



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 24, 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 10, 2018

PUBLIC HEARING:

BYLAW #1651 – Cannabis Retail Stores

DELEGATION:

SPARTA HOUSE – Carrie Ann Dahl, Executive Director

ACTION ITEMS:

1. **BYLAW #1651 – Cannabis Retail Stores**
RE: 2nd & 3rd Readings
2. **BYLAW #1653 – Tax Penalty Bylaw**
RE: 2nd & 3rd Readings
3. **DELEGATION RESPONSE: Claresholm & District FCSS**
RE: Community Needs Assessment
4. **CORRES: FortisAlberta Inc.**
RE: 2019 Proposed Rates
5. **CORRES: Kaz's Service**
RE: Celebration BBQ October 13, 2018
6. **CORRES: Porcupine Hills Early Childhood Coalition (PHECC) Board**
RE: Invitation to Re-opening of Soft Play September 27, 2018
7. **CORRES: Royal Canadian Legion Branch No. 41**
RE: Poppy Fund Request October 26, 2018
8. **CORRES: Royal Canadian Legion Branch No. 41**
RE: Veteran's Banquet Request November 4, 2018
9. **CORRES: Royal Canadian Legion Branch No. 41**
RE: Remembrance Day Service November 11, 2018
10. **CORRES: Jaden Holle**
RE: Miss Rodeo Canada
11. **REQUEST FOR DECISION: FortisAlberta Franchise Fee Agreement**
12. **INFORMATION BRIEF: Land Inquiry – Skating Rink on Municipal Property**
13. **INFORMATION BRIEF: Community Standards and Smoking Bylaws**
14. **INFORMATION BRIEF: "Planning for Growth" Area Structure Plan Open House**
15. **INFORMATION BRIEF: Multi-Use Community Building Update**
16. **INFORMATION BRIEF: CAO Report**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA:**
 - a. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**
 - b. **INTERGOVERNMENTAL RELATIONS – FOIP Section 21**
 - c. **CONFIDENTIAL EVALUATIONS – FOIP Section 19.1**

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Annual Meeting Minutes – June 7, 2018
2. Town of Claresholm Economic Development Committee Minutes – July 17, 2018
3. Claresholm & District Chamber of Commerce Meeting Minutes – June 20, 2018
4. Willow Creek Ag Society Meeting Minutes – August 15, 2018
5. "Made in Western Canada" Growth Strategy
6. Willow Creek Regional Waste Management Services Commission Meeting Minutes – April 26, 2018
7. Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 24, 2018
8. Willow Creek Regional Waste Management Services Commission Meeting Minutes – June 28, 2018
9. "Breakfast with the Guys" – Rowan House Society, November 2, 2018
10. Claresholm Skate Park Association Meeting Minutes – August 16, 2018
11. New Ageing Well in Community Grant Program – Applications open until November 15th

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 10, 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 for unanimous consent to add the following to the Agenda:

19. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society

CARRIED

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

CARRIED

MINUTES: REGULAR MEETING – AUGUST 13, 2018

Moved by Councillor Schlossberger that the Regular Meeting Minutes of August 13, 2018 be accepted as amended.

CARRIED

**DELEGATIONS: CLARESHOLM & DISTRICT FCSS
RE: Community Needs Assessment**

Barbara Bell, Director of Claresholm & District FCSS (Family & Community Support Services), was present to speak to Council regarding their Community Needs Assessment survey that will be going out to the public. The purpose is to help their organization and their partners to create a Plan of Service and to deliver to the public those services that they want to see in their community. The last survey was done in 2014. Barb asked for Council's input for any changes that should be made to the survey. The survey will be available online and also in hard copy. They will also be attending some locations in person for feedback.

ACTION ITEMS:

**1. BYLAW #1653 – Tax Penalty Bylaw
RE: 1st Reading**

Moved by Councillor Moore to give Bylaw #1653, the Tax Penalty Bylaw, 1st Reading.

CARRIED

**2. DELEGATION RESPONSE: Claresholm Citizens on Patrol
RE: Information & Request for Financial Support**

MOTION #18-136 Moved by Councillor Schlossberger to support Claresholm Citizens on Patrol with a donation of \$2,500 to assist them with their patrolling efforts in Claresholm and area.

CARRIED

**3. CORRES: Hon. Shannon Phillips, Minister of Environment and Parks
RE: Alberta Community Resilience Program (ACRP) Update**

Received for information.

**4. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: 2018 Fall AUMA Convention**

Received for information.

**5. CORRES: Alberta Transportation, Southern Region
RE: AUMA Convention**

Received for information.

6. **CORRES: Livingstone Range School Division**
RE: Electoral Ward Boundary Review

Received for information.

7. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: AUMA's 2018 Resolutions Book

Received for information.

8. **CORRES: Alberta Recreation & Parks Association**
RE: Communities ChooseWell Award Winner

Received for information.

9. **CORRES: Chinook Arch Regional Library System**
RE: Chinook Arch Library Board 2019-2022 Budget and Member Levy

MOTION #18-137 Moved by Councillor Schulze to approve the Chinook Arch Library Board's 2019 – 2022 Municipal Levy Schedule as presented.

CARRIED

10. **CORRES: Terry Fox Run**
RE: Sunday, September 16, 2018

Received for information.

11. **CORRES: Claresholm & District Chamber of Commerce**
RE: Invitation to 2018 Claresholm Business Conference

Received for information.

12. **CORRES: Claresholm Recreation**
RE: Invitation to Claresholm Arena Grand Opening

Received for information.

13. **CORRES: Don Campbell**
RE: Request for Referendum

Received for information.

14. **CORRES: Dave Wicks**
RE: 2nd Appeal of Property Tax Penalty

Received for information.

15. **REQUEST FOR DECISION: Tax Sale Property**

MOTION #18-138 Moved by Councillor Zimmer for the Town of Claresholm to assume ownership of 232, 234 and 236 – 50 Avenue West under tax recovery regulations.

CARRIED

16. **REQUEST FOR DECISION: Playschool CFEP Project Support & Funding Request**

MOTION #18-139 Moved by Councillor Schlossberger to provide a letter of support and commitment for municipal funding in the amount of \$122,107.50 for the Claresholm Learn-a-Lot Playschool CFEP Grant Application for the Multi-Use Community Building.

CARRIED

17. **REQUEST FOR DECISION: Day Care CFEP Project Support & Funding Request**

MOTION #18-140 Moved by Councillor Carlson to provide a letter of support and commitment for municipal funding in the amount of \$230,013.50 for the Claresholm Child Care Society CFEP Grant Application for the Multi-Use Community Building.

CARRIED

18. **REQUEST FOR DECISION: Library 2019 CFEP Project**

MOTION #18-141 Moved by Councillor Moore to provide a letter of commitment for municipal funding up to \$6,340 for the Town of Claresholm Public Library Board CFEP Grant Application matching funds for their flooring replacement project, and defer funding to 2019 budget discussions.

CARRIED

19. **REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**

MOTION #18-142 Moved by Councillor Moore to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility recently constructed at the Claresholm Agriplex.

CARRIED

20. REQUEST FOR DECISION: Policy #GA 09-18 – Cell Phone for Business Use

MOTION #18-143 Moved by Councillor Schlossberger to adopt Policy #GA 09-18, the Business Cell Phone Policy, effective September 10, 2018 as presented.

CARRIED

21. REQUEST FOR DECISION: Land Inquiry – Skating Rink on Municipal Property

MOTION #18-144 Moved by Councillor Schlossberger to approve the request from Dave Perez to create an outdoor rink on the empty lot owned by the Town of Claresholm located at Block 69 Lot 118 Plan 8010781 with the following stipulations:

- that he signs a lease agreement for \$1 per year,
- that he carries liability insurance for a minimum of \$2 Million,
- that he names the Town of Claresholm as an additional named insured,
- that the site be cleaned up in the spring of 2019, and
- that the site will be cleared upon notice of sale of the property.

CARRIED

22. REQUEST FOR DECISION: ATCO Gas Franchise

MOTION #18-145 Moved by Councillor Zimmer to keep the franchise fee percentage the same at 10% for 2019 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

CARRIED

23. REQUEST FOR DECISION: Committee Structure

MOTION #18-146 Moved by Councillor Carlson to appoint Councillor Schlossberger to Alberta SouthWest.

CARRIED

MOTION #18-147 Moved by Councillor Zimmer to appoint Mayor MacPherson to the Joint Economic Development Initiative.

CARRIED

MOTION #18-148 Moved by Councillor Schlossberger to appoint Councillor Zimmer to the Physician Recruitment Committee.

CARRIED

MOTION #18-149 Moved by Councillor Schulze to appoint Councillor Carlson to the Municipal Planning Commission.

CARRIED

MOTION #18-150 Moved by Councillor Zimmer to appoint Councillor Moore to the Wage Negotiating Committee.

CARRIED

24. REQUEST FOR DECISION: Draft Strategic Plan

MOTION #18-151 Moved by Councillor Schlossberger to approve the Town of Claresholm Strategic Plan 2017/2018 – 2020/2021 as amended.

CARRIED

25. INFORMATION BRIEF: Red Light Camera Investigation

Received for information.

26. INFORMATION BRIEF: Service Alberta – Biz Pal Program Participation

Received for information.

27. INFORMATION BRIEF: Council Resolution Status

Received for information.

28. ADOPTION OF INFORMATION ITEMS

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

CARRIED

29. IN CAMERA:

a. LAND – FOIP Section 16.1

b. LEGAL – FOIP Section 27

c. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1

Moved by Councillor Zimmer to go In Camera at 8:14 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:14 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:02 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:02 p.m.

c. CONFIDENTIAL EVALUATIONS – FOIP Section 19.1

MOTION #18-152 Moved by Councillor Zimmer to appoint James Coupland to the Economic Development Committee.

CARRIED

MOTION #18-153 Moved by Councillor Schulze to appoint Vanessa McKenzie to the Claresholm & District FCSS Board.

CARRIED

ADJOURNMENT: Moved by Councillor Moore that the meeting adjourn at 9:03 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:03 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1651**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1651 is to accommodate cannabis related uses in the bylaw in accordance with Federal and Provincial legislation as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1651 be consolidated with Bylaw #1525 and the amendment is authorized to include adjustments to formatting, page numbering and section numbering throughout the document.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **13** day of **August** 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”

Revise Medical Marihuana Production facility definition to read as follows:

Medical marihuana Cannabis production facility means a development where ~~medical marihuana cannabis~~ is grown, processed, packaged, tested, destroyed, stored or loaded for shipping.

Revise Retail Store and Retail Store, large scale definitions to read as follows:

Retail store means a development where goods, wares, merchandise, substances, articles or things are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store. **This use does not include Retail cannabis store or Liquor store, which are separate uses.**

Retail store, large scale means a development of a stand-alone retail store that exceed 2,000 m² (21,529 sq. ft.) in size and may include retail outlets operated as part of a chain that locate on individual sites or that cluster on a large site, sometimes adjacent to each other. This use may include grocery stores or supermarkets, junior department stores and specialty stores selling a single line of products such as: business and office supply stores, electronics, appliances, furniture, fashion and clothing, craft and hobby stores, book stores, sporting goods, home improvement, hardware stores, gardening materials or building supplies. This use does not include liquor stores, **retail cannabis store**, automotive related uses, farm or industrial sales or service, which are separate uses.

Delete Medical marihuana definition.

~~**Medical marihuana** means a substance used for medical purposes authorized by a license issued under the federal government’s Marihuana for Medical Purposes Regulations (MMPR) or any subsequent legislation which may be enacted in substitution.~~

Revise Schedule 1 where Medical marihuana production facility is listed as a discretionary use to read:
Cannabis production facility

Add to the Definitions the following:

Cannabis refers to the plant Cannabis and is as defined in the Government of Canada *Cannabis Act*.

Cannabis accessory refers to the products used in the consumption of cannabis and is as defined in the Government of Canada *Cannabis Act*.

Provincial health care facility refers to medical care on behalf of the Government of Alberta’s Ministry of Health including hospitals and continuing care facilities.

Retail Cannabis Store means a development for the retail sale of cannabis and cannabis accessories. **This use does not include Cannabis Production Facility, Retail Store, or Retail Store, large scale.**

Add to Schedule 1 ‘**Retail Cannabis store**’ as a discretionary use to the following districts:

RETAIL COMMERCIAL	– C1
HIGHWAY COMMERCIAL	– C2
INDUSTRIAL	– I1
SERVICE INDUSTRIAL	– I2

Add to Schedule 1 Retail Commercial –C1 the following:

12. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Highway Commercial –C2 the following:

13. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Industrial –I1 the following:

11. **CANNABIS REGULATION** – See Schedule 14.

Add to Schedule 1 Service Industrial –I2 the following:

13. **CANNABIS REGULATION** – See Schedule 14.

Revise Schedule 14 Medical Marihuana Production Facility Regulations as follows:

Schedule 14

Schedule 14

CANNABIS REGULATION MEDICAL MARIHUANA PRODUCTION FACILITY

Cannabis Production Facility

1. The owner or applicant must provide as a condition of development a copy of the current license for all activities associated with ~~medical marihuana~~ **cannabis** production as issued by Health Canada.
2. The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
3. The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building. ~~including~~ **This may include** all loading stalls and docks, and garbage containers and waste material.
4. The development shall not operate in conjunction with another approved use.
5. The development shall not include an outdoor area for storage of goods, materials or supplies.
6. The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.
7. The development ~~must not be within~~ setback is 75.0 m (246 ft.) ~~of~~ **from** a residential or a public institutional district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential or a public institutional district.
8. The Development Authority may require, as a condition of a development permit, a Public Utility and Waste Management Plan, completed by a qualified professional, that includes detail on:
 - (a) the incineration of waste products and **removal of** airborne emissions, including smell;

- (b) the quantity and characteristics of liquid and waste material discharged by the facility; and
- (c) the method and location of collection and disposal of liquid and waste material.

9. The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Industrial type of development found in Schedule 8.

Retail Cannabis Store

All cannabis retail stores shall meet the following requirements:

1. Prior to applying for a municipal development permit for a Retail Cannabis Store, the applicant is required to apply to the Alberta Gaming and Liquor Commission (AGLC) for a determination of eligibility to obtain a license, and submit verification of the AGLC eligibility as part of the development application.
2. As part of the development application, the applicant shall demonstrate how the building location and design comply with all requirements under the *Alberta Gaming, Liquor and Cannabis Regulation*.
3. That the developer or applicant or owner provide copies of all approved Alberta Gaming and Liquor Commission licenses as a condition of the development permit.
4. The business must obtain and maintain a current Town of Claresholm business license.
5. The hours of operation for the business shall be 10a.m. to 2a.m. daily.
6. The use is defined by its separation from other uses as follows:
 - (a) 100.0m from the property line of a retail cannabis store to the property line of a public school;
 - (b) 100.0m from the property line of a retail cannabis store to the property line of a provincial health facility as defined in this bylaw; and
 - (c) 100.0m from the property line of a retail cannabis store to the property line of a Day care / child care facility.
7. The specified separation distances described in section 6 above are reciprocal and shall be applied to any application for a permit in proximity of established Retail Cannabis Store.
8. All signage for the Retail Cannabis Store use shall be in accordance with the *Alberta Gaming, Liquor and Cannabis Regulation* and Schedule 2 of this bylaw.
9. The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Retail type of development found in Schedule 8.



REQUEST FOR DECISION

Meeting: September 24, 2018
Agenda Item: 1

BYLAW No. 1651 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION: At the August 13, 2018 Town Council gave first reading to Bylaw No. 1651, a land use Bylaw amendment. The bylaw is to accommodate cannabis related uses in the bylaw in accordance with Federal and Provincial legislation.

The attached land use bylaw amendment follows the AGLC regulations for hours of operations and is in line with current land use bylaw liquor store regulations. The map attached shows the limiting distances within the land use bylaw for sensitive groups (daycares, public health facilities, and schools).

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News September 12th and 19th.

RECOMMENDED ACTION:

1. Since the Cannabis legislation has an effective date of October 17, 2018, Administration recommends adding the effective date into the bylaw. This will require a motion to amend bylaw No. 1651 to add the effective date of October 17, 2018 to align with federal regulations.
2. Council pass a resolution to give Bylaw No. 1651, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to amend bylaw No. 1651, a Land Use Bylaw Amendment to add the effective date of October 17, 2018.

Moved by Councillor _____ to give Bylaw No. 1651, a Land Use Bylaw Amendment, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1651, a Land Use Bylaw Amendment, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1651 /map
- 2.) RFD August 13, 2018

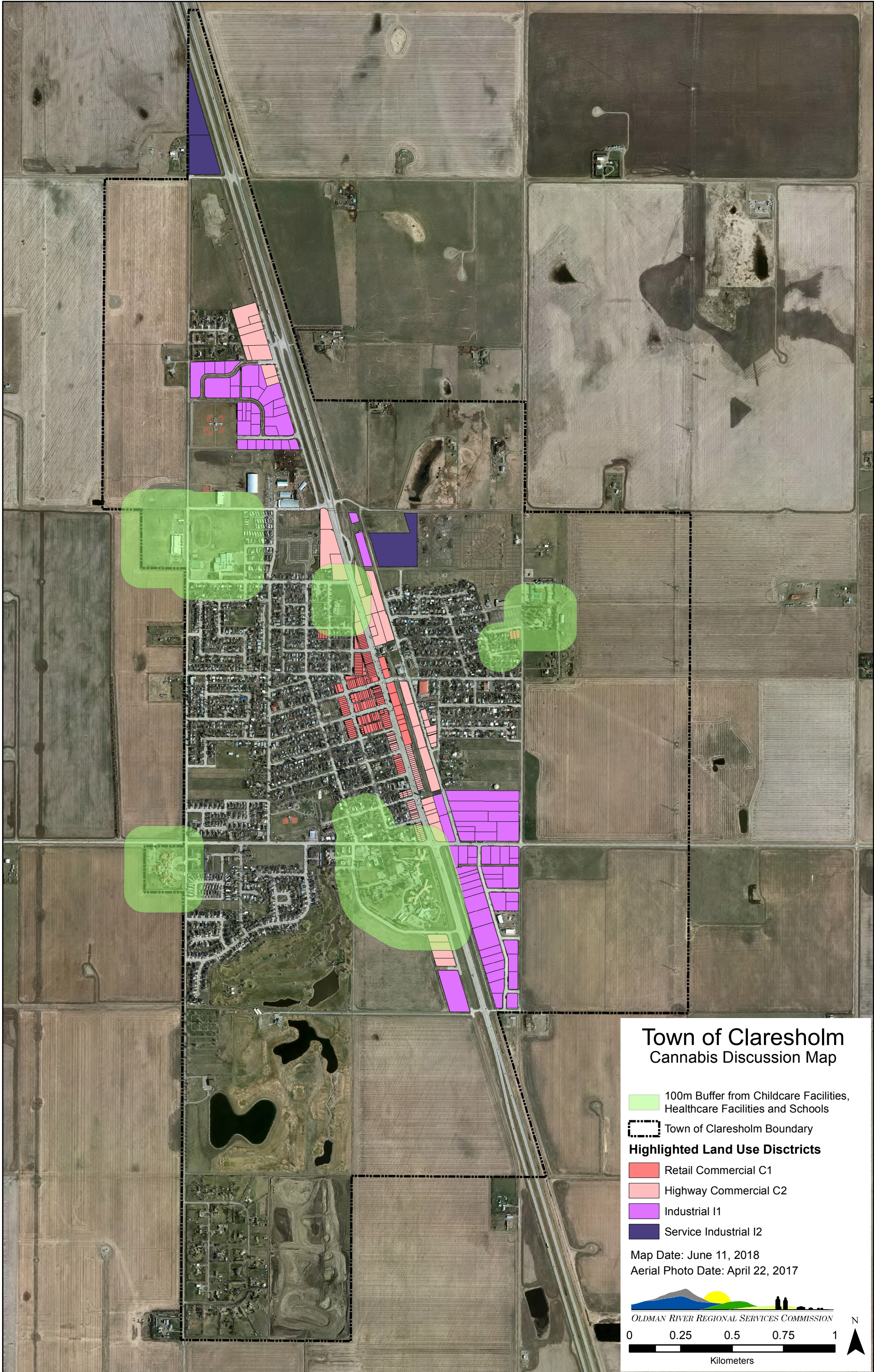
APPLICABLE LEGISLATION:

- 1.) Alberta Gaming, Liquor & Cannabis Act, RSA 2000, Chapter G-1
- 2.) LUB No.1525
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

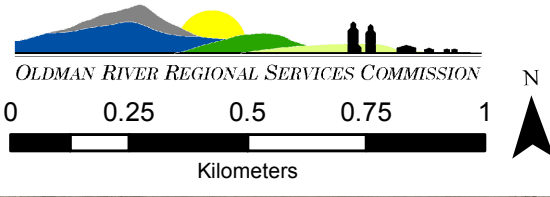
DATE: September 18, 2018



Town of Claresholm Cannabis Discussion Map

-  100m Buffer from Childcare Facilities, Healthcare Facilities and Schools
-  Town of Claresholm Boundary
- Highlighted Land Use Districts**
-  Retail Commercial C1
-  Highway Commercial C2
-  Industrial I1
-  Service Industrial I2

Map Date: June 11, 2018
Aerial Photo Date: April 22, 2017





REQUEST FOR DECISION

Meeting: August 13, 2018
Agenda Item: 1

Claresholm

BYLAW No 1651 – CANNABIS REGULATIONS

DESCRIPTION / BACKGROUND:

AGLC is the provincial body that has set out a detailed system for the issuance of cannabis licenses (similar to liquor stores). Municipalities will also retain the authority and ability to regulate recreational cannabis therefore; the Town of Claresholm Land Use Bylaw requires the attached bylaw amendment to align with the Alberta Cannabis Act.

As the sale of these products remains under the criminal code until the Act comes into force October 17th, 2018 we cannot accept any applications (as they are still considered illegal) until that time unless Council deems it pertinent to implement the Bylaw with an effective date of October 17th, 2018. This effective date can be added to the bylaw prior to second reading. Applicants will also be required to provide the Town, as a condition of approval, a license from Alberta Liquor and Gaming Commission (similar to liquor stores). By proceeding with first reading the public can provide feedback (as well as at the public hearing prior to second reading), and potential applicants can review the draft regulations and investigate potential locations if desired. If an effective date is implemented the Town can accept applications to begin processing, since Retail Cannabis Stores will be a discretionary use (the same as liquor stores) it will require processing time for circulation and Municipal Planning Commission review.

