



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 12, 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:

- 1. ORGANIZATIONAL MEETING – OCTOBER 28, 2019**
- 2. REGULAR MEETING – OCTOBER 28, 2019**

**DELEGATION: ROWAN HOUSE SOCIETY – Cam Burbank & Kaylee Vipond-Miller
RE: Safe at Home Project**

ACTION ITEMS:

- 1. BYLAW #1687 – Road Closure Bylaw
RE: 1st Reading**
- 2. CORRES: Hon. Nate Glubish, Minister of Service Alberta
RE: Broadband Internet**
- 3. CORRES: Jeremy Nixon, MLA Calgary-Klein
RE: Alberta's Tobacco and Smoking Reduction Act (TSRA)**
- 4. CORRES: Associated Engineering
RE: Invitation to Open House – December 5, 2019**
- 5. CORRES: Brownlee LLP
RE: Emerging Trends in Municipal Law – February 6, 2020**
- 6. CORRES: Community Energy Association
RE: Electric Charging Station Grand Opening**
- 7. CORRES: Claresholm & District Citizens on Patrol
RE: Request for Donation**
- 8. CORRES: Claresholm & District Health Foundation
RE: Request for Donation**
- 9. CORRES: Foothills Ford
RE: Paving of Saskatchewan Crescent**
- 10. CORRES: Skyline Towing & Alberta Auto Glass & Accessories
RE: Paving of Saskatchewan Crescent**
- 11. REQUEST FOR DECISION: Airport Runway Rehabilitation**
- 12. REQUEST FOR DECISION: Policy Manual Review & Updates – 5.2 Community / Economic Development**
- 13. REQUEST FOR DECISION: Policy Manual Review & Updates – 5.4 Utility Services**
- 14. REQUEST FOR DECISION: Policy Manual Review & Updates – 5.8 Common Equipment / Town Facilities**
- 15. FINANCIAL REPORT: Statement of Operations – September 30, 2019**
- 16. INFORMATION BRIEF: Council Resolution Status**
- 17. ADOPTION OF INFORMATION ITEMS**
- 18. IN CAMERA:**
 - a. PERSONNEL – FOIP Section 17.2**

INFORMATION ITEMS:

- 1. Willow Creek Regional Waste Management Services Commission Meeting Minutes – September 12, 2019**
- 2. Claresholm Skate Park Association Meeting Minutes – October 15, 2019**
- 3. Claresholm & District Transportation Society Meeting Minutes – September 19, 2019**
- 4. Claresholm Animal Rescue Society Board Meeting Minutes – September 19, 2019**

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL COUNCIL MEETING MINUTES
OCTOBER 28, 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

REGRETS: 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 pm by Mayor Doug MacPherson.

1. ADOPTION OF AGENDA

Moved by Councillor Schulze that the Agenda of the Organizational Meeting of October 28, 2019 be accepted as presented.

CARRIED

2. PROPOSED COMMITTEE & ORGANIZATION STRUCTURE

Moved by Councillor Schlossberger that the proposed Committee Organization and Structure be accepted as presented.

CARRIED

3. MEETING DATES - REGULAR

Moved by Councillor Schulze that the Regular Council Meeting dates for 2020 be accepted as presented.

CARRIED

4. APPOINTMENT OF DEPUTY MAYOR

Moved by Councillor Zimmer that the Deputy Mayor appointments be accepted as presented.

CARRIED

5. ADJOURNMENT

Moved by Councillor Carlson that this meeting adjourn at 7:04 pm.

CARRIED

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 28, 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 7:05 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 7:05 p.m. by Mayor MacPherson.

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

CARRIED

MINUTES: **REGULAR MEETING – OCTOBER 15, 2019**

Moved by Councillor Cutler that the Regular Meeting Minutes of October 15, 2019 be accepted as presented.

CARRIED

DELEGATION: **ALBERTA MUNICIPAL AFFAIRS**
RE: MAP Review

Alberta Municipal Affairs postponed their attendance at Council until a later date due to weather.

ACTION ITEMS:

1. **CORRES: Alberta Council on Aging**
RE: Let's Stop Ageism Campaign

Received for information.

2. **CORRES: Alberta Rural Development Network**
RE: Annual General Meeting Showcase

Received for information.

3. **CORRES: Royal Canadian Mounted Police**
RE: District Officer for Southern Alberta RCMP

Received for information.

4. **CORRES: Alberta Farm Safety Centre**
RE: Request for Donation

MOTION #19-162 Moved by Councillor Schlossberger to support the Farm Safety Centre's Safety Smarts program with a donation of \$300.

CARRIED

5. **CORRES: Claresholm & District Chamber of Commerce**
RE: Old Fashioned Christmas – November 29, 2019

MOTION #19-163 Moved by Councillor Zimmer to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 29, 2019 and to allow a bonfire in the downtown parking lot (weather permitting).

CARRIED

6. **CORRES: Claresholm Community Centre Association**
RE: Replacement of Entry Doors on Main Hall

MOTION #19-164 Moved by Councillor Schulze to refer the replacement of the entry doors at the Claresholm Community Centre to 2020 budget discussions.

CARRIED

7. **CORRES: The Bridges at Claresholm Golf Club**
RE: Lease Agreement & Management Fee

MOTION #19-165 Moved by Councillor Zimmer to refer the management fee at the Claresholm Golf Club to the 2020 budget discussions.

CARRIED

MOTION #19-166 Moved by Councillor Cutler to direct administration to formulate a new lease agreement with the Claresholm Golf Club and to bring an updated draft agreement back to Council for approval.

CARRIED

**8. CORRES: Claresholm Skatepark Association
RE: Chamber of Commerce Trade Fair Fee**

MOTION #19-167 Moved by Councillor Schlossberger to refer the request from the Claresholm Skatepark Association to the next regular meeting when the group has completed the Donation Request Form.

CARRIED

9. REQUEST FOR DECISION: Letter of Support – Food Bank CFEP Grant

MOTION #19-168 Moved by Councillor Moore to provide a letter of support for the Claresholm Food Bank's CFEP Grant Application for the construction of a new facility.

CARRIED

MOTION #19-169 Moved by Councillor Carlson to enter into a six (6) month lease agreement with the Claresholm Food Bank and a letter of understanding for the lease (terms to be determined upon lease renewal) to extend to the location at 5318 – 2 Street West.

CARRIED

10. REQUEST FOR DIRECTION: Mobile Home Park Snow Removal

MOTION #19-170 Moved by Councillor Schlossberger to execute a letter of understanding for snow removal from the mobile home park onto the adjacent municipal property.

CARRIED

11. INFORMATION BRIEF: Waterplant Contravention

Received for information.

12. INFORMATION BRIEF: Annual Apartment Vacancy & Rental Cost Survey

Received for information.

13. INFORMATION BRIEF: CAO Report on 2019/20 Provincial Budget

Received for information.

14. INFORMATION BRIEF: CAO Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Cutler that the meeting adjourn at 7:42 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 7:42 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS



1

 **Our Mission**

To provide crisis intervention, long-term support and education for those affected by family violence in rural communities



2

 **Our Vision**

That every person is safe, secure and lives without abuse



3

 **Our Core Values**

Delivery of services using a **trauma-informed lens** with emphasis on:

- Safety
- Trust
- Collaboration
- Choice
- Empowerment



4

 **History**

- Rowan House originated in January 2000 in a tiny basement suite in Black Diamond
- Opened doors to our new facility in High River at the end of June 2012
- 24-bed secure facility



5

 **Our Programs**

- Emergency Shelter
- Children's Program
- Outreach
- Preventative Education
- Transitional Housing
- **Safe at Home (SAH)**



6

ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

What is Safe at Home?

- 4-year pilot project designed to be an alternative approach to supporting families experiencing domestic abuse and violence



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ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

Purpose of the Project

Two-fold purpose:

- Create safety and stability for women and children




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ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

Purpose of the Project

2. Addressing the behavioral aspects of the abuser with an emphasis on:

- ✓ Responsibility
- ✓ Accountability
- ✓ Self-Awareness



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ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

How is the Program Different?

- Short-term, temporary housing for the abuser/perpetrator
- Provide ongoing supports to address the individual abuser to stop the cycle of domestic violence and abuse.




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ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

Why Claresholm?

- Remote Rural Site
- Lack of specialized services
- Keen interest with initial proposal and desire to partner with Rowan House
- Low vacancy rates, low rental costs thereby providing the best overall value
- Less overhead costs = more money for staffing and program delivery



11

ROWAN HOUSE SOCIETY
BUILDING VIOLENCE FREE COMMUNITIES

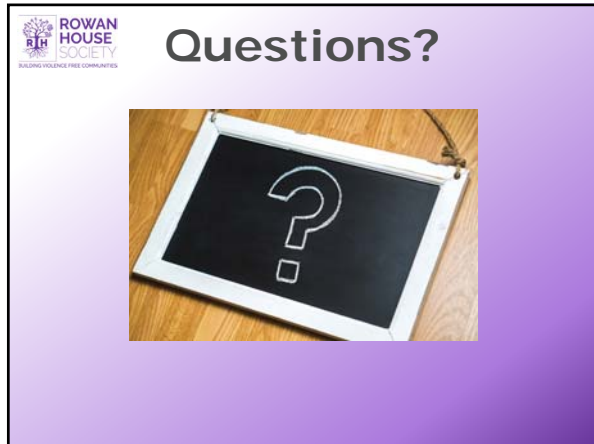
Safe at Home Partners







12



13

Project Background

Safe at Home is a 4-year pilot project that is designed to be an alternative approach to supporting families experiencing domestic abuse and violence. The Safe at Home project will initially be based in Claresholm and will be the first of its kind in a rural setting. This project is made possible through a federal grant from the Status of Women Canada department for Women and Gender Equality. We anticipate the program to be fully operational by April 2020.

The purpose of the project is two-fold:

- To create safety and stability for women and children exposed to domestic violence
- To address the behavioral aspects of the abuser

Benefits of the program include addressing the root causes of domestic violence through a trauma informed approach, supporting all parties by

- Ensuring the safety of the women and children by removing the abuser from the home
- Ensuring little disruption to mother and children's social supports in the community
- Women and children are able to stay "safe at home" which provides more stability for the victims of abuse as they are able to remain in their homes while simultaneously receiving supports from the society as needed
- A focus on changing the behavior of the abuser by providing educational awareness, counselling and support services to the abuser

Timmi Shorr, Rowan House's Chief Operating Officer is overseeing this initiative. Cam Burbank has been hired as the project manager and is responsible for finalizing project details and engaging community partners.

To learn more about the program, please contact Cam

Direct: 403-603-5992

Cell: 403-990-7594

Email: camb@rowanhouse.ca

Rowan House Society is the non-profit organization responsible for Rowan House Emergency Shelter and all of its programs and services

Mission:

to provide crisis intervention, long-term support and education for those affected by family violence in rural communities

Vision:

that every person is safe and secure and lives without abuse.

Values:

Rowan House trauma-informed services take into account an understanding of trauma in all aspects of service delivery. Safety, Trustworthiness, Empowerment, Choice and Collaboration are our core values.

Charitable Registration #: 899496707 RR0001



ACTION ITEMS

BYLAW No.1687 – ROAD CLOSURE BYLAW (walkway closure)

At the regularly scheduled Council meeting held October 15, 2019, Council carried a motion to proceed with the closure of the walkway adjacent to 6th St West. This walkway requires removal from the Town's road plan, by way of road closure bylaw (see attached draft bylaw and sketch).

The cost associated with the closure, surveying and consolidation are to be borne by the adjacent property owner. They are aware of the procedure and wish to move ahead. Additionally, as this is a drainage corridor, the drainage will remain and will be part of a utility right of way plan upon consolidation.



Section 22 of the Municipal Government Act reads as follows:

"Road closure

22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the council."

Upon the completion of 1st reading, the bylaw will be subject to a public hearing (with the applicable advertising/circulation requirements and after being circulated to the utility companies, and then the Bylaw will be sent to the Transportation Minister for approval prior to second and third readings. It can take some time to receive all the comments back from the utility companies and the Minister.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1687, a Road Closure Bylaw, 1st Reading.

