



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
SEPTEMBER 25, 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 SEPTEMBER 11, 2017**

**ACTION ITEMS:**

1. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Minister's Awards in Excellence in Public Library Service**
2. **CORRES: Chinook Country Tourist Association**  
**RE: Southwest Service & Tourism Awards**
3. **CORRES: Claresholm Kinsmen & Claresholm Kinettes**  
**RE: Kin Path Project**
4. **CORRES: Claresholm Arts Society**  
**RE: Letter of Support**
5. **CORRES: Claresholm Arts Society**  
**RE: Request for Fireworks**
6. **CORRES: Claresholm Local Press & Claresholm & District Chamber of Commerce**  
**RE: Hall Rental for Candidate's Forum**
7. **REQUEST FOR DECISION: Livingstone Range School Division Lease Agreement**
8. **REQUEST FOR DECISION: Claresholm Child Care Society Lease Agreement**
9. **REQUEST FOR DECISION: Municipal Election Institutional Vote**
10. **FINANCIAL REPORT: Statement of Operations – August 31, 2017**
11. **INFORMATION BRIEF: MD of Willow Creek Development Agreement**
12. **INFORMATION BRIEF: Claresholm Waterworks System Application Renewal**
13. **INFORMATION BRIEF: CAO Report**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA: Land; Personnel**

**INFORMATION ITEMS:**

1. **Municipal Planning Commission Minutes – August 11, 2017**
2. **Oldman River Regional Services Commission Annual Meeting Minutes – June 1, 2017**
3. **Claresholm & District Museum Board Minutes – April 19, 2017**
4. **Claresholm & District Museum Board Minutes – May 17, 2017**
5. **Claresholm & District Museum Board Minutes – June 21, 2017**

**ADJOURNMENT**



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

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

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

**ABSENT:** None

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

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

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Mayor Rob Steel

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

**CARRIED**

**MINUTES:** REGULAR MEETING – AUGUST 14, 2017

Moved by Councillor Fieguth that the Regular Meeting Minutes August 14, 2017 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. CORRES: Alberta Volunteer Awards  
RE: 2017 Starts of Alberta Volunteer Awards

Received for information.

2. CORRES: Debbie Lozeman, Terry Fox Run Organizer  
RE: Annual Terry Fox Run September 17, 2017

Received for information.

3. CORRES: Bobbie-Jo Penner  
RE: Parking at the Claresholm Curling Rink

MOTION #17-091 Moved by Councillor Cutler to allow Bobbie-Jo Penner to use the vacant grass area to the north of the Claresholm Curling Rink for guests to park recreational vehicles as they attend her wedding on May 12, 2018.

**CARRIED**

4. CORRES: Magan Braun  
RE: Skyline Crescent Block Party

MOTION #17-092 Moved by Councillor Ford to allow local residents on Skyline Crescent to close their street on September 16, 2017 from 4:00 to 8:00 p.m. for a block party, and for the Town to provide barricades for this event.

**CARRIED**

5. CORRES: Claresholm Bantam Football Association  
RE: Request for Sponsorship

MOTION #17-093 Moved by Councillor Fieguth to support the Claresholm Bantam Football Association with a sponsorship of \$300 for the 2017 season.

**CARRIED**

6. CORRES: Kinsmen Club of Claresholm  
RE: Request for Donation to Charity Golf Tournament

MOTION #17-094 Moved by Councillor McAlonan to support the Kinsmen Club of Claresholm's Charity Golf Tournament on September 23, 2017 with a gold sponsorship of \$400 and a door prize valued at no more than \$100.

**CARRIED**

7. REQUEST FOR DECISION: Fortis Franchise Fee

MOTION #17-095 Moved by Councillor Fieguth 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.

**CARRIED**

8. REQUEST FOR DECISION: Parks & Recreation Master Plan

MOTION #17-096 Moved by Councillor Fieguth to adopt the Parks & Recreation 2017 Master Plan as presented.

**CARRIED**

**9. REQUEST FOR DECISION: 8<sup>th</sup> Street West / Westlynn Drive Walking Path**

MOTION #17-097 Moved by Councillor McAlonan to take \$50,000 out of the Parks and Pathways capital reserve fund, and further to direct Administration to work with the Claresholm Kinsmen and Claresholm Kinettes to facilitate the construction of the 8<sup>th</sup> Street West / Westlynn Drive Walking Path Extension in 2017, and further that the amount of pathway constructed this year will be as much as the combined funding of the Town of Claresholm and the Kin Clubs will allow for.

**CARRIED**

**10. REQUEST FOR DECISION: Outdoor Fitness Parks In-Kind Donation**

MOTION #17-098 Moved by Councillor Cutler 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.

**CARRIED**

**11. REQUEST FOR DECISION: Meeting With Hon. Shaye Anderson, Minister of Municipal Affairs**

MOTION #17-099 Moved by Councillor Ford to send the draft letter to the Hon. Shaye Anderson, Minister of Municipal Affairs as presented regarding the Multi-use Community Building and Town Hall.

**CARRIED**

**12. REQUEST FOR DECISION: Economic Development Marketing Plan**

Received for information.

**13. REQUEST FOR DECISION: Municipal Election Advance Vote**

MOTION #17-100 Moved by Councillor O'Neill 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.

**CARRIED**

**14. INFORMATION BRIEF: Multi-use Community Building & Town Hall Project Update**

Received for information.

**15. INFORMATION BRIEF: ARPA Choosewell Award**

Received for information.

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

Received for information.

**17. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**18. IN CAMERA: Land (2); Legal**

Moved by Councillor McAlonan that this meeting go In Camera at 7:49 p.m.

**CARRIED**

Moved by Councillor Ford that this meeting come out of In Camera at 8:12 p.m.

**CARRIED**

MOTION #17-101 Moved by Councillor Cutler to lease the non-operating west water treatment plant lands located at a portion of:

NE Section 23, Township 12, Range 28, Meridian 4

SE Section 26, Township 12, Range 28, Meridian 4

to Stuart Derochie for grazing.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Dixon that the meeting adjourn at 8:15 p.m.

**CARRIED**

# **ACTION ITEMS**



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR91202

September 12, 2017

Ms. Lisa Anderson  
Chairperson, Town of Claresholm Library Board  
c/o Claresholm Public Library  
Box 548  
Claresholm AB T0L 0T0

Dear Ms. Anderson,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2018. This award is adjudicated by a popular vote open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 1, 2017, and the submission deadline is February 23, 2018. Nomination forms and additional details will be available at [www.albertalibraries.ca](http://www.albertalibraries.ca). Winners will be notified by early April 2018 and announced at the Alberta Library Conference in Jasper from April 26 - 29, 2018.

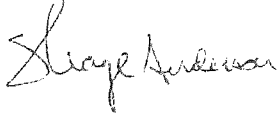
If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

I would like to again recognize the 2017 award recipients: the library boards for Lac La Biche County, Olds, Edmonton and Airdrie for, respectively, Creating Young Readers, Cyber Seniors, Exploring Reconciliation, smartlocker™, and the YOU Libraries Award winner, Lac La Biche County for Creating Young Readers.

.../2

Thank you for your work in ensuring public libraries will remain an integral part of supporting vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shaye Anderson".

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: **His Worship Rob Steel, Mayor, Town of Claresholm**  
Mr. Jay Sawatsky, Library Manager, Claresholm Public Library  
Karen Petch, Public Library Services Branch, Municipal Affairs



2805 Scenic Drive South  
Lethbridge, Alberta, Canada  
T1K 5B7

P: 403.329.6777  
TF: 1.800.661.1222  
F: 403.329.6177

[exploresouthwestalberta.ca](http://exploresouthwestalberta.ca)

## CHINOOK COUNTRY TOURIST ASSOCIATION

September 18, 2017

Congratulations! You are a nominee for the Southwest Service & Tourism Awards. I am writing to request your presence as a special guest at the Southwest Service & Tourism Awards on October 4, 2017 where outstanding customer service experiences in our region will be celebrated. I have attached one complimentary ticket to the event.

Nominees will be recognized at this event and the winners of each category will be announced at the special event.

This semiformal event will take place at the Lethbridge Multicultural Centre, 421- 6 Ave South, Lethbridge. The reception will begin at 5:00 PM and the awards presentations will begin at 7:00 PM. Complimentary appetizers will be provided at the event along with a cash bar. For more information please go to [www.SouthwestAlbertaAwards.com](http://www.SouthwestAlbertaAwards.com)

Please RSVP to Marie-Ann Rheault at 403-329-6777 x2 or [sales3@chinookcountry.com](mailto:sales3@chinookcountry.com). If you would like additional tickets you may purchase them online at <http://www.southwestalbertaawards.com/tickets.html> for \$27.11 each.

Congratulations again on your nomination! I look forward to seeing you on October 4<sup>th</sup>!

Sincerely,

Jaci Zalesak  
Director, Client Relations  
Chinook Country Tourist Association

RECEIVED

SEP 20 2017



To: Town of Claresholm Administration, Mayor and Council

Re: Kin Walking Path Project

The Kinsmen and Kinettes clubs are writing to keep a healthy communication loop going between the Town and our clubs over the Kin Path Project. What has transpired in relation to available funds is as follows:

1. A CIP grant has been successfully applied for and made it through to the review process:
  - We will find out if we will be granted any funds in October/November.
  - If successful, funds will be distributed by December.
  - The kin clubs have tied up approximately \$18,000 in this grant.
2. We fully intend to apply for CFEP small stream grant in 2018, using \$20,000 of Kin money to apply for matching funds (additional \$10,000 from each club).
3. If we are not successful with the first grant the funds that were allocated to that grant will be added to the new grant in 2018. That may possibly be \$40,000 that we will be used to apply for a CFEP grant attempting to get matching funds. That deadline is the middle of March of 2018.
4. We are open to the Town boosting that application and applying for more matching funds if you wish to partner on the grant.

Thank you all your assistance and support in building walking paths within Claresholm.

Kirby Watt  
Member of the Claresholm Kin Trail Project Committee





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

September 20, 2017

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

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

We are applying to the Foundation for assistance with the approximately \$16,000 needed for mounting pipes in the Community Centre ceiling to hang theatrical lights. As part of that application, we need to have a letter of support from the Town.

This application to the Foundation is for funding towards the costs of mounting two pipes which will hang just below the ceiling and the appropriate electrical modifications for the lighting that will hang from those pipes. These pipes and lights will stay in the hall, making it easier for our theatre productions and other users who need to light the stage. MPE Engineering has been contracted by the Claresholm Arts Society to ensure everything is done correctly.

Our theatre improvement project has seen us contribute approximately \$60,000 into the Claresholm Community Centre, improving the facility for the Claresholm Arts Society and other users in the future.

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

Thank you for your assistance.

Sincerely,

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

Karen Linderman  
Vice-Chairperson



September 18, 2017

Claresholm Town Council  
Box 1000  
Claresholm, AB  
TOL 0T0

Dear Sir/Madam,

**RE: Request for Fireworks**

We write to request the use of the Town of Claresholm's fireworks which may still be available (after this horrifically dry summer) for use at the CLARESHOLM WINTER FESTIVAL.

The Claresholm Winter Festival is taking place on FEBRUARY 10, 201~~8~~<sup>9</sup>, on the grounds of the Agriplex, the Claresholm Community Centre, Millennium Park, and surrounding areas. This event is a full day of entertainment and activities, planned and organized by a collaboration of service clubs, societies, non-profit organizations, individual people, and the Town of Claresholm.

This event will bring a Fair Days type atmosphere to the slower winter months, providing valuable entertainment to the local residents, while also being a draw to the community, improving visitation numbers and economic impact for local businesses. Marketing will extend well beyond the borders of Claresholm, helping to position the community as the year-round capital of events for Southwestern Alberta, as identified within the new municipal brand.

Attached please find a list of the activities planned for the day and the volunteers involved in this event, which we trust will give you a better idea of the nature of the event and the community commitment. We hope you will agree to let us use the fireworks as we think they would be a great finale to a fantastic day.

If you have any further questions, please contact either myself or Justin Sweeney.