The Town of Claresholm Business License bylaw regulates the fees and conditions for obtaining a business license which includes adherence to the Land Use Bylaw. Currently specific businesses are not listed separately within the business license bylaw. If Council deemed it necessary to limit the number of Retail Cannabis stores or change any fee structure for the business licenses that Bylaw would require amending. Larger centers such as Edmonton and Calgary have amended their business license bylaws to add additional fees to off-set processing costs for applications and/or to potentially limit the number of retail stores. Administration requires direction from Council if they wish to amend the business license bylaw. Currently these retail stores would follow the same business license application procedure as liquor stores within Claresholm.

The attached land use bylaw amendment follows the AGLC regulations for hours of operations and is in line with current land use bylaw liquor store regulations. The map attached shows the limiting distances within the land use bylaw for sensitive groups (daycares, public health facilities, and schools). Applications cannot be accepted for retail cannabis locations within those green shaded areas. Once amended, the land use bylaw will list the limiting and reciprocal distances as well as all other requirements to comply (see attached Draft Bylaw No. 1651).

In accordance with the Municipal Government Act (MGA) Section 692, the land use bylaw amendment requires a public hearing and advertisement prior to giving second reading and notice given in accordance with MGA Section 606.

The amendment was presented to the Municipal Planning Commission on July 27, 2018 and a motion was carried to refer the attached bylaw to Council for review and 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw No. 1651, a bylaw to amend Land Use Bylaw No.1525 first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1651
- 2.) Map (showing limiting distances to hospitals, schools, daycares)

APPLICABLE LEGISLATION:

- 1.) Alberta Gaming, Liquor & Cannabis Act, RSA 2000, Chapter G-1
- 2.) LUB No.1525
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 31, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1653**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.*

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

AND WHEREAS in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

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

SECTION 1 NAME OF BYLAW

1.1 This Bylaw may be cited as the **“Tax Penalty Bylaw.”**

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) “CAO” means the Chief Administrative Officer of the Town of Claresholm.
 - b) “Council” means the Town Council of the Town of Claresholm.
 - c) “Municipality” means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - d) “Tax Notice” is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

SECTION 3 METHOD OF PAYMENT

- 3.1 The following are acceptable forms of payment for taxes:
- a) Tax Installment Payment Plan (TIPPs);
 - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
 - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
 - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
 - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
 - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
 - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by June 30th or the last business day in June in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31st or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

SECTION 4 APPLICATION OF PENALTIES

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule “A” (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31st as per Schedule “A” (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

SECTION 5 PASSAGE OF BYLAW

5.1 Bylaw #1563 and #1595 are hereby repealed.

5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

READ a first time in Council this **10th** day of **September** 2018 A.D.

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

**TOWN OF CLARESHOLM
BYLAW NO.
SCHEDULE "A"
TAX PENALTIES**

1. A penalty of fourteen percent (14%) shall be applied to unpaid current taxes.
2. A penalty of fourteen percent (14%) shall be applied to all outstanding balances.

Claresholm Community Needs Assessment 2018

Creating Your Claresholm

The purpose of doing a Needs Assessment in our community is help our organization and its partners to create a Plan of Service and to deliver to you, those services that you want in your community.

Thank you in advance for taking our survey. The results will be published in the Local Press and online, so watch for it!

1. What is your Gender?

- Male
- Female
- Prefer not to say

2. Where do you live?

- Town of Claresholm
- Town of Granum
- Town of Stavely
- M.D of Willow Creek

3. How long have you lived in Claresholm, Granum, Stavely or the M. D of Willow Creek?

4. What is your age group?

- 18-24 years old
- 25-34 years old

- 35-44 years old
- 45-54 years old
- 55-64 years old
- 65-74 years old
- Over 74 years old

5. We value all people! Select all that apply to you.

- Inuit
- Metis
- Indigenous
- Temporary resident
- Permanent resident
- Refugee
- Canadian Citizen
- Other

6. What is the highest level of education you have received?

- Elementary school
- Some high school
- High School
- Some College/ Technical School/Trade School
- Graduated College/ Technical School/Trade School
- Some University courses
- Completed University. What degree do you hold? _____

7. What is your employment status?

- Full Time
- Part Time/Casual
- Retired
- Seasonal
- Unemployed

8. If unemployed, are you currently looking for work?

- Yes
- No
- If no, why not? _____

9. How much longer do you plan on living here in Claresholm, Granum, Stavely, M.D of Willow Creek?

10. What is your housing status?

- Own
- Rent
- Staying with friends or family
- Homeless
- Hotel/motel
- Nursing long term
- Nursing short term
- Assisted living
- Other

11. Of all of the purchases your household makes, how many of them do you make in Claresholm?

- All of them
- Most of them
- About half of them
- A few of them
- None of them

12. Do you have access to affordable, healthy food?

- Yes
- No

13. Do you know about the Good Food Box Program?

- Yes
- No

If no and you would like more information, please call FCSS 403-625-4417

14. If you have children, who is your child/children's primary caregiver?

- Self
- Daycare
- Afterschool Care
- Private Day Care
- Family Member
- No one

15. Do you own a vehicle?

- Yes

- No

16. If not, do you have access to transportation in Claresholm?

- Yes
- No

17. Do you know your neighbors?

- Yes
- No

18. Do you have strong social connections in Claresholm?

- Yes
- No
- If not, why not? _____

19. Do you access programming offered by FCSS?

- Yes
- No
- If not, why not? _____

20. What FCSS affiliated and/or funded programs have you accessed in the last year?
Check all that apply

- Grief Share
- Soft Play
- Youth of Tomorrow/ Teen Centre
- MOPS
- Volunteer Income Tax

- Back Pack Program
- Angel Tree
- Adopt a Family
- Parent Link
- Financial Resolutions
- Volunteer Appreciation
- McBride
- Dad's Central
- Books for Babies
- Junior Achievement
- Family Day Skate
- Zombie Walk
- Longest Day of Play

21. Which of the following partnering agencies are you aware of that provide service in Claresholm?

- Foothills SNAPS
- Foothills Fetal Alcohol Society
- Family Ties
- Wild Rose Community Connections
- McMan
- Parent Link
- PHECC
- Ranchland Victims Services

22. What is the best platform for you to learn about programs/events?

- Social Media
- Print Newspaper
- Posters

- Word of Mouth

23. Are you in need of help with any of the following? Check all that apply

- Alcohol and drug abuse
- Anger control
- Caregiver support
- Couples communication
- Disability counseling
- Elder abuse
- Family conflicts
- Making decisions and problem solving
- Parenting classes
- Planning for the future/goal setting
- Post-Traumatic Stress Disorder (PTSD)
- Self esteem
- Thoughts of suicide
- Domestic Abuse
- Trauma
- Victimization
- Mental Health (stress, anxiety, depression)
- Financial counseling
- Other: Please specify: _____

24. Do you volunteer in your community?

- Yes, if yes, where? _____
- No
- If no, why not? _____

25. Would you like to help with any of these volunteer opportunities?

- Snow shoveling
- Cutting grass
- Odd jobs

- Volunteer Income Tax Program

For the following questions please circle your response.

1-completely unimportant, 2- unimportant, 3-important, 4- very important

1-completely unsatisfied, 2-unsatisfied, 3- satisfied, 4- very satisfied

26. How important are employment opportunities for adults in your community? Please circle

1 2 3 4

How satisfied are you with the employment opportunities for adults in your community?

1 2 3 4

27. How important are employment opportunities for youth in your community? Please circle

1 2 3 4

How satisfied are you with the employment opportunities for youth?

1 2 3 4

28. How important is access to affordable housing to you?

1 2 3 4

How satisfied are you with affordable housing options in your community?

1 2 3 4

29. How important is access to grocery options in your community?

1 2 3 4

How satisfied are you with access to grocery options in your community?

1 2 3 4

30. How important is access to quality child care in your community?

1 2 3 4

How satisfied are you with the quality of child care in your community?

1 2 3 4

31. How important is access to affordable child care in your community?

1 2 3 4

How satisfied are you with affordable child care in your community?

1 2 3 4

32. How important is after school care in your community?

1 2 3 4

How satisfied are you with after school care in your community?

1 2 3 4

33. How important are supervised youth activities in your community?

1 2 3 4

How satisfied are you with supervised youth activities in your community?

1 2 3 4

34. How important is adequate transportation in your community?

1 2 3 4

How satisfied are you with adequate transportation In your community?

1 2 3 4

35. How important is affordable transportation in your community?

1 2 3 4

How satisfied are you with affordable transportation in your community?

1 2 3 4

36. How important is access to town or MD information and resources in your community?

1 2 3 4

How satisfied with access to town or MD information and resources are you?

1 2 3 4

37. How important are the availability of Town and MD resources and services in your community?

1 2 3 4

How satisfied are you with the availability of Town and MD resources and services?

1 2 3 4

38. How important are available parks and recreation facilities in your community?

1 2 3 4

How satisfied are you with the available parks and recreation facilities?

1 2 3 4

39. How important are services offered for adults in your community? Please circle

1 2 3 4

How satisfied are you with services offered for adults?

1 2 3 4

40. How important are services offered for youth in your community?

1 2 3 4

How satisfied are you with services offered for youth?

1 2 3 4

Thank you for taking the time to fill out our survey.

On the following page, please find space for any solutions and/or suggestions



Dave Hunka
 Manager, Key Accounts
 Customer Service

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

September 17, 2018

RE: FortisAlberta's 2019 Proposed Rates

To ensure you receive the best service possible, FortisAlberta is continually working on new ways to provide excellent customer service, reduce outage frequency and duration and identify efficiencies to reduce costs. In 2019, we have many new enhancements coming for our customers; we look forward to discussing these with you in the coming months.

FortisAlberta is the primary electricity distribution service provider for your area. This letter is to inform you about next year's rates, which are pending approval by the Alberta Utilities Commission (AUC). If approved, these rates will take effect January 1, 2019.

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

Typical Bill Impacts by Rate Class

FortisAlberta Inc.
 2019 Annual Rate Adjustment Filing

Schedule 4.2-A
 September 10, 2018

**Typical Bill Impacts by Rate Class
 (Interim 2019 PBR Rates vs. April 2018 PBR Rates)**

Line No.	Rate Class (typical usage)	A	B	C	D
		D Rates Increase (Decrease) (%)	T Rates Increase (Decrease) (%)	DT Increase (Decrease) with Riders (%)	Total Electricity Bill Impacts (%)
1	Rate 11 - Residential	6.6%	5.4%	5.9%	3.8%
2	Rate 21 - FortisAlberta Farm	-0.7%	3.8%	-0.5%	-0.3%
3	Rate 24 - REA Farm ⁽¹⁾	N/A	N/A	N/A	N/A
4	Rate 26 - FortisAlberta Irrigation ⁽²⁾	1.3%	0.1%	-9.6%	-7.3%
5	Rate 29 - REA Irrigation ^{(1) (2)}	N/A	N/A	N/A	N/A
6	Rate 31 - Street Lighting (Investment Option)	5.4%	17.2%	7.3%	6.8%
7	Rate 33 - Street Lighting (No Investment Option)	5.5%	17.2%	12.1%	9.4%
8	Rate 38 - Yard Lighting	5.4%	17.2%	8.3%	7.3%
9	Rate 41 - Small General Service	3.4%	4.4%	3.6%	2.4%
10	Rate 44/45 - Oil & Gas Service	-5.3%	3.9%	-2.1%	-1.4%
11	Rate 61 - General Service	-5.8%	2.1%	3.4%	1.9%
12	Rate 63 - Large General Service	-15.1%	4.4%	5.3%	2.6%

Note (1) Impacts for REA Farm and REA Irrigation are not shown as those REA wire owners have their own distribution costs and Distribution Tariffs that are not considered in this Application.
 (2) Seasonal Bills

To ensure the reliability of the electricity distribution grid, FortisAlberta invests more than \$110 million annually to connect new customers and to both maintain and upgrade the system. This investment underpins the rate increases discussed above.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Enclosed: Proposed Maximum Investment Levels for 2019

Dave Hunka
Manager, Key Accounts

APPENDIX “B” – CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1
Maximum Investment Levels for Distribution
Facilities When the Investment Term is 15 years or
more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,556 per service
Rate 11 Residential Development	\$2,556 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,799 base investment, plus \$830 per kVA of Peak Demand
Rate 26 Irrigation	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 38 Yard Lighting	\$825 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,985 per fixture
Rate 41 Small General Service	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,799 base investment, plus \$923 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,799 base investment, plus \$923 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$104 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

Proposed 2019 Annual Rate Adjustments filed September 10, 2018



4044 3rd Street East, PO Box 2200, Claresholm, AB T0L 0T0

September 13, 2018

Mayor & Town Council

221 45 Ave. W, Claresholm, AB

T0P 0T0

As the new owners of Kaz's Service in Claresholm, it is with great pleasure and privilege that my wife Nadia and I would like to invite you to attend a special BBQ event being held at Kaz's Service, Saturday, October 13, 2018 at 11 am.

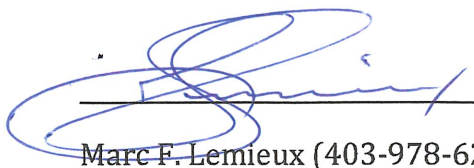
On the occasion of the celebration of the retirement of Jerry and Kathy Kinoshita, who, along with his father before him, have served community of Claresholm for more than 50 years, and the introduction of our new team who will take the reins to continue with the Kaz's Service legacy of good value, honesty and the goal of continuing to serve the community for many years to come.

We truly hope that the Mayor & Council members will consider attending and help us wish Jerry and Cathy well.

For planning purposes, we would appreciate knowing if the Mayor or anyone from town council will be attending.

Thank you and we look forward to having you.

Sincerely,



Marc F. Lemieux (403-978-6299)



Nadia R. Cabrera Salas

Karine Wilhauk

From: Vanessa McKenzie <vanessamckenzie14@gmail.com>
Sent: Friday, September 21, 2018 12:16 PM
To: Karine Wilhauk
Subject: Invitation for Mayor/Council

Hello,

On behalf of the Porcupine Hills Early Childhood Coalition and Claresholm Soft Play I would like to invite you to the re-opening of Soft Play at the basement of the United Church on Thursday, September 27 at 10:30 AM.

Soft play is a free drop in program that provides young children and their families a safe environment to develop gross motor and social skills as well as building new connections in our community. We rely solely on volunteers to run.

After fundraising efforts and generous donations from individuals, businesses, and service clubs in our community we have been able to completely recover our play equipment for the use of families in Claresholm and area. The Local Press will be covering the event.

I hope that your schedule may allow you to attend!

Best wishes,

Vanessa McKenzie
PHECC Board Member
Soft Play Coordinator



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

Thursday, September 13, 2018

Poppy Fund 2018 Request: The Town of Claresholm

From the Claresholm Legion Branch # 41:

The Claresholm Legion requests the presence of the town mayor, Doug McPherson, or his representative, to receive the first Poppy, Friday, October 26th, 2018 @ 11:00 a.m. @ the Claresholm Legion 414 53 Ave. E. to kick off the 2018 Poppy Campaign. Please advise the Poppy Chair, Bernt Smith, 403-625-5278 or President Margaret Smith, 403-625-5278 or the Claresholm Legion Branch # 41 @ 403-625- 3755, fax 403-625-3533 or Email RCLegion41@shaw.ca as to who the representative will be. Coffee and do-nuts will be available from 10:45 a.m. The 2018 Poppy Campaign commemorates the 100th Anniversary of the Armistice, the end of the Great War, which later became World War I.

Thank you on behalf of the Claresholm Legion Branch # 41.

Poppy Chair
Bernt Smith (403-625-5278)

President
Margaret Smith (403-625-5278)



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

Thursday, September 13, 2018

Veterans Banquet Request: The Town of Claresholm
Sunday, November 4th, 2018

From the Claresholm Legion Branch #41:

The Claresholm Legion requests the presence of the town mayor, Doug Mc Pherson and his wife, or his representative and their spouse, to attend the Legion's Veterans Banquet and give a speech, on behalf of the town of Claresholm, on Sunday, November 4th, 2018.

Legion doors will be open at 2:30 p.m. The program commencing at 3:00 p.m., has as yet to be determined, as this is the 100th Anniversary of the Armistice, November 11th, 1918 which brought to an end the Great War, which later became known as W.W.I.

The formal presentation of the Head Table Guests will be at 5:00 p.m. followed by dinner (menu to be determined).

Please advise the Poppy Chair, Bernt I. Smith (403-625-5278), President, Margaret Smith (403-625-5278) or the Legion Branch by phoning 403-625-3755, faxing 403-625-3533 or Emailing RCLegion41@shaw.ca as to who the representative will be attending the Veteran's Banquet on Sunday, November 4th, 2018.

Please advise if the attendees have any allergies or food restrictions.

Thank you on behalf of the Claresholm Legion Branch #41.

Poppy Chair
Bernt I. Smith (403-625-5278)

President
Margaret Smith (403-625-5278)



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

Thursday, September 20, 2018

Poppy Fund 2018 Request: The Town of Claresholm
November 11th, 2018 - The 100th Anniversary of the Armistice of "The Great War"

From the Claresholm Legion Branch #41:

The Claresholm Legion requests the presence of the town Mayor, Doug MacPherson, or his representative, to lay a wreath, on behalf of the Town of Claresholm, at the Remembrance Day Service, Sunday, November 11th, 2018, 10:30 - 11:30 a.m. @ the Claresholm Community Centre 59th Ave. & 8th St. W. The Mayor or his Representative should arrive at the Community Centre by 10:15 a.m. Designated seating for all Wreath Presenters is at the "Back of the Hall."

Please advise the Poppy Chair, Bernt I. Smith or President, Margaret Smith @ 403-625-5278 or by contacting the Legion, 403-625-3755, fax 403-625-3533, email RCLegion41@shaw.ca as to who the representative will be. The information is needed prior to the Kick Off to the Poppy Campaign Friday, October 26, 2018 in order to print the programs for the Remembrance Day Service.

Following the Ceremony everyone is invited back to the Legion Branch for coffee and do-nuts and general socializing. Soup and buns are served at approximately 1:00 p.m. and again everyone is welcome. The Claresholm Legion Branch # 41 would be delighted to have the Mayor, Doug MacPherson or his representative participate in these events following the Remembrance Day Ceremony.

Thank you on behalf of the Claresholm Legion Branch # 41.

Poppy Chair
 Bernt I. Smith

President
 Margaret Smith

Honouring all who served

From: Leeah Holle <leeahholle@gmail.com>
Sent: Monday, September 17, 2018 2:18 PM
To: Doug MacPherson <doug.macpherson@claresholm.ca>
Subject: Jaden Holle MRC

Hello Doug,

Jaden Holle is running for Miss Rodeo Canada in November at the Canadian Finals Rodeo under the title of Claresholm Chad Besplug Invitational Queen. She would love to connect with the town and garner some support. She may be attending the Chamber of Commerce Conference on Sept 21 in the evening. But would like to connect with the council as well and work together. Please let us know of your interest.

Hello,

I have been asked a lot recently what I am going to do after I pass on my crown and am no longer Calgary Stampede Princess. I would like to share with you some very exciting news... I will be competing for the title of Miss Rodeo Canada!

The pageant will be held the first week of November, during the Canadian Finals Rodeo in Red Deer. I will be carrying the title of "Claresholm CBI Queen" in the competition, representing the Chad Besplug Invitational, which is a Bull Riding event that happens every February in Claresholm.

To kick off the Miss Rodeo Canada competition, I've been asked to participate in a fundraiser through selling ads. The ads will be displayed in a spiral bound souvenir booklet, available for sale during the events in Red Deer. This is a wonderful opportunity for business owners, professionals, friends, family, and those of you who would like to "wish me luck" to advertise during the Canadian Finals Rodeo.

Proceeds from this fundraiser will go towards the production of the pageant and to assist the new Miss Rodeo Canada in attending over 500 appearances during her reign!

Full Page 8 1/2" x 5 1/2" \$100

All Ads are Full Colour.

Please save the files as JPEG or PDF or as Illustrator (.ai) *make sure .ai text is converted to outlines.

Dpi/ppi 300

CMYK Colour Mode

No Business Card scans, please create an ad with it.

Deadline for ad sales is Oct. 5.

Please let me know if you have any questions,

Email transfer can be made to leeahholle@gmail.com or cheque to Miss Rodeo Canada.

Sincerely,

Jaden Holle

Thank you in advance for your support!



Good Luck, Jaden Holle !



PROPERTY RESTORATION SPECIALISTS

Red Deer - Servicing Central Alberta

24/7 Emergency Services – 403-986-9627

Specializing in water damage, fire and smoke restoration, mould inspection and removal, disaster recovery as well as construction, renovation and demolition services.



REQUEST FOR DECISION

Meeting: September 24, 2018
Agenda Item: 11

FORTIS ALBERTA INC. FRANCHISE AGREEMENT

DESCRIPTION/BACKGROUND:

Fortis Alberta Inc. has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2019 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

"5) Franchise Fee

a) *Calculation of Franchise Fee-*

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1st) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).

By no later than September first (1st) of each year, the Company shall:

- i) Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and*
- ii) With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.*

b) *Adjustment to Franchise Fee-*

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

*If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1st) of the following calendar year, then the Municipality shall, **no later than November first (1st) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.***

If the Municipality provides such notice after November first (1st) of the immediately preceding year for a January first (1st) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1st) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) *Franchise Fee Cap-*

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval."

DISCUSSION/OPTIONS:

1. The franchise fee was at two percent (2%) since the agreement came into effect in 2013. At the September 26, 2016 Council meeting, Council passed the following motion:

Moved by Councillor McAlonan to increase the franchise fee percentage to 4% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with FortisAlberta Inc.

This increase took effect on January 1, 2017.

2. This increase put Claresholm closer to other communities in our area such as Nanton at 7% and Pincher Creek at 13%.
3. Revenue for 2016: \$45,917.75, revenue for 2017: \$96,513.72. This was an increase of \$50,595.97.

COSTS/ SOURCE OF FUNDING (if applicable):

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue once again if Council chose to increase the franchise fee.

RECOMMENDED ACTION:

Administration recommends Council keep the franchise fee percentage at 4% for 2019.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ 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. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

ATTACHMENTS:

- 1.) Correspondence from Fortis Alberta dated September 13, 2018
- 2.) Municipal Franchise Fee Riders

APPLICABLE LEGISLATION:

- 1.) Electric Distribution System Franchise Agreement- Town of Claresholm & FortisAlberta Inc.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 20, 2018

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

Sent: September 13, 2018 8:14 AM

To: Marian Carlson <Marian@claresholm.ca>

Cc: Orlesky, Stan <stan.orlesky@fortisalberta.com>

Subject: FortisAlberta Franchise Fee Calculator - 2018/19 - Please return by Nov. 1, 2018

Importance: High

RE: Request Confirmation of Electric Distribution Franchise Fee for 2019

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2019

1. Review the attached Franchise Fee Calculator and present the recommendations to Council;
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** *(Please use the sample advertisement that is attached).*
2. If **increasing** your franchise fee, it must stay within the current Franchise Fee **Cap of 20%.**
3. **By November 1st, 2018,** please email or fax clear copies of the following to Kayla Law @ kayla.law@fortisalberta.com or Fax: 780-464-8398

INCLUDE:


- ✓ Copies of both advertisements;
 - ✓ Publication dates for both advertisements;
 - ✓ Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2019.**
 5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kayla Law @ kayla.law@fortisalberta.com or Fax: 780-464-8398

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you can change the Franchise Fee percentage **(yellow cell)**

By changing this **cell** the spreadsheet will automatically update to reflect your estimated revenue for 2019.



Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2019 Proposed Franchise Percentage	5.00%

- On the second tab: Residential Bill Impacts, you can **view the impact to an average residential bill by changing cell F21 & F39.**
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: Franchise Fees YOY (year over year), you can see how much revenue your municipality has collected over the last two and a half years.

Please note: All rate increases/decreases are estimated and have not been filed or approved with the AUC. The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

!

Kayla Law | Stakeholder Relations Advisor

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

www.fortisalberta.com

FORTIS
ALBERTA

MISSION  **ZERO**
Bring it Home Preventable Injuries

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	15%	2018/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmanagay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	9%	2018/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	02-0197	Lamont	5%	2013/07/01
03-0081	Czar	5%	2013/10/01	01-0200	Leduc	16%	2014/01/01
02-0082	Daysland	7%	2018/01/01	02-0202	Legal	10%	2018/01/01
02-0086	Devon	13%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0088	Didsbury	17%	2016/01/01	03-0208	Longview	17%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0209	Lougheed	5%	2016/01/01
03-0093	Duchess	15%	2018/01/01	02-0211	Magrath	8%	2017/01/01
02-0095	Eckville	10%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0096	Edberg	10%	2018/01/01	02-0215	Mayerthorpe	8%	2016/01/01
03-0097	Edgerton	16%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0100	Edson	5%	2015/01/01	02-0218	Milk River	12%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0219	Millet	15%	2018/01/01
03-0112	Foremost	7%	2016/01/01	03-0220	Milo	20%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0224	Morinville	20%	2013/07/01
02-0124	Gibbons	10%	2013/01/01	04-0230	Nakamun Park	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	02-0232	Nanton	7%	2016/01/01
04-0129	Golden Days	0%	2017/01/01	02-0236	Nobleford	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	03-0233	New Norway	6%	2009/01/01
04-0134	Grandview	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	7%	2017/04/01	02-0238	Okotoks	10%	2017/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0239	Olds	8.59%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	7.50%	2013/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	9%	2017/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	0%	2013/07/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	15%	2018/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2018/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	15%	2018/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	7%	2018/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.55%	2018/01/01
04-0354	Yellowstone	3%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.



Claresholm

INFORMATION BRIEF

Meeting: September 24, 2018
Agenda Item: 12

LAND INQUIRY – SKATING RINK on MUNICIPAL PROPERTY UPDATE

At the regularly scheduled Council meeting held September 10, 2018 Council approved a request to use municipal property for the purpose of a skating rink. The property owner was notified of the approval and requirements within a lease agreement.

At this time the landowner has decided not to proceed (see attached email).



ATTACHMENTS:

- 1.) Email from resident

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 18, 2018

-----Original Message-----

From: [REDACTED] >
Sent: September 15, 2018 10:40 AM
To: Tara VanDellen <Tara@claresholm.ca>
Cc: Darlene Newson <Darlene@claresholm.ca>
Subject: Re: Small Ice Rink

Hi Tara,

After careful consideration, my wife and I have decided to not go ahead with building a rink on the property owned by the town of Claresholm.

Thank you for looking into this, it was greatly appreciated and will definitely pursue it next year and be a bit more prepared and get the ball rolling earlier.

Kind regards,

[REDACTED]



INFORMATION BRIEF

Meeting: September 24, 2018
Agenda Item: 13

COMMUNITY STANDARDS AND SMOKING 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 main reasons for this, 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 the smoking bylaw which has a process established for designated smoking areas.
- Consumption includes restrictions for individuals authorized to smoke cannabis for medicinal purposes, they are deferred to the smoking bylaw.

2. Smoking bylaw

- Includes vaping, electronic devices and general smoking of all products,
- Extends the buffer 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, and includes non-custodial children under the age of 18.
- Creates a process for signing non-smoking areas and smoking areas.

3. Community Standards bylaw

- Creates the regulations to deal with several potential community-based concerns and/or complaints such as noise, curfew, odour, bullying, depositing of human waste, yelling, panhandling and loitering.
- When smoking cannabis, a nuisance odour produced by a group of people smoking on their deck could cause a neighbor playing with their children in the yard perceived distress,
- This concern can be regulated by two definitions:
 - 1) The definition of “Nuisance Odour”, means any odour caused by smoke, decomposing materials, animal feces, or other airborne matter that is deemed to be offensive, or reasonably interferes with the lawful enjoyment of another person’s property.
 - 2) Section 16, “Odour” references, no person shall cause, permit or engage in an activity that allows any nuisance odour to originate from a premises or residential building that interferes with the lawful enjoyment of any other persons property.

PROPOSED RESOLUTIONS:

The Emergency Services Committee reviewed the bylaws and supports proposing that all three bylaws be presented at the October 9, 2018 regular council meeting for first reading in the essence of supporting the Provincial and Federal directive to increase public health and safety in relation to cannabis consumption. These bylaws also add to the abilities of Peace Officers, Municipal Enforcement and RCMP to further regulate other human behavioral habits or traits that can lead to concerns and/or complaints in a community.

RECOMMENDED ACTION:

Review the Cannabis Consumption, Smoking and Community Standards bylaws and prepare for first reading at the October 9, 2018 regular Council meeting.

ATTACHMENTS:

- 1.) Draft Cannabis Consumption Bylaw #1654
- 2.) Draft 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/g01.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: September 20, 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. EXEMPTION FOR MEDICAL CANNABIS

- 4.1 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.

5. EXEMPTION FOR SPECIAL EVENTS

- 5.1 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.
- 5.2 The CAO may impose conditions on any permit granted pursuant to Section 5.1.
- 5.3 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.
- 5.4 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.

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 (\$10,000.00) 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 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.
- 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. GENERAL

- 7.1 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.

- 7.2 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.
- 7.3 Words in the singular include the plural and words in the plural include the singular.
- 7.4 This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.
- 7.5 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended by Council.
- 7.6 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.

8. SEVERABILITY

- 8.1 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.

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	PENALTY 2nd /subsequent offences
3.1	Consume cannabis in public place	\$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.

3.4 No person shall smoke within the Town of Claresholm while in a motor vehicle when any minor is present in the vehicle regardless of whether or not the vehicle's windows or doors are open; or where it is moving or stationary, while on public property.

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	SECOND & SUBSEQUENT PENALTY
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
3.4	Smoke with minor in motor vehicle in public place	\$250.00	\$500.00
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 “**Nuisance odour**” means any odour caused by smoke, decomposing materials, animal feces, or other airborne matters that is excessive and deemed to be offensive, or reasonably interferes with the lawful enjoyment of another person’s property.
- 2.9 “**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.
- 2.10 “**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.
- 2.11 “**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.

- 2.12 **“Public place”** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.
- 2.13 **“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.
- 2.14 **“Town”** means the Town of Claresholm.
- 2.15 **“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.
- 2.16 **“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.
- 2.17 **“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 will be required to defend the complaint if the ticket goes to court.

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. ODOUR

- 16.1 No person shall cause, permit, or engage in any activity that allows any nuisance odour to originate from a premises or residential building that reasonably interferes with the lawful enjoyment of any other person's property.

17 CURFEW

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

18 PENALTIES

- 18.1 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.

19 VIOLATION TAGS AND VIOLATION TICKETS

- 19.1 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*.
- 19.2 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.
- 19.3 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.
- 19.4 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.

20 ORDER

- 20.1 An officer designated by the Chief Administrative Officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 20.2 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.
- 20.3 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.

21 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.

22 SEVERABILITY

- 22.2 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.

23 EFFECTIVE DATE

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

- 23.2 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"

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 and 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

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

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
16.1	Nuisance Odour	1 st Offence 2 nd Offence within 1 year 3 rd and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
17.1, 17.2	Curfew	1 st and subsequent offences within a year by a youth* Offence charged to the legal guardian.	\$200.00



INFORMATION BRIEF

Meeting: September 24, 2018
Agenda Item: 14

“PLANNING FOR GROWTH” AREA STRUCTURE PLAN OPEN HOUSE

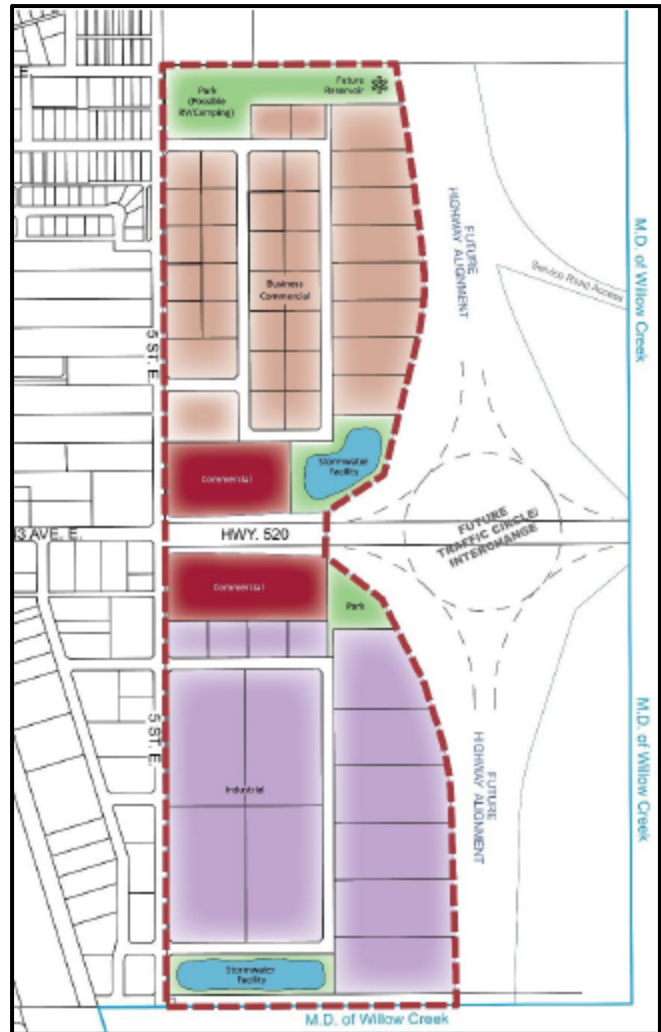
The consultants have been working very hard over the last few months finalizing reports and creating draft concepts/plans for the community open house that was held September 18th at the Golf Course.

Administration, the planners, and engineer were at the meeting to give a brief overview and explain their processes. There were approx. 35 people in attendance.

Attached are the boards that were presented to the public at the open house. The public was also encouraged to vote and/or submit ideas for the naming of the eventual business/industrial park. This was a great way to encourage participation and engagement through the process and there were a variety of names presented (in alphabetical order).

- Claresholm Industrial Park
- East-end Business Park
- Great Plains Business Park
- Skyline Business Park
- Starline Business Park

The consultants will now compile all the information received (from the feedback forms, comments, notes etc.). Work is still being completed on the cost sharing models, finalization of the marketing plan, and then work on the public consultation considerations.



ATTACHMENTS:

- 1.) Open house boards

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen - Development Officer

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: September 20, 2018



WELCOME

to the

'PLANNING FOR GROWTH' AREA STRUCTURE PLAN

Open House

Tuesday September 18, 2018

6:00 pm to 8:00pm

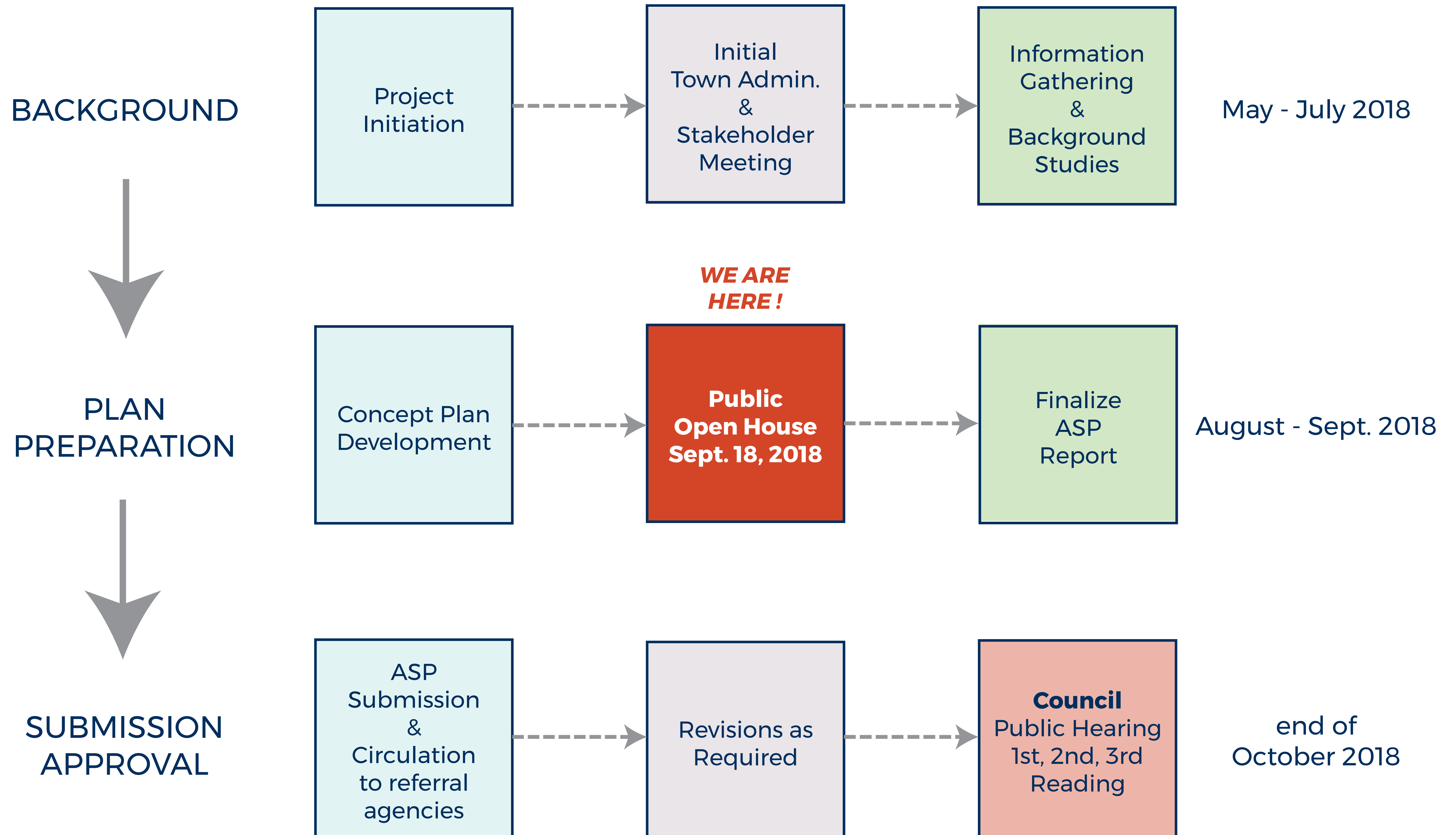
We are seeking your feedback on the proposed design concept for our new business/industrial park.

Please feel free to ask any questions and remember to share your thoughts on the Feedback Form.

Thank you for participating at today's open house.
Your input is greatly appreciated.



APPROVAL PROCESS



The Town of Claresholm Municipal Development Plan Bylaw 1644 was approved May, 2018.

The MDP classifies lands in the plan area as follows:

- North of Hwy. 520 as Industrial / Commercial
- South of Hwy. 520 as Commercial and Industrial

Examples of Commercial and Industrial Uses



Light-Medium Industrial Businesses



Truck Stop



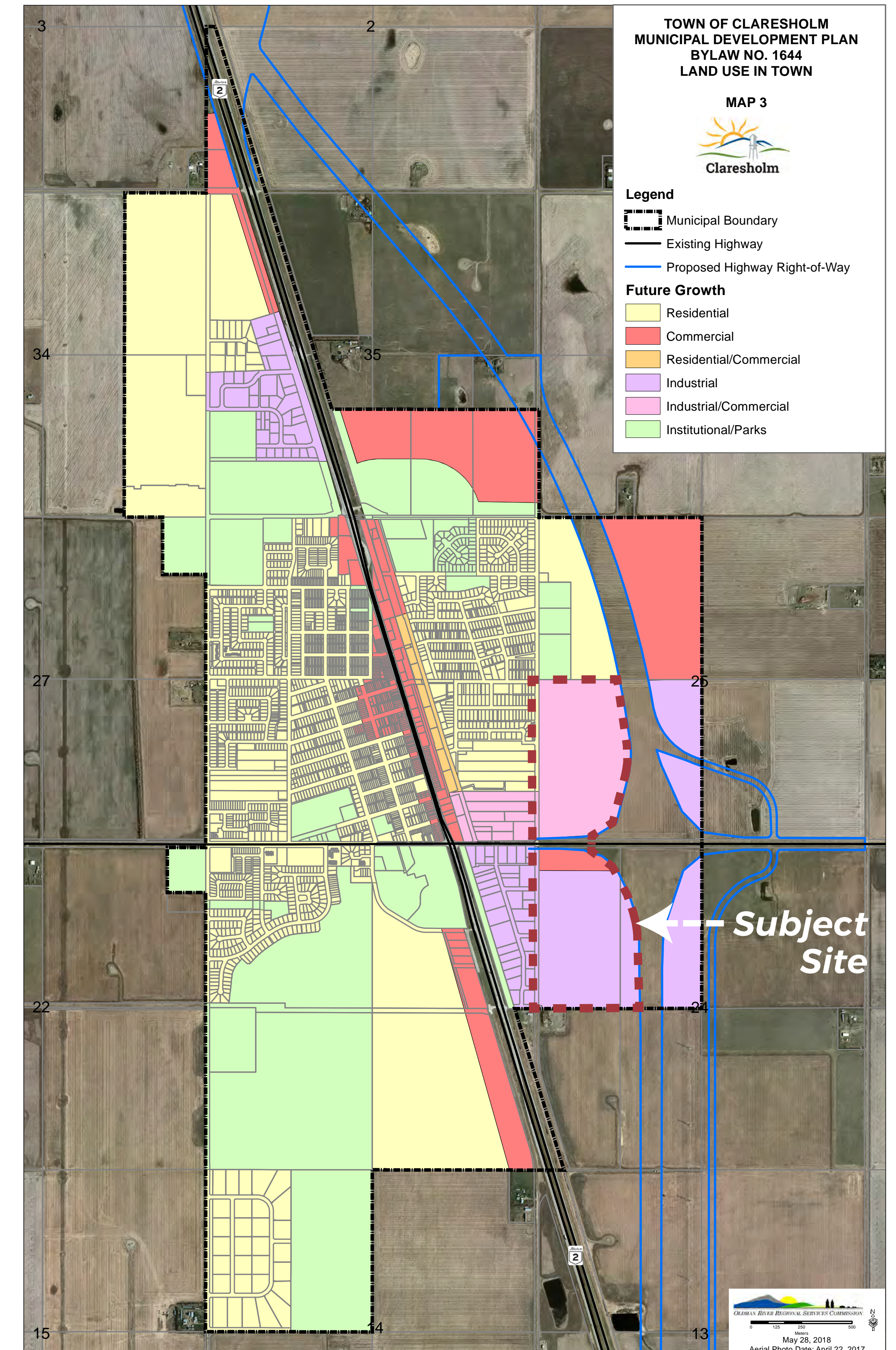
Retail Businesses



Car Dealership



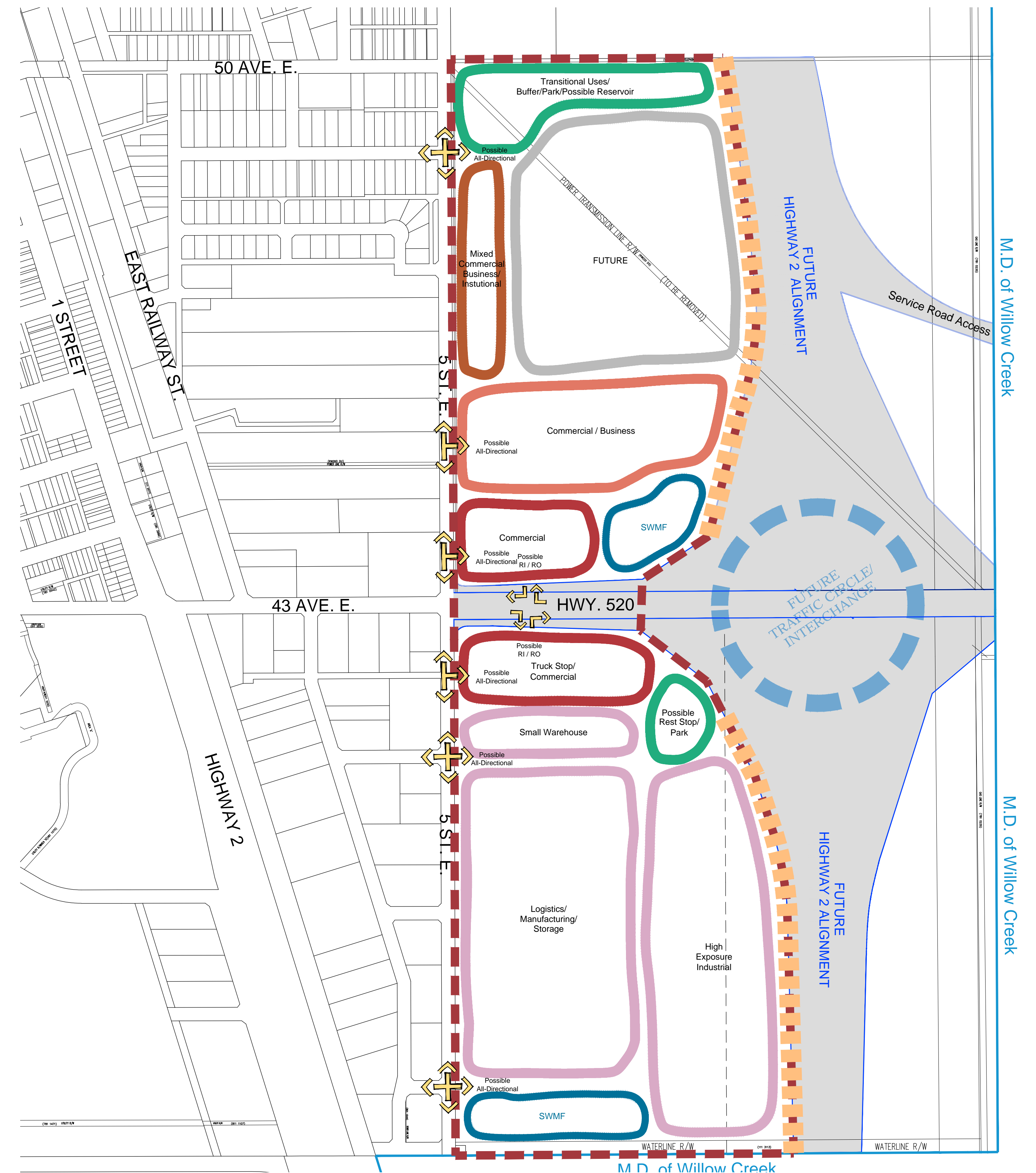
Equipment Suppliers



The east lands in Claresholm have been planned to develop as commercial and industrial in our new Municipal Development Plan. This is now the next step in the process towards development.

