



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

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

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

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

**ACTION ITEMS:**

1. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Multi-use Community Building & Town Hall**
2. **CORRES: Royal Canadian Legion**  
**RE: Presentation of First Poppy**
3. **CORRES: Royal Canadian Legion**  
**RE: Poppy Fund 2017 Request**
4. **CORRES: Oldman Watershed Council**  
**RE: Contribution Request**
5. **CORRES: Peter Duerholt, Indoor Walking Group**  
**RE: Funding Request 2017-2018**
6. **REQUEST FOR DECISION: Energy Commodity Contract**
7. **REQUEST FOR DECISION: Walking Path Tender**
8. **REQUEST FOR DECISION: Council Tablets**
9. **INFORMATION BRIEF: Economic Development Committee**
10. **INFORMATION BRIEF: Municipal Development Plan – Review & Update Survey**
11. **INFORMATION BRIEF: MD of Willow Creek Development Permit Application**
12. **INFORMATION BRIEF: Revival of Title – Plan 8510082, Block 3, Lot 6**
13. **INFORMATION BRIEF: Claresholm Community Centre**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA: Delegations: Land (2)**  
**Land (1)**

**INFORMATION ITEMS:**

1. **Fort Macleod Santa Claus Parade – November 25, 2017**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
OCTOBER 10, 2017

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

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

**ABSENT:** Mayor Rob Steel

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

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Deputy Mayor Lyal O’Neill

**AGENDA:** Moved by Councillor Cutler for unanimous consent to add the following to the Agenda:

**5. IN CAMERA: Land**

**CARRIED**

Moved by Councillor McAlonan for unanimous consent to add the following item to the Agenda:

**5. IN CAMERA: Personnel**

**CARRIED**

Moved by Councillor Ford that the Agenda be accepted as amended.

**CARRIED**

**MINUTES:** **REGULAR MEETING – SEPTEMBER 25, 2017**

Moved by Councillor Fieguth that the Regular Meeting Minutes September 25, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** **CLARESHOLM RCMP – SERGEANT TERRY WICKETT**

Sergeant Terry Wickett was present to speak to Council to thank them for their support of the Claresholm RCMP Detachment for the past four years. It has been a good working relationship, as was shown in the 2014 flooding among other incidences. Sergeant Wickett is retiring after 37 years of serving the public, so this will be his last meeting with Claresholm Town Council as a member of the RCMP.

**ACTION ITEMS:**

**1. CORRES: Claresholm High School Rodeo**  
**RE: Sponsorship Request**

MOTION #17-106 Moved by Councillor Fieguth to support the Claresholm High School Rodeo with a sponsorship of \$1,000 for their event to be held at the Claresholm Agriplex October 20, 21 & 22, 2017.

**CARRIED**

**2. REQUEST FOR DECISION: Municipal Election Institutional Vote**

MOTION #17-107 Moved by Councillor Fieguth to hold an institutional vote for the municipal election on Monday, October 16, 2017 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

**CARRIED**

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

Received for information.

**4. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**5. IN CAMERA: Land; Personnel**

Moved by Councillor Cutler to go In Camera at 7:13 p.m.

**CARRIED**

Moved by Councillor Dixon to come out of In Camera at 7:30 p.m.

**CARRIED**

MOTION #17-108 Moved by Councillor Cutler to agree to extend the buyer's and seller's conditions with Avison Young Lethbridge Inc. for #4 Skyline Crescent from September 28, 2017 to January 15, 2018.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 7:34 p.m.

**CARRIED**

Deputy Mayor – Lyal O'Neill

Chief Administrative Officer – Marian Carlson

DRAFT

# **ACTION ITEMS**



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED

OCT 12 2017

AR91509

OCT 03 2017

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

Dear Mayor Steel,

Thank you for your letter of September 15, 2017, regarding your multi-use community building and town hall. I appreciate the opportunity to learn more about your plans to rehabilitate the vacant school in the Town of Claresholm in order to consolidate your community organizations within one facility.

Our government supports our municipal partners in addressing local infrastructure priorities. This includes significant funding through the Municipal Sustainability Initiative (MSI) program for capital infrastructure projects, including municipal halls, administrative buildings, daycare centres, and family and community support facilities. Unfortunately, Municipal Affairs has no additional funding available beyond this existing municipal grant program. Although there is no mechanism to fund a municipality more than what they have been allocated to date under the MSI, borrowing costs associated with financing an eligible project are eligible expenditures.

I encourage your administration to contact a Municipal Affairs Grant Advisor, toll-free at 310-0000, then 780-422-7125, if you have questions related to using MSI funding for your multi-use community building and town hall project.

Thank you again for writing.

Sincerely,

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

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Pat Stier, MLA, Livingstone-Macleod

Royal Canadian Legion

Claresholm Branch #41

Mayor,

Town of Claresholm

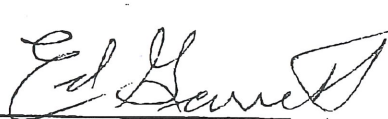
The Claresholm Legion Branch #41 request to Present the Mayor of Claresholm

With the first Poppy of the year in Claresholm at 11:00 A.M. on October 27 2017 at

The legion Branch.. (note) the legion is officialy closed at this time, so come to the back door

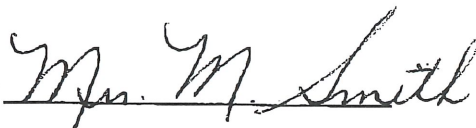
Across from the curling rink.

Poppy Chair

 (403-687-3742)

Ed Garrett

President

 (403-625-5278)

Margaret Smith



**Poppy Fund 2017 Rerquest: Town of Claresholm./**

**From the Claresholm Legion BRANCH #41, Royal Canadian Legion**

The Claresholm Legion requests the presence of the Mayor of the Town of Claresholm (or his representative), to lay a wreath on behalf of the Town of Claresholm, at the Remembrance Day Service, Saturday November ,11<sup>th</sup>, 2017 @ 10:30 – 11:30 A.M. @ the Claresholm Community Centre. Please advise the poppy chair, Ed Garrett either by contacting the legion @403-625-3755 Or poppy chair Ed Garrett at 403 687 3742, as to who the representative will be . This information is needed prior to the Kick-Off to poppy Campaign October 31<sup>st</sup>. in order to print the program.

Thank You on behalf of the Claresholm Branch #41.

---

Poppy Chair. Ed Garrett

403 687 3742



RECEIVED

SEP 27 2017

319 – 6<sup>th</sup> Street South  
Lethbridge, AB T1J 2C7  
info@oldmanwatershed.ca  
(403) 330-1346

Town of Claresholm  
Rob Steel  
Box 1000  
Claresholm, AB T0L 0T0

September 21, 2017

Dear Mayor Steel and the Councillors of the Town of Claresholm:

***Together we are building a better future!***

Last year, you invested \$1,323 in watershed management and health. Your contribution provides critical funding to inspire people across Southern Alberta to do more, to do better, and to become more engaged in the natural watershed systems + built infrastructure that make prosperity possible. OWC works hard to stretch every dollar. Our annual budget ranges from \$875,000 - \$975,000, depending on the resources required for effective programs.

This year has seen some major accomplishments in terms of direct engagement by municipalities in taking a more active, hands-on-approach to responsible watershed management and health. Many of you participated in the Southern Alberta Water Charter (#SAWC17) with ambitious projects. We look forward to welcoming you all at the closing ceremony on November 17 at 10:00 a.m. in the foyer of Lethbridge City Hall. Look for your invitation in the mail soon!

But, this year has also seen some major challenges in terms of drought and wildfire that have brought issues far too close to home. We survive and thrive in the most water-limited region in Canada - but the warning signs are clear. It is time that every citizen steps up to do what they can and increase protection of the Oldman watershed so it can continue to provide for us at a cost we can afford.

