



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 11, 2019
AGENDA**

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

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – JANUARY 28, 2019

ACTION ITEMS:

1. **BYLAW #1659 – Water & Sewer Utility Bylaw**
RE: 1st Reading
2. **CORRES: Hon. Shave Anderson, Minister of Municipal Affairs**
RE: Alberta Community Partnership (ACP) Program
3. **CORRES : Police Act Review Team**
RE: Municipality / Indigenous Community Survey
4. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Coordinating Our Municipal Voice for Responsible Resource Development
5. **CORRES: Alberta Urban Municipalities Association (AUMA)**
RE: Spring 2019 Municipal Leaders' Caucus
6. **CORRES: Action on Smoking & Health**
RE: Smoke-Free Spaces Award
7. **CORRES: Farm Safety Centre**
RE: Request for Donation
8. **CORRES: Alberta SouthWest Regional Alliance**
RE: Economic Resiliency Training – April 11, 2019
9. **REQUEST FOR DECISION: Peace Officer Vehicle Upgrades**
10. **REQUEST FOR DECISION: EV Charging Station**
11. **REQUEST FOR DECISION: Financial Plans**
12. **REQUEST FOR DIRECTION: Council Youth Program**
13. **INFORMATION BRIEF: Intermunicipal Development Plan**
14. **INFORMATION BRIEF: FORTIS Streetlight Investment**
15. **INFORMATION BRIEF: Strategic Plan Report**
16. **INFORMATION BRIEF: Council Resolution Status**
17. **ADOPTION OF INFORMATION ITEMS**
18. **IN CAMERA:**
 - a. **Intergovernmental Relations – FOIP Section 21**

INFORMATION ITEMS:

1. Alberta SouthWest Bulletin – February 2019
2. Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – December 12, 2018
3. Claresholm & District Museum Board Meeting Minutes – November 21, 2018
4. Approved FortisAlberta 2019 Distribution Rates
5. Thank You from Lorraine Norgard
6. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – January 10, 2019

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JANUARY 28, 2019

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

COUNCIL PRESENT: Deputy Mayor Brad Schlossberger; Councillors: Kieth Carlson, Mike Cutler, Gaven Moore, Lise Schulze and Craig Zimmer

ABSENT: Mayor Doug MacPherson

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Deputy Mayor Schlossberger 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 Deputy Mayor Brad Schlossberger.

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

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 14, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of January 14, 2019 be accepted as presented.

CARRIED

ACTION ITEMS:

1. BYLAW #1660 – ATB Operational Borrowing Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor Carlson to give Bylaw #1660, the ATB Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1660, the ATB Operating Borrowing Bylaw, 3rd & Final Reading.

CARRIED

2. BYLAW #1661 – AMSC Operational Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 2nd Reading.

CARRIED

Moved by Councillor Schulze to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading.

CARRIED

3. CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs
RE: 18th Annual Minister's Awards for Municipal Excellence

Council directed Administration to submit a nomination for the Town of Claresholm in the Safe Communities category for the work done by the Community Peace Officer with the Risk Reduction Workshops.

4. CORRES: Office of the Lieutenant Governor
RE: The Alberta Order of Excellence

Received for information.

5. CORRES: Canadian Senior Pro Rodeo Association
RE: Request for Sponsorship – October 17-19, 2019

MOTION #19-008 Moved by Councillor Schulze to support the Canadian Senior Pro Rodeo Association's Rodeo Finals in Claresholm October 17-20, 2019 with sponsorship of \$500.

CARRIED

6. CORRES: Midget D Provincial Hockey Tournament
RE: Application for Donation

MOTION #19-009 Moved by Councillor Carlson to support the Midget D Provincial Hockey Tournament being hosted by Fort Macleod Minor Hockey by waiving ice fees for the four games to be held at the Claresholm Arena March 21-24, 2019 to a maximum value of \$600.

CARRIED

**7. CORRES: Terry Mahoney
RE: Resignation from the Library Board & Museum Board**

Council indicated they would like a letter of thanks to be sent to Terry.

8. REQUEST FOR DECISION: Policy Manual Review

MOTION #19-010 Moved by Councillor Cutler to adopt the renumbering of all Town Policies effective January 28, 2019 as presented.

CARRIED

MOTION #19-011 Moved by Councillor Moore to rescind Policies GA 06-87 – Council Procedures Policy, GA 04-91 – Management Organization Policy, and GA 10-04 Council Remuneration Policy.

CARRIED

MOTION #19-012 Moved by Councillor Zimmer to adopt Policy 1.0.01 – Hiring Policy, Policy 1.0.05 – Performance Management Policy, Policy 1.0.10 – Recognition and Long Service Pay Policy, Policy 1.0.20 – Record Checks Policy, and Policy 1.0.40 – Payroll Administration Policy effective January 28, 2019 as presented.

CARRIED

9. REQUEST FOR DECISION: Economic Development Committee 3-Year Business Plan (2019-2021)

MOTION #19-013 Moved by Councillor Zimmer to approve the 2019–2021 Economic Development 3 Year Business Plan as presented.

CARRIED

10. REQUEST FOR DIRECTION: Doggy Poop Bags

Council directed Administration to not install any more dispensers and to monitor the situation.

11. INFORMATION BRIEF: Claresholm Minor Hockey CFEP Application

Received for information.

12. INFORMATION BRIEF: Swimming Pool Operating Agreement

Received for information.

13. INFORMATION BRIEF: Alberta Human Rights Complaint

Received for information.

14. INFORMATION BRIEF: CAO Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

a. Confidential Evaluations – FOIP Section 19.1

Moved by Councillor Cutler to go In Camera at 7:38 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger stated that the live stream has ended at 7:38 p.m.

Moved by Councillor Zimmer to come out of In Camera at 7:45 p.m.

CARRIED

NOTICE OF RECORDING: Deputy Mayor Schlossberger provided notice that live streaming and recording of the Council meeting would begin again at 7:45 p.m.

a. Confidential Evaluations – FOIP Section 19.1

MOTION #19-014 Moved by Councillor Cutler to appoint Barry Pratte to the Claresholm Library Board.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 7:46 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Deputy Mayor Schlossberger noted that recording ceased at 7:46 p.m.

ACTION ITEMS



REQUEST FOR DECISION

Meeting: February 11, 2019
Agenda Item: 1

WATER & SEWER UTILITY BYLAW

DESCRIPTION / BACKGROUND:

The current Water and Sewer Utility Bylaw has been in place since May 2008 (nearly 11 years). Since this time there have been a number of practices and policies that have changed that are not properly reflected in the current utility bylaw. Administration has therefore undertaken a review of the Bylaw to update a number of these items. These include:

- Referencing Claresholm's Servicing Standards for minimum service sizes, materials, etc. rather than specifying these directly in the Bylaw to help future proof the bylaw.
- Adding reference to the Town of Claresholm and the M.D. of Will Creek #26 water/sewer servicing agreement and restricting connection outside of Claresholm's Municipal boundaries as per that agreement.
- Updating employee position titles within the Bylaw
- Adding in explicit time frames for water shut-off due to non-payment
- Adding additional restrictions on sewer discharge (including grease or fat, wet wipes, and hygiene products) that are known to cause sewer line blockages and issues.
- Removing charges for services that are no longer permitted (ie. external spigots, private wells, unmetered connections, etc)
- Updating/increasing fine and servicing rates (ie. rates for repair of damaged meters).

The most significant change and main purpose for the new utility rate bylaw however is to amend the rate structure and rates. Since the May 2008 utility rate bylaw the rates were only amended once in May 2013 (nearly 6 years ago). In this same period of time the annual inflation rate in Canada has been 1.51% for a total of 16.21%. Operating and providing utility services to the Town continues to get more expensive, and utility rates have not been changing to reflect those increases in costs.

Utility rates since 2008 and before were also always set to cover operational costs and rates were not set to save for the replacement costs of the utility infrastructure. As such we have been dependent on Provincial and Federal Grants to cover a significant portion of our capital replacement costs. This has several consequences. First it results in requiring debt financing for large projects, such as our Water Treatment Plant upgrade a number of years ago, or our Sewer Line from the Airport to the Lagoons in 2018 that puts financial burden on the Town. Much of the grant funds used are also fairly unrestricted capital grant funding that means it is taking money away from other projects, such as recreation, roads, and other services which do not allow for user fee charges for cost recovery. And grant funding has reduced significantly over the years and future funding is more and more uncertain.

The Federal and Provincial Government are continuing to increase their encouragement or even requirement for full cost recovery on utilities as well as conservation of water, making it harder and harder to qualify for grants if practices or policies are not in place to move in this direction or encourage these practices.

The Town of Claresholm's current estimated infrastructure deficit on water and sewer infrastructure is \$18.8M not accounting for the inflationary costs of replacement.

RATE RESTRUCTURE:

The new Water & Sewer Utility Bylaw institutes rate changes each year for the next 4 years with fairly significant changes in the first 3 years and then inflationary increases in year 4. There is however no increase and even some decrease in the water basic rate. Changes are primarily to consumption rates and consumption policies (inclusion in basic rate)

A common complaint received from residents regarding utilities is that those who use five (5) cubic meters of water per billing cycle are paying the same as those who use fifty (50) cubic meters of water. This is a significant and obvious inequality. One of the most significant changes to the rate structure is decreasing and eventually eliminating the basic consumption allotment provided as part of the basic rate. This not only addresses this complaint of residents but it also improves compliance with the higher levels of Government's policies and grant conditions for encouraging water conservation by billing for every cube of water consumption.

Water consumption rates are also increasing fairly significantly over the next 3 years. Current residential consumption rates are set at \$0.80 per cubic meter (after basic consumption). Not including capital cost or transmission and distribution (T&D) costs (i.e. costs for line repairs, valve checks, etc.) the current estimated cost for the production or treatment of each cube of water is \$0.98. Including T&D this increases to approximately \$1.39 per cube, and including capital costs (amortization) this increases to over \$2 per cube.

Sewer rates are also undergoing significant change with increases to the basic rates as well as the institution of usage/consumption rates for residential consumers. Sewer usage or "consumption" will be based on water consumption or water meter reading as sewer is not metered. And as not all residential consumption will end up going into the sewer, especially during the summer with outdoor watering, only a percentage (50%) of water consumption will be used for sewer usage.

RECOMMENDATION:

The attached Water & Sewer Utility Bylaw has also been reviewed by the Audit and Finance Committee and recommended to Council for First Reading.

