



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
SEPTEMBER 11, 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 AUGUST 14, 2017**

**ACTION ITEMS:**

1. **CORRES: Alberta Volunteer Awards**  
**RE: 2017 Stars of Alberta Volunteer Awards**
2. **CORRES: Debbie Lozeman, Terry Fox Run Organizer**  
**RE: Annual Terry Fox Run September 17, 2017**
3. **CORRES: Bobbie-Jo Penner**  
**RE: Parking at Claresholm Curling Rink**
4. **CORRES: Magan Braun**  
**RE: Skyline Crescent Block Party**
5. **CORRES: Claresholm Bantam Football Association**  
**RE: Request for Sponsorship**
6. **CORRES: Kinsmen Club of Claresholm**  
**RE: Request for Donation to Charity Golf Tournament**
7. **REQUEST FOR DECISION: Fortis Franchise Fee**
8. **REQUEST FOR DECISION: Parks & Recreation Master Plan**
9. **REQUEST FOR DECISION: 8th Street West / Westlynn Drive Walking Path**
10. **REQUEST FOR DECISION: Outdoor Fitness Parks In-Kind Donation**
11. **REQUEST FOR DECISION: Meeting With Hon. Shave Anderson, Minister of Municipal Affairs**
12. **REQUEST FOR DECISION: Economic Development Marketing Plan**
13. **REQUEST FOR DECISION: Municipal Election Advance Vote**
14. **INFORMATION BRIEF: Multi-use Community Building & Town Hall Project Update**
15. **INFORMATION BRIEF: ARPA Choosewell Award**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA: Land (2); Legal**

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – August 2017
2. Municipal Planning Commission Minutes – July 21, 2017
3. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – July 18, 2017
4. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – August 24, 2017
5. Emergency Services Committee Meeting Minutes – May 3, 2017
6. Economic Development Committee Meeting Minutes – July 24, 2017
7. Economic Development Committee Meeting Minutes – June 19, 2017
8. MD of Willow Creek No. 26 Notice of Decision, Jason Toone – August 16, 2017
9. Proclamation for Prostate Cancer – September 2017
10. AAMDC Briefing on MGA Regulations – Batch Two – July 2017
11. Thank You from Rosemary Wishart and Arnold McAulay
12. Oldman River Regional Services Commission Annual General Board of Directors' Meeting Minutes – June 1, 2017
13. Alberta SouthWest Bulletin – September 2017
14. Alberta SouthWest Regional Alliance Minutes – August 2, 2017

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**AUGUST 14, 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 and Mike McAlonan

**ABSENT:** Mayor Rob Steel; Councillor Shelley Ford

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

**MEDIA PRESENT:** Laurence Gleason, Claresholm Local Press

**CALL TO ORDER:** The meeting was called to order at 7:02 p.m. by Deputy Mayor Lyal O’Neill

**AGENDA:** Moved by Councillor Fieguth to add Donna Courage as a Delegation regarding an Outdoor Fitness Park.

**DEFEATED**

Donna Courage insisted on being heard and Deputy Mayor O’Neill noted Donna was out of order, but allowed her 10 minutes to speak.

Donna wants to know why there is only one fitness park in the Recreation Master Plan and why is it on the west side and not the east side. They have applied for grants for two parks. The prices are not going to stay the same and they do not want to lose out on the funding.

Moved by Councillor McAlonan that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – JULY 17, 2017**

Moved by Councillor Dixon that the Regular Meeting Minutes July 17, 2017 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: Harvey Dippel**  
**RE: Concerns with 53<sup>rd</sup> Avenue East**

Council stipulated that all work done to date is deemed to be all that can be done to correct Harvey Dippel’s concerns regarding 53<sup>rd</sup> Avenue East.

2. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Municipal Sustainability Initiative (MSI) Capital**

Received for information.

3. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Municipal Sustainability Initiative (MSI) Operating**

Received for information.

4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Alberta Emergency Services Medal Program**

Referred to the Emergency Services Committee.

5. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Minister’s Message – Regulation Review**

Received for information.

6. **CORRES: Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA) Leadership Group**  
**RE: Updated Version of the 2007 Agreement on Area Resource Sharing**

**MOTION #17-078** Moved by Councillor Fieguth to approve the Southern Alberta Emergency Management Resource Sharing Agreement as presented.

**CARRIED**

7. **CORRES: The Municipal District of Willow Creek No. 26**  
**RE: Notice of Municipal Planning Commission Meeting August 16, 2017**

Received for information.

**8. CORRES: The Municipal District of Willow Creek No. 26**  
**RE: Notice of Decision Application No. .54-17**

Received for information.

**9. CORRES: ATCO Gas, Lethbridge Region**  
**RE: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a)**

MOTION #16-079 Moved by Councillor Cutler to keep the franchise fee percentage the same at 10% for 2018 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

**CARRIED**

**10. CORRES: The Bridges at Claresholm Golf Club**  
**RE: Water License**

MOTION #17-080 Moved by Councillor Cutler to direct Administration to pursue completing an application for a water license for the Claresholm Golf Club in partnership with the Claresholm Golf Club Board for the purpose of irrigation with application costs to be covered by the golf club.

**CARRIED**

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

MOTION #17-081 Moved by Councillor McAlonan to accept the contract extension for the purchase of #4 Skyline Crescent until September 28, 2017.

**CARRIED**

**12. REQUEST FOR DECISION: 8<sup>th</sup> Street West Pathway Extension**

MOTION #17-082 Moved by Councillor McAlonan to accept the Pathway Extension Planning and Design contract with Associated Engineering at a cost of \$8,635 to be funded out of the Parks and Pathways Capital Reserve fund.

**CARRIED**

**13. REQUEST FOR DECISION: Community Initiatives Program (CIP) Grant Application – Walking Paths**

MOTION #17-083 Moved by Councillor Fieguth to send a letter of support for the Walking Paths project by the Claresholm Kinsmen and the Claresholm Kinettes with in-kind donations to include labour and equipment to a maximum value of \$7,000.

**CARRIED**

**14. REQUEST FOR DECISION: Audit & Accounting Services Contract**

MOTION #17-084 Moved by Councillor Cutler to award the audit and accounting services contract to Avail LLP for a three (3) year term with the option of two (2) one (1) year renewals as per their proposal dated July 11, 2017 for a total value over three (3) years of \$72,000 (Option A).

**CARRIED**

**15. REQUEST FOR DECISION: Centennial 50<sup>th</sup> Anniversary Monument & Flag Pole**

MOTION #17-085 Moved by Councillor McAlonan to erect a flag pole and monument in Centennial Park in 2017 to commemorate Centennial Park's 50<sup>th</sup> Anniversary and Canada's 150<sup>th</sup> Anniversary at a cost not to exceed \$5,500. This is to be an out of budget project and will be funded from General Reserves.

**CARRIED**

**16. REQUEST FOR DECISION: Preliminary Engineering – Storm Water Management Phase 2**

MOTION #17-086 Moved by Councillor Dixon that whereas applications for funding through the Alberta Community Resilience Program which include preliminary engineering plans will be looked on more favourably; and whereas the preliminary engineering costs would become part of the eligible costs for the project funding, therefore be it resolved to proceed with the preliminary engineering on Phase 2 of the Stormwater Management Plan upgrades, put forth by Associated Engineering in the amount of \$26,500 plus GST, with funds allocated from Capital General Reserves.

**CARRIED**

**17. REQUEST FOR DECISION: Rocky Mountain Drift Club Camping Request**

MOTION #17-087 Moved by Councillor Dixon to approve the use of the green space north of Moffat Park by the Rocky Mountain Drift Club for tenting and the parking of trailers for August 26<sup>th</sup>, 2017 contingent on approval from the Willow Creek Ag Society as the leasees of the property.

**CARRIED**

**18. REQUEST FOR DECISION: Rocky Mountain Drift Club Runway Request**

MOTION #17-088 Moved by Councillor Dixon to approve the use of the active runway by the Rocky Mountain Drift Club on Sunday, August 27, 2017 from 10am to 6pm.

**CARRIED**

**19. FINANCIAL REPORT: Statement of Operations – June 30, 2017**

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

**CARRIED**

**20. FINANCIAL REPORT: Statement of Operations – July 31, 2017**

Moved by Councillor Fieguth to accept the Consolidated Statement of Operations for the month ended July 31, 2017 as presented.

**CARRIED**

**21. INFORMATION BRIEF: Designated Industrial Property Assessments**

MOTION #17-089 Moved by Councillor Fieguth to send a letter to Alberta Municipal Affairs requesting that the Town provide the Designated Industrial Property Assessments through our current contractor, subject to the province paying the cost of the assessments.

**CARRIED**

**22. INFORMATION BRIEF: Traffic Study**

Received for information.

**23. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**25. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**26. IN CAMERA: Legal; Land**

Moved by Councillor Dixon that this meeting go In Camera at 8:29 p.m.

**CARRIED**

Moved by Councillor Dixon that this meeting come out of In Camera at 9:25 p.m.

**CARRIED**

MOTION #17-090 Moved by Councillor Cutler to move the office of the Economic Development Officer to the municipally owned building that is designated for the Multi-Use Building located at 5318 – 2 Street West.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Cutler that the meeting adjourn at 9:28 p.m.

**CARRIED**

Deputy Mayor – Lyal O'Neill

Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**

**From:** Alberta Volunteer Awards [<mailto:ABVolunteerAwards@gov.ab.ca>]

**Sent:** Wednesday, August 30, 2017 11:00 AM

**Subject:** Volunteers...Share their stories...Inspire others!

## **Volunteers...Share their stories...Inspire others!**

Across the province, ordinary people are doing extraordinary things that make our communities the kind of vibrant, welcoming places we can all take pride in. These people are Alberta volunteers - friends and neighbours from teens to seniors whose generous contributions of time and talent make life better for Albertans.

Over the years, we have heard thousands of incredible stories of the compassion and dedication of Alberta volunteers. We know there are so many more waiting to be told. Tell us stories about the remarkable volunteer in your community - nominate them for the [2017 Stars of Alberta Volunteer Award](#)!

Full details including nominations forms are available at [www.culture.alberta.ca/stars](http://www.culture.alberta.ca/stars).  
Deadline for nominations is **September 15, 2017**.



Agenda  
September 21

**THE TERRY FOX  
FOUNDATION**

August 22, 2017

Mayor Rob Steel and Councillors  
Town of Claresholm

Dear Rob:

Claresholm's annual Terry Fox Run will again be celebrated this year. The Town of Claresholm continues to shine in supporting Terry's legacy. Last year we raised over \$4400. This year's Run for cancer research takes place on Sunday, **September 17th**, at 2 p.m at the Claresholm Fire Hall.

We hope to see you and other members of the Council on Sunday, September 17<sup>th</sup>, and thank you for your continued support.

Sincerely,

Debbie Lozeman, Terry Fox Run Organizer

**The Terry Fox Run Sunday, September 17, 2017**

BN/Registration Number: 10809 9979 RR0001

Bobbie-Jo Penner  
507 54 Ave West  
PO Box 2906  
Claresholm, AB T0L 0T0  
August 17, 2017

Claresholm Town Council  
Claresholm, AB T0L 0T0

Dear Claresholm Town Council:

I am having my wedding at the Claresholm Curling Club May 12, 2018 and am approaching the council to ask if a few of my guests may be allowed permission to park and use their RV campers and motorhomes on the vacant grass area just north of the Club. They will not be using any power and I can personally guarantee that we will leave the space in pristine condition when we leave.

I have been on the Curling Club board as President for 3 years and take pride in how the building looks and how it is treated. I appreciate your consideration in this manner and look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bobbie-Jo Penner', with a long, sweeping horizontal line extending to the right.

Bobbie-Jo Penner



September 7, 2017

Dear Mayor and Town Council,

I live on Skyline Crescent and we are trying to organize a block party so we can meet the neighbors. We want to build relationships and get to know everyone.

A few of the neighbors that know each other quite well have got together to map out the beginning of a plan for a block party. Our plan is to make up an invitation and go door to door inviting the neighbors. We are thinking of getting some of the big BBQ's from a few of the workplaces represented on our block and put them at the end of the cul de sac. We would invite our neighbors to bring their own meat and a side dish to share so we are also going to set up some tables around the BBQ for the dishes. We also want to plan some fun games for everyone to participate in and get to know one another.

Right now we are planning this event for **September 16 from 4-8 pm**. Our request to council is for permission to close off our street to traffic for those hours (could the town supply barricades?). Then the neighbors don't have to worry about traffic as we mingle and play games.

We haven't had the time to get our invitations out to the larger block yet but are planning to do that ASAP so everyone is aware of this exciting event! We are also trying to engage someone from the apartment building at the end of the cul de sac to help us connect to everyone living there too.

Thank you for considering our request and we look forward to your answer about shutting off access to the street for the block party.

Sincerely,

Magan Braun on behalf of a small group of neighbors on Skyline Crescent.

April 21, 2017

## Claresholm Bantam Football Sponsorship Program

On behalf of the Claresholm Bantam Football Association I am writing to request sponsorship to support youth football in Claresholm.

The cost associated with the sponsorship program is \$300/year. Each sponsor is recognized by a 24" X 48" canvas sign displayed at the football field containing your name, logo etc.. Sponsors are also recognized on the Claresholm Football web page (Claresholmfootball.com).

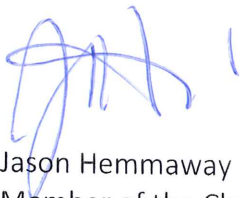
We also need to purchase jerseys this year at a cost of \$3000 per set of 40 jerseys. This sponsor will be recognized with a 24" X 48" canvas sign displayed at the football field for the next 10 years.

Through community support we have raised enough funds to enable us to put in place the plans to update the score clock this spring. Therefore we are willing to accept in-kind donations of equipment and/or labor, and if valued at \$300 or greater those in-kind donations shall be seen as your one, two, three years or more commitment to the program.

Other long term plans are to finish the track surface and install a new concession/washroom facility at the field.

We purposely keep registration fees low to make sure we give the youth in our community every opportunity to play; therefore we must fund raise to expand the program, update the equipment and the facility. Thank you in advance for supporting our community already in so many ways. If you can help us achieve our goals great, if not we know you are helping others in some other equally important way.

Regards,



Jason Hemmaway

Member of the Claresholm Bantam Football Association

(If you're interested please contact me at sky\_line@telus.net or 403-625-9760)



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



Date of Application: Aug 9/17

Date of Event: September 11/17 (Back to School)

**1. Applicant Information**

Name of Applicant: Claresholm Bantam Football Association

Address: Box 774

Contact Person: Jeff Perry

Phone, Fax, Email: 403-625-3356

**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

June 12, 2000

508894730

**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):

\$300 sponsorship campaign - Signage provided to

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

*Recognize Sponsor*

Amount (value) Requested: \$300/renews annually.

**6. Details of how the funds will be expended:**

The funds from the sponsorships program are used to improve the facility/ the programs and the equipment.

**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
Yearly	?	Facility Upgrades
	↓ In kind labor or equipment	

**8. Organizational Information**

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

The football society provides a recreational/ educational opportunities for youth and adults.

Executive - President = Ken Wright  
Vice President = Todd Buhmiller  
Secretary = Megan Braun  
Treasurer = Jeff Perry.

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

To grow sport and team work in youth.

How will your organization acknowledge the Town's donation?

We buy a Banner that is displayed @ the field during the summer = warm months of the year with the Claresholm Logo and whatever verbage you wish included. Banner is 24" x 48"

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	30,000	Facility/Program Upgrades
Local Raffles/Fundraisers	5,000	Facility/Program Operational Needs
Sponsorship Signs	5,000	Facility/Program/Equipment Upgrades



## Kinsmen Club of Claresholm – Annual Mixed Open Scramble

The Kinsmen club of Claresholm is currently seeking participants and sponsors for our 2017 fundraising golf tournament. The tournament will be held at the Bridges at Claresholm Golf Club on Saturday September 23 at 1:00pm.

We are holding this tournament to help raise funds to help out local organizations in need of funding and to raise funds to help build new walking paths for the Town of Claresholm. 1<sup>st</sup> Phase will hopefully be completed next spring. This will be a walking starting near the cemetery and going west on the old railroad location.

For the tournament we are looking for Sponsors. There are 3 different sponsorship levels.

**Bronze Sponsor:** Any prize to be given out during Prize Presentation. Your name will be displayed on a board by Prize Table.

**Silver Sponsor:** \$200.00 includes Hole Sponsorship. Your company's logo and name will be posted on one of the 18 holes at the Bridges at Claresholm Golf Club as well as on our sponsorship board in clubhouse.

**Gold Sponsor:** \$400.00 includes Hole Sponsorship and payment for one 4 person team in tournament. Includes all other details listed in Silver package.

If you would like to participate or be a sponsor of the tournament please contact

403-625-3500 Kinsmen Club of Claresholm Member at  
(403) Lyle Broderson

Kinsmen Club of Claresholm supporting local groups in Claresholm for the past 25 years. Help us continue our local support.

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



Date of Application: August 9/17  
Date of Event: September 23/17

**1. Applicant Information**

Name of Applicant: Kinsmen Club of Claresholm (1989)  
Address: Box 1707 Claresholm TOLOTO  
Contact Person: Lyle Broderson  
Phone, Fax, Email: 403-625-3500

**2. Type of Organization:** (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Service Club

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

May 10, 1989

504020686

**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): (See attached letter)

Charity Golf Tournament - Gold Sponsor \$400 value

Other (explain):

Raffle/Door Prize, Cooler Bag with golf/town related items: \$100 value  
\$500  
\*support local business

Amount (value) Requested: \$500

**6. Details of how the funds will be expended:**

The funds will be expended to build walking paths. All proceeds/profits from the tournament will be directed towards that initiative.

**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
?	?	in kind donations for projects + raffle/door prizes

**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 are a service club whose goals align with youth, community and recreation.

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

Our current main initiative is to build the recreational opportunities for Claresholm residents and the primary goal is walking paths.

How will your organization acknowledge the Town's donation?

Signage + verbal recognition @ the golf tournament.



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	39,000	Community Needs + Walking Paths/Recreation
Community Events.	10,000	Youth initiatives.



# REQUEST FOR DECISION

Meeting: September 11, 2017  
Agenda Item: 7

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## FORTIS ALBERTA INC. FRANCHISE AGREEMENT

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### DESCRIPTION/BACKGROUND:

Fortis Alberta Inc. has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2018 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

#### "5) Franchise Fee

a) *Calculation of Franchise Fee-*

*In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.*

*For the first (1<sup>st</sup>) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).*

*By no later than September first (1<sup>st</sup>) of each year, the Company shall:*

- i) Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and*
- ii) With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.*

b) *Adjustment to Franchise Fee-*

*At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.*

*If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, **no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.***

*If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1<sup>st</sup>) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.*

c) *Franchise Fee Cap-*

*The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval."*

**DISCUSSION/OPTIONS:**

1. The franchise fee was at two percent (2%) since the agreement came into effect in 2013. At the September 26, 2016 Council meeting, Council passed the following motion:

Moved by Councillor McAlonan to increase the franchise fee percentage to 4% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc.

This increase took effect on January 1, 2018.

2. For the first eight months of 2017, the Town has seen an increase in revenue of \$28,189.87, or roughly \$3,500 per month.

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

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue once again if Council chose to increase the franchise fee.

**RECOMMENDED ACTION:**

Administration recommends Council keep the franchise fee percentage at 4% for 2018.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to maintain the franchise fee percentage at 4% for 2018 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

**ATTACHMENTS:**

- 1.) Correspondence from Fortis Alberta dated September 5, 2017

**APPLICABLE LEGISLATION:**

- 1.) Electric Distribution System Franchise Agreement- Town of Claresholm & FortisAlberta Inc.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 6, 2017

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**From:** Law, Kayla [<mailto:kayla.law@fortisalberta.com>]  
**Sent:** Tuesday, September 5, 2017 11:37 AM  
**To:** Marian Carlson  
**Cc:** MacNaughton, Merlin  
**Subject:** FortisAlberta Franchise Fee Information - Please respond by November 1, 2017  
**Importance:** High

Good Morning:

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2018**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

**IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2018**

1. Review the attached Franchise Fee Calculator and present the recommendations to Council;
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** *(Please use the sample advertisement that is attached).*
2. If increasing your franchise fee, it must stay within the current Franchise Fee **Cap of 20%.**
3. **By November 1<sup>st</sup>, 2017**, please email or fax clear copies of the following to me @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398

Include:

- ✓ A copy of the advertisement;
  - ✓ Publication dates for both advertisements;
  - ✓ Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2018.**
  5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify me @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398

**TIPS FOR USING THE FRANCHISE CALCULATOR**

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you are able to change the Franchise Fee percentage (yellow cell)  
By changing this cell the spreadsheet will automatically update to reflect your estimated revenue for 2018.

Franchise Fee Calculator Changes: Yellow area is to calculate different franchise fee.	
2018 Proposed Franchise Percentage	2.00%

- On the second tab: Residential Bill Impacts, you can view the impact to an average residential bill by changing cell F21 & F39.  
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: Franchise Fees YOY (year over year), you can see how much revenue your municipality has collected over the last two and a half years.

**Please note: All rate increases/decreases are estimated and have not been filed or approved with the AUC.** The Distribution Tariff revenues shown are estimates only, and this are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

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](http://www.fortisalberta.com)

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**ALBERTA**

**MISSION ZERO**  
Bring it Home  Preventable Injuries

**MUNICIPAL FRANCHISE FEE RIDERS**

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	3%	2015/01/01
01-0003	Airdrie	13%	2016/01/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	6%	2013/07/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	0%	2015/04/01
02-0387	Banff	4%	2012/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2013/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	7%	2013/07/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

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FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

**MUNICIPAL FRANCHISE FEE RIDERS**

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
04-0080	Crystal Springs	0%	2016/01/01	02-0202	Legal	7%	2016/01/01
03-0081	Czar	5%	2013/10/01	03-0207	Lomond	15%	2017/01/01
02-0082	Daysland	5%	2013/07/01	03-0208	Longview	17%	2017/01/01
02-0086	Devon	13%	2013/01/01	03-0209	Lougheed	5%	2016/01/01
02-0088	Didsbury	17%	2016/01/01	02-0211	Magrath	8%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0093	Duchess	14%	2016/01/01	02-0215	Mayerthorpe	8%	2016/01/01
02-0095	Eckville	10%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0096	Edberg	9%	2017/01/01	02-0218	Milk River	12%	2017/01/01
03-0097	Edgerton	16%	2015/01/01	02-0219	Millet	13%	2016/01/01
02-0100	Edson	5%	2015/01/01	03-0220	Milo	20%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0224	Morinville	20%	2013/07/01
03-0112	Foremost	7%	2016/01/01	04-0230	Nakamun Park	0%	2013/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0232	Nanton	7%	2016/01/01
02-0124	Gibbons	10%	2013/01/01	03-0236	Nobleford	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	03-0233	New Norway	6%	2009/01/01
04-0129	Golden Days	0%	2017/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0135	Granum	5.50%	2013/07/01	04-0385	Norris Beach	0%	2016/01/01
04-0134	Grandview	0%	2016/01/01	02-0238	Okotoks	10%	2017/01/01
04-0138	Gull Lake	0%	2016/01/01	02-0239	Olds	8.59%	2015/01/01
02-0143	Hardisty	7%	2017/04/01	02-0240	Onoway	7.50%	2013/01/01
03-0144	Hay Lakes	7%	2015/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0248	Penhold	19%	2014/01/01
03-0149	Hill Spring	5%	2015/09/01	02-0249	Picture Butte	10%	2016/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0152	Holden	4%	2016/01/01	04-0253	Point Alison	0%	2017/01/23
03-0153	Hughenden	5%	2016/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0257	Provost	20%	2015/01/01
02-0180	Innisfail	9%	2017/01/01	02-0261	Raymond	12%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0265	Redwater	0%	2013/07/01
02-0183	Irricana	0%	2013/10/01	02-0266	Rimbey	14%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0268	Rocky Mtn House	12%	2017/01/01
04-0379	Jarvis Bay	0%	2015/10/08	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01
02-0197	Lamont	5%	2013/07/01	04-0279	Seba Beach	4%	2014/01/01
01-0200	Leduc	16%	2014/01/01	02-0280	Sedgewick	8%	2017/04/01

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Fortis Alberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

**MUNICIPAL FRANCHISE FEE RIDERS**

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
04-0283	Silver Sands	3%	2008/02/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2008/02/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	13.50%	2017/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	8%	2017/01/01
04-0386	Sunrise Beach	0%	2008/08/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	5%	2017/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.89%	2017/01/01
04-0354	Yellowstone	3%	2016/01/01

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FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.





# REQUEST FOR DECISION

Meeting: Sept 11, 2017  
Agenda Item: 8

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## PARKS & RECREATION 2017 MASTER PLAN

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### **Background:**

On August 24<sup>th</sup>, 2017 the Facilities and Infrastructure Planning Committee (FIPC) met to review the draft Parks & Recreation 2017 Master Plan along with input received from the public. This public input was received in the form of surveys, which were collected from July 31 to August 18<sup>th</sup>, as well as verbal input received by public attendees at the August 24<sup>th</sup> FIPC meeting. As a result of this public input the draft plan was updated to include two outdoor fitness parks instead of one, add some additional pathways east of The Bridges Golf Course and on the north end of 8<sup>th</sup> Street West up to Derochie Drive, and updates to some of the details on the proposed upgraded skate park and type of fencing for the East-Side Dog Off Leash Area.

### **Recommendations:**

On September 7<sup>th</sup>, 2017 FIPC met to review the updates to the Parks & Recreation 2017 Master Plan and approved a motion to recommend to council to adopt the Parks & Recreation 2017 Master Plan (September 7, 2017 draft) as presented.

### **Proposed Resolutions:**

Moved by Councilor \_\_\_\_\_ to adopt the Parks & Recreation 2017 Master Plan as presented.

### ATTACHMENTS:

- Parks & Recreation 2017 Master Plan

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 7, 2017

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**Parks & Recreation  
2017 Master Plan  
(Sept 7, 2017 Draft)**



**Claresholm**

Where **Community** Takes Root

DRAFT

**Prepared By:  
Denise Spencer  
September 7, 2017**

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DRAFT

## VISION

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

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

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

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

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

## MUNICIPAL SUSTAINABILITY PLAN (2008)

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

## MUNICIPAL DEVELOPMENT PLAN (2010): GOALS AND OBJECTIVES

### Recreation, Parks and Open Space

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

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

### Residential Development

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

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

Community Culture, Wellness and Safety

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

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

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

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

DETAILED DESIGN MANUALS	
Design Guidelines for Downtown Claresholm	

**PLANNING & GUIDING POLICIES**

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

**ASSESSMENT**

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

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

**PARKS & RECREATION MASTER PLAN POLICY**

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

**PARKS AND RECREATION POLICIES:**

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

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

**ASSESSMENT**

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

## PARKS AND OPEN SPACE POLICIES

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

### ASSESSMENT

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

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

## TRAILS AND PATHWAYS POLICIES

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

### PARTNERSHIP POLICIES

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

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

### ASSESSMENT

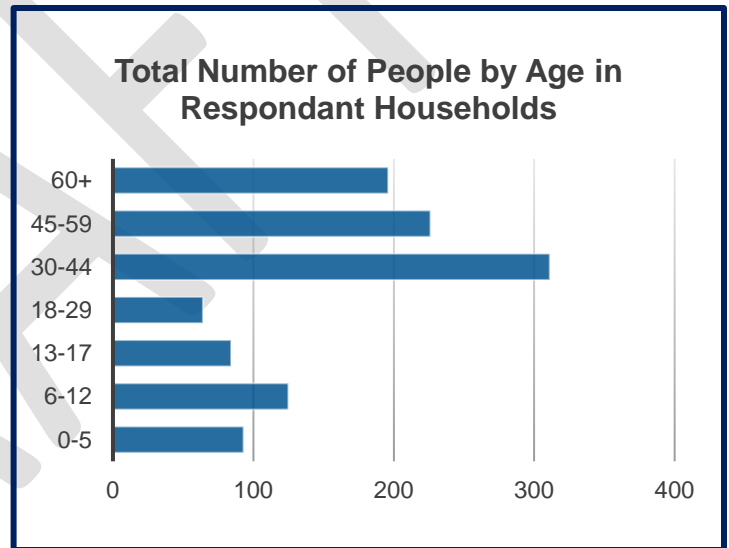
The above captures the Town’s interest to partner with the school board and the MD of Willow Creek to deliver quality recreation facilities, services and programming. Currently relationships with such partners are in good standing.

## PUBLIC ENGAGEMENT

The Town presented a draft copy of this Parks and Recreation Master Plan on July 31, 2017. The public was asked for input in the form of a survey that was available from July 31<sup>st</sup> to August 18<sup>th</sup>. This was posted through social media, on the Town’s website, and paper copies were made available throughout Town.

There were 441 responses, with 87% of respondents being residents of Claresholm and the remainder from the MD of Willow Creek or surrounding municipalities within the MD.

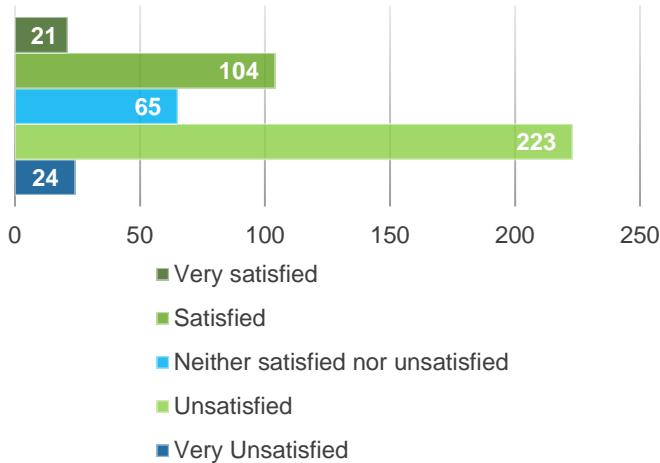
The age demographic of respondent households was weighted towards those 30+ with families, which are most likely to be using these recreation facilities.



Approximately half of the responses received focused on the outdoor fitness parks.

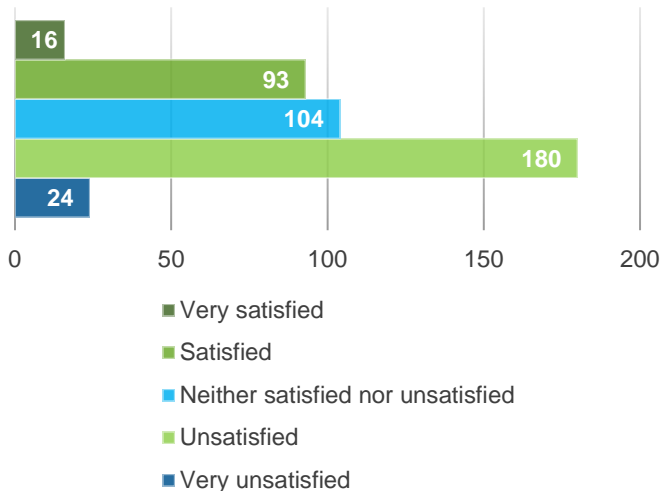


### Satisfaction with Range of Recreational Opportunities in Claresholm



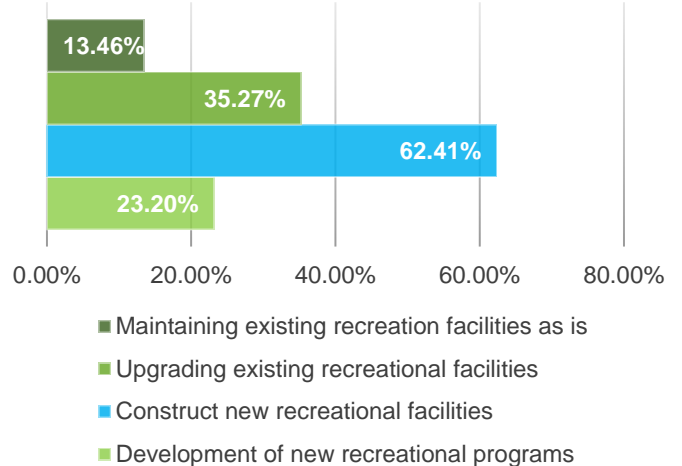
- The community needs more activities and things to do for youth and teens – suggestions included bowling alley, movie theatre, more youth programming, outdoor pool.
- Appreciation for focus on trails and pathways and for even greater focus in these areas. One specific request made by way of petition was to extend the pathway system on 8<sup>th</sup> Street West all the way north to Derochie Drive.
- Requests for new facilities such as a Multi-Use Recreational Facility and indoor courts for activities such as pickleball.
- A few comments regarding the desire for a larger, upgraded, and relocated skate park, including expansion to allow for BMX bikes as well.
- Importance and urgency for Arena upgrades.
- Request for aesthetic fencing of the dog parks rather than chain-link.

### Satisfaction with 2017 Parks & Recreation Master Plan Projects & Priorities



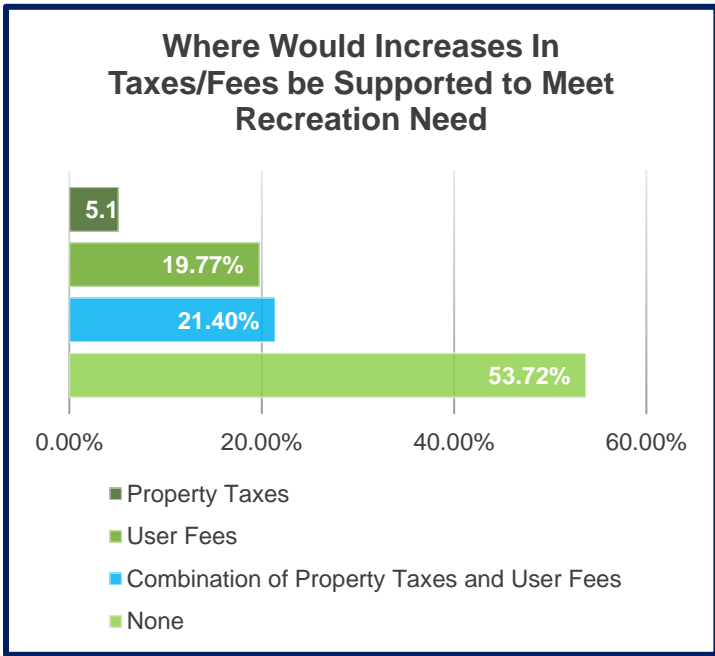
Respondents were also asked where they thought the town should focus its efforts; maintaining existing facilities, upgrading existing facilities, constructing new facilities, or development of new programs. Responses were heavily weighted towards construction of new facilities, however many of these responses, based on comments provided, were focused on the new construction of outdoor fitness equipment.

### Where Should the Town Focus Their Efforts and Money



Further comments provided in explanation to responses on satisfaction levels, along with general comments regarding recreation facilities, programs or services in the Town of Claresholm included a wide range of responses. A few common themes were present in the responses. These included:

- Approximately 200 responses in favor of two outdoor fitness parks, one at Centennial Park and one at Patterson Park



As a result of the public input the Draft Parks and Recreation Master Plan was updated to include two outdoor fitness parks, one at Centennial Park and one at Patterson Park. The plan was also updated to include additional pathways, including an extension on 8<sup>th</sup> Street West north to Derochie Drive as well as a planned pathway system at the south end of Town, east of The Bridges Golf Club. Other minor changes included aesthetic fencing of the Eastside Dog Off-Leash Area and expansion of the Skate Park to allow for BMX bikes.

