



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 26, 2018
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – MARCH 12, 2018

PUBLIC HEARINGS:

1. **BYLAW #1638 – Road Closure**
2. **REMOVAL OF DESIGNATION OF MUNICIPAL RESERVE**

DELEGATIONS:

1. **CHINOOK ARCH REGIONAL LIBRARY SYSTEM**
RE: Update
2. **CLARESHOLM PUBLIC LIBRARY – Barb Kemery**
RE: Canada's Gardening Week

ACTION ITEMS:

1. **BYLAW #1639 – Museum Board**
RE: 2nd & 3rd Readings
2. **BYLAW #1640 – Land Use Bylaw Amendment**
RE: 1st Reading
3. **BYLAW #1641 – Council Code of Conduct**
RE: 1st Reading
4. **BYLAW #1642 – Sanitary Sewer Borrowing Bylaw**
RE: 1st Reading
5. **CORRES: Alberta Emergency Management Agency**
RE: Wireless Public Alerting
6. **CORRES: Claresholm & District FCSS**
RE: Volunteer Celebration April 18, 2018
7. **REQUEST FOR DECISION: Letter of Support – Claresholm Curling Club**
8. **REQUEST FOR DECISION: Removal of Designation of Municipal Reserve**
9. **REQUEST FOR DECISION: Alberta SouthWest - Townfolio**
10. **FINANCIAL REPORT: Statement of Operations – February 28, 2018**
11. **INFORMATION BRIEF: 2017-18 MSI Additional Allocations**
12. **INFORMATION BRIEF: CAO Report**
13. **INFORMATION BRIEF: Council Resolution Status**
14. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. **Town of Peace River – Air Ambulance RFP Concerns (Full Affidavit available if interested)**
2. **Town of Olds – Prevention of Quagga and Zebra Mussels**
3. **Claresholm & District Chamber of Commerce Meeting Minutes – February 21, 2018**
4. **Little New York Daze Committee – Longview Parade July 21, 2018**
5. **Alberta SouthWest Regional Alliance Meeting Minutes – February 7, 2018**
6. **Alberta SouthWest Regional Alliance Meeting Minutes – March 7, 2018**
7. **Alberta SouthWest Bulletin – March 2018**
8. **Oldman River Regional Services Commission Annual Organizational Meeting Minutes – December 7, 2017**
9. **Facility & Infrastructure Planning Committee Minutes – February 27, 2018**
10. **Willow Creek Agricultural Society Meeting Minutes – February 21, 2018**
11. **Claresholm Economic Development Committee Meeting Minutes – February 19, 2018**
12. **The Bridges at Claresholm Golf Club Meeting Minutes – February 21, 2018**
13. **Municipal Planning Commission Minutes – February 9, 2018**
14. **Proclamation Human Values Day – April 24, 2018**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 12, 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 7:04 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 7:04 p.m. by Mayor Doug MacPherson

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

CARRIED

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

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

CARRIED

DELEGATION: **AVAIL LLP – Darren Adamson, CPA, CA**
RE: 2017 Financial Statements

Darren Adamson, CPA, CA from Avail LLP presented the 2017 Audited Financial Statements to Council.

ACTION ITEMS:

1. REQUEST FOR DECISION: 2017 Reserve Transfers

MOTION #18-042 Moved by Councillor Schlossberger to transfer net unrestricted funds of \$232,177 to Reserves for the year ended December 31, 2017 as follows:

General Reserves

Transfers from Reserves:

FCSS – \$11,365

Transfers to Reserves:

Fire department equipment – \$30,000

Capital Reserves

Transfers to Reserves:

Fire truck – \$50,000

Parks and pathways - \$50,145

Water and sewer – \$67,422

Garbage & recycling equipment – \$20,975

Playground rehabilitation – \$25,000

CARRIED

2. REQUEST FOR DECISION: 2017 Audited Financial Statements

MOTION #18-043 Moved by Councillor Courage to accept the Audited Financial Statements for the year ended December 31, 2017 as presented.

CARRIED

3. REQUEST FOR DECISION: 2018 Budget

MOTION #18-044 Moved by Councillor Carlson to approve the 2018 Operational and Capital Budgets as presented.

CARRIED

4. BYLAW #1639 – Claresholm Museum Board Bylaw
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1639, regarding the Claresholm Museum Board, 1st Reading.

CARRIED

5. DELEGATION RESPONSE: Roxanne Thompson
RE: Claresholm Local Press Taxpayer Subscriptions

Councillor Zimmer declared a pecuniary interest and left the meeting at 7:23 p.m.

MOTION #18-045 Moved by Councillor Courage to deny the request from Roxanne Thompson regarding subscriptions to the Claresholm Local Press for taxpayers.

CARRIED

Councillor Zimmer rejoined the meeting at 7:26 p.m.

6. CORRES: Alberta Seniors and Housing and the Alberta Association of Seniors Centres

RE: Save the Date – Grey Matters 2018

Received for information.

7. CORRES: Rowan House Society

RE: Hope & Healing Gala – April 14, 2018

Received for information.

8. CORRES: Claresholm Women’s Conference

RE: Request to Bring Greetings

Councillor Schlossberger will bring greetings from the Town at the Claresholm Women’s Conference on Saturday, April 14, 2018.

9. CORRES: Willow Creek Composite High School Prom Candidates

RE: Request for Donation

MOTION #18-046 Moved by Councillor Courage to support the WCCHS 2018 Prom Candidates with a donation of \$100 for their Prom Fashion Show on March 22, 2018.

CARRIED

10. REQUEST FOR DECISION: Inventory Policy #GA 03-18

MOTION #18-047 Moved by Councillor Carlson to adopt Policy #GA 03-18, the Inventory Policy, effective March 12, 2018 as presented.

CARRIED

11. REQUEST FOR DECISION: Recreation Fees Policy #REC 03-18

MOTION #18-048 Moved by Councillor Zimmer to adopt Policy #REC 03-18, the Recreation Fees Policy, effective March 12, 2018 as presented.

CARRIED

12. REQUEST FOR DECISION: Equipment Rental Policy #GA 03-18(a)

MOTION #18-049 Moved by Councillor Schulze to adopt Policy #GA 03-18(a), the Equipment Rental Policy, effective March 12, 2018 as presented.

CARRIED

13. REQUEST FOR DECISION: Tamarack Lots Listing Price

MOTION #18-050 Moved by Councillor Zimmer to list/advertise the lots listed below at the following appraised values:

- Lot 66, Block 118, Plan 8010781 - \$57,000.00
- Lot 67, Block 118, Plan 8010781 - \$57,000.00
- Lot 68, Block 118, Plan 8010781 - \$57,000.00
- Lot 69, Block 118, Plan 8010781 - \$57,000.00
- Lot 2, Block 117, Plan 8010781 - \$81,500.00
- Lot 3, Block 117, Plan 8010781 - \$83,500.00
- Lot 4, Block 117, Plan 8010781 - \$96,500.00

CARRIED

14. INFORMATION BRIEF: Cannabis Regulations Update

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

a. Local Public Body Confidences – Council Code of Conduct Bylaw – FOIP Section 23(1)(a)

Moved by Councillor Moore to go In Camera at 7:45 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:45 p.m.

Moved by Councillor Courage to come out of In Camera at 8:29 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:29 p.m.

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

CARRIED

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

Mayor – Doug MacPherson

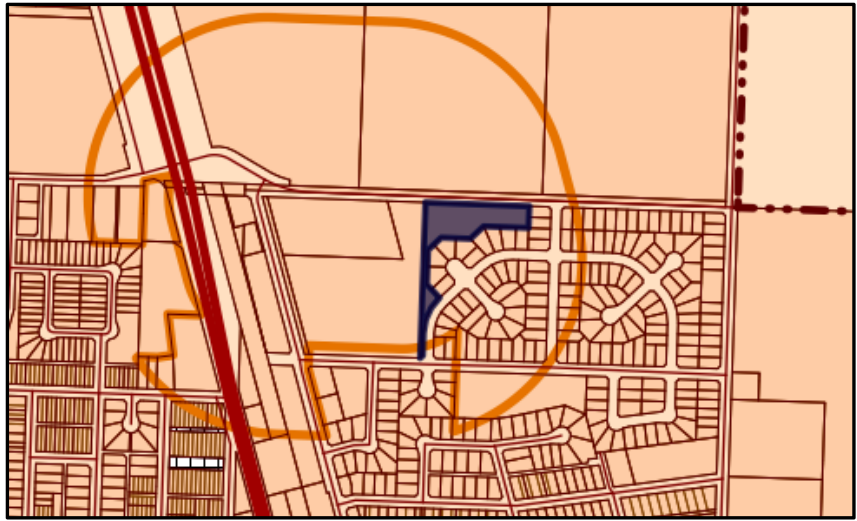
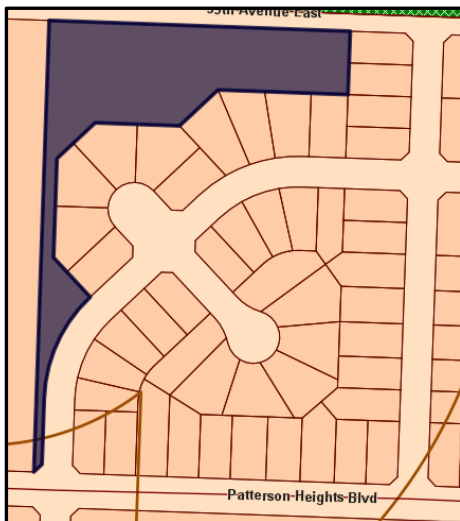
Chief Administrative Officer – Marian Carlson

DRAFT

PUBLIC HEARING

BYLAW No.1638 – ROAD CLOSURES

Council passed 1st reading of Bylaw No. 1638 on February 12, 2017. As per section 675(1) of the Municipal Government Act (MGA) the removal of municipal reserve designation (map below) can be completed upon advertising as per section (606) and the holding of a public hearing as per section (230) of the MGA. The portion below is the Municipal Reserve (MR) designation that requires removal prior to the consolidation of the lots. The public hearing / MR designation removal was advertised in the March 14th and March 21st editions of the Claresholm Local Press as well as circulated to the neighbors.



Note: The utility companies have been circulated as well regarding the road closure bylaw No. 1638. 6 letters were received back stating they are not affected by the road closure. Telus stated they are affected and are preparing a right of way agreement for processing. These have all been sent to Alberta Transportation for endorsement.

RECOMMENDED ACTION:

Upon taking into consideration the representations made at the public hearing, Council pass a resolution to remove the Municipal Reserve (see attached form).

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

1. Bylaw No. 1638 Road Closure Bylaw.
2. Municipal Reserve Removal Form.

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section 675 – Removal of designation as municipal reserve.
2. Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
3. Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 21, 2018

**REMOVAL OF MUNICIPAL RESERVE DESIGNATION
(Section 675 of the Municipal Government Act)**

I, _____, certify that:

1. I am the Designated Officer of the _____ of _____
(Name of Municipality)
2. The Council of the Municipality wishes to dispose of a municipal reserve.
3. The provisions of Sections 674 of the Municipal Government Act have been complied with.
4. The Council requests the removal of the municipal reserve designation from the following lands:

PLAN 8010781
BLOCK 127
LOT 15MR

Excepting thereout all mines and minerals

Signing Authority for the Municipality

DELEGATIONS

From: Carolyn Schinkel [<mailto:cschinkel@chinookarch.ca>]
Sent: Monday, March 5, 2018 2:16 PM
To: Karine Wilhauk <Karine@claresholm.ca>
Subject: Request for a Council presentation

Good afternoon,

I am contacting you on behalf of Robin Hepher, CEO of Chinook Arch Regional Library System. I would like to request a brief spot for him to present to the Council as a delegate in the next few months. If you could please let me know when you might have a time available for him, it would be appreciated. Also, I was wondering if you have a regional council meeting with your surrounding municipalities at any point.

Kind regards,

Carolyn Schinkel
Administrative Assistant
Chinook Arch Regional Library System
cschinkel@chinookarch.ca
Phone: 403-380-1500 | Fax: 403-380-3550

From: Carolyn Schinkel <cschinkel@chinookarch.ca>
Sent: Tuesday, March 6, 2018 4:02 PM
To: Karine Wilhauk <Karine@claresholm.ca>
Subject: RE: Request for a Council presentation

Hi Karine,

Thank you for allowing Robin to present. His outline is as follows:

Overview of Regional Library Service in Alberta

- Brief History of Chinook Arch
- System Agreement and Plan of Service
- Budgets, Funding, and Governance
- Chinook Arch Services
- Highlights from 2017
- Questions?

He will have a PowerPoint and handouts to go with his presentation. Thank you for all of the information.

Kindly,

Carolyn Schinkel
Administrative Assistant
Chinook Arch Regional Library System
cschinkel@chinookarch.ca
Phone: 403-380-1500 | Fax: 403-380-3550

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1639**

A Bylaw of the Town of Claresholm to establish the Claresholm & District Museum Board;

WHEREAS it is deemed proper that a bylaw be drawn to establish a Museum Board and to set up terms of reference for the proper management of the Claresholm and District Museum;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

Definitions:

In this bylaw:

“**Council**” means the Town of Claresholm Council.

“**Board**” means the Claresholm & District Museum Board.

“**CAO**” means Chief Administrative Officer of the Town of Claresholm.

Museum Board

1. There is hereby established a Board to be known as the Claresholm & District Museum Board.

Board Appointments

2.
 - a) The Board will consist of not fewer than 5 and not more than 9 members appointed by Council.
 - b) Not more than 2 members of Council may be members of the Board.
 - c) Members must be a resident of Claresholm or reside within the Claresholm Recreation Area of the Municipal District of Willow Creek #26.
 - d) Term of appointment will be 4 years.
 - e) A member of the Board is eligible to be reappointed for only 2 additional consecutive terms of office unless at least 2/3 of the whole Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

Date of Appointments

3.
 - a) The appointment of the Town Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.
 - b) The appointments of the members of the Board shall be made on the date fixed by Council following the general Municipal Election, or as required

Resignations

4.
 - a) By mutual consent, the Council and the Board may with reason, request the resignation of any of the members, prior to the expiry date of the member’s appointment.
 - b) Any member of the Board may resign at any time upon sending a written notice to the CAO of the Town of Claresholm or the Board Chair.

Board Member Disqualifications

5.
 - a) A person is disqualified from remaining a member of the Board if he/she fails attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings.
 - b) If a member of the Board is disqualified from remaining a member under subsection (a) he/she is deemed to have resigned his/her seat on the Board.

Chairperson of the Board

6. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

Meetings

- 7. a) The Board shall meet a least once every 3 months and at any other times it considers necessary.
- b) A quorum shall consist of more than half (or a majority) of the board members.

Record of Meetings

- 8. a) All minutes, resolutions and policies of the Board shall be entered in books to be kept by it for that purpose and the books shall be signed by the chairperson or acting chairperson.
- b) A copy of all minutes, resolutions and policies shall be given to the CAO of the Town of Claresholm to be filed with the Town records.

Board Functions

- 9. a) The Board, subject to any enactment that limits its authority, shall set policy for the procurement and management of the museum collection, displays, promotions and the facilities, and shall endeavor to comply with the Standard Practices Handbook for Museums written by the Alberta Museums Association.
- b) The Board in cooperation with the CAO or designate shall engage in long range planning and strategic planning for the Museum operations and programming.
- c) The Board in cooperation with the CAO or designate shall coordinate the operations and activities of the Museum and the Visitors Information Centre, as long as the two functions are housed in the same facility.

Staffing

- 10. a) The Museum Executive Director shall be hired by a committee consisting of the CAO or designate and the Museum Board Chairperson or designate.
- b) The Museum Executive Director shall be accountable both to the CAO and to the Board.
- c) Additional staff, when needed, will be hired, overseen, and managed by the Museum Executive Director and/or the CAO or designate.

Budget

- 11. a) Annually, the board may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
 - b) Without the approval of Council, neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Board, nor any member thereof, have the power to authorize any expenditure to be charged against the Town Council Representative.
 - c) All charges for services and materials in relation to the operation of the museum shall be in accordance with the Council approved budget. In the event that there is any deviation of the ratified budget desired by the board, application for change from the ratified budget must be made to council before the change is affected.
- 12. Bylaw #1506 is hereby repealed.
 - 13. This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this **12th** day of **March** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: March 26, 2018

Agenda Item: 2

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

The applicant has applied for a land use bylaw amendment for the re-designation of #4 Skyline Cres. from R4 (Multiple Residential) to R5 (Apartments). The applicant proposes to use the units as rental (one bedroom) units (see attached letter). The Town of Claresholm Land Use Bylaw No.1525 defines apartment as a development which contains three or more dwelling units and where the primary access to each unit is provided through a common or shared entryway.

The applicant owns the property which was finalized in February as part of the Tax recovery sale process. The intent is to use the building as is with only code required renovations to be initiated. Please note, this application is for the land use district re-designation only, and any change in use of the building (from vacant to apartments) will require a change in use application. At that time, the Municipal Planning Commission will take into consideration items such as use, size, parking, landscaping, etc. Municipalities under Part 17 of the Municipal Government Act, regulate "land use", not the "land user." As such, the demographic or socioeconomic characteristics of land users (among other things: age, gender, ethnicity, employment status, health status, status as tenant or owner) cannot be considered as relevant factors in making a decision on this amendment.

