



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 25, 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 – MARCH 11, 2019

OATH OF OFFICE: RYAN RASMUSSEN, Peace Officer – by Karen M. Linderman LL.B.

DELEGATION:

1. AVAIL LLP – Darren Adamson, CPA, CA
RE: 2018 Financial Statements

ACTION ITEMS:

1. REQUEST FOR DECISION: 2018 Reserve Transfers
2. REQUEST FOR DECISION: 2018 Audited Financial Statements

DELEGATION:

2. BENCHMARK ASSESSMENTS – Logan Wehlage
RE: 2018 Assessments

ACTION ITEMS:

3. BYLAW #1650 – Cemetery
RE: 2nd & 3rd Readings
4. BYLAW #1664 – Intermunicipal Subdivision & Development Appeal Board
RE: 2nd & 3rd Readings
5. CORRES: Alberta Environment & Parks
RE: New Lead & Manganese MACs in *Guidelines for Canadian Drinking Water Quality*
6. CORRES: Canadian Fallen Heroes Foundation
RE: Request for Sponsorship
7. CORRES: The Friends of the Claresholm & District Museum
RE: Letter of Support
8. CORRES: Claresholm Skatepark Association
RE: Possible Locations for Skatepark
9. REQUEST FOR DECISION: Sponsorship Plaque / Memorial Policy
10. REQUEST FOR DECISION: Name for Stormwater Management Facility
11. REQUEST FOR DECISION: SouthGrow Membership
12. REQUEST FOR DECISION: Policy Manual Review
13. REQUEST FOR DECISION: Chinook Intermunicipal SDAB Appointments
14. REQUEST FOR DIRECTION: MD of Willow Creek Land Use Bylaw Amendment
15. INFORMATION BRIEF: AUMA Resource Communities of Canada Coalition
16. INFORMATION BRIEF: Rain Barrel Program
17. INFORMATION BRIEF: CAO Report
18. INFORMATION BRIEF: Council Resolution Status
19. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Alberta Municipal Services Corporation – 2018 Procurement Card Rebate Cheque
2. Economic Development Committee Meeting Minutes – February 26, 2019
3. Municipal Planning Commission Minutes – February 15, 2019
4. Claresholm & District Museum Board Minutes – January 16, 2019
5. Claresholm & District Chamber of Commerce Executive Meeting Minutes – February 8, 2019
6. Claresholm Skate Park Association Meeting Minutes – February 20, 2019
7. Alberta SouthWest Regional Alliance Meeting Minutes – January 23, 2019
8. Alberta SouthWest Bulletin – March 2019
9. Oldman River Regional Services Commission Annual Meeting Minutes – December 6, 2018
10. MacEwan University, School of Continuing Education – Lobby Government Effectively – April 30, 2019
11. Learn-a-lot Playschool Society Meeting Minutes – February 12, 2019
12. Join the Coalition of Canadian Municipalities for Energy Action (Bill C-69)
13. AUMA launches “Strong Communities Build Alberta” campaign for provincial election

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 11, 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 Schulze for unanimous consent to add the following to the Agenda:

16. REQUEST FOR DECISION: Adjustment of Water Bills

CARRIED

Moved by Councillor Carlson that the Agenda be accepted as amended.

CARRIED

MINUTES: REGULAR MEETING – FEBRUARY 25, 2019

Moved by Councillor Zimmer that the Regular Meeting Minutes of February 25, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

**1. BYLAW #1650 – Cemetery
RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1650, the Cemetery Bylaw, 1st Reading.

CARRIED

**2. BYLAW #1659 – Water & Sewer Utility Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to amend the wording of Schedule “D” of Bylaw #1659 – “Water & Sewer Utility Bylaw” as presented, namely correcting reference to sewer usage in relation to sewer rates instead of water or sewer consumption.

CARRIED

Moved by Councillor Carlson to give Bylaw #1659, the Water & Sewer Utility Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1659, the Water & Sewer Utility Bylaw, 3rd & Final Reading.

CARRIED

3. REQUEST FOR DECISION: Chinook Intermunicipal Subdivision & Development Appeal Board Agreement

MOTION #19-027

Moved by Councillor Zimmer to enter into the agreement with ORRSC (Oldman River Regional Services Commission) for the provision of the Chinook Intermunicipal Subdivision and Development Appeal Board as presented.

CARRIED

4. BYLAW #1664 – Intermunicipal Subdivision & Development Appeal Board

Moved by Councillor Schlossberger to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 1st Reading.

CARRIED

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

Received for information.

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

Received for information.

7. **CORRES: Town of Pincher Creek**
RE: Intermunicipal Transportation System “Visioning Workshop”

Received for information.

8. **CORRES: Granum & District Canada Day Society**
RE: Canada Day 2019

Received for information.

9. **CORRES: Action on Smoking & Health (ASH)**
RE: Request for Letter of Support

MOTION #19-028

Moved by Councillor Carlson to write a letter of support for Action on Smoking & Health’s application to Health Canada’s Substance Abuse and Addictions Program (SUAP) in order to extend their outreach programs for another three years.

CARRIED

10. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Amplify our Municipal Voice for Responsible Resource Development

Referred to administration for more information.

11. **CORRES: AMSC Insurance**
RE: Reduction in Insurance Premiums

Received for information.

12. **CORRES: Claresholm Minor Lacrosse Association**
RE: 2019 Arena Rate Proposal

MOTION #19-029

Moved by Councillor Schlossberger to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$20 per hour plus GST for practices for May to July 2019 with no attendant and charge them \$57.75 per hour plus GST for Saturday and Sunday games as needed.

CARRIED

13. **CORRES: Cynthia Wannamaker**
RE: Management Training

Council requested that administration write a letter thanking Cynthia Wannamaker for voicing her concerns.

14. **REQUEST FOR DECISION: Outdoor Markets**

MOTION #19-030

Moved by Councillor Cutler to approve the request for the outdoor markets to take place in Amundsen Park as proposed, provided the group enters into a user agreement, provides the Town with a copy of liability insurance, follows a restriction of no vehicles in the park area, and obtains a Town of Claresholm business license.

CARRIED

15. **REQUEST FOR DECISION: Claresholm Arts Society Letter of Support**

MOTION #19-031

Moved by Councillor Schulze to partner with the Claresholm Arts Society in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of completing upgrades to the Claresholm Community Centre’s sound system.

CARRIED

16. **REQUEST FOR DECISION: Adjustment of Utility Bills**

MOTION #19-032

Moved by Councillor Zimmer to authorize administration to adjust the water billing for March 2019 as deemed appropriate as a result of the requirement for continuous water flow due to water service lines freezing.

CARRIED

17. **FINANCIAL REPORT: Statement of Operations – February 28, 2019**

Moved by Councillor Schlossberger to accept the Consolidated Statement of Operations for the month ended February 28, 2019 as presented.

CARRIED

18. **INFORMATION BRIEF: Claresholm Child Care Society CFEP Grant**

Received for information.

19. **INFORMATION BRIEF: Strategic Plan Report**

Received for information.

20. **INFORMATION BRIEF: Council Resolution Status**

Received for information.

21. ADOPTION OF INFORMATION ITEMS

Council directed administration to research the implications of holding the Alberta Games in Claresholm.

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

CARRIED

22. IN CAMERA:

- a. Confidential Evaluations – FOIP Section 19.1
- b. LEGAL – FOIP Section 27
- c. Intergovernmental Relations – FOIP Section 21
- d. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 8:02 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:02 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:07 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:07 p.m.

- a. Confidential Evaluations – FOIP Section 19.1

MOTION #19-033 Moved by Councillor Moore to appoint Marika Thyssen to the Claresholm Library Board past the three consecutive terms allowed by the *Libraries Act*, with her appointment to expire in October 2021 prior to the next municipal election.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:08 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:08 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson



Oath of Office for Peace Officers

Public Security Peace Officer Program

Instructions: This form is to be completed upon receipt of the peace officer appointment. The employer is to retain this form on the employee's file, until employment ceases. **Do not forward a copy of the completed form to the Public Security Peace Officer Program.**

I, Ryan Rasmussen,
swear that I will diligently, faithfully and to the best of my ability execute according to law in the office
of a peace officer for the Town of Claresholm and will not,
except in the discharge of my duties, disclose to any person any matter or evidence brought before me in this
office of a peace officer, so help me God.

Sworn before me in the Town of)
Claresholm in the Province of Alberta, this)
25th day of March 2019)
_____))
Commissioner for Oaths in and for the Province of Alberta

Signature

Print Name and Expiry Date

DELEGATIONS

TOWN OF CLARESHOLM
Consolidated Financial Statements
For the year ended December 31, 2018

Draft - March 8, 2019

TOWN OF CLARESHOLM
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For the year ended December 31, 2018

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Draft - March 8, 2019



CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To: The Mayor and Members of Council of
the Town of Claresholm

Opinion

We have audited the consolidated financial statements of the Town of Claresholm which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, change in net financial debt and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

INDEPENDENT AUDITOR'S REPORT, continued

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, Alberta

March 25, 2019

Chartered Professional Accountants

MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Finance and Administration and General Services committees.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Avail LLP Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Avail LLP has full and free access to the Council.

Chief Administrative Officer

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2018

	2018	2017
Financial assets		
Cash and temporary investments (note 2)	\$ 4,255,801	\$ 7,836,184
Taxes and grants in place of taxes receivable (note 3)	157,651	230,080
Trade and other receivables (note 4)	1,212,867	626,132
Land held for resale	122,820	122,820
	5,749,139	8,815,216
Liabilities		
Accounts payable and accrued liabilities	548,181	946,296
Employee benefit obligations (note 6)	332,472	278,717
Deposits	17,590	12,190
Deferred revenue (note 7)	1,817,229	3,904,383
Long-term debt (note 8)	4,254,702	4,244,067
	6,970,174	9,385,653
Net financial debt	(1,221,035)	(570,437)
Non-financial assets		
Prepaid expenses	24,891	25,285
Inventory for consumption	133,395	220,436
Tangible capital assets (schedule 2)	32,725,626	29,374,352
	32,883,912	29,620,073
Accumulated surplus (note 9 and schedule 1)	\$ 31,662,877	\$ 29,049,636

Commitments and contingencies (note 21)

Approved on behalf of Council:

Councillor _____

Councillor _____

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF OPERATIONS
For the year ended December 31, 2018

	Budget (Unaudited)	2018	2017
Revenue			
Net municipal taxes (note 12)	\$ 3,162,061	\$ 3,150,673	\$ 3,092,636
User fees and sales of goods	2,567,665	2,254,179	2,257,297
Government transfers for operating (note 13)	691,487	585,242	568,415
Family and community support services	233,446	220,624	224,372
Franchise and concession contracts	204,563	207,637	209,015
Other	164,900	141,303	71,902
Penalties and costs of taxes	161,500	120,393	138,423
Rental	105,700	119,867	120,426
Licenses and permits	51,800	105,290	53,083
Investment income	60,000	86,794	42,862
Gain on disposal of capital assets	40,000	46,743	558
	7,443,122	7,038,745	6,778,989
Expenses (note 14)			
Legislative	108,750	113,341	120,295
Administration	1,303,084	1,321,079	1,234,300
Fire	326,979	250,322	128,714
Bylaw enforcement	157,847	116,905	126,712
Common and equipment pool	545,112	628,296	492,669
Roads, streets, walks and lighting	813,029	838,854	919,826
Airport	18,174	12,163	15,482
Storm sewers and drainage	252,705	246,112	488,695
Water supply and distribution	1,639,567	1,287,594	1,739,204
Wastewater treatment and disposal	523,995	453,720	515,588
Solid waste management	387,653	427,600	428,940
Recycling program	168,845	176,132	165,515
Family and community support services	254,665	245,475	259,019
Day care	38,202	38,202	38,202
Cemeteries and crematoriums	30,302	18,520	17,129
Other public health and welfare	10,000	9,969	28,400
Planning and development	576,375	481,181	350,012
Parks and recreation	991,753	1,084,397	966,931
Culture - libraries, museums and halls	388,417	368,602	374,280
	8,535,454	8,118,464	8,409,913
Deficiency of revenue over expenses before other	(1,092,332)	(1,079,719)	(1,630,924)
Other			
Government transfers for capital (note 13)	6,429,023	3,692,960	4,868,280
Contributed assets	-	-	11,220
	6,429,023	3,692,960	4,879,500
Excess of revenue over expenses	5,336,691	2,613,241	3,248,576
Accumulated surplus, beginning of year	29,049,636	29,049,636	25,801,060
Accumulated surplus, end of year	\$ 34,386,327	\$ 31,662,877	\$ 29,049,636

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT
For the year ended December 31, 2018

	Budget (Unaudited)	2018	2017
Excess of revenue over expenses	\$ 5,336,691	\$ 2,613,241	\$ 3,248,576
Acquisition of tangible capital assets	(7,687,308)	(5,289,241)	(5,057,920)
Amortization of tangible capital assets	2,122,723	1,726,563	2,189,742
Contributed assets	-	-	(11,220)
Gain on disposal of tangible capital assets	-	(46,743)	(558)
Proceeds on disposal of tangible capital assets	-	258,147	53,069
Write-downs of tangible capital assets	-	-	31,900
	(5,564,585)	(3,351,274)	(2,794,987)
Net change in inventory for consumption	-	87,041	44,637
Net change in prepaid expense	-	394	2,301
	-	87,435	46,938
Decrease in net financial debt	(227,894)	(650,598)	500,527
Net financial debt, beginning of year	(570,437)	(570,437)	(1,070,964)
Net financial debt, end of year	\$ (798,331)	\$ (1,221,035)	\$ (570,437)

Draft - March 2019

TOWN OF CLARESHOLM
CONSOLIDATED STATEMENT OF CASH FLOW
For the year ended December 31, 2018

	2018	2017
Operating transactions		
Excess of revenue over expenses	\$ 2,613,241	\$ 3,248,576
Adjustments for items which do not affect cash		
Gain on disposal of tangible capital assets	(46,743)	(558)
Amortization of tangible capital assets	1,726,563	2,189,742
Write-downs of tangible capital assets	-	31,900
Contributed assets	-	(11,220)
	4,293,061	5,458,440
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	72,429	(18,407)
Trade and other receivables	(586,735)	64,423
Land held for resale	-	22,666
Inventory for consumption	87,041	44,637
Prepaid expenses	394	2,301
Accounts payable and accrued liabilities	(398,115)	589,445
Employee benefit obligations	53,755	37,352
Deposits	5,400	(3,227)
Deferred revenue	(2,087,154)	(1,085,419)
	1,440,076	5,112,211
Capital transactions		
Proceeds on disposal of tangible capital assets	258,147	53,069
Acquisition of tangible capital assets	(5,289,241)	(5,057,920)
	(5,031,094)	(5,004,851)
Financing transactions		
Proceeds of long-term debt	400,000	-
Repayment of long-term debt	(389,365)	(377,246)
	10,635	(377,246)
Decrease in cash and temporary investments	(3,580,383)	(269,886)
Cash and temporary investments, beginning of year	7,836,184	8,106,070
Cash and temporary investments, end of year	\$ 4,255,801	\$ 7,836,184

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

1. Significant accounting policies

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

1. Significant accounting policies, continued

(e) Debt charges recoverable
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(f) Requisition over-levy and under-levy
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Inventories for resale
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(h) Tax revenue
Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(i) Contaminated sites liability
Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(j) Government transfers
Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

1. Significant accounting policies, continued

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Debt for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized over the estimated useful life as follows:

	Years
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

2. Cash and temporary investments

	2018	2017
Cash	\$ 439,875	\$ 435,444
Temporary investments	3,815,926	7,400,740
	<u>\$ 4,255,801</u>	<u>\$ 7,836,184</u>

Included in cash and short-term investments is \$17,590 (2017- \$12,190) of deposit liability funds which are not available for current purposes.

Temporary investments consist of one month term deposits with varying interest rates of 2.05% to 2.30% if held to maturity.

3. Taxes and grants in place of taxes receivables

	2018	2017
Current year	\$ 104,570	\$ 132,263
Arrears	53,081	97,817
	<u>\$ 157,651</u>	<u>\$ 230,080</u>

4. Trade and other receivables

	2018	2017
Due from Provincial government	\$ 518,354	\$ 47,070
Trade accounts	320,923	346,163
GST receivable	271,634	104,608
Local improvement levies	75,442	91,474
Due from local governments	26,514	36,817
	<u>\$ 1,212,867</u>	<u>\$ 626,132</u>

5. Temporary Loans

A temporary loan has been authorized by Alberta Treasury Branches to a maximum of \$450,000 which bears interest at prime less 0.50%.

Security pledged on this loan includes a general security agreement. As at December 31, 2018 there was no balance outstanding on the loan.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

6. Employee benefit obligations

	2018	2017
Vacation	\$ 203,137	\$ 183,217
Sick time	129,335	95,500
	\$ 332,472	\$ 278,717

Vacation and sick time

The employee benefit obligations liability is comprised of the vacation and sick time that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.

7. Deferred revenue

The deferred revenue balance represents funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2018	2017
MSI/FGTF capital grants	\$ 721,686	\$ 1,401,812
Alberta Community Resilience Program	576,745	1,934,602
Sundry trust	180,550	172,201
Cemetery	106,620	106,478
Offsite levies	65,808	64,530
Fire services study	65,069	143,575
Subdivision fund	38,058	37,319
Alberta Economic Development and Trade	32,878	-
Family and Community Support Services	11,739	4,666
Taxi token prepayments	5,016	4,889
Winter festival	4,350	700
Parking fund	3,816	3,752
Parks Society	2,819	2,819
Walking path fund	2,075	2,040
Museum operating	-	25,000
	\$ 1,817,229	\$ 3,904,383

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

8. Long-term debt

	2018	2017
Utility supported debentures	\$ 3,740,015	\$ 3,529,203
Tax supported debentures	314,687	414,864
Southcal Development Inc.	200,000	300,000
	\$ 4,254,702	\$ 4,244,067
Current portion	\$ 436,924	\$ 389,365

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2019	\$ 436,924	\$ 194,028	\$ 630,952
2020	451,319	179,633	630,952
2021	366,405	164,547	530,952
2022	272,418	149,364	421,782
2023	286,448	135,335	421,783
Thereafter	2,441,188	680,557	3,121,745
	\$ 4,254,702	\$ 1,503,464	\$ 5,758,166

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% per annum, before Provincial subsidy, and matures in periods 2021 through 2033. The average annual interest rate is 4.11% (4.47% for 2017). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

The promissory note payable to Southcal Development Inc. in the amount of \$200,000 is payable at \$100,000 per year at 0% interest and is due in 2020. Upon completion of the project \$120,000 is due within 30 days.

Interest on long-term debt amounted to \$193,571 (2017 - \$205,719). The Town's total cash payments for interest in 2018 were \$194,974 (2017 - \$207,093).

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

9. Accumulated surplus

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2018	2017
Unrestricted surplus	\$ 1,554,854	\$ 1,651,346
Internally restricted surplus (reserves) (note 11)	1,637,099	2,268,005
Equity in tangible capital assets (note 10)	28,470,924	25,130,285
	\$ 31,662,877	\$ 29,049,636

10. Equity in tangible capital assets

	2018	2017
Tangible capital assets (schedule 2)	\$ 96,074,302	\$ 93,126,308
Accumulated amortization (schedule 2)	(63,348,676)	(63,751,956)
Long-term debt (note 8)	(4,254,702)	(4,244,067)
	\$ 28,470,924	\$ 25,130,285

11. Reserves

Reserves for operating and capital activities are as follows:

	2018	2017
Operating		
General	\$ 192,611	\$ 213,667
Debt reduction	145,383	192,453
Trust accounts	52,140	51,358
Office	29,218	28,780
Economic development	29,000	-
Physician recruitment fund	15,801	25,770
Fill dirt	11,601	11,427
Planning and development	10,000	-
Museum	6,152	10,000
Cemetery	734	723
Fire department equipment	-	30,000
	492,640	564,178

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

11. Reserves, continued

	2018	2017
Capital		
Land and development	282,290	81,054
Water and sewer	238,256	401,629
Fire truck	171,238	158,819
General	134,442	351,112
Garbage and recycling equipment	86,901	65,133
Parks and pathways	53,664	141,510
Playground rehabilitation	50,761	50,000
Acreage assessment	41,341	40,721
Tamarack subdivision	25,532	25,149
Arena	20,045	160,190
Enforcement vehicle	18,752	16,500
Tax recovery land	12,034	11,854
Cemetery	5,000	-
Multi-use Community Building	3,030	199,001
Museum	1,173	1,155
	1,144,459	1,703,827
	\$ 1,637,099	\$ 2,268,005

12. Net municipal property taxes

	Budget (Unaudited)	2018	2017
Taxation			
Real property taxes	\$ 4,213,859	\$ 4,218,057	\$ 4,136,244
Linear property taxes	104,595	104,832	107,735
Government grants in place of property taxes	40,225	40,228	43,052
Special assessments and local improvements	15,827	-	-
	4,374,506	4,363,117	4,287,031
Requisitions			
Alberta School Foundation Fund	1,102,791	1,102,791	1,087,744
Porcupine Hills Lodge	109,654	109,653	106,651
	1,212,445	1,212,444	1,194,395
	\$ 3,162,061	\$ 3,150,673	\$ 3,092,636

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

13. Government transfers

	Budget (Unaudited)	2018	2017
Transfers for operating:			
Provincial government	\$ 460,972	\$ 332,164	\$ 448,284
Other local governments	230,515	253,078	120,131
	691,487	585,242	568,415
Transfers for capital:			
Provincial government	6,086,523	3,358,144	4,444,152
Federal government	342,500	334,816	424,128
	6,429,023	3,692,960	4,868,280
	\$ 7,120,510	\$ 4,278,202	\$ 5,436,695

14. Expenses by object

	Budget (Unaudited)	2018	2017
Salaries, wages and benefits	\$ 2,849,086	\$ 2,869,215	\$ 2,821,290
Contracted and general services	1,672,578	1,446,055	1,201,118
Materials, goods, supplies and utilities	1,335,951	1,487,179	1,589,234
Bank charges and short-term interest	800	3	659
Interest on long-term debt	194,974	193,571	205,719
Other expenditures	28,440	56,165	59,662
Transfers to organizations and others	330,902	339,713	318,595
Purchases from other governments	-	-	23,894
Amortization of tangible capital assets	2,122,723	1,726,563	2,189,742
	\$ 8,535,454	\$ 8,118,464	\$ 8,409,913

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

15. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1)	(2)	2018	2017
	Salary	Benefits & allowances		
Council				
Mayor MacPherson	\$ 16,832	\$ 485	\$ 17,317	\$ 4,153
Councillor Carlson	12,852	353	13,205	3,130
Councillor Courage	8,135	237	8,372	3,831
Councillor Cutler, M	2,388	-	2,388	-
Councillor Moore	12,927	355	13,282	3,379
Councillor Schlossberger	15,110	428	15,538	3,308
Councillor Schulze	12,851	353	13,204	3,076
Councillor Zimmer	12,427	339	12,766	2,844
Mayor Steel	-	-	-	12,195
Councillor Cutler, J	-	-	-	10,032
Councillor Dixon	-	-	-	6,805
Councillor Fieguth	-	-	-	8,618
Councillor Ford	-	-	-	13,031
Councillor McAlonan	-	-	-	10,624
Councillor O'Neill	-	-	-	10,044
Chief Administrative Officer	126,865	11,064	137,929	144,574
Designated Officers (2018: 5 positions, 2017: 5 positions)	\$ 367,331	\$ 101,600	\$ 468,931	\$ 417,325

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

16. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2018	2017
Total debt limit	\$ 10,558,119	\$ 10,168,482
Total debt	4,254,702	4,244,067
	\$ 6,303,417	\$ 5,924,415
Debt servicing limit	\$ 1,759,687	\$ 1,694,747
Debt servicing	630,952	584,339
	\$ 1,128,735	\$ 1,110,408

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

17. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 259,000 people and 420 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2018 were \$191,139 (2017 - \$199,919). Total current service contributions by the employees of the Town to the LAPP in 2018 were \$174,013 (2017 - \$183,554).

At December 31, 2017, the LAPP disclosed an actuarial surplus of \$4.835 million.

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

18. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable, and accrued liabilities, employee benefit obligations, deposit and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

19. Approval of financial statements

These financial statements were approved by Council and Management.

20. Budget amounts

The 2018 budget for the Town was approved by Council on April 9, 2018 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted surplus per financial statements	\$ 5,336,691
Less: Capital expenses	(7,687,308)
Long-term debt repayments	(389,366)
Transfers to reserves	(425,975)
Add: Amortization	2,122,723
Transfers from reserves	643,235
Proceeds from long-term debt	400,000
<hr/>	
Equals: Balanced budget	\$ -
<hr/>	

TOWN OF CLARESHOLM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

21. Commitments and contingencies

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the costs for monitoring and maintenance of the Municipal District of Willow Creek's landfill for the next 3 years.

The Town of Claresholm has entered an agreement with the Town of Granum for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034.

The Town has entered into a contract with Bos Scapes Inc. and Associated Engineering for continuation on stormwater management projects. The contract is expected to be completed within the next year and the remaining costs are estimated to be \$303,579.

22. Contaminated sites liability

The Town has adopted PS3260 liability for contaminated sites. The Town did not identify any financial liabilities in 2018 (2017 - nil) as a result of this standard.

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

	Schedule of changes in accumulated surplus			Schedule 1	
	Unrestricted	Restricted	Equity in tangible capital assets	2018	2017
Balance, beginning of year	\$ 1,651,346	\$ 2,268,005	\$ 25,130,285	\$ 29,049,636	\$ 25,801,060
Excess of revenue over expenses	2,613,241	-	-	2,613,241	3,248,576
Unrestricted funds designated for future use	(392,474)	392,474	-	-	-
Restricted funds used for operations	119,127	(119,127)	-	-	-
Restricted funds used for tangible capital assets	-	(904,253)	904,253	-	-
Current year funds used for tangible capital assets	(4,384,988)	-	4,384,988	-	-
Disposal of tangible capital assets	211,404	-	(211,404)	-	-
Amortization of tangible capital assets	1,726,563	-	(1,726,563)	-	-
Long-term debt repaid	(389,365)	-	389,365	-	-
Proceeds of long-term debt	400,000	-	(400,000)	-	-
Change in accumulated surplus	(96,492)	(630,906)	3,340,639	2,613,241	3,248,576
Balance, end of year	\$ 1,554,854	\$ 1,637,099	\$ 28,470,924	\$ 31,662,877	\$ 29,049,636

Draft - March 8, 2019

TOWN OF CLARESHOLM
SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

Schedule of tangible capital assets

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Construction in progress	2018	2017
Cost:									
Balance, beginning of year	\$ 1,204,040	\$ 1,646,903	\$ 14,712,527	\$ 69,541,470	\$ 1,777,364	\$ 1,393,362	\$ 2,850,641	\$ 93,126,308	\$ 88,427,661
Acquisitions	-	223,206	946,606	3,211,650	129,216	363,080	415,483	5,289,241	5,069,140
Transfers	-	2,211	-	2,665,383	-	-	(2,667,594)	-	-
Disposals	-	-	(87,193)	(2,071,923)	(41,617)	(140,514)	-	(2,341,247)	(370,493)
Balance, end of year	1,204,040	1,872,320	15,571,940	73,346,580	1,864,963	1,615,928	598,530	96,074,302	93,126,308
Accumulated amortization:									
Balance, beginning of year	-	635,451	6,113,771	54,994,613	1,038,109	970,012	-	63,751,956	61,848,297
Annual amortization	-	110,459	306,399	973,974	178,142	157,589	-	1,726,563	2,189,742
Disposals	-	-	(86,193)	(1,917,514)	(5,618)	(120,518)	-	(2,129,843)	(286,083)
Balance, end of year	-	745,910	6,333,977	54,051,073	1,210,633	1,007,083	-	63,348,676	63,751,956
Net book value	\$ 1,204,040	\$ 1,126,410	\$ 9,237,963	\$ 19,295,507	\$ 654,330	\$ 608,845	\$ 598,530	\$ 32,725,626	\$ 29,374,352
2017 net book value	\$ 1,204,040	\$ 1,011,452	\$ 8,598,756	\$ 14,546,857	\$ 739,255	\$ 423,350	\$ 2,850,641	\$ 29,374,352	

TOWN OF CLARESHOLM
SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2018

Schedule of segmented disclosure

Schedule 3

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
Revenue								
Net municipal taxes	\$ 3,150,673	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,150,673
User fees and sales of goods	9,347	12,723	3,770	2,046,294	15,086	6,010	160,949	2,254,179
Government transfers for operating	190,598	89,117	-	-	3,000	63,458	239,069	585,242
Family and community support services	-	-	-	-	220,624	-	-	220,624
Franchise and concession contracts	207,637	-	-	-	-	-	-	207,637
Other	30,735	2,682	-	-	-	-	107,886	141,303
Penalties and costs of taxes	63,020	57,373	-	-	-	-	-	120,393
Rental	23,817	-	2,500	-	-	-	93,550	119,867
Licenses and permits	29,980	5,978	-	-	-	69,332	-	105,290
Investment income	86,794	-	-	-	-	-	-	86,794
Gain on disposal of capital assets	46,743	-	-	-	-	-	-	46,743
	3,839,344	167,873	6,270	2,046,294	238,710	138,800	601,454	7,038,745
Expenses								
Salaries, wages and benefits	689,750	125,791	443,193	668,216	178,317	156,829	607,119	2,869,215
Contracted and general services	446,103	122,228	208,475	202,788	43,728	294,726	128,007	1,446,055
Materials, goods, supplies and utilities	92,864	88,613	570,258	509,095	12,201	2,243	211,905	1,487,179
Bank charges and short-term interest	3	-	-	-	-	-	-	3
Interest on long-term debt	-	-	-	184,700	-	-	8,871	193,571
Other expenditures	45,703	294	-	-	10,168	-	-	56,165
Transfers to organizations and others	86,976	-	-	-	67,702	-	185,035	339,713
Amortization of tangible capital assets	73,022	30,301	503,500	780,247	49	27,383	312,061	1,726,563
	1,434,421	367,227	1,725,426	2,345,046	312,165	481,181	1,452,998	8,118,464
Excess (deficiency) of revenue over expenses before other	2,404,923	(199,354)	(1,719,156)	(298,752)	(73,455)	(342,381)	(851,544)	(1,079,719)
Other								
Government transfers for capital	-	58,081	110,858	2,928,920	-	-	595,101	3,692,960
Excess (deficiency) of revenue over expenses	\$ 2,404,923	\$ (141,273)	\$ (1,608,298)	\$ 2,630,168	\$ (73,455)	\$ (342,381)	\$ (256,443)	\$ 2,613,241

ACTION ITEMS



REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 1

Reserve Transfers – December 31, 2018

DESCRIPTION:

Administration requires a motion of Council in order to allocate unrestricted funds to restricted funds (Reserves) included in the draft 2018 Financial Statements.

BACKGROUND:

On March 14, 2019, the Audit & Finance Committee and Administration reviewed the draft 2018 Audited Financial Statements received from Darren Adamson, CPA, CA from Avail CPA LLP. After an in depth review of the statements with committee presented by Administration, a discussion was held regarding uncompleted projects from 2018 that are carrying into 2019 and other transactions that occurred during the year and what transfers to reserves the committee wanted to recommend to council. The committee made a recommendation to Council for a yearend transfer to reserves in the amount of \$285,085, which is in addition to the budgeted transfers totalling another \$107,388 which does not require a motion at this time as it was included in the approved budget.

COSTS / SOURCE OF FUNDING:

The proposed unrestricted funds designated for future use (Reserves) in the amount of \$285,085 are as follows:

1. Transfer \$29,000 into the Economic Development operational reserve to reserve unspent funds from the 2018 budget to fund the completion the gateway signage project in 2019.
2. Transfer \$10,000 into the Planning and Development operational reserve to reserve unspent funds from the 2018 budget to fund the completion of the road plan (alleyway) project in 2019
3. Transfer \$11,550 into the Arena Capital reserve to reserve 2018 Arena advertising money for future arena capital projects.
4. Transfer \$200,001 into the Land & Development capital reserve to reserve the proceeds on the sale of the old water treatment plant property for future Town development.
5. Transfer the \$34,534 of interest earned during the year on reserved funds to be reserved, or invested back, into the same reserves that earned the interest. Interest is allocated into each reserve fund based on a weighted average.

RECOMMENDED ACTION:

Council pass a motion to approve the transfers as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to transfer unrestricted funds of \$285,085 to Reserves for the year ended December 31, 2018 as follows:

Transfers to Operating Reserves

Planning and Development – \$10,000
Economic Development – \$29,000
General – \$4,103
Debt reduction – \$2,930
Trust accounts – \$782
Office – \$438
Fill dirt – \$174
Museum – \$152
Cemetery – \$11

Transfers to Capital Reserves

Land & Development – \$201,235
Arena – \$13,990
General – \$5,346
Multi-use Community Building – \$3,030
Fire Truck - \$2,418
Parks and pathways - \$2,155
Water and sewer – \$6,116
Garbage & recycling equipment – \$992
Acreage assessment - \$620
Tamarack Subdivision - \$383
Playground rehabilitation – \$761
Enforcement vehicle - \$251
Tax recovery land - \$181
Museum - \$18

Attachments:

Reserve Schedule

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

APPROVED BY: Blair Bullock, CPA, CA – Dir. Of Corp. Serv. DATE: March 19, 2019

**TOWN OF CLARESHOLM
RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2018**

NAME	BALANCE	INCREASES (Budget / Motions during the year)	DECREASES (Budget / Motions during the year)	INCREASES -		BALANCE
	DEC 31/17			INCREASES (Yearend Motion)	Interest (Yearend Motion)	DEC 31/18
General Reserves						
General	213,666.77		(25,157.92)		4,102.62	192,611.47
Debt reduction	192,453.04		(50,000.00)		2,930.41	145,383.45
Physician recruitment fund	25,770.21		(9,969.00)			15,801.21
FCSS	0.00				0.00	0.00
Trust accounts	51,357.68				782.00	52,139.68
Economic development	0.00			29,000.00	0.00	29,000.00
Office	28,780.14				438.22	29,218.36
Fire department equipment	30,000.00		(30,000.00)			0.00
Fill dirt	11,426.55				173.99	11,600.54
Museum	10,000.00		(4,000.00)		152.27	6,152.27
Cemetery	722.51				11.00	733.51
Planning & Development	0.00			10,000.00	0.00	10,000.00
	564,176.90	0.00	(119,126.92)	39,000.00	8,590.52	492,640.50
Capital Reserves						
General	351,112.16		(222,016.77)		5,346.26	134,441.65
Arena	160,189.92		(154,135.00)	11,550.48	2,439.15	20,044.55
Multi-Use Community Building	199,001.31		(199,001.31)		3,030.12	3,030.12
Fire Truck	158,819.42	10,000.00			2,418.29	171,237.71
Parks and pathways	141,510.00		(90,000.00)		2,154.72	53,664.72
Water and sewer	401,629.18	69,611.49	(239,099.81)		6,115.46	238,256.32
Land & development	81,054.76			200,001.00	1,234.19	282,289.95
Garbage & Recycling equipment	65,133.04	20,776.51			991.76	86,901.31
Acreage assessment	40,721.11				620.05	41,341.16
Tamarack subdivision	25,149.13				382.94	25,532.07
Playground Rehabilitation	50,000.00				761.33	50,761.33
Enforcement vehicle	16,500.00	2,000.00			251.24	18,751.24
Tax recovery land	11,853.09				180.48	12,033.57
Cemetery	0.00	5,000.00			0.00	5,000.00
Museum	1,155.00				17.59	1,172.59
	1,703,828.12	107,388.00	(904,252.89)	211,551.48	25,943.58	1,144,458.29
	2,268,005.02	107,388.00	(1,023,379.81)	250,551.48	34,534.10	1,637,098.79



REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 2

2018 AUDITED FINANCIAL STATEMENTS

DESCRIPTION:

Council must pass a motion to accept the Audited Financial Statements for the year ended December 31, 2018.

BACKGROUND:

Darren Adamson, CPA, CA from Avail CPA LLP will present the draft Financial Statements for the year ended December 31, 2018 to Council with transfers to reserves included as noted in the 2018 Reserve Transfers RFD.

RECOMMENDED ACTION:

Council pass a motion to accept the Audited Financial Statements for the year ended December 31, 2018 as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to accept the Audited Financial Statements for the year ended December 31, 2018 as presented.

Attachments:

Draft Financials

Applicable Legislation:

Municipal Government Act, RSA 2000, Chapter M-26 Section 276 to 281

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

APPROVED BY: Blair Bullock, CPA, CA – Dir. Of Corp. Serv.

DATE: March 19, 2019

DELEGATIONS



#4, 320 W T Hill Blvd S
Lethbridge, AB T1J 4W9
Ph: (403) 381-0535
Fax: (403) 381-1596

E: lwehlage@benchmarkassessment.ca



Claresholm

Where **Community** Takes Root

2019 Council Presentation
Town of Claresholm

1. Assessment Growth and Change

[1.1] Residential

Estimated market change: +0.86%

- $2,991,550 \div 338,560,740$

Estimated assessment growth (real growth & policy change): +1.43%

- $4,937,910 \div 338,560,740$

Notables:

- 16 Link Spur, New SFD Progressive, \$212,000
- 310 – 50 Ave W, Replaced SFD Prog, \$103,000
- 18 Link Spur, Completion of SFD, \$230,000

[1.2] Non-Residential¹

Estimated market change: +1.75%

- $1,234,400 \div 66,995,230$

Estimated assessment growth (real growth & policy change): +3.17%

- $2,231,290 \div 66,995,230$

Notables:

- 5831 – 1 St W, 7-11 Commercial, \$759,000

¹ Excludes Linear / DIP

2. Equalized Impact Study

[2.1] Equalized Assessment Impact for Education Requisition

Residential / Farm land (Total): +2.8%

Residential / Farm land (Claresholm): +2.59%

Residential / Farm land (Tax Change): **+5.8%**

Non-Residential (Total): +1.01%

Non-Residential (Claresholm): +9.55%

Non-Residential (Tax Change): **+15.08%**

3. Review of Equalized Assessments

I've completed my review of the 2019 Equalized Assessment as prepared by the Province on November 1. Below are the key points and my comments:

- Residential / Farm Land increased 2.8% (592.2 Billion -> 608.8 Billion) - Total for all Municipalities
- Non-Residential (excluding power generation) increased 1.01% (245.1 Billion -> 247.6 Billion) - Total for all Municipalities

- Claresholm Residential / Farm Land increased 2.59% (334.5 Million -> 343.3 Million)
- Claresholm Non-Residential increased 9.55% (65.5 Million -> 71.7 Million)

- According to Alberta's Fiscal Plan, revenue from Education Property Tax is forecast to be \$2.654 Billion for 2019-2020, however, I feel with the freeze in 2018, it is more likely the revenue will be closer to the 2018-2019 forecast of \$2.585 Billion.

- 2018 Residential / Farm Land Mill Rate = 2.56
- 2018 Non-Residential Mill Rate = 3.76

On the assumption that the tax policy remains the same and the revenue will be \$2.585 Billion, I estimate the 2019 rates will be:

- 2019 Estimated Residential / Farm Land Mill Rate = 2.64
- 2019 Estimated Non-Residential Mill Rate = 3.95

Based on these estimated mill rates, Claresholm estimated education requisition is:

- Residential = $2.64 / 1,000 \times 343.3 \text{ Million} = \underline{\$906,236}$ (+5.8% from \$856,596 in 2018)
- Non-Residential = $3.95 / 1,000 \times 71.7 \text{ Million} = \underline{\$283,330}$ (+15.08% from \$246,193 in 2018)

These are my preliminary estimates which will change as other municipalities submit further amendments to the assessment roll (March 2019), but these estimates should be close. I have also calculated net neutral figures if another freeze occurs as well as on the budgeted amount of \$2.654 Billion. These estimates can also be provided if your interested.

The final date to file a complaint is Dec. 1, however, the figures are in line with my expectations. I would not recommend filing a complaint on the 2019 equalized assessment.