## RECOMMENDATIONS AND ACTIONS FOR SERVICES AND ORGANIZATIONS

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

## LIVABLE COMMUNITIES

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

*Source: Ponoka Recreation & Culture Master Plan 2016-2036*



## **A PLANNING & PROGRAMS GUIDE:**

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

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

## **LIVABLE COMMUNITIES PHILOSOPHY:**

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

### **Social**

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

### **Economic**

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

### **Ecological**

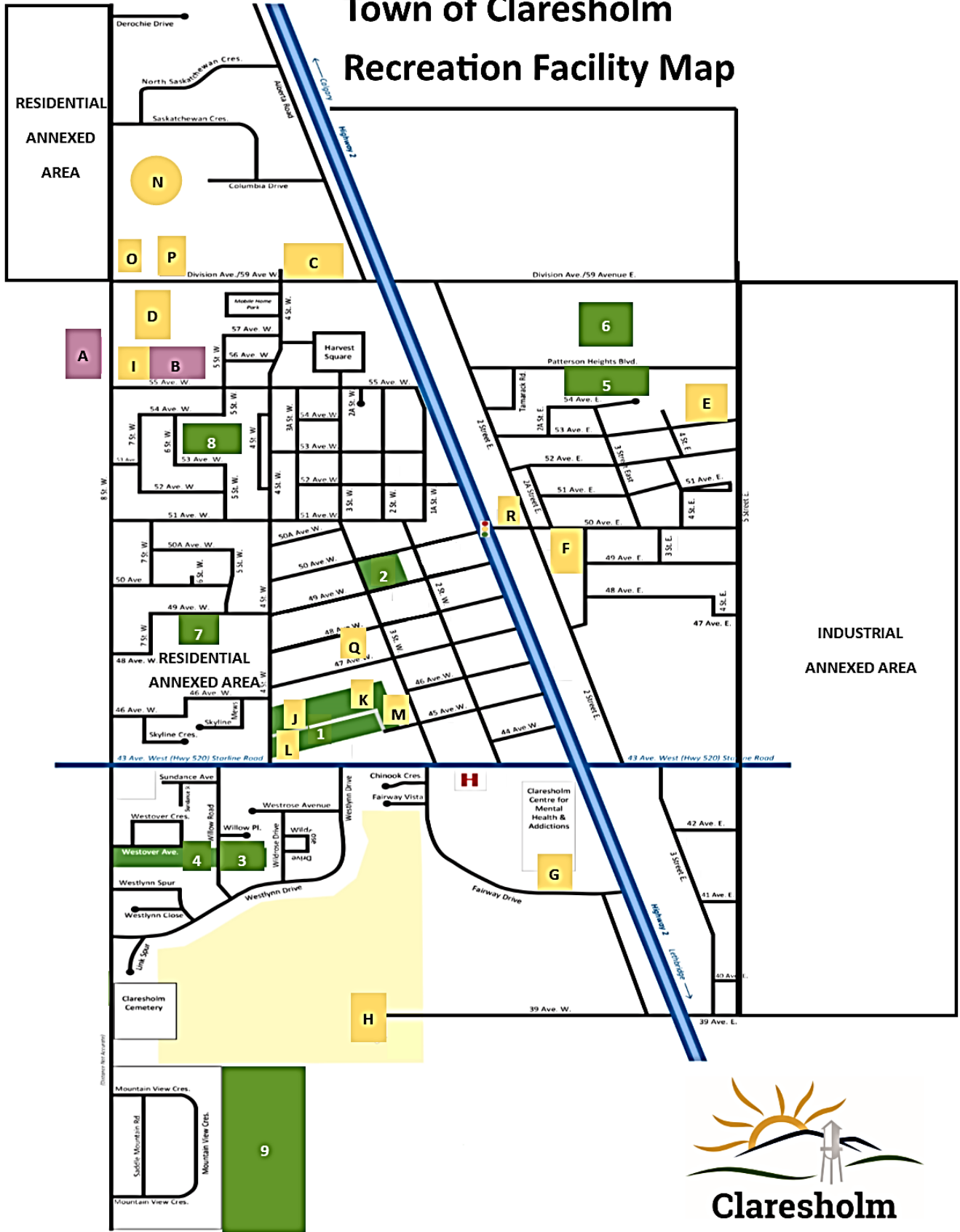
*Integrating the natural and built environment with recreation and cultural planning will encourage communities that are rich with green space and biodiversity. The built form can be complemented with landscape to create healthy and happy communities*

### **Culture**

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

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

# Town of Claresholm Recreation Facility Map



## LEGEND

### SCHOOLS

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

### RECREATIONAL FACILITIES

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

### PARKS

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

## SUMMARY OF TOWN OWNED STRUCTURES AND BUILDINGS

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

*Listed in order they appear in this document.*

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

## Replacement & Recommendation Summary – Year 1 & 2

Facility	Recommendation	Year	Priority	Est. Cost	Outside Funding	Town Share
Lions Park	Replace play structure - Completed	2017	High	100,000	65,000	35,000
Trails & Pathways	Kin Pathway – Extend walking path on 8 <sup>th</sup> Street from Westlyn Drive to the Acreages. Will tie in to Storm Pond Walking Trails in 2018.	2017	High	150,000	Unknown	Unknown
Football and Soccer Fields	Refinishing track, correcting drainage, & developing soccer pitches is scheduled for 2017 through the Football Association, Soccer Club, and Livingstone Range School Division. (In progress)	2017	High	150,000	142,000	8,000
Centennial Park	50th Anniversary Monument with new Flag Pole near Spray Park	2017	Med	5,000	-	5,000
Centennial Park & Patterson Park	Install outdoor fitness equipment (Town supplying the land)	2017	Med	56,000	42,000	14,000
Claresholm Arena Renovation	Replace floor along with in-floor piping.	2018	High	674,000	519,865	154,135
Trails & Pathways	Design and construction of Storm pond pathway	2018	High	180,000	-	180,000
Skate Park	Replace and relocate; somewhere with green space. Potential expansion for BMX.	2018	High	75,000	Unknown	Unknown
Claresholm Arena Renovation	Replace skate friendly floor (Minor Hockey Lead)	2018	Med	50,000	Unknown	Unknown
Willow Park Off-Leash Dog Area	Trees planted on West end of green space	2018	Med	5,000	-	5,000
Moffat Park	Use and upgrade to be determined. Opportunity for joint use with Livingstone Range School Division	2018	Med	Unknown	Unknown	Unknown
Centennial Park	Renovate/Update Ball Diamonds	Tentative	Med	120,000	Unknown	Unknown
New Eastside Park/Playground	Develop a new park with playground on the east side of Town. Somewhere south of 51 <sup>st</sup> Ave E to better serve the families in the South East part of Town. Project timing will be dependent on ability to secure a location and on outside funding.	Tentative	Med	Unknown	Unknown	Unknown
East Side Dog Off-Leash Area	Fence (portion of) off-leash area – Located on the West side of 5th Street East between 59th Ave and Patterson Heights Blvd. Project timing will be dependent on outside funding.	Tentative	Med	50,000	Unknown	Unknown



## Replacement & Recommendation Summary – Year 3 and Beyond

Facility	Recommendation	Year	Priority	Est. Cost
Amundsen Park	Replace eastside play structure	2019	High	50,000
Trails & Pathways	Link Millennium Park, Football and Soccer Fields	2019	High	40,000
Trails & Pathways	Link Porcupine Hills Lodge Pedestrian Crossing to Main Routes	2019	High	80,000
Centennial Park	Expand current pathway in park to include worn areas where people are already walking	2019	Med	50,000
Trails & Pathways	Link Willow Park and Willow Park Off-Leash Dog Area with 8th Street West	2019	Med	75,000
Trails & Pathways	Extend pathway along 8 <sup>th</sup> Street West via sidewalk from Saskatchewan Crescent to Derochie Drive.	2019	Med	Unknown
Trails & Pathways	Link Pathway System at Centennial Park to Memorials and Town Sidewalks	2019	Med	75,000
Tennis Courts	Resurface for 2020 Southern Alberta Summer Games	2020	High	20,000
Claesholm Arena Renovation	Dressing rooms & Mezzanine - Build extension on Arena to create 2 female specific dressing rooms, move referee dressing room and add bathrooms for the Mezzanine	2020	Med	250,000
Claesholm Arena Reno.	Renovate storage/locker areas	2020	Med	Minimal
Claesholm Arena Reno.	Renovate concession	2020	Med	15,000
Trails & Pathways	Pathway system east of The Bridges Golf Course connecting Storm Pond Pathways to Fairway Drive W	2020	Med	Unknown
Trails & Pathways	Highway 2 Pedestrian Crossing	2020	Low	Unknown
Amundsen Park	Stage and amphitheater	2020	Low	Unknown
Millennium Ball Diamonds	Lighting	2020	Low	Unknown
Centennial Park	Replace Play Structure	2021	Low	100,000
Mackin Hall	Renovate or Replace Building	2022	Med	550,000
Amundsen Park	Heat washrooms for year-round use	2023	Low	25,000
Moffat Park	Refurbish Ball Diamond	2023	Low	60,000
Amundsen Park	Replace Westside Playground	2024	Low	15,000
Centennial Park	Renovate or Replace Spraypark	2025	Low	300,000
Centennial Park	Replace Camp office/residence building	2026	Low	80,000
Willow Park	Replace Play Structure	2027	Low	120,000
Amundsen Park	Replace Public Washrooms Building	2031	Low	120,000
Millennium Park	Refurbish Ball Diamonds	2031	Low	550,000
West Hills Park	Replace Play Structure	2031	Low	80,000
Centennial Park	Replace Spraypark Washrooms	2032	Low	35,000
Curling Rink	Renovate or Replace Building	2032	Low	4,000,000
Centennial Park	Replace Ball Diamonds concession building	2033	Low	120,000
Centennial Park	Replace Camp shelter/washrooms/shower building	2035	Low	140,000
Community Centre	Renovate or Replace Building	2037	Low	3,400,000
Arena	Renovate or Replace Building	2038	High	8,000,000
Seniors Drop-In Center	Renovate or Replace Building	2042	Low	1,000,000

# PARKS AND PLAYGROUNDS INVENTORY

## AMUNDSEN PARK

### GENERAL DESCRIPTION

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

#### PLAYGROUND- Westside of park

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

#### PLAYGROUND - Eastside of park

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

#### PATHWAYS

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

#### LIGHTING

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

#### PUBLIC WASHROOMS

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

#### PARKING LOT

- Alley parking lot

#### GREEN SPACE

- 7500 square meters

#### ASSESSMENT:

The facilities in Claresholm's Amundsen Park are generally well maintained, with weekly inspections. The east side play structure is outdated, and is situated near a power line. The west side play structure is in good shape, although there is some colour fading due to UV rays.

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

#### RECOMMENDATIONS:

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

## **CENTENNIAL PARK**

### **GENERAL DESCRIPTION**

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

### **PLAYGROUND**

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

### **SPRAYPARK**

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

### **WASHROOM**

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

### **PATHWAY**

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

### **CAMPGROUND**

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

### **HORSESHOE PITS**

- Playing areas: 2

### **BALL DIAMONDS**

#### **CENTENNIAL DIAMONDS: 2 Diamonds**

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

#### **T BALL DIAMONDS**

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

### **LIGHTING IN PARK**

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

### **BALL DIAMOND CONCESSION BUILDING**

- Condition – Good
- Life Cycle: Replace in 2033

## MEMORIALS

- Ranchers Memorial is a tribute to the ranchers in Southern Alberta from 1900-2000
  - Erected in 2001 by local welder, and craftsperson William Erdman
  - Estimated replacement value: \$40,000
- Harvard Memorial: commemorates those who trained in Claresholm in the 1950's
  - Small Harvard plane mounted on a metal base, with a concrete pad
  - Erected in 1998 by local welder, and craftsperson William Erdman
  - Replacement value: unknown
- Time Capsule 2000, items and essays collected from Claresholm students
  - Buried in 1999, to be opened Canada Day 2050
- Sun Dial, is an interactive simple clock, using horseshoes and your shadow
  - Erected in 2001
  - Estimated replacement value: \$5,000
- Jori Dubois Memorial, captures the spirit of an athlete "Play, smile, think of me...."
  - Estimated replacement value: \$1,000

### ASSESSMENT

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

### RECOMMENDATIONS

- 50<sup>th</sup> Anniversary Monument with additional flag pole for 2018.
- Refurbish or replace backstops, dugouts, bleachers, and fence at west and T-ball diamonds.
- Expand current pathway in park to include the worn areas that people currently use as walkways
- Creation of signage for way-finding to other recreation or cultural amenities
- Upgrade Facility brochure to better reflect the park and Town of Claresholm offerings
- Install outdoor exercise equipment

## EAST SIDE OFF-LEASH DOG AREA

### GENERAL DESCRIPTION

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

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

### ASSESSMENT

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

### RECOMMENDATIONS

- Fence off portion of this land with an aesthetic fence to be used as the off-leash area. Fence will help to contain dogs.

## **LIONS PARK**

### **GENERAL DESCRIPTION**

Originally funded by the Lions Club of Claresholm in the early 1980s, this playground has been revamped with their support, and received a new play structure and added sidewalk and path in 2017.

- Play structure: Accessibility equipment of metal construction with FallSAFE rubber safety surfacing.
- Manufacturer: Blue Imp
- Built in: 2017
- Condition: Excellent
- Maintenance: general repair and safety inspections by the town
- Life Cycle: Replace in 2037
- Waste receptacles: 2
- Benches/ Picnic tables: 2
- Lighting: Street
- Estimated replacement value: \$100,000

### **ASSESSMENT**

This is Claresholm's newest play structures which is also wheel chair accessible. Was upgraded in 2017 as the old structure had outlived its useful life and no longer met safety codes.

## **MILLENNIUM BALL DIAMONDS**

### **GENERAL DESCRIPTION**

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

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

### **ASSESSMENT**

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

New shale is scheduled for 2017

### **RECOMMENDATIONS**

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

## **MOFFAT PARK**

### **GENERAL DESCRIPTION:**

One of Claresholm's oldest ball diamonds located off of 8 Street West near the Community Centre

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

### **ASSESSMENT**

The overall condition of this park is poor

### **RECOMMENDATIONS**

Decide on a course of action if facility is going to be renovated. Ball diamond fence could be pushed back slightly so it is regulation size. There would be potential opportunity for joint use of this facility with the Livingstone Range School Division.

## **PATTERSON PARK**

### **GENERAL DESCRIPTION:**

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

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

### **ASSESSMENT**

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

## **SKATE PARK**

### **GENERAL DESCRIPTION**

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

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

### **ASSESSMENT**

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

### **RECOMMENDATIONS**

- Rebuild and replace in 2018
- Relocate the skate park to an area with green space.
- Assess the overall area of the park, and expand for different user groups.
- Update to more modern design with contoured concrete ramps and structures.
- Potential expansion for BMX

## **WEST HILLS PARK**

### **GENERAL DESCRIPTION**

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

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

### **ASSESSMENT**

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

### **RECOMMENDATIONS**

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

## WILLOW PARK

### **GENERAL DESCRIPTION:**

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

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

### **ASSESSMENT**

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

## WILLOW PARK OFF-LEASH DOG AREA

### **GENERAL DESCRIPTION**

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

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

### **ASSESSMENT**

Green space with one pathway from Westover Crescent.

### **RECOMMENDATIONS**

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



# JOINT USE OUTDOOR FACILITIES INVENTORY

## FOOTBALL & SOCCER FIELDS

### **GENERAL DESCRIPTION**

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

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

### **ASSESSMENT**

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

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

### **UPGRADES**

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

## OUTDOOR BASKETBALL

### **GENERAL DESCRIPTION**

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

### **ASSESSMENT**

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

This facility is not maintained by the Town of Claresholm

## BEACH VOLLEYBALL

### **GENERAL DESCRIPTION**

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

### **ASSESSMENT**

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

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

## **TENNIS COURTS**

### **GENERAL DESCRIPTION**

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

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

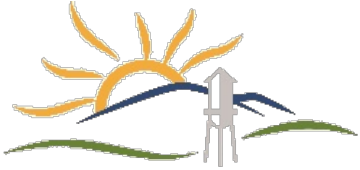
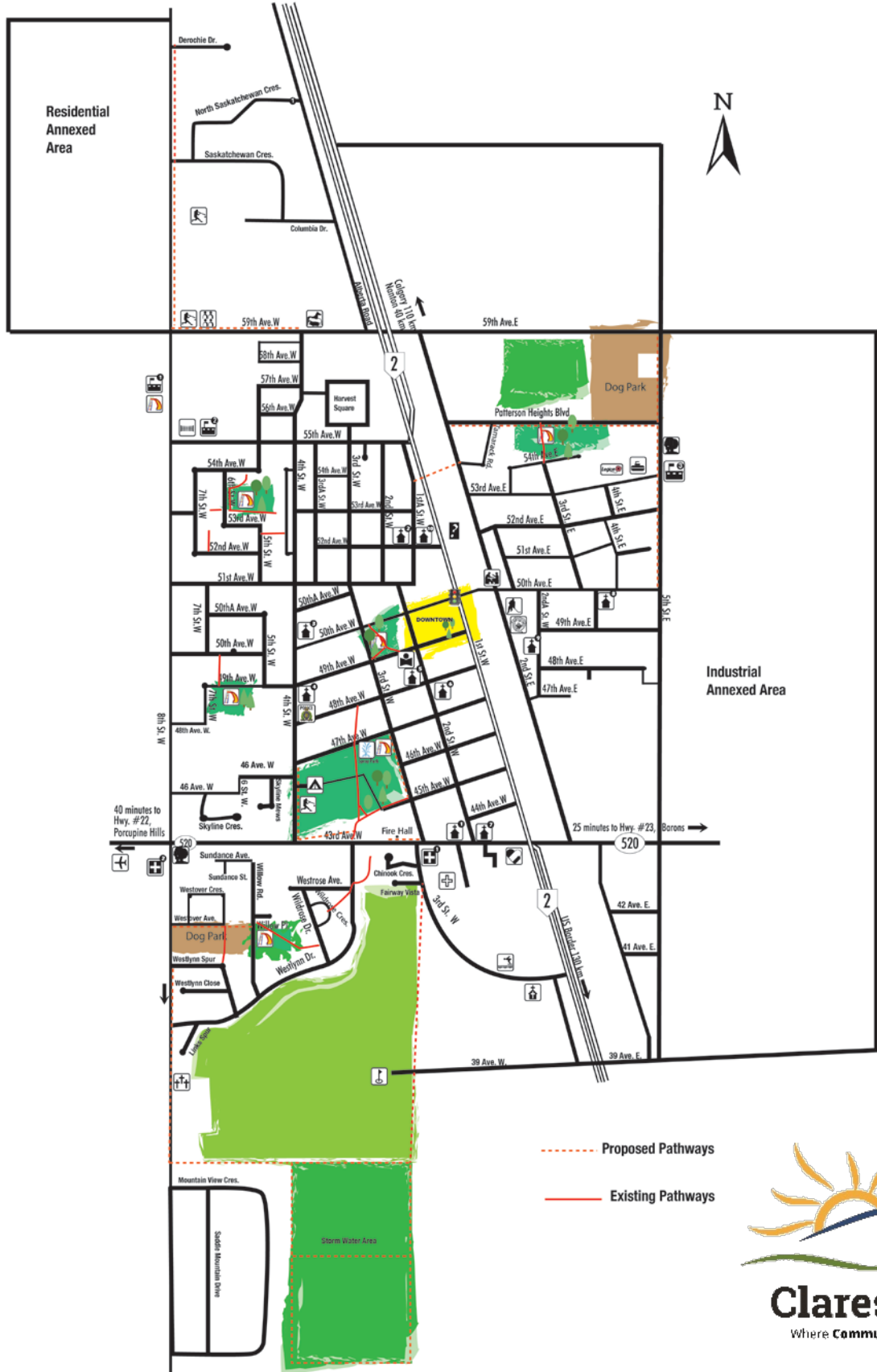
### **ASSESSMENT**

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

### **RECOMMENDATIONS**

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

# PATHWAYS AND TRAILS



**Claresholm**  
Where **Community** Takes Root

## Goal

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

## Existing Pathways

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

## Phase 1

### Proposed Pathways & Trails

#### Kin Pathway

In partnership with the Kinsmen and Kinettes extend walking path on 8<sup>th</sup> Street from Westlyn Drive to Mountain View Crescent. This will tie the Storm Ponds Pathway into the rest of the Town's sidewalks and pathway system.

#### Storm Ponds Pathway

Design and construction of Storm Pond Pathway system.



## Phase 2

### Expansion of existing pathways

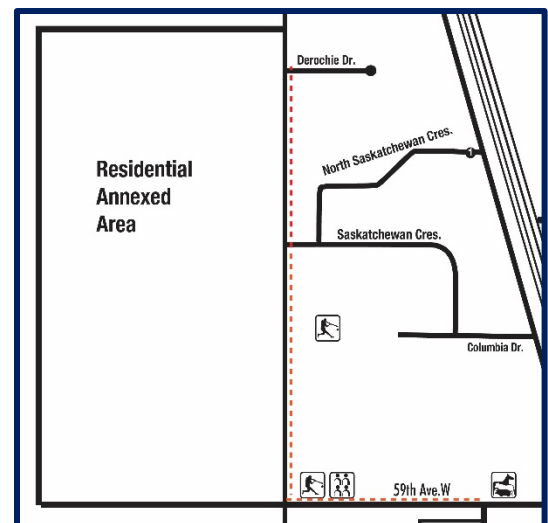
#### Link Millennium Park Football and Soccer Fields

59<sup>th</sup> Avenue West continuing the existing pathway from the Agriplex

8<sup>th</sup> Street West from 59<sup>th</sup> Ave West (Division Ave.) to Saskatchewan Crescent

#### Extend Pathway to Derochie Drive

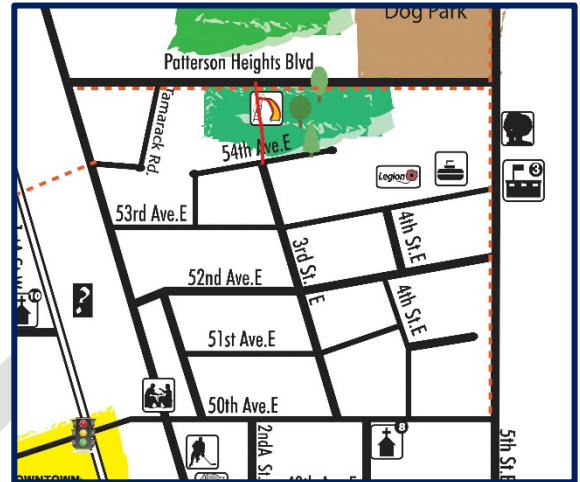
Add sidewalk along 8<sup>th</sup> Street West from Saskatchewan Crescent to Derochie Drive.



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

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

5<sup>th</sup> Street East from 50<sup>th</sup> Avenue East to Patterson Heights Blvd

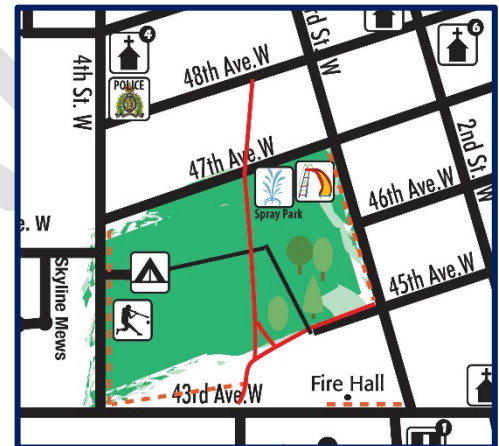


**Link Pathway Systems at Centennial Park to  
Memorials & Town Sidewalks**

Centennial Park along 4<sup>th</sup> Street West

Centennial Park from Harvard Memorial to existing pathway intersection

43 Avenue West, from Fire Station to existing sidewalk on 3<sup>rd</sup> Street West



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

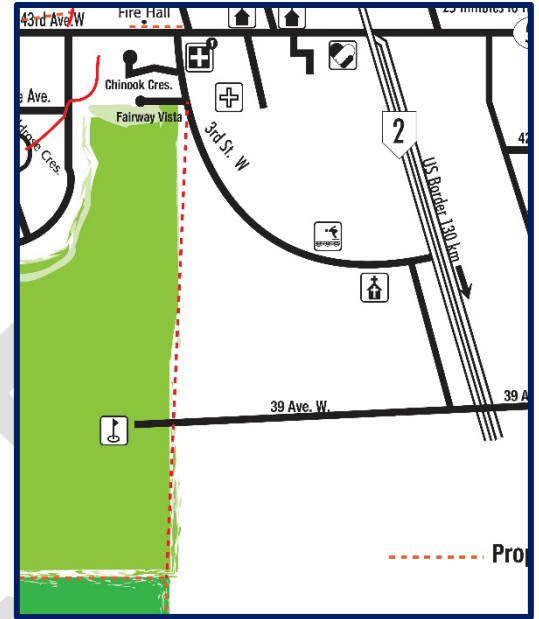
Along West Hill Dog Park connecting 8<sup>th</sup> Street West to Willow Road



**Phase 3  
Claresholm South Pathway Extension**

Create pathway system east of The Bridges Golf Club to connect Storm Ponds Pathway to Fairway Drive.

Work with private land owners for inclusion of pathway systems in area structure plans, when developed.



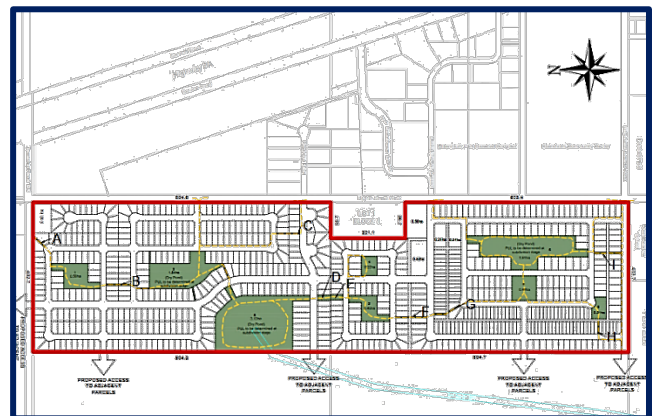
**Phase 4  
Highway 2 Pedestrian Crossing**

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

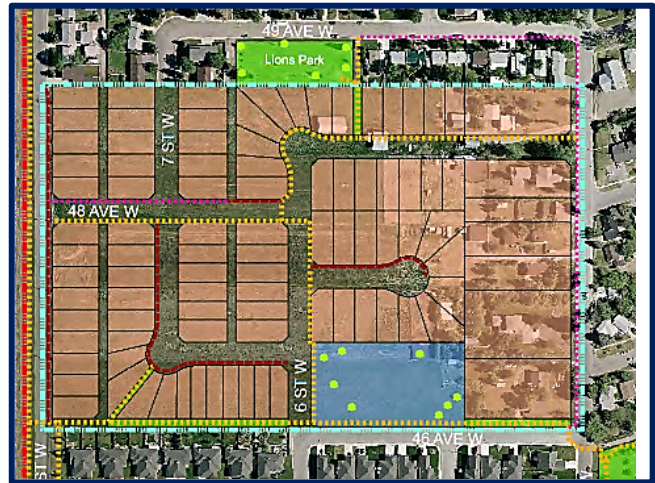


**Phase 5  
Residential Annexed Areas; Yellow dotted lines**

West of 8<sup>th</sup> Street & Millennium Ball Complex  
*Prairie Shores Area Structure Plan (ASP) 2010*



8 Street West, to 4 Street West and 46 Avenue to Lions Park border  
*Southwest Residential ASP 2010*



### Community Facility

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

### Furnishing of Pathway Systems

- Waste Receptacles
- Benches
- Signage
- Dog waste bags

### Proposed pathways can be completed using the following methods

- Paint on road way
- Pavement, gravel, concrete

### ASSESSMENT

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

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

### RECOMMENDATIONS

- A natural trail system for biking, running, walking, or cross country skiing
- A paved pathway from Porcupine Hills Lodge to Patterson Park would ensure safe pedestrian travel for those with lessened mobility, e.g. wheel chairs and walkers. It would also increase use to the park for users of the proposed fitness park, and create a bike path on the East side
- A pedestrian crossing across Highway 2 (between 53<sup>rd</sup> Avenue and 55<sup>th</sup> Avenue will help provide a safe link for youth as schools are on the West side, and will link east and west Clareholm together for members of the Community who walk or run the perimeter.
- As the pathway system continues to be developed and expanded efforts should be made to continue a fully connected pathway system around the Town perimeter.

DRAFT

RECREATION FACILITIES



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

# FACILITIES

## AGRIPLEX

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

**ASSESSMENT**

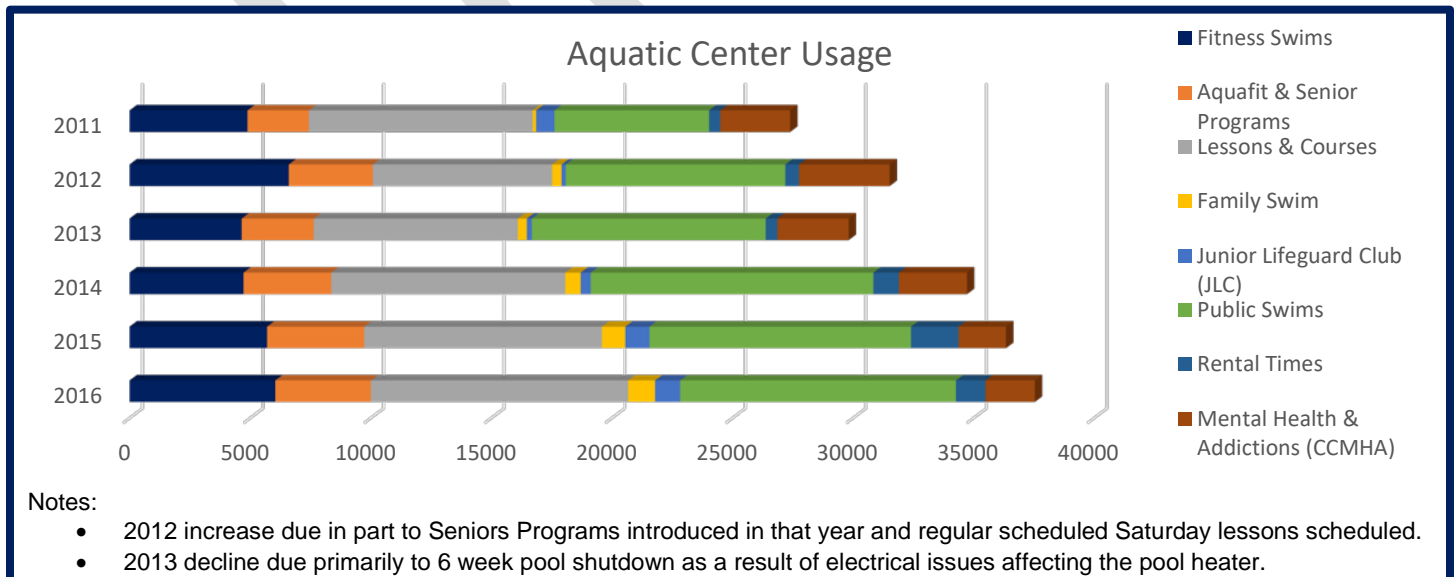
The Agriplex is an important part of the community and the Town continues to support its operations. The facility is in good condition and is well maintained by WCAS.

## AQUATIC CENTRE

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

**ASSESSMENT**

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



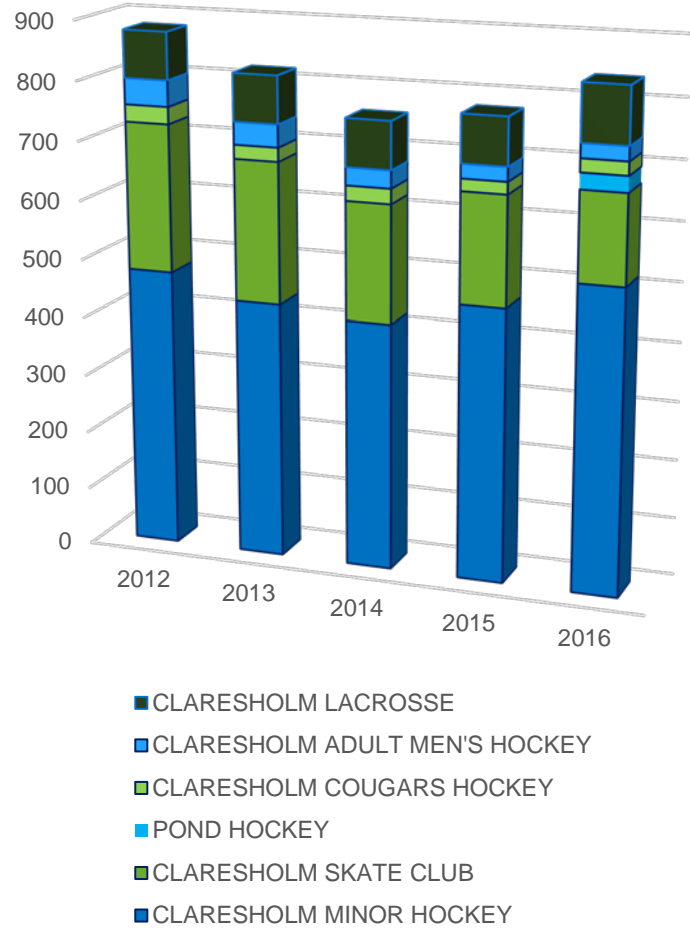
## ARENA

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

### ASSESSMENT

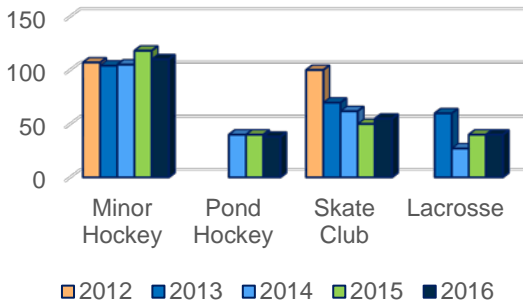
The Claresholm Arena is another facility that will benefit from Claresholm's location. In the next year renovations and upgrades will help to draw user groups to the community. Minor Hockey registrations are steady. Skate Club has seen a decline in registrations, which puts a strain the Club as coaching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

### ARENA USER HOURS



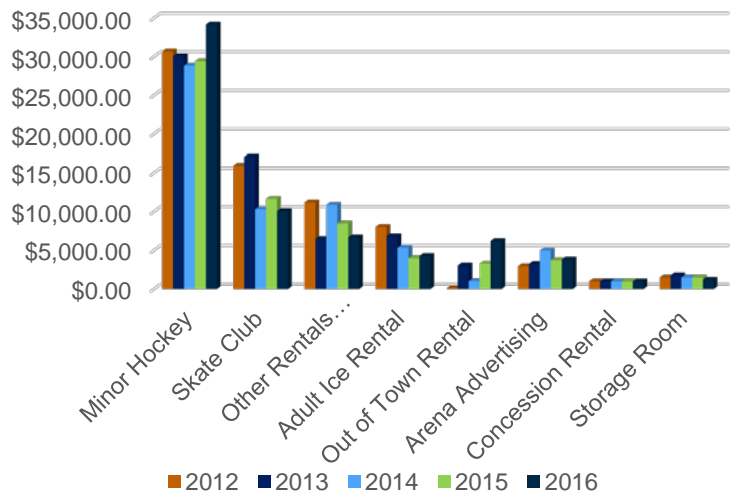
Source: Town of Claresholm

### Arena User Registrations



Source: Arena User Groups

### Arena Revenue by User



Source: Town of Claresholm

## CENTENNIAL PARK & CAMPGROUND

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

### ASSESSMENT

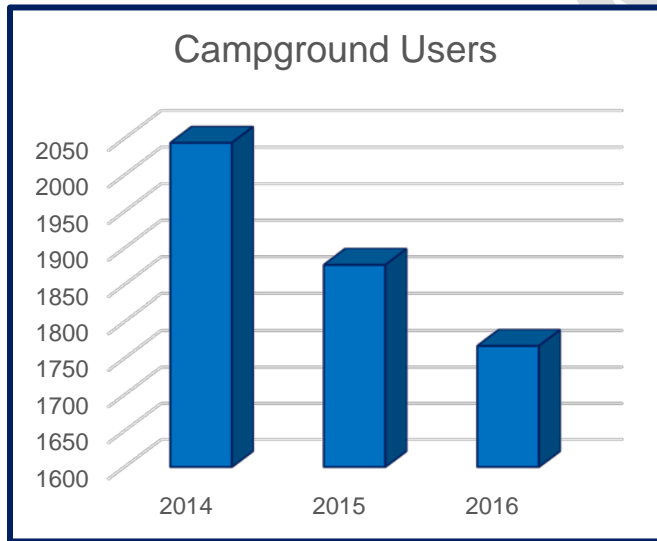
The Campground is well utilized, although numbers were lower in 2016. Promotion of the facility and the community at large will help this facility grow for the benefit of the local economy. The park is well used by campers & community members

## CLARESHOLM CURLING RINK

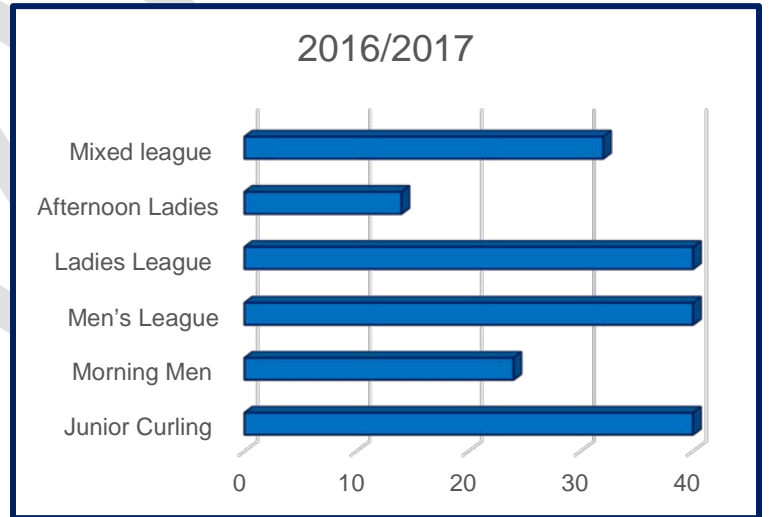
This is an indoor facility that is generally maintained and operated by the Curling Club which is governed by a board of directors. It includes 4 sheets of ice for curling.

