



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 28, 2019
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 – JANUARY 14, 2019

ACTION ITEMS:

1. BYLAW #1660 – ATB Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
2. BYLAW #1661 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
3. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs
RE: 18th Annual Minister's Awards for Municipal Excellence
4. CORRES: Office of the Lieutenant Governor
RE: The Alberta Order of Excellence
5. CORRES: Canadian Senior Pro Rodeo Association
RE: Request for Sponsorship – October 17-20, 2019
6. CORRES: Midget D Provincial Hockey Tournament
RE: Request for Donation
7. CORRES: Terry Mahoney
RE: Resignation from the Library Board & Museum Board
8. REQUEST FOR DECISION: Policy Manual Review
9. REQUEST FOR DECISION: Economic Development Committee 3-Year Business Plan (2019-2021)
10. REQUEST FOR DIRECTION: Doggy Poop Bags
11. INFORMATION BRIEF: Claresholm Minor Hockey CFEP Application
12. INFORMATION BRIEF: Swimming Pool Operating Agreement
13. INFORMATION BRIEF: Alberta Human Rights Complaint
14. INFORMATION BRIEF: CAO Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA:
 - a. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1

INFORMATION ITEMS:

1. Economic Development Committee Meeting Minutes – November 19, 2018
2. Claresholm & District Chamber of Commerce Meeting Minutes – November 21, 2018
3. Oldman River Regional Services Commission Executive Committee Minutes – November 8, 2018
4. Porcupine Hills Lodge Board Meeting Minutes – December 4, 2018
5. Claresholm Skate Park Association Meeting Minutes – November 21, 2018
6. Alberta CARE Spring Seminar 2019 – February 27 to March 1, 2019

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 14, 2019

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – DECEMBER 10, 2018**

Moved by Councillor Zimmer that the Regular Meeting Minutes of December 10, 2018 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1660 – ATB Operational Borrowing Bylaw**
RE: 1st Reading

Moved by Councillor Schulze to give Bylaw #1660, the ATB Operational Borrowing Bylaw, 1st Reading.

CARRIED

2. **BYLAW #1661 – AMSC Operational Borrowing Bylaw**
RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 1st Reading.

CARRIED

3. **CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing**
RE: 2019 Minister's Seniors Service Awards

Received for information.

4. **CORRES: Community Foundation of Lethbridge & Southwestern Alberta**
RE: 2019 Friends of the Foundation Dinner

Received for information.

5. **CORRES: Sparta House**
RE: Sparta Stomp 5K – May 11, 2019

Received for information.

6. **CORRES: Claresholm & District Fair Days Bench Show**
RE: Application for Donation

MOTION #19-001 Moved by Councillor Moore to donate \$990 towards the Claresholm & District Fair Days Bench Show as presented.

CARRIED

7. **REQUEST FOR DECISION: Policy #GA 01-19 – TCA Capitalization & Amortization**

MOTION #19-002 Moved by Councillor Cutler to adopt Policy #GA 01-19 regarding TCA Capitalization & Amortization as presented effective December 31, 2018.

CARRIED

8. **INFORMATION BRIEF: Diabetes Clothing Donation Bin**

MOTION #19-003 Moved by Councillor Zimmer to allow a Diabetes Canada clothing donation bin on Town property in the parking area of 221 – 45 Avenue West to be hosted by the Claresholm Childcare Society.

CARRIED

9. INFORMATION BRIEF: Alberta Transportation Bypass Update

Received for information.

10. INFORMATION BRIEF: Amundsen Park Redesign

Received for information.

11. INFORMATION BRIEF: Strategic Plan Report

Received for information.

12. INFORMATION BRIEF: Council Resolution Status

Received for information.

13. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Zimmer to accept the information items as presented.

CARRIED

17. IN CAMERA:

a. LEGAL – FOIP Section 27

b. Confidential Evaluations – FOIP Section 19.1

c. PERSONNEL – FOIP Section 17.2

d. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Moore to go In Camera at 7:25 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:25 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:42 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:42 p.m.

b. Confidential Evaluations – FOIP Section 19.1

MOTION #19-004 Moved by Councillor Carlson to appoint Alec Harrison to the Economic Development Committee.

CARRIED

c. PERSONNEL – FOIP Section 17.2

MOTION #19-005 Moved by Councillor Cutler to create a full-time Fire Chief position within the Town of Claresholm effective February 1, 2019.

CARRIED

MOTION #19-006 Moved by Councillor Zimmer to appoint Sean Kelly as Fire Chief of the Town of Claresholm Fire Department effective February 1, 2019.

CARRIED

d. Intergovernmental Relations – FOIP Section 21

MOTION #19-007 Moved by Councillor Schulze to enter into a one-year agreement with the Town of Granum to administer their FCSS programming and funding as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:48 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:48 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1660**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1623 is hereby rescinded.

Read a first time in Council this **14th** day of **January** 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of
2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1661**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4th day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC, and such interest will be calculated daily and due and payable monthly on the 4th day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
 Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.

Read a first time in Council this **14th** day of **January** 2019 A.D.

Read a second time in Council this day of 2019 A.D.

Read a third time in Council and finally passed in Council this day of
2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

JAN 18 2019

AR96051

January 15, 2019

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

Dear Mayor MacPherson,

I am pleased to invite the Town of Claresholm to provide submissions for the 18th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and, if chosen by the review committee, one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000);
- Partnership - Recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000);
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000);
- Smaller Municipalities – Recognizes an innovative practice developed by communities with less than 3,000 residents;
- Larger Municipalities – Recognizes an innovative and creative practice of larger municipalities with populations of 500,000 or greater that have a substantial resource base and who can partner with departments within the municipality's control; and
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, if chosen by the review committee, recognizes the best submission from the other categories.

.../2

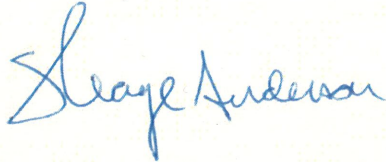
- 2 -

Further details regarding eligibility and submission requirements may be found on the Municipal Excellence Awards webpage at www.municipalaffairs.gov.ab.ca/1595. The deadline for submission is March 29, 2019.

Should you have any questions regarding the Municipal Excellence Awards, please contact the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

I encourage you to share your success stories, and look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson". The signature is written in a cursive, flowing style.

Shaye Anderson
Minister of Municipal Affairs



THE
ALBERTA
ORDER OF EXCELLENCE

RECEIVED
JAN 15 2019

January 7, 2019

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

Dear His Worship MacPherson,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2019.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*

The Town of Claresholm has supported the Canadian Senior Pro Rodeo Association with a sponsorship of \$500 per year since 2013.

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



Date of Application: JANUARY 16, 2019

Date of Event: OCTOBER 17-20, 2019

1. Applicant Information

Name of Applicant: CANADIAN SENIOR PRO RODEO ASSOCIATION

Address: BOX 393, CARESLAND, ALBERTA, T0J 0M0

Contact Person: KIM GRAYSON

Phone, Fax, Email: 403.804.5670 graysonkd@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

MAY 1985

890193485

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

SPONSORSHIP FOR THE FINALS

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 500.⁰⁰ - \$1000. 00

6. Details of how the funds will be expended:

BUCKLE SPONSORSHIP FOR THE FINALS

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
2018	\$ 500.00	BUCKLE SPONSORSHIP
2017	\$ 500.00	BUCKLE SPONSORSHIP
2016	\$ 500.00	BUCKLE SPONSORSHIP

8. Organizational Information

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

HOTELS, RESTAURANTS, GAS, GROCERY, RETAIL STORES,
NEWSPAPER, HIRING LOCAL KIDS FROM HIGH SCHOOL,
BUYING STOCK FEED (HAY) FROM LOCAL FARMERS, AG SOCIETY

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

AN ASSOCIATION INTRESTED IN THE CONTINUOUS GROWTH IN THE
SPORT OF RODED FROM THE ASPECT OF "SENIOR" CONTESTANTS - SENIOR BEING
OVER 40 YEARS & OLDER, AS WELL THE PROMOTION OF SUCH. PLUS PROVIDING
COWBOYS & COWGIRLS THE OPPORTUNITY FOR FRIENDLY COMPETITION & SOCIAL
ACTIVITIES.

How will your organization acknowledge the Town's donation?

FINALS PROGRAMS, ON CSRA PAGE IN RODED CONNECTION MAGAZINE
CSRA WEBSITE, FINALS POSTERS,

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
RAFFLE TICKETS	10,000. ⁰⁰	FINALS EXPENSES
SPONSORSHIP / DONATIONS	25,000. ⁰⁰	FINALS AWARDS
CALCUTA / SILENT AUCTION	4,000. ⁰⁰	FINAL EXPENSES

SPONSORSHIP PACKAGE

2019



RODEO TODAY



Welcome Contestants
and Rodeo Fans!!





Sponsors are a key element in maintaining the rodeo spirit!

Born by hard-working ranchers who built the West and helped feed our nation, the sport of rodeo directly descends from everyday ranch work of roping stray cattle and breaking wild horses. The one-on-one competitions of cowboys and cowgirls grew more popular through the years and eventually became organized events called Rodeo.

Founded in 1985, the Canadian Senior Pro Rodeo Association (CSPRA) was created to continue to provide these opportunities to rodeo competitors aged 40 and up. Today the CSPRA is comprised of all levels of competitive skills from beginner to professional. Their common ground lies in their love of the sport, appreciation of western values and lifestyles, and their desire to pursue this active western sport.

Contestants compete in such events as Barrel Racing, Men's and Ladies Breakaway Roping, Steer Wrestling, Tie Down Roping, Team Roping, Ribbon Roping, Bronc Riding, and Bull Riding.

The CSPRA rodeo season starts in April, with rodeos throughout the spring, summer and fall, wrapping up with the sudden-death Finals held in October in Claresholm. Included in this opportunity to enjoy Senior Pro Rodeo in Canada is the chance for members to head south of the border to rodeos hosted by our sister association, the National Senior Pro Rodeo Association, as well.

Present Rodeo Locations Totalling 30 Performance Days:

- High River, AB
- Valley View, AB
- Barrhead, AB
- Twin Bridges, MT
- Darby, MT
- Augusta, MT
- Standoff, AB
- Fort Macleod, AB
- Magrath, AB
- Wetaskiwin, AB
- Bowden, AB
- Cardston, AB
- Brooks, AB
- **4-Day Rodeo Finals in Claresholm, AB**



With plans to expand into British Columbia and Saskatchewan in 2019!



PARTNER

Partnering with us brings you...

- Strong support from our membership
- Brand awareness and loyalty
- Memorable experiences
- Community involvement and support with rodeos going over 2-3 days in one location

PROMOTE

Promoting with us brings opportunities...

- Engages visitors at rodeos
- Entertains clients
- Rewards employees
- Enjoy great family-friendly, up-close, rodeo action

PRODUCE

Partnering with us produces...

- Positive results
- Brand loyalty
- Strong relationships

PARTNER ★ PROMOTE ★ PRODUCE

CSPRA Membership Stats:

- 235+ members, aged 40-85
- 53% men, 47% women
- From: Alberta, British Columbia, Saskatchewan, Montana, Arizona, Idaho, Minnesota, Nebraska, Oregon, Wyoming

The CSPRA values the future of Canadian Rodeo by proudly supporting youth rodeo scholarship programs at Olds and Lakeland Colleges through our member partnership donations and other fundraising efforts.



IN IT TO WIN IT



SPONSORSHIP OPPORTUNITIES

Your exclusivity — no competitive sponsors at Rodeo Finals

Official display opportunity at all rodeos for your product/service

Your company flag in grand entry at all rodeos

Your company banner in arena at all rodeos

Digital and social media opportunities

Your logo to appear on our rodeo magazine feature page

One annual profile on our rodeo magazine feature page

Your name appears on all CSPRA advertising

Your logo and link featured on CSPRA website

Promotional announcement at all rodeos

Finals award presentations & photo with winner

Featured display opportunity at Finals trade fair

Advertisement in finals rodeo program

Name listed on our website, magazine page & finals program

Finals rodeo performance tickets and/or awards banquet tickets

Opportunity to distribute promotional material to all members

PLATINUM — \$10,000+

GOLD — \$2,000+

SILVER — \$1,000+

BRONZE/BUCKLE — \$500+

FRIENDS OF RODEO — \$200+



full page

half page

1/3 page

1/8 page

name listed



*All flags and banners are provided by sponsor at sponsor's cost



Thank you for your interest in partnering with the Canadian Senior Pro Rodeo Association. We greatly appreciate and understand the value of sponsorship, and the demographics of our members are such that we are a dedicated group who use and support sponsor's products and services in return.

We look forward to a valued partnership while promoting your brand and producing a successful rodeo season for all to enjoy.

For more information on which sponsorship package best fits your business or to customize one to suit any specific marketing need please give me a call.

★ **Kim Grayson**
Sponsorship/Marketing Coordinator
Canadian Senior Pro Rodeo Association

Tel: 403-804-5670

Email: graysonkd@gmail.com

Address: Box 393, Carseland, AB T0J 0M0



Official website, news and up-to-date sponsor info
www.canadaseniorrodeo.com



Official facebook page "Canada Senior Pro Rodeo"



Official magazine of the CSPRA



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



Date of Application: January 23, 2019

Date of Event: March 21-24, 2019

1. Applicant Information

Name of Applicant: Fort Macleod Minor Hockey / Hockey Alberta

Address: Fort Macleod, Alberta

Contact Person: Jennifer Mackin

Phone, Fax, Email: 403-625-0290; mackin4@telus.net

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

Requesting that the ice fees needed for 4 Provincial games be waived for the tournament (in part of whole)

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

Requesting that all equipment and staffing fees for the games be waived for the tournament (in part or whole)

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$66.15/hr (approx. \$595.35 - 2.25 hours per game)

6. Details of how the funds will be expended:

Fort Macleod Minor hockey is hosting the 2019 Midget D Provincial tournament and are planning on hosting 4 of the games in Claresholm due to having 4 local players, as well as supporting the numerous donations received from this community for the tournament. We would like to request that the use of the Claresholm Arena fees be waived in part or in whole. This would help us allocate our received funds and donations to other areas of our tournament to make for a more memorable and enjoyable time for the athletes and families (opening ceremonies, souvenirs, etc)

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds

8. Organizational Information

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

Our Organization has provided an opportunity for 4 local youth to access hockey when their home town was unable to house a team. We have played games in Claresholm which has brought people to town who access local restaurants and shops. There will be hockey teams staying in Claresholm during the Provincial tournament, as well as four games to be played which will also bring revenue to the town. Without our organization, these four youth would likely not have been able to play hockey without further travel (Tristan Martin, Brenndon Mackin, Kyle Vogelaar, Jaylen Martineau)

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

Our principal objective is to provide local youth with an opportunity to play hockey. We strive to ensure that our youth experience a fun and fair environment in which to play.

How will your organization acknowledge the Town’s donation?

The Town of Claresholm will be featured in our Provincial Hockey Tournament program which will be given to each attendee that attends the tournament as well as on posters displayed throughout the tournament. We will also place a thank you ad in the local newspapers thanking you for your generous donation.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Tournament Fees	Unknown at this time	Covering the cost of publications, opening ceremonies, team meal, facility fees, refs, etc.
Donations	Unknown	Covering the cost of publications, opening ceremonies, team meal, facility fees, refs, etc.

RECEIVED

JAN 07 2019

Terry Mahoney
Box 82
239 49th Ave. East,
Claresholm, AB

Mayor and Councilors:

I regret to inform you that I'm going to have to resign immediately from both the Library Board and the Museum Board. Although we love Claresholm, we will be moving away this year.

Terry Mahoney



REQUEST FOR DECISION

Meeting: January 28, 2019
Agenda Item: 8

POLICY MANUAL REVIEW

DESCRIPTION / BACKGROUND:

Administration regularly puts new policies forward to Council to consider and pass or update when specific issues arise however a comprehensive review or update of the policy manual has not been done in a number of years. That is the main purpose of this update.

Secondly we are looking at reorganizing the policy manual so policies are easier to locate, and rather than being organized by very general categories and then by date, they will be organized by a more complete category/subject area numbering system, and when a policy is updated the policy number would generally not change, just the version or issue date will, so it doesn't move in the policy manual.

A proposed policy index or table of contents is attached which proposes renumbering of all the Town's existing policies in the policy manual.

Presented here is a review of the first section of the new table of contents, or 1.0 Human Resources – Employment.

POLICIES TO RESCIND:

The following policies administration recommends rescinding as they are not required. Two of the following policies simply refer to a bylaw. A bylaw supersedes a policy, so we don't need a policy to put in place a bylaw. One simply refers to an Organizational Structure which similarly is passed by Council on its own and does not need a separate policy to put it into place. It could be added as an appendix or something to the Policy manual for reference, but should not be a separate policy. These are:

- GA 06-87 – Council Procedures
- GA 04-91 – Management Organization
- GA 10-04 – Council Remuneration

UPDATED POLICIES:

The following policies are existing policies that we have updated to the new policy format as well as reviewed and updated where necessary. We will continue with this over the next number of months (or more) until all the policies have been reviewed and updated.

- GA 02-16 Fair Hiring Policy – update to simply “Hiring Policy” with the new policy number of 1.0.01 and new format. Also reworded some headings, but essentially remains unchanged. The policy is already a fairly recent and up to date policy.
- GA 08-15 Payroll Administration Policy – Primarily left unchanged besides format and renumbering to 1.0.40. The only content change was to remove the bottom “administration” section which is redundant.

NEW POLICIES:

From review of a Policy Building program and sample policies there were a number of policies that were noted that we are lacking that should probably be put in place:

- Policy 1.0.05 – Performance Management Policy
 - Currently no policy is in place to formalize or require any annual evaluation or performance review policy or procedure. Administration believes this is a crucial aspect of building an effective and responsive team and promote growth as individuals and as an organization. This policy addresses current practice.
- Policy 1.0.10 – Recognition and Long-Service Pay
 - The CUPE Agreement has a provision for long-service pay (additional compensation after so many years continuous employment with the Town) and it has been practice to recognize and pay non-CUPE employees the same, however there has never been any formal policy in place to support that practice.
- Policy 1.0.20 – Record Checks Policy
 - The Town generally completes record checks when hiring new employees for upper management or specified other positions, however it has not been regular practice to do this for all hires. This puts the Town as potential significant liability risk. This places a formal policy in place in relation to requesting or completing record checks as part of the selection/hiring process.

RECOMMENDATION:

Administration recommends that Council approves the proposed renumbering off all existing policies as per the attached Table of Contents to reorganize the policy manual.

Administration also recommends the following policies be rescinded which are not required to be separate policies. These only refer to other Bylaws or documents already passed or accepted by Council Resolution:

- GA 06-87 – Council Procedures
- GA 04-91 – Management Organization
- GA 10-04 – Council Remuneration

Administration finally recommends the passing of 5 policies:

- Policy 1.0.01 – Hiring Policy (which will rescind Policy #GA 02-16 – Fair Hiring Policy)
- Policy 1.0.05 – Performance Management Policy
- Policy 1.0.10 – Recognition and Long Service Pay
- Policy 1.0.20 – Record Checks Policy
- Policy 1.0.40 – Payroll Administration Policy (which will rescind Policy # GA 08-15 – Payroll Administration Policy)

These proposals were presented to the Administrative Services Committee on January 21, 2019 and they made a motion to recommend these proposals as presented.

The new policies, Policy 1.0.05; Policy 1.0.10; and Policy 1.0.20, were also provided to the President of the Union and no concerns were noted from the Union's perspective.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the renumbering of all Town Policies effective January 21, 2019 as presented.

Moved by Councillor _____ to rescind Policies GA 06-87 – Council Procedures Policy, GA 04-91 – Management Organization Policy, and GA 10-04 Council Remuneration Policy.

Moved by Councillor _____ to adopt Policy 1.0.01 – Hiring Policy, Policy 1.0.05 – Performance Management Policy, Policy 1.0.10 – Recognition and Long Service Pay Policy, Policy 1.0.20 – Record Checks Policy, and Policy 1.0.40 – Payroll Administration Policy effective January 21, 2019 as presented.

