



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 28, 2019
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – OCTOBER 15, 2019

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

ACTION ITEMS:

1. **CORRES: Alberta Council on Aging**
RE: Let's Stop Ageism Campaign
2. **CORRES: Alberta Rural Development Network**
RE: Annual General Meeting Showcase
3. **CORRES: Royal Canadian Mounted Police**
RE: District Officer for Southern Alberta RCMP
4. **CORRES: Alberta Farm Safety Centre**
RE: Request for Donation
5. **CORRES: Claresholm & District Chamber of Commerce**
RE: Old Fashioned Christmas – November 29, 2019
6. **CORRES: Claresholm Community Centre Association**
RE: Replacement of Entry Doors on Main Hall
7. **CORRES: The Bridges at Claresholm Golf Club**
RE: Lease Agreement & Management Fee
8. **CORRES: Claresholm Skatepark Association**
RE: Chamber of Commerce Trade Fair Fee
9. **REQUEST FOR DECISION: Letter of Support – Food Bank CFEP Grant**
10. **REQUEST FOR DIRECTION: Mobile Home Park Snow Removal**
11. **INFORMATION BRIEF: Waterplant Contravention**
12. **INFORMATION BRIEF: Annual Apartment Vacancy & Rental Cost Survey**
13. **INFORMATION BRIEF: CAO Report on 2019/20 Provincial Budget**
14. **INFORMATION BRIEF: CAO Report**
15. **INFORMATION BRIEF: Council Resolution Status**
16. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Executive Meeting Minutes – September 12, 2019
2. Claresholm Food Bank Meeting Minutes – September 19, 2019
3. Claresholm & District Transportation Society Meeting Minutes – September 19, 2019
4. Canada Day Celebrations 2019 – Event Summary & Report
5. Fair Days 2019 – Event Summary & Report

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 15, 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 Schultz and Craig Zimmer

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 23, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of September 23, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1658 – Emergency Management
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1658, the Municipal Emergency Management Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1658, the Municipal Emergency Management Bylaw, 3rd & Final Reading.

CARRIED

2. RETURNING OFFICER'S REPORT
RE: Vote of the Electors – Bylaw #1674

Received for information.

3. BYLAW #1674 – Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to give Bylaw #1674, a Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1674, a Borrowing Bylaw, 3rd & Final Reading.

CARRIED

4. BYLAW #1676 – Recycling
RE: 2nd & 3rd Readings

MOTION #19-148

Moved by Councillor Zimmer to correct the date in the last column of the table in Schedule "A" of Bylaw #1676, the Recycling Materials Management Bylaw, to read November 1, 2023.

CARRIED

Moved by Councillor Schulze to give Bylaw #1676, the Recycling Materials Management Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1676, the Recycling Materials Management Bylaw, 3rd & Final Reading.

CARRIED

5. BYLAW #1679 – Administrative Services Committee
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1679, the Administrative Services Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Moore to give Bylaw #1679, the Administrative Services Committee Bylaw, 3rd & Final Reading.

CARRIED

6. BYLAW #1680 – Audit & Finance Committee
RE: 2nd Reading

Moved by Councillor Schulze to give Bylaw #1680, the Audit & Finance Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1680, the Audit & Finance Committee Bylaw, 3rd & Final Reading.

CARRIED

7. BYLAW #1681 – Emergency Services Committee
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1681, the Emergency Services Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1681, the Emergency Services Committee Bylaw, 3rd & Final Reading.

CARRIED

8. BYLAW #1682 – Facility & Infrastructure Planning Committee
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 3rd & Final Reading.

CARRIED

9. BYLAW #1683 – Grievance Committee
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1683, the Grievance Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1683, the Grievance Committee Bylaw, 3rd & Final Reading.

CARRIED

10. BYLAW #1684 – Multi-use Community Building Committee
RE: 2nd & 3rd Readings

Moved by Councillor Schulze to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 3rd & Final Reading.

CARRIED

11. BYLAW #1685 – Recreation Facility Users Committee
RE: 2nd & 3rd Readings

Moved by Councillor Cutler to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 3rd & Final Reading.

CARRIED

12. BYLAW #1686 – Wage Negotiating Committee
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 3rd & Final Reading.

CARRIED

13. DELEGATION RESPONSE: The Station
RE: Available Space

MOTION #19-149

Moved by Councillor Zimmer for Administration to negotiate a lease agreement with the Station for the use of Mackin Hall for their programming.

CARRIED

14. NEWS RELEASE: Government of Alberta – September 25, 2019
RE: 2019 Minister's Awards for Municipal Excellence

Received for information.

**15. CORRES: Alberta Municipal Affairs
RE: Municipal Indicators for Town of Claresholm**

Received for information.

**16. CORRES: Municipal District of Willow Creek
RE: 28th Annual Legacy of Our Land Banquet**

MOTION #19-150 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

Councillor Schulze will attend on behalf of the Town of Claresholm.

**17. CORRES: Claresholm Coordinated Community Response to Elder Abuse
RE: National Domestic Violence Awareness Month**

MOTION #19-151 Moved by Councillor Schlossberger to allow the Claresholm Coordinated Community Response to Elder Abuse Committee to tie purple ribbons and elder abuse brochures on lights posts along 49th & 50th Avenue West between 1st & 2nd Streets to raise awareness on elder abuse for the month of November.

CARRIED

**18. CORRES: SouthGrow Regional Economic Development
RE: Invitation to Water Security Forum – November 7, 2019**

MOTION #19-152 Moved by Councillor Zimmer to appoint Councillor Schlossberger to attend the Southern Alberta Water Security Forum being put on by SouthGrow Regional Economic Development in Lethbridge on November 7, 2019 on behalf of the Town of Claresholm.

CARRIED

**19. CORRES: Oldman Watershed Council
RE: Request for Support**

MOTION #19-153 Moved by Councillor Schlossberger to support the Oldman Watershed Council with a donation of \$1,776.60 to continue their efforts towards watershed health in our region.

CARRIED

**20. CORRES: Southern Alberta Recreation Association (SARA)
RE: 2021 Southern Alberta Summer Games – Letter of Agreement**

MOTION #19-154 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

**21. CORRES: Willow Creek Ministerial Association
RE: Prayer Breakfast for Elected Officials**

Councillors Cutler and Moore will attend on behalf of the Town of Claresholm.

**22. CORRES: Royal Canadian Legion Branch #41
RE: Presentation of First Poppy – October 25, 2019**

Deputy Mayor Zimmer will attend on behalf of the Town of Claresholm.

**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.

**24. CORRES: Royal Canadian Legion Branch #41
RE: Remembrance Day Service – November 11, 2019**

Mayor MacPherson will attend on behalf of the Town of Claresholm.

**25. CORRES: Claresholm Indoor Walking Group
RE: Request for Donation**

MOTION #19-155 Moved by Councillor Schulze to support the Claresholm Indoor Walking Group with a donation of \$1,000 to be paid directly to the Claresholm Community Centre for the 2019-2020 season of indoor walking.

CARRIED

**26. CORRES: Claresholm & District FCSS
RE: Invitation to Poverty Simulator – October 24, 2019**

Councillors Moore and Schlossberger will attend on behalf of the Town of Claresholm.

27. REQUEST FOR DECISION: Tax Exemption Applications under COPTER

MOTION #19-156 Moved by Councillor Moore to accept the application from the Claresholm Curling Club and maintain the COPTER property tax exemption on the property located at 430 – 53 Avenue East, Roll #11917.000 for the 2020 to 2022 tax years.

CARRIED

MOTION #19-157 Moved by Councillor Zimmer to accept the application from the Claresholm Golf Club and maintain the COPTER property tax exemption on the property located at 349 – 39 Avenue West, Roll #11630.000 for the 2020 to 2022 tax years.

CARRIED

MOTION #19-158 Moved by Councillor Cutler to accept the application from the Prairie Winds Clubhouse and maintain the COPTER property tax exemption on the property located at 4621 – 2 Street West, Roll #10157.000 for the 2020 to 2022 tax years.

CARRIED

28. REQUEST FOR DECISION: Policy #5.8.15 – Liquor and Town Facilities (v.1)

MOTION #19-159 Moved by Councillor Schulze to adopt the updated Town Policy #5.8.15 – “Liquor and Town Facilities Policy”, effective October 15, 2019.

CARRIED

29. REQUEST FOR DECISION: Policy #5.4.10 – Recyclable Materials (v.1)

MOTION #19-160 Moved by Councillor Moore to adopt the updated Town Policy #5.4.10 – “Recyclable Materials Policy”, effective October 15, 2019.

CARRIED

30. REQUEST FOR DECISION: Walkway Closure

MOTION #19-161 Moved by Councillor Carlson to approve closure of the corridor located between 5345 and 5349 - 6th Street West and pursue a purchase / utility right of way agreement with the adjacent landowner.

CARRIED

31. REQUEST FOR DIRECTION: Multi-use Community Building Update

Received for information.

32. INFORMATION BRIEF: Council Resolution Status

Received for information.

33. ADOPTION OF INFORMATION ITEMS

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

CARRIED

34. IN CAMERA:

a. LAND – FOIP Section 16.1

b. Intergovernmental Relations – FOIP Section 21

Moved by Councillor Cutler to go In Camera at 8:00 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:00 p.m.

Moved by Councillor Schulze to come out of In Camera at 8:27 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:27 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:27 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:27 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS

Alberta Council on Aging

An Independent Non-Profit Charitable Organization Since 1967



This summer, Alberta Council on Aging invited municipalities throughout Alberta to join us in celebrating International Day of Older Persons.

On October 1, in addition to the ceremony held at the Federal Building, International Day of Older Persons was declared in Barrhead, Bruderheim, Bonnyville, Calgary, Calmar, Drayton Valley, Edmonton, Grande Prairie, Lac la Biche, Legal, Medicine Hat, Okotoks, Ponoka, Red Deer, Sexsmith and St. Paul.

Marking this day gives us the opportunity to reflect on the value of seniors, and raise awareness about the inequalities and barriers older adults face. Let us start planning for next year and make International Day of Older Persons 2020 an even larger province-wide celebration.

Alberta Council on Aging has been working to improve the quality of life for older persons for over fifty-two years through education, advocacy, government and civic engagement. Our outreach is centered on the delivery of Senior Friendly™ programs and publications, and most recently through the Let's Stop Ageism campaign. Our goal is to eliminate ageism and promote inclusiveness of older persons in all Albertan communities.

We invite you to join the Let's Stop Ageism campaign and carry the message in your community. By working together we can:

- **Shift perceptions of what it means to age** and put a positive spin on the natural full life experience
- **Eliminate ageism through increased awareness** around aging stereotypes, discrimination, and myths that negatively impact the lives of older people
- **Ensure the provision of adequate resources for dignified living as people grow older;** including resources for housing, health care, transportation, social and recreational opportunities; and
- **Ensure policy and legislation clearly protects older persons** from the violations of human rights.

Let's Stop Ageism together. Now.

Sincerely,

Rebecca Barrington
Campaign Coordinator

Alberta Council on Aging
PO Box 62099
Edmonton, Alberta
T5M 4B5

Phone: 780.423.7781
Toll Free: 1.888.423.9666
www.acaging.ca
info@acaging.ca

Alberta Council on Aging

An Independent Non-Profit Charitable Organization Since 1967



Let's Stop Ageism campaign

Ageism is defined as the prejudice or discrimination against an age group... especially seniors. The notion is that older people are less valuable to society and less eligible for human rights, however, research shows that seniors will live more safely and independently in a community when the perspective on aging is predominantly a positive one.

Incorporating digital marketing, arts-based events, and educational programming the Let's Stop Ageism awareness campaign will invite Albertans to share in the conversation around ageism, how it affects our communities, and how it can be addressed.

How can you join the campaign?

- **Carry the message of the Let's Stop Ageism campaign** by sharing information on social media, in newsletters, and with your community. Our media kit has a variety of resources to help you spread the word. Learn more: acaging.ca/lets-stop-ageism/
- **Join our Advisory Committee** and advise on campaign initiatives, support the development of educational materials, and be an ambassador for the campaign. [Invite us to facilitate an Advisory meeting in your community.](#)
- **Learn more about ageism and how we can address it.** Alberta Council on Aging will come to your community and facilitate our Let's Stop Ageism presentation (free of charge).
- **Share your story.** What do you think about age? We would love to feature your community on our blog and through social media.

