, recreation capacity, and supportive environments.

If you require additional information regarding this year's Energize Workshop or the *Recreation Volunteer Recognition Awards* program, please contact Mrs. Alyssa Schwerman in Edmonton at 780-643-9487 (toll-free at 310-0000) or via email at alyssa.schwerman@gov.ab.ca.

Sincerely,



Roger Kramers, Executive Director
Recreation and Physical Activity Division



Brian Wright, Chair
Energize Advisory Committee



Kayla McCagherty

Community Recreation Engagement Associate
Alberta Culture and Tourism

901 - 10405 Jasper Avenue

Edmonton, AB | T5J 4R7

Tel 780-641-9395

Kayla.mccagherty@gov.ab.ca



Willow Creek Senior Rodeo Association

PO Box 2355, Fort Macleod, AB T0L 0T0

May 2017

Dear Potential Sponsor:

We are contacting you on behalf of the **Willow Creek Senior Rodeo Association**, to request your sponsorship of our two rodeos which will be held July 8 & 9, 2017 at the Stavely Indoor Arena. Our rodeos are sanctioned by the Canadian Senior Pro Rodeo Association.

Our two day rodeo will be held within a series of 25 CSPRA rodeos leading up to the CSPRA Finals held October 12-15, 2017 in Claresholm. As well, these rodeos determine the qualifiers for the National Senior Pro Rodeo Finals in Panguitch, Utah October 4-6, 2017.

The association has strong and active membership of over 240 members, with men and women contestants from all across Alberta, British Columbia, Saskatchewan, Montana, Washington, Colorado, Oregon, Arizona, Wyoming, and California. Our contestants are ages 40 to 85, with a passion to remain actively involved in the sport of rodeo. We expect between 175 to 200 contestants each day!

Our contestants participate in a variety of events: Calf Roping, Team Roping, Ribbon Roping, Breakaway Roping, Steer Wrestling and Barrel Racing. Each event is broke down by age categories. We are also planning a social evening with supper for everyone.

There are sixteen of us on our Committee from Nanton, Stavely, Claresholm and Fort Macleod. Many of us have put on successful rodeos over many years, as well as compete too. We are working very hard to make this a success, for everyone – the contestants, spectators and sponsors!

We thank you for any support you may be able to provide. Please contact one of us confirming your sponsorship, or if you have any questions. We are more than eager to present at your meeting, should you prefer that.

Sincerely,

Colleen McPeak
1.403.646.5959

Guy Perozak
1.403.308.8020

Rose Perozak
1.403.308.7767

Laurel Anderson
1.403.715.9814

Lorraine Norgard
403.625.4518

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



Date of Application: June 6/17
Date of Event: July 8/17

1. Applicant Information

Name of Applicant: M.O of Willow Creek Sr. Pro. Rodeo
Address: Stavelly, Alberta
Contact Person: Colleen McPeak
Phone, Fax, Email: 403-646-5959

2. Type of Organization: (circle)

ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)

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

YES provide registration date & # NO

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

CANADIAN SR. PRO RODEO
YES provide registration date & # NO - M.O.P.W.C. SR. R.O.C.

5. Type of Donation: (check and explain)

- DONATION - Financial Assistance (explain): Any Amount would be app
- IN-KIND CONTRIBUTION - Fee Waiver (explain):
- IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):
- COMMUNITY PROJECT FUNDING - (explain):
- SPECIAL EVENT - (explain):
- COMMUNITY EVENT - (explain): Free Admission. Community Beef Supper held in conj
- Other (explain):

Amount (value) Requested: Any Amount. This is our 1st amount would b

6. Details of how the funds will be expended:

Expenses to be paid.
Ambulance 800. per day
Insurance 500 per 2 events 8th
Stock Charges approx \$5000.
Judges, Timers, office helpers, &

7. Previous Donations

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

Date	Amount	Use of Funds

8. Organizational Information

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

200 contestants will be in M.D. for 10 days
at restaurants, swimming pools, golf club
Community invited as spectators free of ch
Community beef supper open to 1st 3.
people.

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

To establish this particular rodeo on a
basis. This is a U.S. approved rodeo so there
be 20-30 American contestants & family
here. Hoping to raise funds for event at
entire M.D. not just a bus deal to one town.

How will your organization acknowledge the Town's donation?

Newspaper & written Thank You's
Post a banner in Arena if one is avail
Announcer will acknowledge all of our
big and small. Also posted in our Ps



REQUEST FOR DECISION

Meeting: June 26, 2017
Agenda Item: 5

ELECTION SERVICES AGREEMENT

DESCRIPTION:

The Municipal Election is set for Monday, October 16, 2017. Livingstone Range School Division is requesting that the Town of Claresholm provide election services. They will be appointing their own Chief Returning Officer, however they are requesting that the Town provide services to them for a fee including training sessions, election officials and voting stations. This is common practice and has been done in this fashion for many years.

As per the *Local Authorities Election Act*, the Town and the School Division must enter into this agreement by resolution.

Per Section 2 of the Act:

Joint elections

2(1) An elected authority may hold an election separately or in conjunction with another elected authority in the same area.

(2) An elected authority may by resolution enter into an agreement with one or more elected authorities in the same area for the conduct of an election.

Administration is prepared to perform these services for the School Division. Associated costs will be invoiced to them following the election.

PROPOSED RESOLUTION:

Moved by Councillor _____ to sign the agreement with the Livingstone Range School Division for Election Services for the 2017 election as presented.

ATTACHMENTS:

- Proposed Election Services Agreement with Livingstone Range School Division

APPLICABLE LEGISLATION:

- Local Authorities Election Act, RSA 2000, Chapter L-21.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 21, 2017

THIS ELECTION SERVICES AGREEMENT entered into this ____ day of June, 2017.

BETWEEN:

Town of Claresholm

Being a municipal corporation incorporated pursuant to the provisions of the ***Municipal Government Act***, R.S.A. 2000, c.M-26 ("Municipality")

AND:

Livingstone Range School Division No. 68

Being a School Division established pursuant to the provision of the *School Act*, R.S.A. 2000, c.S-3 ("School Division")

ELECTION SERVICES AGREEMENT

WHEREAS Ward No 1 of the School Division is located within the boundaries of the Municipality ("Wards");

AND WHEREAS Section 3 of the ***Local Authorities Election Act***, R.S.A. 2000 Chapter L-21, as amended ("**Act**"), authorizes elected authorities to enter into an agreement for the conduct of a joint election;

AND WHEREAS the School Division seeks the services of the Municipality for the purpose of handling the election for the Wards, as outlined in the attached Schedule "A" ("Election Services");

AND WHEREAS the Municipality agrees to provide such Election Services to the School Division with respect to the Wards pursuant to the terms of this Agreement;

AND WHEREAS the parties wish to enter into this Agreement;

AND WHEREAS Part V of the ***Act*** provides for the resolution of a controverted election and in particular section 137 of the ***Act***, which provides for the adjudication as to whether an election was invalid;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

1. **Fees**

- 1.1. The parties agree that the School Division will pay a reasonable amount mutually agreed upon (as set out in Schedule B – Fees) as compensation to the Municipality for providing the Election Services.
- 1.2. In the event the Municipality is not required to hold an election; the School Division will pay the reasonable costs of the election incurred by the Municipality as agreed between the parties and as set out in Schedule B – Fees.
- 1.3. In the event the School Division is not required to hold an election for any Ward, the parties are relieved of all obligations under this Agreement as it pertains to that Ward.

2. **Municipality’s Responsibilities**

- 2.1. Subject to section 3 of this Agreement, the Municipality is responsible for conducting the election and ensuring compliance with the procedures under the **Act** for holding the election.
- 2.2. The Municipality shall appoint a Returning Officer for the purposes of providing the Election Services to the School Division (“Returning Officer”).
- 2.3. The Municipality shall, under the direction and control of its Returning Officer:
 - a) provide the Election Services as set out in Schedule “A” of this Agreement to the School Division for the election relating to the Wards for the purpose of ensuing compliance with the **Act**,
 - b) perform the Election Services in accordance with all relevant legislation, particularly the **Act**, and any regulations passed thereunder, as well as the relevant bylaws, policies and standards in relation to the Election Services, and
 - c) issue an invoice to the School Division for the Fees within 30 days of the election.

3. **School Division’s Responsibilities**

- 3.1. The School Division shall appoint their own Returning Officer for the School Division for the internal administration of the election of the following:
 - a) give notice of nomination for school trustees in relation to the Wards,
 - b) receive trustee nominations at the School Division office,
 - c) give notice of the election in relation to the Wards,

- d) provide all required advertising for the election as it pertains to the Wards,
- e) provide suitably labeled election ballot boxes to the Municipality;
- f) provide the Municipality with a sufficient number of ballots in the prescribed form for the election as it pertains to the Wards,
- g) pick up the sealed trustee ballot boxes and ballot accounts from the voting stations after the close of the voting stations on the election day,
- h) declare the result of the election for the School Division, and
- i) retain and subsequently destroy the trustee ballot boxes in relation to the Wards,

all in accordance with the **School Act**, R.S.A. 2000, c.S-3 and the **Act** and any regulations passed thereunder.

4. **Termination**

- 4.1. Either party may terminate this Agreement at any time and for any reason upon providing the other party with a minimum of one hundred and twenty (120) days' advance written notice.

5. **Controverted Election Dispute Resolution**

- 5.1. The parties agree to the following controverted election dispute resolution process:
 - 5.1.1. In the event of a controverted school board trustee election application pursuant to Part 5 the **Act** ("Action"), the School Division shall represent and defend both parties to this Agreement, at its cost.
 - 5.1.2. Within thirty (30) days of the expiry of the appeal period for the Action, as contemplated by section 146 of the **Act** (unless the parties mutually agree to an earlier date), the parties shall meet to agree in writing as to responsibility and remedy as follows:
 - i. fault as between the School Division and the Municipality, if any, in relation to the allegation(s) of the applicant(s) of the Action;
 - ii. the apportionment and contribution for any costs for the holding of a new election(s);
 - iii. the apportionment and contribution for the defence costs (legal fees, disbursements, and other costs incurred and/or paid by the School Division and/or its insurer) in defending the Action; and

iv. the apportionment and contribution for any taxable costs awarded by the Court in the Action to the applicant(s).

5.1.3. If the parties are not able to come to a mutually satisfactory agreement pursuant to Article 5.1.2, either party may give notice to the other of its desire to have the issues set out in Article 5.1.2 arbitrated in accordance with the provisions of the *Arbitration Act*, RSA 2000 c.A-43 or any successor legislation and this Agreement.

5.1.4. In the notice to arbitrate, the party shall also propose an arbitrator.

5.1.5. The party receiving the notice to arbitrate shall, within ten (10) days, accept or reject the proposed arbitrator, and in the latter event, shall propose an alternate arbitrator.

5.1.6. If the parties cannot mutually agree to an arbitrator, within fourteen (14) days of the notice to arbitrate, either party may apply to have an arbitrator appointed pursuant to the *Arbitration Act*, RSA 2000 c.A-43.

5.1.7. The parties agree to equally bear the cost of the Arbitrator until final determination on costs by the Arbitrator.

6. **Miscellaneous**

6.1. The Municipality is an independent contractor and shall not be deemed to be a servant, employee, or agent of the School Division.

6.2. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire agreement between the parties. More specifically, the Recitals and Schedules are expressly incorporated into and form part of this Agreement. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.

6.3. All notices and other communications that are required or permitted by this Agreement must be in writing and shall be hand delivered, sent by express delivery service, or by facsimile transmission to the parties at the addresses indicated below.

(a) To the Municipality:

P.O. Box 1000
Claresholm, Alberta
T0L 0T0

Via Fax: 403-625-3869
Phone: 403-625-3381

Attention: Karine Wilhauk, Chief Returning Officer

(b) To the School Division:

Livingstone Range School Division No. 68
P.O. Box 69
5202 – 5 St. East
Claresholm, AB | T0L 0T0

Via Fax: 403-625-2424
Phone: 403-625-3356

Attention: Jeff Perry, Associate Superintendent, Business Services

or to such other address as each party may from time to time direct in writing.

Any such notice shall be deemed to have been received on the date reflected in the proof of delivery (i.e. written indication from courier or facsimile confirmation sheet).

- 6.4. This Agreement is not assignable, either in whole or in part, without the assigning party having obtained the prior written consent of the other party, which consent shall not be unreasonably withheld.
- 6.5. Any term or condition of this Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement shall remain unchanged.
- 6.6. This Agreement shall be governed by the laws of the Province of Alberta.
- 6.7. This agreement shall inure to the benefit of and be binding upon the Parties hereto, their heirs, executors, successors, and assigns.

IN WITNESS WHEREOF the parties have hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

MUNICIPALITY

SCHOOL DIVISION

Per: _____

Per: _____

Per: _____

Per: _____

Schedule "A"

"Election Services"

1. The Municipality shall provide election training sessions in a timely fashion to individuals working at the voting stations in the Municipality prior to the election date.
2. The Municipality shall provide all necessary election officials to conduct the election in accordance with the ***Local Authorities Election Act***, R.S.A. 2000 Chapter L-21, as amended and any regulations passed thereunder including:
 - a) completing the voter requests;
 - b) distributing ballots;
 - c) signing the ballots;
 - d) counting the votes; and
 - e) sealing the ballots and the ballot boxes after completion of the vote counting and the ballot account.
3. The Municipality shall set up the following voting stations in the Municipality for the election ("Voting Stations"):

a) List of the Voting Stations relating to specific School Division Wards

4. The Municipality shall ensure that the Voting Stations comply with the requirements of all applicable legislation, particularly the ***Local Authorities Election Act***, R.S.A. 2000, L-21, as amended, and any regulations passed thereunder. The Municipality shall also ensure that the Voting Stations are:
 - a. furnished with one or more voting compartments arranged and that voting instructions are posted in each voting compartment;
 - b. supplied with separate ballot boxes for the election;
 - c. supplied with all necessary election materials including the distribution of a sufficient number of ballots for the election as provided by the School Division;
 - d. open from 10 a.m. until 8 p.m. on the election date; and

- e. such other requirements as may be set out in the ***Local Authorities Election Act***, R.S.A. 2000, L-21, as amended and regulations enacted thereunder.

- 5. The Municipality shall ensure that all ballots for the election conform to the ***Local Authorities Election Act*** and are issued, collected, examined, counted and recorded in accordance with the ***Local Authorities Election Act***, R.S.A. 2000, L-21, as amended, and any regulations passed thereunder.

- 6. The Municipality shall report the ballot counts for the trustees pertaining to the Wards to the School Division on election day.

- 7. The Municipality shall release the sealed school board trustee ballot boxes to the School Division after the completion of the election.

Schedule “B”

“Fees”

- a. Subject to b and c below the School Division shall pay to the Municipality 50% of the actual costs of the Election as it pertains to the Ward(s) upon being presented with an invoice by the Municipality with supporting documentation evidencing the actual costs of staffing, election supplies, facility rentals and other costs relating to the Election as it pertains to the Ward(s).
- b. If as per article 1.2 of the agreement the Municipality is not required to hold an election and an election is required for school trustee the School Division shall pay to the Municipality 100% of the actual costs of the Election as it pertains to the Ward(s) upon being presented with an invoice by the Municipality with supporting documentation evidencing the actual costs of staffing, election supplies, facility rentals and other costs relating to the Election as it pertains to the Ward(s).
- c. If as per article 1.3 of the agreement the School Division is not required to hold an election for any Ward, the school division will not be required to pay for any costs to the Municipality.



Claresholm

REQUEST FOR DECISION

Meeting: June 26, 2017
Agenda Item: 6

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 26, 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 26, 2017

Agenda Item: 7

Claresholm

COMMUNITY INITIATIVES PROGRAM (CIP) APPLICATION TRACK IMPROVEMENTS

DESCRIPTION:

Various interested groups in Claresholm have gotten together and are raising funds towards recreation improvements, one of which is the upgrade of the track facilities at Willow Creek Composite High School. Jason Hemmaway is involved and has been working with Liza Dawber, who is a professional grant writer, in order to apply for grants. They are planning to submit an application for the CIP grant from Claresholm Bantam Football for this project.

The group has been in contact with Mike Schuweiler Director of Infrastructure Services and Denise Spencer Recreation Manager regarding this project. It was discussed that Town staff could provide in-kind assistance with this project including grading of the surface at the track (which is done by the Town on an annual basis anyway) as well as other in-kind possibilities such as trucks, grader, packer and any final landscaping. Mike had expressed that the Town would be able to provide in-kind assistance following the approval of Council.

As part of the application, a letter of support from the Town of Claresholm is required for this project. Administration is asking for Council to approve writing this letter of support. The Livingstone Range School Division has provided Bantam Football with a letter of support as the landowner.

PROPOSED RESOLUTIONS:

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

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

ATTACHMENTS:

Draft letter of support.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 22, 2017

June 13, 2017

Jason Hemmaway
Claresholm Bantam Football Association
Box 774
Claresholm, AB
TOL 0T0

Dear Jason

Re: Community Initiatives Program – Claresholm Running Track.

We would like to offer this letter as a commitment of our support for this project.

Recreation, active living and sport are integral to the culture of Alberta, and particularly to the students who access the track through the Livingstone Range School Division and residents of the Town of Claresholm. Being active improves health, reduces stress and people enjoy activity because of how it makes them feel, because of the energy they get from it, and because it is fun.

The present track is a clay based track that is in dire need of improvement. The current situation being that the track can only be used on days where the ground is dry and the track has been levelled after divots have been created due to mud and bad weather. A paved all-season surface will mean that the track can be used year round and during events like the Summer Games the worry that inclement weather can cause is eliminated.

We commend the Claresholm Bantam Football Association on their dedication to our town and thank them for their services in ensuring this project is a success.

The Town of Claresholm is committing \$8,000 worth of in-kind services to this project. This includes trucks, dirt, grader, packer and any final landscaping.

Should you have any further questions regarding this letter or our commitments to the project, please do not hesitate to contact me.

Thanks

Marian Carlson, CLGM-CAO



REQUEST FOR DECISION

Meeting: June 26, 2017

Agenda Item: 8

Claresholm

COMMUNITY INITIATIVES PROGRAM (CIP) APPLICATION WALKING PATHS SYSTEM

DESCRIPTION:

Various interested groups in Claresholm have gotten together and are raising funds towards recreation improvements, one of which is the extension of the walking paths system by the Claresholm Kinsmen and the Claresholm Kinettes. Jason Hemmaway is involved and has been working with Liza Dawber, who is a professional grant writer, in order to apply for grants. They are planning to submit an application to the CIP grant for this project.

As part of the application, a letter of support is required from the Town of Claresholm for this project.

PROPOSED RESOLUTION:

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

ATTACHMENTS:

Draft letter of support.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 22, 2017

June 13, 2017

Jason Hemmaway
Claresholm Kinsmen
Box 1707
Claresholm, AB
TOL OT0

Dear Jason

Re: Community Initiatives Program – Claresholm Walking Path Expansion.

We would like to offer this letter as a commitment of our support for this project.

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

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

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

Should you have any further questions regarding this letter or our commitments to the project, please do not hesitate to contact me.

Thanks

Marian Carlson, CLGM-CAO



REQUEST FOR DECISION

Meeting: June 26, 2017

Agenda Item: 9

REQUEST FOR ADJOURNMENT OF AUCTION FOR PLAN 147N, BLOCK 85, N1/2 LOTS 9-12

DESCRIPTION:

On May 23rd, 2017 Council set reserve bids for the 3 properties that are eligible to be sold for recovery of tax arrears. The reserve bids were set for the auction date of August 23, 2017. The owner of one of those properties, Plan 147N, Block 85, N1/2 Lots 9-12 has passed away.

We received a letter from Arnold & Arnold, the law firm entrusted with the execution of the will on behalf of the Executrix of this property. Tyler Arnold, the lawyer, has asked that we adjourn the auction of this property for the 2 months that is allowable under Section 422(1) of the MGA, in order to allow the estate to obtain the Grant of Probate and find a purchaser. This would set the auction, **for this property only**, back to October 23rd, 2017.

Section 422(1) of the MGA states:

"The municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date."

Administration is proposing that council accept these terms as it is much easier for the owner of the property to negotiate a sale of property than it is for the town to sell it at the legislated fair market value.

Lands:

N $\frac{1}{2}$ Lots 9-12, Block 85, Plan 147N – assessed value \$86,100 (reserve bid)

PROPOSED RESOLUTION:

Moved by Councillor _____ to adjourn the auction of the property located at N $\frac{1}{2}$ Lots 9-12, Block 85, Plan 147N from August 23, 2017 to October 23, 2017.

ATTACHMENTS:

- 1.) Alberta Gazette Advertisement

APPLICABLE LEGISLATION:

- 1.) Section 422 of the MGA

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 21, 2017

Town of Claresholm

Notice is hereby given that, under the provisions of the Municipal Government Act, The Town of Claresholm will offer for sale, by public auction, in the Town of Claresholm Administration Office, at 221 – 45 Ave West, Claresholm, Alberta, on Wednesday, August 23, 2017, at 9:00 a.m., the following lands:

LOT	BLOCK	PLAN	C OF T
N 50' of 20	1	147N	021376236
N 1/2 9-12	85	147N	174 S 229
6	3	8510082	131061282

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the developability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm. No further information is available at the auction regarding the lands to be sold.

The Town of Claresholm may, after the public auction, become the owner of any parcel of land not sold at the public auction.

Terms: Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale, August 23rd, 2017. Balance: 90% of bid within 30 days of receipt by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Claresholm, Alberta, August 23, 2017.

Marian Carlson, *Chief Administrative Officer*



Claresholm

REQUEST FOR DECISION

Meeting: June 26, 2017
Agenda Item: 10

SURVEILLANCE CAMERA POLICY

DESCRIPTION:

Policy #PROT 07-08 regarding Surveillance Cameras required updates to include the addition of the Compost Area and Ring Rose Park. Attached is the Draft policy. The changes to that policy include;

1. The addition of the compost area and ringrose park, removal of the wording downtown pathway (adding one area from 3 to 4).
2. The addition of the terms illegal public dumping or personal belongings.
3. Removal of the management of the system being shared among groups and replacing with the Infrastructure Department being responsible for the system.
4. Changes to replace wording Director of Infrastructure Services instead of Public Works Superintendent.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #PROT 06-17 – the Surveillance Camera Policy, effective June 26, 2017.

ATTACHMENTS:

Policy #PROT 07-08
Draft Policy #PROT 06-17

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 22, 2017



Surveillance Camera Policy Policy #PROT 06-17

PURPOSE: Security cameras for public video surveillance refer to video surveillance performed by public bodies in public spaces (streets, parks, etc). As part of a comprehensive crime prevention strategy, public video surveillance is another public safety tool that has been shown to:

- Deter crimes of opportunity;
- Detect suspicious or criminal activity;
- Aid in the coordination and deployment of appropriate response measures; and
- Support criminal investigations.

In the Town of Claresholm, Closed Circuit Television (CCTV) will be placed in four of the town's parks/public areas, Amundsen Park, Centennial Park, the Compost Area and Ring Rose Park. The camera locations within these areas have been identified through consultation between the Infrastructure Department and Bylaw Services utilizing incident data as well as professional knowledge provided by the CCTV supplier. These areas are or have the potential to be impacted by high incident rates of property crime including graffiti, vandalism and illegal public dumping of personal belongings. Management of the CCTV system will be the responsibility of the Town of Claresholm, Infrastructure Department.

IMPLICATIONS:

- **General -**
CCTV is an effective tool when used as part of a comprehensive crime prevention and public safety strategy.
- **Social -**
CCTV will likely have a positive effect on the ability to coordinate swift police and bylaw responses, the collection of evidence, the ability to identify perpetrators of crime and to respond in times of emergency, disaster or heightened security.
- **Environmental -**
Administration will work to minimize the impact of camera placement on the enjoyment of the natural environment and public open space.
- **Economic (External) -**
The successful deployment of CCTV has resulted in proven decreases in auto break-ins and decreased property crime. CCTV will also aid in efficient deployment and resource management.

DUTIES AND RESPONSIBILITIES:

The surveillance system will be operated by the Director of Infrastructure Services. In the absence of this individual the delegate from the Town of Claresholm or CAO will operate the system.

Director of Infrastructure Services Duties:

- Supervise initial installation of surveillance equipment;
- Retrieve/replace memory cards;
- Analyze information from memory cards at the Town Office during regular office hours only. Information will only be analyzed following an incident in the surveillance area;
- Report any criminal activities to the RCMP or Bylaw, if the offense is major in nature or a property crime;
- Seek guidance about information from the CAO;
- Repair/maintenance of the cameras;
- Provide memory cards to the RCMP for evidence when a major incident ONLY (property crime or major offense), has occurred at the site(s). Appendix "A", Law Enforcement Disclosure Form, must be filled out when any information is provided to the RCMP.

The CAO shall be designated as the senior person to be responsible for the public body's privacy obligations under the Act and the policy. If the CAO feels it is a Town bylaw issue (noise, excessive littering etc.) or enforcement is needed by the Community Peace Officer (CPO), then the CAO will determine the CPO's involvement and access to the recorded information.

ACCESS TO THE SYSTEM:

The system is only accessible by two people: Director of Infrastructure Services (or designate) and the Town's CAO. The CCTV will record on a seven-day loop where after seven days the system will begin recording over the oldest stored data. In the event of an incident where access is requested to the information, the data will not be overwritten and will be held until the request has been dispensed with and the Office of the Privacy Commissioner has reviewed the access request.

REVIEW OF THE VIDEO:

The video will only be reviewed in response to an incident that has occurred in the park. Review of the video by the above parties will be followed up with appropriate action as deemed by the Director of Infrastructure Services or delegate. This may include contact with the local RCMP detachment or Town Council for further consultation.

SIGNAGE:

Signage must be in place in multiple locations around the park(s) and/or area(s), notifying the public that the parks and/or area(s) are under video surveillance. The signage will also provide the contact information of the Town Office for any inquiries about the system and its use. These signs will be in place as stipulated in the *Freedom of Information and Protection of Privacy (FOIP) Guide to Using Surveillance Cameras in Public Areas*.

ADDITIONAL DETAILS:

The system will run 24 hours a day, seven days a week and information will be retrieved from the cameras only in the case of an incident occurring at a location. The memory cards when not in use will be stored in the vault safe at the Town Office and will be signed out by the CAO. Before a memory card is given to the Director of Infrastructure Services or his designate, the card will be checked to ensure that all personal information has been erased.

THIS POLICY rescinds Policy# PROT 07-08.