Sincerely,

A handwritten signature in blue ink, appearing to read "Karen Linderman". The signature is stylized with a long horizontal stroke and a loop at the end.

Karen Linderman  
Vice-Chairperson, Claresholm Arts Society  
Coordinator, Winter Festival Committee

Encl.

# Claresholm Winter Festival 2018

**When:** Saturday, February 10, 2018

**Where:** In and around the Claresholm  
Community Centre/Agriplex and  
surrounding land, primarily OUTSIDE

**What:** Fun Winter ACTIVITIES including:

- Outdoor Music & Entertainment
- Food Vendors
- Artisans Market
- Children's Games and Races
- Scavenger Hunt
- Snow Hockey Tournament
- SnoPitch Tournament
- Tin Can Curling
- Children's Straw Pit
- Old-Fashioned Photos
- Snow Bus rides

**Who:** BROUGHT TO YOU BY:

- Claresholm Lions
- Claresholm Arts Society
- Kinette Club of Claresholm
- Kinsmen Club of Claresholm
- Claresholm Museum
- FCSS
- Claresholm Agriplex
- The Town of Claresholm
- Random enthusiastic people, intent on bringing fun and outdoor enjoyment to winter!



September 20, 2017

**TOWN OF CLARESHOLM**

**RE: Election Forum  
Wednesday, October 4, 2017  
7:00 p.m. - 10:00 p.m.**

The Claresholm Local Press, would like to ask the Town of Claresholm to pay the rental fee on the Claresholm Community Centre for the Candidates Forum on Wednesday, October 4, 2017, as they have in past election years.

We plan to host this event as a free forum for the public to have a chance to interact with all Town of Claresholm candidates in one location, at the same time.

We are anticipating a large crowd for this forum, and want to ensure we host it in a venue large enough to hold this crowd, so have booked the Claresholm Community Centre for this. We sent a request to the Hall Board to consider waiving the rental fees for the Community Centre for this event, but they have denied the request. They stated the Association is not in a financial position to offer a discount on the set rental rates of the facility.

We are requesting that the Town of Claresholm pay the \$400 hall rental fee.

The Claresholm Local Press will handle inviting the candidates, and publicizing the event in the paper and on social media.

We thank you for your consideration, and if you have any questions or have volunteers who can help with the event please contact me.

Thank you,

Amanda Zimmer  
Claresholm Local Press

cc. Claresholm Community Centre Board response letter.

## Claresholm Community Centre Association



Date: September 20, 2017

Amanda Zimmer  
Claresholm Local Press

Dear Amanda:

Thank you for your request dated September 14, 2017 regarding a reduction/waiver in the rental rate of the Claresholm Community Centre for the candidates forum on October 4, 2017.

Unfortunately we are not able to accommodate your request at this time.

The Claresholm Community Centre Association is a Non-Profit CRA Registered Charity and is not in a financial position to offer a discount on the set rental rates of the facility. The Association works hard to try and keep the rental rates as low as possible but also needs to be responsible in ensuring operating costs are covered. Currently we rely heavily on donations and Casino funds as well as the support of the Town of Claresholm and MD of Willow Creek to ensure we have a viable facility to be used by the community.

Sincerely,

Claresholm Community Centre Association Board

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



Date of Application: Sept 21/17

Date of Event: Oct 4/2017

**1. Applicant Information**

Name of Applicant: Claresholm District Chamber of Commerce and Claresholm Local Press

Address: Box 580

Contact Person: Amanda Zummer

Phone, Fax, Email: 625 4474 amanda@claresholmlocalpress.ca

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

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Candidate Forum

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

**5. Type of Donation: (check and explain)**

DONATION - Financial Assistance (explain):

\$400 For Claresholm Community Centre Rental

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: 400



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

Pay hall rental Fee

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**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

**8. Organizational Information**

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

Old-Fashioned Christmas      Trade Fair

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Easter Eggcitement

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Zombie Walk

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Christmas Hamper Fund

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Parade Food Drive

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

This event is to make it easy for voters to meet, ask questions, and listen to all council and mayoral candidates in one place at one time.

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How will your organization acknowledge the Town's donation?

Yes. We can put something up at the forum, or in the paper.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
1.		





# INFORMATION BRIEF

Meeting: September 25, 2017

Agenda Item: 6

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## CANDIDATES FORUM

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### DESCRIPTION:

The Claresholm Local Press and the Claresholm & District Chamber of Commerce have scheduled a Candidates Forum to be held at the Community Centre on Wednesday, October 4, 2017. During the prior election campaign held in 2013, the Chamber organized the forum and subsequently requested that the Town pay for the hall rental. At the October 15, 2013 regular Council meeting, the following motion was approved:

**Moved by Councillor Quayle to cover the cost of rental of the Claresholm Community Centre for the Candidates Forum held on October 10, 2013 in the amount of \$225 plus GST.**

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 22, 2017

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# REQUEST FOR DECISION

Meeting: September 25, 2017  
Agenda Item: 7

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## LIVINGSTONE RANGE SCHOOL DIVISION LEASE AGREEMENT

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### **DESCRIPTION:**

The Town of Claresholm was approached by the Claresholm Child Care Society to have the sub-lease agreement for the modulars located at West Meadow Elementary School updated. They are currently working on funding agreements and require an updated agreement in order to secure that funding. In examination of current agreements, it was discovered that the initial lease with the Livingstone Range School Division has also expired. As the programs are still operational at the modulars, it is important to renew the lease agreement for this worthwhile program.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to sign the lease agreement with the Livingstone Range School Division for the modular located at West Meadow Elementary School as presented for the period from September 1, 2015 to August 31, 2020.

### **ATTACHMENTS:**

- Draft Lease Agreement with the Livingstone Range School Divison

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 21, 2017

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THIS AGREEMENT made in duplicate this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2017

BETWEEN:

LIVINGSTONE RANGE SCHOOL DIVISION NO. 68  
hereinafter referred to as the "Lessor"

- of the first part -

- and -

THE TOWN OF CLARESHOLM  
hereinafter referred to as the "Lessee"

- of the second part -

WHEREAS the "Lessor" is the owner of two modulares (hereinafter referred to as the "modulars") located on school grounds at West Meadow Elementary School in the Town of Claresholm, in the Province of Alberta;

AND WHEREAS the "Lessee" desires to lease the modulares upon the terms and conditions hereinafter set forth.

NOW THEREFORE the parties hereto hereby agree as follows:

**PREMISES**

1. The Lessor does hereby lease and demise unto the Lessee, upon the terms and conditions hereafter set forth, those premises owned by the Board and being more particularly described as two modulares located in the north-east corner of the school grounds located around West Meadow Elementary School, Claresholm, Alberta, legally described as Lot 1, Block 1, Plan 8610193 Claresholm. (hereinafter referred to as the "leased premises").

**TERM**

2. The term of this lease shall be for a period of five (5) years commencing September 1, 2017 and terminating on August 31, 2022, provided that the lease has not been terminated earlier in accordance with the provisions of this lease.

**RENTAL**

3. (a) During the term of this agreement, the Lessee shall pay to the Lessor a monthly lease amount

of \$250.00 which will cover the costs related to routine building maintenance and property insurance.

- (b) The Lessee will also reimburse the Lessor, on a monthly basis, the actual amount related to utilities costs associated with the leased premises. Such utility costs include electricity, natural gas, water, sewer and garbage services. The Lessor will pay the initial billing as billed by these utility service providers and then invoice the Lessee on a monthly basis for the actual billed amount of those services.

#### **JANITORIAL SERVICES**

4. The Lessee is responsible for janitorial and custodial services in the leased premises.

#### **MAINTENANCE**

5. The Lessor shall provide for the maintenance of the leased premises including the maintenance of the exterior of the building and the grounds.

#### **COSMETIC MAINTENANCE**

6. The Lessee shall, at its own cost, be responsible for cosmetic maintenance as required from time to time.

#### **ALTERATIONS**

7. The Lessee shall not make any alterations, additions or improvements to the leased premises without the previous written consent of the Lessor. Such consent will not be unreasonably withheld. If any alterations, additions or improvements are made, the leased premises shall be returned to their former state and condition unless the Lessor desires such alterations, additions or improvements to remain, in which case, they shall become the property of the Lessor without any compensations or indemnity being allowed to the Lessee.

#### **SIGNS**

8. The Lessee shall have the right to erect a sign(s) at the entrance to the building in such a manner that is acceptable to the Lessor.

#### **VISITS AND INSPECTIONS**

9. The Lessee shall permit the Lessor, its servants or agents and all persons having written authority from the Lessor, to visit and inspect the leased premises at all reasonable times for

which such consent shall not be unreasonably withheld.

### SUBLETTING

10. The Lessee is authorized to sublet the whole or any portion of the leased premises only in accordance with the conditions imposed by the Town of Claresholm development permit and the criteria established by Alberta Child and Family Services (Calgary and Area Regional Authority Office) for the Provincial Modular Initiative for Child Care Programs. The Lessee shall inform the Lessor of all subleases agreed to.

### USE OF PREMISES

11. (a) The leased premises shall be used and occupied by the Lessee for the proposed activities of the Lessee, provided that the Lessee shall not carry on or permit to be carried on therein any activity which is illegal or which the Lessor may deem to be a nuisance.
- (b) The Lessee shall not do or permit to be done any act, which may void the policy of insurance upon the leased premises. If by reason of any act done or permitted to be done by the Lessee the premiums upon such policy held by the Lessor shall be increased; the Lessee shall pay such increased premiums.
- (c) The Lessee shall be responsible for all costs associated with providing the proposed activities except for those specifically detailed within this agreement as being the responsibility of the Lessor.
- (d) The Lessee shall be responsible for maintaining all licensing associated with providing the proposed activities and shall ensure that the proposed activities adhere to all municipal, provincial and federal rules and regulations.

### INSURANCE

12. (a) The Lessee shall carry and maintain in force a policy or policies of liability insurance in a minimum amount of **TWO MILLION DOLLARS** (\$2,000,000.00) per occurrence and the Lessee shall, upon demand by the Lessor, produce to the Lessor such policy or policies for examination and shall produce, upon demand, evidence of payment of premiums.
- (b) The Lessee shall carry and maintain in force an all risk policy or policies of content insurance covering all furniture and equipment, and shall upon demand by the Lessor, produce to the Lessor such policy or policies for examination and shall produce, upon demand, evidence of payment of premiums.

**TERMINATION**

- 13. This lease may be terminated prior to August 31, 2022 by either party upon written notice to the other party whereby the date of such termination shall be effective a minimum of one (1) full year from the date the notice of termination was given, with an effective date of June 30.
- 14. Should the Lessee be desirous of renewing this lease, the Lessee shall indicate their interest in negotiating a renewal with such interest being expressed by written notice to the Lessor and given by February 28, 2022.

**INDEMNITY**

- 15. The Lessee shall indemnify and save harmless the Lessor from and against all claims, demands, damages, expenses, actions, suits and judgments made or recovered against the Lessor whether for personal injury including death or property damage, howsoever caused, and without restricting the generality of the foregoing, whether caused by reason of the granting of this lease or by reason of any act or omission of the Lessee or any servant or agent of the Lessee, but not where caused directly by any negligent act of omission by the Lessor or its employees.

**NOTICE**

- 16. All notices and communications required by this lease shall be in writing to the following address:

The Lessor - LIVINGSTONE RANGE SCHOOL DIVISION NO. 68  
P.O. Box 69  
Claresholm, Alberta  
TOL 0T0

The Lessee - Town of Claresholm  
P.O. Box 1000  
Claresholm, Alberta  
TOL 0T0

**AMENDMENT**

- 17. This lease shall not be amended, varied or revised except in writing duly signed, sealed and delivered by the Lessor and Lessee.

**REPRESENTATIONS**

18. The Lessee acknowledges and covenants that there are no representations, premises, guarantees or warranties made by or between the Lessor and the Lessee inducing the Lessee to become a party to this lease except as the same have been expressly set forth herein.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly attested to by the hands of their proper signing officers in the behalf on the day and year first above written.