### ASSESSMENT

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



Source: Town of Clareholm



Source: Clareholm Curling Club

## COMMUNITY CENTER

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

### ASSESSMENT

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

## THE BRIDGES OF CLARESHOLM GOLF COURSE

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

### ASSESSMENT

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

## MACKIN HALL

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

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

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

### ASSESSMENT

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

## FOOTBALL FIELD, TRACK & SOCCER FIELD

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

### ASSESSMENT

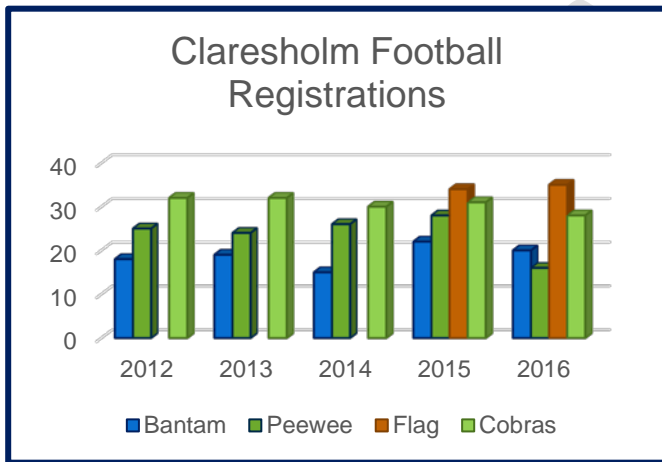
Claresholm Football has had continued success in reaching Provincial level football. The continued support of this facility, and a commitment to upgrades by the Livingstone Range School Division, Town of Claresholm, Claresholm Football and Claresholm Soccer will ensure families will have continued opportunities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

## MILLENNIUM PARK BASESBALL COMPLEX

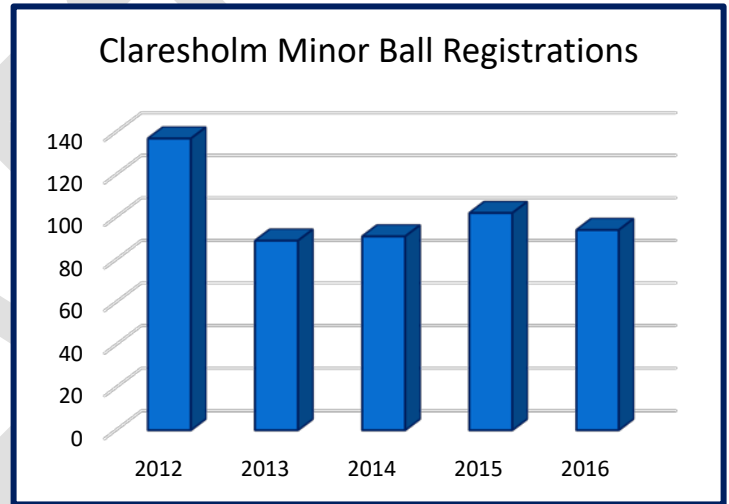
Millennium Park is a four diamond (quad) complex that is used by a number of groups. The diamonds received new shale in 2017 and are in good condition.

### ASSESSMENT

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



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



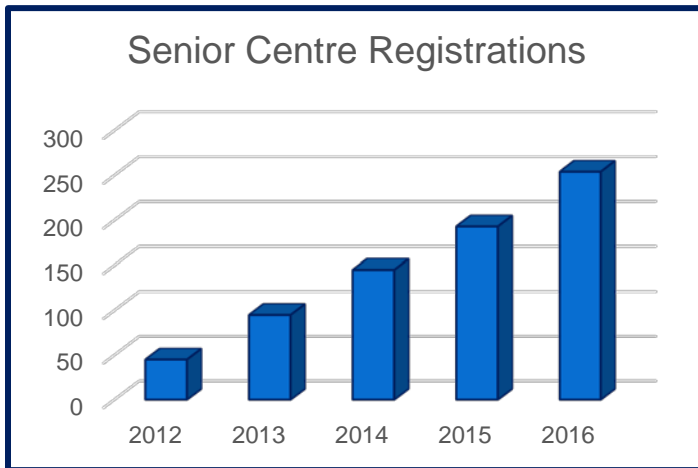
Source: Claresholm Minor Ball

## CLARESHOLM SENIORS DROP-IN CENTRE

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

### ASSESSMENT

The Claresholm Seniors Drop in Centre has seen steadily increased registrants and programming, and continues to grow and change with the needs of the community.



Source: Claresholm Senior Drop in Centre

# CURRENT PROJECTS AND PROPOSALS

## ARENA RENOVATION PROJECT

### Claresholm & Community Arena

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

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

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

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

Total estimated project cost \$674,000

Current funding shortfall \$256,000

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

## PRIORITIES

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

## ADDITIONAL UPDATES NEEDED

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



## FITNESS PARKS

### Chamber of Commerce 2017-2018

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

- Centennial Park along pathway north of Spray Park
- Patterson Park along pathway south of play structure

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

#### Costs:

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

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

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

#### LIFESPAN

15 years

#### OPERATIONAL IMPACT

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

#### RATIONALE BEHIND THE PROJECT:

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

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

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

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

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

**TOWN RESIDENTS**

Residents and sponsors asked, will they be used and what about vandalism? The Chamber Spokeswoman contacted the manufacturer of the equipment, BDI, as well as High River, Red Deer, and Okotoks and the resounding answer was that the parks were well used, with little to no vandalism

**SUPPORT OF THE COMMUNITY**

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

**FOOTBALL/SOCCER TRACK PROJECT**

**Spring 2017**

**Livingstone Range School Division, Claresholm Football Club**

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

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

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

**Funding Sources:**

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

**Grants:** Community Initiatives Program (CIP) application

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

## STORM WATER PARK & TRAIL SYSTEM



### COST OF PROPOSED PARK

No estimate at this time

Estimated 3.4 kilometres of pathway

- Gravel recommended for Phase 1

### RATIONALE

In February 2016 the Alberta government announced funding for flood resiliency projects through the Alberta Community Resilience Program. This project will help protect critical municipal water management infrastructure and improve storm water drainage and retention; *“The Alberta Community Resilience Program was established to help communities build their long-term resilience to flood and drought events,”* Construction of the Storm Water Management Facility in Claresholm is currently under way, with enhancements made to the existing 8th Street drainage ditch on the west side of the community. As well, construction of the Frog Creek Storm water Management Facility with wetland features will provide 175,000 cubic metres of storage and control the outflow of floodwater to the Frog and Willow Creek basins.

### BENEFIT

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

## **EAST SIDE OFF-LEASH DOG AREA FENCE PROPOSAL:**

Concerned members of the community and Claresholm Animal Rescue Society (CAREs) have expressed interest in fencing the East Side Off-Leash Dog Area, which is located on the West side of 5th Street East between 59th Ave and Patterson Heights Blvd. The proposal would be to construct an aesthetic fence around a portion of this dog park area.

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

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

DRAFT

# BACK GROUND ANALYSIS

## SUMMARY

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

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

Some information collected includes:

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

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

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

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

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

# COMMUNITY ASSESSMENTS

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

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

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

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

### Survey Responders:

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

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

*\*Items not related to recreation have been removed*

## Survey Questions 6 & 8

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

### Arts:

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

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

### Outdoor Spaces; comments include:

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

### Sports/Leisure Activities;

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

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

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

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

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

## STRATEGIC THEMES & ACTIONS Town of Claresholm 2014;

Competitive advantages are felt to be:

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

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

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

Top of mind issues are:

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

Critical success factors:

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

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

### ASSESSMENT

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

# COMMUNITY FUTURES, 2012 BUSINESS VISITATION REPORT:

## Claresholm & MD of Willow Creek;

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

### Community Services Satisfaction Poll:

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

### Local Recreation & Leisure Facilities

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

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

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

### Other Quality of Life Factors

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

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

## DESTINATION DEVELOPMENT

### **Roger Brooks 2007**

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

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



# DEMOGRAPHICS

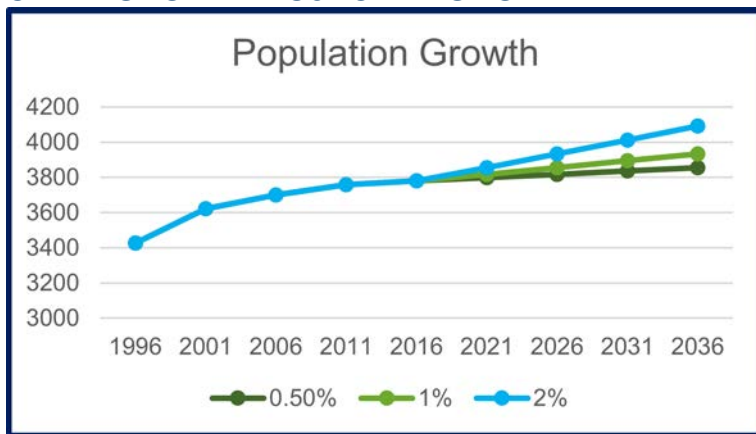
Like many Canadian towns and cities Claresholm has an aging demographic. With an aging population the town should plan to meet the needs of other demographics through the potential recreational needs for seniors.

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

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

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

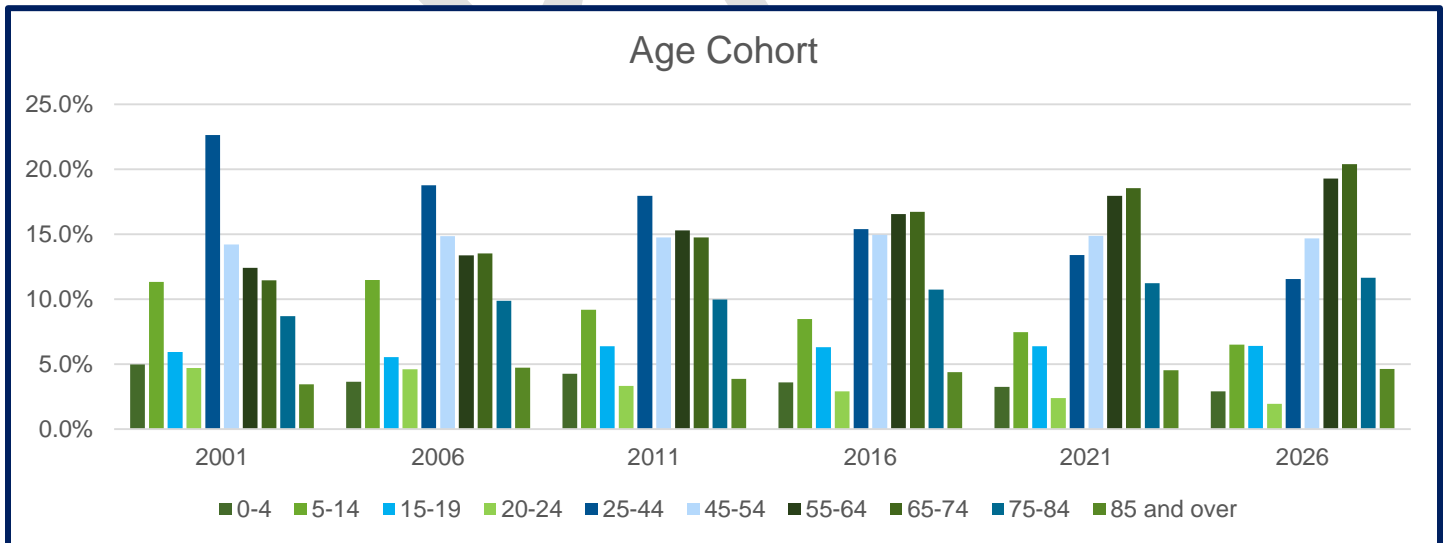
## CLARESHOLM PROJECTED GROWTH



### ASSESSMENT

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

## AGE COHORT ANALYSIS



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

### Definition:

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

## TRENDS

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

Major demographic trends being experienced include:

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

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

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

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

## 2013 ALBERTA RECREATION SURVEY

### Alberta Government

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

#### Context:

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

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

Cities of Calgary, Edmonton, and Lethbridge.

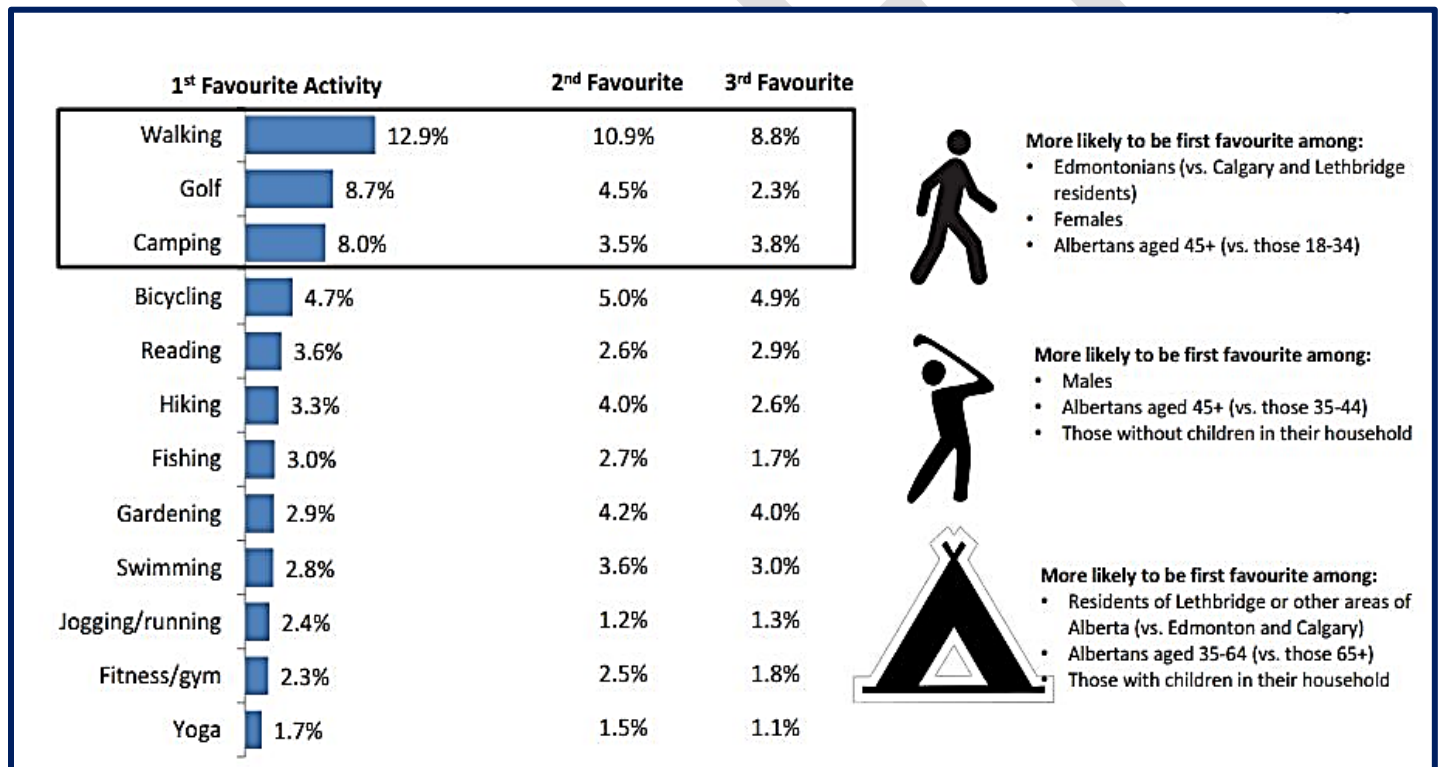
- Findings from the survey are used to assess trends on a longitudinal basis, forecast future demand, and aid the recreation sector in targeting and marketing its services.

#### Objectives:

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

## FAVOURITE ACTIVITIES

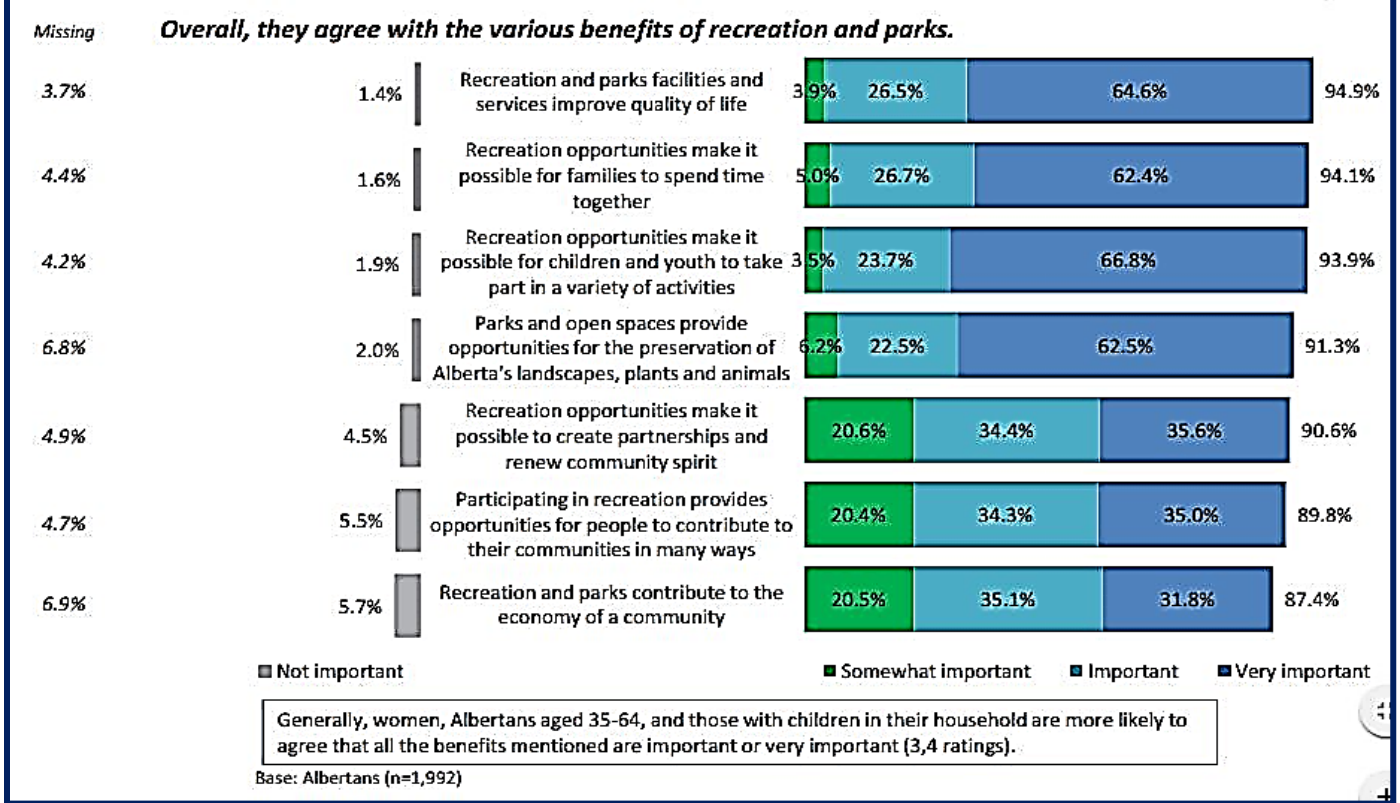
### Alberta Recreation Survey 2013



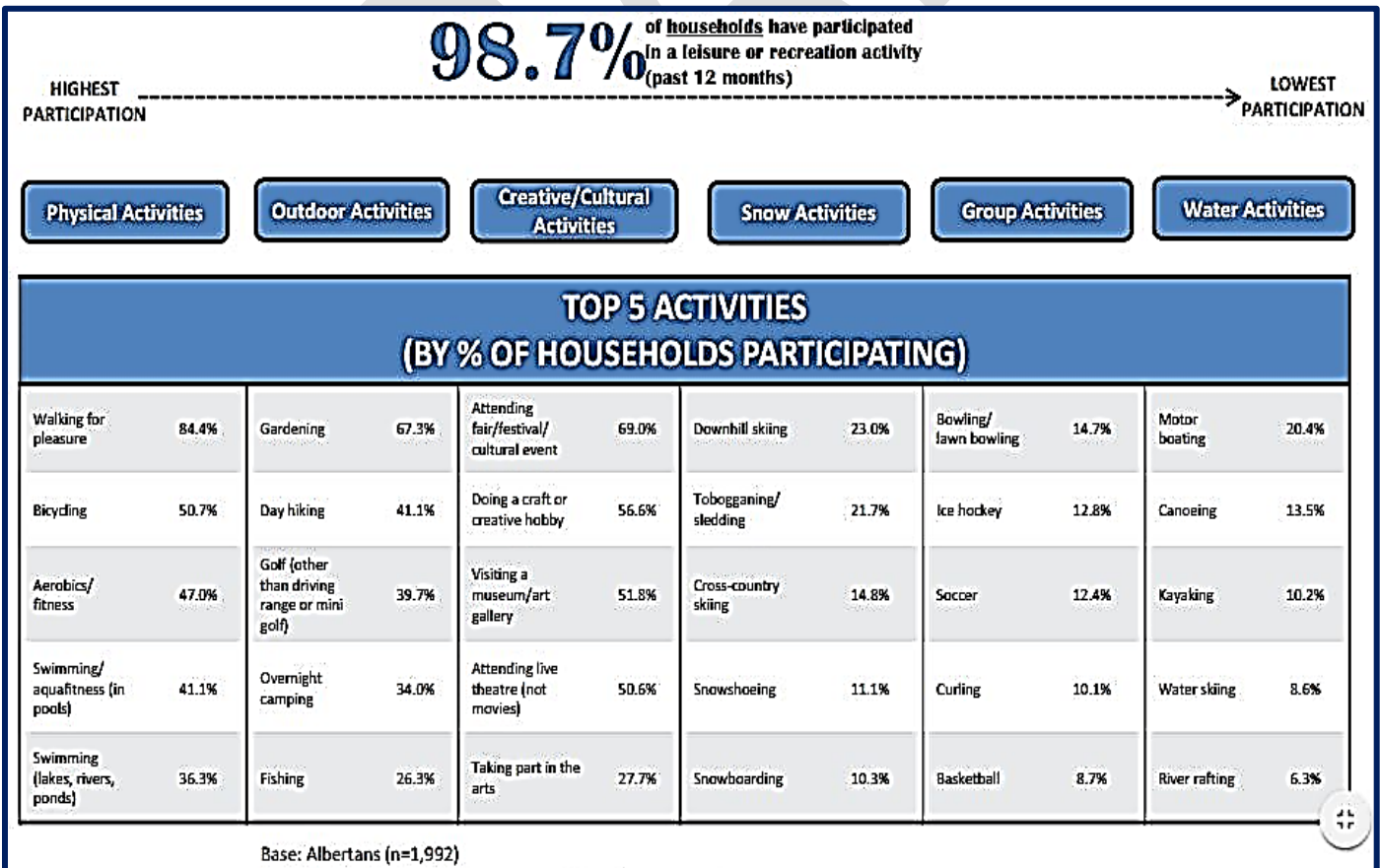
## ASSESSMENT

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

## RECREATION AND PARKS

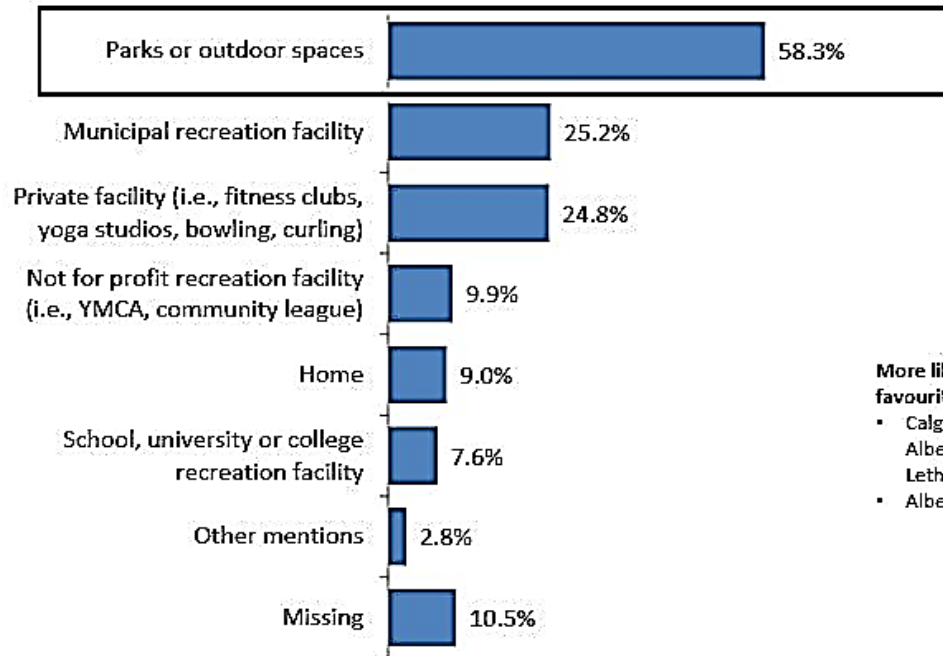


## PARTICIPATION IN LEISURE AND RECREATION



## LOCATION FOR FIRST FAVOURITE ACTIVITY

2013 Alberta Recreation Survey



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

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

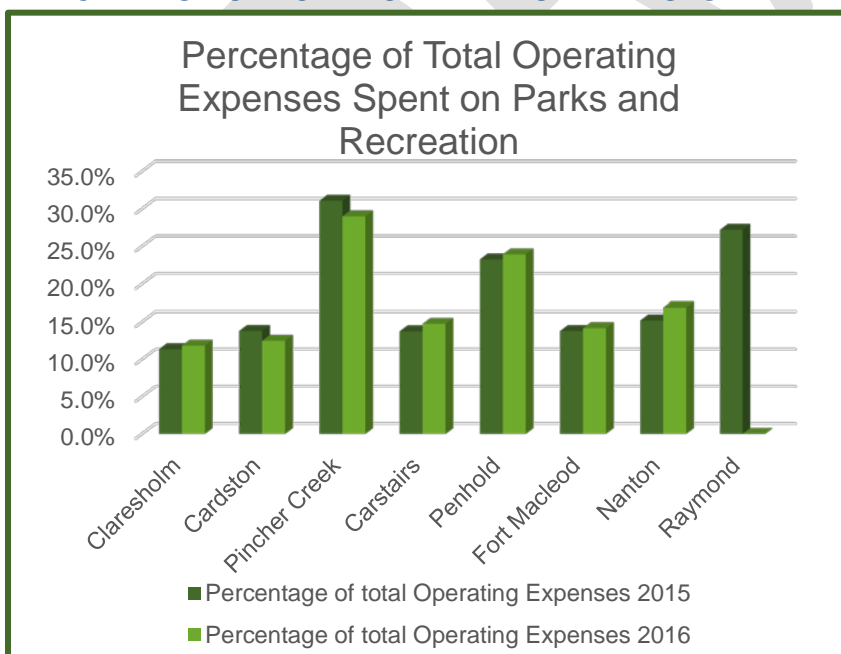
Base: Albertans (n=1,992)

# COMMUNITY COMPARISON

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

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

## PERCENTAGE OF TOTAL OPERATING EXPENSES



**GENERAL SUMMARY:**  
When compared to communities of similar population size, Claesholm has an average inventory of town recreational facilities. Financial expenses of our facilities are lower than those of comparable communities.

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

DRAFT





# REQUEST FOR DECISION

Meeting: September 11, 2017  
Agenda Item: 9

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## 8<sup>TH</sup> STREET WEST / WESTLYNN DRIVE WALKING PATH

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### **DESCRIPTION:**

At the last regular Council meeting held Monday, August 14, 2017, Council passed the following motion:

Moved by Councillor McAlonan to accept the Pathway Extension Planning and Design contract with Associated Engineering at a cost of \$8,635 to be funded out of the Parks and Pathways Capital Reserve fund.

As a result, Associated Engineering has submitted the attached proposal regarding walking paths. There is an overall cost that is also broken down into various segments as requested.

The Town of Claresholm has been working with the Claresholm Kinsmen Club and the Claresholm Kinette Club for quite some time regarding walking paths. Council has already committed in-kind funding for this project at the August 14, 2017 meeting by passing the following motion:

Moved by Councillor Fieguth to send a letter of support for the Walking Paths project by the Claresholm Kinsmen and the Claresholm Kinettes with in-kind donations to include labour and equipment to a maximum value of \$7,000.

The total project cost budgeted by the Kinsmen and Kinette Clubs is \$54,375. There is \$12,600 In Kind contribution (Town & Kinsmen/Kinettes labour, equipment); \$17,775 Cash from the Kinsmen & Kinettes; \$24,000 Community Initiatives Program (CIP) grant. They anticipate hearing on whether they are successful with the grant in November.

The Town has \$100,000 in reserves for the walking paths at this time. The cost for the design engineering will reduce this amount as per the above noted motion by \$8,635, for a new total of \$91,365.