ATTACHMENTS:

- 1.) Policy Manual Table of Contents
- 2.) GA 06-87 – Council Procedures
- 3.) GA 04-91 – Management Organization
- 4.) GA 10-04 – Council Remuneration Policy
- 5.) Policy 1.0.01 – Hiring Policy
- 6.) GA 02-16 – Fair Hiring Policy
- 7.) Policy 1.0.40 – Payroll Administration Policy
- 8.) GA 08-15 – Payroll Administration Policy
- 9.) Policy 1.0.05 – Performance Management Policy
- 10.) Policy 1.0.10 – Recognition and Long Service Pay
- 11.) Policy 1.0.20 – Record Checks Policy

APPLICABLE LEGISLATION:

- N/A

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 22, 2019

Table of Contents

				Current Policy Number	Ver.	Date Passed
0	<u>Introduction</u>					
1	<u>Human Resource</u>					
	1.0	Employment				
		1.0.01	Hiring Policy	GA 02-16	1.0	
		1.0.05	Performance Management Policy		1.0	
		1.0.10	Recognition & Long-Service Pay Policy		1.0	
		1.0.20	Record Checks Policy		1.0	
		1.0.40	Payroll Administration Policy	GA 08-15	1.0	
	1.1	Benefits				
		1.1.01	Employee Benefits Policy	GA 09-15		
		1.1.03	Benefits Continuance While On Leave	GA 10-15(a)		
		1.1.09	Retiring Employees Life Insurance Policy	GA 02-94		
		1.1.10	Pension Policy	GA 10-15		
		1.1.20	Town Owned Vehicle Policy	GA 09-07(a)		
		1.1.22	Personal Vehicle Usage and Compensation	GA 06-13		
		1.1.25	Cell Phone for Business Use	GA 09-18		
		1.1.30	Employee Christmas Bonus Policy	GA 12-98		
		1.1.50	Staff Training and Development	GA 12-15		
		1.1.51	Conference Attendance	GA 09-08(a)		
		1.1.52	Aquatic Center Training	GA 06-17		
		1.1.60	Town Employees Purchasing Town Property	GA 09-08		
	1.2	Conduct				
		1.2.01	Respectful Workplace Policy	GA 03-17		
		1.2.05	Code of Conduct & Ethics	GA 10-03(a)		
		1.2.10	Confidentiality Agreements	GA 04-07		
		1.2.40	Whistleblower Policy	GA 09-12		
		1.2.90	Progressive Discipline	GA 01-18		
	1.3	Health & Safety				
		1.3.01	Health & Safety	GA 12-15(a)		
		1.3.05	Contractor's Policy	GA 12-15(b)		
		1.3.20	Scent-Free Workplace	GA 01-11(a)		
	1.4	Technology & Communications				
		1.4.05	Cell Phone Use	GA 10-14		
		1.4.10	Email Policy	GA 08-07		
2	<u>Council</u>					
	2.0	Procedure				
		2.0.01	Regular Council Meetings	COUN 03-08		
		2.0.05	Council Representation on Community Boards and Committees	COUN 02-98		
		2.0.10	Returning Items to the Agenda	COUN 12-03		
		2.0.15	Convention Delegation Expenses	COUN 11-07		
		2.0.50	CAO Evaluations (Bylaw 1442)	COUN 10-97		

Table of Contents

			Current Policy Number	Ver.	Date Passed
5.3	Protective Services				
	5.3.01	Emergency Services Levels and Standards	PROT 07-13		
	5.3.05	Fire Inspection	PROT 12-95		
	5.3.10	Snow Removal Route	PROT 12-15		
	5.3.15	Surveillance Cameras	PROT 06-17		
	5.3.20	Citizen Complaints Regarding RCMP	PROT 09-98		
	5.3.30	Batons	PROT 06-07(a)		
	5.3.31	OC Spray	PROT 06-07		
	5.3.90	Fire Department Charges	PROT 10-10		
5.4	Utility Services				
	5.4.05	Garbage Collection	UT 12-95		
	5.4.10	Recyclable Materials	UT 06-12		
	5.4.20	Water Service Connection and Disconnection	UT 01-83		
	5.4.21	Sewer Line Maintenance	UT 08-89		
	5.4.22	Water and/or Sewer Service Installation	UT 11-95		
	5.4.23	Water Meter Policy	UT 02-07		
5.5	Transportation Services				
	5.5.01	Handicapped Parking Stall – Town Facilities	TRAN 09-98		
	5.5.05	Temporary Curb Ramps	TRAN 11-07		
	5.5.20	Snow Removal From Private Property	PROT 12-96		
	5.5.30	Claresholm Industrial Airport	REC 04-11		
	5.5.50	Taxi Tokens	TRAN 01-15		
5.6	Planning & Development				
	5.6.01	Land Use Bylaw #1525 Fees	PLDE 04-09		
	5.6.02	Compliance	PLDE 01-12		
	5.6.05	Transitional Sidewalk	PLDE 09-10		
	5.6.10	Uniform Fencing	PLDE 12-11		
	5.6.11	Fencing on Common Driveways	PLDE 05-95		
	5.6.15	Street Trees	PLDE 09-16		
	5.6.21	Signage “Welcome to Claresholm Signs”	CEDC 02-94		
	5.6.22	Billboard Signage	CEDC 01-93		
	5.6.23	Signage – Highway Right of Way	PLDE 05-94		
	5.6.30	Access from Secondary Highway #520	PLDE 10-97		
	5.6.40	Removal of Derelict Sheds	PROT 05-99		
5.7	Recreation & Culture				
	5.7.01	Municipal Park Events	REC 07-14		
	5.7.02	Use of Public Parks for Beer Gardens or Food Concessions	REC 08-95		
	5.7.05	Playgrounds	REC 01-08		
	5.7.10	Recreational Facility & Misc User Charges	REC 03-18		
	5.7.15	Aquatic Centre Operational Hours	REC 06-08		
	5.7.20	Mackin Hall Use	REC 09-08(a)		
	5.7.50	Arena Advertising	REC 08-18		

Table of Contents

				Current Policy Number	Ver.	Date Passed
	5.8	Common Equipment/Town Facilities				
		5.8.01	Equipment Rental	GA 03-18(a)		
		5.8.05	Use of Facilities, Properties & Equipment	GA 09-10(a)		
		5.8.10	Use of Council Chambers	GA 05-00		
		5.8.15	Liquor and Town Facilities	GA 09-10		
		5.8.20	Town Tables and Chairs	GA 01-13		
	5.9	General				
		5.9.01	Risk Control Program (Risk Management)	GA 09-02		
		5.9.05	Miscellaneous Fees & Facility Rent	GA 04-18		
6	<u>Technology</u>					



Council Procedures Policy #GA 06-87

PURPOSE: To establish Council procedures for meetings and other matters.

POLICY: See attached bylaw of the Town of Claresholm.

EFFECTIVE DATE: June 15, 1987



Management Organization Policy #GA 04-91

PURPOSE: To establish management organization within the Town of Claresholm.

POLICY: See attached organizational chart of the Town of Claresholm.

EFFECTIVE DATE: April 8, 1991




Council Remuneration Policy #GA 10-04

PURPOSE: To establish Council remuneration for meetings and other events they are required to attend on behalf of the Town of Claresholm.

POLICY: See attached bylaw of the Town of Claresholm.

EFFECTIVE DATE: October 12, 2004

	Hiring Policy		Policy #1.0.01
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employment Opportunities		
Date Created:		Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:		Policy(ies) Replaced/Rescinded:	GA 02-16

Intent:

The Town of Claresholm (the Town) practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town will ensure that the recruitment and selection process is conducted in accordance with all applicable legislation and organizational policies/procedures so as to select the best qualified personnel.

The Town has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- Provide guidelines for all personnel requests;
- Detail procedures for all job postings;
- Describe the application process for potential candidates;
- Outline the interview process;
- Discuss employee eligibility for internal transfers;
- Summarize the process for background checks and references;
- Supply procedures for offers of employment;
- Present resolutions for conflict in the hiring process.

Definitions:

CAO: means the Chief Administrative Officer of the Town.

Department Head: includes the Director of Corporate Services, the Director of Infrastructure and the Utility Services Manager.

Guidelines:

Personnel Requests

The Town requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports to, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Normally, position requirements will be discussed at budget time, but may be brought forward as the need arises. Positions that will add to the full-time complement must be approved by Council, either through the budget process or by resolution.

Job Postings

All public service jobs with the Town of Claresholm will be advertised publicly, notwithstanding the terms of the collective bargaining agreement between the Town of Claresholm and CUPE Local 3023.

Internal:

- It is understood that all external job postings shall also be internally advertised.
- The Town requires union job postings be in accordance with the current collective agreement. All internal union job postings are for the benefit of existing members of the bargaining unit only.
- Qualified applicants under the employ of the Town shall remain subject to the normal hiring processes, including interviews, etc.

External:

- External job postings for union positions shall be in accordance with the current collective agreement.
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

Application Process

- The Town requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.

Interviews

- The CAO will determine which individuals are to participate in the interview process. The interviewers are to review the applications and short-list the candidates selected for interviews.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants shall be forwarded to the Human Resources Department to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

Internal Transfers

- Employees are encouraged to apply for job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- Internal applicants who are not selected for the position shall be notified by Administration.

References and Background Checks

- The CAO and/or his/her designate shall conduct reference checks to ensure a candidate's qualifications and suitability for the position.
- The Town may require a Criminal Record Check on potential new full-time employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.
- As a condition of employment all employees operating Town vehicles or equipment shall hold a valid Driver's License.
- Employees may be required to undergo and pass a medical examination prior to becoming a permanent full-time employee, should the position warrant it.

Offer of Employment

- The Town shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position.
- Should the applicant accept an offer of employment from the Town, he/she will be provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- At the discretion of the CAO, non-union and union employees may be required to sign a confidentiality agreement if the employee will be party to information that necessitates non-disclosure.
- The Department Head will advise all remaining candidates who received an interview of the decision.

Probationary Period

- The probationary period for union positions shall be in accordance with the current collective agreement.
- The probationary period for non-union positions shall be for a period of ninety (90) days.
- A probationary period shall only be served once.

Potential Hiring Conflicts

Family Members:

- The Town may accept applications for employment from, and consider a member of a Councillor's or an employee's immediate family if the candidate has all the requisite qualifications.
- Anytime that a prospective employee is a member of the immediate family of either a Town Councillor or another Town employee, a resolution is required by Council to hire said prospective employee, whether in the same department or a different department.
- Once an immediate family member has been selected for a temporary position, and through evaluation, the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the formal hiring practice as per this policy, shall be adhered to.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or Council, or if his/her employment could create a conflict of interest.

- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

Employee Relationships:

- An employee's tenure of employment shall not be affected if, subsequent to him/her becoming an employee, a member of his/her family is elected to Council.
- Employees that become married or live in the same household may continue their employment with the Town provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

Former Employees

- A former employee that left the Town on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.



Policy #GA 02-16

Fair Hiring

PURPOSE:

The Town of Claresholm (the Town) practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town will ensure that the recruitment and selection process is conducted in accordance with all applicable legislation and organizational policies/procedures so as to select the best qualified personnel.

The Town has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- 1) Provide guidelines for all personnel requests;
- 2) Detail procedures for all job postings;
- 3) Describe the application process for potential candidates;
- 4) Outline the interview process;
- 5) Discuss employee eligibility for internal transfers;
- 6) Summarize the process for background checks and references;
- 7) Supply procedures for offers of employment;
- 8) Present resolutions for conflict in the hiring process.

DEFINITIONS:

CAO: means the Chief Administrative Officer of the Town.

Department Head: includes the Director of Corporate Services, the Director of Infrastructure and the Utility Services Manager.

POLICY:

Personnel Requests

The Town requires that all requests for new or additional personnel be directed in writing, from the Department Head, to whom the position reports to, to the CAO or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Normally, position requirements will be discussed at budget time, but may be brought forward as the need arises. Positions that will add to the full-time complement must be approved by Council, either through the budget process or by resolution.

Job Postings

All public service jobs with the Town of Claresholm will be advertised publicly, notwithstanding the terms of the collective bargaining agreement between the Town of Claresholm and CUPE Local 3023.

Internal:

- It is understood that all external job postings shall also be internally advertised.
- The Town requires union job postings be in accordance with the current collective agreement. All internal union job postings are for the benefit of existing members of the bargaining unit only.
- Qualified applicants under the employ of the Town shall remain subject to the normal hiring processes, including interviews, etc.

External:

- External job postings for union positions shall be in accordance with the current collective agreement.
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

Application Process

- The Town requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.
- Applications received after the posted deadline date will not be considered.

Interviews

- The CAO will determine which individuals are to participate in the interview process. The interviewers are to review the applications and short-list the candidates selected for interviews.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate and reference checks of the preferred candidate will be conducted.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants shall be forwarded to the Human Resources Department to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

Internal Transfers

- Employees are encouraged to apply for job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.

- Internal applicants who are not selected for the position shall be notified by Administration.

References and Background Checks

- The CAO and/or his/her designate shall conduct reference checks to ensure a candidate's qualifications and suitability for the position.
- The Town may require a Criminal Record Check on potential new full-time employees. The potential employee will be required to provide this prior to being hired. If a potential new hire is found to have a criminal record, the record will be forwarded to the CAO for a final decision on whether to hire the applicant.
- As a condition of employment all employees operating Town vehicles or equipment shall hold a valid Driver's License.
- Employees may be required to undergo and pass a medical examination prior to becoming a permanent full-time employee, should the position warrant it.

Offer of Employment

- The Town shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background checks, and any other condition applicable to the position.
- Should the applicant accept an offer of employment from the Town, he/she will be provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- At the discretion of the CAO, non-union and union employees may be required to sign a confidentiality agreement if the employee will be party to information that necessitates non-disclosure.
- The Department Head will advise all remaining candidates who received an interview of the decision.

Probationary Period

- The probationary period for union positions shall be in accordance with the current collective agreement.
- The probationary period for non-union positions shall be for a period of six (6) accumulative months. If the Department Head or CAO wishes to extend this period he/she shall advise the employee in writing. Such letter shall include the reason for extension.
- A probationary period shall only be served once.

Potential Hiring Conflicts

Family Members:

- The Town may accept applications for employment from, and consider a member of a Councillor's or an employee's immediate family if the candidate has all the requisite qualifications.
- Anytime that a prospective employee is a member of the immediate family of either a Town Councillor or another Town employee, a resolution is required by

Council to hire said prospective employee, whether in the same department or a different department.

- Once an immediate family member has been selected for a temporary position, and through evaluation, the employee meets the hiring requirements in subsequent, consecutive years, the resolution of Council will not be necessary, but the formal hiring practice as per this policy, shall be adhered to.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct managerial/subordinate relationship with the family member or Council, or if his/her employment could create a conflict of interest.
- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

Employee Relationships:


- An employee's tenure of employment shall not be affected if, subsequent to him/her becoming an employee, a member of his/her family is elected to Council.
- Employees that become married or live in the same household may continue their employment with the Town provided that there is neither a direct managerial / subordinate relationship between the employees, or a conflict of interest created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

Former Employees:

- A former employee that left the Town on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

Policy #GA 01-11: Fair Hiring is hereby rescinded.

EFFECTIVE DATE OF POLICY: FEBRUARY 8, 2016

		Payroll Administration Policy		Policy #1.0.40	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm Employees (Union or Non-Union)			
Date Created:			Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:			Policy(ies) Replaced/Rescinded:		GA 08-15

Intent:

To communicate the Town of Claresholm’s payroll processes and procedures.

Guidelines:

The Town of Claresholm utilizes consistent and comprehensive payroll processes and procedures in order to ensure that its employees are paid appropriately and on time. The Town of Claresholm employees will be paid on a bi-weekly basis, with the exception of the Volunteer Firefighters (paid semi-annually) and Council (paid monthly), with remuneration to be directly deposited into the employee's bank account every second Friday. If the scheduled pay day is a statutory holiday it will be deposited on the first regular business day before the statutory holiday.

Legal Compliance

The Town of Claresholm shall ensure its payroll processes and procedures comply with all relevant legislation and adhere to all reporting and tax withholding requirements. Furthermore, the Town of Claresholm shall ensure all payroll and compensation information obtained is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

Workplace Responsibilities:

Employees:

- Upon hire, must immediately complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the Town in order to calculate statutory deductions as required by law such as CPP, EI and Income Tax.
- Upon hire, must submit to their manager their current banking information in order to facilitate the direct deposit process.
- Must promptly inform management of any changes to banking information during employment with the organization.
- Accurately document and report all hours worked.
- Immediately inform management of any identified discrepancies in payment.
- Comply with all departmental procedures for the collection of information pertaining to the company's payroll processes.

Management:

- Ensure all new hire payroll information is collected and submitted to the Payroll Administrator in a timely and accurate manner.
- Ensure all collected and retained employee information pertaining to remuneration remains confidential and is only disclosed to authorized personnel.
- Accurately maintain record of all sick, vacation, personal days and all other time away from work taken by direct reports.
- Ensure bi-weekly payroll information is submitted to the Payroll Administrator in a timely and accurate manner.
- Provide assistance or forward inquiries to the Payroll Administrator pertaining to remuneration concerns.

Payroll Department:

- Update and maintain the Town's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- Update, maintain and manage all benefits enrollment, payment, and reporting for all eligible employees.
- Process payroll information in a timely and accurate manner to ensure staff are paid accurately and according to schedule.
- Accurately calculate all required statutory deductions.
- Provide accurate and timely report to relevant departments and government agencies as required.
- Accurately process TD1s and all other relevant documentation.
- Respond to inquiries from employees, management, government agencies and all other relevant parties.
- Maintain confidentiality concerning employee payroll information and remuneration.
- Comply with all provincial, federal and legal payroll requirements, duties and responsibilities pertaining to taxation and reporting.
- Create, maintain and update as required consistent and comprehensive payroll processes and procedures.



Policy #GA 08-15 Payroll Administration Policy

Effective Date: August 19, 2015

PURPOSE: To communicate the Town of Claresholm's payroll processes and procedures

POLICY

Guidelines

The Town of Claresholm utilizes consistent and comprehensive payroll processes and procedures in order to ensure that its employees are paid appropriately and on time.

The Town of Claresholm employees will be paid on a bi-weekly basis with remuneration to be directly deposited into the employee's bank account every second Friday. If the scheduled pay day is a statutory holiday it will be deposited on the first regular business day before the statutory holiday.

Legal Compliance

The Town of Claresholm shall ensure its payroll processes and procedures comply with all relevant legislation and adhere to all reporting and tax withholding requirements.

Furthermore, the Town of Claresholm shall ensure all payroll and compensation information obtained is stored and maintained in a secure area. Such information shall only be shared for payroll, administrative and legal purposes.

Workplace Responsibilities

Employees:

- Upon hire, must immediately complete and submit required federal and provincial income tax forms and all other associated payroll paperwork. Federal and provincial tax forms will be utilized by the organization in order to calculate statutory deductions as required by law such as CPP, IE and Income Tax.
- Upon hire, must submit to their manager their current banking information in order to facilitate the direct deposit process.
- Must promptly inform management of any changes to banking information during employment with the organization.
- Accurately document and report all hours worked.
- Immediately inform management of any identified discrepancies in payment.
- Comply with all departmental procedures for the collection of information pertaining to the company's payroll processes.

Management:

- Ensure all new hire payroll information is collected and submitted to the Payroll Administrator in a timely and accurate manner.
- Ensure all collected and retained employee information pertaining to remuneration remains confidential and is only disclosed to authorized personnel.
- Accurately maintain record of all sick, vacation, and personal days as all other time away from work taken by direct reports.
- Ensure bi-weekly payroll information is submitted to the Payroll Administrator in a timely and accurate manner.
- Provide assistance or forward inquires to the Payroll Administrator pertaining to remuneration concerns.

Payroll Department:


- Update and maintain the Town's payroll information system with new employee information, terminations, leaves, updated banking information etc.
- Process payroll information in a timely and accurate manner to ensure staff are paid accurately and according to schedule.
- Accurately calculate all required statutory deductions.
- Provide accurate and timely report to relevant departments and government agencies as required.
- Accurately process TD1s and all other relevant documentation.
- Respond to inquiries from employees, management, government agencies and all other relevant parties.
- Maintain confidentiality concerning employee payroll information and remuneration.
- Comply with all provincial, federal and legal payroll requirements, duties and responsibilities pertaining to taxation and reporting.
- Create, maintain and update as required consistent and comprehensive payroll processes and procedures.

Administration

This document was created on August 19, 2015 and is to be used as the Payroll Administration Policy for the Town of Claresholm.

Date approved: August 19, 2015

Resolution #: 15-073

		Performance Management		Policy #1.0.05	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm Employees/Supervisors			
Date Created:			Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:			Policy(ies) Replaced/Rescinded:		

Intent:

Town of Claresholm has adopted this policy to ensure that all staff members are provided with accurate and appropriate feedback regarding their performance within the organization. By utilizing a performance management system Town of Claresholm will work with its employees to ensure organizational objectives are met through the achievement of individual performance goals and objectives.

All employees and management staff will be subject to annual performance reviews. Performance reviews will be benchmarked against previously determined goals and objectives for the position.

Town of Claresholm values its workforce and will endeavor to aid in employee achievement of professional goals and objectives. Performance management will be utilized as a tool to help ensure the alignment of individual performance goals with that of the strategic direction of the organization through the use of collaborative performance planning, coaching and feedback, and yearly performance reviews.

Town of Claresholm requires that all employees and supervisors take part in the performance management process with records of individual performance plans and reviews to be discussed and kept on file for each staff member.

The Performance Management Process

Performance management is on-going and cyclical in nature with the process being broken down into three interrelated phases of planning, coaching/feedback and review.

Planning

Town of Claresholm supervisors will review each of their employee's job duties and requirements in order to identify key areas of responsibility. Areas of responsibility will be utilized to aid the supervisor in creating individual performance plans for each employee.

Each employee with his or her supervisor will develop a performance plan within designated timeframes based upon prior performance, length of time with the organization, length of time with the department, and recent promotions or significant changes in duties and responsibilities.

Each Performance Plan will include the following information:

- A set of specific goals and objectives for achieving the requirements of the job.
- An action plan or outline of how these goals or objectives will be met; this may include plans for training and development.
- A time-frame for when goals or objectives should be met by the employee.
- Additional comments and areas of concern or anticipated restraints.

The performance plan will be utilized to not only establish performance objectives but will also act as a tool for which actual performance can be measured against.

The performance plan must be signed by both the supervisor and the employee following a discussion of its contents with a copy of the plan being kept on the employee's file. These plans are changeable and can be amended throughout the course of the performance review period.

Coaching and Feedback

Coaching will be continually utilized by supervisors throughout the performance review period. The coaching period will consist of informal and formal feedback being provided to the employee directly pertaining to the progress of the individual towards their established goals and objectives.

Formal feedback sessions will be scheduled for each employee at the mid-point range of the performance review period, or as required based upon the individual's performance and length of time with the organization and within the department. The formal feedback session is conducted to allow for discussion of the employee's progression towards the established goals and objectives. At this point performance concerns may be formally addressed and documented and the performance plan may be formally altered.

Review

At the conclusion of the performance review period all supervisors will be required to schedule time with each of their employees to conduct a year end or period ending performance review. Prior to the scheduled performance review meeting supervisors will complete a performance review for each employee based upon the individual's established goals and objectives. The employee will be given the opportunity to review the performance review and add any additional comments they feel necessary.

The performance review meeting will consist of:

- A full review and discussion of the individual's performance in the review period based upon the goals and objectives established in the performance plan.
- A full review and discussion of the individual's performance review.
- The establishment or amendment of the employee's performance plan for the upcoming performance review period.

Both the employee and the supervisor will be required to sign and date the newly created performance plan with a copy being kept on the employee's file.

Town of Claresholm

- Will provide a fair and transparent performance management process.
- In conjunction with Human Resources, provide the tools and forms necessary to facilitate the performance management process.
- Provide training and guidance to supervisors and employees on the performance management process.

Supervisors

- Will work with their employees to ensure fair and attainable performance goals and objectives are established.
- Must create performance plans for their employees within the specified timeframes.
- Provide ongoing feedback to employees in the form of coaching and formal feedback meetings.
- Accurately report and document performance observations.
- Conduct performance reviews utilizing performance review forms and conducting review meetings.
- Will utilize the proper forms and documentation provided by Town of Claresholm in order to facilitate the performance management process.

Employees

- Work with direct supervisors to provide input in the creation of individual employee performance plans and reviews.
- Complete and submit required performance review forms within the specified time period and to the appropriate party.


Grievance Process

Employees who feel they have been subject to an unfair performance review or who believe their performance plans to be out of the scope of their normal duties and responsibilities should forward a request for review to Town of Claresholm's CAO.

Upon receiving a request, the issue will be looked into and if necessary, a formal investigation will be conducted which could include a formal review of any performance management forms submitted, review of previous performance plans and reviews, interviews with the employee and the supervisor and an investigation into current and past performance.

Confidentiality

All information including performance management forms and discussions in performance management meetings will be kept strictly confidential. All forms utilized for the performance management process will be signed and kept on the employee's file.


