



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 14, 2018
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – APRIL 23, 2018

DELEGATIONS:

1. **PORCUPINE HILLS EARLY CHILDHOOD COALITION – Ruth Mueller**
RE: Update
2. **DARCY ERICKSON**
RE: Status of the Roads in Mountainview Estates

ACTION ITEMS:

1. **BYLAW #1638 – Road Closure Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW #1643 – 2018 Mill Rate Bylaw**
RE: 2nd & 3rd Readings
3. **BYLAW #1644 – Municipal Development Plan Bylaw**
RE: 1st Reading
4. **BYLAW #1645 – Borrowing Bylaw, Multi-use Community Building**
RE: 1st Reading
5. **BYLAW #1646 – Land Use Bylaw Amendment**
RE: 1st Reading
6. **DELEGATION RESPONSE: Prairie Winds Clubhouse – Mel Lyster**
RE: Board Position
7. **DELEGATION RESPONSE: Darla Slovak**
RE: Downtown Market Dates for 2018
8. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Summer 2018 Municipal Leaders' Caucus
9. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Letter of Support for Trans Mountain Pipeline Expansion Project from AUMA and our Members
10. **CORRES: FortisAlberta**
RE: 2018 Approved Rates
11. **CORRES: Alberta SouthWest**
RE: Annual General Meeting – June 6, 2018
12. **CORRES: Nanton Boosters Club**
RE: Nanton Days Parade – August 6, 2018
13. **CORRES: Claresholm Kraken Swim Club**
RE: Request for Donation
14. **CORRES: Claresholm & District Transportation Society**
RE: Policy #TRAN 01-15
15. **CORRES: Claresholm & District Museum**
RE: Invitation to Seasonal Grand Opening – May 18, 2018
16. **REQUEST FOR DECISION: Letter of Support – Kin Clubs of Claresholm**

17. **REQUEST FOR DECISION: Development Permit Fee Refund Request**
18. **REQUEST FOR DECISION: Appointing an Assessor**
19. **REQUEST FOR DECISION: Policy #COUN 05-18**
20. **REQUEST FOR DECISION: Recycling Contract**
21. **REQUEST FOR DECISION: Storm Pond Revegetation and Pathways Tender**
22. **REQUEST FOR DECISION: Increase of 70 km/h Zone**
23. **REQUEST FOR DECISION: Museum ATCO Funds**
24. **INFORMATION BRIEF: Arena Project Funding Update**
25. **INFORMATION BRIEF: Stormwater Project Phase 2 – ACRP Funding**
26. **INFORMATION BRIEF: RFP – “Planning for Growth” Project**
27. **INFORMATION BRIEF: Gateway Signage**
28. **INFORMATION BRIEF: Council Resolution Status**
29. **ADOPTION OF INFORMATION ITEMS**
30. **IN CAMERA:**
 - a. **LEGAL – FOIP Section 27**
 - b. **LEGAL – FOIP Section 27**
 - c. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

INFORMATION ITEMS:

1. Claresholm & District Museum Board Meeting Minutes – March 21, 2018
2. Canadian Federation of Independent Business - Compensation & Mitigation Program for Businesses Impacted by Construction
3. Oldman River Regional Services Commission Executive Meeting Minutes – February 15, 2018
4. Chinook Arch Regional Library System – 2017 Impact Report (2017 Financial Statements available on request)
5. Alberta Southwest Regional Alliance Board Meeting Minutes – April 4, 2018
6. Alberta SouthWest Bulletin – May 2018
7. Claresholm & District Chamber of Commerce Executive Meeting Minutes – April 6, 2018

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 23, 2018

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

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

ABSENT: None

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

AGENDA: Moved by Councillor Courage to add a discussion to the Agenda regarding the construction of a new building for half the cost of the proposed building, to be added somewhere prior to Item #7.

DEFEATED

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

CARRIED

CODE OF CONDUCT: OFFICIAL SIGNING OF OATH

Mayor MacPherson and all members of Council signed the Code of Conduct Oath as prescribed by Bylaw #1641, the Council Code of Conduct Bylaw, which passed 3rd and Final Reading at the April 9, 2018 regular Council meeting.

MINUTES: REGULAR MEETING – APRIL 9, 2018

Moved by Councillor Schulze that the Regular Meeting Minutes of April 9, 2018 be accepted as presented.

CARRIED

DELEGATIONS:

1. **PRAIRIE WINDS CLUBHOUSE – Mel Lyster**
RE: Board Position

Mel Lyster, President of the Prairie Winds Clubhouse was present to speak to Council with a request to have a member of Council sit on their board. Although they do not receive funding from the Town, they are interested in what happens in the Town and would like to be included.

2. **DARLA SLOVAK**
RE: Downtown Market Dates for 2018

Darla Slovak was present to speak to Council regarding Markets downtown along with Barb Uhl of the Farmers Market. The Farmers Market moved downtown in 2017 and it was a success. They would like to use the downtown parking lot once again. The plan is to also have Open Mic night again as well as the Saturday Downtown Market in 2018.

ACTION ITEMS:

1. **BYLAW #1642 – Sanitary Sewer Borrowing Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Moore to give Bylaw #1642, the Sanitary Sewer Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1642, the Sanitary Sewer Borrowing Bylaw, 3rd and Final Reading.

CARRIED

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

Received for information.

3. **CORRES: Chautauqua Committee**
RE: Great Chautauqua Revival in Cardston and Magrath

Received for information.

4. **CORRES: Alberta Historical Resources Foundation**
RE: Heritage Awards 2018

Received for information.

5. **CORRES: APWA Alberta Chapter**
RE: National Public Works Week May 20-26, 2018

Referred to administration to acknowledge National Public Works Week.

6. **CORRES: Southern Alberta Recreation Association (SARA)**
RE: 2021 Southern Alberta Summer Games

Referred to administration to write a letter reaffirming the Town's interest in hosting the 2021 Southern Alberta Summer Games.

7. **REQUEST FOR DECISION : Multi-use Community Building**

MOTION #18-058 Moved by Councillor Carlson to approve the out-of-budget capital project of \$3,500,000 to proceed with the development of the Multi-Use Community Building with funding to come from Capital Reserves in the amount of \$350,000, Grant Funding in the amount of \$350,000, and \$2,800,000 from debt financing.

CARRIED

8. **FINANCIAL REPORT – Statement of Operations – March 31, 2018**

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended March 31, 2018 as presented.

CARRIED

9. **REQUEST FOR DIRECTION: Streaming & Recording of Council Meetings**

MOTION #18-059 Moved by Councillor Courage to direct Administration to publicize the dates of all internal public committee meetings on the Town's website.

CARRIED

MOTION #18-060 Moved by Councillor Schlossberger to amend Policy #COUN 12-17 to not allow any external recording of any Town meetings.

CARRIED

10. **INFORMATION BRIEF: 2018 Mill Rate Bylaw**

Received for information.

11. **INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

13. **ADOPTION OF INFORMATION ITEMS**

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

CARRIED

14. **IN CAMERA:**

a. **LAND (2) – FOIP Section 16.1**

b. **LEGAL – Contract – FOIP Section 27**

c. **LEGAL – FOIP Section 27**

d. **ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)**

Moved by Councillor Moore to go In Camera at 7:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 7:53 p.m.

Councillor Courage declared a pecuniary interest and left the meeting at 8:27 p.m.

Councillor Courage rejoined the meeting at 8:35 p.m.

Moved by Councillor Moore to come out of In Camera at 8:39 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:39 p.m.

a. LAND – FOIP Sec 16.1

MOTION #18-061 Moved by Councillor Zimmer to direct Administration to get the land located at the old water treatment plant, specifically NE ¼ Sec 23; Township 12; Range 28; Meridian 4, appraised for value.

CARRIED

ADJOURNMENT: Moved by Councillor Courage that the meeting adjourn at 8:41 p.m.

CARRIED

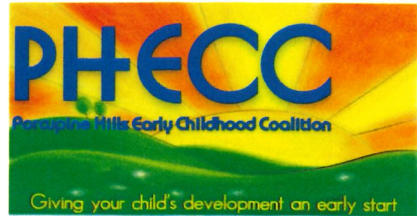
NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:41 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

DELEGATIONS



RECEIVED

APR 19 2018

Town of Claresholm
c/o Marian Carlson CAO
221 – 45 Avenue West
Claresholm, AB T0L 0T0

April 19, 2018

Dear Mrs. Carlson,

I am requesting that Elaine Mahan and I be a delegation at the May 14, 2018 Town Council meeting.

The Porcupine Hills Early Childhood Coalition (PHECC) would like to present council with the results of the Early Development Instrument (EDI) that was collected in 2016. The EDI Community Profile Report, from the government of Alberta, provides communities with information about how their youngest members are doing. We would also like to talk about how PHECC is supporting young families in Claresholm. As always, we will welcome any questions &/or concerns that council might have.

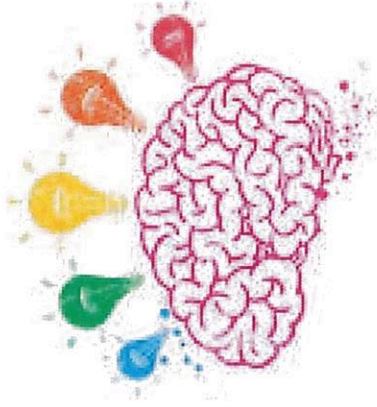
Thank you for considering our request.

Sincerely,

A handwritten signature in black ink that reads 'Ruth Mueller'. The signature is written in a cursive style with a long, sweeping underline.

Ruth Mueller BScN, RN
Community Development Coordinator
(Claresholm / Nanton / Vulcan)
Alberta Health Services
Claresholm Health Unit
5221 – 2nd Street West
Claresholm, AB T0L 0T0
Office: (403) 625-4061 Cell: (403) 625-0137
ruth.mueller@albertahealthservices.ca

Helping to build
HEALTHY BRAINS



**Social
Emotional
Physical Health and Well-
being
Language & Thinking
Communication**

PLEASE Contact:

Elaine Mahan
elainemahan@xplornet.com

Our Mission

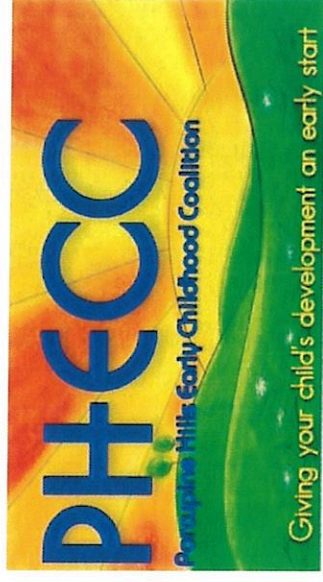
We believe that families are the foundation of society, and that pre-school children are the building blocks of the community.

The goals of PHECC revolve around the collaboration of community resources, in order to support the development and the enrichment of the lives of all children, ages 0 – 5, with in the regions of:

Nanton
Stavely
Claresholm
Granum
MD of Ranchlands



Porcupine Hills Early Childhood Coalition



PLAY - we're ALL about it!

Check out:

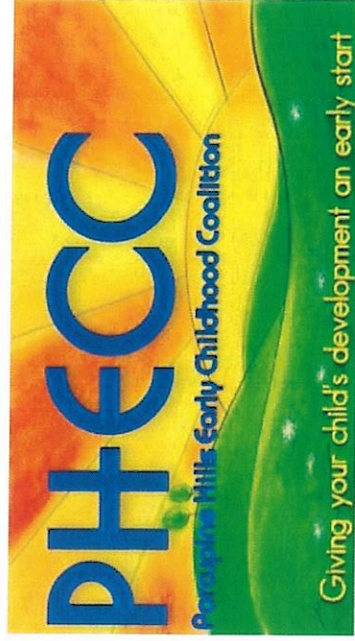
- www.phecc.org
- Facebook - Porcupine Hills Early Childhood Coalition

Raising Awareness of the importance of the **EARLY YEARS** by providing opportunities for families with preschool-children!

Participating in:

- Story Hours
- Play Events
- Easter Parties
- Activities in the Park
- Children's Festivals
- Family Skate Events
- Resource Fairs

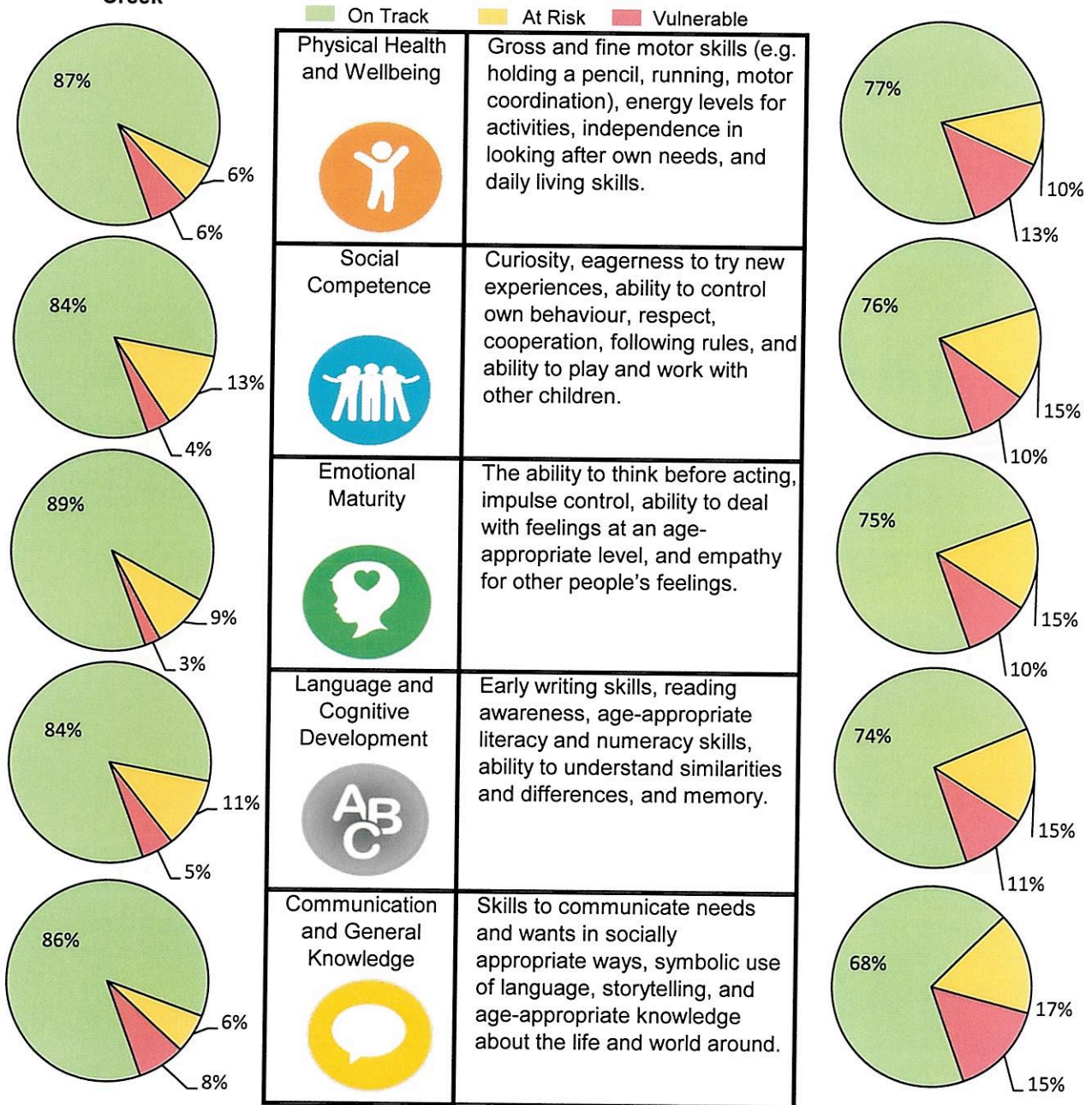
**Brains aren't just born;
they are also built!!**



Results for each area of development are shown below with the community's results to the left and Alberta's results shown on the right side of the page. When reviewing your community's results in the different areas of development, it is important to keep in mind that they are interdependent and each contributes to a child's overall development.

Porcupine Hills - Willow Creek

Alberta



STATUS OF THE ROADS IN MOUNTAIN VIEW ESTATES

By Darcy Erickson

The two roads in Mountain View Estates are Mountain View Crescent and Saddle Mountain Road

Observations:

1. Every year in the spring time significant portions of these roads are damaged by the frost coming up out of the ground.
2. The places in the road where this happens becomes broken up, rutted, and the gravel becomes heaved up.
3. The damage to the roads makes driving on them more difficult and can sometimes cause damage to vehicles.
4. The town staff try to keep the roads repaired but the repairs don't hold up very well. There are usually sections of the roads that need repairs every year!
5. It appears as though the repairs are not a very high priority as there is a section on Saddle Mountain Road that was damaged in 2017 and has not been fully repaired.
6. It appears that when the roads were originally built they were not properly built; meaning that little thought or preparation was done regarding adequate drainage or proper road construction with proper materials and base preparation made.

Previous Work Done:

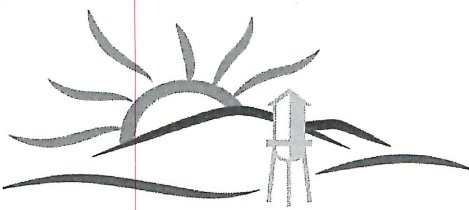
Approximately 5 or 6 years ago the Town of Claresholm hired a contractor to properly grade the ditches to allow water to flow as good as possible whenever there was significant rainfall. My understanding is that this would prevent water from standing in the ditches for long periods of time thus softening the ground beside the road. This work appears to have helped to move the water but has still not stopped the heaving that happens in the spring.

Suggested Proposal:

The Town of Claresholm implement a policy where when sections of the roads in Mountain View Estates become damaged due to frost heaving the ground that the sections requiring repair be fully repaired including, but not limited to:

1. Digging the road up and removing the dirt base down to a depth of 36 to 48 inches
2. Filling the road back up with pit run gravel to build a solid base for the road
3. Putting a top layer of crushed gravel
4. Putting a finish layer of cold-mix oil and gravel to achieve a finish consistent with the rest of the roads in the neighbourhood
5. Do whatever other repairs are necessary as advised by the Town's engineer

ACTION ITEMS



TOWN OF CLARESHOLM

BYLAW No. 1638

Claresholm

A BYLAW OF THE TOWN OF CLARESHOLM FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

WHEREAS, application has been made to Council to have the roadway closed, and

WHEREAS, the Council of the TOWN OF CLARESHOLM deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the TOWN OF CLARESHOLM in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

TITLE 1

PLAN 8010781

ALL THOSE PORTIONS OF PORCUPINE HILLS ROAD, PINE RIDGE DRIVE, ELM BAY, ELM PLACE, MAPLE BAY, MAPLE PLACE AND CUTOFFS FORMING PART OF LOT 1, BLOCK 128, PLAN _____, CONTAINING 2.180 HECTARES (5.39 ACRES) MORE OR LESS.

TITLE 2

PLAN 8010781

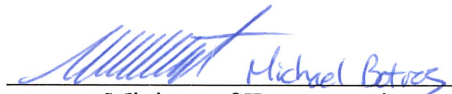
ALL THOSE PORTIONS OF PINE RIDGE CRESCENT AND CUTOFFS FORMING PART OF LOT 1, BLOCK 114, PLAN _____, CONTAINING 0.439 HECTARES (1.08 ACRES) MORE OR LESS.

READ a **first** time this **12** day of **February**, 2018.


Chief Elected Official Seal


Chief Administrative Officer

Approved this 15th day of March, 2018


Minister of Transportation

READ a **second** time this _____ day of _____, 2018.

READ a **third** time and finally passed this _____ day of _____, 2018.

Chief Elected Official Seal

Chief Administrative Officer

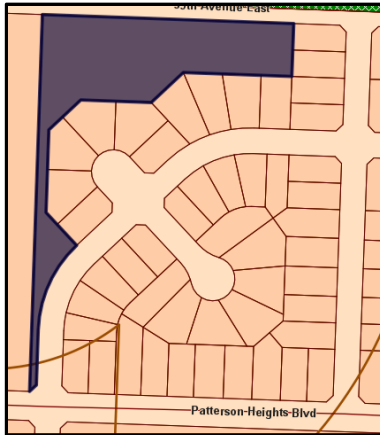


REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 1

BYLAWS No.1638 – ROAD CLOSURES

Council passed 1st reading of Bylaw No. 1638 on February 12, 2017. The bylaw has been circulated to the Minister of Transportation and now is presented for 2nd and 3rd readings. The MR removal resolution was carried on March 12th, 2018 after the public hearings for both the MR removal and the Road Closure Bylaw No. 1638.



RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1638, a Road Closure Bylaw, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1638, a Road Closure Bylaw, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1638, a Road Closure Bylaw, 3rd and final Reading.

ATTACHMENTS:

1. Bylaw No. 1638 Road Closure Bylaw.

APPLICABLE LEGISLATION:

1. Municipal Government Act, RSA 2000, Chapter M-26, Section

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 9, 2018



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1643

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 9, 2018; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2018 total \$16,124,245; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$11,753,319; and the balance of \$4,370,926 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$856,597
Non-Residential	\$246,194

Porcupine Hills Lodge Foundation (PHL)

Residential & Non-Residential	\$109,654
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Designated Industrial Property Requisition(DIP)

Designated Industrial Properties	\$242
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WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$331,835,670
Vacant Residential & Farmland	\$4,794,890
Non –Residential	\$73,657,190
Machinery & Equipment	\$983,980
Annexed Residential	\$1,428,320
Annexed Farmland	\$87,900
Annexed Non –Residential	\$320,320
Annexed Machinery & Equipment	\$98,260
Total	\$413,206,530

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,256,481 <u>384</u>	\$331,835,670	6.8000 <u>7997</u>
Vacant Residential & Farmland (VR&F)	\$32,605 <u>604</u>	\$4,794,890	6.8000 <u>7997</u>
Non-Residential	\$849,289	\$73,657,190	11.5303
Machinery & Equipment	\$0	\$983,980	0.000
Annexed Residential	\$4,856	\$1,428,320	3.4000
Annexed Farmland	\$605	\$87,900	6.8890
Annexed Non –Residential	\$2,398 <u>496</u>	\$320,320	7.793 <u>4890</u>
Annexed Machinery & Equipment	\$0	\$98,260	0.000
	\$3,146,234	\$413,206,530	
ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$852,813 <u>805</u>	\$336,630,560	2.5334
Non-Residential	\$244,874 <u>245,003</u>	\$71,725,190	3.4141 <u>4159</u>
Annexed - Residential & VR & F	\$3,784 <u>792</u>	\$1,516,220	2.4960 <u>2.5010</u>
Annexed - Non-Residential	\$1,320 <u>191</u>	\$320,320	4.1220 <u>3.7180</u>
	\$1,102,791	\$396,287,380	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$109,081 <u>098</u>	\$408,355,750	0.2671 <u>0.2672</u>
Annexed - Residential, Non-Residential VR & F	\$573 <u>556</u>	\$1,836,540	0.3120 <u>0.3030</u>
	\$109,654	\$396,287,380	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Designated Industrial	\$242	7,076,670	0.0342

MILL RATES BY CLASSIFICATION

	RES	NON-RES	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.5334	3.4141 <u>4159</u>	2.5334	3.4141 <u>4159</u>	
PORCUPINE HILLS LODGE REQUISITION	0.2671 <u>267</u> <u>2</u>	0.2671 <u>2672</u>	0.2671 <u>2672</u>	0.2671 <u>2672</u>	
DI PROPERTY REQUISITION				0.0342	
MUNICIPAL	6.8000 <u>799</u> <u>7</u>	11.5303	6.8000 <u>7997</u>	11.5303	11.5303
TOTAL MILL RATE	9.6005<u>600</u> <u>3</u>	15.2115<u>21</u> <u>34</u>	9.6005<u>6003</u>	15.2457<u>2476</u>	11.5303

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	2. 4960 <u>5010</u>	4.12203.7180	2.4960 <u>5010</u>	4.12203.7180
PORCUPINE HILLS LODGE REQUISITION	0. 3120 <u>3030</u>	0.3120 <u>3030</u>	0.3120 <u>3030</u>	0.3120 <u>3030</u>
DI PROPERTY REQUISITION				0.0342
MUNICIPAL	3.4000	7.4890 <u>7930</u>	6.8890	7.4890 <u>7930</u>
TOTAL MILL RATE	6.2080<u>2040</u>	11.9230<u>8140</u>	9.6970<u>6930</u>	11.9572<u>8482</u>

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **9th** day of **April** 2018 A.D.

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

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

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1643

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WHEREAS, the requisitions are:

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Total	\$413,206,530

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$2,256,384	\$331,835,670	6.7997
Vacant Residential & Farmland (VR&F)	\$32,604	\$4,794,890	6.7997
Non-Residential	\$849,289	\$73,657,190	11.5303
Machinery & Equipment	\$0	\$983,980	0.000
Annexed Residential	\$4,856	\$1,428,320	3.4000
Annexed Farmland	\$605	\$87,900	6.8890
Annexed Non –Residential	\$2,496	\$320,320	7.7930
Annexed Machinery & Equipment	\$0	\$98,260	0.000
	\$3,146,234	\$413,206,530	
ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$852,805	\$336,630,560	2.5334
Non-Residential	\$ 245,003	\$71,725,190	3.4159
Annexed - Residential & VR & F	\$3,792	\$1,516,220	2.5010
Annexed - Non-Residential	\$1,191	\$320,320	3.7180
	\$1,102,791	\$396,287,380	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F	\$109,098	\$408,355,750	0.2672
Annexed - Residential, Non-Residential VR & F	\$556	\$1,836,540	0.3030
	\$109,654	\$396,287,380	
Designated Industrial (DI) Property Requisition	Tax Levy	Assessment	Tax Rate
Designated Industrial	\$242	7,076,670	0.0342

MILL RATES BY CLASSIFICATION

	RES	NON-RES	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL	PROVINCIAL COMMERCIAL
EDUCATION - ASFF	2.5334	3.4159	2.5334	3.4159	
PORCUPINE HILLS LODGE REQUISITION	0.2672	0.2672	0.2672	0.2672	
DI PROPERTY REQUISITION				0.0342	
MUNICIPAL	6.7997	11.5303	6.7997	11.5303	11.5303
TOTAL MILL RATE	9.6003	15.2134	9.6003	15.2476	11.5303

MILL RATES BY CLASSIFICATION – ANNEXED LANDS

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	DESIGNATED INDUSTRIAL
EDUCATION - ASFF	2.5010	3.7180	2.5010	3.7180
PORCUPINE HILLS LODGE REQUISITION	0.3030	0.3030	0.3030	0.3030
DI PROPERTY REQUISITION				0.0342
MUNICIPAL	3.4000	7.7930	6.8890	7.7930
TOTAL MILL RATE	6.2040	11.8140	9.6930	11.8482

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **9th** day of **April** 2018 A.D.

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

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

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 2

Bylaw #1643 – Mill Rate Bylaw

DESCRIPTION/BACKGROUND:

On April 9, 2018 Bylaw #1643 – '2018 Mill Rate Bylaw' was presented for first reading. It was noted when presented to Council on that date that there would need to be an adjustment to the bylaw once the MD of Willow Creek (MD) passed their 2018 Mill Rate Bylaw as all properties in the recently annexed lands are taxed at MD rates. As such our Mill Rate Bylaw must include their rates in it in order to charge the appropriate rates to the annexed properties.

DISCUSSION/OPTIONS:

On April 24th the MD passed their 2018 Mill Rate Bylaw. This allowed administration to update the Town's Mill Rate Bylaw for these changes. The 2018 Mill Rate Bylaw was initially drafted using the MD's 2017 rates for the annexed lands. The 2018 rates did not change significantly, however there were changes. To balance the Mill Rate Bylaw some off-setting adjustments had to be made to the Town's Mill Rates as well.

The largest changes were noted in the non-residential municipal rate for the MD and the MD's Alberta School Foundation Fund (ASFF) rate for non-residential, plus minor changes for the MD's ASFF residential rate and Porcupine Hills Lodge Rate. These all had slight off-setting changes in the Town's rates.

The MD's non-residential municipal rate increased by 0.304 (from 7.4890 to 7.7930) This is a fairly significant increase in mill rate, however it is on a very small assessed value of properties, so it doesn't provide a significant change in revenue. The slight increase however did allow for a minor decrease in the residential and vacant residential municipal rate for the Town of 0.0003 (from 6.8000 to 6.7997). The decrease is proposed to be realized for residential rather than non-residential as this is the only sector for which increase is being realized in 2018 for the municipal portion.

The MD's non-residential ASFF rate decreased by 0.4040 (from 4.1220 to 3.7180). As the ASFF requisition amounts are specified separate amounts for non-residential and residential, the decrease in revenue realized by this change had to be offset by an increase to the Town's ASFF rate for non-residential, increase of 0.0018 (from 3.4141 to 3.4159).

Attached is a copy of the bylaw, as presented for first reading, with all changes noted. This is followed by a clean copy of the updated bylaw. All changes were very minor, with the largest dollar change being \$129 for ASFF spread across all non-residential properties.

A resolution will need to be passed to make all the noted changes prior to 2nd and 3rd reading of the bylaw.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ that prior to 2nd Reading, Bylaw #1643, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year, be amended as follows:

- General Municipal Residential and Vacant Residential and Farmland mill rates be changed from 6.8000 to 6.7997
- General Municipal Annexed Non-Residential mill rate be changed from 7.4890 to 7.7930
- ASFF mill rate for Non-Residential be changed from 3.4141 to 3.4159
- ASFF mill rate for Annexed Residential be changed from 2.4960 to 2.5010
- ASFF mill rate for Annexed Non-Residential be changed from 4.1220 to 3.7180
- Porcupine Hills Lodge Foundation mill rate for Residential, Non-Residential, Vacant Residential and Farmland be changed from 0.2671 to 0.2672
- Porcupine Hills Lodge Foundation mill rate for Annexed Residential, Non-Residential, Vacant Residential and Farmland be changed from 0.3120 to 0.3030

Moved by Councillor _____ that Bylaw #1643, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year receive 2nd Reading:

Moved by Councillor _____ that Bylaw #1643, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year receive 3rd and Final Reading:

ATTACHMENTS:

- 1.) MD 2018 Mill Rate Bylaw
- 2.) Track Changes – Bylaw #1643
- 3.) Bylaw #1643 (updated)

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2018

BY-LAW NO. _____

A By-Law of The Municipal District of Willow Creek No. 26 in the Province of Alberta authorizing an amalgamated tax levy for the year 2018

Whereas, according to the estimates presented to the Council at their meeting of April 24, 2018 it will require the sum of Seventeen Million, Three Hundred and Sixty Four Thousand, Five Hundred Dollars (\$17,364,500.00) for the year 2018.

Now, Therefore, the Council of The Municipal District of Willow Creek No. 26, in session duly assembled, hereby enacts pursuant to the provision of Section 353 of The Municipal Government Act, Chapter M-26.1, that the Municipal Administrator of the said Municipal District be and is hereby authorized to levy the following mill rates to meet net estimated expenditures and requisitions for the current year.

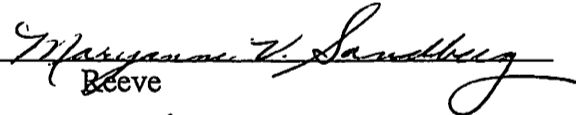
1. 3.718 mills for the Alberta Education requisitioned on all non-resident assessed values of land and improvements within the boundaries of The Municipal District of Willow Creek No. 26 as entered in the Assessment and Tax Roll, assessment totaling \$65,569,570.
2. 3.718 mills for Alberta Education on the total assessed value of linear assessments totaling \$307,389,860.
3. 2.501 mills for the Alberta Education on the total residential and farmland assessment of land and improvements within the Municipal District, assessments totaling \$757,429,530.
4. .464 mills for the Mosquito Creek Foundation based on the assessed value of all land and improvements within the boundaries of the Mosquito Creek Foundation area, assessments totaling \$271,597,750.
5. .293 mills for the Willow Creek Foundation based on the assessed value of all land and improvements within the boundaries of the Willow Creek Foundation area, assessments totaling \$405,535,980.
6. .303 mills for the Porcupine Hills Foundation based on the assessed value of all land and improvements within the boundaries of the Porcupine Hills Foundation area, assessments totaling \$211,031,930.
7. .171 mills for Senior Citizens Foundations based on the assessed value of linear assessments totaling \$616,795,080.
8. .035 mills for the Designated Industrial (DI) Property Tax Requisition based on the total assessed value of DI property assessment totaling \$701,833,800.

- 9. 6.889 mills for General Municipal purposes based on the assessed value of all farmland within the boundaries of the Municipal District, assessments totaling \$143,153,240.
- 10. 3.400 mills for General Municipal purposes based on the assessed value of all residential and improvements within the boundaries of the Municipal District, assessments totaling \$614,276,290.
- 11. 7.793 mills for General Municipal purposes based on the assessed value of all nonresidential and linear lands and improvements within the boundaries of the Municipal District, assessments totaling \$747,531,210.
- 12. And further that pursuant to the provision of Section 357(2) of the MGA, Chapter M-26.1, that the Municipal Administrator of the said Municipal District be and is hereby authorized to establish that the minimum tax on any parcel will be twenty dollars (\$20.00).


Received a first reading this 24th day of April, 2018

Received a second reading this 24th day of April, 2018.

Received a third and final reading and finally passed this 24th day of April, 2018.



 Reeve



 Municipal Administrator

BY-LAW NO. _____

A By-Law of The Municipal District of Willow Creek No. 26 in the Province of Alberta authorizing a special tax levy for the year 2018.

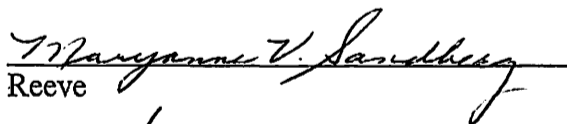
Now, Therefore, the Council of The Municipal District of Willow Creek No. 26, in session duly assembled, hereby enacts pursuant to the provision of Section 382 of The Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, that the Municipal Administrator of the said Municipal District be and is hereby authorized to levy the following mill rates for the year 2018 for special tax levies as follows:

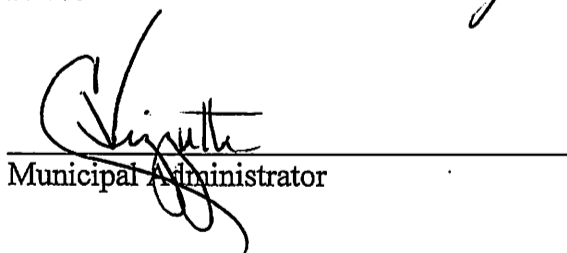
1. .174 mills for the renovations to the Claresholm Arena based on the assessed value of all land and improvements within the boundaries of the Claresholm Recreation area, assessments totaling \$165,878,670.
2. To recover \$71,996.32 over a period of five years based on each parcel of land with a permanent connection to the Moon River Estates water system.

Received a first reading this 24th day of April, 2018.

Received a second reading this 24th day of April, 2018.

Received a third and final reading and finally passed this 24th day of April, 2018.


Reeve


Municipal Administrator



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1644**

A Bylaw of the Town of Claresholm to adopt Municipal Development Plan Bylaw #1644 being a bylaw setting a vision, goals and policy for community planning for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) is required to adopt a Municipal Development Plan; and

WHEREAS the Council has conducted a review of the existing Municipal Development Plan in light of changes to the Municipal Government Act, need for compliance with the South Saskatchewan Regional Plan, and due to changes in local planning policy including the completion of an annexation; and

AND WHEREAS THE PURPOSE of Bylaw No. 1644 is to provide a comprehensive, long-range land use plan pursuant to the provisions outlined in the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended as identified in the attached “Schedule A”.

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

1. Municipal Development Plan Bylaw # 1644 be as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1490 and amendments thereto is hereby rescinded.
4. Bylaw #1644 is hereby adopted.

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

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 3

BYLAW No. 1644 – MUNICIPAL DEVELOPMENT PLAN

A Municipal Development Plan (MDP) is a long-range, general policy guide, which provides direction in terms of how, where and when the community should develop. The MDP guides development toward a community's desired future, as it serves as a basis for decision-making and the foundation for other municipal plans. The Municipal Government Act requires all municipalities in Alberta to have a Municipal Development Plan. The purpose for this bylaw is to address changes to the Municipal Government Act, the need for compliance with the provincial regional plan (South Saskatchewan Regional Plan), the addition of the annexed land into town, and a general update of policy to address municipal changes. The last amendment was completed September 2010.

An important part in developing any plan is to ensure it reflects the vision and concerns expressed by the people who live within the Town of Claresholm. A Town-wide questionnaire was the first stage of public consultation, followed by input through an open house. Through the feedback received through this public consultation and discussions amongst Council and Administration, ORRSC has completed the attached Draft Bylaw No. 1644 for first reading.

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

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1644, The Town of Claresholm Municipal Development Plan, 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No.1644, The Town of Claresholm Municipal Development Plan.

ATTACHMENTS:

- 1.) Draft Bylaw #1644

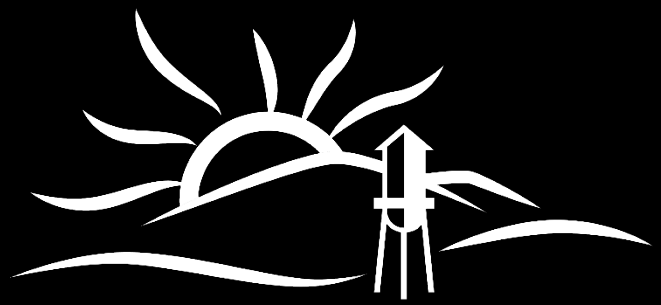
APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606, 230

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2018



Claresholm

Where **Community** Takes Root

Municipal Development Plan

Bylaw 1644





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Where **Community** Takes Root



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Appendix A – Historical Overview, Geographic Setting and Land Use Backgrounds

Appendix B – Population and Development Statistics

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- Graph B-2: Town of Claresholm Subdivision Activity 1996-2016
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- Map 1 – Regional Location
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- Map 10 – Road Hierarchy

Appendix D – Transportation Level of Service

Appendix E – Highway Traffic Volumes

Appendix F – South Saskatchewan Regional Plan Compliance

1.0 Introduction

1.1 Purpose of the Plan

The Town of Claresholm is a thriving community that is strategically located in between Lethbridge and Calgary on Highway 2. The Claresholm area has a strong economic base that is closely tied to the agricultural, health, education and energy sectors. The Town is a regional service centre that is home to a wide range of businesses that provide goods and services in support of the economic activity occurring in south central Alberta.

The purpose of the *Town of Claresholm Municipal Development Plan* is to provide a planning framework for the future sustainable growth and development of the Municipality that will assist in realizing the physical, social and economic opportunities of Claresholm. The Municipal Development Plan (MDP) includes policy directions that will outline internal land use patterns for the Town and its growth areas.

The Municipal Development Plan will also look to the future in terms of the Town's growth and development as a Municipality in the Province of Alberta. The Municipal Development Plan outlines the growth strategy that will be used as a basis for the future planning of the Town. One of the important policy directions is the ongoing enhancement of the Town's positive relationship with its municipal neighbour – the Municipal District of Willow Creek No. 26.

1.2 Vision Statement

A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.



1.3 General Goals – The Future of the Town of Claresholm

The Town has established the following general goals that will be used as a basis for the implementation of Sections 2 through 10 of this Plan.

1.3.1 Sustainability

Throughout the document all sustainability goals, objectives and policies will be presented in a green colored font.

- a) To create a positive environment for the future sustainable growth and development of the Town.
- b) To adopt a sustainable growth strategy that will result in the realization of the economic and social development opportunities in Claresholm.
- c) The Efficient Use of Land Implementation Tools Compendium (Government of Alberta) may be utilized as a guide in reviewing subdivision and development proposals and in the development of Area Structure Plans, conceptual design schemes, Area Redevelopment Plans and other planning documents as council or the subdivision and development authorities see fit.

1.3.2 Land Use Planning and Economic Development

- a) To ensure that the Town is in a position that will further develop and enhance its economic base in a manner that promotes effective community planning.
- b) To establish a land use planning framework that will complement the physical, social and economic development of the Claresholm area while ensuring that the Town remains an excellent place to live, work and recreate.