Contact **Laureen Gulbrandsen, Community Outreach Coordinator**, for more information on the Let's Stop Ageism campaign and how you can get involved.

Alberta Council on Aging
PO Box 62099
Edmonton, Alberta
T5M 4B5

Phone: 780.423.7781
Toll Free: 1.888.423.9666
www.acaging.ca
info@acaging.ca

Karine Keys

From: Kelly Petraschuk <kellyp@ardn.ca>
Sent: Wednesday, October 16, 2019 10:46 AM
To: info@ardn.ca
Subject: ARDN Annual General Meeting Invitation
Attachments: Show Case Invitations General Invitation.pdf

Hello,

We would like to invite you to attend the Alberta Rural Development's Annual General Meeting Showcase. Our team will share details of our many initiatives, and the positive impacts they have had in rural communities. Join us for an opportunity to hear about our work, ask questions, meet our team and network with those who are dedicated to developing rural Albertan communities.

Please see the event details below (and attached):

Date: November 15th, 2019
Time: 1:00 pm - 4:00 pm
Place: The Executive Royal Hotel, Leduc

Early bird tickets are **\$15 until October 31st** (\$20 after) and can be found here:

<https://www.eventbrite.ca/e/agm-showcase-tickets-74873377287>

We hope to see you there!

Best regards,

ARDN Team

Sign up for the ARDN Rural Connector newsletter, featuring regular updates on funding opportunities, upcoming conferences, and other news from the world of rural development across Alberta!
[Click here to subscribe.](#)

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THE ALBERTA RURAL DEVELOPMENT
NETWORK INVITES YOU TO OUR:

2019 Show Case

CELEBRATING 10 YEARS

Meet our team and learn about our
initiatives.

Register on Eventbrite \$15 (early bird), \$20
after October 31st

Light refreshments and door prizes available

15 NOVEMBER 2019

SIGN IN 1:00PM

PROGRAM 1:15PM

NETWORKING 4:00PM

THE ROYAL EXECUTIVE HOTEL
8450 SPARROW DRIVE
LEDUC, T9E 7G4





RECEIVED

OCT 18 2019

District Officer
Southern Alberta District
200 – 2 Highland Park Way NE
Airdrie, Alberta T4A 0R1

Your file Votre référence

October 10, 2019

Our file Notre référence

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

Dear Mayor MacPherson

Please allow me to introduce myself as the newly appointed District Officer for Southern Alberta RCMP. I am looking forward to meeting you and discussing your priorities for policing.

As your new District Officer I am committed to ensuring that the RCMP is responsive to your needs with the goal of making your community a community of safety and wellbeing. While many crime and social disorder issues are complex, I am confident that by working together and engaging our service partners we will make a difference.

The RCMP, as Canada's National Police Force, remains committed to providing the highest quality police service. We do this through dedicated and committed employees and strong working relationships with our community partners.

Should you require anything further, please do not hesitate to contact me directly at 403-420-4860 or email trevor.daroux@rcmp-grc.gc.ca

Yours truly,

Trevor Daroux, Chief Superintendent
District Officer
Southern Alberta



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

October 7, 2019

Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

RECEIVED
OCT - 7 2019

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre

Council supported Alberta Farm Safety in 2018 with a donation of \$300. Prior to that, \$300 was donated in 2013 & 2014.

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



Date of Application: Oct 16, 2019

Date of Event: 2019-2020 School Year

1. Applicant Information

Name of Applicant: Raymond + District Futures Society of a Farm Safety Centre

Address: Box 291 265 East 400 South Raymond, AB T0K 2S0

Contact Person: Laura Nelson

Phone, Fax, Email: 403 752-4585 (P) 403 752-3643 (F) safetyctr@abfarmsafety.com (email)

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Charitable organization with farm safety education as mandate/mission

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

YES

provide registration date & #

NO

Reg date - Aug 1, 1993 Number 890566441 RR0001

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

YES

provide registration date & #

NO

As society - Aug 9, 1991 Number 505001545

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):

Delivery of farm safety messages to elementary school students (West Meadow)

Other (explain):

Amount (value) Requested: \$ 300

6. Details of how the funds will be expended:

Time, travel and take home resources
 300t students @ West Meadow school

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
Feb 25, 2019	\$ 300	Upcoming delivery - 2019
Mar 7, 2018	\$ 300	Nov 2018 delivery 329 students 18 classes
Nov 24, 2014	\$ 300	Feb 2015 delivery 296 students 14 classes

8. Organizational Information

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

Delivery of farm safety messages to local elementary school students in 2012, 2013, 2014, 2015, 2016, 2017 and 2018. Also anticipate delivery late in 2019

List of Board of Directors attached

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

Mandate of organization - to reduce farm-related injury incidents through consistent educational outreach

How will your organization acknowledge the Town's donation?

Since 2009, all contributions noted chronologically on our website - abfarmafety.com

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
<i>See attached budget</i>		<i>Development + delivery of relevant/timely farm safety messages.</i>



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

Board of Directors: 2019

Name	Residence Location	Position
Darcee Jean Gundlock	Lethbridge, AB T1H 2J1	Director
Joan Harker	Raymond, AB T0K 2S0	Town of Raymond Representative
Dennis Jensen	Raymond, AB T0K-2S0	Director
Philip Jensen	Raymond, AB T0K 2S0	County of Warner Representative
Kim Laycock	Raymond, AB T0K 2S0	Director
Angie Nelson	Stirling, AB T0K 2E0	Director
Grant Nelson	Stirling, AB T0K 2E0	Director
Carolyn J. Palmer	Raymond, AB T0K 2S0	President
Raelyn Peterson	Sexsmith, AB T0H 3C0	Government of Alberta Representative
Michael Quinton	Stirling, AB T0K 2E0	Treasurer
Shirley Robertson	Hanna, AB T0J 1P0	Director
Robert Schefter	Raymond, AB T0K 2S0	Vice-President
Byron Wilde	Welling, AB T0K 2N0	Director

2019-2020 Board Approved Budget

Description of Expense	September	October	November	December	January	February	March	April	May	June	July	August	TOTALS
Area 1 - Contractor Delivery	1000	2500	2500	1100	1500	2000	2500	2500	2502	1000			\$ 19,102.00
Travel	400	800	800	300	700	700	800	800	800	475			\$ 6,575.00
Area 2 - Contractor Delivery	1800	4500	4000	2000	3000	3000	4000	4500	4000	2024			\$ 32,824.00
Travel	900	1500	1500	1200	1200	1200	1500	1800	1753	800			\$ 13,353.00
Area 3 - Contractor Delivery	1200	1500	2700	1500	1800	1800	3000	3451	2500	2000			\$ 21,451.00
Travel	600	700	1398	1000	1200	1600	1700	1700	700	800			\$ 11,398.00
Area 4 - Contractor Delivery	1000	2500	2500	1600	1600	1600	2625	2800	2800	1100			\$ 20,125.00
Travel	200	800	800	300	400	500	900	1000	1000	426			\$ 6,326.00
Area 5 - Contractor Delivery	200	3000	3000	1500	1500	2100	2700	3056	3000	1000			\$ 21,056.00
Travel	0	800	800	400	400	600	700	1000	1211	500			\$ 6,411.00
Area 6 - Contractor Delivery	1300	4000	4000	2000	4000	4000	4095	4500	4500	1500			\$ 33,895.00
Travel	500	1700	1700	800	1500	1500	1700	1834	1500	900			\$ 13,634.00
Area 7 - Contractor Delivery	800	1200	1200	800	1200	1200	1200	2000	2000	524			\$ 12,124.00
Travel	400	800	500	400	500	500	875	1200	1200	400			\$ 6,775.00
Area 8 - Contractor Delivery	1300	4000	4000	2000	4000	4000	4000	4500	4500	1200			\$ 33,500.00
Travel	700	1200	1200	700	1200	1200	1200	1500	1500	171			\$ 10,571.00
Multiple Day - overnight costs									2300				\$ 2,300.00
Team training	14000												\$ 14,000.00
Safety Smarts Coordinator	2000	1500	1200	1000	1000	1000	1200	1300	1400	1400			\$ 17,000.00
Executive Director	7000	5500	5500	7000	5500	5500	7000	5500	5500	7000			\$ 72,000.00
Executive Director Travel	600	400	400	400	600	400	400	400	400	400			\$ 5,200.00
Executive Director Trainee	2000	1700	1000	1000	1000	1000	1000	1700	1700	1800			\$ 17,400.00
Accounting & Bookkeeping	500	4000	500	500	500	500	500	500	500	500			\$ 10,000.00
Casual Contracted Labour	100				100				100				\$ 400.00
Advertising/Social Media	780	780	780	780	780	780	780	780	780	780			\$ 9,400.00
Managed Services - Info. Tech	1250	1250	1250	1250	600	600	600	600	600	600			\$ 9,800.00
Presentation Updates - 10 year	1400	1400	1400	1400	1400	1400	1400	1400	1400	1400			\$ 16,800.00
Board Expenses			50			50			50				\$ 200.00
Building Maintenance/Repair			100						100				\$ 300.00
Estimated monthly expenses - Pg 1	41930	48030	44778	30930	37180	38730	46375	50321	50296	28700	13200	13450	\$ 443,920.00

Description of Expense	September	October	November	December	January	February	March	April	May	June	July	August	\$
Insurance													\$ -
Equipment Replacement/Repair												5000	\$ 5,000.00
Booklets/Activty Sheets	400											3600	\$ 3,600.00
Conference Fees/ Subscriptions	1000				300								\$ 400.00
Copying/Printing						2200				200			\$ 1,300.00
Office Supplies	250	250	250	250	250	250	250	250	250	200			\$ 2,400.00
Postage/Shipping/Fees	350	250	250	250	350	250	250	250	250	250	250	250	\$ 3,000.00
Telephones & Internet	200	200	200	200	200	200	200	200	200	200	200	200	\$ 3,300.00
Utilities	250	250	250	250	250	250	250	250	250	250	250	200	\$ 2,400.00
GST	1600	2000	1800	1200	1500	1500	1900	2100	2000	1000	450	500	\$ 3,000.00
Bank Charges/Fees	12	12	12	12	12	12	12	12	12	12	12	12	\$ 17,550.00
Estimated monthly expenses - Pg 2	4062	2962	2762	2162	2862	4662	2862	3062	2962	2162	1512	10062	\$ 42,094.00
Total - Estimated Expense													\$ 486,014.00
Description of Income	September	October	November	December	January	February	March	April	May	June	July	August	\$
GOA - Agriculture & Forestry		204000											\$ 204,000.00
Rural Counties & Municipalities					20000	25000	20000	20000	20000	15000	5000	5000	\$ 130,000.00
Hutterian Brethren		4000	10000	10000	10000	5000	2000	1000	1000	1000			\$ 44,000.00
Casino Proceeds			33000										\$ 33,000.00
ADLC Fee	21000												\$ 21,000.00
Monsanto											10000		\$ 10,000.00
Towns & Villages					2500	2500	2500	2500					\$ 10,000.00
Local Agricultural Societies					2500	2500	2500	2500					\$ 10,000.00
GST Rebate	7000												\$ 7,000.00
Interest on GIC			5000										\$ 5,000.00
Farm Credit Canada					5000								\$ 5,000.00
Stauffer Endowment				5000									\$ 5,000.00
Savings Interest												1200	\$ 1,200.00
Bayer Crop Sciences							1000						\$ 1,000.00
Estimated monthly income	28000	208000	48000	15000	40000	35000	28000	26000	21000	16000	15000	6200	\$ 1,000.00
Total - Estimated Income													\$486,200.00



Claresholm & District Chamber of Commerce

P.O. Box 1092, Claresholm, AB T0L 0T0

www.claresholmchamber.ca

October 17, 2019

Mayor & Council
Town of Claresholm

RE: Old Fashion Christmas

I am writing to let you know that we are planning Old Fashion Christmas kick-off to the Christmas shopping season in Claresholm for Friday, November 29, 2019.