Assessment Summary

Assessment Year: 2018

Municipal Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
3	Vacant Farm Land	14	T	67,240	0	0	67,240
4	Farm Buildings	2	T	0	15,000	0	15,000
12	Residential Improved	1,658	T	97,332,630	224,102,700	18,448,600	339,883,930
13	Vacant Residential Land	102	T	5,184,000	0	0	5,184,000
24	Non Res Comm Imp/Permits	118	T	983,370	7,305,240	31,419,070	39,707,680
25	Non Res Vacant Land	18	T	985,000	0	0	985,000
33	Industrial Vacant Land	17	T	816,000	0	0	816,000
34	Industrial Improved	53	T	1,040,000	6,399,000	18,273,000	25,712,000
38	Machinery & Equipment	7	T	0	977,500	0	977,500
100	County Farmland	8	T	87,900	0	0	87,900
310	County Annexation Residential	5	T	650,270	772,000	0	1,422,270
610	Industrial Annexation	1	T	36,760	115,480	0	152,240
Taxable Total:		2,003		107,183,170	239,686,920	68,140,670	415,010,760
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
81	Fed Grant Land	1	G	51,000	0	0	51,000
82	Fed Grant Improved	1	G	89,000	278,000	0	367,000
84	Prov Grant NRImproved	1	G	0	0	794,000	794,000
Grant-In-Lieu Total:		3		140,000	278,000	794,000	1,212,000
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
90	Prov Improved Partial Grant	2	X	101,000	98,000	1,662,000	1,861,000
Mun. Only Total:		2		101,000	98,000	1,662,000	1,861,000
Sub Total:		2,008		107,424,170	240,062,920	70,596,670	418,083,760
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
44	Hospital Improved	3	E	419,000	19,296,000	0	19,715,000
62	School Improved	3	E	625,000	17,704,000	0	18,329,000
64	Comm Assoc Improved	7	E	770,000	2,989,060	727,480	4,486,540
65	Church Land	4	E	216,000	0	0	216,000
66	Church Improved	12	E	1,002,000	5,061,000	0	6,063,000
78	Prov Res Improved	12	E	559,000	1,224,000	2,790,000	4,573,000
86	Prov Non-Grant Improved	6	E	690,000	44,597,000	170,850	45,457,850
91	Municipal Vacant Land	93	E	6,113,000	0	0	6,113,000
92	Municipal Improved	21	E	3,439,000	23,264,000	422,000	27,125,000
93	Municipal Reserve Land	18	E	1,470,000	0	0	1,470,000
95	Seniors Housing Porcupine Hills	1	E	193,000	4,280,000	0	4,473,000
Exempt Total:		180		15,496,000	118,415,060	4,110,330	138,021,390
For Municipal Assessment:		2,188		122,920,170	358,477,980	74,707,000	556,105,150

Provincial Assessment

<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
57	DIP - M&E Annexation	1	T	0	98,260	0	98,260
58	DIP - Industrial Annexation	1	T	37,570	64,050	0	101,620
59	DIP - M&E	2	T	0	64,600	0	64,600
60	DIP - Industrial	2	T	21,270	134,030	0	155,300
Non-Linear Taxable Total:		6		58,840	360,940	0	419,780
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
52	LINEAR - Telecom W&T	4	T	0	862,950	0	862,950
53	LINEAR - Telecom Cellular	2	T	0	370,160	0	370,160
54	LINEAR - Powerlines	2	T	0	2,391,570	0	2,391,570
55	LINEAR - Wellsite	1	T	0	292,330	0	292,330
56	LINEAR - Pipelines	2	T	0	2,852,580	0	2,852,580
510	LINEAR - Annexed	3	T	0	100,770	0	100,770
Linear Taxable Total:		14		0	6,870,360	0	6,870,360
For Provincial Assessment:		20		58,840	7,231,300	0	7,290,140



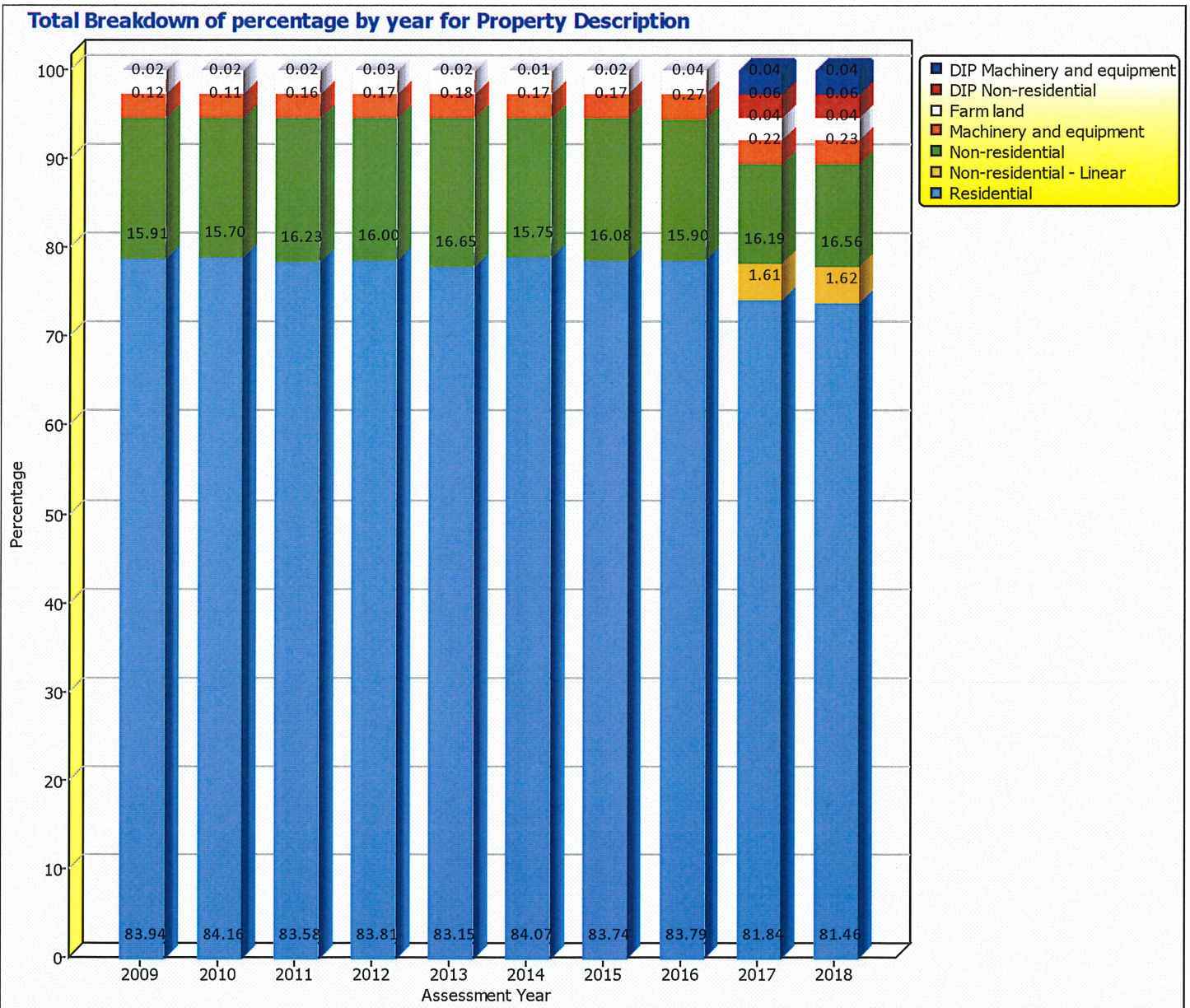
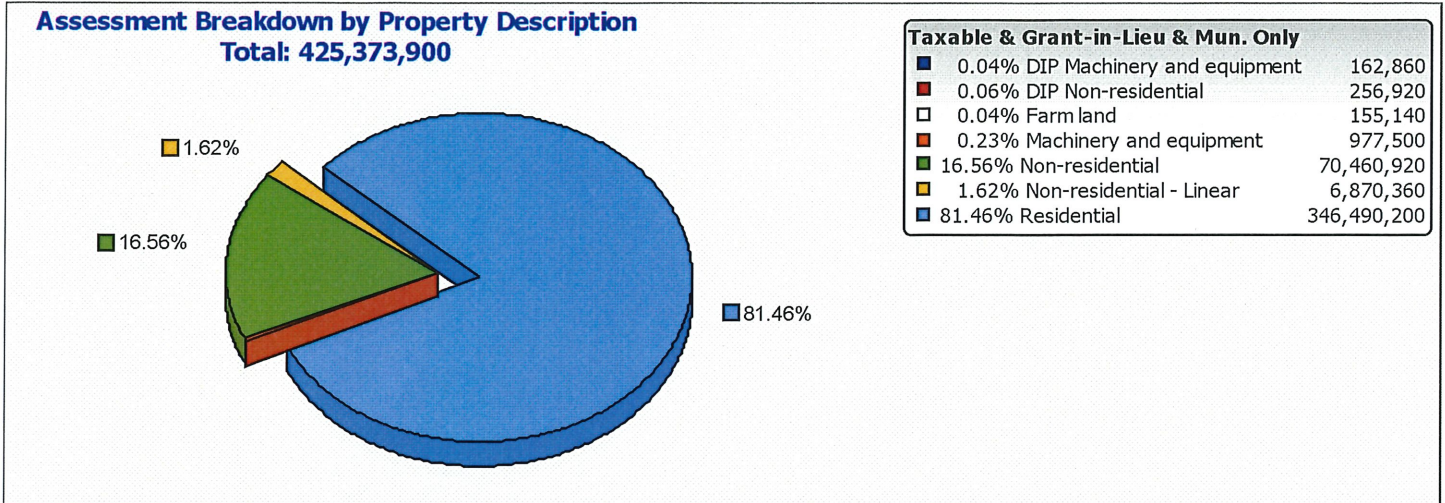
Claresholm

Assessment Summary

Assessment Year: 2018

Provincial Assessment

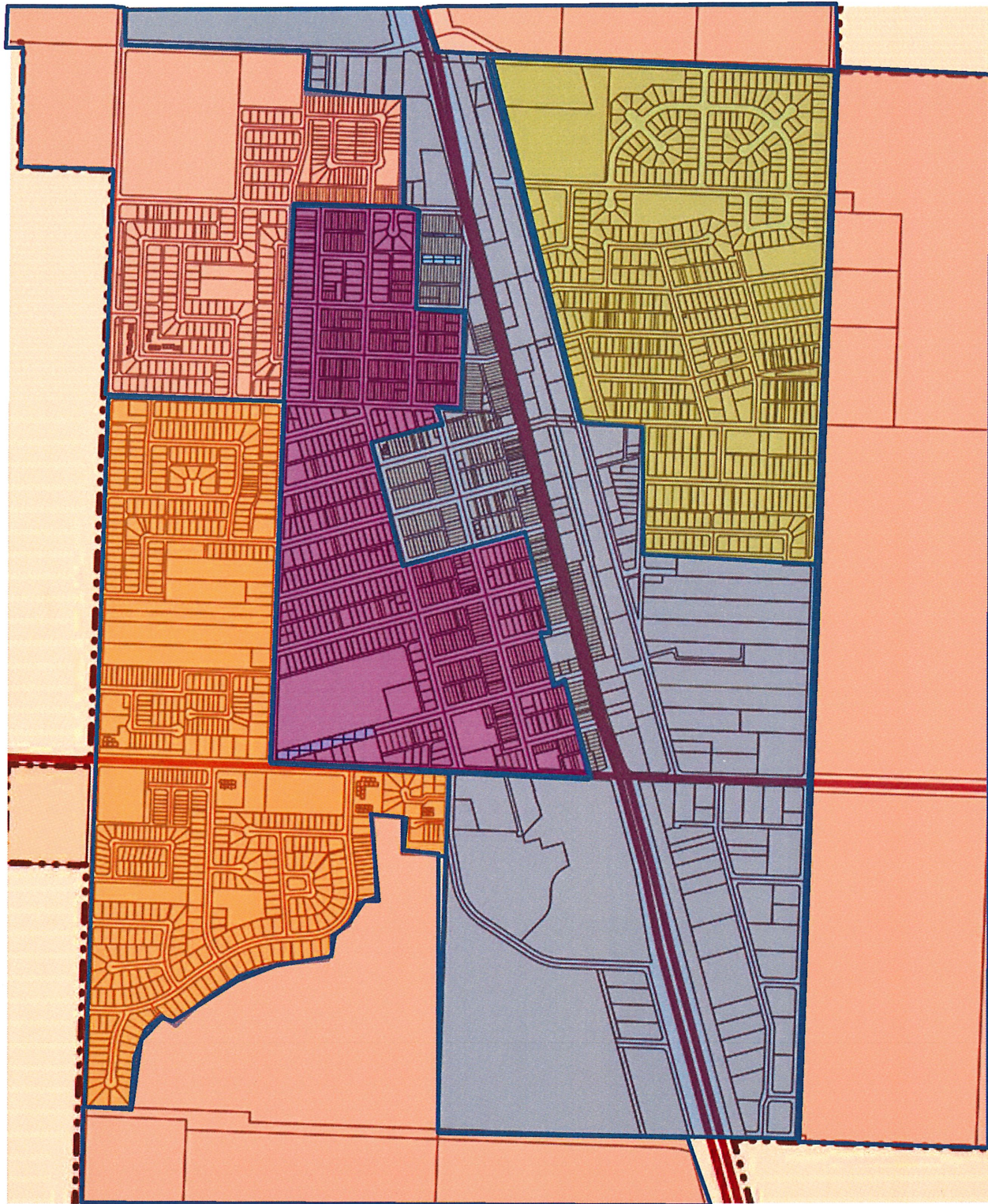
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
Grand Totals:		Parcels: 2,152	2,208	122,979,010	365,709,280	74,707,000	563,395,290



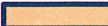




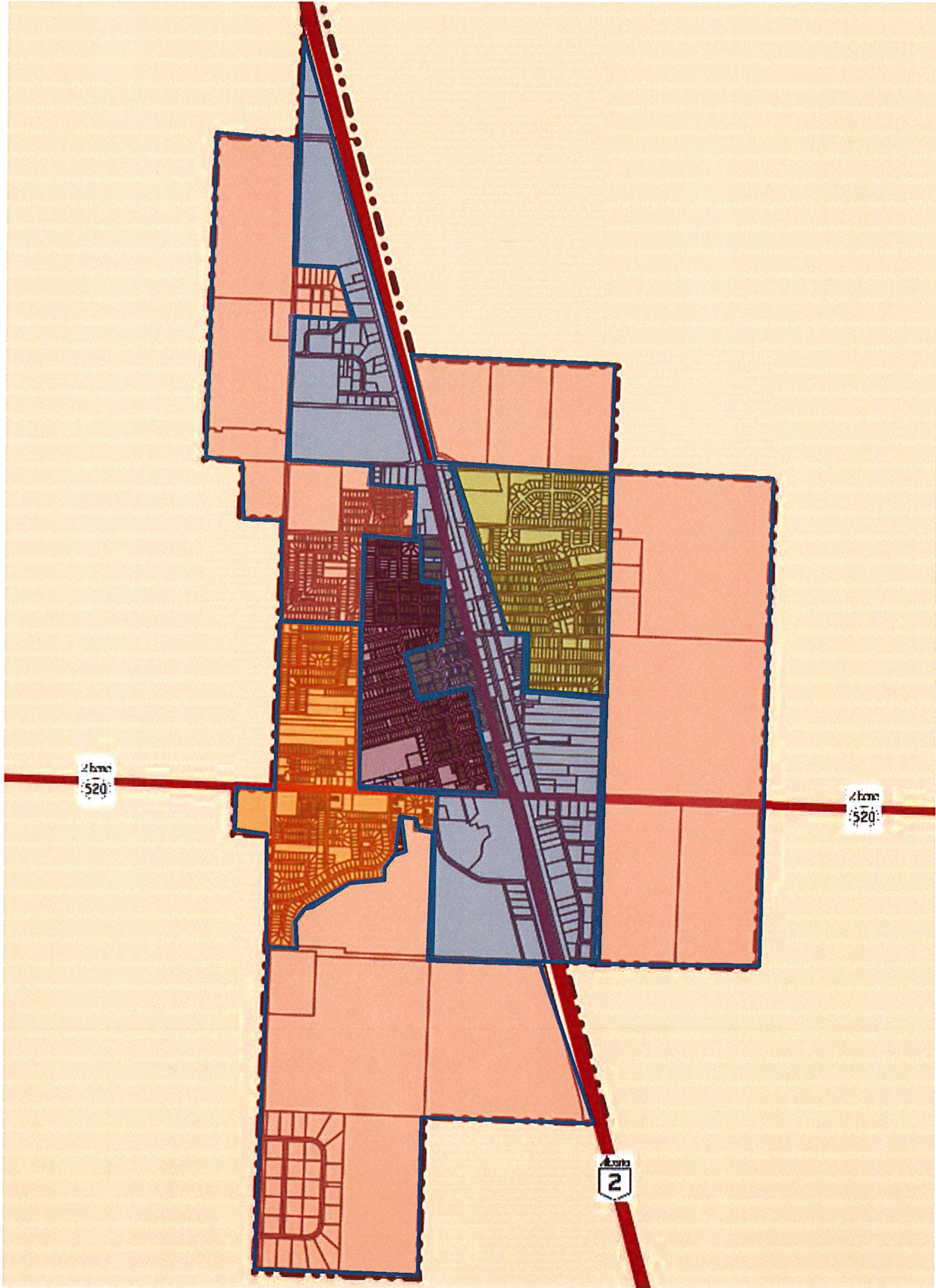


The Town of Claresholm 5 Year Reinspection Cycle

#4, 320 W T Hill Blvd
Lethbridge, AB T1J 4W9
Ph: (403) 381-0535
Fax: (403) 381-1596



Year 1 – Non-Res		Year 3 – Res (North)		Year 5 – Res (South)	
Year 2 – Res/Country		Year 4 – Res (Central)			



ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1650**

A Bylaw of the Town of Claresholm to provide for the control, care and regulating the use of the Claresholm Cemetery.

WHEREAS the *Cemeteries Act*, being Chapter C-3 of the Revised Statutes of Alberta, 2000 and amendments thereto, provides that a municipality may authorize the purchase, maintenance and control of cemeteries; and

WHEREAS the Council of the Town of Claresholm, in the Province of Alberta, deem it wise, equitable and practical to rescind Bylaw #1545 and all amendments thereto;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the “**CEMETERY BYLAW.**”

SECTION 2 GENERAL

- 2.1 No person will bury a human body within the limits of the Town except in the cemetery in accordance with the provisions of this Bylaw.
- 2.2 The Town cemetery is solely for the purpose of the burial of dead human remains and for the memorialization of dead humans.

SECTION 3 DEFINITIONS

- 3.1 In this Bylaw, unless the context otherwise requires:
- a) “**Act**” is the *Cemeteries Act*, being Chapter C-3 of the Revised Statutes of Alberta 2000, as amended from time to time, and any regulations enacted thereunder.
 - b) “**Adult**” is any person eighteen years of age or over.
 - c) “**Block**” is a group of lots or plots within a cemetery.
 - d) “**Burial**” is the interment of human remains in an earth plot or inurnment of cremated human remains in an earth plot or a columbarium niche or the act of burying a deceased person.
 - e) “**Burial Rights**” is the purchased rights of burial in plots or columbarium niches sold in accordance with the provisions set out in Schedule “A” of this bylaw, and the Contract as set out in Schedule “B” of this bylaw.
 - f) “**Bylaw**” is a bylaw of the Town of Claresholm.
 - g) “**CAO**” is the Chief Administrative Officer of the Town of Claresholm or their designates.
 - h) “**Cemetery**” is the land legally described as Block 1 Plan 9210486 within the Southwest quarter of Section 23, Township 12, Range 27, West of the fourth meridian, that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried, which is owned operated and under the control of the Town.
 - i) “**Cemetery Services**” is the supplying of any service to be rendered at the cemetery in respect to any plot or niche, burial rights, perpetual care, opening and closing of graves at time of need, and permit to erect a monument.
 - j) “**Child**” is any person two years of age and under eighteen years of age.
 - k) “**Columbarium**” is a permanent, freestanding structure containing a number of small enclosures, or niches, designed for the storing of cremated human remains.
 - l) “**Concrete Base**” is a rectangular piece of support concrete four (4) inches in thickness with the top surface installed flush with the surrounding ground and not less than 2,500 P.S.I. And the concrete base must project six (6) inches beyond the Monument.
 - m) “**Concrete Liner**” is a concrete box placed in the ground to enclose totally a casket (includes a protective casket) in a grave in the cemetery, designed and built to support the weight of the earth and standard cemetery maintenance equipment and to prevent the grave from collapsing.

- n) **“Concrete Vault”** is a lined and sealed burial receptacle which performs all the functions of the concrete liner, and in addition is designed and constructed using one or more lining and sealing materials to increase the overall tensile strength of the finished unit and to reduce the risk of the intrusion of exterior elements.
- o) **“Continuous Concrete Foundation”** is a strip of concrete used for the placement of monuments.
- p) **“Contract”** is the agreement made and signed between the purchaser of the burial rights in the cemetery or his/her representative for any services requested to be done within the cemetery.
- q) **“Coping”** refers to the stone “walls” that are used to enclose some cemetery lots
- r) **“Council”** is the elected Councillors and Chief Elected Official of the Town of Claresholm.
- s) **“Cremains”** are the cremated remains of a human corpse and also called “ashes.”
- t) **“Cremation”** is the reducing to ashes of a human corpse.
- u) **“Cremation Plot”** is a two-foot by two-foot space within the cemetery designated for cremated remains of a dead human body.
- v) **“Director of Infrastructure Services”** is the person with authority to supervise and have charge of the Cemetery, subject to the powers delegated to him/her by Council and the CAO.
- w) **“Disinter”** is to exhume or to remove human remains or cremated human remains from a grave or out of the earth or remove from the columbarium; dig out of the earth or ground.
- x) **“Enforcement Officer”** means a Community Peace Officer, or a Bylaw Enforcement Officer, or a Municipal Enforcement Officer, or a member of the Royal Canadian Mounted Police (RCMP), or a member of a municipal police service.
- y) **“Flat Monument”** is a monument of granite, marble or bronze the top of which must be aligned with the level of the ground in which it is set.
- z) **“Foundation”** is a permanent support providing a base for a monument.
- aa) **“Grave”** is a plot that has been opened or used as a place of burial or an opening dug in a burial plot for the purpose of the interment of human remains or cremated human remains.
- bb) **“Holiday”** is all general holidays proclaimed by the Town of Claresholm, the Province of Alberta, or the Government of Canada.
- cc) **“Infant”** is any person under two (2) years of age.
- dd) **“Interment”** is the burial of human remains in a grave or the act of burying a deceased person.
- ee) **“Inurnment”** is the placement of cremated human remains in a niche or burial plot.
- ff) **“Lot”** is a group of plots within the old section of the cemetery.
- gg) **“Memorial Tree Structure”** is a structure in the cemetery where individuals may purchase a tree and a memorial bronze plaque in memory of a loved one.
- hh) **“Monument”** is a structure in the cemetery, which projects above the level of the surrounding ground, for the purpose of memorialization.
- ii) **“New Cemetery”** refers to Blocks A to L and AA and BB in the Town of Claresholm Cemetery.
- jj) **“Niche”** is a single compartment of a columbarium for cremated human remains.
- kk) **“Old Cemetery”** refers to Block 1 to Block 18 of the north portion of the Town of Claresholm Cemetery.
- ll) **“Open and close”** is the digging and preparation of the grave, the repairing of any damage to the grave caused by cave-ins, etc., filling the grave, levelling and re-establishing the grass on the grave and does not include the removal or placement or re-placement of monuments and or foundations.
- mm) **“Perpetual Care”** is the ongoing care of lots, plots, graves, columbarium, and town-owned monuments.
- nn) **“Pillow Monument”** is a rectangular, flat, or sloped section of granite, marble, bronze or other material set so that the highest portion of the top of the pillow is not more than eight inches measured vertically from the concrete foundation.
- oo) **“Plot”** is a four foot by ten-foot space within the new section of the cemetery. Those plots located in the old cemetery may have varying lengths and widths.

pp) **“Pre-need Contract”** is a contract for the provision (purchase) of burial rights prior to the death of the person for whose benefit the contract is entered into.

qq) **“Scattering Grounds”** is the designated area within the Claresholm Cemetery for scattering cremains.

rr) **“Scattering Grounds Memorial Structure”** is a structure within the cemetery where scattered cremains are memorialized by placing a bronze plaque.

ss) **“Town”** is the Town of Claresholm, in the Province of Alberta, a municipal corporation.

tt) **“Upright Monument”** is a rectangular section of granite or marble set so that the highest portion of the top of the monument will not be more than thirty-six inches, measured vertically from the concrete foundation.

uu) **“Vehicle”** is the same meaning as it has in the Highway Traffic Act, R.S.A. 1980, Chapter 30.

vv) **“Veteran”** is a former member of Her Majesty’s Armed Forces as determined by the Department of Veteran’s Affairs Canada.

SECTION 4 PERPETUAL CARE

- 4.1 Perpetual Care to be supplied by the Town means and includes: seeding of lots, grave surfaces, re-seeding when necessary, cultivation as may be necessary in connection with such seeding and re-seeding, seasonal cutting of grass and weeds, keeping plots in neat condition and of good appearance, maintenance of columbarium and Town-owned memorialization structures, and such other work as may be authorized by the CAO.
- 4.2 Perpetual Care to be supplied by the Town will not include the care, maintenance, upkeep, repair of, handling of, removal of, or replacement of any monument, plaque, or similar object which has been placed, or may in the future be placed in the cemetery regardless whether such placing has Town approval or not.
- 4.3 Upon the payment by any person of the full price of the burial rights in any plot, columbarium niche, or the memorialization rights for Town-owned monuments, the Town will, so far as funds are available, do all that is necessary to keep the said plot, and the columbarium and Town-owned monument structures in a neat and tidy condition.
- 4.4 Grave, Infant and Cremation sites purchased prior to April 23, 1990 shall be charged the appropriate perpetual care fee at the time the grave site is utilized.

SECTION 5 POWERS AND AUTHORITY OF THE CAO AND DIRECTOR OF INFRASTRUCTURE SERVICES

- 5.1 All the powers granted to the CAO and Director of Infrastructure Services by this Bylaw will be subject to the supervision and control of Council.
- 5.2 The Director of Infrastructure Services is responsible for the operation of and maintaining order in the cemetery. This includes the general supervision, charge and control of the management and operation of the cemetery.
- 5.3 The CAO must keep a permanent record of all sales, location description, and the name(s) of any person(s) buried in any lot, plot or niche, together with the date of any purchase and burial, and all information as required in the Cemetery Contract, attached hereto as Schedule “B”.
- 5.4 The Director of Infrastructure Services will have charge of the cemetery and of all persons employed therein and of all works of whatsoever nature are carried out therein and will be charged with the duty of seeing that the said cemetery is kept in good order.
- 5.5 Only persons under the control and supervision of the Director of Infrastructure Services will open any grave for a burial of or the removal of, a dead body or the cremated remains.
- 5.6 The Enforcement Officer has the right to remove from the cemetery any person who disturbs the quiet or good order of the cemetery whether by noise or improper conduct or otherwise.

SECTION 6 PRE-NEED SALES

- 6.1 A contract for the reservation of burial rights in plots or niches, or the rights to memorialize on town-owned monuments or memorial wall must:
 - a) be in writing; and
 - b) be signed by the purchaser and the CAO or authorized designate; and
 - c) state the name of the salesperson and the name of any Funeral Home acting for the purchaser

- 6.2 The contract for reservation of burial rights will become valid and binding upon receipt of acceptable payment by the Town.
- 6.3 The contract for the purchase of burial rights in a plot or niche, or the contract for the purchase of the rights for memorialization on a town-owned monument will include perpetual care and permission to erect a monument. Plots and niches purchased prior to April 23,1990 will be charged for perpetual care and permission to erect a monument as set forth in Schedule "A" in this Bylaw at the time of use.
- 6.4 All persons who purchase burial rights in the cemetery will be responsible for the cost thereof and for all charges incurred now and, in the future, as set forth in Schedule "A" in this Bylaw.
- 6.5 The owner of the burial rights of a plot or niche, may authorize the use of such plot or niche for the interment of another person by submitting to the Town the name of the person to be interred and into which plot or niche. Such authorization must be in writing and signed by the owner of the burial rights or as per the Act.
- 6.6 All persons who purchase burial rights in plots or niches, or the rights for memorialization on Town-owned monuments in the cemetery will be responsible for compliance with the Regulations governing the erection of monuments as outlined in Section 10 of this bylaw.
- 6.7 No person will accept any fee or reward for a burial or the resale of burial rights in a plot or columbarium niche of which such a person is the owner of the contract for burial rights, or over which they exercise any power or control.
- 6.8 It will be the condition of each sale of burial space in the Cemetery that the purchaser expressly waives any claim arising by reason of any error or misdescriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonable or possible, to avoid such errors, but its liability will only extend to refund in case of error of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of plots or niches, or space on a Town-owned monument, in lieu of those originally allocated.

SECTION 7 TERMINATION OR CANCELLATION OF BURIAL RIGHTS

- 7.1 The purchaser may cancel the contract at any time for any reason. The purchaser may cancel without charge or penalty at any time during the period from the day the contract is entered into until 30 days after receipt of a copy of the contract. If cancelled after 30 days, payment will be required for burial rights and any cemetery supplies and cemetery services that have already been supplied, performed or delivered, as the case may be.
- 7.2 Upon receipt of an application and upon proof of ownership, the Town may redeem the burial rights in vacant graves in the cemetery and in columbarium niches, and the memorial rights to a town-owned monument in the cemetery on the basis of the original purchase price for the actual plot or niche, including perpetual care fees paid.
- 7.3 Cancellations or redemption after 30 days will be subject to an administration fee as per Schedule A.
- 7.4 Where G.S.T. was applicable to the original purchase price, it will be refunded based on the purchase price refunded.
- 7.5 "Proof of Inheritance" When the owner of the burial rights in a plot or niche, or memorialization rights on a Town-owned monument dies and burial rights pass to the new owners, before the new owners can obtain registration of their interest to it, the Town requires proof of their right to such interest.

SECTION 8 BURIALS, INTERMENTS, INURNMENTS, DISINTERMENTS

- 8.1 No burial, placement of cremated remains or disinterment will take place in the cemetery unless and until there is produced and shown to the Town the following documents:
 - a) Burial, death and/or cremation certificate or permit or disinterment permit issued by the proper official of the Province of Alberta or such other written authority as may be required from time to time under the laws of the Province of Alberta.
 - b) A completed contract for burial or disinterment acknowledging receipt of payment in full, or approval of credit by the CAO for work to be done at the expense of the Town, and signed by the owner (or his/her personal representative), of the burial rights:
 - i) Name of the Deceased Person,
 - ii) Last known residence of the deceased,

- iii) Block, Lot (if applicable) and Plot Numbers,
- iv) Date of Death,
- v) Day and Date of Burial/Disinterment,
- vi) Arrival Time at Cemetery,
- vii) Type of Outer Box and Name of Vault,
- viii) Sex of Deceased,
- ix) Date of Birth of Deceased,
- x) Place of Birth of Deceased,
- xi) Name of Firm and Individual making arrangements,
- xii) Name and address of plot owner or personal representative,
- xiii) Owner of burial rights or his/her personal representative making arrangements, and signature,
- xiv) The service number of a Veteran/and if required the service number of a Veteran Spouse,
- xv) The acknowledgment of payment in full, of fees and charges or the approval of credit by the CAO as set forth in Schedule "A" of this Bylaw.

- 8.2 The owner of the burial rights of a plot or niche may authorize the use of such plot/niche for the interment of a person by submitting to the Town, the name of the person to be interred and into which plot/niche. Such authorization must be in writing and signed by the owner or his/her personal representative.
- 8.3 Columbarium niches must be used for the inurnment of cremated human remains and must not be used for memorialization purposes only.
- 8.4 The Town may request proof of purchase to identify the plot and/or prove the right to use the plot.
- 8.5 It will be the condition of each sale of burial space in the cemetery that the purchaser expressly waives any claim arising by reason of any error or misdescriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonably possible, to avoid such errors, but its liability will only extend to refund in case of error, of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of lots or niches, or space on a Town-owned monument, in lieu of those originally allocated.
- 8.6 Any person signing a contract for interment or disinterment will be responsible for the prepayment of all charges in connection with such service as set forth in Schedule "A" of this bylaw.
- 8.7 Any child of a deceased interred in a plot is deemed to have the authority to give permission for interment in that plot. The order of disposition set forth by the Act will be followed.
- 8.8 The Town accepts no responsibility for a burial site not prepared due to the late arrival of a concrete liner or vault.
- 8.9 All interments in the New Section within Blocks J, K and L require the installation of a concrete vault.
- 8.10 Funeral Directors must close the casket/coffin and fasten it securely before it is lowered into the ground.
- 8.11 No burial or funeral service will be permitted in the cemetery on a Sunday or Holiday except:
 - a) with special permission in writing to the CAO, which may only be granted in cases of special emergency, such as danger of contagion or infection, or in case of an epidemic, or by order of the Provincial Board of Health; or
 - b) circumstances which, in the opinion of the CAO, justifies an exception. An application for special permission herein must be made to the CAO not less than sixteen (16) regular working hours prior to the date of interment.
- 8.12 If a child or adult grave is required to be opened, a minimum accumulation of sixteen (16) regular working hours prior to the time set for the interment must be given.

- 8.13 For a Monday burial excluding a statutory or declared holiday, notice must be supplied by 12:00 Noon the Friday prior.
- 8.14 If, under extreme or adverse weather conditions, more time is required to prepare burial sites, the Town will notify the parties involved of the extra time required, and this extra time will remain in effect until further notice.
- 8.15 The CAO and/or Designate reserve the right to limit the number of burials within a working day, or assessing fees accordingly.
- 8.16 All burials are to be made within the confines of designed plots. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining plots and a minimum of two (2) feet of earth covering a concrete outer box. Grave depth will be 1.5 metres.
- 8.17 For disinterment, the Town's responsibility will end at the point where the soil is sufficiently excavated to permit access to the body for removal by the attending Funeral Home.
- 8.18 Any disinterment of a casket burial or ashes burial where no permanent outer box was used will be double the disinterment fee as set forth in Schedule "A" of this bylaw.
- 8.19 The Town will not be responsible for the condition of remains or the container of the remains.
- 8.20 The old cemetery is closed to the sale of any remaining unsold burial sites. Only sites with presold burial rights shall be allowed to be used for burials of caskets or cremated remains.
- 8.21 In the new section of the cemetery, Blocks J, K and L, concrete vault installation is mandatory for burial of human remains.

SECTION 9 MULTIPLE BURIALS IN PLOTS

- 9.1 No more than one body will be buried in a single grave except a parent and an infant when both are in the same casket/coffin.
- 9.2 No cremation inurnments will be permitted in any traditional casket burial plot prior to any traditional casket burial.
- 9.3 A maximum of two (2) cremains will be permitted in any full-sized plot after a traditional casket burial is already in that plot. Any additional placement of cremains will be at the discretion of Council.
- 9.4 The placement of cremains in a plot must be as required by the Director of Infrastructure Services.
- 9.5 More than one (1) cremains in a single cremation plot will be permitted only when inurnment of multiple cremains is done in a single opening of a cremation plot.
- 9.6 Columbarium niches allow for placement of two (2) cremains.

SECTION 10 MONUMENTS, MEMORIALS AND INSTALLATIONS

- 10.1 All monuments being placed in the cemetery require an Application for Permit (Schedule "C") to be completed and approved before any work is permitted to commence.
- 10.2 All monuments and their placement in the cemetery shall be pre-approved by the Director of Infrastructure Services.
- 10.3 All memorial tablets, monuments and markers shall be placed on a concrete, granite, or marble foundation that is flush with the surrounding ground and set on a four (4) inch gravel base and must be a minimum of four (4) inches thick and be of a material suitable for the support of a monument.
- 10.4 The foundation must extend a minimum of three (3) inches above and below and six (6) inches on the sides of the monument.
- 10.5 The maximum width, left to right, of monuments, monument foundations and bases will be determined by the number of plots the monument is intended to service. At no time may the monument, including its foundation, exceed the combined total width of the plot(s).
- 10.6 The maximum depth of a monument (not including foundation) is 18 inches.
- 10.7 All monuments must be constructed of granite, marble, or bronze.
- 10.8 Flat metal monuments must be set in or on a suitable concrete, granite or marble foundation.

- 10.9 If a tablet, monument or marker protrudes from the foundation it must be of a minimum height of 3 inches above the foundation on all sides, which is flush to the ground.
- 10.10 Upright monuments must be on a granite, marble, or concrete base, on top of the foundation, and be of a thickness not greater than eight (8) inches and not less than four (4) inches.
- 10.11 Additional memorial markers may be installed on plots to identify the interment of cremated remains, provided the additional monuments are flush to the ground.
- 10.12 A bronze plaque must be purchased from the Town for installation on the Memorial Tree display structure. Upon completion of the Memorial Tree Application Form and, after payment of the appropriate fee is received, the plaque will be ordered and placed. The choice of tree and its placement will be dependent on availability, season and weather. The deceased person memorialized on a bronze plaque need not be interred in the Claresholm Cemetery. A record of the deceased will be kept if the purchasers wish to provide such information.
- 10.13 A bronze plaque purchased for placement on the Scattering Grounds Memorial Structure will be reported to the Town. When cremains have been scattered in the Scattering Grounds a copy of the death or cremation certificate are required and the burial/placement will be recorded in the cemetery record.
- 10.14 All costs of construction, erection and installation of any foundation, base, or monument must be borne by the person requiring the same, and any work in the Cemetery in connection therewith must be done by workmen approved by the Town. Before any such work is undertaken, an Application for Permit (Schedule "C") must be completed and approved by the Town.
- 10.15 All persons who purchase burial rights in lots or columbarium niches, or the rights for memorialization on a Town-owned monument in the cemetery will be responsible for compliance with this bylaw.
- 10.16 Inscription on the Columbarium will be permitted only on the granite slab provided for the niche. Inscription of the name, and date of birth and date of death will be for the maximum of two (2) deceased persons. All fees relating to the Columbarium will be in accordance with Schedule "A" of this bylaw.
- 10.17 No monument may be placed, altered or removed from any plot until the Application for Permit (Schedule "C") is submitted to and approved by the Town, along with any fee as set out in Schedule "A" of this bylaw.
- 10.18 An Application for Permit (Schedule "C") must be completed and approved by the Town to erect a monument and any fees as set forth in Schedule "A" to this Bylaw must be paid to the Town before the monument can be placed.
- 10.19 No monument may be placed over any plot except such as will meet the requirements of this bylaw and such placements may be made only after permission has been granted by the Town.
- 10.20 All earth, debris, litter, and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights must be back filled, carefully cleaned up and removed from the cemetery by the said owner or his/her contractor or workmen.
- 10.21 All monument work is subject to review, inspection and approval of the Town.
- 10.22 All monuments must be installed facing onto the plot regardless of previous installations.
- 10.23 All foundations and monuments must be confined within the boundaries of the respective lots, and all monuments must be placed in a manner as to maintain a proper alignment consistent with monuments on adjacent lots.
- 10.24 Only one monument may be placed upon a single standard plot.
- 10.25 Only flat monuments may be placed upon cremation or urn plots.
- 10.26 Only one monument may be placed for each space of the rights for memorialization on Town-owned monuments and be made of materials described in this bylaw.
- 10.27 The purchaser or his/her designate of the burial rights is liable and responsible for damages resulting from theft, vandalism or damage howsoever caused to monuments erected upon a plot.
- 10.28 The Town accepts no responsibility for the maintenance of monuments due to normal wear or deterioration. Minor scraping of the base portion of upright monuments due to the turf mowing operation is considered normal wear.
- 10.29 No vases or solar lights will be allowed to be placed on the grass.

- 10.30 Restoration of the immediate work area and access points used by monument workers is the responsibility of the permit holder for the monument. Restoration must be completed to the satisfaction of the Town.
- 10.31 No tablet, monument, plaque, fence, coping, enclosure or structure will, except as provided, be removed by any person from any plot in the Cemetery without completion and approval by the Town as per Schedule "C".

SECTION 11 OPERATION AND MAINTENANCE

11.1 Clearing of Debris:

All earth, debris, litter and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights therein must forthwith be carefully cleaned up and removed from the Cemetery by the said owner or his/her contractor or workmen.

11.2 Dilapidated Graves:

The CAO or Designate will endeavor to contact Next-of-Kin of the deceased. The CAO or Designate will have the right to remove fences, coping and other encumbrances and structure, including flat monuments heretofore or hereafter erected which by reason of neglect or age have in his/her opinion become objectionable.

11.3 Flowers, Trees, Shrubs and Plant Material:

a) No trees, plants, shrubs, flowers or any other thing intended for growth will be planted, seeded, grown or maintained on any plot in the Cemetery unless permission for the same is first obtained from the Town, and the Town may remove or prevent the placing of any stand, holder, vase, or other receptacle for flowers or plants which is deemed to be unsuitable for such purpose or unsightly in appearance.

b) If any trees, shrubs or plants growing or situated on any plot become, in any way, detrimental to adjacent lots, walks or driveways, or prejudicial to the general appearance of the Cemetery or dangerous or inconvenient to the public, the Town will have the right to enter upon the said plot and remove said trees, shrubs or plants or such parts thereof as may be considered detrimental, dangerous, inconvenient or objectionable.

c) No person will injure any tree, shrub or plant growing in the Cemetery, or pick or destroy any flower growing therein, or write upon, mark, scratch or deface any amenity, monument, plaque, cross, fence, gate, building or structure within or around the Cemetery.

d) The Town will not accept responsibility for lost or damaged floral arrangements under any circumstances.

e) No person will place artificial flowers or potted plants on any plot in the Cemetery unless the flowers or plant are totally contained in a vase that is part of a permanent monument, and no part of the floral arrangement or potted plant is in contact with the grass. Arrangements or potted plants that are not totally contained in a permanent vase attached to a monument will be removed.

f) Flowers, funeral designs or floral pieces will be permitted on the grave the day of the burial for a period of five calendar days. The Town will have the authority to remove any funeral designs or floral pieces, which may become wilted, or any other article or thing after the expiration of five (5) days from date of service.

g) The CAO or Designate will have full authority for and will be responsible for maintaining order in the cemetery, and for removing from any plot, flowers, wreaths or funeral pieces or anything else that in his/her opinion makes the said plot untidy or unsightly, or interferes with maintenance.

h) Flowers, funeral designs or floral pieces may be placed only at the base of the Columbarium, unless placed in a vase on the Columbarium monument. Placements on the top of the Columbarium are prohibited.

i) No person will place or deposit a glass encased wreath or any stand, holder, vase, receptacle, jar, bottle or pot made of glass or other breakable material on any plot.

j) The Town reserves the right to plant all perennial flowers, shrubs and trees and to landscape or to carry out any improvements to the grounds.

k) No flowerbeds will be permitted on individual graves in the Cemetery.

l) Donations of plant material will be gratefully accepted. Placement is at the discretion of the Town.

m) The Cemetery has been designated as the location for a Memorial Tree Program. Individuals may purchase a memorial tree and have a plaque dedicated in honour or memory of a friend or loved one.

- 11.4 General:
- a) No fence, railing coping or any other enclosure structure of any kind other than a monument or plaque, which is in accordance with the provisions of this bylaw, will be erected or installed on any plot of the Cemetery.
 - b) No vault or similar structure may be erected, constructed or be placed in the Cemetery except such vaults as are totally buried and the highest point are at least 2 feet below the soil surface, and where the size is such as to fit grave excavations of a normal size in the Cemetery.
 - c) The Town will remove from the cemetery or from any plot therein any tablet, monument, plaque, cross, fence, railing, coping, other enclosure, structure, thing, tree, shrub, plant, growing thing, or any inanimate object, which is within the Cemetery or in, upon or around any plot, that may have been placed without proper authority or permission as prescribed or required by any of the provisions of this bylaw, without notice to any interested person.
 - d) No plot or grave will be raised above the level of the surrounding ground.
- 11.5 Special Sections:
- a) Council may designate special sections in the cemetery. The following areas are hereby designated by Council:
 - i) Old Cemetery
 - ii) New Cemetery
 - iii) Field of Honor
 - iv) Cremation Section
 - v) Cremation Columbarium
 - vi) Infant/Baby Section
 - vii) Scattering grounds.
 - b) Notwithstanding the above, interment of any remains to which the above categories apply will not be limited to the above designated sections.
- 11.6 Indigent and Unclaimed Bodies:
 Indigent burials shall be subject to the rules governing such burials at the time of interment as established by Provincial Regulations.

SECTION 12 PUBLIC ACCESS

- 12.1 Cemetery Hours:
- a) No persons other than an employee of the Town will enter or remain in the Cemetery between sunset of one day, and sunrise of the next day unless authorized by the Town of Claresholm.
 - b) The Cemetery will be open to the Public between the hours of sunrise or 8:00 am and sunset or 9:00 pm, whichever occurs first, every day of each year.
- 12.2 Animals:
 No domestic animals will be brought into or permitted to be within the Cemetery except that pets may be carried in vehicles provided that they are not allowed out of the vehicle.
- 12.3 Firearms/Salutes:
 Salutes involving the discharge of firearms will be permitted only for military funerals and provided that the Town is notified in advance. The Royal Canadian Mounted Police must approve the use of any ammunition.
- 12.4 Injury:
 The Town will not be responsible for any injury resulting to any person who enters the cemetery.
- 12.5 Paths and Walkways:
 All persons walking in the Cemetery will keep to the paths and walkways, and will not walk upon or across any plot except for maintenance operations.
- 12.6 Picnics and Parties:
 No picnic or other parties or gatherings, except for funerals or some ceremony or observance permitted by the Town will be held or be allowed within the Cemetery and no person, without the permission of the Town will be or remain within the Cemetery during the hours of darkness in any day.

- 12.7 Vehicles:
- a) No vehicle, carriage or conveyance will travel within the said Cemetery at a greater speed than 15 kilometers per hour. Travel must be on driveways wide enough and intended for vehicular travel.
 - b) The owner of any moving vehicle will be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
 - c) The Town may prohibit the driving of vehicles in any part of the cemetery.
 - d) The Town may prohibit the driving of any vehicle in the cemetery when the roads are in an unfit condition.
 - e) The Town may specify times and conditions under which motor vehicles may be in the Cemetery.

SECTION 13 OFFENCES

- 13.1 A person who:
- a) Willfully destroys, mutilates, defaces, injures or removes any monument, gravestone or other structure placed in the Cemetery, or any fence, railing or other work for protection or ornament of the Cemetery, or plot within the Cemetery, or
 - b) Willfully destroys, cuts, breaks or injures any tree, shrub or plant in the Cemetery, or
 - c) Plays at any game of sport in the Cemetery, or,
 - d) Discharges firearms in the Cemetery, except at a military funeral, or,
 - e) Willfully and unlawfully disturbs persons assembled for the purpose of burying a body in the Cemetery, or,
 - f) Commits a nuisance in the Cemetery, is guilty of an offense as set forth in the Cemeteries Act.

SECTION 14 FINES

- 14.1 Any person violating any of the provisions of this bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a) \$500.00 per offence,
 - b) Where remediation is required to repair any damages caused by the offender, those charges will be added to the fine.
- 14.2 Where any Enforcement Officer believes that any person has committed a breach of this bylaw he/she may serve upon such person a notice.
- 14.3 Service of any such notice shall be sufficient if it is:
- a) personally served,
 - b) served by mail, and is deemed to have been received on the fifth (5th) day following the date of its mailing,
 - c) attached to the vehicle in respect of which the offense is alleged to have been committed.

SECTION 15 PASSAGE OF BYLAW

15.1 Bylaw #1545 and all amendments thereto are hereby repealed.

15.2 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **11th** day of **March** 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, CLGM - CAO

BYLAW# 1650

SCHEDULE "A"

Burial Rights:	
Burial plot & permit fee	500.00 + GST
Cremation plot & permit fee (one open & close)	200.00 + GST
Columbarium:	
Columbarium Niche	950.00 + GST
Services:	
Open & close for interment – April 1 to October 31	300.00 + GST
Open & Close for Interment – November 1 to March 31	450.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Apr 1 to Oct 31	125.00 + GST
Open & close for cremation (18" x 18" x 24" deep) Nov 1 to Mar 31	275.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Apr 1 to Oct 31	200.00 + GST
Cremation Vault Burial	
Open & close for cremation (24"x 24" x 30" deep) Nov 1 to Mar 31	350.00 + GST
Late funeral surcharge (after 3:00 p.m. arrival)	150.00 + GST
Weekend/holiday surcharge	200.00 + GST
Disinterment with permanent concrete vault	Double the Open & Close fees
Disinterment without permanent outer box surcharge	Double the disinterment fee
Perpetual Care per burial site	300.00 + GST
<ul style="list-style-type: none"> Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized. 	
Administration fee on cancellation	50.00

Schedule B - Cemetery Contract for services: attached

Schedule C - Application for Permit: Monument Installation or change of existing Monument

**Bylaw #1650 - Schedule B
Town of Claresholm
Cemetery Contract for Services and/or Pre-Need Purchase**

Section A - Cemetery Location and Burial Information

Funeral Home: _____	Date of Order _____			
	Date Order Received _____			
Ordered By: _____	Date Order Confirmed: _____			
Location: _____				
Grave(s)	Block	Lot	Plot	Where
Type of Service: _____	Ashes Burial _____	Body Burial _____	Pre-Need _____	Transfer _____
	Veteran Burial _____	Service # _____	Spouse Y/N _____	Service # _____
Type of Plot: _____	New Purchase _____	Existing Site: _____		
	Cremation _____	Columbarium _____	Memorial Wall _____	
	Scattering Garden _____			
Date of Burial: _____				Arrival Time: _____
Type of Outer Liner: _____				Supplier: _____
Previous Burials: _____				
Remarks/Special Instructions: _____				

Section B - Deceased Information

Mr., Mrs., Ms., Miss	Surname _____	Given Name(s) _____	
Last Address of Deceased: _____			
	<i>Box/Street</i>	<i>City/Town</i>	<i>Province/Country</i>
Date of Birth: _____	Date of Death _____		
Place of Birth: _____	Male _____	Female _____	
Remarks: _____			

Section C - Purchaser Details

Mr., Mrs., Ms., Miss	Surname _____	Given Name(s) _____
Address: _____		
	Box/Street	Phone #(s)

The undersigned, as evidenced by his/her signature, hereby contracts with the Town of Claresholm for the provision of the above cemetery and agrees to pay all amounts specific in the contract and any further amounts payable pursuant to the Cemetery Bylaw, to the Town of Claresholm, service and is subject to all other provisions of the Cemetery Bylaw, as amended from time to time. The undersigned acknowledges and agrees to comply with the regulations governing the erection of monuments applicable to this location within the cemetery as set forth in the Cemetery Bylaw and agrees to assume all responsibility to maintain the monument or gives the Town the right to remove the same.

Signature _____	Date Signed _____
-----------------	-------------------

**Bylaw 1650 - Schedule B (cont.)
Town of Claresholm
Cemetery Contract for Services and/or Pre-Need Purchase**

Contact Person/Personal Representative of Titleholder:

Relationship to Purchaser: _____

Relationship to Deceased: _____

Mr., Mrs., Ms., Miss

Surname

Given Name(s)

Address:

Box #/ Street

Phone #

City/Town

Province/Country

Postal Code

Name of Person Arranging Interment:

Address:

This is to certify that the undersigned, has the authority to inter the above named deceased in the above described cemetery plot and, further that the deceased has beneficial interest in the said plot, in addition the undersigned, as evidenced by his/her signature, hereby contracts with the Town of Claresholm for the provision of the above cemetery services and agrees to pay all amounts specified in this contract and any further amounts payable pursuant to the Cemetery Bylaw of the Town of Claresholm.

Signature: _____

Date Signed: _____

Summary of Charges

New Purchase	_____
Perpetual Care	_____
Open & Close for Interment	_____
Vault/Liner	_____
Change of Burial Rights	_____
Winter Surcharge	_____
Weekend/Holiday Surcharge	_____
After Hours Surcharge	_____
Disinterment Charges	_____
Transfer/Exchange Fee	_____
Sub-Total	_____
GST	_____
TOTAL	_____

Method of Payment:

Cash _____ Cheque _____ Debit _____

Bill To: _____

For Office Use Only:

Dig Sheet	_____
Plot Book	_____
Alphabetic	_____
Burial Cert	_____
Register	_____

Date Payment Received

Signed - Town Representative

**SCHEDULE "C" - APPLICATION FOR PERMIT
MONUMENT INSTALLATION OR CHANGE OF EXISTING MONUMENT**

Ph: 403-625-3381
Fax: 403-625-3869

TOWN OF CLARESHOLM
221 - 45 Avenue W
P.O. Box 1000
CLARESHOLM, AB T0L 0T0

DATE:	
--------------	--

LOCATION		TYPE OF SERVICE	
<i>Block:</i>		<i>New Installation (specify: Single / Double)</i>	
<i>Lot:</i>		<i>New Installation on Columbarium</i>	
<i>Plot:</i>		<i>Permanent Removal</i>	
<i>Number of Graves:</i>		<i>Removal for Alteration / Repair</i>	
		<i>On Site Alteration / Repair</i>	

Name of Deceased: _____ Date of Death: _____

Name of Interment Rights Holders: _____

MONUMENT TYPE	SIZE (inches)	LENGTH	WIDTH	HEIGHT
<i>Flat</i>		Monument Foundation		
<i>Pillow</i>				
<i>Upright</i>				
<i>(old section only)</i>				

The Cemetery Bylaw requires the owner of this monument to provide a signed statement showing the owner assumes responsibility to maintain the monument, or gives the Town of Claresholm the right to remove the monument should it fall into a state of disrepair. I am aware of my responsibility as the owner of the above monument.

MONUMENT PURCHASER	
Purchaser Name:	Home Phone:
Address:	Business Phone:
	Date:
Signature of Purchaser: (or Monument Mason)	Date Work Done:
Monument Company Name:	
Monument Company Address:	

Director of Infrastructure Services

Grave will be marked within 5 working days from receipt of this completed application permit.
(Return to this office by fax, mail or during office hours in person.)

Date Returned:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1664**

**CHINOOK INTERMUNICIPAL SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Town of Claresholm wishes to join other area municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the South Saskatchewan Regional Plan (SSRP), the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

NOW THEREFORE, the Council of the Town of Claresholm in the Province of Alberta duly assembled, enacts as follows:

1. TITLE

This Bylaw may be cited as the Chinook Intermunicipal Subdivision and Development Appeal Board Bylaw.

2. AUTHORIZATION

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

3. DEFINITIONS

Appellant means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

Board means the Chinook Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

Board Member means an appointed member of the Chinook Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

Board Panel means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

Chair means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

Chief Administrative Officer (CAO) means the individual appointed to the position for the municipality in accordance with the *MGA*.

Clerk means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board by the member municipality within which the appeal is held.

Conflict of Interest means both Common Law Bias and Pecuniary

Interest. **Council** means the Council of the (Municipality).

Development Authority has the same meaning as in the *MGA*.

Hearing means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

Municipality means the municipal corporation of the (Municipality) together with its jurisdictional boundaries, as the context requires.

Panel Member means an individual Board member participating in the group panel to hear an appeal.

Participating municipality means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Chinook Intermunicipal Subdivision and Development Appeal Board.

Procedural guidelines means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

Subdivision Authority has the same meaning as in the *MGA*.

Subdivision and Development Appeal Board has the same meaning as in the *MGA*.

Quorum means the minimum number of Board panel members required to hear an appeal.

Municipal Government Act (MGA) means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

Chinook Intermunicipal Subdivision and Development Appeal Board means the Board established by agreement to act as the Subdivision and Development Appeal Board.

All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

4. APPOINTMENT OF THE BOARD

- (1) The Board is comprised of the member representative(s) as appointed by the participating municipalities.
- (2) A municipality may participate in the Chinook Intermunicipal Subdivision and Development Appeal Board without appointing individual representative(s) by utilizing the appointed Board Members of the other participating member municipalities to act on the municipality's behalf as its appeal body.
- (3) For each member municipality appointing individual Board Member representative(s) to the Chinook Intermunicipal Subdivision and Development Appeal Board, the appointment shall be made by resolution of Council. Appointed Board Members from a municipality shall consist of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.
- (4) For those member municipalities appointing individual representative(s) to the Board, the remaining composition of the Board Panel Members shall be the appointed members from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board.
- (5) Appointments to the Chinook Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (6) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the municipality, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (7) A Board Member may resign from the Chinook Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (8) Where Council has appointed a Board Member representative(s) for the municipality, Council may remove its individual appointed Board Member representative(s) at any time if:
 - a) in the opinion of Council, a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

5. COMPOSITION

- (1) The Board Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Chinook Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than five (5) members and no more than one (1) being an elected official.
- (3) Three (3) Board Members constitute a quorum of the Board Panel.
- (4) If a vacancy of an appointed Board member representative from a municipality shall occur at any time, the municipality may appoint another person to fill the vacancy by resolution of Council.
- (5) In the absence of the municipal appointed member representative(s) of the municipality in which the appeal originates being available to sit on a Panel, then the appointed Panel Member representative(s) from the other municipalities of the Chinook Intermunicipal Subdivision and Development Appeal Board shall form the composition of the Board Panel to hear and decide on a matter of appeal on behalf of the municipality.
- (6) Board Panel Members of the Chinook Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (7) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

6. COSTS AND REMUNERATION

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Chinook Intermunicipal Subdivision and Development Appeal Board.

7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- (1) The Chinook Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Chinook Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

8. APPEAL FILING

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

9. CLERK RESPONSIBILITIES AND DUTIES

- (1) Council shall by resolution appoint a Clerk as a designated officer, or sub-delegate to its CAO the authority to appoint a Clerk or Clerks, for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend all meetings and hearings of the Chinook Intermunicipal Subdivision and Development Appeal Board held in that member municipality, but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Chinook Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality in which the appeal has been filed, as outlined in the Procedural Guidelines.

10. ADMINISTRATIVE

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

11. ENACTMENT

- (1) This bylaw shall come into effect upon third and final reading thereof.
- (2) This Bylaw rescinds Bylaw No. 1636 the former Subdivision and Development Appeal Board Bylaw, and any amendments thereto.

READ a **first** time this **11** day of **March**, 2019.

READ a **second** time this _____ day of _____, 2019.

READ a **third** time and finally PASSED this _____ day of _____, 2019.

Mayor Doug MacPherson

Chief Administrative Officer Marian Carlson

Karine Keys

From: Lyndon Gyurek <Lyndon.Gyurek@gov.ab.ca>
Sent: Friday, March 8, 2019 4:18 PM
To: Karine Keys
Subject: Health Canada new MACs - Lead and Manganese
Attachments: image001.emz



March 8, 2019

RE: New Lead and Manganese MACs in Guidelines for Canadian Drinking Water Quality

On March 8, 2019, Health Canada [published a new maximum acceptable concentration \(MAC\) for lead](#), and we expect a new MAC for manganese in April 2019. Health Canada publishes these MACs under its *Guidelines for Canadian Drinking Water Quality* that list various contaminants that can be found in drinking water and have potential for causing negative health effects. Maximum acceptable concentrations (MACs) are set, and revised if appropriate, based on regular reviews and assessments of scientific evidence. The new [MAC for lead is 0.005 mg/L](#) (milligrams per litre), a lower value than the current 0.010 mg/L. The expected MAC for manganese will be 0.12 mg/L.

Alberta Environment and Parks (AEP) uses the *Guidelines for Canadian Drinking Water Quality* to set drinking water quality objectives in Alberta. So what does this mean for Alberta drinking water systems?

Municipal water providers will have five years after receiving written notification from their AEP regional *Environmental Protection and Enhancement Act* (EPEA) signing Director to develop and begin implementation of lead and/or manganese management programs for their systems. Water utilities will be required to submit their plans for meeting the MAC for lead (at the tap) and manganese (in the distribution system) as part of their annual drinking water system report to AEP and to include the plans in their Operations Program.

Current monitoring programs may need enhancement to assess the presence and concentration of lead and manganese in water. Monitoring for lead will require water sampling at the tap within buildings because lead concentrations can be affected by plumbing fixtures and building service lines. This is fundamentally different from the current standard, and represents a significant change in how lead in drinking water will be regulated as per the new Federal guideline for lead in drinking water. AEP will be providing guidance documents on water sampling protocols for lead (at the tap) and manganese (in the distribution system and source water). Once drinking water systems characterize their lead and manganese risks, the next step will be to develop mitigation plans if necessary. AEP, in conjunction with Alberta Health and Alberta Health Services, will be providing guidance on how consumers can reduce their exposure to lead and manganese in drinking water.

Background

So how does lead enter drinking water? Typically, drinking water produced at drinking water treatment plants is nearly lead-free. However, lead can leach into drinking water from service lines (service line carrying water from the water main to the building inlet), lead solder and brass fittings. The National Plumbing Code allowed the use of lead pipes until 1975 and lead solder until 1986, but brass fittings on the market even now may

contain low levels of lead. Exposure to lead can have adverse effects on everyone's health, but children, infants and foetuses are most at risk because of potential effects on neurological development. For your reference, Health Canada has developed an [infographic](#) on the subject of lead in drinking water.

Where does manganese come from? Manganese is an element found in minerals and is most often present in groundwater sources for drinking water. Manganese in small doses can be beneficial to human health; however, in higher concentrations it can pose adverse effects, the central nervous system of infants and children being the most susceptible. Manganese can also affect the taste and appearance of drinking water.

If you should have any questions related to this information bulletin, please feel free to email me or contact your regional Drinking Water Operations Specialist (DWOS) at AEP.

Thank you.

Sincerely,



Lyndon Gyurek, Ph.D., P.Eng.
Director, Drinking Water and Wastewater/Stormwater
Provincial Programs, Operations Division
Alberta Environment and Parks
Lyndon.Gyurek@gov.ab.ca

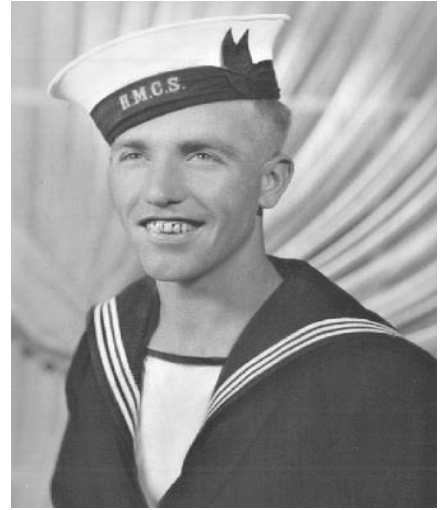
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Nigel Armstrong



Edward Adderley



Norris Bailey

Since 2002, the Canadian Fallen Heroes Foundation has been honouring individual soldiers that comprise our nation's honour roll. Over 4,000 communities lost a son or daughter in service and our research to date has uncovered 52 who called Claresholm home prior to enlistment. As funds permit, their stories are being researched and written, placed and preserved IN MEMORIAM on our charity's website. Metal art memorials commissioned in their honour are being gifted to the Claresholm branch of the Royal Canadian Legion where they will be prominently displayed as former citizens deserving of remembrance.

Selfless acts are rare and we are grateful for the opportunity to document these lives lost in the service of others and to share and preserve their individual story for future generations. Pictures and biographical information can be dropped off at the Claresholm branch of the Royal Canadian Legion. We can never repay them or hope to fill the void left in the lives of the parents and families left mourning what might have been. We can however honour our commitment to remember them, every one of them.

The total cost to do a memorial for each of the 52 soldiers we have identified so far is 13,000.00 and our contributors to the memorial project will be acknowledged in the March 6, 2019 edition of the Community Press and provided a tax receipt in accordance with our charitable status. We are hoping that you can donate towards this total cost. Thank you.

Sponsorships are as follows:

Platinum \$2,500.00
Gold \$1000.00
Silver \$500.00
Bronze \$250.00



INFORMATION BRIEF

Meeting: March 25, 2019

Agenda Item: 6

CANADIAN FALLEN HEROES FOUNDATION

DESCRIPTION:

In June of 2012, the Town supported a memorial to a soldier that was commissioned by the Canadian Fallen Heroes Foundation in the amount of \$275 that has been displayed at the Royal Canadian Legion since it was made.

The Canadian Fallen Heroes Foundation is reaching out to the Town of Claresholm once again as they are doing a project to commission metal art memorials in memory of those who have lost their lives while in service to our country.

For the complete project, they are stating that they require \$13,000, which is \$250 per memorial. They have received pledges of \$5,325 and the actual money they have received to date is \$3,400. The total amount they are requesting may be reduced as they have indicated that the actual number of soldiers may be 48 instead of 52. Fallen Heroes will do as many memorials as they can this year with the funds raised and continue to fundraise. They are hoping the project can be completed next year.

The Foundation has been reaching out to local businesses and groups, which they acknowledged in the March 6th edition of the Claresholm Local Press. The Royal Canadian Legion Branch No. 41 has also written a letter of support for this project, which is attached.

ATTACHMENTS:

- Claresholm Local Press ad – March 6, 2019
- Letter of support from the Royal Canadian Legion Branch No. 41
- Request letter from Fallen Heroes of June 7, 2012
- Copy of memorial for Private Maxwell

PREPARED BY: Karine Keys, Finance Assistant

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

DATE: March 21, 2019

IN MEMORIAM



Norris Benjamin "Bud" Bailey

Neil Laurentz Smith

Since 2002, the Canadian Fallen Heroes Foundation has been honouring individual soldiers that comprise our nation's honour roll. Over 4,000 communities lost a son or daughter in service and our research to date has uncovered 52 who called Claresholm home prior to enlistment. As funds permit, their stories are being researched and written, placed and preserved IN MEMORIAM on our charity's website. Metal art memorials commissioned in their honour are also being gifted to the Claresholm branch of the Royal Canadian Legion where they will be prominently displayed as former citizens deserving of remembrance.

Selfless acts are rare and we are grateful for the opportunity to document these lives lost in the service of others and to share and preserve their individual story for future generations. Pictures and biographical information can be dropped off at the Claresholm branch of the Royal Canadian Legion. We can never repay them or hope to fill the void left in the lives of the parents and families left mourning what might have been. We can however honour our commitment to remember them, every one of them.

The Canadian Fallen Heroes Foundation and the Claresholm branch of the Royal Canadian Legion would like to thank the following contributors to the Memorial campaign:



Rae Trimble • Claresholm Local Press

Meadow Creek Sausage & Meat • Reno's By JT

Cervus Equipment Corporation • Fix Auto Claresholm

Kustra Insurance & Investments

Skierka Trucking Inc. • Willow Creek Funeral Services

2W Livestock Equipment Ltd. • Claresholm Welding & Fabrication

Crossroad Energy Solutions Inc. • Davis Chevrolet GMC Buick Claresholm

Douros Pizza & Steakhouse • Elite Truck Wash • Pharmasave Claresholm

Q.E.D. Enterprises Ltd. • Roostertails Hair Salon

Chinook Financial • Curly's Cold Beer And Liquor Store • Alberta Treasury Branch

Don Needham Trucking • Godley's Jewellery • Gerto Cabinets & Furniture • Ruthanne Hengerer (Reflexology)

• Willowtree Designs • Challenger New Holland

www.canadianfallenheroes.com



Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca

Town of Claresholm
221 - 45 Ave West
PO Box 100
Claresholm, AB T0L 0T0

Dear Karine:

As per your request, please accept this letter from Branch #41 Claresholm, Royal Canadian Legion as our acknowledgement of the Canadian Fallen Heroes Foundation's Memorial Campaign to recognize those service personnel from Claresholm who made the supreme sacrifice for their country.

Although this is not our project, we support it in principle and will be proud to display the memorials to those Fallen Heroes at our Claresholm's Branch #41 facility.

These people sacrificed their lives in the service of our Country so that we may have the Freedoms we enjoy today.

Yours in Remembrance,

L.R. Verne Lunan
2nd Vice President
Branch #41 Claresholm
Royal Canadian Legion

Dear Karine and Council:

June 7, 2012

Karine, I wanted to apologize I had thought I had all the pictures of these guys but when Marianne sent me the list I found these others with no photos. If the town can help us with photos that would be wonderful

Alberta has a rich history of military service, young men and women from all corners of the province enlisted when called upon, and every community suffered losses. Among the many thousands who have served, close to 10,000 soldiers never came home, many buried overseas, at or near the place of their final battle. Lost was the opportunity to have children, grandchildren, to live a full life. The Canadian Fallen Heroes Foundation is an Alberta based charitable organization committed to honouring each of our fallen soldiers through our Memorial Print campaign.

The Memorials testify to the sacrifice made by citizens of various communities and Municipalities throughout the province. The mounted oak framed 18" x 22" memorial prints feature a photograph, brief biography including military service details, age and date of death, and relevant historical information. The prints also depict war scenes related to the areas or campaigns in which each life was lost.

Once complete these Memorials provide an opportunity to see the faces and read the stories behind those who died in service. Memorials are being donated to each soldiers home community where they become property of the Town and Council can determine an appropriate venue for display. Our list of soldiers to be memorialized this year include Charles F. Adams - ready to do, Kenneth Burnham - ready to do Olaf Bergerson - no photo, Benson A W Coutts - No Photo, Jack F Diebold - no photo, Harold Hughes - no photo and Samuel L Whitehead - No Photo. Enlistment records often make reference to more than one community, if there are soldiers from the local honour roll or cenotaph that are not included in this list please let us know so that our records can be updated and we can begin the required research. Karine, some of our soldiers can also be found on www.canadianfallenheroes.com where they can be found under Virtual Memorial and searched by Claresholm under community. The website is being worked on to make it easier to navigate. I've attached a copy of one of the physical Memorials to give you a better idea how they look as well.

Should the Council also wish to donate to help commission a Memorial, any donation will be directed towards the \$275.00 Memorial print cost and all donors will receive a charitable tax receipt. Thank you very much for your time and consideration, should you have any questions please feel free to call me @ 403-800-1844 .

Regards,

Toni Hall

Alberta Project Manager

Canadian Fallen Heroes Foundation

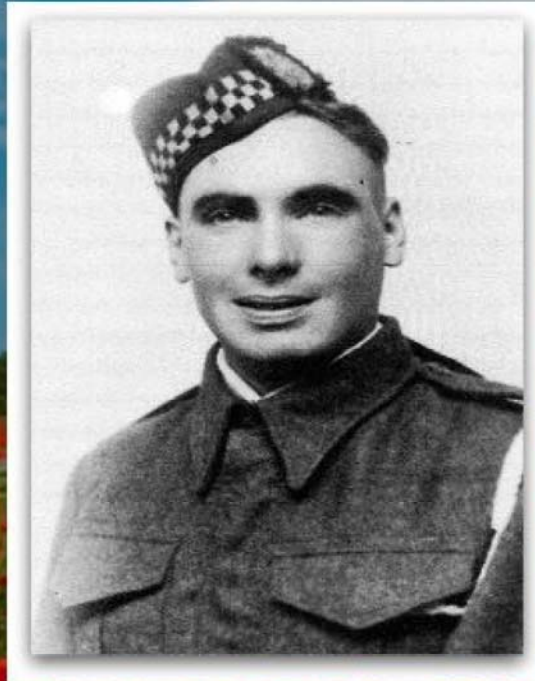
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Canadian Fallen Heroes Foundation

<http://www.canadianfallenheroes.com>

Maxwell, Shirly Roy



Private
Army
Claresholm, Alberta
Died: Feb 3, 1945

Commemorated at
[Ravenna War Cemetery, Italy](#)

Shirly Roy Maxwell, of Claresholm, Alberta served as a Private with Princess Patricia's Canadian Light Infantry during the Second World War. On July 10, 1943 the Princess Patricia's, forming part of the 1st Canadian Infantry Division and the 8th Army, landed in Sicily. After the short Sicilian campaign the Regiment landed and fought in Italy from September 1943 to March 1945. Private Maxwell died February 3, 1945 and is buried in the Ravenna War Cemetery, Italy. Ravenna was taken by the Canadian Corps at the beginning of December 1944, and burials in the cemetery reflect the fighting for the Senio line. Many of the men buried here were Canadians; one of the last tasks of the Canadian Corps before being moved to north-west Europe was the clearing of the area between Ravenna and the Comacchio lagoon.

With Help From
Town of Claresholm



16 March 2019

Mayor and Councillors
Town of Claresholm
221 – 45 Avenue W.
Claresholm, AB T0L 0T0

Dear Mayor and Councillors:

This is a request for a letter of support from the Town of Claresholm for Claresholm & District Museums planned Alberta Culture Days event on Sunday 29 September 2019 at the Claresholm Community Centre. The day will include all types of entertainment(ethnic; first nations; Metis; etc.;;) along with children's activities; artisans and artists; pancake breakfast; etc.
(List of proposed events attached)

The Friends of the Museum are applying for an \$1000.00 grant from Alberta Culture and Tourism to help sponsor the all-day event. The requested letter of support will enhance their chance of receiving the grant.

Pleased find attached some information on Alberta Culture Days and the Grants available.

Thank you for your kind consideration for this request.

Yours truly

L.R. Verne Lunan
Board of Directors
Claresholm and District Museum

Claresholm Alberta Culture Days 2019

Proposed Events and Activities

- Claresholm Lions – Pancake Breakfast
- First Nations – dancer(s); drummers; poetry; etc.
- Quilters; Potters; Rug Hooking; Artists; Photography; etc.
- Local Highland Dancers
- Filipino Community Group – dancing; music; foods
- Willow Creek Ag Society – promoting Farming and Ranching Heritage
- Metis Step Dancers – Adult & Youth
- Square Dancers
- Ethnic Clubs & Groups (i.e. Sons of Norway; etc.)
- Children’s story tellers; games; activities
- Seniors
- Youth for Tomorrow
- Local Musicians; Bands; Story Tellers; Poetry; etc.
- Claresholm Arts Society – skits and/or music
- Museum Displays
- Local Clubs and Organizations displays
- Other events and activities to be added

Alberta Culture Days

Our government is proud to support Alberta's vibrant culture. Alberta Culture Days help us all better understand the arts, culture, diversity and community spirit in our province. Last year was one of our best yet, and we're excited to see what 2019 brings. I encourage all communities and organizations to apply for an Alberta Culture Days grant to share their art, music, history and food this September."

Ricardo Miranda, Minister of Culture and Tourism

Applications can be downloaded from the [Alberta Culture Days grant website](#) and submitted via mail. The deadline to apply is April 4.

Grants are open to cultural organizations, non-profit groups, venues and facilities, school and community groups, First Nation and Métis settlements, and post-secondary institutions. Eligible community organizations can apply for one of the following:

- up to \$10,000 for three days of programming as a Feature Celebration Site
- up to \$5,000 for two days of programming as a Host Celebration Site
- up to \$1,000 for one day of programming as a Pop-Up Celebration Site

Last year, 471 events took place in 56 communities giving thousands of Albertans access to events to celebrate our culture, diversity and community spirit.

Alberta Culture Days is part of the National Culture Days initiative, where millions of people across Canada participate in Culture Days activities and programs.



March 21, 2019

To Whom It May Concern;

I am writing this letter on behalf of the Claresholm Skatepark Association. We have some incredible fundraising ideas scheduled for this year, and when we have a location decided this will start opening doors for our Association to start grant applications and begin the next phase of our project with Newline Skate, the 2 dimensional design. We need a space for the park.

Our vision for the Skatepark is concrete engineered, with aesthetically pleasing landscaping, green space, seating, shade that people of all demographics can enjoy. The first phase of the project would be similar in size to the current Skatepark, we'd like to double the size of the park in the future as well as have the option to provide a BMX or push, pump bike track to the design.

The following are areas that have had community and Skatepark member approval, each area has merits and disadvantages:

1. Moffat Park: *slotted for renovation or removal, would help establish a recreation district in our community; is large enough for expansion projects; close to amenities; away from residential; potential selling feature for new subdivision*
2. Centennial Park, West of Fire Hall or North of Firehall where South T-ball Diamond is: *community supported this area; noise may be an issue; closest amenities are Shell gas station across highway*
3. Old Elementary School North East Corner: *Close to amenities; visible from Highway; close to east and west side*

Thank you all for your time and consideration, we look forward to working with the Town of Claresholm and the community at large.

Respectfully,

Sherry Levesque
Chair
Claresholm Skatepark Association



REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 9

SPONSORSHIP PLAQUE / MEMORIAL POLICY

DESCRIPTION / BACKGROUND:

The Development Department is presenting the attached policy for review and adoption. Administration often receives requests from Community groups or individuals requesting memorial plaques, or sponsorship signage on municipal buildings, infrastructure (benches), or within parks/rec facilities. This is a unique opportunity to recognize contributions to Town facilities. Currently there are no guidelines as to what those types of plaques or memorial signs are to look like or the process if they become in a state of disrepair. The land use bylaw has regulations in regards to signage for buildings/businesses, however these types of small signs and signage erected by the Town or on behalf of the Town are not included in the land use bylaw (for design criteria). This policy would provide a consistent framework for the materials used, and placement of these plaques (signage). The policy does not contain any restrictions on signage, so if for example, a large plaque with multiple donors was required on a municipal building, it could still be proposed to the CAO or designate for approval. This would allow a conversation/approval process for the appropriate location/size/materials used for plaques to ensure they will last, and provide appropriate locations for these types of signs. The Town appreciates all that community groups/individuals do for the Town, and would like to provide a consistent set of guidelines to recognize those contributions.

DISCUSSION/OPTIONS:

This policy has been reviewed by the CAO and Bylaw Officer who agree this will provide consistency for all plaques or memorials. This also assists user groups who lease facilities to transfer the approval process to Town Administration. The Town will continue to work with all user groups to ensure any desired plaques and memorials are reviewed and can be adequately placed. On March 15, 2019, the Municipal Planning Commission carried a motion to recommend the attached policy to Council for approval.

The Development Department has contacted surrounding municipalities and found numerous versions of this type of policy, examples include: naming of buildings, streets, subdivisions, etc. The Development Department has tailored this policy to reflect current practice (similar plaques already used).

RECOMMENDED ACTION:

Moved by Councillor _____ to adopt policy # 5.6.24 effective March 25, 2019 as presented.

ATTACHMENTS:

- 1.) DRAFT Policy #5.6.24


APPLICABLE LEGISLATION:

- 1.) LUB No. 1525

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Serv

DATE: March 20, 2019

	Sponsorship Plaque/Memorial Policy		Policy #5.6.24
Department Owner:	Planning & Development		
Policy Applies To:	Recreational spaces signage/naming (donations/sponsors etc)		
Date Created:	February 28, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	March 15, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

The Town of Claresholm realizes it is an important and unique opportunity to recognize contributions of individuals, organizations, and/or businesses towards municipal buildings, significant infrastructure, parks or roadways, and the development of facilities and recreation within the Town of Claresholm.

The intent of this policy is to provide a consistent framework for the materials used and placement of naming or sponsorship plaques or memorials to municipally owned buildings, significant infrastructure, neighborhoods, roadways, and parks for the Town of Claresholm. All new plaques, signage, and memorials will be required to conform to this policy, with the exception of war memorials, which require approval by other authorities.

Whilst there are existing plaques, signage or memorials within the Town of Claresholm that predate this policy, an existing plaque, sign or memorial should not be taken as a precedent for future approvals.

Any decision regarding naming or sponsorship plaques and memorials needs to consider the balance between the desire to commemorate events or individuals/organizations, the ongoing enjoyment of uncluttered public space, and ensure placement hazards are adequately considered in relation to plaques and memorials on municipal land or buildings.

Definitions:

CAO means the Chief Administrative Officer as appointed by the Council of the Town of Claresholm.

Council means the municipal council of the Town of Claresholm.

Memorial: An object established to commemorate a person, group, association or event. A memorial may be a plaque or a 'living thing', such as a tree or garden.

Municipally Owned Building means any owned or wholly leased building by the Town of Claresholm that primarily serves the public or normally functions for the provision of offices, services, and operations; examples include, but are not limited to: Department offices, Public Works offices and shops, recreational facilities such as the swimming pool, museum, or ice arena, and other community service office buildings.

Public Space: All **Town of Claresholm** owned or managed land that is open or accessible to people. This includes:

- o Public open spaces, parks, and sports fields

- Land managed by the Town of Claresholm, but owned by another body
- The exterior or interior of Town of Claresholm buildings within public space
- Furniture/equipment within public space (such as benches, picnic tables, etc.)
- Any other infrastructure within public space (such as picnic shelters, playgrounds etc.)

Town means the Town of Claresholm.

Infrastructure means capital infrastructure owned by the Town that is of a magnitude that it warrants sponsorship/naming plaques; examples include, but are not limited to: paths, parks, recognition monuments, trails, subdivisions, and buildings.

Sponsorship/Naming Plaques or “plaques”: Flat tablet of metal, stone or other **approved material** which includes text that commemorates a person, organization’s efforts, event or historical information relevant to a particular location. The tablet may be fixed to an object, stone, building or hard ground surface located within public space. All sponsorship/organization signage will be in the form of a plaque.

Guidelines:

- Plaques and memorials will only be considered where they are consistent with Council’s strategic plan and any proposed designs/plans for the location. The proposal must be consistent with relevant Council strategies, master plans and the land’s public purpose. The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.
- Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism. Plaques attached to an asset like a seat, building, etc. must be durable and must have a life equivalent to the asset to which they are attached.
- All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person/organization making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by the Town. Installed plaques and memorials will become the property of the Town. Maintenance of plaques and memorials will be the responsibility of the Town. There are no permits or fees required for the installation of plaques/memorials on Town property.
- The Town does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
 - the area in which the item is sited is to be redeveloped;
 - ongoing maintenance costs are prohibitive;
 - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
 - the condition of the plaque or memorial is poor as determined by the CAO or designate.

If a plaque or memorial is removed due to any of the reasons above, the Town will not guarantee replacement of the plaque or memorial, however replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

- Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above.

- Plaques may be installed by the Town on owned or managed land, buildings or structures to commemorate an opening of a new or refurbished public building or facility, or a historically significant event. The Town may seek a financial contribution from funding partners if applicable.
- Where project funding has been provided by an external agency, such as Provincial or Federal Government, and acknowledgement of the funding agreement is required in the form of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Requests for new plaques and memorials on Council owned or managed land

- The CAO or designate will consider requests for new plaques or memorials, including those from private individuals and organizations/community groups.
- Significant donations for public space infrastructure (e.g. playgrounds, picnic shelters, etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
- Plaques and memorials will only be considered where the following criteria are met:
 - Commemoration of an individual/organization that is/was strongly linked to the Town;
 - Commemoration of an individual/organization that has made a substantial contribution to the leadership, cultural and social aspects of the Town's development or shared community history;
 - Must not have been already commemorated elsewhere in Town (for naming of parks or infrastructure or memorials) unless deemed appropriate by the CAO or designate;
 - The contribution of the individual/organization must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community; and
 - The subject of a requested plaque or memorial must have a clear association and strong significance to the location proposed for the plaque or memorial.
- Memorials including reserve seating with attached plaques will be considered where they meet the requirements of this policy, and are consistent with Council's strategic plans and any designs/plans for the proposed site.

Approval Process

- Placement of plaques or memorials requires prior written approval from the CAO or designate. Persons making initial inquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding applicable criteria.
- Formal requests for installation of any plaques or memorials must be presented to the CAO or designate in writing (email or letter). The request must include:
 - Demonstration of compliance with this policy.
 - Include all relevant details including proposed colors, materials, and text (limited use of logos or images should be used)
 - The preferred location for the plaque or memorial.
 - Information regarding the significance/organization or individual's contribution.
- The wording/layout may vary as appropriate based on the needs of the organization, facility, or event. However, sponsorship plaques will generally include the following:
 - Identification of facility/event/organization
 - Date (day, month, year) of event, opening, or contribution
 - Funding partner recognition (list of sponsors)
- Final approval for the design, layout, wording and location of any proposed plaque or memorial rests with the CAO or designate, and must be in compliance with any other applicable Municipal Bylaws (ex. Land Use Bylaw). Once approved, the design, manufacture and installation will be coordinated by the Town, and all costs will be borne by the applicant/organization. In some

instances, and at its sole discretion, Council may approve and contribute toward the cost of the manufacture and/or installation.

- Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.
- Plaques or memorials placed in the Town's public spaces without CAO's approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Examples:





REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 10

NAME FOR STORMWATER MANAGEMENT FACILITY

BACKGROUND / DESCRIPTION:

As per Council direction from the February 25, 2019 meeting, Administration has created and circulated the options for the Stormwater facilities name on survey monkey, on the Town website and through social media outlets. The options were also presented at the open house held February 28, 2019.

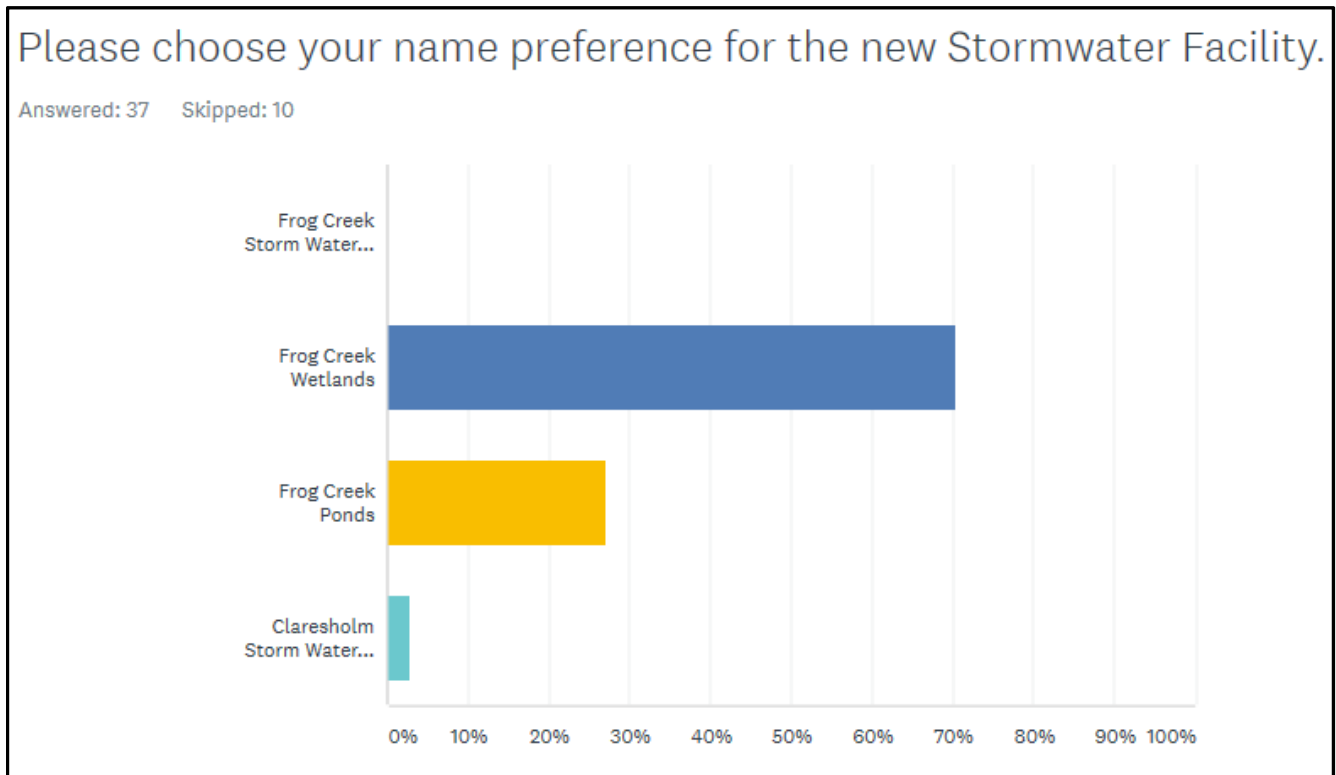
OPTIONS:

The following were the options presented as part of the survey circulated:

- Frog Creek Storm Water Ponds
- Frog Creek Wetlands
- Frog Creek Ponds
- Claresholm Storm Water Ponds

At the open house 8 notes were placed on the board with the majority in favor of Frog Creek Wetlands.

Survey results are as follows – 47 respondents, 37 votes, others submitted suggestions:



Comments/Suggestions were as follows (note: we included all responses)

- Hugh L. Campbell Nature Park (Hugh L. Campbell was the first commanding officer at RCAF Claresholm in 1941)
- Heritage Wetlands (use old machinery throughout the area – old combine at Town shop, etc.)
- Frog Creek Recreational Area
- Arnold Norgard Memorial Wetlands
- Louise McKinney Wetlands
- Claresholm Wetlands
- Pondy McPondfaces
- Frog Creek Potholes
- Blutgericht Goldfisch
- West Wind Walkways
- The ponds
- Jordan Slade Storm Water Ponds
- Waste O' Money Acres
- Froggy McStormface

The survey is now closed and once the name has been selected it can be added to the signage that will be placed at the ponds. The signage will include interesting facts on the plantings and environmental considerations of the ponds, as well as a map. The ponds were a significant piece of infrastructure that was identified in the Town's Stormwater Management Plan as essential, to protect the Town from major flood events, and control the outflow into the MD of Willow Creek, which is required by Alberta Environment. The project was made possible with funding in part by the Alberta Community Resilience Program and the Alberta Community Partnership grant (in partnership with the MD of Willow Creek).

OPTIONS:

1. Carry a motion for Frog Creek Wetlands as the name for the Town of Claresholm Stormwater Management Facility.
2. Pick another name from the list of suggestions.

RECOMMENDED ACTION:

Moved by Councillor _____ to adopt "Frog Creek Wetlands" as the name for the Town of Claresholm Stormwater Management Facility.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 14, 2019



REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 11

REGIONAL ECONOMIC DEVELOPMENT ALLIANCE MEMBERSHIP: SOUTH GROW REGIONAL INITIATIVE

BACKGROUND / DESCRIPTION:

Alberta's Regional Economic Development Alliances (REDAs) are Economic Development offices that are grassroots-based non-profit organizations, comprised of member communities and regional stakeholders, that work together to foster business development and prosperity in a defined geographic area, with an emphasis on rural development

Alberta Southwest

SouthWest Regional Alliance Ltd. (AlbertaSW) is made up of sixteen (16) communities working together to help each other succeed. The Town of Claresholm has been a member since the beginning, and is positioned on the north-eastern boarder of this REDA.

Membership is \$1.00 per capita, and is an Economic Development investment that is anticipated to continue.

Chinook Country Tourism

As of 2018 the Town of Claresholm was a member of Chinook Country Tourism, however the EDO was investigating the cost-benefits of membership in the spring of 2018. As of February 2019 Chinook Country Tourism is officially dissolving. This is largely the result of the City of Lethbridge pulling its membership and launching their own Tourism Lethbridge Department. Membership was \$750.00 per year from the Economic Development Budget and is an expense that will not continue.

South Grow Regional Initiative

SouthGrow is made up of twenty-four (24) south central Alberta communities. Currently Vulcan County is the northern most member, and the west boarder extends south between AB HWY 2 and AB HWY 23. Cardston County is, the southernmost, and County of Taber to the east. The largest municipalities are Lethbridge Country, Coaldale, Taber and the MD of Taber with populations ranging from 8,000-10,000 people.

The City of Lethbridge is the only Associate-Member; although they pay more than any other member, they do not pay the full member rate, and in-turn forfeit any voting rights on the board.

The latest addition to the South Grow team is Executive Director Peter Casurella, who has shown to be motivated and forward thinking. Peter presented to the EDC in January, and he believes that the economic priorities and opportunities of the SouthGrow region are very much in-line with the priorities and strengths of the Town of Claresholm.

Membership for SouthGrow is currently \$0.35 per capita. This fee has not been changed since its inception in 2004, however a recommendation to increase to \$0.40 will be considered at the AGM in June 2019. SouthGrow has ambition to increase the fee to \$0.50 per capita over the next 3-years.

The Town of Claresholm

In many ways Claresholm is a boarder community, located on the outskirts of both the Alberta Southwest region, and the SouthGrow region. This phenomenon holds true with other provincial and federal programming as well. Claresholm's circumstance as a regional boarder community, located between major centers is both an opportunity and a threat.

PROPOSED RESOLUTIONS:

On Monday March 18, 2019 the Economic Development Committee passed a motion to support, and to recommend that Council approve an application to become a member of SouthGrow Regional Initiative, for the 2019/2020 SouthGrow operating year, beginning April 1, 2019.

Current cost to the Town would be \$1,323 (at the \$0.35/capita rate). As a member the Town would also be required to commit 1 representative to serve on the Board of Directors which meets four times per year.

RECOMMENDED ACTION:

Moved by Councillor _____ to become a member municipality of South Grow Regional Initiative.

ATTACHMENTS:

- 1.) Alberta map of regional Economic Development Alliances

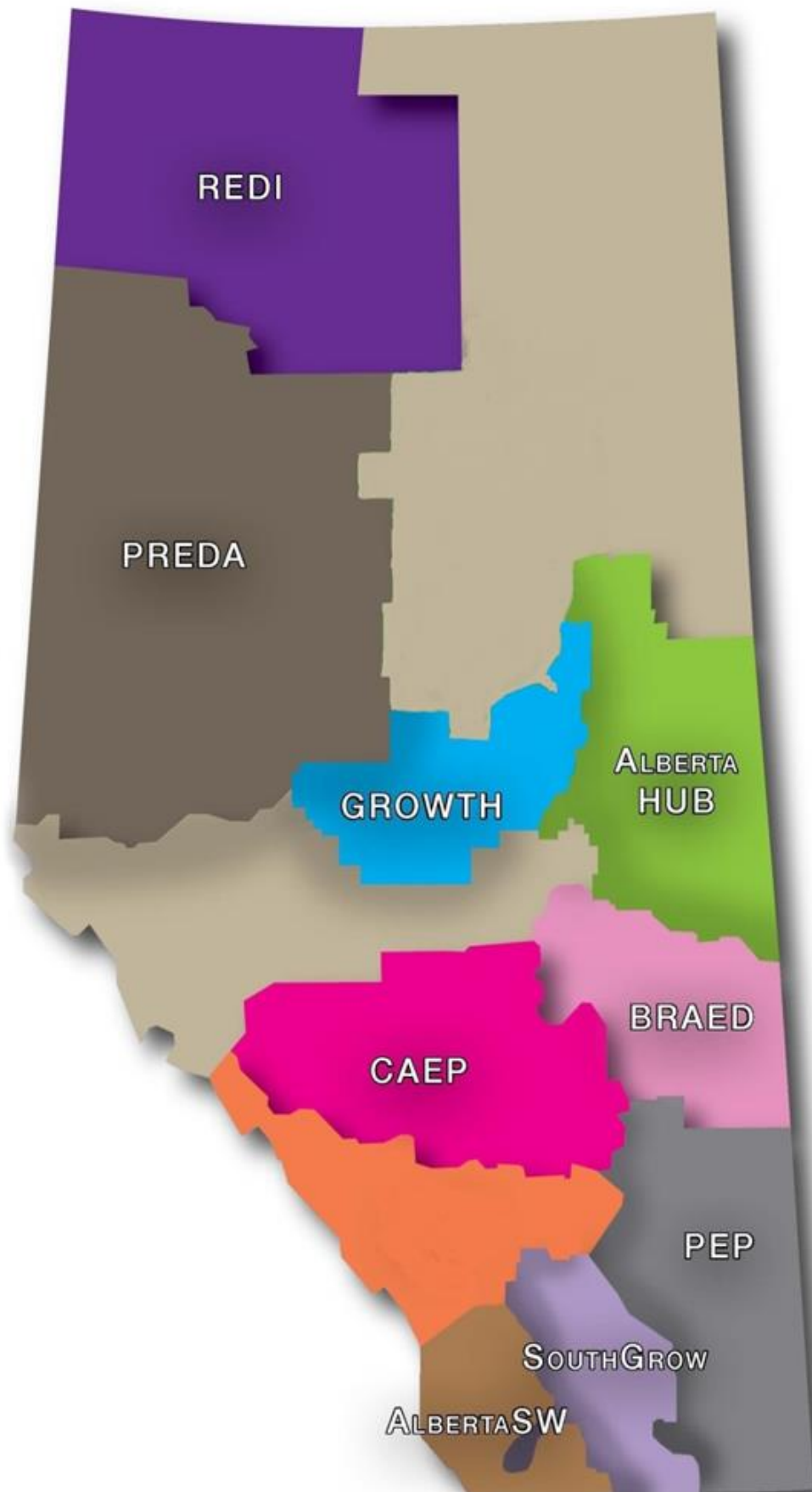
APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Blair Bullock, CPA, CA – Director of Corporate Services DATE: March 21, 2019

- **REDI**
Regional Economic Development Initiative
Association for Northwest Alberta
Manager, Dan Dibbelt
www.rediregion.ca
- **PREDA**
Peace Region Economic Development Alliance
Manager, Dan Dibbelt
www.peacecountrycanada.com
- **Alberta HUB**
Northeast Alberta Information Hub
Executive Director, Bob Bezpalko
www.albertahub.com
- **GROWTH**
Grizzly Regional Economic Alliance Society
Manager, Troy Grainger
www.growthalberta.com
- **BRAED**
Battle River Alliance for Economic Development
Executive Director, Cathy Goulet
www.braedalberta.ca
- **CAEP**
Central Alberta Economic Partnership
Executive Director, Kimberley Worthington
www.caepalberta.com
- **PEP**
Palliser Economic Partnership
Manager, Walter Valentini
www.palliseralberta.ca
- **SouthGrow**
SouthGrow Regional Initiative
Manager, Peter Casurella
www.southgrow.com
- **AlbertaSW**
Alberta SouthWest Regional Alliance
Executive Director, Bev Thornton
www.albertasouthwest.com



Regional Economic Development Alliances Partnered for Success

Regional Economic Development Alliances (REDAs) bring together Alberta municipalities, communities and businesses to leverage regional opportunities for shared success.

By coordinating resources, REDA members improve local capacity to retain business and attract investment. Creating a shared vision of the future supports economic sustainability.



Rural and Urban Strength

REDA members, large and small, gain a stronger voice on common issues of sustainability, growth and prosperity. REDAs highlight opportunities in Alberta's energy, transportation, logistics, forestry, tourism, manufacturing, agriculture, defense and aerospace sectors.

Economic Impact

REDA members share and leverage regional resources, increasing capacity to retain business and attract new investment. REDAs leverage up to nine dollars for every one spent by members towards economic development activities and projects in their regions.



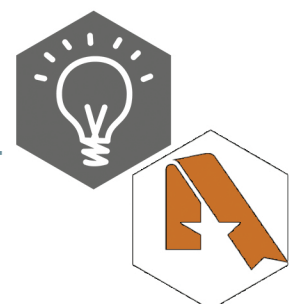
Dynamic Leadership

REDA members create a shared vision of the future, building partnerships and networks to implement action plans. REDAs established the Eastern Alberta Trade Corridor to promote transportation links between Alberta, the Western United States and Mexico.



Alberta Innovation

Established in 1998, Alberta REDAs represent a successful model of collaboration, receiving the Bronze Premier's Award of Excellence in 2005. REDAs help communities develop a shared vision of the future to achieve prosperity in geographically defined areas.





REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 12

POLICY MANUAL REVIEW & UPDATE

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking primarily at Section 1.1 – Benefits, with a couple other policies being addressed as well. All of these policies were reviewed by the Admin Services Committee and recommended to Council for approval.

1.0.01 – Benefits Policy (Version 1.1)

This policy underwent a significant review and update and was just adopted by Council on January 28, 2019 however due to some recent scheduling concerns a slight amendment is being proposed. The policy (current and proposed) states guidelines on the hiring family members and on employee relationships. It is proposed that an exception be added to the policy regarding family members working together on a temporary basis to address operational needs at the discretion of the CAO. The addition is highlighted in the attached policy. There were no other additions, deletions or changes to this policy.

1.1.01 – Benefits Policy (Previously GA 09-15)

Policy was updated to apply to all employees, rather than just non-union employees. Generally for union employees it simply refers to the CUPE Contract, however it provides a more consistent and universal policy that is equitable to all employees. Other changes include:

- Replaced the “Compassionate Leave” with “Bereavement Leave”, referencing the CUPE Contract for policy related to Bereavement Leave.
- Education and Training as well as Mileage sections were removed as they are covered in other policies.
- Leave on birth of a child was added to be consistent with the CUPE agreement.
- Job Protected Leaves were added (rather than just maternity/parental leave) to be in line with Alberta Employment Standards and to be consistent with the CUPE contract.

1.1.03 – Benefit Continuance While On Leave (Previously GA 10-15(a))

Policy was updated to be more consistent with the new CUPE agreement with regards to arrangements for employee payment of premiums and notices regarding late or non-payment. Wording was also updated to generalize payments rather than assuming cheque payments (i.e. e-transfers)

1.1.09 – Retiring Employee’s Life Insurance (Previously GA 02-94)

Policy was updated to not specify the coverage amounts or provider to generalize the policy and simply refer to the current benefits policy as per the benefits provider. Also added in payment wording with notices to be provided with time frames in the case of non-payment or late payment, as well as allow the Town to terminate the policy at the conclusion of the notice period rather than three (3) months as used to be stated.

1.1.10 – Pension Policy (Previously GA 10-15)

This policy has only been updated to remove Long Service Pay and On Call Allowances as Pensionable compensation. This is as per changes from LAPP that were effective January 1, 2019.

1.1.20 – Town Owned Vehicles (Previously GA 09-07a)

This is essentially a completely new policy. The previous policy provided standards on who could take their vehicles home at night and who could not. This new policy still covers this, but also provides guidance and policy on aspects of use of a Town vehicle including who is authorized to drive, or ride in, a Town owned vehicle, permitted uses of the vehicle, safety rules, etc.

1.1.22 – Personal Vehicle Usage & Compensation (Previously GA 06-13)

This policy is significantly enhanced to include general restrictions and use of vehicles while operating the vehicle in the performance of business duties, as well as still requiring items such as Drivers Abstract to be obtained prior to allowing employees to use personal vehicles for business purposes. This is due to the Town still being liable for the employee's actions while performing duties of the Town regardless of if they are using their own vehicle or the Town's vehicle. If the Town does not take adequate steps to ensure their employee is licensed and safe to drive, regardless of who owns the vehicle, the Town can be held liable. This policy helps to mitigate that risk.

It also maintains the portions of the old policy regarding mileage compensation rates etc.

1.1.25 – Cell Phone for Business Use (Previously GA 09-18)

There is no change to this policy other than layout and numbering. It is a very recent policy.

1.1.30 – Employee Christmas Bonus (Previously GA 12-98)

Only change other than the format was to increase the bonus amount from \$30 to \$40 for full time employees. The \$30 Christmas bonus has been in place for 20 years (since 1998) with no increases. As per two different inflation calculators the 2018 value of \$30 in 1998 is approximately \$45.

1.1.50 – Staff Training and Development (Previously GA 12-15)

Policy GA 12-15 was a relatively recent policy and so few changes are required. The only items that were noted to be updated was treatment of travel time, as to whether such time would be considered time worked or not, was updated to coincide with the update to the CUPE contract. Schedule A also underwent a small update to add a space for the title or name of the course/training and to add separate dates for each signature.

1.1.51 – Conference Attendance (Previously GA 09-08(a))

Administration recommends this policy be rescinded. The policy places limits on the number of conferences that council as well as designated staff may attend (1 per year). Regarding staff, the number of conferences attended should be based on need or benefit to the Town and budget, and should be planned well in advance as part of the budget process. As such, there may be some "designated staff" (the policy does not define or specify who designated staff are) where little to no benefit is received by the Town, or their position, having them attend any conference some years, and their attendance should not be guaranteed.

If Council feels a policy should be in place to limit or dictate conference attendance to Council members, then a new version of this policy could be drafted and come forward again to be applicable only to Council members.

1.1.52 – Aquatic Centre Training (Previously GA 06-17)

Policy is relatively recent. No changes necessary other than format.

1.1.60 – Purchasing Town Property (Previously GA 09-08)

Administration recommends this policy be rescinded. This policy essentially allows for Town assets to be purchased by employees on a first come first serve basis. This presents possible conflict of interest and pecuniary interests to employees of the Town. There may be an incentive for an employee, especially a manager, to value an asset at less than it is worth to obtain the asset at a discount. To avoid any appearance or risk of conflict, all assets to be sold should be available to the general public, at auction or otherwise.

5.2.15 – Electronic Community Sign Usage (Previously CEDC 11-07)

On February 14, 1994, Claresholm Town Council established the Signage (Welcome to Claresholm Signs) Policy, Policy 5.6.21 (previously CEDC 02-94) which stipulated what could be advertised on the Welcome to Claresholm signs and for how long.

On November 13, 2007 the Claresholm Town Council established the Electronic Community Sign Use Policy, Policy 5.2.15 (previously CEDC 11-07). This policy was created to detail the appropriate use of the Town's electronic changeable copy sign, which is located on 50th avenue east, between 1st street west and 2nd street east, (Lot 57, Block B, Plan 1112576).

With the recent addition, along with the Alberta Transportation permit, of two (25" x 204") digital LED displays located on the Welcome to Claresholm signs along AB Highway #2, Administration requests an updated policy be passed to combine these two previous policies into one and extend the policy to cover the use of these new LED displays on the Welcome to Claresholm signs. This policy also addresses the Transportation Alberta electronic sign restrictions as per the approved permit.

RECOMMENDATION:

The Admin Services Committee recommends the policy changes noted above (policies attached) be adopted or rescinded as outlined namely:

Council pass a resolution to adopt the amended policies by resolution:

- Policy 1.0.01 – Hiring Policy (Version 1.1)
- Policy 1.1.01 – Benefits Policy (Version 1.0)
- Policy 1.1.03 – Benefit Continuance While On Leave (Version 1.0)
- Policy 1.1.09 – Retiring Employee's Life Insurance (Version 1.0)
- Policy 1.1.10 – Pension Policy (Version 1.0)
- Policy 1.1.20 – Town Owned Vehicles (Version 1.0)
- Policy 1.1.22 – Personal Vehicle Usage & Compensation (Version 1.0)
- Policy 1.1.25 – Cell Phone for Business Use (Version 1.0)
- Policy 1.1.30 – Employee Christmas Bonus (Version 1.0)
- Policy 1.1.50 – Staff Training and Development (Version 1.0)
- Policy 1.1.52 – Aquatic Centre Training (Version 1.0)

The Admin Services Committee also recommends the following policies be rescinded:

- 1.1.51 – Conference Attendance (Previously GA 09-08(a))
- 1.1.60 – Purchasing Town Property (Previously GA 09-08(a))

Lastly, the Admin Services Committee recommends the following updated Electronic Community Sign Usage policy, Policy 5.2.15 (Version 1.0) be adopted which includes the rescinding of Policy 5.6.21 – Welcome To Claresholm signs (previously CEDC 02-94)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated new Town Policies as follows, effective March 25, 2019:

- Policy 1.0.01 – Hiring Policy (Version 1.1)
- Policy 1.1.01 – Benefits Policy (Version 1.0)
- Policy 1.1.03 – Benefit Continuance While On Leave (Version 1.0)
- Policy 1.1.09 – Retiring Employee’s Life Insurance (Version 1.0)
- Policy 1.1.10 – Pension Policy (Version 1.0)
- Policy 1.1.20 – Town Owned Vehicles (Version 1.0)
- Policy 1.1.22 – Personal Vehicle Usage & Compensation (Version 1.0)
- Policy 1.1.25 – Cell Phone for Business Use (Version 1.0)
- Policy 1.1.30 – Employee Christmas Bonus (Version 1.0)
- Policy 1.1.50 – Staff Training and Development (Version 1.0)
- Policy 1.1.52 – Aquatic Centre Training (Version 1.0)

Moved by Councillor _____ to rescind the following Town policies effective March 25, 2019:

- 1.1.51 – Conference Attendance (Previously GA 09-08(a))
- 1.1.60 – Purchasing Town Property (Previously GA 09-08(a))

Moved by Councillor _____ to adopt the updated Policy 5.2.15 – Electronic Community Sign Usage (Version 1.0) and to rescind the related policy, Policy 5.6.21 – Welcome to Claresholm Signs policy (Previously CEDC 02-94) effective March 25, 2019 as presented.


ATTACHMENTS:

- 1.) 1.0.01 – Hiring Policy (Version 1.1) - Proposed
- 2.) 1.1.01 – Benefits Policy (Previously GA 09-15) - Current and Proposed
- 3.) 1.1.03 – Benefit Continuance While on Leave (Previously GA 10-15(a)) – Current and Proposed
- 4.) 1.1.09 – Retiring Employee’s Life Insurance (Previously GA 02-94) – Current and Proposed
- 5.) 1.1.10 – Pension Policy (Previously GA 10-15) – Current and Proposed
- 6.) 1.1.20 – Town Owned Vehicles (Previously GA 09-07a) – Current and Proposed
- 7.) 1.1.22 – Personal Vehicle Usage & Compensation (Previously GA 06-13) – Current and Proposed
- 8.) 1.1.25 – Cell Phone for Business Use (Previously GA 09-18) – Current and Proposed
- 9.) 1.1.30 – Employee Christmas Bonus (Previously GA 12-98) – Current and Proposed
- 10.) 1.1.50 – Staff Training and Development (Previously GA 12-15) – Current and Proposed
- 11.) 1.1.51 – Conference Attendance (Previously GA 09-08(a)) – Current only
- 12.) 1.1.52 – Aquatic Centre Training (Previously GA 06-17) – Current and Proposed
- 13.) 1.1.60 – Purchasing Town Property (Previously GA 09-08(a)) – Current only
- 14.) 5.2.15 – Electronic Community Sign Usage (Previously CEDC 11-07) – Current and Proposed
- 15.) 5.6.21 – Welcome to Claresholm Signs (Previously CEDC 02-94) – Current only
- 16.) AB Transportation, electronic sign permit

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

APPROVED BY: Blair Bullock, CPA, CA – Dir of Corp Services

DATE: March 20, 2019

		Hiring Policy		Policy #1.0.01	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employment Opportunities			
Date Created:		March 7, 2019	Date Approved By Council:		
Version #:		1.1	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		

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.

Exceptions:


At the CAO's discretion there may be exceptions to this policy regarding family members working together on a temporary basis to address operational needs.

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.

		Employee Benefits		Policy #1.1.01	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm Employees			
Date Created:		2019-03-06	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		2019-03-11	Policy(ies) Replaced/Rescinded:		GA 09-15

Intent:

To establish a fair and consistent policy to administer Human Resource matters for Union and Non-Union employees.

Policy:

The CUPE Local 3023 Collective Agreement will dictate the policies or benefits relating to all union employees. Where stipulated, these same policies and benefits will be afforded to non-union employees. Where the CUPE Local 3023 Collective Agreement is silent on a matter, administration will set forth policy in a consistent and fair manner for all employees, union and non-union.

Definitions:

- **Permanent Full-time Employee** - is an employee who works a minimum of 35 hours per week on a permanent basis.
- **Temporary Full-time Employee** – is an employee who works a minimum of 35 hours per week on a temporary basis for a period not to exceed 12 months.
- **Permanent Part-time Employee** - is an employee who usually works less than 35 hours per week but is employed year-round.
- **Part-time Employee** – is an employee who usually works less than 35 hours per week and does not work year-round.
- **Salaried Employee** – is an employee who regularly receives each pay period a predetermined amount constituting all or part of the employee's compensation without regard to the number of days or hours worked.
- **Seasonal Employee** – is an employee whose employment does not continue year-round but usually recurs. Many positions are only necessary during certain times of year so workers will only be employed during that time.
- **Overtime** – Work completed outside of regular working hours
- **Lieu Time** – Paid time off of work in recognition of overtime hours worked

Guidelines:

Hours of Operation

The normal hours of work for full-time employees will be as per the CUPE Local 3023 Collective Agreement by department or type of employee; unless otherwise stipulated in an employee's individual employment contract. Evenings and weekend work may be required.

At the request of an employee, Town of Claresholm may grant flexible hours. This is subject to operational requirements and prior approval in writing from the employees Manager/Supervisor.

The hours of work for all part-time and casual employees shall depend upon the operational requirements of Town of Claresholm and is also conditional of receiving prior written approval from their Manager/Supervisor.

Breaks/Rest Periods

In accordance with the [Employment Standards Code](#) each full-time employee will be allowed a one (1) hour unpaid lunch period near the midpoint of each shift. Town of Claresholm also gives full-time employees two fifteen (15) minute breaks. Such break times may be varied to suit the work schedule of the employee or their workload, at the discretion of the employee's Manager/Supervisor.

Rest breaks for part-time employees will be as per the [Employment Standards Code](#).

In some instances, such as Aquatic Center Employees, a half (½) hour paid (if required to remain on premises) or unpaid lunch will allowed for in place of a one (1) hour unpaid lunch.

Office Closure

Town of Claresholm offices may be closed under special circumstances such as;

- Extreme weather conditions (e.g., heavy snowfall, freezing rain); or
- Unforeseen circumstances (e.g. power outage, heater malfunction).

The decision to close the office shall be at the discretion of the CAO or designate. The office may remain open with essential services and reception services. Staff are required to leave a contact number and be available and on call during regular work hours otherwise may be deducted vacation or sick leave credits or leave without pay.

Overtime

At times, employees may be asked to work overtime to help to maintain workflow or to meet business demands. Employees are expected to be available for a reasonable amount of overtime work when requested. Managers will schedule overtime with as much advance notice as possible.

Salaried employees will not receive compensation for overtime, nor will they be allowed to bank time unless previously approved by the CAO or designate. If approved, banked time will be administered as per the CUPE Local 3023 Collective Agreement or the employee's individual employment contract.

Overtime for full-time non-salaried employees, union or non-union, will be administered and compensated as per the CUPE Local 3023 Collective Agreement.

Permanent part-time, part-time and seasonal employee's overtime pay will be paid at a rate of time and one half and will be paid for hours worked over and above 8 hours in a day or 44 hours of work time in a workweek. Paid leave (holiday, vacation or sick time) may not be used towards overtime. The workweek runs from Sunday to Saturday. This is in line with the Alberta Employment Standards Code. Overtime must be approved by the CAO or designate.

Employees are not contractually entitled to work overtime. As such, all overtime hours must be authorized by a supervisor or management in advance of overtime hours worked.

Overtime is not permitted without prior approval from the immediate supervisor.

Benefits

It shall be a basis of employment of all permanent full-time employees to participate in all medical and group insurance plans after successful completion of a 6 month probationary period. All permanent full-time employees shall also participate in the Local Authorities Pension Plan after one year of service.

The Town shall contribute the full amount for each employee's premiums for medical, dental, group insurance and long term disability as per the CUPE Local 3023 Collective Agreement.

A clothing allowance shall be given to the Director of Infrastructure and the Utility Services Manager as per the CUPE Local 3023 Collective Agreement

Sick Leave & Bereavement Leave

Sick leave and bereavement leave will be administered as per the CUPE Local 3023 Collective Agreement.

Statutory Holidays

All employees shall be entitled to Federal, Provincial or Municipal government holidays with pay as per the CUPE Local 3023 Collective Agreement.

Where any of the above mentioned holidays fall on Saturday or Sunday, the next regularly scheduled work day shall be deemed the holiday.

All part-time and seasonal employees shall be entitled to Statutory Holiday pay as per the Alberta Employment Standards Code.

Annual Vacation

All permanent full-time employees shall receive annual vacation as per the CUPE Local 3023 Collective Agreement or their individual employment contract.

Vacation may be taken when mutually agreed upon by the CAO or designate and the employee.

Permanent part-time, part-time and seasonal employees shall be paid vacation pay each pay period as per the Alberta Employment Standards Code.

Birth of a Child

Employees other than the birth-mother shall be permitted up to two (2) days leave of absence with pay, on the birth of a child.

Job Protected Leaves

The [Employment Standards Code](#) allows for a number of different job protected leaves that employees are entitled to, including Maternity/Parental Leave. These leaves shall be administered as per the Alberta Employment Standards Code.

Employees on a job protected leave shall be allowed to maintain their benefits as per the “Benefits Continuance While on Leave” policy (Policy 1.1.03)



Policy #GA 09-15 Employee Benefits

Effective Date: January 1, 2015

PURPOSE: To establish the parameters under which the Chief Administrative Officer (CAO) will administer matters relating to the Town's Human Resources in relation to Non Union Employees.

DEFINITIONS:

- **Full-time Employee** - is an employee who works a minimum of 35 hours per week.
- **Permanent Part-time Employee** - is an employee who usually works less than 35 hours per week but is employed year-round.
- **Part-time Employee** – is an employee who usually works less than 35 hours per week and does not work year-round.
- **Salaried Employee** – is an employee who regularly receives each pay period a predetermined amount constituting all or part of the employee's compensation without regard to the number of days or hours worked.
- **Seasonal Employee** – is an employee whose employment does not continue year-round but usually recurs. Many positions are only necessary during certain times of year so workers will only be employed during that time.

GUIDELINES:

General Administration

- An annual review of wages and salaries shall be made each year in December. Any warranted increases will be effective January 1st of the following year.
- Part-time and seasonal employees are not eligible for benefits.

Hours of Work

- The regular hours of work for all full-time Administrative employees (inside workers) shall be 35 hours per week.
- The regular hours of work for all full-time Infrastructure & Utility Services employees (outside workers) shall be 40 hours per week.
- Evening and weekend work may be required.
- The employees work schedule is flexible and may be amended at any time by the CAO or designate.

- Employees are entitled to two (2) fifteen (15) minute breaks per full shift, and one (1) hour unpaid lunch break near the midway point of each shift.

Overtime

- Salaried employees will not receive compensation for overtime.
- No salaried employee will be allowed to bank time unless previously approved by the CAO or designate.
- Permanent part-time, part-time and seasonal employee's overtime pay will be determined as per the Alberta Employment Standards Code and must be approved by the CAO or designate.

Benefits

- It shall be a basis of employment of all full-time employees to participate in all medical and group insurance plans after successful completion of a 6 month probationary period. All full-time employees shall also participate in the Local Authorities Pension Plan after one year of service.
- The Town shall contribute an amount for each employee towards the premiums for medical, group insurance and long term disability as per the CUPE Local 3023 Collective Agreement.
- A long service bonus shall be given as per the CUPE Local 3023 Collective Agreement.
- A clothing allowance shall be given to the Director of Infrastructure and the Utility Services Manager as per the CUPE Local 3023 Collective Agreement.

Sick Leave

- Sick leave will be administered as per the CUPE Local 3023 Collective Agreement.

Compassionate Leave

- Compassionate leave of five (5) days shall be granted to employees for reasons of illness or death within their immediate family. Immediate family shall be considered to mean the following:
 - Spouse
 - Parent, parent-in-law, grandparents, grandparents-in-law or legal guardian
 - Child, grandchild, sister, brother, sister-in-law, brother-in-law, daughter-in-law or son-in-law.

Statutory Holidays

- All employees shall be entitled to Federal, Provincial or Municipal government holidays with pay as per the CUPE Local 3023 Collective Agreement.

- Where any of the above mentioned holidays fall on Saturday or Sunday, the next regularly scheduled work day shall be deemed the holiday.
- All part-time and seasonal employees shall be entitled to Statutory Holiday pay as per the Alberta Employment Standards Code.

Annual Vacation

- All full-time employees shall receive annual vacation as per the CUPE Local 3023 Collective Agreement.
- Vacation may be taken when mutually agreed upon by the CAO and the employee.
- Permanent part-time, part-time and seasonal employees shall be paid vacation each pay period as per the Alberta Employment Standards Code.

Maternity Leave

- Maternity leave shall be administered as per the Alberta Employment Standards Code.

Paternity Leave

- Paternity leave shall be as per the CUPE Local 3023 Collective Agreement.

Education & Training


- Full-time and permanent part-time employees shall be entitled to training and development as per the current Staff Training and Development Policy.

Mileage

- Mileage shall be paid to employees using their own vehicle for conducting Town business as per the current Staff Training and Development Policy.

Date approved by Council: September 14, 2015

Resolution #15-076

	Benefits Continuance While On Leave		Policy #1.1.03
Department Owner:	Human Resources		
Policy Applies To:	Town of Claresholm Employees		
Date Created:	March 6, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	March 11, 2019	Policy(ies) Replaced/Rescinded:	GA 10-15(a)

Intent:

This policy outlines what constitutes a leave of absence as it applies to continued coverage of benefits through the Town of Claresholm benefits program. The policy also defines the options for continuing benefit coverage, and the method of payment for premiums, while on an approved leave.

Definition:

For the purpose of this policy, an approved leave includes:

- Long Term Disability
- Maternity Leave
- Parental Leave
- Reservist Leave
- Jury Duty Leave
- Compassionate Care Leave
- Town-approved leave for education purposes
- Leave between expiration of sick time and Long Term Disability eligibility
- Union Leave

For a full definition of each leave, please see the Alberta [Employment Standards Code](#).

Guidelines:

Employees who have applied, and been approved for, a Leave of Absence without pay under the current Employee Benefits Policy, either under the Town of Claresholm general policies or a policy of the C.U.P.E. Local 3023 contract, have the option of continuing their participation in the Town-provided benefits programs.

Employees on approved leave who have elected to continue with the Town of Claresholm benefits coverage, are responsible for paying the benefit premiums to the Town of Claresholm, for all group benefits where premium charges are applicable, including:

- *Life Insurance
- *Dependent Life Insurance
- *Optional Life Insurance
- *Accidental Death and Dismemberment Insurance
- *Long Term Disability Insurance
- Critical Care Insurance

- Alberta Blue Cross – Extended Health Care Benefits
- Alberta Blue Cross – Dental Benefits

*Premiums waived by AMSC insurance company if employee is approved for Long Term Disability benefits.

Employees may elect to continue benefit coverage while on an approved, continuous, unpaid leave for a period of fifty-two (52) weeks from the beginning date of their leave. (One hundred and four (104) weeks if collecting Long Term Disability benefits) Employees on approved leave must also meet eligibility requirements as defined by the insurance carrier.

If an employee on approved leave elects to continue participating in the Town of Claresholm's benefits plan, the employee is responsible for paying the full premium amount for the benefits for the length of the leave. Arrangements must be made to pay the benefit premiums prior to the premiums being due. If the employee is in default or late making payment in excess of fifteen (15) calendar days the Town will contact the employee or their emergency contact and provide a fifteen (15) calendar day notice of termination of benefits.

The Town of Claresholm will continue to pay the benefit provider the benefit premiums on the employee's behalf during the period of the employee's leave providing the employee pays the Town as directed.

Before going on leave, or as soon as reasonably possible as the situation warrants, the employee must make Human Resources aware of his or her intent to continue participation in the benefits program. Employees who cease work before the official date of their scheduled leaves must make Human Resources aware of the date on which the leave actually began.

Human Resources will notify the employee of the total monthly or bi-weekly amount owed to the organization. It is the employee's responsibility to ensure that payment is received by the Town of Claresholm before the premium payments are due.

Benefits may be discontinued while the employee is on leave where:

- The employee notifies the Human Resources department in writing of the desire to discontinue benefits;
- The employee fails to provide a payment for the benefits continuation;
- A payment is returned for insufficient funds; or
- The employee has been on leave for more than fifty-two (52) weeks.

Any post-dated cheques in the company's possession upon notification of discontinuance will be returned to the employee.

If an employee wishes to continue benefits coverage while on leave, it is the employee's responsibility to ensure that Town of Claresholm has received payment. If payment is not received for a portion of the leave, benefits will be discontinued for the remainder of the leave and will not resume until the employee has returned to work.

Employee participation in Town of Claresholm's benefit program will begin immediately upon the employee's return to active duties from leave.



Policy #GA 10-15(a) Benefits Continuance While on Leave

Effective Date: October 13, 2015

PURPOSE: This policy outlines what constitutes a leave of absence as it applies to continued coverage of benefits through the Town of Claresholm benefits program. The policy also defines the options for continuing benefit coverage, and the method of payment for premiums, while on an approved leave.

DEFINITIONS:

For the purpose of this policy, an approved leave includes:

- Long Term Disability
- Maternity Leave
- Parental Leave
- Reservist Leave
- Jury Duty Leave
- Compassionate Care Leave
- Town-approved leave for education purposes
- Leave between expiration of sick time and Long Term Disability eligibility
- Union Leave

For a full definition of each leave, please see the Alberta Employment Standards Code.

GUIDELINES:

Employees who have applied, and been approved for, a Leave of Absence without pay under the current Leave of Absence Policy, either under the Town of Claresholm general policies or a policy of the C.U.P.E. Local 3023 contract, have the option of continuing their participation in the Town-provided benefits programs.

Employees on approved leave who have elected to continue with the Town of Claresholm benefits coverage, are responsible for paying the benefit premiums to the Town of Claresholm, for all group benefits where premium charges are applicable, including:

- *Life Insurance
- *Dependent Life Insurance
- *Optional Life Insurance
- *Accidental Death and Dismemberment Insurance
- *Long Term Disability Insurance
- Critical Care Insurance
- Alberta Blue Cross – Extended Health Care Benefits

*Premiums waived by AMSC insurance company if employee is approved for Long Term Disability benefits.

Employees may elect to continue benefit coverage while on an approved, continuous, unpaid leave for a period of fifty-two (52) weeks from the beginning date of their leave. (One hundred and (104) weeks if collecting Long Term Disability benefits) Employees on approved leave must also meet eligibility requirements as defined by the insurance carrier.

If an employee on approved leave elects to continue participating in the Town of Claresholm's benefits plan, the employee is responsible for paying the full premium amount for the benefits for the length of the leave. The employee must provide the town with post-dated cheques payable to Town of Claresholm for the total of premiums owing.

The employee can choose to write bi-weekly cheques to coincide with company paydays or a monthly cheque to cover the premium expenses for the entire month.

The Town of Claresholm will continue to pay the benefit provider their portion of the benefit premiums on the employee's behalf during the period of the employee's leave providing the employee pays the town as directed.

Before going on leave, or as soon as reasonably possible as the situation warrants, the employee must make Human Resources aware of his or her intent to continue participation in the benefits program. Employees who cease work before the official date of their scheduled leaves must make Human Resources aware of the date on which the leave actually began.

Human Resources will notify the employee of the total monthly or bi-weekly amount owed to the organization. It is the employee's responsibility to ensure that cheques are received by the Town of Claresholm before the premium payments are due.

Benefits may be discontinued while the employee is on leave where:


- The employee notifies the Human Resources department in writing of the desire to discontinue benefits;
- The employee fails to provide a payment, either in the form of a cheque or a post-dated cheque for the benefits continuation;
- A cheque is returned for insufficient funds; or
- The employee has been on leave for more than fifty-two (52) weeks.

Any post-dated cheques in the company's possession upon notification of discontinuance will be returned to the employee.

If an employee wishes to continue benefits coverage while on leave, it is the employee's responsibility to ensure that Town of Claresholm is in possession of the post-dated cheques. If cheques are not received for a portion of the leave, benefits will be discontinued for the remainder of the leave and will not resume until the employee has returned to work.

Employee participation in Town of Claresholm's benefit program will begin immediately upon the employee's return to active duties from leave.

Date approved by Council: October 13, 2015
Motion # 15-094

		Retiring Employees Life Insurance		Policy #1.1.09	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm employees or former employees			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 02-94

Intent:

To establish a consistent policy regarding the continuation of life insurance coverage for retiring employees.

Guidelines:

Retiring employees must submit a written request to retain life insurance coverage upon retirement. The full life insurance premiums will be the sole responsibility of the employee.

Arrangements must be made to pay the insurance premiums prior to the premiums being due. If the employee is in default or late making payment in excess of fifteen (15) calendar days the Town will contact the employee or their emergency contact and provide a fifteen (15) calendar day notice of termination of benefits.

The Town of Claresholm will continue to pay the benefit provider the benefit premiums on the employee's behalf during retirement providing the employee pays the town as directed.

Life insurance policy may be terminated where:

- The employee notifies the Human Resources department in writing of the desire to terminate the policy;
- The employee fails to provide a payment and their fifteen (15) calendar day notice has expired; or
- A payment is returned for insufficient funds.

Any post-dated cheques in the Town's possession upon notification of discontinuance will be returned to the employee.

Coverage amounts will be as per the group insurance policy currently in force with the group benefits provider employed by the Town.

TOWN OF CLARESHOLM
POLICY

POLICY # GA02-94

REPLACING POLICY # _____

EFFECTIVE DATE February 14, 1994

SUBJECT LIFE INSURANCE RETIRING EMPLOYEES

DEPARTMENT ADMINISTRATION

AUTHORITY POLICY DATE PASSED February 14, 1994

PURPOSE: Town Council wishes to establish a consistent policy regarding the continuation of life insurance coverage for retiring employees.

POLICY: 1. That life insurance coverage as provided through the AUMA be continued for any retiring employee on the following basis:

For employees who retire prior to age 65, reduction will occur as follows:

Percentage of amount in
force prior to retirement


Upon retirement	80%
Upon 1st anniversary of retirement	60%
Upon 2nd anniversary of retirement	40%
Upon 3rd anniversary of retirement	20%
Upon 4th anniversary of retirement	10%

Upon attainment of age 70 coverage shall not exceed 10% of original basic coverage.

2. That the full life insurance premium be the sole responsibility of the employee.

GUIDELINES:

1. Retiring employees must submit a written request to retain life insurance coverage upon retirement.
2. Premiums will be billed by the Town monthly or upon a mutually agreed upon basis.
3. The policy will terminate if premiums are in arrears in excess of three (3) months.

		Pension Policy		Policy #1.1.10	
Department Owner:		Human Resources			
Policy Applies To:		Town of Claresholm employees			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 10-15

Intent:

To establish a policy for Local Authorities Pension Plan (LAPP) participation and to detail eligibility of employees and eligible earnings.

Definitions:

Fulltime permanent - An employee who works a minimum of thirty-five (35) hours per week and a minimum 1820 hours in one (1) calendar year.

Normal working year or pensionable service:

- 1820 hours in one (1) calendar year for inside workers
- 2080 hours in one (1) calendar year for outside workers

Continuous Employment – is any employment that has no foreseen end date. Employees that are hired for specific periods under contract are not considered to have permanent employment even if their contracts are extended from year to year without a break in service.

Eligibility:

INCLUDED

- All fulltime permanent employees are required to participate in the Local Authorities Pension Plan after a one (1) year probation period.
- Part time employees who work for the Town of Claresholm, for one (1) full year, in one (1) or multiple positions where the weekly scheduled hours combined average thirty (30) hours per week or greater on a continuous basis, are also considered, by legislation, to be mandatory contributors to the Local Authorities Pension Plan.

EXCLUDED

- Employees that have worked less than one (1) full year of continuous service.
- Employees who work less than thirty (30) scheduled hours per week, averaged yearly, on a continuous basis.
- Employees who have attained thirty five (35) years of service with the Local Authorities Pension Plan.
- Employees who are currently receiving a monthly pension from Local Authorities Pension Plan
- Married females who chose to opt-out of the Local Authorities Pension Plan prior to July 1, 1978 under the Opted-Out Married Female policy.

PROBATIONARY PERIOD

The Town of Claresholm requires that all employees that are employed in a full time continuous position be held out of the pension plan for a one (1) year probationary period.

The exceptions to the one (1) year probationary period are:

- If the employee has any prior non-contributory service with the Town of Claresholm, this service must be applied towards the one (1) year probationary period.
- If the employee has employment with a previous Local Authorities Pension Plan employer with no break in service and participated with that employer.
- If the employee applies to transfer service into the Local Authorities Pension Plan under a reciprocal transfer agreement.

PENSIONABLE SERVICE

One (1) normal working year is equal to one (1) year service for pension purposes.

LEAVE WITHOUT SALARY

Employees requesting an unpaid leave of absence of more than one (1) month in time will not participate in LAPP during the entire length of the leave. Upon return to employment, the employee may wish to buy back the time of the leave, subject to LAPP guidelines. In such an event, the employer will pay the employer's share of the leave up to one year of service (life allotment with the employer), or as per LAPP guidelines if shorter.

PENSIONABLE SALARY

In addition to *regular* salary or wages the following is pensionable:

- Acting Pay
- Foreman Pay
- Shift Premiums

CONTRIBUTIONS

All employee contribution rates are determined by the current Alberta pension legislation and are deducted each pay period and remitted, along with the employer portion, to the Alberta Pensions Services Corporation.

IMPORTANT NOTE:

Employer pension policies must comply with pension legislation. In the event that an employer policy or a collective agreement conflicts with current legislation, the legislation will prevail.



Policy #GA 10-15 Pension Policy

Effective Date: October 13, 2015

PURPOSE: To establish a policy for Local Authorities Pension Plan (LAPP) participation and to detail eligibility of employees and eligible earnings.

DEFINITIONS

Fulltime permanent - An employee who works a minimum of thirty-five (35) hours per week and a minimum 1820 hours in one (1) calendar year.

Normal working year or pensionable service:

1. 1820 hours in one (1) calendar year for inside workers
2. 1950 hours in one(1) calendar year for the Chief Administrative Officer
3. 2080 hours in one (1) calendar year for outside workers

Continuous Employment – is any employment that has no foreseen end date. Employees that are hired for specific periods under contract are not considered to have permanent employment even if their contracts are extended from year to year without a break in service.

ELIGIBILITY

INCLUDED

1. All fulltime permanent employees are required to participate in the Local Authorities Pension Plan after a one (1) year probation period.
2. Part time employees who work for the Town of Claresholm, for one (1) full year, in one (1) or multiple positions where the weekly scheduled hours combined average thirty (30) hours per week or greater on a continuous basis, are also considered, by legislation, to be mandatory contributors to the Local Authorities Pension Plan.

EXCLUDED

1. Employees that have worked less than one (1) full year of continuous service.
2. Employees who work less than thirty (30) scheduled hours per week, averaged yearly, on a continuous basis.
3. Employees who have attained thirty five (35) years of service with the Local Authorities Pension Plan.
4. Employees who are currently receiving a monthly pension from Local Authorities Pension Plan
5. Married females who chose to opt-out of the Local Authorities Pension Plan prior to July 1, 1978 under the Opted-Out Married Female policy.

PROBATIONARY PERIOD

The Town of Claresholm requires that all employees that are employed in a full time continuous position be held out of the pension plan for a one (1) year probationary period.

The exceptions to the one (1) year probationary period are:

1. If the employee has any prior non-contributory service with the Town of Claresholm, this service must be applied towards the one (1) year probationary period.
2. If the employee has employment with a previous Local Authorities Pension Plan employer with no break in service and participated with that employer.
3. If the employee applies to transfer service into the Local Authorities Pension Plan under a reciprocal transfer agreement.

PENSIONABLE SERVICE

One (1) normal working year is equal to one (1) year service for pension purposes.

LEAVE WITHOUT SALARY

Employees requesting an unpaid leave of absence of more than one (1) month in time will not participate in LAPP during the entire length of the leave. Upon return to employment, the employee may wish to buy back the time of the leave, subject to LAPP guidelines. In such an event, the employer will pay the employer's share of the leave up to one year of service (life allotment with the employer), or as per LAPP guidelines if shorter.

PENSIONABLE SALARY

In addition to *regular* salary or wages the following is pensionable:

Long Service Pay
Acting Pay
Foreman Pay
On Call Allowances
Shift Premiums

CONTRIBUTIONS


All employee contribution rates are determined by the current Alberta pension legislation and are deducted each pay period and remitted, along with the employer portion, to the Alberta Pensions Services Corporation.

IMPORTANT NOTE:

Employer pension policies must comply with pension legislation. In the event that an employer policy or a collective agreement conflicts with current legislation, the legislation will prevail.

RESOLUTION #: MOTION # 15-093

EFFECTIVE DATE: October 13, 2015

		Town Owned Vehicles		Policy #1.1.20	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm owned vehicles			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 09-07a

Intent

This policy was developed to address the regulations and guidelines surrounding the use of Town of Claresholm vehicles and personal use.

Definitions

Town Vehicle: refers to any vehicle owned by Town of Claresholm provided for use to employees.

General Guidelines

It is the Town of Claresholm policy to provide authorized employees who routinely require a vehicle for business purposes with a Town issued vehicle. This would include, but may not be limited to:

- *Director of Infrastructure
- *Water Plant Operator(s)
- Bylaw/Community Peace Officer
- Development Officer/Planner
- *Fire Chief/On Call (acting) Fire Chief

*Vehicle may be parked at the employee's Claresholm residence, or other Claresholm place of employment in the case of volunteer fire fighters, when not in use on Town business.

It is also Town of Claresholm policy to provide fleet vehicles to other staff and Council members on occasions where travel is required for Town authorized purposes, be that around town or out of town. Use of a Town vehicle is extended to employees as a courtesy of Town of Claresholm and should not be considered a right.

Where a fleet vehicle is requested by an employee or Council member that isn't assigned a specified fleet vehicle (eg. the admin vehicle) it must be signed out on the calendar and is booked on a first come first served basis.

Employees authorized to utilize a Town vehicle for business purposes and after working hours must understand and adhere to the following conditions:

- All Town vehicles are the property of Town of Claresholm.
- The employee or Council member are the only authorized drivers of the Town vehicle. The Town of Claresholm will insure each of their vehicles and drivers for business purposes.
- The use of Town issued vehicles is not permitted by anyone other than the authorized drivers noted above (e.g. volunteers) without prior written authority from the CAO or

- delegate and must complete the attached Authorization & Agreement Form.
- Except where noted above, all Town vehicles are to be parked at the Town Shop compound or Town Administrative Building when not in use for Town business (i.e. afterhours).
 - Town of Claresholm shall not extend any liability or insurance to any driver other than an authorized driver.
 - Employees, council members, and Town Volunteers are the only authorized passengers in a Town vehicle. Prior express approval must be received from the CAO or delegate to allow any other passengers (i.e. spouse, kids, or employees of other municipalities or organizations).
 - If your Town issued vehicle is involved in an accident you must notify Town of Claresholm immediately, and follow all procedures that are established and required by Town of Claresholm's insurance carrier.
 - Employees will be responsible for any deductibles that must be paid as a result of any accidents occurring during **non-business** use **regardless** of who is at fault.
 - Any fines or tickets received while using the fleet vehicle (eg. parking or speeding tickets) are the responsibility of the individual who is assigned or has signed out (or otherwise is using) the vehicle.
 - Any authorized employee who allows the Town vehicle to be driven by someone other than him/herself does so at his/her own risk and with full knowledge that in the event of an accident involving a non-employee driver or passenger in the Town vehicle, Town of Claresholm shall not be held liable or responsible in any way. The employee may also be subject to discipline as per the progressive discipline policy and may have their right to use of a Town vehicle revoked.
 - Employees may operate a Town vehicle for personal purposes provided:
 - Personal use travel remains within the specified travel radius of the Town of Claresholm and is minimal (i.e. travel to the grocery store on the way home from work). Any use outside of the assigned territory or radius must have prior written approval from the employee's supervisor.
 - Personal use outside of the usual driving of the Town vehicle to and from work must receive written permission prior to any unusual use.
 - The vehicle is operated in a safe manner at all times and the vehicle is kept clean and in working condition.

Rules of Operation:

Smoking: Smoking is strictly prohibited in all Town of Claresholm vehicles.

Driver's License: All individuals using Town of Claresholm motorized vehicles are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoked or suspended shall notify Town of Claresholm immediately. In this event, the operator shall immediately cease any usage of Town of Claresholm vehicles.

Driver Abstracts: All employees must have provided authorization for the Town to pull annual Driver abstracts. If such authorization has not been provided or a satisfactory drivers abstract has not been obtained the employee will not be permitted to drive a Town owned vehicle. This information will be used to confirm the operator's license, and any suspensions, convictions, and demerit points.

Cargo: In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on Town of Claresholm's vehicles must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo. Town of Claresholm vehicles should be kept clean, and free of refuse at all times.

Traffic Laws: All vehicle operators are responsible for using the vehicle in a safe and responsible manner and are to abide by all traffic laws while using Town of Claresholm vehicles.

Drugs and/or Alcohol: No vehicle operator shall drive Town of Claresholm's vehicle while under the influence of alcohol, including at or beyond the legal blood alcohol limit. Illegal drugs are not to be used, and operators are not to be under the influence of prescription or other legal drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

Handheld Devices: Usage of all handheld devices (examples: cell phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving.

Maintenance: All Town of Claresholm vehicles are subject to mandatory scheduled maintenance as per the manufacturer's guidelines and will be scheduled and completed by the Town's shop mechanic.

Authorization & Agreement Form for Use of Town Vehicle

I _____ (CAO or Designate) hereby authorize _____
(e.g. Volunteer) to drive a Town owned vehicle on _____ (date -
yyyy/mm/dd) for the below specified purpose/event.

Purpose:

CAO or Designate Signature

Date

I _____ (Driver) hereby affirm that I have read and
understand the "Town Owned Vehicles" policy (Policy #1.1.20) and agree to
abide by the policy.

Driver Signature

Date

Driver License #




Town Owned Vehicle Usage Policy #GA 09-07a

PURPOSE: To establish a consistent policy regarding Town vehicle usage after normal scheduled working hours.

POLICY:

1. The following vehicles are to be parked at the employee's Claresholm residence when not in use on Town business:
 - a) Public Works – Superintendent
 - b) Water Plant Operator(s).
2. These vehicles are *only* to be used for Town related business outside of normal working hours:
 - a) Administration – Chief Administrative Officer
 - b) Public Works – Superintendent
 - c) Bylaw / Community Peace Officer
 - d) Development Officer / Planner
 - e) Water Plant Operator(s)

EFFECTIVE DATE: October 12, 2010

		Personal Vehicle Usage & Compensation		Policy #1.1.22	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm employees and Town Council			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 06-13

Intent

This Policy outlines the regulations and guidelines surrounding the use of personal vehicles for business purposes.

General Guidelines

The Town of Claresholm has vehicles available for use for Town business and encourages the use of such vehicles. This policy is in effect when an individual chooses to use their own vehicle for business purposes or when there is no Town vehicle available.

Employees wishing to use their personal vehicles for business use must be authorized to do so by the CAO or designate. Employees shall only be authorized to use personal vehicles for carrying out Town of Claresholm business upon meeting the following conditions:

- Possess a valid driver's license;
- Authorization form for the Town to obtain a Driver's Abstract has been signed and satisfactory Driver's Abstract has been obtained;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds current minimum automobile insurance;

All employees driving a personal vehicle to carry out business on behalf of Town of Claresholm are responsible for using the vehicle in a safe and responsible manner while conducting Town business and are to abide by all traffic laws while operating a vehicle.

In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.

Employees operating a motorized vehicle for business use are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoked or suspended shall notify Town of Claresholm immediately. In this event, the operator shall immediately cease any usage of personal vehicles for business use.

No vehicle operator shall drive a vehicle while under the influence of alcohol, including at or beyond the local legal blood alcohol limit. Illegal drugs are not to be used, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

Usage of all handheld devices (examples: cell phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving.

Mileage Rates for Reimbursement

Where the employee chooses to use their personal vehicle, when a Town vehicle is available, the employee will be reimbursed at **half** the current Canada Revenue Agency (CRA) automobile allowance rate per kilometer for mileage to and from the destination of the business activities only. Town Council members will be reimbursed at the **full** current Canada Revenue Agency (CRA) automobile allowance rate per kilometer. Personal use before and after the actual business activity *will not* be compensated for.

On the occasions where a Town of Claresholm vehicle is not available for use, then the individual may still choose to use their own vehicle and accept the responsibilities of the insurance and liability, but will be reimbursed the **full** current Canada Revenue Agency (CRA) automobile allowance rate per kilometer for mileage to and from the destination of the business activities only. Personal use before and after the actual business activity *will not* be compensated for.

In addition, any parking expenses or tolls an employee incurs will be reimbursed by the Town if incurred for Town business purposes. The Town of Claresholm however will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a personal vehicle for business purposes. Additionally, any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.

Employees who wish to be reimbursed for kilometers driven must document and submit their mileage on the Employee Expense Form, recording the number of kilometers driven and submit it to their manager for approval. For any parking reimbursement, employees must also attach the original parking receipt to the form. Parking expenses without original receipts will not be reimbursed.

Employees may only claim miles driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work. Reasonable travel to obtain a meal while out of Town is considered business travel. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating kilometers driven, claiming kilometers that were not related to regular Town business or any other misreporting will be subject to disciplinary action.

Limit of Liability

Town of Claresholm will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.



Policy #GA 06-13

Personal Vehicle Usage and Compensation

PURPOSE:

This policy will outline the regulations as to the use of personal vehicles for business purposes.

APPLICATION:

This policy applies to all persons, including the operator, engaged in using personally owned vehicles for business purposes. This policy does not apply to members of Town Council.

POLICY:

The Town of Claresholm has vehicles available for use for company business and encourages the use of such vehicles. This policy is in effect when an individual chooses to use their own vehicle for business purposes or when there is no company vehicle available.

TERMS & CONDITIONS:

1. Individuals are responsible to ensure their own personal insurance is adequate to cover them for use on company business with the appropriate rider certifying coverage for business use.
2. The Town of Claresholm will not be held liable for any damages incurred when an individual chooses to use their own vehicle for business purposes.
3. The Town agrees to reimburse *half* the current Canada Revenue Agency (CRA) suggested rate per kilometre for mileage to and from the destination of the business activities only. Personal use before and after the actual business activity *will not* be compensated for.
4. On the occasions where a Town of Claresholm vehicle is not available for use, then the individual may still choose to use their own vehicle and accept the responsibilities of the insurance and liability, but will be compensated the full going rate for mileage reimbursement as stated in the Staff Training and Development Policy #GA 09-07 (current CRA suggested rates).
5. Each individual who is using their personal vehicle for company business is required to sign an agreement stating they have read this policy and agree to the Terms and Conditions as listed above.
6. All previous policies on this topic are hereby rescinded.

EFFECTIVE DATE OF POLICY: JUNE 25, 2013



Policy #GA 06-13

Personal Vehicle Usage and Compensation

AGREEMENTS:

1. VEHICLE AVAILABLE

I, _____(name) acknowledge that I have been offered the use of a Town of Claresholm registered vehicle to carry out business duties and I have refused the use of such and I choose to use my own personal vehicle. I have read and understand Policy #GA 06-13.

Date: _____

Purpose: _____

Signature: _____

2. VEHICLE NOT AVAILABLE

I, _____(name) acknowledge that there is not a Town of Claresholm registered vehicle available and am therefore required to use my personal vehicle to carry out business duties. I have read and understand Policy #GA 06-13.

Date: _____

Purpose: _____

Signature: _____


3. ADMINISTRATION

I, _____(name) acknowledge that as a member of the Administrative Staff for the Town of Claresholm, I have access to using a Town of Claresholm registered vehicle to complete Town business. I accept the Terms and Conditions as outlined in Policy #GA 06-13.

Date: _____

For the year ended December 31, 20_____.

Signature: _____

		Cell Phones for Business Use		Policy #1.1.25	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm Cell Phones			
Date Created:		September 2018	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 09-18

Intent

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Claresholm employees.

Definition

“**Communication device**” includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie- talkies, telephone pagers, PDAs, smart phones, or wireless devices).

Guidelines

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

a) Approval

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b) Usage

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.

c) Purchase, Replacement & Ownership

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end device. The employee may request the type or operating system of the device (e.g.

- iPhone vs Android) which will be considered in the CAO or designates decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.
- II. At the employees option they may select a different or upgraded communication device of their choosing, but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
 1. This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
 2. Alternatively the Town can purchase and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
 - III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
 - IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
 - V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
 - VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
 - VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.

d) Administration of Wireless Device Plans

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.
- II. If an employee wishes to remain on their own personal rate plan the Town will allow for partial reimbursement of the employees monthly rate plan up to a maximum amount per month at the discretion of the CAO or designate. The maximum reimbursed will be determined based on the use and needs of the employee in their position and the current estimated cost to the Town if the employee was on the Town's rate plan contract.



Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device
- Employee Selected Upgrade: _____

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices): _____

Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it remains my property at the end of the contract, otherwise the phone is the property of the Town and must be returned.

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____



Policy #GA 09-18

Cell Phone for Business Use

Effective Date: September 10, 2018

PURPOSE:

To establish a policy related to the replacement, reimbursement, ownership, usage and general administration of employer paid communication devices and plans with Town of Claresholm employees.

POLICY:

Employer paid communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line.

DEFINITIONS:

“**Communication device**” includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie- talkies, telephone pagers, PDAs, smart phones, or wireless devices).

PROCEDURES & GUIDELINES:

a) Approval

- I. Employees are eligible for use of an employer paid communication device with a recommendation from their respective Supervisor and with the approval of the Chief Administrative Officer (CAO) or designate.
- II. The Communication Device Approval Form (see attached) must be filled out and signed by the respective supervisor and the CAO or other designated officer.

b) Usage

- I. The communication device may be used by the employee for both personal and business related calls as long as usage is reasonable. Cell phone bills will reviewed periodically for unreasonable use and the Town may ask for the employee to reimburse the Town for excessive extra fees incurred for personal use. Reasonableness will be at the discretion of the CAO or designate. The Town reserves the right, at the CAO or designates discretion, to revoke authorization for a Town paid wireless device plan based on abuse of this privilege.
- II. The communication device should be used in a responsible, professional manner and should not be a distraction or take away from the employees' performance.

c) Purchase, Replacement & Ownership

- I. The CAO or designate will determine what communication device is required or adequate for the position and purpose of the employee. This will generally be a budget or lower end device. The employee may request the type or operating system of the device (e.g. iPhone vs Android) which will be considered in the CAO or designates

decision. The CAO or designate may also provide a used or refurbished phone rather than a new phone. If the employee accepts the device provided the device remains the property of the Town.

- II. At the employees option they may select a different or upgraded communication device of their choosing, but must personally pay for the difference in cost of the device selected from the communication device that would have otherwise been provided. In this case the device will remain the property of the employee.
 1. This can be done either by the employee purchasing personally and submitting an expense claim for reimbursement for Town's approved portion.
 2. Alternatively the Town can purchase and the employee must reimburse the Town for their portion. The device will not be given to the employee until money is received.
- III. The Town will cover all reasonable costs related to the activation or setup of the device on the Town's wireless communication plan, as well as the cost of a warranty plan (i.e. AppleCare or equivalent). This does not include other local vendor customer care or similar service or warranty packages.
- IV. The Town will provide reasonable accessories (e.g. case, car charger and/or screen protector) once per device for the life of the device.
- V. New Communication Devices will be replaced only once every 3 years. If a refurbished or used device is provided the device may be replaced sooner at the CAO or designates discretion.
- VI. If an employee desires to upgrade or replace a device sooner, the CAO or designate may allow for a prorated portion that the Town will cover based on the age of their current device. The difference will be the expense of the employee.
- VII. If the communication device is lost, broken, or stolen, the employee will be responsible for all replacement or repair costs unless caused by extenuating circumstances which will be determined by the CAO.

d) Administration of Wireless Device Plans

- I. The CAO or designate will determine what rate plan is provided for an employee. This plan will remain under the name of the Town and will be administered by the Town.
- II. If an employee wishes to remain on their own personal rate plan the Town will allow for partial reimbursement of the employees monthly rate plan up to a maximum amount per month at the discretion of the CAO or designate. The maximum reimbursed will be determined based on the use and needs of the employee in their position and the current estimated cost to the Town if the employee was on the Town's rate plan contract.

Date approved by Council: September 10, 2018

Resolution #18-143



Town of Claresholm
Communication Device Approval Form

Employee Information

Employee Name: _____

Department: _____ Position: _____

CAO Approved Communication Device Information

New Device to be provided: _____ Cost: _____

Optional Refurbished Device to be provided under Telus Lease Contact _____

Employee's Accepted Device (Mark Choice)

- Town provided New Device
- Town provided Refurbished Device
- Employee Selected Upgrade: _____

Phone Cost: _____ Employee's Portion: _____

Date Purchased: _____ Date Eligible for Replacement _____

Approved Maximum Reimbursement for Employee Wireless Plan:

If employee remains on personal cell phone plan the Town will reimburse the employee for their cell phone plan to a maximum monthly amount of (expense claim must be submitted with invoices): _____


Employee Signature

I certify that I have read, understand and intend to comply with the Town of Claresholm's "Cell Phone For Business Use" Policy. I recognize that if I have upgraded and personally paid for a portion of my phone that it remains my property at the end of the contract, otherwise the phone is the property of the Town and must be returned.

Signature: _____ Date: _____

CAO/Designated Officer Signature

Signature: _____ Date: _____

		Employee Christmas Bonus		Policy #1.1.30	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm employees			
Date Created:				Date Approved By Council:	
Version #:		1.0		Resolution #:	
Last Review Date:				Policy(ies) Replaced/Rescinded: GA 12-98	

Intent:

To establish a consistent policy regarding yearly Christmas bonuses to staff.

Policy:

All permanent full time staff shall be entitled to receive a yearly Christmas bonus (IGA gift certificate, or comparable, valued at \$40)

All other staff shall be provided with a bonus of lesser value to be determined by the CAO.

TOWN OF CLARESHOLM

POLICY

POLICY # IGA 12-98

REPLACING POLICY # _____

EFFECTIVE DATE December 14, 1998

SUBJECT Employee Christmas Bonus

DEPARTMENT Administration


AUTHORITY Council Resolution

DATE PASSED May 8, 2006

PURPOSE: To establish a consistent policy regarding yearly Christmas bonuses to staff.

- POLICY:
1. All permanent staff shall be entitled to receive a yearly Christmas bonus (IGA gift certificate valued at \$30).
 2. All part time staff shall be provided with a bonus of lesser value to be determined by administration.

GUIDELINES:

		Staff Training & Development		Policy #1.1.50	
Department Owner:		Administration			
Policy Applies To:		Town of Claresholm employees			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 12-15

Intent

The Town of Claresholm believes in the development of our workforce, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Claresholm annual budget.

The investment that the Town of Claresholm makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills requirements. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. Employees will be provided with opportunities so that they may maintain and develop their skills, adapt to changing workplace needs and fulfill their employment potential within the Town.

Definitions

For the purposes of this Policy:

Training and Development – Includes, but is not limited to, formal training, work experiences, conferences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of the Town of Claresholm, in current and future roles.

General Guidelines

Hotel/motel costs are not to exceed two hundred dollars (\$200) per night including taxes and fees, unless otherwise authorized by the Chief Administrative Officer (CAO). Any overage will be paid by the employee(s).

Meal costs will be reimbursed by the Town when they are supported by receipts. The maximum allowed per day is seventy dollars (\$70) in total.

Expenses not to be reimbursed shall consist of:

- In room movies
- Personal phone calls
- Use of in room mini bar
- Liquor expenses
- Expenses incurred by employees spouse or guest

Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town unless it results in overtime as noted below.

Travel to and from the course venue will be subject to the guidelines under the Town of Claresholm Personal Vehicle Usage and Compensation policy.

Time spent in the course/seminar is considered time worked and is chargeable to the Town unless it results in overtime as noted below.

Overtime

For seminars and courses, including travel time, overtime (paid or banked) will only be claimable when explicitly approved by the employee's supervisor beforehand.

Responsibilities

Senior Administration:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Considering employees development initiatives in annually reviewing performance of foreman / department heads.
- Providing resources for employees training and development to ensure that skill levels of administrative employees are strong, broad and well-suited to the pursuit of the Town's objectives.

Department Heads:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Discussing with employees development needs in relation to the work of the unit.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for training and career development.
- Recognizing developmental achievements during the year.
- Based on the operational requirements of the unit, providing job-specific training to enable employees to acquire skills and knowledge necessary to the work of the unit based on identified needs, for example by participating in training seminars, job network meetings and temporary assignments.
- To the extent that operational requirements allow, providing employees with appropriate opportunities to acquire skills or experience which would enhance employees' ability to make a continuing contribution to the work of the Town of Claresholm, for example by participating in training seminars, job network meetings and cross-training.
- Review and approve appropriate requests for training and development. Supervisory approval for time away from the job for purposes of training and career development will be based on the following criteria:
 - Operational requirements of the work unit in relation to duration and timing of the development activity
 - Benefit of the development activity to the work of the Town of Claresholm
 - Benefit of the development activity to the achievement of the employees' career goals within the Town
 - Costs for training fall within operational budget constraints.

Employees:

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.
- Seeking opportunities for ongoing skills enhancement.
- Taking advantage of relevant training.
- Keeping skills and knowledge up to date to meet changing workplace needs.
- Contributing to the department/division's annual planning process.
- Putting full effort into the course and receiving a passing grade on all courses.

Employees must present a copy of their final marks and / or a copy of the certificate received upon completion of the course for their personnel file.

General Procedure

For all training and development activities, applicants will be selected on the basis of identified Town and individual needs, assuming candidates meet program standards and requirements.

Town of Claresholm employees may either:

- Be requested to participate in training courses, or
- Request to participate in training courses.

Application

All employees who are applying for, or are requested to participate in, training and development courses will complete the Application for Training Form (Schedule A) in consultation with their supervisors. Detailed descriptions of course content and requirements should be attached to the application.

Training Requiring Leave Of Absence

Any training or development program which requires a leave of absence must be in a field directly related to current responsibilities or as approved in conjunction with career planning / succession planning activities and approved by Town Council.

Schedule "A"

Application for Training Form

Employee's Name	
Name and/or Description of Training or Course	
Date of Training	
Location	
Course Costs	
Material Costs	
Mileage Costs	
Other Costs	
G.L. Account	
Purpose/Intent of Training	

Employee's Signature		Date:	
Supervisor's Approval/Signature		Date:	
Managements' Approval/Signature		Date:	



Policy #GA 12-15 Staff Training & Development

Effective Date:

PURPOSE:

The Town of Claresholm believes in the development of our workforce, both to enhance employee engagement and commitment to the Town as an employer and to ensure the continued excellence of our organization. Training and Development is an essential business investment that enables the Town to maintain and extend our employee's knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into the Town of Claresholm annual budget.

The investment that the Town of Claresholm makes in partnership with employees in their continuing career development allows us to achieve maximum flexibility in meeting our current and future skills requirements. The Town is committed to creating and fostering an environment that facilitates and enhances the skills training and career development of our employees. Employees will be provided with opportunities so that they may maintain and develop their skills, adapt to changing workplace needs and fulfill their employment potential within the Town.

DEFINITION:

For the purposes of this Policy:

Training and Development – May include formal training, work experiences, conferences, job networking or formal courses of study to update and enhance the skills/knowledge necessary to make a continuing contribution to the work of the Town of Claresholm, in current and future roles.

GUIDELINES:

- Hotel/motel costs are not to exceed two hundred dollars (\$200) per night including taxes and fees, unless otherwise authorized by the Chief Administrative Officer (CAO). Any overage will be paid by the employee(s).
- Meal costs will be reimbursed by the Town when they are supported by receipts. The maximum allowed per day is seventy dollars (\$70) in total.
- Expenses not to be reimbursed shall consist of:
 - In room movies
 - Personal phone calls
 - Use of in room mini bar
 - Liquor expenses
 - Expenses incurred by employees spouse or guest
- Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town.
- Travel to and from the course venue will be subject to the guidelines under the Town of Claresholm Personal Use of Vehicle Policy.
- Time spent in the course/seminar is considered time worked and is chargeable to the Town.

RESPONSIBILITIES:

Senior Administration:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Considering employees development initiatives in annually reviewing performance of foreman / department heads.
- Providing resources for employees training and development to ensure that skill levels of administrative employees are strong, broad and well-suited to the pursuit of the Town's objectives.

Department Heads:

Create and foster an environment that facilitates and enhances the skills training and career development of employees by:

- Discussing with employees development needs in relation to the work of the unit.
- Providing opportunities for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for training and career development.
- Recognizing developmental achievements during the year.
- Based on the operational requirements of the unit, providing job-specific training to enable employees to acquire skills and knowledge necessary to the work of the unit based on identified needs, for example by participating in training seminars, job network meetings and temporary assignments.
- To the extent that operational requirements allow, providing employees with appropriate opportunities to acquire skills or experience which would enhance employees' ability to make a continuing contribution to the work of the Town of Claresholm, for example by participating in training seminars, job network meetings and cross-training.
- Review and approve appropriate requests for training and development. Supervisory approval for time away from the job for purposes of training and career development will be based on the following criteria:
 - Operational requirements of the work unit in relation to duration and timing of the development activity
 - Benefit of the development activity to the work of the Town of Claresholm
 - Benefit of the development activity to the achievement of the employees' career goals within the Town
 - Costs for training fall within operational budget constraints.

Employees:

Take the primary responsibility for managing their careers by:

- Examining current skills and identifying areas for further development.
- Seeking opportunities for ongoing skills enhancement.
- Taking advantage of relevant training.
- Keeping skills and knowledge up to date to meet changing workplace needs.
- Contributing to the department/division's annual planning process.
- Putting full effort into the course and receiving a passing grade on all courses.

Employees must present a copy of their final marks and / or a copy of the certificate received upon completion of the course for their personnel file.

GENERAL PROCEDURE:

For all training and development activities, applicants will be selected on the basis of identified Town and individual needs, assuming candidates meet program standards and requirements.

Town of Claresholm employees may either:

1. Be requested to participate in training courses, or
2. Request to participate in training courses.

APPLICATION:

All employees who are applying for, or are requested to participate in, training and development courses will complete the Application for Training (Schedule A) form in consultation with their supervisors. Detailed descriptions of course content and requirements should be attached to the application.

TRAINING REQUIRING LEAVE OF ABSENCE

Any training or development program which requires a leave of absence must be in a field directly related to current responsibilities or as approved in conjunction with career planning / succession planning activities and approved by Town Council.

Policy #GA 12-11: Staff Training & Development Policy, is hereby rescinded.

Date approved by Council: December 14, 2015
Resolution #15-120

Application for Training Form

Employee Name(s)

Date of Training

Location

Course Costs

Material Costs

Mileage Costs

Other Costs

G.L. Account

Purpose/Intent of Training

Employee	
Supervisor	
Management	
Date Signed	



Conference Attendance Policy #GA 09-08(a)

PURPOSE: To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

POLICY:
Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

GENERAL:
The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

PARAMETERS:

Town Council

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

Designated staff members

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

NOTE:

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

EFFECTIVE DATE: SEPTEMBER 8, 2008

		Aquatic Centre Training		Policy #1.1.52	
Department Owner:		Aquatic Centre			
Policy Applies To:		Aquatic Centre employees			
Date Created:		March 6, 2019	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		GA 06-17

Intent

To provide a consistent policy for administration to follow regarding staff training at the Claresholm Aquatic Centre.

