



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
APRIL 23, 2018  
AGENDA**

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

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA: ADOPTION OF AGENDA**

**CODE OF CONDUCT: OFFICIAL SIGNING OF OATH**

**MINUTES: REGULAR MEETING – APRIL 9, 2018**

**DELEGATIONS:**

1. **PRAIRIE WINDS CLUBHOUSE – Mel Lyster**  
RE: Board Position
2. **DARLA SLOVAK**  
RE: Downtown Market Dates for 2018

**ACTION ITEMS:**

1. **BYLAW #1642 – Sanitary Sewer Borrowing Bylaw**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing**  
RE: Minister's Seniors Service Awards
3. **CORRES: Chautauqua Committee**  
RE: Great Chautauqua Revival in Cardston and Magrath
4. **CORRES: Alberta Historical Resources Foundation**  
RE: Heritage Awards 2018
5. **CORRES: APWA Alberta Chapter**  
RE: National Public Works Week May 20-26, 2018
6. **CORRES: Southern Alberta Recreation Association (SARA)**  
RE: 2021 Southern Alberta Summer Games
7. **REQUEST FOR DECISION: Multi-use Community Building**
8. **FINANCIAL REPORT: Statement of Operations – March 31, 2018**
9. **REQUEST FOR DIRECTION: Streaming & Recording of Council Meetings**
10. **INFORMATION BRIEF: 2018 Mill Rate Bylaw**
11. **INFORMATION BRIEF: CAO Report**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA:**
  - a. **LAND (2) – FOIP Section 16.1**
  - b. **LEGAL – Contract – FOIP Section 27**
  - c. **LEGAL – FOIP Section 27**
  - d. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

**INFORMATION ITEMS:**

1. Municipal Planning Commission Minutes – March 23, 2018
2. Claresholm Seniors Drop-in Centre – 2017 Board
3. Partners FOR the Saskatchewan River Basin – Thank you for your support
4. Farm Safety Centre – Thank you for your support
5. Claresholm Rodeo Club – Thank you for your support
6. Claresholm & District Chamber of Commerce Executive Committee Minutes – March 19, 2018
7. Claresholm & District Chamber of Commerce Regular Meeting Minutes – March 14, 2018
8. Claresholm Community Centre Association Minutes – January 30, 2018
9. Economic Development Committee Meeting Minutes – March 19, 2018
10. Canadian Heritage – National Anthem of Canada
11. Seniors and Housing Events
12. Willow Creek Agricultural Society Meeting Minutes – March 21, 2018
13. Facility & Infrastructure Planning Committee Minutes – March 20, 2018
14. Claresholm Housing Authority Board Meeting Minutes – March 19, 2018
15. Willow Creek Regional Waste Management Services Commission Minutes – February 22, 2018

**ADJOURNMENT**

**SCHEDULE “A”**

**TOWN OF CLARESHOLM  
CODE OF CONDUCT OATH**

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Town of Claresholm Council, to provide governance, I \_\_\_\_\_, promise that I will:

- 1) Abide and adhere to the principles that form the Code of Conduct.
- 2) Govern my conduct in accordance with the requirements and obligations as set out in the *Municipal Government Act* or any other *Act* of the Government of Canada, or the Province of Alberta, as well as the requirements set by any Council policy, bylaw, process or rule of order established by Council.
- 3) Demonstrate the highest standards of personal integrity and honesty in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
- 4) Devote time, thought and attention to the duties of a Councillor so I may render effective and knowledgeable service.
- 5) Consider all available information in making decisions and, thereafter, abide by and uphold the decision of Council.
- 6) Treat my fellow Councillors, Administration and the public with respect, concern, courtesy and responsiveness.
- 7) Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
- 8) Strive for open and honest communication with my fellow Councillors, Administration and the public.
- 9) Ensure that my comments accurately reflect the official position and will of Council as a whole, even if I personally disagree with Council’s position.
- 10) Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
- 11) Not involve myself in matters of Administration, which fall within the jurisdiction of the CAO.
- 12) Not use my position to benefit me or any other individual, organization, or group, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
- 13) Not use Town funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual, organization, or group.
- 14) Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
- 15) Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, organization, or group.
- 16) Commit to disclosing to the appropriate authorities and/or to Council, any behaviour or activity that I become aware of that may qualify as a violation of the law or the Council Code of Conduct bylaw.

Dated at the Town of Claresholm, in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Mayor or Council Member



**Claresholm**

**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**APRIL 9, 2018**

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

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

**ABSENT:** None

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

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

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

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

Mayor MacPherson asked everyone present to observe a moment of silence to honour the Humboldt Broncos Hockey Team victims.

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

**CARRIED**

Mayor MacPherson introduced the new Town of Claresholm Economic Development Officer, Brady Schnell.

**MINUTES:** **REGULAR MEETING – MARCH 26, 2018**

Moved by Councillor Schulze that the Regular Meeting Minutes of March 26, 2018 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: BYLAW #1640 – Land Use Bylaw Amendment**

Moved by Councillor Courage to adjourn the regular meeting to hold the Public Hearing at 7:02 p.m.

Moved by Councillor Zimmer to open the Public Hearing regarding Bylaw #1640 at 7:02 p.m.

Mayor MacPherson indicated that Graham Boyle, Joseph Star and Gaven Scott notified the CAO that they wish to be heard at the Public Hearing.

Graham Boyle expressed concerns about the size of the apartments within the building in question. He is concerned about the possible issues for the area.

Joseph Star is the applicant and stated that the building will be targeting seniors to live there but legally must be open to everyone. He believes that the building will be an asset to the community and intends to be a good neighbour.

Gaven Scott, Planner with the Oldman River Regional Services Commission explained that the zoning does fit within the confines of the Town's Municipal Development Plan for this particular area. Some of the specific concerns regarding unit size and parking will need to go through the Municipal Planning Commission before it is approved.

Mayor MacPherson opened the floor for individuals to express their concerns.

Sandra Middleton asked if the empty lot beside the current building will be affected by the rezoning.

Gaven Scott indicated that the empty lot is not a part of this rezoning. The empty lot is currently zoned R4.

Doug Kemery wondered why the R4 to R5 zoning is needed.

Gaven Scott indicated that changes to the zoning bylaw mean that apartments must be zoned to R5. The process is much more complicated and there is much more public consultation that needs to take place.

Joseph Starr stated that his intention is to use the building exactly as it was built and procedural changes have meant that he must go through this process.

Various individuals spoke about their concerns regarding the type of tenants that will be moving into the building.

No further requests were received from the public regarding Bylaw #1640.

Moved by Councillor Courage to close the Public Hearing at 7:27 p.m.

Moved by Councillor Carlson to reconvene to the regular meeting at 7:28 p.m.

Councillor Zimmer was excused at 7:28 p.m.

**DELEGATIONS:**

1. **COMMUNITY FUTURES ALBERTA SOUTHWEST – Tony Walker**  
**RE: Update**

Tony Walker, General Manager of Community Futures Alberta Southwest was present to update Council on what they do and their current initiatives.

2. **DARLA SLOVAK**  
**RE: Downtown Market Dates for 2018**

Darla Slovak was not present to speak to Council regarding the Downtown Market. It was a popular event in the summer of 2017 and hopefully will be again. Darla will be invited to the next Council meeting.

**ACTION ITEMS:**

1. **BYLAW #1640 – Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Courage to give Bylaw #1640, a Land Use Bylaw Amendment, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Carlson to give Bylaw #1640, a Land Use Bylaw Amendment, 3<sup>rd</sup> and Final Reading.

**CARRIED**

2. **BYLAW #1641 – Council Code of Conduct**  
**RE: 3<sup>rd</sup> Reading**

Moved by Councillor Carlson to amend Bylaw #1641 to change the title to the “Council Code of Conduct” and to remove the word “the” from Section 2.1 (e).

**CARRIED**

Moved by Councillor Schlossberger to give Bylaw #1641, regarding Council Code of Conduct, 3<sup>rd</sup> and Final Reading.

**CARRIED**

3. **CORRES: Hon. Deron Bilous, Minister of Economic Development and Trade**  
**RE: Community and Regional Economic Support (CARES) Program**

Received for information.

4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**  
**RE: Municipal Accountability Program (MAP)**

Received for information.

5. **CORRES: Alberta Municipal Affairs**  
**RE: Alberta Community Partnership (ACP) Program**

Received for information.

6. **CORRES: Alberta Municipal Affairs**  
**RE: Initiation of a New Performance Measure**

Received for information.

7. **CORRES: Alberta Urban Municipalities Association (AUMA)**  
**RE: AUMA’s Analysis of Provincial Budget 2018**

Received for information.

8. **CORRES: Workers’ Compensation Board – Alberta**

Referred to Administration to acknowledge the National Day of Mourning on April 28, 2018.

9. **CORRES: Willow Creek Regional Waste Management Services Commission**  
**RE: 2018 Requisition**

Received for information.

10. **CORRES: Porcupine Hills Classic Cruisers**  
**RE: 25<sup>th</sup> Annual Show ‘N’ Shine – Sunday, August 12, 2018**

MOTION #18-054 Moved by Councillor Courage to allow the Porcupine Hills Classic Cruisers to host their event at the Centennial Park Ball Diamonds on August 12, 2018.

**CARRIED**

**11. CORRES: Claresholm Lions Club  
RE: Fireworks at Winterfest**

MOTION #18-055 Moved by Councillor Schlossberger to support the fireworks moving from Canada Day to the Winter Festival going forward.

**CARRIED**

**12. NEWS RELEASE: Alberta Environment and Parks  
RE: Public Input Wanted on Livingstone-Porcupine Hills**

Received for information.

**13. REQUEST FOR DECISION: 2018 Updated Budget**

MOTION #18-056 Moved by Councillor Schulze to approve the Updated 2018 Operational and Capital Budgets as presented.

**CARRIED**

**14. BYLAW #1643 – 2018 Mill Rate Bylaw**

Moved by Councillor Moore to give Bylaw #1643 regarding the 2018 Mill Rate 1<sup>st</sup> Reading.

**CARRIED**

**15. REQUEST FOR DECISION: Policy #GA 04-18 – Miscellaneous Fee & Facility Rent**

MOTION #18-057 Moved by Councillor Schlossberger to adopt Policy #GA 04-18 regarding Miscellaneous Fees & Facility Rent effective April 9, 2018 with the Paper Statement Admin Fee to come into effect September 15, 2018.

**CARRIED**

**16. INFORMATION BRIEF: Open House Feedback – MDP Review & Update**

Received for information.

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

Received for information.

**18. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**19. IN CAMERA:**

- a. LAND – Delegation – Chelsea & Cody Petrovic, FOIP Section 16.1
- b. LAND – Delegation – Dave McKinnon, FOIP Section 16.1
- c. LAND – Town Owned Property – FOIP Section 16.1
- d. LEGAL – Barking Dog – FOIP Section 27
- e. LEGAL – Tax Recovery – FOIP Section 27

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

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson stated that the live stream has ended at 8:23 p.m.

Councillor Zimmer rejoined the meeting at 8:43 p.m.

Moved by Councillor Courage to come out of In Camera at 10:15 p.m.

**CARRIED**

**NOTICE OF RECORDING:** Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 10:15 p.m.

**ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 10:16 p.m.

**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor MacPherson noted that recording ceased at 10:16 p.m.

---

Mayor – Doug MacPherson

---

Chief Administrative Officer – Marian Carlson

# **DELEGATIONS**

From: Mel Lyster <[mel-lyster@telus.net](mailto:mel-lyster@telus.net)>  
Sent: Monday, March 26, 2018 2:48 PM  
To: Doug MacPherson <[doug.macpherson@claresholm.ca](mailto:doug.macpherson@claresholm.ca)>  
Subject: Question about Board appointment

Mr. Mayor

Hello Doug

After seeing the various board appointments for the town counsel, the Board of Prairie Winds Clubhouse requested I look into facilitating a similar liaison for Sparta House.

If you could provide me some direction on the way to proceed in requesting or offering a board position to Town Counsel on the Prairie Winds Clubhouse Society. (Sparta House) The clubhouse has and continues to be active in volunteer activities with other agencies and groups, work for the town in the recycling program. Recently we opened the Sparta boutique after working with the town development officer.

I understand that I could make an appointment to speak to the counsel as a delegation to request inviting a counsel member to join the board or would I write a letter to you and counsel requesting / offering a position on our Board of Directors. I am willing to follow through with what ever process you suggest. Thank you Doug.

Sincerely

Mel Lyster

Chairman Prairie Winds Clubhouse Society Sparta House Sent from my iPad

April 4, 2018

To: Karine Wilhauk

Re: Downtown Market Dates for 2018

We are requesting a delegation or reading of request for the use of the downtown parking lot and Ringrose park for summer 2018. We have asked for an extended date as the Farmers Market has not been able to be open past the middle of September when using the Arena, this may give them a chance to run during the actual harvest of produce season.

The following dates are all Wednesdays from June 6th 2018 until September 26<sup>th</sup> 2018.

**CLARESHOLM FARMERS MARKET TIME: 3:00 pm – 6:00 pm for parking LOT**

The Claresholm Farmers Market to request the use of the parking area on the east side of Petros Liquor, to be able to block off North entrance from 50<sup>th</sup> ave and the South entrance from alleyway. We have had good feedback from the community as well as the vendors for the move to downtown and are working on more vendors for this upcoming season.

**OPEN MIC NIGHT TIME: 5:00 – 9:00 P.M IN RINGROSE PARK**

This will run again Wednesday evenings in the center of Ringrose park we are asking for 5pm – 9pm to include set-up and take-down time. If available there would be a food vendor again at the park.

Again a lot of great feedback from the community with the numbers being in the 50's for attendance.

**SATURDAY DOWNTOWN MARKET: RUNS FROM JUNE UNTIL SEPTEMBER WEATHER PERMITTING**

**TIME: 9:00 AM – 4:30 PM to allow for set-up and take down**

We are requesting a use for all Saturdays from June 2nd until September 26<sup>th</sup>, this will make the process of picking dates easier for the market and not needing additional requests to council.

Another change to the Saturday market will be a request from Jaquie to be able to move it to the same spot as the (Wednesday Farmers Market) adjacent to Petros Liquor. It is more visible from the traffic lights, to downtown shoppers and drivers, as well as being a little more protected from the wind.

# **ACTION ITEMS**



## **BYLAW #1642 TOWN OF CLARESHOLM PROVINCE OF ALBERTA**

**This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$400,000 for the purpose of a sewer trunk main from the Airport to the Sewage Lagoons.**

**WHEREAS:**

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the sewer trunk main project from the Airport to the Sewage Lagoons.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,140,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 200,000
Provincial Grants	\$ 540,000
Debenture(s)	<u>\$ 400,000</u>
Total Cost	<u>\$1,140,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$400,000, for a period not to exceed ten (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of ten (10) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2017 is \$4,244,067 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of constructing the sewer trunk main from the Airport to the Sewage Lagoons the sum of Four Hundred Thousand DOLLARS (\$400,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Four Hundred Thousand DOLLARS (\$400,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the construction of the sewer trunk main project from the Airport to the Sewage Lagoons.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4) percent.
4. The Municipality shall charge and collect in each year utility revenue sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

Read a first time in Council this **26<sup>th</sup>** day of **March** 2018 A.D.

Read a second time in Council this            day of            2018 A.D.

Read a third time in Council and finally passed in Council this            day of            2016 A.D.

---

Doug MacPherson, Mayor

---

Marian Carlson, Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: April 26, 2018  
Agenda Item: 1

---

## BYLAW No.1642 – SEWER BORROWING BYLAW

---

### **DESCRIPTION:**

The proposed borrowing bylaw #1642 requires 2<sup>nd</sup> and 3<sup>rd</sup> reading in order to proceed with the sanitary sewer main replacement.

### **BACKGROUND:**

On March 26<sup>th</sup>, 2018 Council gave Bylaw 1642 – Sewer Borrowing Bylaw first reading. Following first reading, as required by the MGA, the borrowing bylaw was advertised for two consecutive weeks on April 11<sup>th</sup> and April 18<sup>th</sup> in the Claresholm Local Press.

This Borrowing Bylaw approves the borrowing of up to \$400,000 from Alberta Capital Finance to help fund the Sewer Main construction from the airport to the sewage lagoons. This project is included in the approved 2018 capital budget.