DATE approved by council:

RESOLUTION #:



Surveillance Camera Policy Policy #PROT 07-08

PURPOSE: Security cameras for public video surveillance refer to video surveillance performed by public bodies in public spaces (streets, parks, etc). As part of a comprehensive crime prevention strategy, public video surveillance is another public safety tool that has been shown to:

- Deter crimes of opportunity;
- Detect suspicious or criminal activity;
- Aid in the coordination and deployment of appropriate response measures; and
- Support criminal investigations.

In the Town of Claresholm, Closed Circuit Television (CCTV) will be placed in three of the town's parks/public areas, Amundsen Park, Centennial Park and the Downtown Pathway. The camera locations within these areas have been identified through consultation between the Town Superintendent and Bylaw Services utilizing incident data as well as professional knowledge provided by the CCTV supplier. These areas are or have the potential to be impacted by high incident rates of property crime including graffiti and other vandalism. Management of the CCTV system will be the responsibility of the Town of Claresholm, with capital costs shared amongst the Town, Claresholm & District Chamber of Commerce and the Claresholm Parks Society.

IMPLICATIONS:

- **General -**
CCTV is an effective tool when used as part of a comprehensive crime prevention and public safety strategy.
- **Social -**
CCTV will likely have a positive effect on the ability to coordinate swift police and bylaw responses, the collection of evidence, the ability to identify perpetrators of crime and to respond in times of emergency, disaster or heightened security.
- **Environmental -**
Administration will work to minimize the impact of camera placement on the enjoyment of the natural environment and public open space.
- **Economic (External) -**
The successful deployment of CCTV has resulted in proven decreases in auto break-ins and decreased property crime. CCTV will also aid in efficient deployment and resource management.

DUTIES AND RESPONSIBILITIES:

The surveillance system will be operated by the employees of the Town of Claresholm, specifically the Superintendent of Public Works. In the absence of this individual, the acting superintendent and/or the CAO will operate the system.

Superintendent of Public Works Duties:

- Supervise initial installation of surveillance equipment;
- Retrieve/replace memory cards;
- Analyze information from memory cards at the Town Office during regular office hours only. Information will only be analyzed following an incident in the surveillance area;
- Report any criminal activities to the CAO and/or RCMP, if the offense is major in nature or a property crime;
- Seek guidance about information from the CAO;
- Repair/maintenance of the cameras;
- Provide memory cards to the RCMP for evidence when a major incident ONLY (property crime or major offense), has occurred at the site(s). Appendix "A", Law Enforcement Disclosure Form, must be filled out when any information is provided to the RCMP.

The CAO shall be designated as the senior person to be responsible for the public body's privacy obligations under the Act and the policy. If the CAO feels it is a Town bylaw issue (noise, excessive littering etc.) or enforcement is needed by the Community Peace Officer (CPO), then the CAO will determine the CPO's involvement and access to the recorded information.

ACCESS TO THE SYSTEM:

The system is only accessible by two people: the Town Superintendent (or designate) and the Town's CAO. The CCTV will record on a seven day loop where after seven days the system will begin recording over the oldest stored data. In the event of an incident where access is requested to the information, the data will not be overwritten and will be held until the request has been dispensed with and the Office of the Privacy Commissioner has reviewed the access request.

REVIEW OF THE VIDEO:

The video will only be reviewed in response to an incident that has occurred in the park. Review of the video by the above parties will be followed up with appropriate action as deemed by the Town Superintendent. This may include contact with the local RCMP detachment or Town Council for further consultation.

SIGNAGE:

Signage must be in place in multiple locations around the park(s), notifying the public that the parks are under video surveillance. The signage will also provide the contact information of the Town Office for any inquiries about the system and its use. These signs will be in place as stipulated in the *Freedom of Information and Protection of Privacy (FOIP) Guide to Using Surveillance Cameras in Public Areas*.

ADDITIONAL DETAILS:

The system will run 24 hours a day, seven days a week and information will be retrieved from the cameras only in the case of an incident occurring at a location. The memory cards when not in use will be stored in the vault safe at the Town Office and will be signed out by the CAO. Before a memory card is given to the Superintendent or his designate, the card will be checked to ensure that all personal information has been erased.

EFFECTIVE DATE: JULY 22, 2008

2017 Compost Area Security

DESCRIPTION: The Town of Claresholm has operated the organic compost area at the North-East corner of town since 2005. This was started as a solution to the growing amounts of grass, leaves, tree limbs and garden waste that were put out for garbage collection. As the materials that are dropped off are not weighed, (it is estimated) that we have reduced the tonnage by 300 to 400 tonne's yearly and reduced the Town's tipping fees charged at the landfill. (@ \$65.00/Tonne)



BACKGROUND: Every week public works maintains the compost area by piling the materials, collecting the garbage left and burning the brush pile when needed, usually every few months. At the start of the 2017 season a camera was installed to deter illegal dumping. Dumping of materials is a year round problem and all types of materials have been deposited. I see no relation to the spring cleanup program other than the spring time is the busiest at the site. Some of the items left at the site are items we do not collect in our spring cleanup program; tires, propane tanks, mattresses and paint and other toxic products

as well as fridges and freezers. With the removal of the dumpster we now empty the garbage can on site daily.

As requested below are the estimated costs to close the south access (250') with a wooden post and wire fence and install an additional camera:

Additional cameras are \$400.00 each. + \$200.00 installation = \$600.00

PW labor cost to install fence \$840.00

Fencing materials cost = \$510.00

Total cost for fence \$1350.00

COSTS/ SOURCE OF FUNDING (if applicable):

Operational budget.

ATTACHMENTS:

None

APPLICABLE LEGISLATION:

Policy #PROT 07-08 & Draft Policy# PROT 06-17.

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 21, 2017



Claresholm

INFORMATION BRIEF

Meeting: June 26, 2017

Agenda Item: 12

2017 PARADE ATTENDANCE

DESCRIPTION:

Administration would like to know if members of Council would like to assist in taking the parade float to parades in 2017.

BACKGROUND:

Since 2001, Fred & Ellen Palmer have been taking the Town of Claresholm float to parades in our local area on the Town's behalf. The Palmers have indicated that they will not be attending any parades in 2017 on the Town's behalf.

Most of the area parades have been covered by Town staff, however two parades that the Palmers attended in 2016 do not have someone available to do them in 2017. This includes:

- Nanton – August 7th
- Claresholm – August 12th

If any member of Council is interested in attending these parades with the float, it would be a great service to the community.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 21, 2017



Claresholm

INFORMATION BRIEF

Meeting: June 26, 2017

Agenda Item: 13

SUMMER MEETING DATES 2017

DESCRIPTION:

At the Organizational Meeting of Council held October 24, 2016, a motion was passed to accept the Regular Council meeting dates for 2017 as presented.

The dates that were chosen at that time for the summer meetings are:

- Monday, July 17th and
- Monday, August 14th.

These will be the only regular Council meeting dates in July and August 2017. Please make a note of these dates in your schedule.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 21, 2017



INFORMATION BRIEF

Meeting: June 26, 2017
Agenda Item: 14

DRAFT RECREATION MASTER PLAN

DESCRIPTION:

Administration has prepared the attached draft Recreation Master Plan for Council review and direction. The plan was developed through a comprehensive review of facilities, infrastructure, planning documents and community assessments. Based on these evaluations, the document includes numerous recommendations both short and long term.

SUMMARY OF RECOMMENDATIONS

Facility	Recommendation	Year	Priority	Est. Cost
Football and Soccer Fields	Refinishing track, correcting drainage, & developing soccer pitches is scheduled for 2017 through the Football Association, Soccer Club, and Livingstone Range School Division.	2017	High	150,000
Centennial Park	Install outdoor exercise equipment	2017	High	27,000
Lions Park	Replace play structure - already approved and scheduled for replacement in 2017	2017	High	100,000
Patterson Park	Install outdoor exercise equipment	2017	High	27,000
Centennial Park	50th Anniversary Memorial	2017	Med	Unknown
East Side Dog Off-Leash Area	Fence off-leash area	2017	Med	5,000
Trails & Pathways	Kinsmen Pathway from 8th Street West to Claresholm Airport along old Railway Spur Line	2017	Med	42,000
Trails & Pathways	Design and construction of Storm pond pathway	2018	High	180,000
Claresholm Arena Renovation	Replace floor along with in-floor piping.	2018	High	674,000
Willow Park Off-Leash Dog Area	Trees planted on West end of green space	2018	Med	5,000
Trails & Pathways	Link storm pond pathway to 8th Street West and Mountain View Crescent	2018	Med	150,000
Claresholm Arena Renovation	Replace skate friendly floor (Minor Hockey Lead)	2018	Med	50,000
Moffat Park	Decide on future intent - keep or repurpose this park	2018	Med	Nil
Admundson Park	Replace eastside play structure	2019	High	25,000
Skate Park	Replace and relocate to west side of Town; somewhere with green space	2019	High	75,000
Trails & Pathways	Link Millennium Park, Football and Soccer Fields	2019	High	40,000
Trails & Pathways	Link Porcupine Hills Lodge Pedestrian Crossing to Main Routes	2019	High	80,000
Centennial Park	Expand current pathway in park to include worn areas where people are already walking	2019	Med	50,000
Trails & Pathways	Link Willow Park and Willow Park Off-Leash Dog Area with 8th Street West	2019	Med	75,000

Trails & Pathways	Link Pathway System at Centennial Park to Memorials and Town Sidewalks	2019	Med	75,000
Tennis Courts	Resurface for 2020 Southern Alberta Summer Games	2020	High	20,000
Centennial Park	Renovate/Update Ball Diamonds	2020	High	120,000
Claesholm Arena Renovation	Dressing rooms & Mezzanine - Build extension on Arena to create 2 female specific dressing rooms, move referee dressing room and add bathrooms for the Mezzanine	2020	Med	250,000
Claesholm Arena Renovation	Renovate storage/locker areas	2020	Med	Minimal
Claesholm Arena Renovation	Renovate concession	2020	Med	15,000
Trails & Pathways	Highway 2 Pedestrian Crossing	2020	Low	Unknown
Admundson Park	Stage and amphitheater	2020	Low	Unknown
Millennium Ball Diamonds	Lighting	2020	Low	Unknown
Centennial Park	Replace Play Structure	2021	Low	100,000
Mackin Hall	Renovate or Replace Building	2022	Med	550,000
Admundson Park	Heat washrooms for year-round use	2023	Low	25,000
Moffat Park	Refurbish Ball Diamond	2023	Low	60,000
Admundson Park	Replace Westside Playground	2024	Low	15,000
Centennial Park	Renovate or Replace Spraypark	2025	Low	300,000
Centennial Park	Replace Camp office/residence building	2026	Low	80,000
Willow Park	Replace Play Structure	2027	Low	120,000
Admundson Park	Replace Public Washrooms Building	2031	Low	120,000
Millennium Park	Refurbish Ball Diamonds	2031	Low	550,000
West Hills Park	Replace Play Structure	2031	Low	80,000
Centennial Park	Replace Spraypark Washrooms	2032	Low	35,000
Curling Rink	Renovate or Replace Building	2032	Low	4,000,000
Centennial Park	Replace Ball Diamonds concession building	2033	Low	120,000
Centennial Park	Replace Camp shelter/washrooms/shower building	2035	Low	140,000
Community Centre	Renovate or Replace Building	2037	Low	3,400,000
Arena	Renovate or Replace Building	2038	High	8,000,000
Seniors Drop-In Center	Renovate or Replace Building	2042	Low	1,000,000

Recommended Next Steps:

- Council session to review recommendations and establish priority direction
- Public Engagement and Consultation
 - Surveys
 - Open House

ATTACHMENTS:

- 1.) Draft Recreation Master Plan

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 22, 2017

**Parks & Recreation
2017 Master Plan
(Draft)**



Claresholm

Where **Community** Takes Root

DRAFT

**Prepared By:
Denise Spencer
June 2017**

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DRAFT

VISION

In 2015 the Town of Claresholm Strategic Plan was implemented with short term strategies, one of which was to “Develop a Facility Enhancement and Recreation Master Plan” which is keeping with the strategic plans 5 goals:

1. *Policy and planning for responsible, sustainable growth*
2. *Economic & Community Development to revitalize Claresholm*
3. *Sound responsible Governance & Strengthen Internal Operations*
4. *Improve and expand partnerships, Collaborations, Relationships*
5. *Livable Community for a Vibrant, Healthy Life*

A priority delivery outcome in the Town’s Strategic Plan was the creation of a Facility Enhancement and Recreation Master Plan. This plan will provide the Town with an effective, and efficient planning tool that reflects changes to the Town’s goals and objectives which incorporate public and stakeholder input. Recreation related recommendations, guidelines and next steps are provided to better assist the Town of Claresholm to:

- Set out how the Municipal Development Plan goals and objectives, municipal plans and adopted policies can be implemented;
- Create a framework to guide public and private decision making;
- Outline costs associated with infrastructure;
- Identify potential investment, partnership and funding opportunities.

Recommendations are based on an analysis of life cycle conditions, site assessments, comparisons to similar communities, and community input. In addition, various current plans and information have been reviewed for this plan to ensure that approved policies, guidelines and recommendations are integrated and/or enhanced as a common outcome.

MUNICIPAL SUSTAINABILITY PLAN (2008)

Community Vision: Claresholm will be a vibrant caring community with a diverse population of involved citizens committed to sustainability, and the health and well-being of its population

MUNICIPAL DEVELOPMENT PLAN (2010): GOALS AND OBJECTIVES

Recreation, Parks and Open Space

Goal: To preserve and enhance the quality of life for the residents of Claresholm through the maintenance of existing park facilities and the acquisition and improvement of new parks, recreational facilities, trails, bikeways, and open spaces.

- To enhance existing Parks and Open Space through increased maintenance.
- To provide a greater variety of recreational opportunities and facilities for different interests and age groups in the community, from youth groups to senior citizens
- To encourage more open space, parks and pathway systems and to complete a Parks, Trails and Open Space Master Plan.
- To maintain Claresholm’s high profile as an important centre providing quality recreational facilities for residents and visitors.
- To promote outdoor recreation, community interaction and ensure a diverse range of activities for Claresholm’s youth.
- To work towards expanding and improving the Claresholm Campground, acknowledging its increased use and importance to the local economy.

Residential Development

Goal: To encourage and support the development of safe attractive and functional residential neighbourhoods...

- To encourage pedestrian friendly communities
- Make pedestrian and cyclist movement attractive and safe, reducing reliance upon private cars for local trips

This sustainability plan foreshadowed the FCSS and Library Community assessment. These goals and the overall sustainability of this community are foremost on the minds of community members.

Community Culture, Wellness and Safety

Goal: To continue to develop, provide and enhance the positive elements sustaining Claresholm’s vibrant and socially diverse local culture and community wellness.

- To ensure that Claresholm is promoted as a safe and caring community for young families to live, work and raise a family.
- To assist and support youth (or groups/agencies who work with youth), with finding opportunities for appropriate activities that enhance youth experience, provide leadership skills, and advance their contributions to the community.
- To promote and support cultural interests, including art exhibits/showings, presentations, live and film theatre, and musical events and activities within the community.

STATUTORY DOCUMENTS	
Municipal Development Plan (MDP) (2010)	Land Use Bylaw (2009)
Prairie Shores Area Structure Plan (2011)	Southwest Area Structure Plan (2010)

NON-STATUTORY DOCUMENTS	
Municipal Sustainability Plan (MSP)	Joint Use Agreements

DETAILED DESIGN MANUALS	
Design Guidelines for Downtown Claresholm	

PLANNING & GUIDING POLICIES

The Town will adopt a new Area Structure Plan (ASP) before any large areas are approved for development. (Policies for new residential areas as outlined in the MDP guidelines)

ASSESSMENT

Although related to the development of new areas, policies can also be used to guide recommendations of recreation and cultural facilities in existing areas. Comparison and consistency in parks planning ensures that gaps in the community are met, and helps the town stay mindful of:

- Sustaining existing park land and amenities
- Capitalizing on opportunities to enhance existing parks/facilities
- Maintaining a transition and connections between amenities

PARKS & RECREATION MASTER PLAN POLICY

A parks and recreation master plan is needed to address identified specific needs and concerns for the community for present and future recreation sports facilities.

PARKS AND RECREATION POLICIES:

Maintenance takes priority, and the town will remain focused on maintaining and upgrading existing facilities (MDP)

Playgrounds to be inspected weekly, monthly, and yearly in accordance with Canadian Standards Association (CSA) and documented. Ensure structures are safe in compliance with CSA. Existing playgrounds listed for replacement should be in accordance with policy. Professional installation is mandatory, no volunteer groups for major portion of installation. Repairs, maintenance, inspections and replacement will be budgeted for annually

ASSESSMENT

These policies ensure that the Town of Claresholm provides a standard of care for the community in accordance with Canadian Standards Association. Well maintained play grounds ensure families and tourists have safe recreational areas.

PARKS AND OPEN SPACE POLICIES

The town will ensure parks and open spaces are planned and developed in such a manner as to meet the needs of all residents at different stages of life and abilities that offer passive and active recreation opportunities (MDP)

ASSESSMENT

These policies provide a park design criteria that is reflective of the needs assessments of the community for 2017 to 2022, while also creating a community for all ages in the planning considerations.

- Connections of park destinations via a town wide pathway system linking existing pathways and sidewalks
- Ensuring park designs for seasonal use
- Continuing Claresholm's focus on parks and safety
- Encouraging service groups, and community members to invest or reinvest in the park spaces to provide recreation

TRAILS AND PATHWAYS POLICIES

Develop a network of recreational trails and bikeways throughout the community that will be accessible to all residents (MDP)

PARTNERSHIP POLICIES

The Town will work co-operatively with school authorities in the planning of joint use sites. Joint use of these sites between the Town, school authorities and community organizations will be encouraged and pursued whenever practical.

Continue to work with the MD of Willow Creek to develop, maintain and enhance policies that are cost efficient and beneficial to the public.

ASSESSMENT

The above captures the Town's interest to partner with the school board and the MD of Willow Creek to deliver quality recreation facilities, services and programming. Currently relationships with such partners are in good standing.

PUBLIC ENGAGEMENT

Public surveys to be conducted to assess community needs and priorities via:

- Online Community Survey
- Community Open house

Subjects to be addressed:

- Interest in paths and trails
- Desire for more arts and culture activities
- Community hub upgrade of current facilities
- Activities for children programs
- Community need for more programming
- Town Office & Community building
- Future infrastructure

RECOMMENDATIONS AND ACTIONS FOR SERVICES AND ORGANIZATIONS

Work cooperatively with the Town, service groups and organizations for the benefit of Claresholm's recreation future. This would include yearly grant applications for funding to ensure the community of Claresholm can continue to offer parks and recreation for all members.

LIVEABLE COMMUNITIES

Livable communities combine economic and social criteria to foster vibrant and comprehensive neighbourhoods with amenities and job opportunities as well as social spaces that are all in close proximity to homes satisfying the daily needs of residents. The incorporation of recreation culture within community planning contributes to the long-term success and sustainability of communities and the vitality overall. Strategically locating recreational facilities, public space and attractions improve access to all while also increasing the community health and happiness.

Source: Ponoka Recreation & Culture Master Plan 2016-2036



A PLANNING & PROGRAMS GUIDE:

Recreation facilities and programs are a vital part of the community. Providing spaces for socialization and physical activity. The future facilities will have to keep up with growth and changing demands of the Town. The planning and direction of these facilities has been approached through liveable communities. Liveable communities are functional and comprehensive, incorporating community needs from economic, social, cultural and ecological standpoints. The goals in creating a liveable community is that the daily needs of people can be fulfilled close to home. This is achieved through quick access to a broad range of amenities, job opportunities, and social spaces.

Planning of recreational facilities and programs is more than providing a place for sports, it becomes an exercise in town planning that promotes community health and happiness. Recreational facilities are community hubs, or anchors and should be treated as key components to community vitality.

LIVEABLE COMMUNITIES PHILOSOPHY:

The Town of Claresholm Parks and Recreation Master Plan has been developed with a liveable communities approach to ensure sustainable growth and development. It is essential that residents and staff within the Town proceed with a comprehensive understanding of the relationship and correlation of community health, recreation and culture.

Social

A major goal of liveable communities is to foster social inclusion. Facilities create spaces for socialized action and can be located close to homes or park space to strengthen the surrounding public spaces.

Economic

Liveable communities are places that are prime for investment. Good facilities and recreation or cultural opportunities help towns grow their populations and economic bases.

Ecological

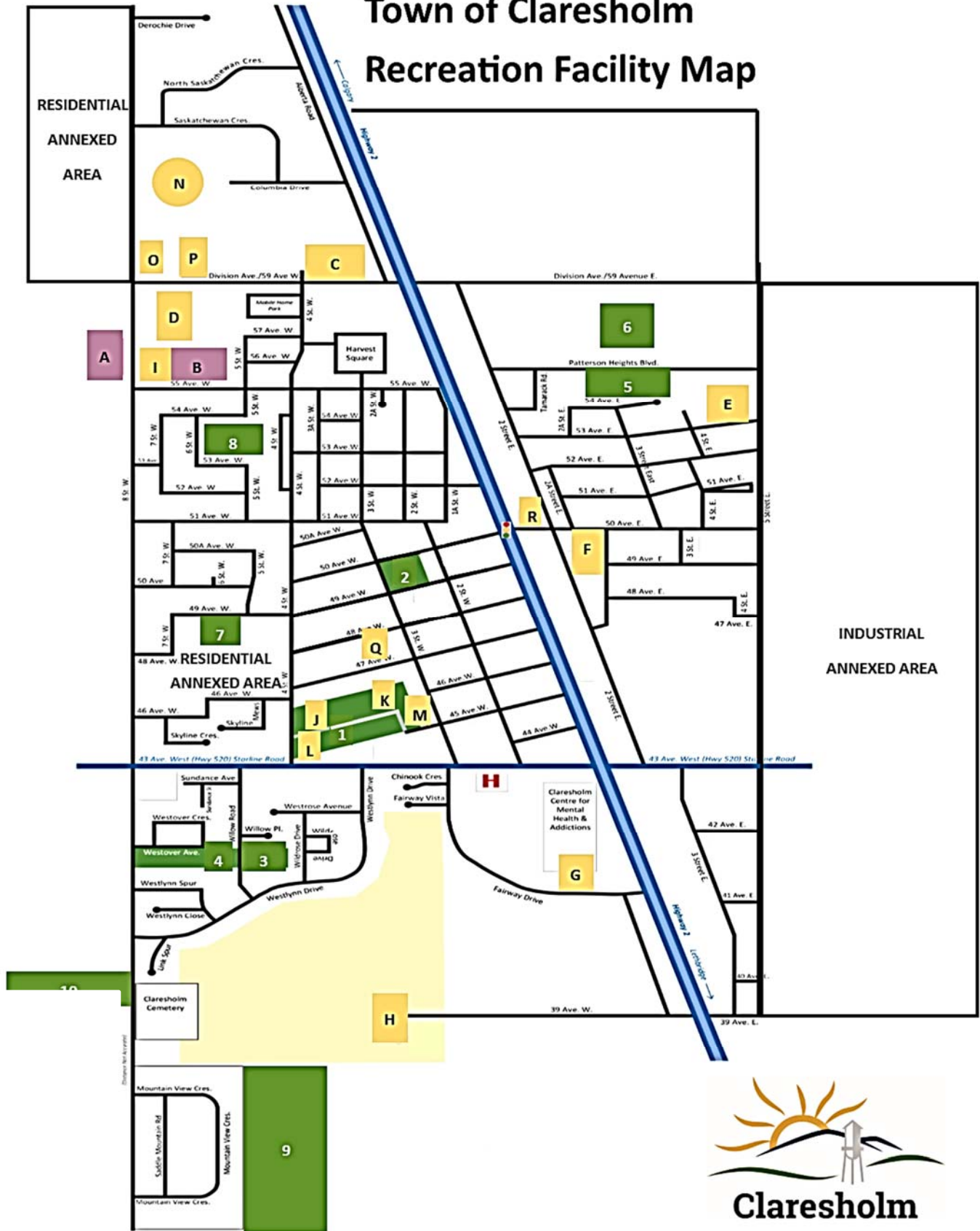
Integrating the natural and built environment with recreation and cultural planning will encourage communities that are rich with green space and bio diversity. The built form can be complimented with landscape to create healthy and happy communities

Culture

Building upon the Town of Claresholms unique qualities and characteristics will promote culture and strength in the community's identity.

Source: <http://www.aarp.org/livable-communities/about/info-2014/what-is-a-livable-community.html>

Town of Claresholm Recreation Facility Map



LEGEND

SCHOOLS

- A. West Meadow School
- B. Willow Creek Composite High School

RECREATIONAL FACILITIES

- C. Claresholm Agriplex
- D. Football Field & Track
- E. Curling Rink
- F. Skating Arena & Skateboard Park
- G. Claresholm Aquatic Centre
- H. The Bridges of Claresholm Golf Course
- I. Tennis Courts, Basketball Court & Volleyball Courts
- J. Centennial Park Campground
- K. Spray Park & Playstructure
- L. Centennial Park Ball Diamonds
- M. Centennial Park T-ball Diamonds
- N. Millennium Park Baseball Complex
- O. Moffat Ball Diamonds
- P. Community Center
- Q. Mackin Hall
- R. Seniors Drop In Centre

PARKS

- 1. Centennial Park
- 2. Amundsen Park
- 3. Willow Park
- 4. Willow Park Off-Leash Dog Area
- 5. Patterson Park
- 6. East Side Off-Leash Dog Area
- 7. Lions Park
- 8. West Hills Park
- 9. Storm Water Trail & Natural Park

SUMMARY OF TOWN OWNED STRUCTURES AND BUILDINGS

Facility	Structure	Built	Condition	Estimated Life	Estimated Full Replacement Cost
<i>Park Facilities</i>					
Admundson Park	Westside Playground	2008	Good	2024	15,000
	Eastside Playground	1995	Fair	2019	40,000
Centennial Park	Public Washrooms	Reno 2006	Good	2031	120,000
	Playground	2001	Good	2021	50,000
	Spraypark	2007	Excellent	2025	300,000
	Spraypark Washrooms	2007	Good	2032	35,000
	Camp shelter/washrooms/shower building	1995	Good	2035	140,000
	Camp office/residence building	Reno 2016	Excellent	2036	80,000
	Ball Diamonds	unknown	Fair to Poor	2020	120,000
	Ball Diamonds concession building	unknown	Good	2033	120,000
Lions Park	Playground	1980	Poor	2017	100,000
Millennium Park	Ball Diamonds	1999	Excellent	2031	550,000
Moffat Park	Ball Diamond	unknown	Poor	2023	60,000
Skate Park	Playground	1990's	Fair to Poor	2020	80,000
West Hills Park	Playground	2014	Excellent	2031	40,000
Willow Park	Playground	2008	Excellent	2027	60,000
<i>Recreation Facilities</i>					
Agriplex	Building 1	1975	Excellent	unknown	unknown
	Building 2	2017	Excellent	unknown	unknown
Arena	Building	1981	Fair to Poor	2038	8,000,000
Aquatic Centre	Building/Pool	1994	Good	unknown	unknown
Community Centre	Building	1980/1992	Good	2037	3,400,000
Curling Rink	Building/Rink	1970	Fair	2037	4,000,000
Mackin Hall	Building	1942	Poor	2022	550,000
Seniors Drop-In Center	Building	1989	Excellent	2042	1,000,000

Listed in order they appear in this document.