Highlights of this development concept:

- Accommodates future Highway 2 re-alignment.
- Recognizes the close proximity of residences in the north by:
 - providing an open space transition,
 - adding an opportunity for mixed use development,
 - minimizing the development impacts by specifying intensity low commercial / industrial uses.
- Recognizes the future opportunities of Highway 2 by:
 - proposing a truck stop at the future interchange location,
 - proposing a rest stop / dog park at a highly visible location,
 - limits the commercial and vehicle oriented uses,
 - identifies the high profile Highway 2 opportunity.
- Recognizes the value of Highway 520 frontage by specifying commercial uses at this key intersection.
- Responds to the future industrial demands by planning for 30 hectares of larger industrial logistics lots in the south plan area.



The study area has been under cultivation for several decades. The Town has experienced slow and steady growth and has now seen a need for additional development lands. This area has been identified as suitable for development.

Historical Resource Overview (HRO)

HRO was prepared by WSP - July, 2018

- No historical resources
- No further investigation required.

Environmental Site Assessment (ESA)

Phase 1 ESA prepared by WSP - July, 2018

- No evidence of potential of actual contamination
- No further investigation required.

Geotechnical Evaluation

Prepared by BDT Engineering Ltd. - June, 2018

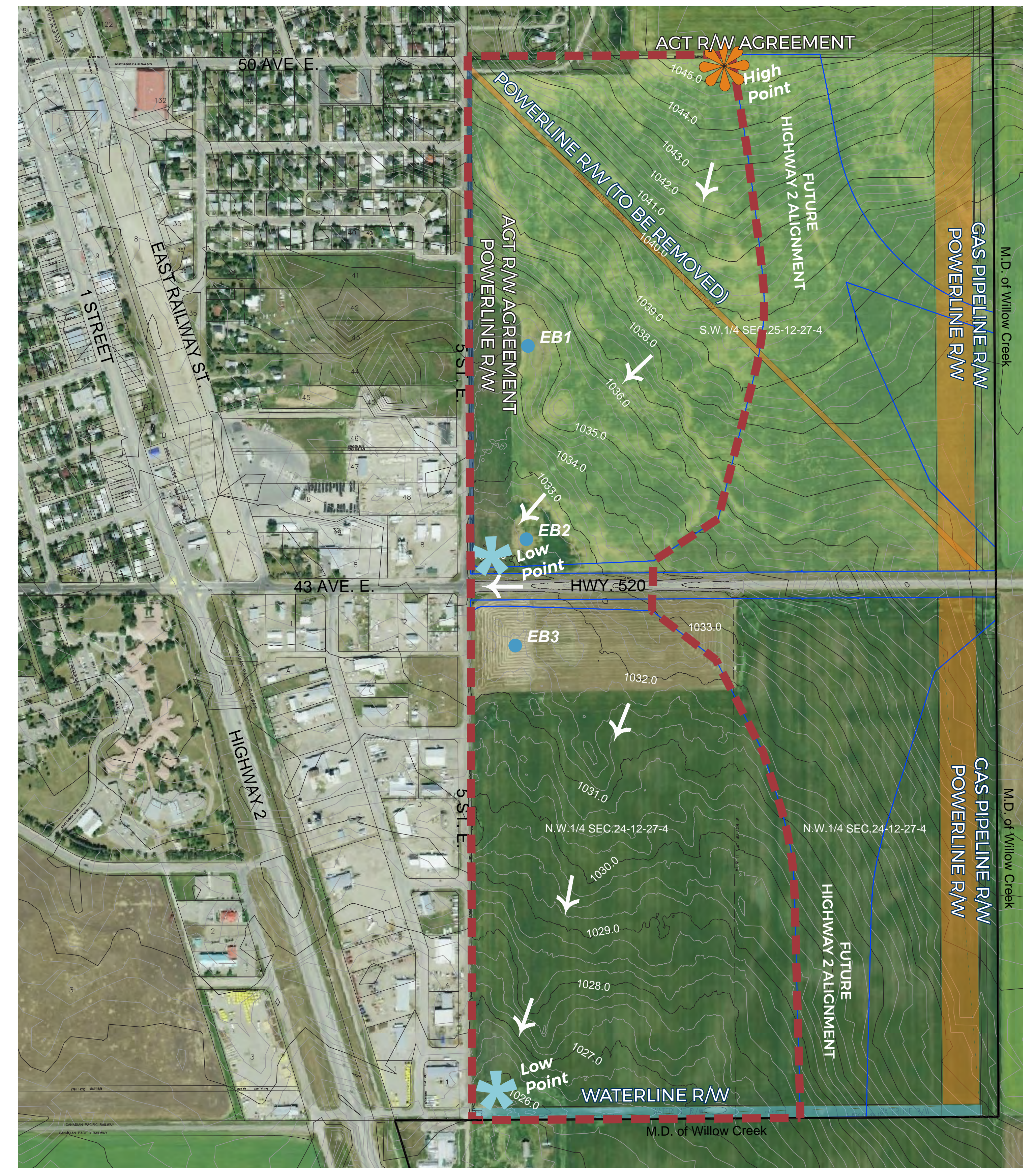
- Soil comprised of 200mm-600mm top soil, 1m of clay in isolated areas only, 200mm-5.8m clay till and bedrock beneath.
 - Water table is 2.15m and lower
- Overall suitable for development.

Biophysical Evaluation

Prepared by WSP. - July, 2018

- No wetlands identified
- Three ephemeral water bodies (temporary) identified (removal subject to Water Act approval)-shown as EB1, EB2 & EB3
- No rare plants
- No watercourse or fish habitat
- No wildlife species of conservational concern

No further study required.

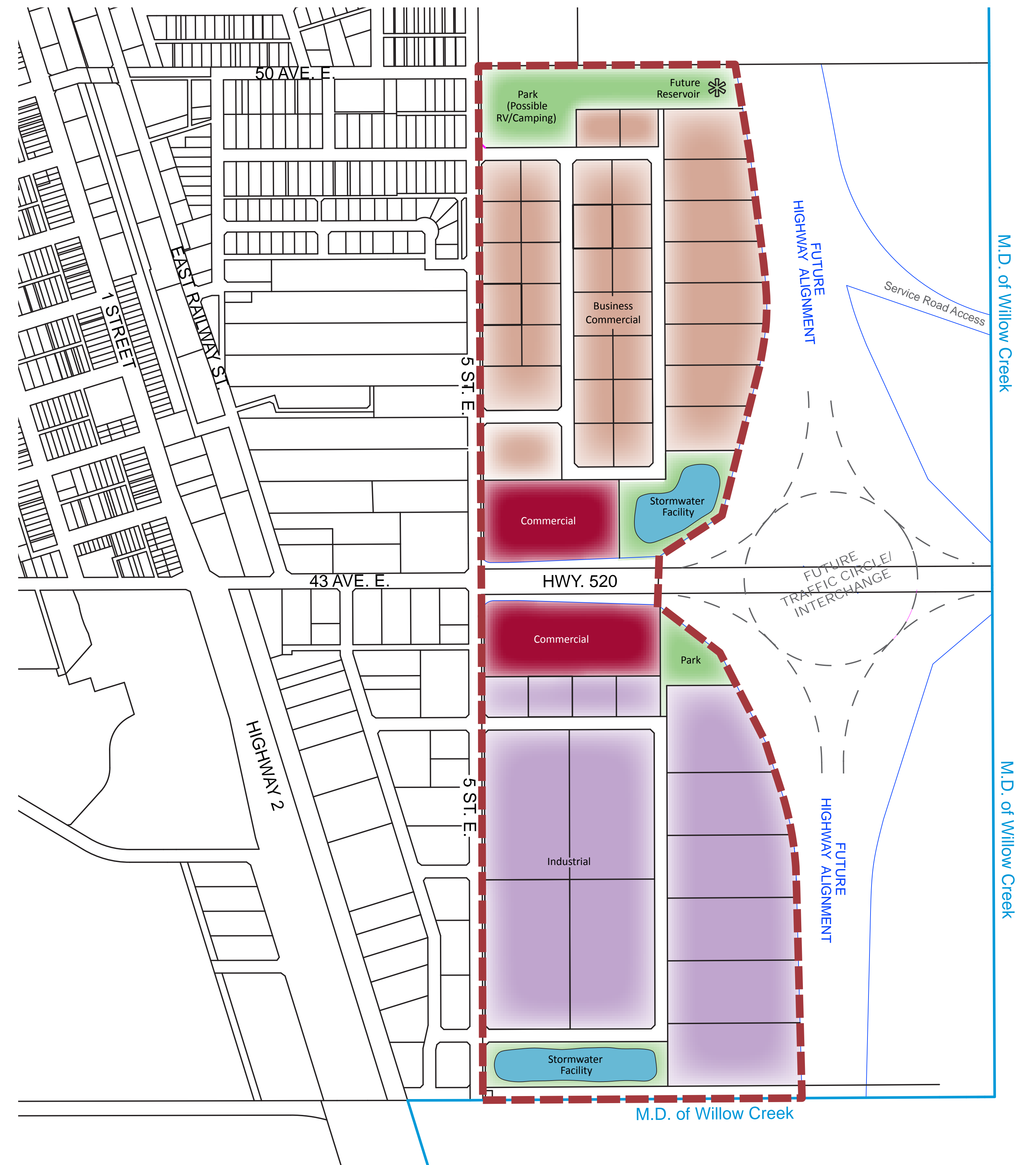


Future development of the new business and industrial park will provide additional choices for new business in Claresholm.

Key elements of the development will include:

- A mix of business and industrial lot sizes,
- High visibility business exposure,
- Excellent commercial access,
- Transitioning from existing non-industrial uses,
- Respect for existing downtown commercial business,
- Maintaining existing natural topography and drainage and
- Fully serviced lots.

	Area (ha)	%GDA
GROSS AREA	69.50	
Hwy. 520 Widening	0.75	
5 Street E. Widening	0.62	
Waterline RW	0.97	
GROSS DEVELOPABLE AREA	67.16	100.0
Municipal Reserve (Park, School)	4.47	6.7
Reservoir	0.20	4.5
Stormwater Management Facilities	4.25	6.3
Circulation (20% GDA)	5.24	7.8
NET DEVELOPABLE AREA	53.00	78.9
Non-Residential Land Use	Area (ha)	
Highway Commercial	6.00	8.9
Business / Industrial	20.60	30.7
Industrial	26.40	39.3



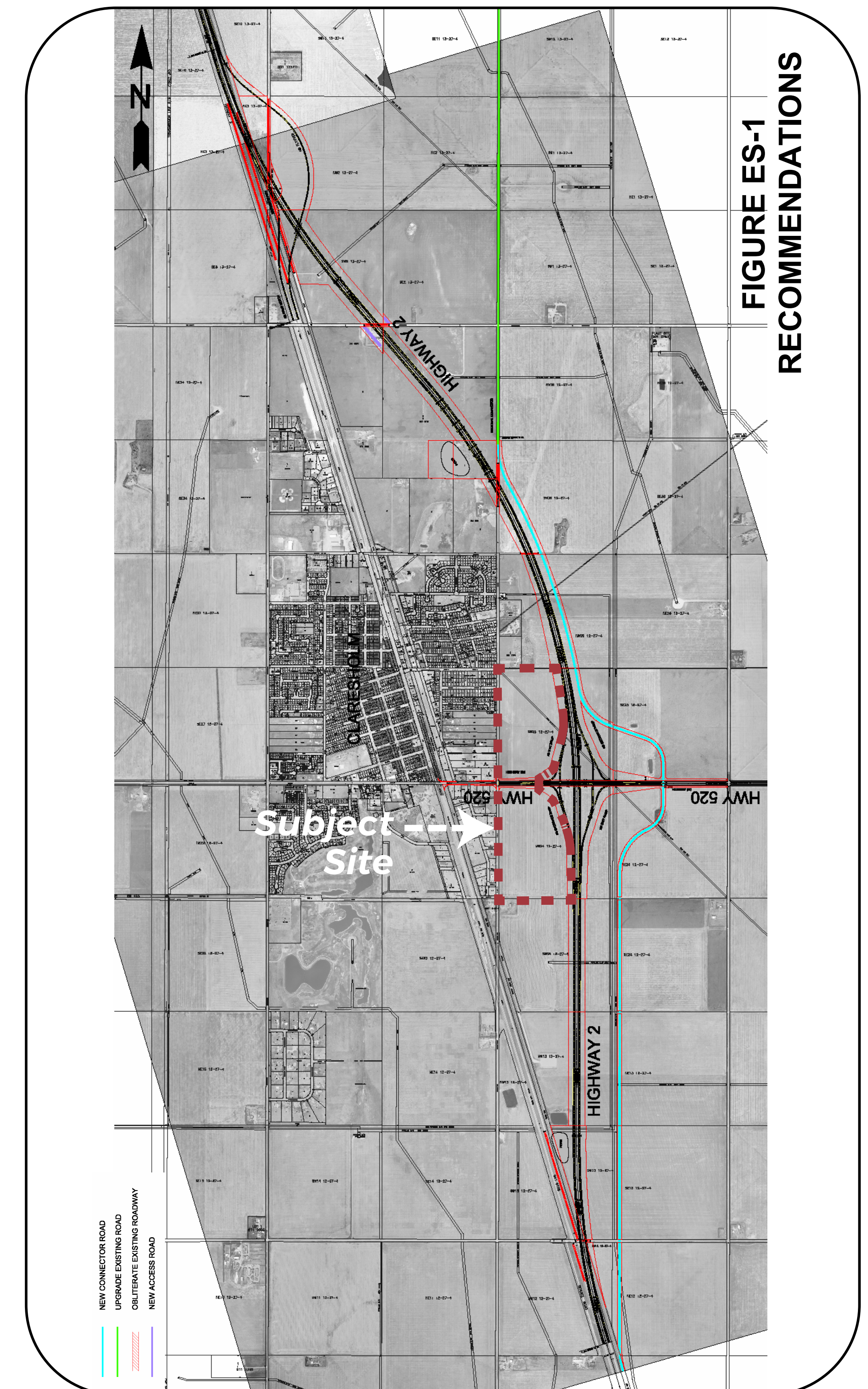
Clifton ND Lea Consulting Inc. completed the Highway 2:08 Claresholm Re-Alignment Functional Planning Study in January 2007.

Recommended Alignment

The recommended alignment and access is shown to the right and provides the following benefits as per the study:

- Does not restrict development to the west, which is preferred by the Town due to the difficulty in servicing on the eastern side.
- Minimal historical and environmental impacts.
- Minimal utility impacts.
- Prevailing south-westerly winds will direct noise and air pollution away from Claresholm.
- The alignment provides good town visibility.

This is a preliminary draft which is expected to be reviewed and updated once construction is contemplated. There is currently no known timeline for the highway re-alignment.

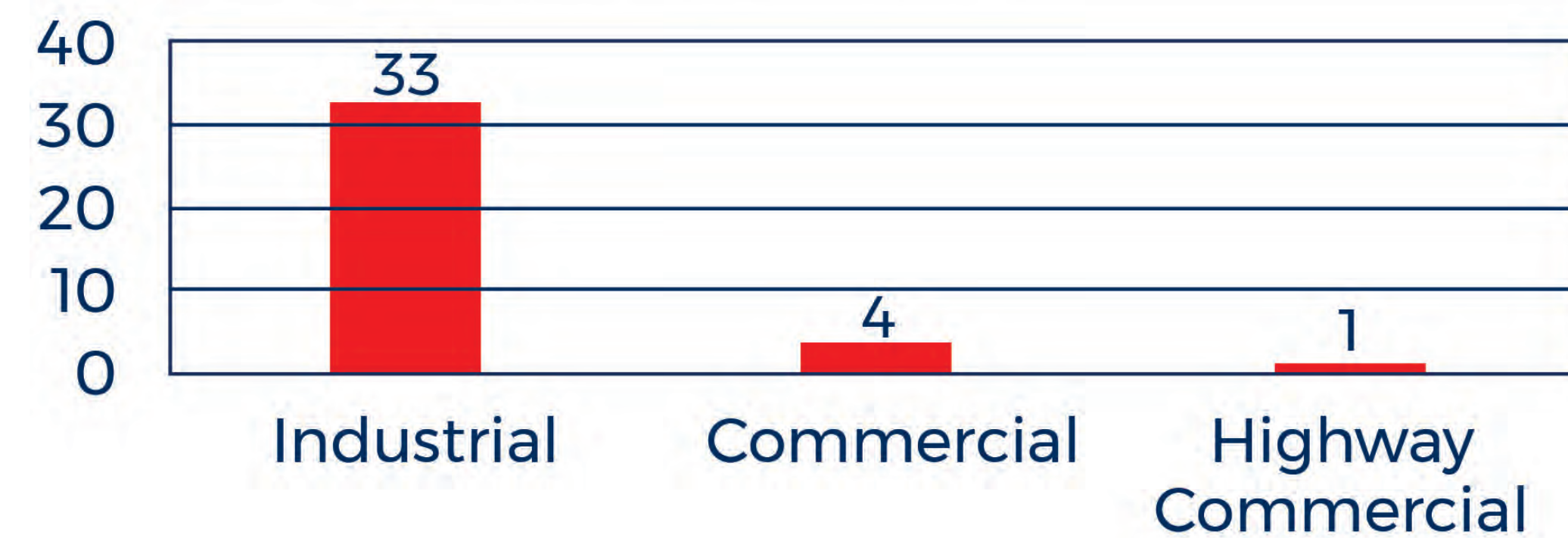


Watson & Associates Economists Ltd. prepared an industrial and commercial market analysis for the Claresholm 'Planning for Growth' study area August, 2018.

Highlights of the study:

- Employment base expected to increase from approximately 1,800 in 2018 to 2,400 in 2048 (+35%).
- Critical shortage of industrial development opportunities within the Town.
- Strong market potential in Claresholm for the development of a new industrial area.
- Forecast demand:

Land Demand to 2048



Industrial and Commercial Land Use Examples



Light-Medium Industrial Businesses

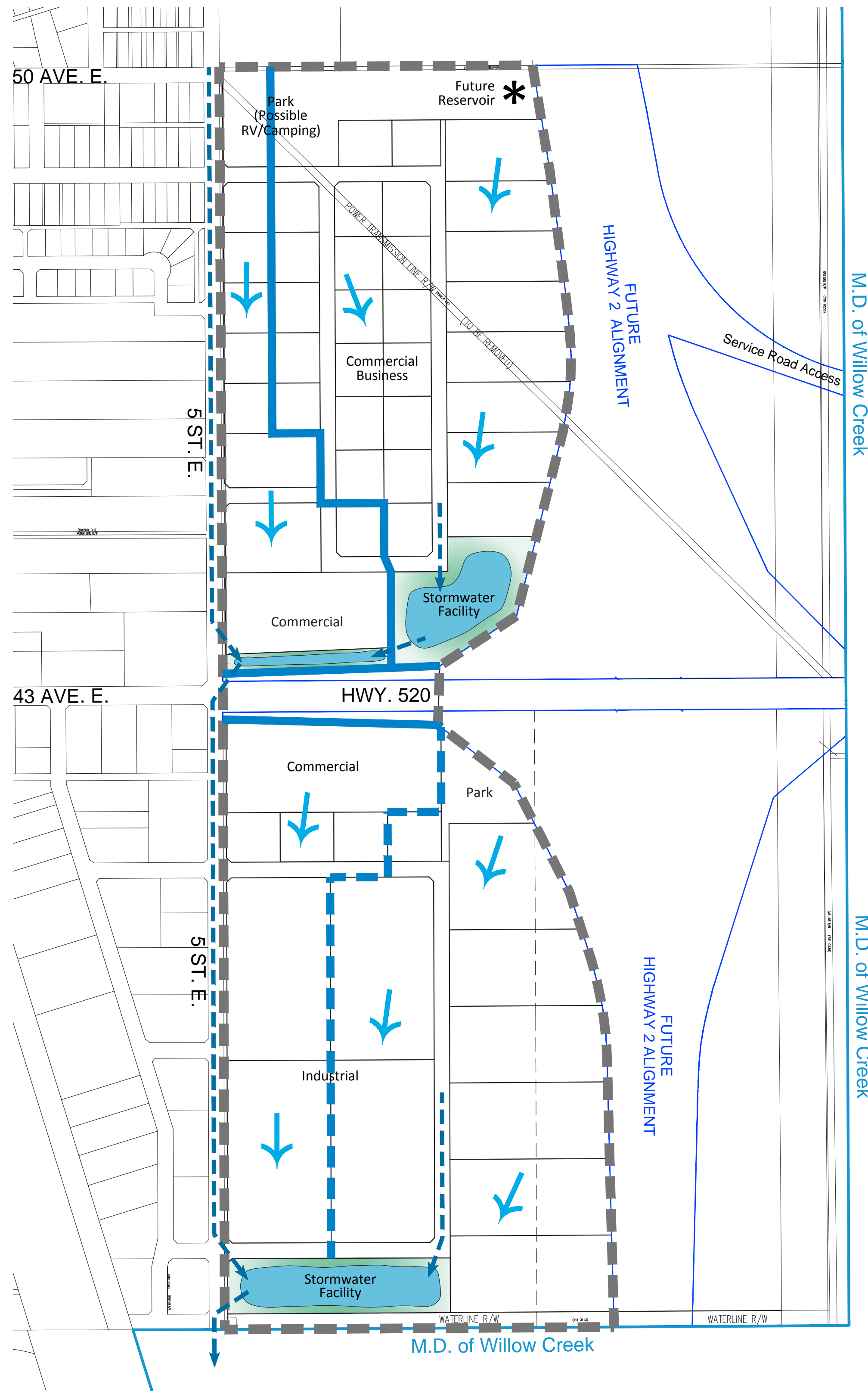


Truck Stop

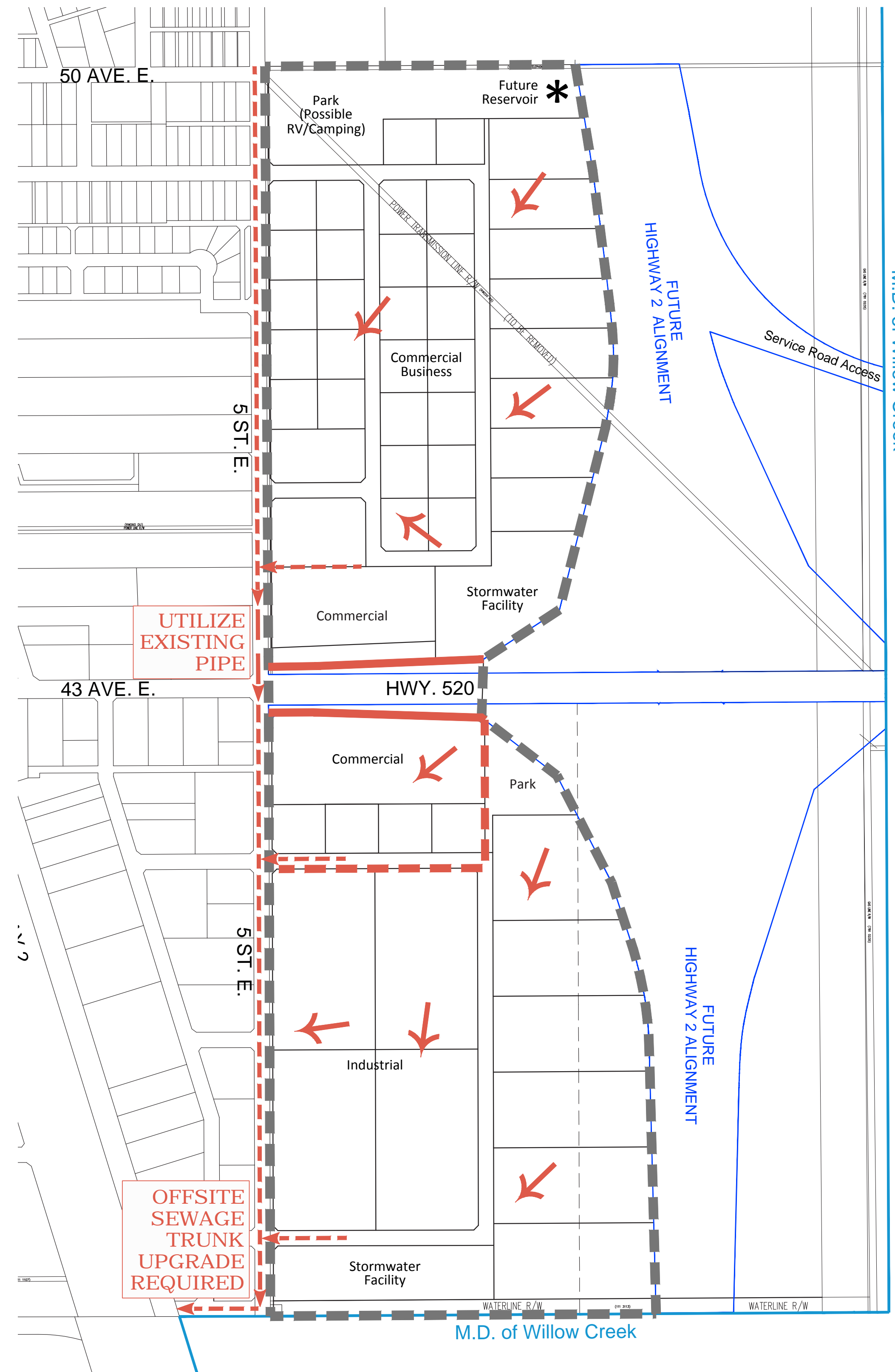


Car Dealership

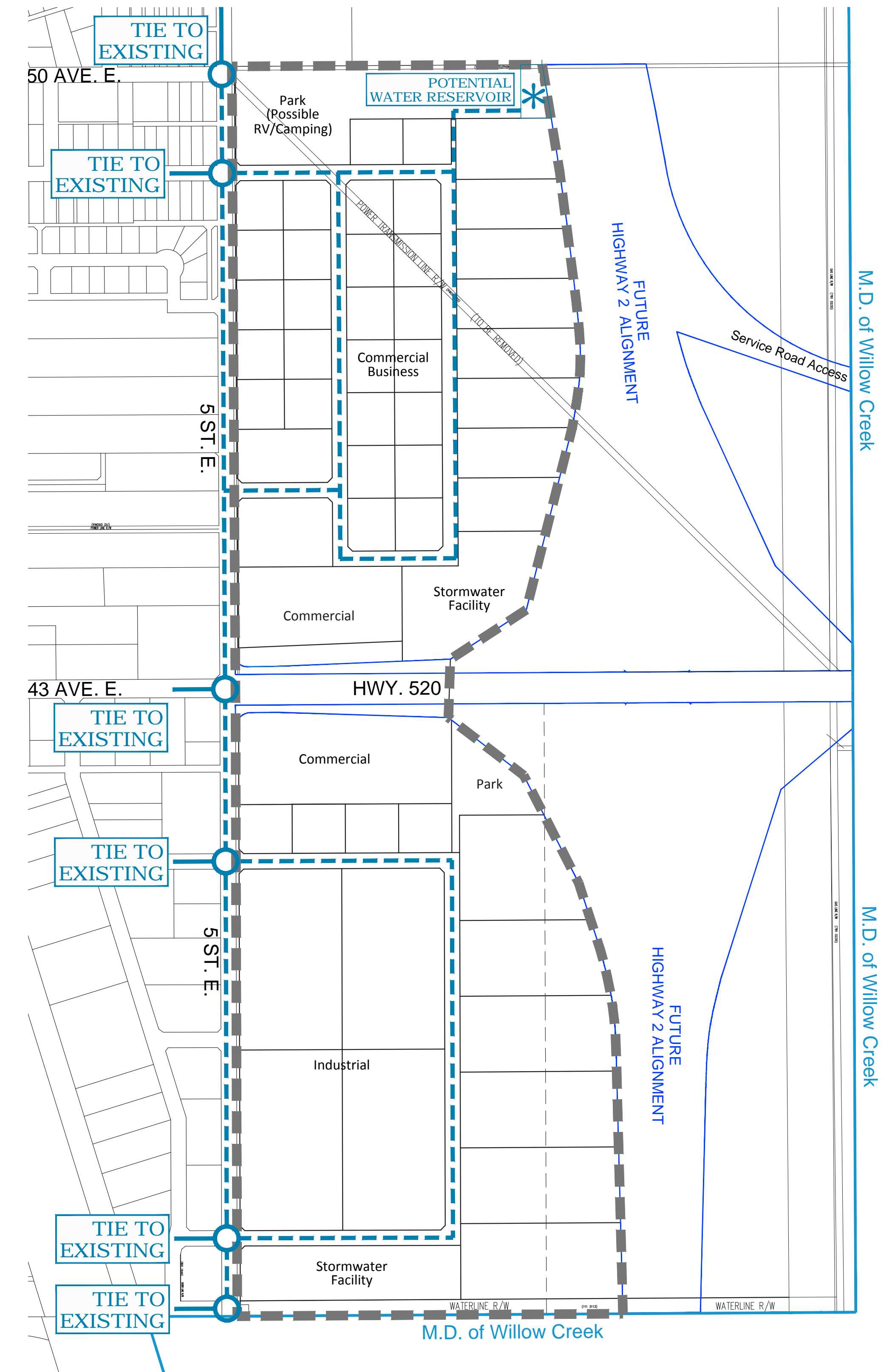
Stormwater Management



Sanitary Servicing



Water Servicing





INFORMATION BRIEF

Meeting: September 24, 2018
Agenda Item: 15

MULTI-USE COMMUNITY BUILDING PROJECT

The contracts with the project manager Mike Mahaffy and the Architect, BRZ Architects, have been executed. The project manager, architect, remediation company, and engineer met on site to discuss the project and timelines. Prior to that meeting the Economic Development Office had been moved to the Museum, to allow for the remediation.

The remediation crew has been through the building again and has taken additional samples to ensure all the walls being removed have been tested. The results of that report show no asbestos within the walls to be removed.

Currently the Architect is working on the drawings and will continue with the engineers to complete the structural, electrical, and mechanical drawings/systems. Once those are substantially complete the costing group can provide a detailed cost analysis.

All the planning/drawings and tender documents shall be completed for tender by January 2019. This allows for an anticipated spring (March) construction commencement date.

The Infrastructure Department has also been through the building with the main floor user groups. They are wanting to salvage a few pieces of furniture and equipment (white boards and a few lockers). Town crews will try to salvage what is possible and store them if adequate/affordable storage solution is available. This may require the addition of trailer/containers on site temporarily, which quotes are being gathered for. The additional items may be advertised for sale or uploaded to the GovDeals site for sale this fall/winter.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen - Development Officer

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: September 18, 2018



CAO REPORT

September 24, 2018

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

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

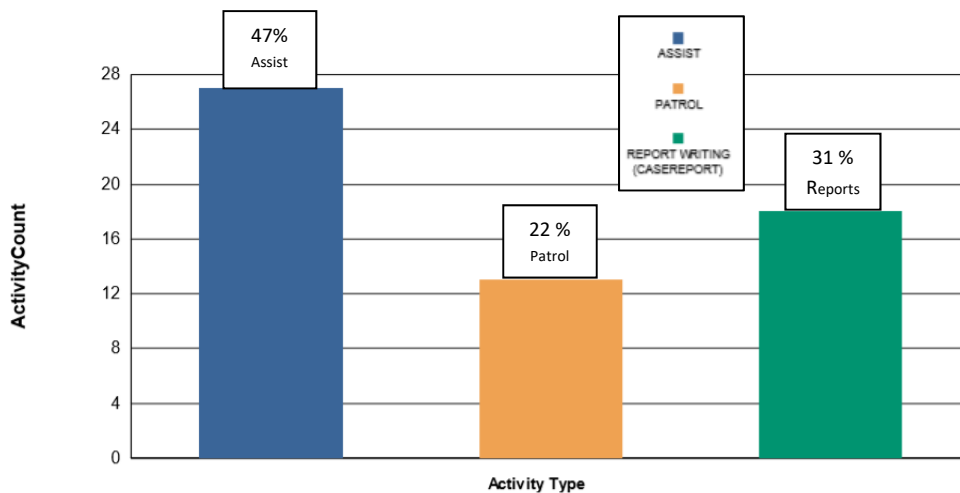


INFORMATION BRIEF

Meeting: September 24, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT August 2018

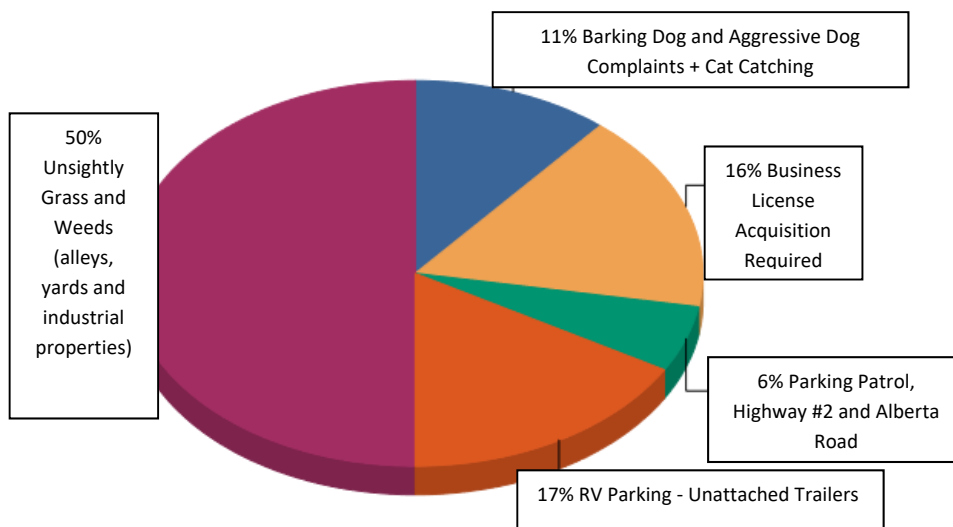
Community Engagement in August



August Enforcement Highlights:

- Several grass/weed complaints issued and recognized from back alleys to yards and industrial properties. Great response from residents who worked to clean properties.
- Two (2) unsightly property orders issued, one (1) work order created for enforcement work on grass and weeds.
- Assisted with curb painting project and parking signage.
- Property line disputes between neighbors mediated.
- Dog and cat animal control processes through the shelter.
- Investigated possibility of using a red-light camera/photo radar enforcement system. This possibility only exists for communities over 5000 in population and whom employ their own police force.
- Animal control concerns forwarded by residents that consisted of wild animals becoming pests such as skunks, deer and bats. Property owners are responsible from dissuading such animals.
- Cannabis legislation and bylaw research done. Connected with Health Canada, Alberta Health Services, RCMP and the Municipal Enforcement Manager from Okotoks.
 - Manual created that consists of the Alberta Cannabis Framework, Federal Cannabis Legislation, Cannabis Acts and Okotoks bylaws
 - Bylaws prepared for Claresholm.

Bylaw Infractions/Complaints/Actions in August



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 8/13/2018 - 9/21/2018

Financial

- Management has started planning and drafting 2019 budget, as well as 3 year operational financial plans and 5 year capital financial plans. This process is well underway.
- New Request for Proposals has been prepared for the Campground Attendant Contract that will be advertised and sent out over the next few weeks.
- Working with the Claresholm Playschool Society and the Claresholm Child Care Society to apply for CFEP grants for the Multiuse Community Complex. The Playschools application is for the CFEP Small Stream and has been submitted for the September 15th Deadline. The Child Care Society is applying for the CFEP Large Stream and has an application deadline of October 1st.
- Continue receiving significant response of individuals signing up for e-statements for utilities and taxes as well as vendors for accounts payable EFT payments. This continues to increase the savings the Town is realizing on postage as well as time for processes like stuffing envelopes and bank reconciliations, searching for when cheques clear.
- Completed July month end reports for council and departments.

Museum

- The Museum Board in conjunction with Legion and other supports have been planning and preparing for a great Alberta Culture Days event that will be taking place at the Museum on September 28th and September 29th. The event includes a pancake breakfast on the Saturday Morning from the Lion's Club.
- Three summer students completed their terms on August 26th, returning to school. We rehired Carol Brooks to the Museum to help us complete out the Museum Season to the Thanksgiving weekend.
- Through the Alberta Museums Association there is a Recognized Museums Program that provides the Museum with support, advertising, and access to grants. Every 5 years we have to re-apply and prove our Museum meets certain standards. We are in the processes of completing that application. Application is Due October 31st.

General

- Work has resumed on reviewing and updating policy manual. This has included the recent passing of the Cell Phone For Business Use policy. Management will continue working with the Admin Services Committee to review and update Town policies.
- Cemetery Bylaw is undergoing review and update as it has been many years since an update has occurred. It should be ready for presentation in Council in the next couple months.

Submitted by
Blair Bullock, CPA, CA
Director of Corporate Services

DEVELOPMENT OFFICER REPORT



Claresholm

For: 8/1/2018 - 9/19/2018

Development Permits

- ❖ 15 permit applications received.
- ❖ 6 development permits closed.

Compliance Requests

- ❖ 12 compliance requests received.

Miscellaneous

- ❖ August 17, 2018 – MPC meeting.
- ❖ September 7, 2018 – MPC meeting.
- ❖ BizPaL project completed. BizPaL initiating media release for the addition of Claresholm. <https://services.bizpal-perle.ca/step2/?b=48&sgc=4803022>
- ❖ Local Press Ads: Land for Sale ad, MPC approved development ad, Public hearing notice for LUB amendment.
- ❖ AHS requested a list of all personal service business licenses in Claresholm as part of a provincial program to cross reference municipal licenses with AHS records to identify any gaps in municipalities with a population greater than 2500. AHS will ensure these businesses comply with the Environmental Public Health regulations and also equip AHS to prepare new personal service regulations that is anticipated for 2019.
- ❖ 2 Environmental Search Letters completed.
- ❖ Jason and I scheduled in the Chamber business conference for a 30 min session regarding Bylaw/Development misconceptions. The purpose was to show features businesses and residents can use on the Town website, explain our department duties, and explain some common misconceptions when it comes to bylaws, permitting, requests and also to answer any questions.
- ❖ Interesting municipal information: Making Sense of the Multiple facets of Leadership – Tamarack Learning Centre – In regards to the 2018 Community Change Festival, includes principals for leading effective change in the community and what leadership styles create call to action. https://cdn2.hubspot.net/hubfs/316071/Resources/2018%20Making%20Sense%20of%20Multiple%20Faces%20of%20Leadership%20Paper%20Liz%20Weaver.pdf?_hstc=163327267.7c77da11a07573dc2861cc3e6ac18314e.1531860469260.1531860469260.1532632207745.2&_hssc=163327267.2.1533826878101&_hsfp=3300198959&hsCtaTracking=3a0766ae-5cbd-4e1d-93d8-36bf5d51c56c%7C96acbd76-2fe9-4e76-8d3e-ddc0ddd84496
Community Change Resources: <https://events.tamarackcommunity.ca/community-change-festival-resources>

On-going projects

- ❖ Planning for Growth Project meeting with WSP and consultants in Lethbridge, August 23, 2018. Open house held Sept 18, 2018 at the golf course.
- ❖ Sept. 11, 2018- kickoff project meeting at Multi-use building site with Architect, PM, staff, etc.
- ❖ Old Water Treatment Plant property sold and possession date set: October 20, 2018.
- ❖ Road plan clean-up project-. Landowner meeting held August 23, 2018. All revised agreements drafted and sent to Landowners with update letter.

*Submitted by
Tara VanDellen
Development Officer*

Economic Development Officer's Report

Town of Claresholm



September 21, 2018

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

Since the submission of my August 3rd report I continue to perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee (EDC). This report provides a summary of the committee operations, as well as highlights for significant projects, when appropriate.

Economic Development Department

The EDO office has been relocated to the north-east room of the museum. With a little help from the guys at public works and our IT support with the MD Willow Creek the space is quite functional. I anticipate the EDO office will remain here through winter and until the completion of the multi-use Facility.

On August 24th I completed the second course of a three-part series offered at the University of Calgary in partnership with Economic Developers of Alberta; Business Retention and Expansion. I have since registered and begun the third course, Business Investment & Attraction.

Economic Development Committee:

The EDC met on Monday September 17th in the Town Office Council Chambers. It was attended by 8 of the 10 members. CAO Marian Carlson provided an overview of the Town's recently adopted Code of Conduct Bylaw. Timmy Shorr, coordinator with Jr. Achievement Alberta South-west gave a presentation on the numerous programs they offer to all levels of primary education to support life-skills learning and entrepreneurship.

The Chairperson, Vice-chair and EDO met for an initial goal-setting brainstorm meeting on August 16th. Notes from this meeting were provided to the EDC to help get ideas flowing.

A new Business Representative, James Coupland Owner/Operator of Putter's Restaurant was appointed to the EDC by Town Council on September 10th, 2018.

The EDO reviewed the 2018 budget and spoke to the EDC about how they can prepare for the upcoming planning session. The EDC strategic Planning Session will be held October 10th, 2018.

Industrial Land Study – Planning for Growth

A community open house was held September 18th, 2018 at Bridges Golf Course. Engineers, planners, consultants, and town administration attended to present the draft Area Structure Plans for the Planning for Growth Project, attendance was strong and recommendations for the name of the park were accepted.

August 23rd, the Development Officer and I visited the WSP offices in Lethbridge for a conference call with Watson Economists. During this meeting the first draft of the market analysis was presented and discussions surrounding the open house, traffic impacts, storm-water management, and potential cost sharing models were discussed.

I have submitted a letter of request to CARES program administrators for the following:

- Project Manager name change from Sweeney to Schnell
- Increase in project limit area to include full ASP
- Increase in project scope to include Phase 1 Detailed Design work
- Extend the reporting period from January 31, 2019 to March 31, 2018

Community Advertising Project

As of today eight businesses have agreed to participate in the program. Three full billboards have been sold and a fourth billboard is partially sold. Production of the first 2 billboards has begun and I anticipate installation to be completed on those by the end of the month.

Claresholm Business Conference

As of today 62 tickets have been sold for Doug Griffith's event Friday September 21st and we expect to sell more at the door. The Saturday conference at WCCHS has sold 26 tickets, with more being sold at the Friday event and available at the door. I look forward to providing full event details on my next report.

Business Visitation Program

I continue to do Business Visits; recently focusing on our three liquor stores, major employers such as IGA and El Molino, as well as more industrial businesses, and Sparta House.

Opportunities in Claresholm

Systems have been put in place to ensure that the EDO is notified whenever a new business licence is issued, and whenever utility billing for a business within Claresholm is changed. With the help of local realtors and land owners, I have begun to compile a list of all vacant properties in town and all lands available for lease and/or sale. These efforts will help to maintain a living-working data base to market and respond to inquiries with the accurate and recent opportunities in Claresholm.

Other items

I completed a letter of support to the Learn-a-lot Play School Board to accompany their CFEP grant application for renovations to their space in the Multi-use Facility.

I submitted my columns for the Local Press' Ask the Expert in August and September. Have received a lot of positive feedback about the August article.

I attended a site-visit at the Custom Cannabis Facility and had discussions with owner-operator Jeff Neilson about the location of his next facility.

An events debrief was organized between the Events Planner, Recreation Manager, Infrastructure Manager, and the EDO. This was an effective way to look back on what can be repeated and what can be improved upon. Looking forward I will be getting the same group together to discuss the winter events schedule.

Submitted,

Brady Schnell, Economic Development Officer

FCSS REPORT TO COUNCIL for August/September 2018

- With back to school happening we partnered with Kinettes again and arranged for 40 students of need to receive backpacks for the first day. This year we decided to ask for line 150 of the parents' tax information to validate the need. We found that other FCSS offices do this as well.
- Allison and I attended Parkside Manor BBQ and taught E-Prep (Emergency Preparedness) to 16 very keen senior residents.
- The Youth of Tomorrow planned a field trip to celebrate the end of summer and enjoyed going to Calaway Park and a Calgary mall. There were 19 in attendance. The group has a couple of new attendees and we hope to see a few more join in this year.
- I met with Outcome Measures Trainer Kim to go over some longer term changes. We will be working on some new surveys with questions to reflect this change.
- I attended a few Feast of Claresholm meetings and volunteered the evening of the dinner. It was a lovely evening and it was all good comments afterward. We will look forward to planning this event again for next year.
- Board of Directors meetings started again after a 2 month break. We discussed the Needs Assessment draft before I presented it to council as a delegation the following Monday. As soon as council gives approval we will be submitting the survey in the Local Press and setting up the survey on Survey Monkey. Also we plan to have a few coffee dates with some community members to ask some broad questions to add to the report after surveys are calculated.

