



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 9, 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 – SEPTEMBER 24, 2018
DELEGATION: CLARESHOLM SKATEPARK ASSOCIATION
ACTION ITEMS:

1. BYLAW #1654 – Cannabis Consumption
RE: 1st Reading
2. BYLAW #1655 – Smoking
RE: 1st Reading
3. BYLAW #1656 – Community Standards
RE: 1st Reading
4. DELEGATION RESPONSE: Sparta House – Carrie Ann Dahl
5. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs
RE: Minister’s Awards for Excellence in Public Library Service
6. CORRES: Claresholm & District Chamber of Commerce
RE: Claresholm Business Awards Night October 17, 2018
7. REQUEST FOR DECISION: Temporary Parking Request on Municipal Property
8. REQUEST FOR DECISION: Tax Exemption Applications Under C.O.P.T.E.R.
9. REQUEST FOR DECISION: “Planning for Growth” Project Name for the Area Structure Plan
10. FINANCIAL REPORT: Statement of Operations – August 31, 2018
11. FINANCIAL REPORT: Statement of Operations – September 30, 2018
12. INFORMATION BRIEF: Bulk Water Station
13. INFORMATION BRIEF: Council Remuneration Tax Changes in 2019
14. INFORMATION BRIEF: Strategic Plan Report to Council
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA:
 - a. LAND – FOIP Section 16.1
 - b. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1
 - c. PERSONNEL – FOIP Section 17

INFORMATION ITEMS:

1. Claresholm Community Centre Association Meeting Minutes – July 31, 2018
2. Invitation to the Canadian Rural and Remote Housing and Homelessness Symposium – October 24-26, 2018
3. Claresholm & District Museum Board Meeting Minutes – August 15, 2018
4. Willow Creek Regional Waste Management Services Commission Meeting Minutes – July 26, 2018

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 24, 2018

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

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, 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 Schulze that the Agenda be accepted as presented.

CARRIED

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

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

CARRIED

PUBLIC HEARING: **BYLAW #1651 – Cannabis Retail Stores**

Moved by Councillor Carlson to adjourn the regular meeting to hold the Public Hearing at 7:01 p.m.

CARRIED

Moved by Councillor Zimmer to open the Public Hearing regarding Bylaw #1651 at 7:01 p.m.

CARRIED

Gavin Scott, Planner from the Oldman River Regional Services Commission, presented Bylaw #1651, being a bylaw setting out land uses for the Town of Claresholm, for the purpose of amending the Land Use Bylaw to accommodate cannabis related uses in the bylaw in accordance with Federal and Provincial legislation.

Administration is recommending to add an effective date of October 17, 2018 to the bylaw.

Mayor MacPherson opened the floor for individuals to speak to the proposed Bylaw.

Questions were raised on the purpose behind the bylaw from both the public and members of Council.

No further comments were received from the public or Council regarding Bylaw #1651.

Moved by Councillor Schlossberger to close the Public Hearing at 7:09 p.m.

CARRIED

Moved by Councillor Moore to reconvene to the regular meeting at 7:09 p.m.

CARRIED

DELEGATION: **SPARTA HOUSE – Carrie Ann Dahl, Executive Director**

Councillor Schulze had requested that Carrie Ann Dahl, Executive Director of Sparta House (formerly Prairie Winds Clubhouse) come to speak to Council regarding what the facility does. Councillor Schulze has been attending their board meetings on an interim basis at the board's request. Carrie Ann provided a long list of services that Sparta House provides in the community.

ACTION ITEMS:

1. BYLAW #1651 – Cannabis Retail Stores
RE: 2nd & 3rd Readings

Moved by Councillor Zimmer to amend Bylaw #1651 regarding Cannabis Retail Stores to include an effective date of October 17, 2018.

CARRIED

Moved by Councillor Schulze to give Bylaw #1651 regarding Cannabis Retail Stores 2nd Reading.

CARRIED

Moved by Councillor Schlossberger to give Bylaw #1651, regarding Cannabis Retail Stores, 3rd and Final Reading.

CARRIED

**2. BYLAW #1653 – Tax Penalty Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Schulze to give Bylaw #1653, the Tax Penalty Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Carlson to give Bylaw #1653, the Tax Penalty Bylaw, 3rd and Final Reading.

CARRIED

**3. DELEGATION RESPONSE: Claresholm & District FCSS
RE: Community Needs Assessment**

Received for information.

**4. CORRES: FortisAlberta Inc.
RE: Alberta Community Resilience Program (ACRP) Update**

Received for information.

**5. CORRES: Kaz's Service
RE: Celebration BBQ October 13, 2018**

Received for information.

**6. CORRES: Porcupine Hills Early Childhood Coalition (PHECC) Board
RE: Invitation to Re-opening of Soft Play September 27, 2018**

Received for information.

**7. CORRES: Royal Canadian Legion Branch No. 41
RE: Poppy Fund Request October 26, 2018**

Received for information.

**8. CORRES: Royal Canadian Legion Branch No. 41
RE: Veteran's Banquet Request November 4, 2018**

Received for information.

**9. CORRES: Royal Canadian Legion Branch No. 41
RE: Remembrance Day Service November 11, 2018**

Received for information.

**10. CORRES: Jaden Holle
RE: Miss Rodeo Canada**

Received for information.

11. REQUEST FOR DECISION: FortisAlberta Franchise Fee Agreement

MOTION #18-154

Moved by Councillor Carlson to maintain the franchise fee percentage at 4% for 2019 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc.

CARRIED

12. INFORMATION BRIEF: Land Inquiry – Skating Rink on Municipal Property

Received for information.

13. INFORMATION BRIEF: Community Standards and Smoking Bylaws

Received for information.

14. INFORMATION BRIEF: "Planning for Growth" Area Structure Plan Open House

Received for information.

15. INFORMATION BRIEF: Multi-Use Community Building Update

Received for information.

16. INFORMATION BRIEF: CAO Report

Received for information.

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

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

19. IN CAMERA:

- a. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**
- b. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**
- c. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**

Moved by Councillor Moore to go In Camera at 8:01 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:01 p.m.

Moved by Councillor Schlossberger to come out of In Camera at 8:52 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:52 p.m.

- a. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**

MOTION #18-155 Moved by Councillor Zimmer to enter into an intermunicipal contract with the Town of Granum to provide Granum with Financial Management services and support on a contract basis.

CARRIED

- c. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**

MOTION #18-156 Moved by Councillor Moore to appoint Terry Mahoney to the Claresholm Public Library Board.

CARRIED

MOTION #18-157 Moved by Councillor Schulze to appoint Terry Mahoney to the Claresholm and District Museum Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:54 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor noted that recording ceased at 8:54 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS

Karine Wilhauk

From: Tony Hamlyn [REDACTED]
Sent: Saturday, September 22, 2018 5:34 PM
To: Karine Wilhauk
Cc: Brad Schlossberger; Brandon Levesque; Jackson Hamlyn; Jennifer O'Connor; John Wenlock; Karolyn Frank-Jensen; Sherry Levesque
Subject: Delegation at the Oct 9th meeting

Good afternoon,

I am writing on behalf of the Claresholm Skatepark Association asking if we may be considered for delegation at the Oct 9th, 2018 town council meeting.

Please let me know and we will plan accordingly.

Thank you very much,

Tony Hamlyn
[REDACTED]

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal.

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



Date of Application: Oct 9, 2018

Date of Event: Oct 9, 2018

1. Applicant Information

Name of Applicant: Claresholm Statepark Association
Address: Box 2793, Claresholm AB T0L 0T0
Contact Person: Sherry Levesque
Phone, Fax, Email: 403-625-0629

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 & #

Applied for

NO

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: \$ 2000.00

6. Details of how the funds will be expended:

We require \$6,000 for the plans to be done up by Newline. Once the plans are completed we will have something concrete to take to service groups to ask for donations. We have raised \$4,000.

2% of total project \$300,000 estimated cost of phase 1 concept for engineered plan is \$6,000.

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
n/a		

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 are working to build a facility for skateboarding and scootering and biking. Eventually providing a nice spot to sit and watch your children as they use the park

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

To build a skatepark for the community. Newline Skateparks helps communities from concept to completion. Once we have the design we can move forward with our aggressive fund raising plans. We aspire to have phase 1 complete for the 2021 Summer Games

How will your organization acknowledge the Town's donation?

Interviews with the paper. Always include thank yous to donators. We see this as a joint project with the town; we will show our commitment to you with our fund raising efforts and will be ready with an official proposal in the Spring 2019.

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
BBQ	\$1435	
Bank of Montreal BBQ	\$ 700	
BBQ	\$ 666	
Bearing Jar/Donations	\$ 300	
Feast of Claresholm	TBD	
Classic Cruisers	\$800	

\$ 3901.

Executive:

Chair - Sherry Levesque

Vice Chair - John Wenlock

Secretary - Tony Hamlyn

Treasurer - Karolyn Frank-Jensen

skater/member at large V18 - Jackson Hamlyn

skater/member at large D18 - Brandon Levesque

Town Council mbr - Brad Schlossberger

Community Member at large - Jennifer O'Conner

ACTION ITEMS



REQUEST FOR DECISION

Meeting: October 9, 2018
Agenda Items: 1, 2, 3

CANNABIS CONSUMPTION, SMOKING AND COMMUNITY STANDARDS BYLAWS

BACKGROUND / DESCRIPTION:

Administration is presenting the proposed bylaws to regulate public consumption of cannabis and tobacco products in all their forms. In addition, the community standards bylaw allows for a means to regulate community behavior so as to build a foundation of respectful interaction.

Cannabis possession and consumption will become legal on October 17th. The Federal Government's main reason for legalization is to have a strict system of production, distribution and sale of cannabis to better protect health, enhance public safety, make it less profitable for illicit drug dealers and growers, and make it less accessible to young people.

Because of the distinct intoxicating effects of cannabis many municipalities are considering regulations for public consumption similar to the current rules around alcohol. In addition, public feedback across Alberta is showing that 50-60% of respondents feel consumption should be more restrictive than alcohol. The conclusion of this feedback summarizes that consumption should not be permitted while walking down the street, in a public park, pathway, or any outdoor space or restaurant patio. Generally, municipalities are supporting the Provincial and Federal legislation in the form of three bylaws:

1. Cannabis Consumption bylaw

- The bylaw essentially treats public consumption similar to alcohol.
- Public consumption, in all its forms, including smoking is prohibited in all public places. Public place is defined as any place to which the public has access as of right by invitation, express or implied.
- If a request comes forth for consumption to be permitted at a public event, that request is deferred to section 6, which has a process established for permitted locations. In addition, the smoking bylaw section 4, allows for designated smoking areas.
- Consumption includes restrictions for individuals authorized to smoke cannabis for medicinal purposes, section 5 defers the cannabis user to the regulations set forth in the smoking bylaw.
- The addition of section 4, references, the respectful consumption of cannabis on property an individual occupies. This section sets out the criteria that should be considered for the respectful consumption of cannabis.
- Section 7.4, gender neutral regulation was removed because the bylaw is gender neutral.

2. Smoking bylaw

- Includes vaping, electronic devices and general smoking of all products.
- Extends the buffer in the Tobacco and Smoking Reduction Act from 5 meters to 10 meters from public places.
- Defines clearly public places, work place, public vehicle, public events, areas that are extensions of an eating or drinking establishment.
- Smoking cannabis for medicinal purposes is restricted to the same regulations.
- Creates a process for signing non-smoking areas and smoking areas.

2. Smoking bylaw, continued
 - Section 3.4 referring to smoking in a motor vehicle when a minor is present was removed. This was done, because it is already an offence in the Tobacco and Smoking Reduction Act section 3 (b.1).
3. Community Standards bylaw
 - Creates the regulations to deal with several potential community-based concerns and/or complaints such as noise, curfew, bullying, depositing of human waste, yelling, panhandling and loitering.
 - Section 16 and the nuisance odour definition has been removed, after conversation lead to the addition of section 4 to the Cannabis Consumption bylaw, which references some criteria that should be considered in the respectful use of cannabis on one's property.
 - Primary purpose of this bylaw is to be an additional resource for enforcement agencies in the development of community respect and collaboration.

PROPOSED RESOLUTIONS:

These bylaws were presented as an Information Brief on September 24th. Myself and administration have edited the bylaws to reflect the concerns and recommendations that have come forth since the 24th. I am now presenting the revised bylaws for first reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1654, the Cannabis Consumption Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw No. 1655, the Smoking Bylaw, 1st Reading.

Moved by Councillor _____ to give Bylaw No. 1656, the Community Standards Bylaw, 1st Reading.