ATTACHMENTS:

1. DRAFT Bylaw No. 1687, Road Closure Bylaw & Sketch.

APPLICABLE LEGISLATION:

1. Municipal Government Act, Section 22 – Road Closure
2. Municipal Government Act, Section 606 – Requirements for Advertising

PREPARED BY: Tara VanDellen, Planner/Development Officer

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

DATE: Nov 6, 2019

SKETCH PLAN FOR WALKWAY CLOSURE PURPOSES
within
BLOCK 4, PLAN 781 0995
TOWN OF CLARESHOLM

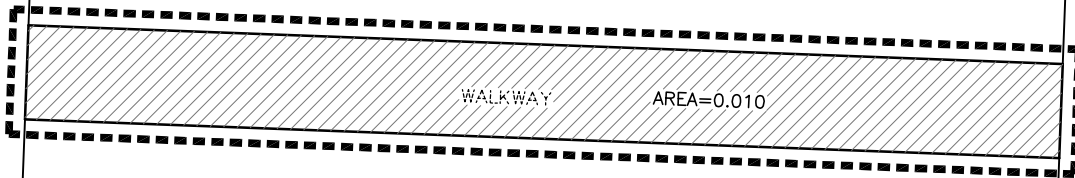


LANE

41

BLOCK 4

PLAN 781 0995



WALKWAY

AREA=0.010

6TH STREET WEST

42

BLOCK 4

PLAN 781 0995

43

Drawn: MJ	Checked: ZJP	Scale: 1 : 250 (metric)
Date: OCT 28/19	FILE	19-14703SK

brown okamura & associates ltd.
2830 - 12 Avenue North, Lethbridge, Alberta T1H 5J9



ALBERTA
SERVICE ALBERTA

*Office of the Minister
MLA, Strathcona-Sherwood Park*

RECEIVED

NOV - 6 2019

AR36637

October 31, 2019

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

Dear His Worship MacPherson:

I am reaching out to you with regard to the important issue of broadband internet. On my recent tour of Alberta, I met with hundreds of Albertans including elected officials, community representatives, small business leaders, and concerned citizens across 36 communities.

It quickly became clear the pressing need for improved access to high-speed broadband and the challenges that rural and remote communities are facing in its absence. I also heard inspiring examples of communities working together to overcome the connectivity challenges head-on with innovative local solutions, often in partnership with regional neighbours.

As Minister of Service Alberta, I am committed to continue working with municipalities, telecommunications providers, and infrastructure owners to find ways to expand high-speed broadband services across the province. During my tour I was able to strengthen relationships with key stakeholders, and I want my department to foster this dialogue with elected representatives, municipal officials, and business leaders across the province. To help nurture this ongoing collaboration and dialogue, I am requesting the following information:

- The name of a designated contact within your organization for broadband.
- Contact information for that individual, including an email address and telephone number.
- If applicable, a short summary of current plans or initiatives your municipality is involved in for expanding access to high-speed broadband to your community.

.../2

My department's contact person is Richard Bates, Provincial Broadband Business Analyst, and he can be reached at richard.bates@gov.ab.ca. Please use the subject line, "Designated broadband contact". If you have any questions, you may contact Richard by telephone at 780-422-0198. To call toll-free, dial 310-0000 and then the number.

Thank you for your cooperation. I look forward to working with you on these issues.

Sincerely,



Honourable Nate Glubish
Minister of Service Alberta

cc: Honourable Kaycee Madu
Minister of Municipal Affairs

From: HEALTH TSRA <tsra.review@gov.ab.ca>

Sent: October 28, 2019 4:31 PM

To: HEALTH TSRA <tsra.review@gov.ab.ca>

Subject: Municipalities - Review of the Tobacco and Smoking Reduction Act

On October 2, 2019, Minister of Health Tyler Shandro announced that a [review](#) of Alberta's *Tobacco and Smoking Reduction Act* (TSRA) would commence by November 2019 under my leadership. The review has now launched and will allow our government to assess the effectiveness of the current legislative framework and consider options to further prevent and reduce the harms of tobacco, vaping and tobacco like products in a comprehensive and evidence informed way.

I am inviting municipalities, as key stakeholders, to provide a written submission to me at tsra.review@gov.ab.ca by November 29, 2019. I am interested in knowing your perspectives on the TSRA and issues related to the prevention and reduction of harms associated with tobacco, tobacco-like and vaping products in Alberta. Additionally, the Government of Alberta has created an online public survey, which you or your community members may wish to complete. The online public survey will be available until November 29, 2019 at www.alberta.ca/tobacco-and-smoking-reduction-review.aspx.

For information on the TSRA legislation and policy areas under consideration, please refer to the attached backgrounder. If you require further information or have any questions about this consultation please do not hesitate to contact tsra.review@gov.ab.ca.

Thank you in advance for your participation in the review of the TSRA.

Sincerely,

Jeremy Nixon
MLA, Calgary-Klein

Tobacco and Smoking Reduction Act Review

Backgrounder

October 25, 2019

Background

- On October 2, 2019, Minister of Health Tyler Shandro announced a review of Alberta's tobacco legislation to further protect Albertans from the harm of tobacco, second-hand smoke, tobacco-like products and vaping
- MLA Jeremy Nixon is leading the review
- MLA Nixon, along with a team from Alberta Health, is visiting cities across the province until end of November to hear from health stakeholders/experts and business owners
- Albertans and stakeholders can take the online survey to provide feedback until November 29, 2019

Alberta's Tobacco Control Legislation

What Tobacco Control Legislation exists in Alberta?

- *Tobacco and Smoking Reduction Act (TSRA)*
- *Tobacco and Smoking Reduction Regulation (TSRR)*
- *Tobacco Reduction Amendment Act (TRAA)*

TSRA

Establishes measures to prevent and reduce harms of tobacco and second-hand smoke such as public consumption, provisions for retail and advertising, tobacco-related offences and penalties, prohibition on flavoured tobacco etc.

TSRR

Identifies requirements related to tobacco control such as prescribed distances for public consumption, identification requirements, inspection authorities, minimum package sizes etc.

TRAA

Consists of unproclaimed sections addressing further controls on tobacco-like products (hookah/waterpipe) in public places and workplaces

Why We're Reviewing Tobacco Legislation

The TSRA was enacted in 2013 and requires a review of the Act to begin by November 2019

Since that time vaping has emerged as a key health threat and new tobacco product technologies have been introduced

The review will assess the effectiveness of the current legislative framework to address tobacco-related harms and emerging issues

Updates to legislation will allow us to further protect Albertans from tobacco-related harms and emerging issues like vaping and use of tobacco-like products (herbal shisha in hookah/waterpipe).

What We're Reviewing

In-scope	Out of Scope
<ul style="list-style-type: none">• Issues related to use of tobacco, vaping and tobacco-like products	<ul style="list-style-type: none">• Ceremonial use of tobacco by First Nations
<ul style="list-style-type: none">• Potential policy options in order to inform possible changes in legislation	<ul style="list-style-type: none">• Policy recommendations that fall under the authority of municipalities, First Nations or the federal government
<ul style="list-style-type: none">• Review of legislation of other Ministries to identify and reduce potential overlap, inconsistency or conflict	<ul style="list-style-type: none">• Issues related to use of cannabis products
	<ul style="list-style-type: none">• Health care cost recovery litigation against tobacco manufacturers

What to Keep in Mind

- We need to address the growing concerns around the increase in vaping, especially among young people
- Smoking costs our communities over \$1 billion a year, in health care costs, as well as lost productivity and other indirect costs. We want smoking rates to keep going down, especially among young people
- We need to balance concerns about health, especially for young people, with the rights of the adults to make choices as consumers
- We also need to consider the potential impacts on small businesses

Tobacco Smoking in Public (to Protect Albertans from Second-hand Smoke)

Background

- Exposure to second-hand smoke is a significant health risk
- Evidence indicates that second-hand smoke contains more than 7000 chemicals and at least 70 of them can cause cancer
- People who are exposed to second-hand smoke can have immediate and long-term health risks such as increased heart rate, less oxygen to the heart, lung cancer and other lung diseases, heart attacks and stroke
- Children who breathe second-hand smoke are at higher risk for health issues, including breathing problems, asthma attacks, pneumonia and Sudden Infant Death Syndrome (SIDS)

Tobacco Smoking in Public

Current State

- To protect Albertans from second-hand smoke, smoking of tobacco is currently prohibited in public places, workplaces, public vehicles and within 5 meters of a doorway, window or air intake of a public place or workplace
- Smoking is currently allowed on school grounds, hospital grounds, outdoor spaces of child care premises and in some other areas frequented by children (e.g., playgrounds, skateboard or bicycle park)

Jurisdictional Scan

- Alberta's prohibited places definition differs from other provinces:
 - British Columbia, Ontario, and New Brunswick prohibit smoking on hospital grounds
 - British Columbia, Saskatchewan, Ontario, Quebec, New Brunswick, and Nova Scotia prohibit smoking on school grounds
 - Ontario, Quebec, and New Brunswick restrict the consumption of tobacco in children's playgrounds, sports fields/areas, and spectator stands at sports fields/areas

Vaping Tobacco/Nicotine Products or E-cigarettes

Background

- Vaping is not without risks
- More research is needed to understand the health effects of vaping, but some evidence has shown that there are risks, such as lung damage, increased risk of heart attack, nicotine poisoning and addiction (particularly in youth) and other unknown health impacts
- Vaping can model and renormalize smoking behaviour among youth
 - Evidence indicates that youth who use vaping products with nicotine may become addicted and are at increased risk of becoming smokers
- For adults, there is some evidence that vaping can help smokers reduce the harm to their health if they quit smoking completely

Vaping Tobacco/Nicotine Products or E-cigarettes

Current State

- The emergence of vaping products in recent years has resulted in a large number of Albertans using these products
 - In Alberta, teen vaping rates surged from 8% in 2014-15 to 22% in 2016-17
- Currently, Alberta's tobacco laws do not specifically address vaping products

Jurisdictional Scan

- The federal *Tobacco and Vaping Products Act* (TVPA) regulates the manufacture, sale, labelling, packaging and certain forms of advertising and promotion of vaping products
 - the federal vaping legislation currently has gaps that are predominantly provincial responsibilities
- Alberta and Saskatchewan are the only provinces without vaping legislation. Saskatchewan in planning to introduce vaping legislation this fall
- All other provinces have introduced explicit vaping laws that address the gaps in federal legislation and provide additional protections such as
 - restriction of public consumption
 - restrictions for location of sale
 - minimum age for sale
 - photo identification requirements
 - limits for advertising in stores

Enforcement and Penalties

Background

- Evidence indicates that compliance rates among retailers must exceed 90% to have significant impact on youth tobacco use. Obtaining these high levels of compliance requires strong enforcement
- Active enforcement requires regular compliance checks with tobacco retailers, such as retail inspections and test shopping
- Passive enforcement (e.g., only responding to complaints) is not very effective to achieve high compliance
- Alberta has the highest levels of tobacco sales to minors of any province according to a 2014 national retail compliance study commissioned by Health Canada

Enforcement and Penalties

Current State – Enforcement

- Alberta's tobacco enforcement activities are spread across different enforcement agencies, including peace and bylaw officers from municipalities and Alberta Gaming Liquor and Cannabis (AGLC), municipal police services and the RCMP
 - Most agencies have limited ability to enforce tobacco laws because of their current capacity and other priorities
- Youth possession/use is the most frequently enforced component. For other violations, enforcement actions are usually taken only in response to complaints or calls
- Alberta currently does not have any designated agency to coordinate or oversee enforcement. Retail inspections and test shopping are not common

Jurisdictional Scan

- All provinces/territories in Canada except Alberta and New Brunswick have adopted a 'public health' model of enforcement with dedicated tobacco enforcement officers operating under a health authority

Enforcement and Penalties

Current State – Penalties

- Alberta's tobacco legislation establishes penalties for not complying with requirements
- Selling tobacco to a minor could result in a fine of up to \$10,000 for a first-time conviction and up to \$100,000 on second or subsequent violations
- Violating the restrictions on signage, display and advertisement requirements could result in a fine of up to \$10,000 for a first-time conviction and up to \$100,000 on second or subsequent violations
- Minors can also be penalized for possession of tobacco with a fine of up to \$100

Retail Environment

Background

- Retail environment can prevent initiation of smoking/vaping among youth and support retailers to comply with tobacco laws
- Evidence indicates that actions that prevent tobacco sales to minors reduce smoking among youth
- Research shows that there is a direct correlation between age of a clerk and likelihood of selling tobacco products to minors

Retail Environment

Current State

- Currently, there are tobacco product display, advertising and promotion restrictions at retail stores and sale of tobacco is prohibited in certain locations (e.g., health facility, pharmacy). In addition, retail store managers are required to comply with certain signage requirements (e.g., post sign indicating that it is illegal to sell tobacco products to minors)
- Alberta's tobacco laws allow underage store clerks to sell tobacco products
- There is currently no provincial licensing system or mandatory training requirements for the retailers

Jurisdictional Scan

- Most provinces (Ontario, British Columbia, New Brunswick, Nova Scotia, Manitoba, Prince Edward Island, Newfoundland and Labrador) require retailers to be licensed
- No province requires the tobacco retailers to take mandatory training
- Underage clerks are allowed to sell tobacco products in all provinces

Tobacco-like Products (Herbal Shisha in Hookah/Waterpipe)

Background

- Tobacco-like products include waterpipes (also known as hookahs), containing shisha and narghile
- Health risks include: increased risk for cancer; decreased pulmonary function; spread of infectious diseases (such as herpes, mononucleosis, tuberculosis and hepatitis)
- Hookah/waterpipe smoking also carries risks for non-users who are exposed to cancer-causing chemicals when waterpipes are used in public places, work places and other enclosed areas
- Youth are attracted to hookah/waterpipe use, due to relative ease of accessibility, the social nature of use and the misconception that hookah/waterpipe smoking is not harmful

Tobacco-like Products (Herbal Shisha in Hookah/Waterpipe)

Current State

- If the product contains tobacco, hookah/waterpipe smoking is prohibited in public places and workplaces
- However, smoking herbal hookah/waterpipe products (without tobacco) is currently permitted in public places and workplaces (e.g., hookah/shisha lounges)
- Alberta has legislative provisions (the *Tobacco Reduction Amendment Act* [TRAA]) that have not been proclaimed which would ban smoking herbal hookah/waterpipe products in public places and workplaces

Jurisdictional Scan

- Quebec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador have banned hookah/waterpipe smoking in public places
- Edmonton is considering banning hookah/waterpipe smoking in public establishments (as early as July 1, 2020) and Calgary has conducted a consultation on banning hookah/waterpipe smoking in public places and workplaces

Affordability

Current State

- While cigarettes are taxed at a rate of \$55 per carton provincially and \$24.38 per carton federally, neither the Government of Alberta or the Government of Canada currently levies a specific tax on vaping products
- Tobacco taxes are an important part of Alberta's Tobacco Reduction Strategy
- Empirical studies have found that in high-income countries, a 10 per cent increase in the price of tobacco is expected to decrease tobacco consumption by about three to five per cent among adults. The effect on youth is about two to three times greater

Jurisdictional Scan

- All provinces have tobacco taxes, but none have implemented a specific tax on vaping products. All other provinces levy their provincial sales taxes on purchases
- Many jurisdictions in the United States have implemented a tax on vaping products

How You Can Provide Input

- A public survey is a key component of the review
- Albertans and stakeholders are encouraged to take the online survey to provide feedback
- The survey will be open until November 29, 2019.

