



Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 14, 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:

1. ORGANIZATIONAL MEETING MINUTES – OCTOBER 23, 2017
2. REGULAR MEETING MINUTES – OCTOBER 23, 2017

DELEGATION:

1. CPL. DALYN ORSTEN, Claresholm RCMP Detachment
RE: Introduction to Council
2. BETTY FIEGUTH
RE: Citizen Input

ACTION ITEMS:

1. NEWS RELEASE: Alberta Municipal Affairs
RE: Modernized Municipal Laws for Strong Communities
2. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs
RE: 2017-2018 Alberta Community Partnership
3. CORRES: Town of Fort Macleod
RE: 36th Annual Santa Claus Parade – November 25, 2017
4. CORRES: Alberta Urban Municipalities Association
RE: AUMA Returning Officer Nomination Notice
5. CORRES: FortisAlberta Inc.
RE: AUMA Reception Invitation
6. CORRES: Associated Engineering
RE: AUMA Reception Invitation
7. CORRES: Reynolds Mirth Richards & Farmer LLP
RE: AUMA Reception Invitation
8. CORRES: Claresholm & District Chamber of Commerce
RE: Old Fashioned Christmas – December 1
9. CORRES: The Bridges at Claresholm Golf Club
RE: Letter of Support – Community Facility Enhancement Grant (CFEP)
10. CORRES: Claresholm Skating Club
RE: Request for Donation – Canada 150 Skating Day
11. REQUEST FOR DECISION: Committee Structure
12. REQUEST FOR DECISION: AMWWP Grant Application
13. REQUEST FOR DECISION: ALARIE Asset Payout
14. REQUEST FOR DECISION: Modulars at West Meadow Elementary School
15. REQUEST FOR DECISION: Virtual Museum Grant Project
16. REQUEST FOR DECISION: CARES Grant – Land Study
17. REQUEST FOR DECISION: Closure of 59th Avenue West for the Winter Festival
18. REQUEST FOR DECISION: Southern Alberta Summer Games Administrator Contract
19. REQUEST FOR DECISION: Southern Alberta Summer Games
20. REQUEST FOR DIRECTION: Live Streaming of Council Meetings
21. FINANCIAL REPORT: Statement of Operations – September 30, 2017
22. INFORMATION BRIEF: Multi-use Community Building Update
23. INFORMATION BRIEF: Claresholm Senior's Drop-in Centre Lease Agreement
24. INFORMATION BRIEF: AUMA Resolutions
25. INFORMATION BRIEF: Council Resolution Status
26. ADOPTION OF INFORMATION ITEMS
27. IN CAMERA:
 - a. LEGAL – Consultant Contract – FOIP Section 27.1a
 - b. CONTRACT – Airport Water Agreement – FOIP Section 24.1
 - c. LAND – North Industrial Area – FOIP Section 24.1c
 - d. LAND – Tax Sale Property – FOIP Section 16.1
 - e. CONFIDENTIAL EVALUATIONS – Committee Appointments – FOIP Section 19.1

INFORMATION ITEMS:

1. **Claresholm & District Transportation Society Minutes – September 15, 2017**
2. **The Bridges at Claresholm Golf Club Regular Meeting Minutes – October 19, 2017**
3. **Highway 3 Twinning Development Association Meeting Minutes – September 8, 2017**
4. **Claresholm & District Museum Board Meeting Minutes – July 19, 2017**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL MEETING MINUTES
OCTOBER 23, 2017

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

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Donna Courage, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

1. CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Chief Administrative Officer Marian Carlson.

2. OFFICIAL OATHS

The Official Oath of Office was administered to all members of Council present by Karen M. Linderman, Barrister and Solicitor.

3. ADOPTION OF AGENDA

Moved by Councillor Courage that the Agenda of the Organizational Meeting of October 23, 2017 be accepted as presented.

CARRIED

4. RETURNING OFFICER'S REPORT

Moved by Councillor Schulze that the Returning Officer's Report for the 2017 Municipal Election be accepted as presented.

CARRIED

5. PROPOSED COMMITTEE ORGANIZATION & STRUCTURE

Moved by Councillor Moore that the proposed Council Organization and Structure be accepted as amended.

CARRIED

6. MEETING DATES – REGULAR

Moved by Councillor Carlson to accept the regular meeting dates for 2017 and 2018 as presented.

CARRIED

7. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Zimmer that the Deputy Mayor appointments be accepted as presented.

CARRIED

8. ADJOURNMENT

Moved by Councillor Courage that this meeting adjourn at 7:08 p.m.

CARRIED

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson



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

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

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Donna Courage, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

ABSENT: None

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 7:09 p.m. by Mayor Doug MacPherson

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

CARRIED

MINUTES: **REGULAR MEETING – OCTOBER 10, 2017**

Moved by Councillor Courage that the Regular Meeting Minutes October 10, 2017 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Multi-use Community Building & Town Hall

Received for information.

2. **CORRES: Royal Canadian Legion**
RE: Presentation of First Poppy

Received for information.

3. **CORRES: Royal Canadian Legion**
RE: Poppy Fund 2017 Request

Received for information.

4. **CORRES: Oldman Watershed Council**
RE: Contribution Request

MOTION #17-109 Moved by Councillor Schlossberger to refer the contribution request from the Oldman Watershed Council to budget discussions.

CARRIED

5. **CORRES: Peter Duerholt, Indoor Walking Group**
RE: Funding Request 2017-2018

MOTION #17-110 Moved by Councillor Courage to donate \$1,000 to the Indoor Walking Group for the use of the Community Centre for the time frame of October 2017 to March 2018, and that all details regarding the facility rental (times, dates, terms, conditions, etc.) be arranged through the Claresholm Community Hall Board.

CARRIED

6. **REQUEST FOR DECISION: Energy Commodity Contract**

MOTION #17-111 Moved by Councillor Carlson to enter into a fixed rate contract with ATCO Energy for both Natural Gas and Electricity Commodities for a 4-year term starting January 1, 2018.

CARRIED

7. **REQUEST FOR DECISION: Walking Path Tender**

MOTION #17-112 Moved by Councillor Courage to direct Administration to include the walking path construction as part of the 2018 capital budget considerations with potential retendering of the project in the spring of 2018.

CARRIED

8. **REQUEST FOR DECISION: Council Tablets**

MOTION #17-113 Moved by Councillor Moore to approve the out of budget expenditure for portable computer devices for council members' of \$698 each, at a total cost not to exceed \$5,000. This expenditure will be funded from General Reserves.

CARRIED

9. INFORMATION BRIEF: Economic Development Committee

Ali Shivji, Chairperson of the Economic Development Committee (EDC), appeared via Skype to discuss the EDC.

Received for information.

10. INFORMATION BRIEF: Municipal Development Plan – Review & Update Survey

Received for information.

11. INFORMATION BRIEF: MD of Willow Creek Development Permit Application

Received for information.

12. INFORMATION BRIEF: Revival of Title – Plan 8510082, Block 3, Lot 6

Received for information.

13. INFORMATION BRIEF: Claresholm Community Centre

Received for information.

14. INFORMATION BRIEF: Council Resolution Status

Received for information.

15. ADOPTION OF INFORMATION ITEMS

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

CARRIED

16. IN CAMERA: Delegations: Land (2); Land (1)

Moved by Councillor Schulze to go In Camera at 8:23 p.m.

CARRIED

Moved by Councillor Schulze to come out of In Camera at 9:35 p.m.

CARRIED

MOTION #17-114 Moved by Councillor Zimmer to allow Boychuk Design Build (David McKinnon) to drill test holes on the north-east decommissioned landfill site located at Block 127, Plan 147N, subject to liability insurance and proper regulatory requirements being in place.

CARRIED

ADJOURNMENT: Moved by Councillor Courage that the meeting adjourn at 9:45 p.m.

CARRIED

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Concerns that I have heard from Claresholm citizens for your consideration.

1. Community Hall rental for community events. The community board has done a fantastic job of trying to keep the cost to town down by Not renting it out or raising the rent in order to keep it at a balance budget. But as any recreational facility that the town owns all tax payers should bear the burden of the cost as we all do with the curling rink and the swimming pool and the arena. Therefore we should have it available at a lower cost to tax payers and it should be used for all kinds of events. I have heard this from businesses and residents many times.

2. Bylaw on sidewalk being shovelled and salted needs to be enforced. Many seniors and pedestrians are forced to walk on many sections that have snow and ice causing falls. Look at cross walk near the church and hospital to put it on other side of road in order for pedestrians and cars to see better.

3. Another sidewalk issue is even as new sidewalks are being put in they are not being sloped to allow for easy on/off of strollers, wheelchairs and scooters.

4. Food bank has handed out just last month product cans from 2012 and 2013. With so much money in the bank how can they do this? Ask Council to lobby government to control Food banks and put regulations in place.

5. Cares have volunteers working 365 days a year and at the moment there are only 12 volunteers. Will council please put the funding back in place to not have to have them fundraise as well?

6. Many would like to have Quarterly open house of council.

7. Pedestrian crosswalk with lights from Cotton wood to Aux. Many cars do not recognize the crosswalk and there have been a few near misses. Is there a way that there can be a walkway for scooters to cross without getting stuck.

8. Many want Front street to look in much better condition, have a bylaw that requires businesses to have front windows and exterior to resemble upkeep and not derelict .

9. To have a sidewalk by Porcupine lodge and along Legion as my residents at Porcupine have a very difficult time as there is no sidewalk for a great length if they are walking, or scootering to downtown.

10. I put this on the list even though you have heard this I believe as well but Economic Development is of course number one concern. And second is do not raise taxes people are tapped out.

11. A bylaw with teeth to address the drug problem we have in this town, and to work with the RCMP to take care of this issue.

12. On 4th st w there are many Heavy duty trucks and transports that go down that street and are just using it as a thoroughfare. The weight of them and their cargo are going to wreak havoc with the infrastructure. That street should have a tonnage restriction on it. and 5th st E has the same issue whenever there is the weigh scale or DTO many trucks avoid by detouring on either 4th w or 5th E. Suggestion is to co-ordinate Bylaw or RCMP to work with DTO to address this.

13. This one is from me as myself and Jamie had started a dialogue with the minister to obtain funding for the multi- use building and he had indicated he was very interested to hear more. I also introduced myself to his aid and had a brief discussion with him. If you deem it still important please continue to lobby Minister of municipal affairs and Minister of infrastructure.

I want to wish you all the best on your new Position. Thank you for your time.

ACTION ITEMS



© Oct 26, 2017

Modernized municipal laws for strong communities

The final piece of legislation that guides how municipalities operate has been proclaimed as law.

This is the first time in more than 20 years that wholesale changes have been made to the *Municipal Government Act* (MGA), which affects the lives of all Albertans by setting the rules for how local governments function and provide services to citizens.

The updated act ensures municipalities are governed in an open and transparent manner, keeps municipal councils accountable, creates a framework for greater regional collaboration and improves the consistency of the municipal revenue framework.

“The last time the laws that guide municipalities were extensively updated was in 1995. At that time, fewer than one in 10 Canadians had a cellphone and the Baltimore Stallions won the Grey Cup. A lot has changed since then, including the needs of our communities. I am proud of the work we’ve done with local governments and stakeholders to modernize the MGA. This updated piece of legislation provides municipalities the tools and resources they need to build strong communities and make lives better for Albertans.”

- Shaye Anderson, Minister of Municipal Affairs

Amendments to the MGA, the rulebook that Alberta’s municipalities use to govern and plan, were made through three bills passed by the legislature since 2015. Changes include:

- Allowing parental leave for municipal councillors.
- Requiring training to be offered to municipal councillors.
- The provincial ombudsman providing oversight of municipalities.
- Improved regional planning with growth management boards and inter-municipal collaboration frameworks, which will lead to more efficient services for Albertans.

Provisions of the act will come into force in phases, with some happening immediately and others becoming effective on Jan. 1, 2018 and in April 2018.

"Today's proclamation is a positive recognition of the key role municipalities play in working together to benefit the economy of any region. I know my Edmonton Metropolitan Region colleagues and I look forward to continuing to work with our partners at the province to ensure our region contributes to Alberta's sustained economic prosperity."

- Don Iveson, mayor of Edmonton

"Albertans expect provincial and municipal governments to work together to achieve the best possible outcomes for communities. I am particularly proud of how AUMA and AAMDC came together to advocate for our members, and I believe this relationship speaks to the spirit of inter-municipal collaboration contained within the new MGA."

- Lisa Holmes, president, Alberta Urban Municipalities Association

"The hard work of the last five years by Municipal Affairs, AAMDC, AUMA and many other committed associations and industries has resulted in legislation that focuses on collaboration. We came to the table with goodwill and we will move forward with those same intentions. However, the work doesn't end here. As this legislation rolls out, AAMDC will continue to monitor the impact and advocate that the *Modernized Municipal Government Act* continues to meet the changing needs of rural Alberta."

- Al Kemmere, president, Alberta Association of Municipal Districts and Counties

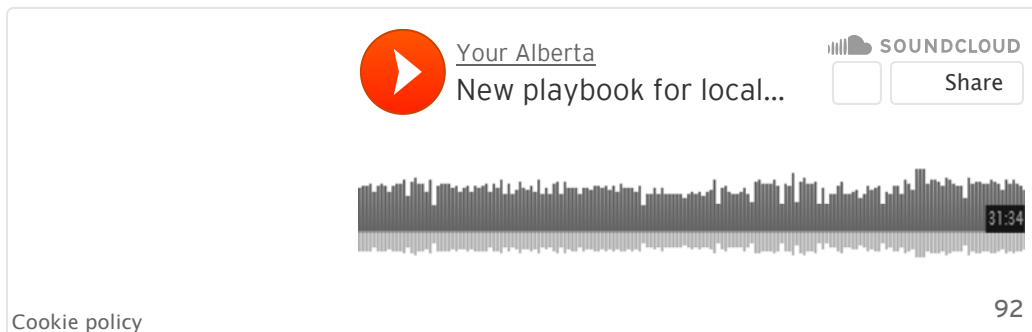
Quick Facts

- The *Municipal Government Act* contains 710 sections and is the second-largest piece of legislation in the province.
- The MGA was amended by three bills over three years: *Municipal Government Amendment Act 2015*, *Modernized Municipal Government Act* (2016) and *An Act to Strengthen Municipal Government* (2017).
- *Municipal Government Amendment Act 2015*
 - Initial consultations were held in 2014 with face-to-face sessions in 11 communities, with more than 1,500 Albertans taking part. In addition, there were more than 1,000 responses to an online workbook.
 - Key highlights included conduct of elected officials, open council meetings and subdivision and appeal board training.
- *Modernized Municipal Government Act*
 - After first reading of the act in spring 2016, government toured 20 communities throughout the province, conducting open-house meetings. About 2,400 people

attended these public meetings, 2,370 questionnaires were completed and 120 submissions were received.