\_\_\_\_\_  
Superintendent,  
Livingstone Range School Division No. 68

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Superintendent - Business Services  
Livingstone Range School Division No. 68

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
Town of Claresholm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer  
Town of Claresholm

\_\_\_\_\_  
Date



# REQUEST FOR DECISION

Meeting: September 25, 2017  
Agenda Item: 8

---

## CLARESHOLM CHILD CARE SOCIETY LEASE AGREEMENT

---

### **DESCRIPTION:**

In order to assist the Claresholm Child Care Society in having a facility to provide after-school and out-of-school care to children in our community, the Town of Claresholm signed a lease agreement with the Livingstone Range School Division in 2010 for the modular moved to West Meadow Elementary School. This modular is subsequently sub-leased to the Claresholm Child Care Society. The last agreement for this arrangement expired in August of 2015, and Administration is looking to have this agreement updated.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to sign the lease agreement with the Claresholm Child Care Society for the modular located at West Meadow Elementary School as presented for the period from September 1, 2015 to August 31, 2020.

### **ATTACHMENTS:**

- Draft Lease Agreement with the Claresholm Child Care Society

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 7, 2017

---



Lease Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**BETWEEN:**

**THE TOWN OF CLARESHOLM**  
(hereinafter referred to as the "**Landlord**")

and

**CLARESHOLM CHILD CARE SOCIETY**  
(hereinafter referred to as the "**Tenant**")  
of Box 271 , Claresholm  
in the Province of Alberta  
T0L 0T0

- (1) Witnesseth that in consideration of the rents to be paid, covenants to be observed and agreements to be performed by the Landlord, the Landlord hereby leases unto the Tenant those buildings described as follows:

Two (2) modulars located on Livingstone Range School Division property located on the school grounds around the West Meadow Elementary School, Claresholm, Alberta, legally described as Lot 1, Block 1, Plan 8610193.

- (2) The term of this lease shall be for the duration of time from September 1, 2015 to August 31, 2020. During that time the following will be in place:

- (a) The Tenant shall pay a monthly rent of \$250.00 (TWO HUNDRED AND FIFTY DOLLARS) per month and
- (b) The Tenant shall also reimburse the Landlord, on a monthly basis, the actual amount related to natural gas, electricity, water, sewer and garbage services. The Landlord will pay the initial billing as billed by the property owner (Livingstone Range School Division No. 68) and invoice the Tenant on a monthly basis for the actual billed amount.

- (3) It is expressly agreed and understood by the parties hereto that the buildings are to be used for the After School Care and Summer Fun programs offered by the Tenant to the public.

- (4) The Tenant acknowledges that it has inspected the property and that it relies entirely on his own inspection and that there are no other agreements or conditions affecting the property except as expressed herein. All verbal or previous written understandings and agreements, if any, are hereby canceled and rendered null and void.

- (5) The Tenant covenants and agrees with the Landlord as follows:
  - (a) to use and manage the demised buildings in a proper and businesslike manner at all times as would a reasonably prudent owner in occupancy,
  - (b) to permit the Landlord or it's duly authorized agent to enter into the demised buildings to view the buildings,
  - (c) to indemnify the Landlord against all claims and demands by any person and whether in respect of damage to person or property arising out of or occasioned by the use, maintenance or occupancy of the demised buildings.
  - (d) to keep the said building clean, neat and in good repair and at the end of the term yield them up in such good condition (excepting reasonable wear and tear and fire or storm damage occurring without Tenant's negligence);
- (6) The Landlord covenants with the Tenant that, so long as the Tenant pays the rents and observes the covenants of this lease, the Tenant shall have quiet possession of the demised buildings.
- (7) The Tenant shall not assign, transfer or otherwise dispose of this lease, or sublet or part with possession of the demised lands either in whole or in part without the prior written consent of the Landlord. The Tenant will not register this lease against the Landlord's title.
- (8) The Tenant shall carry adequate and necessary insurance related to the material and equipment stored in the demised buildings. This insurance shall cover all risks including fire. There shall be no storage of hazardous materials in the demised buildings.
- (9) The Tenant shall abide by all Town of Claresholm bylaws relating to the demised buildings such as, the unsightly bylaw and will keep the demised buildings maintained according to Town standards. The Tenant shall be bound by any changes to these bylaws that occur during the lease term.
- (10) If during the term of this lease a breach or default be made in any of the Tenant's covenants or agreements herein contained then the Landlord may enter upon the demised buildings and the lease shall immediately become forfeited and void.
- (11) The effective date of this lease shall be September 1, 2015.

IN WITNESS WHEREOF the parties have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2017.

**TOWN OF CLARESHOLM**

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**

**CLARESHOLM CHILD CARE SOCIETY**

\_\_\_\_\_

**CHAIRPERSON**

\_\_\_\_\_

**BOARD MEMBER**



# REQUEST FOR DECISION

Meeting: September 25, 2017  
Agenda Item: 9

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## MUNICIPAL ELECTION INSTITUTIONAL VOTE

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### **DESCRIPTION:**

The Municipal Election is set for Monday, October 16, 2017. Administration is recommending the Town of Claresholm hold an institutional vote within our community for those residents who are physically unable to travel to the polling station.

As per the *Local Authorities Election Act*:

Institutional vote eligibility and staff

80(1) The elected authority by resolution or the the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.

(2) An elector who on election day

(a) is confined to a hospital, auxiliary hospital or nursing home in the local jurisdiction, or

(b) is a resident in the local jurisdiction in a seniors' accommodation facility, that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.

The Returning Officer is suggesting that the Town of Claresholm hold an institutional vote at three locations in town: the Claresholm General Hospital, Willow Creek Continuing Care Centre and Porcupine Hills Lodge. All three locations have indicated they would appreciate having a polling station available for their residents. The polling stations are only for those residents of their facilities that are unable to travel to the polling station but would like the opportunity to vote. The polling stations could not be used by staff or family members.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to hold an institutional vote for the municipal election on Monday, October 16, 2017 at the Claresholm General Hospital, Willow Creek Continuing Care Centre and Porcupine Hills Lodge.

### **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 22, 2017

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**Town of Claresholm****Statement of Operations**

For the month ended August 31, 2017

	AUGUST	2017 YTD	2017 BUDGET	NOTES
<b>Revenue</b>				
Net municipal taxes	(0)	3,658,005	3,113,876	<b>1</b>
User fees and sales of goods	324,753	1,381,894	2,052,470	
Government transfers for operating	16,417	346,276	404,995	
Investment income	10,692	76,316	58,000	<b>2</b>
Penalties and costs of taxes	7,775	112,701	121,100	
Licenses and permits	992	41,024	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	14,936	145,224	202,538	
Rental	7,340	66,309	112,150	
Other	27,444	83,368	84,800	
Family and community support services	13,514	169,104	240,605	
	\$ 423,863	\$ 6,080,222	\$ 6,431,934	
<b>Expenses</b>				
Legislative	13,503	66,199	113,500	
Administration	67,775	812,799	1,220,098	
Fire	10,994	49,046	301,612	
Bylaw enforcement	8,808	76,217	129,778	
Common and equipment pool	27,779	296,059	514,064	
Roads, streets, walks and lighting	37,054	273,466	768,242	
Airport	454	6,458	18,379	
Storm sewers and drainage	50,786	63,752	138,545	
Water supply and distribution	39,940	477,774	1,955,421	
Wastewater treatment and disposal	6,307	61,683	529,856	
Solid waste management	39,790	355,791	576,040	
Family and community support services	12,705	162,392	236,905	
Day care	3,184	25,468	38,202	
Cemeteries and crematoriums	2,365	12,403	51,680	
Other public health and welfare	-	23,381	27,000	
Economic and agricultural development	1,413	8,715	45,204	
Subdivision land and development	9,217	105,283	189,503	
Parks and recreation	44,801	527,172	904,162	
Culture - libraries, museum and halls	21,730	285,304	408,844	
Less Amortization included above			(2,166,952)	
	\$ 398,602	\$ 3,689,361	\$ 6,000,128	
<b>Excess of revenue over expenses before other</b>	\$ 25,261	\$ 2,390,861	\$ 431,806	
<b>Other</b>				
Government transfers for capital	16,470	924,860	5,324,112	
<b>Excess of revenue over expenses</b>	\$ 41,731	\$ 3,315,721	\$ 5,755,918	
<b>Capital project expenditures to date</b>	\$ 474,812	\$ 2,402,613	\$ 5,448,345	

**Notes**

- 1** In excess of budget due to requisition payments that are netted with the income that haven't been paid yet for 3rd and 4th quarters.
- 2** Already exceeded annual budget. This is due to a significant portion of investment income is on grant funds which will be reclassified as grant revenue (or deferred grant revenue) at year end.



**Claresholm**

# INFORMATION BRIEF

Meeting: September 25, 2017  
Agenda Item: 11

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## MD of WILLOW CREEK DEVELOPMENT PERMIT

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### DESCRIPTION / BACKGROUND:

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

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

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

### ATTACHMENTS:

- 1.) Application

### APPLICABLE LEGISLATION:

- 2.) MD of Willow Creek Land Use Bylaw

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 21, 2017

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**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**

Box 550, Claresholm, AB T0L 0T0  
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY	
Application No.	_____
Fees Submitted: \$	150.00
Site Inspection:	_____

**APPLICATION FOR A DEVELOPMENT PERMIT**

***IMPORTANT:** This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.*

**Form A**

**APPLICANT:** Town of Claresholm **Telephone:** 403-625-3381

**ADDRESS:** Box 1000, Claresholm AB T0L0T0 **Fax:** 403-625-3869

**MUNICIPAL ADDRESS:** \_\_\_\_\_ **Bus/Cell:** \_\_\_\_\_

**REGISTERED OWNER:** Town of Claresholm **Telephone:** \_\_\_\_\_

**LEGAL DESCRIPTION:** Lot(s) \_\_\_\_\_ Block A Plan 4117JK

OR: Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_ M

**EXISTING USE:** Airport (runway)

**PROPOSED USE:** add accessory use: Sports Club

**PARTICULARS OF PROPOSED DEVELOPMENT:** for use of runways and surrounding property area for sporting events and training purposes. (includes but not limited to: drift clubs, drag racing, drivers training, and similar events)  
includes parking & necessary facilities to hold these functions (portable toilet facilities)

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form, or attach a separate sheet with such information. **Please fill out the Right of Entry authorization on reverse.**

**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:**

I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware that I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the registered owner(s) of the land described above is aware of this application.

**DATE:** Sept 14, 2017

**SIGNED:**  Applicant

**IMPORTANT: See Over**



**ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:**

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term “development” includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any development by the applicant within 14 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable that the plans and drawings should be on scale appropriate to the development, that is:  

Site plans – ratio of 1:1000 or 1:1500  
Other drawings – ratio of 1:100 or 1:200

or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

**RIGHT OF ENTRY:**

I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application.

This right is granted pursuant to Section 542(1) of the *Municipal Government Act*.

**DATE:** Sept 14, 2017 \_\_\_\_\_

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

Registered Landowner(s)





# INFORMATION BRIEF

Meeting: September 25, 2017  
Agenda Item: 12

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## Claresholm Waterworks System Application Renewal

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### **DESCRIPTION:**

In accordance with the Environmental Protection and Enhancement Act, the Town of Claresholm has applied to Alberta Environment and Parks for a renewal of an existing approval to operate the Claresholm waterworks system located at SW Section 23 Township 012 Range 27 West of the 4<sup>th</sup> Meridian.

### **BACKGROUND:**

The Town of Claresholm requires an approval from AEP to operate the water works system. The approval was modified during new water treatment plant upgrade in 2009 and expired December 1, 2016. On September 21<sup>st</sup> 2016 the Town of Claresholm applied for a new license to operate the water works system. Due to a back load of paper work at the Lethbridge office, Alberta Environment and Parks granted the Town of Claresholm a one year license extension.

### **DISCUSSION/OPTIONS:**

In accordance with section 72 of the EPEA, at the applicant's expense, public notice of the application must be advertised in the newspaper closest to the operation. For this particular application, it is required that the notice appears one time only. This notice was printed in the September 20, 2017 edition of the Claresholm Local Press. It is also a requirement that a full page pdf from the newspaper containing the notice, with the name and date of publication clearly visible, be emailed to the Regulatory Approvals Center to confirm that public notice has been completed.