		Recognition and Long-Service Pay		Policy #1.0.10	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm Employees (Union or Non-Union)			
Date Created:			Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:			Policy(ies) Replaced/Rescinded:		

Intent:

Town of Claresholm has adopted this policy to ensure that staff are recognized for their achievements in an appropriate fashion. Town of Claresholm recognizes and values the efforts and accomplishments of our staff members, and the contributions they make towards the success of our Town.

Guidelines:

Town of Claresholm recognizes and rewards employees that have stayed with the Town for specified periods of time with long-service pay. Long-service pay will be administered as per the CUPE Local 3023 Collective Agreement for union and non-union employees.

		Record Checks Policy		Policy #1.0.20	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Current or Potential Employees and Volunteers			
Date Created:				Date Approved By Council:	
Version #:		1.0		Resolution #:	
Last Review Date:				Policy(ies) Replaced/Rescinded:	

Intent:

Town of Claresholm will comply with all federal and provincial legislation regarding the protection of human rights for applicants when conducting any type of record check. Town of Claresholm strives to hire the most qualified individuals to fill positions that will contribute to the overall success of the organization. Record checks act as an important part of the selection process at Town of Claresholm.

Definitions:

Criminal Record Check – This type of check will include the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders; and
- Absolute and Conditional Discharges.

Police Record Check – This type of check includes the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- Absolute and Conditional Discharges (One to three years); Family court restraining orders;
- Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices; and Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour.

Vulnerable Sector Check - The vulnerable sector screening was established to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as all individuals who are less than 18 years of age and/or because of their age, a disability or other circumstance, whether temporary or permanent, are in a position of dependence or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust. A vulnerable sector check will include the following information:

- Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- Absolute and Conditional Discharges; Family court restraining orders;
- Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior;
- Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behavior, which may or may not have involved a mental health incident where no charges were laid; and
- Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*.

Guidelines:

Bona Fide Occupational Requirement

Town of Claresholm shall establish that a position has a bona fide occupational requirement where a record check serves a legitimate purpose prior to requesting a record check from any applicants.

The Supreme Court of Canada has set out a three-step test for justifying a discriminatory standard, factor, requirement or rule as a bona fide occupational requirement. In general the requirement should be:

- For a purpose or goal that is rationally connected to performing the job;
- Adopted in the belief that it is necessary to fulfill a legitimate work-related purpose; and
- Reasonably necessary to accomplish the work-related purpose.

As a result of this test, the rule or standard must be inclusive and must accommodate individual differences up to the point of undue hardship. An example of undue hardship is when the health and safety of others is put at risk.

Town of Claresholm shall only request record checks should there be a legitimate purpose for the position. The type of record check which Town of Claresholm shall request will be determined based on the type of position being hired for.

Before Requesting a Record Check

Town of Claresholm shall only request that a candidate consent to a record check following standard hiring procedures, and after providing the candidate with a written job offer, conditional upon a satisfactory outcome.

Requesting a Record Check

Should a record check be a requirement for a position, Town of Claresholm will explain to the applicant what type of record check is required, and why it is needed.

Town of Claresholm will carefully review all the information before making a conditional offer. When the offer is made, the individual must be asked for his/her consent where a record check is required.

Results of a Record Check

Although disqualification from Town of Claresholm employment is possible, a previous conviction does not automatically disqualify an applicant from consideration for employment with Town of Claresholm. Based on a variety of factors (e.g., the nature of the position, the nature of the conviction, when the conviction occurred), the candidate may retain eligibility for employment with Town of Claresholm. Town of Claresholm shall review the results of the record check to see if it is relevant to the job. In the event that the results of a record check are not satisfactory for the position, Town of Claresholm will withdraw any conditional offers made.

If an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the Town due to falsification of an application.

Town of Claresholm shall ensure that all applicant information is kept confidential.



REQUEST FOR DECISION

Meeting: January 28, 2019
Agenda Item: 9

CLARESHOLM ECONOMIC DEVELOPMENT COMMITTEE 3-YEAR BUSINESS PLAN (2019-2021)

DESCRIPTION/BACKGROUND:

On October 10, 2018 the Claresholm Economic Development Committee underwent a strategic planning process with certified management consultant and business strategist, Shilpa Stocker. The purpose of this process was to create an economic development strategic plan that is closely aligned with Town Council's 3-Year Strategic Plan for Claresholm.

The Economic Development Officer has taken the carefully organized transcriptions from the EDC strategic planning session and organized it into a 3-year Business Plan for the Economic Development Committee. A business plan puts into writing specific goals, actions, and the schedule required for success, and provides a method of communicating the efforts and outcomes that are achieved.

The 3-year EDC Business Plan was reviewed and edited at the November and December, 2018 meetings of the Economic Development Committee, and a final version was presented on January 21, 2019.

DISCUSSION/OPTIONS:

A motion was passed at the January 21, 2019 meeting of the Economic Development Committee to formally recommend that Claresholm Town Council adopt the Economic Development Committee 3-Year Business Plan.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the 2019 – 2021 Economic Development 3 Year Business Plan.

COSTS/ SOURCE OF FUNDING (if applicable):

The 3-Year Business Plan has been made with consideration to economic development budget, and no additional funding is seen to be required at this time.

ATTACHMENTS:

- 1.) Claresholm Economic Development Committee 3-Year Business Plan

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 24, 2019

TOWN OF CLARESHOLM
3-YEAR BUSINESS PLAN, 2019-2021



Claresholm

Where **Business** Takes Root

January 21, 2019

Brady Schnell, Economic Development Officer

OBJECTIVE #1 - COORDINATED MARKETING & COMMUNICATION STRATEGY

The Town of Claresholm communicates through a number of channels including tourism, recreation, economic development, parks, public works, policy, governance, and others. While internal and external marketing strategies often coincide, the desired outcomes for each department are unique. The coordinated strategy will identify what approaches are available and effective, what methods the Town is currently using, and provide a strategy for the next 3-years.

ACTION ITEMS

3-YEAR MARKETING PLAN (2019-2021)

FEBRUARY-MARCH 2019

- Develop a coordinated internal and external marketing and communications strategy
 - Develop key messaging for the town including a variety of statistics
 - Include an investment attraction strategy for Starline Business Park
 - Market to our commuting workforce to consider Claresholm as home
 - Market to millennials (closer to downtown/higher density housing is attractive)
 - Cooperative marketing of light industrial land, and residential opportunities
 - Develop a social media strategy
 - Improve the economic development page of the website
 - Develop a plan to communicate progress and momentum to residents and business owners
 - Create awareness of metrics in relation to progress that the EDO/EDC is making
 - Use coffee shop news letters
- Report twice each year on the progress of the 3-year marketing plan

OBJECTIVE #2 – REVITALIZE DOWNTOWN & HIGHWAY CORRIDOR

Maintenance and revitalization of Claresholm’s Downtown and Highway-2 corridor will continue to be a priority in the 2019-2021 Economic Development Business Plan. The task of creating an environment that supports sustainable business most often falls to the local government and economic organizations.

ACTION ITEMS

GATEWAY WELCOME SIGNS

COMPLETE FEBRUARY 2019

- High-resolution LED digital displays (2’x17’) are installed at the north and south welcome signs.
- Activation, programming, and tutorials will take place once Fortis completes the required electrical work at the south location.
- A fresh coat of paint and minor landscaping upgrades to the welcome signs will complete phase-2 of the signage project in early spring 2019.

COMMUNITY ADVERTISING PROGRAM

ONGOING, SALES PUSH IN 2020

HIGHWAY-2 BILLBOARDS

- Continue to monitor the Highway-2 billboard lease agreements and accept more applications until space is unavailable.
- Seek new opportunities that suit the program, and renew space on existing billboards as it becomes available.

SIGNAGE PHASE-3, WAYFINDING PROJECT

FEBRUARY-JUNE 2019

- Complete an RFP for the procurement of a design and manufacturer.
- Select the design, map the locations, coordinate with Town departments
- Create policy for Wayfinding signage project.
- Sales and promotion of the program
- Installation

OBJECTIVE #3 - RELATIONSHIP BUILDING

Successful economic development organizations include a strategic networking, partnership, and alliance component in their economic development plan. Strategic alliances are political partnerships that are effective in increasing capacity, accessing human and capital resources, opportunity identification, and marketing.

ACTION ITEMS

COLLEGE/ADULT LEARNING

JANUARY-MARCH 2020

- Build relationships with select post-secondary institutions to identify opportunities
 - Support Lethbridge College in maintaining a foothold in Claresholm.
 - Explore and cultivate relationships with Olds College, SAIT, and others.
 - Identify partnerships for practicum, internship, and co-op opportunities for students.
 - Investigate if there are learning or internship opportunities related to the Cannabis Centre for Excellence.

CHAMBER OF COMMERCE

ONGOING SEASONAL

- Opportunities for Growth
 - In partnership, continue to plan and host seasonal networking events that are focused on learning, leadership, business and industry.
 - These events are marketed to residents, municipal staff, and community groups, both locally and regionally.
- Claresholm business conference
 - In partnership, continue to plan and host the Claresholm Business Conference.
 - This 2-day event is marketed to residents, municipal staff, and community groups both locally and regionally. (74 tickets sold in 2018)

AGRICULTURE

2 EVENTS ANNUALLY

- Build relationships with farmers and ranchers through initiatives such as feast of Claresholm, and the Chamber of Commerce partnership events.
- Focus on both current and future needs for farming, ranching, and food processing in our region.
- Investigate South-grow Regional Initiative, and the super-cluster movement being driven by the Plant Protein Alliance

SERVICE GROUPS

JANUARY-FEBRUARY 2019

- Look for opportunities to work together with service groups, and continue to support Winter Festival for 2019.

EVENT HOSTING- LOCAL BUSINESS SEGMENTS

4 EVENTS ANNUALLY

- Home-occupation luncheons, industrial-commercial dinners, other meet & greets with guests.
- Networking, direct Town-to-business feedback, resource awareness, education, and surveys.

OBJECTIVE #4 – INDUSTRIAL OPPORTUNITIES

The completion of the Planning for Growth Project provides almost 170 acres of Industrial, Service-Industrial, and Highway-Commercial lands available for development in Claresholm.

ACTION ITEMS

PLANNING FOR GROWTH- PROJECT COMPLETION

JANUARY 2019

- The following components will be complete by January 31, 2019
 - Area Structure Plan, Market analysis, financial feasibility, and cost recommendations
 - Detailed design for infrastructure phasing plan
- Cost sharing discussions between Council and landowners

STARLINE BUSINESS PARK

FEBRUARY-MARCH 2019

- Examination of all Planning for Growth Project documents upon completion
- Use the recommendations to:
 - Support Town Council in their decision making
 - Develop a coordinated marketing and communication strategy
 - Develop an investment attraction strategy
 - Align the needs of the recommended phasing plan with the Towns Capital plan

PLANNING FOR GROWTH- GRANT REPORTING

DUE MARCH 4, 2019

- CARES Grant reporting is due February 28, 2019
- Complete the project summary and financial reporting as per CARES grant guidelines

NEW CARES GRANT APPLICATION

MARCH-APRIL 2019

- The CARES program is accepting applications May 1, 2019 - May 31, 2019
- The EDO will complete an application for a project in 2020 that aligns with Councils strategic planning.

NEW CARES GRANT PROJECT- IF APPROVED

SPRING 2020

- With an approved project, work can begin in 2020

OBJECTIVE #5 - BUSINESS RETENTION AND EXPANSION

BR&E is an ongoing cooperative effort between business, local government, agencies, and other organizations in the community. The purpose of BR&E is to identify opportunities to assist local businesses in expansion, the retention and creation of jobs, and the diversification of the local economic base.

ACTION ITEMS

SUPERVISE THE BUSINESS LIFECYCLE IN CLARESHOLM

ONGOING IN 2019

- New-business license and utility-change notification system is in place.
 - Posted to online directory, contact information updated with EDO.
 - Welcome letter sent from the EDC chairperson and vice-chairperson.
 - Phone-call from EDO to learn about the business and open communication.
- Develop a strategy for challenging land owners.
 - Start the conversation with owners, conduct a SWOT of each property.
 - Understand the land owners' motivations.
 - Understand and consider the obstacles.
 - Consider and record possibilities for each property.
- Investigate assistance programs to influence development and beautification
- Continue to complete the BVP survey whenever possible.

WORKFORCE DEVELOPMENT

MAY-JUNE EACH YEAR

- Host focus-groups that are made up of commuting workers into Claresholm.
- Interview major employers regarding labor requirements and availability.
- Investigate ways to increase workforce availability and talent.

DEVELOP A BUSINESS RETENTION AND EXPANSION PLAN

JANUARY-MARCH 2020

- Identify current and future barriers to local businesses operating or expanding.
- Catalogue resources that can be provided to business, and keep updated.
 - Planning, funding, real estate, partnerships, problem solving.
- Costs to doing business.
 - Investigate how bureaucracy can be reduced when starting/expanding a business.
 - Investigate business-assistance programs to influence development and beautification.
- Succession Planning Resources.
 - Increase the awareness and support for succession planning.

BUSINESS VISITATIONS- COMPREHENSIVE CAMPAIGN

JANUARY-JUNE 2021

- Coordinated BVP with the help of Community Futures, EDO assistant, and EDC volunteers to reach more businesses in a shorter time.
- Plan, execute, short term action on red flags, evaluate the results, take long term action.

OBJECTIVE #6 - INVESTMENT ATTRACTION

Business investment and attraction is focused on encouraging the flow of investment from existing business, and attracting new investment into our community from external sources. Strategically, implementing and managing programs that help existing business expand increases local investment. For external investment, in addition to having the land, infrastructure, natural resources, housing, and labour force available, offering fast and accurate information to site-selectors and other investors is important.

ACTION ITEMS

ECONOMIC ASSETS & STATISTICAL DATA BASE

JANUARY-SEPTEMBER 2019

- Contact information for realtors, landowners, property owners, major employers etc.
- Database of community assets including facilities, parks, events, services, business and industry.
- List of vacant properties, land for development, and awareness of residential vacancy rates.
- Use Destination Development and Townfolio.

COMMUNITY INVESTMENT ATTRACTION PROJECT

OCTOBER-DECEMBER 2019

- Develop community profile, statistics, and inventory of assets, including but not limited to:
 - Property listings, prices, and contacts.
 - Real-time summary of local real estate, new developments, and applications.
 - Traffic counts, utility costs and tax rates, lease rates.
- Identify optimal sectors, industries, and businesses, with a focus on job creation and town growth.
 - Develop an economic development asset map of Claresholm.
 - Investigate opportunities for the Ag value-chain, especially with the possibility for Claresholm to be an Ag Service Centre.
 - Investigate opportunities related to Agri-plex.
 - Investigate opportunities around specialty crops such as cannabis.
- Designated page on the website for site-selectors, using Townfolio.

NEW CARES GRANT PROJECT- IF APPROVED

SPRING 2020

- With an approved project, work can begin in 2020

OBJECTIVE #7 - ENTREPRENURIAL DEVELOPMENT

Strong, vibrant and sustainable communities require a thriving entrepreneurial culture and sustainable business sector. Economic growth from ‘within’ a community is the financial foundation that spurs the overall quality of life in a community.

ACTION ITEMS

EDUCATION

ONGOING, UPDATE IN NEW OFFICE SPACE

- Catalogue resources that can be provided to entrepreneurs and youth
- Connect people with training, education, and mentorship

ATTRACTION

CONFERENCE HELD ANNUALLY

- Develop a plan for entrepreneur attraction from outside of Claresholm
 - Plan networking/conference events that enable entrepreneurs outside of Claresholm to mingle with business people in Claresholm as well as learn about Claresholm’s competitive advantage



REQUEST FOR DIRECTION

Meeting: January 28, 2019
Agenda Item: 10

DOGGY POOP BAGS

BACKGROUND:

The Town has installed and supplies poop bags for dog owners within many of the parks around Town including both off-leash dog parks, plus one at the VIC/Museum by the highway as a tourist rest stop location. There is currently a total of 9 located in Town. With the addition of the new pathways around Town including at the access roads around the storm ponds, the pathways along 8th Street, the Kin Trail west of Town and the pathway between the Lodge and Patterson Park there have been some requests for dispensers to be installed along these new pathways. Currently the Town does not have any that are strictly along pathways, just in parks and at green spaces.

ANALYSIS:

Administration would like some direction from Council on how the Town should proceed with this matter. The concern or difficulty is that this is a service or benefit only to the dog owners and visitors with dogs in Town, but it is being subsidized by general tax revenue as the revenue from dog licenses does not cover these costs. The annual revenue from licenses and the annual costs for bags are about equal, however the dog licenses are intended to cover many other costs as well, such as the cost for the physical tags themselves, and costs for bylaw enforcement related to dogs. Increasing the number of dispensers will increase the number and cost of bags the Town will purchase annually but will not increase the dog license revenue.

- Estimated cost per dispenser (original cost to install) - \$125-150/each
- Estimated cost to the Town annually in bags currently - \$6,000
- Approximate revenue from Dog Licenses - \$6,000

There is also concern that some people abuse this service by taking many bags to use at other times, rather than just to be used while at that location as intended.

Dog license fees have not changed since 2006. They are currently \$15 for fixed and \$40 for intact. In 2018 we issued 371 licenses.

OPTIONS:

Options include:

- Do not, or delay, installing further dispensers
- Install and supply – funded from general revenue/current budget
- Install and supply – look into increasing dog license fees

This matter was first presented to the Administrative Services Committee. Their recommendation was to not install any additional dispensers at this time, but to monitor the cleanliness of the pathways and ask residents to continue to clean up after their pets.

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2019



INFORMATION BRIEF

Meeting: January 28, 2019

Agenda Item: 11

CLARESHOLM MINOR HOCKEY SUCCESSFUL CFEP GRANT APPLICATION CLARESHOLM ARENA

DESCRIPTION:

In 2018, the Claresholm Arena underwent extensive renovations to the floor and boards. This project took place with the assistance of community groups and members of the public. After much hard work, the grand opening was held September 24, 2018. The condition of the floor and boards was such that, renovations needed to take place even before outside funding had been realized.

Claresholm Minor Hockey applied for the Community Facility Enhancement Program (CFEP) grant in order to assist with the costs of renovation under the large stream category in early 2018. The large stream category covers projects in the \$125,001 to \$1 million range. Due to oversubscription of the grant, they were unsuccessful in their attempt.

In the fall of 2018, Minor Hockey applied to the CFEP in the small stream category for grants up to \$125,000 for this project. Confirmation was received by Claresholm Minor Hockey that this application has been approved and that a cheque will be forthcoming.

ATTACHMENTS:

- Letter from Hon. Ricardo Miranda, Minister of Culture and Tourism

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2019



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

December 13, 2018

Mr. Russell Stewart
Claresholm Minor Hockey Association
PO Box 1933
Claresholm, AB T0L 0T0

Dear Mr. Stewart:

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Small Application No. CFEP-068112 to assist the Claresholm Minor Hockey Association with facility upgrades to the Claresholm Arena has been approved for \$125,000. A cheque will be forwarded within 8 to 12 weeks of receiving this letter.

Your organization is to be commended on its hard work in connection with this project. It will have a positive effect on the quality of life in our community.

The CFEP Small is administered by Alberta Culture and Tourism and aims to foster healthy, vibrant communities across Alberta.

Please note that you will be required to file a statement of accounting upon project completion or within eighteen (18) months of the cheque date. If you have any inquiries, you may contact CFEP program administration at 1-800-642-3855.

I wish you continued success with your important work.

Best Regards,

Ricardo Miranda
Minister



Claresholm

INFORMATION BRIEF

Meeting: January 28, 2019
Agenda Item: 12

SWIMMING POOL OPERATING AGREEMENT

DESCRIPTION:

The Town has been investigating the possibility of installation of a rope swing at the pool. This request triggered a review by Alberta Health Services (AHS) of the agreement as they considered the risks associated with the installation and operation of the rope swing.

The original Swimming Pool Operating Agreement was entered into in 1995 between the Province of Alberta and the Town of Claresholm. The property has since been transferred to AHS, although we can find no record of the assignment of this agreement by the Government of Alberta to AHS.

AHS is therefore requesting that the parties enter into a new, updated agreement formally setting out the terms of the Town's use of the pool. Administration will continue to work with AHS to draft an agreement for Council's consideration.

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 17, 2019



INFORMATION BRIEF

Meeting: January 28, 2019

Agenda Item: 13

ALBERTA HUMAN RIGHTS COMPLAINT

DESCRIPTION:

On January 23, 2018, a complaint was filed against the Town of Claresholm with the Alberta Human Rights Commission stating that the Town of Claresholm had discriminated against an individual.

This complaint has been investigated by the Alberta Human Rights Commission. The Town received a letter dated January 14, 2019 stating that the complaint has been dismissed as they have determined that there is no reasonable basis to proceed.

PREPARED BY: Marian Carlson, CLGM – CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2019



CAO REPORT

January 28, 2019

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.

Fire Chief

Met with Sean Kelly and will be prepared to begin his position as Fire Chief on Monday, February 4, 2019.

Airport Water/Sanitary Sewer System

January 11, 2019, I attended a meeting with Alberta Environment along with the MD of Willow Creek and their engineers to finalize the transfer of assets for the airport water and sanitary sewer distribution system. The application to Alberta Environment will be processed through the MD's engineer.

Library

Assisting the Library Board with their recruitment of a new Library Manager. This process is still ongoing, but looks promising.