### **RECOMMENDED ACTION:**

Council give bylaw #1642 2<sup>nd</sup> and 3<sup>rd</sup> reading.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1642, a sanitary sewer borrowing Bylaw, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1642, a sanitary sewer borrowing Bylaw, 3<sup>rd</sup> and Final Reading.

### **ATTACHMENTS:**

1. Bylaw No. 1642 Sewer Borrowing Bylaw

### **APPLICABLE LEGISLATION:**

1. Municipal Government Act, RSA 2000, Chapter M-26, Section 251 – Borrowing bylaw
2. Municipal Government Act, RSA 2000, Chapter M-26, Section 258 – Capital Property – long-term borrowing.
3. Municipal Government Act, RSA 2000, Chapter M-26, Section 254 – Capital Property.
4. Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for advertising.

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

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 19, 2018

---



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Edmonton-Riverview*

AR 44927

April 6, 2018

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors in Alberta each year. To date the awards program has honoured 136 recipients.

Attached is a poster and nomination booklet for the 2018 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help us promote the awards by displaying the poster and spreading the word. The deadline for nominations is April 23, 2018.

Nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry website <http://www.seniors-housing.alberta.ca> for more information or email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) to request a nomination package.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

Attachment

# 2018 MINISTER'S SENIORS SERVICE AWARDS

---

Recognizing people  
who make a positive  
difference in the lives  
of Albertan seniors

**Nomination Deadline:**

**April 23, 2018**

[www.seniors-housing.alberta.ca](http://www.seniors-housing.alberta.ca)



**Karine Wilhauk**

---

**From:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Sent:** Thursday, April 19, 2018 10:35 AM  
**To:** Seniors and Housing Information  
**Subject:** Minister's Seniors Service Awards - Nomination Deadline Extended to April 30th

## **Minister's Seniors Service Awards**

### **Nomination Deadline Extended to April 30<sup>th</sup> !**

The Minister's Seniors Service Awards recognize Albertans who volunteer their time to make a difference in the lives of seniors and their communities. Visit <http://www.seniors-housing.alberta.ca/seniors/service-awards.html> to print the nomination booklet and poster. **The nomination deadline is April 30, 2018.** Nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized in the fall. If you have any questions, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



RECEIVED

APR 13 2018

## EXPERIENCE COUNTRY CULTURE

Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Attention: Mayor & Council

Alberta Chautauqua communities are pleased to extend this invitation for you to experience our Great Chautauqua Revival. Inspired by the Chautauqua travelling roadshows of the late 1800's, this event will take place June 15 and 16 in the southern Alberta communities of Cardston and Magrath. Based on the four pillars of Education, Cultural Arts, Recreation and Religion (Spiritual Exploration), the Chautauqua was a much-anticipated event where people gathered to learn from experts of the day, engage in lively conversation, enjoy musical acts and performances, discover new friendships and make lasting memories.

Building on our inaugural event in 2016, this year's event will have a historically accurate theatrical production written specifically for the Chautauqua. Moreover, Cardston and Magrath are offering their own variety of entertaining and informative speakers, artists, entertainers, interactive activities and delicious cultural food offerings that will allow visitors to experience the feeling on an old-time Chautauqua while discovering the history and welcoming character of our communities.

Please join us with your family and friends for an enriching Chautauqua experience. You are invited to visit our Facebook event page at Alberta Chautauqua or our website at <https://albertachq.ca> for more information, including the dates, times and updates regarding scheduling of events. We look forward to seeing you at Chautauqua!

Yours sincerely,

Sandra Nelson, Chair  
Chautauqua Committee

Town of Cardston  
Box 280  
Cardston, Alberta  
T0K 0K0  
(403) 653-3366

Town of Magrath  
Box 520  
Magrath, Alberta  
T0K 1J0  
(403) 758-3212

Town of Raymond  
Box 629  
Raymond, Alberta  
T0K 2S0  
(403) 752-3322

Village of Stirling  
Box 360  
Stirling, Alberta  
T0K 2E0  
(403) 756-3379



RECEIVED

APR 13 2018

*Working with Albertans to preserve and interpret our heritage*

March 15, 2018

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S  
HERITAGE AWARDS 2018**

The Alberta Historical Resources Foundation, the principal heritage support agency of the Government of Alberta, is now accepting nominations to the 2018 Heritage Awards. Help us honour and celebrate the contributions of Albertans to the promotion and preservation of Alberta's heritage.

Submitting a nomination is a great opportunity to recognize individuals and organizations who have demonstrated excellence and commitment in preserving and promoting appreciation of our province's rich heritage.

The Foundation is accepting nominations until July 15, 2018.

Awards will be presented in the **Heritage Conservation**, **Heritage Awareness** and **Outstanding Achievement** categories. In addition, the Foundation is introducing the **Indigenous Heritage** and **Youth Heritage Awards** this year. Awards will be presented during an awards ceremony on October 12.

Enclosed is a copy of the guidelines and nomination form. These are also available at [www.alberta.ca/heritage-awards.aspx](http://www.alberta.ca/heritage-awards.aspx). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).

Thank you.

Sincerely,

A handwritten signature in black ink that reads "J. Maki Motapanyane".

Dr. J. Maki Motapanyane  
Chair  
Alberta Historical Resources Foundation

8820 – 112<sup>th</sup> Street, Edmonton, Alberta T6G 2P8 Tel: (780) 431-2305 Fax: (780) 427-5598

# HERITAGE AWARDS 2018 *Alberta Historical Resources Foundation*

The **Alberta Historical Resources Foundation** is soliciting nominations for **Heritage Awards 2018**. These awards honor and celebrate the contributions of Albertans (individuals, organizations) to the protection, preservation and promotion of Alberta's heritage.

The **Heritage Conservation Award** recognizes projects that demonstrate excellence in:

- the conservation of Provincial or Municipal Historic Resources; or
- the identification, protection and management of historic places; or
- the protection and management of palaeontological and archaeological resources.

The **Heritage Awareness Award** recognizes research, publications or public engagement projects that have deepened our understanding and promoted greater awareness of Alberta's heritage.

The **Outstanding Achievement Award** recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history.

The **Indigenous Heritage Award** recognizes projects that demonstrate excellence in identifying, protecting and promoting Alberta's rich Indigenous heritage through research, publication, and/or collaboration or public engagement with Indigenous individuals or communities.

The **Youth Heritage Award** recognizes the volunteer contributions of students to the preservation and presentation of Alberta's heritage, at any point in the course of their studies between elementary and high school.

Nominations will be accepted between  
**March 15 and July 15, 2018**


Submit nominations to:

**Heritage Awards**  
**Alberta Historical Resources Foundation**  
**8820-112 Street**  
**Edmonton AB T6G 2P8**

Guidelines and nomination forms are available at:  
[www.alberta.ca/heritage-awards.aspx](http://www.alberta.ca/heritage-awards.aspx).

For more information, contact  
Program Coordinator at **780-431-2305**.



*Alberta* 



RECEIVED

APR 06 2018

March 29, 2018

**Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers**

**Re: National Public Works Week, May 20-26, 2018 – "The Power of Public Works"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 20-26, 2018 as National Public Works Week in your community. This year's theme is "The Power of Public Works."

National Public Works Week is observed each year during the third full week of May and this is the 58th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

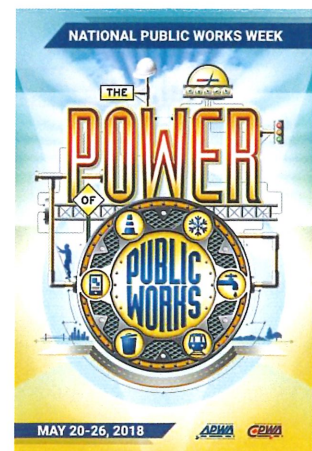
For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Joline McFarlane'.

Joline McFarlane, APWA President



**PROCLAMATION**  
*"Public Works Connects Us"*  
**PUBLIC WORKS WEEK**  
MAY 20-26, 2018

**WHEREAS:** *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

**WHEREAS:** *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

**WHEREAS:** *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

**WHEREAS:** *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

**WHEREAS:** *Public Works Week also recognizes the contributions of public works professionals.*

**NOW THEREFORE, I, (Enter Mayor's Name),** Mayor of the **(Enter your city/municipality/town/etc name),** do hereby proclaim the week of **May 20-26, 2018,** as **Public Works Week** in **Enter your municipality.**

Dated this day of \_\_\_\_\_, 2018.

---

**(Enter Mayor's Name),** Mayor



## Celebrate Public Works Week May 20-26, 2018

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

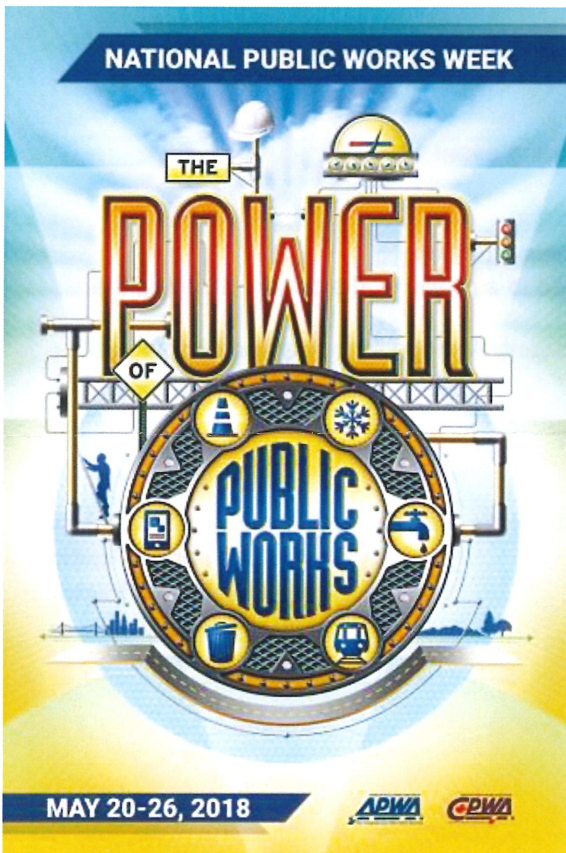
## What You Can Do

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
  - Invite elected officials to participate in an activity during the event.
  - Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
  - Have representatives from various departments show equipment and answer questions.

### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

**For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)**

**Or contact Jeannette Austin**

**Executive Director**

**[admin@publicworks.ca](mailto:admin@publicworks.ca)**

RECEIVED

APR 13 2018



Southern Alberta Recreation Association  
Bonnie Ellis, Co-Chair  
Ph 403-485-2554  
bellis@townofvulcan.ca

April 4<sup>th</sup>, 2018

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

Dear Mayor Rob Steel and Councillors:

RE: 2021 SOUTHERN ALBERTA SUMMER GAMES –

On behalf of the Southern Alberta Recreation Association (SARA), we would like to thank your community for considering to host the 2021 Southern Alberta Summer Games.

This letter will serve as an acknowledgement between the Town of Claresholm and the Southern Alberta Recreation Association that you have submitted a bid intent to host the games in 2021.

We will be putting out request for bids on the 2021 Games later this year and will be looking forward to receiving Claresholm's request to host the games. A member of the SARA organization will contact you to set up a date and time to come to your community for a bid tour. In the intervening time, I would suggest that you take this time to put together your bid package for submission prior to our visit to your community.

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

Best Regards,

Bonnie Ellis

November 20, 2017

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

**RE: LETTER OF INTENT (ADJUSTMENT) – 2021 SOUTHERN ALBERTA SUMMER GAMES**

At the last regular meeting of Claresholm Town Council held Tuesday, November 14, 2017, Council discussed the request previously submitted in June of 2017 regarding the 2020 Southern Alberta Summer Games. With the municipal election on October 16, 2017, a complete change in Town Council was realized. As a result, new Council took a second look at the 2020 Games. Since the 2018 and 2019 Games have been awarded and the Town of Raymond has shown interest in the 2020 Games, the Town of Claresholm would like to adjust our intention to request to hold the Southern Alberta Summer Games from 2020 to 2021.

The Claresholm Summer Games Committee is still active, and is currently trying to secure a casino with the Alberta Gaming & Liquor Commission (AGLC). AGLC has stated that they will not allow the Committee a spot in the casino queue until such time as they have a confirmed date for the Games. In the spirit of cooperation with other communities, the Town of Claresholm would like to give the Town of Raymond the opportunity to host the Games in 2020 and start to plan for 2021.

Claresholm was proud to host the 2015 Southern Alberta Summer Games and would be honoured to host them again in 2021. We are willing to complete a full bid at a later date. The Town is confident that funding can be secured and fundraising efforts will be successful. The Committee would like to start fundraising as soon as possible to work towards a successful Games. We look forward to hearing from you.

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

Yours truly,

Doug MacPherson  
Mayor  
Town of Claresholm

DM/kw



# REQUEST FOR DECISION

Meeting: April 23, 2018  
Agenda Item: 7

---

## MULTI-USE COMMUNITY BUILDING

---

### **DESCRIPTION:**

On April 17<sup>th</sup> the Facility and Infrastructure Planning Committee reviewed the attached information obtained from the public regarding the Multi-use Community Complex and recommended to Council Option number 2 (as presented at the April 11 Openhouse) for review.

Option number 2 is to proceed with the renovations of the old elementary school to create the Multi-Use Community Building for \$3.5M. This option proposed funding to include:

- \$2,800,000 Debt over 30 years
- \$350,000 CFEP Grant Funding to be applied for through the Child Care Society and/or Learn-A-Lot Playschool Society
- \$350,000 Capital Reserve Funds

Please note that as per the MGA (see applicable sections below) that any expenditure of the Town has to be approved by council through the approved budget or by separate resolution. As this expenditure was not included in the budget it has to be approved separately.

It also should be noted that a borrowing bylaw will be required to proceed with the debt financing and must be passed prior to construction beginning. As per the MGA any borrowing must be approved by bylaw and that any bylaw that approves capital borrowing with terms greater than 5 years must be advertised after first reading and prior to 2<sup>nd</sup> and 3<sup>rd</sup> readings for two consecutive weeks. These steps will be followed as the process for this project moves forward.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the out of budget capital project of \$3,500,000 to proceed with the development of the Multi-Use Community Building with funding to come from Capital Reserves in the amount of \$350,000, Grant Funding in the amount of \$350,000, and \$2,800,000 from debt financing.

### **ATTACHMENTS:**

1. INFO BRIEF (From FIPC Committee Meeting) – April 11, 2018 Open House Responses

### **APPLICABLE LEGISLATION:**

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money
- Municipal Government Act, RSA 2000, Chapter M-26, Section 251 – Borrowing bylaw
- Municipal Government Act, RSA 2000, Chapter M-26, Section 258 – Capital Property – long-term borrowing.
- Municipal Government Act, RSA 2000, Chapter M-26, Section 254 – Capital Property.
- Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for advertising.

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

---

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 19, 2018

---



# INFORMATION BRIEF

Meeting: FIPC

## Claresholm

---

### APRIL 11<sup>th</sup>, 2018 – OPEN HOUSE RESPONSES/QUESTIONS

---

**DESCRIPTION / BACKGROUND:** At the open house held April 11, 2018, two options were presented in an informal vote to the public attending. The options were:

Option 1: Delay the project, continuing operating as is.

Option 2: Use grant funding, reserves and debt to move forward with the project.

The responses received were 9 in favor of Option 1, and 81 in favor of Option 2.

Comments of the voting slips are listed below:

- Option 1 – Please pay off other debt.
- Option 1 – We need more time. Good idea, but wait 3 yrs, keep thinking.
- Option 1 – Why not sell the land/building to a developer and lease back the space you need, Town shouldn't be a developer.
- Option 1 – There are other options.
- Option 1 – No debt.
- Option 1 – Till other debt is paid down.
- Option 2 – Pottery Group included?
- Option 2 – Greatly in support of this project.
- Option 2 – We need this so desperately! The daycare building sucks!
- Option 2 – The longer we wait the more expense incurred. Fill our vacant buildings.
- Option 2 – NOW!!!
- Option 2 – Save money in the long run!
- Option 2 – Time to move!
- Option 2 – Seems well thought out.
- Option 2 – Get it Done
- Option 2 – It's about time Claresholm had a town hall and daycare it can be proud of! Next let's build a fire hall!
- Option 2 – It if needs doing, do it now.
- Option 2 – Please come visit us at the daycare.
- Option 2 – Come visit the daycare!
- Option 2 – Thanks for making things happen.
- Option 2 – A new daycare is desperately needed!! More space, more #'s of children!
- Option 2 – Looks good, should have a large meeting room(s) to rent out.
- Option 2 – Playschool and daycare need playground space.
- Option 2 – No brainer!
- Option 2 – Daycare desperately needs a new facility!
- Option 2 – This seems like a simple decision. I want my son to be in a great environment.
- Option 2 – The community will be well served with this building.
- Option 2 – Should add a waterslide.
- Option 2 – How much has been invested into the old school so far. Please factor this in.
- Option 2 – Please calculate the food bank in your plans. 200 + families depend on it: 16-27 hampers per week. The food bank would close if not accommodated. Thank you.

- Option 2 – The daycare and playschool need the extra space.
- Option 2 – Improved options for community activities.
- Option 2 – Great opportunity! Go for it!
- Option 2 – The sooner the better. I don't want to leave it to the next generation.
- Option 2 – Please, now!

### **DISCUSSION / OPTIONS:**

The questions received from the open house are also listed below.

1. Why do the FCSS Youth program get a designated room for only 2 nights/week use/ Will the room be available for others to use as well?
2. What is the timeframe for completion?
3. Are all grants applied for going to be granted? And ramifications if not?
4. Are all the grants for sure? Last Mon a grant was denied.
5. What is the building going up south of Town?
6. Want Option 2 – Do it Now!
7. Get on with the Development of the school. We discussed this 2 years ago and nothing happened.
8. Will the Town help subsidize the Food Bank's rental expenses now that they've been "evicted"?
9. Why all the offices? Government has and is moving to open work station areas with few offices and different size meeting rooms. If you like to discuss or see a plan please call me.
10. Please go forward with it! I have working in this building and my child goes to daycare, we NEED a new building.
11. Why is the food bank not part of the Multi Use Building? As it is a vital growing part of Claresholm and the need continues to grow.
12. We need to move forward. We cannot continue to keep repairing current old buildings and paying overhead for numerous other offices that house Town support services. Moving to one location is the smartest move we can make – We have no other choice!
13. When is the approx. start date if the go ahead?
14. Pay off stuff then fill your boots!
15. Implications of multiuse building debt on mill rates? And usable life expectancy of that building?
16. Let's get this show on the road! I vote yes!



**Town of Claresholm  
Income Statement by Object  
March 31, 2018**

Revenue	MARCH	2018 YTD	2018 BUDGET
Net municipal taxes	271,936.03	271,936.03	(3,146,234.10) <sup>1</sup>
Special assessments	-	140.00	(15,827.00)
User fees and sales of goods	(78,956.26)	(375,003.68)	(2,609,665.00)
Government transfers for operating	(3,000.00)	(32,500.00)	(464,887.00)
Investment income	(11,550.68)	(32,992.28)	(60,000.00)
Penalties and costs of taxes	(6,249.34)	(42,556.49)	(161,500.00)
Licenses and permits	(7,584.06)	(50,121.47)	(51,800.00)
Other local government transfers	-	-	(40,600.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(22,131.76)	(63,427.93)	(204,563.38)
Rental	(15,459.19)	(33,932.13)	(105,700.00)
Other	(14,105.00)	(17,944.32)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	(1,000.00)	(54,030.02)	(233,446.00)
	<u>111,899.74</u>	<u>(430,432.29)</u>	<u>(13,872,145.48)</u>
<b>Expenses</b>			
Salaries, wages and benefits	324,194.89	647,475.00	2,849,085.52
Contracted and general services	380,717.12	512,487.95	1,674,577.96
Materials, goods, supplies, and utilities	105,415.51	151,808.19	1,333,953.00
Bank charges and short-term interest	(92.14)	(43.28)	800.00
Interest on long-term debt	-	-	194,974.00
Other expenditures	1,687.62	10,244.49	28,440.00
Transfers to organizations and others	170,112.25	259,784.25	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>982,035.25</u>	<u>1,581,756.60</u>	<u>8,535,455.77</u>
<b>Net Income</b>	<u><b>1,093,934.99</b></u>	<u><b>1,151,324.31</b></u>	<u><b>(5,336,689.71)</b></u>
<b>Other</b>			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	542,546.41	556,093.90	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	-	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u><b>1,636,481.40</b></u>	<u><b>1,707,418.21</b></u>	<u><b>-</b></u>

**Notes**

<sup>1</sup> Negative amount due to education requisition being included here



**Town of Claresholm**  
**Income Statement by Function**  
**March 31, 2018**

Revenue	MARCH	2018 YTD	2018 BUDGET
Tax and requisition revenue	237,063.25	146,453.33	(3,527,297.48) <b>1</b>
General administration revenue	(20,772.89)	(44,765.93)	(187,497.00)
Police	(3,187.70)	(6,441.06)	(33,000.00)
Fire	(200.00)	(3,800.00)	(158,575.00)
Bylaw enforcement	(3,691.30)	(20,857.94)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	-	-	(41,915.00) <b>2</b>
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	-	(5,537,927.00) <b>2</b>
Water supply and distribution	(33,141.47)	(182,679.07)	(1,772,500.00) <b>2</b>
Wastewater treatment and disposal	(9,361.18)	(49,212.71)	(380,822.00)
Garbage Collection	(16,798.85)	(72,403.26)	(413,500.00)
Recycling	(4,992.87)	(30,247.37)	(173,500.00)
FCSS	(1,000.00)	(54,030.02)	(233,446.00)
Cemetery	(1,925.00)	(3,200.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	(3,000.00)	(3,000.00)	(91,500.00)
Land use planning, zoning and development	(4,634.06)	(21,861.47)	(20,500.00)
Parks and recreation	(22,358.19)	(59,286.79)	(1,141,501.00) <b>2</b>
Culture - libraries and museum	(100.00)	(25,100.00)	(51,965.00)
	<u>111,899.74</u>	<u>(430,432.29)</u>	<u>(13,872,145.48)</u>
<b>Expenses</b>			
Legislative	18,950.52	29,102.62	108,750.00
Administration	339,209.76	477,616.86	1,303,084.34
Fire	21,047.61	27,924.48	326,979.05
Bylaw enforcement	11,475.83	24,479.48	157,847.28
Common and equipment pool	81,821.50	121,324.09	543,611.76
Roads, streets, walks and lighting	64,067.73	98,855.78	813,029.16
Airport	2,672.21	2,685.22	18,174.37
Storm sewers and drainage	1,497.02	1,497.12	252,705.34
Water supply and distribution	50,099.89	101,287.24	1,641,066.69
Wastewater treatment and disposal	6,935.16	15,431.72	523,994.93
Garbage Collection	68,453.16	99,028.77	387,653.06
Recycling	16,042.74	34,122.14	168,845.07
FCSS	23,454.30	45,380.97	254,665.08
Daycare	3,183.50	9,550.50	38,202.00
Cemetery	666.41	2,269.23	30,301.68
Physician recruitment	-	4,500.00	10,000.00
Economic development	9,870.39	21,946.79	345,110.20
Agriculture - weed and pest control	265.00	397.50	48,501.01
Land use planning, zoning and development	13,284.03	63,958.47	182,764.24
Parks and recreation	107,481.02	200,738.67	991,753.44
Culture - libraries and museum	141,557.47	199,658.95	388,417.07
	<u>982,035.25</u>	<u>1,581,756.60</u>	<u>8,535,455.77</u>
<b>Net Income</b>	<u><b>1,093,934.99</b></u>	<u><b>1,151,324.31</b></u>	<u><b>(5,336,689.71)</b></u>

**Notes:**

- 1** Negative amount due to education requisition being included here
- 2** These include capital/grant revenue in these departments



# REQUEST FOR DIRECTION

Meeting: April 23, 2018

Agenda Item: 9

## STREAMING AND RECORDING OF COUNCIL MEETINGS

### DESCRIPTION:

As requested by Councillor Courage, this is information regarding streaming and recording of meetings. Council passed Policy #COUN 12-17 on December 11, 2017. This policy states: "it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing." Following a few minor issues due to sound that have since been rectified, the process of livestreaming Council meetings and making them available to the public on our website following the meeting has worked well.

Requests have been made that all meetings of Council including committee meetings and Open Houses be livestreamed to the public. Administration has contacted every town in Alberta that is of similar size to the Town of Claresholm and only two other municipalities are recording their meetings or having them livestreamed. The municipalities that were contacted include the following:

Municipality	Population	Livestream or Record
<b>Claresholm</b>	<b>3,780</b>	<b>yes</b>
Fort Macleod	2,967	no
MD of Willow Creek	5,179	no
Nanton	2,181	no
Pincher Creek	3,642	no
Barrhead	4,579	no
<b>Cardston</b>	<b>3,585</b>	<b>yes</b>
Carstairs	4,039	no
Crossfield	3,055	no
Crowsnest Pass	5,589	no
Fairview	2,998	no
Gibbons	3,159	no
Grande Cache	3,571	no
High Level	3,992	no
<b>Penhold</b>	<b>3,277</b>	<b>yes</b>
Raymond	4,039	no
Taber	8,428	no
Three Hills	3,212	no
Vermilion	4,150	no
Vulcan	1,917	no

The Town of Cardston has a local television Channel 32 that records the Council meetings and makes them available at a later date. Their meetings are not livestreamed. The Town of Penhold livestreams meetings when Council or Administration feels that there is an issue that is of particular interest to the public. This is done through the use of an iPhone by the social media administrator. This is only done at the discretion of Council and Administration and is not a common practice. It should also be noted that the Town of Pincher Creek used to livestream their meetings several years ago but has since ceased the practice.

Logistically, the equipment being used including mics and cameras are hard-wired into Council Chambers and cannot be easily removed. More equipment would need to be purchased, which could be researched if Council wishes to proceed with livestreaming of other meetings. Council must always be cognizant of the FOIP Act in relation to public meetings. "*The Freedom of Information and Protection of Privacy (FOIP) Act aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.*" (FOIP Act Frequently Asked Questions for Municipalities

[https://www.servicealberta.ca/foip/documents/FAQ\\_Municipal\\_Jan\\_07\\_updated\\_Dec17.pdf](https://www.servicealberta.ca/foip/documents/FAQ_Municipal_Jan_07_updated_Dec17.pdf)).

Would Council like to see the current Policy #COUN 12-17 expanded to include meetings held at external sites and committee meetings?

Administration would also like direction from Council as to whether a formal policy needs to be developed regarding the use of cameras, and audio or video recording devices by external users during any public meeting of Council, committee or public gathering of Council including Open Houses.

**ATTACHMENTS:**

1. Policy #COUN 12-17 – Streaming and Recording of Council Meetings

PREPARED BY: Karine Wilhauk, Finance Assistant

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 19, 2018

---



## Policy #COUN 12-17

### Streaming and Recording of Council Meetings

**PURPOSE:** This policy reflects the Town of Claresholm's ongoing effort to improve the ease-of-access and transparency of the legislative process. These recordings promote broader access, however the approved minutes remain the official record of the Town of Claresholm meetings. The keeping of a live record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

#### **DEFINITIONS:**

**CAO** – means the Chief Administrative Officer of the Town.

**Notice** – written or verbal warning that a video or audio recording is being made of the meeting.

**Official Record** – the written minutes of the proceedings of the meeting after receiving approval of council.

**FOIP** – *Freedom of Information and Protection of Privacy Act (RSA 2000, F-25).*

**Recorder** – the individual who is controlling the video and/or audio recording of the meeting.

**Recording** – the video or audio recording or transmission of the meeting for live stream or archival purposes.

**Warning** – Verbal and/or visual cue that recording is commencing or ceasing.

#### **POLICY:**

It is the practice of the Town of Claresholm (the Town) to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual privacy of public in attendance.

To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

**EFFECTIVE DATE: DECEMBER 11, 2017**

The Town recognizes the approved minutes of its proceedings as the official record. These minutes include summarized narratives on the various issues that come before Council and record actions or motions. The minutes are not and should not be taken in verbatim style. The Town may also use video or audio recording equipment for the primary purpose of assisting with the composition of draft minutes.

## **GUIDELINES:**

### **Recording**

- The Recorder or the Chair of the meeting will provide indication or warning prior to recording commencing and when recording has ceased.
- The Recording of the meeting will cease for any “In-Camera” portions of the meeting and resume after the “In-Camera” portion has concluded.
- There may be situations where due to technical difficulties the live streaming and recording will not be available.

### **Notice**

- Notice will be posted outside the Council chambers.
- The camera will be positioned such that the general audience may remain off camera.
- Delegates addressing council will be provided notice regarding the recording.
- The Recording will be broadcast at a slight time delay to allow for the termination of the feed in the instance of an emergency or significant public disturbance to maintain privacy of the public.

### **Access**

- Access to view the live recording, accessed through the Town’s website, on the day of the meeting.
- Recordings will be archived and posted on the Town’s website. Archived recordings will be maintained on the website for the current and prior calendar years (ie. Jan 2020 all 2018 records will be removed).
- Archived video recordings will be maintained by the Town for 5 years. The public may request copies of older recordings that are no longer available on the website. A fee may be charged at the discretion of the CAO or designate for such request based on Town policy for FOIP requests.
- Unless otherwise indicated, copyright to recordings of Council meetings made available on the Town’s website is owned by the Town. Permission is granted to produce or reproduce the recordings posted on the Town’s website, or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town. For certainty, no person may use the

**EFFECTIVE DATE: DECEMBER 11, 2017**

recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

**Date Approved by Council: December 11, 2017**

**Resolution #: MOTION #17-141**

**EFFECTIVE DATE: DECEMBER 11, 2017**



# Claresholm

## INFORMATION BRIEF

Meeting: April 23, 2018  
Agenda Item: 10

---

### MILL RATE BYLAW – BYLAW #1643 – DELAYED

---

#### **DESCRIPTION / BACKGROUND:**

On April 9, 2018 Bylaw #1643 – ‘2018 Mill Rate Bylaw’ was presented for first reading. It was noted when that was presented to Council on the date that there would need to be an adjustment to the bylaw once the Municipal District of Willow Creek (MD) passed their 2018 Mill Rate Bylaw as all properties in the recently annexed lands are taxed at MD rates. As such our Mill Rate Bylaw must include their rates in it in order to charge those rates to those properties.

#### **DISCUSSION / OPTIONS:**

It was our hope that their Mill Rate Bylaw would pass at the MD’s April 18<sup>th</sup> Council Meeting, however that did not occur. As such the 2<sup>nd</sup> and 3<sup>rd</sup> readings of our Mill Rate Bylaw will be delayed until such time as the MD’s Mill Rate Bylaw is passed and ours is updated with those rates.

It is our understanding and hope that the MD’s Mill Rate Bylaw will be passed prior to the next Council meeting on May 14<sup>th</sup>, 2018, in which case Bylaw #1643 will be presented for 2<sup>nd</sup> and 3<sup>rd</sup> readings on that date. If not administration will look into other options which may by necessity include extending the 2018 tax deadline if the Town’s Mill Rate Bylaw cannot be passed prior to 37 days before our tax deadline of the last business day of June.

This 37 days is based on the MGA section 337 which states that a tax notice is deemed to have been received 7 days after it is sent (for mailing time) and as per MGA section 344(3) a penalty cannot be imposed sooner than 30 days after the tax notice is received. Therefore the tax deadline (date of penalties) cannot be any earlier than 37 days after mailing.

#### **APPLICABLE LEGISLATION:**

- Municipal Government Act, RSA 2000, Chapter M-26 Section 337 – Deemed receipt of tax notice
- Municipal Government Act, RSA 2000, Chapter M-26, Section 344(3) – Penalty for non-payment in current year



# CAO REPORT

April 23, 2018

---

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.

---

## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

[See enclosed report](#)

## **INFRASTRUCTURE SERVICES**

[See enclosed report](#)

## **RECREATION**

[See enclosed report](#)

---

# UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

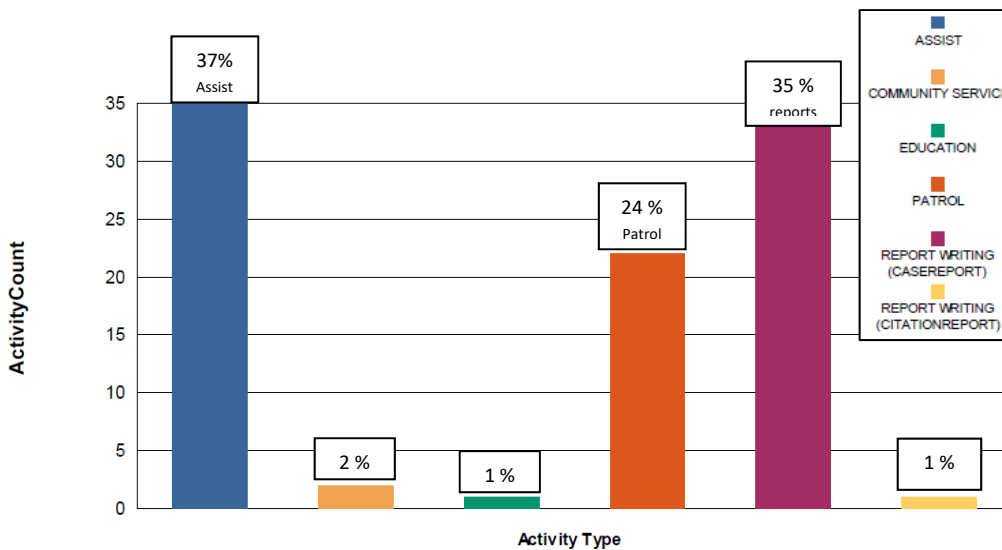


# INFORMATION BRIEF

Meeting: April 23, 2018  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT March 2018

### Community Engagement in March



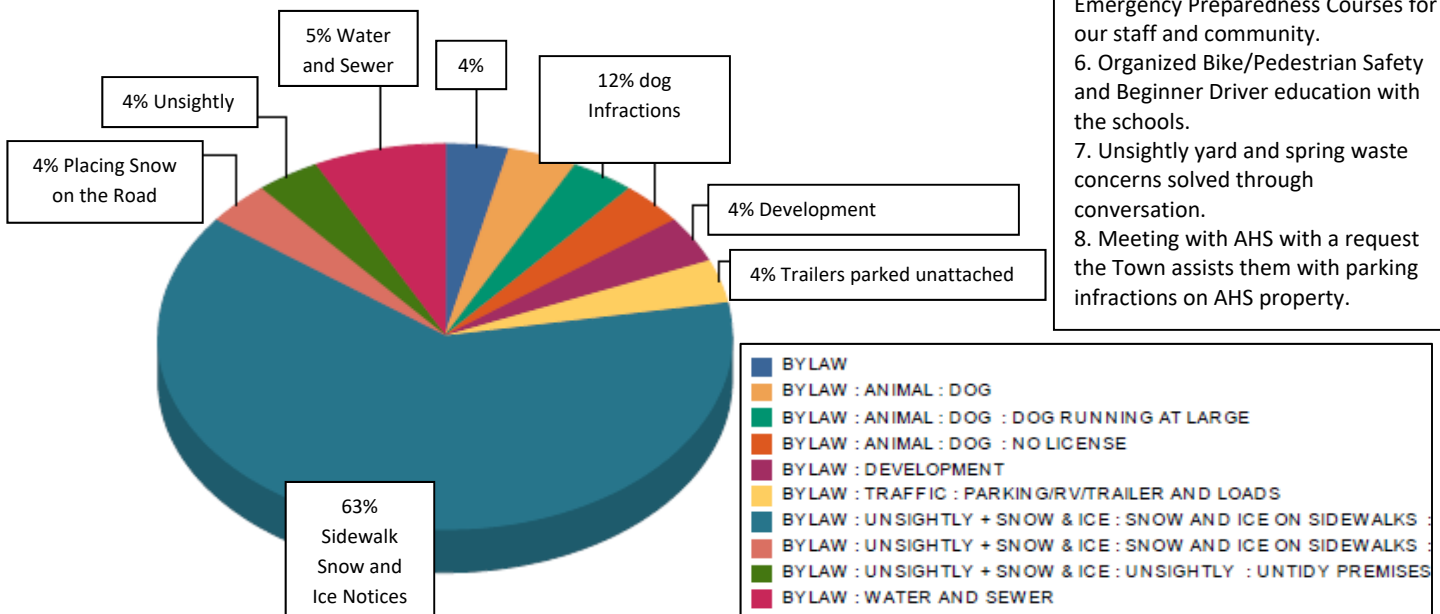
#### March Newspaper Focus:

1. Request for residents to keep Hydrants exposed for the ease of Fire Department access.
2. Request for residents to please give snow removal crews space and to detour to a different block/street when an area is being cleared for Public Works Safety and efficiency.
3. Community Safety Self-defense course organized by the Recreation Manager.

#### March Enforcement Highlights:

1. Sidewalk Patrols and residents placing snow on the streets represented a large quantity of time in March.
2. Follow up was done with Legal Council on 6 Unsightly orders issued in December of 2017.
3. A business license follow-up was done to remind business owners to get their 2018 license; there is a \$15 late penalty.
4. Localized flooding issues required conversations to get vehicles moved to allow street cleaning
5. Worked with FCSS to facilitate Emergency Preparedness Courses for our staff and community.
6. Organized Bike/Pedestrian Safety and Beginner Driver education with the schools.
7. Unsightly yard and spring waste concerns solved through conversation.
8. Meeting with AHS with a request the Town assists them with parking infractions on AHS property.

### Bylaw Infractions/Complaints/Actions in March



## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 3/26/2018 - 4/20/2018*

### **Claresholm**

#### **Financial**

- Updated 2018 Budget was approved – Changes included updated amounts for tax requisitions, MSI Operating Grant, Regional Waste Management Services Commission Requisition, and addition \$2K for Fire Department materials and supplies to repair radio tower. Offset was to property tax revenue reducing the original budgeted 2% increase to only 1.44% increase.
- 4 Skyline – Completed review of expenses incurred by the Town on this property and have recovered these amounts from the proceeds of the sale as well as arrears property taxes and administration fee on the property. Remaining proceeds are being held by the Town in trust awaiting the courts direction on distribution of remaining funds.
- Calculating required mill rates with options to present to Council followed by preparing draft Mill Rate Bylaw. Also assisting with reviewing input of assessment values into our software and setting up system to appropriately calculate and apply tax notices based on draft Mill Rate Bylaw.
- Continuing to work with Council and provide financial and general analysis and information regarding the Multi-use Community Building.
- Assisting with review and analysis of tender results and options for 2018 Pathway projects within the 2018 budget.
- Continuing to work with Telus to try and reduce costs. Existing contract with Telus has been in place since 2008.
- Working with Curling Club to finalize there CFEP grant application for the Brine Chiller replacement capital project.

#### **Museum**

- 2018 Contract for Executive Director was renewed and he officially started on April 16.
- Other seasonal positions at the Museum are being filled. Visitor Experience Lead position was awarded April 17, begins on April 30, and interviews have begun for the other 3 seasonal positions

#### **General**

- Prepared and delivered presentation for the April 11, 2018 Open House on the 2018 Budget as well as the Multi-use Community Building.
- SNAPS Youth Employment Conference – Liaised with SNAPS and helped coordinate Town's involvement in this conference including ensuring the Town provided job shadow placements for these Youth. Event was a big success.
- Working with Marianna to implement the Paperless Statement Administration Fee. This includes creating and sending out notices along with signup forms with utility bills, setting up this fee in Muniware, etc.
- Assisting Mike with review and analysis of Recycling Contract and proposals.
- Continuing with Annual Employee Evaluations and Goal Setting.

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

# DEVELOPMENT OFFICER REPORT

For: 3/23/2018 - 4/25/2018



## Development Permits

- ❖ 7 permit applications received.
- ❖ 4 development permits closed.

## Compliance Requests

- ❖ 3 compliance requests received.

## Miscellaneous

- ❖ April 9, 2018 – Public Hearing for LUB amendment.
- ❖ April 11, 2018 – Open House.
- ❖ April 13, 2018 – MPC meeting.
- ❖ April 17, 2018 – FIPC meeting.
- ❖ April 19, 2018 – MDP review and update working session.
- ❖ Local Press Ads: MPC approved Developments, reminders to check for permit requirements.
- ❖ Many questions regarding uses of properties and with spring coming the office is busy with questions regarding fences, sheds, and other projects. Currently working on a land use bylaw amendment to add possible uses and propose changes.

## On-going projects

- ❖ Tamarack Lots – packages sent to local realtors and advertisement sent to Local Press. Sign installed.
- ❖ East-side Town owned consolidation project on-going. Awaiting Minister approval prior to 2<sup>nd</sup> and 3<sup>rd</sup> readings of the road closure bylaw.
- ❖ Industrial Land Project “Planning for Growth” – RFP closes May 3, 2018.



*Submitted by  
Tara VanDellen  
Development Officer*

# **Economic Development Officer's Report**

Town of Claresholm



April 19, 2018

Prepared by Brady Schnell for the Chief Administrator of the Town of Claresholm, and its Council.

Since my employment began on April 9, 2018 as the Economic Development Officer with the Town of Claresholm, I have been, and continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer. This report will provide a summary of regular economic development operations, as well as highlights and timelines for significant projects and opportunities for the community.

## **Economic Development Operations**

The first 10 days in office have been very productive, I am supported by a strong team of people in a positive working environment. The time spent with Justin allowed me to absorb information in a sensible order, and the speed at which I have made so many introductions through committees, site-visits, and emails, will be of great benefit. More recently, I spent 1.5 hours with Linda Erickson, Manager of Regional Economic Development Services for the government of Alberta. Her perspective has completed the picture from a macro point of view, and I am feeling confident that I will perform well in this position.

With the assistance of Doug Sedwick, shared IT Services staff, I changed all passwords, profiles, and answering services for the EDO Office. I have connected the laptop with the town office Wi-Fi and installed a driver for the main printer there as well. I have created a new online Onedrive account, which has been recommended by Doug as the preferred method of information back-up, given my location outside of the main town network.

I will be posting regular operating hours for the Business Growth and Development Center, open Monday to Friday, 8:00am - 9:00am, and 1:00pm-2:00pm. While I do expect to be available throughout most days, I hope that consistency in the early morning and after lunch, will improve my ability to connect with people.

## **Economic Development Committee:**

The EDC met on April 11, 2018. The minutes of the March meeting were approved and have been included for information.

There are currently four working groups, I am in the process of meeting with each of those groups to learn what has been done and identify the steps to be taken before the next EDC.

## **Signage Project**

I have gathered the final information requested by Can West Legacy Inc., to submit a permit application for the placement of the gateway signage. Because we are using 2 of the 4 existing concrete piles at both the north and south locations, we do not anticipate problems with the permit application. Chris Vasseur with Can West has unfortunately been out of office and will return on April 23rd.

An agreement to lease a billboard along the north highway entrance into Claresholm has been completed and our financial obligation begins July 1, 2018. The EDC will finalize the design at the May meeting. I have yet to review the agreement that was completed prior to me starting.

## **Industrial Land Study**

The Request for Proposal for will close in early May, at which time I will be working closely with the Development Officer to come up with a recommendation. At that point it is my understanding I will take lead on the oversight of the project and use the assistance and expertise of the Development Officer as needed.

Submitted,

Brady Schnell

Economic Development Officer

## FCSS April Report for Council

- New photocopier arrived!
- Sherry and Allison attended the Poverty Simulation in Vulcan- the day is designed for people to take the part of someone experiencing living in poverty and trying to maneuver the system to make a life. Very worthwhile project to participate in for people who work with low income.
- Attended the SNAPS session in order to have a special needs job shadow student at FCSS.
- Sherry and Barb worked at Women's Conference. Had about 70 women in attendance. Went very well with a lot of positive surveys. Will share the survey information when it is compiled.
- Worked on Annual Report for the government again. The report was returned for me to make a few adjustments on.
- Volunteer Appreciation was a success. We had over 200 people in attendance. Surveys were positive except for the line was too long for the food. Mayor MacPherson did an amazing job at presenting Citizen of the Year!
- Sorry this report is quite short. It has been a busy month getting ready for 2 very substantial events. More in depth will come next month.

# Infrastructure Services



**April 2018**

**TOWN OF CLARESHOLM**

**Mike Schuweiler**

**Director of Infrastructure**

### Airport

Still plowing snow on the runway and taxi strip as required with >100mm of snowfall or drifting. Inspections done weekly. Crack filling on the runway and taxi strip is needed this year. Line painting needs to be redone as well.

### Arena

The Town has overseen the demolition of the existing floor and boards and underground piping, as per the contract with the new floor installer. The Demo is complete and we have contacted the contractor advising that they can start 3 weeks earlier than they expected. The Fire Alarm system is not loud enough in dressing room #5 and the in main washrooms, according to the latest inspection for certification that must be done annually, so additional system devices will have to be installed as well as there is a ground fault in the system that we must find and correct.

### Buildings

Building inspections are done weekly with minor repairs completed as soon as possible and larger problems scheduled. Smoke detector batteries are changed when the time changes every 6 months. Furnace filters are replaced frequently to improve furnace performance. Inspection sheets for leased buildings have been mailed out to the operators and we have asked for their comments on the building's needs, condition and concerns.

### Cemetery

Nothing can be done until it dries up out there. There will be some stones to straighten as we try to do 50 – 60 yearly as time allows.

### Equipment

The Town's equipment pool is large and almost daily we have breakdowns in every department. Our mechanic is doing a fantastic job of keeping us moving. We are currently looking for a used service body truck to replace one existing unit.

### Garbage

Our collection program is working well. The alleys are quite a mess with snow and ice and have presented challenges this winter.

### Sidewalks

Sidewalk complaints are the main focus of the complaint dept. right now. The large amounts of snow to melt are collecting on the sidewalks as the gutters are full of snow and ice. This problem is compounded with the frozen ground heaving and drainage slopes reduced in most areas right now.

### Streets

Potholes will be the focus until the frost has come out completely. The Town's engineering for 2018 budget items has been put out for pricing, and 3 proposals have been received. MPE engineering, Associated engineering and ISL engineering all from Lethbridge have submitted pricing to look after our local paving projects this year and ISL was the low bidder.

### Sanitary Sewers

Flushing of our problem areas in Town, is done monthly where blockages have been experienced. The semi-annual sewer flushing of the entire Town will be started in May, this will take the next four weeks to complete. A resident on 51<sup>st</sup> Ave, East, has requested that the Town replace his sanitary sewer service from the main to the property line. With a video inspection it was determined that it is not working properly. This is at the homeowners cost, as they own the service line to the sewer main. PW crew will schedule as soon as the frost is out of the ground.

### Water Distribution

One water leak was reported on 53 Ave. West. It was determined that the leak was on the homeowner's service line after the curb stop. This will be the homeowner's responsibility to repair. We will be monitoring and assist if needed. A property owner

has paid for new services to be installed to his lot, this will be done as soon as the frost is out. Valve replacements will be under way as soon as frost is out of the pavement.

### **Storm Water Drainage**

Frozen storm sewer lines have been unthawed and clearing of catch basins is ongoing weekly. Work has started on the 8<sup>th</sup> street drainage ditch project, the overhead power line is being removed and underground cable will be installed. Then the ditch will get excavated to grade and the remaining utilities will be installed after the ditch is dug. The melting was faster than predicted and minor flooding was localized around 8<sup>th</sup> St. west. No property damage was reported. Pumping was ongoing for low areas over the weekend and most of the week.

### **Parks**

Pathways are cleared through parks as well as sidewalks next to public property. This process takes approximately 6 hours every day and longer if snow is deep or large drifts are present.

### **Recycling**

Proposals have been collected for consideration for the continuing disposal of our recycling materials. This was referred to FIPC for decision.

### **Staff**

No issues to report. Hiring for summer help and the gardener position has been advertised for the next couple of weeks and interviews will be scheduled shortly after.