Policy

1. The following courses qualify for an extra \$1.00 per hour pay to the trainer who is teaching them to anyone for the purpose of recruiting new staff or certification / recertification of current staff of the Claresholm Aquatic Centre:
 - Bronze Medallion
 - Bronze Cross
 - Standard First Aid
 - National Lifeguard Service (NLS)
 - Lifesaving Swim Instructor (LSI).

All other courses must be approved by management before the extra \$1.00 per hour will be paid to the trainer.

2. Any lifeguard hired is expected to pay the current costs upfront for training in the following courses:
 - Bronze Medallion
 - Bronze Cross
 - Standard First Aid
 - National Lifeguard Service (NLS).

All training costs paid for these courses will be reimbursed after 1040 hours of employment at the Claresholm Aquatic Centre.

Any lifeguard hired that already has Lifesaving Swim Instructor (LSI) will be reimbursed \$300 after 1040 hours of employment with the Claresholm Aquatic Centre. Any Claresholm Aquatic Centre employee who becomes certified for LSI at the Claresholm Aquatic Centre will not be charged any costs. Advanced / specialized courses will be subject to the guidelines under the Town of Claresholm Staff Education and Training Policy.

3. All Junior and Senior lifeguards employed by the Town of Claresholm, Claresholm Aquatic Centre are required to maintain their physical fitness and maintain the physical standards as outlined by The Royal Lifesaving Society. Furthermore, the Claresholm Aquatic Centre Staff must be able to complete at any given time the following Lifesaving Society Physical Standards:

- Demonstrate anaerobic fitness and strength for an object recovery: Starting in the water, swim 15 meters and surface dive to recover a 9 kg (20 lb.) object; surface and carry the object 5 meters – all within 40 seconds.

Purpose: to ensure lifeguards have the necessary skill and fitness to recover a submerged victim.

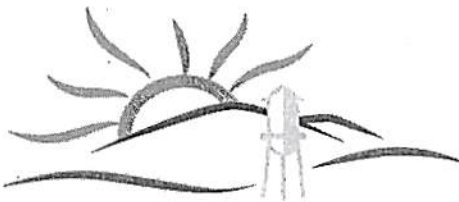
- Demonstrate aerobic fitness and endurance: Swim 400 meters within 10 minutes (400yd. within 9:10 minutes).

Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

- Demonstrate anaerobic fitness: Starting in water, swim 50 meters head-up swim within 60 seconds (50 yd. within 55 sec).

Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

Therefore, all Junior and Senior Lifeguards of the Claresholm Aquatic Centre may access the pool free of charge, during scheduled hours, to maintain the standards of physical fitness as outlined by the Royal Lifesaving Society.



Claresholm

Policy #GA 06-17

Aquatic Centre Training

PURPOSE: To provide a consistent policy for administration to follow regarding staff training at the Claresholm Aquatic Centre.

POLICY:

1. The following courses qualify for an extra \$1.00 per hour pay to the trainer who is teaching them to anyone for the purpose of recruiting new staff or certification / recertification of current staff of the Claresholm Aquatic Centre:
 - a) Bronze Medallion
 - b) Bronze Cross
 - c) Standard First Aid
 - d) National Lifeguard Service (NLS)
 - e) Lifesaving Swim Instructor (LSI).

All other courses must be approved by management before the extra \$1.00 per hour will be paid to the trainer.

2. Any lifeguard hired is expected to pay the current costs upfront for training in the following courses:
 - a) Bronze Medallion
 - b) Bronze Cross
 - c) Standard First Aid
 - d) National Lifeguard Service (NLS).

All training costs paid for these courses will be reimbursed after 1040 hours of employment at the Claresholm Aquatic Centre. This reimbursement only applies to staff hired after January 1, 2012.

Any lifeguard hired after January 1, 2012 that already has Lifesaving Swim Instructor (LSI) will be reimbursed \$300 after 1040 hours of employment with the Claresholm Aquatic Centre. After January 1, 2012, any Claresholm Aquatic Centre employee who becomes certified for LSI at the Claresholm Aquatic Centre will not be charged any costs. Advanced / specialized courses will be subject to the guidelines under the Town of Claresholm Staff Education and Training Policy.

3. All Junior and Senior lifeguards employed by the Town of Claresholm, Claresholm Aquatic Centre are required to maintain their physical fitness and maintain the physical standards as outlined by The Royal Lifesaving Society. Furthermore, the Claresholm Aquatic Centre Staff must be able to complete at any given time the following Lifesaving Society Physical Standards:

- a) Demonstrate anaerobic fitness and strength for an object recovery: Starting in the water, swim 15 meters and surface dive to recover a 9 kg (20 lb.) object; surface and carry the object 5 meters – all within 40 seconds.
Purpose: to ensure lifeguards have the necessary skill and fitness to recover a submerged victim.

- b) Demonstrate aerobic fitness and endurance: Swim 400 meters within 10 minutes (400yd. within 9:10 minutes).
Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

- c) Demonstrate anaerobic fitness: Starting in water, swim 50 meters head-up swim within 60 seconds (50 yd. within 55 sec).
Purpose: to ensure lifeguards have the minimum level of anaerobic fitness required of a pool lifeguard (Lifesaving Society National Lifeguard Award Guide).

Therefore, all Junior and Senior Lifeguards of the Claresholm Aquatic Centre may access the pool free of charge, during scheduled hours, to maintain the standards of physical fitness as outlined by the Royal Lifesaving Society.

POLICY #GA 12-11a is hereby rescinded.

EFFECTIVE DATE: JUNE 26, 2017

RESOLUTION #17-062

1.1.60




**Town Employees
Purchasing Town Property
Policy #GA 09-08**

PURPOSE: To establish a consistent policy when Town employees wish to purchase town property that is available to be sold.

POLICY:

1. Tangible capital assets/equipment (with an initial cost greater than \$5,000) with a salvage value of less than \$500 will be available for purchase by Town employees on a first-come first-serve basis.
2. Tangible capital assets/equipment with a salvage value of more than \$500 will be sold at auction or by advertisement to the general public. The highest monetary offer will be the one accepted.
3. Other assets with an initial cost less than \$5,000 (such as computers and equipment) that have not been capitalized and have a nominal salvage value, may be purchased by employees at the cost negotiated between management and staff.
4. Salvage value for the purposes of this policy will be determined by the Chief Administrative Officer (CAO) and the ~~Town Superintendent~~.

EFFECTIVE DATE: September 8, 2008

		Electronic Community Sign Usage		Policy #5.2.15	
Department Owner:		Economic Development			
Policy Applies To:		Non-profit community events and announcements			
Date Created:		February 6, 2019	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		March 11, 2019	Policy(ies) Replaced/Rescinded:		CEDC 02-94 CEDC 11-07

Intent: To identify the type of electronic signage being used by the Town of Claresholm, and to describe the regulations and procedures required for the safe and appropriate use of those signs.

Definitions:

Electronic Message Sign: as defined by the Government of Alberta Transportation Ministry, Electronic Message Signs can be grouped into one of the following three categories: electronic changeable copy signs, electronic graphic display signs, and video display signs.

- **Electronic changeable copy sign:** a sign or portion thereof that displays electronic, non-pictorial, text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fiber optics, lightbulbs, or other illumination devices within the display area.
- **Electronic graphic display signs:** a sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without information, defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fiber optics, light bulbs, or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, pixilation or dissolve modes.
- **Video display signs:** a sign or portion thereof which change their message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation or pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including changeable copy signs.

Three examples of electronic signage:



Changeable copy sign



Graphic display sign



Video display sign

Arena message sign: refers to the Town of Claresholm owned electronic changeable copy sign located on 50th avenue east between 1st street west and 2nd street east, (lot 57, block B, Plan 1112576).

Welcome message signs: refers to the two (2) Town of Claresholm owned (25" x 204") digital LED displays that are located on the Claresholm welcome signs, along AB Highway-2, and are further identified as north and south.

Policy:

Regulation

Electronic message signs that are not located within the provincial highway right-of-way will be operated under the direction of the Claresholm Land Use Bylaw #1525, and this policy.

Electronic message signs located within the provincial highway right-of-way are subject to permission of Alberta Transportation, and must be operated within the conditions and regulations of the required permit, and Electronic Message Signs Recommended Practices.

Pursuant to Section 15 of the Highways Development and Protection Regulation AT 326/2009, Alberta Transportation does not permit signs exhibiting any of the following characteristics to be operated within the highway:

- Any sign that displays an intermittent flashing, rotating, or moving light;
- Any sign which is flood-lighted in such a manner as to cause a visual distraction to the motoring public
- Any yard lights, area lighting or other lights, that, in the opinion of the Operations Manager, are excessively distracting to the public or create a traffic hazard;
- Any sign that has moving or rotating parts; or
- Any sign that bears a legend giving a command to stop, stop ahead, look or exercise caution, etc., or any legend that in any way imitates a standard or commonly used traffic control device or highway traffic sign.

Administration

All requests relating to Town owned electronic message signs shall be directed to the Communications Administrator to determine eligibility.

Eligibility

Priority will be given to the Town of Claresholm in regard to the use of Town-owned electronic message signs, as determined by Administration, Council, and this policy.

The Town-owned electronic message signs will be made available on a first-come, first-served basis for the display of information and promotion of events that are associated with a non-profit organization.

Recognition for any private and/or for-profit business is not allowed in any announcement.

Operation

Announcements will be displayed starting within three-weeks of the date of the event, and will be removed once the event has passed.

Announcements not associated with a specific-date may be displayed for up to three-weeks.

The number of announcements displayed, and the length of time each announcement is displayed is determined by current demand, at the discretion of the Communications Administrator.

The Town of Claresholm reserves the right to amend, edit, or remove, any text or portion of text relating to any announcement, at the discretion of the Chief Administrative Officer of Claresholm.

Arena Message Sign

- Priority will be given to arena events such as hockey games, skating events, and farmers markets over all other community events.
- The maximum words per announcement is twelve (12).
- Town of Claresholm Arena staff will post arena activities and those announcements deemed acceptable by the Communications Administrator.

Welcome message signs

- The welcome message signs will be operated under the regulations and guidelines of Alberta Transportation Permit No. 5234-18, Revised October 18, 2019.
- The north and south welcome message signs will be used in symmetry.

5.2.15

TOWN OF CLARESHOLM

POLICY

POLICY # CEPC11-07

REPLACING POLICY # _____

EFFECTIVE DATE November 13, 2007

SUBJECT Electronic Community Sign Usage

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED November 13, 2007

PURPOSE: To establish a policy for usage of the Town's electronic community sign.

POLICY:

- 1) All requests shall be directed to the Secretary-Treasurer to determine eligibility.
- 2) Sign is to be used to promote community events only. Advertising and/or sponsorship recognition for any private and/or for-profit business is not allowed in any announcement.
- 3) Groups allowed access to using the sign will be of a non-profit nature only.
- 4) Priority will be given to arena events such as hockey games, skating events, and farmer's markets over all other community events.
- 5) Announcements will be displayed starting within three weeks prior to the actual date of event occurrence.
- 6) The maximum words per announcement is twelve (12).
- 7) The maximum number of announcements being displayed at any given time will be six (6).
- 8) Town of Claresholm Arena staff will post arena activities and those announcements deemed acceptable by the Secretary-Treasurer.

5.6.21

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 02-94

REPLACING POLICY # _____

EFFECTIVE DATE February 14, 1994

SUBJECT SIGNAGE

DEPARTMENT ECONOMIC DEVELOPMENT

AUTHORITY POLICY DATE PASSED February 14, 1994

PURPOSE: Town Council wishes to provide for a policy relating to the placement of signs or advertising on "Welcome to Claresholm" signs.

- POLICY:
1. No permanent signs or advertising signs are to be placed on "Welcome to Claresholm" signs.
 2. Signage advertising local upcoming community events can be placed on "Welcome to Claresholm" signs for a period of 30 days prior to the event and 7 days after the event.
 3. No political signage allowed.

- GUIDELINES:
1. No Town official shall provide authorization for the erection of any signage on "Welcome to Claresholm" signs unless compliance to this policy is adhered to.
 2. Current event signage erected before or left standing after the established policy time line shall be removed by Town forces.
 3. Signage which is erected and does not conform to policy shall be removed immediately by Town forces.

Our Reference: 2511-NE 23-12-27-W4M (2)
Permit No. 5234-18 Revised

October 18, 2018

Brady Schnell
Economic Development Officer
EDO@claresholm.ca
Town of Claresholm
Box 1000, 5318 – 2 Street West
Claresholm, AB T0L 0T0

Dear Mr. Schnell:

**RE: REVISED “WELCOME TO TOWN OF CLARESHOLM”
PROPOSED SIGN INSTALLATION WITHIN THE HIGHWAY RIGHT-OF-WAY**

Further to your email received on October 5, 2018, regarding the above noted.

This will confirm that the revised sign layout is approved as shown on the attached site plan. The revised sign layout will include a light emitting diode (LED) at the bottom of the existing Welcome To sign.

All other terms and conditions of Permit 5234-18 remain unaltered and an integral part of this approval. Particular attention to brightness and speed rotation of the message is essential (Recommended Practices attached).

If I could be of further assistance, please call.

Yours truly,



Leah Olsen
Development/Planning Technologist

LO/jb

Attachment

cc: Volker Stevin – fortmacleod.admin@volkerstevin.ca; highways@volkerstevin.info
Rick Lemire – e-mailed
Jack Houtekamer – e-mailed



Grid is 1 foot x 1 foot
 Blue is existing sign
 Red is additional sign
 White is LED foot print

-----Existing sign 20 feet wide-----

Alberta
 TRANSPORTATION
 APPROVED

Leah Olson
 Development/Planning Technologist

Permit No. 5234-18 "Revised"

Government of Alberta ■ Transportation	ELECTRONIC MESSAGE SIGNS		<i>Issued: JUN 2011</i>
			<i>Revised:</i>
			<i>Page 1 of 6</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS	
	SUB-SECTION	BUSINESS	

General

The question of whether or not electronic message signs, especially the graphic display and video advertising types, contribute to unsafe driving and increase the potential for collisions is under-researched. However, there is evidence that complicated visual fields can distract drivers and that existing legislation and guidelines inadequately address electronic message sign applications.

Available research suggests that:

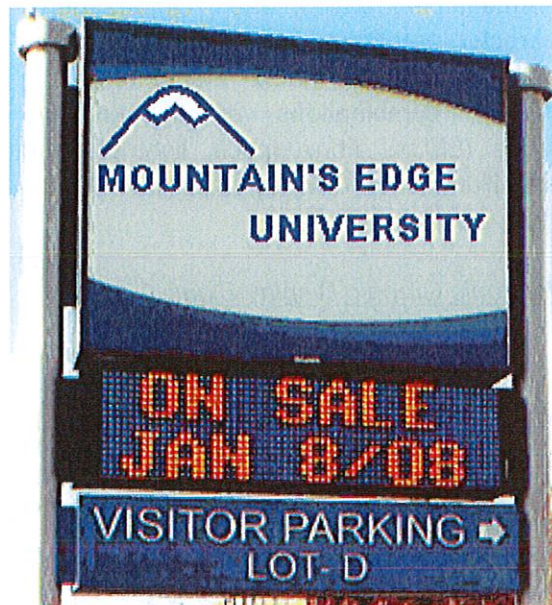
- Sign placement and length of time the sign takes the driver's attention off the roadway are influential factors. A study commissioned by the City of Toronto, on the safety and effects of video advertising placed at downtown intersections, found that video advertising can distract drivers, lead to collisions, and have an overall impact on traffic safety (Smiley, Persaud, Bahar, Mollett, Lyon, Smahel, et al., 2005).
- Impact on traffic safety varies according to particular video display signs and environments. Video display signs on curves, that were also close to the line of sight and visible for an extensive periods of time, were found to be particularly distracting (Smiley, Smahel & Eizenman, 2004).
- Drivers are more distracted by street-level advertising than raised signs (Crundall, Van Loon & Underwood, 2006).

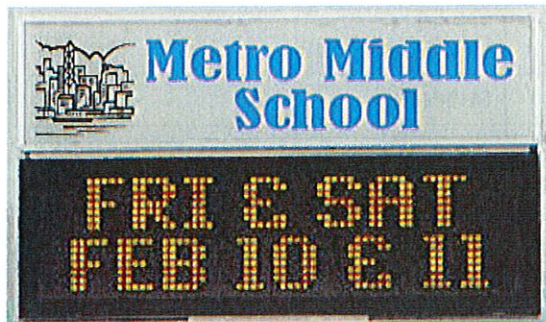
The number of sign permit applications being received by the department for electronic message signs has drastically increased in recent years with the progression of electronic technology. Guidelines are required to ensure departmental consistency in the treatment of these sign permit applications across the province.

The majority of electronic message signs can be grouped into one of the following three categories:

- Electronic changeable copy signs;
- Electronic graphic display signs; and
- Video display signs.

Electronic Changeable Copy Signs





An electronic changeable copy sign is defined as a sign or portion thereof that displays electronic, non-pictorial, text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fibre optics, lightbulbs or other illumination devices within the display area.

An electronic graphic display sign is defined as a sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without information, defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fibre optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, repixelization or dissolve modes.

Electronic Graphic Display Signs

Video Display Signs





Video display signs are defined as those signs or portions thereof which change their message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including changeable copy signs.

Standard

Highways Development and Protection Regulation

Pursuant to Section 15 of the Highways Development and Protection Regulation AR 326/2009, Alberta Transportation does not permit signs exhibiting any of the following characteristics:

- Any sign that displays an intermittent flashing, rotating or moving light;
- Any sign which is flood-lighted in such a manner as to cause a visual distraction to the motoring public;
- Any yard lights, area lighting or other lights that, in the opinion of the Operations Manager, are excessively distracting to the public or create a traffic hazard;
- Any sign that has moving or rotating parts; or
- Any sign that bears a legend giving a command to stop, stop ahead, look or exercise caution, etc., or any legend that in any way imitates a standard or commonly used traffic control device or highway traffic sign.

With the advancement of electronic technology, electronic message signs are capable of creating intermittent flashing/changing messages or rotating images (animated backgrounds) or where the background can be changed or light intensified. Such signs can be a substantial distraction to motorists and a source of glare, which creates a traffic safety issue. The brightness from electronic message signs can also overwhelm driver's perception of critical regulatory, warning and guide signage or other traffic control devices.

Electronic Message Signs Not Permitted in Most Situations

For the above reasons, Alberta Transportation **does not permit** the use of electronic message signs within the development control zone of rural provincial highways.

The development control zone is defined under the *Highways Development and Protection Regulation* for provincial highways. The classes of provincial highways are shown in the Roadside Management Classification Map as amended from time to time and published on Alberta Transportation's website.

Within the corporate limits of urban municipalities (cities, towns, villages), the municipality is responsible for development approval outside the highway right-of-way for all classes of provincial highways. Along ring roads within urban municipality corporate limits, the municipality is responsible for development approval beyond the Transportation Utilities Corridor (TUC). As such, Electronic Message Signs located within corporate limits (outside the provincial highway right-of-way and beyond the TUC boundaries) are subject to municipal approval.

Electronic message signs featuring a continuous loop or animated images are strictly prohibited along provincial highways except in urban areas (within corporate limits) where the speed limit is less than 80 km/h.

Electronic message signs are also strictly prohibited within 800 m of the centrepoint of an interchange, where the information load on drivers is already high (due to other traffic control devices), and where drivers frequently perform lane changing maneuvers (i.e., merging and weaving conditions).

Situations Where Electronic Message Signs May Be Permitted

An electronic message sign that **operates only as a changeable copy sign (usually LED) may be permitted** as a part of a larger sign outside the highway right-of-way, such as to convey the price of fuel on gas station on-premise signs. An electronic changeable copy sign would be permitted if the operation of the message panel is only changed occasionally (a motorist driving at the posted speed limit could only see one static message during the drive by). An electronic changeable copy sign panel forming a component of an on-premise sign cannot exceed 25% of the overall size of the sign.

An electronic changeable copy sign may be permitted as part of a community Welcome sign (inside or outside the highway right-of-way) provided it does not exceed 15% of the overall sign size.

Conditions under which an electronic message sign panel is allowed (as a part of a larger sign) are:

- The sign panel does not contain or display flashing, intermittent, or moving lights, including animated or scrolling text.
- A sign panel provided as a public service showing the time and temperature shall not be considered a flashing or moving sign.
- The sign content remains fixed/static for a minimum message display duration, where:
 - Min. Display Duration (sec) = Sight distance to sign (m) / Speed limit (m/sec).*
 - In lower speed areas, the formula above should be used with a minimum sight distance to sign of 350 m.

- In areas with speed limit ≥ 80 km/h, the minimum message display duration is 60 seconds, unless the sight distance to the sign is less than 1 kilometre.
- When a message is changed electronically, it must be accomplished within an interval of 0.1 seconds or less so that an approaching driver cannot perceive any blanking of the display screen.
- There shall be no visual effects between successive displays.
- The sign panel must contain a default design that will freeze the sign panel message in one position if a malfunction occurs.
- The sign panel shall be equipped with a control system that automatically adjusts light emission level to ambient light conditions so as to not cause glare or excessive brightness.
- In no case shall the light level of any sign panel exceed 300 nits (candelas per square metre) between the time of sunset and sunrise, nor 5,000 nits at other times.
- Must not diminish the conspicuity of nearby traffic control devices.
- Alberta Transportation's Highway Operations Manager shall have the ongoing discretion to require the brightness, frequency, colours or other qualities of the sign panel be adjusted in order to address safety concerns.



Shown below are some examples of signs that may be permitted:

Policy Recommendations for Rural and Urban Municipalities

Rural municipalities authorize developments within the development control zones of minor highways and urban municipalities authorize developments within the development control zones of highways within urban boundaries of cities, towns, and villages. Alberta Transportation encourages both rural and urban municipalities **not to permit** electronic message signs adjacent to provincial highway right-of-way, especially those that function as graphic and/or video display signs. If electronic message signs are permitted, it is encouraged that the conditions outlined in this recommended practice be considered. Care should be taken to ensure electronic signs do not diminish the conspicuity of nearby traffic control devices, and to maintain appropriate spacing between electronic message signs (so that only one can be seen at a time).

If, in the opinion of the Highway Operations Manager, an electronic message sign permitted by a municipality constitutes a distraction to highway traffic and would compromise traffic safety, the Highway Operations Manager will work with the municipality to have the sign adjusted, removed or relocated.

Special Situations for Traffic Management Purposes

Alberta Transportation’s electronic dynamic message signs for communicating pertinent safety messages and for traffic management functions are permitted within highway right-of-way. Information displayed on these electronic dynamic message signs are governed by strict departmental operating guidelines.

References to Standards

<i>Highways Development and Protection Regulation</i>	
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REQUEST FOR DECISION

Meeting: March 25, 2019
Agenda Item: 13

CHINOOK INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD

DESCRIPTION / BACKGROUND:

At the March 11, 2019 meeting Council passed a motion to enter into an agreement with Oldman River Regional Services Commission (ORRSC) for the facilitation of the Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB). A motion was also passed to give 1st reading to Bylaw No. 1664. There is no requirement for advertising or a public hearing for this bylaw.

Upon successful passing of Bylaw No. 1664, Council may appoint members to serve as representatives for the Town of Claresholm on the Chinook Intermunicipal SDAB. Administration recommends that the current trained members at large, Darcy Erickson and Gerry McGuire be appointed, and one Council member. Councillor Schulze, Councillor Moore, and Councillor Zimmer are appointed to the SDAB. Councillor Schulze and Councillor Moore have completed the training.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Gerry McGuire and Darcy Erickson as members at large, and the appoint _____ as a Council member to the Chinook Intermunicipal Subdivision and Development Appeal Board.

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1664
- 2.) MGA Section 627 & Section 628

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 13, 2019



REQUEST FOR DIRECTION

Meeting: March 25, 2019
Agenda Item: 14

MD of WILLOW CREEK PUBLIC HEARING NOTICE

DESCRIPTION / BACKGROUND:

The Town received a public hearing notice for proposed Bylaw No .1826 being the MD of Willow Creek's new Land Use Bylaw (LUB – loaded to the Town's external site). The public hearing is scheduled for March 26th at 7:00pm. Given that the deadline to respond was prior to the Town Council meeting of March 25th, 2019, a letter was sent advising the MD of Willow Creek of the potential wish to present comments at the public hearing (see attached correspondence).

The Draft Land Use Bylaw (LUB) is a lengthy document that sets out among other things the land use districts, setback requirements, and land uses for the MD of Willow Creek. Of interest to Claresholm is the Claresholm Industrial Airport (CIA) land use district. There are substantial changes from the current MD LUB to the draft version, including multiple uses within the CIA district that are proposed to be added. Attached is the proposed CIA district with the new uses in red. The proposed district more than doubles the existing land uses. Examples of some of the new uses considered for within the Claresholm Industrial Airport are: Churches, Daycare Facilities, Employee housing, Home Occupations, Livestock sales yard, Lodge, Office, Personal Care Services, Rifle range, etc.

The CIA area and a 1.5 mile (urban fringe) buffer around the Town is currently being considered in the implementation of an Intermunicipal Development Plan (IDP) which is scheduled for adoption in 2019. An urban fringe will be rezoned around the Town following the adoption of the IDP. This will be done as an amending bylaw to Bylaw 1826. Therefore, there will be a second opportunity to address changes to the MD LUB in the context of how it relates to the IDP.

DISCUSSION/OPTIONS:

If Council deems appropriate, Council representation and comments can be made at the public hearing in regards to the fringe area and in particular the CIA land use district. Council may request a deferral of the CIA changes to the current MD Land Use Bylaw until the IDP is adopted. Alternatively, the changes could be allowed to proceed and then re-discussed if necessary in context of the IDP policies. Gavin Scott, Planning advisor to the Town from ORRSC, will be attending the MD public hearing on March 26th and will speak to the IDP process in light of the new MD LUB. If you wish to have Gavin speak to any specific issue he would be glad to do so.

ATTACHMENTS:

- 1.) Public Hearing Notice
- 2.) Draft CIA district (proposed new uses in red)
- 3.) Correspondence

APPLICABLE LEGISLATION:

- 1.) Land Use Bylaw

PREPARED BY: Tara VanDellen, Planner/Development Officer

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

DATE: March 20, 2019



THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

Land Use Bylaw No. 1826

Notice of Public Hearing

Tuesday, March 26, 2019 – 7:00 p.m.

Municipal District of Willow Creek Council Chambers

PURSUANT to section 230, 606, and 692 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intentions to consider a proposed bylaw being the Municipal Land Use Bylaw.

THEREFORE, TAKE NOTICE a public hearing to contemplate the proposed Land Use Bylaw will be held in the Municipal District Council Chambers at 273129 Sec Hwy 520 West, Claresholm, AB., at **7:00 p.m. on the 26th day of March, 2019.**

AND FURTHER TAKE NOTICE anyone wishing to make a presentation regarding the proposed bylaw should provide notice to the Chief Administrative Officer no later than 4:00 p.m. on the 25th of March, 2019. Both written and/or verbal presentations may be given at the public hearing.

A copy of the proposed bylaw may be inspected at the M.D of Willow Creek during normal business hours being Monday to Friday 8:00 a.m. to 4:00 p.m. or on the MD website www.mdwillowcreek.com

If a hard copy of the proposed bylaw is required please send your request to development@mdwillowcreek.com and a copy will be provided.

Dated at the Town of Claresholm in the Province of Alberta this 25th day of February, 2019.

Cynthia Vizzutti
Chief Administrative Officer
Municipal District of Willow Creek No. 26
P.O. Box 550
Claresholm, Alberta, T0L 0T0
(403) 625-3351 Ext. 224



CLARESHOLM INDUSTRIAL AREA – CIA

INTENT

The intent of this land use district is to accommodate proposed land uses and ensure the compatibility of existing land uses located at the Claresholm airport, with adjoining lands, through the regulation of the following permitted and discretionary uses.

1. LAND USES

- (1) **Permitted Uses***
 - Accessory buildings and uses to an approved use
 - Airport hangar

- (2) **Discretionary Uses**
 - Abattoir
 - Alternate/renewable energy
 - Amusement Arcade
 - Animal care service, small
 - Animal care service, large
 - Archery range
 - Artificial insemination facility
 - Auction facility
 - Auto sales and/or service
 - Batch plant
 - Building supply center
 - Bulk fertilizer storage and sales
 - Bulk fuel storage and sales
 - Campground
 - Car wash
 - Club house
 - Church
 - Commercial/private recreation
 - Commercial use
 - Convenience store
 - Day care facility
 - Employee housing
 - Entertainment establishment
 - Farm machinery and equipment sales
 - Farm service product sales
 - Financial institution
 - Food processing
 - Food service/catering
 - Freight terminal

* See Schedule 3, Development Not Requiring a Development Permit.



Gaming or gambling establishment
Garage
Garden center
Golf driving range
Grain elevator
Grain elevator with accessory office
Grouped rural industry
Hangar
Heavy industrial
Helipad
Heliport
Highway commercial
Holiday trailer and RV park
Holiday trailer and RV storage
Home occupation, major
Home occupation, minor
Hostel
Hotel and motel
Household repair service
Industrial equipment sales and rental
Industrial manufacturing
Industrial operation
Intensive horticulture
Kennel - Category 1 and 2
Laundromat
Licensed medical cannabis production
Licensed recreational cannabis production
Light industrial/manufacturing
Liquor store
Livestock sales yard
Lodge
Machinery and equipment sales and repair
Market garden
Mechanical and structural repair
Medical and dental office
Modular home sales and service
Moved-in building
Office
Outdoor storage
Outdoor vehicle storage
Personal care service
Private riding stable and arena
Private rodeo grounds
Public and private institutional use
Public and private recreation
Public and private utility
Public and private rifle range



- Ready to move structure (RTM)
- Recreational vehicle sales and rental
- Recreational vehicle storage
- Residential accommodation in conjunction with an approved use
- Restaurant and lounge
- Retail outlet
- Sea can storage
- Seed cleaning plant
- Service station
- Sign
- Single lot commercial
- Solar energy system, commercial/industrial
- Sports club
- Surveillance suite
- Taxidermy
- Tower
- Travel agency
- Truck sales and service
- Truck stop
- Truck transport depot
- Vehicle service and repair
- Warehouse
- Warehouse store
- Wind Energy Conversion System (WECS) - Category 1 and 2 and other ancillary uses
- Welding shop
- Workshop

(3) Prohibited Uses

Any use not found in Permitted or Discretionary, and not considered a similar use, shall be prohibited, unless the lands are redesignated to accommodate the development.

2. PARCEL AND LOT SIZES

Parcel and lot sizes for all the permitted and discretionary uses listed above are:

- (a) existing parcels; or
- (b) lots of a minimum of 0.4 ha (1 acre) or greater as may be required by the Municipal Planning Commission.

3. MINIMUM SETBACK REQUIREMENTS

Use	Front Yard		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.
All uses	6.10	20	3.05	10	6.10	20
Fences	0	0	0	0	0	0



4. SITE COVERAGE

The maximum site coverage for all the permitted and discretionary uses listed is 50%:

- (a) for principal and accessory buildings; or
- (b) as required by the Municipal Planning Commission.

5. DEVELOPMENT REFERRAL REQUIREMENTS

Applications for uses located where ground safety may be an issue in the Claresholm Industrial Area shall be referred to Transport Canada by the designated officer.

6. AREA STRUCTURE PLANS / CONCEPTUAL SCHEMES

The Municipal Planning Commission may require the preparation of an area structure plan or a conceptual scheme prior to considering an application or as a condition of approval for any use within this land use district.

7. SERVICES, TRANSPORTATION AND UTILITIES FACILITIES

No application to locate or expand a land use shall be approved unless, in the opinion of the Municipal Planning Commission, the proposed use will not have a detrimental effect on any:

- (a) transportation or communication systems, including designated highways, municipal roadways, railways, airport sites or communication facilities;
- (b) an environmentally significant area, a regionally sensitive area, critical wildlife zone, riparian area, waterbody, area of historic or archaeological significance; or
- (c) utility facilities, including irrigation works, pipelines and power transmission lines.

8. STANDARDS OF DEVELOPMENT – See Schedule 4.

9. MODULAR HOME COMMUNITY STANDARDS – See Schedule 6.

10. MOVED-IN BUILDINGS – See Schedule 7.

11. OFF-STREET PARKING AND LOADING AREA REQUIREMENTS – See Schedule 8.

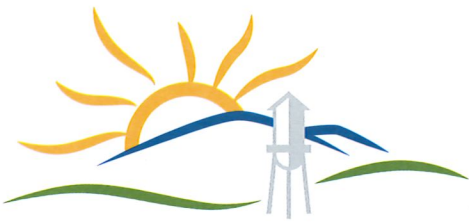
12. SIGN REGULATIONS – See Schedule 9.

13. HOME OCCUPATIONS – See Schedule 10.

14. WIND ENERGY CONVERSION SYSTEMS – See Schedule 11.

15. SOLAR ENERGY SYSTEM AND ALTERNATIVE/RENEWABLE ENERGY – See Schedule 12.

16. FEES – See Appendix C.



Claresholm

Where **Community** Takes Root

March 15, 2019

MD of WILLOW CREEK
BOX 550
CLARESHOLM, AB T0L 0T0

RE: Town of Claresholm Notice for Comments regarding Bylaw No. 1826

The Town of Claresholm appreciates the opportunity to present comments at the MD of Willow Creek Public Hearing held March 26, 2019 – 7:00pm, in regards to the proposed Land Use Bylaw amendments, Bylaw No. 1826.

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

Yours truly,

Marian Carlson, CLGM
CAO
Town of Claresholm



MC/tv



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



www.claresholm.ca



info@claresholm.ca



403.625.3381



403.625.3869



Claresholm

INFORMATION BRIEF

Meeting: March 25, 2019
Agenda Item: 15

AUMA – RESOURCE COMMUNITIES OF CANADA

DESCRIPTION:

At the regular meeting of Council held March 11, 2019, the attached letter from Alberta Urban Municipalities Association (AUMA) requesting support by way of motion for the Resource Communities of Canada Coalition. Administration was directed to gather further information on the Coalition and report back to Council.

BACKGROUND:

On March 13, Administration contacted AUMA to discuss the purpose of the formalization of the Coalition and to request clarification on the requested support. At this time, AUMA is only asking for a show of support as it is their position that with a unified position, it is more likely to get the attention of the Senators. Currently, the group is very informal, but are gaining momentum. They do not intend to formalize the terms of reference until after the education campaign during the FCM conference in Quebec.

The sister organizations currently involved are AUMA, Rural Municipalities of Alberta (RMA), Saskatchewan Urban Municipalities Association (SUMA) and the Saskatchewan Association of Rural Municipalities (SARM).

ATTACHMENTS:

- 1.) Email – AUMA

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 13, 2019

From: President <President@auma.ca>

Sent: February 28, 2019 8:58 AM

Subject: Amplify Our Municipal Voice For Responsible Resource Development

Hello municipal colleagues,

Earlier this month, I met with our sister municipal associations across Western Canada to discuss forming a **Resource Communities of Canada** Coalition. We agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry.
- Ensure municipal perspectives are being heard on issues impacting resource development.
- Share factual information regarding resource development interests.

I invite you all to become involved in this movement. The Canadian resource industry is the backbone of our economy and is key to Canada's future prosperity. Whether you are a summer village or a large urban center, there are direct and indirect economic benefits that will impact your community. I ask that you pass a motion at your next Council meeting to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard. I have attached a motion template for you to use.

Our first three major activities are:

1. Education Campaign at FCM Conference in Quebec

We want to enhance the support of energy infrastructure projects by educating elected officials and the public about the benefits of the resource and energy industry at the FCM Conference. We are currently working with a group of experts to solidify the messages and approach for the educational campaign. Stay tuned in the coming weeks for more information on the campaign and how you can get involved.

2. Bill C-69 Advocacy

Although many people have termed Bill C-69 as the "pipeline" bill, we very are concerned that the proposed amendments to Bill C-69 will have a significant impact on municipalities, such as:

- Directly impacting municipal land-use planning, construction and maintenance of infrastructure.
- More municipal infrastructure projects falling under federal review.
- Additional financial and administrative costs being added to municipal operations.

I met with a group of independent Canadian senators on February 1st to discuss Bill C-69. This was important because the Canadian Senators can propose amendments before the House of Commons votes on the bill, likely during this session of parliament. We have also requested another meeting with the Senators in the near future.

3. Formally Establish the Resource Communities of Canada

Although activities are already underway, we do want to formalize our group with a detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

Please support the Resource Communities of Canada to ensure our municipal perspectives are heard by passing a motion at your next council meeting. Please let me know if your council passed the motion or if you have any questions by emailing president@auma.ca.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | www.auma.ca



Report Number: (Report Number)

Meeting: (Meeting Name)

Meeting Date: (Date)

NOTICE OF MOTION

RE: (Name of Municipality) Joining the Resource Communities of Canada Coalition

Sponsoring Councillor: (Name of Councillor)

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT COUNCIL:

Approve (Name of Municipality) to support the Resource Communities of Canada Coalition.



INFORMATION BRIEF

Meeting: March 25, 2019
Agenda Item: 16

RAIN BARREL PROGRAM

DESCRIPTION / BACKGROUND:

The Development Department has been investigating a rain barrel program. With the changes to the utility bylaw, offering a way for participants to receive education materials, as well as, provide a few options on rain barrels/tanks can assist with water conservation. Many municipalities have various types of programs that usually run in the spring. The Town is set to have a rain barrel sale on May 25th, 2019 from 10am to 2pm in conjunction with the toxic round-up at the Town shop (424 41 Ave East). Infrastructure Services confirms there would be room at the shop to facilitate the rain barrel program and the toxic round-up, but may require another staff member or two (which can be arranged operationally).

The City of Calgary works alongside Green Calgary Association to provide the program with barrels made locally (Granum area). The Barrelman provides rain barrels to various communities and is willing to participate with the Town of Claresholm. They bring a load of rain barrels for purchase and also bring back any that have not sold. This alleviates the Town from having to store/pay for unsold barrels. Also, through the Town Administration Office we will be able to take reservations or pre-orders so people can order their barrel or tank beforehand and pick up that day to ensure there is sufficient quantity. Without pre-orders they will be sold on a first come first serve basis. If there is sufficient demand and supplies run out the day of, a following order/pickup could be organized. Administration is working with Green Calgary to provide informational materials to residents at the pick-up day.

The Barrelman is able to provide Claresholm with all three options (shown below) because we are close to their warehouse. In Calgary they only offer the barrels, not the larger tanks. The Barrelman staff can also assist residents with questions, and to demonstration the functionality of the barrels. If this was an annual program, they may be able to return to repair any broken spigots or screens as a service the following year when selling new barrels (as done in various municipalities). More information can be found on their website at <http://www.thebarrelman.ca/>.

Each rain barrel is made by hand and inspected. They are guaranteed against defects for two years. Food grade barrels are made of the highest grade 100% recycling (virgin) plastic, each barrel weighs approx. 25 lbs., and can handle our climate. The barrels are a sealed unit, no assembly required, ready for use. Besides being childproof, the rain barrels are also mosquito proof with a 4" screened opening, the downspout rests above it, and keeps all the debris from the gutter out. They are also equipped with a 2" screw cap on the top which can be removed for cleaning. There are two 3/4" spigots with brass taps, one at the bottom to drain the rain water out, and one at the top for an overflow or to connect subsequent rain barrels. Options and prices are below, the price includes delivery, G.S.T is extra.



RAIN TANK/ TOTE

- Capacity of 1000 liters
- W40" X L48" X H40"
- 6" screw cap on the top
- 2" ball valve at the bottom
- A 3/4" garden hose spigot (optional)
- A 1 1/4" overflow/connector (optional)
- Excellent for community gardens

Limited supply available

\$150.00 each



CLASSIC RAIN BARREL

- Capacity of 55 gallons or 208 liters
- 4" screened opening on the lid
- 3/4" garden hose spigot at the bottom
- 3/4" garden hose threaded overflow/connector
- Available in white and blue

Have specific requirements, we can do it!

