



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 25, 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:

1. REGULAR MEETING – JUNE 11, 2018
2. SPECIAL MEETING – JUNE 18, 2018

PUBLIC HEARING: BYLAW #1649 – Land Use Bylaw Amendment

**DELEGATIONS: THE STATION: Ruth Mueller & Marianne Dickson
 RE: Update**

ACTION ITEMS:

1. BYLAW #1645 – Borrowing Bylaw
 RE: 2nd & 3rd Readings
2. BYLAW #1649 – Land Use Bylaw Amendment
 RE: 2nd & 3rd Readings
3. NEWS RELEASE: Alberta Government
 RE: Have your say on updating local election laws
4. CORRES: Claresholm Curling Club
 RE: Municipal Portion of 2018 Property Taxes
5. CORRES: The Bridges at Claresholm Golf Club
 RE: Municipal Portion of 2018 Property Taxes
6. REQUEST FOR DECISION: Barrier Free Parking at the Post Office
7. REQUEST FOR DECISION: Parking Signage Request
8. REQUEST FOR DECISION: Tax Recovery Property Demolition
9. REQUEST FOR DECISION: 2018 AUMA Convention
10. FINANCIAL REPORT: Statement of Operations – May 31, 2018
11. INFORMATION BRIEF: Curling Club CFEP Grant
12. INFORMATION BRIEF: Property for Sale
13. INFORMATION BRIEF: CAO Report
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA:
 - a. ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Meeting Minutes – March 1, 2018
2. Oldman River Regional Services Commission Executive Meeting Minutes – May 10, 2018
3. Willow Creek Agricultural Society Meeting Minutes – May 16, 2018
4. Alberta Municipal Service Corporation (AMSC) Rebate 2017

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 11, 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, Lise Schulze and Craig Zimmer

ABSENT: Councillor Brad Schlossberger

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 Moore that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – MAY 28, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 28, 2018 be accepted as presented.

CARRIED

DELEGATIONS:

1. WILLOW CREEK AGRICULTURAL SOCIETY – David Hansma
RE: Update on New Building

David Hansma, Manager of the Claresholm Agriplex as well as members of the Willow Creek Agricultural Society Board were present to speak to Council regarding the new building at the Claresholm Agriplex. Approximately \$1.8 million has been spent so far on the building with \$805,000 from grants and the rest from rental revenue. \$500,000 to \$600,000 is needed to be spent in the building to make it ready to use. Fundraising is ongoing and they will be applying for more grants. They are willing to wait to get the funds to finish the building as there is no rush. Council did have a tour prior to the Council meeting.

2. COORDINATED COMMUNITY RESPONSE TO ELDER ABUSE – Gabrielle Kirk

Gabrielle Kirk, Coordinator for the Elder Abuse Response Program, was present to speak to Council regarding their initiatives on elder abuse. A committee was started in August 2015 for a community response plan for elder abuse. 36% of the population of Claresholm are over the age of 60, which is higher than the provincial average. Their committee received two years of funding and a coordinator was hired. Their focus is to develop and implement a coordinated response model to address elder abuse, where multiple agencies must be engaged to assist. It took one year to develop their response model. Education & advertising will be important going forward.

ACTION ITEMS:

1. BYLAW #1645 – Borrowing Bylaw
RE: 2nd & 3rd Readings

Chief Administrative Office (CAO), Marian Carlson reported that a petition was received at approximately 11:30 a.m. on June 11, 2018 regarding bylaw #1645, and per the *Municipal Government Act*, the CAO has 45 days to deem whether the petition is sufficient and declare the sufficiency to Council.

Bylaw #1645 was tabled until such time as the CAO provides the declaration of sufficiency on the petition.

2. BYLAW #1647 – Procedural Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer that prior to 2nd Reading of Bylaw #1647, the Procedural Bylaw, that the Bylaw be amended as follows:

11.3 Chair

- c) Members of Council shall not chair any **external** boards or committees except in the instance where the board or committee is comprised of only elected officials. **Internal boards or committees may be chaired by members of Council.**

CARRIED

Moved by Councillor Moore to give Bylaw #1647, the Procedural Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1647, the Procedural Bylaw, 3rd & Final Reading.

CARRIED

**3. BYLAW #1648 – Water Conservation
RE: 2nd & 3rd Readings**

Moved by Councillor Carlson to give Bylaw #1648, regarding water conservation, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1648, regarding water conservation, 3rd & Final Reading.

CARRIED

**4. BYLAW #1649 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Courage to give Bylaw #1649 regarding a land use bylaw amendment, 1st Reading.

CARRIED

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

Received for information.

**6. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: Emergency Management Legislative Framework**

It was recommended that the CAO and the Council members who serve on the Emergency Management Advisory Committee attend the information sessions offered by Municipal Affairs.

**7. CORRES: Granum & District Canada Day Society
RE: Canada Day Festivities**

Received for information.

**8. CORRES: Lauren Billey, Event Coordinator
RE: Canada Day 2018**

Mayor MacPherson, Councillor Schulze and Councillor Carlson confirmed they are able to attend the flag raising and cake cutting ceremony on July 1st.

**9. CORRES: Town of Coaldale Settler Days & Candy Parade Working Group
RE: Annual Settler Days & Candy Parade July 7, 2018**

Received for information.

**10. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book**

MOTION #18-089 Moved by Councillor Zimmer to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2019.

CARRIED

**11. CORRES: Royal Canadian Legion Branch #41
RE: Municipal Portion of 2018 Property Taxes**

MOTION #18-090 Moved by Councillor Courage to forgive the municipal portion of the 2018 property taxes of the Royal Canadian Legion Branch No.41 in the amount of \$1,144.96.

CARRIED

12. REQUEST FOR DECISION: Old Water Treatment Plant Property Land Sale

MOTION #18-091 Moved by Councillor Carlson to advertise the land sale by way of closed bid process for the Old Water Treatment Plant located at 4;28;12;23;NE. to be sold “as is, where is” with a bid deadline of August 1, 2018 at 2:00pm.

CARRIED

13. REQUEST FOR DECISION: Property Tax Sale Properties

MOTION #18-092 Moved by Councillor Courage that the tax recovery public auction date be set for Tuesday, August 21st, 2018 at 9 a.m. in Council Chambers.

CARRIED

MOTION #18-093 Moved by Councillor Schulze that the 2018 tax recovery reserve bids be set as follows:
Lot 17-18, Block 124, Plan 2496R, reserve bid \$104,000;
2646/10000, Unit 1, Condominium Plan 0914229, reserve bid \$59,000;
3323/10000, Unit 2, Condominium Plan 0914229, reserve bid \$60,790;
4031/10000, Unit 3, Condominium Plan 0914229, reserve bid \$90,000.

CARRIED

MOTION #18-094 Moved by Councillor Zimmer that the 2018 tax recovery sale is subject to the terms and conditions of sale as recommended.

CARRIED

14. REQUEST FOR DECISION: Policy #REC 06-18 – Arena Advertising

MOTION #18-095 Moved by Councillor Carlson to adopt Policy #REC 06-18, the Arena Advertising Policy, effective June 11, 2018.

CARRIED

15. REQUEST FOR DECISION: Capital Infrastructure Projects

MOTION #18-096 Moved by Councillor Courage to approve the amended project list for the 2018 Capital Infrastructure Projects to include 49th Avenue roadwork, 49th Avenue sanitary sewer phasing repairs program and 55th Avenue overlay as the 2018 Infrastructure Projects.

CARRIED

16. REQUEST FOR DECISION: Campground Attendant

MOTION #18-097 Moved by Councillor Schulze to approve the over budget expenditure for the Campground Attendant contract in the amount of \$3,500 to be funded out of general operational reserves.

CARRIED

17. REQUEST FOR DECISION: Kin Walking Path Maintenance Agreement

MOTION #18-098 Moved by Councillor Zimmer to enter into the Letter of Understanding with the MD of Willow Creek for the purpose of maintenance of the Kin Walking Path located at SHORT LEGAL: RW423; RW; 12.

CARRIED

18. REQUEST FOR DIRECTION: Parade Attendance

Received for information.

19. FINANCIAL REPORT: Statement of Operations – April 30, 2018

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

CARRIED

20. INFORMATION BRIEF: “Planning for Growth” Project Update

Received for information.

21. INFORMATION BRIEF: Council Resolution Status

Received for information.

22. ADOPTION OF INFORMATION ITEMS

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

CARRIED

23. IN CAMERA:

- a. LAND – FOIP Section 16.1
- b. PERSONNEL – FOIP Section 17.2(c)
- c. LEGAL – FOIP Section 27

Moved by Councillor Carlson to go In Camera at 8:08 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:08 p.m.

Councillor Courage declared a pecuniary interest and left the meeting at 8:40 p.m.

Councillor Courage rejoined the meeting at 8:44 p.m.

Moved by Councillor Moore to come out of In Camera at 8:45 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:45 p.m.

ADJOURNMENT: Moved by Councillor Zimmer that the meeting adjourn at 8:45 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:45 p.m.



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SPECIAL COUNCIL MEETING MINUTES
JUNE 18, 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 Carlson that the Agenda be accepted as presented.

CARRIED

ACTION ITEMS:

1. **PETITION**
RE: Bylaw #1645 – Borrowing Bylaw

DECLARATION RE: SUFFICIENCY OF PETITION
Section 226(1), *Municipal Government Act*

Marian Carlson, Chief Administrative Officer, declared to Council that the petition received June 11, 2018, pursuant to the provisions of Section 231(1) of the *Municipal Government Act*, petitioning the Council of the Town of Claresholm to bring Bylaw #1645, a Borrowing Bylaw for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building to a vote by the electorate, is **insufficient**.

Moved by Councillor Schlossberger that the Declaration regarding the sufficiency of the petition regarding Bylaw #1645, the Borrowing Bylaw, be accepted as presented.

CARRIED

Moved by Councillor Schulze to present Bylaw #1645, the Borrowing Bylaw, for further readings at the next regular Council meeting of June 25, 2018.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:10 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:10 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



BYLAW #1645 TOWN OF CLARESHOLM PROVINCE OF ALBERTA

This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Multi-use Community Building.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,500,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 350,000
Provincial Grants	\$ 350,000
Debenture(s)	<u>\$2,800,000</u>
Total Cost	<u>\$3,500,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,800,000, for a period not to exceed ten (30) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years.

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

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

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

1. That for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building the sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Multi-use Community Building Borrowing Bylaw.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

Read a first time in Council this **14th** day of **May** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1649**

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;

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 the amendment is to accommodate a request for change of use from Commercial to Residential.

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

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

LAND USE DISTRICT MAP

Lot 3 and 4 and a portion of lot 5, Block 14, Plan 147N, be amended by changing the Retail Commercial –C1 designation to a Single Detached Residential – R1.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1649 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **11th** day of **June** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

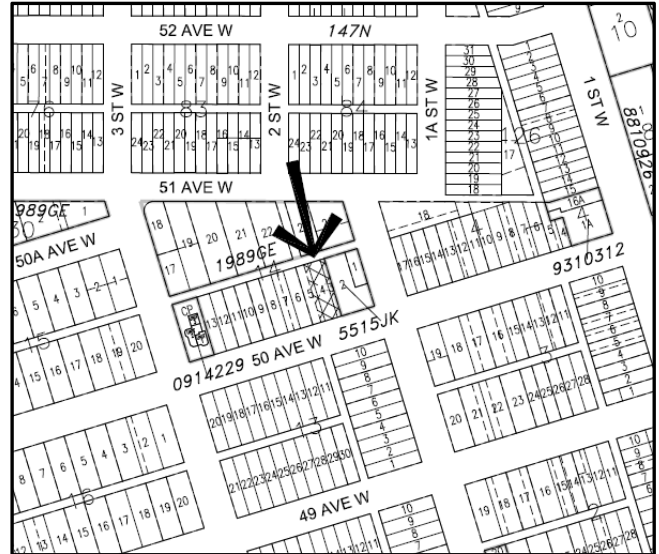
Meeting: June 25, 2018
Agenda Item: 2

BYLAW No. 1649 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the June 11, 2018 Town Council gave first reading to Bylaw No. 1649, a land use Bylaw amendment. The purpose of Bylaw No. 1649 is to redesignate land described as Lot 3, 4, ptn 5, Block 14, Plan 147N from "Retail Commercial- C1" to "Single Detached Residential - R1"

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News June 13th and June 20th.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1649, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1649, a Land Use Bylaw Amendment, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1649, a Land Use Bylaw Amendment, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1649

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 19, 2018

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>

Sent: June 20, 2018 1:31 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Have your say on updating local election laws

Have your say on updating local election laws

June 20, 2018 [Media inquiries](#)

Albertans have the opportunity to provide feedback about how elections in municipalities, school boards, Metis Settlements and irrigation districts are conducted.