Administration recommends Council pass the Water & Sewer Utility Bylaw attached to help ensure the future viability of the Town's Utilities and the Town itself.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1659 – "Water & Sewer Utility Bylaw" 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1659 – Water & Sewer Utility Bylaw

APPLICABLE LEGISLATION:

- N/A

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 7, 2019

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1659**

A Bylaw of the Town of Claresholm, in the Province of Alberta, respecting water-works, sewers and plumbing in the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

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 "Water and Sewer Utility Bylaw"

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) "Application" is the application made by the consumer to the Town for the supply of utility services.
 - b) "Authorized Person" is any person employed by the Town.
 - c) "CSA" means Canadian Standards Association.
 - d) "Chief Administrative Officer" is the person appointed by Council in accordance with Section 205 of the Municipal Government Act, and is referred to throughout this Bylaw as "CAO".
 - e) "Consumer" is any person who has entered into a contract with the Town of Claresholm for utility services, or who is the owner or occupant of any property connected to or provided with a utility.
 - f) "Council" is the Council of the Town of Claresholm elected pursuant to the provisions of the Municipal Government Act.
 - g) "Curb Stop" is the device on a Water Service Line used to interrupt or discontinue the supply of water.
 - h) "Department" is the department of the Town of Claresholm authorized by Council to have control of water and sewer works.
 - i) "Enforcement Officer" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
 - j) "Director of Infrastructure" is the person with authority to supervise and have charge of the Water and Sewer Department, subject to the powers delegated to him by the CAO.
 - k) "Meter" is a mechanical and/or electronic device used to measure the amount of water consumed on the premises upon which such meters are situated.
 - l) "Property Owner" is the assessed owner of the property or building, and is referred to throughout this Bylaw as "Owner".
 - m) "Non-Residential Consumer" is any property owner who uses a utility service connected to a building used exclusively for commercial purposes and will include, without limiting the generality of the foregoing, lodges, schools, halls and apartments or residential units beyond a duplex or semi-detached dwelling.
 - n) "Plumbing Inspector" is any person with the authority to supervise and inspect work requiring a permit under the Provincial Safety Codes Act and regulations thereto.
 - o) "Privy Vault" is that portion of building used for the purposes of holding human feces and urine that is otherwise not connected to a plumbing system.
 - p) "Property" is land or buildings or both.
 - q) "Residential Consumer" is any property owner who uses a utility service connected to a building used exclusively for residential purposes and will include, without limiting the generality of the foregoing, churches and a

- residence within a duplex or semi-detached dwelling.
- r) "Sanitary Sewer" is the provision of wastewater collection and disposal from Residential Consumers and Non-Residential Consumers.
 - s) "Sewer Service Line" is that portion of the sewer line from the collecting street mains to the property line of the land or building being serviced.
 - t) "Shut off" is an interruption in or discontinuation of the supply of water.
 - u) "Street Main" is that portion of the water and/or sewer system laid down in Town owned land for the purpose of servicing more than one property.
 - v) "Storm Sewer" is storm, surface drainage, and groundwater only.
 - w) "Tenant" means a person who is entitled to use or occupy premises under the rental agreement.
 - x) "Town" is the Town of Claresholm in the Province of Alberta.
 - y) "Utility" is and includes, as the context may require, the supply of water and/or the provision of wastewater and storm water collection and disposal.
 - z) "Violation Ticket" is a ticket issued pursuant to Part 2 of the Provincial Offenses and Procedures Act, R.S.A. 2000 c, P-34, as amended and Regulations thereunder.
 - aa) "Water Service" is the provision of water by the Town to Residential and Non-Residential Consumers.
 - bb) "Water Service Line" is that portion of the water line from the distributing street mains to the property line of the land or building being serviced.
 - cc) "Waterworks" is all public water treatment systems, street mains and service lines within the Town of Claresholm.

SECTION 3 ADMINISTRATION

- 3.1 The use and control of all public waterworks, public water treatment systems, public sanitary sewers, public storm sewers, and of any sewage disposal works connected therewith, must be in accordance with this bylaw.
- 3.2 All waterworks, sanitary sewers, storm sewers, drains and sewage disposal works, belonging to the Town now laid down, constructed or built, or hereinafter laid down, constructed or built, will be under the direct control of the Town.
- 3.3 The CAO is hereby delegated to carry out the provisions of the Waterworks and Sewer Bylaw.

SECTION 4 WATERWORKS SERVICE AND SERVICING

- 4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains. This pertains to new construction only. (*Penalty per Schedule "C"*).
- 4.2 No person will be authorized pursuant to Section 4.1, except licensed plumbers and contractors (with the Town's permission) or authorized employees of the Town.
- 4.3 The person so authorized, in Section 4.1 above, is fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.
- 4.5 All water service lines, laid down in private property, between the property line and the meter, will be constructed of C.S.A. approved material of equal quality to, and compatible with, the service lines in the street between the street main and the property line.
- 4.6 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements.
- 4.7 Water service lines are to be carried a minimum of three feet under the building before the service is elevated.
- 4.8 No connection may be made to the water service line between the property line and the meter. (*Penalty per Schedule "C"*).
- 4.9 Each property will have only one water service line from the main. A duplex, row house style of condominiums or semi-detached dwelling requiring a connection to

- the Town water supply must have a separate service to each unit from the street line, controlled by a separate curb stop and metered by separate water meters.
- 4.10 After any construction, reconstruction, alteration, change, or the completion of any work requiring permission from the Town, pursuant to this Bylaw, water will not be turned on to any property until after the whole of any of the above-mentioned work has been done to the satisfaction of the Department. Water must be turned on or off only by an authorized employee of the Town. To turn water on or off requires a minimum of two working days' notice to the Public Works Department, by the property owner, except in emergency situations, as determined by the Public Works Department. The cost of this service will be in accordance with Schedule "A" attached hereto.
 - 4.11 In all cases where boilers or pressure pumps are supplied with water, the Town is not liable for any damages which may result to any person or property from shutting off the street main or device, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given. All users of steam or hot water boilers or pressure pumps must protect themselves by installing a storage tank, sufficient to provide at least a twelve-hour supply for each steam or hot water boiler. No deduction from a utility bill will be made as a consequence of any damages referred to in this paragraph.
 - 4.12 The Town must be provided access to inspect water meters and connections upon written request, and within twenty-four (24) hours of receipt of the request or immediately in the case of an emergency.
 - 4.13 To maintain an adequate supply of water and adequate water pressure within the Town of Claresholm, the Council may impose restrictions on the use of water.
 - 4.14 If an owner requests a new water service due to the fact the property was not previously serviced or requests a new or larger size service than the standard service line, the Town will provide the installation and the owner will be billed for the full cost of the installation including any pavement and sidewalk repairs required.
 - 4.15 A property shall be considered serviced once it has been connected to the water system. Any further installations necessary due to demolition, excavation, renovations or other works shall be paid entirely by the owner.
 - 4.16 No connection to the water supply will be allowed for properties outside of the Town limits unless authorized by the Town of Claresholm and the Municipal District of Willow Creek #26 (MD) water/sewer servicing agreement.
 - 4.17 When a service pipe becomes inadequate to supply the volume of water required at any building or premises and the owner of the property desires a larger service pipe, the said owner of the property shall sign an application form to that effect. Upon payment by the owner of the full cost involved in laying the larger size pipe, public works shall proceed with the work from the main to the property line.
 - 4.18 The Town shall be responsible for the maintenance of the water mains and the connection from the main line to the property owner's side of the curb stop on the service line.
 - 4.19 Where the connecting, disconnecting or repairing of the water service line between the property line and the building serviced is done by a person other than the Town, that person shall notify the Director of Infrastructure or designate who shall cause the line installation to be inspected and approved. The water service shall be left uncovered until it has been inspected and approved.
 - 4.20 The Town will place on each water service pipe a brass curb stop, between the street gutter and the property line, for the purpose of turning the water supply off and on.

SECTION 5 WATER METERS

- 5.1 Any owner requiring a water supply from the waterworks will be required to install a water meter that will be supplied by the Town. The owner is responsible for the total cost of any upsized meter. The owner is required to install or change any and all plumbing required for installation of the required meter.
- 5.2 On an existing single water service line to a property there will be only one water meter registering water consumption of all units within the building.
- 5.3 The owner referred to in Section 5.1 above, must do such work entirely at his or her own cost and to the specifications required by the Town within thirty (30) working days of receipt of notice. In the event that the owner fails to implement the required changes within 30 days, the Town may conduct such work as necessary and invoice all applicable costs to the owner.

- 5.4 All owners will give entry and access to every facility for the introduction, placing, inspection and reading of water meters by the Department. For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the CAO given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.
- 5.5 All owners will protect the meter from interference or injury by frost or otherwise, and are liable for any damage which may occur to the meter. An owner is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may affect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied by the Town that may be damaged from the foregoing cause or any other causes within the owner's control.
- 5.6 The Town will replace any meter that stops working due to normal wear and tear at no cost to the owner.
- 5.7 Any person permitting any meter to be damaged by frost or otherwise will be liable for all costs incurred in the repair of the meter in accordance with Schedule "A", attached hereto.
- 5.8 No person will interfere with, cut or remove the wire seal on a meter. (*Penalty per Schedule "C"*).
- 5.9 No person will disconnect a meter or do anything which will bypass, or prevent, or impede, the flow of water through the meter, or which may affect the proper operation of the water meter.
- 5.10 Ownership of all water meters is vested in the Town of Claresholm.
- 5.11 An owner who claims a meter is not working properly, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The meter will then be removed from service by the Town and calibrated.
- 5.12 Should the meter be found to over read the owner will be refunded his/her deposit. Any meter which is found to be calibrated within acceptable limits will be considered adequate, and the owner will:
- a) forfeit the deposit to the Town; and
 - b) pay all other costs of removal, shipment and testing of the meter.
- 5.13 Should the meter be found to over read or under read, the water, and sewer where applicable, charged for the preceding two (2) meter reading periods will be adjusted by the same percentage as the meter was found to be in error, providing however, that no rate will be less than the minimum rate normally charged.
- 5.14 All new water service connections require a water meter be installed inside the building.
- 5.15 All water service connections shall be provided with a water shut off valve placed inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for the protection of the building, pipes, or fixtures, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.
- 5.16 The maintenance of the waterline from the curb stop to the water meter remains the responsibility of the owner.
- 5.17 The owner shall make provision and install the water meter. If an inspection indicates the installation has not been carried out properly, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owner's sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.
- 5.18 Water lines that are covered over shall be exposed for meter installation and

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

- 5.19 No low pressure systems are allowed to be attached to the water piping system in a property. If a system which changes the pressure of the water flow is detected, the removal of such system will be at the expense of the owner and a fine may be levied if warranted by the Director of Infrastructure per Schedule "C".
- 5.20 A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.
- 5.21 If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter or remote readout including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.
- 5.22 The water control valve or curb stop is to be activated ONLY by employees or individuals authorized by the Town of Claresholm.
- 5.23 No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).
- 5.24 In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

SECTION 6 REMOTE READING DEVICES

- 6.1 All residential, commercial, industrial and institutional buildings constructed will require a remote reading device supplied by the Town. The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. The property owner is to advise the Town when the water meter is installed and is ready for connection to the remote. The cost of this service, "Remote Reader Installation Fee" will be in accordance with Schedule "A" attached hereto. Town employees will also turn on the water at this time.
- 6.2 The owner will be responsible for damage to the remote reading device, which may result from other than normal wear and tear.
- 6.3 If the Town is dissatisfied with the location of any remote readout due to alternations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

SECTION 7 WATER HYDRANTS AND VALVES

- 7.1. Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, or draw water there from. (*Penalty per Schedule "C"*).
- 7.2 The Chief of the Town Fire Department, his assistants and officers, and members of the Fire Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, for making trial testing of hose pipe, or for fire protection, but all such uses will be under the direction and supervision of the Chief or his duly authorized assistants. In no event will any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.
- 7.3 No person will in any manner obstruct the free access to any hydrant or valve or

- curb stop. (*Penalty per Schedule “C”*).
- 7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 4.57 meters (15 feet) of the hydrant in a direction parallel with the property line. (*Penalty per Schedule “C”*).
- 7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction. The owner will be required to pay all costs, in addition to the penalties in this Bylaw, involved in repair of or changes to a curb stop due to inaccessibility to or damage to the curb stop by the owner. This applies to all new or existing curb stops or main valves. (*Penalty per Schedule “C”*).
- 7.6 No person other than authorized Town staff are to operate curb stops. Certified Licensed Plumbers with water keys are to operate curb stops only under emergency situations, and are to notify Town staff of said action immediately. (*Penalty per Schedule “C”*).

SECTION 8 THAWING OF WATER SERVICE

- 8.1 The cost of thawing a frozen water service will be paid as follows:
- a) By the Consumer, if the water service between the property line and the building is frozen, as determined by the Director of Infrastructure;
 - b) By the Consumer if the water service is frozen between the street main and the property line as a result of the negligence of the Consumer, as determined by the Director of Infrastructure;
 - c) By the Town if the water service between the street main and the property line is frozen for any other reason, as determined by the Director of Infrastructure.
- 8.2 If the Director of Infrastructure is of the opinion that the water service between the property line and the building has frozen without any negligence on the part of the Consumer, or any other person for whose negligence the consumer is responsible, the Director of Infrastructure may waive the cost of one thawing during any one season which will be deemed to run from November 15th to May 15th.
- 8.3 The Town will not thaw a water service, pursuant to Section 8.1.1 and 8.1.2, unless the consumer signs an acknowledgment recognizing that thawing may be inherently dangerous or harmful to property including the water service or plumbing system and may cause damage to the electrical system or may cause the outbreak of fire and waives any claim against the Town for any such damage whatsoever except damage caused by the negligence of the Town.

SECTION 9 TERMINATION

- 9.1 The water service, pursuant to this Bylaw, may be shut off by the Department at the curb stop at the request of the owner.
- 9.2 The supply of water to any Residential and Non-Residential Consumer may be shut off for any or all of the following reasons:
- a) Repair;
 - b) Lack of water supply;
 - c) Non-payment of utility accounts rendered for any reason, in excess of 60 days in arrears;
 - d) Defective piping;
 - e) Failure to comply with water rationing; and
 - f) For any reason which the CAO, Director of Infrastructure or Council considers sufficient.
- 9.3 The rates charged by the Town for work undertaken pursuant to Sections 9.1 and 9.2 will be in accordance with Schedule “A”, attached hereto. These rates will also apply when the owner requests and the Town agrees that the water service be reconnected.

SECTION 10 WELLS AND OTHER SOURCES OF WATER SUPPLY

- 10.1 The Town of Claresholm will permit a well or other source of water, for outside watering purposes only, with proof of License from Alberta Environment. Such application will be accompanied by the payment of a fee in accordance with Schedule "A", attached hereto. This water source will not, in any way, be connected to the water distribution system provided by the Town.
- 10.2 Any such permission as referred to in Section 10.1 above, may be withdrawn by order of the Town at any time without notice. No person will use a well or other source of water supply after permission for use of it has been withdrawn.
- 10.3 If the use of any such well or other source of supply of water is continued contrary to the provisions of this Bylaw forty-eight (48) hours after notice to discontinue this use of same has been given by the CAO or her/his representative, to the owner or occupier of the premises on which it is situated, such well or other source of supply of water may be declared to be a nuisance and dangerous to the public health or safety, and will be removed, filled up or otherwise abated. All costs related to such removal or abatement will be the responsibility of the owner.
- 10.4 No permission granted under this Section will give or be construed to give the holder of such permission the right to sell or distribute water within the Town of Claresholm.
- 10.5 Requests for cisterns or holding tanks will be considered on an individual basis upon written application to the Town.

SECTION 11 SANITARY SEWER SERVICE AND SERVICING

- 11.1 No person will throw, deposit or leave in or upon any Town sewer grate, trap, basin, manhole or other riser, or any other related surface opening, any material whatsoever, except feces, urine, necessary toilet tissue, wastewater and slops, properly discharged through a house sewer into a Town sewer. (*Penalty per Schedule "C"*).
- 11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection. *Penalty per Schedule "C"*.
- 11.3 All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be constructed of Town approved material of equal or better quality to the sewer service line in the street between the street main and the property line.
- 11.4 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements
- 11.5 Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.
- 11.6 Sewer service lines are to be carried to a minimum distance under the building, as per the Town of Claresholm Servicing Standards for Municipal Improvements, before the service is elevated.
- 11.7 Each property will have only one sewer service line from the main. A duplex or semi-detached dwelling requiring a connection to the Town sanitary sewer service must have a separate sewer service line to each unit from the street main.
- 11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers or impede the carriage of permitted wastes, nor introduce any substance whatsoever which is not approved as acceptable for treatment in the Town Sewage Lagoons, including without limiting the generality of the foregoing: (*Penalty per Schedule "C"*).
- a) trade waste,
 - b) water steam,
 - c) condensing water,
 - d) heated water, or
 - e) other liquids of a higher temperature than eighty (80) degrees Celsius, or
 - f) grease or fat
 - g) wet wipes
 - h) hygiene products
 - i) any combinations of the above.
- 11.9 No person will make or cause to be made any connection with any Town sewer or house drain, or appurtenance thereof for the purpose of conveying or which may

- convey, into the same, any flammable or explosive material, storm water from roof drainage cistern, sump pump or tank overflow, condensing or cooling water, except where the person has been given written instructions to do so from the Town based on the Town's Servicing Standards for Municipal Improvements.
- 11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain connected, therewith. (*Penalty per Schedule "C"*).
- 11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer. (*Penalty per Schedule "C"*).
- 11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer. (*Penalty per Schedule "C"*).
- 11.13 No person will interfere with the free discharge of any Town sewer, or part thereof, or do any act or thing, which may impede, obstruct the flow of or clog up any Town sewer or appurtenance thereof.
- 11.14 The Director of Infrastructure or Plumbing Inspector has the right at reasonable times to enter houses or other places which have been connected with Town sewers, and entrance must be given him to ascertain whether or not any improper substance or liquid is being discharged into the sewers. The Director of Infrastructure or Plumbing Inspector has the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged that are liable to injure the sewers or obstruct the flow of sewage.
- 11.15 No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Town or applicable legislation and regulations thereto for each such case. The necessary treatment works so prescribed will be completely installed by the owner at his expense, prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.
- 11.16 Grease traps of sufficient size and approved design must be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town, may direct.
- 11.17 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the municipal sewage system, the Town may require the owner to install and operate a suitable backwater valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement. Where the installation of said valve is required at the time of connection to the Town sewer system, the cost of installation is the responsibility of the owner.
- 11.18 All applications for connections to the Town sewers must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be drained, or by his authorized agent. No drain or private sewer will be connected to the Town sewer until the owner has obtained a plumbing permit. Connection must be as per current Town standards.
- 11.19 The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.
- 11.20 The Town may revoke or cancel permission that may have been granted to connect with the Town sewers if it finds that any of the work is not being done in accordance with the provisions of this Bylaw. The owner making such connection, will have no right to demand or claim any damages in consequence of such permission being revoked or canceled.
- 11.21 The Town will clean a plugged sewer service line, if possible, in the case of an emergency or when the request is on the recommendation of a Certified Licensed Plumber. Should the Town be requested to clean any plugged sewer service line, the owner making such request is liable for all costs incurred by the Town in cleaning the plugged sewer. The rates for this service will be charged by the Town in accordance with Schedule "B", attached hereto.
- a) Should any owner claim that any sewer service line between the street main and the property line is plugged because it is not laid according to good practice, the said owner will deposit with the Town an amount in accordance with Schedule "B" attached hereto.
 - b) Should the sewer service line between the street main and the property line

be found properly laid according to good work practices, the owner will forfeit the deposit. The owner is liable for all costs incurred by the Town in opening the sewer service line. The Director of Infrastructure is then authorized to open the sewer service line by any method he considers necessary.

- c) Should the sewer service line between the street main and the property line be found not properly laid according to good work practices, the deposit will be refunded to the owner. The Town will then repair the sewer service line at no cost to the owner.
 - d) Owners requesting that the Town camera their sanitary sewer service line, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The owner is liable for all costs incurred by the Town in the use of the camera, and if necessary, costs incurred by the Town in clearing of the sewer line. If it is determined with the use of the camera that the sanitary sewer service line is damaged, the property owner is responsible for the repair of this sanitary sewer line to the property line from the premises on the property.
- 11.22 The owner of any premises connected to a street main by a sewer service line, will be required to keep the said sewer service line, from the premises to the main, in operational condition at all times, and is fully responsible for the operation of the said sewer service line.
- 11.23 No septic systems are allowed in corporate limits, except in designated areas.
- 11.24 Septic systems that are allowed must adhere to provincial standards. The premises owner must have a private sewage disposal permit. Septic systems will only be considered if NO municipal sewer is available.

SECTION 12 STORM SEWER SERVICE

- 12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town. (*Penalty per Schedule "C"*).
- 12.2 Weeping tile must be installed below all basement footings and must drain to an approved sump as per CSA standards and Alberta Safety Codes or to the municipal storm sewer system.
- 12.3 Sumps must be installed as per CSA standards and Alberta Safety Codes and are not to be connected into the Town's sanitary sewer system.
- 12.4 Discharge from the sump pump may be through a garden hose to a surface sprinkler for the summer months. Discharge to a "dry pit" during late fall and winter may be done using a buried line controlled by a two-way valve.
- 12.5 Down spouts must be installed on all buildings and discharged a minimum of 1.81 meters (6.0 feet) away from the building.
- 12.6. No roof drains will be connected to weeping tiles or municipal storm sewer or sanitary sewer systems. At the time the Director of Infrastructure determines a property has a connection of this type, the property owner will be notified they are in violation of the bylaw and that the matter must be rectified within a specified timeline or the penalties set out in Schedule "C" will be levied.

SECTION 13 UTILITY BILLING

- 13.1 Residential water and sewer utility accounts will be issued bimonthly as follows: February, April, June, August, October and December. Commercial water and sewer utility accounts will be issued monthly.
- 13.2 Every person, firm or corporation being the owner of property which is served directly or indirectly by a connection with the waterworks and/or the sewer system of the said Town of Claresholm, will pay monthly or bimonthly to the said Town, the regular rates set out in Schedules "A", "B" & "D", attached hereto.
- 13.3 The monthly or bimonthly Utility bill will be addressed to the name of the property owner, as per Land Titles notification.
- 13.4 Any owner desiring to have a copy of the Town utility billing forwarded to a tenant at the tenant's mailing address may direct the Town to do so by making application at the Town Office on the printed forms furnished by the Town. The application must be signed by both the property owner and the tenant. The property owner is ultimately responsible for any outstanding charges, arrears and penalties from utility billings.

- 13.5 Reading of water meters will be on or between the twenty-fourth and twenty-seventh day of the month in each billing period.
- 13.6 Payments can be made via cash, cheque, money order, or debit at the Town Office, paid through a financial institution, or via preauthorized debit. Any bank charges are the responsibility of the Consumer.
- 13.7 When the water service has been shut off and is inactive, the basic water, sewer, garbage and recycling rates will continue to apply.
- 13.8 The CAO will have the right to determine whether a service will be classified Residential or Non-Residential.
- 13.9 The owner is responsible to ensure the payment is received in the Town's bank account by the due date. Owners must consider the bank's timing to process a payment. If a payment is received after the due date the responsibility for the late payment fee falls to the owner. Allowances for bank processing time of electronic funds transfer (EFT) are the responsibility of the property owner.

SECTION 14 OFFENSES AND PENALTIES

- 14.1 Unpaid utility bills for amounts payable to the Town under this bylaw will be subject to penalties in accordance with the current Utilities Penalties Bylaw, and amendments thereto.
- 14.2 Any rates, costs or charges in arrears for water service supplied by the Town to any property may be added to the taxes assessed against the real property to which the water or other services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.
- 14.3 In addition to the methods outlined in Section 14.2 above for the recovery of outstanding rates, costs or charges, the Department may discontinue service to any property where any charges for water and/or sewer service or work remains outstanding for a period of more than sixty (60) days.
- 14.4 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

SECTION 15 POWERS OF A PEACE OFFICER

- 15.1 Where a Peace Officer has reasonable grounds to believe a person has committed a breach of any of the sections of this bylaw listed in Schedule "C" hereunto annexed and made part of this bylaw, he may serve upon such person(s) a Violation Ticket allowing the payment of a penalty to The Town of Claresholm which shall be accepted by the Town of Claresholm in lieu of prosecution for the offense.
- 15.2 A Provincial Violation Ticket may be:
 - a) Personally served; or
 - b) Attached to any property entrance in respect of which any offense is alleged to have been committed; or
 - c) Mailed to the address of the registered owner of the property.
- 15.3 Penalties as per Schedule "C" may be accepted in lieu of prosecution for a contravention of this Bylaw. Upon payment in accordance with the terms specified in the Provincial Violation Ticket, an official receipt for the payment shall be issued and, pursuant to the provisions of Subsections 15.5 and 15.6, such payment shall be accepted in lieu of prosecution.
- 15.4 If after the date of expiration for payment of a Provincial Violation Ticket, a person tenders payment therefore in accordance to Subsection 15.3, such payment shall be accepted in lieu of prosecution provided that payment is tendered three days preceding the appearance date specified in any violation ticket subsequently issued for the same offense.
- 15.5 If the person upon whom the Provincial Violation Ticket is served fails to pay the required sum within the time specified, the Provisions of this Section for acceptance of payment in lieu of prosecution do not apply.
- 15.6 Nothing in this Section shall:
 - a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "C" to this Bylaw;
 - b) Prevent any Peace Officer, in lieu of serving a Provincial Violation Ticket, or any other person from laying information or a complaint

- against any other person for committing a breach of any of the Sections listed in the said Schedules; or
 - c) Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for a breach of any of the Sections listed in the said Schedules.
- 15.7 A person other than the owner or tenant of a property shall not remove any Provincial Violation Ticket or notice placed on or affixed to the property by a Peace Officer in the course of his duties.
- 15.8 No person other than a Peace Officer or another person authorized by the Town of Claresholm or by this Bylaw shall place a Provincial Violation Ticket on any property.

SECTION 16 LIABILITY FOR DAMAGES

- 16.1 The Town is not liable for damages:
- a) caused by the breaking or freezing of any water service main, water service pipe or attachment including water meter or electronic radio transmitter (ERT),
 - b) caused by the breaking, plugging or stoppage of any sanitary sewer main, or storm sewer main,
 - c) caused by the interference with the supply of any water service necessary in connection with the repair or proper maintenance of the water service,
 - d) caused by the interference with the supply of any sewer service necessary in connection with the repair or proper maintenance of sewers,
 - e) generally for any accident due to the operation of the water works system or the sewerage disposal system of the Town unless such an accident is shown to be directly due to negligence on the Town or its employees.

SECTION 17 REPEALED

17.1 Bylaw #1510 and amendments thereto are hereby repealed.

SECTION 18 PASSAGE OF BYLAW

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

READ a first time in Council this day of 2019 A.D.

READ a second time in Council this day of 2019 A.D.

READ a third time in Council and finally passed this day of 2019 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

**TOWN OF CLARESHOLM
BYLAW NO. 1659
SCHEDULE "A"
WATER RATES AND COSTS**

Section		
4.4	Service charge for application for water used during construction	Initial turn on free
4.4	Monthly charge for residential water used during construction	Basic residential rate
4.4	Monthly charge for commercial/industrial water used during construction	Case by case basis
5.5	Minimum repair costs for a damaged meter	\$150.00
5.9	Deposit for meters requested by owners to be removed and recalibrated	\$110.00
6.1, 6.3	Charge for provision and installation of remote reading (ERT) device	\$125.00
4.10, 9.3	Water service disconnected/reconnected during regular hours	\$25.00
4.10, 9.3	Water service disconnected/reconnected after hours, on weekends, or holidays	\$100.00
13.2	Monthly charge for metered residential water consumers	Per Schedule "D"
13.2	Monthly charges for non-residential water consumers	Per Schedule "D"

**SCHEDULE "B"
SEWER RATES & COSTS**

Section		
11.21	Cleaning any plugged sewer service line during regular working hours	\$55.00 per hour
11.21	Cleaning any plugged sewer service line after regular working hours or on weekends or holidays	\$110.00 per hour
11.21.1	Deposit for sewer service lines requested to be opened	\$150.00
11.21.4	Deposit for use of camera for sanitary sewer line	\$110.00
11.21.4	Cameraing sewer lines	Cost of equipment and man hours necessary
13.2	Monthly sewer charge for all non-residential consumers	Per Schedule "D"
13.2	Monthly sewer charge for residential consumers	Per Schedule "D"

TOWN OF CLARESHOLM
Bylaw No. 1659
SCHEDULE "C"

(\$500.00 Penalty First Offense, \$2,000.00 Penalty Subsequent Offenses)

- S.5.8 No person will interfere with, cut or remove the wire seal on a meter.
- S.7.3 No person will in any manner obstruct the free access to any hydrant or valve or curb stop.
- S.7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 49.21 meters (15 feet) of the hydrant in a direction parallel with the property line.
- S.7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction.
- S.7.7 No person other than authorized Town staff are to operate curb stops.
- S.11.1 No person will throw, deposit or leave in or upon any Town sewer or any trap, basin, grating manhole, or other appurtenance of any Town sewer, any butcher's offal, garbage, litter, manure, rubbish, sweepings, sticks, stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes or refuse or matter of any kind, except feces, urine, the necessary toilet tissue, wastewater, and slops properly discharged through a house sewer into a Town sewer.
- S.11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers, including without limiting the generality of the foregoing: trade waste, water steam, condensing water, heated water, or other liquids of a higher temperature than eighty (80) degrees Celsius, grease, fat, wet wipes, hygiene products, or any combinations of the above.
- S.11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer.
- S.12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town.
- S.12.6 No roof drains will be connected to weeping tiles. No sump pumps will be connected to the Town sanitary sewer system.

TOWN OF CLARESHOLM
Bylaw No. 1659
SCCHEDULE “C” (cont.)
(\$2,000.00 Penalty, \$4,000.00 Penalty Subsequent Offenses)

- S.4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains.
- S.4.8 No connection may be made to the water service line between the property line and the meter without prior written approval by the Town.
- S.5.18 No person shall attach a low pressure system to the water piping system in a property.
- S.7.1 Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, curb stop or draw water therefore.
- S.10.1 No well or other source of water except the Town waterworks will be used in the Town of Claresholm without written permission from the Town.
- S.11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- S.11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain.
- S.11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer.

TOWN OF CLARESHOLM
Bylaw No. 1659
SCHEDULE “D”
WATER & SEWER RATE TABLES

Rates are effective on May 1 for 2019 rates and on January 1 for subsequent years.

Residential Rates (Monthly)					
	Current	2019	2020	2021	2022
Basic Water Charge	\$36.00	\$36.00	\$35.00	\$35.00	\$35.70
Basic Water Consumption Inclusion (cubic meters)	25.00	10.00	5.00	-	-
Water Consumption Charge (per cubic meter)	\$0.80	\$1.30	\$1.65	\$2.08	\$2.12
Basic Sewer Charge	\$10.90	\$13.00	\$15.00	\$16.50	\$16.83
Basic Water Consumption Inclusion (cubic meters)	-	15.00	7.50	-	-
Sewer Consumption Charge (per cubic meter) – charged on 50% of water consumption for residential users.	-	\$0.55	\$0.72	\$0.90	\$0.92

Non-Residential – Water Basic Charge					
	Current	2019	2020	2021	2022
½”, 5/8”, ¾”	\$39.09	\$39.00	\$44.00	\$49.50	\$50.49
1 INCH	\$60.16	\$62.40	\$70.40	\$79.20	\$88.78
1 – ½ INCH	\$112.36	\$144.30	\$162.80	\$183.15	\$186.81
2 INCH	\$178.15	\$218.40	\$246.40	\$277.20	\$282.74
3 INCH	\$628.75	\$741.00	\$836.00	\$940.50	\$959.31
4 INCH	\$879.18	\$1,287.00	\$1,452.00	\$1,633.50	\$1666.17
6 INCH	\$3,635.39	\$3,042.00	\$3,432.00	\$3,861.00	\$3938.22

Basic Consumption Inclusion per Month - Water					
	Current	2019	2020	2021	2022
½”, 5/8”, ¾”	22.73	5.00	-	-	-
1 INCH	90.91	20.00	-	-	-
1 – ½ INCH	136.36	30.00	-	-	-
2 INCH	227.27	50.00	-	-	-
3 INCH	568.18	75.00	-	-	-
4 INCH	1,136.36	120.00	-	-	-
6 INCH	2,272.73	300.00	-	-	-

Consumption Amount (m³)		Consumption Charge – Water				
Current	New	Current	2019	2020	2021	2022
0	0	-	-	-	-	-
136.37	16	0.32	0.60	0.75	0.90	0.918
250.01	180	0.34	0.55	0.58	0.64	0.653
363.65	Thereafter	0.37	0.52	0.55	0.59	0.602
477.29		0.40				
590.93		0.42				
704.57		0.45				
818.21		0.47				
931.85		0.50				
1045.49		0.52				
1159.13		0.55				
Thereafter		0.57				

TOWN OF CLARESHOLM
Bylaw No. 1659
SCHEDULE “D”
WATER & SEWER RATE TABLES

Non-Residential – Sewer Basic Charge					
	Current	2019	2020	2021	2022
½”, 5/8”, ¾”	\$13.55	\$16.00	\$17.75	\$17.75	\$18.11
1 INCH	\$13.55	\$18.00	\$23.53	\$23.53	\$24.00
1 – ½ INCH	\$13.55	\$30.00	\$47.35	\$47.35	\$48.30
2 INCH	\$13.55	\$55.00	\$64.62	\$64.62	\$65.91
3 INCH	\$13.55	\$161.53	\$161.53	\$161.53	\$164.76
4 INCH	\$13.55	\$244.39	\$244.39	\$244.39	\$249.28
6 INCH	\$13.55	\$465.87	\$465.87	\$465.87	\$475.19

Basic Consumption Inclusion per Month - Sewer					
	Current	2019	2020	2021	2022
½”, 5/8”, ¾”	22.73	-	-	-	-
1 INCH	22.73	-	-	-	-
1 – ½ INCH	22.73	-	-	-	-
2 INCH	22.73	-	-	-	-
3 INCH	22.73	-	-	-	-
4 INCH	22.73	-	-	-	-
6 INCH	22.73	-	-	-	-

Consumption Amount (m³)		Consumption Charge – Sewer				
Current	New	Current	2019	2020	2021	2022
0	0	-	-	-	-	-
22.73	16	0.16	0.30	0.51	0.83	0.847
45.46	180	0.19	0.25	0.40	0.67	0.683
68.19	Thereafter	0.22	0.19	0.29	0.40	0.408
90.92		0.25				
113.65		0.27				
136.38		0.31				
159.11		0.33				
181.84		0.36				
204.57		0.39				
227.3		0.42				
Thereafter		0.45				

Sewer consumption is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.

RECEIVED

FEB 05 2019



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96073

January 28, 2019

His Worship Gentry Hall
Mayor
Town of Stavely
PO Box 249
Stavely AB T0L 1Z0

Dear Mayor Hall,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Stavely has been approved for a grant of \$46,000 under the Intermunicipal Collaboration component in support of your Willow Creek Intermunicipal Development Plans project.

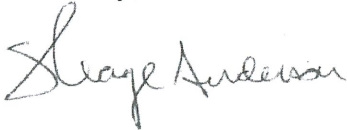
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Mayor Doug MacPherson, Town of Claresholm
Mayor Brent Feyter, Town of Fort Macleod
Mayor Duncan McLean, Town of Granum
Reeve Maryanne V. Sandberg, Municipal District of Willow Creek
Clayton Gillespie, Chief Administrative Officer, Town of Stavely
Marian Carlson, Chief Administrative Officer, Town of Claresholm
Susan Keenan, Municipal Manager, Town of Fort Macleod
Sandy S. Chrapko, Chief Administrative Officer, Town of Granum
Cynthia Vizzutti, Chief Administrative Officer, Municipal District of Willow Creek

Karine Keys

From: PAREVIEW <Pareview@gov.ab.ca>
Sent: Wednesday, January 16, 2019 4:45 PM
Cc: ksantarossa@auma.ca; wyatt@rmalberta.com
Subject: Municipality/Indigenous Community Survey

Hello,

This email is to notify you that the survey aimed at capturing the opinions of elected or administrative representatives of municipalities and Indigenous communities to provide their professional perspectives on the current impact of this legislation and on aspects that require revision or clarification on Alberta's *Police Act* is now open. The survey is planned to remain open until February 16, 2019 and should take up to 15 minutes to complete.

This survey is part of a larger review process aimed at gathering views from stakeholders across the province on topics related to policing. The larger process includes in-person meetings with a wide array of stakeholders, which includes the Alberta Urban Municipalities Association, Rural Municipalities of Alberta and Indigenous communities and organizations.

Link to the survey:

<https://extranet.gov.ab.ca/opinio6//s?s=43652>

If this e-mail came to a general e-mailbox, please provide this to all appropriate representatives. If you have any questions about the process, please contact the Police Act Review Team at pareview@gov.ab.ca or 780-217-6236

Thank you,

Police Act Review Team

Jessica Thomson, Director, Engagement and Strategy
Samantha Joseph, Engagement and Policy Coordinator
Patricia Rzechowka, Engagement and Policy Coordinator
Olga Khruzina, Administrative Support

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Municipality and Indigenous Community Survey

Thank you for participating in this survey for the [Police Act](#) Review. The Alberta *Police Act* was legislated in the 1980s and since then, policing approaches and roles of police members have changed. Over the years, the practice of policing has evolved, as has Alberta and its population. To ensure the legislation is appropriate for today's context, an engagement process has begun to gather stakeholder perspectives on what modern policing legislation could look like. The *Police Act* currently includes sections pertaining to the specific roles relative to policing in Alberta including the Law Enforcement Review Board, police services, police commissions, policing committees, and public complaint directors. Further, it includes process information for complaints and discipline.

The purpose of this survey is to capture the perspectives of municipal and Indigenous community representatives, both elected and administrative, on the current state of Alberta's police legislation. This survey will complement the in-person discussions occurring with stakeholders across the province on topics related to policing. These stakeholders represent sectors that interact with police on a day-to-day basis; these include police oversight bodies, Indigenous communities, municipalities, social services and social justice sectors, legal services, victims' services, and partnering agencies like health services.

Your opinions as a representative of a municipality or Indigenous community will help to identify what within the *Police Act* is useful for community members and will provide insight on aspects that require improvement. Information gathered from this survey will inform the next steps for the government in its consideration of the legislation that governs policing across Alberta.

All responses are anonymous. This information is being collected under section 33(c) of the Freedom of Information and Protection of Privacy Act and will be protected under the provisions of the Act. Should you have any questions about the collection and use of this information, please contact the Director of the Police Act Review Team, Policy and Program Development Branch, Alberta Justice and Solicitor General, at 780-217-6236.

[Start](#)

From: President <President@auma.ca>

Sent: February 5, 2019 9:39 AM

Subject: Coordinating Our Municipal Voice For Responsible Resource Development

Hello Municipal Colleagues,

Responsible resource development is essential for the future of Canadian municipalities. After talking to many municipal partners, there is a lot of momentum around coordinating our Canadian municipal voice to:

- 1) Advocate for responsible resource development.
- 2) Ensure municipal perspectives are being heard on issues impacting resource development.
- 3) Share factual information regarding resource development interests.

I am meeting with our sister municipal associations across Western Canada this week to discuss forming a **Resource Communities of Canada** coalition to unify activities and key messages that will help us achieve these objectives.

We will be inviting all Alberta municipalities and encouraging our sister municipal associations to invite their municipal members to participate in this coordinated effort. More details on the specific activities and how you can get involved will be communicated in the coming weeks. One of our first activities will be an awareness campaign at the Quebec City FCM Conference at the end of May.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

If you have any ideas or activities that will help amplify our municipal voice, please email me at president@auma.ca.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

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

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



Ask us about our

High Interest Savings Account

Earn 2.40%* interest. High liquidity. No fees.



*Conditions apply.

310-AUMA | HISA@auma.ca

From: President <President@auma.ca>
Sent: February 7, 2019 10:30 AM
Subject: Registration now open for Spring 2019 Municipal Leaders' Caucus

Mayors, Councillors, and CAOs are invited to [register](#) for AUMA's spring Municipal Leaders' Caucus being held March 27 and 28 at the Edmonton Convention Centre (previously known as the Shaw Convention Centre), located at 9797 Jasper Avenue, Edmonton.

This year's Caucus will focus on the upcoming provincial election and is a tremendous opportunity to learn about how key issues for Alberta municipalities may be affected by the shifting political landscape. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit [the Municipal Leaders' Caucus Events page](#) for more information on hotels and registration, as well as the latest copy of the agenda. The deadline for online registration is 5:00 p.m., Thursday, March 21.

Remember that you are welcome to invite your colleagues from municipal districts and counties to attend the Caucus as well.

We hope to see you there!

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

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

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310-AUMA | HISA@auma.ca

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Spring 2019 Municipal Leaders' Caucus
March 27 and 28, 2019
Edmonton Convention Centre, 9797 Jasper Ave, Edmonton
Subject to Change

Wednesday, March 27	
7:00 a.m.	Registration for Mayors' Caucus Opens
7:30 a.m.	Buffet Breakfast
8:30 a.m.	President's Opening Remarks
8:45 a.m.	Session I – Municipal Funding Framework This session will provide an update on AUMA's work to negotiate a new municipal funding framework with the province, as well as principles for funding allocations.
9:45 a.m.	Session II – Political Panel on Municipal Issues Representatives from the major political parties will speak to each party's municipal policy platform. Members will have the opportunity to ask questions on key municipal issues.
10:45 a.m.	Break
11:00 a.m.	Session III – Transitioning the Provincial Government This session will provide information on how provincial government administration works with elected officials during times of transition, and opportunities for external stakeholders to influence policy at these times.
12:00 p.m.	Lunch
1:00 p.m.	Session IV – Media Panel In this session, political analysts from the media will share their thoughts and predictions on the upcoming election.
2:00 p.m.	Session V – Indigenous Councils and Elections This session will educate members on how First Nations elect tribal councils, and how municipalities can work with tribal councils to achieve regional outcomes.
3:00 p.m.	Break
3:15 p.m.	Session VI – Local Authorities Election Act Lawyers from Reynolds, Mirth, Richards and Farmer will provide an overview of changes to the Local Authorities Election Act and the resulting impact on municipalities.
4:15 p.m.	President's Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 28	
7:00 a.m.	Registration and Buffet Breakfast
8:00 a.m.	<p>Session VII – AUMA Election Strategy</p> <p>Global Public Affairs will give an overview of AUMA’s election strategy and talk about how AUMA members can mobilize to advance our role as community builders, economic drivers, and vital partners prior to the provincial election.</p>
9:30 a.m.	<p>AUMA President’s Report</p> <p>AUMA President Barry Morishita will update members on:</p> <ul style="list-style-type: none"> • Member survey results; • Past and future advocacy work on priority issues for municipalities; and • AUMA’s efforts in partnering with and mobilizing energy resource communities to campaign for pipelines and responsible resource development.
9:45 a.m.	Executive Committee Dialogue Session
10:15 a.m.	RFDs
10:30 a.m.	<p>Political Leaders Dialogue Sessions</p> <p>This session will feature speakers from:</p> <ul style="list-style-type: none"> • The New Democratic Party; • The Alberta Liberal Party; • The United Conservative Party; and • The Alberta Party.
12:00 p.m.	Closing Remarks and Provincial Leaders’ Lunch

Karine Keys

From: Les Hagen <hagen@ash.ca>
Sent: Monday, February 4, 2019 9:19 AM
To: Karine Keys
Cc: Jason Hemmaway; Marian Carlson
Subject: Letter to Mayor MacPherson regarding award nomination
Attachments: Town of Clareholm SFS nomination letter 2019-2-4.pdf

Dear Mayor MacPherson;

Your municipality has been nominated for a Smoke-Free Spaces award for your leadership in the promotion of smoke-free spaces.

You can confirm your acceptance of this award by simply replying affirmatively to this email.

The award will be presented in Edmonton on February 21 and we hope that you or another delegate can attend.

Please let me know if you have any questions.

Kind regards,

Les Hagen, M.S.M.
Executive Director
[Action on Smoking & Health \(ASH Canada\)](#)
3-300 – 11405 – 87 Avenue
Edmonton, Alberta
CANADA T6G 1C9
Tel: 780-919-5546
Fax: 780-492-0364
Email: hagen@ash.ca

ash.ca
action on smoking & health

**getting
there
together** 
**WESTERN
CANADIAN
TOBACCO
REDUCTION
FORUM**
THURSDAY, FEBRUARY 21, 2019



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

February 4, 2019

Dear Mayor MacPherson;

Congratulations! Your municipality has been nominated for a *Smoke-Free Spaces* award for its leadership in the adoption of smoke-free public spaces.

The *Smoke-Free Spaces* awards program recognizes the leadership of public bodies in protecting residents, visitors, youth, students and staff from the health hazards of smoking and tobacco use. We congratulate the Town of Claresholm for its leadership on this important public health issue.



The program partners include ASH, Alberta Health Services, Alberta Blue Cross, Canadian Cancer Society, The Lung Association, Heart and Stroke Foundation, Alberta Recreation and Parks Association and the Canadian Cancer Society.

The program partners invite you to receive your award at a ceremony in Edmonton on Thursday, February 21 at 12 p.m. at the DoubleTree Hotel West Edmonton. Over 100 tobacco reduction stakeholders will be attending the ceremony, which will take place at the Western Canadian Tobacco Reduction Forum. The news media will be invited to attend this ceremony. Lunch will be provided.

Your organization is not required to attend the awards ceremony although we hope that you can participate and receive this award in person. You are also welcome to choose a suitable delegate.

To accept this nomination, please reply to the email message that accompanies this letter. You will receive this award following your organization's acceptance of our nomination.

For more details about the award and previous recipients, please visit www.smokefreespaces.ca.

Thank you for your prompt attention.

Sincerely,

Les Hagen
Executive Director

Founded in 1979, ASH is Western Canada's leading tobacco control organization.



RECEIVED

OCT 23 2018

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

October 19, 2018

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

The Town has supported this initiative in 2013 and 2018 in the amount of \$300.

The 2018-2019 school year is the 21st consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

A fun infographic, which provides a few highlights of this 20 year endeavor, has been enclosed. The children's thirst for learning makes face to face interactions with them both rewarding and a bit of an adventure. A recent program evaluation indicated that more than 85% of the rural children we reach are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

We are again reaching out to towns, villages and summer villages across the province, asking each to consider supporting the continued delivery of Safety Smarts to rural children across Alberta. A big thanks to the 38 who recently contributed.

As budget realities allow, we invite your council to consider a 2019 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta encouraging them become involved in strengthening rural Alberta through farm safety education.

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

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

The most recent year-end Safety Smarts report can be found on our website – abfarmsafety.com
Included in this report is an alphabetical listing of all 453 rural schools visited during the 2017-2018 school year along with the number of classes and students reached at each school. These delivery details have also been enclosed with this correspondence.

We would be pleased to provide additional information, upon request.

Sincerely,

Laura Nelson
Executive Director
Farm Safety Centre

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



Date of Application: Jan 30, 2019

Date of Event: 2018-2019 School year

1. Applicant Information

Name of Applicant: Raymond + District Futures Society O/A Farm Safety Centre

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

Contact Person: Laura Nelson

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

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Charitable organization, with farm safety education as mandate/mission

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

YES provide registration date & #

NO

Registration date - Aug 1, 1993 Number 890566441 RR0001

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

YES provide registration date & #

NO

As society - Aug 9, 1991 Number 505001545

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

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

Amount (value) Requested: \$ 300

6. Details of how the funds will be expended:

Time, travel + take home resources
 300+ students @ West Meadow School

7. Previous Donations

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

Date	Amount	Use of Funds
Mar 7, 2018	\$ 300	Nov 2018 - 329 students in 18 classes As explained above
Nov 27, 2014	\$ 300	Feb 2015 - 296 students in 14 classes
Aug 26, 2013	\$ 300	Feb 2014 - 279 students in 14 classes

8. Organizational Information

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

Delivery of farm safety messages to local elementary school students in 2012, 2013, 2014, 2015, 2016, 2017, 2018

List of Board of Directors attached

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

Mission + mandate of organization, to reduce farm-related injury incidents - through awareness + education

How will your organization acknowledge the Town's donation?

All contributions noted chronologically on our website. (since 2009)

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

YES

NO

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

Funding Source	Amount	Recommended Use of Funds
See attached budget		Development and delivery of meaningful farm safety messages

OUR SAFETY SMARTS HISTORY



Sept. 1998 - June 2018

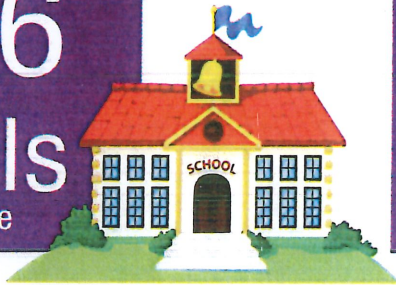


20 Years
of Delivery

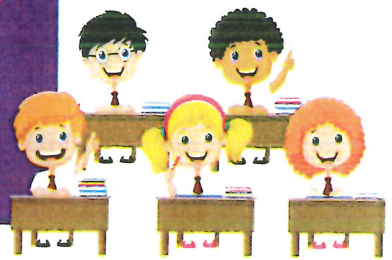


25
Instructors

6,026
Schools
is approximate



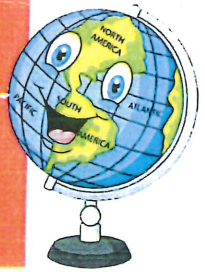
33,667
Classes
is approximate



1,628,535
Kilometers
is approximate



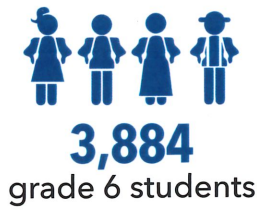
That's 40.6
times *around*
the *world*



678,485
Children

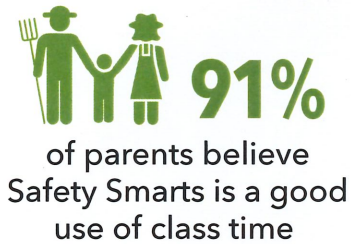


THE EVALUATION HEARD FROM



“ Grandpa stressed don't touch the PTO... the Farm Safety Lady explained why. ”

Through in-person instruction and engaging activities, children comprehend the possible consequences of their safety decisions.



Safety messages and slogans endure over time

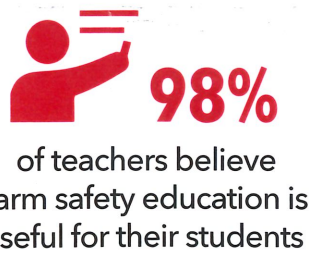
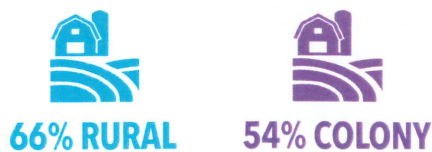
Current students remember



15 years after the presentations, young adults



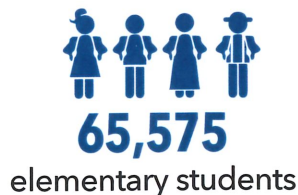
Students intend to practice safe behaviours



Teachers intend to integrate farm safety messages throughout the year



In 2016-2017, Safety Smarts reached elementary students in Rural and Colony schools