Thank you

From: Margaret-Ann Hegdahl <hegdahlm@ae.ca>
Sent: October 29, 2019 8:45 AM
To: Margaret-Ann Hegdahl <hegdahlm@ae.ca>
Subject: AE Client Open House

Good Morning,

You are invited to our Client Appreciation Reception on December 5, 2019. Please join us for appetizers and cocktails.

See attached invitation for all the details.

Please RSVP the number of people who will be attending.

Hope to see you there.

Cheers,

Margaret-Ann Hegdahl
Administrative Assistant

Suite 1001 - 400 - 4th Avenue South, Lethbridge, AB T1J 4E1
Tel: 403.329.1404

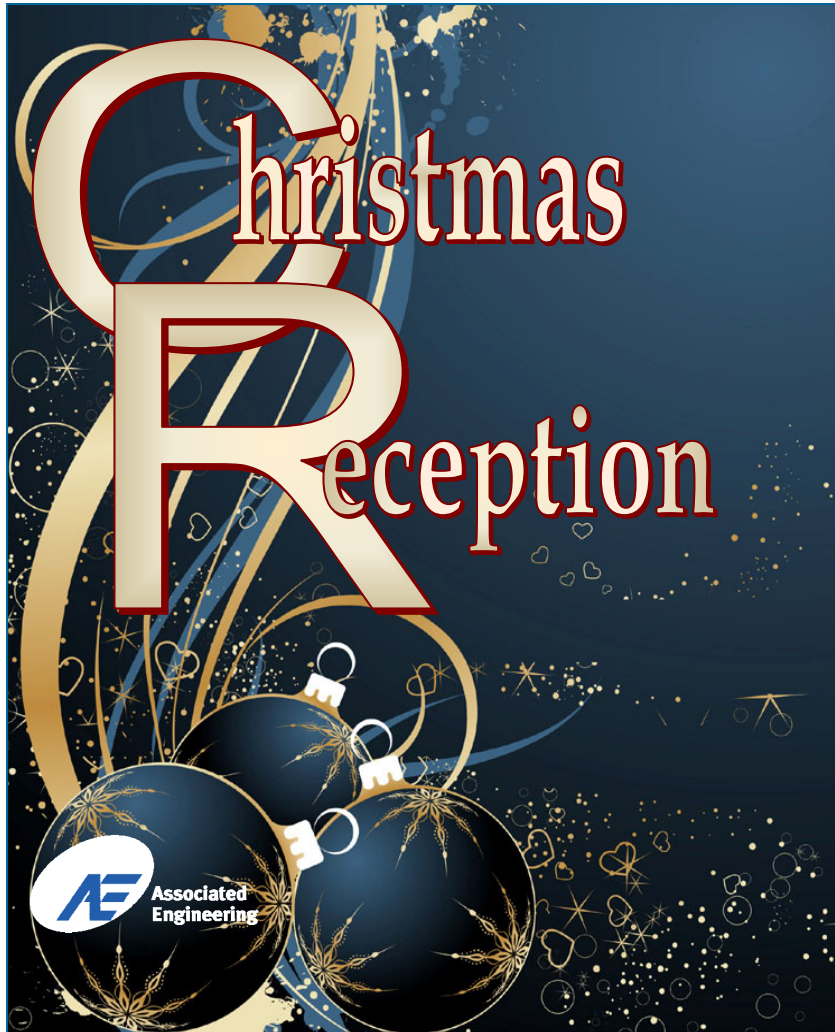


Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.



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Associated Engineering

OPEN HOUSE

*Please join us for
Refreshments & Appetizers*

Date: Thursday, December 5, 2019

Time: 4:00 pm to 7:00 pm

#1001, 400 - 4th Avenue South, Lethbridge

Contact: Margaret-Ann Hegdahl

Please R.S.V.P. by Friday, November 29, 2019

Phone: 403.329.1404

E-mail: hegdahlm@ae.ca



BROWNLEE LLP
Barristers & Solicitors

SAVE THE DATE



EMERGING TRENDS IN MUNICIPAL LAW

The latest trends to keep
building strong communities
and adapt to challenging times

Calgary	February 6, 2020 Best Western Premier Calgary Plaza Hotel & Conference Centre
Edmonton	February 13, 2020 Edmonton Expo Centre

BrownleeLaw.com

An Exclusive Legal Educational Seminar for Municipal Elected Officials & Employees of Municipalities Only.

Event to be held at:

Calgary:

Emerging Trends in Municipal Law

Date: Thursday, February 6, 2020

Time: 8:00am-5:00pm

Location: The Best Western Premier Calgary Plaza Hotel

Address: 1316 33 Street NE

→ [Register here: YYC](#)

Registration \$180 + GST per person

Discounted room rates are available at the Best Western Premier Calgary Plaza Hotel from \$125 for double occupancy. Call 1-403-248-8888 only available until January 6, 2020.

Edmonton:

Emerging Trends in Municipal Law

Date: Thursday, February 13, 2020

Time: 8:00am-5:00pm

Location: Edmonton Expo Centre

Address: 7515 118 Ave NW

→ [Register Here: YEG](#)

Registration \$180 + GST per person

Discounted room rates are available at the Sutton Place Hotel from \$144 a night. Only available until January 29, 2020. Call 1.866.378.8866 or [click here](#) to book.

**Emerging Trends is proud to be going green! We recommend you use the conference materials which will be available online closer to the date. Please note, we will not have any printed materials on-site.*

Event is by Invitation Only.

We hope you can make it!

Cheers,
Brownlee LLP



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP

MARKETING

m. 780-497-4800 | **d.** 780-970-5739 | **f.** 780-424-3254 | pthompson@brownleelaw.com

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From: Jen Grebeldinger <JGrebeldinger@communityenergy.bc.ca>

Date: November 4, 2019 at 12:25:01 PM MST

To: Brad Schlossberger <brad.schlossberger@claresholm.ca>

Subject: RE: Claresholm

Hi Brad,

The stations in Claresholm were electrified on Friday!

We would like to plan a ribbon cutting ceremony - would Nov 15th work with your Mayor and some staff? These are 30 minute events, not usually for the public, but an opportunity to take a photo and acknowledge the community's partnership.

Jen Grebeldinger

Communications Lead, Community Energy Association

Tel: (250) 469-6783 | Mobile: (250) 531-0688

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



Date of Application: July 26, 2019

Date of Event: Ongoing

Claresholm

1. Applicant Information

Name of Applicant: Claresholm & District Citizens On Patrol

Address: General Delivery, Claresholm, AB T4A 0T0

Contact Person: Pamela Gilchrist, President

Phone, Fax, Email: 403-489-9737 claresholmcp1@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

crime prevention

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

YES provide registration date & #

NO

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

YES provide registration date & #

2009 / Oct / 31

NO

5014954621

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

Funds for gas cards to patrol & for promotional.

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 2500.00

6. Details of how the funds will be expended:

\$2000 per year for gas for weekly patrols.

\$500 to send up to 4 members to ABM held in a different community each year.
eg (2018 - Sexsmith 2019 Dromheller)

7. Previous Donations

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

Date	Amount	Use of Funds
Oct 2018	\$2500.00	\$2000 for gas cards. \$500 - Flashlights
		- printer paper & ink
		- ads in Local Press
		- safety vests

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents?

(Please attach a list of membership/executive)

Crime prevention

Pamela Gilchrist - President

Gail Manshanden - Secretary / Treasurer

Larry McIvor - Director

John Bugara - Director

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

Mission - Alberta Citizens On Patrol Association.

To build safer communities by mobilizing citizens throughout Alberta to participate in a community-based crime prevention initiative in co-operation with their local law enforcement agencies.

How will your organization acknowledge the Town's donation?

We advertise on Face Book.

At the end of our year, we run an ad in the local Press thanking all of our donors / sponsors.

At events, we advertise our sponsors

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

YES

~~NO~~

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

Funding Source	Amount	Recommended Use of Funds
Claresholm Kinsmen	\$500	We hope to receive. purchase gazebo tent,
Agrium	\$300	2 folding tables &
Lions Club	\$500	3 taps. for use at events.

Also sponsored with gifts by

Ray's Place

Cindy Pineo

Decidedly Fit

and many Claresholm businesses.

Thank you for your support

last year. We were able to double

our patrols with the purchases

of gas cards.

Pamela Gilchrist, President.

From our AGM last year.

President's Year End Report

November 1, 2017 to October 31, 2018

1. We went out on patrol 20 times for a total of 102 hours, travelling 978 kms.
2. We spent 106.5 hours at 3 promotional events and 2 training events.
3. We spent 148 hours at 10 meetings, 2 presentations, and volunteer executive hours.
4. In December we welcomed two new members, had a pot luck supper as a thank you to all our members.
5. We have had some members move on and a few new ones join.
6. In April, two of us set up a table at the Volunteer Appreciation Dinner. We received a \$500 donation from the Lion's Club. Pharmachoice donated 2 black ink and 2 packages of printer paper. Silver Willow donated 6 binders for members.
7. In May, four of us attended Flagger Training in Pincher Creek and received certification. We also voted in a new treasurer.
8. In June, we received \$300 from Agrium, where one of our members worked.
9. In July, two of us presented to Stavely Town Council. We asked for \$500 a year and the mayor offered \$1000 a year. The council was very excited about our program. Three of us set up a table at the Canada Day celebrations.
10. In August we decorated a float for the Claresholm Fair Days Parade. The theme was "Salute to Horses". We had a 2x4 wooden horse eating hay in a trailer and we tied for third place! Three of us presented to Claresholm Town Council and we were impressed with their interest and enthusiasm of our program. We asked for \$2500 a year; \$2000 for gas cards, \$500 for promotional materials. This was excellent exposure for us, as it is taped live and also put on Youtube. Many Claresholmians said we did well and were impressed with what and how much we do.
11. In September I travelled to Sexsmith, AB with 2 Pincher Creek members to attend the 2018 ACOPA AGM. It was about a 9 hour drive! This was a great learning opportunity. I will give a full report for December's meeting.
12. In October we received a check for \$2500 from the Town of Claresholm with a great write up in the Local Press by Rob Vogt who was at the presentation in August. Next year we will find out if the town will support us every year. We were able to buy ten \$20 gas cards with litre logs from Fas Gas. We will support each gas station as we purchase more gas cards when they are needed. Two of us

signed up for a Board Development workshop in Claresholm on November 17th. There is room for one more! Two of us met with Claresholm RCMP's new Sergeant for two hours. This was a highly productive meeting and we look forward to working together. Our RCMP liaison officer, Sheldon Coates, has been away dealing with family illness and we offer our deepest condolences to him and his family on the loss of his mother.

13. I look forward to us getting out on more patrols this year. It has been very difficult asking members to volunteer their time and pay for their own gas as well. This next year is going to be busy and fantastic! Thank you to every single one of you for giving so much of yourself and your time. All of Claresholm appreciates you. They have told me so!



CLARESHOLM & DISTRICT CITIZENS ON PATROL SOCIETY

General Delivery, Claresholm, AB T0L 0T0

CORP ACCESS # 501 495 4621

Financial Report for the year November 1, 2017 to October 31, 2018

Assets

Cash / Bank Account	3755.57	
Equity Account	6.33	
Cash On Hand	50.25	
Total Assets		3812.15

Liabilities

Insurance / Fees	200.38	
Meetings / Conventions	444.64	
Office Supplies	184.38	
Advertising	19.43	
Gas Cards	200.00	
Total Liabilities		1048.83

Income

Fundraising	800.00	
Town of Claresholm	2500.00	
Interest	.64	
Total Income		3300.64



Claresholm & District

Health Foundation

Box 2638 Claresholm, Alberta T0L 0T0

RECEIVED

OCT 24 2019

October 22, 2019

Town of Claresholm
Box 1000
Claresholm, Alberta T0L 0T0

Dear Mayor & Council;

The Claresholm & District Health Foundation is very excited to host our **13th Annual GALA** on **Saturday, November 23, 2019** at the **Claresholm Community Centre**. GALA has become a successful fundraiser and offers our communities "**An Evening Out on the Town, In Town**". Our LIVE Entertainment will be the "Aussie Rules" **Dueling Pianos**. The wonderful energy and awesome variety that Dueling Pianos show offers is hard to describe. A fantastic meal will be included for patrons to truly enjoy an evening out.