- Worked on getting a budget and a 3 year proposal to Blair. Planning a meeting with Blair to discuss the budgets this week to come up with solutions of over budgeting.
- Attended Coordinated Community Response to Elder Abuse (CCR) meeting to discuss directions to take if we don't hear about the Victims of Crime Grant that will see our response team joining the established Lethbridge team. Some of the members of our team attended the MD of Willow Creek Council meeting to raise awareness of the project and ask for some interim funding for our team coordinator to remain on board until we hear from the grant.
- Attended Porcupine Hills Early Childhood Coalition (PHECC). We are discussing how to get some lower income families to participate in the programming that will help prepare their children for school. We are looking at how a home visit program may look for the future.
- Met with agencies from Claresholm involved in Christmas giving. We are joining with Christmas Hampers (Local Press), Housing Authority and Santa's Gone Loonie. FCSS will be the only place to accept applications for these Christmas hampers and they can request food only boxes, food and toy hampers, food/toy/parent hamper or food/adult hampers. FCSS is looking after senior gifts with Senior Secret Santa (a donation program out of Calgary), we are also having the Giving Tree which will be looking for donations of toys only, Local Press is looking after food only, Megan McClung will look after Santa's Gone Loonie and supply gifts for adults/parents. We have discussed with Victory Church about the Shop of Wonders program which parents can get toys for their

children. Our hope is that they will want to join us in some capacity as well. They receive direction from the main church in Lethbridge so there is not much leeway.

- Met with a couple of board members of The Station and had a phone conversation with HRJ Consulting in regards to funding. The meeting was positive and we will hear back from them as to the possibility of applying for funds.
- Planning has started for Women's Conference 2019. Some of the past committee members have chosen to step down but we will maintain and hopefully find some new members with some fresh ideas.
- Ken Dropko, Executive Director of FCSS at the provincial level stopped in to visit. He particularly wanted to see The Station.

September 2018 H/R Taxation Report



Prepared by Lisa Chilton

Human Resources

With the end of summer comes the end of summer staff employment. We have been able to keep our gardener on for a few additional weeks to look after our trees. The museum will close soon and that will be the conclusion of the summer employment.

Assessment and Taxation

Logan Wehlage, of Benchmark Assessments, has been in town this month and is assessing the non-residential properties for the most part. He should have completed this part of the assessment by the end of September.

The paperwork has been sent in to Land Titles for the Town to acquire the triplex at 232, 234, and 236, 50th Ave West as per council decision. After the title change is complete council will be able to decide how to proceed with the property going forward.

Below are the current outstanding taxes, except for the Tax Installment Payment Plan participants, at September 20th, 2018.

- Taxes outstanding are **\$251,279.65** summarized as follows:

\$ 165,789.10	Late taxes for 2018 (current year not paid)
\$ 18,920.07	Tax recovery property not sold at auction 2017 (town-owned now)
\$ 22,401.62	Tax recovery property not sold at auction 2018 (town-owned now)
\$ 25,839.51	Properties under tax agreement (3)
\$ 7,850.57	Property sold (October 10 th close) was on tax agreement
\$ 3,042.19	Tax arrears properties on list for 2018 (subject to sale in 2019)
\$ 7,436.59	Other arrears and penalties

Tax letters were mailed out September 17th, to all of the rate payers with accounts in arrears.

There were eight (8) properties on the 2018 Tax Arrears List. Five (5) have been paid in full and two (2) are under a tax agreement. One (1) has made a significant payment but not paid in full. This final one (1) tax payer has until March 31st, 2019 to pay in full.

Infrastructure Services



September 2018
TOWN OF CLARESHOLM
Mike Schuweiler
Director of Infrastructure

INFRASTRUCTURE REPORT

Airport

Inspections done weekly. No issues to report. Crack filling on the runway and taxi strip cannot be done with the rubber cold pour crack filler the Town uses on its streets. The cracks are too deep. This would take too much rubber filler and time to install. Recommend hot pour oil or re-pave over the entire surface.

Arena

The Arena floor and Board replacement is completed and we are quite happy with the work that was done. We are now making ice, and will be ready for the opening on Sept. 24 as planned. Still working on the roof leak and the fire alarm issues in this building.

Buildings

The museum exhibit hall's fire alarm system has malfunctioned and the fire panel has stopped working properly. Five false alarms have been called in over the last 8 weeks resulting in the Fire dept. responding to the museum. We have ordered the replacement of the fire panel as repair parts are not available. We are waiting for the new system to be installed. The museum station has also had device issues resulting in false alarms. We have replaced the devices as they were 10+ years old.

Cemetery

The cemetery has struggled to maintain grass the last few years as it is not irrigated. Weeds were sprayed twice. We are having issues with monument companies not placing the stones properly.

Equipment

We have had our struggles this summer to keep the equipment operating and have had to call in a HD diesel mechanic twice from RME in High River to help with our loader. A used 2012 Ford 5500 service truck has been purchased to replace our 2006 2500 Chev. As proposed in our 2018 budget, the 2006 Chev will be sold asap.

Garbage

Our collection program is working well, and no complaints to report.

Sidewalks

The 2018 sidewalk repair program which has approximately 500 lineal meters of sidewalk/curb to be replaced and 13 new wheel chair ramps to be installed in various locations is underway and completion will be in the next two weeks.

Pathway construction proposed for 2018 has been completed.

Streets

The Town has completed the 8th St. West paving with South-Cal. The final walk through is done and all deficiencies have been addressed. The Towns portion of the school track paving project was completed and backfill along the pavement edge has been completed.

Sanitary Sewers

The town has had another sewer backup on 53rd Ave East. This is two in the last 2 years. There was a video inspection done this month and it has identified a problem on the main that will be repaired as soon as possible. Once repaired we will inspect the complete line as we could only inspect a small portion of the line.

Work on the sewer trunk main replacement project from the Airport to the lagoons has been started the third week of Sept.

Water Distribution

We have new service requests for water and sewer- one existing building and one old lot for a new home. Crews have completed the second set of new services last week, with pavement patching scheduled for the last week in Sept. During sewer inspections we have found treated water leaking into a manhole and we are working on tracking down this leak.

Storm Water Drainage

Work has almost been completed on the 8th St. ditch project. TELUS has yet to reinstall their cable along the road side of the ditch. The ditch is ready to work as designed

INFRASTRUCTURE REPORT

Parks

Park staff have been shutting down and blowing out the park irrigation systems. The spray park and campground are next. The Town's air compressor has blown up and we will need to rent a machine to finish this work.

Recycling

No issues to report. One of the original recycling technicians is quitting to pursue his other job. A new staff member has been orientated and starts Sept. 21. He will receive on the job training for the next few weeks.

Staff

No problems to report.

CLARESHOLM RECREATION

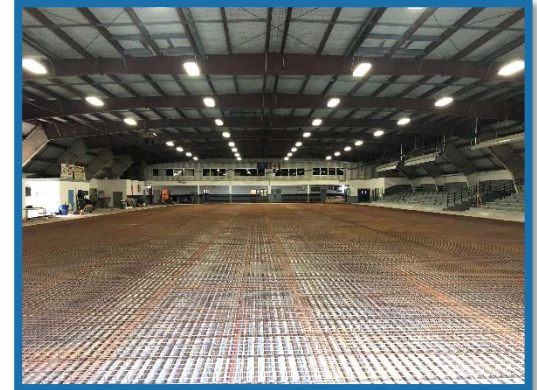
June - August 2018



Authored by: Denise Spencer

Arena

1. The concrete is curing at the Arena. Boards and the skate friendly flooring are scheduled to be done by the second week in September.
2. The Town of Claresholm has been approached by Lomond Alberta's Junior Hockey team. They are looking for 2 practices and one home game weekly. After discussion with Minor Hockey Registrar, and Claresholm Skate Club we have determined it will work with the Arena Schedule this year. Games and practices have been set, they are still waiting to hear about the repairs for their arena.
3. A Calendar for the Arena 2018-19 season has been started. There are 13 potential out of town Tournament slots, with our local teams scheduled for another 3. (16 Tournament slots in total). The goal is to fill as many as possible, surpassing last year's numbers.
4. A tournament package should be ready to roll out the week of August 13. This will provide out of town groups with community information, contacts for the arena and referees, and ensure that they know what they're responsibilities are as a user group.
5. Advertising letters have been sent out for the Claresholm Minor Hockey advertising Promotion from 2017, as well as our previous advertisers.



CAC- Claresholm Aquatic Centre

- The part for the Hot Tub was finally installed Friday July 27, after approximately 2 months. This has affected our attendance numbers to a degree, as many will not swim if they cannot go into the hot tub after.
- The CAC team provided an action packed week for Drowning Prevention Week July 15-21, 2018. This was the 3rd year we had participated in this event. The message is still valid as events this year have showcased how drowning is still an issue that affects many. We provided games and prizes for those who wanted to participate.
- The Fall Program guide was available as of August 1, 2018. Besides our lessons, we will attempt to have a Tri-Meet for our Junior Lifeguard Club. Changes will also be made to our JLC program, as many of our competitive team will be participating in other sports for the school year. For our fall lineup we are offering 1 class per week, 3 days per week, with the hope it offers parents /opportunities to have their kids in other activities as well as swimming.
- Our summer sets of lessons filled up well for the summer
- A Movie Night is planned for Fair Days, Friday August 10, 7-9:30pm.

Pickleball

- Outdoor Pickleball started June 18. It runs Monday & Wednesdays from 6:30-9:30pm, weather permitting. The group has built outdoor nets, and attached storage to the Tennis Courts. Fee is \$2 drop in, which is collected to offset the costs of equipment replacement and maintenance.
- Outdoor pickleball is growing by leaps across Southern Alberta, with many other communities converting tennis court(s)

Pathways & Track

- 3.6 kilometers of trails have been built in Claresholm in the last couple months! Community groups have banded together and we're hoping to gather support to continue the pathway systems in 2019.
- The Track at Willow Creek Composite High School is now paved, this was the result of partnerships with Claresholm Football Association, Livingstone School Division, and the Town of Claresholm

Claresholm Skate Park Association

- This group is well underway with their fundraising. The goal is to have the first phase of the new Skate Park built in 2020. Locations are still being considered.

Southern Alberta Summer Games Taber July 4-7, 2018

This was the second year I participated in the games as a regional director for the MD of Willow Creek. It is also the second year as a SARA (Southern Alberta Recreation Association) board member. The experience has been incredible. Our role as a director is to be visible, available, and helpful. It also requires good gas mileage as a director has a responsibility to be at as many competitions as possible. Those 4 days equaled 408 km of travel. The Southern Alberta Recreation Association (SARA) organized the first Southern Alberta Summer Games in Pincher Creek in 1970. The Games were created so all communities, regardless of size, have an opportunity to become involved in a meaningful sports program with a focus on getting as many people participants involved as possible. The games aim is to promote physical and social involvement, and fair play. 13 teams or "regions" from across southern Alberta compete. Promotion of the Games was through posters delivered to Nanton, Stavely, Granum, Claresholm & Fort Macleod. Student handouts, and the Claresholm Rec Page. I was fortunate to have many parents, and others who were watching the games send pictures and updates that I could share with the region. That being said it was incredibly busy, and required serious organization to attend the amount of events the MD of Willow Creek had participants in. Our athletes had an incredible showing at the games. Congratulations to all! Next year is the 50th anniversary of the games held in Pincher Creek Alberta.

Millennium Ball Park

- We had 2 requests in June for the use of the high school baseball diamond for weekend games and practices.
- Co-ed slo pitch wrapped up its regular season July 4, and playoffs are July 20 & 21
- Fair days tournament is scheduled August 10-12

Community Involvement & Volunteering

- Mexican Fiesta Food and Organization June 22, volunteered to work with the Chamber
 - The menu was created in May, with Mucho Burrito as the benchmark
 - Roy 's catered the event, and volunteered Griselda to create authentic salsa's and guacamole
 - Served up Mexican food with a fantastic team of 5 others
 - Assisting with set up & organization
 - Recommendations and numbers were compiled so there is a benchmark for 2019 in regards to food preparation, amounts needed for the food service as well as bar, additional volunteers as well as photo's submitted to help town crew and volunteers set up.

The event in conjunction with FCSS's longest day of play was a huge success. There was definitely a family feel, and wait times at the serving tables were minimal. Set up started at 7am, and everything was put away by 10pm, thanks in part to volunteers at the event, and town staff that came down after 9:30pm. Great job everyone involved!

Medal Count

Region	G	S	B	Total
Cardston County	13	13	14	40
City of Lethbridge	113	78	66	257
City of Medicine Hat	41	30	16	87
County of 40 Mile	15	20	13	48
County of Newell	64	52	43	159
County of Warner	30	24	17	71
Cypress County	34	28	23	85
Lethbridge County	37	29	31	97
MD of Pincher Creek	34	27	18	79
MD of Taber	137	93	89	319
MD of Willow Creek	77	59	37	173
Municipality of Crowsnest Pass	22	27	18	67
Vulcan County	11	5	7	23
Total	628	485	392	1505

Aggregate Points

Region	Total Points	Points	Agg. Points
Cardston County	678.5	509.5	169
City of Lethbridge	3911.5	3173.5	738
City of Medicine Hat	1593	1272	321
County of 40 Mile	838.5	685.5	153
County of Newell	2363.5	1926.5	437
County of Warner	1098	935	163
Cypress County	1409	1235	174
Lethbridge County	1687.5	1466.5	221
MD of Pincher Creek	1214.5	953.5	261
MD of Taber	4790	3923.5	866.5
MD of Willow Creek	2488.5	2169.5	319
Municipality of Crowsnest Pass	969	861	108
Vulcan County	359	293.5	65.5



Claresholm

UTILITY SERVICES REPORT

SEPT 2018

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.ca

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

Utility Services Manager, Brad Burns

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Enhanced Flux Maintenance (EFM) PALL membrane clean both Pall Racks.
- HACH instrumentation technician onsite to service all online and lab equipment.
- Reservoir level transmitter issue rectified.
- MPE investigation MCC 24volt power supply issue.
- New VT SCADA upgrade close to completion and should be in service by the end of October.
- K & B Heating onsite for yearly hydronic boiler service

Water Plant Hydronic Boiler System



ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Regional Water Treatment Plant inspection (pass).

MEETINGS

- Bi-weekly management meetings.
- Emergency Preparedness course.
- MD water/wastewater transfer.
- Lagoon outfall project.
- Budget meetings.
- Golf course meetings.

SAFTEY

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.

CHEMICAL

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

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

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

AIRPORT PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Test backup domestic water supply motor and pumps monthly.

UFA RESERVOIR

- Check SCADA links, electrical components and telemetry equipment weekly.

WEST WATER PLANT (decommissioned)

- No signs of trespassing.
- Building and fences are secure.
- Water well onsite meeting.

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Check residential low flow and pressure concerns.

GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Follow up with AEP inspector on distribution repair/install procedures.
- Microcystin (blue green algae) testing negative.

TOWN OF GRANUM AND SUPPLY LINE

- CICON Engineering upgrading reservoir building pumps, backup generation and other related components.

METER VAULTS

- Check acreage meter vault bi-weekly.
- Pump acreage meter vault and inspect for leakage.
- Check Granum meter vault bi-weekly.

DISTRIBUTION LINES

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

M.D CHLORINE BOOSTER STATION

- Commissioning of the M.D Chlorine Booster Station

Chlorine Booster Station Controls And Piping



LAGOON AND WASTE WATER COLLECTION

GOVERNMENT COMPLIANCE

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.
- Lagoon discharge to Willow Creek set for October.

HARVEST SQUARE LIFT STATION

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

LAGOONS

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- DEXON blower air flow sensor replaced.
- Red Lion display repaired and replaced.
- Lagoon outfall line installation.

Lagoon Outfall Line Materials



RAW WATER SUPPLY

PINE COULEE RESERVOIR

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1046.9 geodetic meters.
- Pine Coulee Reservoir outfall line to Willow Creek shut off for the season.
- Raw water pipeline approximately 3 meters below water level.

Pine Coulee Reservoir Level And Claresholm Raw Water Intake Marker



RAW WATER STORAGE RESERVOIR

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 5791mm
- Check blowers to lake daily.
- Adding algaecide when filling onsite reservoir.
- Weekly cyanobacteria raw water monitoring and reservoir inspections ongoing.
- Raw water odor issue due to low Pine Coulee level.

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.

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 - August 13, 2018				
19	RFD: Multi-use Community Building Project - Moved by Councillor Schlossberger to enter into a contract with Mike Mahaffy Consulting for Project Management for the Multi-Use Community Building project on a per diem basis. CARRIED MOTION #18-127	Tara/Blair	Agreement executed.	Complete
19	RFD: Multi-use Community Building Project - Moved by Councillor Zimmer to accept the scope change proposal from BRZ Partnership Architecture Inc. for the continuation of the Multi-use Community Building renovation project in the amount of \$287,000.00. CARRIED MOTION #18-128	Tara/Blair	Notified BRZ. Agreement executed	Complete
Regular Scheduled Meeting - September 10, 2018				
1	BYLAW #1653 - Moved by Councillor Moore to give Bylaw #1653, the Tax Penalty Bylaw, 1st Reading. CARRIED	Karine	On the September 24, 2018 Agenda for 2nd & 3rd Readings	Complete
2	Delegation Response: Claresholm Citizens on Patrol - Moved by Councillor Schlossberger to support Claresholm Citizens on Patrol with a donation of \$2,500 to assist them with their patrolling efforts in Claresholm and area. CARRIED MOTION #18-136	Karine	Letter & cheque sent	Complete
9	CORRES: Chinook Arch Regional Library System: Moved by Councillor Schulze to approve the Chinook Arch Library Board's 2019 – 2022 Municipal Levy Schedule as presented. CARRIED MOTION #18-137	Karine	Letter sent	Complete

13	CORRES: Don Campbell RE: Request for Referendum - Council directed Administration to write Mr. Campbell a letter stating that the process is too far along to send the Multi-use Community Building to a vote.	Karine	Letter sent	Complete
14	CORRES: Dave Wicks RE: 2nd Appeal of Property Tax Penalty - Council directed Administration to write Mr. Wicks another letter stating that the penalties will not be reduced or removed.	Lisa	Sent Letter to Dave Wicks September 11th	Complete
15	RFD: Tax Sale Property - Moved by Councillor Zimmer for the Town of Claresholm to assume ownership of 232, 234 and 236 – 50 Avenue West under tax recovery regulations. CARRIED MOTION #18-138	Lisa	Sent to Land Titles for Acquisition	Complete
16	RFD: Playschool CFEP Project Support & Funding Request - Moved by Councillor Schlossberger to provide a letter of support and commitment for municipal funding in the amount of \$122,107.50 for the Claresholm Learn-a-Lot Playschool CFEP Grant Application for the Multi-Use Community Building. CARRIED MOTION #18-139	Tara	Letter executed and sent to Playschool.	Complete
17	RFD: Day Care CFEP Project Support & Funding Request - Moved by Councillor Carlson to provide a letter of support and commitment for municipal funding in the amount of \$230,013.50 for the Claresholm Child Care Society CFEP Grant Application for the Multi-Use Community Building. CARRIED MOTION #18-140	Tara	Letter executed and sent to Child Care Society	Complete
18	RFD: Library 2019 CFEP Project - Moved by Councillor Moore to provide a letter of commitment for municipal funding up to \$6,340 for the Town of Claresholm Public Library Board CFEP Grant Application matching funds for their flooring replacement project, and defer funding to 2019 budget discussions. CARRIED MOTION #18-141	Mike/Karine	Letter sent	Complete
19	RFD: Letter of Support - Willow Creek Ag Society - Moved by Councillor Moore to write a letter of support towards the Willow Creek Ag Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility recently constructed at the Claresholm Agriplex. CARRIED MOTION #18-142	Karine	Letter sent	Complete
20	RFD: Policy #GA 09-18 - Moved by Councillor Schlossberger to adopt Policy #GA 09-18, the Business Cell Phone Policy, effective September 10, 2018 as presented. CARRIED MOTION #18-143	Karine	Policy distributed	Complete
21	RFD: Land Inquiry - Moved by Councillor Schlossberger to approve the request from Dave Perez to create an outdoor rink on the empty lot owned by the Town of Claresholm located at Block 69 Lot 118 Plan 8010781 with the following stipulations: <ul style="list-style-type: none"> • that he signs a lease agreement for \$1 per year, • that he carries liability insurance for a minimum of \$2 Million, • that he names the Town of Claresholm as an additional named insured, • that the site be cleaned up in the spring of 2019, and • that the site will be cleared upon notice of sale of the property. CARRIED MOTION #18-144	Tara	Notified the owner, the owner has decided not to proceed at this time.	Complete
22	RFD: ATCO Gas Franchise - Moved by Councillor Zimmer to keep the franchise fee percentage the same at 10% for 2019 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd. CARRIED MOTION #18-145	Karine	Letter sent	Complete

23	RFD: Committee Structure - Moved by Councillor Carlson to appoint Councillor Schlossberger to Alberta SouthWest. CARRIED MOTION #18-146	Karine	Notice sent to Alberta SouthWest, listings updated	Complete
23	RFD: Committee Structure - Moved by Councillor Zimmer to appoint Mayor MacPherson to the Joint Economic Development Initiative. CARRIED MOTION #18-147	Karine	Listings updated	Complete
23	RFD: Committee Structure - Moved by Councillor Schlossberger to appoint Councillor Zimmer to the Physician Recruitment Committee. CARRIED MOTION #18-148	Karine	Listings updated	Complete
23	RFD: Committee Structure - Moved by Councillor Schulze to appoint Councillor Carlson to the Municipal Planning Commission. CARRIED MOTION #18-149	Karine	Listings updated	Complete
23	RFD: Committee Structure - Moved by Councillor Zimmer to appoint Councillor Moore to the Wage Negotiating Committee. CARRIED MOTION #18-150	Karine	Listings updated	Complete
24	RFD: Draft Strategic Plan - Moved by Councillor Schlossberger to approve the Town of Claresholm Strategic Plan 2017/2018 – 2020/2021 as amended. CARRIED MOTION #18-151	Marian	Completed and posted to website. Council report developed to be provided monthly.	Complete
29c	Confidential Evaluations - Moved by Councillor Zimmer to appoint James Coupland to the Economic Development Committee. CARRIED MOTION #18-152	Karine	Email sent	Complete
29c	Confidential Evaluations - Moved by Councillor Schulze to appoint Vanessa McKenzie to the Claresholm & District FCSS Board. CARRIED MOTION #18-153	Karine	Email sent	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 21, 2018

