



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 13, 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 FEBRUARY 27, 2017

**DELEGATION:** CLARESHOLM SAFE GRAD COMMITTEE

RE: Claresholm Arena Rental

**ACTION ITEMS:**

1. BYLAW #1624 – Land Use Bylaw Amendment (Secondary Suites)  
RE: 1<sup>st</sup> Reading
2. BYLAW #1627 – Cat Bylaw  
RE: 1<sup>st</sup> Reading
3. BYLAW #1628 – Dog Bylaw  
RE: 1<sup>st</sup> Reading
4. CORRES: Hon. Deron Bilous, Minister of Economic Development & Trade  
RE: Community and Regional Economic Support (CARES) Program
5. CORRES: Alberta Urban Municipalities Association  
RE: Building Canada Fund
6. CORRES: Claresholm Public Library  
RE: Women's Conference – April 8, 2017
7. CORRES: Claresholm & District FCSS  
RE: Volunteer Appreciation Event – April 25, 2017
8. CORRES: Claresholm Arts Society  
RE: Letter of Support
9. CORRES: Porcupine Hills Classic Cruisers  
RE: 25<sup>th</sup> Annual Show 'N' Shine – August 13, 2017
10. CORRES: Claresholm Lacrosse Association  
RE: 2017 Arena Rate Proposal
11. REQUEST FOR DECISION: Budget 2017
12. REQUEST FOR DECISION: Conditional Offer to Purchase
13. REQUEST FOR DECISION: Respectful Workplace Policy
14. INFORMATION BRIEF: Canada Day / Fair Days
15. INFORMATION BRIEF: Minister's Awards for Municipal Excellence
16. INFORMATION BRIEF: Council Resolution Status
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA: Contract; Legal

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – February 2017
2. Bill C-37 – John Barlow, MP for Foothills – March 9, 2017
3. Oldman River Regional Services Commission (ORRSC) Executive Committee Minutes – Jan 12, 2017
4. ORRSC Annual Organizational Board of Directors' Meeting Minutes – December 1, 2016
5. Willow Creek Regional Waste Management Services Commission Minutes – February 1, 2017
6. Claresholm & District Museum Board Minutes – October 12, 2016
7. Claresholm & District Museum Board Minutes – November 16, 2016
8. Alberta SouthWest Bulletin – March 2017
9. Alberta SouthWest Regional Alliance Meeting Minutes – February 1, 2017
10. Walk for Values 2017
11. Municipal Planning Commission Minutes – February 17, 2017

**ADJOURNMENT**



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

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

**COUNCIL PRESENT:** Deputy Mayor Shelley Ford; Councillors: Jamie Cutler, Betty Fieguth, Chris Dixon, and Lyal O’Neill

**ABSENT:** Mayor Rob Steel and Councillor Mike McAlonan

**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 Shelley Ford

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

**CARRIED**

**MINUTES:** REGULAR MEETING – FEBRUARY 13, 2017

Moved by Councillor that the Regular Meeting Minutes February 13, 2017 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. DELEGATION RESPONSE: Claresholm & District Chamber of Commerce – Donna Courage  
RE: Exercise Equipment

MOTION #17-012

Moved by Councillor Fieguth to write a letter of support towards the Claresholm & District Chamber of Commerce’s application to the Canada 150 grant, and to approve the application for the Lethbridge Community Foundation Grant and administer the grant on behalf of the Claresholm & District Chamber of Commerce for the purchase of parks exercise equipment, and further, to refer this item to administration to review as part of the Recreation Master Plan.

**CARRIED**

2. BYLAW #1625 – Land Use Bylaw Amendment (Annexation)  
RE: 1<sup>st</sup> Reading

Moved by Councillor Dixon to give Bylaw #1625, a land use bylaw amendment regarding annexation, 1<sup>st</sup> reading.

**CARRIED**

3. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs  
RE: 16<sup>th</sup> Annual Minister’s Awards for Municipal Excellence

MOTION #17-013

Moved by Councillor Cutler to submit an application to the 16<sup>th</sup> Annual Minister’s Awards for Municipal Excellence for the economic development and Unstoppable Conversations initiatives, as well as the CPO Partnership with the Town of Fort Macleod.

**CARRIED**

4. CORRES: Fortis Alberta  
RE: Earth Hour Grants

Received for information.

5. CORRES: Fortis Alberta  
RE: LED Streetlight Conversion Update

Received for information.

6. CORRES: Axia  
RE: Update

Received for information.

7. REQUEST FOR DECISION: RCMP Memorandum of Understanding

MOTION #17-014

Moved by Councillor O’Neill to approve the Memorandum of Understanding between the Town of Claresholm and the Royal Canadian Mounted Police for the period January 1, 2017 through December 31, 2021, as presented.

**CARRIED**

**8. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**10. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**11. IN CAMERA: Committee Appointment; Land; Contract**

Moved by Councillor O'Neill that the meeting go In Camera at 7:32 p.m.

**CARRIED**

Moved by Councillor Dixon that this meeting come out of In Camera at 8:24 p.m.

**CARRIED**

MOTION #17-015 Moved by Councillor Fieguth to appoint Santanna Thom to the Economic Development Committee.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Cutler that the meeting adjourn at 8:25 p.m.

**CARRIED**

\_\_\_\_\_  
Deputy Mayor – Shelley Ford

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

# **DELEGATIONS**

March 7, 2017

Mayor and Town Council:

On behalf of the volunteers for the Claresholm Safe Grad, we would like to request to rent the Claresholm Arena for the Safe Grad Party on June 30, 2017. We would like to use the ice surface area, which would enable us to keep the participants in a safe, confined area for the festivities. We would pay for the rental as well as a cleaning fee. We feel that this venue would be a great place to monitor the participants as they would be on the arena surface and volunteers could easily monitor each exit. There would only be one way in and out of the arena. They would also be out of the elements being in an inside venue. The arena has always been the pick-up point for the start of the party for many years. This would eliminate having to bus the kids to and from another venue, as well as having volunteers at different drop off points. We have faced concerns in the past about insurance, and although we have looked into this, we are unable to secure insurance due to the age of the participants. We have in place a waiver/liability form that each participant and their parent must sign to attend. Their parents also have to be the ones to sign for them to pick them up and no one leaves unless that parent is there. The Claresholm RCMP is always notified and aware of the party well beforehand. This has been a long-standing event for the graduating classes for many years now. There are dates back 10 years or more for Safe Grad. Our main concern is to provide a safe environment for the participants, and it would be beneficial to the participants to have the party in our own community.

We thank you for considering our request.

Sincerely,

Claresholm Safe Grad Committee

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1624**

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

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

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

**WHEREAS** the purpose of the amendment is define, regulate and control Secondary suites within certain residential districts.

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

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

**1. Replace the following definitions in the Interpretation Section under subsection 6. Definitions:**

**Manufactured home** means a development of a newly-constructed, factory-built dwelling which may be transported to a new location and placed on a permanent foundation or constructed in prefabricated units at a factory or place other than that of its final assembly. This use includes "Double-wide" "Single-wide" and mobile homes, but the term does not include motor homes, travel trailers, recreation vehicles and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements and precludes the installation of a secondary suite.

**2. Revise the following definition in the Interpretation Section under subsection 6. Definitions:**

**Garden suite** – See Secondary Suite definition.

**3. Add the following definitions to the Interpretation Section under subsection 6. Definitions:**

**Principal dwelling** means a primary residence which is the principal building on the title.

**Secondary suite** means a development of an accessory dwelling unit containing cooking facilities, a food preparation area, sleeping area, and sanitary facilities, which are physically separate from and subordinate to those of the principal dwelling within the structure or on the same title and that has a separate entrance. A secondary suite may be a basement or garage suite within the principal dwelling, or a garage or garden suite within an accessory building. A secondary suite does NOT

include a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment.

**Garage suite** – See Secondary Suite definition.

**Basement suite** – See Secondary Suite definition.

**4. Delete Garden Suite from the following districts:**

Single Detached Residential – R1

Country Residential – R3

**5. Add Secondary Suite as a discretionary use to the following districts:**

Single Detached Residential – R1

Duplex Residential – R2

Country Residential – R3

**6. Delete from Schedule 4 Section 16 Garden Suites in its entirety and renumber Show Homes as 16.**

**7. Add to Schedule 8 Section 2 under Residential the following:**

Secondary Suites	1 space per bedroom
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**8. Add to Schedule 10 Home Occupations under Home Occupation 2 Standards the following:**

23. A Home Occupation 2 shall not be approved where a secondary suite has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighborhood.

**9. Add the following Schedule:**

**Schedule 15 SECONDARY SUITES**

**1. APPLICABILITY**

The requirements of this schedule, with the exception of the general requirements, which apply to all secondary suites, are categorized based on the context of the suites and how they may be incorporated into a principal dwelling or accessory building.

**2. GENERAL REQUIREMENTS**

All secondary suites shall meet the following requirements:

(a) only one secondary suite may be developed where a Single detached dwelling, Modular home or Moved-in dwelling has been established;

(b) should all residential dwelling units on a title be rented, including but not limited to, the main floor and, if applicable, second storey of a principal dwelling where there is a basement



suite, a suite above an attached garage, a suite that is part of a detached garage, or a garden suite, the owner shall be required to obtain a business license;

(c) notwithstanding 2(d), variances or waivers of setbacks or any other measureable standard in conjunction with applications for secondary suites shall be decided upon by the Municipal Planning Commission.

(d) a secondary suite shall provide one off-street parking space per bedroom and no variances or waivers to this requirement shall be granted;

(e) all required off-street parking shall be designed and developed to the standards set out in Schedule 8 (Parking and Loading Space Requirements);

(f) development of a new secondary suite shall meet all requirements of the Alberta Building Code and Alberta Fire Code as a condition of approval;

(g) a secondary suite shall not be separated from the principal dwelling or any part of the title on which the principal dwelling is located through a condominium conversion or subdivision;

(h) a secondary suite shall be restricted to a title occupied by a single dwelling unit either a Single detached dwelling, Modular home or Moved-in dwelling but, not including a Manufactured home as defined by this bylaw;

(i) a secondary suite shall not be permitted in a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment;

(j) the maximum number of bedrooms in a secondary suite shall be two (2);

(k) the Development Authority, as a condition of approval, may request proof that the utility services to the principal dwelling are capable of carrying the additional load of the proposed secondary suite;

(l) a secondary suite shall not be developed on the same title as a Home occupation 2 (see Schedule 10), unless it can be proven to the Development Authority that the impact resulting from the home occupation is limited, adequate parking is provided and the amenities of the neighbourhood are not negatively affected;

(m) the exterior finish of a garden suite, including but not limited to, materials, textures, and colours, shall match or compliment the exterior finish of the principal dwelling, to the satisfaction of the Development Authority; and

(n) the minimum floor area of a secondary suite shall be 30 m<sup>2</sup> (322.9 ft<sup>2</sup>).

### **3. EXISTING SECONDARY SUITES**

Existing secondary suites include any suite that existed prior to the passing of this bylaw. In addition to the requirements of section 2 of this schedule, excepting thereout the building code

requirement of 2(f) if it can be proven that the suite was developed prior to December 31, 2006, existing secondary suites shall meet the following requirements:

- (a) an existing secondary suite developed prior to December 31, 2006 shall meet all applicable requirements of the Alberta Fire Code as a condition of approval;
- (b) an existing secondary suite developed after December 31, 2006, shall comply with all Alberta Building Code and Alberta Fire Code requirements, including separate heating and ventilation systems for the principal dwelling unit and secondary suite, as a condition of approval;
- (c) an existing secondary suite shall meet all other requirements of this Schedule and any other applicable section or schedule of this bylaw; and
- (d) should an existing secondary suite be unable to reasonably meet the requirements of this bylaw, to the discretion of the Development Authority, the use of the suite for rental purposes shall not be permitted.

#### 4. SECONDARY SUITES within the PRINCIPAL DWELLING



**Basement suites** are located below grade, in the basement of a Single detached dwelling, Modular home, or Moved-in dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to basement suites:

- (a) the maximum floor area of a basement suite shall not exceed the floor area of any one storey of the dwelling above grade;
- (b) a basement suite shall be developed in such a way that the exterior of the principal dwelling shall appear as a single detached dwelling;
- (c) a basement suite shall have an entrance separate from the entrance of the principal dwelling in accordance with Alberta Safety Codes; and
- (d) should the entrance be directly from the exterior of the dwelling, it shall be on the side or rear of the structure.



**Garage suites** may include a secondary suite within the principal dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within the principal dwelling:

- (e) in no instance shall the roof peak of a garage suite be higher than the roof peak of the principal dwelling;
- (f) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (g) an entrance separate from the entrance to the garage in accordance with Alberta Safety Codes;
- (h) the maximum floor area of the suite shall not exceed the floor area of the garage, not including shared mechanical rooms and common areas;
- (i) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for a Single detached dwelling, Modular home, or Moved-in dwelling; and
- (j) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.

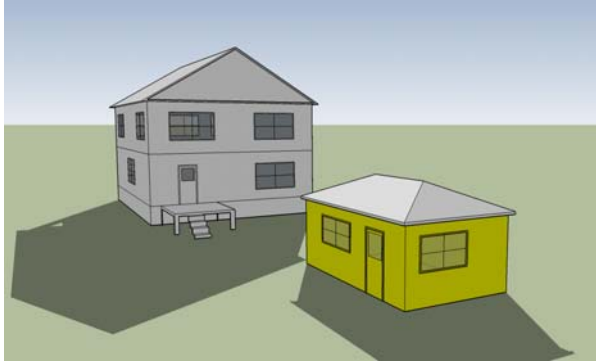
**5. SECONDARY SUITES within an ACCESSORY BUILDING**



**Garage suites** may be included at grade within the same accessory building as the detached garage. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within an accessory building:

- (a) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (b) an entrance separate from the entrance to the garage shall be developed in accordance with Alberta Safety Codes;
- (c) at grade garage suites that are a part of a detached garage shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (d) an at grade garage suite shall not be developed until a principal dwelling has been legally developed;
- (e) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft);

- (f) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building; and
- (g) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.



**Garden suites** are detached completely from the principal dwelling and are accessory buildings constructed at grade. In addition to the requirements of section 2 of this schedule, the following requirements apply to garden suites within an accessory building:

- (h) a garden suite shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (i) a garden suite shall not be developed until the principal dwelling has been legally developed;
- (j) the maximum floor area of a garden suite shall be 74.32 m<sup>2</sup> (800 ft<sup>2</sup>);
- (k) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft);
- (l) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building; and

**10. This Bylaw shall take effect on the date of final passage.**

**11. That Bylaw #1624 be consolidated to Bylaw #1525.**

**12. Bylaw #1525 is hereby amended.**

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

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

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

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Rob Steel, Mayor

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Marian Carlson, Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 1

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## BYLAW No. 1624 - LAND USE BYLAW No.1525 AMENDMENT

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### **BACKGROUND / DESCRIPTION:**

MPC has been reviewing different municipal land use bylaws and discussed the addition of secondary suites within the Town of Claresholm Land Use Bylaw. Gavin Scott from ORRSC presented additional options and with MPC feedback, and Council recommendations; the Development Department presents the draft bylaw for 1<sup>st</sup> reading. The bylaw will add clarity to specific land use districts where secondary suites are permitted and the process for approval. The definitions have also been revised to add additional clarity.

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, the date, time and place where the public hearing is to be held.

### **PROPOSED RESOLUTIONS:**

Council pass a motion to give Bylaw No.1624, a bylaw to amend Land Use Bylaw No.1525 1<sup>st</sup> reading.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No.1624, a bylaw to amend Land Use Bylaw No.1525.

#### ATTACHMENTS:

- 1.) Draft Bylaw #1624

#### APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 10, 2017

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1627**

A Bylaw of the Town of Claresholm to provide for the regulation and control of cats, within the Town of Claresholm.

**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

**NOW THEREFORE**, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

**Title**

1. This Bylaw may be cited as the Cat Bylaw.

**Definitions**

2. In this Bylaw:
  - a. "Animal Control Officer" means any person, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
  - b. "Cat" shall mean either a male or female cat over the age of three (3) months.
  - c. "Council" means the Council of the Town of Claresholm.
  - d. "Owner" means the person who has legal title to a cat and includes any person who has the possession or custody of the cat, or harbours the cat, or suffers the cat to remain on his/her premises.
  - e. "Pound" means a place designated by Council as a place where cats may be placed and kept impounded under humane conditions.
  - f. "Running At Large" means a cat found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
  - g. "Town" means the Town of Claresholm.

**Offences**

3. A cat owner, whose cat or cats are or become a public nuisance or are running at large, is guilty of an offence.
4. An owner who fails to remove defecated matter which the owner has permitted or caused the cat or cats to deposit on public property or upon the lands or premises of any person other than the owner, is guilty of an offence.
5. The residences or grounds where any cats are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.
6. The Animal Control Officer, or any person or persons as shall be authorized or appointed by Council, may capture a cat or cats using any humane method and shall deliver said cat or cats to the pound, where said animal shall be held for a period of three (3) days.

**Notice**

- 7. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5<sup>th</sup>) day following the date of its mailing.

**Impound Fees**

- 8. Each cat impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
  - a. \$20.00 per day for each day the cat has been impounded, plus
  - b. \$35.00 – First (1<sup>st</sup>) offence
  - c. \$100.00 – Second (2<sup>nd</sup>) and each subsequent offence
- 9. Any cat impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
  - a. present proof of ownership to the satisfaction of the Animal Control Officer,
  - b. pay all offence fines and impounding charges and/or fees.

**Fines**

- 10. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
  - a. Warning – First (1<sup>st</sup>) offence
  - b. \$100.00 – Second (2<sup>nd</sup>) offence
  - c. \$250.00 – Third (3<sup>rd</sup>) offence
  - d. \$500.00 – Fourth (4<sup>th</sup>) and subsequent offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1225 and Bylaw #1480 are hereby repealed.

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

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Marian Carlson, Chief Administrative Officer





# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 2

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## Cat Bylaw No. 1627

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### **BACKGROUND / DESCRIPTION:**

The cat bylaw dates back to 1984 and has had one revision in 2006. A new bylaw has been written to accommodate public concerns and daily operational needs. All aspects of the previous bylaw were taken into consideration and the format of the bylaw has been updated to make it easier to read. Some of the highlights include:

1. Offences

(Section 3, 4 and 5)

Clearly outlining what constitutes an offence by an owner:

- a. a cat off property ,
- b. an owner who fails to remove defecated matter their cat has deposited,
- c. the process to deal with a residence or grounds where fecal matter has had a chance to accumulate.

2. Impounding

(section 6, 8 and 9)

Outline the impounding process:

- a. outline that captured cats shall be taken to the pound for the holding period
- b. what the impounding fee is
- c. the process required to claim you cat

3. Impounding Fees and Offence Fines

(section 8 and 10)

Update and outline impounding fees and offence fines:

- a. the old bylaw had a fine rate of \$10.00 per infraction,
- b. the new fees and fines are the same as the dog bylaw = uniformity

Based on previous discussions and concerns expressed by Council, administration has not included any licensing requirements.

The Emergency Services Committee reviewed the proposed Bylaw at their meeting held March 8, 2017 and recommend first reading of the Bylaw to Council.

### **RECOMMENDED ACTION:**

Moved by \_\_\_\_\_ to give first reading to Bylaw No.1627, the Cat Bylaw.

#### ATTACHMENTS:

- 1.) Proposed Bylaw #1627

PREPARED BY: Jason Hemmaway, Peace Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 9, 2017

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1628**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

**NOW THEREFORE**, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

**Title**

1. This Bylaw may be cited as the Dog Bylaw.

**Definitions**

2. In this Bylaw:
  - a. “Aggressive Dog” means any dog, whatever its age, whether on public or private property, which has:
    - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
    - ii. without provocation damaged, or destroyed any public or private property,
    - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
    - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
  - b. “Animal Control Officer” means any person, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
  - c. “Council” means the Council of the Town of Claresholm.
  - d. “Dog” shall mean either a male or female dog over the age of three (3) months.
  - e. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
  - f. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
  - g. “Holding Period” means a period of time being of three (3) business days.
  - h. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
  - i. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
  - j. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.
  - k. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.

1. "Town" means the Town of Claresholm.

### **Licensing**

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
  - a. described as to color, age, breed and sex,
  - b. residing address,
  - c. proof of a valid rabies vaccination.
4. License fees are determined by way of policy set from time to time by the Town Council.
5. Every person who becomes the owner of a dog over the age of three (3) months or takes up residence within the Town and who is the owner of a dog which is over the age of three (3) months and which is not currently licensed in accordance with this bylaw, shall license the dog within one (1) month after becoming owner of the said dog; or taking up residence within the Town.
6. Dog Owners issued a warning to purchase a license will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
7. Annual license renewal fee is due before the last day of January for each year.
8. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.
9. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
10. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

### **Offences**

11. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary may result in the capture and impoundment of a dog. Offences are as follows:
  - a. a owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag.
  - b. a dog who is off the premises of the owner, is not in an off leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
  - c. a dog in an off leash area that is not under immediate, continuous and effective control by the owner,
  - d. a dog running at large,
  - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
  - f. a dog which causes damage to private or public property within the Town,
  - g. a dog which barks, howls or otherwise disturbs any person or persons,
  - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
  - i. a dog deemed dangerous in nature

- j. a dog in heat upon any public lands or highway,
  - k. a dog left unattended in any motor vehicle without suitable ventilation,
  - l. a dog named or described or otherwise designated in a complaint made pursuant to The Dangerous Dog Act,
  - m. a dog affected with rabies or any other contagious disease.
  - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
  - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
  - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off leash area or upon the lands or premises of any person other than the owner.
12. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.
13. The owner of a dog shall ensure that such dog shall not:
- a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
  - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
14. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed
15. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.

### **Communicable Disease**

16. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
17. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
18. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
- a. in any public place,
  - b. in contact with or in proximity to any other dog,
  - c. shall keep the dog locked or tied up,
  - d. shall immediately report the matter to a veterinarian,
  - e. shall immediately report the matter to the Animal Control Officer or the Royal Canadian Mounted Police.
19. Any dog known to be rabid shall be immediately euthanized in a humane manner.

## **Aggressive Dogs**

20. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the Chief Administrative Officer (CAO) or their designate may declare a dog to be an aggressive dog. The CAO will issue an Aggressive Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
21. If a dog is declared to be an Aggressive Dog, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
  - a. informing the owner why their dog has been declared an Aggressive Dog,
  - b. requiring that if the Aggressive Dog is off the owners property, it shall be in a bite inhibition mechanism, under control, and on a permitted leash held by a competent person who is able to control the Aggressive Dog,
  - c. inform the owner the Aggressive Dog is not permitted in the off-leash area,
  - d. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the aggressive dog, installed every fifty (50) feet or fifteen (15) meters on the perimeter of owner's property that is accessible by the general public.

## **Capture and Impoundment**

22. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
23. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
24. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
25. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
26. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
  - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
  - b. a pending investigation requires the extension of the holding period.

## **Notice**

27. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5<sup>th</sup>) day following the date of its mailing.

## **Impound Fees**

28. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
  - a. \$20.00 per day for each day the dog has been impounded, plus
  - b. \$35.00 – First (1<sup>st</sup>) offence
  - c. \$100.00 - Second and each subsequent offence

29. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
- present proof of ownership to the satisfaction of the Animal Control Officer,
  - pay all licensing fees, offence fines and impounding charges and/or fees.

**Fines**

30. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
- Warning – First (1<sup>st</sup>) offence
  - \$100.00 – Second (2<sup>nd</sup>) offence
  - \$250.00 – Third (3<sup>rd</sup>) offence
  - \$500.00 – Fourth (4<sup>th</sup>) and subsequent offences
31. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive in nature or any other persons responsible for such violations shall be liable to a penalty of:
- \$150 – First (1<sup>st</sup>) Offence
  - \$300 – Second (2<sup>nd</sup>) Offence
  - \$500 – Third (3<sup>rd</sup>) and Subsequent Offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1416, Bylaw # 1454 and Bylaw #1466 are hereby repealed.

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

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

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

\_\_\_\_\_  
Rob Steel, Mayor

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



# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 3

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## Dog Bylaw No. 1628

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### BACKGROUND / DESCRIPTION:

The dog bylaw was last reviewed in 2005. The bylaw has a few editing errors and clarity is required around some processes such as impoundment. In conclusion a new bylaw has been written to simplify daily operational needs and the public requirements. All sections of the previous bylaw were taken into consideration, with the majority remaining but being placed into an organized format. The format of the proposed Dog Bylaw is written so as to match the proposed Cat Bylaw #1627, which is more functional, easier to follow and therefore user friendly for residents. The highlights include:

1. Licensing

(sections 3 to 10)

Clarity was needed on licensing and how license fees are set:

- a. licensing in the old bylaw was in several places.
- b. section 4 clarifies that Council sets licensing fees by way of policy.
- c. this clarifies that license fees are not a fixed rate in the bylaw.

2. Offences

(section 11 to 15).

Outlining what constitutes an offence by an owner:

- a. clarity on the requirements an owner has for control of their dog:
  - The first change was clarifying for residents how to understand and define control
  - The old bylaw did this in the form of a definition and an offence, by using section 2 (d) and section 22 (a).
  - The proposed bylaw clarifies just the action of a dog running at large through the definition of "running at large" and then clarifies the owners responsibility as outlined in the "offences section" where under section 11 (b) it states where and how an owner shall have their dog on a leash and immediate control.
- b. section 11 (c) was added to create safety in the off leash areas and states how owners shall have immediate and complete control of their dog in those areas.
- c. section 11 (p) outlines the owners responsibility to pick up after your dog.
- d. the old bylaw had offences in different sections that repeated their intent which lead to duplications and/or confusion.
- e. section 15 outlines the process if a dog owner wants to be a dog breeder and/or have a dog breeding facility.

3. Communicable Disease

(section 16 to 19)

Organization was required in defining how the Town would deal with Communicable Disease because it was referenced in several places in the old bylaw. Owners had a set of sections as well as the town had a set of sections.

- a. that was streamlined into one group so that all individuals shall follow the same set of regulations for disease control.

4. Aggressive Dogs

(section 20 and 21)

Clarity was required on how we handle dogs declared aggressive and the regulations put on the owner for the safety of the community.

- a. addition #1 is section 21 (b) that declares an aggressive dog when off the owners property shall be in a bite inhibitor,
- b. addition #2 is section 21 (c) that declares an aggressive dog is not permitted in the off leash area.

5. Impounding fees /fine

(section 22 and 26 and section 28 to 31)

Outline the impounding process that an owner is required to go through to claim their dog and create uniformity with the proposed Cat Bylaw #1627 on impounding fees and offence fines.

The old bylaw was functional but it duplicated items in the Animal Protection Act, jumped around and had a lot of attachments on the end of the bylaw that were forms and/or notices. Those forms and notices are more daily operational needs and are not necessary as part of a bylaw. For that reason some sections in the old bylaw are deleted. A copy of the existing Bylaw can be viewed at <http://www.townofclaresholm.com/live/bylaws-and-protective-services/>

The Emergency Services Committee reviewed the proposed Bylaw at their meeting held March 8, 2017 and recommend first reading of the Bylaw to Council.

**RECOMMENDED ACTION:**

Moved by \_\_\_\_\_ to give first reading to Bylaw No.1628, the Dog Bylaw.

ATTACHMENTS:

- 1.) Proposed Bylaw #1628

PREPARED BY: Jason Hemmaway, Peace Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 10, 2017

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ALBERTA

ECONOMIC DEVELOPMENT AND TRADE

*Office of the Minister  
Deputy Government House Leader  
MLA, Edmonton-Beverly-Clareview*

RECEIVED

FEB 27 2017

February 22, 2017

AR 66064

Mr. Justin Sweeney  
Economic Development Officer  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

**Amount received:  
\$25,000**

Dear Mr. Sweeney,

I am pleased to advise you that your application to the October 1, 2016, intake of Community and Regional Economic Support (CARES) program has been approved for funding. Applications were reviewed through a competitive evaluation process to ensure eligibility, as per the program guidelines.

Your application may receive full or partial funding. CARES program staff will be in touch with you to confirm the amount of funding and execute a grant agreement. If you have any questions or require further information, please contact Megan McNeill, Program Manager, at 780-427-6764 (dial 310-0000 for a toll-free connection) or by email at [megan.mcneill@gov.ab.ca](mailto:megan.mcneill@gov.ab.ca).

Congratulations on your successful application. I wish you continued success in working with community and regional leaders to accelerate and implement your initiative to help Alberta become more economically competitive and prosperous.

Sincerely,

Deron Bilous  
Minister of Economic Development and Trade



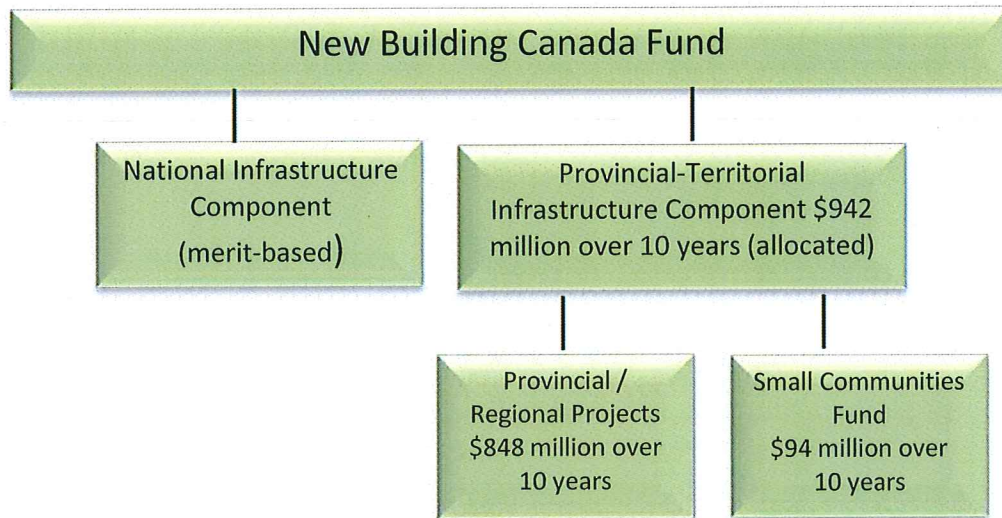
February 27, 2017

To Municipal Colleagues:

On behalf of the AUMA Board, I wanted to reach out to you and your Council members to update you on an emergent issue affecting each of our municipalities. For the past two years, we have been waiting for the federal and provincial governments to reach agreement on how the Building Canada and new federal infrastructure programs would flow funding for municipal projects. I can assure you that AUMA has been relentless in seeking a response to the lengthy delays and, after extensive outreach to these orders of government, we finally received some definitive responses which we need to share with you.

Building Canada Fund

As you may recall, only 10 per cent of the \$942 million Building Canada Fund for Alberta was formally allocated to municipal projects by the federal government through the \$94 million Small Communities envelope for municipalities with a population less than 100,000. The Small Communities envelope was insufficient to address demand as there were over 300 applications for critical projects totalling more than a billion dollars. Consequently, only 56 projects in 53 municipalities were approved for funding in 2015.



.../2

AUMA therefore advocated for municipal projects to be funded through Alberta's \$848 million provincial/regional envelope. In November 2015, Minister Mason assured AUMA that "municipal priority projects for water, wastewater and flood mitigation projects as well as highway and bridge rehabilitation are being considered for submission" for the provincial/regional envelope. He also indicated that this federal funding would be used for "firming up previous infrastructure commitments such as the Edmonton LRT expansion and the Southwest Calgary Ring Road". In addition, the Minister confirmed that municipalities would be engaged in the revised capital planning process. AUMA reaffirmed this commitment with the Minister in April 2016 when he stated that "consultation with municipalities will occur prior to the finalization of Alberta's share of Building Canada funding".

While some progress was made through the approval of \$148 million for the Wood Buffalo airport and Edmonton LRT, AUMA undertook further advocacy which led the Minister to state in the legislature in May 2016 that \$300 of the remaining \$700 million in the envelope would be used for municipal projects. However, in response to AUMA's continued press for information on the process and timing for the approval of these municipal projects, Minister Mason finally confirmed at a meeting with myself and Vice-President Caterina this month that the province will not honour this commitment. The Minister indicated that Treasury Board decided that it was necessary to allocate the entire remaining Building Canada funding to provincially owned projects as well as directly to the province's deficit. I have reached out to federal Minister Sohi and confirmed that he is disappointed with this decision but cannot intervene as the Building Canada Fund agreement signed by the previous federal Conservative government enables the province to determine which projects will be funded through this envelope.

I have written to Minister Mason to express our grave concern with this decision. As outlined in the attached letter, this decision results in \$900 million of lost funding opportunities for municipal infrastructure, as there would have been equivalent matching funds from the provincial and municipal governments. This is particularly disappointing given Alberta continues to have a \$26 billion municipal infrastructure deficit.

So, where do we go from here? Minister Mason has agreed to meet with us during our Mayors' Caucus on March 7 to discuss this matter. I suggest that you come prepared to highlight the impact of this decision on your community's infrastructure deficit. In addition to Mayors and CAOs, Councillors are also welcome to attend Mayors' Caucus. You are also encouraged to invite your colleagues from municipal counties and districts. As Mayors, we are accountable to our residents to provide safe infrastructure in our communities. It is imperative that we continue to advocate for the funding that we desperately need.

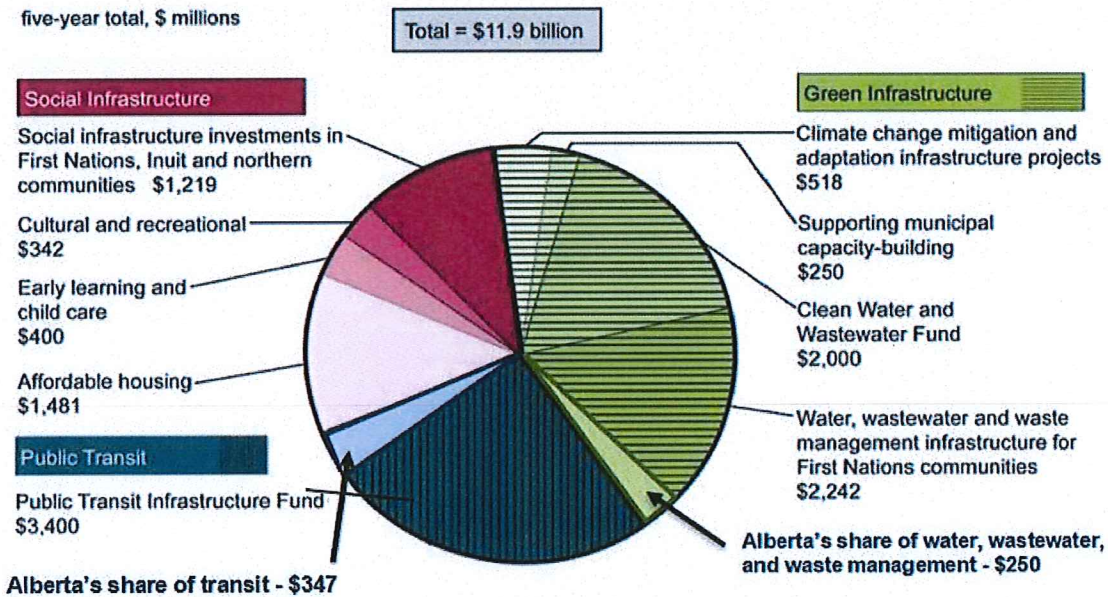
In the interim, I have reiterated to Minister Mason, Cabinet and the Premier that funding to address the \$26 billion municipal infrastructure deficit must be a key consideration of the Throne Speech and Budget 2017.

It is also imperative that we work even harder to ensure that the next round of federal infrastructure funding flows to where it is intended - to our local communities.

New Federal Infrastructure Fund

As part of its 2016 budget, the federal government announced a two-phase infrastructure plan that committed \$120 billion over 10 years for Canadian infrastructure projects that focus on public transit, water and housing. Phase 1 consists of nearly \$12 billion over the next five years, with the majority of funding to be dispersed in the first two years.

**BUDGET 2016 ANNOUNCES PHASE 1 OF INFRASTRUCTURE PLAN**



*Government of Canada, Federal 2016 Budget "Growing the Middle Class", March 2016, pg. 90*

Phase 2 will consist of the remaining \$108 billion and will be "broader and more ambitious" and will focus on the construction of projects starting in 2021. The intent is to shift Canada to a low-carbon economy and position Canadian cities to be more competitive internationally. More details on Phase 2 are expected to be released in the 2017 federal budget in March.

In order for these funds to flow, each province and territory must sign their own funding agreement with the federal government. The Phase 1 bilateral agreements have been very delayed in several provinces, especially Alberta where the 2016 construction season was lost since the agreement was not signed until September. AUMA had advocated for our engagement in Alberta's agreement since nearly 60 per cent of our public infrastructure is owned by municipalities. Although the province confirmed in April 2016 that they would "work with municipalities on how to best use these funds", they did not engage AUMA in the agreement nor did they respond to AUMA's input or respond to our request for information on the process that would be used for project application and selection.

The federal government subsequently confirmed that Alberta's \$347 million public transit funding would be allocated based on 2014 ridership and a 50 per cent federal; 25 per cent provincial and 25 per cent municipal funding model. To date, \$212 million has been allocated to transit projects for Edmonton and Calgary. Additional transit projects outside of Edmonton and Calgary are still to be announced, with funding to be allocated in proportion to ridership.

Despite AUMA's requests, no information was disclosed by the province on the process for allocating Alberta's \$250 million Clean Water and Wastewater Fund. When AUMA sought clarification about the initial 17 water-related projects totalling \$132 million that were approved in 2016, we were advised that the province selected these projects from the wait-listed Water for Life funding. While the lack of transparency was a concern, AUMA scored a big win in the cost-sharing formula whereby the governments honored our request for a 50 per cent federal; 40 per cent provincial and 10 per cent municipal funding model.

AUMA is awaiting information from Minister Mason on the process and timeframes for the allocation of the remaining Phase 1 funding and understands that he will speak to this during his presentation at our Mayors' Caucus.

In response to our concerns about the process and lengthy delays, the federal government acknowledged that there should have been more municipal involvement and indicated that they hope for greater municipal participation in the Phase 2 funding and timelier bilateral agreements and transparent processes. AUMA will continue to advocate for the 50/40/10 per cent cost-sharing arrangement for Phase 2 and has urged the federal and provincial governments to use an allocation model so that infrastructure funding flows through the province to municipalities in a manner similar to the Gas Tax Fund. This allows for effective resource allocation and avoids the administrative burden associated with grant application processes.

AUMA Mayors

Page 5

As I have said before, our voice as municipal government is always stronger when we work together. I have been in communication with the President of the Alberta Association of Municipal Districts and Counties and we are both committed to continuing to work together to support all of Alberta's municipalities in advocating on your behalf. I have attached, to this email, copies of the correspondence between AUMA and Minister Mason on infrastructure through the past year, as well as a copy of the letter that we sent to him today. I am encouraging you to contact your own MLA(s) to let them know how this provincial decision affects your municipality. And I fully expect that we will have a robust discussion with Minister Mason and his provincial colleagues on March 7<sup>th</sup> at Mayors' Caucus.

As always, I am available to each of you if you would like to discuss this further by phone or email.

Sincerely,



Lisa Holmes  
AUMA President

Enclosure

cc: Chief Administrative Officers

# Claresholm Public Library

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



March 1, 2017

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

## **Re: Greetings for Claresholm Women's Conference 2017**

Dear Mayor Steel,

Claresholm FCSS and the Public Library are hosting our 4th annual one day Women's Conference on Sat. April 8, 2017 at the Claresholm Community Centre.

We already have 179 ladies registered and we still have 5 weeks left. Last year we found that half of the attendees were from out of town. We are wondering if you or a member of Council would give greetings from the Town of Claresholm at approximately 10:00 am.?

Our theme this year is: "Living a Whole-Hearted Life" based on work by Brené Brown. If you need further information, please do not hesitate to contact Kathy Davies at the Library.

Thank you for your consideration in this matter.

Yours truly,

Kathy Davies  
Library Manager  
[kdavies@claresholmlibrary.ca](mailto:kdavies@claresholmlibrary.ca)

March 2, 2017

Dear Mayor Steel and Council,

We would like to invite you to this year's Volunteer Appreciation event, and would be honored to have you once again say a few words to formally begin the evening's festivities.

This year's National Volunteer Week is April 23-29 and we are planning a local volunteer appreciation evening with dinner and entertainment. With your participation, we hope to make this year's celebration our biggest and best yet!

For the second time, we are also going to offer a volunteer recruitment fair for any organization that wishes to promote volunteer opportunities in our community. This year's fair will take place in the main hall in order to attract greater attendance.

Please RSVP by April 11<sup>th</sup> with the number of tickets required (registration form attached).

Lasagna, salad & dessert  
Local musical entertainment  
Volunteer Recruitment Fair

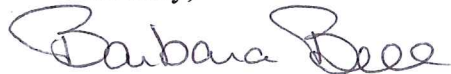
*Tuesday April 25<sup>th</sup> 2017*

*5 to 8pm*

*Admission: Free with advance ticket*

*Hope to see you there!*

Sincerely,



Barbara Bell,  
Director, Claresholm & District FCSS







**PO Box 1377, Claresholm, Alberta, T0L 0T0**  
**cholmartssociety@gmail.com**

March 8, 2017

Claresholm Town Council  
Box 1000  
Claresholm, AB, T0L 0T0

We, the Claresholm Arts Society, are writing to ask for a letter of support from the Town of Claresholm to assist in our application to the *Community Foundation of Lethbridge and Southwestern Alberta* ("the Foundation") for grant funding.

We are applying to the Foundation for assistance with the approximately \$40,000.00 needed for stage improvements at the Claresholm Community Centre. As part of that application, we need to have a letter of support from the Town.

We have applied for a CIP grant as well, and if we are successful in getting assistance from the Foundation and CIP we hope to be able to complete the stage improvements, and possibly to meet the costs of some of the lighting and sound improvement portions of our project. Our application to the Foundation is for funding towards the costs of purchasing and installing a grid and stage curtains, to be installed from the ceiling over the stage, and for renovations to the stage walls.

These changes will create a better, more functional stage. They will allow users to move set pieces forward and backwards with more space on the stage; provide entry to the stage from numerous locations; and greatly improve the overall professional appearance of the stage for any user group. These improvements will be a benefit to the whole community; including the Town's student population as this stage is the only one left after both schools removed their stages during their "modernizations".

If you have any further questions, please contact me at 625-2880 (work) or 625-0129 (cell).

Thank you for your assistance.

Sincerely,

Karen Linderman  
Vice-Chairperson

RECEIVED

FEB 27 2017



Town of Claresholm  
P.O. Box 1000  
Claresholm, AB  
TOL OTO

February 22, 2017

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 25<sup>th</sup> Annual Show 'N' Shine on Sunday, August 13, 2017.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there. The area is ideal because of the enclosed fencing which provides control of the number of cars for our show. Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

*for* Dave Wasylyshen  
President  
Porcupine Hills Classic Cruisers  
P.O. Box 915  
Claresholm, AB TOL OTO  
[Porcupinehillsclassiccruisers.com](http://Porcupinehillsclassiccruisers.com)

## Karine Wilhauk

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**From:** Rockmen vice <rockmenvicepresident@gmail.com>  
**Sent:** Wednesday, March 8, 2017 10:12 AM  
**To:** Karine Wilhauk  
**Cc:** Lyle franz  
**Subject:** 2017 Arena Rate Proposal  
**Attachments:** 2016 Arena Fee and Usage Proposal Response.pdf

Good morning Karine.

I am writing on behalf on the Claresholm Minor Lacrosse Association. We preparing for our 2017 season and we are beginning to plan the dates and times we would need to use the arena.

Starting on April 4 and running until the end of June, our practices will run on Tuesday and Thursday, from roughly 4:00 to 9:00 pm. As far as home games, we are looking at Saturdays from 9-5, and possibly Sundays form 9-5.

We are still in our registration period, and we are unable to provide the exact number or registrants at this time. We are also awaiting the declaration of teams and game schedules to be drafted by SALA.

We appreciated the rate we were given last year, and request the same for this year. We recognize the Town of Claresholm for their continued support of this community sport. Your support makes a significant difference to our organization. I have attached a copy of the Town of Claresholm letter stating the fees we were charged in 2016.

Thank you for your time and consideration on this matter. If you have any questions, or require additional information, please contact me at 403-625-4544 , or Lyle Franz at 403-682-9404.

Sincerely,

Dayna Challand  
Vice President  
Claresholm Lacrosse Association





March 31, 2016

Claresholm Minor Lacrosse Association  
c/o Dayna Challand, Vice-President  
Claresholm, AB T0L 0T0

[sent via email [rockmenvicepresident@gmail.com](mailto:rockmenvicepresident@gmail.com)]

**RE: 2016 ARENA USAGE AND FEE PROPOSAL**

At the last regular meeting of Claresholm Town Council held Tuesday, March 29, 2016, Council discussed your request sent March 14, 2016, and carried the following motion:

*Moved by Councillor Ford to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2016 and charge them \$57 per hour plus GST for Saturday and Sunday games as needed.*

The charge of \$90 per week plus GST is based on the information that you will be using the Arena on Tuesdays and Thursdays from 4:30 to 9:00 pm as indicated in your request.

Should lacrosse wish to use the Arena on a Saturday or Sunday, you must provide us with a minimum two week's notice so Town staff can be available. If you have any questions or concerns regarding the above, please contact our office at your convenience.

Yours truly,

Karine Wilhauk  
Finance Assistant / Communications Administrator  
Town of Claresholm



# INFORMATION BRIEF

Meeting: March 13, 2017  
Agenda Item: 10

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## ARENA USAGE – CLARESHOLM ROCKMEN LACROSSE

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### **DESCRIPTION:**

Claresholm Rockmen Lacrosse is requesting to be charged the same rates they were given in 2014, 2015 and 2016 for the use of the arena in 2017.

### **BACKGROUND:**

The regular rate for rental of the arena floor (without ice) for non-profit is \$55 per day. The following motion was passed in 2016:

Moved by Councillor Ford to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2016 and charge them \$57 per hour plus GST for Saturday and Sunday games as needed.

In the current request, Lacrosse is requesting to use the arena from 4:00 to 9:00pm. The reduced rate was charged as an arena attendant was not required for practices. The \$57 per hour rate was to cover the cost of an arena attendant for Saturday games. This was the prior rate charged for prime ice time up to July 2011, at which time it was changed to \$63 per hour. In the current request as in 2016, they are also asking to use the arena on Sundays as well for games at no more than 8 hours per Sunday.

### **COSTS / SOURCE OF FUNDING:**

Typically the rate charged would \$55 per day for practices. The current rate for prime ice time is \$63 per hour, which is what the rate would normally be for Saturday and Sunday games. Attendants need to be scheduled in advance for Saturdays and Sundays, and need to be present for all games.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 10, 2017

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# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 11

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## BUDGET 2017

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### **DESCRIPTION:**

Administration has prepared the attached draft Operating and Capital Budgets for 2017 after working with all departments and the Audit and Finance Committee. The Audit and Finance Committee recommends approval.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the 2017 Operational and Capital Budgets as presented.

### **ATTACHMENTS:**

1. Budget Highlights 2017
2. 2017 Operational and Capital Budget

PREPARED BY: Marian Carlson, CLGM, CAO

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 10, 2017

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# Town of Claresholm - 2017 Municipal Budget Highlights

## Revenue

During this Council term, efforts have been devoted to service efficiencies and budget restraint, which has reduced the pressure to raise taxes and utility costs. Per Council direction, the municipal taxes will increase by only 0.7% in 2017. In addition, there will be no increase in utility rates for 2017.

The following outlines the municipal tax percentage changes over the past 4 years:

2014	1.5% increase
2015	0% increase
2016	1.34% increase
2017	0.7% increase

## Expenditures

Despite considerable upward pressure on municipal costs due to carbon taxes and routine inflation, increases have been absorbed across a range of goods and services. Additional costs were budgeted in compensation, infrastructure maintenance and economic development to help meet the strategic objectives of the Town.

Significant items related to revenues and expenditures include:

- Council fees have remained unchanged since 2013
- Fortis franchise fee revenues increased by \$48,790
- An additional \$150,000 is budgeted to undertake a Regional Fire Services Agreement with the MD of Willow Creek along with the towns of Nanton, Stavely and Fort Macleod. The funding for this project is to come from the Alberta Community Partnership Grant.
- \$23,150 for new air packs and tanks for the Claresholm Fire Department
- An additional \$30,850 budgeted in provincial and municipal fines collected relative to the Community Peace Officer partnership with the Town of Fort Macleod.
- \$25,000 grant revenue to assist with funding the Economic Development community branding and marketing initiative.
- \$10,000 to update the Municipal Development Plan

## Debt

Total debt levels continue to decline. At year-end 2016 the debt balance was \$4.62m, down from \$4.98m at the beginning of the year. This is well below the \$9.6m allowable debt ceiling established by Provincial formula for the Town.

## Capital Budget

Council passed a \$5.12m capital budget with a particular focus on continued infrastructure improvements toward future flood prevention. Significant projects include:

- \$3,611,870 to complete phase 1 and phase 2 of the Storm Water Management project
- \$256,00 for storm water main replacement on 5<sup>th</sup> St West from 55<sup>th</sup> Ave to 57<sup>th</sup> Ave

- \$213,00 for sanitary sewer main replace on 4<sup>th</sup> St West from 55<sup>th</sup> Ave to 57<sup>th</sup> Ave
- \$380,000 for 4 blocks of pavement overlay
- \$102,267 for Lion's park upgrades
- \$81,00 for header replacement for the ice surface system in the arena

Funding sources for capital projects includes \$5,058,323 in grants from various provincial and federal departments and \$52,000 from municipal reserve accounts earmarked for specific projects. This leaves only \$8,500 to be funded through taxes.

### Moving Forward

Renovation of the former school into the new multi-use Town Administration Office and Community Building is still a high priority for Council, but one that will require additional reserves to be set aside from any future operating surplus as well as supplemental grant funding.

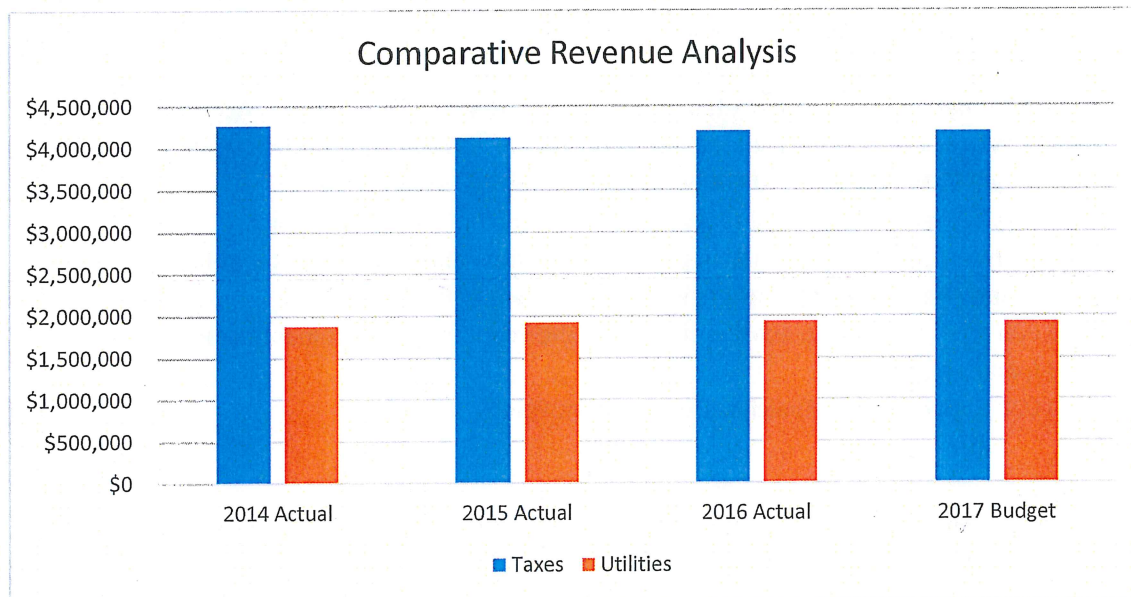
### Charts

The following charts provide a graphical view of the 2017 budget.

Chart 1: Shows that both tax and utility revenues have been fairly flat during this Council term.

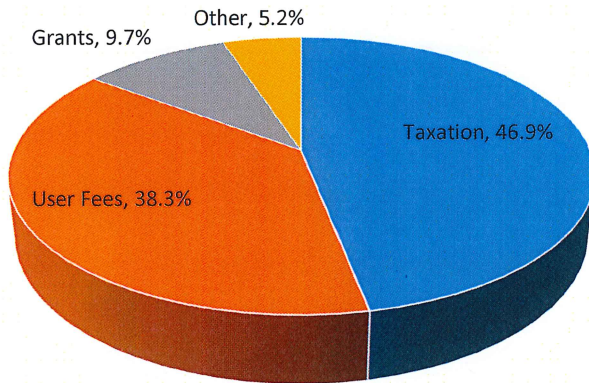
Chart 2: Provides a breakdown of budgeted revenue by major category.

Chart 3: Provides a breakdown of budgeted expenditures by function.

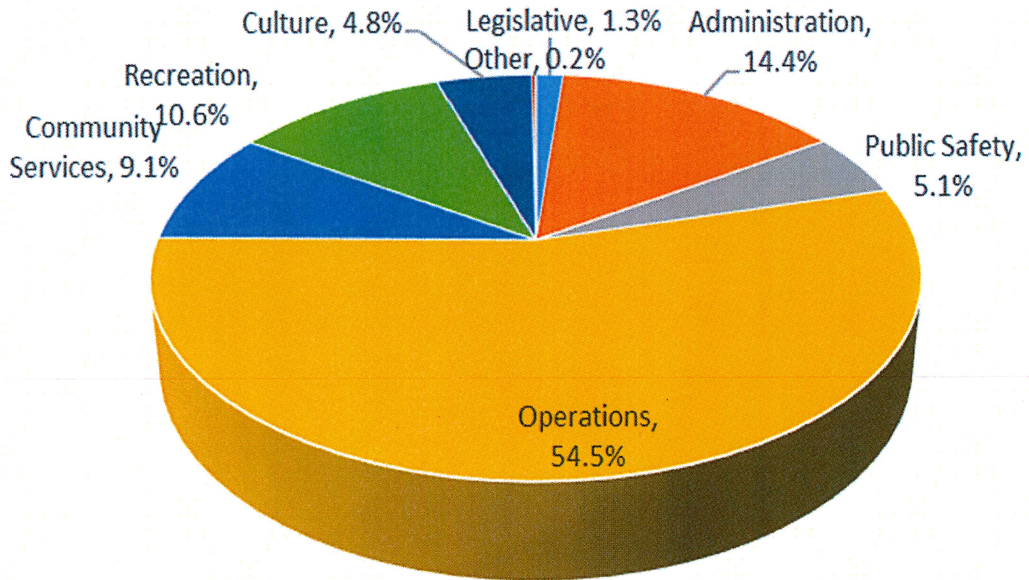




### 2017 Budgeted Revenue



### 2017 Budgeted Operating Expenditures



### Town of Claresholm Budget Comparative Statement of Operations

	2017 Budget	2016 Budget
<b>Revenue</b>		
Net municipal taxes	\$ 3,109,722	\$ 3,114,221
User fees and sales of goods	2,060,870	2,005,450
Government transfers for operating	400,249	221,776
Investment income	58,000	45,744
Penalties and costs of taxes	121,100	89,500
Licenses and permits	41,400	37,800
Franchise and concession contracts	202,538	153,748
Rental	112,150	119,001
Other	285,375	258,111
Family and community support services	240,605	240,041
<b>Total Revenue</b>	<b>6,632,009</b>	<b>6,285,392</b>
<b>Expenses (includes amortization)</b>		
Legislative	113,500	112,000
Administration	1,220,098	1,096,936
Fire	301,612	117,553
Bylaw enforcement	131,778	135,892
Common and equipment pool	515,564	537,123
Roads, streets, walks and lighting	843,242	902,482
Airport	18,379	18,291
Storm sewers and drainage	63,545	72,356
Water supply and distribution	2,026,296	2,096,439
Wastewater treatment and disposal	558,131	649,303
Solid waste management	616,765	564,271
Family and community support services	240,605	240,041
Day care	38,202	64,511
Cemeteries and crematoriums	54,180	51,952
Other public health and welfare	27,000	34,500
Weed & pest control	45,204	43,597
Economic development	174,350	50,000
Subdivision land and development	189,503	262,503
Parks and recreation	904,162	877,916
Culture - libraries, museums and halls	408,844	367,799
<b>Total Expenses</b>	<b>8,490,960</b>	<b>8,295,464</b>
<b>Deficiency of revenue over expenses before other</b>	<b>(1,858,951)</b>	<b>(2,010,072)</b>

<b>Other</b>		
Government transfers for capital	5,058,323	4,199,051
<b>Surplus (deficiency)</b>	<b>3,199,372</b>	<b>2,188,979</b>

### Adjustments for Non-Cash items

Amortization expenses	2,166,952	2,385,830
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### Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)

Capital expenditures (excluding tax-funded)	(5,110,323)	(4,745,399)
Debt proceeds		360,000
Debt principal repayment - Prior year's debt	(277,246)	(265,692)
8th Ave NW Promissory Note	(100,000)	(100,000)
Debt principal repayment - New debt		(13,366)
Club contributions		30,000
Transfer from sundry trust		20,852
Transfer from reserves	121,245	138,796
<b>Budget balance</b>	<b>(0)</b>	<b>0</b>

### Schedule 1

	2017 Budget	2016 Budget
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#### Taxation

Property taxes: Vacant residential & farmland	\$ 83,315	\$ 83,972
Property taxes: Non-residential	962,342	960,230
Property taxes: Linear property	102,585	114,299
Property taxes: Residential	1,961,302	1,947,582
Education property tax: Residential & farmland	847,182	832,287
Education property tax: Non-Residential	244,907	254,625
Federal grants in lieu of taxes	6,694	6,939
Provincial grants in lieu of taxes	34,864	41,903
Local improvement taxes	65,271	70,813
	<b>4,308,462</b>	<b>4,312,649</b>

#### Less: Requisitions

Alberta school foundation fund	1,092,089	1,086,911
Porcupine Hills Lodge	106,651	111,517
	<b>3,109,722</b>	<b>3,114,221</b>



# Claresholm

*Now you're living...*

*Now you're home*

***Town of Claresholm***

***Budget Document***

***2017***

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**Approved by Council \_\_\_\_\_**

## Assessment & Taxation

### What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

### What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

### What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

## Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2013.

	2013	2014	2015	2016
<b>Municipal Residential</b>	6.15	6.5215	6.3300	6.5130
<b>Municipal Non Residential</b>	11.9	12.1000	11.8958	12.0279
<b>Municipal Vacant Residential &amp; Farmland</b>	9.0	10.5000	10.5000	11.3956
<b>Municipal Seniors Self Contained Housing</b>	6.15	6.5215	0	0
<b>Porcupine Hills Lodge – Residential</b>	0.266	0.2715	0.2639	0.2767
<b>Porcupine Hills Lodge – Non Residential</b>	0.266	0.2715	0.2639	0.2767
<b>Porcupine Hills Lodge – Vacant Residential &amp; Farmland</b>	0.266	0.2715	0.2639	0.2767
<b>Porcupine Hills Lodge – Senior Self Contained Housing</b>	0.266	0.2715	0	0
<b>Education ASFF - Residential</b>	2.6831	2.6463	2.4592	2.5485
<b>Education ASFF - Non Residential</b>	3.8217	3.6290	3.6269	3.5621
<b>Education ASFF - Vacant Residential &amp; Farmland</b>	2.6831	2.6463	2.4592	2.5485

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<b>Budget balance</b>	<b>(0)</b>	<b>0</b>
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<b>Schedule 1</b>	<b>2017 Budget</b>	<b>2016 Budget</b>
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	<b>4,308,462</b>	<b>4,312,649</b>

**Less: Requisitions**

Alberta school foundation fund	1,092,089	1,086,911
Porcupine Hills Lodge	106,651	111,517

	<b>3,109,722</b>	<b>3,114,221</b>
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DEPARTMENT  
OPERATING  
BUDGETS

## 4 Year Summary By Function

Excluding Amortization and Capital

<b>OPERATING BUDGET DEFICIT (SURPLUS)</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
Council	113,500	85,936	112,000	104,377	98,908
Tax & Requisitions	(3,639,724)	(3,554,817)	(3,598,438)	(3,488,340)	(3,497,213)
General Administration	1,210,389	1,079,391	1,092,558	951,100	862,168
Fire Department	120,905	74,415	85,049	136,666	146,655
Bylaw Enforcement	37,032	81,838	76,288	83,280	45,424
Equipment Pool	434,620	542,557	458,187	422,238	455,008
Roads & Streets	460,890	356,735	482,018	427,853	518,002
Airport	8,219	4,093	3,131	7,349	(4,230)
Water Services	(77,306)	(268,635)	(130,829)	(325,683)	119,842
Storm Sewer	22,352	37,296	22,701	16,337	102,745
Sewer Services	(116,862)	(148,266)	(62,334)	(141,459)	(133,557)
Garbage Collection	(5,314)	(35,844)	(41,590)	(27,265)	(58,705)
Recycling	(20,703)	(30,224)	(11,167)	(11,944)	(13,392)
Family & Community Support Services (FCSS)	(0)	(7,880)	-	(4,344)	(12,224)
Daycare	38,202	64,511	64,511	62,151	69,126
Cemetery	36,180	1,881	33,952	10,966	3,442
Other Public Health & Welfare	-	(2,366)	-	(1)	12,907
Weeds & Pests	17,871	19,743	16,264	12,387	5,597
Economic Development	121,850	115,824	50,000	-	-
Planning & Development	144,103	81,311	220,703	120,011	222,300
General Recreation	76,350	65,907	70,088	40,557	17,679
Parks	103,943	82,724	86,099	70,204	45,306
Arena	100,363	157,242	110,564	95,872	106,903
Aquatic Centre	164,062	156,149	160,533	174,507	193,636
Museum	63,458	69,422	50,724	55,127	73,517
Library	208,376	197,459	197,535	191,755	186,168
<b>NET DEFICIT (SURPLUS) AFTER OPERATIONS</b>	<b>(377,246)</b>	<b>(773,597)</b>	<b>(451,453)</b>	<b>(1,016,298)</b>	<b>(433,986)</b>

## COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development. Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2017.

	2017 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/meeting
Per Diem Full Day (6 hours or more)	\$230/meeting
Per Diem Less Than 4 Hours	\$23/hour
Mileage	As per CRA rates
Meals and accommodation at cost	Upon submission of valid receipts

### Council/Legislative Summary Operating Budget

COUNCIL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES, MEETINGS AND PER DIEMS	93,000.00	76,336.30	91,500.00	86,495.93	90,033.13
TRAVEL & CONVENTIONS	12,000.00	8,631.69	13,500.00	15,533.31	8,875.20
EDUCATION	8,500.00	968.38	7,000.00	2,348.16	-
<b>NET DEFICIT (SURPLUS) COUNCIL</b>	<b>113,500.00</b>	<b>85,936.37</b>	<b>112,000.00</b>	<b>104,377.40</b>	<b>98,908.33</b>

### Variance Highlights

- With 2017 being an election year, additional money has been budgeted for Council member training.

## MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes the ATCO Gas Franchise Agreement in the amount of \$103,972 and the Fortis Franchise Agreement in the amount of \$98,566.

### Gen Revenue and Requisition Summary Operating Budget

MUNICIPAL GENERAL REVENUE & REQUISITIONS					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
TAXES	(3,109,544)	(3,110,861)	(3,106,083)	(4,130,358)	(4,272,863)
EDUCATION TAXES	(1,092,089)	(1,092,088)	(1,086,911)	-	-
FEDERAL GRANTS IN LIEU	(6,694)	(6,694)	(6,939)	(6,835)	-
PROVINCIAL GRANTS IN LIEU	(34,864)	(34,864)	(41,903)	(41,278)	-
<b>REVENUE TAXES AND GRANTS IN LIEU</b>	<b>(4,243,191)</b>	<b>(4,244,507)</b>	<b>(4,241,836)</b>	<b>(4,178,471)</b>	<b>(4,272,863)</b>
REVENUE GENERAL MUNICIPAL	(526,028)	(513,914)	(479,335)	(504,606)	(462,038)
TRANSFER FROM RESERVES	(69,245)	-	(75,695)	-	-
<b>REVENUE GENERAL ADMINISTRATION</b>	<b>(595,273)</b>	<b>(513,914)</b>	<b>(555,030)</b>	<b>(504,606)</b>	<b>(462,038)</b>
HOME FOR AGED-POR. HILLS LODGE	106,651	111,517	111,517	107,826	109,350
SCHOOL FOUNDATION PROGRAM - RES & FARMLAND	847,182	847,182	832,287	832,286	1,128,338
SCHOOL FOUNDATION PROGRAM - NON RES	244,907	244,907	254,625	254,625	-
<b>EXPENSE REQUISITIONS</b>	<b>1,198,740</b>	<b>1,203,605</b>	<b>1,198,428</b>	<b>1,194,737</b>	<b>1,237,688</b>
<b>NET DEFICIT (SURPLUS) TAX &amp; REQUISITIONS</b>	<b>(3,639,724)</b>	<b>(3,554,817)</b>	<b>(3,598,438)</b>	<b>(3,488,340)</b>	<b>(3,497,213)</b>

## **Variance Highlights**

- Note: taxes are currently projected based on latest assessment numbers and 2016 mill rates.
- Provincial Grants in lieu has been reduced due to Province not paying on Schools or Lodge facilities.
- The Fortis Franchise agreement increased by \$48,790.
- School requisitions shown are estimates based on 2016 actuals.
- Transfer from reserves includes \$27,000 for Physician Recruitment, \$42,000 for Economic Development and \$245 for Ball Diamond shale.

DRAFT

## ADMINISTRATION

The Administration budget includes finance, taxation, reception, utilities, communication, human resources and general administrative costs.

### Administration Summary Operating Budget

ADMINISTRATION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES & BENEFITS	573,272	515,411	541,268	432,760	355,850
CONSULTANT FEES	25,000	42,060	26,800	22,837	45,056
MATERIALS, SUPPLIES & OPERATING COSTS	326,344	271,072	295,700	285,444	257,178
ASSESSOR	56,154	53,961	53,740	51,711	49,552
AUDITOR	23,850	19,350	22,050	29,235	20,100
LEGAL	10,000	6,232	10,000	9,743	15,744
MUNICIPAL GRANTS	126,159	71,170	72,000	41,605	39,098
CELEBRATIONS	20,000	20,109	20,000	17,714	17,652
ECONOMIC DEVELOPMENT	-	-	-	14,285	23,663
TAX LEVY CANCELLATIONS & DISCOUNTS	6,000	5,769	6,000	5,394	6,793
PUBLIC RELATIONS	5,000	7,713	7,000	5,028	3,248
STAFF DEVELOPMENT & TRAINING	12,000	17,280	13,000	11,918	4,569
IT CONTRACTED SERVICES	20,610	19,635	19,000	18,710	17,700
TAXI SUBSIDY	6,000	3,970	6,000	4,714	5,964
TRANSFER TO RESERVE - CAPITAL	-	25,659	-	-	-
<b>NET DEFICIT (SURPLUS) ADMINISTRATION</b>	<b>1,210,389</b>	<b>1,079,391</b>	<b>1,092,558</b>	<b>951,100</b>	<b>862,168</b>

### Variance Highlights

- Wages & Benefits covered by CUPE contract increased 2.5%. This is reflected in each department's budget.
- Being an election year, \$7,500 has been added for election expenses.
- \$23,894 has been added in 2017 to pay the MD of Willow Creek for fees related to land recently annexed.

- Increased insurance budget by \$11,350 as a result of insurance costs increasing.
- Assessor fee increased by \$1.00 per property effective August 1<sup>st</sup>.
- Municipal Grants for 2017 include \$27,600 for CAREs that was previously included with Bylaw Enforcement and \$26,309 for FCSS that was previously included with Daycare.

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## FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

### Fire Summary Operating Budget

FIRE DEPARTMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
PROVINCIAL GRANTS	(150,000)	-	-	-	-
MD CONTRIBUTION	(10,000)	(6,883)	(10,000)	(6,803)	(9,062)
NON GOV'T CONTRIBUTION	(6,000)	(10,500)	(6,000)	(3,800)	(20,800)
<b>REVENUE FIRE DEPARTMENT</b>	<b>(166,000)</b>	<b>(17,383)</b>	<b>(16,000)</b>	<b>(10,603)</b>	<b>(29,862)</b>
WAGES & BENEFITS	50,585	45,765	42,129	104,036	140,485
EQUIPMENT, FUEL, ETC	45,300	7,073	22,150	10,431	9,224
TRAINING	25,020	23,865	18,770	19,040	7,988
MATERIALS, SUPPLIES & OPERATING COSTS	16,000	15,096	18,000	13,762	18,819
REGIONAL FIRE STUDY COSTS	150,000	-	-	-	-
<b>EXPENSES FIRE DEPARTMENT</b>	<b>286,905</b>	<b>91,798</b>	<b>101,049</b>	<b>147,269</b>	<b>176,517</b>
<b>NET DEFICIT (SURPLUS) FIRE DEPARTMENT</b>	<b>120,905</b>	<b>74,415</b>	<b>85,049</b>	<b>136,666</b>	<b>146,655</b>

### Variance Highlights

- \$150,000 has been budgeted for a regional fire study. We have applied for a grant of \$150,000 from Alberta Community Partnerships to fund this project.
- Wages and benefits were increased with a 2.5% negotiated settlement as well as to reflect the 3 year average increase cost for fire calls. This includes voluntary Chief.
- Equipment budget is up \$23,150 from 2016 to cover the cost of 4 new air-packs & tanks and a replacement hose for the fire truck.
- Training cost increase includes the cost of sending 5 members to convention in 2017.



## BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

### Bylaw Enforcement Summary Operating Budget

BYLAW ENFORCEMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
PROVINCIAL FINES COLLECTED	(29,000)	(24,126)	(33,000)	(33,809)	(25,595)
LICENSES & FEES	(9,500)	(9,625)	(10,250)	(11,093)	(58,143)
MUNICIPAL FINES	(42,100)	(8,817)	(6,500)	(4,556)	(34,094)
WORKSHOP REVENUE	(6,300)	(800)	-	-	-
<b>REVENUE BYLAW ENFORCEMENT</b>	<b>(86,900)</b>	<b>(43,368)</b>	<b>(49,750)</b>	<b>(49,458)</b>	<b>(117,831)</b>
WAGES & BENEFITS	78,657	77,447	76,738	81,123	66,358
ANIMAL SERVICES	1,000	30,425	31,000	30,449	30,693
LEGAL	2,000	-	2,000	-	2,000
MATERIALS, SUPPLIES & OPERATING COSTS	37,275	15,608	13,300	19,957	64,204
TRAINING	3,000	1,726	3,000	1,208	-
TRANSFER TO RESERVE - CAPITAL	2,000	-	-	-	-
<b>EXPENSES BYLAW ENFORCEMENT</b>	<b>123,932</b>	<b>125,206</b>	<b>126,038</b>	<b>132,738</b>	<b>163,255</b>
<b>NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT</b>	<b>37,032</b>	<b>81,838</b>	<b>76,288</b>	<b>83,280</b>	<b>45,424</b>

### Variance Highlights

- Municipal fines budget has increased by \$35,600 to reflect an increase in traffic enforcement. This is partly offset by the \$495/week contract fee for a traffic enforcement officer.
- Budget for CAREs has been moved from Animal Services to Municipal Grants.
- A \$2,000 annual transfer to capital has been budgeted to establish a reserve for replacement of the enforcement vehicle.