PREPARED BY: Utility Services Manager

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 21<sup>st</sup> 2017

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# CAO REPORT

September 25, 2017

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The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

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## **8<sup>th</sup> Street Walking Path**

Associated Engineering is preparing the tender package for the 8<sup>th</sup> Street walking path development. The tender will be distributed through invitation to tender in alignment with Policy #GA 02-15 Purchasing & Tendering Policy. Work will begin with the segment from Westlynn Drive to the lane north of the cemetery and continue south once the Kinsmen & Kinettes have confirmation of grant funding.

## **BYLAW ENFORCEMENT**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

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## **HR & TAXATION**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **RECREATION**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

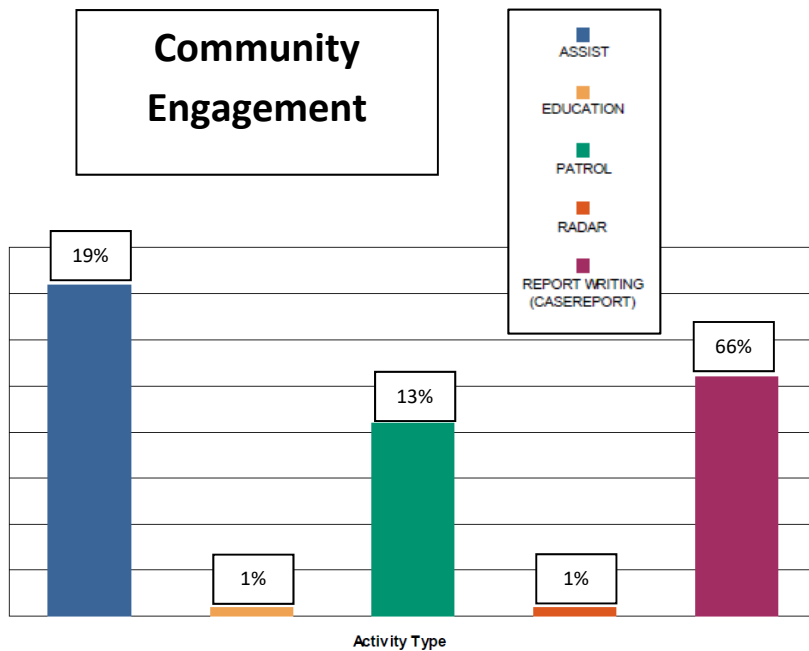


# INFORMATION BRIEF

Meeting: September 25, 2017  
 Agenda Item: CAO REPORT

## AUGUST BYLAW ENFORCEMENT REPORT

### Community Engagement



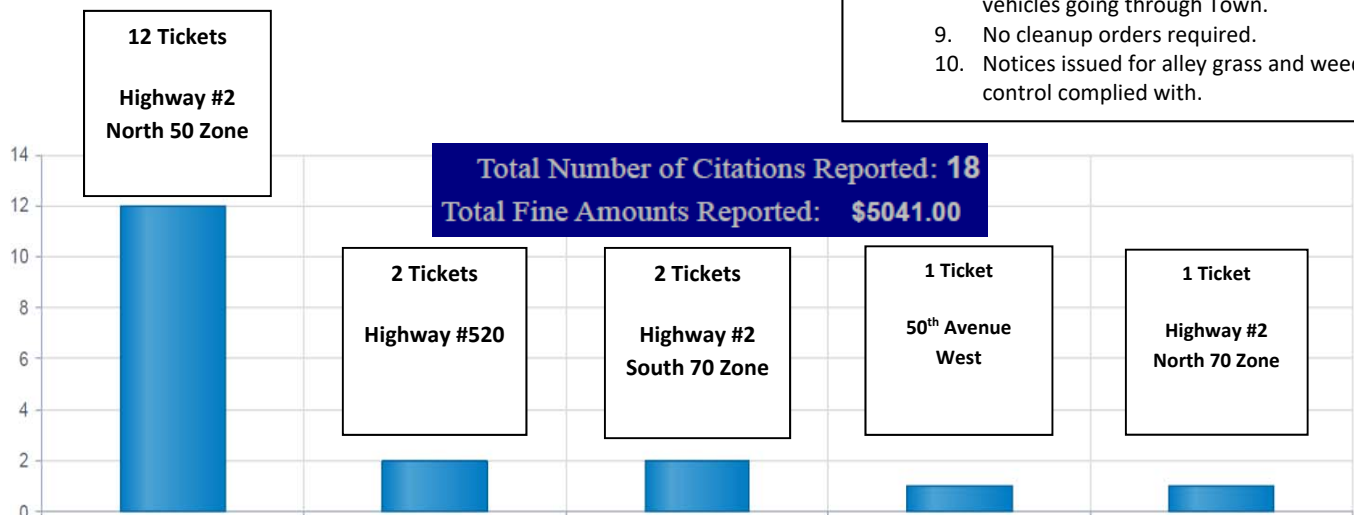
### August Newspaper Focus:

1. Grass and Weed control in the alleys.
2. Fire Ban information.
3. Parade Safety information.
4. Back to school Safety Tips ½ page ads + regular weekly ads in the regular Town news location the last two weeks of August.

### August Enforcement Highlights:

1. Unightly and grass/weed control in the down town core, residential yards, alleys and industrial sections of Town.
2. Barking dog complaints fielded and dog owners contacted with warnings issued.
3. Neighbor disputes investigated with one requiring RCMP involvement.
4. Parade preparation and traffic control facilitated.
5. Assist with street closure signage for construction purposes.
6. Skunk control complaints responded to, information provided to enable residents deterrent control.
7. Smoking bylaw and medicinal marijuana inquiry initiated.
8. Radar on Highway #2 recording average speed of North bound traffic **at the 70 km/h zone is 87 km/h**, and the average speed of South bound traffic **at the 50 km/h zone is 55 km/h** with an approximate weekly total of 90,000 vehicles going through Town.
9. No cleanup orders required.
10. Notices issued for alley grass and weed control complied with.

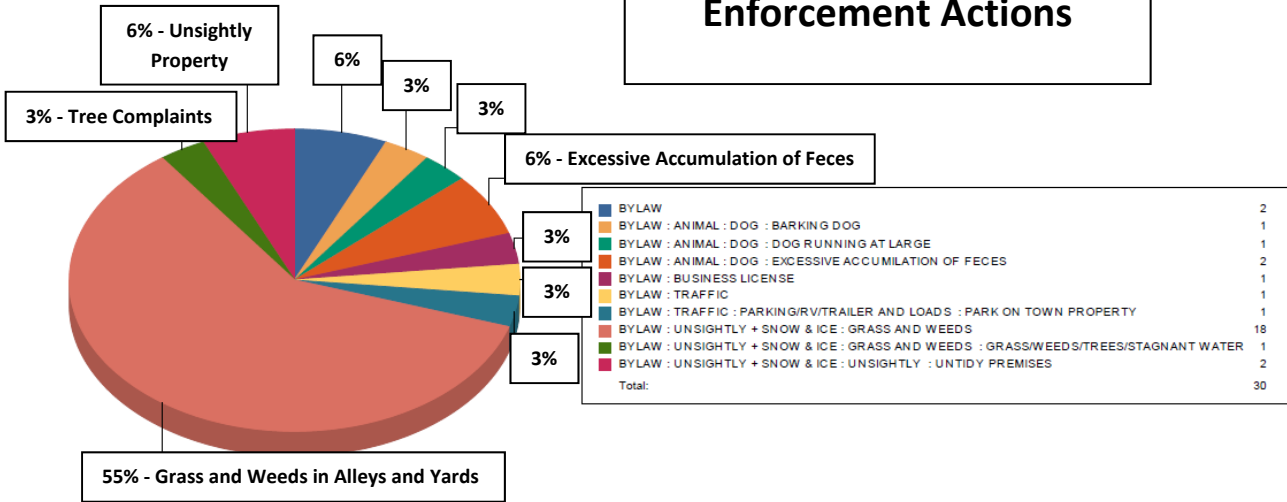
### Speed Enforcement Actions done on August 3, 25 & 31



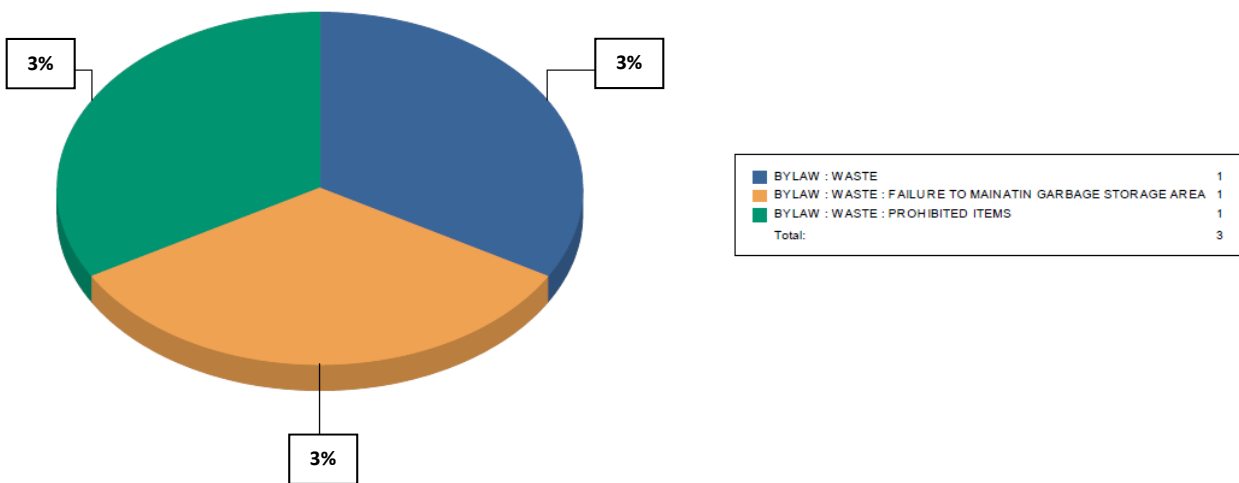
# AUGUST BYLAW ENFORCEMENT REPORT - continued

## The Percent of Time Allocated to Community Enforcement Actions

Count of Incident Types



Count of Incident Types



## DIRECTOR OF CORPORATE SERVICES - UPDATE



**Claresholm**

*For: 8/14/2017 - 9/22/2017*

### **Financial**

- Awarded 3 year Auditing Services contract to Avail LLP as per Council Motion.
- Marian and I are working with Associated Engineering and Micaela Gerling with ACRP to complete our ACRP application for phase 2 of our storm water management plan. Phase 2 is a \$1,549,000 project which if approved would provide grant funding in the amount of \$1,394,100. This project would include upgrades to drainage ditches in Centennial Park and the Golf Course as well as upgrades to the main outfall between Centennial Park and the Golf Course.
- Completed August month end and have prepared department budget to actual financial reports as well as prepared the month end financial report for Council for August.
- Have begun pulling together information and reports to start capital budget discussions, as well as sent reports out to all departments to begin preparing for operational budget discussions as well.

### **Museum**

- Museum summer staff have all completed their employment with the Town and have returned to school. Ken and I were able to meet with each one to discuss their time with the Museum and get feedback on improvements that could be made for next year. Ken and I will meet to discuss these items in more detail after the Museum closes for the season.
- Carol Brooks started with the Museum at the end of August during the departure of our Summer Students. She will be assisting Ken in keeping the Museum and Visitor Information Centre open to the public through to Thanksgiving.

### **FCSS**

- Allison McKee, our new Outreach Worker, is settling in well at FCSS and is already becoming a crucial member of the team.

### **Parks and Recreation Master Plan**

- Assisted with final changes to the Master Plan as per direction received from FIPC. The Master Plan was approved at the last Council meeting and the approved plan has now been posted on the Town's website.

### **Office/General**

- New website has launched. Office staff have been working on reviewing, updating, and preparing information for posting on the new website to ensure all information that is pertinent has been appropriately moved over from the old website or added/removed as necessary. Most of this review occurred before the official launch, but is an ongoing process.
- Review/update of Town Policy Manual continues as a backburner project. Most recent policy under review is a new policy to address use of cannabis (and other drugs and alcohol) with relation to working hours and being fit for duty.

Submitted by  
Blair Bullock, CPA, CA  
Director of Corporate Services

# DEVELOPMENT OFFICER REPORT

*For: 8/11/2017 - 9/22/2017*



## **Claresholm**

### **Development Permits**

- ❖ 15 permit applications received.
- ❖ 8 development permits closed.

### **Compliance Requests**

- ❖ 17 compliance requests received.

### **Miscellaneous**

- ❖ Many compliance requests received this month. Working through site inspections and file updates.
- ❖ Continued work on MGA updates and bylaws, policies etc. that will require amendments.
- ❖ Preparation for new Council in the form of training and development department overviews.
- ❖ Assist with Development pages on website for applications / information.
- ❖ Local Press Town News – MPC approved ads
- ❖ MPC meetings held August 11, 2017 & September 15, 2017.
- ❖ Assist with land inquiries, preparation for development, easements & lease agreements.
- ❖ September 22, 2017 – attended an Alternative Energy tour in Black Diamond.
- ❖ Working on home based business options for a few potential new residents.

### ***Continued projects/events***

### **MDP Review & Update**

- ❖ Sent new logo package and approved Recreation Master Plan to ORRSC for review and validity in the MDP.

*Submitted by  
Tara VanDellen  
Development Officer*



# Monthly Report

September, 2017

Prepared & Submitted By;  
Economic Development Officer

## Economic Development Officer (EDO)

- Attended Claresholm Solar Project Open House to establish contact with key stakeholders within the project
- Starting Year 2 of Certificate program with a current focus on Public Relations and Conflict Resolution

## Website

- EDO & EDA completed content development and uploading with the collaborative editing supports of municipal staff
- Launch took place on August 31
- Initial public feedback has been extremely positive, with duration of visit increasing 52% and pages visited increasing 153%
- Bounce rate has dropped over 20%, meaning people are going beyond the landing page, rather than arriving and simply closing or moving to different site
- 3 Staff trained on full-scope interfacing with the editing environment
- Library, Museum, FCSS, Parks & Recreation and Community Centre trained on Calendar usage to drive multiple community calendar links to the new calendar on [www.claresholm.ca](http://www.claresholm.ca)
- Software programming that will guide ongoing SEO, quality assurance, accessibility and site management policies to be installed in October

## Wayfinding Signage

- Initial directory sign to be installed adjacent to downtown parking lot on September 29
- Gateway signs, including a 24 square foot LED screen, were quoted and will be proposed for the 2018 budget
- Wayfinding and street sign designs approved by EDC with EDO and Can West Legacy pulling all individual pieces in to a complete signage package



## Economic Development Committee

- General Meetings on August 21 and September 18, 2017
- EDA employment extended through September 1 to help facilitate office move
  - Move complete and signage has been ordered, expected on Tuesday, September 26
- Metrics defined for ongoing analysis of local economic condition
- Review of efforts to date completed
- Identification of priorities for 2018
- Budget to be drafted by EDO reflecting priorities and presented at Oct. 16 meeting

## Marketing Plan

- Nearing completion of year 1 of the Marketing Plan, 2017-2019
  - Concurrent development and implementation required to maximize efficacy
- Update newsletter sent out to all Stakeholders from the Defining a Promise Project
- Champions Program to be initiated in November, 2018
- 13% increase in visitor traffic in August, 2017 over August, 2016, coinciding with robust marketing efforts through print and radio launched during that same time period

## Downtown Revitalization

- Downtown Jams - Initiative Complete
  - Positive reviews and improved downtown vibrancy associated with the event
  - Attendance grew steadily from 40 per evening, to over 70 per evening by the final night
- Farmer's Market - Initiative Complete
  - Attendance more than doubled for both vendors and customers following move
  - Downtown retailers reported higher sales on days that coincided with the market
- Downtown Washrooms - Initiative Complete
  - Regular use and positive feedback from both residents and business owners
  - Permanent feature has been assessed by EDO, Development Officer, and Director of Infrastructure Services
    - Proposed location and budget to be included as a 2018 budget item request
- Since August, 2016, 2 new businesses, 3 businesses purchased and relocated within town, 4 business expansions, 1 more new business coming in November and 1 business closure in the downtown core, leading to a 10% drop in downtown vacancy in 12 months
- Building revitalization/replacement support policies being drafted with an anticipated delivery to Council in November

## FCSS REPORT TO COUNCIL - SEPTEMBER 2017

- Youth group took a field trip to Calgary to attend Laser Tag and a Trampoline Park. Used some of the donations from community projects for this.
- Took the underprivileged seniors to Waterton- enjoyed lunch at Bayshore Inn and a walk through the town then a trip to see the new design at Cameron Lake and a stop at Wal-Mart in Pincher Creek for some shopping.
- FCSS ladies did a training update about Alberta and Canada government services available for seniors. Arranged to host a class for senior citizens of Claresholm and area to get the updates for these programs as well. Date set is Oct 12, 2017
- Met with Blair to go over the budget and discuss possibilities of using the surplus of money (about \$20,000) for this year that was saved due to a part-time position replacing a full-time position. Board requested to research the possibility of using this money to help in building a new skateboard park- this is not a possibility with the money from provincial government. Money can only go to programs, running the office and staff.
- Have been organizing and rearranging the office and the teen equipment at The Station to make it more user friendly.
- Babysitting course was held on Sept. 9. FCSS subsidizes this program so all kids are able to attend.
- Sherry attended the Gray Matters Conference which is about seniors to better assist her in dealing with seniors at the office.
- Hosted a parent meeting in regards to starting a Girls Group which would be tied in with Youth of Tomorrow but dealing more with girl issues. Parent support of the program was greatly received. Trial girls program will start in October.
- Women's Conference planning meetings continue. The date is scheduled for April 14, 2018. To be hosted at the community centre and theme to follow at a later date.
- Hosted Interagency at The Station and catered by Fresh Sugar. Seventeen agencies were represented and some great conversations and networking happened. Allison did a great job at her first one.
- Working with the Station representatives to get a board formed as The Station is now a society and arrange to get money moved from Friends of Claresholm (financial agent) to their own account. Also Todd Buhmiller has volunteered his services to manage the webpage for The Station so I have been discussing things with him about this.
- Attended the first day of a two day facilitation of management training. Looking forward to day two.
- Attended a planning meeting for the upcoming Winterfest 2018 to be held in February. Looking at how we can be part of it.
- Trained on adding information to the new Town of Claresholm calendar.
- Worked with Porcupine Lodge, Senior Housing Authority and Claresholm Centre for Mental Health and Addictions to find seniors who are underprivileged, isolated from family/friends or networks that will not receive much or anything for Christmas to add them to Seniors Secret Santa Program out of Calgary.
- Upcoming:
  - Attending Elder Abuse Workshop
  - Participating in Culture Days at Museum
  - Big Rock Conference for FCSS Directors in the Calgary- Bow River region

# September 2017 HR/Taxation Report

From: Lisa Chilton

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## Human Resources

- All but one of the summer positions have ended for the season. The gardener will finish October 6<sup>th</sup>.
- After some negotiating with Blue Cross, we were able to realize a reduction of premiums of 10.47%.
- We are currently working with AMSC to see if there are any opportunities for a reduction of the rest of the employee benefits premiums.

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## Taxation

- Taxes Past due, at September 18, 2017 are:  
**\$329,706.62**  
Summary of arrears taxes:  
\$ 49,965.44 Tax recovery property - #4 Skyline  
\$ 28,990.62 Tax recovery properties offered for auction 2017  
\$ 64,332.56 Tax arrears properties on list for 2017  
**\$186,418.04 Other arrears**
- The auction for two (2) of the tax arrears properties took place August 23<sup>rd</sup>, 2017 with no bidders present.
- Tax penalties were applied on July 17<sup>th</sup> for a total of **\$30,639**.
- Letters were sent out in July to the tax payers with outstanding balances.



# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



09/072017

Report for August/September2017

**Buildings** Work is finished on the bathrooms in the Arena dressing rooms with only toilet partitions left to install by staff. The new EDO office is ready.

**Sidewalks** Construction in various areas of the Town for the 2017 sidewalk repairs have been going well. Three quarters of the project has been completed.

**Streets** Our 2017 infrastructure project has started and the storm sewer replacement on 5<sup>th</sup> St. West, is completed as well as the sewer main pipe replacement on 4<sup>th</sup> St. West.

**Sanitary Sewers** No problems reported. Monthly sewer main maintenance continues.

**Water Distribution** One service line leak has been repaired and another two main valves have been replaced. Two contractors working in Town have ripped out water mains affecting operations. Repairs were done by Town staff.

**Storm Sewer Drainage** The 8<sup>th</sup> St. ditch project is underway, all work in front of the West Meadow school has been completed. All utilities have been relocated.

**Parks** Spraying for weeds around facilities and other areas is ongoing. Second round of spraying for thistles has been done.

**Recycling** Program is operating well, no issues to report at this time.

**Garbage** Our Collection program is running well.

**Equipment** Maintenance and repairs are done as needed

**Staff** No problems to report.

This Report by

Mike Schuweiler  
Director of Infrastructure  
Town of Claresholm

# RECREATION DEPARTMENT

August & September 2017



## TOWN OF CLARESHOLM

September 19, 2017

Authored by: Denise Spencer



August & September 2017

## General Overview Facilities

### Arena:

1. On Tuesday September 9, 2017 Arena Recreation staff, Marianna, Mike and Denise had a meeting and the following outcomes were determined;

### **In case of ice failure;**

1. Need contact list of alternative ice for Arena staff (eg, Nanton, Fort Macleod, Stavely etc)
2. Need contact list of renters & dates of their rentals, for Marianna & Arena staff
3. Arena staff lets Marianna & Denise know who make the contact to the renters if it has not been done.
  - a. Mike is fairly confident that if the ice goes down it should be up in a matter of a week/or two.
  - b. He asked arena staff to be vigilant and is looking at the possibility of a sensor for early detection of leaks
4. Consensus is we will continue to have good relationships with renters if we offer alternatives

### **Rental Agreement;**

1. Needs updated logo, waiver signatures, and security deposit added
2. As per Town policy the security deposit is refundable after use, although not refundable if cancellation

### **Email Threads;**

Marianna has requested that we put the Date of Rental & Team/Organization in emails in the subject line for all rentals

### **ICE Times;**

1. The latest booking Monday-Friday should be off the ice by 11pm
2. Open ice is listed on the calendars as; Monday-Thursday 7:30-3:45, and Friday 7:30-1:45pm

### **Recommendations for future;**

1. User fee increase
2. Tournament fee, (a day rental fee versus hourly) as currently a 9am-6pm is not charged as 9 hours. The renters have the full arena, including mezzanine at times. This would be more aligned with what Gun Club, etc pay.
  - a. Alternatives to consider; adding the user fees "Arena Mezzanine (non profit) \$55/day" charge when invoicing rentals.
2. Working with user groups to ensure bookings of out of town tournaments do not interfere with scheduling. Minor Hockey are cc'd in emails to ensure everyone including recreation staff are aware of possible scheduling changes. The schedule for the year is



almost complete, we have 4 out of town teams booked and there is another team waiting for confirmation from us if there is a weekend available.

3. New change room shower rooms look amazing

4. Calendar for the season is complete, will be posted in 11 X 17 size on bulletin board near door of arena. Rec staff have expressed interest in posting the calendar on the computer in the office instead of having to redo it in Outlook Calendar manually

5. Arena User fee comparison is almost complete, although there are only 4 communities that have forwarded their information

6. Doug the IT guy with the MD is working on getting WIFI in the Arena Lobby before the season starts. The router was removed last season as it wasn't working correctly.

7. Cindy Grey of Cindy's Dance has booked the Mezzanine Mondays, which is great news for our community.

8. The Ref Clinic is running October 21<sup>st</sup>, which is a little later than last year.

Over all we are pleased with how the scheduling has proceeded this year. It has gone very smooth, and it is organized earlier than last season.