THANK YOU for helping The Foundation purchase over \$1.9 Million Dollars' worth of equipment helping to make Local Health Care State-of-the-Art. **YOUR support truly makes a real and recognizable difference.** THANK YOU!!!

The Foundation's Mission is to meet evolving local health care needs. **We value YOUR ongoing partnership!** Money Raised Here, Stays Here.

Current projects that we are fundraising for include: a Pediatric Equipment Cart (\$3,028.), Oxygen Concentrator (\$1,600.), a Recumbent Bike for Physiotherapy used for both outpatient rehabilitation and daily exercise of WCCCC residents (\$6,240.95) and a Mural for the Willow Creek Continuing Care Centre (WCCCC \$11,475.). **YOUR support truly makes a difference – Thank YOU for partnering and investing in local health care excellence!**

Kindly consider becoming a sponsor again this year. Enclosed please find the sponsorship information for you to review and consider.

Please join us to enjoy this wonderful evening out in support of the Claresholm & District Health Foundation. I look forward to speaking with you soon to learn if GALA is a fit for your organization.

Sincerely,

Tara

Tara Bishoff
Foundation Coordinator
(403) 682-3739
tara.bishoff@ahs.ca

Sponsorship History:

The Town of Claresholm has supported the Health Foundation since 2007 with \$500 per year except 2013 when the sponsorship was \$800.



Claresholm & District

Health Foundation

13th ANNUAL GALA

Saturday, November 23, 2019

SPONSORSHIP OPPORTUNITIES

Double Platinum Sponsor \$3,000.

16 Tickets – Reserved Priority Seating
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Platinum Sponsor \$2,000.

8 Tickets
Verbal Recognition at the Event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

Gold Sponsor \$1,000.

4 Tickets
Signage with Logo at the Event
Recognition in the Claresholm Local Press

Silver Sponsor \$500.

2 Tickets
Signage Recognition at the Event
Recognition in the Claresholm Local Press

Bronze Sponsor \$300.

Signage Recognition at the Event
Recognition in the Claresholm Local Press



Clareholm & District

Health Foundation

13th ANNUAL GALA

Saturday, November 23, 2019

*Sponsors make ALL the difference,
hopefully you find an option that fits your budget.*

Sponsorship Form

Company Name: _____

Contact: _____

Street/Box Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

CALL TO MAKE CREDIT CARD PAYMENT ARRANGEMENTS or MAIL A CHECK
PAYABLE TO: **THE CLARESHOLM & DISTRICT HEALTH FOUNDATION**
Box 2638, Clareholm, AB, T0L 0T0. Call if you have any questions 682-3739.

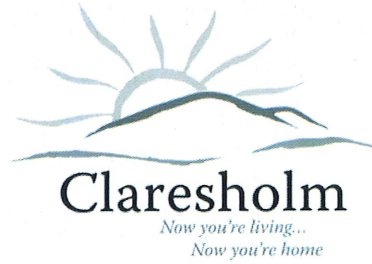
Sponsorship Information (please check):

- Double Platinum Sponsorship **\$3000.**
- Platinum Sponsorship **\$2000.**
- Gold Sponsorship **\$1000.**
- Silver Sponsorship **\$500.**
- Bronze Sponsorship **\$300.**

Please call Tara @ 682-3739 with any questions.

PLEASE FORWARD YOUR COMPANY LOGO TO:
tara.bishoff@ahs.ca

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



Date of Application: Oct. 25/19

Date of Event: Nov. 23/19

1. Applicant Information

Name of Applicant: Claresholm & District Health Foundation

Address: Box 2638, CLARESHOLM, AB. T0L 0T0

Contact Person: Tara Bischoff

Phone, Fax, Email: 403-682-3731 / tara.bischoff@caahs.ca

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & # 86637 2873 NO
MAY 1, 1999 RR0001

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

YES provide registration date & # 315722 NO
Mar. 1, 2019

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

12th Annual Health Foundation GALA

Other (explain):

Amount (value) Requested: \$500.00

6. Details of how the funds will be expended:

Sponsorship Dollars are designated to purchase equipment to meet local health care need. Local health care is top-notch thanks to donors & sponsors!

7. Previous Donations

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

Date	Amount	Use of Funds
Nov. 2018	\$500.00	Greatest Needs Equipment ex. Vital Signs Monitor +
Nov. 2017	\$500.00	Greatest Needs Equipment ex. Stretcher with a Scale
Nov. 2016	\$500.00	Greatest Needs Equipment ex. 24 blood pressure monitor

8. Organizational Information

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

Mission: To increase awareness & wellness by providing community stakeholders with an opportunity to invest in, support & enhance their local health care.

Board members: Elaine Clay, Charles Leeds, Michael McAlonan, Dr. Jeff Jones, Lis Gillespie, Sharon Lange, Dee Dee Linn, Roxanne Thompson, Chantel Scott.

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

Accept & Disburse donations/sponsorships to support local health care excellence.

How will your organization acknowledge the Town's donation?

Verbal & signage recognition at GALA. Thank You in Claresholm Local Press for event sponsors.

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
Alberta Health Services operating grant	\$21,000.	Administration / Operating Costs

October 31, 2019

Mayor MacPherson and Claresholm Town Council,

I want to once again bring to your attention a situation that I have discussed with past council members for years now. As many of you are aware I am the owner of Foothills Ford. Obviously having a car dealership comes with the expectation that we would have a large vehicle display on our property. The extreme wind conditions in this area are causing us grief as the road to the southwest of us is still not paved. There are also a couple of lots southwest of us that are gravel and add to the problem.

When we built the building here we were told that the road would be paved VERY SOON. Since we have moved in this building, just over 14 years ago, we have seen tax increases of 250% yet there have been virtually NO improvements to our facility OR the streets around us. We did spend \$300,000 repairing building wind damage in 2011 as the original builder of the building cut corners (building allegedly wasn't done to code). The insurance company deemed that the inspections that were done on the building were not done properly or it wouldn't have passed so they denied insurance. We were left on the hook to pay for the repairs to bring it up to code.

We have been told for years now that paving the road is "in the budget discussions" or that "it is in the 5 year plan" but we have yet to see any progress. Over the past few years we have had multiple instances of wind blowing the small gravel off that road and damaging our inventory to the amount of OVER \$300,000 not including the costs of liquidating this inventory. We just received some damage again and the appraisers are currently estimating the damage from the October 25th wind storm so obviously that amount will be much higher. After the last storm our insurance deductible was increased by \$47,000 per instance and in the future may be denied altogether. I have asked about putting up a 12 foot wind fence to protect our inventory and was told that 8 feet is the highest I was allowed to go. I am kind of at a loss as to what we can do here but one thing I can say is that the current situation absolutely can't remain that way it is.



Paul Morrison

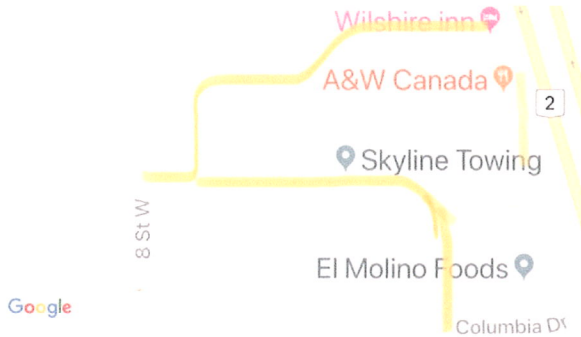
Foothills Ford

Oct 30, 2019

Town of Claresholm Council

RE: Budget for Paving Streets

This letter is to request that the paving of **Saskatchewan Crescent** be reflected in this year's budget.



These two roads are the main roads to the numerous tax paying Claresholm businesses (listed below) and are also well used roads for residence on the west side to get to Tim Hortons and the other businesses on the service road along Highway 2.

Because these are dirt roads, we have to deal with terrible muddy roads which result in deep ruts and potholes, and then having to call the town to come and grate it numerous times a year. We deal with dust from all the traffic and the kids that use these roads to go "drifting" and driving erratically.

We don't understand why the Town of Claresholm still has dirt roads and we feel it's time to pave them for these and many other reasons of other businesses.

We hope that you will seriously consider our request and come to a better resolution for these dirt roads.

Businesses of Saskatchewan Crescent

Alberta Auto Glass & Accessories

Skyline Towing & Recovery

Vandellen Homes Ltd

Ridgeline RV and Mini Storage

Enersmart Building Systems

HC Customs and Fabrications

Bill Peterson

A1 Heavy Duty Parts

Trans Source Drilling

Volker Stevin Contracting

A & J Homes

Iron Rock Enterprises

Billy Stronski

Sincerely,

Skyline Towing

Dean Baxter

Alberta Auto Glass & Accessories

Rob Hill



REQUEST FOR DIRECTION

Meeting: November 12, 2019
Agenda Item: 11

COMMUNITY AIRPORT PROGRAM GRANT

DESCRIPTION:

The Strategic Transportation Infrastructure Program (STIP) includes a category that relates to local airports. The funding stream is through the Community Airport Program (CAP) and includes primary runway rehabilitation (paving); municipalities can apply. The grant application is due November 30, 2019, for projects to be completed in 2020.

Applications are reviewed on a competitive basis province-wide. Projects that best align with the criteria laid out for each of STIP's components are prioritized and recommended for Ministerial approval. Additional weighting will be given to projects that leverage alternative funding sources (i.e. federal or private industry contribution). In this case, the Town and the MD do not have any alternative or outside sources of funding secured. Business plans with details of past and present operating activities and master plans detailing future activities and projections is required to apply for funding. In addition, applications should outline how projects align with the Government of Alberta's four priority areas - how your project will exhibit economic, social, environmental and/or innovation benefits.

Administration contacted the grant office for clarification as there are currently no business plans, limited assessment of the current condition, and currently there are no master plans which include the airport runway. The grant office is unsure of how much funding will be allocated to this program, but encouraged the Town to apply with the information that we do have on hand. Safety, regional cooperation and economic expansion are beneficial factors within the grant application, all of which the Town can include for this airport.



COSTS:

The airport main runway pavement rehabilitation has been estimated (including engineering) at approx. \$626,120.

Funding for the program is 75% grant funded, 25% municipal funded. If an application is considered, the Town would request the MD of Willow Creek's support for the application and half of the required 25% funds.

Full project cost = \$626,120
Grant funds requested = \$469,590
Town contribution = \$78,265
MD contribution = \$78,265

Administration will require direction as to the completion of the grant application and the request to the MD for support of the application and the contribution of funds.

PROPOSED RESOLUTION:

Moved by Councillor _____ to apply for to the Community Airport Program for pavement rehabilitation of the active runway at the Claresholm Industrial Airport.

Moved by Councillor _____ to request a letter of support and funding from the MD of Willow Creek. No. 26 for the pavement rehabilitation of the active runway at the Claresholm Industrial Airport in the amount of \$78,265.00

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Blair Cullock, CPA, CA - Director of Corporate Services

DATE: Nov 6, 2019



REQUEST FOR DECISION

Meeting: November 12, 2019
Agenda Item: 12

POLICY MANUAL REVIEW & UPDATES – 5.2 COMMUNITY/ECONOMIC DEVELOPMENT

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 5.2 – Public Operations – Community/Economic Development.

5.2.05 – Community Advertising Program (Previously CEDC 10-18)

This is a very recent policy, passed in October 2018. The only change, other than updated formatting, was to remove the background section of the policy. The background is important for informing Council regarding the creation and passing of the policy, however isn't relevant for the policy itself.

5.2.45 – Volunteer Appreciation Event (Previously CEDC 10-10 – Volunteer Appreciation Dinner)

This policy has been updated to state that there will be a Volunteer Appreciation Event annually rather than specifying a dinner. The event still could be a dinner, but this provides greater flexibility for FCSS or whomever may plan the event in the future.

The policy has also been updated to provide more direction on how the event will be sponsored by the Town of Claresholm.

5.2.50 – Miss Teen Claresholm Pageant (Previously CEDC 12-95(a))

There is no Miss Teen Claresholm Pageant currently, nor has there been for many years. Administration recommends this policy be rescinded.