### **ATTACHMENTS:**

- Design engineering and cost estimates from Associated Engineering

PREPARED BY: Karine Wilhauk, Finance Assistant

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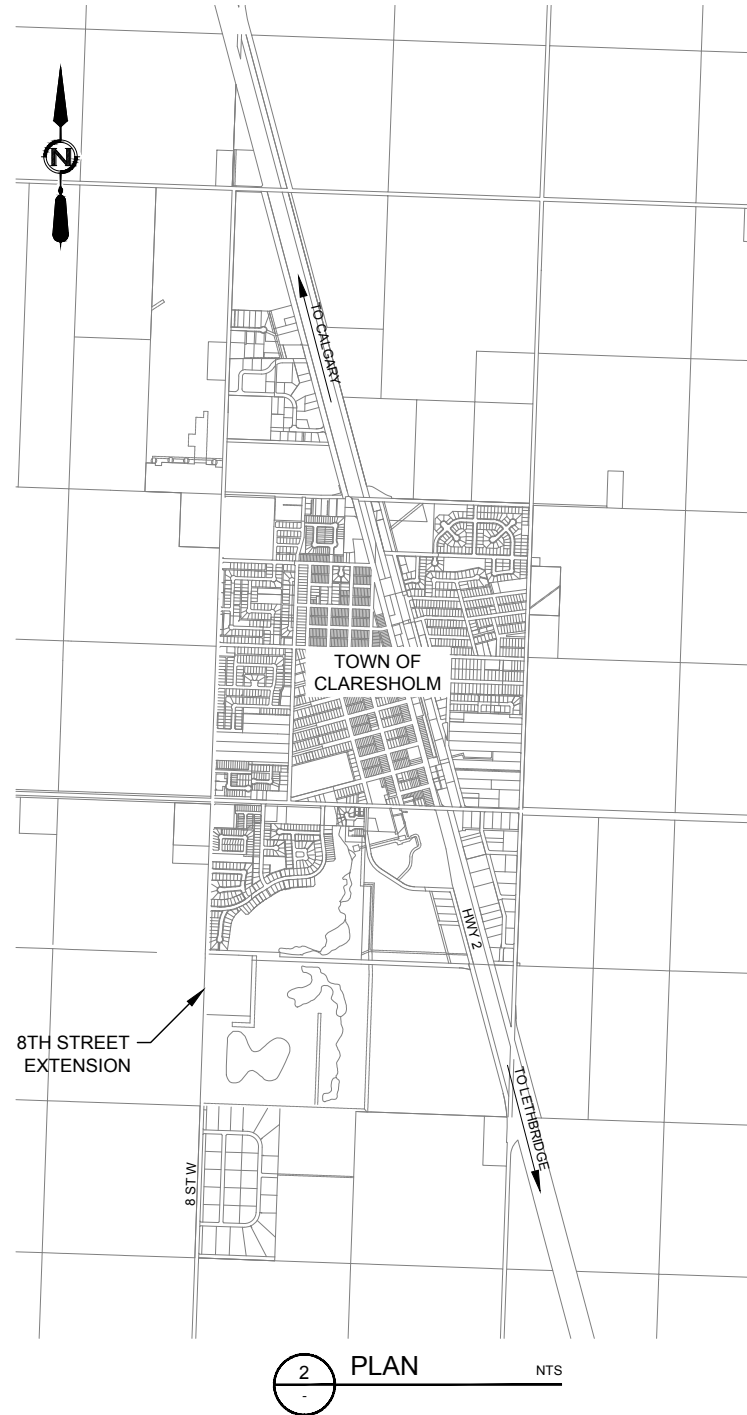
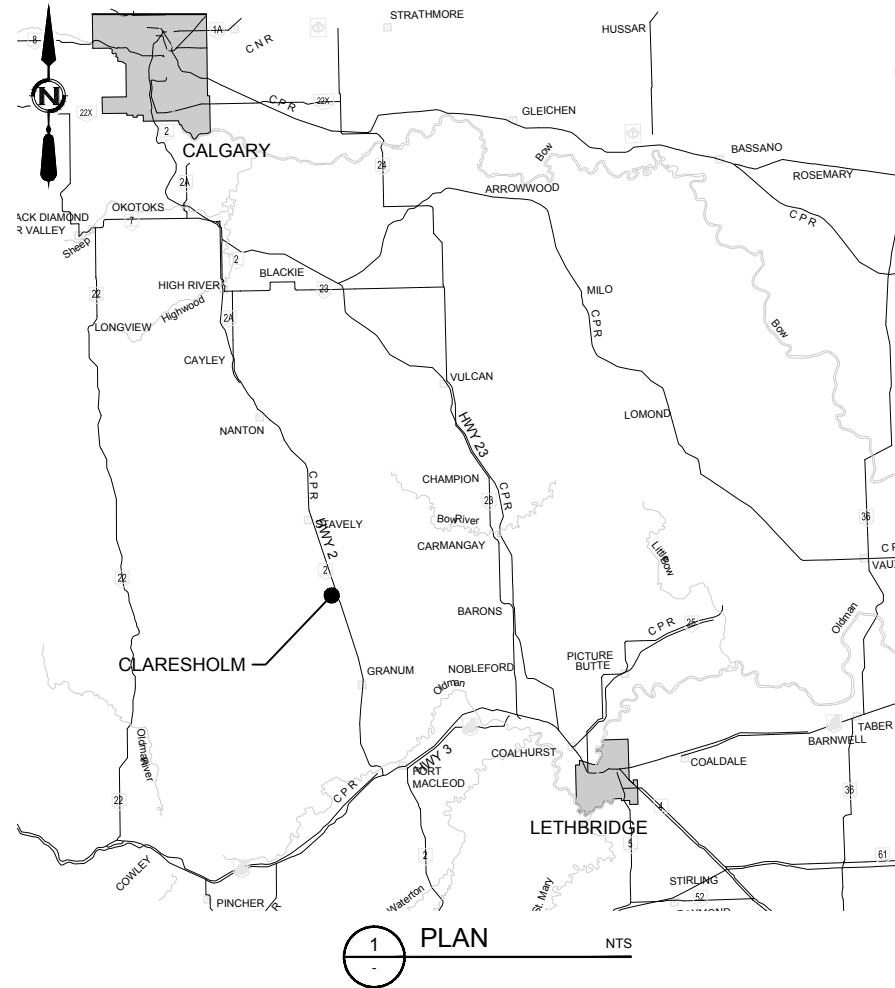
APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 8, 2017

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DRAWING INDEX

SHEET	DRAWING NAME	REVISION	DRAWING TITLE	DRAWING DESCRIPTION
GENERAL				
1	3041-00-C-100	A	DRAWING INDEX AND COVER SHEET	
CIVIL				
2	3041-00-C-101	A	PLAN	STA 1+000 TO STA 1+340
3	3041-00-C-102	A	PLAN	STA 1+320 TO STA 1+700
4	3041-00-C-103	A	PLAN	STA 1+700 TO STA 2+020
5	3041-00-C-104	A	PLAN	STA 2+000 TO STA 2+106



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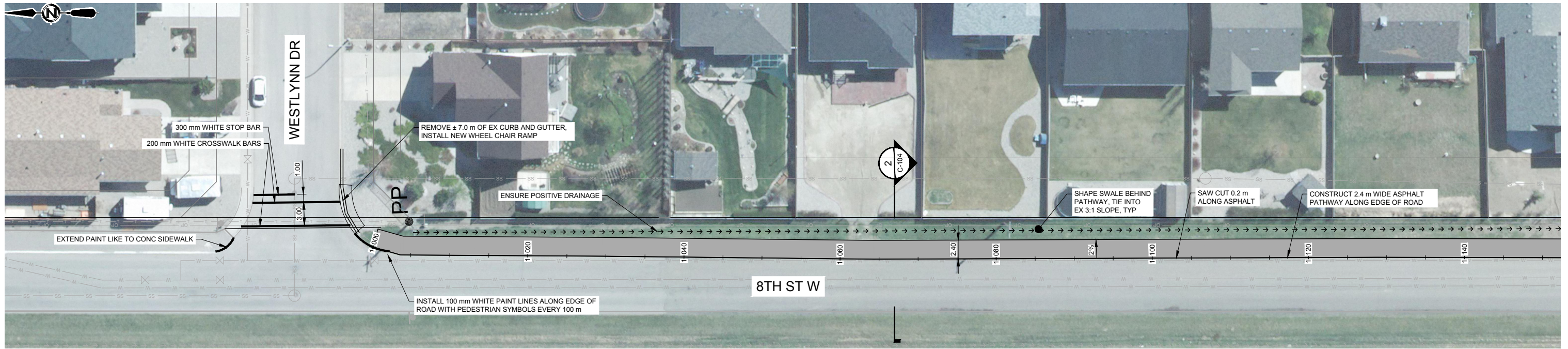
TOWN OF CLARESHOLM  
8TH STREET EXTENSION

2017-3041.00

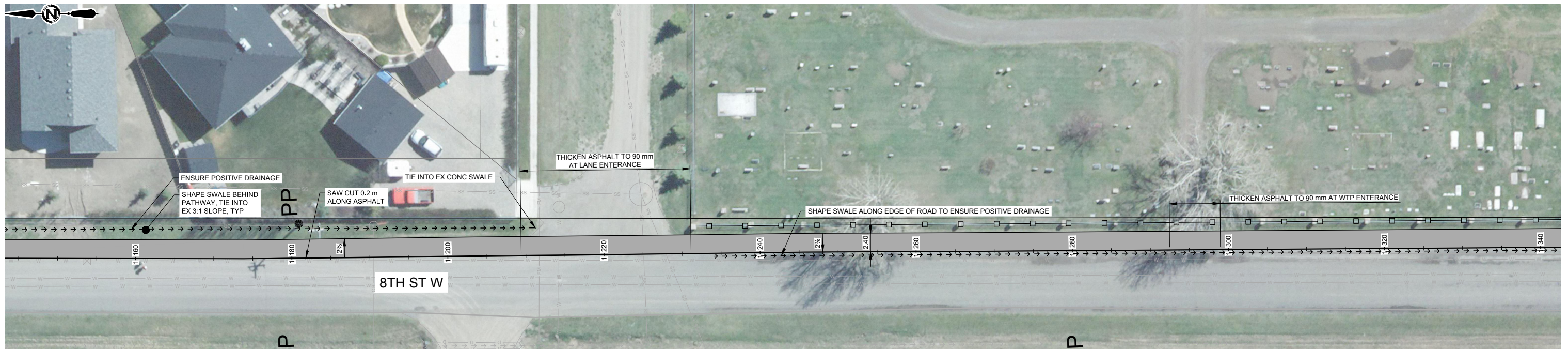
PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION  
**DRAFT**

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DRAWING	REVISION	SHEET
3041-00-C-100	A	1 / 5



1 PLAN 1:250



2 PLAN 1:250

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**PRELIMINARY/  
FOR DISCUSSION**  
 NOT FOR CONSTRUCTION  
**DRAFT**

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TOWN OF CLARESHOLM

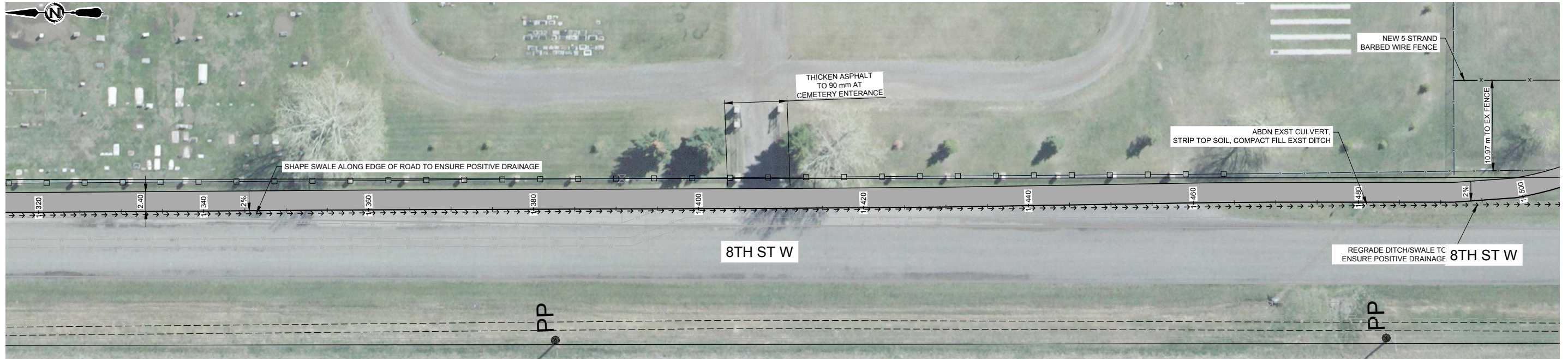
8TH STREET  
PATHWAY EXTENSION

2017-3041.00

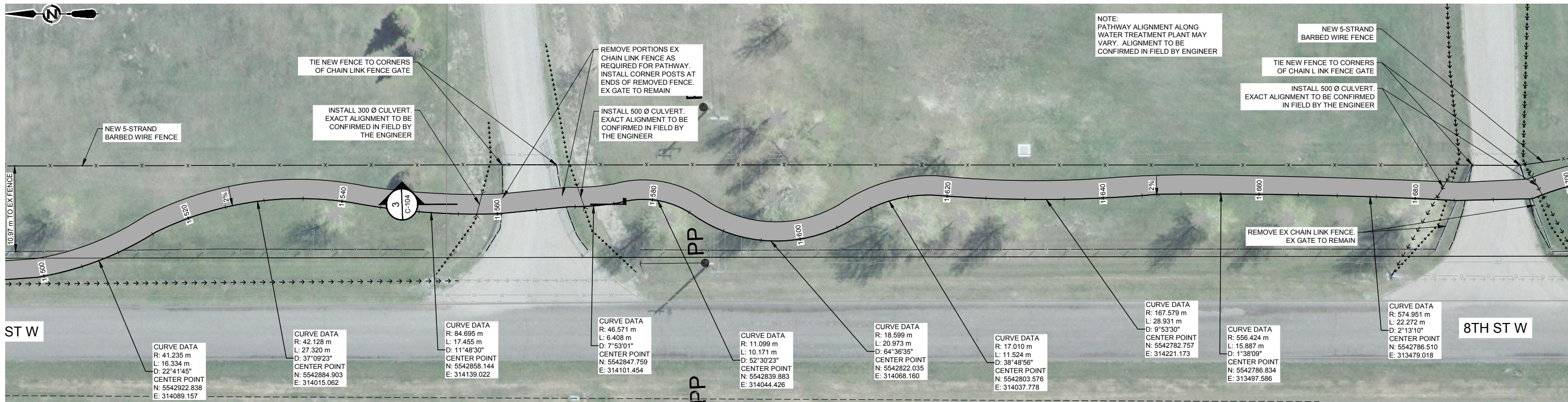
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CIVIL  
PLAN  
STA 1+000 TO STA 1+340

DRAWING	REVISION	SHEET
3041-00-C-101	A	2 / 5



1 PLAN 1:250



2 PLAN 1:250

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FOR DISCUSSION  
NOT FOR CONSTRUCTION  
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TOWN OF CLARESHOLM

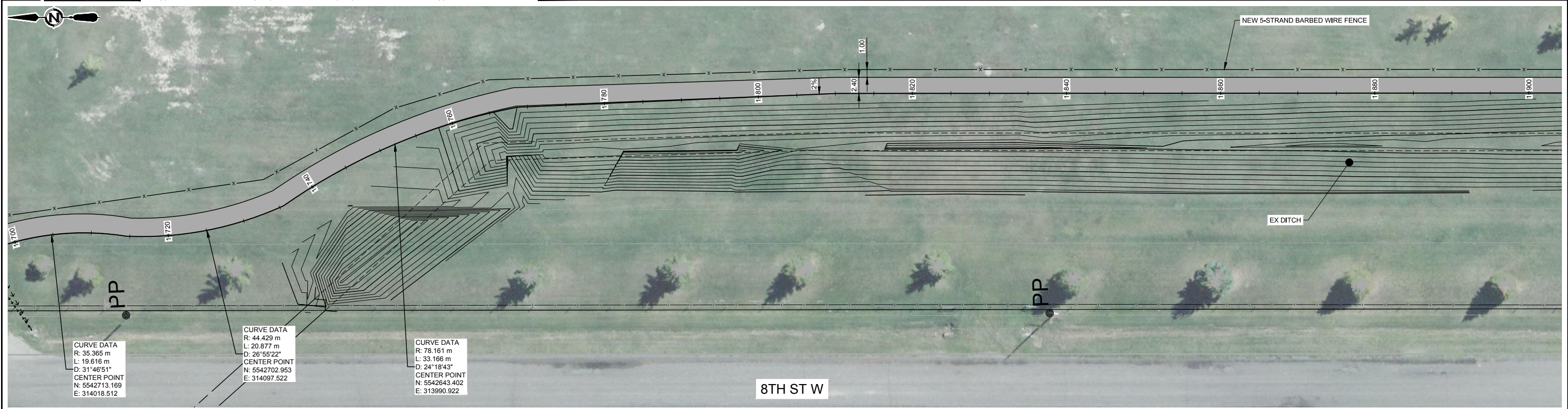
8TH STREET  
PATHWAY EXTENSION

2017-3041.00

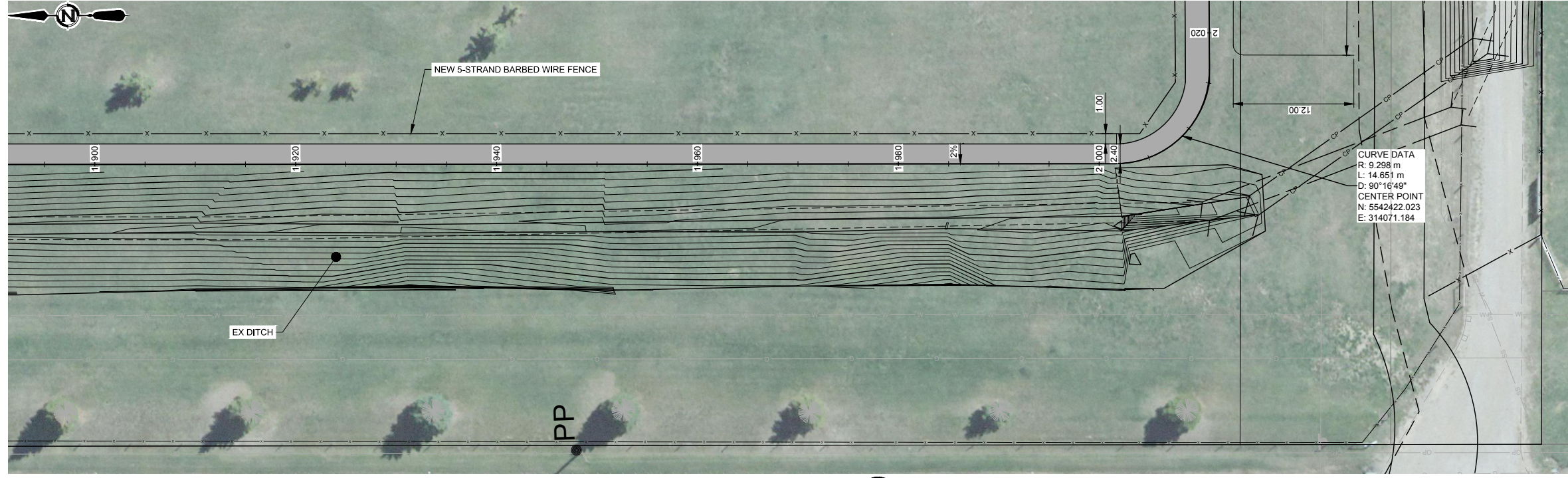
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DRAWING	REVISION	SHEET
3041-00-C-102	A	3 / 5



1 PLAN 1:250



2 PLAN 1:250

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FOR DISCUSSION  
NOT FOR CONSTRUCTION  
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TOWN OF CLARESHOLM

8TH STREET  
PATHWAY EXTENSION

2017-3041.00

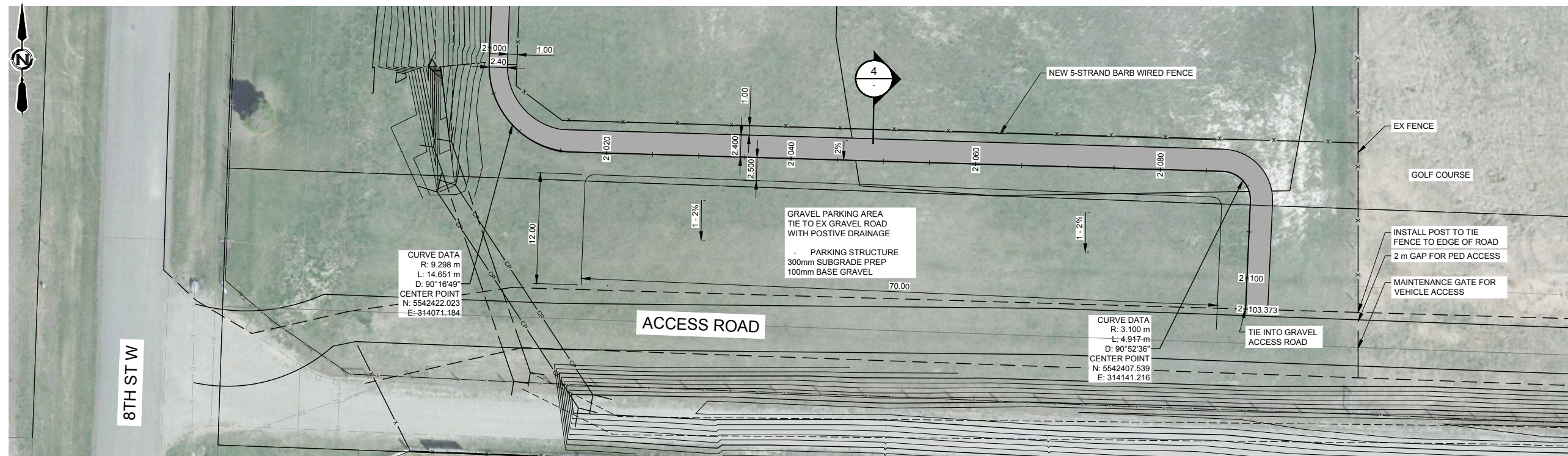
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CIVIL  
PLAN  
STA 1+700 TO STA 2+000

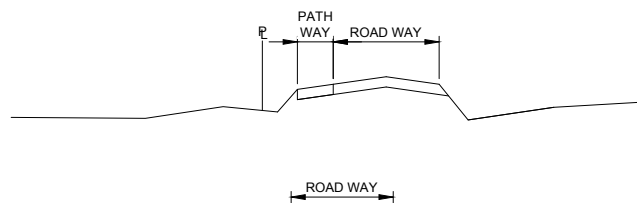


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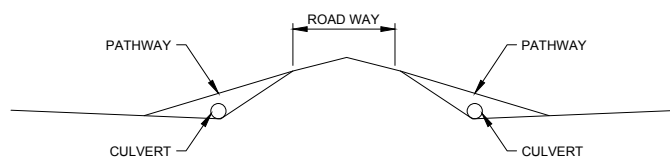
DRAWING	REVISION	SHEET
3041-00-C-103	A	4 / 5



1 PLAN 1:250



2 SECTION NTS  
C102



3 SECTION NTS  
C103



4 SECTION NTS

PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION  
DRAFT

TOWN OF CLARESHOLM

8TH STREET  
PATHWAY EXTENSION

2017-3041.00

SCALE: AS SHOWN

CIVIL  
PLAN  
STA 2+000 TO STA 2+106

REV	DATE	DESIGN	DRAWN	DESCRIPTION
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Suite 1001 - 400 - 4th Avenue South, Lethbridge, Alberta, T1J 4E1  
Ph: 403 329 1404 Fax: 403 329 4745  
www.ae.ca

## Opinion of Probable Cost

Town of Claresholm  
8th Street Pathway Extension  
7-Sep-17



Item #	Description	Unit	Quantity	Unit Price	Extension
<b>1.0</b>	<b>General</b>				
1.1	General Requirements	L.S.	1	\$ 25,000.00	\$ 25,000.00
1.2	Hydrovac (Ex Utilities)	hr.	8	\$ 400.00	\$ 3,200.00
1.3	Quality Control Testing	L.S.	1	\$ 8,000.00	\$ 8,000.00
<b>Total 1.0 General</b>					<b>\$ 36,200.00</b>
<b>2.0</b>	<b>Removals</b>				
2.1	Abandon existing culvert	L.S.	1	\$ 2,500.00	\$ 2,500.00
2.2	Remove and Dispose Ex Barb wire fence	m	550	\$ 4.00	\$ 2,200.00
2.3	Modify Ex Chain Link Fence	L.S.	1	\$ 4,000.00	\$ 4,000.00
2.4	Top Soil Stripping	m <sup>2</sup>	3350	\$ 5.00	\$ 16,750.00
2.5	Waste Excavation	m <sup>3</sup>	350	\$ 15.00	\$ 5,250.00
2.6	Saw Cut and Removal of Ex Asphalt	m <sup>2</sup>	75	\$ 15.00	\$ 1,125.00
2.7	Grade Swale	m	500	\$ 10.00	\$ 5,000.00
2.8	Remove and Replace Rolled Mono Sidewalk with Rolled Curb and Wheelchair Ramp	L.S.	1	\$ 3,000.00	\$ 3,000.00
					\$ -
<b>Total 1.0 Removals</b>					<b>\$ 39,825.00</b>

<b>3.0</b>	<b>New Surface Works</b>				
3.1	Compacted Embankment	m <sup>3</sup>	325	\$ 30.00	\$ 9,750.00
3.2	Subgrade Preparation				\$ -
3.3	150mm Depth	m <sup>2</sup>	3000	\$ 3.50	\$ 10,500.00
3.4	Crushed Granular Base				\$ -
3.4.1	100mm Depth	m <sup>2</sup>	850	\$ 18.00	\$ 15,300.00
3.4.2	150mm Depth	m <sup>2</sup>	2900	\$ 18.00	\$ 52,200.00
3.5	Asphalt Concrete Pavement				\$ -
3.5.1	Type III (75mm Depth)	m <sup>2</sup>	2800	\$ 25.00	\$ 70,000.00
3.5.2	Type III (90mm Depth)	m <sup>2</sup>	75	\$ 25.00	\$ 1,875.00
3.6	Geotextile (Provisional)	m <sup>2</sup>	300	\$ 2.25	\$ 675.00
3.70	CSP Culverts				
3.7.1	300mm	m	15	\$ 18.00	\$ 270.00
3.7.2	500mm	m	50	\$ 18.00	\$ 900.00
3.8	Line Painting	L.S.	1	\$ 1,000.00	\$ 1,000.00
<b>Total 2.0 Surface Works</b>					<b>\$ 162,470.00</b>

<b>4.0 Landscaping</b>					
4.1	Topsoil Replacement and Fine Grading	m <sup>2</sup>	2000	\$ 6.00	\$ 12,000.00
4.2	Seeding	m <sup>2</sup>	2000	\$ 2.00	\$ 4,000.00
4.3	5 wire fencing	m	600	\$ 8.00	\$ 4,800.00
4.4	Signs				
4.4.1	NO Trespassing	ea.	4	\$ 100.00	\$ 400.00
<b>Total 3.0 Landscaping</b>					<b>\$ 21,200.00</b>

<b>Construction</b>	
Sub-Total General	\$ 36,200.00
Sub-Total Removals	\$ 39,825.00
Sub-Total New Surface Works	\$ 162,470.00
Sub-Total Landscaping	\$ 21,200.00
Contingency (10%)	\$ 21,240.70
<b>Total Construction Cost (excl GST)</b>	<b>\$ 280,935.70</b>

<b>Professional Services</b>	
Engineering - Design	\$ 8,635.00
	-
<b>Sub Total</b>	<b>\$ 8,635.00</b>

<b>Total (excl GST)</b>	<b>\$ 290,000.00</b>
-------------------------	----------------------

#### **Project Segment Construction Costs**

Westlynn Drive to the Lane north of Cemetery Sta 1+000 to Sta 1+220	\$ 60,000.00
Cemetery Sta 1+220 to Sta 1+500	\$ 70,000.00
WTP Sta 1+500 to Sta 1+700	\$ 56,000.00
East of the New Ditch to the Parking Sta 1+700 to Sta 2+115	\$ 95,000.00





**Claresholm**

# REQUEST FOR DECISION

Meeting: Sept 11, 2017  
Agenda Item: 10

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## OUTDOOR FITNESS PARKS IN-KIND DONATION

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### **Background:**

In connection with this Parks & Recreation 2017 Master Plan, there is a 2017 project for 2 outdoor fitness parks which are being spearheaded by the Claresholm and District Chamber of Commerce. As part of this project the Chamber has asked for in-kind support in the form of labour and equipment for installation, and donation of land and concrete.

### **Recommendations:**

A motion is required of council to provide this in-kind support as presented for the project to move forward as presented in the Parks & Recreation 2017 Master Plan. The Chamber also requires a letter to confirm this in-kind financial support as part of their grant applications.

### **Proposed Resolutions:**

Moved by Councilor \_\_\_\_\_ to direct administration to provide a letter, or letters, of support to the Claresholm and District Chamber of Commerce, or directly to granting bodies, to confirm use of land for installation of the parks and in-kind financial support to a maximum of \$14,070 which includes land, labour and equipment for installation, as presented for the two (2) Outdoor Fitness Parks.

### **ATTACHMENTS:**

- Chamber letter – request to confirm use of land
- Draft Letter of Confirmation

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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 7, 2017

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July 11<sup>th</sup>, 2017

**RE: Claresholm Outdoor Fitness Parks**

**ATTENTION: Town Council**

Dear Council Members,

I would like to bring you up to date on the progress of the Claresholm Outdoor Fitness Parks.

To date, I have received 17 Letters of Support: from Doctors at the Medical Clinic, AHS, PCN, businesses in town and seniors support as well. Also, I have 18 Confirmation Letters for 'Sponsorship' support for donations to the Outdoor Fitness Parks (totalling \$24,050). I have attached a combined List of these Letters for your perusal and all are available upon request. Also, attached is a Simple Budget to show the donations and costs anticipated.

I had applied for a grant from the New Horizons Seniors Program in June and they are now requesting a letter from the town to **confirm** the use of the land at the two playparks for the Outdoor Fitness Equipment.

As the deadline for this grant is long past, the NHSP has been kind enough to extend me a few weeks in order to get this permission from the Town Council in writing. The deadline is July 24<sup>th</sup>.

What I am asking for from you today is a short, simple letter stating that the town is willing to donate the use of the land at both Centennial Park and Patterson Park for the Outdoor Fitness Parks to be built. Based on the premise that the funds and support will all be in place to make these outdoor fitness parks come to fruition.

A letter of this confirmation at your earliest convenience would be greatly appreciated. Without it, I am afraid we will lose the possibility of gaining this grant.

Thanking you in advance for your prompt reply.

Respectfully yours



Donna Courage  
President, CDCC

September 12, 2017

TO WHOM IT MAY CONCERN

**RE: LETTER OF SUPPORT – Claresholm & District Chamber of Commerce**

Please consider this letter of support from the Town of Claresholm regarding the grant application being submitted by the Claresholm & District Chamber of Commerce for the purchase and installation of parks exercise equipment.

Based on the information supplied to us, we wish to notify you that the Town of Claresholm supports the project as outlined. As such we would like to confirm the Town is providing land within two of our parks for the installation of this outdoor exercise equipment. We would also like to confirm that the Town has committed in-kind donations for the land where the equipment will be installed, materials for land preparation, as well as labour and equipment for the installation, construction, and inspection of the equipment to a maximum value of \$14,070.

The Town wishes the Claresholm & District Chamber of Commerce great success in their efforts.

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



# REQUEST FOR DECISION

Meeting: September 11, 2017  
Agenda Item: 11

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## MEETING WITH HON. SHAYE ANDERSON MINISTER OF MUNICIPAL AFFAIRS

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### **DESCRIPTION:**

On August 24, 2017 Councillor's Fieguth, O'Neill and Cutler met in Nanton with Honorable Shaye Anderson the Minister of Municipal Affairs. He has been travelling and meeting with Elected Officials in various communities to discuss municipal priorities and concerns. At this meeting the Minister was interested in the Town of Claresholm Multi-Use Community Building and Town Hall project. It was recommended at that meeting to follow up with a letter outlining the project. Attached is a draft letter outlining the need for the project, the status of the current facility, what funding sources have been applied for, and the community groups that will benefit and use the building. This draft letter is attached for Council review and comments.

### **RECOMMENDED ACTION:**

A response letter be sent to the Minister of Municipal Affairs outlining the plans and necessity for the community project.

### **ATTACHMENTS:**

- 1.) Draft response letter

### **APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 5, 2017

---

August 31, 2017

Honorable Shaye Anderson  
Minister of Municipal Affairs  
132 Legislature Building  
10800 - 97 Avenue Edmonton, AB  
T5K 2B6

[sent via email [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)]  
Original to follow via mail

**RE: TOWN OF CLARESHOLM - Multi-Use Community Building & Town Hall**

The Town of Claresholm wishes to thank you for taking the time to meet in person with Town Councillors to discuss community initiatives and concerns. In response to your inquiry last week regarding the Multi-Use Community building and Town hall, the following is project information laying out how vital this project is to our community.

The Multiuse Community Building & Town Hall project will be an important community facility that will become home to a number of important community functions and groups, as well as a visible, sustainable Town Hall Building. In the opinion of the Town of Claresholm, many of the organizations that will use this facility enhance the quality of life for our residents and the residents in neighboring municipalities. Since the Livingstone Range School Division has modernized its three schools into two within the community, this property, which is on Town of Claresholm public land, remains vacant. It is our intent to rehabilitate this surplus property to incorporate numerous community organizations within one facility, including the Town Office, Economic Development Office, FCSS, the Day Care, and the Pre-School.

BRZ Partnership Architecture Inc. from Calgary has completed a schematic design which outlines how each portion of the elementary school will be renovated to accommodate the multiple users we plan to house in one central location. The objective of this project is to move all existing users at the current Town Office including Town Administration, day care and playschool into a safer, more viable facility that will be the hub of our community. Claresholm & District FCSS and the Economic Development Offices currently operate in separate locations. The current projected cost of the rehabilitation is in the neighborhood of \$3.8 million.

The proposed project is an environmentally responsible renovation and reconstruction within the existing building footprint. Our current aging Town Office was a prior general hospital that was built in the 1940's and has outgrown its useful life. The new facility would provide an ideal location closer to the downtown core adjacent to Highway 2, which is our major connector to the rest of the province.

This building provides a good solution to the current issues we are facing. The current Town Office does not offer wheelchair/stroller access to the parts of the building housing the playschool, day care and food bank. Asbestos testing has found higher than recommended levels. A rodent problem is currently being addressed by a contract with a pest control company. The electrical panel is overloaded and fresh air mechanical upgrades are required for the day care and playschool.

This project will provide a safer, healthier, accessible, walkable, more visible, more environmentally responsible and sustainable, consolidated center for community and town services, recreation and child care. This project will benefit provincial agencies as well. Local Alberta Health Services (AHS) facility personnel (such as the Claresholm Centre for Mental Health & Addictions) say the gymnasium and community room can help facilitate programming that they would like to achieve for the families and youth they provide services for. Claresholm & District FCSS is currently working to bring a number of community as well as specialized external support services under one roof, to better serve the needs in the community as a single point of entry. The community complex would provide the opportunity the project requires for the space to bring services not permanently available in the community, in on a regular basis. These services can operate under one roof, thereby sharing costs, which will optimize funding for their programming. In a common space, communication between agencies will be facilitated and partnerships fostered, leading to speedy, vibrant, and dynamic service provisions.

Outside sporting groups including gymnastics and dance have struggled to find suitable spaces for their participants, and have resigned themselves to using whatever possible including church basements. As part of the schematic design of the proposed multiuse facility, the gymnasium will be maintained and subsequently offered to community groups for their use. The Town has heard from many residents and service groups that the community room and gymnasium with the stage could be utilized for many functions and is a great, needed resource for events like piano recitals, scouts car rally, youth programs, society meetings, etc.

The economic downturn may also be an advantage for the Town to attract sufficient competitive tenders. The longer the building sits empty, the more difficult and costly a renovation will become. Currently the Town of Claresholm is searching for innovative ways in which to fund this project, including reserves, debentures and other grant opportunities. The Town has an available facility and a completed design for its renovation; however the Town will be unable to proceed if grants opportunities do not come to fruition.

There has been applications put forward for three granting opportunities but we have been unsuccessful thus far. The Town has applied to the Canada 150 grant and the Small Communities Fund. Our partners have also applied to the Community Facility Enhancement Program.

The Town thanks you for taking the time to understand our concerns and the potential this project offers within our community. If you have any questions regarding the above, please contact the undersigned at your convenience.

Yours truly,

Rob Steel  
Mayor  
Town of Claresholm

RS/tv

Cc: Mr. Pat Stier - MLA Livingstone-Macleod  
Keith McLaughlin, Chief of Staff, Office of the Minister



# REQUEST FOR DECISION

Meeting: September 11, 2017  
Agenda Item: 12

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## Economic Development Marketing Plan

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### **DESCRIPTION/BACKGROUND:**

The Town of Claresholm Economic Development Office has been actively completing a multi-phase project entitled Claresholm; Defining a Promise. This project aimed at delivering a community-driven rebranding, a new municipal website, and a 3-year marketing plan that reflects the steps needed to facilitate the long-term integration of the new brand within the community and the marketplace. The branding consultation and development is complete, with integration via signage, digital presence and facilitating the opportunities to deliver on brand message through sustainable activities and experiences ongoing. The new municipal website was launched on August 31 to a very positive reception within the community via social media, verbal and written feedback and will continue to undergo improvements over the coming weeks. The final component of this project is the adoption of a multi-year marketing plan that will solidify the new brand and marketable positioning.

### **DISCUSSION/OPTIONS:**

Claresholm; Defining a Promise has experienced some setbacks, and an initial consulting partnership was dissolved in favour of the Economic Development Officer completing the Marketing Plan. Plan development started in May, 2017 and was initially presented to the Chief Administrative Officer and Economic Development Committee for editing in early June, 2017. The document was submitted to the Economic Development Committee and reviewed at the Committee meeting on July 24, 2017. Final edits were recommended and the document was motioned for approval to submit to Council with the incorporation of the identified edits at that meeting.

### **PROPOSED RESOLUTIONS:**

The marketing plan will guide the efforts of the Town of Claresholm towards municipal positioning through marketing and brand development. Adopting this plan will allow the Economic Development Office to move from conceptual to actualization through well-researched best practices for each of the planned tasks.

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

The budget for implementing the plan will be a combination of allocating operational budget from the Economic Development department, the allocation of capital budget for special projects and the acquisition of grant funding where and when possible.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to approve the 2017 – 2019 Economic Development Marketing Plan as presented.

### **ATTACHMENTS:**

- 1.) Marketing Plan 2017-2019

PREPARED BY: Justin Sweeney, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 7, 2017

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# Claresholm

Where **Community** Takes Root

**Project Title;** Claresholm; Defining a Promise

Strategic Marketing Plan 2017 – 2019

**Developed by;** Town of Claresholm Economic Development Officer

**Approved by;** Town of Claresholm Economic Development Committee

**Date of Approval;** July 24, 2017



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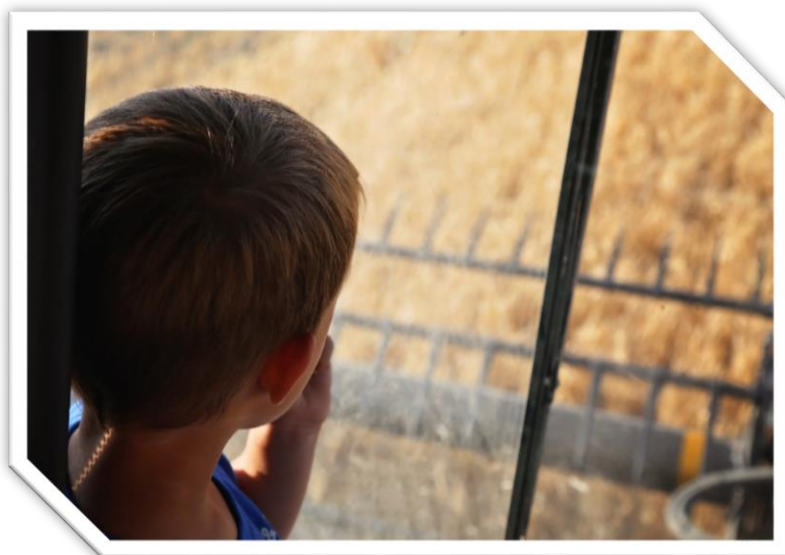
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## Executive Summary;

The Town of Claresholm has a population of 3780, with a service area of 7000. The town enjoys climate, personal income, and a skilled workforce far above the national median average. An abundant land bank for potential development, ease of access to natural resources and markets, low housing costs, ample amenities and services, and a unique focus on active living and thrilling events position the town for growth.

