



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

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

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

DELEGATIONS:

1. **COMMUNITY FUTURES ALBERTA SOUTHWEST – Tony Walker**
RE: Update
2. **DARLA SLOVAK**
RE: Downtown Market Dates for 2018

ACTION ITEMS:

1. **BYLAW #1640 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
2. **BYLAW #1641 – Council Code of Conduct**
RE: 3rd Reading
3. **CORRES: Hon. Deron Bilous, Minister of Economic Development and Trade**
RE: Community and Regional Economic Support (CARES) Program
4. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Municipal Accountability Program (MAP)
5. **CORRES: Alberta Municipal Affairs**
RE: Alberta Community Partnership (ACP) Program
6. **CORRES: Alberta Municipal Affairs**
RE: Initiation of a New Performance Measure
7. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: AUMA's Analysis of Provincial Budget 2018
8. **CORRES: Workers' Compensation Board – Alberta**
RE: April 28 – National Day of Mourning
9. **CORRES: Willow Creek Regional Waste Management Services Commission**
RE: 2018 Requisition
10. **CORRES: Porcupine Hills Classic Cruisers**
RE: 25th Annual Show 'N' Shine – Sunday, August 12, 2018
11. **CORRES: Claresholm Lions Club**
RE: Fireworks at Winterfest
12. **NEWS RELEASE: Alberta Environment and Parks**
RE: Public Input Wanted on Livingstone-Porcupine Hills
13. **REQUEST FOR DECISION: 2018 Updated Budget**
14. **BYLAW #1643 – 2018 Mill Rate Bylaw**
RE: 1st Reading
15. **REQUEST FOR DECISION: Policy #GA 04-18 – Miscellaneous Fee & Facility Rent**
16. **INFORMATION BRIEF: Open House Feedback – MDP Review & Update**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA:**
 - a. **LAND – Delegation – FOIP Section 16.1**
 - b. **LAND – Delegation – 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**

INFORMATION ITEMS:

1. National Health and Fitness Day – Saturday, June 2, 2018
2. Village of Alberta Beach – Prevention of Quagga and Zebra Mussels
3. Minister's Seniors Service Awards
4. Claresholm & District Museum Board Minutes – February 21, 2018
5. Claresholm & District Transportation Society Minutes – January 19, 2018
6. Alberta SouthWest Regional Alliance Board Meeting Minutes – March 7, 2018
7. Alberta SouthWest Bulletin – April 2018

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 26, 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

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 12, 2018**

Moved by Councillor Schlossberger that the Regular Meeting Minutes of March 12, 2018 be accepted as presented.

CARRIED

PUBLIC HEARINGS:

1. BYLAW #1638 – Road Closure

Moved by Councillor Schulze to adjourn the meeting to the Public Hearings at 7:01 p.m.

Moved by Councillor Zimmer to open the Public Hearings regarding Bylaw #1638 and the Removal of Municipal Reserve at 7:01 p.m.

CAO Marian Carlson described the purpose of Bylaw #1638.

No requests have been received from the public regarding Bylaw #1638.

2. REMOVAL OF DESIGNATION OF MUNICIPAL RESERVE

CAO Marian Carlson described the reasons for the removal of designation of municipal reserve in this instance.

No requests have been received from the public to be heard on this issue.

Moved by Councillor Schulze to close the Public Hearing at 7:05 p.m.

Moved by Councillor Courage to reconvene to the regular meeting at 7:06 p.m.

DELEGATIONS:

1. CHINOOK ARCH REGIONAL LIBRARY SYSTEM
RE: Update

Robin Hephner, CEO from the Chinook Arch Regional Library System, was present to speak to Council to provide an overview of regional library services in Alberta. Chinook Arch Regional Library System provides many services within Claresholm and surrounding communities. Their central office is in Lethbridge.

2. CLARESHOLM PUBLIC LIBRARY – Barb Kemery
RE: Canada's Gardening Week

Barb Kemery, Program Coordinator at the Claresholm Public Library, discussed Garden Days 2018 from June 16-24. Garden Days is Canada's country-wide celebration of the vital role of gardens and gardening in our communities and in our lives. National Garden Day is Saturday, June 16. The Library's Spring Tea is May 25th from 2-4pm collaboration with Claresholm & District FCSS. They would like the Town's help promoting the Spring Tea and Garden Days. They are also building a planter and asked that the Town supply the soil. Would like Councillor Schulze to attend the Spring Tea and bring greetings on behalf of Town Council. Appreciation was expressed to Council for their support of the library.

ACTION ITEMS:

**1. BYLAW #1639 – Claresholm Museum Board Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Schlossberger to give Bylaw #1639, regarding the Claresholm Museum Board, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1639, regarding the Claresholm Museum Board, 3rd and Final Reading.

CARRIED

**2. BYLAW #1640 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Courage to give Bylaw #1640, a Land Use Bylaw amendment, 1st Reading.

CARRIED

**3. BYLAW #1641 – Council Code of Conduct
RE: 1st Reading**

Moved by Councillor Carlson to give Bylaw #1641, regarding Council Code of Conduct, 1st Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1641, regarding Council Code of Conduct, 2nd Reading.

CARRIED

Moved by Councillor Carlson for unanimous consent to give Bylaw #1641, regarding Council Code of Conduct, 3rd and Final Reading at the same meeting.

DEFEATED

**4. BYLAW #1642 – Sanitary Sewer Borrowing Bylaw
RE: 1st Reading**

Moved by Councillor Courage to give Bylaw #1642, regarding Sanitary Sewer Borrowing, 1st Reading.

CARRIED

**5. CORRES: Alberta Emergency Management Agency
RE: Wireless Public Alerting**

Received for information.

**6. CORRES: Claresholm & District FCSS
RE: Volunteer Celebration April 18, 2018**

Mayor MacPherson will attend and encouraged all of Council to attend as well.

7. REQUEST FOR DECISION: Letter of Support – Claresholm Curling Club

MOTION #18-051

Moved by Councillor Schulze that administration write a letter of support towards the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of a new chiller.

CARRIED

8. REQUEST FOR DECISION: Removal of Designation of Municipal Reserve

MOTION #18-052

Moved by Councillor Zimmer to direct the designated officer to notify the Registrar that the provisions of Division 9 of the *Municipal Government Act* have been complied with and request the Registrar to remove the Municipal Reserve Designation located at PLAN 8010781, BLOCK 127, LOT 15MR.

CARRIED

9. REQUEST FOR DECISION: Alberta SouthWest – Townfolio

MOTION #18-053

Moved by Councillor Zimmer to enter into a three-year contract with Alberta SouthWest and Townfolio for \$800 per year as presented.

CARRIED

10. FINANCIAL REPORT: Statement of Operations – February 28, 2018

Moved by Councillor Carlson to accept the Consolidated Statement of Operations for the month ended February 28, 2018 as presented.

CARRIED

11. INFORMATION BRIEF: 2017-18 MSI Additional Allocations

Received for information.

12. INFORMATION BRIEF: CAO Report

Received for information.

13. INFORMATION BRIEF: Council Resolution Status

Received for information.

14. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Schlossberger that the meeting adjourn at 8:30 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:30 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

PUBLIC HEARING

Memorandum

To: Town of Claresholm
From: Gavin Scott, Senior Planner
Date: March 20, 2018
Re: Land Use Bylaw amendment for #4 Skyline Cres

Addendum to the May 24, 2017 comments regarding redesignation. When redesignating land from one land use district to another, Council considerations shall include the following (**Planner comments in red**):

(a) compliance with applicable standards and provisions of the Land Use Bylaw;

Does the minimum floor area, lot size and building setbacks conform to the proposed district? It appears the west side does not meet setback unless it received a variance when built then it could be considered compliant. The existing title exceeds lot size requirements.

Parking is at the discretion of the Development Authority so cannot be calculated for comment here.

(b) consistency with the Municipal Development Plan and any other adopted statutory plans;

Is Policy 3.4.7 met by the proposal?

Multiple family dwellings and higher density developments will locate in areas:

- accessible to an arterial, or major or minor collector road; **Yes**
- where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document; **the number of units will change the amount of traffic in the area but will not exceed the capacity of the street**
- accessible to schools and community facilities including parks and trails; **walkable to Centennial Park approx. 1500ft**
- accessible to commercial areas for shopping and employment; **yes but may require private transport for convenience**
- where the appearance of an existing residential neighbourhood is not affected. **Building has existed for years so the appearance has been established**

(c) compatibility with adjacent uses;

Adjacent uses are all zoned R4 but all dwelling units except #6 Skyline Cres are low density semi-detached units which is allowed in R1, R2, R3, R4 districts

(d) development potential/suitability of the site;

The structure having previously been built answers part of the question. Yes, the number of units as a question of density is appropriate but the key here is the change of use from senior's living to accommodation to the general population. The MDP growth strategy map indicates that the density is appropriate for the area across the street.

(e) availability of facilities and services (sewage disposal, domestic water, gas, electricity, police and fire protection, schools, etc.) to serve the subject property and any potential impacts to levels of service to existing and future developments;

Building exists and is serviced

(f) cumulative impact to the Town;

Cumulative impacts are generally thought of in terms of environmental effects. Here there are none.

(g) potential impacts on public roads;

The number of units will change the amount of traffic in the area, but will not exceed the capacity of the street ability to move those cars.

(h) setback distances contained in the Subdivision and Development Regulation;

Not applicable

(i) supply of suitably designated land;

The town needs to maintain a healthy balance of housing types. Apartments are the hardest to obtain and therefore rental accommodation may be in a cumulative deficit.

(j) public comment and any applicable review agency comments; and

Last time this was before council a lot of the public comment was in regard to development permitting issues; although this is discussed in (a) above, the building already exists so the setbacks have been previously determined although they may be non-conforming with the bylaw.

(k) any other matters deemed pertinent.

Memorandum

To: Town of Claresholm

From: Gavin Scott, Senior Planner

Date: May 24, 2017

Re: Land Use Bylaw amendment for #4 Skyline Cres

Much of the decision making for this property was completed at the time of construction. At this junction from a planning point of view the property can only be brought back into a contributing part of Claresholm's residential mix.

In the current planning documents, the Municipal Development Plan (MDP) and Land Use Bylaw (LUB), several sections of those documents are of note. From the MDP Section 3.0 Residential Development, the following:

3.1 Goal

To encourage and support the development of safe, attractive and functional residential neighbourhoods that will provide the residents of the Town with a variety of housing options.

Objective 3.3.7

To continue to support a wide variety of multi-residential or rental type units within the community.

Policy 3.4.7

Multiple family dwellings and higher density developments will locate in areas:

- accessible to an arterial, or major or minor collector road;
- where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;
- accessible to schools and community facilities including parks and trails;
- accessible to commercial areas for shopping and employment;
- where the appearance of an existing residential neighbourhood is not affected.

From the LUB, Schedule 1: Land Use Districts Apartments – R5 the following:

This district is intended to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 – 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-877-329-1387
Fax: (403) 327-6847
E-mail: admin@orrsc.com
Website: www.orrsc.com

Upon review of the proposal to redesignate the land from Multiple Residential – R4 to Apartments – R5, it is my opinion that the development proposal meets the requirements of the Town of Claresholm's Municipal Development Plan and Land Use Bylaw for the purposes of redesignation. Most of the questions regarding this property revolve around the Development Permit and Building Permit processes which can be dealt with upon application.

For more input or clarification, I am available to attend your public hearing regarding the matter should it be necessary.

DELEGATIONS



TONY WALKER
GENERAL MANAGER

WHO ARE WE?

- Federally Funded Program since 1992
- Formerly known as Southwest Alberta Business Development Institute (SWABDI)
- Changed our name to Community Futures Alberta Southwest in 2007



WHO ARE WE?



27 Offices in Alberta
\$293,000 annual budget from WD
\$3,800,000 Loan Portfolio
\$1.4 Million outstanding loans
\$2.4 Million ready to loan

COMMUNITY FUTURES ALBERTA SOUTHWEST IS

A non-profit
organization:

- guided by a volunteer board of directors
- staffed with business professionals,

actively engaged
in developing and
implementing
community
economic
development
strategies in
Southwest
Alberta

OUR BUSINESS APPROACH



Are you open for business?

If you're open to entrepreneurial thinking, let's talk. We provide affordable and flexible financing for small business.

Community Futures 

COMMUNITY FUTURES ALBERTA SOUTHWEST IS

A business development centre that makes loans of up to \$150,000.00 to individuals interested in starting, expanding or purchasing a business

**BUSINESS
DEVELOPMENT**



COMMUNITY FUTURES ALBERTA SOUTHWEST IS

An entrepreneurial development centre that provides business training, counselling and coaching to individuals interested in starting, expanding or purchasing a business



**ENTREPRENEURIAL
DEVELOPMENT**

OUR BOARD

Lloyd Kearl – Chair, Cardston County

Bill Hart – Vice - Chair, Town of Fort Macleod

Dave Edmonds – Treasurer, Town of Cardston

Mike McAlonan – Director, Town of Claresholm

Bev Garbutt – Director, MD Pincher Creek

Vacant – Director, Town of Pincher Creek

Vacant – Director, MD Willow Creek

OUR STAFF



Tony Walker – General Manager

Kirk Clements – Business Analyst

Tammy Morrison – Community Economic
Development Co-ordinator

OUR SERVICES



OUR PARTNERS

Western Economic
Development
Canada (WD)

Chambers of
Commerce

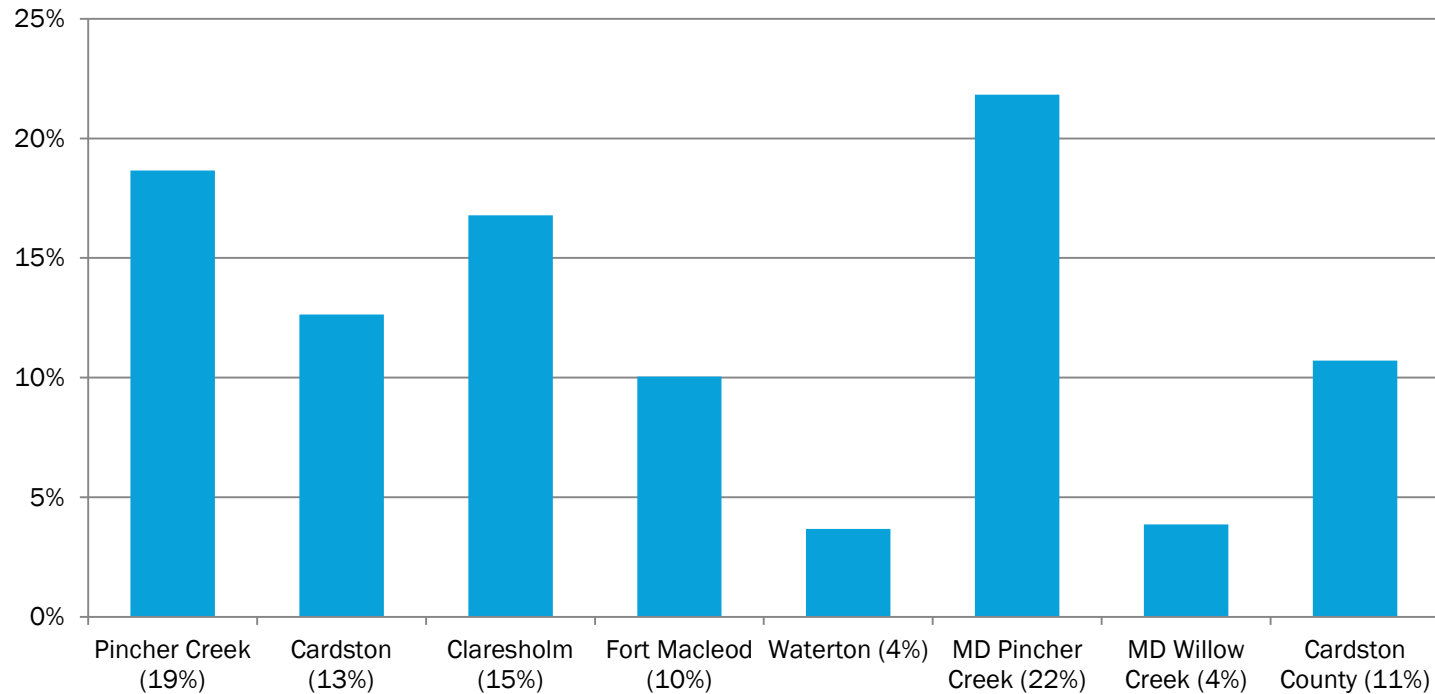
Economic
Development
Officers/Committees

Town/County/MD
Councils

Regional Economic
Development
Alliances

HISTORY OF LENDING

Lending by Community 1995 - 2018



CURRENT PROGRAMS

New Marketing Campaign

Invest Southwest Alberta

Alberta Youth Entrepreneurship Camp

Chinook Entrepreneur Challenge

Entrepreneurs with Disabilities

BUSINESS IMPROVEMENT LOANS (BIL)

Interest free loans to Business Owners

Up to \$10,000.00

Loan interest paid by local Municipality

Prime plus 3% (currently 6%)

Letter of Understanding

Interest calculated and paid at time of approval

Municipality can help decide what the loan is to be used for (tax assessable or not)

OUR WEBSITES

- www.southwest.albertacf.com
- www.InvestSouthwestAlberta.com

OUR SERVICES

Many financial institutions and business organizations refer entrepreneurs directly to us

We can often loan money to businesses that are turned down by traditional lenders

We offer counselling, coaching and workshops

We can work creatively with financial institutions on joint financing

We believe in small business!

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 26th 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 50th 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 26th, 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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1640**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Lot 16, Block 63, Plan 0110064, be amended by changing the (R4) – Multiple Residential designation to a (R5) – Apartment designation.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1525 is hereby amended.

Read a first time in Council this **26th** 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 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: April 9, 2018
Agenda Item: 1

BYLAW No. 1640 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

March 26, 2018, Council passed 1st reading on Bylaw No. 1640. The bylaw will re-designate the property located at 4 Skyline Cres from R4 (Multiple Residential) to R5 (Apartment).

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, the date, time and place where the public hearing is to be held. The notice was circulated in the Claresholm Local Press March 28th and April 4th, 2018. The notice was also circulated via mail to the neighbors within the Skyline area.

The intent of the R5 (Apartment) land use district is to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighborhoods. Written comments from the Town planner from ORRSC, Gavin Scott, are attached. It is well established that municipalities can regulate "land use" but not the "land user." As such, the demographic or socioeconomic characteristics of the users of the apartment (among other things: age, gender, ethnicity, employment status, health status, status as tenant or owner) cannot be considered as relevant factors in making a decision on this amendment.

PROPOSED RESOLUTIONS:

Council pass motions to give Bylaw No.1640, a bylaw to amend Land Use Bylaw No.1525 2nd & 3rd readings.

RECOMMENDED ACTION:

Moved by Councillor _____ to give second reading to Bylaw No.1631, a bylaw to amend Land Use Bylaw No.1525.

Moved by Councillor _____ to give third & final reading to Bylaw No.1631, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Bylaw #1640
- 2.) Comments from Gavin Scott, Planner - ORRSC

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 5, 2018



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1641

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a **Councillor Code of Conduct**.

WHEREAS, the Town of Claresholm council values commitment, responsibility, respect and integrity;

AND WHEREAS, Council recognizes the responsibility of a Councillor's role in regard to these values;

AND WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Claresholm;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act*, *Revised Statutes of Alberta 2000 Chapter M-26* the Council of the Town of Claresholm enacts as follows:

PART 1: Short Title

1.1. This bylaw may be referred to as the "Council Code of Conduct Bylaw".

PART 2: Definitions

2.1. In this bylaw:

- a) **"Act"** means the Municipal Government Act, R.S.A. 2000, c.M-26, and associated regulations, as amended;
- b) **"Administration"** means the administrative and operational arm of the Town of Claresholm, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- c) **"CAO"** means the Chief Administrative Officer of the Town of Claresholm, or their delegate;
- d) **"Council"** means the Town of Claresholm Council;
- e) **"Councillor"** means the a member of Council and includes the Mayor;
- f) **"FOIP"** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25, any associated regulations, and any amendments or successor legislation;
- g) **"Gift"** means any real or personal property given, including, but not limited to, artwork, clothing, money, gift certificates or gift cards, payment in any form, including the exchange of goods and services.
- h) **"Investigator"** means Council or the individual or body established by resolution of Council to investigate and report on complaints;
- i) **"Member"** means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- j) **"MGA"** is *Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26*.
- k) **"Municipality"** means the municipal corporation of the Town of Claresholm;
- l) **"Pecuniary Interest"** is as set out in Division 6 of the *MGA*.
- m) **"Town"** means the Town of Claresholm;

PART 3: Purpose and Application

- 3.1. The purpose of this bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
- 3.2. All Councillors shall take an oath as prescribed in Schedule “A” attached to this Bylaw upon assuming office, pledging to uphold the policies and laws of the Town, the Province of Alberta and the Government of Canada.
- 3.3. Members shall abide and adhere to the principles that form this Code of Conduct.

PART 4: Representing the Municipality

- 4.1. Members shall:
 - a) demonstrate the highest standards of personal integrity and honesty in order to foster public trust and confidence;
 - b) act honestly and in good faith, serving the welfare and interest of the Municipality as a whole;
 - c) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

PART 5: Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so. A Member must recognize when interacting with the public or the media, no individual authority exists except where explicitly authorized by Council resolution, bylaw or policy.
- 5.2. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council’s official spokesperson.
- 5.3. A Member who is authorized to act as Council’s official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council’s position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.
- 5.6. Members shall represent the official policies and positions of the Council.

PART 6: Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized or required to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council’s decision, such that respect for the decision-making processes of Council is fostered.
- 6.4. Members shall devote time, thought, and attention to the duties of a Councillor in order to make effective and knowledgeable decisions on behalf of the citizens and taxpayers.
- 6.5. Members shall inform themselves on items before Council and focus on the business at hand in order to make decisions based upon the merits and substance of the matter.

PART 7: Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
 - 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and
- Bylaw # – Councillor Code of Conduct

shall encourage public respect for the Municipality, its bylaws, policies and procedures.

- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.
- 7.4. A Member must commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity of which a Councillor becomes aware that may qualify as corruption, abuse, fraud, bribery or any other violation of the laws of the Province of Alberta, the Government of Canada, or this bylaw.

PART 8: Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, Administration, and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No member shall use indecent, abusive, or insulting words or expressions toward another Member, Administration, or any member of the public.
- 8.4. Members shall respect the fact that Administration works for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that Administration is required to do so without undue influence from any Member or group of Members.
- 8.5. Members shall support and maintain a positive and constructive environment for residents and Administration.
- 8.6. Members shall communicate and work with fellow Councillors in an open and honest manner, promoting a spirit of cooperation by listening to and respecting those opinions that may differ.
- 8.7. Members must not:
 - a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

PART 9: Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or committee meeting until the matter is discussed at a meeting held in public.
- 9.2. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - c) use confidential information for personal benefit or for the benefit of any other individual, organization, or group.
- 9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including, but not limited to, information concerning:
 - a) the security of the property of the Municipality;
 - b) a proposed or pending acquisition or disposition of land or other property;
 - c) a tender that has or will be issued but has not been awarded;
 - d) contract negotiations;
 - e) employment and labour relations;
 - f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that

- have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

PART 10: Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members must not use the position of Councillor to benefit one's self or any other individual apart from the interest of the Town, and avoid placing one's self in a position where there may be a real or perceived conflict of interest or apprehension of bias.
- 10.4. Members shall approach decision-making with an open mind that is capable of persuasion.

PART 11: Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.3. Members shall refrain from using their position to obtain employment with the Municipality for themselves, family members or close associates.

PART 12: Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies, and staff resources only for the performance of their duties as a Member, subject to the following limited exception:
 - a) municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges.

PART 13: Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

PART 14: Remuneration, Expenses, Gifts and Hospitality

- 14.1. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 14.2. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.3. Members may accept hospitality, gifts, or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.
- 14.4. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

PART 15: Informal Complaint Process

- 15.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - a) advising the Member that the conduct violates this bylaw and encouraging the Member to stop;
 - b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member

in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

- 15.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

PART 16: Formal Complaint Process

- 16.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this bylaw may file a formal complaint in accordance with the following procedure:
- a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - b) All complaints shall be addressed to the Investigator;
 - c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - e) Upon receipt of a complaint under the bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
 - h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
 - i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense.
- 16.2. All discussions surrounding allegations and substantiated violations of this bylaw shall be conducted at an In Camera meeting of Council only, with information being kept in confidence under the appropriate sections of the *MGA* and the *FOIP*.

PART 17: Compliance and Enforcement

- 17.1. Members shall uphold the letter and the spirit or intent of this bylaw.
- 17.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this bylaw.
- 17.3. No Member shall:
- a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this bylaw.
- 17.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this bylaw may include:
- a) a letter of reprimand addressed to the Member;
 - b) requesting the Member to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Member's response;
 - d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - g) suspension or removal from some or all Council committees and bodies to which council has

- the right to appoint members;
- h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

PART 18: Review

18.1 This bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

PART 19: Passage

This Bylaw shall come into effect on the date of the third reading.

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

Read a second time in Council this **26th** day of **March** 2018 A.D.

Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

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



ALBERTA

ECONOMIC DEVELOPMENT AND TRADE

*Office of the Minister
Deputy Government House Leader
MLA, Edmonton-Beverly-Clareview*

RECEIVED

MAR 23 2018

March 19, 2018

AR 68376

Mr. Justin Sweeney
Economic Development Officer
Town of Claresholm
P.O. Box 1000 221 - 45 Avenue West
Claresholm AB T0L 0T0

Dear Mr. Sweeney,

I am pleased to advise you that your application to the October 1, 2017, intake of the Community and Regional Economic Support (CARES) program has been approved for funding. Applications were reviewed through a competitive evaluation process to ensure eligibility, as per the program guidelines.

Your application may receive full or partial funding. CARES program staff will be in touch with you to confirm the amount of funding and execute a grant agreement. If you have any questions or require further information, please contact Ms. Megan McNeill, Program Manager, at 780-427-6764 (dial 310-0000 for a toll-free connection), or by email at megan.mcneill@gov.ab.ca.

Congratulations on your successful application. I wish you continued success in working with community and regional leaders to accelerate and implement your initiative to help Alberta become more economically competitive and prosperous.

Sincerely,

Deron Bilous
Minister of Economic Development and Trade

cc: Mr. Pat Stier
MLA for Livingstone-MacLeod



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, MLA, Leduc-Beaumont

RECEIVED

APR 04 2018

AR92307

March 27, 2018

Mayor and Council
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Dear Mayor and Council,

Ensuring Albertans live in viable municipalities with well-managed, collaborative and accountable local governments is a focus of Alberta Municipal Affairs. As such, the ministry plays an important role in providing assistance and support to build municipal capacity and meet legislative requirements. I am pleased to announce my ministry will enhance our support to achieve this through the new Municipal Accountability Program, starting on April 1, 2018.

Municipalities with a population of 5,000 or fewer will participate in the program, which means it is available to approximately 73 per cent of Alberta municipalities. Your Chief Administrative Officer (CAO) will be our primary contact for the program. My staff will work with CAOs to validate compliance or identify concerns and develop corrective solutions where needed.

I understand ministerial inspections and viability reviews can divide and disrupt communities. This program aims to improve municipal capacity and mitigate minor issues that may have the potential to escalate into an in-depth inspection process or viability review. Further details on the program are attached.

The Municipal Accountability Program will run on a multi-year cycle with one-quarter of eligible municipalities taking part in the program in any given year. Municipalities will be selected with consideration given to location and ongoing legislated processes, such as viability reviews, detailed assessment audits, or in-depth inspections. Should your municipality be selected for 2018, your CAO will receive a letter from my Deputy Minister, followed later by direct contact from ministry staff.

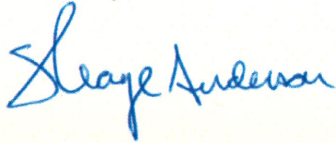
.../2

Mayor and Council

-2-

I hope you share my enthusiasm for this program, and I thank you in advance for your co-operation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: MAP Executive Summary

OBJECTIVE

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

HIGHLIGHTS

Designed to support municipalities by helping to understand legislative requirements.

Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.

A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.

SUMMARY

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 5,000 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached sample checklist provides examples of the type of information that will be reviewed.

Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

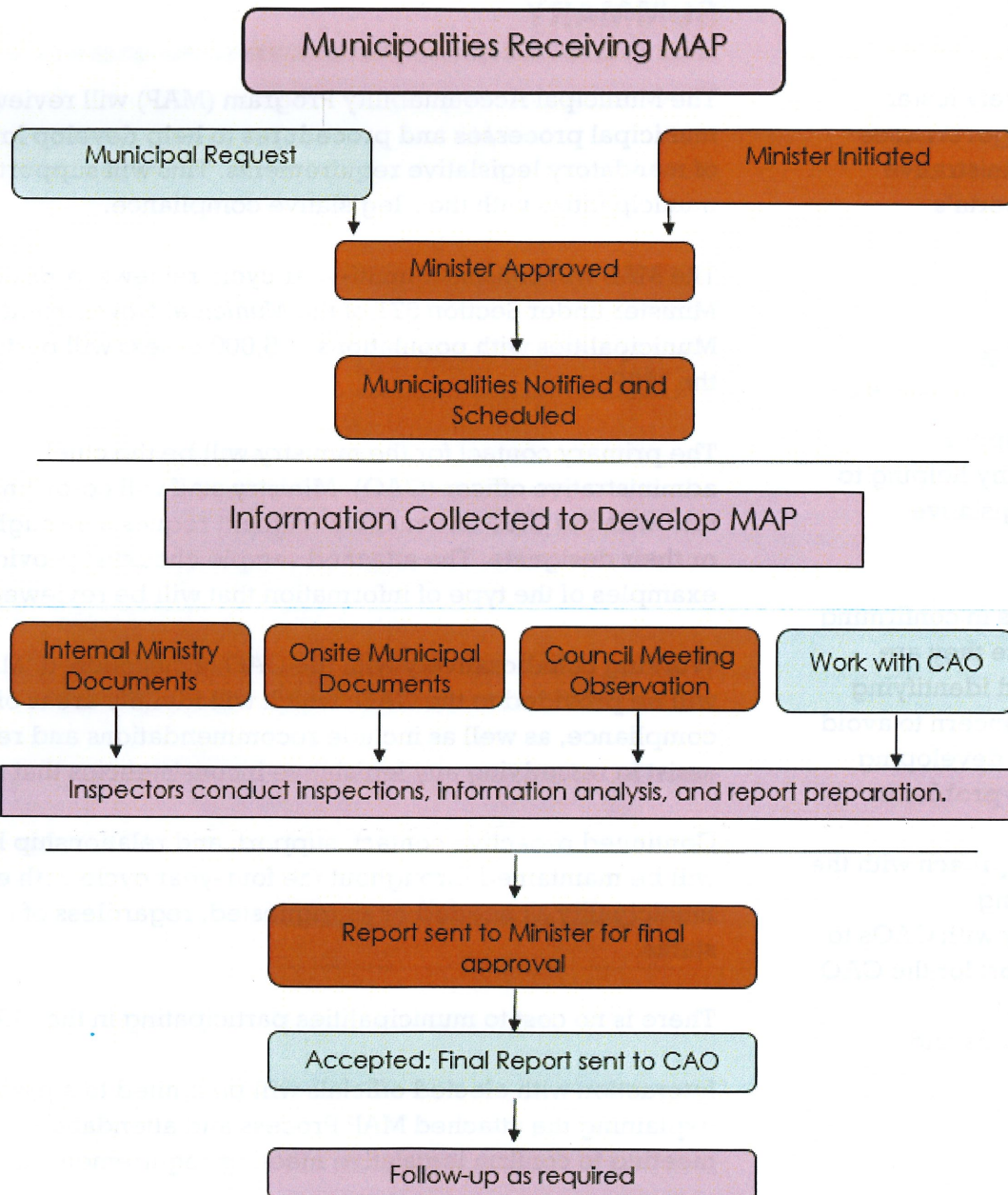
Continued proactive contact, support, and relationship building will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Interaction with elected officials will be limited to a presentation explaining the attached MAP Process and attendance at a council meeting to confirm legislative meeting requirements are met.

MAP

Alberta
Municipal Affairs
MAP PROCESS





While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

Bylaw review

- Mandatory
 - o Code of Conduct
 - o CAO
 - o Borrowing
 - o Property Tax Rate
 - o Subdivision Authority and Development Authority
 - o Subdivision and Development Appeal Board
 - o Municipal Development Plan
 - o Land-use Bylaw
 - o ICF's
 - o Emergency Advisory Committee
- Discretionary
 - o General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

Policy review

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

Procedure review

- Reporting
 - o Financial and Statistical Information Returns
 - o Financial Reporting to Council
- Tax
 - o Tax Notices
 - o Tax Recovery
 - o Tax Agreements
 - o Penalties
- Administration
 - o CAO Evaluation
 - o Document Security
 - o Elections
 - o Petitions
 - o Advertising
- Meeting Procedures
 - o Adoption of minutes
 - o In accordance with procedural bylaw (if it exists)
 - o Closed meetings
 - o Council minutes-content
- Planning
 - o Development permits
 - o Appeals
- Notifications

RECEIVED

MAR 27 2018

Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR92776

March 19, 2018

Ms. Marian Carlson
Chief Administrative Officer, Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Ms. Carlson:

marian

Thank you for your grant application under the Alberta Community Partnership (ACP) program, Intermunicipal Collaboration component.

The program received a number of applications for project funding, and unfortunately some were found to be in support of ineligible project activities. On behalf of the Minister, I regret to advise the following grant application submitted to the ACP has been declined:

- Shared Fundraising Professional - \$180,000

This application indicates the project is in support of wages for a shared fundraising professional. Program guidelines state that ongoing or regular salary expenses and operational service pilots are ineligible expenses.

If you have any additional questions regarding this application, please contact Marianne Bobik, Manager, Regional Grant Programs, toll free at 310-0000, then 780-644-8974, or at acp.grants@gov.ab.ca.

The ministry recognizes the cooperative approaches being taken throughout Alberta to build stronger communities. I look forward to working in partnership on other endeavors through our various grant programs.

Sincerely,



Brad Pickering
Deputy Minister

cc: Hon. Shaye Anderson, Minister of Municipal Affairs
Marianne Bobik, Manager, Regional Grant Programs

From: municipalservicesandlegislation@gov.ab.ca [<mailto:municipalservicesandlegislation@gov.ab.ca>]
Sent: Friday, March 23, 2018 9:15 AM
To: Marian Carlson
Subject: Initiation of a New Performance Measure for the Alberta Municipal Affairs Business Plan and Related

Dear CAO:

Municipal Affairs is implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be “not at risk” based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be “not at risk” as long as it does not trigger on a defined number of indicators.

This initiative aligns with the Government of Alberta’s standards for ministry business plans, and ensures the Municipal Affairs business plan outcomes have correlating measures. The work in developing the municipal indicators has been informed by engagement with both the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta over the course of the past several months.

The municipal indicators draw from a range of municipal data collected by the ministry:

- Information provided by municipalities annually through audited financial statements and financial information returns.
- Municipal election results collected in accordance with the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*.
- Information provided by municipalities following the completion of a municipal census.
- A count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the *MGA*.

In connection with the aggregated ministry performance measure, the ministry will annually publish on the ministry website the indicators for each municipality based on the most recent municipal data.

It is anticipated municipalities that do not meet the benchmark on a specific indicator, or that do not meet the “not at risk” criteria used for the ministry performance measure, may receive questions from residents or businesses on what this means. The attached document titled “Understanding the Municipal Indicators” has been prepared to provide an explanation of how the indicator is calculated, what it is intended to measure, the limitations of the measure, and suggested municipal followup on indicator exceptions. Prior to publication of the indicator details, municipalities that do not meet the “not at risk” criteria will be advised of their indicator results by letter to allow time to prepare for possible questions.

Multiple indicator benchmark exceptions may indicate an increased concern for exposure to potential or emerging risks. In cases where multiple exceptions are triggered in a year, the ministry will be offering advisory supports to the municipality. In those rare situations where a

municipality triggers on the defined number (or more) of indicators for three consecutive years, the ministry will initiate a viability screening to determine whether a viability review should be initiated.

The ministry is committed to supporting accountable, responsible, and transparent local governments. If you would like to discuss the new ministry performance measure, or the future release of indicator results, please contact the Municipal Services and Legislation Division, toll-free at 310-0000, then 780-427-2225, or lgsmail@gov.ab.ca.

Brad Pickering
Deputy Minister

Attachment: Understanding The Municipal Indicators

Understanding The Municipal Indicators

Introduction

Alberta Municipal Affairs is implementing a new performance measure for the ministry, and associated indicators for municipalities.

The ministry performance measure will calculate the percentage of municipalities that are deemed to be “not at risk” based on defined financial, governance, and community indicators. The new ministry performance measure builds on the work of the Government of Alberta’s Municipal Sustainability Strategy.

Although the ministry performance measure is reported as an aggregate percentage, the underlying municipal indicators can provide each municipality and the department with useful information and alerts to emerging challenges.

Source Data for the Municipal Indicators

The indicators are calculated using formulas applied to specific data collected by the ministry, including:

- information provided by Alberta municipalities annually through audited Financial Statements and Financial Information Returns;
- municipal election results collected in accordance with the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*;
- information provided by Alberta municipalities following the completion of a municipal census; and
- a count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the *MGA*.

The Municipal Indicators and What They Measure

The 13 municipal indicators are summarized in Table 1 of this document.

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

How the Municipal Indicators Are Used By Alberta Municipal Affairs

The department will use the municipal indicators to calculate its performance measure for Outcome 1 of its business plan: Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure will be based on the percentage of municipalities that are deemed to be "not at risk". A municipality is deemed to be "not at risk" if it does not trigger the "audit outcome" or "legislation-backed ministry intervention" indicators, and does not exceed more than two of the other 11 indicators in the annual calculation.

If the municipality does not meet the criteria for being "not at risk", it does not necessarily mean there is any cause for concern; however, the municipality is encouraged to review the circumstances giving rise to the indicator results to ensure it is not exposed to potential or emerging risks.

Multiple indicator benchmark exceptions may indicate an increased concern for exposure to potential or emerging risks; in cases where multiple exceptions are triggered in a year, the department will offer advisory supports to the municipality. In those rare situations where a municipality triggers on the defined number (or more) of indicators for three consecutive years, the ministry will initiate a viability screening, to determine whether a viability review should be initiated.

Publication of Detailed Municipal Indicator Results

In addition to the use of the aggregate performance measure in the ministry's annual report, Alberta Municipal Affairs will make the detailed results of the municipal indicators for each municipality available to the public through the ministry's website.

The indicator results will be reviewed internally for accuracy, but will otherwise be published based on the calculated results without modification. To the extent that a municipality is impacted by events beyond its control, the indicators will be allowed to reflect the impact of those events. For instance, if a municipality's on-time financial reporting is delayed due to a natural disaster, the related "on-time financial reporting" indicator will nevertheless be shown as an exception. This will ensure full transparency of the current situation for all municipalities in Alberta, and will reflect the possible associated elevation of risk regardless of cause.

An isolated indicator exception may serve as an alert that the municipality may be experiencing challenges in a specific aspect of its operation, but does not imply that the municipality is "at risk". The indicator results are based on high-level reporting, and further review is necessary before determining if there is a valid concern underlying an exception.

An exception to an indicator benchmark does not indicate fault or mismanagement on the part of a municipality; an indicator may be triggered by events beyond the control of council and administration, or may result from circumstances that are being effectively managed. For example, a decline in population may cause an exception to the

associated “population change” indicator benchmark, but the municipality may be making adjustments to effectively accommodate for the change. As another example, a municipality may exceed the benchmark for the “debt service to revenue percentage” indicator by using surplus funds to rapidly pay down its debt; to the extent that the municipality has allowed for this in its three year financial plan and five year capital plan, the debt repayment may be a prudent fiscal strategy.

Prior to publication of the indicator details, municipalities that do not meet the “not at risk” criteria will be advised of their indicator results by letter. This will allow the municipality to prepare in advance for related questions it may receive from its residents and business owners.

Table 1 - Municipal Indicators

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
Audit Outcome	Audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
Legislation-Backed Ministry Interventions	Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives have been issued pursuant to an inspection.	The municipality has not been the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.
Tax Base Ratio	Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.	The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.	Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements.
Tax Collection Rate	The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
Population Change	The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
Current Ratio	The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
Accumulated Surplus	The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
On-time financial reporting	Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 8. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	The municipality is preparing its audited financial reports on a timely basis.	Consider additional resources to complete year end accounting on a timely basis.
Debt to Revenue Percentage	The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
Debt Service to Revenue Percentage	The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
Infrastructure investment – asset sustainability ratio	The total cost of current year additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the current year's amortization (depreciation) on all tangible capital assets.	The municipality's current capital additions exceed the current year's amortization (depreciation).	The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets. This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets. This measure does not account for year to year fluctuations in capital asset construction and replacement activities.	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
Infrastructure age - net book value of tangible capital assets	The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
Interest in Municipal Office	The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.

From: President [<mailto:President@auma.ca>]
Sent: Friday, March 23, 2018 3:26 PM
Subject: AUMA's Analysis of Provincial Budget 2018

Good afternoon,

On behalf of the AUMA, I am pleased to provide you with a copy of the AUMA 2018 Provincial Budget Analysis, which includes a deeper analysis of the 2018 budget.

You can find this document, along with the Government Responses to AUMA's 20 Questions regarding Provincial Budget and the AUMA News Release, on the [AUMA website](#).

If you have any questions or concerns, please feel free to contact me. You can also email your questions to advocacy@auma.ca.

Thank you,

Barry Morishita | President, AUMA
Mayor, City of Brooks

Mobile: 403.363.9224 | Email: president@auma.ca

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2018 Provincial Budget Analysis by AUMA

March 23, 2018



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Budget 2018 – Highlights for Municipalities

[Budget 2018 – A recovery built to last](#), was released on March 22, 2018. We were forewarned by the Premier and the Minister of Municipal Affairs at the AUMA Convention last November, that the Province would be “carefully cutting spending to balance the budget.”

As you will see in the Summary of Capital and Operating Grant Programs section, there was a total reduction of \$623.6 million in capital grants, but much of this decrease is the result of the province’s decision to advance MSI funds in the 2017-18 fiscal year, and reduce in future years. We did see a cut of \$152 million to MSI, but it will not be felt by the majority of our members, and instead shared by the Cities of Edmonton and Calgary, who will receive other funding to offset their reduced share of MSI. The province also indicated MSI would remain unchanged for the next three years, giving our members some stability in capital planning.

As important was the commitment to working with AUMA and the Rural Municipalities of Alberta (formerly AAMDC) on a replacement program for MSI, one that is stable, predictable, and legislated. We have been advocating strongly for this on behalf of our members and look forward to working with the province to ensure a funding program that meets the needs of Alberta municipalities is legislated this fall and implemented in 2021.

Although AUMA does not like to see cuts to grant programs, we recognize the province’s efforts to restructure and re-profile some of the core capital grant programs. We will continue to advocate for our smaller communities, as they in particular were at a disadvantage with the current competitive grant programs.

In addition to outlining the changes to the operating and capital grant programs, this document will also provide you a more detailed analysis of areas of particular importance to our members:

- Education Property Tax
- Municipal Sustainability Initiative (MSI)
- Provincial Contribution to the Investing in Canada Fund
- Policing Funding and the *Police Act*
- Cannabis Legalization
- Implementation of the Climate Leadership Plan

Finally, the Analysis document also includes highlights of the Provincial Economic Outlook, as well as summaries of the Provincial Capital and Operating Plans.

The 2018 Provincial Budget Analysis by AUMA, along with the [Government Responses to AUMA’s 20 Questions regarding Provincial Budget](#), and the [AUMA News Release – Budget 2018](#), should provide our members with a better understanding of the provincial budget and its impact on municipalities’ ability to attract business, create jobs, grow local and regional economies, and deliver important social programs for Albertans.

Summary of Capital and Operating Grant Programs

Core Capital Grants to Municipal Governments (\$ millions)

Capital Grant	Budget 2017-18	Budget 2018-19	Comment
Municipal Sustainability Initiative (MSI) Capital	846.0	294.0	In March of 2018, the province provided an additional \$800 million in MSI through its 2017-18 fiscal year. \$400 million of that allocation represented an advance on the 2018-19 MSI and the remaining \$400 million is an advance on the 2019-20 MSI. In effect, the 2018-19 MSI capital is \$694 million. While this represents a decrease of \$152 million from 2017, the reduction is only applied to Calgary and Edmonton. 2018 MSI funding for all other municipalities will remain the same as last year, with variances based on updates to the data used in the MSI allocation formula.
Basic Municipal Transportation Grant (BMTG) – A component of MSI	335.0	344.0	2018-19 funding is \$9 million more than last year, which aligns with the government's commitments in Budget 2017. Funding is forecasted to increase by \$9 million per year for the following three years.
Water for Life	55.0	75.3	Funding increases in 2018 but it is \$30 million less than what was projected in Budget 2017. Funding in 2019-20 is forecasted to decrease to \$53 million. Note: Government documents present conflicting figures of \$75.3 million and \$69 million. AUMA is in the processing of clarifying the correct figure.
Municipal Water and Wastewater Program	50.0	45.0	The \$5 million decrease in 2018-19 aligns with the province's forecasts in Budget 2017. Funding is forecasted to reduce further to \$25 million in 2019-20.
Strategic Transportation Infrastructure Program (STIP)	35.0	26.5	Actual STIP spending in 2017 is estimated to \$50 million more than the 2017 budget. 2018-19 funding is \$3.5 million less than the province's forecasts in Budget 2017. Funding is forecasted to reduce to \$18 million in 2019 and \$15 million in 2020.
Alberta Community Transit Fund	40.0	22.4	This program, formerly known as the Municipal Transit Initiative, was announced in Budget 2017 but is estimated to have zero expense in the year. Details of the program are still to be announced and the 2018-19 funding is \$63 million less than what was forecasted in Budget 2017.
Alberta Community Resilience Program	57.8	-	This program is zero-funded in 2018-19 but the deadline to apply for 2019-20 funding is September 30, 2018.
Watershed Resiliency and Restoration Program	3.5	3.5	Despite a budget of \$3.5 million, actual spending in 2017-18 is estimated to be \$51 million.

Capital Grant	Budget 2017-18	Budget 2018-19	Comment
Flood Recovery / Mitigation	12.4	1.0	This funding is linked to the 2013 flood recovery under Environment and Parks for Community Stabilization.
First Nations Water Tie-In Program	25.0	24.4	Formerly called the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) – Access to Regional Drinking Water Systems.
Subtotal	\$1,459.7	\$836.1	A total reduction of \$623.6 million driven largely by the province's decision to advance MSI funds in fiscal 2017-18 and reduce MSI in 2018-19 by a corresponding amount including a \$152 million decrease for Calgary and Edmonton.

Capital funding linked to federal funding programs

Gas Tax Fund (GTF)	222.0	229.5	GTF is distributed based on the federal funding formula. It is estimated to be \$229.5 million per year for the next five years.
GreenTRIP	484.4	250.0	Actual GreenTRIP funding in 2017-18 is forecasted to be \$122.2 more than budgeted. The decline in GreenTRIP funding in 2018-19 is a trend that will continue into the future as federal funding is used up.
Public Transit Infrastructure Fund (PTIF) – Phase 1	285.0	136.5	The 2018-19 funding represents unused funding from 2017-18 that has been re-profiled to 2018-19. The funding is forecasted to end in 2019-20 with \$75 million in funding.
Clean Water Wastewater Fund (CWWF) Phase 1 Federal Contribution	165.0	59.0	The majority of 2018-19 funding represents unused funding from 2017-18. The funding is forecasted to end in 2019-20 with \$20 million in funding. The province's contribution under the CWWF is through the Water for Life program.
New Building Canada Fund – Small Communities Fund	31.0	16.8	The budgeted amounts in 2017-18 and 2018-19 simply reflect the cash flows associated with previously approved projects. No new funding has been allocated for the program.
Subtotal of funding linked to federal programs	\$1,187.4	\$691.8	A total reduction of \$495.6 million from 2017 due to federal funding being used up and programs coming to a close. There will be additional federal funding in the near future once a bilateral agreement between the provincial and federal governments is complete under the Investing in Canada fund.
Total – all capital funding	\$2,647.1	\$1,527.9	

Core Operating Grants to Municipal Governments (\$ millions)

Operating Grant	Budget 2017-18	Budget 2018-19	Comment
Municipal Sustainability Initiative (MSI) Operating	30.0	30.0	No changes have been made to MSI operating funding levels.
Alberta Community Partnership	18.5	18.5	2018-19 ACP funding will remain consistent to support municipal collaboration and capacity building.
Family and Community Support Services (FCSS)	100.7	100.7	The province maintained FCSS funding at the 2017 funding level.
Police Assistance Grant	55.8	57.7	2018-19 funding increased by \$1.9 million.
Police Officer Grant Program	30.0	30.0	The province maintained the Police Officer Grant Program at the 2017 funding level.
Emergency Preparedness Grant	0.2	0.2	Municipalities will continue to have access to funding for fire services and emergency management training.
Grants in Place of Taxes (GIPOT)	59.3	58.7	The province maintained its 2015 decision to not provide GIPOT funding for properties owned by the Alberta Social Housing Corporation.
Rural Bus Service Pilot	-	1.0	A new program designed to connect medium-sized cities with surrounding communities.
Total	\$ 294.5	\$ 296.8	

Notable Grants to Community Organizations

Grant	Budget 2017-18	Budget 2018-19	Change (\$)
Housing Operating	165.2	177.7	12.5
Community Facility Enhancement Program	38.0	38.0	-
Library Services Grant (operating)	29.9	29.9	-
Organized and Serious Crime funding (ALERT)	29.1	29.1	-
Family and Community Safety Program	18.6	18.2	(0.4)
Major Fairs and Exhibitions	15.3	15.3	-
Agricultural Service Boards Grants	11.5	11.5	-
Agricultural Societies and Exhibitions Grants	11.5	11.5	-
Summer Temporary Employment Program (STEP)	10.0	10.0	-
Economic Development	9.3	7.6	(1.7)
Alberta Historical Resources Foundation	2.1	2.1	-
Public Lands Trail Development	1.3	1.3	-
Search and Rescue Grants	0.2	0.2	-

Municipal Sustainability Initiative - Now and into the Future

AUMA's persistent advocacy on the importance of MSI has ensured funding will remain stable for another year. In March 2018, the Government of Alberta announced it was advancing \$800 million of future MSI funding to municipalities, which entails a \$400 million advance on the 2018-19 MSI funding and a \$400 million advance on the 2019-20 funding. In turn, the province reduced the budgeted amounts for MSI in 2018 and 2019 by a corresponding amount. The following table shows total MSI capital in 2018 is \$152 million less than in 2017; however, the province has only reduced MSI funding for Calgary and Edmonton. All other municipalities will receive a similar level of funding as 2017, except for the usual variance that results from updates in the data used in the MSI allocation formula.

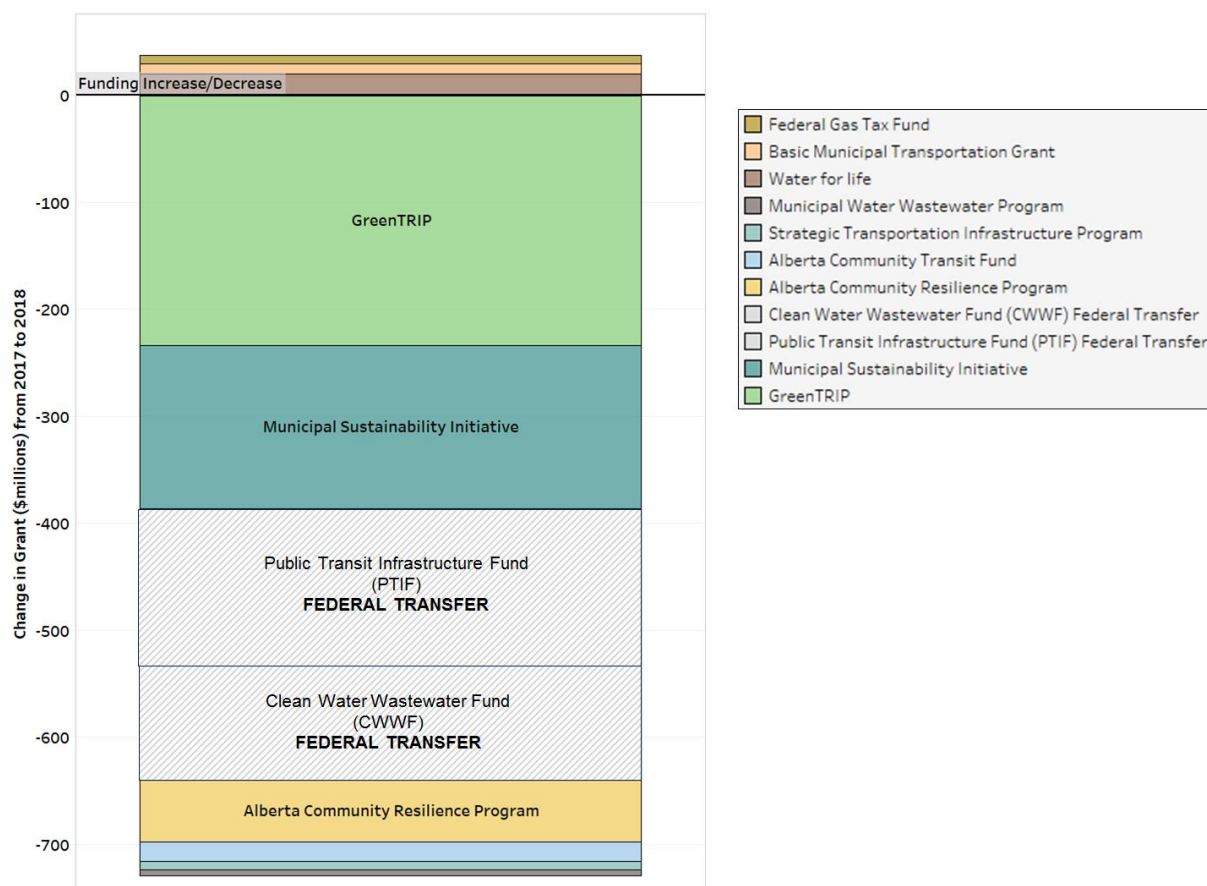
(\$ millions)	2018 Budget	2019 Target	2020 Target	2021 Target	2022 Target
Advance of future MSI in March 2018	400	400	-	-	-
MSI Capital	294	294	694	667	-
Total (not including BMTG)	\$ 694	\$ 694	\$ 694	\$ 667	-
2017 MSI Capital	846				
Change	\$ (152)*	*Specific to Calgary and Edmonton			

Over the past two years, AUMA has advocated municipalities need infrastructure funding to be delivered in a more stable and predictable manner to support long-term financial planning. AUMA is pleased Budget 2018 states that the province is "committed to working with municipalities, over the coming months, to replace MSI with a new infrastructure grant program, with a funding formula based on revenue sharing." AUMA looks forward to this long-awaited discussion. In the meantime, Budget 2018 demonstrates the province is still committed to delivering the original \$11.3 billion in MSI by 2021-22. This funding will ensure Albertans continue to enjoy safe water systems, quality roads, updated recreational facilities, and opportunities for construction jobs in communities across the province.

Provincial and Federal Capital Investments

The following chart shows the change in funding from Budget 2017 to Budget 2018 for capital grants. Only three programs saw an increase in funding: Federal Gas Tax Fund (\$7.5 million), Basic Municipal Transportation Grant (\$9 million) and Water for Life (\$20.3 million). The loss of over \$700 million in funding is primarily driven by federal funding programs that are coming to a close, and a decrease of \$152 million in MSI for Calgary and Edmonton¹. While the chart presents a negative picture, when federal programs and reductions in MSI for Edmonton and Calgary are removed from the equation, the core capital funding only decreased by \$71.6 million in Budget 2018. This represents a limited impact compared to the message the government delivered at AUMA's convention in fall 2017.

¹ The chart is presented with \$400 million of the 2018-19 MSI that was advanced in the 2017-18 fiscal year.



Provincial Contribution to the Investing in Canada Fund

The Investing in Canada Fund remains a priority issue for our members. In reviewing the budget document, we noted no money has currently been allocated to cover the provincial portion of the fund.

The province has indicated they hope to have an agreement with the federal government in place in the coming weeks. AUMA has requested clarification from the government as to where the money will be included within the budget once the agreement is signed. AUMA will continue to update members as more information becomes available.

Policing Funding and the *Police Act*

Justice and Solicitor General's expenses are budgeted at \$1.47 billion, up slightly from the 2017-18 budget of \$1.4 billion. This includes an increase to the provincial contract for policing from \$255 million in 2017-18 to \$256 million in 2018-19. This increase is intended to cover the RCMP salary settlement, new RCMP officers, and policing services provided at no direct cost to all rural municipalities, including municipal districts, counties and Métis settlements,

regardless of population, as well as towns, villages and summer villages with populations of 5,000 or less.

Municipal Policing Assistance Grants have increased slightly from \$55.8 million in 2017-18 to \$57.7 million for 2018-19; Police Officer Grants were held constant at \$30 million.

Municipalities have signaled this funding is not adequate and AUMA has been advocating to the province for increased funding on their behalf.

AUMA has also been advocating for a more equitable funding model in which everyone pays. We were disappointed there was no mention in the business plans to include a review of the Police Act. This would enable engagement with municipalities on funding and other policy issues.

Unfortunately, funding for the Alberta First Responders Radio Communications system (AFRRCS) has decreased from \$13 million in 2017-18 to \$7 million in 2018-19 and is projected to fall to \$5 million in 2019-20; however, this decrease was projected in last year's budget.

Cannabis Legalization

AUMA has advocated the Alberta government share 70 per cent of Alberta's cannabis excise taxes with municipalities and requested the province to transfer \$30 million in Budget 2018-2019 to support municipal efforts on implementing legalization of cannabis. Neither requests were included in the budget despite the federal government's commitment to transfer 75 per cent of the cannabis excise taxes to the provinces.

The Alberta government estimates the cannabis revenue would be \$26 million in 2018-19, \$80 million in 2019-20, and it could go up to \$99 million by 2020-21.

In the Ministry of Justice and Solicitor General Business Plan 2018 to 2021, the ministry highlights one of the key strategies is to have legislation, regulations, policies and programs in place to implement the federal government's decision to legalize cannabis in 2018. No further details have been provided on how it plans to involve municipalities, or if it will work with AUMA to determine a cannabis revenue-sharing formula.

AUMA is concerned with the lack of detail, especially since many municipalities are preparing for the legalization and are ready to partner with the provincial government on making the transition.

The province has indicated it will be moving forward with changes to the Municipal Government Act regarding assessment and taxation of cannabis production facilities, removing them from the farm building classification, which is exempt from municipal assessment.

Implementation of the Climate Leadership Plan

Budget 2018 projects \$1.3 billion in spending this year from the Carbon Levy, combined with the Low Carbon Economy Leadership Fund (federal government) and the Climate Change Management Fund. The total Climate Leadership Plan is \$1.9 billion in 2018-19.

Over the next three years, the Alberta government estimates \$5.3 billion will be spent to advance climate change initiative including public transit, innovative research and energy efficiency program, and infrastructure projects. A further \$632 million will provide tax relief to businesses through the small business tax rate reduction and investment in clean technologies.

\$5.2 billion over three years is going towards other climate change programs including \$1.3 billion to support transit, development of low-carbon transit fleets and expand light rail transit system in Calgary and Edmonton, \$1.6 billion in household and other rebates for 60 per cent of Albertans, and \$662 million over three years to support energy efficiency projects.

AUMA has long advocated that municipalities receive financial support from the carbon levy to support municipal climate change initiatives. AUMA is pleased with the \$54 million over five years for the Municipal Climate Change Action Centre, a partnership among AUMA, Rural Municipalities of Alberta (previously known as AAMDC), and the Government of Alberta. This funding focuses on greening municipal fleet, community generation projects, community energy efficiency projects, and provide funding for solar and renewable energy options for schools. Unfortunately, the budget is silent on AUMA's request for municipalities to receive a rebate for the cost of the levy they incur in order to neutralize the financial impact of the levy. AUMA plans to continue working with the provincial government on finding solutions to mitigate this financial impact.

AUMA continues to call on the province to support municipalities impacted by the phasing out of coal-fired electricity generation. The recent announcement provided approximately \$5 million to support 12 projects in 17 communities. AUMA believes this is a good start to support these communities, but not enough to transition these communities to a sustainable future.

Education Property Tax

Between 2008 and 2016, the province increased education property taxes by an average of 6.5 per cent per year. This was partly driven by the government's policy in 2013 to link the amount of education property tax to be fixed at 32 per cent of provincial education operating costs. In 2017, the province chose to freeze revenue from the education property tax and AUMA is pleased that Budget 2018 will keep the education property tax at the 2017 level, which will fund approximately 31 per cent of the education operating costs.

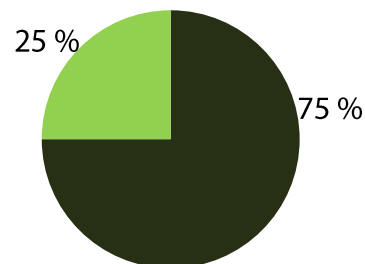
Although the revenue level was frozen in the fiscal year, it will result in an increase on the calendar year and an increase in mill rates in order to raise the same revenue. The residential/ farmland rate will increase from \$2.48 to \$2.56 per \$1,000 of equalized assessment. The non-residential rate will increase to \$3.76 from \$3.64 per \$1,000 of equalized assessment.

Education Property Tax Requisition* (\$ millions)

Fiscal year	2017-18	2018-19	Change
Residential	1,492	1,492	0%
Non-Residential	954	954	0%
Total	2,446	2,446	0%
Calendar year	2017	2018	Change
Residential	1,493	1,516	1.54%
Non-Residential	939	929	-1.06%
Total	2,432	2,445	0.53%

**Sources: Alberta Treasury Board and Finance and Municipal Affairs*

Distribution of Property Tax (2016)



■ Municipal ■ Provincial

Budget 2018 – Fiscal Plan

Provincial Economic Outlook

Consolidated Revenue:
\$47.9 B

Consolidated Expense
\$56.2 B

Consolidated Deficit
\$8.8 B

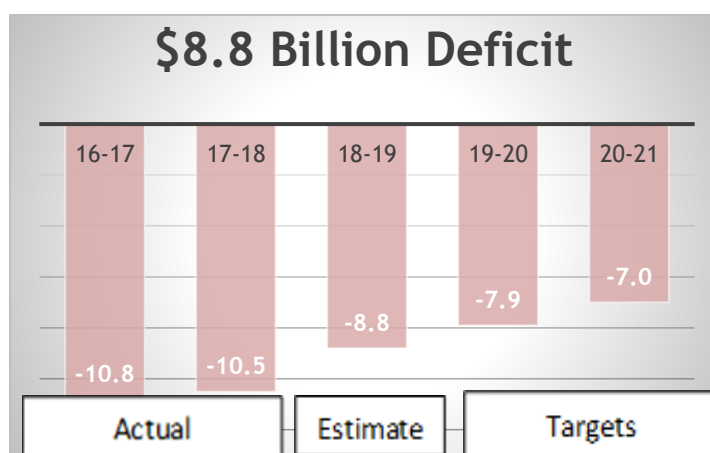
Budget 2018 – Key Fiscal Metrics (billions of dollars)

	2016-17 Actual	2017-18 Budget	2017-18 Forecast	2018-19 Estimate	2019-20 Target	2020-21 Target
Total Revenue	42.3	44.9	46.9	47.9	50.6	53.8
Total Expense	53.1	54.9	55.9	56.2	57.8	59.8
Risk Adjustment	-	(0.5)	-	(0.5)	(0.7)	(1.0)
Surplus / (Deficit)	(10.8)	(10.5)	(9.1)	(8.8)	(7.9)	(7.0)
Other Key Metrics:						
Capital / Other Non-financial Assets	49.4	52.7	52.0	53.8	55.3	56.8
Heritage Fund Year-end Balances	15.4	15.7	15.6	16.0	16.3	16.6
Net Financial Assets / Net Debt	(8.9)	(22.6)	(20.3)	(30.5)	(39.8)	(48.2)
Net Debt to Nominal GDP Ratio	2.8%	7.0%	6.0%	8.7%	10.8%	12.4%

Source: Alberta Treasury Board and Finance

The consolidated deficit will drop this year to \$8.8 billion with a forecasted drop to \$7.9 billion in 2019-20 and \$7.0 billion in 2020-21.

This forecast is based on the WTI oil price averaging US \$59/bbl in 2018-19, \$60 in 2019-20, and \$63 in 2020-21.



Source: Alberta Treasury Board and Finance

Energy and Economic Assumptions

	2016-17 Actual	2017-18 Budget	2017-18 Forecast	2018-19 Estimate	2019-20 Target	2020-21 Target
WTI Oil (US\$/bbl)	47.93	55.00	54.00	59.00	60.00	63.00
Light-Heavy Differential (US\$/bbl)	13.93	16.00	14.50	22.40	21.00	22.30
WCS@Hardisty (Cdn\$/bbl)	44.67	51.30	50.40	46.00	48.80	50.90
Natural Gas (Cdn\$/GJ)	2.01	2.90	1.90	2.00	2.20	2.40
Conventional Crude Oil Production (000s barrels/day)	431	416	449	461	468	466
Raw Bitumen Production (000s barrels/day)	2,549	2,906	2,855	3,163	3,302	3,462
Exchange Rate (US\$/Cdn\$)	76.2	76.0	78.0	80.0	80.0	80.0
Real GDP (% change)	(3.7)	2.6	4.5	2.7	2.5	2.4
Population (% change)	1.4	1.3	1.2	1.4	1.5	1.5

Source: Alberta Treasury Board and Finance

Budget 2018 – Fiscal Plan (continued)

2018-2023 Provincial Capital Plan

The Budget 2018 Capital Plan includes \$26.6 billion in projects over five years. This is a reduction from the Budget 2017 Capital Plan, which included \$29.5 billion in projects over four years.

A quarter of the 2018-19 capital plan is dedicated to municipalities as outlined in the Summary of Capital and Operating Grants earlier in this document. What follows highlights potential impacts to municipalities in some of the other funding envelopes.

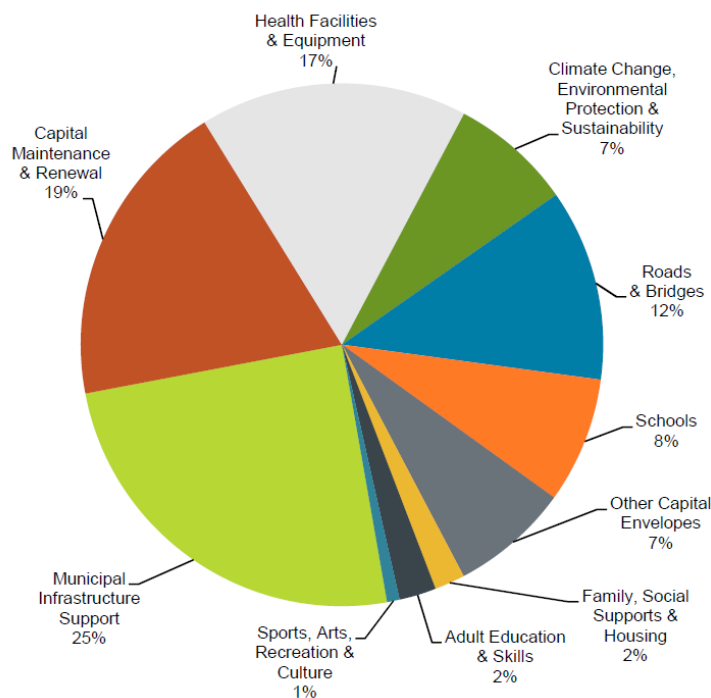
Housing

As part of implementing the *Provincial Affordable Housing Strategy*, in September 2017 Alberta Seniors and Housing released a Capital Planning Framework, which outlined the capital programs related to the strategy. The 2018 Capital Plan provides information on funding that will be allocated to each program, which is anticipated to total \$504 million over the next five years. In 2018-19 the funding allocation is as follows:

- \$45 million for the Family and Community Housing Development and Renewal to facilitate major renovation, replacement and extension projects to government-owned and/or supported affordable family and community housing operated under the *Alberta Housing Act* or through long-term operating agreements.
- \$20 million for the Affordable and Specialized Housing program to develop new affordable housing projects that provide supportive social or health services for Albertans with a focus on reducing homelessness and ensuring suitable housing is available for populations with specialized needs.
- \$3 million each year for the next three years for planning to support the identification of capital projects and to complete the options analysis and other activities that clarify the proposed project scope, schedule and budget allocation.
- \$144 million in 2018-19 for the Seniors Housing Development and Renewal program to facilitate major renovation, replacement and redevelopment projects at government-owned and/or supported affordable independent and supportive seniors housing operated under the *Alberta Housing Act* or through long-term operating agreements.

Budget 2018 Capital Plan – Allocation by Envelope

(% of Total Capital Plan)



- \$52 million for capital maintenance and repair for the preservation and maintenance of existing government-owned and/or supported affordable housing operated under the Alberta Housing Act or through long-term operating agreements.
- \$1 million for the Indigenous Housing Capital Program, which there is limited information available at this time.
- \$3 million for the Infrastructure and Housing for Metis Settlements to fulfill commitments made under the Long-Term Governance and Funding Agreement with the Metis Settlements General Council.

Roads and Bridges

Targets for increased investment in roads and bridges have been delayed as evidenced in the following chart:

(\$ millions)	2017-18 Budget	2018-19 Target/ Budget	2019-20 Target	2020-21 Target	2021-22 Target	2022-23 Target
Budget 2017	450	507	559	588		
Budget 2018		410	380	380	560	560

The capital plan includes investment in the completion of existing projects such as the Gaetz Ave-Highway 2 project at Red Deer, the Highway 2-Peace River Bridge, the Grande Prairie-Highway 43X bypass, the Highway 15 bridge at Fort Saskatchewan, and the Southwest Calgary Ring Road.

It also includes \$131 million in 2018-19 for “highway twinning, widening and expansion,” but does not provide details on which highways are included. The list of unfunded capital projects includes a number of highway projects that met the priority criteria but will not receive funding this year. This includes work to reduce congestion and address increased trucking on Highway 3.

Access to Health Care

The province is investing \$4.6 billion over five years in capital projects related to health care. This includes the new hospital in Edmonton, the Calgary Cancer Centre, the Norwood Long Term Care Facility, and the Edmonton Clinical Laboratory Hub. During AUMA’s 2017 Convention, members adopted a resolution calling on the province to reinstate the expansion of the Red Deer Regional Hospital to the capital priorities list. The capital budget does include \$1 million for capital planning for the Red Deer region but does not set aside any additional funding for subsequent years.

Schools

The capital plan includes \$393 million for 20 new school projects, including seven new schools, seven replacements, three modernizations, one addition to an existing school, and two projects that have been approved for design. The new schools will address pressures in urban areas of Edmonton, Calgary, Grande Prairie, and Lethbridge, while the replacement schools will be located in Delia, Provost, Tilley, Brooks, St. Albert, Stony Plain, and Camrose.

Based on a resolution adopted by members in 2015, AUMA has been advocating for the need for municipalities to be better engaged in the planning process for new schools.

Budget 2018 - Fiscal Plan

Overall expenditures

Keeping on pace with previous years, health, education and social services account for more than 70 per cent of the province's spending.

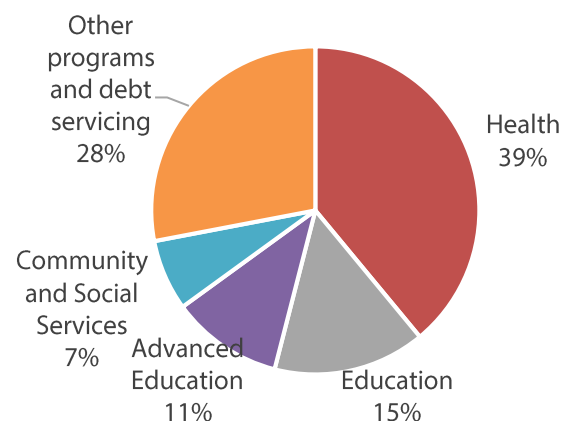
Health continues to be the largest budget, with expenses estimated at \$22.1 billion, an increase in budget of 2.7% in 2018-19. Key investments include hundreds of continuing care beds, which will help support the shift to community-based care, as well as \$87 million budgeted for addictions and mental health.

Education's expense is budgeted at \$8.4 billion in 2018-19, which represents a 1.7% increase. The budget will fully fund the expected enrolment growth across the province.

Advanced Education's expense is budgeted at \$6.1 billion in 2018-19, which includes extending the tuition freeze into a fourth consecutive year. This represents a 2.5 per cent increase over Budget 2017.

Community and Social Services' expense is budgeted at \$3.7 billion, which represents a 9.9 per cent increase over 2017-18. Included in the budget is \$1.3 billion allocated to the delivery of disability service programs and \$123 million budgeted for Community Supports and Family Safety, which includes \$101 million for Family and Community Support Services (FCSS).

Expense as a percentage of total provincial expenditures



Budget 2018 increases the Ministry of Children's Services spending by 10.1 per cent to \$1.5 billion.

Environment and Parks' expense is reduced by 5.9 per cent to \$526 million in 2018-19. This will provide \$107 million for parks, which will include funding to advance cooperative management of Alberta's Parks with Indigenous peoples, and developing new Alberta Parks capital infrastructure through the Capital Management and Renewal Program.

Culture and Tourism's budget increases by 9.5 per cent to \$381 million in 2018-19, which will include \$101 million for arts and cultural industries. The budget will also include \$132 million in funding through community grant programs, including the Community Facility Enhancement Program, the Community Initiatives Program, and the Major Fairs Program. Also included in the budget is \$56 million for tourism development and marketing and \$63

million to ensure Albertans and visitors have continued access to our museums, archives and historic resources.

Municipal Affairs' budget is reduced by 32.9 per cent to \$1.2 billion. The reduction in 2018-19 reflects the re-profiling of 2018-19 MSI to the 2017-18 fiscal year as well as the \$152 million reduction in Calgary and Edmonton's MSI. Calgary and Edmonton will receive other funding such as investments in light rail transit to offset their reduced share in MSI.

Infrastructure's expense is budgeted at \$670 million, which represents a 3.5 per cent decrease from Budget 2017. Within the expenses, \$595 million has been earmarked for the effective and sustainable management of owned and leased space using asset management solutions. The budget will also provide \$49 million in funding for delivery of innovative and responsible infrastructure solutions that meet current and future provincial needs.

Transportation expense is budgeted at \$1.5 billion in 2018-19. This represents a 35.4 per cent decrease in spending compared to Budget 2017 but a 13.5 per cent increase on spending in 2016-17. The 2018-19 budget includes \$423 million for on-going provincial highway maintenance and \$667 million in capital grants. The capital grants are for priority municipal public transit projects and critical drinking water and wastewater facilities. Additionally, almost \$35 million is committed to enhancing transportation safety.

Public sector compensation for 2018-19 is budgeted at \$26.6 billion, which amounts to more than half of total operating costs.

Next steps

Given what was not included in the budget, it is clear AUMA has more work to do, particularly with respect to cannabis and revenue-sharing, and policing including reopening the *Police Act* and updating the funding model. Of particular importance is getting clarification from the province that adequate funding is included for the provincial portion of the Investing in Canada Fund as this is needed for municipalities to have access to federal infrastructure funding.



March 21, 2018

Dear Mayors, Reeves and Councillors:

RE: April 28 – National Day of Mourning

On April 28, we all come together to remember the workers who were killed, injured or disabled at work.

In 2017, we lost 166 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

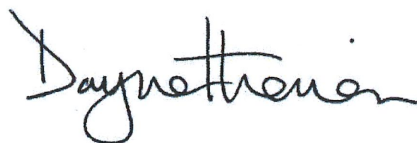
We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or dina.dasilva@wcb.ab.ca.

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,



Dayna Therien
Director of Corporate Communications
WCB-Alberta

Encl.

MAR 27 2018

WILLOW CREEK REGIONAL WASTE MANAGEMENT SERVICES
COMMISSION

Box 2820 Claresholm, Alberta T0L 0T0

Phone: 403-687-2603

Fax: 403-687-2606

March 26, 2018

All documentation indicated in this letter
including budget & financial statements
are available at the Town Office.

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Dear Mayor and Council,

The Willow Creek Regional Waste Management Services Commission approved the Operating and Capital Budget for the 2018 fiscal year on March 23, 2018.

Please find attached the 2018 Requisition in the amount of \$41 580.00. This is based on a per capita rate of \$11.00 and a population of 3780.

The Commission has approved the 2018 tipping fees. Member rates remain unchanged and will be as follows:

- | | |
|---------------------------------|--------------------------|
| • Domestic Household Waste | \$65.00 per metric tonne |
| • Dry, Concrete and Metal Waste | \$65.00 per metric tonne |
| • Minimum Charges up to 150kg | \$10.00 |
| • Minimum Charge 160 to 300 kg | \$20.00 |
| • Minimum Charge 310 to 450 kg | \$30.00 |

Fees Bylaw 1-2018 is attached for your reference.

I have also enclosed the 2018 landfill operating and capital budget, as well as a copy of the 2017 audited Financial Statements for your information.

I trust this to be in order, however, if you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



Cheryl Friesen
CAO
Willow Creek Regional Waste Management
willowcreekregionallandfill@cciwireless.ca



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

April 2, 2018

Honorable Mayor & Councillor Members:

The members of the Porcupine Hills Classic Cruisers car club will be hosting their 25th Annual Show 'N' Shine on Sunday, August 12, 2018.

With your permission and approval, we would like to host our event during the "Fair Days" weekend at the Centennial Park Ball Diamonds. We trust our club has left everything in order from past shows and we appreciate the opportunity to host our event there. The area is ideal because of the enclosed fencing which provides control of the number of cars for our show. Thank you for considering our request and we look forward to your reply. Our club appreciates the town employees and councillors that have supported and assisted us in our past Show 'N' Shine events.

Yours truly,

for Kelly St. Jean
President
Porcupine Hills Classic Cruisers
C/O P.O. Box 2014
Claresholm, AB T0L 0T0
Porcupinehillscruisers.com





CLARESHOLM LIONS CLUB

P.O. BOX 222
CLARESHOLM, AB
CANADA
T0L 0T0

Dear Mayor and Councilors of Town of Claresholm;

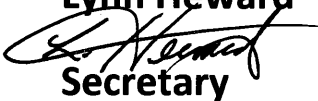
On behalf of the Claresholm Lions Club we wish to extend our utmost gratitude for your support to the Winterfest held in February/2018. As a club we had the pleasure of participating and witness to the potential of this event becoming an annual affair. The community spirit was most evident, and those in attendance to observe provided the same impression.

What was of particular notice was at the end of the evening with the fireworks and witnessing how this display presented with great interest. As a winter event we also saw how safer/impressive this was, and as a result the club is wondering if the council would consider that fireworks become a staple for the Winterfest as opposed to the fair days.

Thank you for your consideration.

Yours truly;

Lynn Heward



Secretary

Claresholm Lions Club.



Public input wanted on Livingstone-Porcupine Hills

Albertans are invited to provide their feedback on the draft Livingstone-Porcupine Hills Land Footprint and Recreation Management plans.

"The Livingstone-Porcupine Hills area is a tremendous public resource, and engaging Albertans in the planning process is essential to getting the best plans possible. We need plans that protect the region's headwaters, biodiversity, esthetic beauty, and cultural and historic values, while accommodating an appropriate mix of uses, including enhanced recreation activities."

- Shannon Phillips, Minister of Environment and Parks

Located in southwestern Alberta, the Livingstone-Porcupine Hills is part of Alberta's Eastern Slopes. The area provides much of the region's drinking water, includes extensive portions of an ecologically diverse landscape, and is identified in the South Saskatchewan Regional Plan (SSRP) as a priority for Land Footprint and Recreation Management planning.

The draft Land Footprint Management Plan manages the impacts of competing land-use demands from expanding human development, while providing continued opportunities for economic development and recreation.

The draft Recreation Management Plan provides recommendations on how various recreation activities can be accommodated in the region.

Both draft plans have been released, and the government wants to hear from First Nations, stakeholders and the public. The province appreciates the input it has received over the past three years through extensive engagement. Feedback received during this stage of engagement will be added to that information as final plans are drafted.

Stakeholder and public engagement runs until 4 p.m. on April 26, 2018. To read the draft plans and provide feedback online, please visit talkaep.alberta.ca/livingstone-porcupine-hills-footprint-and-recreation-planning.

Background



- The South Saskatchewan Regional Plan (SSRP) came into effect in September 2014. The plan establishes the long-term vision for the region and aligns provincial policies at the regional level to balance Alberta's economic, environmental and social goals.
- Prioritized strategic values in the SSRP include:
 - Watershed and headwaters integrity
 - Maintaining biodiversity and habitat connectivity
 - Wildfire risk management
 - Integrated management of public land uses
- The Livingstone and Porcupine Hills area is identified in the SSRP as a priority for Land Footprint and Recreation Management planning.
- Alberta Environment and Parks planning staff have been working closely with First Nations and stakeholders using a three-stage engagement approach to inform the draft Livingstone and Porcupine Hills Land Footprint Management Plan and Recreation Management Plan.
 - Stage 1 occurred between March 2015 and March 2016 and involved meeting with First Nations and stakeholders to present the scope and intent of the planning processes.
 - Stage 2 occurred between April 2016 and April 2017 and involved meeting with First Nations and stakeholders to present modelling results and management alternatives.
 - Stage 3 Consultations with First Nations, stakeholders and the public will occur to solicit feedback on both draft plans. Feedback and comments collected during Stage 3 will be added to information gathered in previous stages for consideration as final plans are drafted.

Related information

Draft management plans

Media inquiries

✉ **Matt Dykstra**

☎ 780-641-9846

Press Secretary, Environment and Parks



REQUEST FOR DECISION

Meeting: April 9, 2018
Agenda Item: 13

UPDATED BUDGET 2018

DESCRIPTION:

Administration has updated the Operating and Capital Budgets for 2018 for new information including the actual amount of MSI Operating Grant from the Provincial Government allocated to the Town as well as for the Alberta Education Property Tax Requisition, both which were released after the 2018-2019 Provincial Budget was released. We also received the Home for the Aged or Pocupine Hills Lodge Requisition since the 2018 Budget was approved as well as the Willow Creek Regional Waste Management Services Commission Requisition both of which were slightly higher than estimated.

During the week of March 26th it was also noted that there was damage to an antennae on top of the Fire Department Building that was causing issues with the fire department radios. It is estimated this will be approximately a \$2-4K fix, with the MD covering half the cost. This project is already underway due to this being critical emergency infrastructure. Administration is recommending an increase to our Fire Department Building & Repair account (Materials, supplies, and operating costs) of \$2K.

The offset to all the above changes is property tax revenue. Due to MSI Operating Grant being greater than anticipated (approx. \$20K) and the Alberta Education Property Tax Requisition being less than anticipated (approx. \$6.7K) we only require a 1.44% increase to property tax revenue from 2017. This is in comparison to the 2% increase that was budgeted for, even when considering the other slight increases for the Fire Department antennae (\$2K), Pocupine Hills Lodge Requisition (\$1K) and Willow Creek Regional Waste Management Services Commission Requisition (\$1.6K).

This updated budget needs to be accepted by resolution prior to the Mill Rate Bylaw being passed in order to adjust the amount of property tax revenue the budget requires, and the Mill Rate raises.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Updated 2018 Operational and Capital Budgets as presented.

ATTACHMENTS:

1. 2018 Operational and Capital Budget (Updated)

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: April 5, 2018



Claresholm

Where **Community** Takes Root

Budget Document - Updated

2018

Marian Carlson, CLGM
CAO

Doug MacPherson
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2013.

	2013	2014	2015	2016	2017	2018
Municipal Residential	6.1500	6.5215	6.3300	6.5130	6.7050	6.8000
Municipal Non Residential	11.9000	12.1000	11.8958	12.0279	12.5841	11.5303
Municipal Vacant Residential & Farmland	9.0000	10.5000	10.5000	11.3956	14.0650	6.8000
Municipal Seniors Self Contained Housing	6.1500	6.5215	0	0	0	
Annexed Residential	0	0	0	0	3.4000	TBD
Annexed Farmland	0	0	0	0	6.8890	TBD
Annexed Non-Residential	0	0	0	0	7.4890	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2660	0.2715	0.2639	0.2767	0.2767	0.2671
Porcupine Hills Lodge – Senior Self Contained Housing	0.2660	0.2715	0	0	0	
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0	0	0	0.3120	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.6831	2.6463	2.4592	2.5485	2.5318	2.5334
Education ASFF - Non Residential	3.8217	3.6290	3.6269	3.5621	3.7897	3.4141
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	0	0	0	2.4960	TBD
Annexed Education ASFF – Non-Residential	0	0	0	0	4.1220	TBD

Town of Claresholm Budget Comparative Statement of Operations

	2018 Budget	2017 Budget
Revenue		
Net municipal taxes (Sch 1)	3,162,061	3,113,876
User fees and sales of goods	2,609,665	2,111,170
Government transfers for operating	505,487	422,095
Investment income	60,000	58,000
Penalties and costs of taxes	161,500	129,100
Licenses and permits	51,800	47,900
Franchise and concession contracts	204,563	202,538
Rental	105,700	109,650
Other	204,600	22,500
Donations	144,300	-
Family and community support services	233,446	214,296
Total Revenue	7,443,122	6,431,125
Expenses (includes amortization)		
Legislative	108,750	113,500
Administration	1,303,084	1,166,789
Fire	326,979	301,612
Bylaw enforcement	157,847	129,778
Common and equipment pool	545,112	514,064
Roads, streets, walks and lighting	813,029	843,242
Airport	18,174	18,379
Storm sewers and drainage	252,705	63,545
Water supply and distribution	1,639,567	1,955,421
Wastewater treatment and disposal	523,995	529,856
Solid waste management	556,498	576,040
Family and community support services	254,665	236,905
Day care	38,202	38,202
Cemeteries and crematoriums	30,302	51,680
Other public health and welfare	10,000	27,000
Weed and pest control	48,501	45,204
Economic development	345,110	174,350
Subdivision land and development	182,764	189,503
Parks and recreation	991,753	904,162
Culture - libraries, museums and halls	388,417	408,844
Total Expenses	8,535,456	8,288,076
Deficiency of revenue over expenses before other	(1,092,333)	(1,856,951)

Other

Government transfers for capital	6,429,023	5,324,112
Surplus (deficiency)	5,336,690	3,467,161

Adjustment for Non-Cash items

Amortization expenses	2,122,723	2,166,952
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Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)

Capital expenditures	(7,687,308)	(5,448,345)
Debt proceeds	400,000	-
Debt principal repayment	(289,366)	(277,246)
8th Ave NW Promissory Note	(100,000)	(100,000)
Transfers to reserves from operations	(425,974)	(2,000)
Transfers to operations from reserves	134,750	69,245
Transfer from reserves for capital	508,485	124,233
Budget balance	(0)	(0)

Schedule 1	2018 Budget	2017 Budget
Taxation		
Property taxes: Vacant residential and farmland	46,885	77,779
Property taxes: Non-residential	972,321	986,748
Property taxes: Linear property	104,595	108,569
Property taxes: Residential	3,194,653	3,080,552
Federal grants in lieu of taxes	5,962	6,780
Provincial grants in lieu of taxes	34,263	36,272
Local improvement taxes	15,827	11,571
	4,374,506	4,308,271
Less: Requisitions		
Alberta school foundation fund	1,102,791	1,087,744
Porcupine Hills Lodge	109,654	106,651
	3,162,061	3,113,876

DEPARTMENT OPERATING BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Council	108,750	120,295	113,500	85,936	104,377
Municipal general revenue and requisitions	(3,520,297)	(3,415,555)	(3,416,343)	(3,317,658)	(3,258,415)
General administration	990,495	896,629	973,408	844,556	702,895
Fire department	135,127	119,158	120,905	74,415	136,666
Bylaw enforcement	36,991	33,513	37,032	81,378	82,469
Equipment pool	451,298	400,130	430,120	401,886	417,923
Roads and streets	499,156	592,338	514,590	391,053	426,653
Airport	9,014	1,822	8,219	4,093	7,349
Storm sewer utility	12,986	57,403	22,352	37,296	11,712
Water utility	(127,917)	(228,308)	(77,306)	(226,353)	(322,812)
Sanitary sewer utility	(174,258)	(143,956)	(116,862)	(120,363)	(141,459)
Garbage collection	299	17,076	(314)	(13,510)	(27,265)
Recycling	(5,730)	(38,051)	(20,703)	(23,396)	(11,944)
Childcare contribution	38,202	38,202	38,202	38,202	38,202
Family & Community Support Services (FCSS)	0	13,860	(0)	(7,880)	(3,838)
Cemetery	20,502	3,025	36,180	4,058	10,966
Other public health and welfare	-	-	(27,000)	(2,366)	9,604
Weed and pest control	21,168	14,677	17,871	19,743	12,387
Economic development	208,860	102,624	79,850	115,824	-
Planning and development	162,264	105,782	172,503	112,511	148,301
General recreation	56,367	95,303	76,350	65,907	55,294
Parks	98,032	89,046	103,943	97,200	70,204
Arena	143,531	125,473	100,363	161,202	95,872
Aquatic Centre	136,818	130,416	164,062	152,149	174,507
Museum	72,305	66,708	63,458	59,422	55,125
Library	215,173	203,376	208,376	197,459	191,755
OPERATIONAL NET DEFICIT (SURPLUS)	(410,866)	(599,014)	(377,246)	(767,234)	(1,013,474)

COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Wages, meetings and per diems	88,500	96,378	93,000	76,336	86,496
Travel and conventions	12,750	16,464	12,000	8,632	15,533
Education	7,000	2,557	8,500	968	2,348
Materials, supplies and operating costs	500	4,896	-	-	-
NET DEFICIT (SURPLUS) COUNCIL	108,750	120,295	113,500	85,936	104,377

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2018.

	2018 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/half day
Per Diem Full Day (6 hours or more)	\$230/full day
Per Diem Less Than 4 Hours	\$23/hour
Mileage	\$0.54/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- Dropped “Wages, meetings and per diems” budget slightly based on historical actuals with slight increase to “Travel and conventions”
- Education budget for 2017 was high due to expected new councilor training with the 2017 election. 2018 budget dropped back down to allow \$1K per councilor.
- Added new category for “Materials, supplies and operating costs” for potential council incidental costs, such as accessories or applications for iPads.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas Franchise Agreement at a rate of 10% (approx. \$100K) and the Fortis Franchise Agreement at a rate of 4% (approx.. \$100K).

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Taxes	(4,318,454)	(3,165,823)	(4,253,648)	(3,110,861)	(4,130,358)
Education taxes	-	(1,087,744)	-	(1,092,088)	-
Grants in lieu	(40,225)	(43,052)	(43,052)	(41,558)	(48,113)
Taxes and grants in lieu	(4,358,679)	(4,296,619)	(4,296,700)	(4,244,507)	(4,178,471)
General municipal revenue	(374,063)	(313,330)	(314,038)	(276,756)	(274,682)
General municipal revenue	(374,063)	(313,330)	(314,038)	(276,756)	(274,682)
Home for aged - Porcupine Hills Lodge	109,654	106,651	106,651	111,517	107,826
School Foundation Program - res. & farmland	856,597	833,474	833,474	847,182	832,286
School Foundation Program - non-residential	246,194	254,270	254,270	244,907	254,625
NET DEFICIT (SURPLUS) GENERAL	(3,520,297)	(3,415,555)	(3,416,343)	(3,317,658)	(3,258,415)

Variance Highlights

- Currently budgeted with a 2% increase in tax revenue and tax requisitions based on 2017 total tax revenue.
- School requisitions shown are estimates based on 2017 actuals.
- General municipal revenue includes a \$50,000 ACP grant for Mediation and Collaboration

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant – 2018 estimated at \$100K), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Business licenses	(28,800)	(26,975)	(28,400)	(31,200)	(28,290)
General administrative revenue	(158,697)	(185,288)	(130,261)	(171,395)	(156,400)
Administrative general revenue	(187,497)	(212,263)	(158,661)	(202,595)	(184,690)
Wages and benefits	587,951	551,834	573,272	498,020	432,760
Consultant fees	104,728	59,012	45,610	61,695	41,547
Materials, supplies and operating costs	319,769	344,571	326,344	271,072	285,444
Assessor	53,000	56,234	56,154	53,961	51,711
Auditor	19,500	20,150	23,850	19,350	29,235
Legal	12,000	15,864	10,000	6,232	9,743
Municipal grants	81,000	69,703	72,850	71,170	32,000
Celebrations	23,500	14,001	20,000	20,109	17,714
Economic development	-	-	-	-	14,285
Tax levy cancellations and discounts	6,200	5,355	6,000	5,769	5,394
Public relations and taxi subsidy	11,500	16,384	11,000	11,683	9,742
Staff development and training	12,000	11,582	12,000	17,280	11,918
Amortization	71,937	69,610	9,710	35,828	4,378
Administrative general expenses	1,303,084	1,234,298	1,166,789	1,072,170	945,872
	1,115,587	1,022,035	1,008,128	869,574	761,183
Operational budget adjustments					
Addback amortization	(71,937)	(69,610)	(9,710)	(35,828)	(4,378)
Transfer from reserve - operating	-	(8,641)	(245)	-	-
Internal charges to other departments	(79,465)	(79,465)	(78,075)	(77,860)	(77,860)
Internal grant funding (FCSS/Phys Recruit)	26,309	26,309	53,309	26,309	23,949
Transfer to reserve - operating	-	6,000	-	36,701	-
Transfer to reserve - capital	-	-	-	25,659	-
NET DEFICIT (SURPLUS) ADMINISTRATION	990,495	896,629	973,408	844,556	702,895

Variance Highlights

- \$11,250 increase in general revenue for \$1.50 admin fee/paper statement fee on utility billings. We currently have 1,560 (280 receive e-bills) residential billings bi-monthly and 292 (60 receive e-bills) commercial billings monthly totalling approximately 12,800 bills annually, of which 10,400 are paper statements. The proposal would be to charge a \$1.50 statement fee per paper statement. Many banks charge a \$2 paper statement fee.
- Wages & Benefits covered by CUPE contract increased 3%. Non-union wages and benefits also have a proposed 3% increase. This is reflected in each department's budget.
- 11,500 drop in consultant fees simply from a reclassification Muniware support costs. These are required fees with our financial software and are more accurately described as software costs than consultant fees. Added \$25K consulting fees for facilitation and support in creating our Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP or IMDP) with the MD of Willow Creek as required by the MGA. Also \$50K for Mediation and Collaboration for Council which is offset by grant revenue.
- Materials, supplies and operating costs
 - Increase for \$11,500 reclassification of Muniware support costs as noted above.
 - \$6,800 one-time cost for new software modules and services that are being considered to help improve service quality, and green practices (reduce paper). Plus \$4,860 ongoing annual cost increase for these software packages.
 - \$2,800 drop in postage and office supplies for migration to EFTs for AP council using iPads reducing paper and other related costs.
 - \$1,500 annual drop in cell phone costs moving to GOA contract pricing.
 - No annexation fees in the current year (\$24K in 2017)
 - Utility costs for the old school building increased 4K – under budgeted in 2017 as was first full year of the Town owning the building and original estimate was low.
- Dropped assessor fee by approximately \$3,000 due to expected drop of assessable properties due to plan amalgamation in the NE part of Town. Expect closer to \$3,500 but wanted to leave some buffer.
- \$4K drop in audit fees from 2017 budget due to having a CPA, CA on staff to prepare for the audit and based on re-tendering the audit.
- Community grants includes \$20,000 to the Community Hall Board, \$10,000 to the Transportation Society, \$30,000 to CARES, \$6,000 to the Arts society (fireworks for winter festival), \$6,000 for other miscellaneous requests (walking group, senior rodeo, health foundation gala) and \$12,000 for insurance reimbursement – insurance for groups that operate Town owned facilities (Golf Club, Curling Club, Child Care Society, Ag Society, Community Hall Board, and Seniors Drop-in Centre).
- Physician recruitment funding requirements in 2018 will be met by utilizing reserve funds.
- \$4,500 increase in Celebration budget for Canada Day is shown however this is just a change in reporting, separating donation revenue from event costs. In prior years these were netted.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial Grants	(143,575)	(6,425)	(150,000)	-	-
MD contributions	(8,000)	(11,837)	(10,000)	(6,883)	(6,803)
Non-government contribution	(7,000)	(8,218)	(6,000)	(10,500)	(3,800)
Fire department revenue	(158,575)	(26,480)	(166,000)	(17,383)	(10,603)
Wages and benefits	53,500	47,495	52,789	47,044	105,905
Equipment, fuel, etc	75,400	15,434	45,300	7,073	10,431
Training	7,500	7,304	6,750	6,520	1,409
Materials, supplies and operating expenses	33,727	38,980	32,066	31,161	29,524
Regional fire study costs	143,575	6,425	150,000	-	-
Amortization	13,277	13,077	14,707	14,707	16,504
Fire department expenses	326,979	128,714	301,612	106,505	163,773
	168,404	102,235	135,612	89,122	153,170
Operational budget adjustments					
Addback amortization	(13,277)	(13,077)	(14,707)	(14,707)	(16,504)
Transfer from reserve - operating	(30,000)	-	-	-	-
Transfer to reserve - operating	-	30,000	-	-	-
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	135,127	119,158	120,905	74,415	136,666

Variance Highlights

- \$150,000 was budgeted for a regional fire study in 2017 that was offset by a \$150,000 grant. Majority was not spent in 2017, therefore these have been deferred to 2018.
- Slight drop to MD contribution based on historic actuals.
- Training cost increase includes the cost of 50% contribution on fireman's ACP training/certification.
- Significant increase in equipment for \$30,000 budgeted from 2017 transferred to 2018 (see 2017 transfer to reserve and 2018 budget 30,000 transfer out of reserve) for 4 new breathing apparatuses. Budgeted for 2 more in 2018 (\$15,000) plus \$10,000 for new radios.
- \$10,000 transfer to capital reserve to save for new fire truck.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial fines collected	(33,000)	(35,372)	(29,000)	(24,126)	(33,809)
Licenses and fees	(9,000)	(9,459)	(9,500)	(10,085)	(11,093)
Municipal fines	(70,500)	(37,928)	(42,100)	(8,817)	(4,556)
Workshop revenue	(4,900)	(6,000)	(6,300)	(800)	(811)
Bylaw enforcement revenue	(117,400)	(88,758)	(86,900)	(43,828)	(50,269)
Wages and benefits	80,891	82,083	78,657	77,447	81,123
Animal services	1,000	-	1,000	30,425	30,449
Legal	-	-	2,000	-	-
Materials, supplies and operating expenses	68,500	35,157	37,275	15,608	19,957
Professional development	2,000	3,031	3,000	1,726	1,208
Amortization	5,456	6,440	7,846	7,846	9,854
Bylaw enforcement expenses	157,847	126,712	129,778	133,052	142,592
	40,447	37,954	42,878	89,224	92,323
Operational budget adjustments					
Addback amortization	(5,456)	(6,440)	(7,846)	(7,846)	(9,854)
Transfer to reserve - capital	2,000	2,000	2,000	-	-
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	36,991	33,513	37,032	81,378	82,469

Variance Highlights

- Provincial fines budget has increased by \$1,000 to reflect increase in 2017 actuals.
- Municipal fines increased significantly (30K) based on projected revenue from ticket revenue on expanding CPO contract with Fort Macleod to two days per week. Expense for CPO contract also increased (33K) for expanding contract and adding in percentage of ticket revenue for administrative costs to Fort Macleod (15%). Net Revenue estimated at \$28,000.
- Added a new operating expenses budget for public relations (\$500). This would be to provide small thank you gifts, meals or events to local organization for their work in risk reduction.
- A \$2,000 transfer to capital reserve is for future replacement of the enforcement vehicle.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Rental revenue and insurance proceeds	(1,000)	(3,986)	(2,000)	(850)	(5,768)
Equipment pool revenue	(1,000)	(3,986)	(2,000)	(850)	(5,768)
Wages and benefits	189,798	188,230	175,720	174,140	199,531
Materials, supplies and operating expenses	332,500	285,885	326,400	298,596	294,159
Amortization	21,314	18,153	8,944	8,944	6,936
Equipment pool expenses	543,612	492,268	511,064	481,680	500,627
	542,612	488,283	509,064	480,830	494,859
Operational budget adjustments					
Addback amortization	(21,314)	(18,153)	(8,944)	(8,944)	(6,936)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	451,298	400,130	430,120	401,886	417,923

Variance Highlights

- Reduced outside rental revenue to closer reflect historical actuals. Insurance proceeds are not budgeted for.
- Materials, supplies and operating costs have been reduced by \$12,700 to reduce accounts individual accounts to be more in line with historical actuals, which is largely offset by \$10,000 increase for additional maintenance and repair costs expected on the old school building.
- Added transfer to capital reserve for future equipment/vehicle replacement.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(915)	-	(2,100)	(43,327)	(51,338)
Roads and streets revenue	(915)	-	(2,100)	(43,327)	(51,338)
Wages and benefits	183,071	244,684	137,690	142,472	138,468
Contracted services	75,000	71,541	75,000	66,099	75,592
Engineering	2,000	1,221	2,000	1,038	1,044
Street lights	150,000	164,152	170,000	149,507	164,791
Materials, supplies and operating expenses	90,000	110,740	132,000	59,629	98,096
Amortization	312,959	327,488	326,552	326,552	366,478
Roads and streets expenses	813,029	919,826	843,242	745,297	844,468
	812,114	919,826	841,142	701,969	793,130
Operational budget adjustments					
Addback amortization	(312,959)	(327,488)	(326,552)	(326,552)	(366,478)
Transfer to reserve - capital	-	-	-	15,636	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	499,156	592,338	514,590	391,053	426,653

Variance Highlights

- Street lights have been reduced \$20,000 for change to LED lights.
- Materials, supplies, and operating expenses have been reduced \$42,000 for historical actuals.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

AIRPORT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Facility rental	(5,000)	(9,500)	(6,000)	(9,010)	(13,000)
Airport services revenue	(5,000)	(9,500)	(6,000)	(9,010)	(13,000)
Wages and benefits	4,114	2,410	3,899	4,333	7,232
Materials, supplies and operating expenses	9,900	8,912	10,320	8,770	13,117
Amortization	4,160	4,160	4,160	4,160	4,160
Airport services expenses	18,174	15,482	18,379	17,263	24,509
	13,174	5,982	12,379	8,253	11,509
Operational budget adjustments					
Addback amortization	(4,160)	(4,160)	(4,160)	(4,160)	(4,160)
NET DEFICIT (SURPLUS) AIRPORT	9,014	1,822	8,219	4,093	7,349

Variance Highlights

- No significant variances to note.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection and transmission of surface water runoff and potential overland flooding and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(11,090)	9,667	(5,649)	-	(4,625)
Other revenue	(47,000)	(329,698)	(5,000)	-	(6,369)
Storm sewer utility revenue	(58,090)	(320,031)	(10,649)	-	(10,994)
Wages and benefits	16,576	11,796	20,001	22,757	9,947
Contracted services	3,000	2,775	5,000	9,329	2,905
Materials, supplies and operating expenses	4,500	1,266	8,000	4,664	7,529
Overland flooding	47,000	361,598	-	546	2,325
Amortization	181,629	111,261	30,544	30,544	31,650
Storm sewer utility expenses	252,705	488,695	63,545	67,840	54,356
	194,615	168,664	52,896	67,840	43,362
Operational budget adjustments					
Addback amortization	(181,629)	(111,261)	(30,544)	(30,544)	(31,650)
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	12,986	57,403	22,352	37,296	11,712

Variance Highlights

- Increase in local improvement charges from prior year as there was a refund budgeted for in the prior year of local improvement charges collected by residents that did not benefit from the improvement.
- Materials, supplies and operating expenses are down due to prior budget misallocating utility costs for a sanitary sewer pump station to storm sewer.
- Other revenue of \$47,000 is grant revenue to cover the remaining estimated costs for the Overland Flooding \$47,000 to complete repairs to Frog Creek Drainage Ditches south of Town that were damaged in the 2014 flood.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Water sales	(1,391,100)	(1,115,334)	(1,057,100)	(1,087,882)	(1,057,425)
Other revenue	-	-	-	(1,022)	(101,315)
Water services revenue	(1,391,100)	(1,115,334)	(1,057,100)	(1,088,904)	(1,158,740)
Wages and benefits	312,622	291,793	348,319	307,802	248,112
Training	2,500	4,235	2,500	-	2,262
Materials, supplies and operating expenses	194,900	177,367	201,900	137,362	166,498
Engineering and legal	-	-	5,000	-	-
Chemical	85,000	95,482	80,000	80,170	87,903
Maintenance	85,000	83,154	106,800	96,083	84,192
Debenture interest	160,951	167,121	167,400	173,258	179,086
Amortization	800,094	920,453	1,046,502	1,046,502	1,195,268
Water services expenses	1,641,067	1,739,604	1,958,421	1,841,179	1,963,321
	249,967	624,270	901,321	752,275	804,581
Operational budget adjustments					
Addback amortization	(800,094)	(920,453)	(1,046,502)	(1,046,502)	(1,195,268)
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	354,335	-	-	-	-
NET DEFICIT (SURPLUS) WATER SERVICES	(127,917)	(228,308)	(77,306)	(226,353)	(322,812)

Variance Highlights

- Revenue up \$334,000 for proposed utility rate restructuring.
- Materials, supplies and operating expenses were reduced due to historical costs. This includes an increase in the budget for the water valve replacement program that was started last year.
- Increased chemical budget slightly for historical actuals.
- Debenture interest decreases year over year as debt is repaid.
- Surplus in water utility, less 2018 principal payment on outstanding water loan of \$127,917, is transferred to capital reserves for future infrastructure upgrades.
- Net zero budget in water utility.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local improvement charges	(3,822)	(78)	(3,822)	-	-
Service fees	(377,000)	(305,549)	(290,000)	(303,588)	(294,455)
Sanitary sewer services revenue	(380,822)	(305,627)	(293,822)	(303,588)	(294,455)
Wages and benefits	84,070	72,091	76,455	80,049	69,985
Contracted services	7,800	10,185	6,800	24,985	4,931
Materials, supplies and operating expenses	26,750	23,687	37,000	19,216	16,020
Debenture interest	25,030	27,433	28,430	30,700	33,785
Amortization	380,345	382,192	381,171	381,171	417,815
Sanitary sewer services expenses	523,995	515,588	529,856	536,121	542,536
	143,173	209,961	236,034	232,533	248,080
Operational budget adjustments					
Addback amortization	(380,345)	(382,192)	(381,171)	(381,171)	(417,815)
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	34,639	-	-	-	-
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(174,258)	(143,956)	(116,862)	(120,363)	(141,459)

Variance Highlights

- \$87,000 increase in revenue for proposed utility rate restructuring.
- Increase in contracted services as a contingency to deal with potential issues related to the sewage lagoons.
- Significant decrease in materials, supplies and operating expenses to reduce budget for materials to be more in-line with historic actuals while still allowing for some contingency buffer.
- Sanitary Sewer and Storm Sewer operating budgets less \$161,300 of debt repayment are a net zero or balanced budget with \$34,600 transfer to capital reserve for future infrastructure replacement.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Garbage collection fees	(413,500)	(422,053)	(413,670)	(414,603)	(415,922)
Solid waste revenue	(413,500)	(422,053)	(413,670)	(414,603)	(415,922)
Wages and benefits	159,994	179,603	150,131	162,386	145,783
Landfill fees	125,000	122,027	120,000	120,321	106,917
Landfill contract	41,580	39,835	40,000	39,835	28,486
Landfill closure	4,000	25,627	35,000	12,302	49,695
Materials, supplies and operating expenses	27,500	26,313	22,500	20,524	12,052
Amortization	29,579	35,535	42,692	42,692	30,223
Solid waste expenses	387,653	428,940	410,323	398,060	373,156
	(25,847)	6,887	(3,347)	(16,543)	(42,766)
Operational budget adjustments					
Addback amortization	(29,579)	(35,535)	(42,692)	(42,692)	(30,223)
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	299	17,076	(314)	(13,510)	(27,265)

Variance Highlights

- Landfill fees increased based on rising quantities.
- Landfill closure costs reduced from prior year, which included extra testing for landfill setback testing in Town for request to adjust the set back. No similar costs in 2017 expected.
- Supplies costs increased slightly for increasing fuel costs for garbage trucks.
- Added \$10,000 transfer to capital reserve to begin saving for garbage truck replacement

RECYCLING

The Recycling department provides weekly curbside recycling pickup for residential properties and recycling drop off services for non-residential properties through the Infrastructure Services department. Claresholm also has a contract with the Town of Stavely to accept and recycle their cardboard.

RECYCLING	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Recycling service fees	(158,500)	(159,211)	(159,400)	(153,903)	(151,280)
Commodity revenue	(15,000)	(30,856)	(10,500)	(14,181)	(8,309)
Recycling revenue	(173,500)	(190,066)	(169,900)	(168,084)	(159,589)
Wages and benefits	141,270	136,671	132,197	129,890	132,814
Shipping costs	5,000	4,140	6,000	4,140	5,490
Materials, supplies and operating expenses	11,500	11,204	11,000	10,658	9,341
Amortization	11,076	13,500	16,521	16,521	20,305
Recycling expenses	168,845	165,515	165,717	161,209	167,950
	(4,655)	(24,551)	(4,183)	(6,875)	8,361
Operational budget adjustments					
Addback amortization	(11,076)	(13,500)	(16,521)	(16,521)	(20,305)
Transfer to reserve - capital	10,000	-	-	-	-
NET DEFICIT (SURPLUS) RECYCLING	(5,730)	(38,051)	(20,703)	(23,396)	(11,944)

Variance Highlights

- Operating expenses have been increased slightly for higher utility prices.
- Added \$10,000 transfer to capital reserve to begin saving for equipment replacement.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Municipal contribution to daycare	38,202	38,202	38,202	38,202	38,202
NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION	38,202	38,202	38,202	38,202	38,202

Variance Highlights

- No changes to highlight.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Provincial funding	(105,235)	(105,235)	(105,235)	(105,235)	(94,273)
MD of Willow Creek	(47,124)	(47,124)	(46,338)	(46,338)	(41,626)
Alberta Health Services (AHS)	(27,735)	(27,619)	(27,271)	(27,781)	(26,055)
Child & Family Services Alberta (CFS)	(35,352)	(35,352)	(35,352)	(35,352)	(36,457)
Fees for programming	-	-	-	(60)	(157)
Other income	(18,000)	(8,011)	(100)	(14,270)	(8,318)
FCSS Revenue	(233,446)	(223,341)	(214,296)	(229,036)	(206,886)

Wages and benefits	68,008	68,494	62,466	66,468	61,467
Professional development	3,500	4,737	3,000	3,317	2,720
Materials, supplies and operating expenses	38,234	49,471	33,500	34,443	42,813
Accounting and legal	3,500	3,700	4,000	3,600	3,500
General FCSS expenses	113,242	126,402	102,966	107,828	110,500
Community grants	26,200	35,950	26,549	26,200	22,450
FCSS Outreach Program					
Wages and benefits	50,694	30,024	50,527	49,530	47,268
Materials, supplies and operating expenses	5,040	3,337	5,740	4,764	360
FCSS Resource Centre					
Wages and benefits	44,289	43,282	40,423	42,073	40,112
Youth programming	11,800	15,319	8,700	9,484	733
Other programming	3,400	4,107	2,000	4,101	2,088
FCSS Other programs expenses	141,423	132,018	133,939	136,153	113,012
	21,219	35,079	22,609	14,944	16,626
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(23,949)
Admin Allocation	5,090	5,090	3,700	3,485	3,485
NET DEFICIT (SURPLUS) FCSS	0	13,860	(0)	(7,880)	(3,838)

Variance Highlights

- Other income includes an estimated \$15,000 carryforward of funding from 2017.
- During the 2017 year a review of FCSS staffing was done and a decision was made to reduce the Outreach Worker position to a part-time position. Position is budgeted to be restored to a full time position in 2018.
- To attempt to use some of the money saved by reducing a position, budget for community grants, youth programming, and other programming as well as general supplies were increased during the end of 2017 to utilize the wage and benefits savings realized in 2017.

CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Cemetery Fees	(14,300)	(13,604)	(15,000)	(14,450)	(13,317)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(17,300)	(16,604)	(18,000)	(17,450)	(16,317)
Wages and benefits	29,302	16,032	50,680	18,434	23,236
Materials, supplies and operating expenses	1,000	1,097	1,000	575	1,547
Cemetery expenses	30,302	17,129	51,680	19,008	24,783
	13,002	525	33,680	1,558	8,466
Operational budget adjustments					
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	-	-	-	-
NET DEFICIT (SURPLUS) CEMETERY	20,502	3,025	36,180	4,058	10,966

Variance Highlights

- Included in cemetery fees is plot or niche sales. This budget was reduced 5K from prior year to be more in line for historical actuals and to be more conservative. Added this year was the recognition of some perpetual care revenue (\$4,300).
 - In 1990 the Town began to collect “perpetual care” fees on plot sales that were intended to help fund the care and maintenance of the grounds. These fees have been collected, but have never been recognized into revenue, being deferred. These funds are being collected for a specific purpose, the perpetual care of the cemetery plots, and therefore need to be spent on this purpose. It is proposed that the Town begin to recognize these fees into revenue over a 10 year period (straight line) as a reasonable time frame for the “perpetual” care of these plots.
- Local government grant is the MD contribution to the Cemetery.
- Wages have been significantly reduced to be more in-line with historical actuals.
- Transfer to capital reserve of \$5,000 has been added in the current year to save for the construction of a new columbarium or purchase of new land for additional plots.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community. This is a program carried out in partnership with Granum, Stavely, and the MD of Willow Creek. This program was used to attract five of the six Doctors we currently have operating in Claresholm.

PHYSICIAN RECRUITMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local government contributions	-	-	-	(4,500)	(4,500)
Physician recruitment revenue	-	-	-	(4,500)	(4,500)
Physician recruitment	10,000	28,400	27,000	32,134	14,104
Physician recruitment expenses	10,000	28,400	27,000	32,134	14,104
	10,000	28,400	27,000	27,634	9,604
Operational budget adjustments					
Town of Claresholm Contribution	-	-	(27,000)	(30,000)	-
Transfer from reserve - operations	(10,000)	(28,400)	(27,000)	-	-
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	(27,000)	(2,366)	9,604

Variance Highlights

- There is only one doctor that will still be receiving some incentives in the 2018 year with a commitment of \$9,000. Another \$1,000 has been added to the budget to cover other incidental incentive or thank you costs that are generally spent each year for recreation or gift baskets.
- The program still has approximately \$25,000 in reserves which will be used to fund the 2018 expenditures. There is no commitment for 2019 and no expectation that an incentive program will be needed in future years based on the current staffing levels, industry and economy. As a result no revenue is being requisitioned from the member municipalities in the current year.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Wages and benefits	7,168	6,760	3,871	7,634	10,182
Chemical and materials	14,000	7,917	14,000	12,108	2,205
Amortization	27,333	27,333	27,333	27,333	27,333
	48,501	42,010	45,204	47,076	39,720
Operational budget adjustments					
Addback amortization	(27,333)	(27,333)	(27,333)	(27,333)	(27,333)
NET DEFICIT (SURPLUS) WEED AND PEST CONTROL	21,168	14,677	17,871	19,743	12,387

Variance Highlights

- No significant changes to highlight.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Grants and contributions	(91,500)	(28,072)	(52,500)	(50)	-
Economic development revenue	(91,500)	(28,072)	(52,500)	(50)	-
Wages and benefits	80,710	76,121	69,850	59,841	-
Materials, supplies and operating expenses	264,400	96,575	104,500	44,033	-
Economic development expenses	345,110	172,696	174,350	103,874	-
	253,610	144,624	121,850	103,824	-
Operational budget adjustments					
Transfer from reserve - operations	(44,750)	(42,000)	(42,000)	-	-
Transfer to reserve - operations	-	-	-	12,000	-
NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT	208,860	102,624	79,850	115,824	-

Variance Highlights

- Revenue includes CARES grant applied for in the amount of \$87,500, \$2,000 for Canada Summer Jobs grant, and \$2,000 for other miscellaneous income such as seminar fees and sponsorships.
- Wages and benefits budget was increased to include a summer student on staff for 9 weeks.
- The Economic Development project budget for 2018 is \$286,350 and includes:
 - CARES project – Industrial land development project on annexed land (175K)
 - Downtown - Reinvigoration projects (10K); Events (8K same as prior year)
 - Business Retention: Business Growth and Development Centre (aka EDO office) – supplies, EDO professional development etc. (2.5K); Capacity Building & Entrepreneur Development (3.5K);
 - Marketing: Website continued development and improvements (2K); Gateway signage update (51.5K); Champions Program (2K); Advertising (5K); and contingency (3K).
- Transfer from general operating reserves in the amount of 44,750 to cover half of Town funding portion for CARES grant project.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Permits	(17,000)	(20,136)	(13,000)	(24,942)	(11,304)
Planning and development fees	(3,500)	(9,389)	(4,000)	(2,945)	(3,325)
Planning and development revenue	(20,500)	(29,524)	(17,000)	(27,887)	(14,629)
Wages and benefits	71,139	72,803	68,603	82,919	101,768
ORRSC membership	57,500	51,069	56,500	55,663	51,408
Legal and professional services	25,625	11,435	20,400	1,116	7,039
Materials, supplies and operating expenses	28,500	-	44,000	700	2,715
Planning and development expenses	182,764	135,306	189,503	140,398	162,930
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	162,264	105,782	172,503	112,511	148,301

Variance Highlights

- Increases in budgeted revenue for permits are based on prior 2 years.
- A 1.5% allowance has been added for a possible ORRSC fees increase in 2017.
- Professional fees includes \$3,500 for the plan cancellation in the NE of Town, \$15,000 to complete the MDP that was started in 2017.
- Operating costs include \$15,000 for phase 1 of road plan project to update and correct road plans for alleys and other areas.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Golf Course include interest expenses on debt related to the Golf Course and the Golf Course Management Fee the Town pays.

GENERAL RECREATION	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Local government grants	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Summer Games local government contribution	(4,600)	(4,850)	-	-	-
General recreation revenue	(29,600)	(29,850)	(25,000)	(25,000)	(25,000)
Golf course management	55,000	50,000	50,000	50,000	50,000
Debenture interest	8,993	11,164	11,263	13,386	15,557
Wages and benefits	66,974	62,018	32,237	27,521	-
Programming expenses	5,000	1,971	7,850	-	14,737
General recreation expenses	135,967	125,153	101,350	90,907	80,294
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	106,367	95,303	76,350	65,907	55,294
Operational budget adjustments					
Transfer from reserve - operations	(50,000)	-	-	-	-
NET DEFICIT (SURPLUS) GENERAL RECREATION	56,367	95,303	76,350	65,907	55,294

Variance Highlights

- Added revenue for Summer Games local government contributions is for new contract with other local municipalities within the MD of Willow Creek to have the Town of Claresholm Recreation Manager coordinate the local summer games registrations.
- Increase of \$5,000 to golf course management fee in response to request from the golf club.
- Debenture interest decreases year over year as debt is repaid.
- \$50,000 transfer from general reserve “debt reduction” to offset approximately half of 2018 debt repayment on recreation loan.

PARKS

The parks budget includes maintenance of the Town's parks as well as the fees and costs related to the Town's campground.

PARKS	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Campground fees	(64,000)	(62,939)	(50,000)	(47,779)	(50,703)
Parks grants and other funding	-	(275)	-	(2,850)	-
Parks revenue	(64,000)	(63,214)	(50,000)	(50,629)	(50,703)
Wages and benefits	110,032	99,419	103,943	95,286	99,345
Materials, supplies and operating expenses	52,000	52,841	50,000	27,543	21,562
Amortization	160,117	158,170	147,644	147,644	149,673
Parks expenses	322,149	310,430	301,586	270,472	270,580
	258,149	247,216	251,586	219,843	219,876
Operational budget adjustments					
Addback amortization	(160,117)	(158,170)	(147,644)	(147,644)	(149,673)
Transfer to reserve - capital	-	-	-	25,000	-
NET DEFICIT (SURPLUS) PARKS	98,032	89,046	103,943	97,200	70,204

Variance Highlights

- \$5,000 increase to campground fees for proposed 10% rate increase.
- Operating expenses reduced back to historic levels. 2017 was high for purchase of shale for the ball diamonds for \$16,000.
- \$9,000 increase to campground fees for rental of the campground office/residence and \$20,000 increase to operating expenses related to the campground operations, adjusting the structure of the current attendant agreement.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Minor hockey	(30,000)	(32,416)	(29,450)	(34,168)	(29,396)
Figure skating	(9,000)	(8,261)	(10,000)	(10,076)	(11,655)
Other rentals	(19,000)	(23,138)	(20,500)	(19,381)	(17,248)
Advertising	(4,000)	(5,193)	(4,000)	(3,825)	(3,725)
Arena revenue	(62,000)	(69,008)	(63,950)	(67,450)	(62,023)
Wages and benefits	111,331	120,912	81,313	102,442	95,107
Materials, supplies and operating expenses	94,200	73,569	83,000	86,973	62,788
Amortization	37,457	36,059	34,695	34,695	35,563
Arena expenses	242,988	230,540	199,007	224,109	193,458
	180,988	161,532	135,057	156,659	131,434
Operational budget adjustments					
Addback amortization	(37,457)	(36,059)	(34,695)	(34,695)	(35,563)
Transfer to reserve - capital	-	-	-	39,238	-
NET DEFICIT (SURPLUS) ARENA	143,531	125,473	100,363	161,202	95,872

Variance Highlights

- Reduced minor hockey and figure skating rentals for decreased usage due to decreased registrants. This is slightly offset for proposed 5% rental rate increase, but isn't expected to offset the reduced rental time.
- Operating expenses were increased \$15,000 for Compressor #2 rebuild, \$2,000 for utility rate increases, and \$1,100 for active fire/ammonia detection monitoring.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering some of the maintenance costs, lifeguards, and programming expenses.

AQUATIC CENTRE					
	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Lessons	(60,375)	(66,012)	(57,500)	(66,092)	(58,362)
Gate admission	(46,440)	(42,485)	(43,000)	(50,048)	(42,233)
Rentals	(18,000)	(18,801)	(19,000)	(19,953)	(20,213)
Other funding	(12,000)	(25,349)	-	(4,000)	-
Aquatic Centre revenue	(136,815)	(152,647)	(119,500)	(140,093)	(120,808)
Wages and benefits	228,333	239,639	252,062	261,091	269,294
Materials, supplies and operating expenses	45,300	43,425	31,500	31,152	26,021
Amortization	17,016	17,745	18,656	18,656	19,795
Aquatic Centre expenses	290,649	300,808	302,218	310,899	315,111
	153,834	148,161	182,718	170,806	194,303
Operational budget adjustments					
Addback amortization	(17,016)	(17,745)	(18,656)	(18,656)	(19,795)
NET DEFICIT (SURPLUS) AQUATIC CENTRE	136,818	130,416	164,062	152,149	174,507

Variance Highlights

- Proposed 5% increase in lessons, and approximately 10% increase in gate admissions.
- Drop in rental revenue due to Fort Macleod Schools utilizing their own Town's pool more for lessons rather than renting ours.
- Operating expenses increased for some equipment upgrades and replacement of window blinds.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Sales	(550)	(475)	(2,200)	(1,899)	(2,916)
Donations	(3,500)	(6,947)	(6,200)	(13,162)	(2,141)
Grants	(47,915)	(48,208)	(79,334)	(39,093)	(41,879)
Museum revenue	(51,965)	(55,630)	(87,734)	(54,154)	(46,936)
Wages and benefits	79,250	81,563	104,600	72,224	59,110
Materials, supplies and operating expenses	43,020	38,986	44,092	38,264	40,799
Professional development	2,000	1,789	2,500	3,088	2,152
Amortization	23,381	22,972	23,683	23,683	24,303
Museum expenses	147,651	145,310	174,874	137,259	126,364
	95,686	89,681	87,140	83,104	79,428
Operational budget adjustments					
Addback amortization	(23,381)	(22,972)	(23,683)	(23,683)	(24,303)
NET DEFICIT (SURPLUS) MUSEUM	72,305	66,708	63,458	59,422	55,125

Variance Highlights

- Sales budget was reduced to show only the Museum's portion of consignment sales.
- Museum grant revenue includes grant funding: \$25,000 operational grant, \$12,915 for summer jobs, \$3,000 for publication of walking tour, plus \$1,000 other. None are confirmed.
- Wages & benefits for the museum are on par with 2017 actual staffing levels as hoping for same staffing levels in 2018. This is less than budgeted for 2017.
- Materials, supplies and operating expense decreased by \$1,400 for reducing number of storage rentals and utilities decreased to be more in-line with 2017 actuals due to increased efficiency of new heating units installed in 2016.
- Added \$6,000 to Federal grant revenue and program expenses to defer the completion of the RCAF Virtual Museum project that wasn't completed in 2017.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2018	Actual 2017	Budget 2017	Actual 2016	Actual 2015
Grant	185,500	174,740	179,740	169,650	164,697
Chinook Arch membership	29,673	28,636	28,636	27,809	27,058
Amortization	25,593	25,593	25,593	25,593	25,593
	240,766	228,969	233,969	223,052	217,348
Operational budget adjustments					
Addback amortization	(25,593)	(25,593)	(25,593)	(25,593)	(25,593)
NET DEFICIT (SURPLUS) LIBRARY	215,173	203,376	208,376	197,459	191,755

Variance Highlights

- Local library requisition includes a 3% increase.
- In addition to the base requisition of \$180,000 for 2018, the budget also includes \$3,500 to replace windows with broken seals, and \$2,000 to improve the boulevard to the NE end of the driveway.
- Approximate 3.5% increase for Chinook Arch library fees for 2018.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the MSI program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The AMWWP is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application **per year** are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Alberta Community Resilience Program (ACRP)

The ACRP is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy,

functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Alberta Community Resilience Program Grant (ACRP)	(3,451,058.00)
Municipal Sustainability Grant (MSI)	(2,028,779.00)
Community Facility Enhancement Program (CFEP)	(560,786.00)
Federal Gas Tax Fund (FGTF)	(342,500.00)
Alberta Municipal Water/Wastewater Partnership (AMWWP)	(45,900.00)
Total Government Transfers for Capital	(6,429,023.00)
Transfers from reserves	(508,485.00)
Proceeds from long-term debt	(400,000.00)
Community contributions and donations	(144,300.00)
Local government contributions	(144,000.00)
Proceeds on sale or trade-in of vehicles and equipment	(40,000.00)
Tax funded	(21,500.00)
TOTAL FUNDING	(7,687,308.00)

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Municipal Stormwater System Upgrade - Phase 1 (carryforward from 2016/17 budgets)		2,619,667
<i>Funding: ACRP Grant</i>	(1,833,767)	
<i>Funding: MSI Grant</i>	(785,900)	
Municipal Stormwater System Upgrade - Phase 2		1,796,990
<i>Funding: ACRP Grant</i>	(1,617,291)	
<i>Funding: MSI Grant</i>	(179,699)	
Sewer Trunk Main - Airport to Lagoon		1,140,000
<i>Funding: Debt</i>	(400,000)	
<i>Funding: FGTF Grant</i>	(285,000)	
<i>Funding: MSI Grant</i>	(255,000)	
<i>Funding: Capital Water and Sewer Reserve</i>	(200,000)	
Pavement Overlay - 100 block of 55th Ave W, 400 & 500 blocks of 49th Ave W, Saskatchewan Cres. Phase 1		380,000
<i>Funding: MSI Grant</i>	(380,000)	
Walking Paths		230,000
<i>Funding: CFEP Grant</i>	(100,000)	
<i>Funding: Capital Parks and Pathways Reserve</i>	(90,000)	
<i>Funding: Community contributions and donations</i>	(40,000)	
Sidewalks and ramp replacement and upgrades		30,000
<i>Funding: FGTF Grant</i>	(30,000)	
ENGINEERING STRUCTURES TOTAL		3,576,990

VEHICLE PURCHASES & PROJECTS		
1 Ton Service Truck with Toolbox		85,000
<i>Funding: MSI Grant</i>	(85,000)	
Sewer Flusher Truck (carryforward from 2017 budget)		288,180
<i>Funding: MSI Grant</i>	(288,180)	
Town Float upgrade		10,000
<i>Funding: Tax funded</i>	(10,000)	
VEHICLE TOTAL		383,180

BUILDINGS PROJECTS	
Multi-use Community Building - Architectural update	18,750
<i>Funding: Capital Multi-use Building Reserve</i>	<i>(18,750)</i>
Arena Ice Surface Floor & Boards Replacement	780,721
<i>Funding: CFEP Grant</i>	<i>(405,786)</i>
<i>Funding: Capital Arena Reserve</i>	<i>(154,135)</i>
<i>Funding: Local Government Contributions</i>	<i>(144,000)</i>
<i>Funding: Community contributions and donations</i>	<i>(76,800)</i>
Firehall Building Upgrades	55,000
<i>Funding: MSI Grant</i>	<i>(55,000)</i>
Curling Rink Plant Upgrades (Brine Chiller)	110,000
<i>Funding: CFEP Grant</i>	<i>(55,000)</i>
<i>Funding: FGTF Grant</i>	<i>(27,500)</i>
<i>Funding: Community contributions and donations</i>	<i>(27,500)</i>
BUILDINGS TOTAL	964,471

MACHINERY & EQUIPMENT PURCHASES	
Water Treatment Plant SCADA Control	85,000
<i>Funding: AMWWP Grant</i>	<i>(45,900)</i>
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(39,100)</i>
ITRON Water Meter Mobile Data Collection Upgrade	6,500
<i>Funding: Capital Water and Sewer Reserve</i>	<i>(6,500)</i>
Bobcat Replacement	44,000
<i>Funding: Trade-in</i>	<i>(40,000)</i>
<i>Funding: Tax funded</i>	<i>(4,000)</i>
Town Shop overhead crane replacement	7,500
<i>Funding: Tax funded</i>	<i>(7,500)</i>
MACHINERY & EQUIPMENT TOTAL	143,000

ENGINEERED STRUCTURES

Carryforward Capital Project from 2016/2017	
Project Name	Phase 1 – Storm Water Drainage Improvements
Anticipated Start	2016
Project Description	Phase 1 of Town's Storm Management Plan including Storm Water Management Facility and upgrade of 8 th Street Ditch.
Remaining Cost	\$2,619,677
Funding Sources	ACRP and MSI Grants
Rationale for need	Try to prevent flooding reoccurrence to homes in Town.
Impact on future operating costs	More maintenance on new apparatuses will be required.
Implications of deferring this project	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

2018 Capital Project	
Project Name	Phase 2 Storm water management plan
Anticipated Start	2018
Project Description	Golf Course Ditch, Centennial Park, main outfall upgrade
Project Cost	\$1,796,990
Funding Sources	ACRP and MSI Grants
Rationale for need	As recommended in Town's Storm Water Management plan for flood prevention.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town's practice.
Implications of deferring this project	Repeat of 2014 flood damages.

2018 Capital Project	
Project Name	Sewer trunk main replacement (Phase II)
Anticipated Start	2018
Project Description	Airport to Lagoon portion of Sewer main. Replacing 1900 meters of 525mm concrete sewer main to 750mm plastic.
Project Cost	\$1,140,000.
Funding Sources	FGTF & MSI Grants, Debt, and Capital Reserves
Rationale for need	Currently a bottle neck occurs in this location where two lines merge into one. The concrete sewer main has been eroded by sewer and pipe wall thickness has been reduced.
Impact on future operating costs	No extra costs are expected after completion.
Implications of deferring this project	This section handles all Sanitary Sewer for the Town. A system failure could be extremely detrimental to the Town

2018 Capital Project	
Project Name	New Sidewalk Construction & new wheel chair ramps
Anticipated Start	2018
Project Description	New sidewalk to connect fragmented portions in Town, Drop in Center to Museum exhibit hall, + 6 wheel chair ramps in various areas
Project Cost	\$30,000.00
Funding Sources	FGTF Grant
Rationale for need	Public safety. The number of people walking on roadways is increasing.
Impact on future operating costs	Maintenance budget/time will increase in future as more sidewalks are added.
Implications of deferring this project	Continued complaints and requests by the public to add and connect these sidewalks and access issues.

2018 Capital Project	
Project Name	New Pavement & Pavement Overlay
Anticipated Start	2018
Project Description	Paving of additional section of Saskatchewan Cres. as well as pavement overlay to damaged roads including 100 block of 55 th Ave West and 400 & 500 blocks of 49 th Ave. West.
Project Cost	\$380,000.
Funding Sources	MSI Grant
Rationale for need	Currently 16 blocks are in need of repaving. Repairs will be completed on a priority basis.
Impact on future operating costs	No extra costs are anticipated. Less manpower required for maintenance over the next few years.
Implications of deferring this project	Increasing damage to road surfaces, resulting in more complaints to the Town and Council and gets more expensive to repair.

2018 Capital Project	
Project Name	Walking Paths
Anticipated Start	2018
Project Description	Expand walking paths throughout town.
Project Cost	\$230,000.
Funding Sources	CIP & CFEP Grants, Capital Reserves & Community contributions and donations
Rationale for need	Additional walking paths throughout and around Town was seen as a priority of the 2017 Parks and Recreation Master Plan.
Impact on future operating costs	Additional maintenance costs for clearing and repairing pathways.
Implications of deferring this project	May hinder future economic and population growth and increased risk of vehicle/pedestrian collision due to individuals walking on the roads due to lack of pathways.

VEHICLES

2018 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2018
Project Description	Replacement of 1 ton truck & deck to fleet (Service truck) Used
Project Cost	\$85,000. Used price based on published adds
Funding Sources	MSI Grant
Rationale for need	Reliable vehicles are needed in all departments A replacement cycle based on a priority list has be implemented. Replace an existing ¾ ton service truck that is underpowered when towing the oiler or Bobcat.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.
Implications of deferring this project	This unit is our main work truck that carries tools to all sites. Priority vehicle in our fleet.

Carryforward Capital Purchase from 2017	
Project Name	New Sewer flushing truck
Anticipated Date	2017
Project Description	Replacement of sewer flusher.
Project Cost	\$288,180.
Funding Sources	MSI grant
Rationale for need	This unit is a 1991 truck with a 1999 flusher mounted on the rear. This unit maintains the sewer system and is essential to unplug the sewer mains when there is a problem. The machine works in a harsh environment and deteriorates at an increased rate.
Impact on future operating costs	Reduced repair costs.

2018 Capital Project	
Project Name	Town float renewal
Anticipated Date	2018
Project Description	Redo, repair and repaint the aging float to represent Claresholm
Project Cost	\$10,000
Funding Sources	Tax Funded
Rationale for need	Trailer skirting is in poor condition. Painting of landscape is deteriorating. Needs refreshing.
Impact on future operating costs	No impact on future operations.
Implications of deferring this project	Cannot find people to drive the float.

BUILDINGS

2018 Capital Project	
Project Name	Multi-Use Community Complex – Architectural Update
Anticipated Start	2018
Project Description	Update design and project plans to minimize costs and changes to the existing building and allow for phasing of the renovations.
Project Cost	\$18,750
Funding Sources	Capital Reserves
Rationale for need	Existing office is over 70 years old and has reached its useful life, without major renovations.
Impact on future operating costs	Unknown at this time.
Implications of deferring this project	Current Administration building does not meet fire code, asbestos contamination, and internal plumbing replacement needed.

2018 Capital Project	
Project Name	Arena Ice Surface Floor Replacement
Anticipated Start	2018
Project Description	Ice Arena floor and board replacement
Project Cost	\$735,000.
Funding Sources	Arena reserve fund/ donations/ grants
Rationale for need	Replacement was recommended approximately 9 years ago. The in floor piping system is 35 years old. One major leak and the arena will be unusable for the season. The boards are worn out as well.
Impact on future operating costs	A newer system will operate more efficiently, therefore optimizing energy requirements.
Implications of deferring this project	Failure to provide scheduled winter programs for affected season.

2018 Capital Project	
Project Name	Firehall building upgrades
Anticipated Start	2018
Project Description	New air makeup unit for exhaust removal inside the hall, overhead heater replacement and power panel upgrades. 3 phase 200 amp service will be required.
Project Cost	\$55,000.
Funding Sources	MSI Grant
Rationale for need	Most of the Fire trucks are now diesel. The smoke is thick in the hall when trucks are getting moved or responding as not all fire fighters are leaving the hall in the first trucks responding to the call.
Impact on future operating costs	Maintenance will be required yearly on the units, should be cheaper than the old units to operate and maintain.
Implications of deferring this project	These overhead heaters are the original unit heaters and need replacement as they are not reliable. The levels allowed for exhaust exposure are lower now than when this building was designed.

2018 Capital Project	
Project Name	Curling Rink plant upgrade
Anticipated Start	2018
Project Description	Replace the brine chiller at the curling rink. This pressure vessel was recommended for replacement in 2013, when the compressor was changed.
Project Cost	\$110,000.
Funding Sources	CFEP & FGTF Grants and Community contributions
Rationale for need	This is a critical part of the plant that must be certified yearly as it is a pressure vessel.
Impact on future operating costs	Could reduce an emergency repair cost, and when replaced should operate more efficiently.
Implications of deferring this project	System failure, loss of use of curling rink until replaced. (Approximately 1 month project).

MACHINERY & EQUIPMENT

2018 Capital Purchase	
Project Name	SCADA Control Human Interface Machine
Anticipated Date	2018
Project Description	Update/Replace SCADA Control for Water Treatment Plant
Project Cost	\$85,000
Funding Sources	AMWWP Grant and Capital Reserves
Rationale for need	The water plant SCADA control system is in need of an upgrade. The current SCADA computers are utilizing Windows XP, which has not been supported by Microsoft since April 18 th , 2014. The SCADA software on the PC is RsView32 is not compatible with the newer 64 bit operating systems. The existing SCADA computers were installed in 2010 and have a typical lifespan of five years. This upgrade will ensure the HMI and operator have access to run the system.
Impact on future operating costs	Future operating costs would be minimal
Implications of deferring this project	Deferring this project could possibly include a complete failure of the water plant control system.

2018 Capital Purchase	
Project Name	ITRON MOBILE DATA COLLECTION UPGRADE
Anticipated Date	2018
Project Description	Replace/Upgrade Wireless Utility Meter Reader
Project Cost	\$6,500
Funding Sources	Capital reserve
Rationale for need	The current FC200 handheld is no longer compatible with newer technology and maintenance service is almost obsolete.
Impact on future operating costs	Future operating costs would include preventive maintenance on the system.
Implications of deferring this project	Deferring this project will have no implications unless there is a complete failure of the collection system tools.

2018 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$4000.
Funding Sources	Operations budget
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

2018 Capital Purchase	
Project Name	Overhead crane hoist replacement
Anticipated Date	2018
Project Description	Replace worn out crane at the shop
Project Cost	\$ 7,500
Funding Sources	Tax funded
Rationale for need	Unit needs yearly certification and this original unit is worn out.
Impact on future operating costs	No future impact is expected.
Implications of deferring this project	Crane could fail causing injury, or unable to re-certify and unusable.



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1643

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 9, 2018; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2018 total \$16,124,245; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$11,753,319; and the balance of \$4,370,926 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$856,597
Non-Residential	\$246,194

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$109,654
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$242
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$331,835,670
Vacant Residential & Farmland	\$4,794,890
Non –Residential	\$73,657,190
Machinery & Equipment	\$983,980
Annexed Residential	\$1,428,320
Annexed Farmland	\$87,900
Annexed Non –Residential	\$320,320
Annexed Machinery & Equipment	\$98,260
Total	\$413,206,530

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,256,481	\$331,835,670	6.8000
Vacant Residential & Farmland (VR&F)	\$32,605	\$4,794,890	6.8000
Non-Residential	\$849,289	\$73,657,190	11.5303
Machinery & Equipment	\$0	\$983,980	0.000
Annexed Residential	\$4,856	\$1,428,320	3.4000
Annexed Farmland	\$605	\$87,900	6.8890
Annexed Non –Residential	\$2,398	\$320,320	7.4890
Annexed Machinery & Equipment	\$0	\$98,260	0.000
	\$3,146,234	\$413,206,530	
ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$852,813	\$336,630,560	2.5334
Non-Residential	\$244,874	\$71,725,190	3.4141
Annexed - Residential & VR & F	\$3,784	\$1,516,220	2.4960
Annexed - Non-Residential	\$1,320	\$320,320	4.1220
	\$1,102,791	\$396,287,380	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$109,081	\$408,355,750	0.2671
Annexed - Residential, Non-Residential VR & F	\$573	\$1,836,540	0.3120
	\$109,654	\$396,287,380	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Designated Industrial	\$242	7,076,670	0.0342

MILL RATES BY CLASSIFICATION

	RES	NON-RES	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.5334	3.4141	2.5334	3.4141	
PORCUPINE HILLS LODGE REQUISITION	0.2671	0.2671	0.2671	0.2671	
DI PROPERTY REQUISITION				0.0342	
MUNICIPAL	6.8000	11.5303	6.8000	11.5303	11.5303
TOTAL MILL RATE	9.6005	15.2115	9.6005	15.2457	11.5303

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	2.4960	4.1220	2.4960	4.1220
PORCUPINE HILLS LODGE REQUISITION	0.3120	0.3120	0.3120	0.3120
DI PROPERTY REQUISITION				0.0342
MUNICIPAL	3.4000	7.4890	6.8890	7.4890
TOTAL MILL RATE	6.2080	11.9230	9.6970	11.9572

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this day of 2018 A.D.

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

READ a third time in Council and finally passed this day of 2018 A.D.

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer



REQUEST FOR DECISION

Meeting: April 9, 2018
Agenda Item: 14

Bylaw #1643 – Mill Rate Bylaw

DESCRIPTION/BACKGROUND:

Property Tax

Property tax is a main source of revenue for financing municipal operations. Property tax rates can be established once council adopts the annual operational and capital budgets and the annual assessment roll is prepared.

The tax rates are set annually. A property tax rate is calculated by dividing the tax levy required by the corresponding property assessment class or subclass. 2018 Property taxes are based on the 2017 Property Assessments as at Dec 31, 2017.

In addition to the municipal tax rates, municipalities must set tax rates to raise the revenue for any requisitions they are required to pay (e.g. Alberta School Foundation Fund requisition, a housing management body requisition). Each tax rate must be identified separately on the tax notice.

It is also important to note that the 2018 Mill Rate Bylaw introduces a new requisition for Designated Industrial Properties (which includes linear properties). This requisition and mill rate is set by the Provincial Government and is designed to recover the cost to the Government to assess these properties.

Annexed Lands

In 2017 the Town annexed additional land into the Town of Claresholm from the MD of Willow Creek. Part of that annexation agreement was that those lands would be taxed at MD of Willow Creek Mill Rates for the next 25 years or until the land is developed. As such there is a section of the Bylaw which sets the Mill Rates for the Annexed Properties. Currently in the attached bylaw the rates are the 2017 rates as the MD has not passed their 2018 Mill Rate Bylaw as of yet. There will therefore be an adjustment to the Mill Rate Bylaw for these rates between first and second reading of the bylaw after those rates are set. We do not anticipate a significant change.

DISCUSSION/OPTIONS:

In the 2018 Budget Council budgeted for an overall 2% increase in property tax revenue. Due to the 2018 MSI Operating Grant being greater than anticipated, as well as Alberta School Foundation Fund requisition and Home for the Aged (Porcupine Hills Lodge) Requisitions coming in lower than estimated, a property tax revenue increase of only 1.44% is required to balance the budget.

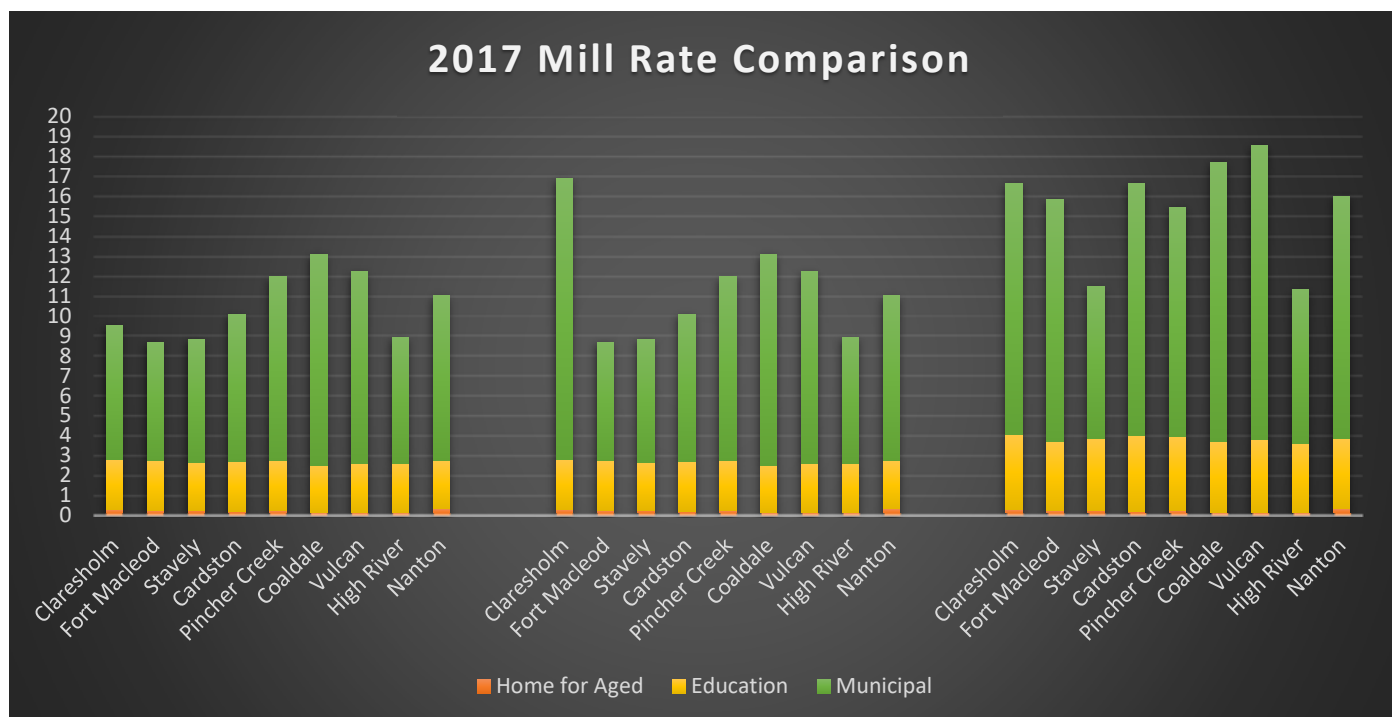
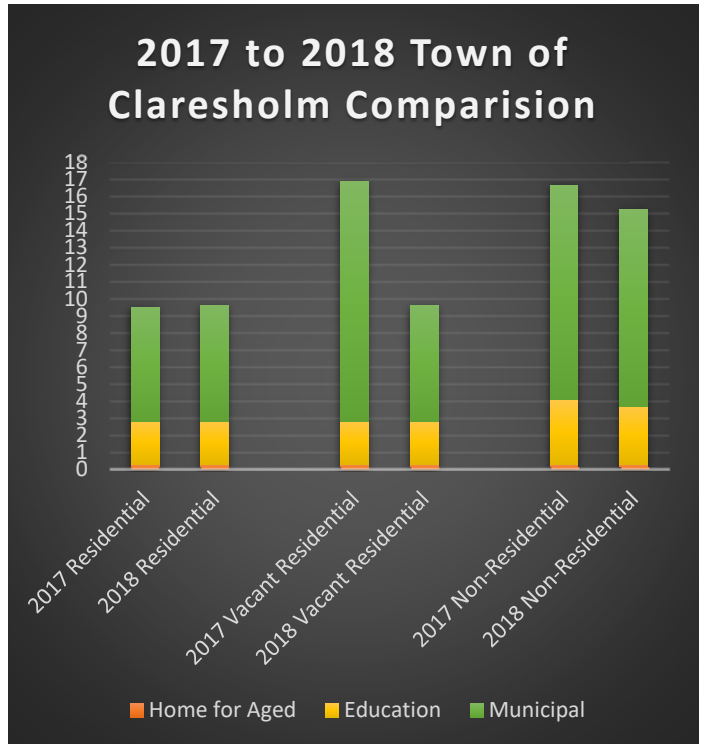
The Town of Claresholm also saw an increase in the total assessed value of taxable properties in Claresholm from the 2016 to the 2017 assessment. We saw approximately a 0.25% decline due to "Growth", with the decline being on residential properties (-0.93% Residential decline with a 3.29% Growth in non-residential). We also saw a 3.71% increase in total assessed value due to inflation. This resulted in a net 3.46% increase in total assessed value of taxable properties.

As a result only requiring a 1.44% increase in property tax revenue, and experiencing a 3.46% increase in assessed value, we are able to realize some drops in mill rates for the 2018 year. Mill rates for 2018 with comparisons to 2017 along with total revenue compared to prior year from each category is as follows:

	Mill Rate			Revenue		
	2017	2018	% Change	2017	2018	% Change
Residential	6.705	6.8	1.42%	3,080,552	3,194,655	3.70%
Non-Residential & Linear/DIP	12.584	11.5303	-8.37%	1,138,369	1,117,143	-1.86%
Vacant Residential	14.065	6.8	-51.65%	77,779	46,885.71	-39.72%

The chart to the right compares Claresholm's 2018 rate to 2017s. The attached 2018 Mill Rate Bylaw proposes as slight increase in Residential mill rate (approximately 1%) which allows for a significant drop in the other two, bringing vacant residential down in line with residential (43% drop) and a 8.6% drop in industrial. Both of these decreases are intended to promote growth and development within Town.

The chart below shows a comparison of the Town of Claresholm's Mill Rate in 2017 to other comparable Town's in the area. 2017 Mill Rates were used as 2018 Mill rates are not readily available yet. As can be seen, Claresholm Mill Rate for Residential property is toward the low end, with Non-residential mid to high range. For vacant residential all other municipalities that were included in the comparison had vacant residential mill rates equal to their Residential mill rate. This has not been the case for Claresholm for the past several years, and increased significantly in 2017. The proposed changes noted above make sense in light of these comparisons.



As the bylaws in relation to property tax must be completed annually, the appropriate bylaws must be completed for the Town of Claresholm. The draft Mill Rate Bylaw has been attached and is being presented for first reading for the 2018 year.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that Bylaw #1643, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year receive 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1643

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: April 5, 2018



REQUEST FOR DECISION

Meeting: April 9, 2018
Agenda Item: 15

MISCELLANEOUS FEES & FACILITY RENT POLICY – POLICY #GA 04-18

BACKGROUND:

The Miscellaneous Fees and Facility Rent Policy was created and passed in February 2018. The attached is amending this policy to add two additional fees, Paper Statement Admin Fee and Tax Recovery Land Titles Changes Admin Fee.

DESCRIPTION:

Paper Statement Admin Fee

The majority of residents and business in the Town of Claresholm receive paper statements for their utilities, and all currently do for their tax notices/assessments. In order to provide paper statements there is significant costs incurred by the Town including printing costs, paper and envelopes, postage, and the cost of the man hours to manually fold and stuff each individual statement for mailing. The estimated incremental cost for paper statements, per statement, is in the range of \$1.50 to \$2.00 per statement.

The Town currently produces approximately 12,800 utility bills per year and 2,000 tax notices/assessment statements. At \$1.50 to \$2.00 per statement this is in the range of \$22,000 to \$30,000 cost to the Town annually to provide paper statements. This cost is funded by general revenue of the Town, or in other words through property taxes.

The extra cost for paper statements is well established, now being charged by the majority of companies including banks, telecommunication companies, credit card companies, energy utility companies, etc. These companies generally charge in the neighborhood of \$1.50 to \$3.00 per statement.

In 2014 the Town purchased a new module for our accounting system to allow for the easy sending of utility e-statement (paperless statements) to residents or customers email addresses. This new module would allow for significant cost savings to the Town in reduced printing, paper, envelopes, postage, and manual labour in stuffing envelopes. In the past nearly 4 years only about 18% of customers have taken advantage of this, or 2,400 of the annual 12,800 utility bills that are mailed out, which illustrates significant unrealized savings potential.

Those customers who have signed up are saving the Town approximately \$3,600 to \$4,800 per year, but only benefit individual from approximately a fifth of that due to this savings being spread out across all tax payers, resulting in unequitable application of savings.

With the updates to the Municipal Government Act (MGA) that came into effect on January 1, 2018, there was also a change to now allow for the electronic delivery of tax notices and assessments as well (Section 608(1) of the MGA). This is an additional 2,000 statements per year.

This cost of paper statements is not strictly a financial cost, but also an environmental cost. Per information from www.theworldcounts.com 40% of the world's commercially cut timber is used for the

production of paper, destroying forests, endangering natural habitats; the production of paper uses significant amounts of water (10L per sheet of A4 paper); and the decomposition or burning of the paper when destroyed or disposed of produces greenhouse gases. The Town has purchased and put in the technology and processes to significantly reduce the paper utilized by the Town through e-statements. The initiation of this fee will help encourage residents and businesses to do their part by taking advantage of these paperless systems we have in place. This ultimately will reduce the communities carbon footprint and promote more environmentally sustainable practices.

Tax Recovery Land Title Changes Admin Fee

When a property is in tax arrears for greater than 2 years the tax recovery processes is begun with registering the taxes owing on Title. This has costs associated to it from the Land Titles Office to register these on title and to notify all owners on title of the addition. The MGA allows for the Town to recovery any expenses related to a property in the tax recovery process and roll these amounts onto their taxes. There is however a significant amount of administrative work the Town has as well related to this process therefore Administration is proposing adding an Admin fee in addition to passing on the actual Land Titles Fees. This would not be a fee that is charged frequently as most property owners pay their taxes prior to getting to this point, however those who do reach this step in the tax recovery process are causing significant increased work load on administration and this fee helps to recognize that.

DISCUSSION:

As part of the 2018 budget process the charging of a paper statement administration fee was discussed and supported. The attached policy would initiate this practice and encourage greater enrollment into e-statements. Individuals still have the option to continue receiving paper statements however the majority of the cost incurred by the Town to provide that service will be born by those individuals rather than by all tax payers.

During the 2018 budget discussions this fee was not discussed for tax notices as the MGA did not allow for the electronic delivery of tax notices at that time. With the update to the MGA this is now allowed. The attached policy has been drafted to include property tax notices as well and would come into effect after the 2018 tax notices were issued so as not to come into effect for 2018 tax notices, but would apply to subsequent year. Included with the 2018 tax notices Administration would mail out information and forms to sign up for e-statements for tax notices for future years.

RECOMMENDATION:

Administration recommends that Council make a motion to adopt the attached policy to encourage greater enrolment into electronic delivery of statements and to provide for more equitable allocation of costs to the residents and business in Town.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #GA 04-18, the Miscellaneous Fees & Facility Rent Policy, effective April 9, 2018 as presented.

ATTACHMENTS:

- Policy #GA 04-18, Miscellaneous Fees & Facility Rent

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 6, 2018



Policy #GA 04-18

Miscellaneous Fees & Facility Rent Policy

Effective Date: April 9, 2018

PURPOSE: To establish a policy stating miscellaneous fees and facility rent that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

POLICY:

Miscellaneous fees and facility rent shall be charged based on the attached schedule.

PARAMETERS:

This schedule of fees is to be reviewed annually.

NOTE:

The schedule of fees on this policy may be changed by Council resolution and updated to the policy.

Repeals Policy #GA 02-18 – “Miscellaneous Fees & Facility Rent Policy

Date approved by Council:

Resolution #

SCHEDULE OF FEES

MISCELLANEOUS FEES	
Dog License (Spay/Neuter)	\$15 / year
Dog License (Intact)	\$40 / year
Paper Statement Admin Fee (Effective July 15 th , 2018)	\$1.50 / statement
Applies to Utility and Tax Notice Statements	
Tax Recovery Land Titles Changes Admin Fee	\$50
Assessment Appeal Fees	
Residential 3 or fewer dwellings or Farm Land	\$50
Residential 4 or more dwellings or Non-Residential with assessed value less than \$300,000	\$150
Residential 4 or more dwellings or Non-Residential with assessed value of \$300,000 or more	\$300
FACILITY RENT	
Airport Terminal Building Only	\$125 / Day
Airport Runway Rental	\$500 / Day
Daycare Rent	\$100 / Month
Playschool Rent	\$150 / School Year
Food Bank Rent	NO CHARGE



INFORMATION BRIEF

Meeting: April 9, 2018
Agenda Item: 16

OPEN HOUSE FEEDBACK – MDP REVIEW & UPDATE

DESCRIPTION / BACKGROUND:

Following the open house held January 24, 2018, Gavin Scott, Planner ORRSC, Administration and various departments have reviewed the feedback gathered on the boards for alignment with current documentation, plans, policies or if there is an opportunity to address those through any of those means. Attached is a spreadsheet that shows all the feedback gathered as part of the sticky note process. Also on the spreadsheet is the applicable documentation that deals with each comment. This is presented for information.

The categories that will be discussed as part of the Municipal Development Plan (MDP) update will be shown when the MDP draft amendment is presented. This will also go to public hearing prior to 2nd and 3rd readings as which time any additional public feedback can be gathered once the amended version has been presented on the Council agenda.

DISCUSSION / OPTIONS:

Some comments and feedback gathered were not applicable to the MDP review and update. Those can be added to the other questions received to be reviewed at an upcoming Council strategic planning session.

ATTACHMENTS:

- 1.) feedback spreadsheet / with planner comments and applicable legislation

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Municipal Development Plan

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 5, 2018

Claresholm Open House Comments

Section 1: What do you want to change in the community?

Question 1: Are there things in and around our community that need to improve?

	Planner Comments	MDP Policy reference
1 Back alley access, more stop signs on side streets, update sidewalks.	Stop sign placement is a function of public works	
2 Making sure of back alley access.	Subdivision Design is being reviewed and approved on a case by case basis without design preference	
3 Better sidewalk and maintenance.	Public works refer to council strategic plan	
4 Like to see more walking and biking paths!!	Parks and Recreation Master plan implementation	5.3.3, 5.4.9-10, 5.4.16
5 Our walking and bike pathways.	Parks and Recreation Master plan implementation	5.3.3, 5.4.9-10, 5.4.16
6 Is there any way to promote east/west access on foot? Crosswalk to south is dangerous.	This should be clarified as a policy in the MDP as a policy to work with AT to expand safe crossings	
7 The corners along 4 th St west of 49, 48, 47 th – bushes are obstructing the visibility going through intersections.	Land use bylaw enforcement may be able to address if sight triangles are violated	
8 When is Saskatchewan Crescent going to be properly maintained or pavement as promised 10 years ago.	Public works refer to council strategic plan	
9 Not as many small lots added. Stick with larger lots!	Balance is needed here	
10 Make a lot of town owners accountable for maintenance of their properties.	Community standards bylaw enforcement	
11 Main Street “abandoned” store fronts. Can anything be done about the look?	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)

12	Would be nice to focus on the aesthetic appearance of our town, especially at the entrances or the highway.	Policy should be added to address this	1.2.7(e) expanded
13	Make Main Street more attractive and inviting people to stop and shop.	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)
14	What is council's thoughts on where to draw the line on spending money on old arena vs. building a new facility?	Facilities inventory and analysis	
15	More basic necessities – i.e. for shopping, grocery store, bake store.	Private business decision dictated by market supply and demand	
16	Fix the food bank.	outside the scope of the MDP	
Question 2: Are there opportunities for change within the community?			
1	New municipal multiplex buildings at old elementary school will add polish and pride!	Current and on going	
2	In-town busing for students.	Not an MDP issue; school division issue	
3	Our recycling system!	Policy is supported by the MDP	7.3.6, 9.4.5
4	Clean up front street.	Hwy 2?	
5	Would like to look into a golf cart area (community) south of Highway 520 and west of Highway 2.	Golf cart designed communities exist but must be designed to avoid arterial and major collector streets which is difficult	
6	Make Hwy 2 more inviting.		1.2.7(e)
7	Create community spaces for people to connect.	Outdoor place making is not addressed in MDP	
8	More seniors shopping. Keep it in Town.	Commercial development is encouraged in the document	
9	More family homes. Think of all the seniors in town.	MDP contains a balanced approach to housing	1.2.6, 2.3.1, 2.3.7, 2.4.12, 9.4.4

10	A new grocery store is badly needed.	Commercial development is encouraged in the document
11	But NOT Walmart!	Commercial development is encouraged in the document
12	Nothing wrong with Walmart.	Commercial development is encouraged in the document
13	Do not proceed with projected Hwy reroute!	Provincial decision not local
14	Fight hard to prevent highway being moved. It will kill our businesses!	Provincial decision not local: service center communities like Claresholm survive these changes
15	A mental health community that can be more incorporated into our larger community.	May be outside the scope of the MDP

Question 3: Are there things in the community that need to be added, removed, or altered?

1	Clean up the old ugly buildings on Main Street.	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)
2	Get rid of derelict buildings.	Residential policy exists in MDP	
3	Partner with developers and investors to offer incentives for demolition and/or upgrades or derelict buildings!	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)
4	More speedy process to resolve issues of construction of housing left unfinished.	Development issues dealt with through stop order process is not speedy but the only means to enforce according to MGA	
5	School buses on the east side.	School district decision	
6	Senior bus service	MDP currently contains no public transportation policy	

7	Green bins.	Recycling policy encouraged in plan	7.3.6, 9.4.5
8	Finish 8 th streets paving.	Budget and Public works issue - needs a complete streets approach	
9	Set of lights at the south end of town.	Alberta Transportation decision	
10	Stop big trucks from using the road past drop in and Tamarack Rd. They could all get on the highway at the intersection of 520 and Hwy 2.	idea could be accommodated but to localized to be considered in MDP	
11	Need secure dog park.	Plan supports Parks and Rec Master plan	
12	A better skate park.	Plan supports Parks and Rec Master plan	
13	Create/add to parks for all ages. Not age specific.	Plan supports Parks and Rec Master plan	
14	Trees.	Plan supports urban forest	5.4.16-20
15	Need benches for rest stops.	Plan supports Parks and Rec Master plan	
16	Bike paths.	Plan supports Parks and Rec Master plan	5.3.3, 5.4.7, 5.4.16-17
17	Bike paths.	Plan supports Parks and Rec Master plan	5.3.3, 5.4.7, 5.4.16-17
18	Walking/running paths.	Plan supports Parks and Rec Master plan	5.3.3, 5.4.7, 5.4.16-17
19	More bike and walking paths.	Plan supports Parks and Rec Master plan	5.3.3, 5.4.7, 5.4.16-17
20	A walking path on 8 th St out to the new storm drainage lagoons. Many people walking, biking, running and nowhere but the road to share.	Plan supports Parks and Rec Master plan	
21	Development of natural recreation like what the Kinsmen Club proposed for by the golf course.	Plan supports Parks and Rec Master plan	
22	Create a new recreation facility for our youth and town. More centralized.	Consideration of centralized locations for new facilities can be addressed by the MDP	new policy required
23	Outdoor multi-use family area with green space, BMX track, B-ball courts and skatepark for kids who don't rodeo all summer.	Plan supports Parks and Rec Master plan	

24 Maybe give the community center an update?

25 More growth for young people and young families.

Budget consideration of council

Section 3: What do you want to create in the community?

Question 1: What is missing from the community that would make it an even better place to live, work, and play?		
	Planner Comments	MDP Policy reference
Parks of all ages around town, recreation options all year round/all ages, service clubs		
1 collaborating on more events like the winter festival and Fair Days.	MDP supports park and rec plan	
2 More walking/biking paths.	MDP supports park and rec plan	5.3.3, 5.4.7, 5.4.16-17
3 More trees, more walking paths and ponds.	Plan supports park and rec plan and urban forest	5.3.3, 5.4.7, 5.4.16-20
4 More pathways on both sides of town.	MDP supports park and rec plan	5.3.3, 5.4.7, 5.4.16-17
5 Bike paths and walking paths.	MDP supports park and rec plan	5.3.3, 5.4.7, 5.4.16-17
6 Bike racks downtown and around to encourage fitness.	MDP supports park and rec plan	6.4.9
7 Family activities such as movies, dances, and bowling. Buildings are there. Let’s fill them!		8.3.14
8 Rec centre.		5.4.2
9 Bowling alley and indoor play grounds.		
10 Small movie theatre.		8.3.14
11 Gymnastics in old school gym and open recreation leisure there too (once you’ve developed it).		5.4.2
12 A central area for outdoor concerts – small.		8.3.14
13 Musical evenings at our new café – Fresh Sugar.	Already supported by MDP and LUB	
14 Need of a small cocktail and lounge place!!	Already supported by MDP and LUB	

15	Larger area for farmers market. Encourage more use of this.		
16	Love the outdoor farmers market! A community profile or rec guides, listing recreational assets, recreation options, event listings so		
17	people know there’s movies shown by the Arts Society at the library. Improvements to field complex on north side of H.S. property. Accommodate soccer, sprinkler		
18	systems, working with LRSD on upgrades and improvements.	Joint use agreement may be able to address this	5.4.6
19	Low-income housing to help bring in more families.	MDP supports this as a goal and objective	1.2.6, 2.3.1
20	More for our schools.	Joint use agreement may be able to address this	5.4.6
21	More for our schools.	Joint use agreement may be able to address this	5.4.6
22	Another taxi service.	Private business decision dictated by market supply and demand	not applicable
23	Axia internet provider. Walmart? Anything happening?	Private business decision dictated by market supply and demand	not applicable
24	A better recycling system.	MDP supports this as a policy	7.3.6, 9.4.5

Question 2: Are there any social, economic, or environmental goals the community should pursue?

1	More small company support. Local is vital.	MDP supports this as an objective	3.3.2-3.3.7
2	Try to get another grocery store in town.	Private business decision dictated by market supply and demand	not applicable
3	But NOT Walmart.	Currently no restrictions on 'Big Box' development in MDP or LUB	
4	More in town entertainment. Ex. Bowling alley, small theatre, club house.		

5	More community events – intergenerational.		
6	More in community events and family friendly.		
7	More gathering places.	Outdoor place making is not addressed in MDP	
8	Entertainment, arts, and music.		
9	Social connectedness		
10	Old fox opened back up!	Private business decision dictated by market supply and demand	
11	Someone do something about Old Fox!!	private property	
12	Need a reliable, affordable system of transportation for seniors.	Not addressed in MDP	
13	More safe ways to cross east and west across Hwy 2.	This should be clarified as a policy in the MDP as a policy to work with AT to expand safe crossings	6.3.4
14	Social need housing solutions for senior baby boomers. Housing all on one level, with lawn and snow care as part of condo fees – smaller units to accommodate singles and couples.		1.2.6, 2.3.1, 2.3.7, 2.4.12, 9.4.4
15	Create jobs that families can live off of.	Private business decision dictated by market supply and demand	
16	Being self-sustained.	Sustainability policies are highlighted throughout document	
17	Curbside compost program.	MDP includes this possibility	7.3.6, 9.4.5
18	Clean up dilapidated buildings.	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)
19	Industrial growth.	MDP supports this	Section 4

20 I am concerned with the amount of chemical placed on lawns. It stinks, is unhealthy to humans, food web for birds, butterflies, bats, etc.

The *Environmental Protection and Enhancement Act* (EPEA) controls the sale, use, application, handling, storage, transport and disposal of pesticides in Alberta.

Question 3: Wild and crazy ideas are encouraged! How do we build on what we have?

1	Cleaning the downtown especially on Highway 2.	Downtown improvements are encouraged and to be work on with the cooperation of the Chamber and its members	1.2.8(d)
2	Clean up downtown buildings would make a more pleasing appearance.	private property	not applicable
3	More emphasis should be put on town beautification. More planting in history parks and more parks.		1.2.7(e), 9.4.9
4	We need more incentives/encouragement in the downtown core to help redevelop rather than the town putting up roadblocks and making it difficult for business startups and real estate	Downtown improvements are encouraged and to be work on with the cooperation of the Chamber and its members	1.2.8(d)
5	Abundant communities initiative (i.e., knowing your neighbor and using your human community assets) – (look up abundant communities Edmonton).	Council consideration - Community Design can help set this up.	
6	Landscaping along highway would make the town more attractive to visitors.	MDP already encourages this	1.2.7(e)
7	More trees. Good for health, air, they are pretty, and helps cut the winds.	MDP already encourages this	
8	Walking/bike paths!!	MDP supports park and rec plan	
9	It would be lovely to have a walking path not near cars and trucks in the countryside.	Complete streets is a planning concept not addressed in the current MDP	
10	Waterslides		
11	More access routes for seniors on electric scooters.	Electric scooters are viewed as a pedestrian mode of transportation. Unfortunately sidewalk network and road safety do pose issues for access.	
12	More crossings to east side of town. It’s much higher on east side so better for housing.	Plan suggests opportunity for more connectivity should be looked at	

13	North of existing Tamarack #1 and 3 there needs to be a back alley.	Town owned land so idea could be accomodated but to localized to be considered in MDP	Not applicable
14	Residential lots at airport and improvement for water and sewer.	IDP consideration	Not applicable
15	Redevelop old airport	IDP consideration	Not applicable
16	Industry could be at airport.	IDP consideration	Not applicable
17	Being supportive.	Refer to Council strategic planning	Not applicable

Section 2: What do you want to preserve in the community?

	Planner Comments	MDP Policy reference
Question 1: What are the basic core values of our community?		
1 Caring, involved, changing.	Refer to Council strategic planning	Not applicable
2 Care for others and care for the environment.	Refer to Council strategic planning	Not applicable
3 Community support, engaging, and loving.	Refer to Council strategic planning	Not applicable
4 Support, recreation, and trust.	Refer to Council strategic planning	Not applicable
5 Lots of support. FCSS rocks!	Refer to Council strategic planning	Not applicable
6 Quality living: safe and secure, environmentally friendly, spacious and beautiful, quality schools and town facilities.	Refer to Council strategic planning	Not applicable
7 Togetherness	Refer to Council strategic planning	Not applicable
8 Strength	Refer to Council strategic planning	Not applicable
Question 2: In one or two words, how do you want your children or your grandchildren to describe our community?		
1 Community spirit.	Refer to Council strategic planning	Not applicable
2 Affordable and strong community spirit	Refer to Council strategic planning	Not applicable
3 Energetic and active!	Refer to Council strategic planning	Not applicable
4 Active, busy, and family orientated.	Refer to Council strategic planning	Not applicable

5	Safe	Refer to Council strategic planning	Not applicable
6	Safe, but don't forget seniors.	Refer to Council strategic planning	Not applicable
7	Safe, thriving, and fun!	Refer to Council strategic planning	Not applicable
8	Safe, entertaining, and affordable.	Refer to Council strategic planning	Not applicable
9	Fun, learning, safe	Refer to Council strategic planning	Not applicable
10	Thriving	Refer to Council strategic planning	Not applicable
11	Beautiful and thriving	Refer to Council strategic planning	Not applicable
12	Vibrant and home.	Refer to Council strategic planning	Not applicable
13	Home	Refer to Council strategic planning	Not applicable
14	Inclusive	Refer to Council strategic planning	Not applicable
15	Transparent	Refer to Council strategic planning	Not applicable
16	The most progressive community in the country to live.	Refer to Council strategic planning	Not applicable
17	Debt free	Refer to Council strategic planning	Not applicable
18	Try and do something about Hwy 2 businesses to clean up, keep town attractive.	Private property may only be addressed when determined to be a public safety hazard. Landowners can be encouraged to make improvements through the Chamber and Town Administration.	1.2.8(d)
19	Don't forget young families	Refer to Council strategic planning	Not applicable
20	Work with the MD of Willow Creek.	Now mandated through IDP / ICF processes	10.4.13-24

21	Some form of recreation for everyone – young or old.	plan supports Parks and rec plan	5.4.9, 5.4.16
22	Service clubs		1.2.7(d), 8.4.1-2
23	Maintain schools and sports facilities	Joint use agreement with school should address this	5.4.6
24	Schools and sports facilities (arena, curling rink, football field, ball diamonds, pool)		5.4.2
25	Schools/sport facilities		5.4.2
26	Better traffic control	this is supported in the plan	6.3.4
27	Let's get control of the high speed truck traffic through town!	this is supported in the plan	6.3.4
28	Is the local health system for our current population?	AHS controls growth of the system	8.3.3
29	Preserve: hospital, Lander Centre, Care Centre, swimming pool, all parks, early 1900s buildings.	Presevation policy in MDP but does not guarentee preservation without a supporting historic resource plan	8.3.3, 8.4.4

Question 3: What is unique to our community that is not found anywhere else?

1	Interaction with rural ranchers and farmers	this is supported in the plan	
2	No growth		Not applicable
3	Transparent and safe	Refer to Council strategic planning	Not applicable
4	Safe and community minded	Crime Prevention Through Environmental Design?	
5	Safe and self-sustaining	Refer to Council strategic planning	Not applicable

6	Community	Refer to Council strategic planning	Not applicable
7	Drift Club RMDC	Airport use development deferred to IDP policy discussion	
8	Hospitals, mental health facilities, schools (K-12)	Refer to Council strategic planning	Not applicable
9	Links golf course design, well-known and prolific agriplex, recently updated schools, people from all ages stepping up to help our community prosper!	Refer to Council strategic planning	Not applicable
10	Ensure good, safe water for the town now and in the future.	this is supported in the plan	9.4.11

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				
3	CORRES: Minister's Awards for Municipal Excellence - referred to Administration to provide information on criteria the Town may qualify for.	Marian	Risk Reduction Workshop program submitted	Complete
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	In progress
Regular Scheduled Meeting - March 26, 2018				
1	Bylaw #1639 - Moved by Councillor Schlossberger to give Bylaw #1639, regarding the Claresholm Museum Board, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1639, regarding the Claresholm Museum Board, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
2	Bylaw #1640 - Moved by Councillor Courage to give Bylaw #1640, a Land Use Bylaw amendment, 1st Reading. CARRIED	Tara	Public Hearing set for April 9th, 2018. Advertised in the Local Press.	Complete
3	Bylaw #1641 - Moved by Councillor Carlson to give Bylaw #1641, regarding Council Code of Conduct, 1st Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1641, regarding Council Code of Conduct, 2nd Reading. CARRIED	Karine	Bylaw on the April 9th agenda for 3rd Reading	Complete
4	Bylaw #1642 - Moved by Councillor Courage to give Bylaw #1642, regarding Sanitary Sewer Borrowing, 1st Reading. CARRIED	Blair	Borrowing Bylaw to be Advertised on April 11 & 18th prior to 2nd & 3rd reading	In progress
7	RFD: Letter of Support Claresholm Curling Club - Moved by Councillor Schulze that administration write a letter of support towards the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of a new chiller. CARRIED MOTION #18-051	Karine	Letter written	Complete

8	RFD: Removal of Designation of Municipal Reserve - Moved by Councillor Zimmer to direct the designated officer to notify the Registrar that the provisions of Division 9 of the Municipal Government Act have been complied with and request the Registrar to remove the Municipal Reserve Designation located at PLAN 8010781, BLOCK 127, LOT 15MR. CARRIED MOTION #18-052	Tara	Resolution signed and mailed	Complete
9	RFD: Alberta SouthWest - Townfolio - Moved by Councillor Zimmer to enter into a three-year contract with Alberta SouthWest and Townfolio for \$800 per year as presented. CARRIED MOTION #18-053	Justin	Notified AB Southwest	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: April 6, 2018

INFORMATION ITEMS

Karine Wilhauk

From: Office of Senator Nancy Greene Raine <justin.bergamini=sen.parl.gc.ca@mail71.atl11.rsgsv.net> on behalf of Office of Senator Nancy Greene Raine <justin.bergamini@sen.parl.gc.ca>
Sent: Friday, March 23, 2018 11:01 AM
To: Karine Wilhauk
Subject: National Health and Fitness Day

[View this email in your browser](#)



Hello,

Congratulations for being one of the 303 communities across Canada which has proclaimed the first Saturday in June as, National Health and Fitness Day.

On behalf of Senator Nancy Greene Raine, I write to inquire about your community's plans for National Health and Fitness Day which, this year, is Saturday June 2nd.

I am contacting you on behalf of Senator Nancy Greene Raine, to inquire about your community's plans for National Health and Fitness Day – which is taking place Saturday June 2nd, 2018.

The goal of this initiative is to make Canada the Fittest Nation on Earth! We understand that to accomplish this goal we need the grassroots support of communities such as your own.

Many of the proclaimed communities mark the day by offering health and fitness related programming, and we are wondering if your community has begun planning any activities for the day.

If you are looking for ideas and resources, I encourage you to visit our website www.NHFDcan.ca.

We look forward to hearing about what plans you have in store for this year!

For more information contact me at 613-995-0307 or Marilyn McIvor at 613 402 5154.

Best regards,

Justin Bergamini

Administrative Support Assistant
Office of Senator Nancy Greene Raine

PS. Please Save the Date for the Annual National Health and Fitness Day Fun Run/Walk at 07:00 hours in Halifax, near the FCM meeting on Saturday, June 2. Join Senator Nancy Greene Raine, other Mayors and Councils, partners and friends for this scenic bit of physical activity.



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You are receiving this email because your community has proclaimed the first Saturday of June National Health and Fitness Day.

Our mailing address is:

National Health and Fitness Day
140 Wellington
Ottawa, On K1A 0A4
Canada

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

March 21, 2018

Honourable Shannon Phillips
Minister of Environment and Parks, Minister Responsible for the Climate Change Office
Office of the Minister
Environment and Parks
208 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Via E-mail: AEP.Minister@gov.ab.ca

Re: Prevention of Quagga and Zebra Mussels

Dear Honourable Phillips,

On behalf of the Village of Alberta Beach we write to express our concern about the threat of Quagga and Zebra mussels. The District of Sicamous, BC submitted a resolution at their UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into their Lakes.

The effects to ALL Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all Lakes will be contaminated and there is currently no solution to destroy them.
- Cost will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the borders - cost Millions to guard the borders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority

- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hoping provinces and states
- Education – Major Media campaign announcing commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – "Alberta is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations". This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if the lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with British Columbia and Saskatchewan to stay mussel free.

Funding:

Alberta government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how we can help fund the prevention now (millions):

- Out of province user pay at all boat ramps
- Lake passes for boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Yours truly,



Jim Benedict, Mayor

Cc: Hon. Catherine McKenna – Minister of Environment and Climate Change
 Hon. Oneil Carlier, MLA Whitecourt-Ste. Anne
 Al Kemmere, AAMDC President
 AAMDC Members
 AUMA President
 Alberta Beach Council

Karine Wilhauk

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Wednesday, March 28, 2018 2:34 PM
Cc: Seniors and Housing Information
Subject: Nominations are open for the 2018 Minister's Seniors Service Awards

Nominate an individual or organization

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.

If you have any questions, please feel free to email seniorsinformation@gov.ab.ca.

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.

2018 Grey Matters - Call for Presenters

Seniors and Housing is pleased to be co-hosting the 2018 Grey Matters Conference with the Alberta Association of Seniors Centres on September 25 – 26. The vision for the 2018 Grey Matters Conference is *"OUR COMMUNITY GATHERS, Listening, Learning and Leading"* and will focus on supporting seniors to age well. This conference offers provincial service providers opportunities to network, gain knowledge and increase awareness of issues, supports and services for seniors.

Please visit <http://greymatters2018.com/> for more information about the conference.

The Conference Planning Committee is currently inviting submissions from individuals and organizations interested in presenting at the conference.

Priority will be given to presentations that address one or more of the following topics:

Support for Senior Centres
Age Friendly Communities
Pre-conference session – September 24

Diverse Populations
Active and Healthy Living

This email
and any
files

The deadline for submissions is April 20, 2018.

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CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

February 21, 2018

Present: Barry Gibbs, Scott Strong, Betty Hoare, Don Glimsdale, Gaven Moore and Ken Favrholt

Absent: Bert Franssens

1. Call to order by Barry Gibbs at 3:04 PM.
2. Adoption of agenda as amended by Gaven Moore. **CARRIED**
3. Approval of previous minutes as amended by Don Glimsdale. **CARRIED**
4. Financials were reviewed as presented. Don Glimsdale moved financial be accepted as is. **CARRIED**
5. Barry Gibbs reviewed his Chair Report with board members and museum ED. Gaven Moore reported that Mike McAlonan is willing to return as a museum board member. Barry Gibbs reported that Susan Holland has advised him of her resignation from the board effective immediately.
6. By-Law reviewed proposed by-law #1506 as presented with no changes needed.
7. 2012 ATCO Gas donation of \$10,000. Once a project has been chosen it will have to be presented to the town council for approval. Possible projects were discussed and narrowed down to 5 projects. Board members were asked think about those projects and come back to the next board meeting for further discussions.
8. 2018 Museum Plan and Budget – deferred to next meeting.
9. Updating policies – deferred to next meeting. Board members asked to review the following tabs and be prepared for discussion. Tab #11 Claresholm and District Museum Collections Management Policy and Tab #13 Claresholm and District Museum Exhibition Policy.
10. Executive Director's Operations Report. Highlights were:
 - Discussed the success of the Winter Festival.
 - Teepee Trailer proposed rally in the summer – 8 people are confirmed.
 - Summer employment – grants applications have been sent.
 - Volunteer day appreciation is April 18, 2018 and board supports the

function.

– Community Foundation Grant guidelines will be coming out today.

11. Oral History interviewing with the public library is on-going.
12. Meeting evaluation – although we ran out of time, it was felt that it was a productive meeting.
13. Executive Director, Ken Favrholt left meeting prior to In Camera session.
Moved by Barry Gibbs to go In Camera at 5:02 PM. **CARRIED**
Moved by Barry Gibbs to come out of In-Camera session at 5:12. **CARRIED**
14. Ken returned to the meeting. Barry moved meeting adjourned at 5:14 PM.
CARRIED



Barry Gibbs
Board Chair

APPROVED

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, January 19, 2018, WCCCC

*accepted
March 23, 2018*

ATTENDEES: Brydon Saunders – Lay Representative
Mike McAlonan – Lay Representative
Howard Paulson – Lay Representative
Brian Comstock- Lay Representative
Darren Allen – Wandering Willows
Arlette Heck – Town of Granum
Lise Schultze – Town of Claresholm
Bob Thompson – Claresholm Senior Centre
Lyal O'Neill - CAO

REGRETS: Jason Schneider, Ian Sundquist

Howard Paulson-Chair called the meeting to order at 10:30 am.

1.0 APPROVAL OF AGENDA

Moved by Mike McAlonan to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Darren Allen that the minutes of the Dec 1, 2017 be
accepted as presented. Carried.

3.0 BUSINESS ARISING

None

4.0 CORRESPONDENCE

1. Letter of appointment of Ian Sundquist as Representative from the MD of Willow Creek No. 26.

5.0 REPORTS

1. Financial Report – Lyal Moved to accept the financial report as presented. Carried.
2. CAO/Resolution Status Report-Motion by Brydon Saunders to extend an invitation to the Claresholm Hospital Manager to attend a Board Meeting for information purposes . Carried. Lyal Moved to accept the report as presented. Carried.
3. Fundraising Report – \$15, 830.
4. Chairmans Report – Moved to accept the report as presented by Howard Paulsen. Carried. Requests have been received for service to private trips to airport and other venues. Also, possible expansion of services into town e.g.Zipline Services. MD presentation went very well.

6.0 OLD BUSINESS

1. Presentation to MD Dec 13, 2017 – copy of presentation enclosed for board..

7.0 NEW BUSINESS:

1. Cheque Detail – Cheque Detail for December, 2017 presented by Lyal – For information.
2. Proposal to expand town service – Lyal presented an outline proposal regarding costs of levels of service in town. Also, suggestions to modernize the taxi token program. Given to Lise Schultz for council information.
3. Proposal to serve Pincher Creek – Discussion of making presentation to Pincher Creek Town Council.
Moved by Bob Thompson to continue servicing clients in Pincher Creek at \$50.00 per hour. Carried.
Motion by Brydon Saunders to request a delegation at Pincher Creek Town Council. Carried.
4. Facebook Page – Request from Lyal to set up a Facebook Page for information. Motion by Lyal, Carried.
5. Joint Supper – will look for a date in April when all parties are available.

NEXT MEETING DATE at WCCC at 10:30 a.m.
February 16, 2018.

The meeting was adjourned by Darren Allen..

cc. Town of Claresholm
MD
WCCC
CGH Lisa

SIGNED:

SIGNED:

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday March 7, 2018 – Stockmans Grill – Fort Macleod



Board Representatives

Barney Reeves, Waterton Lakes
Jim Bester, Cardston County
Dennis Barnes, Cardston
Duncan McLean, Granum
Brent Feyter, Fort Macleod
Quentin Stevick, MD Pincher Creek
Blair Painter, Crowsnest Pass
Warren Mickels, Cowley
Scott Korbett, Pincher Creek

Albert Elias, Glenwood
Dale Gugala, Stavelly
Maryanne Sandberg, MD Willow Creek
Kathy Wiebe, MD Ranchland

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW

1. Call to Order and introductions Chair Barney Reeves called the meeting to order.
2. Approval of Agenda Moved by Blair Painter THAT the agenda be approved as presented
Carried. [2018-03-569]
3. Approval of Minutes Moved by Dennis Barnes THAT the minutes of February 7, 2018 be approved as presented.
Carried. [2018-03-570]
4. Approval of Cheque Register Moved by Duncan McLean THAT cheques #2333 to #2358 be approved as presented.
Carried. [2018-03-571]
5. Planning Discussion Bob Dyrda led a discussion through the AlbertaSW Core Businesses and provided background on projects, to date.
Board discussed ideas for going forward.
Those discussions will form the basis of a draft 2018-2019 Operations Plan, to be presented at the next meeting.
6. Motions arising from Discussion ➤ **Transportation corridors** are of vital importance to move goods, services and people throughout the region.
Moved by Blair Painter THAT AlbertaSW become a member of the "Highway 3 Twinning Development Association".
Carried. [2018-03-572]

Moved by Dennis Barnes THAT AlbertaSW provide a letter of support to the Lethbridge Chamber regarding its initiative to create a collaborative approach to transportation corridors.
Carried. [2018-03-573]
Discussion also noted that regional secondary roads may be better utilized and promoted as access to regional attractions.

➤ **Regional promotion** and providing good information about the opportunities in the region will serve to benefit all our communities. The regional economic development officers have reviewed options and recommend that the Board consider a three-year proposal from

Townfolio to build and continuously update an on-line community profile for each participating community.

Moved by Scott Korbett THAT AlbertaSW offer to cost-share the annual fee with each participating community.

Carried. [2018-03-574]

Bev will send out the full proposal to the Board.

Each Board representative will take the proposal to respective Councils to consider a 50/50 cost sharing of the annual fee.

➤**Organizational Leadership** is a strength of AlbertaSW. This can be formally recognized by gaining certification within economic development professional organizations.

Moved by Jim Bester THAT AlbertaSW proceed with application to the International Economic Developers Council (IEDC) to become an Accredited Economic Development Organization (AEDO).

Carried. [2018-03-575]

➤**Other funding** will be pursued for the region, as it comes available: AlbertaSW is applying, on behalf of the SAAEP partners, to the Community Energy Capacity Building Program (CECBP). This is offered by Energy Efficiency Alberta and will not require any matched funds from the region. If approved, a 6-month project will update community leaders regarding all technologies, identify best practices in municipal policy and legislation and identify opportunities in our communities.

7. Project Lead report.

Accepted as information.

8. Executive Director Report

Accepted as information.

9. Roundtable updates

Consensus that the topic for roundtable updates for next meeting be: What kind of investment is your community hoping to attract or focus upon developing?

10. Board Meetings:

April 4, 2018 - Claresholm

May 2, 2018 - Nanton

June 6, 2018 - AGM Waterton

11. Adjournment

Moved by Blair Painter THAT the meeting be adjourned.

Carried. [2018-03-576]

Chair

Secretary/Treasurer

Approved April 4, 2018

Alberta SouthWest Bulletin April 2018

Regional Economic Development Alliance (REDA) Update

❖ 44th Annual Economic Developers Conference a success.

Outgoing EDA President Bev Thornton sabres a bottle of champagne, a tradition that opens the conference each year. The custom was popularized by Napoleon's cavalry who opened champagne with their sabres, on horseback, as they rode in celebration of victories across all Europe. Napoleon supposedly said, "Champagne! In victory one deserves it; in defeat one needs it."

Conference presentations are posted at <http://www.edaalberta.ca/page-1861506>



❖ 2018 Edition of "Invest in Alberta" Magazine

2018 Invest in Alberta magazine can be viewed on-line at www.edaalberta.ca

A new feature this year: the magazine is also on its own microsite, which is secure, searchable and mobile friendly. www.investalbertamag.ca offers limitless reach to international audiences.

❖ Tourism Entrepreneur Workshop for Castle Region

On March 26, 2018 representatives from Alberta Environment and Parks, Culture and Tourism and Travel Alberta met with 30 local entrepreneurs to provide information about plans for the Castle Parks and programs and services to help build upon the opportunities this will create in our region support entrepreneurs. Local success stories were the highlight of the event; the region showed evidence of a strong peer support network.

❖ EV Charging Station Network

Latest update from Federation of Canadian Municipalities (FCM) is that the peer review process is complete and that our project scored well and will be considered by the Board toward the end of April. Very good news! Thank you to RINSA for supporting the project and leading the way to get an article about the project in *The Loop*, the new Alberta Innovates newsletter!

<https://albertainnovates.ca/project/regional-innovation-networks-help-to-clear-the-road-for-innovation/>

Also features a great photo of highway 3, courtesy of AlbertaSW!

UPCOMING:

❖ Van Horne Digital Futures

April 25-April 27, 2018-Heritage Inn, Pincher Creek

Program details and registration at <http://www.vanhorneinstitute.com/event/digital-futures-alberta-2018/>

Contact bob@albertasouthwest.com for more information.

❖ Merging Realities: An event of multiple perspectives

April 26, 2018-8:30am-6:00pm-Lethbridge College and Virtual Reality

A unique, first-of-its-kind, international event. Check out program and details!

<https://lethbridgecollege.ca/events/merging-realities-event-multiple-perspectives>

Mark your calendar: More information in the upcoming weeks!

❖ 9th Annual Crown RoundTable Conference

September 18, 2018-Indigenous Forum, Standoff

September 19-20, 2018-Conference, Fort Macleod

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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