RECOMMENDATION:

The Admin Services Committee recommends Council pass a resolution to adopt the following amended policies by resolution:

- 5.2.05 – Community Advertising Program Policy (Previously CEDC 10-18)
- 5.2.45 – Volunteer Appreciation Dinner (Previously CEDC 10-10)

The Admin Services Committee recommends Council repeal policy 5.2.50 – Miss Teen Claresholm Pageant Policy (Previously CEDC 12-95(a)) by resolution:

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policy 5.2.05 Community Advertising Program Policy, effective October 28, 2019:

- 5.2.05 – Community Advertising Program Policy (v.1.0)
- 5.2.45 – Volunteer Appreciation Dinner (v.1.0)

Moved by Councillor _____ to repeal policy 5.2.50 – Miss Teen Claresholm Pageant Policy
(Previously CEDC 12-95(a))


ATTACHMENTS:

- 1.) 5.2.05 – Community Advertising Program Policy (Version 1.0)
- 2.) 5.2.45 – Volunteer Appreciation Event (Version 1.0)
- 3.) 5.2.50 – Miss Teen Claresholm Pageant Policy (Old)

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

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

DATE: Nov 6, 2019

		Community Advertising Program Policy		Policy #5.2.05	
Department Owner:		Economic Development			
Policy Applies To:		Participant Businesses and Organizations			
Date Created:		October 2018	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		CEDC 10-18

Intent:

The Town of Claresholm Council, by recommendation of the Economic Development Committee, will provide a Community Advertising Program for local businesses in Claresholm. This program is designed to remove administrative barriers for local business, and ultimately increase the number and frequency of visitors into Claresholm, off of Highway 2.

Definitions:

“**Advertising-space**” refers to privately owned signage that is available for lease along Highway 2, either in or near Claresholm town limits.

“**Participants**” refers to local businesses that have entered into a Community Advertising Program sublease agreement with the Town of Claresholm.

“**Sublease Agreement**” refers to the advertising space agreement between the Town of Claresholm and the Participants of the Community Advertising Program.

“**Town**” is the Town of Claresholm.

Authority & Administration:

The Town of Claresholm Council grants authority to the Chief Administrative Officer to approve lease agreements that are found to be suitable for the Community Advertising Program, and function within the limitations of this policy.

The Economic Development Officer will administrate the Community Advertising Program, under the direction of the Chief Administrative Officer, the Economic Development Committee, and this policy.

Lease of Advertising Space:

The Economic Development Officer will provide thoughtful recommendations to the Chief Administrative Officer when suitable advertising-space lease opportunities are available. These recommendations will include:

- current market demand
- cost and term associated with the Towns lease-opportunity
- cost and term associated with Participant sublease agreements
- design concept and materials to be used
- design of Town-branded portion of the advertising-space
- Appearance and condition of the billboard or associated structures.

If a lease agreement, and terms of sublease agreement for advertising space is approved by the Chief Administrative Officer, the Economic Development Officer may complete the sale of the sublease agreement identified in Schedule A of this policy.

This policy grants the authority of entering into advertising-space lease agreements to the Chief Administrative Officer, or authorized delegate.

Sub-lease:

Sublease relating to the Community Advertising Program will be for a minimum 1-year term, and a maximum 2-year term.

Participants of the program will be included on a first come, first served basis. However, some exceptions may apply to assure that each advertising-space is presented in a manner that is consistent with the Town's marketing strategy and branding.

Eligibility:

Businesses that will be eligible to participate in the program must meet all of the following criteria:

- Located in the town of Claresholm, or within ten (10) kilometers of the Claresholm town limits;
- hold a current and valid Claresholm Business License;
- have a physical building, that is not a home residence, for customer point of sale.

Financing:

The Economic Development Department of the Town will commit the full upfront costs relating to the lease of advertising-space, design, manufacturing, installation, and removal, for the project. However, these costs will be recovered by means of the sublease agreements.

Participants of the program, will be required to make regular, uninterrupted monthly payments to the Town of Claresholm. These monthly payments will be specified in the sublease agreement and are based on a cost-recovery model for the Town.

Costs relating to the administration of the Community Advertising Project will be incurred by the Economic Development Department, and it is understood that this is a contribution from the Town into the program.

Advertising Space Appearance:

Any advertising-space that is leased by the Town of Claresholm must be in sound structural condition, and present an appearance that is consistent with the Town of Claresholm brand and marketing strategy.

Marketing Materials:

Advertising spaces will be designed in a manner that is consistent with the Town of Claresholm marketing strategy and brand, and to reflect cooperation and coordination between local business community and the Town.

The Town, and the Economic Development Committee retains creative control over the manufacturing and design of the advertising-spaces offered through the program.

Prior to any manufacturing of marketing material, the Economic Development Officer and the Participant must both agree and sign-off on the concept & design document.

- (a) The Lessee shall make monthly payments to the lessor in the amount of [AMOUNT] per month, and for a period of no less than [TERM]; monies payable on the 1st of each month without set off or deduction of any kind for the full term of this agreement;
 - (b) at the onset of this agreement the Lessee shall pay three (3) months deposit, in addition to the first monthly payment; this deposit to be reimbursed by the Lessor during the final three (3) months of the term, or upon the termination of this sublease agreement, whichever comes first; less any overdue accounts owing to the Lessor;
1.
 - (c) overdue accounts relating to this agreement that are not settled within sixty (60) days will be issued a thirty (30) day termination notice;
 2.
 - (d) overdue accounts relating to this agreement that are not settled within ninety (90) days will be terminated, and their marketing material removed from the advertising space;
 3.
 - (e) because the Lessor operates on a cost recovery model, Lessee's that are responsible for the early termination of this agreement will be required to reimburse the Lessor for expenses relating to marketing material purchases, production, installation, and removal.
- (3) The Lessor will provide full administrative support in regards to the design, manufacturing, installation, and removal of the marketing material on the advertising space.
 - (4) The Lessee acknowledges that they are aware of the condition, size, and location of the advertising-space, and understand that a portion of that space [DEMENSIONS] is being sublet to the Lessee.
 - (5) The Lessee covenants and agrees with the Lessor as follows:
 - (a) to provide the required marketing images and text to the Lessor in a timely fashion, and in a format that is deemed appropriate by the manufacturers requirements;
 - (c) the concept and design of the advertising-space is at the discretion of the Economic Development Officer, and must be consistent with the Town of Claresholm marketing strategy and Community Advertising Program Policy;
 - (d) to sign-off on the concept -design, in agreement of the design, materials, and installation method, prior to manufacturing taking place, and without unreasonable delay.

- (6) The Lessee covenants with the Lessor that once the concept-design document is signed, there is no change permitted to the design of the advertising space, without agreement by both parties, for the duration of this sublease agreement.
- (7) The Lessee shall not assign, transfer or otherwise dispose of this sublease, or further sublet or part with possession of the advertising-space either in whole or in part without the prior written consent of the Lessor.
- (8) In the event that the marketing material on the advertising space is damaged due to extreme weather, or unforeseeable circumstance, the cost of repair or replacement will be the obligation of the Lessee.
- (9) The Town is not responsible or liable for the condition of the advertising-space, or the quality of the marketing material used.
- (10) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may remove any marketing material from the advertising-space at the expense of the lessee.

The effective date of this lease shall be [START DATE]

IN WITNESS WHEREOF the parties have set their hands and seals this ____day of _____, 2018.

TOWN OF CLARESHOLM

MAYOR

CHIEFADMINISTRATIVE OFFICER

LESSEE

[PARTICIPANT]

WITNESS

Schedule 'B'

Advertising Space Photograph




Local demand for space:

Terms of lease:

Terms of sublease(s) to be sold:

Concept Design:

Town branded portion details:

		Volunteer Appreciation Event Policy		Policy #5.2.45	
Department Owner:		Community Development			
Policy Applies To:		Volunteer Appreciation Event			
Date Created:		October 2010	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		CEDC 10-10

Intent:

To establish a consistent policy for the Town of Claresholm to promote volunteerism by holding an annual Volunteer Appreciation Event.

Policy:

1. A Volunteer Appreciation Event is to be held once a year in conjunction with National Volunteer Week.
2. The Volunteer Appreciation Event is to be partially sponsored and promoted by the Town of Claresholm which may include:
 - a. Providing advertising for the event such as in the local paper or on social media
 - b. Basket or promotional items for auction, prize, or gift items
 - c. Cash, as per approved budget or separate motion of Council.

5.2.50

TOWN OF CLARESHOLM

POLICY

POLICY # CE0012-95(a)

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Miss Teen Claresholm Pageant

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED December 4, 1995

PURPOSE: To establish a policy relating to requested donations for the Miss Teen Claresholm Pageant.

POLICY: 1) A grant of \$100.00 will be provided on a yearly basis to the winner of the Miss Teen Claresholm Pageant to compensate the winner for attendance at Town functions and parades.

GUIDELINES:

1) On written request from the Pageant organizers, payment will be made to the winner of the Miss Teen Claresholm Pageant in the amount of \$100.00



REQUEST FOR DECISION

Meeting: November 12, 2019
Agenda Item: 13

POLICY MANUAL REVIEW & UPDATES – 5.4 UTILITY SERVICES

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 5.4 – Public Operations – Utility Services.

5.4.05 – Garbage Collection Policy (Previously UT 12-95)

This is a very old and basic policy that Administration believes should remain in place. The only modifications to the policy that has been made other than formatting is to remove the guidelines from the policy regarding disciplinary action for those caught violating the policy. The Town already has a policy for progressive discipline that would be employed in this type of situation and this policy does not need to state separate disciplinary action.

5.4.20 – 5.4.23

The following policies are all already addressed in the Water and Sewer Utility Bylaw – Bylaw #1659, and as a bylaw supersedes a policy it is the recommendation of Administration that they all be rescinded:

- 5.4.20 – Water Service Connection and Disconnection Policy (Previously UT 01-83)
- 5.4.21 – Sewer Line Maintenance Policy (Previously UT 08-89)
- 5.4.22 – Water and/or Sewer Service Installation Policy (Previously UT 11-95)
- 5.4.23 – Water Meter Policy (Previously UT 02-07)

RECOMMENDATION:

The Admin Services Committee recommends Council pass a resolution to adopt the amended policy, Policy 5.4.05 – Garbage Collection Policy, by resolution.

The Admin Services Committee recommends Council repeal the following policies by resolution:

- 5.4.20 – Water Service Connection and Disconnection Policy (Previously UT 01-83)
- 5.4.21 – Sewer Line Maintenance Policy (Previously UT 08-89)
- 5.4.22 – Water and/or Sewer Service Installation Policy (Previously UT 11-95)
- 5.4.23 – Water Meter Policy (Previously UT 02-07)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policy 5.4.05 – Garbage Collection Policy, effective October 28, 2019:

Moved by Councillor _____ to repeal the following policies:

- 5.4.20 – Water Service Connection and Disconnection Policy (Previously UT 01-83)
- 5.4.21 – Sewer Line Maintenance Policy (Previously UT 08-89)
- 5.4.22 – Water and/or Sewer Service Installation Policy (Previously UT 11-95)
- 5.4.23 – Water Meter Policy (Previously UT 02-07)


ATTACHMENTS:

- 1.) 5.4.05 – Garbage Collection Policy (v.1.0) - Updated
- 2.) 5.4.20 – Water Service Connection and Disconnection Policy (Old)
- 3.) 5.4.21 – Sewer Line Maintenance Policy (Old)
- 4.) 5.4.22 – Water and/or Sewer Service Installation Policy (Old)
- 5.) 5.4.23 – Water Meter Policy (Old)

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

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

DATE: Nov 6, 2019

		Garbage Collection Policy		Policy #5.4.05	
Department Owner:		Utility Services			
Policy Applies To:		Sanitation Employees			
Date Created:		December 1995	Date Approved by Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		UT 12-95

Intent:

To establish a policy providing direction to garbage collection employees pertaining to scavenging.

Policy:

The scavenging of garbage is strictly prohibited by Town employees during loading, transportation and unloading of garbage.

5.4.20

TOWN OF CLARESHOLM

POLICY

POLICY # UT 01-83

EFFECTIVE DATE January 1, 1983

SUBJECT Water Service Connection & Disconnection

DEPARTMENT Water Department

AUTHORITY Municipal Government Act

DATE PASSED May 8, 2006

POLICY:

To establish a consistent policy for the connection of water service lines and the billing for such services.

To establish a consistent policy for the connection of water services to residential, commercial and industrial buildings and the billing for such services.

GUIDELINES:

1. An application for water services shall be made by the owner of any property prior to the water service being turned on. This application shall be made at the Town Administration Office.
2. Utility billings for water services shall commence on the date that the water service is connected by the Town whether water is consumed or not.
3. Connection or disconnection of water services shall be done by the Town of Claresholm forces and no water shall be turned on by the owner of the property or any subcontractor of the owner.
4. A fee shall be established for the connection or disconnection of a water service as follows:
 - a) No fee for initial water turn on for new residential, commercial or industrial building.
 - b) A fee of \$15 shall be charged for each connection or disconnection requested by the owner.
 - c) When water services are disconnected for non payment of the water account, a fee of \$30 shall be added to the amount outstanding. (\$15 for disconnection and \$15 for reconnection).

5.4.21

TOWN OF CLARESHOLM

POLICY

POLICY # UT 08-89

EFFECTIVE DATE Aug 28, 1989

SUBJECT SEWER LINE MAINTENANCE

DEPARTMENT SEWER

AUTHORITY Mun. Govt Act

DATE PASSED Aug 28, 1989

POLICY:

To set out responsibility for sewer line maintenance on private sewer service lines to residential, commercial and industrial users.