ATTACHMENTS:

- 1.) Cannabis Consumption Bylaw #1654
- 2.) Smoking Bylaw #1655
- 3.) Draft Community Standards Bylaw #1656

APPLICABLE LEGISLATION:

- 1.) Tobacco and Smoking Reduction Act <http://www.qp.alberta.ca/documents/Acts/T03P8.pdf>
- 2.) Gaming, Liquor and Cannabis Act <http://www.qp.alberta.ca/documents/Acts/q01.pdf>
- 3.) Alberta's Cannabis Framework and Legislation overview
 - <https://www.alberta.ca/cannabis-framework.aspx>
 - <https://open.alberta.ca/dataset/f86ce345-e194-4277-ae62-774630830f37/resource/7f8a1d7b-c4e6-4d6f-a439-9719fb0fdb40/download/alberta-cannabis-framework.pdf> (you may need to copy and paste link into your browser)

PREPARED BY: Jason Hemmaway, Community Peace Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 4, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1654**

**A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO
REGULATE THE CONSUMPTION OF CANNABIS.**

WHEREAS the Government of Canada has passed the *Cannabis Act* (Bill C-45, an *Act* respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the Criminal Code and other *Acts*, 1st Sess, 42nd Parl, 2017) which will permit persons to possess cannabis; and

WHEREAS it is anticipated that the *Cannabis Act* will come into force in 2018; and

WHEREAS the Province of Alberta has enacted an *Act to Control and Regulate Cannabis*, S.A. 2017, c. 21, which will place restrictions on the smoking or vaping of cannabis in public places; and

WHEREAS pursuant to the provision of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, people activities and things in, on or near a public place or place that is open to the public; and

WHEREAS Council deems it prudent to impose additional restrictions on the smoking, vaping and other forms of consumption of cannabis in public places to prevent behaviours and conduct that may have a negative impact on the enjoyment of public places;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the “Cannabis Consumption Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

2.1 **Cannabis** has the same meaning as defined in the *Cannabis Act*,

- 2.2 **Cannabis Act** means Bill C-45, an Act respecting cannabis and to amend the *Controlled Drugs and Substances Act*, the Criminal Code and other Acts;
- 2.3 **Chief Administrative Officer (CAO)** means the person appointed to the position of Chief Administrative Officer for the Town of Claresholm by Council within the meaning of the *MGA*;
- 2.4 **Council** means the municipal Council of the Town of Claresholm duly elected under the *Local Authorities Election Act*;
- 2.5 **Electronic smoking device** means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe;
- 2.6 **Peace Officer** means:
- a) a member of the Royal Canadian Mounted Police;
 - b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
 - c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;
- 2.7 **Public place** means any place to which the public has access as of right or by invitation, express or implied;
- 2.8 **Smoke or smoking** means:
- a) inhaling or exhaling the smoke produced by burning cannabis; or
 - b) holding or otherwise having control of any device or thing containing lit cannabis;
- 2.9 **Vape or vaping** means:
- a) inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing cannabis; or
 - b) holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from cannabis;
- 2.10 **Violation tag** means a notice or tag in the form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;
- 2.11 **Violation ticket** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. PROHIBITION

- 3.1 No person shall smoke, vape, or consume cannabis in any public place.

4. NUISANCE CONSUMPTION

- 4.1 No person shall cause or permit the consumption of cannabis on property they own or occupy if the consumption is likely to disturb the peace of any other individual. In considering how the consumption disturbs the peace of any other individual, the following criteria shall be considered:
- a) The form of cannabis being consumed;
 - b) The time of day and duration of consumption;
 - c) Proximity of the consumption to adjacent or affected properties;
 - d) Impact of the consumption on the health or well-being of others;
 - e) Nature and intended use of surrounding areas, and;
 - f) Steps taken by the owner or occupier of the property to reduce or mitigate the impacts to other individuals.
- 4.2 Violation tickets will be issued based on the signed statement of the complainant. The Complainant shall be required to provide evidence in any court proceedings.

5. EXEMPTION FOR MEDICAL CANNABIS

- 5.1 Notwithstanding Section 3.1, any person who is authorized to possess cannabis per a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230, and amendments thereto, is subject to the Claresholm Smoking Bylaw.

6. EXEMPTION FOR SPECIAL EVENTS

- 6.1 Notwithstanding Section 3.1, a person may smoke, vape or consume cannabis at an event for which a permit has been granted by the CAO.
- 6.2 The CAO may impose conditions on any permit granted pursuant to Section 5.1.
- 6.3 The CAO may suspend or revoke any permit issued pursuant to Section 5.1 if the CAO determines that a permit holder or any person at an event for which a permit has been issued has contravened any federal or provincial legislation or any other municipal bylaw.
- 6.4 The holder of a permit issued pursuant to Section 5.1 must ensure that:
- a) the smoking, vaping or consumption of cannabis is only permitted in a designated area, separate and fenced off from the remainder of the event;
 - b) alcohol and tobacco are not consumed in the area designated for the smoking, vaping or consumption of cannabis;
 - c) the sale of cannabis is not permitted in the area designated for the smoking, vaping or consumption of cannabis; and

- d) any advertising or other materials relating to the promotion of cannabis cannot be seen by persons under the age of 18 years.

7. PENALTIES AND ENFORCEMENT

- 7.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000.00) Dollars.
- 7.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.
- 7.3 In the case of an offense that is of a continuing nature, a contravention constitutes a separate offense in respect of each day or part of a day on which it continues.
- 7.4 The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other Bylaw.
- 7.5 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:
 - a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.
- 7.6 Service of a violation tag will be sufficient if it is
 - a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 7.7 If a violation ticket is issued in respect to an offence, the violation ticket may:
 - a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in Court without the alternative of making a voluntary payment.
- 7.8 A person who commits an offence may:
 - a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

8. GENERAL

8.1 Any person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the person is prohibited from doing; or
- b) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

8.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.

8.3 Words in the singular include the plural and words in the plural include the singular.

8.4 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended by Council.

8.5 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

9. SEVERABILITY

9.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent to all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

10. EFFECTIVE DATE

10.1 This bylaw shall take effect on the date of final passage.

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

Schedule "A"

SECTION	OFFENCE	PENALTY 1st offence minimum	PENALTY 2nd /subsequent offences minimum
3.1	Consume cannabis in public place	\$250.00	\$500.00
4.1	Nuisance Consumption of cannabis	\$250.00	\$500.00



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1655**

**A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO
REGULATE SMOKING IN PUBLIC PLACES AND WORK PLACES.**

WHEREAS pursuant to the provisions of the *Municipal Government Act (MGA)*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, people activities and things in, on or near a public place or place that is open to the public, and persons engaged in business, business activities and businesses in the municipality; and

WHEREAS The Town of Claresholm operates multiple facilities within the Town and deems it appropriate to protect the health and wellness of families and children utilizing these facilities; and

WHEREAS Council deems it desirable to limit the effects of known health hazards or discomfort from secondhand smoke by regulating smoking in public places and work places;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the “Smoking Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 **Building** means anything constructed or placed on, in, over or under land, whether permanent or temporary, into which a person could enter;
- 2.2 **Cannabis** has the meaning given to it in the *Cannabis Act*;
- 2.3 **Chief Administrative Officer (CAO)** means the person appointed to the position of chief administrative officer for the Town of Claresholm, by Council, within the meaning of the *MGA*;

2.4 **Common area** means any areas forming part of a private residence, building or structure that are deemed to be a public building and include but are not limited to:

- a) patios;
- b) pools;
- c) recreational areas;
- d) washrooms;
- e) corridors;
- f) reception areas;
- g) elevators;
- h) escalators;
- i) foyers;
- j) hallways;
- k) stairways;
- l) lobbies;
- m) laundry rooms; or
- n) enclosed parking garages.

2.5 **Council** means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*,

2.6 **Designated public place** means any:

- a) municipal building and the area within 10 metres of an entrance or exit to any municipal building;
- b) public building and the area within 5 metres of an entrance or exit to any public building
- c) workplace and the area within 5 metres of an entrance or exit to any workplace;
- d) public sidewalk and area within 10 metres of a public sidewalk;
- e) public pathway and area within 10 metres of a public pathway;
- f) outdoor public event;
- g) outdoor public place
- h) public transportation vehicle; or
- i) public transportation vehicle shelter;

2.7 **Employee** means any person who performs work for or supplies any services to any employer;

2.8 **Employer** means any person who, as the owner, proprietor, manager, superintendent or overseer of an activity, business, work, trade, occupation or profession, has control over or direction of, or is directly or indirectly responsible for, the employment of a person therein;

2.9 **Grandstand** means an open air seating facility that is primarily, but not exclusively, used for watching sporting events;

2.10 **Municipal building** means any building owned, leased, operated or occupied by the Town;

2.11 **Outdoor patio** means any area outside of a building intended for the consumption of food or beverages by patrons of any business providing such food or beverages, and includes:

- a) any public premises that is not fully contained within a building; and
- b) any outside extension of an eating or drinking establishment regardless of whether it is covered or not;

2.12 **Outdoor public event** means any outdoor event to which the public is invited or permitted to attend, including but not limited to:

- a) markets;
- b) festivals;
- c) fairs;
- d) displays;
- e) exhibitions;
- f) fundraisers;
- g) races;
- h) concerts; or
- i) parades;

2.13 **Outdoor public place** means any outdoor location that is open to the public from time to time, including but not limited to:

- a) outdoor patios;
- b) grandstands;
- c) playgrounds;
- d) water playgrounds;
- e) skate parks;
- f) bicycle parks;
- g) seasonal multipurpose pads;
- h) sports fields; or
- i) pools;

2.14 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

2.15 **Person** means any:

- a) individual;
- b) proprietorship;
- c) corporation; or
- d) society;

2.16 **Playground** means a structure or collection of structures designed and intended for recreational use by children and includes the material in which such structures are mounted when that material is a distinct material such as:

- a) sand;
- b) rubber;
- c) gravel; or
- d) wood chips;

2.17 **Private residence** means any self-contained living premise for domestic use with a separate private entrance from the exterior of the building or from a common hall, lobby or stairway, except:

- a) when a business is operated within a private residence then a private residence is considered a workplace during all hours of operation; and
- b) when a private residence contains two or more private residences and includes common areas, then the common areas are considered a public building;

2.18 **Proprietor** means the owner, or his agent or representative, of a designated public place, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein, and where applicable includes:

- a) the person who ultimately controls, governs or directs the activity carried on within any premises referred to in this Bylaw and includes the person usually in charge thereof;

2.19 **Public** means any person other than the owner, lessee, proprietor or employer of a building, structure or place;

2.20 **Public building** means any building or structure to which the public has access as of right or by invitation, express or implied, whether or not:

- a) the public has been invited;
- b) the public has access only at certain times, or from time to time;
- c) the public has access only if they are a member or accompanied by a member;
- d) payment, membership or the performance of some formality is required prior to access;
- e) a proprietor has the right to exclude any particular person;
- f) the public has access to only a portion of the building or structure; or
- g) the building or structure is a private residence if it contains two or more private residences and includes common areas;

2.21 **Public sidewalk** means that part of a highway or open space especially adapted to the use of or ordinarily used by pedestrians;

2.22 **Public pathway** means a multi-purpose thoroughfare accessible to the public which is improved by asphalt, concrete, brick, stone, shale, gravel or any other surface treatment whether or not it is located in an open space, and includes any bridge or structure with which it is contiguous;

2.23 **Public transportation vehicle** means a vehicle which is being used by a passenger or passengers or which is being offered for hire for a passenger or passengers, including but not limited to:

- a) a school bus;
- b) a bus;
- c) a taxicab;
- d) a limousine; or
- e) other similar vehicles;

2.24 **Public transportation vehicle shelter** means any structure with a roof designed to protect a passenger from the elements while waiting for a public transportation vehicle;

2.25 **Seasonal multi-purpose pad** means a surface on which members of the public are permitted to engage in physical activities, whether on payment of a fee or not, and includes, but is not limited to:

- a) outdoor basketball courts;
- b) ponds;
- c) outdoor rinks; or
- d) other ice support infrastructure;

- 2.26 **Skate park or bicycle park** means an area designed and intended specifically for the use of one or more of the following:
- a) skateboards;
 - b) bicycles;
 - c) in-line skates; or
 - d) similar devices;
- 2.27 **Sports field** means an area designed and intended for use in a specific sporting event, including spectator seating areas, and includes, but is not limited to:
- a) soccer pitches;
 - b) football fields;
 - c) rugby pitches;
 - d) baseball diamonds;
 - e) tennis courts; or
 - f) other similar areas;
- 2.28 **Smoke or smoking** means to inhale, exhale, burn, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn, heat, or vaporize, tobacco, cannabis, any other weed, or any other substance for the purpose of inhaling or tasting its emissions;
- 2.29 **Town** means the Town of Claresholm, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof;
- 2.30 **Violation tag** means a notice or tag in a form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;
- 2.31 **Violation ticket** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, and any amendments or regulations thereto;
- 2.32 **Water playground** means a structure or collection of structures designed and intended for recreational use by children that sprays or releases water;

2.33 **Workplace** means any enclosed area of a building, structure or area in which an employee performs the duties of their employment, whether or not the employee is employed by the proprietor of the building at which the employee works, or whether or not members of the public have access by right, or by express or implied invitation, and includes but is not limited to:

- a) a private residence during any hours a business is operated from the private residence;
- b) hotel or motel rooms;
- c) washrooms;
- d) corridors;
- e) lounges;
- f) eating areas;
- g) outdoor patios;
- h) reception areas;
- i) elevators;
- j) escalators;
- k) foyers;
- l) hallways;
- m) stairways;
- n) amenity areas;
- o) lobbies;
- p) laundry rooms;
- q) work vehicles;
- r) enclosed parking garages;
- s) pedways;
- t) bridges;
- u) connecting stairways; or
- v) other similar physically enclosed structures;

2.34 **Work vehicle** means a vehicle owned or leased by an employer and used by employees during the course of employment.