**Municipalities help to keep us going strong with just \$0.40 per resident.**

For 3,780 residents, that is an investment of \$1,512 and is critical for OWC to leverage as matching funds for grants.

***Thanks to the Town of Claresholm for your continued support!***

**A sustainable watershed means sustainable funding.** We have attracted an experienced and talented Fund Development Specialist – Yvonne Barker and we have created The Watershed Fund. It is a tool that allows investors to put their financial support behind our vision. Yvonne would be delighted to meet with everyone interested in legacy donating. Please contact her at (403) 703-2351 or yvonne@oldmanwatershed.ca.

If you would like a presentation, or have any questions, please contact Shannon Frank, OWC's Executive Director, by phone at: (403) 330-1759 or email: shannon@oldmanwatershed.ca.

Sincerely,

Douglas Kaupp, OWC Chairman



Box 2805,  
Claresholm, AB  
T0L0T0

October 5, 2017

Town of Claresholm  
Box 1000  
Claresholm, Alberta  
T0L0T0

Attention: Mayor and Council Members

**RE: Indoor Walking Group Funding 2017-2018**

Mayor and Councillors:

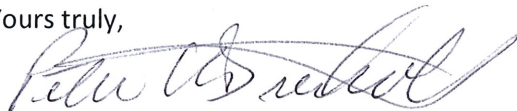
On behalf of the Indoor Walking Group I am writing to request a funding amount of \$1000.00 for the rental of the Claresholm Community Centre for the 2017-2018 season.

We would like to use the hall Tuesday, Wednesday and Thursday each week from 9AM to 10AM commencing October 31 to approximately March 29, 2018, weather permitting.

This will be the 4<sup>th</sup> year of attending the walking group and find that elderly people, both healthy and with various physical issues are attending and enjoying the ability to exercise during our winter months. It is also a social get together for some, while others focus on walking as best as they can. This is definitely a worthwhile program for the seniors of Claresholm.

I would therefore like to solicit town council for the funding of the Indoor Walking Group for the coming season.

Yours truly,

A handwritten signature in black ink, appearing to read "Peter H. Duerholt", written in a cursive style.

Peter H. Duerholt

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



Date of Application: OCT 4, 2017

Date of Event: \_\_\_\_\_

1. Applicant Information

Name of Applicant: PETER H. DUERHOLT

Address: 106 DEROCHE DRIVE

Contact Person: PETER H. DUERHOLT

Phone, Fax, Email: pduer@telus.net

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

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

INDOOR WALKING @ COMMUNITY CENTRE TWICE WEEKLY

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$1000.00

6. Details of how the funds will be expended:

MONEYS WILL PAY FOR THE FREE USE OF  
THE COMMUNITY CENTRE TO PERMIT SENIOR  
PERSONS TO WALK TWICE WEEKLY DURING  
THE WINTER MONTHS.

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

2  
0

8. Organizational Information

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

N/A

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

TO ALLOW ALL PEOPLE BUT MAINLY SENIORS  
TO MAINTAIN THEIR ABILITY DURING THE  
WINTER MONTHS. THIS HOPEFULLY REDUCING  
THE OVERALL DOCTOR AND HOSPITAL VISITS  
DURING THE COLD MONTHS OF THE YEAR

How will your organization acknowledge the Town's donation?

IN THE NEWSPAPER AND WORD OF MOUTH

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

N/A



# Policy #CEDC 12-15

## Community Donation Policy

### **POLICY STATEMENT:**

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

### **PURPOSE:**

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Claresholm Strategic Goals and Priorities.

### **DEFINITIONS:**

"Donation" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

### **GUIDELINES / CONDITIONS:**

- Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);

- Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
- The funding may not exceed the approved yearly budget amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

**ELIGIBILITY:** An individual, group or organization must:

- Be based within the Town of Claresholm;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- Not be the recipient of other funds from the Town of Claresholm;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

**APPLICATION REVIEW GUIDELINES:**

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
- In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
- The Town of Claresholm decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- A written response for each application will be provided upon review.

**Requests for assistance outside scope of policy:** Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

**Policy # CEDC 01-02: Assistance to Community Groups is hereby rescinded.**

**Date Approved by Council: December 14, 2015**

**Resolution #15-115**



# REQUEST FOR DECISION

Meeting: October 23, 2017  
 Agenda Item: 6

## ENERGY COMMODITY CONTRACT

### BACKGROUND / DESCRIPTION:

The Town has been receiving its energy commodities (natural gas and electricity) through Alberta Municipal Services Corporation (AMSC), a division of Alberta Urban Municipalities Association (AUMA), since early 2014 and we have been in a variable rate contract during that time. During the last nearly 4 years a variable rate contract has worked in our favor with how low and stable energy prices have been during that time. Over the next few years however there is more fluctuation in prices expected and therefore Administration approached several different energy utility retailers for price quotes to explore the possibility of entering into a fixed rate contract. Fixed rate contracts also provide greater budget certainty, allowing us to ensure/set commodity prices over multiple years, though some uncertainty still exists due to lack of control over transmission and distribution charges.

The Town currently spends approximately \$400K on energy utilities per year, of which around 75% is transmission and distribution charges which is outside any energy commodity contract and is not at discussion here. This contract would therefore affect the approximate \$100K (25%) we spend on energy commodities. Over the last two years we consume around 10,000 GJ of Natural Gas and approximately 2,000 MWh of electricity. Current variable rates, as per September 2017 billing are approximately \$1.66/GJ for natural gas and \$25.27/MWh for electricity plus admin fees (\$0.20/GJ with minimum \$20 charge per site for natural gas and 3.15/MWh with minimum \$20 charge per site for electricity – most sites are charged the \$20 minimum).

### OPTIONS:

Four energy providers were approached for quoted fixed term prices on 1 to 5 years terms, three of which responded. The quoted fixed term prices were provided on September 29 for contract start date of Jan 1, 2018:

Gas (\$/GJ)	No. 1	No. 2	No. 3	Elec (\$/MWh)	No. 1	No. 2	No. 3
1 yr	2.36	2.6	2.73	1 yr	45.2	49.41	45.7
2 yr	2.36	2.6	2.73	2 yr	46.2	50.14	46.58
3 yr	2.37	2.6	2.74	3 yr	45.8	49.85	46.58
4 yr	2.39	2.61	2.75	4 yr	45.75	49.71	46.72
5 yr	2.41	2.62	2.75	5 yr	46.55	50.2	47.44

As can be seen company No. 1 (ATCO Energy) has the best rates. The prices may vary depending on when the contract is signed as they are based on current market rates and will not be held.

If we decided to move to a floating rate, ATCO Energy also has the lowest admin fee for Natural Gas and Electricity on that type of contract, at \$0.12/GJ (compared to \$0.22 and \$0.15) for Gas and \$1.45/MWh for Electricity (compared to \$3.00 and \$3.15).

We also have the option of a 1, 2, 3, 4, or 5 year term, and the terms can be set separately for each commodity. Administration would suggest a 4 year contract as this is the best rate for electricity (with the exception of only 1 year contract) and little increase to the gas. Having both contracts on the same term is also simpler administratively.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ to enter into a fixed rate contract with ATCO Energy for both Natural Gas and Electricity Commodities for a 4 year term.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 10, 2017



# REQUEST FOR DECISION

Meeting: October 23, 2017  
Agenda Item: 7

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## 8<sup>TH</sup> STREET PATHWAY EXTENSION

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### **BACKGROUND / DESCRIPTION:**

Council, as part of the 2017 Parks and Recreation Masterplan planned and approved the construction of pathway along 8<sup>th</sup> Street from Westlyn Drive to the Acreages which would eventually tie in to some type of pathway system at the new Storm Pond Facility at the south end of Town east of the Acreages. This was scheduled to be completed in the 2017 year. This pathway is called the "Kin Pathway" in the Parks and Recreation Masterplan as the Kinsmen and Kinnettes are planning on contributing to this pathway.