# CLARESHOLM RECREATION

March & April 2018



**MICROSOFT**

Authored by: Denise Spencer

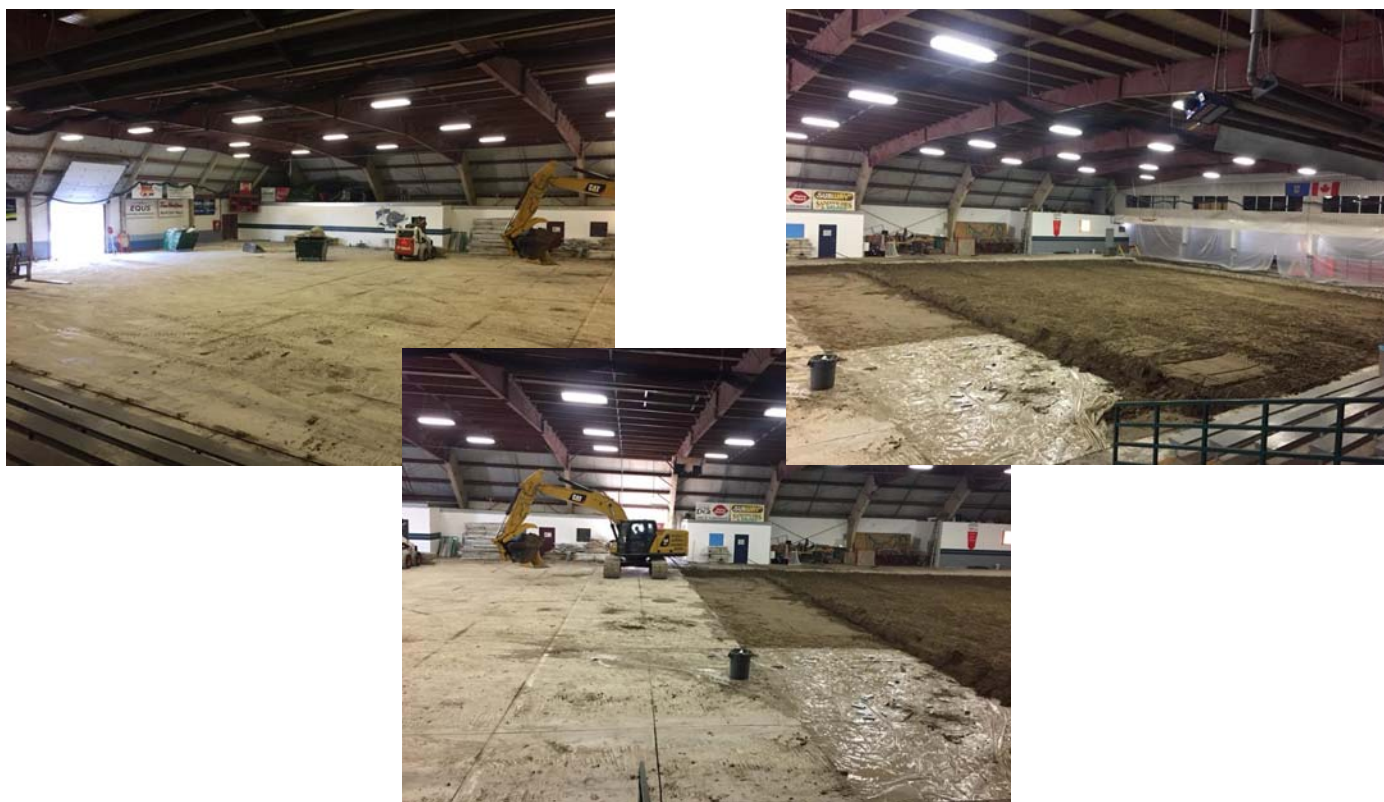
# CLARESHOLM RECREATION

## Arena

On March 19 the Town Crew started the process of removing the ice, and then boards. The crew removing the cut concrete slabs of the floor, and dirt and debris left behind was an absolute testimony of team work. With back hoe, to zoom boom, to bobcat, dump truck and semi-truck, they worked in tandem to get this phase accomplished. The removal of the boards and arena floor slab was finished ahead of the scheduled April 13 deadline.

- 602 hours (approx.) have been put into the floor removal and base as of April 10
- 15 crew (included Community Members, Town staff and volunteers)
- Equipment; 2 dump/gravel trucks, 1 semi with trailer, 2 back hoes, 1 packer, 1 Zoom Boom, 1 concrete cutter, 2 bobcats, shovels, rakes, brooms and manpower

The Town crew has since worked hard to ensure the sand base is ready for the next phase of the project.



- Removal of the counter in the Arena Lobby
- Arena personnel has discussed ways to revamp the lobby of the Arena. This plan will be forthcoming
- Arena Users Meeting is scheduled April 24, 2018 7pm at Council Chambers. The Arena personnel have some ideas to have a smooth transition for the 2018-2019 season

## CAC- Claresholm Aquatic Centre

- 3 new Lifeguards have been hired, 2 have April start dates, 1 will start in June. All guards will start as junior guards.
- Kraken Swim Club have the pool booked for a Swim Workshop May 12 & 13. This has resulted in a shared pool space from 12-1pm on the Saturday & Sunday, with the Kraken Swim Club having 3 lanes booked, and 2 available for fitness and Family swims

- Our Junior Lifeguard Vikings Club competed in Lethbridge at the Maxbell Aquatic Centre on April 14 & 15 for the AB / NWT Lifesaving Provincial Championships and Jr Games. Our 18 swimmers achieved 42 Best Times, 19 Medals (5 Gold, 4 Silver, and 10 Bronze) and one Provincial Record by our International Competitor. 288 Athletes from all over Alberta and North West Territories Attended the Competition.
- CALA, (Canadian Aquafitness Leaders Alliance) are here April 27 & 28 with a customized workshop for our Centre, and Community Integrated programming. We currently have 6 people who are not employees registered for this event.
- The Claresholm Firefighters hosted their training session March 21, 2018 from 7-8:30pm. One of our senior Lifeguards lead the session which included our Canoe, Kayaks, and had a firefighter jump in with full gear.
- Registrations for spring & summer are still going strong.
- Price changes are set to change May 1<sup>st</sup>, 2018. The till will be reprogrammed Monday April 30, at 8pm.
- The May & June public schedule is now available.

**CLARESHOLM AQUATIC CENTRE**  
 Phone 403 625-2172  
 Swim Line 403-625-3071  
 212 Fairway Dr. West  
 Claresholm Rec on Facebook

## MAY & JUNE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>FITNESS SWIM</b> (Lane Swim)	6-8am 11:30-1pm 8-9pm	6-9am 11:30-1pm 8-9pm	6-8am 11:30-1pm 8-9pm	6-9am 11:30-1pm 8-9pm	6-8am 11-1pm 11-12pm <i>During Discovery Days!</i> May 4, 11, 25 & June 1	12-1pm <i>May 12,</i> <i>1-2pm</i> <i>shared with Family Swim</i>	12-1pm <i>May 13,</i> <i>1-2pm</i> <i>shared with Family Swim</i>
<b>AQUAFIT</b>	8-9am 1-2pm		8-9am 1-2pm		8-9am 1-2pm	<b>CLOSED</b> <b>MAY 21, 2018</b> <b>Victoria Day</b>	
<b>CLASSIC FIT</b> <small>SENIORS PROGRAM</small>		11-11:30am (Seniors)		11-11:30am (Seniors)		<b>OPEN 2-4PM</b> <b>CANADA DAY</b>	
<b>PARENT &amp; TOT FUN SWIM</b>	11:30-1pm	11:30-1pm	11:30-1pm	11:30-1pm	11-1pm		
<b>TOONIE SWIM</b>	3-4pm 7-8pm	3-4pm 7-8pm	3-4pm 7-8pm	3-4pm 7-8pm			
<b>PUBLIC SWIM</b>	<b>KRAKEN SWIM MEET</b>				2-4pm	2-4pm Free Swim	2-4pm
<b>FAMILY SWIM</b>	<b>JUNE 8, 7AM-9PM &amp; JUNE 9, 7AM-5PM</b>					1-2pm	1-2pm
<b>POOL RENTAL</b>	<b>POOL NOT OPEN FOR PUBLIC USE</b>				5-7pm	4-6pm	11-12, 4-6pm
	<b>"Lets get KRAKEN!"</b>						
<b>SWIM CLUB</b>	4-6pm	4-7pm	4-6pm	4-7pm	4-6pm	May 12 12-2pm	May 13 12-1pm
<b>CCMHA</b>	6-7pm	1-2pm	6-7pm	1-2pm			

**FOR UPDATES, PROGRAM GUIDE, INFORMATION PLEASE CHECK OUT CLARESHOLM REC ON FACEBOOK, OR CLARESHOLM.CA FOR GUIDE, INFO OR COMMUNITY CALENDAR**

### PARENT AND TOT LESSONS

MAY 8-17 \$25 a month to 3 years  
 TUESDAYS & THURSDAYS 1:30-3:00 pm  
 This program is an introduction to water and water safety through play. Includes the new Lifesaving Society Caregiver Supervision Workbook \*MINIMUM OF 4 REGISTRANTS

### SUMMER SWIMMING LESSONS

8:45-9:45 SWIMMER 5 & 6 \$50  
 JULY 2-6, JULY 16-20, JULY 30-AUG 3, AUG 20-24  
 8:00-9:45 ROOKIE, RANGER, STAR \$55  
 JULY 9-13, JULY 23-27, AUGUST 13-17  
 9:45-10:30 SWIMMER 3 & 4 \$42  
 9:00-9:45 SWIMMER 2 \$42  
 9:45-10:30 SWIMMER 1 \$42  
 10:30-11:15 PRESCHOOL 3 & 4 \$36  
 10:30-11:00 PRESCHOOL 2 \$36  
 11:00-11:30 PRESCHOOL 1 \$36  
 11:30-12:00 PRIVATE LESSON \$17.50 PER 1/2 HR

### CLASSIC FIT

TUESDAYS AND THURSDAYS 11:00 - 11:30 am  
 20-30 minute workout, ideal if you're just starting to exercise, have lower mobility, or need rehabilitation due to an injury or surgery. Use our 30 punch pass for value!

**PRICE CHANGES COME INTO EFFECT MAY 1ST MORE INFO ON CLARESHOLM.CA OR CLARESHOLM REC ON FACEBOOK**

PRICES	DROP IN	10 PASS	3 MONTH
Under 3	Free	Free	Free
Child 3-7	\$2.00	\$14.00	\$28.00
Youth 8-17	\$3.25	\$28.00	\$56.00
Adult 18-54	\$5.50	\$48.00	\$96.00
Senior 55+	\$4.00	\$34.00	\$62.00
Family*	\$12.00	\$96.00	\$192.00

\*A family is immediate family with a maximum 2 adults. Up to 4 children, 6 in total.

**MAY 1-31 PASS SPECIAL**  
**SUMMER 3 MONTH PASS**

**Students 8-17 \$42.00**  
**Adults 18-54 \$72.00**  
**Family\* \$150.00**

\*A family is immediate family with a maximum 2 adults. Up to 4 children, 6 in total.  
 Seniors passes are always offered at a discounted rate

**ADVANCED COURSES**

Bronze Medallion and for Cross August 8-11 \$130 BM, \$125 BC or \$225 for Both  
 National Lifeguard June 1-3 and 22-24 \$300  
 \*Must have Bronze Cross & First Aid CPR C  
 Lifeguard and Swim Instructor July 9-13 \$300  
 \*Must have Bronze Cross & First Aid CPR C  
 Please contact the pool to register 403-625-2172

**AQUAFIT**  
 (Drop in \$5.50)

MONDAY, WEDNESDAYS, & FRIDAYS  
 8:00-9:00 am OR 1:00-2:00 pm  
 May 2-30, \$42 \*not May 21  
 June 1-29, \$45.50  
 July 2-30, \$45.50

**BOOTCAMP** Starts again August 28

**STANDARD FIRST AID & CPR C**  
**May 26-27, 8am-4pm \$125.00**

**BIRTHDAY PARTIES**

The Birthday Child is free, the other children under the age of 12 are \$1.00 each

**POOL RENTALS**

Fridays & Saturdays 4pm-6pm  
 Sundays 10am-12pm & 4pm-6pm  
 75 people or less: \$85.00/hr  
 76- 124 People: \$170.00/hr  
 125-200 People: \$225.00/hr  
 Book your rental early to ensure the date is available.  
 \* Rental Fee is due when booking rental

**POOL RULES**

All children 7 years old and younger must be accompanied in the water by someone 14 years old or older, & within arm's reach.

Please obey the Lifeguards  
 Lifejackets are mandatory on children if your group has more than one under the age of 7.  
 Proper swim wear is required  
 Anyone with an infectious condition is requested not to enter the pool.  
 Please lock up all belongings; we are not responsible for lost or stolen articles.

**KEY LOCK RENTALS**  
 (Men's and Family Lockers)  
 \$5.00 to rent a lock  
 \$4.50 is refunded when lock is returned.  
 Ladies Lockers are 25¢

**LOCKER RENTALS**

Small Locker: \$5.00/month  
 Large Locker: \$8.00/month

**STAY INFORMED! FOLLOW US ON FACEBOOK OR VISIT US AT WWW.CLARESHOLM.CA**

**SNAPS-Youth Conference & Work Shadowing Event**

Denelle and myself had the pleasure of having 2 young men come to the facility to work with us. We thought the challenge would be to keep them engaged, turned out we had more than enough to keep them busy.

- Toured the Claresholm Centre for Mental Health and Addictions, spoke about the different areas of the centre (Horticulture, car detailing shop, wood shop) Dan from the wood shop gave us a tour of the woodshop, and explained his role.
- Toured the downtown, and interacted with different businesses (realty, newspaper, Creative Industries, Widescreen Media, Town Office) in the capacity of Recreation Director. Everyone we interacted with was willing to give a short explanation about what they do in their position. Todd from Widescreen Media gave us a demonstration of his embroidery machine.

- At the pool we went over our roles, one student helped edit the schedule. Both students worked with us to paint on the windows for ½ an hour. They were shown how to let people in the doors, and both had the opportunity to join an Aquafit Class for an hour.
- Denelle walked her student around the pool area and discussed the different roles and responsibilities within the pool regarding guards and instructors and the safety & risk aspects involved
- One of the items that I stressed was that Recreation is not just about sports, it can involve a number of pursuits that can be active and fun, or even hobbies. We also talked about how a position with the Town doesn't involve one set job, there are a variety of responsibilities that are part of the package.
- The experience was well worth it.

#### **Pickleball**

- Stats from October 20-March 22 have an average of 11 people per session
- Irene Leeds is in talks with the West Meadow Elementary School to store the equipment there

#### **Skatepark**

Skateboard Park meeting was April 12, 2018. We are going to set up a society called "Claresholm Skatepark Association" and will work towards getting funding before our society status is in effect. Newline Skate had advised us that it is possible to apply for grants as an Association, this is being investigated further. The goal for the Skatepark is to be complete for the 2021 Southern Alberta Summer Games that may be held in Claresholm that year.

#### **Southern Alberta Summer Games**

- SARA board meeting, (Southern Alberta Recreation Association), May 2, Taber Alberta
- On April 13, 2018 the Town of Claresholm received a letter from the Co-chairs of SARA, with the understanding that Claresholm has a bid in for the 2021 Southern Alberta Summer Games. This bid will be evaluated as there is a new application process in the works.



# Claresholm

## UTILITY SERVICES REPORT

APRIL 2018

3700 8<sup>th</sup> Street West

Work# 1-403-625-3100

[brad.burns@claresholm.com](mailto:brad.burns@claresholm.com)

Box 1000 T0L-0T0

Cell # 1-403-625-1687

[www.claresholm.ca](http://www.claresholm.ca)

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- VALARD onsite working on electrical service relocation.
- CHAMCO onsite to work on Sullair compressor issues.
- Over land flooding around the water plant is not a concern at this time as there was no risk to infrastructure.

### Over Land Flooding Around Water Plant Grounds



## ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

## MEETINGS

- Bi-weekly management meetings.
- Emergency Preparedness course.
- Foothills SNAPS youth employment conference information session.
- MPE VTSCADA feature demonstration and preliminary meeting.

## SAFETY

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm sensor email, text message and call out monthly.
- Check emergency lighting monthly.

## CHEMICAL

- Transfer chemicals to day tanks as.
- Changed gas chlorine bottles.
- Order and delivery of chemicals.

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.

## AIRPORT PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Test backup domestic water supply motor and pumps monthly.

### UFA RESERVOIR

- Check SCADA links, electrical components and telemetry equipment weekly.

### WEST WATER PLANT (decommissioned)

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

## WATER DISTRIBUTION

### UNIVERSAL METERING

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

### GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Haloacetic Acid samples sent to lab for testing.
- Total Trihalomethane samples sent to lab for testing.

### TOWN OF GRANUM/SUPPLY LINE

- No Issues to report.

### METER VAULTS

- Check acreage meter vault bi-weekly.
- Check Granum meter vault bi-weekly.
- Check South Booster station vault weekly.

### DISTRIBUTION LINES

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

# LAGOON AND WASTE WATER COLLECTION

## GOVERNMENT COMPLIANCE

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

## HARVEST SQUARE LIFT STATION

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

## LAGOONS

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Infiltration due to overland flooding, home owner's sump pumps and weeping tile hooked directly into the town sewer system has increased flow to the lagoons.

### Over Land Flood Water East Of Lagoons Looking Toward Outfall Line Near Control Vault 1



# RAW WATER SUPPLY

## PINE COULEE RESERVOIR

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1049.48 geodetic meters.

## RAW WATER STORAGE RESERVOIR

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 5332mm
- Check blowers to lake daily.

## GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.



# INFORMATION BRIEF

Meeting: April 23, 2018

Agenda Item: 12

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Legal drafting lease agreement and transfer agreement.	In progress
Regular Scheduled Meeting - February 12, 2018				
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions to be held June 22, 2018	In progress
Regular Scheduled Meeting - March 26, 2018				
4	Bylaw #1642 - Moved by Councillor Courage to give Bylaw #1642, regarding Sanitary Sewer Borrowing, 1st Reading. CARRIED	Blair	On the April 23rd Agenda for 2nd & 3rd reading	Complete
Regular Scheduled Meeting - April 9, 2018				
1	BYLAW #1640 - Moved by Councillor Courage to give Bylaw #1640, a Land Use Bylaw Amendment, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1640, a Land Use Bylaw Amendment, 3rd and Final Reading. CARRIED	Karine/Tara	Bylaw printed & signed, copy sent to ORRSC to update map.	Complete
2	BYLAW #1641 - Moved by Councillor Carlson to amend Bylaw #1641 to change the title to the "Council Code of Conduct" and to remove the word "the" from Section 2.1 (e). CARRIED Moved by Councillor Schlossberger to give Bylaw #1641, regarding Council Code of Conduct, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
8	CORRES: Workers Compensation Board Alberta - Referred to Administration to acknowledge the National Day of Mourning on April 28, 2018.	Mike	Flags will be lowered to half-mast	Complete
10	CORRES: Porcupine Hills Classic Cruisers - Moved by Councillor Courage to allow the Porcupine Hills Classic Cruisers to host their event at the Centennial Park Ball Diamonds on August 12, 2018. CARRIED MOTION #18-054	Karine	Letter sent	Complete
11	CORRES: Claesholm Lions Club - Moved by Councillor Schlossberger to support the fireworks moving from Canada Day to the Winter Festival going forward. MOTION #18-055	Karine/EDO	Letter sent	Complete

13	RFD: 2018 Updated Budget - Moved by Councillor Schulze to approve the Updated 2018 Operational and Capital Budgets as presented. CARRIED MOTION #18-056	Blair	Updated & Signed Budget posted to the website and updated in accounting software for reporting	Complete
14	BYLAW #1643 - Moved by Councillor Moore to give Bylaw #1643 regarding the 2018 Mill Rate 1st Reading. CARRIED	Blair	Will be presented at the next Council Meeting for 2nd & 3rd Reading	Complete
15	RFD: Policy #GA 04-18 - Moved by Councillor Schlossberger to adopt Policy #GA 04-18 regarding Miscellaneous Fees & Facility Rent effective April 9, 2018 with the Paper Statement Admin Fee to come into effect September 15, 2018. CARRIED MOTION #18-057	Karine	Policy distributed	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 20, 2018

---

# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

**March 23, 2018**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Donna Courage - Council Member  
Sharon Galbraith - Member-at-Large  
Jeff Kerr – Member-at-Large (Vice-Chairperson)

**Regrets:** Doug MacPherson – Mayor

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

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

---

<b>8:32 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt Agenda by Sharon Galbraith CARRIED</b>
------------------	--	---

---

<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes by Jeff Kerr</b>
<ul style="list-style-type: none"><li>February 9, 2018</li></ul>	<b>Seconded by Councillor Courage</b>
	<b>CARRIED</b>

---

<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Jeff Kerr</b>
	File: D2018.015 Applicant/Owner: Aidan McKibben Civic: 112 53 Ave West Legal: Lot 16-18, Block 86, Plan 147N Regarding: Home Occupation - Taxidermy	<b>Seconded by Councillor Courage</b>
		<b>CARRIED</b>

---

<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to Adjourn By Councillor Courage</b>
	File: D2018.017 Applicant: GDM Electric Ltd Owner: Glen & Diane White Civic: 5041 7 St West Legal: Lot 14, Block 3, Plan 731014 Regarding: Home Occupation - Electrician	<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

---



# **MUNICIPAL PLANNING COMMISSION MINUTES**

**March 23, 2018  
Town of Claresholm – Council Chambers**

---

**Item 3: DISCUSSION      LAND USE BYLAW AMENDMENT      Taken for information**

---

**8:59 a.m.**

**Motion to adjourn  
Sharon Galbraith**

**CARRIED**

---

Next meeting date: April 13, 2018

# CLARESHOLM SENIORS' DROP-IN CENTRE

RECEIVED  
APR 10 2018

5009 - 2nd Street East; P.O. Box 1518

Claresholm, AB T0L 0T0

403-625-2877

March 20, 2018

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

Dear Sirs:

RE: 2017 Board of Claresholm Seniors' Drop-In Centre

We confirm that the new Board members for the 2017 year are as follows:

Laurie Butler--President  
Kathy Davies--Vice President  
Dianne Yarmoloy--Secretary  
Jackie Clark--Treasurer

Directors: Karen Arnold, Edwin Friesen, Darleen Friesen, Ed Hood,  
Eileen Jones, Mike McAlanon, Evelyn Savell and Norma Waddell

Please update your records. Thank you.

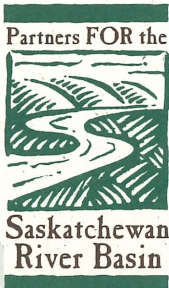
Yours very truly,

**CLARESHOLM SENIORS' DROP-IN CENTRE**



**Laurie Butler, President**

dey



Partners FOR the Saskatchewan River Basin

Managing Partner: Meewasin Valley Authority  
402 Third Avenue South, Saskatoon, Saskatchewan S7K 3G5  
Telephone: (306) 665-6887 or 1-800-567-8007  
Facsimile: (306) 665-6117

Email: [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca)  
Web Site: <http://www.saskriverbasin.ca>

RECEIVED

APR 09 2018

March 28, 2018

Town of Claresholm  
221 - 45 Avenue West, P.O. Box 1000,  
Claresholm, AB T0L 0T0

Partners FOR the Saskatchewan River Basin (PFSRB) would like to thank you for your generous support. **Your membership and financial support is instrumental in realizing our mission.** Your support enabled us to continue our work in building awareness and knowledge of water issues, research, and solutions in the Saskatchewan River Basin (SRB).

PFSRB has been promoting watershed stewardship and sustainability of the SRB since 1993. The SRB is an international watershed that includes the three Prairie Provinces and a small portion of Montana. It contains the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers. PFSRB is the only non profit, non-governmental organization with a mandate to promote watershed sustainability across the entire Saskatchewan River Basin.

Below are just a few activities and products we were able to produce with your support. Our popular educational board game, Moopher's Amazing Journey to the Sea, has been transformed into a tri-lingual version now incorporating Michif and Cree language into the game. We developed partnerships with both the Gabriel Dumont Institute and the Saskatchewan Indigenous Cultural Centre to complete this work. As always, there is no charge for receiving the game, although assistance with postage is always welcome. Please contact our office to request your copy.

We held a successful conference in October in Leduc, Alberta on water quality and transboundary issues in the Saskatchewan River Basin. Our next conference will be held October 1 to 3, 2018 in Saskatoon, Saskatchewan. The theme for this year's conference is "The Dammed Rivers!" The conference website is [www.dammedrivers.com](http://www.dammedrivers.com) and as more information becomes available, the information will be posted here, as well as on our organization's website and Facebook page.

As added benefit to your membership, we are now offering a \$25.00 discount to members on conference registration fees. In addition, PFSRB is currently undergoing some changes and you can expect there to be more opportunities available to members over the coming year. Your continued support is greatly appreciated. Please find a membership form enclosed.

Sincerely,

Lis Mack  
Manager

Enclosure



RECEIVED

APR 06 2018

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643  
Email: [safetyctr@abfarmsafety.com](mailto:safetyctr@abfarmsafety.com) Website: [abfarmsafety.com](http://abfarmsafety.com)

March 29, 2018

Mayor Doug MacPherson  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

The Town of Claresholm's contribution of \$300.00 received on March 7, 2018 was very much appreciated by the Farm Safety Centre. Find official tax receipt #919 enclosed.

These funds will be used to deliver farm safety presentations to children attending rural and remote schools across Alberta, during the last few months of the 2017-2018 school year, which is the 20<sup>th</sup> consecutive year of program delivery in Alberta. The generosity of many, many contributors continues to make this possible and we are grateful for each and every dollar donated.

The mandate of our not-for-profit organization is to reduce injuries and fatalities in rural Alberta. Often youth, especially younger children, are not fully aware of the many potential hazards presented by rural living. Increasing their awareness and ability to make informed personal safety decisions is extremely important.

The power of this program comes from consistent, reinforced, face to face sharing. Hundreds of rural schools allow time for this program each year because they hear of the close calls and near misses and recognize the importance of their students receiving consistent best practice safety messaging.

For the first time in its 20 year history, our in-school Safety Smarts program was externally evaluated during the 2016-2017 school year. We feel the evaluation outcomes validate our farm safety extension efforts and illustrate their impact on individuals. The full evaluation report can be found on our website.

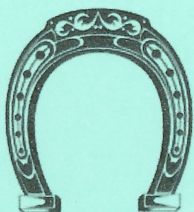
The Farm Safety Centre believes that teaching children is a wise investment in our future. Influencing their personal attitudes and actions as they grow and mature will pay significant dividends as they move forward and become our decision makers of tomorrow.

We are also pleased to recognize your support on our website: [abfarmsafety.com](http://abfarmsafety.com) – in: Supporters 2018. Thank you again for making the safety of our rural children a priority.

Sincerely,

Laura Nelson  
Executive Director  
Farm Safety Centre

FOR YOUR  
SPONSORSHIP &  
SUPPORT



shutterstock - 212436163



---

*THANK YOU*

- Carter Wilson Payton Wat  
Conneril

Reed Wilson

Cooper Bezak  
Taylor Cyr

Jasna  
Willow  
Shelby Kingsmith

Kasha  
Colson

Mandy Cyr

Paisley  
Sutton

Maybry

Sierra

Blade Bezak

James Penner

pepper

Thank you!

From: Claresholm Rodeo Club





# Claresholm & District Chamber of Commerce Executive Meeting Minutes

**Monday, March 19, 2018**

**Present:** Amanda Zimmer, John Corlett, Betty Fieguth, Brad Toone, Mike Thrun, Justin Sweeney, Lorraine Norgard, Brad Schlossberger, David Richardson, Shauna Anderson, Todd Buhmiller, Tony Walker  
Lauren Billey and Keith Armstrong

**Absent:** Lori Beazer

## 1. Call Meeting to Order

Amanda Zimmer called the meeting to order at 5:07 p.m. and thanked everyone for coming. She is very enthusiastic to make a new image of the Chamber.

## 2. Acceptance/Additions to Agenda

The agenda was accepted as presented on a motion made by Betty Fieguth, seconded by Mike Thrun, Carried.

## 3. Approval of Minutes

Tony Walker moved the minutes of February 12, 2018 Executive meeting be accepted as presented, seconded by John Corlett, carried.

## 4. Treasurer's Report

The Treasurer's Report was presented at the AGM last week, so nothing new to present today.

### 4.1 Donation for Claresholm Food Bank from Trade Fair

We collected \$45 at the door in coin for the Claresholm Trade Fair. Betty Fieguth moved that we donate \$100.00 above that to the Claresholm Food Bank. Seconded by Todd Buhmiller, carried.

### 4.2 Set Budget 2018

We cannot set a budget as there are many new projects proposed (see below) for the Chamber, which haven't been determined. We will need to accept projects first before we can set a budget. Tabled

## 5. Committee Reports

### 5.1 Business Awards

Everyone agreed that the Chamber needs to focus on Business Awards which will be presented Small Business Week in October. Lorraine will find and distribute what was previously discussed by Chamber last year, and we will go forward from there in planning. April

### 5.2 Set up Committee for "Welcoming News Businesses"

Amanda attended grand openings for Widescreen Designs and Sparta House today, and pictures were posted on our Facebook page. Amanda reviewed 2005's information package that used to be distributed to new businesses. Regarding Chamber benefits. We identified that this package now needs to include day care and day home availability, map of Claresholm, our regular brochure and our membership form.

Discussion on “what is our vision” and an information sheet answering “what will the Chamber do for me?” Suggested coupons to show who shopped at your store; these would need a way to track and date. Lengthy discussion regarding a “member to member” program, monthly newsletter with various discounts offered in it and other options. There were approximately 40 new businesses in Claresholm last year which includes home-based and otherwise, plus eight regular businesses. For further discussion and lots of work to go into it as we get organized.

Tabled

## 6. New Business

### 6.1 Museum Grant Update

Discussion was previously held as to what was bought with the dollars for the Museum with the two grants. Justin has the final report and will review what was done. Lorraine to ask both Grants committees what was rejected and at what cost so we can determine if any of the assets were paid for with Chamber money

April

### 6.2 Monthly Community Calendar

Tony had let the Claresholm Local Press know that we would participate in this for three months until a new Executive was elected, and that the new board would make a further decision.

May

### 6.3 Membership Renewals Update

Lorraine presented renewed members to date. Second notices have gone out to those who have not yet renewed or replied. We will review monthly. Agreed that in May we do a door-to-door drive for renewals and/or new members.

April

### 6.4 Citizen of the Year

Amanda reported that the Claresholm Local Press has agreed to take on the Citizen of the Year award and FCSS will be responsible for Junior Citizen of the Year. These awards will be presented on April 18 at FCSS Volunteer Award Evening.

### 6.5 Meeting Schedules

After much discussion Shauna Anderson moved that the Executive meetings be held the first Friday of each month at 5:30 pm at the EDO's Building, starting April 6. Seconded by John Corlett, carried. We will have to discuss routines for General Membership meetings with the general membership to determine those meetings.

### 6.6 Volunteer Appreciation Evening

Lorraine let everyone know that the Chamber is invited to attend the FCSS Volunteer Appreciation Evening on April 18 at the Community Centre. She will need to know how many are coming in order to RSVP to FCSS.

April

## 7. New Business

### 7.1 Roles & Responsibilities

Lorraine circulated a copy of the current ByLaws. Amanda feels we need clearer description of roles and responsibilities of Board members. This will be something to work on.

April

### 7.2 Chamber Training from Alberta Chamber of Commerce

There is comprehensive training available from ACC and it was identified by the previous Board that we would appreciate that. Lorraine will contact Tracy Acorn and Leo Durand to coordinate this.

Lorraine

7.3 Virtual Inch Services/Contract

Amanda reviewed what services are offered with our contract with Carrie Anderson from Virtual Inch. Lauren Billey is able to focus on our Facebook page, but not enough time to learn and do our website work as well. Donna was updating our website, but there is a lot of information to be caught up. Amanda will discuss further with Carrie as to what she can do for us. Todd Buhmiller volunteered to help with the website as well. April

7.4 Event Protocol/Procedures

Amanda would like to see us define event protocol and procedures. We do have manuals on "how to" for the last Mexican Fiesta and the Trade Fair. Another project to formalize. April

7.5 Events & Dates

All agreed we need to determine our events in advance and be prepared to hold them successfully. We also need to focus on events that promote and enhance our business members, not just create more socialization events. For further discussion and determination such as May Day, Mexican Fiesta, Fair Days (not beer gardens), Feast of Claresholm, Business Awards, Old Fashioned Christmas, Parade of Lights, Trade Fair, Election Forum 2021.