Activities will be much the same as they have been in the past:

- Late Night Shopping
- Beef on a Bun served at Claresholm Pharmacy as a fundraiser for the Food Bank
- Christmas Carollers around the Christmas tree in the parking lot.
- Official lighting of the Christmas tree by the Citizen of the Year, plus I would like to invite our Mayor and Council to be a part of this as well.
- Horse drawn wagon rides starting from the downtown parking lot
- Music in downtown parking lot provided by Desperado Sound
- Santa's Gone Loonie - at LDS Church
(children can purchase donated gifts for \$1 to give to their parents for Christmas)
- Bonfire in downtown parking lot - attended by Claresholm Fire Dept.
- Museum board and staff planning activities as well

I will make arrangements with Mike and the town crew for the set up of barricades, and the fire pit once I receive your approval.

If you have any questions or concerns - please contact me.

Sincerely,

Amanda Zimmer
403-625-4474
clpprint@shaw.ca

cc. Old Fashioned Christmas flyer

Claresholm Community Centre Association

October 21, 2019

Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Re: Replacement of Entry Doors on Main Hall

To: Town of Claresholm Administration and Council

The entry doors at the Claresholm Community Centre are the original ones that were installed when the hall was built and are not equipped with automatic openers to accommodate limited mobility. In addition to not being accessible the doors require replacement due to being warped causing them to not seal correctly. This results in them not being energy efficient. The board did consider utilizing the doors that are being removed from the old school, however, significant renovation to the building in order to accommodate the larger doors. A quote in the amount of \$7659.75 was provided by Claresholm Glass to upgrade the current doors to accessible ones that will fit in the existing opening. The quote does not include the cost of wiring, g as it would require an electrician.

Please accept this letter as a formal request for the Town to upgrade the current doors in the Main Hall entry with new accessible doors as quoted by Claresholm Glass.

Thank you for considering this request.

Sincerely,



Marni Lane
Secretary



October 16, 2019

Mayor Doug MacPherson & Town Council
Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Dear Doug MacPherson & Town Council

Regarding: Lease agreement & Management Fee

Dear Doug MacPherson & Town Council,

At our last board meeting we had discussed the possibility of a review on our current management fee. Currently this amount is \$55,000 per season which was renegotiated in 2017. As many town owned facilities and businesses around town have seen the cost of doing business is increasing each year. Recent repairs to the Clubhouse roof, wheel chair access to clubhouse, retaining wall and new and used equipment purchases made to help properly maintain the course have added roughly \$100,000 in extra costs over the past 2 seasons. We have been applying for grants to offset some of the clubhouse repairs and were fortunate enough to get about half of the wheelchair access & retaining wall expenses covered by a grant. Our yearly cost for equipment through a line of credit with Chinook financial is \$45,000 per season + interest. Our utilities and Fuel costs went up by \$9,500 from 2017 – 2018 and would expect that number to be higher this season.

We would like to make a request that Management fee be increased to \$60,000 for 2020. We will continue to look for grants to help offset wage costs and course and clubhouse improvements and will be looking at other options to help us maintain and improve facility.

Thank you for your consideration of this letter and for Town Council and Town Staff's continued support of this great Town Facility.

Sincerely,



Wes Wiebe
President

October 17, 2019

Town of Claresholm

PO Box 1000

Claresholm, AB

T0L 0T0

To whom it may concern,

This letter is to ask if we could have our table 'fee' waived or covered by the town at the Trade Fair in February. We want to put a table in to raise awareness for the Skatepark Society and the funds required to be raised.

If anything further is required for this request, please let us know.

Thank you for your consideration,

Tony Hamlyn

Tony Hamlyn

Secretary, Claresholm Skatepark Association



Claresholm

REQUEST FOR DECISION

Meeting: October 28, 2019
Agenda Item: 9

FOOD BANK CFEP GRANT SUPPORT REQUEST

DESCRIPTION / BACKGROUND:

The Claresholm Food Bank is applying for a new 1000 square foot warehouse facility to be constructed at the new Multi-use Facility location, 5318 2 St West. They will require a letter of support from the Town in support of their grant application.

DISCUSSION:

This grant is the small stream grant with funding requests up to \$125,000. The grant deadline is January 15, 2020. The estimated cost for construction is approx. \$300,000. The Food Bank has \$100,000 to make as their contribution, and the remainder to be funded through other grants and fundraising efforts. Council could choose to loan or budget the remaining \$100,000 to the Food Bank if the project proceeds prior to all the funds being secured.

The Claresholm Food Bank has operated out of the Administration building for many years. This has never been formalized in a lease agreement. A requirement of the grant application is for a lease agreement to ensure site longevity for any capital projects they provide grant funding for. The Town of Claresholm has lease agreements with the other facility users. This agreement can be for a 6-month term during the planning phase of the project and terms can be re-visited upon the lease renewal prior to the completion of the construction project. As part of the grant application the lease agreement along with a letter of understanding for that lease to continue upon a move would be required.

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to provide a letter of support for the Claresholm Food Bank's CFEP Grant Application for the construction of a new facility.

Moved by Councillor _____ 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 St West.

ATTACHMENTS:

- 1.) Letter of request from Claresholm Food Bank

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 24, 2019

RECEIVED

OCT 23 2019

CLARESHOLM FOOD BANK

Town of Claresholm Council
Box 1000
Claresholm, Alberta
T0L0T0

October 22, 2019

To Mayor Doug MacPherson and Members of the Claresholm Town Council,

Re: Building of New Food Bank Facility

The Claresholm Food Bank and Community Outreach Society are seeking a letter of Support from the Town Council with respect to a Community Facility Enhancement Program Grant application (CFEP) for the construction of a new building to be located on the property of your new facility.

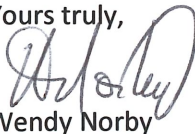
We have been located in the basement of the Town Administration building for almost 30 years. Since its founding, the Claresholm Food Bank has been committed to helping those in need, overcome challenges they are facing with the supplementation of food and helping to reduce the gap on their financial stresses that they may be facing at the time. The Claresholm Food Bank operates solely on the hard work and dedication of volunteers and are seeing a greater need for distribution of hampers on a monthly basis.

The Estimated cost of this project is \$300,000.00 for a 1000 square foot warehouse style building. The Claresholm Food Bank and Community Outreach will commit to contribute \$100,000.00 and with the Councils support, we wish to apply for a matching Grant of an additional \$100,000.00 through **The Community Facility enhancement program (CFEP)**. Any additional money required to complete the project will be raised through the application of additional grants and fundraising.

We understand that Alberta Health Services will have to approve any and all building requirements to ensure that the building codes are adhered to.

Thank you in advance for your support

Yours truly,



Wendy Norby
President

The Claresholm Food Bank and community Outreach Society

SNOW REMOVAL MOBILE HOME PARK

BACKGROUND: Location: Block 3, Plan 7510837 – Claresholm Mobile Home Park



The mobile home park currently utilizes the drainage ditch adjacent (east) of their property for snow removal. This is in contravention with the Town's Unsightly Premises & Snow Bylaw No. 1534 (section 7- below).

7.1 An owner of a premises shall ensure:

a) the removal from any public sidewalk located adjacent to the premises, including private driveway crossings, all snow and ice deposited thereon, whether from natural or unnatural means, within 24 hours of such deposit, or within 24 hours of the issuance of a Snow Removal Notice in respect of the premises; and

b) that the snow and ice removed pursuant to section 7.1(a) is not placed upon any highway or other public property administered by the Town.

Discussions with the snow removal contractor and long-time caretakers of the mobile home park reflect an agreement was made years ago to allow the park to push the snow (from the internal roadways) to the drainage ditch east of the property. This is the current practice, however no agreement, discussion, or motions in regards to this arrangement was found in Town records. All contractors that require removal from on-site storage to another location do have options provided by the Town, this was offered as well, but would require additional time and hauling for the snow removal contractor.

The Infrastructure Department recognizes there are limited options for the mobile home park as there is no room for on property snow storage. There is capacity along the roadway/ditch area for their removal but some considerations should be reviewed. Any snow piled up can cause drifting concerns, or pushed deep into the ditch may create blocking issues. The snow could be placed into the pond slightly to avoid drifting, but not too deep to create damming concerns. The swale does fill up during major melting or rain events, but there should be capacity for their snow along that corridor. There would be limited risk of flooding as long as the drainage was not disturbed and the roadway kept clear from drifts. This portion of land is within the lease agreement with the Agriplex and they also push snow into the ditch. We can notify them of any agreed upon conditions, and as this has been the practice for many years nothing operationally will change.

DISCUSSION / OPTIONS:

Administration will require direction as to formalizing an agreement/letter of understanding, or alternatively requiring the property to remove their snow to a substitute location. If an agreement is desired, formalization will ensure there is a record of the decision in the future to alleviate any concerns about what was agreed upon/approved. The conditions of where the snow is to be placed, etc., would be included in the letter of understanding.

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to execute a letter of understanding for snow removal from the mobile home park onto the adjacent municipal property.

Or

Direct Administration to contact the mobile home park snow removal contractor and work to find an alternative location for snow.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Bylaw No 1534 – Unsightly Premises & Snow

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 24, 2019



INFORMATION BRIEF

Meeting: October 28, 2019

Agenda Item: 11

WATERPLANT CONTRAVENTION

DESCRIPTION:

Trihalomethanes (THM's) are a by-product of drinking water disinfection when Chlorine is added in the water treatment process. The Canadian Drinking Water Guidelines Maximum Acceptable Concentration (MAC) for THM's is 0.100 mg/l. The Town of Claresholm annual running average for THM is currently 0.107 mg/l and exceeds the MAC by 0.007 mg/l. Although the THM is only over the MAC by 0.007 mg/l it is still a reportable contravention. A call was made to Alberta Environment and Parks (AEP) Oct 22th to report the THM contravention and a seven day letter will follow as per the Town of Claresholm approval.

THM's are collected and tested quarterly to determine the parameters in mg/l. The THM's leaving the Regional Water Treatment Plant (RWTP) are below the allowed MAC's.

THM's increase over time due to the prolonged length of unused water sitting in the distribution system. The distribution system is currently being flushed to clean the dead ends and ensure the lines are clean from debris. A monthly flushing program will be developed to ensure water in the distribution system is constantly moving to prevent THM's from forming.

AEP Drinking Water Operations Specialist will be onsite to work with staff and determine what may be causing the high THM's.

PREPARED BY: Brad Burns, Utility Services Manager

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 24, 2019



INFORMATION BRIEF

Meeting: October 28, 2019
 Agenda Item: 12

ANNUAL APARTMENT VACANCY & RENTAL COST SURVEY

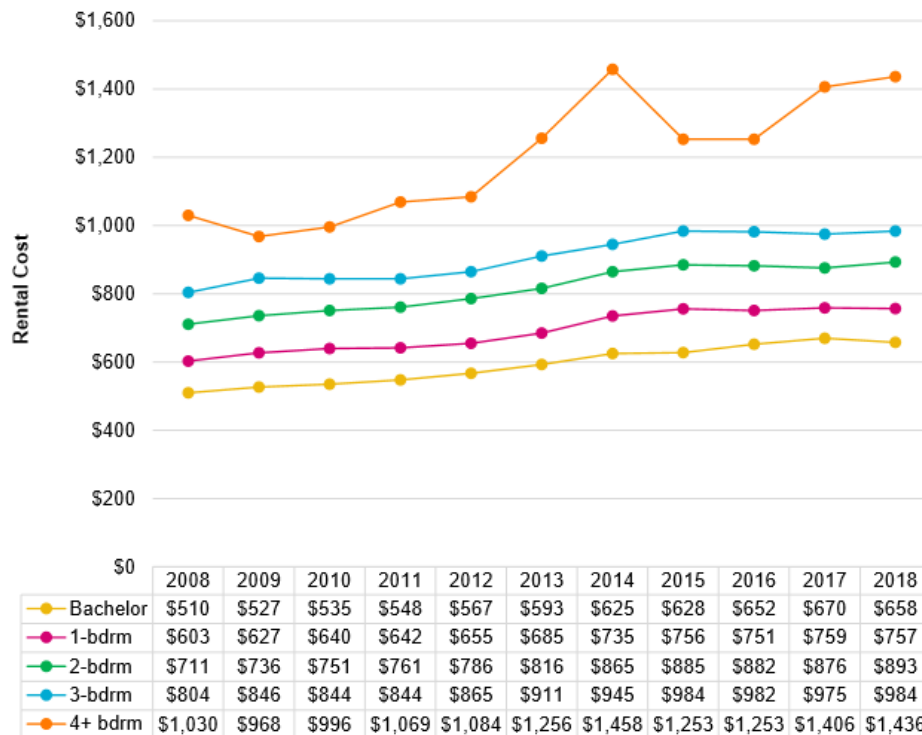
Each year the Town of Claresholm is one of 66 communities that submitted information for survey in regards to Apartment vacancies and rental costs. We have received the results of the 2018 survey from Alberta Seniors and Housing. Link: <https://open.alberta.ca/publications/2369-8780>

Interesting points to note:

In 2018, the overall vacancy rate increased to 13.3 per cent, from 11.7 per cent in 2017. Compared to 2017, 2018 vacancy rates:

- Increased in 29 communities,
- Decreased in 31 communities, (**Claresholm changed from 4.5% vacancy in 2017 to 2.6% in 2018**)
- Did not change in six communities.

Chart 3 - Average Rental Rate by Unit Type 2008 - 2018



Claresholm (average rental rate and range of rental costs- below the averages listed above)

Bachelor = \$563 average (range: 550-575) 1 bedroom = 632 (500-715) 2 bedroom = 698 (500-900)
 3 bedroom = 754 (650-950) 4 bedroom = 858 (850-900)

ATTACHMENTS:

- 1.) Correspondence

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 24, 2019

October 3, 2019

MS. MARIAN CARLSON
CHIEF ADMINISTRATIVE OFFICER
TOWN OF CLARESHOLM
PO BOX 1000
CLARESHOLM AB T0L 0T0

RECEIVED

OCT 11 2019

Dear Ms. Carlson:

On behalf of Alberta Seniors and Housing, I would like to thank you and the town office staff for your participation in the annual Apartment Vacancy and Rental Cost Survey (AVS) for 2018. Your contribution to this initiative ensures the AVS is an accurate reflection of pertinent rental information in 66 communities across rural Alberta.

I am pleased to provide you with a link to download your online copy of the 2018 *Apartment Vacancy and Rental Cost Report*: <https://open.alberta.ca/publications/2369-8780>

Hard copies of the 2018 AVS Report can be ordered from the Queen's Printer Bookstore at a cost of \$29.95 plus GST.

Queen's Printer Bookstore
Park Plaza Building
5th Floor, 10611 – 98 Avenue
Edmonton, Alberta T5K 2P7

Telephone: 780 427-4952
Fax: 780 452-0668
E-mail: qp@gov.ab.ca
Internet: www.qp.alberta.ca

If you have any questions or concerns regarding the survey or the collection and use of the information gathered, please contact Ryan Roth, Data and Reporting Analyst, Housing Division, at 780-644-2610 or by e-mail to ryan.roth@gov.ab.ca. To be connected toll-free in Alberta, dial 310-0000 followed by the telephone number.

Again, thank you for your participation in the 2018 AVS.

Sincerely,



Shawn Ewasiuk
Executive Director
Policy, Planning and Analytics Branch



CAO REPORT

October 28, 2019

The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

BYLAW ENFORCEMENT

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

FIRE

[See enclosed report](#)

HR/TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

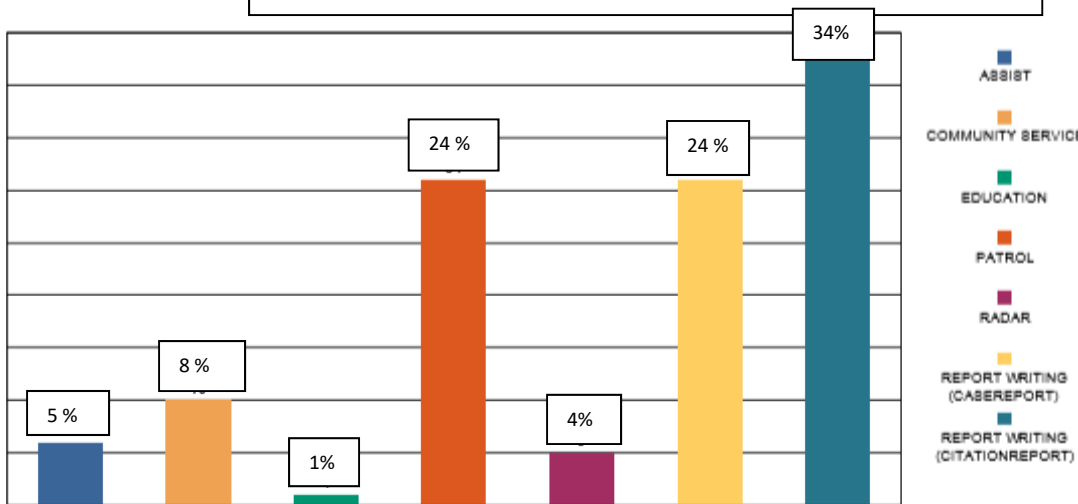


INFORMATION BRIEF

Meeting: Oct 28, 2019
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT September 2019

Community Engagement in September 2019



September newspaper Highlights:

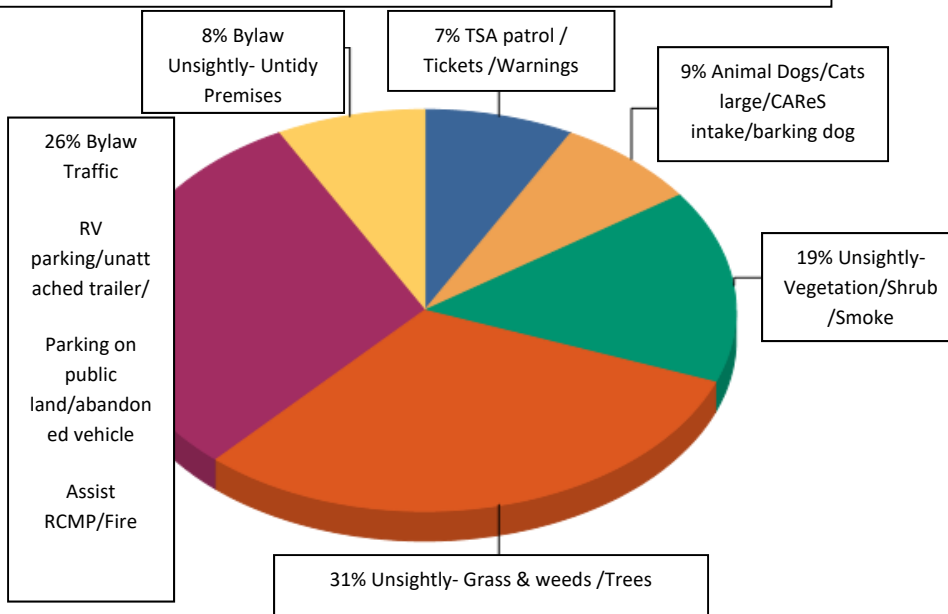
- Notice to residents about grass and weed control even in the alleys. As well as keeping bushes, hedges and trees neat for pedestrians.

September Enforcement

Highlights:

1. Working with RCMP with Laser Op. early morning in town.
2. TSA tickets issued = \$1768.00
3. School is back in – Multiple complaints about High School students and driving behavior's around the schools.
4. Continued monitoring progress on outstanding unsightly orders.
5. Served many notices for more unsightly yard concerns. Mostly grass and weed issues.
6. Working on the changes to Bylaw #1628 on number of dogs a resident can have in town.
7. Cars and trucks parked over 72hrs being an issue, notices being handed out.
8. **Camper trailers left unattached on streets still an issue. Warnings issued for illegal parking of trailers. Even attached to truck-max time is 72hrs before they can be towed.**
9. Responded with Fire Dept on One call. (Medical)
10. Assisted RCMP with one call
11. Getting ready for risk reduction workshop.

Bylaw Infractions/Complaints/Actions in September



DEVELOPMENT OFFICER REPORT

For: 9/18/2019 - 10/24/2019



Claresholm

Development Permits

- ❖ 17 permit applications received.
- ❖ 7 development permits closed.

Compliance Requests

- ❖ 6 compliance requests received.

Miscellaneous

- ❖ MPC meeting – October 4, 2019.
- ❖ MD easement for servicing of airport lands executed and sent to solicitor for registration at land titles.
- ❖ Local Press Ads: MPC approved Developments Ad, Multi-use Building updates, Annexation open house notification.
- ❖ Working on updates to Municipal Emergency Plan.
- ❖ October 22, 2019 – Connect by All demonstration (emergency operations)

On-going projects

- ❖ Multi-use building project – Tender issued with a closing date of December 17, 2019. There has been quite a bit of interest and questions so far. Permit for demolition obtained. Further grant investigation taking place. Continued work with user groups.
- ❖ Expression of interest– Investing in Canada Infrastructure Program, letter of support received from MLA – Roger Reid; submitted to grant office. (see attached). <https://www.alberta.ca/ICIP-rural-northern-communities.aspx>
- ❖ Tax recovery sale property – Sale has finalized, title has transferred and new owner has taken possession. New property owner to commence permit issuance shortly with the provision of complete remediation or demolition within one year.
- ❖ Annexation – Open house held October 15, 2019. Consent form signed by the landowner and sent to ORRSC. Draft report is currently being circulated for review.
- ❖ Adhoc Committee Amundsen Park re-design – Currently working on grant applications with community groups. Further discussions referred to budget.

*Submitted by
Tara VanDellen
Planner/Development Officer*



LEGISLATIVE ASSEMBLY

ALBERTA

Roger Reid, MLA

Livingstone-Macleod

October 7, 2019

To Whom It May Concern:

RE: Letter of Support for Investing in Canada Infrastructure Program – Expression of Interest Application – Town of Claresholm

The Town of Claresholm has recently submitted an Expression of Interest Application which is currently being reviewed by Alberta Infrastructure staff.

Please accept this as a letter of approval and support for project "Planning for Growth" – 5th Street East Upgrades in the Town of Claresholm.

This project will benefit the community by: providing efficient and economical services to meet the needs of future development; provide efficient and environmentally suitable storm management; and it will provide opportunities for industrial development to service the community's needs and diversity the Town and the MD of Willow Creek's economic base.

I appreciate your consideration for approval with this project.

Kind Regards,

Roger Reid, MLA
Livingstone-Macleod

Constituency Office: 618 Centre Street SE, High River, AB T1V 1E9
Telephone: (825) 212-2000

Satellite Office: P.O. Box 3353, Bay 12 Ranchland Mall, 1300 Hewetson Ave., Pincher Creek, AB T0K 1W0
Telephone: (403) 904-8110

Economic Development Officer's Report

Town of Claresholm

October 23, 2019



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

Since the submission of the September 19, 2019 report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee. This report provides a summary of the committee operations and a progress-report for ongoing projects and assignments.

Economic Development Office

On October 11th an online-student of Robertson College who is enrolled in the Community Support Worker program, completed 160-hours of unpaid practicum work with the EDO. The individual did a great job, and they have agreed to continue as a volunteer for the RNIP program.

Town Council has accepted an offer for purchase, pending conditions, for 7-acres of industrial land located at the Claresholm Industrial Airport. The EDO continues to field inquiries and provide tours of industrial and commercial property in Claresholm and at the airport. Sales sheets and real estate listings are available.

Economic Development Committee

The EDC met October 21, 2019, six of ten members were in attendance, and four major projects were on the agenda including the Claresholm Business Conference, joint application to the Labour Market Partnership Grant, joint application to the Settlement Integration and Language Projects Grant, and the Claresholm Wayfinding Signage Project. The committee also reviewed the first-draft EDC 2020 Operating Budget. The next meeting is scheduled for November 18, 2019

Claresholm & District Chamber of Commerce

The Chamber Executive held two special evening meetings, September 26th and October 9th to discuss the Labour Market Partnership Grant proposal from the EDC. The EDO attended both special meetings and is pleased to report a partnership between the Claresholm & District Chamber of Commerce, and Southwest Community Future, for a series of community economic development projects over a 24-month period. Using a professional consulting firm available through SouthGrow membership, the EDO is now scheduling 2-planning sessions which will result in a 2-year application to the Labour Market Partnership grant.

At the advice of the EDO, the Chamber of Commerce has decided to restructure their meeting schedule to having Executive meetings monthly, and membership meetings quarterly.

Starline-Business Park

The EDO arranged a meeting with the land owners of the Starline area and a potential developer from Lethbridge on October 2nd and again with just Town Administration on October 17th.