3. SMOKING

3.1 No person shall smoke in a designated public place whether or not “no smoking” signs are posted or visible.

3.2 No person shall smoke within 10 metres of any child under the age of 18 who is not under their direct custody, care or control.

3.3 No proprietor or employer shall permit smoking in a designated public place whether or not “no smoking” signs are posted or visible.

4. DESIGNATED SMOKING AREAS

- 4.1 The CAO may designate a portion of any designated public place as a designated smoking area where:
- a) the restrictions of this bylaw reasonably create an undue hardship for any designated public place;
 - b) the presence of multiple public sidewalks or public pathways leading to a municipal building, public building or workplace create an unreasonable restriction;
 - c) there are no reasonable alternatives to establishing a designated smoking area;
 - d) the presence of a designated smoking area would not reasonably create a risk to the health and wellbeing of the general public; and
 - e) the designated smoking area does not exceed a 6 metre diameter.
- 4.2 An owner or operator of a designated public place may apply for a permit to designate an area of the premises as a designated smoking area.

5. SIGNS

- 5.1 The proprietor or employer of any designated public place shall ensure all signs prohibiting smoking are posted:
- a) conspicuously and clearly visible to any person entering a designated public place;
- 5.2 All posted signs prohibiting smoking must:
- a) be at least 20cm by 26cm and must have a surface area of not less than 520cm² when posted in a designated public place;
 - b) contain the graphic symbol set out in Schedule “B” of this Bylaw, which must depict the symbol in black or red on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the designated public place; and
 - c) contain the text “no smoking” in capital or lower case letters, which must:
 - i. be set out in a style and size that is clearly legible; and
 - ii. be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the designated public place.
- 5.3 A sign must be posted at or near every designated smoking area that:
- a) clearly identifies that smoking is permitted within a 6 metre diameter of that area,
 - b) is clearly visible to persons at or near a designated smoking area,

- c) is at least 20cm by 26cm and must have a surface area of not less than 520cm² when posted in a designated public place;
- d) contains the graphic symbol set out in Schedule "C" of this Bylaw, which must
 - i. depict the symbol in green or black on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the designated smoking area; and
 - ii. be of a size that makes it clearly discernible to the persons to whom it is directed, and
- e) contains the text "smoking permitted" in capital or lower case letters, which must
 - i. be set out in a style and size that is clearly legible; and
 - ii. be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the designated smoking area.

5.4 Notwithstanding that the graphic symbol as per section 5.2 c) and 5.3 d) is a cigarette, it shall be deemed to also include a reference to a lit:

- a) cigar;
- b) cigarette;
- c) pipe; or
- d) any other smoking equipment.

5.5 No person shall remove, alter, conceal, deface or destroy any sign posted pursuant to this bylaw

6. PENALTIES AND ENFORCEMENT

6.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000) Dollars.

6.2 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.

6.3 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day or part of a day on which it continues.

6.4 The levying and payment of any fine provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other Bylaw.

6.5 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:

- a) a violation tag allowing a payment of the specified penalty to the Town; or

- b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedure Act*, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.

6.6 Service of a violation tag will be sufficient if it is:

- a) personally served; or
- b) served by regular mail to the person's last known mailing address.

6.7 If a violation ticket is issued in respect to an offence, the violation ticket may:

- a) specify the fine amount established by this Bylaw for the offence; or
- b) require a person to appear in Court without the alternative of making a voluntary payment.

6.8 A person who commits an offence may:

- a) if a violation ticket is issued in respect of the offence; and
- b) if the violation ticket specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

7. SEVERABILITY

7.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

8. GENERAL

8.1 Any Person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the person is prohibited from doing; or
- b) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

8.2 Nothing in this Bylaw relieves a Person from complying with any provision of any federal or provincial law or regulation, other Bylaw, or any requirement of any lawful permit, order or license.

- 8.3 Words in the singular include the plural and words in the plural include the singular.
- 8.4 This bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 8.5 Schedule "A", "B" and "C" shall form a part of this Bylaw and may, from time to time, be amended by Council.
- 8.6 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

9 EFFECTIVE DATE

9.1 This bylaw shall take effect on the date of final passage.

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

Schedule "A"

SECTION	OFFENCE	PENALTY 1st offence minimum	PENALTY 2nd /subsequent offences minimum
3.1	Smoke in designated public place	\$250.00	\$500.00
3.2	Person smoke within 10 metres of any child not under their direct custody, care or control	\$250.00	\$500.00
3.3	Permit smoking in designated public place	\$500.00	\$1000.00
4.2	Fail to post proper signage prohibiting smoking in a designated public place	\$500.00	\$1000.00
4.4	Remove, alter, conceal, deface or destroy smoking sign in a designated public place	\$500.00	\$1000.00

Schedule "B"
Examples of Smoking Not Permitted Signs



Schedule "C"
Examples of Smoking Permitted Signs





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1656**

BEING A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING NEIGHBOURHOOD NUISANCE, SAFETY AND QUALITY OF LIFE MATTERS.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes respecting nuisances; and

WHEREAS the intent of this Bylaw is that all noises shall be reduced as much as possible compatible with the normal activities of urban life and that unnecessary noise be eliminated; and

WHEREAS Council believes the regulation of nuisances through a Community Standards Bylaw would benefit the community as a whole;

NOW THEREFORE the Council of the Town of Claresholm enacts as follows:

1. SHORT TITLE

This Bylaw shall be known as the “Community Standards Bylaw”.

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 “**Act**” means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions thereof.
- 2.2 “**Bullying**” means verbal or physical abuse, threats, taunts, teasing, name calling, and put downs, written or electronically transmitted, or repeated abusive communication, directly or indirectly through any medium whatsoever.
- 2.3 “**Chief Administrative Officer**” means the person appointed to the position of the Chief Administrative Officer (CAO) for the Town of Claresholm, within the meaning of the *Municipal Government Act*.

- 2.4 “**Council**” means the Municipal Council of the Town of Claresholm.
- 2.5 “**Drinking establishment**” means any business, organization, or individual that holds a liquor license issued by the Alberta Gaming and Liquor Commission.
- 2.6 “**Graffiti**” means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
- a) the application of any substance, including paint, ink, stain or whitewash to any surface; or
 - b) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
 - c) the marking, scratching, etching or other alteration or disfigurement of any surface.
- 2.7 “**Holiday**” includes:
- a) a statutory holiday that consists of a variety of cultural, nationalistic, and religious holidays that are legislated in Canada at the federal or provincial and territorial levels.
 - b) every Sunday.
- 2.8 “**Panhandling**” means to communicate, in person, using the spoken, written or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return but does not include a solicitation allowed or authorized pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.
- 2.9 “**Peace Officer**” means:
- a) a member of the Royal Canadian Mounted Police;
 - b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
 - c) a Bylaw Enforcement Officer as appointed by the Town of Claresholm to enforce bylaws of the Town.
- 2.10 “**Premises**” means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.
- 2.11 “**Public place**” means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.

- 2.12 **“Telecommunication”** means any transmission, emission or reception of signs, signals, writing, images or sounds or intelligence of any nature by wire, radio, visual or other electromagnetic system.
- 2.13 **“Town”** means the Town of Claresholm.
- 2.14 **“Violation tag”** means a notice or tag in a form as approved by the Municipal Manager, issued by the Town of Claresholm allowing a voluntary payment option of a fine established under this Bylaw.
- 2.15 **“Violation ticket”** means a notice or tag in a form as approved by the CAO, issued by the Town allowing voluntary payment of a fine established under this bylaw.
- 2.16 **“Youth”** means any persons under the age of sixteen (16) years of age.

3. NOISE

- 3.1 No person shall cause or permit noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own, occupy or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of any other person, considerations may be given, but are not limited to:
- a) type, volume, and duration of the sound;
 - b) time of day, and day of the week;
 - c) nature and use of the surrounding area.
- 3.4 No person shall yell, scream, or swear in any public place thereby creating a disturbance.
- 3.5 No person shall advertise events or merchandise by ringing bells or by use of mechanical, electrical or sound amplification devices in a residential district between the hours of 9 p.m. and 9 a.m.
- 3.6 No drinking establishment shall permit any noise to emanate from the premises of such drinking establishment such that it annoys or disturbs any other person outside the boundary of the drinking establishment. Section 3.3 of this Bylaw applies to this provision.
- 3.7 Violation tickets will be issued based on the signed statement of the complainant. The Complainant shall be required to provide evidence in any court proceedings.

4. INDUSTRIAL AND CONSTRUCTION NOISE

4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:

- a) is a permitted use; or
- b) is an approved discretionary use; or
- c) is a non-conforming use as defined in the *Municipal Government Act*, but not illegal.

4.2 In the operation or carrying on of an industrial or construction activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

5. PERMITTABLE HOURS FOR NOISE

5.1 With the exception of the activities referred to in section 4.1, no person shall use, operate, or allow to be used or operated, any tools, machinery or equipment so as to create a noise or disturbance which may be heard in a residential building between the hours of 10:00 p.m. and 7:00 a.m. on Monday to Saturday and from 10:00 p.m. to 9:00 a.m. on Sunday and holidays.

6. EXCEPTIONS FOR NOISE

6.1 These provisions do not apply to:

- a) work carried on by the Town, or by a contractor carrying out instructions of the Town, providing it is work of an emergent nature or circumstance;
- b) Town sanctioned events, and
- c) special events which the CAO has approved or issued a special events permit, with conditions that the CAO deems appropriate for such special events.

6.2 Snow removal from school, commercial or industrial sites located adjacent to or within residential districts may be allowed if it is in the best interest of the public and their safety and at a time when there will be minimal vehicular and/or pedestrian traffic that may obstruct such snow removal operations

6.3 In the case of snow removal from commercial or industrial sites located adjacent to residential districts, the Town may require noise abatement practices including the following conditions:

- a) a requirement that snow not be removed between the hours of 12:00 a.m. and 6:00 a.m.; or
- b) a requirement that snow be removed from sites in a sequence which is least disruptive to the peace and quiet of residents.

7. GRAFFITI

- 7.1 No person shall place any graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view within seven days.
- 7.3 A property owner, who breaches the provisions of Section 7.2, where, following the issuance of and failure to comply with an Order under section 545 of the *Municipal Government Act*, shall be liable to payment of a penalty as prescribed in Schedule "A".
- 7.4 In prosecution for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defence under this bylaw.

8. CONSTRUCTION WASTE

- 8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 8.2 A waste container on a construction site must be designed and/or have the capacity to contain all waste construction material within the container to ensure that the waste construction material is not capable of blowing off the construction site.
- 8.3 No construction material is to be stored or accumulated on a construction site unless it is not capable of being blown away from the construction site.

9. REPAIR OF MOTOR VEHICLES

- 9.1 For the purposes of this section "motor vehicles" means:
- a) a vehicle propelled by any power other than muscular power, or
 - b) a moped, or
 - c) off highway vehicles as defined by the Traffic Safety Act RSA 2000 Chapter T-6 Section 117, and
 - d) includes, but is not limited to, the repair of any internal combustion engine.
- 9.2 No person may conduct any repair work on motor vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a motor vehicle, on any premises in a residential district unless:
- a) the activity does not create a nuisance or noise complaints from the neighbourhood;

- b) there is no escape of offensive, annoying or noxious odours, fumes or smoke from the premises;
 - c) vehicle fluids, oil, gasoline products or other hazardous material are properly disposed of and not swept or washed into lanes, streets, or down storm or sanitary sewers;
 - d) all discarded vehicle parts and materials are properly stored and disposed of from the premises; and
 - e) no power washing of motor or power train is performed on the premises.
- 9.3 This prohibition shall not apply to routine maintenance work done on any vehicles owned, operated and registered in the name of the owner or occupant of the premises, provided that all building and fire code regulations are met.