Values as per Town of Claresholm Insurance Estimate 2016 or where not available estimates provided by Director of Infrastructure.

Replacement & Recommendation Summary

Facility	Recommendation	Year	Priority	Est. Cost
Football and Soccer Fields	Refinishing track, correcting drainage, & developing soccer pitches is scheduled for 2017 through the Football Association, Soccer Club, and Livingstone Range School Division.	2017	High	150,000
Centennial Park	Install outdoor exercise equipment	2017	High	27,000
Lions Park	Replace play structure - already approved and scheduled for replacement in 2017	2017	High	100,000
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Trails & Pathways	Link Willow Park and Willow Park Off-Leash Dog Area with 8th Street West	2019	Med	75,000
Trails & Pathways	Link Pathway System at Centennial Park to Memorials and Town Sidewalks	2019	Med	75,000
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Claresholm Arena Renovation	Renovate storage/locker areas	2020	Med	Minimal
Claresholm Arena Renovation	Renovate concession	2020	Med	15,000

Trails & Pathways	Highway 2 Pedestrian Crossing	2020	Low	Unknown
Admundson Park	Stage and amphitheater	2020	Low	Unknown
Millennium Ball Diamonds	Lighting	2020	Low	Unknown
Centennial Park	Replace Play Structure	2021	Low	100,000
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Centennial Park	Renovate or Replace Spraypark	2025	Low	300,000
Centennial Park	Replace Camp office/residence building	2026	Low	80,000
Willow Park	Replace Play Structure	2027	Low	120,000
Admundson Park	Replace Public Washrooms Building	2031	Low	120,000
Millennium Park	Refurbish Ball Diamonds	2031	Low	550,000
West Hills Park	Replace Play Structure	2031	Low	80,000
Centennial Park	Replace Spraypark Washrooms	2032	Low	35,000
Curling Rink	Renovate or Replace Building	2032	Low	4,000,000
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Community Centre	Renovate or Replace Building	2037	Low	3,400,000
Arena	Renovate or Replace Building	2038	High	8,000,000
Seniors Drop-In Center	Renovate or Replace Building	2042	Low	1,000,000

DRAFT

PARKS AND PLAYGROUNDS INVENTORY

ADMUNDSON PARK

GENERAL DESCRIPTION

Located near Claresholm's downtown core, it was dedicated to Claude J. Amundsen in August 1977. Originally the Claresholm Outdoor pool was located in this park, with the last year of operation in 1994. The Kinsmen installed the main playground structure in 1995.

PLAYGROUND- Westside of park

- Play structure: for ages 18 months to 5 years
- Double Toddler Swing, with see-saw, 2 spring toys and a Jeep
- Built in: 2008
- Size: 32' x 45'
- Condition: Good, some colours are faded
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2019
- Waste receptacles: 1
- Benches/ Picnic tables: 2
- Estimated replacement value: \$15,000

PLAYGROUND - Eastside of park

- Play structure: Pressure treated wood, and metal construction 5 year to 12 year olds
- Built in: 1995
- Size: 78' x 45'
- Condition: Fair
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2019
- Estimated replacement value: \$40,000

PATHWAYS

- 1 pathway South East to north west and south west
- Waste receptacles: 2
- Benches and Picnic tables: 11
- Estimated replacement value: \$150/linear foot

LIGHTING

- Light posts within the park: 5
- Estimated replacement value: \$15,000

PUBLIC WASHROOMS

- 1 public washroom, estimated replacement value: \$120,000

PARKING LOT

- Alley parking lot

GREEN SPACE

- 7500 square meters

ASSESSMENT:

The facilities in Claresholms Amundsen Park are generally well maintained, with weekly inspections. The Eastside play structure is outdated, and is situated near a power line. The Westside play structure is in good shape, although there is some colour fading due to UV rays.

This park is primarily a green space, used for community events such as The Easter Egg Hunt, Mexican Fiesta, Canada Day, and Fair Days.

RECOMMENDATIONS:

- Removal and replacement of Eastside structure
- Heat washrooms for year round use
- Signage for way-finding to other recreation or cultural amenities
- Stage area
- Amphitheatre seating for community functions, outdoor entertainment, markets

CENTENNIAL PARK

GENERAL DESCRIPTION

The process of building Centennial Park began in 1965 after homes in the area were relocated due to flooding. It was dedicated as a park in 1967 with the Commemoration of the Centennial of Confederation. 2017 is the parks 50th Anniversary. This park has many amenities that are utilized by the community and visitors.

PLAYGROUND

- Play structure: for ages 5 to 12 years
- Metal and plastic
- Built in: July 2001, town replaced swings in 2007
- Size: Swing Set area- 49' x 26', structure area 74' x 49'
- Condition: Good
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2021
- Waste receptacles: 1
- Benches/ Picnic tables: 4
- Estimated replacement value: \$50,000

SPRAYPARK

- Play structure: all ages, metal and plastic construction with concrete mounts
- Manufacturer: Water Play
- Cement base
- Built in: 2007
- Size: 5820 sq. ft.
- Condition: Excellent
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2025
- Benches: 3
- Picnic tables: 5
- Waste receptacles: 3
- Estimated replacement value: \$300,000

WASHROOM

- Public washroom open seasonally, and during public times
- Estimated replacement value: \$35,000

PATHWAY

- Paved walkway links Westlynn Drive with a pedestrian walkway crossing Highway 520, with one link through the park, to 47 avenue
- One link crosses a Bridge over Frog Creek to 45 avenue west

CAMPGROUND

- Camping spots, gravel based: 28
- Picnic Tables: 32
- Camp shelter, washrooms and shower facility (1995)
- Office/ caretaker residence
- Estimated replacement value:
 - Picnic Tables: \$12,800
 - Camp shelter, washrooms and shower facility (1995): \$140,000
 - Office/ caretaker residence: \$80,000

HORSESHOE PITS

- Playing areas: 2

BALL DIAMONDS

CENTENNIAL DIAMONDS: 2 Diamonds

- Fenced diamond: 1
- Backstops (needs replacement)
- Dugouts: 4 (needs replacement)
- Bleachers: 4 (needs replacement)
- Fence (needs replacement)
- Estimated replacement value: \$120,000

T BALL DIAMONDS

- Diamonds with backstops, no fence: 2
- Backstops: 2 (need replacement)
- Bleachers: 3 (need replacement)
- Estimated replacement value: \$55,000

LIGHTING IN PARK

- Lights are posted along pathway in park
- Campground is well lit
- Street Lighting
- Estimated replacement value: \$60,000

BALL DIAMOND CONCESSION BUILDING

- Condition – Good
- Life Cycle: Replace in 2033

MEMORIALS

- Ranchers Memorial is a tribute to the ranchers in Southern Alberta from 1900-2000
 - Erected in 2001 by local welder, and craftsperson William Erdman
 - Estimated replacement value: \$40,000
- Harvard Memorial: commemorates those who trained in Claresholm in the 1950's
 - Small Harvard plane mounted on a metal base, with a concrete pad
 - Erected in 2001 by local welder, and craftsperson William Erdman
 - Replacement value: unknown
- Time Capsule 2000, items and essays collected from Claresholm students
 - Buried in 1999, to be opened Canada Day 2050
- Sun Dial, is an interactive simple clock, using horseshoes and your shadow
 - Erected in 2001
 - Estimated replacement value: \$5,000
- Jori Dubois Memorial, captures the spirit of an athlete "Play, smile, think of me...."
 - Estimated replacement value: \$1,000

ASSESSMENT

The Park is well attended, and cared for. Increased usage regarding family events would benefit the existing facilities.

RECOMMENDATIONS

- 50th Anniversary Memorial for 2017
- Refurbish or replace backstops, dugouts, bleachers, and fence at west and T-ball diamonds.
- Expand current pathway in park to include the worn areas that people currently use as walkways
- Creation of signage for way-finding to other recreation or cultural amenities
- Upgrade Facility brochure to better reflect the park and Town of Claresholm offerings
- Install outdoor exercise equipment as per Chamber proposal on pg 37

EAST SIDE OFF-LEASH DOG AREA

GENERAL DESCRIPTION

An area set aside on the eastside of Claresholm, off of Division Avenue for those in the community to exercise their dogs. Doggy bags are supplied by the town.

- Size: 60,800 square meters
- Pathway/ road way: 1
- Waste receptacle: 1
- Picnic table: 1
- Lighting: None
- Fencing: None

ASSESSMENT

This is an undeveloped prairie area that town staff maintain with a pest program and regular mowing during the growing season. Other surface materials could be considered to minimize operational costs, such as gravel, or wood chips.

RECOMMENDATIONS

- Local group is proposing fencing on north and east side of park due to traffic on Division Avenue and to keep pets out of residential area on 8th street east

LIONS PARK

GENERAL DESCRIPTION

Originally funded by the Lions Club of Claresholm in the early 1980s, this playground is being revamped with their support, and scheduled for a new play structure in 2017.

- Play structure: Metal construction, merry go round, swing set, slide and helicopter climber
- Manufacturer: unknown
- Built in: 1980
- Size: 2900 square meters
- Condition: fair
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2017
- Waste receptacles: 2
- Benches/ Picnic tables: 2
- Lighting: Street
- Estimated replacement value: \$100,000

ASSESSMENT

This is one of Claresholm's oldest play structures, with one of the few remaining merry go rounds left. While it is in adequate condition, it has been slated for replacement as it is out of date for current playground standards.

The replacement play structure that is slated to be installed in 2017 is wheel chair accessible.

MILLENNIUM BALL DIAMONDS

GENERAL DESCRIPTION

A collective outcome of dedicated community members, and organizations who effectively fundraised, and through volunteer effort a 4 diamond facility with concession and washrooms was built.

- Built in: 1999
- Size: 5.3 Hectares, 52915 square meters
- Diamonds
 - Little league diamond: 1 (with a movable fence)
 - Fast Pitch diamond: 1
 - Standard diamonds: 2 for slo-pitch
- Bleachers: 8
- Backstops: 4
- Building with equipment shed, male and female washrooms, and a concession: 1
- Lighting on street, and at central building
- Condition: Excellent, new shale in 2017
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2031
- Lighting: none
- Waste receptacles: 6

ASSESSMENT

This facility is well groomed, community members use it regularly from April-July

New shale is scheduled for 2017

RECOMMENDATIONS

- Lighting
- Promotion of facility to out of town users to increase revenue

MOFFAT PARK

GENERAL DESCRIPTION:

One of Claresholm's oldest ball diamonds located off of 8 street west near the Community Center

- Built in: unknown
- Fenced ball diamond: 1
- Set of large bleachers, owned by the Agriplex: 1
- Dugouts: 2
- Backstop: 1
- Condition: poor
- Waste receptacles: 2
- Lighting: Street
- Estimated replacement value: \$60,000

ASSESSMENT

The overall condition of this park is poor

RECOMMENDATIONS

Decide on a course of action if facility is going to be renovated, that can be completed before the proposed 2020 Southern Alberta Summer Games in Claresholm. Alternatives include:

- Amalgamate into Agriplex facilities
- Create NW Off-Leash Dog Area
- Community garden

PATTERSON PARK

GENERAL DESCRIPTION:

Located in the north east side of town, is the only park with playground structure on the east side.

- Built in: 2010 with reused swing set
- Playstructure: metal construction
- Life Cycle: Replace in 2029
- Waste receptacles: 1
- Benches/ Picnic tables: 1
- Lighting: 1 Park light
- Estimated replacement value: \$40,000

ASSESSMENT

This facility is in excellent condition and is well utilized year round.

RECOMMENDATIONS

- Install outdoor exercise equipment as per Chamber proposal on pg 37

SKATE PARK

GENERAL DESCRIPTION

The Skate Park is located on the Arena parking lot, on the corner of 50th Avenue and 2nd A Street East. This park was built through fundraising in the 1990's by local youth.

- Size: 1500 square feet
- Construction: Metal, plastic
- Life Cycle: Replace 2018
- Condition: Fair to poor
- Replacement value: 50,000 - 100,000

ASSESSMENT

Maintained by the Town staff, and fundraising for other repairs by Claresholm Youth of Tomorrow. The park is not in good condition. It is in a good central location.

RECOMMENDATIONS

- Rebuild and replace in 2018
- Relocate the skate park to the west side of town to reduce youth crossing of the highway. This also opens the space at the Claresholm arena for other uses such as outdoor ball hockey and training area.
- Should be relocated to somewhere with green space (suggested locations from public have been centennial park or old elementary school grounds).
- Assess the overall area of the park, and expand for different user groups

WEST HILLS PARK

GENERAL DESCRIPTION

This park was once known as Fedor Park, it is located in behind the residences between 53rd & 55th avenue west, and 4th and 6th street

- Rebuilt in 2014
- Playstructure: metal construction
- Size: 46' x 46'
- Toboggan hill
- Size of Green Space: 10,000 square meters
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2031
- Waste receptacles: 1
- Benches/ Picnic tables: 6
- Lighting: 3 Park lights
- Estimated replacement value: \$40,000

ASSESSMENT

This play structure is in an excellent central area between residential homes, and near schools. The toboggan hill is supported by community members

RECOMMENDATIONS

- To remove and replace the 2012 West Hill Park and Re-development concept sign

WILLOW PARK

GENERAL DESCRIPTION:

Located just off of Willow Road West, and located across from Willow Park's off leash dog park

- Play structure: 5-12 Years. Climbing structure with metal and plastic construction
- Built in: 2008
- Size: 8500 square meters
 - play structure area, 42' x 42'
 - Double swing area 26' x 50'
- Condition: Excellent
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2027
- Benches/ picnic tables: 6
- Waste receptacles: 1
- Lighting: 3 park lights, and street lighting
- Estimated replacement value: \$60,000

ASSESSMENT

This play structure is in a newer subdivision in Claresholm. It is in excellent condition.

WILLOW PARK OFF-LEASH DOG AREA

GENERAL DESCRIPTION

An area set aside for those in the community to exercise their dogs. Doggy bags are supplied by the town.

- Size: 9275
- 1 waste receptacle
- Trees are planted
- Lighting: Street
- Fencing: None

ASSESSMENT

Green space with one pathway from Westover Crescent.

RECOMMENDATIONS

- Pathway from 8th street west through park to Play structure
- Trees planted on West end of green space

JOINT USE OUTDOOR FACILITIES INVENTORY

FOOTBALL & SOCCER FIELDS

GENERAL DESCRIPTION

The Football association signed a 25 year lease with Livingstone Range School Division in 2008, for their field located on the northside of the Willow Creek Composite High School grounds. The association is responsible for the majority of the upgrades for the facility as per their lease agreement. In 2016 the Football Association offered the Claresholm Soccer Association the use of the Football field for games.

- Located on Willow Creek Composite High School/Livingstone School Division property
- Football field: 1
 - Lighting
 - Scoreboard
 - Clubhouse/announcers area/storage building
 -
- Soccer field, adjacent to the east of the football field
 - Able to set up 6 soccer pitches for 12 years and under
 - Storage shed

ASSESSMENT

The Football field is in good condition, maintained by volunteers, Livingstone Range School Division, and the Town.

The Soccer Field is in fair condition, although it is sloped and there can be drainage issues

UPGRADES

Refinishing track, correcting drainage & developing soccer pitches is scheduled for spring 2017. The Football Association and Soccer Club are working together with Livingstone Range School Division

OUTDOOR BASKETBALL

GENERAL DESCRIPTION

Court is located west of Willow Creek Composite High School, and has been there for over 30 years.

ASSESSMENT

The Basketball court is in fair condition, with some surface cracking and crumbling. It is used by ball hockey players during warm months

This facility is not maintained by the Town of Claresholm

BEACH VOLLEYBALL

GENERAL DESCRIPTION

The Town of Claresholm built the beach volleyball courts on the east side of Willow Creek Composite High School for The Southern Alberta Summer Games

ASSESSMENT

The Beach Volleyball courts are in good shape. Built in 2015.

This facility is not currently maintained, however would be the Town's responsibility.

TENNIS COURTS

GENERAL DESCRIPTION

Fenced in facility with 3 separate tennis courts. It is located on the west side of Willow Creek Composite High School. Used for high school athletics and by community members

- The Town of Claresholm maintains this facility
- Refinished in 2001, and partially resurfaced again in the spring of 2015 for The Southern Alberta Summer Games

ASSESSMENT

The tennis courts are in fair shape, with some cracking.

RECOMMENDATIONS

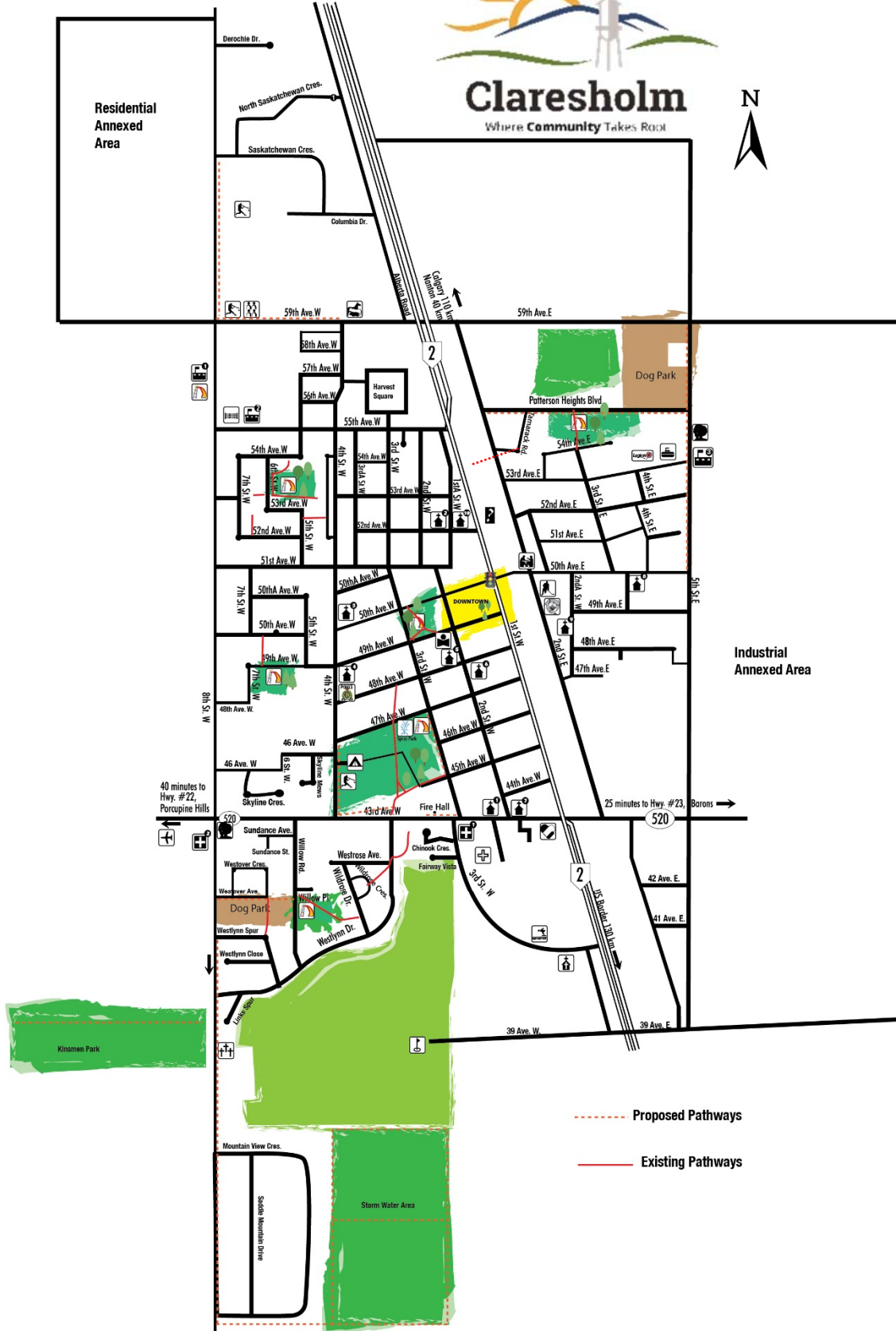
- Resurface for 2020 Southern Alberta Summer Games (if successful in bid to host)
- Develop 1 court into a multiuse court with outdoor pickleball by painting lines to ensure the courts are being used regularly

PATHWAYS AND TRAILS



Claresholm

Where **Community** Takes Root



Goal

One goal of the Parks and Recreation Master Plan is to create a system that links the current sidewalks and pathways, creating access ways for all ages to better facilitate their recreation goals. Once these phases are complete, the community of Claresholm will have bike or pedestrian access to all recreation areas with emphasis on safety

Existing Pathways

Current Pathways (Trails) in Claresholm are located in our community's parks, and between residential areas which are on this map in solid yellow. Parks are linked via paths, alleyways, and roads. All town Parks have pathway access.

Phase 1

Proposed Pathways & Trails

Kinsmen Pathway Bike Trail and Pedestrian Pathway

From 8 Street West, (connecting from existing sidewalk) heading west on the old Railway Spur Line to Claresholm Airport.

Storm Water Trail & Pathway

Design and construction of storm pond pathway.

Link Storm Water Trail & Pathway

Storm Water Pathway linking Storm Water Natural Park (see proposed projects) via 8th Street West behind Mountain View Crescent Path to join with Westlynn Pathway System



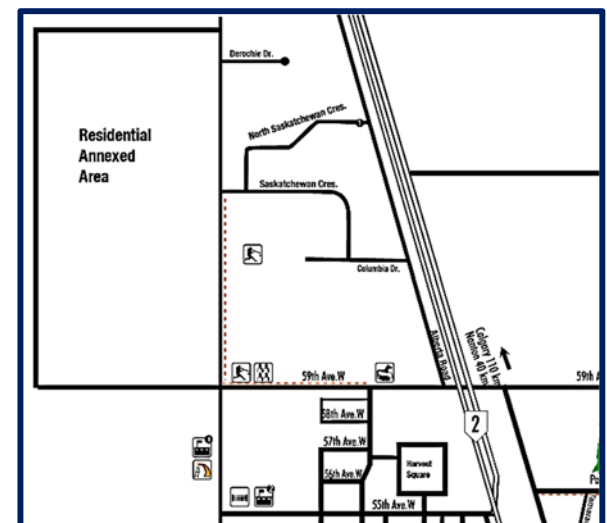
Phase 2

Expansion of existing pathways

Link Millennium Park Football and Soccer Fields

59th Avenue West continuing the existing pathway from the Agriplex

8th Street West from 59th Ave West (Division Ave.) to Saskatchewan Crescent



**Link Porcupine Hills Lodge
Pedestrian Crossing to Main Routes**

Full length of Patterson Heights Blvd, with pedestrian crossing across 5th Street East to Porcupine Hills Lodge

5th Street East from 50th Avenue East to Patterson Heights Blvd



**Link Pathway Systems at Centennial Park to
Memorials & Town Sidewalks**

Centennial Park along 4th Street West

Centennial Park from Harvard memorial to existing pathway intersection

43 Avenue West, from Fire Station to existing sidewalk on 3rd Street West



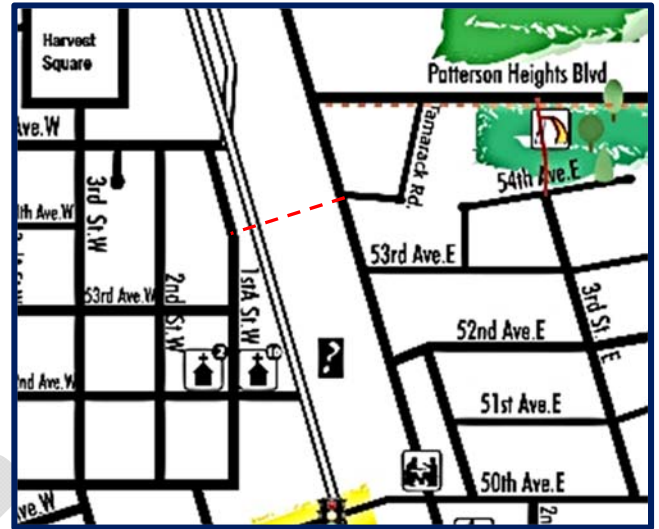
**Link Willow Park and West Hill Off-Leash Dog
Area with 8 Street West**

Along West Hill Dog Park connecting 8th Street West to Willow Road



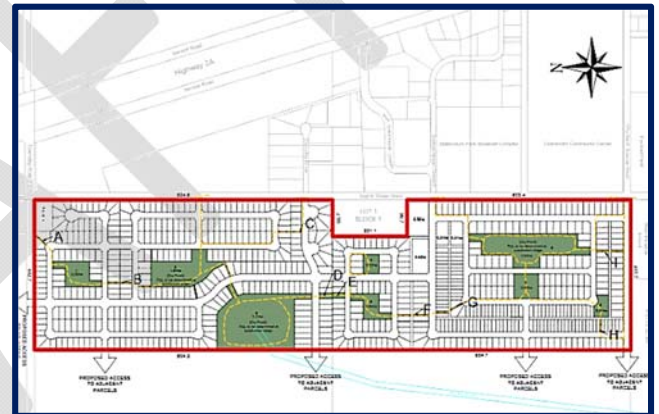
**Phase 3
Highway 2 Pedestrian Crossing**

North end of Claresholm, between 53rd avenue and 55th avenue across Highway 2, link from East and West Claresholm for East Side youth to have a safe pedestrian crossing to schools on West side.



**Phase 4
Residential Annexed Areas; *In Yellow***

West of 8th Street & Millennium Ball Complex
Prairie Shores Area Structure Plan (ASP) 2010



8 street west, to 4 street west and 46 avenue to Lions Park border
Southwest Residential ASP 2010



Community Facility

Trails and pathway systems are a perfect multi-generational facility. Community participation yields benefits from the process as well as the product. By stimulating new partnerships and relationships, pathway development results in a stronger and more dynamic community.