Everyone agreed it is too late for the Easter Eggstravaganza and although it was fun, it didn't benefit our members. Agreed not to hold May Day (again children driven, not business member exposure). Continue with Mexican Fiesta. Brad Schlossberger agreed to ask Marian Carlson if the Town would pick up the costs of Election Forums. Brad S

All Chamber events need to be thought out and planned in regards to fundraising, costs, hours to host, benefits to our business members (or not), etc. For further examination and determination in April. April

7.6 Use of EDO Office

The Town has expressed a possible offer to the Chamber to use one of the offices in the EDO's Building for storage and office space for meetings, etc. If we were to agree, our request would have to go forward to Council for approval. Lauren Billey moved and Shauna Anderson seconded that we request use of one of the offices in the EDO Building. Carried.

7.7 Storage

We have majority of our supplies in the storage shed at M&P Trailers, however no one is clear as to what all is in there, and we will need to clean it out and determine what needs to stay and also know what we have that can be benefitting our events. All

7.8 Survey Monkey

Amanda described how this program could be used to pass on information to our general members, ask them questions/feedback, etc. None of us know how to use it. Amanda will get more information from Carrie on it. April

7.9 Marian Carlson's Offered Assistance for Sourcing a Vision Building Sessions and Reviewing Existing Plan

Marian Carlson who has offered to work with the Chamber. For further discussion. April

## 7.10 ByLaw Review

ByLaws were distributed to each Chamber Exec. Tabled

### 7.11 Executive Handbook

Kristina our summer student did create an Executive Handbook, which had been previously identified as needed. Tony Walker just received his copy tonight and he will review and bring back to next meeting for discussion April

### 7.12 Inventory/Asset List

Amanda would like to see the Chamber have a recorded list of inventory and assets. Tabled

### 7.13 Learning Sessions

Amanda suggesting learning sessions on Cannabis & Your Business, Employment Standards Refresher, Small Business Booster (community future classes *Jeff Mowat May 3 in Fort Macleod, Customer Service Specialist*), etc. For further discussion and determination. Tabled

### 7.14 Gift Cards

Tabled for next meeting. Tabled

### 7.15 Vacant Director's Role

Lorraine let everyone know that Karen Needham rescinded her position as director, but clearly offered to continue helping in the many ways she has in the past.

## 8. **Next Meetings**

### 8.1 Next Executive Meeting

Friday April 6 at 5:30 p.m., at the EDO's office, trying new routine of first Friday of each month.

### 8.2 Next General Membership Meeting

Wednesday, April 18 at 12:00 noon at Casa Roma. We will ask the membership to review a new routine of monthly meetings.

## 9. **Adjournment**

Todd Buhmiller moved the meeting be adjourned at 7:15 p.m.



**Claresholm & District Chamber of Commerce**  
**REGULAR GENERAL MEETING**  
**MINUTES**

**Wednesday March 14, 2018**

**Grandma's Kitchen at Journey's Centre, Claresholm, AB**

**Present:** Tony Walker, Lorraine Norgard, Brad Schlossberger, Brad Toone, Santanna Thom, Marilyn Curry, David Richardson, Keith Armstrong, Karen Needham, Amanda Zimmer, Kieth Carlson, John Corlett, Justin Sweeney, Kerry Hart, Lindsay Walker, Lori Beazer, Shauna Anderson and Jacquelyn Walker.

**Guests:** Eleanor Kenzie, Darla Slovak, Heidi Ferguson, Rob Vogt, Judith Sweeney, Barbara Livie.

**1. Call Meeting to Order**

Tony Walker welcomed Amanda Zimmer as President to the Chamber. Amanda called the meeting to order at 8:25 p.m.

**2. Agenda**

The agenda was amended to include items #5.1 Post Cards, and #6.2 Easter Extravaganza. Motion made by Jacquelyn Walker, seconded by Karen Needham to approve as amended. Carried.

**3. Minutes**

The minutes from February 21, 2018 were accepted as circulated on a motion made by Tony Walker, seconded by Lori Beazer, carried.

**4. Treasurer's Report**

**4.1 Financial Reports**

Lorraine presented and moved acceptance of her reports for January 1, 2018 to March 14, 2018, seconded by Kerry Hart. Carried.

**4.2 Signing Authority**

In order to update signing authority for current Executive, Lorraine Norgard moved that we remove Donna Courage from having signing authority and add Amanda Zimmer to have signing authority. Lorraine Norgard and John Corlett's names will remain having signing authority. 2 of these three will be required to sign each cheque. Seconded by Marilyn Curry, carried.

**5. Old Business**

**5.1 Post Cards**

Amanda Zimmer and Lauren Billey reviewed their proposed plan for post card competition to be open to the public and decide on top 5 choices by voting. Theme would be "My Claresholm". Suggested to print 100 of each of the five winning cards. Motion made by Amanda Zimmer to award five \$75.00 prizes, seconded by Brad Toone. Carried.

Stores could purchase postcards from us at cost. As well we could have them on the kiosk for the tourism project. Darla Slovak said she would sell them at her store for sure as is asked for postcards. Amanda had a quote from Claresholm Local Press for \$250 for printing them which includes set up.

For further discussion at the April meeting, including whether to have them pre-stamped.

**April 2018**

Keith Armstrong mentioned that Canada Post will make special postage stamps as well. He will find out more on that for the April meeting. Todd Buhmiller suggested we could have a competition for kids to draw for the stamps.

**April 2018**

## **6. New Business**

### **6.1 Set Schedule for Monthly Meetings (Members' Feedback)**

There has been much talk around poor attendance at meetings and many cannot attend at noon as are running their businesses. Everyone was asked to think of what works best for them in order to be able attend regular meetings, and discuss at next regular meeting in April.

### **6.2 Easter Extravaganza**

With Easter in two weeks, it is too late to organize the event. As well we have previously discussed that although it is a fun event, it really does not promote our businesses/members of the Chamber. Shauna Anderson moved to not hold this event in 2018 and all events/projects will be reviewed by the new Board. Seconded by Todd Buhmiller. Carried.

### **6.3 Basketball Announcement**

Rob Vogt reminded everyone of the basketball tournament in Claresholm this weekend, starting this Friday.

### **6.4 Positive Promotion of Chamber**

Heidi Richardson has two businesses in town and has not had good vibes or enticing information of why she should join the Chamber, and finds it a negative impact. We all realize of past problems and actions, but we cannot change the past. We realize we need to refocus and rebuild the Chamber, and that it is up to EVERYONE to put their best foot forward and move on.

All agreed that it would be good to network with other Chambers to learn of their successes (Fort Macleod, Pincher Creek, Nanton, Cardston, etc.). We need to think positive and move forward. We realize it will not be done in leaps and bounds, but surely we will make the transformation. We will need to set a vision and have people come to work together.

## **7. Next Meeting**

For now it was agreed to continue on the 3<sup>rd</sup> Wednesday, April 18, 2018 and review the schedule at that meeting.

## **8. Adjournment**

Shauna moved the meeting be adjourned at 9:40 p.m.

/ln

Claresholm Community Centre Association

January 30, 2018

7:30 p.m.

Members present: Walt Lane, Butch Glimsdale, Brad Schlossberger, Marni Lane, Shirley Isaacson, Don Leonard, Doug Fletcher, Carmelle Steel, Shayne Petersen

Members absent: Glen Alm

1. Meeting called to order at 7:30 p.m.
2. Minutes of Last Meeting/Approval of Agenda – Doug accepted the minutes as presented. Brad seconded. All in favour. Request made to add Ice Machine under old business, and Pickle Ball be added to the agenda under New Business. Doug moved that both items be added to the agenda, Brad seconded. All in favour.
3. Caretaker Report
  - a) Dennis Boychuk called Shayne as he is the organizer of the gun show that is coming to Claresholm in April. He normally rents the arena but due to the repairs he has to use the hall. He sent a request to the town council and has not heard back. Brad will check with the town office and Shayne will advise him to send the letter again.
  - b) Shayne thanked Carmelle for painting the bar door. The Arts Society did a lot of work and painting at the hall for the performances.
  - c) Carpet runner in the entry has not been replaced. No longer able to get a piece cut so would need to buy 60 foot roll.
  - d) Vents – the ones from Home Hardware are more expensive than the allotted \$500.00 and they can't get the ones we currently use. Doug will look at suppliers in the city and pick up replacements.
4. Treasurer Report – Balance sheet presented by Shirley. Reviewed by members. Shirley moved treasurer report be accepted as presented. Marni seconded. All in Favor. Carried.
5. Old Business:
  - a) Accountant – Quote from Sabey & Co of \$1500.00 for basic services. Noted that it will be based on an hourly rate and we currently pay 2300.00 to Avail. Shirley moved that we switch to Sabey & Co to prepare our yearend financials. Doug seconded. All in Favour, motion carried.
  - b) Website - Last meeting the topic of putting the hall being added to the town website instead of having our own came up. Concerns expressed that we have already invested in this site and are able to maintain it and add our own content, which will not be possible if we change. Another

concern that in the event council changes at the next election we may be forced to go back on our own. No motion was made to make changes.

- c) Ice Machine – Doug got some quotes for new machines. One that produces pounds per day is \$3900.00. Our current one is working fine so no motion was made to make changes.

#### 6. New Business –

- a) Lions Meeting – The lions are having a regional meeting and have reserved the meeting room and kitchen. As this is an extra meeting Darlene inquired whether they need to have a separate contract for the kitchen and pay the kitchen rental fee. Brad made a motion that the Lions pay for the meeting room and it will include the kitchen. Walt seconded. All in favour. Motion carried.
- b) Bylaws – Marni received the bylaws from Corporate Registries. They were on microfiche and are in a pdf format now. Marni will email them to the board members for review. Please bring any suggested changes to the next meeting and we can hold a general meeting once they are finalized.
- c) Grants and projects – Carmelle brought forward that it would be nice to improve the entry and update the bathrooms. A recognition wall incorporated in the entry is necessary to continue to receive funding. Doug brought up that we should revisit increasing storage as well as consider that the stoves will need replacing in the near future. Butch will contact Norm to see if he can assist with drawing up plans. Carmelle will attend the meeting with Norm as well.
- d) Hall Fundraiser – Once we have drawings and information on the updates we should consider a fundraising event. Carmelle suggested local talent (Cody Hall band, Mariya Soetaert etc,) combined with a dinner. Brad noted that Chad Besplug wants to expand next year to include more events to keep people in town. We may be able to work with him on having something at the hall.
- e) Rental rates –
  - i. We have been approached to have a weekly rate for a drama club that is interested in having a performance. They would come in Sunday to set up and have performances Thursday, Friday and 2 on Saturday. All their stuff and cleaning would take place on Sunday. Doug moved that we charge \$2000.00 for the week for the main hall, meeting room and kitchen with caretaker services only being provided prior to each performance. The damage deposit is also required. Don seconded. All in favour. Motion carried.
  - ii. Myrna Newman contacted us to confirm the fee for their event. In the past they have paid for the full facility the day of the event and been able to come in on the Wednesday and Thursday for rehearsals and set up and clean up the hall on Saturday. They

have requested that this be allowed again this year. Marni made a motion that the prom pay the rental fee of \$715.00 and be allowed to use it on Wednesday, Thursday, Friday and be out early Saturday morning to allow Shayne to clean for the Saturday rental. Shirley seconded. All in favour.

- f) Caretaker contract - Is expiring in March. Shayne would like the tile floors to be removed from the contract as he doesn't feel that he can do them well without the proper equipment. Don, Doug and Butch will review and prepare a recommendation to bring to the next meeting.
- g) PickleBall – Request came to Brad for Pickle ball to be allowed to take place at the hall and wanted a rate. Discussion held. Marni made a motion that we do not allow the hall to be rented for Pickle Ball. Carmelle seconded. All in favour. Motion carried.

Walt moved the meeting be adjourned at 8:55 pm. Marni seconded.



## ***Economic Development Committee***

March 19, 2018 – 7:00 p.m.

Business Growth & Development Centre

### **Minutes**

Attendees: Paul Zemplak, Santanna Thom, Darla Slovak, Lauren Billey, Jeff Nielsen, Brad Schlossberger, Kieth Carlson, Justin Sweeney  
Apologies: Russ Anderson, Glen Alm, Doug Leeds

Paul in the Chair

Paul called the meeting to order at 7:21pm

### **Delegation**

Mike Lindsay presented reasoning and potential shape of a transportation initiative that would bring attendants of events at the Agriplex to the downtown core for the purpose of dining and shopping. The Agriplex is a very well-run community facility that is a consistent draw to Claresholm. The second riding facility is expected to be open in 2018. Attendants to these events frequently travel in large, difficult to maneuver in downtown vehicles with trailers. Is it possible to create a collaborative effort that is supported by multiple community partners to facilitate a cyclical trip to and from the downtown during these events?

Mike will follow up with Agriplex administration to assess feasibility and most suitable dates for a pilot project. Santanna Thom to discuss the concept with private business Claresholm Taxi. Santanna will present the responses and additional information at the next EDC meeting.

### **Minutes**

Minutes for the February 19, 2018 meeting were motioned for approval by Lauren Billey, seconded by Brad Schlossberger. CARRIED

### **Agenda**

Santanna Thom requests addition of 'Supporting Local Business' as agenda item 7.1 under New Business.

Agenda for March 19, 2018 meeting, with the addition of item 7.1, was motioned for acceptance by Kieth Carlson, seconded by Lauren Billey. CARRIED

### **Updates**

- **Claresholm & District Chamber of Commerce**
  - Annual General Meeting held on Wednesday, March 14
    - Election of new Executive, including Amanda Zimmer as President and John Corlett as Vice-President
  - Seeking opportunities to engage new members, visited two businesses on March 19 as a welcoming on their grand openings

- Creating a Claresholm postcard and stamp with a local photo and colouring contest
- No Easter egg hunt in 2018 - focus to be less on events, more on business support
- **MD of Willow Creek**
  - Glen Alm was unable to attend and provide an update
- **Town of Claresholm**
  - Budget has been approved
  - Multi-Use feasibility studies show potential, Council is committed to finding an avenue that works

### **EDO Transition**

Paul Zemplak and Santanna Thom provided an update to the group. Interviews are ongoing. Two viable options were unable to commit. A second interview will be happening on March 20 with a viable candidate who had their first interview on March 16. The group will be notified when a successor is confirmed.

### **Budget**

The approved budget was reviewed. Each line item was discussed. No additional questions were raised.

### **Ad Hoc Working Groups**

EDO is to work with each of the Ad Hoc groups to schedule meetings over the next 2 weeks. During the discussion, it was requested that the EDO send the latest gateway sign design to all EDC members.

### **Supporting Local Businesses**

Santanna Thom raised the importance of devising ways to support the local businesses.

### **Legacy Project**

EDO made a recommendation that the EDC consider adopting a legacy project that would be too lengthy or daunting for a committee with a shorter term. As 3.5 years remain in the term, addressing a robust concern such as highway brownfield sites or reimagining Amundsen Park as a travelers' destination stop to funnel more people into the downtown is a realistic endeavor.

### **Next Meeting**

The next regular meeting is scheduled for **7:00pm, Tuesday, April 10, 2018**, at the Business Growth & Development Centre location, 5318 - 2<sup>nd</sup> Street West. This adjustment in date is to accommodate a final meeting with both the incoming and outgoing EDO in attendance.

### **Adjournment**

Jeff Nielsen moved to adjourn at 8:50 pm.

## Karine Wilhauk

---

**From:** Canadian Heritage | Patrimoine canadien <PCH.ceremonialetsymboles-ceremonialandsymbols.PCH=canada.ca@cmail20.com> on behalf of Canadian Heritage | Patrimoine canadien <PCH.ceremonialetsymboles-ceremonialandsymbols.PCH@canada.ca>  
**Sent:** Wednesday, April 11, 2018 8:15 AM  
**To:** Karine Wilhauk  
**Subject:** National Anthem of Canada | L'hymne national du Canada

No Images? [Click here](#)



### O Canada

On February 7, 2018, legislation was passed making the English version of the National Anthem gender neutral by changing “In all our sons command” to “In all of us command.” The French version of the National Anthem has not been modified.