10. LITTERING

- 10.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including any street, lane, sidewalk, parking lot, park or other public place or water course:
- a) a cardboard or wooden box, carton, container, or receptacle of any kind;
 - b) a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
 - c) paper of any kind, whether or not containing written or printed matter thereon;
 - d) any human, animal or vegetable matter or waste;
 - e) any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
 - f) scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
 - g) any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place, or
 - h) dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.
- 10.2 A person who has placed, deposited or thrown or caused to be placed, deposited or thrown anything or any matter mentioned in subsection 11.1 shall forthwith remove it.

11. SPITTING/HUMAN WASTE

- 11.1 No person shall urinate or deposit human waste in any public place or in view of a public place, other than in a public washroom.
- 11.2 No person shall spit at or on any person in or near a public place.

12. FLYERS ON VEHICLES

- 12.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown onto or into any motor vehicle, which is parked on any street, lane, parking lot or other public place, any leaflet, pamphlet, poster, handbill, flyer or any other paper containing printed or written matter, whether advertising or not, with the exception of any violation ticket or violation tag issued pursuant to lawful authority.

13. FIGHTING/LOITERING

- 13.1 No person shall engage in a fight or any physical confrontation in any public place or any place to which the public is allowed access.
- 13.2 No person shall be a member of an assembly of three or more persons in any public place or any place to which the public is allowed access where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighbourhood, and any such person shall disperse as requested by a Peace Officer.
- 13.3 No person shall loiter and thereby obstruct any person in any public place.

14. BULLYING

- 14.1 No person shall bully any person in any public place.
- 14.2 No person shall participate in, or encourage by verbal or other means, the bullying of any person in any public place.

15. PANHANDLING

- 15.1 No person shall engage in panhandling, either individually or as a group of two or more persons.

16. CURFEW

- 16.1 No youth may be in a public place after 12:01 am and before 6:00 am without proper adult guardianship.
- 16.2 Where a youth is found in contravention of this bylaw, the guardian will be held responsible for the offence.

17. PENALTIES

- 17.1 Any person who contravenes any section of this Bylaw is guilty of an offence

and liable to:

- a) payment of the penalty specified in Schedule "A" hereto; or
- b) for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00.

18 VIOLATION TAGS AND VIOLATION TICKETS

18.1 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

- a) a violation tag allowing a payment of the specified penalty to the Town; or
- b) a violation ticket allowing payment according to the provisions of the *Provincial Offences Procedures Act*.

18.2 Service of a violation tag will be sufficient if it is:

- a) personally served; or
- b) served by regular mail to the person's last known mailing address.

18.3 If a violation ticket is issued in respect to an offence, the violation ticket may:

- a) specify the fine amount established by this Bylaw for the offence; or
- b) require a person to appear in Court without the alternative of making a voluntary payment.

18.4 A person who commits an offence may:

- a) if a violation ticket is issued in respect of the offence; and
- b) if the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Courthouse specified on the violation ticket.

19 ORDER

19.1 An officer designated by the CAO may, by written order, require a person responsible for the contravention to remedy the contravention.

19.2 The written order shall:

- a) state a time within which the owner must comply with the order, and
- b) state that if the owner does not comply with the order within a specified time, the Town will take the action or measure at the expense of the owner.

19.3 The Town may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

20 AUTHORITY TO REMOVE

21.1 The CAO may authorize any Town employee, or other person, to remove and put in storage or destroy anything placed upon Town property in contravention of this Bylaw.

21 SEVERABILITY

21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

22 EFFECTIVE DATE

22.1 This bylaw shall take effect on the date of final passage.

22.2 Bylaw #1546 and Bylaw #1134 are hereby repealed.

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

Schedule "A"

Section	Description	Offence	Minimum Fine
3.1	Make Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.2	Permit Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.4	Yelling, Swearing, or Screaming	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$150.00 \$250.00 \$500.00
3.5	Advertise with Bells, etc.	1 st offence 2 nd offence within 1 year 3 rd and subsequent offences within 1 year	\$100.00 \$200.00 \$400.00
3.6	Drinking Establishment Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
4.2 or 5.1	Industrial or Construction Noise	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
7.1	Placing Graffiti on Property by an adult*	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within a year	\$2,500.00 \$5,000.00 \$7,500.00
7.1	Placing Graffiti on Property by a youth*	1 st and subsequent offences within 1 year.	\$1,000.00

Section	Description	Offence	Minimum Fine
7.2	Failure to Remove Graffiti	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
7.3	Failure to comply with Graffiti Order	Offence per day, each day after the breach	\$250.00
8.1, 8.2, 8.3	Failure to contain Construction Waste/Material	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
9.2	Repair of Motor Vehicles in Residential District	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
10.1	Littering	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
10.2	Fail to remove Litter	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences	\$250.00 \$500.00 \$1,000.00
11.1	Depositing Human Waste in a Public Place	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
11.2	Spitting	1 st Offence 2 nd and subsequent offences	\$250.00 \$500.00
12.1	Placing Flyers on Motor Vehicles	1 st and subsequent offences within 1 year.	\$150.00

Section	Description	Offence	Minimum Fine
13.1	Fighting in a Public Place	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
13.2	Being a Member of an Assembly failing to disperse as directed by a Peace Officer	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
13.3	Loitering	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
14.1, 14.2	Bullying	1 st Offence by an adult* 2 nd and subsequent offences	\$500.00 \$1,000.00
14.1, 14.2	Bullying	1 st Offence by a youth* 2 nd and subsequent offences	\$125.00 \$250.00
15.1	Panhandling	1 st Offence 2 nd Offence 3 rd and subsequent offences	\$75.00 \$150.00 \$300.00
17.1, 17.2	Curfew	1 st and subsequent offences within a year by a youth* Offence charged to the legal guardian.	\$200.00



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

SEP 25 2018

AR94747

September 14, 2018

Ms. Lisa Anderson
Chairperson, Town of Claresholm Library Board
c/o Claresholm Public Library
Box 548
Claresholm AB T0L 0T0

Dear Ms. Anderson,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

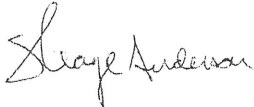
If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

.../2

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: His Worship Doug MacPherson, Mayor, Town of Claresholm
Mr. Alex Meic, Library Manager, Claresholm Public Library

From: President, Claresholm Chamber <president@claresholmchamber.ca>

Sent: October 3, 2018 4:53 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: Chamber Business Awards

Hi Marian,

I want to invite the Town Staff and Council to the Claresholm Business Awards night on Wednesday, October 17.

Tickets include dinner. We will have Angela Groeneveld of Business Link as our guest speaker talking about business in the face of change.

This is our celebration of the business community and small business week.

See the attached poster for more details.

Amanda Zimmer

President, Claresholm Chamber

president@claresholmchamber.ca

Claresholm Business Awards

Wednesday, October 17

Putters Restaurant at the Golf Course

- Cocktails 6 p.m. • Dinner 6:30 p.m.
- Awards 7:15 p.m.
- Angela Groeneveld - Business Link 7:45 p.m.

CDCC Member \$25 • Non Members \$30

**Tickets available at the
Claresholm Local Press
and Davis Chev.**



*Thank you for celebrating
small business week with us!*



Claresholm

REQUEST FOR DECISION

Meeting: October 9th, 2018
Agenda Item: 7

TEMPORARY PARKING REQUEST ON MUNICIPAL PROPERTY

Administration received a request for temporary parking on a motorhome on municipal property (shown on the map below). The attached letter requests parking for the winter months for this winter only as the owners were not aware of the location being municipal property prior to tarping in the trailer for the winter. The location does not interfere with sight lines, however in the spring if not removed it will inhibit maintenance of the grass. The owners also have storage insurance on the motorhome.

Bylaw No. 1550 section 23 states "No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground, recreation area, public park or public lands except on such part thereof as may be designated by the CAO with a sign or signs for vehicle parking. The land shown below are public lands but just used as a green space, not for a playground or recreation area.



OPTIONS:

- Approve the request for the temporary motorhome storage until April 1, 2019. or
- Deny the request for the temporary motorhome storage and request the motorhome be removed within ___ days.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the temporary location for the motorhome storage until April 1, 2019.

Or

Moved by Councillor _____ to deny the temporary storage request for the motorhome and require removal within ___ days.

ATTACHMENTS:

- 1.) Email request

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1550 section 23.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 4, 2018

Sent: Monday, October 1, 2018 3:36 PM

To: Karine Wilhauk <Karine@claresholm.ca>; Jason Hemmaway <bylaws@claresholm.ca>

Subject: Motor Home

To Mayor and Council

We are Philip and Kim Ziegler your new neighbors to the town office. We purchased the house at 213 – 45th Ave West, just east of the town office in the summer. We are writing to request permission to leave our motorhome parked on the town land that is south of our garage, just, north of the Baptist church parking lot. We moved in and there was some miscommunication or confusion about where our property ended, and the town's began. Our son who lives out of town helped us winterize the motorhome and tarp it in with a special motorhome tarp, the end of September. We have storage insurance and will remove the motorhome from the town land, before April 1st of 2019, weather permitting.

Please consider our request.

If you need anything further please call me at [REDACTED]

We will find alternate storage in the Fall of 2019 as we realize now, this is the towns land and by bylaw, parking on town land is not permitted.

By permitting us to park there this winter you are helping us settle in and adapt to our new community.

Thanks

Philip Dean Ziegler and Kim Ziegler



REQUEST FOR DECISION

Meeting: October 9th, 2018
Agenda Item: 8

Tax Exemption Applications under C.O.P.T.E.R.

BACKGROUND / DESCRIPTION:

The Town has, in previous years, accepted applications from community organizations for tax exemption under the Municipal Government Act – Community Organization Property Tax Exemption Regulation (C.O.P.T.E.R) and in accordance with the Town of Claresholm Bylaw # 1526. This allows qualified non-profit or community organizations to be granted tax relief. There are 3 applications for review. All 3 are simply re-applying after their previous 3 year exemptions and have provided all the necessary information that allows them to qualify again. The legislation is likely to change in 2019 and for that reason the C.O.P.T.E.R. applications are for a 2019 exemption only and not for the usual 3 years.

1. The Claresholm Curling Club – Requesting exemption for the area that does not have a liquor permit (see attached assessment)
2. The Claresholm Golf Club – Requesting exemption for the area that does not have a liquor permit (see attached assessment)
3. The Prairie Winds Clubhouse Society- Requesting exemption for the entire assessable area (see attached assessment)

PROPOSED RESOLUTIONS:

Accept all three applications for exemption as their status as non-profit or community organizations has not changed.

ACTION:

Moved by Councillor _____ to accept the application and exempt the taxes for the Claresholm Curling Club for 1 year.

Moved by Councillor _____ to accept the application and exempt the taxes for the Claresholm Golf Club for 1 year.

Moved by Councillor _____ to accept the application and exempt the taxes for the Prairie Winds Clubhouse Society for 1 year.

OR

Moved by Councillor _____ to deny the application and for exemption of the taxes for the Claresholm Curling Club for 1 year.

Moved by Councillor _____ to deny the application for exemption of the taxes for the Claresholm Golf Club for 1 year.

Moved by Councillor _____ to deny the application for exemption of the taxes for the Prairie Winds Clubhouse Society for 1 year.

ATTACHMENTS:

- Applications from the Claresholm Curling Club, the Claresholm Golf Club and the Prairie Winds Clubhouse Society.
- Assessment Report for Taxroll # 11917000 – Curling Rink
- Assessment Report for Taxroll # 11630000 – Claresholm Golf Club
- Assessment Report for Taxroll # 10157000 – The Prairie Winds Clubhouse Society

APPLICABLE LEGISLATION:

- 1.) MGA – Community Organization Property Tax Exemption Regulation

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 4, 2018

Received Sept 19, 2018
LC

Application for Property Tax Exemption General

Application deadline September 30th of the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner Town of Claresholm	Telephone Number (Bus) 403-625-3381	Telephone Number (Res) N/A
Address of property owner PO Box 1000 Claresholm AB T4L 0T0	Postal Code	Fax Number 403-625-3869
Address of property for which exemption is requested 430-53 Avenue East, Claresholm AB		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input checked="" type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy) 1970's

PART 2 – ORGANIZATION INFORMATION	
Name of organization operating the facility Claresholm Curling Club	Telephone Number (Bus) 403-625-3933 Fax Number 403-625-4791
Act under which organization is registered as a non-profit organization Not for profit	Registration Number 500077870
Organization's objectives/purposes	
<ol style="list-style-type: none"> 1. To provide the Town of Claresholm and surrounding areas access to the sport of curling. 2. 3. 4. 5. 	
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____

(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? Yes No

If yes, do you operate this area? Yes No *on a volunteer basis.*

What goods or services are sold at the retail commercial area?