Industrial Airport

The EDO continues to field inquiries into land at the Industrial Airport, and market the area at every available opportunity.

Rural and Northern Immigration Pilot

The EDO continues to field close to 50 inquiries per week from potential newcomers, local-employers, local service groups, immigration consultants, and foreign investors.

The IRCC program administration team from Ottawa will be in Claresholm October 24th and 25th to begin training sessions for the EDO and EDC members. A number of events have been arranged during the 2-day visit that include the Town Mayor and Council, members of the EDC, Town Administration, MP John Barlow, MLA Roger Reid, and the 16-local participating employers.

The IRCC will be in Claresholm again November 6th – 9th for additional training and the Council Open House on Rural Immigration.

The EDO now has 3-active volunteers helping with the RNIP program, and has arranged meetings with several community service stakeholders including healthcare and education facilities in town.

Alberta Urban Municipalities Association

The EDO continues to correspond with AUMA regarding potential ways to help with ongoing projects.

Alberta Southwest

The EDO has provided information to the Executive Director Bev Thornton who was recently investigating rural broadband assets and short-falls. A follow-up meeting with Natalie Gibson, project manager of EAT also took place Saturday October 26th.

SouthGrow Initiative

The EDC has engaged the services of Factor-5 consulting using the discounted rate available through SouthGrow Membership.

Shingle Sign Program

The first shingle signs to arrive for production had to be sent back for quality assurance purposes. The EDO has been in discussion with the manufacturer and participating businesses regarding hardware specifications and installation dates.

Wayfinding Signage Program

The EDO has received three (3) proposals from reputable sign design and manufacturers in response to the Wayfinding Signage RFP. The EDC have requested additional information from two of the proposals, EDO will bring back for review at November EDC.

Alberta Rural Development Network

The EDO has had a number of discussions the ARDN regarding their many services relating to housing initiatives in rural communities. Primarily a full housing needs assessment for Claresholm has been identified as an important first step in identifying diverse housing opportunities for our community.

Settlement Languages and Integration Program

The EDO has come to an agreement with the Calgary Catholic Immigration Society and Foothills Community Immigration Services to submit a joint application to the SLIP grant through Alberta Labour and Immigration. The grant has the potential to cover a number of existing expenses relating to the RNIP program, as well as assist with improvement of welcomeness and inclusivity for Claresholm.

The EDO will be travelling to Calgary on October 28th to meet with CCIS and FCIS to complete the application, which must be submitted by November 8, 2019.

Other Updates and Activity

- Attended Emergency Training in Coalhurst on October 7, 2019
- Met with the Business Conference planning team October 10, 2019
- Attended Interagency meeting October 17th, 2019
- Showed several downtown commercial properties to foreign investors.
- Met with a representative from Heritage conservation and protection Alberta regarding a potential-project with a young historian in Claresholm.
- Coordinated three full-day training sessions for the EDC in October and November
- Met with three EDC members who could not attend the October meeting to assure they are aware of the many ongoing projects and 2020 draft budget.

Submitted,

Brady Schnell, Economic Development Officer

FCSS Report to Council for September/October

- Interagency for September was the most attended one we have ever had. We hosted 32 people. Lots of networking after the meeting.
- Had a meeting with the agencies involved with Christmas giving. We are trying to make partnerships with all involved so as to not duplicate what we are giving out at Christmas time. 1. Santa's Gone Loonie, is an event run by Megan McClung during Old Fashioned Christmas and is for young children to purchase a gift for their parents for \$1. The gifts are gently used items donated by community members. FCSS along with Megan will be accepting the donations for this. 2. Shop of Wonders, organized by Chelsae Petrovic, with My City Care (Victory Church affiliated) is toys set up like a store so parents can come in and shop for a couple of items and stocking stuffers for their children. There is no religious agenda with this program. 3. Christmas Food Hampers is run by Roxanne Thompson with Local Press and supplies all the food necessary for a big Christmas dinner. The donations for these hampers come from donations of \$ and food from the community. FCSS will be the place people can apply for food hampers and also we will have applications for Shop of Wonders. We also are the drop off for donations for Santa's Gone Loonie and Shop of Wonders. Anyone enquiring about donating for Christmas will be referred to donate to either Shop of Wonders or Local Press for food hampers.
- Attended a great Reception Centre Training in Lethbridge with Jason. We are working together to make sure the reception centre will be ready to go if/when we may need to set one up. The more that Jason and I get out and talk about emergency preparedness with the community the more we realize that most people are not prepared and don't know what will happen in a state of emergency. Kelly and Erin are taking Basic Emergency Management and ICS 100 and Kelly and Barb will be taking ICS 200. Kelly will be trained so that she would be able to take over in my position in case I am not around during an emergency situation.
- With help from EDO work placement student Marie, we went through boxes of paperwork stored in the basement of the town office and recorded what we sent to shredding. Worked on boxes from 2004 to 2011. Kept out the minutes for any years we could find. They will be stored in binders in the office from now on.

- Went out in the storm Sunday Sept. 29th to get some games to the Community Centre for Culture Days. John and some Youth of Tomorrow guys were there to help set up for the event. Not many community members attended.
- Made the decision to close the office on Monday September 30th. None of the staff was able to make it to work due to the snow.
- Signed an extended contract for AHS Mental Health funding only until December 31st. The last contract ended September 30th. I worked on and submitted all the required paperwork for the final report for the year Oct. 2018 to Sept. 2019.
- Funding from government for the last quarter will be delayed (should have been received October 1st) and will be given out monthly for the rest of the quarter.
- The Station has given notice to landlord they will be leaving at the end of November.
- Kelly has been working with Wild Rose Community Connections in High River to learn about their food recovery program. We hosted the organizer, Sara, to discuss it at our Interagency meeting. She and Kelly have been in touch with some of the restaurants and IGA and the food bank to discuss the program and how it works.
- I assisted Jason in e-prep training with some members of the Claresholm Ministerial. They were very enthused and were hoping to get some of their congregations trained as well.
- We invited an advisor from Seniors and Housing Ministry to train us on Senior Benefits programs so we are more efficient in helping seniors to navigate.
- Submitted the interim report to Child Services (CFSA) for the funding that we are receiving for April 2019 to March 2020.
- Kelly has been gone for two days taking the Outcome Measures training so she can assist me in taking surveys and compiling results on our programs.



Claresholm Fire report

October 23, 2019

Miscellaneous:

1. We are currently working on three open safety codes files.
2. Claresholm Fire is once again proud to be participating in the Risk Reduction program at the high school starting in November and running through May.
3. Lt. George Douros along with many other CFD members had another successful fire prevention week including visits with the pre-school and Grade 1 class.
4. Claresholm fire recently welcomed a new member to the CFD family firefighter Brendon Seefried.
5. Claresholm Fire purchased a new rescue combination tool, this is a battery-operated combination tool to supplement our existing hydraulic jaws of life. This tool will enable us to perform rapid extraction if needed, we were able to purchase this unit thanks to donations to our Firefighter Funds.

Calls:

Town Calls	M.D. Calls	Total
17	5	22

Call Type	Town	M.D.	Total
Medical co-response	6	0	6

Medical first response	3	1	4
MVC	2	1	3
Outside fire	0	1	1
Possible Structure fire	0	1	1
Alarm Bells	6	0	6
Smoke investigation	0	1	1
Total	17	5	22

Calls to Date:

Claresholm Fire Department has responded to 204 emergency calls year to date.

OCTOBER 2019 H/R TAXATION REPORT

Prepared by Lisa Chilton

Human Resources

All of the seasonal staff have now departed. The museum is now closed for the season except for Saturdays through November 16th, when it is opened from 2:00 pm to 5:00 pm to view the new display in the Station.

With the changes to the recycling program, we have also bid farewell to the staff from Prairie Winds Clubhouse.

Assessment and Taxation

There were officially 3 assessment appeals, all for the Composite Assessment Review Board (CARB). Two have officially withdrawn their appeal after an explanation from Logan at Benchmark Assessments. The last appeal will most likely go through to the hearing on November 14th, 2019.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at September 13th, 2019.

- Taxes outstanding are **\$254,344.38** summarized as follows:

\$ 150,320.35	Arrears including penalties
\$ 24,047.63	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 75,872.50	Properties on 2019 Tax Arrears List. Subject to auction in 2020.
\$ 4,103.90	Property under tax agreement

There are 15 properties on the list this year. Two properties have been paid to date.

The three C.O.P.T.E.R. applicants that were accepted by council have been notified of their three-year exemption.

Infrastructure Services



October 2019

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Runways are operational with all lighting working. No issues to report on active runway or taxi strip. Plowing snow was done after the big storm. No leaks were found in the Airport water system this month.

Arena

The Arena is open for another season. There were some issues. After start up a seal blew out in compressor #2 and an ammonia leak was quickly identified and isolated. CIMCO repaired the problem as soon as parts arrived. The mezzanine roof is leaking more after the snow weight and melt opened up the cracked seams. The Ammonia leak monitoring system is back online after our annual certification/calibration. It was in alarm mode after a failure to reset (2x) and we have had some false alarms (2x).

Town Buildings

The regular inspections of Town owned buildings continue. Snow load was monitored after the snow storm and was at a worrying depth. Two flat roofed buildings and some low sloped buildings had as much as 4 feet of snow on them. Some eavestrough damage has been discovered and repaired.

Cemetery

No complaints to report.

Equipment

Maintenance and repairs continue daily. All equipment is serviced and operational at this time.

Garbage

Our collection program is working well. No complaints. Garbage collection was suspended for only the 3rd time in last twenty years due to weather on Monday 30th after the snow storm. Extra staff was used to help open the streets, sidewalks and facilities.

Sidewalks

There are complaints about the brick sidewalk in front of the CIBC. Its settled over the years approximately 1 inch and access to the bank is impeded. The whole corner needs all bricks to be removed and re-laid. This will be added to the 2020 project list as this cannot be done this year. All 14 corners in the downtown need to be assessed in the spring.

Streets

Parked vehicles caused major issues with plowing out after the storm. This slowed the crews work down. Small cars driving on the streets in the days after also had many comments/complaints of the road conditions and frozen snow and ice still on the roads. Approximately 45 hours of overtime was required to carry out the snow removal operation from the last big storm. Grading of alleys will be done as time and manpower allows.

Sanitary Sewers

Work was started on the flushing of the entire Town with our semi-annual sewer cleaning. Work was on hold until snow/drainage issues were dealt with. We have video inspected some sewers in upcoming work areas, to assess current condition for better budget pricing up front for future projects. One new set of services were installed this month at homeowner's request/cost.

Water Distribution

There is a condition with the water in the distribution system requiring the complete flushing of the Town's distribution system. This work is underway, and will take 2-3 weeks. Testing and operation of every water valve in the Town system has been completed and 27 main valves are in need of replacement for various reasons.

Storm Water Drainage

A New grant application has been prepared by AE, for the fall grant submission deadline for the next phase of storm system upgrades. All storage ponds are full. Work to install a fish screen is underway at the south storm pond.

Parks

Tree damage all over town was reported after the snow storm. We started with boulevard trees and will go as far as budget will last. We are removing all broken limbs and dead wood, as well as pruning the elms. No new trees will be planted this year and all budget monies will go towards maintenance/trimming. Parks staff were busy blowing out irrigation lines and shutting down outside water, as the crew will now be in the rink for the rest of the winter.

Recycling

The town staff will continue to collect all residential recycling until the contractor starts collection operations, scheduled for November 5th. Commercial bins are getting shipped to the Town shop where lids are installed. They will be delivered as soon as all have arrived and our commercial collection will start first. Residential collection will be next and will follow the planned pick-up schedule to start as soon as bins are delivered.

Staff

Some issues, none to report on at this time.