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

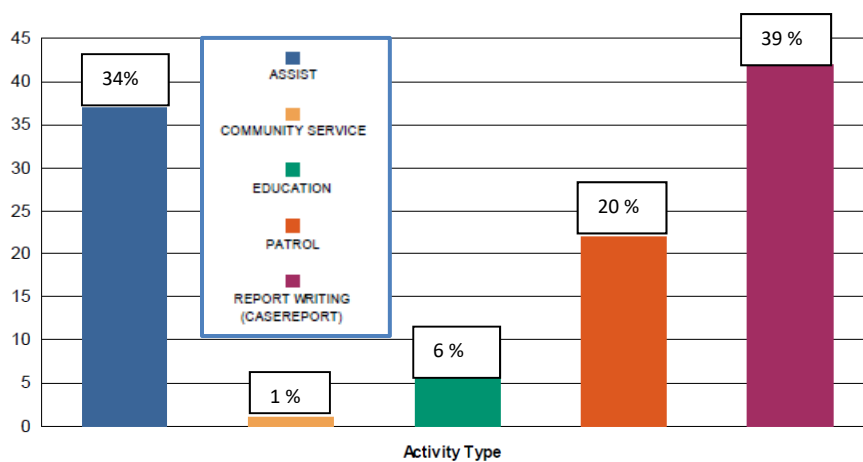


INFORMATION BRIEF

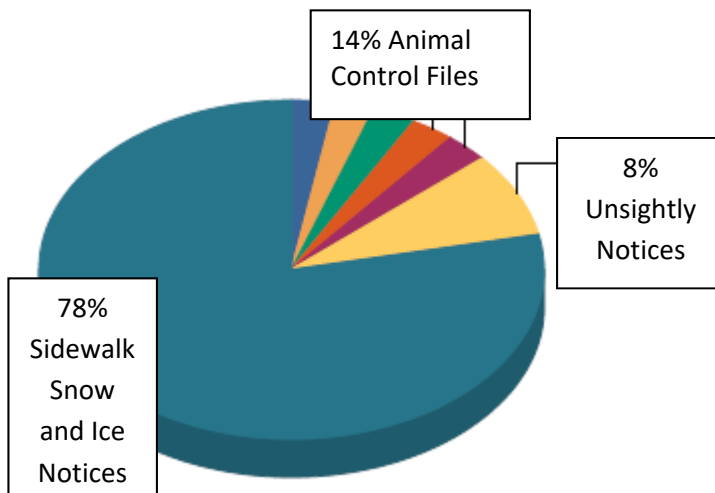
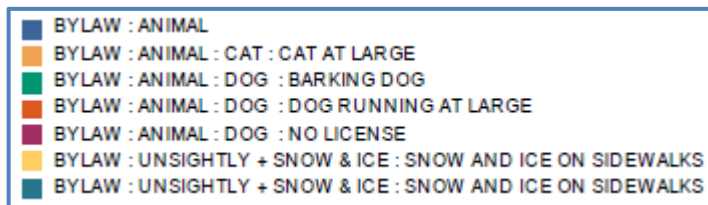
Meeting: January 28, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT November, December and 2018 Year Review

Community Engagement in November



Bylaw Infractions/Complaints/Actions in November



November/December Newspaper Focus:

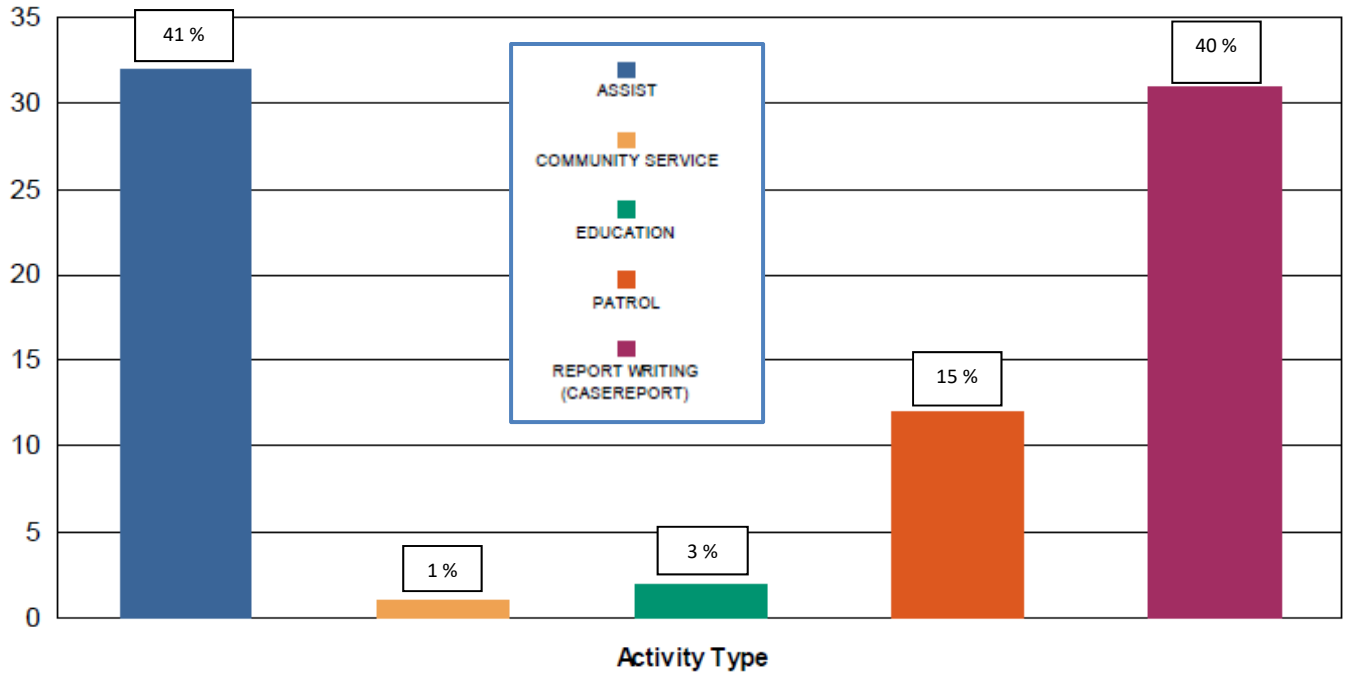
1. Cannabis legalization summary.
2. Snow and ice removal rules and regulations review.
3. Recycling and Garbage procedures review.
4. Alley access for snow removal.
5. Business License renewal reminder.
6. Dog license renewal reminder.

November/December Enforcement

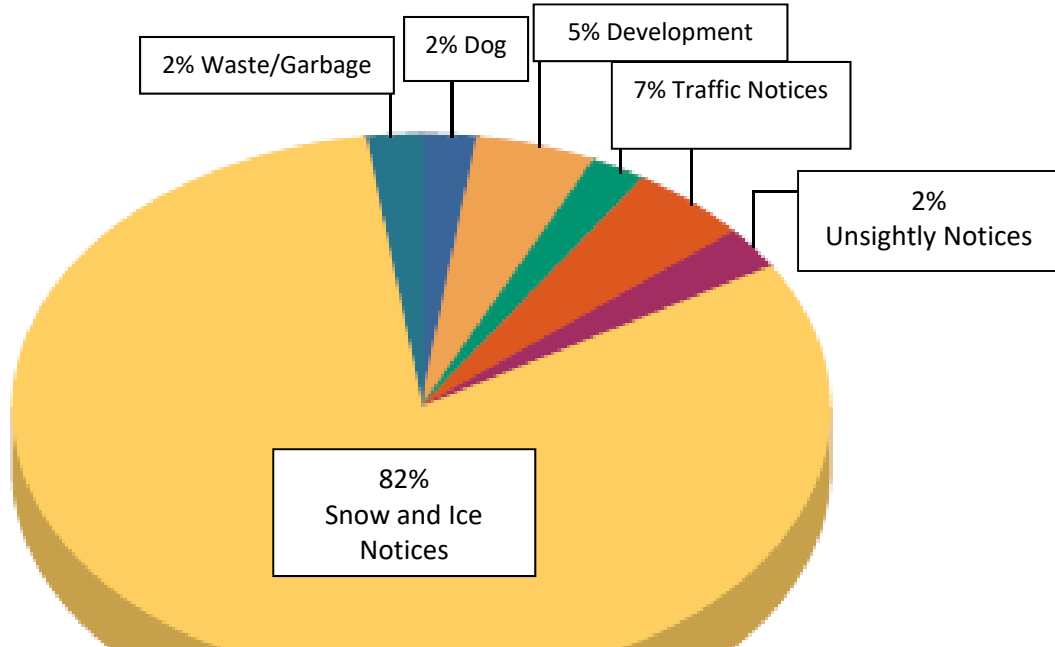
Highlights:

1. Town wide patrol on alleys and streets for vehicles parked for excessive amounts of time in preparation for winter street cleaning.
2. Proceeded with two new unsightly yard files:
 - Orders issued
 - One will possibly require legal action in 2019
3. Kept up with sidewalk snow and ice clearing notices and work orders issued for non-compliance.
 - 27 work orders issued
4. Town wide civic address project to make sure properties are labeled and our mapping system/data system corresponds.
5. Continued organizing and facilitating the "Risk Reduction" program at the high school for grades 12 and 9 with assistance from the RCMP, AHS and community volunteers.
6. Cannabis presentation to the community.
7. Developed resident evacuation plan.
8. Successful in a court case between the town and a property owner to remove cannabis plants, clean the property and demolish non-residential buildings.
 - The remedial work is on-going
9. Small amounts of barking dog complaints and loose cat issues.
10. Wind damaged fences/trees on streets and alleys, clean up required.
11. Worked with property owners to secure vacant houses.

Community Engagement in December

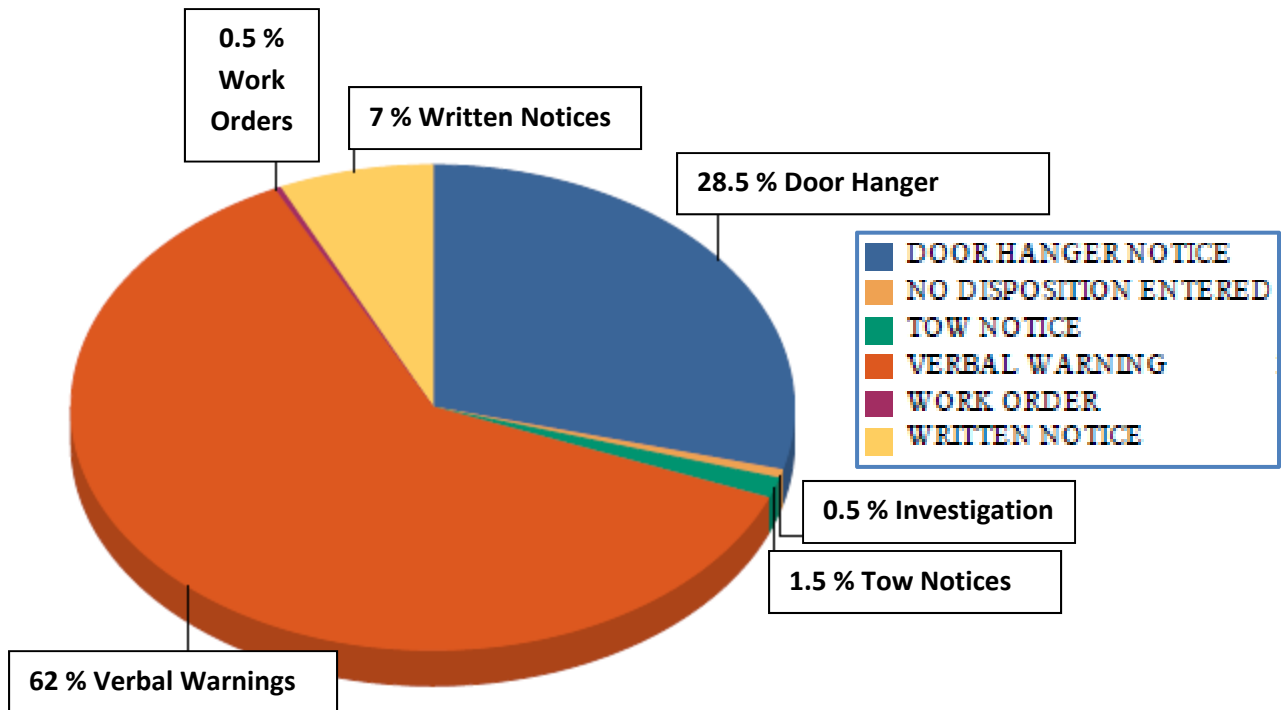


Bylaw Infractions/Complaints/Actions in December

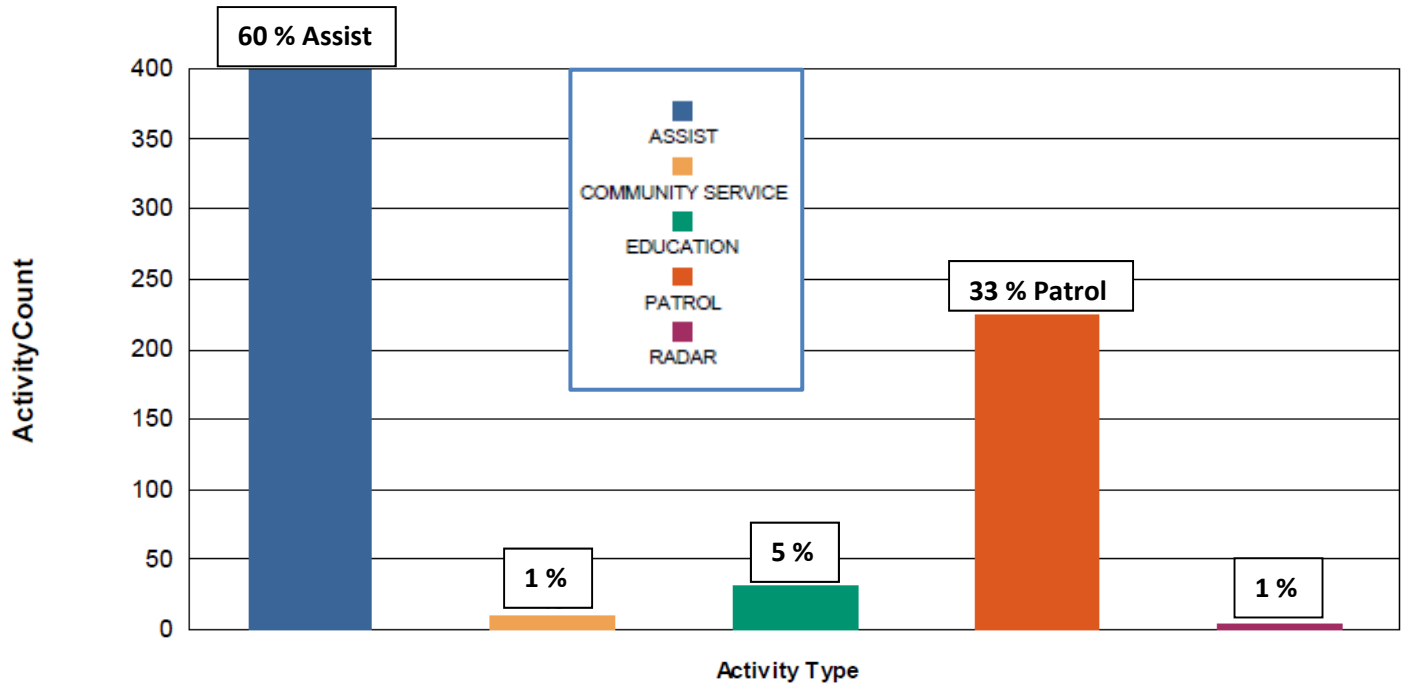


- BYLAW : ANIMAL : DOG : BARKING DOG
- BYLAW : DEVELOPMENT
- BYLAW : TRAFFIC
- BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARK ON TOWN PROPERTY
- BYLAW : UNSIGHTLY + SNOW & ICE
- BYLAW : UNSIGHTLY + SNOW & ICE : SNOW AND ICE ON SIDEWALKS : FAIL TO REOMOVE SNOW AND ICE WITHIN 24 HOURS
- BYLAW : WASTE

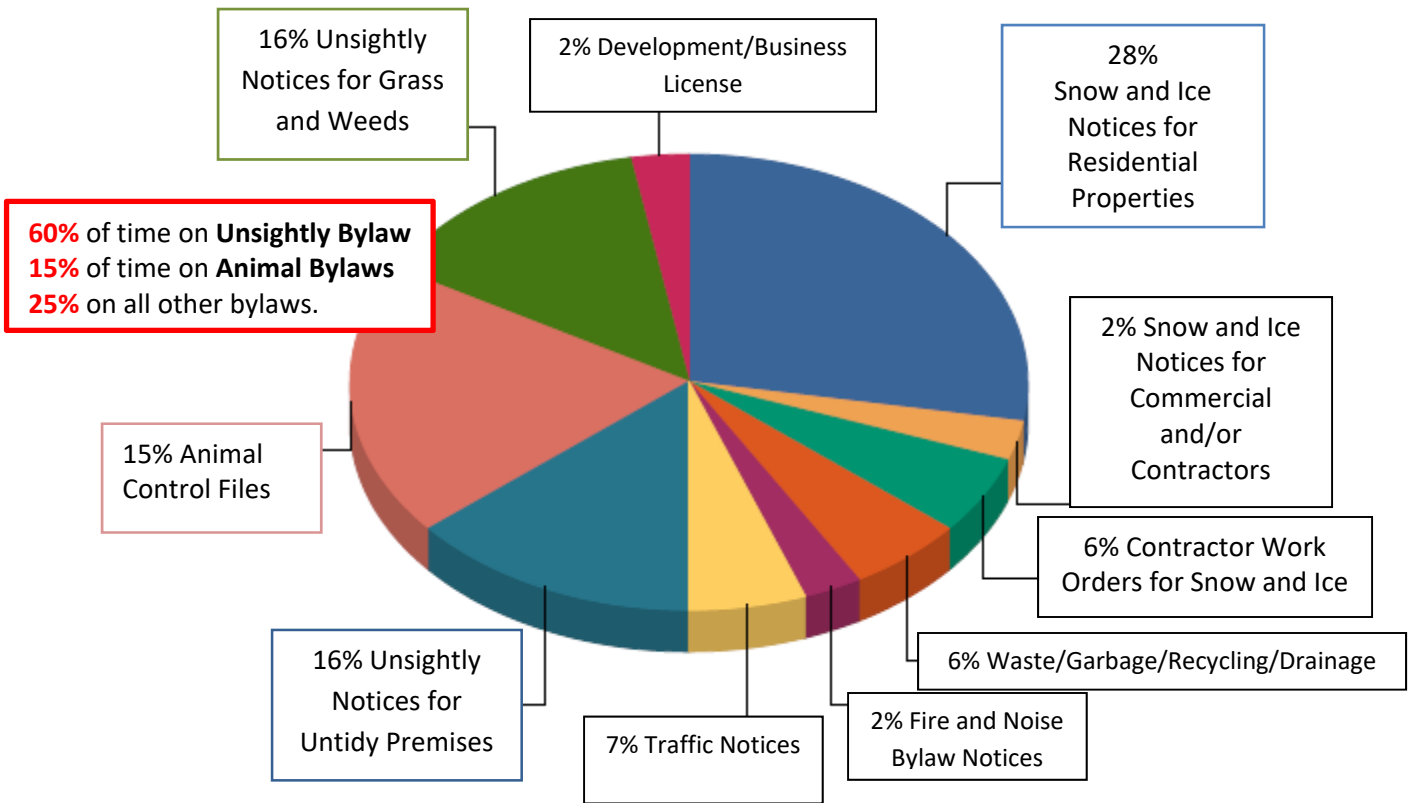
2018 Year in Review – Warning Actions



2018 Year in Review – Community Engagement



2018 Year in Review – Bylaw Infractions/Complaints/Actions



2018 Year in Review – Radar Statistics

Location: North end of Town 50 zone (QE2) Report Period: 6/11/2018 to 8/5/2018
 Address: 59th Avenue and 1st Street West, Claresholm, AB, Canada, Total Vehicle Count: 334,179
 Speed Limit: 50

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	4,313	616	3,948	92 %	5	147	66	16
01-02	2,954	422	2,660	90 %	8	149	65	16
02-03	2,260	323	1,983	88 %	6	152	65	16
03-04	1,732	247	1,503	87 %	5	127	65	16
04-05	1,926	275	1,689	88 %	5	160	66	16
05-06	4,450	636	3,902	88 %	5	137	65	16
06-07	9,140	1,306	8,423	92 %	5	135	66	16
07-08	12,829	1,833	12,037	94 %	5	147	67	16
08-09	16,788	2,398	15,678	93 %	5	132	66	16
09-10	20,238	2,891	18,911	93 %	5	129	65	15
10-11	22,425	3,204	20,705	92 %	5	129	65	15
11-12	22,891	3,270	21,253	93 %	5	136	65	15
12-13	22,263	3,180	20,743	93 %	5	131	65	15
13-14	21,938	3,134	20,340	93 %	5	129	65	15
14-15	22,456	3,208	20,991	93 %	5	145	65	16
15-16	22,724	3,246	21,288	94 %	5	135	66	16
16-17	22,593	3,228	21,309	94 %	5	131	66	16
17-18	21,387	3,055	20,316	95 %	13	131	66	16
18-19	18,883	2,698	17,965	95 %	5	141	67	16
19-20	16,796	2,399	15,845	94 %	5	150	67	16
20-21	14,739	2,106	13,838	94 %	6	143	66	16
21-22	12,194	1,742	11,288	93 %	5	145	66	16
22-23	9,655	1,379	8,706	90 %	6	137	64	15
23-24	6,605	944	5,964	90 %	5	137	64	15
Total	334,179	47,740	311,285	92 %	6	139	66	16

Speed	Count
0...5	69
5...10	271
10...15	371
15...20	347
20...25	284
25...30	106
30...35	88
35...40	368
40...45	3,038
45...50	17,952
50...55	32,602
55...60	57,883
60...65	68,198
65...70	52,474
70...75	45,751
75...80	25,929
80...85	11,877
85...90	7,598
90...95	3,971
95...100	1,920
100...105	1,325
105...110	787
110...115	451
115...120	275
120...125	143
125...130	56
130...135	22
135...140	11
140...145	6
145...150	4
150...155	1
155...160	1
Total:	334,179

98,371 drivers doing between 70-105

1,757 drivers doing between 105-160

Average Max Speed is 139 km/h
 Average Overall Speed is 66 km/h



2018 Year in Review Summary

2018 was a successful year that continued to build on educating and empowering residents to understand the bylaws. The foundation of building respect for yourself, your neighbor and for your community was at the heart of our conversations. Empowering residents to remedy their own problems is extremely effective and builds a connection between everyone in our community. This does take understanding the resident's situation and then problem solving with them to make the burden of fixing their problems manageable. Unfortunately, when conversation and communication fail, enforcement in the form of clean-up orders and work orders is necessary. The continued collaboration with other enforcement agencies and first responders was essential for community safety and community education programs. Daily collaboration with the RCMP team under the leadership of acting Sergeant Corporal Dalyn Orstein and the new Sergeant Greg Standard (started in May of 2018) made traffic control, community safety and the Risk Reduction school programs possible.

Three hundred and forty-two (342) files were created as a result of listening to the community's concerns and needs:

- Forty-five (45) files required work orders that permitted the town hiring an enforcement contractor to remedy the contravention.
- Patrolling the community reacting to concerns or complaints took 33% of available time.
- 60% of the time was spent assisting either by phone, in person, through emails and in the office creating files so that reporting and follow-up can be tracked efficiently with integrity.
- The remaining 7% of the time was allocated to all other functions with a large portion of that being education programs such as Risk Reduction.