Concession sells snack food + lunch + breakfast. Lounge sells alcohol + snacks.

For what purpose is the net income from the retail commercial area used?

Operating expenses for the curling club. Utilities are our biggest expense

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

Class *C* Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION

What facilities are on the property?

1. 4 Sheets of ice
2. 2 Kitchens (only 1 has a stove)
3. Lounge/meeting room
4. Washroom x4 and 2 change rooms
5. Maintenance Room + Compressor Room

What times are they accessible to the general public?

24-7

What are the membership requirements including fees?

\$210 membership fee

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain *For functions not pertaining to curling, rental agreements are in place.*

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?

General Public Members

PART 5 – CONTACT INFORMATION

Contact Name <i>Tricia Burgess</i>	Position with Organization <i>Treasurer</i>	Telephone Number (Bus) <i>403-625-4427</i>	Telephone Number (Res) <i>403-682-7945</i>
Mailing Address for non profit organization <i>PO Box 1976 Claresholm AB</i>		Postal Code <i>T0L 0T0</i>	Fax Number <i>403-625-3229</i>
President of Organization <i>Kirby Quayle</i>	Telephone Number (Bus) <i>306-540-2903</i>	Telephone Number (Res) <i>306-540-2903</i>	Fax Number <i>N/A</i>
Treasurer of Organization <i>Tricia Burgess</i>	Telephone Number (Bus) <i>403-625-4427</i>	Telephone Number (Res) <i>403-682-7945</i>	Fax Number <i>403-625-3229</i>

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments

- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Tricia Burgess *2018 Sep 19* *Treasurer* *Tricia Burgess*
 Name (Please Print) Date Position Signature

Received Sept 26, 2018
LC

Application for Property Tax Exemption General

Application deadline September 30th of the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner <i>Town of Claresholm</i>	Telephone Number (Bus) <i>403-625-3381</i>	Telephone Number (Res) <i>N/A</i>
Address of property owner <i>Box 1000, Claresholm AB</i>	Postal Code <i>TOL 0T0</i>	Fax Number <i>403-625-3869</i>
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input checked="" type="checkbox"/> No <i>N/A</i>	Date organization took occupancy (mm / dd / yyyy) <i>N/A</i>

PART 2 – ORGANIZATION INFORMATION	
Name of organization operating the facility <i>Claresholm Golf Club</i>	Telephone Number (Bus) <i>403-625-3500</i> Fax Number <i>403-625-3560</i>
Act under which organization is registered as a non-profit organization <i>Society Act</i>	Registration Number <i>5000 7764</i>
Organization's objectives/purposes	
<ol style="list-style-type: none"> <i>1. To Provide Golf at a reasonable rate for the general Public + Members</i> <i>2. To operate + run golf course for the town of Claresholm</i> 3. 4. 5. 	
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____ (Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? Yes NoIf yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?

Golf Products

For what purpose is the net income from the retail commercial area used?

*To help pay expenses within organization*Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

Class

Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION

What facilities are on the property?

1. *Golf Course*
2. *Driving Range*
3. *Pro Shop*
4. *Restaurant*
- 5.

What times are they accessible to the general public?

All Times

What are the membership requirements including fees?

*Annual Dues - See Attached Sheet*Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?

 General Public Members**PART 5 – CONTACT INFORMATION**

Contact Name

Lyle Broderson

Position with Organization

Club Manager

Telephone Number (Bus)

403-625-3500

Telephone Number (Res)

403-625-4877

Mailing Address for non profit organization

Box 2080 Clareholm AB

Postal Code

TOLOTO

Fax Number

403-625-3560

President of Organization

Ray Montpetit

Telephone Number (Bus)

403-625-3114

Telephone Number (Res)

403-625-3114

Fax Number

N/A

Treasurer of Organization

Don Leonard

Telephone Number (Bus)

403-625-3188

Telephone Number (Res)

403-625-3841

Fax Number

*N/A***PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Lyle Broderson
Name (Please Print)

24-09-2018
Date

Club Manager
Position

Lyle Broderson
Signature

Received Sept 20, 2018
LC

Application for Property Tax Exemption General

**Application deadline September 30th of
the year preceding the taxation year**

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner <i>Prairie Winds Clubhouse</i>	Telephone Number (Bus) <i>403 625 4975</i>	Telephone Number (Res)
Address of property owner <i>4621 2nd Street West Clareholm TOLOTO</i>	Postal Code	Fax Number <i>403 625 3004</i>
Address of property for which exemption is requested <i>4621 2nd Street West</i>		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy)
<input type="checkbox"/> No		

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility <i>Sparta House (operating name)</i>	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization	Registration Number	
Organization's objectives/purposes		
<ol style="list-style-type: none"> 1. To provide support for community members living with a mental illness through social recreational programs 2. To raise awareness of mental health issues through events and interactions through our programs 3. To help members with basic life skills 4. To provide social opportunities and volunteer opportunities and employment opportunities with assistance for those otherwise unable 5. To create conversation in the community to work towards ending mental illness stigma 		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____

(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREA

Does the organization have a retail commercial area at this location? Yes No

If yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

Class

Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION

What facilities are on the property?

1. main building - Recreation room, kitchen, Dining room, washrooms, office
2. Small shed for garden equipment.
- 3.
- 4.
- 5.

What times are they accessible to the general public?

mon-Friday 8:30-4:00

What are the membership requirements including fees?

No Fees - mental Diagnosis

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?

General Public Members

Depending on the program

PART 5 – CONTACT INFORMATION

Contact Name Carrie Dahl	Position with Organization Executive Director	Telephone Number (Bus) 403 625 4975	Telephone Number (Res) 403 915 7116 (cell)
Mailing Address for non profit organization Box 1354 Claresholm AB	Postal Code TOLOTO	Fax Number 403 625 3004	
President of Organization Mel Lyster	Telephone Number (Bus) 403 625 3918	Telephone Number (Res) 403 498 6335	Fax Number
Treasurer of Organization Paul Zemlak	Telephone Number (Bus) 403 625 3050	Telephone Number (Res) 403 585 5534	Fax Number

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments


- 2) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 3) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 4) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 5) Any available brochures, newsletters or other pertinent information relative to the organization.
- 6) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Carrie Dahl
Name (Please Print)

Sept 17/18
Date

Executive Director
Position


Signature

Roll: 11630000	Alt. Key: 5780000
Legal: 7810016 R1	
Description: Driving Order: 5780000	Zoning: Public
Address:	Actual Use: Primary: P10102 Secondary: C10101
Asbl. Party: M Municipal	Market Loc: 800 COUNTRY RESIDENTIAL
Owner: TOWN OF CLARESHOLM (GOLF CLUB)	Econ. Zone: Econ Zone 1 - Town of ClareshoAssbl. Land Area: 69.99 Acres

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt Code	Value
55701376	10 R-RESIDENTIAL	69.99 Acres	100%	100%	64 100%	587,000

Improvements

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081891	030-04-27 Garage(MAINTENENCE SHOP)	1,200	1991	64 100%	38,000
300081892	030-04-27 Garage(MAINTENENCE SHOP)	1,008	1985	64 100%	24,000
300081893	030-04-28 Garage	1,472	1979	64 100%	31,000
300081894	035-04-28 OPEN VERANDA - ABOVE ATTACHED GARAGE	1,472	1979	24 100%	15,000
300081895	035-04-28 VERANDA OVER FRONT ENTRY	420	1979	64 100%	5,000
300081896	030-03-27 Garage(PUMP HOUSE)	270	2003	64 100%	14,000

Marshall & Swift

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081878	300-03-63 CLUBHOUSE	4,684 Ft	1979	24 50%	222,000
				64 50%	222,000
300081883	505-02-61 Warehouse (Metal Clad)(CART STORAGE&GOLF COURSE)	2,600 Ft	1992	64 100%	1,389,000
300081886	505-02-61 Warehouse (Metal Clad)(CART STORAGE)	2,600 Ft	1992	64 100%	34,000
300121808	876-04-60 Shed (12' x 12')	144 Ft	2015	64 100%	7,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	24	Non Res Comm Imp/Permits	0	237,000	0	237,000
E	64	Comm Assoc Improved	587,000	1,764,000	0	2,351,000
Grand Totals:			587,000	2,001,000	0	2,588,000

Narratives

10 11-18-2011 Exemption - COPTER Regulation

66 09-10-2015 Historical Permit

Permit - D2015.010 / TCHB 0010 15LT / Accessory Building / \$8400 - 01/28/2015

Inspections

Visual Exterior	12-08-2015	WEHLAGE, LOGAN	Annual Inspection - gates all locked up, appears small shed garage on site, estimated shed.
Property Inside	07-29-2011	DALRYMPLE, Stewart	Information received from the Town of Claresholm re: COPTER exemption.
	04-15-2009	LAMB, Wayne	

Roll: 11917000	Alt. Key: 2330000
Legal: 8010781 118 33	
Description: Driving Order: 2330000	Zoning: Public
Address: 430 53 AVE E	Actual Use: Primary: P10104 Secondary: C10101
Asbl. Party: M Municipal	Market Loc: 400 HIGHWAY COMMERCIAL
Owner: TOWN OF CLARESHOLM (CURLING RINK)	Econ. Zone: Econ Zone 1 - Town of ClareshoAssbl. Land Area: 2.20 Acres

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt Code	Value
55701596	20 C-COMMERCIAL	2.20 Acres	0%	100%	64 100%	130,000

Marshall & Swift

ImprID	MT- Qu- St Description	Area (Ft2)	Eff. Year	Asmt Code	Value
300081162	500-04-61 Warehouse	12,928 Ft	1971	64 92% 24 8%	904,360 78,640

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	24	Non Res Comm Imp/Permits	0	78,640	0	78,640
E	64	Comm Assoc Improved	130,000	904,360	0	1,034,360
Grand Totals:			130,000	983,000	0	1,113,000

Narratives

10 11-18-2011 Exemption - COPTER Regulation

Inspections

Property 07-29-2011 DALRYMPLE, Stewart Information received from the Town of Claresholm re: COPTER exemption.
 Visual Exterior 03-25-2009 LAMB, Wayne ADD LICENSED AREA.

Revisions

PR 04-23-2009 YEAR END PROCESS Assessment Change

Roll: 10157000	Alt. Key: 15680000
Legal: 147N 10 9-10	
Description: Prairie Winds Clubhouse	Zoning: Residential
Address: 4621 - 2ND STREET W	Actual Use: Primary: C10304
Asbl. Party: C Corporation	Market Loc: 100 WEST
Owner: PRAIRIE WINDS CLUBHOUSE SOCIETY	Econ. Zone: Econ Zone 1 - Town of Claresholm Assbl. Land Area: 7,800 Sq. Feet

Income Valuation

IncomeID	Location	Property Type	Quality	Valuation	Year Built	Asmt Code	Value
300005525	Claresholm	General office	Average	185,000	1925	64 100%	185,000
	Office Main		Average	2,869 Ft2			

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
E		64 Comm Assoc Improved	0	0	185,000	185,000
Grand Totals:			0	0	185,000	185,000

Narratives

10 11-18-2011 Exemption - COPTER Regulation

Inspections

Info From Owner 06-21-2010 DALRYMPLE, stewart Prairie Winds Clubhouse, having applied and received exemption under COPTER, is exempt.

Visual Exterior 04-02-2009 LAMB, Wayne

Revisions

MGA305(3) 01-01-2010 DALRYMPLE, stewart Exempt as per COPTER (used revision date of January 1, as exempt from that date forward) - Assmt Code 24 to 64

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
09-09-2004	\$185,000	\$147,000	\$166,300	8000 Not Verified	Improved	111%	041339802
09-08-2004	\$185,000	\$58,000	\$58,000	8000 Not Verified	Improved	319%	041339001



Claresholm

REQUEST FOR DECISION

Meeting: October 9th, 2018
Agenda Item: 9

“PLANNING FOR GROWTH” PROJECT NAME FOR THE ASP

At the open house held September 18, 2018 names were presented as part of the public consultation. Moving forward the Area Structure Plan (ASP) should be given a name. This will add clarity to the plan.