Safety Smarts 2017-2018

Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/CountyName
Langdon School	15-Jan-18	15	342	Rocky View County
Legal School	23-Oct-17	7	103	Sturgeon County
Lighthouse Christian School	13-Mar-18	3	55	Red Deer County
Lillian Schick School	04-May-18	4	123	Sturgeon County
Lloyd Garrison School	17-May-18	4	60	M.D. of Peace
Lochearn School	27-Feb-18	10	203	Clearwater County
Lochearn School	01-Mar-18	6	124	Clearwater County
Lomond Community School	26-Sep-17	4	66	Vulcan County
Longview School	12-Jan-18	4	69	M.D. of Foothills
Macklin School	02-Nov-17	9	186	Saskatchewan
Manning Elementary School	14-May-18	7	139	County of Northern Lights
Mannville School	23-Jan-18	6	106	County of Minburn
Marsden Jubilee School	16-Apr-18	4	52	Saskatchewan
Marshall School	25-Jan-18	5	72	Saskatchewan
Marwayne Jubilee School	16-Jan-18	9	168	County of Vermilion River
Mary Bergeron School	24-Oct-17	17	369	Yellowhead County
Mecca Glen School	12-Oct-17	4	74	Ponoka County
Milk River Elementary School	24-Apr-18	6	86	County of Warner
Millarville Community School	02-Nov-17	7	148	M.D. of Foothills
Milo School	09-Nov-17	3	47	Vulcan County
Morrin School	14-Dec-17	4	72	Starland County
Namao School	12-Jan-18	12	271	Sturgeon County
Neerlandia Public Christian School	12-Apr-18	7	135	County of Barrhead
Neilburg Composite School	19-Jan-18	6	91	Saskatchewan
Nelson Heights School	12-Dec-17	7	169	M.D. of Bonnyville
New Brigden School	18-May-18	1	8	Special Areas 3
New Humble Centre School	02-Nov-17	4	64	Leduc County
New Myram School	09-Mar-18	6	70	County of Two Hills
New Norway School	18-Jan-18	7	135	Camrose County
New Sarepta Elementary School	22-Feb-18	14	287	Leduc County
Newell Christian School	18-Dec-17	4	64	County of Newell
Niton Central School	28-Nov-17	6	104	Yellowhead County
Noble Central School	17-May-18	7	125	County of Lethbridge
Norman Carter School	31-May-18	7	149	Saskatchewan
Ochre Park School	28-May-18	6	150	Sturgeon County
Olds Koinonia Christian School	19-Sep-17	7	183	Mountain View County
Olds Mountain View Christian School	11-Sep-17	2	22	Mountain View County
Onchiminahos School	24-Apr-18	16	225	None
Onway Elementary School	19-Apr-18	18	404	Lac Ste. Anne County
Oyen Public School	10-Oct-17	6	108	Special Areas 3
Paradise Hill School	14-May-18	6	101	Saskatchewan
Penson School	11-Apr-18	6	116	M.D. of Greenview
Pipestone School	08-Mar-18	4	85	County of Wetaskiwin
Poplar Ridge School	16-Nov-17	8	177	Red Deer County
Prairie Christian Academy School	26-Mar-18	7	149	Kneehill County

School	Date	# Classes	# Children	MD/CountyName
Stavelly Elementary School	06-Nov-17	4	109	M.D. of Willow Creek
Stettler Elementary School	23-Jan-18	26	561	County of Stettler
Stirling School	01-Feb-18	7	157	County of Warner
Sunnyside School	19-Apr-18	6	113	County of Lethbridge
Sylvan Meadow Adventist School	11-Dec-17	2	13	Red Deer County
Taber Christian School	09-May-18	11	194	M.D. of Taber
Terrace Ridge School	20-Oct-17	7	163	Lacombe County
Theresetta Roman Catholic School	23-Oct-17	4	57	County of Paintearth
Thorhill Central School	05-Mar-18	7	146	County of Thorhill
Trinity Elementary School	11-Jan-18	13	241	Leduc County
Three Hills School	05-Mar-18	12	231	Kneehill County
Tilley School	24-May-18	4	73	County of Newell
Tofield School	03-Nov-17	6	126	Beaver County
Tomahawk School	21-Nov-17	5	88	Parkland County
Trinity Christian Academy	19-Jan-18	7	158	Wheatland County
Trochu Valley School	23-Mar-18	7	122	Kneehill County
Two Hills Mennonite School	17-Oct-17	22	385	County of Two Hills
Two Hills School	19-Apr-18	7	121	County of Two Hills
Unity Public School	10-May-18	11	245	Saskatchewan
Uplands School	28-Feb-18	21	450	County of Newell
Vanier Community Catholic School	07-Nov-17	3	66	Yellowhead County
Vera M. Welsh Elementary School	03-Oct-17	17	311	Lac La Biche County
Vermilion Elementary School	08-Jan-18	15	305	County of Vermilion River
Veteran School	25-May-18	3	46	Special Areas 4
Viking School	06-Apr-18	5	118	Beaver County
Vulcan Prairieview Elementary	26-Feb-18	11	213	Vulcan County
W.A. Day School	06-Mar-18	14	339	M.D. of Willow Creek
Wabamun School	07-May-18	5	72	Westlock County
Wainwright Elementary School	26-Mar-18	18	368	M.D. of Wainwright
Warburg School	20-Feb-18	7	156	Leduc County
Warren Peers School	30-Apr-18	4	64	M.D. of Acadia
West Meadow School	20-Nov-17	17	310	M.D. of Willow Creek
Westbrook ECS - It Takes A Village	24-May-18	2	20	Rocky View County
Westbrook School	24-Apr-18	6	136	Rocky View County
Westcliff Composite School	07-Dec-17	3	63	Saskatchewan
Westmount School	22-Jan-18	18	520	Wheatland County
Wheatland Crossing	22-Nov-17	13	207	Wheatland County
Wheatland Elementary School	12-Mar-18	18	400	Wheatland County
Whispering Hills Primary School	26-Sep-17	19	409	Athabasca County
Wildwood School	22-Feb-18	6	77	Yellowhead County
Winfield School	13-Dec-17	4	61	County of Wetaskiwin
Yellowhead Koinonia Christian	06-Apr-18	3	44	Yellowhead County
Youngstown School	18-Jan-18	3	36	Special Areas 3
		302	2745	55640

School	Date	# Classes	# Children	MD/CountyName
Providence Christian School	06-Feb-18	6	99	County of Lethbridge
Provost Public School	20-Nov-17	8	165	M.D. of Provost
Queen Elizabeth Elementary School	29-Jan-18	12	235	County of Vermilion River
Raymond Elementary School	01-May-18	12	283	County of Warner
Raymond Elementary School	26-Apr-18	18	403	County of Warner
Red Deer Lake School	28-May-18	14	311	Rocky View County
Reed Ranch School	11-Sep-17	4	64	Mountain View County
Rich Valley School	13-Oct-17	6	104	Lac Ste. Anne County
Ridgevalley School	23-Feb-18	6	124	M.D. of Greenview
Rimbey Christian School	12-Dec-17	3	37	None
Rimbey Elementary School	23-Jan-18	19	430	None
River Valley School	14-Mar-18	15	419	Mountain View County
Robert W. Zahara	23-Apr-18	21	417	County of Grande Prairie
Rochester School	20-Oct-17	7	53	Athabasca County
Rolling Hills School	26-Apr-18	5	65	County of Newell
Rosemary School	25-Apr-18	5	87	County of Newell
Round Hill School	06-Feb-18	4	54	Camrose County
Sacred Heart Academy	04-Dec-17	19	396	Wheatland County
Sacred Heart Catholic School	29-Jan-18	15	360	County of Wetaskiwin
Saint-Andre Academy	11-Jan-18	16	414	Leduc County
Sangudo Community School	12-Feb-18	4	86	Lac Ste. Anne County
Schuler School	20-Nov-17	4	73	Cypress County
Seven Persons School	13-Feb-18	7	189	Cypress County
Smith School	23-May-18	3	52	M.D. of Lesser Slave River
Spitzee Elementary School	15-Feb-18	18	379	M.D. of Foothills
Spring Glen Elementary School	15-Mar-18	6	109	Cardston County
Spruce View School	15-Dec-17	7	153	Red Deer County
St. Anthony's School	05-Dec-17	12	246	None
St. Augustine School	06-Mar-18	15	362	None
St. Catherine School	27-Nov-17	6	87	County of Lethbridge
St. Dominic School	27-Nov-17	6	117	M.D. of Bonnyville
St. Jerome's School	07-Feb-18	9	177	County of Vermilion River
St. Joseph School	06-Feb-18	1	51	Woodlands County
St. Joseph's School	17-Oct-17	4	98	County of Lethbridge
St. Martin's Catholic School	24-Oct-17	13	260	County of Minburn
St. Mary Catholic School	30-May-18	7	142	County of Grande Prairie
St. Mary of the Lake School	29-Sep-17	7	108	M.D. of Lesser Slave River
St. Mary School	02-Oct-17	7	128	Westlock County
St. Mary School	06-Dec-17	19	394	Woodlands County
St. Michael's School	18-Apr-18	7	180	M.D. of Pincher Creek
St. Patricks School	22-Mar-18	8	158	M.D. of Taber
St. Paul Elementary School	19-Mar-18	18	382	County of St. Paul
St. Stephen's Catholic School	07-May-18	6	129	M.D. of Greenview
St. Thomas Aquinas School	11-Apr-18	7	123	M.D. of Provost
St. Walburg School	09-Feb-18	7	140	Saskatchewan



From: Bev Thornton <bev@albertasouthwest.com>

Date: January 25, 2019 at 4:16:27 PM MST

Subject: AlbertaSW offers Economic Resiliency Training: MARK YOUR CALENDAR for April 11

Just a quick note to follow up from the discussion at the Board meeting and request that we offer this training in the spring.

Please mark your calendars for now; details will be forthcoming to share with your councils and communities.

Economic Developers Alberta (EDA)

Economic Resilience Training for Community and Regional Leaders

Thursday April 11, 2019

Tentatively in Fort Macleod

9:00am registration; course begins promptly at 9:30am

****On a related note, as the EDA Conference is April 3-5m 2019, our next AlbertaSW board meeting will be moved to Wednesday April 10, 2019; location to be confirmed.**

More about the Resilience Training:

Economic disruptions continue to increase in both frequency and impact. Is our community prepared?

Resilient communities can withstand economic shocks, both natural or manmade. They can also recover faster, preserve jobs and minimize loss.

Who should attend?

- Economic Developers
- Elected Officials
- CAOs / City Managers
- Emergency Managers
- Chamber and other business support organizations
- Urban planners
- Economic development committee members
- Civic organizations
- Post secondary institutions

1-day Condensed Version

This one day version provides a great introduction to the resilience training program, and includes **five** condensed modules:

- Introduction to community economic resilience
- Phases of a disaster
- The federal government response after a disaster
- Business assistance before and after a crisis
- Creative financing to support businesses



REQUEST FOR DECISION

Meeting: February 11, 2019

Agenda Item: 9

PEACE OFFICER VEHICLE UPGRADES

DESCRIPTION / BACKGROUND:

As per the 2019 budget, Administration has moved forward with hiring and training a new CPO 1 officer for the Town of Claresholm. This is due primarily to the changes in the Solicitor General's CPO program and requirements, but will also allow the Town of Claresholm to undertake its own traffic enforcement to address concerns and strategic objectives regarding safety within the Town of Claresholm.

The Town of Claresholm has a bylaw enforcement/peace officer vehicle that is still in excellent shape with low mileage and can continue to be used for the new CPO 1 officer, however there are some improvements or upgrades that need to take place in order to have the CPO 1 officer undertake or be involved in traffic enforcement.