- The bill was passed in December 2016, expanding the types of projects that could be funded through off-site levies to include fire and police stations, recreation centres and libraries.
- *An Act to Strengthen Municipal Government*
 - In November 2016, government released the Continuing the Conversation discussion paper, which addressed a number of additional items that had arisen during the summer consultation tour. Feedback from the discussion paper became the basis for this act, which included the provision of parental leave for municipal councillors.
 - The bill was passed in May 2017.

Listen to the news conference



The image shows a SoundCloud audio player interface. At the top left is a red play button icon. To its right, the text 'Your Alberta' is displayed above the title 'New playbook for local...'. Further right is the SoundCloud logo and a 'Share' button. Below the text is a waveform visualization of the audio. In the bottom right corner of the player, the number '92' is visible. A 'Cookie policy' link is located in the bottom left corner of the player area.

Related information

[Municipal Government Act Review](#)

Multimedia

[Listen to the news conference](#)

Media inquiries

✉ **Lauren Arcscott**

☎ 780-717-1438

Press Secretary, Municipal Affairs

From: acp.grants@gov.ab.ca [<mailto:acp.grants@gov.ab.ca>]
Sent: Tuesday, November 7, 2017 1:43 PM
To: Marian Carlson
Subject: 2017 - 2018 Alberta Community Partnership

Dear Chief Elected Official:

Our government is invested in making the lives of Albertans better, and we are doing that by helping municipalities to work together. The Alberta Community Partnership (ACP) grant program supports municipalities to resolve conflicts with their neighbours, build capacity through municipal internships, and find more efficient and effective ways to leverage land use and deliver regional services.

I am pleased to announce that applications are now being accepted for all components of the 2017/18 ACP program, including the Intermunicipal Collaboration (IC) and Mediation and Collaborative Processes (MCP) components. Updates have been made to the IC and MCP components which align to the amendments our government has made to the *Municipal Government Act (MGA)*. In particular, *MGA* amendments have made intermunicipal collaboration frameworks (ICF) and intermunicipal development plans mandatory.

Working together with neighbours has become a “core business” for every municipality. It is expected that every municipality will undertake the necessary work to fulfill this obligation. However, it is also recognized that there may be circumstances where partnerships will require extra assistance with this important work. Therefore, the IC component grant criteria have been updated to prioritize the selection of projects that support ICF development. This includes projects which directly produce frameworks for regional approaches to service delivery, address outstanding regional service gaps, and resolve capacity related barriers to successfully build regional service frameworks.

A new stream has also been established under the MCP component to support ICF negotiating. These funds are available to municipal partnerships that may need additional facilitation support in their ICF negotiations to help them be successful in building upon their important regional relationships.

Details on the above and other program updates, and the application form and program guidelines can be found at www.municipalaffairs.alberta.ca/alberta-community-partnership. Please note that IC applications are due by January 2, 2018, and MCP applications are due by February 1, 2018.

I look forward to continuing to work with you to strengthen Alberta’s municipalities.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs



Town of Fort Macleod

BOX 1420, FORT MACLEOD, ALBERTA, CANADA TEL: (403)553-4425 FAX (403)553-2426 WWW.FORTMACLEOD.COM

October 26, 2017

Dear Fellow Council Members,

RE: FORT MACLEOD 36TH ANNUAL SANTA CLAUS PARADE SATURDAY, NOVEMBER 25, 2017

Now that the election is behind us and Councils have a chance to settle in, I would like to extend a personal invitation to you to attend and participate in our 36th annual Santa Claus Parade on Saturday, November 25, 2017.

This year's parade and festivities theme is Celebrating Canada's 150 and will feature several marching bands, floats and activities for the entire family.

Dignitaries are welcome to ride in the rental carriage (which seats 6) if you are not participating with another vehicle or float. Please RSVP with Liisa Gillingham at l.gillingham@fortmacleod.com if you wish to be in the carriage; space is limited and it will be filled on a first come first serve basis. We will be meeting behind the Town Office, 236 23rd street, no later than 10:15 am. Stop in at the Town Office for a hot beverage prior to the parade. If you have any signage please feel free to bring it with you for the carriage.

MOONLIGHT MADNESS AND ANNUAL TREE LIGHTING: FRIDAY NOVEMBER 24, 2017

Town Council will be hosting a community event on the evening of Friday November 24, 2017 for the Moonlight Madness, Annual Tree Lighting and new to this year's celebrations will be a fireworks display! Free beef on a bun will be served from 6:00 – 7:00 pm within the Devonian Walkway on Main Street for the first 500, please accept our invitation and come celebrate with our community.

Season's Greetings!

Brent Feyter
Mayor
Town of Fort Macleod

From: Returning Officer [<mailto:ReturningOfficer@auma.ca>]
Sent: Thursday, October 26, 2017 9:23 AM
Subject: AUMA Returning Officer Nomination Notice

Dear Mayors and CAOs:

Please be advised the following AUMA Board positions are scheduled for election in 2017:

- President, for a two year term
- Vice President, Cities up to 500,000, for a one year term
- Vice President, Towns, for a one year term
- Vice President, Villages and Summer Villages, for a one year term
- Two Positions for Director, Cities up to 500,000, each for a two year term
- Director, Towns East, for a two year term
- Director, Villages East, for a one year term
- Director, Villages South, for a two year term
- Director, Summer Villages, for a two year term

Elections will take place during the AUMA Annual Convention on Friday, November 24, 2017.

The election for President will take place Friday morning followed by the election for Directors and Vice-Presidents.

The deadline for the filing of **ALL** nominations (President, Vice President and Directors) for the 2017 AUMA Board elections is **4:30 p.m., Thursday, November 16, 2017**. Nomination Forms and submission instructions are available [here](#) on the AUMA website. To reference the listing of Electoral Zones, please refer to Appendix A of the [Election Procedures Handbook](#).

Please note that all nominated candidates are asked to be at the front of the convention hall at the time of the Returning Officer's report during the Annual General Meeting to draw for speaking order.

Chief Elected Officials and Chief Administrative Officers are requested to ensure that all council members are aware of the 2017 Nominations deadline.

For questions, please contact the [Returning Officer](#).

Carman McNary, Q.C.
Returning Officer

From: Law, Kayla [<mailto:kayla.law@fortisalberta.com>]

Sent: Friday, November 3, 2017 2:43 PM

Subject: Save the date: FortisAlberta Customer Invite - AUMA Conference - Nov. 22 - Palliser Hotel - 7 p.m.

Importance: High

Good afternoon:

On behalf of FortisAlberta Inc. Customer Service and our Key Accounts team we would like to invite yourself, Mayor and Council to join us at our Customer Reception during the AUMA Conference in Calgary.

Date: Wednesday, November 22nd, 2017

Time: 7:00 p.m. – 10:00 p.m.

Location: Fairmont Palliser, Turner Valley Room (133 9 Ave SW, Calgary, AB T2P 2M3)

Please pass this invitation on to your Mayor and Council.

Thank you.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com

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Bring it Home Preventable Injuries



AUMA FortisAlberta

CUSTOMER RECEPTION

NOV. 22, 2017

Fairmont Palliser, Turner Valley Room

Time: 7-10 p.m.

Drinks and H'orderves

**FORTIS
ALBERTA**

From: Maureen Church [<mailto:churchm@ae.ca>]

Sent: Thursday, November 2, 2017 6:33 AM

Subject: AE/AUMA Reception Invitation for November 22, 2017




Associated Engineering

CORDIALLY INVITES
YOUR MAYOR,
COUNCIL AND
STAFF ATTENDING
THE 2017 AUMA
CONFERENCE TO A
**COCKTAIL RECEPTION
HOSTED BY PRESIDENT
KERRY RUDD**

WEDNESDAY, NOV. 22, 2017 • COCKTAILS & APPETIZERS 5:30-8:30PM
THE BANK & BARON P.U.B., 125, 8TH AVE SW
(1 BLOCK WEST OF THE CALGARY TELUS CONVENTION CENTRE)

[CLICK HERE BY FRIDAY NOVEMBER 17 TO RSVP AT OUR REGISTRATION SITE](#)

Maureen Church

Business Development Assistant

Associated Engineering Alberta Ltd.

Suite 400 - 600 Crowfoot Crescent NW, Calgary, AB T3G 0B4

Tel: 403.262.4500 Ext 2140



You may [unsubscribe from Associated Engineering electronic communications](#) at any time.

You may [unsubscribe from Associated's electronic communications](#) at any time.

ELECTED OFFICIALS & ADMINISTRATION

Please be our guest at our reception during the AUMA Convention.

JOIN US FOR

A Night Under the Stars

Wednesday, November 22, 2017

6:00 PM - 10:00 PM

Thomsons Restaurant - Hyatt Regency
700 Centre Street SE
Calgary, AB



BARRISTERS SOLICITORS

Reynolds
Mirth
Richards
& Farmer LLP



Claresholm & District Chamber of Commerce

P.O. Box 1092, Claresholm, AB T0L 0T0

www.claresholmchamber.ca

October 23, 2017

Mayor & Council
Town of Claresholm

RE: Old Fashion Christmas

I am writing to let you know that we are planning Old Fashion Christmas kick-off to the Christmas shopping season in Claresholm for Friday, December 1, 2017.

Activities will be much the same as they have been in the past:

- Late Night Shopping
- Beef on a Bun served at Claresholm Pharmacy.
- Christmas Carollers around the Christmas tree in the parking lot.
- Official lighting of the Christmas tree by 2016 Citizens of the Year, and I would like to invite our new Mayor and Council to be a part of this as well.
- Horse drawn wagon rides starting from the downtown parking lot
- Music in downtown parking lot provided by Desperado Sound
- Santa's Gone Loonie - at LDS Church
(children can purchase donated gifts for \$1 to give to their parents for Christmas)
- Bonfire in downtown parking lot - attended by Claresholm Fire Dept.
- Museum board and staff planning activities as well.
- The Economic Development Committee is looking into getting an artificial ice surface, to set up in the downtown parking lot as well

I will make arrangements with Mike and the town crew for the set up of barricades, and the fire pit once I receive your approval.

If you have any questions or concerns - please contact me.

Sincerely,

Amanda Zimmer
403-625-4474
clpprint@shaw.ca

cc. Old Fashioned Christmas flyer



Claresholm's
18th Annual
Old-Fashioned Christmas
FRIDAY,
December 1

An evening of fun and festivities

- Late night **SHOPPING 5 - 10 p.m.**
 - Christmas **CAROLLERS** downtown
- **TREE LIGHTING, WAGON RIDES & BONFIRE** in the downtown parking lot
- **BEEF ON A BUN & Hot Chocolate** at **Claresholm Pharmacy** prepared by the Claresholm Lions Club with proceeds going to the Claresholm Food Bank
- **SANTA'S GONE LOONIE STORE** at the LDS Church
- **MUSIC & MORE** throughout the downtown area



THIS EVENT IS BROUGHT TO YOU BY





Attention: Mayor Doug MacPherson and Town Council,

The Bridges at Claresholm Golf Club is applying for a Community Facility Enhancement Grant to help us make upgrades to our clubhouse. The sidewalk on the south side of the clubhouse which enables handicap access to the building needs lifting and levelling due to settling of the ground. Our entry doors are difficult to use when the west wind is blowing so we want to install glass railing and plant spruce trees out from the entry to help block the wind. We have a retaining wall that is cracked due to years of freezing and thawing and want it reinforced. We have contractors to do this work and matching funds in place to proceed with the project. We need a letter of support for this initiative from the Town of Claresholm as the Golf Course is owned by the Town.

Respectfully submitted,
The Bridges at Claresholm Golf Club

Secretary,
Olive Darch



SKATE CANADA
CLARESHOLM SKATING CLUB

Box 1573
Claresholm, AB
T0L 0T0



November 9, 2017

To Mayor and Council;

The Claresholm Skating Club is a hardworking, non-profit organization in our community; an organization dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime. We feel every Canadian should have the opportunity to learn to skate! We currently have approximately 40 skaters participating in Pre-Canskate, CanSkate, STARSkate and AdultSkate between the ages of 3 – 50+ for the 2017/18 season.

Volunteers from the Claresholm Skating Club contribute many selfless hours to organize and manage the Club. Club members raise funds throughout the year by selling our own local savings card – the Gold Card, doing a couple of different raffles throughout the year at our two yearly showcases. Registration fees for lessons are kept low to encourage as many skaters as possible to participate in skating. We receive an outstanding amount of support from the community, however expenses for coaches and ice rental significantly exceed the revenue from skater registration.

The Club has applied to host a Canada 150 Skating Day - The Coolest skating party of the year! On Sunday, December 10, 2017, Canadians will be skating from coast to coast to coast! We are at home on the ice so let's lace up together to enjoy our favourite winter activity and bid farewell to a memorable Canada 150 year. This event is a Canada-wide event, as an attempt to get ALL Canadians participating in the party!

The grant we have applied for will be announced by mid-November. The grant is for \$1000, and will be used to purchase Hot Chocolate, Canada 150 items to be handed out to participants, advertising the event, printing posters, and acquiring decor for the party.

We have booked a two-hour ice time from 5 - 7 p.m. on Sunday, December 10; or as soon as we can start after the Minor Hockey tournament is finished.

We are requesting the Town co-host this event by waiving the ice rental for this event. The Town of Claresholm has always been a valued supporter and we look forward to working with you on future events.

Sincerely,

Amanda Zimmer
Claresholm Skating Club
Day time phone: 403-625-4474



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



Date of Application: Nov 9, 2017

Date of Event: Dec 10, 2017

1. Applicant Information

Name of Applicant: Claresholm Skating Club.

Address: Box 1573.

Contact Person: Tracy Scott

Phone, Fax, Email: 403.682.7441 Abu1992@hotmail.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

1988/07/04 # 503816928

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$1501-

6. Details of how the funds will be expended:

The funds will be used to pay for ice rental fees to host a Canada 150 Skating Day Celebration - The coolest skating party of the year! on Sunday, Dec. 10 as part of a Canada-wide event.

7. Previous Donations

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

Date	Amount	Use of Funds
Nov 2016	700	Ice Rental

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 over 40 skaters in our club. They participate in Tiny tots, CanSkate, StarSkate and Adult Skate. Ages 3-50+
*List Attached

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

The Claresholm Skating Club is a hard-working, non-profit organization dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime.

How will your organization acknowledge the Town's donation?

The Town of Claresholm has always been valued supporter of the skating club and would be acknowledged at the event as being a sponsor through signage & announcing.

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
Casino Funds rec'd Nov 2016	3,000	- used for ice fees over 3 years.
Registration Fees.	1,000	- coaching fees.
Gold Cards/ Fundraising	4,000	- coaching/ program fees



REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 11

COMMITTEE STRUCTURE

DESCRIPTION:

Following the Organizational Meeting of Council held Monday, October 23, 2017, there are some committees that need to be added to the overall structure that was approved by Council. These committees also require members of Council to be appointed to them.

BACKGROUND:

Additional committees:

External Boards & Committees

Joint Economic Development Initiative (JEDI) – This committee was formed at the request of the MD of Willow Creek in 2010. The purpose of this committee is to explore options regarding the future use and development of the Claresholm Industrial Airport area. Discussions may also be held regarding an area structure plan and future development of the old MD shop site in Claresholm. Following the Municipal Election, the MD of Willow Creek has appointed Deputy Reeve Glen Alm and Councillor Darry Markle as their representatives. Two members of Council should be appointed to this committee.

Lethbridge College Advisory Council (CAC) – The CAC will advise and make recommendations to Lethbridge College on matters pertaining to the educational needs of the community and assist in the development of strategies to address these needs. In so doing, the CAC will contribute to the development of the Lethbridge College Institutional Plan. One member of Council should be appointed.

Internal Boards & Committees

Local & Composite Assessment Review Board (ARB) – The ARB hears both local and composite assessment appeals, and obtains its power from the *Municipal Government Act*. This legislation also sets out the ARB and its obligations. ARB hearings are dependent on the number of assessment appeals received by the Town each year. Appeals are normally heard in the fall and members must be trained. The Town currently has one trained member. The ARB is administered as per Bylaw #1603, the Regional Assessment Review Board Bylaw. The Bylaw enables the Oldman River Regional Services Commission (ORRSC) to be the clerk and organize the assessment appeals across the region. Each member municipality may appoint one individual to the board and an alternate. Training in our area is April 17-20, 2018 in Calgary.

Emergency Management Advisory Committee – Per the Town's Bylaw #1566, the Municipal Emergency Management Bylaw, the Town is required to have an Emergency Advisory Committee, specifically "a committee of Council appointed by resolution." This committee is to "advise Council on the development of emergency plans and programs." This committee is comprised of two members of Council and the Chief Administrative Officer.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the addition of the four committees as proposed to the Standing Board & Committee Appointments, and to appoint the following members of Council:

- _____ to the Joint Economic Development Initiative,
- _____ to the Lethbridge College Advisory Council,
- _____ to the Local & Composite Assessment Review Board,
- _____ to the Emergency Management Advisory Committee.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 8, 2017



REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 12

WATER TREATMENT PLANT SCADA UPGRADE - AMWWP GRANT APPLICATION

BACKGROUND / DESCRIPTION:

The Claresholm Regional Water Treatment Plant is monitored and controlled through a Supervisory Control and Data Acquisition (SCADA) system. The current SCADA system is outdated and in need of upgrade or replacement. This is due primarily to the age of system as it is an old 32 bit software system that runs on Windows XP. Windows XP is no longer supported by Microsoft so current security and other updates are no longer provided and the 32 bit software cannot run on newer 64 bit operating systems.

This project may be eligible for grant funding under the Alberta Municipal Water/Wastewater Partnership Grant Program.

The Alberta Municipal Water/Wastewater Partnership (AMWWP) provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities.

The program ensures that Albertans have access to safe water supplies and adequate wastewater treatment. All municipalities receiving assistance are encouraged to support Alberta companies and are required to use the private sector for all work undertaken. This program enhances life in smaller urban centers and allows municipalities to attract development to their communities.

Funding is provided to cities (under 45,000 population), towns, villages, summer villages, regional commissions and eligible hamlets within rural municipalities 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.

Funding is provided as a percentage of eligible approved project costs. For those municipalities under 1,000 population, projects are cost-shared on a 75 percent Government/25 percent municipality basis. For communities over 1,000 population (to a maximum of 45,000 population), grant percentage ratios are calculated by a formula. The percentage ratio declines as the population increases

Municipalities apply for funding on a project-by-project basis. In some cases, funding can be provided for regional facilities (serving more than one municipality) where a regional concept is more cost-effective and environmentally sound than a stand-alone system. Regional Water Systems receive funding under Water for Life.

The program also encourages water conservation and consumption-based rate structures. Under this initiative, municipalities could be subject to a 10 percent reduction in grants if they have no metering in place and the average annual consumption exceeds the norm for the area. This applies to both water and wastewater projects.

Based on the size of our community we would be looking at approximately 50% grant funding (51-54% depending on whether Granum population is included or not in the calculation. We get a better percentage if they are included).

DISCUSSION

MPE Engineering is our consultant engineering firm with regards to maintenance and operation of the water treatment plant. They provided two different upgrade options. One of which is essentially fixing the current system to work on newer computers, but maintaining many of the older systems in place. The second option is to migrate to a full new SCADA system that will consolidate many systems into one, reducing troubleshooting and maintenance

issues and costs in the future to maintain the system. Proposals for both options have been provided by MPE, however both are dated, being received in November of 2016. Updated quotes have been requested, and we do not anticipate that they will be significantly different than the quotes we currently have available. The 2016 quotes are as follows:

- Option 1 – WTP SCADA PC Upgrades – Upgrade PC hardware, Rockwell SCADA software, and other supporting software systems. Total quoted price is \$30,600 (\$15,600 for hardware and software plus \$15,000 for fixed engineering fee (programming and testing of system)).
- Option 2 – SCADA Migration to VTSCADA – Upgrade PC hardware, install new VTSCADA software, and migrate system from Rockwell to VTSCADA. Total quoted price is \$82,700 (\$22,700 for hardware and software with a \$60,000 fixed engineering fee for migration and testing of system).

Though option 2 has a significantly higher cost up front, it should provide for simpler future maintenance, reducing ongoing costs. These however are difficult to quantify.

The costs of this upgrade will be discussed further as part of 2018 capital budget discussions, however it is being discussed now due to the need to include our preferred upgrade option as part of the grant application. If we are unsuccessful with the grant application the option we choose to move forward with could be changed.

RECOMMENDATION

Administration would recommend proceeding with Option 2 as this promises smoother operations moving forward which should realize operational savings.

To proceed with a grant application for funding for any project under the AMWWP grant program a motion of Council is required declaring their decision to apply for an AMWWP grant directing Administration to send a letter requesting funding. Administration recommends that council makes such a motion. The proposed letter to be sent with the AMWWP grant application is attached. The amount requested will be updated after an updated quote is received from MPE Engineering.

PROPOSED RESOLUTION:

Moved by Councillor _____ to request funding through the AMWWP grant program for the SCADA upgrade to the VTSCADA system (Option 2) and direct Administration to prepare a letter of request to AMWWP on the Town's behalf.

Attachments:

- Draft Letter to AMWWP from the Town of Claresholm Council

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 7, 2017

November 29, 2017

Keith Schenher, C.E.T.
Infrastructure Grants Technologist
Delivery Services – Southern Region
Alberta Transportation
Government of Alberta

Sent via Email: keith.schenher@gov.ab.ca

**RE: ALBERTA MUNICIPAL WATER / WASTEWATER PARTNERSHIP GRANT
CLARESHOLM WATER TREATMENT PLANT – SCADA UPGRADE**

The Town of Claresholm would like to request AMWWP Grant Funding to complete a SCADA System upgrade to ensure that we are able to continue to provide safe drinking water to the residents of the Town of Claresholm as well as the residents of the Town of Granum, which we service.

Our current SCADA system has outlived its useful life and is still operating on Windows XP which is no longer supported by Microsoft, which leaves our system vulnerable. We would like to upgrade our system to a different SCADA software vendor, VTSCADA, allowing for better integration of our systems and reducing future maintenance costs, despite the higher cost up front to migrate and implement the new system.

The estimated full cost of the project for which we are asking for funding is _____. This request is being made by way of motion of council made on November 14, 2017.

If you have any further questions or concerns regarding this issue, please contact Marian Carlson, CAO, or Blair Bullock, Director of Corporate Services, at your convenience.

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm



REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 13

ALARIE ASSET PAYOUT FUNDS

DESCRIPTION/BACKGROUND:

In 1990, through AUMA, Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE) was established to provide insurance to municipalities and other local authorities. ALARIE ceased issuing insurance policies on December 31, 2002 however there were still numerous open claims or claims made subsequent to December 31, 2002 for incidents prior to that date. The final claim was finally closed in December 2015.

ALARIE still had significant assets remaining after closing the final claim and so after application to the Alberta Court of Queen's Bench in spring of 2017 a decision was made as to which subscribers to ALARIE were eligible to participate in distribution of the remaining assets and what the individual share would be.

As a subscriber to ALARIE the Town of Claresholm was eligible for a share in this distribution. The Town's share resulted in a net payout of \$41,867.29 which we received by cheque on November 1st.

DISCUSSION/OPTIONS:

Generally when the Town receives any substantial amount of money that is not budgeted for, nor for which is designated for any particular purpose by the payee, Council will choose to designate those funds for a particular purpose or for a particular project. This allows council to communicate their intent or perceived importance of a particular project as well as helps to establish that the tax funding or tax burden to residents on a particular project was reduced.

There are a number of different future projects which have been discussed by council and appear to be priorities for which these funds could be earmarked for. Some of these options would include:

- Parks and Pathways Capital Reserve – The suggestion would be to leave the designation as general "Parks and Pathways" at this time as it is uncertain what pathway location will be addressed first.
- Multi-Use Community Building Capital Reserve – This would be for the renovation of the old elementary school.
- Economic Development Operating Reserve– This could be left as a general "economic development reserve" which would provide more flexibility in the future, or could be specified more specifically for development plans or installation of services for industrial lots in annexed lands, in which case there isn't an existing reserve fund that would appropriate and a new reserve fund would have to be named.

Other options that haven't been listed could also be chosen.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to transfer the ALARIE asset distribution funds received in the amount of \$41,867 to the _____ (Capital/Operating) reserve fund.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 7, 2017

MODULARS AT WMES (Lease Agreement)

DESCRIPTION / BACKGROUND:



In 2009 the modular building was placed at the elementary school with the help of grant funding (see beside map). It was operated by FCSS (a Town program). The modular building is owned by Livingstone Range School Division. The services were installed by the Town of Claresholm to save contractor costs since this project was for FCSS (as FCSS was running the before & after school program). A permit was issued in 2009 for the building. Since that time FCSS is no longer running the before & after school program, this has been taken over by Claresholm Daycare Society.

DISCUSSION / OPTIONS:

Being that the original project was in partnership with the Town (FCSS) and Livingstone Range School Division, the division wanted to ensure the viability of the lease (since the daycare is a society, and they know the Town will never cease operations) and since the Town supports the Child Care Society with funds and a facility (Administration Office), the lease was signed between the Town and LRSD. In recent discussions with LRSD they would like to continue the lease between the Town and LRSD to ensure the on-going relationship. LRSD takes care of minor maintenance; however they have not kept records on whether the fees paid have covered those maintenance costs. They will begin tracking fees and the lease agreement may require an amendment to set aside funds to cover any additional maintenance or large repair costs. There is an amendment clause within the attached draft agreement.

PROPOSED RESOLUTION:

Moved by Councillor _____ to enter into the five year lease agreement with Livingstone Range School Division for the use of the modular building at the West Meadow Elementary School for the Childcare Society before and after school program.

ATTACHMENTS:

- 1.) Information package from May 11, 2009 Council Agenda / minutes.

APPLICABLE LEGISLATION:

- 1.) Draft Lease agreement

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 7, 2017



Claresholm

PR

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 11, 2009**

PRESENT: Mayor Rob Steel; Councillors: Shirley Isaacson, Don Leonard, Doug MacPherson, Daryl Sutter and Connie Quayle; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor David Moore

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

MINUTES: REGULAR MEETING – APRIL 27, 2009

Moved by Councillor Leonard that the Regular Meeting Minutes of April 27, 2009 be accepted as presented.

CARRIED

DELEGATIONS: DARREN ADAMSON, CA – Young Parkyn McNab LLP
RE: Financial Statements for Year Ended December 31, 2008

Darren Adamson, CA from Young Parkyn McNab LLP was present to speak to Council regarding the 2008 Audit. Darren went through the financial statements page by page to point out any important information. He also went into the changes that will be occurring in the future financial statements as a result of the adoption of new Public Sector Accounting Board (PSAB) Handbook changes. YPM would like to spend some time with the Town of Claresholm in the fall to get a feel for how the changes will be affecting our Town. Darren went through the Management Letter and the Post-Audit Letter and YPM is giving the Town of Claresholm a clean audit opinion for 2008.

ACTION ITEMS:

1. BYLAW #1528 – 2009 Mill Rates
RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1528, regarding 2009 Mill Rates, 1st reading.

CARRIED

2. BYLAW #1529 – Land Use Bylaw Amendment
RE: 1st Reading

Moved by Councillor Isaacson to give Bylaw #1529, a Land Use Bylaw Amendment, 1st reading.

CARRIED

3. FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2008

Moved by Councillor Sutter to accept the Financial Statements for the year ended December 31, 2008 as amended.

CARRIED

4. CORRES: Hon. Ray Danyluk, Minister of Municipal Affairs
RE: 2009 Municipal Sustainability Initiative (MSI) Program Changes

Received for information.

5. CORRES: Government of Alberta
RE: Bill 36 Information Sessions

Received for information.

6. CORRES: Municipality of the Crownsnest Pass
RE: 2009 Southern Alberta Summer Games

Received for information.

7. CORRES: Municipal District of Willow Creek
RE: 2009 Southern Alberta Summer Games Coordinator

pl

Moved by Councillor Sutter to donate \$500 towards the 2009 Southern Alberta Summer Games Coordinator as facilitated by the Municipal District of Willow Creek.

CARRIED

**8. CORRES: Granum Canada Day Committee
RE: Town of Granum Canada Day Parade**

Received for information.

**9. CORRES: Claresholm Drug Coalition
RE: Claresholm Drug Awareness Day June 6, 2009**

Moved by Councillor Isaacson to allow the Claresholm Drug Coalition to use Amundsen Park for Claresholm Drug Awareness Day on June 6, 2009.

CARRIED

**10. CORRES: Livingstone Range School Division
RE: Proposed Modulars**

Moved by Councillor Isaacson that the Town of Claresholm install the water and sewer services for the proposed modular structures at West Meadow School (Lot 1, Plan 8610193) for the Livingstone Range School Division (LRSD), on the condition that the LRSD signs an agreement to pay for all the costs associated with the construction and installation of the water and sewer services.

CARRIED

11. BILL 23 UPDATE – Changes to Assessment Complaints & Appeals System

Received for information.

12. 2009 TAX RECOVERY SALES

Moved by Councillor Isaacson for the Town of Claresholm to hold a tax recovery sale according to the terms and conditions as recommended by administration.

CARRIED

Moved by Councillor Leonard to set the reserve bids for the tax recovery sales as follows:

- Lot 13, Block 1, Plan 147N – \$90,000
- Lot 11, Block 125, Plan 147N – \$603,000
- Lot 1, Block 35, Plan 9811464 – \$70,200
- Lot 15, Block 63, Plan 0110064 – \$107,100
- Lot 16, Block 63, Plan 0110064 – \$947,700
- Lot 9, Block 10, Plan 0010555 – \$30,000

CARRIED

13. TOWN OF CLARESHOLM 2009 BUDGET

Received for information.