Contact us @ thebarrelman@telus.net

\$43.95 each



TRIPLE OUTLET

- Capacity of 55 gallons or 208 liters
- 4" screened opening on the lid
- 3/4" garden hose spigot at the bottom
- 1 1/4" connector/overflow on each side
- 1 1/4" adapter and plug

Available in white and blue

\$49.95 each

Hose kit

24' of hose, hose clamp and 1 1/4" overflow adapter. Fits the triple outlet rain barrel and the rain tank.
\$9.50 each



CAO REPORT

March 25, 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.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

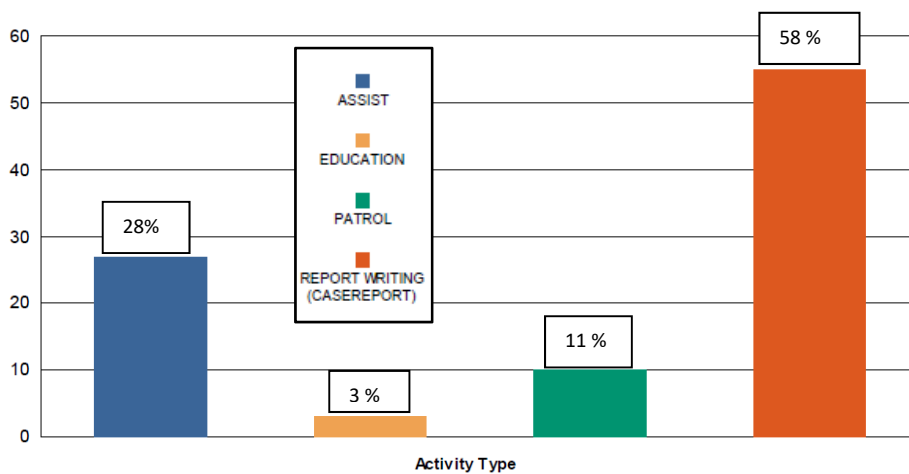


INFORMATION BRIEF

Meeting: March 25, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT February 2019

Community Engagement in February



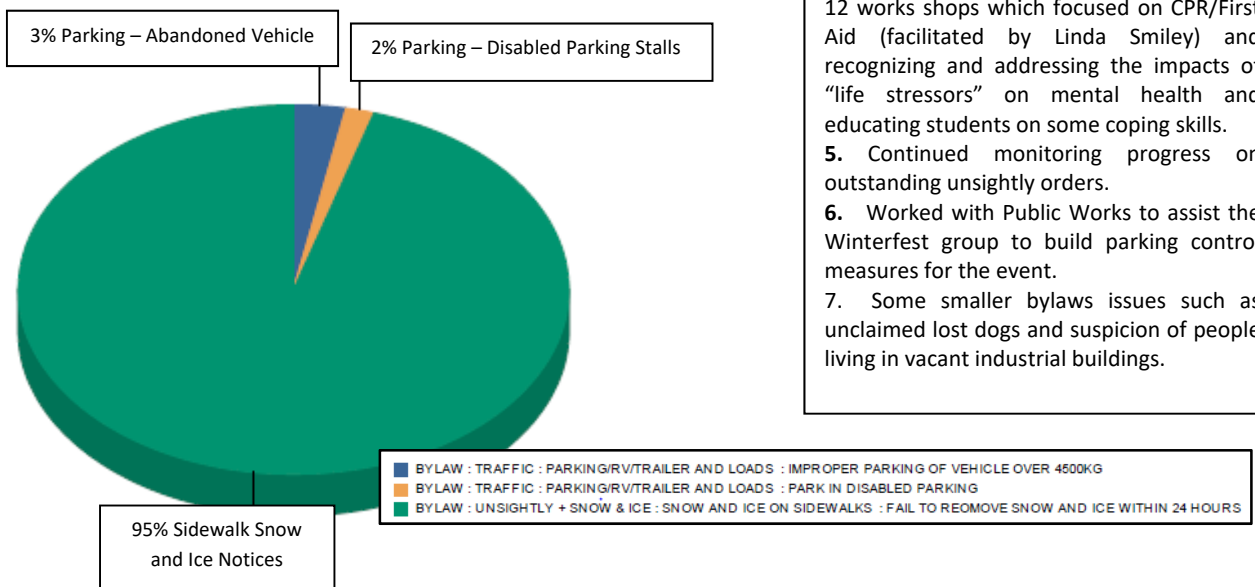
February Newspaper Focus:

1. Off leash park locations and rules.

February Enforcement Highlights:

1. Extensive time invested in connecting with residents and having the conversation focused on the need for snow and ice to be removed from the sidewalks.
2. Seventy-one (71), 24-hour Sidewalk Notices issued.
 - The contractor was hired to clear the sidewalk at 16 locations.
3. The Grade 9 Risk reduction was held at the Community Centre on February 27th and was successfully delivered by the collaborative efforts of the RCMP, Clareholm Fire Department, M.D. of Willow Creek #26 Emergency Services, Alberta Health Services staff from various professions such as ambulance staff, ER and RN staff, Physiotherapy and Public Health, Mental Health professionals, FCSS, Linda Smiley (First Aid) and our guest Dale Ohler.
4. Continued working on Grade 12 Risk Reduction programs. There were two grade 12 works shops which focused on CPR/First Aid (facilitated by Linda Smiley) and recognizing and addressing the impacts of "life stressors" on mental health and educating students on some coping skills.
5. Continued monitoring progress on outstanding unsightly orders.
6. Worked with Public Works to assist the Winterfest group to build parking control measures for the event.
7. Some smaller bylaws issues such as unclaimed lost dogs and suspicion of people living in vacant industrial buildings.

Bylaw Infractions/Complaints/Actions in February



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 2/25/2019 - 3/22/2019

Financial

- Audit of Town's 2018 Financial Statements has been completed and will be presented to Council on March 25th for approval. Audit was extremely clean and relatively painless this year.
- Along with the Town's Audit of our Financial Statements, there was also the annual audit of our Local Authorities Pension Plan members and contributions as well as the Family and Community Support Services review that must be completed each year. These are also completed and final reports for signing will be delivered on March 25th as well.
- February 28th Open House had a reasonable turnout with presentation on the 2019 Operating and Capital Budgets and a presentation on the proposed new Water and Sewer Utility Bylaw. Utility Bylaw passed 2nd and 3rd readings on March 11. New rates will take effect May 1, 2019 so utility and finance staff will be in the processes up system updates in May for these changes.
- System setup is already being done to prepare for our first year of sending out electronic tax notices for those that have signed up.
- February 2019 month end reports have been completed including report to Council and budget to actual reports to all department heads.
- 2018 Tax Assessments have been finalized and received. Administration will therefore start analyzing mill rate options/structures for presentation to the Audit and Finance Committee as we move into April.

Museum

- Advertising as begun for the hiring of summer Museum/VIC staff.
- 2019 will be a big year for the Museum with the Women in Agriculture exhibit being developed and some significant rearranging of the station building. We are looking forward to seeing those changes in effect.

General

- Assisting the Town of Granum with their financial management and reporting has been a busy task the last month preparing for their Audit.
- Policy review and updates continue with a handful more policies being presented to Council on March 25, 2019.
- Office shuffle – We welcome our Economic Development Officer, Brady Schnell, into the Town Administration Office. It will be good to have him here in the same office as the rest of administration. It has required some shuffling of offices and some cramped quarters, but all the staff have been extremely accommodating and understanding.

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

DEVELOPMENT OFFICER REPORT



Claresholm

For: 2/20/2019 - 3/20/2019

Development Permits

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

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ March 7, 2019 - Webinar - "Re-Thinking the Value of Water: Turning single-purpose infrastructure in to public assets" Discussion on using cost benefit analysis to apply figures to qualitative benefits of projects; by giving a financial number value to benefits such as health, environment, or social aspects for projects such as stormwater (storm water control, wetland and environmental as well as recreational benefits). Also, discussion on how to re-think projects and "value" infrastructure projects to apply multi-purpose factors to typical single-purpose projects.
- ❖ FIPC meeting – March 12, 2019
- ❖ MPC meeting – March 15, 2019
- ❖ Local Press Ads: Stormwater pond naming survey, ad for Town Newsletter
<http://www.claresholm.ca/admin/resources/page-files/town-annual-report-newsletter-2018.pdf>
- ❖ Stormwater Pond naming survey prepared & reviewed, board placed at open house Feb 28, 2019.
- ❖ Completed Municipal Planning II course through the University of Alberta Applied Land Use Program. A range of issues key to the modern urban planning context was explored, including topics of new urbanism, challenging urban sprawl with smart growth concepts, analytical methods, basic urban design principles, business revitalization zones, and transportation planning.

On-going projects

- ❖ Planning for Growth Project – Final studies all received. EDO has submitted final grant reporting.
- ❖ Multi-use building project – March 12, 2019 meeting.
- ❖ Road plan clean-up project– all RPR's have been completed and alley designation signed and sent to surveyor for registration. Once registration is finalized and RPR's are received compliance reviews will commence prior to providing each landowner with their letters and real property reports.
- ❖ Adhoc committee Amundsen Park re-design – March 19, 2019 meeting. Investigation into costing for some items/upgrades, as well as, design features continues.
- ❖ Tax recovery sale property – Engineering review completed, report submitted to Administration for review.
- ❖ Continued review of development policies.

*Submitted by
Tara VanDellen
Development Officer*

Economic Development Officer's Report

Town of Claresholm

March 21, 2019



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

Since the submission of the February 21, 2019 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.

Economic Development Officer

Over the past 3-weeks I have responded to a number of inquiries from local businesses that are either looking for space, increasing marketing efforts, looking for staff, or have questions about signage.

In 2019, the Town has issued thirteen (13) new business licenses for operations that were not taking place in 2018. This is in addition to the seven (7) new business licenses that were issued between October and December of 2018, for a total of twenty (20) new businesses in Claresholm, in the last 6-months.

Economic Development Committee (EDC): FEBRUARY

The EDC met on Tuesday February 26, 2019. Sam Schofield, owner-operator of Mountain Drift Marketing & Media presented on the recent success they have had in Pincher Creek and the Crowsnest Pass. Sam has partnered with these municipalities in offering a series of online and social media training sessions offered at a reduced rate, and the sessions are often sold-out.

The course runs over 6 sessions, and people can choose to attend which sessions interest them the most, or take them all. Topics are: Google for business, Facebook, Instagram, Twitter, Photography, and Hootsuite. The cost is very reasonable, more than 80 businesses have taken the training from Mountain Drift, and the references are very positive. I will be recommending that the EDC provide this training series in Claresholm during April and June 2019.

Bev Thorton, Executive Director of Alberta Southwest will be coming to talk at the March 18, 2019 meeting of the EDC. Members of the committee will discuss Regional Economic Development Alliance memberships for the Town of Claresholm, giving consideration to what group or groups are the best fit for the Town.

A revised 2019 EDC Operating Budget was presented at the February meeting and will be decided upon at the March meeting. Should the EDC agree with the proposed changes, a recommendation will be made to Town Council.

Economic Development Committee (EDC): MARCH

On March 18, 2019 the EDC passed a motion to engage the services of Mountain Drift, with six (6) evening sessions to take place April 15-June 30, 2018. Details TBA.

Also at the March meeting, after much discussion over the past 2-3 months, the EDC passed a motion to recommend to Council that the Town of Claresholm become a member of the South Grow, Regional Economic Development Alliance.

A revised 2019 EDC Operating Budget was approved by the EDC at the March meeting. The overall budget to remain the same, however changes were made to the structure of the budget and funds were reallocated to allow for a new REDA membership, and other operational changes required to meet the needs of the 3-Year EDC Business Plan. These updates will be presented to Council as part of the budget update in April when the mill rate is presented.

Planning for Growth is the Starline-Business Park

The Final Project Achievement report to CARES was submitted on March 15, 2019. All deliverables of the project were met, including the additional scope items. The \$175,000 project came in right under budget, and was completed within 1-year.

Claresholm Business Conference

Some changes have been made to the planning of the Conference:

- **2019 Claresholm Business Conference will be held September 20, 21, 2019**
- **Friday evening at WCCHS or the Legion**
- **Saturday all day at WCCHS**

We are currently recruiting volunteers for this event and anyone interested in being on the working group can contact myself or Chamber President Amanda Zimmer.

Business Licensing and Home-Occupations

The second Home-occupation Luncheon took place Tuesday March 5, from 11:30am - 1:30pm at Putters Restaurant. The Claresholm Local Press, and they have agreed to develop a sales package specifically designed for Home-occupations, and to co-sponsor the luncheon to release the new package. During the free luncheon, the Claresholm Local Press announced a brand-new promotion that is only available to home-businesses in Claresholm. There was also a presentation from Todd Buhmiller, Executive board member of the Chamber of Commerce, who reflected on his transition from home-occupation to downtown business, and spoke about what the Chamber offers its membership and the community.

There were eight (8) home-businesses and two (2) from Journeys Centre, all of which completed a BVP survey. Linda Erickson, Manager of Regional Economic Development Services and a couple businesses from the Journey's Centre were also in attendance.

Claresholm Signage and the Community Advertising Program

National Neon (Direct LED Installer) have been back and forth a number of times over the past three months. The displays are now active and operating on a series of six (6) ads that the EDO created. However one panel on each sign is still not operating at 100% and we will require another site visit. National Neon has offered to extend the 1-year warranty to 2-years, the Town still holds 10% of payment, and will negotiate final terms once the signs are fully functioning.

I am working with KFJ signs and graphics to develop seasonal and themed backdrops for the messaging on the LED displays. Upgrades to the welcome signs will continue into the spring 2019.

Claresholm & District Chamber of Commerce

The next Opportunity for Growth session will be the Future of Agriculture, held on Tuesday March 26th at the Claresholm Legion. Josh Frankhauser and Garry Murray of the MD of Willow Creek Ag-service Board will present on the topic of soil and wheat in our area. Next up, Chief Operating Officer of the Plant Protein Alliance of Alberta, Alan Hall, will talk about the newly funded organization and its goals for southern Alberta. Finally, our keynote speaker Hon. Ted Menzies, will talk about the 30,000 foot view of the future of agriculture in our country and in the world.

An invite-only dinner has been arranged prior to the event with Town Councillors, staff, Chamber Executive, South Grow, and special guests.

Rural & Northern Immigration Pilot application

After receiving interest from a local business owner that employs upwards of 60 staff here in Claresholm, an application to the Rural and Northern Immigration Pilot was submitted on behalf of the Economic Development Committee of the Town of Claresholm.

The Town of Claresholm Council provided its approval on February 25th, the Economic Development Committee gave its approval on February 26th, and the application was submitted on March 1, 2019. This application was accompanied by six (6) letters of support from local employers, and another six (6) letters of support from local and regional service-providers who also supported the application.

This is an immigration placement program designed to improve the process and lead newcomers to Canada on a successful pathway to becoming a permanent resident of Canada. Announcement is to take place sometime in the spring of 2019.

EV Charging Stations and Shaw Go Wi-Fi

Both of these projects are ongoing, and the EDO awaits for correspondence from the respective organizations.

Grant Funding

The EDO application for STEP funding was approved in the amount of \$3,267. This money will be used to employ a summer student as the Economic Development Assistant. The funding is completely dependent on getting a student hired; job posting will begin immediately.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for February /March

- Met with Marc, new owner of Kaz's to pick up first donation cheque of \$95. Half will go to Youth of Tomorrow Program and half to regular programming.
- Met with 5 agency members to assist with filing the FCSS funding application.
- Allison met with Chelsae Petrovic of My City Care to discuss how the backpack program works. We are considering having the backpacks delivered by My City Care. The Kinettes will still provide all the supplies and parents will need to go to City Care site to pick out supplies. Doing this will give the parents a responsibility of knowing what their children need and participating in the provision for their own children. We will still be accepting applications and keeping an eye on the new procedure. This will allow us to concentrate on getting other programs started.
- We received word that we did not qualify for the AHS, Alberta Healthy Communities Initiative.
- Allison continues to do great work at WCCHS with the Risk Reduction programs for grades 9 and 12.
- The board decided to fund 11 of the 13 agencies that applied for external funding. Those are: Bench Show, Books for Babies, Chaplaincy, Junior Achievement, MOPS, Victim Services, Rowan House, The Diamonds Senior Show, SNAPS and Wild Rose Community Connections for a total of \$25,000. Great work by my board!
- Had a wrap-up meeting for Winter Festival. Everyone seemed pleased with the results considering the weather was so cold.
- Had a large attendance for the PHECC, Early Childhood Coalition this month. The most in attendance ever. They continue to be involved in many activities in town and are putting out the importance of healthy childhood upbringing messages on social media.

- Tax season has begun and has kept all 3 of us hopping. Volunteers have filed 145 taxes to date. The new system is working well once we got a few glitches worked out.
- Met with a woman struggling with caring for her mother. Discussed some tools for dealing with stress from Caring for Caregiver Course. I'm planning on running the Caregiver Course in late May and she will be attending.
- Sherry and I attended the Youth of Tomorrow Field Trip to Calgary. The group had an amazing time.
- Had meetings/discussions with 4 agencies interested in applying for funding for Granum. Have received 7 applications so far.
- Preparing to be away for six (6) weeks, training and instructing staff for when I am away.
- All events coming up are ready to go: Women's Conference on April 6th –tickets are available at the office for \$50, Volunteer Appreciation on April 10th – event is free but tickets are available on Monday March 18 to pick up.



Claresholm Fire department Report – March 2019

Miscellaneous:

- We have recently promoted a firefighter to the vacant Lieutenant position.
- Currently the department has an active roster of 25 members with one open position we are in the process of filling.
- Recently we worked with Parkside Manor and Heritage Manor with their safety inspection of all their residential suites.
- We responded to 2 Safety codes complaints and 1 request in which we are still processing.
- The 10-01 Professional firefighter course we are hosting is going well (20 student, 3 Claresholm members), with the students recently going to the training tower in Vulcan.
- I have recently attended the Alberta Wildland Fire service meeting, The Region 7 Fire Chiefs meetings and the Alberta Fire Training Officers Association South Zone meeting to discuss topics ranging from Office of the Fire Commissioner update, Wildland updates, Safety codes updates, Training opportunities and discussions pertaining to the start of the March 1 fire season.
- We recently completed our annual home and home series of hockey games Vs High River Fire Department, unfortunately we came up just short in both but hope to redeem ourselves in the summer softball game.

Calls:

Since Last month Claresholm Fire department has attended 14
Emergency Calls

	Town of Claresholm	MD of Willow Creek	Total
Medical co-responses	6	1	7
Motor vehicle collisions	0	5	5
Alarm bells	1	0	1
Outside fire	0	1	1
Total	7	7	14

Calls to Date:

- Emergency calls year to date 82



Sean Kelly

Fire Chief

Claresholm Fire Department

MARCH 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

The job postings for the 2019 spring and summer season are either posted, or going to be posted, in the next couple of weeks. We have been approved for 3 STEP (Summer Temporary Employment Program) grants to help us with the wages in these positions.

Congratulations to Ryan Rasmussen who was successful in passing his training for Peace Officer I.

Assessment and Taxation

Benchmark Assessments will be doing inspections around town within the next couple of months. They will have a letter from the town to show residents as they go through town carrying out their inspections.

2018 Assessments for the 2019 taxes has been submitted to the Municipal Government within the deadline date of February 28th.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan (TIPPs) participants, as at March 22th, 2019.

- Taxes outstanding are **\$148,524.19** summarized as follows:

\$ 119,257.56	Arrears including penalties
\$ 24,047.63	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 5,219.00	Property under tax agreement

There are no properties left on the 2018 Tax Arrears List. All taxes have been satisfied within the limits as per the Municipal Government Act (MGA).

The 2019 Tax Arrears List will be sent to Land Titles by March 31st, 2019.

The assessment roll has been balanced with Benchmark Assessments and is ready to go for the 2019 Mill rate Bylaw.

Infrastructure Services



March 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

No new issues to report. Plowing when required, or requested.

Arena

Arena Shutdown is scheduled for March 23, right after the final midget provincial game. Ice to be removed on Tuesday, March 26.

Town Buildings

The regular weekly inspections of buildings continue. Cold temperatures have caused some building freeze ups.

Cemetery

No problems to report. Frost is over 2 feet in the cemetery and this takes 2x more time to dig graves. As of March, 2019, there are only 2 cremation niches left for sale.

Equipment

The Mack truck has lost its transmission repairs options are being investigated.

Garbage

Our collection program is working well, and no complaints to report. Two calls received with compliments to the sanitation staff, for outstanding service.

Sidewalks

The frost has heaved sidewalks and roads as much as 150mm and has caused water ponding on sidewalks and creating ice buildup in the gutters. The heaving has stopped most drainage and this has resulted in some complaints. Not much can be done regarding improving the drainage and it will be back to normal once the frost has disappeared.

Streets

Road conditions will be re-assessed once frost has come out. Street sweeping and pot hole maintenance has started. Frost depths are approximately 5' in the streets.

Sanitary Sewers

On Saturday Feb. 23 sanitary sewer mains started to freeze in the shallow and low flow areas around town. The PW crew has also thawed frozen sewer service lines where possible. This has been ongoing for a month.

Water Distribution

A new 2" water service was installed and completed as requested. One water main break has been repaired in the last 4 weeks by the PW crew. A number of homes (5) reported their water has frozen off. The PW crew were forced to dig up the frozen service lines at property lines and disconnect, thaw out and reconnect the service. There are no homes without water at the time of this report.

Storm Water Drainage

The golf course drainage work will not be completed by the end of March, as proposed. The storm water drainage work on the golf course will not resume until the ground has thawed and topsoil placement and seeding can be done. Ditching is complete and culverts have been replaced along with the armor rock placed. Frozen catch basins are being thawed as soon as possible to limit damage to the pipes.

Parks

No issues to report.

Recycling

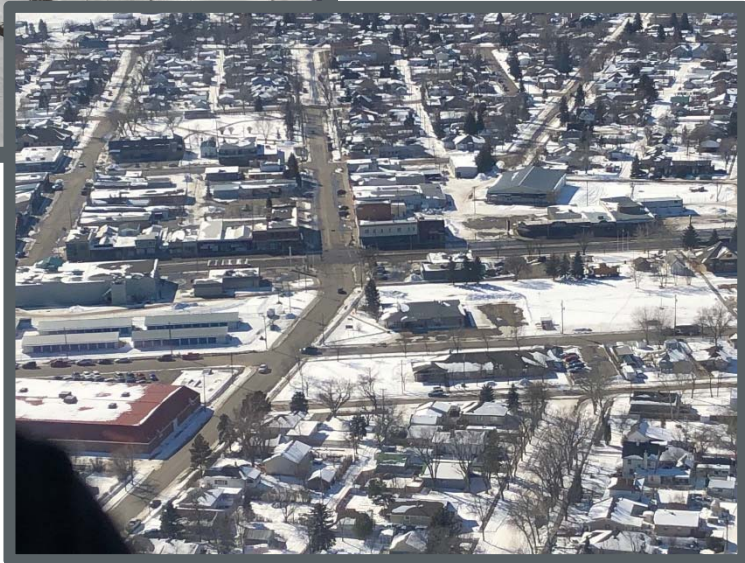
No issues to report.

Staff

No problems, at the time of this report. Water certification training ongoing with PW staff and hearing testing has been completed as per OHS requirements for those employees that work in a noisy environment.

CLARESHOLM RECREATION

February-March 2019



Authored by: Denise Spencer

ARENA

- Claresholm Skate Club held their year-end Skate Carnival March 16th
- Midget Provincial games March 22, 23 & 24
- Closes for the season March 24th, last day of public skate Friday March 22
- Lacrosse season April 2-June 25
- Claresholm Floor Hockey will be renting the Arena once a week through the summer, for approximately 10 weeks
- Pickleball has been contacted about using the Arena when there is inclement weather during the summer months. Details are being worked out
- Gymnastics will be hosting an event June 1

CAC

- The Junior Lifeguard Club attended 2 competitions, March 2 & 3 in Lethbridge, and March 16 & 17 in Calgary. All 13 youth registered in Claresholm JLC Vikings attended the meet
- Registrations for summer have been strong, trying to push sales before our annual price increase May 1st.
- Swim Canada will be hosting a Swimming 101 Coaching Course May 24, 25, 26
- February lesson sales \$4,271 for 2019, higher than 2018 total of \$4,096
- We are now hiring for another lifeguard who has an open availability during the week. Hired a new Guard in February as we need someone who is flexible with the schedule and able to work day shifts. Due to health reasons the start date of the new Guard has been delayed. This has caused challenges with the schedule due to unavailability and leaves of other guards.
- March 4 the Summer Program guide was released, this is a busy time at the Claresholm Aquatic Centre

WILLOW CREEK SOCCER

- Parent & Tot, Willow Creek Soccer, and Foothills Soccer League will be running in Claresholm this year. Registrations March 20, 27 & 28
- My role was meeting minutes/ assignments and ensuring the registration forms and posters were distributed as well as contacting schools to have them announced and sent in the schools weekly email

ADMUNSEN PARK

- Developed a map with legend on the parks infrastructure from existing maps

STORM WATER POND

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

- Waiting for decision on name
- Waiting for the snow to dry up so we can tour the site. I have a vision for the map that the designer needs to see

SKATEPARK ASSOCIATION

- Is now a registered society



Claresholm

Utility Services Report

March 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.
- EFM (enhance flux maintenance) PALL membrane clean both Pall Racks.
- MPE making changes to PALL system issues.
- Clean PALL acid and caustic tanks.
- Old SCADA is decommissioned.
- Corona Electric onsite working on UPS hot swap.
- Investigation options for pretreatment mixer replacements.

Saturation Tanks Combine Air And Water To Make Micro Bubbles That Keep Organics Suspended



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.
- Update 360 Compliance certification for Bruce Fitzgerald.

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.
- Hearing Tests

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 delivery of 210 liter barrels (sodium hypochlorite, sodium hydroxide, 50% citric acid)

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.

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.
- Water line break on private property after the meter (home owner notified and issue repaired).
- Replace chlorine injection line to distribution due to a leak in the tube.
- Water break on airport fire line (building) shut down jockey pump and valve from domestic.

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.
- Order 5/8' x 5/8" and 3/4' x 3/4' meters and ERT's.

Government Compliance

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

Town of Granum and Supply Line

- Check supply line monthly.

Meter Vaults

- Check acreage meter vault bi-weekly.
- 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.
- Water line break on 3 A Street West (bacteriological test passed).

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, valves and gauges daily.
- DEXON blower inspection.

DEXON Blower Turns Over And Heats Air In Cold Temperatures



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.
- Check raw water line for cold weather issues.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 5710 mm (filling from Pine Coulee).
- Check blowers to lake daily.
- Check raw water line for cold weather issues.
- Raw water reservoir level parameter issue with new VT-SCADA repaired.

Golf Course

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



Claresholm

INFORMATION BRIEF

Meeting: March 25, 2019

Agenda Item: 18

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 13, 2018				
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. Next meeting scheduled for April 5th.	In progress
Regular Scheduled Meeting - February 11, 2019				
9	RFD: Peace Officer Vehicle Upgrades - Moved by Councillor Schlossberger to approve the out of budget expenditure to upgrade the Bylaw Enforcement/Peace Officer vehicle to a maximum of \$10,500 to be funded out of the Bylaw Enforcement Vehicle Capital Reserve Fund. CARRIED MOTION #19-016	Blair	Work has been scheduled for the Vehicle	In Progress
10	RFD: EV Charging Station - Moved by Councillor Schlossberger to approve the License Agreement with ATCO Power (2010) Ltd. as presented, and to approve option 2 from the proposed locations. CARRIED MOTION #19-017	Brady	Waiting for ATCO to complete assessment of the area	In Progress
12	RFDirection: Council Youth Program - Council directed Administration to gather information and bring this matter back to Council for further discussion at a future meeting.	Blair/Allison	Policy is being drafted & information will be presented to Council at the April 8th meeting for decision/discussion	In Progress
Regular Scheduled Meeting - March 11, 2019				
1	BYLAW #1650 - Moved by Councillor Schlossberger to give Bylaw #1650, the Cemetery Bylaw, 1st Reading. CARRIED	Karine	On the Mar 25th Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1659 - Moved by Councillor Cutler to amend the wording of Schedule "D" of Bylaw #1659 - "Water & Sewer Utility Bylaw" as presented, namely correcting reference to sewer usage in relation to sewer rates instead of water or sewer consumption. CARRIED Moved by Councillor Carlson to give Bylaw #1659, the Water & Sewer Utility Bylaw, 2nd Reading. CARRIED Moved by Councillor Moore to give Bylaw #1659, the Water & Sewer Utility Bylaw, 3rd & Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete

3	RFD: Chinook Intermunicipal SDAB Agreement - Moved by Councillor Zimmer to enter into the agreement with ORRSC (Oldman River Regional Services Commission) for the provision of the Chinook Intermunicipal Subdivision and Development Appeal Board as presented. CARRIED MOTION #19-027	Tara	Agreement signed and will be sent to ORRSC upon Bylaw completion.	Complete
4	BYLAW #1664 - Moved by Councillor Schlossberger to give Bylaw #1664, the Intermunicipal Subdivision & Development Appeal Board Bylaw, 1st Reading. CARRIED	Tara	2nd and 3rd readings proposed for March 25, 2019	Complete
7	CORRES: Town of Pincher Creek RE: Intermunicipal Transportation System "Visioning Workshop" - Council advised administration to send a letter thanking them for the invitation and to let them know that Councillor Schulze would be attending the workshop as she is a member of the Claresholm & District Transportation Society Board.	Karine	Letter sent	Complete
8	CORRES: Granum & District Canada Day Society RE: Canada Day 2019 - Council advised administration to send a letter thanking them for including the Town in their activities and that members of Council would attend if possible.	Karine	Letter sent	Complete
9	CORRES: Action on Smoking & Health (ASH) - Moved by Councillor Carlson to write a letter of support for Action on Smoking & Health's application to Health Canada's Substance Abuse and Addictions Program (SUAP) in order to extend their outreach programs for another three years. CARRIED MOTION #19-028	Karine	Letter sent	Complete
10	CORRES: AUMA RE: Amplify our Municipal Voice for Responsible Resource Development - Referred to administration for more information.	Marian	Information Brief included on March 25th agenda	Complete
12	CORRES: Claresholm Minor Lacrosse Association - Moved by Councillor Schlossberger to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$20 per hour plus GST for practices for May to July 2019 with no attendant and charge them \$57.75 per hour plus GST for Saturday and Sunday games as needed. CARRIED MOTION #19-029	Karine/Mike/ Marianna	Letter sent	Complete
13	CORRES: Cynthia Wannamaker - Council requested that administration write a letter thanking Cynthia Wannamaker for voicing her concerns.	Karine	Letter sent	Complete
14	RFD: Outdoor Markets - Moved by Councillor Cutler to approve the request for the outdoor markets to take place in Amundsen Park as proposed, provided the group enters into a user agreement, provides the Town with a copy of liability insurance, follows a restriction of no vehicles in the park area, and obtains a Town of Claresholm business license. CARRIED MOTION #19-030	Tara	Letter sent	Complete
15	RFD: Claresholm Arts Society Letter of Support - Moved by Councillor Schulze to partner with the Claresholm Arts Society in support of their application to the Community Foundation of Lethbridge & Southwestern Alberta for the purpose of completing upgrades to the Claresholm Community Centre's sound system. CARRIED MOTION #19-031	Tara	Letter sent	Complete
16	RFD: Adjustment of Utility Bills - Moved by Councillor Zimmer to authorize administration to adjust the water billing for March 2019 as deemed appropriate as a result of the requirement for continuous water flow due to water service lines freezing. CARRIED MOTION #19-032	Marianna/Blair	Will be reviewed when March/April billing is prepared	In Progress
21	INFORMATION ITEMS: Council directed administration to research the implications of holding the Alberta Games in Claresholm.	Denise/Mike	Looking into the implications	In Progress

22a	IN CAMERA - Moved by Councillor Moore to appoint Marika Thyssen to the Claresholm Library Board past the three consecutive terms allowed by the Libraries Act, with her appointment to expire in October 2021 prior to the next municipal election. CARRIED MOTION #19-033	Karine	Letter sent	Complete
	Council advised administration to search out training regarding <i>Roberts Rules of Order</i> as was presented by the Oldman River Regional Services Commission recently.	Marian	Presentation to be made prior to the April 23 Council meeting.	Complete

PREPARED BY: Karine Keys, Finance Assistant

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

DATE: March 22, 2019

INFORMATION ITEMS



WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

March 6, 2019

Town of Claresholm
Ms. Marian Carlson - Chief Administrative Officer
PO Box 1000, 221 - 45th Avenue W
Claresholm, AB T0L 0T0

Re: 2018 Procurement Card Rebate Cheque

Hello Marian:

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2018 Procurement Card (P-Card) rebate cheque.

You are receiving a rebate of **\$578.20** on your 2018 purchases made with your no-fee P-Card ($\$47,785.25 \times 1.21\% = \578.20). This is just one way you benefit from combining your purchases with the Government of Alberta, Alberta Health Services, and members of the AUMA.

If you enjoy getting money back, you will enjoy the other financial rewards we offer. For example, our new no-fee High Interest Savings Account (HISA) currently offers up to 2.4% interest and is a perfect place to park your funds until they're needed. Additional information is enclosed.

Thank you for using your P-Card. We are grateful for your continued participation in the AUMA Purchasing Program.

Please contact our Client Development team at 310-AUMA(2869) or clientdevelopment@auma.ca if you have any questions or require additional information.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Maureen O'Neil'.

Maureen O'Neil
Senior Director, Business Development
encl.

Alberta Municipal Service Corporation (AMSC)

4398

VENDOR NO: 462

NAME: Town of Claresholm

CHECK DATE: 3/6/2019

REFERENCE	INVOICE DATE	GROSS AMOUNT	DISCOUNT TAKEN	NET AMOUNT PAID
2018PCARDREBATE	3/1/2019	578.20	0.00	578.20
TOTAL >		578.20	0.00	578.20

THIS CHECK IS VOID WITHOUT A GREEN & BLUE BACKGROUND AND A WATERMARK - HOLD UP TO THE LIGHT TO VERIFY



Alberta Municipal Services Corporation
 300, 8616 - 51 Avenue NW
 Edmonton, AB T6E 6E6
 (780) 433-4431

THE ROYAL BANK OF CANADA
 MAIN BRANCH, 10107 - JASPER
 EDMONTON, AB CANADA
 T5J 1W9

4398

DATE **0 3 0 6 2 0 1 9**
M M D D Y Y Y Y

\$ ***578.20

PAY Five Hundred Seventy-Eight And 20 / 100 Dollars

TO THE ORDER OF Town of Claresholm
 221 - 45 Avenue E
 PO Box 1000
 Claresholm, AB T0L 0T0

CHECK IS PRINTED ON SECURITY PAPER WHICH INCLUDES A MICROPRINT BORDER & FLUORESCENT FIBERS

⑈004398⑈ ⑆03749⑈003⑆ 108⑈194⑈2⑈

Town of Claresholm

Economic Development Committee

Meeting Minutes for February 26, 2019

7:00 pm Town of Claresholm Council Chambers



Present: Darla Slovak (Chairperson)
Councillor Brad Schlossberger
Councillor Kieth Carlson
Lauren Billey
Paul Zemlak
Alec Harrison

Regrets: MD Councilor Glen Alm
Jeff Nielsen
Doug Leeds
Santanna Thom

Guest: Sam Schofield, Mountain Drift Marketing & Media

Staff: Brady Schnell, EDO
Darlene Newson, Assistant

1. **Call to Order** 7:08 pm; Meeting was called to order by Chairperson Darla Slovak.

2. **Adoption of Agenda**

Motion to adopt the amended agenda by Councillor Schlossberger

Seconded by Councillor Carlson

CARRIED

3. **Adoption of Minutes**

Motion to approve the January 21, 2019 minutes by Councillor Schlossberger.

Seconded by Lauren Billey

CARRIED

4. **Delegation**

4.1 Sam Schofield, Mountain Drift Marketing & Media

Social Media marketing - the benefits of Social Media marketing and classes to teach on six (6) topics; Facebook, Twitter, Instagram, Google Tools, Photos and videos, and Integration, All provided from a business prospective, working to keep visitors in town for longer with the services and recreation we can provide. Repeated success in Pincher Creek and Crowsnest Pass with more than 80 businesses having taken the training.

Sam provided very reasonable pricing options and no limitations on class sizes.

Brady will check on references and locations for classes and report back in March, 2019.

5. **Updates**

5.1 M. D. of Willow Creek

- Glen Alm – Regrets

5.2 Chamber of Commerce - Lauren Billey

- The Chamber is now 85 members (14 new). AGM with head shots. Lauren presented a year in review with many events and accomplishments.

5.3 Town of Claresholm - Councilor Schlossberger

- Jason is now the director of Emergency Services.
- Open House at Putters for utility increases, and naming of storm water ponds.



5.4 Economic Development Officer

- Recently attended quarterly meeting of EDO's in Lethbridge with Linda Erickson as well as ABSW meeting of EDO's in Pincher Creek. Tourism is a big topic right now, new DMO's are being formed, and Claresholm is a boarder community in many regional service groups.
- Next month's speaker is Bev Thornton Executive Director of Alberta South-west
- Discussion around print visitor guide vs online content only. Idea was presented by the group to hire someone to look into tourism grants. Brady explained tourism was not identified as a priority on the 3-year, Communications Coordinator and EDO share social media and online content responsibility.
- Discussion on EDC Marketing Budget - creating video content for targeted audiences.

6. Continuing Business

6.1 Planning for Growth – Starline Business Park

- WSP is working to complete the project deliverables, which are now over-due. Brady will be responsible for completing the final CARES grant reporting which is due March 4, 2019.

6.2 Claresholm Welcome sign digital display.

- National Neon has experienced significant delay in getting the correct programming.

6.3 EDC Budget 2019 – as of January 31, 2019

- EDO provided a new proposed 2019 EDC operating budget. Same total amount but new categories and consideration for the following: REDA membership costs, downtown development activities, economic event hosting, municipal event contributions, and the wayfinding signage program.

6.3 Wayfinding Signage Project

- EDO is preparing an Expression of Interest to assist in choosing a contractor.

6.4 Regional Economic Development Alliances (REDA)

- EDO provided an overview-documents about REDA's in Alberta.

7. New Business

7.1 Rural & Northern Immigration Pilot placement program

- Edo was approached by a local business that desired to participate in the recently announced Rural and Northern Immigration Pilot program through the Federal Government of Canada. EDO Brady Schnell has since gathered support from local and regional service groups, local employers, and the Town Council. This program is attempting to build upon, and improve current immigration programming. It does however specifically require the support of the EDC and the management of the program would fall to the EDO.

Town of Claresholm

Economic Development Committee

Meeting Minutes for February 26, 2019

7:00 pm Town of Claresholm Council Chambers



Motion by Councilor Schlossberger to direct the EDO to apply to the Rural & Northern Immigration Pilot on behalf of the Economic Development Committee.

Seconded by Lauren Billey

CARRIED

7.2 Claresholm Business Conference 2019

- Location will be WCCHS, September 20, 21, 2019
- EDO inquired about long term commitment for the use of WCCHS, however current Principal Kirby D. announced that he will be moving on after this school year. However contributing to an existing award, or creating a new student award on behalf of the Business Conference was suggested as a result of our conversations. EDO will bring this to the conference working group.
- Conference to be focused on business skill development, including mental health.

7.3 EDC 3-year Marketing Strategy

- EDO provided a copy of the 2018-2020 3-Year Marketing Plan, created by past EDO Justin Sweeny. This document still requires more review, however EDO Brady Schnell would like to use it to make decisions on how marketing and advertising dollars will be spent over the next 3-years (2019-2021)
- Video asset creation was a topic of discussion that everyone seemed to agree upon.

7.4 Adoption of Information items

Motion by Lauren Billy to adopt information items as presented.

Seconded by Councilor Schlossberger

CARRIED

8. Next meeting –March 18, 2019 at 7:00p.m. Council Chambers

9. Adjournment

Motion by Paul Zemplak made to adjourn the meeting at 9:30 pm.