GUIDELINES:

1. The owner of the land serviced by a sewer service connection shall be responsible for maintenance of the service line from the building to the main sewer line.
2. If a blockage occurs in the line, the property owner should first obtain the services of a plumber to clean the line.
3. If the blockage is determined by the plumber, in consultation with the Town, to be the result of a collapsed sewer line and the collapsed line is determined to be between the mainline and the property line, then the Town of Claresholm will reimburse the owner for the plumber's costs and will repair the service line at no charge.
4. If the collapsed line is determined to be within the boundaries of the property, then the owner shall be responsible for all costs of repair.

5.4.22

TOWN OF CLARESHOLM
POLICY

POLICY # UT-11-95

REPLACING POLICY # _____

EFFECTIVE DATE NOVEMBER 20/95

SUBJECT WATER AND/OR SEWER SERVICE INSTALLATIONS

DEPARTMENT UTILITIES

AUTHORITY RESOLUTION OF COUNCIL DATE PASSED NOV 20/95

PURPOSE: To establish a policy relating to water and or sewer installations outside of the Town of Claresholm limits.

- POLICY:
- 1) No water and or sewer service installations shall be provided to residents or industries located outside the limits of the Town of Claresholm unless agreement has been made for the annexation of the property in question to the Town.
 - 2) This policy does not pertain to the Claresholm Industrial Airport or those properties adjacent to the main service line from Willow Creek to Town.

- GUIDELINES:
- 1) Any individual or company who is located outside the Town limits and makes application for water and or sewer services shall be notified in writing that the service cannot be supplied.

5.4.23

TOWN OF CLARESHOLM

POLICY

POLICY #UT 02-07

REPLACING POLICY #

EFFECTIVE DATE February 12, 2007

SUBJECT Water Meter Policy

DEPARTMENT Utilities

AUTHORITY Council Resolution

DATE PASSED February 12, 2007

PURPOSE: To establish a policy relating to water meter installation and guidelines for the Town of Claresholm. To be used in conjunction with the revised Water Services Bylaw.

POLICY: 1) All new water service connections require a water meter be installed.

2) SHUT OFF VALVES

All water service connections shall be provided with a water shut off valve placed inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for the protection of the building, pipes, or fixtures, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.

3) SUPPLY OF METERS

The Town of Claresholm will supply meters up to 3/4". All sizes above 3/4" are to be paid for by the owner. The Town of Claresholm will supply radio transmitters. All water meters and radio transmitters supplied by the Town shall at all times be the property of the Town. The Town may from time to time, or at any time, authorize an individual, firm or corporation to install, maintain, repair and replace water meters.

All commercial businesses shall pay the cost of meters and transmitters, as well as flanges and other hardware for installation purposes. The commercial business shall also pay for the cost of installing the meter (an accredited plumber is recommended).

4) ACCESS TO PREMISES

For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the CAO given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.

5) PROTECTION AND MAINTENANCE OF METERS AND SERVICE PIPES

An owner is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may effect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied by the Town that may be damaged from the foregoing cause or any other causes within the owner's control. The maintenance of the pipe from the curb-stop to the water meter remains the responsibility of the owner.

6) INSTALLATION OF WATER METERS

The owner shall make provision and install the water meter. If an inspection indicates the installation has not been carried out properly, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owner's sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

7) RELOCATION OF THE WATER METER PIPING

Water lines that are covered over shall be exposed for meter installation and maintenance by the owner of the property and at the property owner's cost. No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or his authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.

8) BUILDING ALTERATION AND RELOCATIONS

If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection. All costs associated with relocating the water meter, including Town costs, shall be paid for by the owner.

9) LOCATION AND INSTALLATION OF RADIO TRANSMITTERS

The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. This service will be billed to the owner as a "Water Service Connection Fee" and will cost \$55 plus GST. Town employees will also turn on the water at this time.

10) RELOCATION OF WATER METER RADIO TRANSMITTERS

If the Town is dissatisfied with the location of any remote readout due to alterations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

11) NOTIFICATION OF MALFUNCTION

A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

12) REMOVED OR STOLEN METER

If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

13) WATER UTILITY INITIAL TURN ON

The water control valve or curbstop is to be activated only by employees or individuals authorized by the Town of Claresholm.

The owner or his authorized agent must make a written request for services at the Town office when they require the water to be turned on. Conditions herein must be complied with before the water service can be turned on.

14) OWNER ALTERATIONS TO THE WATER SYSTEM

No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).

Any property found with a device which pressurizes water will be removed by a Town of Claresholm employee at the owner's expense.

15) DEMOLITION OF BUILDING

In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout unit before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

GUIDELINES:

- 1) Administration personnel will advise any persons constructing a property which requires water meters and remote readouts of this policy to ensure that owners or their authorized agent understand what is required by the Town.



REQUEST FOR DECISION

Meeting: November 12, 2019
Agenda Item: 14

POLICY MANUAL REVIEW & UPDATES – 5.8 COMMON EQUIPMENT/TOWN FACILITIES

DESCRIPTION / BACKGROUND:

This is a continuation of the full Town Policies review looking at Section 5.8 – Public Operations – Common Equipment/Town Facilities.

5.8.01 – Equipment Rental Policy (Previously GA 03-18(a))

This is a very recent policy, passed in March of 2018, so there isn't much for changes. The only proposed changes is to remove some repetition, where both the Parameters and the Note both essentially state that the fees should be reviewed and can change by motion of council. As that is how any policy is updated, it doesn't need to be stated. "Parameters" was also changed to "Guidelines" to be more consistent with wording in other policies.

There is very little rental of equipment that occurs and no fee adjustments are being recommended for 2020.

5.8.05 – Employee Use of Municipal Property Policy (Previously GA 09-10(a)) - Personal Use of Municipal Facilities, Properties & Equipment Policy

This policy was put into the wrong section of the policy manual when the policy manual was ordered and policies renumbered. As it relates only to municipal employees rather than the public it should be included in under Employment policies rather than Public policies. So instead of Policy 5.8.05 we are recommending renumbering the policy to 1.1.40. Also the previous name or title of the policy was very lengthy and it is recommended it be shorted to "Employee Use of Municipal Property" instead of "Personal Use of Municipal Facilities, Properties, and Equipment."

Other than these changes, the body of the policy it is recommend remain as previously stated.

5.8.10 – Use of Council Chambers Policy (Previously GA 05-00)

This is a relatively old policy, but Administration isn't recommending much change to the policy at this time, other than some clarity in intent/wording (i.e. Administration can also use Council Chambers even if it isn't for a Board or Committee, for things like staff meetings).

The main reason for this policy being so restrictive is due to privacy and security concerns. Due to the current setup of the Administrative building there is little ability to provide access to Council Chambers without also inadvertently providing access to the rest of the Administration offices and space, where access to equipment and records could be obtained. Therefore a member of Administration or Council must be present to be responsible for those in the office. It is Administrations understanding that Council would want Council Chambers to be available for everyone or anyone to use and so the expectation would be that this policy will be updated after the new Multi-use Building is complete which will allow Administration to secure their offices and space separate from Council Chambers. It would then be recommended that any non-profit group could book use of the Council Chambers for free, and businesses at a rental rate.

5.8.20 – Town Tables and Chairs Policy (Previously GA 01-13)

No changes are being proposed for this policy with the exception of formatting and some slight simplification to the wording of the “Intent” of the policy.

RECOMMENDATION:

The Admin Services Committee recommends Council pass a resolution to adopt the following amended policies by resolution and renumber policy 5.8.05 to 1.1.40.

- 5.8.01 – Equipment Rental Policy (Previously GA 03-18(a))
- 5.8.05 – Use of Facilities, Properties & Equipment Policy (Previously GA 09-10(a))
- 5.8.10 – Use of Council Chambers Policy (Previously GA 05-00)
- 5.8.20 – Town Tables and Chairs Policy (Previously GA 01-13)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the following policies, effective October 28, 2019:

- 5.8.01 – Equipment Rental Policy (Previously GA 03-18(a))
- 5.8.05 – Use of Facilities, Properties & Equipment Policy (Previously GA 09-10(a))
- 5.8.10 – Use of Council Chambers Policy (Previously GA 05-00)
- 5.8.20 – Town Tables and Chairs Policy (Previously GA 01-13)

Moved by Councillor _____ to renumber policy, 5.8.05 to 1.1.40.


ATTACHMENTS:

- 1.) 5.8.01 – Equipment Rental Policy (updated)
- 2.) 1.1.40 – Employee Use of Municipal Property Policy (updated)
- 3.) 5.8.10 – Use of Council Chambers Policy (updated)
- 4.) 5.8.20 – Town Tables and Chairs Policy (updated)

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

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

DATE: Nov 6, 2019

		Equipment Rental Policy		Policy #5.8.01	
Department Owner:		Public Works			
Policy Applies To:		Local Residents or Businesses			
Date Created:		March 2018	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		GA 03-18(a)

Intent:

To establish a policy for the rental and fees for Town owned equipment.

Policy:

To help serve the residents and businesses of Claresholm the Town will allow the rental of their equipment to the residents and businesses in or around the Town of Claresholm. To ensure proper care and use of the equipment, most equipment (where fees are stated with operator) will only be rented with an operator, only allowing Town personnel to operate the equipment.

Rental fees shall be charged based on the attached Schedule "A".

The attached schedule will also be used to set the rates charged to third parties for Town equipment use required to remedy the destruction of Town Infrastructure (eg. fix a water main break caused by a third party)

Guidelines:

1. Schedule "A" is to be reviewed annually

SCHEDULE "A"
EQUIPMENT RENTAL PRICE LIST

EQUIPMENT	Hourly Rate (if applicable)	Daily Rate (if applicable)
Air Compressor 185CFM	\$35.00/hr*	\$160.00/day*
Jackhammer 60lb. (includes bits)		\$85.00/day
Sewer Camera **	\$120.00/hr	
Diesel plate tamper		\$140.00/day*
36" Double drum packer		\$190.00/day*
60" Smooth drum s/p packer		\$330.00/day*
Tree Chipper/Shredder		\$330.00/day*
Street Sweeper **	\$170.00/hr	
Sewer Flush truck **	\$170.00/hr	
Street Sander **	\$95.00/hr	
Wheel Loader **	\$80.00/hr	
Back-hoe **	\$80.00/hr	
Road Grader **	\$125.00/hr	
15' Mower/Tractor **	\$105.00/hr	
1445 Mower **	\$45.00/hr	
Skid steer loader **	\$45.00/hr	
Tandem Dump truck **	\$55.00/hr	
Trench Box		\$130.00/day*
Barricades		\$8.80/day*
Barricade lights		\$8.80/day*

GST is extra on all pricing.

A Rental Agreement Form must be filled out for all rental items, and fuel charges may be added if unit is not returned with full tank.

**Rate does not include operator cost. Equipment may not be rented without a Town supplied operator. Operator Rates are \$50.00/hour for regular time. Scheduled overtime at \$75/hr and Emergency Call outs will be \$100/hr with a two hour minimum charge.

		Employee Use of Municipal Property		Policy #1.1.40	
Department Owner:		Administration			
Policy Applies To:		Town Employees			
Date Created:		September 2010	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		GA 09-10(a)

Intent:

To establish a consistent policy regarding the use of Town facilities, Town properties and equipment by Town employees outside of normal working duties.

Policy:

No employee shall enter any Town facility or property or utilize Town equipment for personal use or non-Town work related reasons without prior written personal from management.

		Use of Council Chambers Policy		Policy #5.8.10	
Department Owner:		Administration			
Policy Applies To:		Boards, Committee, and Organizations			
Date Created:		May 2000	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		GA 05-00

Intent:

To establish a policy for the use of the Council Chambers by groups and organizations.

Policy:

1. Use of Council Chambers shall be limited to use by Council, Council Committees, Town Administration, and Boards or Organizations where Council or Administration has representation and/or is present.

2. Groups who do not have a Council or Town Administration representative shall be requested to find other accommodations for their meetings.

Guidelines:

No group or community organization shall have use of the Council Chambers unless a member of Council or Administration is present.

		Town Tables & Chairs Policy		Policy #5.8.20	
Department Owner:		Public Works			
Policy Applies To:		Non-Profit Organizations			
Date Created:		January 2013	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:		October 21, 2019	Policy(ies) Replaced/Rescinded:		GA 01-13

Intent:

To establish a policy regarding the loaning of tables and chairs owned by the Town of Claresholm.

Policy:

The Town of Claresholm will loan tables and chairs to non-profit groups only.

Guidelines:

1. Tables and chairs will be loaned at no cost to non-profit groups only.
2. The Town of Claresholm shall not incur any costs nor expend any labour to provide the tables and chairs.
3. The group borrowing the tables and chairs shall be responsible for any damage incurred to the items.
4. The Town of Claresholm's needs shall take priority over loaning out of tables and chairs.
5. Any group wishing to use the tables and chairs shall submit their request to the Town of Claresholm for approval stating the event, group name and contact person(s), required number of tables and chairs, and the required dates and times.