14. ADOPTION OF INFORMATION ITEMS

Moved by Councillor MacPherson to accept the information items as presented.

CARRIED

15. IN CAMERA

Moved by Councillor Sutter that this meeting go In Camera.

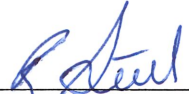
CARRIED

Moved by Councillor that this meeting come out of In Camera.

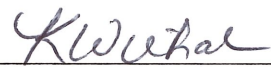
CARRIED

ADJOURNMENT: Moved by Councillor that this meeting adjourn.

CARRIED



MAYOR – ROB STEEL



SECRETARY-TREASURER – KARINE WILHAUK



REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 15

Virtual Museum Grant Project

BACKGROUND / DESCRIPTION:

The Museum Executive Director received the Museum Board's approval to apply for a grant through the Community Stories Investment Program of the Virtual Museum of Canada (VMC) at the Canadian Museum of History. This Community Stories Investment Program was looking for submissions of exhibits or displays of history that could be portrayed and viewed virtually through the web at the VMC. The Claresholm Museum put forth a project proposal to create a video museum exhibit "The RCAF in Claresholm During the Second World War". We were successful in receiving this grant.

This grant program provides 100% funding for the project, resulting in no cash outlay from the Museum or the Town, just an investment of time from the Executive Director to pursue and see the project through. The project is being completed by an outside contractor and is being billed in 3 instalments (40%/40%/20%) for a total project cost of \$9,985 excluding GST. When each bill is received it is forwarded on to the Canadian Museum of History who in turn reimburses us for that bill.

This grant application and project were applied for and accepted subsequent to initial drafts and discussions of the 2017 budget and as such this project was not included in this discussion. Though the project was in consideration and grant applied for prior to the budget being finalized it was still not included in the budget due to the fact that the grant provided 100% funding and an oversight and misunderstanding by the Executive Director of how the revenue and expenditures for this project have to be accounted for.

DISCUSSION:

This grant revenue and the related project expenditures, to comply with accounting standards, must be recorded separately as revenue and expenditure and cannot be netted together to NIL in our accounting records. As such this project is an out of or over budget project. As per the Municipal Government Act (MGA) section 248(1)(a) states below, any out of budget expenditure must be authorized by council, even in a scenario such as this where there is no net cost.

RECOMMENDED ACTION:

This issue was brought to the attention of the Museum Board at their October 12, 2017 board meeting at which time they made a motion to recommend to Town Council to approve this out of budget project.

Administration recommends the same.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the out of budget expenditure for the RCAF Virtual Museum Project in the amount of \$9,985 that is to be 100% funded by grant through the Canadian Museum of History.

APPLICABLE LEGISLATION:

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

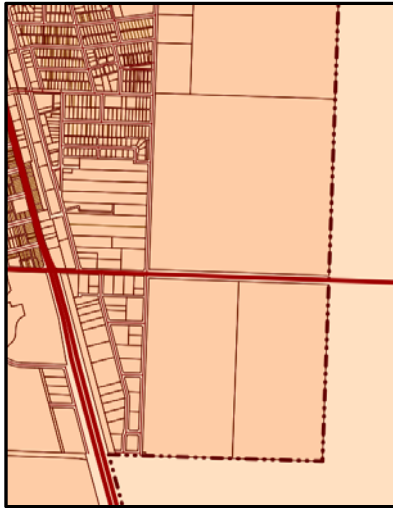
PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 27, 2017

CARES GRANT – LAND STUDY

DESCRIPTION / BACKGROUND:



Since 2012 the Town of Claresholm had been working towards the goal of annexation to the east and north of the existing boundaries for future industrial/commercial expansion (as per the current Municipal Development Plan). The Order in Council from the Province of Alberta dated January 11, 2017 completed the annexation process. A total of 598.67 acres were annexed into the Town. It should be noted that prior to 2012 the Town had depleted the land bank of industrial properties (newest subdivision was Saskatchewan Cres). The need for land was identified and the annexation process began.

Requests for initial quotes for a concept plan / feasibility / servicing study / then possible phasing of an area structure plan, specifically for the 80 acres directly east of the current industrial area, and 40 acres directly north of highway 520 have been received.

DISCUSSION / OPTIONS:

The Community & Regional Economic Support (CARES) grant program was established in 2016 by the Alberta Provincial Government. The program is designed to provide funding for projects that diversify the local economy, drive high-value job creation, improve the local business environment and increase support for entrepreneurs. It is not available for infrastructure projects, but is perfectly suited to consulting, planning and feasibility initiatives. The program provides 50% of the total project cost for successful applicants.

The Claresholm Industrial Development project would be focused on delivering everything required up to the point of shovels entering the ground. These deliverables would include;

- Economic Context & Market Trends
- Regional Sector Opportunities
- Land Use Policy & Regulation
- Highest/Best Use
- Barriers to Development
- Ideal Density of Assessment
- Development Phases
- Financing and Cost-Sharing Models
- Expected Return on Investment
- Strategic Recommendations & Marketing
- Area Concept Plan
- Area Structure Plan (specific to initial phases of development, projected to be 40 acres of industrial zoning and 40 acres of highway commercial zoning)

The deadline for the grant application is November 30th, 2017 and the response time to hear if we are successful should be mid-January 2018. Once the grant application is submitted, work will begin on drafting the Request for Proposals (RFP) to ensure things proceed timely upon grant notification.

Three proposals were received from planning and engineering firms (listed below). These are initial proposals and will be used for the purpose of the grant application. All three firms proposed a vision according to the grant application. The highest level proposal can be used for submission to the grant program. During the formal RFP process detailed project information as well as other planning/engineering firms may wish to participate as well.

#1 –

Due Diligence:

1. Market Study - \$15,000-\$25,000
2. Business Plan - \$35,000-\$50,000
3. Constraints Analysis \$3,000-\$5,000
4. Strategic Development Plan / Policy Review \$11,000-\$22,000

Visioning

1. Landowner & Stakeholder Engagement \$3,000-\$5,000
2. Preliminary Concepts \$15,000-\$25,000

Preparing the ASP

1. Engineering/ technical studies/ public engagement - \$145,000-\$224,000

Approvals

1. Circulation/ Adoption/ LUB Amendments - \$12,000-\$25,000

Total Estimated fees (excluding GST & disbursements) = \$239,000 to \$381,000.

#2 –

1. Project Initiation \$7000.00
2. Technical Investigations & base condition analysis \$51,400.00 (includes survey, biophysical impact assessment, preliminary geophysical assessment and a Phase 1 ESA)
3. Plan Development \$52,300.00 (includes traffic impact assessment)
4. Financial Feasibility Assessment / Plan Implementation \$13,100.00
5. Public Engagement \$3,100.00
6. Plan Finalization \$8,200.00
7. Project Management & Disbursements \$17,900.00

Total Estimated Fees = \$153,000.00

#3 – Market Study (by outside agency) – \$10-20K*

1. Economic Context & Market Trends
2. Strategic Recommendations & Marketing
3. Expected Return on Investment
4. Financing and Cost-Sharing Models
5. Regional Sector Opportunities
6. Ideal Density of Assessment

Area Structure Plan – \$100-150K**

1. Highest/Best Use – \$0
2. Land Use Policy & Regulation - \$30-50K
3. Barriers to Development – \$20-25K
4. Ideal Density - \$15-25K
5. Development Phases – \$15-25K
6. Area Concept Plan – \$20-25K

Total Estimated fees= \$110,000 to \$170,000.

The three proposals are a good representation of the approximate fees for the research and final creation of the Area Structure Plan. Proposal #1 is more comprehensive in nature. Ideally we could use the proposal that is in the middle and apply for the grant in the amount of \$85,000 with the matching portion of \$85,000 provided by the Town of Claresholm. Each firm has a good grasp on the project and we would request formal proposals from all firms as part of the request for proposal (RFP) process. Another option is to submit the highest proposal, however the matching funds would require allocation to ensure we can meet the grant matching contribution.

Council may allocate funds from Municipal Reserves for the matching portion of the project or the full project if unsuccessful with the grant application. The funds available in the General Operating Municipal Reserves are approximately \$210,000 and in General Capital Municipal Reserves are approximately \$380,000. (This project would be an operating project so any capital reserve funds would require a transfer to operating.)

PROPOSED RESOLUTIONS:

Council carry a motion to direct Administration to apply for the CARES grant for the purpose of the Industrial development studies. The matching portion of the grant application can be referred to budget discussions or allocated from Municipal Reserves.

RECOMMENDED ACTION:

Moved by Councillor _____ to apply to the CARES grant program in the amount of _____ for the Industrial development studies and refer the matching portion of the grant program to budget discussions.

or

Moved by Councillor _____ to apply to the CARES grant program in the amount of _____ for the Industrial development studies and allocate the matching portion to come from Operating General Municipal Reserves.

or

Moved by Councillor _____ to apply to the CARES grant program in the amount of _____ for the Industrial development studies and if unsuccessful with the grant application allocate the project funds to come from Operating General Municipal Reserves.

ATTACHMENTS:

- 1.) CARES Program Guidelines

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Justin Sweeney, EDO & Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 10, 2017

Community and Regional Economic Support program

(CARES)

■ PROGRAM OVERVIEW

The Community and Regional Economic Support (CARES) program is a two-year initiative under the Alberta Jobs Plan that runs from 2016 to 2018.

The CARES program funds initiatives of Alberta municipalities, communities and regions that enhance local economic conditions, leverage regional economic development resources, and build local and regional capacity for sustainable economic development delivery.

For a project to be eligible, it must create a measurable impact and align with one or more of the following program outcomes:

- improving local business environment and/or regional economic collaboration;
- increasing support for entrepreneurs and small and medium-sized enterprises (SMEs) to grow and succeed;
- enhancing support for businesses and industries that provide diversification to a community or a region; and
- increasing investment that drives high-value job creation.

The CARES program funding for economic development initiatives begins at \$10,000. Eligible applicants can apply for projects that build economic development capacity, strengthen approaches to improve economic conditions, and achieve prosperity in a defined geographical area based on a shared economic vision for the future.

Applicants must be able to match the funding requested (1:1 matching ratio) and projects must not take more than two years to execute. Successful applicants will receive the grant up front so that their project can commence immediately.

Projects or initiatives that are completed by two or more project partners and have a positive impact beyond an individual community or organization may be given higher consideration during the evaluation process.

The program funding is limited, and not every eligible application will receive funding. The amount approved for each project may be less than the amount requested and is based on how closely the project meets grant criteria, eligible expenses, the number of requests received and consideration for providing support across the province.

■ ELIGIBLE ENTITIES

Entities eligible for funding under the CARES program include:

- Incorporated non-profit organizations, associations or societies whose primary purpose is for economic development. Organizations must be incorporated as of March 31, 2016, and be in good standing with required filings and their status.
- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas).
- Metis settlements and First Nations.
- Formal and project-based partnerships between combinations of the above entities.

■ EXAMPLES OF ELIGIBLE ACTIVITIES

For a project to be eligible under the CARES program, it must create a measurable impact or positive outcome in one or more of the following areas:

1. Improved local business environment and/or regional economic collaboration

Examples of initiatives include:

- Implementation of priority economic development initiatives, either new or ones identified in existing strategic plans, that demonstrate strong benefit to local and regional entrepreneurs and businesses.
- Workforce attraction and retention strategies.
- Strategic action planning to enhance business conditions.

2. Increased support for entrepreneurs and SMEs to grow and succeed

Examples of initiatives include:

- Business coaching and training for communities with a lack of support resources.
- Providing information, tools and support services.
- Network and market development.
- Research for market opportunity identification.

3. Enhanced support for businesses and industries that provide diversification to a community or region

Examples of initiatives include:

- Activities that increase the capacity of businesses working in collaboration with their communities to expand their products and markets.
- Sector and business analysis to identify emerging opportunities suitable to a community's or region's strengths.
- Attracting and developing innovative and sustainable industries in areas where they aren't currently prominent.

4. Increased investment that drives high-value job creation

Examples of initiatives include:

- Coordination of marketing programs and initiatives amongst regions to more effectively promote business opportunities.
- Identification/scoping of potential investment opportunities.

The examples listed above are not an exhaustive list of initiatives that an applicant can undertake. Other activities related to economic development that further an economic goal in Alberta may be considered on a case-by-case basis. Additionally, undertaking one of the above examples does not guarantee the applicant funding.

■ INELIGIBLE PROJECT COSTS

The CARES program does not support project costs related to:

- core education, health and wellness, and advancement of specific faith or political based activities;
- travel and accommodation expenses of any kind;
- hospitality and entertainment costs (food, alcohol);
- gifts, contests, prizes, awards, trophies, plaques;
- contingency and miscellaneous costs;
- salary expenses for existing staff that exceed 20 per cent of the project's total cost;
- legal fees, taxes, insurance;
- membership fees;
- sponsorship;
- re-granting;
- municipal signage;
- land acquisition;
- major infrastructure (such as roads, public transit, sewers, broadband, waste water systems, museums and recreational facilities);
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications, committee planning meetings;
- fundraising and similar activities not related directly to the project;
- retroactive funding for costs that have already been incurred prior to application submission; and
- expenses occurred in the formation of a new community or regional economic development organization.

The list of ineligible project costs is subject to change to respond to the Government of Alberta's and the Ministry of Economic Development and Trade's priorities.

■ PROJECT EVALUATION CRITERIA

Applications will be evaluated through a competitive process. Each application will be reviewed against the following criteria:

- The project opportunity aligns with the program outcomes (listed on page 1) and shows clear evidence of job creation, investment, diversification and sustainable economic growth.
- The project supports the priorities and needs of the community and/or region.
- The project aligns with the applicant's mission and mandate.
- Community and/or regional support is shown (letters of support from community leaders, businesses and organizations, etc.).
- The project complements other community or regional initiatives.
- The project is collaborative and has regional impacts.
- The project outlines the short and long-term benefits to the community and/or region.
- The applicant has identified project risks and methods to mitigate them.

■ APPLICATION PROCESS

To apply to the CARES program, applicants must complete the following steps:

Create a User Profile and Log In to the Online Application Portal: Starting the first day of every intake period, applicants will be able to access an online application portal through the CARES program website.

Applicants will be prompted to create a user account with a secure login name and password. Once the account has been created, applicants will gain access to the online application portal, which will host live application forms and templates for submission during each of the intake windows.

Apply for Funding: Once the user profile has been created, applicants must complete and submit an online application. The CARES program is based on a competitive process and eligible applications will be evaluated by CARES program staff and scored against the evaluation criteria indicated above.

■ APPLICATION DEADLINES

The third intake period for the CARES program will run from October 1, 2017, to midnight MST on November 30, 2017.

The program aims to provide applicants with notification of funding decisions within 90 days of the application intake closing date.