The intent of the R5 (Apartment) land use district is to provide a residential area which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighborhoods. Written comments from Gavin Scott, Planner ORRSC (also presented to the MPC meeting March 23, 2017 – as information) are attached. The property does fit the R5 land use district criteria for the minimum lot size.

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

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No. 1640, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

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

ATTACHMENTS:

- 1.) Draft Bylaw #1640
- 2.) Apartment (R5) land use district
- 3.) ORRSC – comments from Gavin Scott, Senior Planner
- 4.) Correspondence – Freedom Living

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 21, 2018



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

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

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

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

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

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

LAND USE DISTRICT MAP

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

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

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

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

APARTMENTS – R5

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

1. PERMITTED USES

Accessory buildings
 Accessory structure
 Accessory use
 Apartment
 Home occupation 1

DISCRETIONARY USES

Alternative energy, solar
 Boarding house
 Group home
 Home occupation 2
 Multi-unit dwelling
 Rowhouse dwelling or townhouse

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Rowhouse dwelling or townhouse						
– interior lot	6.1	20	30.5	100	185.8	2,000
– corner lot	9.1	30	30.5	100	278.7	3,000
Apartment	30.5	100	30.5	100	929.0	10,000

3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Rowhouse dwelling or townhouse	7.6	25	1.5	5	7.6	25
Apartment	7.6	25	3.0	10	7.6	25

All other uses, as required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

Principal building – 50%
 Accessory buildings – 10% or 111.5 m² (1,200 sq. ft.), whichever is less.

5. MINIMUM FLOOR AREA

Row dwelling – 74.3 m² (800 sq. ft.)
 Apartment – 46.5 m² (500 sq. ft.)
 Multi-unit dwelling – 74.3 m² (800 sq. ft.)
 All other uses – as required by the Development Authority

6. MAXIMUM HEIGHT OF BUILDINGS

Principal building – 15.2 m (50 ft.)

Accessory buildings – 4.6 m (15 ft.)

7. SPECIAL DEVELOPMENT STANDARDS

(a) The side setback requirement does not preclude the building of a semi-detached dwelling, a row dwelling or townhouse where each dwelling is separated by a party wall and on a separate title.

(b) All high-rise developments shall be built so as not to obstruct the sun from surrounding dwellings. An apartment over three storeys in height shall be built at least the distance the apartment is high from adjacent buildings.

8. SIGNS – See Schedule 2.

9. FENCING REQUIREMENTS – See Schedule 7.

10. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

11. LANDSCAPING STANDARDS – See Schedule 9.

12. HOME OCCUPATIONS – See Schedule 10.

13. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.



Memorandum

To: Town of Claresholm

From: Gavin Scott, Senior Planner

Date: May 24, 2017

Re: Land Use Bylaw amendment for #4 Skyline Cres

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

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

3.1 Goal

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

Objective 3.3.7

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

Policy 3.4.7

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

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

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

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



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

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

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

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

Memorandum

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

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

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

Does the minimum floor area, lot size and building setbacks conform to the proposed district? It appears the west side does not meet setback unless it received a variance when built then it could be considered compliant. The existing title exceeds lot size requirements. Parking is at the discretion of the Development Authority so cannot be calculated for comment here.

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

Is Policy 3.4.7 met by the proposal?

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

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

(c) compatibility with adjacent uses;

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

(d) development potential/suitability of the site;

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

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

Building exists and is serviced

(f) cumulative impact to the Town;

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

(g) potential impacts on public roads;

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

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

Not applicable

(i) supply of suitably designated land;

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

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

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

(k) any other matters deemed pertinent.



Town of Claresholm
c/o Tara VanDellen
Box 1000, 221 – 45th Avenue W
Claresholm, AB
TOL 0T0

RE: Land Use Bylaw Amendment Application
4 Skyline Cres, Claresholm, AB

Applicant's Submission

Claresholm Freedom Affordable Rental Living will be a high-quality multi-unit dwelling, integrated in an appointed residential neighborhood, surrounded by a variety of multi residential duplex & single dwelling homes. 4 Skyline Cres is bungalow-style residential building with 19 private, self-contained apartment units. Each self-contained private apartment unit contains a full kitchen, bathroom, and living & sleeping spaces, typical of a quintessential 'Bachelor' Apartment Unit. In addition, there is a private Residential Manager Suite currently occupied.

This building was substantially completed approximately ten years ago, the zoning was as follows:

ZONING: Multiple Residential R-4

PERMITTED USE: Multi-unit dwelling

DISCRETIONARY USE: Group Home/Assisted-Living

Freedom Rental Apartment will not provide personal care for residents, although will most likely attract individuals who identify themselves as *Seniors*, as Freedom Lifestyle & building features are suited to active seniors & retirees - in their *Freedom Years*. The property will be operated by a non-profit, and meet and exceed all legislative compliance.

Age diversity at Freedom Apartments will create a healthy environment representative society. Our primary market tenant will likely classify themselves as 'Seniors', however, there are many individuals seeking affordable housing in a supportive community who at 59 or 65 years of age, do not identify themselves as *Seniors Citizens*, nor want to live in '*an old folks home*', the premise of Ageism.

A healthy, diverse, high quality lifestyle community may contain interested parties that do not classify or identify themselves as over 65 or *Seniors*; therefore we would like to apply to for the broader, Multi Residential Use Permit that does not discriminate by age, thus the zoning of 4 Skyline Crescent, is best suited, as:

ZONING: *Multiple Residential R-5*

PERMITTED USE: *Apartment*

DISCRETIONARY USE: *Multi-unit dwelling*

Housing Varieties Needed

As our population ages, we are enjoying a longer – healthier retirement period, with lengthier life span on fixed income, individuals may be interested in a high quality, simple living while maintaining a quality lifestyle.

Live Simple & Cozy, please visit our website (under construction & review) for our unique approach to attract high quality Rental Applicants to the Freedom Apartment @ www.freedomliving.ca .

The Freedom Difference

4 Skyline Cres has recently been purchased by Joe Starr and will be operated by a non-profit housing organization, with the primary goal of providing high quality, affordable, independent housing with a strong residential social network promoting long-term tenancy, in a self-supportive environment supported by a barrier-friendly environment & enhanced tenant-community support, facilitating a social network through our tenants' free amenities (including social events, & access to our proprietary tenant network APP -the Freedom Social Hub.

The Claresholm Freedom is bungalow-style residential building with 19 private, self-contained apartment units. The fully appointed private suites contain a kitchen, bathroom, and living space of a typical bachelor apartment unit. The building also has an adjoining Residential Manager Suite, and a Common Entry space with TV Lounge & Café Nook, laundry facility room and an additional multi-function space (i.e. common Exercise Room), and ample grounds currently with gravel parking. Freedom will provide an Affordable & Independent Senior Living to the community of Claresholm, while maintaining a Barrier Friendly & Supportive Lifestyle.

Affordability

Freedom Affordable will be operated by a non-profit housing company, providing a housing option that keeps more money in the pockets of the residents, permitting a fuller active community lifestyle. A comfortable lifestyle should be affordable – Included are private suite, all utilities, television, internet, laundry, computer tablet, tv lounge, book & cd library, internet hub work space, resident's café nook, social calendar & Borrow-It (loan cupboard),

Independence

The living area is barrier-friendly for ease of access. Each private suite is a cozy, thoughtfully & innovatively designed space. For quality of life residents will be permitted to have small dogs or cats join them. The barrier friendly units are cozy, thoughtfully and efficient layout offering loads of comfort & extras.

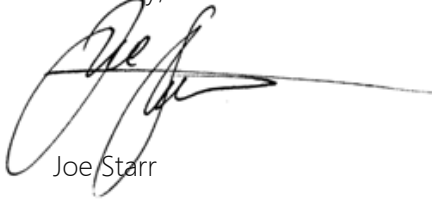
Free Amenities

- Free Electricity
- Free Heat
- Free Phone with long distance calling
- Free Wifi Internet throughout the building
- Community lounge with HDTV
- Computer Hub
- Free Tablet provided to each resident

Tenant proprietary Freedom Network Application for resident events, social networking and support through: Residential Manager for companion support & tenant social facilitation (social nights, monthly free dinner, café nook with all-day, movie nights, community garden, games & more!

I look forward to working with the Town of Claresholm and thank you for supporting exciting growth & housing options for the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Starr', with a long horizontal flourish extending to the right.

Joe Starr

BYLAW #1641 COUNCIL CODE OF CONDUCT

DESCRIPTION:

Council along with Administration has been diligently working on a Council Code of Conduct Bylaw, which is on the Agenda for first reading.

Per Section 146.1(1) of the new *Municipal Government Act*.

Bylaws – code of conduct

146.1(1) A council must, by bylaw, establish a code of conduct governing the conduct of councillors.

Per Alberta Regulation 200/2017, Code of Conduct for Elected Officials Regulation:

Establishing code of conduct

4(2) A council must establish a code of conduct within 270 days from the date section 16 of the *Municipal Government Amendment Act, 2015* comes into force.

Council has until July 23, 2018 to give all three readings to this bylaw, as that is 270 days from the date the new MGA came into force.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1641 regarding council code of conduct, 1st Reading.

APPLICABLE LEGISLATION:

- *Municipal Government Act*, RSA 2000, Chapter M-26.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: March 22, 2018



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1641

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

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

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

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

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

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

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

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

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

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

PART 1: Short Title

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

PART 2: Definitions

2.1. In this bylaw:

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

PART 3: Purpose and Application

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

PART 4: Representing the Municipality

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

PART 5: Communicating on Behalf of the Municipality

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

PART 6: Respecting the Decision-Making Process

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

PART 7: Adherence to Policies, Procedures and Bylaws

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

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

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

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

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

PART 9: Confidential Information

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

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

PART 10: Conflicts of Interest

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

PART 11: Improper Use of Influence

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

PART 12: Use of Municipal Assets and Services

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

PART 13: Orientation and Other Training Attendance

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

PART 14: Remuneration, Expenses, Gifts and Hospitality

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

PART 15: Informal Complaint Process

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

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

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

PART 16: Formal Complaint Process

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

PART 17: Compliance and Enforcement

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

SCHEDULE "A"

TOWN OF CLARESHOLM CODE OF CONDUCT OATH

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

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

Dated at the Town of Claresholm, in the Province of Alberta, this ____ day of _____ 20__.

Signature of Mayor or Council Member



REQUEST FOR DECISION

Meeting: March 26, 2018
Agenda Item: 4

BYLAW No.1642 – SEWER BORROWING BYLAW

DESCRIPTION:

Administration requires Council to give first reading to the proposed borrowing bylaw #1642.

BACKGROUND:

On March 12th, 2018 Council approved the 2018 capital budget. Included in the capital budget was a project to construct a sewer main trunk from the Airport to the Sewage Lagoons to address a bottleneck in the sewer system where two 525mm sewer mains converge into one 525mm sewer main to then convey sanitary sewage to the sewage lagoons west of Town. This creates a bottleneck in the system that is more prone to backup and flooding.

The current sewer main to the sewage lagoons is also a concrete main that has sustained significant erosion/corrosion. This project would be to replace this current 525mm concrete sewer main with 750mm pvc sewer main. This main conveys all the Towns Sanitary Sewer to the Sewage Lagoons and is therefore a critical piece of infrastructure.

The maximum estimated cost of the project will be \$1,140,000. This being the case the borrowing bylaw will reflect this maximum amount required to complete the project. The amount that is required may be less once the project is completed depending on the actual project costs. This borrowing bylaw reflects the maximum amount of \$400,000 that would be required to be borrowed.

The need for the borrowing bylaw to be approved is to be able to move forward with this project. As per the MGA section 254 the Municipality cannot start the purchase or construction of a capital project that is to be financed in whole or in part through borrowing unless the borrowing bylaw that authorizes the borrowing is passed. In order to pass 2nd and 3rd reading of the borrowing bylaw it also must be advertised for 2 consecutive weeks. Assuming first reading passes March 26th the borrowing bylaw would be advertised on April 4 and 11 in the Local Press with 2nd and 3rd reading being presented on April 23rd.

Timing of the project is hoped to have engineering completed during the spring with construction occurring mid to late summer with requirement for funds in the fall to finance the project. As such we would be looking at a September 17, 2018 loan issue date, with an application deadline of August 15th, 2018.

COSTS / SOURCE OF FUNDING:

Alberta Capital Finance Authority debenture for \$400,000 for the construction/replacement of a sewer trunk main from the Airport to the Sewer Lagoons.

RECOMMENDED ACTION:

Council give bylaw #1642 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1642, a sewer borrowing bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1642 Sewer Borrowing Bylaw

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 21, 2018



BYLAW #1642
TOWN OF CLARESHOLM
PROVINCE OF ALBERTA

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

WHEREAS:

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

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

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

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

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

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

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

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

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

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

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

DRAFT

From: Garry Dzioba [<mailto:Garry.Dzioba@gov.ab.ca>]
Sent: Tuesday, March 13, 2018 11:19 AM
To: William Seymour
Cc: Garry Dzioba
Subject: Wireless Public Alerting
Importance: High



South Region *Directors and Deputy Directors of Emergency Management,*

Alberta Emergency Alert (AEA) issues alerts for weather events, natural and man-made hazards, Amber Alerts, and other emergencies that could pose an immediate threat to life. This life-saving network warns Albertans of an occurring or impending emergency or disaster and tells them what action to take to protect themselves and their families.

*Alerting continues to evolve and find new ways to provide alerts to Canadians. **Effective April 6th 2018, the most serious alerts will go directly to wireless devices (compatible smartphones, some tablets, and potentially other electronics) in an impacted area.** Wireless Public Alerting (WPA) marks a significant change in the way the public will receive alert messages. This short alert message will be the first indication of a serious emergency event and compliments other alert distribution methods such as radio/TV and social media.*

*As a result, **a public awareness and education campaign is starting on March 12th with the revision of the www.alertready.ca and www.emergencyalert.alberta.ca websites.** Wireless Service Providers (for example Rogers, Telus and Bell) and the Weather Network (Pelmorex) will be communicating direct-to-consumers, and through social media and radio/TV campaigns that share key messages. For example, consumers will start to receive WPA text messages and mail inserts from their service provider starting March 12th.*

The first planned national wireless public alert test is scheduled for Wednesday May 9th at 1:55 p.m. during Emergency Preparedness Week.

The combined public awareness/education campaign and national test will likely generate considerable media and public interest. The attached Frequently Asked Questions provide more information so your organization can prepare for potential questions and concerns.

*For more information contact **Tim Trytten** (Tim.Trytten@gov.ab.ca or 780.996.2062)*

Garry Dzioba
Field Officer South Region
Alberta Emergency Management Agency
Ministry of Municipal Affairs
Crowsnest Pass Provincial Building
12501 20 Avenue
Blairmore, AB TOK 0E0

O. 403-562-3374
C. 587-594-4211
E: garry.dzioba@gov.ab.ca

Alberta Emergency Alert: Stop. Listen. Respond.
Follow us on Twitter: @AB_EmergAlert
www.emergencyalert.alberta.ca

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

Wireless Public Alerting

1. What is wireless public alerting?

Wireless public alerting allows governments across Canada to send public safety messages directly to smartphones in a region. If there is an emergency in your local area you will get an alert on your compatible smartphone. For your phone to be compatible it should be connected to the 4G LTE network through your cell phone provider. You can learn more at alertready.ca, and check if your phone is compatible to receive wireless alerts.

2. When will wireless public alerting start?

Wireless alerting will be effective across Canada on April 6, 2018. You can receive a wireless alert anytime after this date.

3. Will all wireless devices receive alerts?

No. In order for emergency alerts to be received on a wireless device, three conditions must be met. The wireless device must be:

1. An LTE-device like a smartphone (LTE is commonly referred to as “4G LTE”);
2. Wireless public alerting (WPA)-compatible; and
3. Connected to an LTE cellular network at the time the emergency alert is issued.

Visit the Alberta section of AlertReady.ca website to find a link to the section of your wireless service provider’s website that provides information on compatible devices.

4. Are these wireless alerts sent as a text message?

No. While the wireless alert may look like a text message, it is not a text message. Wireless alerts are sent via cell broadcast distribution. Cell broadcast, similar to radio broadcast, is technology that allows messages to be broadcast to all compatible wireless devices within a designated geographical area. The alerts are one-way messages, there is no tool to reply to them.

Cell broadcast can be compared to radio broadcast. Radio towers broadcast music to people in defined geographic areas as long as the individuals can pick-up the broadcast signal and have their radios turned on. Cell broadcast messages similarly are delivered to those compatible wireless devices that are within range of cell towers and antennas in the designated area.

5. Are other mobile devices (e.g. tablets) capable of receiving wireless alerts?

Wireless service providers are required to distribute wireless emergency alerts to compatible smartphones that can access LTE cellular networks. Additional wireless devices such as tablets and smartwatches may be capable to receive some form of the message. However, it will not necessarily be received on the device in the Alert Ready format.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

For information on compatible wireless devices offered by your wireless service provider, visit the Alberta section of AlertReady.ca.