On July 18<sup>th</sup>, 2017 a contract proposal was taken before the Facilities and Infrastructure Planning Committee (FIPC) for Associated Engineering to complete the preliminary engineering on this pathway project. Due to time constraints FIPC passed a motion to approve the design engineering proposal from Associated Engineering which motion was later ratified by motion of Council on August 14<sup>th</sup>, 2017.

Preliminary engineering was completed by Associated Engineering with a full project cost estimated at \$290,000. This was presented to council for decision on September 11<sup>th</sup>, 2017. At this meeting Council passed a motion to use \$50,000 from the Parks and Pathways capital reserve fund, along with whatever funds the Kin Clubs could provide. This motion is quoted below:

*MOTION #17-097 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 8<sup>th</sup> 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.*

The Kin Clubs have submitted a Communities Initiatives Program (CIP) grant application to complete pathways. This application was submitted in June and was initially meant to be for a pathway along the old CPR spur line west of Town towards the Airport. The Kin Clubs agreed in September to support the 8<sup>th</sup> Street Pathway Extension as per Council's request and are able to continue with the application. If successful they will be able to use those funds for pathway in another location as the projects are essentially the same (the granting body doesn't really care where the pathway is). This application was submitted with 17,775 committed from the Kin Clubs, 12,600 in-kind contribution, including \$7,000 from the Town, for labour and equipment, and asking for a \$24,000 grant for a total of \$54,375. The Kin clubs have not as of yet heard whether or not they have been successful with this application and do not expect to hear until sometime in November.

Due to the uncertainty of the Kin Club grant funding Administration requested that Associated Engineering put together a Tender Package that would construct an initial phase of the pathway system from Westlynn Drive to the North end of the Claresholm Cemetery, at an estimated cost of \$50,000 committed by the Town. Tender packages were sent to 4 different contractors in early October. Tender closed on October 19<sup>th</sup>, 2017 with only 2 contractors submitting bids for the work. The low bid came in at \$64,174 and the high bid at \$120,323.72 (excluding GST).

Both bids came in over the budgeted \$50,000, therefore awarding of a contract to either contract would be an out of budget expenditure and would require motion of council to approve the over-budget expense, and if being funded out of reserves, a reserve transfer needs to be approved as per MGA Section 248(1)(a) noted below.

If we proceed with the project with the over budget expenditure, there is still another estimated \$41,000 remaining in the Parks and Pathways Capital Reserve Fund. Administration would recommend this is where the additional funds would come from.



**DISCUSSION:**

As per comments from our engineers, the lack of response and the high bids is likely in part due to the timing of the tender request. Construction companies are generally busy this time of year trying to complete other projects before winter sets in and therefore require a premium to fit in additional work.

On another note the Kin Clubs also intend to submit a new grant application through the Community Facilities Enhancement Program (CFEP) in 2018 for additional pathways in Town, with approximately \$20,000 cash contribution from the Kin Clubs, which the Town could also piggyback on. CFEP grants are 50/50 matching grants allowing us to essentially double the value of our dollars if the application is successful.

**OPTIONS:**

The Town has the following options:

- The Town can award the contract to the low bidder for \$64,174 and approve an out of budget expenditure for an additional \$14,174 above the approved \$50,000.
- The Town can choose to not award the bid and wait until a later date, such as next spring, to retender the project when prices might be more favorable and when additional funds, such as the Kin Clubs grant funds, are available and a larger portion of the pathway can be completed, which will also drive down costs due to economies of scale.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to award the 8<sup>th</sup> Street Pathway Extension Contract to McNally Contractors Ltd. at the presented bid price of \$64,174 and approve the over budget expenditure of \$14,174 to be funded from the Parks and Pathway Capital Reserve.

OR

Moved by Councillor \_\_\_\_\_ 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.

**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.

**ATTACHMENTS:**

- Associated Engineering Tender Recommendation
- Associated Engineering Preliminary Engineering Documents
- Associated Engineering Cost Estimate



October 20, 2017

File: 2017-3041.C.01.00

Marian Carlson  
CAO  
Town of Claresholm  
221 - 45th Avenue West  
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM  
PATHWAY EXTENSION  
TENDER RECOMMENDATION**

Dear Marian:

Bids were received on the above project and opened at Associated Engineering at 2:00pm on October 19, 2017. Four contractors were originally invited to quote on this project, and two bids were received and are summarized below. All bids were checked for mathematical errors and both were correct. The total bid price (including GST) for each submitted bid is shown in the table below:

BIDDERS	TOTAL BID PRICE
1. McNally Contractors Ltd.	\$64,174.00
2. Tollestrup Construction Inc.	\$120,323.72

We have also enclosed a copy of the detailed Tender Evaluation Report for your review and consideration.

McNally Contractors Ltd. are certainly capable of completing this work, however their bid did come in above the allocated Town budget. Their construction availability for 2017 is very limited, therefore their construction schedule indicates spring 2018 to meet the May 30, 2018 completion date.

If the Town has the opportunity to increase this budget in 2018, Associated Engineering would recommend not awarding to either bidder and re-scoping the work with a new tender in the early spring.

If the Town's decision is to increase the project budget, then Associated Engineering would recommend the Town award the project to McNally Contractors Ltd.

Yours truly,

Nancy Green, C.E.T.  
Project Manager  
NG/ng





# REQUEST FOR DECISION

Meeting: October 23, 2017  
Agenda Item: 8

---

## COUNCIL TABLETS

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### **BACKGROUND / DESCRIPTION:**

As per the request of members of the new Council administration has looked into the costs of purchasing tablets, as well as alternatives, for Council to be able to receive council agendas and packages paper-less. There is no budget available in the 2017 operating budget for this expenditure and therefore will be an out of budget expense and will require motion of council to approve this expenditure as per section 248(1)(a) of the Municipal Government Act noted below.

### **DISCUSSION:**

There are numerous options for personal computing devices from tablets, laptops, or 2 in 1 devices (laptops that have a monitor that flip around and close to be used like a tablet). Within these options there are different brands or operating systems (iPad tablets running iOS, tablets running Android, laptops or 2 in 1s running Chrome – Chromebooks – or Windows). There is also a wide range of pricing across all the options.

iPad or Android Tablets are some of the cheapest options, however they are also the least versatile and are not supported or serviced by our IT provider, therefore their recommendation is to stick with a device that is operating Windows. There has been some discussion however from Council regarding Apple products so that option will be discussed in more detail as well.

There are a number of different options of iPads, from the traditional 9.7” iPad to the iPad Pro, different storage capacities, and the optional addition of Cellular Data, which would also require a monthly data plan along with it. iPad vs iPad Pro has quite a price jump due to it being a larger, more powerful, and more advanced unit, and likely excessive for Council’s use with the one minor exception of being able to add the Apple Pencil and more naturally write and make notes on the tablet, rather than type.

The use of a “pencil” or pen is also available on the tablet or 2 in 1 options noted below. The functionality on each is slightly different but same idea across the board.

The Cellular option will allow you to connect to the internet from most anywhere anytime without the need of a WiFi signal, however most phones will allow you to create a WiFi hotspot negating the need for Cellular on your tablet as you already have it on your phone. We however wanted to present the option. This option adds approximately \$167 to the prices quoted below.

A windows based machine would also include Microsoft Office allowing for sending back and forth Word or Excel or PowerPoint documents from Administration and Council or other Boards etc.

All options will support PDF mark-up in one way or another, though some options will provide this more naturally or simply. iPad Pro or the tablets or 2 in 1 options have a pencil/pen that allows you to markup basically as you would with a pencil on paper, where a normal iPad or laptop will generally only allow you to hi-light and type text boxes and the like.