The *Local Authorities Election Act* establishes the framework for local elections in the province and is traditionally reviewed following each municipal election cycle.

“We’re looking to Albertans to help us decide how local elections are run. We want to gauge Albertans’ interest in bringing municipal campaign rules in line with the rules we put in place to take big money out of provincial politics. I encourage Albertans to visit our website and provide their input on how we can make municipal elections fairer and more transparent.”

Shaye Anderson, Minister of Municipal Affairs

Government wants to hear from you

Albertans are invited to complete an online survey and provide their comments by July 31.

Topics covered in the consultation include:

- campaign contributions and finances
- campaign expenses
- third-party advertising
- school board trustee elections
- voter identification
- advance votes
- residency requirements

In addition to the public survey, government will consult with key stakeholders, including municipalities, school boards, Metis Settlements and irrigation districts.

Based on the feedback, proposed changes may be introduced in a future session of the legislature.

Related information

- [Respond to the Local Authorities Election Act survey](#)

Media inquiries

Lauren Arscott

780-717-1438
Press Secretary, Municipal Affairs

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
[Unsubscribe](#)

RECEIVED

JUN 13 2018

CLARESHOLM CURLING CLUB 1974
PO BOX 1976
CLARESHOLM AB T0L 0T0

2018 June 13

Town of Claresholm
Mayor and Town Council

I am writing on behalf of the Claresholm Curling Club to request forgiveness for the Municipal portion of taxes on the curling rink for the 2018 taxation year. This amount is \$906.74. Our Tax Roll # is 11917000.

With the changeover of the executive committee, we were unaware of the process for requesting forgiveness in Municipal tax, therefore we did not request this for the 2017 tax year. We are asking, also, that you consider forgiving the municipal portion of tax which was paid for the 2017 year in the amount of \$778.07.

Thank you very much for your consideration of our request. We look forward to hearing from you.



Tricia Burgess
Treasurer
Claresholm Curling Club

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11917000	0	YB:1973/91			0	0	0	0
SUBDIVISION NAME		CURLING RINK						
CIVIC ADDRESS		430 53 AVE E						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	8010781	118	33					
MORTGAGE COMPANY NAME								

NOTICE OF ASSESSMENT	2018-May-16
DUE DATE	2018-Jun-29

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2018-Jul-23

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	840,780	COMMERCIAL IMPROVE	78,640
COMMERCIAL IMPROV	61,830	COMM ASSOC IMPROVE	1,034,360
TOTAL ASSESSMENT	902,610	TOTAL ASSESSMENT	1,113,000
		EXEMPT	1,034,360
		TAXABLE	78,640

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 29th, 2018. All current outstanding taxes after June 29th, 2018 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2018.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003415900	22.45357	268.63
TOTAL 2018 EDUCATION TAXES			268.63
SUB TOTAL 2018 TAXES			268.63

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED-NON RES	0.000267200	1.75613	21.01
MUNICIPAL TAX (NON-RESIDENTIAL)	0.011530300	75.79030	906.74
TOTAL 2018 MUNICIPAL AND OTHER TAXES			927.75
SUB TOTAL 2018 TAXES			1,196.38

TOTAL 2018 TAXES			1,196.38
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2018			1,196.38
AMOUNT DUE AFTER JUNE 29th, 2018			1,363.87

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	99.70
	0.00

FOR COMPARISON 2017 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,029.02
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Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2018 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2018-Jun-29

2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,196.38	1,196.38

AMOUNT DUE PLEASE PAY	1,196.38
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

11917000



June 13, 2018

Mayor MacPherson and Council
Town of Claresholm
Box 1000
Claresholm, AB. T0L 0T0

Re: Request to Waive the Municipal Portion of the 2018 Property Taxes

Dear Mayor MacPherson and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$2,796.01 of the 2018 property taxes. We understand that we must pay the education portion of \$809.57.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,

Ray Montpetit
President

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	0 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

NOTICE OF ASSESSMENT	2018-May-16
DUE DATE	2018-Jun-29

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2018-Jul-23

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,052,520	COMMERCIAL IMPROVE	237,000
COMMERCIAL IMPROV	238,470	COMM ASSOC IMPROVE	2,351,000
TOTAL ASSESSMENT	2,290,990	TOTAL ASSESSMENT	2,588,000
		EXEMPT	2,351,000
		TAXABLE	237,000

A COPY OF THIS NOTICE HAS BEEN SENT TO	
TOWN OF CLARESHOLM (GOLF CLUB)	
IMPORTANT PENALTY INFORMATION	
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 29th, 2018. All current outstanding taxes after June 29th, 2018 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2018.	

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003415900	22.45325	809.57
TOTAL 2018 EDUCATION TAXES			809.57
SUB TOTAL 2018 TAXES			809.57

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED-NON RES	0.000267200	1.75644	63.33
MUNICIPAL TAX (NON-RESIDENTIAL)	0.011530300	75.79031	2,732.68
TOTAL 2018 MUNICIPAL AND OTHER TAXES			2,796.01
SUB TOTAL 2018 TAXES			3,605.58

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	300.46
	0.00

TOTAL 2018 TAXES	3,605.58
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2018	3,605.58
AMOUNT DUE AFTER JUNE 29th, 2018	4,110.36

FOR COMPARISON 2017 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,968.78
---	----------

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2018 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2018-Jun-29

2018

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,605.58	3,605.58

AMOUNT DUE PLEASE PAY	3,605.58
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

THE BRIDGES AT CLARESHOLM GOLF CLUB
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

11630000



REQUEST FOR DECISION

Meeting: June 25, 2018
Agenda Item: 6

Barrier Free Parking at the Post Office

BACKGROUND / DESCRIPTION:

A request has come forth to Administration to have more barrier free (handicap) stalls installed in front of the Post Office (4920 – 2nd St. W). This initiated an investigation into the need and the usability of the existing barrier free stalls in the area. In researching the usability of the angle parking stalls in front of the Post office it was discovered, the stalls are undersized for barrier free access and therefore difficult for patrons to use. Other research found that a minimum of thirteen (13) feet is desired to accommodate lifts and wheelchairs on a standard non-angle parking stall. All the parking stalls in front of the Post Office are an average of eleven (11) feet wide. Angle parking stalls require more width to accommodate barrier free access, and it is recommended that the width is expanded to seventeen (17) feet.

❖ Please see attached maps.

PROPOSED RESOLUTIONS:

The results of the investigation produced two (2) recommendations:

1. It is being proposed that three eleven (11) foot stalls be converted to two sixteen (16) foot stalls allowing for ease of access. In addition, it is being recommended that the curb leading to the sidewalk be beveled to accommodate a smooth transition from the parking area to the sidewalk.
2. Through additional complaints received and further investigations in the area, the stall in front of the Credit Union bank (134 – 50th Ave W) North of the Post Office was also deemed to be hazardous, because the natural drainage on the street often leaves the driver's side area of the barrier free stall under water or ice dependent on the weather. Therefore, it is being recommended that two stalls be converted to one at this location, the curb be beveled as well and the low area be hash marked.

Accommodating larger vehicles, vehicles with accessibility ramps and citizens with mobility aids of varying sizes and capabilities allows for respectful ease of parking, access and safety.

RECOMMENDED ACTION:

Moved by Councilor _____ to change three standard angle parking stalls into two barrier free stalls on the west side of 4920 – 2 St. W and to change the two standard parking stalls into one barrier free stall on the South side of 134 – 50th Ave W, all complete with beveled access to the sidewalk.

ATTACHMENTS:

- 1.) Maps
- 2.) Barrier free stall dimensions maps

APPLICABLE LEGISLATION:

- 1.) Development Bylaw parking regulation – schedule 8

PREPARED BY: Jason Hemmaway

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 21, 2018

Post Office Barrier Free Parking



Blue Hash Mark Area



Bevel Curb for easier access

Making three approximate 11 foot stalls in two 16 foot stalls allows for the handicap user's to have accessible sites that will accommodate wheel chairs and vehicles with lifts.

Three 11 foot angle parking stalls do not allow room for accessibility between vehicles and to the sidewalk.

Condensing three stalls into two also keeps the pattern of 11 foot stalls for the rest of the block.

Credit Union Barrier Free Parking



Blue Hash Mark Area

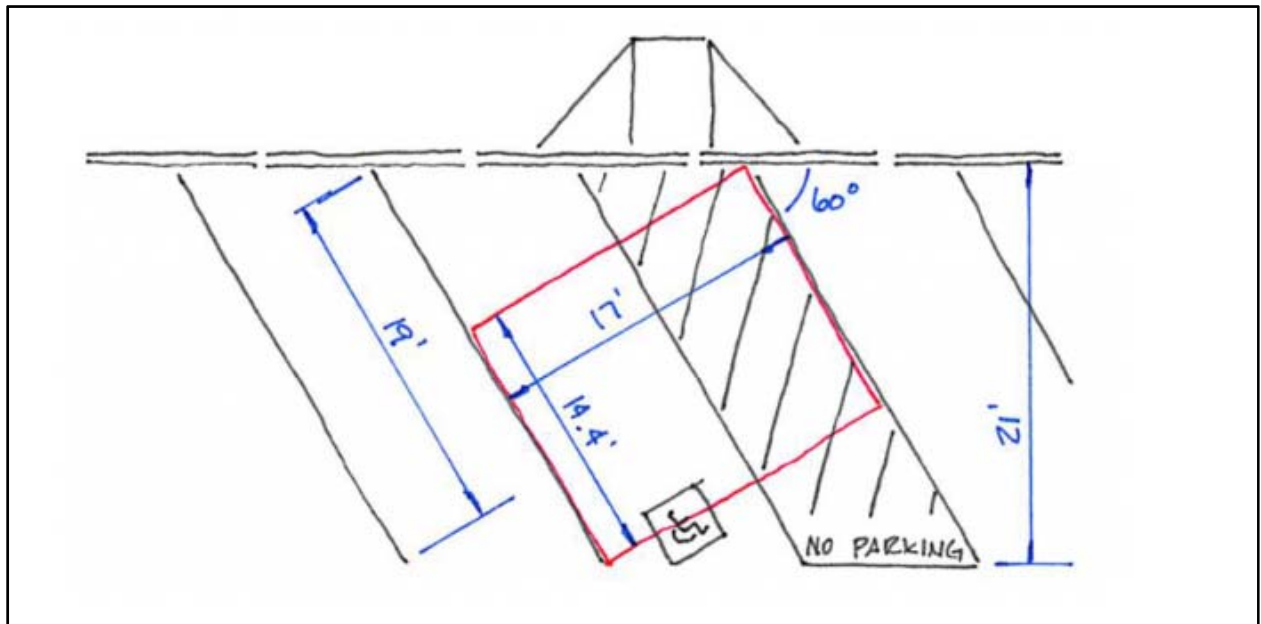
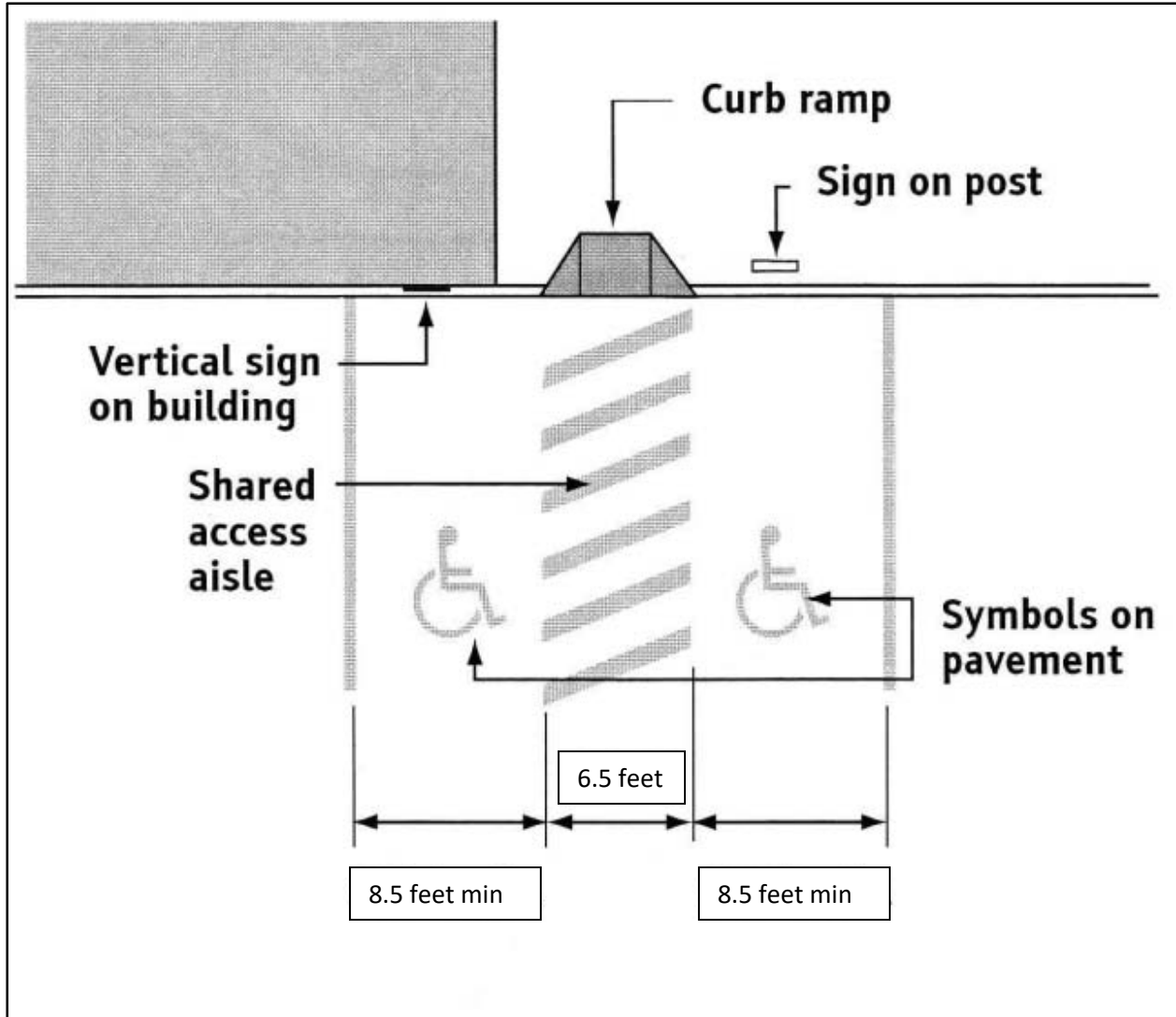