The 2018 highlights are as follows:

1. Youth Educational Programs – building connection:

- In the West Meadow Elementary School, in class Risk Reduction initiatives with the RCMP focused on pedestrian safety, bike safety, rules of the road, the importance of wearing a helmet, the importance of wearing a seat belt and conversations about building and maintaining respect in our community. This connection building with students to build relationships, fosters understanding and trust with enforcement agencies and will have a ripple effect past Claresholm that will lead to these builders of our future community's collaborating to build safe, clean and respectful communities.
- In the Willow Creek Composite High School, the Risk Reduction Workshop programs for the grade 9 and grade 12 students successfully impacted students and the community again. This is a collaborative effort between the RCMP, Alberta Health Services (Public Health RN, Doctors, Nurses, Mental Health and Physiotherapy), Livingstone Range School Division, the Claresholm Fire Department, Municipal District of Willow Creek #26 Emergency Services and the Willow Creek Funeral Home. The workshops focus is to educate and empower the students on the concepts of "Choice" in relation to separating "Smart Risks from Stupid Risks". The primary topics are distracted driving, look first, buckle up, wear the gear, drive sober, seek help and get trained. These programs have built on those connections made at the elementary level and expanded into understanding the "risks" students face, the "choices" they make and growing that relationship of support with the youth.

- Helping the youth of our community to develop coping skills and empowering them to break the cycles or habits that exist, is the most challenging and rewarding outcome from Risk Reduction.
2. Unightly enforcement action – empowering the community:
- Grass/weeds and snow/ice enforcement consumes 60% of municipal enforcement time and requires a regular presence in the community. Continually building relationships, educating residents about bylaws and working with them to remedy infractions has very positive results.
 - Two (2) property owners did not respond to Unightly Orders, so the Town took them to court successfully forcing remediation. One property owner worked diligently to clean up their properties. The other allowed deadlines to pass and is still working on remediation. The Town is in a position to send in a contractor at any point if work does not keep progressing.
3. Traffic – engineering, education and enforcement towards safety:
- Traffic will always be a concern as we have two highways that merge in our community, with the speed at which Highway #2 traffic moves (average is 66km/h in a 50 km/h zone) we are grateful we have the RCMP to enforce the traffic laws.
 - The traffic calming radar devices still proved effective and informative for slowing traffic down and gathering statistical data as to the speed and volume of traffic passing through Claresholm.
 - The arrangement with Fort Macleod to hire their Peace Officer for additional traffic enforcement was successful. The Peace Officer was only able to come to Claresholm 24 times with on average 5 tickets issued per day at a value of \$1500 per day.
4. Animal Control – educating and enforcing responsible pet ownership:
- Animal enforcement is significant at times, it takes up 15% of municipal enforcement time. Animal issues are very weather dependent. When nice weather shows up the two primary scenarios are cat owners permitting cats to roam freely and dog owners leaving dogs unattended in back yards.
 - The Town works collaboratively with local vet's and has a contract with the Claresholm Animal Rescue Society (CAREs) to manage our animal shelter.
 - Generally, residents will either take animals to CAREs or to the vet's office if found loose and generally pet owners will go to those centers to claim lost pets. It is a process to get owners to the office to claim pets. And a process to break the publics habit of using social media to skip bylaw enforcement to claim a lost pet.
 - The vets have been great in understanding and assisting with bylaw enforcement.

In closing municipal enforcement plays a key role in keeping a community safe, informed, connected and clean. Staying connected with our youth, allows us to stay connected with their parents. We often build connection in unlikely ways, like students sharing “Risk Reduction” information with their parents and then the parents commenting to me how the student reminded them to put a seat belt on or put a phone down. This connection we are building will impact not only our community positively but all others that those youth will eventually become active members of as adults.



Jason Hemmaway

Community Peace Officer

Phone: 403.625.0202 | Fax: 403.625.3869

PO Box 1000, 221 45th Avenue W, Claresholm, AB T0L 0T0

www.claresholm.ca

DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 11/26/2018 - 1/25/2019

Financial

- 2019 Operational and Capital Budgets have been passed.
- Audit and Finance has reviewed and recommended the completed 3 year operational plan to Council. The 5 year Capital plan has gone before the Facility and Infrastructure Planning Committee (FIPC) twice and is nearly ready for recommendation to Council. FIPC will be meeting again in early February to hopefully finalize this document/plan.
- 2018 Yearend is well underway. Auditors will be on-site during the second week of February and we plan to have all working papers completed, finalized, and to them the week before. We should be on track to have the Audit Financials before Council on March 25th for approval.
- Completed November month end report for council and departments. December month end was also completed but reports were not distributed as little value in providing interim year-end reports. Will just provide reports when Audit is completed.
- Completed a system change for our Tangible Capital Asset financial tracking and reporting. This was done in response to recommendations from our Auditors in 2017 and due to lack of response or changes from our current provider. This was done to be able to implement our new Capital Asset policy which was passed on January 14, 2019. This is part of the preparation for the 2018 Audit/Yearend.

Museum

- December 1 the Museum Board had a successful strategic planning meeting looking at the next 4 years. A strategic plan document has not yet been finalized, but is well underway.
- In the process of interviewing for a new Museum Executive Director. This position has been vacant since the Summer. The position has been changed to be a part time permanent position instead of a full time temporary position. We received an overwhelming response of applications for the position.

General

- Completed CUPE negotiations and were able to enter into a new 4 year agreement for 2019 through 2022. We have been working with the CUPE rep. to edit and print the final copy of the new agreement.
- Hired a new Bylaw Enforcement Officer who will be taking training to become a CPO 1. He appears to be settling in well and learning quickly.
- In the process of interviewing for a new temporary Archival Clerk position that will assist with electronically archiving paper records in the administration building. We received an overwhelming response of applications for this position as well.
- Have started 2018 Annual Evaluations with office staff.
- Beginning to plan for upcoming Open House.

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

DEVELOPMENT OFFICER REPORT



For: 11/29/2018 - 1/16/2019

Development Permits

- ❖ 8 permit applications received.
- ❖ 13 development permits closed.

Compliance Requests

- ❖ 2 compliance requests received.

Miscellaneous

- ❖ November 30, 2018 – MPC meeting. MPC approved the first retail cannabis store with conditions. December 21, 2018 & January 11, 2019- MPC meetings.
- ❖ Assisted Benchmark with file reviews for developments / updated assessments.
- ❖ Local Press Ads: MPC approved developments ads, story regarding storm pond path locations, business license renewal notices, development permit requirements.
- ❖ November 22, 2018, Webinar from PRAC (Prairies Regional Adaptation Collaborative), featured speaker Darryl Schalk, Associated Engineering, who spoke on the Town of Claresholm stormwater management plan, stormwater management facility and 8th street ditch upgrade project. <https://www.prairiesrac.com/event/webinar-infrastructure-and-flood-mitigation/>



- ❖ November 26, 2018, attended and spoke at the Claresholm & Cannabis session presented by the EDC and Chamber. Spoke on Cannabis facilities within Claresholm and presented the discussion map in regards to setback distances and zones where the stores/production facilities are discretionary uses. There was a good turnout of public in attendance and good questions asked.
- ❖ Interesting article on Asset-Based Communities:
https://www.tamarackcommunity.ca/engage-december?utm_campaign=Engage%21&utm_medium=email&_hsenc=p2ANqtz-8nzQpUXmOqwqCzmv9OdidfDGpxfXLfrjRzBhh281ulsWo_Fa5XsPCXqWSqij2vHXUKaWsz7rOeeYo5cCP0tcWIRv6U2A&_hsmi=68129502&utm_content=68129502&utm_source=hs_email&_hsCtaTracking=ee1f04ac-e811-4e91-b7a3-f9b999f80b86%7C8cba294b-338b-4c31-a264-d207d90ea0da#What
- ❖ Dec 10, 2018 – Met with Lethbridge College and EDO to discuss their location, needs and potential utilization of community space within the Multi-use building. Discussion regarding programming needs or partnership opportunities will be on-going.
- ❖ Dec 18, 2018 – Met with ORRSC to discuss GIS capabilities. Will send ORRSC mapping etc. to update our system and look into the potential for increased utilization. ORRSC to begin updated spatially for errors.

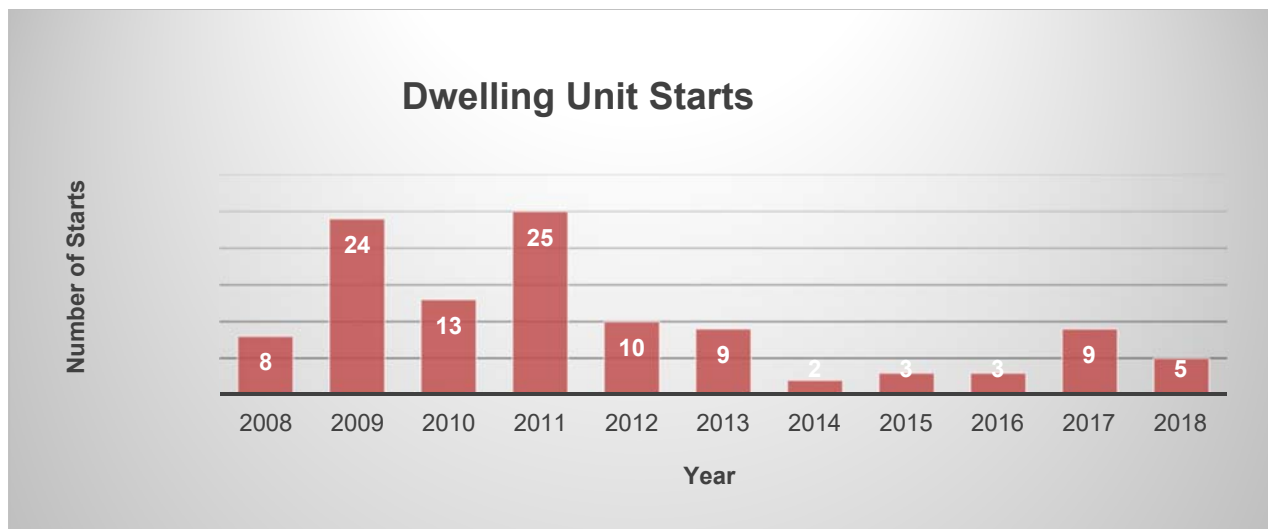
- ❖ Updated all the land use bylaw forms, letters and applications with MGA timeline corrections and dates deemed complete. Those have been sent to ORRSC to update the LUB and updated on the Town's website.
- ❖ Completed Citizen Engagement & Consultation course through the U of A in regards to Applied Land Use Planning. Citizen Engagement and Consultation explored the theory and practice of public policy decision-making, the principles of deliberative democracy, and a number of tools and approaches to effectively and meaningfully engage citizens. The course examined citizen engagement from a historical perspective, discuss the benefits and implications of collaborative decision making, and identified the central attributes of developing, designing and facilitating successful engagement activities. The course also explored some of the new models currently in use throughout North America.

On-going projects

- ❖ Planning for Growth Project – Met with rep from Alberta Transportation regarding highway bypass. WSP conference call Dec 7, 2018. WSP meeting to discuss phasing & detailed design, cost sharing models Dec 10, 2018. Bylaw adopted Dec 10, 2018.
- ❖ Land Use Bylaw Amendment – Bylaw adopted Dec, 10, 2018.
- ❖ Multi-use building project – Meetings with user groups to ensure needs are met and coordination of room needs for phones/computers/etc. Committee meeting held Nov 29th & Dec 17th with Architect and Engineers for a project update. Committee meeting held Jan 14, 2019.
- ❖ Road plan clean-up project– Registration has begun. Coordination of Real Property Reports and compliance letters will continue throughout the winter.
- ❖ Adhoc committee organized for Amundsen Park re-design – Initial stakeholder and brainstorming meeting held January 9, 2018.
- ❖ Tax recovery sale property – Engineering review has commenced.

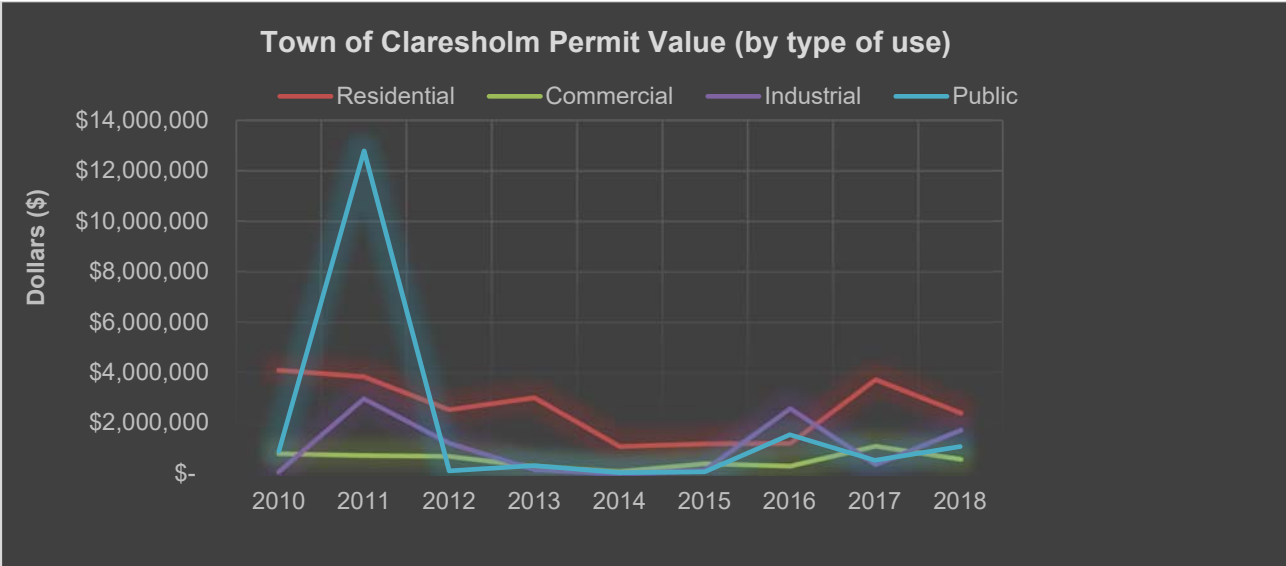
*Submitted by
Tara VanDellen
Development Officer*

2018 YEAR END DEVELOPMENT STATISTICS





Year	2011	2012	2013	2014	2015	2016	2017	2018
Residential	\$ 3,858,598	\$ 2,547,000	\$ 3,024,982	\$ 1,092,092	\$ 1,201,800	\$ 1,219,038	\$ 3,744,868	\$ 2,414,987
Commercial	\$ 735,500	\$ 708,000	\$ 294,805	\$ 104,000	\$ 412,600	\$ 319,449	\$ 1,104,300	\$ 584,500
Industrial	\$ 2,983,000	\$ 1,224,000	\$ 180,000	\$ 500	\$ 166,000	\$ 2,589,500	\$ 372,000	\$ 1,742,200
Public	\$ 12,786,000	\$ 83,000	\$ 291,000	\$ 10,840	\$ 41,825	\$ 1,515,600	\$ 501,200	\$ 1,048,800
Total	\$ 20,363,098	\$ 4,562,000	\$ 3,790,787	\$ 1,207,432	\$ 1,822,225	\$ 5,643,587	\$ 5,722,368	\$ 5,790,487



2017	
Home Occupation Starts	17
Change in Use applications	10
MPC approved applications	26
Development Officer approved	82
Council reviewed (LUBA)	2
Total 2017 Development Files	112

2018	
Home Occupation Starts	20
Change in Use applications	18
MPC applications reviewed	29
Development Officer reviewed	88
Council reviewed (LUBA)	2
Total 2018 Development Files	120

Economic Development Officer's Report

Town of Claresholm

January 24, 2019



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

Since the submission of the November 21st, 2018 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations as well as highlights for significant projects, when appropriate.

2018 Annual Report

Economic Development Officer

It has been nine months and fifteen days as Economic Development Officer for the Town of Claresholm. I have become familiar with the local business environment, built trust with my colleagues, and created new partnerships within the community.

Completing the three-course (45hr) Community Economic Development Training Program offered through the University of Calgary in partnership with the Economic Developers of Alberta, proved an excellent commitment. The discussion during course work, and materials that are now readily available to me are an asset to my success, and the success of Claresholm. In 2019 I will continue my course-work in pursuit of a Professional Certificate in Economic Development from the University of Calgary.

In September 2018 the Economic Development Office was relocated into the Claresholm Museum to allow renovations to begin at the future site of the Multi-Use Building.

Economic Development Committee (EDC):

In May and June 2018, the EDC reviewed the Town EDC Bylaw #1635 which defines the mission, purpose, roles and responsibilities and the relationship with the EDO. A power point presentation was created to provide to new members, and the operating budget continues to be monitored and discussed in detail at every regular meeting.

The EDC met 12 times in 2018; 10 regular meetings, 1 strategic planning session, and 1 Christmas potluck dinner in which we reviewed the 3-Year Business Plan. Two committee members were replaced due to being unavailable for meetings and a new chairperson and vice chairperson were elected in November as per EDC bylaw. The committee maintained nine members throughout 2018, and is currently full at 10 members.

Planning for Growth is the Starline-Business Park

With \$87,500 matching funds from Community and Regional Economic Support (CARES) Claresholm now holds an area structure plan and detailed-infrastructure-planning for more than 160 acres of Industrial, Light-Industrial, and Highway-Commercial land. By the end of January 2019, professional economists will have provided market analysis, financial feasibility study, and cost-sharing recommendations which are resources for Council and Administration as infrastructure investments and the marketing of Starline Business Park are considered.

\$10,000 has been budgeted for the marketing of industrial lands over and above all other marketing and advertising in the 2019 EDC Budget.

Claresholm Business Conference

Held September 21 & 22, 2018, highlights of this new partnership between the Claresholm & District Chamber of Commerce and the EDC include:

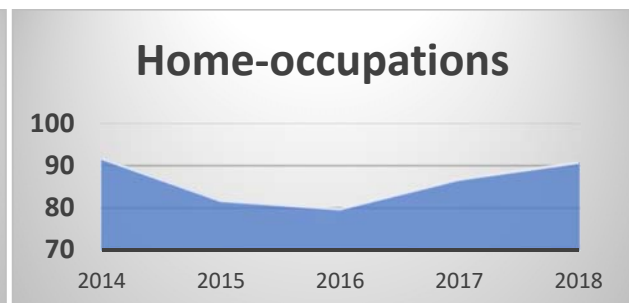
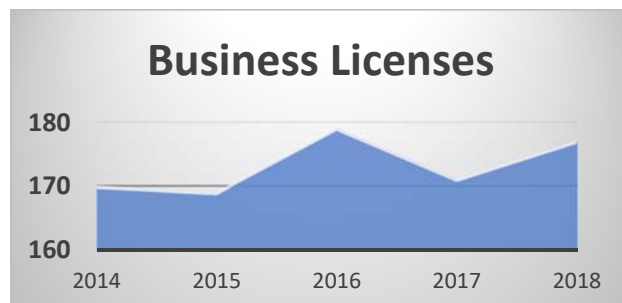
- Doug Griffiths, Best selling author and past MLA.
- Herky Cutler, Career Development Professional with a Masters in Human Resources.
- Alex Carnio, locally raised founder of Simplified Social, Social Marketing Professional.
- 74 tickets sold, 14 different sessions, 4 service-based firms on-site.
- Total cost after ticket sales and sponsorship, \$8,200 shared equally.

This partnership continues with Opportunities for Growth, a series of seasonal information sessions that work to build a brand and maintain momentum. Cannabis and Claresholm was the first of many, held November 27th there was close to 60 people in attendance.

Business Licensing and Home-Occupations

A system has been created whereby the issue of a new business license or change in utility billing for a commercial operation triggers the notification of the EDO, immediate update of the online business directory, issue of a welcome letter from the EDC, and a phone call from the EDO to open dialogue, offer assistance, and gather information.

On October 10th more than 15 people were in attendance for the first home-occupation luncheon. An email group has been created so that a relationship is maintained. The next home-occupation luncheon will be in March 2019 and folks are already talking about it.

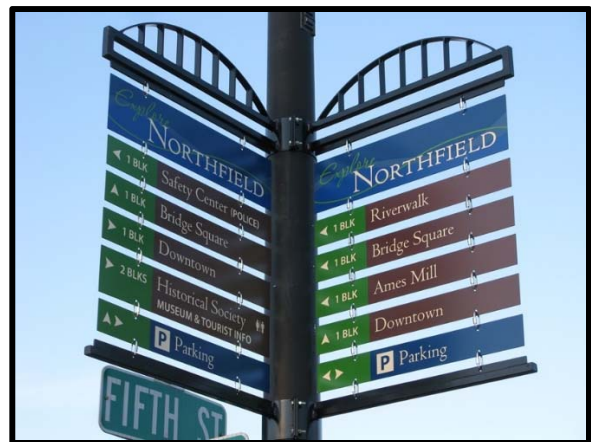


Claresholm Signage and the Community Advertising Program

As of today, we wait for detailed electrical work by Fortis Alberta so that the installation and activation of the new 2'x17' high-resolution LED digital displays on the Claresholm Welcome Signs can be complete.

The Community Advertising Program continues it's a success with 5 highway billboards now branded, "Claresholm, where business takes root." There are 9 businesses participating, each with 133 square foot ad space of the highest available quality. With the exception of the EDO's time, this project is full cost-recovery for the Town. The owner of the billboards has invested an estimated \$10,000 in time, maintenance, and upgrades working along side the EDO for every installation. As of today, there are 3 additional businesses wanting to participate.

The Wayfinding Signage Project will be the focus of 2019 with \$30,000 budgeted from the EDC.