#### **Aquatic Centre:**

1. Our Monday and Wednesday after school sessions filled up very quickly this year. Offering one class per week appears to be a success. Our Vikings program has 23 participants, and 16 JLC Sport registrations. We are very impressed with the success of our fall registrations.

Due to the costs of Competitions for JLC Vikings, we are planning 2 fundraisers, a Bottle drive in October and another swim-a-thon in March. This will ensure that all youth have access to the program without cost being a potential barrier.

2. We are working on programming for the January-April program guide

3. Kayaks will be at the Aquatic Centre for the second year, starting October 24, 2017. Schools have been notified and booked, and 2 registered classes are being offered as well. Alberta Whitewater association was pleased to tell us we had the highest numbers of the Kayak program last year at this time.

4. Jill, Julie, Denelle and myself have been registered for courses, and the Fall Forum with the Lifesaving society. The Forum is held November 15-18 in Calgary. To continue pioneering pilot programs, and become a future training facility the staff and myself need to be current with all programs that are offered by the Lifesaving Society.

5. The Hot Tub had a grate broken (badly) on Monday September 11<sup>th</sup>. Due to the age of the hot tub, and the availability of the piece, the reopening date is to be determined. When the part arrives, a contractor will need to remove tiles, install, then retile the areas. This has had a negative impact on our numbers.

6. Our Annual Shutdown is scheduled November 13-December 11. Typically staff and myself clean the basin after the water is drained from the pool. This year we will be at



training and a forum at the time it needs to be cleaned. Part time staff will be scheduled to clean, to ensure the contractor hired to do the tiling will be able to start on November 20<sup>th</sup>.

7. At the end of August there was an incident with a member of the public who made inappropriate comments to a junior staff member. As a result of this there was an action plan created in which the person involved had to stay away from the pool for a month, and has a scheduled reentry that is supervised during CCMHA time.

This incident stressed the importance for deescalating situations, empowerment, and risk management control. I have invited Kerry Sauve back to our facility to teach another self defense class, and we have extended the time period to enable him to go through empowerment strategies that will help people (women) to cope while feeling threatened.

8. User fee comparisons have been sent in for review. The listing shows where we were in 2011, the changes in 2015, and recommendations for 2018. Communities that are featured have 2015 & 2017 numbers. It is apparent from going over the fees that Claresholm Aquatic Centre has a very comprehensive listing of programs, and services.

### **Community & Misc.**

1. I am attending the Alberta Recreation & Parks Conference October 26, 2017 where I will be accepting the Choosewell Award for Communities Creating Supportive Environments. I will also be attending a variety of workshops, such as “Recreation and Physical Activity Project Grants”

2. Due to time constraints the Fitness Challenge was switched to “The Community Takes Root BINGO’ in partnership with The Zombie walk, Local Press, North and Company, Dollar Store and More, and FCSS

3. Skatepark; approached by community members to start a group to start fundraising initiative. Vulcan Recreation department has forwarded us their plans, and concepts for the skatepark completed in 2015, and I am scheduled to view the facility on September 25. One location considered is the Northeast corner of the Old Elementary school. It is in a location that is close to the schools, amenities, has trees and grass, a berm and the space for potential additions/phases to the project. Also the location is prime due to visibility from the highway, which is similar to other communities in southern Alberta.

4. Volunteered for the West Meadow Playground Build on September 8, 2017. What a phenomenal show of support and community. This playground is a wonder.

5. Volunteering for the second year for the 2<sup>nd</sup> annual Pumpkin Festival at West Meadow Elementary school. The event was a huge success last year, and fundamental in developing support for their inclusive adventure playground.



# **Claresholm**

## **UTILITY SERVICES REPORT**



**AUG-SEPT 2017**

**3700 8<sup>th</sup> Street West  
Box 1000 T0L-0T0  
Claresholm, Alberta**

**Work# 1-403-625-3100  
Cell # 1-403-625-1687  
Fax # 1-403-625-3869**

**brad.burns@claresholm.com  
www.townofclaresholm.com  
Utility Services Manager, Brad Burns**

# **SUMMARY**

The following monthly report is a review of operations in the Utility Services Department and all related areas.

- Regional Water Treatment Plant.....pg. 3, 4, 5
  
- Pumping Stations and Reservoirs.....pg. 6
  
- Water Distribution.....pg. 7
  
- Lagoon and Waste Water Collection.....pg. 8
  
- Raw Water Supply.....pg. 9

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

Along with regularly scheduled maintenance and testing the following work has been completed:

- Aug 2<sup>nd</sup> test backup generator (no issues).
- Aug 3<sup>rd</sup> check sodium hydroxide pumps and clean room.
- Aug 3<sup>rd</sup> check electrical room MCC's and wash floor.
- Aug 3<sup>rd</sup> clean CL<sup>17</sup> and replace solutions.
- Aug 4<sup>th</sup> clean and calibrate online meters.
- Aug 4<sup>th</sup> check raw water inline chemical flash mixer oil and bearing.
- Aug 5<sup>th</sup> issue with WTP communication. Lost all communication with WTP to HMI through PLC.
- Aug 5<sup>th</sup> MPE technician online and onsite to rectify issue.
- Aug 8<sup>th</sup> notify PRAXAIR on Co2 tank gauge issue.
- Aug 8<sup>th</sup> MPE online to add PLC fault alarm to call out and email list for alarms.
- Aug 8<sup>th</sup> minor power outage (no issues).
- Aug 10<sup>th</sup> clean coagulant line, fittings and check pumps.
- Aug 14<sup>th</sup> hook up temporary day tank coagulant system.
- Aug 15<sup>th</sup> mix chemical batch for CIP rack clean.
- Aug 15<sup>th</sup> contact MPE and PALL service about CIP acid make issue.
- Aug 16<sup>th</sup> CIP clean both racks.
- Aug 17<sup>th</sup> drain and rinse CIP tanks.
- Aug 17<sup>th</sup> contact MPE service technician about PLC alarm.
- Aug 23<sup>rd</sup> Charlton & Hill onsite to work on Co2 tank issue.
- Aug 24<sup>th</sup> clean all online meters.
- Aug 28<sup>th</sup> clean and prepare coagulant day tank for bulk load of poly-aluminum chloride.
- Aug 29<sup>th</sup> repair coagulant system piping and install valves.
- Aug 30<sup>th</sup> Charlton & Hill onsite to work on Co2 tank issue.

### Carbon Dioxide (Co2) Tank

Co2 is used to lower the pH of the raw water in the treatment process. A low pH allows the coagulant to work better in the pretreatment process.



- Sept 1<sup>st</sup> contact MPE to change distribution pressure cut off at WTP and HPS.
- Sept 6<sup>th</sup> connect coagulant bulk tank to process.
- Sept 8<sup>th</sup> MPE online installing SCADA programming.
- Sept 9<sup>th</sup> SCADA system fail (restart PLC and HMI).
- Sept 11<sup>th</sup> check backup generator, top up fuel and add fuel conditioner.
- Sept 12<sup>th</sup> MPE onsite working on WTP and PLC issues.
- Sept 13<sup>th</sup> HACH service technician onsite for yearly online and bench top lab equipment service.
- Sept 14<sup>th</sup> HACH service technician onsite for yearly online and bench top lab equipment service.
- Sept 14<sup>th</sup> clean CL<sup>17</sup> and replace solutions.
- Sept 19<sup>th</sup> mix chemical batch for EFM rack clean.
- Sept 20<sup>th</sup> EFM clean both racks.
- Sept 20<sup>th</sup> drain and rinse EFM tanks.

## **ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS**

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Aug 8<sup>th</sup> cyanobacterial samples sent to EXOVA labs in Calgary.
- Sept 7<sup>th</sup> cyanobacterial samples sent to EXOVA labs in Calgary.
- Sept 8<sup>th</sup> confirmation of new WTP approval from AEP.

## **SAFTEY**

- Aug 10<sup>th</sup> check eye wash and shower stations.
- Aug 11<sup>th</sup> check emergency lighting.
- Sept 11<sup>th</sup> fire extinguisher inspection (all buildings).
- Sept 11<sup>th</sup> onsite safety meeting.
- Sept 19<sup>th</sup> onsite safety meeting.
- Sept 20<sup>th</sup> test chlorine alarm sensor email, text message and call out.

## **INSTRUMENTATION**

- Sept 13<sup>th</sup> HACH service technician onsite for yearly online and bench top lab equipment service.
- Sept 14<sup>th</sup> HACH service technician onsite for yearly online and bench top lab equipment service.

## **CHEMICAL**

- Aug 1 chemical delivery HIFAB Transport.
- Aug 4<sup>th</sup> transfer sodium hypochlorite to CIP room day tank.
- Aug 4<sup>th</sup> transfer PURI-FI 420 algaecide to day tank.
- Aug 8<sup>th</sup> change chlorine bottles and test CL2 call out alarm system.
- Aug 11<sup>th</sup> transfer sodium hypochlorite to CIP room day tank.
- Aug 11<sup>th</sup> transfer PURI-FI 420 algaecide to day tank.
- Aug 17<sup>th</sup> change chlorine bottles.
- Aug 22<sup>nd</sup> transfer sodium hypochlorite.
- Aug 22<sup>nd</sup> add water to PURI-FI 420 in process to clean system.
- Aug 28<sup>th</sup> change chlorine bottles.
- Aug 30<sup>th</sup> chemical delivery.
- Aug 31<sup>st</sup> coagulant bulk load delivery.
- Sept 6<sup>th</sup> change chlorine bottles and test CL2 call out alarm system.
- Sept 8<sup>th</sup> transfer sodium hypochlorite.
- Sept 15<sup>th</sup> carbon dioxide bulk load delivery.
- Sept 20<sup>th</sup> transfer sodium hydroxide to CIP room day tank.
- Sept 20<sup>th</sup> transfer 50% citric acid to CIP room day tank.

# **PUMPING STATIONS AND RESERVOIRS**

## **HIGHWAY PUMP STATION**

- Aug 2<sup>nd</sup> test backup generator.
- Aug 3<sup>rd</sup> clean CL<sup>17</sup> and replace solutions.
- Sept 3<sup>rd</sup> test backup generator.
- Sept 11<sup>th</sup> check backup generator, top up fuel and add fuel conditioner.
- Sept 14<sup>th</sup> clean CL<sup>17</sup> and replace solutions.

## **AIRPORT PUMP STATION**

- Aug 2<sup>nd</sup> test backup Chrysler.
- Sept 6<sup>th</sup> test backup Chrysler, test low pressure start and power fail switch.

## **UFA RESERVOIR**

- Overflow ditch is clear of debris.
- Aug 10<sup>th</sup> check telemetry equipment, man holes and repair sump pump to control reservoir leak.

## **WEST WATER PLANT (decommissioned)**

- No signs of trespassing.
- Building and fences are secure.

# **WATER DISTRIBUTION**

## **UNIVERSAL METERING**

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.

## **GOVERNMENT COMPLIANCE**

- 8 Bacteriological samples were taken in August within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- 6 Bacteriological samples have currently been taken for September within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Aug 10<sup>th</sup> bacteriological sample sent to Alberta Health Lab (contractors hit water supply line to acreages).
- Aug 12<sup>th</sup> resample for Aug 10<sup>th</sup> bacteriological testing.
- Free chlorine checked at numerous locations around outer town limits meet.

## **TOWN OF GRANUM/SUPPLY LINE**

- Sept 14<sup>th</sup> assist town worker with hydrant flush and inspection sheet data.

## **METER VAULTS**

- Check acreage meter vault bi-weekly.
- Check Granum meter vault bi-weekly.
- Check booster station vault weekly.

## **DISTRIBUTION LINES**

- Chlorine grab samples continue to be satisfactory within the distribution system.
- Aug 31<sup>st</sup> 4:00 pm contractor breaks water main on 55<sup>th</sup> Ave causing low water pressures in town. Public works repaired line and flushed hydrants to insure proper chlorine residuals in the distribution system.
- Sept 1<sup>st</sup> bacteriological sample delivered to Alberta Public Health Lab.