Bevel Curb for easier access

Making this stall bigger and hash marking the corner allows for the user to be out of the natural drain on the street.

This natural drain often ices up in the winter or is a puddle after a rain fall event.

Barrier Free Stall Dimensions



Barrier Free Stall Dimensions

Town of Claresholm Development Bylaw Standards

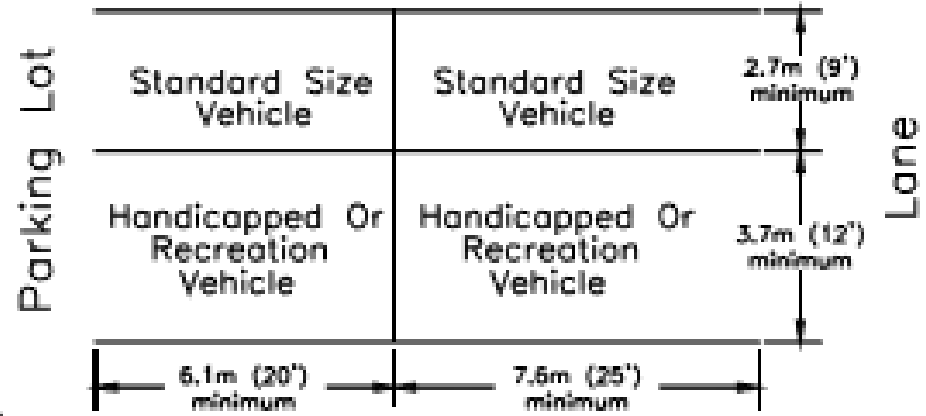


Figure 8a



REQUEST FOR DECISION

Meeting: June 25, 2018
Agenda Item: 7

PARKING SIGNAGE REQUEST at 4605 – 1 St. W

Background Information:

Concerns have been received about freight carriers parking on private property or over the sidewalk to avoid the no-parking zone at this location.

- ❖ **Please reference attached map.**

Investigation results:

- Parking in this area can be congested, but it is brief, which means the operator of the motor vehicle often is only present for 15 minutes to access the retail outlets.
- Creating a structured parking and no-parking area allows for access to these services and allows for access to the business located at 4605 – 1 St W. It will also dissuade freight haulers from parking on private property and potentially wrecking the sidewalk infrastructure as well as the parking lot infrastructure.

Discussion:

Met with the property owners at 4605 – 1 St. W and it was agreed to work together on the proposed solution.

Recommendations:

Administration recommends as per Bylaw #1550 that Council pass a resolution for the following:

1. Installation of 5 parking signs for the area to accommodate parking concerns
2. This will be at an estimated cost of \$400.00 for signage.

PROPOSED RESOLUTIONS:

Moved by Councilor _____ to create the structured parking zone at 4605 – 1 St. W.

APPLICABLE LEGISLATION:

- 1.) Bylaw # 1550 – Traffic Bylaw – Part 3, Section 3, Subsection (k)

PREPARED BY: Jason Hemmaway Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 21, 2018

Barr agrees to move unused parking stops along sidewalk in parking zone to dissuade motorists from driving over the sidewalk (—).





Claresholm

REQUEST FOR DECISION

Meeting: June 25, 2018
Agenda Item: 8

4712 – 2ND STREET WEST - Tax Recovery

DESCRIPTION: Tax recovery property, at 4712 – 2nd Street West. Plan 147N, Block 1, N50' Lot 20. This property has now transferred title to the Town of Claresholm as part of the tax recovery process.



BACKGROUND:

This property is a small house that has been abandoned by the owner and deemed “Unfit for Human Habitation” by Alberta Health Services. It was placed on the 2016 Tax Arrears List and was put up for public auction, as per the rules specified in Division 8, Recovery of Taxes Related to Land, in the Municipal Government Act. Council set a reserve bid of \$50,060 (also the assessed value) for auction purposes and the property was publicly auctioned on August 23rd, 2017. There were no bidders.

There was an encumbrance listed on the property, from Canada Revenue Agency, that was investigated by the CAO and subsequently cleared, on September 28, 2017 but the Alberta Health Order still remains.

The Tax Administrator called Municipal Affairs and asked about the demolition of the property if the Town took it over as a tax arrears property. Municipal affairs stated it was up to Alberta Health Services as to whether the house should be demolished or not. The Tax Administrator then contacted Richard Steeves, the Health Inspector, from Alberta Health Services. He said, as per the “Not Fit for Habitation” order, that “as long as the property is secured, and not occupied, he can’t order the property demolished.”

The CAO sought legal advice that is summarized below:

If the property is transferred into the name of the Town under s. 424, the Town becomes the owner of the property (subject to the “Tax Forfeiture” status, which isn’t removed until the property is sold for close to market value or paid for by the municipality and the sale proceeds replace the property). Once the Town is the owner, it can take whatever steps an owner can take, including demolition.

The Town can demolish the house once title is in the Town’s name and then can claim the remedial costs from the proceeds when it is sold. A new assessment of market value once it is bare land will be needed.

RECOMMENDATION:

This property will become even more unsightly, and if the Town as title holders, want to fix the premises up we may have to invest more into the exterior than is worth it. Also, the lot is not large enough (only 50' x 50') to be able to build anything on and meet the land use bylaw requirements. The property may be more valuable if demolished and left as green space or investigated for other possibilities. This would remove any unsightly issues with the property since the Town is responsible to maintain as the owner. The cost of demolition is approximately \$10,000.

DISCUSSION/OPTIONS:

1. List the property as is (keep in mind the lot does not meet the minimum size requirements).
2. Demo the building due to the Health Order and create a green space for now.
3. Demo the building due to the Health Order (have the property re-assessed) and investigate other potential options (for possible land sale).



RECOMMENDED ACTION:

Moved by Councillor _____ to proceed with the demolition of the dwelling to a maximum amount of \$10,000.00 to come from general operational reserves.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) Division 8 – Recovery of Taxes Related to Land

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 21, 2018



REQUEST FOR DECISION

Meeting: June 25, 2018
Agenda Item: 9

2018 AUMA CONVENTION

DESCRIPTION:

The 2018 Alberta Urban Municipalities Association (AUMA) Convention is being held in Red Deer from September 26 – 28 at Westerner Park.

As hotel rooms book quickly, Administration is requesting that Council confirm your attendance at this event as soon as possible.

Please visit the website to view the guest speakers and sessions that are being held.

<https://auma.ca/events/2018-auma-convention-amsc-trade-show>

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 21, 2018



Claresholm

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

Revenue	MAY	2018 YTD	2018 BUDGET
Tax and requisition revenue	(4,393,159.47)	(4,279,754.91)	(3,527,297.48) 1
General administration revenue	(3,006.56)	(49,523.30)	(187,497.00)
Police	(5,259.33)	(13,727.06)	(33,000.00)
Fire	500.00	(3,200.00)	(158,575.00)
Bylaw enforcement	(3,987.44)	(28,879.46)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	(917.34)	(917.34)	(41,915.00) 2
Airport	-	-	(5,000.00)
Storm sewers and drainage	(11,102.77)	(11,102.77)	(5,537,927.00) 2
Water supply and distribution	(47,810.92)	(374,538.97)	(1,772,500.00) 2
Wastewater treatment and disposal	(12,599.01)	(106,663.79)	(380,822.00)
Garbage Collection	(17,377.53)	(143,839.07)	(413,500.00)
Recycling	(3,429.80)	(56,370.67)	(173,500.00)
FCSS	(6,933.74)	(106,333.66)	(233,446.00)
Cemetery	(4,775.00)	(7,975.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	-	(90,500.00)	(91,500.00)
Land use planning, zoning and development	(3,280.27)	(27,501.84)	(20,500.00)
Parks and recreation	(96,409.50)	(172,659.80)	(1,141,501.00) 2
Culture - libraries and museum	(322.67)	(25,422.67)	(51,965.00)
	(4,609,871.35)	(5,498,910.31)	(13,872,145.48)
Expenses			
Legislative	10,195.13	38,275.21	108,750.00
Administration	84,097.41	609,915.67	1,303,084.34
Fire	49,419.95	81,228.50	326,979.05
Bylaw enforcement	9,231.82	43,784.51	157,847.28
Common and equipment pool	37,497.88	230,674.24	543,611.76
Roads, streets, walks and lighting	40,497.73	169,088.17	813,029.16
Airport	761.63	3,797.58	18,174.37
Storm sewers and drainage	870.70	9,318.03	252,705.34
Water supply and distribution	79,849.00	243,720.10	1,641,066.69
Wastewater treatment and disposal	11,149.68	33,912.75	523,994.93
Garbage Collection	34,398.60	158,682.39	387,653.06
Recycling	16,029.19	61,575.52	168,845.07
FCSS	17,132.42	110,977.10	254,665.08
Daycare	-	9,550.50	38,202.00
Cemetery	2,354.34	5,449.44	30,301.68
Physician recruitment	-	9,000.00	10,000.00
Economic development	6,740.85	39,512.07	345,110.20
Agriculture - weed and pest control	771.44	1,681.42	48,501.01
Land use planning, zoning and development	8,242.14	99,716.50	182,764.24
Parks and recreation	60,189.52	318,107.41	991,753.44
Culture - libraries and museum	16,465.85	221,556.81	388,417.07
	485,895.28	2,499,523.92	8,535,455.77
Net Income	(4,127,766.50)	(3,003,176.82)	(5,336,689.71)