1.3.3 Intermunicipal and Regional Development

- a) To collaborate with the Municipal District of Willow Creek No. 26 on the planning and development of the region on a basis of cooperation, consultation and communication.
- b) To realize the economic development opportunities of Highway 2 that will be generated through the implementation of the CANAMEX Trade Corridor.
- c) To plan for the physical, social and economic development potential that will result from the Town's strategic location in relation to the CANAMEX Trade Corridor and the economic activity that is planned for southwestern Alberta.
- d) To promote Claresholm as a community whose regional tourism assets include the Porcupine Hills, Pine Coulee, and Head-Smashed-In Buffalo Jump World Heritage Site, where locals and visitors to Claresholm can enjoy unique recreation experiences.

1.3.4 Infrastructure for Growth

- a) To plan for the provision of sustainable municipal infrastructure that will be required to service the expansion of the Town in a sustainable, effective and financially feasible manner.
- b) To coordinate sustainable municipal infrastructure projects with the Municipal District of Willow Creek No. 26.
- c) To plan for the provision of preventive and remedial social services' infrastructure to meet social functioning needs of our residents.

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1.3.5 Community Livability

- a) To encourage sustainable and environmentally friendly development.
- b) To encourage the development of a wide range of housing types that will provide the residents of the Town with a variety of residential accommodation options.
- c) To encourage the development of affordable and subsidized housing, keeping pace with community growth.



1.3.6 Community Development

- a) To encourage the development of commercial and industrial development within the Claresholm area, including the continued enhancement of the Town's Central Business District.
- b) To make Claresholm a destination.
- c) To encourage the development of new and/or the enhancement of existing community, tourism and cultural facilities in the Town.
- d) To work towards the promotion of a community culture that is inclusive, supportive and focused on the social well-being of citizens.
- e) To ensure development completes landscaping requirements as an overall quality of development goal. This shall tie into the overall Town beautification strategy.

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1.3.7 Community Identity and Promotion

- a) To utilize the official community theme with all Town marketing and promotion.
- b) To encourage the local business community to embrace the community theme.
- c) To ensure development recognizes the importance of the Town's past and realizes the value of preserving history to develop the Town's unique sense of place.
- d) To work cooperatively with the local Chamber of Commerce to improve the downtown commercial area.
- e) To assist community members and government officials when working together to define a common vision for the future.
- f) To conduct public hearings and open houses to promote community involvement in the design of development to:
 - ensure local needs, ideas and knowledge are taken into account to improve the quality and acceptability of the development;
 - avoid detrimental effects upon the surrounding communities; and
 - highlight issues that the development must address.

2.0 Land Development Implementation

2.1 Land Development

Working with persons who are interested in developing land in Claresholm is an important focus for Town Council, the subdivision and development authorities, and Town administration. As part of an approval to subdivide and/or develop land in the Town, developers will be required to:

- a) approach Town staff for preliminary discussions regarding the subdivision and development processes, timelines and requirements, where to find appropriate documents;
- b) consider this document in conjunction with all other planning documents in the preparation of their plans and seek guidance where their plans are misaligned with any Town planning document.



The steps toward successful land development may include the following processes.

2.1.1 Area Structure Plans

Prior to redesignation or the subdivision and/or development of land within the Town of Claresholm, Town Council requires the preparation of an Area Structure Plan (ASP) for those areas shown in Map 2 and may require an ASP for any other area. The Area Structure Plan will be required to address all *Municipal Government Act (MGA)* and South Saskatchewan Regional Plan (SSRP) requirements. Unlike large urban municipalities, the Town of Claresholm requires a large amount of detail at the Area Structure Planning stage. Developers with large development sites may consider handing in a concept plan for the overall land use and transportation layout. This concept plan will not be adopted by bylaw, only received as information to Council. The developer may then provide the detailed ASP in phases. Major infrastructure

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planning may not be conducive to phasing and therefore may be required to be submitted with the first phase.

The process an applicant can expect to follow for the adoption of an ASP is as follows:

1. The developer or land owner should contact the Town staff indicating the location of their proposed development and the general details of the proposal. The developer or land owner should acquire all relevant documents pertaining to the planning and engineering of any proposal. The documents include the Municipal Development Plan, Land Use Bylaw, the Claresholm Mainstreet Design Guidelines, the Infrastructure Master Plan and any other document the Town administration deems necessary.
2. Upon request the Town staff, planning advisor and engineering advisor may be available to go over the feasibility of the plan within the context of the documents mentioned above.
3. The developer or land owner should be prepared to provide augmenting documentation for any area structure plan application. This information may include a transportation impact analysis as prescribed by this document, geotechnical report, and any other information deemed necessary to process the application.
4. All ASPs in the Town of Claresholm must contain a storm water management plan.
5. The applicant may contact government agencies and utilities to gather information pertinent to their development.
6. The developer or land owner shall not submit any planning documents associated to the ASP in a piece meal fashion, but should submit all documents in a formal application. The development officer shall determine the completeness of any application and shall refuse any incomplete application.
7. The applicant shall expect a timely response to their draft ASP. The response will in writing or by way of a meeting include grammatical and layout corrections, engineering corrections and planning concerns that require more detail or redesign.
8. Upon submittal the applicant may hold an open house for the public to review the document.
9. The applicant shall not specifically engage in dialog with Council nor should the Council encourage dialog outside a public forum. Council should remain separate from the process to allow staff time to review and comment on the application. Any involvement within the process by Council prior to first reading may be construed by the public as biasing the project.
10. Staff shall at its earliest convenience and with regular updates keep the Council informed about upcoming projects and where the project is in the ASP process.
11. The applicant and staff may begin the process of drafting an offsite levies bylaw and a development agreement at any time during this process.
12. When staff is satisfied with the ASP, staff shall place it on a council agenda for first reading.
13. After first reading has been received, staff shall circulate the ASP to governmental agencies, utilities, and adjoining property owners.
14. (optional) The applicant may choose to hold another open house prior to the public hearing.
15. The public hearing shall be held in accordance with the *MGA*.

16. The Council may request any amendments to the plan at any time during or after the public hearing.
17. Upon third reading of the bylaw the ASP is considered a statutory document. Any change to the development must go through the statutory amendment process which requires three readings and a public hearing.

2.1.2 Land Use Bylaw Amendment

The Land Use Bylaw shall be amended to ensure consistency with the Municipal Development Plan and any other approved statutory plan. Amendments to the Land Use Bylaw will be consistent with the “spirit and intent” of the Municipal Development Plan.

Redesignation (‘rezoning’) of a parcel of land may follow the adoption by bylaw of an Area Structure Plan and only in accordance with that plan. Redesignation may also be required to accommodate subdivision or development and should in most instances occur prior to subdivision and development approval.

2.1.3 Subdivision

All applications for subdivision approval shall be evaluated by the Town in accordance with the following criteria:

- a) compliance with statutory plans, bylaws, policy and regulations;
- b) adequacy of road access;
- c) provision of municipal services and utilities, including a storm water drainage plan;
- d) compatibility with adjacent land uses;
- e) accessibility to emergency services;
- f) site suitability in terms of size, shape, and other characteristics;
- g) any other matters the Town may consider necessary.

Applicants for subdivision may be asked to:

- a) enter into a development agreement with the Town in accordance to the provisions of the *Municipal Government Act*, be responsible for the provision of all roads, municipal services, sidewalks, gutters, and other infrastructure required to service the land proposed to be subdivided;
- b) pay levies to connect to existing services and contribute towards the cost of offsite infrastructure, as required by the development authority.

At the time of subdivision and as a condition of approval, ten percent (10%) of the lands to be subdivided shall be dedicated as municipal and/or school reserve in accordance with the provisions of the *Municipal Government Act*. The Town may take municipal and/or school reserve in one or a combination of the following methods:

- a) land,
- b) land similar in quality to the land being proposed to be subdivided,
- c) money in lieu,
- d) deferral to the balance of the subject property.

Money-in-lieu of municipal reserve shall be placed in a special reserve fund, administered by the Town, to be used for recreation area and facility construction and improvement.

The Town will coordinate the location of new schools and the allocation of school reserves in the Municipality with the local school divisions.

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In residential areas, the Town may allocate municipal and/or school reserve for the purpose of developing parks, playgrounds, trail systems, recreation facilities, schools and similar uses.

In commercial or industrial areas, the Town may allocate municipal reserve for the purpose of providing a buffer between incompatible land uses.

In addition to Municipal Reserve, land that is deemed to be protected may be left in its natural state and allocated as environmental reserve (or environmental reserve easement) or conservation reserve in accordance with the provisions of the *Municipal Government Act*.

2.1.4 Development Permits

All development in the Town of Claresholm requires a development permit and is regulated by the Town of Claresholm Land Use Bylaw. Developers may be asked to:

- a) enter into a development agreement with the Town in accordance to the provisions of the *Municipal Government Act*, be responsible for the provision of all roads, municipal services, sidewalks, gutters, and other infrastructure required to service the land proposed to be developed;
- b) pay levies to connect to existing services and contribute towards the cost of offsite infrastructure, as required by the development authority.

2.2 Municipal Finance

When considering proposals for the future planning, subdivision, and/or development within the Town of Claresholm, Town Council will consider the implications of the proposal in terms of the Town’s finances. The goal will be to minimize the impact of future growth on the existing tax base of the Town.

On an annual basis, Town Council will review the Town of Claresholm Capital Works Plan to identify and coordinate infrastructure requirements that may be required to implement the Town of Claresholm Municipal Development Plan.



When financing infrastructure projects, the Town should continue to reduce its potential dependence on debentures by using other sources of revenue including frontage charges, offsite levies and government funding programs.

2.3 Monitoring and Review

To ensure that the policies of this Plan continue to be current and relevant, the Town will continually monitor the administration and implementation of its Municipal Development Plan. Plan reviews may reflect such factors as legislative change, changes to the local development climate, the impact of new major projects, or Council philosophy.

The plan will be reviewed by the Town once every three (3) years or when deemed necessary by Town Council and/or the Town Chief Administrative Officer.

If a significant change in policy intent is desired, or if subsequent studies indicate the need for a change to this Plan, it shall be amended accordingly.

2.4 Additional Plans and Studies

In order to attain the goals outlined in this Plan, additional plans and studies may be initiated as required by Council.

2.5 South Saskatchewan Regional Plan Compliance

In December 2008, the Province of Alberta adopted the Land Use Framework followed by the proclamation of the *Alberta Land Stewardship Act* in October 2009. These overarching documents set the parameters for development standards that seek a balance between the economy and the environment. The South Saskatchewan Regional Plan was adopted in September 2014 and requires municipal compliance with its outcomes. The Town's Municipal Development Plan provides in Appendix F compliance by demonstrating where this plans policies align with the relevant implementation sections of the SSRP.

2.6 Municipal Government Act

The *Municipal Government Act, Revised Statutes of Alberta 2000 (MGA)*, Section 632 provides the legislative basis for the Municipal Development Plan. The Town is required, under this Act, to adopt a Municipal Development Plan. The following is an excerpt from Section 632 that outlines the minimum requirements of a Municipal Development Plan.

Section 632

(3) A municipal development plan

(a) must address

- (i) the future land use within the municipality,*
- (ii) the manner of and the proposals for future development in the municipality,*
- (iii) the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,*
- (iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and*
- (v) the provision of municipal services and facilities either generally or specifically,*

- (b) *may address*
 - (i) *proposals for the financing and programming of municipal infrastructure,*
 - (ii) *the co-ordination of municipal programs relating to the physical, social and economic development of the municipality,*
 - (iii) *environmental matters within the municipality,*
 - (iv) *the financial resources of the municipality,*
 - (v) *the economic development of the municipality, and*
 - (vi) *any other matter relating to the physical, social or economic development of the municipality,*
- (c) *may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,*
- (d) *must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,*
- (e) *must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school authorities,*
- (f) *must contain policies respecting the protection of agricultural operations, and*
- (g) *may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d).*

In order to ensure that this document remains current and responsive to change, it shall be reviewed within a period of four years (or earlier if required). Any amendments made to this plan shall be made in accordance with the *Municipal Government Act*.

2.7 Flexibility

It is intended that the boundaries of land use classifications and the location of future development concepts, as shown in this plan, be considered as approximate only and not absolute. Any action deemed by Council to be a minor adjustment to either the land use classes or the location of future facilities will not require an amendment to this plan. Further, in response to growth and development, the plan may be amended as required and updated every three years to ensure responsiveness to community beliefs and opportunities for economic, social or cultural development.

2.8 Definitions

In this plan, all words or expressions shall have the meanings respectively assigned to them in the *Municipal Government Act* and the Town's Land Use Bylaw. Definitions unique to this document include the following:

CANAMEX Trade Corridor is the highway system that connects Canada, the United States and Mexico through Alberta on Highways 2, 3, 4, 34 and 43. It is integral in the economy for business to business and business to customer transactions.

Claresholm Housing Authority serves senior citizens, low-income families, persons with disabilities, other management bodies, community groups, and the public at large.

LEED™ is an acronym for Leadership in Energy Efficient Design and is an ecology-oriented building certification program run under the auspices of the Canada Green Building Council.

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Level of Service is a measure used by traffic engineers to determine the effectiveness of elements of transportation infrastructure. See Appendix D for more detail.

Secondary commercial uses are those that deal with goods and services which generally require large storage areas or contain facilities that are not suited to the central business district. This would include, but not limited to, uses such as bulk fuel outlets, car washes, tire shops, lumber yards, and equipment storage.

Streetscape is the elements within and along the street right-of-way that define its appearance, identity, and functionality, including adjacent buildings and land uses, street furniture, landscaping, trees, sidewalks, and pavement treatments, among others.

Sustainability is a systematic concept, inter-relating the environmental, economic, social, cultural and governmental aspects of local municipal development, affecting every level of organization from the local neighbourhood to the entire planet.

Walkability is a measure of how friendly an area is to walking before another mode of transportation is sought. Walkability limits can be defined as a distance of 1500 feet (457 m) before it is likely more convenient to drive a car. Factors influencing walkability include the presence or absence and quality of footpaths, sidewalks or other pedestrian rights-of-way, traffic and road conditions, land use patterns, building accessibility, and safety, among others.

Xeriscaping and **xerogardening** refers to landscaping and gardening in ways that reduce or eliminate the need for supplemental water from irrigation.

3.0 Residential Development

3.1 Introduction

The Town of Claresholm has a diverse selection of housing styles and prices. The affordability of life in Claresholm makes the community a very attractive choice for young families and early retirees alike.

3.2 Goal

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



3.3 Objectives

- 3.3.1 To be proactive in assisting the Claresholm Housing Authority to ensure the community's needs regarding adequate and affordable housing are met.
- 3.3.2 To continue to provide a variety of building sites for residential purposes to accommodate future demands.

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- 3.3.3 To encourage the consumption of existing serviceable lands prior to undertaking new residential subdivisions.
- 3.3.4 To encourage private industry to develop new residential subdivisions within the Town.
- 3.3.5 To ensure developers, individually and/or through endeavor to assist, are responsible for any costs arising from the provision or necessary upgrading of utility lines and associated facilities to service a development area. This includes, but is not limited to, the installation of major water, sanitary and storm sewer trunks, and collector and arterial roads.
- 3.3.6 To encourage developers to plan pedestrian-friendly communities.
- 3.3.7 To continue to support a wide variety of multi-residential or rental type units within the community.
- 3.3.8 To promote energy conservation through energy efficient subdivision and development of residential lands.
- 3.3.9 To facilitate the restoration or removal of run down or dilapidated residential properties in the community.
- 3.3.10 To ensure the municipal servicing standards are adhered to for all residential development.
- 3.3.11 To redevelop the former railway lands adjacent to downtown into a mixed use development area.
- 3.3.12 To consider the views and vistas of the Porcupine Hills in the design and development of residential areas.

3.4 Policies

- 3.4.1 Future residential development shall be located in accordance with the Land Use in Town map (Map 3). Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval (see Section 12 of this plan).
- 3.4.2 The Town will encourage residential neighbourhoods to be developed in areas that are in close proximity to schools and community facilities including parks and trails.
- 3.4.3 The Town will encourage residential development in areas where vistas of the Porcupine Hills can be maximized.
- 3.4.4 New residential development will be planned such that existing municipal infrastructure is utilized to the most sustainable extent possible.
- 3.4.5 The Town supports the infilling of vacant lots and the rehabilitation of existing homes as an alternative to the development of new residential areas.
- 3.4.6 All infill development shall be of a form that is compatible with the surrounding area in terms of height, scale and density.
- 3.4.7 Multiple family dwellings and higher density developments will locate in areas:
 - a) accessible to an arterial, or major or minor collector road;

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- b) where traffic, generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;
 - c) accessible to schools and community facilities including parks and trails;
 - d) accessible to commercial areas for shopping and employment;
 - e) where the appearance of an existing residential neighbourhood is not affected.
- 3.4.8 Future manufactured home development will be developed where an area structure plan (or conceptual design scheme) has been adopted by Council, and will be directed towards the area structure planned lands located on the Land Use in Town map (Map 3).
- 3.4.9 New residential subdivisions, including manufactured home subdivisions, should include paved streets, curbs, gutters and sidewalks, and provide underground services that allow for future growth and are easily accessible. The design of these services should be such that during maintenance and reconstruction activities, the disruption of services is kept to a minimum.
- 3.4.10 In situations where it is not possible to separate residential development from incompatible uses, a landscaped buffer, berm or some other screening will be required.
- 3.4.11 The Town shall continue to depend on private investment for residential land development.
- 3.4.12 Residential areas will be planned to accommodate a wide variety of housing types that enhance the appearance of the Town and serve a wide range of demographics.
- 3.4.13 By ensuring that residential areas are connected to the community via pedestrian walkways, shopping and educational facilities (including schools) will be located in such a manner that will provide access to all residential areas.
- 3.4.14 The Town will complete an area redevelopment plan for the former railway land adjacent to the downtown which will contain a vision for mixed use development. Both vertically separated and horizontally separated residential and commercial endeavors will be considered by the Approving Authority, provided the development creates a benefit to the community.
- 3.4.15 The Town does not support development proposals for gated communities.
- 3.4.16 The Town prefers subdivision and development designed on a grid or modified grid pattern.
- 3.4.17 The Town opposes any utility development that could negatively impact future residential development.

Sustainability Policies

- 3.4.18 Developers shall be encouraged to increase the use of low environmental impact materials during the construction of developments.
- 3.4.19 Developers shall be encouraged to increase the use of locally reclaimed or recycled materials in the construction of roads, pavements, public spaces and parking lots.
- 3.4.20 Developers shall be encouraged to increase the use of locally sourced materials in the construction process.
- 3.4.21 Developers shall be encouraged to develop a sustainable water efficiency strategy at a master planning level for the whole site.

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- 3.4.22 Developers shall ensure that any development on site does not adversely impact upon local public or private water supply through polluting aquifers or groundwater.
- 3.4.23 Developers shall reduce the impact of noise upon the development.
- 3.4.24 Developers shall minimize the waste produced from the development during construction going to the landfill.
- 3.4.25 In accordance with Policy #PLDE 09-16, the Town, its citizens and developers will pursue a street tree program for the replacement of aging street trees within the urban forest and the installation of new street trees in new residential development areas.



4.0 Commercial Development

4.1 Introduction

The Claresholm economy is driven by business and community service, retail, manufacturing, public administration, transportation, and utilities. Ease of access to major urban centres has contributed to local growth in the food processing and transportation industries. The Claresholm & District Chamber of Commerce encourages shoppers to support the town's local businesses. Working in cooperation with the Town, the Economic Development Committee, and local business the Chamber of Commerce is active in pursuing an agenda of economic growth.

4.2 Goal

The Town of Claresholm supports and encourages commercial development in the central business district as well as in the identified nodes within neighbourhoods and along the main transportation corridors.



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4.3 Objectives

- 4.3.1 To continue to promote and attract new business to locate in Claresholm to increase the economic well-being.
- 4.3.2 To encourage the viability and expansion of existing businesses in Claresholm.
- 4.3.3 To improve the connectivity and communication between different businesses to enhance economic viability.
- 4.3.4 To encourage local residents and the surrounding trade area to support local business and merchants.
- 4.3.5 To encourage economic development initiatives that attract business and industry to ensure young working families choose to reside in Claresholm.
- 4.3.6 To work with the local Chamber of Commerce and business community to plan for the “new economy” that will follow highway re-alignment.
- 4.3.7 To provide guidelines and encourage merchants to improve existing commercial buildings and storefronts.
- 4.3.8 To encourage the relocation or removal of incompatible or non-conforming land uses within the downtown, whereby valuable commercial lands may be refocused and better utilized.
- 4.3.9 To strengthen the existing role of Claresholm as a regional service centre within the region.
- 4.3.10 To encourage the development of Neighbourhood Commercial in residential areas for the convenience and walkability of residents.
- 4.3.11 To redevelop the former railway lands adjacent to downtown into a mixed use development area.



4.4 Policies

- 4.4.1 Commercial development shall take place in accordance with the Land Use in Town map (Map 3). Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.

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- 4.4.2 Primary commercial uses, such as retail service outlets, professional offices, entertainment facilities and compatible public and institutional uses are encouraged to locate in the downtown core area.
- 4.4.3 The Town supports the continuation of the Design Guidelines set forth in the Downtown Revitalization Plan, produced in cooperation with Alberta Municipal Development during the Alberta Main Streets Program in 1993.
- 4.4.4 Highway commercial development and certain secondary commercial uses are encouraged to be located along the highway corridor and will be considered in an area redevelopment plan (see Figure 1 below).
- 4.4.5 Given the high degree of public exposure, commercial developments located along the highway corridor shall be developed to a high standard, which will include:
 - a) sufficient parking,
 - b) site landscaping,
 - c) screen outdoor storage areas,
 - d) attractive signage and building design,
 - e) integration with the highway system, and
 - f) provision of services for the travelling public.
- 4.4.6 Secondary commercial uses are encouraged to locate in the industrial areas, or lots with direct frontage along Highway 2.
- 4.4.7 Secondary commercial developments, adjacent to the highway, are encouraged for buffering to residential developments and shall provide an adequate buffering, or some other screening, to the satisfaction of the Town.
- 4.4.8 The Town shall encourage and support the establishment and operation of home occupations in residential areas, provided they meet the development standards in the Land Use Bylaw.
- 4.4.9 In consideration of the highway realignment, new commercial growth considerations are reflected in Map 5, the Growth Strategy map. Further, the downtown area will be streetscaped and development encouraged that meets the community vision.

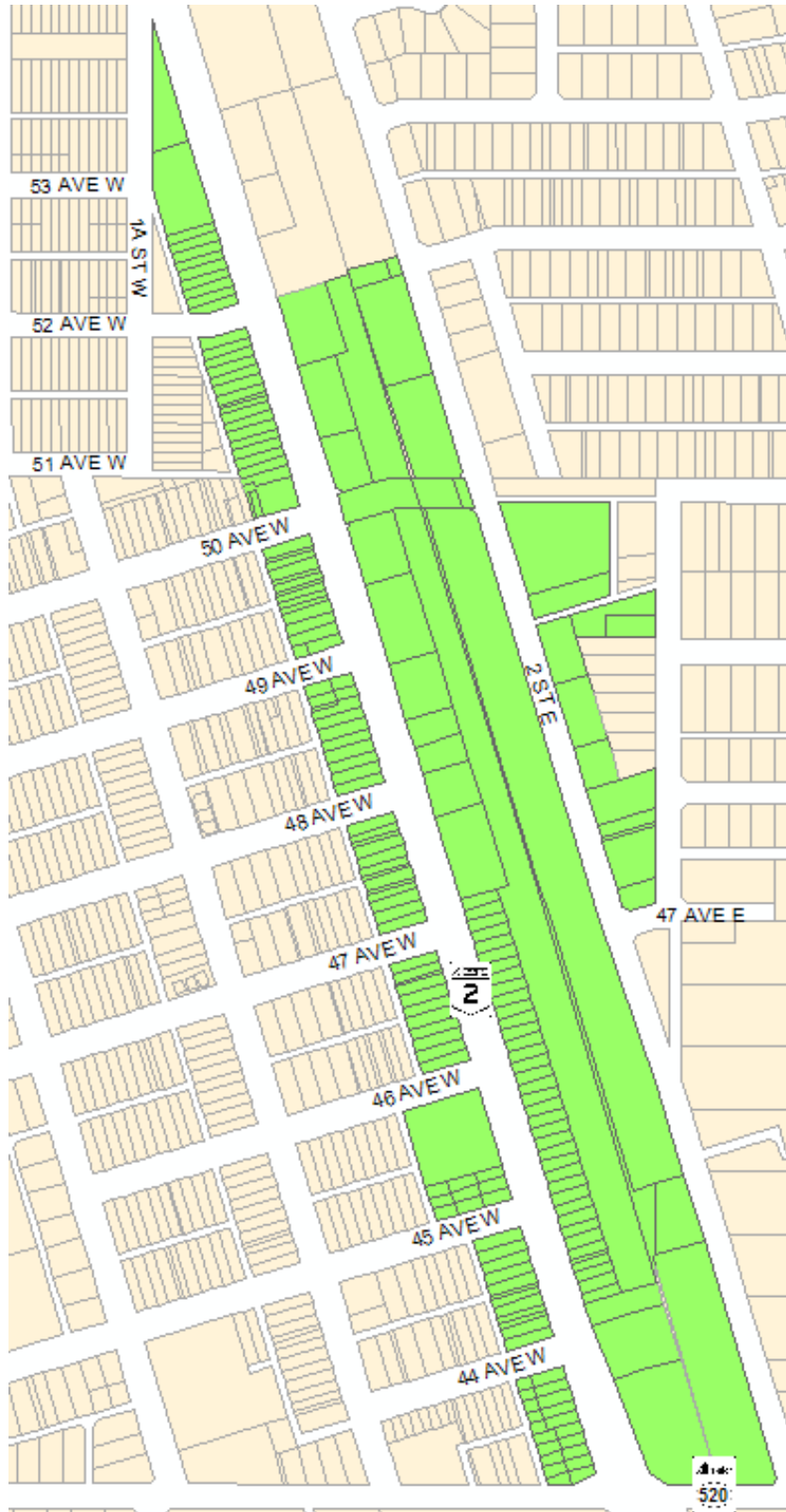
Sustainability Policies

- 4.4.10 The Town will encourage the development and revitalization of the central business district, while realizing that highway commercial and industrial uses are key economic drives of Claresholm, and plan for the effective land use and development of all private enterprise endeavors.
- 4.4.11 The Town will support the development of Neighborhood Commercial with the principal that it is convenient, walkable and does not conflict with existing commercial development. Walkability is defined as a distance of 1500 feet (457 m) from the proposed development.
- 4.4.12 The Town wishes to further develop primary commercial business in the former CPR railway line area, adjacent to the current central business district, to provide for primary commercial expansion. Both vertically separated and horizontally separated mixed use residential and commercial endeavors will be considered by the Approving Authority, provided the development creates a benefit to the community. The Town will pursue a downtown area redevelopment plan for the areas defined in Figure 1 below.

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Figure 1: Proposed Area Redevelopment Plan boundary



5.0 Industrial Development

5.1 Introduction

Industrial development in Claresholm has been developed in two separate nodes of the community. The southeast quadrant of the community is the original industrial area. The industrial area in the northwest portion of the community will provide an area for service industrial business because it is adjacent to an existing and growing residential area in Claresholm. As heavy industrial businesses locate in the community, they will be concentrated in the southeast portion of the community away from residential growth areas.

Potential conflicts with industrial development can be managed by ensuring growth of heavy industrial businesses are not permitted to develop in areas adjacent to current or future residential areas. Given the north-south orientation of Claresholm and the prevailing wind coming from the west, the logical growth area to target for industrial development is the southeast area of the community. This is due to the natural buffering effects of the cross roads of Highways 2 and 520. The community has the ability to utilize these major traffic corridors as buffers for the separation of potentially conflicting uses.

5.2 Goal

To diversify the current industrial base into areas related to manufacturing and agri-food services while continuing to facilitate development in the agricultural and gas and petroleum service industries.



5.3 Objectives

- 5.3.1 To create additional employment opportunities within the community by attracting more industry into the area.
- 5.3.2 To encourage industry compatible with a clean, safe, and environmentally-conscious community.
- 5.3.3 To ensure that industrial developers pay all infrastructure costs associated with any new development.
- 5.3.4 To continue to land bank and to encourage the servicing of industrial lands for industrial purposes.
- 5.3.5 To minimize land use conflicts between industrial and other land use types.
- 5.3.6 To encourage the use of landscaping or berming to visually screen incompatible or unsightly industrial uses.
- 5.3.7 To encourage private industry to develop industrial subdivisions.

5.4 Policies

- 5.4.1 Future industrial development shall take place in accordance with the Land Use in Town map (Map 3) and Growth Strategy map (Map 5). Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.
- 5.4.2 With the exception of bulk fuel outlets, service stations and similar developments, heavy industrial uses that involve the manufacture, storage and/or handling of dangerous goods will be located in the southeast industrial area.
- 5.4.3 Heavy industrial uses, or those which might produce nuisance factors such as smoke, airborne emissions or noise, will be directed to sites south of Highway 520 and east of the current alignment of Highway 2.
- 5.4.4 Industrial developments shall be planned in a manner that effectively and safely connects the developments to the highway system.
- 5.4.5 All development in the industrial area is required to provide space for sufficient onsite parking.
- 5.4.6 The Town may allow the use of a caretaker suite on an industrial lot for use by the owner and/or staff member of the industrial operation.
- 5.4.7 Industrial proposals shall include a fencing, screening and landscape plan according to the Town of Claresholm Land Use Bylaw.

6.0 Recreation, Parks and Open Space

6.1 Introduction

The Town of Claresholm has a wide variety of parks and open space as is indicated on the Parks and Open Space map (Map 3) and the Community Facilities map (Map 4) to serve its residents and the surrounding region. The golf course and baseball diamonds represent a significant portion of the open space in the community available for fair weather recreation activities. As well, there are three main parks which have playground equipment oriented towards young children and families.

Following are a number of quality recreational facilities in the Town of Claresholm:

- a) Indoor Pool & Aquatic Centre
- b) Skating/Hockey Rink
- c) Curling Rink
- d) Skateboard Park
- e) Active and Passive Park Spaces
- f) 18-Hole Golf Course
- g) Agriplex
- h) Centennial Park Campground
- i) Tennis Courts
- j) Millennium Park Baseball Complex

Given the number and quality of these recreational facilities, the community is a focal point for providing these services to the outlying area. Due to this fact, Claresholm recognizes the niche they fill as many users travel from the region and surrounding communities to Claresholm to utilize the facilities and add to the local economy.

6.2 Goal

To preserve and enhance the quality of life for the residents of Claresholm through the maintenance of existing park facilities and the acquisition and improvement of new parks, recreational facilities, trails, bikeways, and open spaces.



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6.3 Objectives

- 6.3.1 To enhance existing Parks and Open Space through increased maintenance.
- 6.3.2 To provide a greater variety of recreational opportunities and facilities for different interests and age groups in the community, from youth groups to senior citizens.
- 6.3.3 To encourage more open space, parks and pathway systems.
- 6.3.4 To maintain Claresholm's high profile as an important centre providing quality recreational facilities for residents and visitors.
- 6.3.5 To promote outdoor recreation, community interaction and ensure a diverse range of activities for Claresholm's youth.
- 6.3.6 To work towards improving campgrounds, acknowledging their increased use and importance to the local economy.
- 6.3.7 To create memorable and unique public spaces to enhance community character and build neighborhood identity.



6.4 Policies

- 6.4.1 Council shall be responsible for coordinating the site selection and development of parks involving input from community recreation stakeholders.
- 6.4.2 The role of Council will be one of assisting the community in determining the need for new facilities; providing information on facility development; operating and maintaining facilities; and assisting with applications for grants from senior levels of government.
- 6.4.3 Council will ensure developers provide lands appropriate for neighbourhood parks as a part of residential neighbourhoods through the approval of Area Structure Plans. These neighbourhood parks shall serve the local neighbourhood needs and will provide areas to accommodate several activities that may include tot lots, playgrounds and field sports.
- 6.4.4 Council will maintain flexibility about park size and facilities in order to take advantage of opportunities as they arise.
- 6.4.5 Council will disperse parks throughout Claresholm to make them available to the greatest number of people through the concept of walkability. Walkability is defined as a distance of 1500 feet (457 m) from the proposed park.
- 6.4.6 The Town will cooperate with public schools and other agencies to develop joint facilities, by agreements where appropriate.
- 6.4.7 The Town will attempt to acquire land, for parks or recreational facilities, that is accessible by public transit or pedestrian and bicycle trails.
- 6.4.8 The Town will maintain recreation program user fees as low as possible to allow lower income households the same access as more affluent households.
- 6.4.9 The Town will develop a network of recreational trails and bikeways throughout the community that will be accessible to all residents.
- 6.4.10 The Town will coordinate with developers to provide parks and recreation facilities, including trails, at the time that development occurs in low- and high-density residential areas.
- 6.4.11 The Town will retain neighborhood facilities at various locations in the Town to help serve the cultural, recreational and social needs of community residents.
- 6.4.12 The Town will consider operation and maintenance costs in the design of all park improvements and recreation facilities. These costs should be considered prior to acquiring new facilities.
- 6.4.13 The Town will consider creative solutions to the ongoing costs of maintaining parks and recreation facilities, including sponsorship by business and civic groups.
- 6.4.14 The Town will maintain and expand Town cemetery facilities as necessary.
- 6.4.15 The Town will periodically review the design of existing parks and renovate park facilities to reflect the changing needs and desires of residents.
- 6.4.16 The Town will pursue the implementation of the Parks and Recreation 2017 Master Plan.
- 6.4.17 The principles of Place Making are encouraged throughout the community and are to be implemented by both private and public entities.

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Sustainability Policies

- 6.4.18 Whenever possible, the Town will establish greenways to link open space areas located in close proximity to one another.
- 6.4.19 The Town encourages the development of landscaping schemes that are attractive and appropriate to the local environment.
- 6.4.20 The Town will improve the ecological value of the parks and open spaces and support the viability of species by linking populations and habitats which contribute to, and enhance, the amenity of the area.
- 6.4.21 The Town will ensure that the specified trees and shrubs contribute to the ecological value of the site.

7.0 Transportation

7.1 Introduction

Claresholm is located on Highway 2, which bisects the Town north-south. Highway 2 is presently scheduled for realignment outside the current town boundaries as part of the development of the CANAMEX trade corridor. Highway traffic volumes are provided in Appendix E. The current preferred corridor route is included in Map 10, the Road Hierarchy map.

Secondary Highway 520 passes in an east-west direction through Claresholm and is designated 43rd Avenue. East of the Highway 2 intersection, most of the uses along this secondary route are industrial, while west of the primary highway, they tend to be residential or institutional in nature. Once the highway bypass is completed, the east portion of Highway 520 will likely become the main access point to Claresholm and have a welcoming streetscape and complementary highway commercial land uses.

Claresholm's internal road network primarily follows the grid system with avenues running east-west and streets north-south. Most roads are paved and are generally considered to be in good condition. The anticipation of future developments has prevented the paving of some streets located on the edges of the community. These roadways will be addressed as growth and development allows. The Town is also well served with sidewalks which provide pedestrians an opportunity to enjoy Claresholm's tree-lined streets.

7.2 Goal

To provide the residents and businesses of the Town with safe, efficient and effective municipal infrastructure and transportation systems, which meet the present and future needs of the Town.



7.3 Objectives

- 7.3.1 To work cooperatively with Alberta Transportation to endorse a future Highway 2 alignment with access structures that will facilitate the economic and social sustainability of the Town of Claresholm.
- 7.3.2 To ensure that after Highway 2 realignment, the existing highway be designated as Highway 2a, which ensures future maintenance remains the responsibility of Alberta Transportation.
- 7.3.3 To capitalize on the vast amount of vehicular traffic by providing goods and services to the motoring public.

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- 7.3.4 To encourage the safe and regulated flow of north-south traffic, as it passes through the community, by efficient use of traffic control devices, enforcement patrols and speed zones.
- 7.3.5 To support the Claresholm Industrial Airport as a regional transportation facility.
- 7.3.6 To continue to support the Claresholm & District Transportation Society and the other transportation service providers operating within the community.
- 7.3.7 To make pedestrian and cyclist movement attractive and safe, reducing reliance upon private cars for local trips.
- 7.3.8 To define a roadway hierarchy and access control policy based on small town levels of service in keeping with the current traffic patterns.
- 7.3.9 To identify corridor plan areas and determine roadway functionality for each plan area.

7.4 Policies

- 7.4.1 The Town shall maintain its high profile and exposure along Highway 2 for the benefit of existing commercial and industrial uses.
- 7.4.2 The Land Use Bylaw shall continue to designate commercial lands suitable for uses which cater to the motoring public; however, subsequent to bypass construction, new land uses will be developed which reflect the lowered conveyance of motor vehicles.
- 7.4.3 The Town should regulate commercial uses, through their Land Use Bylaw, that would be better located in the downtown and not along Highway 2.
- 7.4.4 The Town should enter into a development agreement with potential developers to provide for construction or upgrading of such amenities as roads, light standards, sidewalks, and curb and gutter systems.
- 7.4.5 The Town shall promote the construction of a safe access into the south-east industrial park off the future Highway 2.
- 7.4.6 The Town shall pursue funding assistance from federal and provincial agencies in response to the relocation of Highway 2 to analyze the realignment impact to the storm water management system.
- 7.4.7 Parking facilities will be paved when connected to a paved street.
- 7.4.8 The Town will, through the approval processes, ensure that building frontages encourage pedestrian usage of streets contributing to vitality.
- 7.4.9 The Town shall encourage the development of a network of safe bike routes to local facilities. The development of bicycle parking in association to these routes and destinations is also encouraged.
- 7.4.10 The Town shall reduce any need or requirement to travel by car to essential facilities by having them within a reasonable walking distance.
- 7.4.11 Every decision to place something away from the downtown core should be reviewed on its ability to complement the core through the transportation network. Subdivision and development proposals shall be reviewed in the context of connectivity to the downtown.

Street Capacity Policies

- 7.4.12 Level of Service C (as defined in Appendix D) with no individual movement lower than the Level of Service D to E, is the desired standard for the Claresholm Street system. New Local and Collector streets shall be designed to operate at that level.
- 7.4.13 Town streets shall be classified according to function, as defined in Map 10 and as follows:
- Local Streets shall be low-speed, low-volume facilities which are used primarily to access property.
 - Minor Collector Streets shall be moderate-speed, low-to medium-volume facilities which serve to collect traffic from local streets and distribute to the arterial system. Collector streets also provide for direct property access, but their role of serving traffic is equally important.
 - Major Collectors are designed to move traffic efficiently. Property access is deemphasized, whereas traffic movement is emphasized.

Engineering standards for volume thresholds can be obtained from the Town's Engineer.



- 7.4.14 Existing collector streets or intersections, operating below Level of Service C may continue to operate at the lower level. New development shall not cause collector streets to degrade to a lower Level of Service.

- 7.4.15 The Town shall have the right to review and approve internal circulation plans for all new developments.
- 7.4.16 All new private streets shall meet minimum Town engineering standards.
- 7.4.17 Traffic studies shall be required for all major development proposals and may be required at the discretion of the Town under other circumstances where there may be significant effects on the street system overall. A major development may include, but is not limited to the following:
- a) an Area Structure Plan (ASP), or
 - b) commercial development proposals, or
 - c) industrial development proposals, or
 - d) multi-unit residential development proposals, or
 - e) tentative subdivision maps, or
 - f) when any proposal would potentially increase a Level of Service.
- 7.4.18 All transportation studies shall be completed at the sole expense of the developer. Traffic studies shall identify:
- a) the amount of traffic to be added to the system by the proposed development;
 - b) other known planned projects and their effects on the street system;
 - c) the direct, indirect and cumulative adverse impacts of project traffic on street system operations, safety, and access to the downtown;
 - d) mitigation measures necessary to provide for project traffic while maintaining Town level-of-service standards;
 - e) the responsibility of the developer to provide improvements;
 - f) the timing of all improvements;
 - g) and any other information deemed necessary by MPC or Council.