Information on the National Anthem can be found on the [Canadian Heritage web site](#). You can also find sheet music, an MP3 audio and a downloadable poster with the new official English lyrics for your use.

### Ô Canada

Le 7 février 2018, une loi qui élimine toute distinction de genre dans la version anglaise de l’hymne national a été adoptée. Le vers « In all our sons command »

## Karine Wilhauk

---

**From:** Seniors and Housing Information <Seniorsinformation@gov.ab.ca>  
**Sent:** Friday, April 13, 2018 2:26 PM  
**To:** Seniors and Housing Information  
**Subject:** Seniors and Housing Events

### Minister's Seniors Service Awards

#### **Nominate an individual or organization who improves the lives of Albertan seniors and communities!**

The Minister's Seniors Service Awards recognize Albertans who volunteer their time to make a difference in the lives of seniors and their communities. Visit <http://www.seniors-housing.alberta.ca/seniors/service-awards.html> to print the nomination booklet and poster. **The nomination deadline is April 23, 2018.** Nominees will be recognized at community celebrations taking place across Alberta this summer, and award recipients will be recognized in the fall. If you have any questions, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

### **Face It: Elder Abuse Happens – Community of Practice, Taking Action Conference, May 1-2 2018**

#### **Registration Extension**

Seniors and Housing and the Alberta Elder Abuse Awareness Council are pleased to co-host the 2018 Face It: Elder Abuse Happens – Community of Practice, Taking Action conference on May 1 and 2. The Face It: Elder Abuse Happens Conference provides opportunities for professionals to network, hear from dynamic speakers and learn more about the complexities of elder abuse. **The registration deadline for the Face It: Elder Abuse Happens conference has been extended, by community request, to April 18, 2018.** For further information or to register for the conference please visit <https://www.albertaelderabuse.ca/conference>.

### **Seniors' Week in Alberta is June 3-9, 2018**

For more than 30 years, the Government of Alberta has recognized Seniors' Week in Alberta; a terrific occasion to come together and honour seniors for their many contributions to our province. The Provincial Launch of Seniors' Week will be co-hosted with Stony Plain Family and Community Support Services on June 4, 2018 (details to follow). Attached is a Senior's Week promotional poster. Additional copies can be printed from the ministry's website at <http://www.seniors-housing.alberta.ca/seniors/seniors-week.html>.

### **World Elder Abuse Awareness Day is June 15**

Join communities in Alberta and around the world on June 15 to recognize World Elder Abuse Awareness Day (WEAAD). This annual event is an opportunity to increase awareness and understanding of the issue of elder abuse in your community. Planning an event to recognise WEAAD can help build relationships in your community, strengthen partnerships and bring recognition to various local and regional efforts to address elder abuse.

Through a variety of creative activities for people of all ages, you can help raise awareness and educate your community about elder abuse. A WEAAD toolkit was created to support communities throughout Alberta to host activities and raise awareness to highlight the day. The WEAAD toolkit provides some ideas and tools to help you get started in planning and organizing your own activities. More information is available at <http://www.seniors-housing.alberta.ca/seniors/elder-abuse-awareness-day.html>.

### **Register Your Special Events!**

We are pleased to host an online special events calendar. Across Alberta, organizations and municipalities host various events, we encourage you to visit the online calendar and register your event and to see what is happening in your community. The special events calendar is an excellent resource to register your Seniors' Week and WEAAD events! <http://www.seniors-housing.alberta.ca/events/>.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

# Willow Creek Agricultural Society

P.O. Box 1401  
Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held Mar 21, 2018.

**Call to Order:** Meeting called to order at 6:45pm at Douros.

**Present:** David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Arnold Koehler, Rod Jensen, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer, Gerry McGuire and Brad Schlossberger

**Absent:** Judy Minor, Allan Minor, Neil Watt

**Reading of Minutes:** The minutes of the last regular meeting held Feb 21<sup>st</sup>, 2018 were adopted as presented by Syd Gray. Seconded by Gordon Weerstra. Motion carried.

**Business Arising from Minutes:** David told the board about work that has been completed in the new building, or is in the process of being completed. David also told the board that we finish and sent in the application from South Country Coop for a grant under the Coop community spaces program for up to \$150,000. We should have a decision on this funding by May 1<sup>st</sup>. If we are successful with this application I will then apply for a CFEG by the May 15<sup>th</sup> deadline for up to another \$125,000 to match this grant from Coop. Without this funding or some sort of corporate or private sponsorship we may be at a financial standstill with the completion of the second indoor facility. David asked Brad if the town has made any progress on the hiring of a grant writer that Brad had told us about at the last meeting. Brad said they have advertised for the position but as of yet not hired anyone.

**Treasurers Report:** Dave Elliott moves we accept the financials as presented to the end of February 2018 as presented. Wally Seconds. Motion Carried.

**Managers Report:** David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- David informed what progress has been made on the new building both inside and on the north end of the building. Attached was the spending on the building for 2018.
- Calvin Stern is retiring from manufacturing roping chutes and will no longer be making his chutes for Two W. He has two left in stock and I was wondering if we should go ahead and purchase one of these for the new building. That way all roping chute are the same and are interchangeable if we need to.
- David told the board that he went to a meeting on Jan 23 at the Lethbridge Research Station regarding new regulations that CFIA is proposing and how it would affect ag societies. From this meeting a CLTS account has been set up along with our PID account. At this meeting we were told that it is being proposed that all livestock will be tracked thru Canadian Livestock Tracking Systems Account (CLTS) and our Premise Identification Number (PID) for all livestock coming onto the Ag Society Grounds. Now that we have our CLTS account we will be notified when this will come into regulation and when we will start to need to track livestock. As it sits right now we just have to ask to make sure all livestock (not horses) have been tagged. This includes rodeo stock and 4-H beef.
- David told the board of a smaller Community Foundation of Lethbridge and Southwestern Alberta grant for capital projects of up to \$15,000 that we can apply for by the Oct 15<sup>th</sup> deadline. Lorraine found out about this thru the Chamber and this is a non matching grant.
- David also told the board that the sand and arena walls will be washed sometime in April.

**New Business:** After some discussion on the benefits of the Calvin Stern chutes over other manufacturers. Gerry McGuire moves that we purchase both chutes that he has left in inventory. One for the new building and one for a spare. Wally Seconds. Motion Carried.

The board had a chance to review the working template brochure that we are working on so the board members can help with the raising of donations for completing of the new building. After further discussion on what this should look like the board felt we should add some extra information such as list of events, number of days used per year, the potential for increase because of this new facility, Scholarships given out by the WCAS as well as the progress made to date on the new facility. David will email out to the board this new template when we have this done for further review. David again asked the board if everyone felt okay about approaching potential contributors for sponsorship to help complete the facility. The consensus was that the effort to put together this brochure for the potential of sponsorship was worth the effort even if all the board members were not confident in their ability to approach individuals or businesses.

**Adjourn:** Gerry moves the meeting be adjourned at 8:10pm.

# Town of Claresholm

## Facility & Infrastructure Planning Committee (FIPC)

### Meeting Minutes for March 20, 2018

6:00 pm Town Council Chambers



**Present:** Doug MacPherson, Mayor (Chairperson)  
Kieth Carlson, Councillor  
Gaven Moore, Councillor  
Brad Schlossberger, Councillor  
Lise Schulze, Councillor  
Craig Zimmer, Councillor  
Donna Courage, Councillor  
Doug Priestley, Member-at-large

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

1. **Call to Order** 6:20 pm; Meeting was called to order by Chairperson Doug MacPherson.
2. **Approval of Agenda** – Motion to approve agenda by Doug Priestley. Carried.
3. **Minutes for Approval**
  - **February 27, 2018** – Motion to approve by Councillor Schulze. Carried.
4. **Business**
  - 4.1 Multi-use Community Complex  
*Discussion*
    - Blair Bullock presented the operating cost analysis on building/office/FCSS as operating in one facility, maintenance costs on existing facility, cost analysis/financing debt limit options for review.
    - Discussion regarding budget and MSI funding sources. Marian/Mike discussed deferring and selection of other capital projects and possible other sources of funding for those projects.
    - Open House – Formal Presentation by Blair and or Marian on budget highlights and the building options for the public to consider. Option 1 – Status quo – doing nothing for the next 3 – 5 years, Option 2 – Present alternative funding sources with full project completion. Then open house move into a question and answer mingling period.
  - 4.2 Greenhouse initiative  
*Discussion: refer to group for clarification on project, sizes, locations, final look and plan as well as maintenance plans.*
5. **Next meeting:** As required.
6. **Adjournment:** 8:15 p.m. Motion by Councillor Zimmer Carried.

**Claresholm Housing Authority  
Regular Board Meeting  
Minutes - March 19, 2018**

*Accepted  
April 16/2018*

**Present:** Shirley Isaacson (chairperson), Jill Flanagan, Joan Ritzen, Maxine Middleton (CHA CAO/Manager)

**Regrets:** Ken McKee, Lise Schulze (Town rep)

- 1) **Call to Order:** 7:00 pm by Shirley
- 2) **Agenda & Additions:** Moved by Joan to approve the agenda
- 3) **Minutes of February 19, 2018 & March 8, 2018:** Moved by Jill to approve the minutes as presented.
- 4) **Financial Report:** Moved by Joan to accept the Financial Report as presented.
- 5) **Arrears:** Received for information.
- 6) **Vacancies:** Received for information.
- 7) **In Camera:** Jill made a motion to go in camera. Joan made a motion to come out of camera.
- 8) **Manager's Report:** Presented as information during In Camera.
- 9) **Old Business:**
  - a) Snow Removal - We were having issues with Terry from Umbrella not showing up to shovel snow. So we are now using Danny from We Care Lawn Care. Danny & John are doing a great job so far.
  - b) Operational Review & Board Orientation - These have been postponed due to our housing advisor leaving. Once we have a new advisor they will be rescheduled.
- 10) **New Business:**
  - a) Ivy Scott, Housing Advisor - March 16<sup>th</sup> will be Ivy's last day as our housing advisor. No word on a replacement.
  - b) Laurie Michalchuk - Business Plan - Laurie sent information on submitting this year's business plan that will be due June 30<sup>th</sup>.
  - c) Phil Henke - Carbon Tax & Newsletter - The \$200 carbon tax levy rebate will need to be added to line 150 as income.
  - d) Carpet & Lino - Capital Maintenance had some extra money that needed to be used before the end of March. Parkside and Heritage will be getting new carpet and lino in the common areas, laundry rooms, bathrooms and offices. We have to take what they have in stock.
  - e) Lease Change - Joan made a motion to approve the wording to include no smoking of cannabis on "Schedule A #3 No Smoking". carried
  - f) Lease Renewals & Income Reviews - Maxine is in the process of completing income reviews and lease renewals for all 61 residents. This needs to be completed before the end of April with the new rental rates taking affect May 1<sup>st</sup>.
  - g) Southern Alberta CAO Meeting - Maxine will attend the Southern Alberta CAO meeting on April 4<sup>th</sup> in Lethbridge with Phil Henke, Director of HMB Operations and Laurie Michalchuk, Manager, Operations South.
  - h) Lion's Club Donation - the Claresholm Lion's Club donated \$1,000 towards the seniors summer bus trips.

- i) Claresholm Freedom - Affordable Rental Suites - The empty building across from the Auxiliary to the north east has been purchased. The building is going to be turned into 19 bachelor suites. They will charge \$495/month everything included. Call 587-288-4800 for more information.
- j) Understanding the Struggle - A Poverty Simulation Workshop - The Vulcan FCSS will be hosting this free workshop on April 6<sup>th</sup>.

11) **Correspondence:** none

12) **Next regular board meeting will be on:**  
Monday, April 16, 2018 @ 7:00 pm

13) **Adjournment:** Moved by Jill that this meeting adjourn at 7:50 pm.

This would be an accurate presentation of the board minutes.

\_\_\_\_\_  
chairperson

\_\_\_\_\_  
date

Willow Creek Regional Waste Management Services Commission  
Box 2820 Claresholm, Alberta T0L 0T0  
Phone: 403-687-2603  
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
February 22, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Brad Schlossberger, John Kroetsch, Don Norby,  
Duncan McLean and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 3:03 P.M.
2. Approval of Agenda

18.13 **Moved by Brad Schlossberger** to approve the agenda as presented.  
**CARRIED**

3. Delegations
  - a) Avail CPA – Presentation of Financial Statements

Calvin Scott, representing Avail CPA, was in attendance to present the Financial Statements of  
the WCRWMS ending December 31, 2017.

18.14 **Moved by Duncan McLean** to transfer from unrestricted reserves to the following  
internally restricted reserve accounts as follows:  
Acct. 4430900, Waste Cells, \$175 000.00  
Acct. 4430905, Equipment & Machinery, \$36 617.00  
Acct. 4430910, Engineering Structures, \$25 000.00

**CARRIED**

18.15 **Moved by John Kroetsch** to accept the Financial Statements of the WCRWMS for  
year ending December 31, 2017 as presented by Calvin Scott of Avail CPA.

**CARRIED**

4. Approval of Minutes
  - a) Regular Meeting January 25, 2018

18.16 **Moved by Brad Schlossberger** to approve the minutes of the January 25, 2018 regular  
meeting as presented.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
February 22, 2018 at 3:00 P.M.

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$25 584.89.

18.17 **Moved by Duncan McLean** to approve for payment, the accounts payable in the amount of \$25 584.89

**CARRIED**

b) Check Detail January 31 – February 13, 2018

CAO Friesen presented the members with the check detail from January 31 to February 13, 2018.

18.18 **Moved by John Kroetsch** to accept the check detail of January 31 to February 13, 2018 as presented.

**CARRIED**

c) Bank Reconciliations January 2018 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for January 2018 for the ATB Financial checking account & 90 day notice account.

18.19 **Moved by Brad Schlossberger** to accept the January 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

**CARRIED**

6. New Business

a) Grant Writer – For Discussion

CAO Friesen expressed interest in the proposed regional grant writer. She explained that as the WCRWMSC does not qualify for the provincial grants perhaps some private sector funding could be available for regional projects. Member Schlossberger will keep the members informed on the status of the regional grant writer.

b) AGM for Genesis Reciprocal Insurance Exchange

18.20 **Moved by Don Norby** that the WCRWMSC appoint Duane Gladden, Director of Aggregated Business Services of the AAMDC and Genesis Principal Attorney to act as proxy at the Annual General Meeting of Genesis to be held on Monday, March 19, 2018.

**CARRIED**

c) 2018 Fort Macleod/MDWC Toxic Round-up – For Information

CAO Friesen reported that she has been invited to attend a meeting of the Fort Macleod Environmental committee to discuss the upcoming Toxic Round-up event in Fort Macleod. The meeting is scheduled for March 28 at the hospital.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
February 22, 2018 at 3:00 P.M.

7. Old Business

a) Jubilee Insurance Program Review – For Information

CAO Friesen presented the members with the insurance review from Darcy Hale, AAMDC and Jubilee Insurance. CAO Friesen explained that she asked Darcy to review the Commission's insurance policies to ensure that the Commission has adequate insurance.

After reviewing the insurance policies held by the WCRWMSC, Darcy's opinion was that the policies held by the WCRWMSC were adequate at this time.

b) AMSC Procurement Card Update – For Information

CAO Friesen reported that she has received the BMO procurement card and that the ATB Financial MasterCard account has been closed. She provided email confirmation from ATB Financial that the MasterCard account was closed.

8. Correspondence

a) Minister of Municipal Affairs – Minister's Award for Municipal Excellence

No action to be taken.

9. General Landfill Information

10. In Camera

a) 2018 Budget

18.21 **Moved by Don Norby** to go In Camera at 4:03 P.M.

**CARRIED**

18.22 **Moved by John Kroetsch** to come out of In Camera at 5:03 P.M.

**CARRIED**

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility  
February 22, 2018 at 3:00 P.M.

11. Adjournment

18.23 **Moved by John Kroetsch** to adjourn at 5:03 P.M.  
**CARRIED**

---

Chairman Gord Wolstenholme

---

CAO Cheryl Friesen

APPROVED