I look forward to building on what has been done this year,

Submitted,

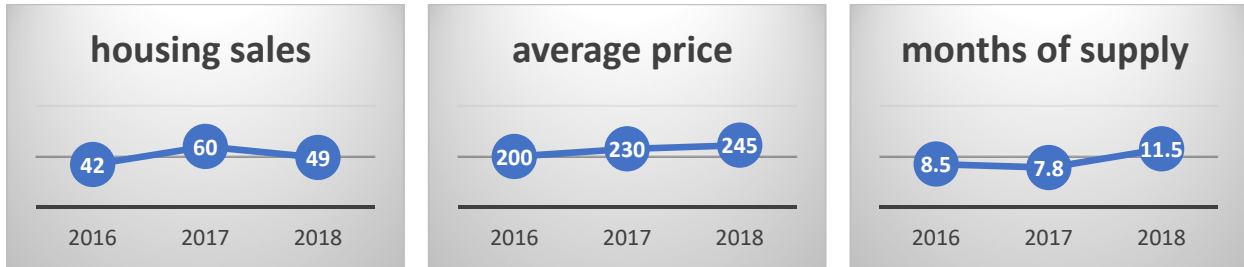
Brady Schnell, Economic Development Officer

Economic Development Metrics, 2018

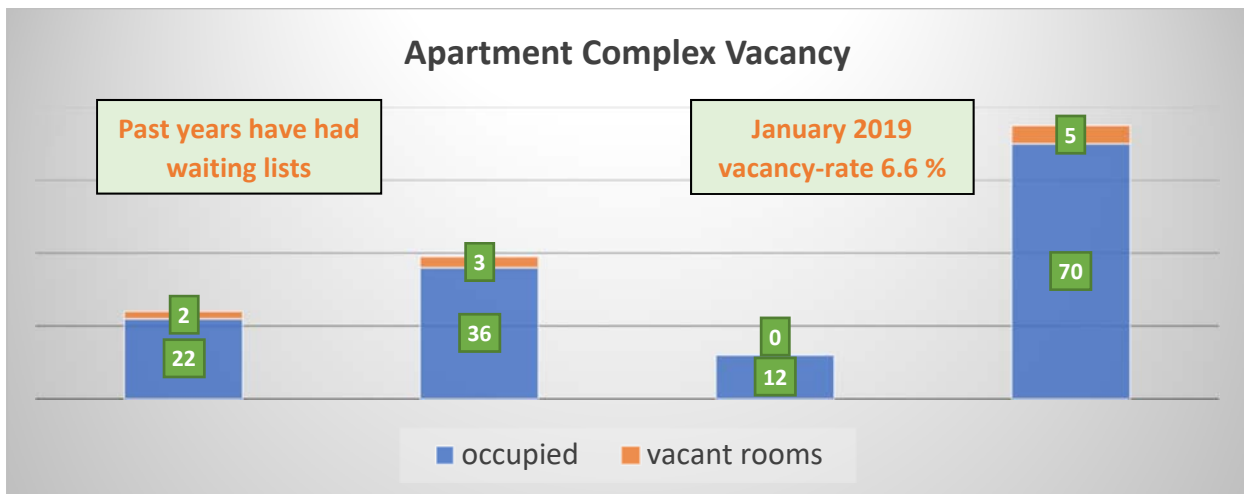
A starting point..

Claresholm Real-estate

Average house price reached \$236K in 2007, it took until 2018 for them to recover from the 2009 recession. Months of supply is an estimated time until the current homes on the market are sold, this number fluctuates with the seasons of the year.



These are the vacancy rates for 3-major apartment complexes in Claresholm as of January 21, 2019. The EDO will continue to monitor these trends.



The Visitor Centre saw a decline in 2017 traffic due to the Waterton Fires. The sharp increase in 2018 has been attributed to returning bus tours and the arrival of new ones.



FCSS REPORT TO COUNCIL JANUARY 2019

- The month of December saw us busily organizing the Christmas giving program. FCSS was the only registration hub this year and the registrations required line 150 of your income tax return.
- Donations of gifts, toys and dollars were accepted at FCSS and organized to the appropriate persons. Gifts were wrapped by volunteers. Donations of money were accepted through FCSS and IGA gift cards (\$25) were purchased on behalf of the donors to add to the food hampers for perishables
- 126 food hampers and gifts were provided to needy citizens for 2018. Thank you to the council members and Mayor for help in delivery of hampers, we appreciated all your strong arms and backs.
- A list of names was prepared of seniors in our town that are without family, isolated or unable to afford gifts and was sent to Senior's Secret Service out of Calgary. Thirty-five of Claresholm seniors received generous gifts to open on Christmas Day from this program.
- Lomond Lakers hockey team did a toy drive and FCSS received them during intermission of one of their home games.
- Attended the grand opening of new 7-11 store to receive a donation of \$711. We can use this on any of our programs that are in need of dollars.
- Preparation for Winter Festival on Feb. 9th is just about finished. FCSS is hosting a cell phone scavenger hunt. A list of things is provided to each team and they must take pictures of everything and report back to us. Fastest 3 teams to report back with all the pictures win. Cash prizes are for first, second and third places.
- Rowan House is looking into a grant to cover the cost of a "safe at home" project in Claresholm. Instead of the family leaving the family home after a domestic violence event, they would remain and the perpetrator would be removed to a home run by Rowan House live there temporarily and receive supports. So far it is just an advisory committee for this project to put information together for a grant application.
- Sent in the Income Tax statistics to our Outcome Measures Trainer to be tallied up and a report will be sent to Government and back to us to share with our community.
- Prepared a 2018 review for FCSS to be included in the town newsletter
- Allison participated in Risk Reduction for grade 12s and discussed some tools to reduce test anxiety and stress.
- Allison and Jason had a phone interview with AHS about a grant we submitted to help us build Roots of Possibility. The grant is called Alberta Healthy Communities Initiative. We should hear back about this the middle to end of February.

- Interagency is growing. New people are asking to join us each month. We still hold this as a round table discussion and networking with a free lunch. We steadily have about 20 participants.
- We have started a Hoarding Coalition in hopes of finding resources and help for when people need to clean their yards or homes.
- Kaz's Service is doing a promotional fundraiser for Claresholm community through FCSS called LC squared. Love your car, Love your community. They have a list of select services that they will donate \$5, \$10 or \$15 to us.

- **Brake Fluid Flush Service.....\$10**
- **MotorVac Fuel & Air Induction System Cleaning Service.....\$10**
- **GDI Fuel & Air Induction System Cleaning Service.....\$10**
- **Diesel Fuel & Exhaust System Cleaning Service.....\$10**
- **Transmission Fluid Exchange Service.....\$10**
- **Transmission Fluid Drain & Fill Service.....\$5**
- **Manual Transmission Drain & Fill Service\$5**
- **Cooling System Fluid Flush Service.....\$10**
- **Power Steering System Fluid Exchange Service\$10**
- **Front or Rear Differential Service - Cover Off.....\$10**
- **Front or Rear Differential Cover On Drain & Fill Service.....\$5**
- **Transfer Case Fluid Service.....\$5**
- **3 in 1 Driveline Fluid Service.....\$15**

Money donations will come monthly.

- Allison taught Psychological First Aid to McBride
- Upcoming events we are preparing for:
 Bridges out of Poverty Feb. 7 from 6 to 9 –please register (Invitation to council included)
 Winter Festival Feb. 9 scavenger hunt 11:30 to 12:30
 Family Day Skate Feb. 18 from 12 to 3
 Volunteer Tax Program begins March 4th
 Women's Conference April 6

you're invited to

bridges out of poverty

Reducing the social costs of poverty, strengthening the workforce, and building a more prosperous and sustainable community are goals on which most communities agree. Please join us to learn how.

7 february 2019 | 6:00-9:00 pm | LCCC

*supper provided

rsvp to FCSS 403-625-4417

JANUARY 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

Congratulations to Ryan Rasmussen for advancing to the position of Bylaw/Municipal Enforcement Officer with the Town of Claresholm. Ryan has been in our sanitation department for almost 4 years and will be a welcome addition to our Enforcement Department. Jason Hemmaway will help him transition and we also wish Jason the best as he transitions to a new chapter in his employment with the Town.

We are in the process of hiring for the Permanent Part time position of Museum Director as well as the temporary, part time position of Archival Assistant.

Assessment and Taxation

Benchmark Assessments have completed their year-end assessments of the permitted properties from 2018.

2018 Assessments for the 2019 taxes will be ready for the town no later than February 28th, 2019.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at January 10th, 2019.

- Taxes outstanding are **\$175,884.68** summarized as follows:

\$ 132,048.36	Arrears including penalties
\$ 23,796.38	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 6,061.88	Property under tax agreement
\$ 13,978.06	Tax arrears properties (2) on list for 2018 (1 subject for sale in 2019)

There were eight (8) properties on the 2018 Tax Arrears List. Six (6) have been paid in full, one (1) has made significant payments and is within less than 1 year in arrears. The final one (1) tax payer has until March 31st, 2019 to pay in full. If not paid, the property will proceed to the tax recovery process.

Infrastructure Services



January 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runway inspections are done weekly and after every snowfall. The Airport Beacon lights were replaced and beacon was serviced by PW staff. Air traffic flight registry showed 8 flights registered at the airport in 2018 at the Terminal building. No new issues to report.

Arena

The Arena is operating normally and the new ice-making system is working trouble free. No problems to report as the midseason check was recently completed. Pressure relief valves have reached their 5-year life and will be replaced asap. This is the situation at the Curling rink as well, and new relief valves have been ordered.

Town Buildings

The regular weekly inspections of 30+ Town buildings has identified some needed repairs and these will be completed on a priority basis. Sink traps leaking, toilets running, door seals to replace, doors not latching, interior and exterior lights to replace and the usual plugged sinks and toilets to repair. Some door locks were replaced at the Arena, and motion detectors have been installed in the bathrooms to turn on the lights, as they were always on. A sale was held at the Multi use building and all the lockers were sold as well as 5 desks. All of these items were to be removed from the building before construction begins.

Cemetery

No problems to report.

Equipment

No major issues to report at this time. Trucks are getting re-certification inspections and this always requires some extra work to be completed. Brakes set up, tires replaced, light bulbs replaced, maintenance logs and windshield repairs etc....

Garbage

Our collection program is working well and no complaints to report. A member of the PW crew is filling in on the garbage truck until someone is hired to replace Ryan who has taken another position with the Town.

Sidewalks

There have been some complaints of slippery sections of sidewalk, however these were not the sections that the Town maintains. Home owners were notified of the problems.

Streets

The PW's crew have been trimming the boulevard trees away from the street lights as well as the low or intruding limbs that are along the streets. The Parks and Town properties will be next for trimming. All tree trimming to be completed before end of March. The Town's PW crew has also been working on road repairs, as time allows.

Sanitary Sewers

The town has identified three defects in the sanitary sewer on 53rd Ave. East. The worst one has been repaired and the rest will remain until spring. Extra maintenance will be done monthly to prevent backups. Monthly flushing of problem areas is done on the last Friday of every month, in various areas around town.

Water Distribution

A new service request for water service upgrade from $\frac{3}{4}$ inch to a 2 inch service for a commercial building reno as well as a new fire hydrant to be installed. Work to be done as soon as materials arrive and a boring company can be hired and arranged to bore the 520. Three abandoned water wells were reclaimed out at the old water treatment plant by Willow Creek as per Alberta Govt. standard and reports submitted.

Storm Water Drainage

The storm water drainage work on the golf course has commenced again after the Christmas break on channel improvements and culvert replacements. Bi-Weekly

meetings are scheduled and work is projected to be completed in May. Golf course to open prior to completion.

Parks

No issues to report. Discussed trees plantings with the Lions club at Lions park. Proposal to be submitted by the Lions club.

Recycling

No issues to report. Recycling volume is up in the month and the backlog from Christmas has been caught up.

Staff

No problems, at the time of this report.

CLARESHOLM RECREATION

2018 Year in Review



Authored by: Denise Spencer

ARENA HIGHLIGHTS

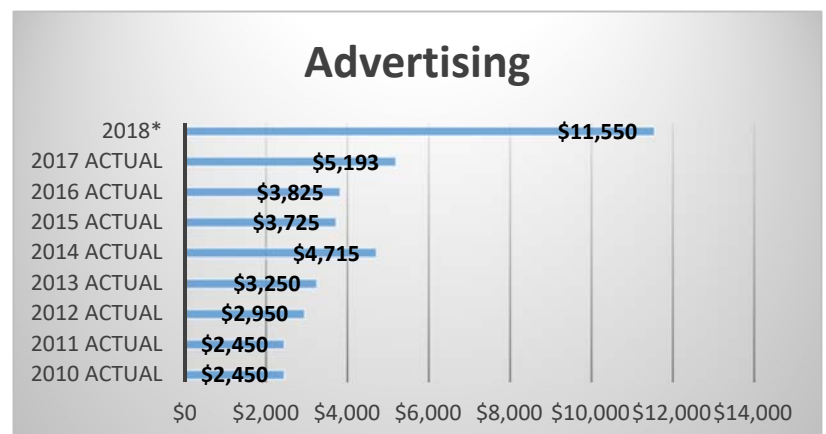
- Kraft Hockeyville, Claresholm made the top 6
- The 2017-18 season was well received, with numerous compliments regarding the Arena Personnel who have went out of their way to provide quality service
- Claresholm FCSS Family Skate broke attendance records
- The Arena's last big hurrah for 2017-18 season was March 17th, with The Monster Mash skate carnival by Claresholm Skating Club. Ice was out March 19
- The Arena Renovation project began the end of March, there was over 602 hours as of April 10. The heated floor was installed in June, insulation followed, cold floor in July, concrete curing was approximately 24 days. Boards & Skate friendly flooring installed in early September
- The Fire alarm system in the Arena had to be rewired due to damage from the floor removal
- Arena Advertising Fee schedule has been completed, with standardized sizing and pricing, 20 spaces are available on the on ice Rink Boards.
- Lomond Lakers Junior Hockey team approached the town for 2 practices and one home game weekly. Lomonds arena is in need of repairs
- The tournament package was ready August 13. This provides out of town groups with community information, contacts for the arena and referees, and ensure that they know what they're responsibilities are as a user group. Dates were coordinated with Claresholm Minor Hockey. The dates filled very fast, although many groups backed out later as they could not find teams, or commitments by parents. Calgary Minor Hockey as of the 2018-19 season has changed the available team games from 45 to 40, which has impacted the amount of tournaments they can play.
- The Grand Opening BBQ on September 24 had over 200 people stop by to eat, hamburgers that were left over were donated to Minor Hockey. The cakes and cupcakes were given to the user groups.
- A Google Calendar for the 2018-19 season is now available. 2 administrators, Denise, Arena Personnel. Minor Hockey Registrar has access for viewing of the Calendar which should help alleviate scheduling conflicts
- The Arena was decorated for 2018! The tree was donated by the town office, decorations were purchased locally and donated by community members
- I've hired a new person to set up and design The Lobby Monitor as the person previously hired stopped communications. Very pleased to work with someone who is enthusiastic about the project, and it should be ready to roll before the end of January 2019

ARENA 2010-2018

** The 2018 totals may not have all items accounted for*

Two areas that saw growth at the Arena were the Rink Advertising & Adult and AA

- **Advertising:** This was a very successful year, made possible by many supporters in the community, a lot of leg work & new advertising platform
 - Changes will be made on the Arena Advertising package for 2019 season that will reflect what was learned in 2018
 - The Lobby Monitor will have the advertising ready for 2019-20 season

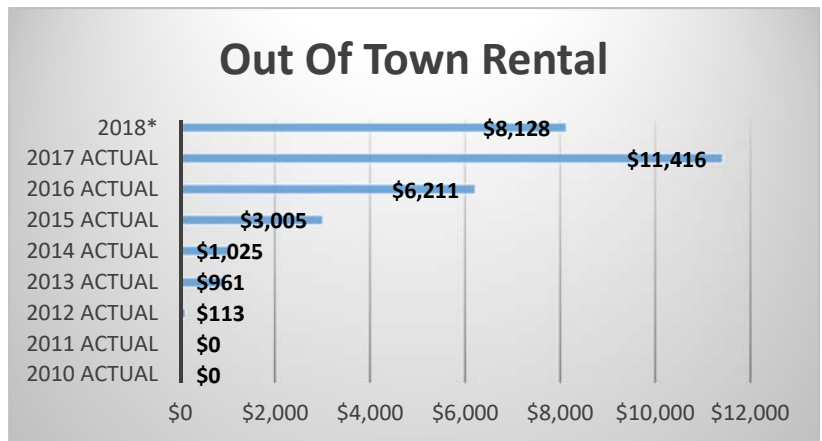
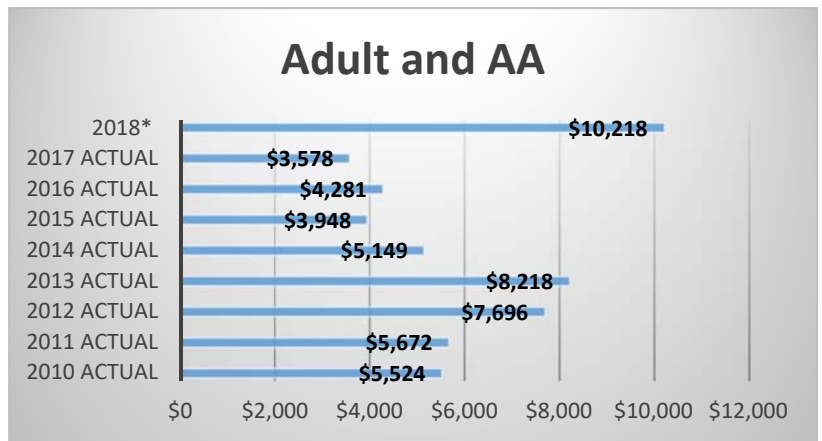


Adult and AA:

- Hosting Lomond Junior Hockey for their first season has really helped our numbers, how can we continue in the future? Or expand our market
- In 2014 The Cougars and Old Timers joined together which caused a drop in our numbers.
- 2016-17 Adult Shinny ran for the season

Out of town rentals: we saw a drop in rental revenue this season.

- Factors that were noted included the economy, new team management in Calgary, and a new hockey super league
- Possible solutions for the upcoming year (keeping in mind there are 3 dates that Calgary teams must book by, September 15, October 15 and November 15):
 - Non-refundable deposits; this will not replace the revenue lost, will offset and be a deterrent for groups who back out
 - Adding Ringette lines to our existing ice; we have had interest from a number of Ringette teams this past season, and in 2017-18



To continue to stay competitive, and book up the Claresholm Arena we must continue to offer value, and provide the most for the money these teams are willing to invest here. Comments and feedback from groups regarding our Arena and the staff are top notch, and this reputation will continue to grow if we are consistent with the service we provide.

CAC HIGHLIGHTS

- expanded the amount of preschool lessons this year, as there is a gap in our programming due to Fort Macleod School using their local pool this year for the majority of lessons
- Free swim Saturdays 2-4pm; sponsored by the Kinsmen, Kinettes, Count on Cowboys and the Town of Claresholm. This has been running since 2009
- Sparta Club members are now attending the CCHMA swim times, and have replaced the Claresholm Mental Health Office in bringing community members
- Family day Swim from 3:30-5:30pm (FCSS Skate at the Arena from 12-3pm) was well received with 120 attendees, down 3 from 2017 swim (123) which was scheduled 10am-2pm
- The JLC Vikings Swim-A-Thon was Wednesday, January 31st. 12 swimmers participated swimming a total of 961 lengths of the 25 meter pool (24.025 KM). They raised an amount of \$2827.25
- The Claresholm Kraken Swim Club hosted a free Valentines Toonie swim on February 14. During that time they announced the winner of their West Jet Raffle, Mike Schuweiller
- The Kraken Swim Club expanded its swim times due to their increased numbers. The days effected are Tuesday and Thursday, our public swims were 1 ½ hour long not 2 hours those days
- Junior Lifeguard Vikings Club competed in Lethbridge at the Maxbell Aquatic Centre on April 14 & 15 for the AB / NWT Lifesaving Provincial Championships and Jr Games. Our 18 swimmers achieved 42 Best Times, 19 Medals

(5 Gold, 4 Silver, and 10 Bronze) and one Provincial Record by our International Competitor. 288 Athletes from all over Alberta and North West Territories attended the competition.