Town of Claresholm
Income Statement by Object
September 30, 2019

Revenue	SEPTEMBER	2019 YTD	2019 BUDGET
Net municipal taxes	275,697.66	(3,505,958.59)	(3,213,352.32) ¹
Special assessments	-	(13,010.07)	(12,934.00)
User fees and sales of goods	(119,344.87)	(1,681,528.30)	(2,601,840.00)
Government transfers for operating	(124,004.50)	(127,504.50)	(247,188.35)
Investment income	(8,986.42)	(76,219.08)	(70,000.00)
Penalties and costs of taxes	(2,275.54)	(73,953.19)	(126,000.00)
Licenses and permits	(3,411.70)	(80,143.02)	(99,300.00)
Other local government transfers	(360.00)	(64,766.00)	(69,000.00)
Proceeds from disposal of capital assets	-	(25,845.00)	(40,000.00)
Franchise and concession contracts	(16,337.86)	(157,992.29)	(206,609.00)
Rental	(10,811.94)	(62,776.50)	(113,250.00)
Other	(5,397.27)	(46,633.88)	(35,650.00)
Government transfers for capital	-	(208,482.00)	(3,380,331.00)
FCSS	(200.00)	(215,285.16)	(292,000.68)
	<u>(15,432.44)</u>	<u>(6,340,097.58)</u>	<u>(10,507,455.35)</u>
Expenses			
Salaries, wages and benefits	226,054.18	2,190,588.87	3,065,388.00
Contracted and general services	80,116.21	1,054,241.20	1,401,576.70
Materials, goods, supplies, and utilities	36,473.39	811,307.97	1,294,626.00
Bank charges and short-term interest	5.91	102.51	-
Interest on long-term debt	21,430.51	109,024.14	194,030.00
Other expenditures	1,902.37	21,377.58	31,440.00
Transfers to organizations and others	7,357.50	333,450.89	401,917.00
Purchases from other governments	-	-	-
Amortization	-	-	1,861,047.00
	<u>373,340.07</u>	<u>4,520,093.16</u>	<u>8,250,024.70</u>
Net Income	<u>365,418.02</u>	<u>(1,819,898.96)</u>	<u>(2,257,430.65)</u>
Other			
Transfers to/from reserves	-	-	(318,778.35)
Capital expenditures	148,885.94	1,423,910.99	6,900,331.00
Debt Proceeds	-	-	(2,800,000.00)
Debt Principal Repayment	64,871.42	199,602.87	336,925.00
Amortization addback	-	-	(1,861,047.00)
	<u>579,175.38</u>	<u>(196,385.10)</u>	<u>-</u>

Notes

¹ Tax revenues are over budget due to additional education requisition payments to be made.



**Town of Claresholm
Income Statement by Function
September 30, 2019**

Revenue	SEPTEMBER	2019 YTD	2019 BUDGET
Tax and requisition revenue	250,300.84	(3,802,921.16)	(3,554,761.32) ¹
General administration revenue	(124,678.36)	(188,215.18)	(276,800.00)
Police	(1,021.08)	(17,933.66)	(33,000.00)
Fire	(900.00)	(11,300.00)	(77,069.00)
Bylaw enforcement	(1,046.92)	(18,979.13)	(50,400.00)
Roads, streets, walks, lighting	-	(28,420.00)	(40,000.00)
Airport	(2,000.00)	(2,000.00)	(5,000.00)
Storm sewers and drainage	-	(9,112.91)	(2,745,823.00)
Water supply and distribution	(56,777.31)	(1,060,416.31)	(1,560,500.00)
Wastewater treatment and disposal	(16,021.71)	(236,478.48)	(390,162.00)
Garbage Collection	(17,772.69)	(286,052.86)	(413,500.00)
Recycling	(3,846.45)	(109,895.30)	(163,500.00)
FCSS	(200.00)	(215,285.16)	(292,000.68)
Cemetery	(1,575.00)	(13,300.00)	(17,500.00)
Physician recruitment	-	-	-
Economic development	(5,000.00)	(20,963.33)	(46,328.35)
Land use planning, zoning and development	(3,141.70)	(47,858.02)	(66,600.00)
Parks and recreation	(25,805.99)	(262,293.29)	(753,220.00)
Culture - libraries and museum	(5,946.07)	(8,672.79)	(21,291.00)
	<u>(15,432.44)</u>	<u>(6,340,097.58)</u>	<u>(10,507,455.35)</u>
Expenses			
Legislative	5,214.00	67,928.12	113,500.00
Administration	72,149.95	950,765.75	1,321,232.00
Fire	9,470.50	141,929.83	275,145.00
Bylaw enforcement	6,611.81	98,654.87	112,475.00
Common and equipment pool	31,951.58	352,389.11	581,187.00
Roads, streets, walks and lighting	39,177.87	351,276.49	808,845.00
Airport	614.64	9,519.18	16,077.00
Storm sewers and drainage	596.08	3,529.81	280,265.00
Water supply and distribution	30,309.26	562,911.53	1,317,699.00
Wastewater treatment and disposal	26,327.80	106,583.63	534,436.00
Garbage Collection	25,761.28	257,050.94	391,734.00
Recycling	10,214.21	108,670.13	173,437.00
FCSS	14,984.05	201,219.77	314,109.00
Daycare	3,183.50	28,651.50	38,202.00
Cemetery	1,545.16	20,202.70	20,661.00
Physician recruitment	-	1,050.00	3,000.00
Economic development	13,556.36	233,273.38	276,863.70
Agriculture - weed and pest control	1,872.01	7,584.94	50,146.00
Land use planning, zoning and development	17,193.49	148,825.98	208,042.00
Parks and recreation	51,721.80	565,235.28	1,033,039.00
Culture - libraries and museum	10,884.72	302,840.22	379,930.00
	<u>373,340.07</u>	<u>4,520,093.16</u>	<u>8,250,024.70</u>
Net Income	<u>365,418.02</u>	<u>(1,819,898.96)</u>	<u>(2,257,430.65)</u>

Notes:

¹ Tax revenues are over budget due to additional education requisition payments to be made that net against revenue

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 9, 2019				
9	CORRES: Cheryl Friesen RE: Limit on Number of Dogs per Residence - Moved by Councillor Zimmer to direct Administration to amend Bylaw #1628 to limit the number of dogs per household to three, with the ability for exceptions for kenneling or fostering, and grandfathering of present households with more than three dogs. CARRIED MOTION #19-126	Ryan	In process of researching and drafting bylaw amendment	In Progress
Regular Scheduled Meeting - September 23, 2019				
5	BYLAW #1678 - Cemetery Bylaw Amendment - Referred to Administration for more information.	Mike/Blair	In process of investigating options with Nelson Granite and Willow Creek Funeral Home	In Progress
23	RFD: Banking Services Requests for Proposals - Moved by Councillor Schlossberger to accept BMO's proposal for the Banking Services and direct Administration to work with them on finalizing the details of the contract. CARRIED MOTION #19-140	Blair	Contracts Signed and Accounts Opened. Will be transitioning over the next couple months	Complete
35a	IN CAMERA: LAND - Moved by Councillor Cutler to accept the offer of \$126,000 from Structural Precast in principal for Lots 2, 3 & 4, Block 10, Plan 7910032 with negotiations regarding conditions to be discussed as part of the purchase agreement. CARRIED MOTION #19-147	Tara	Notified the purchaser. Offer to purchase being drafted.	In progress
Regular Scheduled Meeting - October 15, 2019				
16	CORRES: MD of Willow Creek - Moved by Councillor Schlossberger to donate a gift basket of no more than \$100 to the MD of Willow Creek's 28th Annual Legacy of Our Land Banquet to be held on November 29, 2019. CARRIED MOTION #19-150 Councillor Schulze will attend on behalf of the Town of Claresholm.	Tilly/Karine	MD notified, basket being prepared for pick-up	In Progress
20	CORRES: Southern Alberta Recreation Association - Moved by Councillor Cutler to sign the Letter of Agreement with the Southern Alberta Recreation Association (SARA) accepting that the Town of Claresholm will host the 2021 Southern Alberta Summer Games once #5 in the agreement is changed to state the Town of Claresholm instead of the Town of Raymond. CARRIED MOTION #19-154	Karine	Corrected agreement received and signed	Complete
23	CORRES: Royal Canadian Legion Branch #41 RE: Veteran's Banquet November 3, 2019 - Mayor MacPherson or Deputy Mayor Carlson or Councillor Zimmer will attend on behalf of the Town of Claresholm.	Karine	Mayor MacPherson confirmed his attendance	Complete

28	RFD: Policy #5.8.15 - Liquor & Town Facilities - Moved by Councillor Schulze to adopt the updated Town Policy #5.8.15 – “Liquor and Town Facilities Policy”, effective October 15, 2019. CARRIED MOTION #19-159	Blair	Policy will be printed and added to Policy Binders after next council meeting	In Progress
29	RFD: Policy #5.4.10 - Recyclable Materials - Moved by Councillor Moore to adopt the updated Town Policy #5.4.10 – “Recyclable Materials Policy”, effective October 15, 2019. CARRIED MOTION #19-160	Blair	Policy will be printed and added to Policy Binders after next council meeting	In Progress
Regular Scheduled Meeting - October 28, 2019				
4	CORRES: Alberta Farm Safety Centre - Moved by Councillor Schlossberger to support the Farm Safety Centre’s Safety Smarts program with a donation of \$300. CARRIED MOTION #19-162	Karine	Donation sent	Complete
5	CORRES: Claresholm Chamber of Commerce - Moved by Councillor Zimmer to allow the Claresholm & District Chamber of Commerce to use the downtown parking lot for the Old Fashioned Christmas event on November 29, 2019 and to allow a bonfire in the downtown parking lot (weather permitting). CARRIED MOTION #19-163	Mike	Draft completed	In Progress
6	CORRES: Community Centre - Moved by Councillor Schulze to refer the replacement of the entry doors at the Claresholm Community Centre to 2020 budget discussions. CARRIED MOTION #19-164	Blair	Added to draft 2020 Budget	Complete
7	CORRES: Claresholm Golf Club - Moved by Councillor Zimmer to refer the management fee at the Claresholm Golf Club to the 2020 budget discussions. CARRIED MOTION #19-165	Blair	Added to draft 2020 Budget	Complete
7	CORRES: Claresholm Golf Club - Moved by Councillor Cutler to direct administration to formulate a new lease agreement with the Claresholm Golf Club and to bring an updated draft agreement back to Council for approval. CARRIED MOTION #19-166	Mike/Tara	Agreement updates being drafted	In progress
8	CORRES: Claresholm Skatepark Association - Moved by Councillor Schlossberger to refer the request from the Claresholm Skatepark Association to the next regular meeting when the group has completed the Donation Request Form. CARRIED MOTION #19-167	Karine	Skatepark Association to complete form once date for Trade Fair has been chosen	In progress
9	RFD: Claresholm Food Bank CFEP Grant - Moved by Councillor Moore to provide a letter of support for the Claresholm Food Bank’s CFEP Grant Application for the construction of a new facility. CARRIED MOTION #19-168	Tara	Letter sent	Complete
9	RFD: Claresholm Food Bank CFEP Grant - Moved by Councillor Carlson to enter into a six (6) month lease agreement with the Claresholm Food Bank and a letter of understanding for the lease (terms to be determined upon lease renewal) to extend to the location at 5318 – 2 Street West. CARRIED MOTION #19-169	Tara	Lease agreement and letter of understanding drafted	In progress
10	RFDirection: Mobile Home Park - Moved by Councillor Schlossberger to execute a letter of understanding for snow removal from the mobile home park onto the adjacent municipal property. CARRIED MOTION #19-170	Mike	Agreement drafted, sent to property owner	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Karine Keys, CLGM, Finance Assistant

DATE: November 7, 2019

INFORMATION ITEMS

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
September 12, 2019 at 2:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, MDWC Alternate John Van Driestan and
CAO Cheryl Friesen

Absent: Brad Schlossberger and Granum Representative

1. Chair Gord Wolstenholme called the meeting to order at 2:01 P.M.

2. Approval of Agenda

CAO Friesen asked that Meeting Dates be added to the agenda under New Business #6 (f).

19.82 **Moved by Don Norby** to approve the agenda as amended.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting June 26, 2019

19.83 **Moved by John Van Driestan** to approve the minutes of the June 26, 2019 regular
meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$4 316.86.

19.84 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of
\$4 316.86.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
September 12, 2019 at 2:00 P.M.

5. Financial Information cont.

b) Check Detail June 29 to September 5, 2019

CAO Friesen presented the members with the check detail from June 29 to September 5, 2019.

19.85 **Moved by John Van Driestan** to accept the check detail of June 29 to September 5, 2019 as presented.

CARRIED

c) Bank Reconciliations June, July and August 2019 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for June, July and August 2019 for the ATB Financial checking account & 90 day notice account.

19.86 **Moved by Don Norby** to accept the June, July and August 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account as presented.

CARRIED

d) Bank Statement ending August 31, 2019

CAO Friesen presented the ATB Financial bank statement ending August 31, 2019.