Furnishing of Pathway Systems

- Waste Receptacles
- Benches
- Signage
- Dog waste bags

Proposed pathways can be completed using the following methods

- Paint on road way
- Pavement, gravel, concrete

ASSESSMENT

The pathways in Claresholm are situated in the parks, or between residential areas to get to the parks. These pathways are linked via sidewalks, or alleys. There are currently no trail systems.

The approximate distance of the perimeter of Claresholm is 10km. There is currently no link on highway 2 from the East to West side. While there is a link on the south end from the 520 highway, across Highway 2

RECOMMENDATIONS

- A natural trail system for biking, running, walking, or cross country skiing
- A paved pathway from The Porcupine Hills Lodge to Patterson Park would ensure safe pedestrian travel for those with lessened mobility, e.g. wheel chairs and walkers. It would also increase use to the park for users of the proposed fitness park, and create a bike path on the East side
- A pedestrian crossing across Highway 2 (between 53rd avenue and 55th avenue will help provide a safe link for youth as schools are on the West side, and will link east and west Claresholm together for members of the Community who walk or run the perimeter.

DRAFT

RECREATION FACILITIES

Facility	Use	Renovations & Proposed Upgrades	Notes
Agriplex	Community Groups, Individual use, 4H, Ropings/Rodeos, Bullriding, Special events	New indoor facility built 2016/2017 Many upgrades and additions	Governed by Willow Creek Agricultural Society 99 year lease agreement with the Town of Claresholm Many upgrades, additions Continues to be a boon to local economy Inspections are submitted to the Town
Amundsen Park Washroom/ Shed	General public park use, Mexican Fiesta, Fair Days, Easter Egg Hunt, Zombie Walk	Renovated 2006	Maintained & inspected by Town of Claresholm
Arena	Minor Hockey, Claresholm Skate Club, Pond Hockey, Shinny, Public Skating, Out of Town Rentals, Claresholm Lacrosse, Adult Hockey, Special events, Farmers Market	New floor, boards, dressing rooms, Mezzanine upgrade with bathroom 2017-2018	Maintained and operated by Town of Claresholm Built in 1981, with a lifespan of approximately 25 years User agreements through town
Aquatic Centre	Public programs for all ages, Lessons, Rentals, Swim Clubs, Swim Meets, Care Center rentals	Tiling and painting yearly as needed Lockers, change room renovations proposed Olympic Standard diving block installed in 2013	Joint use facility opened in 1994 Town of Claresholm provides programming, staff, daily maintenance and cleaning Alberta Health Services maintains & inspects the facility, and provides pool operators Maintenance and repairs as required by AHS
Centennial Park	Camping, Special events, Tourists, Minor ball, General public park use	Bathroom Flooring 2017, Office renovated 2016	Maintained, inspected and operated by Town of Claresholm
Curling Rink	Curling Club members, Bonspiel participants, Rental of upstairs (pool table, lounge, dance area)	New roof, 2017 New Chiller needed	Governed by a Board of directors Daily operations by Curling Club 4 sheets of ice Maintained & inspected by Town of Claresholm
Community Centre	Arts Society rehearsals & productions, Weddings & receptions, Trade shows, Quilt shows, Rentals, Gun Club, Volunteer Dinners, Service Clubs, Women's Show, Special events	Painting in 2017, New stage design and lights	Governed by a Board of directors Daily operations by Board employee Facility users have specific requirements for cleanliness Maintained & inspected by Town of Claresholm
Football Field & Track	Claresholm Football Association, Willow Creek Composite High School (WCCHS) Football, WCCHS Athletics, Claresholm Soccer Association	Proposed upgrades to field and track 2017	Drainage issues on field and track surrounding Track is clay, does not have proper elevation to drain New score clock needed
Golf Course	League Community members, Tourists, Coaching, Tournaments, Proshop customers, Restaurant patrons	Moved and Renovated 2003	Governed by a board of directors, Managed by Board employee Maintained by employees and volunteers Inspections and maintenance by Town of Claresholm Restaurant is separately managed
Mackin Hall	Non-profit organization with a focus towards youth activities.	Renovated in 1984, basement gutted 2012	Maintained and Operated by the Town of Claresholm
Millennium Park	Claresholm Minor Ball, Claresholm Co-Ed Slo-Pitch, Fair Days Tournament, Livingstone Range School Division	New shale added 2017	Maintained and Operated by the Town of Claresholm Concession is managed by Claresholm Minor Ball
Seniors Drop In Center	Card Games, Nia, Yoga, Pool, Shuffleboard, Bingo, Quilting, Theater Group, Rentals, Special Events and Clinics		Governed by a Board of Directors Inspections are through Town of Claresholm

FACILITIES

AGRIPLEX

The Claresholm Agriplex is in the unique position of being on municipal land and is Claresholms top recreation facility. Governed by a board, it is a standalone complex. The Willow Creek Agricultural Society (WCAS) and the Claresholm Agriplex are involved in many aspects of the equine industry from Team Roping, Team Penning, Cutting, Horse Shows, Dressage, Pony Club, Horse and Beef 4-H, Equine clinics, Wrangler Rodeo (12 yrs and under), High School Rodeo (13 and over), Girls Rodeo, Amateur Rodeo, Stock Horse Shows as well as many individual riders. The WCAS and the Claresholm Agriplex has been the hub of equine activities in the province of Alberta since it opened.

ASSESSMENT

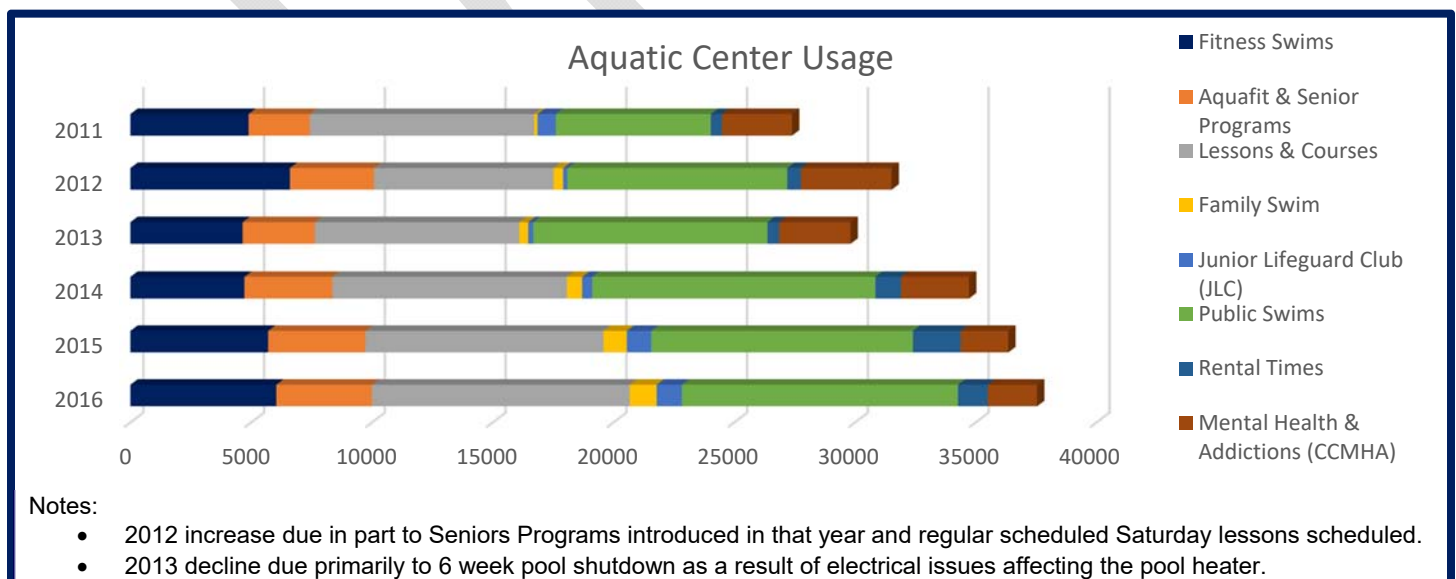
The Agriplex is an important part of the community and the Town continues to support it's operations. The facility is in good condition and is well maintained by WCAS.

AQUATIC CENTRE

This is an indoor pool joint-use facility between Alberta Health Services (AHS) and the Town of Claresholm. An indoor facility of this type and size would not be fiscally possible without this important partnership.

ASSESSMENT

The Claresholm Aquatic Centre programs, registrations and attendance in all areas has increased, or remained steady. The Claresholm Aquatic Centre will continue to work with The Lifesaving Society to become a key training facility within Alberta for 2017-2018, and continue to evaluate programs and services as the community



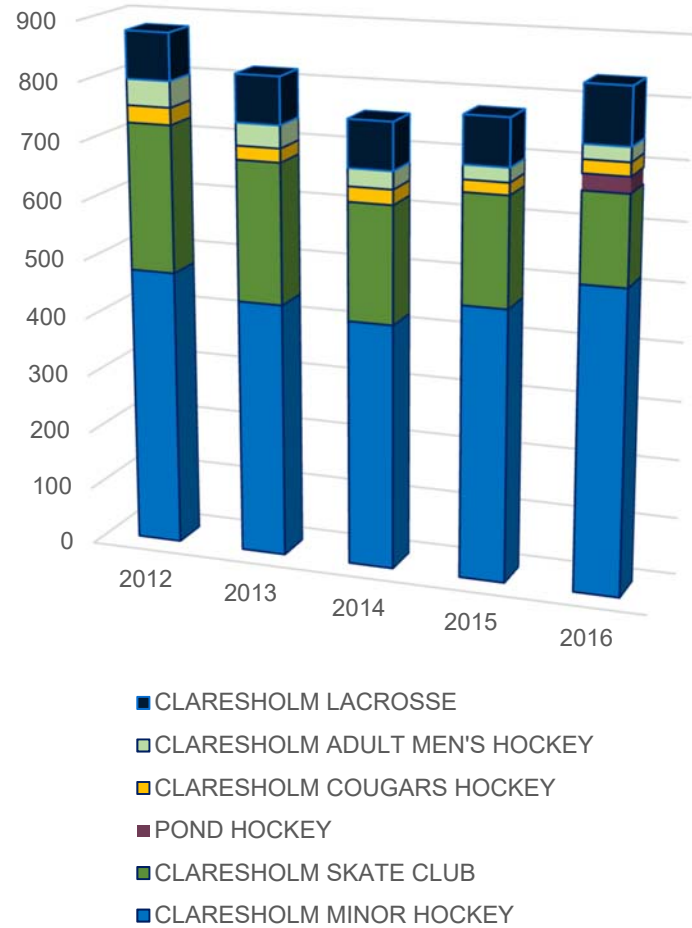
ARENA

This is an indoor arena that receives significant use year-round from winter activities such as skate club and hockey groups to activities in the summer such as special events and lacrosse. It is used primarily from within the community but does also receive some out of town rental use.

ASSESSMENT

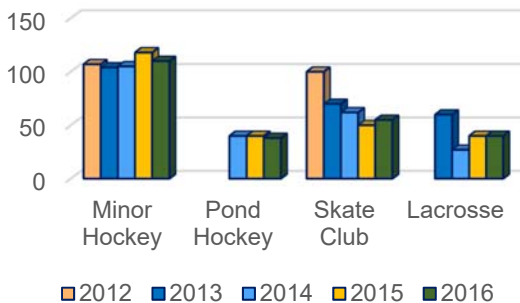
The Claresholm Arena is another facility that will benefit from Claresholm's location. In the next year renovations and upgrades will help to draw user groups to the community. Minor Hockey registrations are steady. Skate Club has seen a decline in registrations, which puts a strain the Club as coaching costs are quite high. Pond Hockey started in Claresholm in 2016, previously approximately 40 youth from Claresholm participated in Stavely in 2014 and 2015. Lacrosse registration numbers held steady in 2015 & 2016. Propose to set aside times within the summer months that there could be public access for groups or individuals to use the arena floor for such activities as floor hockey, or Pickleball

ARENA USER HOURS



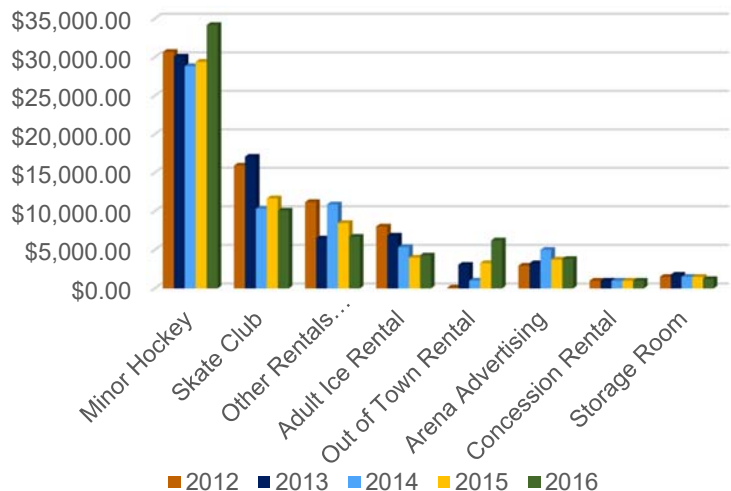
Source: Town of Claresholm

Arena User Registrations



Source: Arena User Groups

Arena Revenue by User



Source: Town of Claresholm

CENTENNIAL PARK & CAMPGROUND

This is a large park with multiple facilities included. It has a campground with trailer and tent sites with power hookups as well as shelter, washroom, and shower facility. There is also a spray park, playground, and ball diamonds.

ASSESSMENT

The Campground is well utilized, although numbers were lower in 2016. Promotion of the facility and the community at large will help this facility grow for the benefit of the local economy. The park is well used by campers & community members

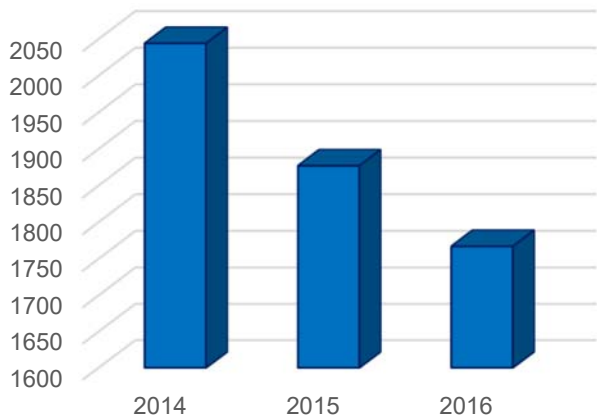
CLARESHOLM CURLING RINK

This is an indoor facility that is generally maintained and operated by the Curling Club which is governed by a board of directors. It includes 4 sheets of ice for curling.

ASSESSMENT

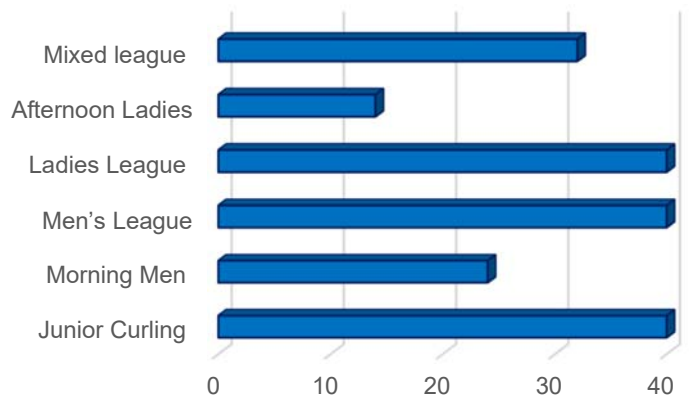
Registrations have consistently averaged around 200 for the past few years, and they continually offer programs for all ages and abilities in our community. The Curling Club Board does an excellent job of retaining members, and volunteers. Promotion of the events at the curling rink within the community will assist in community support, and recognition of the athletes and the facility

Campground Users



Source: Town of Claresholm

2016/2017



Source: Claresholm Curling Club

COMMUNITY CENTER

The Community Center is a draw to our area, and utilized in many respects within the community. This facility is set to begin proposed upgrades that will further enhance the facility and benefit the Claresholm Arts Society, and community as a whole

ASSESSMENT

The Community Center is used by a wide range of groups for many different types of activities. To continue providing a usable space for these activities some upgrades are needed, including a new stage design and lights.

THE BRIDGES OF CLARESHOLM GOLF COURSE

This is an 18-hole golf course facility that draws users from around southern Alberta and afar. It is operated and maintained by the Claresholm Golf Club

ASSESSMENT

The golf course is an important and popular recreation facility in our community that draws people from other areas. This facility offers amazing prairie views and, water hazards that challenge players, a stocked pro-shop, and dining at the Putters Restaurant.

MACKIN HALL

Policy #09-08; *“Mackin Hall will remain exclusively for the use of non-profit organizations with a focus towards youth activities, mainly the Scouts, with other groups at the discretion of the Scouts designated representative and the Chief Administrative Officer (CAO) of the Town of Claresholm”*

The policy also states that; *“any requests for use of Mackin Hall that are for profit purposes or private functions will be refused.”*

Previous usage by Scout Groups, 4H, teen groups, and dance groups

ASSESSMENT

This facility is underutilized and measures should be taken to make it a viable center for youth and community members. Space is available within the facility for youth programming.

FOOTBALL FIELD, TRACK & SOCCER FIELD

This is primarily a collection of joint use facilities that are located on Livingstone Range School Division property. Largely used by school groups and community groups.

ASSESSMENT

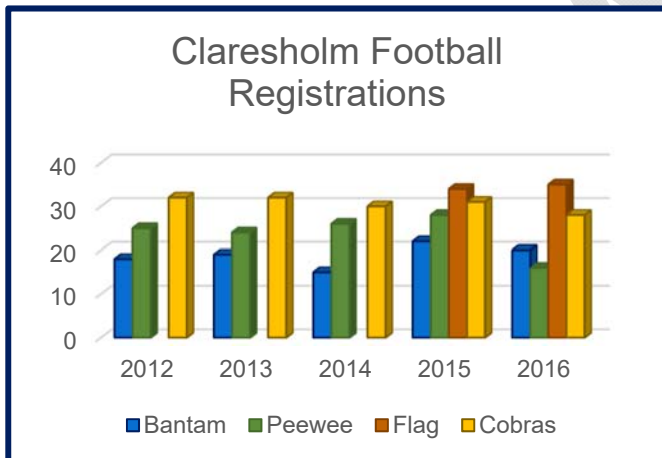
Claresholm Football has had continued success in reaching Provincial level football. The continued support of this facility, and a commitment to upgrades by the Livingstone Range School Division, Town of Claresholm, Claresholm Football and Claresholm Soccer will ensure families will have continued opportunities for their youth to succeed

MILLENNIUM PARK BASESBALL COMPLEX

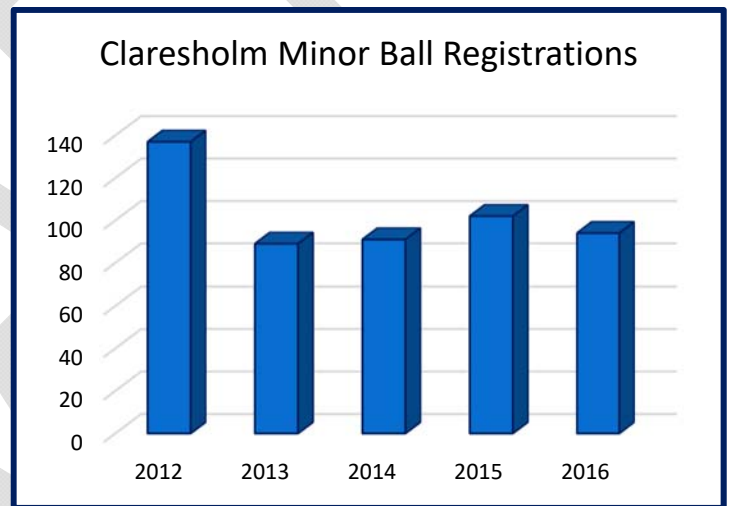
Millennium Park is a quad complex that is used by a number of groups. The diamonds received new shale in 2017 and are in good condition.

ASSESSMENT

Millennium Park should be a draw for out of town user groups, and Claresholm is in a prime central southern Alberta location to take advantage of this.



Source: Claresholm Football Association and Willow Creek Composite High School (WCCHS). The Cobras are WCCHS's Football Team



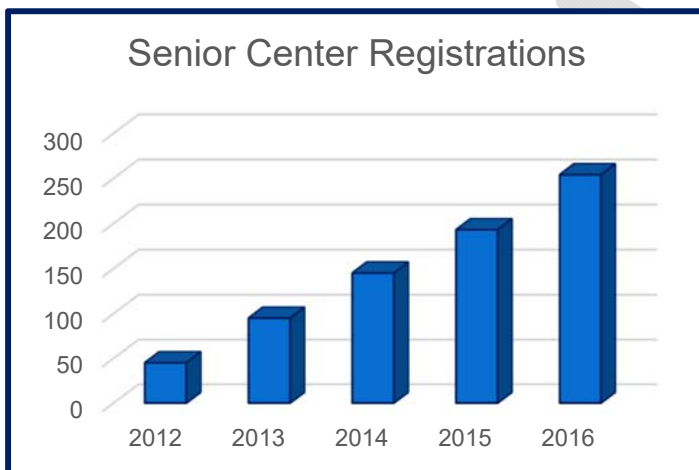
Source: Claresholm Minor Ball

CLARESHOLM SENIORS DROP-IN CENTER

The Claresholm Seniors Drop-In Center is an indoor facility that is open to anyone over the age of 45 and is governed by a board of directors. It provides a number of activities for this population demographic.

ASSESSMENT

The Claresholm Seniors Drop in Center has seen steadily increased registrants and programming, and continues to grow and change with the needs of the community. The Seniors Club offers a range of programming options for those 45 years and older, embracing the needs of the community, and it is reflected in their numbers which show steady growth



Source: Claresholm Senior Drop in Center

CURRENT PROJECTS AND PROPOSALS

ARENA RENOVATION PROJECT

Claresholm & Community Arena

Town of Claresholm, MD of Willow Creek, Minor Hockey 2017-2018

This project is a joint venture for the benefit of the community as a whole. The Arena is a vital component of Claresholm's recreation.

With funding provided by Town of Claresholm, MD of Willow Creek, Minor Hockey, Grant funds (amount not available at this time) and the support of the community the following items will be completed, in phases as the priorities are the floor and boards. The contributions of all involved will enable the facility to remain viable.

MD of Willow Creek contribution	\$144,000
Town of Claresholm contribution	\$154,000
Claresholm Minor Hockey	\$40,000
In kind donations	<u>\$90,000</u>
Total committed	\$418,000

Total estimated project cost \$674,000

Current funding shortfall \$256,000

Project cost is based on quote received on November 4, 2016

PRIORITIES

- Replace floor/refrigeration piping (included in project noted above)
- Replace boards / Renovate benches / Renovate timekeepers booth

ADDITIONAL UPDATES NEEDED

- Replace all skate friendly flooring throughout arena
- Dressing Rooms – Construct / Modernize / Renovate
- Create 2 female specific dressing rooms
- Move referees dressing room
- Paint / Brighten interior of arena
- Renovate lobby
- New trophy case for Minor hockey/skateclub/lacrosse
- Video system – stream live games/digital schedule
- Renovate Mezzanine
 - Spectator seating
 - Projector for Hockey teams to watch movies, utilizing the space
- Renovate storage /locker areas
- Renovate concession
- Parking lot area for dry-land training

FITNESS PARKS

Chamber of Commerce 2017-2018

This project is a venture brought forward by the Claresholm and District Chamber of Commerce. There are two proposed locations;

- East side of Centennial Park Spray Park, (between the Spray Park & Play Structure)
- West side at Patterson Park

These locations were chosen for their proximity to the Porcupine Hills Lodge on the East side of Claresholm, and Senior's housing on the West, as well as families who use the parks and spray park currently. This can have a positive effect on the community's health, can be incorporated into community programming and create a social environment for families to play.

Costs:

Fitness Equipment (10 pieces)	\$39,753
Installation	\$14,070
Safety surfacing (if required)	<u>\$2,000</u>
Total Costs:	\$55,823

Total Funds: *as of April 30, 2017 \$18,725

Grant Applications: ATB, EQUUS Round UP Community Grant, Community Facility Enhancement Program (CFEP), ATCO

LIFESPAN

15 years

OPERATIONAL IMPACT

Inspections and maintenance would be the same as for playgrounds and play structures already in the parks

RATIONALE BEHIND THE PROJECT:

These parks will be a benefit to the community regarding revitalization, healthy living and sense of community as a whole, offering increased health and wellness for a broad range of ages. Outdoor fitness gym is free and accessible 24 hours a day, for any user, anyone can use these facilities although the gyms were designed for use by those over the age of thirteen. Other communities who have Outdoor Fitness Parks such as Longview, High River, Okotoks, and Red Deer speak highly of the impact these parks have had on many age groups.

Red Deer has 10 Fitness Park facilities that were created in partnership with the Red Deer Primary Care Network (RDPCN) (partnership between Alberta Health Services and over 60 local doctors). The goal of adding these facilities is to increase emphasis on disease and injury prevention, and to promote active living to Red Deer residents. *"Outdoor gyms consist of exercise machines that use a person's own body weight to create resistance. The fitness equipment allows for a wide variety of flexibility, mobility, range-of-motion, cardio, and strengthening moves to provide a well rounded workout that is accessible to all adult ages, skill levels and body types. Each machine is equipped with easy to follow instructions that explain safe operation. These gyms are popular worldwide to help people increase their activity."*

<http://reddeerpcn.com/Programs/Pages/Outdoor-Gyms.aspx>

- Providing a free social outlet for exercise
- Combatting obesity through well-rounded workout opportunities that can be enjoyed by people of all abilities and fitness levels throughout the community
- Increasing interest in related community services, such as nutrition education and health screenings

- Outdoor Fitness Parks located within sight lines of a playground promote active behavior in adult family members, increasing the time spent at the playground, which can help develop a lifelong fitness mindset in children
- Promoting a sense of pride within neighborhoods where Outdoor Fitness Parks are located

TOWN RESIDENTS

Questions by residents and sponsors were; Will they be used and what about vandalism? The Chamber Spokeswoman contacted the Manufacturer of the equipment, BDI, as well as High River, Red Deer, and Okotoks and the resounding answer was that the parks were well used, with little to no vandalism

SUPPORT OF THE COMMUNITY

Currently there are 15 Claresholm business and personal sponsors of the project

FOOTBALL/SOCCER TRACK PROJECT

Spring 2017

Livingstone Range School Division, Claresholm Football Club

The Football field is in need of proper drainage, and the track surrounding the field as well as the field will be affected during this process. The field is adjacent to the soccer fields. For the benefit of all users of the facility they are working together to create a multi-use facility that will keep the community competitive on a multi-regional and provincial level.