The Claresholm brand, 'Where Community Takes Root,' focuses on agricultural and family heritage, western flair, thrilling events, and healthy, active living in a modern era. This brand is unique amongst nearby municipalities and potential competitors. Threats to the community include retail leakage, stagnant population growth, lack of employment for youth, and a potential highway bypass, while opportunities include integration in to the local agricultural supply chain, niche market availability, and natural resources for food and beverage processing.

Municipal efforts will be focused on an integrated marketing strategy for consumer, industrial, and residential attraction. Cultural Explorers (consumers) will be targeted through web, print, signage and radio; Industry will be targeted through networking and developing a top of mind presence in supporting agencies; and residential attraction will take a more laissez-faire approach focusing on web banners, word of mouth (facilitated through a Champions Program) and capitalizing on increased visitor traffic.



Claresholm recognizes that our future is seen through the eyes of our youth.

## Budget;

*Legend; C = Consumer, R = Residential, I = Industry*

Task	Year 1	Year 2	Year 3	Primary	Hours	Target
Brand Training for Businesses	\$500	\$500	\$500	EDO & Travel AB	40	C
Municipal Events	\$0	\$10 000	\$10 000	Events Coordinator	400	C
Champions Program	\$2 000	\$2 000	\$2 000	EDO	120	C/R/I
Signage Program	\$15 000	\$40 000	\$15 000	EDO	60	C
Website	\$20 000	\$2 000	\$2 000	Communications & EDO	120	C/R/I
Tourism Map	\$1 500	\$1 500	\$1 500	EDO & VIC	20	C
Travel Guide	\$1 500	\$5 500	\$5 500	EDO	20	C
Water Tower Lights	\$0	\$0	\$37 500	EDC	40	C
Investment Attraction Materials	\$1 500	\$1 500	\$1 500	EDO & EDC	60	I
Conferences	\$ 1000	\$2 500	\$2 500	EDO & EDC	80	I
Associations	\$0	\$1 500	\$1 500	EDO	10	I
Trade Fairs	\$0	\$5 000	\$5 000	EDO & EDC	60	I
Trade Fair Booth	\$0	\$5 000	\$0	EDO	20	I
Student & Youth Engagement	\$0	\$500	\$500	EDO	30	I
Web Advertising	\$0	\$5000	\$5000	EDO	30	C/R/I
Residential Assessment	\$0	\$0	\$0	EDO	120	R

Task	Year 1	Year 2	Year 3	Primary	Time	Target
Success Stories	\$0	\$500	\$0	EDO	40	R/I
Database	\$0	\$0	\$0	Ec Dev Asst.	30	I
Incentives	\$0	\$0	\$0	EDO	80	R/I
Business Synopsis	\$0	\$0	\$0	EDO	40	I
AB Travel Information Services (ATIS)	\$0	\$0	\$0	EDO	24	C
Radio	\$0	\$0	\$0	EDO/Events Coor	20	C
Partner Sites	\$0	\$0	\$0	EDO	24	C/I
Package Development	\$0	\$0	\$0	EDO & Travel AB	40	C
Experience Development	\$0	\$0	\$0	EDO & Travel AB	40	C
<b>Total</b>	<b>\$43 000</b>	<b>\$83 000</b>	<b>\$90 000</b>	<b>Total Hours</b>	<b>1568</b>	



Variety of Print Marketing Materials, 2016-2017

## Objectives & Process;

### Objectives;

Claresholm; Defining a Promise is a three pronged approach to developing a long-term engagement strategy for customer, industrial and residential attraction. Phase 1 delivered a comprehensive brand that highlights the common thread that pervades throughout the community. Phase 2, this document, will provide clear, action-oriented tactics for marketing the community to tourists, potential residents and potential businesses. Phase 3 delivered a new municipal website that will service each of the target markets.

The objectives of this project are as follows;

- Identify opportunities for improvement
- Promote existing assets
- Introduce and reinforce brand
- Improve visitor experience
- Identify potential assets for development
- Define targets, channels and budget for Town of Claresholm marketing from 2017-2019

These objectives will be measured as follows;

- 2-3% Growth in Business Licenses issued year over year
- Trending visitor growth of 10-15% year over year
  - Baseline establishment in 2017 for visitor traffic through Visitor Information Centre visitor numbers and a few strategic retail partners in the community
  - Successive years will be measured against this baseline
  - Postal Codes will be collected for use in PRIZM (software utilized by Alberta Tourism & Culture to define visitor demographics)
- Trending web presence growth of 10-15% year over year
  - Baseline establishment in 2017 for web through google analytics
  - Successive years will be measured against this baseline

## Process:

Claresholm; Defining a Promise was developed and led by the Economic Development Officer with the support and guidance of the Economic Development Committee, Chief Administrative Officer, Town Council and consulting marketing agency.

- Research Phase;
  - 3 Town Hall sessions open to interested community members to help identify SWOTs and brand direction;
  - Progress shared with interested stakeholders via Social Media and E-mail for feedback in between Town Hall sessions;
  - Past and current guiding documents reviewed for SWOTs and background;
    - Town of Claresholm Strategic Plan 2016-2019
    - FCSS Community Needs Assessment (2014)
    - Strategic Themes & Actions (Based on book '13 Ways to Kill Your Community' & completed by Alberta Southwest) (2014)
    - Community Futures Business Visitation Report (2012)
    - Town of Claresholm Municipal Sustainability Plan (2009)
    - Roger Brooks 'Through the Eyes of a Visitor' (2007)
  - Regular meetings with Economic Development Committee to identify potential SWOTs, goals, and budgetary preferences for marketing expenditures;
  - Joint Meetings of Economic Development Committee and Town Council to make final selection and ratification of brand;
  - Demographic and Real Estate information drawn from;
    - 2016 Canadian National Census
    - 2011 Canadian National Census
    - 2011 National Household Survey
    - Alberta Real Estate Association
  - Tourism specific and Explorer Quotient information supplied by Travel AB

- Agricultural information supplied by Alberta Agriculture and Forestry and Alberta Food Processors Association
- Regional agricultural production drawn from the MD of Willow Creek #26 and 2011 Agricultural Census
- Competition was researched through website visits and tracking recent news postings on the web
- Development Phase
  - The Town of Claresholm engaged a Consultant to lead the creation of look and feel for the municipal brand (Phase 1)
  - The Economic Development Officer lead the creation of the marketing plan (Phase 2)
    - Marketing Plan is to be approved by the Chief Administrative Officer, Economic Development Committee and Town Council
  - The Town of Claresholm retained the services of a web developer to lead the build on the new municipal website



Active. Community. Living.

## Claresholm, At a Glance;

All stats to be updated as new Census and Household Survey information is released.

### *Location;*

The Town of Claresholm is located in Southwestern Alberta, approximately 130 kilometres south of Calgary and 90 kilometres northwest of Lethbridge. It is located on the CANAMEX corridor, a 6,000 kilometre trade corridor that is the cornerstone for efficient transportation of goods, services, people and information between Western Canada, the U.S. and Mexico. Claresholm is the largest municipality within the Municipal District (MD) of Willow Creek

### *Population;*

The Town of Claresholm has a **population of 3,780** and a **service area of approximately 7,000** (see Schedule A for a breakdown of the service area by 5 year cohorts). The immigrant population of Claresholm is 200 and of predominantly European and Asian descent (SOURCE: 2011 National Household Survey).

### *Language;*

**English is the first language of 93% of the population**, followed by German, Tagalog (Filipino) and French in descending order of prevalence (SOURCE: 2016 Census).

### *Skilled Workforce;*

68% of Claresholm residents aged 25-64 have some form of postsecondary certificate, diploma or degree. This includes **23% in apprenticeship or trades, 27% at the College certificate/diploma level**, and **15% with a Bachelor's Degree or above**. 56.8% of Claresholm residents participate in the workforce and 18% of those are self-employed (SOURCE: 2011 National Household Survey).

### *Income;*

The **median employment income** of persons over the age of 15 who worked full-time in 2010 was **\$47,809**, with a **median family income of \$65,100** (SOURCE: 2011 National Household Survey). The median personal employment income is **far higher than the \$29,250** for all of



Canada and the small disparity between personal and family implies a number of families are enjoying single-earner or part-time spousal earnings with a potential focus on child-rearing.

#### ***Top 5 Employment Sectors;***

The top 5 employment sectors in Claresholm are Health Services, Construction, Retail, Public Administration and Education. Top employers include Alberta Health Services, El Molino Foods of Canada, Watt & Stewart Commodities, IGA, Claresholm Welding & Fabricating, Triple "T" Trucking Ltd, and the Town of Claresholm.

#### ***Housing;***

As of May 18, 2017, the **average home sale in Alberta was \$398,582** YTD for 2017. The **Calgary average was \$475,516** and the **Lethbridge average was \$271,053**. The average for south central Alberta, including **Claresholm, was \$195,416** (Alberta Real Estate Association). The average residential rental rate for attached facilities in a 3+ unit property is \$675 and 76% of residents spend 30% or less of their income on housing (SOURCE: 2011 National Household Survey).

#### ***Climate;***

Claresholm enjoys **some the warmest weather regionally, and nationally**. All months except January experience daily average highs above 0 degrees Celsius, with Chinooks regularly bringing winter temperatures in to the plus teens. Highs in July and August average a comfortably warm 25 and 26 degrees Celsius. There is 361 millimetres of annual precipitation that falls heaviest during the rainy season of May & June.

#### ***Commuter Flow;***

Claresholm enjoys a **net influx of 530 commuters** for the purpose of employment. This adds to the daytime service area, with the majority of commuters coming from the MD of Willow Creek, followed by neighbouring communities and Lethbridge. The **median commute time for Claresholm residents is 5.8 minutes** (SOURCE: 2011 National Household Survey).

#### ***Development;***

Development **permits for 2016 were valued at \$5,643,587**, including \$2,908,949 in commercial/industrial permits. This was the highest single year of commercial/industrial permit values since 2011 and continues a **three-year trend of growth** in this area (see Schedule B for a breakdown of development permit values.)

### ***Local Resources;***

#### *Water,*

The Claresholm Regional Water Treatment Plant, upgraded and opened in 2010, is gravity fed water from the Pine Coulee reservoir and has a capacity of 6,912,000 liters per day. The Town can divert over 1.3 million cubic metres of water annually and has the capacity to supply industrial and residential development well beyond the current requirements.

#### *Land,*

The Town of Claresholm completed an annexation that added significantly to the available land bank for development. As of May, 2017, there are **595 acres zoned agriculture transitional that are slated for commercial/industrial development** and **400 acres slated for residential development** within municipal boundaries. At a rate of 25 new housing starts per year at 5 houses per acre, the available residential land will be sufficient supply for 80 years.

#### *Farming & Ranching Production;*

The 2011 agricultural census for the surrounding MD of Willow Creek #26 reported 437,293 acres are crops and 9,877 acres of summerfallow. 163,658 acres are tame and seeded pasture, 484,387 acres of natural land for pasture, 15,977 acres of woodlots and wetlands and all other land amounting to 15,176 acres. Highway No. 2 forms a rough north-south division line, with ranching to the west and farming to the east. There are 37,330 acres under irrigation.

There are approximately 772 farms and 550 acreages in the district. In addition to grain production, 502 farms report having cattle, 21 report having pigs, and there are sheep and goats on 39 farms. There are also 17 farms with dairy cows, 17 egg and poultry operations

and 83 farms report the horse industry as their main enterprise involving 5,547 horses (SOURCE: MD of Willow Creek #26 Agriculture Service Board Business Plan Excerpt).



Agriculture



Industry



Family



Fun

# Regional Snapshot & Competition

## Regional Snapshot:

Claresholm is in the Southwestern Alberta region as defined by the Regional Economic Development Alliance, Alberta Southwest. This region is comprised of 16 communities that are active in agriculture, renewable energy, and a burgeoning nature tourism industry. Alberta SW is actively seeking to attract more Cultural Explorers to the region, and this will fit well with our focus on the same traveler segment for our consumer attraction.

## Competition:

Our competitive analysis focused on communities in close proximity that may be competition for the attraction of industry and consumer engagement;

**Nanton** – Uses a large number of Antique stores as a primary draw for afternoon shopping. The town draws from Calgary and has an emerging retail market with abundant niche stores, but lacks in industry and does not have the breadth of health and recreational amenities as Claresholm does.

**Fort Macleod** – Fort Macleod is a true competitor that is actively seeking industry. Being juxtaposed on two major thoroughfares, it has an ease of access to transportation routes that may be an advantage over Claresholm. The Town focuses on history and an ‘historical downtown’ as a key tourism draw.

**Pincher Creek** – Pincher Creek has similar demographics and challenges as Claresholm. The community is taking a ‘service area’ approach to development and is also capitalizing on the proximity to Waterton Park for tourism.

**High River** – High River has completed a recent redevelopment of their downtown after a flood and is highly artistic while also a quick commute to Okotoks and Calgary. Outlet stores and chain restaurants have been encouraged, but filling the downtown continues to be difficult as they try to dispel the investment stigma that comes with being the centre of a natural disaster.

# SWOT Analysis

## Strengths & Assets:

Strength or Asset	Salable Market	Ability to Influence/Change Over Duration of Plan
Safety	Residential	Annual RCMP Recommendations
Weather	All Markets	None
People	All Markets	Some – communication and engagement through Champions program
Cost of Living	Residential, Industrial	Some – Tax and Utility Costs
Walkable Community	All Markets	Some – Introduction of walking paths
Health Amenities	Residential	Some – Identify and encourage value-added opportunities
Agriplex	Consumer, Residential	Cross-Promotion & Partnership
Western Heritage	Consumer	Some – Actively Promoting heritage and Museum
Facilities	Residential	Some – Improve and expand programming
Access to Foothills/Nature	Consumer, Residential	None
Layout of Downtown	Consumer	None
Gardens	Consumer, Residential	Hired Gardener



## Weaknesses:

<b>Weakness</b>	<b>Affected Market</b>	<b>Ability to Influence/Change Over Duration of Plan</b>
Perceived as an 'Old Folks Town'	All Markets	Yes – Drive activity and development and focus on youthful marketing
Appearance (first impressions along corridor)	All Markets	Some – signage, gardening, street maintenance
Lack of evening entertainment	Consumer, Residential	Some – events Requires profit motive
Lack of high-income employment positions	Residential	Some – Industrial attraction to develop positions
Lack of collaboration and communication between Town, Volunteer Organizations and Businesses	All Markets	Yes – Clear and consistent communication strategy
Signage (gateway, wayfinding, blade signs)	Consumer	Yes – wayfinding, business directory and map, street signs, blade sign program
Lack of accessible information and washrooms in retail core	Consumer	Yes – temporary leading towards permanent structures
Absentee owners of commercial properties	Consumer, Residential	Some – Enhancement opportunities for property owners



## Opportunities;

<b>Opportunities</b>	<b>Applicable Market</b>	<b>Ability to Capitalize Over Duration of Plan</b>
Youthful activities (i.e. – Gymnastics, Art, Expanded Skate Park, Bowling, Arcade)	Residential, Consumer	Some – can facilitate and identify opportunities for operators
Lethbridge College Expansion (i.e. – community learning/teaching)	Residential	Some – can work with LC to more actively promote their presence and efforts
Value Chain integration in to surrounding agricultural production	Industry	Yes – through targeted industrial attraction
79% of respondents open to change to facilitate growth & expansion (FCSS Needs Assessment, 2014)	All Markets	Yes – Champions Program
Agri-tourism	Consumer	Some – develop business outline and provide supports for operators
Annexed Land	Industrial, Residential	Yes – Facilitate or purchase and lead development
Housing – commute time to Aldersyde industrial park	Residential	Yes – can market commute times for potential residents
Highway Bypass	Residential, Industrial	None – can only prepare for development of corridor for beautification and improved walkability
Boomerang effect in young adults returning home	Residential, Consumer	Yes – Use community events as homecoming opportunities and incorporate marketing efforts around business and residential opportunities

## Threats:

<b>Opportunities</b>	<b>Applicable Market</b>	<b>Ability to Influence/Change Over Duration of Plan</b>
Minimal employment for youth	All Markets	Some – Promote STEP, CSJ & Young Works
High Commercial taxes for Alberta Southwest region (16 municipalities)	Industrial	Some – Increase base to reduce individual burden
62% of respondents believe Claresholm has declined over 2009-2014 (FCSS Needs Assessment)	Residential	Yes – Champions Program to celebrate successes regularly
No Incentives for business	Industrial	Yes – Incentives Package
Lack of RCMP presence	Residential	Some – Annual Report on Needs
Only 58% of respondents would recommend Claresholm to friends and family as a place to live (FCSS Needs Assessment)	All Markets	Yes – Champions program to build positive word of mouth advertising of the community
Lack of communal gathering space in the downtown core	Residential, Consumer	Yes – Identify Opportunities
Aging facilities and cost of maintenance	Residential, Consumer	Some – Increase Tax Base
Diminishing school enrolment indicative of outward migration of younger families	Residential, Industrial	Some – Residential Attraction
29.5% of businesses feel their market is shrinking (CFABSW BVP 2012)	Industrial	Some – Capacity Building Training
36.1% of businesses have difficulty attracting staff to area (CFABSW BVP 2012)	Industrial	Some – Improve on Quality of Life Indicators
Stagnant growth	All Markets	Some – Implement Plan
Retail leakage	Industrial	Some – Marketing
Lease rates	Industrial	Some – Establishing Averages
Highway Bypass	Industrial	Yes – Prepare Accordingly to capitalize on opportunity



# Brand

## *Defining Message*

People from Claresholm are genuine Albertans who live for the outdoors. Our strength of character grows proud from agricultural roots. We've fought to build the best healthcare and range of sports facilities of any town in Southwestern Alberta. And we take a lot of pride in our active, hands-on culture, and the world-class people it creates. We know everyone can pitch in, play an active role, and pull together to make big things happen. And our daily fun is what city folks can't wait to get out and experience. When you keep up with someone from Claresholm, you're probably having a great time!

## *Unique Selling Proposition*

**Claresholm is a deep-rooted powerhouse of active living and thrilling events, where people think like champions.**

Claresholm offers the opportunity to connect with the up close experience of a traditionally agricultural and active, family-oriented environment. Regularly scheduled weekend events at the Agriplex, including retail services that support this interest, provide ample opportunity to watch athletes of all ages and get involved in the action.

Claresholm also offers a unique opportunity to enjoy an inexpensive camping trip that can be partnered with the golf course and sold on the inclusion of a spray park for youth at the campground. For the vehicle enthusiast, burgeoning activity at the Airport for drifting offers potential to be developed in to regular weekend events.

Shopping, dining and entertainment are complimentary to this unique selling proposition, and are sufficient during the day, but lacking in evening (after 6pm) options. The easily walkable downtown core, along with a visit at the museum, make an easy to enjoy afternoon experience.

## *Brand Development:*

Given the key areas of active living, thrilling events and world class people from the brand, development of the unique selling proposition to the point of critical mass will require the following;

- Package development of Campground with local experiences, specifically the Golf Course, Agriplex & Museum
- Behind the scenes experiences
  - Agriplex
  - Working Ranch or Farm Tours
- Successful layering on current events
  - Fair Days
  - Chad Besplug Bull Riding
- Concerts
- A winter festival
- Multi-Day Car Events at the Airport
- A celebration of local producers (harvest festival)
- Weekly outdoor summer markets
- Interactive exchanges with our hidden local gems
  - Artisans
  - Crafters
  - Authors
  - Experts in their field
- Businesses
  - Entertainment (open after 6pm)
  - Niche Markets
    - Bakery, Ice Cream, Café, Artisanal Crafts, Gastro Pub
  - Recreational Equipment Rentals and/or tours
  - Retail Pop-Up Market

Any future concepts can be tested against this rubric. A good fit should answer yes on 6 or more of the following;

- Is it LOCAL?
- Does it create an emotional connection (interactive)?
- Is it engaging, over 'seeing'?
- Is there a WOW factor? Is it defined?
- Is it Simple?
- Can it be personalized?
- Is there a take-away?
- Is it authentic and does it tie in with the larger active, thrilling, healthy, agricultural, and hands-on brand?

***Look & Feel:***



The logo is a refreshed image from the 2007 version that carries forward the strong affinity for a design that incorporates our neighbouring foothills and warm sunshine. The restyling of the lines reflect a modern appeal and the inclusion of the water tower is a recognition of our visual icon and a historic landmark within the Town. Inclusion of the water tower juxtaposed against the surrounding natural qualities of the MD reflect our greater sense of community, which extends far beyond any municipal boundaries. The golden yellow chosen for the sun represents our wheatlands and the rich green represents the foothills. This is a throwback and salute to the role that our surrounding agriculture and ranching has and continues to play in our community. The deep blue represents the distant mountains and our expansive blue skies, celebrating our prized weather and access to some of the most beautiful landscapes for hiking, fishing, quading and camping. The logo

is designed in an open, inviting, and warm format to represent those same characteristics within the community.

The tagline, **“Where Community Takes Root”** speaks to the deep-rooted nature of our community. We draw nourishment from our surroundings. We openly respect and take pride in our heritage. We are welcoming, supportive of one another, and have a flair for western hospitality and heritage. The tagline provides the opportunity to use wordplay respective to the term ‘Community’ as it can be changed out with words such as; family, active living, agriculture, and opportunity depending on the intended audience.

### *Thematic Opportunities in Marketing:*

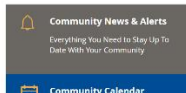
Creative themes for advertising material can include ‘Just another day in Claresholm,’ paired with immersive experiential imagery highlighting an exciting activity and ‘\_\_\_\_\_ it up in Claresholm’ paired with short action verbs and coupling imagery. Another option is to use the tagline ‘Where Community Takes Root’ and switch out the term community to ‘rodeo’ or ‘golf’ or ‘family weekends’ depending on the messaging.

All marketing is to include **stylish people engaged in activities that highlight scenery, history and culture in action shots. The messaging is always to be enthusiastic, invitational, and focus on the opportunity to connect.**

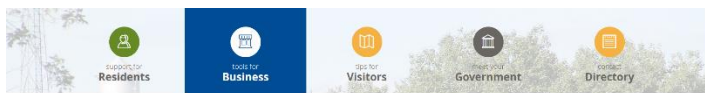
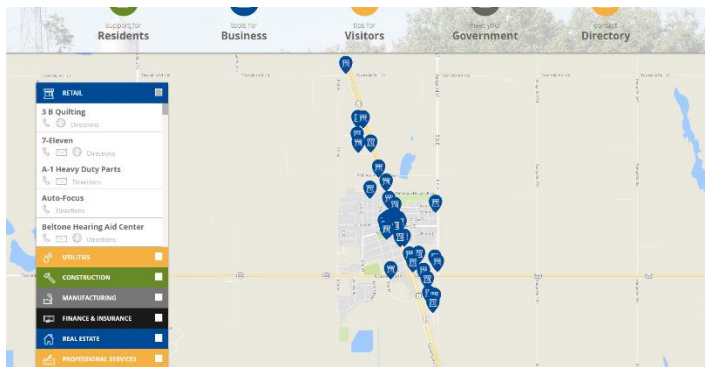
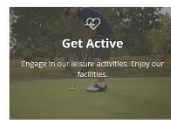
Areas of focus within these thematic opportunities are;

- Western heritage – ranching experiences, retail shopping, authentic food, cowboy culture
- Agriculture & Rodeo – Agriplex, farm tours, foothills tours by bus or quad
- Family Weekends – camping, golfing, spray park
- Culture, art & history – local artisanal gallery, link with museum (possibility of hands on or guided tour), dining on the farm
- Behind the scenes – Agriplex, working farms and ranches, artisans, hand-crafted goods
- Our Hidden Gems

- Expert in a field, artists, authors, researcher, outfitters, musicians, woodworkers, producer, retail stores,



Impressive camping trip that can be partnered with a round of golf or take in some action at the Agplex, Claresholm is your home for weekend excitement!



**Opportunities Taking Root**

Agricultural production and the supporting businesses are the cornerstone, but not the totality of industry in Claresholm. The local economy also consists of firms that operate in health care, agri-food processing, construction, transportation, manufacturing, energy, real estate, professional services, retail, and hospitality. The existing diversity, stable growth, affordability and access to major transportation routes make Claresholm an attractive location for establishing operations!



## New Municipal Website

The new Town of Claresholm Website will be a useful and engaging tool for Residents, Businesses and Visitors. With easy to use navigation, a simple 3-click to anywhere framework, and improved functions such as a community calendar and business directory, this website will be a drastic improvement over the current design and digital positioning of the community.

# Consumer Markets (Tourism)

## Who Are We Targeting?

Claresholm will be targeting **Cultural Explorers** from the Explorer Quotient recommendation from Travel AB. This will fit well within the regional approach as the Alberta Southwest Regional Economic Development Alliance is also focused on this demographic and many tourists from this market segment pass through the community as they travel towards Waterton National Park and the Castle Mountain area.

Cultural Explorers **make up 9% of the total Alberta market**, have a **median age of 37** and an average household income of \$101,584. There are **60,700 Cultural Explorer households in Calgary**, and another 5,700 in Lethbridge. **58% of these households have children under the age of 18** and 36% of their travel is for 1-3 nights, although they enjoy long-term travel (more than 8 nights) with a focus on non-luxury accommodations and dining. Their education level is high school to bachelors, and they **spend an average of \$1,835 per person per trip**, which is higher than the Canadian average of \$1,443.

## Why Are We Targeting Them?

Claresholm is targeting Cultural Explorers **because their preference for unstructured, culturally immersive, event and outdoor activity based travelling fits best with the Claresholm Brand that also focuses on cultural immersion with fantastic people, events and active outdoor living**. Cultural Explorers seek out opportunities to embrace and immerse within a culture.

Cultural Explorers prefer unstructured travel, spontaneity, personal creativity and growth, escaping the everyday, and are driven by personal goals. They travel to see natural wonders, heritage sites, and **parks, interact with locals, attend festival and events, and enjoy outdoor activities like hiking, biking, boating and fishing**. Top complimentary activities they enjoy are **outdoor markets, local dining, viewing wildlife, tours, shopping at local artisanal shops, attending museums, and staying at a bed and breakfast**. Claresholm

offers experiences that can be immediately marketed to this segment, with ample opportunity for future development towards a critical mass.

### *What Are We Selling to Them?*

Claresholm is selling **an immersive escape from the hustle of everyday life to truly enjoy life's precious moments**. This looks like self-guided tours through the foothills with maps developed by residents who explore the most. This looks like an open welcoming to the Agriplex on any given weekend to experience the sights, sounds and smells of agricultural and cowboy culture. This looks like an expansive green space park with water amusements, low-cost camping geared towards families, and identified opportunities to hike, fish, bike or go boating. This looks like a round of golf for four paired with a meal at a local restaurant. This looks like every day in Claresholm, but it can be the perfect getaway for active cultural explorers seeking space to do what they love.

Primary salable assets for Consumers;

- Golf Course – a true hidden gem of southwestern Alberta
- Agriplex – cowboy culture on a weekly basis
- Museum – a historical journey through local and regional stories
- Campground – affordable family camping with the added bonus of a spray park
- Supplemented by retail, local artisans and restaurants

### *Where Will We Reach Them?*

Cultural Explorers are active on the **internet** and are avid listeners to **radio**. 60% do not read any newspapers at all, and 73% do not read magazines, but 89% use the internet daily and the same number listen to the radio, especially during weekday commute times. They express low confidence in outdoor media, and actively seek opportunities to avoid television marketing. 27% of Cultural Explorers access Travelalberta.com for information, while 26% use internet searches and another 24% use maps and brochures. 48% are active on social media and 93% are strong advocates, telling family and friends about their travel.

The Town of Claresholm will focus on ongoing marketing for building presence and short-term marketing specific to events and seasonal offerings. Channels that will provide ongoing presence include signage, a municipal website search-engine optimized for key offerings (southern Alberta, agriculture, rodeo, cowboy culture), web presence and monitoring of strategically chosen websites, and by word of mouth programs. Short-term strategies will include annual maps and brochures, radio advertising and travel brochures.

### *How Will We Approach 2017-2019?*

The Town of Claresholm will focus on building, communicating, assessing and reiterating the same process annually in order to incorporate new concepts and refine efforts.

#### ***Building;***

Building will include creating an operators database that will house all appropriate contact information for retailers, restaurants and accommodations within Claresholm and the surrounding area. Brand integration training, offered through a partnership with Travel AB, will instruct local operators on how to incorporate the brand in to their business and take ownership of the brand as part of the larger business community. This training, offered in the fall of 2017, will dovetail with a future session on package development (experience + dining + accommodation) and experience development (opportunities for new businesses, business expansions, and municipally driven experiences). Municipally driven experiences will be led by an expanded Events Coordinator position that will build on the current contracted position as event opportunities are identified and selected.

#### ***Communicating;***

The Town of Claresholm will incorporate multiple communication tools to reach the intended audience. Messaging must highlight a call to action and links or contact information applicable to the content;

- Champions Program; to be discussed in detail in a later section
- Signage
  - Directional



- Informative directional signs placed strategically around the community that highlight key points of interest & assets
- Gateway
  - Welcoming signs located at the south and north entrances to Town along Highway #2 with the option for immediate or future incorporation of a digital component
- Shingle/Blade Signs
  - Consistently themed sandblasted cedar signs made available for purchase to local business owners
- Street
  - Replacement of all municipal signs to reflect the brand guidelines
- Business Advertising
  - A coordinated effort to house business advertising signs on two large billboards placed at the south and north entrances to town
- Website
  - A visitor-section of the municipal website that highlights and links to attractions, services and available packages or entertainment
- Partner Sites
  - Consistent messaging on a selection of partner sites geared towards tourism in Southwestern Alberta
- Map
  - An annually-developed tourism map that can be made available at local accommodations, the Visitor Information Centre, Town Office, Campground, Golf Course, Agriplex, and on the municipal website
- Alberta Travel Information Service
  - Development and maintenance of a profile on ATIS that highlights our key messaging and links to the local operators
  - Paired with encouragement of local operators also participating by developing their own profile
- Radio

- Radio advertisements on appropriate stations during peak weekday commuter times for events
- Travel Guides
  - Annual advertising in 1-2 selected Travel Guides that highlight the region and have an active web presence

### ***Assessing;***

Assessment of the communication tools, experiences and packages will be completed annually. Tools with unidentifiable ROI or tracking will be scrutinized against emerging opportunities that provide better tracking capabilities. Visitor traffic will be monitored over the duration of the plan at participating partner organizations and the Visitor Information Centre. These numbers will be directly linked to the projects' objectives.



# Industry

## *Who Are We Targeting?*

Claresholm will be focusing its' industrial attraction efforts on sectors that are part of the value-added agriculture supply chain. These sectors include beverage manufacturing specific to breweries/distilleries, marihuana production facilities, grain and oilseed milling and associated food production facilities. These sectors will be narrowed down even further with opportunities identified through interactions planned with Alberta Agriculture and Forestry in early July, 2017.

## *Why Are We Targeting Them?*

Claresholm is targeting industries that can integrate in to the local supply chain. There are large quantities of agricultural commodities produced in the surrounding area. The municipal water supply and management is sufficient to meet the demands of the industries and the quality of the water supply speaks well to the needs of breweries and distilleries. 92.7% of grain and oilseed milling operations are small to medium enterprises that have an average revenue of \$627.4 thousand. There are 43 establishments in Alberta, following Ontario and Quebec for national presence.

Provincial and federal support for agriculture and agri-food products is at a high, with ample financial and technical supports available. According to the Conference Board of Canada, food manufacturing, in 2016, experienced its' strongest output gains since 2001. Growing access to emerging Asian markets and strong export capacity to the US relevant to the current exchange rate make the export potential of this industry very positive. There is some risk with US exports given the possible renegotiation of NAFTA.

Facilities for each of these industries will offer more positions per acre than warehousing. While specialty manufacturing specific to technology is on the rise, manufacturing positions are readily being replaced by new technology and much of the labour is exported. Marijuana production is an industry that is slated for continued growth and the potential

for recreational consumption could create an industry worth \$22.6 Billion in annual sales according to a Deloitte report. If integrated in to the local supply chain, the likelihood of staying rooted in the community is far higher than if they were isolated from that same supply chain.

Each of the target industries create high-value jobs that will provide short and long term prosperity for the community. These positions will aid in youth retention and capitalizing on the boomerang effect where young adults are seeking opportunities to return to their smaller home town from larger urban centres. Beverage and food manufacturing, depending on scale, can also present opportunities for behind-the-scenes tours that will add to our visitor experiences.

### *What Are We Offering to Them?*

Claresholm is offering recently annexed land that has created a total land bank of 595 acres for industrial/commercial development. The Town has a skilled workforce, with 400 acres of development-ready residential lands to support continued growth. Claresholm is centrally located, with lower tax rates than Lethbridge or Calgary while providing the same access to highway transportation routes to major markets. The surrounding agricultural producers can supply raw materials ready for processing and the municipal water supply can accommodate their needs. Claresholm will also be offering a well-defined incentives package for new developments, renovations and expansions.

### *Where Will We Reach Them?*

The Town of Claresholm will be taking a networking approach to industry attraction. Financial resources will be dedicated to the development of materials that will aid in this approach. We will be focusing on creating face-to-face interactions with operators, their supporting associations, and their trade events. We will also work towards presenting site selection materials and conceptual opportunities to graduating students entering in to the field as a youth entrepreneur attraction method. The Town will also be using web presence and identified business opportunity pages on the municipal website to promote entrepreneurial activity.

## *How Will We Approach 2017-2019?*

The Town of Claresholm will focus on creating a top of mind presence within the associations, organizations and government agencies that are involved with our target sectors. The actions will create opportunities to engage, including silent selling through SEO presence and maintaining the economic development pages of the website and selected partner sites. The materials that will be required to capitalize on these opportunities include Investment Attraction materials, followed by a trade fair booth, well-defined incentive package and the development of a synopsis for each desired business within the community beyond the scope of our industrial targets (niche opportunities for local entrepreneurs such as a café, bakery, or pub).

### ***Opportunities to Engage;***

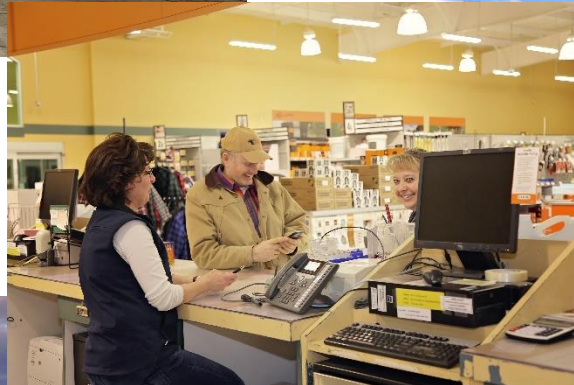
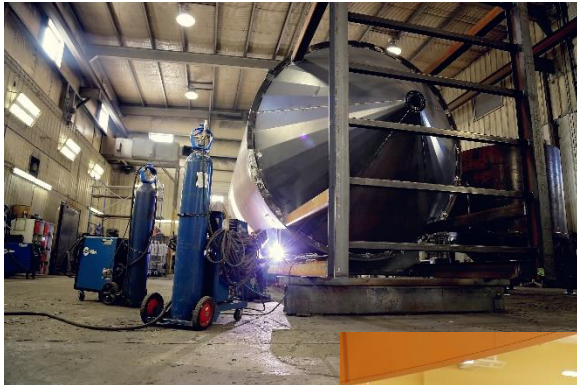
The Town of Claresholm will actively create and seek out as many opportunities to engage as possible;

- Champions Program; to be discussed in detail in a later section
- Municipal Website
  - Silent-selling through easy to navigate pages that deliver top-level information for site-selectors and easily found contacts for further information
- Conferences
  - Attendance of the EDO and EDC members at relevant conferences that include networking opportunities as well as information about the latest occurrences within that industry
- Associations
  - Active memberships in the appropriate associations that support our target industries and provide ample events to participate in
- Cold-calling
  - Reaching out to identified prospects to provide a basic information package about the salable assets Claresholm has to offer

- Trade Fairs
  - Attendance at or participation in trade fairs relevant to the target industries
- Olds College Brewmaster & Brewery Operations Course
  - Coordinated communication effort to graduates of the program about the salable assets Claresholm offers

***Assessing;***

Assessment for continuation of any engagement strategy will depend on the number of leads generated from that strategy. This will be tracked and reviewed year over year.