CLARESHOLM RECREATION

September-October 2019



Prepared by: Denise Spencer

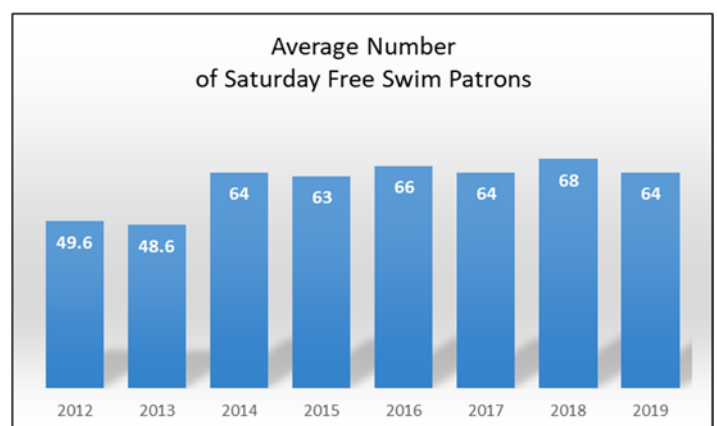
CLARESHOLM RECREATION

ARENA

- The rink opened September 30th
- Minor Hockey has the majority of their game slots up to for Initiation, and Novice, for Peewee, and Atom the tiering round is finished October 26th, and CAHL will have the rest of the schedule for Minor Hockey in after that.
- Google Calendar has been invaluable for scheduling this year. All groups have access to view, and the notes section is helpful to know what teams have their information in at a glance.
- The Arena Staff have been given the go ahead to fill spaces that are open on the calendar, with the request they cc Denise & Marianna in correspondence to follow up with user agreements, insurance requirements and billing
- The Claresholm Aquatic Centre is listed as a contact number for the Arena which has caused some confusion over the last few weeks. Solutions are forthcoming
- Advertising
 - Dairy Queen and Subway have decided to go with rink board advertising as their previous advertising was phased out.
- There is one tournament date left on the schedule the beginning of January, with many groups on a wait list and still reaching out for dates.
- The Arena monitor is now up and running. It now has slideshows of various youth sport and recreation in addition to snapshots of the Google schedule
- Minor Hockey has reached out to me for painting of their new logo on their trophy wall of fame
- Skate Loaner Station: applying for a Choosewell Community Grant for the purchase of skates, and some helmets in various sizes. Details are still being worked out regarding signing out of the skates, all would be distinctly marked, and on an as needed basis, or public skate times. A question arose regarding additional insurance which was answered by another facility who runs a similar program, *"Have you had to provide additional insurance? No. There is always some risk involved to the patron - they assume this risk when they borrow any equipment/use the facility. We ensure the equipment is in good condition and enforce a mandatory helmet rule for any City programs/drop-in times. Always good to check what your insurance would cover though...but this is normal use of the facility."* Last year we had a youth group come to the facility that were not prepared, and a Kidsport representative mentioned how much use the skates that people donate to them are used during the FCSS Family Day skate. There is a need for a program like this in our community. How many people like to skate and can't afford it? How many people would like to learn, yet again do not have the opportunity for multiple reasons. With people moving to our Claresholm it will be a benefit for our community to increase accessibility

CAC

- Baby and Me class had 7 registrants (14 participants), which we're happy with as it hasn't been offered in 2 years. Maximum for the class is 8, as that's how many Dolphin baby boats we have in the facility.
- There is a Lifesaving Sport Officials course that 1 staff member will be attending, this will be to the benefit of our JLC program
- Fundraising efforts for the JLC program have stalled this fall as 4 other groups in the community hosted bottle drives. We use Fundraising to help pay for Competition fees to keep the program affordable for families and are looking for other options
- Free Swim numbers: staff had concerns with numbers being high for our Free Swim Saturdays, they have remained consistent through the years, although 2012 & 2013 the numbers were lower
- In September we were informed by the Lifesaving Society that they recommend a Comprehensive



Aquatics Safety Audit and Lifeguard Positioning Analysis be completed once every 5 years and anytime major structural changes occur to an aquatic area. This helps to confirm the safety systems that are in place are current and up to date with the current regulations and standards. It also provides periodic validation that your systems are effective and identifies where they can be improved. Our last Comprehensive Aquatic Safety Audit and Lifeguard Positioning Analysis were performed: July 2009. This Audit is quite pricey, although necessary. A Comprehensive Aquatic Safety Audit utilizes industry experts to assess aquatic safety in a facility. It assists facilities in identifying and addressing any deficiencies in facility operations, policies and procedures, staffing and communication systems in accordance with relevant aquatic safety regulations, standards and industry best-practices.

- CALA (Canadian Aquafitness Leaders Alliance): training for AHS Therapeutic Recreation Staff is being set up for 2020, which will go towards their education requirements. There may be 1 CAC staff member doing the training depending on what programming is offered.
- New lane ropes: Commercial Aquatic Supplies, (one of our suppliers) put out an email a couple weeks back, they had 7-50meter lane ropes available that were not made to specifications. These were to be given away, with only shipping charges as a fee. We were able to get 3, which can then be made into 6 new 25m lane ropes. Pricing for 1 50m rope is \$1419.40, while pricing for 1-25m rope is \$756.75. It has been 3 years since the last purchase of lane ropes by The Kraken Swim Club and 3 were in need of replacement/repair.

Training Update:

- 1 member of our team joined the JLC Coach course on September 8th, at the U of L in Lethbridge, she is our assistant coach for our Competitive JLC Vikings team
- On September 22nd 3 of CAC's JLC Sport and Competitive Coaches went to Okotoks to attend the first ever AB/NWT Lifesaving Coaches Symposium. They took part in 3 different info sessions;
 1. An engagement session on: Why kids quit in sport and how to keep them.
 2. New Standard for Warm Ups in Sport (This was presented by AHS)
 3. In water demos for High Performance Athletes (JLC, Competition based) Hosted by our JLC head coach, Dallas
- On October 4-5 one of our trainers attended the Annual CALA Conference for Aquafitness. She took part in 4 sessions on different techniques and speeds that apply to our current AquaFit classes. These will be applied to later inservices to train staff in Aquafit
- On October 6th the Staff participated in a National Lifeguard Recertification

Winterfest

Claresholm's 3rd annual Winterfest is scheduled for Saturday February 8, 2020. I am hoping to hold another Snowpitch Tournament, although this is a tough weekend due to the cold we've had in the last few years.

S.A.R.A

Annual retreat was scheduled for October 2 & 3 in the Crowsnest Pass, items on the agenda included;

- Pincher Creek Southern Alberta Summer Games final report, which included what worked and didn't
- SARA AGM
- Updates to SARA By-Laws, for the Society's Act
- Updates to Operations Manual; this is the procedural book for the Southern Alberta Summer Games

S.A.R.A Partnerships; Brady Schnell reached out to FCSS, and CAC/Claresholm Rec to partner for a Town Swag order at a reduced cost. We're looking forward to seeing the quality of the items ordered. CAC does up baskets for donations to various groups for their fundraising efforts.

Skatepark; Fundraising Trivia Night, Are you smarter than a Skateboarder? Will be held Saturday November 30, 7-11pm at Putters Restaurant

BEM; Attended Basic Emergency Management Training Monday October 7, Incident Command Training is October 29



Claresholm

Utility Services Report

October 2019

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- CIP (clean in place) PALL membrane clean both Pall Racks.
- Cleaning sodium hydroxide tank before bulk load delivery.
- HACH onsite for yearly online and lab equipment service.
- Replace powder activated carbon tote and fill day tank hopper.
- Inspect roof, flashings, exhaust fans and solar panels.
- CHAMCO onsite flushing both PALL system SULLAIR compressors.
- New four strand smooth wire fence installed along 8th street walking path in front of Regional Plant.
- MPE SCADA technician online working on reports and related issues.
- K and B Heating onsite for yearly boiler inspection (replaced boiler #1 heat exchanger).

Hydronic Boiler System Heat Exchanger Replacement



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Schedule 4 HAA's, THM's and Cyanobacteria samples sent to Element.
- AEP inspector onsite for 2018 yearly water treatment and distribution inspection.
- TTHM testing as required to determine test results moving forward.

Meetings

- Bi-weekly management meetings.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher inspected all buildings.

Chemical

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

Pumping Stations and Reservoirs

Highway Pump Station

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

Backup Generators Are Tested Monthly By Staff And Annually By Certified Technicians



East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Repair chlorine pump tube leak.

Airport

- Old Airport Pump Station checks weekly.
- Flushed fire hydrants as per inter-municipal service agreement.
- Plumber installed flush line after meter to ensure free chlorine residual.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.
- Backflow preventers tested and north side repaired.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Schedule 4 HAA's, THM's and Cyanobacteria samples sent to Element.

Town of Granum and Supply Line

- Check supply line monthly.
- Contact Rocky View Water about low reservoir level and low water intake.

Meter Vaults

- Check acreage meter vault bi-weekly.
- Check Granum meter vault (in Claresholm) bi-weekly.

Distribution Lines

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.
- Yearly town distribution system hydrant flushing program in progress.

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- CORONA electric onsite to check SCADA system callout and related equipment.
- SHAW cable repaired phone line to MCC.
- Replace double man door with overhead door in distribution area.

Lagoons

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Open outfall valve to drain lagoons to Willow Creek
- Take grab samples and send to ELEMENT Labs for testing as per code of practice.

Raw Water Supply

Pine Coulee Reservoir

- Pine Coulee Reservoir level 1048 geodetic meters.
- Chain Lakes Reservoir 100% capacity.
- Flush hydrants on Pine Coulee line.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 6081mm.
- Check blowers to lake daily.

Golf Course

- Treated Backwash water from process continues through the neutralization system to the golf course holding ponds.
- No water from Pine Coulee was needed to replenish levels in the golf course ponds this season.

Golf Course Weir Flow From Fog Creek Drainage Basin





Claresholm

INFORMATION BRIEF

Meeting: October 28, 2019

Agenda Item: 14

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
16	CORRES: Town of Coaldale RE: Municipal Law Seminar - October 23, 2019 - Each member of Council to decide if they would like to attend or not & let Administration know to register them.	Marian	Council members unable to attend	Complete
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	Have begun conversations regarding onboarding and next steps	In Progress
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				
1	BYLAW #1658 - Moved by Councillor Moore to give Bylaw #1658, the Emergency Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1658, the Emergency Management Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
3	BYLAW #1674 - Moved by Councillor Zimmer to give Bylaw #1674, a borrowing bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1674, a borrowing bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete

4	BYLAW #1676 - Moved by Councillor Zimmer to correct the date in the last column of the table in Schedule "A" of Bylaw #1676, the Recycling Materials Management Bylaw, to read November 1, 2023. CARRIED MOTION #19-148 Moved by Councillor Schulze to give Bylaw #1676, the Recycling Materials Management Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1676, the Recycling Materials Management Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	BYLAW #1679 - Moved by Councillor Schlossberger to give Bylaw #1679, the Administrative Services Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Moore to give Bylaw #1679, the Administrative Services Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
6	BYLAW #1680 - Moved by Councillor Schulze to give Bylaw #1680, the Audit & Finance Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1680, the Audit & Finance Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
7	BYLAW #1681 - Moved by Councillor Moore to give Bylaw #1681, the Emergency Services Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1681, the Emergency Services Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
8	BYLAW #1682 - Moved by Councillor Carlson to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1682, the Facility & Infrastructure Planning Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
9	BYLAW #1683 - Moved by Councillor Schlossberger to give Bylaw #1683, the Grievance Committee Bylaw, 2ND Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1683, the Grievance Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
10	BYLAW #1684 - Moved by Councillor Schulze to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1684, the Multi-use Community Building Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
11	BYLAW #1685 - Moved by Councillor Cutler to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1685, the Recreation Facility Users Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
12	BYLAW #1686 - Moved by Councillor Carlson to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1686, the Wage Negotiating Committee Bylaw, 3rd & Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
13	Delegation Response: The Station - Moved by Councillor Zimmer for Administration to negotiate a lease agreement with the Station for the use of Mackin Hall for their programming. CARRIED MOTION #19-149	Tara	Notified the Station, coordinating agreement with group.	Complete
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

17	CORRES: Claesholm Coordinated Community Response to Elder Abuse - Moved by Councillor Schlossberger to allow the Claesholm Coordinated Community Response to Elder Abuse Committee to tie purple ribbons and elder abuse brochures on lights posts along 49th & 50th Avenue West between 1st & 2nd Streets to raise awareness on elder abuse for the month of November. CARRIED MOTION #19-151	Karine/Mike	Email sent	Complete
18	CORRES: SouthGrow Regional Economic Development - Moved by Councillor Zimmer to appoint Councillor Schlossberger to attend the Southern Alberta Water Security Forum being put on by SouthGrow Regional Economic Development in Lethbridge on November 7, 2019 on behalf of the Town of Claesholm. CARRIED MOTION #19-152	Karine	Confirmation sent by email	Complete
19	CORRES: Oldman Watershed Council - Moved by Councillor Schlossberger to support the Oldman Watershed Council with a donation of \$1,776.60 to continue their efforts towards watershed health in our region. CARRIED MOTION #19-153	Karine	Payment sent	Complete
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 Claesholm will host the 2021 Southern Alberta Summer Games once #5 in the agreement is changed to state the Town of Claesholm instead of the Town of Raymond. CARRIED MOTION #19-154	Karine	Email sent requesting change to the agreement	In Progress
21	CORRES: Willow Creek Ministerial Association RE: Prayer Breakfast for Elected Officials - Councillors Cutler and Moore will attend on behalf of the Town of Claesholm.	Karine	Email sent	Complete
22	CORRES: Royal Canadian Legion Branch #41 RE: Presentation of First Poppy on October 25, 2019 - Deputy Mayor Zimmer will attend on behalf of the Town of Claesholm	Karine	Legion notified	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 Claesholm.	Karine	Legion needs confirmation of representative by Nov 1st	In Progress
24	CORRES: Royal Canadian Legion Branch #41 RE: Remembrance Day Service November 11, 2019 - Mayor MacPherson will attend on behalf of the Town of Claesholm.	Karine	Legion notified	Complete
25	CORRES: Claesholm Indoor Walking Group - Moved by Councillor Schulze to support the Claesholm Indoor Walking Group with a donation of \$1,000 to be paid directly to the Claesholm Community Centre for the 2019-2020 season of indoor walking. CARRIED MOTION #19-155	Karine	Group contacted, payment sent to Community Centre	Complete
26	CORRES: Claesholm & District FCSS RE: Poverty Simulator October 24, 2019 - Councillors Moore and Schlossberger will attend on behalf of the Town of Claesholm.	Karine	Confirmation sent by email	Complete
27	RFD: Tax Exemption Under COPTER - Moved by Councillor Moore to accept the application from the Claesholm Curling Club and maintain the COPTER property tax exemption on the property located at 430 – 53 Avenue East, Roll #11917.000 for the 2020 to 2022 tax years. CARRIED MOTION #19-156	Lisa	Letter sent October 18th	Complete
27	RFD: Tax Exemption Under COPTER - Moved by Councillor Zimmer to accept the application from the Claesholm Golf Club and maintain the COPTER property tax exemption on the property located at 349 – 39 Avenue West, Roll #11630.000 for the 2020 to 2022 tax years. CARRIED MOTION #19-157	Lisa	Letter sent October 18th	Complete

27	RFD: Tax Exemption Under COPTER - Moved by Councillor Cutler to accept the application from the Prairie Winds Clubhouse and maintain the COPTER property tax exemption on the property located at 4621 – 2 Street West, Roll #10157.000 for the 2020 to 2022 tax years. CARRIED MOTION #19-158	Lisa	Letter sent October 18th	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
30	RFD: Walkway Closure - Moved by Councillor Carlson to approve closure of the corridor located between 5345 and 5349 - 6th Street West and pursue a purchase / utility right of way agreement with the adjacent landowner. CARRIED MOTION #19-161	Tara	Notification letter sent.	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 25, 2019

INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2019)

EXECUTIVE COMMITTEE MEETING

Thursday, September 12, 2019 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Ian Sundquist (absent)
Jennifer Crowson
Margaret Plumtree (absent)

STAFF:

Lenze Kuiper - Director
Mike Burla - Senior Planner
Diane Horvath - Senior Planner

Ryan Dyck - Planner
Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - September 12, 2019
2. Approval of Minutes - August 8, 2019 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Strategic Plan Review with ORRSC Staff (attachment)
(b) Subdivision Activity 2019 (attachment)
(c) Fee For Service Update (attachment)
5. Accounts
(a) Office Accounts - July 2019 (attachment)
(b) Financial Statements - January 1 - July 31, 2019 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

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

1. APPROVAL OF AGENDA

Moved by: Don Anderberg

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jennifer Crowson

THAT the Executive Committee approve the minutes of August 8, 2019, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Strategic Plan Review with ORRSC Staff

- Strategic Plan 2016-2026 Objectives were reviewed and discussed by the Executive Committee with input from planning staff Mike Burla, Diane Horvath and Ryan Dyck. As all staff were unable to attend, another meeting could be rescheduled during work hours to include remaining staff, if needed.

MEMBER SERVICES

Objective #1 – Add new member services

- ▶ Added Chinook Regional SDAB

Objective #2 – Add new planning members

- ▶ Added Village of Duchess

Objective #3 – Add new GIS members

- ▶ Added City of Brooks
- ▶ New software migration and roll-out

Objective #4 – Strengthen member relationships

- ▶ Ongoing

Objective #5 – Secure data & provide modern access to information and data

- ▶ Scanning project underway
- ▶ Fee for service spreadsheet tracking

FISCAL SUSTAINABILITY

Objective #1 – Review & define the business model ensuring ORRSC maintains fiscal sustainability

- ▶ Continually monitoring revenues, expenses, and resources
- ▶ Improving budget preparations through expanding input, assessing political and economic climate

Objective #2 – Communicate the value of ORRSC to member municipalities

- ▶ Ongoing

Objective #3 – Secure provincial funding

- ▶ Attempted – is this still relevant?
- ▶ Maintain close ties with provincial government and ministries

ADMINISTRATIVE LEADERSHIP

Objective #1 – Ensure staff have proper work environment & resources to meet member obligations

- ▶ Ongoing

GOVERNANCE

Objective #1 – Ensure Board and Executive remain effective & relevant

- ▶ Ongoing
- ▶ Scheduling engaging speakers and educational opportunities

- There was consensus that better communication is needed among Staff, Board Members, Councils and Administrations regarding the scheduling of projects and the value of belonging to ORRSC. An update on the progress of plans and projects will be provided and addressed at the December Board meeting. It may also be beneficial to periodically meet with member CAOs to get their perspectives and build better relationships.

(b) Subdivision Activity 2019

- As of July 31, 109 subdivision applications have been received, with subdivision revenue totalling \$172,507.50 for the first seven months of 2019. Very few have been multi-lot subdivisions and our \$315,000 budget may not be achieved by the end of the year.

(c) Fee For Service Update

- The Fee for Service attachment is not completely up-to-date due to several planners being on vacation. An improved update on the status of current projects will be provided at the next meeting.

5. ACCOUNTS

(a) Office Accounts – July 2019

5151	Vehicle Gas & Maintenance	Petty Cash	\$ 82.68
5160	Staff Field Expense	Petty Cash	12.60
5320	General Office Supplies	Petty Cash	47.23
5460	Public Relations	Petty Cash	33.89
5530	Coffee & Supplies	Petty Cash	10.87
5280	Janitorial Services	Madison Ave Business Services	475.00
5310	Telephone	Bell Mobility	662.13
5310	Telephone	Shaw Business	243.61
5320	General Office Supplies	ALTISMSP	30.00
5320	General Office Supplies	Desjardin Card Services	16.49
5380	Printing & Printing Supplies	Desjardin Card Services	125.15
5330	Dues & Subscriptions	Pass Herald	60.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5380	Printing & Printing Supplies	Paramount Printers	70.00
5380	Printing & Printing Supplies	Peak Vocational Services	114.00
5440	Land Titles Office	Minister of Finance	200.00
5460	Public Relations	Claresholm Local Press	606.00
5460	Public Relations	Macleod Gazette	581.40
5470	Computer Software	ESRI Canada	825.00
5490	Consultants	WSP	4,370.00
5500	Subdivision Notification	Lethbridge Herald	181.44
5534	Chinook Intermunicipal SDAB	Phil Jensen	150.00
5534	Chinook Intermunicipal SDAB	Lloyd Kearl	314.72
5534	Chinook Intermunicipal SDAB	Clay Leavitt	173.20
5534	Chinook Intermunicipal SDAB	John Sinclair	161.60
5534	Chinook Intermunicipal SDAB	Dexter Bezooyen	180.16
5534	Chinook Intermunicipal SDAB	Ben Elfring	173.20
5570	Equipment Repairs & Maintenance	Digitex	140.00
5570	Equipment Repairs & Maintenance	Digitex	680.00
5570	Equipment Repairs & Maintenance	Digitex	680.00
5570	Equipment Repairs & Maintenance	Xerox	845.57
5570	Equipment Repairs & Maintenance	Pitney Bowes	30.00
1160	GST Receivable	GST Receivable	740.62
		TOTAL	<u>\$13,039.56</u>

Moved by: Doug MacPherson

THAT the Executive Committee approve the Office Accounts of July 2019 (\$13,039.56), as presented. **CARRIED**

(b) Financial Statements – January 1 - July 31, 2019

Moved by: Jim Bester

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - July 31, 2019. **CARRIED**

6. DIRECTOR'S REPORT

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

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:10 p.m. until **Thursday, October 10, 2019 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 

CLARESHOLM FOOD BANK

Meeting: Sept 19, 2019

Present: Wendy, Shirley, Brydon, Linda, Gaven, Mellisa & Kathy

Regrets: Shelley

Absent:

Meeting Called to order: 4:10 p.m.

Additions to Agenda:

NEW BUSINESS – #4 Meeting with Sarah, #5 AGM, # 6 Haunted House

Linda approves /2nd Brydon Carried

Minutes of Previous Meeting: Accepted Gaven/Melissa

Treasurer's Report – Linda moves accepted as read

OLD BUSINESS:

1. Computer Update-needs to be completed
2. Policies (Linda/Shelley) work in progress. Wendy and Linda will get together Linda has an outline done. Linda makes a motion to head up a Volunteer appreciation Committee to show our appreciation to long Term Volunteers to be presented at next AGM – discussion Melissa 2nd – carried.
3. Canada Farmers – Melissa will check a couple of friends to see if they can apply for a grant for the food bank.
4. AGLC – application approved Bingo could be 2022 July, Aug or Sept.

EXPENSE FORMS: NONE

BUILDING COMMITTEE: see attached letter

FUNDRAISING COMMITTEE: AGLC application approved

Food Bank Update: 80-85 hampers given out per month

CORRESPONDENCE: Local Press printed up receipts with wrong#. Just cross out # and write in proper one as you give them out Charitable organization # 890615347RR0001

NEW BUSINESS:

1. Truck unloading (Hutterites) need to revisit other options. A complaint was brought forth to board members of people seeing Hutterites unloading food truck and filling their own.
RESPONSE from workers: 1. Hutterites get rid of the wooden pallets for the food bank sometimes as many as 52 pallets

2. They gave \$1500.00 donation the last food truck delivery 3. Use of their own equipment especially rollers to take food downstairs. 4. Calgary is sending a lot more non- food items like air freshners, condomns, dog food, and cleaning supplies. 5. A whole pallet of fish broth was sent from Calgary once – no use for it couldn't give it away to anyone.

Dog food was loaded into a volunteers van and donated to Care's after last food truck delivery. Hutterites volunteer and get the job done in a quick and timely fashion.

Brydon moves that Rob Vogt does an article of the distribution of food at food bank and how the food bank operates. 2nd Melissa – Carried

Wendy moves that a group meets with Day Care to clarify our relationship with them. Linda 2nd Carried. Meeting to take place Oct 2nd at 4:15 p.m.

2. Volunteers – numerous people expressing interest in helping out. Melissa says she has asked some people who have volunteered to come and they don't show always show up. She personally does not respond to messages on our face book page for volunteers.
3. Meeting with Sarah – High River Food Rescue tabled for now
4. AGM – October 24th @ 4:30 p.m. Kathy will put ad in paper 2 weeks ahead
5. Haunted House – Chad from funeral home wants A LOGO to put on 2 shopping carts for his haunted house (Derochie Drive) to place on 2 side of shopping cart. Kathy will check with local press.

NEXT MEETING: October 24th at the Library AGM begin our meeting to follow

Meeting Adjourned: 5:30 p.m.

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.