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
May 31, 2018**

Revenue	MAY	2018 YTD	2018 BUDGET
Net municipal taxes	(4,364,044.92)	(4,092,108.89)	(3,146,234.10) ¹
Special assessments	(15,842.27)	(15,702.27)	(15,827.00)
User fees and sales of goods	(97,957.42)	(755,501.73)	(2,609,665.00)
Government transfers for operating	-	(120,000.00)	(464,887.00)
Investment income	(10,261.89)	(53,399.96)	(60,000.00)
Penalties and costs of taxes	(9,579.03)	(59,556.38)	(161,500.00)
Licenses and permits	(4,995.27)	(58,221.84)	(51,800.00)
Other local government transfers	(3,000.00)	(3,000.00)	(40,600.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(18,390.40)	(102,376.20)	(204,563.38)
Rental	(2,362.79)	(37,761.44)	(105,700.00)
Other	(76,503.62)	(94,947.94)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	(6,933.74)	(106,333.66)	(233,446.00)
	<u>(4,609,871.35)</u>	<u>(5,498,910.31)</u>	<u>(13,872,145.48)</u>
Expenses			
Salaries, wages and benefits	235,032.10	1,087,866.73	2,849,085.52
Contracted and general services	80,341.73	683,525.20	1,674,577.96
Materials, goods, supplies, and utilities	162,026.10	434,317.05	1,333,953.00
Bank charges and short-term interest	(50.34)	(56.19)	800.00
Interest on long-term debt	-	-	194,974.00
Other expenditures	8,545.69	22,365.44	28,440.00
Transfers to organizations and others	-	271,505.69	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>485,895.28</u>	<u>2,499,523.92</u>	<u>8,535,455.77</u>
Net Income	<u>(4,127,766.50)</u>	<u>(3,003,176.82)</u>	<u>(5,336,689.71)</u>
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	274,881.46	879,424.89	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	-	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>(3,852,885.04)</u>	<u>(2,123,751.93)</u>	<u>-</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: June 25, 2018
Agenda Item: 11

CURLING CLUB BRINE CHILLER REPLACEMENT – CFEP GRANT

DESCRIPTION / BACKGROUND:

Claresholm Curling Club applied for a CFEP grant to help fund the Brine Chiller Replacement project as per the 2018 budget. The Curling Club has since received further communication asking for confirmation of the Municipal funding for the project.

Due to the deadline to respond and as the funds were already approved in the 2018 budget, Administration has already responded with the attached letter. This is just to inform council. No action is required.

DISCUSSION:

As per budget this project was estimated to be a \$110,000 project with 50% (\$55K) funding from CFEP grant, 25% (\$27.5K) funding from the Curling Club, and 25% (\$27.5K) funding from the Town, to be funded from Federal Gas Tax Grant funds.

During the process of applying for the CFEP grant updated pricing was received and the project cost estimate has dropped to only \$93,000. The same 50%/25%/25% funding structure was maintained, therefore requiring an estimated \$23,250 of municipal funding.

ATTACHMENTS:

- 1.) CFEP Letter

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 19, 2018



Claresholm

Where **Community** Takes Root

June 18, 2018

Community Facility Enhancement Program
Alberta Culture and Tourism
Suite 212, 17205 – 106A Avenue
Edmonton, AB T5S 1M7

**RE: Community Facility Enhancement Program Application #71-067151
Claresholm Curling Club – Replace Brine Chiller**

This letter is in response to your request for confirmation of the Town of Claresholm's financial support for the Claresholm Curling Club's Replace Brine Chiller project.

We confirm that the Town has included within their 2018 Approved Budget funding in excess of \$25,000 for this project which we are prepared to pay, as well as cover overruns if necessary. The Town has also committed to managing this project as the Town has significant experience in managing projects of this size and type.

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

Yours truly,

Marian Carlson, CLGM
Chief Administrative Officer
Town of Claresholm





INFORMATION BRIEF

Meeting: June 25, 2018
Agenda Item: 12

OPEN HOUSE – PROPERTY FOR SALE

DESCRIPTION / BACKGROUND:

Council carried a motion at the June 11, 2018 meeting to accept closed bids for the sale of the Old Water treatment plant site (16.58 acres) located at Legal 4;28;12;23;NE. The closed bids will be accepted until August 1, 2018 at 2:00pm.

An open house date has been set for June 27, 2018, 1-3 pm for anyone wishing to view the property. For those who are unable to attend the open house date alternative arrangement may be made by contacting the office. An information sheet has also been prepared and available at the office or on the Town of Claresholm website. The property will be advertised in the Local Press and the Regional in the upcoming weeks.



The lands are being offered for sale on an “as is, where is” basis. 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. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land.

ATTACHMENTS:

- 1.) Property information sheet

APPLICABLE LEGISLATION:

- 2.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 19, 2018



CAO REPORT

June 25, 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](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

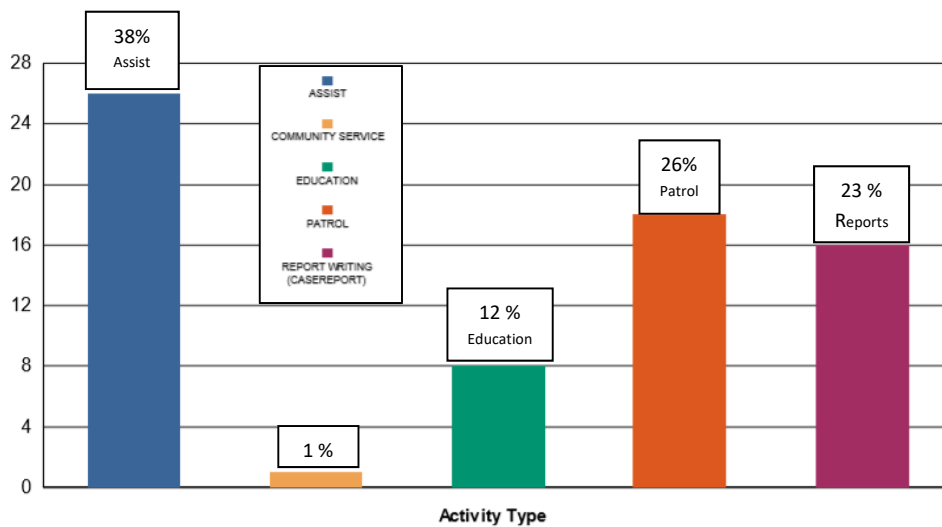


INFORMATION BRIEF

Meeting: June 25, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT May 2018

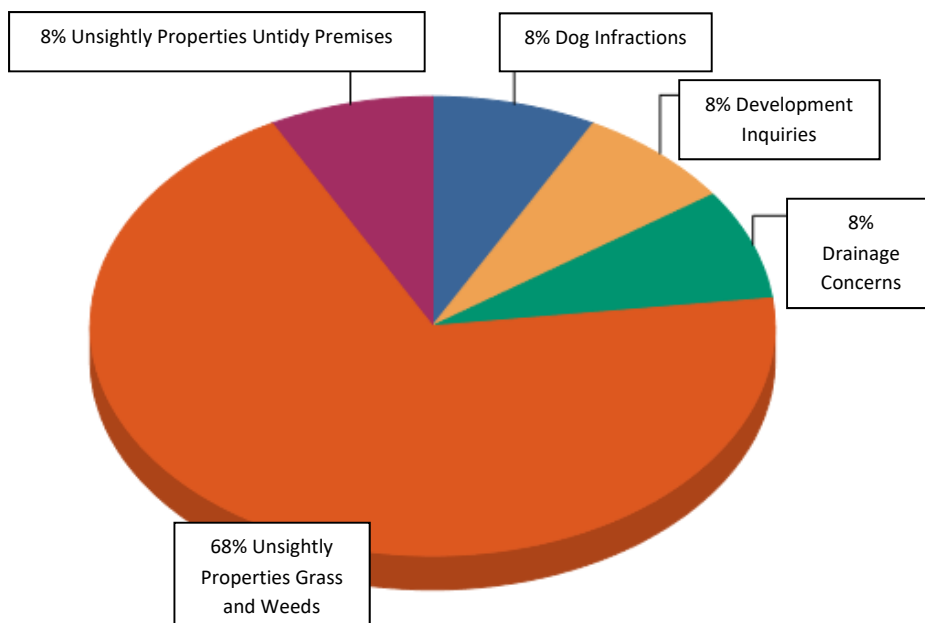
Community Engagement in May



May Enforcement Highlights:

1. The majority of the month was spent on engaging residents to work with them to solve unsightly yard and spring waste concerns through verbal conversations, Notices and Orders.
2. Four (4) Unsightly Orders issued to property owners, with two (2) going to contractor services.
3. Court Order acquired for six (6) properties for unsightly remedial work was awarded to the Town with the property owner having until May 31st to comply.
4. Localized flooding issues required conversations with property owners.
5. Several conversations about property lines and the rules applied to tree trimming.
6. SADD assembly held on May 17th with 58 out of 66 grade 12 students collaborating with myself, RCMP, AHS and MD Emergency Services to deliver an impactful program to the WCCHS students about destructive decisions. Last year we had no grade 12 students and only half of the grade 11 students. Changing the program to include the students developed ownership.
7. Learn to drive workshops delivered to the grade 8 students to get them engaged and thinking about getting their learners, the rules of the road, distracted driving, impaired driving and pedestrian safety and awareness.
8. Bike Rodeo programs with the South West Alberta Road Safety Society concluded in May.
9. A full day at the West Meadow School on May 24th was done in a class to class setting with the RCMP and covered pedestrian safety, distracted driving, the benefits of seat belt usage and bike safety.
10. Attended the AMEA Peace Officer conference in Red Deer where Smoking Bylaws, Cannabis Legislations and the AGLC rules were the key topics.
11. Drone flying warnings issued.

Bylaw Infractions/Complaints/Actions in May



DIRECTOR OF CORPORATE SERVICES - UPDATE



For: 5/28/2018 - 6/22/2018

Claresholm

Financial

- Tax payments are rolling in
- Still working with Associated Engineering and ACRP to file a scope change request on our Storm Water Project – Phase 1 to include a portion of our Phase 2 project. Micaela with ACRP has requested several amendments to first couple draft submissions.
- New Telus contract signed for land line services that will save the Town approximately 66% for landline services.
- Successfully worked with AB Blue Cross to reduce proposed increase for Employee Benefit premiums.
- Responded to request for additional information for Curling Club's CFEP grant application for the Brine Chiller replacement capital project.
- Continue receiving significant response of individuals signing up for e-statements for utilities and taxes.
- Also continue to get further response for Accounts Payable EFT payments.
- Completed April month end reports for council and departments.

Museum

- Museum's season is well underway with a significant increase in bus tours this year over last.
- New Point of Sale (POS) system is working well, avoiding many issues that were experienced last year.
- Museum's 2018 staff seem to be fitting in well and are getting up to speed quickly.

General

- Working on completing some missed or late annual employee evaluations as well as some mid-year followups.
- Successfully signed contract with new campground attendant that will avoid any lapse in coverage from old attendant to new.
- Working on updating Town cell phone policy
- Working on updating Town Cemetery Bylaw

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

DEVELOPMENT OFFICER REPORT

For: 5/25/2018 - 6/22/2018



Claresholm

Development Permits

14 permit applications received.
5 development permits closed.

Compliance Requests

7 Compliance requests received

Miscellaneous

- ❖ June 1, 2018 – MPC meeting.
- ❖ June 6, 2018 – AUMA - Cannabis & Public Health webinar; Developing Bylaws for Land-Use and Business Licensing. Points of interest:
 - AHS encourage Municipalities to proceed with caution in the interest of public health as where the smoking is taking place will affect public health and possibly vulnerable sectors such as seniors, youth, people within multi-residential buildings.
 - AHS recommend limits on stores, hours, restricting of signage, restrict use with mixed use buildings (or anywhere a residence/care taker suite is located), distances to public facilities, parks, schools, and anywhere children gather.
 - Providing stricter regulations at the onset of legalization is easier to amend, than trying to impose tighter regulations after.
 - Providing limiting distances between stores is important to avoid clustering and provide an opportunity for diversity within a commercial district.
 - City of Edmonton has accepted applications by way of expression of interest and have used a random draw system for approvals. The cost of the City of Edmonton Cannabis retail outlet business license is around \$4500 per year, and the Change in Use Development Permit application fee is approx. \$1200.
- ❖ A couple communities process for cannabis regulations:
 - <http://www.county.camrose.ab.ca/content/cannabis-legalization-information>
 - <https://www.highriver.ca/cannabis-regulations-high-river/>
 - <https://www.okotoks.ca/municipal-government/cannabis-regulations>
- ❖ Local Press Ads: Land Use Bylaw Amendment Public Hearing Notice, MPC approved ad.
- ❖ MDP review and update project has been completed. The new MDP can be found on the ORRSC website at: <http://www.orrsc.com/members/towns-a-m/town-of-claresholm/>

On-going projects

- ❖ East-side Town owned consolidation project, BOA working with land titles for registration. We have received the road closures as completed from land titles.
- ❖ June 19, 2018 – Initial meeting with ORRSC – IDP preparation.
- ❖ 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 additions being calculated by the land surveyors.