# Residential

## *Who Are We Targeting?*

Claresholm will be focusing its' residential attraction efforts on young families, early retirees, and recent immigrants. The primary focus for 2017-2019 is to attract visitation and industry, which will organically develop the opportunities for resident attraction. The budget and time allocated to Residential Attraction will reflect the current priorities and will be reassessed annually for any change in demand.

## *Why Are We Targeting Them?*

The municipality is actively targeting young families to bolster the participation rate, attract residents during their prime spending years and to increase the local school enrolment. Young families will provide the workforce required to grow local industries and increase our tax base for maintaining municipal buildings. Early retirees are naturally attracted to the lifestyle, affordability and amenities that the town has to offer. Recent immigrants provide a boost to the labour force and diversify the local culture. They are also twice as likely to start new businesses, such as culturally specific dining experiences. All of these segments of the population are more likely to relocate than well-rooted, middle-aged families.

## *What Are We Offering to Them?*

Claresholm is offering an active, healthy environment with exceptional climate, commute times, and housing costs. The municipality offers the greatest range of healthcare and recreational facilities of any community in the Alberta Southwest region. The housing costs and high average personal income for full-time workers offers the chance for single-earner families with a stay at home parent. It is centrally located with access to major markets less than 90 kilometres away and median commutes of just over 5 minutes for residents and less than one hour each way to southern Calgary or Lethbridge. Both school

have been completely renovated in the past 6 years and provincial testing places Claresholm students well above the median average.

### *Where Will We Reach Them?*

The Town of Claresholm will utilize the Champions program as a structured word-of-mouth effort geared towards using peer to peer influence to sell the community. This word-of-mouth concept will be utilized through the municipal website as well, showcasing success stories from recent arrivals who have come to love the community. Expense driven marketing will be minimal and may include some call to action web banner advertisements with sites that experience heavy daily traffic in Calgary and Lethbridge.

### *How Will We Approach 2017-2019?*

The Town of Claresholm will focus on generating residential leads through the Town's consumer attraction plan. All new arrivals are likely to start as visitors, and building our visitor base will increase the number of potential leads for residents. Likewise, the development of industry, and the jobs that are developed by industry, will drive residential attraction organically. These efforts will be subsidized by paid online advertising highlighting a key salable feature with a link to learn more that will direct to our municipal website. A proper residential assessment must take place over the duration of this plan to provide insight to developers as to where the municipality is deficient and how their developments can fit in to the larger strategic plan.

### ***Assessing;***

Assessment for continuation of any paid advertising will depend on the number of leads generated from that advertising (clicks through to municipal site). This will be tracked and reviewed year over year.



# Champions Program

## Purpose:

The Claresholm Champions Program will capitalize on the local passion and desire to better the community within engaged residents. Local passion is evidenced by the nearly 100+ unique residents who came forward to engage with and participate in the Branding Process. These stakeholders will be the drivers behind our Champions program. Participants will be provided with the appropriate information to be internal and external salespeople for the community. Their word-of-mouth promotion of the community to friends, family, and their respective networks will broaden the scope of informative networking. This is an opportunity for open and candid interaction on a regular basis between the EDO, EDC Members and community stakeholders. It will help dispel concerns around misinformation and will help us actively shape the messaging that is being shared. The larger stakeholder group will also ensure that the EDO and EDC are staying the course and will create a culture of positive interactions between community stakeholders and key personnel within the Town Administration and Economic Development Committee. The Champions program will also provide opportunity for regular feedback from the community.

## Structure:

The Stakeholders from the initial community sessions will be the first invited to participate. They will be provided with our marketing plan and/or key information sheets that cover our targets and why we believe those targets will be a good fit for Claresholm. The EDO will be the lead, supported by the EDC in recruiting and delivering facilitation sessions. There will be no restrictions on participation, opening the program to residents from the surrounding MD who have a passion and drive to improve their community. Facilitated discussions will happen on an ongoing basis, where updates, success stories, and future plans are shared. The participants will be tasked with sharing the information they have received in every opportunity that is applicable.

## Meetings;

Regularly facilitated meetings will happen a minimum of 3 times per year. Meetings will take place in the evening and will be held at the Business Growth & Development Centre or Community Centre North Hall depending on uptake. Light snacks and refreshments will be provided and participants will also be supplied with some Claresholm garb to facilitate the growth of our emerging brand.

### Our Past



### Our Present

### Our Future



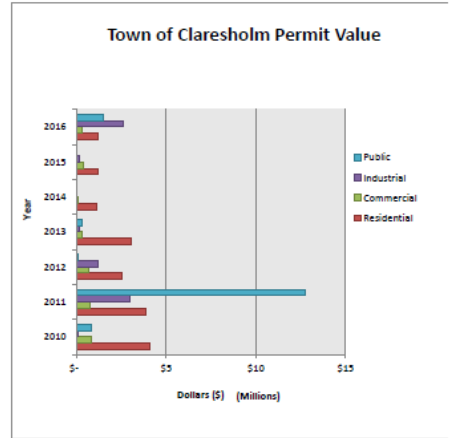
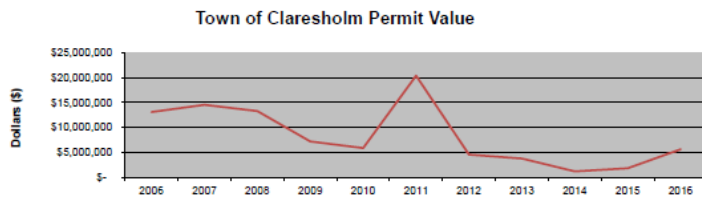
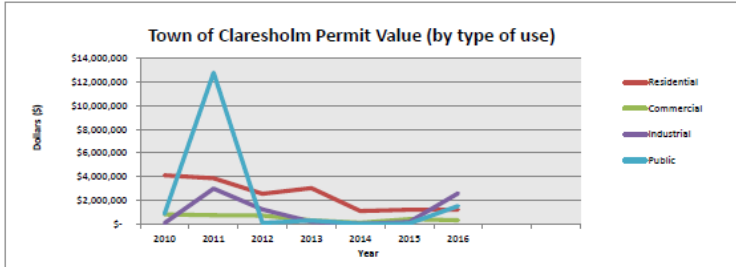
***Schedule A; Breakdown of Service Area Population***

	<b>Claresholm</b>		<b>MD #26</b>		<b>Granum</b>		<b>Stavelly</b>
<b>0-4 Yrs</b>	145		330		10		30
<b>5-9 Yrs</b>	175		375		15		25
<b>10-14 Yrs</b>	140		395		10		25
<b>15-19 Yrs</b>	190		360		20		20
<b>20-24 Yrs</b>	180		295		20		15
<b>25-29 Yrs</b>	135		240		15		25
<b>30-34 Yrs</b>	165		280		15		30
<b>35-39 Yrs</b>	195		270		15		20
<b>40-44 Yrs</b>	155		255		20		30
<b>45-49 Yrs</b>	205		290		20		20
<b>50-54 Yrs</b>	270		380		45		55
<b>55-59 Yrs</b>	300		410		45		50
<b>60-64 Yrs</b>	305		445		50		55
<b>65-69 Yrs</b>	350		300		40		60
<b>70-74 Yrs</b>	290		235		30		35
<b>75-79 Yrs</b>	255		160		20		30
<b>80-84 Yrs</b>	150		90		5		15
<b>85-89 Yrs</b>	120		55		5		0
<b>90-94 Yrs</b>	60		5		0		0
<b>95-99 Yrs</b>	5		0		0		0
<b>100+ Yrs</b>	5		0		0		0
<b>Total</b>	<b>3780</b>		<b>5170</b>		<b>400</b>		<b>540</b>

Source; Stats Canada 2016 Census

## Schedule B; Breakdown of Development Permit Values 2003-2016

TOWN OF CLARESHOLM PERMIT VALUES														
Year	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Residential	\$2,583,555	\$3,595,450	\$4,631,500	\$12,254,240	\$ 7,648,854	\$ 2,770,464	\$1,981,300	\$4,113,010	\$ 3,858,598	\$2,547,000	\$3,024,982	\$1,092,062	\$1,201,800	\$ 1,219,038
Commercial	\$ 322,000	\$ 799,000	\$ 208,000	\$ 108,500	\$ 4,250,500	\$ 2,181,500	\$ 918,100	\$ 809,050	\$ 735,500	\$ 708,000	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449
Industrial	\$ 154,000	\$ 670,000	\$1,452,100	\$ 480,000	\$ 1,867,000	\$ 632,470	\$1,204,800	\$ 80,000	\$ 2,983,000	\$1,224,000	\$ 180,000	\$ 500	\$ 186,000	\$ 2,589,500
Public	\$1,456,500	\$ -	\$ -	\$ 251,000	\$ 968,000	\$ 7,724,000	\$3,084,000	\$ 864,865	\$12,786,000	\$ 83,000	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600
<b>Total</b>	<b>\$4,516,055</b>	<b>\$5,064,450</b>	<b>\$6,291,600</b>	<b>\$13,093,740</b>	<b>\$14,534,354</b>	<b>\$13,288,434</b>	<b>\$7,188,200</b>	<b>\$5,866,925</b>	<b>\$20,363,098</b>	<b>\$4,562,000</b>	<b>\$3,790,787</b>	<b>\$1,207,432</b>	<b>\$1,822,225</b>	<b>\$ 6,643,587</b>



Source; Town of Claresholm Development Department



# REQUEST FOR DECISION

Meeting: September 11, 2017  
Agenda Item: 13

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## MUNICIPAL ELECTION ADVANCE VOTE

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### **DESCRIPTION:**

The Municipal Election is set for Monday, October 16, 2017. Administration is looking for Council to provide for an advance vote as per the *Local Authorities Election Act*.

Per Section 73 of the Act:

73(1) An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.

(2) No advance vote shall be held within 24 hours of election day.

(3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.

Administration is proposing to have Thursday, October 12, 2017 as the date for the advance poll to be held at the Claresholm Community Centre from 4:00 p.m. to 8:00 p.m.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to hold the advance vote for the 2017 municipal election on Thursday, October 12, 2017 from 4:00 p.m. to 8:00 p.m. at the Claresholm Community Centre located at 5920 – 8<sup>th</sup> Street West.

### **APPLICABLE LEGISLATION:**

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

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 7, 2017

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# INFORMATION BRIEF

Meeting: Sept 11, 2017  
Agenda Item: 14

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## MULTI USE COMMUNITY BUILDING & TOWN HALL PROJECT UPDATE

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### **BACKGROUND:**

As per Council recommendation the Committee and Administration have been working 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.

### **ATTACHMENTS:**

- 1.) Concept Plans / Perspectives / Project estimate

### **APPLICABLE LEGISLATION:**

- 1.) none

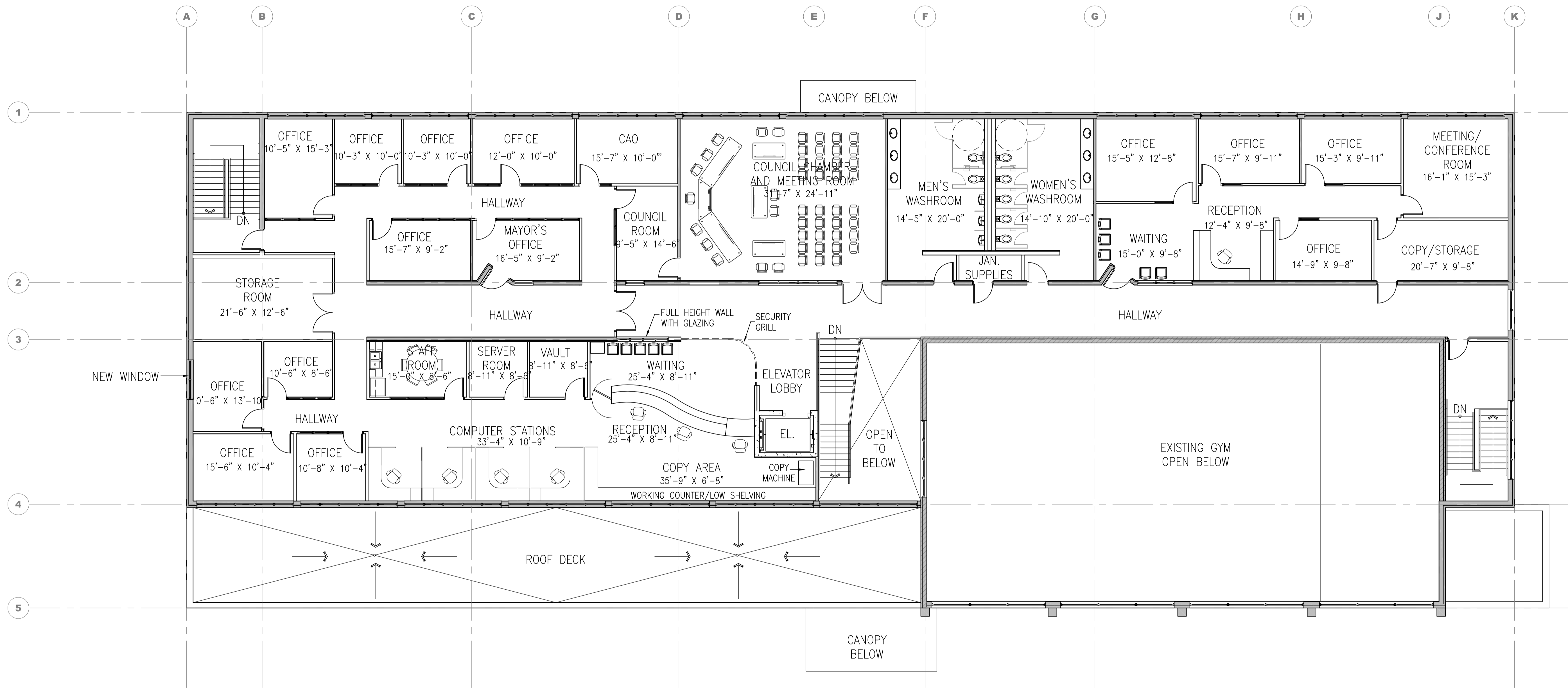
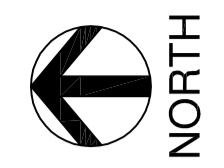
PREPARED BY: Tara VanDellen - Development Officer

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APPROVED BY: Marian Carlson, CGLM - CAO

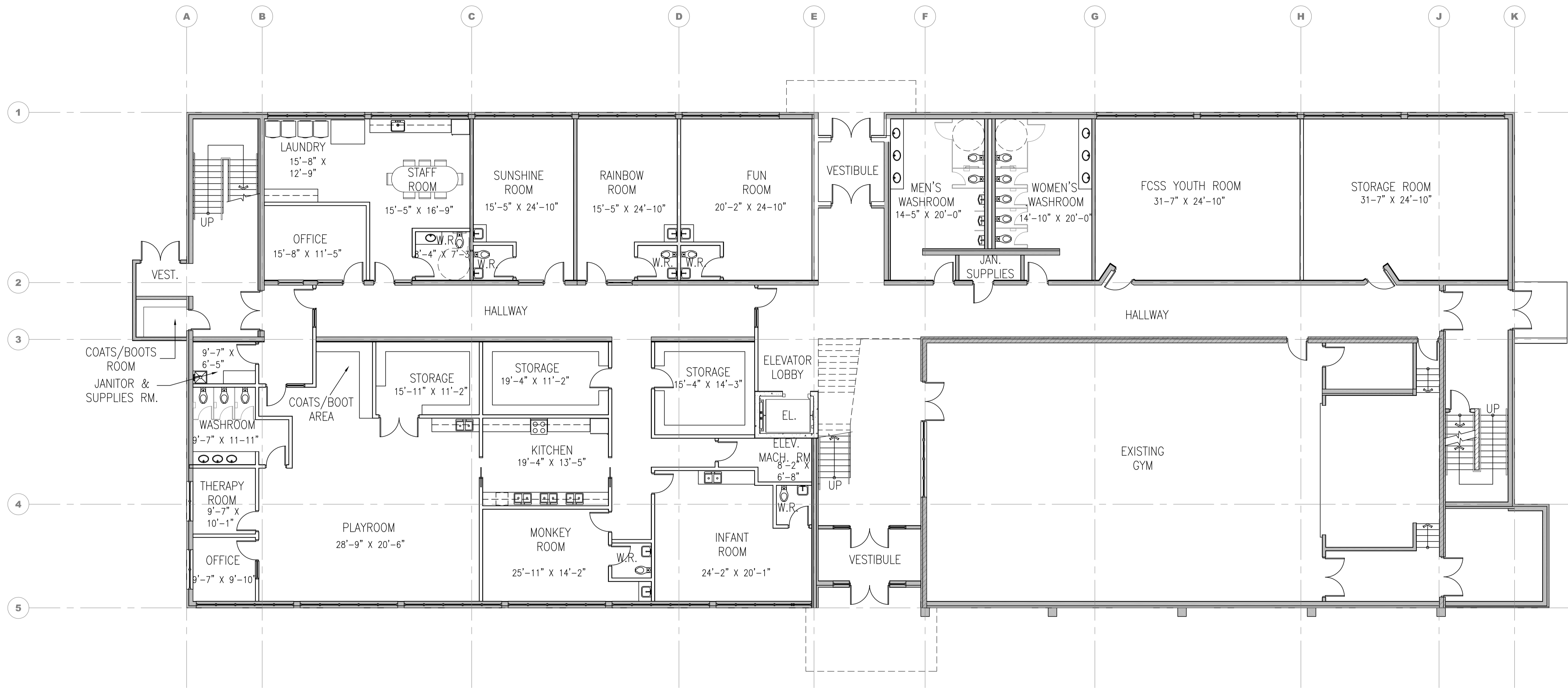
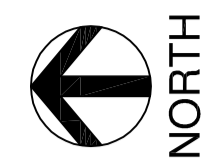
DATE: August 28, 2017

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**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.)



# Claresholm Community Building

5318 2nd Street W

## Probable Cost Analysis

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

	Element	Area/Unit	Rate	Sub-total	Total	Comments
		SQ.FT	\$/ sf or Unit			
<b>A</b>	<b>SHELL (Exterior Facade Work)</b>				<b>\$ 654,710</b>	
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
	<b>Sub-Total</b>			<b>\$ 654,710</b>		
<b>B</b>	<b>INTERIORS (Architectural, Interior Finishes)</b>				<b>\$ 1,162,450</b>	
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		
	<b>Sub-Total</b>			<b>\$ 1,162,450</b>		
<b>C</b>	<b>SERVICES</b>				<b>\$ 913,045</b>	
C1	MECHANICAL	26,087	20	\$ 521,740		See Note 9
C2	ELECTRICAL / DATA	26,087	15	\$ 391,305		See Note 10
	<b>Sub-Total</b>			<b>\$ 913,045</b>		
<b>D</b>	<b>SITE AND ANCILLARY WORK (IT / Misc. Equipment)</b>				<b>\$ 252,575</b>	
D1	COM/MEDIA EQUIP & FURNISHINGS	0	0	\$ -		Not included in estimate
D2	ANCILLARY WORK	10,103	25	\$ 252,575		See Note 11
	<b>Sub-Total</b>			<b>\$ 252,575</b>		
<b>SUB-TOTAL CONSTRUCTION COSTS</b>					<b>\$ 2,982,780</b>	
<b>E</b>	<b>GENERAL FEES AND ALLOWANCES</b>				<b>\$ 805,351</b>	
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
	<b>Sub-Total General Fees &amp; Allowances</b>			<b>\$ 805,351</b>		
<b>TOTAL ESTIMATED COSTS</b>					<b>\$ 3,788,131</b>	

**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: September 11, 2017

Agenda Item: 15

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## ARPA CHOOSEWELL AWARD

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### **DESCRIPTION:**

On Thursday August 17, 2017 The Town of Claresholm was notified that we have been chosen to receive the Creating Supportive Environments Award at this year's ChooseWell Healthy Community Awards. Awards Reception will be held at the Fairmont Chateau Lake Louise as a part of the ARPA Conference and Energize Workshop. The Reception will be held from 5-6pm on Thursday, October 26th. Award winners receive the following supports: 1 night stay at the Fairmont Chateau Lake Louise, \$150 discount on any Conference registration, free access to the 'Creating Healthier Communities' Pre-Conference Session (1-4pm, Thursday, Oct 26), Banquet tickets for 2 and a guest to the Opening Ceremonies Dinner for the ARPA Conference, featuring keynote speaker Jon Montgomery.

### **BACKGROUND:**

The application for this award was sent in July, 14, 2017 by Denise Spencer, Recreation Manager. Items Highlighted in the community included; Unstoppable Conversations, the Branding Initiative, and the community vision and core values.

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

Costs are Conference registration (\$645-\$150 discount), and 1 night stay Wednesday evening as Denise would like to attend Conference courses Thursday and Friday.

### **ATTACHMENTS:**

ARPA Email

### **APPLICABLE LEGISLATION:**

None

**PREPARED BY:** Denise Spencer, Recreation Manager

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**APPROVED BY:** Marian Carlson, CLGM – CAO

**DATE:** September 7, 2017

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**From:** Patrick MacQuarrie [<mailto:pmacquarrie@arpaonline.ca>]  
**Sent:** Thursday, August 17, 2017 9:48 AM  
**To:** Denise Spencer <[Denise.Spencer@townofclaresholm.com](mailto:Denise.Spencer@townofclaresholm.com)>  
**Subject:** Communities ChooseWell Awards

Hi Denise,

I'm writing to let you know that the Town of Claresholm has been chosen to receive the Creating Supportive Environments Award at this year's ChooseWell Healthy Community Awards. Congratulations!

Our Awards Reception will be held at the Fairmont Chateau Lake Louise as a part of the ARPA Conference and Energize Workshop. The Reception will be held from 5-6pm on Thursday, October 26th.

As an award winner, you will receive the following supports:

- 1 night stay at the Fairmont Chateau Lake Louise
- \$150 discount on any Conference registration
- Free access to the 'Creating Healthier Communities' Pre-Conference Session (1-4pm, Thursday, Oct 26)
- Banquet tickets for you and a guest to the Opening Ceremonies Dinner for the ARPA Conference, featuring keynote speaker Jon Montgomery

Please let me know as soon as possible:

- If you, (or another representative of your community) will be attending to receive the award
- Whether you (or he/she) will be bringing a guest
- Which of the supports you would like to access

Thank you, and congratulations again.

Patrick



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# INFORMATION BRIEF

Meeting: September 11, 2017  
Agenda Item: 16

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2017. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
Regular Scheduled Meeting - May 23, 2017				
8	RFD: Tax Sale Properties - Moved by Councillor Dixon that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017. CARRIED MOTION #17-047 Moved by Councillor Cutler that the 2017 tax recovery reserve bids be set as follows: i. N 50' of Lot 20, Block 1, Plan 147N, reserve bid \$50,060; ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100; iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790. CARRIED MOTION #17-048 Moved by Councillor McAlonan that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #17-049	Lisa	Sent ad to Alberta Gazette for June 30th edition. Auction held August 23/17	Complete
Regular Scheduled Meeting - August 14, 2017				
1	Delegation Response: Harvey Dippel - Council stipulated that all work done to date is deemed to be all that can be done to correct Harvey Dippels concerns regarding 53rd Avenue East.	Mike/Tara	Letter sent	Complete
4	CORRES: Alberta Municipal Affairs RE: Alberta Emergency Services Medal Program - Referred to the Emergency Services Committee.	Marian	On agenda for Sept 6 meeting	Complete
6	CORRES: SAEMRSA Leadership Group - Moved by Councillor Fieguth to approve the Southern Alberta Emergency Management Resource Sharing Agreement as presented. CARRIED MOTION #17-078	Karine	Email sent	Complete
9	CORRES: ATCO Gas, Lethbridge Region - Moved by Councillor Cutler to keep the franchise fee percentage the same at 10% for 2018 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd. CARRIED MOTION #17-079	Karine	Letter sent	Complete

10	CORRES: The Bridges at Claresholm Golf Club - Moved by Councillor Cutler to direct Administration to pursue completing an application for a water license for the Claresholm Golf Club in partnership with the Claresholm Golf Club Board for the purpose of irrigation with application costs to be covered by the golf club. CARRIED MOTION #17-080	Marian/Brad	Meeting with Golf Course committee Aug 29/17. Meeting with Alberta Environment scheduled for Sept 8/17 to begin application process	Complete
11	RFD: Tax Recovery Sale - Moved by Councillor McAlonan to accept the contract extension for the purchase of #4 Skyline Crescent until September 28, 2017. CARRIED MOTION #17-081	Tara	Extension signed and returned	Complete
12	RFD: 8th Street West Pathway Extension - Moved by Councillor McAlonan to accept the Pathway Extension Planning and Design contract with Associated Engineering at a cost of \$8,635 to be funded out of the Parks and Pathways Capital Reserve fund. CARRIED MOTION #17-082	Mike/Blair	Contract signed	Complete
13	RFD: CIP Application - Walking Paths - Moved by Councillor Fieguth to send a letter of support for the Walking Paths project by the Claresholm Kinsmen and the Claresholm Kinettes with in-kind donations to include labour and equipment to a maximum value of \$7,000. CARRIED MOTION #17-083	Karine	Letter sent	Complete
14	RFD: Audit & Accounting Services Contract - Moved by Councillor Cutler to award the audit and accounting services contract to Avail LLP for a three (3) year term with the option of two (2) one (1) year renewals as per their proposal dated July 11, 2017 for a total value over three (3) years of \$72,000 (Option A). CARRIED MOTION #17-084	Blair	Contacted Avail LLP to award the contract.	Complete
15	RFD: Centennial Monument & Flag Pole - Moved by Councillor McAlonan to erect a flag pole and monument in Centennial Park in 2017 to commemorate Centennial Park's 50th Anniversary and Canada's 150th Anniversary at a cost not to exceed \$5,500. This is to be an out of budget project and will be funded from General Reserves. CARRIED MOTION #17-085 Council directed Administration to gather more quotes.	Mike	Contract for flagpole construction has been awarded. Construction will begin once flag pole is manufactured.	In progress
16	RFD: Storm Water Mgmt Phase 2 - Moved by Councillor Dixon to proceed with the preliminary engineering on Phase 2 of the Stormwater Management Plan upgrades, put forth by Associated Engineering in the amount of \$26,500 plus GST, with funds allocated from Capital General Reserves. CARRIED MOTION #17-086	Blair/Mike	Contacted Associated Engineering to award the contract.	Complete
17	RFD: Rocky Mountain Drift Club Camping Request - Moved by Councillor Dixon to approve the use of the green space north of Moffat Park by the Rocky Mountain Drift Club for tenting and the parking of trailers for August 26th, 2017 contingent on approval from the Willow Creek Ag Society as the leasees of the property. CARRIED MOTION #17-087	Tara	Notification sent.	Complete
18	RFD: Rocky Mountain Drift Club Runway Request - Moved by Councillor Dixon to approve the use of the active runway by the Rocky Mountain Drift Club on Sunday, August 27, 2017 from 10am to 6pm. CARRIED MOTION #17-088	Mike	Notification sent to club and MD and neighboring property owners.	Complete
21	INFO BRIEF: Designated Industrial Property Assessments - Moved by Councillor Fieguth to send a letter to Alberta Municipal Affairs requesting that the Town provide the Designated Industrial Property Assessments through our current contractor, subject to the province paying the cost of the assessments. CARRIED MOTION #17-089	Lisa	Letter sent to Alberta Municipal Affairs August 16, 2017	Complete

26	IN CAMERA: Moved by Councillor Cutler to move the office of the Economic Development Officer to the municipally owned building that is designated for the Multi-Use Building located at 5318 – 2 Street West. CARRIED MOTION #17-090	Justin/Mike	Building Permit approved/ inspections complete / move complete	Complete
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PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 8, 2017

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# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
					<b>20246</b>	
53769	2017-08-10		787501	1344585 ALBERTA LTD		46,882.52
53770	2017-08-10		787518	AIRTECH HEATING & AIR CONDITIONING LTD		971.88
53771	2017-08-10		600	ALBERTA ASSOCIATION OF M.D.'S		1,814.43
53772	2017-08-10		785932	Alberta Hotel & Lodging Association		414.75
53773	2017-08-10		786671	CARNIVALS FOR KIDS AT HEART		2,199.75
53774	2017-08-10		12200	CHARLTON & HILL		89,779.20
53775	2017-08-10		126050	Cintas First Aid & Safety 030G		226.73
53776	2017-08-10		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		5,040.00
53777	2017-08-10		13400	CLARESHOLM GLASS '88' LTD		357.00
53778	2017-08-10		13660	CLARESHOLM LOCAL PRESS		1,582.77
53779	2017-08-10		13900	CLARESHOLM PHARMACY LTD		121.37
53780	2017-08-10		786950	CLARESHOLM SELF STORAGE		367.50
53781	2017-08-10		786800	GDM ELECTRIC LTD.		241.84
53782	2017-08-10		36200	HAGEN ELECTRIC		4,030.11
53783	2017-08-10		787522	HIFAB HOLDINGS LTD.		122.14
53784	2017-08-10		11310	HI-WAY 9 EXPRESS LTD.		25.10
53785	2017-08-10		786136	JOE JOHNSON EQUIPMENT INC.		126.12
53786	2017-08-10		900001	LETHBRIDGE HONDA		281.34
53787	2017-08-10		787504	LETHBRIDGE TACTICAL SUPPLY		141.73
53788	2017-08-10		56155	LIFESAVING SOCIETY		230.00
53789	2017-08-10		786659	LIVINGSTONE RANGE SCHOOL DIVISION		399.96
53790	2017-08-10		58000	LOOMIS EXPRESS		27.11
53791	2017-08-10		786704	MINISTER OF FINANCE (LT)		300.00
53792	2017-08-10		65000	MUNICIPAL DISTRICT OF WILLOW		17,001.22
53793	2017-08-10		4090	PVH CANADA, INC.		1,343.18
53794	2017-08-10		786156	Q.E.D. ENTERPRISES LTD.		1,730.31
53795	2017-08-10		86300	RECEIVER GENERAL		25,032.21
53796	2017-08-10		787533	SPENCER, DENISE		25.19
53797	2017-08-10		786111	STEEL, ROB		108.65
53798	2017-08-10		786501	TOM HARRIS CELLULAR		84.00
53799	2017-08-10		786759	Tyco Integrated Fire & Security		1,852.00
53800	2017-08-10		787546	WILLOWTREE DESIGNS		39.73
53801	2017-08-10		900000	ALLEN, MIRANDA		375.00
53802	2017-08-10		900000	BULLOCK, BLAIR		82.59
53803	2017-08-10		900000	DUFRESNE, DENNIS		2,500.00
53804	2017-08-10		900000	HOEKSTRA, MIRANDA		900.00
53807	2017-08-10		900000	LOBREAU, SHEILA		50.00
53808	2017-08-10		900000	RUSSELL, MALCOLM		393.75
53809	2017-08-10		900000	Safesidewalks Canada Alberta Inc.		10,500.00
53810	2017-08-10		900000	THE CANDY STORE IN NANTON		91.35
						217,792.53
						<b>20249</b>
53811	2017-08-11		900000	1487709 ALBERTA LTD.		499.00
53812	2017-08-11		900000	BOARDERLINE		677.50
						1,176.50





# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2017-Sep-6  
9:12:50AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
53813	2017-08-16		900000	DUHACEK, JACQUIE		300.00
53814	2017-08-16		900000	KELLY, SEAN		2,352.00
						<hr/>
						2,652.00



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
					<b>20272</b>	
53815	2017-08-23		787501	1344585 ALBERTA LTD		630.00
53816	2017-08-23		13125	AHS-CCMHA		51.00
53817	2017-08-23		600	ALBERTA ASSOCIATION OF M.D.'S		4,536.69
53818	2017-08-23		650	ALBERTA BLUE CROSS		7,262.94
53819	2017-08-23		1025	ALBERTA ONE CALL LOCATION CORP		103.95
53820	2017-08-23		786517	AMSC INSURANCE SERVICES LTD.		3,770.55
53821	2017-08-23		787528	ASSOCIATED ENGINEERING		51,214.85
53822	2017-08-23		6390	BISHOFF AUTO & AG CENTRE		1,131.97
53823	2017-08-23		6801	BROWN OKAMURA & ASSOCIATES LTD		2,910.58
53824	2017-08-23		11250	CANADIAN LINEN AND UNIFORM		252.12
53825	2017-08-23		787538	CAPITAL PAPER RECYCLING LTD.		411.60
53826	2017-08-23		76150	CAReS Animal Rescue		160.00
53827	2017-08-23		56100	CIMCO REFRIGERATION		9,397.21
53828	2017-08-23		13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
53829	2017-08-23		13525	CLARESHOLM IGA		30.74
53830	2017-08-23		13660	CLARESHOLM LOCAL PRESS		115.24
53831	2017-08-23		14085	CLARESHOLM NAPA AUTO		235.06
53832	2017-08-23		13900	CLARESHOLM PHARMACY LTD		24.52
53833	2017-08-23		786641	CLARESHOLM REGISTRIES		84.00
53834	2017-08-23		14150	CLARESHOLM WELDING & FABRICATING LTD		51.98
53835	2017-08-23		14205	CLEAN BRITE CHEMICAL SERVICES LTD.		824.72
53836	2017-08-23		786540	DIRECT ENERGY REGULATED SERVICES		72.26
53837	2017-08-23		786397	EPCOR		282.22
53838	2017-08-23		26201	FERG'S SEPTIC SERVICE LTD		1,086.75
53839	2017-08-23		786146	GODLEY'S JEWELLERY		100.75
53840	2017-08-23		49980	HARRY'S TIRE SALES (1984) LTD.		1,119.99
53841	2017-08-23		786777	HEMMAWAY, JASON		125.00
53842	2017-08-23		787522	HIFAB HOLDINGS LTD.		263.11
53843	2017-08-23		11310	HI-WAY 9 EXPRESS LTD.		32.76
53844	2017-08-23		36800	HOME HARDWARE		1,525.58
53845	2017-08-23		850	JOHN DEERE FINANCIAL		141.36
53846	2017-08-23		787535	KFJ SIGNS & GRAPHICS		1,842.75
53847	2017-08-23		786267	LAWSON PRODUCTS INC.		455.80
53848	2017-08-23		56155	LIFESAVING SOCIETY		65.00
53849	2017-08-23		786162	LINDERMAN LAW OFFICE		150.75
53850	2017-08-23		56200	LOCAL AUTHORITIES PENSION PLAN		29,765.80
53851	2017-08-23		58000	LOOMIS EXPRESS		72.02
53852	2017-08-23		786766	MCCANCE PLUMBING & HEATING		1,884.76
53854	2017-08-23		61450	MCNALLY CONTRACTORS LTD.		549.02
53855	2017-08-23		787523	MOWERS & BLOWERS (841057)		315.00
53856	2017-08-23		786872	MPE ENGINEERING LTD.		6,975.07
53857	2017-08-23		65000	MUNICIPAL DISTRICT OF WILLOW		6,658.42
53858	2017-08-23		65040	MUNICIPAL INFORMATION SYSTEMS		1,007.86
53859	2017-08-23		66100	NATIONAL SECRETARY-TREASURER		1,403.52
53860	2017-08-23		786905	ONECONNECT SERVICES INC. T46194		64.17
53861	2017-08-23		786635	ORKIN CANADA CORPORATION		139.13
53862	2017-08-23		787553	OSSA TERRA LTD		271,749.84
53863	2017-08-23		786167	PITNEY BOWES LEASING		1,361.27
53864	2017-08-23		786453	PRAXAIR CANADA INC.		1,108.09