# LAGOON AND WASTE WATER COLLECTION

## HARVEST SQUARE LIFT STATION

- Aug 2<sup>nd</sup> test backup generator (no issues).
- Aug 9<sup>th</sup> check electrical components, pumps.
- Aug 29<sup>th</sup> DEXON onsite to replace blower air sensor with upgrade system.
- Sept 11<sup>th</sup> check backup generator, top up fuel and add fuel conditioner.

## LAGOONS

- June 29<sup>th</sup> place concrete piles around lagoon banks to stop erosion.
- Aug 2<sup>nd</sup> test backup generator (no issues).
- Aug 16<sup>th</sup> clean blower air flow sensor (contact DEXON).
- Aug 29<sup>th</sup> DEXON onsite to replace blower air sensor with upgrade system.
- Sept 15<sup>th</sup> check furnace and clean filter.

# RAW WATER SUPPLY

## PINE COULEE

- June 6<sup>th</sup> Alberta Health has asked AEP to forward microcystin findings in bodies of water that serve as drinking water sources.
- Aug 1<sup>st</sup> Willow Creek Colony raw water final license approval (water on).
- Aug 30<sup>th</sup> check Pine Coulee level and supply line.

## RAW WATER STORAGE RESERVOIR

- June 5th start filling onsite raw water reservoir. Adding PURI-FI 420 algaecide to raw water entering the reservoir to prevent issues with blue green algae in summer months.
- Weekly onsite raw water visual inspection for any sign of microcystins (blue-Green Algae).
- Sept 18<sup>th</sup> stop filling onsite raw water reservoir.
- Sept 19<sup>th</sup> add acid to lines from lake blowers.

#### **GOLF COURSE**

- Backwash water from process continues through the neutralization system to the holding ponds.
- Golf course raw water turnout from Pine Coulee utilized to approximately 18 acre feet.



**Claresholm**

# INFORMATION BRIEF

Meeting: September 25, 2017

Agenda Item:

## 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 - August 14, 2017				
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
Regular Scheduled Meeting - September 11, 2017				
3	CORRES: Bobbie-Jo Penner - Moved by Councillor Cutler to allow Bobbie-Jo Penner to use the vacant grass area to the north of the Claresholm Curling Rink for guests to park recreational vehicles as they attend her wedding on May 18, 2018. CARRIED MOTION #17-091	Karine	Letter sent	Complete
4	CORRES: Magan Braun - Moved by Councillor Ford to allow local residents on Skyline Crescent to close their street on September 16, 2017 from 4:00 to 8:00 p.m. for a block party, and for the Town to provide barricades for this event. CARRIED MOTION #17-092	Karine/Mike	Email sent	Complete
5	CORRES: Claresholm Bantam Football Association - Moved by Councillor Fieguth to support the Claresholm Bantam Football Association with a sponsorship of \$300 for the 2017 season. CARRIED MOTION #17-093	Karine	Cheque sent	Complete
6	CORRES: Kinsmen Club of Claresholm - Moved by Councillor McAlonan to support the Kinsmen Club of Claresholm's Charity Golf Tournament on September 23, 2017 with a gold sponsorship of \$400 and a door prize valued at no more than \$100. CARRIED MOTION #17-094	Karine	Cheque sent & door prize made up	Complete

7	RFD: Fortis Franchise Fee - Moved by Councillor Fieguth 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. CARRIED MOTION #17-095	Karine	Email sent	Complete
8	RFD: Parks & Recreation Master Plan - Moved by Councillor Fieguth to adopt the Parks & Recreation 2017 Master Plan as presented. CARRIED MOTION #17-096	Denise/Blair	Plan updated to remove "Draft". Posted on the Website and copies available at the Town Office	Complete
9	RFD: 8th Street West / Westlynn Drive Walking Path - Moved by Councillor McAlonan to take \$50,000 out of the Parks and Pathways capital reserve fund, and further to direct Administration to work with the Claresholm Kinsmen and Claresholm Kinettes to facilitate the construction of the 8th Street West / Westlynn Drive Walking Path Extension in 2017, and further that the amount of pathway constructed this year will be as much as the combined funding of the Town of Claresholm and the Kin Clubs will allow for. CARRIED MOTION #17-097	Mike/Blair	A.E. preparing tender	In progress
10	RFD: Outdoor Fitness Parks In-Kind Donation - Moved by Councillor Cutler 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. CARRIED MOTION #17-098	Karine	Letter sent	Complete
11	RFD: Meeting with Hon. Shaye Anderson, Minister of Municipal Affairs - Moved by Councillor Ford to send the draft letter to the Hon. Shaye Anderson, Minister of Municipal Affairs as presented regarding the Multi-use Community Building and Town Hall. CARRIED MOTION #17-099	Karine	Letter emailed & sent by mail	Complete
12	RFD: Economic Development Marketing Plan - Received for information.	Justin	Continuing to move projects forward. Will present to Council following the election.	Complete
13	RFD: Municipal Election Advance Vote - Moved by Councillor O'Neill 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 – 8th Street West. CARRIED MOTION #17-100	Karine	Advance poll booked & advertised	Complete
18	IN CAMERA: Moved by Councillor Cutler to lease the non-operating west water treatment plant lands located at a portion of: NE Section 23, Township 12, Range 28, Meridian 4 SE Section 26, Township 12, Range 28, Meridian 4 to Stuart Derochie for grazing. CARRIED MOTION #17-100	Brad/Tara	Meeting with Stuart September 25th.	In progress

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 22, 2017

# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 11, 2017**

**Town of Claresholm – Council Chambers**

**Attendees:** Lyal O'Neill - Council Member (Chairperson)  
Jamie Cutler- Council Member  
Sharon Galbraith - Member-at-Large

**Regrets:** Shelley Ford - Council Member  
Jeff Kerr – Member-at-Large

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

**Public Present:** Rob Vogt, Claresholm Local Press

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**8:07 am**                                      **Call to Order /Adoption of Agenda**                                      **Motion to adopt  
Agenda by  
Councilor Cutler  
CARRIED**

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**Adoption of Minutes**

- July 21, 2017

**Motion to adopt the  
Meeting Minutes  
By Sharon Galbraith**  
  
**Seconded by  
Councilor Cutler  
CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2017.065  
Applicant: Quantum Solar Solutions Inc.  
Owners: Grant Lobban  
Address: 314 55 Ave West  
Legal: Lot 7-9, Block A, Plan 6006AC  
Regarding: Discretionary Use Application – Alternative  
Energy (Solar)

**Motion to approve  
With amended conditions  
by Councilor Cutler**  
  
**Seconded by  
Sharon Galbraith**  
  
**CARRIED**

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**8:15 am**

**Motion to Adjourn  
By Councilor Cutler**

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

**STAFF:**

Lenze Kuiper .....	Director	Cameron Mills .....	Planner
Bonnie Brunner .....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Mike Burla .....	Senior Planner	Kaylee Kinniburgh .....	CAD/GIS Technologist
Steve Harty .....	Senior Planner	Yueu Majok .....	CAD/GIS Technologist
Diane Horvath .....	Senior Planner	Jennifer Maxwell .....	Subdivision Technician
Gavin Scott .....	Senior Planner	Stacy Olsen .....	Technician
Cam Klassen .....	Planner	Barb Johnson .....	Executive Secretary
Ian MacDougall .....	Planner		

**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

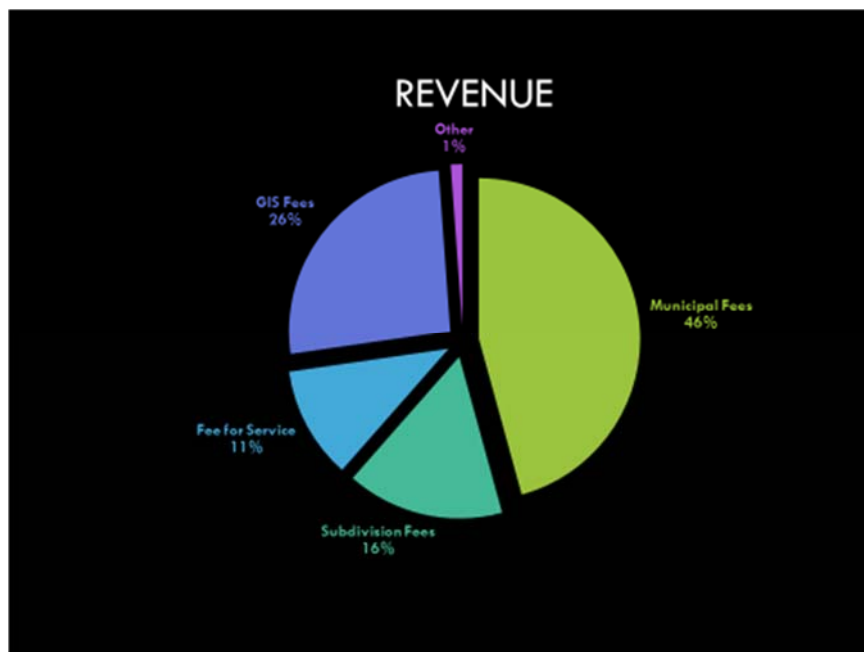
#### **6. BUSINESS**

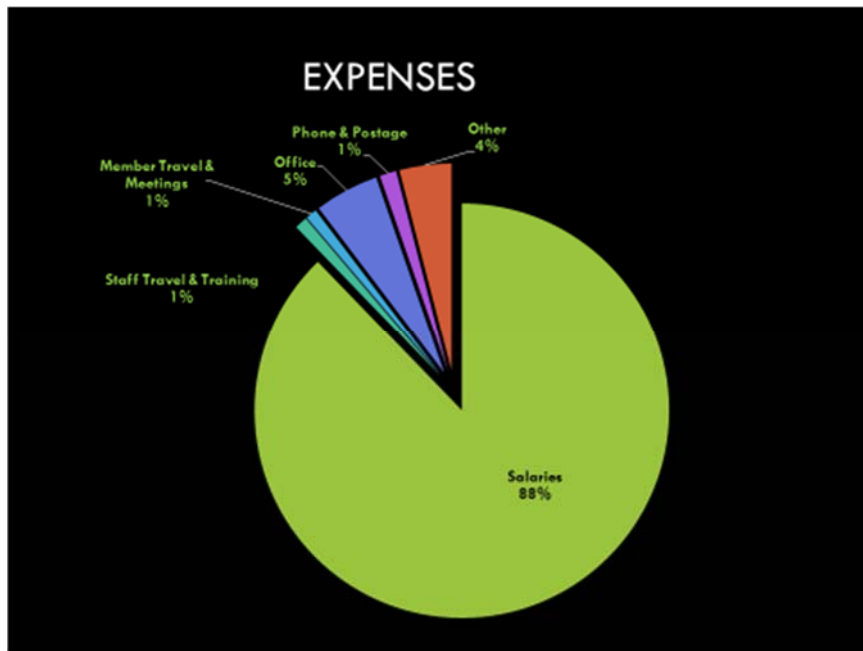
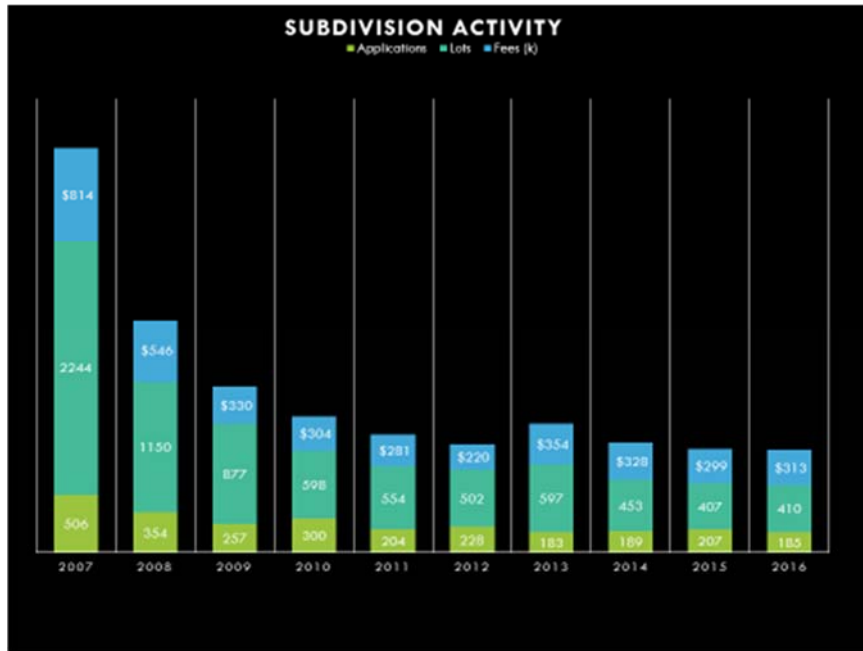
##### **(a) Draft ORRSC Annual Report and Financial Statements 2016**