■ REVIEW PROCESS

Funding recommendations are based on a competitive, merit-based process in accordance with the project criteria outlined above.

Once all applications are reviewed to confirm basic eligibility requirements are met and the application is complete, applications will be assessed by program staff.

Applicants may be contacted by the Program Administrator to provide clarification or further detail on their budget or proposed project.

Notification and payment:

- **Unsuccessful applicants** will be notified of the decision within approximately 90 days of the application closing date.
- **Successful applicants** will be contacted by the Program Administrator within approximately 90 days of the application closing date. The Program Administrator will email a copy of the approved eligible budget and funding agreement to the organization. The organization must agree to the funding agreement, spend the grant funding according to the approved eligible budget and submit the final report within the specified time frame.
- A grant recipient must request approval for a change of project in writing to the Program Administrator if the nature of the project approved in the original application changes. The scope of the project may only be adjusted with written approval from the Program Administrator.

FUNDING PARAMETERS

The funding parameters for the CARES program are as follows:

Minimum Funding: Minimum of \$10,000 request per application. Applicants may be listed as the lead once per intake. Applicants may be listed as project partners on any other applications.

Matching funds: The program operates on a dollar-for-dollar matching basis (i.e. 1:1 matching ratio). In this context, the applicant must demonstrate how it can provide the matching funds (minimum 50 per cent of the total project costs).

Priority will be given to projects that have financial resources in place to support the initiative. In-kind matching contribution in the form of donated goods and services will be assessed on a case-by-case basis and cannot exceed 20 per cent of the project's value, with a cap at \$10,000.

Important notes:

- Monies must be deposited into a separate account where the funding and accrued interest can be tracked.
- Grant funding not used or accounted for in accordance with the approved eligible budget is repayable by the recipient to the Government of Alberta.
- The grant recipient is required to notify the Program Administrator if the project cannot be completed or the applicant organization or partner organization has ceased operations. If this happens, the applicant may be required to repay to the Government of Alberta a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Program Administrator according to defined approval authority.
- If the actual project costs are less than the approved budget, the applicant has two options:
 - Submit a written request to expand the scope of the project, and if approved, apply the unexpended funds to this purpose; OR
 - Send in a cheque made payable to the Government of Alberta for the remaining unexpended funds once the final amount has been confirmed by the Program Administrator.

Examples of matching funds

Jane Doe from organization A would like to pursue a \$20,000 project. Jane Doe can apply for a grant of \$10,000 (50 per cent of the project's value) to support her project. Jane Doe must demonstrate how organization A intends to come up with the remaining \$10,000 to match the funding.

CARES program grant request	\$10,000
Funding contribution from organization A	\$4,000
In-kind contribution from organization A (one staff working approximately 167 hours on the project at \$15 per hour)	\$2,000
Funding contribution from the local municipality	\$4,000
TOTAL PROJECT VALUE	\$20,000

Important notes:

- The approved funding amount may be lower than the amount requested.
- Projects must not take longer than two years to execute.

■ REPORTING

Grant recipients are required to submit a final report for each funded project.

- Applicants receiving a grant for \$100,000 or more must also submit an interim report 12 months after the start of the project or at the half way project milestone.
- The final report must be submitted within 90 days after the project end date.
- Final and interim reporting templates will be emailed to applicants.

Important notes:

- If the applicant has overdue reporting from any Government of Alberta program, the final report must be provided before a new grant is considered.
- Any applicant that does not comply with the reporting requirements may be subject to legal action and may be ineligible to receive additional funding through any Government of Alberta funding program.
- The grant recipient must permit the Minister or the Minister's representative to examine, during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.
- Records should be kept for seven years following completion of the project.
- The interim and the final report must be properly completed and signed by an authorized signing authority of all partners who signed the original application.
- The Program Administrator reserves the right to request additional interim reports.

■ ADDITIONAL INFORMATION

Fund stacking

The maximum level of funding to a recipient from all sources combined (including federal, provincial/territorial and/or municipal) for any initiative or project is 100 per cent of eligible costs. Total provincial funding going towards the project cannot equal more than 50 per cent of the project's value. All funding sources must be disclosed, including those from non-government entities and the private sector. The Program Administrator reserves the right to contact other government entities to ensure the fund stacking is acceptable.

Extensions

Extensions on project completion and/or reporting date may be requested by submitting a written request to the Grant Administrator a minimum of 60 days prior to the originally-stated project completion date. The request should include an explanation of why the extension is necessary. The Program Administrator will inform the organization of the decision.

Appeals

All decisions made are final and appeals will not be accepted. However, applicants are able to seek feedback on their proposal and re-apply in the next intake period.

Recognition

Projects funded through the program are required to acknowledge Government of Alberta support for the initiative. The Government of Alberta also reserves the right to make a joint public announcement on any project

funded by the program. For coordination of announcements and to receive appropriate communications materials, please contact the Program Administrator at CARES.program@gov.ab.ca.

Freedom of Information and Privacy (FOIP)

The FOIP Act applies to any information that is provided to the Ministry of Economic Development and Trade. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act. The personal information that is provided on the grant application form will be used for the purpose of administering the CARES program. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Questions regarding FOIP can be directed to the Program Administrator.



Claresholm

REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 17

Closure of 59th Avenue for Claresholm Winter Festival

DESCRIPTION/BACKGROUND:

The Claresholm Winter Festival is an inaugural event slated for February 10, 2018. The event is a joint initiative, coordinated by community member Karen Linderman and the Economic Development Officer, along with the Recreation Manager, Kinsmen, Kinettes, Lions Club, Claresholm Arts' Society, Claresholm & District Museum, FCSS, and a number of community volunteers. The event will take place in and around the Claresholm Community Centre, with anticipated use on the soccer pitch located on the WCCHS grounds. The Coordinators are working with the Livingstone Range School Division and have confirmed with the Willow Creek Ag Society (Agriplex) to ensure use is approved and fits with any existing activity. The outdoor event requires a measure to ensure participants' safety in regards to vehicle traffic. (see map below – closure marked in black)

As per the Town of Claresholm Traffic Bylaw #1550 a motion of Council is required to close a road for a temporary purpose.

DISCUSSION/OPTIONS:

The anticipated attendance for the inaugural Winter Festival is 300-600 persons. Attendance at the Fair Days Street Festival of 2017, limited regional competition for family activity, and the similarity in marketing scope to Fair Days were used as determining factors for anticipated attendance. The safety of everyone involved is paramount to the success of the event. Closure of the street would ensure that participants, especially children, are not at risk of being exposed to vehicular traffic and vice versa. An alternative is to allow the street to remain open, with signs posted for reduced speed and Children at Play.

PROPOSED RESOLUTIONS:

59th Avenue West, from the 8th Street W intersection to the 4th Street W intersection, could be closed from 7am to 7pm to allow for setup, implementation and tear down of the event. The portion of street that would be closed does not restrict access to any other facilities, businesses or residential neighborhoods.

COSTS/ SOURCE OF FUNDING (if applicable):

There will be no expenses associated with closing the avenue for this period of time.

RECOMMENDED ACTION:

Moved by Councillor _____ to close 59th Avenue from the 8th Street West intersection to the 4th Street West intersection to public traffic from 7am to 7pm on Saturday, February 10, 2018, for the Claresholm Winter Festival.

PREPARED BY: Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 7, 2017





REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 18

SOUTHERN ALBERTA SUMMER GAMES ADMINISTRATOR CONTRACT

DESCRIPTION:

For the past several years leading up to 2017, the Municipal District of Willow Creek has taken care of administration of the Southern Alberta Summer Games and charged each municipality a fee for this service. The MD indicated they would like one of the urban municipalities to take over this task, and since the Town of Claresholm secured the position of Recreation Manager in 2016, the Town was able to offer the services of the Recreation Manager for the administration of the Southern Alberta Summer Games in our region. Each municipality was in support and signed an agreement. This agreement was only in effect for one year, at which time the municipalities would be consulted.

Administration is of the opinion that this option for the Southern Alberta Summer Games worked well for 2017. As the Games were held in Brooks, there were some extra costs associated with travel to this destination, including greater mileage and hotel costs. The Games will be held in Taber in 2018 and in Pincher Creek in 2019, so this should not be a problem going forward. Also, 2017 was the first time the Recreation Manager was the coordinator for our region, so there was a learning curve associated with her duties. As a result, there was a deficit incurred by the Town of Claresholm in 2017. Please keep in mind that the wage cost is estimated.

Administration is looking for Council's support to continue with this agreement in the best interests of the athletes and coaches competing from the MD of Willow Creek. Each year, Administration will revisit the contract and will determine if the best course of action is to continue with the contract.

PROPOSED RESOLUTION:

Moved by Councillor _____ to continue the Service Agreement for the Southern Alberta Summer Games Administrator position on an annual basis with the municipalities in the MD of Willow Creek in 2018, to be revisited annually by Administration.

ATTACHMENTS:

1. 2017 Summer Games Financial Summary

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 7, 2017

Summer Games Financial Summary

2017 Summer Games

Revenue:

Registration Fees (123 participants @ \$30))	3,720.00
Extra shirts purchased (2 @ \$15)	30.00
Other Municipal Contributions (Sch A)	4,600.00
	<u>8,350.00</u>

Expenditures:

Southern Alberta Rec Registration (125 @ \$10)	1,250.00
Shirts (145 @ \$14.75)	2,138.75
Hotel during games in Brooks	495.80
Meals	88.95
Wages & Benefits Estimate (Sch B)	5,096.92
Travel - Town Vehicle (Sch C)	343.98
	<u>9,414.40</u>

Net Surplus (Deficit)

(1,064.40)

Schedule A - Other Municipal Contributions

MD of Willow Creek	2,600.00
Town of Nanton	800.00
Town of Stavely	200.00
Town of Granum	200.00
Town of Fort Macleod	800.00
	<u>4,600.00</u>

Schedule B - Wage Cost Estimate

Coordinator	3,848.82
Benefits	1,039.18
Support	193.44
Benefits	15.48
	<u>5,096.92</u>

Schedule C - Vehicle Costs

3 round trips to Brooks (185km * 2 * 3)	1,110.00
2 round trips to Fort Macleod (41 * 2 * 2)	164.00
1/2 Gov't Rate (\$0.54 / 2)	0.27
	<u>343.98</u>



REQUEST FOR DECISION

Meeting: November 14, 2017
Agenda Item: 19

SOUTHERN ALBERTA SUMMER GAMES

DESCRIPTION:

Upon recommendation from the Claresholm Summer Games Committee, the Town of Claresholm submitted their interest to the Southern Alberta Recreation Association (SARA) to host the 2020 Southern Alberta Summer Games in Claresholm in June of 2017. As there has been significant interest in the games, the Committee has now asked to resubmit the Town's interest for the 2021 games instead.

BACKGROUND:

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

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

At subsequent SARA meetings held since the Town requested the 2020 games, it has come to light that the Town of Raymond has also requested to host the games in 2020. As a result, the committee would like the Town of Claresholm's request changed to 2021. If the games are granted to us, this could be relayed to the AGLC at which time, a casino could be scheduled.

Mike Schuweiler, Director of Infrastructure Services and Denise will continue to work together and with the committee to ensure that our facilities are up to standard to host the 2021 Southern Alberta Summer Games.

COSTS/ SOURCE OF FUNDING (if applicable):

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

The committee has \$25,600 currently, however \$13,000 was received from the Lethbridge Community Foundation as a grant for track improvements. This leaves a remaining balance of \$12,600 for future Games.

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

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter to the Southern Alberta Recreation Association stating that the Town of Claresholm would like to host the Southern Alberta Summer Games in Claresholm in 2021 rather than the 2020 Games as previously requested.

ATTACHMENTS:

1. Copy of letter sent to SARA regarding the 2020 Games – June 2017
2. Email from SARA regarding the Southern Alberta Summer Games 2018-2020

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 7, 2017

June 20, 2017

Southern Alberta Recreation Association
ATTN: Bonnie Ellis
c/o Town of Vulcan
Box 360
Vulcan, AB T0L 2B0

RE: LETTER OF INTENT – 2020 SOUTHERN ALBERTA SUMMER GAMES

At the last regular meeting of Claresholm Town Council held Monday, June 12, 2017, Council discussed your letter inviting the Town of Claresholm to submit a bid for the 2018 or 2019 Southern Alberta Summer Games. Although it may seem early, it is the intention of the Town of Claresholm to request to hold the 2020 Southern Alberta Summer Games.

The Claresholm Summer Games Committee is still active, and is currently trying to secure a casino with the Alberta Gaming & Liquor Commission (AGLC). AGLC has stated that they will not allow the Committee a spot in the casino queue until such time as they have a confirmed date for the Games.

When Claresholm last held the Games in 2015, the Committee stated at that time that their goal was to hold the Games every five years. That way, our recreation facilities could be kept up-to-date. A five-year time span means that the 2015 Games will still be fresh in people's minds, however we should be able to secure volunteers who are willing to put in the hard work required to host the Games in 2020. The Committee works closely with the Town of Claresholm in all their planning.

The Town of Claresholm now has a full-time Recreation Manager, and she is just completing a Recreation Master Plan. Included in this is recommendations for improvement of facilities such as the tennis courts in time for the 2020 season. We also have a separate group of interested parties and committees that are working together to complete drainage repairs and pave the track located at Willow Creek Composite High School. This is a major undertaking that they are hoping to complete by the fall of 2017.

Claresholm was proud to host the 2015 Southern Alberta Summer Games and would be honoured to host them again in 2020. We are willing to complete a full bid at a later date.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Yours truly,

Rob Steel
Mayor
Town of Claresholm

RS/kw

From: Bonnie Ellis [<mailto:bellis@townofvulcan.ca>]

Sent: Thursday, October 19, 2017 9:53 AM

To: [REDACTED]

Subject: RE: Results of the SARA tour

Hello everyone:

We have great news, the Town of Taber and the M.D. of Taber have been chosen as the hosts for the 2018 Southern Alberta Summer Games

And that is not all the good news

We have also awarded the 2019 Games, our 50th anniversary year, to the Town of Pinchers Creek and the MD of Pincher Creek. We are going back to where it all began!

Oh and I am not finished yet,

We have two communities request the opportunity to host the 2020 games, the Town of Claresholm and the Town of Raymond.

I would declare that the Southern Alberta Summers Games alive, well and thriving.

Let the planning begin.

Best Regards,

Bonnie

Bonnie Ellis

Town of Vulcan Director of Recreation

Box 360

Vulcan Alberta T0L 2B0

403-485-2554 (p)

403-485-2914 (f)



REQUEST FOR DIRECTION

Meeting: November 14, 2017
Agenda Item: 20

Live-Stream, Storage and Replay of Council Meetings

DESCRIPTION:

A strategy for delivering on transparency, accountability, and public engagement in a modern era is through digital streaming and replay of Council meetings. Implementing this strategy will ensure that all stakeholders have the opportunity to observe and be as well informed as possible. During the campaign, a Mayoral Debate and Candidates' Forum were both live-streamed through the Facebook page 'Discover Claresholm.' This service was applauded by a number of stakeholders via likes, shares and comments. The videos are retained within the Facebook page and are available to those who are willing to scroll through the page history. This option is a potential avenue for implementing streamed Council meetings moving forward. Costs associated with this option would be ongoing as per a contracted agreement with the videographer.