### **OPTIONS:**

Below is a table of prices or price ranges for the different options. Data plan for Cellular iPad options would add an estimated \$20-35/month as well per device (we are waiting on a response from our cellular provider for firm prices).

As noted above our IT service contractor recommends a tablet or laptop/tablet cross due to the greater versatility or functionality and support. Ultimately however it is a question of what the planned use is and personal preference.

iPads					
9.7" iPad - 128GB	\$567.00	10.5" iPad Pro - 64GB	\$852.00	12.9" iPad Pro - 64GB	\$1,049.00
Smart Cover	\$43.00	Smart Keyboard/Cover	\$219.00	Smart Keyboard/Cover	\$229.00
AppleCare	\$88.00	AppleCare	\$88.00	AppleCare	\$88.00
		Apple Pencil	\$129.00	Apple Pencil	\$129.00
Total	\$698.00	Total	\$1,288.00	Total	\$1,495.00
7 Devices	\$4,886.00	7 Devices	\$9,016.00	7 Devices	\$10,465.00
Windows Devices					
Laptop Acer		2-in-1		Tablet	
Laptop Acer	\$700.00	Dell Inspiron 5000 2-in-1	\$1,099.00	Microsoft Surface	\$1,649.00
Mouse	\$30.00	Mouse	\$30.00	Pen	\$130.00
Laptop Bag	\$40.00	Pen	\$35.00	Keyboard	\$199.99
SSD	\$100.00	Laptop Bag	\$40.00	Case	\$40.00
Microsoft Office (annually)	\$35.00	Microsoft Office (annually)	\$35.00	Microsoft Office (annually)	\$35.00
Total	\$905.00	Total	\$1,239.00	Total	\$2,018.99
7 Devices	\$6,335.00	7 Devices	\$8,673.00	7 Devices	\$14,132.93

**RECOMMENDATION:**

As there is no current year budget for this expenditure it is recommended that this expense be funded out of general operating reserves. The current balance of funds available in the general operating reserve is approximately \$216,000.

As per our IT provider's recommendation, a Windows device is recommended. The most versatile of these options is likely the 2-1 device.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the out of budget expenditure for portable computer devices for council members' of \$\_\_\_\_\_ each, at a total cost not to exceed \$\_\_\_\_\_. This expenditure will be funded from General Reserves.

**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 20, 2017



**Claresholm**

## INFORMATION BRIEF

Meeting: October 23, 2017

Agenda Item: 9

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### ECONOMIC DEVELOPMENT COMMITTEE

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**DESCRIPTION:**

Mayor Doug MacPherson has asked that information regarding the current Economic Development Committee (EDC) be placed on this Agenda for discussion.

Bylaw #1609 was passed November 23, 2015 and lays out the structure of the EDC. Currently there are nine members of the EDC who are appointed by Council. Appointment and terms are detailed in Part 4 of the Bylaw.

**ATTACHMENTS:**

- Bylaw #1609 – Economic Development Committee

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PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 20, 2017

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D. H.

**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1609**

A Bylaw of the Town of Claresholm to establish an **Economic Development Committee** to promote residential, commercial and industrial development in the Town of Claresholm.

**WHEREAS** the council of the Town of Claresholm desires to promote, expand and enhance the economic development of the town;

**AND WHEREAS** the council considers it expedient to establish an Economic Development Committee and to set out the terms of reference for this committee;

**NOW THEREFORE**, under the authority and subject to the provisions of the *Municipal Government Act* the Council of the Town of Claresholm enacts as follows:

**PART 1**

**Definitions**

In this bylaw:

- a) “**CAO**” means the Chief Administrative Officer of the Town of Claresholm;
- b) “**Committee**” means the Claresholm Economic Development Committee;
- c) “**Council**” means the Town of Claresholm Council;
- d) “**Chamber of Commerce**” means the Claresholm & District Chamber of Commerce.

**PART 2**

**Economic Development Committee**

There is hereby established a Committee to be known as the Claresholm Economic Development Committee. This bylaw is to be cited as the Town of Claresholm's “**Economic Development Committee Bylaw.**”

**PART 3**

**Purpose**

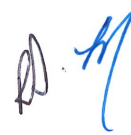
The Committee shall provide advice on both economic and community development matters identified by the Committee or as assigned to the Committee by Council. Specific powers, duties and responsibilities of the Committee include:

- a) serve as a liaison between town government and the community;
- b) in conjunction with Council and Town staff, facilitate economic growth and redevelopment activities for the Town of Claresholm;
- c) work with citizens, staff, business owners, property owners, prospective developers, the Chamber of Commerce, and other economic development stakeholders on a variety of economic and community development and redevelopment activities;
- d) provide review and comment on economic and community development and redevelopment policies to Council;
- e) make recommendations to Council regarding economic and community development issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its economy, inclusive but not limited to investment attraction, business retention and expansion, workforce retention and expansion, entrepreneur development and small business support; and
- f) to assist Council in finding funding sources for economic and community development and redevelopment initiatives.

**PART 4**

**Appointments/Terms**

- a) The Committee shall consist of nine (9) voting members appointed by Council. The said members shall consist of:
  - i. Three (3) members of Town Council;
  - ii. One (1) member nominated by the Chamber of Commerce;
  - iii. One (1) member representing the agricultural community;

- 
- iv. Three (3) members representing the business/industrial community;
  - v. One (1) member representing the community at large.
- b) A maximum of one (1) member of the Committee may be from outside the municipal boundaries of the Town of Claresholm.
  - c) Appointments shall be for three (3) years, except in the first year of the establishment of the Committee in which the following term of office shall apply:
    - i. Members of Council, for a term ending in October, 2017, and thereafter, by appointment annually at the organizational meeting of Council;
    - ii. The member nominated by the Chamber of Commerce, for a term ending in October, 2018, and thereafter, for terms of three (3) years;
    - iii. Two (2) members representing the business/industrial community, for a term ending October, 2018, and thereafter, for terms of three (3) years;
    - iv. All remaining members for a term ending October, 2019.
  - d) All members shall remain in office until their respective successors are appointed by Council.
  - e) By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
  - f) Any member may resign at any time upon sending a written notice to the CAO.
  - g) A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, the meetings of the Committee for three (3) consecutive regular meetings.
  - h) If a member of the Committee is disqualified from remaining a member under subsection (g), he/she is deemed to have resigned his/her seat on the Committee.

## **PART 5**

### **Proceedings**

- a) Annually, during the month of November, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.
- b) Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.
- c) All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.
- d) A copy of all minutes, resolutions and policies shall be given to the CAO to be filed with the Town records.
- e) Remuneration of the members of the committee shall be established by resolution of Council.

## **PART 6**

### **Board Functions**

- a) The Committee shall be responsible for preparing for the consideration of Council an Economic Development plan for the Town of Claresholm and for recommending to Council such amendments as should from time to time be required.

## **PART 7**

### **Budget**

- a) Annually, the Committee may submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- b) Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee nor any member thereof have the power to authorize any expenditure to be charged against the Town.
- c) In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.

## **PART 8**

### **Economic Development Officer**

- a) There shall be an Economic Development Officer who shall assist and advise the Committee.

- b) The Economic Development Officer shall be an employee of the Town of Claresholm.
- c) The Economic Development Officer shall:
  - i. Provide expertise and assistance to the Committee in the development and implementation of economic goals and objectives;
  - ii. Notify all members and advisers of the Committee of the holding of any regular or special meetings;
  - iii. Keep proper and accurate minutes of the process of all meetings which shall be retained in the Town office;
  - iv. Maintain all records and correspondence that are relevant to the Committee;
  - v. Carry out such other administrative duties as the Committee may require.
- d) The Economic Development Officer shall have no voting privileges.

**PART 9**

**Repeal and Passage:**

- a) Under passage of this bylaw, Town of Claresholm Bylaw #1541 is hereby repealed.
- b) This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this **9<sup>th</sup>** day of **November** 2015 A.D.

Read a second time in Council this **23<sup>rd</sup>** day of **November** 2015 A.D.

Read a third time in Council and finally passed in Council this **23<sup>rd</sup>** day of **November**  
2015 A.D.



**Rob Steel, Mayor**


**Marian Carlsson, CAO**





**Claresholm**

# INFORMATION BRIEF

Meeting: October 23, 2017  
Agenda Item: 10

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## MUNICIPAL DEVELOPMENT PLAN (MDP) REVIEW & UPDATE SURVEY

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### **DESCRIPTION / BACKGROUND:**

The Oldman River Regional Service Commission (ORRSC) currently provides professional planning services to 41 municipalities – 32 urban and 9 rural – in southwestern Alberta. They are the Town's contracted planning commission, and work with the Town on updates to statutory plans, planning guidance and expertise, processes and presents subdivision applications, as well as, the Town's mapping & GIS (geographic information system). They are currently working on the Municipal Development Plan (MDP) review & update (to be completed Dec 31, 2017).

The MDP is to provide a planning framework for the future sustainable growth and development that will assist in realizing the physical, social and economic opportunities in Claresholm. This is an overarching planning bylaw that all others must align with (ex. Land Use Bylaw). The update to the MDP is required for a few reasons;

- To update all maps and statistical information.
- To define and imbed the policy objectives of the South Saskatchewan Regional Plan and the Modernized Municipal Government Act.
- Incorporate the Town's branding and new marketing, and the Parks and Recreation Master Plan (references to these plans).
- Reflect changes in community planning and industrial land growth.
- Review transportation networks and servicing corridors.
- Identify development constraints and prepare strategies.

ORRSC has been working on a survey that will have paper copies as well as an online survey in regards to the MDP review and update. ORRSC has been gathering information (such as the new Parks and Recreation Master Plan and Strategic Plan) for integration into the MDP revision as well as working to update maps and statistics.

Some of the questions (on the attached survey) have been developed using the current Strategic Plan and the current MDP. Administration understands that the priorities may shift once the strategic planning sessions with new Council have been completed; however in order to allow sufficient time for responses and then integration into the plan review, ORRSC would like to go live with the survey as soon as possible. Using the current vision and strategic planning information in the questions (even though it may shift slightly) may also shed some light as to the desired direction from the public and Council may use that information within their new strategic planning.

If Council is satisfied with the wording in the survey it can go live October 25<sup>th</sup> with a deadline of November 10<sup>th</sup>. It is a fast turnaround for the survey, so we will advertise within the Local Press, and put out the survey on social media.

ATTACHMENTS:

- 1.) MDP review survey

APPLICABLE LEGISLATION:

- 2.) Municipal Government Act
- 3.) Town of Claresholm Municipal Development Plan

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 18, 2017

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## Town of Claresholm Municipal Development Plan - Community Survey

The Town is working toward an update to the Municipal Development Plan, which helps guide decisions regarding future land use, development and other strategic matters within the Community. The Municipal Development Plan is a statutory document that serves as a basis for decision-making and guides development toward the community’s desired future.

This project is being put forward as a general update of the existing document and to ensure compliance with the Alberta Government’s *South Saskatchewan Regional Plan*.

Your opinions are essential in helping Council establish goals, objectives and policies that will achieve the desired future. Council wants to hear from you! Please take some time to fill out this important survey and return it to the Town Office. Alternatively, go to                      and fill out the survey online.

**PLEASE RETURN THE SURVEY PRIOR TO: November 10, 2017**

1. Are you aware of the current Town of Claresholm’s Municipal Development Plan and its content?

Yes  No  Not Sure

2. Are you aware of Alberta Government’s *South Saskatchewan Regional Plan* and its content?

Yes  No  Not Sure

3. The Town of Claresholm’s Strategic Plan contains the following Vision Statement: “A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.” Do you agree with this statement as a reflection of your community?

Yes  No  Not Sure

If no, please specify what you would like to see done

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4. The current Municipal Development Plan generally describes growth of the Town as residential to the west and commercial/industrial to the east. Do you agree with these general growth directions?

Yes  No  Not Sure

If no, please specify what you would like to see done

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# Claresholm

Where **Community** Takes Root

Prepared by:



5. In the *South Saskatchewan Regional Plan*, the province has said that municipalities need to use land more efficiently. **Residentially, which are the best ways that the Town can do this?**

Reduce/limit the number of large country residential type lots

Yes  No  Not Sure

Allow/require more medium density housing (ie. 4-plex, rowhouses, low rise apartments)

Yes  No  Not Sure

Introduce an additional small lot district (ie. 4000ft<sup>2</sup> lots)

Yes  No  Not Sure

Allow for secondary housing (ie. above detached garage or at grade in rear yard behind principal dwelling) on properties of sufficient size

Yes  No  Not Sure

Plan for infill opportunities on lands that are under developed

Yes  No  Not Sure

All of the above

Other: \_\_\_\_\_

6. **The current Municipal Development Plan contains many policies regarding sustainability, by rank between 1 and 10 (10 being the highest priority), which of the following are most important to you? (Fill in the circle indicating your priorities)**

Environmental sustainability (water, air, ecology)      ①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩

Claresholm's Fiscal sustainability (Town finances)      ①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩

Economic sustainability (business variety and employment opportunity)      ①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩

Infrastructure sustainability (Town services)      ①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩

Current Asset sustainability (Town buildings)      ①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩



# Claresholm

Where **Community** Takes Root

Prepared by:



7. Claresholm’s Downtown continues to be the vibrant center of the community. **Do you perceive anything that threatens its central role as a commercial hub and social gathering place?**

Yes  No  Not Sure

If yes, please specify \_\_\_\_\_

\_\_\_\_\_

8. The Town of Claresholm recently annexed land on its eastern boundary for industrial/commercial uses. **Is there anything in the existing industrial park or highway commercial areas along the highways that you would hope changes as the annexed land is developed?**

Yes  No  Not Sure

If yes, please specify \_\_\_\_\_

\_\_\_\_\_

9. In the South Saskatchewan Regional Plan, the province emphasizes the need for preservation of historic resources within each municipality. **Do you perceive that the Town of Claresholm through its planning documents is doing enough to identify and preserve historic assets?**

Yes  No  Not Sure

If no, please specify what you would like to see done

\_\_\_\_\_

\_\_\_\_\_

**This last set of questions will provide the Town with a better understanding of the different needs of individuals and how different groups view Claresholm’s future. Please be assured all responses are anonymous.**

10. **How long have you lived in Claresholm?** \_\_\_\_\_ years \_\_\_\_\_ months.

11. **Where did you live before you moved to Claresholm?**

Always lived here

Previously lived in \_\_\_\_\_ (please specify municipality)



# Claresholm

Where **Community** Takes Root

Prepared by:



**12. Do you work in Claresholm?**

Yes  No  Not applicable

If no, please specify which municipality you work in \_\_\_\_\_

**13. Please complete the following information about yourself:**

Your Gender:

Male  
 Female

Number of people in  
your household:

1  
 2  
 3  
 4  
 5 or more

Your Age:

Under 20  
 40-49  
 20-29  
 50-59  
 30-39  
 60-69  
 70 and over

**14. Please provide any additional comments you think would be useful to Council in considering land use planning in Claresholm.**

**Thank-you!**



# Claresholm

## INFORMATION BRIEF

Meeting: October 23, 2017  
Agenda Item: 11

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### MD of WILLOW CREEK DEVELOPMENT PERMIT APPLICATION

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#### DESCRIPTION / BACKGROUND:

The Town of Claresholm has been renting the de-commissioned runways for events and driver training for many years. This has been a good use of the de-commissioned runways and the only direct source of revenue to offset runway maintenance costs. The Town of Claresholm owns the runways and the airport terminal building (on the MD's land) but does not collect any tax revenue for any surrounding airport lands or hangers. There are also no fees for runways users. The MD of Willow Creek has allowed the Town to rent out the runways and control the usage; however with the increased use and desire for additional uses beyond the current airport use, the MD has advised the Town that a change in use application is required.



The Town submitted an application to add an accessory use to the runway lands to bring the property into compliance with the MD's land use bylaw and to continue to rent the runways for events and driver training. The primary use on the lands would remain airport, and the secondary use of sporting and similar events would be added.

When the notice of meeting (see attached) was circulated there was significant response from the airport land owners and users of the runways concerned about additional usage and safety on the

active runway. These concerns were noted at the MD of Willow Creek's Municipal Planning Commission meeting held October 18, 2017. In the spirit of supporting diverse economic growth without hindering existing uses and businesses I spoke in regards to the Town being open to discussion regarding conditions of approval. For example cleaning, inspections requirements, day use only, or this secondary use being approved for the de-commissioned runways only.

The Town has closed the active runways two times in the past 5 years, once for the summer games cycling event and once for the drift club racing event. Safety is of utmost importance and both times NAV CANADA (NOTAM) procedures were followed, however there are still concerns raised by airport users regarding safety and debris left after events. The attached letter from Nav Canada was received after the MD Municipal Planning Commission meeting and will be read into the record at the next MD Municipal Planning Commission meeting.

The MD Municipal Planning Commission reviewed the application and it was tabled until a further meeting date to allow for further investigation and options. The MD would like to set up a committee of stakeholders with representatives from the MD, Town and airport runway users. Items to discuss will be regarding potential fencing to keep the active runway separate from the de-commissioned runways (Transport Canada setback requirements will need to be followed), as well as an alternative entrance to the de-commissioned runways to ensure no crossing of the active runways take place. The MD also asks that all non-aviation activity cease until a decision has been reached on the application.

**ATTACHMENTS:**

- 1.) Sept 25, 2017 – Information Brief
- 2.) Nav Canada application response letter
- 3.) Tabled Letter from MD of Willow Creek No.26

**APPLICABLE LEGISLATION:**

- 4.) MD of Willow Creek Land Use Bylaw

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 19, 2017

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**Claresholm**

# INFORMATION BRIEF

Meeting: September 25, 2017  
Agenda Item: 11

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## MD of WILLOW CREEK DEVELOPMENT PERMIT

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### DESCRIPTION / BACKGROUND:

When the Town of Claresholm leased a portion of the airport lands to Jason Toone for parking for his drift club events, the MD of Willow Creek reviewed the use for the airport runway lands. It was found that the use is for airport use only. In order to have annual events such as drift clubs, or drag racing, as well as, sporting events (such as summer games) or driver training (as rented in the past), a change in use application is required. If approved this will enable the Town to host or rent out the facilities for such events.

The Town has applied for an addition (Sports Club Use) to the airport use as per the attached application. Please note the definition of Sports Club Use is defined in the MD Land Use Bylaw as a *use of land and/or buildings for a private organization, association or society or private individual for public or private use including but not limited to Drift track (all aspects of the sport of drifting tuning cars, practice sessions), BMX track, Go-Kart rack, Skate park, and such uses as the Municipal Planning Commission considers similar in nature.* The Town in presenting the application would deem driver training to be similar in nature and therefore could also fit within the definition.

Sports Club use is a discretionary use in the Claresholm Industrial Airport (CIA) land use district. The application will be presented for review by the MD of Willow Creek Municipal Planning Commission on October 18, 2017. The application adds the use of sporting club events so the Town can rent the property for driver training, sporting events, drag racing, drift club racing and similar events. The application includes parking and necessary facilities to host those types of events.

### ATTACHMENTS:

- 1.) Application

### APPLICABLE LEGISLATION:

- 2.) MD of Willow Creek Land Use Bylaw

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 21, 2017

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Serving a world in motion  
**navcanada.ca**

October 18, 2017

Your file  
CEJ4 - 082-17  
Our file  
17-4008

Ms. Brenda Stockton  
Municipal District of Willow Creek No. 26  
no. 26-Hwy 520, Claresholm Industrial Area, Box 550  
Claresholm, AB  
T0L 0T0

**RE: Misc.: Sporting Events and Training - Claresholm, AB**  
**(N50° 0' 17" W113° 37' 48" / 100.0656° AGL / 3425.0656' AMSL)**

Ms. Stockton,

NAV CANADA has evaluated the captioned proposal and has no objection to the project as submitted.

If you have any questions, contact the Land Use Department by telephone at 1-866-577-0247 or e-mail at [landuse@navcanada.ca](mailto:landuse@navcanada.ca).

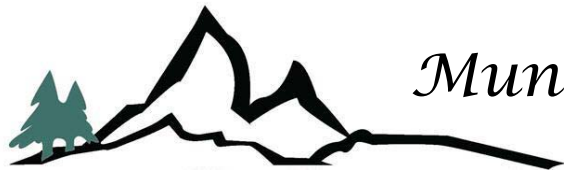
NAV CANADA's land use evaluation is valid for a period of 12 months. Our assessment is limited to the impact of the proposed physical structure on the air navigation system and installations; it neither constitutes nor replaces any approvals or permits required by Transport Canada, Industry Canada, other Federal Government departments, Provincial or Municipal land use authorities or any other agency from which approval is required. Industry Canada addresses any spectrum management issues that may arise from your proposal and consults with NAV CANADA Engineering as deemed necessary.

Yours truly,

A handwritten signature in blue ink, appearing to read "Gheorghe Adamache".

**Gheorghe Adamache | NAV CANADA**  
Manager - AIM IFP Service Delivery

cc NOPR - Northern and Prairie Region, Transport Canada  
CEJ4 - CLARESHOLM INDUSTRIAL  
CFV7 - CLARESHOLM(GEN HOSPITAL)(HELI)



# Municipal District of Willow Creek

Office of the Administrator

*www.mdwillowcreek.com*  
#26, Highway 520 West,  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

October 19, 2017

Town of Claresholm  
Box 1000  
Claresholm, AB  
TOL 0T0

**Re: DEVELOPMENT PERMIT NO. 082-17- 'TABLED'**  
**Block A, Plan 4117JK**

In reference to the above, at the last Municipal Planning Meeting (MPC) on October 18, 2017, your application has been **TABLED**, so Administration may obtain additional information, such as:

- Contacting Transport Canada, NAV Canada, and Civil Aviation Prairie and Northern Region in regards to obtaining approvals for fencing the decommissioned runways and new road access, and signage – restricting access to the runways & area by unauthorized persons;
- A meeting between the Town of Claresholm, a representative(s) from the Airport Committee and the Municipal District of Willow Creek; and
- The Municipal Planning Commission has also advised that all future events be cancelled as of today, until a development permit has been issued by the MD.

If you have any questions, contact Cindy Chisholm at 403-625-3351 ext. 235 or email at [chisholm@mdwillowcreek.com](mailto:chisholm@mdwillowcreek.com)

Thank you,

VIA EMAIL

Cindy Chisholm  
Manager of Planning and Development

/cc

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# INFORMATION BRIEF

Meeting: October 23<sup>rd</sup>, 2017  
Agenda Item: 12

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## REVIVAL OF TITLE – Plan 8510082, Block 3, Lot 6

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### **DESCRIPTION / BACKGROUND:**

Property taxes are assessed and charged by the Town on all non-exempt properties within the Town limits each year. These taxes are due June 30 of that year. If taxes are not paid by January 1 of the following year these taxes are then considered “in arrears”.

In Part 10, Division 8, of the Municipal Government Act, there are outlined means to collect property taxes that are in arrears. In short any property that has taxes in arrears for more than one year (2<sup>nd</sup> year of arrears taxes) are put on a “tax arrears list” and a notice is registered on title that the property has arrears taxes. If in the next year (year 3) taxes are still not paid the property is put up for auction to recover taxes owing, unless the property owner enters into a tax agreement with the Town to collect the taxes over a period not to exceed 36 months.

On the 2016 Tax Arrears List there were three (3) properties left that had not paid their taxes by March 31<sup>st</sup>, 2017 and were prepared to go to auction following the rules stated in the MGA. This begins with the council setting reserve bids for the properties (see attached request for decision) that are within the regulations, which was passed by Council on May 23, 2017. Next comes public advertising in the Alberta Gazette and local newspaper on specific legislated dates prior to the date of auction. The properties are then offered for sale on the auction dates with the rules of the auction carried out. If the properties are not sold at auction, the Town has the option to acquire the property through a land taxes forfeiture process.

The above noted property, Plan 8510082, Block 3, Lot 6, was one of the three properties that was set to go to auction. The property went to auction and was not sold and the Town took title of the property. The former owner of the property has since paid the arrears in full and as per the MGA has a right to have the title revived in the previous owner’s name.

### **DISCUSSION / OPTIONS:**

The previous owner has the right, according to Section 426(1) of the MGA, to have the title revived so there are no options for the Town except to proceed with the revival of the title. That process has been initiated through Alberta Land Titles and should be complete within a month.

### **ATTACHMENTS:**

- 1.) Original Request for decision to set the reserve bid for tax arrears properties

### **APPLICABLE LEGISLATION:**

- 2.) Part 10, Division 8, Section 410 - 426 of the Municipal Government Act

PREPARED BY: Lisa Chilton, Tax Administrator

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 19, 2017

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# REQUEST FOR DECISION

Meeting: May 23, 2017  
Agenda Item: 8

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## SET RESERVE BIDS, AUCTION DATE AND CONDITIONS FOR TAX SALE PROPERTIES

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### Description:

Administration requires that the auction date and the reserve bids for the 2017 tax recovery properties be set by resolution of Council.

### Background:

When a property is in tax arrears for more than 1 year the municipality must register a tax recovery notice on title for the property and the land owner is made aware of the tax arrears registered against their property. If within the next year the property taxes remain unpaid the municipality must put the property up for public auction in order to recover the arrears taxes.

The Municipal Government Act (MGA) states:

*418(1) Each municipality must offer for sale at public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.*

### Discussion:

There are three (3) properties that are eligible, per the MGA, to be sold for recovery of tax arrears at a public auction in 2017. Based on the advertising and other requirements the auction date cannot be set prior to Wednesday, August 23, 2017. The properties are:

1. N 50' of Lot 20, Block 1, Plan 147N) – assessed value \$50,060
2. N½ Lots 9-12, Block 85, Plan 147N – assessed value \$86,100
3. Lot 6, Block 3, Plan 8510082 – assessed value \$60,790

As per Part 10, Division 8, Section 419 of the MGA:

#### **Reserve bid and conditions of sale**

*419 The council must set*

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and*
- (b) any conditions that apply to the sale.*

Administration recommends the following terms and conditions of sale:

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

2. The lands are being offered for sale on an “as is, where is” basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the develop-ability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm.
3. Cash or Certified Cheque is the only method of payment that will be accepted by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes. A deposit of 10% of the bid (with GST) is due when the Offer to Purchase/Letter of Intent is submitted. The balance of the bid (with GST) is due at closing. Closing will take place within 45 days of acceptance/approval of a valid Offer to Purchase/Letter of Intent, and be at the complete discretion of the Town of Claresholm.
4. In accordance with Section 415 of the Municipal Government Act, the previous owner may make payment of all arrears of taxes and costs at any time prior to the closing of the sale, causing the sale to be nullified.

**Proposed Resolutions:**

1. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017.
2. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery reserve bids be set as follows:
  - i. N 50' of Lot 20, Block 1, Plan 147N), reserve bid \$50,060;
  - ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100;
  - iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790.
3. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended.

**ATTACHMENTS:**

2016 Assessments for 2017 taxes

**APPLICABLE LEGISLATION:**

- 1.) Part 10, Division 8, Section 413 to 421 of the Municipal Government Act

PREPARED BY: Lisa Chilton

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 18, 2017

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# INFORMATION BRIEF

Meeting: October 23, 2017  
 Agenda Item: 13

## CLARESHOLM COMMUNITY CENTRE

The Town of Claresholm and the Claresholm Community Centre Hall Board have a lease agreement, the most recent executed in 2015 to expire in 2020. The lease agreement is for an annual rent of \$1.00. As per the agreement the Hall Board shall operate and manage the leased premises including supplying all necessary equipment and personnel. They have hired custodians to clean and open/inspect/close the facility to renters.

In 2014 the Town was able to facilitate the bookings of the Community Centre in a way to assist the ease of payment for renters, as well as, a location for contract drop offs. This has assisted the Hall Board in a consistent location with hours of operation and relieved some pressure on the hired custodians. The Town provides the rental fees to the Hall Board on a monthly or bi-monthly basis and the Hall Board refunds any security deposits.

As per the lease agreement the Hall Board is responsible for any improvements, maintenance, insurance costs, utility costs (except Town utilities), and repairs to the hall. Many community groups have supported the hall in various ways as well as the hall board applying for grants for equipment and improvements. Recent years financials for the hall are as follows:

<b>2017 (to Oct 4, 2017)</b>	<b>2016</b>	<b>2015</b>
Income \$74,935.03 (includes a grant for stage)	Income \$91,766 (includes \$30,455 casino funding)	Income \$58,864
Expenses \$69,833.68	Expenses \$54,448	Expenses \$55,637
net income: \$5101.35	net income: \$37,318	net income: \$3227

Hall rentals account for approximately \$23,000-25,000 income per year with the rest coming from casino funding, and community contributions. Custodial services cost on average \$26,000 per year. Utilities cost an average of \$12,000 per year (does not include water, sewer or garbage. Since 2005 the Town has been paying the Hall board \$15,000 per year (at this time it was labelled a utilities grant). In 2010 the amount was raised to \$20,000 per year and has continued to date (prior to 2005 the Town gave smaller amounts).

Administration has investigated the procedure for the halls in surrounding Municipalities. Stavely, Fort Macleod and Nanton all operate through Hall Boards who set up the fees (see chart below), clean the facilities and handle all financials.

<b>Claresholm (2017 rates)</b>	<b>Claresholm (2018 rates)</b>	<b>Nanton</b>	<b>Fort Macleod</b>	<b>Stavely</b>
Main hall \$600.00 (meeting/shower \$400.00)	Main hall \$660.00 (meeting/shower \$440.00)	Full weekend \$800.00	Main floor - \$500.00	Main hall - \$500.00 (includes kitchen/bar)
Full weekend (main hall) \$950.00	Full weekend (main hall) \$1045.00	Basement & kitchen \$220.00	Kitchen only \$150 (no dishes)	Full facility - \$650.00
Lodge room \$200.00 Meeting room \$125.00	Lodge room \$220.00 Meeting room \$137.50	Club room \$290.00 Upstairs \$260.00	4-6 hr rental \$275.00 (funeral \$4-5 hr \$250.00)	Small hall - \$150.00 (includes kitchen/bar)
Complete facility (daily rate) \$650.00	Complete facility (daily rate) \$715.00	Basement only \$70.00	Security deposit \$350.00	Lions/Elks - \$100.00
Security deposit \$250.00	Security deposit \$250.00	Security deposit \$250.00		Security Deposit – none.

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm / Community Centre Hall Board Lease Agreement

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 20, 2017

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## 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	Tender closed Oct 19th. Awaiting official results from Associated Engineering	In progress
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	In progress
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	In progress
Regular Scheduled Meeting - October 10, 2017				
1	CORRES: Claresholm High School Rodeo - Moved by Councillor Fieguth to support the Claresholm High School Rodeo with a sponsorship of \$1,000 for their event to be held at the Claresholm Agriplex October 20, 21 & 22, 2017. CARRIED MOTION #17-106	Karine	Letter & cheque sent	Complete
2	RFD: Municipal Election Institutional Vote - Moved by Councillor Fieguth to hold an institutional vote for the municipal election on Monday, October 16, 2017 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor. CARRIED MOTION #17-107	Karine	Institutional vote was held at six locations on October 16th	Complete
5	IN CAMERA: Land - Moved by Councillor Cutler to agree to extend the buyer's and seller's conditions with Avison Young Lethbridge Inc. for #4 Skyline Crescent from September 28, 2017 to January 15, 2018. CARRIED MOTION #17-108	Tara	Extension agreement signed and sent to Avison Young.	Complete
Last meeting of 2013-2017 Council				

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 20, 2017

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# **INFORMATION ITEMS**

## Karine Wilhauk

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**From:** Ashley Nelson <santaclausparade@fortmacleod.com>  
**Sent:** Monday, October 16, 2017 4:01 PM  
**Subject:** 36th Annual Santa Claus Parade  
**Attachments:** 2017 Information Sheet for Entrants.pdf; 2017 Parade Registration Form & donation letter.pdf

Good afternoon,

It is once again that time of year where The Town of Fort Macleod starts gearing up for our annual Santa Claus parade. We would like to invite your Town dignitaries to participate in our parade to represent your Town. As the theme this year is "Celebrating Canada's 150", it would be great to see many of our local communities represented. I've attached our parade registration package for your review and consideration and to share with any organization in your Town that you think may want to join us to represent your community. Please don't hesitate to contact me if you have any questions.

Thank you and I look forward to hearing from you!

Ashley Nelson  
Fort Macleod Santa Claus Parade Coordinator  
403-715-2125

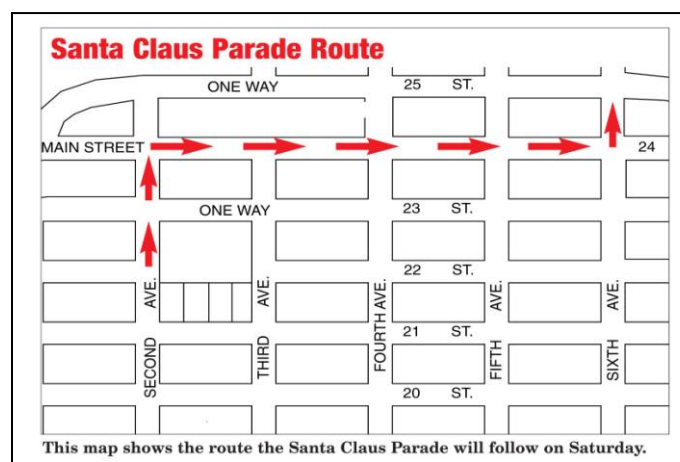


## 36<sup>th</sup> Annual Santa Claus Parade

### Information Sheet

**Please keep this sheet for the day of the parade!**

- The parade starts at 11:00 a.m.
- Any participants in the parade are asked to line-up in their designated spot starting at 10:00 a.m.
- Parade Marshalls are located at the corner of 2<sup>nd</sup> Ave and 21<sup>st</sup> Street and will direct any entrants to the location where they are to line up. The Line-up assignments are also printed in the Macleod Gazette on Wednesday, November 22, 2017.
- If your business has donated to the parade and has a banner to be carried the individuals that are carrying the banner should meet at the corner of 2<sup>nd</sup> Ave and 21<sup>st</sup> Street. The banners will be waiting there and the marshal will wave them in when it is their turn to enter the parade.
- Please remember to walk alongside your float if you are going to hand out candy. We do not allow candy to be thrown from the floats.
- If you would like to know the line-up order, please e-mail prior to the parade.
- Above all make sure to HAVE FUN and SMILE!



## Parade Entry Registration Form

The Town of Fort Macleod & Fort Macleod & District Chamber of Commerce present:



**36th Annual Santa Claus Parade on Saturday, November 25th, 2017**

Line – Up: 10 a.m. Parade Start: 11 a.m.

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** (\_\_\_\_\_) \_\_\_\_\_ **Fax #:** (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Float Category Entered:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Float            | <input type="checkbox"/> 2. Car/Golf Cart/Bike (please circle) |
| <input type="checkbox"/> 3. Truck & Trailer  | <input type="checkbox"/> 4. Antique                            |
| <input type="checkbox"/> 5. Horse/Rider      | <input type="checkbox"/> 6. Horse Drawn                        |
| <input type="checkbox"/> 7. Walking/Marching | <input type="checkbox"/> 8. Other, please describe on reverse  |

**Will you have music?** Live \_\_\_\_\_ Taped \_\_\_\_\_ None \_\_\_\_\_

**Will Candy be given out?** Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*No candy is to be thrown from vehicles\*\***

Please walk and hand out any candy. It is slippery and dangerous for the children to run towards the moving vehicles.

**\*\*Please, DO NOT use Santa Claus on Floats or other entries.\*\***

He has his own float at the very end of the parade. Thank you!

**Floats should be at least 80% decorated**

**Insurance:** The Town of Fort Macleod strongly encourages participants with motorized vehicle and equestrian entries to have a minimum of \$2 million liability coverage. This request is not compulsory for 2017, but is for your own protection. Please call Kris Holbeck at 403-553-4425 ext. 222 if you require further information.

Entries can be dropped off at The Chamber of Commerce, The Macleod Gazette, or mailed according to the information on this form. For further information please call or email Ashley Nelson.

Good Day,

September 30, 2017

On behalf of the Town of Fort Macleod and the Fort Macleod and District Chamber of Commerce, the Santa Claus Parade Committee would like to invite you to participate in this year's 36th annual Santa Claus Parade. It will take place on Saturday, Nov. 25th at 11:00 a.m. and this year's theme is ***"Celebrating Canada's 150"***.

In light of the theme of "Celebrating Canada's 150", we hope to see floats that show us how Canadians celebrate Christmas. Be creative and have fun incorporating the heritage of our country. Please remember that Santa Claus is not to be used on any floats in the décor. He has his own float at the end of the parade.

Our annual Santa Claus Parade is said to be the "Biggest and Best, West of Toronto" with up to 100 entries, including several marching bands. Crowds of up to 10,000 people from all over Southern Alberta line our historic Main Street to watch our 1 ½ hour parade.

As you can imagine the costs of hosting this event are quite significant and it is only because of your generosity that our annual parade is successful. We invite and welcome you to participate in our parade and to also become a financial sponsor by contributing an amount with which you are comfortable. We are truly grateful for any and all donations and you will receive a Certificate of Appreciation.

If you choose to become a corporate sponsor, you will be fully recognized for your contribution. Donors of \$500 or more will be included in our media coverage. For those who have donated in the past, a large banner with your name on it is available to be carried in the parade by yourself or your staff to celebrate your corporate sponsorship. If you are a new donor and would like a banner to be carried in the parade these are available for an additional fee.

As a valued member of our community, we look forward to your positive response of support. Please help us to continue this wonderful tradition in Fort Macleod. Donations can be dropped off at the Chamber of Commerce, or mailed to: Santa Claus Parade, PO Box 928, Fort Macleod, Alberta, T0L 0Z0. If a tax receipt is required please make cheques payable to the "Town of Fort Macleod", if no tax receipt is required please make cheques payable to the "Santa Claus Parade." Thank you so much and hope to see you on November 25<sup>th</sup>!

Sincerely,

***Santa Claus Parade Committee***