The track is in poor condition currently. Resurfacing of the track and maintaining the field is a priority of the School Division, a benefit to the community athletics, and a must if Claresholm remains viable to host the Southern Alberta Summer Games in 2020.

Quote:	\$90,981.55	Track resurfacing with pavement (shale \$20,000-\$40,000)
	<u>\$25,000</u>	Drainage
	115,981.55	

Funding Sources:

Livingstone Range School	\$25,000 (drainage, seeding)
Claresholm Summer Games Committee	\$13,000
Town of Claresholm	\$ 8,000 (equipment, labor, final landscaping)
Claresholm Football Club	\$ 5,000
Claresholm Soccer Association	<u>\$ 2,000</u>
	\$53,000

Grants: Community Initiatives Program (CIP) application

This project is scheduled to be completed in 2017, dependent on Grant funding.

STORM WATER PARK & TRAIL SYSTEM



COST OF PROPOSED PARK

No estimate at this time

Estimated 3.4 kilometres of pathway

- Gravel recommended for Phase 1

RATIONALE

In February 2016 the Alberta government announced funding for flood resiliency projects through the Alberta Community Resilience Program. This project will help protect critical municipal water management infrastructure and improve storm water drainage and retention; *“The Alberta Community Resilience Program was established to help communities build their long-term resilience to flood and drought events,”* Construction of the Storm Water Management Facility in Claresholm is currently under way, with enhancements made to the existing eighth street drainage ditch on the west side of the community. As well, construction of the Frog Creek Storm water Management Facility with wetland features will provide 175,000 cubic metres of storage and control the outflow of floodwater to the Frog and Willow Creek basins.

BENEFIT

This project will provide a tremendous benefit to the community while providing environmental sustainability. This will be a natural park attraction for community members, showcasing an ecosystem suited to diverse species that will encourage economic growth and tourism opportunities, while increasing the health and well-being of residents.

EAST SIDE OFF-LEASH DOG AREA FENCE PROPOSAL:

Concerned members of the community and Claresholm Animal Rescue Society (CAREs) have expressed interest in fencing the East Side Off-Leash Dog Area. The proposal would be to construct a fence with wood posts and farm wire (sheep net) fencing.

East Side Off-Leash Dog Area Fence Quote

Prepared March 20, 2017

Labor:	\$2550
Materials:	\$3660.50
Total cost:	<u>\$6210.50</u>
Volunteer wire & hang gates:	- \$1350
Total:	\$4860.50

While there are social and health benefits in having off-leash dog parks in our community, dogs can also present challenges and potential conflicts in public spaces. The use of fencing or appropriate buffers will alleviate or prevent potential conflicts with the users of Patterson Playground, adjacent neighbourhoods and will protect dogs from vehicle traffic.

There would also be additional maintenance costs associated with this which would include an estimated 6 extra hours per week for public works staff for lawn maintenance to trim and maintain the grass on either side of the fence.

BACK GROUND ANALYSIS

SUMMARY

A wealth of information from the 2007 Roger Brooks assessment, and the 2014 FCSS community needs assessment as well as MDP's policies regarding recreation were available to provide some background information for this master plan.

The community residents have expressed a need for an action oriented plan as many projects in the community appear to stall after the initial momentum, and then they are not implemented.

Some information collected includes:

Claresholm has characteristically been an aging community. This has to be considered in the overall long-range planning for recreation and pathways.

Families have chosen Claresholm in recent times due to many factors; good weather, amenities, close to larger centers, proximity to the foothills and mountains, small town, sense of community

Programs and services are primarily provided by community user groups. The town leads some programs like Canada day celebrations and fair days, but it's primarily in a facilitation role not a direct provider role. This approach is consistent with most communities across the country

The storm water pond and trail system which is still in early development, will provide wetlands, pathways and ecological growth for the community of Claresholm. Linking our current and proposed pathway systems together will further create cohesion within our community.

A good selection of indoor and outdoor facilities are available in the community. Aging facility infrastructure is an important issue that will need to be addressed.

COMMUNITY ASSESSMENTS

From 2007-2015 there were 5 community needs assessments done in the Town of Claresholm, the following are excerpts regarding Claresholms recreation needs

CLARESHOLM COMMUNITY NEEDS ASSESSMENT, By Claresholm FCSS & Public Library 2014

Purpose: *The Claresholm FCSS and Claresholm Public Library collaborated on a community-wide needs assessment so that each organization could create their plan of service.*

Goal: *To find out what the concerns of residents are, what duplication of services exist, and what are the gaps in services.*

Survey Responders:

Males: 15.2% Females: 81.6%
 Age Group:
 12-18: 1.6%, 19-30: 9.6%, 31-50: 30.4%, 51-65: 28.8%
 66 & over: 28%

Suggestions	Number of responses
Better Skate Board Park	6
Arcade	3
Paint Ball	3
Bowling	2
Archery Lanes	1
Better Sidewalks for scooters	1
BMX Park	1
Book Store	1
Boxing Gym	1
Drive – In Theatre	1
Gym	1
Laser Tag	1
Mini Zoo	1
Movie Theatre	1
Rock Climbing	1
Teen Centre	1

**Items not related to recreation have been removed*

Survey Questions 6 & 8

“What makes Claresholm Unique”, and “Overall, how do you feel about Claresholm and surrounding area as a place to live?”

Arts:

People would like to see more arts/entertainment activities including:

- More support of cultural events
- More cultural events to introduce youth to the arts;
- Cooking classes for all ages;
- More classes along the lines of pottery and dance;
- More theatre, plays, singing (music);

Outdoor Spaces; comments include:

- More outdoor living areas, especially downtown
- Clean and safe parks;
- Walking and bike paths;
- More benches in downtown area to create hubs of social contact;
- Fenced off-leash dog park

Sports/Leisure Activities;

At least 39 comments made about the need for some recreation/entertainment for youth and families. The top 2 suggestions are at the top:

- Improved skateboard park;
- Walking/biking paths (including one request for one around the golf course);
- Roller skating or family fun centre (Arcade, paintball);
- An outdoor BMX track;
- New sports complex that would include a multi-use court, hockey rink, indoor running /walking track;
- Outdoor gym;
- Updated & better maintained parks and playgrounds;
- Ongoing fitness challenge;
- Bowling alley;
- Dance and fitness classes for all ages.
- More programs for older people to socialize;
- Indoor play area

Which of the following public spaces would you like to see in Claresholm: the top 3 items were;

1. Well maintained green spaces (56%);
2. Pathways throughout town with benches (54.4%);
3. Revitalization of Amundsen Park with an open-air structure for hosting events (52.4%)

The comments by residents had a common theme regarding entertainment, youth, community and family oriented. Many of the items have been addressed in some capacity, although there are still shortcomings that the community will need to take action on.

STRATEGIC THEMES & ACTIONS Town of Claresholm 2014;

Competitive advantages are felt to be:

1. Facilities-health, recreation, social services, schools, and the Agriplex
2. Industrial land

The 3 most important issues facing the community felt to be:

1. Need more growth
2. Entertainment (youth outlets)
3. Retail leakage

Top of mind issues are:

1. Need for vision/forward looking plan
2. Highway 2 Pedestrian crossing from east to west

Critical success factors:

- Population growth
- Stable tax base
- Communityism (cohesion)

These are stated in the first part of the document, and the key elements tie together, creating a vision for the future that encompasses the youth and all community members to ensure Claresholm continues to grow, with a commitment to providing recreation services as it changes.

ASSESSMENT

Facilities could get more use if programming was stronger during off peak demand time. Arts and culture activities are needed, and a greater diversity of programs need to be available to keep engagement up. Programs in Claresholm are generally offered by user groups, which is consistent with national trends. Currently the Aquatic Centre is the only facility with Town of Claresholm Programs.

COMMUNITY FUTURES, 2012 BUSINESS VISITATION REPORT: Claresholm & MD of Willow Creek;

- 83 respondents (out of 183 interviews completed) identified the town and its lifestyle as primary advantages to their business
- The challenge of finding skilled workers...requires an affirmative commitment be made to employee attraction and retention both by the business community and community development stakeholders

Community Services Satisfaction Poll:

This poll covered: Police Services, Ambulance, Health Care, Electric & Natural Gas Services, Sewer, Water Quality and Service, Local Roads, Traffic Signs, Business and Municipal Signage, Highways, Housing, Local Transportation, Education, Post-Secondary Education, Industry Training, Locally Supplied Services and Products, Business Support Services and the following:

Local Recreation & Leisure Facilities

182 responses;
31 (17%) Very Satisfied
93 (52%) Satisfied
28 (15%) Slightly Satisfied
23 (12%) Very Unsatisfied
7 (4%) Does not apply

What we can surmise from this poll is that 152/182 surveyed were satisfied with the Town of Claresholm facilities in 2012.

In addition to the poll questions, there were 17 comments that suggested a lack of adequate facilities and recreational /leisure activities in the communities surveyed, 6 of which specifically indicated a shortage of youth facilities and activities. 6 respondents extolled the quality of these facilities for the size and population in the region.

Other Quality of Life Factors

181 responses;
42 (23%) Very Satisfied
102 (56%) Satisfied
28 (15%) Slightly Satisfied
8 (4%) Very Unsatisfied
1 - Does not apply

This portion was unspecific, although we can surmise, that the Community as a whole offers value to residents, whom appreciate the overall quality of life of small town living.

DESTINATION DEVELOPMENT

Roger Brooks 2007

- Change the Gateway signs into directional signs
- Visible areas, eye catching signs that are easy to read
- Promote our greatest assets & amenities
- Create pedestrian friendly shopping areas
- Sell the experiences, not the places

The Roger Brooks Assessment shifted focus to wayfinding and adequate signage for our amenities, which still holds true today. These will ensure that community members and people passing through are aware of the recreation opportunities that are available in Claresholm.

DEMOGRAPHICS

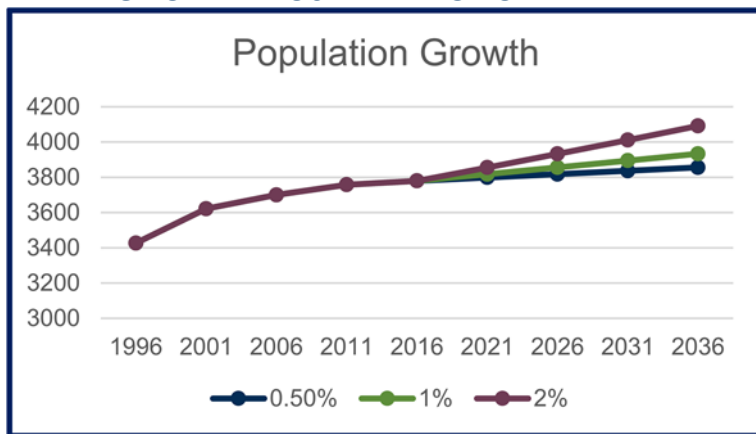
Like many Canadian towns and cities Claresholm has an aging demographic. With an aging population the town should plan to meet the needs of other demographics through the potential recreational needs for seniors.

The 2016 Canada Census showed that the average age in Claresholm is 49.4, less than 51 from the 2011 census, which at the time was 16 years older than the Alberta average, almost 5 times the Alberta rate, double the Canada rate, and was the 5th fastest aging of the 15 Alberta SW communities.

Continued upgrades and maintenance to the present facilities, and proposed new facilities will further benefit the Town of Claresholm's younger families, and younger adults.

Claresholm's new economic development plan will further increase its rate of growth to ensure future prosperity. With the addition of enhanced recreation, upgraded facilities, and future facilities it will continue to serve the existing population and create incentives for people to move to the community. These measures will keep Claresholm competitive with other municipalities in the fields of recreation and culture.

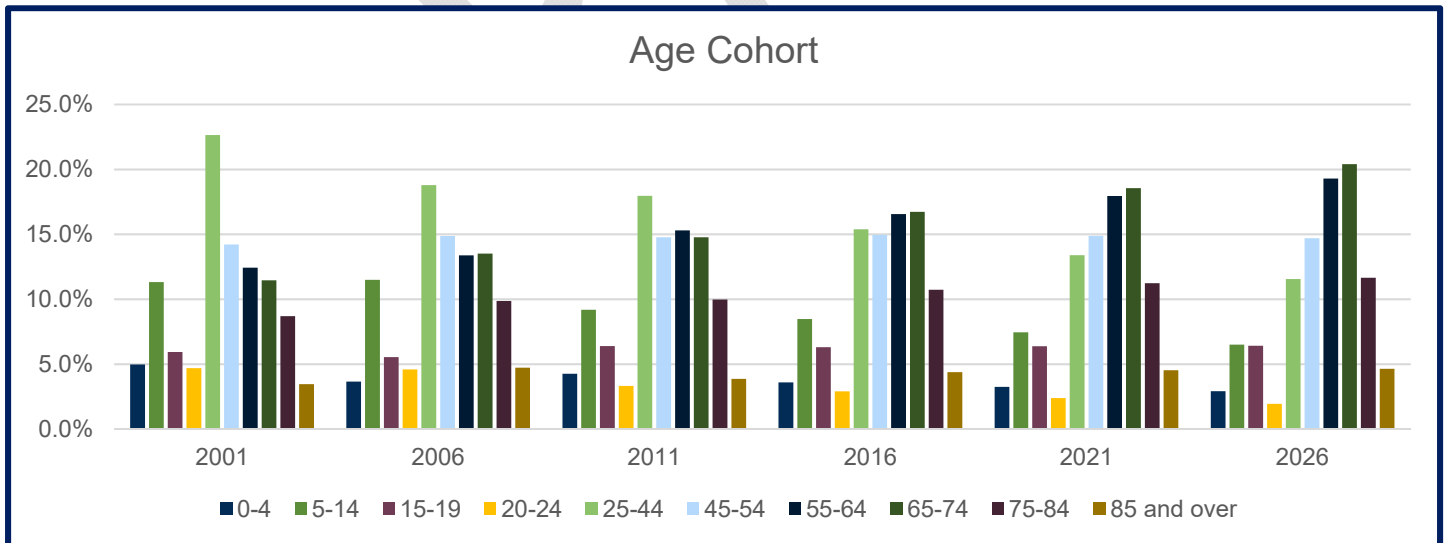
CLARESHOLM PROJECTED GROWTH



ASSESSMENT

With the efforts of Claresholm Economic Development and the development of a strong Recreation Framework we can create a place for those who have left to go to school or find employment, to come back to and raise their families. With Claresholm's population aging there will be career opportunities for young adults, and this will continue to drive up the younger demographic in the community.

AGE COHORT ANALYSIS



Source; 2016 Canada Census & Blair Bullock, Town of Claresholm Finance office

Definition:

A cohort is a group of people who share a common characteristic over a certain period of time. An age cohort analysis is a study that focuses on the amount per age cohort (group) over a period of time. In this graph it shows an estimated growth or decline of the cohorts over a period of time. This information can be used to forecast future recreation needs.

TRENDS

Implementing a Recreation Master Plan, takes into consideration trends and can provide valuable insight into Claresholms future. Along with population growth the Town will also see a shift in culture and demographics, as is already being witnessed across North America. The shift in culture and demographics has led to an evolution of values and priorities for communities.

Major demographic trends being experienced include:

- An aging population;
- Smaller family and household sizes;
- Increasing rates of immigration;
- A lack of funds and infrastructure;
- Threats to the natural environment and traditional ways of life;
- Increasing pressure on small numbers of volunteers to lead in many areas;
- Challenges related to transportation and distance

Accommodating these changes, the Parks and Recreation Master Plan will assist the Town with planning and development of recreation. Recent studies and literature acknowledge the benefit for individuals and communities. Planning for the future allows municipalities to embrace, modify and create the characteristics that build livable communities.

Source: <http://lin.ca/sites/default/files/attachments/framework-for-recreation-in-canada-2016.pdf>

Trends	SHIFTING DEMOGRAPHICS, CULTURE AND VALUES
Free Time for Baby Boomers	Baby boomers are reaching retirement age and looking for enhanced leisure and recreation opportunities. This demographic has newfound free time, resulting in growing demand for senior recreation.
Health and Fitness	Younger generations have increased their motivation for health and fitness, and with the 'wellness movement' are pushing demand for recreation services and facilities in communities. To retain young demographics in the Town it is important to accommodate this demand. Links and partnerships between public health professionals and recreation professionals are becoming commonplace. Links are made between public health and the cost of health care, with emphasis on prevention of illness through physical activity. These partnerships make sense for our community.
Accessibility	Barriers for those who are mobility impaired are being removed, and accessibility to recreation is quickly evolving to include all demographics and populations to fulfill recreation needs.
Connecting to Nature	The ability for people to immerse themselves in nature has consistently proven to improve mental and social health.
Self-Scheduled	Increased demand for individual led recreation pursuits that are less structured, low cost, spontaneous and involve less commitment than group sports. People participate more frequently in outdoor pursuits that are close to home. Team sports are also experiencing declining levels of participation. Due to a number of factors, including cost, stress, and the busy nature of modern life. Recreation that does not require a lot of planning seems to be more appealing. The 2013 Alberta Recreation Survey revealed that Albertans continue to mostly participate in informal and unstructured recreational activities. The top ten favorite outdoor activities were walking, golfing, camping, bicycling, reading, hiking, fishing, gardening, swimming, jogging and/ or running.
Outdoor Recreation	There is increasing interest in outdoor activities, especially walking. Activities with the highest household participation rates are walking (93%), gardening (72%), craft/hobby (64%), bicycling (56%), attending a sports event (60%), attending a fair/festival (57%), swimming in pools (54%), playing video/computer games (53%), attending live theatre (52%), and visiting a museum/galley (51%). The number of outdoor activities in the top ten has increased since 1981. Outdoor activities on the rise since 1981 include walking and picnicking in the city, while baseball/softball, football, fishing and motor boating appear to be declining. The percentage of people identifying parks or outdoor spaces as a location for a favorite activity increased from 46% in 2000 to 58% in 2013.
Quality of Life and Wellness	There is a renewed focus on quality of life issues and a commitment to increasing personal capacity and well-being. In towns such as Claresholm this is often fulfilled through the provision of parks, open spaces, recreation and culture. Trends in planning are to provide recreation spaces within walking distance from home. This increases usage of facilities while helping in community building.
Increased Environmental Stewardship	Concern around the environment is growing. Issues related to climate change will have a direct impact on park and open space management and sustainability policies. It is necessary to consider how today's development will impact future generations. Creating space that benefits both people and the environment is important in protecting the integrity of the natural world.
Variety of Activities	The range of recreation activities demanded by the public is increasing in variety. Whether people are looking to try hot yoga or downhill mountain biking, service providers must be prepared to deal with a dynamic range of recreation and cultural activities.
Interactivity	People are increasingly more connected through tech and mobile devices. The ability to share activities and connect with the online community is constantly gaining more importance and relevance to how people engage in activities. Online booking, tracking of fitness, the creation of interest groups and the sharing of events are all examples of the ways interactivity can influence how people go about their recreation and cultural activities.

2013 ALBERTA RECREATION SURVEY

Alberta Government

<http://www.culturetourism.alberta.ca/recreation/resources/research-analytics/recreation-survey/recreation-survey-results/pdf/AB-Rec-2013-ReportFinal.pdf>

Context:

The Public Opinion Survey on Recreation was developed in 1981 to determine participation patterns of Albertans and the factors which influence their recreation activity choices.

- Every four years, Alberta Tourism, Parks and Recreation conducts the Alberta Recreation Survey. The 2013 survey was a collaborative effort between Alberta Tourism, Parks and Recreation and the

Cities of Calgary, Edmonton, and Lethbridge.

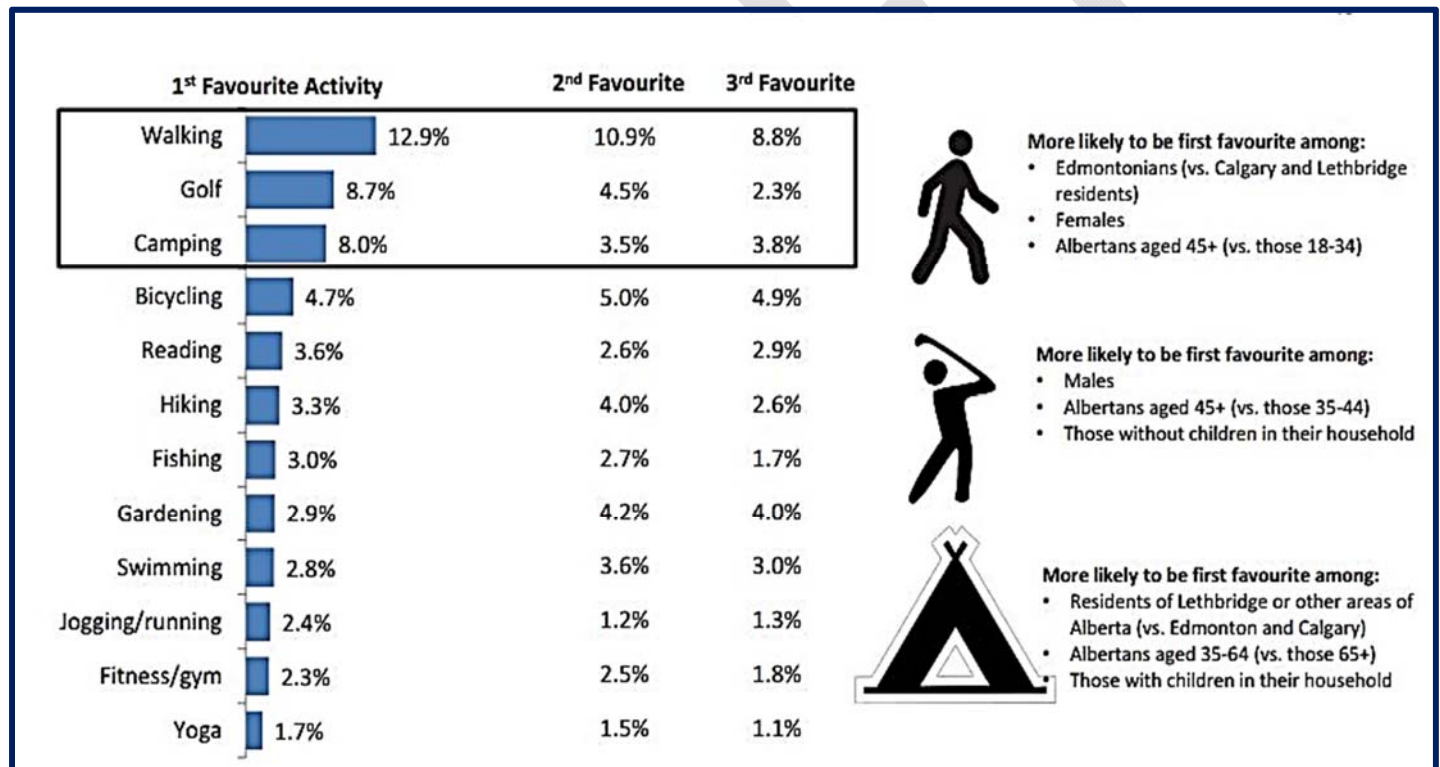
- Findings from the survey are used to assess trends on a longitudinal basis, forecast future demand, and aid the recreation sector in targeting and marketing its services.

Objectives:

To collect current information related to recreation participation patterns of Albertans and the factors which influence their recreation activity choices. Provide information to support Tourism, Parks and Recreation as it implements the Active Alberta Policy to encourage Albertans to become more active.