19.87 **Moved by John Van Driestan** to accept the ATB Financial bank statement ending August 31, 2019 as presented.

CARRIED

e) Budget vs Actual Report ending August 31, 2019

CAO Friesen presented the budget vs. actual report ending August 31, 2019.

19.88 **Moved by Don Norby** to accept the budget vs. actual report ending August 31, 2019 as presented.

CARRIED

f) Balance Sheet ending August 31, 2019

CAO Friesen presented the balance sheet ending August 31, 2019.

19.89 **Moved by John Van Driestan** to accept the balance sheet ending August 31, 2019 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
September 12, 2019 at 2:00 P.M.

6. New Business

a) Avail CPA – Audit Shield

CAO Friesen presented the audit shield proposal from Avail CPA. There is an upfront cost of \$485.00 plus applicable taxes for audit service coverage up to \$10 000.00.

19.90 **Moved by Don Norby** to decline the audit shield coverage from Avail CPA.

CARRIED

b) Bond & Crime Renewal Application

CAO Friesen presented the renewal application for bond & crime insurance for consideration.

19.91 **Moved by John Van Driestan** that CAO Friesen submit the renewal application for bond and crime insurance with the same limits as the previous year.

CARRIED

c) Waste Volumes ending August 31, 2019 vs. August 31, 2018 – For Information

CAO Friesen presented with waste volume reports ending August 31, 2018 and 2019 for information.

19.92 **Moved by Don Norby** to accept the waste volume reports ending August 2018 and 2019 as presented.

CARRIED

d) Loader Tire Replacement Quotes

CAO Friesen presented a quote from Integra Tire for replacement of the wheel loader tires in the amount of \$15 184.05, which is an estimate only with the potential for further costs. Larson's Tire Fort Macleod also provided a verbal quote of \$14 105.13, which is a firm quote, no added costs. There was discussion regarding the purchase of a cheaper tire, but it was decided to purchase Michelin tires again.

19.93 **Moved by John Van Driestan** to accept the verbal quote of \$14 105.13 from Larson's Tire in Fort Macleod to replace and install all four loader tires.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
September 12, 2019 at 2:00 P.M.

6. New Business cont.

e) 2019 Christmas Hours

CAO Friesen proposed that the 2019 Christmas season hours for the Willow Creek Regional Landfill be as follows:

December 24th and 31st – 9:00 a.m. to 2:00 p.m.

December 25th, 26th and January 1st closed

19.94 **Moved by Don Norby** to accept the 2019 Christmas hours as proposed and discussed.
CARRIED

f) Meeting Dates

CAO Friesen requested that the members consider changing the meeting date and time to the fourth Wednesday of the month at 10:00 a.m. As two of the regular members were not in attendance, Friesen stated she will contact them to ensure this potential change would be suitable for their schedules. Both Gord and Don were in favor of the potential change.

7. Old Business

8. Correspondence

a) Canada Revenue Agency

b) Liberty Tire Recycling

CAO Friesen presented correspondence from Canada Revenue Agency and Liberty Tire Recycling for information.

9. General Landfill Information

CAO Friesen gave a brief verbal landfill report.

10. In Camera

19.95 **Moved by John Van Driestan** to go In Camera at 2:52 P.M.

CARRIED

19.96 **Moved by Don Norby** to come out of In Camera session at 3:02 P.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
September 12, 2019 at 2:00 P.M.

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 3:02 P.M.

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Approved

Claresholm Skate Park Association
Oct 15 minutes

Present: Lisa, John, Karolyn, Brendon, Alex, Merry, Doug, Denise

1. Call to order: 7:05pm
2. Review / acceptance of minutes - no one opposed - accepted!
3. Treasurer report - no change: \$7935.13 + \$150 float
4. Old business:
 - a. Newline
 - i. Lisa will meet him Oct 16 (at 11am)with Everett to go over fundraising he has seen in other communities, & let him know where we are and what comes next.
 - b. BMO approached us about giving a donation from Fair Days. John will bring in a thank you (hopefully they will give us a cheque!)
5. New Business:
 - a. Skate Park Location - Lisa spoke with Brad last week to find out what the plan is for the Old Elementary school (this would eliminate friction with minor ball). There will be new leadership for Minor Ball this spring, so new leadership may be more supportive of Moffatt for us. Brad will try to get us as a priority on the Town agenda. Ad Hoc committee has not happened yet. The town needs to let us know.
 - i. Lisa should be invited to any Ad Hoc committee meeting that happens.
 - ii. Lisa will create a video of our space / promote our skate park
6. Goals:
 - a. Fundraising
 - i. November - Game Night / Trivia Night
 - Lisa put together a list of businesses that she has contacted with a letter and the sheet for donations of silent auction items. Others took some copies as well. Nov 1 donations need to be in. Wed **Nov 6 we will meet (regular meeting 7pm)** and take pictures for website auction.
 - Cheesy 70's game show theme
 - Teams will sign up & pay at Tropical Touch before Nov 21th
 - Auction online will begin once we have pics uploaded, and will run until 3pm Nov 30. It will continue live at our event.
 - Amanda Zimmer will put together a poster for us this will go out asap. Karolyn will add auction info as soon as we are ready to go live.
 - Gaven agreed to be our MC (he should be mic'ed)
 - Lisa contacted a company about questions - we decided Merry will do the questions.

- John will email Merry a bunch of Skateboard lingo/facts by Oct 22
 - Merry and John will meet before the 6th to solidify questions/ outline of the night
 - Lisa gave Merry some info re: how to price items
 - Next meeting we will decide setup time etc
 - ii. Early Feb - Trade Fair
 - Toni will get letter in ASAP so we get a table for free
 - Discuss more next meeting
 - iii. February - Winterfest
 -
 - iv. February - Alpha Bull Riding
 - v. June 21- Fiesta
 - vi. July 1 / Fair Days - Beer Gardens
- b. Grants
- i. Raffles
 - ii. Big Grants
7. Date of next meeting - **November 6 at 7pm at The Station**
8. Adjournment 8:01 pm

accepted
OCT 17

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, September 19, 2019

- ATTENDEES:** Howard Paulson – Lay Representative
Brydon Saunders- Lay Representative
Lise Schultz – Town of Claresholm
Ian Sundquist – MD of Willow Creek
Cindee Schlossberger – Lay Representative
Jason Schneider – Vulcan County
Shirley Isaacson – Office Staff
Sandra Hillis – Office Staff
Brian Comstock – Lay Representative

REGRETS: Gabrielle Kirk – Calgary Primary Rural Care Network

Howard Paulson-Chair called the meeting to order at 10:50 a.m.

1.0 APPROVAL OF AGENDA

The chair asked that the Incamera session be moved to 3.0 - after the approval of the minutes.
Moved by Cindee Schlossberger to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Correction to minutes – Ian Sundquist from MD of Willow Creek not Pincher Creek.
Moved by Sandy Hillis that the minutes of the June 21, 2019 meeting be accepted as corrected. Carried.

3.0 INCAMERA

Brydon Saunders moved that we go incamera. Carried.
Lise Schultz moved that we come out of incamera. Carried.
Brydon Saunders moved that we appoint Sandy Hillis as C.A.O. of Claresholm Transportation Society. Motion carried
Jason Schnieder moved that we send Lyal O'Neil a letter of Employment Termination with Claresholm Transportation Society, as discussed incamera. Motion carried.

4.0 BUSINESS ARISING

- 4.1 Gabrielle Kirk has been working on a CIP Grant for \$60,000; and one from Chinook Credit Union. Letters of support have been received.
- 4.2 Update on Court Case – nothing more has been heard.

5.0 CORRESPONDENCE:

- 5.1 – Letter from AGLC – Next casino is July/Aug/Sept 2022.

6.0 REPORTS:

6.1 Financial – Sabey & Co have completed the March 31, 2019 year end. This was reviewed. The cost of this audit was \$3652.95. It was hoped they would give us a discount.

Sandy is charging wait time for appointments – our drivers have to be paid while they wait. She is working on getting our receivables coming in quicker.

6.2 Chairman's Report – Howard met with the Town of Claresholm, MD of Willow Creek. The MD has given us a \$10,000.00 two year loan and the Town of Claresholm has given us \$5000.00 towards paying this loan off.

Lise Schultz moved that we sign the loan agreement for \$10,000.00 and accept the loan and also the \$5000.00 payment from the Town of Claresholm.
Motion Carried.

Howard, Brydon and Sandy attended a meeting with the Town of Strathmore and the Town of High River discussing and exchanging information about the operation of the Society. They will lobby the Government for more dollars to support our operations.

Jason Schneider, representing the Vulcan County, says the MD payson behalf of the Town and residents of rural citizens.

7.0 OLD BUSINESS - None

8.0 NEW BUSINESS:

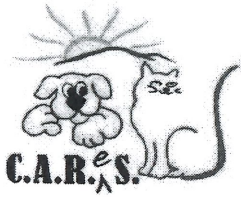
1. Disposal of Van – Sandy will check to see if we still own the van. It has not been used for quite some time – are we still insuring it?
2. Wes Hinkle is retiring in October, 2019. We will give him a gift card.
3. We received a \$2000.00 donation from Stan and Arlene Lamb. A thank you card will be sent.

9.0 NEXT MEETING DATE on Thursday, October 17, 2019.

The meeting was adjourned by Ian Sundquist at 11:50 a.m.

SIGNED:

SIGNED:



Claresholm Animal Rescue Society
Board Meeting
MINUTES

Thursday, September 19, 2019
Claresholm Public Library

*accepted.
Oct 17, 2019*

Present:

Lorraine Norgard, Judy Lelek, Doreen VanLangen, Sylvia Giroux, Leslie Baker, Karen Thompson, Dave Hatch, Crystal Kennard, Diane Lockhart, Denise Peters & Barb Hinkle.

Absent:

Lise Schulze

1. Call Meeting to Order

The meeting was called to order at 6:55 p.m.

2. Approval/Adoption of Agenda

Sylvia moved the agenda be seconded by Judy, carried.

3. Approval of Minutes

The minutes of August 16, 2019 were accepted as correct. Motion by Denise, seconded by Judy, carried.

4. Treasurer's Report

Doreen presented the following information:

- Common Share – 1,205.35
- Community Account – 19,998.86
- Casino – 190.80
- Elite Savings – 5,561.68
- Credential Non-Registered Plan as of June 30, 2019 – 22, 479.29

Doreen so moved her report, seconded by Karen, passed

5. Adoption/Surrender & Volunteer Report

Sylvia reported the following based on June 20, 2019 – Sept 19, 2019:

- 18 Volunteers
- Cats in Shelter - 29
- Dogs in Shelter – 5
- New Cats – 34
- New Dogs – 15
- Cats returned to owner – 2
- Dogs returned to owner – 7
- Dog surrendered – 4
- Cats in foster – 14
- Cats at Pet Smart – 10
- Cats adopted – 57
- Dogs adopted - 3

Sylvia so moved her report, seconded by Leslie, carried.

6. Scheduling Report

At this time Joan is not available at all to do her shifts. We don't have coverage for Monday. We still need more volunteers. Judy to go over some older applications.

7. Fundraising Reports

7.1 Raise the Woof

Tickets are not selling as well as expected. Maybe 100 so far. The Lions are no longer supplying the beef or buns, however we have received funds from the town to help fund this. Set up will be at 1:00 at the Community Centre.

7.2 Sales at Sparta & Diane's

Sales at Sparta are \$200 and sales from the beds are \$655.

8. Old Business

8.1 Doggy Doors

Dave to work on the doggy doors as soon as possible before it gets too cold.

8.2 Casino

Members have signed up for the casino. We still need volunteers for the day shift on December 31st. Doreen will type up a schedule and send to everyone.

New Business

9.1 Determine Sick Room vs. Grooming Room vs. Quarantine Room

It was agreed upon that the Grooming room is now called the Sick room. Quarantine is for new cats. If we think a cat may be sick that cat needs to go straight into the Sick room.

9.2 Craft Fair

The Christmas Craft Fair is Saturday Nov 16th at the Community Centre. Lorraine & Leslie to head up.

9.3 Ranch Docs

The Ranch Docs out of Lethbridge were very happy to work with us and our animals. Their prices are good at \$195 for a spay and \$95 for a neuter.

9.4 Dog Leader for Vet & Health Care

Sylvia is our new Dog leader.

9.5 ATB Cares Program for Donations

Rather than using Go Fund Me we would like to use the ATB Cares for donations. As we are a registered and charitable society ATB adds on %15. All members were in favor of setting up an e-transfer account.

9.6 Washing Hands, Changing Smocks, & Clean Protocol

With the sick kittens that we have, it's a good reminder to keep up with hand washing and smock changing in between rooms.

9.7 Lubrysin HA

Lubrysin is a new treatment for arthritis and joint pain. Lorraine has asked the company if they would provide it to us for free. She is waiting to hear back from the company.

9. **Next Meeting:** Oct 17
Thursday — ~~November 21~~, 2019 at 6:45 pm Claresholm Public Library.

10. **Adjournment**

Sylvia adjourned the meeting at 8:30 p.m.