The Town of Claresholm has given names to other current area structure plans. (links below)

Claresholm Prairie Shores ASP:

[http://gis2.orrsc.com/ORRSCdocs/Bylaws/Towns/Claresholm/Claresholm%20Prairie%20Shores%20Area%20Structure%20Plan%20June%202011%20\(Bylaw%201536%20consolidated%20with%20Bylaw%201564\).pdf](http://gis2.orrsc.com/ORRSCdocs/Bylaws/Towns/Claresholm/Claresholm%20Prairie%20Shores%20Area%20Structure%20Plan%20June%202011%20(Bylaw%201536%20consolidated%20with%20Bylaw%201564).pdf)

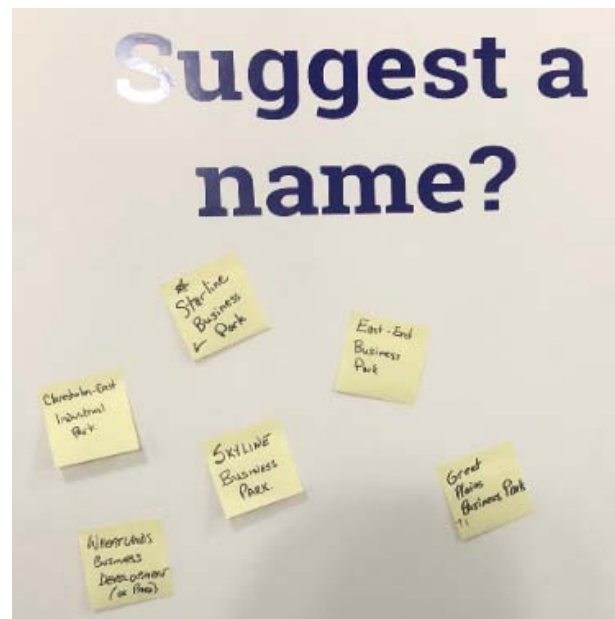
Southwest Residential ASP:

<http://gis2.orrsc.com/ORRSCdocs/Bylaws/Towns/Claresholm/Claresholm%20Southwest%20Area%20Structure%20Plan%20Bylaw%201552%20October%202010.pdf>

The names that were presented at the open house were as follows (in alphabetical order):

- Claresholm East Industrial Park
- East-end business Park
- Great Plains Business Park
- Skyline Business Park
- Starline Business Park (received the most votes)
- Wheatlands Business Development (or Park)

Keep in mind business park or business development at the end of the name is generic in uses since this area will have both highway commercial, commercial and industrial uses.



PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt _____ as the name for the new Area Structure plan, for the “Planning for Growth” project.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 4, 2018



Town of Claresholm
Income Statement by Function
August 31, 2018

Revenue	AUGUST	2018 YTD	2018 BUDGET
Tax and requisition revenue	(25,174.19)	(4,011,686.53)	(3,527,297.48) 1
General administration revenue	(2,590.10)	(57,755.81)	(187,497.00)
Police	(1,007.65)	(25,109.31)	(33,000.00)
Fire	-	(3,682.00)	(158,575.00)
Bylaw enforcement	(1,568.35)	(34,529.91)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	-	(4,687.34)	(41,915.00) 2
Airport	-	-	(5,000.00)
Storm sewers and drainage	-	(11,102.77)	(5,537,927.00) 2
Water supply and distribution	(172,533.50)	(745,958.58)	(1,772,500.00) 2
Wastewater treatment and disposal	(44,224.41)	(203,440.29)	(380,822.00)
Garbage Collection	(54,076.93)	(269,908.94)	(413,500.00)
Recycling	(22,427.14)	(105,586.28)	(173,500.00)
FCSS	(200.00)	(158,934.15)	(233,446.00)
Cemetery	(180.00)	(9,530.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	-	(90,500.00)	(91,500.00)
Land use planning, zoning and development	(2,066.00)	(45,942.74)	(20,500.00)
Parks and recreation	(168,596.82)	(436,806.80)	(1,141,501.00) 2
Culture - libraries and museum	(1,384.97)	(29,301.48)	(51,965.00)
	<u>(496,030.06)</u>	<u>(6,244,462.93)</u>	<u>(13,872,145.48)</u>
Expenses			
Legislative	7,405.70	71,565.64	108,750.00
Administration	126,476.49	896,229.44	1,303,084.34
Fire	50,407.79	138,921.82	326,979.05
Bylaw enforcement	10,398.63	71,041.03	157,847.28
Common and equipment pool	42,757.66	330,583.26	543,611.76
Roads, streets, walks and lighting	86,155.30	313,486.92	813,029.16
Airport	280.81	4,068.39	15,974.37
Storm sewers and drainage	975.98	10,896.75	252,705.34
Water supply and distribution	84,381.05	508,876.43	1,641,066.69
Wastewater treatment and disposal	7,212.79	55,167.82	523,994.93
Garbage Collection	33,846.73	251,420.34	387,653.06
Recycling	18,141.32	105,849.67	168,845.07
FCSS	22,779.76	166,611.47	254,665.08
Daycare	3,183.50	19,101.00	38,202.00
Cemetery	3,798.31	14,846.81	30,301.68
Physician recruitment	-	9,000.00	10,000.00
Economic development	46,336.47	105,242.49	345,110.20
Agriculture - weed and pest control	3,039.45	9,456.63	48,501.01
Land use planning, zoning and development	9,428.87	142,326.69	182,764.24
Parks and recreation	74,153.38	504,168.30	991,753.44
Culture - libraries and museum	17,061.77	290,228.94	388,417.07
	<u>648,221.76</u>	<u>4,019,089.84</u>	<u>8,533,255.77</u>
Net Income	<u>144,946.69</u>	<u>(2,232,420.74)</u>	<u>(5,338,889.71)</u>

Notes:

- 1** Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.
- 2** These include capital/grant revenue in these departments that haven't been received or have not been adjusted from deferred revenue.



**Town of Claresholm
Income Statement by Object
August 31, 2018**

Revenue	AUGUST	2018 YTD	2018 BUDGET
Net municipal taxes	546.86	(3,709,780.80)	(3,146,234.10) ¹
Special assessments	-	(18,702.27)	(15,827.00)
User fees and sales of goods	(317,279.13)	(1,473,648.27)	(2,609,665.00)
Government transfers for operating	-	(120,000.00)	(464,887.00)
Investment income	(13,746.13)	(91,057.64)	(60,000.00)
Penalties and costs of taxes	(1,042.79)	(104,432.48)	(161,500.00)
Licenses and permits	(2,646.00)	(79,667.74)	(51,800.00)
Other local government transfers	-	(53,000.00)	(40,600.00)
Proceeds from disposal of capital assets	(20,000.10)	(14,703.40)	(40,000.00)
Franchise and concession contracts	(13,708.13)	(145,544.83)	(204,563.38)
Rental	(2,251.87)	(44,641.43)	(105,700.00)
Other	(145,702.87)	(250,350.02)	(308,900.00)
Government transfers for capital	-	-	(6,429,023.00)
FCSS	(200.00)	(158,934.15)	(233,446.00)
	<u>(516,030.16)</u>	<u>(6,264,463.03)</u>	<u>(13,872,145.48)</u>
Expenses			
Salaries, wages and benefits	312,673.80	1,858,520.83	2,849,085.52
Contracted and general services	120,688.69	962,566.15	1,672,377.96
Materials, goods, supplies, and utilities	208,530.79	780,849.64	1,333,953.00
Bank charges and short-term interest	11.96	(25.02)	800.00
Interest on long-term debt	-	86,086.10	194,974.00
Other expenditures	2,822.30	32,861.95	28,440.00
Transfers to organizations and others	3,494.22	298,230.19	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>648,221.76</u>	<u>4,019,089.84</u>	<u>8,533,255.77</u>
Net Income	<u>124,946.59</u>	<u>(2,252,420.84)</u>	<u>(5,338,889.71)</u>
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	399,612.62	2,108,418.42	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	-	112,932.65	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>524,559.21</u>	<u>(31,069.77)</u>	<u>(2,200.00)</u>

Notes

¹ Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.



Town of Claresholm
Income Statement by Object
September 30, 2018

Revenue	SEPTEMBER	2018 YTD	2018 BUDGET
Net municipal taxes	283,220.92	(3,426,559.88)	(3,146,234.10) ¹
Special assessments	2,860.00	(15,842.27)	(15,827.00)
User fees and sales of goods	(96,196.29)	(1,569,844.56)	(2,609,665.00)
Government transfers for operating	(133,657.09)	(253,657.09)	(464,887.00)
Investment income	(12,920.58)	(103,978.22)	(60,000.00)
Penalties and costs of taxes	(3,620.74)	(108,053.22)	(161,500.00)
Licenses and permits	(3,853.10)	(83,520.84)	(51,800.00)
Other local government transfers	(9,250.00)	(62,250.00)	(40,600.00)
Proceeds from disposal of capital assets	(40,100.00)	(54,803.40)	(40,000.00)
Franchise and concession contracts	(15,691.38)	(161,236.21)	(204,563.38)
Rental	(8,259.76)	(52,901.19)	(105,700.00)
Other	(7,052.84)	(257,402.86)	(308,900.00)
Government transfers for capital	(1,203,178.00)	(1,203,178.00)	(6,429,023.00)
FCSS	(7,357.22)	(166,291.37)	(233,446.00)
	<u>(1,255,056.08)</u>	<u>(7,519,519.11)</u>	<u>(13,872,145.48)</u>
Expenses			
Salaries, wages and benefits	204,184.60	2,062,705.43	2,849,085.52
Contracted and general services	119,504.07	1,084,184.15	1,674,577.96
Materials, goods, supplies, and utilities	105,557.07	886,406.71	1,333,953.00
Bank charges and short-term interest	4.96	(20.06)	800.00
Interest on long-term debt	25,030.23	111,116.33	194,974.00
Other expenditures	(635.51)	32,226.44	28,440.00
Transfers to organizations and others	6,249.00	304,479.19	330,902.00
Purchases from other governments	-	-	-
Amortization	-	-	2,122,723.29
	<u>459,894.42</u>	<u>4,481,098.19</u>	<u>8,535,455.77</u>
Net Income	<u>(802,183.77)</u>	<u>(3,052,490.68)</u>	<u>(5,336,689.71)</u>
Other			
Transfers to/from reserves	-	-	(217,261.00)
Capital expenditures	1,272,282.80	3,380,701.22	7,787,308.00
Debt Proceeds	-	-	(400,000.00)
Debt Principal Repayment	61,271.70	174,204.35	289,366.00
Amortization addback	-	-	(2,122,723.29)
	<u>531,370.73</u>	<u>502,414.89</u>	<u>-</u>

Notes

¹ Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.



Claresholm

Town of Claresholm Income Statement by Function September 30, 2018

Revenue	SEPTEMBER	2018 YTD	2018 BUDGET
Tax and requisition revenue	254,301.72	(3,757,384.81)	(3,527,297.48) 1
General administration revenue	(127,958.11)	(185,713.92)	(187,497.00)
Police	(2,064.74)	(27,174.05)	(33,000.00)
Fire	-	(3,682.00)	(158,575.00)
Bylaw enforcement	(1,478.76)	(36,008.67)	(84,400.00)
Common equipment pool	-	-	-
Roads, streets, walks, lighting	(40,100.00)	(44,787.34)	(41,915.00) 2
Airport	-	-	(5,000.00)
Storm sewers and drainage	(999,911.00)	(1,011,013.77)	(5,537,927.00) 2
Water supply and distribution	(246,267.06)	(992,225.64)	(1,772,500.00) 2
Wastewater treatment and disposal	(14,690.05)	(218,130.34)	(380,822.00)
Garbage Collection	(17,396.49)	(287,305.43)	(413,500.00)
Recycling	(3,742.70)	(109,328.98)	(173,500.00)
FCSS	(7,357.22)	(166,291.37)	(233,446.00)
Cemetery	(2,875.00)	(12,405.00)	(17,300.00)
Physician recruitment	-	-	-
Economic development	-	(90,500.00)	(91,500.00)
Land use planning, zoning and development	(3,823.10)	(49,765.84)	(20,500.00)
Parks and recreation	(31,875.72)	(468,682.52)	(1,141,501.00) 2
Culture - libraries and museum	(9,817.85)	(39,119.33)	(51,965.00)
	(1,255,056.08)	(7,499,519.01)	(13,872,145.48)
Expenses			
Legislative	4,641.32	76,206.96	108,750.00
Administration	60,993.06	957,222.50	1,303,084.34
Fire	8,177.04	147,098.86	326,979.05
Bylaw enforcement	8,575.93	79,616.96	157,847.28
Common and equipment pool	36,109.03	366,692.29	543,611.76
Roads, streets, walks and lighting	84,934.17	398,421.09	813,029.16
Airport	150.06	6,332.38	18,174.37
Storm sewers and drainage	439.68	11,336.43	252,705.34
Water supply and distribution	48,753.91	557,630.34	1,641,066.69
Wastewater treatment and disposal	34,138.57	89,306.39	523,994.93
Garbage Collection	24,481.60	275,901.94	387,653.06
Recycling	12,970.12	118,819.79	168,845.07
FCSS	16,881.29	183,492.76	254,665.08
Daycare	-	19,101.00	38,202.00
Cemetery	1,158.91	16,005.72	30,301.68
Physician recruitment	-	9,000.00	10,000.00
Economic development	16,228.23	121,470.72	345,110.20
Agriculture - weed and pest control	3,321.20	12,777.83	48,501.01
Land use planning, zoning and development	15,719.69	158,046.38	182,764.24
Parks and recreation	72,025.49	576,193.79	991,753.44
Culture - libraries and museum	10,195.12	300,424.06	388,417.07
	459,894.42	4,481,098.19	8,535,455.77
Net Income	(802,183.77)	(3,032,490.58)	(5,336,689.71)

Notes:

- 1** Revenue in excess of budget due to School Tax Requisitions to still be deducted from this line item.
- 2** These include capital/grant revenue in these departments that haven't been received or have not been adjusted from deferred revenue.