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
53865	2017-08-23		86300	RECEIVER GENERAL	23,270.43
53866	2017-08-23		42321	RFS CANADA	77.64
53867	2017-08-23		786180	RICOH CANADA INC.	2,057.96
53868	2017-08-23		786468	SHAW CABLE	481.60
53869	2017-08-23		787533	SPENCER, DENISE	27.16
53870	2017-08-23		786191	TENAQUIP LIMITED	296.86
53871	2017-08-23		786849	TJ'S TREE TRIMMING	590.62
53872	2017-08-23		786501	TOM HARRIS CELLULAR	245.70
53873	2017-08-23		97015	TOWN OF FORT MACLEOD	2,177.81
53874	2017-08-23		786759	Tyco Integrated Fire & Security	431.55
53875	2017-08-23		101400	UNITED FARMERS OF ALBERTA	1,902.31
53876	2017-08-23		23500	W.R. MEADOWS OF WESTERN CANADA	538.65
53877	2017-08-23		787515	WATT & STEWART COMMODITIES INC	756.00
53878	2017-08-23		111705	WC CLASS II REGIONAL LANDFILL	10,947.30
53879	2017-08-23		111280	WESCLEAN EQUIPMENT & CLEANING SUPPLIES	522.28
53880	2017-08-23		787557	WHISELL CONTRACTING LTD.	39,704.31
53881	2017-08-23		787541	WILLOW CREEK LOCK & KEY	236.25
53882	2017-08-23		787546	WILLOWTREE DESIGNS	201.06
53883	2017-08-23		111800	WORKERS' COMPENSATION BOARD	8,300.00
53884	2017-08-23		900000	BILLEY, LAUREN	2,000.00
53885	2017-08-23		900000	Canadian Public Works Association	46.50
53886	2017-08-23		900000	CASCADE PRINTING	714.00
53887	2017-08-23		900000	CLAN MAXWELL PIPES AND DRUMS	900.00
53888	2017-08-23		900000	CLARESHOLM SKATING CLUB	25.00
53889	2017-08-23		900000	DAZEYGRAFX DESIGN	63.00
53890	2017-08-23		900000	FAVRHOLDT, KEN	70.33
53891	2017-08-23		900000	GOLDEN WEST BROADCASTING	1,575.00
53892	2017-08-23		900000	M G MULHOLLAND FARMS LIMITED	4,440.00
53893	2017-08-23		900000	MCAULAY, ARNOLD	300.00
53894	2017-08-23		900000	MEDIA32 INC.	924.00
53895	2017-08-23		900000	MULHOLLAND, DAVID F	9,330.00
53896	2017-08-23		900000	NEW-LINE PRODUCTS LTD	557.93
53897	2017-08-23		900000	NEWSON, DARLENE	152.29
53898	2017-08-23		900000	ORR, JANICE	25.00
53899	2017-08-23		900000	PEZDERIC, KEENAN	150.00
53900	2017-08-23		900000	R & A HOFFMAN FARMS LIMITED	4,290.00
53901	2017-08-23		900000	RECREATION FACILITY PERSONNEL	45.00
53902	2017-08-23		900000	Shadow Light Canada Productions Ltd.	4,193.70
53903	2017-08-23		900000	SITEONE LANDSCAPE SUPPLY, LLC	336.97
53904	2017-08-23		900000	SKYE-ANNA DANCE SOCIETY	100.00
53905	2017-08-23		900000	SMITH, TERRY TURCOTTE	80.00
53906	2017-08-23		900000	THE CANDY STORE IN NANTON	122.38
53907	2017-08-23		900000	THE HISTORICAL SOCIETY OF ALBERTA	35.00
53908	2017-08-23		900000	TIM HORTONS CLARESHOLM	125.66
53909	2017-08-23		900000	WALL, TILLY	21.74
53910	2017-08-23		900000	WENLOCK, JOHN	822.21

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540,912.47



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
53911	2017-08-23		900200	KELLOGG, AMANDA DAWN		193.48
53912	2017-08-23		900200	POTUZAK, BARBARA		90.15
						<hr/> 283.63
						<b>Batch # 20274</b>
53913	2017-08-23		900100	BROUWER, ANDRE & CAROL		215.91
						<hr/> 215.91
						<b>Batch # 20276</b>
53914	2017-08-24		787526	Alberta Municipal Services Corporation		31,754.00
53915	2017-08-24		787535	KFJ SIGNS & GRAPHICS		294.00
53916	2017-08-24		900	TELUS		726.30
53917	2017-08-24		900000	MITCHELL'S PRECISION CARPENTRY		2,014.01
						<hr/> 34,788.31
						<b>Batch # 20280</b>
						<hr/> <b>Total 797,821.35</b>

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



# MUNICIPAL PLANNING COMMISSION MINUTES

July 21, 2017

Town of Claresholm – Council Chambers

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

**Staff:** Tara VanDellen – Development Officer  
Darlene Newson – Administrative Assistant

**Public Present:** Brad Baker, Jill Flanagan, Rob Vogt

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

- June 16, 2017

**Motion to adopt the  
Amended Meeting Minutes  
By Jeff Kerr**

**Seconded by  
Councilor Ford  
CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2017.058  
Applicant: Brad Baker  
Owners: Heather Wright  
Address: 103 Derochie Drive  
Legal: Lot 16, Block 7, Plan 0413176  
Regarding: Large accessory building with variance to  
max height

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

**Seconded by  
Councilor Ford**

**CARRIED**

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**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2017.060  
Applicant: Jill Flanagan RMT  
Owners: Alec & Annalisa Harrison  
Address: 12 Wildrose Drive  
Legal: Lot 29, Block 5, Plan 0010011  
Regarding: Home Occupation – Registered Massage  
Therapy

**Motion to approve  
With conditions  
by Councillor Ford**

**Seconded by  
Sharon Galbraith**

**CARRIED**



# MUNICIPAL PLANNING COMMISSION MINUTES

**July 21, 2017**

**Town of Claresholm – Council Chambers**

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**8:18 am**

**Motion to Adjourn  
By Councillor Ford**

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Next meeting: August 11, 2017

## Town of Claresholm

### Facility & Infrastructure Planning Committee (FIPC)

#### Meeting Minutes for July 18, 2017

4:30pm Council Chambers, Administration Office



**Present:** Chairperson Rob Steel, Mayor  
Mike McAlonan, Councillor  
Chris Dixon, Councillor  
Shelley Ford, Councillor  
Betty Fieguth, Councillor  
Lyal O'Neill, Councillor  
Jamie Cutler, Councillor  
Doug Priestley, Member at Large

**Staff:** Marian Carlson, CAO  
Blair Bullock, Director of Corporate Services  
Mike Schuweiler, Director of Infrastructure Services  
Denise Spencer, Recreation Manager

#### 1. Call to Order

4:35 pm; Meeting was called to order by Vice - Chairperson, Councillor Lyal O'Neill

**Approval of Agenda** – Motion to approve by Councillor Ford. Carried.

#### 2. Minutes for Approval

- **January 30, 2017** – Motion to approve by Councillor McAlonan. Carried.

Mayor Rob Steel arrived at 4:45pm and assumed the Chair.

#### 3. New Business

##### 3.1 Draft Recreation Master Plan

*Administration presented the updated Draft Recreation Master Plan.*

*Discussion regarding priorities, and ways to engage the Public.*

- *Use multiple mediums to engage the public and present the draft plan (no open house)*
- *Walking paths are a priority*
- *Possible installation of a flag pole at Centennial*
- *Plaque for Canada 150 / parks 50<sup>th</sup> anniversary*
- *Mackin Hall usage discussed*
- *New park on the south area on east side of Town: possible locations Museum/ Housing Authority*

##### 3.2 Draft 8<sup>th</sup> Street Walking Path

*Discussion: The plan from Associated Engineering for design of a walking path along 8<sup>th</sup> Street West was presented and discussed. Committee feels this pathway is a priority for 2017.*



### **3.3 Engineering Quote – Walking Path**

*Action: Moved by Councillor McAlonan to recommend to Council to approve the design engineering proposal from Associated Engineering for the 8<sup>th</sup> Street walking path as presented. Carried.*

*The committee agreed to move forward with the proposal so the project can be designed by the August 14<sup>th</sup> Council meeting. The cost of the design can be added to the cost of the total project and funded from reserves.*

### **3.4 Fitness Park grant application**

*Discussion: Possible alternative location – along walking pathway system. Committee supports the installation at one site to determine the feasibility and use.*

*Action: Moved by Doug Priestley to support the request from the Chamber of Commerce for use of land at Centennial Park for the outdoor fitness equipment subject to design approval by the Town. Carried*

*Administration was directed to send a letter to the Claresholm and District Chamber of Commerce to this effect to be provided to New Horizons Seniors Program as part of their grant application.*

- 4.** *Action: Recommended changes to the Recreation Master Plan are to be made and emailed to Committee. Revised draft to be emailed to the committee by July 25, 2017. Public consultation responses to be received by August 18, 2017.*
- 5.** *Next meeting: Date to be set at the end of August.*
- 6.** *Adjournment: 6:35 pm Motion by Doug Priestley. Carried.*



## Town of Claresholm

### Facility & Infrastructure Planning Committee (FIPC)

#### Meeting Minutes for August 24, 2017

4:00pm Claresholm Community Centre



**Present:** Chairperson Rob Steel, Mayor  
Mike McAlonan, Councillor  
Chris Dixon, Councillor  
Betty Fieguth, Councillor  
Lyal O'Neill, Councillor  
Jamie Cutler, Councillor  
Doug Priestley, Member at Large

**Regrets:** Shelley Ford, Councillor

**Staff:** Marian Carlson, CAO  
Blair Bullock, Director of Corporate Services  
Mike Schuweiler, Director of Infrastructure Services  
Denise Spencer, Recreation Manager  
Tara VanDellen, Development Officer

1. **Call to Order** 4:15 pm; Meeting was called to order by Chairperson, Rob Steel. It was noted for the record that the meeting was called to order 15 minutes late due to the change in venue.
2. **Approval of Agenda** – Motion to approve agenda with letter from Shauna Anderson added by Councillor Cutler. Carried.
3. **Minutes for Approval**
  - **July 18, 2017** – Motion to approve by Member at Large Doug Priestley. Carried.
4. **Delegations**
  - 4.1 **Donna Courage** – Donna spoke in favor of the two proposed fitness parks and also asked the committee for an answer regarding why the consideration was changed to one location. She stated her petition had 459 signatures in favor of the two fitness parks.
5. **New Business**
  - 5.1 **Info Brief – Fitness Parks / letter from Shauna Anderson**

*Discussion: Howard Evans, Iqbal Nurmohamed, Paul Champion, Donna Courage, Harold Seymour, Vivian O'Neil, Ali Shivji, spoke to the benefits of the fitness parks. Benefits to fitness, different locations in proximity to the Lodge, grants funding contingent of 2 locations, and potential compromises were discussed.*

*Chair Rob Steel and Marian Carlson explained the process for delegations, the process for public consultation with the Draft Recreation Master Plan and the process of plan reviews / public input at committee level.*

*Questions were raised by Val Umscheid and the letter submitted by Shauna Anderson as to the support given by the Chamber of Commerce for the project and possible conflicts to local business. Donna Courage explained this project was a Presidents project supported by 32 signatures of local businesses.*



*Chair Rob Steel asked for a formal motion from the Chamber supporting the projects in order for the Town to be able to support.*

*Councillor Cutler reminded the public on procedure of allowing everyone to finish and allowing the Chair to call for responses.*

*Craig Zimmer and Susan Hahn asked questions regarding procedure or compromises that could be considered. Susan Hahn asked for a copy of the petition to be presented to Administration.*

*Action: Moved by Betty Fieguth to change the Draft Recreation Master Plan to include the two proposed fitness parks to be completed in 2017 conditional to the Chamber of Commerce project approval and subject to funding. Carried*

## **5.2 Info Brief – Public Input survey Results / letter**

*Discussion regarding themes that emerged from the survey.*

- *Priorities for pathways (8th Street extension) –letter (with signatures) was discussed as well as construction constraints and area structure plan for area west of 8<sup>th</sup> Street to Derochie Drive. Committee spoke in favor of keeping priorities the same and completing the pathway at the storm pond as presented in the draft plan. Committee wants to ensure that a pathway/sidewalk system is to include the area to Derochie Estates and does not end at Millenium Park only.*
- *Skate park – expanded facility with potential expansion for BMX as presented in the draft plan.*
- *Dog Park fencing – idea for an aesthetic fence rather than just chain link.*
- *Discussion from Kirby Watt & Craig Zimmer on the need for trails and path connectivity. The draft plan addresses this need and completion through the priorities.*
- *Chair Rob Steel also added that while the MDP is being reviewed a pathway system around the golf course can be looked at for future planning.*

**6. Action:** *Recommended change to the Recreation Master Plan is to be made and presented at the next meeting for additional review.*

**7. Next meeting:** *Date to be set prior to the September 25<sup>th</sup> Council meeting.*

**8. Adjournment:** *6:15 pm Motion by Councillor Dixon. Carried.*



# EMERGENCY SERVICES COMMITTEE MINUTES

May 3, 2017

Town of Claresholm – Council Chambers

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**4:00 p.m.**

**Call to Order by Lyal at 4:06 p.m.**

In Attendance: Fire Chief Todd Heggie, CPO Jason Hemmaway, Councillor Lyal O'Neill, Councillor Mike McAlonan, Director of Infrastructure Mike Schuweiler, Firefighter Ryan Rasmussen, Marian Carlson, CAO  
Regrets: Dalyn Orsten (RCMP)

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**Agenda Approval**

**Mike M. moved to approve the Agenda. CARRIED**

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**Minutes Approval**

➤ April 5, 2017  
Motion to accept as presented by Jason. CARRIED

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**RCMP**

➤ Update on Operations  
Dalyn sent his regrets.

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**Fire Department**

➤ Update on Operations  
Todd

- Captain Arnold Vegter resigned. Will find a qualified member to move up into the vacant Captain's position.
- Awards Night – Friday, May 5, 2017
- May 24, 2017 – PTSD Night for EMS / Fire / Police (response personnel only).
- May 13, 2017 – Toxic Roundup at Town Shop from 10am–2pm
- Meeting was attended RE: Closure of Castle hosted by Ranchlands. There will be an effect on MD's in our area.
- Equipment – can't access used BA equipment. Parts are not available after 6 months. Masks not compatible with tanks.
- Fire Services Model Study – 3<sup>rd</sup> party is needed to facilitate.

**Recommend to Council to proceed with finding a Consultant to facilitate the process.**

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**Bylaw Department**

➤ Update on Operations  
➤ Draft Smoking Bylaw – nothing new at this time. Awaiting provincial changes.  
Jason

- Have been dealing with unsightly premises and dog complaints.
- Alberta Transportation response – Traffic Study for the intersection of Highways 2 & 520 has been offered but needs Council support. If study shows a traffic light is needed, it can be put on the priority list. IGA – the road needs changes at this intersection, but lights may change traffic speeds.

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# EMERGENCY SERVICES COMMITTEE MINUTES

May 3, 2017

Town of Claresholm – Council Chambers

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- **Todd moved to recommend to Council to request that Alberta Transportation undertake a traffic study at the intersection of Highways 2 and 520. CARRIED**
  - Traffic message boards are available from Alberta Transportation and we can access them if we want to. Jason will pursue getting them for parade day for Highway 520. They could also be used for emergencies by the fire department.
  - **Playschool Handicapped parking – Cost is approximately \$150. Recommend approval to Council.**
- 

## Public Works

Mike

- Need to upgrade some of the handheld radios to allow greater communication between public works and emergency services. Cost is approximately \$1,400. Todd and Mike will review to make sure they will work. Mike to get 3 radios to be used for emergency purposes only.
  - Fire Hall Exhaust Removal System – Mike is exploring options. May need to be in the 2018 budget.
  - Designated Truck Route – Mike to follow up with Southcal Developments on pavement for 8<sup>th</sup> Street West. Need an alternate route (2<sup>nd</sup> Street East). Discuss at FIPC for capital planning.
  - Landfill Hours – referred to Mayors & Reeves meeting by Council. Foothills could possibly take our waste.
- 

## Adjournment

Motion to adjourn by Jason at 5:20 p.m.

Next meeting date: Wednesday, September 6, 2017 at 4:00 p.m.

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## **Economic Development Committee**

July 24, 2017 – 5:30 p.m.

Business Growth & Development Centre

### **Minutes**

Attendees: Ali Shivji, Darla Slovak, Shelley Ford, Mike McAlonan, Doug Leeds, Justin Sweeney, Radon Chatterton

Absent: Betty Fieguth, Connie Quayle, Tony Walker

Ali in the chair

Ali called the meeting to order at 5:40pm

### **Minutes**

Two changes to the minutes for June 19, 2017 were recommended by Committee Member Mike McAlonan; to correct the spelling of his name and remove 'all agreed it is a good idea to keep office downtown' from New Business, paragraph 1. The updated minutes are attached. Darla Slovak motioned for acceptance of the updated minutes, seconded by Santanna Thom.

CARRIED

### **Agenda**

Agenda for July 24, 2017 meeting was motioned for acceptance by Mike McAlonan, seconded by Shelley Ford.

CARRIED

### **Website**

EDO presented design mockups for the landing page, residential, residential detail and the business directory. Items complete, yet to be completed, and timelines were also presented to the EDC. Discussion ensued on the topics of speeding up the process, and what could be expected prior to the Council meeting on August 14. Shelley Ford, EDO & EDA are to work on content input, ensuring that an update on the website and access be provided to the EDC by August 7 in anticipation of the Council meeting on the 14<sup>th</sup>. The same access will be provided to Council for August 10 to coincide with their agenda package. EDO is to work with CAO and Mayor to discern Council expectations and potential need for a delegation or round table discussion during, or before, the Council meeting on August 14.

### **Wayfinding Signage**

EDO presented the designs of the wayfinding signage as provided by CanWest Legacy. The downtown directory location was presented as the corner of 50<sup>th</sup> Ave and 1<sup>st</sup> St. Committee members highlighted that this would block visibility of the Milnes block, may be too little space for the directory, would not experience the amount of foot traffic as desired and would not be legible from a passing vehicle. The proposal was to move the directory in to the downtown core and have a smaller, directional sign located at the corner of 50<sup>th</sup> Ave and 1<sup>st</sup> St. Future signage priorities for 2017 and beyond will be assessed by the EDC with advice from CanWest.

Santanna Thom moved, seconded by Doug Leeds, to proceed with the Downtown Directory for the seating area adjacent the central parking lot and directly across from home Hardware at a cost of \$7000 or less.

CARRIED

## **Marketing Plan**

EDO presented the budget from the marketing plan, asking for feedback and reflection prior to submission of a final draft. The recommendation was for the addition of \$500 in budget for a writer to complete the Success Stories. EDO is to complete final edits.

## **Introduction & Progress Report from Economic Development Assistant**

EDA, Radon Chatterton, introduced self and provided a progress report on activities since starting employment on June 27, 2017. The report summary is attached to these minutes.

## **Business Growth & Development Centre**

Two options were presented for the location of the EDO Office space. One option is the continuation of the Business Growth & Development Centre at 124 – 50th Ave West at a lease rate of \$575 per month. The alternative is relocating the EDO to the Old Elementary School Building. The lease continuation would be for 12 months with an increase of \$75 per month. The relocation to the Elementary School would require some renovations to the office space and development of a fire wall in the entrance area to ensure public does not have access to the building. Both options had pros and cons, including highway visibility/signage and occupancy of an empty municipal building for the new Town Office location and ease of focusing on current projects and more clarity around expense for current location.

\*An e-mail thread that followed over July 25 and 26 highlighted the need for a caveat for written notice of termination to ensure a timely transition to the Elementary School location can take place when the costs, renovations and logistics are addressed.

Doug Leeds moves to recommend that the lease for the location at 124 – 50th Ave West be extended for another 12 months, given the uncertainty and unpredictability of renovations, ongoing costs, and the desire to maintain positive momentum without having to move.

CARRIED

## **Downtown Tour (Fair Days Street Festival)**

EDO presented an update on the format for the Downtown Tour, including the approval of closing 49<sup>th</sup> Avenue for the creation of a Street Festival that will include vendor booths, food trucks, entertainers, stage musicians, buskers and more. EDO asked the committee to consider how best to capitalize on this opportunity to sell Claresholm. The resulting recommendation is for a vendor booth that highlights commercial properties that are available, as well as town information and perhaps swag that includes the new brand. Mike McAlonan and Shelley Ford both volunteered to man the booth at different times throughout the day. Ali Shivji offered his time as a backup and the recommendation to invite Mayor & Council to participate was made by Shelley Ford.

## **Budget Update**

EDO presented updated budget figures. Key takeaways include \$12 000 in matching funding for website build is not possible as the project does not fit Travel AB mandate; anticipated expenses for marketing plan development lower than budgeted; all other incomes and expenses are on budget for a balanced year.

## **EDO Report**

EDO Monthly Report provided as information.

**Any Other Business**

Committee Members raised concern of receiving complaints regarding multiple restaurant closures at the same time during normal operation hours. EDO to have conversation with Claresholm & District Chamber of Commerce about approach to discussing concerns and communication with owner/operators.

**Next Meetings**

The next regular meeting is scheduled for **5:30pm, August 21, 2017**, at the Business Growth & Development Centre.

**Adjournment**

Doug Leeds moved to adjourn at 8:06 pm.

# **Claresholm EDC Meeting Minutes**

June 19, 2017

## **I. Call to order**

Tony Walker called to order the regular meeting of the Claresholm EDC at 7:11 p.m on June 19, 2017 at Claresholm Economic Development Office.

## **II. Roll call**

Darla Slovak conducted a roll call. The following persons were present: Darla Slovak, Ali Shivji, Tony Walker, Shelley Ford, Mike McAlonan, Connie Quayle, Doug Leeds, via phone Santanna Thom

## **III. Approval of minutes from last meeting**

Darla Slovak read the minutes from the last meeting. The minutes were approved as read.

## **IV. Open issues**

Marketing Plan draft

Round table discussion on changes likes/dislikes of Marketing Plan

Wayfinding Signage. Mike brought to the table the sub-committees' findings from RFP sent out to four companies. Bond Creative, price too high at \$19,950.00 (not including fabrication). Hi Signs didn't complete the RFP so was not satisfactory. O2 Planning and Design Inc. completed RFP but did not have proper pricing quote. Canwest Legacy Calgary, completed RFP as well as a detailed quote on price of \$18,936.75 (includes fabrication cost) on an aluminum based sign. If using steel will be 30% less on fabrication cost.

Shelley Ford motions to accept proposal from Canwest Legacy Calgary, and to move forward on next step of development. As to be approved by EDC. All in favor

## **V. New business**

- a) Mike would like to discuss EDO office lease which is coming due in August. Official vote at July meeting (put it on agenda for July).
- b) Doug would like to discuss an agricultural tourism suggestion, he brought a Western Producer which shows Ag In Motion Innovations Program, (new ideas in agriculture). Need approx 350acres available to get this going.
- c) Next meeting of EDC changed from Monday July 17<sup>th</sup> to Monday July 24<sup>th</sup> as Town Council monthly meeting is scheduled for July 17<sup>th</sup>.



- d) Ali suggested having a member of EDC submit a thumbs-up every week in paper to keep positive engagement with the community and lessen the negativity that thumbs down presents. Possibly letter to editor as well.

## **VI. Adjournment**

Tony Walker adjourned the meeting at 9:20p.m.

Minutes submitted by: Darla Slovak

RECEIVED  
AUG 18 2017

**The Municipal District of Willow Creek No. 26**  
Box 550, Claresholm, AB T0L 0T0 Phone (403) 625-3351 Fax (403) 625-3886

**NOTICE OF DECISION**

**Form C**

**Application No.** 064-17

**NAME OF APPLICANT:** Jason Toone

**ADDRESS:** Box 147 Claresholm, AB T0L 0T0

**In the matter of** Block A- Plan 4117JK

**The development as specified in Application No. 064-17 for the following use:**

To provide motor vehicle parking for drift club participants and spectators; and also mobile bleachers for spectators.

**has been APPROVED, subject to the following conditions:**

1. The applicant/developer shall obtain approvals from Transport Canada Civil Aviation Prairie and Northern Region and a copy shall be filed with the municipal district office;
2. The applicant/developer shall adhere to all recommendations from Alberta Health Services;
3. Emergency Plan Exits shall be posted at each exit;
4. The property shall be maintained in a neat and orderly manner;
5. Suitable refuse and garbage containers shall be provided; and
6. There shall be no development within the required setbacks of 20 feet (6.1m) from the front and rear yard and 10 feet (3.0) from the side yard property boundaries, except for fences which have a setback of 0 on property for all boundaries, unless a development permit is obtained that specifically varies the required setback to allow the development.

**DATE OF DECISION** August 16, 2017

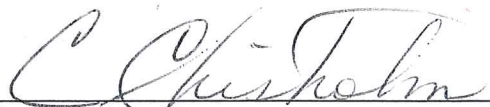
**DEVELOPMENT PERMIT issued on the 17<sup>th</sup> day of August 2017.**

(See Over)

A development permit issued in accordance with this notice **is not valid until 14 days after the date that this decision** has been mailed to adjacent landowners, or posted on the site, or published in a newspaper, unless an appeal is lodged pursuant to the Act. If an appeal is lodged, then the permit will remain in abeyance until the Subdivision and Development Appeal Board has determined that appeal and this Notice of Decision may be modified, confirmed, or nullified hereby.

**DATE:** August 17, 2017

**SIGNED:** \_\_\_\_\_

  
**Cindy Chisholm**  
**Development Officer**  
**The Municipal District of Willow Creek**

**IMPORTANT: Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation and/or regulations pertaining to the development approved.**

**\*Intention to appeal must be received within 14 days of notification of decision.**

**NOTE:** The Land Use Bylaw provides that any person claiming to be affected by a decision of the Municipal Planning Commission may appeal to the Subdivision and Development Appeal Board by serving written notice of appeal, stating the reasons, to the Subdivision and Development Appeal Board, c/o Municipal Administrator/CAO Cynthia Vizzutti, Box 550, Claresholm, Alberta T0L 0T0 within fourteen (14) days following the date of issuance of this notice. The required fee of \$500.00 must accompany the appeal.

Copies to:

Applicant/Registered Owner  
Adjacent Landowners  
Alberta Health Services  
Transport Canada, Civil Aviation Prairie and Northern Region  
Nav Canada

**From:** Mark Mahl [<mailto:mark.mahl@prostatecancer.ca>]  
**Sent:** Wednesday, August 30, 2017 10:53 AM  
**To:** Marian Carlson  
**Subject:** Proclamation For Prostate Cancer

Dear Mayor Rob Steel,

I am following up on my previous email hoping that you will still consider helping us achieve this noble goal by joining other communities across Canada in a show of solidarity against this terrible disease by officially recognizing September 2017 as Prostate Cancer Awareness Month in the municipality of Claresholm.

I have included below a background on Prostate Cancer Canada and some facts about prostate cancer for your reference. For further information please go to our website at [www.prostatecancer.ca](http://www.prostatecancer.ca). The Proclamation can be emailed or mailed to myself at 1900-1055 West Hastings Street, Vancouver, BC V6E2E9.

In addition, to start the conversation in communities all over Canada, we are also asking if there is something in your municipality that we can **Illuminate in Blue** to show the 1 in 7 men who will be diagnosed with the #1 Cancer Killer in Men that we are thinking of them and that we care! We have bridges, towers, City Halls, statues, landmarks, Parliament, airports and many more showing their solidarity in the Fight Against Prostate Cancer!

Of course, please let me know if you have any questions.

Yours truly,

Mark Mahl

Executive Director, Western Region, Prostate Cancer Canada

### **Prostate Cancer Canada Background**

Prostate Cancer Canada is the leading national foundation dedicated to the elimination of the most common cancer in men through research, advocacy, education, support and awareness. For 22 years, we have invested the generous donations of Canadians towards funding research that will uncover better diagnostic and treatment options, and towards providing comprehensive education and support services for those living with and affected by prostate cancer.

Prostate Cancer facts

- 1 in 7 Canadian men will be diagnosed with prostate cancer in their lifetime.
- An estimated 21,300 Canadian men will be diagnosed with prostate cancer in 2017

- An estimated 4,100 Canadian men will die of prostate cancer in 2017.
- Early detection saves lives. When detected early, the survival rate for prostate cancer is over 90%. This is why awareness is so important.
- Prostate Cancer Canada (PCC) encourages men to initiate a shared decision-making process with their doctors around age 40 to discuss their personal risk as well as the harms and benefits of the prostate-specific antigen (PSA) test. That way, men will be better equipped to decide upon an early detection strategy that is right for them.
- Over the last 20 years, the mortality rate from prostate cancer has been reduced by approximately 40% due to advancements in early diagnosis and treatment.

**PROSTATE CANCER AWARENESS MONTH**  
**September 2017**

**WHEREAS**, prostate cancer is the most common cancer to affect Canadian men; and  
**WHEREAS**, 1 in 7 Canadian men will be diagnosed with the disease in his lifetime; and  
**WHEREAS**, an estimated 23,100 Canadian men will be diagnosed with prostate cancer this year; and  
**WHEREAS**, the survival rate for prostate cancer can be over 90% when detected early; and  
**WHEREAS**, those with a family history of the disease, or those of African or Caribbean descent, are at a greater risk of developing prostate cancer; and  
**WHEREAS**, Prostate Cancer Canada recommends that men get a PSA test in their 40s to establish their baseline;  
**THEREFORE**, I, Mayor Rob Steel, of Claresholm, do hereby proclaim **September 2017 as Prostate Cancer Awareness Month** in Claresholm.

**Mark Mahl**  
 Executive Director, Western Region  
 Directeur exécutif régional, Ouest du Canada  
 T | C 604-219-1422 | E [mark.mahl@prostatecancer.ca](mailto:mark.mahl@prostatecancer.ca)  
[www.prostatecancer.ca](http://www.prostatecancer.ca)

**Looking for information about prostate cancer?** Just found out you have prostate cancer? Help is here. Call 1-855-PCC-INFO (1-855-722-4636) or email [support@prostatecancer.ca](mailto:support@prostatecancer.ca)

**Cherchez-vous de l'information sur le cancer de la prostate?** Venez-vous de recevoir un diagnostic de cancer de la prostate? Nous sommes là pour vous aider. Composez le 1-855-PCC-INFO (1-855-722-4636) ou écrivez-nous par courriel à [soutien@prostatecancer.ca](mailto:soutien@prostatecancer.ca)



Please help all our dads, husbands, sons and friends survive *and* thrive in the face of prostate cancer.  
[Donate online now](#)

# **AAMDC Briefing on MGA Regulations – Batch Two**

**July 2017**



Partners in Advocacy & Business

Prepared by the Alberta Association of Municipal Districts and Counties  
2017

## INTRODUCTION

As part of the ongoing review of the *Municipal Government Act* (MGA), the following regulations have been released for public comment. These regulations are the result of legislative changes brought forward through the *Municipal Government Amendment Act* (2015) and the *Modernized Municipal Government Act* (2016). As shown below, there are a number of regulations which are newly developed while others are simply updated to reflect legislatively required changes or expiry dates. The regulations are broken into three sections: Governance and Administration, Planning and Development, and Taxation and Assessment.

The regulations are open to public comment for a 60-day period starting on **July 24th 2017 and ending September 22, 2017**.

The following regulations and associated information is adopted largely from the Alberta Municipal Affairs *Municipal Government Act* Review **webpage**. The AAMDC will provide additional analysis over the 60-day public comment period.

For each regulation, there is a survey available that provides feedback directly to Alberta Municipal Affairs. The purpose of this document is for the AAMDC to provide additional context and a rural municipal perspective to the regulations where applicable.

The following regulations have been developed or updated. For additional information, see the content below.

### **Governance and Administration Regulations**

- Intermunicipal Collaboration Framework Regulation - *New*
- Code of Conduct for Elected Officials Regulation - *New*
- Council and Council Committee Meetings Regulation - *New*
- Crowsnest Pass Regulation - *Updated*
- Determination of Population Regulation - *Updated*

### **Planning and Development Regulations**

- Off-site Levies Regulation – *New* (Repeal and Replace)
- Subdivision and Development Appeal Board Regulation – *New*
- Subdivision and Development Regulation and Subdivision and Development Forms Regulation – *Updated*
- Canmore Undermining Review Regulation – *Updated*
- Canmore Undermining Exemption from Liability Regulation – *No Change*
- Community Aggregate Payment Levy Regulation – *Updated*

### **Assessment and Taxation Regulations**

- Matters Relating to Assessment Sub-classes Regulation – *New*

- Community Organization Property Tax Exemption Regulation – *New (Repealed and Replaced)*
- Matters Relating to Assessment and Taxation Regulation – *Updated*
- Matters Relating to Assessment Complaints Regulation – *Updated*



## **GOVERNANCE AND ADMINISTRATION REGULATIONS**

### **Intermunicipal Collaboration Framework Regulation – *NEW***

The *Modernized Municipal Government Act (MMGA)* added in the requirement for municipalities with a common border to create Intermunicipal Collaboration Frameworks (ICF) with each other, within two years of the *MMGA* coming into force. ICFs will address the sharing of services on an intermunicipal basis and outline how municipalities work together to coordinate regional growth and development, and the delivery of services. ICFs can be created by two neighbouring municipalities or multiple municipalities within a region.

This new regulation establishes the requirements for adopting, implementing and amending an ICF.

Key elements include:

- the basic ICF negotiation requirements including the need to negotiate in good faith;
- a dispute resolution process requirements for ICF negotiations;
- a dispute resolution process for ICF agreements;
- the appointment of an arbitrator;
- an arbitrator's powers;
- public participation in the arbitration process; and
- judicial review of arbitrator powers.

For a full text of the Intermunicipal Collaboration Framework Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

***AAMDC Perspective:*** The AAMDC supports regional collaboration between municipal neighbors and recognizes the need for municipalities to work collaboratively to plan, fund and deliver services. Where possible, this should be done through local decision making. The requirement for ICFs and IDPs presents a balance between local decision making and mandatory inter-municipal collaboration by requiring municipalities to develop agreements.

At first glance, the regulation does not outline how an agreement must be reached but instead, focuses heavily on the dispute and arbitration mechanisms for instances where municipal neighbours are in disagreement or have failed to reach an agreement.

The AAMDC, along with Alberta Municipal Affairs and the Alberta Urban Municipalities Association are preparing tools and resources to assist municipalities in developing ICFs.

## **Code of Conduct Regulation - *NEW***

The *Municipal Government Amendment Act* added in the requirement for councils to establish a Code of Conduct for councillors to ensure elected officials govern in an ethical and businesslike manner. The new *MGA* and new codes of conduct will help elected officials do the best job they can to keep Alberta municipalities strong and vibrant. This new regulation was drafted to accompany the requirement above and proposes to:

- establish the requirements for and prescribe the content of a code of conduct that will apply directly to elected officials;
- establish minimum requirements for matters that the code of conduct must address such as representing the municipality, communicating on behalf of the municipality, adherence to policies, procedures and bylaws, respectful interactions with councillors, staff, the public and others, and conflict of interest;
- establish who may make a complaint and how complaints are submitted;
- establish a process used to determine the validity of the complaint;
- establish the types of sanctions that may be used for violation of the code of conduct bylaw such as a letter of reprimand, requirement to attend training, suspension or removal of appointments to committees;
- establish that a council must have a code of conduct within 270 days of proclamation of the Act; and
- establish that the code of conduct and any related bylaw be reviewed every four years.

For a full text of the Code of Conduct Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

***AAMDC Perspective:*** The AAMDC supports the idea of a municipal council code of conduct that has sufficient enforcement mechanisms to allow municipal councils to correct violations in the code of conduct. The current regulation outlines a number of sanctions that may incentivize proper conduct but does not include the ability to remove a councillor from a council. It has been the ongoing position of the AAMDC that code of conducts be developed locally and this is realized in both the legislation and this regulation.

The AAMDC, along with Alberta Municipal Affairs and the Alberta Urban Municipalities Association are preparing tools and resources to assist municipalities in developing Council Codes of Conduct.

## **Council and Council Committee Meetings Regulation – New**

The *Municipal Government Amendment Act* added in authority to make regulations defining “meeting” and additional classes of matters for which a meeting may be closed to the public to ensure transparency and hold municipal councils accountable. This new regulation was drafted to accompany that requirement and proposes to:

- establish a definition of a council or council committee meeting.

For a full text of the Council and Council Committee Meetings Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC has supports the proposed changes to the opening and closing of council meetings as featured in the *Municipal Government Amendment Act* (2015). This regulation aligns with good governance practices that require decision making and official council business to take place in council meetings and committee meetings, and not in other non-official gatherings of municipal councillors. The regulation also allows councils to conduct training and education outside of official council meetings which aligns with the AAMDC position on this issue.

## **Crowsnest Pass Regulation – Updated**

This regulation provides for special rules regarding the Municipality of Crowsnest Pass which date back to 1979 and were incorporated into the current legislative framework by way of regulation.

- Renew the regulation until 2020 and include the section of the Determination of Population Regulation related to the Municipality of Crowsnest Pass into the regulation.

For a full text of the Crowsnest Pass Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC has no current concerns or comments with this regulation.

## **PLANNING AND DEVELOPMENT REGULATIONS**

### **Off-Sites Levies Regulation – New (*Repealed and Replaced*)**

This regulation outlines the principles and criteria a municipality must follow when negotiating, determining and calculating off-site levies for facility and infrastructure requirements; appeals for off-site levies and transparency provisions on how the levies are calculated, collected and reported.

The *Modernized Municipal Government Act (MMGA)* enabled off-site levies to include community recreation facilities, libraries, fire halls and police stations to empower

municipalities to work in partnership with developers and ensure Albertans and their families have access to these facilities. This new regulation was drafted to accompany that requirement and proposes to:

- Update general principles for identifying, consulting on, funding and coordinating infrastructure needs;
- Create additional principles for the new expanded scope (i.e. fire halls, police stations, libraries and recreation facilities)
- Identify criteria for developing levy formulas;
- Identify considerations upon which a levy is calculated;
- Update consultation requirements;
- Update reporting requirements; and
- Update Off-site Levy bylaw appeal requirements

For a full text of the Off-site Levies Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC supports the expansion of the scope of offsite levies to include the land and buildings for community recreation facilities, fire halls, police stations and libraries, and in general, supports the notion that those who benefit from a facility or service should pay for that service in a manner that is proportional to their benefit. The AAMDC will further analyze this regulation.

## **Subdivision and Development Appeal Board Regulation – New**

The *Municipal Government Amendment Act* added in the requirement for mandatory training of both Subdivision and Development Appeal Board members and clerks to help them make the best decisions for Albertans. This new regulation was drafted to accompany that requirement and proposes to:

- control and regulate the requirement for mandatory training of members and clerks of a SDAB, and
- control and regulate the qualifications and training programs.

For a full text of the Subdivision and Development Appeal Board Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC has supported training for SDAB members and will be looking to the province to provide supports in the provision of this training.

## **Subdivision and Development Regulation and Subdivision Development Form Regulation – *Combined and Updated***

This regulation specifies the requirements for subdivision applications, subdivision and development conditions, and the registration and endorsement of subdivision applications.

The *Modernized Municipal Government Act (MMGA)* added a new provision for determining when a subdivision application is complete to ensure all reviews and decisions are fair and accurate. This regulation was drafted to accompany that process and proposes to:

- align the definition of “food establishment” with the *Food Regulation*;
- align the regulation with the term ‘body of water’ used in the *MMGA*;
- clarify that all highways can be reviewed from a highway vicinity management perspective, regardless of the posted speed limit;
- clarify when the subdivision authority must send application to Alberta Transportation or the Ministry of Culture and Tourism for referral purposes;
- clarify how to determine setbacks from operating waste treatment plants;
- ensure the subdivision authority is informed of environmental reserve agreements and any active wells, batteries, processing plants or pipelines within a proposed subdivision;
- ensure a subdivision authority does not make a decision on lands until Alberta Transportation is satisfied with an area structure plan at the time of the application of subdivision;
- ensure that municipalities that decide to set their own decision making timelines adhere to their specified time; and
- incorporate the Subdivision and Development Forms Regulation into this regulation.

For a full text of the Subdivision and Development Regulation, [click here](#).

To complete Alberta Municipal Affairs survey on this regulation, [click here](#).

***AAMDC Perspective:*** The AAMDC will further analyze this regulation to assess the impact on member municipalities.

## **Canmore Undermining Review Regulation – *Updated***

This regulation ensures due process of compliance and land analysis/certification is followed before developing on undermined properties in the Town of Canmore.

This regulation ensures due process of compliance and land analysis/certification is followed before developing on undermined properties in the Town of Canmore.

For a full text of the Canmore Undermining Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC has no identified concerns with this regulation as it is specific to the Town of Canmore.

### **Canmore Undermining Exemption from Liability Regulation – No Change**

This regulation provides that the Town of Canmore and Canmore's agents are not liable for any third party loss or damage that arises during development or from the use of the designated land, or is directly or indirectly caused by undermining and related conditions in respect of the designated land.

For a full text of the Canmore Undermining Exemption from Liability Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC has no identified concerns with this regulation as it is specific to the Town of Canmore.

### **Community Aggregate Payment Levy Regulation – Updated**

This regulation enables municipalities to voluntarily pass Community Aggregate Payment Levy (CAPL) bylaws to impose a levy on shipments of sand and gravel (aggregate) operations in a municipality. This regulation is relevant only in municipalities where aggregate operations take place and enables municipalities to adopt a bylaw to collect a levy to offset the impacts of aggregate operations such as those associated with road infrastructure, or towards other community benefit projects, as determined by municipal councils.

- Increase the maximum levy rate from \$0.25 to \$0.40 per tonne of shipped sand and gravel, keeping the rate in line with inflation and helping municipalities maintain the safety of roads and bridges impacted by heavy industry. Also extend the expiry date by five years to December 31, 2022.

For a full text of the Community Aggregate Payment Levy Regulation, [click here](#).

To complete Alberta Municipal Affairs survey on this regulation, [click here](#).

**AAMDC Perspective:** The AAMDC surveyed members in 2016 about the future of the CAPL which formed the AAMDC's position. It has been the AAMDC's position that the maximum CAPL rate should be modernized to account for inflation and increased municipal costs. This regulation does raise the maximum levy to \$0.40.

The AAMDC will further analyze this regulation for its impact on AAMDC members.

## **ASSESSMENT AND TAXATION REGULATIONS**

### **Matters Relating to Assessment of Sub-Classes Regulation – New**

The *Modernized Municipal Government Act (MMGA)* provides the Minister with the authority to make regulations related to the creation and application of property tax sub-classes for non-residential properties. This new regulation was drafted to accompany that process and proposes to:

- define the sub-classes that municipalities may apply;
- allow councils to apply different property tax rates to each sub-class; and
- set a maximum difference between the property tax rates applied to each sub-class.

For a full text of the Matters Relating to Assessment of Sub-Classes Regulation, click [here](#).

To complete Alberta Municipal Affairs survey on this regulation, click [here](#).

**AAMDC Perspective:** The AAMDC has supported greater flexibility within the non-residential property class to distinguish between large and small businesses which is achieved within this regulation. The AAMDC will further analyze this regulation for its impact on AAMDC members.

### **Community Organization Property Tax Exemption Regulation – New (Repealed and Replaced)**

This regulation sets out the conditions and qualifications for property tax exemptions for non-profit organizations that carry out a charitable or benevolent purpose for the benefit of the general public.

Repeal and replace the regulation with a re-organized and amended version to improve its usability and ensure transparent, fair and consistent property tax exemptions for non-profit organizations that carry out charitable, valuable work to the general public and vulnerable populations. The new version of Community Organization Property Tax Exemption Regulation (COPTER) would include the following amendments:

- re-organize the regulation into four parts;
- revise four definitions: “charitable and benevolent purpose”, “general public”, “minor fee”, and “professional sports franchises”;
- update the General Rules restrictions to reflect current Alberta Human Rights legislation;
- simplify approach for organizations to demonstrate that a service is being provided to the targeted segments of the general public;
- exempt Class A bingo facilities;

- align the subsidized accommodation model currently in place for lodges for other similar subsidized residential accommodations operated by non-profits to ensure equitable treatment;
- create a separate part in COPTER for Residential Associations;
- increase administrative flexibility by granting municipalities the authority to set their own administration deadlines to meet local needs; and
- remove the existing expiry date on the regulation.

For a full text of the Community Organization Property Tax Exemption Regulation, click [here](#).

To complete Alberta Municipal Affairs survey on this regulation, click [here](#).

**AAMDC Perspective:** The AAMDC will further analyze this regulation to assess the impact on member municipalities.

### **Matters Relating to Assessment and Taxation Regulation – *Updated***

This regulation is the primary regulation for property assessment and property taxation, which. The regulation:

- defines several important terms related to property assessment;
- provides a broad range of rules for assessing properties, requesting information pertaining to property and property assessments, and levying property taxes; and
- provides assessment and tax exemptions for farm residences and farm buildings, describes the process for preparing equalized assessment, and authorizes assessment audits.

The changes made through the *Modernized Municipal Government Act (MMGA)*:

- define designated industrial property as major plants, properties regulated by provincial and federal regulators, linear property, and rail property;
- centralize the assessment of all designated industrial property within Municipal Affairs with costs associated with centralizing assessment being recovered from designated industrial property owners;
- establish that all appeals related to designated industrial property will be heard by the Municipal Government Board;
- establish that all farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes;
- establish provisions to phase in farm building exemptions in urban municipalities over five years; and



- establish that farmland will continue to be assessed as farmland until it is no longer used for farming operations, which will be clarified in regulations associated with the *MGA*.

This regulation was drafted to accompany the above processes and proposes to:

- reference a List of Major Plants (click here to view) to be considered Designated Industrial Property;
- update several definitions related to industrial property and include some definitions currently found in the *MGA*;
- update the definition of 'farming operations';
- establish a valuation standard for land and buildings on Designated Industrial Property sites; and
- remove the existing expiry date on the regulation.

For a full text of the Matters Relating to Assessment and Taxation Regulation, click here.

To complete the Alberta Municipal Affairs survey on this regulation, click here.

***AAMDC Perspective:*** The AAMDC will further analyze this regulation to assess the impact on member municipalities.

### **Matters Relating to Assessment Complaints Regulation – Updated**

This regulation is the primary regulation for the property assessment complaint process.

The *Modernized Municipal Government Act (MMGA)* establishes that:

- composite Assessment Review Boards will hear complaints about business taxes, as well as levies on business improvement areas, and award costs to participants when appropriate;
- assessors will be able to make corrections to assessments under complaint without needing ratification from the assessment review board or having the complaint withdrawn first; and
- Assessment Review Board decisions may be appealed at Court of Queen's Bench by judicial review only.

This regulation was drafted to accompany that process and meet the needs of municipalities, industry and all Albertans when they have concerns about assessments. This regulation proposes to:

- repeal provisions that limit Assessment Review Boards from hearing evidence in some circumstances;

- allow parties to a hearing to request that the record be sealed prior to the disclosure process;
- clarify the process for filing agent authorization forms;
- add a filing fee for assessment complaints regarding major plants; and
- change references to 'linear property' to 'designated industrial property.'

For a full text of the Matters Relating to Assessment Complaints Regulation, [click here](#).

To complete the Alberta Municipal Affairs survey on this regulation, [click here](#).

***AAMDC Perspective:*** The AAMDC will further analyze this regulation to assess the impact on member municipalities.

RECEIVED

AUG 24 2017

Town of Claresholm

Claresholm, AB.

Thank you very much for your cash award for Claresholm Fair Yards and Gardens first place

Adult Town vegetable garden, which we won. It was very much appreciated.

Yours truly

*R. Wishart & Arnold McAulay*

Rosemary Wishart

Arnold McAulay



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

**MINUTES – 2 (2017)**  
**ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING**  
**Thursday, June 1, 2017 – 7:00 p.m.**  
**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) ..... Village of Arrowwood  
Jane Jensen ..... Village of Barnwell  
Ed Weistra ..... Village of Barons  
Tom Rose ..... Town of Bassano  
Fred Rattai (absent) ..... City of Brooks  
Jim Bester ..... Cardston County  
Dennis Barnes ..... Town of Cardston  
Stacey Hovde (absent) ..... Village of Carmangay  
Jamie Smith ..... Village of Champion  
Betty Fieguth (absent) ..... Town of Claresholm  
Bill Chapman ..... Town of Coaldale  
Sheldon Watson ..... Town of Coalhurst  
Ken Galts ..... Village of Coutts  
Garry Hackler (absent) ..... Village of Cowley  
Dean Ward - alternate ..... Mun. Crowsnest Pass  
Dave Filipuzzi ..... Mun. Crowsnest Pass  
Gordon Wolstenholme ..... Town of Fort Macleod  
Barb Michel ..... Village of Glenwood  
John Connor ..... Town of Granum  
Monte Christensen (absent) ..... Village of Hill Spring  
John Willms ..... County of Lethbridge

Brad Koch (absent) ..... Village of Lomond  
Richard Van Ee ..... Town of Magrath  
David Hawco ..... Town of Milk River  
Louis Myers ..... Village of Milo  
Christophe Labrune (absent) ..... Town of Nanton  
Clarence Amulung ..... County of Newell  
Pete Pelley ..... Village of Nobleford  
Henry De Kok ..... Town of Picture Butte  
Quentin Stevick ..... M.D. of Pincher Creek  
Don Anderberg ..... Town Pincher Creek  
Ronald Davis (absent) ..... M.D. of Ranchland  
Greg Robinson ..... Town of Raymond  
Barry Johnson ..... Town of Stavely  
Ben Nilsson (absent) ..... Village of Stirling  
Ben Elfring ..... M.D. of Taber  
Margaret Plumtree (absent) ..... Town of Vauxhall  
Derrick Annable (absent) ..... Vulcan County  
Rick Howard ..... Town of Vulcan  
David Cody ..... County of Warner  
Ian Glendinning ..... Village of Warner  
Henry Van Hierden ..... M.D. Willow Creek

**STAFF:**

Lenze Kuiper ..... Director  
Bonnie Brunner ..... Senior Planner  
Mike Burla ..... Senior Planner  
Steve Harty ..... Senior Planner  
Diane Horvath ..... Senior Planner  
Gavin Scott ..... Senior Planner  
Cam Klassen ..... Planner  
Ian MacDougall ..... Planner

Cameron Mills ..... Planner  
Leda Kozak Tittsworth ..... Assistant Planner  
Kaylee Kinniburgh ..... CAD/GIS Technologist  
Yueu Majok ..... CAD/GIS Technologist  
Jennifer Maxwell ..... Subdivision Technician  
Stacy Olsen ..... Technician  
Barb Johnson ..... Executive Secretary

**AGENDA:**

1. Approval of Agenda – June 1, 2017 .....

- 2. **Approval of Minutes** – March 2, 2017..... (attachment)
- 3. **STAFF PRESENTATIONS**
  - Gavin Scott, Senior Planner – Tiny Homes*  
*Bonnie Brunner, Senior Planner – Solar Energy Systems*
- 4. **Business Arising from the Minutes**.....
- 5. **Reports**
  - (a) Executive Committee Report..... (attachment & handout)
  - (b) GIS Presentation .....
- 6. **Business**
  - (a) Draft ORRSC Annual Report and Financial Statements 2016..... (attachment)
  - (b) Provincial Funding Request .....
  - (c) Grant Funding..... (attachments)
- 7. **Accounts**
  - (a) Summary of Balance Sheet and Statement of Income for the 3-month period:  
January 1 - March 31, 2017 .....
- 8. **Adjournment** – until September 7, 2017.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

**1. APPROVAL OF AGENDA**

Moved by: Ken Galts

THAT the Board of Directors approve the agenda of June 1, 2017, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

Moved by: John Connor

THAT the Board of Directors approves the minutes of March 2, 2017, as presented. **CARRIED**

**3. STAFF PRESENTATIONS**

*Gavin Scott, Senior Planner – Tiny Homes*

Tiny homes are a trend sweeping home improvement channels. The current momentum of the tiny home movement was gained not by the fact that they were introduced by reality programming as a new housing type, but because of the viewing public's fixation on this TV genre. The economy and society as a whole through time has always faced challenges and yet, in North America, this has not resulted in large investments in this type of housing. While these homes are 'cute' and often mobile houses, they are usually impractical as permanent dwellings.

There are two types of tiny homes: a tiny house on wheels, legally considered a recreational vehicle (RV), and a tiny house on a foundation, legally considered a dwelling unit. The RV type must meet CSA approvals and the house must meet Alberta Building Codes. Size generally ranges from 100 to 350 sq. ft.

Most land use bylaws require a minimum floor area for single unit dwellings, generally a minimum 700 sq. ft. and greater. Lot sizes available in most urban settings are generally 50 x 100 feet and are serviced with municipal water and sewer. RV types are required to be located in a campground or specialized recreational or residential district/development.

**Bonnie Brunner, Senior Planner – Solar Energy Systems**

We live in an area with great solar capacity and the government is promoting this type of electricity.

**Climate Leadership Plan** (Alberta Government)

- Carbon pricing
- Phasing out coal pollution by 2030
- Cap oil sands emission to 100 megatonnes/yr
- Reduce methane emissions by 45% by 2025
- **Develop more renewable energy**
  - Renewable Electricity Program
  - Micro-generation
  - Energy Efficiency Alberta

**Micro-generation – 5 MW or Less**

- Small-scale
- Homeowners, small business, municipal buildings (meet own needs)
- Land Use Bylaw considerations:
  - Permitted vs Discretionary
  - Safety Codes
  - Subdivision Design / Building Orientation

**Commercial Generation – Greater than 5 MW**

- Large-scale
- Generate electricity for revenue
- Land use and other considerations:
  - Site Suitability
  - Access
  - Stormwater Management
  - Weed Control
  - Aesthetics
  - Emergency Response
  - Reclamation
  - Construction Permit Fees

Solar operations require a lot of space: 1 MW - 6 to 10 acres, 5 MW - 40 acres.

The province is releasing the Residential and Commercial Solar Program in June 2017. In-house we are preparing some materials for our municipalities' information. To ensure the best outcome, we suggest producers meet with municipalities early on to determine municipal priorities and where they can be sited.

**\* Both of the above presentations will be e-mailed to all Board Members.**

**4. BUSINESS ARISING FROM THE MINUTES**

None.

**5. REPORTS**

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

- A letter from the Executive Committee was handed out outlining that ORRSC is aware of all the plans that will be required due to changes to the Municipal Government Act and the roll-out of the South Saskatchewan Regional Plan. ORRSC is prepared to meet all of your planning requirements over the next few years and is building a schedule that ensures your plans will be completed in a timely fashion. Member municipalities can directly award the provision of Statutory Plans, Land Use Bylaws and various other reports to ORRSC without the necessity of a Request for Proposal (RFP). While this doesn't preclude you from going to private consultants, it does add costs to the Commission, for the time spent preparing RFPs and in the form of lost revenues should you award the contract elsewhere.

**Moved by: Greg Robinson**

THAT the Board of Directors accept the letter regarding ORRSC Shared Services and circulate it to all member municipalities' Mayor/Reeve, Council and Administration. **CARRIED**

**Moved by: Jane Jensen**

THAT the Board of Directors receive the Executive Committee Report for the meetings of April 13 and May 11, 2017, as information. **CARRIED**

**(b) GIS Presentation**

- Kaylee Kinniburgh, CAD/GIS Technologist, presented an update on GIS department activities:
  - Orthophotos have been flown and will be delivered in July
  - Two committees are being formed to get input from the GIS users:
    1. GIS Advisory Committee (GIS users)
    2. Tangible Capital Assets Advisory Group (Financial & Public Works)
  - New client this year - City of Brooks
  - New project - development permit tracking imbedded in GIS for development officers to have one place to reference for development

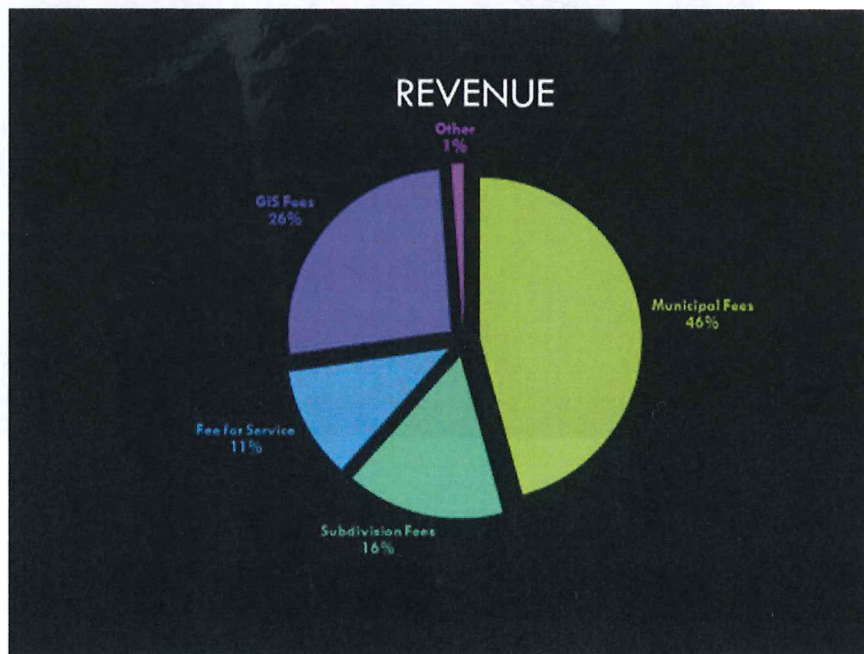
**6. BUSINESS**

**(a) Draft ORRSC Annual Report and Financial Statements 2016**

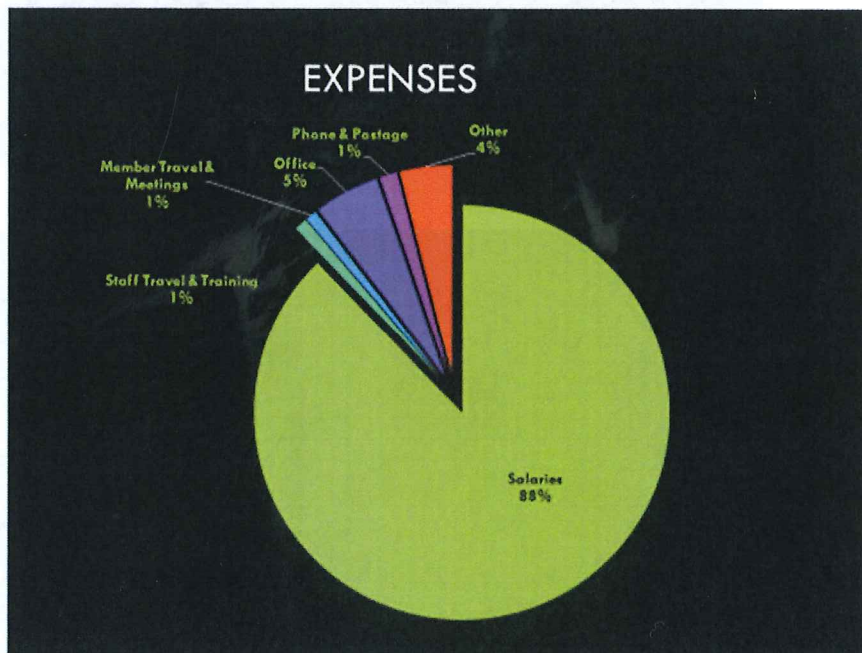
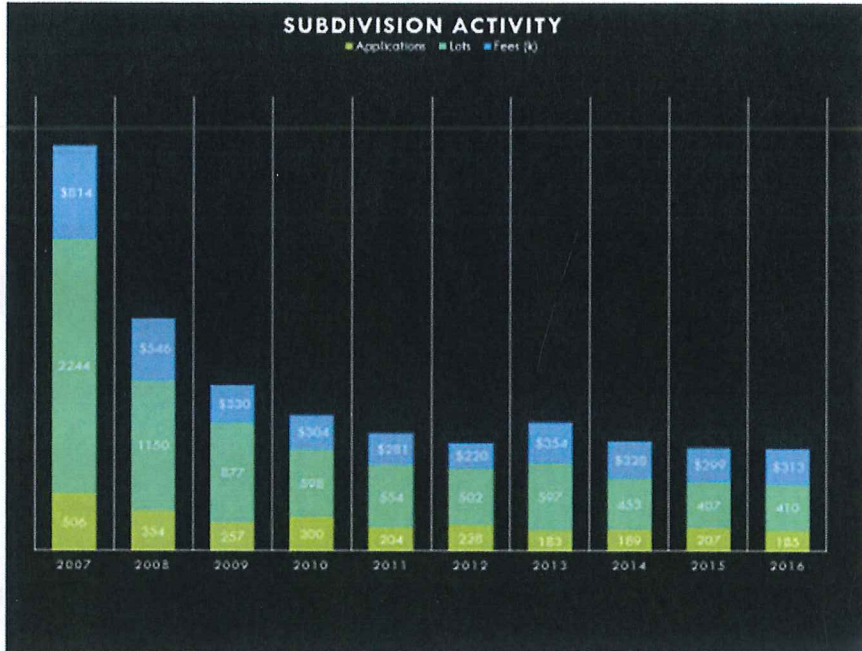
- The Board of Directors has delegated to the Executive Committee the responsibility for financial concerns, including budget preparation, approval of accounts and the appointment of an auditor, and the approval of the Audited Financial Statements for submission to Alberta Municipal Affairs prior to May 1 of each year; however, the Board does review and ratify those decisions. Highlights of the 2016 audited financial statements are as follows:

### HIGHLIGHTS

	2015 - \$	2016 - \$
<b>Net Revenues</b>	<b>2,063,824</b>	<b>1,969,921</b>
Membership - Planning	875,845	900,640
Membership - GIS	487,038	514,721
Subdivision	298,481	310,730
Fee-for-Service	383,240	221,104
<b>Net Expenses</b>	<b>1,899,484</b>	<b>1,896,267</b>
Salaries & Benefits	1,614,726	1,664,515
Excess of Revenues over Expenditures	171,151	72,968
Internally Restricted Net Assets (Reserves)	49,905	99,905
Total Equity	806,865	941,111







Moved by: Ben Elfring

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2016.

**CARRIED**

**(b) Provincial Funding Request**

- Alberta Municipal Affairs responded to ORRSC's request for annual funding in a letter dated March 17, 2017 (see agenda). They stated that operating costs for municipal services, including land-use planning and development, are not eligible for funding under the Alberta Community Partnership (ACP) program. The metropolitan boards of Calgary and Edmonton produce and implement regional growth plans — this is the focus of the province's current funding support for these boards.
- Member municipalities, when seeking to fund intermunicipal plans, are eligible for ACP funding. Member municipalities may also allocate portions of their municipal sustainability initiative to ORRSC.

**(c) Grant Funding**

- **\$500,000** ACP Grant to prepare an MDP Guidebook – to be completed before the municipal elections in October 2017 – funds shared among 5 planning agencies
- **\$200,000** ACP Grant for Orthophoto Project (sponsored by Olds) – funds to the company flying the orthophotos
- **\$200,000** ACP Intermunicipal Collaboration Grant for Rural Intermunicipal Development Plans (sponsored by MD of Taber) – funds to ORRSC

**7. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 3-month period:  
January 1 - March 31, 2017**

Moved by: Louis Myers

THAT the Board of Directors have reviewed and ratified the Summary of Balance Sheet and Statement of Income for the 3-month period: January 1 - March 31, 2017. **CARRIED**

**8. ADJOURNMENT**

Moved by:

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:05 p.m. until **Thursday, September 7, 2017 at 7:00 p.m.** **CARRIED**

/bj

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

<b>OLDMAN RIVER REGIONAL SERVICES COMMISSION</b>				
<b>Balance Sheet (6 months) Unaudited</b>				
as of June 30, 2017				
<b>Assets</b>				
Total Operating Fund		\$	866,771.00	
Total Capital Fund		\$	619,639.00	
<b>Total Assets</b>				\$ <b>1,486,410.00</b>
<b>Liabilities &amp; Equity</b>				
Total Operating Fund		\$	197,066.00	
Total Capital Fund		\$	700,955.00	
Excess Rev/Exp		\$	588,389.00	
<b>Total Liabilities &amp; Equity</b>				\$ <b>1,486,410.00</b>
<b>OLDMAN RIVER REGIONAL SERVICES COMMISSION</b>				
<b>Income Statement (6 months) Unaudited</b>				
as of June 30, 2017				
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>Variance</u>
<b>TOTAL REVENUE</b>	\$	<b>1,741,160.00</b>	\$ <b>2,214,776.00</b>	\$ <b>21.38</b>
<b>Expenditures</b>				
Total Staff Salaries	\$	835,629.00	\$ 1,620,000.00	48.42%
Total Staff Benefits	\$	190,306.00	\$ 293,000.00	35.05%
Total Staff Travel & Mtgs	\$	13,968.00	\$ 27,000.00	48.27%
Total Members Travel & Mtgs	\$	10,360.00	\$ 15,000.00	30.93%
Total Office & Renovations	\$	12,871.00	\$ 33,000.00	61.00%
Total Telephone & Supplies	\$	12,478.00	\$ 25,000.00	50.09%
Total Printing & Duplication	\$	4,813.00	\$ 7,000.00	31.24%
Total Other Operating Exps	\$	93,772.00	\$ 116,200.00	19.30%
Total Fixed Assets	\$	35,779.00	\$ 44,000.00	18.68%
<b>TOTAL EXPENDITURES</b>	\$	<b>1,209,976.00</b>	\$ <b>2,180,200.00</b>	<b>44.50%</b>
<b>TOTAL BUDGET EXCESS REV/EXP</b>	\$	<b>531,184.00</b>	\$ <b>34,576.00</b>	

# Alberta SouthWest Bulletin September 2017

## Regional Economic Development Alliance (REDA) Update

### Waterton National Park Visitation

An update from Parks Canada indicates that visitation is exceeding the previous two years. August 2017 visitation increased 12% over August 2016. To date, 2017 is 17% over 2016, with 4 months left in the year.

- 2015: January to December: 477, 091
- 2016: January to December: 538,463
- 2017: (in progress) January to end of August: 500,265
- July 2017 is largest monthly visitation ever recorded: 162,708

### Economic Developers Alberta (EDA) Update

EDA will offer councilors, administrators and committees updated course materials and resources targeted to the needs and interests of community leaders. The purpose is to deepen understanding about what the work of an economic development officer could and should be, and how that role can create a competitive advantage for communities and regions.

### SuperNet Update

Bob Dyrda attended a meeting in Edmonton with Stephen Bull, ADM Service Alberta, SuperNet Secretariat. The final SuperNet RFP (a 600+ page document) was released in mid-August to the 3 finalists: Axia, Bell and Telus. Response is required by end of October. The government will review and announce results in early 2018, with new agreement to commence July 1, 2018.

### Electric Vehicle Plans Charging Ahead

The collaborative initiative between City of Calgary, Calgary Regional Partnership, SouthGrow and AlbertaSW had submitted a proposal to Federation of Canadian Municipalities (FCM) for a “backbone of 20-25 installations in southwest Alberta. Based on the project description, FCM has invited us to submit a full application for funding. We are building on the success of the project in the East Kootenay region. It makes sense to extend that network along highway 3, and highways 1 and 2 and 22, 23 and 6. Project application for \$2M is in development.

### Destination Development Association Membership

Roger Brooks is offering a series of free webinars titled “Resurgence of Downtowns”. This series explores ideas, examples, tools and strategies to help community leaders, elected officials and property owners to focus on ways to make our downtowns vital and exciting for residents and visitors.

❖ Contact [bob@albertasouthwest.com](mailto:bob@albertasouthwest.com) for information and upcoming dates.

A new “Destination Development Association” offers on-line webinars and resources. Community Futures Alberta Southwest will purchase a group membership, on behalf of both our regions. This will feature multiple log-in privileges, enabling access for all our communities.

### UPCOMING

- **EconoUs2017 - The Canadian Community Economic Development Conference**
  - Calgary, September 13-15, 2017 <http://econous.ca>
- **Crown Roundtable Conference**
  - Choteau MT, September 25-27, 2017 [www.crownroundtable.net](http://www.crownroundtable.net)
- **Travel Alberta – Industry Conference**
  - Banff, October 22-24, 2017 [industry.travelalberta.com/events](http://industry.travelalberta.com/events)



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# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday August 2, 2017 – MD Ranchland Municipal Office



### Board Representatives

Lloyd Kearl, Cardston County  
Barney Reeves, Waterton Lakes  
Jordan Koch, Glenwood  
Garry Marchuk, MD Pincher Creek  
Maryanne Sandberg, MD Willow Creek  
Gentry Hall, Stavelly (alternate)  
John Connor, Granum  
Brent Feyter, Fort Macleod  
Shelley Ford, Claresholm  
Beryl West, Nanton  
Ron Davis, MD Ranchland

### Guests and Resource Staff

Cynthia Farmer, Alberta Economic development and Trade  
Brad Tucker, Alberta Environment and Parks  
Emma Crow-Willard, Yale University School of Environment  
Harry Streeter, MD Ranchland  
Jim Bester, Cardston County  
Leah Wack, Lethbridge College  
Kathy Wiebe, MD Ranchland  
Linda Erickson, Alberta Economic Development and Trade  
Bev Thornton, Executive Director, AlbertaSW  
Bob Dyrda, Project Lead, AlbertaSW  
Sherayah Feyter

1. Call to Order  
Chair Lloyd Kearl called the meeting to order.
2. Approval of Agenda  
Moved by Maryanne Sandberg THAT the agenda be approved as amended.  
**Carried.** [2017-08-534]
3. Board and guest updates
4. Cynthia Farmer, ADM  
Alberta Economic Development and Trade  
Alberta Economic Development and Trade continues to appreciate the work of regional alliances, supported by the regional offices, and has additionally supported the Southern Alberta Alternative Energy Partnership (SAAEP).
5. Approval of Minutes  
Moved by Barney Reeves THAT the minutes of May 3, 2017 be approved as presented.  
**Carried.** [2017-08-535]
6. Approval of Cheque Register  
Moved by John Connor THAT cheques #2213-#2259 be approved as presented.  
**Carried.** [2017-08-536]
7. Executive Director contract renewal  
Moved by Garry Marchuk THAT the Board ratify Executive approval to renew contract agreement with Beverley Holdings Ltd. for July 1, 2017 to June 30, 2018; same terms as 2016-2017.  
**Carried.** [2017-08-537]
8. Project Lead contract renewal  
Moved by Maryanne Sandberg THAT the Board ratify Executive approval to renew contract agreement with Bob Dyrda for July 1, 2017 to June 30 2018; same terms as 2016-2017.  
**Carried.** [2017-08-538]

9. Waterton publication and visitor update      Waterton is continuing to have strong visitation. The regional flyer is designed to be used by Parks Canada to provide information about events and activities in the region.
10. Brad Tucker, Acting Senior Planner,  
Alberta Environment and Parks      Alberta Parks is actively working with the Nature Conservancy to identify issues and create solutions to support the ongoing operation of Waterton Springs Campground.
11. Emma Crow-Willard,  
Yale School of Forestry and Environmental  
Studies      This summer research project will result in a multi-media perspective on living and working in the Crown of the Continent.
12. Project Lead Report      Accepted as information.  
Link to upcoming destination development webinars will be forwarded to the communities.
13. Executive Director Report      Accepted as information.  
Board consensus that AlbertaSW once again follow the procedure to send letters to municipal election candidates and hold a regional orientation event on the first regular meeting date after the election (i.e. Wednesday November 1, 2017)
14. Upcoming Board Meetings  
    ➤ September 6, 2017 - Cardston County  
    ➤ October 4, 2017 - Lethbridge College  
    ➤ November 1, 2017 - New Council Orientation, Pincher Creek  
    ➤ December 5, 2017 - Organizational Meeting, Pincher Creek
15. Adjournment      Moved by Garry Marchuk THAT the meeting be adjourned.  
    **Carried.** [2017-08-539]

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Chair

**Approved September 6, 2017**

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Secretary/Treasurer