Attachments:

- i. EDC Meeting minutes – January 21, 2019
- ii. Economic Development Officers report, February 21, 2019
- iii. Welcome sign LED Digital display site-photos
- iv. 2019 EDC Operating Budget
- v. What is REDA, and REDA Map of Alberta
- vi. Rural & Northern Immigration Pilot – Request for Decision to Council
- vii. Current 3 year Marketing Plan 2017 – 2021

Information items:

- 1) Economic Development Officers 2018 Annual Report
- 2) Ask the Expert Column, February 19, 2019



MUNICIPAL PLANNING COMMISSION MINUTES

February 15, 2019
Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug MacPherson – Mayor
Doug Priestley - Member-at-Large

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

Regrets: Jeff Kerr – Member-At-Large
Kieth Carlson – Council Member

Public Present: Gaven Scott – ORRSC, Rob Vogt - CLP, Dena Carlsen – Gallery Gifts

8:29 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		Seconded by Doug Priestley
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Doug Priestley
<ul style="list-style-type: none">January 11, 2019	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Mayor MacPherson
	File: D2019.001 Applicant: Dena Meldrum Owners: Dena Meldrum and Scott Meldrum Address: 68 Westover Avenue, Claresholm Legal: Lot 15 Block 9 Plan 7810813 Regarding: Home occupation – photography studio	Seconded by Doug Priestley
		CARRIED

Item 2: ACTION	DEVELOPMENT PERMIT	Motion to approve With conditions by Mayor MacPherson
	File: D2019.007 Applicant: Gallery Gifts – Dena K. Carlsen Owners: Chandpaul Holdings Corp. Address: 100 106 50 Avenue W., Claresholm Legal: Lot 1A Block 4 Plan 9310312	Seconded by Doug Priestley
		CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

February 15, 2019
Town of Claresholm – Council Chambers

Regarding: Cultural Facility (art gallery) with addition of coffee shop (with variance to parking) and addition of discretionary use – workshop (for Art Classes)

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2019.008
Applicant: Lauren Billey
Owners: Kelsey Brandon (Vandervalk)
Address: 28 Skyline Cres
Legal: Lot 8, Block 62, Plan 9913061
Regarding: Home occupation – photography studio

**Motion to approve
With conditions
by Mayor MacPherson**

**Seconded by
Doug Priestley
CARRIED**

Item 4: INFORMATION

Discussion – LUB / Policy Amendments

1. LUB amendments discussion – by Gaven Scott
2. Compliance Policy
3. Good Neighbor fence policy

**Taken for information
Motion to refer policies
to Council
by Mayor MacPherson**

**Seconded by
Doug Priestley
CARRIED**

Item 5: INFORMATION

Year End Development Statistics

Taken for information

9:28 a.m.

**Motion to Adjourn
By Doug Priestley**

Next meeting: As required.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Conference Room Town Office

January 16th, 2019

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf, Verne Lunan, Tom Pollon and Blair Bullock

Absent: Bert Franssens

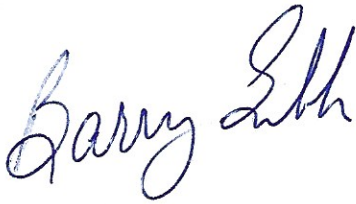
1. Call to order by Barry Gibbs at 3:01 PM.
2. Adoption of agenda as amended made by Verne Lunan, seconded by Carl Hopf. **CARRIED**
3. Approval of minutes from November 21, 2018 as amended made by Gaven Moore, seconded by Carl Hopf. **CARRIED**
4. Correspondence – An invitation to the Friends of the Foundation dinner for the Community Foundation Lethbridge + Southwestern Alberta was received. After discussion 2 tickets at \$50 each will be purchased for the fundraiser on March 28, 2019 at the Coast Hotel and Conference Centre in Lethbridge. Tom Pollon and his wife scheduled to attend with Verne Lunan and his wife as alternatives.
5. Financials – no updates to review.
6. Chair Report – Verne Lunan made a motion that Bert Franssens be formally excused for January, February and March meetings, seconded by Carl Hopf. **CARRIED** A short discussion was held regarding applications received for the Executive Director position. There is an interview schedule in place. Barry Gibbs asked if anyone was interested in taking the position of Vice-chair. Verne Lunan moved that Carl Hopf be appointed Vice-chair, seconded by Gaven Moore. **CARRIED**
7. Vision Statement – Tom Pollon was tasked by Barry Gibbs to see if the vision statement could be shortened. Board discussed the possible changes.
8. Strategic Planning – Discussed the feedback that was received from the facilitator of the December planning session. Voted on prioritizing the 5 goals that were set and possible measurements of those goals.
9. Summer Staffing – Along with the Executive Director 2 summer student grants have been applied for. There will also be a position for a mature lead, bringing the total to 4. The 50th Anniversary and Women in Ag

Planning committee is meeting on January 18th, 2019 in the library to look at how to proceed in these areas.

10. Winter Festival scheduled for February 9, 2019. The Friends of the Museum are spearheading this years Old Fashioned Photo Booth. Denise Pezderic has been approached for the photographer.

Motion for meeting adjournment at 5:00 PM, made by Verne Lunan seconded by Don Glimsdale. **CARRIED**

Next meeting February 20, 2019



Barry Gibbs

Board Chair

APPROVED

Claresholm & District Chamber of Commerce
Executive Meeting
Friday, February 8, 2019

Present: Amanda Zimmer, David Richardson, Lorraine Norgard, Keith Armstrong, Todd Buhmiller, Brad Toone, Lauren Billey, Brad Schlossberger and Brady Schnell

Absent: John Corlett, Tony Walker, Shauna Anderson

1. Call Meeting to Order

Amanda called the meeting to order at 5:25 pm at Roy's Place.

2. Acceptance/Additions to Agenda

Todd Buhmiller moved the agenda be accepted as amended, seconded by David Richardson, carried.

Additions: 6.3 Canadian Fallen Heroes
6.4 Amundsen Park Committee Update

3. Approval of Minutes

The Executive minutes of January 4, 2019 were accepted as presented on a motion made by Lauren Billey, seconded by Brad Toone, carried.

4. Treasurer's Report & Membership Renewal Update

Lorraine needs to go through the information from Amanda as while she was off Amanda looked after the treasurer duties. Lorraine thanked the Chamber for the donation to Agriplex in memory of her father.

5. Old Business

5.1 Membership Dues

Lorraine has sent out invoices for renewal to all members and they coming in. So far we have 4 new members this year. Discussion around other businesses in town that we should approach, so Lauren, Brad & Lorraine will present with membership applications. Brady will also attach a Chamber membership application to new businesses as they get their business license.

Lorraine reported that for each membership we pay \$13.10 + GST to ACC. It is on table to review our 2020+ membership rates. Discussion held if the "owner" counts as an employee or not. Also, have some "owners" with more than one company, that want them both under same membership. None of this is covered in our ByLaws so will need to be addressed as well. ByLaws do address that each "membership" is allowed (only) one vote.

5.2 Roles & Responsibilities

Tony, Keith and Lorraine met and have first 1/3 done, approximately 1/3 is not relevant to us, and we need to meet again to finish up and will present in March 2019. This will coordinate the Executive Handbook into one.

5.3 Executive Handbooks

The Executive Handbook will be incorporated into the Roles & Responsibilities, all in one manual.

5.4 Learning Sessions

Suggested topics discussed included Farming Smart, Social Media, Climate Change, Mental Health/Stress. Lorraine suggested contacting Ted Menzies for guest speaker on Farming Smart. MD Councilor had suggested having a meteorologist come in to review weather forecast for next 5-10 years for Climate Change.

Currently a course is being led by Pincher Creek, that we thought Lauren could attend and proceed from there presenting on the importance/teaching of social media (both online and print). Brady will present the idea to EDC.

Brady and Amanda asked that the Budget Committee assign \$500 per learning event in the budget.

Next EDC luncheon is Tuesday, March 5 at Putters, titled "Home Occupation Luncheon" at 11:30 am. There is no admission fee and is sponsored by the Claresholm Local Press.

Keith suggested that at each of our events we have a membership table set up, and all agreed. Todd suggested having Chamber tablecloths done up. Lauren suggested having a suggestion box on each table at the learning sessions to gather input from members/guests. We should also have Chamber brochures and propaganda readily available at all our events.

The 2019 Business Conference has been booked for September 13 & 14, 2019. Budget request for \$5,000.

5.5 Trade Fair Review

We all heard many compliments and hurrahs! And very few complaints. Committee made a list over the two days to keep in mind for next year and Tony as Chair has the list, and was unable to attend tonight to present. Committee will review as a whole for next year. Also suggestion to expand to include bigger items perhaps having trade fair in two buildings (Community Centre and Skating Arena or Community Centre and Agriplex). Then we could include landscapers, farm machinery, etc. Later in spring when weather more predictable also a suggestion. We have hit 2 very cold weekends for our trade fair these last two times.

Lorraine presented figures so far other than table rent.

- Silent Auction - \$465 (discussion as to whether it necessary as not many bid on it).
- 50/50 \$272 our share and \$272 to winner
- Door income \$672.15 for both days. Lorraine & Brooke kept numbers each day on attendees; a few more Friday than Saturday. 47 brought donations to foodbank in lieu of admission. Collected approx \$80 in cash donations for foodbank.
- The Passport contest was good and enjoyed. Cost to Chamber was \$175, 100 and \$50 (\$325 total). Friday we had 47 of 200 passports not used and Saturday had 63 of 200 left over.

Lorraine will send thank you cards to all Silent Auction contributors on behalf of the Chamber.

The Community Hall caretaker complimented how clean the hall was after take down.

David Richardson moved we donate \$250.00 to Youth of Tomorrow and \$250 to WCCHS Prom Committee for their help in setting up and taking down. Seconded by Keith Armstrong, carried.

5.6 Window Decals

Amanda will follow-up with KFJ Grahics & Signs to see if decals have come in, so Lorraine can send out with receipts and 2019 stickers.

AMANDA & LORRAINE

6. New Business

6.1 Annual General Meeting Update

Our AGM will be held Wednesday, February 13 at Casa Roma, with guest speaker Nick White of Burgundy Oak. So far Amanda has had 32 RSVP'd. If you haven't yet, please do!

6.2 Request from Canadian Senior Pro Rodeo Association

Amanda reviewed the request from CSPRA for sponsorship to their 2019 Finals in Claresholm. David Richardson moved that we donate \$500 level to them, seconded by Brad Toone, carried.

Todd Buhmiller moved that we pay for signage annually in the Claresholm Agriplex, to increase our exposure. Seconded by Keith Armstrong, carried. Lorraine abstained on the vote due to conflict of interest (sits as Agriplex rep to the Chamber).

Brady will find out more from Tara Bishoff of the Health Foundation, as they have 14 signs around town, and we should be participating on those as well.

6.3 Canadian Fallen Heroes

Amanda read an email she received, and will find out more information and present at next general meeting for us to make decision.

AMANDA

6.4 Admundsen Park Upgrades

Brad Toone provided an update on proposed upgrades the Amundsen Park Committee. Leveling the cement, improving the playground, and increased parking. Some suggestions tonight included a raised gazebo, and a stage area. Anyone with more suggestions or wanting info, contact Brad Toone.

7. Standing Reports

7.1 Economic Development Update

Brady's highlights included:

- LED lighted signage update
- Approval of 3 year business plan by Town Council
- He will be leaving for Jamaica for a well earned vacation

7.2 Town of Claresholm Update

Brad Schlossberger reported:

- The benefit of the Town also belonging to South Grows website, not just Alberta Southwest
- Suggestion that a representative from grade 10-12 and 7-9 be allowed to sit at Town Council table to engage and experience politics. They would not have a vote, nor be part of in-camera discussions
- Welcomed everyone to attend Council meetings

8. Next Meetings

8.1 Next General Meetings

- March 20th at 12 noon at Douros
- April 17th at 6 pm at Cottonwood Village

8.2 Next Executive Meeting

March 1, at 5:15 pm at Roy's Place

8.3 2019 Annual General Meeting

This Wednesday, February 13 at 6 pm, at Casa Roma

9. Adjournment

The meeting was adjourned at 7:05 p.m.

Claresholm Skate Park Association Meeting

Feb 20, 2019

7:00 pm FCSS Station

Minutes

Present:

Sherry Levesque, Denise Spencer, John Wenlock, Brad Schlossberger, Lisa Darch, Brandon Levesque, Alex Tourond, Jen O'Connor, Merry Franz, Brady Schnell, Tara VanDellen

1. **Call to order:** Meeting called to order at 7:04 pm.
2. **Adoption agenda:** Brad motion, Lisa 2nd
3. **Review of January 23 meeting minutes:**
John motioned January meeting minutes be approved, Denise 2nd. Carried.
4. **Treasurer Report:**
Karolyn absent - defer to next meeting
5. **Tara VanDellen Rep Town Office**
 - Location for park: As a group, we need to submit our top 1-4 choices for a location in a letter to the Town of Claresholm. This would be referred to as a "Request for Support" letter and is to include the wording that it is to include grant application support location in the future.
6. **Old Business:**
 - Will wait to send letters of support to service groups until we have an approved location from the town office and a layout of the park plan to present at club meetings.
 - John to complete security portion of proserve certification
 - July 1 Beer Gardens still in progress
 - Proposal to not pursue a rock concert in August due to lack of funds and manpower, will revisit for summer 2020. Motion Jen O'Connor, 2nd Lisa D. Carried
 - Winterfest was downsized this year due to weather conditions. The ball tournament was cancelled, so no chili was made. 8 pizzas were sold total and Brady Schnell of Christmas Trees Delivered donated 110.00\$ back to the Skatepark Society.
 - John and Denise both spoke with Newline and came to the conclusion that 300,000.00\$ would be a good estimate amount to build the park design and size we have discussed.
 - Logo is completed, making some minor color changes and will be completed soon.

7. New Business:

- Lisa D will speak to Frank Klein about the beer gardens at the August Show n Shine
- Chad Besplug Rodeo asks us to be there by 4:00 to 4:15, they will provide volunteer t-shirts and any other supplies required. Proceeds from empty cans will be donated to the Skatepark Society. Need to bring our banner.
- Liquor baskets are not an option for fundraising because the proceeds cannot be used for building projects.
- We now have official society status
- John will speak to Borderline about visiting during Fair Days
- Sherry will find out when the next Ag Society meeting will be so we can make a proposal to the group regarding allowing us to use the space at Moffatt Park that is on their lease. If they agree, the Claresholm baseball group need to be contacted and made aware of the circumstances. Because it's a diamond they prefer to use and upgrade, this will be a delicate situation and needs to be handled accordingly. If the Ag Society does not let us in on the lease, Moffatt will be permanently off the table as a potential skatepark location. Moving forward, as stated in Section 5, we, as a group, need to submit our other top location choices to the town in a letter. As it stands, Centennial Park or the Claresholm Arena are still viable options.

8. Goals: (standing Agenda Item)

- i. Fundraising – Fun run before parade, lemonade and hot dog sales (Lauren Billey), Skate a thon
- ii. Grants
- iii. Concept from Newline
- iv. Garner more community support, and letters of support
- v. Proposal for Town Council ASAP
- vi. Spring 2020 construction goal

9. Date of next meeting: March 20, 2019 7:00 pm at The Station

10. Adjournment: at 8:02 pm

Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday January 23, 2019 - Provincial Building, Pincher Creek



Board Representatives

Barney Reeves, Waterton
Warren Mickels, Cowley
Brent Feyter, Fort Macleod
Albert Elias, Glenwood
Ron Davis, MD Ranchland
Blair Painter, Crowsnest Pass
Brad Schlossberger, Claresholm
Rick Lemire, MD Pincher Creek

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Tony Walker, CFABSW
John McKee, LRSD
Shalane Friesen, AEP

1. Call to Order and welcome

Chair called the meeting to order and welcomed Shalane Friesen, Visitor Services Supervisor, Castle Region, Alberta Environment and Parks. Shalane worked previously in Kananaskis, is newly assigned to the Castle Region and will attend our meetings when possible.
2. Approval of Agenda

Moved by Blair Painter THAT the agenda be approved as presented.
Carried. [2019-01-613]
3. Approval of Minutes

Moved by Brad Schlossberger THAT the minutes of December 12, 2018 be approved as corrected.
Carried. [2019-01-614]
4. Approval of Cheque Register

Moved by Warren Mickels THAT cheques #2544 to #2584 be approved as presented.
Carried. [2019-01-615]
5. EV Launch and Media Plan

Peaks to Prairies Agreements are in place and February 4th is the date set for the public announcement of the project. Board will receive invitations.
6. SAAEP Final Grant Report

The Community Energy Capacity Building Program (CECBP) Grant is concluding and final report will be submitted January 31, 2019. Energy Efficiency Alberta has launched a new Community Generation Grant Program. Information will be shared with communities as it is released.
7. Highway 3 Association

AlbertaSW is now a member of this association, as is SouthGrow. Blair and Barney will provide details and updates as next steps unfold.
8. Operations Plan for 2019-2020

Board discussed some possible priorities for upcoming initiatives which included business retention, continuity planning, engaging youth in the workforce, collecting data to support decision-making, exploring opportunities related to agriculture.
Economic Resiliency Training will be offered in early to mid-April
Consensus that we utilize time at upcoming meetings to discuss operations plan and budget.

9. Reminders AlbertaSW will cover cost of EDA Conference registration for Board. Destination Development Association membership is free in 2019.
10. Ideas for AGM Bev will look into options and availability for June 5 2019.
11. Executive Director Report Accepted as information.
12. Round table updates
13. Board Meetings:
➤ February 2019 - NO MEETING
➤ March 6, 2019 - Fort Macleod
➤ April 3, 2019: rescheduled to April 10, 2019 - Nanton
14. Adjournment Moved by Brent Feyter THAT the meeting be adjourned.
Carried. [2018-12-612]

Approved March 6, 2019

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin March 2019

Regional Economic Development Alliance (REDA) Update

• EV Project Launched

On February 4, the Peaks to Prairies Electric Vehicle Charging Station Network was officially launched. This is a \$2M project jointly funded by the Federation of Canadian Municipalities (FCM), the province of Alberta and the partners: Alberta SouthWest, SouthGrow, the City of Calgary, Lethbridge and Medicine Hat. The charging stations will be installed throughout southern Alberta by the end of 2019, creating a new attraction and amenity for our regions.

• Destination Assessment for Castle Region

Dr. Michael Duggan of EarthCheck, a Brisbane Australia-based company, spent 2 weeks gaining an overview of sustainability factors in the Castle and AlbertaSW region. As the Castle Parks continue to be developed as a destination, it is another view of how to best create a world-class destination while preserving the qualities of life and landscape that will create the best future for our region. Castle Parks and Alberta SouthWest were named as a 2018 "Top 100 Global Sustainable Tourism Destination". This award was acknowledged at a world conference on Berlin on March 6th. Green Destinations Canada submitted the award on behalf of the region; meeting the award criteria gives the region a great start on identifying measures to continue development of the region.



UPCOMING

• The Future of Agri-food, Tuesday, March 26 | 7:00 p.m. at the Claresholm Legion

Claresholm Economic Development invites all to attend this event free of charge.

Guest speaker **Hon. Ted Menzies**, speaking about the 30,000 foot view of the future of agriculture in our country and in the world. Mr. Menzies has notable experience on the topic and will also reflect on the numerous national and international conferences he has attended over the past 18 months.

Also: **Plant Protein Alliance of Alberta** and **Josh Fankhauser, MD of Willow Creek Ag Service Board** As consumer demands change, Alberta is positioned to capture a shifting market.

New technologies will make it all possible.

• Economic Developers Alberta Conference www.edaalberta.ca April 3-5, 2019 - Banff Centre



Each year the **Silent Auction** at the conference raises funds for scholarships to help economic development officers with the expenses of continuing their training and professional development.

It is a great opportunity to showcase the products or services in your community!

If your community or businesses can donate items, please **call Bev** for more information!

• Economic Resilience Training for Community and Regional Leaders

Thursday April 11, 2019 - Fort Macleod Town Office 9:00am to 4:00pm

Be prepared! Resilient communities can withstand economic shocks, both

natural or manmade. They can also recover faster, preserve jobs and minimize loss.

Free of charge to AlbertaSW partner communities, but you must pre-register, please!

This is of relevance to economic development officers and committee members, elected officials, CAOs, emergency managers, Chamber members, business organizations and stakeholders.

For more information or to **RSVP** contact bev@albertasouthwest.com



Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 (office) 403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 4 (2018)

ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING

Thursday, December 6, 2018 – 7:00 p.m.

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

BOARD OF DIRECTORS:

Table listing Board of Directors members and their affiliations, including Kevyn Stevenson, Brad Koch, and others.

STAFF:

Table listing staff members and their roles, including Lenze Kuiper as Director and Ian MacDougall as Planner.

AGENDA:

- 1. Approval of Agenda – December 6, 2018
2. Approval of Minutes – September 6, 2018 (attachment)

3. **Business Arising from the Minutes**.....
4. **Recognition of Members and Alternate Members for 2018/2019** (attachment)
5. **Appointment of Officers and Executive Committee for 2018/2019** (attachment)
 - (a) Election of Chair
 - (b) Election of Vice-Chair
 - (c) Election of Executive Committee.....
 - (d) Destruction of Ballots.....
6. **Staff Presentation**.....
7. **Reports**
 - (a) Executive Committee Report..... (attachment)
 - (b) GIS Report.....
8. **Business**
 - (a) Proposed 2019 Budget..... (attachment)
 - (b) Regional Subdivision and Development Appeal Board Agreement and Bylaw
 - (c) Village of Dutchess Membership.....
 - (d) Reaffirm Provision of GIS Services to Non-Member Municipalities
9. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2018..... (attachment)
10. **Adjournment** – March 7, 2019.....

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

1. APPROVAL OF AGENDA

Moved by: Eric Burns

THAT the Board of Directors approve the agenda of December 6, 2018, as amended:

ADD: 4(c) Village of Dutchess Membership

4(d) Reaffirm Provision of GIS Services to Non-Member Municipalities **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of September 6, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2018/2019

Municipality	Member	Alternate Member
Arrowwood – Village	Kevyn Stevenson	Matt Crane
Barnwell – Village	Delbert Bodnarek	Ian Matheson
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	Ron Wickson
Brooks – City	Norman Gerestein	Barry Morishita
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	Richard Bengry	—
Carmangay – Village	Peggy Hovde	JoAnne Juce
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Doug MacPherson	Brad Schlossberger
Coaldale – Town	Butch (Henry) Pauls	—
Coalhurst – Town	Elizabeth Christensen	—
Coutts – Village	Tanya Smith	Marvin Bohne
Cowley - Village	Warren Mickels	—
Crowsnest Pass – Municipality	Dave Filipuzzi & Dean Ward	—
Fort Macleod – Town	Gordon Wolstenholme	Brent Feyter
Glenwood – Village	Gerry Carter	—
Granum – Town	Duncan McLean	Arlette Heck
Hill Spring – Village	Suzanne French	—
Lethbridge – County	Morris Zeinstra	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	—
Milk River – Town	Peggy Losey	—
Milo – Village	Sheldon Walker	Scott Schroeder
Nanton – Town	Dan McLelland	Victor Czop
Newell – County	Clarence Amulung	Anne Marie Philipsen
Nobleford – Village	Marinus de Leeuw	Don McDowell
Picture Butte – Town	Henry de Kok	Teresa Feist
Pincher Creek – M.D. No. 9	Bev Everts	Quentin Stevick
Pincher Creek – Town	Don Anderberg	Brian McGillivray
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Stewart Foss	—
Stavely – Town	Don Norby	—
Stirling – Village	Matthew Foss	Rob Edwards
Taber – Municipal District	Jennifer Crowson	Tamara Miyanaga
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Jason Schneider	Doug Logan
Vulcan – Town	Lyle Magnuson	Paul Taylor
Warner – County No. 5	David Cody	Morgan Rockenbach
Warner – Village	Eric Burns	Colleen Jennings

Willow Creek – M.D. No. 26	Ian Sundquist	Maryanne Sandberg
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Moved by: Tom Rose

THAT the Board of Directors approve the list of Members and Alternate Members for 2018/2019, as presented. **CARRIED**

5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2018/2019

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

(a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

Gordon Wolstenholme was elected Chair by acclamation.

(b) Election of Vice-Chair

Advance Nominations: Jim Bester (Cardston County)

Nominations from the floor: None

Jim Bester was elected Vice-Chair by acclamation.

(c) Election of Executive Committee

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

Nominations from the floor:

Margaret Plumtree (Town of Vauxhall) nominated by Morris Zeinstra (Lethbridge County)
Jennifer Crowson (M.D. of Taber) nominated by Del Bodnarek (Village of Barnwell)

Ian Sundquist, Don Anderberg, Doug MacPherson, Margaret Plumtree and Jennifer Crowson were all elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 6, 2018 to December 5, 2019:

Gordon Wolstenholme – Chair
Jim Bester – Vice-Chair
Ian Sundquist
Don Anderberg
Doug MacPherson
Margaret Plumtree
Jennifer Crowson

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

6. STAFF PRESENTATION

- Director Lenze Kuiper would like to get members’ input on possible guest speakers or topics they would like addressed at upcoming Board meetings. Also, ORRSC used to take bus tours to areas of interest in our region for the Annual General meeting in June, and we could start doing this again. An email will be forwarded to Board members in the new year requesting your suggestions.

7. REPORTS

(a) Executive Committee Report (attachment)

Moved by: David Cody

THAT the Board of Directors receive the Executive Committee Report for the meetings of October 11 and November 8, 2018, as information. **CARRIED**

(b) GIS Report

- The current platform ORRSC uses for GIS is 11 years old and is no longer supported by the parent company. Therefore, we are migrating to a new web-based delivery platform by 2020 (testing to commence in 2019) at significant cost and resources required. There shouldn't be any loss of service during this time and hopefully a better product will result.

Moved by: Don Anderberg

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

8. BUSINESS

(a) Proposed 2019 Budget

- Highlights of the proposed 2019 Budget are as follows:



2019 Budget Highlights

- ▶ **Revenue:**
 - ▶ Membership fees increase overall by 1.58% raising \$953,084
 - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
 - ▶ GIS fees to increase by 1.5% raising \$590,000
 - ▶ (\$5.84/capita & \$5.32/capita)
 - ▶ Fixed Revenues need to meet Fixed Expenses
 - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves.
 - ▶ Subdivision revenue is expected to remain stable.
 - ▶ Fee for Service discounted due to few factors.

Membership Fees

- ▶ 2018 Total Equalized Assessment x Mill Rate = 2019 Requisition
- ▶ Rural & Urban Mill Rate applied
- ▶ Floor of \$2,098
- ▶ Ceiling of \$68,304
- ▶ Budget 2019 Membership Fees = \$953,084

- ▶ GIS Fees
- ▶ Population x Per Capita Rate
- ▶ Ceiling of \$61,200 Cities & \$40,800 Towns & Villages
- ▶ Budget 2019 GIS Fees = \$590,750

2019 Budget Highlights

- ▶ **Expenses:**
 - ▶ Staff Salaries subject to 2.0% cost-of-living adjustment
 - ▶ (corresponding increase to Staff Benefits)
 - ▶ Computer Hardware & Software costs continue to increase
 - ▶ **All other expenses held**
 - ▶ Planned replacement of a fleet vehicle in early spring
 - ▶ Building Maintenance and Infrastructure increases due to age of building and mechanicals.

- A net income of \$38,434 has been budgeted for 2019.

Moved by: Peggy Losey

THAT the 2019 Budget, as presented, be approved by the Board, as recommended by the Executive Committee. **CARRIED**

(b) Regional Subdivision and Development Appeal Board Agreement and Bylaw

- SDAB training has been completed for Clerks and Board members. ORRSC may be able to provide training in the future.
- Staff has prepared an agreement, bylaw and procedural guidelines/manual for the new Regional Subdivision and Development Appeal Board. A presentation to CAOs to review and rollout is tentatively scheduled for late January.

(c) Village of Duchess Membership

- A request from the Village of Duchess to become a member of ORRSC has been received. This requires approval from the Board of Directors before a request can be made to Municipal Affairs to amend the Oldman River Regional Services Commission Regulation.

Moved by: Anne Marie Philipsen

THAT the Board approve membership of the following municipality to the Oldman River Regional Services Commission:

Village of Duchess

AND THAT the Board requests the Minister of Municipal Affairs formally amend the Oldman River Regional Services Commission Regulation – Alberta Regulation 303/2003. **CARRIED**

(d) Reaffirm Provision of GIS Services to Non-Member Municipalities

- In November 2013, Municipal Affairs authorized ORRSC to provide GIS services to several non-member municipalities for five years. A motion from the Board is needed to request continuation of this approval.
- There was some discussion on the differential between the GIS fee for members and non-members and whether the fee cap for non-members should be removed. The Director will review the issue to determine if any changes are warranted in the future.

Moved by: Elizabeth Christensen

THAT the Board approve the continued provision of Geographic Information System services (web-delivered) to the following non-member municipalities outside of the Oldman River Regional Services Commission boundaries:

Town of Bow Island
Town of Innisfail
Town of Olds
Town of Penhold
Town of Sundre
Town of Taber
Village of Alix
Village of Duchess
Village of Rosemary

AND THAT the Board seek renewed authorization from the Minister of Municipal Affairs.

CARRIED

9. ACCOUNTS

(a) Summary of Balance Sheet and Statement of Income for the 10-month period:
January 1 - October 31, 2018

Moved by: Ed Weistra

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2018, as information. **CARRIED**

8. ADJOURNMENT

Moved by: Morris Zeinstra

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:02 p.m. until Thursday, March 7, 2019 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

Karine Keys

From: ProfessionalDevelopment <ProfessionalDevelopment@macewan.ca>
Sent: Wednesday, March 13, 2019 11:42 AM
To: ProfessionalDevelopment
Subject: Upcoming MacEwan Seminar on Lobbying

Attention: Mayors, Councilors, Reeves and Trustees, Commission and Board Members

We're facing an election. How do you get your message out?



Tuesday, April 30, 2019, 8:30am – 4:30pm

Lobbying has evolved into the most effective influence on government decision making. Take this seminar to enhance your skills, learn best practices and develop a competitive edge. This course thoroughly explores the step-by-step fundamentals of lobbying and provides key insights into how the process “really works.”

Lobbying success starts here at MacEwan.

In this one-day course you will focus on the critical four pillars of lobbying and learn:

- Who to lobby
- How to optimize your message
- Tips from the pros
- Pitfalls to avoid
- How to deal with personalities in government
- What is the role of pressure?

Bring your CAO and community leaders. Over 80 mayors, councilors and trustees have taken this seminar and rated it as an authoritative source of best practices.

“Thank you very much Maurice for giving us more expertise in all our lobbying efforts! My two councillors and I were very impressed with what you taught us! This may become a mandatory course for all of my council.” Murray Kerik, Reeve, Lesser Slave River, October 25, 2018

“The course was well presented, it opened your eyes as to how to lobby effectively. A lot of valuable information.” Jackie McCuaig, Parkland County, March 15, 2017

"I attended the Lobby Government Effectively course and was very impressed with the information I received. This was a good learning opportunity that outlined lobbying processes and provided insider information. The instructor encouraged the class to discuss examples of challenges we have encountered in reaching out to government and ways to overcome them, including suggestions to prepare for future obstacles." Laura Reschke, Executive Director, ARMCA, March 25, 2014

LOBBY GOVERNMENT EFFECTIVELY

Tuesday, April 30, 2019, 8:30am – 4:30pm

MacEwan University, School of Continuing Education, Edmonton

Register [online](#) or by phone: 780-497-4400/1-855-797-4400 (toll-free). Information on all of our courses can be found at: www.macewan.ca/SCE.

Group training and group discounts are also an option. Call 780-497-5207 for information.

**You are receiving this email because, as an elected official or municipal administrator, your contact information is publicly available on the gov.ab.ca website: http://www.municipalaffairs.alberta.ca/mc_municipal_officials_search.cfm*



Learn-A-Lot-Playschool Society Meeting Minutes

Tuesday, February 12th, 2019

7:00pm

Call to Order at 7:10pm.

Attendees: Chairperson-Sara Schuler, Vice-Chairperson-Lauren Billey, Treasurer-Chelsae Petrovic, Secretary-Leah Blake, Treasurer Liaison-Erin Thompson, Casino Representative-Lashae Holtz, Teacher-Carol VanRootselaar, Town Councillor Representative-Lise Schulze.

Regrets:, Parent Liaison- Eric Chatterton

Meeting Agenda

1. Chelsae moves to adopt the agenda as is. Leah seconds this motion.

Old Business

2. Approval of Minutes
Review of last months meeting minutes. Lauren motions to accept last months minutes as is. Chelsae seconded this motion.
3. Review of class numbers:
Monday/Wednesday-22
Tuesday/Thursday- 23- FULL
Friday- 22
4. Financials
 - a. Treasurers report
See attached financial report. Current balance of \$82,648.60. Financials are good at this time. There are a few areas we are over but are under in some other areas.
 - b. Investing Money
Chelsae opened account at Chinook Credit Union 1% interest on greater than \$1000.00 balance. Online transactions do not have fees. The money is not locked in. There was \$30,000.00 deposited into the savings/investment account.

New Business

5. Fundraising Ideas

- a. We are waiting for communication from the daycare for joint fundraiser. Chelsae will advocate for the Playschool and communicate with them at the daycare AGM.
- b. Facebook Poll- 31 votes for yes and 11 for no. We will table the cookbook idea for now. Lashae will look into Calibri reusable snack bag fundraiser.
- c. We also need to find out the timeline for the raffle. Chelsae will talk with them at the daycare AGM.

6. Multi-Purpose Building Meeting

Tuesday, February 19th, 2019 at 6:00pm there will be a meeting held to discuss the new building. Lauren, Sara, Chelsae & Lashae will attend. Understanding the building will need to meet code, Carol reported we could currently move into the building quite comfortably with minor renovations needed.

7. Mrs. V's Monthly Reflection

Mrs. V will be adding a health feature to the newsletter each month. Possibly having additional input from the health unit, dental office etc.

Next Meeting:

Thursday, March 21st 2019 at 7:00pm

Meeting Adjournment- Meeting adjourned at 7:45pm.

From: Richard Mullin <richard@impactcanada.com>
Sent: March 18, 2019 1:45 PM
To: Richard Mullin <richard@impactcanada.com>
Subject: Join the Coalition of Canadian Municipalities for Energy Action (C-69)

Good day,

On behalf of Mayor Gene Sobolewski of the town of Bonnyville, we would like to invite you to join the growing coalition of municipalities who are engaging with political decision-makers in Ottawa regarding the proposed Bill C-69. This Bill could potentially remove some of the current decision-making powers from municipalities as well as creates a host of unintended consequences. This grassroots-led coalition of municipalities across Canada is speaking up to ensure that these concerns are heard and reforms or changes to the Bill are made. Timing is critical and the coalition is well underway on its direct engagement with government, media, and the public.

Let's be clear, this Bill affects every municipality in Canada. It may impact your local economy, decision-making authority, and families.

By joining the growing number of coalition members, you will add your voice and municipality to the following:

- Parliament Hill Day May 1st and 2nd with widescale meetings with political stakeholders, national and local media, and others on C-69
- Appearances before the Senate committee on Energy to outline the unique position of municipalities on this legislation; impacts on local economies, decision-making powers, and families
- Media engagement support
- Addition of your town to www.Energytowns.ca, which includes a contact widget for your constituents to engage with the right Senators and decision-makers in Ottawa on this Bill
- Regular coalition updates and other avenues for your municipality to voice concerns, as available

The cost to join is \$1000. The coalition is being coordinated by Municipal Advocacy Solutions, a full-service firm that supports municipalities across Canada with grant/funding requests, communications and media relations, strategic planning, and advocacy with government. You can read more about us at www.municipaladvocacysolutions.ca.

Please feel free to call or email me if you have any questions or are interested in joining the coalition.

Best regards,

Richard Mullin
Associate, Government Relations and Strategy



C-(613) 408-0498
O-(613) 317-2850

March 18th, 2019

Re: Invitation to join the Coalition of Canadian Municipalities for Energy Action

Dear fellow municipal leaders,

We are writing today as an engaged coalition of individual municipalities who are engaging the federal government and broader public to discuss our unique municipal concerns with Bill C-69, *'An Act to enact the Impact Assessment Act and the Canadian Energy Regulator Act, to amend the Navigation Protection Act and to make consequential amendments to other Acts'*.

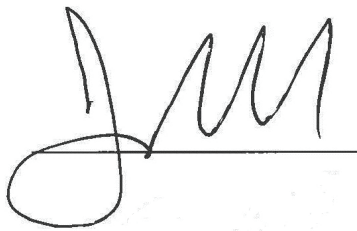
As municipal leaders, we are concerned with the impacts this legislation may have on our own communities; local business, families, and workers. We are bringing this message to the federal government in the Senate, House of Commons, and political leaders to ensure that our reasoned voice on this issue is heard. We strongly feel it is important that we as municipalities, who are on the front line in working with the public, speak up about what impacts may be felt locally if this legislation is passed in its current form, including unintended consequences to municipalities across Canada.

In view of this, a number of concerned municipalities in Canada have come together to form the Coalition of Canadian Municipalities for Energy Action. While there are other stakeholders currently involved on this issue, we feel it is vital that we as independent municipalities can bring our own voice forward on this issue, focused solely on discussing C-69 and its impact on our local municipalities.

We are planning on widening on ongoing grassroots campaign to deliver our concerns to decision-makers in Ottawa over the coming weeks and months. There are a number of avenues through which this will occur, and opportunities for our coalition of municipalities to be involved and let their constituents know they are engaged on this issue.

We invite your municipality to join this coalition. The cost for each member to join is \$1000. Please consider joining the coalition to help send a message to Ottawa on C-69 on behalf of your constituents. Attached is an outline of our ongoing and planned efforts that you would be joining.

Thank you for your consideration,

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

Gene Sobolewski
Mayor, Bonnyville

Coalition of Canadian Municipalities for Energy Action – An Overview

The coalition is purely representative of local municipalities in Canada that want to raise their legitimate concerns around potential impacts of Bill C-69 in their regions. The Coalition has partnered with Municipal Advocacy Solutions (part of national advocacy firm Impact Public Affairs), to coordinate our efforts and maximize our visibility with decision-makers and the public. More information on Municipal Advocacy Solutions can be found here: www.municipaladvocacysolutions.ca

As part of our current efforts, the coalition is:

- Preparing to appear before the Senate Committee on Energy, the Environment, and Natural Resources and outline our unique concerns
- Develop Media engagement locally and in Ottawa to get our message out
- **Hosting a broad day of meetings with relevant decision-makers at Parliament Hill May 1st and 2nd**
- Growing the energytowns.ca website with new members and a contact widget for our constituents to directly reach out to relevant political stakeholders

By joining this coalition, you and your municipality will benefit with:

- Inclusion in our campaign focused solely around C-69 and its impacts on local municipalities
- Addition of your municipality branding on our engagement's documents, the energytowns.ca website, and other materials
- Access to briefing materials and key messaging on this issue
- Participation in ongoing political action updates
- Ability to take part in our Parliament Hill day May 1st and 2nd in Ottawa to meet with political leaders and amplify our message
- Potential to coordinate local appearances before the Senate committee on Energy as it travels across Canada
- Ability to engage with local and regional media as well as the coalition's national media engagement, including access to media briefing materials and engagement support

If you are interested in joining the coalition or would like to discuss these efforts further, please **contact Christian von Donat at Municipal Advocacy Solutions:**

Email: Christian@impactcanada.com

Office: 613-317-2850

Cell: 613-408-0498



Karine Keys

From: AUMA <communications@auma.ca>
Sent: Wednesday, March 20, 2019 1:33 PM
To: Karine Keys
Subject: NEWS RELEASE - AUMA launches "Strong Communities Build Alberta" campaign for provincial election

STRONG COMMUNITIES



BUILD ALBERTA

#abvote

For immediate release

AUMA launches "Strong Communities Build Alberta" campaign for provincial election

(Edmonton, March 20, 2019) – Getting municipal issues front and centre of the election candidates is of primary importance for the Alberta Urban Municipalities Association (AUMA). The three issues AUMA wants addressed by provincial candidates are **equitable infrastructure funding; a fair share of cannabis revenue; and improved resources for policing services.**

"These topics should not be a surprise to anyone who has been paying attention as AUMA has been advocating on these issues for quite some time," says Barry Morishita, AUMA president. "Municipalities need equitable funding for infrastructure. The City of Calgary and the City of Edmonton have received a long-term funding agreement linked to provincial revenues, now is the time for the rest of Alberta municipalities to get the same type of deal. We also need a commitment for our fair share of cannabis revenue, and we need a new funding model to improve resources for police services."

AUMA noted that, while it has several activities planned over the next four weeks, the primary focus of the campaign is engaging municipalities to add their voice to the conversation.

"The provincial election is an opportunity to unify our municipal voices so political parties across the spectrum will understand that it is strong communities that build Alberta," says Morishita. "We are providing our members with tools and resources to help get the three key issues in front of the candidates in their riding and help them understand how important it is to get a commitment to resolve these issues - sooner than later."

While the parties will be campaigning on what they will do for the province, President Morishita wants to ensure all candidates understand the bigger picture.

"Municipalities are the boots on the ground. It is in our communities where things happen and the only way to build a strong Alberta is to have strong communities."

More information on the 'Strong Communities Build Alberta' campaign can be found on the [AUMA website at auma.ca](http://auma.ca).

-30-

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents more than 260 of Alberta's urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services, and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta's municipalities.

For more information:

Jackie Sargent, SCMP
Communications Advisor, AUMA
780-668-2436
jsargent@auma.ca

AUMA | 300, 8616 51 Avenue, Edmonton, Alberta T6E 6E6 Canada

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