INFORMATION BRIEF

Meeting: October 9, 2018
Agenda Item: 12

BULK WATER STATION

Background

The Environmental Protection Officer for our area has done an inspection as part of our water license renewal and has advised our truck fill does not have an air gap or backflow preventer which is necessary according to Municipal Affairs who enforce the National Plumbing Code of Canada. Without a proper air gap or backflow preventer we will need to close our bulk water fill station. Infrastructure services has tried to offer other solutions for repairs, but this quote obtained is the only accepted mitigation that they will entertain. Also, a journeyman plumber is required for the repairs. Permits will be taken out for this project.

Discussion

We have obtained a quote from DMT Mechanical for \$10,435.00 (plus GST) to comply with the national plumbing code of Canada. It is administrations intent to proceed with this upgrade as a necessary repair.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Darlene Newson – Infrastructure Admin Assistant

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: October 4, 2018



INFORMATION BRIEF

Meeting: October 9th, 2018
Agenda Item: 13

COUNCIL REMUNERATION TAX CHANGES IN 2019

Since 1999 the Municipal Government Act (Section 275.1) along with the Income Tax Act (Section 81(3)) has deemed that one third (1/3) of the remuneration paid by a municipality to an elected official was not subject to tax as it was seen essentially as reimbursement for incidental expenses or charges incurred in the processes of carrying out their duties.

This practice will be discontinued as of January 1st, 2019, making 100% of elected officials' remuneration taxable.

ATTACHMENTS:

- 1.) GFOA Alberta publication

APPLICABLE LEGISLATION:

Expense allowance 275.1

- (1) In this section, "remuneration" includes salaries, indemnities, honorariums and allowances.
- (2) One third of the remuneration paid in 1999 and later years by a municipality to a councillor is deemed to be an allowance for expenses that are incidental to the discharge of the councillor's duties.
- (3) Subsection (2) does not apply to a councillor's remuneration paid in a year if there is in force during all or any part of that year a bylaw or resolution of council establishing that a portion other than 1/3 of the councillor's remuneration is an allowance for expenses that are incidental to the discharge of the councillor's duties.

PREPARED BY: Lisa Chilton – Payroll

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: October 4, 2018

Strategies

YEAR 1		Update on Progress
POLICY & PLANNING		
3 Year Operations Plan and 5 Year Capital Plan		
	Complete first official 3 year operating and 5 year capital plan	Drafts are nearly complete for presentation to Council at Budget Committee meetings scheduled in Late October
Multi Use Community Facility		
	Tender project and begin asbestos remediation	Meeting Oct 4, 2018 for final review before Asbestos Abatement. PW has removed the ducting, electrical hangers in boiler room to provide access for drywall removal in boiler room. All lockers were removed to allow access to the old floor tiles under lockers in hallway. All materials to be salvaged have been removed and stored in the gym for now.
Intermunicipal Development Plan (IDP)		
	Engage ORRSC to begin public input and policy development	ORRSC contracted to begin project, working on template document.
Intermunicipal Collaboration Framework (ICF)		
	Complete review of current services provided by the Town internally, intermunicipally, or by a 3rd party	Collection and identification of current agreements is underway. Next meeting scheduled for October 19, 2018.
Industrial Study on Annexed Lands		
	Develop land use policy and regulations pertaining to future industrial and commercial development	"Planning for Growth" project includes market studies and best land use. Policy/Regulations will be within the Land Use Bylaw.
	Develop a concept plan for the 120 acre parcel	WSP has completed concept plan designs, and draft ASP for 160 acre parcel.

Strategies

YEAR 1	Update on Progress
<p>Develop an Area Structure Plan (ASP) for Phase I</p>	<p>ASP for entire 160 acre parcel is on track to be presented to Council at the first meeting of November 2018. Brady has submitted a request to CARES administrators to adopt the scope increase and approve a reporting extension. Initial conversations are accepting of the requests, however we await an official response. This request also includes the addition of Phase-1 Detailed Design work for the Planning for Growth Project, this additional work allows to maximize the grant opportunity however it makes the timelines very tight for WSP. Applying for a reporting extension will automatically extend all project deadlines, which provides security for the Town, however at this stage we continue to hold WSP to the October 29th deadline.</p>
<p>Stormwater Infrastructure</p>	
<p>Complete scope change to Phase I to include golf course corridor and connection to Centennial Park</p>	<p>Phase 1 scope change has been approved. Tender packages will go out by October 9th and back in front of Council for approval at October 22 meeting.</p>
<p>Reapply for Alberta Community Resilience Program grant for Phase 2</p>	<p>Application was completed and submitted before the end of September</p>

Strategies

YEAR 1	Update on Progress
Development Processes	
Provide online service to streamline permit process	Bizpal initiated and added to the website. All permitting/contact info/ bylaws on website. Email applications accepted with e-transfer payments also accepted.
ECONOMIC & COMMUNITY DEVELOPMENT	
Support the Economic Development Committee	
Develop a 3 year Business Plan	The EDC will be undergoing a strategic planning session on October 10th to develop and align the committee goals with the recently adopted Strategic Plan of Town Council.
Develop a Strategy for Challenging Land Owners	
	With the help of local realtors, building and landowners, Brady has began drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.
Revitalize Downtown and Highway Corridor	

Strategies

YEAR 1	Update on Progress
Gateway signs, mural maintenance	Brady has submitted a new application for a sign modification permit from AB transportation. Previous applications from hired design team were not approved by EDC, and then a subsequent application was not approved by AT. Brady has found a new design guy who has assisted. There is a 4 week delivery time required for these custom fit high quality, await permit approval to place the order. This project will be completed before the end of the year.
Develop Residential Land Resulting In Diverse Housing	
Work with landowners to identify opportunities	Brady continues to build relationships with landowners and gain a better understanding of price and availability.
Develop Light Industrial (Annexed Lands)	
Develop land use strategy that takes into account highest and best use	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018.
Undertake an Opportunities and Constraints analysis	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018.
Develop logical phasing plan to phase development	Working with planners, engineers and town infrastructure to determine what infrastructure upgrades will be required.
Develop a Financing and Cost Sharing Model	WSP and Watson Economists are working to complete the supporting documents by the end of October 2018.
Undertake a market analysis	Market analysis is complete, await the rest of the documents to build a robust plan moving forward.

Strategies

YEAR 1

YEAR 1		Update on Progress
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
Quarterly Open Houses		ASP for Annexed Industrial/Commercial Land Open House held September 18, 2018
Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)		
Administration and Council Policies		
Redevelop the numbering and organization of policies for efficiency		Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee in October or early November, 2018.
Begin review and updating of current policies		Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee in October or early November, 2018.
Address Legislative Changes in a Timely Fashion		
Develop tracking worksheet to identify changes required and progress		IDP and ICF are only remaining projects to complete to adhere to the amendments to the Municipal Government Act.
Review and update Bylaws		Ongoing
Ensure ongoing training for qualified operators/staff		Recommendations are prepared for review during 2019 budget discussions.

Strategies

YEAR 1

YEAR 1		Update on Progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
	MLA, MP and surrounding municipal Councils at least bi-annual social	
Strengthen Stakeholder Relationships		
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	Sparta House invited to September 24, 2018 Council meeting to present on their services.
Relationships with AHS and Other Service Providers		
	Continue to Enhance Relationships with AHS and Other Service Providers	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Traffic & Police Enforcement		
	Continue partnership for CPO services	Recommendations are prepared for review during 2019 budget discussions.
	Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	A proposal to extend the 50&70 km/h zones was sent to AB Transportation on May 22, 2018 and again on August 27th, Council and CAO met with AB Transportation on September 26, at the AUMA Convention to discuss extension of 50 & 70 km/h zones. This request was denied. An investigation into red light camera/photo radar was initiated and we do not qualify because our population is less than 5000 people and we do not have our own paid police force. The CPO1 from Fort Macleod has only been able to come to Claresholm 18 days out of a possible 36 weeks. RCMP have increased traffic light patrol and highway #2 patrols. No joint radar blitz in conjunction with the RCMP took place. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar still very effective.

Strategies

YEAR 1

YEAR 1		Update on Progress
Expansion of Pathways		
Complete pathway on 8th Street West from 59 Ave West to Derochie Drive		Completed
Complete pathway from Porcupine Hills Lodge to Patterson Park		Completed
Complete pathways and access road system at Stormwater Management Facility		Completed

Strategies

YEAR 1		Update on Progress
Improvement of Parks		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Signage to install. Garbages budgeted for in 2019. Benches to be added in the future. Looking for service clubs to donate. Trees have been planted in 2018 to replace the dying trees.
Support the Arts Community		

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Transportation Society was to present to Council as a Delegation on September 10, 2018 but has asked to postpone to a later date.	In progress
22	RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for 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. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier	Jason	Request for changes sent to Alberta Transportation by email 2X, conversation scheduled with Transportation Minister at AUMA Sep, 2018	In progress
Regular Scheduled Meeting - September 24, 2018				
1	BYLAW #1651 - Moved by Councillor Zimmer to amend Bylaw #1651 regarding Cannabis Retail Stores to include an effective date of October 17, 2018. CARRIED Moved by Councillor Schulze to give Bylaw #1651 regarding Cannabis Retail Stores 2nd Reading. CARRIED Moved by Councillor Schlossberger to give Bylaw #1651, regarding Cannabis Retail Stores, 3rd and Final Reading. CARRIED	Tara	Bylaw printed, signed and sent to ORRSC.	Complete
2	BYLAW #1653 - Moved by Councillor Schulze to give Bylaw #1653, the Tax Penalty Bylaw, 2nd Reading. CARRIED Moved by Councillor Carlson to give Bylaw #1653, the Tax Penalty Bylaw, 3rd and Final Reading. CARRIED	Karine	Bylaw printed & signed	Complete
5	CORRES: Kaz's Service - Administration was instructed to let them know that the Mayor and as many Council members as possible will attend the Celebration BBQ on October 13, 2018.	Karine	Letter sent	Complete
6	CORRES: PHECC Board - Administration was instructed to let the Board know that due to the AUMA Convention, Council will be unable to attend the Re-opening of Soft Play on September 27, 2018.	Karine	Email sent	Complete
7,8,9	CORRES: Royal Canadian Legion Branch #41 - Mayor MacPherson will attend to each event: Poppy Fund on October 26th, Veteran's Banquet on November 4th and Remembrance Day Service on November 11th.	Karine	Letter sent	Complete

11	RFD: FortisAlberta Franchise Fee Agreement - Moved by Councillor Carlson to maintain the franchise fee percentage at 4% for 2019 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. CARRIED MOTION #18-154	Karine	Email sent	Complete
19a	IN CAMERA - Moved by Councillor Zimmer to enter into an intermunicipal contract with the Town of Granum to provide Granum with Financial Management services and support on a contract basis. CARRIED MOTION #18-155	Blair	Still waiting on some signatures to fully execute contract	In progress
19c	IN CAMERA - Moved by Councillor Moore to appoint Terry Mahoney to the Claresholm Public Library Board. CARRIED MOTION #18-156	Karine	Letter sent	Complete
19c	IN CAMERA - Moved by Councillor Schulze to appoint Terry Mahoney to the Claresholm and District Museum Board. CARRIED MOTION #18-157	Karine	Letter sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 5, 2018

INFORMATION ITEMS

Claresholm Community Centre Association

July 31, 2018

7:30 p.m.