*Submitted by
Tara VanDellen
Development Officer*

Economic Development Officer's Report

Town of Claresholm

June 20, 2018



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

Since the submission of my May 24th 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

Now in my 10th week as Economic Development Officer, I feel like a true member of the community in both my professional and personal life. I am thrilled with the number relationships that have been established through the Economic Development Committee, the Chamber of Commerce, the Local Press, and the various social, health, and education organizations in Town.

Although located at the Business Growth & Development Center, the Town Office staff have been very supportive and encouraging. Working closely with our Development Officer, Tara VanDellen has been a pleasure, as I find her to be extremely resourceful and timely.

Economic Development Committee:

The EDC met on Monday June 18th in the Business Growth and Development Centre. It was attended by 7 of the 10 members. Jason Hemmaway and Alison McKee gave a presentation on their Roots of Possibility Project, and it was very well received. Full physical and digital copies of the agenda packages are now kept on record, chairperson signatures on all meeting minutes approved by the EDC, and the members have indicated they appreciate receiving a digital agenda in advance, and a hard-copy at the meetings, which has been provided.

Industrial Land Study – Planning for Growth

A kick-off meeting was held at the Town office on May 30th between WSP engineering, the Development Officer, and myself; Watson Associates called in. We were able to confirm timelines, expectations, and identify immediate actions required. The Development Officer has been able to fulfil most of the information requests from the consultants, with our partners at ORRSC offering assistance as well.

After speaking directly with Watson and Associates it is clear that the best information I can provide them, in terms of the Market Analysis, will be obtained from current sources. Mainly existing industrial-commercial business owners, and realtors in the community and area.

Gateway Signage Project (Welcome signs)

A new design concept developed by myself, and in-part by Can West Legacy, has been well received by Economic Development Committee. Rather than replacing the existing Claresholm Welcome Signs, the EDC believes a refresh of the existing sign, and the addition of a 2' x 20' LED can achieve the goal, while keeping the great assets that are those historic steel gateway signs. A revised site-plan has been sent to AB Transportation and we await a decision on permit approval.

In terms of budget for the project, I have sought more competitive LED providers in Calgary. To insure success, I see the completion of this project involving multiple service providers and am looking at local options for some of the work that may be required.

Community Advertising Project

At the June 18 meeting of the EDC, a Community Advertising Program draft policy was presented for review. Feed back was gathered and I am now finalizing a policy for Council's consideration.

The first project relating to the Program is intended to be the 2-year lease of a highway billboard, to then be sublet to three local businesses. Having already received positive validation from the Chamber of Commerce and other local business, I believe the billboard will sell fast, and the EDC and Council could likely consider additional leases from the same owner along Highway 2. The project is 100% locally driven, and with the exception of administrative time, full-cost recovery for the Town.

Business Visitation Program

As of June 20th, the 2018 Business Visitation Program officially began. Over the next 4-6 weeks I will be visiting each business in Claresholm, with the exception of home occupations. This includes approximately 170 locations, and I have structured these visits into three parts; first introducing myself to business owners and informing them of the projects that the EDC, the Chamber of Commerce, and the community at large is working on. Second, listening to the concerns and satisfactions of the business owners/operators verbally. And finally asking them to fill out a 3-page survey for important data collection for the EDC. The survey, which is included for your information, takes 8-10 minutes to fill out, and I anticipate the entire visit will take 15-30 minutes each.

Mexican Fiesta - Chamber of Commerce

I will be volunteering as Master of Ceremonies at the Claresholm Chamber of Commerce's annual Mexican Fiesta, in Amundsen Park this Friday June 22nd.

Adiós Amegos,
Brady Schnell, Economic Development Officer

June 2018 H/R and Taxation Report

Prepared by: Lisa Chilton

Human Resources

In May the town had hired four (4) staff members for the museum. Two have left for personal reasons and one (1) of those has been replaced. We are currently interviewing for the 2nd replacement. All other summer staff are hired.

Assessment and Taxation

Tax processing is in full swing. The tax deadline of June 29th, is fast approaching. The **assessment** appeal deadline is July 23rd. All taxes (except for Tax Installment Payment Plan members) are due, in full, June 29th, 2018. If someone is going to appeal their assessment, **(you can only appeal your assessment, not taxes)** their taxes are still due, except for TIPP participants, by June 29th. If an appeal is successful and there is a reduction in assessment, resulting in a lower tax amount, that can be refunded by request.

Below are the current outstanding taxes at June 14th, 2018.

- Taxes outstanding are **\$2,846,368.43** summarized as follows:

\$ 2,716,632.83	Current Taxes for 2018
\$ 18,359.90	Tax recovery property not sold at auction 2017 (town-owned now)
\$ 38,446.30	Properties under tax agreement (4)
\$ 29,599.07	Tax arrears properties on list for 2017 (subject to sale in 2018)
\$ 22,904.17	Tax arrears properties on list for 2018 (subject to sale in 2019)
\$ 20,444.16	Other arrears and penalties

There are four (4) properties from the 2017 Tax Arrears List that still have outstanding arrears. There is one property with a single-family home on it that, by all indications, is to be sold, and taxes paid, by the end of June. The other three properties are a triplex that has 3 individual titles. We have been unsuccessful in locating the owner of this triplex after several attempts to call or mail information. A decision was made at the June 11th council meeting to set the auction date, and the reserve bids. A date of August 21st, 2018 was set for the auction.

There were eight (8) properties on the 2018 Tax Arrears List. Two (2) have been paid in full and two (2) are under a tax agreement. There are four (4) property owners that have until March 31st, 2019, to pay all the arrears or those properties will be put up for public auction.

Infrastructure Services



June 2018

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Inspections done weekly.

Arena

The Arena Project is going well, 800' of weeping tile has been installed. The heated floor was installed on May 30th and is now covered with 12" of sand. Insulation installation is underway and the cold floor piping will be next. Mid July before the floor is ready to pour concrete.

Buildings

The shop's overhead crane has been inspected as part of the annual certification process and has been deemed unsafe for use. We are awaiting the engineered report to determine our options. Two AED's in Town buildings (Community center and Arena) have been discontinued, batteries cannot be purchased. These units will have to be replaced as the batteries are about to expire in Aug./2018

Cemetery

No issues to report. Weeds have been sprayed at the cemetery.

Equipment

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

Garbage

Our collection program is working well. Spring clean-up has been completed and approximately 160 tons extra of various materials was loaded up and hauled out.

Sidewalks

Sidewalk work for this year was publicly tendered, and two tenders were received. This work was awarded to the lowest bidder and replacements will start this month. Approximately 500 lineal meters of sidewalk/curb will be replaced and 13 additional wheel chair ramps will be installed this year in various locations.

Streets

The Town's engineer for the 2018 street improvements, ISL engineering has tendered the project with closing dates of June 28th.

Sanitary Sewers

The semi-annual sewer flushing of the entire Town was started in May, this will take the next four weeks to complete. Work on the sewer trunk main replacement project from the Airport to the lagoons has been engineered by WSP engineering. This work is also progressing with meetings with the Town, MD and the affected landowners completed. This will be out to tender before the end of June.

Water Distribution

No new issues to report. All known leaks have now been repaired, two new sets of services have been installed and one main valve has been replaced this month.

Storm Water Drainage

Work has almost been completed on the 8th St. ditch project. The last culverts have been installed and the ditch has been reseeded to grass. Telus has yet to reinstall their cable along the road side of the ditch and irrigation repairs at the Auxiliary Hospital have yet to be done. The ditch is ready to work as designed.

Parks

Parks staff have been keeping up with the grass and getting the park irrigation systems repaired and operational. Weed spraying when the wind isn't blowing has also been a priority.

Recycling

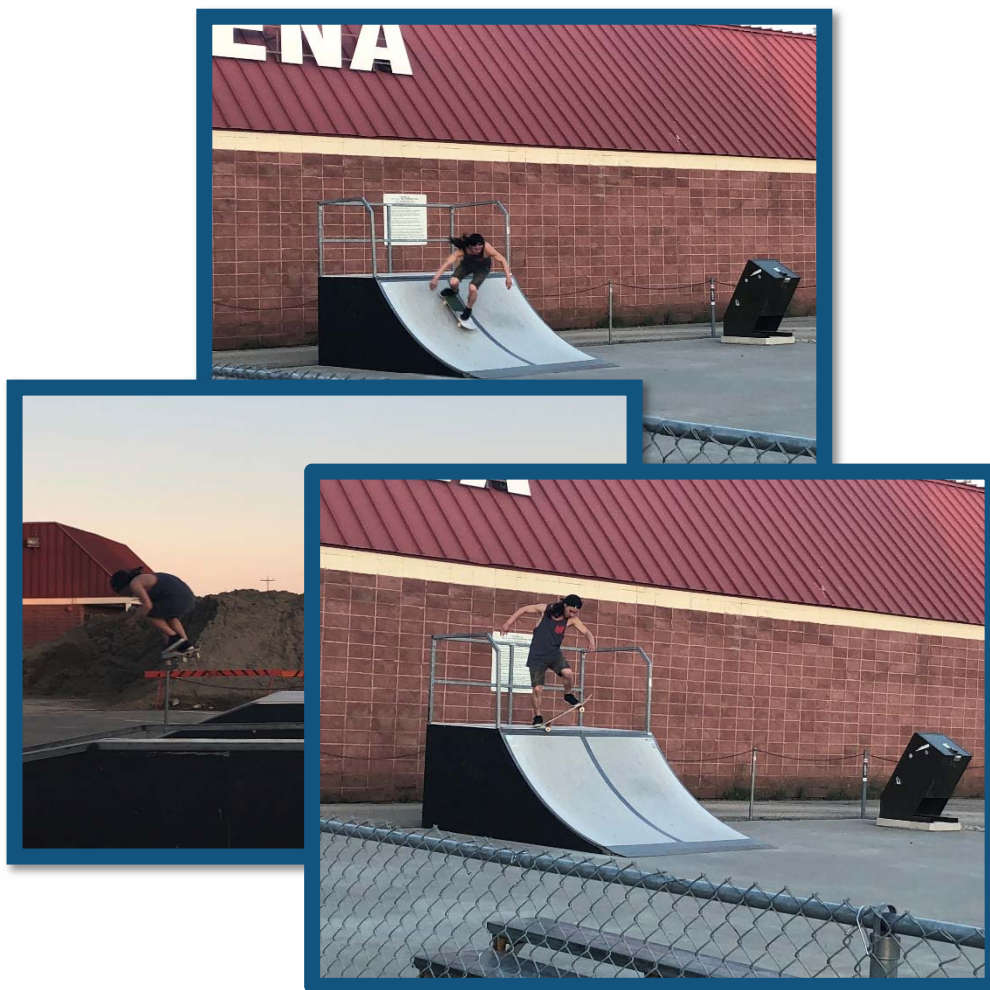
Proposals have been reviewed and the new recycling contractor has been engaged to look after the materials that we collect. Our current agreement with Capital Paper expired June 14, 2018. Some new processes have been implemented in our program. We now compact and bale everything including paper.

Staff

Vacation season has started with 17 weeks of holidays to be taken in the next 2 months.

CLARESHOLM RECREATION

May & June 2018



Authored by: Denise Spencer

Arena

1. The heated floor has been installed at the arena (this floor is the base which prevents frost heaves), they are currently putting in the insulation which is step before the cold floor installation begins.
2. 3 out of town groups have reached out within the last 1.5 months to ensure they are still on the roster for renting the facility for the 2018-19 season
3. Arena Fee schedule has been completed, with standardized sizing and pricing. This includes bundles board and wall advertising and the Lobby Monitor which is scheduled to be installed in September
 - a. The 43" monitor will have advertising and community announcements displayed in addition to room assignments.