6. Will wireless alerts interrupt or end a voice-call or another activity in progress?

Wireless alerts will not end or terminate a voice call or data session in progress.

If you are on a voice-call when the wireless alert is received, you will be made aware of the alert by a notification tone (similar to call waiting). When your call ends, the alert will be displayed on your wireless device.

If you are on a data session, your session will continue, but it may be briefly interrupted by the alert appearing on your wireless device screen.

7. Will I receive a wireless alert if my device is off or set to silent?

A compatible wireless device that is turned off will not display an alert. If the alert is still active when the wireless device is powered on and the user is still in the alert area, the wireless device will then display the alert.

A compatible wireless device that is set to silent will display an alert, but you might not hear the alert sound. The emergency alert sound will usually play at whatever the current volume setting is on the wireless device, so if your wireless device is set to silent, no sound will accompany the emergency alert message. In some instances the alert sound may override your user settings.

8. If my wireless device is off for an extended period of time, will the wireless alert appear once I turn my phone back on?

If the wireless alert is still active when the compatible device is turned back on and you are within the alert area, the wireless alert will be displayed. If the alert is no longer active or if you have travelled outside of the alert area, it will not be displayed.

9. Will I receive a wireless alert if my phone is connected to Wi-Fi?

If the compatible wireless device can still communicate with the LTE cellular network while on Wi-Fi, it will receive wireless alerts. If the wireless device is not within reach of the LTE cellular network or is set to Wi-Fi only, it will not receive an alert.

10. What should I do if I receive a test alert on my wireless device?

Test alert messages will be identified as such. Test alerts are intended to test the functionality of the system and inform consumers of wireless alerts. Test alerts do not require the consumer to take steps to secure their safety.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

You may be required to acknowledge receipt of the wireless alert in order to allow for your wireless device to resume normal functioning. In the event that you cannot acknowledge the alert, the alert sound and vibration will continue for eight seconds. Depending on your specific wireless device, additional reminders may occur.

11. What should I do if I receive an alert on my wireless device?

Upon receiving the wireless alert, it is important to take action safely. Stop what you are doing when it is safe to do so and read the alert. The alert will include information from government officials on the action you need to take. This could include but is not limited to: limit unnecessary travel, evacuate the areas, seek shelter, etc.

12. What should I do if I receive an alert on my wireless device while driving?

It is important to take action safely, especially if the alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the wireless alert.

13. If I don't have unlimited texting or data within my mobile plan, will I be charged if I receive an emergency alert on my wireless device?

Wireless alerts are sent on a specific cellular channel that is separate from normal text and data traffic. While the alerts may look like text messages, they are not text messages and are not billed like text messages.

Wireless alerts do not require the phone numbers of cell phones, so there is no ability to identify or bill for the messages that are received.

14. Can I opt out of receiving emergency alerts on my wireless device?

No. Emergency alerts received on your compatible wireless device are relevant to you and require immediate attention. Emergency alerts are targeted, so if an alert reaches your device, you are in an area where there is immediate danger.

Government of Canada regulations require that all compatible wireless devices receive all relevant alerts.

15. Will I receive alerts on my wireless device if I'm travelling to or from another province or jurisdiction within Canada?

Yes. Wireless alerts are issued to a defined geographic area so that only people in the defined area will receive the alerts. If you are travelling and happen to be in another province when an

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

alert is issued, your compatible wireless device will receive the alert within seconds of being issued, provided your phone is powered on and connected to the LTE cellular network.

16. Will I receive alerts on my wireless device relevant to where I live while I am travelling away from home?

No. If you are travelling, you will only receive alerts that occur where you are.

Canadians can keep track of emergency alerts occurring in specific areas through the Alberta Emergency Alert app and www.emergencyalert.alberta.ca.

17. Will I still receive alerts if wireless device towers are affected by the situation?

Alerts are broadcast from cellular towers and antennas within the area specified by the alert issuer. If you are in an affected area but your wireless device is unable to connect to any towers/antennas because of the situation, you will not receive the alert on your wireless device. However, you will still receive emergency alerts through the Alberta Emergency Alert App. So make sure you download the app on your phone.

18. Will alerts sent to my wireless device be used to gather data about me?

No. Wireless alerts are sent using Cell Broadcast distribution. Cell Broadcast can only transmit information **to** your wireless device like a radio or TV. This means that no data is being gathered about you, your wireless device or your location when wireless alerts are sent out.

Alberta Emergency Alert App

19. What is the difference between the Alberta Emergency Alert app and the new wireless alert?

Only the most serious alerts will be sent out using the new wireless alerting system. Other alerts that provide information on developing emergencies or serious alerts from other areas will be delivered to you via the Alberta Emergency Alert app, social media and the [Alberta Emergency Alert](http://www.albertaemergencyalert.ca) website. The wireless alert message will only contain basic information, and maps and more details will be available from the app and website.

20. Will I receive wireless alerts, if I have the Alberta Emergency Alert app on my smart phone?

The wireless alert messages will be delivered to your wireless device only if you are in the impacted area. Depending on your preference, the Alberta Emergency Alert app could receive alerts for the entire province.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

21. Can I remove the Alberta Emergency Alert app from my phone now that wireless alerts are being sent to me?

This is not recommended. The app and wireless alert message are complementary with the wireless alert being a short message and the app providing more detail and a map.

22. Will the alert go off on my smartphone twice if I have the Alberta Emergency Alert app and receive a wireless alert message?

Yes. You will receive two alerts. However, we are working to blend the two systems so that only one alarm is sounded for the alert.

March 15, 2018

Dear Mayor MacPherson and Council,

We would like to invite you to this year's Volunteer Appreciation event, and would be honored to have you once again say a few words to formally begin the evening's festivities.

The event details are as follows:

Date: April 18th, 2018

Volunteer Recruitment Fair: 5:00 to 6:30pm

Volunteer Celebration (Dinner and Entertainment): 6:30-8:30pm

Entertainment will be provided by local talent Mariya Soetaert

Location: Claresholm Community Centre

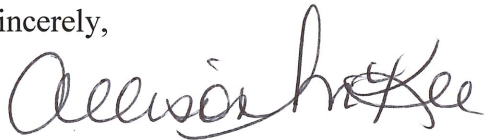
Claresholm & District FCSS will also be presenting the annual award for Citizen of the Year and Claresholm Local Press the Junior Citizen of the Year.

This is a free community event and is open to everyone.

Please RSVP to FCSS.

Thank you, and hope to see you there!

Sincerely,



Allison McKee, Community Outreach Coordinator
Claresholm & District FCSS
403-625-4417
communityfcss@shaw.ca

We would like to reserve a booth in the Volunteer Recruitment Fair

(Set up 4pm; Volunteer Fair from 5 to 6:30pm, booths can remain up until 8:30pm.)

We would like to reserve a table for the Volunteer Appreciation Dinner

Anticipated number of guests/chairs required: _____

Our organization has a long-serving volunteer we would like to especially recognize at this year's event.
(Please provide details)

Organization Name:

Contact Name:

Phone Number:

Email Contact:



REQUEST FOR DECISION

Meeting: March 26, 2018
Agenda Item: 7

LETTER OF SUPPORT – CLARESHOLM CURLING CLUB

DESCRIPTION:

The Claresholm Curling Club is applying for the Community Facility Enhancement Program (CFEP) in the amount of \$55,000 (which is half of the estimated cost to replace the chiller) and requires a letter of support from Council. The Town of Claresholm is not eligible to apply for the CFEP grant, however the Claresholm Curling Club is. The deadline for the application is May 15, 2018.

BACKGROUND:

The Claresholm Curling Club operates the Curling Rink, which is a Town of Claresholm facility. The Curling Rink is a busy venue, and the building requires a replacement chiller. The current chiller was purchased used in the 1980s. The current service provider has recommended replacement since 2011. This unit is a pressure vessel that handles the very corrosive salt brine that is cooled by the ammonia refrigeration system.

COSTS/ SOURCE OF FUNDING:

1. Total cost of the project is projected to be \$110,000. CFEP would potentially fund half the cost of the project, or \$55,000.
2. Claresholm Curling Club has committed to \$27,500.
3. The Town of Claresholm has committed to \$27,500 in the approved 2018 budget.

RECOMMENDED ACTION:

1. Council pass a motion to write a letter of support for the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of a new chiller.

PROPOSED RESOLUTION:

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

ATTACHMENTS:

- 1.) Request letter from the Claresholm Curling Club.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 21, 2018

March 20, 2018

Claresholm Town Council

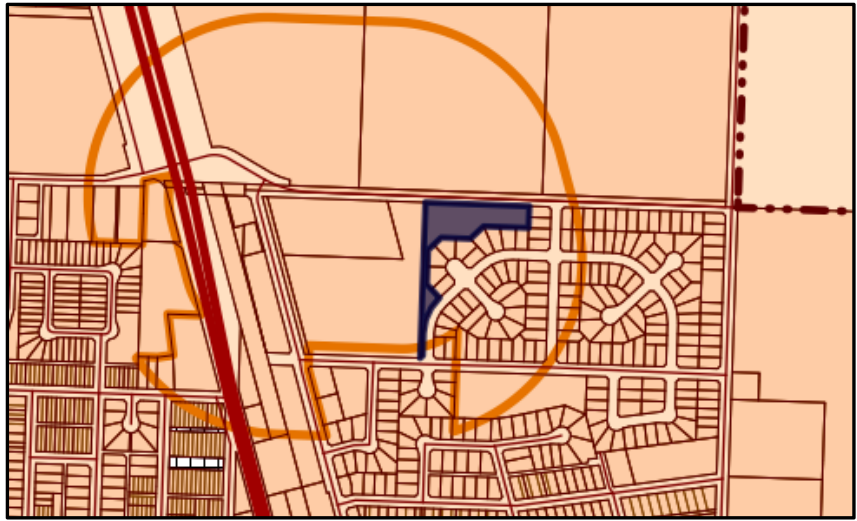
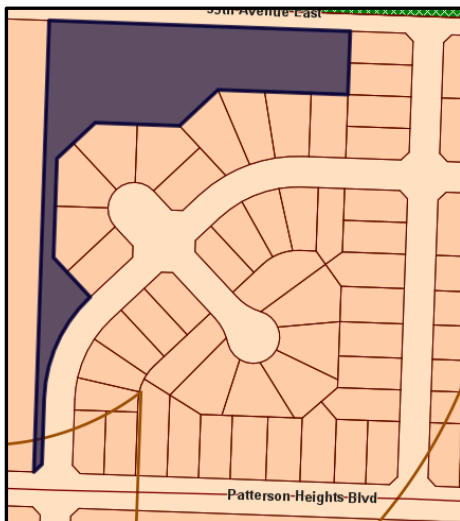
The Claresholm Curling Club is applying for a CFEP grant to replace the Brine Chiller, estimated at \$110,000 with \$55,000 being applied for from CFEP, \$27,500 to be funded by the club and \$27,500 to be funded by the town.

We are requesting a letter of support from Claresholm Town Council to attach to the application. The deadline for this application is May 15, 2018.

Thank You ,
Kirby Quayle
President Claresholm Curling Club

BYLAW No.1638 – ROAD CLOSURES

Council passed 1st reading of Bylaw No. 1638 on February 12, 2017. As per section 675(1) of the Municipal Government Act (MGA) the removal of municipal reserve designation (map below) can be completed upon advertising as per section (606) and the holding of a public hearing as per section (230) of the MGA. The portion below is the Municipal Reserve (MR) designation that requires removal prior to the consolidation of the lots. The public hearing / MR designation removal was advertised in the March 14th and March 21st editions of the Claresholm Local Press as well as circulated to the neighbors.



Note: The utility companies have been circulated as well regarding the road closure bylaw No. 1638. 6 letters were received back stating they are not affected by the road closure. Telus stated they are affected and are preparing a right of way agreement for processing. These have all been sent to Alberta Transportation for endorsement.

RECOMMENDED ACTION:

Upon taking into consideration the representations made at the public hearing, Council pass a resolution to remove the Municipal Reserve (see attached form).

PROPOSED RESOLUTIONS:

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

ATTACHMENTS:

1. Bylaw No. 1638 Road Closure Bylaw.
2. Municipal Reserve Removal Form.

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section 675 – Removal of designation as municipal reserve.
2. Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
3. Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 21, 2018

**REMOVAL OF MUNICIPAL RESERVE DESIGNATION
(Section 675 of the Municipal Government Act)**

I, _____, certify that:

1. I am the Designated Officer of the _____ of _____
(Name of Municipality)

2. The Council of the Municipality wishes to dispose of a municipal reserve.

3. The provisions of Sections 674 of the Municipal Government Act have been complied with.

4. The Council requests the removal of the municipal reserve designation from the following lands:

PLAN 8010781
BLOCK 127
LOT 15MR

Excepting thereout all mines and minerals

Signing Authority for the Municipality



REQUEST FOR DECISION

Meeting: March 26, 2018
Agenda Item: 9

Alberta SW Townfolio Proposal

DESCRIPTION/BACKGROUND:

Alberta Southwest is the Regional Economic Development Alliance for the geographical area in the southwest corner of Alberta, and within which, Claresholm would reside. Economic development practitioners within the Alberta SW region will periodically meet with Alberta SW staff to discuss potential opportunities for collaboration.

Townfolio is an investment attraction platform that was originally launched in 2015. The platform offers paid and free services to businesses and communities looking to connect over public-source, but difficult to find and aggregate, statistical information. The platform draws from dozens of sources to compile and visualize the most up-to-date public data so opportunities can seek municipalities, municipalities can seek opportunities, and both can invest their time wisely on qualified leads.

DISCUSSION/OPTIONS:

Townfolio presented a proposal for group access to Alberta SW. The group proposal offers individual memberships to each of the communities within the Alberta SW geographical range. The paid membership provides in depth data sets not available in the free version, allows municipalities to seek opportunities through the business listings, and also allows municipalities to embed the visualized data into their own website via a simple embed code. The group offer, coupled with Alberta SW offering to pay for half of each membership, would allow Claresholm to commit to a three-year term at \$800 per year, a savings of approximately 70% per year over the regular purchase price.

PROPOSED RESOLUTIONS:

The Town of Claresholm can enter into a three-year contract with Alberta SW and Townfolio as described and assess value for continuation as the contract nears expiration.

COSTS/ SOURCE OF FUNDING (if applicable):

Economic Development Operational Budget - specific line item 'website'

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into the three-year contract with Alberta SW and Townfolio.

PREPARED BY: Justin Sweeney, EDO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 22, 2018



townfolio









Alberta Southwest Proposal

March 5, 2017

Confidential Proposal for Internal Use Only

REGION FEATURES

For more information on Townfolio view our [brochure](https://townfolio.co/brochure) (https://townfolio.co/brochure)

	<h3>Access to 30+ Datasets</h3> <p>We aggregate and clean multiple datasets relevant to your community, while regularly adding new datasets.</p>
	<h3>Monthly Data Updates</h3> <p>We make sure your data is up-to-date by checking for updates from our 30+ data sources on a monthly basis.</p>
	<h3>Website Embedding</h3> <p>Embed eye-catching & interactive charts onto all municipal websites to keep website visitors engaged. Example here.</p>
	<h3>Mobile & Tablet Friendly</h3> <p>Our community profiles adjust to any screen size to ensure the best viewing experience possible.</p>
	<h3>PDF / Excel Exports</h3> <p>Paper is still a popular option, so we created an export feature that pulls updated data directly from our database.</p>
	<h3>Profile Analytics</h3> <p>See how many times your profile is viewed, filtered down to visitor location and page views of specific sections.</p>
	<h3>Google Friendly</h3> <p>Our community profiles are incredibly search engine friendly, boosting the odds of your community and profile getting noticed.</p>
	<h3>And More..</h3> <p>Live training, ongoing technical support, social media, homepage feature, free platform/feature upgrades, and premium feature trials!</p>

PRICING

Townfolio County Region Plan

	Region 1 Year Price	Region 3 Year Price
Annual Price / Year	\$19,750	\$15,800
Cardston	2000	1600
Cardston County	2000	1600
Claresholm	2000	1600
Cowley	250	200
Crowsnet Pass	2000	1600
Fort Macleod	2000	1600
Glenwood	250	200
Granum	250	200
Hill Spring	250	200
Nanton	2000	1600
Pincher Creek	2000	1600
MD Pincher Creek	2000	1600
MD Ranchland	250	200
Stavely	250	200
MD Willow Creek	2000	1600
Waterton Lakes	250	200

Appendix 1: Data Sources

Census (1996, 2001, 2006, 2011, 2016)

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*
- *Education by CMA/CA*
- *Household Income by CMA/CA*
- *Marital Status by CMA/CA*
- *Dwellings by CMA/CA*
- *Labour Force by Occupation by CMA/CA*
- *Labour Force by Industry by CMA/CA*
- *Labour Force Participation by CMA/CA*
- *Employment Rates by CMA/CA*
- *Class of Worker by CMA/CA*
- *Median Commute Times by CMA/CA*
- *Religion by CMA/CA*
- *Visible Minorities by CMA/CA*

British Columbia Stats

- *Population Estimates by CMA/CA*
- *Population Projections by CMA/CA*
- *Households by Region*