An alternative is to use media that is owned by the Town of Claresholm. This would take the form of an embedded video player within the website and social media links driving users to the website to watch the live-stream. This option would drive traffic and increase exposure of the site to our stakeholder groups. This will also ensure that we own and retain the process and content.

A link would be available on the landing page of the website advising of the live experience and directing users to the video player. Links to videos, that would be stored for posterity through a public or private YouTube account, would be accessible in conjunction with agendas and minutes. Using a YouTube Live Stream service is free, as is the storage of videos, and it ensures that our website user experience is not diminished by potential lag effects caused by excessive content storage on the web server. Selecting a past link would open the video feed within our website so the user would not be redirected away from the Claresholm website. Digital backups would be retained via flash drives or the in-house server.

Following direction, the web-based live-stream service can be built in to the website for the following Council meeting (two week turnaround time). The total cost for this option is budgeted at \$900, including the required upgrades to the website and equipment purchase. This would be a one-time expense. This budget reflects the purchase of an inexpensive webcam that will feed the content through a wireless USB to a laptop or desktop on site. The upload speeds available at the Town Administrative building have been tested, and at 13mbps, are more than sufficient for streaming live video.

Administration would like Council's direction as to if the Town of Claresholm should pursue live-streaming and replay of Council meetings and which method would be preferred.

PREPARED BY: Justin Sweeney - Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 8, 2017

Town of Claresholm**Statement of Operations**

For the month ended September 30, 2017

	SEPTEMBER	2017 YTD	2017 BUDGET	NOTES
Revenue				
Net municipal taxes	(273,022)	3,384,983	3,113,876	1
User fees and sales of goods	89,530	1,471,425	2,052,470	
Government transfers for operating	(1,915)	344,361	404,995	
Investment income	9,877	86,193	58,000	2
Penalties and costs of taxes	8,089	120,790	121,100	
Licenses and permits	1,724	42,749	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	14,324	159,548	202,538	
Rental	10,347	76,655	112,150	
Other	12,024	95,392	84,800	3
Family and community support services	500	169,604	240,605	
	\$ (128,521)	\$ 5,951,700	\$ 6,431,934	
Expenses				
Legislative	6,701	72,900	113,500	
Administration	74,361	887,159	1,220,098	
Fire	2,935	51,981	301,612	
Bylaw enforcement	10,951	87,168	129,778	
Common and equipment pool	49,765	345,825	514,064	
Roads, streets, walks and lighting	32,589	306,055	768,242	
Airport	2,982	9,440	18,379	
Storm sewers and drainage	644	64,396	138,545	
Water supply and distribution	58,009	535,784	1,955,421	
Wastewater treatment and disposal	36,041	97,724	529,856	
Solid waste management	45,050	400,841	576,040	
Family and community support services	20,997	183,389	236,905	
Day care	3,184	28,652	38,202	
Cemeteries and crematoriums	1,249	13,651	51,680	
Other public health and welfare	4,500	27,881	27,000	4
Economic and agricultural development	2,452	11,168	45,204	
Subdivision land and development	18,009	123,292	189,503	
Parks and recreation	65,001	592,173	904,162	
Culture - libraries, museum and halls	16,399	301,703	408,844	
Less Amortization included above			(2,166,952)	5
	\$ 451,820	\$ 4,141,181	\$ 6,000,128	
Excess of revenue over expenses before other	\$ (580,342)	\$ 1,810,519	\$ 431,806	
Other				
Government transfers for capital	-	924,860	5,324,112	
Excess of revenue over expenses	\$ (580,342)	\$ 2,735,379	\$ 5,755,918	
Capital project expenditures to date	\$ 1,303,025	\$ 3,705,637	\$ 5,448,345	

Notes

- 1 In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for the 4th quarter.
- 2 Already exceeded annual budget. This is due to a significant portion of investment income is on grant funds which will be reclassified as grant revenue (or deferred grant revenue) at year end.
- 3 Overbudget due to revenue in excess of budget being received on camp ground fees, other water revenue (water connections on new building construction, turn on/off connection fees, etc), and misc. income which isn't budgeted for.
- 4 Slightly over budget on Physician Recruitment expenditures
- 5 Many of the expenditure line items are well underbudget due to Amortization being included in the budget figures, but no amortization is recorded until year end. This is the total amortization included in all the above expenditure line items.



INFORMATION BRIEF

Meeting: November 14, 2017
Agenda Item: 22

MULTI USE COMMUNITY BUILDING & TOWN HALL PROJECT UPDATE

BACKGROUND:

Prior Council had recommended that the Committee and Administration work with the Architect to find cost cutting measures and potential solutions in a concept plan to allow renovations to the building without major structural changes. After reviewing the property and the plans, the committee has approved revised plans (see attached) that use the existing space more efficiently (ie: as already laid out in the existing floor plan). The estimate dated September 7th, 2016 (see attached) is the most recent. The value of \$3.8 million (+/-) would still be valid in the opinion of the architect. However, if the project hasn't gone out to tender yet this time next year, 5% should be added as an escalation factor.

Administration has met with the other user groups to gain their feedback on the revisions. There can be minor alterations to room sizes etc. when construction drawings are being produced, however all parties are satisfied with the revised plans and are excited for the project when funding becomes available. Any further revisions done to the plans will be at an additional cost charged by the architect.

The portables have been removed and the site/offices cleaned up to be used for the Economic Development Office. This building has now been classified as office use only, and any further portions of the building (including the gym) can be utilized only as offices until the building has a verified operating fire alarm system.

Administration is recommending that this be an agenda item for the Administrative Services Committee meeting.

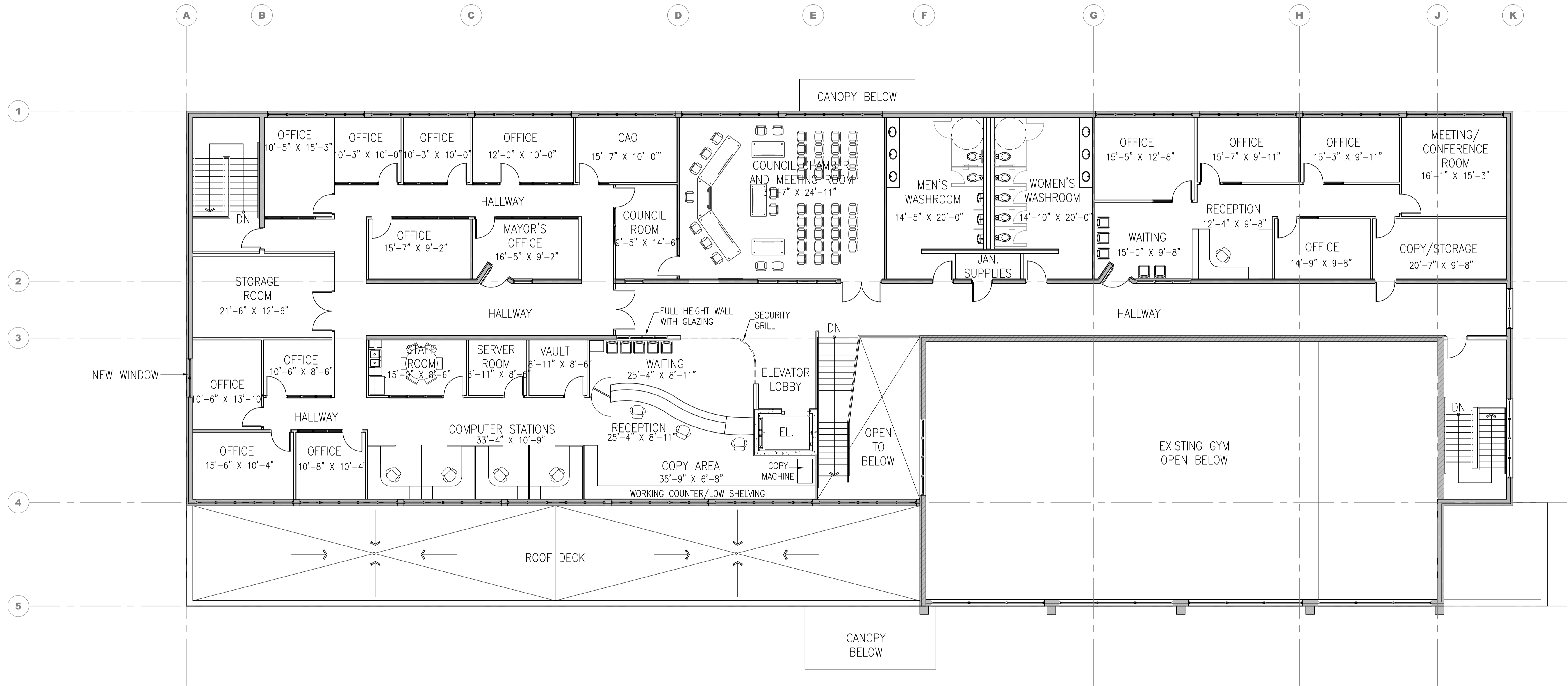
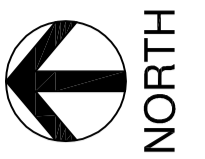
ATTACHMENTS:

- 1.) Concept Plans / Perspectives / Project estimate

PREPARED BY: Tara VanDellen - Development Officer

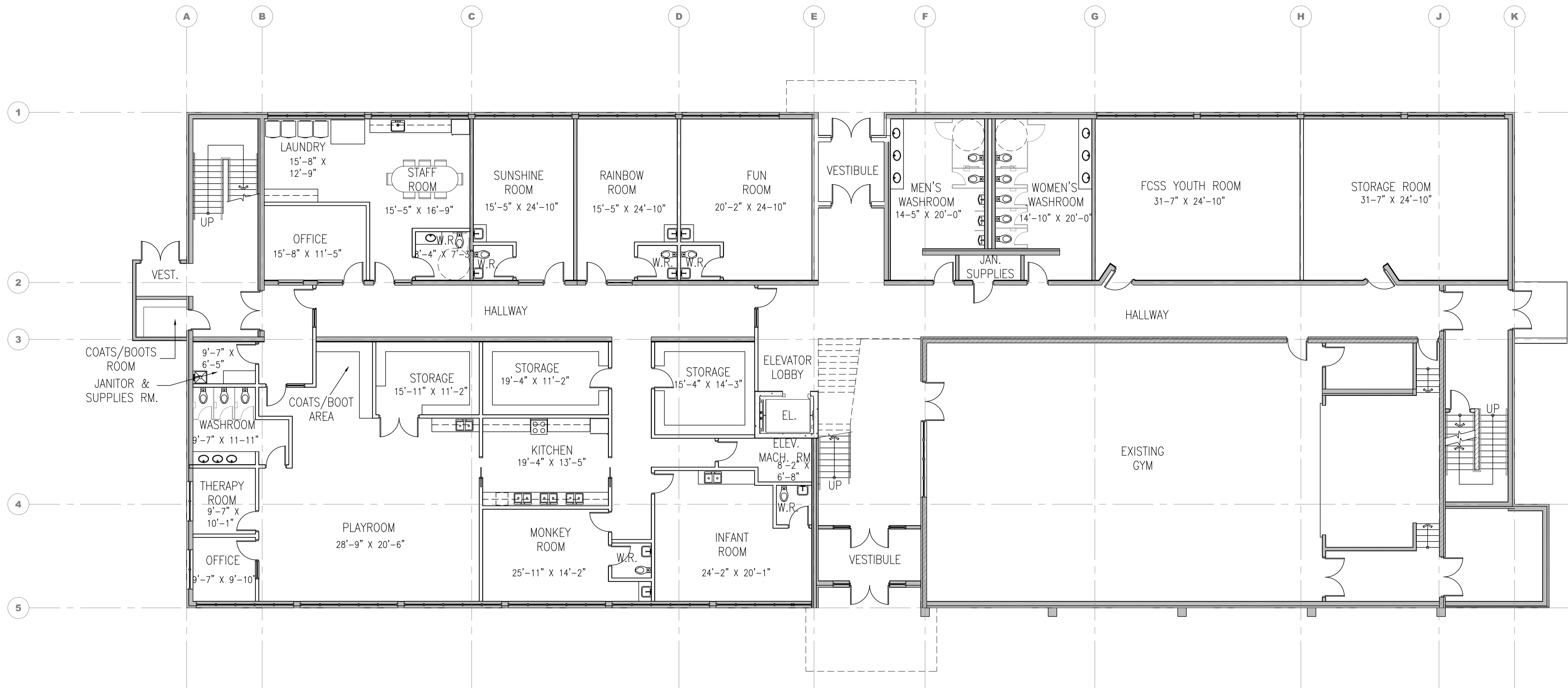
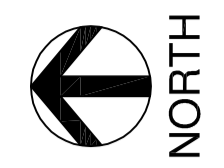
APPROVED BY: Marian Carlson, CGLM - CAO

DATE: November 7, 2017



1 SECOND FLOOR PLAN
 DP-05 1:100

SECOND FLOOR AREA (EXCLUDING GYM): 967.00 S.M. (10 408 S.F.)
 OFFICE SPACE (INCLUDING WASHROOM): 667.63 S.M. (7 186 S.F.)
 AREA OF WASHROOM : 78.64 S.M. (846 S.F.)



1 MAIN FLOOR PLAN
 DP-04 1:100

MAIN FLOOR FOOT PRINT: 1 467.74 S.M. (15 798 S.F.)
 MAIN FLOOR ENTRY AND LOBBY AREA: 119.31 S.M. (1 284 S.F.)
 AREA OF OUTSIDE STRUCTURE: 54.60 S.M. (587 S.F.)