INFORMATION ITEMS



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 2 (2018)
ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING
Thursday, June 7, 2018 – 7:00 p.m.
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Kevyn StevensonVillage of Arrowwood
 Delbert Bodnarek (absent)..... Village of Barnwell
 Ed Weistra..... Village of Barons
 Tom Rose (absent)..... Town of Bassano
 Dan Klein - Councillor City of Brooks
 Jim Bester Cardston County
 Richard Bengry..... Town of Cardston
 Peggy Hovde..... Village of Carmangay
 Jamie Smith..... Village of Champion
 Doug MacPherson..... Town of Claresholm
 Butch Pauls Town of Coaldale
 Heather Caldwell Town of Coalhurst
 Tanya Smith Village of Coutts
 Warren Mickels (absent) Village of Cowley
 Dave Filipuzzi Mun. Crowsnest Pass
 Dean Ward Mun. Crowsnest Pass
 Gordon Wolstenholme.....Town of Fort Macleod
 David Rolfson (absent) Village of Glenwood
 Barin Beresford (absent)..... Town of Granum
 Suzanne French Village of Hill Spring
 Morris Zeinstra (absent)..... County of Lethbridge

Brad Koch (absent)..... Village of Lomond
 Russ Barnett - Mayor Town of Magrath
 Peggy Losey Town of Milk River
 Louis Myers..... Village of Milo
 Dan McLelland Town of Nanton
 Clarence Amulung..... County of Newell
 Marinus de Leeuw..... Village of Nobleford
 Henry de Kok (absent)..... Town of Picture Butte
 Bev Everts..... M.D. of Pincher Creek
 Lorne Jackson - Councillor Town Pincher Creek
 Ronald Davis (absent) M.D. of Ranchland
 Greg Robinson Town of Raymond
 Don Norby (absent) Town of Stavely
 Matthew Foss..... Village of Stirling
 Jennifer CrowsonM.D. of Taber
 Margaret Plumtree (absent)..... Town of Vauxhall
 Jason Schneider Vulcan County
 Lyle Magnuson..... Town of Vulcan
 David Cody County of Warner
 Eric Burns Village of Warner
 Maryanne Sandberg - Alternate..... M.D. Willow Creek

STAFF:

Lenze KuiperDirector
 Bonnie Brunner Senior Planner
 Mike Burla Senior Planner
 Steve Harty..... Senior Planner
 Diane Horvath Senior Planner
 Gavin Scott..... Senior Planner
 Ian MacDougall Planner

Cameron Mills Planner
 Stacy Olsen.....Assistant Planner
 Mladen Kristic..... CAD/GIS Technologist
 Yueu Majok CAD/GIS Technologist
 Kaylee Sailer..... CAD/GIS Technologist
 Jennifer Maxwell Subdivision Technician

AGENDA:

- 1. Approval of Agenda – June 7, 2018**

2. **Approval of Minutes** – March 1, 2018.....(attachment)
 3. **Business Arising from the Minutes**
 4. **Reports**
 - (a) Executive Committee Report.....(attachment)
 5. **Business**
 - (a) Draft ORRSC Annual Report and Financial Statements 2017.....(attachment)
 - (b) Draft Policy – Intellectual Property/Copyright.....
 - (c) Cannabis Update
 6. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2018.....(attachment)
 7. **Adjournment** – September 6, 2018
-

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Board of Directors approve the agenda of June 7, 2018, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Ed Weistra

THAT the Board of Directors approves the minutes of March 1, 2018, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. REPORTS

(a) **Executive Committee Report**.....(attachment)

- Chair Gordon Wolstenholme reviewed the Executive Committee Report for the meetings of February 15, April 12 and May 10, 2018, for information.

5. BUSINESS

(a) Draft ORRSC Annual Report and Financial Statements 2017

- Lenze Kuiper presented the Board with the ORRSC Annual Report and Financial Statements for 2017. Highlights included a breakdown of revenues and expenses which show an increase in total equity for 2017. Subdivision activity has remained consistent over the last few years and accounted for \$347,974 in revenue. Staff salaries and benefits are the largest expense and accounted for 91% of the expenses. The remaining 9% of expenses included staff travel, training, equipment and office supplies.
- There was a question whether the staff travel expenses could be reduced by doing more teleconferences and video calls. Lenze confirmed that teleconferences are being utilized more but there is still need for the planners to travel and attend meetings in person.

Moved by: **Greg Robinson**

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC Annual Report and Financial Statements for the year ending December 31, 2017.

CARRIED

(b) Draft Policy – Intellectual Property/Copyright

- Lenze Kuiper presented the Board with a Copyright / Intellectual Property issue. Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is not in itself a crime, but can constitute copyright infringement.
- Recently, one member municipality hired a private consultant to prepare a planning document. The planning document contained maps with the ORRSC logo and were used without consent. The maps within the document are copyrighted by AltaLIS Ltd. The member municipality involved in the document containing the maps presented their side of the issue and expressed frustration on how this had been dealt with. There was a request for ORRSC to provide education on AltaLIS copyright requirements to the municipalities.

PRINCIPLES OF END-USER REDISTRIBUTION RIGHTS

AltaLIS Ltd., Alberta Data Partnerships (ADP) and their partners always retain ownership and copyright to the base map data.

The license and use of extractable AltaLIS datasets in their original or value added format remain with the licensed end user. It is the end user's responsibility to ensure that there is no unauthorized use of the licensed data by others.

Redistribution of an extractable format is prohibited except as provided below:

- Redistribution of both extractable and non-extractable data is permitted with any other end-user who has an ADP/AltaLIS subscription license for the defined area.
- Third party contractors are permitted to work with extractable datasets on behalf of the licensed end user upon completion of Schedule 'B' of the end user license, the Written Undertaking.

A third party contractor is not permitted to use extractable data supplied by an end user for another project. If a contractor provides a service for another client, that client must purchase the data and attain their own end user License.

- The same private contractor is now using policies from ORRSC planning documents word for word in other documents being prepared in the Edmonton region. None of the policies are

properly sourced and ORRSC has not been given credit for the work. Lenze presented examples of how works are to be properly sourced in documents.

- There was some discussion among the board members and representatives from the municipalities. There was a consensus that this issue has become larger than intended and could have been dealt with differently. Several municipalities pointed out that they share information with their neighbors and don't want to lose that ability, but plagiarism is not acceptable. Lenze reassured the municipalities that they own their planning documents and they are available anytime and can be provided in Word format, if requested.
- ORRSC has received legal advice to create an Intellectual Property/Copyright Policy. A draft of this policy will be prepared and sent out prior to the next Board meeting in September.

(c) Cannabis Update

- Gavin Scott presented the Board with a Cannabis Update. With the legalization of Cannabis there are three options that municipalities can choose from for their Land Use Bylaws:
 - Option 1: You could do nothing but then you risk needing to deal with future applications without any regulations in place.
 - Option 2: Use the Direct Control zoning district to leave the approvals in the hands of Council.
 - Option 3: Amend the Land Use Bylaw in your municipality to create setbacks buffers from Schools, Health Facilities or other uses
- In addition to the Land Use Bylaw, municipalities will need to examine their Smoking Bylaw and Business License Bylaw. AUMA recently came out with an article on why you can't establish a total ban on cannabis. When it comes to the signage for retail locations of Cannabis, municipalities can limit the size and colors of the signs but cannot control the content due to the Charter of Rights. Edibles will continue to be illegal for another year.
- It was recommended to start discussions regarding Cannabis with your planner, if you have not done so already.

6. ACCOUNTS

**(a) Summary of Balance Sheet and Statement of Income for the 3-month period:
January 1 - March 31, 2018**

Moved by: **Lorne Jackson**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 3-month period: January 1 - March 31, 2018, as information. **CARRIED**

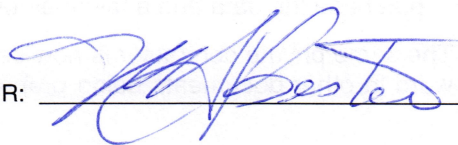
7. ADJOURNMENT

Moved by: **Peggy Losey**

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:12 p.m. until **Thursday, September 6, 2018 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: _____



Town of Claresholm
Economic Development Committee
Meeting Minutes for July 17, 2018
7:00 pm Economic Development Office



Present: Paul Zemplak (Chairperson)
Jeff Nielsen
Doug Leeds
Brad Schlossberger
Lauren Billey

Regrets: Santanna Thom
Darla Slovak
Kieth Carlson
Russ Anderson
Glen Alm

Staff: Doug MacPherson, Mayor
Brady Schnell, EDO
Darlene Newson, Assistant

1. **Call to Order** 7:01 pm; Meeting was called to order by Chairperson Paul Zemplak with only four members in attendance.

Doug MacPherson introduced the Town Councils desire for hiring a facilitator for a strategic planning workshop with the EDC. The facilitator is the same that Town Council recently used, the purpose to develop goals that are in-line with the Towns updated strategic plan. The EDC members in attendance agreed with the idea, and that the challenge of scheduling should begin immediately

Doug also spoke to replacing Russ Anderson as the Business and Industrial Representative, due to his ongoing work conflict with the EDC meeting schedule. Doug asked that the EDC begin looking for a new member, to be brought to Town Council for appointment.

Doug Leeds enters at 7:18.

Approval of Agenda

- Motion by Lauren Billey to adopt the agenda.
- Seconded by Brad Schlossberger Carried

2. **Minutes for Approval**

- Motion to approve the June 18th minutes by Doug Leeds
- Seconded by Lauren Billey Carried

3. **Delegation**

Marian Carlson, CAO is unable to attend as originally planned. Rescheduled the review of the Code of Conduct for the next meeting.

4. **Updates**

4.1 Economic Development Officer

- Planning for Growth Project; WSP has completed several site-assessments and has submitted new drawings for an increase in the scope of the ASP. No wetlands were identified, the EDO continues to work with Watson on market analysis.
- Council approved Community Advertising Program policy. Seven businesses are interested. Doug wants billboards to be structurally sound and in good appearance.

Town of Claresholm

Economic Development Committee

Meeting Minutes for July 17, 2018

7:00 pm Economic Development Office



- EDO assisted Rocky Mountain Drifting Club with their request to Council to hold a demonstration on Fair Days; was approved July 16th. It conflicts with events already booked and needs to be coordinated under the supervision of the event planner in 2019.
- Canada Day was a huge success; Mayor and Councilors served an entire 4' x 8' sheet cake. Estimated to have had close to 500 people throughout the day.
- Texas 4000 – Ride for Cancer; 20 years strong, EDO arranged showers at campground
- Continue with business visits
- Evaluation done by CAO for three-month review of EDO
- EDC Budget update as of June 22, 2018

4.2 M. D. of Willow Creek Glen Alm – Regrets

4.3 Town of Claresholm

- Doug MacPherson spoke to a facilitator for the EDC; the same that Town Council recently used. The facilitator will work with EDC to set a vision and goals that are aligned with the Town's most recent strategic plan, and the anticipated intermunicipal development plan with the M.D. Dates will be requested and members of EDC are being asked to participate.

4.4 Chamber of Commerce

- Lauren Billey spoke to 5 Business Awards being presented to Chamber members. Meeting Thursday, July 19th to finalize details. Awards presentation will be held Business Week.
- Business conference is receiving a good response. Marketing has begun, finalizing schedule and food.
- Gratitude has been welcomed as a new business in town

Discussion

The downtown is now making great progress with the clean-up of unsightly premises.

5. Continuing Business

5.1 Signage

- Community Advertising Program policy was adopted. First opportunity is 2-year sublease for local businesses to advertise on the billboards north of town.
- Individual lease's to be approved by CAO, recommendations from the EDC, sublease sale, execution and creative control managed by the EDO.
- Motion to accept the Community Advertising Program policy as amended and to move forward with sub-lease sales by Lauren Billy.
- Seconded by Doug Leeds Carried

5.2 Claresholm Capacity Building Group

- Claresholm Business Conference poster and press release provided.

Town of Claresholm

Economic Development Committee

Meeting Minutes for July 17, 2018

7:00 pm Economic Development Office



- Finalizing details next few weeks, tickets go on sale August 1st, and the goal is 150 people. Advertising on FB, Town website, Local Press, Chamber mail list, EDO contacts, and posters around town.
- Using PayPal to purchase tickets

5.3 Industrial Sales Package – no update

5.4 Business Visitation Program

- Ongoing visits

Discussion: Various comments by business owners. Subject of Businesses closing and business opportunities investigated. There are 160 businesses in town and approximately 20 have been visited this year. Historically looks like we have never made it past 60-80

Sun Country inquired about advertising. The EDC participated in their Town ad program in 2017, but the 2018 ad budget is already allocated.

The city of Lethbridge left Chinook Country Tourism and the question is – is there value here? EDO recommends that an advertising strategy for events, tourism, and economic development be created for the 2019 EDC budget.

5.5 CARES Grant – Industrial Land Study

- Planning for Growth Project; WSP has completed several site assessments and has submitted new drawings for an increase in the scope of the ASP. No wetlands were identified, the EDO continues to work with Watson on market analysis.

5.6 The EDC Downtown Reinvigoration Project

6. New Business

6.1 Using current Town administrative staff for support

- Darlene was asked to leave because of conflict of interest. When she returned a motion was made.
- Moved by Jeff Nielsen to approve the administrative assistant position for up to 18 hours a month to a maximum of \$2000.00 for the remainder of 2018, money to come from the Champions Program budget line.
- Lauren Billey seconded Carried

6.2 Foothills Junior Achievement Company Program

- Youth Entrepreneur program
- Suggestion was to ask the coordinator of JA to make a presentation.

6.3 Feast of Claresholm

- Lauren spoke to the event she has coordinated for September 7th; 40 tickets have been sold

Town of Claresholm

Economic Development Committee

Meeting Minutes for July 17, 2018

7:00 pm Economic Development Office



- Project is looking for sponsor to back them up financially in the event it doesn't profit, however the budget provided indicates the event could raise up to \$3500 for local nonprofits.
- Motion by Doug Leeds to offer backing to Feast of Claresholm From the EDC Events budget line, should support be required.
- Seconded by Brad Schlossberger Carried

7:57 Lauren Billey leaves

6.4 Claresholm History Book

- Doug Leeds suggested the EDO purchase the book for the office at \$65.00.

Action: A motion will be brought forward at the next meeting for this purchase.

7. Information Items

7.1 Ask the Expert Column, Local Press, June 2018

7.2 Economic Development Report to Town Council June 2018

7.3 Foothills Junior Achievement 2018 year in review

8. Next meeting – TBD with dates for facilitator

September 8 or 15

Action: Names for new member of EDC, replacement of Russ

9. Adjournment: 8:35 p.m.



Claresholm & District Chamber of Commerce
General Membership Meeting
Wednesday, June 20, 2018
MINUTES

*Approved
Sept 19*

Present: David Richardson, Keith Armstrong, Paul Zemplak, Mike Thrun, Amanda Zimmer, Lorraine Norgard, Marilyn Curry, Santanna Thom, Megan Coupland, Brady Schnell, Tony Walker, Tammy Morrison, Todd Buhmiller, Lori Beazer, Brad Schlossberger, Tom Barnes, Rob Vogt

Guest: Ken Favrholt

1. Call Meeting to Order
Amanda called the meeting to order at 12:03 pm.
2. Acceptance/Additions to Agenda
The agenda was accepted as presented on a motion made by David Richardson, and seconded by Tony Walker. Carried.
3. Approval of Minutes
The minutes from May 16, 2018 were accepted as presented on a motion made by Megan Coupland, seconded by Santanna. Carried.
4. Treasurer's Report
Lorraine reported to date we that have 80 current members. Amanda has 2 more members to add.
Financials to the end of May for both accounts were circulated. Lorraine moved acceptance of her financial report as distributed and reviewed, seconded by Lori Beazer. Carried.
Lorraine gave rationale and moved that we join both accounts, bringing the Trade Fair account into the General Account. Seconded by Todd Buhmiller. Carried.
5. Old Business
 - 5.1 Post Cards
Amanda reported that the contest is complete and they will be printed right away. Any retailers interested in buying them for resale, please contact Amanda.
 - 5.2 Postage Stamps Contest
Keith presented the submitted entries. It was agreed to give 1 stamp to the teacher and one 1 to the student winner. They will cost us \$34.25 for 25 stamps, which works out to \$1.37 each. They will be adhered to the post cards so they are ready to be put in the mail. Keith moved that we purchase 20 booklets (500 stamps). Seconded by Santanna Thom. Carried.
 - 5.3 Regular Meeting Schedule and/or Time Review and/or Locations:
Survey has not been tallied yet; we will review at that time.

Sept 2018

- 5.4 Learning Sessions (Proposal from CDCC & EDC)
Brady, Amanda, Darla & Lauren are organizing this event for September 21 & 22, 2018 and reviewed details so far. \$75 for the entire weekend (includes lunch), \$25 to only attend Doug Griffith's presentation. Posters, advertising and social media are forthcoming to promote it. If you would like to host an information booth at it, please contact one of the organizers.
 - 5.5 Mexican Fiesta
We are in need of clean up crew; Tammy Morrison volunteered. Believe everything else is under control. See you June 22!
 - 5.6 Advocacy to a Group
This is a standing item to have member(s) ask for help or direction from the Chamber.
 - 5.7 Feast of Claresholm
Coming up September 7 run through the EDC. Lauren gave brief info on it and advertising will be coming forth.
 - 5.8 Mystery Town Tours
Keith provided an update on their plans, which have changed slightly but are in the works.
 - 5.9 Fair Days Parade Entry
John Corlett is heading up our parade entry for Claresholm Fair Days. We will need help to decorate the night before and that morning. Anyone that can help, please contact John.
6. New Business
 - 6.1 Museum Proposal
Ken Favrholt reviewed the museum's plans for the 2019 kiosk and travel project. He is looking for volunteers to help run the equipment around to major events and thru town. The Town does not have a summer student to help with this, nor does the Chamber this year. He expressed concern that if the Chamber did not help out, that the Chamber's logo would be taken off the kiosk. If any one can help, please contact Ken.
 - 6.2 Medicine Hat Chamber Inquiry
We have been contacted by the Medicine Hat Chamber, asking for us to give them our proxy for the Canadian Chamber Conference. We are unaware at this time as to what is coming up at conference to vote on. After discussion it was agreed not to give our proxy to Medicine Hat as they are a city and have different interests than we do as a small town.
 - 6.3 Hanging Flower Pots
Discussion held around putting up the silk flowers again this year. It was agreed not to and to review the project for next year with real flowers. The real flowers in front of businesses look very nice and are sufficient at this time.
 - 6.4 Border Trade Corridor Project (Cardston & District Chamber)
Amanda reviewed an email she received from Cardston & District's Chamber over changes in the border trade corridor project – for information only.

6.5 Upcoming Meeting with Claresholm Medical Doctors
Amanda is to attend a meeting today at 12:30 on behalf of the Chamber with the Claresholm Medical Doctors.

6.6 Community Advertising
Brady reviewed a new signage program forthcoming on each end of town on Highway #2. If successful they may look at expanding to highways 520 east and west as well. Questions arising from discussion were who will maintain the signs as well if they are lit up at night or not. Brady responded that the administrative costs will be looked after by the Town. Brady will provide us with a mock example. Lorraine suggested that the Town have an Alberta and Canadian flag on the both of the "Welcome to Claresholm" signs on north and south end of town. Brad and Brady will take all the comments back to the Town Council for review.

7. Standing Items

7.1 Liaison to Town Council
No report as Amanda had left for the meeting (mentioned above).

7.2 Business Member Presentation: Claresholm Pharmachoice
Paul Zemlak and Mike Thrun reviewed services and products available at Claresholm Pharmacy . They have reviewed options of scooters for the less-mobile residents of Claresholm.

8. Next Meeting

8.1 General Membership Meeting: Routine, time & location to be determined

8.2 Executive Meeting: Wednesday, July 4, 2018 5:30 pm at the Claresholm Public Library

9. Adjournment

The meeting was adjourned at 1:15 pm.

Willow Creek Agricultural Society

P.O. Box 1401
Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held August 15, 2018.

Call to Order: Meeting called to order at 6:40pm at Douros.

Present: David Hansma, Syd Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Arnold Koehler, Allan Minor, Sheldon Smeltzer, Gerry McGuire and Brad Schlossberger.

Absent: Judy Minor, Rod Jensen, Dave Elliott, Gordon Weerstra.

Reading of Minutes: The minutes of the last regular meeting held July 20th, 2018 were read by David. Adopted as read by Syd Gray. Seconded by Lorraine Norgard. Motion carried.

Business Arising from Minutes: David told the board about work that has been completed in the new building, or is in the process of being completed. David explained the situation regarding the need for fire suppression system in the new building. After Davids meeting with Superior Safety Code, the inspector explained that because we have access from numerous sides we can have a larger square metre under one roof on one level than if we had only access from one side. This regulation will also still apply when the front end has been added in the future. Also explained in the building permit is that the fire hydrant has to be 90m, not 45m as previously thought, from the front of the building. This means that we will have to install one as the present ones are not within this distance.

Treasurers Report: Gerry moves we accept the financials as presented to the end of June 2018 as presented. Wally Seconds. Motion Carried. Sheldon asked why the power for the month of July 2018 appeared to be double that of July 2017. David explained that as billing seems to vary in its cycle from month to month, the more important number is to look at year to date, and when you look at these numbers they are more similar in value.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- David informed what progress has been made on the new building both inside and on the north end of the building. Attached was the spending on the building for 2018.
- Frontier western shop has asked on what they could do and how much it would cost for more exposure around the Agriplex. This in signage on announcers stand, around bulletin board or reserved pickup parking, etc.
- David asked the board what they felt about renting a large number of stall out to an individual who wants to rent up to 18 stalls on a long term basis. They are asking for some concessions regarding arena time and turn outs.
- David has had an inquiry about allowing a short term rental on an RV space, pen space for horses, for a couple moving to the Claresholm area and is waiting for their rental to become available.
- David also updated the board on some work Morgan and himself are doing in Barn C. We are putting a 9 foot cement pad on the Northeast end of that barn for better wind protection as well as to have the panel gate more securely fastened. These gates are for better horse security when the barn doors are open.

New Business: The board discussed the idea of Frontiers greater exposure in and around the Agriplex grounds and what this greater exposure would rent for. After some discussion the board will come back with some recommendations at the next meeting.