Access Management Policies

Major Collectors

- 7.4.19 For the purposes of access management of Claresholm's collector system, intersection spacing shall be 120 m for all rights-of-way. Spacing between two major collectors can be found in subsection 7.4.26 below. Driveway and alley accesses should also be limited and where allowed should be right turn in and right turn out only.
- 7.4.20 Municipal District of Willow Creek landowners' access onto Town controlled roads requires the landowner to enter into a Servicing Agreement with the Town and adhere to all engineering requirements and other access control policies.
- 7.4.21 Offset driveway locations should be avoided whenever possible.
- 7.4.22 Where the street frontage is proposed to be improved, all abandoned driveways shall be removed and the curbing and side walk to be restored to Town standards.
- 7.4.23 The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.
- 7.4.24 Driveways providing access onto major collector streets may be denied if alternate access is available or if the Town identifies potential safety issues.

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- 7.4.25 For the purposes of major collectors, residential driveways shall not face the street, which means garages must be located in the rear of properties and accessed via alleys. All other uses shall have limited access and take advantage of shared access driveways. Turning movements may be limited to right in and right out.
- 7.4.26 Access control on major collector roadways should be uniformly applied and maintained in urban areas to reduce congestion and traffic delay, and to encourage safety and economy of the transportation system. (Source: Alberta Transportation)
- 7.4.27 Access control should address the varying needs and functions of each major collector roadway section, which will depend on: abutting land use type, existing and proposed development, density of development, and relative urban location. For example, more frequent intersection spacing with some direct access will likely be necessary in central business areas (due to existing development), whereas in outlying residential areas, there should be no direct access and [major collector] intersections should be spaced at least 400 m apart. (Source: Alberta Transportation)
- 7.4.28 All functional planning and preliminary design of major collector roadways should assess the ramifications of access accommodation to all abutting property parcels and developments (existing and proposed), in conjunction with projected traffic volumes and operating speed. (Source: Alberta Transportation)
- 7.4.29 To overcome operational problems on existing major collector roadways, access control should be exercised following an assessment of existing and potential accident rates and vehicle delay, and prediction of the effects of access control techniques. (Source: Alberta Transportation)
- 7.4.30 The Town of Claresholm will exercise its authority to control access on major collector roadways. Such control can be applied and maintained by adopting set standards, by making developers and planners aware of major collector roadway standards, and by working with the private sector to ensure suitable land access. (Source: Alberta Transportation)

Minor Collectors

- 7.4.31 Municipal District of Willow Creek landowners' access onto Town controlled roads requires the applicant to enter into a Servicing Agreement with the Town and adhere to all engineering requirements and other access control policies.
- 7.4.32 Where the street frontage is proposed to be improved, all abandoned driveways shall be removed and the curbing and side walk to be restored to Town standards.
- 7.4.33 The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.

Pedestrians

- 7.4.34 All major and minor collector roads shall have a sidewalk on both sides of the street.
- 7.4.35 Trails shall not have midblock crossings on major collectors and should be avoided on minor collectors. All crossings on these street categories should be at intersections for pedestrian safety and free flow of traffic. Any approved midblock crossings shall be designed with pedestrian safety features.

8.0 Municipal Infrastructure Services

8.1 Introduction

Claresholm is serviced by a modernized municipal water and sanitary sewer system. The Town has enough water license allocation for the community to grow by three fold of its current population. The 1055 acre feet (1,301,235 cubic metres) allocated each year from Pine Coulee Reservoir could easily translate into a municipal population of 10,000. Claresholm's sewage treatment capacity is sound consisting of a complete mix, 140 acres and an aerated lagoon system. The total length of sanitary sewer pipe servicing the community is 48.70 km.

The Town also operates a separate storm sewer system that helps prevent flooding by diverting rain and snow melt through Town by gravity to various water channels located south of Town. Within the Bridges Golf Course are standing water retention ponds where water is detained to manage flows prior to being conveyed into Frog Creek.

In addition to the municipal services described above, Claresholm also provides residential garbage pick-up and supports local recycling efforts.

8.2 Goal

To provide a high level of services in a cost-effective and efficient manner, balancing demands with affordability.



8.3 Objectives

- 8.3.1 To ensure a safe and secure water supply to satisfy the needs of the people of the Town of Claresholm.
- 8.3.2 To strive to be a municipal leader in the area of water conservation and management.
- 8.3.3 To continue to improve water distribution infrastructure.
- 8.3.4 To work cooperatively with other municipalities and the Province of Alberta to maintain a regional system of water.
- 8.3.5 To work consistently to improve storm water drainage infrastructure.
- 8.3.6 To continue to support and encourage recycling as a community-based initiative.
- 8.3.7 To ensure that private developers pay for all costs associated with new developments.
- 8.3.8 To ensure the Town is the facilitator of sound infrastructure design.
- 8.3.9 To develop an offsite levy bylaw which covers the increasing costs of development.



8.4 Policies

- 8.4.1 Development will be required to provide a full range of municipal services and utilities, unless otherwise allowed by Town Council, at the expense of the developer and subject to a development agreement and offsite levy bylaw.
- 8.4.2 The extension of infrastructure systems into future development areas will be planned and undertaken in a manner that is complementary to the land use plan for the area, and utilizes existing infrastructure to the extent feasible.
- 8.4.3 In order to maximize the efficiency of existing infrastructure, infill development will be encouraged before the extension of services to new areas.
- 8.4.4 The Town will plan and coordinate the installation of utilities with utility companies and rely on the Subdivision Approval Authority to notify developers of required easements and rights-of-way.
- 8.4.5 When financing infrastructure upgrade projects, the Town should continue to reduce its potential dependence on debentures.
- 8.4.6 When the opportunity exists, the Town will work with the Municipal District of Willow Creek, and other adjacent municipalities, on infrastructure projects that will more effectively use resources to benefit the subject municipalities.
- 8.4.7 The future design and layout of service extensions will rely on guidance from such reports as the following:
- a) Infrastructure Master Plans,
 - b) Engineering Standards,
 - c) Offsite Levy Bylaw,
 - d) and/or other infrastructure planning and budgeting strategies which shall be considered when deciding on future growth scenarios and extending municipal services to growth nodes.
- 8.4.8 The design and layout of storm water drainage plans shall include only dry ponds.
- 8.4.9 Proposed dry ponds shall be designated as Public Utility Lots (PUL) on all Area Structure Plans and subdivision submissions. Only the percentage of area not primarily used for storm water collection may be considered eligible for Municipal Reserve (MR) purposes.
- 8.4.10 The Town will pursue all grant opportunities, both federal and provincial, as a means of lowering the financial impact on the Town as it maintains and develops its infrastructure system.

9.0 Community Culture, Wellness and Safety

9.1 Introduction

Claresholm's schools serve the Town and parts of the Municipal District of Willow Creek. High School students from Granum, Fort Macleod, Nanton, and Stavely attend the Willow Creek Composite High School. The elementary school, middle school and high school are all located on the west side of Town and are easily accessible to students bused in from outside Claresholm and those living on the west side. Students living on the east side of Claresholm may cross 1st Street (Highway 2). In order to facilitate pedestrian crossings, a traffic light is located at 50th Avenue and 1st Street.

Claresholm is well served by health, cultural and social services' facilities, which also make up a large contribution of the employment opportunities in the community. Within the Town these services and professionals include:

- Porcupine Hills Lodge
- Claresholm General Hospital
- Willow Creek Continuing Care Centre
- Lander Treatment Center – Alberta Alcohol and Drug Abuse Commission (AADAC)
- Chiropractors
- Dentists
- Optometrists
- Claresholm Day Care Centre
- Claresholm Museum
- Claresholm Library
- Pharmacists
- Claresholm Centre for Mental Health and Addictions
- Chinook Health Unit



The fire protection services, within the Town of Claresholm, consist of a volunteer fire department of approximately 25 volunteer members.

Claresholm has an active and progressive Family and Community Support Serves Branch (FCSS). The mandate of Claresholm's FCSS branch is to provide community based, preventative social service programming to the community. In addition to having an onsite counselor and a Resource Centre, the assistance provided by FCSS ranges from help in filling out forms to training on enhanced parenting. FCSS also contributes to the drug dependency reduction programs.

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9.2 Goal

To continue to develop, provide and enhance the positive elements sustaining Claresholm's vibrant and socially diverse local culture and community wellness.

9.3 Objectives

- 9.3.1 To work cooperatively with the Livingstone Range School Division to ensure that a high quality of education is provided for all students attending Claresholm schools.
- 9.3.2 To work to improve school enrolments by attracting new business and young families to locate in Claresholm.
- 9.3.3 To work cooperatively with the Alberta Health Services (AHS) to ensure Claresholm remains the hub for health in the region. Continue to provide community support to the Claresholm General Hospital, Willow Creek Continuing Care Centre, AADAC, Claresholm Centre for Mental Health and Addictions, the Claresholm Medical Centre and the Porcupine Hills Lodge.
- 9.3.4 To work to establish new and innovative ways to help the recruitment and retention of health care professionals in the community.
- 9.3.5 To ensure that Claresholm is promoted as a safe and caring community for young families to live, work and raise a family.
- 9.3.6 To ensure Claresholm remains an attractive retirement community.



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- 9.3.7 To continue to support the Royal Canadian Mounted Police to maintain law and order in the Town of Claresholm.
- 9.3.8 To continue to support the Claresholm Fire Department as a volunteer organization that provides fire suppression services to the people of the Town of Claresholm.
- 9.3.9 To ensure a capable ambulance service is provided through private industry, while continuing to lobby the Province of Alberta to pay the entire cost of ambulance service, as promised.
- 9.3.10 To maintain an increased focus on local bylaw enforcement for the purpose of maintaining and improving community cleanliness, order and safety.
- 9.3.11 To continue to provide support to FCSS and other groups to ensure a strong social infrastructure is in place for Claresholm families, seniors, and vulnerable residents to enjoy a high quality of life.
- 9.3.12 To assist and support families in finding good quality, affordable child care; including families who work shifts. Seek to work/develop partnerships with employers, FCSS, and families to become leaders in the provision of innovative child care options.
- 9.3.13 To assist and support youth (or groups/agencies who work with youth), with finding opportunities for appropriate activities that enhance youth experience, provide leadership skills, and advance their contributions to the community.
- 9.3.14 To promote and support cultural interests, including art exhibits/showings, presentations, live and film theatre, and musical events and activities within the community.

9.4 Policies

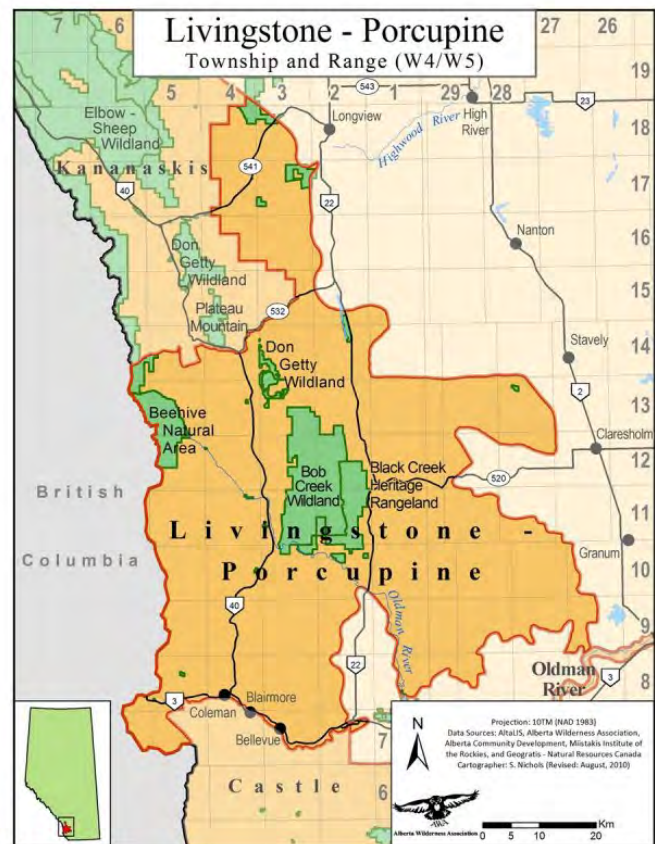
- 9.4.1 The Town will work with all non-profit societies who wish to participate in civic governance, events and sustainable community growth.
- 9.4.2 The Town will cooperate with all non-profit societies to forward positive community development agendas.
- 9.4.3 The Town will ensure that proposed developments support a vibrant, diverse and inclusive community which integrates with surrounding communities.
- 9.4.4 The Town will encourage that Claresholm's heritage, including architecturally or archaeologically important features, is conserved or preserved if present. In this endeavor, it will be important to work with the province, landowners, citizens and interest groups as this process continues.

10.0 Environmental Stewardship

10.1 Introduction

Adjacent to the Livingstone Range and Porcupine Hills, the Town's sense of place is determined to a large extent by its natural features. These environments provide important passive recreation space for the community as well as enhancing the beauty of the community. There is strong public awareness of and concern for the natural environment. Residents have identified sustainability as important priority for land use planning. Residents believe that enhancing the beauty and quality of the natural surroundings will improve their quality of life and add to Claresholm's character and sense of place.

The Town of Claresholm was founded around a wetland and small water course. As a result, high water tables and poor soil conditions could be a constraint to future development. The Municipal Development Plan can contribute to environmental protection through policies that identify areas that require significant consideration and higher standards for land use and development. The Plan could also identify areas in the community where development cannot occur for environmental reasons.



In February 2008, the Town of Claresholm adopted a Municipal Sustainability Plan. The Plan is a guidance document which promotes a healthy built environment while preserving a healthy ecosystem. Developers looking for best practices for development and the environment in Claresholm should consult this document.

10.2 Goal

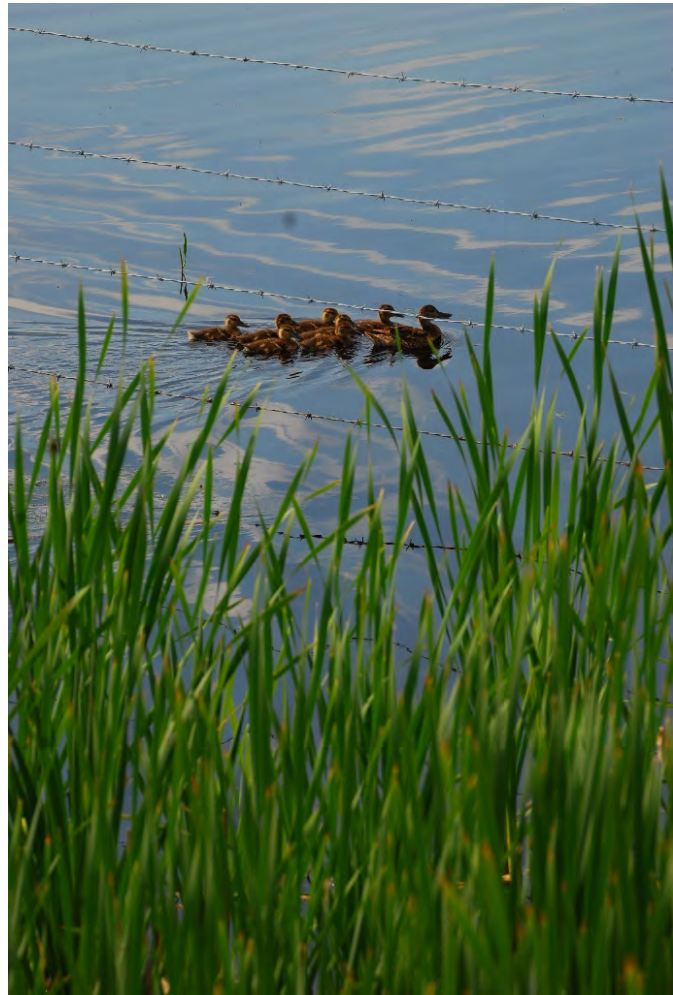
To create and maintain attractive, clean and ecologically responsible, natural and built environments, and to preserve significant natural areas.

10.3 Objectives

- 10.3.1 To promote environmental sustainability principles in land use planning decisions and development/construction practices.
- 10.3.2 To continue the commitment of a high level, overarching document that guides the environmental, ecological and sustainable decision making for the community.

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- 10.3.3 To recognize the importance of natural areas and the contribution they make toward a high quality of life. Conserve, and incorporate natural areas, as public open spaces into the park system.
- 10.3.4 To continue the development of parks, pathways and trails to upgrade the overall public open space system.
- 10.3.5 To continue developing the municipal storm water system for integration into the Town's public open space system while protecting wetlands, water courses and natural areas.
- 10.3.6 To celebrate and enhance the natural beauty of the community for both residents and visitors.
- 10.3.7 To explore the use of alternative energy systems in the urban setting.
- 10.3.8 To be proactive in identifying and describing hazard lands with development constraints such as contaminated soils.
- 10.3.9 To support programs and initiatives that increase awareness and public involvement in environmental management and conservation.



10.4 Policies

- 10.4.1 The Municipal Sustainability Plan will provide guidance for the development or alignment of all municipal plans and documents by identifying short, medium, and long term actions for the implementation of policy. The Plan should also track and monitor the progress of these actions over the long term.
- 10.4.2 The intent of the Municipal Sustainability Plan is to be used in co-operation with other planning documents the municipality has at its disposal.
- 10.4.3 Town shall be a civic leader by requiring sustainable building practices in the design and construction of new Town-owned facilities.
- 10.4.4 Green Buildings and Construction practices: The Town shall encourage developers and builders to follow the voluntary LEED™ green building rating system administered by the Canadian Green Building Council or follow sustainable building practices compatible with LEED™ standards. Sustainable building practices include:
 - a) minimizing storm water volumes through the installation of roof top gardens or on-site cisterns;

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- b) installing water saving plumbing fixtures;
 - c) using water efficient landscaping;
 - d) increasing energy performance through reduction in demand, harvesting site energy and efficient building design;
 - e) reducing waste by extending the life of existing buildings and using local and recycled building materials.
- 10.4.5 The Town will continue to support selected recycling programs.
- 10.4.6 The Town will continue to encourage residents to implement positive sustainable principles in their everyday life; such as the use of rain barrels and backyard composting.
- 10.4.7 Because of the local climate we rely on irrigation for landscaping. Alternative landscape management practices, such as xeriscaping, or xerogardening could prove to be environmentally friendly and fiscally sound.
- 10.4.8 When concerns are present, geotechnical studies should be completed to identify development limitations and mitigate or minimize the detrimental effects of potential high water table areas and unsuitable soils for development.
- 10.4.9 The Town will endeavor to link environment protection areas, natural areas, and parks and outdoor recreations areas for the overall benefit and beautification of the Town.
- 10.4.10 Storm water management plans for proposed large subdivisions, or residential, recreational, commercial and industrial developments shall be required, at the sole cost of the developer or owner including costs for municipal review. A storm water management plan shall include, but not be limited to, flooding hazards, existing drainage features, storm water related environmental issues, design criteria, erosion and sediment control, operation and maintenance.
- 10.4.11 The Town will encourage the use of Alberta Environment's Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems.
- 10.4.12 In order to maintain and enhance the urban forest, the Town shall support tree preservation, conservation initiatives and land stewardship strategies.
- 10.4.13 New developments will incorporate ecologically conscious design and shall consider the long-term progression of streetscapes with specific attention to landscaping and street trees (Policy # PLDE 09-16).
- 10.4.14 The Town will openly discuss and consider wind and solar energy conversion system initiatives.
- 10.4.15 The Town will consider working with a large energy provider to secure a source of community-wide renewable energy.
- 10.4.16 On lands that are known or suspected to be impacted, development may be required to provide plans for remediation that are prepared by a professional engineer at the sole cost of the land owner (or proponent) and to the satisfaction of the Town of Claresholm and Alberta Environment. In accordance with *MGA* section 364.1, the Council may consider tax incentives as a means of encouraging the cleanup of brownfield sites.
- 10.4.17 The Town will continue to promote water conservation and support the efficient use of water resources (both natural and treated). Claresholm will make a commitment to take all possible actions to conserve the use of treated water.

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- 10.4.18 All development proposals shall refer to the provincial wetlands inventory to determine the existence of a wetland and adhere to provincial requirements regarding wetland preservation references including, but not limited to, *Water for Life*, *Stepping Back from the Water*, the Alberta Wetland Policy, *Public Lands Act* and *Water Act*.
- 10.4.19 The Town will, where common interests lie, support watershed management organizations as they continue their work on a regional basis.

11.0 Growth Strategy

11.1 Introduction

Municipal leaders from both the Town of Claresholm and Municipal District of Willow Creek agree that single parcel annexations were time consuming and not in the best interest of either the Town or the Municipal District. Historically, annexation procedures came unexpectedly and with a sense of urgency with timelines influenced by private interests. As such, it was agreed that given the lack of an intermunicipal plan between the Municipal District of Willow Creek and the Town of Claresholm, the Town would indicate their annexation interests through the Municipal Development Plan until such time as an Intermunicipal Development Plan was created.

Further, the Town of Claresholm Council and Administration have a vision for their growth that is based on the premise that the Town will grow and prosper in the years ahead. An “open for business” strategy will guide growth. Council will address land use through this Municipal Development Plan, the Land Use Bylaw and Area Structure or Area Redevelopment Plans. Council will also ensure the identification of a 25-



year land supply and then rely on private interests to develop the land in accordance with municipal policies.

The identification of a 25-year land supply will be the responsibility of Claresholm Council and be communicated to the Municipal District of Willow Creek for the purpose of annexation or for the purpose of ensuing good relations between the Municipal District and the Town. As the Town of Claresholm is dependent on private interests and external government agencies to be the primary drivers of growth and development, the identification of all parcels around the community was undertaken to be proactive regarding future growth. Future annexation proposals are expected to conform to the growth patterns and form contiguous land uses as the community grows.

11.2 Goal

To work with the Municipal District of Willow Creek to promote regional development matters and approach growth as a cooperative effort between all neighbouring rural and urban municipalities.

11.3 Objectives

- 11.3.1 To acknowledge the importance of regional and intermunicipal growth planning.
- 11.3.2 To identify lands for annexation and corresponding land uses. Ensure annexation processes are directed by the Town at the municipal level, in cooperation with rural neighbours.
- 11.3.3 To monitor future subdivision and development in the Growth Strategy Areas identified in Map 5 in order to minimize incompatible rural and urban land uses.
- 11.3.4 To work cooperatively with the Municipal District of Willow Creek on a comprehensive Intermunicipal Development Plan.
- 11.3.5 To encourage an agreement with the Province of Alberta to endorse a future alignment of Highway 2 in order to facilitate intermunicipal planning processes.
- 11.3.6 To further integrate intermunicipal planning with the Municipal District of Willow Creek and to ensure both municipalities are able to assure the other an efficient and compatible pattern of growth as defined by, and supported by Council.

11.4 Policies

- 11.4.1 The Town's growth strategy will be based on the general land use framework as outlined in Map 5.
- 11.4.2 The Town will actively market and promote itself to encourage business, industry and government to locate to the Claresholm area.
- 11.4.3 The Town's growth strategy will reflect Council's values for effective land use, the provision of municipal services and not encumbering the Municipality with undue financial burdens while attracting new development.
- 11.4.4 The Town is opposed to any utility development that could negatively impact future growth, as defined in the Growth Strategy (Map 5).

Government Policy Requirements

- 11.4.5 All subdivision and development initiatives shall undergo a process to conform to the Alberta Subdivision and Development Regulation with respect to sour gas facilities and oil and gas wells.
- 11.4.6 Subdivision and development with the potential of locating adjacent to abandoned oil and gas facilities should undergo a process to conform to the Alberta Subdivision and Development Regulation on abandoned well sites in consultation with Alberta Utilities Commission (AUC) Directives.
- 11.4.7 The Town will protect the right of agricultural operations to continue within the Town boundaries following annexation until urban land development occurs.
- 11.4.8 The Town will foster an understanding atmosphere with its citizens regarding existing agricultural operations adjacent to the Town boundary.

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Sustainability Policies

- 11.4.9 The Town will ensure that the most sustainable sites are used for development and that the design process, layout structure and form provide a development that is appropriate to the local context and supports a sustainable community.
- 11.4.10 The Town will promote the sustainable use of resources, including the reduction and re-use of wastes, related to both the construction and operation of new developments.
- 11.4.11 The Town will ensure that developments contribute to the sustainable economic vitality of the local area and immediate surrounding region.
- 11.4.12 The Town will ensure that individual buildings are well designed, resource efficient, are built using sustainable materials and do not undermine the sustainability of the overall surrounding developments.

Intermunicipal Policies

- 11.4.13 In the absence of an urban fringe district, the Town of Claresholm's Growth Strategy accurately represents the urban fringe area requiring dialog with the Municipal District and a coordinated land use decision making process.
- 11.4.14 Within two miles of the Town boundary, the Town requires a written referral for any of the following:
 - a) Municipal Development Plan bylaws and amendments,
 - b) all other statutory plan bylaws and amendments,
 - c) Land Use Bylaws and amendments,
 - d) subdivision of a parcel and any appeal,
 - e) discretionary use development applications and any appeal thereto.
- 11.4.15 The Town requires a written referral for any proposed expansion of existing intensive agricultural operations within 5 km up-wind of Claresholm. It is the Town's position that this use is not encouraged within 5 km up-wind of Claresholm.
- 11.4.16 The Town discourages the development of Grouped Country Residential use in the Growth Strategy areas defined in Map 5.
- 11.4.17 The Town agrees to inform and invite the Municipal District of Willow Creek for all discussions with Alberta Transportation.
- 11.4.18 The Town discourages the development of Wind Energy Conversion Systems – Category 2 use in the Growth Strategy areas defined in Map 5.
- 11.4.19 The Municipal District shall direct proposed commercial and industrial development in the Growth Strategy areas defined in Map 5 to areas designated for such uses in their Land Use Bylaw, or the Town's Land Use Bylaw.
- 11.4.20 No approvals shall be given to noxious industries as defined by the Municipal District of Willow Creek Land Use Bylaw within the Growth Strategy areas defined in Map 5.

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- 11.4.21 Where disagreements arise as to the appropriate land use desirable in the Growth Strategy areas defined in Map 5, a committee should be established to provide a forum for discussion and mediation. Consideration may be given to the intervention by an independent arbitrator or provincial board.
- 11.4.22 The adoption of this plan does not preclude the subsequent preparation and adoption of an intermunicipal development plan in the future. When adopted, the Intermunicipal Development Plan policies shall supersede policies 11.4.13 - 11.4.21.
- 11.4.23 The Town and Municipal District shall, through an adopted Intermunicipal Development Plan, come to agreement on the preservation of wetlands and measures for watershed management and historic resources where present in the Intermunicipal Development Plan boundary.
- 11.4.24 The Town and Municipal District shall coordinate the continued development of the Claresholm Industrial Airport through an adopted Intermunicipal Development Plan.

Annexation Policies

- 11.4.25 Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.
- 11.4.26 The Town and Municipal District shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:
- a) revenue or tax-sharing,
 - b) off-site levies and levy transfers, and
 - c) municipal reserve transfers.
- 11.4.27 The Town will apply a three-pronged approach to determining land acquisition. This approach is based on three general land use categories: residential, commercial and industrial. The timing for land acquisition of any one category is based on differing market forces and therefore must be flexible. It is the intent of this approach to always maintain at least 25 years of land for growth of the community.

Appendix A

Historical Background and Geographic Setting

Appendix A – Historical Overview, Geographic Setting and Land Use Backgrounds

Historical Overview



The land in southern Alberta was part of the Blackfoot aboriginal people's territory from time immemorial. There are a few buffalo jumps in the region, along with the world heritage site — Head Smashed in Buffalo Jump, southwest of Claresholm. The community's beginnings are associated with settlers and buffalo hunters who were in the region during the 1870s. After the land, where Claresholm currently exists, became part of a government program to lease it to large ranchers, many of the transient hunters and settlers became employed with these operations.

The first settlement between Fort Calgary and Fort Macleod was known as "The Leavings". This overnight location was such named because this was the stop where the pioneer trail left being adjacent to Willow Creek. "The Leavings" is located east of the current Granum town site but established the area as a location where travelers could stop to eat, rest, refresh and refuel. As the region's population continued to grow towards the end of the 19th century, a secondary North West Mounted Police (NWMP) detachment office was located at this site. Located approximately four miles south of the "The Leavings" a Post Office was

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erected. In 1903, the NWMP detachment was transferred to the community of Claresholm and continued to establish the region as a stable prosperous frontier locale.

The importance of ranching in the region was established early by the federal government's land lease program and was encouraged to grow by the establishment of the railway. The railway provided ranchers the ability to market their cattle in Calgary without having to lose weight and quality of beef by driving them to market. Further, due to Claresholm being located in a low spot on the prairie, water was always readily available for steam locomotives and detached rail cars were not in danger of rolling away.

Claresholm was named in 1891 by John Niblock, a Canadian Pacific Railway superintendent, for the name of his home in Medicine Hat. His wife's name was Clare, and they referred to their house as "Clare's home." The first buildings erected were the water tower for the trains, and a section house for supplies needed to build the railroad which came through Claresholm in 1891. Claresholm was incorporated as a village June 15, 1903. The Town of Claresholm was incorporated August 31, 1905.

Since, Claresholm has played an important regional role providing goods and services to the agricultural base that surrounds the community. During World War II and subsequent until the early 1960s, the Claresholm Airport became a predominant driver of development, instigating population and economic growth. Due to the forgiving topography of the area for novice pilots, flight training was conducted out of the airport initially for the British Royal Air Force and subsequent to World War II for NATO.

In more recent times, industrial services relating to the oil and gas sector have been important economic drivers. Further, the Town is a hub for health and social services for the region. One of the major employers in the community is the health and welfare services catering to all segments of society.

The community is growing with a population of 3,780 (Statistics Canada 2016). Between 1991 and 1996, the population grew by 3.9 percent, and further by 5.3 percent from 1996-2001 and again by 2.2 percent from 2001-2006, attributable primarily to amenity migration.

When compared to the rest of the Province of Alberta, Claresholm has an older population as approximately one in five residents is over the age of 65. This is double the proportion of seniors typical to the rest of the province. Statistics Canada reports that the median age is 49 while the remainder of the provinces is 36.

Over the last decade there has been a steady growth in the number of older adults moving into the community. The majority come from either the eastern part of British Columbia or smaller towns and communities in southern Alberta.

Geographic Setting

The Town is a thriving community of 3,780 (2016 Federal Census) located within the Municipal District of Willow Creek No. 26, on Highway 2. Claresholm lies midway between Calgary and Lethbridge in southern Alberta. The community is 104 km south of Calgary and 90 km northwest of Lethbridge. The Town of Claresholm encompasses approximately 8.30 square kilometres according to the 2006 Statistics Canada census.

The terrain is suitable for farming and ranching and is highly productive when irrigated and fairly productive under dry land conditions. To the east of Claresholm is a mix of irrigated and non irrigated farmland where the crops can include many varieties of wheat and grains. To the west of Claresholm are the Willow Creek drainage area and the Porcupine Hills. These are great community amenities as their location provides regional residents and tourists with a wide variety of outdoor-related activities.

Atmospherically, a dominant characteristic of the region is the wind. With an average yearly wind speed of 16.2 km/hr from the west and southwest, maximum gusts can reach speeds of up to 150 km/hr. The climate

Where **Community** Takes Root



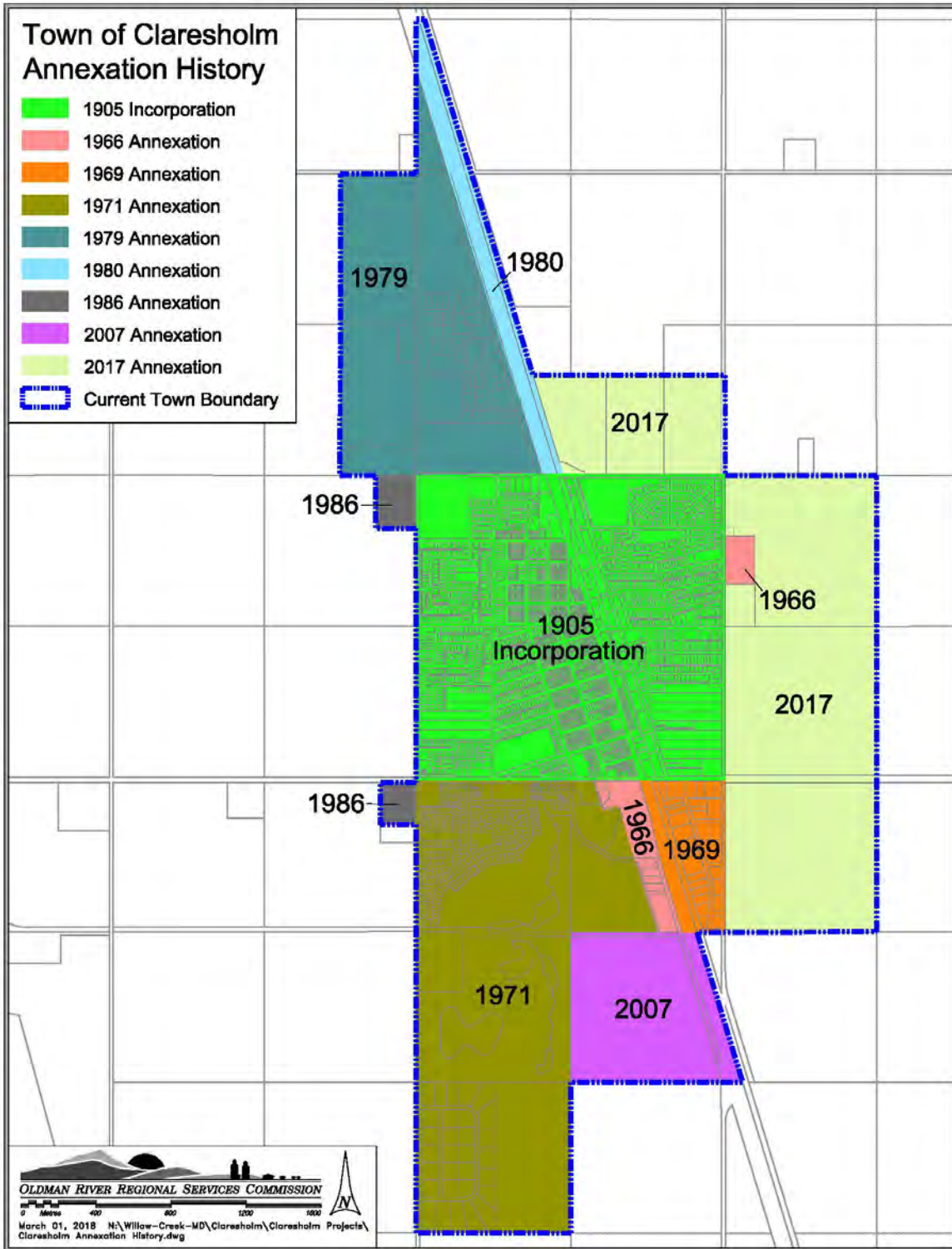
of the area can be described as continental with moderate climate that enjoys four distinct seasons, including warm summers and mild winters.

Annexation History

Since incorporation as a town in 1905 and as listed below, the Town of Claresholm has experienced eight (8) annexations (see Appendix A, Figure 1).

ANNEXATION BOARD ORDERS	
1966	Board Order 2191 (Effective Date: January 1, 1966).
1969	Board Order 4036 (Effective Date: January 1, 1969).
1971	Board Order 5042 (Effective Date: January 1, 1971).
1979	Board Order 10783 (Effective Date: January 1, 1979).
1980	Board Order 12882 (Effective Date: January 1, 1980)
1986	Board Order 18093 (Effective Date: December 31, 1986)
2007	Order in Council 235/2007 (Effective Date: January 1, 2007)
2017	Municipal Government Board Order in Council 004/2017

Figure 1: Town of Claresholm Annexation History



Residential Background

The initial lots in Claresholm existed by way of private purchase from the Canadian Pacific Railway in 1901. In 1901 Mr. O. J. Amundsen subdivided the parcel he purchased from the CPR as well as some of his homestead quarter after the successful sale of the initial CPR lots. It should be noted that Mr. Amundsen was quite charismatic in convincing settlers to come to the region and in one afternoon sold no less than 21 sections of local land.

Claresholm was established as a village in 1903 and as the last act of the North-West Territorial government, established Claresholm as a town in 1905. The years between 1905 and 1910 saw the population of the town grow to over 1000 and significantly strained the water and sanitary sewer system. The completion of a water and sanitary servicing project ensured current residences would remain in the community and allowed the town to continue to attract new business and residents.

The population remained stable with little growth until the 1940s when, subsequent to the outbreak of World War II, an airport was constructed and the community was the host of an allied and NATO air school. This development saw the town's population nearly double during a five-year period. Unfortunately, during the early 1960s, the air training school was closed resulting in a major loss to the residential and economic base of the town. Since this period, the community has continued a steady rate of residential growth.

The original community residential area is oriented around the downtown core west of Highway 2. Subsequent growth took place on the east side of Highway 2 balancing the residential areas around the original downtown core. After the development of the area east of the Highway, residential growth refocused on the west side of Claresholm where it continues today. The original town layout was on a grid pattern aligned with the railway, not unlike many Western Canadian towns. Latter development patterns have moved toward a modified grid pattern or curvilinear street pattern both aligned to the quarter section.

The CP rail line through Claresholm was abandoned in the 1990s. Formerly this railway area was designated industrial and bisected the residential and commercial areas of the community along Highway 2. With the removal of the rail line, the corridor had retained its industrial use as per the Land Use Bylaw. During this period, a few industrial developments have occurred adjacent to commercial and residential districts.

Appendix B provides three graphs: population, subdivision lots created and new housing starts. With Claresholm's steady increase in population it can be said that lot creation will remain cyclical while housing starts will remain steady. The cyclical nature of lot creation is caused by a push to be ready for the market demand during boom periods and a falling off when the economy softens.

Commercial Background

Due to Claresholm's unique setting — halfway between Calgary and Lethbridge on Highway 2, the Town has a well-developed commercial sector to serve residents and motorists. All retail and service needs can be met within the Town of Claresholm, and are oriented to the agricultural and highway commercial sectors.

The downtown area is located west of Highway 2 located between 51st Avenue, on the north side, and 48th Avenue, on the south, extending west one block off the highway to 2nd Street West. Within the downtown commercial sector, the majority of the retail, office and service outlets are located in this area. It is Council's goal to continue to focus these elements of commercial development in the downtown area to retain the compact, well-developed commercial core. In the period between 1987 and 1992, the Town received support from Alberta Municipal Development for downtown enhancement. The Alberta Main Street program was beneficial in identifying and rehabilitating some 17 historic buildings in the downtown area and for determining standards for architectural control. It is Council's intention to continue to focus primary commercial development in this area, and to maintain the integrity associated with a compact, well-developed commercial core.

Where **Community** Takes Root



Secondary commercial uses are those that deal with goods and services which generally require large storage areas or contain facilities that are not suited to the central business district. This would include uses such as bulk fuel outlets, car washes, tire shops, lumber yards, equipment storage and the like. The Town generally accommodates these types of uses under the highway commercial designation or the general industrial district, located adjacent to Highway 2, or in the industrial designated areas.

The Town's location along the Highway 2 corridor has resulted in considerable highway commercial development. These developments are located along the highway corridor to maximize their exposure and consist of gas stations, accommodations and other uses catering to the travelling public. Highway commercial development has represented a crucial component of the local economy and guided the overall design of the community.

Subsequent to highway relocation it is Claresholm's intention to redevelop the highway corridor and adjacent abandoned railway corridor into a pedestrian-friendly mixed use environment. This action is being planned to assist in revitalizing the downtown core subsequent to the realignment of Highway 2 and to facilitate the sustainable development of the community core. The initiative will constitute a brown field redevelopment and require consideration be given to potentially contaminated sites prior to approval for residential development and some forms of commercial development. In anticipation of this, Claresholm and Developers will work towards making these parcels ready for mixed use developments through Environmental Site Assessments and remediation works, as required.

Industrial Background

The 2016 Annexation report outlined that the 1966 annexation included 8.6 acres of highway commercial and industrial land which is built out, and that the 1969 annexation contained 40 acres of industrial land which is currently built out. And further that, the 1979 annexation contained 46 acres of industrial/highway commercial land of which 24.1 acres is currently built out and 21.9 acres remains vacant under a single title.

Over the last 10 years, the Town of Claresholm has experienced healthy industrial and commercial growth, consuming 20.1 ha of vacant land plus 7.7 ha of re-developed industrial and commercial land. The Town, having consumed all 20.1 ha of vacant land plus 7.7 ha of re-developed industrial and commercial land, required new development areas.

On average the consumption of industrial and commercial land has been 6.87 acres (2.78 ha)/year. Given growth constraints and land best suited to highway and agricultural uses, it is estimated that the 2016 annexation of 330 usable industrial acres of land would take in 45 years to build out. This tenure would equate to the residential land holdings already annexed into the Town.

Appendix B

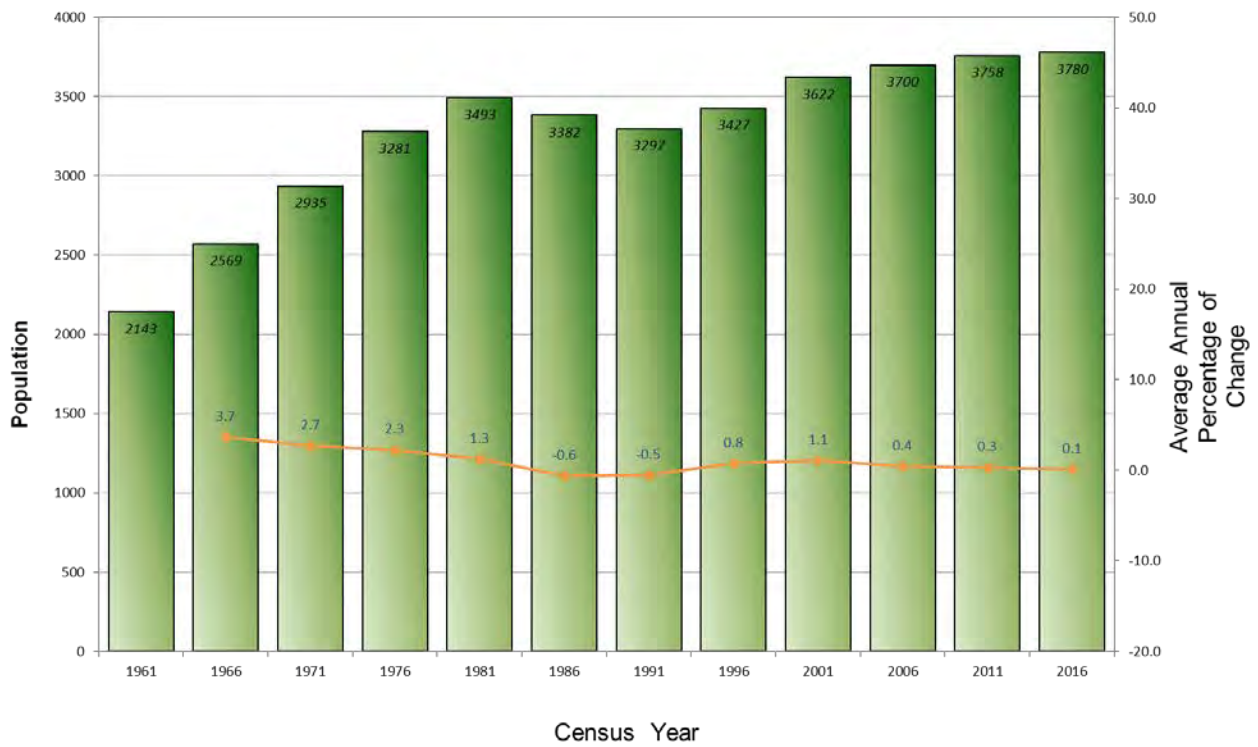
Population and Development Statistics

Source: Statistics Canada and Province of Alberta

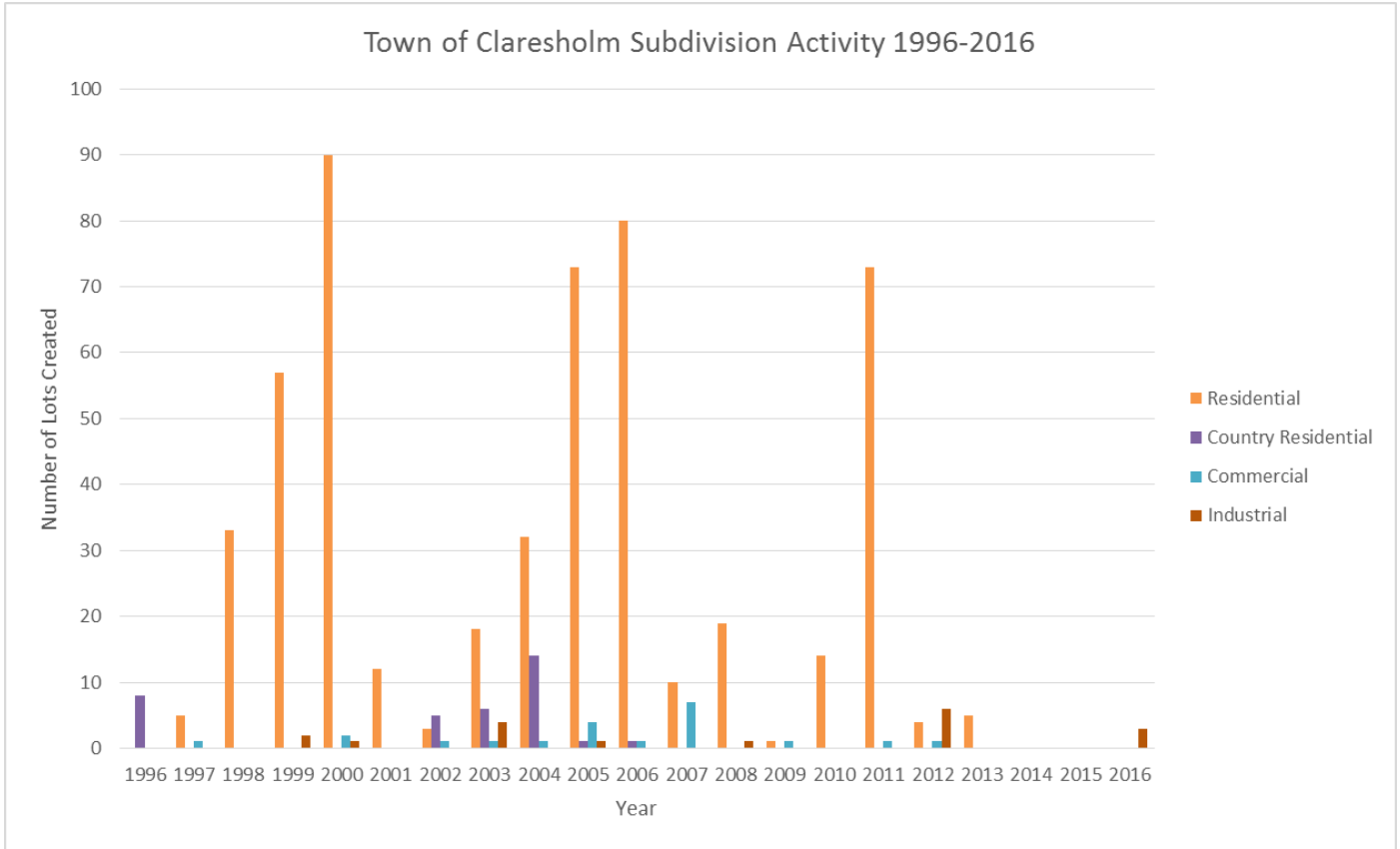
- Graph B-1: Town of Claresholm Historic Population 1961-2016
- Graph B-2: Town of Claresholm Subdivision Activity 1996-2016
- Graph B-3: Dwelling Unit Starts
- Graph B-4: Growth Projections

Appendix B – Population and Development Statistics

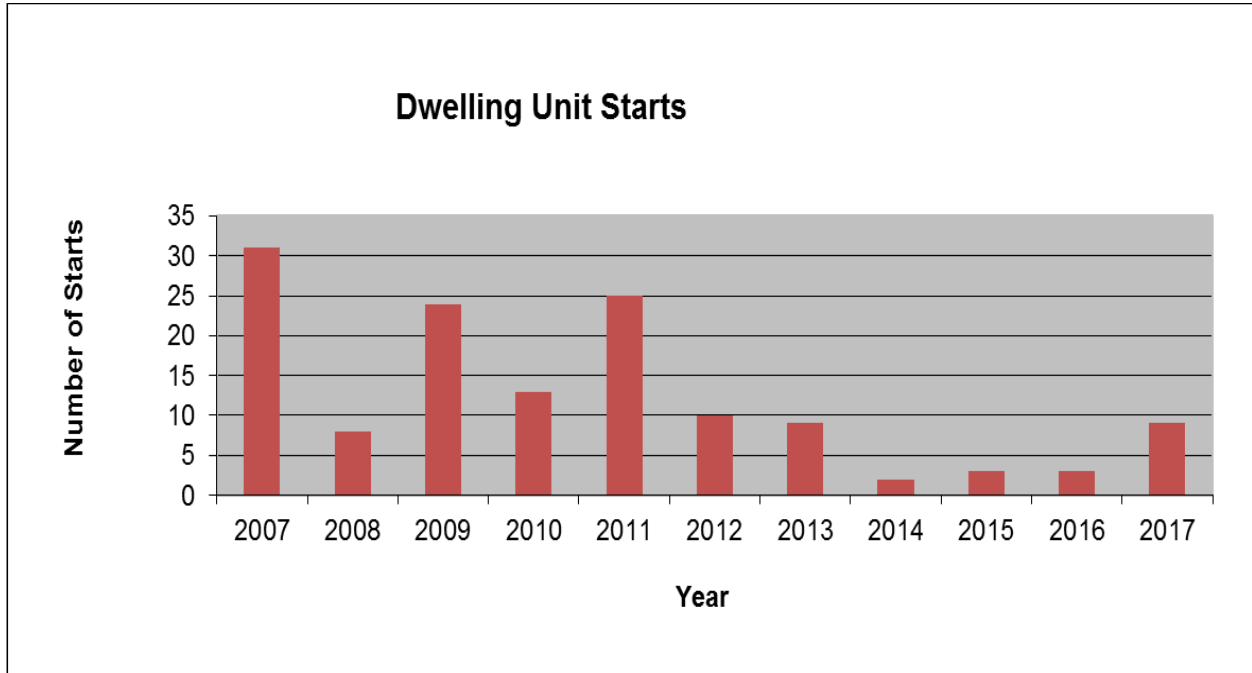
Graph B-1: Town of Claresholm Historic Population 1961-2016 (Source: Statistics Canada)



Graph B-2: Subdivision Activity (Source: ORRSC)



Graph B-3: Claresholm New Home Starts (Source: Town of Claresholm)



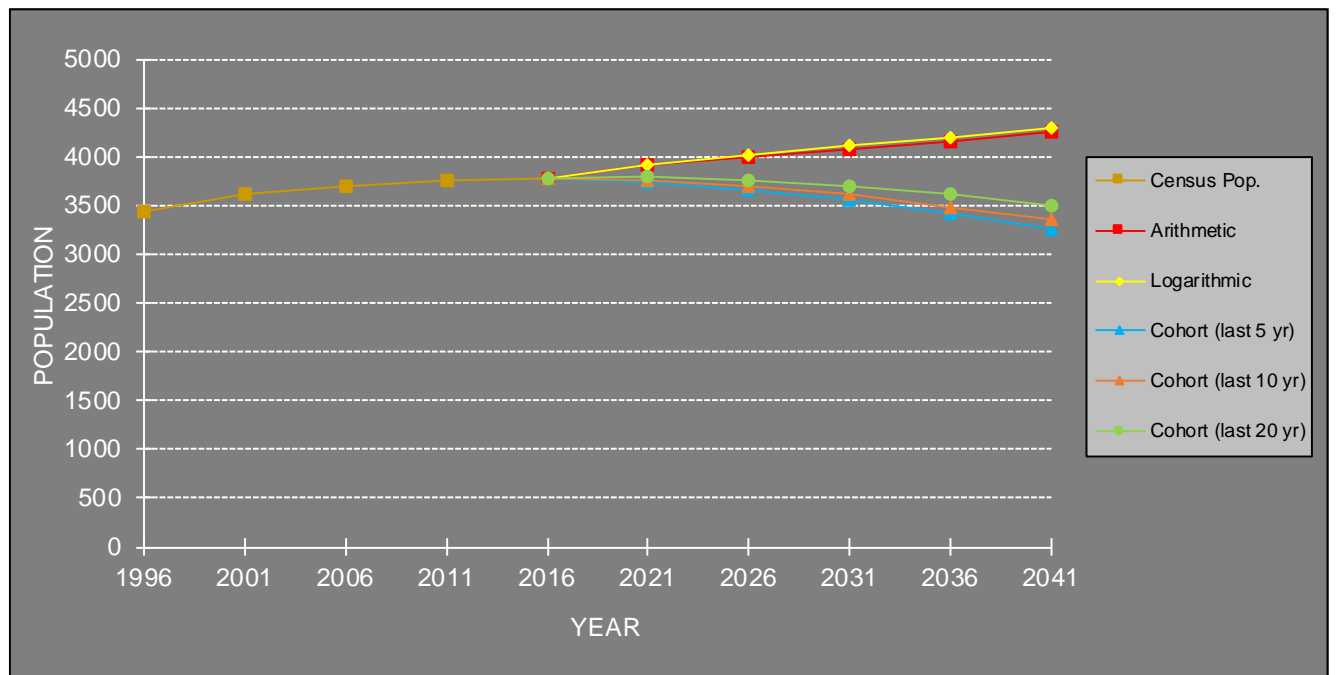
Where **Community** Takes Root



Graph B-4: Growth Projections

CLARESHOLM

Year	Census Pop.	Arithmetic	Logarithmic	Cohort (last 5 yr)	Cohort (last 10 yr)	Cohort (last 20 yr)
1996	3427					
2001	3622					
2006	3700					
2011	3758					
2016	3780	3780	3780	3780	3780	3780
2021		3910	3920	3733	3754	3786
2026		3994	4012	3662	3702	3763
2031		4078	4107	3552	3609	3700
2036		4163	4203	3413	3486	3607
2041		4247	4302	3259	3350	3496



Appendix C





Maps

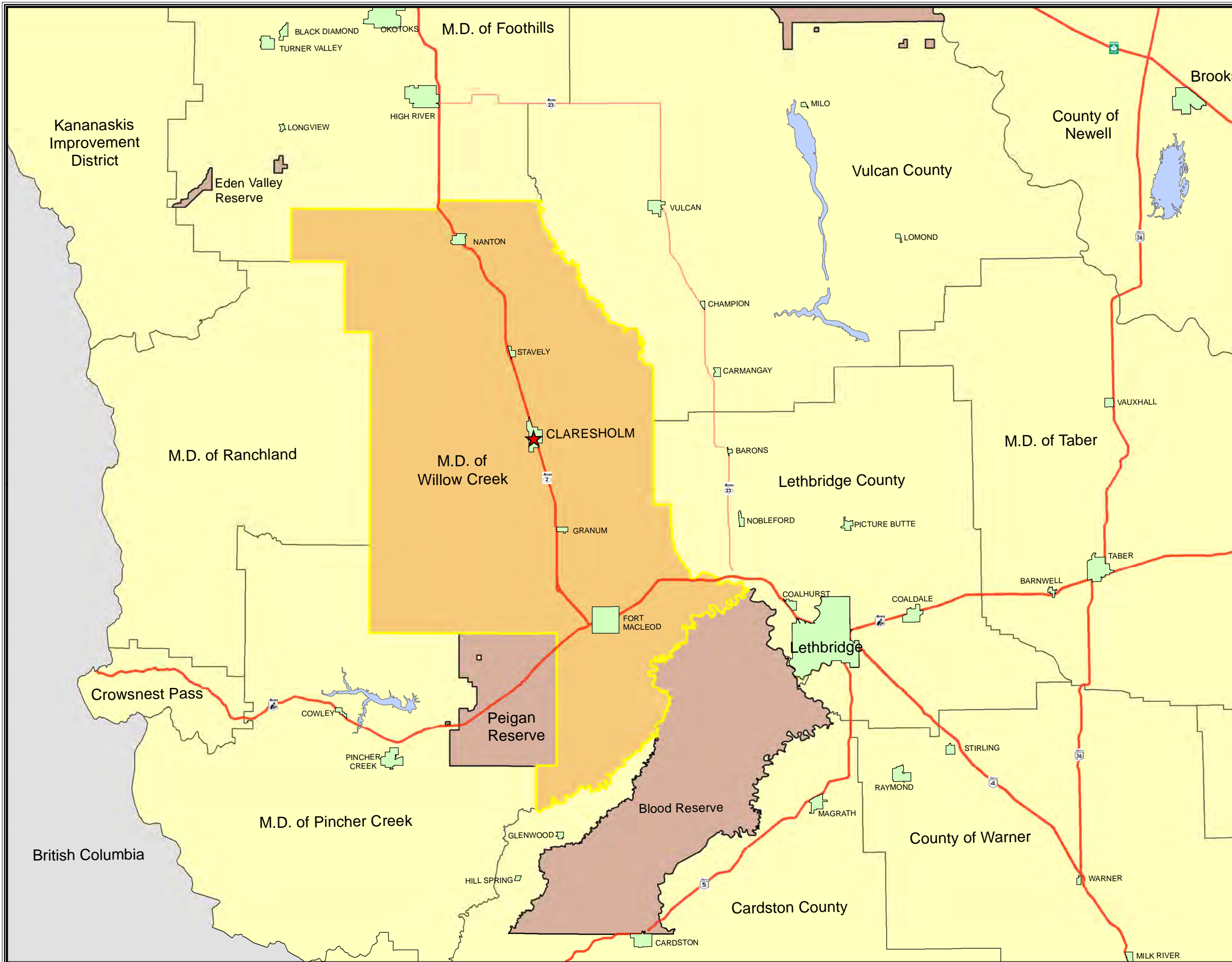
- Map 1 – Regional Location
- Map 2 – Development Constraints
- Map 3 – Land Use in Town
- Map 4 – Community Facilities
- Map 5 – Growth Strategy
- Map 6 – Water Distribution System
- Map 7 – Sanitary Sewer System
- Map 8 – Storm - Sewer System
- Map 9 – Pine Coulee Raw Water Line
- Map 10 – Road Hierarchy

**TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
REGIONAL LOCATION MAP**

MAP 1



-  Town of Claresholm
-  Municipal District of Willow Creek
-  Major Highway
-  Minor Highway



November 22, 2017

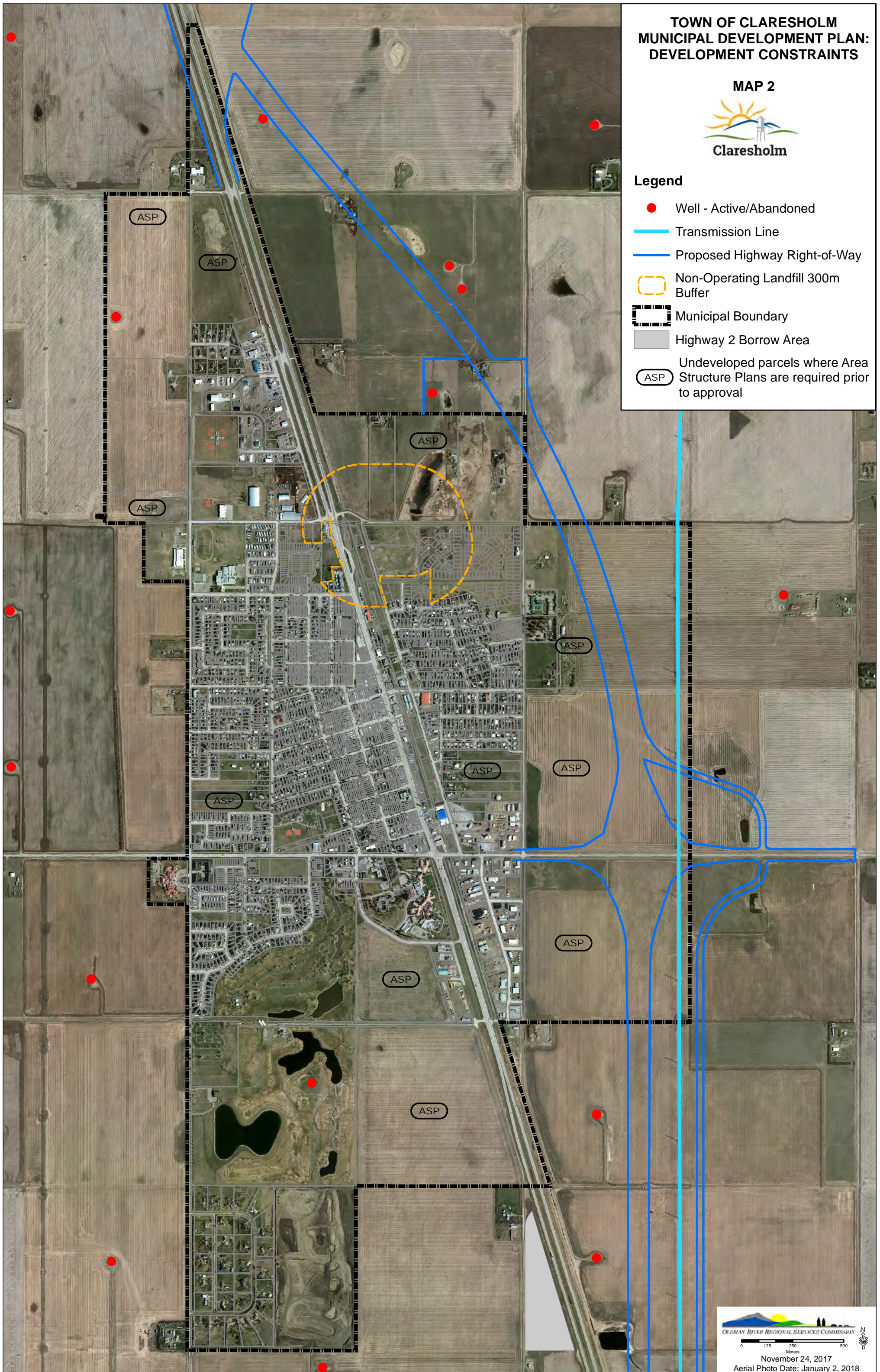
**TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
DEVELOPMENT CONSTRAINTS**

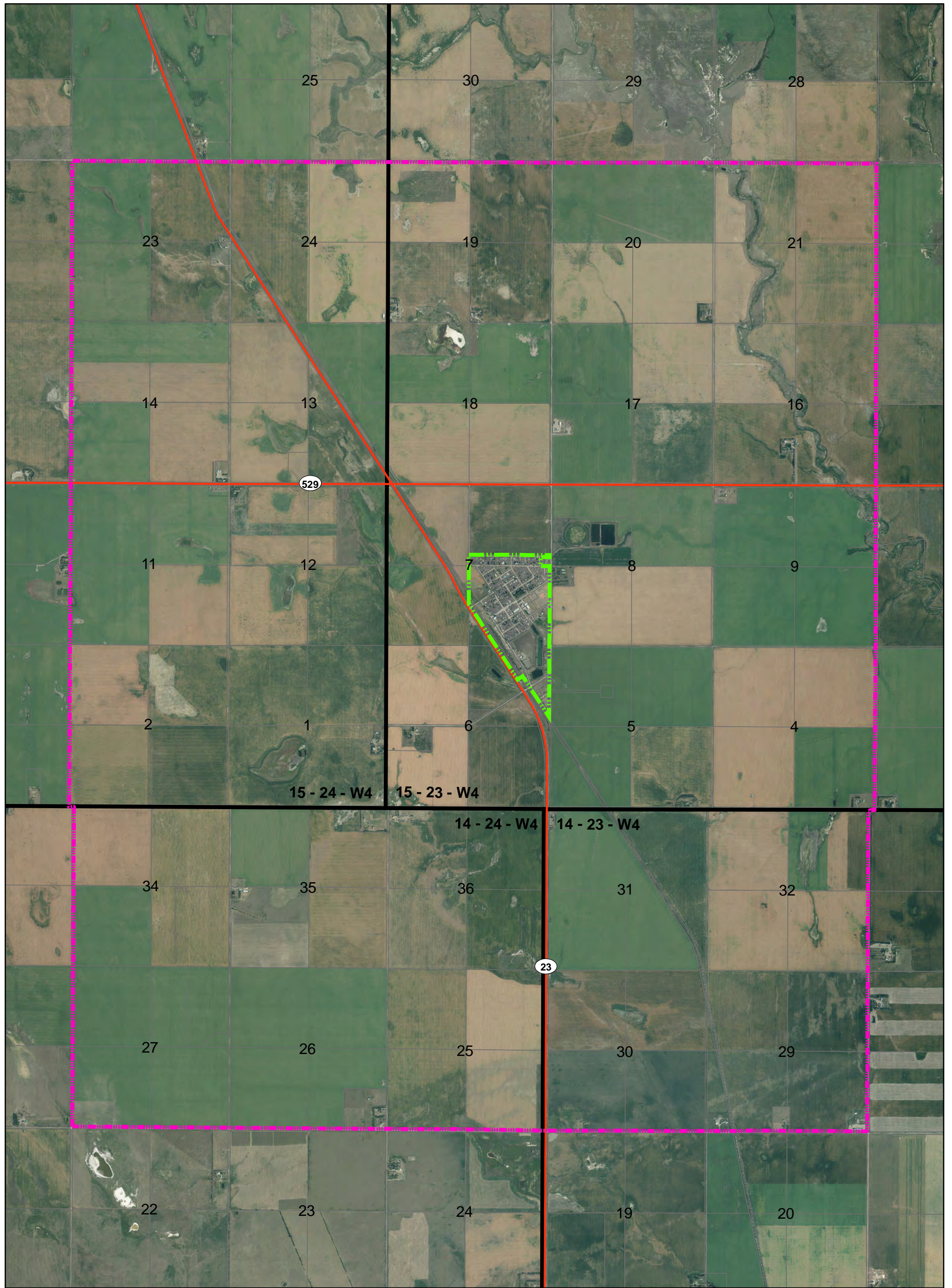
MAP 2



Legend

- Well - Active/Abandoned
- Transmission Line
- Proposed Highway Right-of-Way
- Non-Operating Landfill 300m Buffer
- Municipal Boundary
- Highway 2 Borrow Area
- ASP Undeveloped parcels where Area Structure Plans are required prior to approval





**VILLAGE OF CHAMPION
VULCAN COUNTY
INTERMUNICIPAL DEVELOPMENT PLAN
BACKGROUND REPORT 2018**

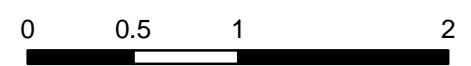
**IMDP STUDY AREA
APRIL 24, 2018**

MAP 2

- ▬▬▬▬▬ IMDP Study Area (7035.6±ha)
- ▬▬▬▬▬ Village of Champion Boundary
- ▬▬▬▬▬ Highways



Aerial Photo Date: 2015



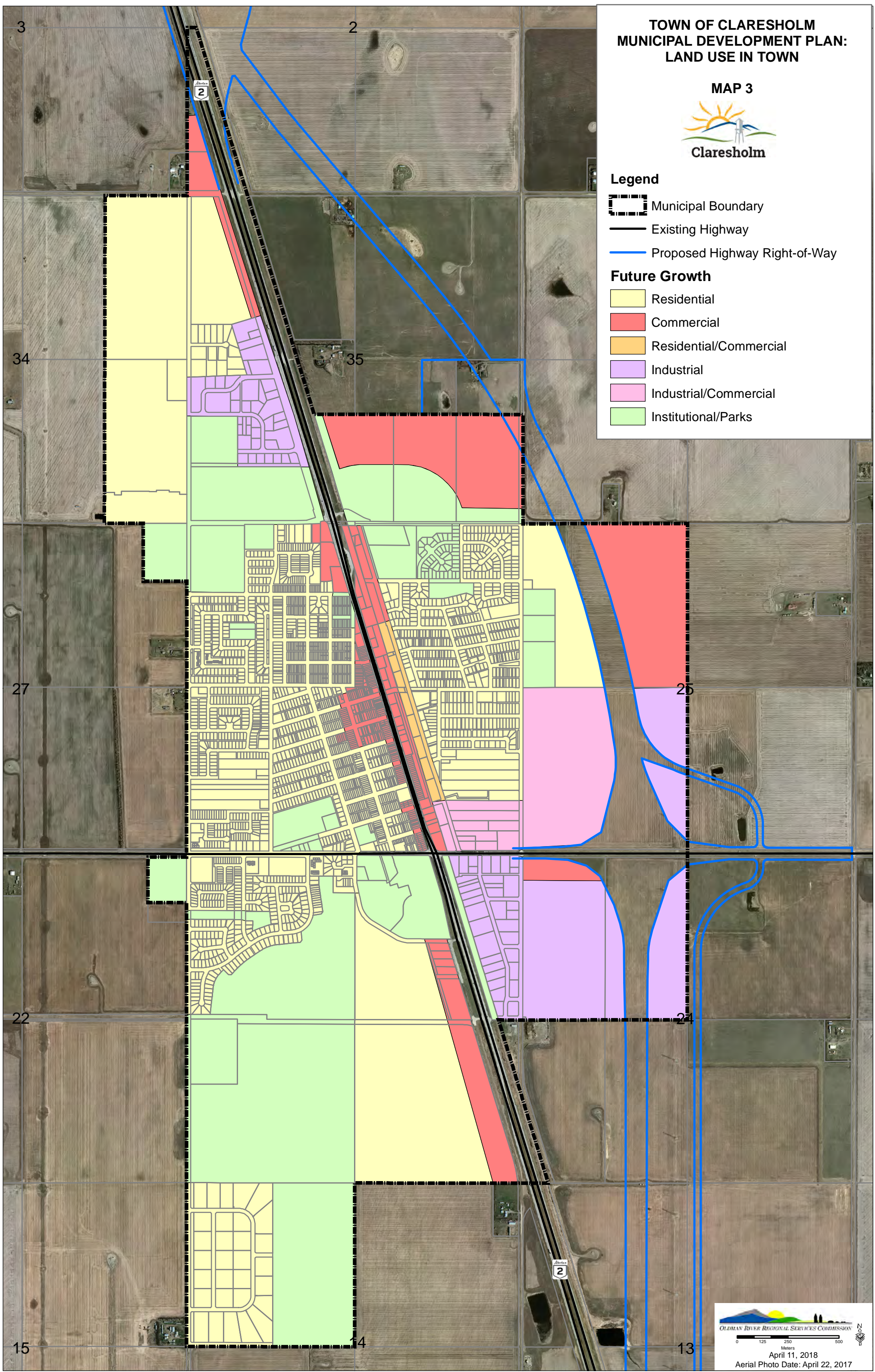
TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
LAND USE IN TOWN

MAP 3



Legend

- Municipal Boundary
 - Existing Highway
 - Proposed Highway Right-of-Way
- Future Growth**
- Residential
 - Commercial
 - Residential/Commercial
 - Industrial
 - Industrial/Commercial
 - Institutional/Parks



TOWN OF CLARESHOLM MUNICIPAL DEVELOPMENT PLAN: COMMUNITY FACILITIES

MAP 4



Legend

- | | |
|-------------------------------|---------------|
| Municipal Boundary | Library |
| Proposed Highway Right-of-Way | Agriplex |
| Campground | Swimming Pool |
| Community Centre | Tennis Court |
| Curling Rink | Town Office |
| Hospital | Ball Diamonds |
| Arena | Golf Course |
| Park | School |
| Museum | |



TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
GROWTH STRATEGY

MAP 5

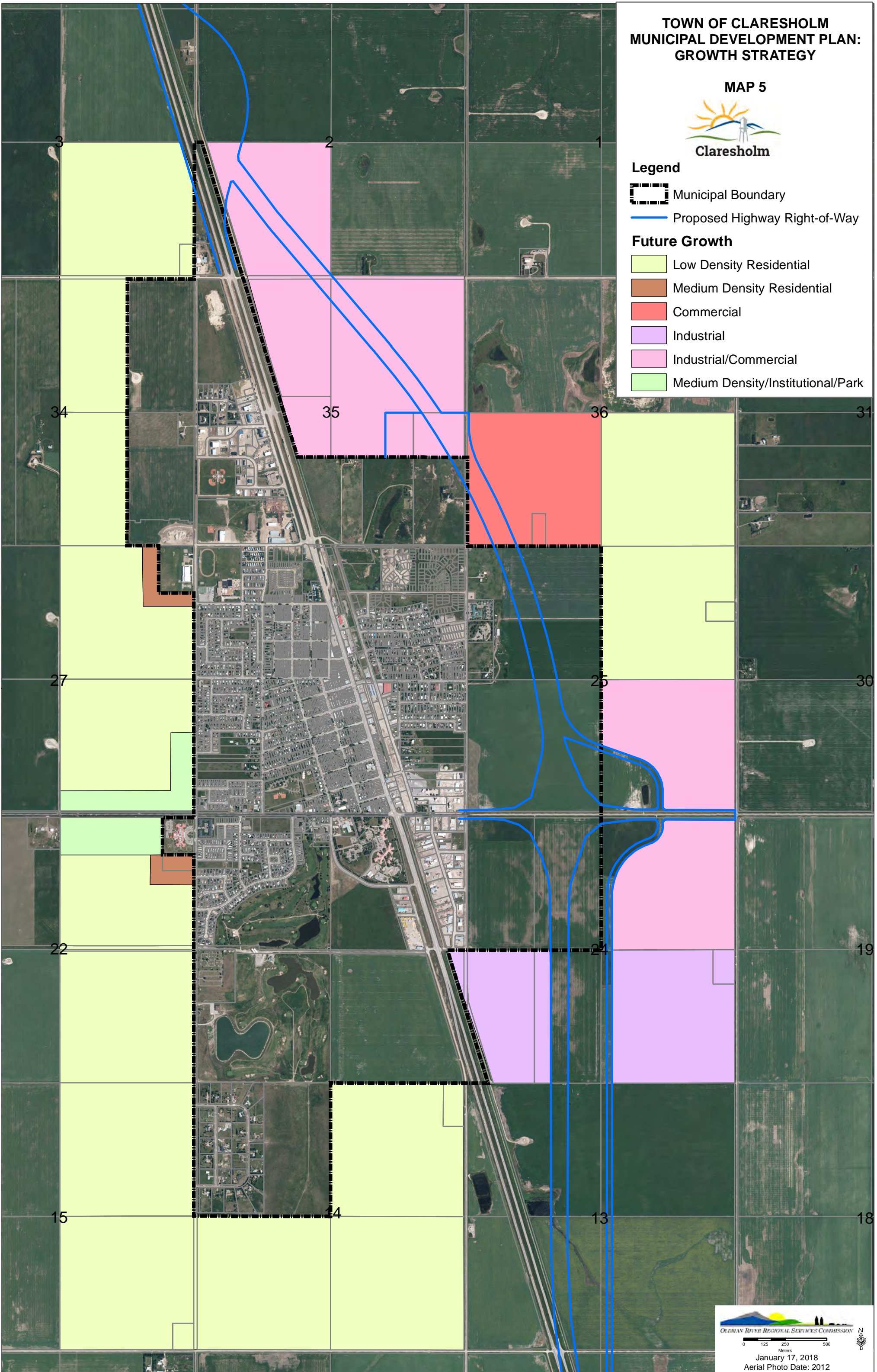


Legend

- Municipal Boundary
- Proposed Highway Right-of-Way

Future Growth

- Low Density Residential
- Medium Density Residential
- Commercial
- Industrial
- Industrial/Commercial
- Medium Density/Institutional/Park






TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
WATER DISTRIBUTION SYSTEM

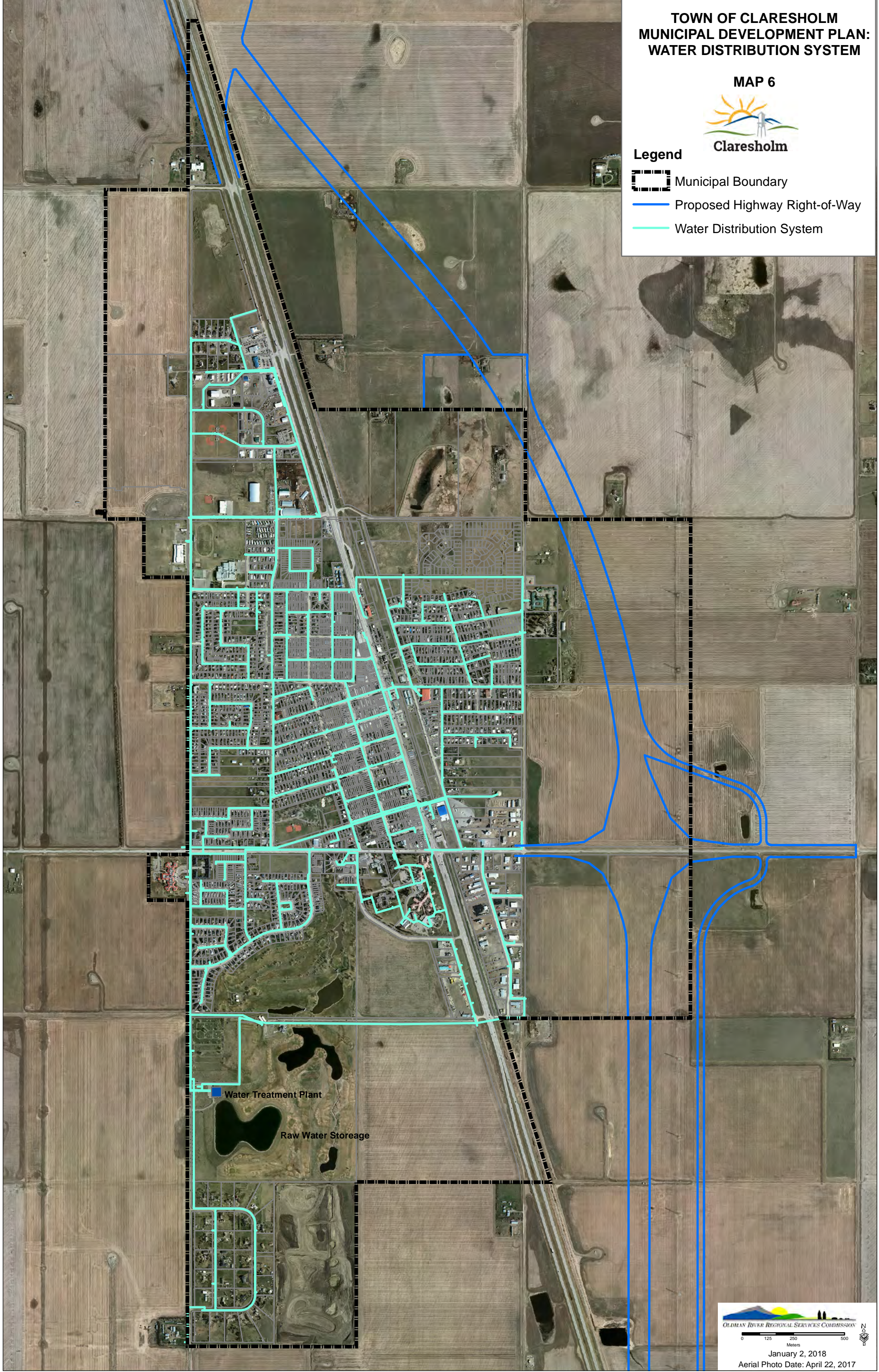
MAP 6



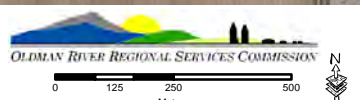
Claresholm

Legend

-  Municipal Boundary
-  Proposed Highway Right-of-Way
-  Water Distribution System



Water Treatment Plant
Raw Water Storage



0 125 250 500
Meters
January 2, 2018
Aerial Photo Date: April 22, 2017




TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
SANITARY SEWER SYSTEM

MAP 7



Claresholm

Legend

-  Municipal Boundary
-  Proposed Highway Right-of-Way
-  Sanitary Sewer System



← To Sewage Lagoons



January 2, 2018
Aerial Photo Date: April 22, 2017




**TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
STORM SEWER SYSTEM**

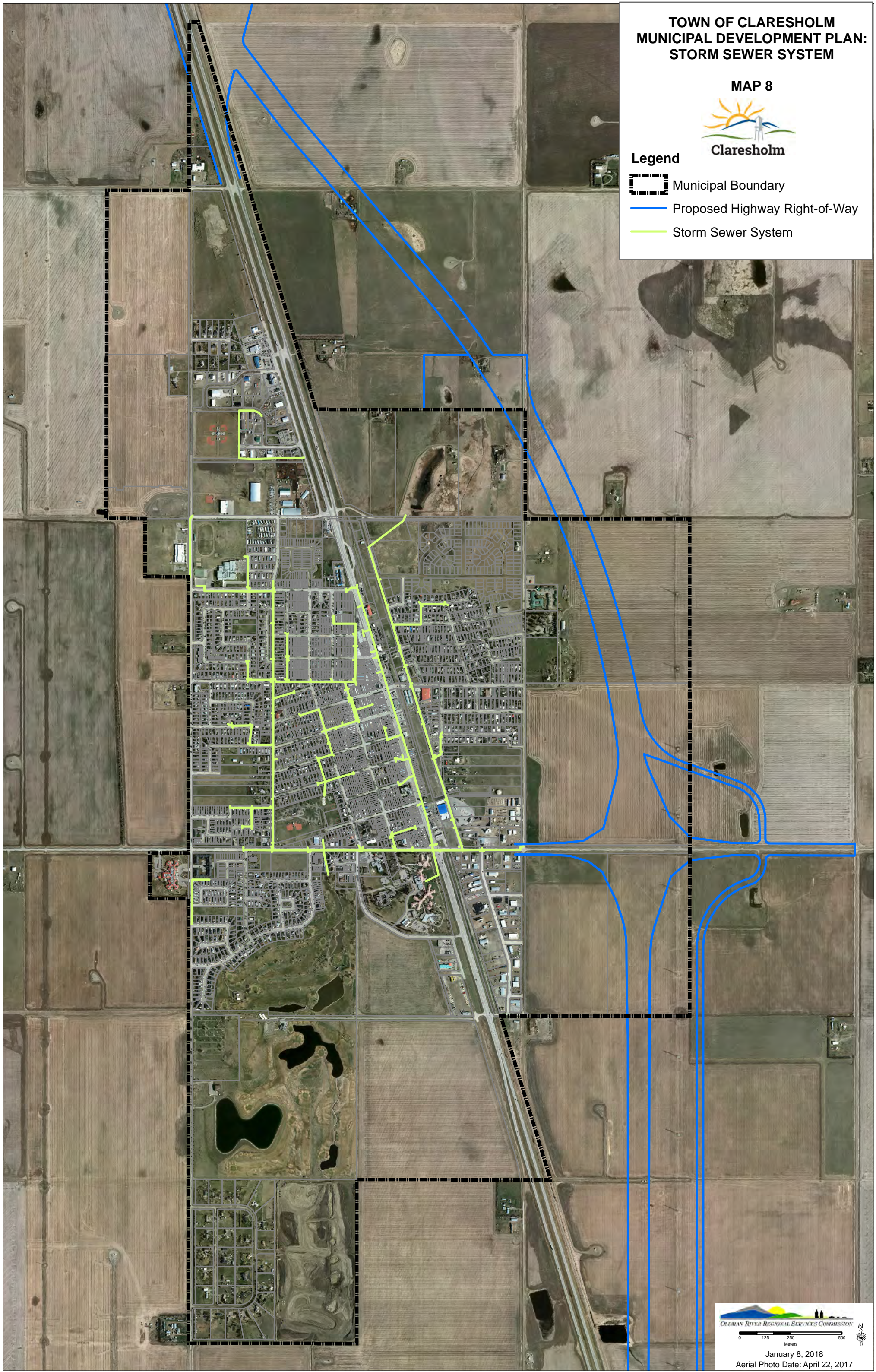
MAP 8



Claresholm

Legend

-  Municipal Boundary
-  Proposed Highway Right-of-Way
-  Storm Sewer System



0 125 250 500
Meters





January 8, 2018
Aerial Photo Date: April 22, 2017

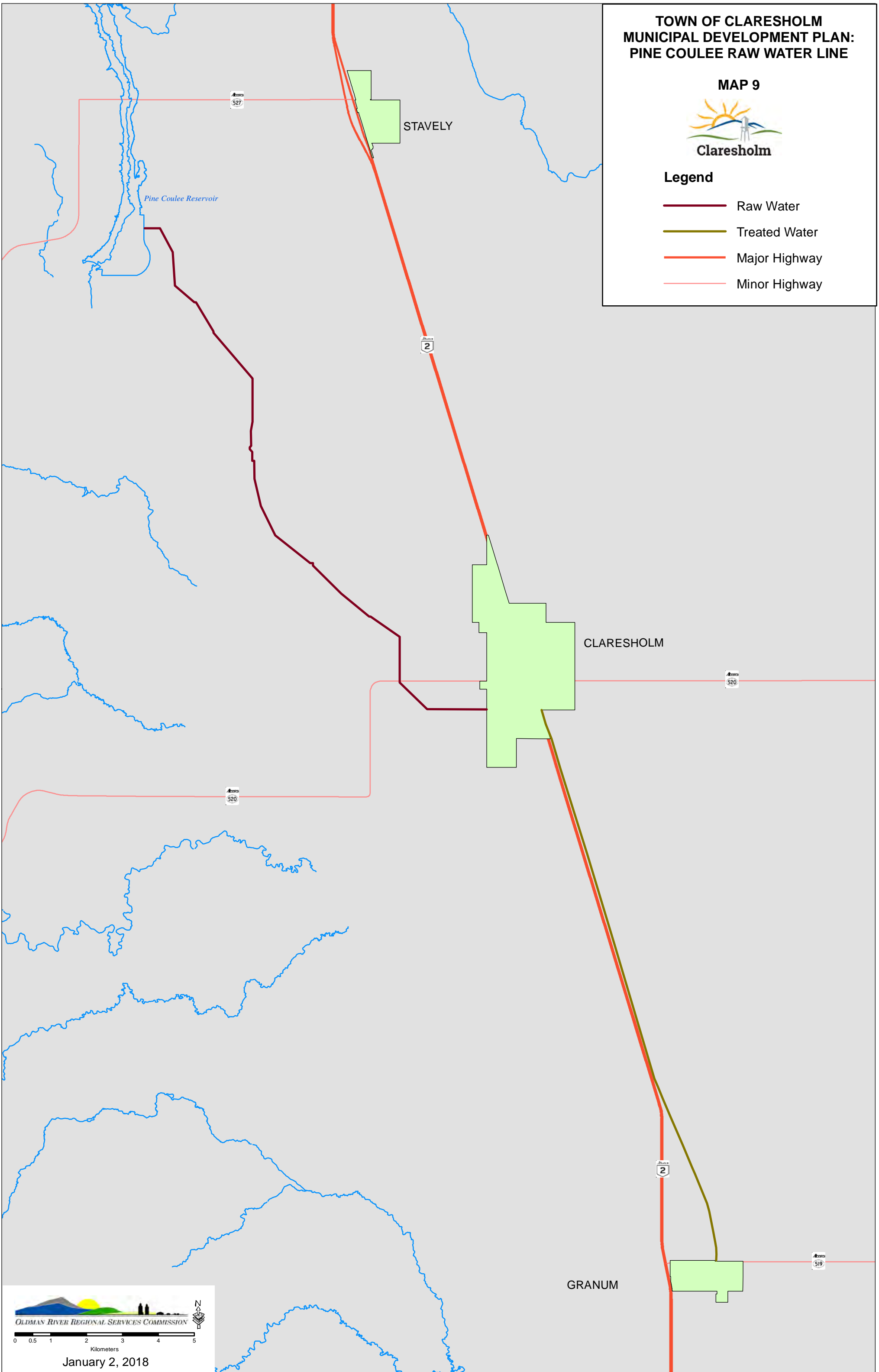
**TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
PINE COULEE RAW WATER LINE**

MAP 9



Legend

-  Raw Water
-  Treated Water
-  Major Highway
-  Minor Highway











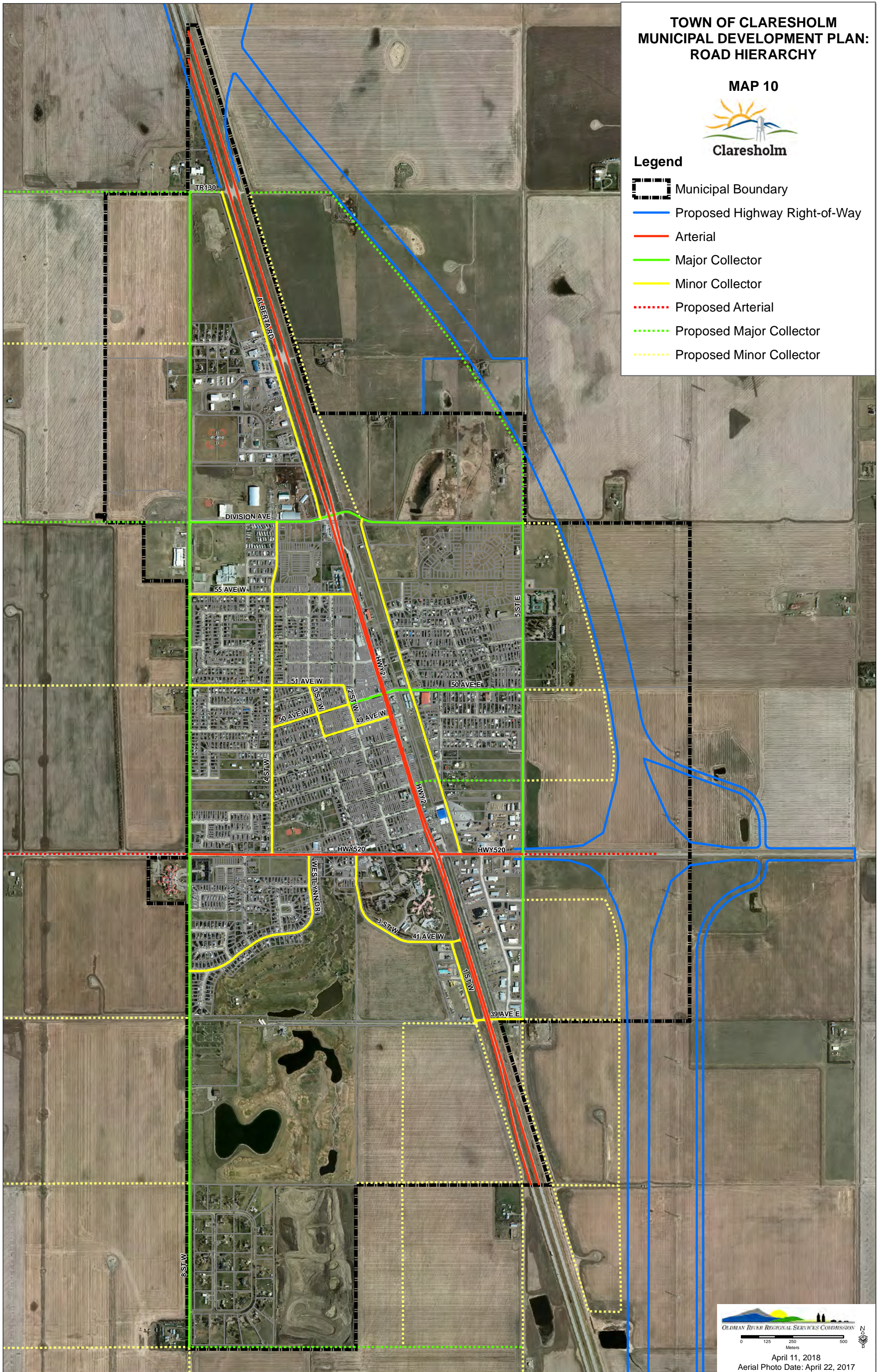
**TOWN OF CLARESHOLM
MUNICIPAL DEVELOPMENT PLAN:
ROAD HIERARCHY**

MAP 10



Legend

-  Municipal Boundary
-  Proposed Highway Right-of-Way
-  Arterial
-  Major Collector
-  Minor Collector
-  Proposed Arterial
-  Proposed Major Collector
-  Proposed Minor Collector



Appendix D
Transportation Level of Service

Appendix D – Transportation Level of Service

Section 7.0 Transportation sets out Street Capacity Policies and the concept of Level of Service. Level of Service is further defined by the following:

- **Level-of-Service A** represents free flow. Individual users are virtually unaffected by the presence of others in the traffic stream. The general level of comfort and convenience provided to the motorist or passenger is excellent.
- **Level-of-Service B** is in the range of stable flow, but the presence of other users in the traffic stream begins to be noticeable. There is a slight decline in the freedom to maneuver within the traffic stream. The level of comfort and convenience provided is somewhat less than at Level of Service A, because the presence of others in the traffic stream begins to affect individual behavior.
- **Level-of-Service C** is in the range of stable flow but marks the beginning of the range of flow in which the operation of individual users becomes affected by interactions with others in the traffic stream. Maneuvering within the traffic stream requires vigilance on the part of the user. The general level of comfort and convenience declines at this level.
- **Level-of-Service D** represents high-density but stable flow. Freedom to maneuver is severely restricted, and the driver experiences a generally poor level of comfort and convenience. Small increases in traffic flow will generally cause operational problems at this level.
- **Level-of-Service E** represents operating conditions at or near the capacity level. Freedom to maneuver within the traffic stream is extremely difficult, and it is generally accomplished by forcing a vehicle or pedestrian to "give way" to accommodate such maneuvers. Comfort and convenience levels are extremely poor, and driver frustration is generally high. Operations at this level are usually unstable, because small increases in flow or minor disturbances within the traffic stream will cause breakdowns.
- **Level-of-Service F** is used to define forced or breakdown flow. This condition exists wherever the amount of traffic approaching a point exceeds the amount which can traverse the point. Queues form behind such locations. Operations with the queue are characterized by stop-and-go waves, and they are extremely unstable. Vehicles may progress at reasonable speeds for several hundred feet or more, and then be required to stop in a cyclic fashion.

Appendix E
Highway Traffic Volumes

Appendix E – Highway Traffic Volumes

Claresholm is located at an intersection point of two major transportation routes: Highway 2, running north and south and Highway 520, running east and west. Highway 2, a major four-lane highway, acts as the main north-south route for the province of Alberta and is part of the Canamex Corridor, a trade route that connects Mexico to Alaska. Highway 2 also links Claresholm to the City of Lethbridge and the United States to the south and the Town of Nanton and the City of Calgary to the north. The public’s concerns regarding roads and streets include:

- Highway traffic safety – need for speed control measures and enforcement
- On-street parking and highway traffic flow and safety along Highway 2
- Traffic safety at the intersection of Highway 520 and Highway 2
- Surface road conditions of Highway 2 and Highway 520

Transportation traffic volume statistics obtained from Alberta Transportation regarding recent vehicular flows and vehicular classifications for Highways 2 and 520 are also useful in determining traffic issues. The traffic counts for both highways are broken down into segments and compared for selected years from 2006-2015 in Table 1. As shown, traffic volumes have increased at all Highway 2 locations and have remained relatively unchanged at both Highway 520 locations. The trend is an increasing dominance of north-south vehicular travel through the Town of Claresholm.

Table 1: History of Town of Claresholm Traffic Volumes

CLARESHOLM LOCATIONS	AADT 2006	AADT 2007	AADT 2008	AADT 2009	AADT 2010	AADT 2011	AADT 2012	AADT 2013	AADT 2014	AADT 2015	% change '06-'15	% change '10-'15
HWY 2												
S of 520	6660	7100	7870	7870	8040	8190	8320	8420	8680	8780	31.83%	9.20%
N of 520	10430	10770	10650	10660	10940	11160	10880	11040	11370	11530	10.55%	5.39%
0.8 km N of 2 & 520	10170	10470	10160	10190	10530	10680	10660	10810	11220	11280	10.9%	7.12%
S of 50 Ave	9810	12800	12420	12430	12750	11110	11100	11260	11590	11740	19.67%	-7.92%
N of 50 Ave	8400	11780	11440	11450	11470	10880	10870	11030	11350	11500	36.90%	0.26%
7.6 km N of 2 & 520	8250	8680	8610	8620	8780	8870	9050	9200	9860	10050	21.18%	14.46%
HWY 520												
W of 2 at Claresholm	2660	2760	2050	2050	2090	2140	1940	1960	2030	2050	-22.93%	-1.91%
E of 2 at Claresholm	4590	4750	3670	3680	3770	3850	3660	3700	3820	3860	-15.90%	2.38%

AADT – Annual Average Daily Traffic is an average daily two-way traffic expressed as vehicles per day
 Source: Alberta Transportation

Table 2 illustrates the types of vehicle traffic travelling along Highway 2 and Highway 520. Passenger vehicles make up the majority of traffic on both Highway 2 and Highway 520, with a relatively higher percentage on Highway 520. Commercial traffic, which includes buses, single unit trucks, and tractor-trailer combinations, represent 18-20% of trips on Highway 2 and approximately 4-27% on Highway 520. Recreational vehicles account for the remaining traffic volumes, approximately 2-5% on Highway 2 and between 1% and 2.5% on Highway 520.

Table 2: Traffic Volumes and Vehicle Classification (2016)

LOCATION										
HIGHWAY 2										
FROM	TO	Length in Km	WAADT	WASDT	% PV	% RV	% BU	% SU	% TT	% CM
N OF 519 W OF GRANUM	CLARESHOLM S.C.L.	15.52	8420	9960	76.2	4.6	0.4	9.1	9.7	19.2
CLARESHOLM S.C.L.	S OF 520 AT CLARESHOLM	1.78	8490	9260	76.3	3.9	0.5	2.8	16.5	19.8
N OF 520 AT CLARESHOLM	CLARESHOLM N.C.L.	3.12	11260	12280	79.2	2.4	0.5	3.3	14.6	18.4
CLARESHOLM N.C.L.	S OF 527 AT STAVELY	13.40	10110	11220	78.4	3.7	0.4	2.7	14.9	18.0
HIGHWAY 520										
FROM	TO	Length in Km	WAADT	WASDT	% PV	% RV	% BU	% SU	% TT	% CM
E OF 22 W OF CLARESHOLM	RR283	30.310	140	200	70.4	2.5	0.8	6.8	19.5	27.1
RR 283	CLARESHOLM AIRPORT	8.190	200	280	79.9	1.4	1.1	12.9	4.7	18.7
CLARESHOLM AIRPORT	W OF 2 AT CLARESHOLM	7.623	1960	2140	94.5	1.3	0.0	2.6	1.6	4.2
E OF 22 W OF CLARESHOLM	W OF 2 AT CLARESHOLM	46.123	451	535	88.4	1.6	0.2	4.3	5.5	10.0

WAADT – Weighted Average Annual Daily Traffic is the average daily two-way traffic; expressed as vehicles per day for the period January 1 to December 31 (365 or 366 days)

WASDT – Weighted Average Summer Daily Traffic is the average daily two-way traffic; expressed as vehicles per day for the period May 1 to September 30 (153 days)

PV: Passenger Vehicles
RV: Recreation Vehicles

BU: Buses
SU: Single Unit Trucks

TT: Tractor Trailer Combinations
CM: Commercial Vehicles (BU + SU + TT)

Source: Alberta Transportation

Appendix F

South Saskatchewan Regional Plan Compliance

Appendix F – South Saskatchewan Regional Plan Conformance

The Alberta Land Use Framework, implemented by the Provincial Government in 2008, provides a blueprint for land-use management and decision-making that addresses Alberta's growth pressures. The Land Use Framework established seven new land-use regions and requires the development of a regional plan for each. The Town of Claresholm is located within the geographical area of the **South Saskatchewan Regional Plan (SSRP)** which was effective the fall of 2014. The SSRP lays out a number of key desired outcomes and strategic directions relating to the region's economy, people, environment, and resources.

All statutory plans and relevant documents must comply with the SSRP by no later than September 1, 2019. Compliance can be achieved by updating relevant statutory and other relevant documents, and filing a statutory declaration with the province. The timing of the 2018 update of this Municipal Development Plan is convenient, providing an opportunity for Claresholm to align its highest level statutory planning document with the SSRP. However, ongoing consideration of what alignment means is recommended, as the implications of the SSRP continue to be determined and realized at all levels of government in Alberta.

The following excerpts from the SSRP relevant to the Municipal Development Plan are identified and the most pertinent MDP policies referenced.

Section 1: Use Land Efficiently

1. All land use planner and decision-makers responsible for land-use decisions are encouraged to consider the efficient use of land principle in land-use planning and decision making. (SSRP Implementation Plan Section 5.1)
 - 1.1 Reduce the rate at which land is converted from an undeveloped state into permanent, built environment.

Relevant MDP Policy: 3.3.3, 3.4.4, 3.4.5
 - 1.2 Utilize the minimum amount of land necessary for new development and build at a higher density than current practices.

Relevant MDP Policy: 3.3.7, 3.4.7, 3.3.11, 3.4.13, 4.4.11, 4.3.11
 - 1.3 Increase the proportion of new development that takes place within already developed or disturbed lands either through infill, redevelopment and/or shared use, relative to new development that takes place on previously undeveloped lands.

Relevant MDP Policy: 3.4.5, 3.4.6, 3.4.13, 4.4.4, 4.4.11, 8.4.3
 - 1.4 Plan, design and locate new development in a manner that best utilizes existing infrastructure and minimizes the need for new or expanded infrastructure.

Relevant MDP Policy: 8.3.8, 8.4.2, 8.4.3, 8.4.7
 - 1.5. Reclaim and/or convert previously developed lands that are no longer required in a progressive and timely manner.

Relevant MDP Policy: 3.3.11, 3.4.13, 10.3.8

Where **Community** Takes Root



- 1.6 Provide decision-makers, land users and individuals the information they need to make decisions and choices that support efficient land use.

Relevant MDP Policy: 3.3.8, 11.3.6, 11.4.12

2. Build awareness and understanding of the efficient use of land principle and the application of land-use planning tools that reduce the footprint of the built environment, how they might be applied and how their effectiveness would be measured over time with municipalities, land-use decisions-makers and land users, on both public and private lands. (SSRP Implementation Plan Section 5.2)

Relevant MDP Policy: 2.3.1(c)

Section 2: Planning Cooperation and Integration

When making land-use decisions, municipalities, provincial departments, boards and agencies and other partners are expected to:

1. Work together to achieve the shared environmental, economic and social outcomes in the South Saskatchewan Regional Plan and minimize negative environmental cumulative effects. (SSRP Implementation Plan Section 8.1)

Relevant MDP Policy: Section 11

2. Address common planning issues, especially where valued natural features and historic resource are of interest to more than one stakeholder and where the possible effect of development transcends jurisdictional boundaries. (SSRP Implementation Plan Section 8.2)

Relevant MDP Policy: 11.4.23

3. Coordinate and work with each other in their respective planning activities (such as in the development of plans and policies) and development approval processes to address issues of mutual interest. (SSRP Implementation Plan Section 8.3)

Relevant MDP Policy: Section 11

4. Work together to anticipate, plan and set aside adequate land with the physical infrastructure and services required to accommodate future population growth and accompanying community development needs. (SSRP Implementation Plan Section 8.4)

Relevant MDP Policy: Section 11

5. Build awareness regarding the application of land-use planning tools that reduce the impact of residential, commercial and industrial developments on the land, including approaches and best practices for promoting the efficient use of private and public lands. (SSRP Implementation Plan Section 8.5)

Relevant MDP Policy: 2.3.1(c)

6. Pursue joint use agreements, regional services commissions and any other joint cooperative arrangements that contribute specially to Intermunicipal land use planning. (SSRP Implementation Plan Section 8.6)

Relevant MDP Policy: 6.4.6

Where **Community** Takes Root



7. Consider the value of intermunicipal development planning to address land use on fringe areas, airport vicinity protection plans or other areas of mutual interest. (SSRP Implementation Plan Section 8.7)

Relevant MDP Policy: 11.3.4, 11.4.13 - 22

8. Coordinate land use planning activities with First Nations, irrigation districts, school boards, health authorities and other agencies on areas of mutual interest. (SSRP Implementation Plan Section 8.8)

Relevant MDP Policy: 6.4.6, 9.3.1, 9.3.3, 9.3.11-13

Section 3: Building Sustainable Communities

Municipalities are expected to establish land-use patterns which:

1. Provide an appropriate mix of agricultural, residential, commercial, industrial, institutional, public and recreational land uses; developed in an orderly, efficient, compatible, safe and economical manner. (SSRP Implementation Plan Section 8.11)

Relevant MDP Policy: Section 2 through 11

2. Contribute to a healthy environment, healthy economy, and a high quality of life. (SSRP Implementation Plan Section 8.12)

Relevant MDP Policy: Sections 5.0 and 8.0

3. Provide a wide range of economic development opportunities, stimulate local employment growth and promote a healthy and stable economy. Municipalities are also expected to complement regional and provincial economic development initiatives. (SSRP Implementation Plan Section 8.13)

Relevant MDP Policy: 4.3.1-11

4. Feature innovative housing design, range of densities and housing types such as mixed use, cluster development, secondary suites, seniors' centres and affordable housing. Provide the opportunity for the variety of residential environments which feature innovative designs and densities and which make efficient use of existing facilities, infrastructure and public transportation. (SSRP Implementation Plan Section 8.14)

Relevant MDP Policy: 2.2.6, 3.3.1, 3.3.7, 3.4.12, 10.4.4

5. Minimize potential conflict of land uses adjacent to natural resource extraction, manufacturing and other industrial developments. (SSRP Implementation Plan Section 8.15)

Relevant MDP Policy: 3.4.10, 4.4.7, 4.3.8, 5.3.6, 11.3.3

6. Minimize potential conflict of land uses within and adjacent to areas prone to flooding, erosion, subsidence, or wildfire. (SSRP Implementation Plan Section 8.16)

Relevant MDP Policy: 10.4.9, 10.4.10

7. Complement their municipal financial management strategies, whereby land use decisions contribute to the financial sustainability of the municipality. (SSRP Implementation Plan Section 8.17)

Relevant MDP Policy: 2.2.5(a), 8.4.8, 11.4.3

8. Locate schools and health facilities, transportation and transit and other amenities appropriately, to meet increased demand from a growing population. (SSRP Implementation Plan Section 8.18)

Relevant MDP Policy: 3.4.2, 3.4.7, 3.4.12, 6.4.7

Where **Community** Takes Root



Section 4: Agriculture

Municipalities are expected to:

Identify areas where agricultural activities, including extensive and intensive agricultural and associated activities, should be the primary land use in the region. (SSRP Implementation Plan Section 8.19)

Relevant MDP Policy: 11.4.7, 11.4.8, 11.4.15

Limit the fragmentation of agricultural lands and their premature conversion to other, non-agricultural uses, especially within areas where agriculture has been identified as a primary land use in the region. Municipal planning, policies and tools that promote the efficient use of land should be used where appropriate to support this strategy. (SSRP Implementation Plan Section 8.20)

Relevant MDP Policy: 11.4.13-16

Employ appropriate planning tools to direct non-agricultural subdivision and development to areas where such development will not constrain agricultural activities, or to areas of lower- quality agricultural lands. (SSRP Implementation Plan Section 8.21)

Relevant MDP Policy: 2.3.1(c)

Minimize conflicts between intensive agricultural operations and incompatible land use by using appropriate planning tools, setback distances and other mitigating measures. (SSRP Implementation Plan Section 8.22)

Relevant MDP Policy: 11.4.15

Section 5: Water and Watersheds

Municipalities are expected to:

Utilize or incorporate measure which minimize or mitigate possible negative impacts on important water resources or risks to health, public safety and loss to property damage due to hazards associated with water, such as flooding, erosion and subsidence due to bank stability issues, etc., within the scope of their jurisdiction. (SSRP Implementation Plan Section 8.23)

Relevant MDP Policy: The Town contains no significant water resources within its current town boundary and has determined that no policy is necessary to address this section of the SSRP.

Incorporate measures in future land-use planning decisions to mitigate the impact of floods through appropriate flood hazard area management and emergency response planning for floods. (SSRP Implementation Plan Section 8.24)

Relevant MDP Policy: The Town boundary does not contain a flood hazard area and is only prone to isolated event flooding and has therefore determined that no policy is necessary to address this section of the SSRP.

Prohibit unauthorized future use or development of land in the floodway in accordance with the Flood Recovery Reconstruction Act and the Floodway Development Regulation under development, which will control, regulate or prohibit use of development of land that is located in a floodway and define authorized uses. (SSRP Implementation Plan Section 8.25)

Relevant MDP Policy: The Town boundary does not contain a floodway and is only prone to isolated event flooding and has therefore determined that no policy is necessary to address this section of the SSRP.

Where **Community** Takes Root



Identify and consider, based on available information including information from the Government of Alberta, the values of significant water resources and other water features, such as ravines, valleys, riparian lands, stream corridors, lakeshores, wetlands, and unique environmentally significant landscapes within their boundaries. (SSRP Implementation Plan Section 8.26)

Relevant MDP Policy: 10.4.18

Determine appropriate land-use patterns in the vicinity of these significant water resources and other water features. (SSRP Implementation Plan Section 8.27)

Relevant MDP Policy: 10.4.9

Consider local impacts as well as impacts on the entire watershed. (SSRP Implementation Plan Section 8.28)

Relevant MDP Policy: 10.3.5

Consider a range of approaches to facilitate the conservation, protection or restoration of these water features and the protection of sensitive aquatic habitat and other aquatic resources. (SSRP Implementation Plan Section 8.29)

Relevant MDP Policy: 10.3.5, 10.4.4

Establish appropriate setbacks from waterbodies to maintain water quality, flood water conveyance and storage, bank stability and habitat. (SSRP Implementation Plan Section 8.30)

Relevant MDP Policy: 10.3.5

Assess existing developments located within flood hazard areas for long-term opportunities for redevelopment to reduce risk associated with flooding, including human safety, property damage, infrastructure and economic loss. (SSRP Implementation Plan Section 8.31)

Relevant MDP Policy: The Town boundary does not contain a flood hazard area and is only prone to isolated event flooding and has therefore determined that no policy is necessary to address this section of the SSRP.

Facilitate public access and enjoyment of water features, to the extent possible. (SSRP Implementation Plan Section 8.32)

Relevant MDP Policy: 10.3.5

Use available guidance, where appropriate, from water and watershed planning initiatives in support of municipal planning. (SSRP Implementation Plan Section 8.33)

Relevant MDP Policy: 10.4.19

Section 6: Historic Resources

Municipalities, in consultation with the Minister responsible for the *Historical Resources Act*, are expected to:

Identify significant historic resources to foster their preservation and enhancement for the use and enjoyment by present and future generations. (SSRP Implementation Plan Section 8.34)

Relevant MDP Policy: 2.2.8, 9.4.4

Work toward the designation of Municipal Historic Resources to preserve municipally significant historic places. (SSRP Implementation Plan Section 8.35)

Relevant MDP Policy: 9.4.4

Formulate agreements with the Ministry for development referrals to assist in the identification and protection of historic resources within the scope of their jurisdiction. (SSRP Implementation Plan Section 8.36)

Relevant MDP Policy: 9.4.4

Section 7: Transportation

Municipalities, in consultation with the Minister responsible for the *Highways Development and Protection Act*, are expected to:

Identify the location, nature and purpose of key provincial transportation corridors and related facilities. (SSRP Implementation Plan Section 8.37)

Relevant MDP Policy: Map 10, 7.2, 7.3.8

Work with the Ministry to minimized negative interactions between the transportation corridors and related facilities identified in accordance with strategy 8.37 above and the surrounding areas and land uses through the establishment of compatible land-use patterns. (SSRP Implementation Plan Section 8.38)

Relevant MDP Policy: 4.3.6, 5.4.3, 7.4.1, 7.4.3, 7.4.5, 7.4.6

Enter into highway vicinity agreements with the Ministry and employ appropriate setback distances and other mitigating measures relating to noise, air pollution and safety to limit access if subdivision and development is to be approved in the vicinity of the areas identified in accordance with 8.37 above. (SSRP Implementation Plan Section 8.39)

Relevant MDP Policy: 7.3.1-2



BYLAW #1645 TOWN OF CLARESHOLM PROVINCE OF ALBERTA

This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building.

WHEREAS:

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Multi-use Community Building.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,500,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$ 350,000
Provincial Grants	\$ 350,000
Debenture(s)	<u>\$2,800,000</u>
Total Cost	<u>\$3,500,000</u>

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$2,800,000, for a period not to exceed ten (30) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty (30) years.

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

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

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

1. That for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building the sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of Two Million and Eight Hundred Thousand DOLLARS (\$2,800,000) is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Multi-use Community Building Borrowing Bylaw.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed FOUR (4) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

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

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

DRAFT



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 4

BYLAW No.1645 – MULTI-USE COMMUNITY BUILDING BORROWING BYLAW

DESCRIPTION:

Administration requires Council to give first reading to the proposed borrowing bylaw #1645.

BACKGROUND:

On April 23rd, 2018 Council passed a motion to move forward with the Multi-use Community Building project by approving the budgeted expenditure of \$3.5M for this project. The funding for this project included \$2.8M of debt funding.

The actual costs of this project are still not fully known, and there will still be opportunity after the project goes out for tender, to approve or prevent the project from moving forward based on the tender prices received. However to continue forward to that point a borrowing bylaw must be passed. This is as per the MGA Section 254 which states in short that if a project is to be funded, in whole or in part, through borrowing, a borrowing bylaw must be passed before starting the project.

After first reading of the borrowing bylaw is passed, prior to 2nd and 3rd reading it must be advertised for 2 consecutive weeks. This is as per MGA Section 251(3). As per MGA section 606(2)(a) this advertising must be in at least one newspaper that circulates in the area for 2 consecutive weeks. This will also be posted on the Town's website.

Assuming first reading passes May 14th the borrowing bylaw would be advertised on May 23 and 30 in the Local Press with 2nd and 3rd reading being presented on June 11th.

This borrowing would be done through Alberta Capital Finance Authority for \$2.8M. Timing of the project is hoped to begin with asbestos remediation and engineering in the summer of 2018 and start construction in the fall of 2018. As such we would be looking at a September 17, 2018 loan issue date, with an application deadline of August 15th, 2018.

RECOMMENDED ACTION:

Council give bylaw #1645 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1645, Multi-use Community Building Borrowing Bylaw, 1st Reading.

ATTACHMENTS:

1. Bylaw No. 1645 Multi-use Community Building Borrowing Bylaw

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1646**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1646 is to undertake a series of text amendments as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1646 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

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

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

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 5

BYLAW No. 1646 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the May 11, 2018 Municipal Planning Commission (MPC) meeting a motion was carried to refer the attached bylaw to Town Council. MPC has been reviewing different municipal land use bylaws and discussed the changes proposed to schedule 11 –shipping containers,, as well as various additions to uses. Gavin Scott from ORRSC presented options and with MPC feedback the Development Department presents the draft bylaw for 1st reading. The bylaw will add clarity to specific land use districts and diversify the uses that are becoming more common as businesses within communities. With the accessibility of shipping containers for storage and moving solutions the Town of Claresholm bylaw has become outdated to fit within these business models, especially when these types of containers are used to move from community to community, etc.

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

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1646, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No.1646, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1646

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2018

From: Mel Lyster <mel-lyster@telus.net>
Sent: Monday, March 26, 2018 2:48 PM
To: Doug MacPherson <doug.macpherson@claresholm.ca>
Subject: Question about Board appointment

Mr. Mayor

Hello Doug

After seeing the various board appointments for the town counsel, the Board of Prairie Winds Clubhouse requested I look into facilitating a similar liaison for Sparta House.

If you could provide me some direction on the way to proceed in requesting or offering a board position to Town Counsel on the Prairie Winds Clubhouse Society. (Sparta House) The clubhouse has and continues to be active in volunteer activities with other agencies and groups, work for the town in the recycling program. Recently we opened the Sparta boutique after working with the town development officer.

I understand that I could make an appointment to speak to the counsel as a delegation to request inviting a counsel member to join the board or would I write a letter to you and counsel requesting / offering a position on our Board of Directors. I am willing to follow through with what ever process you suggest. Thank you Doug.

Sincerely

Mel Lyster

Chairman Prairie Winds Clubhouse Society Sparta House Sent from my iPad

April 4, 2018

To: Karine Wilhauk

Re: Downtown Market Dates for 2018

We are requesting a delegation or reading of request for the use of the downtown parking lot and Ringrose park for summer 2018. We have asked for an extended date as the Farmers Market has not been able to be open past the middle of September when using the Arena, this may give them a chance to run during the actual harvest of produce season.

The following dates are all Wednesdays from June 6th 2018 until September 26th 2018.

CLARESHOLM FARMERS MARKET TIME: 3:00 pm – 6:00 pm for parking LOT

The Claresholm Farmers Market to request the use of the parking area on the east side of Petros Liquor, to be able to block off North entrance from 50th ave and the South entrance from alleyway. We have had good feedback from the community as well as the vendors for the move to downtown and are working on more vendors for this upcoming season.

OPEN MIC NIGHT TIME: 5:00 – 9:00 P.M IN RINGROSE PARK

This will run again Wednesday evenings in the center of Ringrose park we are asking for 5pm – 9pm to include set-up and take-down time. If available there would be a food vendor again at the park.

Again a lot of great feedback from the community with the numbers being in the 50's for attendance.

SATURDAY DOWNTOWN MARKET: RUNS FROM JUNE UNTIL SEPTEMBER WEATHER PERMITTING

TIME: 9:00 AM – 4:30 PM to allow for set-up and take down

We are requesting a use for all Saturdays from June 2nd until September 26th, this will make the process of picking dates easier for the market and not needing additional requests to council.

Another change to the Saturday market will be a request from Jaquie to be able to move it to the same spot as the (Wednesday Farmers Market) adjacent to Petros Liquor. It is more visible from the traffic lights, to downtown shoppers and drivers, as well as being a little more protected from the wind.



INFORMATION BRIEF

Meeting: May 14, 2018

Agenda Item: 7

DOWNTOWN MARKETS REQUEST

DESCRIPTION:

Organizers have requested to hold markets in the downtown parking lot for the 2018 season.

BACKGROUND:

The dates and times that the organizers are asking for are reasonable and similar to the hours for 2017. Administration has looked at the other requests put forward by the organizers, and have the following suggestions:

Wednesday Farmers Market

The Town will block off all west side parking stalls (along Petro's Liquor) at 7:00 a.m. on Wednesdays from June 6th to September 26th. Barricades will be stored in the downtown parking lot with the washrooms in a secure fashion. Administration is suggesting that the parking lot entrances and exits are to remain open due to the traffic flow and to alleviate traffic congestion. The downtown businesses require access to parking and it is not advisable to change traffic patterns. After the Farmers Market is complete on Wednesdays, the barricades must be stored by the organizers in the same place for use by the Saturday downtown market.

Open Mic Night Wednesday

Nothing to be done by the Town. In 2017, access to washrooms was provided by the Claresholm Chamber of Commerce.

Saturday Market

Organizers will be responsible to use the barricades provided and return them to the storage area as previously mentioned. Administration recommends that the entrances and exits to the parking area should not be blocked, however the organizers can block off the west side parking stalls as approved for the Farmers Markets on Wednesdays.

PROPOSED MOTION:

Moved by Councillor _____ to allow the organizers of the downtown markets to use the downtown parking lot for the dates and times as proposed for the 2018 season. The Town will provide barricades for the events and set up the barricades for the Wednesday Farmers Market. Other than the west side parking stalls, barricades are not to be placed to block off entrances and exits to the parking lot for these events.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 10, 2018

From: President <President@auma.ca>
Date: April 18, 2018 at 10:12:27 AM MDT
To: President <President@auma.ca>
Subject: Registration open for Summer 2018 Municipal Leaders' Caucus

Good Morning,

Registration is now open for AUMA's Summer 2018 Municipal Leaders' Caucus, which takes place June 12, 13, and 14 at the Camrose Resort Casino, 3201-48 Avenue, Camrose. Caucus is open to all AUMA urban municipality members and will follow the traditional format where members attend one day, according to their municipality's population size:

- June 12 - municipalities under 2,500
- June 13 - municipalities between 2,500 and 10,000
- June 14 - municipalities over 10,000

Attached is a copy of the agenda, which reflects the session topics and times. The agenda will be updated as speakers are confirmed. For more information, and to register for Caucus, please click [here](#).

We hope to see you there!

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | www.auma.ca

Summer 2018 Municipal Leaders' Caucus
June 12, 13, and 14, 2018
Regal Room One
Camrose Resort Casino, 3201-48 Avenue, Camrose
Subject to Change

7:00 a.m.	Registration opens; hot buffet breakfast available to 8:00 a.m.
8:00 a.m.	President's Opening Remarks
8:05 a.m.	Welcome from the Mayor of the City of Camrose (TBC)
8:15 a.m.	Message from Minister Anderson (TBC)
8:25 a.m.	President's Report
8:45 a.m.	AUMA Board Panel
9:15 a.m.	<p>Session 1 - Indigenous Reconciliation: Municipal Calls to Action</p> <p>This session will highlight the outcomes of the Truth and Reconciliation Commission and how municipalities have been asked to support the process of reconciliation. The session will feature presentations by municipalities that are actively taking steps to build relations with Indigenous communities and offer education on Indigenous history and culture to help advance reconciliation.</p>
10:15 a.m.	Break
10:30 a.m.	<p>Session 2 - Municipal Government Act: Tools and Next Steps</p> <p>Learn about the latest resources available to help municipalities implement new MGA requirements, and provide input on advocacy related to MGA regulations and documents, e.g. the Determination of Population Regulation and the Municipal Census Manual. (Note: exact topics will depend on the timing of Municipal Affairs' work on these regulations.)</p>
11:30 a.m.	Lunch
12:30 p.m.	Session 3 - To be determined.
1:30 p.m.	<p>Session 4 - Municipal Climate Change Action Centre: Grants for Municipalities by Municipalities</p> <p>Over the next few years, the MCCAC will be rolling out programs related to renewable energy, community generation, greening community infrastructure, greening municipal infrastructure, and renewable energy for skills. Learn more about the grants and expertise that the MCCAC offers, and provide input on its program delivery.</p>
2:30 p.m.	Break
2:45 p.m.	<p>Session 5 - Tracking Cannabis-Related Costs</p> <p>With cannabis legalization on the horizon, it is crucial that municipalities are able to track the costs associated with legalization in a consistent manner. This working session will support the development of a common tracking template so that municipalities can demonstrate the fiscal impact of legalization, and advocate for the appropriate resources to offset these costs. (Note: a draft template will be circulated prior to Caucus so that delegates can obtain feedback from staff to inform the session discussion.)</p>
3:45 p.m.	President's Closing Remarks

From: President [<mailto:President@auma.ca>]

Sent: Monday, May 7, 2018 3:20 PM

Subject: Letter of Support for Trans Mountain Pipeline Expansion Project from AUMA and our Members

Dear Municipal Leaders:

At our 2017 AUMA Convention, members voted overwhelmingly in favour of the [City of Spruce Grove's Extraordinary Resolution in support of the Trans Mountain Expansion Project](#).

Recent tensions between B.C. and Alberta, and the limited action to date from the federal government, has resulted in Kinder Morgan indicating it needed to be given certainty it can build the Trans Mountain Pipeline Expansion by May 31 or it was walking away from the project.

As municipalities, we know full well the impacts of a project of this magnitude on our communities, and it is time to make our voices heard in this very important conversation. To this end, AUMA has drafted a letter of support that will be sent to Prime Minister Justin Trudeau, copying the Premiers of B.C. and Alberta, and the federal minister of Natural Resources Canada. This will be a single letter (example attached) with the intent to include the names and logos of all our member municipalities.

Although we have support of our members from the vote on the extraordinary resolution, we are looking for your express permission to include your Mayor's name along with the logo of your municipality as a signatory to this letter.

Please reply to this email to let us know by **no later than Tuesday, May 15, 2018**, whether or not you approve of having your name and municipality included in the letter. If we do not hear from you by this date, we will need to proceed without including your information.

Thank you for your consideration of this request. Watch for updates on further advocacy efforts by AUMA to show support of the Trans Mountain Pipeline Expansion Project.

If you have any questions or concerns, please feel free to contact me using the information below.

Thank you,

Barry Morishita | President, AUMA
Mayor, City of Brooks

Mobile: 403.363.9224 | Email: president@auma.ca

Alberta Municipal Place | 300, 8616 - 51 Avenue Edmonton, AB T6E 6E6

Toll-Free: 310-AUMA | www.auma.ca www.amsc.ca



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May 7, 2018

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Langevin Block
Ottawa, Ontario
K1A 0A2

Dear Prime Minister:

As President of the Alberta Urban Municipalities Association (AUMA), I am writing to you on behalf of our Board and our members, including the undersigned municipalities from across Alberta, regarding the important issue of the Kinder Morgan Trans Mountain Pipeline Expansion Project.

At AUMA's 2017 convention, nearly 1100 councillors and mayors representing urban municipalities of all sizes across Alberta overwhelmingly voted in favour of a resolution supporting the Trans Mountain Pipeline expansion and urging our federal government and the government of Alberta to ensure that the pipeline is built.

We understand it is the Federal Government who has ultimate jurisdiction on inter-provincial trade. This is critical to our confederation. The diverse nature of our provinces and their competing economic and political interests require a broader national view with the authority to protect the national interest. This is one of the bedrocks of our great nation, and why your support and intervention is so critical. We recognize the efforts you have already undertaken by putting in place a rigorous approval process, acknowledging that this project is in the national interest, and approving the project to move forward.

The Trans Mountain Pipeline expansion has faced one of the most rigorous reviews of any pipeline project in our nation's history, a process unmatched anywhere else in the world. There has been an extensive multi-year regulatory process and expert review of the environmental and safety impacts by the National Energy Board, which placed 157 conditions on the project that Trans Mountain has met. The project received the approval of the National Energy Board only after extensive consultations with the three orders of government, indigenous communities and landowners. The project also passed assessments by the British Columbia Environmental Assessment Office and Transport Canada.

As municipal leaders, we know full well the impacts of a project of this magnitude can have on our province and on our communities. As municipalities, we are the first responders to emergency events and have to always keep the safety of our communities in mind. We know the challenge of making sound decisions in land use planning to balance growth and protecting the environment as we face them every day. But we also understand the benefits.

Economic

In Alberta alone, we expect municipalities will collect \$124 million in taxes over 20 years from the

.../2

operations on the Trans Mountain Pipeline. This increased revenue will reduce the tax burden on our residents, and provide funding to build and maintain important municipal infrastructure, such as transportation, recreation, and housing.

At a national level, Trans Mountain is a \$7.4 billion project that will create short-term construction jobs but also significant long-term employment along the route and at the Burnaby terminal. And it will take an important step in addressing the large gap between global oil prices and what Canadian companies can get for our product.

Environmental

From a municipal perspective, pipelines are the safest way to transport oil. With the growing pressure on our existing pipeline infrastructure, more and more oil companies are being forced to turn to rail and trucks to transport their product to market. These methods often take products through municipalities, and have a greater risk of an incident that could impact people and property. In the case of Trans Mountain, they are utilizing the existing route, which will reduce the overall impact to land development. Across the board, we know pipelines are safer, cheaper and generate fewer emissions than the alternatives.

The undersigned represents the branch of government closest to the residents of Alberta and the communities that will be impacted by and benefit from this project. We offer our voices in support of the Kinder Morgan Trans Mountain Pipeline Expansion Project and in your government's efforts to bring this project to fruition to the benefit of all Canadians.

Yours sincerely,

Barry Morishita
AUMA President

CC: The Honourable Rachel Notley, M.L.A., Premier of Alberta
The Honourable John Horgan, M.L.A., Premier of British Columbia
The Honourable Jim Carr, P.C., M.P., Minister of Natural Resources Canada

(Names and logos of participating AUMA Members will be shown here.)

From: Law, Kayla [<mailto:kayla.law@fortisalberta.com>]

Sent: Tuesday, May 1, 2018 11:08 AM

Cc: Burden, Rick; Campbell, Vincent; LHeureux, Dora; MacNaughton, Merlin; Orlesky, Stan; Pruden, Darcy; Smith, Nicole; Hunka, Dave

Subject: April 1, 2018 - FortisAlberta Rate Information

Good morning:

FortisAlberta is the primary electricity distribution service provider within your area. FortisAlberta applied to the Alberta Utilities Commission (AUC) for new rates and recently received approval for these rates which took effective April 1, 2018.

Please find attached letter for further information.

If you have any questions or require additional information please contact Dave Hunka or your Stakeholder Relations Manager.

Thank you.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398

www.fortisalberta.com





Dave Hunka
 Manager, Key Accounts
 Customer Service

FortisAlberta Inc.
 100 Chippewa Road
 Sherwood Park, Alberta
 (780) 464-8311 Direct Line
 (780) 868-7040 Cellular
 (780) 464-8398 Fax
 Dave.Hunka@FortisAlberta.com
 www.FortisAlberta.com

May 1, 2018

RE: FortisAlberta's 2018 Approved Rates

FortisAlberta is continually developing new initiatives to provide our customers with excellent service, reduce outages and identify efficiencies to reduce costs. In 2018, we have many new enhancements coming for our customers; we look forward to discussing these with you in the coming months.

FortisAlberta is the primary electricity distribution service provider within your area. FortisAlberta applied to the Alberta Utilities Commission (AUC) for new rates and recently received approval for these rates which took effective April 1, 2018.

Below is a table showing the total customer bill impacts, including the approved distribution and transmission rates. The Maximum Investment Levels (MILs) for all rates have been revised and are included with this letter for your reference. FortisAlberta provides this information to give our municipal customers the opportunity to review the impacts to their budgets for the year.

Typical Bill Impacts by Rate Class

Rate Class	Distribution (D) Rates Increase (Decrease) (%)	D & Transmission (T) Rates Increase (Decrease) (%)	D & T Increase (Decrease) with Riders (%)	Total Electricity Bill Impacts (%)
Rate 11 - Residential	1.0%	0.6%	0.8%	0.6%
Rate 21 – FortisAlberta Farm	7.4%	5.3%	5.3%	4.2%
Rate 26 – FortisAlberta Irrigation	-13.0%	-7.4%	-8.8%	-7.3%
Rate 31 – Street Lighting (Investment Option)	3.3%	3.1%	3.1%	2.9%
Rate 33 - Street Lighting (No Investment Option)	3.3%	2.3%	2.4%	2.0%
Rate 38 – Yard Lighting	3.3%	2.9%	3.0%	2.7%
Rate 41 - Small General Service	4.9%	2.9%	3.0%	2.2%
Rate 44/45 - Oil & Gas Service	13.3%	8.6%	8.6%	6.1%
Rate 61 - General Service	12.8%	3.6%	4.2%	2.2%
Rate 63 - Large General Service	8.7%	1.7%	2.3%	1.1%

To ensure the reliability of the electricity distribution grid, FortisAlberta invests in excess of \$300 million annually to connect new customers and to both maintain and upgrade the system. This investment underpins the rate increases discussed above.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka". The signature is fluid and cursive, with the first name "Dave" being more prominent than the last name "Hunka".

Enclosed: Maximum Investment Levels for 2018

Dave Hunka
Manager, Key Accounts

APPENDIX “B” – 2018 CUSTOMER CONTRIBUTIONS SCHEDULES

Maximum Investment Levels for Distribution Facilities When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,510 per service
Rate 11 Residential Development	\$2,510 per service, less FortisAlberta’s costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,694 base investment, plus \$815 per kVA of Peak Demand
Rate 26 Irrigation	\$5,694 base investment, plus \$906 per kW of Peak Demand
Rate 38 Yard Lighting	\$810 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,931 per fixture
Rate 41 Small General Service	\$5,694 base investment, plus \$906 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,694 base investment, plus \$906 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program
Rate 61 General Service (less than or equal to 2 MW)	\$5,694 base investment, plus \$906 per kW for the first 150 kW, plus \$114 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$103 per kW of Peak Demand, plus \$113 per metre of Customer Extension

Note: Maximum investment levels are reduced if the expected investment term is less than 15 years.

Dear Alberta SouthWest CAOs,

You and your guest are invited to join us at this annual event.

Please extend the following invitation to your Councils on behalf of the AlbertaSW Board.

You and your spouse/guest are invited to attend the

Alberta SouthWest

Regional Economic Development Alliance

Annual General Meeting to be held at the

Bayshore Inn

Waterton Lakes National Park

Wednesday, June 6, 2018

5:00pm Arrival/Networking/No host bar

6:00pm Dinner

Annual Meeting and Program to follow

Please RSVP by Friday May 18, 2018 to

bev@albertasouthwest.com

** Please include the name of both attendee and guest in your reply: name tags, you know!! 😊

RECEIVED

MAY 08 2018

Nanton Boosters Club

PO Box 493 Nanton, AB T0L 1R0

May 4th, 2018

Mr. Doug MacPherson
Mayor of Claresholm
PO Box 1000 221 45th Ave West
Claresholm, AB T0L 0T0

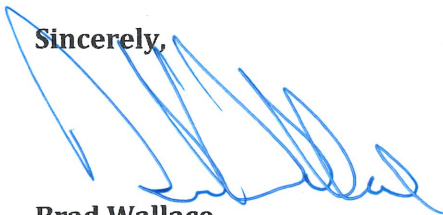
Dear Mr. Doug MacPherson:

The Nanton Booster Club is again hosting and sponsoring the annual Nanton Days Parade. This year the parade will be held on Monday, August 6th, 2018. We would like to extend an invitation to you and your spouse to be our guests and ride in the parade. There will be a reception with lunch and refreshments immediately after the parade, to which you are both invited to attend.

The parade will be organized as usual in the J. T. Foster school grounds on the west side of Nanton, with a 10am start. Transportation will be available upon request.

Thank you for your consideration of this request. Please contact me via email to advise whether or not you will be attending or should you require further information.

Sincerely,



Brad Wallace
Nanton Boosters Parade Coordinator
Email: Bwallace@nantonwater.com



REQUEST FOR DIRECTION

Meeting: May 14, 2018
Agenda Item: 12

2018 PARADE ATTENDANCE

DESCRIPTION:

As this is the first request we have received in 2018 regarding attendance at a municipality's parade, Administration would like direction from Council regarding the parades our float will be travelling to this summer.

BACKGROUND:

Parades attended in 2017:

June 17th – Bellevue
July 1st – Granum
July 9th – Coaldale
August 7th – Nanton
August 12th – Claresholm
August 19th – Pincher Creek
November 25th – Fort Macleod Santa Claus

Since 2001, Fred & Ellen Palmer have been taking the Town of Claresholm float to parades in our local area on the Town's behalf. In 2017, the Palmers took the float to Nanton, and the remainder of the parades were covered by Town staff.

The dates this summer are expected to be similar to 2017. Parade candy for these parades costs about \$1,000 per summer.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018



Claresholm Kraken Swim Club

P.O. Box 1933
Claresholm, AB
T0L 0T0

<https://claresholmkrakens.wixsite.com/kraken>

Phone: (403)625-8841

RECEIVED

APR 24 2018

April 3, 2018

Mayor & Council
P.O. Box 1000
Claresholm, AB T0L 0T0

To Mayor & Council:

RE: In-Kind Contribution: Claresholm Aquatic Centre

The Claresholm Kraken Swim Club is requesting your financial support for the 2018 summer swim season. We are requesting an In-Kind Donation to waive the rental fees of the Claresholm Aquatic Centre for our Home Swim Meet scheduled for June 8 & 9, 2018.

Typically, our Home Swim Meet brings over 250 swimmers to the town of Claresholm. In addition to these swimmers, they often have parents/guardians, grandparents, aunts, uncles, and siblings who attend with them. This is a big event in the Town, and the financial rewards to our local businesses are immense!

The Claresholm Kraken Swim Club boasts over 70 members, from 5 to 50+ years of age. Our Swimmers train locally and have the opportunity to attend swim meets all over southern Alberta. Many of our Swimmers have done very well, bringing home ribbons, medals, team achievement trophies, and even regional and provincial medals/records over the past few seasons. Having a local, structured Swim Club offers our local youth, an incredible opportunity to engage in a fun, safe, and supportive environment while reaping the benefits of physical activity. The Claresholm Kraken Swim Club also serves as an outlet for community pride!

Similar to any organized sport, the cost of swimming has risen due to increased pool rental fees, and Coaches' salaries. Although parents/guardians pay registration fees and participate in fundraising activities to help with the expenses of the Claresholm Kraken Swim Club, the cost to run a successful swim season is still very high. In 2017, the Club paid approximately \$8,500.00 to rent the pool for the 4 months that comprise the Alberta Summer Swim Club season. An additional \$14,000.00 was paid in Coaching and Instructional Fees. We anticipate that our 2018 Swim Season costs will be slightly higher, averaging approximately \$6000 per month.

To help alleviate the cost, our Swim Club has run the following fundraising activities this past season:

- two raffles (a summer raffle, and a winter raffle)
- a raffle table at our home Swim Meet
- sold products from Centennial Meats

We were also successful in obtaining a Casino in November 2017, which will ensure funds to cover the very basic costs of running a competitive Summer Swim Club. For our 2018 season, we plan to once again sell products from Centennial Meats, hold a 50/50 raffle at our home Swim Meet, and hold another raffle over the 2018/19 winter break.

As we see a greater number of younger children looking to join our Swim Club, our hope is to be able to offer them more Coaching instruction, so they can grow and develop alongside their older peers. It is incredibly exciting to watch children, as young as five, learning new swimming strokes and getting to practice them under the watchful eye of our dedicated Coaches. While we are a competitive Swim Club, we are also aware of just how important learning to swim and water safety is to developing youth. The mandate of the 2018 Claresholm Kraken Swim Club Executive is to provide excellent instruction to give these children a greater opportunity for personal success and skill development, which will ensure the sustainability of the Claresholm Kraken Swim Club.

Thank you in advance for considering our request. Should you have any further questions, please contact Nicole Van Langen at (403)625-8841.

Kind Regards,



Nicole Van Langen, President
Kari Lelek, Vice-President
Shanon Creason, Treasurer
Jenna Flitton, Secretary
Tiffany O'Neil, Past President

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



Date of Application: April 3, 2018

Date of Event: June 8+9, 2018

1. Applicant Information

Name of Applicant: Claresholm Kraken Swim Club
Address: P.O. Box 1933, Claresholm, AB T0L 0T0
Contact Person: Nicole VanLangen
Phone, Fax, Email: Krakens-claresholm@gmail.com

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

NO

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

YES provide registration date & #

NO

Access # 505286039 Reg date: 1992/05/11

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

Pool rental fees for Home Swim meet

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$700.00 (approximately 14hrs x \$50.00)

6. Details of how the funds will be expended:

We are looking for an "in kind" donation to waive pool rental fees for our Home Swim meet on June 8+9, 2018.

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
May 2017	in kind donation Pool Rental Fees \$700	Covered the cost of the pool rental for our Home Swim meet.

8. Organizational Information

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

We have approximately 70 swimmers ranging in age from 5 to 50+. Swimmers train locally and compete throughout Southern Alberta. Not all swimmers compete, some swim to improve their stroke, stay in shape and receive instruction from highly trained coaches.

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

Our hope is to be able to offer more dedicated instruction to our youth so they can grow and develop as strong and safe swimmers. To continue to be a strong team within the community, and for the kids to remain coachable in a competitive atmosphere.

How will your organization acknowledge the Town's donation?

- Publish in the Local Press; Facebook
- Advertise at our Home meet
- Word of mouth by Club members.

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
Centennial meet Sales	16 000	Coaches wages, pool
Raffle Ticket Sales	(approx)*	rental, Registration Fees.
Casino (to cover costs in 2018-2021)		Pool rental, Coaches wages, awards, swim meet expenses

* The actual total is unknown for the 2018 season, as meet sales are not completed. This amount is based on the last year's sales.



RECEIVED

MAY 08 2018

April 8, 2018

Town of Claresholm

Mayor and Council

Subject: Policy # TRAN 01-15

This policy was probably very effective when it was put into place some more than 25 years ago, I do believe.

This policy has been very effective in assisting qualified residence and seniors over age 65 with their transportation needs within the community.

We would like to request Town Council consider amendments to this policy including:

1. increasing the number of tokens
2. increasing the purchase value of tokens
3. increasing the subsidy to the service provider
4. having the sale of tokens accessible at a convenient downtown location
5. changing the name to Transportation Program

Thank you for receiving this request for your consideration.

Respectfully,

Howard Paulsen, Chairman,
Claresholm & District Transportation Society

Email cltransp@gmail.com



Policy #TRAN 01-15

Taxi Token Program

PURPOSE: To provide guidelines for the use/distribution of Taxi Tokens within the Town of Claresholm.

POLICY:

1. This policy rescinds all prior policies and resolutions of the Town of Claresholm regarding this matter.

PARAMETERS:

1. The Town of Claresholm taxi token program is open to any Town of Claresholm resident who qualifies for a government disability assistance program **and/or** is over the age of 65.
2. A maximum of 16 tokens may be issued per month to each qualifying individual.
3. Each token has a purchase value of \$2.50 + G.S.T.
4. The Town of Claresholm will subsidize \$2.00 for each taxi token purchased.
5. Each purchased taxi token has no expiry date.
6. The Taxi Token program is available to any Town approved Transportation / Taxi Service and the Claresholm & District Transportation Society.

NOTE: Fees of this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: JANUARY 12, 2015

From: museum
Sent: Wednesday, May 9, 2018 10:00 AM
To: Marian Carlson
Cc: Blair Bullock
Subject: Museum Seasonal Grand Opening

Hi Marian,

We would be pleased if you would kindly include this poster announcement in the Council package of our **Seasonal Grand Opening** of the Museum on **Friday, May 18 from 2-4 p.m.** It would be great if the Mayor could cut the ribbon with our Board Chair, Barry Gibbs at 2:30 that day at the Museum Station.

Attached our poster. Call me if you have any questions.

Thanks,

Ken

Kenneth Favrholt
Executive Director
Claresholm & District Museum and Visitor Information Centre
P.O. Box 1000
Claresholm, Alberta
T0L 0T0
Ph. 403-625-1742 or 403-625-3131
museum@claresholm.ca
www.claresholmmuseum.ca



*Claresholm & District Museum
and Visitor Information Centre*

5126 - 1st Street West (Hwy 2) and 5115 - 2nd Street East



*Seasonal
Grand Opening*

See the changes we have made!

**FRIDAY,
MAY 18**

**FROM
2-4 P.M.**

Refreshments · Entertainment
and Door Prizes!

Ribbon cutting at 2:30 p.m. • Everyone welcome!

Visit us on Facebook and our website:
www.claresholmmuseum.ca



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 16

Claresholm

COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP) APPLICATION WALKING PATH – 8TH STREET

DESCRIPTION:

The Kin Clubs of Claresholm are continuing their work to connect and create pathway (walkway) systems throughout the community. While the clubs continue their work on the trail system headed west of Claresholm on the old CPR spur line they have also recognized the potential for a grant application to continue the pathway north of the elementary school past the Town's ball diamonds to Derochie Drive. This will create a further pathway system and connect a Town facility (ball diamonds) to a pathway network and also ensure safety of children travelling north of the schools. The grant is a matching grant with the Town of Claresholm using the approved budgeted amount as the matching funds.

As part of the application, a letter of support is required from the Town of Claresholm for this project. The Kinsmen and Kinettes have each budgeting \$10,000 to the project with the remainder of the matching funds supplied by the Town as per the approved budget. With the commitment of the \$20,000 the Kin Clubs financial contributions will conclude, however the pathway between Westlynn Drive and the Kin Spur Line walking path remains a priority to the Kin Clubs for connectivity.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support for the grant application being submitted to the Community Facility Enhancement Program (CFEP) by the Claresholm Kinsmen for the purpose of expanding the walking path system along 8th Street.

Attachments: Request Letter from Kinsmen Club of Claresholm

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 7, 2018



To: Town of Claresholm Administration, Mayor and Council

Re: Kin Walking Path Project

The Kinsmen and Kinettes clubs are writing to request support and commitment between the Town and our clubs in relation to the Kin Path Projects.

The Kin clubs wish to collaborate with the Town to apply for CFEP small stream grant in 2018. We are willing to commit \$20,000 of Kin funds, and be the society applying for the grant. This will conclude the available funds the Kin clubs currently have to support pathways. In order to facilitate this collaboration the Kin clubs require a letter of support for the application.

To give you an update on existing projects, the Kin clubs were successful in acquiring the CIP grant for the Spur Line Trail, with construction to commence in late May of 2018. The Kin clubs have prioritized the completion of the tie in from Westlynn Drive, to the Spur Line Trail and the Storm Water Retention Ponds and, are seeking a commitment for completion of this project in 2019. By supporting the trail north on 8th street the Kin clubs may only be able commit to the tie in project by being the applying society for additional grants.

Thank you for considering this request, for building community, by collaboratively working on projects.

Shannon Clay

Member of the Claresholm Kin Trail Project Committee



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 17

REFUND OF FEE, DEVELOPMENT PERMIT D2017.066

BACKGROUND / DESCRIPTION:

On July 18, 2017 the Town received an application for a new single family dwelling located at 4889 7 St West.

Following a full plan review for the file, on July 26, 2017 the permit (see attached) was issued. This permit is valid for one year and can be extended for up to 18 months. Administration completes plan reviews and ensures that all permits issued have adequate conditions and requirements according to the land use bylaw. The permit fees are in place for the administrative function of reviewing, permit issuance, compliance with the land use bylaw, enforcement, and site inspections.

REFUND REQUESTED:

On May 2, 2018, the applicant submitted a written request to the Town of Claresholm asking for a refund of the \$235.00 application fee (see attached letter).

LAND USE BYLAW NO. 1525:

Section 5.3 of Land Use Bylaw No. 1525 states: "Refund of application fees requires approval of the Town Council."

POSSIBLE RESOLUTIONS:

Moved by Councillor _____ to approve the refund of the \$235.00 application fee.

Or

Moved by Councillor _____ to refuse the refund of the \$235.00 application fee.

APPLICABLE LEGISLATION:

- 1.) Land Use Bylaw No. 1525

ATTACHMENTS:

- 1.) Refund Request Letter, Development Permit.

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 7, 2018



Cheryl Friesen
Box 3033
Claresholm, Alberta
TOL 0T0
403-795-2252

May 2, 2018

Town of Claresholm
Mayor and Council
Box 1000
Claresholm, Alberta
TOL 0T0

Dear Mayor and Council,

In July 2016, my husband and I purchased a residential lot in the Town of Claresholm with the intent to build a home. In the summer of 2017, we paid the applicable fee and made application to the Town of Claresholm for a development permit. I have attached a copy for you reference.

Owing to a variety of circumstances, our situation has changed and we will not be building a house, however we have purchased a home in Claresholm and look forward to being a part of the community.

As our project did not get off the ground and construction did not commence, I am respectfully requesting that the Town of Claresholm reimburse the development permit fee. Alternatively we would agree to have the amount transferred to the property tax account or to our residential tax or utility account.

I thank you in advance and look forward to your correspondence.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Friesen".

Cheryl Friesen



Claresholm

REQUEST FOR DECISION

Meeting: May 14th, 2018
Agenda Item: 18

Appointing an Assessor by name

DESCRIPTION:

Verle Blazek, the Assessor's Auditor, for the Alberta Municipal Government has requested that the Council appoint by resolution, an actual person as our Assessor. The Designated Officer Bylaw #1637 appoints the "Municipal Assessor" as a Designated Officer as per legislation.

BACKGROUND:

Marian received an e-mail from Verle Blazek, The Assessor's Auditor for the Alberta Municipal Government, stating that we didn't have the Town's correct assessor on file with them. They had, on file, Wayne Lamb, our former assessor with Benchmark Assessments, as our assessor. When Wayne retired, Marian had declared the new assessor to be Logan Wehlage, also with Benchmark, through the ASSET program of Municipal Affairs. Legislation states that there is a need for council to appoint Logan the current Town of Claresholm Assessor by way of motion. Section 284.2 (1) of the MGA states "A municipality must appoint **a person** having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act".

Proposed Resolution:

Moved by Councillor _____ to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm.

ATTACHMENTS:

- 1.) Bylaw #1637

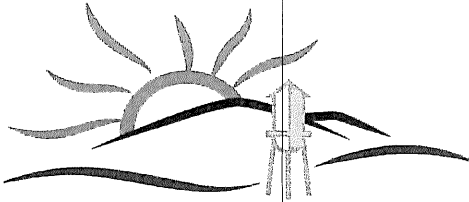
APPLICABLE LEGISLATION:

- 1.) Section 284.2 (1) and (2) of the Municipal Government Act

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 7, 2018



A

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1637**

Claresholm

A Bylaw of the Town of Claresholm to establish the positions of designated officers.

WHEREAS Section 210 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to establish one or more positions to carry out the powers, duties and functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the Municipal Government Act by establishing designated officer positions;

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

SECTION 1 TITLE

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

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - c) **“Chief Administrative Officer (CAO)”** is the person appointed by Council under Section 205 of the Municipal Government Act and is the administrative head of the municipality.
 - d) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - e) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - f) **“Council”** is the municipal Council of the Town of Claresholm.

SECTION 3 AUTHORIZING OF MUNICIPAL DOCUMENTS

- 3.1 All agreements, cheques and other negotiable instruments and opening and closing of accounts that hold money, shall be signed by any two of the following: Mayor, Deputy Mayor, Councillor, CAO, Director of Corporate Services or Finance Assistant & Communications Administrator.

SECTION 4 DESIGNATION

- 4.1 The following positions are designated officers of the Town:
- a) Chief Administrative Officer;
 - b) Director of Corporate Services;
 - c) Finance Assistant & Communications Administrator;
 - d) Peace Officer;
 - e) Development Officer;
 - f) Director of Infrastructure Services;
 - g) Municipal Assessor;
 - h) Subdivision and Development Appeal Board Clerk.

M

SECTION 5 CHIEF ADMINISTRATIVE OFFICER (CAO)

- 5.1 The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

SECTION 6 DIRECTOR OF CORPORATE SERVICES

- 6.1 The Director of Corporate Services is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(1)(b) – Signing minutes of Council meetings.
 - Section 213(2)(b) – Signing minutes of Council committee meetings.
 - Section 213(4)(b) – Signing agreements, cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 7 FINANCE ASSISTANT & COMMUNICATIONS ADMINISTRATOR

- 7.1 The Finance Assistant & Communications Administrator is the designated officer for the purposes of the following sections of the Act:
- Section 69 – Consolidating bylaws.
 - Section 213(4)(b) – Signing cheques and other negotiable instruments.
 - Section 270 – Opening and closing all the accounts of the Town that hold money.
 - Section 606(7) – Requirements for proof of advertising.

SECTION 8 PEACE OFFICER

- 8.1 The Peace Officer is the designated officer for the purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 546 – Order to remedy dangers and unsightly property

SECTION 9 DEVELOPMENT OFFICER

- 9.1 The Development Officer is the designated officer for purposes of the following sections of the Act:
- Section 542 – Municipal Inspections and Enforcement
 - Section 545 – Order to remedy contraventions
 - Section 624 – Development Authority

SECTION 10 DIRECTOR OF INFRASTRUCTURE SERVICES

- 10.1 The Director of Infrastructure Services is the designated officers for purposes of the following sections of the Act:
- Section 544 – Inspecting Meters

SECTION 11 MUNICIPAL ASSESSOR

- 11.1 The Municipal Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulations or bylaw.
- 11.2 The Municipal Assessor is the designated officer for purposes of the following sections of the Act:
- Section 482(1) & (2) – Admissible evidence at hearings – assessment rolls and assessment notices.
 - Section 525 – Certifying copies of assessment roles and assessment notices.

SECTION 12 SUBDIVISION & APPEAL BOARD CLERK

- 11.1 The Subdivision & Development Appeal Board Clerk is the designated officer for purposes of carrying out the duties and responsibilities of a “Subdivision & Development Appeal Board Clerk” under the Act, and any other relevant statute, regulations or bylaw.

SECTION 13 PASSAGE OF BYLAW

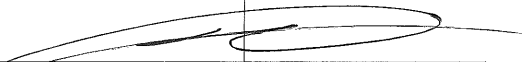
13.1 This Bylaw shall come into effect upon passage of Third Reading.

13.2 Bylaw #1608 is hereby rescinded.

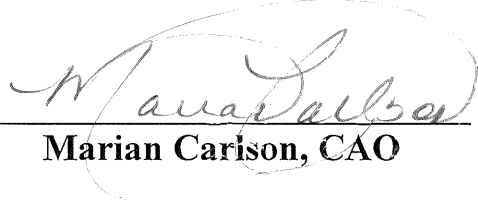
Read a first time in Council this **8th** day of **January** 2018.

Read a second time in Council this **22nd** day of **January** 2018.

Read a third time in Council and finally passed in Council this **22nd** day of **January** 2018.



Doug MacPherson, Mayor



Marian Carison, CAO

Municipal assessor

284.2(1) A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act.

(2) Subject to the regulations, a municipal assessor may delegate to any person any power or duty conferred or imposed on the municipal assessor by this Act.

(3) A municipal assessor is not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of the municipal assessor's functions, duties or powers under this Act or any other enactment.

2016 c24 s22

Division 4



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 19

POLICY #COUN 05-18 UPDATE STREAMING & RECORDING OF COUNCIL MEETINGS

DESCRIPTION:

At the April 23, 2018 regular Council meeting, Council discussed adding a clause to Policy #COUN 12-17 that addresses the use of cameras, and/or audio or video recording devices by external users during any public meeting of Council, committee or public gathering of Council including Open Houses.

Administration has made the requested change to the policy and has renamed the policy to show the adoption of this change.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #COUN 05-18 regarding Streaming and Recording of Council meetings effective May 14, 2018.

ATTACHMENTS:

- Policy #COUN 05-18 – Streaming and Recording of Council Meetings.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 10, 2018



Policy #COUN 05-18

Streaming and Recording of Council Meetings

PURPOSE: This policy reflects the Town of Claresholm's ongoing effort to improve the ease-of-access and transparency of the legislative process. These recordings promote broader access, however the approved minutes remain the official record of the Town of Claresholm meetings. The keeping of a live record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

DEFINITIONS:

CAO – means the Chief Administrative Officer of the Town.

Notice – written or verbal warning that a video or audio recording is being made of the meeting.

Official Record – the written minutes of the proceedings of the meeting after receiving approval of council.

FOIP – *Freedom of Information and Protection of Privacy Act (RSA 2000, F-25).*

Recorder – the individual who is controlling the video and/or audio recording of the meeting.

Recording – the video or audio recording or transmission of the meeting for live stream or archival purposes.

Warning – Verbal and/or visual cue that recording is commencing or ceasing.

POLICY:

It is the practice of the Town of Claresholm (the Town) to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual privacy of public in attendance.

To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

EFFECTIVE DATE:

The Town recognizes the approved minutes of its proceedings as the official record. These minutes include summarized narratives on the various issues that come before Council and record actions or motions. The minutes are not and should not be taken in verbatim style. The Town may also use video or audio recording equipment for the primary purpose of assisting with the composition of draft minutes.

GUIDELINES:

Recording

- The Recorder or the Chair of the meeting will provide indication or warning prior to recording commencing and when recording has ceased.
- The Recording of the meeting will cease for any “In-Camera” portions of the meeting and resume after the “In-Camera” portion has concluded.
- There may be situations where due to technical difficulties the live streaming and recording will not be available.
- The use of cameras, and/or audio or video recording devices by external users during any public meeting of Council, committee or public gathering of Council including Open Houses is prohibited. Violation of this guideline will result in the offending party being asked to excuse themselves from the meeting or gathering immediately.

Notice

- Notice will be posted outside the Council chambers.
- The camera will be positioned such that the general audience may remain off camera.
- Delegates addressing council will be provided notice regarding the recording.
- The Recording will be broadcast at a slight time delay to allow for the termination of the feed in the instance of an emergency or significant public disturbance to maintain privacy of the public.

Access

- Access to view the live recording, accessed through the Town’s website, on the day of the meeting.
- Recordings will be archived and posted on the Town’s website. Archived recordings will be maintained on the website for the current and prior calendar years (ie. Jan 2020 all 2018 records will be removed).
- Archived video recordings will be maintained by the Town for 5 years. The public may request copies of older recordings that are no longer available on the website. A fee may be charged at the discretion of the CAO or designate for such request based on Town policy for FOIP requests.
- Unless otherwise indicated, copyright to recordings of Council meetings made available on the Town’s website is owned by the Town. Permission

EFFECTIVE DATE:

is granted to produce or reproduce the recordings posted on the Town's website, or any substantial part of such recordings, for personal, non-commercial, educational, and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town. For certainty, no person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

Policy #COUN 12-17 is hereby rescinded.

Date Approved by Council:

Resolution #:

EFFECTIVE DATE:



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 20

RECYCLING CONTRACT

DESCRIPTION/BACKGROUND: In June 2012, the Town of Claresholm began the curbside recycling program. Since that time, Capital Paper Recycling LTD. was the contractor to receive all of our collected recycling materials.

The Town of Claresholm recycling program includes curbside pickup for residential customers and drop-off for non-residential customers. The program currently accepts 4 different types of recyclable products: Cardboard, Paper, Tin, and Hard Plastic.

The contract with Capital Paper is up for renewal June 2018. The Facility and Infrastructure Planning Committee (FIPC) reviewed two recycling proposals at their meeting held April 17, 2018. At that time the committee wished to ensure the recycling program remains the same, and recycle as much product as possible. Note, the current contractor provides equipment that will not be provided if the Town switches contractors, however they do charge for shipping, which is something the other submission does not.

COSTS/ SOURCE OF FUNDING: The cost of leasing the compactor is \$300 per month and can be included within the recycling operational budget. To purchase cages is estimated at \$7,343.63. This will require a motion of Council for the out of budget expense and an indication of where to fund the purchase. This will be a purchase of 24 cages at \$270/cage (plus shipping). Due to low dollar value per cage these will be capitalized and are therefore considered an operational expense and therefore could be funded from operational reserves, rather than capital reserves.

This equipment may allow the Town in the future to expand the recycling program based on economics and salability of recyclable material. Once the year trial has concluded the program and contractor can be re-evaluated.

PROPOSED RESOLUTIONS: FIPC has recommended Council enter into a one year agreement (trial basis) with Cascades Recovery + and lease a compactor and purchase cages. FIPC also recommends at this time to maintain the existing recycling program.

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the out of budget expenditure for recycling cages in the amount of \$7,343.63 to be funded from operational reserves.

Moved by Councillor _____ to enter into a contract with Cascade Recovery on a one year trial basis, keeping the existing recycling program.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 9, 2018



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 21

STORM POND REVEGETATION AND PATHWAYS TENDER

DESCRIPTION/BACKGROUND:

Administration requests a motion of council to accept a tender for the Storm Water Management Facility (SWMF) Revegetation and Pathways Project, which is scheduled for the 2018 year. The tenders for the project closed Thursday April 5th, 2018. The delay in finalizing this tender was due to analysis and decision needing to be made on what pathway sections to remove from the project as this portion of the project was over budget.

DISCUSSION:

Four firms submitted bids in the tendering process for the project as outlined in Associated Engineering's letter attached. The low bidder was Bos Scapes Inc (after corrections) at \$1,514,312.

As noted in Associated Engineering's letter after adjustments to the tender, the project will include:

- Revegetation of the Storm Water Management Facility (Storm Ponds) along with access roads through the facility.
- Gravel access roads from the Storm Ponds to the Water Treatment Plant south access.
- Paved pathway from Division Ave to Derochie Drive along 8th Street West.
- Paved pathway from Porcupine Hills Lodge to Paterson Park (along 5th Street E and Patterson Heights Blvd.)

These proposed contract amendments will adjust the total contract (project) costs to \$1,292,747. As the Tender went out for the full project, a contract will need to be awarded based on the full amount with contract amendments coming into effect after the fact to amend the contract to the lower amount.

COSTS/ SOURCE OF FUNDING (if applicable):

As per the Draft 2018 Capital Budget the project is to be funded as follows:

ACRP Grant Funding	\$ 760,980
MSI Grant Funding	\$ 326,134
CFEP Grant Funds – Kin Clubs	\$ 64,206
Kin Clubs Contribution	\$ 20,000
Town of Claresholm - Capital Parks & Pathways Reserve	\$ 90,000
<i>Unfunded (Town of Claresholm – Capital General Reserve)</i>	<u>\$ 31,427</u>
Total	\$1,292,747

As noted above, as well as on Associated Engineering's recommendation letter, the contract is over budget by approximately \$30,000. Administration will pursue some additional funding sources, such as community contribution, however in the meantime this unfunded portion needs to be funded prior to awarding the contract. As per recommendation from the Facility and Infrastructure Planning Committee it is proposed that this unfunded portion will be funded through general capital reserves, rounded to \$32,000

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the over budget project expenditure of \$32,000 funded from Capital General Reserves to complete the priority pathway projects.

Moved by Councillor _____ to award the contract for the Storm Water Management Facility Revegetation and Pathway Project to Bos Scapes Inc. for \$1,514,314 plus GST with the understanding that the contract will be amended to the amount of \$1,292,747 plus GST based on proposed change orders.

ATTACHMENTS:

- Associated Engineering Recommendation Letter with Amendment Schedule

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 9, 2018

May 3, 2018
File: 2015-3456.03.C.01.00

Marian Carlson
CAO
Town of Claresholm
221 - 45th Avenue West
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM
SWMF REVEGETATION & PATHWAYS
TENDER RECOMMENDATION**

Dear Marian:

Bids were received on the above project and opened at Associated Engineering at 2:00pm on April 5, 2018. Four bids were received and are summarized below. All bids were checked for mathematical errors. Minor errors were found in the bids received from Bos Scapes Inc. and ULS Maintenance & Landscaping Inc. and significant errors were found in East Butte Contracting Ltd. The corrected bid prices are noted below. These errors affected the outcome of the bidding. The total bid price (excluding GST) for each submitted bid is shown in the table below:

BIDDERS	TOTAL BID PRICE	CORRECTED BID PRICE
1. Bos Scapes Inc.	\$1,514,312.07	\$1,514,314.27
2. East Butte Contracting Ltd.	\$1,354,405.80	\$1,657,552.66
3. Wilco Contractors Southwest Inc.	\$1,661,681.34	
4. ULS Maintenance & Landscaping Inc.	\$1,888,391.15	\$1,888,404.75

We have also enclosed a copy of the detailed Tender Evaluation Report for your review and consideration.

In order to properly evaluate the tenders the two funding sources must be separated. Schedule A and Schedule E are funded through the Town and the ARCP – Storm Water Project, while Schedules B,C,D,F,G and H are funded through Town funds only.

Schedule A will be completed as tendered. Schedule E will be completed with three line items moved from Schedule D and only to a gravel surface finish. (asphalt is not fundable under the storm water project).

The tendered pathway portions of the project (Schedules B-H) are over budget. The provisional schedules B, C, D, and H will be deleted from the contract. The recommendation is that Schedules F, and G, while still over budget approximately \$30,000, will be completed with minor adjustments to specific line items. The Town is also pursuing additional grant funding to cover the budget shortage.



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

May 3, 2018
Marian Carlson
Town of Claresholm
- 2 -

We have enclosed a copy of the Proposed Construction Amendment for Bos Scapes with the suggested schedule and line item deletions, which will be confirmed with a Change Order following the Contract award.

It is Associated Engineering's recommendation that the Town award this Contract to Bos Scapes Inc.

Yours Truly,

A handwritten signature in blue ink, appearing to read 'Darryl Schalk'.

Darryl Schalk, R.E.T., P.L. (Eng.)
Manager, Transportation

Enclosure



Town of Claresholm
 SWMF Revegetation & Pathways
 Proposed Contract Amendment
 May 9, 2018



	Bos Scapes as tendered	Bos Scapes recommended contract adjustment
SCHEDLUE A - STORMPOND REVEGETATION	\$ 941,975.63	\$ 941,975.63
SCHEDULE B - provisional Westlyn Drive to Lane	\$ 47,818.52	\$ -
SCHEDULE C - provisional Cemetery to North WTP access	\$ 59,592.00	\$ -
SCHEDULE D - provisional North Access to South WTP Access	\$ 44,730.60	\$ -
SCHEDULE E South WTP Access to Parking	\$ 57,645.13	\$ 46,309.58
SCHEDULE F Division to Derochie	\$ 111,646.42	\$ 110,926.42
SCHEDULE G 5th St E. - 53rd Ave to Patterson Park	\$ 77,022.25	\$ 76,013.25
SCHEDULE H - provisional 4th St. Centenial Park	\$ 36,218.79	\$ -
TOTAL SCHEDULES	<u>\$ 1,376,649.34</u>	<u>\$ 1,175,224.88</u>
SUBTOTAL	\$ 1,376,649.34	\$ 1,175,224.88
10% Contingency	\$ 137,664.93	\$ 117,522.49
Total Bid (Excluding GST)	<u>\$ 1,514,314.27</u>	<u>\$ 1,292,747.37</u>
5% GST	\$ 75,715.71	\$ 64,637.37
TOTAL (Including Contingency and GST)	<u>\$ 1,590,029.98</u>	<u>\$ 1,357,384.74</u>



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 22

The Moving of the 70 km/h Zone North and South on Highway #2

BACKGROUND / DESCRIPTION:

A concern has been brought forth by the community that traffic volume and speed is hazardous at two key intersections in Claresholm:

1. Tim Hortons, Ford, Chevrolet intersection at the North end of Claresholm
 2. Triple T Trucking, Claresholm Golf Club and Custom Cannabis Greenhouse intersection at the South end of Claresholm.
- These are both transition zones, motorists are to reduce speed from the posted 110 km/h to 70 km/h.
 - The current 70 km/h zone starts just before both intersections so often highway traffic is not at 70 km/h at the intersection.

Merging traffic leaving or entering the business service access road, have reported that it is hard to distinguish the speed of oncoming traffic. Sight lines and traffic volumes add to the confusion motorists face at these busy intersections. Traffic volume and speed compound the dynamics and safety concern both for motorists entering our community and motorists attempting to cross the highway and/or exit our community.

Conversation was initiated with Alberta Transportation to get their sense of the situation. They agreed that moving the zone further out in the essence of safety is probable.

A motion was passed by the Emergency Services Committee in favor of this action and to proceed with an RFD for Council.

PROPOSED RESOLUTION:

Send a letter to Alberta Transportation requesting the 70 km/h zones be moved from their current locations; 200 meters North and South, which effectively stretches the 50 km/h zones 200 meters North and South, on Highway #2 in Claresholm, on both North and South bound lanes.

This letter has been drafted outlining the Towns request for moving the zones and the reasons why along with maps of both the North and South intersections complete with the proposed changes.
(please see the attached documents)

RECOMMENDED ACTION:

Option 1, Motion to approve sending the letter to Alberta Transportation.
Option 2, Leave the zone as is.

Action:

Moved by Councillor _____ to apply for the speed zone extensions from Alberta Transportation as follows:

- Move the 70 km/h zones from their current locations; 200 meters North and South, which effectively stretches the 50 km/h zones 200 meters North and South, on Highway #2 in Claresholm, on both North and South bound lanes.

ATTACHMENTS:

- 1.) Letter to Alberta Transportation
- 2.) Maps of both the North and South intersections complete with proposed changes.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Jason Hemmaway, Community Peace Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 10, 2018

May 15, 2018

Alberta Transportation, Government of Alberta
Transportation Development, Lethbridge Office
c/o Glen Murray and/or Darren Davis

RE: EXTENSION OF THE 70 KM/H ZONE 200 METERS NORTH – HIGHWAY #2

A concern has been brought forth by the community that traffic volume and speed is hazardous at two key intersections in Claresholm:

1. Tim Hortons, Ford, Chevrolet intersection at the North end of Claresholm
2. Triple T Trucking, Claresholm Golf Club and Custom Cannabis Greenhouse intersection at the South end of Claresholm.
 - These are both transition zones, motorists are to reduce speed from the posted 110 km/h to 70 km/h.
 - The current 70 km/h zone starts just before both intersections so often highway traffic is not at 70 km/h at the intersection.

Merging traffic leaving or entering the business service access road, have reported that it is hard to distinguish the speed of oncoming traffic. Sight lines and traffic volumes add to the confusion motorists face at these busy intersections. Traffic volume and speed compound the dynamics and safety concern both for motorists entering our community and motorists attempting to cross the highway and/or exit our community.

For these reason the Town of Claresholm is requesting the 70 km/h zones be moved from their current locations, 200 meters North and South, which effectively stretches the 50 km/h zones 200 meters North and South, on Highway #2 in Claresholm, on both North and South bound lanes.

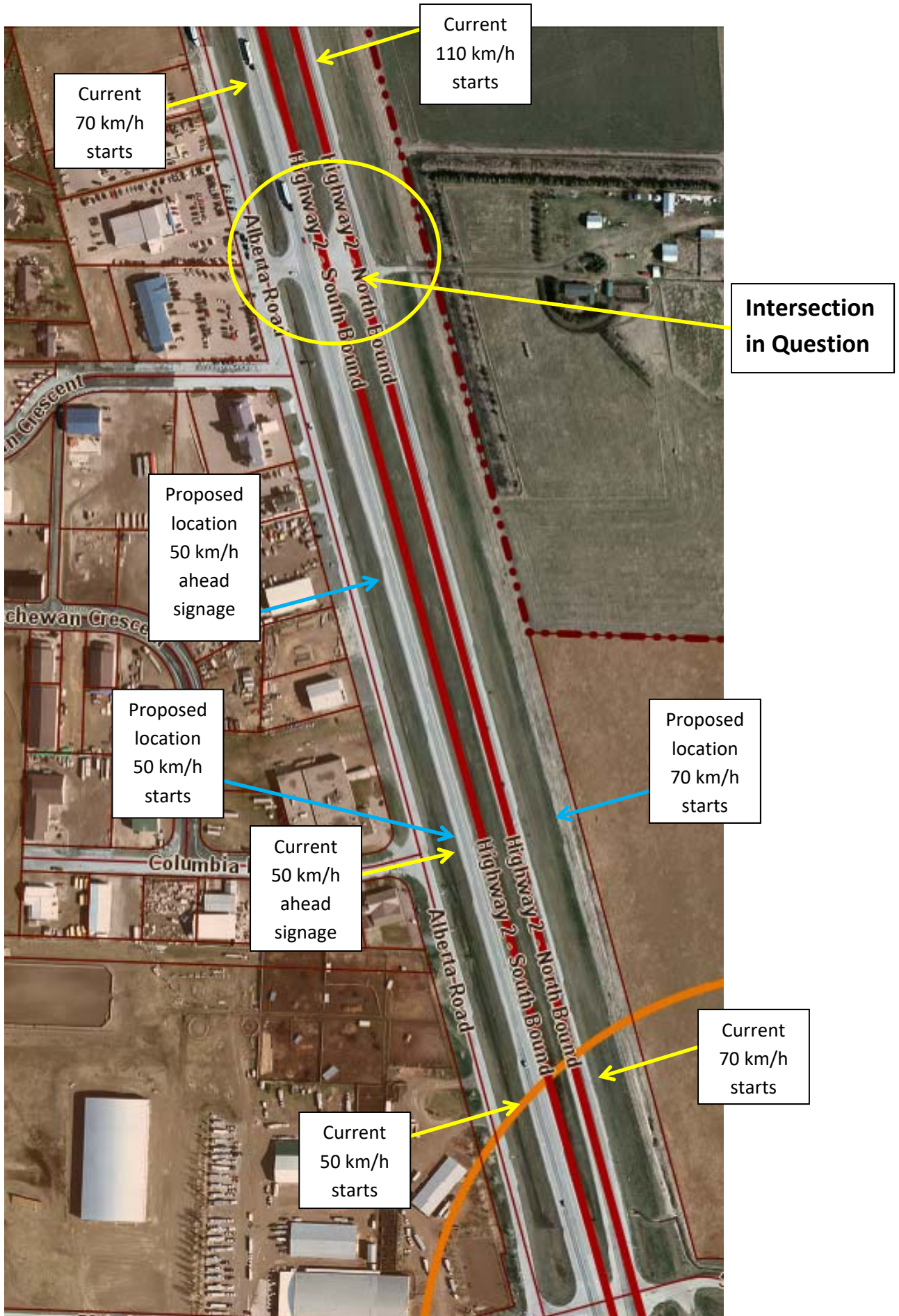
Please refer to the attached maps.

Regards,

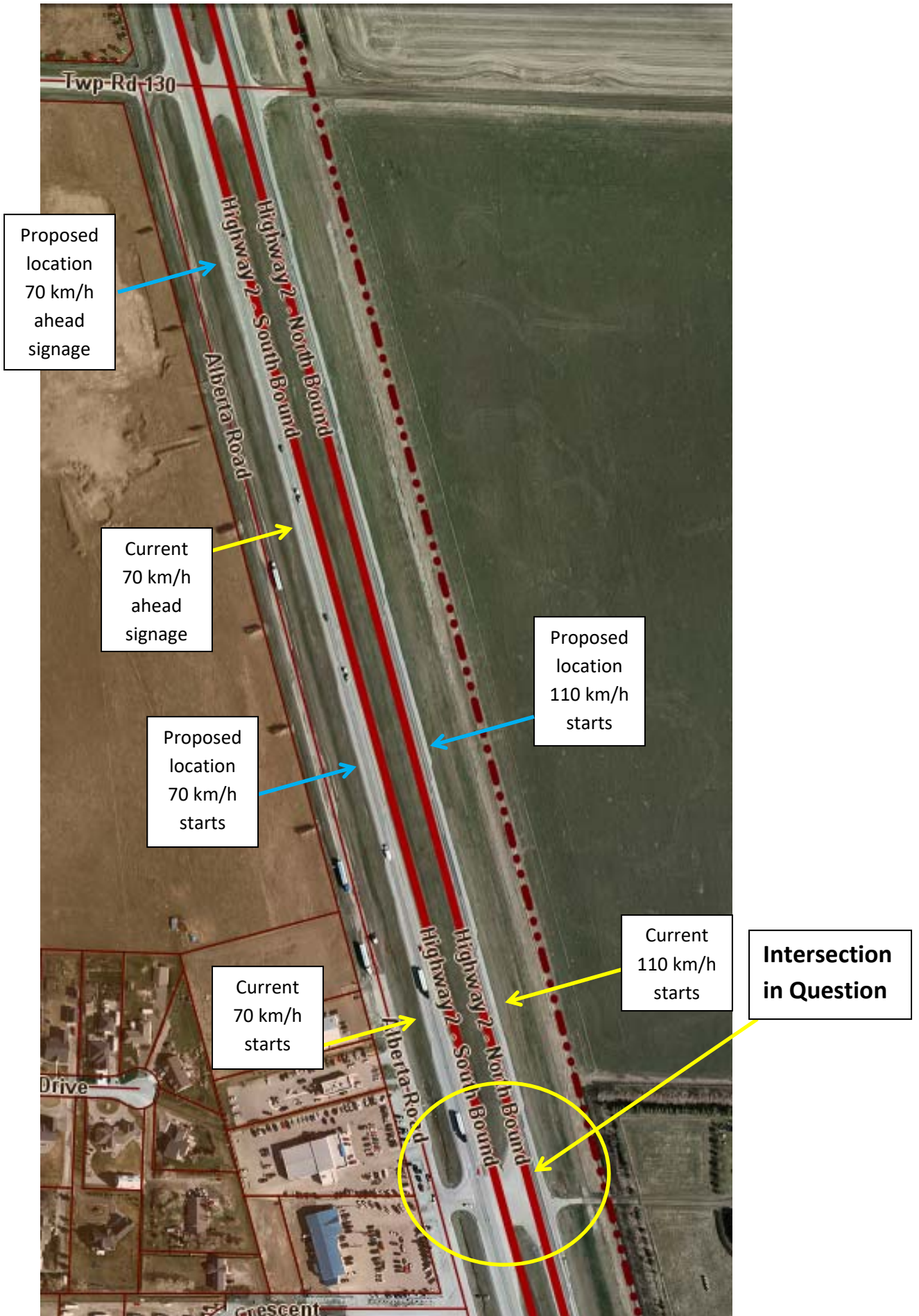
Marian Carlson, CLGM-CAO
Chief Administrative Officer
Town of Claresholm

MC/jh
Encl.

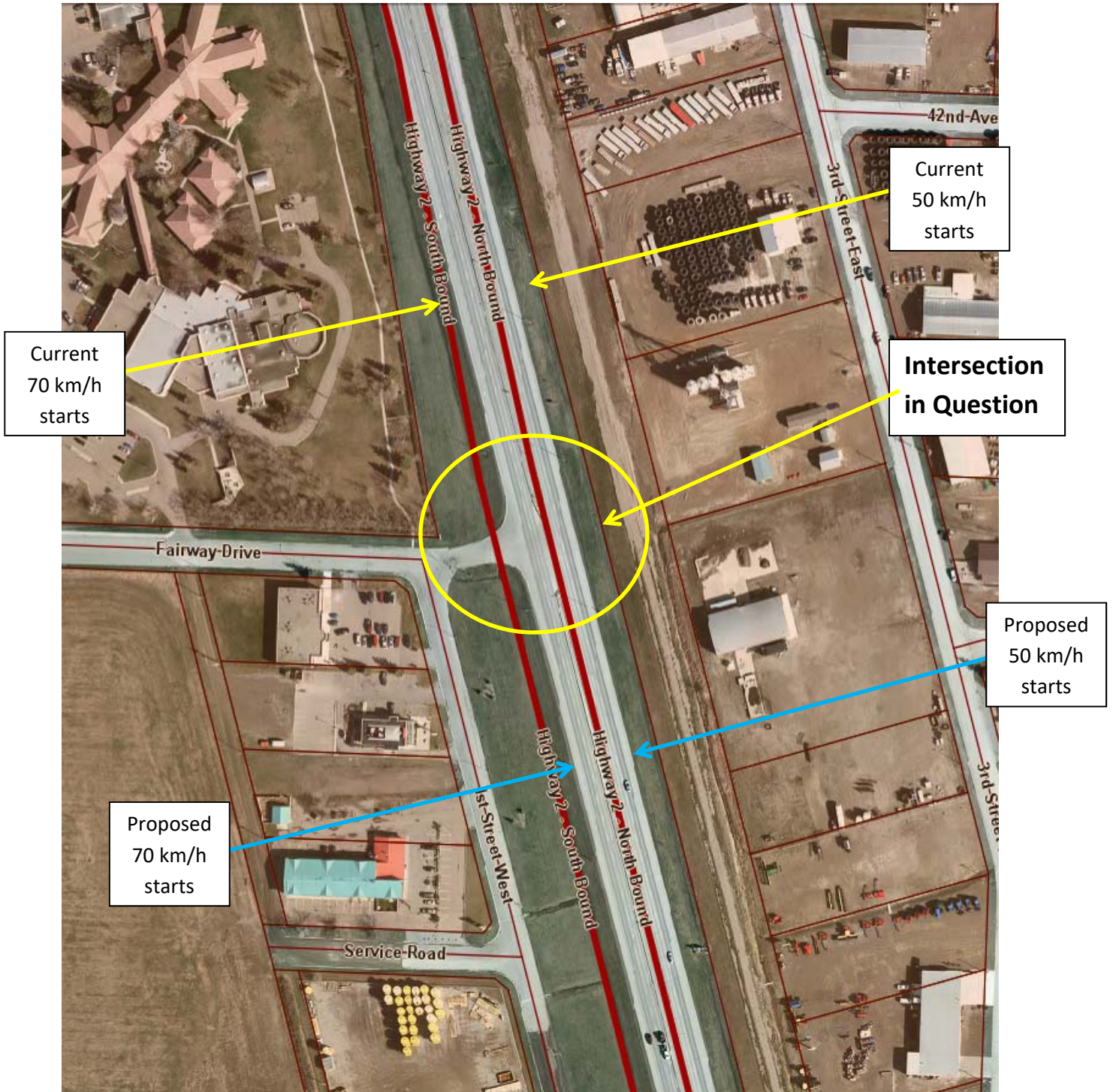
Current location at North End of Claresholm (110km/h, 70 km/h and 50 km/h)



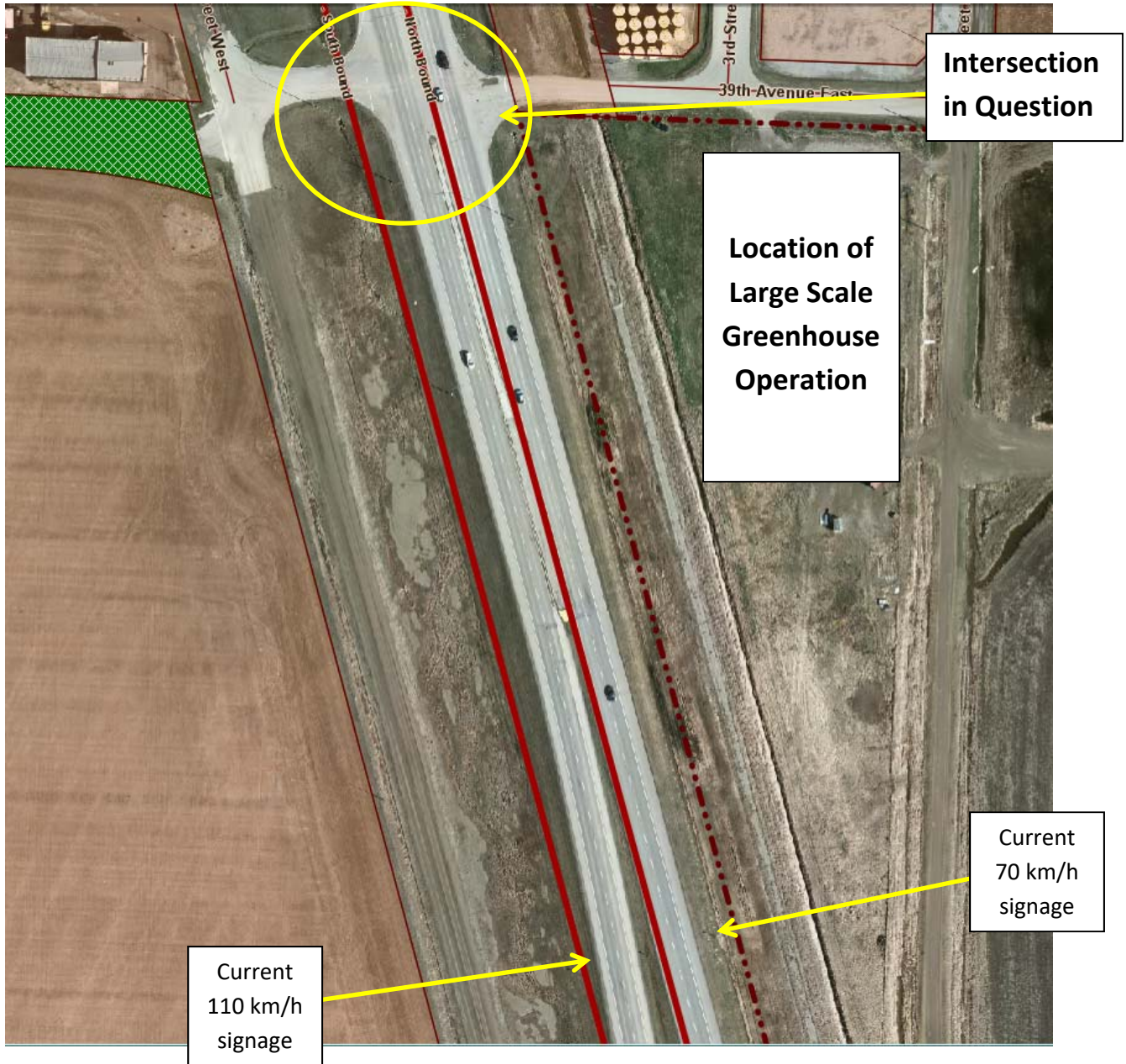
Current location at North End of Claresholm (110km/h, 70 km/h and 50 km/h)



Current Location of South End of Claresholm (110 km/h, 70 km/h and 50 km/h) signage

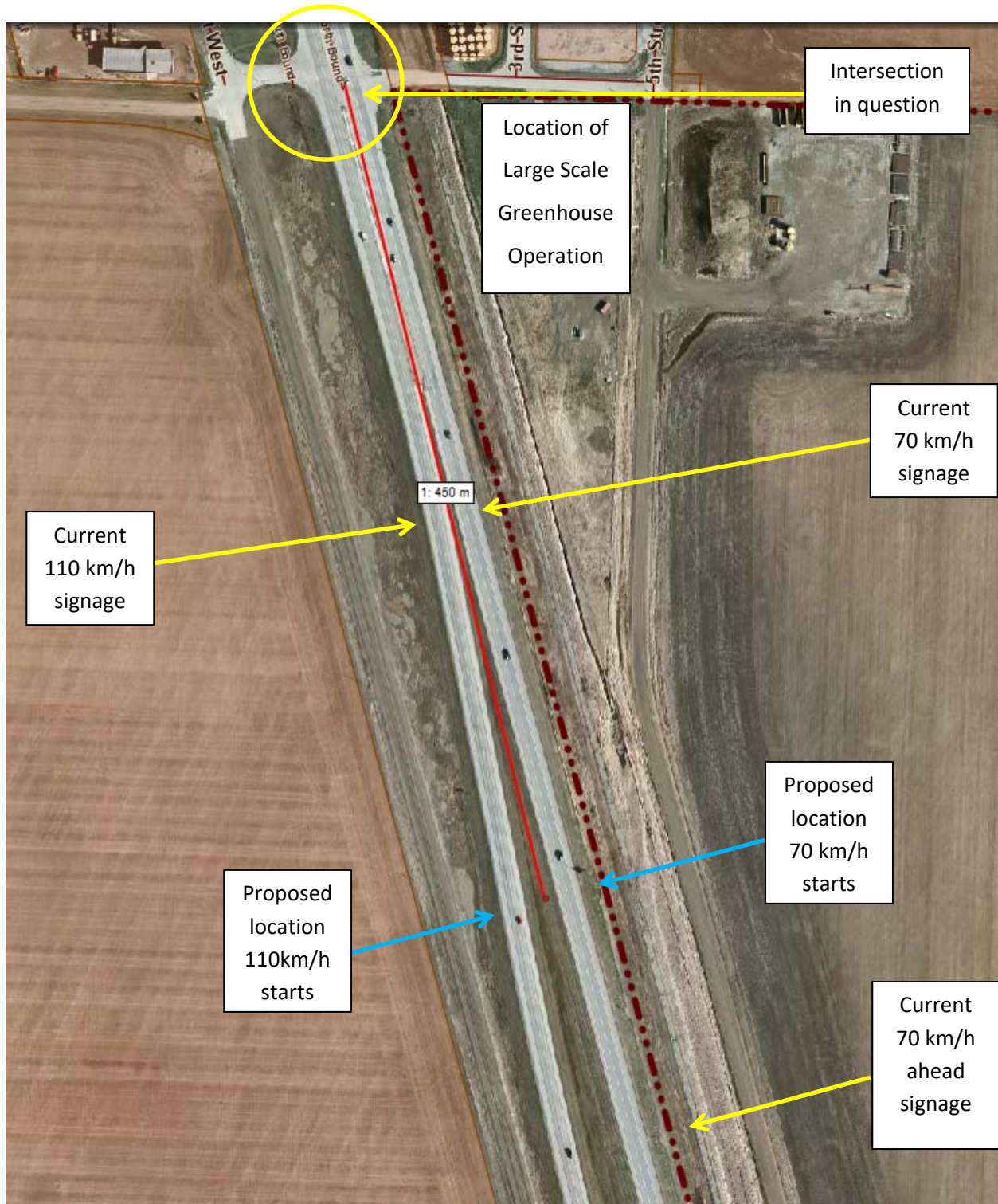


Current Location of South End of Claresholm (110 km/h, 70 km/h) signage



- Current 70 km/h zone/signage is 250 meters south of the intersection
- Large truck traffic has extreme difficulty being able to merge or cross the highway with vehicles doing the speeds they are doing.

Current Location of South End of Claresholm (110 km/h, 70 km/h) signage



- I propose leaving the 70km/h ahead sign (located approximately 600 meters South) at its current location and only moving the 70 km/h sign and 110 km/h sign 200 meters further South



REQUEST FOR DECISION

Meeting: May 14, 2018
Agenda Item: 23

MUSEUM – ATCO DONATION FUNDS

BACKGROUND:

In 2012 the Museum received a donation from ATCO in the amount of \$10,000. The Donation was not specific for a particular project, however it was always the Museum Board's intention and expectation that this would be used for something other than normal operations, something to enhance the museum, such as displays or exhibits, not just maintain it.

These funds have not been used to date due in part to lack of consensus or direction from the Museum Board as to what the funds should be used for. It has been Administration's goal over the last year or so to get the Museum Board to utilize these funds, as it is difficult to ask for additional funds or grants from ATCO when the prior funds received have not been used.

These funds are currently set aside in the Museum General Reserve account.

DESCRIPTION:

On April 25th the Museum Board made a motion to recommend to Council the use of the ATCO funds for the following projects:

- Support and Contribute to the United Farmers Historical Society "Honouring Women In Agriculture" project. This is a \$24,000 project that the United Farmers Historical Society is undertaking, the objective of which is to create an engaging exhibit on women in agriculture that promotes tourism and interest in rural Alberta's rich history. The exhibit will include a sculpture of Louise McKinney, display artifacts, graphical didactics speaking of women in agriculture today, and a digital touch screen display that interfaces with a web-based system that can be accessed digitally.
 - This is planned to be a permanent exhibit housed at the Claresholm & District Museum
 - The project is to be funded as follows:
 - \$12,000 – Alberta Tourism Growth Innovation Fund – United Farmers Historical Society Grant Application (not yet approved)
 - \$6,000 – United Farmers Historical Society
 - \$6,000 – Claresholm & District Museum (ATCO Funds)

- Improve Exhibit Hall display lighting. This will include electrical work and supplies to install LED track lights mounted on tableau walls to improve the lighting and draw better attention to displays in the Exhibit Hall; primarily in the centre of the building.

PROPOSED RESOLUTIONS:

Administration recommends that Council approve the out-of-budget expenditures of \$6,000 contribution to the "Honouring Women in Agriculture" project being proposed by the United Farmers Historical Society and \$4,000 for the Exhibit Hall Lighting Project to be funded by the ATCO Donation (Museum Operational Reserve).

RECOMMENDED ACTION:

Moved by Councillor _____ to approve the \$6,000 contribution to the “Honouring Women in Agriculture” Project and the \$4,000 Exhibit Hall Lighting Project expenditure with funding to be taken from the Museum Operational Reserves (ATCO Donation).

ATTACHMENTS:

- Letter from Museum Board Stating Approved Motion from April 25th Claresholm & District Museum Board meeting.

APPLICABLE LEGISLATION:

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248
Expenditure of money
248(1) A municipality may only make an expenditure that is
(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

May 8, 2018

Claresholm Mayor

Claresholm Town Council

Re: Progress on use of ATCO \$10,000

Please see the proposal below from our draft minutes of the Claresholm and District Museum meeting of April 25, 2018. The intent is to keep the Mayor and Town Council advised on this project.

“Ken Favrholt reported on the proposed projects for the use of the \$10,000 ATCO donation that is being held in a reserves and deferred donations account with the Town of Claresholm. Ken Favrholt and Don Glimsdale met with the United Farmers Historical Society for the possible collaboration in creating an exhibit “Honouring Women in Agriculture”. The Alberta Tourism Growth Innovation Fund Application shows \$6,000 from the Claresholm and District Museum; \$6,000 from the United Farmers of Alberta with a request for a matching \$12,000 for a grand total of \$24,000. The monies to go towards a permanent display at the Claresholm & District Museum which will honor Louise McKinney and women in agriculture. The remaining \$4,000 of the ATCO donation to go towards enhancing the lighting in the Exhibit Hall. Carl Hopf made a motion approving the proposal. **CARRIED** We will not know until the end of June if the funding application is approved.”

Betty Hoare

Secretary

Claresholm and District Museum



Claresholm

INFORMATION BRIEF

Meeting: May 14, 2018
Agenda Item: 24

ARENA PROJECT – FUNDING UPDATE

DESCRIPTION / BACKGROUND:

Claresholm Minor Hockey has worked tirelessly to obtain grant funding for the current Arena Ice Floor and Boards Project, submitting both Government and Corporate Grant applications.

DISCUSSION:

On April 11, 2018 Claresholm Minor Hockey received the attached letter from the Community Facility Enhancement Program (CFEP) informing them they were unsuccessful in their \$405,786 grant application for the Arena Project.

Similarly on April 26, 2018 Claresholm Minor Hockey received email communication from the Coop Community Spaces program that they (we) we also unsuccessful in that grant application. They were hoping to receive \$150,000 from that grant.

It is always disheartening to receive these notices especially when so much time and effort went into writing the grant applications and gathering support. Administration would like to thank Claresholm Minor Hockey for their time and effort regardless of the outcome of the grant applications.

Minor Hockey has a few other grant applications out that they are still waiting to hear on, however some additional funds may be required from the Town to complete this project. Administration will keep Council informed as additional information becomes available.

ATTACHMENTS:

- 1.) CFEP Letter
- 2.) CO-OP Community Spaces Letter

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018



Culture and Tourism

Community Grants Unit
Community Engagement Branch
Creative and Community Development Division
17205 - 106A Avenue
Edmonton, Alberta T5S 1M7
Canada
Telephone 780-422-9598
Fax 780-422-8739
1-800-642-3855
www.culture.alberta.ca

April 11, 2018

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

Dear Mr. Stewart:

RE: COMMUNITY FACILITY ENHANCEMENT PROGRAM LARGE FUNDING STREAM

Community Facility Enhancement Program (CFEP) Large is an annual funding stream available for larger community infrastructure projects. CFEP Large provides funding support for grant requests between \$125,001 and up to \$1 million.

Your CFEP-060785 application requesting \$405,786 for facility upgrades has been reviewed and evaluated against CFEP Large guidelines criteria. Unfortunately, your project cannot be considered for funding due to limited funds and the oversubscription of the CFEP Large grant.

Although we were not able to provide funding assistance towards your community capital project at this time, your organization may wish to consider submitting a new capital application to the next CFEP Large intake of October 1, 2018. You are encouraged to review the CFEP program guidelines and criteria prior to applying.

Should you wish to further discuss your project, please contact the Community Grants office at 780-422-9598, or toll-free at 1-800-642-3855.

Yours Sincerely,

Kristine Telenko
Acting Program Manager
Community Grants

From: Federated Co-operatives Limited <communityspaces@fcl.crs>
Date: April 26, 2018 at 3:09:51 PM MDT
To: Jason Bishoff <director2@claresholmminorhockey.com>
Subject: Co-op Community Spaces 2018



Thank you for your interest and application for project funding through Co-op Community Spaces 2018. We received an overwhelming number of applications from many valuable projects across Western Canada.

Unfortunately, we are not able to support your project this year. All the projects submitted are worthwhile community initiatives and we encourage you to re-apply to the program next year. We are not able to provide individual project feedback based on the high number of applications received.

The successful projects for this year's Co-op Community Spaces Program will be announced in June 2018. Visit www.communityspaces.ca to see the list of 2018 funded projects and sign-up to receive program updates.

The Co-op Community Spaces Team

Federated Co-operatives Limited



Claresholm

INFORMATION BRIEF

Meeting: May 14, 2018
Agenda Item: 25

STORM WATER PROJECT – PHASE 2 – ACRP FUNDING

DESCRIPTION / BACKGROUND:

In 2013/2014 the Town of Claresholm engaged Associated Engineering to do a Stormwater Management Plan. This project happened to coincide with the flood event which the Town experienced in 2014, allowing Associated Engineering to get pictures and video of real flood conditions in Town to better assess our current position and the upgrades required to help prevent similar future events.

This was crucial to the success of our 2016 Alberta Community Resilience Program (ACRP) Grant Application which provided \$5,325,000 funding for Phase 1 of the Stormwater Management Plan. Phase 1 included the development of a Storm Water Management Facility, or Storm Ponds, which were built south of the Golf Course, as well as upgrading of the ditch along 8th Street to convey water from the West and North/West of Town to the Storm Ponds, diverting it from going through Town.

Phase 2 of this project was to upgrade the outflow and conveyance corridor of Storm Water at Centennial Park, across the 520, into the Golf Course Ponds and to the Storm Ponds. The Town submitted an ACRP grant application for Phase 2 in late 2017 for the 2018 budget year. This grant application was asking for \$1.6M on a \$1.8M project.

DISCUSSION:

On May 2, 2018 a number of ACRP projects were announced for 2018; the Town of Claresholm's Phase 2 project was not among them. Though we have not yet received an official letter informing us of this, Micaela with ACRP has confirmed via email that the Town was not successful in their ACRP grant application.

The Phase 1 Project is currently significantly under budget due to positive pricing and good management of the project, leaving us with an estimated \$1M of project budget based on current contracts and proposals to complete Phase 1. As such Administration is working with Micaela to change the scope of our Phase 1 project/grant agreement, to include a portion of Phase 2 into Phase 1 to utilize that grant funding and to be able to continue forward on the Town's Storm Water upgrades.

This scope change would move the upgrading of the Golf Course Ponds into Phase 1, but would not include the work in Centennial Park or across Hwy 520.

Attachment: Letter

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018

May 9, 2018

His Worship, Doug MacPherson, Mayor
Town of Claresholm
via email: doug.macpherson@claresholm.ca

Dear Mayor MacPherson:

Subject: Status of Application(s) – Alberta Community Resilience Program

The Alberta Community Resilience Program (ACRP) has now completed its fourth round of application reviews. We continue to receive a significant number of applications from communities across the province. Due to the amount of interest and the limited amount of funding available, please be advised that not all projects, nor all municipalities will receive funding. Project eligibility should not be considered confirmation of future funding.

The Grant Review Committee evaluated all applications for project design, feasibility, environmental impacts, degree and appropriateness of mitigation given the risks present, and the identified cost-benefit, among other criteria.

The Town of Claresholm submitted one [1] application(s) to the program for funding consideration. The **North Stormwater Resiliency** project has been deemed eligible; however, it has not been approved for funding. This application may still be considered for funding in the future.

While no additional information is required to support your application(s), please submit any project updates/clarifications to your Program Coordinator before September 30, 2018 to ensure your application(s) remain relevant and up-to-date. Please note that you may also withdraw any application at any time.

Thank you for your interest in the Alberta Community Resilience Program. If you have any questions or concerns regarding the Town's application(s), please feel free to contact Ms. Micaela Gerling at 403-297-3304 or by email at micaela.gerling@gov.ab.ca for more information or assistance.

Yours truly,



For Andy Lamb
Director, Resilience Grant Programs

cc: Marian Carlson, Chief Administrative Officer
Micaela Gerling, Program Coordinator



INFORMATION BRIEF

Meeting: May 14, 2018
Agenda Item: 26

RFP – “PLANNING FOR GROWTH” PROJECT

DESCRIPTION:

The Request for Proposals (RFP) for the “Planning for Growth” Industrial/Commercial development project closed May 3, 2018. As per the RFP the proposed start up time is May 28, 2018 with a completion date of October 31, 2018. The RFP was posted to Alberta Purchasing Connections (APC) and the Town received nine (9) proposals.

The project deliverables for the project are as follows;

- Land Use Policy & Regulation
- Highest/Best Use
- Barriers to Development
- Ideal Density of Assessment
- Development Phases
- Financing & Cost-Sharing Models
- Expected Return on investment
- Market Analysis & Strategic recommendations
- Area Concept Plan
- Area Structure Plan specific to phase 1 of the development

DISCUSSION / OPTIONS:

As per Policy #GA 02-15 Purchasing & Tendering being that the contract is under the threshold, the CAO may approve and award the contract. Administration has reviewed all the proposals and the successful proponent will be notified by May 18, 2018. Administration is continuing to update landowners and Council will be involved within the process as a stakeholder, along with the landowners and other government/utility bodies.

COSTS / SOURCE OF FUNDING (if applicable):

The 2018 budget approved \$175,000.00 for the Project, half funded from the CARES grant program. The proponent being considered is under budget which may allow room if additional work is discovered.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Policy #GA 02-15 Purchasing & Tendering

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018



Claresholm

INFORMATION BRIEF

Meeting: May 14, 2018
Agenda Item: 27

Gateway Signage (Welcome Signs)

DESCRIPTION / BACKGROUND:

In 2017 the Council placed a newly branded, downtown-directory sign on 50th Avenue west. This was phase-1 of the signage project being delivered by the Economic Development Department, in alignment with the Town of Claresholm's, Defining a Promise Marketing Strategy.

Phase-2 of the signage project was approved by Council in the Economic Development Committee (EDC) 2018 Budget. Phase-2 being the replacement of Gateway-signage at the north and south entrances of Claresholm, on highway-2.

The previous Economic Development Officer (EDO) in conjunction with Can West Legacy Inc. in Calgary, completed the planning and design portions for the two new signs in March of this year.

Alberta Transportation has now approved the permit application, which includes specifics such as the location, design, size, and appearance of the signs. Also included in the permit are the LED recommended practices to obey during operation, and traffic-control requirements to be followed during the removal-installation process.

Because the existing Gateway signs are located too close to the highway (based on current AB Transportation policy) refurbishing the existing signs was not a viable option.

A solution has been found whereby the Town can use a portion of the existing framework at both locations, to support the new steel signs, and LED boards. This strategy involves narrowing the panoramic-profile, maintaining height, and adding an LED board that is wirelessly updatable.

This strategy comes with cost-savings to the Town, and the addition of an LED board allows community groups to proudly announce Claresholm's events and accomplishments, without the time and cost of physical ad-boards. The EDC believes the new welcome signs will represent Claresholm with the same dignity and grace that the existing signs have for so long.

DISCUSSION / OPTIONS:

Currently the EDO is exploring options for how best to remove the existing gateway signs, and install the new ones.

- Can West Legacy has experience in installation and will be submitting an estimate.
- The Director of Infrastructure is investigating the demand on time and equipment that would be required to remove the existing signs.
- Welding of the existing metal sign to the steel frame makes it unfeasible to salvage.
- The cost for purchasing the two new steel signs and two LED boards will require the full amount within the 2018 EDC Budget for this project, and does not include delivery or installation.

ATTACHMENTS:

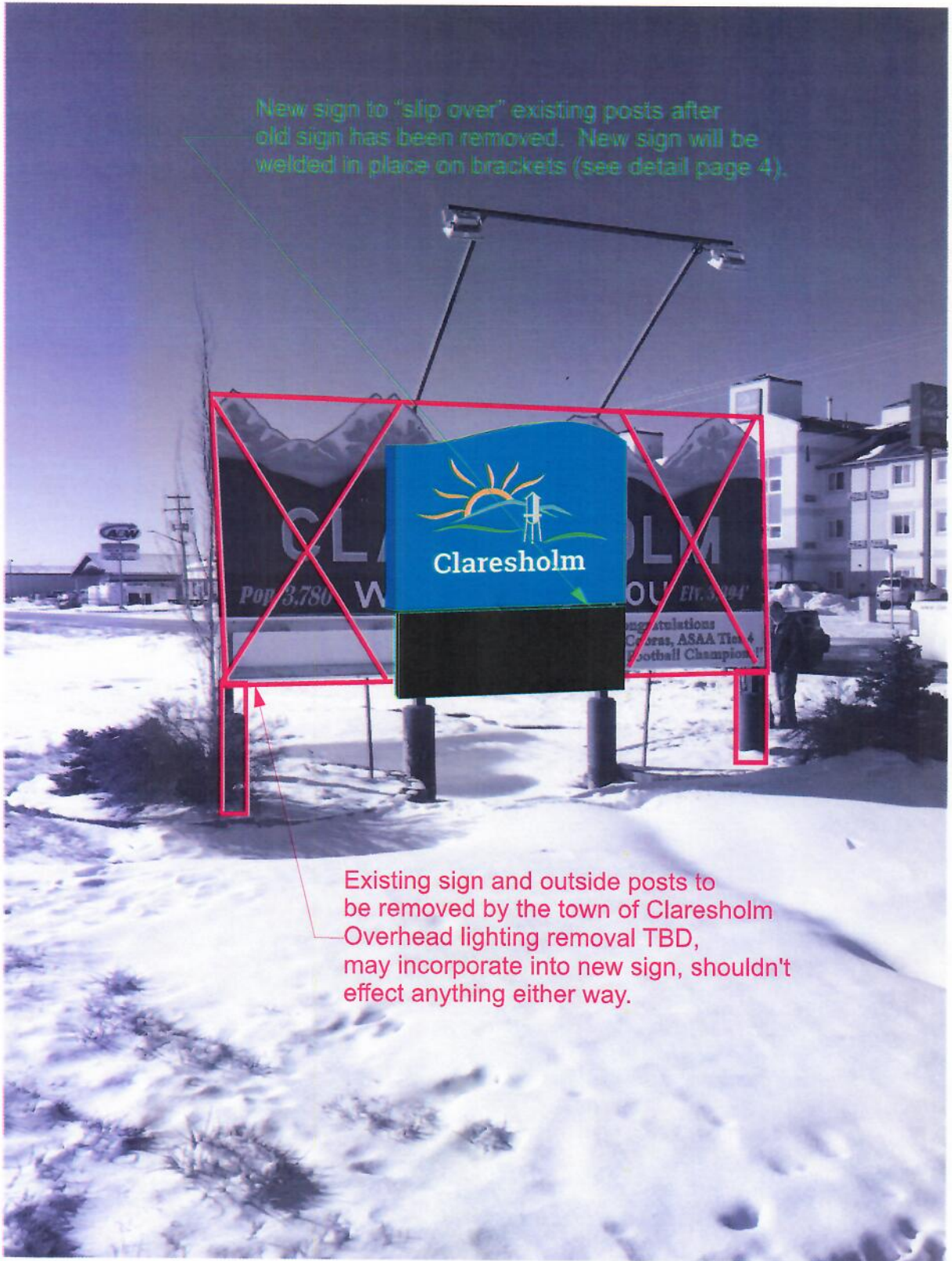
- 1.) Gateway Signage Design Specifications and Appearance

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 10, 2018

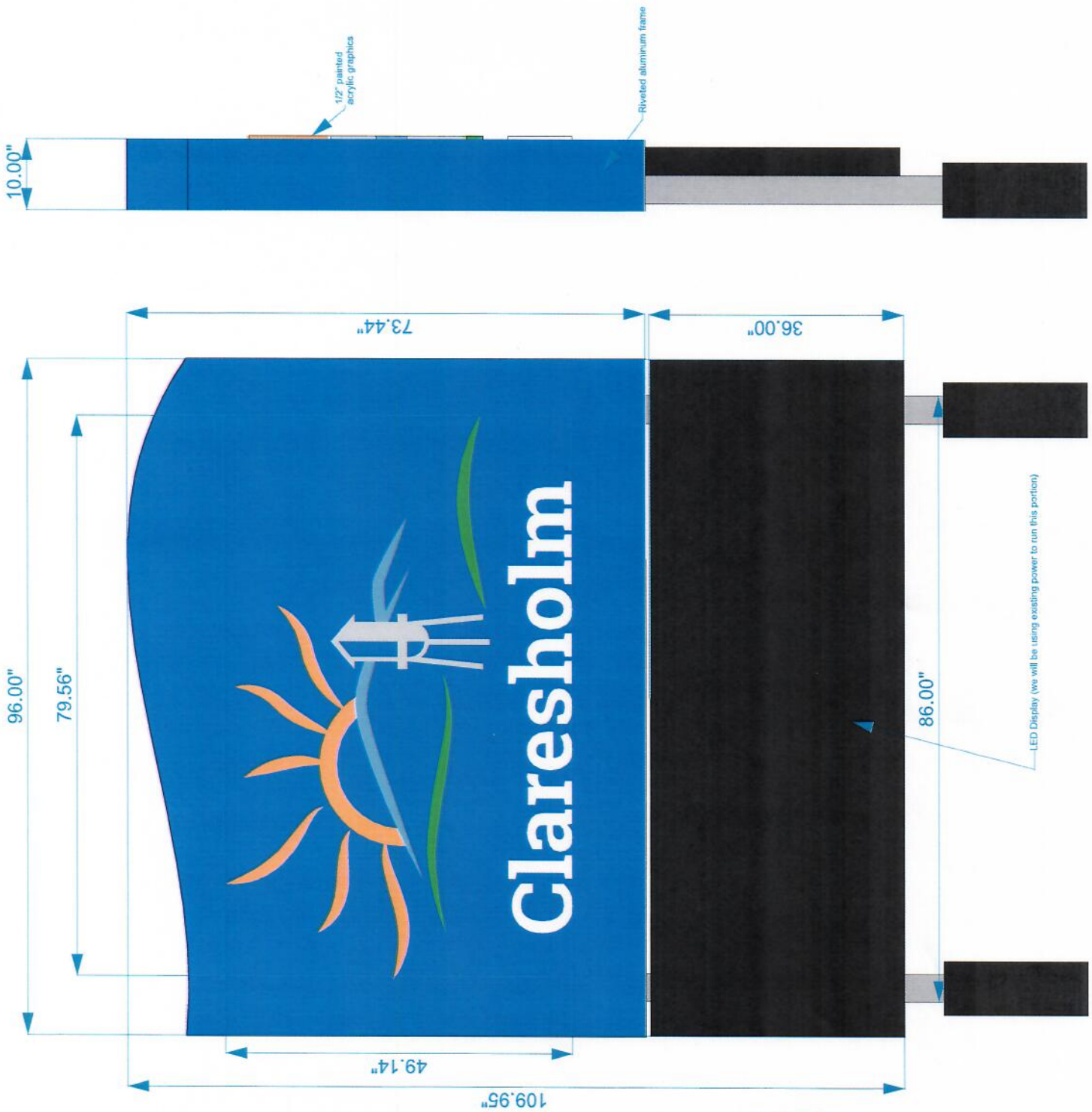
New sign to "slip over" existing posts after old sign has been removed. New sign will be welded in place on brackets (see detail page 4).



Existing sign and outside posts to be removed by the town of Claresholm. Overhead lighting removal TBD, may incorporate into new sign, shouldn't effect anything either way.

Current north-gateway sign







Both new welcome signs to be located at the site of the existing welcome signs. The posts of the old signs will be incorporated into the new structure



INFORMATION BRIEF

Meeting: May 14, 2018
 Agenda Item: 28

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Legal drafting lease agreement and transfer agreement.	In progress
Regular Scheduled Meeting - February 12, 2018				
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions to be held June 22, 2018	In progress
Regular Scheduled Meeting - April 23, 2018				
1	BYLAW #1642 - Moved by Councillor Moore to give Bylaw #1642, the Sanitary Sewer Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1642, the Sanitary Sewer Borrowing Bylaw, 3rd and Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete
5	CORRES: APWA Alberta Chapter - Referred to administration to acknowledge National Public Works Week May 20-26, 2018	Marian/Karine	To be advertised in the May 23rd Local Press	Complete
6	CORRES: Southern Alberta Recreation Association - Referred to administration to write a letter to SARA stressing the Town's interest in hosting the 2021 Southern Alberta Summer Games.	Karine	Letter sent	Complete
7	RFD: Multi-use Community Building - Moved by Councillor Carlson to approve the out-of-budget capital project of \$3,500,000 to proceed with the development of the Multi-Use Community Building with funding to come from Capital Reserves in the amount of \$350,000, Grant Funding in the amount of \$350,000, and \$2,800,000 from debt financing. CARRIED MOTION #18-058	Blair	Bylaw on the May 14th Agenda for 1st Reading	Complete
9	Request for Direction: Streaming & Recording of Council Meetings - Moved by Councillor Courage to direct Administration to publicize the dates of all internal public committee meetings on the Town's website. CARRIED MOTION #18-059	Karine	On the Town's website under Agendas & Meetings	Complete
9	Request for Direction: Streaming & Recording of Council Meetings - Moved by Councillor Schlossberger to amend Policy #COUN 12-17 to not allow any external recording of any Town meetings. CARRIED MOTION #18-060	Karine	Policy is on the May 14th Agenda	Complete
14	IN CAMERA: LAND - Moved by Councillor Zimmer to direct Administration to get the land located at the old water treatment plant, specifically NE ¼ Sec 23; Township 12; Range 28; Meridian 4, appraised for value. CARRIED MOTION #18-061	Tara	Contacted the appraiser to begin appraisal.	in progress

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 9, 2018

INFORMATION ITEMS

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

March 21, 2018

Present: Barry Gibbs, Scott Strong, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf and Ken Favrholt

Absent: Bert Franssens

1. Call to order by Barry Gibbs at 3:03 PM. Barry introduced the newest board member, Carl Hopf. Introductions of members then followed.
2. Adoption of agenda as is made by Don Glimsdale. **CARRIED**
3. Approval of previous minutes as is made by Carl Hopf. **CARRIED**
 - A thank you to be sent to Marvin Berger for his donation.
4. Chair report was given by Barry Gibbs.
 - Barry reported back on a meeting that he and Ken attended with the Friends of the Museum. It was suggested that a “Memorandum of Understanding” be created between the Claresholm and District Museum Board and the Friends of the Museum. Barry will contact Myrna Glimsdale, president of the Friends to initiate the creation of said document. Once the document is created it will need approval from the Town of Claresholm.
 - Gaven Moore made a motion that the Board of Directors supported and accepted the changes reflected in ByLaw #1639. **CARRIED**. This hereby repeals ByLaw#1506.
 - Approval of 2018 Budget was made by Don Glimsdale. **CARRIED**
5. Acceptance of the Charitable Donation Receipt Policy was made by Scott Strong. **CARRIED**
6. ATCO donation project update:
 - Don Glimsdale gave an update on the Link Trainer Project. A sub-committee of Don Glimsdale, Carl Hopf, Ken Favrholt and the Friends of the Museum to be formed and proceed with an application for grant funding.
 - From a discussion on possible projects the following were suggested: Lifesize statue of Louise McKinney; Children’s interactive display; Styrofoam replica of the Link Trainer. Ken Favrholt will do some research into a life-size statue and bring back details to the next meeting.
7. 2018 Annual Plan – deferred.

8. Volunteer Policy Update - Discussed changes to the policy. Ken Favrholt to send out a new document with all the agreed upon changes. If everyone agrees, by email, to these changes the policy is accepted. Scott Strong made a motion to approve this action. **CARRIED**
9. Executive Director's Operations Report
 - Ken Favrholt talked about the report he presented to the board.
 - Gaven Moore made a motion to accept the artifacts from Ben Scaman and Wade North. **CARRIED**
10. Claresholm Volunteer Appreciation
 - Ken Favrholt asked how many would be attending the appreciation supper on April 21, 2018.
11. Next meeting is scheduled for April 18, 2018 with a revised time of 2:00 PM. Board members to review prior to next meeting:
 - Collections Management Policy "Tab 11"
 - Museum Exhibition Policy "Tab 13"
 - Strategic Planning for 2019-2021 Plan
 - Board Duties and responsibilities
 - Board recruitment document
12. Motion for adjournment made by Scott Strong at 5:37 PM. **CARRIED**



Barry Gibbs
Board Chair

Karine Wilhauk

From: CFIB_AB <MS.Alberta@cfib.ca>
Sent: Tuesday, May 1, 2018 3:45 PM
Subject: Compensation and mitigation program for businesses impacted by local construction
Attachments: report-paving-a-smoother-road-construction-mitigation-policy-FINAL.pdf

Dear Mayor and Council:

As you may know, the Canadian Federation of Independent Business (CFIB) is a non-profit, non-partisan business association that seeks to give independent business a greater voice in shaping the policies and laws that govern them in the country. With 110,000 members across Canada, 10,000 of which are located here in Alberta, we are the country's largest organization exclusively representing the interests of small and medium-sized businesses (SMEs) to all levels of government.

Many cities across Alberta, are experiencing significant development and infrastructure upgrades. While this is good news for growth, construction projects can have unintended consequences as they are carried out, including significant disruptions to small businesses caught in the construction zone.

CFIB research shows that since 2012, 41 per cent of Canadian small businesses have been disrupted by local construction projects. Of those, 65,000 small businesses have been affected in a major way that has often resulted in the business being forced to borrow money, relocate, or close down all together. Even short-term projects can have lasting consequences on business viability. The same survey indicates that only three out of ten small business owners have been satisfied with municipal governments' handling of local construction projects' negative impacts.

We are calling on municipalities across the country to adopt a coherent construction mitigation policy featuring a **compensation program** for cases where construction has a moderate to major impact, for an extended period, on the operations of local businesses. We believe the upcoming Federation of Canadian Municipalities' annual conference would be a good opportunity to show leadership on this issue.

A comprehensive policy should also include a no surprise rule, a comprehensive planning approach, improved contract processes and a dedicated business liaison officer.

Small businesses are the backbone of our local economies. It's imperative that local governments help them transition through construction periods. We welcome any feedback you have and would be happy to set up a meeting at your earliest convenience to start addressing this important issue.

Please find an **embargoed copy** of our full report, *Paving a Smoother Road: Helping small business survive infrastructure work* attached. **The report will be made public on May 2, 2018.**

Sincerely,



Amber Ruddy
Director of Provincial Affairs, Alberta

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OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2018)

EXECUTIVE COMMITTEE MEETING

Thursday, February 15, 2018 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Ian Sundquist
Greg Robinson (absent)
Morris Zeinstra

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - February 15, 2018
2. Approval of Minutes - January 11, 2018
3. Business Arising from the Minutes
4. New Business
(a) Minister's Awards for Municipal Excellence
(b) CPAA Conference in Red Deer - April 30 - May 2, 2018
(c) Organization Flow Chart and Area Assignments
(d) Subdivision Activity 2018
(e) Fee For Service - Current Projects 2018
(f) In-Camera
5. Accounts
(a) Office Accounts - December 2017
(b) Financial Statements - January 1 - December 31, 2017
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: Jim Bester

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Ian Sundquist

THAT the Executive Committee approve the minutes of January 11, 2018, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Minister's Awards for Municipal Excellence

- Municipal Affairs sent a letter inviting ORRSC to provide submissions for the 17th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta in the following six categories (submission deadline March 31, 2018):
 - Innovation
 - Partnership
 - Safe Communities
 - Smaller Municipalities
 - Larger Municipalities
 - Outstanding Achievement
- In 2004, the ORRSC Urban GIS Project received this award in the 'Partnership' category. We could possibly submit one of our rural-to-rural IDP projects for consideration, if the M.D. of Willow Creek or Vulcan County has not done so last year. The Director will follow up on this.

(b) CPAA Conference in Red Deer – April 30 - May 2, 2018

- Three Executive Committee members expressed interest in attending the 2018 CPAA Conference in Red Deer on April 30 - May 2, 2018 on behalf of ORRSC: Gordon Wolstenholme, Jim Bester, and Ian Sundquist. Morris Zeinstra will also attend sponsored by Lethbridge County.

Moved by: Don Anderberg

THAT Executive Committee members Gordon Wolstenholme, Jim Bester and Ian Sundquist attend the CPAA Conference in Red Deer on April 30 - May 2, 2018, with registration fee, mileage and accommodations at the expense of ORRSC. **CARRIED**

(c) Organization Flow Chart and Area Assignments

- As requested by the Executive at the last meeting, an Organizational Chart and Area Assignments list were provided in the agenda. Nineteen current staff members are divided into the following categories: Administration (4), GIS/Drafting (5), Planners (8), and Assistant Planners (2 contract). One Assistant Planner position is currently vacant. Planner municipal responsibilities have been made by trying to balance the size of municipalities and not mixing urban municipalities with their rural counterparts (in most cases). These area assignments may change from time to time as the Director deems necessary. The need for a succession plan was discussed, as three long-term staff are within 2-4 years of retirement.

Moved by: Morris Zeinstra

THAT the Executive Committee receive the Organization Flow Chart and Area Assignments, as information. **CARRIED**

(d) Subdivision Activity 2018

- In January 2018, 18 new subdivision applications were processed and \$25,700 was collected in total fees. This amount represents a slight increase over January last year and is on track of the 2018 budget.

Moved by: Doug MacPherson

THAT the Executive Committee receive the Subdivision Activity 2018 report, as information. **CARRIED**

(e) Fee For Service – Current Projects 2018

- The Fee For Service 2018 included in the agenda lists the payment schedule for all projects that are currently underway or just beginning. The Director also has a list of grants that have been applied for awaiting government approval, as well as a list of projects that have been quoted and awaiting municipal approval. Committee members asked that these two additional lists be included in the agenda package for the next meeting.

Moved by: Ian Sundquist

THAT the Executive Committee receive the Fee For Service – Current Projects 2018, as information. **CARRIED**

(f) In-Camera

Moved by: Doug MacPherson

THAT the Executive Committee go in-camera (6:25 p.m.). **CARRIED**

Moved by: Doug MacPherson

THAT the Executive Committee come out of camera (7:05 p.m.). **CARRIED**

Moved by: Doug MacPherson

THAT the Executive Committee authorize the Director to have the ORRSC lawyer investigate a possible breach of copyright and intellectual property matter and advise. **CARRIED**

Moved by: Jim Bester

THAT Director Lenze Kuiper, Executive Committee Chair Gordon Wolstenholme and Executive member Don Anderberg meet with County of Newell Reeve Molly Douglass to discuss the County's ongoing relationship with ORRSC and report back to the Executive Committee. **CARRIED**

5. ACCOUNTS

(a) Office Accounts – December 2017

5150	Staff Mileage	S. Johnson (Sept. - Nov.)	132.50
5320	General Office Supplies	S. Johnson (Sept. - Nov.)	19.98
5520	Meetings	S. Johnson (Sept. - Nov.)	108.74
5530	Coffee & Supplies	S. Johnson (Sept. - Nov.)	191.56
5280	Janitorial Services	Madison Ave Business Services	475.00
5310	Telephone	DRC Communication	90.00
5320	General Office Supplies	Desjardin Card Services	42.23
5330	Dues & Subscriptions	APPI	1,120.72
5390	Graphic & Drafting Supplies	Digitex	421.50
5490	Consultants	Digitex	5,775.00
5570	Equipment Repairs & Maintenance	Digitex	1,240.00
5440	Land Titles Office	Minister of Finance	238.00
5460	Public Relations	Costco Wholesale	316.20
5460	Public Relations	The Engravers	30.00
5500	Subdivision Notification	Lethbridge Herald	486.64
5570	Equipment Repairs & Maintenance	Xerox Canada	1,347.67
5580	Equipment & Furniture Rental	Pitney Bowes	297.12
1160	GST Receivable	GST Receivable	569.93
		TOTAL	<u>\$12,902.79</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of December 2017 (\$12,902.79), as presented. **CARRIED**

(b) Financial Statements – January 1 - December 31, 2017

- The unaudited financial statements report a net income of approximately \$230,000 for 2017. In consultation with the auditor, additional funds may be allocated to reserve accounts.

Moved by: Ian Sundquist

THAT the Executive Committee approve the unaudited financial statements for January 1 - December 31, 2017. **CARRIED**

6. DIRECTOR'S REPORT

- The Director attended the Brownlee Emerging Trends in Calgary on February 8 along with 3 other staff members.
- Discussed the possibility of having Kelly Fisk from Brownlee come to our office to do a Development Officer Workshop in the future.
- Sent an email to all CAOs to ask if their municipality would be interested in participating in a regional Subdivision and Development Appeal Board. Approximately 25 municipalities have expressed interest to date.

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Morris Zeinstra

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:45 p.m. until **Thursday, March 8, 2018 at 6:00 p.m.** **CARRIED**

/bj

CHAIR:  _____



Chinook Arch Regional Library System


2017 Impact Report

RECEIVED

APR 30 2018

KEEPING YOU CONNECTED ONLINE SERVICES

 **138,353**
Website/catalogue visits

 **3,600**
Newspaper
downloads
every month

GALE COURSES
1,288 Online course
enrollments

150,000
Audiobook and ebook
downloads using
OverDrive

10%
Hoopla user
increase
(46,000 movie, TV
show, music album, and
audiobook checkouts)
hoopla

STRENGTH IN NUMBERS BIBLIOGRAPHIC SERVICES

1.7
Million
Items borrowed

73,115
Items
catalogued **That's 281
per day!**

\$964,000
Spent on library
materials

254,000
Loans between
libraries

WE'RE THERE WHEN YOU NEED US LIBRARY SUPPORT SERVICES

1,800
Times IT team
helped libraries
stay connected
and/or introduce
new technology

1,200
Support
consultations
(in-person
and virtual)

477
Library staff /board
members attended
training events

CHINOOK ARCH SNAPSHOT


Population served
201,165


Library cardholders
41,907

35 Service
locations

Items available
to borrow

27
Staff members

809,261
Physical

 **3**
Delivery
vans

14,317
Digital

DID YOU KNOW?

Thanks to Chinook Arch, libraries across southwestern Alberta are sharing resources and benefiting from access to valuable operational support services.

WOW! REALLY?

Our delivery vans traveled

150,000 km

That's enough to drive across Canada **16** times!



Summer Reading Program Coordinators presented their promotional skit:



182 times to
10,424 students in
65 schools

HELPING LIBRARIES DO MORE

THE TRUE IMPACT OF YOUR REGIONAL LIBRARY SYSTEM

Numbers are great, but the true impact of Chinook Arch is that we enable libraries to do **more**:

- Offer **more** choices to their patrons
- Host **more** programs
- Spend **more** time assisting visitors
- Find **more** ways to bring the library to **more** people

MORE ACCESS

ONLINE RESOURCES
\$272,000
ANNUAL INVESTMENT

With total annual budgets less than this, many libraries would be unable to offer these services

MORE BOOKS

COMBINED
809,261
ITEMS

The average physical collection for a single library is 22,000 items

MORE FUN

PROGRAM CREATION
\$7,500
GRANT

Creation of physical literacy collection available for new library programs

WHY OUR MEMBER LIBRARIES LOVE US

ABOVE AND BEYOND
 RESPECTFUL MORAL SUPPORT FACILITATION PROFESSIONAL SUPPORT
 SOUNDING BOARD CURRENT INFORMATION CATALOGUING
 ENCOURAGING KNOWLEDGEABLE THE BEST WONDERFUL
 HELPFUL COLLABORATION
 FRIENDLY
 BELONGING RESPONSIVE PURCHASING
 TRAINING VARIETY TECHNICAL SUPPORT
 OUTSTANDING SERVICE AMAZING STAFF PARTNERSHIPS IT EXPERTISE
 PROFESSIONAL DEVELOPMENT
 ABOVE AND BEYOND VALUED BRAVE DRIVERS
 SUSTAINABILITY QUICK RESPONSES ENHANCEMENT ASSISTANCE
 APPROACHABLE



Chinook Arch
Regional Library
System

2902 7 Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500 | arch@chinookarch.ca | www.chinookarch.ca

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday April 4, 2018 – Putters Restaurant – Claresholm



Board Representatives

Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Dennis Barnes, Cardston
Duncan McLean, Granum
Quentin Stevick, MD Pincher Creek
Blair Painter, Crowsnest Pass
Beryl West, Nanton
Donna Courage, Claresholm
Albert Elias, Glenwood
Dale Gugala, Stavely

John Van Driesten, MD Willow Creek
Kathy Wiebe, MD Ranchland

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, Project Lead, AlbertaSW
Bill Halley, RINSA
Leah Wack, Lethbridge College
Clara Yagos, LRSD
Tammy Morrison, CFABSW

1. Call to Order and introductions Vice-Chair Brent Feyter called the meeting to order.
2. Approval of Agenda Moved by Quentin Stevick THAT the agenda be approved as presented **Carried.** [2018-04-577]
3. Approval of Minutes Moved by John Van Driesten THAT the minutes of March 7, 2018 be approved as presented.
Carried. [2018-04-578]
4. Approval of Cheque Register Moved by Donna Courage THAT cheques #2359 to #2392 be approved as presented.
Carried. [2018-04-579]
5. Updates from previous meeting EDA Conference: Scott and Brent provided perspectives from conference. Brent's written report will be circulated.
Four communities have indicated interest in the regional Townfolio: proposal. Board will take the offer to their councils for consideration before the next meeting.
AGM will be held in Waterton; program is in development; invitations will be sent later in April
AEDO documents have been submitted to IEDC for review.
6. Planning Discussion Bob Dyrda led the second part of the planning discussion to focus on outcomes, success measures, communications and opportunity development.
7. Project Lead report. Accepted as information.
8. Executive Director Report Accepted as information.
9. Roundtable updates Updates focused on kinds of investment each community is hoping to attract or focus upon developing.

10. Board Meetings:

May 2, 2018 - Nanton

June 6, 2018 - AGM Waterton

July

August

11. Adjournment

Moved by Blair Painter THAT the meeting be adjourned.

Carried. [2018-04-580]

Approved May 2, 2018

Chair

Secretary/Treasurer

Alberta SouthWest Bulletin May 2018

Regional Economic Development Alliance (REDA) Update

Van Horne Digital Futures was held April 25-April 27, 2018-Heritage Inn, Pincher Creek. A particular feature was youth participation, offering perspectives on how generations view the possibilities of technology and communication differently.

TransAlta information and resources

Matthew Toohey, Senior Sustainability Advisor at TransAlta, joined the AlbertaSW board meeting to talk about issues, challenges and opportunities related to traditional and renewable energy development. Further to discussion regarding carbon reduction and energy payback of renewables, Matthew provided this link to information regarding wind turbines:

<https://www.saskwind.ca/blogbackend/2016/1/14/carbon-and-energy-payback-of-a-wind-turbine>



Travel Alberta Marketing of Castle-Waterton in 2018

A marketing campaign is being planned for this summer to feature the southern Alberta Castle and Waterton Parks. This will be great exposure for southern Alberta, and we can all leverage the opportunity by ensuring tourism businesses have signed on to Alberta Tourism Information Service (ATIS). Check it out, and make sure you are included. Contact bob@albertasouthwest.com if you have questions!

REMINDERS:

2018 Edition of "Invest in Alberta" Magazine is available on a new microsite www.investalbertamag.ca which is secure, searchable and mobile friendly. Read about activity in our Alberta regions!

9th Annual Crown RoundTable Conference

September 18, 2018-Indigenous Forum, Standoff; and **September 19-20, 2018**-Conference, Fort Macleod

Mark your calendar! More information in the upcoming weeks!

YOU ARE INVITED

Southern Alberta Alternative Energy Partnership

www.saaep.ca



Economic Development Lethbridge, Alberta SouthWest, SouthGrow and Regional Innovation Network of Southern Alberta

"Learning from the Netherlands: Waste Management and Bio Energy Opportunities"

Wednesday May 30, 2018 10:30 AM - 1:00 PM at

tecConnect Centre of Excellence for Entrepreneurship and Innovation

3582 - 30 Street North, Lethbridge

Please be our guest at the presentation, question and answers, lunch and networking.

We welcome **Mr. Maarten den Ouden, Trade Officer from the Consulate General of the Netherlands** who will talk about the challenges facing agricultural regions in the Netherlands during the 1990s and outline the steps taken to drive improved sustainability and create a successful economic model.

Mr. den Ouden will share examples of regional strategies and resulting successes, failures and lessons learned. He is eager to meet our community leaders and learn more about the issues and opportunities in our regions.

"The Netherlands and Canada: innovative, creative and reliable partners."

About the presenter: Maarten den Ouden is stationed in Vancouver and seeks to build connections between Canada and the Netherlands. He has 8 years in international business development and 4 years in urban development management. He lends his experience and creativity to new projects related to building and planning, sustainable energy, waste management, transportation and logistics.

To register, please contact bev@albertasouthwest.com or register at

<https://www.eventbrite.com/e/learning-from-the-netherlands-waste-management-bio-energy-tickets-45785672178>

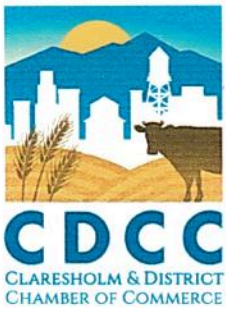
Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

bev@albertasouthwest.com

bob@albertasouthwest.com





Claresholm & District Chamber of Commerce Executive Meeting MINUTES

Friday, April 6, 2018

5:30 p.m. – EDO's Office 5318-2nd Street West, Claresholm

Present: Amanda Zimmer Tony Walker David Richardson Mike Thrun
Lorraine Norgard Lauren Billey Keith Armstrong Betty Fieguth
Shauna Anderson Brad Schlossberger Brad Toone Justin Sweeney
Todd Buhmiller

Absent: John Corlett and Lori Beazer

1. Call Meeting to Order

Amanda called the meeting to order at 5:36 p.m.

2. Acceptance/Additions to Agenda

Lauren Billey moved to accept the agenda as presented, seconded by Shauna Anderson, carried.

3. Approval of Minutes

Betty Fieguth moved approval of the March 19, 2018 minutes, seconded by Mike Thrun, carried.

4. Treasurer's Report

4.1 Budget 2018 - tabled awaiting determination of projects/events. **May 2018**

4.2 Service Charges for 2 Cancelled Memberships

Two recent cheques for memberships had stop payments put on them, costing us \$9.00 each in service charges. Shauna Anderson moved that we waive collecting the service charges in an attempt to encourage them to consider re-joining in the future. Seconded by Lauren Billey. Carried.

4.3 Resignation of Director

Karen Needham resigned as Director as she was afraid she could not commit as much time as could be needed to be a Director, but graciously agreed to continue to help whenever possible as a member.

5. Committee Reports

5.1 Business Awards

Previous information from 2005 to 2017 business award plans were reviewed. Agreed that we present the awards at the regular evening meeting in October and ask that winners be in attendance to accept. The following categories were agreed to:

1. Chamber Business of the Year (sponsored by Community Futures)

- Consistently exhibits outstanding service and/or product to its customers
- Displays a strong commitment to community involvement
- Must be doing business with Claresholm & District area
- Been in operation for more than two years
- Must have a current CDCC membership

2. Customer Service of the Year (sponsored by Bank of Montreal)

- Exhibits excellent service that goes beyond customer expectations
- All employers/employees meet and greet their customers with a warm reception and offer assistance
- Empowers employees to be customer focussed
- Stands behind its products and services

3. Community Involvement (sponsored by)

- A business that truly makes a difference in the community
- A business that takes positive action to invest in their community
- Demonstrates exceptional performance in supporting all aspects of the community
- Businesses that volunteers time and gives back to the community (donates use of employees and/or equipment at events)
- Visible at events and/or enhance and encourage events

4. Most Improved Industrial Property (sponsored by)
Criteria to be written

5. Most Improved Commercial Property (sponsored by)
Criteria to be written

Discussion held of having an award for “New Business of the Year”. Lauren Billey moved that we limit ourselves to five awards for our first year. Seconded by Shauna Anderson, carried. Agreed that voting will be done both online and at drop boxes as well, as not everyone has internet.

Business Awards Sub-Committee to consist of Amanda Zimmer, Brad Schlossberger, Lauren Billey, John Corlett and Lori Beazer (TBA).
May 2018

5.2 Welcoming New Business

All agreed that this needs to be done in conjunction with the EDO’s lead. Lauren Billey moved that we provide new business owners with a 8 ½ x 11” frame with the CDCC logo on it, seconded by Lorraine Norgard, carried. Lorraine to get a quote from Willowtree Designs and report back.

Lorraine

6. Old Business

6.1 Museum Grant Findings

Lorraine attached info from one of the two grants. All agreed that it really doesn’t matter what was not covered, as we have already had to pay all the bills. Finalized.

6.2 Membership Renewals Update

Lorraine renewed memberships to date. One more (3rd) notice to go out via mail and then Board will divide list and meet face to face with business owners.
May 2018

6.3 Volunteer Appreciation Evening April 18

The Chamber is invited to attend the FCSS Volunteer Appreciation Supper & Awards April 18. Two from our Board can attend. The rest are either attending in another capacity or cannot attend. Agreed that we will not utilize the Recruitment Fair portion. Lorraine will RSVP to FCSS.

6.4 Roles & Responsibilities

To be determined.

- 6.5 Chamber Training from ACC
All agreed we need orientation from ACC. Lorraine will contact Tracy Acorn and arrange.
(May 2nd 5:00-8:00 pm at the Claresholm Public Library). **Lorraine**
- 6.6 Website Updating (Virtual Inch)
Amanda will meet with Carrie soon to learn more about the website, email, etc. We will ask Carrie to update our website at this time, as we do get one hour service per month from her within our contract.
- 6.7 Event Protocol/Procedures
Important that subcommittees create a binder of instructions and info on each event to pass on.
- 6.8 Events & Dates
Reviewed possible events for us to put on:
- May Day – no
 - **Mexican Fiesta – yes** June 22. Amanda will send a letter to Town to ask for use of Amundsen Park and ask Kelsie Bowen-Preeete to help with it. Tony Walker & Shauna Anderson volunteered to co-chair the subcommittee. John Corlett will be asked as well.
 - **Fair Days – entry in parade, yes** August 11.
 - **Feast of Claresholm (new), yes**, September 7. Amanda will send a letter to Town asking for permission to use Amundsen Park.
 - **Business Awards, yes October 2018**. Sub-Committee includes Amanda Zimmer, Brad Schlossberger, Lauren Billey, John Corlett and Lori Beazer (TBA).
 - **Old Fashioned Christmas yes**. Ask at April General Meeting if we should hold it Friday night or Saturday afternoon (November 30 or December 1). Also ask about a parade of lights.
 - **Hanging Flower Program** – reviewed history of changing from real to plastic. We will ask at April's General Meeting for membership feedback.
- 6.9 Use of EDO Office Space
We have been offered use of EDO building. Amanda will write a letter to the Town to clarify the expectations and amount of space. We may be able to bring all our equipment from the rental shed to the EDO building. **Amanda**
- 6.10 Storage Shed
See 6.9 above.
- 6.11 Survey Monkey
See 6.6 above. Amanda to ask Carrie about this.
- 6.12 Assistance for Sourcing a Vision/Building Sessions
Tony Walker will contact Marian Carlson as well as some of his contacts in this area, and report back at May 2018 Exec meeting. **Tony**
- 6.13 ByLaw Review
ByLaws were circulated to all including binders for their information.

6.14 Executive Handbook
Tony Walker has reviewed the recently created handbook, which is mainly historical and policies. We are looking for something more efficient and handy. Quite possibly can be compiled through our visioning sessions. Combine with 6.12 above.

6.15 Inventory/Asset List
We do not have a current inventory/asset list. Todd offered to help with this. **Todd**

6.16 Learning Sessions
Amanda will bring this forward to April's General Meeting. **Amanda**

6.17 Gift Cards
Possibilities and purpose discussed. For further discussion and needs to be less complicated.
May 2018

7. New Business

7.1 Alberta Labor – Employment Standards Info Sessions
Previously covered.

7.2 Downtown Market
Request reviewed. All agreed that the Farmer's Market would do better running until 7:00 pm, rather than 6:00 pm. Amanda will let them know that support their plans in that we will notify our members to participate and awareness.
Amanda

7.3 Outhouses Downtown
Agreed to again rent outside port-a-potties placed in the downtown parking lot for 4 months. Brad Schlossberger will convey the message to go ½ and ½ on costs to the EDC. **Brad**
Lorraine will contact Fergies. **Lorraine**

7.4 Thomas Payne
Amanda will share the information at the April regular membership meeting.
Amanda

7.5 Mexican Fiesta
Amanda will take information to Denise Spencer. Agreed it would be better if contestants were up on a trailer for viewing. Lorraine reminded that whoever sells liquor tickets and/or serves alcohol has to have their pro-serve card/permit.
Amanda

7.6 EDC Events to Work With
7.6.1 Town-wide Garage Sale & Sidewalk Sale – June 2
Amanda will take the information forward to April's general membership mtg.
Amanda

7.6.2 Downtown Farmers' Markets & Saturday Markets, Open Mic
Amanda will take the information to April's general membership meeting. **Amanda**

7.7 EDC – Townfolio
Justin provided demonstration of Claresholm on "townfolio.com". Very interesting and a great asset. We need to have people aware of it. Amanda will have the link included on our website and also present information at April's general membership meeting. She will also contact Corinne for permission to show info.
Amanda

7.8 Chamber Display Board at Events

Amanda distributed information from Karen Linderman, and will contact Nanton Chamber for more information.

Amanda

8. Next Meetings

8.1 Next General Meeting – Wednesday, April 18, 12:00 noon – Casa Roma

8.2 Next Executive Meeting – Friday, May 4 at 5:30 pm at EDO's Office

9. Adjournment

The meeting was adjourned at 7:45 p.m.

/ln