Front
Perspective
Option 2 - r1

A.04

ISSUE
Sept. 27, 2016

DRAWN BY
KL

PROJECT
Claresholm Public Bldg
PROJECT NO.
216-015

CLIENT
Town of Claresholm

BRZ Partnership Architecture Inc.
202, 1215 13 Street SE Calgary, AB T2G 3J4
T. 403.532.5980 F. 403.532.5984 www.brzarchitecture.ca



Rear
Perspective
Option 2 - r1

ISSUE
Sept. 27, 2016
DRAWN BY
KL

PROJECT
Claresholm Public Bldg
PROJECT NO.
216-015

CLIENT
Town of Claresholm

BRZ Partnership Architecture Inc.
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A.04

Claresholm Community Building

5318 2nd Street W

Probable Cost Analysis

Project:	Proposed Claresholm Public Building Renovation	Building Description:
Location:	Former school building at 5318 - 2nd St. W	Interior renovation of existing wood frame building and exterior "face-lift"
Client:	Town of Claresholm	Gross Renovation Area: 26,087 sq ft (2,424 sm).
Compiled by:	BRZ Partnership	(See Note 3)
Date:	September 7, 2016	

	Element	Area/Unit	Rate	Sub-total	Total	Comments
		SQ.FT	\$/ sf or Unit			
A	SHELL (Exterior Facade Work)				\$ 654,710	
A1	DEMOLITION	1,871	10	\$ 18,710		
A2	STRUCTURAL WORK	500	25	\$ 12,500		See Note 5
A3	EXTERIOR FACADE	14,500	43	\$ 623,500		See Note 6
	Sub-Total			\$ 654,710		
B	INTERIORS (Architectural, Interior Finishes)				\$ 1,162,450	
B1	FINISHES	26,087	30	\$ 782,610		See Note 7
B2	MILLWORK	98	450	\$ 44,100		See Note 8
B3	NEW WASHROOMS (BOTH LEVELS)	1,692	95	\$ 160,740		
B4	ELEVATOR & STAIRS	175,000	1	\$ 175,000		
	Sub-Total			\$ 1,162,450		
C	SERVICES				\$ 913,045	
C1	MECHANICAL	26,087	20	\$ 521,740		See Note 9
C2	ELECTRICAL / DATA	26,087	15	\$ 391,305		See Note 10
	Sub-Total			\$ 913,045		
D	SITE AND ANCILLARY WORK (IT / Misc. Equipment)				\$ 252,575	
D1	COM/MEDIA EQUIP & FURNISHINGS	0	0	\$ -		Not included in estimate
D2	ANCILLARY WORK	10,103	25	\$ 252,575		See Note 11
	Sub-Total			\$ 252,575		
SUB-TOTAL CONSTRUCTION COSTS					\$ 2,982,780	
E	GENERAL FEES AND ALLOWANCES				\$ 805,351	
E1	Contractor's OH & P (12%)			\$ -		Included Above
E2	Contingency (15%)			\$ 447,417		Based on schematic design
E3	Consulting Fees (12%)			\$ 357,934		Recommended rate
E4	Administration Fee (3%)			\$ -		Not Included
E5	PM Fee (3%)			\$ -		Not Included
E6	Shutdown costs			\$ -		Not Applicable
E7	Building Permit			\$ -		Not Applicable
	Sub-Total General Fees & Allowances			\$ 805,351		
TOTAL ESTIMATED COSTS					\$ 3,788,131	

Notes:

- 1 This estimate is an opinion of probable costs, based on the schematic design drawings
- 2 It is assumed that there are no hazardous materials or other environmental issues
- 3 For the purpose of this estimate, the gross area does not include the gymnasium at the 2nd floor level, the new opening in the 2nd floor at the entry area or the existing link to the portable classrooms.
- 4 It is assumed that the Town will tender the work to General Contractors for a lump sum contract
- 5 Allows for new floor opening, (beams, posts, joists, steel channels), new RTU support on the roof, etc.
- 6 Includes new exterior finishes including laminate panels, painted existing brick facade and new windows
- 7 Includes new floor and ceiling finishes, paint, doors & hardware and misc. Carpentry. Open ceiling assumed in the Town office area.

- 8 Includes Town office reception counter, work counter and council chambers. Storage room is not included.
- 9 Includes for construction of new washrooms on both levels (fixtures, plumbing and floor drains). HVAC assumed to be air distribution and include new RTU's, new efficient boiler, ductwork distribution and zoning/controls. Sprinkler system not required.

- 10 Includes power, data, general lighting, specialty lighting, emergency lighting, communication and systems costs and upgraded fire alarm.
- 11 Includes site work (asphalt parking area, concrete walks, soft landscaping) and site restoration at portables classrooms link removal. Excludes new playground area.



INFORMATION BRIEF

Meeting: November 14, 2017

Agenda Item: 23

CLARESHOLM SENIOR'S DROP-IN CENTRE LEASE EXTENSION

The Claresholm Senior's Drop-In Centre is a community organization that is a membership based organization open to all individuals 45 years and older. Their stated objectives are:

1. To provide and promote recreational opportunities and affordable, friendly social activities for members.
2. To acquire lands, by purchase or otherwise, erect or otherwise provide a facility for social or community purposes.
3. To encourage and promote amateur games and exercise.
4. To provide a meeting place for the consideration and discussion of questions relevant to interests of the members and community.
5. To co-ordinate the delivery of presentations on social, educational, political or financial issues and to present and/or arrange for musical and dramatic entertainment.
6. To establish and maintain a library/reading room.
7. To provide necessary equipment and furnishings required for all sanctioned activities.
8. To provide a suitable meeting place for scheduled activities of both the CSCDC and the community.

The Claresholm Senior's Drop-In Centre operates out of the building at 5009 2nd Street East, which is a Town owned building. The organization leases the building from the Town at a base rent amount of \$1/year and the tenant is responsible for all costs, charges, expenses or outlays of any nature with respect to the land building. This is with the exception of Town utilities (garbage sewer & water), which are not charged, and property taxes as the property is tax exempt. The most recent signed lease agreement was for a term of 5 years (May 31, 2012 to May 31, 2017) with an option to renew for an additional 5 year term at the option of the Tenant.

The Town received the formal request from the Claresholm Senior's Drop-In Centre dated October 18th (attached) and administration has formally acknowledged receipt of that request and extension of the lease agreement to May 31, 2022.

ATTACHMENTS:

1. Letter from CSCDC requesting extension
2. Letter from Administration to the CSCDC granting extension

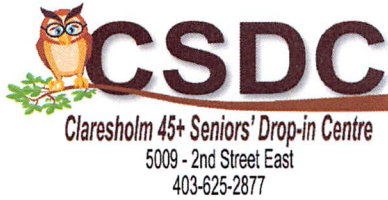
APPLICABLE LEGISLATION:

- 1.) Town of Claresholm / Claresholm Seniors Drop-In Centre Lease Agreement

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 24, 2017



Claresholm Seniors Drop In Center

October 18, 2017

Mr. Bullock
Town of Claresholm
Box 1000
221 - 45 Avenue West
Claresholm, Alberta T0L 0T0

Dear Mr. Bullock:

According to the terms of our rental agreement with the Town of Claresholm, we would like to exercise our option to renew the rental agreement between the Town and the Claresholm Senior Citizens Drop In Center for another five years, effective as of the lapse date of our previous agreement.

Would you please put the paper work in place for that, and send us a copy of that agreement once it has been updated? We require it as soon as possible so that we can send a copy to the Alberta Gaming and License Commission to show proof of authority to carry on business in this building.

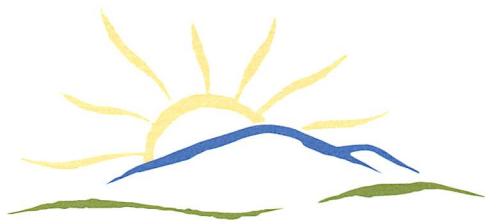
Thank you for your attention to this matter.

Sincerely,

Laurie Butler, President

Jackie Clark, Treasurer

Seniors Drop In Center



Claresholm

*Now you're living...
Now you're home*

October 24, 2017,

Claresholm Senior's Drop-in Centre
Box 1518
Claresholm, AB T0L 0T0

RE: LEASE AGREEMENT - EXTENSION

Please consider this letter confirmation and acknowledgement of receipt of your letter and application (dated October 18, 2017) to renew your lease agreement with the Town of Claresholm for the lands legally described as Block 5, Plan 7810527 (5009 2nd Street East, Claresholm, AB).

As per article 3.2 of the lease agreement you, the tenant, has the option to renew the lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within the previously signed agreement. As such, the Town hereby accepts your renewal for another 5 year term. The lease renewal will expire on May 31, 2022.

The Town recognizes the great service the Claresholm Senior's Drop-in Centre provides to the Town and its residents. We value the partnership we have with you and wish you continued success.

If you have any questions or concerns regarding this matter, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm

MC/bb



INFORMATION BRIEF

Meeting: November 14, 2017

Agenda Item: 24

2017 AUMA ANNUAL GENERAL MEETING RESOLUTIONS & SPECIAL RESOLUTIONS

DESCRIPTION:

Council is scheduled to attend the Alberta Urban Municipalities Association (AUMA) Convention in Calgary November 22 – 24, 2017. As part of the Convention, there are several resolutions put forward by various municipalities that Council will have the opportunity to vote on during the Resolution Session. There are also special resolutions being put forward by AUMA to amend the bylaws that will be voted on at the Annual General Meeting to be held during the convention.

Copies of the resolutions can be found at www.myclaresholm.com/council and Administration would recommend Council members review the resolutions prior to the Convention.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 7, 2017



Claresholm

INFORMATION BRIEF

Meeting: November 14, 2017

Agenda Item:25

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 11, 2017				
9	RFD: 8th Street West / Westlynn Drive Walking Path - Moved by Councillor McAlonan to take \$50,000 out of the Parks and Pathways capital reserve fund, and further to direct Administration to work with the Claresholm Kinsmen and Claresholm Kinettes to facilitate the construction of the 8th Street West / Westlynn Drive Walking Path Extension in 2017, and further that the amount of pathway constructed this year will be as much as the combined funding of the Town of Claresholm and the Kin Clubs will allow for. CARRIED MOTION #17-097	Mike/Blair	Associated Engineering provided tender results with recommendation. Council made a motion to not accept either bid and defer the project to 2018 Capital Budget Discussions	Complete
18	IN CAMERA: Moved by Councillor Cutler to lease the non-operating west water treatment plant lands located at a portion of: NE Section 23, Township 12, Range 28, Meridian 4 SE Section 26, Township 12, Range 28, Meridian 4 to Stuart Derochie for grazing. CARRIED MOTION #17-101	Brad/Tara	Met with Stuart September 25th. Draft lease agreement presented. He will contact once reviewed & with any questions.	In progress
Regular Scheduled Meeting - September 25, 2017				
7	RFD: Livingstone Range School Division Lease Agreement - Referred to Administration to see if the Claresholm Child Care Society can be the leasee rather than the Town of Claresholm.	Marian	Discussions in progress with LRSD. On Nov 14/17 Council agenda	Complete
8	RFD: Claresholm Child Care Society Lease Agreement - Referred to Administration - see item #7	Marian	Discussions in progress with LRSD - Contacted Child Care Society to inform as well On Nov 14/17 Council agenda	Complete
Regular Scheduled Meeting - October 10, 2017				
Last meeting of 2013-2017 Council				
Organizational Meeting - October 23, 2017				
5	Proposed Committee & Organization Structure - Moved by Councillor Moore that the proposed Council Organization and Structure be accepted as amended. CARRIED All committees to be notified of their Council representatives.	Karine	Letter sent to all committees.	Complete
Regular Scheduled Meeting - October 23, 2017				

2 & 3	CORRES: Royal Canadian Legion - Presentation of first poppy & Poppy Fund Request - Mayor Doug MacPherson indicated he would attend both the first poppy presentation & the Remembrance Day Services.	Karine	Letter sent	Complete
4	CORRES: Oldman Watershed Council - Moved by Councillor Schlossberger to refer the contribution request from the Oldman Watershed Council to budget discussions. CARRIED MOTION #17-109	Blair	2018 Draft Operating Budget has been updated for this expenditure with a note for discussion.	Complete
5	CORRES: Peter Duerholt, Indoor Walking Group - Moved by Councillor Courage to donate \$1,000 to the Indoor Walking Group for the use of the Community Centre for the time frame of October 2017 to March 2018, and that all details regarding the facility rental (times, dates, terms, conditions, etc.) be arranged through the Claresholm Community Hall Board. CARRIED MOTION #17-110	Karine	Letter sent to Walking Group, payment sent to Community Centre	Complete
6	RFD: Energy Commodity Contract - Moved by Councillor Carlson to enter into a fixed rate contract with ATCO Energy for both Natural Gas and Electricity Commodities for a 4-year term starting January 1, 2018. CARRIED MOTION #17-111	Blair	New 4 year contract has been signed with ATCO, effective Jan 1, 2018. AMSC has been notified of Dec 31, 2017 termination.	Complete
7	RFD: Walking Path Tender - Moved by Councillor Courage to direct Administration to include the walking path construction as part of the 2018 capital budget considerations with potential retendering of the project in the spring of 2018. CARRIED MOTION #17-112	Blair	Associated Engineering is informing the contractors that neither tender will be accepted. 2018 Draft Budget documents have been updated to include this project for discussion	Complete
8	RFD: Council Tablets - Moved by Councillor Moore to approve the out of budget expenditure for portable computer devices for council members' of \$698 each, at a total cost not to exceed \$5,000. This expenditure will be funded from General Reserves. CARRIED MOTION #17-113	Blair	iPads have been ordered and should arrive prior to the next council meeting.	Complete
16	IN CAMERA: Land - Moved by Councillor Zimmer to allow Boychuk Design Build (David McKinnon) to drill test holes on the north-east decommissioned landfill site located at Block 127, Plan 147N, subject to liability insurance and proper regulatory requirements being in place. CARRIED MOTION #17-114	Tara	Letter sent October 27, 2017	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 8, 2017

INFORMATION ITEMS

Accepted
Oct 27, 2017

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, Setember 15, 2017, CGH, multi-purpose room**

ATTENDEES: Brydon Saunders – Lay Representative
Mike McAlonan – Town of Claresholm
Howard Paulson – Lay Representative
Jason Schneider –Vulcan County
Zoria Harrison – Town of Granum
Bob Thompson – Claresholm Seniors Centre
Darren Allen – Wandering Willows
Lyal O’Neill - CAO

REGRETS: Brian Comstock – Lay Representative

Howard Paulson-Chair called the meeting to order at 10:05 am.

1.0 APPROVAL OF AGENDA

Moved by Darren Allen to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Darren Allen that the minutes of the June 23, 2017 be
accepted as presented. Carried.

3.0 BUSINESS ARISING

None

4.0 CORRESPONDENCE

1. Friends of the Foundation Dinner – September 28th – Book a table of 8.
Moved by Darren Allen. Carried.

5.0 REPORTS

1. Financial Report – Lyal Moved to accept the financial report as presented.
Carried.
2. CAO/Resolution Status Report-Lyal met with Wandering Willows
Representtives to discuss ongoing operations of the bus. Working
towards written agreement.
Reported on funds accumulated for capital/operations, including CIP
Grant, \$66,252. Lyal moved to accept the report. Carried.
3. Fundraising Report – \$14,500..
4. Chairmans Report –Personnel issue addressed by Committee. Letter sent
to Minister of Health. Moved to accept the report as presented by
Howard Paulsen. Carried.

6.0 OLD BUSINESS

1. Sale of 2005 Grand Caravan – best offer.
2. 2010 van 2 and 2013 van 6 sold for \$35,000.
3. Letter sent to Minister of Health.