CAC- Claresholm Aquatic Centre

- Kraken Swim Club held their annual Swim meet on June 7 & 8. There were 65 officials and 249 swimmers at this event. Plus parents, grandparents, friends, siblings etc. viewing
- The pool chemistry has experienced a few issues the last while. First the PH level was not maintained due to a delay in an order, pool staff drove to pick up supplies to solve the chemistry issue. Then it was discovered the chlorine was not being pumped as it should. The AHS Maintenance crew worked tirelessly to repair the Chlorinator issue. Currently the pool is running well, with no issues.
- The Hot Tub is currently closed. There is a hole in the coil, which is causing it to leak faster than they can keep it filled. It has resulted in colder temperatures, and low chlorine levels. AHS has the part on order, it is uncertain at this time when it will be repaired.

On June 15, 2018 we travelled to Calgary to receive 2 awards from the Lifesaving Society, 1 of which is the prestigious Governor Bruce Hogle Lifesaving Award, for offering the most Lifesaving Society Programs within a Calendar year. This is the first time we have received this award. We also received the Anne Resek Award for our swim for life programs.

In addition to that we were 2nd place in the following

- Terry Cavanaugh Junior Lifeguard Club Recognition Award
- Paul Hayden Canadian Swim Patrol Recognition Award
- William Patton First Aid Recognition Award (First time in this category)
- Marlin Moore National Lifeguard Recognition Award (First time in this Category)
- Jordan Neave Swim to Survive Recognition Award

Pickleball

- Outdoor Pickleball starts 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.

Southern Alberta Summer Games Taber July 4-7, 2018

- 165 participants versus 137 in 2017
 - 5 Soccer teams
 - 1 Ball Hockey team
 - 4 pickleball participants
 - 6 Small Bore and Sporting Rifle
 - 4 Moto cross Participants!
- LOGO designed by Denise, and created by Southern Sportswear in Fort Macleod



Millennium Ball Park

- The diamonds have been groomed again, they're in good condition. There is excess shale to fill in any shallow areas.



Skate Park Association

Clareholm Skatepark Association next meeting is June 20, 2018 from 7-8pm.

- New Logo was created for the Vision Board, input by Denise, and created by Jill from the Local Press. Version 1 was sent to Skatepark Association Members for their input June 12. This was needed to be placed on the Vision Board Concept created by Newline Skate. Boards will be on display for the Mexican Fiesta, Canada Day and Fair days.
- Vision Boards by Newline, created using the Concept designed by Youth of Tomorrow/ Concrete Dreams

Clareholm Skatepark Initiative
A World of Possibilities

The Clareholm Skateboard Association has been working hard to draft a vision for the new Clareholm Community Skatepark!

Skateparks are changing. The days of the stereotypical 'grey square' have long passed as a new era of facility design responds to much more than purely function. When designed and constructed with sensitivity to the surrounding context, skateparks not only become beloved destinations for local youth, but truly celebrated spaces for everyone to enjoy. These places include world class skateboarding/BMX terrain that is complimented by locally inspired art and sculpture, inviting viewing/outing areas, and strong connections to surrounding amenities. This is the vision for the new Clareholm Concrete Skatepark!

Clareholm Skatepark Initiative
We Need Your Support! Donor Recognition Signage Examples

Skateparks are changing. The days of the stereotypical 'grey square' have long passed as a new era of facility design responds to much more than purely function. When designed and constructed with sensitivity to the surrounding context, skateparks not only become beloved destinations for local youth, but truly celebrated spaces for everyone to enjoy. These places include world class skateboarding/BMX terrain that is complimented by locally inspired art and sculpture, inviting viewing/outing areas, and strong connections to surrounding amenities. This is the vision for the new Clareholm Concrete Skatepark!

Clareholm Skatepark Initiative

Possible Terrain Directions



Street



Bowl/Pool



Obstacle/Sculptural



Organic Flow



Skateparks are changing. The days of the stereotypical 'grey square' have long passed as a new era of facility design responds to much more than purely function. When designed and constructed with sensitivity to the surrounding context, skateparks not only become beloved destinations for local youth, but truly celebrated spaces for everyone to enjoy. These places include world class skateboarding/BMX terrain that is complimented by locally inspired art and sculpture, inviting viewing/socializing areas, and strong connections to surrounding amenities. This is the vision for the new Clareholm Concrete Skatepark!



Claresholm

UTILITY SERVICES REPORT

JUNE 2018

3700 8th Street West

Work# 1-403-625-3100 brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687 www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869 Utility Services Manager, Brad Burns

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Clean In Place (CIP) PALL membrane clean both Pall Racks.
- ATCO gas onsite to check meter and supply line for leakage.
- DAF area scrapper travel issue under investigation.
- PRAXAIR applications engineer onsite to review CO2 process.
- Process pneumatic SULLAIR compressor room issue.
- DAF area SC1000 HACH instrumentation issue.
- Low free chlorine issue resolved with no compliance concern.
- PALL feed strainer differential pressure under inspection.
- Membrane feed pump SVX 9000 cooling fan replacement.

Membrane Feed Pump Variable Frequency Drive Controls Motors/Pumps



ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

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

MEETINGS

- Bi-weekly management meetings.
- Emergency Preparedness course.
- MD water/wastewater transfer.
- Employee evaluation.
- Lagoon outfall project.

SAFTEY

- Check SCBA monthly.
- Check fire extinguishers monthly (Johnson Controls onsite to check extinguishers for all Utility Services buildings).
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm sensor email, text message and call out monthly.
- Check emergency lighting monthly.

CHEMICAL

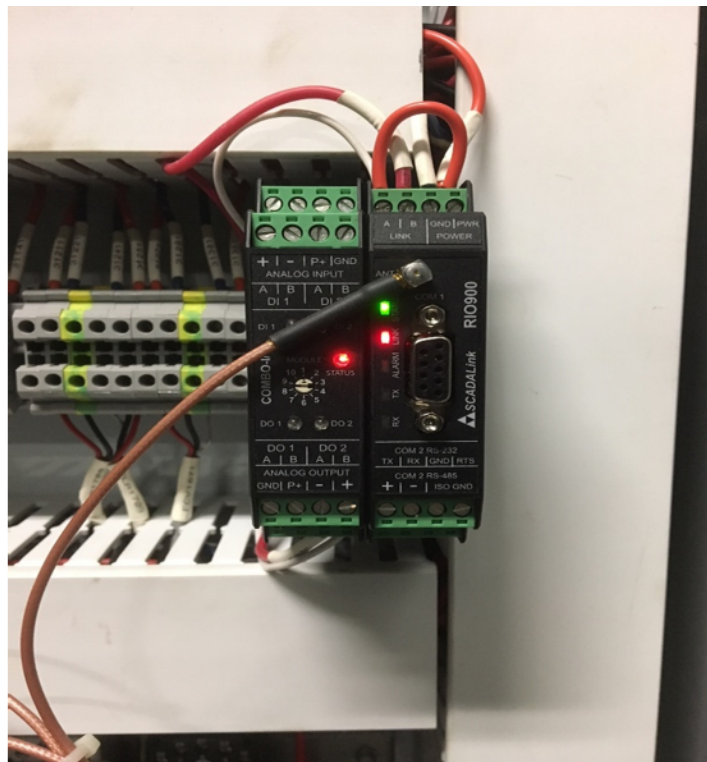
- Transfer chemicals to day tanks as.
- Changed gas chlorine bottles.
- Order and delivery of chemicals.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

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

SCADA Link Control Modules Relay Reservoir Level Signals



AIRPORT PUMP STATION

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

UFA RESERVOIR

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

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Check residential low flow and pressure concerns.

GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Follow up with AEP inspector on distribution repair/install procedures.

TOWN OF GRANUM AND SUPPLY LINE

- CICON Engineering upgrading reservoir building pumps, backup generation and other related components.

METER VAULTS

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault bi-weekly.
- Check South Booster station vault weekly.
- Meet PARCON construction onsite to discuss South Booster Station MD upgrade.

DISTRIBUTION LINES

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

LAGOON AND WASTE WATER COLLECTION

GOVERNMENT COMPLIANCE

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

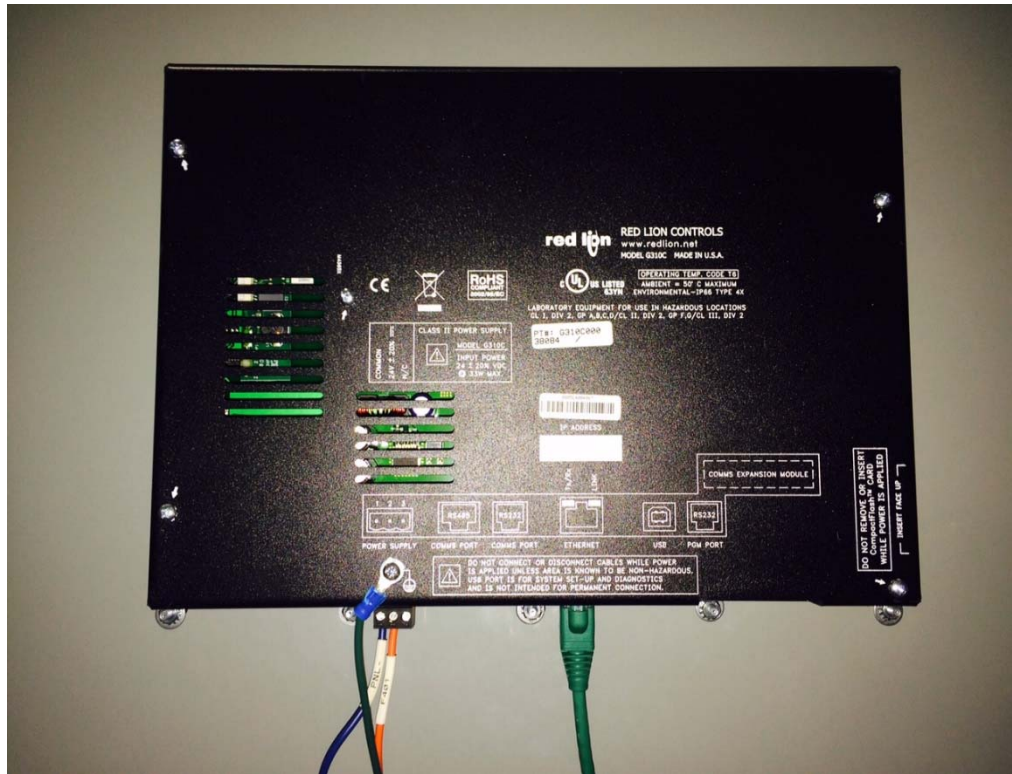
HARVEST SQUARE LIFT STATION

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

LAGOONS

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- DEXON blower air flow sensor replacement scheduled.
- Red Lion display sent in for repair/replacement.

RED LION Control Screen Provides Rural Sites With SCADA Information



RAW WATER SUPPLY

PINE COULEE RESERVOIR

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1050.2 geodetic meters.
- Head Waters releasing water to Pine Coulee Reservoir.

RAW WATER STORAGE RESERVOIR

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6230mm
- Check blowers to lake daily.
- Adding algaecide when filling onsite reservoir.
- Weekly cyanobacteria raw water monitoring and reservoir inspections ongoing.

Onsite Raw Water Reservoir Checked Weekly For Signs Of Cyanobacteria



GOLF COURSE

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

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - February 12, 2018				
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions to be held June 22, 2018	In progress
Regular Scheduled Meeting - 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	Contacted The Transportation Society to request delegation - no date set. Administration is still doing research on policy and implications of requested changes	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 - May 28, 2018				
9	RFD: Intermunicipal Agreement - MD of Willow Creek - Moved by Councillor Courage to authorize Administration to execute the Lease Agreement and the Transfer of Asset Agreement with the MD of Willow Creek as presented. CARRIED MOTION #18-082	Marian	Met with MD May 31/18 Waiting for signatures	In progress
Regular Scheduled Meeting - June 11, 2018				
1	Bylaw #1645 - Borrowing Bylaw - Chief Administrative Office (CAO), Marian Carlson reported that a petition was received at approximately 11:30 a.m. on June 11, 2018 regarding bylaw #1645, and per the Municipal Government Act, the CAO has 45 days to deem whether the petition is sufficient and declare the sufficiency to Council. Bylaw #1645 was tabled until such time as the CAO provides the declaration of sufficiency on the petition.	Marian	Sufficiency of the petition provided to Council at the Special Meeting June 18. Bylaw on June 25 Agenda for further readings.	Complete
2	Bylaw #1647 - Moved by Councillor Moore to give Bylaw #1647, the Procedural Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1647, the Procedural Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete

3	Bylaw #1648 - Moved by Councillor Carlson to give Bylaw #1648, regarding water conservation, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1648, regarding water conservation, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
4	Bylaw #1649 - Moved by Councillor Courage to give Bylaw #1649 regarding a land use bylaw amendment, 1st Reading. CARRIED	Tara	Bylaw on agenda for June 25, 2018. Advertised as required.	Complete
10	CORRES: Royal Canadian Legion - Alberta/NWT Command - Moved by Councillor Zimmer to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2019. CARRIED MOTION #18-089	Karine	Payment sent	Complete
11	CORRES: Royal Canadian Legion Branch #41 - Moved by Councillor Courage to forgive the municipal portion of the 2018 property taxes of the Royal Canadian Legion Branch No.41 in the amount of \$1,144.96. CARRIED MOTION #18-090	Lisa	Taxes cancelled	Complete
12	RFD: Old Water Treatment Plant Property Land Sale - Moved by Councillor Carlson to advertise the land sale by way of closed bid process for the Old Water Treatment Plant located at 4;28;12;23;NE. to be sold "as is, where is" with a bid deadline of August 1, 2018 at 2:00pm. CARRIED MOTION #18-091	Tara	Information package prepared, Open house date set, notice sent to Local Press for advertising	In progress
13	RFD: Property Tax Sale Properties - Moved by Councillor Courage that the tax recovery public auction date be set for Tuesday, August 21st, 2018 at 9 a.m. in Council Chambers. CARRIED MOTION #18-092 Moved by Councillor Schulze that the 2018 tax recovery reserve bids be set as follows: Lot 17-18, Block 124, Plan 2496R, reserve bid \$104,000; 2646/10000, Unit 1, Condominium Plan 0914229, reserve bid \$59,000; 3323/10000, Unit 2, Condominium Plan 0914229, reserve bid \$60,790; 4031/10000, Unit 3, Condominium Plan 0914229, reserve bid \$90,000. CARRIED MOTION #18-093 Moved by Councillor Zimmer that the 2018 tax recovery sale is subject to the terms and conditions of sale as recommended. CARRIED MOTION #18-094	Lisa	Advertisement has been sent to the Alberta Gazette.	In progress
14	RFD: Policy #REC 06-18 - Arena Advertising - Moved by Councillor Carlson to adopt Policy #REC 06-18, the Arena Advertising Policy, effective June 11, 2018. CARRIED MOTION #18-095	Karine/Denise	Policy printed & distributed	Complete
15	RFD: Capital Infrastructure Projects - Moved by Councillor Courage to approve the amended project list for the 2018 Capital Infrastructure Projects to include 49th Avenue roadwork, 49th Avenue sanitary sewer phasing repairs program and 55th Avenue overlay as the 2018 Infrastructure Projects. CARRIED MOTION #18-096	Blair/Mike	The engineers have amended the project as approved and the project has gone out for tender	Complete
16	RFD: Campground Attendant - Moved by Councillor Schulze to approve the over budget expenditure for the Campground Attendant contract in the amount of \$3,500 to be funded out of general operational reserves. CARRIED MOTION #18-097	Mike/Blair	Contract has been signed with the new campground attend who will be starting in July	Complete
17	RFD: Kin Walking Path Maintenance Agreement - Moved by Councillor Zimmer to enter into the Letter of Understanding with the MD of Willow Creek for the purpose of maintenance of the Kin Walking Path located at SHORT LEGAL: RW423; RW; 12. CARRIED MOTION #18-098	Tara	Agreement executed and sent to MD for signatures.	Complete
18	RFDirection: Parade Attendance - Council would like to pursue attending the Whoop-up Days Parade in Lethbridge on August 21st, will consider the Calgary Stampede parade at a later date.	Karine	Parade entry for Whoop-up Days sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 22, 2018

INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 1 (2018)

GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, March 1, 2018 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn Stevenson (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Delbert Bodnarek	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra	Village of Barons	Peggy Losey	Town of Milk River
Tom Rose (absent)	Town of Bassano	Louis Myers (absent)	Village of Milo
Norman Gerestein	City of Brooks	Dan McLelland (absent)	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Richard Bengry	Town of Cardston	Pete Pelley (absent)	Village of Nobleford
Peggy Hovde	Village of Carmangay	Henry de Kok	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts	M.D. of Pincher Creek
Brad Schlossberger - alternate	Town of Claresholm	Don Anderberg (absent)	Town Pincher Creek
Butch Pauls (absent)	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Heather Caldwell (absent)	Town of Coalhurst	Greg Robinson (absent)	Town of Raymond
Tanya Smith	Village of Coutts	Don Norby	Town of Stavely
Warren Mickels (absent)	Village of Cowley	Matthew Foss	Village of Stirling
Dave Filipuzzi	Mun. Crowsnest Pass	Jennifer Crowson	M.D. of Taber
Dean Ward	Mun. Crowsnest Pass	Margaret Plumtree (absent)	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Jason Schneider	Vulcan County
David Rolfson	Village of Glenwood	Lyle Magnuson	Town of Vulcan
Barin Beresford	Town of Granum	David Cody	County of Warner
Suzanne French (absent)	Village of Hill Spring	Eric Burns	Village of Warner
Morris Zeinstra (absent)	County of Lethbridge	Ian Sundquist	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Ian MacDougall	Planner
Mike Burla	Senior Planner	Cameron Mills	Planner
Steve Harty	Senior Planner	Jennifer Maxwell	Subdivision Technician
Diane Horvath	Senior Planner	Barb Johnson	Executive Secretary
Gavin Scott	Senior Planner		

AGENDA:

1. **Approval of Agenda** – March 1, 2018
2. **Approval of Minutes** – December 7, 2017 (attachment)

3. **Business Arising from the Minutes**
4. **GUEST SPEAKER –**

Justin Thompson – Southern Alberta Land Trust Society (SALTS)
“Can Private Land Conservation Maintain Biodiversity & Healthy Watersheds in Alberta’s Foothills?”
5. **Reports**
 (a) Executive Committee Report..... (attachment)
 (b) GIS Update
6. **Business**
 (a) Regional Subdivision and Development Appeal Board.....
 (b) Recreational Cannabis Update
7. **Accounts**
 (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
 January 1 - December 31, 2017 (attachment)
8. **Adjournment – June 7, 2018**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Richard Bengry

THAT the Board of Directors approve the agenda of March 1, 2018, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of December 7, 2017, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Justin Thompson – Southern Alberta Land Trust Society (SALTS)
*“Can Private Land Conservation Maintain Biodiversity & Healthy Watersheds in
 Alberta’s Foothills?”*

Justin Thompson is the Executive Director of Southern Alberta Land Trust Society (SALTS). He spent much of his childhood and youth exploring the foothills of southern Alberta, including his family's ranchland west of Pincher Creek. This clearly influenced his decision to pursue a B.Sc. in Biology and a Masters in Public Administration, with an eye to influencing a change in environmental practices. Justin got to know SALTS when he started looking for options to preserve wildlife habitat and watersheds on his own land. Justin, his family, and several of their neighbours ended up doing conservation easements with SALTS. His positive experience with SALTS and his passion for preserving Alberta's natural landscapes led to him working full time on private land conservation.

Started by ranchers and landowners in 1998, SALTS has a unique, community-grounded approach to conservation. Since that time, the organization has protected over 20,000 acres through more than 40 agreements with landowners in southwest Alberta from Red Deer River south. They are focused on preserving ecologically valuable private lands and helping them stay in ranching, resulting in little or no negative ecological effects. SALTS uses a voluntary tool called a 'conservation easement' which limits development. Some financial incentives are provided to landowners through provincial and federal programs.

Private lands often see a permanent conversion to uses that have little or negative ecological function. Land values in many areas are no longer based on agricultural economics. Each transfer of land ownership can move towards a non-agricultural land use and often reduces the size of parcel ownership, resulting in an increasing human footprint on the land. For conservation purposes, ranching is better than the alternative because landscape evolved with grazing can actually maintain/increase biodiversity and carbon storage. Well managed ranching supports a host of ecosystem goods and services, wildlife populations and watershed health.

Why do Private Lands Matter?

- many ecoregions aren't well represented on public land;
- many areas of high biodiversity and habitat for species at risk are on private land;
- many key wildlife corridors and riparian areas can only be protected through private land;
- private land can provide important buffers to parks and support the ecological integrity of the park;
- private lands are often at greater threat of permanent conversion to uses with reduced ecological function.

In southwest Alberta, approximately 70 percent of the remaining native grasslands are on private land, and many of these lands include areas of very high biodiversity. The role of municipalities is critical. Municipal planning and development decisions will have a huge impact on whether we keep these valuable ecosystem services or if they decline over time. In supporting the regional outcomes established in the South Saskatchewan Regional Plan, municipal decisions should aim to:

- make efficient use of land, infrastructure, public services and public facilities to establish land-use patterns that influence human activity, facilitate health and well-being, and promote social interaction and inclusion;
- promote resource conservation;
- protect, enhance and promote the historic and cultural integrity of an area;
- minimize environmental impacts on land, air and water;
- protect significant natural environments.

For more information contact: Justin Thompson, Executive Director, Southern Alberta Land Trust Society, Cell: (403) 819-1633, Main Office: (403) 652-9998, www.salts.land.

5. REPORTS

(a) Executive Committee Report (attachment)

Moved by: Eric Burns

THAT the Board of Directors receive the Executive Committee Report for the meeting of January 11, 2018, as information. **CARRIED**

(b) GIS Update

- No update tonight — a GIS focused September Board Meeting is being planned.

6. BUSINESS

(a) Regional Subdivision and Development Appeal Board

- Currently, Subdivision and Development Appeal Board (SDAB) members can voluntarily access training, but are not required to do so. The new *Municipal Government Act (MGA)* changes coming into force April 1, 2018 will require SDAB members and clerks to undergo mandatory training based on a standard curriculum. Training may be delivered locally, regionally or by the province and must be completed within one year of the regulation coming into force (April 1, 2019).
- Section 627 of the *MGA* states, “A council must by bylaw establish a subdivision and development appeal board, or authorize the municipality to **enter into an agreement** with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.” It also states “a panel of a subdivision and development appeal board hearing an appeal **must not have more than one councilor as a member.**” In addition, the following persons may not be appointed as members of a subdivision and development appeal board:
 - an employee of the municipality;
 - a person who carried out subdivision or development powers, duties and functions on behalf of the municipality;
 - a member of a municipal planning commission.
- We recently approached our member municipalities to gauge interest in creating a Regional Intermunicipal Subdivision and Development Appeal Board and the majority were in favour or wanted more information.
- ORRSC proposes a voluntary **Regional Intermunicipal Subdivision and Development Appeal Board**:
 - Combination of councilors and lay-persons geographically represented
 - ORRSC provides clerks and administrative services as a fee-for-service
 - Municipal meeting to discuss options, structure and roll-out
 - Agreements and Bylaws to be prepared for council endorsement
- Municipal CAOs will be invited to an exploratory meeting sometime within the next few weeks to work out the details.

(b) Recreational Cannabis Update

- The tentative date for legalizing cannabis is July 1, 2018 although this could be changed to later this year. The provinces will be responsible for legal production, distribution and sale of

cannabis for recreation, in close collaboration with municipalities. Potential impacts on municipalities include: business incensing, building code, workplace safety, land use zoning and enforcement of regulations (nuisance complaints, police resources). In Alberta, overseeing recreational cannabis will be the responsibility of the Alberta Gaming and Liquor Commission.