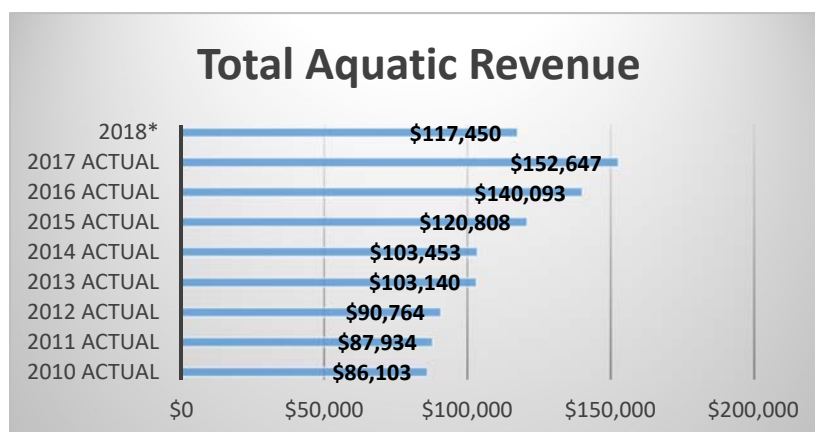
- CALA Workshop April 27 & 28 CALA, (Canadian Aquafitness Leaders Alliance). This group has created CAC a customized workshop, with Community Integrated programming. They train instructors worldwide, and are recognized as the leaders in the industry. 17 people attend, approximately 9 staff and 8 from other communities.
- Kraken Swim Club held their annual Swim meet on June 7 & 8. There were 65 officials and 249 swimmers at this event. Plus parents, grandparents, friends, siblings etc. viewing
- The pool chemistry was off for part of the year, the PH level was off, then it was discovered the chlorine was not being pumped as it should. The AHS Maintenance crew worked tirelessly to repair the Chlorinator issue.
- The Hot Tub was closed for approximately 2 months. There was a hole in the coil, which is causing it to leak faster than they can keep it filled.
- On June 15, 2018 we travelled to Calgary to receive 2 awards from the Lifesaving society, 1 of which is the prestigious Governor Bruce Hogle Lifesaving Award, for offering the most Lifesaving Society Programs within a Calendar year. This is the first time we have received this award. We also received the Anne Resek Award for our swim for life programs. In addition to that we were 2nd place in 5 other categories
- The CAC team provided an action packed week for Drowning Prevention Week July 15-21, 2018. This was the 3rd year we've participated in this event.
- Summer stats are less than 2017, while lessons remained close to the same
- The fall program guide was out the first week of August
- Fall programs have filled up very well, lesson spots were switched around to provide more private lessons for our patrons
- Schools: Bookings were made for the 2018-19 school year the end of August / beginning of September. These are done as early as possible to coordinate our other programs.
- A company based in Lethbridge is working to supply us new blinds as ours have deteriorated through the years due to chlorine and UV exposure
- Repurposed lockers from the old elementary school to replace the men's change room lockers. AHS will be painting these to match, this was a huge cost savings to the town
- Dale Ohler & Dave Dawber picked up one of our water wheel chairs for annual maintenance. They have been doing this in partnership with The Claresholm Lions Club for the past 7 years.
- This is the 3rd year CAC has participated in the Gold Card program put on by the Claresholm Skating Club

AQUATIC CENTRE 2010-2018

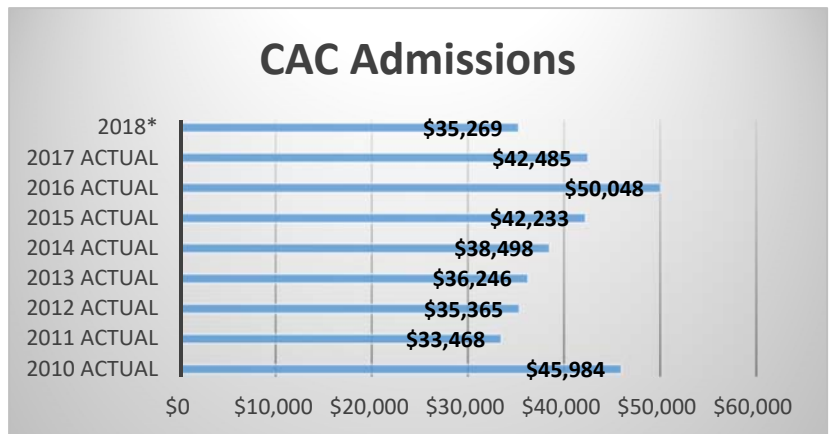
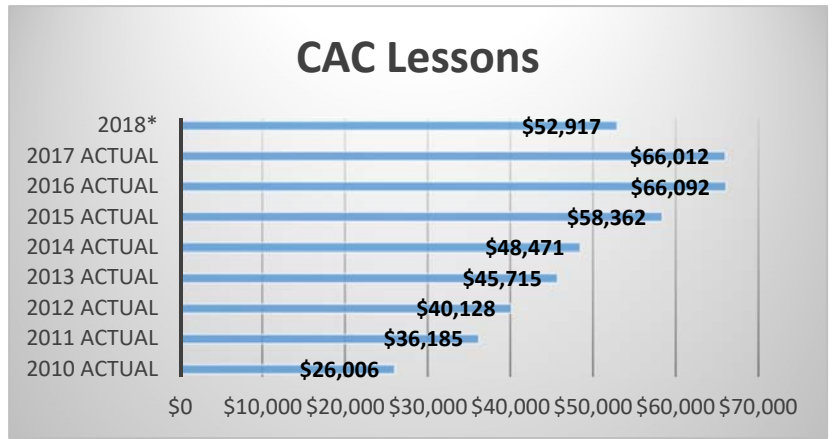
** The 2018 totals may not have all items accounted for*

Sales for the Claresholm Aquatic Centre were down for 2018, after years of growth. The challenge is how to combat this so we do not see the numbers slide further. I've compiled a list (in no particular order) that may have contributed to the change. **please note that 2010 that was the final year of the Summer Fun Program that CAC ran, before it was turned over to Kidzone.*

2018 Factors compared to previous years



- Use of pull down barrier in office (possible customer service barrier) as there are many distractions within the facility
 - Music room across the hall (very loud)
 - Meditation across the hall (Public is requested to be quiet)
- School lessons were down in 2018 eg. WA Day, 6 weeks of lessons were removed, as Fort Macleod chose to do lessons in Fort Macleod to keep bussing costs low
- Denise not in office, which meant there was not always someone in the office for customer service needs
- few pictures on windows (offer some interest, selling feature)
- Nice weather for the summer, customers chose to do lessons in communities that had outdoor pools
- Cold long winter! (How many days of lots of snow)
- Claresholm Rec page vs Claresholm Aquatic Centre (must advertise on both) customers may not be receiving all the information (increase promotions)
- Senior's program numbers down (possibly due to name change, and Porcupine Lodge patrons not coming)
- JLC Vikings program not running in fall of 2018
- HOT TUB under repair most of summer (3 months) This creates a negative thought pattern in customers, and they avoid the facility until repairs are made
- Extra week for annual maintenance shutdown
- Personalized promotions/ marketing of posters at schools more regularly; this was done in 2017 and neglected to an extent in 2018
- Recreation Programs in the community have affected registration numbers, examples are: Pickleball, Volleyball, coed Basketball, Jijitsu, Gymnastics, Soccer, Trek Fitness, Body Revolution, Mom and tots, Soft Play, Library program, Kinder Musik
- Pricing increase in 2018, (May) *There has been no mention from customers that the rate increase was a factor, it is worth mentioning*
- Economic pressure; the economic downturn has affected our programming and sales
- Kraken Swim suits were purchased through CAC in 2017, and total Pool Shop was over \$25,000
- Grant funding of \$4,000 in 2016 from the Kraken Swim Club



COMMUNITY

- Pickleball; this is still hosted by volunteers, and sponsored by the town. It is running 1 day per week at West Meadow School. \$2 drop in helps with equipment replacement
- Street Hockey; we have been contacted by a local group regarding the feasibility of using the Tennis courts this coming summer for use during a Street Hockey Tournament. The group has been advised to approach town Council, and itemize what they would need from the town regarding preparations. They are also looking for an indoor space. The Arena will not be available this season
- Gymnastics; we've been contacted regarding Gymnastic Equipment stored at the Arena, and the potential use for the future. There is now a booming gymnastics program in our community.

- Winterfest; February 10, 2018. Commitments included posters for 3 on 3 Hockey, Doubles Curling, and the Sno Pitch tournament. We had 6 teams in total, for a fun round robin tournament
- On February 13 Newline Skate come in to do an informative presentation for the Community. We toured the Town, and I showed them the different sites that would work, as well as the pro's and con's for those sites
- 2A Boys Basketball Provincials; March 15-17, 2008 WCCHS Cobras, 2A Provincial Basketball Championships
- Pitch in Canada day Saturday April 28, 2018, helped clean the downtown parking lot as well as give out supplies to volunteers
- SNAPS-Youth Conference & Work Shadowing Event on April 19th 2 young men with an interest in Recreation came to the facility to job shadow
- Lacrosse: 35 athletes are participating this year, which is down from 2017 number of 45, Practices are held in Fort Macleod as the Arena is unavailable this season
- Soccer 127 registrants
- Pickleball is scheduled Thursdays from 7-9pm at West Meadow School, outdoor Pickleball started June 18, Monday & Wednesdays from 6:30-9:30pm, weather permitting. The group has built outdoor nets, and attached storage to the Tennis Courts. Fee is \$2 drop in, which is collected to offset the costs of equipment replacement and maintenance.
- Spray Park; opening date was June 8, in line with 2017
- Mexican Fiesta; June 22, 15 hours of set up, worked with the Chamber before, during and after to provide entertainment options and a menu. Had a crew of 5 ladies who worked together for the food service portion
- 3rd annual Pumpkin Festival, volunteered
- SUCH Drama Board Member
- Aided in promotion of Claresholm Co Ed Volleyball and the Claresholm Curling Club through creation of posters, and promoting events.

S.A.R.A. & S.A.S.G.

Southern Alberta Recreation Association & Southern Alberta Summer Games

- On April 13, 2018 the Town of Claresholm received a letter from the Co-chairs of SARA, with the understanding that Claresholm has a bid in for the 2021 Southern Alberta Summer Games. This bid will be evaluated as there is a new application process in the works.
- Southern Alberta Summer Games July 4-7; Registrations started May 7, deadline was June 4. Fee was \$30
- 165 participants versus 137 in 2017, 5 Soccer teams, 1 Ball Hockey team, 4 pickleball participants, 6 Small Bore and Sporting Rifle, 4 Moto cross Participants
- SARA Board; Retreat planned October 2 & 3 for strategic planning and rebranding of the Southern Alberta Recreation Association

MILLENIUM BALL PARK

- There was still snow on the ground April 23, the Town Staff had limited time to get the Diamonds in shape as spring hit very quickly this year. Typically the High School Ball program starts the first week of April, weather permitting. The High school boys team started using Moffat Park as it was the driest field. That diamond was prepared by a volunteer with Claresholm Minor Ball.
- 2 Tournaments were booked at the diamonds this year; the fair Days annual tournament, and the Slo Pitch Wrap up Tournament.

PATHWAYS

- 3.6 kilometers of trails were built in Claresholm in 2018. Community groups including the Claresholm Kinsmen and Kinettes banded together for the Kin Trail, and we're hoping the support of the community continues for 2019.

ARPA CONFERENCE JASPER

- October 25-28, attended a number of sessions for CPRA *Professional Development Certification Program (CPRA PDC) Canadian Parks and Recreation Association (CPRA)*. “This initiative and is currently delivered through the Alberta Recreation and Parks Association (ARPA). The CPRA Professional Development Certification Program (CPRA PDC) fosters continual growth of these competencies through accessible professional development that creates a national standard and network that will strengthen the credibility and quality of its practitioners.” <http://cprapdc.ca/about/>
- **ChooseWell Healthy Community Award for 2018;** The Town of Claresholm on behalf of the community of Claresholm won the “Creating Supportive Environments Award” for second consecutive year; some items mentioned; *Good Food Box, Indoor & Outdoor Pickleball, Fitness Equipment, Kin Trail, Pumpkin Festival, Zombie Walk, Winterfest, Kraft Hockeyville and Rally, 2A Boys Provincial Basketball Finals, Mexican Fiesta with Longest Day of Play, Adventure Playground & Lions playground, Saturday Free Sponsored Swims.*

FROG CREEK STORM WATER POND

STORM WATER POND-Frog Creek Signage & wayfaring on the roads

- On November 20 Tara and I had the initial meeting with a sign company regarding the signage needed for this new park/water storage.
- December 14, 2018 I sent a detailed document to the designers of the signage with information that will help keep our signage current into the future. These included fact bits about why the storm pond was built, native species, detailed planting information, birds & animals that are local to our area, the ecological benefits of wetlands and more. With over 120,000 plants planted since May 2018, and an estimated 3.4 kilometers of “road” this system will be an asset available for the proposed 2021 Southern Alberta Summer Games bid, and provide Claresholm residents the opportunity to enjoy a natural park atmosphere a short walk away.
- One goal of the signage is that it remains current as the plants mature.

2019 Event Timeline

- January 31 JLC Vikings Swim-a-Thon
- February 9 Winterfest
- February 18 Family Day Swim 3-5pm
- March 2 JLC Vikings Lifesaving Competition in Lethbridge
- March 4 May-August CAC Program Guide
- March 16 JLC Vikings Lifesaving Competition in Calgary
- March 16 Claresholm Skate Club yearend show
- March 21, 22 & 23 Midget Provincials
- March 25 Arena ice removed
- April 6 JLC Vikings Lifesaving Provincials in Spruce Grove
- April 8 Diamonds begin being used April 8, 2019 (dependent on weather)
- May 6 Southern Alberta Summer Games registrations start
- May 11 & 12 Claresholm Kraken Swim Camp
- June 7 & 8 Claresholm Kraken Swim Meet
- June 21 Mexican Fiesta with Longest Day of Play
- June 28 WCCHS Grade 12 Grad
- July 1 Canada day, 2-4pm Public Swim
- July 3-6 Summer Games in Pincher Creek
- August 5 2019-20 Arena Ice bookings begin
- August 5 September-December Program Guide out
- August 9-12 Fair Days
 - Float for parade
- August 9 Battle of the Bands, Claresholm Skatepark Association
- September 16 Arena Ice begins
- September 27 Pumpkin Festival
- November 12 CAC Annual Pool Maintenance Shutdown
- November 25 January-April 2020 Program Guide
- December – January Art Society Production; Set design and creation
- December 26 2-4pm Public Swim
- December 31 New Year’s Family Skate

These events do not include the improvements to town facilities, parks or pathways that are planned for 2019. In the last few years there have been great strides made in the recreation needs for the Town of Claresholm, and I am looking forward to seeing what can be accomplished in the coming year. *Denise Spencer, January 2019*



Claresholm

Utility Services Report

January 2019

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Clean in Place (CIP) PALL membrane clean both Pall Racks.
- Clean PALL acid and caustic tanks.
- CHAMCO representative onsite to discuss pumps and air system.
- Backup generator frame crack repaired.
- New VT SCADA running beside old SCADA until old SCADA is decommissioned.
- MCC PLC device net card issue due to power outage repaired. MPE service engineer online repairing issue.

Master Control Cabinet Programmable Logical Controllers



Device-Net Cards Control Water Treatment Data Communication



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Biannual schedule 4 samples delivered to EXOVA Labs.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Update MSDS sheets.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Cleaning sodium hydroxide tank.
- Bulk load of C-PAC 180 coagulant.

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

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

Airport / M.D Willow Creek Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Replace broken chlorine pump tube.
- Bacteriological and TTHM sample as per code of practice.
- Capital Controls onsite for chlorine injection system inspection.
- MPE onsite meeting concerning domestic water disconnection concern.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Badger meter representative onsite discussing the new E-series meters and options.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

Town of Granum and Supply Line

- Granum commissioning newly updated reservoir and pump station.

Meter Vaults

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault (in Claresholm) bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.

Raw Water Supply

Pine Coulee Reservoir

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1046 geodetic meters.
- Pine Coulee Reservoir outfall line to Willow Creek shut off for the season.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6154mm
- Check blowers to lake daily.

Golf Course

- Backwash water from process continues through the neutralization system to the holding ponds.
- Raw water turnout operated to reseal valve.



INFORMATION BRIEF

Meeting: January 28, 2019

Agenda Item: 15

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on taxi tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to January 2019	In progress
Regular Scheduled Meeting - November 13, 2018				
3	CORRES: Community Energy Association - Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.	Brady/Tara	Awaiting public announcement by CEA	In progress
9	CORRES: Claresholm Public Library Board - Moved by Councillor Moore to provide additional funding of up to \$2,750 to the Claresholm Public Library to come from general operational reserves. CARRIED MOTION #18-172	Karine	Three invoices paid in 2018	Complete
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Notification sent to the other municipalities. Will meet with CAO's & consultant to begin drafting the master agreement. Meetings scheduled for February 4 & 5, 2019	In progress
Regular Scheduled Meeting - December 10, 2018				
11	RFD: CUPE Agreement - Moved by Councillor Schlossberger to ratify the 2019 to 2022 Collective Agreement between CUPE Local 3023 and the Town of Claresholm. CARRIED MOTION #18-181	Marian	Waiting to review the draft agreement. Expected the week of January 14th.	In progress
Regular Scheduled Meeting - January 14, 2019				
1	BYLAW #1660 - Moved by Councillor Schulze to give Bylaw #1660, the ATB Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair/Karine	On the Jan 28th Agenda for 2nd & 3rd Readings	Complete

2	BYLAW #1661 - Moved by Councillor Schlossberger to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Blair/Karine	On the Jan 28th Agenda for 2nd & 3rd Readings	Complete
5	CORRES: Sparta House RE: Sparta Stomp 5K - May 11, 2019 - Council advised that they would like to enter a full team of all seven members of Council	Karine	Registration & payment sent	Complete
6	CORRES: Claesholm & District Fair Days Bench Show - Moved by Councillor Moore to donate \$990 towards the Claesholm & District Fair Days Bench Show as presented. CARRIED MOTION #19-001	Karine	Sponsorship payment sent	Complete
7	RFD: Policy #GA 01-19 - Moved by Councillor Cutler to adopt Policy #GA 01-19 regarding TCA Capitalization & Amortization as presented effective December 31, 2018. CARRIED MOTION #19-002	Blair	2018 Yearend being prepared in line with this policy. As policy only affects finance it has not been added to all policy manuals yet. Will be added after Policy Manual Renumbering occurs.	In Progress
8	INFO BRIEF: Diabetes Clothing Donation Bin - Moved by Councillor Zimmer to allow a Diabetes Canada clothing donation bin on Town property in the parking area of 221 – 45 Avenue West to be hosted by the Claesholm Childcare Society. CARRIED MOTION #19-003	Karine	Email sent	Complete
17b	IN CAMERA: Moved by Councillor Carlson to appoint Alec Harrison to the Economic Development Committee. CARRIED MOTION #19-004	Karine/Brady	Email sent	Complete
17c	IN CAMERA: Moved by Councillor Cutler to create a full-time Fire Chief position within the Town of Claesholm effective February 1, 2019. CARRIED MOTION #19-005	Marian	Will present revised Organizational Structure and Bylaw at February 11th meeting	Complete
17c	IN CAMERA: Moved by Councillor Zimmer to appoint Sean Kelly as Fire Chief of the Town of Claesholm Fire Department effective February 1, 2019. CARRIED MOTION #19-006	Marian	Letter of offer accepted and will start February 4, 2019	Complete
17d	IN CAMERA: Moved by Councillor Schulze to enter into a one-year agreement with the Town of Granum to administer their FCSS programming and funding as presented. CARRIED MOTION #19-007	Blair	Agreement Signed by Town of Claesholm and Forwarded to Granum for Signatures	In Progress

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 25, 2019

INFORMATION ITEMS

Town of Claresholm
Economic Development Committee
Meeting Minutes for November 19, 2018
7:00 pm Economic Development Office



Present: Santanna Thom (Chairperson)
Councillor Brad Schlossberger
Councillor Kieth Carlson
Jeff Nielsen
Doug Leeds
Darla Slovak
Lauren Billey

Regrets: Paul Zemplak
Glen Alm
Jim Copeland

Staff: Brady Schnell, EDO
Darlene Newson, Assistant

1. Call to Order 7:02 pm; Meeting was called to order by Chairperson Santanna Thom.

2. Adoption of Agenda

- Motion by Councillor Schlossberger to adopt the agenda.
- Seconded by Doug Leeds. Carried

3. Adoption of Minutes

- Motion to approve the September 17th minutes by Lauren Billey
- Seconded by Darla Slovak Carried

4. Delegation

No Delegations.

5. Updates

4.1 Economic Development Officer

- Planning for Growth Project
 - Public Hearing of Council for the new ASP, December 10th
 - Next step finalize the probable costs for off-site upgrades
 - Await the feasibility study & cost sharing recommendations
 - Conclusion of project in January 2019
- Billboards – two more spots available on the back of the billboard closest to Tim Horton’s
- Revitalization of Amundsen Park – by user groups. They are forming an ADHOC committee for ideas. *Doug Leeds volunteered to represent EDC in the committee.*
- Chamber of Commerce partnership; 4 events annually, next in March 2019
- New Business licenses are being tracked more closely, welcome letter from EDC and a phone call from the EDO

4.2 M. D. of Willow Creek

Glen Alm – Regrets

Town of Claresholm

Economic Development Committee

Meeting Minutes for November 19, 2018

7:00 pm Economic Development Office



4.3 Town of Claresholm

Councillor Schlossberger informed group of Basha Foods moving into Peterson Building. Also informed group of vehicle charging stations but this is just in the beginning stages. More to come. Cannabis in Claresholm informative sessions on November 27th.

4.4 Chamber of Commerce

- Lauren Billey reports that the registration has been good for the Christmas Business Decoration Contest. 2 new businesses in Journey's location is a hair salon and massage for PTSD Clientele.

6. Continuing Business

6.1 Planning for Growth – Starline Business Park

- Brady reviews the plan with the group.

6.2 Community Advertising Program – Billboards

- The program has been successful with progress into another billboard and two spots left on it. This will be the first 'back-side' of the billboards which aims at the northbound traffic. The landlord has reduced our wholesale lease rate slightly further for the back-sides.

6.3 Strategic Planning – EDC – 3 year Business Plan (draft)

- Brady reviewed the 3 year EDC Business Plan Goals that resulted from the EDC planning session in October 2018.
- EDC recommended a few changes and additions
- Brady will incorporate changes and attach a timeline to the goals to be reviewed next meeting

6.4 EDC Budget – as of October 31, 2018

- Review

6.5 Gateway Welcome sign – LED installation – Arriving anytime soon.

7. New Business

7.1 Appointment of Chairperson and vice-chairperson for 2019

Nominations were put forward by: Santanna for Chairperson – Doug Leeds (Declined)

Santanna for Chairperson - Paul Zemlak

Lauren for Chairperson - Jeff Nelson (Declined)

Santanna for Chairperson – Darla Slovak

A secret ballot was performed to elect the chairperson out of the two nominees; and Darla Slovak Darla Slovak will be the Chairperson, 2019.

Nominations were put forward by Santanna for Vice Chairperson – Paul Zemlak

No other nominations were put forward. Paul Zemlak is the Vice chairperson for 2019.

Town of Claresholm

Economic Development Committee

Meeting Minutes for November 19, 2018

7:00 pm Economic Development Office



7.2 EDC Welcome Package – something to build on

- A system has been created and implemented whereby all new business license holders are:
 - tracked more accurately and with more complete contact information
 - immediately added to the website Business Directory
 - sent a welcome letter from the Economic Development Committee is sent
 - receive welcome phone-call from the Economic Development Officer is received

7.3 New Member search – Jim Copeland has resigned. The search for a new member is on.

7.4 Adoption of Information items

Councillor Schlossberger made a motion to adopt the information items.

Councillor Carlson seconded the motion.

Carried

8. Next meeting – **Christmas Party December 17th, 2018 Roy's Restaurant** – Hole Shot Lounge.
Please bring an appetizer to share and some Christmas Cheer. ☺ Time Change: 6:30 p.m.

9. Adjournment – Doug Leeds made a motion to adjourn.

Carried

Attachments pertaining to:

- 6.1 Planning for Growth – Select Documents from ASP Draft
- 6.3 EDC 3 year Business Plan, 2019 – 2021 (draft)
- 6.4 EDC Budget as of October 31, 2018
- 7.1 EDC Bylaw 1635
- 7.2 EDC & EDO new business welcome letter

10. Information Items

1. Ask the Expert Column, Local Press, October, 2018
2. Economic Development Report to Council October 19, 2018

Membership Meeting - Minutes

Wednesday, November 21 - 6:30 p.m. at Cottonwood Village

- 1• Call Meeting to Order at 6:35 p.m.
- 2• Acceptance/Additions to Agenda with additions by Todd, seconded by Shauna.
- 3• Approval of Minutes – not available
- 4• Treasurer's Report - not available.
- 5• Membership Renewal Update – invoices will be emailed out asap Lorraine
- 6• Presentation by Custom Cannabis - Jeff Neilsen – sent his regrets

7 Old Business

1. Business Awards – Amanda/John/Lauren/Brad S – success, 50 members & guests in attendance. Some changes will be made to the questionnaire sent to nominees to simplify the process.
2. Executive Handbook - Policies & Procedures Tony/Lorraine/Keith
3. Tracy Acorn just sent the policy and procedure book to start updating.
4. WHAT does THE CHAMBER do?
 - Promote* the local business community – which is often the top listing on a google search
 - Provide* a listing on our website
 - Advocate* to Town Council – we have a direct link every month
 - Inspire* local businesses through educational opportunities and community involvement
 - Fundraise* to leverage your membership
 - Preferred Member Rates:* Health insurance, training opportunities, etc.

Alberta Chamber benefits – discounts on fuel, shipping with puralator, insurance, constant contact & more

5. Learning Sessions - November 27 - Cannabis and Claresholm
send suggestions for future topics to Amanda or Brady.
6. CdCC Frames - Frames available for purchase from Willowtree - \$65 each

8 **New Business**

1. Old Fashioned Christmas - November 30 Amanda
2 volunteers needed for wagon rides. – Thank you to Karen, Tony, Keith – Amanda will send out schedule.
Lights- several projector lights are available to project onto the street courtesy of Brad Toone.
Todd took one, Dollar Store, Willowtree, need to add more to 50th street. – Century 21 and Rod Dyrholm's buildings?
2. Decoration Contest – Flyer has gone out - Register by emailing president@claresholmchamber.ca
Had 10 businesses register – won by Willowtree
3. Window decal – quoted \$3-5 for 3x5" vinyl decal from KFJ
Would anyone be interested in having one to display on their door/window?
Members in attendance were in favour of displaying one in their window
Motion made by Shauna Anderson to order 100 decals from KFJ., seconded by Shannon Clay
4. Trade Fair - packages were emailed out. Can sign up on-line.
Lauren shared that the Initiation Hockey tournament is the same weekend and asked how we can attract those families to the trade fair too. Shauna made a motion to sponsor the programs for the tournament, with an ad included for the trade fair. Seconded by Todd. Carried.
Silent Auction Items – anyone wishing to donate to the silent auction can

contact Keith Armstrong at 403-801-1473.

5. Membership renewals due December 31 – Payment can be mailed in, done online via paypal, or in person with credit/debit at the Local Press.
6. Website contract – Our contract is up for renewal with Virtual Inch. Price is increasing from \$600 to \$990.

Todd made a motion to have Amanda contact Virtual Inch with a counter proposal of \$800/year with 12 hours of work to be used over the year, rather than 1 hour/month. Plus invite Carrie to attend meetings and make a business presentation at a meeting. We will also continue to include a free Chamber membership. Seconded by Lauren. Carried.

7. AGM – Committee formed to plan AGM for middle of February. – Amanda, Shannon, Lauren, Brad S. and Shauna.
8. Gift for Lorraine – Lorraine's father passed away. Shauna made a motion to make a \$100 memorial donation to the Willow Creek Ag Society in lieu of flowers, and send a card to Lorraine. Seconded by Lauren. Carried.

9 **Liaison Reports**

- Economic development update

Held their reorganizational meeting and set a 3 year strategic plan. Lauren/Brady

- Town of Claresholm update -

brad.schlossberger@claresholm.ca Brad

An adHac committee is being formed for revitalization of Amdunsen Park.

Town is requesting input from a Chamber rep. – Brad Toone volunteered, with Todd Buhmiller as an alternate.

•Next Meetings

- Next General Meeting – January 16 at Douros - 12 p.m.
- Adjournment by Marc Lemieux at 8:16 p.m.

**DON'T FORGET WE HAVE POSTAGE
STAMPS AND POST CARDS AVAILABLE
FOR PURCHASE!**

**WANT MORE EXPOSURE FOR YOUR
BUSINESS?**

Participate in our Chamber display Board
which goes up at events around town.
Contact Amanda for more info.

Don't forget to mark your calendar for our AGM!

Claresholm & District Chamber of Commerce
Annual General Meeting
February 13, 2019
at Casa Roma Restaurant

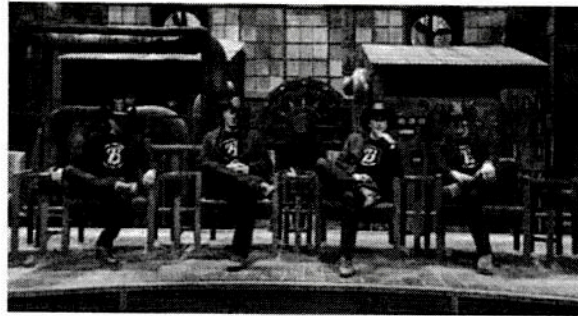
Cocktails & Networking 5:30 pm
Professional Head Shots
by Lauren Raylene Photography

Welcome & Dinner 6 pm
Menu

Chicken Kiev
served with vegetables, rice and tossed salad
Plus dessert!
Includes: non-stop coffee, tea, pop
\$20/person for Chamber Members
\$25/person for Non Chamber Members

PLEASE RSVP by February 5
to Amanda at 403-625-4474
or E-mail: president@claresholmchamber.ca

Speaker: 6:45 pm **Nick White**
Co-Founder/CBDO Burgundy Oak Group Ltd. as seen on the Dragon's Den
<https://www.cbc.ca/dragonsden/pitches/burgundy-oak>



Business 7:30 pm
Call to Order/Approval of Agenda/ Approval of Last Years' Minutes
Treasurer's Report -Lorraine Norgard
President's Report - Amanda Zimmer
Membership Fees
Events
Meeting Schedule
Policies and Bylaws
Elections
Chairman - Tony Walker
President
Vice-President
Secretary
Treasurer
Directors (Minimum 3)

Adjournment





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 8 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, November 8, 2018 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson

Ian Sundquist
Morris Zeinstra (absent)

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary (absent)

AGENDA:

- 1. Approval of Agenda - November 8, 2018
2. Approval of Minutes - October 11, 2018 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Draft 2019 Budget (attachment)
(b) Municipal Land Use Planner and Municipal Planning Clerk Positions
(c) Subdivision Activity 2018 (attachment)
5. Accounts
(a) Office Accounts - September 2018 (attachment)
(b) Financial Statements - January 1 - September 30, 2018 (attachment)
6. In-Camera
7. Director's Report
8. Executive Report
9. Adjournment

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:01 P.M.

1. APPROVAL OF AGENDA

Moved by: Jim Bester

THAT the Executive Committee approve the agenda, as amended:

ADD: 6. In-Camera (following office accounts)

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of October 11, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Draft 2019 Budget

- A revised draft of the proposed budget which incorporated suggestions made at the last Executive Committee meeting was approved for presentation to the Board of Directors on December 6 for ratification.

Moved by: Don Anderberg

THAT the Executive Committee approve the Draft 2019 Budget, as presented, and refer it to the Board of Directors for ratification at the December 6, 2018 Annual Organizational meeting.

CARRIED

(b) Municipal Land Use Planner and Municipal Planning Clerk Positions

- ORRSC is currently advertising the following two positions. Approximately 10 applications for each position have been received to date. Interviews for Municipal Planning Clerk will be held sometime in November.

Municipal Planning Clerk (closing date: November 9)

Municipal Land Use Planner (closing date: December 3)

(c) Subdivision Activity 2018

- 164 subdivision applications have been received as of October 31, with a total revenue of \$314,975, which is just below the \$315,000 budgeted for 2018.

Moved by: Doug MacPherson

THAT the Executive Committee accept the Subdivision Activity as of October 31, 2018, as information. **CARRIED**

5. ACCOUNTS

(a) Office Accounts – September 2018

5150	Staff Mileage	R. Dyck	\$ 113.50
5285	Building Maintenance	Joy Spear Chief Morris	375.00
5285	Building Maintenance	Cam Air Refrigeration	321.35
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	16.99
5320	General Office Supplies	Total Office Plus	24.40
5320	General Office Supplies	Desjardin Card Services	44.77
5380	Printing & Printing Supplies	Desjardin Card Services	54.84
5590	Equipment & Furniture Purchases	Desjardin Card Services	133.96
5320	General Office Supplies	Desjardin Card Services	313.60
5570	Equipment Repairs & Maintenance	Desjardin Card Services	137.73
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	116.00
5490	Consultants	MPE Engineering	10,209.28
5500	Subdivision Notification	Lethbridge Herald	309.68
5570	Equipment Repairs & Maintenance	Xerox	588.80
5570	Equipment Repairs & Maintenance	Xerox	827.25
5570	Equipment Repairs & Maintenance	Digitex	620.00
1160	GST Receivable	GST Receivable	<u>826.99</u>
		TOTAL	<u>\$15,532.14</u>

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of September 2018 (\$15,532.14), as presented. **CARRIED**

(b) Financial Statements – January 1 - September 30, 2018

Moved by: Jim Bester

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - September 30, 2018, as presented. **CARRIED**

6. IN-CAMERA

Moved by: Doug MacPherson

THAT the Executive Committee go in-camera. **CARRIED**

Moved by: Jim Bester

THAT the Executive Committee come out of camera. **CARRIED**

7. DIRECTOR’S REPORT

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

8. **EXECUTIVE REPORT**

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

9. **ADJOURNMENT**

Moved by: **Don Anderberg**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:30 p.m. until **Thursday, December 13, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

Porcupine Hills Lodge Board Meeting
December 4, 2018

Present: Janice Binmore, Howard Paulsen, Glen Alm, Cindee Schlossberger, Jan Jeske and
CAO Lisa Anderson

Regrets: Kieth Carlson

1. Call to Order: Janice Binmore called the meeting to order at 4:07 pm.
2. Additions to the Agenda:
 - Christmas Bonuses For Staff
3. Acceptance of Agenda: Howard Paulsen moved Acceptance of the Agenda.
4. Acceptance of November 2018 Minutes: Glen Alm moved Acceptance of the November 2018 minutes as presented. All in favor.
5. Financial Report: Some questions were raised on the financials.
 - Building Maintenance Costs – includes new fans and motors on roof.
 - Grounds Costs – includes work to install sprinklers in the green area behind the building.
 - Fred Hall Refund rejection – Lisa explained why this shows as an item.

It was suggested and the Board agreed that Lisa ask Suzanne Fjordbotten to attend the January meeting to discuss the financials.

Cindee Schlossberger moved acceptance of the Financial Report. Carried.
6. Manager's Report:
 - Eco-Fit Alberta – Eco-Fit completed their work at the Lodge. Some of the fridges were too new to be replaced. Powerbars were installed to shut off power to the cable box which turns off the TV also. Discussions and instructions on how the powerbars work has taken place with the residents.
 - Working on Finishing Repairs from Fire Safety Construction – Deficiency List
Midland Electric has been back to the Lodge to complete the work including repairing the hole at the front and the area has been painted. Rob and Lisa have received a deficiency list from Tyco. The repairs required will be completed this week.
 - Casino June 12th and 13th, 2019 – Lisa has completed the forms and sent them in. Volunteers are needed. Lisa passed out the Volunteer Application Forms to those on the Board who are interested in working. There are two shifts: 1 pm till 8 pm (4 volunteers needed) and 8 pm till 4 am (6 volunteers needed).
 - Christmas Bonuses For Staff - .Each year with their last pay the staff has received a bonus of \$50.00. After discussion, Howard Paulsen moved that at the end of December 2018, each employee receive a bonus of \$100.00 cash in a separate card to be signed by Janice on behalf of the Board. This bonus will also be given to Suzanne and to Lisa. Carried.
 - L. Procyshen (Outback Resident) – Lorraine and her husband have been Outback residents since 2011. After discussion with other professionals, it has been deemed that it would be best if Lorraine moved into the Lodge. An assessment was conducted to ensure Lorraine could access the bathroom facility in a Lodge room with her wheelchair.
After discussion, Howard Paulsen made a motion that Lorraine be moved into the Lodge and use her wheelchair. All in favor.

Glen Alm moved that each person who needs to use a wheelchair be assessed on a one-by-one basis by the CAO and discretion used in each situation. The CAO will bring the information to the Board for resident approval. All in favor.

Howard Paulsen moved the Manager's report be accepted. Carried.

7. November 2018 Recreation Report:

- "Did the residents attend the Ft. Macleod Christmas parade?" was asked. It was explained that there was not enough interest in 2017 so no sign up sheet was put out for the residents for the 2018 parade.
- The report was reviewed. Report accepted by the Board.

8. November 2018 Maintenance Report:

- Maintenance Manager is off this week (but phoned in twice on Monday).
- The snow removal work is going good by the new contracted company.
- The report was reviewed. Report accepted by the Board.

9. Supportive Vacancies / Lodge Units – 2 vacancies:

- The respite room is being used. L. Procyshcn will move into the Lodge from the Outback so there are no vacancies.
- The Outback – One cottage is ready and vacant. One will become vacant on Dec 31, 2018. .

10. Correspondence Municipal District of Willow Creek:

- Letter received from the MD re council's appointment of Glen Alm and Jan Jeske to the Lodge Board.

11. In Camera – The Board went In Camera at 5:05. Out of Camera at 5:25.

12. Adjournment – Howard Paulsen moved the meeting be adjourned at 5:26 pm.

Next Meeting will be January 8, 2019 at 4:00 pm.

Claresholm Skate Park Association Meeting

Minutes from November 21, 2018

FCSS Station, 7pm

Attendees: Lisa Darch, Willis Dixon, Chris Dixon, Brandon Levesque, John Wenlock, Sherry Levesque, Karolyn Frank-Jensen, Jennifer O'Connor, Merry Franz, Edward Franz, Denise Spencer

1. **Call to Order:** 7:10pm
2. **Amendments to October 18 minutes:**
 - The following were not present but marked in minutes as being present: Carson Darch, Jeff Darch, Jennifer O'Connor
 - The following was present but not marked in minutes: Merry Franz
3. **Minor Ball Guests:** Chris Dixon and Willis Dixon
 - Moffat Park is actually part of the lease held by the Claresholm Agriculture Society (99 years)
 - The town has let it be known that the park needs to be either renovated or repurposed, however Minor Ball has intentions to make more use of it in the future.
 - Minor Ball feels that the T-Ball fields at Centennial Park (which also need to be renovated as they are deteriorated) might be an area that we could use. They would then plan to move T-ball to a location like West Meadow Elementary
 - NOTE: currently we do not know if this is an option for us or not, we need a conversation with the Town of Claresholm in regards to this.
4. **Treasurer's Report:** our current balance is \$6595.95
 - Motion to accept report by Jennifer O'Connor / 2nd by Lisa Darch
5. **Previous Action Items / Old Business:**
 - Discussion re: current options for our Skate Park:
 - T-ball fields at Centennial Park
 - Vacant area south-east of the Arena
 - South of campground by Airplane/ Rancher's Memorial
 - NOTE: Land south of 520 (across from Campground) is not all privately owned - some is owned by Town, but we don't know how much

- Letters to service groups - We need to add that we are willing to help with casinos in return for a donation.

Action item: Tony needs to send revised donation letter to Sherry ASAP

Action Item: Sherry will contact Alex (Manager at Claresholm Library) and let him know we are willing to help out with their casino in return for a donation.

- Food Safety Certification: This is a free, online course through Alberta Health Services (AHS). Look up "Basic Food Safety"

Action Item: As many of us as possible should get Food Safety Certification before the January meeting, so we are set up for future fundraisers.

- ProServe - This allows a person to serve alcohol (ie at fundraisers), so as many as possible should get this as well. Go to the Alberta Gaming and Liquor (AGLC) site and look up Pro Serve.

Action Item: As many of us as possible should get ProServe before the January meeting, so we are set up for future fundraisers.

- School Assemblies - the intent of these are to let the youth of Claresholm know that there is a Skate Park in the works!

Action Item: John will contact WMES and WCCHS about attending applicable school assemblies.

- Brad will get touch with Chad Besplug in regards to a donation for the Skate Park (*Deferred to next meeting as Brad was not in attendance*)
- Lisa spoke with Santana about us helping out with the Chad Besplug event. Santana would be very thankful for our help, especially with the beer sales (so ProServe certification would be needed)
- Lisa did not yet speak to Lauren re: July 1 for beer gardens. We do not yet have Society Status, so if we are OK'ed to run beer gardens we may have to piggy-back with another group.

- Brad will book the ATCO stage for Rock Fest (*Deferred to next meeting as Brad was not in attendance*)
- Denise did not yet write to the Town to get permission for Rock Fest during Fair Days 2019.
- Jennifer spoke to Liza Dawber (Grants Specialist: inspiredapproach@outlook.com 403-682-7421)
 - She charges \$300 to actually write each grant, however will research for free.
 - We are not currently in the position to apply for grants, as we need:
 - Society Status
 - A letter from the town stating we have a location to build
 - MOTION: Lisa Darch motioned that "It is the intention of the Claresholm Skate Park Association to employ Liza Dawber to write grant applications for us once we have a site and society status."
 - Seconded by Jennifer O'Connor

6. Future Fundraising Ideas

- Liquor Basket Raffle - we do not have society status so need to partner with another group - no current action
- Chad Besplug - no current action
- Winterfest Ball Tournament (Feb 9, 2019) - we will work the kitchen - as many as possible need the Food Safety certification (see earlier action item!) Possible hours 11-2 or 11-3
- July 1 Beer Gardens - in the works (we need ProServe)
- Fair Days Rock Fest - in the works
- FlipGive - it was decided that this is not the right fundraiser for our group at this point - we do not have enough members.

7. Concept from Newline - no movement yet

Action Item: Before next meeting John will speak to Newline to ask them: given our wishlist, and proposed budget of \$300 000, how much space should be looking at? What is the normal process - can we get a concept from them without first having land secured?

8. Ongoing Goals (Standing agenda items)

- Society Status - no new movement - waiting
- Logo - we will keep original one, however we will change the direction of wording, and possibly change colors.

Action Item: Karolyn will bring renders of logos to January meeting for us to decide on

- Fundraising ideas - addressed somewhat in #6- January Meeting we need to divvy up who will spearhead what and continue moving forward
- Grants - Addressed above in Previous Action Items
- Concept from Newline - addressed in #7
- Continue to garner community support / letters of support - no new movement
- Proposal for Town Council ready for Spring 2019 - no new movement (other items need to be in place)
- Spring 2020 is the goal for breaking ground!

9. Next meeting: Wednesday January 16, 7pm at FCSS Station

Adjournment: 7:55 pm

9th Annual Alberta CARE Spring Seminar

February 27th-March 1st

2019

Accommodations

Heritage Inn Hotel and Conference Centre
1101 11th Ave SE, High River, AB
1-403-652-3834

Block of Rooms under "Alberta CARE"



Ramada Inn
1512-13 Avenue SE, High River, AB
1-403-603-3183

9th Annual Alberta CARE Spring Seminar

February 27th-March 1st

2019

Heritage Inn Hotel and Conference Centre
1101 11th Ave SE, High River, AB
1-403-652-3834



Flood 2013



Recovery 2018



Please forward registrations & payment to:
ALBERTA C.A.R.E.

Linda McDonald, Executive Director
5212-49 Street

Leduc, AB T9E 7H5

Toll Free: 1.866.818.CARE (2273)

Fax: 780.980.0232

Email: executivedirector@albertacare.org

Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...

Ends February 28/18 at 8:00 p.m.

Tuesday, February 26th

10:00 - 4:00 p.m. Pre-Disaster Debris Planning Workshop
Presented by Tom Moore and Jim Lapp
Email executivedirector@albertacare.org
to register

Wednesday, February 27th

9:00-5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. Light Lunch and Refreshments

12:15 p.m. TOURS

- Caliber Enviro Paint Recycling Facility
- Regional Landfill
- Largest Salvage Centre
- Recycling Area
- Composting Area

5:00 p.m. **COCKTAILS (Cash Bar)** *(Buses provided)*

6:00 p.m. Welcoming Remarks from the Mayor
Welcoming Remarks from the Reeve
Welcoming Remarks from the Legislature

6:30 p.m. **BUFFET BANQUET**

8:00 p.m. Entertainment



Thursday, February 28th

7:30 a.m. Exhibit Viewing & Buffet Breakfast

8:45 a.m. Welcome – Tom Moore, Chairman, Alberta CARE

9:00 a.m. Regional Overview
Presented by the Reeve of the MD of Foothills
& the Mayor of the Town of High River

9:45 a.m. "How Can We Improve in Alberta"
Presented by Joe Angevine, High River Landfill
Manager

10:30 a.m. **COFFEE BREAK**

11:00 a.m. Global Perspective & New Innovations for Plastic
Recycling in Asia
Presented by Grant Harrington, Lethbridge Alberta

NOON **BUFFET LUNCHEON**

1:00 p.m. Alberta Recycling Used Oil and Paint Presentation
Presented by Caroline McAuley and Brad Schultz,
Alberta Recycling

1:45 p.m. TOUR



A hidden gem of
Canada's history

- The Bomber Command Museum of Canada is an Aviation Museum in Nanton, Alberta. Formerly the Nanton Lancaster Society Museum. The Lancaster Bomber is the most iconic aircraft. This site was used as a base for training and for recycling metal for the war effort. *(Buses provided)*

5:00 p.m. **COCKTAILS (Cash Bar)**

6:30 p.m. **BUFFET BANQUET**

9:00 p.m. **HOSPITALITY EVENING** - Hosted by K&K Recycling

Seminar Fee \$425.00 Per Person
Register 3 or more Delegates
and receive a....

10% Discount!

This Conference is Alberta Environment approved
for 'Continuing Education Units'

Friday, March 1st

7:30 a.m. Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m. SAEWA Update
Southern Alberta Energy from Waste Association
presented by Paul Ryan, Vice-Chair

9:15 a.m. Noise Issues - Consideration of the Design
and Operation of Waste Facilities
Presented by Dan Clayton, SLR Consultant

10:00 a.m. (a) Landfill Compost Facility Operator
Certification Program
Just released from Alberta Environment
and Parks
Presented by Richard Adjei, Senior Waste
Policy Advisor

(b) Cannabis Waste Management
Presented by Richard Adjei, Senior Waste
Policy Advisor
Alberta Environment and Parks

11:15 a.m. Closing Remarks
Tom Moore, Chairman, Alberta CARE

11:30 a.m. Conference Ends
(Coffee Side Board During Morning Sessions)



Balloon Fest

**Cancellation Deadline
February 18th**

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-866-818-2273 Toll Free
1-780-980-8089 Phone
1-780-980-0232 Fax

Registration Form

ALBERTA CARE Spring Seminar 2019

February 27- March 1st, 2019 Heritage Inn Hotel and Conference Centre
403-652-3834 - Block of Rooms under "Alberta CARE"

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

Fax: _____

NO CHARGE FOR WORKSHOP ON TUESDAY, FEB 26TH (at Heritage Inn)

Please indicate the number attending the workshop for Pre-Disaster Debris Management _____

NO CHARGE FOR Spring Seminar TOURS: (pick up at front doors of Heritage)

Please indicate the number attending Wednesday Tour _____

Please indicate the number attending Thursday Tour _____

Sub Total \$ _____

Conference Fee: \$425.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____

Luncheon @ 30.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

FAX TO: 780-980-0232

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____