



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 8, 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 APRIL 24, 2017

DELEGATION: JASON TOONE

RE: Fencing at the Claresholm Industrial Airport

ACTION ITEMS:

1. REQUEST FOR DECISION: Final 2017 Operating & Capital Budgets
2. BYLAW #1630 – 2017 Mill Rate Bylaw
RE: 1st & 2nd Readings
3. CORRES: AltaLink
RE: 911L Transmission Line Removal
4. CORRES: Municipal District of Willow Creek
RE: Public Hearing Proposed Bylaw #1765 – Municipal Development Plan
5. CORRES: Canadian Senior Pro Rodeo Association
RE: Annual Rodeo Sponsorship Request
6. CORRES: Claresholm Kraken Swim Club
RE: Annual Swim Meet Sponsorship Request
7. CORRES: Claresholm Kinsmen & Claresholm Kinettes
RE: 2017 Recreational Trail Project Proposal
8. PETITION: Off-Leash Dog Park Fencing
9. REQUEST FOR DECISION: Playschool Handicapped Parking Request
10. REQUEST FOR DECISION: Alberta Transportation Review – Highways 2 & 520
11. REQUEST FOR DECISION: Regional Fire Services Delivery Model
12. REQUEST FOR DECISION: 2017 Infrastructure Project Tenders
13. REQUEST FOR DIRECTION: RCMP Annual Performance Plan
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA: Land

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – April 2017
2. Municipal Planning Commission Meeting Minutes – March 31, 2017
3. Oldman River Regional Services Commission Meeting Minutes – February 16, 2017
4. Claresholm & District Museum Board Minutes – January 18, 2017
5. Claresholm & District Museum Board Minutes – March 15, 2017
6. Alberta Recreation & Parks Association – Volunteer Recognition Awards
7. Alberta SouthWest Board Meeting Minutes – April 5, 2017
8. Alberta SouthWest Bulletin – May 2017

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 24, 2017

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

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

ABSENT: Mayor Rob Steel and Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: REGULAR MEETING – APRIL 10, 2017

Moved by Councillor O’Neill that the Regular Meeting Minutes April 10, 2017 be accepted as presented.

CARRIED

DELEGATION: AVAIL LLP – Darren Adamson, CPA, CA
RE: 2016 Financial Statements

Darren Adamson, CPA, CA from Avail LLP presented the 2016 Audited Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: Transfers to Reserves

MOTION #17-030 Moved by Councillor Cutler to transfer unrestricted funds of \$507,698 to Reserves and to transfer from Reserves \$27,941 for capital projects for the year ended December 31, 2016 as follows:

General Reserves

Transfers to Reserves:

Physician recruitment fund – \$2,366
FCSS – \$11,365
Economic development – \$12,000
Garbage equipment – \$12,970
Museum - \$10,000

Transfers from Reserves:

Sewer main replacement - \$10,995

Capital Reserves

Transfers to Reserves:

Multi-use community building – \$48,630
Water and sewer – \$246,129
Curling rink roof replacement – \$39,238
Playground rehabilitation – \$25,000
Parks and pathways - \$100,000

Transfers from Reserves:

General – \$7,401
Museum – \$9,545

CARRIED

2. REQUEST FOR DECISION: 2016 Financial Statements

MOTION #17-031 Moved by Councillor Fieguth to accept the Audited Financial Statements for the year ended December 31, 2016 as presented.

CARRIED

A short recess was taken at 7:22 p.m. to sign the Audited Financial Statements.

3. BYLAW #1631 – Special Tax Bylaw
RE: 1st Reading

Referred to Administration to eliminate the Special Tax Bylaw.

4. BYLAW #1632 – Special Tax Bylaw
RE: 1st Reading

Referred to Administration to eliminate the Special Tax Bylaw.

5. REQUEST FOR DECISION: Final 2017 Operating & Capital Budgets

Referred to Administration to adjust the Budgets to reflect the elimination of the Special Tax Bylaws and adjustment of the 2017 Mill Rate Bylaw.

**6. BYLAW #1630 – 2017 Mill Rate Bylaw
RE: 1st Reading**

Referred to Administration to adjust the 2017 Mill Rate Bylaw to reflect the elimination of the Special Tax Bylaws.

**7. BYLAW #1626 – Local Improvement Tax Bylaw Amendment
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1626, a Local Improvement Tax Bylaw Amendment, 2nd Reading.

CARRIED

Moved by Councillor Ford to give Bylaw #1626, a Local Improvement Tax Bylaw Amendment, 3rd & Final Reading.

CARRIED

**8. CORRES: Alberta Municipal Affairs – MGA Review
RE: MGA Review Legislative Amendments**

Received for information.

**9. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Bill 8 (MGA Amendments)**

Received for information.

**10. CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing
RE: 2017 Minister's Seniors Service Awards**

Received for information.

**11. CORRES: Alberta Urban Municipalities Association (AUMA)
RE : Marijuana Legislation**

Received for information.

**12. CORRES: Alberta Urban Municipalities Association (AUMA)
RE : AUMA's Summer Mayor's Caucus June 14, 2017**

Received for information.

**13. CORRES: Alberta SouthWest Regional Alliance
RE: Tourism and Recreation Economic Impact Assessment**

Received for information.

**14. CORRES: Partners FOR the Saskatchewan River Basin
RE: Membership Application / Renewal**

MOTION #17-032

Moved by Councillor Fieguth to support the Partners FOR the Saskatchewan River Basin with an annual membership for April 1, 2017 to March 31, 2018 in the amount of \$125.

CARRIED

**15. CORRES: Granum Canada Day Committee
RE: Invitation to Canada Day Celebration**

Councillors Cutler and Fieguth intend to attend the Granum Canada Day festivities.

**16. CORRES: Willow Creek Regional Waste Management Services Commission
RE: 2017 Requisition**

Received for information.

MOTION #17-033

Moved by Councillor Cutler to request that at the Regional Mayors and Reeves meeting, they discuss the hours of operation at the Willow Creek Regional Waste Management Services Commission to see if there is an opportunity to better accommodate the general public.

CARRIED

**17. CORRES: Claresholm Bantam Football Association
RE: Score Clock Replacement**

MOTION #17-034

Moved by Councillor Fieguth to write a letter of support towards the Claresholm Bantam Football Association's application to the FCC Agrispirit Fund for the score clock replacement at the football field located at Willow Creek Composite High School.

CARRIED

18. CORRES: Jb Marketing div. of Community Markets
RE: Saturday Downtown Markets

MOTION #17-035 Moved by Councillor Cutler to allow the Saturday Downtown Markets to run in the downtown parking lot on the dates requested for 2017, and to allow the markets to use only the amount of the parking lot that was used in 2016.

CARRIED

19. REQUEST FOR DECISION: Arena Ice Slab & Boards Replacement Project

MOTION #17-036 Moved by Councillor Fieguth to commit \$154,135 currently held in Capital Reserves towards the Claresholm Arena Ice Slab and Board Replacement Project, and to write letters of support as needed for Claresholm Minor Hockey as they apply for grants to fund this project.

CARRIED

Direction was given to Administration to send a letter of thanks to the MD of Willow Creek for their financial support of the Arena project.

20. FINANCIAL REPORT: Statement of Operations – February 28, 2017

Moved by Councillor O’Neill to accept the Consolidated Statement of Operations for the month ended February 28, 2017 as presented.

CARRIED

21. INFORMATION BRIEF: CAO Report

Received for information.

22. INFORMATION BRIEF: Council Resolution Status

Received for information.

23. ADOPTION OF INFORMATION ITEMS

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

CARRIED

24. IN CAMERA: Contract (2); Legal

Moved by Councillor Cutler that the meeting go In Camera at 8:26 p.m.

CARRIED

Moved by Councillor Fieguth that this meeting come out of In Camera at 9:10 p.m.

CARRIED

MOTION #17-037 Moved by Councillor O’Neill to enter into a Fire Safety Codes Officer Agreement with the MD of Willow Creek for inspection and investigation duties for the Town of Claresholm as presented with the agreement to expire September 30, 2017.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that the meeting adjourn at 9:14 p.m.

CARRIED

Deputy Mayor – Mike McAlonan

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Karine Wilhauk

From: Jason Toone <jason2ne@gmail.com>
Sent: Wednesday, May 3, 2017 10:02 AM
To: Karine Wilhauk
Subject: Jason Toone request

To the Mayor and the members of the Claresholm town council;

Myself (Jason Toone) and the members of RMDC would like to propose that the fence boarding between my property and the town property out at the airport industrial park be moved and realigned with the current placement of the rest of the fence. We would like to use that area on our side of the fence to help manage parking for our practices and events that are taking place on our property. In exchange for the use of this property to park on we would like to take over the responsibility and expense of maintaining this area. We've included a map showing the current fence line and what we purpose the new placement would be. This would greatly increase our ability to manage parking. We would like to request a delegation to attend your may 8th meeting to address any questions or concerns the council may have. Thank you for your time in considering our request.

Sent from my iPhone

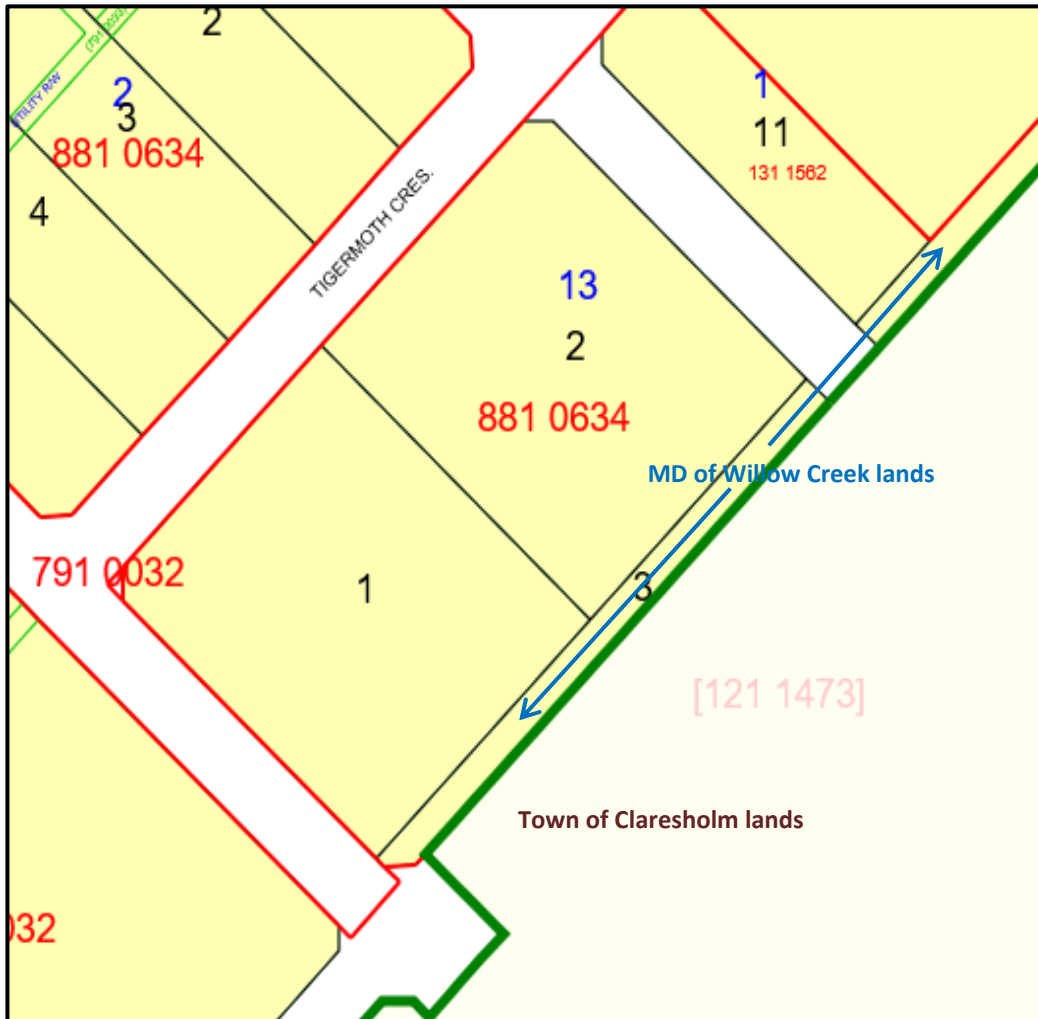




INFORMATION BRIEF

Meeting: May 8, 2017
Agenda Item: N/A

DELEGATION INFORMATION - AIRPORT

DESCRIPTION / BACKGROUND:



current fence location: 
requested fence location: 



ACTION ITEMS



REQUEST FOR DECISION

Meeting: May 8, 2017
Agenda Item: 1

FINAL BUDGET 2017

DESCRIPTION:

Administration has amended the approved 2017 operating and capital budgets (Approved by Council on March 13, 2017) for various changes based on additional information received since the date of the last approval. These adjustments include the following (see attached for more details):

- 2017 mill rate
- Updates for actual, instead of estimated, figures for Education Property Tax Requisition, MSI Operating Grant, and some capital expenditures
- Approved capital projects from 2016 budget that were not completed in 2016 and have been carried forward into the 2017 budget
- Adjustments in which grants are being used for which capital projects based on eligibility issues noted.
- Adjustments for approved variances (April 10, 2017) from prior approved budget for capital purchases
- Additional funding required for final round of testing required for consent to vary the setback application for the non-operating landfill.
- Removal of special tax levies

PROPOSED RESOLUTION:

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

ATTACHMENTS:

1. Description of Budget Changes
2. 2017 Operational (only pages with any changes) and Capital Budget (full - due to changes on most pages).

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 3, 2017

**Town of Claresholm
Budget Changes**

| | 2017 Approved Budget | 2017 Amended Budget | Change | |
|--|-------------------------------------|------------------------------------|-----------------|---|
| Gross Taxes | 4,243,191 | 4,296,700 | 53,509 | Adjustment to balance budget |
| Tax Requisitions - School Foundation Program (expense) | (1,092,089) | (1,087,744) | 4,345 | Update to Actual per Provincial Budget |
| Net Taxes | | | 57,854 | |
| Local Improvement Charges | 55,800 | 2,100 | (53,700) | Remove special taxes for road maintenance |
| MSI Grant Funding (operating) | 110,915 | 107,261 | (3,654) | Update to Actual per Provincial Budget |
| Total Decrease to Operating Revenue | | | 500 | |
| Equipment Pool - Materials, Supplies & Operating Costs | 330,900 | 326,400 | (4,500) | Remove Utility Lawn Mower operating budget to funded by grant |
| Garbage Collection - Landfill Closure | 30,000 | 35,000 | 5,000 | Additional round of testing required. See additional note below |
| Total Decrease to Operating Expenditures | | | 500 | |
| Net Adjustment to Operating Budget | | | <u><u>-</u></u> | |
| Capital Funding | | | | |
| Government Transfers for Capital (Grants) | 5,058,323 | 5,324,112 | 265,789 | See details below |
| Transfer from capital reserves | 52,000 | 124,233 | 72,233 | See details below |
| Total Increase to Capital Funding | | | 338,022 | |
| Capital Projects | | | | |
| Sewer Main Replacement | - | 220,000 | 220,000 | Carryforward of 2016 project |
| Curling Rink Roof Replacement (CF from 2016 Budget) | - | 84,388 | 84,388 | Carryforward of 2016 project |
| Arena Bathroom Renos (CF from 2016 Budget) | - | 20,000 | 20,000 | Carryforward of 2016 project |
| Lawnmower (Parks Department) | 32,000 | 42,072 | 10,072 | Increase budgeted expense per quote - approved April 10 |
| Lawnmower (Utility) | - | 3,562 | 3,562 | Decreased budgeted expense per quote - approved April 10 |
| Fleet Replacement (admin) | 35,000 | 25,000 | (10,000) | Decreased budgeted expense per quote - approved April 10 |
| Fire Department Command Vehicle | - | 10,000 | 10,000 | New project - approved April 10 |
| Total Increase to Capital Expenditures | | | 338,022 | |

Net Adjustment to Capital Budget

-

Note:

In 2016 Alberta Environment and Parks requested additional rounds of groundwater and vapor testing (for the consent to vary the setback application for the non-operating landfill) which was approved by Council. Since that time Alberta Environment has requested one additional round of groundwater and vapor testing. Once completed TetraTech can compile their report and submit for final review. This increase is to allow for this additional round of testing.

Government Transfers for Capital

| | | |
|---|----------------|-------------|
| Sewer Main Replacement - As budgeted in 2016 | 197,005 | FGTF Grant |
| Curling Rink Roof Replacement - As budgeted in 2016 (reduced) | 45,150 | CFEP Grant |
| Arena Bathroom Renovations - as budgeted in 2016 | 10,000 | CFEP Grant |
| Lawn Mowers (both) - Increased funding | 13,634 | MSI Capital |
| | <u>265,789</u> | |

Transfers from capital reserves

| | | <u>Reserve Account</u> |
|--|---------------|---------------------------------------|
| Sewer Main Replacement - As budgeted in 2016 | 22,995 | General Sewer Main Replacement |
| Curling Rink Roof Replacement - transferred to reserves in 2016 for this project | 39,238 | Capital Curling Rink Roof Replacement |
| Arena Bathroom Renovations - as budgeted in 2016 | 10,000 | Capital Arena Ice Slab/Boards |
| | <u>72,233</u> | |



Claresholm

Now you're living...

Now you're home

Town of Claresholm

Budget Document

2017

Approved by Council _____

**Changes From Budget Approved March 13, 2017
Highlighted**

Town of Claresholm Budget
Comparative Statement of Operations

| | 2017 Budget | 2016 Budget |
|---|--------------------|--------------------|
| Revenue | | |
| Net municipal taxes | \$ 3,113,876 | \$ 3,114,221 |
| User fees and sales of goods | 2,060,870 | 2,005,450 |
| Government transfers for operating | 396,595 | 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 |
| Total Revenue | 6,632,509 | 6,285,392 |
| Expenses (includes amortization) | | |
| 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 | 511,064 | 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 | 621,765 | 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 |
| Total Expenses | 8,491,460 | 8,295,464 |
| Deficiency of revenue over expenses before other | (1,858,951) | (2,010,072) |

| | | |
|----------------------------------|-----------|-----------|
| Other | | |
| Government transfers for capital | 5,324,112 | 4,199,051 |
| Surplus (deficiency) | 3,465,161 | 2,188,979 |

Adjustments for Non-Cash items

| | | |
|-----------------------|-----------|-----------|
| Amortization expenses | 2,166,952 | 2,385,830 |
|-----------------------|-----------|-----------|

Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)

| | | |
|--|-------------|-------------|
| Capital expenditures (excluding tax-funded) | (5,448,345) | (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 | 193,478 | 138,796 |

| | | |
|-----------------------|-----|---|
| Budget balance | (0) | 0 |
|-----------------------|-----|---|

| | | |
|-------------------|--------------------|--------------------|
| Schedule 1 | 2017 Budget | 2016 Budget |
|-------------------|--------------------|--------------------|

Taxation

| | | |
|--|-----------|-----------|
| Property taxes: Vacant residential & farmland | \$ 77,779 | \$ 83,972 |
| Property taxes: Non-residential | 986,748 | 960,230 |
| Property taxes: Linear property | 108,569 | 114,299 |
| Property taxes: Residential | 1,992,808 | 1,947,582 |
| Education property tax: Residential & farmland | 833,474 | 832,287 |
| Education property tax: Non-Residential | 254,270 | 254,625 |
| Federal grants in lieu of taxes | 6,780 | 6,939 |
| Provincial grants in lieu of taxes | 36,272 | 41,903 |
| Local improvement taxes | 11,571 | 70,813 |
| | 4,308,271 | 4,312,649 |

Less: Requisitions

| | | |
|--------------------------------|-----------|-----------|
| Alberta school foundation fund | 1,087,744 | 1,086,911 |
| Porcupine Hills Lodge | 106,651 | 111,517 |

| | | |
|--|-----------|-----------|
| | 3,113,876 | 3,114,221 |
|--|-----------|-----------|

4 Year Summary By Function

Excluding Amortization and Capital

| OPERATING BUDGET DEFICIT (SURPLUS) | Budget 2017 | Actual 2016 | Budget 2016 | Actual 2015 | Actual 2014 |
|---|------------------|------------------|------------------|--------------------|------------------|
| Council | 113,500 | 85,936 | 112,000 | 104,377 | 98,908 |
| Tax & Requisitions | (3,693,924) | (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 | 430,120 | 542,557 | 458,187 | 422,238 | 455,008 |
| Roads & Streets | 514,590 | 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 | (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 |
| NET DEFICIT (SURPLUS) AFTER OPERATIONS | (377,246) | (773,597) | (451,453) | (1,016,298) | (433,986) |

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 | (3,164,948) | (3,110,861) | (3,106,083) | (4,130,358) | (4,272,863) |
| EDUCATION TAXES | (1,087,744) | (1,092,088) | (1,086,911) | - | - |
| FEDERAL GRANTS IN LIEU | (6,774) | (6,694) | (6,939) | (6,835) | - |
| PROVINCIAL GRANTS IN LIEU | (36,234) | (34,864) | (41,903) | (41,278) | - |
| REVENUE TAXES AND GRANTS IN LIEU | (4,295,700) | (4,244,507) | (4,241,836) | (4,178,471) | (4,272,863) |
| REVENUE GENERAL MUNICIPAL | (522,374) | (513,914) | (479,335) | (504,606) | (462,038) |
| TRANSFER FROM RESERVES | (69,245) | - | (75,695) | - | - |
| REVENUE GENERAL ADMINISTRATION | (591,619) | (513,914) | (555,030) | (504,606) | (462,038) |
| HOME FOR AGED-POR. HILLS LODGE | 106,651 | 111,517 | 111,517 | 107,826 | 109,350 |
| SCHOOL FOUNDATION PROGRAM - RES & FARMLAND | 833,474 | 847,182 | 832,287 | 832,286 | 1,128,338 |
| SCHOOL FOUNDATION PROGRAM - NON RES | 254,270 | 244,907 | 254,625 | 254,625 | - |
| EXPENSE REQUISITIONS | 1,194,395 | 1,203,605 | 1,198,428 | 1,194,737 | 1,237,688 |
| NET DEFICIT (SURPLUS) TAX & REQUISITIONS | (3,692,924) | (3,554,817) | (3,598,438) | (3,488,340) | (3,497,213) |

• 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

| EQUIPMENT POOL | Budget 2017 | Actual 2016 | Budget 2016 | Actual 2015 | Actual 2014 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|
| SERVICES TO OTHER DEPARTMENTS & RENTALS | (72,000) | (70,850) | (72,000) | (71,453) | (70,300) |
| REVENUE EQUIPMENT POOL | (72,000) | (70,850) | (72,000) | (71,453) | (70,300) |
| WAGES & BENEFITS | 175,720 | 314,810 | 191,487 | 199,531 | 178,111 |
| MATERIALS, SUPPLIES & OPERATING COSTS | 326,400 | 298,596 | 338,700 | 294,159 | 347,198 |
| EXPENSES EQUIPMENT POOL | 502,120 | 613,407 | 530,187 | 493,691 | 525,308 |
| NET DEFICIT (SURPLUS) EQUIPMENT POOL | 430,120 | 542,557 | 458,187 | 422,238 | 455,008 |

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.

| ROADS, STREETS, WALKS & LIGHTS | Budget 2017 | Actual 2016 | Budget 2016 | Actual 2015 | Actual 2014 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| LOCAL IMPROVEMENT CHARGES | (2,100) | (55,489) | (53,986) | (50,138) | (28,338) |
| REVENUE ROADS & STREETS | (2,100) | (55,489) | (53,986) | (50,138) | (28,338) |
| 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 | - | - | - |
| EXPENSES ROADS & STREETS | 516,690 | 412,225 | 536,004 | 477,991 | 546,340 |
| NET DEFICIT (SURPLUS) ROADS & STREETS | 514,590 | 356,735 | 482,018 | 427,853 | 518,002 |

Variance Highlights

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

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

| GARBAGE COLLECTION | Budget 2017 | Actual 2016 | Budget 2016 | Actual 2015 | Actual 2014 |
|---|------------------|------------------|------------------|------------------|------------------|
| GARBAGE SERVICE FEES | (413,670) | (414,603) | (408,500) | (415,922) | (412,219) |
| REVENUE GARBAGE COLLECTION | (413,670) | (414,603) | (408,500) | (415,922) | (412,219) |
| 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 | 35,000 | 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 |
| EXPENSES GARBAGE COLLECTION | 413,356 | 378,759 | 366,910 | 388,658 | 353,515 |
| NET DEFICIT (SURPLUS) GARBAGE COLLECTION | (314) | (35,844) | (41,590) | (27,265) | (58,705) |

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.

DEPARTMENT
CAPITAL
BUDGETS

DRAFT

Funding Sources for Capital Projects

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.

| FUNDING SOURCES FOR THE YEAR | |
|---|--------------------|
| Alberta Community Resilience Program Grant (ACRP) | (2,849,360) |
| Municipal Sustainability Grant (MSI) | (1,701,330) |
| Basic Municipal Transportation Grant (BMTG) | (145,000) |
| Federal Gas Tax Fund (FGTF) | (508,505) |
| Community Facility Enhancement Program (CFEP) | (97,650) |
| DRP | - |
| Alberta Recycling Grant | (22,267) |
| ALBERTA HISTORICAL RESOURCES FOUNDATION | - |
| Other | - |
| <i>Total government transfers for capital</i> | (5,324,112) |
| Club contributions | - |
| Sundry trust | - |
| Transfers from reserves | (124,233) |
| Tax funded | (4,000) |
| Proceeds from long-term debt | - |
| TOTAL FUNDING | (5,452,345) |

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: MSI</i> | | (63,186) |
| 4 blocks pavement overlay | | 380,000 |
| <i>Funding: FGTF</i> | | (235,000) |
| <i>Funding: BMTG</i> | | (145,000) |
| New sidewalk Construction - Lion's Park | | 14,000 |
| <i>Funding: FGTF</i> | | (14,000) |
| 52nd Ave Sewer Main Replacement | | 220,000 |
| <i>Funding: FGTF</i> | | (197,005) |
| <i>Funding: Reserves</i> | <i>General Sewer Main Replace.</i> | (22,995) |
| TOTAL ANNUAL EXPENDITURE | | 4,758,056 |

| BUILDINGS CAPITAL PROJECT DESCRIPTION | 2017 | |
|---|--|----------|
| Museum Station Deck Replacement | 25,000 | |
| <i>Funding: FGTF</i> | (25,000) | |
| Arena floor header and mainsreplacement | 81,000 | |
| <i>Funding: MSI</i> | (81,000) | |
| Curling rink roof replacement | 84,388 | |
| <i>Funding: CFEP grant</i> | (45,150) | |
| <i>Funding: Reserves</i> | <i>Capital curling rink roof replace</i> | (39,238) |
| Arena Bathroom Renovations | 20,000 | |
| <i>Funding: CFEP grant</i> | (10,000) | |
| <i>Funding: Reserves</i> | <i>Capital arena ice slab/boards</i> | (10,000) |
| TOTAL ANNUAL EXPENDITURE | 210,388 | |

| 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> | 42,072 |
| <i>Funding: MSI</i> | | (42,072) |
| Lawn Mower | <i>Utility Services</i> | 3,562 |
| <i>Funding: MSI</i> | | (3,562) |
| Bobcat | <i>Replacement program</i> | 4,000 |
| <i>Funding: Tax funded</i> | | (4,000) |
| TOTAL ANNUAL EXPENDITURE | | 346,634 |

| LAND IMPROVEMENTS PROJECT DESCRIPTION | | 2017 |
|--|--|----------------|
| 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) |
| TOTAL ANNUAL EXPENDITURE | | 102,267 |

| VEHICLES PROJECT DESCRIPTION | | 2,017 |
|-------------------------------------|---------------------------------|---------------|
| Fleet replacement | <i>Administration Vehicle</i> | 25,000 |
| <i>Funding: Reserves</i> | <i>General Capital Reserves</i> | (25,000) |
| Fire department command vehicle | <i>Fire Department</i> | 10,000 |
| <i>Funding: Reserves</i> | <i>General Capital Reserves</i> | (10,000) |
| TOTAL ANNUAL EXPENDITURE | | 35,000 |

| | | |
|-----------------------------------|--|------------------|
| TOTALS FOR THE YEAR | | 2,017 |
| TOTAL CAPITAL EXPENDITURES | | 5,452,345 |

ENGINEERING STRUCTURES

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

| 2017 Capital Project | |
|---|--|
| Project Name | 5th Street West Storm sewer replacement 55th Ave to 57th |
| Anticipated Start | 2017 |
| Project Description | Replacement of storm line |
| Project Cost | \$256,000. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | No impact on future operating costs. |

| 2017 Capital Project | |
|---|--|
| Project Name | 4th St West Sewer repairs |
| Anticipated Start | 2017 |
| Project Description | Replacement of sewer main 55 th Ave. north to 57 th . |
| Project Cost | \$213,000. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | Reduced maintenance and liability. |

| 2017 Capital Project | |
|---|---|
| Project Name | Alberta Road Upgrades (Engineering) |
| Anticipated Start | 2017 |
| Project Description | Widening and repaving of Alberta Road. Possible addition of a sidewalk. |
| Project Cost | \$63,186. |
| Funding Sources | MSI |
| Rationale for need | 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. |
| Impact on future operating costs | Reduction in PW man hours required for maintenance. |

| 2017 Capital Project | |
|---|---|
| Project Name | Pavement Overlay |
| Project Description | Street pavement overlay to damaged roads. |
| Project Cost | \$380,000 |
| Funding Sources | FGTF and BMTG |
| Rationale for need | 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) |
| Impact on future operating costs | No extra costs are anticipated. Less manpower required for maintenance next few years. |

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

| 2016 Capital Project – Carryforward | |
|--|--|
| Project Name | 52nd Ave Sewer Main Replacement |
| Anticipated Start | 2017 |
| Project Description | Replacement of sewer main on 52 nd Avenue West from 1A Street West to 2 nd Street West. |
| Project Cost | \$220,000 |
| Funding Sources | FGTF and Sewer main reserve |
| Rationale for need | This block has had 3 sewer backups in the last 5-6 years. After video inspection was completed it was determined to be in need of replacement. |
| Impact on future operating costs | Less maintenance to ensure proper operation. This block now requires extra flushing to operate trouble free. |

BUILDINGS

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

| 2017 Capital Project | |
|---|--|
| Project Name | Arena Floor Header and Mains Replacement |
| Anticipated Start | 2017 |
| Project Description | Ice Arena floor header and mains replacement |
| Project Cost | \$81,000. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | A newer system will operate more efficiently, therefore optimizing energy requirements. |

| 2016 Capital Project – Carryforward | |
|--|--|
| Project Name | Curling Rink Roof Replacement |
| Anticipated Start | 2017 |
| Project Description | Roof replacement of main building (ice surface portion). |
| Project Cost | \$84,388 |
| Funding Sources | CFEP Grant and Curling Rink Roof Replacement reserve |
| Rationale for need | Roofing material has long out lived its reliable protection of this building. Inspection of the roof by experts three years ago recommended replacement. |
| Impact on future operating costs | No impact on future operating costs. |

| 2016 Capital Project – Carryforward | |
|--|--|
| Project Name | Arena Bathroom Renovation |
| Anticipated Start | 2017 |
| Project Description | Upgrade to bathrooms in the Arena |
| Project Cost | \$20,000. |
| Funding Sources | Arena/ Ice slab reserves and CFEP grant |
| Rationale for need | Arena bathrooms are out of date and in desperate need of repair. |
| Impact on future operating costs | No impact on future operating costs. |

MACHINERY & EQUIPMENT

| 2017 Capital Purchase | |
|---|---|
| Project Name | Scissor lift for maintenance |
| Anticipated Start | 2017 |
| Project Description | To enable maintenance staff to safely access ceilings inside for repairs. |
| Project Cost | \$17,000. |
| Funding Sources | Capital Reserves |
| Rationale for need | 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. |
| Impact on future operating costs | Reduced maintenance time. |

| 2017 Capital Purchase | |
|---|---|
| Project Name | New Sewer flushing truck |
| Anticipated Date | 2017 |
| Project Description | Replacement of sewer flusher. |
| Project Cost | \$280,000. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | Reduced repair costs. |

| 2017 Capital Purchase | |
|---|--|
| Project Name | 1445 Lawn mower Purchase |
| Anticipated date | 2017 |
| Project Description | 1445 Lawn mower purchase (Parks Dept.) |
| Project Cost | \$42,072. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | No extra costs are anticipated. |

| 2017 Capital Purchase | |
|---|---|
| Project Name | Lawnmower Purchase |
| Anticipated date | 2017 |
| Project Description | Lawn mower purchase (Utility Services) |
| Project Cost | \$3,562. |
| Funding Sources | MSI grant |
| Rationale for need | 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. |
| Impact on future operating costs | Future operating costs would consist of regular scheduled maintenance. |

| 2017 Capital Purchase | |
|---|---|
| Project Name | Bobcat replacement program |
| Anticipated Start | Yearly |
| Project Cost | \$4,000. |
| Funding Sources | Operations budget |
| Rationale for need | 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. |
| Impact on future operating costs | This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage |

LAND IMPROVEMENTS

| 2017 Capital Project | |
|---|--|
| Project Name | Lions Park Upgrades |
| Anticipated Start | 2017 |
| Project Cost | \$102,267 |
| Funding Sources | Alberta recycling grant, CFEP grant and FGTF. |
| Rationale for need | 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. |
| Impact on future operating costs | No impact on operating is expected. |

VEHICLES

| 2017 Capital Purchase | |
|---|--|
| Project Name | Fleet Replacement |
| Anticipated Start | 2017 |
| Project Description | New Administration vehicle |
| Project Cost | \$25,000. |
| Funding Sources | General Capital Reserves |
| Rationale for need | 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. |
| Impact on future operating costs | Maintenance and replacement parts costs are constantly increasing. |

| 2017 Capital Purchase | |
|---|---|
| Project Name | Fleet Replacement |
| Anticipated Start | 2017 |
| Project Description | Fire Department Command Vehicle |
| Project Cost | \$10,000. |
| Funding Sources | General Capital Reserves |
| Rationale for need | Required for advance response to enable the Fire Chief to travel to the scene of an emergency and determine the response needed prior to sending out a full contingent. |
| Impact on future operating costs | In situations where full response is not required, will save on call-out time and related risks to personnel and equipment. |



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1630**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 24, 2017; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2017 total \$13,344,494; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,047,794; and the balance of \$4,296,700 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

| | |
|------------------------|-----------|
| Residential & Farmland | \$833,474 |
| Non-Residential | \$254,270 |

Porcupine Hills Lodge Foundation (PHL)

| | |
|-------------------------------|-----------|
| Residential & Non-Residential | \$106,651 |
|-------------------------------|-----------|

WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

| | |
|-------------------------------|----------------------|
| Residential | \$323,141,690 |
| Vacant Residential & Farmland | \$4,561,100 |
| Non –Residential | \$68,643,070 |
| Machinery & Equipment | \$966,030 |
| Annexed Residential | \$1,428,360 |
| Annexed Farmland | \$87,900 |
| Annexed Non –Residential | \$299,400 |
| Annexed Machinery & Equipment | \$106,470 |
| Total | \$399,234,020 |

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

| | Tax Levy | Assessment | Tax Rate |
|---|--------------------|----------------------|------------------|
| General Municipal | | | |
| Residential | \$2,166,664 | \$323,141,690 | 6.7050 |
| Vacant Residential & Farmland (VR&F) | \$64,152 | \$4,561,100 | 14.0650 |
| Non-Residential | \$863,811 | \$68,643,070 | 12.5841 |
| Machinery & Equipment | \$0 | \$966,030 | 0.000 |
| Annexed Residential | \$4,856 | \$1,428,360 | 3.4000 |
| Annexed Farmland | \$606 | \$87,900 | 6.8890 |
| Annexed Non –Residential | \$2,243 | \$299,400 | 7.4890 |
| Annexed Machinery & Equipment | \$0 | \$106,470 | 0.000 |
| | \$3,102,332 | \$399,234,020 | |
| ASFF | Tax Levy | Assessment | Mill Rate |
| Residential & VR & F | \$829,689 | \$327,702,790 | 2.5318 |
| Non-Residential | \$253,036 | \$66,768,930 | 3.7897 |
| Annexed - Residential & VR & F | \$3,785 | \$1,516,260 | 2.4960 |
| Annexed - Non-Residential | \$1,234 | \$299,400 | 4.1220 |
| | \$1,087,744 | \$396,287,380 | |
| PHL | Tax Levy | Assessment | Tax Rate |
| Residential, Non-Residential VR & F | \$106,085 | \$394,471,720 | 0.2689 |
| Annexed - Residential, Non-Residential VR & F | \$566 | \$1,745,750 | 0.3120 |
| | \$106,651 | \$396,287,380 | |

MILL RATES BY CLASSIFICATION

| | RESIDENTIAL | NON-RESIDENTIAL | VACANT RESIDENTIAL & FARMLAND | PROVINCIAL COMMERCIAL |
|--|--------------------|------------------------|--|------------------------------|
| EDUCATION - ASFF | 2.5318 | 3.7897 | 2.5318 | |
| PORCUPINE HILLS LODGE REQUISITION | 0.2689 | 0.2689 | 0.2689 | |
| MUNICIPAL | 6.7050 | 12.5841 | 14.0650 | 12.5841 |
| TOTAL MILL RATE | 9.5057 | 16.6427 | 16.8657 | 12.5841 |

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

| | RESIDENTIAL | NON-RESIDENTIAL | VACANT RESIDENTIAL & FARMLAND |
|--|--------------------|------------------------|--|
| EDUCATION - ASFF | 2.4960 | 4.1220 | 2.4960 |
| PORCUPINE HILLS LODGE REQUISITION | 0.3120 | 0.3120 | 0.3120 |
| MUNICIPAL | 3.4000 | 7.4890 | 6.8890 |
| TOTAL MILL RATE | 6.2080 | 11.9230 | 9.6970 |

2. That this bylaw shall take effect on the date of third and final reading.

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

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

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

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 8, 2017
Agenda Item: 2

Bylaw #1630 – Property Tax Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition, a housing management body requisition). Each tax rate must be identified separately on the tax notice.

Special Tax

A municipality may choose to provide a special tax for a specific purpose. The Town of Claresholm had 2 special tax bylaws related to road and street maintenance and repairs in 2016.

A special tax can only be imposed if council passes a bylaw which must be done on an annual basis. Any revenue from a special tax must be applied to the specific service or purpose that is stated in the bylaw. A property owner is responsible for paying this tax.

DISCUSSION/OPTIONS:

As per direction received from council on April 24, 2017 special tax bylaws for street maintenance are not being renewed or completed for the 2017 year.

As the bylaws in relation to property tax must be completed annually, the appropriate bylaws must be completed for the Town of Claresholm. The draft Millrate bylaw has been attached and is being presented for first, second and third and final reading for the 2017 year.

PROPERTY TAX DEADLINE EXTENSION:

Please note that if all three readings are not passed on May 8th, Final reading will not occur until May 23rd at the earliest which does not provide sufficient time to maintain our June 30 tax deadline and a deadline extension will be required for all tax payers. Notices must be received 30 days prior to tax deadline, and they aren't deemed to be received until after a mandated 7 days for mailing, leaving a minimum of 37 days from the mailing date to the deadline date. After Final reading it will take administration a minimum of 3 days for printing, stuffing and mailing. This is 40 days from date of passing the bylaw, which is July 2st, which is a weekend, so the deadline extension would need to be July 4; the next business day.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year receive 1st Reading.

Moved by Councillor _____ that Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year receive 2nd Reading.

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

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

ATTACHMENTS:

- 1.) Draft Bylaw #1630
- 2.) Property Assessment Changes Evaluation from Prior to Current Year

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 4, 2017

Town of Claresholm

Property Assessment Changes Evaluation from Prior to Current Year.

The Town of Claresholm experienced a fairly significant drop in the total assessed property value within the town. Most municipalities are dealing with similar declines, though some have more growth to help offset. These declines are related to the downturn in the economy. Claresholm's change by category is analyzed further below:

| Residential & Vacant | 2016/2017 | 2015/2016 | Change | % Change |
|---------------------------------|--------------------|--------------------|--------------------|-----------------|
| Previous - residential | 323,141,690 | 326,559,910 | (3,418,220) | -1.05% |
| Previous - vacant | 4,561,100 | 5,868,700 | (1,307,600) | -22.28% |
| | 327,702,790 | 332,428,610 | (4,725,820) | -1.42% |
| Annexed - residential | 1,428,360 | | 1,428,360 | |
| Annexed - vacant/farmland | 87,900 | | 87,900 | |
| | 329,219,050 | 332,428,610 | (3,209,560) | -0.97% |

\$4.7M decrease in residential assessment value (excluding annexed lands) is due to an inflation rate (deflation) of (1.6)% (approximately \$5.24M). This is due to actual sales prices being down in 2016. There were numerous residential sales to base these assessments on in the current year, however sales of vacant land were lacking. Decline is based on similar sales elsewhere and other indicators. This was partially offset by growth (new construction and additions) of approximately \$520,000, plus the additional "growth" of the annexed lands to the Town of Claresholm of \$1.51M.

| Non-Residential (excluding linear) | 2016/2017 | 2015/2016 | Change | % Change |
|---|-------------------|-------------------|------------------|-----------------|
| Previous | 62,169,650 | 63,181,990 | (1,012,340) | -1.60% |
| Annexed | 159,580 | | 159,580 | |
| | 62,329,230 | 63,181,990 | (852,760) | -1.35% |

\$1.01M decrease in non-residential assessment value (excluding annexed lands) is due to an inflation (deflation) rate of (7.57)% (approximately \$4.72M). Actual sales of industrial properties were lacking to base these amounts on. Decline is based on similar sales elsewhere and other indicators. This was partially offset by growth (new construction and additions) of approximately \$3.24M. We also have the additional growth of the annexed lands to the Town of Claresholm of \$160,000.

| Linear (non-residential) | 2016/2017 | 2015/2016 | Change | % Change |
|---------------------------------|------------------|------------------|------------------|-----------------|
| Previous | 6,473,420 | 6,820,770 | (347,350) | -5.09% |
| Annexed | 69,910 | | 69,910 | |
| | 6,543,330 | 6,820,770 | (277,440) | -4.07% |

\$347,000 decrease in linear assessment value (excluding annexed lands) is due to the same reasons as the non-residential deflation noted above without comparable growth. Majority of growth is from the annexed lands to the Town of Claresholm of \$70,000.

| Machinery & Equipment | 2016/2017 | 2015/2016 | Change | % Change |
|----------------------------------|------------------|------------------|----------------|-----------------|
| Previous | 966,030 | 672,510 | 293,520 | 43.65% |
| Annexed | 106,470 | | 106,470 | |
| | 1,072,500 | 672,510 | 399,990 | 59.48% |

Machinery and equipment experience very little deflation, and received significant growth. Machinery and equipment however are not taxed by the town. There was also an increase of 106,470 from annexed property.

From: Grove, John [<mailto:John.Grove@AltaLink.ca>]

Sent: Friday, April 21, 2017 4:49 PM

To: 'Larry Spilak'; Harry Riva Cambrin; Heather Hemingway; Cynthia Vizzutti; Craig Snodgrass; 'tmaier@highriver.ca'; External Rob Steel; Marian Carlson; 'administration@fortmacleod.com'

Cc: Feick, Hejdi; Janssen, Jack; Toupin, Ed

Subject: AltaLink's 911L Salvage

Dear Municipal Stakeholder:

Today, as part of my commitment to keep you informed of our projects in your area, I'm pleased to send you the Postcard being mailed to the landowners and stakeholders located near the 911L. AltaLink will not be providing your municipal office with printed versions of this material.

Completed work

AltaLink has completed the de-stringing and removal of structures from:

- the Old Man River to the town of Stavely
- TWP Road 274 and Range Road 180 to High River

Upcoming and ongoing work

De-stringing and structure removal to be completed in winter 2017/2018 from:

- Stavely to TWP Road 274 and Range Road 180
- High River to south of Aldersyde

Please call or email me if you have any questions or if you are interested in meeting with AltaLink to discuss this project. My contact information is shown below.

Sincerely,

John Grove

Manager, Municipal and Community Affairs South

P: (403) 387-8273

C: (403) 519-7426

E: john.grove@altalink.ca

AltaLink – a Berkshire Hathaway Energy company

2611 – 3rd Avenue SE

Calgary, Alberta, T2A 7W7

www.altalink.ca



911L Transmission Line Removal

Completed work

AltaLink has completed the de-stringing and removal of structures from:

- the Old Man River to the town of Stavelly
- TWP Road 274 and Range Road 180 to High River

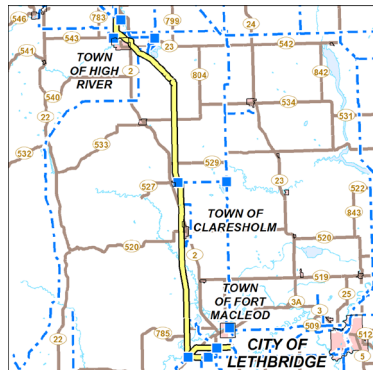
As part of AltaLink's commitment to Alberta Environment, 14 structures south of Stavelly will be left as bird nesting platforms until winter 2017/2018.

Upcoming and ongoing work

De-stringing and structure removal to be completed in winter 2017/2018 from:

- Stavelly to TWP Road 274 and Range Road 180
- High River to south of Aldersyde

Removal of the 725CL line will occur in April and May of 2017.



LEGEND

| | |
|---|--|
|  Existing Substation |  Road |
|  Existing Transmission Line to be Salvaged |  Urban Area |
|  Existing Transmission Line |  Water Body |



A 911L structure being removed near Clareholm in March 2017

ALTALINK
2611 3 Avenue SE
Calgary, AB T2A 7W7

Thank you for your ongoing participation in the 911L Transmission Line Removal. You are receiving this postcard because we'd like to provide you with a construction update.

As part of the project, AltaLink applied to:

- salvage approximately 116 kilometres of the existing 911L transmission line between the area south of Aldersyde and an area north of the Piikani Nation reserve lands
- salvage approximately 5 kilometres of the existing 725CL transmission line located south of the Town of Fort Macleod

Full copy of the MDP is available at the Town Office.



NOTICE OF PUBLIC HEARING

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA**

PROPOSED BYLAW NO. 1765

**2:00 p.m., Wednesday, May 24, 2017
Municipal District of Willow Creek Council Chambers
273129 Sec. Hwy 520 (6 km. west of Claresholm)**

PURSUANT to sections 230, 606, 632 and 692 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 1765, being a bylaw to adopt a new Municipal Development Plan for the municipality.

The proposed Bylaw No. 1765 will rescind Bylaw No. 1431, being the existing Municipal District of Willow Creek No. 26 Municipal Development Plan adopted in September 2003.

THE PURPOSE of proposed Bylaw No. 1765 is to adopt a revised, comprehensive planning document which will guide the long-range growth, change and development within the community in an orderly and economic manner pursuant to the provisions outlined in the Municipal Government Act.

THEREFORE, TAKE NOTICE that a public hearing to contemplate the proposed bylaw will be held in the Municipal District of Willow Creek No. 26 Council Chambers at 2:00 p.m. on the 24th day of May, 2017.

AND FURTHER TAKE NOTICE that anyone wishing to make a presentation regarding the proposed bylaw should contact the Chief Administrative Officer no later than 4:00 p.m. on the 23rd day of May, 2017. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the Municipal District of Willow Creek No. 26 Administration Building during normal business hours or on the M.D.'s website at www.mdwillowcreek.com

DATED at the Town of Claresholm in the Province of Alberta this 3rd day of May, 2017.

*Cynthia Vizzutti
Chief Administrative Officer
Municipal District of Willow Creek No. 26
Box 550
Claresholm, Alberta T0L 0T0
403-625-3351 Ext 0*

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



Date of Application: April 15, 2017

Date of Event: October 12-15, 2017

1. Applicant Information

Name of Applicant: Canadian Senior Pro Rodeo Association

Address: Box 393 Carseland, AB. T0J 0M0

Contact Person: Kim Grayson

Phone, Fax, Email: 403. 804. 5670 graysonkda@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

May 1985
#890193485

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

Buckle Sponsorship for the finals

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$500.00 - \$1,000.00

6. Details of how the funds will be expended:

Buckle sponsor @ 2017 Finals

7. Previous Donations

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

| Date | Amount | Use of Funds |
|--------------|----------|-------------------------|
| May 12, 2016 | \$500.00 | Buckle sponsor @ Finals |
| | | |
| | | |

8. Organizational Information

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

- Hotels, Restaurants, Gas, Grocery, Retail stores, Newspaper, Hiring locals & kids from high school, buying hay from local farmers, Ag Society.

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

- an association interested in the continued growth in the sport of rodeo from the aspect of "senior" contestants, senior being 40 years and older, as well the promotion of such. Plus providing cowboys and cowgirls the opportunity for friendly competition and social activities.

How will your organization acknowledge the Town's donation?

Finals Programs, ^{CSTRA} homepage in ^{Connectica-} rodeo magazine and on CSTRA website

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

YES

NO

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

| Funding Source | Amount | Recommended Use of Funds |
|------------------------------|----------|--------------------------|
| Raffle Tickets | 10,000.- | Finals Expenses |
| Sponsorship/Donations | 25,000.- | Finals Awards |
| Calcutta's / Silent Auctions | 4,000.- | Finals Expenses |

Working Together



2017
Sponsorship
Opportunities



Who are CSPRA Members?



The Canadian Senior Pro Rodeo Association was founded 32 years ago to provide more opportunities for rodeo competitors **aged 40 and older** to enjoy the sport in a friendly social setting.

Today CSPRA members comprise all levels of competition, from **beginner to professional**. Their common ground lies in their love of the sport, appreciation of **western values and lifestyle**, and their desire to have fun while pursuing recreational goals.



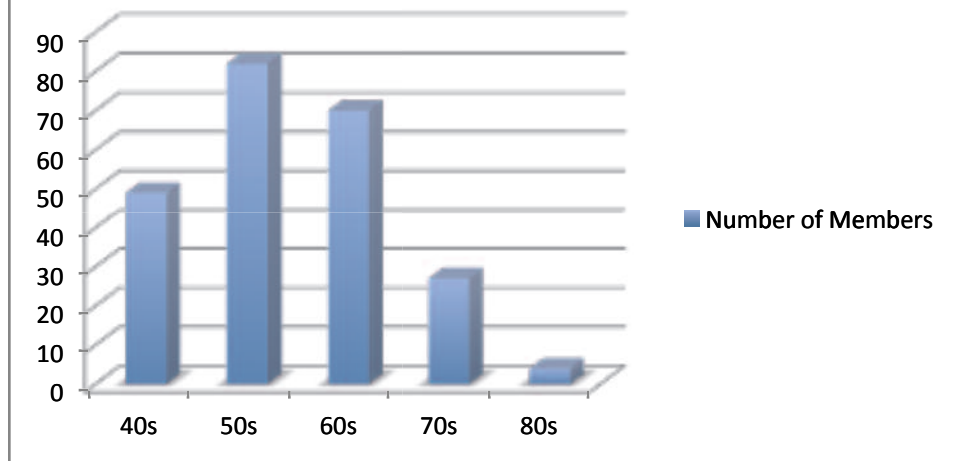


The CSPRA Market

“The average disposable income of Canadians between the ages of 50 and 54 is now 64% higher than that of 25 to 29-year-olds,”
-The Financial Post

<http://business.financialpost.com/personal-finance/age-not-gender-is-the-new-income-divide-in-canada-new-study-finds>

Member Age Distribution



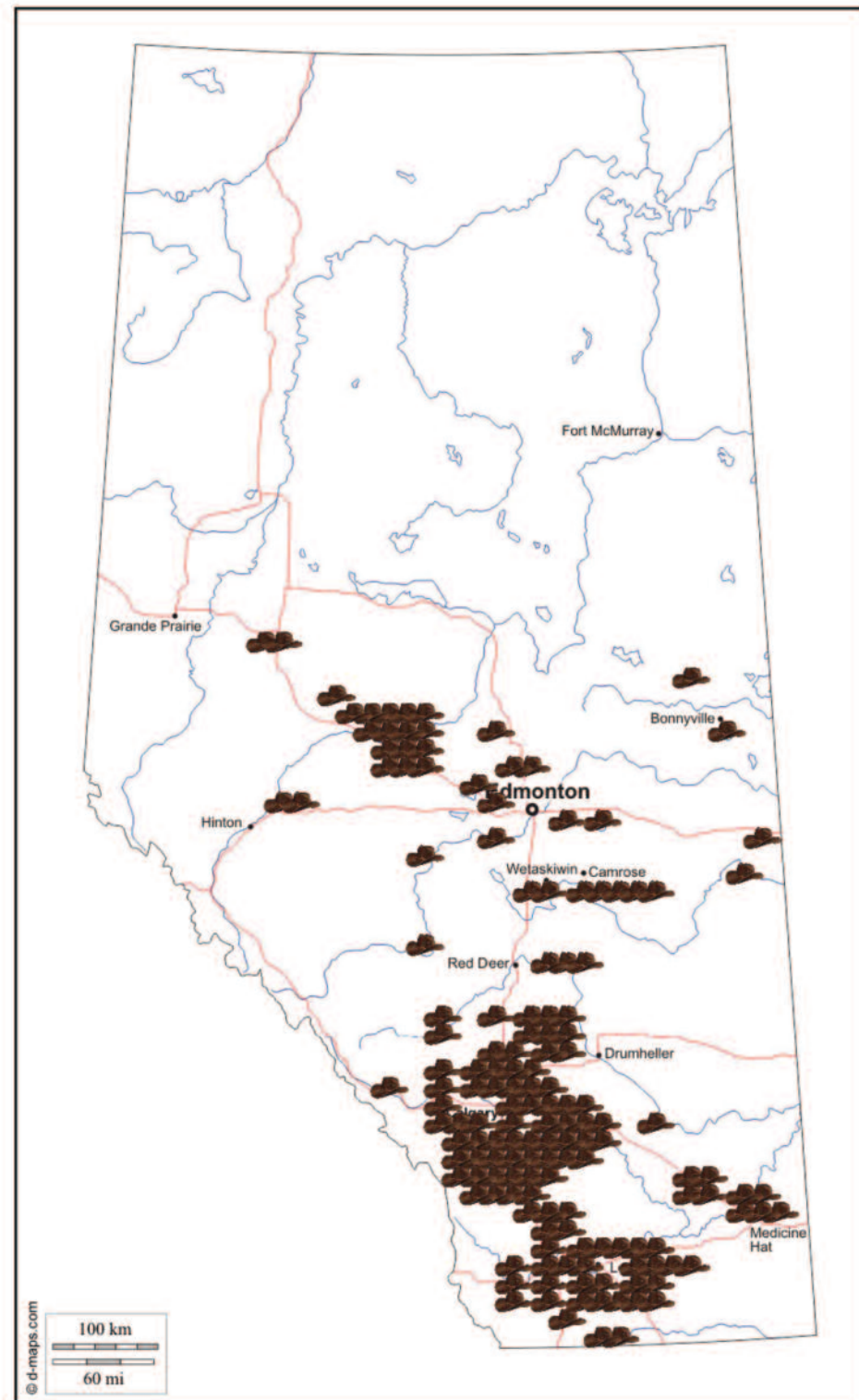
- ▶ Growing membership (235+)
- ▶ 53% men, 47% women
- ▶ Significant disposable income

Location of Alberta Members

Other member locations:

British Columbia
Saskatchewan

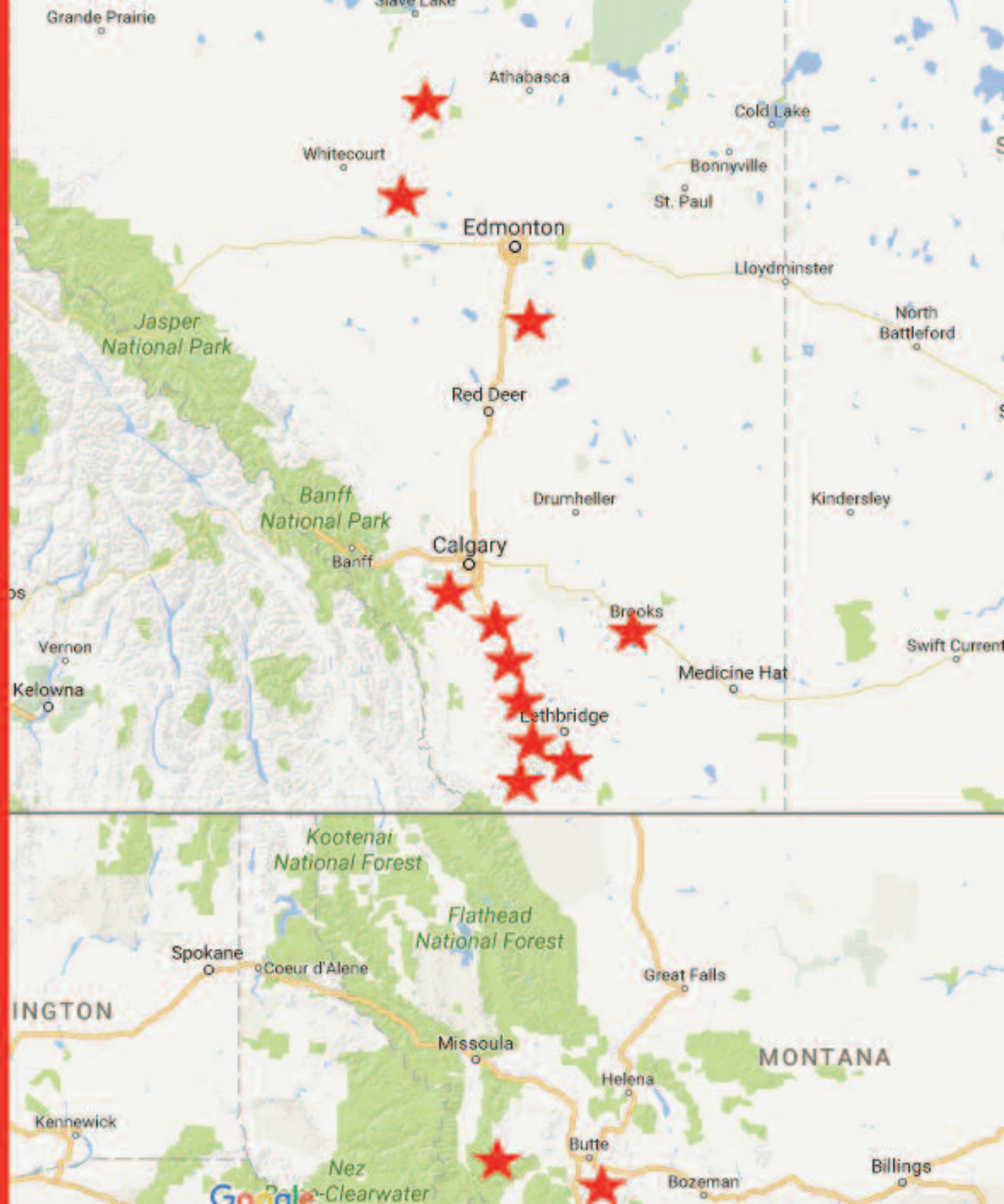
Arizona
California
Idaho
Minnesota
Montana
Nebraska
New Mexico
North Dakota
Oregon
Utah



12 Event Locations in Alberta and Montana

High River, AB
Mayerthorpe, AB
Barrhead, AB
Twin Bridges, MT
Darby, MT
Stavely, AB
Standoff, AB
Magrath, AB
Wetaskiwin, AB
Cardston, AB
Brooks, AB
Claresholm, AB

28 Performance Days
from April - October





The CSPRA will work with you to ensure your sponsorship package **aligns with your marketing goals**. Sponsorship levels include various **benefits** such as:

- Website and social media exposure
- Arena banners & grand entry flags
- Barrel covers
- Promotional announcements during events
- Contest opportunities
- Print media advertising
- Product demo/display opportunities
- Apparel logos
- Finals rodeo & banquet tickets



*Official website news and up-to-date sponsor info
www.canadaseniorrodeo.com*



*Facebook pages with 1080 friends
[canada senior pro rodeo](#) or [canadian senior pro rodeo](#)*



*Official magazine of the CSPRA
with monthly full page*

Supporting Youth



The CSPRA values the future of Canadian rodeo by proudly supporting the youth rodeo scholarship programs at Olds College and Vermillion College.

We encourage our 2017 sponsors to leverage this community support in their marketing while increasing awareness of these excellent youth programs. It's a win-win.

Levels of Sponsorship

| PACKAGE: | PLATINUM | GOLD | SILVER | BRONZE | BUCKLE | FRIENDS |
|--|--|--|--|--|---|---|
| Value: | \$10,000 | \$5000 | \$2500 | \$1000 | \$500 | \$200 |
| Features: | Exclusivity – no competitive sponsors | Specific rodeo event sponsorship | Specific rodeo event sponsorship | Specific rodeo event sponsorship | Specific rodeo event sponsorship | |
| | Official product status – product display opp at all events | Presentation opportunity, incl photo with winner | Presentation opportunity, incl photo with winner | Presentation opportunity, incl photo with winner | Presentation opportunity, incl photo with winner | |
| | 2 Arena perimeter banners at all events | 2 Arena perimeter banners at all events | Arena perimeter banner at all events | Arena perimeter banner at all events | Arena perimeter banner at finals | |
| | Company flag in Grand Entry | Company flag in Grand Entry | Company flag in Grand Entry | | | |
| ** All Flags and Banners are provided by Sponsor at Sponsor's cost ** | | | | | | |
| | Logo and link featured on CSPRA website | Logo and link featured on CSPRA website | Logo featured on CSPRA website | Logo featured on CSPRA website | Name listed on CSPRA website | Name listed on CSPRA website |
| | Logo to appear monthly in the <i>Rodeo Connection Magazine</i> plus one annual profile | Logo to appear monthly in the <i>Rodeo Connection Magazine</i> plus one annual profile | Logo to appear monthly in the <i>Rodeo Connection Magazine</i> | Logo to appear monthly in the <i>Rodeo Connection Magazine</i> | | |
| | Promotional announcement at every event | Promotional announcement at every event | Promotional announcement at every event | Promotional announcement at every event | | |
| | Your name appears on all CSPRA advertising | Your name appears on all CSPRA advertising | Your name appears on all CSPRA advertising | Your name appears on all CSPRA advertising | | |
| | Finals trade fair - featured display opportunity | Finals trade fair - demo/display product opportunities | Finals trade fair - demo/display product opportunities | Finals trade fair - demo/display product opportunities | | |
| | Full page ad in finals rodeo program | Half page ad in finals rodeo program | Quarter page ad in finals rodeo program | Third page ad in finals rodeo program | Eighth page ad in finals rodeo program | Name listed in finals rodeo program |
| | 4 tickets to Finals Awards Banquet 4 Passes to each day of CSPRA Finals Rodeo | 2 tickets to Finals Awards Banquet 2 Passes to each day of CSPRA Finals Rodeo | 2 tickets to Finals Awards Banquet 2 Passes to each day of CSPRA Finals Rodeo | 2 tickets to Finals Awards Banquet 2 Passes to each day of CSPRA Finals Rodeo | 2 tickets to Finals Awards Banquet 2 Passes to Sunday's CSPRA Finals Rodeo | 2 Passes to Sunday's CSPRA Finals Rodeo |

Thank You

Thank you for reviewing this information. The next step is to discuss your specific marketing needs and develop a custom CSPRA sponsorship package that meets them.

Please contact:

Kim Grayson
Sponsorship/Marketing Coordinator
Canadian Senior Pro Rodeo Association

grayson.kd@gmail.com

403-804-5670





March 20, 2017

To Town of Claresholm Councillors

The Claresholm Kraken Swim Club is requesting your financial support for the 2017 summer swim season. We are looking for an in kind donation to waive our swim meet pool rental fees for our home meet that will occur on June 2 and 3.

Our club boasts over 70 members, from 5 to 50+ years of age. Swimmers train locally and have the opportunity to attend swim meets all over southern Alberta. Local youth have done very well, bringing home ribbons and medals, team achievement trophies and even provincial medals/records in the past.

The cost of swimming has risen due to costs incurred with pool rentals and coaches' salaries. Parents pay registration fees and participate in fundraising activities to help with the expenses of the Kraken Swim Club. This past season we ran two raffles, a raffle table and sold meat as our fundraising activities and our next Casino is scheduled for the first quarter of 2018. Having a structured swim club is a physical benefit to local youth, as well as an outlet for community pride. In 2017, the Club paid approximately \$8,500.00 to rent the pool for the 4 months that comprise the Alberta summer swim club season. An additional \$13,000.00 was paid in coaching and instructional fees.

As we see a greater number of younger children looking to join our Club, our hope is to be able to offer them more dedicated instruction so they can grow and develop alongside their older peers. It is so exciting to watch children, as young as 5, learning new swimming strokes and getting to practice them under the watchful eye of their instructors. While we are a competitive swim team, we are also aware of just how important learning to swim and water safety is to developing youth. The mandate of the new 2017 Claresholm Kraken Swim Club executive is to provide excellent instruction to give these children a greater opportunity for personal success and skill development. Thank you in advance for considering to support our local competitive swim team. Should you have any further questions, please contact Tiffany O'Neil at 403-360-1726.

Kind Regards,

Tiffany O'Neil, President

Nicole Van Langen, Vice-President

Andrea Fletcher, Treasurer

Kari Lelek, Secretary

Jackie Liversuch and Trish MacPherson, Fundraising Chairs

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



Date of Application: March 21, 2017

Date of Event: June 2+3, 2017

1. Applicant Information

Name of Applicant: Claresholm Kraken Swim Club

Address: Box 1933 Claresholm, AB T0C 0T0

Contact Person: Tiffany O'Neil

Phone, Fax, Email: 403-360-1726 tiffoneil72@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

Access# 505286039 Reg date: 1992/05/11

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

POOL RENTAL FEE FOR HOME SWIM MEET

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: Approx 14 hours x \$50 = \$700.00

6. Details of how the funds will be expended:

We are looking for an 'unkind' donation to waive pool rental fees for our home swim meet on June 2+3, 2017

7. Previous Donations

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

| Date | Amount | Use of Funds |
|-------------------------|--------|--------------|
| not that I am aware of. | | |
| | 0.00 | nil |
| | | |

8. Organizational Information

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

We have 70+ members ranging in age from 5 to 50+ Swimmers train locally and compete throughout Southern AB. Not all swimmers compete, some swim to improve their stroke, stay in shape and get instruction from trained coaches

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

Our hope is to be able to offer more dedicated instruction to our youth so they can grow + develop as strong + safe swimmers. To be a strong team within the community and for the kids to remain coachable in a competitive atmosphere.

How will your organization acknowledge the Town's donation?

Publish in the local Paper
Advertise @ the home meet
word of mouth by members.

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

YES

NO

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

| Funding Source | Amount | Recommended Use of Funds |
|--|-----------|--|
| Centennial meat sales Raffle Ticket sales | 10 000.00 | Coach wages, Pool rental, Registration fees. |
| Cwino (first 1/4 2018) Raffle Table @ Home meet | 1200.00 | Pool Rental, coach wages, awards Swim meet expenses training |
| Donations from Local Businesses | | coaches clinics awards + trophies, Advertising |

May 2, 2017

To: Mayor and Council

RE: Recreational Trails

On behalf of the Kinsmen and Kinette clubs in Claresholm we are writing to request the Mayor and Councils input into the Kinsmen and Kinettes 2017 recreational trail project proposal.

In March the Kinsmen formed a delegation to prioritize projects and begin the process of talking through how the Kinsmen and Kinette clubs could be a part of building up the recreational trail system and recreational infrastructure within Claresholm. We are presenting three recreation expansion ideas as follows:

| | | |
|-------------|--------------|--|
| Priority #1 | 2017 project | - 8 th street, CP Rail Spur Line - Airport recreational trail |
| Priority #2 | 2018 – 2020 | - Storm water catch basin and 8 th Street recreational trail |
| Priority #3 | 2017 – 2025 | - Community Recreation Campground for the Agriplex, Ball Diamonds, and Community Centre. |

Priority #1 could see usage the summer and on of 2017. Priority #2 would take extensive grant matching and engineering, is a much larger project and will unfold over 2 – 3 years. Priority #3 will take several service clubs, organizations, grants, engineering and community support to reach completion with parts of the project being completed over the course of several years.

Priority #1 steps, details and costs: (Please see the attached maps and cost breakdown)

1. Town of Claresholm permitting the Kinsmen and the Kinettes access to Town owned land that is approximately a 1.5 miles long by 75 foot wide piece of property.
2. Rail line preparation (\$1,000)
3. Fencing (\$12,000)
4. Replace gravel to the rail line (\$18,000)
5. Install 2 benches and garbage cans along the route (\$4,400)
6. Install signage at the 8th street start point explaining history of the line and a “respect the use statement” such as pick up after yourself, respect the neighboring property etc. (\$5,000)
7. All signage to be approved by the Town first.
8. Grass and weed maintenance in the future will roll to the Town with the cost being part of regular yearly maintenance. (\$605.00/year)

We have heard from Council and the Community that walking paths are needed for increased outdoor recreation and are essential for increased social aspects within our community. The Kinsmen and Kinettes are willing to assist with Community development at Council’s will and partner with you to upgrade this land. We wish to begin work on Priority #1 June 1st. Any construction costs that could be offset by the Town would be greatly appreciated.

Regards,



Ramona Hart and Andrew Morkin
Kinette and Kinsmen Presidents



24 April 2017

Town of Claresholm
221 – 45 Ave W
Claresholm, AB T0L 0T0

To Mayor and Council:

The large off leash dog park at the north east corner of the Town of Claresholm is a great asset to the town. It is an amenity that is used and appreciated by many dog owners from within town as well as people travelling through.

Fencing around this off leash dog park would greatly enhance this amenity by clearly defining the actual off leash area and providing a safe and secure area for off leash play. While it is understood that even off leash dogs are to be under control, even a well-trained dog can respond to instincts and the moment of play when a deer or fox run through the park, a ball takes a funny bounce and rolls out onto the road, or someone drives past with a dog barking out the window of a vehicle.

Jason Hemmaway has secured a quote from Bakker Fencing & Oilfield Services Ltd for fencing this area, with a total cost of \$6,210.50 including materials and labour. There is potential to reduce this cost by \$1,350 through volunteer labour to install the farm wire.

We, the undersigned, hereby request that this project be put into the Parks and Rec plan and we would greatly appreciate if this fencing project could move forward as soon as possible.

Sincerely,

Copies of Petition with signatures is available to view at the Town Office.



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

May 3, 2017

Jason Hemmaway
Claresholm ByLaw Officer
Town of Claresholm
PO Box 1000
Claresholm, AB
T0L 0T0

Dear Jason & Town Council:

I am writing on behalf of the Claresholm Animal Rescue Society. We have reviewed the plans for the off-leash area. We are in approval and look forward to the off-leash area in Claresholm. However, our Society is unable to provide any funding towards it. Our local grant has been reduced and other costs have gone up at the direction of the Alberta Government's mandatory labor standards. We are currently looking at a deficit in our budget, and trying to brainstorm ways to cover that.

We could perhaps look at volunteering to help with it at some point, however, we are not able to provide any funding towards it. If volunteering is an option, I would discuss that with the CAReS members.

We appreciated the recent meeting with you and reviewing the expectations of both sides of the Town and our Society. Please contact me if you would like to discuss the off-leash park further.

Yours truly,

A handwritten signature in blue ink, appearing to read "Lorraine Norgard", is written over a blue circular stamp.

Lorraine Norgard
President
CAReS

/ln



REQUEST FOR DECISION

Meeting: May 8, 2017
Agenda Item: 9

PLAYSCHOOL HANDICAP PARKING REQUEST



Background Information:

A letter was received from the Playschool Society requesting the Town install one handicap parking stall for parents and grandparents bringing kids to the Playschool programs.

Area Map:



Legend:

- Proposed Handicap stalls 
- Proposed Handicap parking area 

Investigation results:

- Parking in this area can be congested.

- Site lines down the street can be obstructed by vehicle density.
- The program the playschool provides is used extensively.
- There is no designated handicap parking for either the Playschool or the Daycare
- We do have a multi-generational society that cares for children
- The playschool has one parent who will access the programs for the 2017 and 2018 school years, which has handicap privileges and currently uses the Baptist church parking lot if access on the street is unavailable.



DISCUSSION/OPTIONS:

This request was brought to the Emergency Services Committee at their May 3, 2017 meeting. The recommendation from the Committee is for Council to approve the request.

Administration recommends that as per Bylaw #1550, Council pass a resolution creating one handicap parking stall closest to Playschool entrance.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to install one handicap stall on the east side of 3rd street closest to the Playschool entrance, north of the rear access road to the Administrative and Joint Use Facility Building.

APPLICABLE LEGISLATION:

- 1.) Playschool Board letter of request
- 2.) Bylaw # 1550 – Traffic Bylaw – Part 3, Section 3, Subsection (k)

PREPARED BY: Jason Hemmaway Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 5, 2017

RECEIVED

MAR 23 2017

Sara Schuler
Learn-A-Lot Playschool
PO Box 1777
Claresholm AB TOL OT0

March 9, 2017

Town of Claresholm
P.O. Box 1000
Claresholm AB
TOL OT0

Attention: Mayor Rob Steel and Council

Dear Mayor Steel and Council,

We are writing to ask you to implement a designated handicap parking spot near the Learn-A-Lot Playschool.

We have parents and grandparents that drop off and pick up students, as well as students with handicap needs and permits. We feel as a board that a designated parking spot would assist in the drop off and pick up of students, with no designated parking spot people with handicap permits are having to walk longer routes and around snow banks and other vehicles.

Thank you for your consideration.

Sincerely,

Sara Schuler, Chairperson
Learn A Lot Playschool
403-625-7002



REQUEST FOR DECISION

Meeting: May 8, 2017
Agenda Item: 10

ALBERTA TRANSPORTATION REVIEW INTERSECTION OF HIGHWAYS 2 & 520

DESCRIPTION:

The Emergency Services Committee is asking for Council's support regarding Alberta Transportation's offer to continue to process/review the intersection of Highways 2 & 520. This would determine if the potential introduction of a traffic control device is something that is warranted for this intersection, and if so, how the device would be installed and funded.

BACKGROUND:

The Emergency Services Committee has been meeting for several months regarding issues within the Town. Regarding transportation concerns, CPO Jason Hemmaway contacted Alberta Transportation by email on April 6, 2017 regarding traffic concerns at IGA and Shell. The response from Alberta Transportation was discussed at the last meeting of the Emergency Services Committee on May 3, 2017 and is as follows:

Alberta Transportation states:

1. Traffic Lights at the Shell Intersection (Highway #520 and Highway #2)

The engineering need for traffic signals is determined by creating a traffic signal warrant analysis. This process involves reviewing the existing conditions of an intersection versus industry trigger levels which reflect typical conditions requiring traffic signals (including reviewing existing traffic volumes, the individual demands for available turning movements etc.). Alberta Transportation (AT) usually engages this process when internally reviewing and identifying network needs. It can also occur when requests are received from a municipality. Based on this process we would encourage you move this request through the Town of Claresholm who should determine if the potential introduction of such a traffic control device is something they support and would like to see. With the Town's concurrence, we will continue to process/review of the request.

The Emergency Services Committee made the following motion:

- Todd moved to recommend to Council to request that Alberta Transportation undertake a traffic study at the intersection of Highways 2 and 520. CARRIED

PROPOSED RESOLUTION:

Moved by Councillor _____ to request Alberta Transportation undertake a traffic signal warrant analysis at the intersection of Highways 2 and 520.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 5, 2017



REQUEST FOR DECISION

Meeting: May 8, 2017
Agenda Item: 11

REGIONAL FIRE SERVICES MODEL DELIVERY

DESCRIPTION:

On March 24, 2017, the Town of Claresholm received notification that the application submitted to the Alberta Community Partnership (ACP) Grant for a feasibility study on Regional Fire Service Delivery and Governance Model was approved for \$150,000. Administration is asking for Council's support to proceed with finding a consultant to facilitate the process.

BACKGROUND:

After discussion amongst the municipalities within the MD of Willow Creek following presentations by Alberta Municipal Affairs, it was decided that the Town of Claresholm would apply for the ACP grant on behalf of all communities in the MD of Willow Creek and be the managing partner. The application was submitted online on December 15, 2016.

Upon receiving notification of the successful grant application, the grant was discussed at the Emergency Services Committee on May 3, 2017. At that time, it was the Committee's recommendation for Council to proceed with finding a Consultant to facilitate the process.

PROPOSED RESOLUTION:

Moved by Councillor _____ to direct Administration to proceed with the search for a consultant to facilitate the process regarding the Feasibility Study on Regional Fire Service Delivery and Governance Model.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 5, 2017



REQUEST FOR DECISION

Meeting: May 8, 2017
 Agenda Item: 12

2017 INFRASTRUCTURE PROJECT TENDERS

DESCRIPTION/BACKGROUND:

Administration requests a motion of council to accept a tender for the 2017 Infrastructure Projects. The tenders for the sanitary sewer, storm sewer and pavement overlay projects closed Thursday May 4, 2017.

DISCUSSION:

Six contracting firms provided quotes in the tendering process for the project as outlined in the attached correspondence from MPE with the low bidder being Silver Ridge Construction (1999) Ltd. at \$819,314.27 (including GST):

As outlined below the total budgeted cost for these 4 projects was 1,069,000. All but one of the bids were under budget. The low bidder suggested they could start the project tentatively in June which is in line with our desired start date.

COSTS/ SOURCE OF FUNDING (if applicable):

The project is to be funded by way of Capital Grants and Capital Reserves.

2017 Approved Budget (below) – Capital Projects

| | |
|--|------------------|
| 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) |
| 4 blocks pavement overlay | 380,000 |
| <i>Funding: FGTF</i> | (235,000) |
| <i>Funding: BMTG</i> | (145,000) |
| 52nd Ave Sewer Main Replacement | 220,000 |
| <i>Funding: FGTF</i> | (197,005) |
| <i>Funding: Reserves General Sewer Main Replace.</i> | (22,995) |
| Total | 1,069,000 |

PROPOSED RESOLUTION:

Moved by Councillor _____ to award the contract for the 2017 Infrastructures project to Silver Ridge Construction (1999) Ltd. as per MPE's recommendation.

ATTACHMENTS:

- 1.) Correspondence from MPE.

APPLICABLE LEGISLATION:

- 1.) N/A

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 5, 2017

Suite 300, 714 - 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



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

May 4, 2017
File: N:\1466\020\L03

Attention: Mike Schuweiler
Director of Infrastructure Services

Dear Mike:

Re: Town of Claresholm – 2017 Infrastructure Improvements
Tender Results and Recommendation

On May 4, 2017 at 2:00 p.m., a total of six (6) Tenders were submitted and opened at the MPE Engineering Ltd. Lethbridge Office for the above noted project. We have reviewed the tenders and found three (3) arithmetic errors in the submissions. The following summarizes the submitted tenders received from lowest to highest. The tender amounts include 10% contingency allowance and 5% GST.

| <u>Tenders</u> | <u>Tender Amount</u> | <u>Corrected Tender Amount</u> |
|---------------------------------------|----------------------|--------------------------------|
| Silver Ridge Construction (1999) Ltd. | \$819,314.27 | N/A |
| PME Inc. | \$831,176.56 | \$840,272.65 |
| Whissell Contracting Ltd. | \$899,803.79 | N/A |
| McNally Contractors (2011) Ltd. | \$948,422.48 | N/A |
| Bow Mark Paving Ltd. | \$941,228.62 | \$953,933.62 |
| Fusion Pipe Solutions Inc. | \$1,182,211.66 | \$1,184,810.53 |

We have contacted Silver Ridge Construction (1999) Ltd. and they suggest the work would tentatively commence in June, 2017.

Based upon the above, it is our recommendation that the work be awarded to the low bidder, Silver Ridge Construction (1999) Ltd. in the amount of \$819,314.27 including GST.

Upon notice from the Town of Claresholm, MPE will prepare the necessary Contract Documents for execution by both parties.

If you have any questions, please contact the undersigned at 403-317-3614.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in blue ink, appearing to read "Jason Siemens", is written over the company name.

Jason Siemens, C.E.T., C.S.T.
Project Manager

JS:tb

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm
Blair Bullock, Director of Corporate Services, Town of Claresholm



REQUEST FOR DIRECTION

Meeting: May 8, 2017
Agenda Item: 13

CLARESHOLM RCMP DETACHMENT ANNUAL PERFORMANCE PLAN

DESCRIPTION:

Marian Carlson, CAO, met with Sargeant Terry Wickett on Friday, April 28, 2017. At the meeting, Terry requested input from Council regarding potential priorities for the local RCMP detachment for this year.

DISCUSSION:

- Traffic control & speed
 - Council has expressed concerns with traffic in Claresholm and going through our town. This has resulted in the CPO Agreement with the Town of Fort Macleod and more tickets being issued for traffic violations.
 - The detachment would partner with the CPO on perhaps a quarterly basis.
- School programs
 - CPO Jason Hemmaway has continued with the Bike Rodeo and Risk Reduction programs, which have been successful.

Does Council feel there other areas that require some additional focus from the RCMP for the upcoming year?

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 3, 2017



INFORMATION BRIEF

Meeting: May 8, 2017

Agenda Item: 14

COUNCIL RESOLUTION STATUS

| 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. Communications Policy prepared to go to the Administrative Services Committee. | 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 2017. Town Hall application submitted by Jan 15, 2017 deadline. | In progress |
| Regular Scheduled Meeting - April 24, 2017 | | | | |
| 1 | RFD: Transfers to Reserves - Moved by Councillor Cutler to transfer unrestricted funds of \$507,698 to Reserves and to transfer from Reserves \$27,941 for capital projects for the year ended December 31, 2016. CARRIED MOTION #17-030 | Blair | Incorporated into 2016 Yearend Audited Financials | Complete |
| 2 | RFD: 2016 Financial Statements - Moved by Councillor Fieguth to accept the Audited Financial Statements for the year ended December 31, 2016 as presented. CARRIED MOTION #17-031 | Blair | Audited Financials have been signed, posted on the website, and submitted to Municipal Affairs | Complete |
| 3 | BYLAW #1631 - Special Tax Bylaw - Referred to Administration to eliminate the Special Tax Bylaw. | Blair | Bylaw Eliminated | Complete |
| 4 | BYLAW #1632 - Special Tax Bylaw - Referred to Administration to eliminate the Special Tax Bylaw. | Blair | Bylaw Eliminated | Complete |

| | | | | |
|----|---|----------------|--|-------------|
| 5 | RFD: Final 2017 Operating & Capital Budgets - Referred to Administration to adjust the Budgets to reflect the elimination of the Special Tax Bylaws and adjustment of the 2017 Mill Rate Bylaw. | Blair | On the May 8, 2017 Agenda. | Complete |
| 6 | BYLAW #1630 - 2017 Mill Rate Bylaw - Referred to Administration to adjust the 2017 Mill Rate Bylaw to reflect the elimination of the Special Tax Bylaws. | Blair | On the May 8, 2017 Agenda. | Complete |
| 7 | BYLAW #1626 - Local Improvement Tax Bylaw Amendment - Moved by Councillor Cutler to give Bylaw #1626, a Local Improvement Tax Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Ford to give Bylaw #1626, a Local Improvement Tax Bylaw Amendment, 3rd & Final Reading. CARRIED | Blair | Bylaw prepared & signed. | Complete |
| 14 | CORRES: Partners FOR the Saskatchewan River Basin - Moved by Councillor Fieguth to support the Partners FOR the Saskatchewan River Basin with an annual membership for April 1, 2017 to March 31, 2018 in the amount of \$125. CARREID MOTION #17-032 | Karine | Contribution sent. | Complete |
| 15 | CORRES: Granum Canada Day Committee - Councillors Cutler and Fieguth intend to attend the Granum Canada Day festivities. | Karine | Notification sent. | Complete |
| 16 | CORRES: WC Regional Waste Management Services Commission - Moved by Councillor Cutler to request that at the Regional Mayors and Reeves meeting, they discuss the hours of operation at the Willow Creek Regional Waste Management Services Commission to see if there is an opportunity to better accommodate the general public. CARRIED MOTION #17-033 | Marian | Email sent to Mayor Steel to have the item brought forward at the next meeting. | Complete |
| 17 | CORRES: Claresholm Bantam Football Association - Moved by Councillor Fieguth to write a letter of support towards the Claresholm Bantam Football Association's application to the FCC Agrispirit Fund for the score clock replacement at the football field located at Willow Creek Composite High School. CARRIED MOTION #17-034 | Karine | Application to the fund has been sent. Letter of support may be needed if they reach part 2. | Complete |
| 18 | CORRES: Jb Marketing div. of Community Markets - Moved by Councillor Cutler to allow the Saturday Downtown Markets to run in the downtown parking lot on the dates requested for 2017, and to allow the markets to use only the amount of the parking lot that was used in 2016. CARRIED MOTION #17-035 | Darlene | Letter sent. | Complete |
| 19 | RFD: Arena Ice Slab & Boards Replacement Project - Moved by Councillor Fieguth to commit \$154,135 currently held in Capital Reserves towards the Claresholm Arena Ice Slab and Board Replacement Project, and to write letters of support as needed for Claresholm Minor Hockey as they apply for grants to fund this project. CARRIED MOTION #17-036 | Blair / Karine | Reserve noted. Letters to be completed as needed. | Complete |
| 19 | RFD: Arena Ice Slab & Boards Replacement Project - Direction was given to Administration to send a letter of thanks to the MD of Willow Creek for their financial support of the Arena project. | Karine | Letter sent. | Complete |
| 24 | IN CAMERA: Moved by Councillor O'Neill to enter into a Fire Safety Codes Officer Agreement with the MD of Willow Creek for inspection and investigation duties for the Town of Claresholm as presented with the agreement to expire September 30, 2017. CARRIED MOTION #17-037 | Marian | Agreement presented to MD of Willow Creek | In progress |

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 5, 2017

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

| Cheque # | Cheque Date | CEO CAO | Vendor # | Vendor Name | Batch # | Amount |
|-----------------|--------------------|----------------|-----------------|---|----------------|---------------|
| | | | | | 19938 | |
| 53232 | 2017-04-10 | | 600 | ALBERTA ASSOCIATION OF M.D.'S | | 8,110.51 |
| 53233 | 2017-04-10 | | 87028 | Alberta Elevating Devices & AR Safety Assoc. | | 115.40 |
| 53234 | 2017-04-10 | | 786399 | Alberta Municipal Health & Safety Association | | 126.00 |
| 53235 | 2017-04-10 | | 787526 | Alberta Municipal Services Corporation | | 41,752.26 |
| 53236 | 2017-04-10 | | 1025 | ALBERTA ONE CALL LOCATION CORP | | 113.40 |
| 53238 | 2017-04-10 | | 125000 | AVAIL LLP | | 14,700.00 |
| 53239 | 2017-04-10 | | 787511 | BELL, BARBARA | | 22.76 |
| 53240 | 2017-04-10 | | 786195 | Benchmark Assessment Consultants Inc. | | 4,813.20 |
| 53241 | 2017-04-10 | | 6390 | BISHOFF AUTO & AG CENTRE | | 2,757.43 |
| 53242 | 2017-04-10 | | 786427 | BOUNDARY EQUIPMENT (CALGARY) LTD. | | 3,201.14 |
| 53243 | 2017-04-10 | | 786670 | CHIX DESIGN | | 210.00 |
| 53244 | 2017-04-10 | | 56100 | CIMCO REFRIGERATION | | 1,447.94 |
| 53245 | 2017-04-10 | | 13078 | CLARESHOLM AGENCIES | | 84.00 |
| 53246 | 2017-04-10 | | 13250 | CLARESHOLM CHILD CARE SOCIETY | | 2,000.00 |
| 53247 | 2017-04-10 | | 13175 | CLARESHOLM COMMUNITY CENTRE HALL BOARD | | 7,101.25 |
| 53248 | 2017-04-10 | | 786568 | CLARESHOLM CURLING CLUB | | 1,345.00 |
| 53249 | 2017-04-10 | | 13400 | CLARESHOLM GLASS '88' LTD | | 261.45 |
| 53250 | 2017-04-10 | | 13525 | CLARESHOLM IGA | | 21.98 |
| 53251 | 2017-04-10 | | 13660 | CLARESHOLM LOCAL PRESS | | 2,707.43 |
| 53252 | 2017-04-10 | | 14085 | CLARESHOLM NAPA AUTO | | 572.28 |
| 53253 | 2017-04-10 | | 786950 | CLARESHOLM SELF STORAGE | | 367.50 |
| 53254 | 2017-04-10 | | 14205 | CLEAN BRITE CHEMICAL SERVICES LTD. | | 1,813.51 |
| 53255 | 2017-04-10 | | 786784 | DAVIS Chevrolet GMC Buick Claresholm | | 25,087.91 |
| 53256 | 2017-04-10 | | 786540 | DIRECT ENERGY REGULATED SERVICES | | 193.09 |
| 53257 | 2017-04-10 | | 786397 | EPCOR | | 174.67 |
| 53258 | 2017-04-10 | | 24060 | EVCON FARM EQUIPMENT LTD. | | 62.27 |
| 53259 | 2017-04-10 | | 787516 | FORD, SHELLEY | | 110.16 |
| 53260 | 2017-04-10 | | 786800 | GDM ELECTRIC LTD. | | 414.57 |
| 53261 | 2017-04-10 | | 786505 | GRAPHCOM PRINTERS LTD. | | 714.09 |
| 53262 | 2017-04-10 | | 786584 | HACH SALES & SERVICE CANADA LTD. | | 718.83 |
| 53263 | 2017-04-10 | | 36275 | HANSEN, ALFRED | | 367.50 |
| 53264 | 2017-04-10 | | 49980 | HARRY'S TIRE SALES (1984) LTD. | | 25.00 |
| 53265 | 2017-04-10 | | 787525 | HealthyWorker | | 687.75 |
| 53266 | 2017-04-10 | | 787522 | HIFAB HOLDINGS LTD. | | 55.04 |
| 53267 | 2017-04-10 | | 11310 | HI-WAY 9 EXPRESS LTD. | | 108.62 |
| 53268 | 2017-04-10 | | 36800 | HOME HARDWARE | | 1,142.54 |
| 53269 | 2017-04-10 | | 44000 | ISAACSON, SHIRLEY | | 85.57 |
| 53270 | 2017-04-10 | | 786155 | KEMERY, DOUGLAS MACLEAN | | 861.58 |
| 53271 | 2017-04-10 | | 786267 | LAWSON PRODUCTS INC. | | 73.90 |
| 53272 | 2017-04-10 | | 56155 | LIFESAVING SOCIETY | | 1,580.00 |
| 53273 | 2017-04-10 | | 786078 | LING, JULIE | | 31.50 |
| 53274 | 2017-04-10 | | 786659 | LIVINGSTONE RANGE SCHOOL DIVISION | | 511.13 |
| 53275 | 2017-04-10 | | 56200 | LOCAL AUTHORITIES PENSION PLAN | | 14,630.93 |
| 53276 | 2017-04-10 | | 58000 | LOOMIS EXPRESS | | 27.11 |
| 53277 | 2017-04-10 | | 787531 | MILLER SUPPLY | | 27.89 |
| 53278 | 2017-04-10 | | 786590 | MINISTER OF FINANCE | | 45.10 |
| 53279 | 2017-04-10 | | 786704 | MINISTER OF FINANCE (LT) | | 25.00 |
| 53280 | 2017-04-10 | | 65040 | MUNICIPAL INFORMATION SYSTEMS | | 1,007.86 |



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

| Cheque # | Cheque Date | CEO CAO | Vendor # | Vendor Name | Amount |
|-----------------|--------------------|----------------|-----------------|---|---------------|
| 53281 | 2017-04-10 | | 66100 | NATIONAL SECRETARY-TREASURER | 2,074.79 |
| 53282 | 2017-04-10 | | 787550 | OAKFIELD SAFETY | 360.00 |
| 53283 | 2017-04-10 | | 786905 | ONECONNECT SERVICES INC. T46194 | 80.31 |
| 53284 | 2017-04-10 | | 786167 | PITNEY BOWES LEASING | 1,342.11 |
| 53285 | 2017-04-10 | | 786453 | PRAXAIR CANADA INC. | 1,108.09 |
| 53286 | 2017-04-10 | | 786156 | Q.E.D. ENTERPRISES LTD. | 1,730.31 |
| 53287 | 2017-04-10 | | 86300 | RECEIVER GENERAL | 21,676.85 |
| 53288 | 2017-04-10 | | 786188 | Reynolds Mirth Richards & Farmer LLP | 881.91 |
| 53289 | 2017-04-10 | | 42321 | RFS CANADA | 516.37 |
| 53290 | 2017-04-10 | | 786180 | RICOH CANADA INC. | 183.07 |
| 53291 | 2017-04-10 | | 786468 | SHAW CABLE | 296.90 |
| 53292 | 2017-04-10 | | 786824 | SOUTHERN REWIND LIMITED | 869.22 |
| 53293 | 2017-04-10 | | 786111 | STEEL, ROB | 580.21 |
| 53294 | 2017-04-10 | | 900 | TELUS | 3,019.88 |
| 53295 | 2017-04-10 | | 97015 | TOWN OF FORT MACLEOD | 2,970.00 |
| 53296 | 2017-04-10 | | 101400 | UNITED FARMERS OF ALBERTA | 204.58 |
| 53297 | 2017-04-10 | | 106930 | VOLKER STEVIN HIGHWAYS LTD | 3,971.10 |
| 53298 | 2017-04-10 | | 23500 | W.R. MEADOWS OF WESTERN CANADA | 3,075.07 |
| 53299 | 2017-04-10 | | 787503 | Western Materials Handling & Equipment Ltd. | 17.84 |
| 53300 | 2017-04-10 | | 787541 | WILLOW CREEK LOCK & KEY | 173.25 |
| 53301 | 2017-04-10 | | 900000 | CLARESHOLM CHAPLAINCY | 1,700.00 |
| 53302 | 2017-04-10 | | 900000 | CLARESHOLM MEDICAL CENTRE | 925.00 |
| 53303 | 2017-04-10 | | 900000 | CPA ALBERTA | 1,103.55 |
| 53304 | 2017-04-10 | | 900000 | Foothills Special Needs Association | 9,000.00 |
| 53305 | 2017-04-10 | | 900000 | GLOBAL SPORT RESOURCES | 1,837.50 |
| 53306 | 2017-04-10 | | 900000 | HIPWELL, MARCY | 39.11 |
| 53307 | 2017-04-10 | | 900000 | Junior Achievement of Southern Alberta | 3,000.00 |
| 53308 | 2017-04-10 | | 900000 | LANGE, SHARON | 4,100.00 |
| 53309 | 2017-04-10 | | 900000 | MITCHELL'S PRECISION CARPENTRY | 12,519.50 |
| 53310 | 2017-04-10 | | 900000 | MOTHERS OF PRESCHOOLERS | 4,500.00 |
| 53311 | 2017-04-10 | | 900000 | NOBLE TREE COFFEE ROASTERS | 44.75 |
| 53312 | 2017-04-10 | | 900000 | PETROVIC, MIKE | 3,500.00 |
| 53313 | 2017-04-10 | | 900000 | SALLENBACK, DEAN | 1,475.40 |
| 53314 | 2017-04-10 | | 900000 | Southwest Alberta Road Safety Society | 500.00 |
| 53315 | 2017-04-10 | | 900000 | SWEENEY, JUSTIN | 717.46 |
| 53316 | 2017-04-10 | | 900000 | TIM HORTONS CLARESHOLM | 68.24 |
| 53317 | 2017-04-10 | | 900000 | WALL, TILLY | 77.39 |
| 53318 | 2017-04-10 | | 900000 | Wild Rose Community Collections | 3,500.00 |
| 53319 | 2017-04-10 | | 900000 | Willow Creek Adult Learning Society | 1,500.00 |
| | | | | | <hr/> |
| | | | | | 237,653.81 |



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

| Cheque # | Cheque Date | CEO CAO | Vendor # | Vendor Name | Amount |
|----------|-------------|---------|----------|---|--------------|
| | | | | Batch # | 19965 |
| 53320 | 2017-04-24 | | 13125 | AHS-CCMHA | 78.00 |
| 53321 | 2017-04-24 | | 650 | ALBERTA BLUE CROSS | 8,545.52 |
| 53323 | 2017-04-24 | | 787528 | ASSOCIATED ENGINEERING | 14,023.04 |
| 53324 | 2017-04-24 | | 786427 | BOUNDARY EQUIPMENT (CALGARY) LTD. | 226.17 |
| 53325 | 2017-04-24 | | 11250 | CANADIAN LINEN SUPPLY | 244.15 |
| 53326 | 2017-04-24 | | 786095 | CHILTON, LISA | 70.29 |
| 53327 | 2017-04-24 | | 126050 | Cintas First Aid & Safety 030G | 35.36 |
| 53328 | 2017-04-24 | | 13250 | CLARESHOLM CHILD CARE SOCIETY | 3,183.50 |
| 53329 | 2017-04-24 | | 13400 | CLARESHOLM GLASS '88' LTD | 9.29 |
| 53330 | 2017-04-24 | | 13900 | CLARESHOLM PHARMACY LTD | 98.02 |
| 53331 | 2017-04-24 | | 786141 | CLARESHOLM TAXI | 1,105.65 |
| 53332 | 2017-04-24 | | 785973 | CLEARTECH INDUSTRIES INC. | 8,315.56 |
| 53333 | 2017-04-24 | | 786202 | EXOVA | 733.40 |
| 53334 | 2017-04-24 | | 26000 | Federation of Canadian Municipalities | 90.76 |
| 53335 | 2017-04-24 | | 26201 | FERG'S SEPTIC SERVICE LTD | 273.00 |
| 53336 | 2017-04-24 | | 787522 | HIFAB HOLDINGS LTD. | 707.98 |
| 53337 | 2017-04-24 | | 786591 | HIGH RIVER RENTALS | 16,747.50 |
| 53338 | 2017-04-24 | | 36800 | HOME HARDWARE | 17.08 |
| 53339 | 2017-04-24 | | 786267 | LAWSON PRODUCTS INC. | 101.92 |
| 53340 | 2017-04-24 | | 786460 | LG CLEANING SERVICES LTD. | 346.50 |
| 53341 | 2017-04-24 | | 56155 | LIFESAVING SOCIETY | 856.03 |
| 53342 | 2017-04-24 | | 786078 | LING, JULIE | 54.00 |
| 53343 | 2017-04-24 | | 56200 | LOCAL AUTHORITIES PENSION PLAN | 14,607.76 |
| 53344 | 2017-04-24 | | 787523 | MOWERS & BLOWERS (841057) | 252.00 |
| 53345 | 2017-04-24 | | 786872 | MPE ENGINEERING LTD. | 4,160.44 |
| 53346 | 2017-04-24 | | 65040 | MUNICIPAL INFORMATION SYSTEMS | 1,007.86 |
| 53347 | 2017-04-24 | | 71400 | Oldman River Regional Services Commission | 200.00 |
| 53348 | 2017-04-24 | | 71401 | OLDMAN WATERSHED COUNCIL | 1,323.00 |
| 53349 | 2017-04-24 | | 786635 | ORKIN CANADA CORPORATION | 131.25 |
| 53350 | 2017-04-24 | | 787553 | OSSA TERRA LTD | 160,695.19 |
| 53351 | 2017-04-24 | | 97050 | PHARMASAVE | 3.87 |
| 53352 | 2017-04-24 | | 4090 | PVH CANADA, INC. | 975.84 |
| 53353 | 2017-04-24 | | 86300 | RECEIVER GENERAL | 23,416.23 |
| 53354 | 2017-04-24 | | 91265 | SCHUWEILER, MIKE | 115.48 |
| 53355 | 2017-04-24 | | 786468 | SHAW CABLE | 91.30 |
| 53356 | 2017-04-24 | | 786756 | SHAW'S ENTERPRISES LTD. | 282.48 |
| 53357 | 2017-04-24 | | 91710 | STINTECH ELECTRONICS | 2,282.28 |
| 53358 | 2017-04-24 | | 900 | TELUS | 663.62 |
| 53359 | 2017-04-24 | | 786161 | TETRA TECH CANADA INC. | 11,308.87 |
| 53360 | 2017-04-24 | | 786500 | TRINUS TECHNOLOGIES INC. | 157.50 |
| 53361 | 2017-04-24 | | 97300 | TRIPLE T TRUCKING | 1,840.13 |
| 53362 | 2017-04-24 | | 786759 | Tyco Integrated Fire & Security | 840.01 |
| 53363 | 2017-04-24 | | 111705 | WC CLASS II REGIONAL LANDFILL | 39,834.80 |
| 53364 | 2017-04-24 | | 111280 | WESCLEAN EQUIPMENT & CLEANING SUPPLIES | 641.95 |
| 53365 | 2017-04-24 | | 111800 | WORKERS' COMPENSATION BOARD | 8,300.00 |
| 53366 | 2017-04-24 | | 900000 | CERVUS AG EQUIPMENT LP | 33,983.20 |
| 53367 | 2017-04-24 | | 900000 | LIPHOOK COUPLERS SYSTEMS INC. | 787.50 |
| 53368 | 2017-04-24 | | 900000 | PALL (CANADA) LTD. | 8,757.00 |
| 53369 | 2017-04-24 | | 900000 | VOLUNTEER ALBERTA | 5,000.00 |



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

| Cheque # | Cheque Date | CEO CAO | Vendor # | Vendor Name | Amount | |
|-----------------|--------------------|----------------|-----------------|------------------------------|---------------|-------------------|
| 53370 | 2017-04-24 | | 900000 | WALLAH FAIRWAY MARKERS | 420.00 | |
| 53371 | 2017-04-24 | | 900000 | WENLOCK, JOHN | 1,490.49 | |
| | | | | | | <hr/> |
| | | | | | 379,432.77 | |
| <hr/> | | | | | | |
| | | | | | | Batch # |
| 53372 | 2017-04-24 | | 786517 | AMSC INSURANCE SERVICES LTD. | 3,837.23 | 19968 |
| | | | | | | <hr/> |
| | | | | | 3,837.23 | |
| <hr/> | | | | | | |
| | | | | | Total | 620,923.81 |

*** End of Report ***



MUNICIPAL PLANNING COMMISSION MINUTES

March 31, 2017

Town of Claresholm – Council Chambers

Attendees: Lyal O’Neill - Council Member (Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large
Shelley Ford - Council Member

Regrets: Jeff Kerr – Member-at-Large

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

Public Present: Mike Petrovic, Damon Larkin, Nicole Larkin, Blair Bullock

| | | |
|----------------|--|---|
| 8:31 am | Call to Order /Adoption of Agenda | Motion to adopt Agenda by Councilor Ford CARRIED |
|----------------|--|---|

Adoption of Minutes

- March 10, 2017

**Motion to adopt the
Amended Meeting Minutes
By Councillor Cutler**

**Seconded by
Sharon Duncan**

CARRIED

| | | |
|-----------------------|--|---|
| Item 1: ACTION | DEVELOPMENT PERMIT File: D2017.030 Applicant: Mike Petrovic Owner: 1672873 Alberta Ltd. Address: 4445 2 Street East Legal: Lot 6, Block 8, Plan 1212787 Regarding: Sign permit with variances (variance to max allowable number of signs and variance to max display surface) | Motion to make approve With amended conditions by Councillor Cutler Seconded by Councilor Ford CARRIED |
|-----------------------|--|---|

| | | |
|-----------------------|---|---|
| Item 2: ACTION | DEVELOPMENT PERMIT File: D2017.031 Applicant: Mike Petrovic Owner: 1672873 Alberta Ltd. Address: 4445 2 Street East Legal: Lot 6, Block 8, Plan 1212787 Regarding: Discretionary Use – Add 20 ft. shipping container | Motion to approve with amended conditions by Councillor Cutler Seconded by Sharon Duncan CARRIED |
|-----------------------|---|---|



MUNICIPAL PLANNING COMMISSION MINUTES

March 31, 2017
Town of Claresholm – Council Chambers

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2017.027
Applicant: Damon Larkin
Owner: Damon Larkin
Address: 343 49 Avenue West
Legal: Lot 4, Block 27, Plan 7338HT
Regarding: Home Occupation – Contractor Services

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

Seconded by Councillor Ford

CARRIED

Item 4: ACTION

DEVELOPMENT PERMIT

File: D2017.024
Applicant: Dave Bates
Owner: Dave Bates
Address: 204 49 Ave East
Legal: Lot 28, Block 36, Plan 147N
Regarding: Moved on Dwelling

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

Seconded by Sharon Duncan

CARRIED

8:29 am

**Motion to Adjourn
By Councillor Ford**



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2017)

EXECUTIVE COMMITTEE MEETING

Thursday, February 16, 2017 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman
Tom Rose
Barry Johnson (absent)

STAFF:

Lenze Kuiper – *Director*

AGENDA:

1. **Approval of Agenda** – February 16, 2017.....
2. **Approval of Minutes** – January 12, 2017.....(attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Provincial Funding Request(attachment)
 - (b) Canadian Census Information(attachment)
 - (c) Brownlee “Emerging Trends” De-brief.....
 - (d) Vehicle Replacement (Sale of Jeep).....
 - (e) CPAA Conference – in Red Deer May 1-3, 2017.....
 - (f) Subdivision Activity 2017.....(attachment)
 - (g) Fee For Service Update (handout)
5. **Accounts**
 - (a) Office Accounts –
 - (i) December 2016(attachment)
 - (ii) January 2017(attachment)
 - (b) Financial Statements – January 1 - December 31, 2016.....(attachment)
6. **Director’s Report**.....
7. **Executive Report**.....
8. **Adjournment**.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 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: Henry Van Hierden

THAT the Executive Committee approve the minutes of January 12, 2017, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Provincial Funding Request

- A draft letter to the Minister of Municipal Affairs based on a template from the five planning agencies funding request package was reviewed. The letter is written on behalf of our member municipalities requesting yearly funding for the Commission to support our ongoing efforts, and we believe that our request meets the objective of the provincial government “to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building”. Like the Capital Region Board and Calgary Regional Partnership, who currently receive 3,000,000 each in yearly funding from the Province, our Commission:
 - facilitates regional cooperation and coordination of long-range planning and decision making to ensure a prosperous and sustainable future;
 - provides a venue for our municipalities to think strategically and to unite on priorities to ensure the full potential and the highest quality of life possible for residents;
 - works together to solve issues through inter-municipal collaboration, stimulate new thinking, leverage economies of scale and proactively address our future together;
 - offers regional Geographic Information Systems, growth management and planning.
- Suggestions to simplify and refocus the letter will be incorporated and forwarded to Committee members for feedback prior to its signature by the Chair. The Director will also obtain a copy of the AAMD&C resolution regarding funding for ORRSC.

Moved by: Jim Bester

THAT the Director amend the draft letter to the Minister of Municipal Affairs regarding yearly funding and forward it to Executive Committee members for feedback prior to its signature by the Chair.

CARRIED

(b) Canadian Census Information

- The Globe and Mail article entitled “*Big Canadian cities see ‘urban spread’ while rural communities wane*” was attached to the agenda for information. The first results of the 2016 census are being released which reveal that more than one third of all Canadians (35.5 percent) live in the three largest census metropolitan areas of Toronto, Montreal and Vancouver. Calgary and Edmonton grew faster than usual and Lethbridge also experienced good growth.
- The population and dwelling counts released by Statistics Canada are the first sets of data to be released from the 2016 census. There will be six more releases between now and late November covering more detailed information such as breakdowns based on age and sex, households, income, immigration, education and language. ORRSC staff will be crunching the numbers when they become available; we use the figures from Municipal Affairs for calculations and projections.

Moved by: Bill Chapman

THAT the Executive Committee accept The Globe and Mail article, as information. **CARRIED**

(c) Brownlee “Emerging Trends” De-brief

- Director Lenze Kuiper reported on the Brownlee “Emerging Trends” seminar in Calgary he attended on February 9, 2017. Some of the topics discussed include:
 - Modernized MGA and requirements for MDPs, IDPs, etc.
 - Intermunicipal Collaborative Frameworks (ICFs)
 - Municipalities will be required to post all their policies online
 - New requirement that subdivision applications be deemed complete within 20 days
 - SDAB training for members and secretary similar to Assessment Review Boards
 - First Nations consultation
 - Various case law examples

Moved by: Don Anderberg

THAT the Executive Committee accept the Emerging Trends De-brief, as information. **CARRIED**

(d) Vehicle Replacement (Sale of Jeep)

- The office 2014 Jeep Patriot Sport has reached approximately 103,000 km and we are seeking authorization to sell it privately, if possible, rather than trade it in. Black book value is approximately \$12,000 - \$15,000 (depending on condition and options).

Moved by: Tom Rose

THAT the Executive Committee authorize administration to advertise the 2014 Jeep Patriot Sport for sale for maximum return.

CARRIED

(e) CPAA Conference – in Red Deer May 1-3, 2017

- Five Executive Committee members expressed interest in attending the 2017 CPAA Conference in Red Deer on May 1-3 on behalf of ORRSC (Gordon Wolstenholme, Henry Van Hierden, Jim Bester, Tom Rose and Bill Chapman).

Moved by: Don Anderberg

THAT the Executive Committee allow any Executive member who wishes, to attend the CPAA Conference in Red Deer on May 1-3, 2017, at the expense of ORRSC. **CARRIED**

(f) Subdivision Activity 2017

- A total of \$19,762.50 in subdivision revenue was received in the month of January 2017 (14 new applications).

Moved by: Henry Van Hierden

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

(g) Fee For Service Update

- The Fee For Service 2017 (updated February 2017) was reviewed.

Moved by: Henry Van Hierden

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

5. ACCOUNTS

(a) Office Accounts –

(i) December 2016

| | | | |
|------|---------------------------------------|---------------------------------|--------------------------|
| 5150 | Staff Mileage | S. Harty (May - December) | \$ 52.00 |
| 5320 | General Office Supplies | S. Harty (May - December) | 8.00 |
| 5150 | Staff Mileage | S. Johnson | 49.50 |
| 5320 | General Office Supplies | S. Johnson | 96.63 |
| 4140 | Approval Fees | Brown Okamura | 2,100.00 |
| 5310 | Telephone | Bell Mobility | 755.45 |
| 5320 | General Office Supplies | Desjardin Card Services | 111.01 |
| 5380 | Printing & Printing Supplies | Desjardin Card Services | 808.40 |
| 5320 | General Office Supplies | Purolator Courier | 14.27 |
| 5320 | General Office Supplies | Total Office Plus | 81.11 |
| 5330 | Dues & Subscriptions | APPI | 1,100.14 |
| 5380 | Printing & Printing Supplies | Total Office Plus | 83.94 |
| 5390 | Graphic & Drafting Supplies | Purolator Courier | 36.71 |
| 5430 | Aerial Photos & Maps | M.D. of Taber | 200.00 |
| 5480 | Recruitment & Relocation | Ian MacDougall | 1,585.11 |
| 5570 | Equipment Repairs & Maintenance | Pitney Bowes | 119.98 |
| 5580 | Equipment & Furniture Rental | Pitney Bowes | 297.13 |
| 5590 | Equipment Repairs & Purchases | Telinks Canada | 105.00 |
| 1160 | GST Receivable | GST Receivable | 153.67 |
| | | TOTAL | <u>\$7,758.05</u> |

(ii) January 2017

| | | | |
|------|---------------------------------------|-------------------------------------|---------------------------|
| 5150 | Staff Mileage | D. Horvath | \$ 150.00 |
| 2040 | Accounts Payable | Digitex | 3,300.00 |
| 2040 | Accounts Payable | Reiter Computer | 350.00 |
| 2040 | Accounts Payable | AMDSP | 1,765.00 |
| 2040 | Accounts Payable | Lethbridge Mobile Shredding | 40.75 |
| 2040 | Accounts Payable | Wild Rose Horticultural | 320.00 |
| 2040 | Accounts Payable | Madison Ave Business Services | 544.96 |
| 2040 | Accounts Payable | Minister of Finance | 82.00 |
| 2040 | Accounts Payable | Lethbridge Herald | 770.64 |
| 5280 | Janitorial Services | Madison Ave Business Services | 475.00 |
| 5285 | Building Maintenance | Wild Rose Horticultural | 480.00 |
| 5310 | Telephone | Shaw Business | 494.65 |
| 5310 | Telephone | Shaw Business | 494.65 |
| 5310 | Telephone | Bell Mobility | 605.00 |
| 5310 | Telephone | DRC Communication | 180.00 |
| 5320 | General Office Supplies | Purolator Courier | 27.91 |
| 5320 | General Office Supplies | Purolator Courier | 26.70 |
| 5330 | Dues & Subscriptions | ADOA | 100.00 |
| 5330 | Dues & Subscriptions | CPAA | 250.00 |
| 5380 | Printing & Printing Supplies | Peak Vocational Services | 90.00 |
| 5380 | Printing & Printing Supplies | Lethbridge Mobile Shredding | 23.00 |
| 5390 | Graphic & Drafting Supplies | Supreme Basics | 232.32 |
| 5390 | Graphic & Drafting Supplies | Paramount Printers | 110.00 |
| 5430 | Aerial Photos & Maps | M.D. of Willow Creek | 200.00 |
| 5440 | Land Titles Office | Minister of Finance | 238.00 |
| 5460 | Public Relations | The Engravers | 60.00 |
| 5470 | Computer Software | ESRI Canada | 3,565.00 |
| 5470 | Computer Software | Whipcord | 7,784.40 |
| 5470 | Computer Software | Safe Software | 1,720.00 |
| 5490 | Consultants | MPE Engineering | 1,916.94 |
| 5500 | Subdivision Notification | Postmedia | 174.00 |
| 5500 | Subdivision Notification | Lethbridge Herald | 309.68 |
| 5510 | Insurance | AMSC Insurance | 10,932.28 |
| 5570 | Equipment Repairs & Maintenance | Reiter Computer | 50.00 |
| 5570 | Equipment Repairs & Maintenance | Xerox | 941.90 |
| 5590 | Equipment Repairs & Purchases | Reiter Computer | 2,056.80 |
| 1160 | GST Receivable | GST Receivable | 1,360.73 |
| | | TOTAL | <u>\$42,222.31</u> |

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of December 2016 (\$7,758.05) and January 2017 (\$42,222.31), as presented. **CARRIED**

(b) Financial Statements – January 1 - December 31, 2016

Moved by: Don Anderberg

THAT the Executive Committee approve the unaudited financial statements for January 1 - December 31, 2016, as presented. **CARRIED**

Moved by: Tom Rose

THAT the Executive Committee allocate \$25,000 to the Operating Reserve Fund and \$25,000 to the Capital Reserve Fund. **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: Jim Bester

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, April 13, 2017 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:



CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

January 18, 2017

Present: Mike McAlonan, Don Glimsdale, Ken Favrholt, Rhodena King, Arden Dubnewick, Bert Franssens and Betty Hoare

1. Meeting called to order by Mike McAlonan at 3:05. Mike moved the date on the agenda be changed to January 18, 2017 from January 11, 2017.
2. Mike introduced the newest board member, Bert Franssens. Bert gave a brief description of his various moves within Canada and the jobs that came with them. Bert came to Claresholm in 2010 for his retirement. The board is very happy to have him onboard.
3. Adoption of agenda – Don moved agenda be approved as is, motion carried.
4. Minutes for November 16, 2016 were read by Betty. Mike reported back about his conversation with Marian. Some changes were noted for the minutes, Arden approved minutes as amended, motion carried.
5. Financials for the last of 2016 were reviewed. Don moved financials be approved, motion carried.
6. **CORRESPONDENCE**
 1. Letter from town acknowledging the appointment of Bert Franssens to the Claresholm and District Museum Board.
 2. Ken reported the details on the success of the AMA operational staffing grant of \$25,000. There were 43 applications and only funding for 25. Ken's successful application scored 42 out of 45 points. The board members acknowledged and thanked Ken for his hard work. Ken will send an email to Betty for a press release and letter to the Minister.
7. **OLD BUSINESS**
 1. Old Fashioned Christmas a recap was given by Betty on the previously held successful event. There was some discussion on extra things to do next time.
 2. 2017 budget – revisions that Ken is working on were discussed by the board.
 3. Capital plan – replacement of Station platform was discussed as to where it fit in the Town of Claresholm capital projects.
8. **ED REPORT**

Ken reported on some of the details in his report that was handed out. The proposal for a grant to the Canada 150 program for an event highlighting the Blackfoot culture was discussed. Don Glimsdale made a motion for Ken to go forward with the proposal – motion carried. Ken has applied for three students under the Young Canada Works program and two students under the Canada Summer Jobs program. Mike McAlonan made a motion for Ken to proceed on both applications – motion carried.

9. NEW BUSINESS

1. 2016 annual report created by Ken on the activities at the museum was reviewed. Betty moved the report be approved for presentation to the Town of Claresholm Council – motion carried.
2. Board member job description revisions – held over.
3. Link trainer update – Don should have a cost estimate within 10 days. Mike suggested a video/pictures be made of the progression of this project, everyone was in favor.
- 10.** Ken's contract ended on January 13, 2017. Mike will talk to Marian about the plan for museum coverage for the time between Kens contracts.
- 11.** Arden moved for adjournment at 4:45 – all in favour.
- 12.** Next meeting scheduled for March 15, 2017 at 3:00 PM.

APPROVED

CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

MARCH 15, 2017

Present: Mike McAlonan, Don Glimsdale, Bert Franssens, Arden Dubnewick, Ken Favrholt and Betty Hoare

Absent: Rhodena King

1. Meeting called to order by Mike McAlonan at 3:00 PM.
2. Arden moved the agenda approved as presented, motion carried.
3. Minutes for January 18, 2017 meeting were read by Betty. Bert moved the minutes approved as amended, motion carried.
4. Financials were discussed. Mike told the board that the budget had been approved by the Town Council during their meeting on March 13, 2017. Approval included the CPR platform repair at the museum of \$23,000 as a town capital project. Don moved financials and the budget approved as presented, motion carried.
5. **CORRESPONDENCE**
 1. The application for Canada Summer Jobs and Young Canada Works - received acknowledgment of the grant requests. We will be advised later if they are approved.
 2. Travelling exhibit contract – Discussion was held regarding the temporary Alberta surveyor's travelling exhibit. Bert made a motion that we book this exhibit, motion carried. Ken to find out more regarding shipping costs.
6. **OLD BUSINESS**
 1. Mike had a meeting on Feb 23, 2017 with Marian regarding the Executive Directors off season volunteer hours. Marian will discuss with Ken at the time of his review.
 2. Link Trainer Update – discussion regarding the quote received from Frame Aviation for this project. Don and Ken to set up a meeting with Frame Aviation to clarify the numbers.
 3. Canada 150 Project – Blackfoot festival tentatively July 28 and 29 – Ken is still working on it.
 4. Capital project – CPR station platform renovation, Ken helped the Friends of Museum with a grant application for funding.
 5. Winter Festival 2018 – Don moved the board support the Winter Festival, motion carried.
7. **ED REPORT** – Ken presented his report. He mentioned the need for a museum status review for the October 2018 application. Ken will be working with Lisa to setup interviews for summer hiring.
8. **NEW BUSINESS**
 1. Friends of Museum events at the CPR station scheduled for March 7 and April 4, 2017. The speaker on March 4 was Belinda Crowson from the Galt Museum in Lethbridge. It was

excellent and well received by the 47 people in attendance.

2. Lethbridge group tour for March 24 – Request from a senior's lodge in Lethbridge is booked, Ken and Betty to give tour.
 3. Application with the Chamber of Commerce partnership on VIC outreach project – Ken is working with them to have better exposure for the museum.
 4. Battle of Vimy Ridge anniversary April 9th – Ken is working on an exhibit of material from the museum to display at the legion.
 5. High River Adult Day program April 28, 2017 – private tour request will be handled by Ken and Don.
 6. Volunteer Appreciation event April 25, 2017 – Betty made a motion that the board and the friends work together at this event, motion carried.
 7. Town website is undergoing changes –board members asked to go online and forward to Ken, any ideas for possible improvements regarding the museum.
 8. Loan items from Harold Seymour – Ken to work with Harold on finalizing legal ownership on these items.
 9. Off-site storage – currently we rent 1 small and 1 large unit. Discussion on feasibility of getting down to only one unit in the future. Determined this is an on-going project.
- 9. ADJOURNMENT** - Arden moved for adjournment at 4:30 PM, all in favour.

Next meeting April 19, 2017 at 3:00PM.

May 1, 2017

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

RECEIVED
MAY 04 2017



Dear Mayor Steel and Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 28, 2017, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Chateau Lake Louise. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

The Lieutenant Governor's Leadership for Active Communities Award program honours the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Outstanding Community Leader Award, the Community Leader of Tomorrow Award and the Corporate Community Leader Award. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

The Government of Alberta's Recreation Volunteer Recognition Awards acknowledge volunteers who have made significant contributions to recreation development at the community level.

The Alberta Recreation and Parks Association's A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Susan Laurin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Susan Laurin
President

Alberta SouthWest Regional Alliance
Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting

Wednesday April 5, 2017 – Frank Slide Interpretive Centre, Crowsnest Pass



Board Representatives

Lloyd Kearl, Cardston County
Jordan Koch, Glenwood
Blair Painter, Crowsnest Pass
Garry Marchuk, MD Pincher Creek
Lorne Jackson, Pincher Creek
Bill Peavoy, Cardston
Maryanne Sandberg, MD Willow Creek
Dennis Gillespie, Stavely
John Connor, Granum
Warren Mickels, Cowley
Brent Feyter, Fort Macleod
Shelley Ford, Claresholm

Crowsnest Pass Council

Shar Cartwright
Dean Ward
Lorrie O'Brien, CAO

Guests and Resource Staff

Christa Peters, Frank Slide
Monica Field, Frank Slide
Cathy Pisony, Frank Slide
Maria Martinez, Waterton Lakes
Leah Wack, Lethbridge College
John Jacobson, Lethbridge College
Clara Yagos, LRSD
Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Micah Feyter

1. Call to Order
Chair Lloyd Kearl called the meeting to order.
2. Approval of Agenda
Moved by Maryanne Sandberg THAT the agenda be approved as presented.
Carried. [2017-04-524]
3. Approval of Minutes
Moved by Bill Peavoy THAT the minutes of March 1, 2017 be approved as presented.
Carried. [2017-04-525]
4. Approval of Cheque Register
Moved by Warren Mickels THAT cheques #2172-#2185 be approved as presented.
Carried. [2017-04-526]
5. SAAEP "Powering Opportunity"
TerrapinGeo responded to questions arising from presentation. Moved by Lorne Jackson that this be accepted as information.
Carried. [2017-04-527]
6. Letter to Ministries re: request for tourism economic impact assessment
Discussion of letter send by ID#4 Waterton Lakes. Moved by Blair Painter THAT AlbertaSW send a letter supporting the Waterton request emphasizing that the new development impacts the entire region and that the region is willing to be included and to assist with the process
Carried. [2017-04-528]
Suggestion that staff from Culture and Tourism be invited to the next board meeting to bring information about the envisioned plan and process and discuss how our region can best support achieving the desired outcomes.

7. 13 WAYS pilot project idea
13 Ways Inc is developing an app to support communities in assessing their strengths and challenges in terms of the 13 criteria in the book. AlbertaSW has been asked if any communities are willing to assist with testing the initial version. A benefit may be opportunity to purchase the final product at a discount. Bev will follow up and suggest that one village, one town and one rural municipality be chosen to participate for first tests, and subsequently be expanded as appropriate.
8. Priorities for 2017-2019
Proposed projects for REDA CARES funds were reviewed. This is a 2-year plan, and proposed projects can be moved ahead or delayed to accommodate transitions related to the upcoming municipal elections, potential change in board representatives and so on.
Note: If needed, AlbertaSW could consider devoting some resources to getting started on an impact assessment.
9. Project Lead Report
Accepted as information.
10. Executive Director Report
Accepted as information.
11. Board and guest updates
Note: As communities will be planning special events for Canada's Sesquicentennial, it was suggested that AlbertaSW design a way to list all the events upcoming in the region and make that easily accessible to encourage attending events in the region.
12. Upcoming Board Meetings and Events
April 6, 2017 - CRTC Commissioner
May 3, 2017 - Waterton
June 7, 2017 - AGM - Claresholm
13. Adjournment
Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2017-04-529]

Chair

Approved May 3, 2017

Secretary/Treasurer

Alberta SouthWest Bulletin May 2017

Regional Economic Development Alliance (REDA) Update

Canada's Sesquicentennial, Waterton National Park and Alberta SouthWest

- Summer is getting closer and this will be a very special one.
- With free entry to Canada's National Parks, Waterton is trying to predict and prepare for a further increase in visitation, and collaborating with the AlbertaSW communities to develop strategies and communication plans to ensure that visitors have a great experience.
- Plans include providing an inventory of regional information that lists locations, attractions and events that may be similar to what can be experienced in the Park.
- With this inventory of ideas, Parks staff will better be able to offer alternatives, help alleviate some stress in the park and build awareness of other great things to do in the region.

Further conversation and solutions for Waterton Springs Campground

- Minister Shannon Phillips has responded to the Alberta SouthWest inquiry regarding the future of the Waterton Springs Campground. As this amenity is owned by the Nature Conservancy, the province will play a role in creating some options for future operations.
- Thank you to all our communities who wrote letters and helped draw attention to this important issue.

Tourism Development Strategy for the Castle

- Alberta Culture and Tourism is in the process of conducting extensive community consultations with municipal staff and councillors and community stakeholders. The discussion is positive and the department staff feel they are gaining very valuable insight. It was expressed that there is no preconceived plan, that it is all about listening and learning and making the best possible plan for a 21st century destination development strategy.
- As part of this process, AlbertaSW has requested that a "tourism and recreation economic impact assessment" be part of the research. By looking at current and projected economic facts, we gain perspective and understanding of important information to support decision-making.

Southern Alberta alternative Energy Partnership (SAAEP)

- SouthGrow, Economic Development Lethbridge and AlbertaSW continue to work on the "Powering Opportunity" project to review, update the revitalize the SAAEP research and industry contacts.
- The project has submitted an interim report to Economic Development and Trade and is awaiting the second disbursement of project funds.
- An updated version of www.saaep.ca is in final stages of completion.

UPCOMING!

- **SAAEP Energy Mixer** Friday May 26, 2017, 5-8pm Western Bank Lounge, Enmax Centre, Lethbridge.
This will be an opportunity for our businesses and communities to network with others who are interested in southern Alberta's growing renewable energy sector.



Sustainival, the world's first green carnival is coming to Lethbridge!

From Friday May 26 to Sunday May 28 the event will feature exhilarating games, attractions and carnival rides powered by renewable energy!

This unique carnival provides an experiential public education platform that celebrates energy literacy, sustainability, and clean-technologies.

<https://sustainival.com/>

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