+ The board discussed the idea of a short term RV rental and horse space while they waited for their accommodations to become available on November. The board decided to leave this matter up to David.

The board discussed the matter of people bringing in a large number of horses to rent stalls on a long term basis. The board felt that because we are a public facility it would be hard to house an individual who wanted to bring in a large number of livestock on a long term basis. It was felt that the requirement on an individual who has a large number of horses on a long term basis would impact the overall usability of the facility to both groups renting the facility and people who rent individual stalls. After discussion on this matter Allan Minor moves that we cap the number of horses an individual can bring on a long term basis (more than one month especially if it overlaps the show season from April to Oct) is 4, before Agriplex management seeks board approval for more horses. Wally Seconds. Motion Carried.

Adjourn: Gerry moves the meeting be adjourned at 8:00pm.

Karine Wilhauk

From: Western Canada Growth Strategy/Stratégie de croissance de l'Ouest canadien <wd.engages-mobilisation.deo@canada.ca>
Sent: Friday, September 14, 2018 9:15 AM
To: Karine Wilhauk
Subject: Western Canada Growth Strategy engagement launches across the western provinces / Lancement du plan de mobilisation de la Stratégie de croissance de l'Ouest canadien dans les provinces de l'Ouest

(Le français suit.)

The Government of Canada launched an engagement plan to help strengthen the western Canadian economy, and lay the foundation for long-term growth and prosperity across the four western provinces.

The federal government is initiating a conversation with business, industry, academia, Indigenous Peoples, and different levels of government, to help develop a truly “Made-in-Western-Canada” growth strategy. This strategy not only reflects the unique regional advantages of each province, but also helps to stimulate economic growth.

Your input will help shape the Western Canada Growth Strategy, a roadmap to build an innovative and inclusive Western Canada — one that stimulates the economy, strengthens the middle class and increases job opportunities for all Canadians, including Indigenous Peoples, women, youth, and new immigrants.

How to Participate:

We invite you to distribute this email broadly within your respective networks. You are also invited to share your ideas by visiting the [Western Canada Growth Strategy website](#).

Here you will find information about the regional landscape of Western Canada in the [Western Canada Growth Strategy Engagement Paper](#).

You can share your ideas through:

- [Online discussion forum](#): Share your thoughts on five key discussion questions.
- [Group discussion](#): Organize your own group discussion by checking out this toolkit for tips on how to plan a session, shape your conversation, and report back.
- [Email](#): Send us an email at wd.engages-mobilisation.deo@canada.ca with your ideas or suggestions.
- [Letter](#): Send a letter to Western Economic Diversification Canada before November 9, 2018.

Western Economic Diversification Canada
C/O: Western Canada Growth Strategy Engagement
Suite 1500, 9700 Jasper Avenue
Edmonton, Alberta T5J 4H7

If First Nations, Métis and Inuit organizations require additional information please email wd.engages-mobilisation.deo@canada.ca and officials from Western Canada Economic Diversification Canada will follow-up with you directly.

The engagement period will close on **November 16, 2018**.

Thank you for sharing your ideas on how we can build a stronger western Canadian economy!

Follow [#MyWesternCanada](#) on Twitter or visit the [Western Canada Growth Strategy website](#) for updates.

Western Economic Diversification Canada

Email: wd.engages-mobilisation.deo@canada.ca

Twitter: [@WD_Canada](#), [#MyWesternCanada](#)

Le gouvernement du Canada a lancé un plan de mobilisation pour contribuer à renforcer l'économie de l'Ouest canadien et jeter les bases d'une croissance et d'une prospérité à long terme dans les quatre provinces de l'Ouest.

Le gouvernement fédéral entreprend une conversation avec des entreprises, le secteur industriel, le milieu universitaire, les peuples autochtones et différents ordres de gouvernement pour contribuer à élaborer une véritable stratégie de croissance « propre à l'Ouest canadien ». Cette stratégie reflète non seulement les avantages régionaux uniques de chaque province, mais elle contribue également à stimuler la croissance économique.

Votre contribution aidera à façonner la Stratégie de croissance de l'Ouest canadien, une feuille de route pour bâtir un Ouest canadien novateur et inclusif – un Ouest canadien qui stimule l'économie, renforce la classe moyenne et accroît les perspectives d'emploi pour l'ensemble de la population canadienne, y compris les peuples autochtones, les femmes, les jeunes et les nouveaux immigrants.

Comment participer

Nous vous invitons à distribuer le présent courriel à grande échelle au sein de vos réseaux respectifs. Nous vous invitons également à faire part de vos idées en visitant le [site Web de la Stratégie de croissance de l'Ouest canadien](#).

Vous trouverez ici de l'information à propos du paysage régional de l'Ouest canadien dans le [Document de mobilisation relatif à la Stratégie de croissance de l'Ouest canadien](#).

Vous pouvez faire part de vos idées des façons suivantes :

- [Forum de discussion en ligne](#) : Faites part de vos idées relativement à cinq questions de discussion clés.
- [Discussion de groupe](#) : Organisez votre propre discussion de groupe en jetant un coup d'œil à cette boîte à outils pour obtenir des conseils quant aux façons de planifier une séance, de façonner votre conversation et de faire rapport.
- [Courriel](#) : Envoyez-nous un courriel à wd.engages-mobilisation.deo@canada.ca faisant état de vos idées ou suggestions.
- [Lettre](#) : Envoyez une lettre à Diversification de l'économie de l'Ouest Canada avant le 9 novembre 2018.

Diversification de l'économie de l'Ouest Canada
Aux soins de : Mobilisation relative à la Stratégie de croissance de l'Ouest canadien
9700, avenue Jasper, bureau 1500
Edmonton (Alberta) T5J 4H7

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
April 26, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Duncan McLean, John Kroetsch, Brad Schlossberger and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 3:02 P.M.
2. Approval of Agenda

18.41 **Moved by Don Norby** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Meeting March 23, 2018

18.42 **Moved by Brad Schlossberger** to approve the minutes of the March 23, 2018 regular meeting as presented.

CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$21 789.06.

18.43 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$21 789.06.

CARRIED

- b) Check Detail March 31 – April 19, 2018

CAO Friesen presented the members with the check detail from March 31 – April 19, 2018.

18.44 **Moved by Duncan McLean** to accept the check detail of March 31 – April 19, 2018 as presented.

CARRIED

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

5. Financial Information cont.

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

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

18.45 **Moved by Don Norby** to accept the March 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) Balance Sheet ending March 31, 2018

CAO Friesen presented the balance sheet ending March 31, 2018.

18.46 **Moved by Duncan McLean** to accept the balance sheet ending March 31, 2018 as presented.

CARRIED

e) Budget vs. Actual ending March 31, 2018

CAO Friesen presented the members with the budget vs. actual report ending March 31, 2018

18.47 **Moved by Brad Schlossberger** to accept the budget vs. actual report ending March 31, 2018 as presented.

CARRIED

f) Transfer Funds to Investment Account

18.48 **Moved by John Kroetsch** that CAO Friesen be authorized to transfer \$150 000.00 from the ATB Financial checking account into the ATB Financial 90 day notice investment account.

CARRIED

6. New Business

a) CAO Vacation

CAO Friesen requested vacation from May 28 to June 11, 2018 and asked that she be allowed to carry forward the remaining two weeks of accumulated vacation earned from July 2016 to June 2017 to be used by the end of August 2018.

18.49 **Moved by Don Norby** that CAO Friesen have vacation time as requested and further that she be allowed to carry forward two weeks of accumulated vacation to be used by the end of August 2018.

CARRIED

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

6. New Business cont.

b) Concrete Rates

There was discussion regarding the concrete disposal rate. CAO Friesen will investigate concrete crushing rates and bring the information back to the members.

c) Employee Policy

CAO Friesen explained that she will begin work on updating the WCRWMSC Employee Policy to include the recent changes to the Alberta Employment Standards. She asked the members for their input on the direction they wanted to go.

CAO Friesen will circulate the draft for further input once completed.

d) Landfill/Commission Logo

CAO Friesen expressed that she would like to get a logo designed for the landfill which would include something from each member's logo. It was suggested to contact Mac Auto in Fort Macleod or KFJ Signs and Graphics in Claresholm.

e) Leavings Water Co-op AGM – For Information

CAO Friesen reported that she attended the Leavings Water Co-op annual general meeting in Claresholm on April 23. The WCRWMSC is a member but has opted out of hooking up to a distribution line at this time.

CAO Friesen gave a brief verbal report on the status of the co-op and membership as well as what the plans are for the ensuing year.

7. Old Business

a) Alberta Care Seminar February 28-March 2, 2018

Member Kroetsch gave a brief report on the Alberta Care seminar in Brooks.

8. Correspondence

No correspondence

9. General Landfill Information

CAO Friesen gave a brief verbal report on the furniture surcharge.

10. In Camera

18.50 **Moved by Don Norby** to go In Camera at 4:12 P.M.

CARRIED

18.51 **Moved by John Kroetsch** to come out of In Camera at 4:26 P.M.

CARRIED

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

10. In Camera cont.

18.52 **Moved by Don Norby** to write off \$9.24 as discussed.

CARRIED

11. Adjournment

18.53 **Moved by John Kroetsch** to adjourn at 4:27 P.M.

CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Approved

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
May 24, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Duncan McLean, John Kroetsch, Brad Schlossberger and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 3:04 P.M.
2. Approval of Agenda

18.54 **Moved by Duncan McLean** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Meeting April 26, 2018

CAO Friesen had brought to the attention of the members that she had spoken to Avail CPA regarding Motion 18.52. It was advised by the Avail representative that we do not write off the amount but reverse the amount as it is for services charges not tipping fees.

18.55 **Moved by Don Norby** to rescind Motion 18.52

CARRIED

18.56 **Moved by Don Norby** that CAO Friesen be authorized to reverse the service charge amounts as discussed in the amount of \$9.24.

CARRIED

18.57 **Moved by Brad Schlossberger** to approve the minutes of the April 26, 2018 regular meeting as presented.

CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$27 320.74.

18.58 **Moved by Duncan McLean** to approve for payment, the accounts payable in the amount of \$27 320.74.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 24, 2018 at 3:00 P.M.

5. Financial Information cont.

b) Check Detail April 30 – May 17, 2018

CAO Friesen presented the members with the check detail from April 30-May 17, 2018.

18.59 **Moved by Don Norby** to accept the check detail of April 30 – May 17, 2018 as presented.

CARRIED

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

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

18.60 **Moved by Brad Schlossberger** to accept the April 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) ATB Financial Bank Statement ending April 30, 2018

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

18.61 **Moved by Don Norby** to accept the ATB Financial bank statement ending April 30, 2018 as presented.

CARRIED

6. New Business

a) Household Hazardous Waste (HHW)

CAO Friesen provided the members with information regarding the collection of household hazardous waste.

18.62 **Moved by John Kroetsch** that CAO Friesen co-ordinate with Clean Harbors to set up for household hazardous waste collection and further that the WCRWMSC use GL acct. 2430990 Other Expenses together with a surcharge to fund the expense.

CARRIED

b) General Holiday Closures

There was discussion regarding general holidays that fall on a Sunday. July 1st and November 11th both fall on a Sunday this year. To allow for a long weekend for staff, CAO Friesen asked that the members consider closing the landfill on Monday, July 2nd, 2018 and Monday, November 12th, 2018.

18.63 **Moved by Don Norby** that the Willow Creek Regional Landfill be closed on Monday, July 2 and Monday, November 12, 2018.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
May 24, 2018 at 3:00 P.M.

7. Old Business

a) Concrete Crushing – For Information

CAO Friesen provided the members with concrete crushing information. The cost associated with crushing is \$180 per hour for mobilization and de-mobilization from Taber and \$17.00 per tonne to 3/4" minus.

8. Correspondence

a) Natural Resources Conservation Board

No action to be taken.

9. General Landfill Information

CAO Friesen gave a brief verbal report on leachate management in the waste cells, tree and yard maintenance, status of highway sign replacement, status of application to the EI reduction program, new truck delivery, annual fire panel and extinguisher maintenance, emergency response tour, equipment service and required repairs and CAO scheduled vacation.

11. Adjournment

18.64 **Moved by John Kroetsch** to adjourn at 3:57 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

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
June 28, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, John Kroetsch, Brad Schlossberger and CAO Cheryl Friesen

Missing: Duncan McLean and Don Norby

1. Chair Gord Wolstenholme called the meeting to order at 3:11 P.M.

2. Approval of Agenda

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

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting May 24, 2018

18.66 **Moved by Brad Schlossberger** to approve the minutes of the May 24, 2018 regular meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$19 315.55.

18.67 **Moved by John Kroetsch** to approve for payment, the accounts payable in the amount of \$19 315.55.

CARRIED

b) Check Detail May 29, 2018 – June 21, 2018

CAO Friesen presented the members with the check detail from May 29 – June 21, 2018.

18.68 **Moved by Brad Schlossberger** to accept the check detail of May 29 – June 21, 2018 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility June 28, 2018 at 3:00 P.M.

5. Financial Information cont.

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

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

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

CARRIED

d) Budget vs. Actual Report ending May 31, 2018

CAO Friesen presented the Budget vs. Actual report ending May 31, 2018.

18.70 **Moved by Brad Schlossberger** to accept the Budget vs. Actual report ending May 31, 2018 as presented.

CARRIED

e) Balance Sheet ending May 31, 2018

CAO Friesen presented the balance sheet ending May 31, 2018.

18.71 **Moved by John Kroetsch** to accept the balance sheet ending May 31, 2018 as presented.

CARRIED

6. New Business

a) Summer Meetings

CAO Friesen explained that the WCRWMSC does not usually conduct meetings in July and August. Friesen felt that the members should have a meeting in July as she will need board approval to issue payment for the compactor repair invoice and the new vehicle.

18.72 **Moved by Brad Schlossberger** that the WCRWMS Commission does not schedule a regular monthly meeting for August 2018.

CARRIED

b) Bylaw 2-2018

CAO Friesen presented the draft bylaw 2-2018, a bylaw to amend the Fees Bylaw 1-2018.

18.73 **Moved by John Kroetsch** to give Bylaw 2-2018 first reading.

CARRIED

18.74 **Moved by Brad Schlossberger** to give Bylaw 2-2018 second reading.

CARRIED

18.75 **Moved by John Kroetsch** to proceed to third and final reading.

CARRIED Unanimously

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
June 28, 2018 at 3:00 P.M.

6. New Business cont.
 - b) Bylaw 2-2018 cont.

18.76 **Moved by Brad Schlossberger** to give third and final reading to Bylaw 2-2018.
CARRIED

7. Old Business
 - a) Toxic round-up

CAO Friesen gave a verbal report on the toxic round-up event in Fort Macleod.

- b) CAO Vacation – For Information

CAO Friesen informed the members that she will be away from August 12-26, 2018 to use the two weeks of vacation that was carried over as approved by the Board.

8. Correspondence
 - a) Claresholm Fire Department

18.77 **Moved by Brad Schlossberger** to donate \$200.00 to the Claresholm Fire Department mixed scramble golf tournament.
CARRIED

- b) Town of Claresholm

CAO Friesen briefed the members on the correspondence from the Director of Infrastructure, Town of Claresholm, Mike Schuweiler.

9. General Landfill Information

CAO Friesen gave a brief verbal report regarding employee vacation, yard maintenance and equipment repair.

11. Adjournment

18.78 **Moved by John Kroetsch** to adjourn at 4:05 P.M.
CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Karine Wilhauk

From: Ally Cramm <allyc@rowanhouse.ca>
Sent: Thursday, September 20, 2018 3:07 PM
To: Doug MacPherson
Cc: Karine Wilhauk
Subject: Invitation to Breakfast with the Guys
Attachments: 2018 BWTG Poster.pdf

Good afternoon Doug and Karine,

I am wondering if you could please share with council this invitation to Rowan House Society's Breakfast with the Guys Foothills Event. (Poster Attached)

Breakfast with the Guys Foothills takes place Friday, November 2nd, 7-9am at the Best Western in Okotoks - as our official launch to Family Violence Prevention Month.

Former Stampeder, Keon Raymond will share his story and experience with family violence and talk about what it means to be a part of the Leading Change Movement.

Tickets are \$100 each or \$800 for a table and can be purchased at www.rowanhouse.ca

When women reach out to us for help, it tends to be after domestic abuse has taken place. We work hard to support them in their journey to healing and continue to change the lives of many women and children. However, we strongly believe that prevention and education are what will create the cultural shift to ultimately end domestic abuse.

Violence and abuse are not issues that should stay behind closed doors - they are the responsibility of the whole community. So Rowan House is calling on the *good guys* (and women) to be leaders for change.

Breakfast with the Guys is an opportunity for you to take small steps that will have a big impact. Together we can create a safer future for those who live with violence every day. These are women you know - in your workplace, on your daughter's soccer team, around you when you are out with friends and those in the causes you support.

If you have any questions, please don't hesitate to ask.

We hope to see you there!

Kind regards,

Ally



Ally Cramm
Community Relations Coordinator
Direct: 403.603.5999 (Tues - Fri)
C: 403.714.2559

BREAKFAST WITH THE GUYS

FOOTHILLS



PRESENTED BY



**ROWAN
HOUSE**
SOCIETY

BUILDING VIOLENCE FREE COMMUNITIES

AND SPONSORED BY



**FRIDAY, NOVEMBER 2ND,
2018**

7AM - 9AM

**BEST WESTERN PLUS
OKOTOKS INNS & SUITES**

FEATURING:



FORMER STAMPEDER, KEON RAYMOND
AND EMCEE, JAYME HALL

**TICKETS: \$100 EACH
OR \$800 FOR A TABLE**

TO PURCHASE OR LEARN MORE:

VISIT WWW.ROWANHOUSE.CA

OR SCAN



Claresholm Skate Park Association Meeting

August 16, 2018

7:00 pm FCSS Station

AGENDA MINUTES

Attendees: Johnny Wenlock, Brandon Levesque, Carson Darch, Lisa Darch, Jeff Darch, Merry Franz, Sherry Levesque, Karolyn Frank-Jensen, Brad Schlossberger, Denise Spencer

1. **Call to order:** 7:01
2. **Review of July 26, 2018 meeting minutes:** Lisa motioned to accept, Brad Seconded
3. **Treasurer Report:**
 - a. \$1864.50 in Bank
 - b. \$700 Donation Cheque from BMO from Fair Days to be deposited
 - c. \$300 (approximately) to be deposited from "Guess the Bearings" Jar fundraiser
 - d. \$150 Float (this will be a standing float for fundraising)
 - e. Cheques will be purchased
 - f. Online banking will be set up, Chairman, Vice Chair, and Treasurer will have access
4. **Old Business**
 - a. **Dollar Store BBQ:**
 - i. \$1435 raised
 - ii. Recommend a larger area for condiments, & pop separate from Food Station
 - iii. Ran smoothly, although there were shortages and traffic was busy for a Wednesday
 - b. **Fair Days:**
 - i. Map voting established that Moffat Park and Centennial Park are the community's 2 top choices of currently. Will continue voting at August 22, 2018 BBQ between 5-7pm
 - ii. The overall response from the community has been very positive, as most feel the skate park we currently have is in desperate need of replacement, and needs to be moved from its current location.
 - c. **Down Town Market BBQ August 22:**
 - i. Bill Busby from IGA is very supportive of the Association, is providing Hot dogs, Hamburgers, buns and condiments.
 1. John Wenlock will follow up Monday August 20, 2018 as pop was not on the list
 2. Onions will be cut on site
 - ii. 4pm Johnny, Merry, Lisa, Brad, Denise, 4:30pm Sherry, Braedon 5:15, Concrete Dreams/Youth of Tomorrow will help in 2 shifts
 - iii. Denise to make posters for the event, and distribute with Merry's assistance

- iv. Skate Demonstration, map, and bearing draw
 - d. **Delegations to the community groups:**
 - i. Lisa will contact Service groups regarding meeting dates, delegations to be determined
 - e. **Winyard Skatepark Project follow-up Merry:**
 - i. Merry is keeping an eye on their progress and fundraising ideas
 - f. **Future Fundraising ideas:**
 - i. WestJet raffle/ Car Raffle. Thinking big
 - 1. Goal to set up at Winterfest, need Society Status first
 - ii. Partnerships for percentages
 - iii. Metal Recycling drive

Consensus is that the Skate Park Association needs someone who is experienced and a driven fundraiser
 - g. **School delegations:**
 - i. Denise & Johnny to attend assembly at elementary school, (2nd or 3rd on) in fall Johnny & Carson to attend WCCHS to talk about skate park
- 5. New Business :**
- a. Buying our own tent:
 - a. If someone finds one on sale will be reimbursed for the expense.
 - b. Group Text will simplify conversations and keep members informed during events, save #'s in phone
 - a. Denise S403-625-0732, Karolyn J 403-625-0839, Brad S 403-625-6206, Lisa D 403-625-6446, Jeff D 403-625-6208, John W 403-625-0796, Sherry 403-625-0629, Merry F 403-682-9403
 - c. Tax Receipts: Need society status
 - a. Denise and Sherry to get together before next meeting and finalize details
 - d. Newline info: need to follow up with Newline regarding timelines, concept design etc
 - e. Goals:
 - a. Society Status
 - b. Fundraising
 - c. Grants: some are available without Society Status
 - i. Contact Carmelle Steel and Marnie Lane as our group will need experienced grant writers
 - d. Concept from Newline
 - e. Garner more community support, and letters of support
 - f. Proposal for Town Council ready for Spring 2019
 - g. Spring 2020 construction goal

Date of next meeting: September 16, 2018

Adjournment: 7:48 pm

Karine Wilhauk

From: Alberta Seniors & Housing <seniors.afc@gov.ab.ca>
Sent: Friday, September 21, 2018 12:01 PM
To: Karine Wilhauk
Subject: Age-Friendly Alberta E-News - New Aging Well in Community Grant Program

Trouble viewing this email? [Read it online](#)

Age-Friendly Alberta E-News

New Aging Well in Community Grant Program **Supporting organizations and communities to improve the lives of seniors**

The Government of Alberta's new Aging Well in Community grant program will help local organizations improve the lives of seniors by funding community-based initiatives that remove barriers and help seniors stay in their homes and engaged in their communities.

Successful applicants will be awarded grants to address issues affecting seniors such as ageism, social inclusion, elder abuse prevention and age-friendly communities.

The province is investing approximately \$1 million annually through an open call for proposals for the program. The recipients can access funding for up to three years with a maximum amount of \$100,000 per project. Funding priorities will address the changing needs of a diverse and growing seniors population.

Applications are open until November 16.



Minister Lori Sigurdson and Minister Christina Gray take a closer look at Shameem Siddiqui's artwork at the Shaama Centre,