- 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**

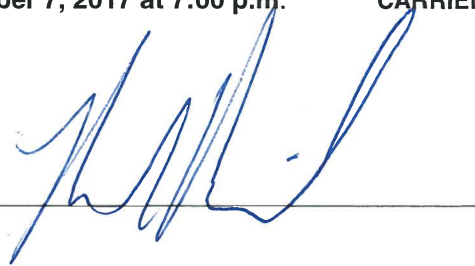
**8. ADJOURNMENT**

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: \_\_\_\_\_



## CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

APRIL 19, 2017

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

1. Meeting called to order by Mike McAlonan at 3:00 PM.
2. Rhodena King moved the agenda approved as is, motion carried.
3. Minutes for March 15, 2017 meeting were read by Betty Hoare. Arden Dubnewick moved the minutes approved as amended, motion carried.
4. Financials were presented and discussed. Ken Favrholt to check into storage unit rentals not being shown. Don Glimsdale moved financials be approved, noting that some charges should be in previous year's business. Motion carried.

### **OLD BUSINESS**

1. The Alberta Surveyors travelling exhibit contract has been mailed – no reply yet. Costs for transporting the exhibit from Edmonton will still need to be finalized.
2. Link Trainer update – Don and Ken had a meeting with Murray Frame about the progress to-date. They are both comfortable with how the project is being handled.
3. Canada 150 Project – Blackfoot Festival. Ken met with Jason Hemmaway as a representative of the Kinsmen club. The Kinsmen have voted not to work together on this project. The Friends of the Museum have received a Business Number and can now apply for funding. If the Friends of the Museum support the Blackfoot Festival proposal under the Alberta-Canada 150 grant, they will have to put up \$150. While talking about the Friends of the Museum it was agreed that a meeting should be setup between the Museum Board and the Friends of the Museum regarding the classifications for future donations.
4. Capital project – Old CPR station platform renovations – work has started as of today, April 20, 2017. We will need to wait until July to see if the Friends of the Museum were successful in their application for funding.
5. Winter Festival – The Arts Society are happy to have the Claresholm Museum and the Friends of the Museum on board for the February 2018 celebration. Plans are for the Claresholm Museum (with the Friends of the Museum if they desire) to have a photo booth, complete with costumes and photographer.
6. Summer students – interviews have been done and the museum will be hiring 3 students to begin with and possibly 2 more depending on the outcome of grants requests.
7. Battle of Vimy Ridge – Mike gave a verbal report of the activities that were held at the Claresholm Legion to honor the event. There was a good crowd and it was considered a success.

8. Volunteer Appreciation event April 25, 2017 – A table has been booked for 4 from the Museum and 4 Friends of the Museum. Setup is at 4:00 PM with the event starting at 5:00 PM.
5. **ED REPORT** - Ken presented his monthly report. The report was approved by the board.
6. **NEW BUSINESS**
  1. Meeting by the Museum Board Chair and Executive Director with the CAO of the Town of Claresholm. Mike, Ken and Marian met to discuss some issues regarding financials, clarify responsibilities of Museum Board members and Friends of Museum.
  2. Friends event April 4 – Sunny MacMillan was guest speaker and talked about his history with the Calgary Stampede chuckwagons races. There was around 64 people in attendance. They were entertained and the Friends made some money.
  3. High River group tour April 28, 2017 – Ken will be needing another volunteer to help with this group.
  4. Chautauqua proposal June 21 and 22 – The cost of putting on this event would be \$5,000. Funding is being sought for this project.
  5. Chamber of Commerce partnership on VIC outreach project – There will be portable information centers operating throughout Claresholm this summer.
  6. Gift Shop consignees – Kerry Hart is only going to use 2 display cases and so Ken will be looking for other consignees.
  7. Visit of Sons of Norway April 1 – 10 members came to the museum for a private tour.
  8. Talks at Library – Georgia Fooks from Lethbridge did a presentation on Whiskey Traders. On May 10<sup>th</sup> Ken will give a presentation on the history of the NWMP. The project of partnering with the library on oral histories will hopefully get back on track once the new manager of the library is in place.
  9. Display at the Library – Ken will be putting up a display for July and August 2017.
  10. Opening of the Museum for 2017 season – the 3 students will be starting May 1<sup>st</sup> and May 8<sup>th</sup>. The museum will be open on May 15, 2017 with a grand reopening scheduled for May 19, 2017. There will be no returning students this year.
7. **OTHER -**
  1. Correspondence – we have received approval from the Virtual Museum of Canada for the RCAF video project.
  2. Museum website – hopefully it will be finished by opening date.
  3. Sharing of minutes with the Friends of the Museum. It was agreed that Betty will send out a copy of the approved minutes to Myrna Glimsdale – chair person of the Friends group.
8. **ADJOURNMENT** - Arden moved meeting be adjourned at 4:40 PM.
9. **NEXT MEETING** - May 17, 2017 at 3:00 PM.

## CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

MAY 17, 2017

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

1. Meeting called to order by Mike McAlonan at 3:00 PM
2. Adoption of Agenda as amended by Bert Franssens, motion carried.
3. Minutes for April 19, 2017 meeting were read by Betty Hoare. Arden Dubnewick moved the minutes approved as is, motion carried.
4. Financials were reviewed and there were no concerns, Don Glimsdale moved financials be approved, motion carried.
5. **CORRESPONDENCE**

1. Thank You received from High River Newcomers for a guided tour given by Betty.
2. Report from RCMP regarding recent thefts and attempted thefts from what they call "travelling criminals". Discussion was held about installing motion lights and surveillance cameras.
3. Claresholm Genealogical Society – Ken wanted to know if there was an active Genealogy Club in Claresholm. He was told to check at the library as there use to be one and they often used Ancestry.com at the library. There is a workshop on Saturday June 3, 2017 for anyone interested.
4. Rae Trimble Letter – Mike discussed letter sent to Rae Trimble about her request to make a presentation to the board.

### 6. **OLD BUSINESS:**

1. Travelling exhibit transportation - The Alberta Surveyors exhibit, Ken has been advised that they have the contract and we have been approved. The subject of transportation from Edmonton was discussed with different options to consider.
2. Link Trainer update – Don Glimsdale reported that nothing to date has been done and they are waiting for Murray Frame to advise when work could start.
3. Canada 150 Project: Blackfoot Festival – Ken is working with the Friends of the Museum on an application for \$10,000 funding with a deadline of June 15, 2017.
4. Capital project – Old CPR station platform renovation should be completed within a week. No response to-date on the Friends of the Museum application grant for funding for the new platform.
5. Summer students – 3 students have been hired (Layne Burton, Roth Drake and Darren DePeuter) and funding has been approved for one more.



6. Volunteer Appreciation event was held on April 25, 2017. Mike McAlonan reported that the event was well attended, this year was a better layout and it was well organized.

7. **ED REPORT:** Ken's report was reviewed by board members, Arden moved approval of the report, motion carried.

8. **NEW BUSINESS:**

1. Meeting by Museum and Friends committee, Mike reported some of the details that came out of the meeting. Sharing resources, better communication between the two groups were areas everyone agreed could be improved. Approved minutes will be shared with the Friends Group. Ken mentioned there is a Canadian Federation of Friends of Museum, a National organization in place and he will give the Claresholm Friends the information.

2. Alberta Culture Day – proposed meeting with Arts Society in June. Bert Franssens made a motion that the Claresholm and District Museum Board along with Executive Director Ken Favrholt work with the Arts Society on putting together a one day event for Alberta Culture Days. Motion carried.

3. Chamber of Commerce partnership on VIC outreach project – discussion was held into the merits of owning a small trailer for transporting the portable visitor information center. Arden made a motion that Ken look into the price of a new or used small trailer. Motion carried.

4. Gift Shop consignees – is complete. Items will include; jewelry, photographs, potter's guild items, cards and books.

5. Talk at the Library on NWMP – Ken reported on his talk on May 10, 2017.

6. Request for grants from MD of Willow Creek comments were made on a recent article in the Claresholm Local Press.

7. Museum Station occupancy load – Fire Marshall, Todd Heggie reported that the occupancy load on both the CPR and the Exhibit Hall is a maximum of 60. Certificates will be coming stating these amounts.

9 **OTHER:** n/a

10 **ADJOURNMENT:** Arden moved meeting be adjourned at 5:10, motion carried.

Next meeting: June 21, 2017

## CLARESHOLM AND DISTRICT MUSEUM BOARD MINUTES

June 21, 2017

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

Absent: Arden Dubnewick

1. Meeting called to order by Mike McAlonan at 3:05 PM.
2. Rhodena King moved the agenda approved as amended. Motion carried.
3. Minutes for May 17, 2017 meeting were read by Betty Hoare. Bert Franssens moved the minutes approved as is, motion carried.
4. Financials were discussed. Don Glimsdale moved financials be approved, motion carried.
5. **CORRESPONDENCE:** Fair days – Invitation read by Betty from the Town of Claresholm to participate in annual parade. Ken suggested using newly purchased small trailer. Signs to be purchased for the sides of vehicle pulling the trailer. Agreement for Community Memories exhibit – The video project agreement has been signed by Ken Favrholt and he will be attending a meeting at the Glenbow regarding this project.
6. **OLD BUSINESS:** Transport for Alberta Surveyors travelling exhibit – Bert Franssens quoted around \$900 but could possibly go to a smaller trailer. Exhibit not coming until May of 2018. Canada 150 project - Communities Stories Project “Claresholm and the World Wars”. Ken had an article in the local paper. The launch was held at the museum. The video will only be 5 to 6 minutes long and will be posted on-line at the Virtual Museum of Canada as well as on our own website. Rae Trimble letter - Discussion on Rae’s latest letter and it was agreed that Ken, Mike, Bert and Betty to hold a meeting with Rae. Tentative date for that meeting set for Monday July 17, 2017. Report on completion of MAP storage project – Ken reported on the work done to-date. One of the students has been working on moving the artifacts and it will be a huge benefit in locating items in the future. Blackfoot Festival- Ken has asked if the Blackfoot people could play a smaller role for Culture Days instead of a full 2-day festival. The cost and the work involved for a 2-day festival is too much now.
7. **ED REPORT:** Discussed Ken’s written report. A new trailer was purchased for \$879. A cover for the trailer is being made and will be paid for by the Chamber of Commerce.
8. **NEW BUSINESS:** Alberta Culture Days – are September 29, 30 and October 1, 2017. Ken has applied for a grant in the amount \$1,000 for a 1-day event on Saturday September 30, 2017. The Arts Society cannot partner with us as they are already involved someplace else. The Lions and Sons of Norway to send letters of support. As of today, there will be musicians, potter’s guild and the Filipino group. Parade participation – discussed above in correspondence. Museum stats – Discussed the possibility of closing on Sunday. Carried forward to next meeting. Quote for installation of Lexan for military cabinet – to get a quote for the installation.

9. **OTHER:** Don Glimsdale mentioned that an acquaintance has published a book on the NWMP and the author Jack Dunn and Maureen Dunn would be interested in having the book for sale at the museum. Ken asked him to have some books sent down for consignment.
10. **ADJOURNMENT:** Mike moved the meeting be adjourned at 4:45, motion carried.

Next meeting July 19, 2017.

APPROVED