Alberta Municipal Census

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

Saskatchewan Health

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

Manitoba Health

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*

Companies

- *Local Municipality Interviews*
- *Online Business Directories*
- *InfoGroup Canada*
- *Media Press Releases*

Taxation

- *Local Municipal Bylaws*
- *Canada Revenue Agency*
- *Deloitte Tax Archives*

3rd Party Providers (2016)

- *Population by CMA/CA*
- *Age Breakdown by CMA/CA*
- *Gender by CMA/CA*
- *Education by CMA/CA*
- *Household Income by CMA/CA*
- *Marital Status by CMA/CA*
- *Dwellings by CMA/CA*
- *Household Expenditures by CMA/CA*

Jobs Bank Canada

- *Median Hourly Wage Rate*
- *Labour Force Survey*
- *Saskatchewan Wage Survey*
- *Employment Insurance Data*

Transportation

- *Local Airport Providers*
- *Rail Companies*
- *Bus Companies*
- *Provincial Governments*

Incentives

- *Local Municipal Bylaws*
- *Provincial Bylaws*

Utilities

- *Local Electricity Providers*
- *Local Natural Gas Providers*
- *Local Water Providers*
- *Local Sewer Providers*

Housing

- *Local Municipalities*
- *Local Real Estate Associations*
- *Canadian Municipal Housing Corporation*

Education

- *Provincial School Board Associations*
- *Private/Public Colleges*
- *Universities*

Quality of Life

- *Environment Canada*
- *Provincial Doctor Associations*
- *Provincial Dental Associations*
- *+ Other Health Associations*

Please note: Data sources may vary slightly from province to province and are subject to change

Appendix 2: Estimated Cost Savings Using Townfolio

	 Est. 3rd Party Fees	 Est. Labour Costs
<p>Research & Aggregate Data</p> <p>What We Do? Our expert data team researches, aggregates, and cleans your municipal data from over 30 sources.</p> <p>How It Helps You? Replaces the need to outsource or manually source, aggregate, and clean from multiple data sources.</p>	\$5,000	80 Hours
<p>Visualize Your Data</p> <p>What We Do? We visualize your data into digital charts that automatically power your website, and can be downloaded into PDF or Excel format.</p> <p>How It Helps You? Replace the need to manually build or outsource data visualization (PDF, Graphics, etc)</p>	\$5,000 <i>(Profile)</i> \$5,000 <i>(Website)</i>	60 Hours <i>(Profile)</i>
<p>Data Updates</p> <p>What We Do? We keep all of your data up-to-date with monthly data updates, while website chart embeds and exports are automatically updated.</p> <p>How It Helps You? No more document updates (PDF or Excel), website updates, and website maintenance fees.</p>	\$1,200 <i>(Website)</i> \$2,000 <i>(Chart Embeds)</i>	60 Hours <i>(Data Updates)</i>
<p>Joining a Network</p> <p>How It Helps You? The power of our network can help get your community noticed based on your unique opportunities. Analytics help measure success rates of trade missions, digital marketing, and others.</p>	<i>Currently in Research Phase</i>	
Total Estimated Costs	\$20,486	\$15,820
Total Estimated Savings	\$18,153	

Appendix 2: Footnotes

Research & Aggregate Your Data

- Townfolio Alternatives: economic developer manually manages data or outsources to third party
- Assume the cost to be \$5,000 to outsource data research/aggregation to third party OR 80hrs of an economic developer's time to complete

Visualize Your Data

- Alternatives: manually manage data or outsource to third party
- Assume \$5,000 to outsource building a community profile OR 60hrs of economic developer's time to complete a community profile
- Add on cost of \$5,000 to outsource the development of a website (\$20,000 website project cost, amortized over four years = \$5,000/yr)

Data Updates

- Alternatives: manually manage data or outsource to third party
- Assume cost of third-party to manage/update website to be \$100/mo x 12 = \$1200/YR
- Add on cost of 60hrs of EcDev's time to update local data and maintain community profile
- Add on cost of \$2000 for interactive chart embedding feature from third party

Joining the Network

- We are researching the value of our network. Exposure to visitors from around the world is a priceless feature and a very fortunate by-product of Townfolio, but researching this is not easy. The value of our network will increase exponentially as it grows in popularity and we look forward to tracking the investment wins (dollars invested, businesses started, jobs created) Townfolio communities experience.

Please Note: The above numbers are strictly estimated based on two and a half years of primary market research interviewing dozens of economic developers. We continue to survey our customers to learn the cost and time savings associated with our software. If you believe our numbers to be too high or too low please let us know. We welcome feedback and encourage you to try using your own estimates.



Town of Claresholm
Income Statement by Function
February 28, 2018

Revenue	FEBRUARY	2018 YTD	2018 BUDGET
Tax and requisition revenue	(34,662.09)	(90,609.92)	(3,689,714.48)
General administration revenue	(6,045.75)	(23,993.04)	(166,800.00)
Police	626.64	(3,253.36)	(33,000.00)
Fire	600.00	(3,600.00)	(501,075.00)
Bylaw enforcement	(10,661.64)	(17,166.64)	(84,400.00)
Roads, streets, walks, lighting	-	-	(40,915.00)
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	-	(58,090.00)
Water supply and distribution	(147,334.17)	(149,537.60)	(1,384,100.00)
Wastewater treatment and disposal	(39,773.31)	(39,851.53)	(5,860,659.00)
Garbage Collection	(55,433.94)	(55,604.41)	(413,500.00)
Recycling	(25,119.46)	(25,254.50)	(173,500.00)
FCSS	(3,092.28)	(53,030.02)	(233,446.00)
Cemetery	(1,875.00)	(1,275.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	-	-	(2,000.00)
Land use planning, zoning and development	(13,626.51)	(17,227.41)	(20,500.00)
Parks and recreation	(25,040.75)	(36,928.60)	(853,201.00)
Culture - libraries and museum	(25,000.00)	(25,000.00)	(195,965.00)
	<u>(386,438.26)</u>	<u>(542,332.03)</u>	<u>(13,733,165.48)</u>
Expenses			
Legislative	10,152.10	10,152.10	108,750.00
Administration	51,909.39	138,407.10	1,303,084.34
Fire	3,017.48	6,876.87	324,979.05
Bylaw enforcement	7,566.33	13,003.65	157,347.28
Common and equipment pool	29,286.66	39,502.59	545,111.76
Roads, streets, walks and lighting	20,808.16	34,788.05	813,029.16
Airport	13.01	13.01	18,174.37
Storm sewers and drainage	0.10	0.10	252,705.34
Water supply and distribution	34,070.86	51,187.35	1,639,566.69
Wastewater treatment and disposal	4,791.29	8,496.56	523,994.93
Garbage Collection	22,918.83	30,575.61	386,073.06
Recycling	11,323.67	18,079.40	168,845.07
FCSS	13,217.15	21,926.67	254,665.08
Daycare	3,183.50	6,367.00	38,202.00
Cemetery	1,253.84	1,602.82	30,301.68
Physician recruitment	-	4,500.00	10,000.00
Economic development	7,454.81	12,076.40	345,110.20
Agriculture - weed and pest control	-	132.50	48,501.01
Land use planning, zoning and development	25,260.03	37,661.96	182,764.24
Parks and recreation	44,456.71	93,257.65	968,753.44
Culture - libraries and museum	856.30	58,101.48	388,417.07
	<u>291,540.22</u>	<u>586,708.87</u>	<u>8,508,375.77</u>
Net Income	<u>(94,898.04)</u>	<u>44,376.84</u>	<u>(5,224,789.71)</u>



Town of Claresholm
Income Statement by Object
February 28, 2018

Revenue	FEBRUARY	2018 YTD	2018 BUDGET
Net municipal taxes	(0.01)	-	(3,164,351.10)
Special assessments	-	140.00	(15,827.00)
User fees and sales of goods	(281,644.54)	(296,047.42)	(2,609,665.00) 1
Government transfers for operating	(29,500.00)	(29,500.00)	(353,690.00)
Investment income	(10,591.30)	(21,441.60)	(60,000.00)
Penalties and costs of taxes	(6,508.01)	(36,307.15)	(161,500.00)
Licenses and permits	(18,696.51)	(42,537.41)	(51,800.00)
Other local government transfers	-	-	(40,600.00)
Proceeds from disposal of capital assets	-	-	(40,000.00)
Franchise and concession contracts	(22,247.77)	(41,296.17)	(204,563.38)
Rental	(14,633.36)	(18,472.94)	(105,700.00)
Other	475.52	(3,839.32)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	(3,092.28)	(53,030.02)	(233,446.00)
	<u>(386,438.26)</u>	<u>(542,332.03)</u>	<u>(13,779,065.48)</u>
Expenses			
Salaries, wages and benefits	201,012.48	323,280.11	2,849,085.52 2
Contracted and general services	50,361.23	118,758.35	1,649,997.96
Materials, goods, supplies, and utilities	35,238.68	46,392.68	1,331,953.00
Bank charges and short-term interest	47.56	48.86	800.00
Interest on long-term debt	-	-	194,974.00
Other expenditures	1,696.77	8,556.87	27,940.00
Transfers to organizations and others	3,183.50	89,672.00	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>291,540.22</u>	<u>586,708.87</u>	<u>8,508,375.77</u>
Net Income	<u>(94,898.04)</u>	<u>44,376.84</u>	<u>(5,270,689.71)</u>
Other			
Transfers to/from reserves	-	-	(566,235.00)
Capital expenditures	663.50	13,547.49	7,504,308.00 3
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	-	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>(94,234.54)</u>	<u>57,924.33</u>	<u>(565,974.00)</u>

Notes

- 1** User fees is primarily utilities. Little to no utilities revenue in January due to timing of billing cycle, therefore nearly full Year To Date (YTD) amount was recorded in February (Jan-Feb residential billing recorded end of Feb; Jan non-residential billings record beginning of Feb)
- 2** February salaries and wages are significantly higher than January (Significantly more than half of YTD amount) due to January being approximately only 1.25 payroll periods, while February was a full 2 due to 2017 year-end payroll accrual.
- 3** Only capital project underway during Jan-Feb was continuation of engineering and other work on Storm Water Project both on 8th Street and at the Storm Ponds.



INFORMATION BRIEF

Meeting: March 26, 2018

Agenda Item: 11

2017-18 MUNICIPAL SUSTAINABILITY INITIATIVE (MSI) ADDITIONAL ALLOCATIONS

DESCRIPTION:

As per the attached email received from the Hon. Shaye Anderson, Minister of Municipal Affairs, additional capital funding through the MSI program has become available. The Town of Claresholm has been notified that our portion of additional funding will be \$535,563.

The provincial budget announced on March 22nd cut MSI funding for 2018-2019 and 2019-2020 and the Minister has confirmed that the additional funding received in March 2018 is due to cash flow and is being provided in advance to have MSI funding remain stable and constant over the next 2 budget years.

The province has also committed to establish a permanent revenue sharing agreement to replace the MSI program and institute this by way of legislation prior to the expiration of the current MSI program.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 21, 2018

From: MA.MSICapitalGrants@gov.ab.ca [<mailto:MA.MSICapitalGrants@gov.ab.ca>]
Sent: Friday, March 16, 2018 5:12 PM
To: Marian Carlson
Subject: 2017-18 Municipal Sustainability Initiative Additional Allocations

Dear Chief Elected Official,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment I am pleased to confirm that \$800 million is being made available to Alberta's municipalities through a 2017-18 Supplementary Estimate. Municipalities will receive this funding in the 2018 calendar year, along with MSI allocations that will be approved in the upcoming provincial budget to support local infrastructure needs and priorities. More information on future MSI funding will be available as part of the budget.

Allocations for all municipalities are now available on the Municipal Affairs MSI webpage at www.municipalaffairs.alberta.ca/msi. Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

Please note that the additional MSI Capital funding is subject to the Alberta Legislature approval of the 2017-18 Supplementary Estimate, and ministerial authorization of the additional funding and individual allocations in accordance with the expressed guidelines of the program. Once approved, letters confirming the additional allocations will be sent to all municipalities.

I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs



CAO REPORT

March 26, 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.

RMRF Municipal Law Seminar

I attended the Reynolds Mirth Richards & Farmer Municipal Law Seminar in Airdrie on March 2nd. Sessions included the impact of legislative changes regarding property assessment; the municipalities role in regulating recreational cannabis use; the new mandatory Code of Conduct under the Municipal Government Act; and the change to OH&S legislation and the obligations of municipalities as employers. The material received through this session has been passed on to the appropriate departments for review and implementation.

Economic Development Officer Position

Interviews have been ongoing for the replacement of our Economic Development Officer. There were 67 resumes received and of those, 7 were interviewed and an offer of employment was accepted on March 22nd. The new EDO will begin on Monday, April 9th.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

HR & TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

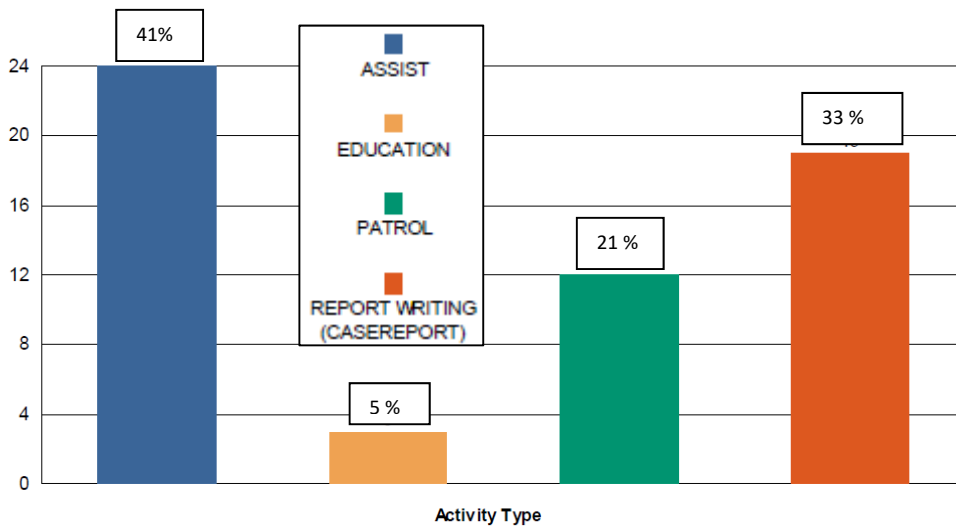


INFORMATION BRIEF

Meeting: March 26, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT February 2018

Community Engagement in February



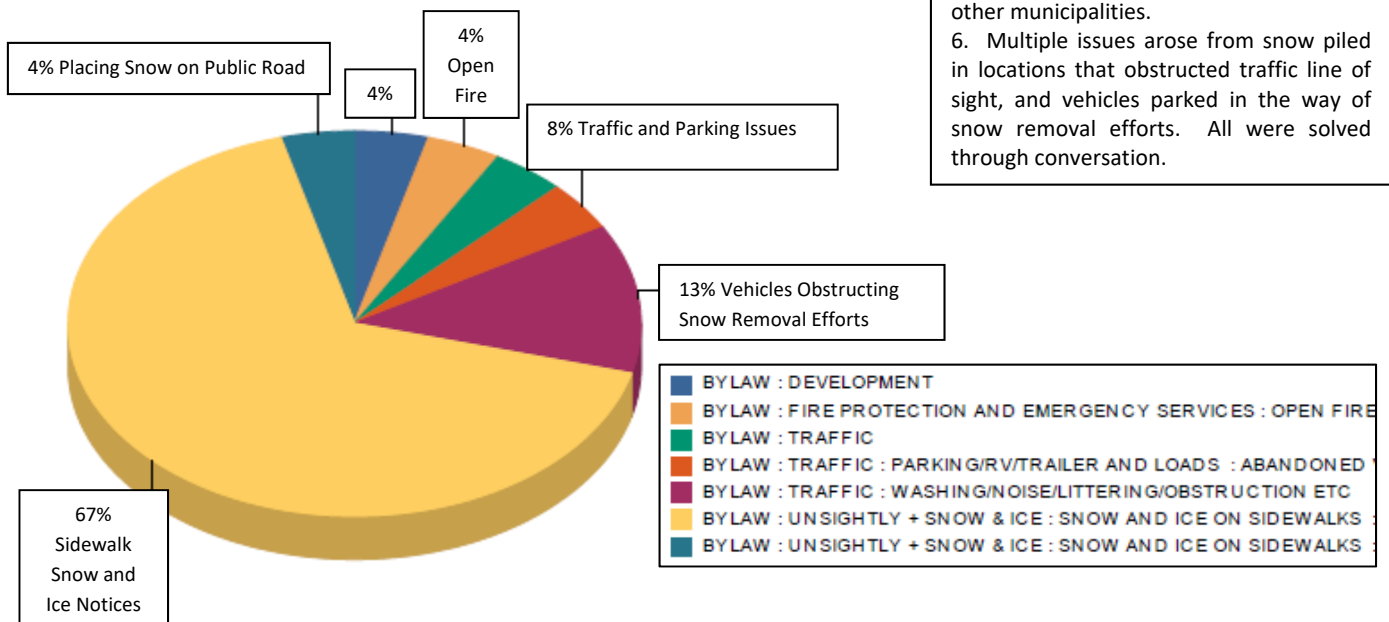
February Newspaper Focus:

1. Snow and Ice removal information, shall be done 24 hours after the accumulation of snow. Highlighted the steps the Town takes to issue the notice and send in the contractor to remedy the situation if owners/renters do not shovel the sidewalk.

February Enforcement Highlights:

1. Extensive time invested in connecting with residents and having the conversation focused on the need for snow and ice to be removed from the sidewalks.
2. Twenty six (26), 24 hour Sidewalk Notices issued, with the contractor hired to clear the sidewalk at 5 locations.
3. CPO1 from Fort Macleod issued 5 tickets valued at \$1595 in fines.
4. Grade 9 and Grade 12 Risk Reduction workshops successfully held at the high school.
5. Several loose animals processed at the animal shelter with the majority from other municipalities.
6. Multiple issues arose from snow piled in locations that obstructed traffic line of sight, and vehicles parked in the way of snow removal efforts. All were solved through conversation.

Bylaw Infractions/Complaints/Actions in February



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 2/26/2018 - 3/23/2018

Financial

- Audited financials were presented and accepted March 12, 2018.
- New inventory policy was drafted and passed on March 12 to address recommendation from the Auditors.
- 2018 Budget was approved and we have started moving forward on different budgeted expenditures and projects including:
 - Presented and Council passed a new Recreation Fees policy to increase user fees/rates as budgeted.
 - Payroll email module to email paystubs to employees to save on printing and postage and Accounts Payable EFT and Email module to email cheque stubs and direct deposit payments to save on paper and postage and to provide quicker payment, saving time on bank reconciliations etc.
 - MPE Engineering has been contacted to move forward with our water treatment plant SCADA system capital project.
 - Drafted borrowing bylaw for sewer main capital project
- In connection with the tax sale of 4 Skyline, administration has been working on reviewing and doing a complete analysis on expenses related to the property during the time the property was in the Town's name in order to recover these costs from the proceeds of the sale.
- Continuing to work with Council and provide financial and general analysis and information regarding the Multi-use Community Building.

FCSS

- Community Outreach Worker position was restored to a full-time position as part of the 2018 budget to better serve the community.

Museum

- Executive Director for the Museum will begin his 2018 contract on April 16.
- We have already begun advertising for the Visitor Experience Lead position for the 2018 season, and other student positions will be advertised starting the end of March.

General

- Have begun Annual Employee Evaluations and Goal Setting. Similar to last year these are being done behind schedule, but they are an important part of training and employee engagement. Better late than never.
- Worked with Learn-a-lot Playschool to assist them with updating employee contracts for new employment standards effective Jan 1, 2018

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

DEVELOPMENT OFFICER REPORT

For: 2/22/2018 - 3/23/2018



Development Permits

- ❖ 4 permit applications received.
- ❖ 5 development permits closed.
- ❖ 1 Land Use Bylaw amendment application received.

Compliance Requests

- ❖ 3 compliance requests received.

Miscellaneous

- ❖ March 7, 2018 – MDP review and update working session.
- ❖ March 20, 2018 – Emergency Preparedness seminar.
- ❖ March 20, 2018 – FIPC meeting.
- ❖ March 23, 2018 – MPC meeting.
- ❖ Local Press Ads: Public GIS notice, Business License reminders, MPC approved development ad, notices for Public Hearings.
- ❖ AUMA Webinar – AGLC Application and licensing processes/ requirements for cannabis retail outlets.

On-going projects

- ❖ West Water Coop project continuing.
- ❖ Tamarack Lots – packages sent to local realtors and advertisement sent to Local Press. (signage currently being developed)
- ❖ East-side Town owned consolidation / road closure project ongoing, utility companies have been circulated, plan for MR removal, Public hearings notices sent out and advertised in the Local Press.

*Submitted by
Tara VanDellen
Development Officer*



Monthly Report

March, 2018

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer

- Transition
 - Appropriate reference material and project descriptions being created for successive EDO
 - Documents being drafted under the assumption that there may not be an overlap period to be sure that things can easily be acted upon by alternate staff and volunteers until a new EDO is in place
 - Outgoing EDO meeting with ad hoc working groups from within EDC to empower them with info to champion specific project areas forward, including signage, capacity building, business visitation and industrial attraction printed sales tool creation
 - Development Officer is now positioned as the key inquiry contact and internal lead on the Annexed Land Development Project until the new EDO is able to takeover or co-lead

Economic Development Committee

- Met on February 19
 - Minutes approved and included in March 26 agenda package
 - Focus;
 - Roundtable introduction of new members
 - EDO Transition
 - Ad Hoc Assignments specific to EDC projects
 - Signage
 - Capacity Building
 - Investment Attraction Package
 - Business Visits
- Met on March 19
 - Minutes not yet approved

- Focus;
 - Delegation - Downtown Transportation from Agriplex
 - Updates
 - CDCC AGM & Executive
 - Town Multi-Use Building
 - Approved budget review
 - Ad Hoc group meeting dates
 - Legacy Project
 - Discussion around options for multi-year project as a committee term-length initiative
 - Amundsen Park as a destination
 - Brownfield redevelopment along highway corridor
- April meeting date change to Tuesday, April 10, to best facilitate the opportunity to have outgoing and incoming EDOs and EDC meet together

Industrial Land Development

- Final edits on project dates and contact information complete
- RFP to be disseminated in late March

Signage

- EDO working with Director of Infrastructure Service, CAO, Ad Hoc committee and CanWest Legacy to finalize gateway sign logistics for installation
- An information brief detailing the selected design and project timeline can be expected for the April 9 Council meeting

FCSS February/March 2018 Report

- I attended the AGM for The Station. They have created a society called The Station Association for Claresholm and Area. The board at present is made up of employees from the many agencies involved in the program. They are working on finding Claresholm citizens to fill the spots for future years.
- I filed the final report for a United Way grant that we received for rental space for Youth of Tomorrow.
- The Provincial Report had to be adjusted as the auditors found some money that had been donated in 2016 to cover the costs of Unstoppable Conversations. The money was spent in 2017 but we had forgotten to take it into account. The report will now be submitted with an overage of \$6605. A letter will be sent upon submission with an explanation of the overage and permission to carry it forward to 2018.
- Attended the Inspiration Awards ceremony in Calgary with John Wenlock. He finally received his award for Leadership in Family Violence Prevention – Emerging Excellence category. The Minister of Human Services, Irfan Sabir, presented the awards.
- Allison, Jason and I attended a meeting in Fort Macleod with a society group who has been working at building a community greenhouse. We were interested in how they started and what problems they had that was holding back their progress. Jason and Allison also took a tour of the Lethbridge College Aquaponics Program to gain information on greenhouse possibilities.
- Met with Blair and discussed our pay increases and also he shared news that Allison will advance to full time. We were ecstatic and truly grateful for this recognition from council. Thank you so very much.



LEADERSHIP IN FAMILY VIOLENCE PREVENTION

EMERGING EXCELLENCE AWARD

JOHN WENLOCK

FAMILY AND COMMUNITY SUPPORT SERVICES
(FCSS) YOUTH OF TOMORROW GROUP

John Wenlock's leadership in preventing family violence is inspirational. As the Youth of Tomorrow Teen Center Coordinator with FCSS in Claresholm, he organizes programs for the youth to learn about fitness, health, hygiene, healthy relationships, positive behaviour, art, and volunteering. This group, comprised of mostly boys, are thriving with John's leadership. The group shares John's community spirit by giving back and volunteering at countless community events. In Spring of 2017, John received the Foothills Canada 150 Medal for his contributions and volunteerism to the community.



"John Wenlock can be seen leading the way with a smile on his face and a positivity that is rare to find."

Nominator Barbara Bell, FCSS Director

- Hosted Interagency. There was very little in attendance due to the weather and road conditions. We had a great discussion about the lockdown that had just occurred at WCHS and some of the protocol around that.
- I met with the coordinator of Willow Creek Community Adult Learning about their 3 year plan for programming.
- Working on plans for Volunteer Appreciation and the volunteer resource fair that will happen in conjunction with the evening. Allison has prepared invitations and they are being sent out this week. I received a letter stating that John Barlow will be unable to attend this year due to being in the house.
- March 1st we began the Volunteer Tax Program- to date (Mar. 22) we have filed 190 returns.
- We have been working on questions for our needs assessment which we hope to unroll in April. We will be asking council to think about what questions they would like added to the survey in regards to the town.
- The last 2 days we have been busy learning emergency preparedness. This course is hosted by AHS and Carya to get people prepared for any kind of emergency or disaster. Day one consisted of 17 Town of Claresholm staff taking the e-prep course. Day 2 in the morning, Jason, Allison and I took the train-the-trainer course so we would be able to teach this to our community members and then the afternoon we were immersed in teaching 25 community members. The course went well for each of us and we have many requests to teach it to other groups. It was an exciting day!

I would like to send a big shout out to Jason for all the work he has helped us with in the past few months. He has so much passion for what he is doing and he is helping to drive great things forward!

March 2018 H/R and Taxation Report

Prepared by: Lisa Chilton

Human Resources

The hiring process continues to find a suitable candidate for the position of Economic Development Officer.

Blair and I met with the Museum Executive Director to solidify the plan for staffing the museum for the 2018 season.

Assessment and Taxation

The province has provided us with the new Designated Industrial Property assessments. They have identified some problems and will be issuing them again in the next few weeks. In the Town of Claresholm's case the impact is minimal. There are three (3) Designated Industrial Properties that are owned by Atco Gas.

The linear assessment has also been provided to us from the province. The town's contracted assessor, Benchmark Assessments has submitted the rest of the assessment to ASSET and the numbers are balanced with the town's numbers as they are presented in Muniware, the town's software system.

With the budget set, and council starting the mill rate process, it is anticipated that the combined tax and assessment notices could potentially be mailed out by the week of May 7th or May 14th at the latest. It is legislated that the tax notices have to be mailed out no later than 37 days, (30 days + 7 days allowed for mailing) before the due date. Our due date this year will be June 29th, 2018. (Last business day of the month). The latest we could possibly mail them out without having to extend the due date, would be May 23rd. It takes at least 2 full days to prepare them for mailing.

Below are the current outstanding taxes at March 20th, 2018.

- Taxes past due are **\$176,254.08** summarized as follows:

\$ 16,824.10 Tax recovery property not sold at auction 2017

\$ 15,905.54 Properties under tax agreement (2)

\$ 34,471.27 Tax arrears properties on list for 2017 (subject to sale in 2018)

\$109,053.17 Other arrears and penalties

The significant change in outstanding taxes is due to the fact that the sale of the property at #4 Skyline has resulted in the recovery of the taxes outstanding in the amount of **\$43,669.74.**

There are potentially seven (7) properties, from the 2017 Tax Arrears List, that may go to public auction this year if the taxes are not paid to current outstanding, by March 31st, 2018. The 2018 Tax Arrears List is prepared and ready to send to the Land Titles Office for registration by March 31st, 2018.



Claresholm

Where Community Takes Root

Infrastructure Services



March 2018

TOWN OF CLARESHOLM

Mike Schuweiller

Director of Infrastructure

Airport

Bookings: Some bookings for use of the old Runways for driver training have been taken to date for 2018. Eight days @ \$500.00/day have been tentatively booked for August 2018.

Maintenance: Crack filling on the runway and taxi strip is needed and will be done as soon as the Town streets are completed if time allows. It must be clear and dry for weeks with no moisture in the forecast. Line painting needs to be redone as well.

Future considerations: Pavement overlay should be explored in the future before the pavement breaks up and the airport is unusable. The estimated useful life of the remaining pavement is 5 yrs.

Buildings

Maintenance: Building inspections are done weekly with minor repairs completed as soon as possible and larger problems scheduled. During the week of March 4 – 10, roofs on all buildings were inspected for snow load and ice dams, with no immediate major concerns found. Minor leaking is still a major problem and roof damage is a concern as we deal with the ice dams.

Future considerations: Have an engineer inspect all public buildings to determine the max snow load allowed before action is required. This will help with building inspections for staff to better determine required actions to be taken. We have many low-pitched roofs (17) and flat roofs (4) on our buildings, some may be fine with 3 feet of snow, some not as they are built using different materials.

Cemetery

Maintenance: Roads are plowed to allow traffic to drive through the cemetery in the winter months. This always makes a mess, as the roads are gravel and grass. This will require many man hours of cleanup in the spring.

Sidewalks

Maintenance: Sidewalk cleaning is not always to everyone's satisfaction. With the larger amounts of snow, we are unable to clear it off with the power broom and must use the bucket instead. We cannot go back around the same day due to time needed, with only the one machine. This does leave small amounts of snow behind causing slippery areas. Also, some areas are shaded by buildings or trees and these are very difficult to eliminate every risk of slipping. Ice Melter is used but if the water cannot run away it just re-freezes.

Streets

Maintenance: Snow clearing and hauling has dominated all of the PW time. We can only do this if we have a few sewer or water problems to deal with.

Sanitary Sewers

Maintenance: Monthly maintenance is done on our problem areas in Town, where blockages are usually discovered and in low flow areas. One problem has been reported and is being investigated regarding chronic sewer issues.

Water Distribution

Maintenance: One water break was repaired on 52 Ave. West. This took two days to repair due to frost depths of 4 feet in the street. Valve replacements will be under way as soon as frost is out of the pavement. This valve replacement program is time consuming and is the main cause of our system disruptions/complaints but is required to keep our system in good operating condition. This program will be ongoing for the next couple of years for sure. Exercising of all 385 water valves in our system is required by Alberta Environment annually. This is how we test for operation. There are currently 27 valves on the replacement list. We only replaced 5 valves last year, we were hoping to do 12 a year for the next 3 years.

Storm Water Drainage

Maintenance: Frozen storm sewer lines have been unthawed and clearing of catch basins is ongoing weekly. Work has started on the 8th street drainage ditch project. The overhead power line is being removed and underground cable will be installed. The ditch will get excavated to grade and the remaining utilities will be installed after digging the ditch. This is all planned for completion by spring.

Parks

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

Arena

Maintenance: The Arena Ice has been removed. The plant work required for the demolition of the existing system is underway. The Town will oversee the demolition of the existing floor and boards and underground piping. Minor Hockey has arranged for volunteers to do this work as a donation. This entire project will take approximately 5 months to complete.

Future considerations: During the pouring of the new floor, sometime in June, council has been invited to host a Public Relations ceremony where this event could be recognized.

Recycling

Maintenance: Contract for the proposals are being collected for consideration for the continuing disposal of our recycling materials.

Future considerations: Expanding the existing program to reduce landfill tipping fees and plastic disposal costs.

Garbage

Maintenance: Our collection program is picking approximately 400 customers daily and there are very few complaints with the program. We rent out 140+ dumpsters monthly and provide additional pickups weekly for various reasons or holidays.

Equipment

Maintenance: The Town's equipment pool is large and daily we have breakdowns in every department. Our mechanic is doing a fantastic job of keeping us moving.

Staff

Mike attended the Water/Wastewater Certification Training for 4 days in March. Two PW staff also attended 4 days of Waterworks training each and two other PW staff attended Confined Space Training and Certification for 1 day this month. 110 hours of overtime was recorded in the last 28 days. This was necessary to deal with the water break to minimize outage time, and for removal of the snow on sidewalks and streets.

CLARESHOLM RECREATION

January & February 2018



Authored by: Denise Spencer

Skatepark

On February 22 I travelled to Lethbridge to meet with Community Foundations. They recommended we apply in the fall, as there may be less applicants for funding at that time. There will be a plan in place for the next report.

2A Boys Basketball Provincials

- March 15-17, 2018, Congratulations to WCCHS Cobras, 2A Provincial Basketball Championships, and hats off to the organizers and volunteers that worked on the sidelines to make this event a success.
- Word generated on the street was that visitors to the community of Claresholm were impressed by the service, friendliness, and support.

Community

- Was approached by Natalie Wright regarding painting windows for the promotion of Basketball provincials. This morphed into painting Hockeyville as well.
- Had the honour of being one of the community members to lead in a team for the opening ceremonies of the Basketball Provincials

Southern Alberta Summer Games

- SARA board meeting, Southern Alberta Recreation Association, March 6, Taber Alberta
- Registrations will start May 7, deadline May 31. Fees will be the same at \$30
- Darlene Newson has agreed to data entry, and to assist at the Town Office in the same manner she did in 2017
- Contacted Widescreen Media regarding the proposed design of this year's shirt, have spoken with Southern Sportswear in Fort Macleod as well. I'm looking forward to what they will come up with this year.



Claresholm

UTILITY SERVICES REPORT



March 2018

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@claresholm.com

www.claresholm.ca

Utility Services Manager, Brad Burns

SUMMARY

The following monthly report is a review of operations in the Utility Services Department.

Along with regularly scheduled maintenance the following work has been completed.

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

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

- Feb 23rd drain and rinse CIP tanks.
- March 1st inspect and wash CIP room acid, chlorine and sodium hydroxide valves and pumps.
- March 1st inspect tubing and wash pump stands in coagulant room.
- March 1st unit 104 service.
- March 1st check LIT 1626 reservoir level transmitter operation.
- March 2nd clean and calibrate all online pH, ORP and turbidimeters.
- March 2nd inspect and clean DAF 2 FV1387 spray through valve.
- March 2nd install new quick coupler on process line in lower DAF area.
- March 2nd calibrate Co2 meter.
- March 5th install pressure regulator on raw water line to instrument process equipment in lower DAF area.
- March 6th clean lab equipment and glass wear.
- March 6th check upper BMS area tanks, pumps and for glycol leaks.
- March 8th clean Co2 room and inspect all gauges and valves.
- March 8th clean compressor room and inspect gauges and valves.
- March 8th FERG's onsite to clean septic holding tank.
- March 10th daylight savings time glitch with SCADA recorded information.
- March 12th discussion with CORONA electric about installing UPS transfer switches in electrical room.
- March 13th MPE online updating daylight savings time SCADA issue and changing lagoon pump heading information.
- March 14th pick up chemical and air supply line parts and fittings at SEGO.
- March 15th LIT 1626 reservoir level transmitter fail.
- March 16th change solutions and clean CL₁₇ chlorine analyzer.
- March 20th mix chemical batch for enhanced flux maintenance (EFM) PALL membrane rack cleaning.
- March 20th test onsite backup generator (no issues).
- March 20th change FV1380 DAF #2 spray through valve.
- March 21st EFM membrane cleaning on both PALL racks.

ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- 8 Bacteriological samples have currently been taken for March within the distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits meet.

MEETINGS

- Feb 27th management meeting at town office.
- March 13th management meeting at town office.
- March 20th emergency preparedness meeting at Lethbridge College Claresholm Campus.

SAFTEY

- Feb 28th deliver SCBA air tanks to filled.
- March 1st check fire extinguisher inspection (all buildings).
- March 7th attend safety meeting at Public Works shop.
- March 7th onsite safety meeting.
- March 8th check eyewash and shower stations.
- March 9th test chlorine alarm sensor email, text message and call out.
- March 9th check emergency lighting.

CHEMICAL

- Feb 23rd HIFAB Transport delivery of chemicals.
- Feb 23rd unload chemical drums and rearrange drums in CIP and KMN04 room.
- Feb 23rd transfer Puri-Fi 420 algaecide into day tank.
- Feb 26th contact CLEARTECH to confirm bulk CPAC-180 delivery.
- Feb 28th bulk delivery of CPAC-180 coagulant.
- Feb 28th transfer empty chemical drums and pallets to storage shed.
- March 9th changed gas chlorine bottles side B.
- March 12th order lab chemicals from HACH Canada.
- March 16th received HACH chemical order.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- March 2nd clean pump HLP 1706 drain line.
- March 9th clean chlorine analyzer and change solutions.
- March 20th test onsite backup generator (no issues).

AIRPORT PUMP STATION

- March 8th test backup Chrysler (no issues).
- March 8th check unit heaters.
- March 21st inspect piping, valves and gauges.

UFA RESERVOIR

- Feb 22nd check overflow ditch for ice buildup.
- Feb 22nd check telemetry equipment.
- March 20th check overflow ditch for ice buildup.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Feb 26th contact METERCOR about ITRON reading equipment upgrade.
- Feb 27th monthly town meter read.
- March 13th contact METERCOR about MC-Light antenna and docking cable.
- March 15th order new antenna and main connection cable for MC-Light.

GOVERNMENT COMPLIANCE

- Feb 23rd complete Statistics Canada Drinking Water Plant survey.

TOWN OF GRANUM/SUPPLY LINE

- No Issues to report.

METER VAULTS

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

DISTRIBUTION LINES

- Feb 26th 2 bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- Feb 28th contact shallow service line business owners about water running due to ground frost.
- March 5th 2 bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- March 12th 2 bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.
- March 14th distribution line service repair 52 Ave west (no bac-T required).
- March 19th 2 bacteriological samples sent to Provincial Health Lab and distribution free chlorine test.

LAGOON AND WASTE WATER COLLECTION

GOVERNMENT COMPLIANCE

- No issues to report.

HARVEST SQUARE LIFT STATION

- Feb 3rd test onsite backup generator.
- Feb 5th check SCADA pack, electrical components and telemetry equipment.
- Feb 21st check SCADA pack, electrical components and telemetry equipment.
- March 16th check SCADA pack, electrical components and telemetry equipment.
- March 20th test onsite backup generator.

LAGOONS

- Feb 23rd check level transmitter LIT 126-C and pump P101-C.
- Feb 24th issue with LIT 126-C and VFD controls. Check controls, power supply and UPS for issues. Disable P102-C.
- Feb 25th P102-C back online and issue resolved.
- March 20th test onsite backup generator (no issues).
- March 20th inspect piping, valves and gauges.

RAW WATER SUPPLY

PINE COULEE RESERVOIR

- Feb 26th test Pine Coulee Reservoir water.
- March 9th shut off fill line to onsite reservoir.
- March 16th Pine Coulee Reservoir level 1049.43 geodetic meters. Recent snow pack in the mountains will help ensure Pine Coulee Reservoir will be full before the start of summer.

RAW WATER STORAGE RESERVOIR

- March 20th onsite raw water reservoir LT1026 6075mm
- March 20th check blowers to lake.



GOLF COURSE

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



INFORMATION BRIEF

Meeting: March 26, 2018

Agenda Item:

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Legal drafting lease agreement and transfer agreement.	In progress
Regular Scheduled Meeting - February 12, 2018				
3	CORRES: Minister's Awards for Municipal Excellence - referred to Administration to provide information on criteria the Town may qualify for.	Marian	Working on submissions for the Risk Reduction Workshop program	In progress
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions	In progress
23	RFD: CARES Lease agreement - Moved by Councillor Zimmer to approve the CARES Lease and Facility Holding agreement as presented. CARRIED. MOTION #18-031	Jason	email CARES Feb 14	Complete
Regular Scheduled Meeting - February 26, 2018				
21	IN CAMERA (d.) Personnel - Moved by Councillor Schlossberger to approve the Chief Administrative Officer (CAO) Contract as presented. CARRIED MOTION #18-041	Lisa	Contract signed	Complete
Regular Scheduled Meeting - March 12, 2018				
1	RFD: 2017 Reserve Transfers - Moved by Councillor Schlossberger to transfer net unrestricted funds of \$232,177 to Reserves for the year ended December 31, 2017 as follows. CARRIED MOTION #18-042	Blair	Transfers have been recorded	Complete
2	RFD: 2017 Audited Financial Statements - Moved by Councillor Courage to accept the Audited Financial Statements for the year ended December 31, 2017 as presented. CARRIED MOTION #18-043	Blair	Financials signed and posted on the website	Complete

3	RFD: 2018 Budget - Moved by Councillor Carlson to approve the 2018 Operational and Capital Budgets as presented. CARRIED MOTION #18-044	Blair	Muniware updated with 2018 Budget numbers and departments have been notified of approved budgets	Complete
4	BYLAW #1639 - Moved by Councillor Schlossberger to give Bylaw #1639, regarding the Claresholm Museum Board, 1st Reading. CARRIED	Karine	On the March 26th agenda for 2nd & 3rd Readings	Complete
5	DELEGATION RESPONSE: Roxanne Thompson - Moved by Councillor Courage to deny the request from Roxanne Thompson regarding subscriptions to the Claresholm Local Press for taxpayers. CARRIED MOTION #18-045	Karine	Letter sent	Complete
8	CORRES: Claresholm Women's Conference - Councillor Schlossberger will bring greetings from the Town at the Claresholm Women's Conference on Saturday, April 14, 2018.	Karine	Email sent	Complete
9	CORRES: WCCHS Prom Candidates - Moved by Councillor Courage to support the WCCHS 2018 Prom Candidates with a donation of \$100 for their Prom Fashion Show on March 22, 2018. CARRIED MOTION #18-046	Karine	Cheque sent	Complete
10	RFD: Inventory Policy #GA 03-18 - Moved by Councillor Carlson to adopt Policy #GA 03-18, the Inventory Policy, effective March 12, 2018 as presented. CARRIED MOTION #18-047	Karine	Printed and distributed to all Policy Manual Holders	Complete
11	RFD: Recreation Fees Policy #REC 03-18 - Moved by Councillor Zimmer to adopt Policy #REC 03-18, the Recreation Fees Policy, effective March 12, 2018 as presented. CARRIED MOTION #18-048	Karine	Printed and distributed to all Policy Manual Holders	Complete
12	RFD: Equipment Rental Policy #GA 03-18(a) - Moved by Councillor Schulze to adopt Policy #GA 03-18(a), the Equipment Rental Policy, effective March 12, 2018 as presented. CARRIED MOTION #18-049	Karine	Printed and distributed to all Policy Manual Holders	Complete
13	RFD: Tamarack Lots Listing Price - Moved by Councillor Zimmer to list/advertise the lots listed below at the following appraised values. CARRIED MOTION #18-050	Tara	Letters and info package sent to Realtors, notice in Local Press.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 23, 2018

INFORMATION ITEMS

From: Eilish Fallon [<mailto:efallon@peacriver.ca>] **On Behalf Of** Christopher Parker

Sent: Saturday, March 17, 2018 10:48 AM

To: patty.podoborozny@bruderheim.ca; krodberg@calmar.ca; ldesoto@canmore.ca; jeff@cardston.ca; carlm@carstairs.ca; sandi@townofcastor.ca; Marian Carlson; Kalen.Hastings@coaldale.ca; rkhauta@coalhurst.ca; Dave.Devana@cochrane.ca; sandrak@town.coronation.ab.ca; kenb@crossfieldalberta.com; Rod.Krips@daysland.ca; tkulbisky@devon.ca; hnorthcott@didsbury.ca; ddibben@draytonvalley.ca; ddrohomerski@dinosaurvalley.com; jackramsden@eckville.com; miked@edson.ca; town@elkpoint.ca; cao@fairview.ca; aparker@falher.ca; skeenan@fortmacleod.com; operations@foxcreek.ca

Subject: Alberta Health Services - Air Ambulance RFP Concerns

Good morning,

As you may be aware, in 2016, Alberta Health Services issued a Request for Proposals for Air Ambulance services. Since that time, a number of concerns have arisen with respect to how the RFP was conducted, scored and awarded.

As a result, communities have seen reductions in service levels and several legal actions have been initiated around this issue. This is a matter which should be of concern to all Albertans as it has a direct impact on access to health care services.

Enclosed is the affidavit sworn by Peter Sekulik, who has experience not only in government, but procurement within both the public and private spheres.

While the document is comprehensive in its analysis, some items are of particular concern:

- The RFP fails all of the tests identified for best practices and did not comply with AHS's own procurement policies
- The RFP did not clearly identify the criteria used in evaluating the financial submission and further, that not all proponents were given equal opportunity, access to information or adherence to terms.
- Within the five weeks the RFP was open there were 9 addenda and 9 Amendments made to the RFP. In addition, there were 74 questions submitted by the proponents in that span – an indication of the lack of clarity surrounding the process. The previous RFP, in 2013, was open for six months before being withdrawn.
- Finally, AHS did not require verification of information contained in the RFP including for critical elements such as safety records, bariatric experience and basing arrangements.

We ask you to carefully review this matter and bring your concerns to the Minister of Health, your MLA, Alberta Health Services, the Auditor General or other agencies who should be advised.

Eilish Fallon | Executive Assistant to CAO and Council

On Behalf of Christopher J. Parker, CLGM, CAO



Box 6600, 9911 - 100 Street, Peace River, AB T8S 1S4

P (780) 624.2574 | F (780) 624.4664

[Facebook](#) | [Twitter](#) | [Instagram](#) | [Online](#)



Town of Olds

OFFICE OF THE MAYOR

March 12, 2018

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

[Via E-mail: AEP.Minister@gov.ab.ca](mailto:AEP.Minister@gov.ab.ca)

Re: Prevention of Quagga and Zebra Mussels

Dear Honourable Phillips,

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

The effects to ALL Lakes would be devastating:

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

Solutions:

- Guard the boarders - cost Millions to guard the boarders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – “Alberta is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if the lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable biologists to work on a solution with Manitoba & US studies research groups. Let's work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with British Columbia and Saskatchewan to stay mussel free.

Funding:

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

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

Thank you for your consideration of this issue.

Regards,



His Worship
Mayor Michael Muzychka

Cc: AI Kemmere, AAMDC President (via email: akemmere@aamdc.com)
AAMDC Members (via emails)
AUMA President
Town of Olds – Council



Claresholm & District Chamber of Commerce General Membership Meeting Wednesday, February 21, 2018

Present: David Richardson, Mike Lindsay, Mike Thrun, Donna Courage, Cindy Pineo, Santanna Thom, Marilyn Curry, Lori Beazer, Betty Fieguth, Val Umscheid, Karen Needham, Lauren Billey, Rob Vogt, Tony Walker, Hayley Whelpton, Lorraine Norgard and Ali Schivji.

Guests: Ken Favrholt and Shauna Anderson

1. Call Meeting to Order

Tony Walker called the meeting to order at 12:05 p.m. at the Casa Roma Restaurant.

2. Acceptance/Additions to Agenda

The agenda was accepted with the additions of:

- 5.3 Exercise Park Update – Donna C
- 6.6 Volunteer Appreciation Supper – Lorraine N
- 6.7 Feedback from Membership – Lauren B

The agenda was accepted as amended on a motion made by Donna Courage, seconded by Lauren Billey, carried.

3. Approval of Minutes

Lorraine read the minutes of January 17, 2018, which were adopted on motion made by Mike Thrun, seconded by Marilyn Curry, carried.

4. Treasurer's Report

Lorraine apologized for no physical report as she is having trouble with getting Quickbooks loaded onto computer, but will have books updated soon as desktop application has been received. The online application did not work as we have two separate bank accounts, so would have to pay double monthly fees.

5. Old Business

5.1 Post Cards – Sub-Committee

Lauren had a great suggestion and moved to open submission of the photographs to the public as a contest, and make our selections from those. Seconded by Val Umscheid, carried. Lauren will spearhead this project and sub-committee, instead of Lorraine.

5.2 Trade Fair Update

The Trade Fair Committee reported the following:

- we will not allow vendors to take down before deadline, even due to bad weather
- agreed to hold it again next year and start planning and inviting in mid-June.
- Lorraine has reserved the Community Centre for February 2019.
- approx 240 people came to the Trade Fair by admission \$\$ and donations to the Claresholm Food Bank.
- being that it didn't take as long to set up Friday morning, we could have it open the public earlier on Friday and open more hours Saturday.

- liked the more open concept of the set up of vendors, but could use a few more curtains for next year.
- invite Fort Macleod and Nanton Chambers to host with us. Their members would qualify for member rate. This would increase vendors as well as community members to attend.
- posters must to be circulated throughout the Town(s). We did social media and advertising in Local Press, but still seemed many not aware of it. Also look into community radio and tv coverage.
- Lorraine suggested doing something different than silent auction as only two of the purchasers were still there to pay, and now is trying to catch up to the rest to collect.
- Tammy has sent out questionnaires to the vendors and we will review those at next meeting.
- more committee/chamber members need to be in attendance and to help, rather than asking for volunteers to come in to set up and take down.
- Marilyn stated there are bigger sandwich boards (perhaps in the storage locker) that should be put up days of Trade Fair – Committee will look for these.

5.3 Exercise Parks Update

Donna Courage reviewed an updated financial summary for the two parks. She was not successful with the New Horizons grant, so has had to cut back some, but is welcoming donations from individuals to come forward. At the present time she is approx \$500-\$800 above expected costs. Lorraine has sent a cheque to the equipment vendor for \$15,000 down-payment, as well as \$1,000 down payment for signage. Amanda Zimmer moved acceptance of the report on the exercise parks, seconded by Ali Shivji, carried. Tony reminded everyone of the motion for the Chamber to support and administer the parks' dollars, and that no motion has been made for us to financially support it.

Lorraine will attach a copy of Donna's financial report with these minutes.

Donna stated that she wanted a vote by the membership to be dismissed as the Town Council Rep to the Chamber. Tony stated that the Executive represents the members and makes decisions in their best interests, and the motion has been made and the letter has gone forward so there is no need to discuss at this level or to have the membership vote today.

6. **New Business**

6.1 Breakfast Club

Val Umscheid welcomed everyone to attend the "Breakfast Club" held the first Wednesday of each month at Journey's. They network informally with their tenants and also welcome all business members to attend and exchange information. Santanna Thom moved that the Chamber send out a notice to all their members of the Breakfast Club invitation, seconded by Lauren Billey, carried.

6.2 Frontier Western Store Proposal

Mike Lindsay presented a tentative proposal to transport participants from the Claresholm Agriplex, to assist them to get downtown to shop. Some are hooked up with big trucks to trailers and prefer not to unhook, some don't want to lose their parking/power spots, etc. Santanna will take forward to the EDC meeting, and Lorraine will take forward the written proposal to the Agriplex meeting tonight for their input. Those more familiar with Claresholm, said that this was tried in the past, however didn't work well at that time. Ali Shivji, Santanna Thom, Mike Lindsay and Amanda Zimmer all agreed to look into further. For further discussion at the next meeting.

Tabled

6.3 Executive Members Search

Tony reiterated that there are executive vacancies that need filling at the AGM, such as President, Vice President and Directors.

6.4 CDCC Representative to EDC Submission

The Chamber Executive submitted a letter to the Town of Claresholm, advising them that Lauren Billey has been voted in to be our Chamber rep on the Economic Development Committee.

6.5 Reminder for Membership Renewals

Lorraine reminded all that 2018 membership renewals have gone out, and to contact her to renew them. She will bring more Membership Applications to the AGM.

6.6 Volunteer Appreciation Evening

Lorraine advised that the Chamber has been invited again to attend the upcoming Volunteer Appreciation evening in April. Amanda Zimmer moved that we accept and let them know we will attend, seconded by Betty Fieguth. Carried.

6.7 Membership Feedback

Lauren Billey stated that the Chamber needs to identify and promote “what do you want the Chamber to do for you?” We need to change our focus to promoting local businesses, as well as focus on working together. Important communication throughout all community businesses is imperative. She has heard from others that the Chamber needs to change their focus from being event driven, to providing tangible results for the businesses/members within our area. We need to bring the community and the businesses back together. Many stated that the hour long lunch meeting does not allow them to attend the meetings in order to participate, which we have heard many times.

Ali Shivji stated that we need to remember and to focus on the great things that Claresholm does have and does do, and that we need to move forward for the future of the Town. It is important that we get moving forward in a positive direction.

6.8 Justin Sweeney Leaving

Our current Economic Development Officer, Justin Sweeney will be leaving Claresholm. Lorraine felt that in recognition to his wonderful efforts as Chamber Director and President, EDO and all the great ideas and events he has created for our Town, that the Chamber provide him with a “thank you.” Amanda moved that we present him with a \$70 gift card, seconded by Betty Fieguth, carried. Lauren will do up a thank you card with pictures of him during his time in Claresholm. This will be presented to him at our AGM.

7. Next Meetings

7.1 Annual General Meeting – Wednesday, March 14, 2018 Doors Open 6:00 p.m., Buffet Supper 6:30 pm and meeting commences 7:15 pm at Grandma’s Kitchen.

7.2 Next General Meeting – Wednesday, March 14, 2018 8:15 pm following the AGM.

7.3 Next Executive Meeting – Monday, March 19, 2018 5:00 pm at EDO’s Office

8. Adjournment

Mike Thrun moved the meeting be adopted at 1:15 pm.

From: Little New York Daze Comittee [<mailto:littlenewyorkdaze@yahoo.ca>]
Sent: Thursday, March 15, 2018 12:19 PM
To: Marian Carlson
Subject: Longview Parade

Town of Claresholm
Mayor Rob Steele
Box 1000
Claresholm, AB T0L 0T0

Dear Esteemed Dignitary,

The Village of Longview will be celebrating their annual Little New York Daze to be held on July 20th - 22nd, 2018.

On behalf of our municipality, residents and members of the volunteer committee, we would like to invite you to participate in the festival parade on Saturday July 21st, 2018 commencing at 10am. This year's festivities theme will be "A Salute to Our Canadian Athletes" and we welcome you to participate in this as well.

Please see attached participant reply form and return via email, mail or fax at your earliest convenience.

Should you wish any further information on this request please contact us.

Sincerely,

Little New York Daze Association
Carole MacLeod, Secretary
403-601-1462
littlenewyorkdaze@yahoo.ca
Box 479
Longview, AB T0L 1H0

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday February 7, 2018 – Conference Call



Board Representatives

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

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Linda Erickson, Region, AEDT, Lethbridge
Brad Tucker, Planner, AEP, Lethbridge
Tammy Morrison, CED Coordinator, CF Alberta Southwest

1. Call to Order and introductions Chair called the meeting to order.

2. Approval of Agenda Moved by Quentin Stevick THAT the agenda be approved with addition of Highway 3 Association.
Carried. [2018-02-564]

3. Approval of Minutes Moved by Dennis Barnes THAT the minutes of January 3, 2018 be approved as presented.
Carried. [2018-02-565]

4. Approval of Cheque Register Moved by Duncan McLean THAT cheque register approval be deferred to next meeting.
Carried. [2018-02-566]

5. Top 100 Green Destinations “AlbertaSW and Castle Parks in the Crown of the Continent” have been identified by Green Destinations Canada as a region suitable to be nominated for the “Top 100 Green Destinations”. GDC will put forward the nomination with information supplied by AlbertaSW, Culture and Tourism, Environment and Parks.
Discussion noted that this is just the first step in a larger process and the Board can evaluate, as we go forward, the benefits of next steps.

Moved by Donna Courage THAT AlbertaSW proceed with providing information and a letter of support for the nomination.
Carried. [2018-02-567]

6. REDA Chairs meeting with Minister. Barney reported on a productive meeting, that there is support for REDAs and that there is great diversity across the province. There is value in being aware of multi-REDA partnership opportunities.

7. Highway 3 Association The upgrading and twinning of Highway 3 remains a critical issue in the context of transportation corridors in the province. How can AlbertaSW bring added value to that organization and serve the

interests of all the member communities? This discussion will be addressed in the context of strategic partnerships when doing the 2018-2019 operations planning.

8. 2018-2019 Operations Planning

Bev will send out a poll to identify some dates in late February, early to mid-March to hold a planning day, tentatively 10:00am-3:30pm. In preparation, an outline of key questions and Core Business commitments will be sent to Board representatives. The idea will be to identify commonalities in community priorities that can be addressed collaboratively, at a regional level.

9. Project Lead report.

Accepted as information.

10. Executive Director Report

Accepted as information.

11. Roundtable updates

12. Board Meetings:

March 7, 2017 – Nanton

April 4, 2018 – Claresholm

May 2, 2018 –

June 6, 2018 – Waterton offered

13. Adjournment

Moved by Warren Mickels THAT the meeting be adjourned.

Carried. [2018-02-568]

Approved March 7, 2018

Chair

Secretary/Treasurer

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday March 7, 2018 – Stockmans Grill – Fort Macleod



Board Representatives

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

Alberta Elias, Glenwood
Dale Gugala, Stavely
Maryanne Sandberg, MD Willow Creek
Kathy Wiebe, MD Ranchland

Resource Staff and Guests

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

1. Call to Order and introductions Chair Barney Reeves called the meeting to order.

2. Approval of Agenda Moved by Blair Painter THAT the agenda be approved as presented
Carried. [2018-03-569]

3. Approval of Minutes Moved by Dennis Barnes THAT the minutes of February 7, 2018 be approved as presented.
Carried. [2018-03-570]

4. Approval of Cheque Register Moved by Duncan McLean THAT cheques #2333 to #2358 be approved as presented.
Carried. [2018-03-571]

5. Planning Discussion Bob Dyrda led a discussion through the AlbertaSW Core Businesses and provided background on projects, to date.
Board discussed ideas for going forward.
Those discussions will form the basis of a draft 2018-2019 Operations Plan, to be presented at the next meeting.

6. Motions arising from Discussion ➤ **Transportation corridors** are of vital importance to move goods, services and people throughout the region.
Moved by Blair Painter THAT AlbertaSW become a member of the “Highway 3 Twinning Development Association”.
Carried. [2018-03-572]

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

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

Townfolio to build and continuously update an on-line community profile for each participating community.
Moved by Scott Korbett THAT AlbertaSW offer to cost-share the annual fee with each participating community.

Carried. [2018-03-574]

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

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

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

Carried. [2018-03-575]

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

- | | |
|--|--|
| 7. Project Lead report. | Accepted as information. |
| 8. Executive Director Report | Accepted as information. |
| 9. Roundtable updates | Consensus that the topic for roundtable updates for next meeting be: What kind of investment is your community hoping to attract or focus upon developing? |
| 10. Board Meetings:
April 4, 2018 - Claresholm
May 2, 2018 - Nanton
June 6, 2018 - AGM Waterton | |
| 11. Adjournment | Moved by Blair Painter THAT the meeting be adjourned.
Carried. [2018-03-576] |

Chair

Secretary/Treasurer

UNAPPROVED

Alberta SouthWest Bulletin March 2018

Regional Economic Development Alliance (REDA) Update

❖ 2018 Edition of "Invest in Alberta" Magazine

Economic Developers Alberta (EDA) is pleased to announce the release of the 2018 "Invest in Alberta" magazine.

In addition to hard copy, the magazine can be viewed on-line at www.edaalberta.ca

New this year, the magazine is also on its own microsite, which is essentially the magazine in website format with its own unique URL. The microsite is secure, searchable, modern and mobile friendly. Since it is web-based, it has limitless reach to international audiences: www.investalbertamag.ca

❖ 14th Annual Chinook Entrepreneur Challenge

www.chinookchallenge.com

This Community Futures initiative offers an opportunity gain business skills, write your business plan, get feedback on your ideas from regional professionals, network with key people including other entrepreneurs and have a chance at winning cash and prizes. The 2017 Challenge was supported by 28 partners, logged 240 volunteer hours and attracted 170 participants. 2018 is on track to exceed that participation.

The Castle Parks Winter Guides are now leading weekly outdoor adventures!

Activities include Star Shoeing, Adventure Snowshoeing, Wilderness Skills Field Series, Photography and Sightseeing Tour, Gateway to the Wilderness Backcountry Tour ...

For program details, go to www.albertaparks.ca/castle ; follow links to Castle Provincial Park Activities and Events. Registration is required.

UPCOMING:

❖ Economic Developers Alberta (EDA) Conference - Banff Centre - March 21, 2018 - March 23, 2018

- Visit www.edaalberta.ca for details regarding the agenda, registration and accommodation.



Consider contributing an item to the Silent Auction 2018!

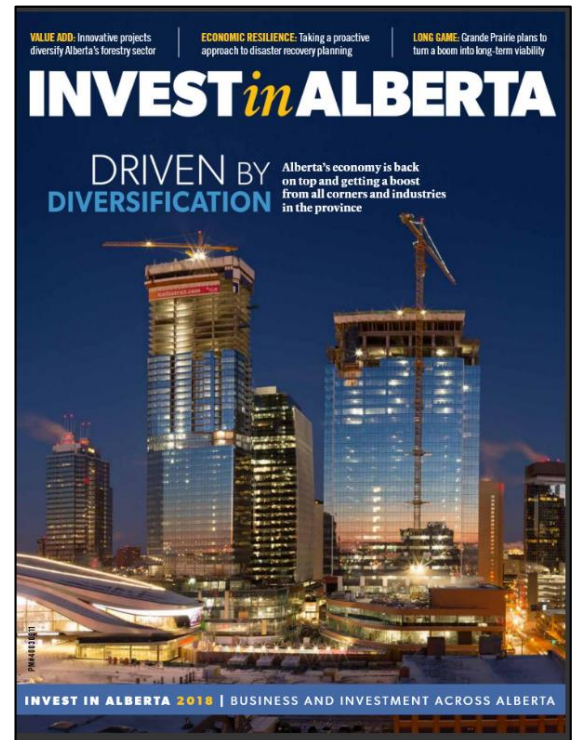
- The theme is "Bring Local", offering a great opportunity to feature the products, services and attractions of your community to an audience of over 400 attendees.
- If you are unable to attend the conference, we can arrange to pick up and deliver your item.
- Contact bev@albertasouthwest.com to make arrangements.

❖ Tourism Entrepreneur Workshop for Castle Region -1:00pm - 4:00pm, March 26, 2018

Oldman River Brewing Ltd. 101 Breckenridge Ave, Lundbreck

❖ Van Horne Digital Futures- Pincher Creek April 25 - April 27, 2018

- Contact bob@albertasouthwest.com for more information.



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 or 1-888-627-3373

bev@albertasouthwest.com

bob@albertasouthwest.com





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 4 (2017)

ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING

Thursday, December 7, 2017 – 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	Village of Milo
Bill Prentice - alternate	City of Brooks	Dan McLelland	Town of Nanton
Jim Bester	Cardston County	Clarence Amulung	County of Newell
Richard Bengry	Town of Cardston	Marinus de Leeuw	Village of Nobleford
Peggy Hovde	Village of Carmangay	Henry de Kok (absent)	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Bev Everts	M.D. of Pincher Creek
Doug MacPherson	Town of Claresholm	Don Anderberg	Town Pincher Creek
Butch Pauls	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Heather Caldwell	Town of Coalhurst	Greg Robinson	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
Gerry Carter	Village of Glenwood	Lyle Magnuson	Town of Vulcan
Barin Beresford (absent)	Town of Granum	Don Heggie - alternate	County of Warner
Suzanne French	Village of Hill Spring	Eric Burns	Village of Warner
Morris Zeinstra	County of Lethbridge	Ian Sundquist	M.D. Willow Creek

STAFF:

Lenze Kuiper	Director	Cam Klassen	Assistant Planner
Mike Burla	Senior Planner	Erin Graham	Assistant Planner
Bonnie Brunner	Senior Planner	Stacy Olsen	Assistant Planner
Diane Horvath	Senior Planner	Yeue Majok	CAD/GIS Technologist
Steve Harty	Senior Planner	Kaylee Sailer	CAD/GIS Technologist
Gavin Scott	Senior Planner	Jennifer Maxwell	Subdivision Technician
Ian MacDougall	Planner	Barb Johnson	Executive Secretary

AGENDA:

- 1. Approval of Agenda – December 7, 2017**

- 2. **Approval of Minutes** – September 7, 2017 (attachment)
- 3. **Business Arising from the Minutes**
- 4. **Recognition of Members and Alternate Members for 2017/2018** (attachment)
- 5. **Appointment of Officers and Executive Committee for 2017/2018** (attachment)
 - (a) Election of Chair
 - (b) Election of Vice-Chair
 - (c) Election of Executive Committee.....
 - (d) Destruction of Ballots.....

6. **GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member**
“Secrets of the Municipal Government Board”

- 7. **Reports**
 - (a) Executive Committee Report..... (attachment)
 - (b) GIS Report and Newsletter (handout)
 - (c) Council Orientation/Organizational Briefing (attachment)
- 8. **Business**
 - (a) Proposed 2018 Budget..... (attachment)
 - (b) Subdivision Fee Increase
- 9. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:
 January 1 - October 31, 2017..... (attachment)
- 10. **Adjournment** – March 1, 2018.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: **Greg Robinson**

THAT the Board of Directors approve the agenda of December 7, 2017, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: **Richard Van Ee**

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

3. BUSINESS ARISING FROM THE MINUTES

None.

4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2017/2018

- Each Board member stood and introduced themselves stating the municipality they represent. The Director also introduced all staff members in attendance.

Municipality	Member	Alternate Member
Arrowwood – Village	Kevyn Stevenson	—
Barnwell – Village	Delbert Bodnarek	Ian Matheson
Barons – Village	Ed Weistra	Michelle Tarditi
Bassano – Town	Tom Rose	Ron Wickson
Brooks – City	Norman Gerestein	Bill Prentice
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Richard Bengry	—
Carmangay – Village	Peggy Hovde	JoAnne Juce
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Doug MacPherson	Brad Schlossberger
Coaldale – Town	Butch (Henry) Pauls	—
Coalhurst – Town	Heather Caldwell	—
Coutts – Village	Tanya Smith	Marvin Bohne
Cowley - Village	Warren Mickels	Mary Kittlaus
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Gerry Carter	—
Granum – Town	Barin Beresford	Bernie Kennedy
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	—
Milk River – Town	Peggy Losey	—
Milo – Village	Louis Myers	Scott Schroeder
Nanton – Town	Dan McLelland	Victor Czop
Newell – County	Clarence Amulung	Anne Marie Philipsen
Nobleford – Village	Marinus de Leeuw	Tony Aleman
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Bev Everts	Quentin Stevick
Pincher Creek – Town	Don Anderberg	Scott Korbett
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Bryce Coppieters
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Rob Edwards
Taber – Municipal District	Jennifer Crowson	—
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Jason Schneider	Doug Logan
Vulcan – Town	Lyle Magnuson	Paul Taylor

Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Eric Burns	Colette Glynn
Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg

5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2017/2018

- A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

(a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

Gordon Wolstenholme was elected Chair by acclamation.

(b) Election of Vice-Chair

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

Jim Bester was elected Vice-Chair by acclamation.

(c) Election of Executive Committee

Advance Nominations: Don Anderberg (Town of Pincher Creek)
Doug MacPherson (Town of Claresholm)
Ian Sundquist (M.D. of Willow Creek)

Nominations from the floor:

Ed Weistra (Village of Barons) nominated Morris Zeinstra (Lethbridge County)
Richard Bengry (Town of Cardston) nominated Greg Robinson (Town of Raymond)

Don Anderberg, Doug MacPherson, Ian Sundquist, Morris Zeinstra and Greg Robinson were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 7, 2017 to December 6, 2018:

Gordon Wolstenholme – Chair
Jim Bester – Vice-Chair
Don Anderberg
Doug MacPherson
Ian Sundquist
Morris Zeinstra
Greg Robinson

- (d) **Destruction of Ballots** – None (all elected by acclamation)

6. GUEST SPEAKER – Tom Golden – Former ORRSC Manager and MGB Member
“Secrets of the Municipal Government Board”

Tom Golden retired as Manager of the Oldman River Regional Services Commission in 1995 and , until recently, has since served on the Municipal Government Board (MGB). The MGB replaced the Alberta Planning Board in 1995 and is a independent body that adjudicates a number of issues including: some subdivision appeals, resolving disputes regarding bylaws, tax assessment appeals, annexations between municipalities.

The main things Mr. Golden wanted everyone to know is – DON'T GO BEFORE THE MGB IF YOU DON'T HAVE TO – you might end up with a decision that you don't want. But if you DO go before the Board at some time, he outlined four observations that may help you:

1. Get Your Ducks In A Row

- You have planners for a reason, to give you sound municipal planning advice.
- If you don't take their advice, make sure it is a sound decision.
- Show you have gone through a legitimate process and how the decision fits into that.
- Having bylaws in place makes decisions consistent.
- Keep your bylaws and plans current and updated.

2. Follow The Rules

- If you ignore your planners, make sure your rules and procedures are followed.
- If the decision is appealed anyway, have someone from the MPC or Subdivision Authority come with the planner just to add a municipal face to the appeal.
- Politicians are better than lawyers to bring to an appeal.
- MGB members are human. Consequently they sometimes get confused. It is important that your information is in a concise clear form – diagrams, good maps, clear presentation, and leave the evidence with the Board so they can go back to the information.
- Present the bylaws and pertinent information. You need good information to have a good decision.

3. System Is Adversarial

- Once you come before the Board it is up to them to make the decision. Negotiations are finished at this point.
- Occasionally the Board will accept agreements between the parties as long as they are legal and following the rules.

4. Be Organized

- Be prepared and have bylaws in place.
- Present your evidence which will act as a basis for the decision.
- In your summary, highlight the most important points.

7. REPORTS

(a) Executive Committee Report (attachment)

- Chair Gordon Wolstenholme briefly reviewed the Executive Committee Report which was attached to the agenda and answered questions from the Board.

Moved by: Richard Bengry

THAT the Board of Directors receive the Executive Committee Report for the meetings of September 7 and November 9, 2017, as information. **CARRIED**

(b) GIS Report and Newsletter

- 2017 saw the successful completion of the Orthophoto Project which delivered high resolution imagery (7cm pixel) of the 42 participating municipalities, which meets specific environmental parameters and allows for a leaf free image with an unobstructed view of buildings and roadways.
- Two municipalities joined the GIS Project in 2017 – the Village of Duchess and the City of Brooks. Total membership of the GIS Project now stands at 44 with representation from a rural municipality, villages, summer villages, towns, and a city.
- A six-member advisory committee has been created to help guide the decision making processes with regards to the GIS Project. The committee will provide additional input on things such as new GIS feature development, membership, funding models, tangible capital asset reporting, delivery of training and future grant opportunities. Current members of the GIS Advisory Committee include: Ryan Leuzinger (Milk River), Tricia Willis (Penhold), Pam Search (Raymond), Blair Bullock (Claresholm), Spencer Croil (Coaldale) and Bruce Thiessen (Brooks).

Moved by: Doug MacPherson

THAT the Board of Directors receive the GIS newsletter, as information. **CARRIED**

(c) Council Orientation/Organizational Briefing (attachment)

- Because the number of new Board members is so large (26 out of 42), the Director briefly explained who ORRSC is, what we do, and the role of ORRSC Board members:
 - Attend Quarterly Board Meetings
 - Decision-making and Policy-making body
 - Some financial and oversight duties and powers are delegated to the Executive
 - Establishes Executive Committee through election
 - Approves Budget
 - Liaison between ORRSC and municipality
 - Disseminates ORRSC information to council
- The Board governs the Commission through established policies and protocol. The appointed members and the elected Executive are drawn from a diverse cross section of rural and urban municipalities with the intention to best accomplish the mandate and objectives of the Commission, first and foremost.

8. BUSINESS

(a) Proposed 2018 Budget

- Highlights of the proposed 2018 Budget are as follows:



2018 Budget Highlights

- ▶ **Revenue:**
 - ▶ Membership fees increase overall by 2% raising \$938,000
 - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
 - ▶ GIS fees to increase by 2% raising \$547,680
 - ▶ (\$5.66/capita & \$5.15/capita)
 - ▶ Fixed Revenues need to meet Fixed Expenses
 - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves.
 - ▶ Subdivision revenue is expected to increase by \$10,000 due to an increase in the Application Fee.



2018 Budget Highlights

- ▶ **Expenses:**
 - ▶ Staff Salaries subject to 2.0% cost-of-living adjustment
 - ▶ (corresponding increase to Staff Benefits)
 - ▶ Computer Hardware & Software costs continue to increase
 - ▶ **All other expenses held**
 - ▶ Planned replacement of a fleet vehicle in early spring

- A net income of approximately \$36,000 has been budgeted for 2018.

Moved by: **Greg Robinson**

THAT, the 2018 Budget, as recommended by the Executive Committee, be approved, as presented. **CARRIED**

(b) Subdivision Fee Increase

- The budget includes a \$100 increase in the Subdivision Application Fee (from \$600 to \$700) due to extra work resulting from the recent Municipal Government Act amendments. It has been five years since the last increase to the application fee. Greg Robinson (Raymond) expressed that we need to be mindful of fee increases that may deter development in our smaller communities.

Moved by: Doug MacPherson

THAT the Subdivision Application Fee be increased from \$600 to \$700, effective January 1, 2018.

CARRIED

9. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2017**

Moved by: Ian Sundquist

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2017, as information.

CARRIED

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, March 1, 2018 at 7:00 p.m.**

CARRIED

/bj

CHAIR:



Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for February 27, 2018

5:00pm Town Council Chambers



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

Regrets: None

Staff: Marian Carlson, CAO
Blair Bullock, Director of Corporate Services
Mike Schuweiler, Director of Infrastructure Services

1. **Call to Order** 5:06 p.m.; Meeting was called to order by Chairperson Doug MacPherson.

2. **Approval of Agenda** – Motion to approve agenda by Councillor Zimmer. Carried.

3. **Minutes for Approval**

- **December 19, 2017** – Motion to approve by Councillor Schlossberger. Carried.

4. **Business**

4.1 2018 Capital Budget

Discussion – Blair Bullock presented the updated draft capital budget.

- *Carry forwards from 2017 are now accurate*
- *Multi-use Community Building*
 - *Administration was directed to bring back options for funding the project either for the full project or in phases to the next meeting*
 - *Once approved by committee, the options would be presented at and Open House the week of April 9th to 13th, 2018*

The capital budget will be presented to Council for approval without the inclusion of the Multi-use Community Building as further review will take place after the Open House.

5. **Next meeting:** Tuesday, March 20th, 2018 at 5:00 p.m.

6. **Adjournment:** 6:14 p.m. Motion by Doug Priestley. Carried.

Willow Creek Agricultural Society

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

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

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

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

Absent: Judy Minor, Allan Minor

Reading of Minutes: The minutes of the last regular meeting held Nov 15th, 2017 were adopted as presented by Gerry McGuire. 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 he is working on an application from South Country Coop for a grant under the Coop community spaces program for up to \$150,000. We should have a decision on this funding by May 1st. If we are successful with this application I will then apply for a CFEG by the May 15th deadline for up to another \$125,000 to match this grant from Coop. Without this funding or some sort of corporate or private sponsorship we may be at a financial standstill with the completion of the second indoor facility.

Treasurers Report: Lorraine Norgard moves we accept the financials as presented to the end of January 2018 as presented. Wally Seconds 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.
-David told the board that he went to a meeting on Jan 23 at the Lethbridge Research Station regarding new regulations that CFIA is proposing and how it would affect ag societies. At this meeting we were told that we need to set up a Canadian Livestock Tracking Systems Account (CLTS) to go along with our Premise Identification Number (PID) for tracking livestock coming onto the Ag Society Grounds.
Brad Schollossberger moves we accept the managers report. Lorraine seconds. Motion Carried.

New Business: Lorraine brought up an idea that Frontier Western Shop has approached the Chamber about involving getting contestant at the Agriplex on weekends to get downtown more easily. Frontier would like to chamber to somehow run a vehicle back and forth between the downtown and the Agriplex. They felt that contestants cannot make this trip very easily as their trucks were hooked up to their trailers. The board thanked Lorraine for making us aware of this idea and we will keep an open mind to see what happens.
Brad informed the board that the WCAS may be able to access a grant writer that the town is looking at hiring to apply for provincial and federal grants. The town feels they may have to do this to keep competitive with other towns that are either looking into doing this or have already hired professional grant writers.

Adjourn: Lorraine moves the meeting be adjourned at 8:35pm.



Economic Development Committee

February 19, 2018 – 7:00 p.m.

Business Growth & Development Centre

Minutes

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

Santanna in the Chair

Santanna called the meeting to order at 7:13pm

Minutes

Minutes for the January 17, 2018 meeting were motioned for approval by Brad Schlossberger, seconded by Lauren Billey. CARRIED

Agenda

Agenda for February 19, 2018 meeting was motioned for acceptance by Doug Leeds, seconded by Darla Slovak. CARRIED

Roundtable Introduction

The Economic Development Committee welcomed new members Glen Alm, nominated forward as the representative of the MD of Willow Creek #26 and appointed by Town of Claresholm Mayor and Council on January 22, 2018, and Lauren Billey, nominated forward by the Claresholm & District Chamber of Commerce, yet to be appointed by Town of Claresholm Mayor and Council.

EDO Transition

EDO explained to Committee that a transition process has been started to fill the position. This process started with contracting a firm from Lethbridge to market the opportunity and vet applicants to provide qualified leads. Interviews have begun, and will include a member from the EDC (Chair, Vice-Chair, or both) to ensure that the selected candidate will have some rapport with the EDC. Expectation is for a 2-4 week overlap for the outgoing and incoming EDO, with April 13, 2018 being the proposed final day of employment for the current EDO.

EDC Strategic Plan Review

Vice-Chair and EDO propose to EDC that ad hoc subcommittees be struck to advance very specific projects forward. The intent is to provide EDC members with the opportunity to focus and invest hours upon specific areas and projects of interest between meetings to produce results as expediently as possible.

Sales Package

Santanna Thom & Kieth Carlson will focus on the development of an industrial attraction package project. This will be completed with the help and support of the EDO and the contracted services of the Claresholm Local Press.

Signage (Billboard & Gateway)

Brad Schlossberger, Paul Zemlak and Glen Alm will focus on the implementation of the 'Visit Downtown' billboard and the gateway signage.

Doug Leeds moved that the EDC reassess the use of the existing gateway signage during the design process. Seconded by Glen Alm. CARRIED

Land Development Project

Given the hands-off and confidential nature of much of the land development project (includes a partnership with private landowners and will be largely implemented by the selected engineering firm), the EDO will be the lead and will report on progress to the committee at the regular monthly meeting.

Capacity Building (Succession, Speakers, Training, etc.)

The primary purpose of the capacity building will be to better educate local business owners and operators and facilitate growth through improved local operations. Darla Slovak and Lauren Billey will be leading the ad hoc committee on this subject.

Business Walk/Visits

Santanna Thom and Paul Zemlak will be leading the ad hoc committee on developing the parameters and scheduling the business walk program.

Business Showcase Article

Lauren Billey, under the Discover Claresholm facebook page, has been highlighting individual businesses throughout the community. The Claresholm Local Press and EDO have discussed a similar concept for a weekly article. Lauren, the EDO and the Local Press are to define and pursue the initiative.

CDCC Office Space in BG&DC

Discussion was held around the feasibility and functionality of opening up one of the vacant office spaces for use by the Claresholm & District Chamber of Commerce.

Glen Alm moved, seconded by Darla Slovak, to allow the CDCC to use an office in the BG&DC until such a time that the town needs to make a change in the building. CARRIED

Next Meeting

The next regular meeting is scheduled for **7:00pm, March 19, 2018**, at the Business Growth & Development Centre location, 5318 - 2nd Street West.

Adjournment

Doug Leeds moved to adjourn at 8:58 pm.

The Bridges at Claresholm Golf Club
Regular Board Meeting
February 21, 2018

PRESENT: Lyle Broderson, Olive Darch, Ray Montpetit, Doug Fletcher, Rod Andrews, Berny Jacob, Doug Macpherson, Todd Heggie, Bob Leeder, Don Leonard, Wes Wiebe

ABSENT: Barry Pratte

1 CALL TO ORDER:

Ray called the meeting to order.

2 APPROVAL OF AGENDA:

Doug Fletcher moved the approval of the agenda. Carried.

3 APPROVAL OF MINUTES OF THE JANUARY 17 MEETING:

Todd moved approval of the January 17 minutes. Carried.

4 OLD BUSINESS:

5 CORRESPONDENCE:

6 REPORTS:

6.1 GREENS COMMITTEE

Rod got the reels back, but said we will need new ones after this season. A discussion took place about whether to get parts or trade in the machine and get new reels. It was decided to carry on with what we have and look at a purchase in the fall. Fortis said they would remove the dead tree near No. 5 green this Spring or Fall. Rod hopes to have No. 4 tee box finished this Spring and No. 9 tee box done in June. The bunkers will be edged in May. Rod hopes to clear off greens the second week of March. Rod priced the cost of top dressing the 18th fairway out from the green. It would cost around \$900.00 for 100 yards or \$1,300.00 for 150 yards to cover the cost of compost and top soil followed by over seeding. Rod and Berny have been working on a maintenance standards document. Ray thanked them for the work they had done. Todd questioned the new rules as of January, regarding employment and wages.

6.2 CLUB PRO AND MARKETING COMMITTEE:

Lyle reported that he has applied for grants that would enable us to employ seven students, two for the pro shop and five to work on the course. Lyle would like to start the Chase the Ace fund raiser in April. He will get a raffle license for it. He also reported that new stock for the pro shop should be arriving in a couple of weeks. The water license application has been submitted. It will be three to six months before we will know if it is approved.

6.3 TOWN REP:

Doug Macpherson thanked the board and golf club members for their support by attending town meetings and reiterated that the town is fully supportive of the golf course. Todd suggested we include all the volunteer hours put in when drawing up the golf course budget to be given to the town. Ray questioned the liability issue should a volunteer be hurt on the course and whether volunteers should sign a waiver. Doug will talk to Marian regarding this issue. Rod will check into the wearing of hard hats.

6.4 CLUBHOUSE COMMITTEE:

The carpets have been cleaned and the bathroom and kitchen floors will be cleaned in March. The furnace motor was replaced. A toilet needs fixing as well as a leak in a drain in the kitchen. Doug Macpherson suggested putting a timer on the fan in the kitchen. He also suggested getting Air Tech down to check the air conditioner on the roof. He will talk to Marian regarding this.

6.5 FINANCE COMMITTEE:

Berny questioned the telephone charges and it was decided to talk to Telus regarding this. A discussion took place regarding Avail, Saby, or some other accounting firm to do our books.

6.6 CASINO AND GRANTS COMMITTEE:

6.7 POLICY COMMITTEE:

A discussion about having an arbitrator took place but it was decided that because each committee has a conflict clause it was unnecessary.

7 NEW BUSINESS:

Our annual meeting date was set for April 17th.

8 ADJOURNMENT:

Doug moved the meeting be adjourned. Next meeting is scheduled for Wednesday noon, March 21, at the clubhouse.



MUNICIPAL PLANNING COMMISSION MINUTES

February 9, 2018
Town of Claresholm – Council Chambers

Item 3: DISCUSSION

LAND USE BYLAW AMENDMENT RESEARCH

Taken for info.

9:30 a.m.

Motion to adjourn
Sharon Galbraith

CARRIED

Mayor, Town of Claresholm

Re: Proclamation Human Values Day April, 24th 2018

Dear Mayor Rob Steel

On behalf of the Steering Committee and the large number of community volunteers at the Walk for Values, we like to express our deep gratitude to raise awareness to practice Human Values and to building the “Communities of Character”. Canada is a great country and we are proud of its multiculturalism and the rich values we hold.

This is the 16th year that we again take an important step walking together at the Walk for Values 2018, not for “fund” raising but taking a pledge to transform self and the community by practicing values. The Walk for Values started in 2003 when street violence took place in Malvern area of Toronto. Your support for this Walk and the proclamation of “HUMAN VALUES DAY” on April 24, 2018 will bring greater awareness about human values that shape our lives and the future of our children. Please be rest assured, we will continue to work diligently to spread your message of living in harmony, caring for each other and our environment, in every city in Canada and around the world.

We have attached with this mail the following documents for your records:

- A write up about the Walk for Values and how it is spreading the Values and helping us to be better citizens of this great country
- Message from Prime Minister of Canada, The Right Honourable Justin Trudeau
- Proclamation and messages from the Province of Alberta , Province of British Columbia, Province of Manitoba and Province of Ontario
- Proclamation from Cities , Towns , Districts , Counties , Municipalities and Villages
- One page summary of 90 Human Values Day Proclamations received in 2017 from across Canada

We look forward to the Town of Claresholm proclaiming April 24, 2018 as the “Human Values Day”.

In addition, if you have any suggestions in bringing the transformation and it will be very much appreciated. Through a separate invitation, we will send to you the calendar of the Walk for Values to be held in nine Cities across Canada.

Thank you in advance.

Sincerely,

Manish Rughani ~ Advisory Team Walk For Values

[Manish Rughani ~ Advisory Team Walk For Values | mrughani@walkforvalues.com](#)

www.walkforvalues.com | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Promotional Video](#)