- The legislation will focus on the implementation, distribution, production and retail sale. Sale of edibles will not be legalized at this time.
 - Minimum age for purchase is 18 in Alberta
 - No consumption where cigarette smoking is prohibited
 - No consumption on any hospital, school or child care facility property
 - Online sales using the Alberta Gaming and Liquor website
 - A 100 metre buffer is required between cannabis retail stores and schools, school reserves, and provincial health care facilities
- Regulations for licensed producers include security clearance, 24/7 visual monitoring, restricted access where cannabis is present, physical barriers and ventilation requirements.
- Land Use Bylaws will need updating to address definitions specific to the retail sale of cannabis, appropriate land use districts, permitted vs discretionary use, etc. Specific regulations regarding buffer or separation distances, signage, parking, site design and time limit on development permits will also be required.
- The federal government will give the provinces and territories a 75 percent share of tax revenues from the sale of legalized cannabis. A portion of provincial money will be given to cities and towns to help defray the cost of making cannabis legal. The federal government will retain 25 percent up to a maximum of 100 million dollars. Any monies greater than 100 million dollars will be distributed to the provinces and territories.

7. ACCOUNTS

(a) Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2017

Moved by: Peggy Hovde

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 12-month period: January 1 - December 31, 2017, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Tanya Smith

THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, June 7, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, May 10, 2018 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg (absent)
Doug MacPherson

Ian Sundquist
Greg Robinson
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - May 10, 2018
2. Approval of Minutes - April 12, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Building Deficiencies
(b) Regional Assessment Review Board
(c) CPAA Conference Report
(d) Subdivision Activity 2018 (attachment)
(e) Fee For Service - 2018 (attachment)
(f) In-Camera
5. Accounts
(a) Office Accounts -
(i) March 2018 (attachment)
(ii) April 2018 (handout)
(b) Financial Statements -
(i) January 1 - January 31, 2018 (attachment)
(ii) January 1 - February 28, 2018 (attachment)
(iii) January 1 - March 31, 2018 (attachment)
(iv) January 1 - April 30, 2018 (handout)
6. Director's Report

- 7. **Executive Report**
 - 8. **Adjournment**
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Morris Zeinstra

THAT the Executive Committee approve the agenda, as amended:

Item 4(f) In-camera will be dealt with first, prior to approval of minutes. **CARRIED**

4. (h) In-Camera

Moved by: Doug MacPherson

THAT the Executive Committee go in-camera (6:01 p.m.). **CARRIED**

Moved by: Ian Sundquist

THAT the Executive Committee come out of camera (7:15 p.m.). **CARRIED**

Moved by: Greg Robinson

THAT the Director develop a clear policy statement for our member municipalities regarding intellectual property rights, copyright and ownership of documents for presentation at the Annual General Board of Directors' Meeting on June 7, 2018. **CARRIED**

Moved by: Jim Bester

THAT the Director consult with our legal counsel and advise that ORRSC maintains our position regarding the cease and desist letter, and that the issue is with the private consultant, not with the municipalities. A response from the lawyer will be circulated to the Executive for review prior to release.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Doug MacPherson

THAT the Executive Committee approve the minutes of April 12, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Building Deficiencies

- The wall on the east side of the ORRSC building has experienced leakage and mold for quite some time and the Committee concurred that the matter should be rectified before it gets any worse. The Director will obtain quotes to be presented to the Executive for consideration prior to the repair.

(b) Regional Assessment Review Board

- Assessment Review Board Clerk training was held in the ORRSC Conference Room on April 17, 2018. Recent changes in the *Municipal Government Act* required us to update our Regional Assessment Review Board contracts and these replacement agreements will be sent out to participating municipalities shortly. Whether to combine the RARB administration fee with municipalities' membership fees was discussed, but the consensus was to continue invoicing it separately in April/May of each year.

(c) CPAA Conference Report

- Executive Committee members Gordon Wolstenholme, Jim Bester and Ian Sundquist attended the CPAA Conference in Red Deer on April 30 - May 2, 2018 on behalf of ORRSC and each gave a brief report, stating that the conference was worthwhile overall.

(d) Subdivision Activity 2018

- Subdivision revenues reached a total of \$116,737.50 for the first third of the year. If this rate continues, we will meet or exceed our 2018 target of \$315,000.

Moved by: Ian Sundquist

THAT the Executive Committee accept the report on Subdivision Activity, as information.

CARRIED

(e) Fee For Service – 2018

- The Director sent an email on April 30, 2018 to all member municipalities reminding them to schedule a meeting with their Planner to determine planning priorities and a work schedule for completing statutory plans (MDPs and IDPs) required to comply with the modernized *Municipal Government Act*. Other planning documents such as Land Use Bylaws should also be discussed to ensure timely delivery and to allow prioritization of the work to be completed over the next three years.
- Updated project lists under the following three categories were reviewed:
 - CURRENT PROJECTS – approved by the municipality and in progress
 - QUOTED PROJECTS – quoted but awaiting municipal approval
 - PROJECTS YET TO BE QUOTED – rural and urban IDPs yet to be quoted

Moved by: Doug MacPherson

THAT the Executive Committee accept the Fee For Service – 2018, as information.

CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) March 2018

5150	Staff Mileage	M. Burla	\$ 90.00
5150	Staff Mileage	D. Horvath	42.00
5285	Building Maintenance	Cam-Air Refrigeration	319.85
5310	Telephone	Shaw Business	1,890.54
5320	General Office Supplies	Desjardin Card Services	110.30
5380	Printing & Printing Supplies	Desjardin Card Services	42.99
5350	Postage & Petty Cash	Pitney Bowes	40.68
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5430	Aerial Photos & Maps	M.D. of Willow Creek	200.00
5440	Land Titles Office	Minister of Finance	458.00
5470	Computer Software	Safe Software	1,720.00
5500	Subdivision Notification	Lethbridge Herald	324.22
5520	Meetings	Sobeys	46.07
5520	Meetings	Costco	22.98
5520	Meetings	Grassy Lake Community Hall	100.00
5520	Meetings	S. Alberta Land Trust Society	212.00
5570	Equipment Repairs & Maintenance	Xerox Canada	727.53
5580	Equipment & Furniture Rental	Pitney Bowes	310.13
1160	GST Receivable	GST Receivable	276.19
		TOTAL	<u>\$6,956.48</u>

(ii) April 2018

5150	Staff Mileage	S. Johnson	\$ 101.00
5320	General Office Supplies	S. Johnson	28.20
5350	Postage & Petty Cash	S. Johnson	139.80
5520	Meetings	S. Johnson	125.79
5530	Coffee & Supplies	S. Johnson	101.81
5160	Staff Field Expense	Petty Cash (Grassy Lake Store)	20.00
5320	General Office Supplies	Petty Cash (Carleton Cards)	6.70
5350	Postage & Petty Cash	Petty Cash (Canada Post)	48.75
5520	Meetings	Petty Cash (Costco)	15.98
3120	Operating Reserve-Car	McDonald Chev Buick GMC	26,550.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Wild Rose Horticultural	480.00
5285	Building Maintenance	Wild Rose Horticultural	320.00
5285	Building Maintenance	Infinity Maintenance	3,500.00
5310	Telephone	Bell Mobility	600.08
5310	Telephone	Shaw Business	157.00
5310	Telephone	Shaw Business	145.79
5330	Dues & Subscriptions	Westwind Weekly News	35.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5420	Accounting & Audit Fees	KPMG	11,500.00

5440	Land Titles Office	Minister of Finance	1,066.00
5460	Public Relations	Lethbridge Herald	60.00
5500	Subdivision Notification	Lethbridge Herald	165.90
5490	Consultants	Aquality Environmental	1,213.50
5490	Consultants	Cameron Klassen	2,340.00
5570	Equipment Repairs & Maintenance	Digitex	620.00
5570	Equipment Repairs & Maintenance	Digitex	620.00
5570	Equipment Repairs & Maintenance	Xerox Canada	976.60
1160	GST Receivable	GST Receivable	<u>2,395.27</u>
		TOTAL	<u>\$53,781.17</u>

Moved by: Morris Zeinstra

THAT the Executive Committee approve the Office Accounts of March (\$6,956.48) and April (\$53,781.17) 2018, as presented. **CARRIED**

(b) Financial Statements –

- (i) **January 1 - January 31, 2018**
- (ii) **January 1 - February 28, 2018**
- (iii) **January 1 - March 31, 2018**
- (iv) **January 1 - April 30, 2018**

Moved by: Doug MacPherson

THAT the Executive Committee approve the following unaudited Financial Statements, as presented:

- January 1 - January 31, 2018
- January 1 - February 28, 2018
- January 1 - March 31, 2018
- Janjary 1 - April 30, 2018 **CARRIED**

6. DIRECTOR'S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Greg Robinson

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:05 p.m. until **Thursday, June 14, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held May 16, 2018.

Call to Order: Meeting called to order at 7:00pm at Douros.

Present: David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Arnold Koehler, Rod Jensen, Gordon Weerstra, Sheldon Smeltzer, Gerry McGuire.

Absent: Judy Minor, Allan Minor, Dave Elliott, Judy Minor, Brad Schlossberger.

Reading of Minutes: The minutes of the last regular meeting held April 18th, 2018 were adopted as presented by Syd Gray. Seconded by Gordon Weerstra. Motion carried.

Business Arising from Minutes: David told the board about work that has been completed in the new building, or is in the process of being completed. David also told the board that the application for the South Country Coop, for a grant under the Coop community spaces program for up to \$150,000, was not successful. We therefore did not apply for the CFEG by the May 15th deadline for up to another \$125,000 to match this grant from Coop. 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.

David told the board that we had some donation cards printed up that we have been distributing and posting during events. Brady Hansma talked to the board about fund raising ideas that could be tried as a way of matching funds of the CFEG large stream funding if we are successful in 2019. Gerry McGuire informed the board that he has been passing out the brochures that Brady had made up and is getting positive feedback. He has given these to both the Lions and Kinsmen.

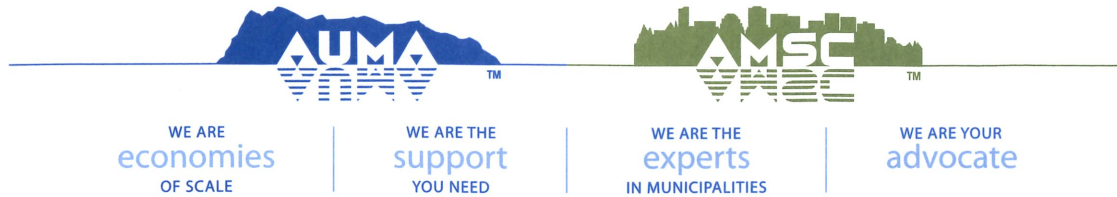
David passed out quote from Challenger for a tractor.

Treasurers Report: Gerry moves we accept the financials as presented to the end of April 2018 as presented. Arnold 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.
-no further updates on the status of the new regulations that CFIA is proposing and how it would affect ag societies. The alley livestock tag reader is quoted at approx \$3600 from UFA
-David told the board of a smaller Community Foundation of Lethbridge and Southwestern Alberta grant for capital projects of up to \$15,000 that we can apply for by the Oct 15th deadline. Lorraine found out about this thru the Chamber and this is a non matching grant.
- David also told the board that the sand has not been changed yet and the arena walls have not been washed as of yet.

New Business: The board talked about the alley reader and what it will look like and what it will require once we are required to report the movement of livestock at the Agriplex.
The board discussed the need to replace the New Holland tractor in the future. The board discussed the options of the different tractor but tabled a decision for now.

Adjourn: Lorraine moves the meeting be adjourned at 8:00pm



June 18, 2018

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

Re: Alberta Municipalities Services Corporation (AMSC) rebate 2017

Dear Ms. Carlson:

The Alberta Urban Municipalities Association (AUMA) is very pleased to provide your municipality with the enclosed rebate in recognition of your valued participation in 2017 with two or more of our following business services relating to Employee Benefits, Property and Casualty Insurance, and Electricity and Natural Gas.

As part of AUMA's commitment to building thriving communities, we returned \$1,500,000 of our modest surplus from our wholly-owned subsidiary, AMSC, to qualifying members over 2016, 2017 and 2018.

As a member of our association, we encourage you to fully utilize these service offerings that have been created with your needs in mind. The modest surplus generated by these services is returned to you through this rebate as well as through the AUMA's policy, programs and advocacy services that it helps fund. Our programs and services share the objective of building the best communities in which to work, play and raise families in Alberta. We hope that your council and administration will view this rebate as a reflection of our commitment to share the success of our services with our members.

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA or clientdevelopment@auma.ca.

Once again, thank you for your continued participation in our business services.

Yours truly,

A handwritten signature in black ink, appearing to read "Dan Rude".

Dan Rude
AUMA CEO

encl.