Members present: Butch Glimsdale, Brad Schlossberger, Marni Lane, Shirley Isaacson, Carmelle Steel, Shayne Petersen

Members absent: Glen Alm, Doug Fletcher, Walt Lane, Don Leonard

1. Meeting called to order at 7:30 p.m.
2. Minutes of Last Meeting/Approval of Agenda – Shirley accepted the minutes as presented. Brad seconded. All in favour. Addition of Front Entry to agenda.
3. Caretaker Report
 - a) Request from Escape RV group to park in the parking lot when they rent the Lodge Room next June. A discount has been requested. Discussion was held and it was determined that since only the Lodge Room is being rented, regular rates will apply. Parking of RVs must be to the North and West of the building to ensure room for users of the Main Hall during that week.
 - b) Hood fan has been cleaned
 - c) Pilot lights on stove have been fixed. Shutoff valves need to be added to the pipe
 - d) Fire System was inspected and is in good working order
 - e) Air conduit in main hall was recharged
 - f) Grey power box is gone. Josh Florence will build us a new one
 - g) Ice Machine and cooler doors need to be placed on a list for replacement in the upcoming year
 - h) Prom – contract was received and it has hand written on it that they have until the next day to be out of the hall. Grad – ended up in an extra day due to it not being cleaned. They are to pay for the extra day. Marni and Brad will schedule a meeting with the school in the fall to outline the rental process and let them know that we will work with them, but they can't decide when they will be out of the hall. They must follow the rental procedures just as other groups do
 - i) Refund – A birthday party for Rachael Malachowski to be in the Lodge room in Sept was cancelled in early July. Will a refund be sent? A refund will be issued
 - j) Stage Lights – Shayne has had feedback from groups renting the hall that they assumed the stage lights can be used. The way they are set up currently a tech needs to be hired in order to use them. Discussion was held and we should have some that come on with a switch for easy use. If groups want to use them all then a tech would be required. Carmelle will discuss options with John

4. Treasurer Report – Financial report presented by Shirley. General account balance is \$67, 797.02 and the Casino account balance is 0.00. Telephone cancellation will remove that expense. Shirley moved treasurer report be accepted as presented. Marni seconded. All in Favor. Carried.

5. Old Business:

- a) Contract – Fee was negotiated, but the contract was not given to Shayne. Marni will send to him via email for review and signature.
- b) Floor refinishing – Tile floors look great, main floor may be completed in December

New Business –

- a) EDC – Hall has been rented as part of the business conference being held and they selected the meeting price. Inquiry from Darlene on whether it should have been the regular rate of 660.00. Brad confirmed that it is for a social, not a meeting and therefore should be 660.00. Marni will advise Darlene
- b) RV Group – discussed during caretaker report
- c) Plates – Email was sent out to board to decide whether the plates from the hall could be used for the Feast of Claresholm. All responses received were in favor of allowing them to be used. In the event of any damage the committee is required to pay for replacement
- d) Food Permit – Marni received notification that the Food Permits will now be sent to the Hall email. It will need to be printed when it arrives and be displayed at the hall
- e) Lights/Sound – Discussed lights during the caretaker report. Sound will be the next project to get some speakers mounted to improve the acoustics
- f) Grad – discussed during caretaker report
- g) Flu Clinic – Contract has been signed and dates are on the calendar. Cleaning fee is included in the contract and we will pay Shayne for that with his regular fee
- h) Casino Dates – Will be in the first quarter of 2019
- i) Front Entry way – Carmelle spoke with Doug to get a quote on updating the entryway. The quote isn't completed yet but the projected amount is 80000-100000. The Arts Society is going to meet with him to determine

what could be done to get a recognition wall created sooner as it will take some time to raise funds for a complete overhaul

- j) Brad notified the board that the Agriplex access to the new arena is being discussed

Brad moved the meeting be adjourned at 9:02 pm. Marni seconded.

Next meeting September 25, 2018 at 7:30 pm.

Karine Wilhauk

From: Scott Travis <stravis@ardn.ca>
Sent: Tuesday, October 2, 2018 12:06 PM
Subject: Invitation to the Canadian Rural & Remote Housing & Homelessness Symposium 2018
Attachments: logoLogo 2 Color@2x.png

Warm greetings from the Alberta Rural Development Network!

We would like to invite you to our first annual CRRHH Symposium, held in beautiful Canmore, AB, from October 24th - 26th. Our conference will provide an unique opportunity for individuals, organizations, communities, and government to share information, tools, training, and the expertise needed to address the complex issues surrounding homelessness and housing in rural and remote Canada.

As CAOs of Alberta's municipalities, we value your engagement and insight into housing challenges, and invite you to [explore our program](#) to find out how the CRRHH Symposium would be a useful resource and forum for an exchange of ideas. If there are others in your organization who you believe would find this to be a great opportunity, please forward them our invitation!

If you have any questions please feel free to contact me at stravis@ardn.ca

Thank you, and we hope to see you there!



October 24-26, 2018 in Canmore, Alberta at the Coast Canmore Hotel & Conference Centre!

Deadline to register October 17!

Organized in conjunction with the Alberta Rural Coalition on Housing and Homelessness, the symposium is dedicated to exploring the ways in which rural and remote Canadian communities experience, respond to, and address issues surrounding housing and homelessness. It is a unique opportunity to create in-depth conversations and share knowledge across rural and remote Canada that is long overdue.

After months of contacting speakers and organizing the logistics of a 50-session conference, we are proud to have launched the full session schedule, as well as posted the bios for our **five keynote speakers**, at crrhh.ca/program!

- **Content streams include:**

- rural homelessness prevention practices and solutions
- Indigenous (First Nations, Métis, and Inuit) homelessness and housing
- innovative housing models and energy efficiency in rural and remote housing development
- youth homelessness

- **Workshops include:**

- an evaluation of a rural poverty reduction program
- addressing rural homelessness and domestic violence

- a half-day, women-only workshop on women's homelessness and lived experience
- a half-day, interactive Indigenous blanket exercise that teaches the history of Indigenous rights in Canada that we're rarely taught

• **Panels include:**

- finding rural transportation solutions
- utilizing modular design in rural and remote housing
- rural food security and its connection to homelessness
- overcoming challenges to building rural and remote affordable housing

For all Symposium content streams and session descriptions, please see crrhh.ca/program.

As you check out the various sessions you can look forward to at the Symposium, please don't forget to take advantage of the [travel and hotel accommodation deals and discounts](#) we have secured exclusively for Symposium delegates.

REGISTRATION

The last day for registration is on **October 17th, 2018**. We may sell out, so don't miss this opportunity to connect with like-minded individuals or meet provincial counterparts at this unique event! Please visit crrhh.ca/registration to register.

CONFERENCE UPDATES

For full details on the Symposium, visit www.crrhh.ca. Please follow us on Twitter at @ARDNetwork and at the hashtag #CRRHH18 for conference updates, or at facebook.com/ardnetwork.

While you're at it, sign up for the ARDN newsletter, which will feature all important updates about the Symposium: <http://eepurl.com/bt56uz>

If you have any other conference-related questions, or are interested in becoming a sponsor and a partner of the Symposium, please contact **Scott Travis** at stravis@ardn.ca

We look forward to meeting you in the Rockies!

The Alberta Rural Development Network recognizes First Nations, Métis, and Inuit peoples as traditional stewards of the land we now call Canada. The Conference Centre where we will host the Symposium is located within Treaty 7 territory, the traditional territories and home of the Stoney Nakoda, Blackfoot, and Tsuut'ina Nations, as well as the Métis people of Region 3. Together with the settlers of this land, we are all Treaty People. Alberta is home to three Treaty territories, and we acknowledge and thank the diverse Indigenous peoples whose footsteps have marked these territories for centuries, where we will now gather together.



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CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Town of Claresholm Board Room

August 15, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore and Bert Franssens

Absent: Carl Hopf

Call to order by Barry Gibbs at 3:12 PM.

1. Adoption of agenda with no changes made by Gaven Moore. **CARRIED**
2. Approval of minutes from July 18, 2018 meeting as is made by Bert Franssens. **CARRIED**
3. Correspondence – Card with a cash donation received from family of William Moffatt, the first mayor of Claresholm.
4. Action List – reviewed open items on the action list. Barry Gibbs to confirm the funding structure on the joint project “Honouring Women in Agriculture”. Duane Glimsdale had a text from the UFA representative Darci-Jane McCauley, confirming \$8,000 funding.
5. Chair Report – Barry Gibbs presented his monthly report. A discussion on the new Ben Scaman exhibit. **ACTION** Gaven Moore to work with the museum on re-doing the display. Timeline to be in the next 10 days.
6. Culture Days – Barry Gibbs gave an update on the progress being made for this upcoming event. The next meeting will be on Monday August 20 at 1:00 PM.
7. Exhibition Policy – The board reviewed the Exhibition Policy after changes made by Blair Bullock. Only one correction to be made on page 4, item 4C. Re-word to: *Request an evaluation be conducted by visitor feedback using informal techniques and/or a formal survey.* Once the above changes are made Don Glimsdale moved that the policy be accepted. **CARRIED**
8. Operations Report - **ACTION** Barry Gibbs to talk to Blair Bullock on setting up a schedule for volunteers to help with staffing after the students are finished for the year. Great War Exhibit – Discussed the quotes that were received for printing up the boards for this exhibit. Bert Franssens moved that the quotation from Warwick Printing in the amount of \$576.52 for

3mm Sintra Boards with no laminating be accepted. Price does not include shipping and taxes. Any monies left over to go towards the purchase of easels. **CARRIED**

9. Strategic Planning – Discussed the upcoming one-day session with Nathan Cross. Surveys to be created before the meeting to get the publics viewpoint. Will need to come up with the type of questions to ask.

10. Motion for adjournment by Gaven Moore at 4:50. **CARRIED**

Next meeting September 19, 2018



Barry Gibbs

Board Chair

APPROVED

Ha

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
July 26, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, John Kroetsch, Duncan McLean and CAO Cheryl Friesen

Missing: Brad Schlossberger and Don Norby

1. Chair Gord Wolstenholme called the meeting to order at 3:01 P.M.
2. Approval of Agenda

18.79 **Moved by John Kroetsch** to approve the agenda as presented.
CARRIED

3. Delegations

No delegations.

4. Approval of Minutes
 - a) Regular Meeting June 28, 2018

18.80 **Moved by Duncan McLean** to approve the minutes of the June 28, 2018 regular meeting as presented.
CARRIED

5. Financial Information
 - a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$36 325.69.

18.81 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$36 325.69.
CARRIED

- b) Check Detail June 29, 2018 – July 20, 2018

CAO Friesen presented the members with the check detail from June 29 to July 20, 2018.

18.82 **Moved by Duncan McLean** to accept the check detail of June 29 – July 20, 2018 as presented.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
July 26, 2018 at 3:00 P.M.

5. Financial Information cont.

c) Bank Reconciliations June 2018 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for June 2018 for the ATB Financial checking account & 90 day notice account.

18.83 **Moved by John Kroetsch** to accept the June 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) Bank Statement ending June 30, 2018

CAO Friesen presented the ATB Financial bank statement ending June 30, 2018.

18.84 **Moved by Duncan McLean** to accept the ATB Financial bank statement ending June 30, 2018 as presented.

CARRIED

e) Approval to Pay Davis Automotive Group

18.85 **Moved by John Kroetsch** to ratify the email circulation authorizing CAO Friesen to release payment of thirty eight thousand eight hundred seven dollars and twenty one cents, \$38 807.21, to Davis Automotive Group for the purchase of the new truck.

CARRIED

6. New Business

a) Landfill Tour

CAO Friesen reported that she has made arrangements with the Crowsnest Pincher Creek and the Foothills Regional landfills to tour their facilities on August 1, 2018. Crowsnest Pincher Creek will be the first stop with an estimated arrival of 9:00 a.m. Landfill staff is then scheduled at Foothills Regional for 1 p.m. arrival.

Member Kroetsch will plan to join the tour(s).

7. Old Business

8. Correspondence

9. General Landfill Information

CAO Friesen gave a brief verbal report regarding highway sign project, HHW set-up, safety manual update and EI reduction program.

10. In Camera

18.86 **Moved by Duncan McLean** to go In Camera at 3:25 P.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
July 26, 2018 at 3:00 P.M.

10. In Camera cont.

18.87 **Moved by John Kroetsch** to come out of In Camera at 3:40 P.M.
CARRIED

18.88 **Moved by Duncan McLean** that CAO Friesen be authorized to make a decision
regarding e-transfer payments for the account in question.
CARRIED

11. Adjournment

18.89 **Moved by John Kroetsch** to adjourn at 3:42 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen