



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
AUGUST 13, 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 – JULY 16, 2018

DELEGATIONS:

1. **JOHN BARLOW, Member of Parliament for Foothills**
RE: Update
2. **CLARESHOLM RCMP DETACHMENT – Sergeant Greg Stannard**
RE: Introduction to Council
3. **CLARESHOLM CITIZENS ON PATROL**
RE: Information & Request for Financial Support

ACTION ITEMS:

1. **BYLAW #1651 – Cannabis Retail Stores**
RE: 1st Reading
2. **CORRES: Rachel Notley, Premier of Alberta**
RE: Thank you for your support of Trans Mountain Pipeline Expansion Project
3. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: Ministerial Order No. MSL:047/18
4. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: Gas Tax Fund (GTF)
5. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: 2018/19 Fire Services Training Program Grant
6. **CORRES: Government of Alberta**
RE: Update to Stakeholders on the Legalization of Cannabis
7. **CORRES: Alberta Justice and Solicitor General**
RE: Changes to the Peace Officer Program
8. **CORRES: Fortis Alberta**
RE: Save Energy Grant
9. **CORRES: ATCO Gas Distribution**
RE: 2018 Franchise Fee Forecast Update
10. **CORRES: The Bridges at Claresholm Golf Club**
RE: CFEP Grant – Letter of Support
11. **REQUEST FOR DECISION: 2018 Sanitary Sewer Replacement**
12. **REQUEST FOR DECISION: Lease Agreements – Multi-use Community Building**
13. **REQUEST FOR DECISION: Library 2019 CFEP Project Funding Request**
14. **REQUEST FOR DECISION: Arena Advertising Policy Update**
15. **REQUEST FOR DECISION: Property Tax Penalty Appeal – Wicks**
16. **REQUEST FOR DECISION: Property Tax Penalty Appeal – Trans Source Drilling**
17. **REQUEST FOR DECISION: Lands for Walking Paths**

18. REQUEST FOR DECISION: Old Water Treatment Plant Lands
19. REQUEST FOR DECISION: Multi-use Community Building Project
20. REQUEST FOR DECISION: Draft Strategic Plan
21. FINANCIAL REPORT: Statement of Operations – July 31, 2018
22. INFORMATION BRIEF: Enabling Accessibility Fund
23. INFORMATION BRIEF: Planning for Growth Project
24. INFORMATION BRIEF: CAO Report
25. INFORMATION BRIEF: Council Resolution Status
26. ADOPTION OF INFORMATION ITEMS
27. IN CAMERA:
 - a. LEGAL – FOIP Section 27
 - b. LEGAL – FOIP Section 27
 - c. LEGAL – FOIP Section 27
 - d. LAND – FOIP Section 16.1
 - e. PERSONNEL – FOIP Section 17
 - f. ADVICE FROM OFFICIALS – FOIP 24.1(b)(i)

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – July 13, 2018
2. Claresholm & District Chamber of Commerce Executive Committee Minutes – May 31, 2018
3. Alberta Transportation – Approval for use of Highway 2 by Uganda Walk for Hope, September 22, 2018
4. Claresholm Skate Park Association Meeting Minutes – June 20, 2018
5. Willow Creek Agricultural Society Meeting Minutes – June 20, 2018
6. Claresholm & District Museum Board Meeting Minutes – June 20, 2018
7. 2018 Grey Matters Conference – September 25-26, 2018
8. Prostate Cancer Canada – September is Prostate Cancer Awareness Month
9. Alberta Recycling Management Authority – Electronics, Paint & Tire Recycling Programs' 2017 Progress Reports
10. Communities in Bloom – 2018 CiB Symposium & Awards September 26-29, 2018

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JULY 16, 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 – JUNE 25, 2018**

Moved by Councillor Schulze that the Regular Meeting Minutes of June 25, 2018 be accepted as presented.

CARRIED

DELEGATION: **ROCKY MOUNTAIN DRIFT CLUB – Jason Toone**
RE: Drift Event at Claresholm Fair Days

Jason Toone was present to speak to Council regarding an event the Rocky Mountain Drift Club would like to host during Claresholm Fair Days. They proposed three different locations as possible sites, would like street sweeping prior to the event and would like barricades to be provided.

MOTION #18-105 Moved by Councillor Zimmer to allow the Rocky Mountain Drift Club to host an event during Claresholm Fair Days on Saturday, August 11th, 2018 on 2nd Street East between 43rd and 47th Avenue East with the following provisions:

- that they pick their start time to have their event concluded prior to the parade;
- that they have written permission for the use of private property along 2nd Street East for spectators and parking; and
- that they provide proof of insurance naming the Town of Claresholm as an additional named insured.

CARRIED

ACTION ITEMS:

1. **CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs**
RE: Submission to 2018 Minister's Awards for Municipal Excellence

Received for information.

2. **CORRES: Hon. Ricardo Miranda, Minister of Culture and Tourism**
RE: The Stars of Alberta Volunteer Awards

Received for information.

3. **CORRES: Alberta Municipal Affairs**
RE: 2017-18 Annual Report

Received for information.

4. **CORRES: Town of Cardston**
RE: Letter of Support – Expanding the Southern Alberta Trade Corridor

MOTION #18-106 Moved by Councillor Courage to write a letter of support towards the Town of Cardston's initiative to increase services at the Carway Border Crossing to 24 hours a day with full processing of commercial truck traffic.

CARRIED

5. **CORRES: Town of Pincher Creek**
RE: Pincher Creek Fair & Rodeo – August 18, 2018

Received for information.

6. **CORRES: Alberta Recreation & Parks Association**
RE: Professional Development Workshop

Received for information.

7. **CORRES: Claresholm Public Library**
RE: Letter of Support – CFEP Grant

MOTION #18-107 Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Public Library's application for the Community Facility Enhancement Program (CFEP) Grant for the purpose of replacing the carpeting/flooring throughout the Library and to replace the HVAC systems.

CARRIED

8. **CORRES: John Barlow**
RE: Ride to the Horizon Fundraiser

Received for information.

9. **CORRES: Gerald Knowlton**
RE: CPR Steel Caboose 434426

Council advised Administration to send a letter stating that the Town is not interested in selling our caboose.

10. **REQUEST FOR DECISION: Policy #CEDC 07-18 – Community Advertising Program**

MOTION #18-108 Moved by Councillor Schulze to adopt **Policy #CEDC 07-18**, the Community Advertising Policy as amended effective July 16, 2018, with the stipulation that the structure being used is aesthetically pleasing and structurally sound.

CARRIED

11. **REQUEST FOR DECISION: Camping Request – Softball Tournament**

MOTION #18-109 Moved by Councillor Courage to approve the use of the area west of the Claresholm Agriplex for camping for the Fair Days Ball tournament August 10th – 12th, 2018.

CARRIED

12. **REQUEST FOR DECISION: 8th Street West Pavement**

MOTION #18-110 Moved by Councillor Zimmer to approve the out of budget expenditure for the Town's agreed upon portion of the 8th Street Paving Project to be completed by SouthCal Developments Inc. in the amount of \$120,000 to be funded out of general capital reserves, and to stipulate that if the project does not proceed in 2018, the money be allocated in reserves for this project.

CARRIED

13. **REQUEST FOR DECISION: Intermunicipal Development Plan**

MOTION #18-111 Moved by Councillor Moore to support the Town of Stavely's grant application to the Alberta Community Partnership program and to participate in the program for the completion of the Intermunicipal Development Plans with the Municipal District of Willow Creek.

CARRIED

MOTION #18-112 Moved by Councillor Schlossberger to accept the proposal from the Oldman River Regional Services Commission for the Town of Claresholm/MD of Willow Creek Intermunicipal Development Plan in the amount of \$10,500 plus GST with the Town of Claresholm and the MD of Willow Creek to share the costs 50% each with funding to be allocated from general reserves and the Alberta Community Partnership Grant.

CARRIED

14. **REQUEST FOR DECISION: Claresholm Public Library Lease Agreement**

MOTION #18-113 Moved by Councillor Moore to approve the renewal lease agreement with the Claresholm Public Library Board effective December 1, 2017 for a 5 year term.

CARRIED

15. **REQUEST FOR DECISION: 2018 Capital Infrastructure Project – Roads**

MOTION #18-114 Moved by Councillor Zimmer to not accept the tender for the 2018 Capital Infrastructure Project – Roads and defer the project to 2019, with discussions to occur at the committee level.

CARRIED

16. **REQUEST FOR DECISION: 2018 Sanitary Sewer Replacement**

MOTION #18-115 Moved by Councillor Schulze to not accept the tender for the 2018 Sanitary Sewer Replacement and defer the project to 2019, with discussions to occur at the committee level.

CARRIED

17. REQUEST FOR DECISION: Legal Fees – Increase Budget

MOTION #18-116 Moved by Councillor Schulze to approve the increased budget for legal expenses of \$13,000, to a total of \$25,000 to be funded from General Operational Reserves.

CARRIED

18. FINANCIAL REPORT: Statement of Operations – June 30, 2018

Moved by Councillor Carlson to accept the Consolidated Statement of Operations for the month ended June 30, 2018 as presented.

CARRIED

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA:

a. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

b. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

c. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

d. **LAND – FOIP Section 16.1**

e. **LAND – FOIP Section 16.1**

f. **PERSONNEL – FOIP Section 17**

Moved by Councillor Moore to go In Camera at 8:12 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:12 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:33 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:33 p.m.

ADJOURNMENT: Moved by Councillor Zimmer that the meeting adjourn at 9:33 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:33 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

RECEIVED

JUN 14 2018

CLARESHOLM & DISTRICT CITIZENS ON PATROL SOCIETY
General Delivery, Claresholm, AB T0L 0T0

May 9, 2018

To the Town of Claresholm,

We respectfully request to present our group to the town council of Claresholm for information purposes and to ask for financial support. We are a small group of volunteers who patrol Claresholm as the extra eyes and ears and we work closely with our local RCMP.

Our email is claresholmcp1@gmail.com

Kindest regards,



Pamela Gilchrist

President

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



Date of Application: June 15, 2018

Date of Event: Ongoing

1. Applicant Information

Name of Applicant: Claresholm & District Citizens On Patrol

Address: General Delivery, Claresholm, AB T0L 0T0

Contact Person: Pamela Gilchrist, President

Phone, Fax, Email: 403-629-9420 claresholmcop1@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Crime Prevention

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5014954621

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

to offset fuel expenses for patrollers.

Other (explain):

Amount (value) Requested: \$2500.00 per year

6. Details of how the funds will be expended:

At 2 patrols a week with \$20 of gas each patrol times 52 weeks a year is \$2080.00 \$500.00 is needed for expenses such as photocopying, business supplies, advertising.

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations. NO, NOT TO MY KNOWLEDGE

| Date | Amount | Use of Funds |
|------|--------|--------------|
| | | |
| | | |
| | | |

8. Organizational Information

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

Two trained patrollers go out to cover the town of Claresholm and the airport for 3-4 hours as the extra eyes and ears of our local RCMP. We also check random businesses to do door checks to make sure things are good and doors are locked.

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

To deter crime by driving a vehicle marked as Citizens On Patrol. To keep in contact with the RCMP officer on duty. We are the extra eyes and ears. We do not engage in any crime or crime scene we come across.

How will your organization acknowledge the Town's donation?

Our ABM is in November where we will invite all of our sponsors. And a write up including a photo in the local press.

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

YES
Our bank balance is \$1800

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

| Funding Source | Amount | Recommended Use of Funds |
|----------------|--------|--|
| Lions Club | \$500 | T-shirts for members Flashlights, ID Cards. |
| Agrivum | \$300 | Fuel cards. |
| | | |

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1651**

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.

AND WHEREAS THE PURPOSE of amending Bylaw No. 1651 is to accommodate cannabis related uses in the bylaw in accordance with Federal and Provincial legislation as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1651 be consolidated with Bylaw #1525 and the amendment is authorized to include adjustments to formatting, page numbering and section numbering throughout the document.
4. Bylaw #1525 is hereby amended.

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 in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

“Schedule A”

Revise Medical Marihuana Production facility definition to read as follows:

Medical marihuana Cannabis production facility means a development where ~~medical marihuana cannabis~~ is grown, processed, packaged, tested, destroyed, stored or loaded for shipping.

Revise Retail Store and Retail Store, large scale definitions to read as follows:

Retail store means a development where goods, wares, merchandise, substances, articles or things are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. **This use does not include Retail cannabis store or Liquor store, which are separate uses.**

Retail store, large scale means a development of a stand-alone retail store that exceed 2,000 m² (21,529 sq. ft.) in size and may include retail outlets operated as part of a chain that locate on individual sites or that cluster on a large site, sometimes adjacent to each other. This use may include grocery stores or supermarkets, junior department stores and specialty stores selling a single line of products such as: business and office supply stores, electronics, appliances, furniture, fashion and clothing, craft and hobby stores, book stores, sporting goods, home improvement, hardware stores, gardening materials or building supplies. This use does not include liquor stores, **retail cannabis store**, automotive related uses, farm or industrial sales or service, which are separate uses.

Delete Medical marihuana definition.

~~**Medical marihuana** means a substance used for medical purposes authorized by a license issued under the federal government’s Marihuana for Medical Purposes Regulations (MMPR) or any subsequent legislation which may be enacted in substitution.~~

Revise Schedule 1 where Medical marihuana production facility is listed as a discretionary use to read:
Cannabis production facility

Add to the Definitions the following:

Cannabis refers to the plant Cannabis and is as defined in the Government of Canada *Cannabis Act*.

Cannabis accessory refers to the products used in the consumption of cannabis and is as defined in the Government of Canada *Cannabis Act*.

Provincial health care facility refers to medical care on behalf of the Government of Alberta’s Ministry of Health including hospitals and continuing care facilities.

Retail Cannabis Store means a development for the retail sale of cannabis and cannabis accessories. **This use does not include Cannabis Production Facility, Retail Store, or Retail Store, large scale.**

Add to Schedule 1 ‘**Retail Cannabis store**’ as a discretionary use to the following districts:

| | |
|--------------------|------|
| RETAIL COMMERCIAL | – C1 |
| HIGHWAY COMMERCIAL | – C2 |
| INDUSTRIAL | – I1 |
| SERVICE INDUSTRIAL | – I2 |

Add to Schedule 1 Retail Commercial –C1 the following:

12. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Highway Commercial –C2 the following:

13. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Industrial –I1 the following:

11. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Service Industrial –I2 the following:

13. **CANNABIS REGULATION** – See Schedule 14.

Revise Schedule 14 Medical Marihuana Production Facility Regulations as follows:

Schedule 14

Schedule 14

CANNABIS REGULATION MEDICAL MARIHUANA PRODUCTION FACILITY

Cannabis Production Facility

1. The owner or applicant must provide as a condition of development a copy of the current license for all activities associated with ~~medical marihuana~~ **cannabis** production as issued by Health Canada.
2. The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
3. The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building. ~~including~~ **This may include** all loading stalls and docks, and garbage containers and waste material.
4. The development shall not operate in conjunction with another approved use.
5. The development shall not include an outdoor area for storage of goods, materials or supplies.
6. The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.
7. The development ~~must not be within~~ setback is 75.0 m (246 ft.) ~~of~~ **from** a residential or a public institutional district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential or a public institutional district.
8. The Development Authority may require, as a condition of a development permit, a Public Utility and Waste Management Plan, completed by a qualified professional, that includes detail on:
 - (a) the incineration of waste products and **removal of** airborne emissions, including smell;

- (b) the quantity and characteristics of liquid and waste material discharged by the facility; and
- (c) the method and location of collection and disposal of liquid and waste material.

9. The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Industrial type of development found in Schedule 8.

Retail Cannabis Store

All cannabis retail stores shall meet the following requirements:

1. Prior to applying for a municipal development permit for a Retail Cannabis Store, the applicant is required to apply to the Alberta Gaming and Liquor Commission (AGLC) for a determination of eligibility to obtain a license, and submit verification of the AGLC eligibility as part of the development application.
2. As part of the development application, the applicant shall demonstrate how the building location and design comply with all requirements under the *Alberta Gaming, Liquor and Cannabis Regulation*.
3. That the developer or applicant or owner provide copies of all approved Alberta Gaming and Liquor Commission licenses as a condition of the development permit.
4. The business must obtain and maintain a current Town of Claresholm business license.
5. The hours of operation for the business shall be 10a.m. to 2a.m. daily.
6. The use is defined by its separation from other uses as follows:
 - (a) 100.0m from the property line of a retail cannabis store to the property line of a public school;
 - (b) 100.0m from the property line of a retail cannabis store to the property line of a provincial health facility as defined in this bylaw; and
 - (c) 100.0m from the property line of a retail cannabis store to the property line of a Day care / child care facility.
7. The specified separation distances described in section 6 above are reciprocal and shall be applied to any application for a permit in proximity of established Retail Cannabis Store.
8. All signage for the Retail Cannabis Store use shall be in accordance with the *Alberta Gaming, Liquor and Cannabis Regulation* and Schedule 2 of this bylaw.
9. The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Retail type of development found in Schedule 8.



REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 1

Claresholm

BYLAW No 1651 – CANNABIS REGULATIONS

DESCRIPTION / BACKGROUND:

AGLC is the provincial body that has set out a detailed system for the issuance of cannabis licenses (similar to liquor stores). Municipalities will also retain the authority and ability to regulate recreational cannabis therefore; the Town of Claresholm Land Use Bylaw requires the attached bylaw amendment to align with the Alberta Cannabis Act.

As the sale of these products remains under the criminal code until the Act comes into force October 17th, 2018 we cannot accept any applications (as they are still considered illegal) until that time unless Council deems it pertinent to implement the Bylaw with an effective date of October 17th, 2018. This effective date can be added to the bylaw prior to second reading. Applicants will also be required to provide the Town, as a condition of approval, a license from Alberta Liquor and Gaming Commission (similar to liquor stores). By proceeding with first reading the public can provide feedback (as well as at the public hearing prior to second reading), and potential applicants can review the draft regulations and investigate potential locations if desired. If an effective date is implemented the Town can accept applications to begin processing, since Retail Cannabis Stores will be a discretionary use (the same as liquor stores) it will require processing time for circulation and Municipal Planning Commission review.

The Town of Claresholm Business License bylaw regulates the fees and conditions for obtaining a business license which includes adherence to the Land Use Bylaw. Currently specific businesses are not listed separately within the business license bylaw. If Council deemed it necessary to limit the number of Retail Cannabis stores or change any fee structure for the business licenses that Bylaw would require amending. Larger centers such as Edmonton and Calgary have amended their business license bylaws to add additional fees to off-set processing costs for applications and/or to potentially limit the number of retail stores. Administration requires direction from Council if they wish to amend the business license bylaw. Currently these retail stores would follow the same business license application procedure as liquor stores within Claresholm.

The attached land use bylaw amendment follows the AGLC regulations for hours of operations and is in line with current land use bylaw liquor store regulations. The map attached shows the limiting distances within the land use bylaw for sensitive groups (daycares, public health facilities, and schools). Applications cannot be accepted for retail cannabis locations within those green shaded areas. Once amended, the land use bylaw will list the limiting and reciprocal distances as well as all other requirements to comply (see attached Draft Bylaw No. 1651).

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606.

The amendment was presented to the Municipal Planning Commission on July 27, 2018 and a motion was carried to refer the attached bylaw to Council for review and 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1651, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1651
- 2.) Map (showing limiting distances to hospitals, schools, daycares)

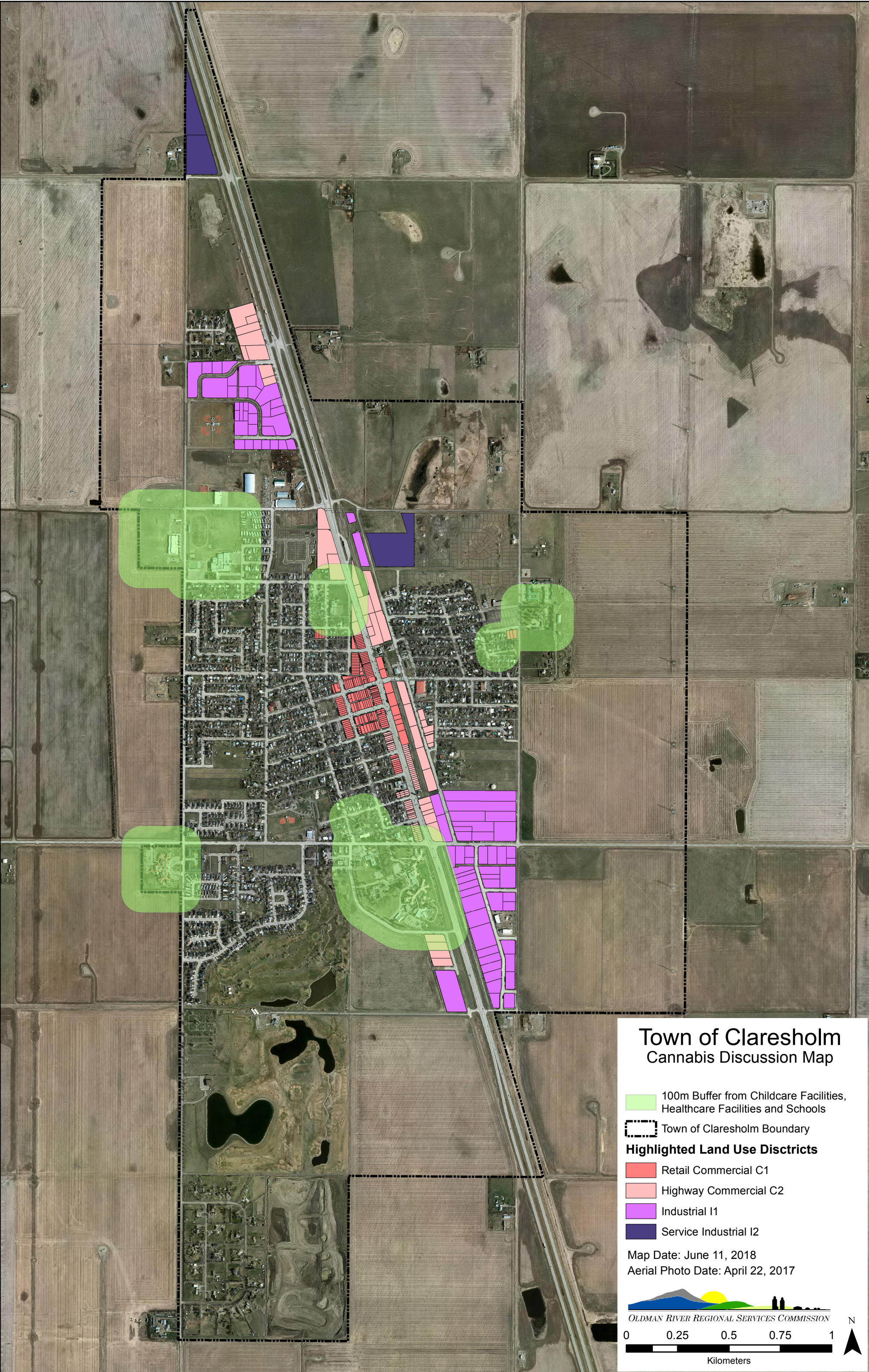
APPLICABLE LEGISLATION:

- 1.) Alberta Gaming, Liquor & Cannabis Act, RSA 2000, Chapter G-1
- 2.) LUB No.1525
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

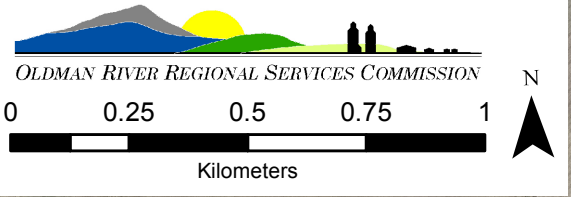
DATE: July 31, 2018



Town of Claresholm Cannabis Discussion Map

-  100m Buffer from Childcare Facilities, Healthcare Facilities and Schools
-  Town of Claresholm Boundary
- Highlighted Land Use Districts**
-  Retail Commercial C1
-  Highway Commercial C2
-  Industrial I1
-  Service Industrial I2

Map Date: June 11, 2018
Aerial Photo Date: April 22, 2017



From: Office of the Premier <Premier@gov.ab.ca>
Date: July 31, 2018 at 2:57:41 PM MDT
To: "doug.macpherson@claresholm.ca" <doug.macpherson@claresholm.ca>
Subject: Thank you for your support on the Trans Mountain Pipeline Expansion Project

July 31, 2017

Mayor Doug MacPherson
Town of Claresholm
doug.macpherson@claresholm.ca

Dear Mayor MacPherson,

Thank you for being a signatory to the Alberta Urban Municipalities Association's letter in support of the Trans Mountain Pipeline Expansion Project. I'm proud to have partners like you and the Town of Claresholm to stand with us in our fight to keep Canada working. I sincerely appreciate your support, and apologize for the delay in sharing my personal thanks with you.

Everywhere I go, I make the case that Alberta's access to markets for our energy products is in Canada's best interest and I know that you, along with your colleagues, have been doing the same. Our energy industry has helped us build a Canada of hope, and offered opportunity for millions of working people from every province and territory. In today's uncertain world, our energy industry is critical to every Canadian's economic security and stability. That is why it is so important that Canada be able to reach new markets for its most valuable commodity.

The recently announced federal acquisition of this project has put the Trans Mountain project back in gear, and with it, we expect to see growth and investment return to Alberta, helping us overcome the \$40 million per day that delays to this project were costing the Canadian economy. That is money that will be going to schools, hospitals, roads, and many other things that are important to Albertans and Canadians.

I'm very optimistic there is a way forward for all of us. We can protect our environment. We can fight climate change. We can protect good energy industry jobs. We can build the infrastructure that connects us to the world. And we can improve the health and education services that make our province and country one of the envies of the world.

This is a critical moment for our country, and your support matters. It matters to me and it matters to working people everywhere. Thank you for your continued advocacy on this issue. You have my word that we will not waver in our defense of our energy industry, and the hundreds of thousands of working people it supports.

Thank you again for sharing your support.

Sincerely,
Rachel Notley
Premier of Alberta

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR93928

July 25, 2018

His Worship Doug MacPherson
Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor MacPherson,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

.../2

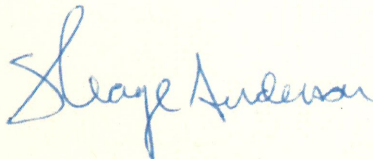
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

MINISTERIAL ORDER NO. MSL:047/18

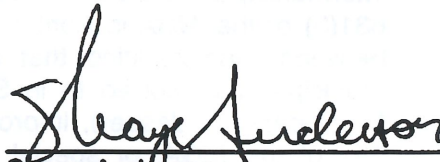
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.



Shaye Anderson
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

AUG 08 2018

AR93889

July 27, 2018

His Worship Doug MacPherson
Mayor
Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

Dear Mayor MacPherson,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project(s) submitted by your municipality under the GTF program.

| Project # | Project Name | GTF Funding |
|-----------|--------------------------------------|-------------|
| GTF-2 | Airport to Lagoon Sewer Main Upgrade | \$312,500 |
| GTF-3 | 2018 Sidewalk Ramps Retrofit | \$30,000 |

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.gtfgrants@gov.ab.ca.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94263

Subject: 2018/19 Fire Services Training Program Grant

Dear Elected Officials,

It is my pleasure to announce Municipal Affairs is providing \$500,000 in grant funding for the 2018/19 Fire Services Training Program.

This grant provides a supplemental funding mechanism to encourage increased training availability and support fire service personnel in their duty to protect Albertans and respond to emergency incidents. Courses that may be approved for delivery under this grant will focus on programs that may lead toward certification to internationally recognized standards.

In order to maximize resources, collaboration involving multiple municipalities is encouraged, with one municipality applying as the grant's administrator. Please encourage your fire officials to work closely with the fire and rescue departments within your area when applying.

The grant guidelines and project application form are available on the Office of the Fire Commissioner's website at: www.ofc.alberta.ca/grant-funded-training. Please forward this information to your chief administrative officers and fire chiefs so they may complete the application form.

Regional technical advisors from the Office of the Fire Commissioner are available to assist municipalities with the application process upon request. Should you have any questions regarding the grant applications or the program guidelines, please feel free to contact the Grants Coordinator at 1-866-421-6929 or firecomm@gov.ab.ca.

I wish you all the best with your fire service training projects.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

From: JSG DM & Associate DM <jsg.dmandassociatedm@gov.ab.ca>

Sent: July 19, 2018 11:40 AM

To: JSG DM & Associate DM <jsg.dmandassociatedm@gov.ab.ca>

Cc: Tanya Bowerman <tanya.bowerman@gov.ab.ca>

Subject: Update to Stakeholders on the Legalization of Cannabis

Dear Mayors, Reeves, City/Town/County/Village Managers, and Chief Administrative Officers:

Recently, the Government of Canada passed legislation to legalize, regulate, and restrict access to non-medical cannabis. Federal Bill C-45: the *Cannabis Act* received Royal Assent on June 21, 2018. When the Act comes into force on October 17, 2018, cannabis may be legally purchased and possessed by adults across Canada, subject to rules and regulations established by provincial and local authorities.

Following our previous communication which highlighted areas where municipalities will be able to shape how cannabis may be sold and consumed within their community, this email is to provide an overview of how the Government of Alberta has prepared for legalization, and to let municipal governments know where they can find information and resources to support them as cannabis becomes legal in their own communities.

In response to the federal government's decision to legalize cannabis, and following extensive engagement with Albertans, the Government of Alberta released the Alberta Cannabis Framework, which outlines what to expect when cannabis becomes legal in our province. In November of last year, Bill 26: *An Act to Control and Regulate Cannabis* was passed in the Alberta legislature, giving the Alberta Gaming and Liquor Commission (AGLC) authority for oversight, distribution and retail licensing, enabling online sales, and creating restrictions on youth possession and public consumption. In February 2018, the *Gaming, Liquor and Cannabis Regulation*, which establishes the specific requirements for cannabis retail operations in Alberta, was announced. Detailed information on all of Alberta's policies and regulations applicable to cannabis, as well as the roles and responsibilities of different levels of government, is available online at www.alberta.ca/cannabis.

In the coming weeks, you may see advertising and educational materials aimed at informing Albertans about legalized cannabis. Public education is an important aspect of our system. Our government, along with the federal and municipal governments and the AGLC, will be creating public awareness about the rules around legalized cannabis, responsible use, its risks, and potential health impacts.

The Government of Alberta will continue to work with municipalities and municipal organizations to ensure that the information necessary to facilitate the ongoing development and implementation of new bylaws and processes is available where needed.

If you have any questions, please feel free to contact Tanya Bowerman, Executive Director of Corporate Planning, Policy, and Administration with Alberta Treasury Board and Finance. She can be reached by email at tanya.bowerman@gov.ab.ca.

The Government of Alberta looks forward to continued discussions with municipal governments and communities as we collectively adapt to cannabis legalization over the coming months and years.

Yours truly,

Philip Bryden, Q.C.
Deputy Minister of Justice and
Deputy Solicitor General
cc: Tanya Bowerman

JUL 19 2018

AR 29583

July 12, 2018

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

Dear Ms Carlson:

In June 2017, a Public Fatality Inquiry was held into the on-duty death of Community Peace Officer Rod Lazenby. Following receipt of the report, a review was undertaken and the Deputy Minister of Justice and Solicitor General, on behalf of the Minister of Justice and Solicitor General, accepted three of the four recommendations. To view the full report from the Fatality Inquiry and the response from the Deputy Minister, please visit <https://open.alberta.ca/publications/fatality-inquiry-lazenby-2018-01-09>.

In order to facilitate the required changes to the Peace Officer Program (the Program) based on the acceptance of the three recommendations, I am pleased to provide the following information.

The three key changes to the Program will be as follows.

1. The Program will amend policy to clarify the Community Peace Officer (CPO) classifications and implement one standard of training for all CPOs. While job functions and authorities may stay the same, all CPOs will be required to meet the current standards for appointment to CPO Level 1. While some exceptions may apply, all CPOs will be required to qualify and carry a baton and OC Spray. In addition the wearing of body armour while on duty will be mandatory.

Peace officers who currently perform purely administrative functions (within a law enforcement facility) or are automated traffic enforcement operators will be exempt from these requirements as they do not interact with the public in a manner that compromises officer safety.

The Justice and Solicitor General Training Academy is currently reviewing the options for addressing the training needs of the Program during this transition. Authorized employers will still be responsible for determining what authorities may be required for their CPOs based on job function and roles.

Given the nature of these changes I would encourage authorized employers fill new or empty positions based on the CPO 1 requirements outline in section 6.2 of the Program's Policy and Procedures Manual. The appointment of CPO Level 2s will continue until there is a clear timeline for transition and will ensure that authorized employers have access to resources during this transition.

2. The Program will require all authorized employers to draft policy that prohibits a CPO from attending a location alone where there is a known threat. All authorized employers will be required to maintain a list of known local threats for reference by dispatchers and CPOs. Deadline for submission of the required policy is still to be determined. More information on the requirements for this policy will be released over the coming months.
3. The Program will require all authorized employers to institute a manned central communication system to track and communicate with CPOs and will include the requirements to check the list for identified known threats. It is understood that the needs of each authorized employer will be different and there may be a range of options for addressing this requirements. Deadline for submission of the required policy is still to be determined. More information on the requirements for this policy will be released over the coming months.

In order to facilitate fulsome discussions regarding these changes, information sessions are tentatively scheduled for fall 2018. Dates and locations will forthcoming through further correspondence.

I would encourage you and key decision makers within your organization to attend these information sessions to help you prepare for the implementation of these changes and to ensure your questions are addressed. While peace officers are welcome to attend these sessions, many of the considerations to be addressed will impact human resources, labour relations and budgetary matters and may be better addressed by senior management.

Given the types of considerations that authorized employers will have to address to comply with these changes, it is anticipated that implementation will take place over a 24 to 36 month period. An exact timeline is yet to be identified and input from the authorized employers is needed before this can be determined. A final transition deadline will be released following the information sessions.

In addition, a number of key safety considerations are still under review and more detailed information will be provided during and following the upcoming information sessions. This information will be posted at www.peaceofficerprogram.alberta.ca. I would encourage you to monitor the bulletins regularly over the next few months for information on the upcoming information sessions as well as other information related to the required changes.

As the Director of Law Enforcement I am aware that these changes will impact a large number of authorized employers. The Program staff will work with all of you to support the transition process and provide guidance and direction as required. If you have immediate questions please contact Tammy Spink, Manager, Peace Officer and Security Programs, at 780-427-6896 or email tammy.spink@gov.ab.ca.

Thank you for your ongoing support of the Peace Officer Program.

Sincerely,

A handwritten signature in cursive script, appearing to read "William Sweeney".

W. M. (Bill) Sweeney, OOM
Senior Assistant Deputy Minister
Director of Law Enforcement



July 13, 2018

Attention: Mike Schuweiler

Town of Claresholm
PO Box 1000
Claresholm, AB
Y0L 0T0

Dear Mike,

Re: Save Energy Grant – Congratulations!

Thank you for applying for funding under our Save Energy Grants program. On behalf of FortisAlberta, I am pleased to enclose our grant cheque in the amount of \$3,000 to purchase light automation technology for the Town of Claresholm's Ice Arena.

We look forward to hearing how this grant has assisted your community with its energy efficiency goals.

Kind regards,

A handwritten signature in blue ink, appearing to read "Natasha Russell".

Natasha Russell, BCMM, Public Relations
Advisor, Energy Efficiency | Energy Solutions

FortisAlberta | 320 – 17th Ave SW, Calgary, AB T2S 2V1 | Tel: 403.514.4682



RECEIVED

JUL 19 2018

July 16, 2018

Town of Claresholm
PO Box 1000
Claresholm, AB
T0L 0T0

Attention: Marian Carlson / Chief Administrative Officer

RE: 2018 Franchise Fee Forecast Update

We completed a review of all Franchise Agreements currently in place. As part of this review, it was noted that the Town of Claresholm currently collects Franchise Fees in addition to Property Tax values (known as a Method A & P community).

We would like to provide the Town of Claresholm with an update on the franchise fees for 2018. The fees are directly related to the natural gas use and the associated delivery rates for the community. Two rate changes have occurred that impact your rates. These took place in March and April of 2018 and have decreased the overall delivery rates that the customers in the community are paying. This in turn reduces the expected franchise fee that the Town of Claresholm will collect in 2018. Please see Appendix A for an updated 2018 forecast along with the historical delivery tariff revenues and franchise fees paid to show the variation in the fees over the years. As per the normal process, prior to September 1, 2018, the 2019 delivery tariff and Franchise Fee forecasts will be provided for your information to help you review your percentages for your fees for 2019.

Please contact me at 403-308-5279 if you have any questions or if you would like to meet to discuss anything further.

Yours truly,



Shane Ellis
Manager, South District Operations
ATCO Gas Distribution

Town of Claresholm - Appendix A

2018 Delivery Tariff Revenue Forecast:

Provided September 2017

\$1,105,732

Provided July 2018

\$1,026,547

2018 Franchise Fee Forecast:

Provided September 2017

\$110,573

Provided July 2018

\$102,655

Historical Delivery Tariff Revenues and Franchise Fees Paid:

| | <u>Delivery Revenue</u> | <u>Franchise Fee Percentage</u> | <u>Franchise Fee Collected</u> | <u>Property Tax Paid</u> |
|-------------|-------------------------|---------------------------------|--------------------------------|--------------------------|
| 2017 | \$1,164,709 | 10.00% | \$116,471 | \$48,669 |
| 2016 | \$998,159 | 10.00% | \$99,816 | \$48,770 |
| 2015 | \$947,785 | 10.00% | \$94,778 | \$53,985 |
| 2014 | \$954,490 | 10.00% | \$95,449 | \$61,827 |
| 2013 | \$872,414 | 10.00% | \$87,241 | \$52,793 |
| 2012 | \$734,534 | 10.00% | \$73,453 | \$48,062 |
| 2011 | \$832,804 | 10.00% | \$83,280 | \$45,229 |
| 2010 | \$825,525 | 10.00% | \$82,553 | \$44,342 |
| 2009 | \$736,147 | 10.00% | \$73,615 | \$49,339 |
| 2008 | \$665,436 | 10.00% | \$66,544 | \$67,250 |

RECEIVED

AUG - 3 2018



Attention: Mayor Doug MacPherson and Town Council,

The Bridges at Claresholm Golf Club is applying for a Community Facility Enhancement Grant to help us make upgrades to our clubhouse. The sidewalk on the south side of the clubhouse which enables handicap access to the building needs lifting and levelling due to settling of the ground. Our entry doors are difficult to use when the west wind is blowing so we want to install glass railing and plant spruce trees out from the entry to help block the wind. We have a retaining wall that is cracked due to years of freezing and thawing and want it reinforced. We have contractors to do this work and matching funds in place to proceed with the project. We need a letter of support for this initiative from the Town of Claresholm as the Golf Course is owned by the Town.

Respectfully submitted,
The Bridges at Claresholm Golf Club

Secretary,
Olive Darch



Claresholm

REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 11

2018 SANITARY SEWER REPLACEMENT

DESCRIPTION / BACKGROUND:

During the July 16, 2018 Council Meeting, the tender results were presented for the replacement and upsizing of the main sanitary sewer line from the Airport to the Lagoons that was included in the 2018 budget. The budget for the project was \$1,140,000. WSP was the engineering firm engaged to engineer and manage this project.

The low bid on this project would have put the project at a total of \$1,661,719, including engineering, which was \$521,719 over budget. As a result Council made the decision to not accept any of the bids and refer the project to 2019 budget discussions.

DISCUSSION:

After informing WSP of Council's decision the low bid contractor, WSP worked with the supplier and manufacturer and came back with some alternatives, primarily a change in pipe material, that would allow them to reduce their bid price by \$400,000, putting the project only \$121,719 over budget. Attached you will find a letter from WSP explaining the update and updated pricing as well as attachments with product info on this other pipe product and approvals from other cities showing this product is approved and appropriate for this application.

The Town does have some familiarity with this alternative product, or a similar product, that has been used in the past with storm sewer lines with no issue, but has not used it for sanitary sewer.

WSP expects prices to only increase, and increase quite significantly, the longer we wait due to cross border trade and oil prices increases. They will be present at the Council meeting to discuss the alternative pipe product and request a decision as to whether Council would like to proceed with the updated price, or stand by their decision to defer to 2019 budget.

COSTS/ SOURCE OF FUNDING (if applicable):

The project was to be funded as follows:

| | |
|---|-------------|
| Federal Gas Tax Fund Grant (FGTF) | \$312,500 |
| Municipal Sustainability Initiative (MSI) Capital | \$227,500 |
| Long-term Debt | \$400,000 |
| Water & Sewer Capital Reserve | \$200,000 |
| Total | \$1,140,000 |

If the project was to proceed an additional \$139,219 would need to be approved as an out of budget or over budget expenditure. If we were to proceed administration would recommend additional MSI funds be used to cover the over expenditure.

MSI Funding currently available is \$575,700 not including the 139,219 proposed above. This does however include the additional funds for the Arena with the unsuccessful CFEP grant, as well as the \$380K for the road projects that were deferred to 2019 and the 1.3M estimated Phase 2 Stormwater Management Project (\$130,000 MSI funding) that we will be reapplying to ACRP for in the fall.

RECOMMENDATION

From Administrations understanding of this alternative product, we see no issues with proceeding with this product and with the significant reduction in the bid price administration would recommend moving forward with Elite Site Services amended bid with excess funding to come from MSI Capital Grant.

RECOMMENDED RESOLUTIONS:

Moved by Councillor _____ to award the contract to Elite Site Services for the tender amount of \$1,523,300 along with the change order to reduce the contract by \$400,000 and approve the over budget costs to a maximum of \$140,000 to be funded out of MSI Capital Grant Funding.

ATTACHMENTS:

- 1.) WSP Letter
- 2.) Canada SaniTite Product Info
- 3.) Other City Approvals

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 2, 2018



2018-08-09

Confidential

Town of Claresholm
221 – 45th Avenue West
Claresholm, Alberta T0L 0T0

Claresholm Town Council:

| Estimated Project Cost Summary | |
|---|---------------------|
| Original Construction Costs (as submitted by Elite Site Services , Received July 11, 2018 - Amount Excl. GST) | \$ 1,523,300 |
| New Negotiated Construction Costs (Excl. GST) (Savings of over \$400,000) | \$ 1,123,300 |
| Contingency | \$ 75,000 |
| Engineering Fees | \$ 43,419 |
| Survey Layout (to be provided by WSP) | \$ 3,600 |
| Materials Testing – Quality Assurance (to be provided by WSP) | \$ 8,900 |
| Estimated Landowner Costs (Working Easement - Land Use, Crop Loss, Fencing & Re-Seeding, etc.) | \$ 25,000 |
| Total Estimated Project Costs | \$ 1,279,219 |

This \$400,000 in savings was primarily accomplished by using an alternate pipe, the ADS SaniTite HP pipe rather than the standard IPEX Ring-Tite SDR35 PVC pipe. This alternate pipe is relatively new but has received approval from many large Municipalities including the City of Calgary and has been used successfully in a range of small and large scale projects in the following areas: Airdrie, Coaldale, Edmonton, Fort Saskatchewan, Grand Prairie, Medicine Hat, Peace River, Red Deer and St. Albert. We have reviewed the available material and suggest that this alternate pipe be approved for use in the Town of Claresholm for this project.



We have a unique opportunity with this pipe as the manufacturer is willing to provide a significant project specific and time sensitive discount in efforts to get a larger market share and to continue to prove themselves in the industry. This discount is time sensitive due to the costs of the resin being heavily influenced by the price of oil.

The expected delivery at this point for the IPEX pipe is 6 – 8 weeks with the likelihood that material shipment will need to be staged due to the large quantity of material and the SaniTite being 7 – 10 days with no anticipated delivery staging.

Installation of this pipe is easier and quicker for the Contractor and they expect to have the pipe installed and backfilled within 2 weeks with clean up taking an additional week.

Should construction be postponed until 2019 we could reasonably expect to see an increase in the pipe cost (SaniTite) of 20 – 30% and an installation increase of 10-15% which would see a total increase of approximately \$280,000. The increase in the pipe cost for the IPEX pipe is expected to be closer to 25% and with the common increase in installation costs, the expected cost of this project could be between \$1,800,000 and \$2,200,000. Obviously we cannot anticipate all possible factors that could affect pricing but, in our opinion, these seem reasonable projections.

Yours sincerely,

A handwritten signature in blue ink that reads "Brian Kindt". The signature is fluid and cursive.

Brian Kindt, P.L.(Eng.), CET

BK/bk

cc:

Encl.

SaniTite® HP
HIGH PERFORMANCE

SaniTite® HP Sewer Pipe **750 mm–1500 mm**

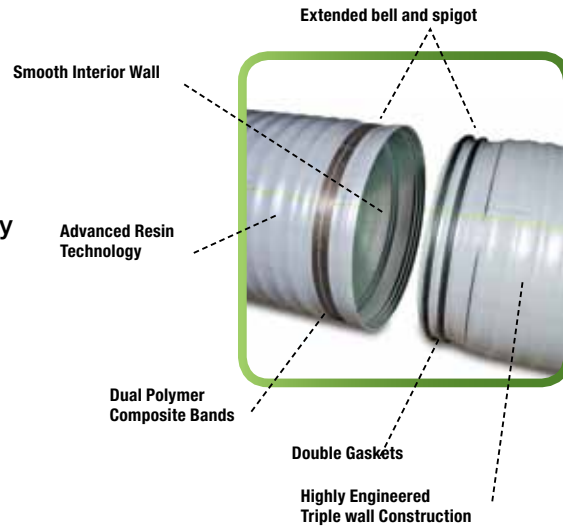


ADS Canada

SANITITE® HP SEWER PIPE 750mm–1500mm

CERTIFIED TO CSA B182.13

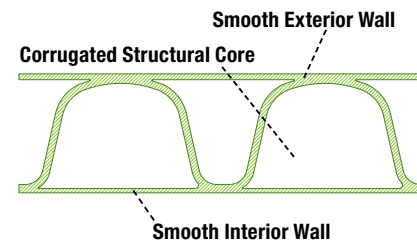
SaniTite HP (High Performance) couples advanced polypropylene resin technology with a patented triple wall profile design for superior performance and durability. This innovative new product meets or exceeds many of the industry standards for pipe stiffness and joint integrity currently used within the sanitary and storm trunk sewer markets. When specifying SaniTite HP, on your next sewer project, you are specifying some of the most stringent requirements in the industry. Design verification, structural considerations, and finished product quality are part of this all-encompassing specification.



TRIPLE WALL CONSTRUCTION & PROFILE DESIGN

SaniTite HP pipe in the 750–1500 mm (30”-60”) diameters utilize an innovative triple wall construction, providing pipe stiffness values meeting the CSA standard B182.13 (320 kPa) requirements. The additional stiffness and beam strength enhances jobsite performance in stringent line and grade requirements. The triple wall pipe profile provides a smooth exterior that simplifies backfill, installation and manhole connectivity. This profile is completed with a smooth interior that provides additional beam strength as well as excellent flow characteristics.

Exclusive Triple Wall Design



SUPERIOR POLYPROPYLENE MATERIAL

Made from an engineered, impact modified co-polymer compound the superior strength and material properties of polypropylene (PP) offer robust pipe stiffness and excellent handling characteristics. It is chemically resistant to hydrogen sulfide gas and sulfuric acid concentrations typical of sanitary sewers to provide superior durability and performance. The unique light grey resin color provides immediate jobsite recognition as well as improving the pipe’s interior visibility during post-installation inspection.



Polypropylene Resin



Interior View

SUPERIOR JOINT PERFORMANCE

SaniTite HP pipe has a patented extended, reinforced bell with two polymer composite bands and dual gaskets that add an additional factor of safety within each joint. The SaniTite HP joint performance is certified to meet or exceed the CSA standard B182.13 requirements (100 kPa).

In the field, each section of SaniTite HP may be tested by a low pressure air test, according to ASTM F1417, which is a commonly used standard and specifies that 24.1 kPa (3.5 psi) air pressure be held for a specified length of time based upon pipe diameter and length of run.

Where a hydrostatic infiltration/exfiltration test is preferred, ASTM F2487 specifies a simplistic method of verifying proper joint performance. As specified, the system is plugged, filled with water and then measured for water loss within a specified period of time. Performance is recorded as litres of water lost per millimetre of inside diameter per kilometre of pipe per day.

Joint isolation tests are sometimes specified in lieu of whole line air or hydrostatic requirements due to safety concerns, especially prevalent with larger diameters. Please reference your local specifications for joint isolation standards or contact your ADS representative for additional information.

DIAMETER RANGE

SaniTite HP pipe meeting CSA B182.13 is currently manufactured in the 750-1200 mm (30"-48") size range in 6 m (20 foot) or 4 m (13 foot) lengths. The 1500 mm (60") diameter is available in 6 m (20 foot) and 5 m (16 foot) lengths. The 6 m (20 foot) lengths provide a faster installation and fewer joints. However, the 4 m (13 foot) lengths are often preferred for deeper projects where trench conditions are more challenging.



Typical ASTM F1417 Air Test



Joint Isolation Test

| DIAMETER | DIAMETER RANGE | | | | | |
|-----------------|----------------|--------------|--------------|-------------------|-------------------|-------------------|
| | PRODUCT # | PROFILE TYPE | LENGTH | INSIDE DIAMETER | OUTSIDE DIAMETER | TRUCKLOAD FOOTAGE |
| 750mm (30 in.) | 3030 0020 IBHP | Triple Wall | 6 m (20 ft.) | 765 mm (30.1 in) | 902 mm (35.5 in) | 110 m (360 ft.) |
| 750mm (30 in.) | 3030 0013 IBHP | Triple Wall | 4 m (13 ft.) | 765 mm (30.1 in) | 902 mm (35.5 in) | 91 m (299 ft.) |
| 900mm (36 in.) | 3630 0020 IBHP | Triple Wall | 6 m (20 ft.) | 907 mm (35.7 in) | 1054 mm (41.5 in) | 73 m (240 ft.) |
| 900mm (36 in.) | 3630 0013 IBHP | Triple Wall | 4 m (13 ft.) | 907 mm (35.7 in) | 1054 mm (41.5 in) | 48 m (156 ft.) |
| 1050mm (42 in.) | 4230 0020 IBHP | Triple Wall | 6 m (20 ft.) | 1062 mm (41.8 in) | 1199 mm (47.4 in) | 49 m (160 ft.) |
| 1050mm (42 in.) | 4230 0013 IBHP | Triple Wall | 4 m (13 ft.) | 1062 mm (41.8 in) | 1199 mm (47.4 in) | 40 m (130 ft.) |
| 1200mm (48 in.) | 4830 0020 IBHP | Triple Wall | 6 m (20 ft.) | 1201 mm (47.3 in) | 1374 mm (54.1 in) | 37 m (120 ft.) |
| 1200mm (48 in.) | 4830 0013 IBHP | Triple Wall | 4 m (13 ft.) | 1201 mm (47.3 in) | 1374 mm (54.1 in) | 24 m (78 ft.) |
| 1500mm (60 in.) | 6030 0020 IBHP | Triple Wall | 6 m (20 ft.) | 1506 mm (59.3 in) | 1705 mm (67.1 in) | 24 m (80 ft.) |
| 1500mm (60 in.) | 6030 0016 IBHP | Triple Wall | 5 m (16 ft.) | 1506 mm (59.3 in) | 1705 mm (67.1 in) | 20 m (65 ft.) |

*Contact your Sales Representative for availability of sizes in your area.

FITTINGS

Standard and custom fittings are available for the SaniTite HP product line. The fittings are manufactured from pipe meeting CSA B182.13. Testable repair couplers are also available and include stainless steel restraint bands. Please contact your ADS representative for additional project specific information and capabilities.

TAP CONNECTIONS

A standard tapping product, such as Inserta Tee®, is compatible with SaniTite HP.

SLIPLINING AND TRENCHLESS APPLICATIONS

SaniTite HP can be installed in casing pipes and sliplining applications. Casing spacers and skids can be used to support the SaniTite HP carrier pipe. For additional information on sliplining applications please contact your ADS sales representative.

750-1500 MM TRIPLE WALL STRUCTURE CONNECTIONS

Sewer projects involving manhole connections require superior watertight performance combined with a flexible connection solution that can withstand the rigours of installation. To meet varying regional requirements, ADS offers a wide selection of connection options utilizing some of the most widely used manhole connectors on the market today from companies such as A-Lok, NPC and Press Seal Gasket Corporation. Please contact an ADS Canada sales representative for more information on the connectors.

When connecting triple wall SaniTite HP pipe to a manhole, a smooth exterior surface is required for commonly used flexible manhole connectors on the market today. Due to the innovative design of the exterior shell on large diameter SaniTite HP, commonly used manhole connectors on the market today can connect directly to a section of SaniTite HP pipe with no additional fittings or adapters.



Repair Coupler



Typical Inserta Tee Tap

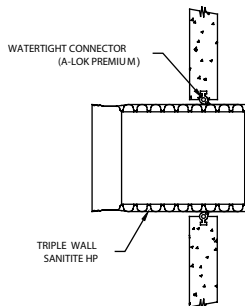


Sliplining and Trenchless Applications

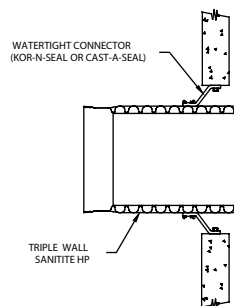


Boot Connection Directly to SaniTite HP

Pre-Cast Compression Gasket Connection



Flexible Boot Connection



ADS SANITITE® HP 750mm–1500mm (30”-60”) PIPE SPECIFICATION

SCOPE

This specification describes 750 to 1500 mm (30- through 60-inch) ADS SaniTite HP pipe for use in gravity-flow storm or sanitary sewer applications.

PIPE REQUIREMENTS

ADS SaniTite HP pipe shall have smooth interior and exterior surfaces with annular inner corrugations.

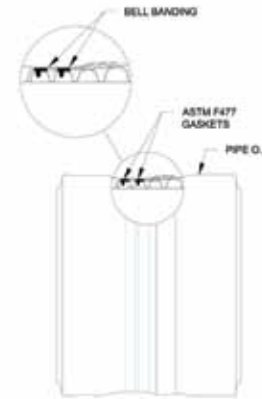
- 750 to 1500 mm (30- through 60-inch) pipe shall be certified by an accredited certification body to meet CSA B182.13.
- 750 to 1500 mm (30- through 60-inch) pipe shall have a minimum pipe stiffness of 320 kPa (46 psi) when tested in accordance with ASTM D2412.
- Manning’s “n” value for use in design shall be 0.012.

JOINT PERFORMANCE

Pipe shall be joined with a gasketed integral bell & spigot joint meeting the requirements of CSA B182.13.

750 to 1500 mm (30- through 60-inch) shall be watertight according to the requirements of CSA B182.13. Spigot shall have two gaskets meeting the requirements of ASTM F477. Gaskets shall be installed by the pipe manufacturer and covered with a removable, protective wrap to ensure the gaskets are free from debris. A joint lubricant available from the manufacturer shall be used on the gasket and bell during assembly.

750 to 1500mm (30- through 60-inch) diameters shall have a reinforced bell with a polymer composite band installed by the manufacturer.



(Check with a sales representative for regional product configuration.)

FITTINGS

Fittings shall conform to CSA B182.13. Bell & spigot connections shall utilize a spun-on, welded or integral bell and spigot with gaskets meeting ASTM F477. Fitting joints shall meet the watertight joint performance requirements of CSA B182.13.

FIELD PIPE AND JOINT PERFORMANCE

To assure watertightness, field performance verification may be accomplished by testing in accordance with ASTM F1417 or ASTM F2487. Appropriate safety precautions must be used when field-testing any pipe material. Contact the manufacturer for recommended leakage rates.

MATERIAL PROPERTIES

Polypropylene compound for pipe and fitting production shall be an impact modified copolymer meeting the material requirements of CSA B182.13.

INSTALLATION

Installation shall be in accordance with CSA B182.11 and ADS recommended installation guidelines, with the exception that minimum cover in traffic areas for 750 to 1200 mm (30- through 48-inch) diameters shall be 0.3 m (1 ft.) and for 1500 mm (60”) diameter the minimum cover shall be 0.6 m (2 ft.) in single run applications. Backfill for minimum cover situations shall consist of Class I or Class II (minimum 90% SPD) material. Maximum fill heights depend on embedment material and compaction level; please refer to Technical Note 2.05C. Contact your local ADS representative or visit our website at www.ads-pipcanada.com for a copy of the latest installation guidelines.

PIPE DIMENSIONS

| | | | | | |
|---------------------------|------------|-------------|-------------|-------------|-------------|
| Nominal Diameter mm (in.) | 750 (30) | 900 (36) | 1050 (42) | 1200 (48) | 1500 (60) |
| Pipe I.D. mm (in.) | 765 (30.1) | 907 (35.7) | 1062 (41.8) | 1201 (47.3) | 1506 (59.3) |
| Pipe O.D. mm (in.) | 902 (35.5) | 1054 (41.5) | 1199 (47.4) | 1374 (54.1) | 1705 (67.1) |

ADS "Terms and Conditions of Sale" are available on the ADS website, www.ads-pipcanada.com
The ADS logo, the Green Stripe and N-12® HP are registered trademarks of Advanced Drainage Systems, Inc. Inserta Tee® is a registered trademark of INSERTA FITTINGS, Co. A-Lok is a registered trademark of A-Lok Products, Inc. NPC is a registered trademark of Trelleborg Pipe Seals Milford, Inc. Press Seal Gasket Corporation is a registered trademark of Press Seal Gasket Corporation.
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Advanced Drainage Systems, Inc.
3135 Boomer Line, Heidelberg, ON NOB 1Y0
1-800-866-4496
www.ads-pipcanada.com



June 28, 2018

Mr. Brandon Walker, P.Eng.
Regional Engineer
ADS Canada, Inc.
4708 Cedarglen Place
Burnaby, BC V5G 4B7

Dear Mr. Walker:

Re: ADS SaniTite HP Sewer Pipe – Approved Equivalent

This letter is to inform ADS Canada that the City of New Westminster Engineering Department has reviewed and accepted the following products as approved equivalents for sanitary sewer and storm sewer applications, when recommended by the Engineer of Record:

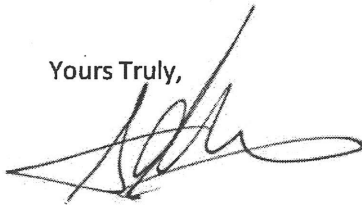
- SaniTite HP Polypropylene Sewer Pipe (300mm to 750mm diameter) corrugated dual-wall;
- SaniTite HP Polypropylene Sewer Pipe (750mm to 1500mm diameter) triple wall.

SaniTite HP has been used in New Westminster since 2015 for storm drainage application, with no significant concerns observed regarding installation, maintenance, or performance. This approval is subject to continued positive experience with the pipe, at the discretion of the Engineering Department.

SaniTite HP used in New Westminster must meet the following specifications:

- CSA B182.13, Profile Polypropylene (PP) sewer pipe and fittings for leak-proof sewer applications per the CSA B1800 Thermoplastic Non-Pressure Piping Compendium;
- Seamless, monolithic and with a smooth interior and annular exterior corrugations;
- Jointed with a double gasket integral bell and spigot joint meeting the requirements of CSA B1800.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Catalin Dobrescu', written over a horizontal line.

Catalin Dobrescu, P.Eng.
Utilities and Special Projects Engineer
City of New Westminster



**Engineering and
Public Works
Department**

417 Garbally Road
Victoria
British Columbia
V8T 2J9

Tel: 250-361-0400
Fax: 250-361-0409

www.victoria.ca

December 14, 2017

Mr. Brandon Walker, P.Eng.
Regional Engineer
ADS Canada, Inc.
4708 Cedarglen Place
Burnaby, BC V5G 4B7

Dear Mr. Walker:

Re: ADS SaniTite HP Sewer Pipe – Approved Equivalent

This letter is to inform ADS Canada, that the City of Victoria has reviewed and accepted the following products as approved equivalents for sanitary sewer and storm sewer applications:

- SaniTite HP Polypropylene Sewer Pipe (300mm to 750mm diameter) corrugated dual-wall;
- SaniTite HP Polypropylene Sewer Pipe (750mm to 1500mm diameter) triple wall.

Both products shall meet the following specifications:

- CSA B182.13, Profile Polypropylene (PP) sewer pipe and fittings for leak-proof sewer applications per the CSA B1800 Thermoplastic Non-Pressure Piping Compendium;
- Seamless, monolithic and with a smooth interior and annular exterior corrugations;
- Jointed with a double gasket integral bell and spigot joint meeting the requirements of CSA B1800.

Yours Truly,

A handwritten signature in black ink that reads "Eric de Jong".

Eric de Jong
Chair, Product Review Committee
Underground Utilities
Engineering and Public Works
City of Victoria
417 Garbally Road, Victoria BC V8T 2J9
250.361.0450
edejong@victoria.ca



January 5, 2017

Mr. Brandon Walker, P.Eng.
Regional Engineer
ADS Canada, Inc.
4708 Cedarglen Place
Burnaby, BC V5G 4B7

Dear Mr. Walker:

Re: ADS SaniTite HP Sewer Pipe – Approved Equivalent

This letter is to inform ADS Canada, that the Corporation of Delta Engineering Department has reviewed and accepted the following products as approved equivalents for sanitary sewer and storm sewer applications:

- SaniTite HP Polypropylene Sewer Pipe (300mm to 750mm diameter) corrugated dual-wall;
- SaniTite HP Polypropylene Sewer Pipe (750mm to 1500mm diameter) triple wall.

Both products shall meet the following specifications:

- CSA B182.13, Profile Polypropylene (PP) sewer pipe and fittings for leak-proof sewer applications per the CSA B1800 Thermoplastic Non-Pressure Piping Compendium;
- Seamless, monolithic and with a smooth interior and annular exterior corrugations;
- Jointed with a double gasket integral bell and spigot joint meeting the requirements of CSA B1800.

Yours Truly,

T. T. CHENG
789
PROVINCE OF BRITISH COLUMBIA
ENGINEER
Terry Cheng
Jan 5, 2017

Terry Cheng, P.Eng.
Civil Engineer
The Corporation of Delta



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

August 19, 2013
File: 10-6340-01/2013-Vol 01

Engineering
Telephone: 604-276-4289
Fax: 604-276-4197

Leroy Lucero, P.E.
Advanced Drainage Systems
9285 SW Galena Way
Beaverton, OR 97007

Dear Mr. Lucero:

Re: SaniTite HP Sewer Pipe – Approved Equivalent

This letter is to inform ADS Canada, that the City of Richmond Engineering Division has reviewed and accepted the following products as approved equivalents for sanitary sewer and storm sewer applications:

- SaniTite HP Polypropylene Sewer Pipe (300mm to 750mm diameter) corrugated dual-wall;
- SaniTite HP Polypropylene Sewer Pipe (750mm to 1500mm diameter) triple wall.

Both products shall meet the following specifications:

- CSA B182.13 Profile polypropylene (PP) sewer pipe and fittings for leak-proof sewer applications per the CSA B1800-11 Thermoplastic non-pressure piping compendium;
- Seamless, monolithic and with a smooth interior and annular exterior corrugations;
- Joined with a double gasket integral bell and spigot joint meeting the requirements of CSA B1800.

Yours truly,

Anthony Fu, P.Eng.
Project Engineer
AF:af

pc: Roger Keating, Project Manager
Wasim Memon, Supervisor - Inspections
Jaime Villaluz, Assistant Supervisor - Inspections
Romeo Bicego, Manager, Sewerage & Drainage
Milton Chan, P.Eng., Manager, Engineering Design & Construction



REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 12

LEASE AGREEMENTS – MULTI-USE COMMUNITY BUILDING

BACKGROUND / DESCRIPTION:

The Claresholm Child Care Society and the Learn A Lot Playschool are applying for grant applications in Sept/Oct 2018 for their portions of the Multi-Use Community Building. One requirement of the grant applications is to provide current lease agreements. Both organizations have lease agreements within their current locations (at the current Administration Building), but will require agreements for the new address of the Multi-use community building (see attached letters of understanding).

PROPOSED RESOLUTIONS:

Administration has drafted the attached letter of understanding for each group, to be attached to the current lease agreements to satisfy the requirement of the grant applications. A motion from Council is required to execute the letters of understanding for the purpose of the location change from the existing municipal administration building to the new multi-use community building; for the purpose of applying for grants.

RECOMMENDED ACTION:

Moved by Councillor _____ to sign the letter of understanding with Learn A Lot Playschool for the purpose of the location change from 221 45 Ave West to 5318 2 St West for the terms of the existing lease agreement upon completion/occupancy of the multi-use community building.

Moved by Councillor _____ to sign the letter of understanding with Claresholm Child Care Society for the purpose of the location change from 221 45 Ave West to 5318 2 St West for the terms of the existing lease agreement upon completion/occupancy of the multi-use community building.

ATTACHMENTS:

- 1.) Letters of Understanding

APPLICABLE LEGISLATION:

- 1.) Lease agreements

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 31, 2018

LETTER OF UNDERSTANDING

BETWEEN:

The Town of Claresholm
(the "Municipality")
Box 1000, 221 – 45th Avenue West
Claresholm, AB T0L 0T0

AND:

Claresholm Child Care Society
(the "tenant")
Box 271
Claresholm, AB T0L 0T0

SUBJECT LANDS: 5318 2 ST W, LOT 1-12 BLOCK 86-87 PLAN 147N

WHEREAS the purpose of this letter of understanding:

- For the Municipality and the Tenant to agree that the current lease agreement dated February 22, 2018 will continue at the location noted above once the renovations have been completed and occupancy has been granted.

WHEREAS in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

The Municipality and the Tenant hereby agrees that schedule "A" of the lease agreement be amended for the location change from 221 45 Ave West to 5318 2 St West for the terms of the existing lease agreement upon completion/occupancy of the multi-use community building, all other articles within the lease agreement remain in effect.

IN WITNESS WHEREOF the Attendants have hereunto affixed his/her hand in the presence of the witness and the Municipality has hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

THE TOWN OF CLARESHOLM

Per: _____

Per: _____

CLARESHOLM CHILD CARE SOCIETY

Per: _____

Per: _____

Date

Date

LETTER OF UNDERSTANDING

BETWEEN:

The Town of Claresholm
(the "Municipality")
Box 1000, 221 – 45th Avenue West
Claresholm, AB T0L 0T0

AND:

Learn A Lot Playschool
(the "tenant")
Box 1777
Claresholm, AB T0L 0T0

SUBJECT LANDS: 5318 2 ST W, LOT 1-12 BLOCK 86-87 PLAN 147N

WHEREAS the purpose of this letter of understanding:

- For the Municipality and the Tenants to agree that the current lease agreement dated January 1, 2018 will continue at the location noted above once the renovations have been completed and occupancy has been granted.

WHEREAS in consideration of the covenants and other good and valuable consideration herein contained, the parties hereto agree as follows:

The Municipality and the Tenant hereby agrees that schedule "A" of the lease agreement be amended for the location change from 221 45 Ave West to 5318 2 St West for the terms of the existing lease agreement upon completion/occupancy of the multi-use community building, all other articles within the lease agreement remain in effect.

IN WITNESS WHEREOF the Attendants have hereunto affixed his/her hand in the presence of the witness and the Municipality has hereunto affixed its seal as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the day and year first above written.

THE TOWN OF CLARESHOLM

Per: _____

Per: _____

LEARN A LOT PLAYSCHOOL

Per: _____

Per: _____

Date

Date



Claresholm

REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 13

LIBRARY 2019 CFEP PROJECT FUNDING REQUEST

DESCRIPTION / BACKGROUND:

The Town of Claresholm Public Library Board is applying for a CFEP grant to replace flooring and HVAC units at the Claresholm Library building. They are looking for the Town to commit matching funding to the project.

DISCUSSION:

As per the attached letter from the Claresholm Public Library the total estimated or quoted cost for the project is a cash cost of \$78,296 including GST and an in-kind cost of \$21,660, for a total project cost of \$99,956.

This qualifies the Library to request \$49,978 CFEP Grant Funds with matching 50/50 funding to come as follows:

| | |
|--|-----------------|
| Donated Labour and Equipment (Library Board) – | 21,660 |
| <u>Requested Town Funds</u> | <u>– 28,318</u> |
| Total | \$49,978 |

The library is therefore asking for approximately 28.3% of the funding for this project.

However the above includes the replacement of HVAC units at the Library, that though they have reached their end of their expected life, from inspection by Airtech Heating and Air Conditioning Ltd. they are not needing to be replaced and could still have 5-10 years of life. Though it is the Library's preference to replace them now, Administration would recommend postponing the replacement of these HVAC units and ask the Library to amend their CFEP grant application to only include the flooring. From discussions with Alex Meic with the Library, they are amenable to this, however really desire to have the application go in for September 15, 2018, so they can receive word on the funding and complete the project in the summer of 2019.

The amendment to the application to exclude the HVAC units would adjust the total project cost down to \$56,000, still including the full \$21,660 in kind, resulting in \$28,000 CFEP grant funds and the matching funds to be as follows:

| | |
|--|-----------------|
| Donated Labour and Equipment (Library Board) – | 21,660 |
| <u>Requested Town Funds</u> | <u>– 6,340</u> |
| Total | \$28,000 |

This is proposed to be a 2019 project and therefore this funding would come from 2019 budget, which has not yet been set. The Library Board, as noted above, is really wanting to apply for the September 15, 2018 application deadline which would require a funding commitment from the Town right away to meet that application deadline.

OPTIONS

Options include below are the same whether or not council is approving moving forward with the project with or without the HVAC units included. As Administrations recommendation is to not replace the HVAC units at this time as they still have life in them, the below is based on that recommendation. If however Council wanted to approve the full original proposal from the Library, the amounts would just be greater.

1. Council can commit this funding, contingent on the grant being successful, and defer where the funds are coming from to 2019 budget discussions (Library's Strong Preference)
2. Council can defer the project to 2019 budget discussions, not committing anything at this time, giving Council an opportunity to see all 2019 projects, total funding, and move forward by priority. This would also require us to request the Library Board to hold off on their CFEP Grant Application for next year, likely a Jan 15, 2019 filing deadline, which also means a later date for hearing back on the success of the grant.

RESOLUTIONS:

Option 1:

Moved by Councillor _____ to provide a letter of commitment for municipal funding up to \$6,340, for the Town Of Claresholm Public Library Board CFEP Grant Application matching funds for their flooring replacement project, and defer funding to 2019 budget discussions.

Option 2:

Moved by Councillor _____ to defer the Town Of Claresholm Public Library Board HVAC and flooring replacement project to 2019 capital budget discussions and ask the Library Board to postpone their CFEP Grant Application.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Public Library

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 9, 2018

Town of Claresholm Council
Box 1000
Claresholm, AB.,
TOL 0T0

August 1, 2018

The Claresholm Library is seeking funding to replace our old, stained, faded and worn out carpet as well as for new heating/air conditioning units as the current units are nearing the end of their lifespans. We are applying for a Community Facilities Enhancement Program grant through the Government of Alberta for this funding.

CFEP funding is only approved if the applying organization has matching funds. These are our funding requirements:

Airtech Heating & Air Conditioning Ltd. in Lethbridge has given us a quote for new HVAC units that comes to a total of \$43,956.15 (including GST). Please see attached for a breakdown of costs.

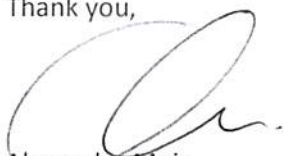
Floors First in Vulcan has given us a quote to replace carpeting throughout the Library with carpet tiles to make replacement easier and cheaper in the future. The quote is \$34,339.66. Please see attached for a breakdown of costs.

The Library also requires volunteers to help move all the books, shelving and furniture throughout the Library. Based on CFEP guidelines each volunteer hour is worth \$20.00. I have estimated that we would need 20 volunteers working 7.5 hours a day, for 7 days for a total of \$21,000. We would also need the use of a special machine that moves bookshelves, at 22 hours at a cost of \$30.00 (again, as per CFEP guidelines) per hour for a total of \$660.

This brings the total funding to \$99,955.81. As per the CFEP guidelines we would be able to request half of this in funding which is \$49,977.90. We would then have to be able to match this amount either through cash and/or volunteer hours and use of specialized equipment. The volunteer hours and use of the specialized machine would amount to \$21,600 so we would need the Town to contribute the rest which would be \$28,317.90.

The Library would also require a letter from the Town of Claresholm saying that this funding was approved and guaranteed to include with our grant application which needs to be sent to the CFEP office no later than September 15, 2018.

Thank you,

A handwritten signature in black ink, appearing to read 'Alexander Meic'. The signature is fluid and cursive, with a large initial 'A' and a trailing flourish.

Alexander Meic

Manager, Claresholm Public Library



REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 14

ARENA ADVERTISING POLICY UPDATE

DESCRIPTION:

The advertising fees Policy was just passed on June 11, 2018, however an error was noted where Schedule A, listed "Standard" decals for Level 1, 2, and 4 to have 2 different sizes listed, 30"x48" & 30"x96". There however should only be one standard size; 30"x96". The attached policy has corrected this error.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #REC 08-18, the Arena Advertising Policy, effective August 13, 2018.

ATTACHMENTS:

- Policy #REC 08-18 – Arena Advertising Policy

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: August 2, 2018



Arena Advertising Fee Schedule Policy #REC 08-18

PURPOSE: To establish a document detailing the Claresholm Arena Advertising areas, the fee schedules for these areas, as well as the responsibilities of the advertisers, that are not clearly defined in the Town of Claresholm bylaws, agreements, or other policies.

POLICY:

1. Arena advertising fees shall be charged based on the attached schedule.
2. Arena advertising shall be consistent to the sizing on attached schedule.
3. Proceeds from advertising revenue will be used towards Arena upkeep & renovations as needed.
4. Advertiser is responsible for supply of advertisement materials.
5. The Town of Claresholm reserves the right to request maintenance and/or replacement of sign at the advertiser's expense.
6. The Town has the authority to decide if the advertising is appropriate for this public space and may refuse any request at their discretion

PARAMETERS:

This schedule of fees is to be reviewed annually. The advertising is to be inspected a minimum of once per year, and replaced as needed.

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

RESCINDED:

The Arena Advertising section of Schedule A of Policy REC #03-18, Recreation Fees Policy is hereby rescinded.

EFFECTIVE DATE: August 14, 2018

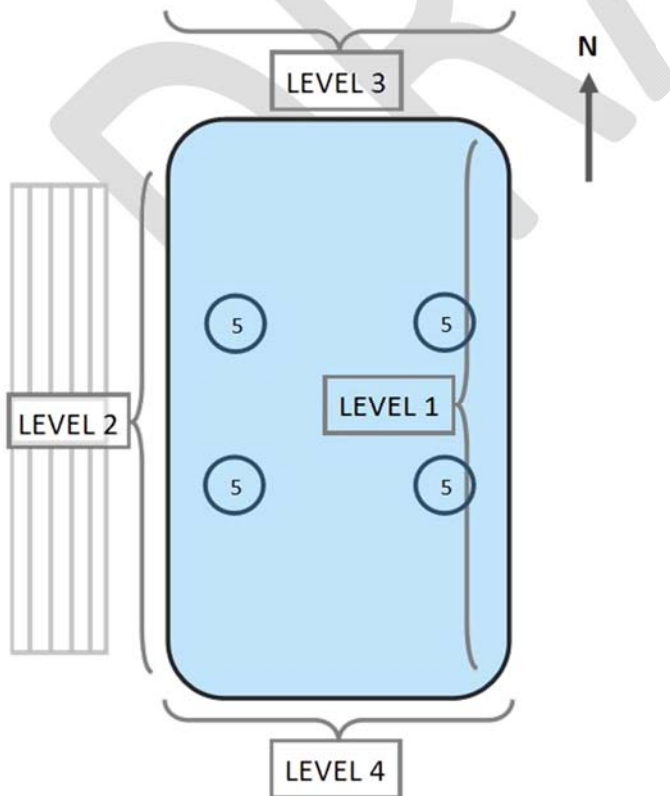
REPEALS POLICY #REC 06-18: "Arena Advertising Fee Schedule"

RESOLUTION #:

SCHEDULE A

| ARENA AREA (LEVEL) | STANDARD | FEES 2018-19 | FEES 2019-20 (~2%) |
|--|--|--|---------------------------|
| RINK BOARD (EAST, VISIBLE TO BLEACHERS) LEVEL 1 | 30" x 96" DECALS | \$480 (First year) \$315 (After first year) | \$490 \$320 |
| RINK BOARD (WEST, VISIBLE TO BLEACHERS) LEVEL 2 | 30" x 96" DECALS | \$460 (First year) \$300 (After first year) | \$470 \$305 |
| NORTH WALL (ABOVE AND SIDES OF DOOR) LEVEL 3 | 4' x 8' BANNER Or WHITEBOARD (Zimotech PVC Board) | \$440 (First year) \$285 (After first year) | \$450 \$290 |
| RINK BOARD (SOUTH, VISIBLE FROM ARENA DOORS) LEVEL 4 | 30" x 96" DECALS | \$420 (First year) \$275 (After first year) | \$430 \$280 |
| RINK GLASS (WEST AND SOUTH OF RINK, VISIBLE TO PUBLIC) | 4" X 48" OPAQUE DECAL | \$300 (First year) \$200 (After first year) | \$305 \$205 |
| BUNDLE WITH 43" LOBBY MONITOR DISPLAY- BANNER PLUS TEXT | BOTTOM/SIDE OF SCREEN | \$60 + RINK ADVERTISEMENT | \$62 + RINK ADVERTISEMENT |
| BUNDLE WITH 43" LOBBY MONITOR DISPLAY- 15-20 SECOND VIDEO CLIP | 1/8-1/2 SCREEN TBD | \$90 + RINK ADVERTISEMENT | \$92 + RINK ADVERTISEMENT |

*Advertisers who entered into an agreement with Claresholm Minor Hockey for 2017 Arena Fundraising Campaign will not be affected by these fees. Advertisements will need to be Standard as per this schedule.



SCHEDULE B

| ON ICE LOGOS | STANDARD | FEES 2018-19 | FEES 2019-20 (~2%) |
|--|-----------------|--|--|
| NEUTRAL ZONE (LEVEL 5) 4 available (parallel to the blue lines) | 4' X 4' IMAGE | \$800 (First year) \$400 (After first year) | \$815 (First year) \$405 (After first year) |

SCHEDULE C

| ICE RESURFACER | STANDARD | AGREEMENT 2017-18 |
|-----------------------|-----------------|--|
| | ALL PANELS | Big Sky Dodge currently supplies propane ~\$1200 Value as per agreement |

SCHEDULE D

| 43" MONITOR DISPLAY LOBBY | STANDARD | FEES 2018-19 | FEES 2019-20 (~2%) |
|---|-----------------------|---------------------|------------------------------|
| BUSINESS LOGO & TEXT ROTATING BANNER | BOTTOM/SIDE OF SCREEN | \$120/ SEASON | \$122/ SEASON |
| 15-20 SECOND VIDEO CLIP | 1/8-1/2 SCREEN TBD | \$180/ SEASON | \$185/ SEASON |
| BUNDLE WITH RINK ADVERTISING | SEE SCHEDULE A | | |



REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 15

TAX PENALTY APPEAL – DAVE WICKS

DESCRIPTION:

David Wicks has requested forgiveness of penalty as he claims to not have received his 2018 Tax and Assessment Notice.

BACKGROUND:

David Wicks called on July 20th, 2018 to ask when his taxes were due. I informed him of the following:

- Taxes were due June 29th, 2018 and there has been a 14% penalty placed on his account.
- The address we had on file for him, and was confirmed by him, to be his former address.
- The 2018 Assessment and Taxation Notice was mailed to his former address.
- We have not instituted e-mailing of **taxation notices** and that the permission form to do that for next year was enclosed in the tax notice that he says he didn't get.
- There was an Accounts Receivable charge applied to his tax account for fire department charges in October of 2017 that he was unaware of. After looking up the original invoice, it too was sent to his former address.
- The 14% charge is a penalty, not interest.
- That the only recourse is an appeal to council and council have usually referred to the penalty policy in the past to make their decisions.

A copy of the original tax and assessment notification was e-mailed, along with the inserts, to him on July 20th, 2018 after my conversation with him.

After further investigation it was found that we have not received any mail back from the post office with the old address on it, nor was he informed we did. I (the lady he is referring to) told him we would look to see if any mail came back. He assumed that, because we have his e-mail address to send him water bills, the Town was permitted to send his tax notice this way as well. I informed him the permission form, that was in his 2018 Tax Notice, would have to be signed and sent to the Town for delivery of tax notices by e-mail but that option was offered for 2019 and forward and not for 2018. He said he received last years' tax notice. That is likely due to the fact that his mail was still being forwarded to him via Canada Post. We do not have any evidence that he contacted us asking to change his mailing address.

As per the Municipal Government Act we are responsible to deliver any correspondence to the last known address and that was the processed followed. As per section 305 (3) it is the assessed parties' obligation to provide us with a mailing address (see attached). A search of the property on Land Titles also indicates he has not registered a change of address with them either.

He has not paid his taxes for 2018 to date.

DISCUSSION/OPTIONS:

As per the Tax Penalty Policy, Administration cannot forgive tax penalties. The penalties were applied as per the Tax Penalty Bylaw, Bylaw 1563 and Bylaw 1595 (Amendment), and as per the MGA it is clearly the responsibility of the owner to provide us with a current address. As per FOIP we cannot use personal information, such as an email address, for anything other than for what is was collected or given. Mr. Wicks provided his email address to the Town for the purposes of his Utility E-Bills, we had no authorization to send his property tax notice via email.

Council does have the authority to forgive all or a portion of a penalty applied, however doing so may result in an increase in others seeking exceptions or exemptions to the same.

As he has received his tax notice, and successfully paid, in previous years he would've been aware of the timeframe for receipt of the tax notice and payment deadlines.

RECOMMENDED ACTION:

Moved by Councillor _____ to (deny/approve) forgiveness of penalties as requested on the property located at 5231 – 4th Street West.

ATTACHMENTS:

- 1.) Email from Dave Wicks
- 2.) Tax Penalty Forgiveness Policy #TAX 09-15

APPLICABLE LEGISLATION:

- 1.) Section 305 (3):
 - A person who purchases property or in any other manner becomes liable to be shown on the assessment roll as an assessed person
 - ...
 - (b) must provide to the municipality, in the case of property other than designated industrial propertywritten notice of a mailing address to which notices under this Part and Part 10 may be sent.

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 2, 2018

Karine Wilhauk

From: Dave Wicks <wicksie@shaw.ca>
Sent: Sunday, July 29, 2018 9:27 AM
To: Karine Wilhauk
Subject: Re: appeal of late payment fees - roll number 11686000

Attn Town Council:

I am formally appealing the late fee penalty being charged to roll number 11686000 (address is 5231 4th St W)...please read on and make a reasonable judgment based on this.

Let me set the background on this property – my wife and I purchased this house 4 years as a place for her mother, as she could not afford to proper house on her own. She lived in a rundown trailer in Big Valley, AB, and my wife, watching her mother creep up in age (she is now nearly 82) wanted to find her a place that was closer to where we lived (which is Heritage Pointe) and also had a hospital and the general services she would need for daily living. By no means did we buy this as an investment – if so I am the worst house investor in the world as Claresholm prices aren't exactly beating the country average in terms of yearly growth. My mother-in-law contributes some money to the monthly bills, but once all is said and done it costs me about \$6000/year to have my mother live there.

And that is before she lost her license due to early on-set dementia. Without her license now my wife goes out once a week to run her mother around and help her with daily living chores, so my cost to help my mother-in-law has increased again. We don't expect her to last much longer in this house as she does need assisted living but my mother-in-law is making it clear she would rather lie in a pine box than live in a seniors home. The conversations are very enjoyable around this topic. So basically 4 years ago we tried to do something good, but overall it has not gone as planned.

Now on to the yearly taxes – we moved to Heritage Pointe 2 years ago (June 21, 2016) and had mail forwarded here for 8 months – I alerted anyone who contacted us by mail of our change in address – either by phone or email. However the town of Claresholm still has my old address at 497 Chaparral Dr on file. I am positive that they were alerted – however due to my computer crashing a year ago and no access to old phone records I cannot prove this beyond a shadow of a doubt so this appears to be a dead end. The lady at the Claresholm office says the tax notice was sent to my old address and came back as undeliverable and nothing was done to figure out how to get me the notice. This year has been a busy year as I have been travelling for work a lot, but when I get my CRA tax refund in April I always put money away to pay my Claresholm taxes. However I realized in mid-July that I had not received a notice and so I called and left a message, and then called again the next day to find out when they were being sent out. I was told they were, it sent to my old address and returned as “undeliverable” and that now I am being assessed a 14% penalty.

So my next step was to contact a lawyer about this – he pointed out 2 things:

1)If you look back at the past 3 years I have paid my taxes well before the due date so there is precedence set that I pay my taxes on time. This year is a simple miscommunication issue where the punishment does not fit the crime. I am now told that as of June Claresholm let everyone know that the next notices will be available via email. When I called in July and asked for a copy of this years taxes, it was emailed to me in minutes, which tells me that the town of Claresholm could have easily emailed out notices this year as well, and that was proven by how quickly this was sent to me. Claresholm could have tried a little harder to ensure the the

tax notice got to me since they have my email address, as that is how I receive my bi-monthly Claresholm utility statement.

2) There are a number of legal precedents set that show that when late penalties are charged, it has to be shown that the offended party has to show hardship commensurate with the penalty being charged. However in this case there truly is no hardship on Claresholm's part – when I called the office had no idea I was late with payment until I asked about it, so obviously it didn't cause any hardship in the office. It may cost you time value of money but certainly no hardship, which means, again, the punishment does not fit the crime.

So here is my offer – I do take accountability for part of this miscommunication – I am very sure that I notified the office but never followed or noticed the address had not changed. However the town of Claresholm needs to take some accountability in the fact they could have done more to ensure I received my notice. Just mailing it out and then finding out it was “undeliverable” and then leaving it is not acceptable – it was proven it could have been emailed to me easily and should have been before the due date, no matter what.

My taxes are \$1833.66 – you are charging an immediate 14%, which as per point 2, is too high since there is no actual hardship that can be proven. But 14% on a monthly basis is 1.17% per month and I am willing to give 2 months worth of interest based on when this will be decided. At \$1833.66, even compounded, ends up being \$1876.82. It covers your time value of money and also penalizes me.

Will this work for the town of Claresholm? If so I will pay it immediately. Thank you for your time.

Dave Wicks
403-796-2223



TAX PENALTY FORGIVENESS Policy #TAX 09-15

Effective Date: January 1, 2015

PURPOSE: To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the current property taxes paid on the due date (June 30th or the last business day in June) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (June 30th or the last business day in June). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (June 30th or the last business day in June).
 - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
 - **In person at the bank:** the receipt showing the bank date stamp;
 - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
 - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as June 30th or the last business day in June.
8. This policy also applies to all outstanding balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

Date approved by Council: September 28, 2015

Resolution #: 15-086



Claresholm

REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 16

TAX PENALTY APPEAL - TRANS SOURCE DRILLING

DESCRIPTION:

Bernie Gustman of Trans Source Drilling Ltd. has requested his tax penalty, applied July 3rd, 2018, be reversed.

BACKGROUND:

Bernie Gustman came into the office on August 8, 2018 to pay his taxes for 2018. His payment did not include the outstanding tax penalty. He was informed that the penalty would not be forgiven and his only recourse was to write a letter to council to ask for forgiveness. He was also informed that the tax penalty bylaw is used in this decision-making process.

DISCUSSION/OPTIONS:

As per the Tax Penalty Policy, Administration cannot forgive tax penalties. The penalties were applied as per the Tax Penalty Bylaw, Bylaw 1563 and Bylaw 1595 (Amendment).

Council does have the authority to forgive all or a portion of a penalty applied, however doing so may result in an increase in others seeking exceptions or exemptions to the same.

RECOMMENDED ACTION:

Moved by Councillor _____ to (deny/approve) forgiveness of penalties as requested on the property located at 21 Saskatchewan Cres.

ATTACHMENTS:

- 1.) Letter from Trans Source Drilling

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2018

RECEIVED

AUG 08 2018

Trans Source Drilling Ltd

**Box 2012
Claresholm AB
TOLOTO**

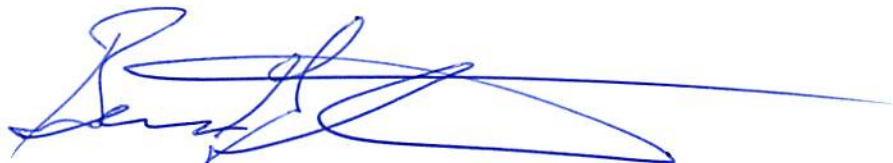
To : Mayor and Councillors of Claresholm

I am writing to request a reversal of late property tax penalty. As you know Alberta's oil Industry has been almost non-existent for the last few years and is not forecasted to improve For awhile. Consequently we do not spend much time on company business as we did not work a single day last winter. Somehow the town tax bill was misplaced and not paid up in time. On another note I am concerned about the walking path being put in adjacent to me. I open up my shop almost everyday before 9:00 am and in 10 years have rarely seen any children walking to or from school, so it appears to me to be an unnecessary expenditure. I am all for the safety of children but they all ride in cars to school. I am also concerned about what may happen to the walk way path when I drive over it entering my property from 8th street access. I have a agreement in place with the town to put 3 more accesses along 8th street. Has anyone considered the extra repair costs that will occur. I was promised 10 years ago by Town council that Saskatchewan Crescent would be paved within 5 years as it is an extremely busy road but instead of driving to work on pavement I can walk on a lonely pathway. I can only hope you will consider my request as valid as I have paid the town \$80,000 over 10 years in taxes to have a rough dusty gravel road that gets graded rarely.

Thank You

Bernie Gustman

Trans Source Drilling Ltd.





Claresholm

REQUEST FOR DIRECTION

Meeting: August 13, 2018
Agenda Item: 17

WALKING PATH – DIVISION AVENUE TO MILLENIUM PARK

DESCRIPTION:

On July 11, 2018, the attached letter was sent to the Willow Creek Agricultural Society regarding planning for the continuation of a pathway from 59th Avenue to Derochie Drive along the east side of 8th Street. In order to ensure adequate drainage along 8th Street West, the project engineers have suggested the location of the pathway along the Ag Society leased property be 15 feet inside the current property line.

Due to the Lease Agreement with the Ag Society, the Town requested permission to move the fence line east into the property 15 feet. The path can then be constructed along the west side of the fence line (as shown on the map). The Town will pay all related costs for the moving of the fence and the pathway. The location of the pathway at this proposed alignment is important to ensure the adequate elevations for drainage along the 8th street ditch.

Upon discussion with Dave Hansma, the Ag Society would be agreeable to this change provided that the Town give a donation to the society for the completion of the inside of the new riding arena. The amount of land in question is approximately 870 feet long. If the 15 feet width is adhered to, this translates into approximately 13,050 square feet. This is about 1/3 of an acre.

PROPOSED MOTION:

Moved by Councillor _____ to donate \$5,000 to the Willow Creek Agricultural Society in compensation for the removal of approximately 13,050 square feet from their leased lands for the purpose of constructing a new pathway from 59th (Division) Avenue to Derochie Drive along 8th Street West.

ATTACHMENTS:

- 1.) Letter to Willow Creek Ag Society – July 11, 2018

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 7, 2018



Claresholm

Where **Community** Takes Root

July 11, 2018

WILLOW CREEK AG SOCIETY
BOX 1401
CLARESHOLM AB T0L 0T0

RE: PATHWAY CONSTRUCTION

ROLL# 11415.000
LEGAL: LOT N/A, BLOCK 2, PLAN 731663

The Town of Claresholm has been planning for the continuation of a pathway from 55 Ave to Derochie drive along the east side of 8th Street. As shown on the attached map in order to ensure adequate drainage along 8th street, the project engineers have suggested the location of the pathway along the Ag Society leased property be 15 feet inside the current property line.

Due to the Lease agreement, the Town is requesting permission from the Ag Society to move the fence line east into the property 15 feet. The path can then be constructed along the west side of the fence line (as shown on the map). The Town will pay all related costs for the moving of the fence and the pathway. The location of the pathway at this proposed alignment is important to ensure the adequate elevations for drainage along the 8th street ditch.

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

Yours truly,

Marian Carlson, CLGM
CAO
Town of Claresholm

MC/tv
Encl



Town of Claresholm, PO Box 1000, 221 45 Ave. W., Claresholm, AB T0L 0T0



www.claresholm.ca



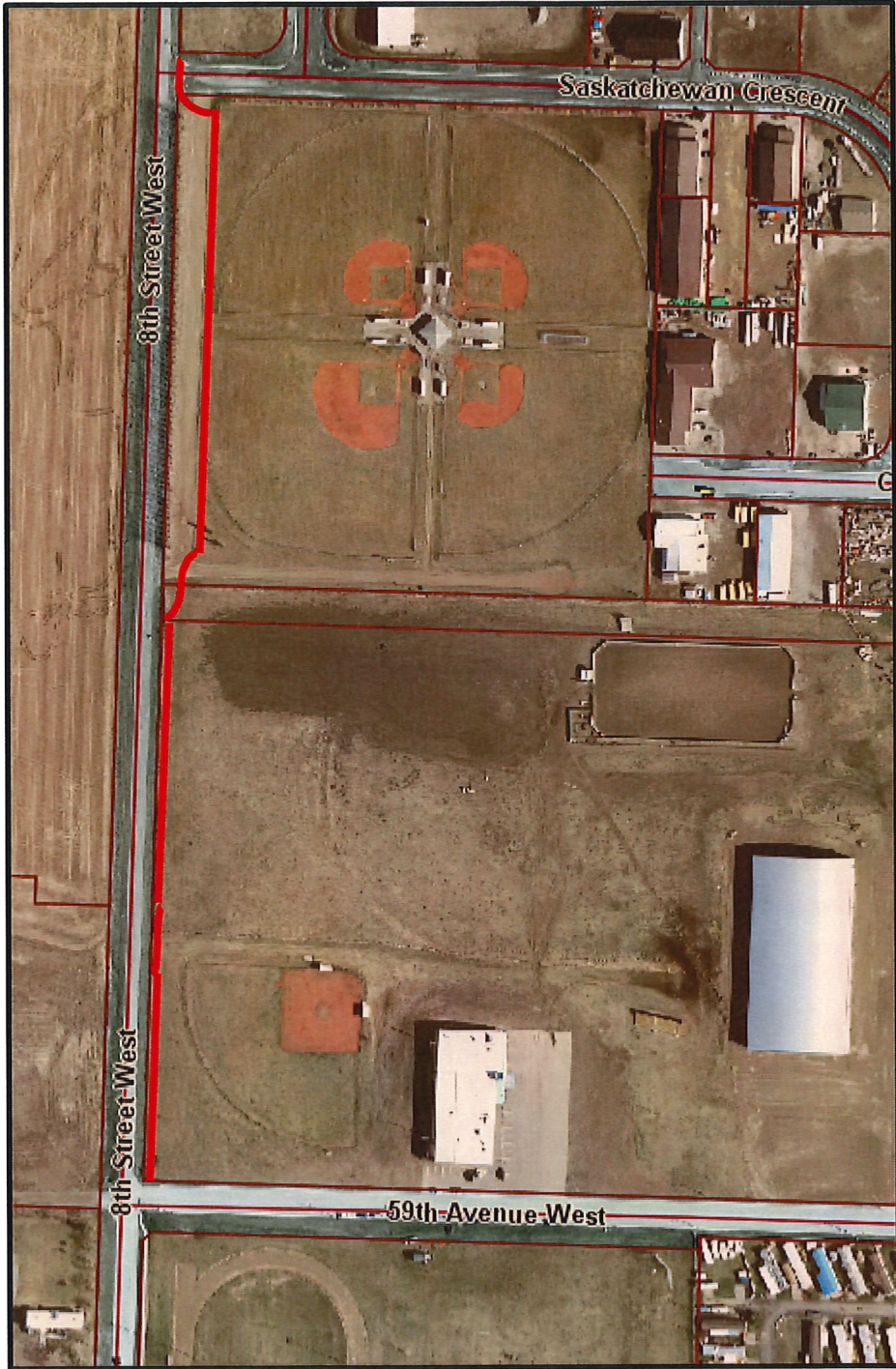
info@claresholm.ca



403.625.3381



403.625.3869





Claresholm

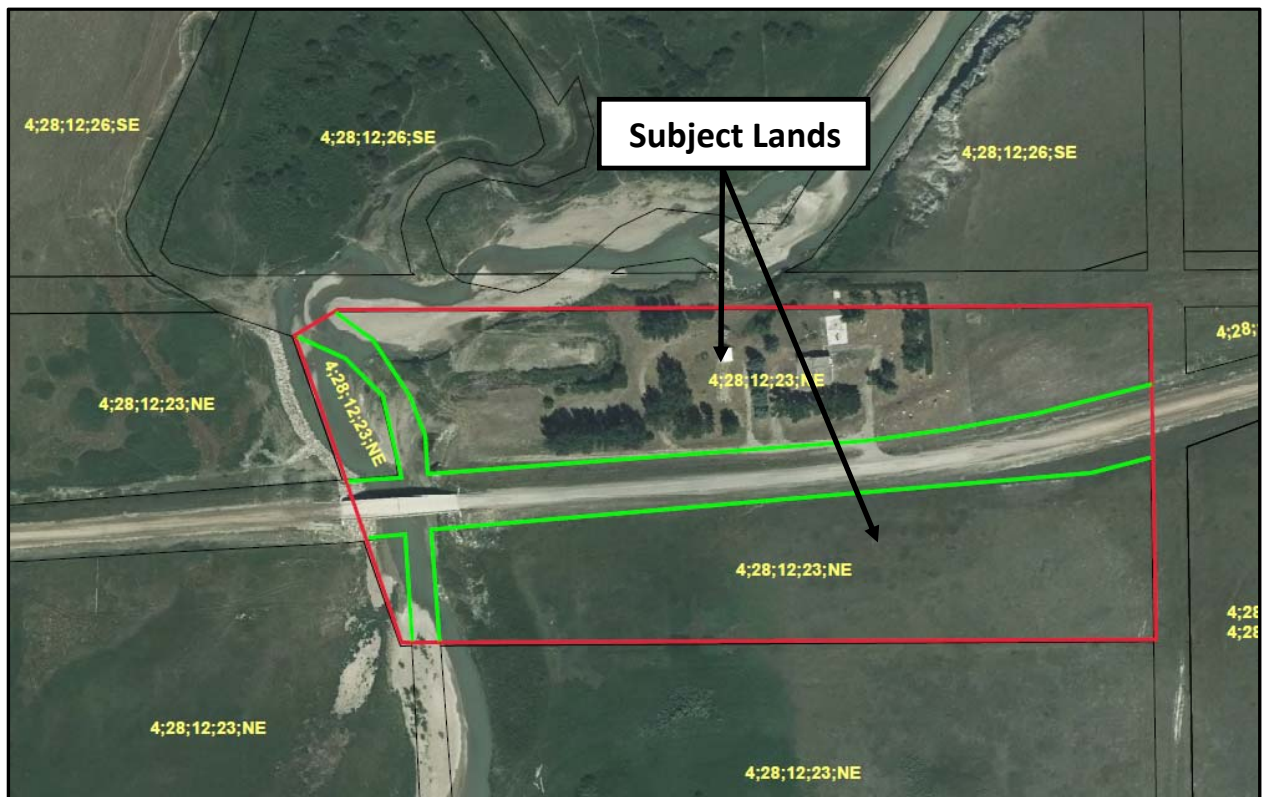
REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 18

OLD WATER TREATMENT PLANT PROPERTY LAND SALE

DESCRIPTION/ BACKGROUND:

The Town of Claresholm Water Treatment plant property sale by way of closed bid closed August 1, 2018. The north and south parcel combined is approximately 16.58 acres (shown below - arrows). An updated appraisal has been obtained for the property. This appraisal was completed for its current "as is" condition. The subject land shown below has been appraised at \$150,000.00.



OPTIONS/DISCUSSION:

Administration received 2 bids: one in the amount of \$177,777.00 and one in the amount of \$200,001.00.

The reserve bid was set at \$150,000.00. The lands were offered for sale on an "as is, where is" basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the develop-ability of the lands for any intended use by the successful bidder.

Payment by Cash or Certified Cheque. Deposit: 10% of bid at the time of the sale. Balance: 90% of bid within 60 days of receipt by the Town of Claresholm.

RECOMMENDED ACTION:

Administration recommends accepting the bid in the amount of \$200,001.00. The deposit of 10% (certified cheque) was received and the remaining funds are to be received within 60 days of the bid acceptance.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the bid by Jeff Richards for the old water treatment plant property located at 4;28;12;23;NE (16.58 acres) in the amount of \$200,001.00.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 8, 2018



REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 19

MULTI-USE COMMUNITY BUILDING PROJECT

The Adhoc Committee met July 18, 2018 and August 8, 2018 to discuss the process/steps moving forward. A tentative timeline was discussed.

Since the Town's construction process is similar to LRSD/Ft Macleod (just completed offices), a potential cost savings by hiring a project manager to oversee the project was discussed. Administration and the committee have met with Mike Mahaffy. Having a project manager would allow for improved work flow/control over the project as the manager is overseeing the engineers and contractors on behalf of the Town, and can be on site typically more often than the engineers involved. Current Administrative staff does not have the time or experience to manage a project of this scope (which would mean the engineers would oversee at a high expense) and Mike Mahaffy brings a wealth of knowledge of the building and the process since he has managed modernizations of this scope in the past. Mike Mahaffy will work for the Town as a contractor on a per diem basis. The Adhoc committee carried a motion at the meeting held August 8, 2018 to recommend Council hire Mike Mahaffy as project manager for the Multi-use building project. The funds for the project management will come from the approved project budget.

For building permit issuance and compliance, the architect will be required to stamp the drawings required for the permits and complete schedules at the conclusion of the renovation. Communication between the architect, engineers and contractors is vital for any changes that will occur as part of the modernization (for ex, the electrical required to be in a location the architect did not consider). For this reason, the committee and Mike Mahaffy have suggested the original architect continue on with the project. BRZ Architects have provided a scope change to add the continuation of the project, since the schematic design portion is complete. Using a new firm would increase the costs significantly. The Adhoc committee carried a motion to recommend that Council accept the scope change proposal from BRZ Architects for the completion of the project. BRZ will contract the work of the structural, mechanical and electrical engineering to MPE Engineering Ltd. The Town of Claresholm has worked with MPE Engineering Ltd. and they have completed previous inspection on the building, and are familiar with the building. The funds for this change will come from the approved project budget for the Multi-use Community Building.

A third-party cost analysis will also be completed throughout the project from another firm that has worked with BRZ (Altus Group). They will ensure budget compliance throughout the project and allow for discussion regarding any concerns as early as possible throughout the project. This process has worked well with the Fort Macleod office renovation, as issues were addressed early in the process so decision regarding budget could be made to ensure no overages. This is included in the proposal from BRZ Architects.

Asbestos removal and location of EDO Office during construction was discussed. Abatement is not ideal in winter months as the boilers need to be shut off. Timeline/options for moving the EDO office was discussed. The museum may be a potential location, moving in fall 2018 prior to abatement. Infrastructure Services will work with EDO to move signage, office etc.

The Committee will meet to discuss progress reports monthly and make any required recommendations to Council for decisions. Upon design completion the committee will meet bi-weekly to make any updates/recommendations to Council. (progress meetings w Administration, (if approved) Project Manager, Contractor, Committee during construction phase – then those meetings reported back to Council)

The Committee discussed the possibility of the Chamber having an office included. There is space if desired at design/construction phase. Also planning regarding the grounds will need to take place. The Committee/Council may wish to invite the garden/greenhouse group back to see how their plans are progressing.

Grant options were presented to Committee on July 18, 2018. The Committee desires to seek out all potential grant funding sources as well as looking at alternative energy or companies that will seek out grants. User groups can apply for additional grants that municipalities do not qualify for, for their portions of the building, but this does require costs for those portions (CIP, CFEP), as well as each group is required to have lease agreements for their locations. Administration contacted the architect and received a detailed breakdown for the facility to be able to apply for grants for the specific building portions. The Town has applied to the Enabling Accessibility Fund for the installation of the elevator in the building.

PROPOSED RESOLUTIONS:

The Adhoc committee has recommended two resolutions for Council to consider:

1. Enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project at a per diam basis.
2. Recommend the acceptance of the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00.

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project at a per diam basis.

Moved by Councillor _____ to accept the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00.

ATTACHMENTS:

- 1.) Proposed timeline

APPLICABLE LEGISLATION:

- 1.) Policy GA 02-15 Purchasing and Tendering

PREPARED BY: Tara VanDellen - Development Officer

APPROVED BY: Marian Carlson, CGLM - CAO

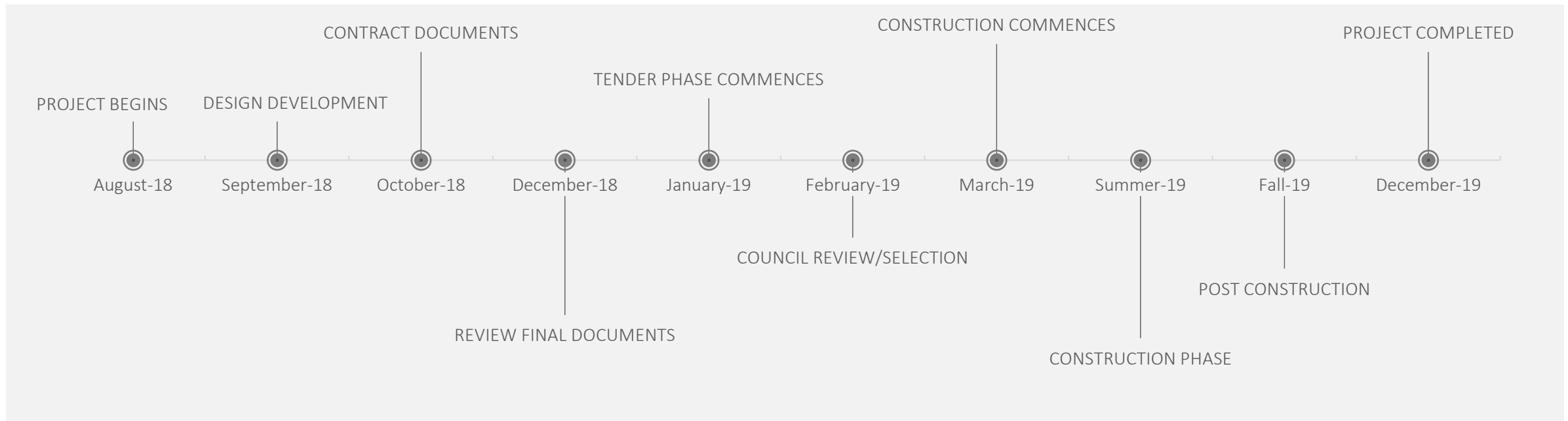
DATE: August 10, 2018

MULTI-USE COMMUNITY BUILDING & TOWN HALL PROJECT



PROJECT DETAILS

| DATE | MILESTONE |
|--------------|--------------------------|
| August-18 | Project begins |
| September-18 | Design Development |
| October-18 | Contract Documents |
| December-18 | Review final Documents |
| January-19 | Tender Phase commences |
| February-19 | Council review/selection |
| March-19 | Construction commences |
| Summer-19 | Construction phase |
| Fall-19 | Post construction |
| December-19 | Project completed |





Claresholm

REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 20

DRAFT STRATEGIC PLAN 2017/2018 – 2020/2021

DESCRIPTION:

Administration requires a motion of Council in order to approve the Draft Strategic Plan for 2017/2018 – 2020/2021 as presented.

BACKGROUND:

After meeting with full Council and the Chief Administrative Officer, on June 22, 2018, a Draft Strategic Plan has been created with the assistance of a consultant. If Council is comfortable with the Draft Plan, then a motion would need to be made in order to adopt this Plan going forward.

RECOMMENDED ACTION:

Council pass a motion to approve the Draft Strategic Plan 2017/2018 – 2020/2021 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the Town of Claresholm Strategic Plan 2017/2018 – 2020/2021 as presented.

Attachments:

Town of Claresholm Draft Strategic Plan 2017/2018 – 2020/2021.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 10, 2018

Town of Claresholm

DRAFT Strategic

Plan

2017/2018-2020/2021



Approved on XXXXX



Town of Claresholm Strategic Plan



Centennial Park

Vision

A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.





Bridges at Claresholm Golf Course

Core Values

The Town of Claresholm's core values:

- Community Pride
- Healthy, Active Living
- Diversity
- Stability
- Security

Claresholm Spray Park



Twenty Years In The Future

Through a discussion at the Planning Session, the Town of Claresholm identified what it wants to be known for in twenty years:

- Rooted and collaborative relationships with the farming and ranching community.
- A place to stop and visit – a beautiful destination
- A great place to live – a safe, secure place to live
- Agriculture service centre
- Affordable family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub/gateway to southern Alberta
- Gateway to recreation and tourism in the Porcupine Hills
- Organic and farm to table food
- A vibrant business and industrial community
- Accessible post-secondary education
- A safe, secure place to live

The same planning session identified that the Town of Claresholm will have the following in twenty years:

- Multi-use community facility
- Fiber optic networking
- Vibrant downtown
- Boutique spa
- Walking paths, hiking, biking trails
- A high-way by-pass
- A population of over 5,000
- Theatre/arts and culture centre
- Truck stop with services
- Agriculture support services, education, distribution
- Drive in theatre/community theatre
- A vibrant arts community





Strategic Assessment

The strategic assessment reviewed with the members of Council.

The Town of Claresholm has many **ASSETS**:

- **Major Medical/Seniors facilities:**
 - Claresholm Health Unit
 - Mental Health Clinic
 - General Hospital
 - Clinic
 - Claresholm Centre for Mental Health and Addictions
 - Willow Creek Continuing Care Centre
 - David Landers Centre (AADAC)
 - Porcupine Hills Lodge
 - Cottonwood Village
 - Auxiliary Hospital
 - Parkside Manor
 - Heritage House
 - Apartments at 4 Skyline
- **Recreation Facilities**
 - Bridges of Claresholm 18-hole championship golf course
 - Indoor swimming pool
(with a unique partnership with Alberta Health Services)
 - Claresholm Community Centre
 - Agriplex
 - Four-sheet curling rink
 - Ice Arena
 - Skateboard Park
 - Campground
 - Four-diamond ball complex
 - Playgrounds
 - Seniors' Drop-In Centre
 - Drifting Track
 - Outdoor Fitness Park
 - Indoor Gun Range
 - Trap Range
 - Spray Park
- **Education Facilities**
 - West Meadow Elementary School
 - Willow Creek Composite High School
 - Chinook Educational Consortium
 - Willow Creek Community Adult Learning Society
- **Historical/Cultural Facilities**
 - Churches
 - Public Library





- Claresholm Museum/Tourist Information Centre
- Claresholm Industrial Airport – Harvard Memorial
- **Service Clubs**
 - Kinsmen
 - Kinettes
 - Lions
 - Knights of Columbus
 - Sons of Norway
 - Claresholm Fine Arts Society
 - Claresholm Animal Rescue Society
 - Porcupine Hills Classic Cruisers Car Club
 - Claresholm & District Chamber of Commerce
 - Claresholm & District Fair Board
 - Claresholm Fish & Game Association
 - Royal Canadian Legion Branch #41
 - Sparta house
 - 4-H Clubs
 - Youth of Tomorrow
- **Business**
 - Claresholm District Chamber of Commerce
 - Diverse retail and service community
 - Varied industrial business community
- **Safety & Security**
 - Fire Protection – Volunteer Fire Department
 - Royal Canadian Mounted Police
 - Ambulance Services (Fire/EMS/Rescue Service)
 - 911 Service
- **Town Services**
 - Recycling
 - Garbage
 - Sewer
 - Regional Water Treatment Plant
 - Animal shelter
 - Maintenance (road, snow, landscaping)



Claresholm
Public Library





Key Task Items

Based on the strategic assessment, Council noted the following items that require action:

- Complete Planning (Operations, Capital, Intermunicipal Development, Intermunicipal Collaboration Framework, and Industrial Plans)
- Plan for the Bypass
- Enhance Community Centre
- Pursue Completion of the Multi-Use Facility
- Complete the Stormwater Infrastructure
- Continue to Focus on Development Processes
- Support the Economic Development Committee
- Develop a strategy to deal with landowners that may be a challenge to development and business attraction/retention.
- Revitalize Downtown and Highway Corridor
- Investigate Opportunities for Various Types of Housing and Develop Residential Land Resulting in Diverse Housing
- Develop Light Industrial (Annex)
- Explore opportunities for regional collaboration.
- Ensure ongoing Public Participation
- Continue to review and update Administration and Council Policies
- Address legislative changes in a timely fashion
- Build relationships with all levels of government and look for opportunities to collaborate
- Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
- Continue to Enhance Relationships with AHS and Other Service Providers
- Enforce traffic Bylaws and Improve traffic enforcement in town
- Continue to improve parks
- Support the Arts Community



Mural by downtown parking lot





Goals

The following are the Town of Claresholm's goals for the next three and a half years:





Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.

DRAFT





Short Term Strategies: Year One

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan.
 - Complete first official 3 year operating and 5 year capital plan
- b. Pursue Completion of the Multi-Use Facility
 - Tender project and begin asbestos remediation
- c. Complete the Intermunicipal Development Plan (IDP)
 - Engage ORRSC to begin public input and policy development
- d. Complete the Intermunicipal Collaboration Framework (ICF)
 - Complete review of current services provided by the Town internally, inter-municipally, or by a 3rd party
- e. Complete the Industrial Study on Annexed Lands
 - Develop land use policy and regulations pertaining to future industrial and commercial development
 - Develop a concept plan for the 120 acre parcel
 - Develop an Area Structure Plan for Phase I
- f. Continue with improvements to the Stormwater Infrastructure
 - Complete scope change to Phase 1 to include golf course corridor and connection to Centennial Park
 - Reapply for Alberta Community Resilience Program Grant for Phase 2
- g. Continue to Focus on Development Processes
 - Provide online service to streamline permit process

2. Economic and Community Development to Revitalize Claresholm

- a. Support the Economic Development Committee
 - Develop a 3 year Business Plan including the following:
 - Business attraction and retention plan that would outline what sectors, industries, businesses the town should focus on that would create jobs, provide services and grow the town.
 - Succession/transition planning awareness, support, assistance for existing business owners.
 - Develop a coordinated communication strategy regarding what there is to do in town, and how the town appeals to a variety of age groups and types of businesses.
 - Collaboration with the Chamber of Commerce
 - Investigate how Claresholm can be an Agriculture Service Centre
 - Identify how the relationship with the Farmers and Ranchers can be strengthened
 - Work with the College group to identify how they can be sustained and grow in Claresholm
 - Fibre Optic Network.
- b. Develop strategy for Challenging Land Owners
- c. Revitalize Downtown and Highway Corridor
 - Gateway signs, mural maintenance
- d. Develop Residential Land Resulting in Diverse Housing
 - Work with landowners to identify opportunities





- e. Develop Light Industrial (Annexed lands)
 - Develop land use strategy that takes into account highest and best use
 - Undertake an Opportunities and Constraints analysis
 - Develop a logical phasing plan to phase development
 - Develop a Financing and Cost Sharing model
 - Undertake a market analysis

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Quarterly open houses
 - Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Redevelop the numbering and organization of policies for efficiency
 - Begin review and updating of current policies
- c. Address legislative changes in a timely fashion.
 - Develop tracking worksheet to identify changes required and progress
 - Review and update Bylaws
 - Ensure ongoing training for qualified operators/staff

4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, visit organizations to build relationships and have a presence in the community
- c. Continue to Enhance Relationships with AHS and Other Service Providers

5. Livable Community for a Vibrant, Healthy Quality of Life

- a. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- b. Expansion of Pathways
 - Complete pathway on 8th Street West from 59 Avenue West to Derochie Drive
 - Complete pathway from Porcupine Hills Lodge to Patterson Park
 - Complete pathways and access road system at Stormwater Management facility
- c. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
- d. Support the Arts Community





Ringrose Park

DRAFT





Short Term Strategies: Year Two

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan.
 - Update, modify and extend financial plans
- b. Pursue Completion of the Multi-Use Facility
 - Award tenders and begin construction
- c. Complete the Intermunicipal Development Plan (IDP)
 - Continue work with ORRSC to prepare draft plan present to the public at an Open House
 - Hold Public Hearing and adopt Bylaw
- d. Complete the Intermunicipal Collaboration Framework (ICF)
 - Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration
- e. Continue with improvements to the Stormwater Infrastructure
 - Complete Phase 1
 - Tender Phase 2 if ACRP grant application is successful
 - File grant applications for Phase 3
- f. Continue to Focus on Development Processes
 - Review development process to identify potential efficiencies

2. Economic and Community Development to Revitalize Claresholm

- a. Develop Light Industrial (Annexed lands)
 - Undertake recommended phasing plan to phase development
- b. Develop Residential Land Resulting in Diverse Housing
 - Continue work with landowners to encourage development through potential partnerships
- c. Implement Economic Development Business Plan
- d. Continue with revitalization of Downtown and Highway Corridor

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Continue with quarterly open houses
 - Continue to create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Complete review and update of policies
- c. Address legislative changes in a timely fashion.
 - Continue using tracking worksheet to identify changes required and progress
 - Continue to review and update Bylaws
 - Ensure ongoing training for qualified operators/staff





4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, Visit organizations to build relationships and have a presence in the community
- c. Continue to Enhance Relationships with AHS and Other Service Providers

5. Livable Community for a Vibrant, Healthy Quality of Life

- a. Investigate Opportunities for Various Types of Housing
 - Work with landowners and developers to encourage housing development
- b. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- c. Expansion of Pathways
 - Work with service clubs to continue pathway along 8th Street from Westlynn Drive to south access of Water Treatment Plant
- d. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
 - Redevelop Amundsen Park
- e. Support the Arts Community
 - Redevelopment of Amundsen Park to include amphitheatre for outdoor performances





Canada Day Celebrations Amundsen Park

DRAFT





Strategies: Year Three and Four

1. Policy and Planning for Responsible, Sustainable Growth

- a. Complete a Three-Year Operations Plan and Five-Year Capital Plan
 - Update, modify and extend financial plans
- b. Pursue Completion of the Multi-Use Facility
 - Complete construction and begin move to new building
 - Complete cleanout and decommission of building at 221 45 Ave West
- c. Complete the Intermunicipal Collaboration Framework (ICF)
 - Prepare draft framework and present to the public at an Open House
 - Hold Public Hearing and adopt Bylaw
- d. Continue with improvements to the Stormwater Infrastructure
 - Complete Phase 2
 - Tender Phase 3 if ACRP grant application is successful
 - Begin construction on Phase 3
- e. Continue to Focus on Development Processes
 - Move Economic Development Office into Multi Use Community building with the Development Department to enhance collaboration between departments
- f. Plan for the Highway #2 Bypass
- g. Enhance Community Centre
 - Parking and signage improvements

2. Economic and Community Development to Revitalize Claresholm

- a. Develop Residential Land Resulting in Diverse Housing
 - Continue work with landowners to encourage development through potential partnerships
- b. Review and update 3 year Economic Development Business Plan
- c. Continue with revitalization of Downtown and Highway Corridor

3. Sound, Responsible Governance and Strengthen Internal Operations

- a. Ensure ongoing Public Participation
 - Continue with quarterly open houses
 - Continue to create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)
- b. Continue to review and update Administration and Council Policies
 - Complete ongoing annual review and update of policies
- c. Address legislative changes in a timely fashion.
 - Continue using tracking worksheet to identify changes required and progress
 - Continue to review and update Bylaws
 - Ensure ongoing training for qualified operators/staff

4. Improve and Expand Partnerships, Collaborations, Relationships

- a. Build relationships with all levels of government and look for opportunities to collaborate
 - MLA, MP and surrounding municipal Council's, at least bi-annual social
- b. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
 - Encourage presentations to Council, visit organizations to build relationships and have a presence in the community
 - Provide space in new Multi-use Community building to allow for collaboration
- c. Continue to Enhance Relationships with AHS and Other Service Providers





5. **Livable Community for a Vibrant, Healthy Quality of Life**

- a. Investigate Opportunities for Various Types of Housing
 - Continue to work with landowners and developers to encourage housing development
- b. Enforcement of Traffic and Policing through Peace Officer Program
 - Continue partnership with Fort Macleod or other municipalities for CPO services
 - Continue work with Alberta Transportation and RCMP on enforcement measures on HWY 2
- c. Expansion of Pathways
 - Continue pathway expansion as outlined in the Recreation Master Plan
- d. Improvement of Parks
 - Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan
- e. Continue to Support the Arts Community





Town of Claresholm
Income Statement by Function
July 31, 2018

| Revenue | JULY | 2018 YTD | 2018 BUDGET |
|---|--------------------------|------------------------------|------------------------------|
| Tax and requisition revenue | (59,457.49) | (3,986,512.34) | (3,527,297.48) 1 |
| General administration revenue | (5,004.38) | (55,165.71) | (187,497.00) |
| Police | (4,052.25) | (24,101.66) | (33,000.00) |
| Fire | 3,018.00 | (3,682.00) | (158,575.00) |
| Bylaw enforcement | (1,063.45) | (32,961.56) | (84,400.00) |
| Common equipment pool | - | - | - |
| Roads, streets, walks, lighting | (3,000.00) | (4,687.34) | (41,915.00) 2 |
| Airport | - | - | (5,000.00) |
| Storm sewers and drainage | - | (11,102.77) | (5,537,927.00) 2 |
| Water supply and distribution | (41,546.41) | (573,425.08) | (1,772,500.00) 2 |
| Wastewater treatment and disposal | (12,437.91) | (159,215.88) | (380,822.00) |
| Garbage Collection | (17,676.23) | (215,832.01) | (413,500.00) |
| Recycling | (3,621.04) | (83,159.14) | (173,500.00) |
| FCSS | (52,400.49) | (158,734.15) | (233,446.00) |
| Cemetery | - | (9,350.00) | (17,300.00) |
| Physician recruitment | - | - | - |
| Economic development | - | (90,500.00) | (91,500.00) |
| Land use planning, zoning and development | (11,146.56) | (43,876.74) | (20,500.00) |
| Parks and recreation | (24,998.84) | (268,209.98) | (1,141,501.00) 2 |
| Culture - libraries and museum | (1,475.99) | (27,916.51) | (51,965.00) |
| | <u>(234,863.04)</u> | <u>(5,748,432.87)</u> | <u>(13,872,145.48)</u> |
| Expenses | | | |
| Legislative | 5,764.26 | 64,159.94 | 108,750.00 |
| Administration | 69,306.15 | 769,752.95 | 1,303,084.34 |
| Fire | 4,102.59 | 88,514.03 | 326,979.05 |
| Bylaw enforcement | 6,579.68 | 60,642.40 | 157,847.28 |
| Common and equipment pool | 33,453.51 | 287,825.60 | 543,611.76 |
| Roads, streets, walks and lighting | 39,289.69 | 227,331.62 | 813,029.16 |
| Airport | 1,102.76 | 3,787.58 | 15,974.37 |
| Storm sewers and drainage | 301.00 | 9,920.77 | 252,705.34 |
| Water supply and distribution | 67,961.32 | 424,495.38 | 1,641,066.69 |
| Wastewater treatment and disposal | 7,053.46 | 47,955.03 | 523,994.93 |
| Garbage Collection | 26,649.83 | 217,573.61 | 387,653.06 |
| Recycling | 10,875.36 | 87,708.35 | 168,845.07 |
| FCSS | 17,202.75 | 143,831.71 | 254,665.08 |
| Daycare | 3,183.50 | 15,917.50 | 38,202.00 |
| Cemetery | 2,532.98 | 11,048.50 | 30,301.68 |
| Physician recruitment | - | 9,000.00 | 10,000.00 |
| Economic development | 11,519.78 | 58,906.02 | 345,110.20 |
| Agriculture - weed and pest control | 4,139.32 | 6,417.18 | 48,501.01 |
| Land use planning, zoning and development | 13,322.05 | 132,897.82 | 182,764.24 |
| Parks and recreation | 56,302.73 | 430,014.92 | 991,753.44 |
| Culture - libraries and museum | 32,649.50 | 273,167.17 | 388,417.07 |
| | <u>413,292.22</u> | <u>3,370,868.08</u> | <u>8,533,255.77</u> |
| Net Income | <u>186,854.57</u> | <u>(2,377,367.43)</u> | <u>(5,338,889.71)</u> |

Notes:

- 1** Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.
- 2** These include capital/grant revenue in these departments



Town of Claresholm
Income Statement by Object
July 31, 2018

| Revenue | JULY | 2018 YTD | 2018 BUDGET |
|---|--------------------------|------------------------------|------------------------------|
| Net municipal taxes | 0.05 | (3,710,327.66) | (3,146,234.10) ¹ |
| Special assessments | (3,000.00) | (18,702.27) | (15,827.00) |
| User fees and sales of goods | (101,850.95) | (1,156,369.14) | (2,609,665.00) |
| Government transfers for operating | - | (120,000.00) | (464,887.00) |
| Investment income | (13,256.57) | (77,311.51) | (60,000.00) |
| Penalties and costs of taxes | (34,792.28) | (103,389.69) | (161,500.00) |
| Licenses and permits | (12,191.56) | (77,021.74) | (51,800.00) |
| Other local government transfers | - | (53,000.00) | (40,600.00) |
| Proceeds from disposal of capital assets | - | 5,296.70 | (40,000.00) |
| Franchise and concession contracts | (14,459.39) | (131,836.70) | (204,563.38) |
| Rental | (677.48) | (42,389.56) | (105,700.00) |
| Other | (2,234.37) | (104,647.15) | (308,900.00) |
| Government transfers for capital | - | - | (6,429,023.00) |
| FCSS | (52,400.49) | (158,734.15) | (233,446.00) |
| | <u>(234,863.04)</u> | <u>(5,748,432.87)</u> | <u>(13,872,145.48)</u> |
| Expenses | | | |
| Salaries, wages and benefits | 225,271.36 | 1,545,847.03 | 2,849,085.52 |
| Contracted and general services | 83,818.85 | 841,877.46 | 1,672,377.96 |
| Materials, goods, supplies, and utilities | 93,770.89 | 572,318.85 | 1,333,953.00 |
| Bank charges and short-term interest | 9.07 | (36.98) | 800.00 |
| Interest on long-term debt | - | 86,086.10 | 194,974.00 |
| Other expenditures | 2,083.19 | 30,039.65 | 28,440.00 |
| Transfers to organizations and others | 8,338.86 | 294,735.97 | 330,902.00 |
| Purchases from other governments | - | - | - |
| Amortization | - | - | 2,122,723.29 |
| | <u>413,292.22</u> | <u>3,370,868.08</u> | <u>8,533,255.77</u> |
| Net Income | <u>186,854.57</u> | <u>(2,377,367.43)</u> | <u>(5,338,889.71)</u> |
| Other | | | |
| Transfers to/from reserves | - | - | (217,261.00) |
| Capital expenditures | 603,937.77 | 1,708,805.80 | 7,787,308.00 |
| Debt Proceeds | - | - | (400,000.00) |
| Debt Principal Repayment | - | 112,932.65 | 289,366.00 |
| Amortization addback | - | - | (2,122,723.29) |
| | <u>790,792.34</u> | <u>(555,628.98)</u> | <u>(2,200.00)</u> |

Notes

¹ Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.



Claresholm

INFORMATION BRIEF

Meeting: August 13, 2018
Agenda Item: 22

ENABLING ACCESSIBILITY FUND

DESCRIPTION / BACKGROUND:

Town Administration applied to the Government of Canada Enabling Accessibility Fund (deadline July 26, 2018) for the construction and installation of the elevator at the Multi-Use Community Building. This fund supports the capital costs of construction, renovation and/or retrofit activities in workplaces, and communities, as well as the provision of accessible technologies in: Workplace stream: facilities where people with disabilities work or could work in the future.

The grant application required a letter of support from the Town for the Enabling Accessibilities Fund - Workplace Stream, and acknowledgement of the municipal portion of funds required for the project (see the attached letter).

The main objective of this project is to install a 2,500 lb, non-hydraulic elevator (serving 2 levels) with a masonry shaft to allow current and future staff access, as well as to provide access to the community services the municipality provides to all residents and surrounding community members.

DISCUSSION:

Municipalities with a population under 125,000 are eligible to apply to a project maximum of \$100,000. The municipal contribution required for the project is 35%. The budget for the project is \$130,000; with the grant potentially funding \$84,500.00. Projects must be completed within 52 weeks; funded projects are expected to begin in spring 2019 (completion for spring 2020).

Along with the application, the Town submitted letters of support from FCSS, the Claresholm & District Transportation Society, the Station, Foothills Snaps (Special Needs Association for Parent & Siblings), and the Wild Rose Community Connection (partner with "The Station" who provides in home support for families with mobility issues). There is no indication from the grant application paperwork as to the notification time frame.

ATTACHMENTS:

- 1.) Municipal Letter of support

APPLICABLE LEGISLATION:

- 1.) [Enabling Accessibility Fund](#)

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 31, 2018



Claresholm

Where **Community** Takes Root

July 23, 2018

Enabling Accessibilities Fund

RE: MUNICIPAL LETTER OF SUPPORT / FUNDING - WORKPLACE STREAM

Please accept this letter of support for the Enabling Accessibilities Fund - Workplace Stream. The Town of Claresholm is aware of the funding requirements as per the grant application and confirm the 35% cash contribution for the project located on Town of Claresholm lands.

This is a valuable and needed project to allow current and future staff access to the entirety of the municipal building, as well as, to provide access to the community services the municipality provides to all residents and surrounding community members. Please be advised that the Town fully supports this application. If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm





INFORMATION BRIEF

Meeting: August 13, 2018
Agenda Item: 23

PLANNING FOR GROWTH, INDUSTRIAL LANDS PROJECT

DESCRIPTION / BACKGROUND:

1. Over the last six weeks WSP Engineering and Watson & Associates Economists Ltd. have completed nearly all aspects of Phase 2 and are beginning portions of Phase 3. No wetlands were identified, 10 bore holes were drilled, and 5 will remain for water monitoring; it was said to be a clean site. Reports are available by request:
 - Environmental Site Assessment
 - Biophysical Report
 - Geotechnical Report
 - Historical Resources Overview
2. The Development Officer and EDO will be at WSP offices in Lethbridge later this month for a video conference with Watsons & Associates Senior Director, Gary Scandlan. This conference call from Ontario will cover the following:
 - Regional and local market assessment
 - Projected industrial and commercial demand analysis
 - Financial feasibility analysis
 - Cost-sharing model considerations
3. During the proposal process WSP identified potential to increase the scope of the project while remaining within budget and project guidelines. The following scope changes have been identified as opportunities to keep the project transparent, forward thinking, and timely.
 - **Additional stakeholders meeting;** with Council and Landowners, same day as the Open House - late September 2018.
 - **Expand the 120-acre project limits;** east to the proposed highway bypass, and north to the nearest change in use, as per Claresholm's MDP.
 - **Expand scope of the area structure plan;** go beyond concept planning for the entire project area.
 - **Complete a detailed design for phase 1;** shovel ready ground for the new year.

DISCUSSION/OPTIONS:

The costs and details associated with the scope changes are attached.

This letter from Project Manager Trent Purvis indicates that all scope changes can be completed within the \$175,000 grant budget, and within the general nature of the project parameters.

Please note the letter also states that they can complete these scope changes within the timelines already agreed to, that being no later than October 31st, 2018.

To be prudent the EDO will apply for a CARES grant reporting extension, and a scope modification.

ATTACHMENTS:

- 1.) Scope Changes Document, WSP, August 2018

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Economic Development Officer, Brady Schnell

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 10, 2018



August 07, 2018

Brady Schnell, Economic Development Officer
Town of Claresholm
Claresholm, AB
Delivered via e-mail: edo@claresholm.ca

Dear Sir:

We provide this let to document agreed upon adjustments to the Scope of Services on the Planning for Growth Project.

BACKGROUND

WSP Canada Inc. was awarded the Planning for Growth Project based on WSP proposal dated May 3, 2018. The consulting agreement was entered into by the Town of Claresholm and WSP in May 2018. The Town and WSP have worked together to modify the scope of the project to better suit the land constraints and the Towns requirements for meetings. These changes are discussed below. Where relevant, costs associated with the changes are also provided.

ADDITIONAL MEETING

The Town has requested the following additional meetings in addition to those proposed in the original proposal.

- Stakeholder / Council Meeting #1. This is in addition to meetings with stakeholders at the time of the Open House. **Cost: \$1,320**

SCOPE OF THE PROJECT LIMITS

WSP has reviewed the limits of the original 120Ac project area in light of the constraints in the area and based on our assessment of functional planning units i.e. what would be a reasonable limit based on physical, or legal boundaries. The attached figure shows the original project limits and the new limits we have proposed. This extends the project area to the boundary of Alberta Transportation's proposed limits of the Future Highway 2 Bypass alignment. It also extends the project limits to the north so that an area is not left isolated from the planning process. This added area that would likely have similar land use and it naturally drains into the Industrial lands. The intent is to bring it into the planning limits in order to not isolate it from a future servicing perspective.

3509, 6 Avenue North
Lethbridge, AB, Canada T1H 5C1

Tel.: +1 403 327-7746

T: +1 403 380-2825
wsp.com



The following work has been identified as additional work to adjust this project limit.

- Review the need for water booster station in the north easterly limit of the lands based on elevation and current water service pressure range. **Cost: \$1,800**
- Adjust mapping to incorporate the new land. **Cost: \$550**

Total cost adjustment: \$2,300

SCOPE OF AREA STRUCTURE PLAN

The Request for Proposal included the following in the original scope of work;

- Prepare a Concept plan for the entire 120Ac project area.
- Prepare an ASP for Phase 1 of the Development

WSP has recommended that the project be simplified and adjusted to provide a larger ASP, for the entire project area so that more land can be subdivided without another ASP being provided. Minor costs to complete this change are as follows;

- More mapping and larger area to be serviced. Increased document management costs.
Cost: \$1,800
- Increased planning for considerations to buffer existing and future Residential Lands.
Cost: \$1,650

Total cost adjustment: \$3,450

BUDGET FOR DETAILED DESIGN SERVICES

WSP can provide detailed construction drawings for the first phase of the development. This will include engineering drawings for construction. Since the size and configuration of phase 1 is not yet known, this is provided as a budgetary estimate at this time. Once the financial and market analysis determines what phase 1 will be, this budget number can be confirmed by WSP.

Cost Range: \$35,000 – 45,000

This is provided under the assumption that major off site infrastructure upgrades will not be required for phase 1 of the development.

SCHEDULE

WSP is prepared to incorporate the scope changes discussed in this letter while still attempting to meet the original project schedule for completion by the end of October 2018.



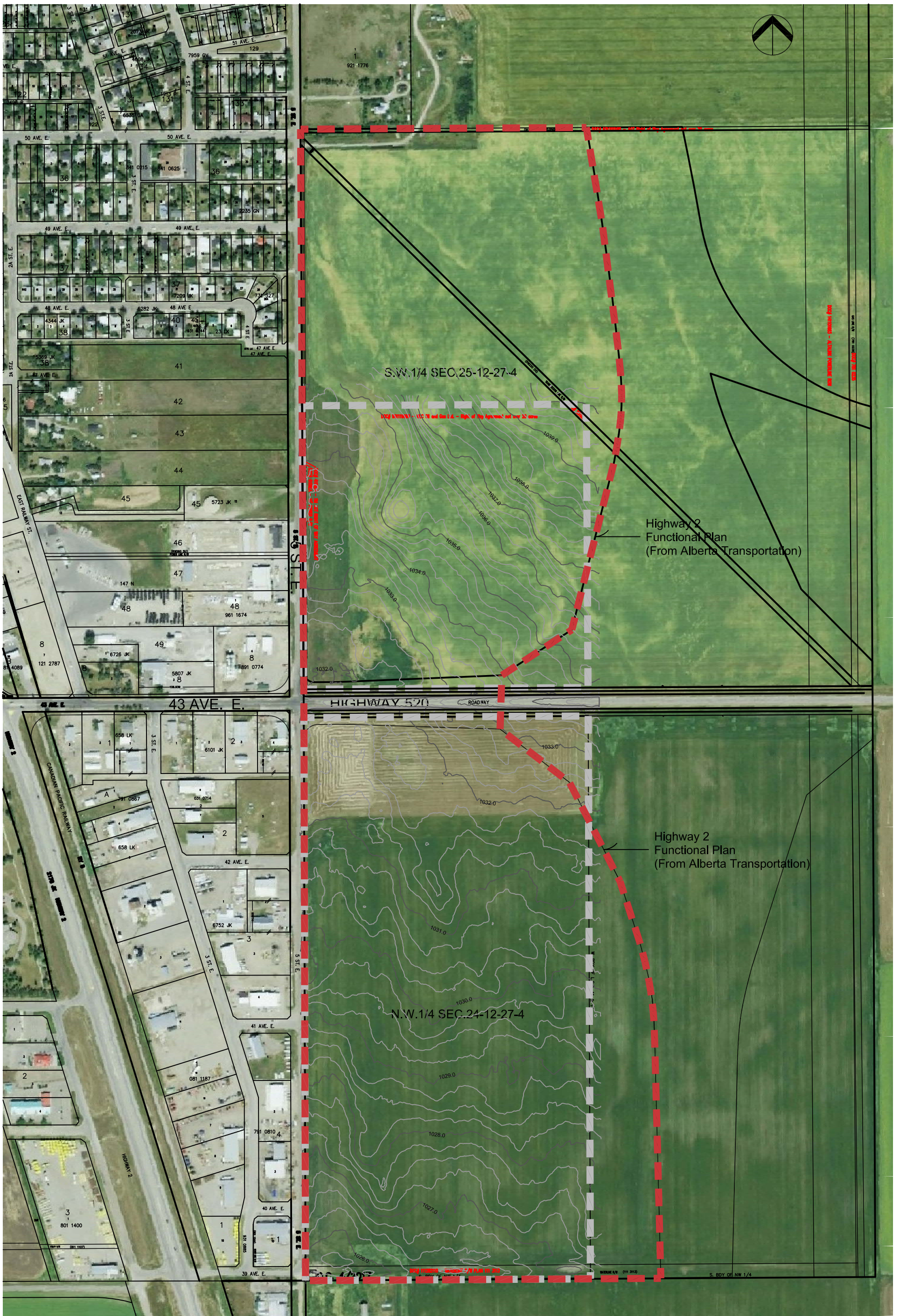
We wish thank you again for the opportunity to work with the Town of Claresholm on this project. Please contact the undersigned if you have any questions about what has been discussed in this letter.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'Trent Purvis', written over a light blue rectangular background.

Trent Purvis
Southern Region Manager

/tp



ASP Boundary

SCALE 1:5000



Claresholm
 Planning for Growth
 Industrial / Commercial Park



CAO REPORT

August 13, 2018

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

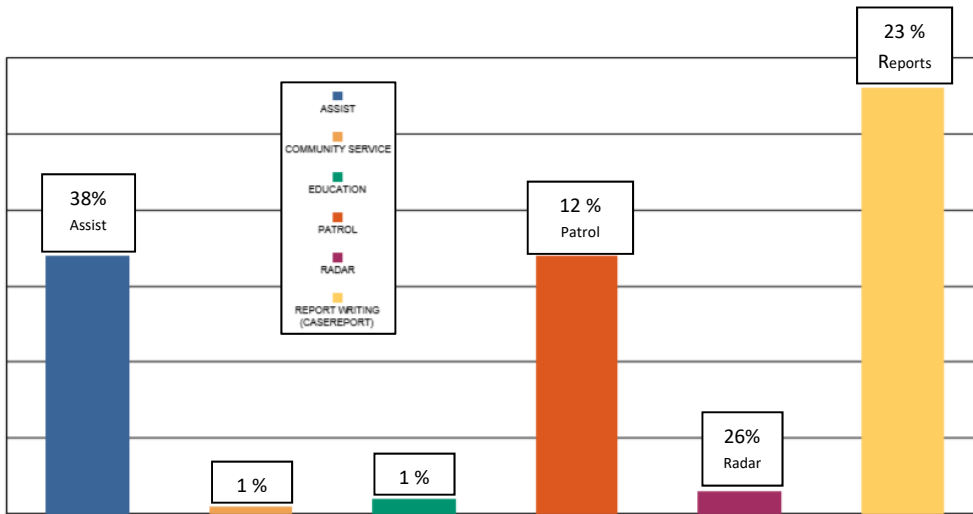


INFORMATION BRIEF

Meeting: August 13, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT June and July of 2018

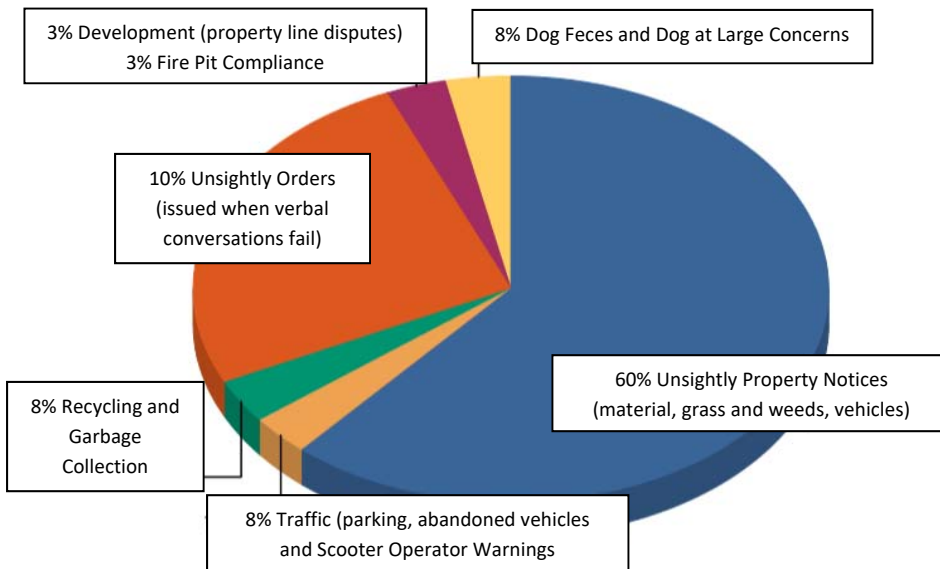
Community Engagement in June/July



June and July Enforcement Highlights:

1. The majority of both months was spent on engaging residents to solve unsightly yard issues such as grass height, noxious weeds, bushes encroaching on sidewalks and complaints related to vehicles and waste materials in yards.
2. Eighteen (18) Unsightly Orders were issued to property owners, with six (6) going to contractor services.
3. Pursued legal advice on a property that an Unsightly Order was issued on. That legal advice lead to assisting Tara the Development Officer in issuing a Stop Order on the property owner.
4. Assisted neighbors with property disputes such as trees growing over property line, fence line concerns and other neighbor miscommunication issues.
5. Working with three property owners to demolish old buildings:
 - 1) The house beside 7-11 was demolished on July 27th.
6. North and South traffic calming radar signs installed on the highway.
 - 1) Data shows same results as last year; average vehicle speed is 18 km/h over the speed limit.
 - 2) Comments from residents is the signs are effective in making drivers slow down.
7. Successful in the application to close Highway #520 for the parade Aug 11th.
8. Presented RFD for parking concerns at 4605-1 St W and Barrier Free Parking proposal presented for in front of the Post Office and 50th Ave W.
9. Attended Noxious Weed identification workshops facilitated by the M.D of Willow Creek #26.

Bylaw Infractions, Complaints and Actions in June/July



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 6/25/2018 - 8/3/2018

Financial

- Worked with Paytm to research and advertise a new payment option to residential customers to be able to pay their taxes and utilities by credit card through the third party mobile app service "Paytm Canada."
- In the last few months have also started accepting interac e-transfers for another payment method which has seen fairly steady use, especially for permits.
- Have been working with the infrastructure department to review tenders and make recommendations to council for a few 2018 projects including resurfacing/paving of roads and sewer line replacement out to the lagoons.
- Worked with Tara to apply for an Enabling Accessibility Grant for the Multi-use Community Building, which could provide approximately \$80K of funding for installation of an elevator.
- Working with Claresholm Minor Hockey Association to respond to additional information requests for a new CFEP grant for the Arena that they have applied for, potentially providing \$125K of funding for the Ice Surface Floor project.
- Continue receiving significant response of individuals signing up for e-statements for utilities and taxes as well as vendors for accounts payable EFT payments.
- Completed May and June month end reports for council and departments.

Museum

- The Museum has lost its Executive Director, Ken Favrholt, and in the interim I will be working with the Museum Board to fill that gap. Kathy Asham, the Visitor Experience Lead, as well as our summer students, are also stepping up to take on more day to day and operational responsibilities.
- A new exhibit has been developed featuring Ben Scaman, a pilot and war veteran.
- New track lighting has been installed in the exhibit hall to allow for better lighting to draw attention to a number of the displays there.

General

- New campground attendant seems to be working well.
- Working with the Library to aid in their research and drafting of a CFEP grant to replace their HVAC units as well as their flooring, including renewing their lease agreement with the Town.
- Starting a review of the CUPE contract which expires at the end of 2018. Negotiations for the new contract will begin this fall.

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

DEVELOPMENT OFFICER REPORT

For: 6/22/2018 - 8/1/2018



Claresholm

Development Permits

- ❖ 19 permit applications received. (3 demolition permits have been issued for derelict properties)
- ❖ 7 development permits closed.

Compliance Requests

- ❖ 5 compliance requests received.

Miscellaneous

- ❖ July 13, 2018 & July 27, 2018 – MPC meetings.
- ❖ Local Press Ads: Old Water Treatment Plant land sale advertised (deadline for closed bids August 1, 2018), MPC approved development ad.
- ❖ 1 FOIP request researched.
- ❖ 2 Environmental Search Letters completed.
- ❖ This has been a busy few months with inquiries on projects people are doing/looking into.
- ❖ Meetings with developers, potential land buyers, and other people inquiring about business regulations.

On-going projects

- ❖ East-side Town owned consolidation project has been completed. 29 lots south of Patterson Heights Blvd were consolidated into one title, following the road closures. 132 lots north of Patterson Heights Blvd were consolidated into one title following those road closures. This will save significant costs on assessment annually and allow the Town to plan for the entire area taking into account the annexed lands and road networks when/if required.
- ❖ June 27, 2018 – Stakeholders, WSP meeting for “Planning for Growth Project”. Council and the Landowners were updated with the progress thus far and the procedure moving forward. Feedback was gathered by the consultants as well as questions asked and answered.
- ❖ July 18, 2018 – Adhoc Committee Meeting, Multi-use building.
- ❖ ORRSC working on LUB amendment regarding cannabis regulations & MGA changes with input from MPC.
- ❖ Road plan clean-up project– landowners sent update letters to clarify the project. Initial numbers for the road plan have been calculated by the land surveyors, meetings with landowners to be scheduled.

*Submitted by
Tara VanDellen
Development Officer*

Economic Development Officer's Report

Town of Claresholm



August 3, 2018

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

Since the submission of my June 20th report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee (EDC). This report provides a summary of the committee operations, as well as highlights for significant projects, when appropriate.

Economic Development Department

A temporary location has been selected for the EDO office during the multi-use facility abatement and renovations. The estimated date for moving into the museum building is November 1st 2018; I have done a site visit with the Infrastructure Director and minimal renovations should be required.

At the end of June, at the recommendation of the Economic Development Committee, the duties of the Infrastructure Services Assistant were expanded to assist the EDO primarily with administrative duties including agenda and minutes.

On July 24th I started the second course of a three-part series offered at the University of Calgary in partnership with Economic Developers of Alberta; Business Retention and Expansion.

Economic Development Committee:

The EDC met on Tuesday July 17th in the Business Growth and Development Centre. It was attended by 6 of the 10 members. Mayor Doug McPherson attended the meeting, and spoke to the EDC about undertaking a Strategic Planning Session.

During the meeting the members approved the following:

- funds, and amended job description for the Economic Development Assistant
- amended Community Advertising Project policy and sublease agreement
- supporting funds for the Feast of Claresholm Event, should they be required

Having spoke with each of the committee members and the coordinator, the EDC strategic Planning Session will be held October 9th 10th, 2018.

The EDC Chairperson has notified the Committee that the August meeting is cancelled.

Industrial Land Study – Planning for Growth

Over the last six weeks WSP and Watson have completed nearly all aspects of Phase 2 for the Planning for Growth Project, and are beginning portions of Phase 3. WSP has reported that no major water or sewer upgrades will be required, no marsh lands were identified, and the project is on track.

I met with Project Manager Trent Purvis at the WSP offices on July 31st and highlights from that meeting include:

- Expect Market Analysis debriefing, and completion of Phase 2 in second week of August. Planned video conference at WSP offices with Gary Scandian online, Development Officer and EDO in person.
- The costs of expanding the project area, (east to the proposed highway bypass, and north just short of the proposed residential/park area), can be done within budget.
- The costs of including a full Area Structure Plan for the entire project can be done with very little additional investment.
- WSP recommends using additional grant funding to complete a Detailed Design for the first phase of development in the Planning for Growth Project. This change of scope can be presented in more detail at the September Council Meeting.
- Open house with Council and Public to be scheduled during the last week in September
- I insisted Trent get me firm costs on all changes to the project, and I await those details.

Community Advertising Project

Both the Economic Development Committee and Town Council have approved the Community Advertising Program Policy and Sublease agreement. During business visits and attending events, I have been able to find seven local businesses interested in participating in the program with a 2-year agreement.

Les Wilson has recently completed upgrades to the billboards we intend to use. New photos have been taken, and a sales package was delivered to interested businesses. Keeping the project local with KFJ signs has slowed the process (as the company is going through changes) however I'm confident they will do an excellent job and be a long-term partner of the program.

Once I have received three completed agreements, I will present to the CAO for approval.

Claresholm Business Conference

August 1st tickets went on sale for the Claresholm Business Conference. September 21, 22nd the Chamber of Commerce and Town of Claresholm bring more than 12 different speakers to Claresholm, including Doug Griffiths. Final details are still being settled, we hope to reach 150 people in sales for 2018, and plan to make this an annual event.

Business Visitation Program

I continue to do Business Visits; however, the progress has not been what I anticipated.

Events, advertising & real-estate

I have found that my skills in budgeting, writing, event planning, and sponsorship are of good use for such events as Canada Day, Fair Days, and the Feast of Claresholm. In addition to assisting the Event Planner from time to time, groups such as the Rocky Mountain Drift Club, food vendors, parade participants, and the bench show have all reached out for my assistance in one way or another.

As previously mentioned I see a need to develop an annual advertising strategy that includes Community Economic Development, Town events, and Tourism. For 2018 I have addressed opportunities on a case by case basis and with as much EDC feedback as I can get within timelines.

Inquiries regarding available land and commercial space are coming in more frequently. I have identified that this is an area I need to research, and develop a system for remaining current on real-estate availability and pricing.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report for Council for June/July 2018

June and most of July were very quiet compared to other months but it has given us some much needed time to reorganize and regroup and also take turns enjoying holidays!

Allison hosted and participated in a two day certification course on Mental Health First Aid for Seniors. There were 22 participants registered and it was directed toward caregivers and staff for seniors but also some seniors attended.

Allison also led the Interagency for the month of June which saw 14 participants. Interagency took 2 months off and will resume again the third Thursday in September. Any one is welcome to attend. (See notes attached)

Sherry and Allison facilitated the Longest Day of Play in Amundsen Park in conjunction with Mexican Fiesta. A ballpark figure of about 200 participated. Families enjoyed bouncy castles, bumper balls, old fashioned games, cotton candy and ice cream treats. One of the outcomes for the provincial government measured was:

As a result of attending Longest Day of Play, we have met other families in our community that we can ask for help and support. 100% agreement was received.

| Strongly Disagree | Disagree | Somewhat Disagree | Somewhat Agree | Agree | Strongly Agree |
|-------------------|----------|-------------------|----------------|-------|----------------|
| | | | 3 | 13 | 2 |

On July 2nd the FCSS office started the new hours as agreed upon by the board. We are opened 9 to 3 on Monday, Wednesday and Friday and 9 to 4:30 on Tuesday and Thursday. This works better for some clients that are unable to get in before 3pm.

I continue to participate on the Coordinated Community Response to Elder Abuse which was funded for 3 years by the Alberta government. Things are working very nicely with our response model and now we are looking for funding to have a coordinator continue the work past December.

We were visited by two staff members from the FCSS office at the provincial level. They stopped in to see The Station which they had heard so much about. They are in the area doing FCSS reviews. There was no indication whether Claresholm FCSS will be receiving one in the near future.

We received news that the money we receive from AHS Mental Health has been increased for this year so a revision to the budget was sent in.

The Station held its annual BBQ in July selling burgers and hot dogs and getting their message out into the community. A total of \$918 was made at this event to go toward rent and programming.

We are currently putting together some questions for our Needs Assessment, doing research of other FCSS assessments and discussing how to get feedback from the community in various ways. We hope to have a main survey for the community and also a separate one for teens, and then some conversations around town to get some in-depth feedback as well. From the results of the Needs Assessment we will work on some programming ideas to present to the board for the following 4 years.

We have been taking some time to do professional development as well at the office via online courses and webinars that are giving us useful information for serving our clients better.

June Interagency Meeting

- Mike Ackerman- Probation- Mike will be in Claresholm on the 2nd and 3rd Thursday (tentative) of the month at the provincial building.
- Jennifer Moar- McBride- McBride is looking at the possibility of doing Career Café's in itinerant sites for the summer.
- Christine and Patti and Wicket- Ranchland Victim Services- Patti is the coordinator working out of the Claresholm detachment. Wicket is the new member, a beautiful golden retriever who's job is to assist victims as a trauma dog. Check out Wicket's Facebook Page [here](#).
- Patti Helmer-Desjarlis- AHS- Psycho Geriatric care will just be out of Claresholm now, Lynn is no longer traveling to Nanton. Patti is partnering with Kendra Massie from LRSD to offer a Attachment/Connect Parenting course in the fall. This will be parents learning skills and is for parents of teens at this point.
- Greg Stannard- RCMP- New Command at the Claresholm Detachment. Business as usual.
- Timmi Shorr- Junior Achievement- JA saw 78 classes, 1700 students this school year in the Foothills area. Teaching about financial literacy, entrepreneurial skills, and investment strategies. JA ran with 4 volunteers in Claresholm this year and served 197 students.
- Beth Broad- Wild Rose Community Connections- Dad Central is looking to host a fall Fire hall tour.
- Kayla Dupuis- SNAPS- Upcoming 8th Annual Leather and Chaps Motorcycle Ride and Poker Rally July 21. SNAPS will still have a summer presence in the community working with youth doing job shadows, employment strategies.
- Maxine Middleton- Claresholm Housing Authority- There is one family unit available on July 15th.
- Marie Schooten- WCAL- Project Read still has hours at the library. Rhymes wrapped up at the end of May and will start again in September with no definite dates at this time. Pre GED will begin in October with a possibility of evening classes as per request. ESL will happen in the fall with tutoring happening throughout the summer.
- Margaret Taylor- AHS Healthy Minds Healthy Children- support is available all summer for ages 0-18 mental health and addiction. Online education is finished for the season, but you can access the archives for MOR CPD and CES at <http://hmhc.ca/> as well as other news and information on cannabis, fentanyl, wild fires and floods.
- Allison- FCSS- Holiday month in the office. Dean talks went well and U of C and Cumming School of Medicine will be back to do more in our community. Allison spoke guerilla gardening and the Roots of Possibility project at the Library Spring Tea and with Jason Hemmaway at the EDC. FCSS attended the Zoo with the Seniors. Allison attended the wrap up for the Roots of Empathy program at West Meadow Elementary. Longest Day of Play was held in conjunction with the Mexican Fiesta on June 20 and our first TGIF Lunch in the Park was June 29.

August 2018 H/R and Taxation Report

Prepared by: Lisa Chilton

Human Resources

The summer is flying by and with that soon we will say goodbye to all of our summer staff. With the departure of Ken Favrholt, Carol Brooks has agreed to sign on at the Tourist Information and Museum to finish out the season with Kathy Asham, ending Thanksgiving weekend.

Assessment and Taxation

The current tax season has closed with the tax deadline of June 29th. There was one potential appeal of assessment that came in before the July 23rd deadline and has since been settled. That leaves zero (0) appeals of the 2017 assessment for the 2018 tax year. All in all it was a good tax season.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at August 7th, 2018.

- Taxes outstanding are **\$328,446.39** summarized as follows:

| | |
|---------------|---|
| \$ 236,264.82 | Late taxes for 2018 (current year not paid) |
| \$ 18,410.97 | Tax recovery property not sold at auction 2017 (town-owned now) |
| \$ 36,976.02 | Properties under tax agreement (4) |
| \$ 22,401.62 | Tax arrears properties on list for 2017 (subject to sale in 2018) |
| \$ 7,564.17 | Tax arrears properties on list for 2018 (subject to sale in 2019) |
| \$ 6,828.79 | Other arrears and penalties |

Tax letters were mailed out July 20th to all of the rate payers whose accounts are in arrears.

There are three (3) properties from the 2017 Tax Arrears List that still have outstanding arrears. These three properties are a triplex that has 3 individual titles. The auction date of August 21st, 2018 has been advertised and is set to be held in the council chambers at 9:00 a.m..

There were eight (8) properties on the 2018 Tax Arrears List. Four (4) have been paid in full and two (2) are under a tax agreement. One (1) has made a significant payment and one (1) has not made any payments. These final two properties have until March 31st, 2019 to pay in full.

Infrastructure Services



August 2018

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Inspections done weekly. No issues to report.

Arena

The Arena Project is going well. Week 13 is on schedule and on budget. The new floor has been poured and the wet cure is underway. It was covered with 1/4" of water for two weeks and now is wet down daily for the next two weeks, before work can be started on the boards. Estimated completion in 5 weeks.

Buildings

The museum exhibit hall's fire alarm system has malfunctioned and the fire panel has stopped working properly. Five false alarms have been called in over the last 8 weeks resulting in the Fire dept. responding to a fire call at the museum. We have ordered the computer board to repair the problem, however the company has said it may not be available and the entire panel may need to be changed out. They advised on August 1st they are currently searching North America for the parts.

Cemetery

Both lawn mowers, that were for use at the cemetery have blown their motors. New motors are not an option for the old mowers. We are now cutting the grass with the small museum mower. The summer help we hired for parks is weed whipping and they are now doing the maintenance. A new mower is in the budget for 2019.

Equipment

We are currently looking for a used service body truck to replace our existing unit.

Garbage

Our collection program is working well, and no complaints to report.

Sidewalks

Our 2018 sidewalk repair program with approximately 500 lineal meters of sidewalk/curb to be replaced and 13 additional wheel chair ramps to be installed this year in various location is scheduled to start construction second week in August. The pathway construction is well under way and estimated completion is by the end of August.

Streets

The Town's 2018 street improvement program has been postponed, due to budget. Waiting for a schedule from South-Cal regarding possible paving of 8th St.

Sanitary Sewers

The semi-annual sewer flushing of the entire Town, and Airport sewers has been completed. This greatly improves the operation of our sewer system and helps to prevent sewer backups.

Work on the sewer trunk main replacement project from the Airport to the lagoons has been tendered by WSP engineering. This project also came back way over budget. Options have been considered and will be presented to council.

Water Distribution

No problems to report, at this time. One main valve has been replaced last month. A house on the East side had asked for new services to be installed. Another water service saddle had been found leaking and that has been replaced.

Storm Water Drainage

Work has almost been completed on the 8th St. ditch project. TELUS has yet to reinstall their cable along the roadside of the ditch. Fencing has been completed and tree planting is almost done. The ditch is ready to work as designed.

Parks

Parks staff have been keeping up with the grass and keeping the park irrigation systems repaired and operational. Weed spraying when the wind isn't blowing has also been a priority. Working with half staff due to holidays scheduled this month.

Recycling

No issues to report.

Staff

No problems to report.

CLARESHOLM RECREATION

June - August 2018



Authored by: Denise Spencer

Arena

1. The concrete is curing at the Arena. Boards and the skate friendly flooring are scheduled to be done by the second week in September.
2. The Town of Claresholm has been approached by Lomond Alberta's Junior Hockey team. They are looking for 2 practices and one home game weekly. After discussion with Minor Hockey Registrar, and Claresholm Skate Club we have determined it will work with the Arena Schedule this year. Games and practices have been set, they are still waiting to hear about the repairs for their arena.
3. A Calendar for the Arena 2018-19 season has been started. There are 13 potential out of town Tournament slots, with our local teams scheduled for another 3. (16 Tournament slots in total). The goal is to fill as many as possible, surpassing last years numbers.
4. A tournament package should be ready to roll out the week of August 13. This will provide out of town groups with community information, contacts for the arena and referees, and ensure that they know what they're responsibilities are as a user group.
5. Advertising letters have been sent out for the Claresholm Minor Hockey advertising Promotion from 2017, as well as our previous advertisers.



CAC- Claresholm Aquatic Centre

- The part for the Hot Tub was finally installed Friday July 27, after approximately 2 months. This has affected our attendance numbers to a degree, as many will not swim if they cannot go into the hot tub after.
- The CAC team provided an action packed week for Drowning Prevention Week July 15-21, 2018. This was the 3rd year we had participated in this event. The message is still valid as events this year have showcased how drowning is still an issue that affects many. We provided games and prizes for those who wanted to participate.
- The Fall Program guide was available as of August 1, 2018. Besides our lessons, we will attempt to have a Tri-Meet for our Junior Lifeguard Club. Changes will also be made to our JLC program, as many of our competitive team will be participating in other sports for the school year. For our fall lineup we are offering 1 class per week, 3 days per week, with the hope it offers parents /opportunities to have their kids in other activities as well as swimming.
- Our summer sets of lessons filled up well for the summer
- A Movie Night is planned for Fair Days, Friday August 10, 7-9:30pm.

Pickleball

- Outdoor Pickleball started June 18. It runs Monday & Wednesdays from 6:30-9:30pm, weather permitting. The group has built outdoor nets, and attached storage to the Tennis Courts. Fee is \$2 drop in, which is collected to offset the costs of equipment replacement and maintenance.
- Outdoor pickleball is growing by leaps across Southern Alberta, with many other communities converting tennis court(s)

Pathways & Track

- 3.6 kilometers of trails have been built in Claresholm in the last couple months! Community groups have banded together and we're hoping to gather support to continue the pathway systems in 2019.
- The Track at Willow Creek Composite High School is now paved, this was the result of partnerships with Claresholm Football Association, Livingstone School Division, and the Town of Claresholm

Claresholm Skate Park Association

- This group is well underway with their fundraising. The goal is to have the first phase of the new Skate Park built in 2020. Locations are still being considered.

Southern Alberta Summer Games Taber July 4-7, 2018

This was the second year I participated in the games as a regional director for the MD of Willow Creek. It is also the second year as a SARA (Southern Alberta Recreation Association) board member. The experience has been incredible. Our role as a director is to be visible, available, and helpful. It also requires good gas mileage as a director has a responsibility to be at as many competitions as possible. Those 4 days equaled 408 km of travel.

The Southern Alberta Recreation Association (SARA) organized the first Southern Alberta Summer Games in Pincher Creek in 1970. The Games were created so all communities, regardless of size, have an opportunity to become involved in a meaningful sports program with a focus on getting as many participants involved as possible. The games aim is to promote physical and social involvement, and fair play. 13 teams or "regions" from across southern Alberta compete. Promotion of the Games was through posters delivered to Nanton, Stavely, Granum, Claresholm & Fort Macleod. Student handouts, and the Claresholm Rec Page. I was fortunate to have many parents, and others who were watching the games send pictures and updates that I could share with the region. That being said it was incredibly busy, and required serious organization to attend the amount of events the MD of Willow Creek had participants in. Our athletes had an incredible showing at the games. Congratulations to all! Next year is the 50th anniversary of the games held in Pincher Creek Alberta.

Millennium Ball Park

- We had 2 requests in June for the use of the high school baseball diamond for weekend games and practices.
- Co-ed slo pitch wrapped up its regular season July 4, and playoffs are July 20 & 21
- Fair days tournament is scheduled August 10-12

Community Involvement & Volunteering

- Mexican Fiesta Food and Organization June 22, volunteered to work with the Chamber
 - The menu was created in May, with Mucho Burrito as the benchmark
 - Roy 's catered the event, and volunteered Griselda to create authentic salsa's and guacamole
 - Served up Mexican food with a fantastic team of 5 others
 - Assisting with set up & organization
 - Recommendations and numbers were compiled so there is a benchmark for 2019 in regards to food preparation, amounts needed for the food service as well as bar, additional volunteers as well as photo's submitted to help town crew and volunteers set up.

The event in conjunction with FCSS's longest day of play was a huge success. There was definitely a family feel, and wait times at the serving tables were minimal. Set up started at 7am, and everything was put away by 10pm, thanks in part to volunteers at the event, and town staff that came down after 9:30pm. Great job everyone involved!

Medal Count

| Region | G | S | B | Total |
|--------------------------------|-----|-----|-----|-------|
| Cardston County | 13 | 13 | 14 | 40 |
| City of Lethbridge | 113 | 78 | 66 | 257 |
| City of Medicine Hat | 41 | 30 | 16 | 87 |
| County of 40 Mile | 15 | 20 | 13 | 48 |
| County of Newell | 64 | 52 | 43 | 159 |
| County of Warner | 30 | 24 | 17 | 71 |
| Cypress County | 34 | 28 | 23 | 85 |
| Lethbridge County | 37 | 29 | 31 | 97 |
| MD of Pincher Creek | 34 | 27 | 18 | 79 |
| MD of Taber | 137 | 93 | 89 | 319 |
| MD of Willow Creek | 77 | 59 | 37 | 173 |
| Municipality of Crowsnest Pass | 22 | 27 | 18 | 67 |
| Vulcan County | 11 | 5 | 7 | 23 |
| Total | 628 | 485 | 392 | 1505 |

Aggregate Points

| Region | Total Points | Points | Agg. Points |
|--------------------------------|--------------|--------|-------------|
| Cardston County | 678.5 | 509.5 | 169 |
| City of Lethbridge | 3911.5 | 3173.5 | 738 |
| City of Medicine Hat | 1593 | 1272 | 321 |
| County of 40 Mile | 838.5 | 685.5 | 153 |
| County of Newell | 2363.5 | 1926.5 | 437 |
| County of Warner | 1098 | 935 | 163 |
| Cypress County | 1409 | 1235 | 174 |
| Lethbridge County | 1687.5 | 1466.5 | 221 |
| MD of Pincher Creek | 1214.5 | 953.5 | 261 |
| MD of Taber | 4790 | 3923.5 | 866.5 |
| MD of Willow Creek | 2488.5 | 2169.5 | 319 |
| Municipality of Crowsnest Pass | 969 | 861 | 108 |
| Vulcan County | 359 | 293.5 | 65.5 |

COUNCIL RESOLUTION STATUS

| Regular Scheduled Meeting - May 14, 2018 | | | | |
|---|--|--------------|--|-------------|
| 14 | CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067 | Blair/Karine | Transportation Society to present to Council as a Delegation on September 10, 2018 | In progress |
| 22 | RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows: Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier | Jason | Request for changes sent to Alberta Transportation by email, followed up with a conversation | In progress |
| Regular Scheduled Meeting - June 25, 2018 | | | | |
| 7 | RFD: Parking Signage Request - Moved by Councillor Courage to create the structured parking zone at 4605 – 1 Street West as presented. CARRIED MOTION #18-103 | Mike/Jason | Painting and moving of parking blocks is completed. Waiting for signage. | In progress |
| 8 | RFD: Tax Recovery Property Demolition - Moved by Councillor Schulze to proceed with the demolition of the dwelling located at 4712 – 2nd Street West to a maximum amount of \$10,000.00 to come from general operational reserves. CARRIED MOTION #18-104 | Mike | 3rd party assessment received on the property, demolition being reconsidered. | In progress |
| Regular Scheduled Meeting - July 16, 2018 | | | | |

| | | | | |
|-----|---|--------------|--|----------|
| DEL | Moved by Councillor Zimmer to allow the Rocky Mountain Drift Club to host an event during Claresholm Fair Days on Saturday, August 11, 2018 on 2nd Street East between 43rd & 47th Avenue East with the following provisions: that they pick their start time to have their event concluded prior the parade, that they have written permission for the use of private property along 2nd Street East for spectators and parking, and that they provide proof of insurance naming the Town of Claresholm as an additional named insured. CARRIED MOTION #18-105 | Mike/Jason | Arrangements made for demonstration on August 11th | Complete |
| 4 | CORRES: Town of Cardston - Moved by Councillor Courage to write a letter of support towards the Town of Cardston's initiative to increase services at the Carway Border Crossing to 24 hours a day with full processing of commercial truck traffic. CARRIED MOTION #18-106 | Karine | Letter sent | Complete |
| 7 | CORRES: Claresholm Public Library - Moved by Councillor Schlossberger to write a letter of support towards the Claresholm Public Library's application for the Community Facility Enhancement Program (CFEP) Grant for the purpose of replacing the carpeting/flooring throughout the Library and to replace the HVAC systems. CARRIED MOTION #18-107 | Karine | Letter sent | Complete |
| 9 | CORRES: Gerald Knowlton - Council advised Administration to send a letter stating that the Town is not interested in selling our caboose. | Karine | Letter sent | Complete |
| 10 | RFD: Policy #CEDC 07-18 - Moved by Councillor Schulze to adopt Policy #CEDC 07-18, the Community Advertising Policy as amended effective July 16, 2018, with the stipulation that the structure being used is aesthetically pleasing and structurally sound. CARRIED MOTION #18-108 | Karine/Brady | Policy distributed | Complete |
| 11 | RFD: Camping Request - Moved by Councillor Courage to approve the use of the area west of the Claresholm Agriplex for camping for the Fair Days Ball tournament August 10th – 12th, 2018. CARRIED MOTION #18-109 | Tara | Letter sent | Complete |
| 12 | RFD: 8th Street West Pavement - Moved by Councillor Zimmer to approve the out of budget expenditure for the Town's agreed upon portion of the 8th Street Paving Project to be completed by SouthCal Developments Inc. in the amount of \$120,000 to be funded out of general capital reserves, and to stipulate that if the project does not proceed in 2018, the money be allocated in reserves for this project. CARRIED MOTION #18-110 | Blair/Mike | Paving Scheduled for 2nd/3rd week of August with funding to come from reserves | Complete |

| | | | | |
|----|---|------------|--|----------|
| 13 | RFD: Intermunicipal Development Plan - Moved by Councillor Moore to support the Town of Stavely's grant application to the Alberta Community Partnership program and to participate in the program for the completion of the Intermunicipal Development Plans with the Municipal District of Willow Creek. CARRIED MOTION #18-111 | Tara | Letter of support/participation sent | Complete |
| 13 | RFD: Intermunicipal Development Plan - Moved by Councillor Schlossberger to accept the proposal from the Oldman River Regional Services Commission for the Town of Claresholm/MD of Willow Creek Intermunicipal Development Plan in the amount of \$10,500 plus GST with the Town of Claresholm and the MD of Willow Creek to share the costs 50% each with funding to be allocated from general reserves and the Alberta Community Partnership Grant. MOTION #18-112 | Tara | Letter sent to ORRSC. | Complete |
| 14 | RFD: Claresholm Public Library Lease Agreement - Moved by Councillor Moore to approve the renewal lease agreement with the Claresholm Public Library Board effective December 1, 2017 for a 5 year term. CARRIED MOTION #18-113 | Tara | Lease agreement executed and copy sent to Library. | Complete |
| 15 | RFD: 2018 Capital Infrastructure Project - Roads - Moved by Councillor Zimmer to not accept the tender for the 2018 Capital Infrastructure Project – Roads and defer the project to 2019, with discussions to occur at the committee level. CARRIED MOTION #18-114 | Blair/Mike | Documented for 2019 Budget Discussions | Complete |
| 16 | RFD: 2018 Sanitary Sewer Replacement - Moved by Councillor Schulze to not accept the tender for the 2018 Sanitary Sewer Replacement and defer the project to 2019, with discussions to occur at the committee level. CARRIED MOTION #18-115 | Blair/Mike | Being represented to Council on August 13th with proposed amendment to the project | Complete |
| 17 | RFD: Legal Fees - Moved by Councillor Schulze to approve the increased budget for legal expenses of \$13,000, to a total of \$25,000 to be funded from General Operational Reserves. CARRIED MOTION #18-116 | Blair | Budget Updated | Complete |

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

July 13, 2018

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug MacPherson – Mayor
Donna Courage - Council Member
Sharon Galbraith - Member-at-Large

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

Regrets: Jeff Kerr- Member-At-Large

Public Present: Gavin Scott - ORRSC, Kirby Watt

| | | |
|------------------|--|---|
| 8:27 a.m. | Call to Order /Adoption of Agenda | Motion to adopt the agenda by Mayor MacPherson |
| | | CARRIED |

| | |
|--|--|
| Adoption of Minutes | Motion to adopt the Meeting Minutes By Councillor Courage |
| <ul style="list-style-type: none">• June 1, 2018 | Seconded by Sharon Galbraith |
| | CARRIED |

| | | |
|-----------------------|--|---|
| Item 1: ACTION | DEVELOPMENT PERMIT | Motion to approve Option 1 with amended conditions by Mayor MacPherson |
| | File: D2018.052 Applicant: Kirby Watt Owners: Kirby & Michelle Watt Address: 4631 4 St W Legal: Ptn Block 55, Plan 147N Regarding: As-built permit for moved on dwelling with waiver to allowable front yard development. | Seconded by Councillor Courage |
| | | CARRIED |

| | | |
|-----------------------|---|--|
| Item 2: ACTION | DEVELOPMENT PERMIT | Motion to approve With conditions by Councillor Courage |
| | File: D2017.052 Applicant: Permit Solutions Inc. Owners: 1664660 Alberta Inc. (property has been sold) Address: 5831 1 St West Legal: Lot 1 & 2, Block A, Plan 0311590 Regarding: Time Extension application for a Sign Permit with variance to max number and max display surface | Seconded by Mayor MacPherson |
| | | CARRIED |



MUNICIPAL PLANNING COMMISSION MINUTES

July 13, 2018

Town of Claresholm – Council Chambers

| | | |
|----------------------------|--|------------------------------|
| Item 3: INFORMATION | Land Use Bylaw Amendment – Cannabis Retail Stores | Taken for information |
|----------------------------|--|------------------------------|

| | | |
|----------------------------|--|------------------------------|
| Item 4: INFORMATION | Approved Developments (Jan-June 2018) | Taken for information |
|----------------------------|--|------------------------------|

9:03 a.m.

**Motion to adjourn
By Mayor MacPherson**

CARRIED

Next meeting date: July 27, 2018 8:30 a.m.



Claresholm & District Chamber of Commerce

Executive Meeting

Thursday, May 31, 2018 (June's Mtg)
Douro's Restaurant

Present: John Corlett, Tony Walker, David Richardson, Betty Fieguth, Lorraine Norgard, Lauren Billey, Lori Beazer, Keith Armstrong, Brad Toone, Todd Buhmiller & Brad Schlossberger

Absent: Amanda Zimmer, Shauna Anderson & Brady Schnell

1. Call Meeting to Order
Vice President John Corlett called the meeting to order at 12:05 pm
2. Acceptance/Additions to Agenda
The agenda was accepted as presented on a motion made by Keith Armstrong, seconded by Tony Walker, carried.
3. Approval of Minutes
Todd Buhmiller moved approval of the minutes of May 4, 2018, seconded by Lauren Billey, carried.
4. Treasurer's Report
 - 4.1 Budget 2018 (to be set around projects)
The Finance committee has been unable to meet.
 - 4.2 Membership Renewal Update
Lorraine circulated the membership list; list is missing Lauren Billey's company and Lorraine will correct it. To date then we have 80 members. One more email reminder will be sent out to those not yet renewed.
5. Old Business
 - 5.1 Business Awards – progress
John reported that the Sub-Committee will commence via emails to get project underway.
 - 5.2 Welcoming New Business – mattes vs frame
Lorraine presented some samples from Shannon at Willow Tree Designs. Betty Fieguth moved that we go with the etching of CDCC only (remove the "&" sign) on the glass. Seconded by Lori Beazer, carried.
 - 5.3 Roles & Responsibilities (from April)
Ongoing – remove from agenda as combines with 5.6 below.
 - 5.4 Mexican Fiesta – June 22
Discussion provided on plans for the upcoming Mexican Fiesta. Lori Beazer moved that we removed the jalepeno contest. Seconded by David Richardson, carried. Tony Walker volunteered to head up the set up crew. Amanda has some youth groups set up; suggested she also ask students from the prom committee.
 - 5.5 Fair Days' Parade & Ghostbuster – August 11
Shauna had reported that Ghostbusters is not available that weekend. We will decorate a float and throw candy. Lorraine will ask her son about a trailer we can decorate.
 - 5.6 Vision Building & Executive Handbook
Tony hasn't been able to coordinate a date and speaker for the Vision Building session. Keith Armstrong and Lorraine volunteered to help him with the Handbook.
 - 5.7 Inventory/Asset List
Todd Buhmiller & Amanda have not been able to work on this yet.

- 5.8 Learning Sessions
Amanda provided a written update. Dates set for September 21 and 22, and Doug Griffith arranged as our speaker. Agreed that we will need paper posters to go out as well as advertising in the paper, website and Facebook.
- 5.9 Chamber Display Board
Lorraine will talk with Amanda as to what she has in mind and what they are looking for.
- 5.10 Promotional Game of Claresholm
Keith and Todd are looking into the promotional game of Claresholm. Keith and Todd will also work on the postage stamp contest together.
- 5.11 Canada Day Celebrations
Invoice forthcoming for \$500 for the facepainter.

6. New Business

- 6.1 Request for Museum for Involvement in Tourism Project
Ken Favrholt would like to speak with the Chamber about future interest in the Museum's tourism project. Lorraine will ask him to send a summary that will be circulated to the Exec to review.
- 6.2 Upcoming meeting with Hospital Doctors June 21
The Chamber has been asked to meet with the hospital doctors on June 21. Amanda and John will attend the meeting.
- 6.2 Survey to Membership – more suggestions please
All suggested questions reviewed; agreed to reword the questions to a positive tone. Keith Armstrong also suggested using Skype for meetings. Live feed was also suggested similar to what the Town does with their meetings. It was agreed that some of the questions could be re-written into one question and keep short to approximately 5-6 questions with 7-10 days to respond.
1. When would you prefer to hold *general meetings*: Noon, 5 pm, 6 pm, 7 pm
 2. *Why keeps you from attending meetings?*
 3. *Would you be able to volunteer for Chamber events?*
 4. *What would you like the Chamber to do for you?*
 5. *What avenues do you use to find out about the Chamber?*
 - website (yes or no and comments)
 - member listings on the website - yes, no and comments
 - Chamber's Facebook page - yes, no and do you "Like" the posts?
 - our advertisements in the Claresholm Local Press – yes, no and comments
- 6.3 Member Relations
Lorraine passed on Mike Lindsay's feeling of being pushed away from Chamber to the EDC with their idea for transportation from Agriplex to downtown Claresholm. Lauren Billey offered to go talk to him.

7. Next Meetings

- 7.1 Next General Meeting – Wednesday, June 20 at 12:00 noon – Putters Restaurant
- 7.2 Next Executive Meeting – Wednesday, July 46 5:30 pm at Claresholm Public Library. (Lorraine to confirm booking for the time).

8. Adjournment

The meeting was adjourned at 1:15 pm on a motion made by Todd Buhmiller.

Our Reference: 2600-SU

July 16, 2018

Walter Gripping
Rays of Hope for Uganda
jabezcowboy@shaw.ca
Box 29
Granum, AB T0L 1A0

Dear Mr. Gripping:

RE: UGANDA WALK FOR HOPE – STAVELY TO CLARESHOLM – SEPTEMBER 22, 2018

Thank you for your application dated July 12, 2018, requesting approval for the above noted event.

Uganda Walk for Hope has approval to use the portion of Highway 2 for the above noted event. Approvals from other road authorities may be required for the portions of the event that are to be held on local roads.

The event should be conducted in a manner that will not create any hazard for the participants or the motoring public. For your information and further consideration, Alberta Transportations' safety guidelines outlined in Special Events Guide D2.1 Walkathons are attached.

The RCMP Detachment of Claresholm and the Alberta Sheriff Highway Patrol are to be notified of your event.

Alberta Transportation will not accept any responsibility for any incidents that may be caused during, or as a result of the event. Insurance is to be arranged for by your organization.

With the observance of the safety guidelines and exercise of due care, your group should be able to stage a successful event.

Alberta Transportation may have inspectors traveling through this area on the day of your event and will report all findings to our Regional Safety Officer.

If I can be of further assistance in this matter, please contact me at 403/381-5426.

Yours truly,



Darren Davis
Assistant Development/Planning Technologist

DD/jb

cc: Claresholm RCMP – FAX 403-625-3484
Alberta Sheriff Highway Patrol – rick.gardner@gov.ab.ca
Town of Claresholm – tara@townofclaresholm.com
Town of Stavely – stavely@platinum.ca
Volker Stevin – fortmacleod.admin@volkerstevin.ca; highways@volkerstevin.info
Rick Lemire – e-mailed
Jack Houtekamer – e-mailed





APPLICATION TO HOLD A SPECIAL EVENT ON HIGHWAYS

PART 1, Application (PLEASE PRINT):

Name of Group / Organization RAYS OF HOPE FOR UGANDA

Name of Applicant WALTER GRIPPING

Mailing Address Box 29

City GRANUM Province AB. Postal Code T0L 1A0

Email JabezCowboy@shaw.ca

Event Coordinator Contact Information

Contact Person WALTER GRIPPING Title

Phone # 403 687-2595 Cell # 403 370 6214 Email JabezCowboy@shaw.ca

On-Site Contact Information

Contact Person MARILYN GRIPPING Title RN IN CHARGE

Phone # 403 687-2595 Cell # Email

Event Details

Name of Event WALK FOR HOPE FOR UGANDA

Dates for event SEPT 22 2018

Times for event From 7:30 to 16:00

Highway(s) Required #2 (highway names, nos.)

between STAVELY GOLF COURSE (Landmark) and 50 AVE CLARESHOLM AB. (Landmark)

between (Landmark) and (Landmark)

RECEIVED

JUL 11 2018

July 11/18

Southern Region TRANSPORTATION

JB July 16/18 DD

Continued...

PART 2, Event Outline:

1. Highway(s) Required #2
2. Name of Event Uganda Walk for Hope
3. Nature and Objectives of event Raise funds and awareness for work in Uganda
4. Is this a repeat event? If so, please provide the date(s) and location(s) of previous event
Yes - yearly event has been held the first Sat. of June
5. Date(s) for event September 22, 2018
6. Start Time (Including setup) 0800 End Time (Including take down) 2:00 pm
7. Projected number of people involved in this event
Participants 25-50 Spectators _____ Volunteers Approx 10
How will these individuals be identified? Walk as a group between the vehicles
8. Describe the capabilities and the age range of participants Must be able to walk 16 km & stay with the group. Ages mostly adults - includes supervised youth
9. Provide details on how the event will be operated along the highway(s) (Information may be provided on separate sheets and attached to this application if needed)
Participants and vehicles will travel along southbound shoulder of highway
10. How the highway(s) may be affected by the event? What efforts will be taken to mitigate or eliminate any risk that may occur to the event participants, spectators, volunteers and the motoring public?
Participants stay between the vehicles & on the shoulder of the highway.

Continued...

11. Will any aid stations be set up near the highway and/or require access from the highway? Provide details on the set-up & procedures for participants to get on and off the highway(s) (Include map showing all locations of the aid stations)

No.

12. Any escort vehicles / patrol vehicles will be used? Provide details on how these vehicles work along the highway(s)?

3 vehicles - one in front of workers + 2 behind
Signage on all vehicles + flashing amber lights.

13. What assistance (mechanical & medical) will be provided to the participants when it is required? (Include map showing all locations of the aid stations)

First aid kit in vehicles & participants
Volunteers & medical training (RN) will be present.

14. Is traffic control required? If so, a complete Traffic Accommodation Strategy (TAS) with signage diagram(s) is required. Strategy may be provided on separate sheets and attached to this application. <http://www.transportation.alberta.ca/597.htm>

No.

15. Who will be responsible for the implementation of the Traffic Accommodation Strategy?

N/A

16. Provide or list all rules/regulations to be imposed by the event (Information may be provided on separate sheets and attached to this application if needed)

Stay between vehicles
Stay to the outside (RT) of white lines
If children / youth participate they must be with responsible adult at all times.

17. Will there be animals and/or special equipment involved? If so, please provide details

No.

Continued...



PART 3, Checklist:

NOTES:

- 4 This Special Event Application must be used to apply for all special events.
- 4 Incomplete applications & special event applications received less than 30 working days / filming applications received less than 10 working days may not be considered.

PROVIDE A COPY OF THE FOLLOWING:

Certificate of Insurance with a minimum of \$2 million liability with a waiver against third-party claims. A maximum deductible shall not be greater than \$3,000.00. Name Province of Alberta as additional insured party. # WGL89130

Provide a list and copy of the approval from other authorities who may have an interest in the event.

Traffic Accommodation Strategy

Map & Diagrams for – Route, Location, and Aid Station(s) of your event. (Must be actual maps no links)

I/We hereby apply for permission to conduct a special event on a provincial highway(s) in accordance with the particulars, plan, and traffic accommodation strategy submitted herewith.

I/We understand that a submission of this form constitutes an application only and the event may not commence until approval is issued.

I/We understand that Alberta Transportation assumes no responsibility for whatever may occur during or as a result of the event.

Walter Grossing

 Authorized Signature of Organization/Group (if not a legal Entity, Signature of individual(s) Assuming Personal Responsibility)

July 12 / 18
 Date (DD/MM/YYYY)



Special Events Liability

Certificate of insurance

Insurers subscribing: 100% Certain Underwriters at Lloyd's, London, UK
through PAL Insurance Brokers Canada Ltd. 1412-1 Street SW Calgary, Alberta T2R 0V8
UMR # B1506BAWBA180022

Certificate #: WGLS9130

Type-Special Events

INSURED INFORMATION

Name of insured: RAYS OF HOPE FOR UGANDA

Address: PO BOX 29

City: GRANUM

Province: AB

Postal Code: T0L 1A0

Additional insured: THE PROVINCE OF ALBERTA

Additional insured(s) have been added only with respect to liability arising out of the operations of the named insured and excludes any liability that arises solely from acts or omissions of the additional insured.

EVENT INFORMATION

Event Type: WALK-A-THON

Effective date: SEPTEMBER 22, 2018 07:00 AM TO SEPTEMBER 22, 2018 15:00 PM

Number of attendees: 35

Name of event Location: WALK FROM STAVLEY TO CLARESHOLM AB.

Address:

City: CLARESHOLM

Province: AB

Alcohol served: None

COVERAGE DETAILS

Limit of liability: \$ 2,000,000.00

per occurrence and in the aggregate

Tenants Legal Liability: \$ 500,000.00

Liability Deductible: \$ 1,000.00

Liability Premium: \$ 196.00

TOTAL PREMIUM: \$ 196.00

COMMERCIAL GENERAL LIABILITY INCLUDING:

3rd party Bodily injury and property damage, Personal Injury, Tenants Legal Liability Medical payment (\$2 500.00 pp/ \$25 000.00 max), Non-Owned Auto, Products/ Completed operations (Food and beverages only), Cross Liability, Blanket Contractual Liability, Employees/ Volunteers as Additional Insured

Attached and forming part of: PAL Event Wording

Notwithstanding anything contained elsewhere on the policy to the contrary, it is understood and agreed that in the event of a cancellation, 30 days notice will be provided to the parties of the contract (if applicable).

BROKER DETAILS

PAL Insurance Brokers Ltd.

1412-1 Street SW, Calgary, AB T2R 0V8

Phone #: 403-261-3900 or Toll Free: 1-800-661-1608

E-mail Address: alberta@palcanada.com

Signature of authorized representative:

Per: PAL Insurance Brokers Ltd.

THIS POLICY CONTAINS A CLAUSE(S) THAT MAY LIMIT THE AMOUNT PAYABLE



Stavely
O Stavely Golf Course

Pine Coulee
Park

Claresholm Museum
Amundsen Park

Claresholm

Google



satellite

D2.1 WALKATHONS



Preamble

Walkathons are special events commonly organized as community exercises, fund-raising projects, etc.

The presence of a large number of pedestrians on the road may have a significant impact on highway operations.

In the interest of safety for participants and other road users, organizers of such events must contact Alberta Infrastructure & Transportation and/or the proper road authorities to confirm that the use of certain roadways is acceptable and that appropriate safety measures are in place.

Route Selection

Event organizers are encouraged to hold walkathons on local roads rather than high speed, high volume highways (e.g., freeways, expressways and divided highways). The safety of both participants and highway users will be a major consideration in issuing approval.

Roadways having a separate sidewalk or a footpath should be considered. However, if such a facility is not available, organizers should select a road or highway with marked shoulders

(2 metre suggested minimum width). Pedestrians may walk on the road surface but should keep to the edge as much as practical.

The start/finish area must be located off the roadway. The area should be spacious enough to accommodate all participants. Spectators and participants are not allowed to congregate on the roadside or obstruct traffic.

Adequate off-road parking should be available as close as possible to the start/finish area. Parking on the shoulders or ditches of any roadway is not permitted.

Check points, rest areas or refreshment stations must be located off the roadway.

If the route of an event involves roadways that are under the jurisdiction of a municipality, approval from the municipal authority must be obtained.

WARNING TO ORGANIZERS

Whenever special event participants use a high speed highway there is a potential for a tragedy. Organizers should always weigh the risk to participants against the benefits of the special event. Non-highway events or venues are encouraged. When the R.C.M.P., other enforcement agency or Alberta Infrastructure & Transportation's Operations Manager feels that the nature of the event, the conditions of the highway, traffic volumes, traffic composition, etc. create unacceptable risks, the special event request may be denied.

Dress Code

For their own safety, participants should wear brightly-coloured clothing or reflective vests.

Rules of Operation

Events must be held during daylight hours and under adequate visibility conditions.

Pedestrians enjoy the same rights and responsibilities as other road users. All rules of the road and traffic control devices must be obeyed.

On two lane roadways where a separate walk facility is not available, the participants should walk on the left side of the road, facing the on-coming traffic. If an escort vehicle is used, participants should walk on the right side of the road in the same direction as the traffic flow.

On multi-lane roadways, participants should walk on the right side of the road, in the same direction as the traffic flow.

Escorting and Signing

On multi-lane roadways where participants walk in the same direction as the traffic flow, escort vehicles are recommended. The four-way warning signals of the escort vehicles must be operating at all times.

A sign, as shown below, regarding the event may be placed on the rear of the trailing escort vehicle. Refer to Appendix D for the sign pattern.



Marshalling

Organizers must have responsible persons on hand to provide guidance to participants and to ensure event requirements are followed.

Depending on the size of the event and whether the activities of participants and spectators interfere with the highway traffic, a traffic accommodation strategy will need to be developed and submitted to Alberta Infrastructure & Transportation for acceptance. The cost of providing traffic control is the responsibility of the organizer.

No persons other than peace officers (including military police) or trained flagpersons shall direct or attempt to control highway traffic during the event. When trained flagpersons are used, special signing arrangements may be required.

Suspension of Event

In case of inclement weather or poor visibility, events should be suspended until conditions improve.

Events are subject to suspension by the R.C.M.P. municipal police or Alberta Infrastructure & Transportation if, in their opinion, the events present a hazard to the participants and/or the general public.

Liabilities

Alberta Infrastructure & Transportation assumes no responsibility for whatever may occur during or as a result of the event.

The event organizer is responsible for all claims and damages occurring during, or resulting from, the event. Regardless of the size of the

event, the department recommends the organizer provide liability insurance as follows:

- Carry and maintain a minimum of \$2 million liability insurance against third-party claims;
- Carry a maximum deductible no greater than \$3,000.

All escort vehicles involved must carry liability insurance. Participants are advised to exercise due care at all times.

Contact Information

For more information pertaining to special events, please contact the nearest Alberta Infrastructure & Transportation District office. A listing of District offices is provided in Appendix A.

Claresholm Skate Park Association Meeting

June 20, 2018

7:00 pm FCSS Station

Minutes

Present: John Wenlock, Tony Hamlyn, Jackson Hamlyn, Doug Hamlyn, Sherry Levesque, Brandon Levesque

1. Call to order @ 7:04

2. Review of May 24, 2018 meeting minutes.

Moved by John Wenlock to accept the May 24, 2018 meeting minutes. Carried.

3. Executive for Association to sign the amended bylaws

All executive present signed the amended bylaws. We still need a treasurer. Everyone to ask around to see if we can find someone willing. Tony will email Brad to come in and sign so Sherry can get the amended bylaws to Denise who will mail them to where they need to go.

4. New Business

a. Skate Park Concept design

Had a look at the boards done up by InLine. They look good, will be great to give the public an idea of the possibilities. These will be used at our tables we set up at different functions in town.

b. Logo

Discussion about the logo. The water tower is not something we want in the logo. Would rather a half pipe or ramp of some sort. Claresholm is in the logo already. Want the wording moved around a bit, Association in the middle on the bottom right side up. John will work on it. Sherry will take the modifications to KFJ.

c. Longest Day of Play

We will set up a table in the park to display the design concept board.

We will have a donation box.

John will need people to sit at the table to talk to people about what we are trying to accomplish.

d. July 1st celebrations at the park

We will set up a table at the park to display the design concept board.

We will have a donation box.

John will get a jar of bearings for people to guess how many are in there. It will cost per guess, we will use it here and at Fair Days with the winner being drawn at Fair Days. The prize will be a skateboard from Johns Concrete Dreams program. Need to have entry tags with name, phone, email to contact the winner.

John will purchase Ice, Ice Cream, water to sell for 300. We will use the FCSS deep freeze for the frozen items. John will contact Lauren Billey to see about the plug in.

The BBQ will not happen – that was a miscommunication. There is a food truck that is coming and will donate profits to the Claresholm Skatepark Association. John will ask Lauren for more details on this.

John will need people to sit at the table to talk to people about what we are trying to accomplish. Tony and Sherry will sit at the table so the skaters/scooterers can attend the Boarderline demo at the arena.

e. Fair Days

We will set up a table outside the community centre to display the design concept board.

We will have a donation box.

We will have the number of bearings jar to guess for a fee. The draw will be made at the end of the day on Saturday or Sunday.

We will see about having bales to section off a little spot so boarders/scooter tricks can be performed.

John will talk to Lauren about perhaps doing a BBQ or ice cream and water at the show and shine on Sunday.

5. Date of next meeting

Thursday July 12 at 7:00 pm at the Station

6. Adjournment @ 8:18

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held June 20, 2018.

Call to Order: Meeting called to order at 6:45pm at Casa Roma.

Present: David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Arnold Koehler, Rod Jensen, Allan Minor, Gerry McGuire and Brad Schlossberger.

Absent: Neil Watt, Judy Minor, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer.

Reading of Minutes: The minutes of the last regular meeting held May 16th, 2018 were adopted as presented by Gerry McGuire. Seconded by Wally Mandel. Motion carried.

Business Arising from Minutes: David told the board about work that has been completed in the new building, or is in the process of being completed. We were not successful in the application for Coop or Nutrien so we will now begin an application for the CGEG large stream funding for up to \$500,00 by the Oct 15th deadline. Without this funding or some sort of corporate or private sponsorship we may be at a financial standstill with the completion of the second indoor facility. The board asked about the cattle reader and if we have had to do anything in preparation for this new regulation regarding the movement of livestock in ag grounds. This has not been passed as of yet so all we have done so far is obtained the a quote from UFA and they quoted a cost of \$3600.00

Treasurers Report: Gerry moves we accept the financials as presented to the end of May 2018 as presented. Lorraine Seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
-David informed what progress has been made on the new building both inside and on the north end of the building. Attached was the spending on the building for 2018.
-David updated the board about funding streams that have been researched and applied and mostly denied funding for the completion of the 2nd facility.
- David also told the board that the sand was changed on May 21-22 and we again replaced it with sand from Hurlburt Rock Products.

New Business: Arnold brought up the idea of charging Farriers and Horse practitioners(vets, massage) a per horse fee for using the Agriplex grounds. He has begun to see sign at other venues that there is now a charge for such activities. He was wondering if this is something that the Agriplex should begin to charge for. The board discussed this matter and decided to table this until further thought could be put to whether this activity was any different than individuals who used the venue for training customer horses.

Adjourn: Lorraine moves the meeting be adjourned at 8:30pm.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Town of Claresholm Board Room

June 20, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Bert Franssens and Ken Favrholt

Absent: Scott Strong and Carl Hopf

Call to order by Barry Gibbs at 3:05 PM.

1. Adoption of Agenda with changes made by Don Glimsdale. **CARRIED**
2. Approval of minutes from May 16, 2018 as is motion made by Gaven Moore. **CARRIED**
3. Financials – since we adopted quarterly board review of financials, these will be brought to the next meeting.
4. Chair Report
 - Barry Gibbs advised the board that Scott Strong has resigned from the board as he is re-locating. We need to be looking for new board members.
 - Barry Gibbs reported on the feedback from the Friends of the Museum on annual themes for the museum. He provided a list of local women that we might wish to honor.
 - Next year (2019) will be the 50th anniversary of the museum and ideas are needed to help celebrate the occasion.
 - **ACTION** Barry will setup a date for another meeting with the Friends of the Museum to create a Memorandum of Understanding. This document will help all parties understand each other's roles.
5. Unfinished Business
 - Collections Management Policy a small change to clarify who makes up the Acquisitions Committee. Motion made by Bert Franssens that this policy to approved once that change has been made. **CARRIED ACTION** Ken Favrholt to make the change and bring back signed amended copies to next meeting.
 - Barry Gibbs explained his new proposed Board Decision Making Policy. The purpose of the policy is to define how the Claresholm & District Museum Board makes, records and communicates decisions and actions. It covers meeting minutes, frequency of meetings and board consensus decision-making. It also

explains how a decision could be made without a formal meeting and the steps needed to document such a decision. Motion made by Don Glimsdale to approve this new policy. **CARRIED ACTION** Ken Favrholt to bring back signed copies to next board meeting.

– Don Glimsdale advised that the Link Trainer has been moved into the airport terminal. The Friends of the Museum are applying for grant funding. Work on the project should wait until it is determined if the grant application is successful. A detailed plan for the project could be created. This plan would help keep track on the progress as well as a tool for tracking volunteer hours. **ACTION** Don Glimsdale to see if Murray Frame would help work on a plan. **ACTION** Don Glimsdale to give the Friends a copy of the estimated dollars.

6. Planning for 2019, 2020

-Barry Gibbs went over the draft of a 2019 Annual Plan he created. The board was asked to bring back ideas to the next meeting.

7. ED Report

– Ken Favrholt presented his monthly report. He has contacted Kim Rowe a community development officer regarding setting up a strategic planning meeting. **ACTION** Ken to go back to her with possible dates of October 19 and 20.

– Chamber of Commerce has agreed to work with the museum on manning the Kiosk. Volunteers will be needed.


– Letter received from Darci-Jane McCauley from the UFA regarding “Honouring Women in Agriculture” project stating that an honorary patron request has been sent to the Honourable Lois E. Mitchell, Lieutenant Governor of Alberta.

8. Exhibition Policy – deferred to next meeting.

9. Other Business - It was decided that prospective new board members be invited to attend a meeting prior to be officially becoming a board member. This would give them an idea of time commitments and duties of a museum board member.

10. Motion for adjournment by Gaven Moore at 5:07. **CARRIED**

Next meeting July 18, 2018



Barry Gibbs, Board Chair

Seniors and Housing Updates

2018 GREY MATTERS CONFERENCE SEPTEMBER 25-26, 2018 CALGARY, AB

Alberta Seniors and Housing and the Alberta Association of Seniors Centres are pleased to co-host the 2018 Grey Matters Conference on September 25-26, with pre-conference activities on September 24.

This two-day conference offers seniors service providers opportunities to network, gain knowledge, and increase awareness of issues, supports and services for seniors. Conference delegates will hear from dynamic speakers and learn about best practices, emerging issues and trends that enhance seniors' well-being.

Register at the early bird rate before July 31! For more information, please visit:

<https://greymatters2018.com/>

2018
GREY
matters

REGISTRATION OPEN

OUR COMMUNITY GATHERS
LISTENING | LEARNING | LEADING

EARLY BIRD RATE REGISTER NOW

MINISTER'S SENIORS SERVICE AWARDS COMMUNITY CELEBRATIONS

Since 1998, the Minister's Seniors Service Awards have recognized outstanding Albertans of any age who volunteer their time to make a difference in the lives of seniors and their community.

Nominees will be recognized at community celebrations being held across Alberta August 8-10. The Minister will select up to eight award recipients to be honoured at a special ceremony in the fall of 2018.

For more information, please visit:

<http://www.seniors-housing.alberta.ca/seniors/service-awards.html>

<http://www.seniors-housing.alberta.ca/events/>



SENIORS AND HOUSING WEB CONTENT IS MOVING!

The Government of Alberta is consolidating information on its programs and services into one convenient site, Alberta.ca. The government is committed to providing Albertans with online information that is up-to-date, easy to understand and accessible to Alberta's diverse population.

Over the coming weeks, you will see changes to Seniors and Housing content that includes organization by topic, combined or expanded pages, clear messaging and shorter addresses (URLs). We are working hard to minimize any disruptions and we appreciate your patience.

All content currently on seniors-housing.alberta.ca will be moved over to alberta.ca and the old pages will automatically redirect you to the new content. To make sure you can easily find Seniors and Housing content, below are the key links that will be live shortly:

- [Ministry landing page](#)
- [Senior supports, including financial assistance, resources and events](#)
- [Income, housing, and employment supports](#)

It is important to note that all forms, publications, and other documents will be located within the individual pages for each program or service. For example, the Seniors Financial Assistance application form, booklet, direct deposit request etc. will be found on the Seniors Financial Assistance page.

This website refresh is based on consultations with Albertans and reflects best practices adopted by governments in Canada and around the world. We are committed to ensuring that all Albertans are able to find what they want, when they want on the Alberta.ca website.

From: Maria Glidden <maria.glidden@prostatecancer.ca>
Sent: July 30, 2018 1:54 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: Mari

Dear CAO Marian Carlson, Mayor Rob Steel,

Every day, 11 men die from prostate cancer in Canada. It's a serious disease that needs attention. **September is Prostate Cancer Awareness Month.** In 2017, nearly 250 municipalities across Canada formally recognized September as Prostate Cancer Awareness Month. We need your support to double that number in 2018 in order to spread awareness even further.

Please help us achieve this important goal by joining other communities across Canada in a show of solidarity against the most common cancer in Canadian men by **officially recognizing September 2018 as Prostate Cancer Awareness Month in Claresholm and illuminating a landmark in blue: the official colour of prostate cancer awareness.**

A template proclamation can be found below for your reference.

Eagerly awaiting your response,

Prostate Cancer Canada is the leading national foundation dedicated to the elimination of the most common cancer in men through research, advocacy, education, support and awareness. As the largest charitable investor in prostate cancer research in Canada, Prostate Cancer Canada is committed to continuous discovery in the areas of prevention, diagnosis, treatment, and support.

Prostate Cancer Canada is proud to have been named one of Canada's top 3 health charities for efficiency and financial transparency in the Financial Post's 2017 Charities of the Year list.

PROCLAMATION
Prostate Cancer Awareness Month
September 2018

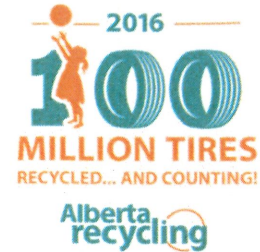
WHEREAS, prostate cancer is the most common cancer among Canadian men; and
WHEREAS, 1 in 7 Canadian men will be diagnosed with the disease in his lifetime; and
WHEREAS, an estimated 11 Canadian men will die from prostate cancer every day; and
WHEREAS, the survival rate for prostate cancer can be close to 100% when detected early; and
WHEREAS, those with a family history of the disease, or those of African or Caribbean descent, are at a greater risk of developing prostate cancer; and
WHEREAS, the **City of _____** supports Prostate Cancer Canada and all individuals committed to raising awareness about prostate cancer;
THEREFORE, I, Mayor **_____**, on behalf of XX City Council, do hereby proclaim **September 2018 as Prostate Cancer Awareness Month** in the **City of _____**.

Mayor's signature
Mayor's name
Mayor of _____



RECEIVED

JUL 19 2018



July 16th, 2018

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

Dear Ms. Carlson,

The Alberta Recycling Management Authority (Alberta Recycling) is pleased to provide you with the Electronics, Paint and Tire Recycling Programs' 2017 Progress Reports along with an overview the organization. Together these documents deliver a summary of our 2017 Annual Report, highlighting the results of the Programs and the benefits they provide to our province.

Recycling is an environmental success story in which Albertans participate every day in communities large and small. Municipalities, First Nations and Métis Settlements are keys to this success by establishing 450 collection sites throughout the province. These sites provide the public and businesses with convenient places to responsibly recycle their end-of-life computer equipment and TVs; leftover paint, empty paint cans, and scrap tires.

The reports can also be accessed online at www.albertarecycling.ca. If you would like additional hard copies to distribute to your council members or for distribution at your office, please email your request to info@albertarecycling.ca.

Recently municipalities and their associations have been proactive in supporting Alberta's recycling programs, including support for the expansion of the Electronics Program. We encourage you to continue supporting these enhancements.

If we can be of further assistance, please contact us at 780-990-1111, toll-free at 1-888-999-8762 or by e-mail at info@albertarecycling.ca.

Sincerely,

Doug Wright,
CEO

Enclosure

Box 189
Edmonton Alberta Canada
T5J 2J1
Tel: 780 990 1111
Toll free: 1 888 999 8762
Fax: 780 990 1122
Toll free fax: 1 866 990 1122



electronics



paint



tires

www.albertarecycling.ca



Dear Colleague:

The on-line registration for the 2018 CiB Symposium & Awards is now available on our website and through this link: <http://www.communitiesinbloom.ca/symposium-awards/2018-2/>

Register by August 15th, 2018 for a chance to win a \$1,000.00 gift card from VIA Rail

The program is attached for reference as **once you start the registration process you need to finish it as you will not be able to go back in.** If you succeeded in completing the form, you will automatically receive a confirmation e-mail. If you don't receive anything, it means that your registration did not go through and you need to start over. For your information beforehand, we are listing the prices of each event so that you have an idea before starting the on-line registration process.

Please note that **each delegate** planning on attending the Symposium & Awards in Strathcona County **must register**, by completing the on-line registration form. If your spouse or companion is accompanying you, he/she needs to register separately if they wish to attend any of the Symposium Sessions and/or Networking Activities.

**NATIONAL SYMPOSIUM ON PARKS & GROUNDS
and ALBERTA PROVINCIAL AWARDS
and NATIONAL & INTERNATIONAL AWARDS CEREMONIES
SEPTEMBER 26 - 29, 2018**

Pre-Conference Tours Wednesday: \$ 30

- 1:00 – 4:00 pm Barr Estate Winery & Greenland Garden Centre

Welcome Reception, Wednesday, 6:00- 9:00 pm: **Complimentary appetizers (cash bar)**

Thursday, Symposium Sessions including lunch: \$145

Companion Tour Thursday, 9:30 am – 3:00 pm – West Edmonton Mall: \$ 15

Friday, Symposium Sessions & Technical Visits including bagged lunch: \$145

Friday, 5:30 – 9:30 pm – Community Showcase: \$ 85

- Cocktail Reception, Community Showcase, Dinner and Entertainment

Saturday, Town Hall Meeting, 9:00 am – 11:30 am: Complimentary

Saturday, from 1:00 – 3:00 pm Alberta CiB Provincial Awards Luncheon: \$ 20

Saturday, 3:30 – 9:30 pm – Awards and Banquet: \$ 90

- National & International Awards Ceremonies and Banquet Dinner

COMMUNITY EXHIBITS: 5' Skirted Table with 2 chairs: \$ 50

Accommodations (see over)

People, Plants and Pride... Growing Together | Citoyens et espaces verts en harmonie... une société florissante



We suggest that you book your accommodations early as only a limited number of rooms are available at the Clarion Hotel, in Sherwood Park, AB

Host Hotel

Clarion Hotel

2100 Premier Way, Sherwood Park, AB T8H 2G4 Tel: 780-464-4900 Fax: 780-464-4796

Toll Free Reservations: **1-800-564-4780 or 780-464-4900** and mention **Communities in Bloom** when making your reservations to access the conference rate and availability

or

reserve directly on line at:

www.choicehotels.com/alberta/sherwood-park/clarion-hotels?ratePlanCode=LCIB

Note: Enter your arrival and departure dates, number of rooms & guests per room, and then choose LCIB rate in the Select Special Rate field and click on UPDATE in order to obtain the negotiated rate* of \$129.00 Can. + tax / room / night, single or double occupancy, hot buffet breakfast included for up to 2 adults per room and parking

*Negotiated rate of \$129 is available from September 22nd to September 30th, 2018

*Bus shuttle from/to the **Clarion Hotel only** provided for all events throughout the day*

If you have any questions, do not hesitate to contact Monique Gargano-Charron at: admin@cib-cef.com.

Also, visit our website at: www.communitiesinbloom.ca for continuous updates.

Looking forward to seeing you in Strathcona County!