FAVOURITE ACTIVITIES

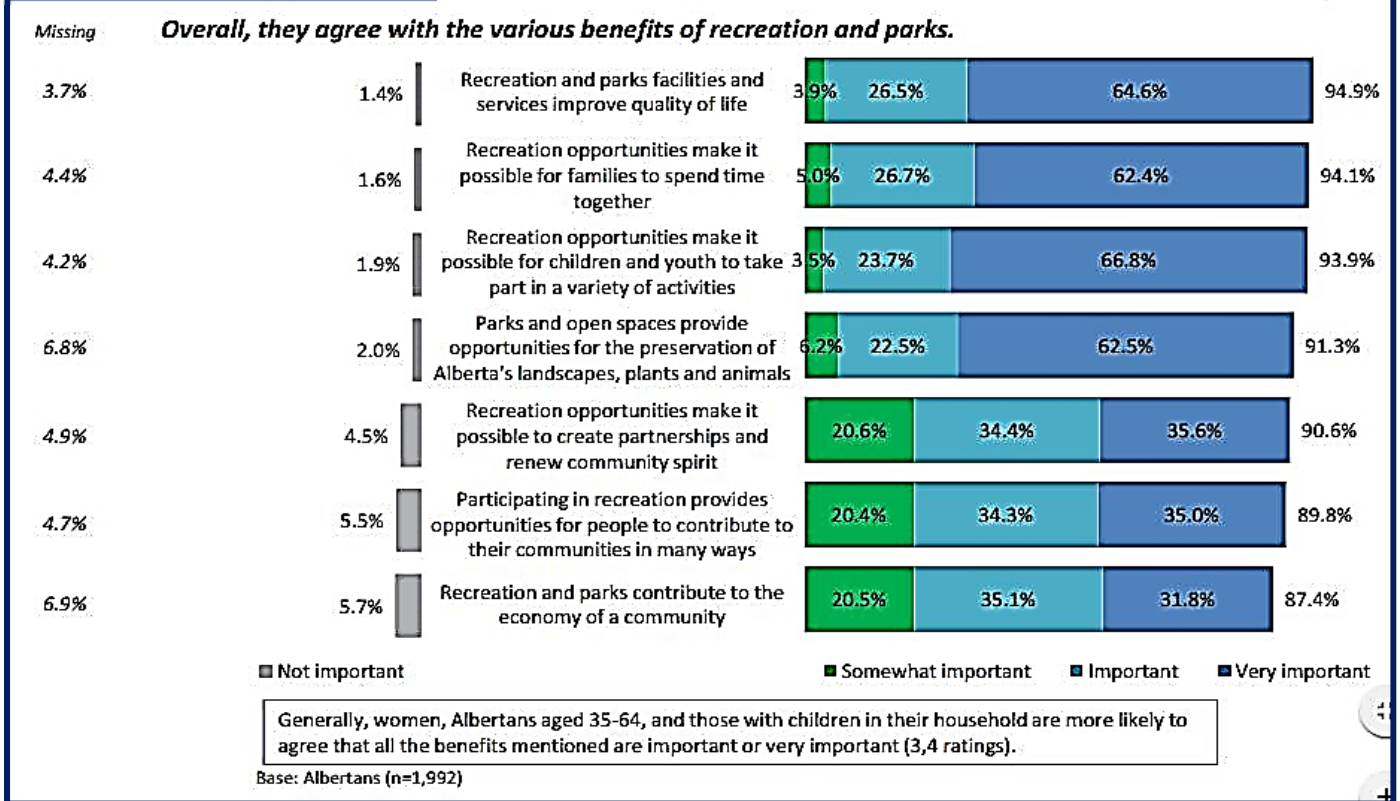
Alberta Recreation Survey 2013



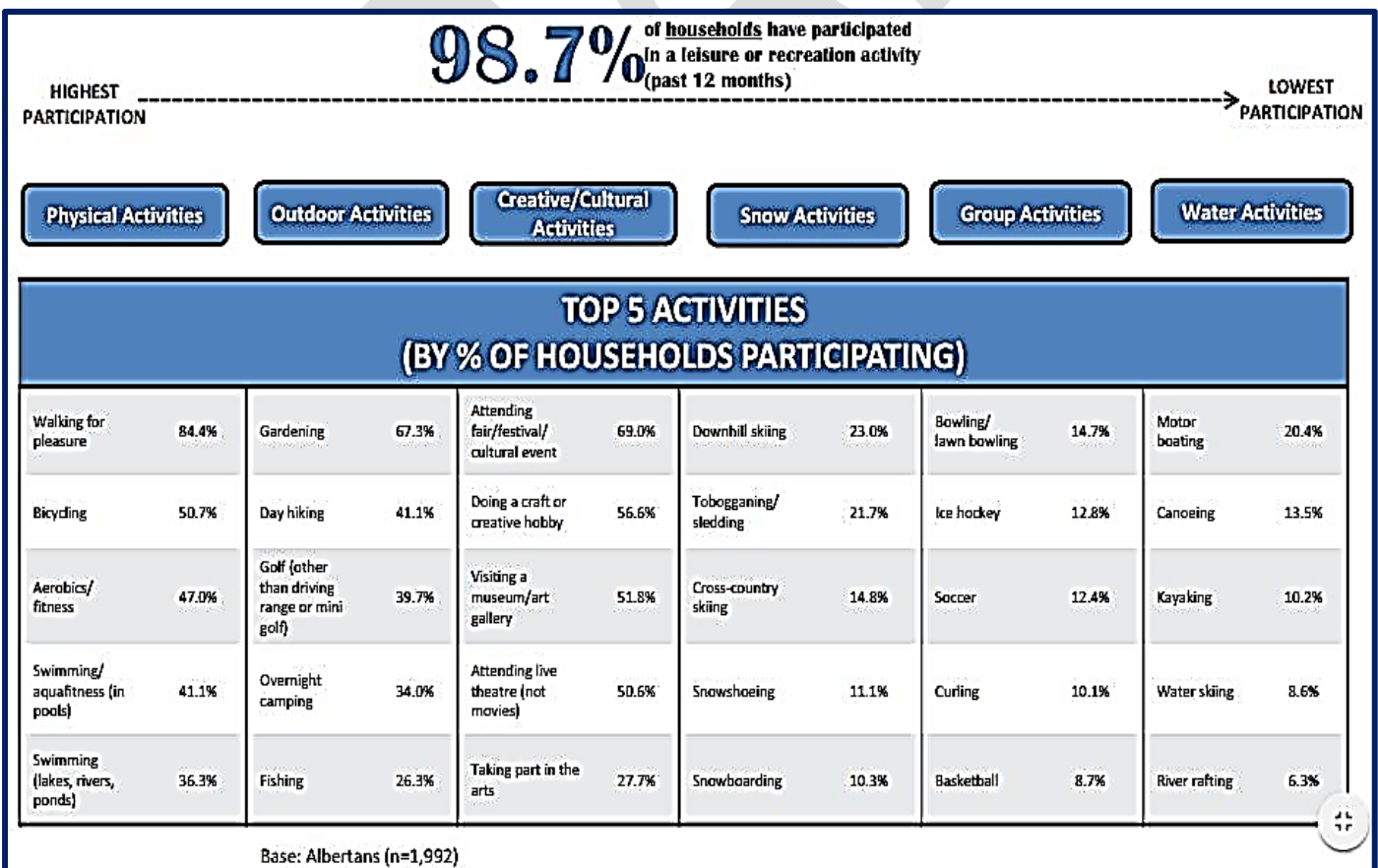
ASSESSMENT

While looking at these snapshots from the 2013 Recreational Survey of recreational activities that households enjoy throughout the year, it is apparent that Claresholm is fortunate to have the facilities, programs, and opportunities that we have. From the Community Needs assessment in 2014, we can determine that Claresholm residents are on track with what the rest of Alberta is participating in. While there are shortfalls due to the location, or geography our community and are still offers many of the recreational activities that others do.

RECREATION AND PARKS

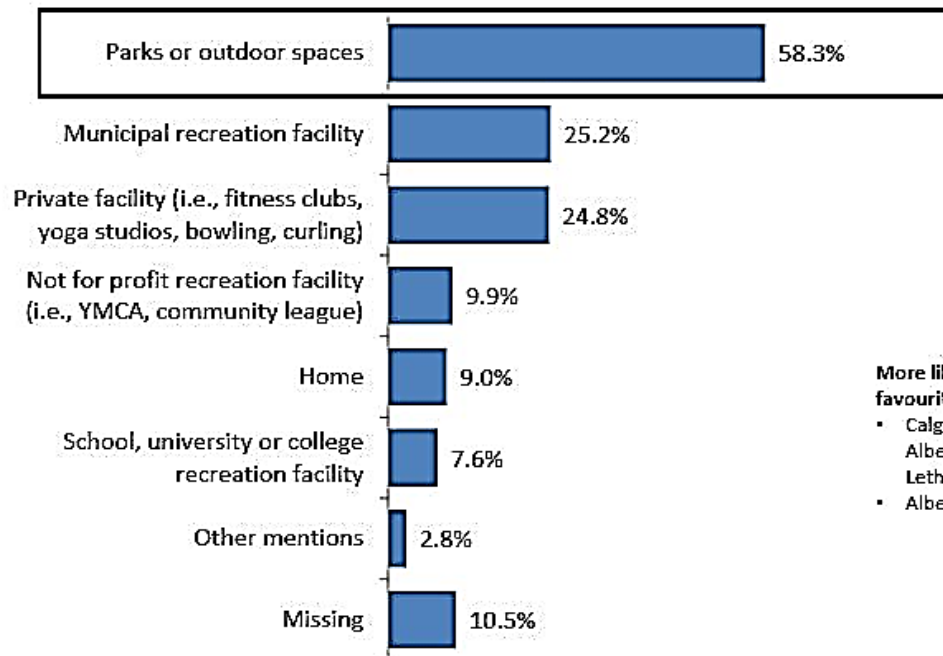


PARTICIPATION IN LEISURE AND RECREATION



LOCATION FOR FIRST FAVOURITE ACTIVITY

2013 Alberta Recreation Survey



More likely to prefer participating in first favourite activity in parks or outdoor spaces:

- Calgarians and residents of other areas of Alberta (vs. Edmontonians and residents of Lethbridge)
- Albertans aged 35-44 (vs. 34 or less and 45+)

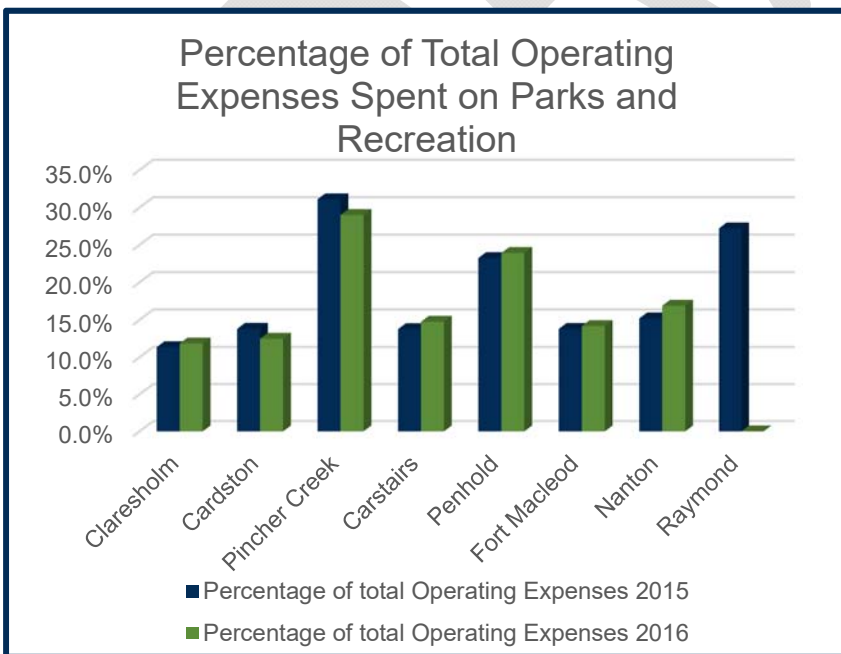
Base: Albertans (n=1,992)

COMMUNITY COMPARISON

Facility Inventory	Claesholm Pop. 3780	Cardston Pop. 3580	Carstairs Pop. 4077	Fort Macleod Pop. 2967	Nanton Pop. 2130	Penhold Pop. 3277	Pincher Creek Pop. 3642	Raymond Pop. 3078
AG Complex/ Arena	✓ (Indoor)	✓ (Indoor)	✓	✓ (Indoor)	✓		✓	✓
Ice Arena	✓	✓	✓	✓	✓	✓	✓	✓
Aquatic Centre	✓ (Indoor)	✓ (Outdoor)		✓ (Outdoor)	✓ (Outdoor)		✓ (Indoor)	✓ (Outdoor)
Campground	✓	✓	✓	✓ 2	✓		✓ 2	✓ 2
Community Centre/Hall	✓	✓	✓	✓	✓	✓	✓	✓
Curling Rink	✓		✓	✓	✓	✓	✓	
Gymnasium		✓				✓	✓	✓
Golf Course	✓	✓	✓	✓	✓		✓	✓
Multi Use Facility			✓		✓	✓	✓	✓
Seniors Center	✓	✓		✓	✓	✓	✓	✓
Soccer Pitch/ Rugby Field		✓	✓	✓		✓		✓
Football Field	✓	✓	✓				✓	✓
Ball Complex	✓	✓	✓	✓	✓	✓	✓	✓

Chart used for comparisons only, does not include Theatres, or Museums

PERCENTAGE OF TOTAL OPERATING EXPENSES



GENERAL SUMMARY:
 When compared to communities of similar population size, Claesholm has an average inventory of town recreational facilities. Financial expenses of our facilities are lower than those of comparable communities. This could be due to the geography, the size and amounts of parks in the communities featured, staffing, and the amount of people from surrounding areas that utilize the facilities.

Source: Percentages were calculated based off total actual expenditures for parks and recreation compared to total operating expenditures as reported on the [Consolidated] Statement of Operations on each community's respective 2015 and 2016 audited financial statements. 2016 audited financials were not available for the Town of Raymond.

DRAFT



CAO REPORT

June 26, 2017

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

CMML Course

I have completed the required courses and have received my Certificate in Municipal Management and Leadership.

Harvest Square

The development agreement and final engineered drawings are now complete on the Harvest Square project and the developer intends to move forward immediately.

WCB Training

A representative from WCB made a presentation to the management team and staff who oversee workers. The presentation covered: what is WCB; how claims impact our account; what are our responsibilities under the Workers' Compensation Legislation; what is the impact of modified work; and what are some best practices.

LGAA Zone Meeting

I hosted the Local Government Administrators Association zone meeting here in Claresholm on June 15. There were presentations from the Assistant Deputy Minister of Municipal Affairs, the Alberta Ombudsmen's Office, MLA Pat Stier and AAMD&C Business Services. There were 16 in attendance representing various municipalities within Southern Alberta.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

HR & TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

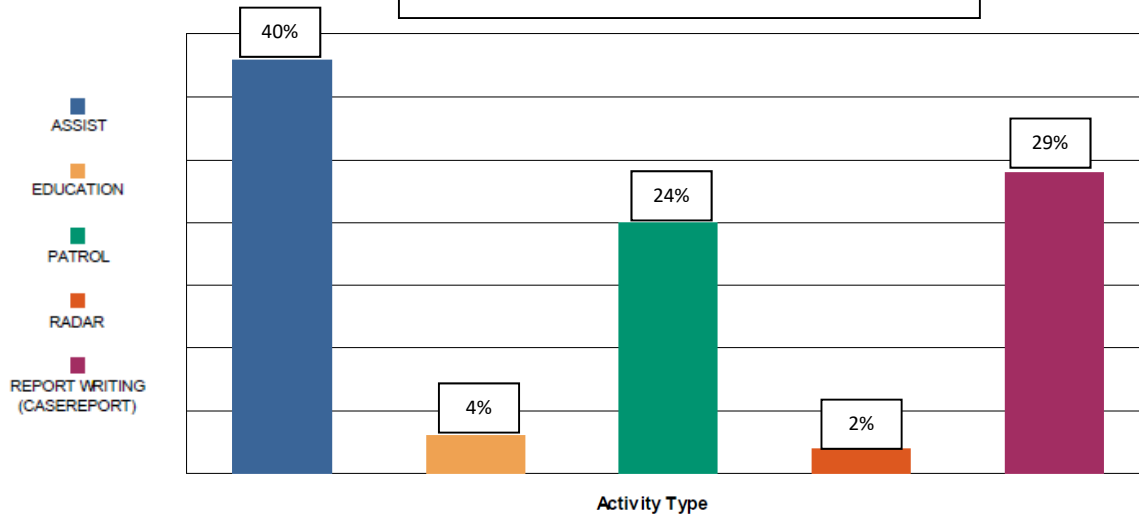


INFORMATION BRIEF

Meeting: June 26, 2017
 Agenda Item: CAO REPORT

MAY BYLAW ENFORCEMENT REPORT

Community Engagement



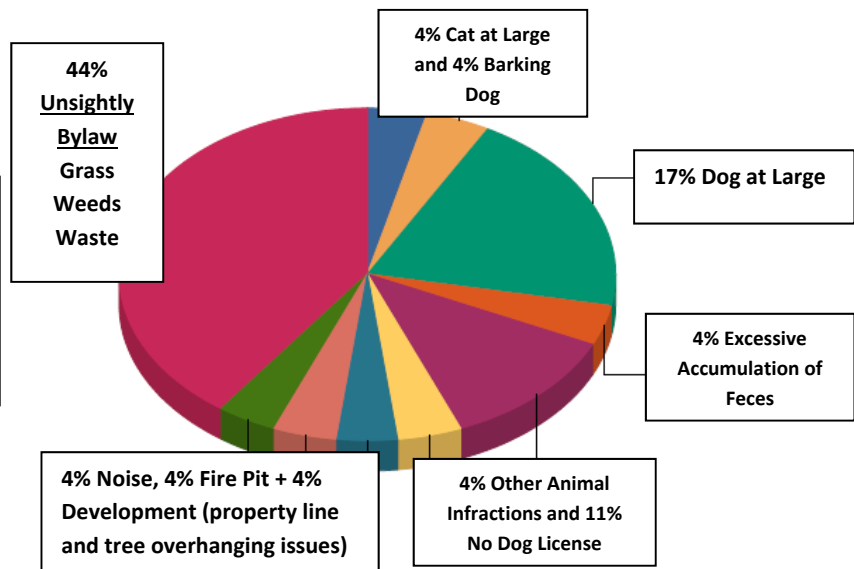
May Newspaper Focus:

1. Spring Clean Up – information and guidelines
2. Unsightly Bylaw – reminder on what defines weeds and the responsibilities of the property owner
3. Dog Bylaw – reminder to pick up after your dog

May Enforcement Highlights:

1. Assisted with traffic control for the West Meadow School community clean-up.
2. Bike Rodeo education with other communities through SARSS.
3. Unsightly infraction follow-ups, predominantly grass, weeds and compost area dumping.
 - 6 Notices issued – 2 went to a work order.
4. SADD workshop at the WCCHS School in conjunction with the RCMP and local Public Health (AHS).
5. Attended AMEA conference in Red Deer and gained more clarity on “order writing” and bylaw processes.
6. Animal control focused on dogs and cats at large + infractions for excessive accumulations of dog fecal matter.
7. Assisted several property owners with spring cleanup issues by facilitating solutions.

The Percent of Time Allocated to Community Enforcement Actions



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 5/22/2017 - 6/23/2017

Attended some very interesting and enlightening training June 12-14th offered by Municipal Affairs discussing many of the changes to the Municipal Government Act including some discussion of parts of Bill 20, Bill 21 and Bill 8. The third day was all elections, returning officer training that was good for me to have some better understanding on as well. I am also just finishing up my first NACLA course on Information Access and Privacy Protection as I pursue my CLGM designation. This course has also been extremely informative and eye opening. Additional updates on what I have been involved with in the last month:

Financial

- Reviewed and updated some accounting processes related to payroll in order to more accurately distribute payroll expenses to the appropriate departments throughout the year. This also eliminates the use of some clearing accounts which will simplify year end processes and eliminate some yearend journal entries.
- Drafted and sent out the Request for Proposal for audit services, advertising in the local paper and the Lethbridge Herald. I also contacted or invited 8-10 firms that were identified as providing audit services to other southern Alberta municipalities. I have already received some response from 4 firms requesting additional information or simply acknowledging intent to submit a proposal. Proposal deadline is July 12th.
- Started conversations with Enmax, ATCO and AMSC to review current energy prices and services and receive proposals on what each can offer for pricing and services. Have already had a sit down meeting with a representative from Enmax and will be sitting down with AMSC in late July.
- In the process of reviewing benefits package and where some cost savings may be realized.
- Compiled April month-end financial report for council and individual departments.

FCSS & Museum

- Completed FCSS Assessment, discussed assessment with FCSS Board, and assisted with passing their recommendation on to Council to adjust the office hours for FCSS and hire a part time Community Outreach worker. These recommendations were supported by Council at which point I assisted Barb in drafting the posting for this position which has now been advertised. We have already received a handful of applications for the position.
- Museum Deck construction has been completed. Looks great.
- Looking at options for how to deal with pigeon problems at the Museum which is causing damage to our deck. Ken has been in contact with the Historic Resources Management Branch and they may be able to help fund this project.

Bylaw

- Worked with Jason and Marian to put in a more legal Bylaw Order / Remediation process in place with regards to unsightly premises.
- Discussions with Jason regarding CARES and our contract and working relationship with them. Beginning the process of reviewing those in preparation for new agreements that will need to be put in place at the end of the year.

Parks and Recreation Master Plan

- Assisting Denise and Marian to finalize an initial draft of the Parks and Recreation Master Plan for Council review and input.

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

DEVELOPMENT OFFICER REPORT



For: 5/20/2017 - 6/22/2017

Claresholm

Development Permits

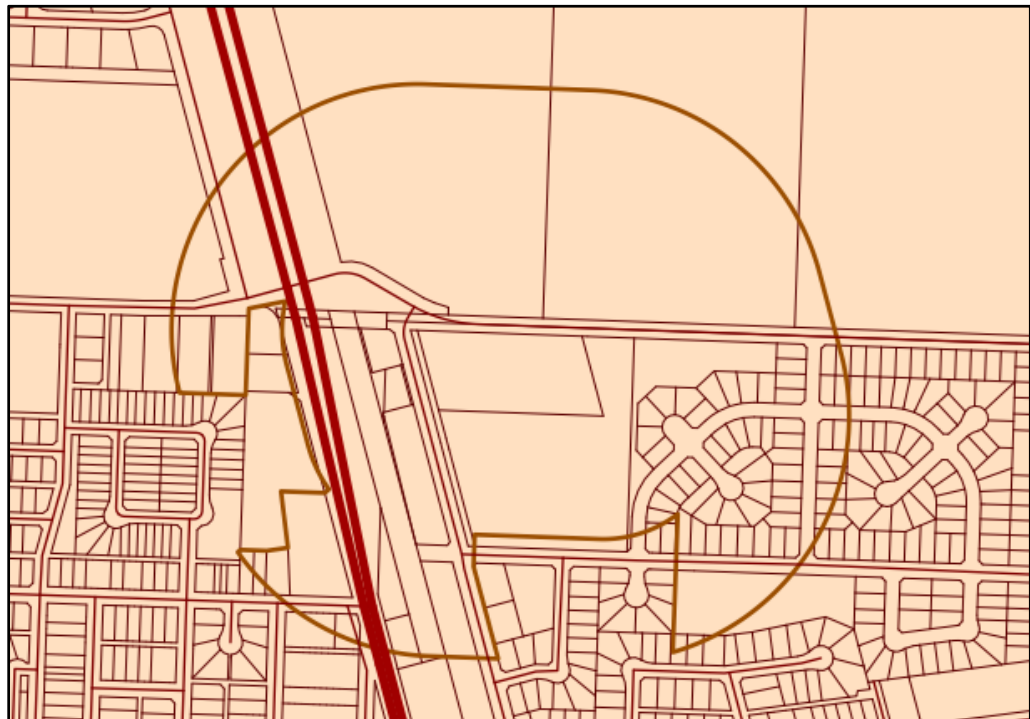
- ❖ 8 permit applications received.
- ❖ 5 development permits closed.

Compliance Requests

- ❖ 12 compliance requests processed.

Miscellaneous

- ❖ Attended MD of Willow Creek Public Hearing for Municipal Development Plan, May 24, 2017.
- ❖ New buffer mapping completed regarding the consent to vary the non-operating landfill from Alberta Environment.



- ❖ MPC meeting held May 26, 2017 & June 16, 2017.
- ❖ Local Press focus on signs & Alberta Building Code information (when permits are required) and Alberta One Call.
- ❖ Webinar #1: put on by Alberta Parks & Environment and MCCAC
“Connected Knowledge for Smarter Cities” Topics included:
 - Creating a technology strategy: 1. horizon scanning, 2. disruptive change, 3. platform for growth.

- Understanding what residents need and expect and how those services can be provided with simple solutions for the resident (through technology – and information gathering)
- Digital platform to reduce the carbon footprint and increase efficiency when information can be found online.
- ❖ Webinar #2 – “City Design & Connectivity” - What is a truly “Smart City”?
Topics included:
 - In urban design technology, the space, and people need to all be of equal focus. (cultural and civic participation, safety, regional identity)
 - Think about what makes an urban environment more livable, by having technology work harder.
 - Apps to show local services, lists, community gardens, urban design for increased activity, co-working centers, better modes of transportation, technology to make the urban environment more efficient (ex. biogas digesters).

Continued projects/events

MDP Review & Update

- ❖ Start-up time scheduled for June 26, 2017 with ORRSC.

*Submitted by
Tara VanDellen
Development Officer*



Monthly Report

June, 2017

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer (EDO)

- Completing the following University of Calgary Courses as part of the Economic Developers accreditation;
 - Management Communications; Interpersonal Skills
- On vacation for marriage June 7 through June 21

Economic Development Committee (EDC)

- General Meeting on June 19
 - Website
 - Initial composite designs are approved and subpages being developed
 - Business Database formatting complete
 - Wayfinding Signage
 - RFP process complete; proponent (CanWest Legacy) selected and first development meeting slated for June 28
 - Beautification
 - EDO to work with local artisan on development of Blade Sign program
 - Downtown Washrooms in place for months of June through early September
 - Downtown Tour
 - Vendors and musicians recruited
 - Businesses notified of potential road closure on 49th Avenue for event following Council approval of concept
 - Economic Development Assistant selection process complete
 - Selected candidate to begin 9-week term on June 27

Defining a Promise

- Marketing Plan

- Initial draft completed by EDO with assistance and guidance from CAO
- Second draft presented to EDC for review and edits
- Final Draft to be included in Council Meeting package for approval & feedback on July 17

Downtown Summer Jams

- Retailers have been approached and participating retailers identified
- Marketing to commence immediately

Other Activities

- Discovery Days
 - EDO will have final meeting with interested students at West Meadow Elementary School on Monday, June 26
- Investment Attraction
 - EDO & EDC member Darla Slovak attended Alberta Food Processors Association event in Calgary on May 31
 - Contacts developed and first development meeting for an Agri-based business event for Claresholm to take place on July 5
- Junior Achievement
 - EDO facilitated JA program with Grade 10 students on Tuesday, June 6
 - EDO to facilitate JA program with Grad 6 students on Friday, June 23 and Monday, June 24
 - EDO to work with JA for business development program for youth in grades 11 and 12 for 2017-2018 school year
- Tourism Map
 - A new tourism map has been developed for 2017
 - EDO worked with VIC/Museum and Claresholm Local Press to complete document prior to Good Sams Rally June 14-18
 - Document will be reviewed annually for updates as appropriate
 - Document to be printed and made available at all applicable tourism based operations within Claresholm and at Town Office before June 30
- New Businesses
 - EDO has helped to facilitate the development and launch of a new downtown retailer of gift items, coffee shop and ice cream slated for early July opening \
- Open Farm Day
 - EDO working with Organic Alberta to facilitate an Open Farm Day in the area that would showcase producers and processes in organic agriculture

FCSS DIRECTOR'S REPORT FOR JUNE 2017

- McMan from Calgary hosted 8 sessions with Youth of Tomorrow on appropriate behaviours and emotional responses. Kids enjoyed the classes and participated fully in the program. Surveys will be done.
- Youth of Tomorrow continue to do a lot of volunteer work in the community for private and club requests.
- Met with John (Youth of Tomorrow) to go over new forms to fill out for expenses and how John will now submit an invoice monthly for his contracted position. Also discussed the field trip that was planned for Calgary.
- Youth took field trip to Southland Leisure Centre for swimming and wave pool and then to South Centre Mall for food court and shopping. The pool that day was free to enter so they still have some donated money to spend on another trip.
- Congratulations to John! –FCSS submitted an application for John Wenlock to receive the Canada 150 Medal – found out that he will receive it on June 28th
- Met with Maxine from Housing Authority to plan the next low income senior outing. Using the remains of United Way grant. Plan to take the seniors to Waterton for the day and then a stop at Walmart. Will plan for a day in August.
- Prepared and hosted 2 wrap up celebrations at West Meadow Elementary with 3 grade 2 classrooms that are offering Roots of Empathy. There were a total of 76 kids and 2 families. One of the families had twins. Will be preparing for 3 more grade 2 classes for next year. Surveys were given to students for feedback.
- Attended a Generative Conversation – collaboration of service groups – decided that they will work together at making contacts personally with all service groups and determining a main contact for each group that can keep community informed as to their events planned for each year. This information will be put onto a calendar with access for all.
- Set up and planned two future meetings with Annand (Volunteer Alberta). Meeting one for June 7 was a videoconference to talk about updates of what each of the groups had done to date and what things were still to be done. The other meeting is set for Wednesday June 28 at 7:30 at EDO office. All are welcome.
- Attended a PHECC (early childhood) meeting to discuss events happening in our area. More activities are being planned. They are looking for more board participants.
- Conversated with grade 7 teacher about finding 2 boys that could go to Tim Horton's summer camp. Found one boy and he was accepted to the program for this year.
- Hosted an Outcome Measures training session at The Station. Had 8 FCSS directors and the Training facilitator. Reviewed how to use the measures bank, prepare surveys, make outcome statements etc. to report to the province.

- Hosted the last Interagency until September. There were only 8 in attendance but there was a lot of networking and some good information shared.
- Held the Longest Day of Play in Amundsen Park. A rough estimate of 100 participants. The Youth volunteered and organized some of the games for the event. Out of 19 families surveyed there were 19 positive responses.
- Met with Blair to review the job posting and job description for the part time position. Arranged for it to be put into Local Press on town site, FCSS website and Facebook page.
- Assisted the Coordinator for Elder Abuse project to write the New Horizons Grant.
- Attended the WCB information course at town office. Very informative.
- Have 4 interested community members to start the Compass Caring for the Caregiver course. Have had some delays in getting them all together but will hopefully start on June 27th.
- Working on Outcome Measures reporting for 2016 for the Provincial Report. Submitted to government June 21st. Reported on Family Day Skate, Women's Conference, Roots of Empathy and Resource Centre.
- A Board of Director's meeting has been scheduled for July to review the Policies and Procedures Manual.

June 2017 HR/Taxation Report

From: Lisa Chilton

Human Resources

- All temporary staff have been hired and are doing well. The last summer position, the Economic Development Assistant position, will start on June 27th.
- The Community Outreach part-time position is currently being advertised and will close on July 10th, 2017.

Taxation

- Taxes past due, and in arrears as at June 22, 2017 are as follows:

\$ 49,965.44 Tax recovery property - #4 Skyline
\$ 25,648.67 Tax Arrears List for 2016 (subject to auction August 23rd, 2017)
\$ 37,435.49 Tax Arrears List for 2017 (subject to sale after March 31st, 2018)
\$ 6,422.37 Other arrears.

\$119,471.97 Total

- Council has set the reserve bids for the 3 properties to be auctioned at the May 23rd, 2017 council meeting. A request for a 2 month adjournment for one of the properties is being presented for council's consideration at the June 26th, 2017 meeting due to the changing circumstances of the property owner.
- The ad for the properties to be auctioned has been approved, and sent, to the Alberta Gazette to be published in their June 30th, 2017 edition.
- The ad will also appear in our local paper for 2 editions beginning August 2nd, 2017. The timing of the advertisements are very specific in the legislation regarding the public auction.
- All parties, having a registered interest in the auction properties, have been notified of the auction details via registered mail.
- The 2017 Tax Arrears List has been registered at the Land Titles Office. There were 21 properties registered with tax arrears over 2 years. Seven of those have already been paid in full.
- Tax notices were mailed on May 31st, 2017.
- This mailing date has extended our due date for taxes for 2017 to July 14th and our complaint date for assessment appeals to July 30th, 2017.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



6/22/2017

Report for May/June 2017

Buildings Regular inspections of all Town buildings and cleaning of the range hoods at various Town buildings is complete. The Arena header has been replaced, and filled with coolant, the condition of the existing plastic floor piping is brittle. Cracking in the old piping is appearing now that header replacement is done and we are not under full pressure. We will do our best to get another year out of the existing system.

Sidewalks The Tender has been awarded to a local company. Construction is to start on the replacement list in July. The sidewalk repair list for 2017 is made up of the worst ones to be repaired first on the list. The current list of repairs will take years to complete with the yearly allocated budget.

Streets Potholes are being dealt with as manpower allows. Sweeping and line painting is underway.

Sanitary Sewers No sewer backups have been reported this month. Monthly maintenance continues on the last Friday of every month.

Water Distribution The PW crew has fixed a service line leak along the 100 blk. of 43rd Ave West, and another water leak was also repaired in Mountain View Cres. A total 5 water main valves have been replaced or repaired in our system this year to date, with 7 more scheduled for this year.

Storm Sewer Drainage The storm water pond project is to be completed approximately at the end of July, according to the latest info from our contractor. Work has started on repairs to the Frog Creek ditch. Phase 2 (8th Street ditch) has been tendered. Cleaning and repairs to the existing storm piping system continues.

Parks Grass cutting weekly, tree trimming, grass whipping, Spraying for weeds around facilities and ball diamonds, helping user groups set up and take down, as needed weekly. The pickle ball courts are installed at the existing tennis courts. PW's has been working on the new playground at Lions park. The new Lions Park should be open by the end of the month.



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

Garbage Our collection program is running well. Spring cleanup is complete, 120 cu. yards of metal was collected and recycled, and some people are still setting out large amounts of dry waste. We will now include them in our normal collections to ensure no complaints from residents.



Equipment Maintenance and repairs are done as needed.

Staff Holidays season is in full swing, 6 weeks in June is booked off, PW staff will cover for all departments, a total of 48 weeks has to be scheduled and covered.

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

RECREATION DEPARTMENT

May & June 2017



TOWN OF CLARESHOLM

June 20, 2017

Authored by: Denise Spencer





RECREATION DEPARTMENT

May & June 2017

General Overview Facilities

Arena:

1. We are tentatively booking out of town teams for the 2017-2018 Hockey Season, they will be finalized when we have word regarding the floor
2. Lacrosse's last game is June 22
3. The Bench Show Board has been notified that the Arena Floor is scheduled to be replaced in 2018. We will work together to find alternative arrangements to ensure it is a success during the 2018 Fair Days

Aquatic Centre:

1. Summer Registrations have filled for the weeks of July 3-7, 10-14, 17-21, and 24-29. Registrations are still coming in, and August is typically filled with students who're currently registered. There are adjustments being made to some weeks where we can offer private lessons if they do not fill
2. The Lifesaving Swim Instructor Course scheduled for July 10-14 currently has 6 registrants
3. The extra preschool lessons that were added in May filled up, and the 9-11 am slots filled very quickly.
3. The Surf Program offered at our facility by The Lifesaving Society had 10 registrants as of June 16. We expect this number to grow. A barrier that we anticipate to having larger numbers attend is that the registration is online where our patrons enjoy the personal touch and payment options that we provide, as it is user friendly.
4. One long term Senior guard put in her notice June 15, as she is currently building her practice in Lethbridge after finishing her schooling.
5. The Facility Users meeting regarding the Kraken Swim meet (June 3 & 4) was held June 10. The Claresholm Centre for Mental Health and Addictions was very pleased with the outcomes from the meet. Measures such as checklists, volunteers, extra staff, and advance planning with the Facility

ensured the scheduled meet had no noticeable issues that were cause for complaint. The increased communications with all parties was also noted to have a desirable affect.

6. On June 16 the Claresholm Aquatic Centre attended an awards ceremony in Edmonton Alberta, where we accepted 5 awards from the Lifesaving Society;

1. Terry Cavanagh Junior Lifesaving Club Recognition Award
2. Anne Resek Swim for Life Recognition Award
3. Paul Haden Canadian Swim Patrol Recognition Award
4. Jordan Neave Swim to Survive Recognition Award
5. Royal Lifesaving Society Commonwealth Service Certificate

In addition to these awards 1 staff member received a DB Perks Leadership Scholarship for her role in the community as a volunteer, and 2 of our Junior Lifeguard Vikings were recognized for their provincial records.

Pickleball:

1. Outdoor Pickleball Is now scheduled at the Tennis Courts west of the High School, it starts June 21 from 6:30-9pm, weather permitting. This is open to anyone who is willing to try. Equipment is available for use, and a small donation is asked to ensure the group will be able to replace equipment as needed.

Progress

Master Plan: Submitted

Unstoppable Conversation: June 7, 2017 Unstoppable conversations had a follow up meeting regarding where groups and individuals were invited to share outcomes since the initial workshop. There were many ideas brought up, and the general consensus is that groups in general were more inclined to persevere, and move with projects versus presenting ideas without following through. There are many avenues that have been opened that will generate positive outcomes in the community, stay tuned.

SARA: The Registrations for Southern Alberta Summer Games in Brooks and the County of Newell are in, we have 136 athletes and coaches going, which is higher than 2014 (Pincher Creek) and slightly lower than 2016 (Lethbridge). Shirts have been designed and ordered from Photo Plus/ Southern Sports in Fort Macleod. They should be ready for pick up on Friday June 23. All towns within the region are donating pins that will be distributed when the shirts and packages are picked up

from the Town of Claresholm Office June 28 & 29. SASG Board recommends the regional director to attend meetings, watch athletes, and promote throughout the duration of the games. Promotion includes posting on social media. Please cheer on our regions athletes.



UTILITY SERVICES REPORT



JUNE 2017

3700 8th Street West

Box 1000 TOL-OTO

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager, Brad Burns

Summary

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

- Regional Water Treatment Plant.....pg. 3, 4, 5, 6
- Pumping Stations and Reservoirs.....pg. 7
- Water Distribution.....pg. 8
- Lagoon and Waste Water Collection.....pg. 9
- Raw Water Supply.....pg. 10, 11, 12

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- May 22nd unplugged coagulant line to process.
- May 24th contact Red Cap Ventures for yearly backup generator service for all stations.
- May 24th & June 13th test backup generator (no issues).
- May 25th HACH services onsite replacing CL₁₇ sensor.
- May 29th discussions with MPE service technician on Microsoft and Pro Talk backup alarms.
- May 31st inspect WTP roof membrane, flashing, vents and solar panels.
- June 2nd clean and calibrate online meters.
- June 5th calibrate CO₂ meter and test emergency shut down process.
- June 6th CHAMCO onsite for yearly SULLAIR compressor maintenance.

CHAMCO Technician Servicing WTP Air Compressors. Air Is Used For Operating Pneumatic Valves, Air Scrubs And DAF Micro Bubbles for Flotation In Pretreatment



- June 7th onsite meeting with Associated Engineering about 8th St ditch project.
- June 7th investigate and replace fuse for LIT 7332 coagulant tank level transmitter fault.
- June 13th mix batch chemical for PALL membrane EFM (enhanced flux maintenance).
- June 14th EFM both racks.

- June 15th drain and flush CIP tanks.
- June 16th clean DAF area online raw water meters.
- June 16th calibrate lab meters and verify online to lab meter readings.
- June 17th reject water/flood alarm neutralization tank level transmitter fault.
- June 19th MPE online adjusting PLC settings to keep LT 8526 operational.
- June 19th clean LT 8526 and neutralization tank transmitter housing.
- June 21st K & B Heating on site replacing hydronic heating system boiler mate coil.

BMS Hydronic Heating System heat exchanger coil replacement



ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- 6 Bacteriological samples have been taken in June and have been absent of total coliforms and E coli.
- May 25th-26th attended coaching for operator's course in Calgary.

SAFTEY

- June 5th test chlorine alarm sensor.
- June 7th monthly safety meeting at shop.
- June 7th onsite safety meetings.
- June 15th fire extinguisher inspection (all buildings).
- June 20th check all eye wash/shower stations.
- June 20th attend WCB presentation.
- June 21st test chlorine alarm sensor email, text message and call out.

INSTRUMENTATION

- June 16th calibrate HQ 40d verify 2100N Turbidimeter and validate online/bench equipment.
- June 16th calibrate 2100N Turbidimeter.

CHEMICAL

- May 19th transfer sodium hypochlorite and citric acid in CIP room.
- June 2nd move empty chemical drums to storage shed.
- June 6th transfer sodium hypochlorite to day tank.
- June 6th change chlorine bottles and test CL2 call out alarm system.
- June 7th Clear Tech onsite to discuss chemical options and pricing.
- June 9th transfer PURI-FI 420 algaecide to day tank.
- June 21st change chlorine bottles and test chlorine alarm.
- June 22nd KLEAR WATER chemicals onsite to discuss chemical pricing (coagulant, PURI-FI 420).

Utility Operator Changing Gas Chlorine Bottles Using SCBA



PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- May 22nd chlorine alarm issue with CL₁₇ analyzer sensor alarm (contact HACH service).
- May 23rd clean CL₁₇, change solutions and checked sensor reference numbers.
- May 24th run backup generator (no issues).
- May 25th HACH services onsite replacing CL₁₇ sensor.
- June 12th check dry well valuing and sump pump.
- June 21st pump maintenance and check VFD's.
- June 13th run backup generator (no issues).

AIRPORT PUMP STATION

- June 6th pump maintenance and check VFD.
- June 19th Fortis planed power outage backup Chrysler ran (no issues).

UFA RESERVOIR

- Overflow ditch is clear of debris.
- June 14th check telemetry equipment, man holes and repair sump pump to control reservoir leak.
- June 16th YA PF HPS to UFA reservoir fail. MPE onsite to investigate issue.
- June 21st replace.
- June 22nd check sump pump issue.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- June 5th replace measuring chamber in residential meter.
- June 26th next scheduled monthly town meter reading.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM/SUPPLY LINE

- June 12th indication of small water leak on the supply line to Granum (check line).
- June 13th met with Granum CAO and town Forman to discuss supply line responsibilities.
- June 15th Onsite meeting with Forman, MPE and Rocky View Water Coop.

METER VAULTS

- June 15th check Granum meter vault.
- June 20th check booster station vault.
- June 20th adjust West Water Co-op PRV.
- June 20th check PRV and vault to acreages.

DISTRIBUTION LINES

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

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- May 23rd run backup generator.
- June 12th check electrical and telemetry equipment.
- June 22 test backup generator.

LAGOONS

- May 30th test backup generator (no issues).
- May 30th onsite meeting about Ossa Terra concrete disposal from 8th street ditch project.
- June 6th power outage Fortis onsite to replace pole fuses. Backup generator ran with no issues.

RAW WATER SUPPLY

PINE COULEE

- May 29th & June 14th meet landowner to discuss raw water hookup as per land owner's interim license approval.
- June 6th Alberta Health has asked AEP to forward microcystin findings in bodies of water that serve as drinking water sources.
- June 8th replace measuring chamber in raw water vault.
- June 14th pump ground water from meter vaults.
- June 16th Pine Coulee Reservoir is at its full level. Snow pack and spring rains have helped fill the reservoir sooner than expected.

Pine Coulee Reservoir at Full Capacity



RAW WATER STORAGE RESERVOIR

- May 20th stop filling onsite reservoir.
- June 5th start filling onsite raw water reservoir. Adding PURI-FI 420 algaecide to raw water entering the reservoir to prevent issues with blue green algae in summer months.
- June 7th onsite raw water visual inspection for any sign of microcystins (blue-Green Algae).
- June 9th-12th raw water refrigeration test indicates no presence of blue green algae.
- June 21st onsite raw water visual inspection for any sign of microcystins (blue-Green Algae).

Algae Refrigeration Test (No Indication of Algae Floating In Jars)



GOLF COURSE

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



INFORMATION BRIEF

Meeting: June 26, 2017

Agenda Item: 17

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	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				

8	RFD: Tax Sale Properties - Moved by Councillor Dixon that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017. CARRIED MOTION #17-047 Moved by Councillor Cutler that the 2017 tax recovery reserve bids be set as follows: i. N 50' of Lot 20, Block 1, Plan 147N, reserve bid \$50,060; ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100; iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790. CARRIED MOTION #17-048 Moved by Councillor McAlonan that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #17-049	Lisa	Sent ad to Alberta Gazette for June 30th edition	Ongoing
Regular Scheduled Meeting - June 12, 2017				
1	BYLAW #1631 - Moved by Councillor Cutler to give Bylaw #1631, a land use bylaw amendment, 1st Reading. CARRIED	Tara	Public Hearing Date set for July 17, 2017.	Complete
7	CORRES: Southern Alberta Recreation Association - Moved by Councillor Cutler to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to host the Southern Alberta Summer Games in Claresholm in 2020. CARRIED MOTION #17-050	Karine	Letter sent	Complete
9	CORRES: Royal Canadian Legion Branch #41 - Moved by Councillor Ford to forgive the municipal portion of the 2017 property taxes of the Royal Canadian Legion in the amount of \$1,206.06. CARRIED MOTION #17-051	Karine/Lisa	Karine: Wrote letter to Legion Lisa: cancelled municipal taxes	Complete
10	CORRES: Claresholm Animal Rescue Society (CAREs) - Directed by Council to ask CAREs to complete a formal application as per Policy #CEDC 12-15 - the Community Donation Policy.	Karine	Letter sent along with a copy of the policy	Complete
11	CORRES: Claresholm Public Library RE: New Claresholm Public Library Manager - Direction from Council to send a letter to Jay Sawatzky recognizing her on her new position with the Library.	Karine	Letter sent	Complete
12	INTERIM REPORT: Alberta Electoral Boundaries Commission - Council requested that Administration gather further information.	Marian	Information being collected. Will be in agenda package July 17th	In progress
13	NEWS RELEASE: Fortis Alberta - Council requested Administration to contact Fortis regarding concerns about excess lighting pollution.	Mike/Marian	Placed call to Fortis to discuss further	In progress
14	RFD: Funding Agreement MD of Willow Creek - Moved by Councillor Fieguth to sign the Claresholm Arena Funding Agreement with the MD of Willow Creek as amended. CARRIED MOTION #17-052	Marian	Agreement signed	Complete
15	RFD: Minor Hockey Fundraiser - Moved by Councillor Fieguth to allow Claresholm Minor Hockey to use the Arena board signs as a fundraiser at a rate of \$1,000 each for the 2018-2019 season, 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. CARRIED MOTION #17-053	Denise/Mike	Minor Hockey notified	Complete
16	RFD: Aquatic Centre Training - Tabled to next meeting due to lack of quorum.	Karine	On June 26th Agenda	Complete
17	RFD: Municipal Development Plan Review & Update - Moved by Councillor O'Neill to accept the proposal from the Oldman River Regional Services Commission (ORRSC) for the Town of Claresholm Municipal Development Plan review & update up to a maximum amount of \$18,750. CARRIED MOTION #17-054	Tara	Notification letters sent. Project scheduled start up June 26, 2017	Complete
18	RFD: Audit - Request for Proposal - Moved by Councilor Cutler that our Audit service requirements be put out to public tender with two service level options. CARRIED MOTION #17-055	Blair	Audit RFP has been drafted and advertised. Proposal Deadline is July 12th	Complete

19	RFD: Organizational Structure & FCSS Hours of Operation - Moved by Councillor Fieguth that the updated Organizational Structure, as amended to reduce one FCSS position, the Outreach Worker, to a part time position, be approved as presented. CARRIED MOTION #17-056	Blair/Barb	PT Outreach Worker position has been posted. Deadline for applications is July 10th	Complete
19	RFD: Organizational Structure & FCSS Hours of Operation - Moved by Councillor Ford to reduce the hours that Claresholm & District FCSS is open to the public to 9:00 a.m. to 3:00 p.m. daily on weekdays. CARRIED MOTION #17-057	Blair/Barb	Change in hours will start July 10th. Change will be advertised for next 2 weeks	Complete
20	RFD: Tax Recovery Sale - Real Estate Offer Extension - Moved by Councillor Ford to accept the contract extension for the purchase of #4 Skyline Crescent until August 15, 2017. CARRIED MOTION #17-058	Marian	Extension signed and returned	Complete
21	RFD: Compost Area - Referred to administration to look into the cost of adding a fence at the south end, adding another surveillance camera, and investigating the fine structure associated with random dumping of materials.	Mike/Jason	Info brief on agenda for June 26, 2017 re: fencing / camera costs	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 23, 2017

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

May 26, 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

Public Present: Rob Vogt - Claresholm Local Press

8:00 am **Call to Order /Adoption of Agenda** **Motion to adopt
Amended Agenda by
Councilor Ford
CARRIED**

Adoption of Minutes

- April 28, 2017

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

**Seconded by
Councillor Cutler**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2017.041
Applicant: PGF Renovations
Owner: Paul & Shelley Fredbjornson
Address: 16 Willow Road
Legal: Lot 8, Block 2, Plan 7410893
Regarding: Home Occupation – Contractor services
(renovations)

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

**Seconded by
Councilor Ford**

CARRIED

Item 2: INFORMATION

LAND USE AMENDMENT

File: D2017.046
Applicant: Joe Starr
Owner: Town of Claresholm
Address: 4 Skyline Cres
Legal: Lot 16, Block 63, Plan 0110064
Regarding: Land Use Bylaw Amendment – from R4
(multiple residential) – R5 apartment)

Referred to Council



MUNICIPAL PLANNING COMMISSION MINUTES

May 26, 2017
Town of Claresholm – Council Chambers

Item 3: IN CAMERA INFORMATION

**Motion to go in
Camera by Councillor Cutler**

**Seconded by
Sharon Duncan**

CARRIED

**Motion to come out of
Camera by Councillor Ford**

**Seconded by
Sharon Duncan**

CARRIED

8:45 am

**Motion to Adjourn
By Councillor Cutler**

RECEIVED

JUN 20 2017

Alberta Emergency Management Agency
Office of the Managing Director
200 Park Plaza
10611 – 98 Avenue
Edmonton AB T5K 2P7
Tel: 780-644-2124

AR90445

June 8, 2017

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

Dear Ms. Carlson,

Thank you for submitting your municipality's request to amend the Conditional Grant Agreement (CGA) for the Town of Claresholm's 2015/16 Fire Services Emergency Preparedness Program (FSEPP).

Your request to extend the term of the grant by amending the date for project completion to November 30, 2017 has been approved.

In order to complete the next stage of the process, three copies of the CGA amendment are attached for your review and execution by the Chief Elected Official or Duly Authorized Signing Officer of your municipality.

Please return all three signed and witnessed copies to:

Grants Advisor
Alberta Emergency Management Agency
200 Park Plaza
10611-98 Avenue
Edmonton AB T5K 2P7

A copy of the fully executed amendment will be returned to your attention upon completion.

Sincerely,



Shane Schreiber
Managing Director

Attachments

RECEIVED

JUN 14 2017

June 13, 2017

Willow Creek High School Risk Reduction Program
c/o Jason Hemmaway, Community Peace Officer
Town of Claresholm
Box 1000
Claresholm AB T0L 0T0

Dear Mr. Hemmaway:

Congratulations on being nominated by Sergeant Terry Wickett for the 2017 Alberta Justice and Solicitor General Community Justice Award in the category of Community Mobilization. The award represents the Justice and Solicitor General's efforts to recognize outstanding efforts in community safety and awareness throughout Alberta.

Your nomination was carefully assessed against our criteria, but unfortunately your nomination was not selected by our review committee for this year's awards. The committee however was greatly impressed with the quality and compassion shown in your service to your community. Your efforts in improving safety in your community were deemed to be of excellent merit and demonstrated a strong commitment to improving the lives of the people around you.

In recognition of your good work, we wish to take this opportunity to acknowledge your work through the enclosed certificate of nomination. Please consider it as our thank you for being recognized by the community for all your work.

Congratulations again for your commitment to making Alberta a better place to live.

Sincerely,

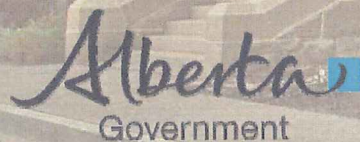


Carsten A. Erbe, MA MPA
Director

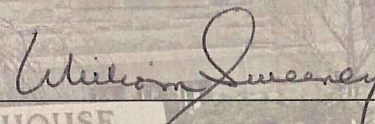
2017 Alberta Justice and Solicitor General
Community Justice Award

Recognizes the Nomination of
**WILLOW CREEK HIGH SCHOOL
RISK REDUCTION PROGRAM**

in the category of Community Mobilization
for its commitment to reducing risk-taking
behaviours in youth in the community

 Alberta
Government

GOVERNMENT HOUSE



Assistant Deputy Minister, Public Security
Ministry of Justice and Solicitor General

June 2, 2017

June 10, 2017

The Honourable Sarah Hoffman,
Minister of Health

The Claresholm and District Transportation Society have been providing a valuable service to residents of the communities of Claresholm, Fort Macleod, Granum, Stavely and Nanton since October, 2002 – 15 years. We now operate 6 vans including 5 wheelchair accessible vans making up to 110 trips per month, with a growth rate of 5% average over the past 2 years. In January 2015 we expanded to Vulcan County providing a valuable service to residents of Vulcan and the communities in Vulcan County. This has been a very successful venture having picked up riders from Vulcan, Champion, Carmangay, Arrowood, Mossleigh, Kirkcaldy, Lomond so far, delivering people to Lethbridge, Brooks, Medicine Hat, High River, Okotoks, Nanton, Strathmore and Calgary. In addition to transporting residents we are involved in inter facility transfers to Lethbridge & Calgary. We direct bill AHS at cost plus for these transfers at a fraction of the cost of an Ambulance. In addition to being more economical we offer clients a personal and comfortable experience. These transfers help take some pressure off of your local ALS, BLS units leaving them more available to respond to Emergency events! In Claresholm, for example, AHS IFT'S REDUCED from 630 in 2013 to 506 in 2014. In the same time period the No of IFT'S we completed increased from 313 to 391.

In Claresholm we do approximately 40% of the IFT's, 391 trips in 2015, leaving the ALS, BLS units more accessible to reduce response times. (currently 6.04 (7.42) minutes 50% of the time). Response times which would be significantly increased in Claresholm, High River, & Vulcan, for example if EMS had their calls in Claresholm increased by 50% more.

We do have concerns however with maintaining our level of service while keeping costs to our clients affordable, so that our service is accessible to all. We were hoping you might be able to meet with us to discuss options of how we may move forward to achieve and ensure this sustainability.

Respectfully,

Howard Paulsen,

Chairman,
Claresholm & District Transportation Society

Circulation

Directors, Claresholm & District Transportation Society

Claresholm Community Health Centre

Willow Creek Continuing Care

Town of Claresholm

Town of Stavely

Town of Granum

M. D. OF WILLOW Creek No 26

Kim Fath, Town of Vulcan:

Heather O'Halloran, Village of Carmangay:

Patrick Bergen, Village of Champion:

Tracy Doram, Village of Lomond:

Christopher Northcott, Village of Arrowwood & Milo:

Vulcan County

Mr. Pat Stier (W), **MLA for Livingstone-Macleod**

Ms. Maria Fitzpatrick (ND), **MLA for Lethbridge-East**

Honourable Shannon Phillips (ND), **MLA for Lethbridge-West**

Notley, Rachel, Honourable

Premier, President of the Executive Council

Payne, Brandy, Honourable

Associate Minister of Health

Mason, Brian, Honourable

Minister of Infrastructure, Minister of Transportation, Government House Leader

Sigurdson, Lori, Honourable

Minister of Seniors and Housing



WE ARE economies OF SCALE

WE ARE THE support YOU NEED

WE ARE THE experts IN MUNICIPALITIES

WE ARE YOUR advocate

AUMA BOARD NEWS



Lisa Holmes
AUMA President
Mayor, Town of Morinville

March Mayors' Caucus

Thank you to the more than 200 mayors, councillors and administrators who came together for AUMA's spring Mayors' Caucus in Edmonton. The Caucus included sessions on marijuana legalization, climate change, and the modern electricity market



Minister Anderson addressing delegate questions during AUMA's Provincial Leaders Breakfast

New this year, AUMA welcomed municipal districts and counties to attend the first day's provincial-municipal leaders' breakfast and dialogue with Ministers on top of mind municipal matters. The breakfast was kicked off by the Honourable Shaye Anderson, Minister of Municipal Affairs on behalf of the Premier, followed by presentations from the Honourable Deron Bilous, Minister of Economic Development

and Trade, the Honourable Shannon Phillips, Minister of Environment and Parks, and the Honourable Brian Mason, Minister of Transportation and Minister of Infrastructure. Delegates posed a number of questions to the Ministers and the answers are expected to be posted later this month once we have their responses.

The second day of the program was for urban municipalities only so they could provide input on how carbon levy revenue should be used, how to advance broadband connectivity, and considerations for the MSI replacement program.

- [View the presentations](#)
- [View the update from The Honourable Shaye Anderson, Minister of Municipal Affairs](#)

Courses and Events

[Elected Officials Education Program](#)

Emergency Preparedness Planning
June 12, Okotoks

[Summer Mayors' Caucus](#)
June 13 – 15, Okotoks

[AUMA Public Risk Conference](#)
June 22 - 23, Edmonton

[2017 AUMA Convention & Tradeshow](#)
November 22 – 24, Calgary

Visit the [AUMA YouTube channel for webinars](#), caucus and convention highlights, AMSC tool tips, and more.

Summer Mayors' Caucus

Registration is now open for AUMA's summer Mayors' Caucus being held from June 13 to 15, at the Best Western Inn, Okotoks.

[Register online and access hotel information.](#)

Mayors, Councillors and Chief Administrative Officers are encouraged to attend.

Members attend on the date according to municipal population size:

- June 13 - under 2,500
- June 14 - 2,500 to 10,000
- June 15 - over 10,000

The [Okotoks Dawgs](#) have donated tickets to their baseball game on Tuesday, June 13 at 7 p.m. If you would like to attend, the tickets will be available at the Mayors' Caucus registration desk on June 13.



photo credit: www.dawgsbaseball.ca

ADVOCACY UPDATES

Federal and Provincial Budgets

[AUMA pleased to see commitment to infrastructure in the 2017 Federal Budget](#)

[AUMA cautiously optimistic with the 2017 Provincial Budget](#)

Municipal Government Act – Bill 8

With the recent passing of Bill 8, the AUMA was pleased we were able to influence some positive changes to the Municipal Government Act, including clearer notification requirements to Indigenous communities on land use planning, the creation of new inter-municipal offsite levies, and the extension of municipal development plans to three years.

[As noted in our news release](#), the Province's portrayal of Bill 8 being the "finishing touches" is a concern given the number of unresolved issues including a municipal funding model, notice requirement for changes to municipal funding, and the lack of joint and several liability changes. We will be sending a formal response to the Minister. More information can be found on the [AUMA's Bill 8 analysis document](#).

Infrastructure

AUMA met with the Minister and Parliamentary Secretary of Infrastructure Canada to express appreciation for the new cost sharing formula that was adopted for the first phase of federal infrastructure funding (e.g., 50% federal /40% provincial/10% municipal cost sharing for water-related projects). We also [drew attention](#) to the lengthy delays and lack of transparent application and project selection processes.

AUMA is calling for municipalities to be very engaged in the next phase of federal funding, with clear identification of funding envelopes for municipal projects. Ideally, we would like to move away from an application process and use a flow-through allocation model, like the gas tax. If an application approach is retained, then there needs to be an application process that is clear and transparent with timely decisions.

As the federal government has stated that their share of the infrastructure costs will be a maximum 40% share for the second phase, [AUMA has proposed](#) the remainder be shared based on a 40% provincial / 20% municipal model. As the federal government has indicated that the next phase of funding for "small and rural" communities will be defined by each province, AUMA has suggested a population threshold of 10,000 be used, rather than the 100,000 that was used previously.

AUMA also continues to press the Minister of Municipal Affairs for a discussion on the replacement program for the MSI funding.

Marijuana legalization

The federal government tabled legislation earlier this spring to legalize the recreational use of cannabis (marijuana), stating a target date of July 2018. The [AUMA immediately responded](#) as the first municipal organization in Canada to take action. [Our news release](#) profiled concerns relating to 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.

As well, AUMA shared our concerns with the provincial government since they will be responsible for developing a legislative and regulatory framework for the distribution and retail sales of cannabis. [We called on the Province to strike a task force](#) to inform the development of provincial regulations and the associated education and enforcement actions, and recommended that AUMA be a task force member to ensure municipal perspectives are considered.

AUMA is fielding a [members' survey](#) to solicit views on other matters relating to the distribution, sale and consumption of marijuana. The survey results will be discussed at the June Mayors' Caucus so our formal submission to the Province can be made in July.

Building on our work to date, AUMA will continue to work with the FCM and are leading some joint advocacy with other municipal associations, including AAMDC, in western Canada.

[Marijuana Survey](#)

AUMA is calling on our member municipalities to [respond to our survey](#) about additional issues pertaining to the legalization of marijuana.

The survey contains a number of questions relating to the distribution, sale and consumption of marijuana. As we plan to discuss the survey results at the June Mayors Caucus, we are seeking responses by June 7. Municipal elected officials, CAOs, and their human resources and other staff are encouraged to respond to the survey.

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

New Drone Restrictions

The federal government introduced new [interim restrictions on drone use](#), based on advocacy by AUMA and other organizations and [recommendations](#) from the

Standing Committee on Transport, Infrastructure, and Communities. The interim restrictions apply to recreational drones, controlling their use through heavy restrictions on flying near people and structures.

While AUMA has applauded these changes, [we reminded the federal Minister](#) that municipalities do not have clear ability to pass bylaws controlling the use of drones, nor can our local law enforcement agencies enforce the restrictions as they fall under the federal Aeronautics Act.

The AUMA will continue to stress the importance of enabling municipal control in the permanent regulations, particularly around the ability for passing bylaws controlling use and local law enforcement.

Photo Radar Use

AUMA has [requested information](#) from the Ministers of Transportation and Justice and Solicitor General about the objective, scope, process, and timing of the photo radar review. AUMA also stressed that municipalities should retain the ability to determine whether to use photo radar locally.

Provincial Broadband Strategy

[AUMA is calling for the Province](#) to develop and implement a provincial broadband strategy to provide solutions for areas that are unserved or underserved. The lack of access and affordability of a fibre optic network is a key concern, and we will be looking for an approach that addresses current gaps in broadband access, as well as solutions to problematic connection speeds, especially in rural areas.

Mandatory Training for Elected Officials

AUMA and AAMDC are modernizing our [Elected Officials Education Program \(EOEP\)](#) to align with the MGA amendments. A new two-day course called [Municipalities 101: The Essentials of Municipal Governance](#) will fully address the mandatory requirement for municipalities to provide training to their elected officials.

This course includes: governance and legislation; role of elected officials and decision processes; financial management; planning and development; and collaboration.

The cost of this course is only \$200 and it is being offered through 14 locations so that it is very accessible. Two offerings are scheduled for September for officials elected in the summer village election. The other 12 offerings run from October 2017 to January 2018.

Vegreville Processing Centre

AUMA is supporting an advocacy campaign to help preserve the Case Processing Centre (CPC) in Vegreville which the federal government has scheduled to relocate to

Edmonton by the end of 2018. The closure will significantly impact the town given the lost annual economic contributions of nearly \$16 million and the consequential doubling of the unemployment rate to 16%.

AUMA supported an emergency resolution to the Federation of Canadian Municipalities (FCM) encouraging the federal government to consult with municipalities and establish a policy framework to guide office moves. As well, AUMA and AAMDC called on municipal associations across the country to support Vegreville's #ruralCanadaMatters and #respectVegreville campaigns.

President Holmes spoke strongly in support of the resolution during the recent FCM conference, where 95% of municipalities endorsed this resolution.



AUMA President Lisa Holmes and AAMDC President Al Kemmere representing Team Alberta at the recent FCM Conference

Municipalities 101: The Essentials of Municipal Governance - Course Dates

Summer Villages only:

- Sept. 11 - 12 – Ponoka
- Sept. 16 - 17 – Edmonton

All other municipalities:

- Oct. 30 - 31 – Camrose
- Nov. 2 - 3 – Grande Prairie
- Nov. 4 - 5 – Lacombe
- Nov. 27 - 28 – Vermilion
- Nov. 30 - Dec. 1 – Drumheller
- Dec. 2 - 3 – Medicine Hat
- Dec. 4 - 5 – Cochrane
- Dec. 7 - 8 – Westlock
- Dec. 11 - 12 – Manning
- Dec. 14 - 15 – Lac La Biche
- Jan. 8 - 9, 2018 – Lethbridge
- Jan. 11 - 12, 2018 – High Prairie

[Online Registration opens July 5, 2017.](#)

For more information, contact registrar@eoep.ca.

**Claresholm Animal Rescue Society
Amended Regular Meeting Minutes
February 16, 2017**

Present: Kim Alexander, Sylvia Giroux, Kris Holbeck, Lita Richards, Shelley Ford (Town of Claresholm), Gerald DeBruyn

Guest: Krista (Vet), Barb H, Kathy Lister, Christel H, Denise P, Doreen, Lisa M, Rita H

Regrets: Lynn Howe

1. Call to Order

The meeting was called to order at 7:15 p.m.

2. Approval of Agenda

Motion by Sylvia Giroux to approve the agenda as AMENDED. All in favour. CARRIED

3. Approval of Regular Meeting minutes January 19, 2017

Motion by Kris Holbeck to approve the Regular Meeting minutes as for January 19, 2017 as AMENDED. All in favour. CARRIED

4. Shelter Update

January 19, 2017 to February 16, 2017

Volunteer Hours: 276.75 hours

Volunteers: 14

Cats in Shelter – 40

Cats in Foster – 5

Cat in Petsmart – Lethbridge – 1 and Okotoks – 3

Cats Adopted – 10

Dogs in the shelter – 2

Dogs in Foster – 1

Dogs Adopted – 1

5. Adoptions Update

- Poppy still on trial adoption. Adopted once spayed.
- 2 dogs – Oakly and Little Buster are in the CARES system and the plan that the owner will adopt with back once out of the hospital.
- Wendy has an infection under the previous surgery. Abscessed inside.
- Heffer – has a fracture on the face
- Microchip scanner ordered next week
- Cloe is doing much better
- Macey – continue her medication.
- Buster was adopted to Kim

6. PetSmart

- **Lethbridge PetSmart**
 - Adoption Weekend – Kris will be going to Lethbridge
- **Okotoks PetSmart**
 - Adoption Weekend – Barb will be going to Okotoks
- We do not know what cats are going for the adoption weekend yet.

7. TNR Update

- Tabled until spring.

8. Fundraising Update –

- October 6th, 2017 Raise the Woof Ticket. The hall is booked. Send letter to the Elks early and ask if they can provide the food and the meat?
- Garage Sale – Date May 13th, 2017, 9:00am to 2:00pm. Thursday 2:00pm to 7:00 for setting up.
- PAWS – month of March 2017 and maybe at Krista Vet Clinic.

9. Treasurer's Report – See Kris Holbeck

- Kris sent letters to the Towns and MD of Willow Creek and to the Town of Claresholm

10. Building Update –

- Washer machine is still working
- Healthy Room #1 New sliding door works great.
- Window between the kitchen and the dog run, there was a discussion if it would be possible to add a door in there?
- Dog Runs outside – if it would be possible to add chicken wire on the tops of the cages so the cats can go outside.

11. Other Items

- Sponsorship on the Website – Thanking Businesses – Complete Carpentry should be added specially for the ads they pay for us in the Local Press. Maria will need to be contacted so CARES can own the Website and have proper access. Maria is hard to get a hold of.
- Puppy Love – send them a thank you.
- Clubhouse – Volunteer Request – Discussion to use them for setting up for the garage sale, for the Raise the Woof. If they work out, CARES can ask them for more things at other events.
- Judy suggested that CARES should have large breed dogs muzzled when they are being taken out for a walk. A stranger who walks a dog should sign a waiver form before walking one of CARES dogs. This will protect CARES from any more incidents.

- Shelley Ford Motion to In Camera. All in favour. CARRIED
- Kris Holbeck Motion to Out of Camera. All in favour. CARRIED
- Shelley Ford Motion for an indoor – outdoor Camera System with a the budget not to exceed \$5000. All in favour. CARRIED

12. Adjournment: Sylvia Giroux Motion Meeting adjourned at 9:00pm. All in favour. CARRIED

Next Meeting: Thursday, March 16th, 2017, 7:15 pm in the Bill Simpson Room at the Library.

Claresholm Animal Rescue Society
Regular Meeting Minutes
March 16, 2017

Present: See Sign-up Sheet for AGM

Guest:

Regrets:

1. Call to Order

The meeting was called to order at 8:25 p.m.

2. Approval of Agenda

Motion by Shelley Ford to approve the agenda as AMENDED. Rhonda Sillito second the Motion. All in favour. CARRIED

3. Appoint New CARES Executive Board Members

Lorrain Norgard is appointed as Chair Person

Judy Lelek is appointed as Vice Chair Person

Joyce Zwick is appointed as Secretary

Christel Hutku is appointed as Treasure

Motion by Rhonda Sillito to Pass the Executive Board of CARES as PRESENTED. Sylvia Giroux second the Motion. All in favour. CARRIED

4. Approval of Regular Meeting minutes November 17, 2016

Motion by Rhonda Sillito to approve the Regular Meeting minutes as for February 16, 2016 as AMENDED. Judy Lelek second the Motion. All in favour. CARRIED

5. Shelter Update

February 16, 2016 to March 16, 2017

Volunteer Hours: 314

Volunteers: 13

Cats in Shelter – 29

Cats at PetSmart – Lethbridge – 4 and Okotoks – 0

New Cats – 1

Cats Adopted – 12

Cats in Foster – 0

Dogs in the Shelter – 2

New Dogs in Shelter – 3 (1 returned back by owner)

Dog Adopted – 0

6. Adoptions Update

- See AGM Report March 16th, 2017

7. PetSmart

- **Lethbridge PetSmart**
 - Kris Holbeck spoke about the Petsmart in Lethbridge. Most of our cats go through Petsmart. Petsmart is a great partner with CARES.
- **Okotoks PetSmart**
 - Barb Hinkle spoke about the Petsmart in Okotoks

8. TNR Update

- Talks need to start up with the Claresholm Veterinary to where the TNR is going in the future.
- Discussion – Judy Lelek said that Connie (Vet) is starting up and she would be approached to see if she can be available to help with TNR.
- CARES cannot afford to take the TNR Program. The cost would be too much.
- TABLED for further discussion.

9. Fundraising Update –

- Garage Sale – Advertising will start for April Garage Sale. Should let Rob from Local Press to write an article in the paper and have Rob add that CARES will be having their Raise the Woof in October.
- Raise the Woof - will be in the October
- PAWS – IGA is doing PAWS for CARES but the results are not doing the greatest.

10. Treasurer's Report – See Kris Holbeck and Christel Hutka

- See Budget for 2017 – 2016 Actual – 2016 Budget Sheet
- Discussion was about the increase of wages by the Government. Will that effect CARES budget? Allowing CARES to keep all their staff? Further discussion at the next meeting.
- Joyce suggested to form a committee – Discussion to formalize advertising, for budget to raise funds through other social media platforms.
- Budget to be reviewed at the next meeting.
- Defer all decisions from February 16th 2017 Minutes to next meeting.
- Calgary Foundation Grant \$250 Tabled for next meeting.

11. Building Update - See AGM Report

12. Marketing/ Social Media/ Website

- Lisa Miller and Tina Rittinger will maintain the CARES Facebook
- Tina – May do the Adopt-A-Pet Add

13. Other Items

- Next Meeting will be scheduled for March 30, 2017
- Keys for the Shelter and the Post Office Box
- Kim, Gerald, Kris has keys. Kim gave Sylvia her keys, Gerald gave Joyce his for the Shelter and the PO Box. Kris gave her keys to Christel the Shelter and the PO Box.

14. Adjournment: Rhonda Sillito Motion Meeting adjourned at 9:30pm. Sylvia Giroux second the Motion. All in favour. CARRIED

Next Meeting: Thursday, March 30, 2017 (Time and Location to be announced)

Claresholm Animal Rescue Society
Board Minutes
April 20, 2017

Attendees: Lorraine Norgard, Joyce Zwick, Christel Hutka, Judy Lelek, Rhonda Sillito, Rita Hahn, Sylvia Giroux, Tina Rittenger, Shelley Ford

Guests: Gerard DeBruyn, Phyllis Faulkner, Crystal Kennard, Judy May, Doreen van Langen, Diane Lockhart, Kath Lyster, Jason Hemmaway

Regrets: Dixie White

1. Meeting called to order at 7:14 p.m.
2. **Motion** by Judy Lelek, seconded by Rhonda Sillito, that the amended Agenda be approved. **Passed.**
3. Minutes
 - 3.1 **Motion** by Christel Hutka, seconded by Judy Lelek, that the amended Minutes of the March 30, 2017 Minutes be approved as amended. **Passed. Action-**revised copy to be sent to all members, and copy posted at CARES.
4. Bylaw Officer, Jason Hemmaway made a presentation, outlined in attached document.
5. Treasurer`s Report
 - 5.1 We have received \$1,000 from the Town of Fort Macleod. **Action** Secretary to write a Thank you letter.
 - 5.2. Financial Statements to April 20 reviewed. **Motion** by Shelley Ford, seconded by Christel Hutka, that the Financial Statements be approved as presented. **Action-** Treasurer was asked to send out future f/s a day or two before each meeting.
 - 5.3 Signing authorities-agreed to leave as is for this year.
6. Old Business
 - 6.1 Washer and Dryer-deferred to May meeting. **Action**
 - 6.2 A press release to The Local Press by Shelley Ford was reviewed. A couple of minor additions were made.
 - 6.3 Volunteer Appreciation & recruitment FCSS April 25th –arrangements have been completed.
 - 6.4 Website-due to challenges being faced, a new website will be built on WIX **Action** Tina Rittenger to keep the Board updated on progress.
 - 6.5 Pet of the Week-being done
 - 6.6 Lethbridge rescue of Dogs-nothing has been heard, so assumed they will not need our assistance.
 - 6.7 Keys & Alarm codes-Keys distributed, Alarm codes now in place.
7. New Business
 - 7.1 Staffing, Shifts, Hours, etc.-Sheila has given up 2 shifts. Tina Rittenger is taking it. Kris gave up her shift-Christel Hutka is taking it.

7.2 Orientation **Action** deferred to May meeting.

7.3 Committees- Grants, Fundraising, Bylaws thus far. **Action** further discussion at next meeting

7.4 Adoption process-**Action**-deferred to May meeting.

7.5 Bylaws-Joyce Zwick agreed to spearhead-**Action** will work on this in the fall.

7.6 Certificated of Appreciation-Joyce is working on this. **Action** will be ready for May meeting.

7.7 Email account-Access to be given to Christel Hutka, Lorraine Norgard, Barb Hinkle, Tina Rittenger, Judy Lelek, Rhonda Sillito, and Joyce Zwick

7.8 Volunteer Agreement & Liability- currently being finalized. **Action**-to be brought to May Meeting.

7.9 Grants-Christel Hutka had one application completed to PetSmart. Grants Committee struck with Christel Hutka, Rhonda Sillito, & Joyce Zwick, to apply for grants from various organizations. **Action**-reports to be submitted to Board on progress.

7.10 Surrender fees-**Action** deferred to May Meeting

7.11 Claresholm Fair Days Display- **Motion** by Christel Hutka, seconded by Rhonda Sillito, to create a display for the Fair Days **Passed**. **Action** Secretary to advise Fair Board.

7.12 PetSmart adoption weekend-both in Okotoks & Lethbridge May 5-7. Diane Lockhart & Kathy Lyster to go to Okotoks, Christel Hutka and Barb Hinkle to go to Lethbridge.

7.13 Granum Medical Assistance-Sylvia Giroux has been approached by a long term cat foster parent (cat held since 2009) to assist with treatment. Sylvia to negotiate paying for treatment in exchange for foster parent to signing adoption papers. **Action**

7.14 Sylvia Giroux has been approached by Protective Services in Fort Macleod to take on their dogs. **Action** Sylvia to invite Officer to May 18th Meeting to discuss their needs.

8. Committee Reports

8.1 Staffing/Management/Budget Report-**Action**-deferred to May Meeting.

9. Next Meeting

Thursday, May 18, 2017 7:15 p.m. Library

Thursday, June 15, 2017 7:15 p.m.

10. **Motion to Adjourn** at 9:55 p.m. by Rhonda Sillito, seconded by Joyce Zwick.

April 27, 2017

Claresholm Animal Rescue Society
Board Minutes
May 18, 2017

Attendees: Lorraine Norgard, Joyce Zwick, Christel Hutka, Judy Lelek, Rita Hahn, Sylvia Giroux, Tina Rittinger

Guests: Crystal Kennard, Sheila Cayemie, Denise Peters, Barb Hinkel, Lisa Miller

Regrets: Dixie White, Shelley Ford, Rhonda Sillito

1. Meeting called to order at 7:15 p.m.
2. **Motion** by Tina Rittinger, seconded by Judy Lelek, that the amended Agenda be approved. **Passed.**
3. Minutes- **Motion** by Sylvia Giroux, seconded by Rita Hahn, Minutes of the April 20, 2017 Minutes be approved as amended. **Passed. Action**-revised copy to be sent to all members, and copy posted at CARES.
4. Treasurer`s Report
 - 4.1 Financial Statements to May 16, 2017 reviewed. **Motion** by Christel Hutka, seconded by Judy Lelek, that the Financial Statements be approved as presented.
 - 4.1 Garage Sale-generated approximately \$6,000. **Action** Next year needs to have one person in charge. Otherwise, was a great success.
5. Old Business
 - 5.1 Washer and Dryer-Lorraine to get free washer and dryer. **Action** Will defer purchase of a new one until required.
 - 5.2 Website-Tina has done an excellent job with this. Site getting lots of hits.
 - 5.3 Orientation- Board members who need it make arrangements for a tour of to the shelter.
 - 5.4 Adoption process-**Motion** Judy Lelek, seconded by Joyce Zwick, that a committee of 3, plus a backup, and two of three, approve all adoptions made through the shelter. The Committee is to be composed of Sylvia Giroux, Tina Rittinger, Lisa Miller, with Barb Hinkle being the backup. **Passed. Action**-Committee to figure out logistics.
 - 5.5 Volunteer Agreement & Liability-completed-on website.
 - 5.6 Surrender fees-since this is a grey area, the decision was left to Sylvia on a case by case basis.
 - 5.7 Lethbridge & Okotoks PetSmart Adoption weekend-no adoptions, but these are held every two months. Many thanks to Diane Lockhart, Kathy Lyster, Christel Hutka & Barb Hinkle for looking after this.
 - 5.8 Granum Medical Assistance-since there has been no response to a request for an estimate, and the woman in question has had the cat since 2009, no further action will be taken, the cat is presumed to be hers, and the shelter will not provide any further assistance for its care.

5.9 Committees-

5.9.1 Lease & Facility Holdings contracts to be looked at in the fall

5.9.2 Volunteer Time Sheets, Policy and Job Description forms circulated, for all Volunteers to complete for all activities. **Action** Once accumulated, Policy & Job Descriptions will be standard-formatted, & presented to the Board for approval. Time sheets are ongoing, and will help with grant applications. Secretary, Joyce will gather the data.

5.10 Leash Park Proposal-Lorraine Norgard has written the Bylaw Officer, that due to lack of funds, C.A.r.e.S. would not be able to assist with its construction **Action** Lorraine to provide a copy of the letter to the Secretary for record purposes.

6. New Business

6.1 Request received to approve addition of 2 members to the animal care leader team. **Motion** by Joyce Zwick, seconded by Tina Rittinger, to decline the request. **Passed. 1 Abstained.**

6.2 Access to water shut off-Rita Hahn-Lorraine contacted the town & a sign has been put up on the boiler room "In Case of Emergency - during the week call Mike at 403.625.0200, or weekends 403.625.0503" as there is always someone on call.

6.3 Meetings-will be held 12 months a year.

6.4 PALS (Pet Access League)-Lorraine Norgard-preliminary discussions to bring pet therapy to health care facilities in the area. The group is looking for a partnership with a local animal shelter, but should not need financial resources. Next meeting will be May 31st. **Action**-Lorraine to keep the Board.

6.5 Bylaws-both Lorraine Norgard and Rita Hahn agreed to join Joyce Zwick on this committee. Input will be welcomed from anyone **Action** will work on this in the fall.

7. Committee Reports

7.1 Staffing/Management/Budget Report-work completed. New forms on website.

7.2 Grants-PetSmart grant submitted. Next grant to be applied for CIP-deadline June 15th.

7.3 Shelter report

	March 16-April 20	April 20-May 18
Volunteer Hours	320.25	396.2
Volunteers	9	15
Cats in Shelter	23	20
Dogs in Shelter	0	2
Cats in Foster	1	1
Dogs in Foster	0	0
Cats at PetSmart Lethbridge	3	2
Cats at PetSmart Okotoks	2	2

Cats Adopted	12	10
Dogs Adopted	1	0
New Cats	7	6
New Dogs	1-claimed by owner	1-claimed by owner
Cats adopted since January 1, 2017	PetSmart Lethbridge	17
	PetSmart Okotoks	12
	<u>C.A.R.eS.</u>	<u>22</u>
	Total	51

7.4 Fair Days Parade-Joyce Zwick to see if a float can be put together.

9. Next Meeting

Thursday, June 15, 2017 7:15 p.m.

Thursday, July 20, 2017

Thursday, August 17, 2017

Thursday September 21, 2017

Thursday, October 19, 2017

Thursday, November 16, 2017

Thursday, December 21, 2017

10. **Motion to Adjourn** at 9:30 p.m. by Judy Lelek, seconded by Christel Hutka.

May 23, 2017