## • ROADS, STREETS, WALKS & LIGHTS

The Roads, Streets, Walks and Lights budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc. This budget also includes the cost for street lighting.

### Roads, Streets, Walks & Lights Summary Operating Budget

<b>EQUIPMENT POOL</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
SERVICES TO OTHER DEPARTMENTS & RENTALS	(72,000)	(70,850)	(72,000)	(71,453)	(70,300)
<b>REVENUE EQUIPMENT POOL</b>	<b>(72,000)</b>	<b>(70,850)</b>	<b>(72,000)</b>	<b>(71,453)</b>	<b>(70,300)</b>
WAGES & BENEFITS	175,720	314,810	191,487	199,531	178,111
MATERIALS, SUPPLIES & OPERATING COSTS	330,900	298,596	338,700	294,159	347,198
<b>EXPENSES EQUIPMENT POOL</b>	<b>506,620</b>	<b>613,407</b>	<b>530,187</b>	<b>493,691</b>	<b>525,308</b>
<b>NET DEFICIT (SURPLUS) EQUIPMENT POOL</b>	<b>434,620</b>	<b>542,557</b>	<b>458,187</b>	<b>422,238</b>	<b>455,008</b>

### Variance Highlights

- Increased equipment insurance by \$5,200.
- We reviewed the potential impact of the carbon tax on total fuel costs and determined based on the three year average, no additional adjustment is required. This same review was also made for other departments and for heating costs for buildings and facilities but not separately noted.

<b>ROADS, STREETS, WALKS &amp; LIGHTS</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
LOCAL IMPROVEMENT CHARGES	(55,800)	(55,489)	(53,986)	(50,138)	(28,338)
<b>REVENUE ROADS &amp; STREETS</b>	<b>(55,800)</b>	<b>(55,489)</b>	<b>(53,986)</b>	<b>(50,138)</b>	<b>(28,338)</b>
WAGES & BENEFITS	137,690	120,316	163,121	138,468	167,934
CONTRACTED SERVICES	75,000	66,099	75,000	75,592	72,013
ENGINEERING	2,000	1,038	2,000	1,044	930
STREET LIGHTS	170,000	149,507	170,000	164,791	162,387
MATERIALS, SUPPLIES & OPERATING COSTS	132,000	59,629	125,883	98,096	143,075
TRANSFER TO RESERVE - CAPITAL	-	15,636	-	-	-
<b>EXPENSES ROADS &amp; STREETS</b>	<b>516,690</b>	<b>412,225</b>	<b>536,004</b>	<b>477,991</b>	<b>546,340</b>
<b>NET DEFICIT (SURPLUS) ROADS &amp; STREETS</b>	<b>460,890</b>	<b>356,735</b>	<b>482,018</b>	<b>427,853</b>	<b>518,002</b>

## Variance Highlights

- Materials costs increased by \$17,000 for the purchase of additional gravel for maintenance projects in 2017.

## AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

### Airport Summary Operating Budget

AIRPORT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
FACILITY RENTAL	(6,000)	(9,010)	(10,000)	(13,000)	(13,000)
LOCAL GOVERNMENT GRANTS	-	-	(1,000)	-	(4,000)
<b>REVENUE AIRPORT SERVICES</b>	<b>(6,000)</b>	<b>(9,010)</b>	<b>(11,000)</b>	<b>(13,000)</b>	<b>(17,000)</b>
WAGES & BENEFITS	3,899	4,333	3,931	7,232	3,098
MATERIALS, SUPPLIES & OPERATING COSTS	10,320	8,770	10,200	13,117	9,673
<b>EXPENSES AIRPORT SERVICES</b>	<b>14,219</b>	<b>13,103</b>	<b>14,131</b>	<b>20,349</b>	<b>12,770</b>
<b>NET DEFICIT (SURPLUS) AIRPORT</b>	<b>8,219</b>	<b>4,093</b>	<b>3,131</b>	<b>7,349</b>	<b>(4,230)</b>

### Variance Highlights

- Rental fees are down by \$4,000 as the facility needs work to improve usage.

## WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

### Water Supply & Distribution Summary Operating Budget

WATER SUPPLY & DISTRIBUTION					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WATER SALES	(1,057,100)	(1,087,882)	(1,032,000)	(1,057,425)	(1,030,464)
OTHER REVENUE	-	(1,022)	-	(101,315)	-
<b>REVENUE WATER SERVICES</b>	<b>(1,057,100)</b>	<b>(1,088,904)</b>	<b>(1,032,000)</b>	<b>(1,158,740)</b>	<b>(1,030,464)</b>
WAGES & BENEFITS	348,319	265,520	285,223	248,112	267,828
TRAINING	2,500	-	2,500	2,262	872
MATERIALS, SUPPLIES & OPERATING COSTS	201,900	137,362	190,550	163,626	194,901
ENGINEERING & LEGAL	5,000	-	5,000	-	7,200
CHEMICAL	80,000	80,170	80,000	87,903	77,169
MAINTENANCE	106,800	96,083	96,500	84,192	110,157
DEBENTURE INTEREST	167,400	173,258	173,523	179,086	184,620
SERVICES FROM OTHER DEPARTMENTS	67,875	67,875	67,875	67,875	67,875
<b>EXPENSES WATER SERVICES</b>	<b>979,794</b>	<b>820,269</b>	<b>901,171</b>	<b>833,057</b>	<b>910,623</b>
<b>NET DEFICIT (SURPLUS) WATER SERVICES</b>	<b>(77,306)</b>	<b>(268,635)</b>	<b>(130,829)</b>	<b>(325,683)</b>	<b>(119,842)</b>

### Variance Highlights

- \$25,100 increase in revenue based on average consumption increase.
- Increase in Wages & Benefits is mainly due to a realignment between departments.
- Maintenance costs of \$9,300 have been added for a review of the membrane system by the Pall Corporation. \$1,000 has been added for extra testing at Pine Coulee reservoir.
- Debenture interest is decreasing as the principal on the debenture is paid down.

## WASTEWATER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of wastewater. This system functions in accordance with the standards set out by Alberta Environment. This budget also includes those costs related to storm-water collection.

### Wastewater Treatment & Disposal Summary Operating Budget

WASTEWATER TREATMENT & DISPOSAL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LOCAL IMPROVEMENT CHARGES	(5,649)	-	(13,005)	-	-
OTHER REVENUE	(5,000)	-	(5,000)	(6,369)	-
<b>REVENUE STORM SEWER &amp; DRAINAGE</b>	<b>(10,649)</b>	<b>-</b>	<b>(18,005)</b>	<b>(6,369)</b>	<b>-</b>
WAGES & BENEFITS	20,001	22,757	29,206	9,947	23,284
CONTRACTED SERVICES	5,000	9,329	5,000	2,905	-
MATERIALS, SUPPLIES & OPERATING COSTS	8,000	4,664	6,500	7,529	1,528
ENGINEERING	-	-	-	-	4,243
OVERLAND FLOODING	-	546	-	2,325	73,690
<b>EXPENSES STORM SEWER &amp; DRAINAGE</b>	<b>33,001</b>	<b>37,296</b>	<b>40,706</b>	<b>22,706</b>	<b>102,745</b>
<b>NET DEFICIT (SURPLUS) STORM SEWER</b>	<b>22,352</b>	<b>37,296</b>	<b>22,701</b>	<b>16,337</b>	<b>102,745</b>

### Variance Highlights

- Local improvement charges have been reduced based on the refund of 2016 assessment for certain properties.

<b>SEWER SERVICES</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
LOCAL IMPROVEMENT CHARGES	(3,822)	-	(3,822)	-	-
SERVICE FEES	(290,000)	(303,588)	(290,000)	(294,455)	(286,262)
<b>REVENUE SEWER SERVICES</b>	<b>(293,822)</b>	<b>(303,588)</b>	<b>(293,822)</b>	<b>(294,455)</b>	<b>(286,262)</b>
WAGES & BENEFITS	76,455	52,145	95,072	69,985	64,018
CONTRACTED SERVICES	6,800	24,985	28,500	4,931	1,240
MATERIALS, SUPPLIES & OPERATING COSTS	37,000	19,216	48,000	16,020	22,472
DEBENTURE INTEREST	28,430	30,700	31,641	33,785	36,700
SERVICES FROM OTHER DEPARTMENTS	28,275	28,275	28,275	28,275	28,275
<b>EXPENSES SEWER SERVICES</b>	<b>176,960</b>	<b>155,321</b>	<b>231,488</b>	<b>152,996</b>	<b>152,705</b>
<b>NET DEFICIT (SURPLUS) SEWER SERVICES</b>	<b>(116,862)</b>	<b>(148,266)</b>	<b>(62,334)</b>	<b>(141,459)</b>	<b>(133,557)</b>

## Variance Highlights

- There was no Local Improvement charge for Sewer in 2016.
- Reduction in contracted services includes \$17,500 for the sewer lagoon study completed in 2016, plus \$4,000 less for sewer line testing now that we have our own camera.

## WASTE MANAGEMENT

The Solid Waste and Recycling function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

### Waste Management Summary Operating Budget

<b>GARBAGE COLLECTION</b>					
	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
GARBAGE SERVICE FEES	(413,670)	(414,603)	(408,500)	(415,922)	(412,219)
<b>REVENUE GARBAGE COLLECTION</b>	<b>(413,670)</b>	<b>(414,603)</b>	<b>(408,500)</b>	<b>(415,922)</b>	<b>(412,219)</b>
WAGES & BENEFITS	150,131	140,052	142,350	145,783	151,182
LANDFILL FEES	120,000	120,321	125,000	106,917	117,644
LANDFILL CONTRACT	40,000	39,835	39,835	28,486	27,133
LANDFILL CLOSURE	30,000	12,302	4,000	49,695	4,402
MATERIALS, SUPPLIES & OPERATING COSTS	22,500	20,524	10,000	12,052	7,429
SERVICES FROM OTHER DEPARTMENTS	45,725	45,725	45,725	45,725	45,725
<b>EXPENSES GARBAGE COLLECTION</b>	<b>408,356</b>	<b>378,759</b>	<b>366,910</b>	<b>388,658</b>	<b>353,515</b>
<b>NET DEFICIT (SURPLUS) GARBAGE COLLECTION</b>	<b>(5,314)</b>	<b>(35,844)</b>	<b>(41,590)</b>	<b>(27,265)</b>	<b>(58,705)</b>

### Variance Highlights

- Increase in collection revenue based on 3 year average.
- Landfill closure costs of \$25,000 are for testing of old landfill setback along highway and \$4,433 for the Town's share of airport landfill testing.
- Supplies costs includes \$10,500 in fuel for the garbage truck that had been included in Equipment Pool costs in the 2016 budget.



<b>RECYCLING</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
RECYCLING SERVICE FEES	(159,400)	(153,903)	(150,000)	(151,280)	(149,990)
COMMODITY REVENUE	(10,500)	(14,181)	(8,000)	(8,309)	(9,334)
<b>REVENUE RECYCLING</b>	<b>(169,900)</b>	<b>(168,084)</b>	<b>(158,000)</b>	<b>(159,589)</b>	<b>(159,323)</b>
WAGES & BENEFITS	132,197	123,062	130,433	132,814	130,899
SHIPPING COSTS	6,000	4,140	7,000	5,490	6,120
MATERIALS, SUPPLIES & OPERATING COSTS	11,000	10,658	9,400	9,341	8,913
<b>EXPENSES RECYCLING</b>	<b>149,197</b>	<b>137,860</b>	<b>146,833</b>	<b>147,645</b>	<b>145,932</b>
<b>NET DEFICIT (SURPLUS) RECYCLING</b>	<b>(20,703)</b>	<b>(30,224)</b>	<b>(11,167)</b>	<b>(11,944)</b>	<b>(13,392)</b>

## Variance Highlights

- Recycling fees have increased to reflect the addition of a contract with Stavely.
- Shipping costs are down \$1,000 to reflect the reduced amount of plastics being shipped.
- Gas and oil has been increased by \$1,600 to reflect higher volumes being transported.

## FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

### FCSS Summary Operating Budget

<b>FAMILY &amp; COMMUNITY SUPPORT SERVICES (FCSS)</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
PROVINCIAL FUNDING	(105,235)	(105,235)	(105,235)	(94,273)	(87,695)
TOWN OF CLARESHOLM	(26,309)	(26,309)	(26,309)	(23,949)	(31,924)
MD OF WILLOW CREEK	(46,338)	(46,338)	(46,338)	(41,626)	(39,269)
MISCELLANEOUS	(100)	-	(100)	-	(76)
ALBERTA HEALTH SERVICES	(27,271)	(27,781)	(26,707)	(26,055)	(26,707)
FEES FOR PROGRAMMING	-	(60)	-	(157)	(229)
OTHER INCOME	-	(14,270)	-	(3,931)	(7,818)
CFSA FUNDING	(35,352)	(35,352)	(35,352)	(36,457)	(34,247)
<b>REVENUE FCSS</b>	<b>(240,605)</b>	<b>(255,345)</b>	<b>(240,041)</b>	<b>(226,449)</b>	<b>(227,965)</b>
WAGES & BENEFITS	62,466	66,468	61,241	61,467	64,086
PROFESSIONAL DEVELOPMENT	3,000	3,317	3,350	2,530	3,299
MATERIALS, SUPPLIES & OPERATING COSTS	32,950	34,078	37,809	39,494	29,284
SERVICES FROM OTHER DEPARTMENTS	7,700	7,085	6,985	6,985	9,500
<b>EXPENSE GENERAL FCSS</b>	<b>106,116</b>	<b>110,948</b>	<b>109,385</b>	<b>110,476</b>	<b>106,169</b>
WAGES & BENEFITS	50,527	49,530	49,536	47,268	46,458
MATERIALS, SUPPLIES & OPERATING COSTS	5,740	4,764	6,440	360	1,872
<b>EXPENSES FCSS OUTREACH PROGRAM</b>	<b>56,267</b>	<b>54,294</b>	<b>55,976</b>	<b>47,628</b>	<b>48,330</b>

PROGRAMMING	8,700	9,484	5,700	733	-
MATERIALS, SUPPLIES & OPERATING COSTS	-	70	1,000	-	-
<b>EXPENSES FCSS YOUTH PROGRAMS</b>	<b>8,700</b>	<b>9,555</b>	<b>6,700</b>	<b>733</b>	<b>-</b>
MATERIALS, SUPPLIES & OPERATING COSTS	350	272	200	-	270
PROGRAMMING	2,000	4,101	1,500	407	3,157
<b>EXPENSES FCSS OTHER PROGRAMMING</b>	<b>2,350</b>	<b>4,374</b>	<b>1,700</b>	<b>407</b>	<b>3,427</b>
COMMUNITY GRANTS	26,549	26,200	26,200	22,450	21,500
<b>EXPENSES FCSS PROGRAM GRANTS</b>	<b>26,549</b>	<b>26,200</b>	<b>26,200</b>	<b>22,450</b>	<b>21,500</b>
WAGES & BENEFITS	40,423	42,073	39,630	40,112	36,090
PROFESSIONAL DEVELOPMENT	-	-	150	190	150
MATERIALS, SUPPLIES & OPERATING COSTS	200	22	300	108	75
<b>EXPENSES FCSS RESOURCE CENTER</b>	<b>40,623</b>	<b>42,095</b>	<b>40,080</b>	<b>40,410</b>	<b>36,315</b>
<b>NET DEFICIT (SURPLUS) FCSS</b>	<b>(0)</b>	<b>(7,880)</b>	<b>-</b>	<b>(4,344)</b>	<b>(12,224)</b>

## Variance Highlights

- No significant changes to the budget to highlight.

## DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm. This budget also includes the Town’s contribution to the FCSS program.

### Day Care & FCSS Contribution Summary Operating Budget

DAYCARE CONTRIBUTION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
CONTRIBUTION TO FCSS	-	26,309	26,309	23,949	31,924
CONTRIBUTION TO DAYCARE	38,202	38,202	38,202	38,202	37,202
<b>NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION</b>	<b>38,202</b>	<b>64,511</b>	<b>64,511</b>	<b>62,151</b>	<b>69,126</b>

### Variance Highlights

- Contribution to FCSS has been moved to Administration – Municipal Grants.

## CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

### Cemetery Summary Operating Budget

CEMETERY	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
CEMETERY FEES	(15,000)	(14,450)	(15,000)	(13,317)	(20,870)
LOCAL GOVERNMENT GRANTS	(3,000)	(3,000)	(3,000)	(3,000)	-
<b>REVENUE CEMETERY</b>	<b>(18,000)</b>	<b>(17,450)</b>	<b>(18,000)</b>	<b>(16,317)</b>	<b>(20,870)</b>
WAGES & BENEFITS	50,680	16,256	48,452	23,236	21,672
MATERIALS, SUPPLIES & OPERATING COSTS	1,000	575	1,000	1,547	140
SERVICES FROM OTHER DEPARTMENTS	2,500	2,500	2,500	2,500	2,500
<b>EXPENSES CEMETERY</b>	<b>54,180</b>	<b>19,331</b>	<b>51,952</b>	<b>27,283</b>	<b>24,312</b>
<b>NET DEFICIT (SURPLUS) CEMETERY</b>	<b>36,180</b>	<b>1,881</b>	<b>33,952</b>	<b>10,966</b>	<b>3,442</b>

### Variance Highlights

- No significant changes to the budget to highlight.

## OTHER PUBLIC HEALTH & WELFARE

Other Public Health & Welfare currently consists of the Physician Recruitment program which is designed to provide incentives to recruit and retain Physicians in the community.

### Physician Recruitment Summary Operating Budget

OTHER PUBLIC HEALTH & WELFARE	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
TOWN OF CLARESHOLM	(27,000)	(30,000)	(30,000)	(9,605)	-
TOWN OF STAVELY	-	(2,500)	(2,500)	(2,500)	-
TOWN OF GRANUM	-	(2,000)	(2,000)	(2,000)	-
<b>REVENUE PHYSICIAN RECRUITMENT</b>	<b>(27,000)</b>	<b>(34,500)</b>	<b>(34,500)</b>	<b>(14,105)</b>	<b>-</b>
PHYSICIAN RECRUITMENT	27,000	32,134	34,500	14,104	12,907
<b>EXPENSES PHYSICIAN RECRUITMENT</b>	<b>27,000</b>	<b>32,134</b>	<b>34,500</b>	<b>14,104</b>	<b>12,907</b>
<b>NET DEFICIT (SURPLUS) OTHER PUBLIC HEALTH</b>	<b>-</b>	<b>(2,366)</b>	<b>-</b>	<b>(1)</b>	<b>12,907</b>

### Variance Highlights

- This program is close to being completed. The remaining budget is to meet some prior commitments that are due to be paid in 2017.

## WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

### Agricultural Development Summary Operating Budget

WEED & PEST CONTROL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES & BENEFITS	3,871	7,634	3,764	10,182	2,845
CHEMICALS & MATERIALS	14,000	12,108	12,500	2,205	2,752
<b>EXPENSES WEEDS &amp; PESTS</b>	<b>17,871</b>	<b>19,743</b>	<b>16,264</b>	<b>12,387</b>	<b>5,597</b>
<b>NET DEFICIT (SURPLUS) WEEDS &amp; PESTS</b>	<b>17,871</b>	<b>19,743</b>	<b>16,264</b>	<b>12,387</b>	<b>5,597</b>

### Variance Highlights

- Increased chemicals and materials by \$1,500 as more complaints are being dealt with.

## ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

### Economic Development Summary Operating Budget

ECONOMIC DEVELOPMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
GRANTS & CONTRIBUTIONS	(52,500)	(50)	-	-	-
<b>REVENUE ECONOMIC DEVELOPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
WAGES & BENEFITS	69,850	59,841	-	-	-
MATERIALS, SUPPLIES & OPERATING COSTS	104,500	44,033	50,000	-	-
TRANSFER TO RESERVE - CAPITAL	-	12,000	-	-	-
<b>EXPENSES ECONOMIC DEVELOPMENT</b>	<b>174,350</b>	<b>115,874</b>	<b>50,000</b>	<b>-</b>	<b>-</b>
<b>NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT</b>	<b>121,850</b>	<b>115,824</b>	<b>50,000</b>	<b>-</b>	<b>-</b>

### Variance Highlights

- Revenue includes \$42,500 in government grants. A grant has been applied for to supplement the additional activities being planned for 2017. The additional costs are included in Materials & Supplies.
- In the 2016 budget, labor costs and expenses were included with the Development Department budget. For 2017 all Economic Development activities have been moved to a new category, including the 2016 budgeted amounts.



## LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

### Land Planning & Development Summary Operating Budget

LAND PLANNING & DEVELOPMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LICENSES	(28,400)	(31,200)	(27,800)	(28,290)	(29,695)
PERMITS	(13,000)	(24,942)	(10,000)	(11,304)	(10,873)
PLANNING & DEVELOPMENT FEES	(4,000)	(2,945)	(4,000)	(3,325)	(3,957)
<b>REVENUE PLANNING &amp; DEVELOPMENT</b>	<b>(45,400)</b>	<b>(59,087)</b>	<b>(41,800)</b>	<b>(42,919)</b>	<b>(44,526)</b>
ORRSC MEMBERSHIP	56,500	55,663	53,912	51,408	50,770
WAGES & BENEFITS	68,603	82,919	175,891	101,768	180,159
LEGAL, PROFESSIONAL SERVICES, ETC.	20,400	1,116	21,200	7,039	25,625
MATERIALS, SUPPLIES & OPERATING COSTS	44,000	700	11,500	2,715	10,272
<b>EXPENSES PLANNING &amp; DEVELOPMENT</b>	<b>189,503</b>	<b>140,398</b>	<b>262,503</b>	<b>162,930</b>	<b>266,826</b>
<b>NET DEFICIT (SURPLUS) PLANNING &amp; DEVELOPMENT</b>	<b>144,103</b>	<b>81,311</b>	<b>220,703</b>	<b>120,011</b>	<b>222,300</b>

### Variance Highlights

- Increases in revenue are based on the 3 year average.
- A 1.5% allowance has been added for a possible ORRSC fees increase in 2017.
- Included for 2016 was the addition of the Economic Development position and expenses, which have been moved to a separate department for 2017.
- Professional fees includes \$10,000 for preparation of the Municipal Development Plan and \$4,900 for the Servicing Standards Update.
- Operating costs include \$32,000 for easements and \$1,000 for Board Member training.

## PARKS & RECREATION

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming. The Willow Creek Agricultural Society oversees the operations of the Agriplex and the Golf Course board directs the operations at the golf course.

### Operating Budget

<b>GENERAL RECREATION</b>					
	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
LOCAL GOVERNMENT GRANTS	(25,000)	(25,000)	(25,000)	(25,000)	(50,000)
<b>REVENUE GENERAL RECREATION</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(50,000)</b>
GOLF COURSE MANAGEMENT	50,000	50,000	50,000	50,000	50,000
DEBENTURE INTEREST	11,263	13,386	13,483	15,557	17,679
WAGES & BENEFITS	32,237	27,521	31,605	-	-
PROGRAMMING EXPENSES	7,850	-	-	-	-
<b>EXPENSES GENERAL RECREATION</b>	<b>101,350</b>	<b>90,907</b>	<b>95,088</b>	<b>65,557</b>	<b>67,679</b>
<b>NET DEFICIT (SURPLUS) GENERAL RECREATION</b>	<b>76,350</b>	<b>65,907</b>	<b>70,088</b>	<b>40,557</b>	<b>17,679</b>

### Variance Highlights

- Programming Expenses has been added in 2017 to include cost of various supplies related to program-related activities in each of the Town-owned facilities.

<b>PARKS</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
CAMPRGROUND FEES	(50,000)	(47,779)	(50,000)	(50,703)	(55,189)
PARKS GRANTS & OTHER FUNDING	-	(6,850)	-	-	-
<b>REVENUE PARKS</b>	<b>(50,000)</b>	<b>(54,629)</b>	<b>(50,000)</b>	<b>(50,703)</b>	<b>(55,189)</b>
WAGES & BENEFITS	103,943	84,810	101,687	99,345	74,210
MATERIALS, SUPPLIES & OPERATING COSTS	50,000	27,543	34,412	21,562	26,285
TRANSFER TO RESERVE - CAPITAL	-	25,000	-	-	-
<b>EXPENSES PARKS</b>	<b>153,943</b>	<b>137,353</b>	<b>136,099</b>	<b>120,907</b>	<b>100,495</b>
<b>NET DEFICIT (SURPLUS) PARKS</b>	<b>103,943</b>	<b>82,724</b>	<b>86,099</b>	<b>70,204</b>	<b>45,306</b>

## Variance Highlights

- \$16,000 has been added in 2017 for shale for the ball diamonds.

## Ice Center Summary Operating Budget

<b>ARENA</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
MINOR HOCKEY	(29,450)	(34,168)	(29,450)	(29,396)	(28,836)
FIGURE SKATING	(10,000)	(10,076)	(10,000)	(11,655)	(10,316)
RENTALS	(20,500)	(19,381)	(18,151)	(17,248)	(18,801)
ADVERTISING	(4,000)	(3,825)	(4,000)	(3,725)	(4,715)
<b>REVENUE ARENA</b>	<b>(63,950)</b>	<b>(67,450)</b>	<b>(61,601)</b>	<b>(62,023)</b>	<b>(62,668)</b>
WAGES & BENEFITS	81,313	98,481	79,165	95,107	88,658
MATERIALS, SUPPLIES & OPERATING COSTS	83,000	86,973	93,000	62,788	80,912
TRANSFER TO RESERVE - CAPITAL	-	39,238	-	-	-
<b>EXPENSES ARENA</b>	<b>164,313</b>	<b>224,692</b>	<b>172,165</b>	<b>157,895</b>	<b>169,570</b>
<b>NET DEFICIT (SURPLUS) ARENA</b>	<b>100,363</b>	<b>157,242</b>	<b>110,564</b>	<b>95,872</b>	<b>106,903</b>

## Variance Highlights

- Arena Materials includes \$20,000 for bathroom renovations carried over from 2016.

## Pool Summary Operating Budget

AQUATIC CENTRE	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LESSONS	(57,500)	(66,092)	(50,000)	(58,362)	(48,471)
GATE ADMISSION	(43,000)	(50,048)	(40,000)	(42,233)	(38,498)
RENTAL	(19,000)	(19,953)	(19,000)	(20,213)	(16,484)
<b>REVENUE AQUATIC CENTRE</b>	<b>(119,500)</b>	<b>(136,093)</b>	<b>(109,000)</b>	<b>(120,808)</b>	<b>(103,453)</b>
WAGES & BENEFITS	252,062	261,091	244,633	269,294	277,161
MATERIALS, SUPPLIES & OPERATING COSTS	31,500	31,152	24,900	26,021	19,928
<b>EXPENSES AQUATIC CENTRE</b>	<b>283,562</b>	<b>292,242</b>	<b>269,533</b>	<b>295,315</b>	<b>297,089</b>
<b>NET DEFICIT (SURPLUS) AQUATIC CENTRE</b>	<b>164,062</b>	<b>156,149</b>	<b>160,533</b>	<b>174,507</b>	<b>193,636</b>

## Variance Highlights

- Lessons revenue increased by \$7,500 and Admissions revenue increased by \$3,000 as a result of increased activity.
- Wages & Benefits increase includes \$1,600 for staff attendance at swim meets plus \$2,600 for new lifeguard training.
- Materials, Supplies and Operating Costs includes \$3,000 for additional swim meet costs plus \$4,000 for a new Dolphin pool vacuum.

## CULTURE

The Culture budget deals with Library and Museum activities. The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services. The Museum Board oversees the operation of the Museum in cooperation with the administrative staff and provides recommendations to Council on the budget.

### Museum and Library Summary Operating Budget

MUSEUM	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
SALES	(2,200)	(1,899)	(3,500)	(2,916)	(2,166)
DONATIONS	(6,200)	(3,162)	(3,200)	(2,141)	(2,150)
GRANTS	(79,334)	(39,093)	(62,944)	(41,879)	(50,171)
<b>REVENUE MUSEUM</b>	<b>(87,734)</b>	<b>(44,154)</b>	<b>(69,644)</b>	<b>(46,936)</b>	<b>(54,487)</b>
WAGES & BENEFITS	104,600	72,224	73,845	59,110	97,555
MATERIALS, SUPPLIES & OPERATING COSTS	44,092	38,264	44,023	40,802	29,058
PROFESSIONAL DEVELOPMENT	2,500	3,088	2,500	2,152	1,391
<b>EXPENSES MUSEUM</b>	<b>151,192</b>	<b>113,576</b>	<b>120,368</b>	<b>102,063</b>	<b>128,004</b>
<b>NET DEFICIT (SURPLUS) MUSEUM</b>	<b>63,458</b>	<b>69,422</b>	<b>50,724</b>	<b>55,127</b>	<b>73,517</b>

### Variance Highlights

- Museum grant revenue includes grant funding: \$25,000 operational grant, \$3,000 historical walking tour grant, \$41,334 for summer jobs and \$10,000 in various Canada 150 Celebration grants.
- Wages & benefits for the museum increased by \$30,755 mainly due to hiring of additional students to help with Canada 150 activities. Most of this increase is covered by summer job grants if received.
- Offsite artifact storage costs of \$4,200 are included in Operating Costs.

<b>LIBRARY</b>	<b>Budget 2017</b>	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Actual 2014</b>
GRANT	179,740	169,650	169,650	164,697	159,900
CHINOOK ARCH	28,636	27,809	27,885	27,058	26,268
<b>EXPENSES LIBRARY</b>	<b>208,376</b>	<b>197,459</b>	<b>197,535</b>	<b>191,755</b>	<b>186,168</b>
<b>NET DEFICIT (SURPLUS) LIBRARY</b>	<b>208,376</b>	<b>197,459</b>	<b>197,535</b>	<b>191,755</b>	<b>186,168</b>

## Variance Highlights

- Local library requisition has a proposed increase of 3%.
- In addition to the base requisition of \$174,740 for 2017, the budget also includes \$5,000 to replace 15 windows with broken seals.
- Chinook Arch library fees increasing by approximately 2.6% in 2017.

DEPARTMENT  
CAPITAL  
BUDGETS

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## Funding Sources for Capital Projects

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Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

### Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

### Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

### Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

### Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application **per year** are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.



## **Alberta Community Resilience Program (ACRP)**

The **ACRP** is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy, functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

## **Community Facility Enhancement Program (CFEP)**

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

## **Alberta Recycling – Municipal Demonstration Grant Program**

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

## **Reserves/Restricted Surplus**

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

## **Sundry Trust**

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

## **Utility Funded**

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

<b>FUNDING SOURCES FOR THE YEAR</b>	
Alberta Community Resilience Program Grant (ACRP)	(2,849,360)
Municipal Sustainability Grant (MSI)	(1,972,510)
Federal Gas Tax Fund (FGTF)	(171,686)
Community Facility Enhancement Program (CFEP)	(42,500)
DRP	-
Alberta Recycling Grant	(22,267)
ALBERTA HISTORICAL RESOURCES FOUNDATION	-
Other	-
<i>Total government transfers for capital</i>	<u>(5,058,323)</u>
Club contributions	-
Sundry trust	-
Transfers from reserves	(52,000)
Tax funded	(8,500)
Proceeds from long-term debt	-
<b>TOTAL FUNDING</b>	<u><b>(5,118,823)</b></u>

## Capital Summary Budget

### CAPITAL BUDGET

ENGINEERING STRUCTURES	NOTES	2017
Municipal Stormwater system upgrade	<i>Phase 1, Part 2</i>	3,611,870
<i>Funding: ACRP Grant</i>		(2,849,360)
<i>Funding: MSI</i>		(762,510)
5th street - 5500 to 5600 Block Storm sewer line replacement		256,000
<i>Funding: MSI</i>		(256,000)
4th street west sewer repairs		213,000
<i>Funding: MSI</i>		(213,000)
Alberta Road Upgrade		63,186
<i>Funding: FGTF</i>		(63,186)
4 blocks pavement overlay		380,000
<i>Funding: MSI</i>		(380,000)
New sidewalk Construction - Lion's Park		14,000
<i>Funding: FGTF</i>		(14,000)
<b>TOTAL ANNUAL EXPENDITURE</b>		<b>4,538,056</b>

BUILDINGS CAPITAL PROJECT DESCRIPTION	2017
Museum Station Deck Replacement	25,000
<i>Funding: FGTF</i>	(25,000)
Arena floor header and mains replacement	81,000
<i>Funding: MSI</i>	(81,000)
<b>TOTAL ANNUAL EXPENDITURE</b>	<b>106,000</b>

MACHINERY & EQUIPMENT CAPITAL PROJECT DESCRIPTION	2017
Scissor Lift	17,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>
	(17,000)
Sewer flushing truck	280,000
<i>Funding: MSI</i>	(280,000)
Lawn Mower	<i>Parks Department</i>
<i>Funding: FGTF</i>	(32,000)
Lawn Mower	<i>Utility Services</i>
<i>Funding: Tax funded</i>	(4,500)
Bobcat	<i>Replacement program</i>
<i>Funding: Tax funded</i>	(4,000)
<b>TOTAL ANNUAL EXPENDITURE</b>	<b>337,500</b>

<b>LAND IMPROVEMENTS PROJECT DESCRIPTION</b>		<b>2017</b>
Lions park playground		102,267
<i>Funding: Alberta recycling grant</i>		(22,267)
<i>Funding: CFEP grant</i>		(42,500)
<i>Funding: FGTF</i>		(37,500)
<b>TOTAL ANNUAL EXPENDITURE</b>		<b>102,267</b>
<b>VEHICLES PROJECT DESCRIPTION</b>		<b>2,017</b>
Fleet replacement	<i>Administration Vehicle</i>	35,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(35,000)
<b>TOTAL ANNUAL EXPENDITURE</b>		<b>35,000</b>
<b>TOTALS FOR THE YEAR</b>		<b>2,017</b>
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>5,118,823</b>

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## ENGINEERING STRUCTURES

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>Phase 1, Part 2 - Storm water management plan</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	8 <sup>th</sup> Street west ditch
<b>Project Cost</b>	<b>\$3,611,870</b>
<b>Funding Sources</b>	MSI and ACRP grants
<b>Rationale for need</b>	As recommended in Town`s Storm water Management plan for flood prevention.
<b>Impact on future operating costs</b>	No more maintenance is anticipated than what currently is the Town`s practice.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>5<sup>th</sup> Street West Storm sewer replacement 55<sup>th</sup> Ave to 57th</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	Replacement of storm line
<b>Project Cost</b>	<b>\$256,000.</b>
<b>Funding Sources</b>	MSI grant
<b>Rationale for need</b>	Line is in very poor condition, leaking of the line has caused frost lift in the street and raised manholes and it is deteriorating year after year. Roadway is traveled by buses and is heavily used with school traffic.
<b>Impact on future operating costs</b>	No impact on future operating costs.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>4<sup>th</sup> St West Sewer repairs</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	Replacement of sewer main 55 <sup>th</sup> Ave. north to 57 <sup>th</sup> .
<b>Project Cost</b>	<b>\$213,000.</b>
<b>Funding Sources</b>	MSI grant
<b>Rationale for need</b>	Existing line is damaged. This portion of the system is on the Town's monthly flushing list and still there have been backups in the sanitary sewer.
<b>Impact on future operating costs</b>	Reduced maintenance and liability.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>Alberta Road Upgrades (Engineering)</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	Widening and repaving of Alberta Road. Possible addition of a sidewalk.
<b>Project Cost</b>	<b>\$63,186.</b>
<b>Funding Sources</b>	FGTF
<b>Rationale for need</b>	The increase in traffic has resulted faster deterioration of the road surface. Due to constant parking issues and difficult approach areas, upgrades are needed. Improvement of landscaping will enhance the entrance into Claresholm + relocating of the Entrance signs.
<b>Impact on future operating costs</b>	Reduction in PW man hours required for maintenance.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>Pavement Overlay</b>
<b>Project Description</b>	Street pavement overlay to damaged roads.
<b>Project Cost</b>	<b>\$380,000</b>
<b>Funding Sources</b>	MSI grant
<b>Rationale for need</b>	Currently 22 blocks are in need of repaving. The worst blocks will be addressed first. The longer we wait to repair the more costly it will be. Complaints are increasing over conditions drivers face every day. (approx. 4 blocks are repaved every year)
<b>Impact on future operating costs</b>	No extra costs are anticipated. Less manpower required for maintenance next few years.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>New Sidewalk Construction (Lion's Park)</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	New sidewalk in front of Lions park.
<b>Project Cost</b>	<b>\$14,000.</b>
<b>Funding Sources</b>	FGTF
<b>Rationale for need</b>	Public safety. The number of people walking on roadways is increasing.
<b>Impact on future operating costs</b>	Maintenance budget/time will increase in future as more sidewalks are added.

## BUILDINGS

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>Museum Station deck replacement</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	Front deck replacement
<b>Project Cost</b>	<b>\$25,000.</b>
<b>Funding Sources</b>	FGTF
<b>Rationale for need</b>	Existing wooden deck is rotten on the bottom.
<b>Impact on future operating costs</b>	No impact on future operating costs.

<b>2017 Capital Project</b>	
<b>Project Name</b>	<b>Arena Floor Header and Mains Replacement</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	Ice Arena floor header and mains replacement
<b>Project Cost</b>	<b>\$81,000.</b>
<b>Funding Sources</b>	MSI grant
<b>Rationale for need</b>	Replacement was recommended approximately 8 years ago, by CIMCO. The in floor piping system will be 35 yrs. old in 2017. One major leak and the arena will be unusable for the season. The boards are worn out as well which will be included in a later budget request.
<b>Impact on future operating costs</b>	A newer system will operate more efficiently, therefore optimizing energy requirements.



## MACHINERY & EQUIPMENT

2017 Capital Purchase	
<b>Project Name</b>	<b>Scissor lift for maintenance</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	To enable maintenance staff to safely access ceilings inside for repairs.
<b>Project Cost</b>	<b>\$17,000.</b>
<b>Funding Sources</b>	Capital Reserves
<b>Rationale for need</b>	A-frame ladders are no longer to be used and rental machines are expensive. Lights are 22-24 feet high in some buildings, and safety is foremost in this request.
<b>Impact on future operating costs</b>	Reduced maintenance time.

2017 Capital Purchase	
<b>Project Name</b>	<b>New Sewer flushing truck</b>
<b>Anticipated Date</b>	<b>2017</b>
<b>Project Description</b>	Replacement of sewer flusher.
<b>Project Cost</b>	<b>\$280,000.</b>
<b>Funding Sources</b>	MSI grant
<b>Rationale for need</b>	This unit is a 1991 truck with a 1999 flusher mounted on the rear. This unit maintains the sewer system and is essential to unplug the sewer mains when there is a problem. The machine works in a harsh environment and deteriorates at an increased rate.
<b>Impact on future operating costs</b>	Reduced repair costs.

<b>2017 Capital Purchase</b>	
<b>Project Name</b>	<b>1445 Lawn mower Purchase</b>
<b>Anticipated date</b>	<b>2017</b>
<b>Project Description</b>	1445 Lawn mower purchase (Parks Dept.)
<b>Project Cost</b>	<b>\$32,000.</b>
<b>Funding Sources</b>	FGTF
<b>Rationale for need</b>	Existing 2008 mower is getting worn out. Replacement prior to increased parts pricing over the value of the machine is recommended. A replacement cycle based on priority list has been implemented.
<b>Impact on future operating costs</b>	No extra costs are anticipated.

<b>2017 Capital Purchase</b>	
<b>Project Name</b>	<b>Lawnmower Purchase</b>
<b>Anticipated date</b>	<b>2017</b>
<b>Project Description</b>	Lawn mower purchase (Utility Services)
<b>Project Cost</b>	<b>\$4,500.</b>
<b>Funding Sources</b>	Operations budget
<b>Rationale for need</b>	The water plant grounds, HPS, airport and lagoons areas consist of rough terrain. The mower deck is repaired yearly and the mower motor has started to burn oil. The current WTP mower could be used to replace the older cemetery mower.
<b>Impact on future operating costs</b>	Future operating costs would consist of regular scheduled maintenance.

2017 Capital Purchase	
<b>Project Name</b>	<b>Bobcat replacement program</b>
<b>Anticipated Start</b>	Yearly
<b>Project Cost</b>	<b>\$4,000.</b>
<b>Funding Sources</b>	Operations budget
<b>Rationale for need</b>	The program involves rotating 1 year old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
<b>Impact on future operating costs</b>	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage

## LAND IMPROVEMENTS

2017 Capital Project	
<b>Project Name</b>	<b>Lions Park Upgrades</b>
<b>Anticipated Start</b>	2017
<b>Project Cost</b>	<b>\$102,267</b>
<b>Funding Sources</b>	Alberta recycling grant, CFEP grant and FGTF.
<b>Rationale for need</b>	This park was installed in 1980 and some of the original equipment is still in use. The surrounding pole/rail fence is in very poor condition.
<b>Impact on future operating costs</b>	No impact on operating is expected.

# VEHICLES

<b>2017 Capital Purchase</b>	
<b>Project Name</b>	<b>Fleet Replacement</b>
<b>Anticipated Start</b>	<b>2017</b>
<b>Project Description</b>	New Administration vehicle
<b>Project Cost</b>	<b>\$35,000.</b>
<b>Funding Sources</b>	Capital Reserves
<b>Rationale for need</b>	Reliable vehicles are needed in all departments. To maintain the fleet of 15 vehicles (7 Depts.) one should be replaced yearly to optimize the repair costs and asset value.
<b>Impact on future operating costs</b>	Maintenance and replacement parts costs are constantly increasing.

DRAFT



# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 12

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## TAX RECOVERY SALE – #4 SKYLINE – OFFER

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

### **BACKGROUND**

1. This above mentioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. In January 2015 the reserve bid price for 4 Skyline Cres was reduced to \$800,000.
3. Avison Young (2016) is the current listing agent and the property had a list price of \$715,000.00.
4. Administration (Jan 2017) received an appraisal for the property noting the current value at \$520,000.00.
5. The tax assessment has been reviewed and amended to \$518,390 to more accurately reflect the market value.
6. On February 27, 2017 Council carried a motion to reduce the list price to \$520,000.00.
7. Council / Administration have reviewed a conditional offer for the property at the list price of \$520,000.00.

### **DISCUSSION / OPTIONS:**

Administration recommends acceptance of the offer in the amount of \$520,000.00. A motion of Council is required to accept the offer.

### **COSTS / SOURCE OF FUNDING (if applicable):**

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

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to accept the conditional offer to purchase the property described as Lot 16, Block 63, Plan 0110064 located at 4 Skyline Crescent, in the amount of \$520,000.00.

### **ATTACHMENTS:**

- 1.) None

### **APPLICABLE LEGISLATION:**

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

PREPARED BY: Tara VanDellen – Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 10, 2017

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# REQUEST FOR DECISION

Meeting: March 13, 2017  
Agenda Item: 13

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## RESPECTFUL WORKPLACE POLICY POLICY #GA 03-17

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### **DESCRIPTION:**

Administration is asking Council to pass a motion to adopt Policy #GA 03-17, the Respectful Workplace Policy.

The Town of Claresholm is committed to creating and maintaining a respectful workplace free of harassment and where all individuals are treated with fairness, dignity and respect. All those who work for the Town of Claresholm have a responsibility to help ensure a working environment in which the dignity of all employees, volunteers, residents and visitors is respected. The Respectful Workplace Policy identifies the Town's commitment to a respectful workplace. It provides definitions for workplace harassment and outlines key roles and responsibilities.

This policy has been presented to the Administrative Services Committee on March 9, 2017 at which time it was recommended to Council for approval.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #GA 03-17, the Respectful Workplace Policy, effective March 13, 2017.

### **ATTACHMENTS:**

1. Policy #GA 03-17, the Respectful Workplace Policy.

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PREPARED BY: Marian Carlson, CLGM, CAO

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APPROVED BY: Marian Carlson, CLGM, CAO

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DATE: March 10, 2017



Policy #GA 03-17

## Respectful Workplace Policy

Effective Date:

### Purpose

To build and maintain a respectful and positive workplace environment that is free of harassment, discrimination and violence. The Town of Claresholm is committed to creating a safe, healthy and productive workplace where all employees, citizens, customers, volunteers and contractors are treated with respect.

### Policy

The Town of Claresholm values the dignity of all employees and is committed to providing a respectful, harassment free workplace in which all individuals are treated with respect. All employees are expected to contribute to a positive work environment.

The Town of Claresholm promotes a culture of a positive work environment, one where there is respect for others. A respectful workplace supports the physical, psychological and social well-being of all employees.

In a respectful workplace:

- Employees are valued
- Communication is polite and courteous
- People are treated fairly
- Conflict is addressed in a positive and respectful manner
- Disrespectful behavior, harassment, discrimination and/or violence are addressed

### Definitions

**Disrespectful behavior:** is behavior that is inappropriate in the workplace such as conduct, comments, actions or gestures which are humiliating, offensive, hurtful or belittling.

**Disruptive workplace conflict:** is a dispute or communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the workplace.

**Discrimination:** Includes all forms of harassment such as differential treatment of an individual or a group of individuals based on a prohibited ground; or systematic discrimination whereby a seemingly neutral policy or practice that in fact is discriminatory according to the Human Rights, Citizenship and Multiculturalism Act.

**Harassment:** is a form of discrimination which is prohibited under the Human Rights, Citizenship and Multiculturalism Act. Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace that results in unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation. Alberta Human Rights laws prohibit harassment in the workplace on these grounds.



## Policy #GA 03-17

### Respectful Workplace Policy

Effective Date:

**Sexual Harassment:** is a form of discrimination on the grounds of gender, and is a violation of the Human Rights, Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment or
- 2) submission to, or rejection of, such conduct by an individual affects that individual's employment.

**Workplace Violence:** is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

#### **Roles & Responsibilities**

All employees are responsible for creating and maintaining a respectful workplace by modeling the appropriate behaviours that maintain a positive work environment and preventing disrespect, harassment or violence in the workplace.

All management employees are responsible for being effective role models of this policy and for dealing with any complaints in a prompt, impartial and confidential manner.

The Chief Administrative Officer (CAO), or designate, is responsible for the support, promotion, education and coordination of this policy. The CAO will coordinate investigations in a confidential manner that supports all parties involved and will ensure that no person suffers reprisal as a result of making a complaint, or for providing information.

#### **Discrimination, Harassment and Violence**

See definitions.

What harassment is not:

- Disciplining staff in accordance with the Town of Claresholm personnel policies;
- Legitimate and constructive feedback regarding work performance;
- Practices permitted by law or contract such as mandatory retirement based on age; and
- Expressing opinions that are different from others, unless those opinions fall within the prohibited grounds.

#### **Conflict Management and Complaint Procedures**

*Informal approach* – Many instances of inappropriate behavior can often be resolved directly between the parties involved. The goal is to have the behavior stop while maintaining a good working relationship. The Town encourages all employees to attempt to resolve conflicts in a





## Policy #GA 03-17

### Respectful Workplace Policy

Effective Date:

timely and appropriate manner whenever possible. We encourage the informal approach for conflicts that are less serious and where the employee does not feel their safety is threatened.

*Formal approach* – There are times when employees need assistance working through a conflict. Requesting assistance from a third party such as the employee's supervisor or manager can help employees explore their options to resolve the situation. The options could range from providing advice to facilitating a meeting with the parties. The objective is to reach a solution while keeping the process private. People using this process determine their own mutually agreeable solutions.

An employee who experiences or observes behavior that contravenes this policy can make a formal complaint at any time.

The employee shall first seek to settle the complaint with the employee's supervisor. The complaint shall be submitted in writing to the supervisor. Failing satisfactory settlement of the complaint by the supervisor, the complaint shall then be submitted in writing to the Chief Administrative Officer (CAO). Failing satisfactory settlement of the complaint by the CAO, the complaint shall be submitted in writing to the Town's Grievance Committee.

Confidentiality regarding a complaint, including the identities of the parties involved, shall not be given either directly or indirectly to any party external to the process outlined, unless given the written consent of the parties involved. Full disclosure will be provided to the parties directly involved so that a full investigation and resolution can be achieved. All formal investigations will be completed in a timely manner.

Any observed threats of bodily harm, sexual assault, or other forms of assault *must* be reported to a supervisor, manager or the CAO as soon as possible and/or the RCMP when of a more serious nature.

#### **False or Frivolous Complaints**

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action.

#### **Retaliation**

Retaliation by any person against anyone involved in complaints processes will not be tolerated and will be subject to discipline.

**Date approved by Council:**  
**Resolution #**



# INFORMATION BRIEF

Meeting: March 13, 2017

Agenda Item: 14

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## CANADA DAY / FAIR DAYS 2017

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### **DESCRIPTION:**

The Administrative Services Committee held a meeting on Thursday, March 9, 2017 in which a presentation was made regarding various proposed changes to the Canada Day and Fair Days events in 2017. These changes were approved by the committee and are being presented to Council for information.

### **BACKGROUND:**

Highlights of approved changes:

#### 1. Move Canada Day to Centennial Park

- This is Canada's 150 and moving the activities to Centennial Park will recognize the anniversary
- Provides access to our Spray Park as one of the amusements
- Lots of additional space to invite local organizations to run small activities and for the addition of the carnival tent act for the 150<sup>th</sup> Anniversary
- Ample parking along alleyways, 4<sup>th</sup> street, and 45<sup>th</sup> Ave
- Immediate access to Fire Hall for their target shooting activity and easier for them to leave if there is a call (happened last year)
- Some washrooms on site – may need to add porta-potties depending on number of stalls
- Would need generators for all inflatable amusements (company can provide)
- Tents, Tables and Chairs would need to be transported to and from the site

#### 2. Move fireworks to Fair Days

- Moving the fireworks display from Canada Day will encourage residents of the town and surrounding community to support the fireworks event in Granum
- Establishes working relationship with the region on community events
- Delivers two fireworks shows to our region over the summer months rather than two shows held at the exact same time some 15 kilometres apart
- Builds on Fair Days atmosphere which is a legitimate draw to the community, filling our restaurants, downtown, accommodations and campground
  - Continued growth of this can make it a keystone event that could possibly run for more days and generate more revenue for our businesses
  - Also, FairDays can be billed as a 'homecoming' event, encouraging this as a time for past residents to come home to visit (see what we're doing and possibly contemplate coming back)
- Granum has over 1500 people attend their Fireworks display, approximately 2-3 times what we receive on Canada Day, including many from Lethbridge and areas south. This

can be a platform for promoting FairDays if we are partnering and promoting their Canada Day show.

3. Lauren Billy has agreed to take on the Events Coordinator contract for 2017. She will be planning Canada Day and Fair Days with the assistance of the Economic Development Officer.

PREPARED BY: Justin Sweeney, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 10, 2017

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# INFORMATION BRIEF

Meeting: March 13, 2017

Agenda Item: 15

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## 16<sup>th</sup> ANNUAL MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE INNOVATION AWARD – Branding & Unstoppable Conversations

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### DESCRIPTION:

At the February 27, 2017 regular Council meeting, Council discussed a letter received from the Minister of Municipal Affairs regarding the 16<sup>th</sup> Annual Minister's Awards for Municipal Excellence. Council directed Administration to submit two applications.

Innovation Award – Economic Development Branding project and Unstoppable Conversations.  
Partnerships Award – Community Peace Officer Collaboration with the Town of Fort Macleod.

### BACKGROUND:

Upon review of the Innovation Award, it was noted that the criteria state: "Submissions must demonstrate that the practice has been in place for a sufficient length of time to produce verifiable results." On this note, it is a bit early to show verifiable results, therefore Administration recommends postponing an application for the award until 2018.

The application for the Partnerships Award will proceed as planned as the CPO project has been in effect for more than six months.

### ATTACHMENTS:

- 1.) Innovation Award – Submission Form page 1

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 10, 2017

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# 2017 MINISTER'S AWARDS FOR MUNICIPAL EXCELLENCE

## INNOVATION AWARD – SUBMISSION FORM

Submissions to the Minister's Award for Municipal Excellence are evaluated based on the information provided in this form. The submissions are evaluated by a Review Committee comprised of representatives from the AUMA, AAMDC, LGAA, ARMAA, SLGM, and GFOA.

The Review Committee is interested in how well the submitted practice has been planned, communicated, organized, implemented and managed. Information about the improvements experienced using the practice is very important as evidence of the success of the practice in achieving the stated goals. **Submissions must demonstrate that the practice has been in place for a sufficient length of time to produce verifiable results.**

For the **Innovation** category, submissions will be evaluated on how well they align with and/or demonstrate the following:

- **creative solutions** for providing improved services, governance, productivity, or conditions in the community
- Initiatives or policies that **identify goals, benefits and demonstrated improvement** are especially significant.

**NOTE:** Points will be awarded for the degree of difficulty relative to available resources, scope of innovation and level of collaboration amongst partners as relevant

In addition to the specific evaluation criteria for this category, each submission is also evaluated on the following qualities:

- **Sustainability** - viability of the practice in the long run and documentation of efforts to evolve and improve the practice over time.
- **Relevance** – suitability of the practice to the local conditions, size of municipality and available resources
- **Transferability** - effect the practice has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the practice.
- **Quality of submission** - clarity, logic and completeness of practice document and supporting materials





# INFORMATION BRIEF

Meeting: March 13, 2017  
 Agenda Item: 16

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Cat Bylaw & Dog Bylaw on March 13, 2017 Council Agenda.	Complete
Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol. MD will train staff to meet requirements	Complete
13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed. Respectful Workplace Policy on Council agenda March 13/17. Progressive Discipline Policy not proceeding at this time.	Complete
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				

13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2016. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
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Regular Scheduled Meeting - February 13, 2017				
1	Bylaw #1624 - Referred to administration & MPC	Tara	Reviewed and suggested corrections completed. On Council agenda for March 13, 2017.	Complete
2	Bylaw #1625 - Referred to administration & MPC	Tara	Public Hearing date set for March 27, 2017, 7pm.	Complete
7	RFD: Town of Fort Macleod / Claresholm CPO Program - Moved by Councillor Ford to enter into the proposed service agreement with the Town of Fort Macleod for the Community Peace Officer 1 Collaboration Project as presented. CARRIED MOTION #17-006	Jason	Documents printed both parties signing	Complete
Regular Scheduled Meeting - February 27, 2017				
1	DELEGATION RESPONSE: Claresholm & District Chamber of Commerce RE: Exercise Equipment - Moved by Councillor Fieguth to write a letter of support towards the Claresholm & District Chamber of Commerce's application to the Canada 150 grant, and to approve the application for the Lethbridge Community Foundation Grant and administer the grant on behalf of the Claresholm & District Chamber of Commerce for the purchase of parks exercise equipment, and further, to refer this item to administration to review as part of the Recreation Master Plan. CARRIED MOTION #17-012	Karine	Letter of support completed; information provided for Community Foundation grant;	Complete
2	BYLAW #1625 - Land Use Bylaw Amendment (Annexation) - Moved by Councillor Dixon to give Bylaw #1625, a land use bylaw amendment regarding annexation, 1st reading. CARRIED	Karine	Will be on a future agenda for 2nd & 3rd Reading.	Complete
3	CORRES: Minister of Municipal Affairs RE: Minister's Awards for Excellence - Moved by Councillor Cutler to submit an application to the 16th Annual Minister's Awards for Municipal Excellence for the economic development and Unstoppable Conversations initiatives, as well as the CPO Partnership with the Town of Fort Macleod. CARRIED MOTION #17-013	Karine	Info brief on agenda for March 13th	In progress
7	RFD: RCMP Memorandum of Understanding - Moved by Councillor O'Neill to approve the Memorandum of Understanding between the Town of Claresholm and the Royal Canadian Mounted Police for the period January 1, 2017 through December 31, 2021, as presented. CARRIED MOTION #17-014	Marian	Signed and forwarded to RCMP for signatures	In progress
11	IN CAMERA: Moved by Councillor Fieguth to appoint Santanna Thom to the Economic Development Committee. CARRIED MOTION #17-015	Justin	Santanna has been contacted.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 10, 2017

# **INFORMATION ITEMS**





# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
					<b>Batch #</b>	<b>19776</b>
52958	2017-02-02		900100	BUTLER, THERESA		981.36
52959	2017-02-02		900100	ERVEN, DOROTHY		300.00
						1,281.36
						<b>Batch #</b>
						<b>19778</b>
52960	2017-02-02		65000	MUNICIPAL DISTRICT OF WILLOW		10,349.24
52961	2017-02-02		786424	SKYLINE TOWING & RECOVERY		1,210.70
						11,559.94
						<b>Batch #</b>
						<b>19779</b>
52962	2017-02-02		787518	AIRTECH HEATING & AIR CONDITIONING LTD		543.17
52963	2017-02-02		1000	ALBERTA MUSEUMS ASSOCIATION		150.00
52964	2017-02-02		786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION		105.00
52965	2017-02-02		786285	ALTALIS JV		182.70
52966	2017-02-02		786517	AMSC INSURANCE SERVICES LTD.		187,178.86
52967	2017-02-02		786195	Benchmark Assessment Consultants Inc.		4,813.20
52968	2017-02-02		786578	CENTRAL SHARPENING LTD.		50.40
52969	2017-02-02		56100	CIMCO REFRIGERATION		1,312.50
52970	2017-02-02		126050	Cintas First Aid & Safety 030G		122.33
52971	2017-02-02		785935	CLARESHOLM & DISTRICT CHAMBER OF COMMERCE		155.00
52972	2017-02-02		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		9,254.95
52973	2017-02-02		13400	CLARESHOLM GLASS '88' LTD		867.30
52974	2017-02-02		13660	CLARESHOLM LOCAL PRESS		1,361.64
52975	2017-02-02		786950	CLARESHOLM SELF STORAGE		367.50
52976	2017-02-02		786540	DIRECT ENERGY REGULATED SERVICES		286.28
52977	2017-02-02		786397	EPCOR		185.79
52978	2017-02-02		786584	HACH SALES & SERVICE CANADA LTD.		1,421.70
52979	2017-02-02		786777	HEMMAWAY, JASON		26.20
52980	2017-02-02		11310	HI-WAY 9 EXPRESS LTD.		32.76
52981	2017-02-02		56155	LIFESAVING SOCIETY		395.00
52982	2017-02-02		786659	LIVINGSTONE RANGE SCHOOL DIVISION		150.00
52983	2017-02-02		56200	LOCAL AUTHORITIES PENSION PLAN		14,629.68
52984	2017-02-02		58000	LOOMIS EXPRESS		47.60
52985	2017-02-02		787520	McALONAN, MIKE		57.66
52986	2017-02-02		65040	MUNICIPAL INFORMATION SYSTEMS		1,007.86
52987	2017-02-02		66100	NATIONAL SECRETARY-TREASURER		1,328.98
52988	2017-02-02		71400	Oldman River Regional Services Commission		226.00
52989	2017-02-02		786635	ORKIN CANADA CORPORATION		131.25
52990	2017-02-02		787553	OSSA TERRA LTD		65,842.55
52991	2017-02-02		97050	PHARMASAVE		42.48
52992	2017-02-02		786454	PRAXAIR DISTRIBUTION		1,055.32
52993	2017-02-02		786156	Q.E.D. ENTERPRISES LTD.		2,798.58
52994	2017-02-02		86300	RECEIVER GENERAL		21,256.42
52995	2017-02-02		14265	SAVARIA LIFTS LTD.		250.00
52996	2017-02-02		786468	SHAW CABLE		120.65
52997	2017-02-02		786875	SOCIETY OF LOCAL GOV'T MANAGERS OF AB		325.00
52998	2017-02-02		91700	STARLINE SIGNS		510.63



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
52999	2017-02-02		786111	STEEL, ROB	186.25
53000	2017-02-02		900	TELUS	3,745.12
53001	2017-02-02		786500	TRINUS TECHNOLOGIES INC.	157.50
53002	2017-02-02		787515	WATT & STEWART COMMODITIES INC	693.00
53003	2017-02-02		111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	662.81
53004	2017-02-02		111445	WILLOW CREEK AGRICULTURAL	3,779.30
53005	2017-02-02		787549	WURTH CANADA LIMITED	213.91
53006	2017-02-02		900000	Canadian Mental Health Association	150.00
53007	2017-02-02		900000	CASA ROMA RESTAURANT	71.50
53008	2017-02-02		900000	CERTIFIED LABORATORIES	229.90
53009	2017-02-02		900000	CHINOOK WEBS INC.	132.30
53010	2017-02-02		900000	CITY OF WETASKIWIN	390.00
53011	2017-02-02		900000	CORREIA, MARY LOU	1,075.00
53012	2017-02-02		900000	CUTLER, DENELLE	81.48
53013	2017-02-02		900000	FAVRHOLDT, KEN	58.30
53014	2017-02-02		900000	HEMMAWAY, DIANE	81.37
53015	2017-02-02		900000	J & K HART REALTY	8.76
53016	2017-02-02		900000	KOWALCHUK, RICHARD	300.00
53017	2017-02-02		900000	LOW, DR. RICHARD	4,500.00
53018	2017-02-02		900000	METERCOR INC.	3,002.58
53019	2017-02-02		900000	RECEIVER GENERAL	2,196.24
53021	2017-02-02		900000	SALLENBACK, DEAN	7,584.80
53022	2017-02-02		900000	TUPPER, CHARLES	25.97
53023	2017-02-02		900000	WALL, TILLY	48.93
					<hr/>
					347,967.96
<hr/>					
				<b>Batch #</b>	<b>19805</b>
53024	2017-02-09		786175	MacPherson Leslie & Tyerman LLP	281.14
53025	2017-02-09		65000	MUNICIPAL DISTRICT OF WILLOW	5,943.93
					<hr/>
					6,225.07
<hr/>					



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
					<b>19825</b>	
53026	2017-02-16		13125	AHS-CCMHA		43.50
53027	2017-02-16		787518	AIRTECH HEATING & AIR CONDITIONING LTD		401.42
53028	2017-02-16		600	ALBERTA ASSOCIATION OF M.D.'S		8,555.71
53029	2017-02-16		650	ALBERTA BLUE CROSS		7,915.56
53030	2017-02-16		787526	Alberta Municipal Services Corporation		45,579.25
53031	2017-02-16		1025	ALBERTA ONE CALL LOCATION CORP		56.70
53032	2017-02-16		786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION		383.25
53033	2017-02-16		786517	AMSC INSURANCE SERVICES LTD.		3,667.63
53034	2017-02-16		787528	ASSOCIATED ENGINEERING		11,025.89
53035	2017-02-16		2550	AUMA		4,461.01
53036	2017-02-16		6390	BISHOFF AUTO & AG CENTRE		4,949.88
53037	2017-02-16		786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		748.13
53038	2017-02-16		11250	CANADIAN LINEN SUPPLY		814.28
53039	2017-02-16		787538	CAPITAL PAPER RECYCLING LTD.		195.30
53040	2017-02-16		12325	CHINOOK ARCH REGIONAL LIBRARY		14,317.98
53041	2017-02-16		126050	Cintas First Aid & Safety 030G		545.09
53042	2017-02-16		13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
53043	2017-02-16		13525	CLARESHOLM IGA		80.47
53044	2017-02-16		13660	CLARESHOLM LOCAL PRESS		36.75
53045	2017-02-16		14085	CLARESHOLM NAPA AUTO		1,155.40
53046	2017-02-16		13900	CLARESHOLM PHARMACY LTD		124.54
53047	2017-02-16		786141	CLARESHOLM TAXI		888.30
53048	2017-02-16		787517	CLEAR WATER CONTROLS INC.		354.69
53049	2017-02-16		786202	EXOVA		3,398.45
53050	2017-02-16		26201	FERG'S SEPTIC SERVICE LTD		194.25
53051	2017-02-16		786727	FOOTHILLS REGIONAL E.M.S.		8,032.77
53052	2017-02-16		786584	HACH SALES & SERVICE CANADA LTD.		1,946.39
53053	2017-02-16		49980	HARRY'S TIRE SALES (1984) LTD.		1,808.51
53054	2017-02-16		786880	HEITRICH, TRACEY		157.50
53055	2017-02-16		786777	HEMMAWAY, JASON		24.00
53056	2017-02-16		36800	HOME HARDWARE		781.27
53057	2017-02-16		850	JOHN DEERE FINANCIAL		403.81
53058	2017-02-16		787535	KFJ SIGNS & GRAPHICS		194.25
53059	2017-02-16		786267	LAWSON PRODUCTS INC.		159.98
53060	2017-02-16		787545	LEGACY DODGE CLARESHOLM		242.55
53061	2017-02-16		56155	LIFESAVING SOCIETY		811.66
53062	2017-02-16		786659	LIVINGSTONE RANGE SCHOOL DIVISION		489.74
53063	2017-02-16		56200	LOCAL AUTHORITIES PENSION PLAN		14,616.19
53064	2017-02-16		58000	LOOMIS EXPRESS		43.02
53065	2017-02-16		61450	MCNALLY CONTRACTORS LTD.		2,426.42
53066	2017-02-16		787531	MILLER SUPPLY		27.89
53067	2017-02-16		786704	MINISTER OF FINANCE (LT)		76.00
53068	2017-02-16		787523	MOWERS & BLOWERS (841057)		892.50
53069	2017-02-16		65040	MUNICIPAL INFORMATION SYSTEMS		1,007.86
53070	2017-02-16		71400	Oldman River Regional Services Commission		19,353.70
53071	2017-02-16		786905	ONECONNECT SERVICES INC. T46194		48.60
53072	2017-02-16		786635	ORKIN CANADA CORPORATION		131.25
53073	2017-02-16		786697	Productivity Plus Account		847.56
53074	2017-02-16		4090	PVH CANADA, INC.		805.38



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
53075	2017-02-16		786188	Reynolds Mirth Richards & Farmer LLP	1,840.62
53076	2017-02-16		786180	RICOH CANADA INC.	1,422.76
53077	2017-02-16		786468	SHAW CABLE	358.85
53078	2017-02-16		91377	SOUTHERN AB RECREATION ASSOC.	100.00
53079	2017-02-16		900	TELUS	773.88
53080	2017-02-16		787555	TENATO STRATEGY INC.	8,400.00
53081	2017-02-16		101400	UNITED FARMERS OF ALBERTA	60.79
53082	2017-02-16		111705	WC CLASS II REGIONAL LANDFILL	9,500.85
53083	2017-02-16		111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	160.49
53084	2017-02-16		111800	WORKERS' COMPENSATION BOARD	4,190.23
53085	2017-02-16		900000	AQUATECH DIVING SERVICES	3,255.00
53086	2017-02-16		900000	Claresholm Seniors Drop-in Centre	750.00
53087	2017-02-16		900000	CLEAR LAKE ENTERPRISES LTD.	160.00
53088	2017-02-16		900000	DIGITEX CANADA INC	262.50
53089	2017-02-16		900000	NUMBER 1 BOOKS LTD.	105.00
53090	2017-02-16		900000	VANDELLEN , TARA	46.66
					199,793.36
					<b>Batch # 19827</b>
53091	2017-02-16		900100	GREEN, GERALD & ROBERTA	649.64
					649.64
					<b>Total 567,477.33</b>

\*\*\* End of Report \*\*\*



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*John Barlow*

Member of Parliament  
Foothills

Dear Mayor and Council,

Recently, we have been working on Bill C-37 in the House of Commons and there is one element of this Bill I would like to bring to your attention because I believe it is particularly concerning for your community.

Currently, Bill C-37 allows for the placement of a safe injection site in your municipality *without consultation with you, your administration, local law enforcement or the community.*

To me, this is unacceptable. I've been blessed to travel southwestern Alberta and get to know many of you and your communities. It is unfathomable to me such a community altering decision like a safe injection site could be located in your community without consultation and without associated financial support from the Federal Government for items such as policing of these sites or addictions treatment.

Don't get me wrong. The opioid crisis we are facing in many of our communities is desperate and heartbreaking. We hear of addicts and recreational drug users who are dying in record numbers because of the existence of fentanyl and carfentanil in our communities. We absolutely must do something to curb the extremely disturbing statistics we are seeing. However, I believe the answer is in resources for treatment options, cracking down on drug dealers and addressing the illegal importing of these illicit drugs not the imposition of safe injection sites in communities.

*Ottawa*

Room 310, Justice Building, Ottawa, Ontario K1A 0A6  
Tel.: 613-995-8471 Fax.: 613-996-9770  
John.Barlow@parl.gc.ca



*Constituency Office*

PO Box 5448, 109 4th Ave., High River, Alberta, T1V 1M5  
Tel.: 403-603-3665 Fax: 403-603-3669  
John.Barlow.C1@parl.gc.ca





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*John Barlow*

Member of Parliament  
Foothills

There are positive elements within C-37 such as increased authority and powers to CBSA to search and seize suspect packages, unregistered pill presses and other devices; and it would grant the Minister the authority to quickly and temporarily schedule and class new substances.

On Feb. 1, we introduced a motion to the House of Commons to split Bill C-37 into two bills. In doing this, we agreed to pass one portion of the bill immediately through the House of Commons and the Senate. It would have included key components like those listed above so we could move those aspects forward quickly. In doing so, we would have been able to have a fulsome debate on the appropriateness of consultation for safe injection sites. Unfortunately, this motion was defeated by the Liberals and NDP.

Here is where I'm asking for your help. If you share my concerns with lack of consultation on safe injection sites, I encourage you to write Minister of Health Jane Philpott asking her to split Bill C-37 and share your thoughts on the input your council would like to have on the application for and approval of safe injection sites for your community. I've enclosed a backgrounder I've written outlining more of my thoughts.

If you have any questions, please don't hesitate to contact my office.

Sincerely,

John Barlow

*Ottawa*

Room 310, Justice Building, Ottawa, Ontario K1A 0A6  
Tel.: 613-995-8471 Fax.: 613-996-9770

John.Barlow@parl.gc.ca



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John.Barlow.C1@parl.gc.ca



# **Saving a Life: C-37 and the Opioid Crisis**

It is clear we are facing an opioid crisis in western Canada. On a daily basis we hear of a friend, a neighbour, or even a family member dying of a drug overdose, usually fentanyl.

It is heartbreaking, and I know Alberta communities are hurting. There were 338 accidental opioid deaths in Alberta, and 662 in British Columbia in 2016, and experts are predicting 2017 will be even worse.

We must do something to stop the illegal importation of drugs such as fentanyl and carfentanil, provide our mental health services the resources they need to provide counselling and care, and ensure those selling these drugs are punished severely.

As a first step to address this crisis, the Liberal government tabled Bill C-37. The Bill seeks to allow the Canada Border Services Agency (CBSA) the authority to cease the importation of unregistered pill presses and allows them to open suspicious packages weighing less than 30g. The Bill also seeks to grant the Minister of Health more powers to quickly and temporarily class and schedule new synthetic and dangerous drugs. However, the Bill also seeks to severely weaken the Respect for Communities Act, which oversees the approval of safe injection sites.

As a result of this Bill, we have heard from communities who are concerned they will not have input on the location of these sites or whether they want them at all. Knowing how critical it is to proceed with providing CBSA the resources to combat the trafficking of these deadly drugs, the Official Opposition put forward a motion to push the Bill through all three readings.

Saving lives is our primary goal, but knowing many Canadians are worried an injection site will appear in their neighbourhood without the community's support our motion on February 1 proposed splitting the Bill. This would have allowed the majority of the Bill to pass unanimously through the House and likely through the Senate.

This would have granted the CBSA the authority and powers they have been seeking to combat the inflow of illegal substances and cease unregistered devices. This would have granted the Minister of Health the powers she is seeking when classing new substances.

Splitting the Bill would have also given members more opportunity to debate the importance of community engagement in the consultation process when applying and approving injection sites. Instead, with the support of the NDP, the Liberals voted down our motion.

Instead of fast-tracking this Bill, it will now go through months of additional bureaucracy while more Canadians die as a result of fentanyl overdoses every day.

We were stunned the Liberals and New Democrats voted down this motion, we tried a second time, thinking they would reconsider. Again, they denied the motion to split the Bill. Frustrated, we then proposed two amendments in committee. The first would ensure there was at least a 45 day consultation period when considering a safe injection site. The second would give the mayor and the head of police the right to be a part of the application process by including their opposition or support for an injection site in their community. These reasonable amendments were denied by the Liberal and NDP members of the committee, meaning there is no chance for meaningful engagement with community stakeholders.

As the Bill stands today, injection sites could be forced on communities that don't want or need them.

The Minister will tell Canadians these sites will save lives, and perhaps that is true, but I will argue saving a life is offering an alternative to committing crimes, getting high, and potentially overdosing. Saving a life is ensuring the option to get proper treatment is available the moment it is requested.

I have spoken to residents of Foothills about the difficulty in accessing detox and addiction treatment, and not all those who have overdosed are struggling addicts. Some are recreational users. This is a critical issue, and I know the profound impact fentanyl has had on the constituents in my riding from every walk of life.

We are not trying to play politics or be insensitive. On the contrary, I think all members are working hard to protect Canadians. I know I speak for my riding when I say we must take action against the opioid crisis enveloping Western Canada.

Therefore, I am asking the residents of Foothills to contact the Minister of Health and ask her to reconsider the motion to split Bill C-37 in two so we can ensure the CBSA has the powers they've been asking for, while injection sites are further debated.

We are facing an emergency, fentanyl does not discriminate. It doesn't matter what age you are, what gender you are, how much money you make. It can kill you.

We can, and must, move quickly to protect the lives of Canadians.

Contact:

Jane Philpott, Minister of Health

6060 Main Street (Main Office)

Stouffville, Ontario

L4A 1B8

613-992-3640

Hon.Jane.Philpott@Canada.ca





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2017)

EXECUTIVE COMMITTEE MEETING

Thursday, January 12, 2017 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman (absent)
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director

AGENDA:

- 1. Approval of Agenda - January 12, 2017
2. Approval of Minutes - November 10, 2016
3. Business Arising from the Minutes
4. New Business
(a) Municipal Affairs and MGA Implementation
(b) Municipal Affairs Correspondence re Meeting
(c) Subdivision Activity to Year End, 2016
(d) Fee For Service Update
(e) Vacation Leave Accrual
(f) Municipal Borrowing Bylaw - ATB Financial
(g) New Planning Staff
5. Accounts
(a) Office Accounts -
(i) October 2016
(ii) November 2016
(b) Financial Statements -
(i) January 1 - October 31, 2016
(ii) January 1 - November 30, 2016
6. Director's Report
7. Executive Report

8. Adjournment.....

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:03 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Barry Johnson**

THAT the Executive Committee approve the minutes of November 10, 2016, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Municipal Affairs and MGA Implementation**

- An e-mail from Craig Teal of Parkland Community Planning Services to Municipal Affairs regarding assistance with the MGA implementation was attached to the agenda for information.

**(b) Municipal Affairs Correspondence re: Meeting**

- Administration was directed to contact Foothills–Little Bow Association (January 20 meeting) and Southwest Mayors and Reeves (February 3 meeting) to make a presentation regarding municipal support for the request for long term, yearly provincial funding based on funding discrepancies between the Capital Region Board, the Calgary Regional Partnership and other Alberta municipalities.

**Moved by: Henry Van Hierden**

THAT the Executive Committee direct Administration to seek support from Foothills-Little Bow Association and Southwest Mayors and Reeves for long-term, yearly provincial funding.

**CARRIED**

**(c) Subdivision Activity to Year End, 2016**

- As of the end of December 2016, 184 subdivision applications have been processed totaling \$312,650 in revenue. Target for the year is \$305,000.

**Moved by: Jim Bester**

THAT the Executive Committee accept Subdivision Activity - 2016 report, as information.

**CARRIED**

**(d) Fee For Service Update**

- An updated Fee For Service report was presented and reviewed.

**Moved by: Barry Johnson**

THAT the Executive Committee accept the updated Fee For Service report, as information.

**CARRIED**

**(e) Vacation Accrual as of November 30, 2016**

- Vacation accrual amounts were discussed and the Executive re-affirmed the need to manage the liability.

**Moved by: Henry Van Hierden**

THAT the Executive Committee accept the Vacation Accrual - November 2016 report, as information.

**CARRIED**

**(f) Municipal Borrowing Bylaw – ATB Financial**

- In order to maintain a \$500,000 revolving line of credit for ORRSC, ATB Financial requires the Chair and Director to sign a municipal borrowing bylaw and record its approval by the Executive Committee in the minutes of the first meeting of each year. The line of credit currently has a \$0 balance and was last used in 2013.

**Moved by: Tom Rose**

THAT the Executive Committee authorize the Chair and Director to endorse the 2017 Municipal Borrowing Bylaw Form (Revolving Line of Credit) for ATB Financial.

**CARRIED**

**(g) New Planning Staff**

- New planners Ian MacDougall and Cameron Mills were introduced along with their planning responsibilities.

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) October 2016**

5150	Staff Mileage .....	S. Johnson (Aug. - Oct.) .....	\$ 92.50
5320	General Office Supplies .....	S. Johnson (Aug. - Oct.) .....	86.33
5530	Coffee & Supplies .....	S. Johnson (Aug. - Oct.) .....	56.15
5590	Equipment & Furniture Purchases .....	S. Johnson (Aug. - Oct.) .....	234.79
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Garrison Draper .....	400.00
5285	Building Maintenance .....	Wild Rose Horticultural .....	160.00
5285	Building Maintenance .....	Infinity Property Care .....	980.00
5285	Building Maintenance .....	Weing's Sprinklers .....	100.00
5310	Telephone .....	Bell Mobility .....	659.80
5310	Telephone .....	Shaw Business .....	494.65
5320	General Office Supplies .....	Desjardin Card Services .....	238.93
5320	General Office Supplies .....	Desjardin Card Services .....	346.29

5380	Printing & Printing Supplies .....	Desjardin Card Services .....	101.00
5330	Dues & Subscriptions .....	Vulcan Advocate .....	68.00
5330	Dues & Subscriptions .....	Temple City Star .....	52.00
5330	Dues & Subscriptions .....	Macleod Gazette .....	50.00
5350	Postage & Petty Cash .....	Postage by Phone .....	2,000.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....	90.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5440	Land Titles Office .....	Minister of Finance .....	288.00
5460	Public Relations .....	Mladen Kristic .....	100.00
5460	Public Relations .....	Lethbridge Herald .....	184.80
5500	Subdivision Notification .....	Lethbridge Herald .....	909.48
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	720.12
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	557.04
1160	GST Receivable .....	GST Receivable .....	738.83
		<b>TOTAL</b>	<b><u>\$10,155.71</u></b>

**(ii) November 2016**

5150	Staff Mileage .....	S. Johnson .....	\$ 54.50
5151	Vehicle Gas & Maintenance .....	S. Johnson .....	121.96
5160	Staff Field Expense .....	S. Johnson .....	14.70
5320	General Office Supplies .....	S. Johnson .....	49.98
5530	Coffee & Supplies .....	S. Johnson .....	43.94
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5320	General Office Supplies .....	Madison Ave Business Services .....	14.99
5285	Building Maintenance .....	Kost Fire Equipment .....	204.00
5310	Telephone .....	Shaw Business .....	494.65
5310	Telephone .....	Bell Mobility .....	635.20
5320	General Office Supplies .....	Desjardin Card Services .....	257.89
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	535.02
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5430	Aerial Photos & Maps .....	M.D. of Pincher Creek .....	95.23
5440	Land Titles Office .....	Minister of Finance .....	164.00
5460	Public Relations .....	Costco .....	353.16
5470	Computer Software .....	Worktech .....	5,250.00
5480	Recruitment & Relocation .....	AUMA .....	900.00
5500	Subdivision Notification .....	Lethbridge Herald .....	458.64
5532	Assessment Review Board .....	H. Van Hierden .....	320.00
5532	Assessment Review Board .....	D. Gillespie .....	420.00
5532	Assessment Review Board .....	H. Caldwell .....	380.00
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	1,132.64
5590	Equipment Repairs & Purchases .....	Reiter Computer .....	348.00
1160	GST Receivable .....	GST Receivable .....	537.35
		<b>TOTAL</b>	<b><u>\$13,282.85</u></b>

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the Office Accounts of October (\$10,155.71), and November (\$13,282.85) 2016, as presented. **CARRIED**

**(b) Financial Statements –**

- (i) January 1 - October 31, 2016**
- (ii) January 1 - November 30, 2016**

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the following unaudited financial statements:

January 1 - October 31, 2016  
January 1 - November 30, 2016

**CARRIED**

**6. DIRECTOR'S REPORT**

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

**7. EXECUTIVE REPORT**

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

**8. ADJOURNMENT**

**Moved by: Tom Rose**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:45 p.m. until **Thursday, February 9, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: \_\_\_\_\_





*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES – 4 (2016)

**ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING**

**Thursday, December 1, 2016 – 7:00 p.m.**

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

**BOARD OF DIRECTORS:**

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

**STAFF:**

Lenze Kuiper .....	Director	Cam Klassen .....	Assistant Planner
Mike Burla .....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Bonnie Brunner .....	Senior Planner	Mladen Kristic .....	CAD/GIS Technologist
Diane Horvath .....	Senior Planner	Stacy Olsen .....	Subdivision Technician
Steve Harty .....	Senior Planner	Barb Johnson .....	Executive Secretary

**AGENDA:**

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

3. **Business Arising from the Minutes** .....
  4. **Recognition of Members and Alternate Members for 2016/2017** ..... (attachment)
  5. **Appointment of Officers and Executive Committee for 2016/2017** ..... (attachment)
    - (a) Election of Chair .....
    - (b) Election of Vice-Chair .....
    - (c) Election of Executive Committee.....
    - (d) Destruction of Ballots.....
- |  |
|--|
| <ol style="list-style-type: none"> <li>6. <b>GUEST SPEAKER – Jordan Walker, Ventus Geospatial – “Aerial Surveys”</b> ..... (attachment)</li> </ol> |
|--|
7. **Reports**
    - (a) Executive Committee Report..... (attachment)
    - (b) GIS Report and Update .....
  8. **Business**
    - (a) Proposed 2017 Budget..... (attachment)
    - (b) ORRSC Update .....
  9. **Accounts**
    - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2016..... (attachment)
  10. **Adjournment – March 2, 2017** .....

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

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Board of Directors approve the agenda of December 1, 2016, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: David Hawco**

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

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2016/2017

- Municipality of Crowsnest Pass member Bill Kovach requested that Dean Ward be added to the list of alternate members.

Municipality	Member	Alternate Member
Arrowwood – Village	Bill Graff	—
Barnwell – Village	Jane Jensen	Darrell Turner
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	Rick Beddows
Brooks – City	Fred Rattai	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Dennis Barnes	Bill Peavoy
Carmangay – Village	Stacey Hovde	Sheila Smidt
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Betty Fieguth	—
Coaldale – Town	Bill Chapman	—
Coalhurst – Town	Sheldon Watson	—
Coutts – Village	Ken Galts	Tom Butler
Cowley - Village	Garry Hackler	Warren Mickels
Crowsnest Pass – Municipality	Bill Kovach & Dave Filipuzzi	Dean Ward
Fort Macleod – Town	Gordon Wolstenholme	Trish Hoskin
Glenwood – Village	Darrell Edwards	—
Granum – Town	John Connor	Barin Beresford
Hill Spring – Village	Monte Christensen	—
Lethbridge – County	John Willms	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	Brian Oliver
Milk River – Town	David Hawco	—
Milo – Village	Louis Myers	Scott Schroeder
Nanton – Town	Christophe Labrune	Rick Everett
Newell – County	Clarence Amulung	Gordon Simpson
Nobleford – Village	Pete Pelley	Don Vincent
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Quentin Stevick	Fred Schoening
Pincher Creek – Town	Don Anderberg	Lorne Jackson
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Clark Holt
Stavely – Town	Barry Johnson	Janice Binmore
Stirling – Village	Ben Nilsson	Michael Maynes
Taber – Municipal District	Ben Elfring	—
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Derrick Annable	Jason Schneider
Vulcan – Town	Rick Howard	Paul Taylor



Warner – County No. 5	David Cody	Don Heggie
Warner – Village	Ian Glendinning	Colette Glynn
Willow Creek – M.D. No. 26	Henry Van Hierden	Maryanne Sandberg

**Moved by: John Connor**

THAT the Board of Directors approve the list of Members and Alternate Members for 2016/2017, as amended. **CARRIED**

**5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2016/2017**

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

**(a) Election of Chair**

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

**Gordon Wolstenholme** was elected Chair by acclamation.

**(b) Election of Vice-Chair**

Advance Nominations: Henry Van Hierden (M.D. of Willow Creek)

Nominations from the floor: None

**Henry Van Hierden** was elected Vice-Chair by acclamation.

**(c) Election of Executive Committee**

Advance Nominations: Don Anderberg (Town of Pincher Creek)  
 Bill Chapman (Town of Coaldale)  
 Tom Rose (Town of Bassano)  
 Barry Johnson (Town of Stavely)  
 Jim Bester (Cardston County)

Nominations from the floor: None

**Don Anderberg, Bill Chapman, Tom Rose, Barry Johnson and Jim Bester** were elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 1, 2016 to December 7, 2017:

Gordon Wolstenholme – Chair  
 Henry Van Hierden – Vice-Chair  
 Don Anderberg  
 Bill Chapman  
 Tom Rose  
 Barry Johnson  
 Jim Bester

(d) **Destruction of Ballots** – None (all elected by acclamation)

**6. GUEST SPEAKER – Jordan Walker, Ventus Geospatial – “Aerial Surveys”**

Jordan Walker received his Bachelor of Science in Geography from the University of Lethbridge, with a concentration in GIS. He is currently the GIS Manager of Ventus Geospatial (formerly known as ISIS Geomatics) which was formed by Masters students in Geography from the U of L and has become a leader in unmanned geospatial services. His knowledge and expertise in GIS and remote sensing serve a wide variety of industries with the latest information products and spatial analyses. Mr. Walker gave an informative presentation on the various types of unmanned aerial systems used to collect extremely accurate, high-resolution surface data in a safe, cost-effective way. The units fly close to the ground, are generally quiet and not intrusive, and are able to produce detailed engineering design or quantity measurements.

For more information on Ventus Geospatial services and municipal applications contact:

Jordan Walker, B.Sc., GIS Manager  
3582 30<sup>th</sup> St. N  
Lethbridge, AB T1H 6Z4  
  
t. 403.332.6072  
m. 403.359.0460  
[jordan.walker@ventusgeo.com](mailto:jordan.walker@ventusgeo.com)  
[www.ventusgeo.com](http://www.ventusgeo.com)

**7. REPORTS**

**(a) Executive Committee Report** ..... (attachment)

- Chair Gordon Wolstenholme briefly reviewed the Executive Committee Report which was attached to the agenda and answered questions from the Board.

**Moved by: Jane Jensen**

THAT the Board of Directors receive the Executive Committee Report for the meetings of October 13 and November 10, 2016, as information. **CARRIED**

**(b) GIS Newsletter and Update**

- 2017 will mark the 15<sup>th</sup> year of operation for the Oldman River Regional Urban GIS Project. The project started in 2002 with 18 municipalities, and now includes 43 municipal members (16 villages, 24 towns, 1 county and 2 summer villages).
- In 2017, ORRSC GIS staff will begin preliminary development on a data warehouse tied directly to the GIS. A powerful tool which every municipality already utilizes, the GIS will serve as the centralized repository for any document associated with the municipality. Land use, civic addressing, development, subdivision, recreation, plowing routes, and information maps are but a few of the possibilities that can be stored and recalled using the GIS.
- ORRSC GIS staff are also in the process of applying for a \$200,000 Partnership Grant for an Orthophotography Project in 2017.

## 8. BUSINESS

### (a) Proposed 2017 Budget

## 2017 Budget Highlights

### ▶ Revenue:

- ▶ Membership fees increase overall by 1.39% raising \$917,000
  - ▶ (2016 mill rate maintained – increase due to overall increase in TEA)
  - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
- ▶ GIS fees to increase by 1%
  - ▶ (\$5.66/capita & \$5.15/capita)
- ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves.
- ▶ Subdivision revenue expected to remain at present levels.

## 2017 Budget Highlights

### ▶ Expenses:

- ▶ Staff Salaries subject to 2.0% cost-of-living adjustment
  - ▶ (corresponding increase to Staff Benefits)
- ▶ Increase to staff in response to Modernized MGA requirements and municipal requests for statutory plans and land use bylaws
- ▶ Increase to Computer Software to capture yearly subscriptions and software updates
- ▶ **All other expenses held**
- ▶ Planned replacement of a fleet vehicle in early spring.

Moved by: Bill Chapman

THAT the Regional Assessment Review Board fee be increased from \$200 to \$225 per year;

AND THAT GIS fees be increased by 1% in 2017;

AND THAT the 2017 Budget, as presented; be approved, as recommended by the Executive Committee. **CARRIED**

(b) **ORRSC Update**

A presentation slide with a dark blue background and a light blue gradient. The word "UPDATE" is in yellow at the top left. "ORRSC" is in large white letters. A list of bullet points is in white text. A yellow square is in the top right corner.

UPDATE

# ORRSC

- Successful workshop for 56 SDAB members completed
- 2016 Assessment Review Board hearings completed
- Strategic Plan action items targeted & underway
  - Data management
  - Meeting with the Minister of Municipal Affairs
  - Staffing levels & work loads
- Prioritizing & scheduling SSRP & Modern MGA requirements
  - Mandatory MDPs, IMDPs, & ICFs
    - ORRSC is preparing to aid members in establishing ICFs, if desired.

Moved by: **Tom Rose**

THAT the Board of Directors accept the ORRSC Update, as information.

**CARRIED**

**9. ACCOUNTS**

(a) **Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2016**

Moved by: **Greg Robinson**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2016, as information.

**CARRIED**

**8. ADJOURNMENT**

Moved by: **David Hawco**

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, March 2, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

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

1. Chair Earl Hemmaway called the meeting to order at 10:00 A.M.

2. Approval of Agenda

17.01 **Moved by Gord Wolstenholme** to approve the Agenda as amended.

**CARRIED**

3. Delegations

No delegations

4. Approval of Minutes

a) Regular Meeting November 28, 2016

Cheryl presented the members with the draft minutes from the November 28, 2016 regular meeting. Cheryl explained that she amended 5b to reflect the correct month as well as 7c to provide clarification regarding board decision via email for Hasegawa's cell development proposal.

17.02 **Moved by Barry Johnson** to approve the minutes of the November 28<sup>th</sup>, 2016 regular meeting as amended.

**CARRIED**

5. Financial Information

a) Check Detail November 30, 2016 to January 27, 2017

Cheryl presented the members with the check detail report from November 30, 2016 to January 27, 2017.

17.03 **Moved by John Connor** to accept the check detail report as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

5. Financial Information cont.

b) Bank Reconciliation Reports November & December 2017

Cheryl provided the members with the reconciliation reports for the months of November and December for the ATB checking account and the ATB 90 day notice account.

**17.04 Moved by Lyal O'Neill** to accept the November and December bank reconciliation reports for the ATB checking and 90 day notice accounts as presented.  
**CARRIED**

c) Accounts Payable

Cheryl presented the accounts payable in the amount of \$31 458.75. This included the January 31, 2017 payroll amount of \$8886.83.

**17.05 Moved by Gord Wolstenholme** to approved the accounts payable in the amount of \$31 458.75.  
**CARRIED**

6. New Business

a) Interim Budget 2017

Cheryl informed the members that they must pass an interim budget for 2017.

**17.06 Moved by Barry Johnson** to pass the 2016 operating budget as the 2017 interim budget.  
**CARRIED**

b) Metal Recycling Proposals

Cheryl explained that we have received two proposals for the purchase of our scrap metal. Cheryl explained that both companies were asked to provide proof of WCB coverage as well as liability insurance. One proposal met the criteria and one did not. Cheryl also reported that the price of metal is fairly unstable at this time.

**17.07 Moved by Lyal O'Neill** to sell our scrap metal to Vinette Salvage for \$60.00 per ton and further, that Cheryl contact Amanda to discuss pricing.  
**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

6. New Business cont.

c) Utility Trailer

Cheryl brought forth a receipt that she discovered while going through archive documents. It was dated February 1, 2006 for the purchase of two utility trailers for \$400.00.

Cheryl explained that one of the trailers is currently utilized on site while picking litter, while the other trailer has been disposed of in the landfill as it was in very bad disrepair. The tires were flat and could not hold air, the wooden deck was rotted and the entire frame was rusted. Because of the condition of the trailer, Cheryl had landfill staff remove the wheels and the wood, and disposed of the entire unit in the appropriate area of the landfill.

Cheryl explained that she was of the understanding that the trailers were brought to the landfill as waste and that past management decided to utilize them; she was unaware that the WCRWMS had purchased them until she found the receipt.

Cheryl apologized for dismantling and disposing of the trailer without permission to do so.

As ten years have passed since the purchase, and further that the price was only \$200 per trailer, it was the consensus of the board that the disposal was a non-issue to the commission.

d) General Organizational Controls Questionnaire – For Information

Cheryl explained that the general organizational controls questionnaire document is information that Avail CPA needs to conduct our audit. Cheryl further mentioned that the auditors require member participation when answering the questionnaire and that Vice Chair Lyal O'Neill reviewed the document last year.

Chair Hemmaway asked if anyone had anything they wanted amended or added to the document; there were no changes made.

e) CAO Vacation and Overtime Accumulations to December 31, 2016

Cheryl provided the members with her total vacation and overtime accumulations to December 31, 2016.

**17.08 Moved by John Connor** to accept the CAO Vacation and Overtime Accumulation information as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

6. New Business cont.

f) December 31, 2016 Balance Sheet

Cheryl presented the WCRWMSC Balance Sheet December 31, 2016 for review.

17.09 **Moved by Barry Johnson** to accept the December 31, 2016 balance sheet as presented.

**CARRIED**

g) December 31, 2016 Budget vs. Actual

Cheryl presented the members with the WCRWMSC Budget vs. Actual December 31, 2016 report for review.

17.10 **Moved by Gord Wolstenholme** to accept the WCRWMSC December 31, 2016 Budget vs Actual report as presented.

**CARRIED**

7. Old Business

a) Excavator Repair Update - For Information

Cheryl gave a verbal report on the repair of the Hitachi excavator. She explained that Ivartek has done extensive work which has included the removal, cleaning and re-installation of the fuel tank, new fuel lines, removal, rebuild and re-installation of all four injectors, installation of a new water fuel separator filter and filter head, removal, inspection and re-installation of head, four new intake valves in the head as well as a visual inspection and cleaning of the cylinders. Cheryl showed the members the pictures the technician took of the dirt and debris on top of the pistons. Ivartek technicians believe the debris in the cylinders was owing to the failed injectors and the intake valves.

Total cost of this repair is \$6 657.29 plus GST and the machine is now operational.

Cheryl further reported that during the preventative maintenance service on this machine, the technician took oil samples from various components. The final drive oil sample analysis came back that there was too much dirt to test accurately. It was suggested we test the final drive oils at the next service interval as the oil was replaced during the service. The hydraulic oil will also need to be changed as well, which will be fairly costly. While it sampled ok, the oil will break down which may cause damage to the pump. Cost to replace a pump could be in excess of \$25 000.00.



Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

7. Old Business cont.

b) Groundwater Monitoring Report – For Information

Cheryl reported that we have received our 2016 Groundwater Monitoring Report from Hasegawa. The water sampling suggests that water quality remains to be the same compared to last year's results. This report is part of the annual report that we must submit to Alberta Environment. Cheryl will work to get the annual report sent to Alberta Environment within the next few weeks.

c) Cell Development

Cheryl gave a brief update on the new cell development work. Cheryl explained that part of the work that will be done will be the placement of final cover in areas that are to final waste elevations. This work will be funded by cash set aside for the post closure care and closure as this is final closure work.

Cheryl explained that she had recently spoken with Mark Hasegawa and he claimed that the cell drawings were near completion but due to the amount of work we need to do, he needs to make some adjustments to the bid documents.

Cheryl reported that she had hoped that we will have this project listed on Cool Net and the Alberta Purchasing Connection by the middle of February. Cheryl mentioned that Mark had asked if we needed to advertise on the APC, Cheryl explained that we will very likely fall within TILMA regulations due to our municipal membership as well as the total cost of the project.

d) CARE Spring Seminar

Cheryl provided the members with CARE Spring Seminar registration package to verify if anyone wanted to attend. This year's seminar is being held in Olds from February 22<sup>nd</sup> to 24<sup>th</sup>. Cheryl

Chair Hemmaway felt that we must try to save in any area we can and was not interested in going. Cheryl explained that she did not wish to attend either, but was only interested in what the SAEWA presentation might include.

It was the consensus of the board that no one from the WCRWMSC attend the CARE Spring Seminar.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility February 1<sup>st</sup>, 2017 at 10:00 A.M.

8. Correspondence

a) Municipal Government Board

Cheryl provided the members with the correspondence from the Municipal Government Board regarding the annexation of land to the Town of Claresholm from the M.D. of Willow Creek.

There was discussion as to why the WCRWMSC would be copied regarding this issue. Cheryl explained that the only possible reason she could think of would be the possibility of increased waste volumes owing to potential commercial/industrial business in the Town of Claresholm.

9. General Landfill Information

Nothing to report.

10. In Camera

17.11 **Moved by John Connor** to go In Camera at 10:58 A.M.  
**CARRIED**

17.12 **Moved by Lyal O'Neill** to come out of In Camera at 11:05 A.M.  
**CARRIED**

11. Adjournment

17.13 **Moved by Gord Wolstenholme** to adjourn at 11:07 A.M.  
**CARRIED**

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Chairman Earl Hemmaway

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CAO Cheryl Guenther

## CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

October 12, 2016

Present: Mike McAlonan, Don Glimsdale, Ken Favrholt and Betty Hoare

Absent: Arden Dubnewick

1. Call to order at 10:05 AM by Mike McAlonan
2. Agenda approved with additions by Mike – motion carried.
3. Minutes of Sept 7, 2016 read by Betty, motion by Mike to accept with grammar correction – motion carried.
4. Financials – Don moved financials approved as is, motion carried.
5. **CORRESPONDENCE**
  1. Letter from Southwest Service and Tourism awards advising the Claresholm and District Museum of their nomination for “Outstanding Visitor Information Services”. While we did not win, to be nominated is great news.
  2. Invitations received at the museum: One was an invitation for a ribbon cutting ceremony on Phase 3 of the Vulcan and District Historical Society Museum and Archives. That event to take place October 15, 2016. The second invitation was to the Business Growth and Development open house in Claresholm on October 18, 2016.
6. **OLD BUSINESS**
  1. Strategic Plan for 2017-2019. Ken presented the changes to the plan that were discussed at a previous meeting. Discussed and suggested minor changes to wages in 2019. Betty moved the plan be accepted with changes. Motion carried.
  2. Alberta Culture Days event at the museum on October 1, 2016 was discussed and thought it was well received despite the bad weather.
  3. Canada 150 grant application for “Claresholm and World Wars” exhibit was send in for \$5,400. Should know in November if accepted.
  4. Rae Trimble letter follow up, no one on the board had heard anything back.
  5. Link trainer work – Don reported that it is ongoing.
7. **ED REPORT** – Report dated October 12, 2016 was reviewed.
8. **NEW BUSINESS**
  1. Board recruitment Betty reported that an email had been sent to Rhodena King asking her to submit a request to the Town of Claresholm stating she would be willing to act as a board member on the Claresholm and District Museum.
  2. Old Fashioned Christmas plans – Ken reported that the same group would be willing to put on a nativity scene. Having additional events was discussed and Betty said she would be willing to head this project.
  3. Items for deaccessioning – list and photographs. Don made a motion to donate to the Stavely Museum 2 display cases from the storage unit. All in favour. Mike made a motion

to deaccession the list of off-site storage items on the list presented by Ken. All in favor.

4. ED schedule after October 21, 2016 – Ken will be working 3 days per week.

9. **ADJOURNMENT** – Mike made a motion for adjournment at 11:20 AM – all in favor.

10. **NEXT MEETING** November 16, 2016 at 3:00 PM at the Town Office

APPROVED

## CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

November 16, 2016

Present: Mike McAlonan, Don Glimsdale, Ken Favrholt, Rhodena King and Betty Hoare

Absent: Arden Dubnewick

1. Call to order at 3:00 by Mike McAlonan. Welcome to new and returning board member Rhodena King.
2. Adoption of agenda – Don moved amended agenda be approved. Motion carried.
3. Minutes read of October 12, 2016 meeting. To be added in new business discussion on winter festival. Don Glimsdale moved minutes be approved as amended – motion carried.
4. Discussed the financials as presented. Some discussion on the lack of detail in the reports received. We were not questioning the legitimacy of the expenses but the purpose of the board approving something without the details. Mike to talk to the town to see if changes could be made. Don moved financials be approved – motion carried.
5. **CORRESPONDENCE**
  1. Community Foundation Letter, re: Canada 150 project – application was not approved as submitted – was advised to resubmit with another proposal.
  2. AMA Letter, re: Historical Walking Tour – was unsuccessful in the submission. Might have to go thru as a museum expense.
  3. Letter re: appointment of Rhodena King – official notice from the town on the appointment.
  4. Letter re: appointment of Mike McAlonan as Chairperson.
  5. Letter re: Board Insurance – was researched by the Town and documents that Ken will review. Alberta Municipal Exchange (MUNIX), for Primary Commercial General Liability and Errors and Omissions Liability Policy.
  6. Letter from Karen Linderman regarding a winter festival. This project is in the preliminary stages and board agreed something in February 2018 would be doable.
6. **OLD BUSINESS**
  1. Old Fashion Christmas Friday November 25, 2016. Scheduled activities: live nativity scene, 2 musicians, 2 pianists, carolers, candy bags and Friends of Museum helping to host and serve hot cider. Ken has purchased a new tree and will need help decorating the museum on Friday the 18 or Monday the 21<sup>st</sup>.
  2. Canada 150 Project was “Claresholm and the World Wars” revised project with First Nations. Ken talked about his thoughts on the revised theme.
  3. Strategic Plan – review by Wednesday and get back to Ken.
  4. ED report – reviewed Kens report dated November 16, 2016.

**7. NEW BUSINESS**

1. Board member job description – reviewed the proposed changes to the document. Don moved the proposed changes be approved. All in favor.
2. Application for AMA Operational Staffing Grant - \$25,000 has been submitted.
3. Community stories project (grant) for \$10,000. Deadline is January 11, 2017.

**8. OTHER** 1. Board recruitment, still need to be working on this. Mike has someone who might be interested.

**9. ADJOURNMENT** -Betty made a motion for adjournment at 4:20. Motion carried.

**10. NEXT MEETING** - January 11, 2017 at 3:00 PM.

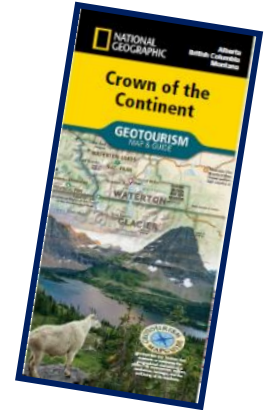
APPROVED

# Alberta SouthWest Bulletin March 2017

## Regional Economic Development Alliance (REDA) Update

### Southern Alberta Alternative Energy Partnership re-energizing!

- Work has begun to review research, update information.
- A new SAAEP website will become a central resource for communities, and a place to store up-to-date information as things rapidly develop in the area of alternatives and renewables.
- Community input is welcome and essential.  
A SHORT survey will be sent in mid-March to ensure we are on the right track!
- **The Crown of the Continent** geotourism interpretive map has been re-printed, and AlbertaSW has sent a mail-out to all the businesses and attractions featured on the map and on the website. [www.crownofthecontinent.natgeotourism.com](http://www.crownofthecontinent.natgeotourism.com)
- Our communities now have the opportunity to provide information about geotourism attractions that are not yet featured on the website.  
Contact Bob for more details.



### UPCOMING

#### March 16-17, 2017- Digital Futures Symposium - Cochrane

Building on the momentum of the wide range of broadband projects across the province, Digital Futures offers a forum that brings together community leaders, government officials, industry, academics and broadband champions to discuss important issues related to community, regional, rural and remote broadband. \$325 entry fee

#### March 22-24, 2017 - EDA Conference - Banff

Please consider highlighting your community with a donation to the Annual EDA Silent Auction!

## Donate to EDA's Silent Auction 2017... a great way to showcase your community!!

This year we commemorate Canada's sesquicentennial! Have fun coming up with a Canadian themed item or something special from your community for conference attendees to bid on!

- Silent Auction items will be displayed during the entire conference, March 22-24, 2017
- All proceeds go to the EDA Professional Development fund, supporting local economic developers to pursue higher learning opportunities.

### To Confirm your Donation or Ask Questions;

Please Contact EDA Vice-President Bev Thornton

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

403-627-3373



Thank you so much for your sharing your Canadian pride and supporting Economic Development in Alberta!

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

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

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



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday February 1, 2017 – Structural Truss, Fort Macleod



### Board Representatives

Lloyd Kearl, Cardston County  
Barney Reeves, Waterton Lakes  
Jordan Koch, Glenwood  
Bill Peavoy, Cardston  
Maryanne Sandberg, MD Willow Creek  
Beryl West, Nanton  
Gentry Hall, Stavely  
John Connor, Granum  
Garry Marchuk, MD Pincher Creek  
Lorne Jackson, Pincher Creek  
Brent Feyter, Fort Macleod  
Kathy Wiebe, MD Ranchland

### SouthGrow

Greg Robinson, Raymond  
Sheila Smidt, Carmangay  
Ken Galts, Coutts  
Carol Zelenka, MD Taber  
Pete Lovering, Manager  
Roger Houghton, Cardston County

### Guests and Resource Staff

Holly Driscoll, Manager, Env. & Renewable Industries, AEDT  
Larry Ottewell, Industry Development Officer, ERI, AEDT  
Linda Erickson, AEDT  
Leah Wack, Lethbridge College  
John Jacobson, Lethbridge College  
Bill Halley, RINSA  
Martha Ratcliffe, LRSD  
Bev Thornton, Executive Director, AlbertaSW  
Bob Dyrda, Project Lead, AlbertaSW  
Randyn Seibold, Solar Optix, SAAEP Contract Lead  
Bryce Allred Solar Optix, Co-owner and Project Manager  
Ryan Dick, Terrapin Geothermics  
Micah Feyter

1. Call to Order  
Chair Lloyd Kearl called the meeting to order.
2. Approval of Agenda  
Waterton Springs added as Item #9.  
Moved by Bill Peavoy THAT the agenda be approved as amended.  
**Carried.** [2017-02-515]
3. Approval of Minutes  
Moved by Barney Reeves THAT the minutes of January 4, 2017 be approved as presented.  
**Carried.** [2017-02-516]
4. Approval of Cheque Register  
Moved by John Connor THAT cheques #2146-#2157 be approved as presented.  
**Carried.** [2017-02-517]
5. SAAEP "Powering Opportunities"  
Randyn Seibold, on behalf of the solar Optix team, presented an overview of the new project activities funded by AEDT Renewable Industries Branch.
6. Geothermal Research and Opportunities  
Ryan Dick. Terrapin Geothermics, described the research, mapping and technology capabilities developed to generate electricity from geothermal sources.



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|--|---|
| 7. EV Charging stations network update   | Still n confirmation from NRCan application. City of Calgary has offered to create an RFP for the project and identify possible suppliers, in the event the project is approved for implementation.   |
| 8. Municipal Tourism Reference Guide   | In preparation for the consultation, input will be gathered from the region.  |
| 9. Waterton Springs Campground   | Letter of Support reviewed. Bev will draft revised letter. Moved by Bill Peavoy THAT the letter be sent to Minsters of Environment and Parks, and Culture and Tourism. Letter will also be sent to Mayors and Reeves and communities in the region with request for support.<br><b>Carried.</b> [2017-02-518] |
| 10. Travel Alberta-AlbertaSW Project Development Day   | This jointly planned event held in Pincher Creek, January 31, 2017 attracted 60 participants. Notes and report at next meeting.   |
| 11. Project Lead Report  | Accepted as information.  |
| 12. Executive Director Report  | Accepted as information.  |
| 13. Board and guest updates  |   |
| 14. Upcoming Board Meetings and Events<br>March 1, 2017 – Cardston<br>March 22-24- EDA Conference<br>April 5, 2017 –<br>May 3, 2017 – Waterton<br>June 7, 2017 – AGM |   |
| 15. Adjournment  | Moved by Garry Marchuk THAT the meeting be adjourned.<br><b>Carried.</b> [2017-02-519]  |

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Chair

**Approved March 1, 2017**

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Secretary/Treasurer

## Karine Wilhauk

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**From:** Ron Naidoo <[rnaidoo@walkforvalues.com](mailto:rnaidoo@walkforvalues.com)>  
**Sent:** Saturday, March 4, 2017 5:38 PM  
**To:** Karine Wilhauk  
**Subject:** FW: Proclamation : Human Values Day April 24th 2017  
**Attachments:** 14WFVHonPrimeMinisterMessage.pdf; 2017WFVBriefHistory.pdf; 14WFVPremierMessage.pdf; WFVProclamation.pdf; Proclamation Template.jpg

Good Afternoon Mayor Steel

On behalf of the Steering Committee and the large number of community volunteers at the Walk for Values, we like to express our deep gratitude to raise awareness to practice Human Values and to building the “Communities of Character”. Canada is a great country and we are proud of its multiculturalism and the rich values we hold.

This is the **15th year** while we celebrate **Canada’s 150 years** that we again take an important step walking together at the **Walk for Values 2017**, not for “fund” raising but taking a pledge to transform self and the community by practicing values. The Walk for Values started in 2003 when street violence took place in Malvern area of Toronto. Your support for this Walk and the proclamation of “**HUMAN VALUES DAY**” on **April 24, 2017** will bring greater awareness about human values that shape our lives and the future of our children. Please be rest assured, we will continue to work diligently to spread your message of living in harmony, caring for each other and our environment, in every city in Canada and around the world.

We have attached with this mail the following documents for your records:

- 1) A write up about the Walk for Values and how it is spreading the Values and helping us to be better citizens of this great country
- 2) Prime Minister’s message from last year’s event
- 3) Ontario Premier’s message from last year’s event
- 4) City’s that issued Proclamations in the past
- 5) Human Values Day Proclamation Template

With your dynamic leadership, you have paved the path to a new wave of thinking, inspiring all of us to act lovingly, to do what’s right for the city and the nation.

We look forward to your support in proclaiming **April 24, 2017** as the “**Human Values Day**”.

Also if you have any suggestions in bringing the transformation and it will be very much appreciated. Through a separate invitation we will send to you the calendar of the Walk for Values to be held in 9 Cities across Canada.

Kind regards.

Sincerely,

Ron Naidoo | [rnaidoo@walkforvalues.com](mailto:rnaidoo@walkforvalues.com) | phone 416 258 3708  
[www.walkforvalues.com](http://www.walkforvalues.com) | [Facebook](#) | [Twitter](#) | [Instagram](#) |



# Walk for Values

*A Walk for me, my family and my community!*

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



**Celebrating 15 Years of Walk For Values and Honouring 150 Years of Canada**

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## What is Walk for Values?

This is a walkathon which was started in the town of Malvern, ON., in 2003 by the Parent Council of the Sathya Sai School of Canada, a private elementary school, registered with the Ontario Ministry of Education. The school's thrust is **Education in Human Values**, where the staff, parents, students and volunteers all focus on *integrating human values* into the regular curriculum.

In 2004, this Walk became a national event being conducted annually in the cities of Ottawa, Kingston, Toronto, Saskatoon, Winnipeg, Edmonton, Calgary, and *Coquitlam* where representatives from Vancouver, Surrey, and Abbotsford join together with the City's Teddy Bear Parade. In 2007, it continued at Dundas Square, in downtown Toronto and in 2007, it also became *international* when it was done in Australia in 5 major cities on a national scale. Today it has spread over 4 continents in 30 major cities across the world. This is **the little Walk that grew** from just over 3000 walkers in Malvern in 2003 to over 5000 participants in 2010 at Yonge-Dundas Square, the heart of downtown Toronto, growing by the end of 2014 to an annual **international event** covering 28 major cities in 4 continents and counting! Since 2013, this Walk is being conducted from the prestigious **Nathan Phillips Square**, at Toronto City Hall.

This Walk is aimed at raising awareness of the importance of practicing **positive values** at helping in the eradication of violence, bullying, drugs, crime, disrespect and greed in our society. The uniqueness of the event is that **it is not a fundraiser**. Rather, each participant resolves to make the community richer **by pledging to practice a value of his or her choice**. In this way, it is a **"walk of love"** aimed at making our city, one citizen at a time, richer in our commitment to human values as a first step towards raising our social conscience.

## Mission Statement

"Walk for Values" is a walk designed to raise awareness of *Human Values* and to promote individual and collective responsibility for the progress of humanity, one step at a time.

## Vision Statement

A non-monetary, non-denominational event, this unique initiative, based on the five basic universal human values of Truth, Right Conduct, Peace, Love and Non-violence, is part of a global drive to seed human consciousness with timeless affirmations such as hope, kindness, patience and honesty, along with other positive values deemed integral to the sustenance and survival of mankind.

It calls for an honest self-examination from all its participants who identify areas for personal growth and pledge to practice associated values not only for self-transformation but also collectively for social, environmental and global reformation.

## The Objective of the "Walk for Values"

The objective of the "Walk for Values" is to give members of the community, participating organisations and students a clearer understanding of the importance of a values-based life. Basic Human Values of truth, right conduct, peace, love and non-violence have been on the decline in our communities and our nations. We can see this in the daily reports in the newspapers, radio and TV news broadcasts. Guns, violence and drugs have infiltrated our streets, our communities and our families. By doing nothing we contribute to the increase of this decline. As responsible citizens, we simply must do something about it. This WALK is an opportunity to fulfil that responsibility in a positive way by raising the awareness of human values in our community.



# Walk for Values

*A Walk for me, my family and my community!*

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



**Celebrating 15 Years of Walk For Values and Honouring 150 Years of Canada**

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## The Values we walk for are Values to live by

**TRUTH** - honesty, integrity, optimism, excellence

**RIGHT CONDUCT** - courtesy, gratitude, fairplay, perseverance, determination, responsibility, sacrifice, initiative, leadership, courage, duty, ethics

**PEACE** - contentment, discipline, humility, patience, satisfaction, self-control, self-confidence, self-respect, understanding, modesty

**LOVE** - caring, compassion, reverence, forgiveness, generosity, kindness, enthusiasm, tolerance, dedication, devotion, unity

**NON-VIOLENCE** - gentleness, consideration, moderation, cooperation, brotherhood, equality, cultural respect, social justice

Current Locations, touching the 4 A-continent of America, Australia, Asia and Africa:

**Canada:** Ottawa, Kingston, Toronto, Saskatoon, Winnipeg, Edmonton, Calgary Fort McMurray and Coquitlam.

**Australia:** Sydney, Melbourne, Adelaide, Canberra, Perth and Brisbane. **USA:** New York, Austin, Houston, Dallas, Raleigh, Seattle, Detroit, Ann Arbor, Chicago and Tempe. **India:** Chandigarh, Visakhapatnam New Delhi. **New Zealand:**

Auckland. **Malaysia:** Kampala. **Hong Kong:** The city of Hong Kong. **Africa:** Cape Town and Johannesburg.

## Event Highlights focusing on the Tenth Anniversary, 2013

- It's not a fund raiser, but an event to promote Human Values and Character Development.
- The only major public event that supports & promotes excellence in Character in communities
- Collection of non-perishable food items - **with goal of 10 tons** - on a **National** basis for the Food Banks across Canada
- Conducting a **National Blood Donation** drive in partnership with CBS
- Collecting new and re-usable **clothing** to be distributed to the needy
- Donated **108 Children's' beds to charity** through the agency of 'Furniture Bank'
- Colorful floats, music bands and participation by other local public schools
- Motivational keynote speakers from the various community organizations
- **"Go Green"** was the theme for 2009 and continues as an underlying goal of all events
- Promotion of family values with fun games and prizes for children
- Leaders from the three levels of Government and other community organisations lead the parade
- Ignite Partner of Pan Am Games
- Alliance Partner for Canada 150

Respectfully submitted,

Ron Naidoo (For Walk for Values, Toronto.)

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**Hosted by the Parent Council - Sathya Sai School, Sathya Sai International Organization, Canada**  
451 Ellesmere Rd., Toronto, ON., Canada M1R 4E5; T. 416-297-7970; F. 416-297-0945; [www.sathyasaischool.ca](http://www.sathyasaischool.ca)  
**Values Without Borders!**



# MUNICIPAL PLANNING COMMISSION MINUTES

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

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

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

**Public Present:** Rob Vogt - Claresholm Local Press, Travis Booth

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<b>8:00 am</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt Amended Agenda by Councillor Ford CARRIED</b>
	<b>Adoption of Minutes</b> <ul style="list-style-type: none"><li>January 27, 2017</li></ul>	<b>Motion to adopt the Meeting Minutes by Jeff Kerr  Seconded by Councillor Cutler  CARRIED</b>
<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>  File: D2017.015 Applicant: Frontier Western Shop Owner:1206577 Alberta Ltd. Civic: 5115 1 St West Legal: Lots 1-6, Block 126, Plan 147N Regarding: Change in Use – Auto Service to Vehicle Sales & Service (Trailers)	<b>Motion to approve With amended conditions By Councillor Cutler  Seconded by Jeff Kerr  CARRIED</b>
<b>Item 2: DISCUSSION</b>	<b>Land Use Bylaw Amendment</b>	<b>Taken for Information</b>
<b>Item 3: ACTION</b>	<b>DEVELOPMENT PERMIT</b>  File: D2017.012 Applicant: Burness Development Corp Owner: Burness Development Corp Civic: 315 Fairway Vista (zoning R2 – duplex residential) Legal: Lots 9, Block B, Plan 1510373 Regarding: Discretionary Use – Single detached dwelling	<b>Motion to approve With amended conditions By Councillor Cutler  Seconded by Jeff Kerr  CARRIED</b>
<b>Adjourn 8:51 am</b>		<b>Motion to Adjourn By Councillor Cutler CARRIED</b>

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