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. Brydon Saunders moved that we appoint Sandy Hillis as C.A.O. of Claresholm Transportation Society. Motion carried
2. Jason Schnieder moved that we send Lyal O'Neil a letter of Employment Termination with Claresholm Transportation Society. Motion carried.
3. 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?
4. Wes Hinkle is retiring in October, 2019. We will give him a gift card.
5. 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:

Town of Claresholm Canada Day Celebrations

Event Summary & Report

Canada Day 2019

October 10th 2019

Event Coordinator; Lauren Billey

Summary;

The Town of Claresholm hosted events and entertainment as part of a Canada Day celebration as implemented by the contracted Events Coordinator. The events were scheduled to take place at various locations throughout the Town, and were implemented without incident. Reviews received were positive overall. No injuries or instances of sincere concern were brought to the attention of the Event Coordinator. The sole complaint was that the fireworks were changed to our fair days. We are hoping that the excitement comes around when we approach fair days.

We continue to receive good feedback regarding the move of the festivities to the spray park.

Schedule of Events;

All events took place on Friday, July 1, 2016 in the Town of Claresholm.

Activity	Location	Time	Lead	Contact
Fitness Class	Centennial Park	11 – 11:45am	Jodi Bishop	Studioresolution@hotmail.com
Oh Canada	Centennial Park	12 Noon	Michele DeDominicis	
Raising of Flag	Centennial Park	12:30 Noon	Legion & RCMP	Via Request Letters
Welcome/Cake	Centennial park	12:30pm – 1pm	Councillor Betty Fieguth	Via Request Letters / karine@townofclaresholm.com
DJ	Centennial Park	11am – 4pm	John DeDominicis	
Inflatable Amusements	Centennial Park	12 – 4pm	Carnivals 4 Kids at Heart	kelly@carnivalsatheart.com
Indigo Circus	Centennial Park	Through out day	hello@indigocircus.com	
Rock Band	Centennial Park	4pm-5pm	Dino	
Andi's Petting Zoo	Centennial Park	1 – 4pm	Marla McLeod	(403) 394-4801
Face-Painter	Centennial Park	1 – 4pm	Rainbow Faces	rainbowsmilefantasticfaces@gmail.com

Paw Patrol and Princess' Centennial park 1-4pm

Finances;**Event Budget for *Canada Day***

Artists	Estimated	Actual
Indigo Circus	\$5,000	\$5,000
Paw Patrol	\$260	\$260
Face-Painter	\$1000.0	\$1000.0
Petting Zoo	\$800.00	\$800.00
Total	\$7,060.00	\$7,060.00

Revenue	Estimated	Actual
Town of Claresholm	\$9,000.00	\$9,000.00
Heritage Canada	\$2,200.00	\$1000
MD of Willow Creek	\$2,000.00	\$0
Business \$	\$1000	\$1500
Total	\$14,200	\$11,500

Entertainment	Estimated	Actual
Inflatables	2250.00	2250.00
Desperado Sound	600.00	600.00
Fireworks	0	0
Total	2,850.00	\$2,850.00

In Kind Donations	Estimated	Actual
IGA (Cake)	\$800.00	\$0.00

Promotion	Estimated	Actual
Posters/Banners/Flyers	\$100.00	\$50
Newspaper	\$800.00	\$800.00
Total	\$900.00	\$850.00

Hospitality	Estimated	Actual
Cutlery & Plates	\$100.00	\$0
Decorations	\$200.00	\$200.00
Cake	\$400.00	\$0
Staff and gratuities	\$0.00	
Total	\$300.00	\$200.00

Total Expenses	Estimated	Actual
	\$11,500	\$11,060

***This year we did a SPONSORSHIP program. The feedback from businesses was that they get asked too many times for donations. We have done up a great sponsorship program, that will allow them to have full control over what they could use to benefit for themselves.**

We are going to break up the businesses and only ask 1 half at Canada day and the other half at Fair Days

There were 700 small plates and forks purchased for the giant Canada Day Cake, and we ran out before the cake was complete..

Report;

Canada Day in Claresholm was a success as measured by attendance, no incidence of concern, and feedback received. It is estimated that between 600 and 700 persons were in attendance at the keystone Family events at Centennial Park during the afternoon.

As mentioned before, we moved locations this year to Centennial Park. This was a huge success letting us accommodate more, and have access to our fantastic spray park. The event was advertised through Social Media, the Town website, as well as 11"x17" posters and in the Town News section of the Clareholm Local Press .

Setup at Centennial Park started around 8am, and all teardown and clean up was completed by 7pm. WCCHS Prom Royalty volunteered for the event, as well as Alec Harrison who lead on help and assistance with tents and clean up. In total, there were nearly 8 assisting with the various stages of the event as volunteers.

There was also a vendors market, with local businesses set up and for the first time ever, a beer gardens in support of the local skate park association

Recommendations for Future Events;

- Include more diverse performances from our many different cultures within the community, such as indigenous community, Philippine community, Muslim community
- Also removing the vendors market and adding more fun to the mix has been discussed. More food trucks for the skateboard park

Town of Claresholm Fair Days Celebrations

Event Summary & Report

October 10th 2019

Report Drafted By; Lauren Billey

Summary:

The Town of Claresholm, in partnership with numerous local businesses and organizations implemented their Annual Fair Days Celebrations over 4 days in August. From August 8 to August 11th, the Town experienced numerous events held in various locations. All reports on the events have been positive, especially our street festival on 49th Ave. However we did see slightly lower numbers this year due to the rain and we also had numerous attractions for the street festival cancel the day of. It was disappointing and we couldn't control the weather, but we did had a ton of fun for those that did attend. It didn't rain, thankfully, we just had gloomy weather. We saw a few parade floats back out as well.

The Street festival is to bring the community and others to our downtown core, and to check out our businesses, and to have some live entertainment.

Last year, we noticed that people were more interested in the activities on the actual street rather than the performers on the stage so we decided to add more street activity. We added touch a truck to fill in the streets. We had some town trucks come but we were supposed to have a huge monster truck, a drag car, and another race car but due to rain,they backed out. That would have worked out if it didn't decide to be a bad weather day.

Schedule of Events:

Activity	Location	Time	Date	Lead	Contact
Charity BBQ	Chinook Financial	11- 1:30pm	August 8	Chinook Financial	Tania.Smeltzer@chinookcu.com
Bench Show Entries	Claresholm Arena	6-9pm	August 8	Bench Show Committee	Fayeknudson7@gmail.com (Secretary)
Bench Show Entries	Claresholm Arena	9-11am	August 9	Bench Show Committee	Fayeknudson7@gmail.com (Secretary)
Charity BBQ Steak Supper	BMO Royal Canadian Legion	11-2pm 5pm	August 9 August 9	BMO RCL Branch	betty.fieguth@bmo.com (Manager) (403) 625-3755
Bench Show Open to Public	Claresholm Arena	6-9pm	August 9	Bench Show Committee	Fayeknudson7@gmail.com (Secretary)
Bench Show – Pet Show	Claresholm Arena	7pm	August 10	Bench Show Committee	Fayeknudson7@gmail.com (Secretary)
Slo-Pitch Tourney	Millennium Park	Multiple	August 9– 11	Jillisa Morkin	jillisa.morkin@gmail.com
Pancake Breakfast	Davis Chev	8-10am	August 10	John Corlett	
Candy Parade	Fire Hall Start/End	11am	August 10	Kinettes	Claresholm Kinettes
Downtown Tour/ Street Festival	49 th Ave	11am- 5pm	August 10	Town of claresholm	edo@townofclaresholm.com
Beef on a Bun	Community Centre	12-2pm	August 11	Claresholm Lions	(403) 625-0558 (Secretary)
Bench Show Open to Public	Claresholm Arena	12-4pm	August 11	Bench Show Committee	Fayeknudson7@gmail.com (Secretary)

Gospel Concert	Claresholm Pentecostal	7pm	August 10	Pentecostal Church	
Chilli Cook Off	CDCC	5pm	August 10	Amanda Zimmer	
Skateboard Park beer gardens	Downtown	1-9pm	August 10	Skateboard Park Association	info@theboarderline.ca clarfcss@shaw.ca
Family Inflatables	49 th Ave	12-5	August 10	Carnivals 4 Kids at Heart	kelly@carnivalsatheart.com
Face-Painters, Airbrush Artist	49 th Ave	12-4	August 10	Rainbow Faces/ Miranda Hoekstra	rainbowsmilesfantasticfaces@gmail.com
DJ	49 th Ave	11-5	August 10	Desperado Sound/John DeDominicis	(403) 625-1033
Magician	49 th Ave	2:30	August 10	Christopher Cool	
Bubble wands	49 th Ave	12-5	August 10	Christopher Cool	
Record spin Painting	49 th Ave	12-5	August 10	Make A wish foundation	
Sparkle Tattoos	49 th Ave	12-5	August 10	Nicole	
Rocky Mountain Drift Club	Old Airport	4-6pm	August 10		
Interdenominational Service	Community Centre	10am	August 11	N/A	N/A
Show n' Shine	Centennial Park	10-4pm	August 11	Porcupine Hills Classic Cruisers	o57sky@hotmail.com (President Dave Wasylshen)

Finances;**Event Budget for FAIR DAYS 2019**

Artists	Estimated	Actual
Christopher Cool	\$2500	\$2500
Sparkle tattoo	\$800.00	\$800.00
Face painters	1000.00	1000.00
Total	\$4800.0	\$4300.00

Revenue	Estimated	Actual
Town of Claresholm	\$10,000	\$10,000
Business \$	\$1000	\$600
Total	\$11,000	\$10,600

Entertainment	Estimated	Actual
Inflatables	2600.00	2600.00
Mariya Stokes	500.00	500.00
Characters	500.00	0.00
Record Painting	500.00	\$700.00
Mosnter Truck	300.00	0.00
Desperado Sound	600.00	600.00
Total	5,200.00	\$4,400.00

In Kind Donations	Estimated	Actual

Promotion	Estimated	Actual
Posters/Banners/Flyers	\$100.00	\$50
Newspaper	\$1500.00	\$1500.00
Total	\$1600	\$1550

Hospitality	Estimated	Actual
Decorations	\$200.00	\$200.00
Staff and gratuities	\$0.00	
Total	\$300.00	\$200.00

Total Expenses	Estimated	Actual
	\$11,500	\$10,450

Report;

Fair Days ran from August 11th – 13th and the theme to the year was “safety in the workplace”. Themes are set by the Bench Show Committee 2 years at a time.. Many of the complementary events surrounding the over 100-year old bench are annuals, including; Charity BBQs, Steak Supper, Pancake Breakfasts, Slo-Pitch Tournament, Parade, Beef on a Bun, Jr. Rodeo, Tea on the Lawn, and the Show n’ Shine. Attendance levels at any one event were hard to gauge as so many occurred simultaneously. Tea on the Lawn did report higher numbers, as did this year’s Show n Shine

we will be staying in touch throughout their committee meetings to see what we can offer to help them keep the bench show numbers going. However, We did see a huge number of attendance at the Rocky Mountain Drift Club at the old Airport with about 350 people.

The largest addition to the weekend was the Downtown Tour/Street Festival, which was coordinated through joint efforts of the Economic Development Officer, the Economic Development Officer's assistant, and myself. This initiative is to bring some life to our downtown core and showcase our vacant properties.

We blocked off 49th Ave for this year's street festival. We had a vendor's market, 3 inflatables running all day, carnival games, food trucks, Beer gardens, relay races throughout the day for kids and adults, live music, PHECC, and much more. We ran things from 11am – 5pm. We saw a low number of attendance during the day due to the rain.

Our local business' were apart of the whole day with sidewalk sales, and later hours. 8 of them utilized the day to implement sidewalk sales with an open door policy in support of the initiative. Many reports were highly positive on revenue generated, and all agreed that the traffic was much higher than in previous years or an average weekend. The businesses on 50th did not see high sales, and we would love to have 50th blocked off next year as well to include these businesses better.

The primary role that the Town of Claresholm plays in Fair Days is one of facilitation and coordination. This applies to the Parade and the Amundsen Park festivities especially, as an Event Coordinator is assigned to these events. Volunteers, Town employees, organizations and service groups administer all other events with the Town providing a high-level coordination and advertisement for the weekend as a whole. No serious issues or concerns were raised, no injuries occurred, and many, unsolicited, positive reviews were received during and after the events.

Recommendations for Future Events;

- Contact each lead directly in early spring to assess their continued involvement
- Seek out Vendors & Food Trucks very early as they often book months and even seasons in advance
- More seating on 49th Ave
- More communication with the bench show committee
- Would love to see 50th ave blocked off too for the businesses on that street.