7.0 NEW BUSINESS

1. Quotes on new van \$43,560 and \$46,205. Moved by Zoria Harrison to order van at lowest quoted price. Motion carried. Use balance of grant money, approximately four week delivery time.
2. Airporter Transportation at full recovery - \$50.00/hour. Moved by Brydon Saunders that we give this a trial period of one year to provide service at normal client criteria. Carried.
3. Amendment to rates and fees.- Moved by Zoria Harrison to accept amendments to daily fare rates as presented. Carried.

NEXT MEETING DATE at **CGH, multi-purpose room**
October 27, 2017

The meeting was adjourned by Bob Thompson.

cc. Town of Claresholm
MD
WCCC
CGH Lisa

SIGNED:

SIGNED:

The Bridges at Claresholm Golf Club
Regular Board Meeting
October 19, 2017

PRESENT: Lyle Broderson, Olive Darch, Ray Montpetit, Barry Pratte, Todd Heggie, Bob Leeder, Wes Wiebe, Doug Fletcher, Don Leonard

ABSENT: Rod Andrews, Berny Jacob

1 CALL TO ORDER:

Ray called the meeting to order at 12:10 P.M.

2 APPROVAL OF AGENDA:

Barry moved the approval of the agenda. Carried.

3 APPROVAL OF MINUTES OF THE SEPTEMBER 13 MEETING:

Doug moved approval of the September 13 minutes. Carried.

4 OLD BUSINESS:

Ray addressed several subjects that were discussed in previous meetings; shrubs around certain greens, putting together a greens maintenance report, a better financial breakdown of expenses, and the need for hard hats to be worn by workers on the course. It was decided it would be good to develop a guideline of standards for running the clubhouse and course. This was left for the clubhouse and greens committee to work on over the winter. These standards would be in the form of guidelines, not policies. The need to wear hard hats is in the existing golf course policies but needs to be enforced better.

5 CORRESPONDENCE:

6 REPORTS:

6.1 GREENS COMMITTEE:

Rod was absent as he was attending a course in Olds regarding pesticide use. Water was turned off on Wednesday and lines are being drained. Lines will be blown out on Oct. 23rd, fungicide applied on the 26th, and sealant on the 27th. A work bee needs to be organized to put up snow fence on Saturday the 28th or Tuesday, the 31st. The rough and range have been aerated, with fairways and tees being done on Monday. Most of the natural grass has been mowed. Doug talked about mowing rough areas. A dead tree near the green on No. 5 needs cutting down. The Greens committee and Clubhouse committee will work on creating a list of standards for running the course, clubhouse and pro shop. These will be treated as guidelines not policies.

6.2 CLUB PRO AND MARKETING COMMITTEE:

The course will close Sunday, Oct. 22nd. Leftover merchandise is being taken to a sale in High River, followed by a Christmas sale here. Lyle has finished the paperwork required to secure the grants for the Summer Jobs, and Step programs which will result in a payout of \$22,000.00. Lyle explained an increase in fees requested by Alberta Golf which would include added benefits for all members. All members would get a gold card and explanation of the benefits included. Our club will pay a fee of \$4,500.00 to an engineering firm to obtain the needed information for a water license for the course. Marian will oversee the process. The town plans to net the fish and assured the club they would have adequate water to start off the 2018 season. Todd moved we approve the increase in membership rates as presented by Lyle. Motion carried. Todd, Ray and Wes will meet with Lyle regarding the renewal of his three year contract.

6.3 TOWN REP:

6.4 CLUBHOUSE COMMITTEE:

There is \$2,600.00 remaining to be paid on the contract with Jim. He has set up dart boards, and is working on other ideas to keep the clubhouse active over the winter months. Lyle explained the Chase the Ace game which could become a potential fund raiser for the club, and also help keep the clubhouse busy over the winter. Proceeds could be put in a special account for future projects such as irrigation. Todd suggested we talk to Marian about getting MD support for our golf course. Ray said there is no need for motion sensors for upstairs bathroom lights as the LED lights have good longevity.

6.5 FINANCE COMMITTEE:

As we pay about \$8,000.00 in accounting fees annually, Lyle will approach the two accounting businesses in town to determine which one would best suit our needs.

6.6 CASINO AND GRANTS COMMITTEE:

Todd moved we proceed with a grant to fix the sidewalk, retaining wall, install a glass windbreak at the entrance and plant trees to break the west winds at the entrance. The club will match through cash fifty percent of the funds required to complete the project. Motion carried. Don will contact the people involved to reaffirm the outdated quotes as it will be July 2018, before the project can begin if the grant is approved.

6.7 POLICY COMMITTEE:

7 NEW BUSINESS:

8 ADJOURNMENT:

Doug moved the meeting be adjourned at 1:40 PM. Next meeting is scheduled for Wednesday, Nov. 15th at noon, at the clubhouse.

HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

September 8, 2017 Meeting Minutes

Culver City Room, Lethbridge City Hall

In attendance:

Bill Chapman	Town of Coaldale
Blair Painter	Crowsnest Pass
Brent Feyter	Town of Fort MacLeod
Brian Brewin	Municipal District of Taber
Chantel Timmons	County of Forty Mile
Darren Davidson	Alberta Transportation
Darlene Sinclair	Community Futures Lethbridge
Dennis Cassie	Town of Coalhurst
Duane Fillipuzzi	Town of Pincher Creek
Kim Welby	Community Futures Chinook
Peter Casurella & Bola (Intern)	Lethbridge Chamber of Commerce
Rene Gendre	Town of Fort Macleod
Richard Oster	Cypress County
MLA David Schneider	MLA Little Bow
Arie De Valois for Maria Fitzpatrick	MLA Lethbridge East Assistant
MLA Pat Stier	MLA Livingstone - McLeod

Recorder

Gloria Roth - Administrator

1. Call to order -

Meeting was called to order by Bill Chapman, President, at 10:35 am.

2. Introductions.

Introductions were made.

3. Approval /Additions to the Agenda

MOTION: Blair Painter

To accept the Agenda as presented

CARRIED

4. Adoption of Minutes

MOTION: Brian Brewin

That the minutes of the June 2, 2017 minutes be approved as presented.

CARRIED

5. Business Arising from Minutes

1.1 Aurora Project

At the last meeting there was some discussion of having Dr. Tony Qui address our group with his information on the Aurora Project - The future of driverless cars. Discussion followed and it was agreed to hold off until next year.

1.2 Letters to the Premier

Since the June meeting there have been a few letters sent to Premier Notley. The motion read *"To have the members present prepare a letter addressed to the Premier with cc's: to Minister Brian Mason, Transportation; Minister Deron Bilous, Economic Development and Trade; Maria Fitzpatrick, Lethbridge East; Grant Hunter, MLA Cardston-Taber-Warner (Shadow Minister, Transportation). Reflecting on the recently released Cost Benefit Report and how it impacts your community."* Gloria will follow up with those members that have yet to send their letter.

6. Alberta Transportation Report – Darren Davidson

Darren updated the attendees with work done over the summer. An RFP was sent out for the Rock Creek animal overpass and met with Yellowstone to Yukon group. Open Houses were held in Bellevue and Taber for the functional studies. Both studies on are track for completion in 2019. Discussion about Alberta Safety Rest areas and Highway 3 Collision Stats. Coalhurst has built a back access to their town with access off Highway 25.

Thanks were expressed to Darren for his support of the Highway 3 Twinning Development Association and the willingness for Alberta Transportation to work in collaboration with us.

7. MLA Report

MLA Maria FitzPatrick, Lethbridge East – Arie brought greetings from MLA Fitzpatrick. Highlighted that Minister's Anderson and Carlier along with MLA Graham Sucha were in Lethbridge for Whoop Up Days. Arie also conveyed that Maria knows the importance of the economic development in southern Alberta.

MLA Pat Stier, Livingstone MacLeod – Pat mentioned that he is seeing sharing about Highway 3 on social media. He will be meeting with Minister Mason soon.

MLA David Schneider, Little Bow – David supports the Highway 3 twinning and will raise the issue when meeting with Minister Mason.

8. Presidents Report : Bill Chapman mentioned that Gloria has been trying to arrange a meeting with Minister Bilous.

MOTION: Peter Casuella

To invite Minister Bilous to meet with the Highway 3 Twinning Development Association.

CARRIED

AUMA will be in Calgary this year. Bill attended both Open Houses for the functional studies and they were a positive experience. Economic Development is the driver of the community. It is good to see Chambers of Commerce and Rural and Urban Economic Development associations connecting along with the functional studies.

Blair Painter mentioned that there will be an open house for local business owners September 21 in the Crowsnest Pass.

Maria Fitzpatrick's Assistant Arie raised questions of environmental concerns in the Pass area. It was mentioned that the southern bypass could impact 3 of those environmental areas.

Bill Chapman ended his report by mentioning that he continues to dialogue with MLA's and other interested parties.

9. Administrators Update:

Gloria reported that she had attended both the Bellevue and Taber open houses for the functional Planning Studies.

Had a discussion with Linda Henning from Fort MacLeod Chamber of Commerce about Alberta rest stop locations and would like to see Highway 3 be considered.

Was asked to join a planning session by Rhonda Shewchuk from Stantec on the twinning study near Taber, and attended a meeting in August in Calgary.

We have received copies of letters of support of twinning to Premier Notley from:

City of Medicine Hat

Potato Growers of Alberta

Alberta Sugar Beet Growers

In June Gloria sent a copy of the Highway 3 Twining report and a request of support to Minister Marc Garneau and reported on Federal Lobbyist registration. Received an answer of September 5, the same day as the Notice of intent deadline.

Emailed the Trade and Transportation Corridors Initiative and the National Trade Corridors Fund information to members.

Gloria stated that it is very important that all members of the Highway 3 Twinning Development Association work collectively and with the same goals. It is important to show regional collaboration and support as a group.

10. Finance Report: The Highway 3 Twinning Development association has \$27,741.00 currently in the bank.

MOTION: **Brian Brewin**

To accept the information as presented

CARRIED

12. New Business:

Alberta Rest Stops – There was discussion about the Alberta Rest Stop program. Darren Davidson provided the Association with the most current Safety Rest Area Review. Fort MacLeod has expressed the desire to have a rest stop in their town. There was some discussion of a possibility of Taber as well.

13. Information Items:

14. Next Meeting – Friday October 6, 2017, Culver City Room

15. Adjournment

MOTION: **Blair Painter**

The motion to adjourn was made at 12:02pm

CARRIED

From: Gloria Roth [REDACTED]
Sent: Wednesday, November 1, 2017 3:03 PM
To: CAO Nanton; CAO Coalhurst; CAO Kalen Hastings; Cao; 'Coutts - Lori Rolfe'; CAO Wendy Bateman; [REDACTED]; Kevin Miller; Wade Alston [REDACTED]; Susan [REDACTED]; Marian Carlson; Jeff Shaw; Anna-Marie; CAO Cynthia Vizzutti; CAO Shawn Hathaway; Derrick Krizsan; [REDACTED]; CAO Rick Robinson; CAO Dale Brown; CAO Doug Henderson; CAO Murray Millward; CAO Lorraine O'Brien; CAO Merete Heggelund; [REDACTED] 'Nobleford - Kirk Hofman'; 'Warner - Jon Hood'; 'Raymond - Scott Barton'
Cc: Gloria Roth; [REDACTED]
Subject: Highway 3 Twinning Development Association

Good day,

Attached please find our approved September 2017 Minutes.

One item outstanding from the June Minutes was a resolution that was unanimously passed as below:

To have the members present prepare a letter addressed to the Premier with cc's: to Minister Brian Mason, Transportation; Minister Derron Bilous, Economic Development and Trade; Maria Fitzpatrick, Lethbridge East; Grant Hunter, MLA Cardston-Taber-Warner (Shadow Minister, Transportation). Reflecting on the recently released Cost Benefit Report and how it impacts your community.

We hope all of our Members will comply by year end with this resolution if you havent already. If you could include me in the cc's, we would appreciate that.

If you have appointed new representatives since the election, please forward their names and contact information to me as soon as possible. Our **next meeting is Friday, November 10, 2017** at

10:30 am in the Culver City Room at Lethbridge City Hall.

Thank you for your continued support.

Gloria Roth
Administrator
Highway 3 Twinning Development Association
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gloria.roth@twin3.ca

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

July 19, 2017

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

1. Meeting called to order by Mike McAlonan at 3:03 PM.
2. Adoption of Agenda as amended by Bert Franssens, motion carried.
3. Minutes for June 21, 2017 meeting were read by Betty Hoare. Arden Dubnewick moved minutes approved as amended, motion carried.
4. Discussed financials reported as of June 30, 2017. Don Glimsdale moved financials be approved, motion carried.
5. **CORRESPONDENCE**
 - Thank You from the Stavely Museum for the display units donated.
 - Letter received from Doug Bowman regarding restoration on Harvard MK 11B. Ken to get more information from Nanton and Mike Schuweiler.
6. **OLD BUSINESS**
 - Canada 150 Project "Claresholm and the World Wars" – Interviews for this project are currently being held. The project is proceeding and is approximately 1/3 done.
 - Blackfoot Festival – Ken Favrholt is asking for confirmation on a 1-day event September 29, 2017. Needs an answer before a grant can be applied for.
 - Alberta Culture Days - We should be hearing if the grant for \$1,003.00 has been approved. A canopy has been purchased and the museum has access to others that the town owns.
 - Link Trainer – The Link Trainer should be moved by the end of September to start on the renovation project.
7. **ED REPORT**
 - Ken Favrholt presented his monthly report and the board members discussed some of the points. It was agreed that on August 25, 2017 at 10:00 AM members that were available would meet at the storage units to assess steps necessary to reduce the number of units presently being rented for off-site storage.
8. **NEW BUSINESS**
 - Meeting with Rae Trimble – Mike reported on the meeting and will draft a letter in response to Rae's requests.
 - A quote of roughly \$1,000.00 was received for installation of Lexan for the military cases.
 - Fair Days Parade ideas, Ken reported that the students are planning a float with the Canada 150 theme.
 - Tourist Resource Guide – Ken Favrholt and Layne Burton are working on a list of local

sites that might be of interest to tourists coming to this area. When completed Ken will see about setting up a meeting with the MD of Willow Creek.

-Museum and Town websites –The Town website is being worked on. One of the students is updating the museum website.

– Museum Volunteer Policy – copy of the current policy was handed out for all board members to review and bring comments to the next meeting.

-Volunteer Insurance – Board members are currently covered. Other volunteers are not covered once they reach 80.

9. OTHER

-Fence beside the caboose -more fencing to be removed.

-Garden in front of the station – Ken to contact the Town Gardener to ask for assistance in the watering.

10. ADJOURNMENT

- Mike McAlonan called meeting adjourned at 5:00 PM.

11. NEXT MEETING

-It was agreed not to have a meeting in August. The next meeting will be September 20, 2017 at 3:00PM.

APPROVED