Upgrades include:

- Light bar in rear window (due to low profile light bar on roof of vehicle, it is difficult to see from the rear of the vehicle)
- Red/Blue side mirror lights
- Headlight Flashers
- Installation of equipment already owned by the Town of Claresholm (Radar Unit, Siren Speaker, Grill Lights)
- Watch Guard In Car Video with Front Camera, Back Seat Camera and Wireless Mic.

The first 4 items are relatively inexpensive, totalling approximately \$3K. The expensive item is the Camera/Mic system. This system is considered now basic required equipment by most law enforcement including RCMP and other Peace Officers in the area (Fort Macleod and MD of Willow Creek) and is generally required evidence in court to enforce a ticket. This system can decrease the Town's risk of liability as well.

For all the upgrades/systems the estimated cost is 10.5K.

OPTIONS:

Administration has noted the following options and is looking for direction from FIPC.

- Delay the upgrades to 2020 having the new CPO officer focus on Bylaw Enforcement, Community Outreach/Education, and Training in his first year and not get involved in Traffic Enforcement until 2020.
- Complete Upgrades in 2019, funding the upgrades through the Bylaw Enforcement Vehicle Capital Reserve Fund (current balance is \$18,500).

RECOMMENDATION:

The Facility and Infrastructure Planning Committee has reviewed the above information and has recommended to Council that all the upgrades on the vehicle be completed this year to help ensure the safety of our Peace Officer and our Community with the upgrades being funded from the Bylaw Enforcement Vehicle Capital Reserve Fund.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget expenditure to upgrade the Bylaw Enforcement/Peace Officer vehicle to a maximum of \$10,500 to be funded out of the Bylaw Enforcement Vehicle Capital Reserve Fund.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

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

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2019



REQUEST FOR DECISION

Meeting: February 11, 2019
Agenda Item: 10

EV CHARGING STATION

DESCRIPTION:

Administration requires a motion of Council to accept a proposed agreement with Atco Power (2010) Ltd. in order to grant them a license to install, maintain, repair and operate an EV Station (electric vehicle supply equipment station) within the Town of Claresholm. This was recently discussed by the Facility & Infrastructure Planning Committee (FIPC) at the February 7, 2019 meeting.

BACKGROUND:

Discussions have been ongoing for some time for an electric car charging station to be installed in Claresholm. This initiative has been spearheaded by the Community Energy Association.

The process for developing the current version of the license was a very collaborative, iterative process. It was approached as a group with representatives from SouthGrow, Alberta SouthWest, City of Medicine Hat, City of Lethbridge and the City of Calgary, who have all edited, reviewed and approved the license, and provided input over the months of October to December in its development. There has been many revisions of this license agreement through the process. All site hosts are receiving the version that was reviewed and vetted by the Partners.

Some items to keep in mind:

- ATCO is responsible for:
 - All costs and expenses associated with construction, alteration, installation, utility power connection, operation, repair and maintenance of the EV Station;
 - all customer service issues and signage identifying EV chargers, with our mutual consent as to where they go;
 - to hold insurance, and include the Town as additional insured
 - Removing the EV Station if the agreement is terminated or providing an opportunity for the Town to take ownership of it.
- The Town is responsible for:
 - the construction maintenance, lighting, and repair of 2-parking stalls, and providing those stalls free of charge;
 - maintaining the lands where the EV Stations are located;
 - to hold insurance, and include ATCO as additional insured;
 - any off-site or underground repairs to return the lands to its original condition if the agreement is terminated.
- Disputes, decision making, problem solving:
 - If ATCO and the Town cannot come to mutual agreement on an issue, it will be referred to the Project Review Committee: representatives from the City of Calgary, South Grow, Alberta SouthWest, City of Lethbridge, City of Medicine Hat, and Medicine Hat College.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the License Agreement with ATCO Power (2010) Ltd. as presented.

ATTACHMENTS:

- Site selection map

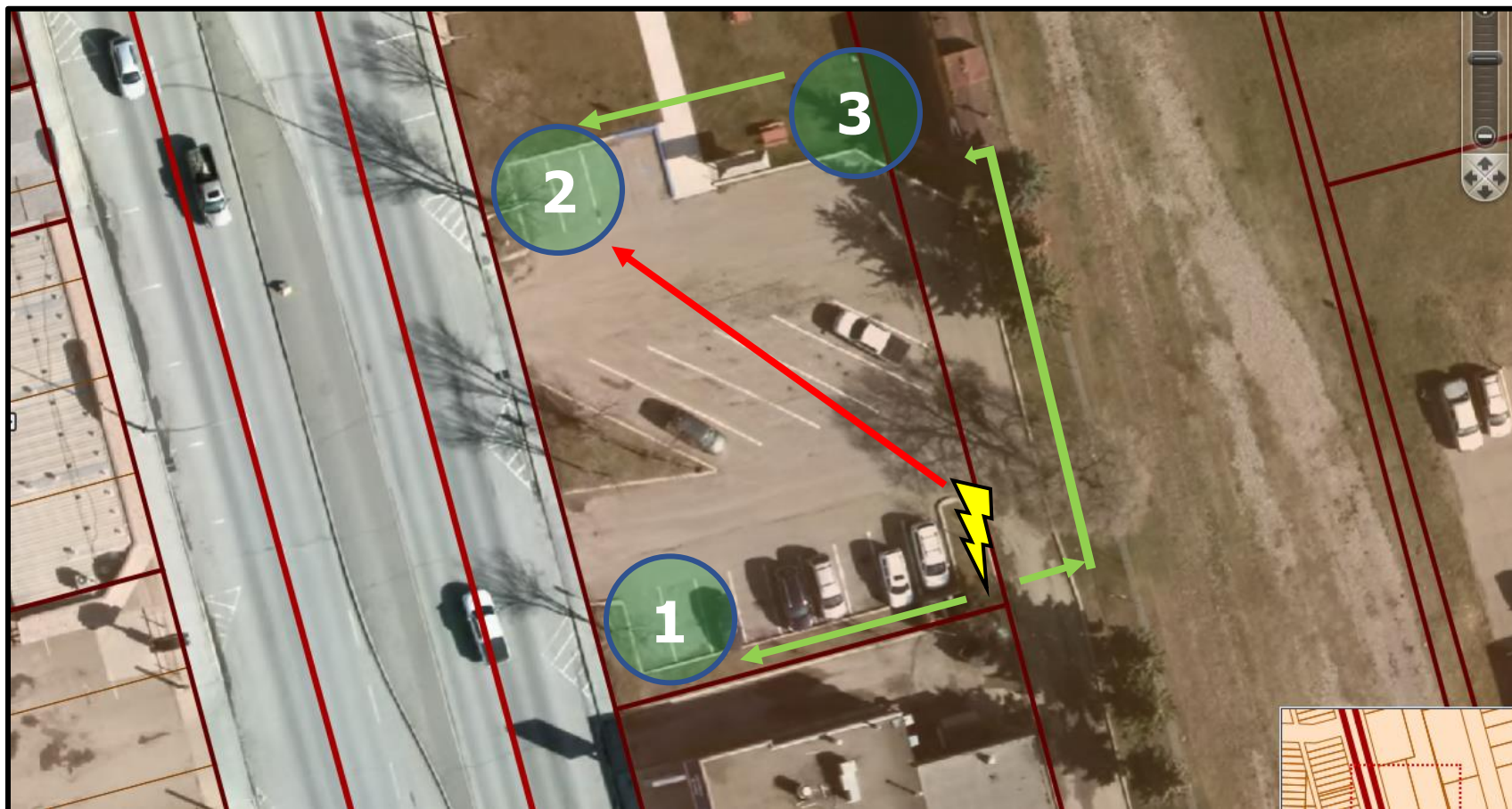
PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 8, 2019

Site-selection, for Electric Vehicle Charging Stations

Community Energy Association, ATCO, and Town of Claresholm



1. Site was most preferred by ATCO, run power down the grass boulevard, no paving required, fair visibility.
2. Site has most visibility, current handicapped parking, longest distance from power without removing lots of pavement.
3. First & second choice among others present for site-visit, includes 2-new parking stalls, some pavement required, mature trees could create more work.
4. The Downtown Parking lot was also considered, the southern island where the outhouses go was seen as the best spot within the downtown, however the outhouses are popular, and parking is in demand downtown.



REQUEST FOR DECISION

Meeting: February 11, 2019
Agenda Item: 11

FINANCIAL PLANS

DESCRIPTION / BACKGROUND:

The Municipal Government Act (MGA) has undergone significant revisions in the last few years with the passing of Bill 20, Bill 21 and Bill 8. One of these changes was the requirement to now have Operational and Capital Financial Plans.

Section 283.1(2) states:

Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

Section 283.1(3) states:

Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

These plans must not only detail expenditures but revenues and how capital expenditures are to be funded, in essence balancing these financial plans. They must also be reviewed and updated annually.

The operational financial plan was prepared by first entering known expenditures and revenues, such as debenture payments over the next 3 years, and then reviewing line by line the Town's revenues and expenditures and making projections as to whether items would increase, decrease, and stay flat over that period and if they would change, the estimated percentage increases or decreases.

The capital financial plan was prepared by looking at capital priorities of council, administration analysis and recommendation on life or replacement needs of equipment or infrastructure, and then these were prioritized and analyzed against available funding or possible conditional grant and community contributions. A number of important or needed projects were left off the 5 year capital plan in the unfunded or beyond 6 year column due to lack of funding, but were left on the document to keep these projects on Council and Administrations radar should funding be received or made available or priorities shift.

RECOMMENDATION:

Administration recommends Council adopt the attached Three (3) Year Financial Plan and Five (5) Year Capital Plan.

The Three (3) Year Financial Plan has also been reviewed by the Audit and Finance Committee and they have recommended the plan to Council for adoption.

The Five (5) Year Capital Plan has also been reviewed by the Facility and Infrastructure Planning Committee and they have recommended the plan to Council for adoption.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the 2019 Three (3) Year Financial Plan

Moved by Councillor _____ to adopt the 2019 Five (5) Year Capital Plan

ATTACHMENTS:

- 1.) 2019 Three (3) Year Financial Plan
- 2.) 2019 Five (5) Year Capital Plan

APPLICABLE LEGISLATION:

- MGA Section 283.1 – Required Plans

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

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 7, 2019

2019 Operating Budget & 3-Year Financial Plan

	Budgeted 2018	Actual 2018 (Nov 30)	Budgeted 2019	Projected 2020	Projected 2021	Projected 2022
General Government						
Expenses						
Salaries, Wages and Benefits	(826,998)	(754,567)	(901,159)	(917,774)	(934,722)	(952,009)
Contracted and General Services	(264,728)	(224,653)	(215,025)	(197,903)	(196,469)	(200,220)
Materials, Goods and Supplies	(527,504)	(622,905)	(555,081)	(532,675)	(543,463)	(550,563)
Bank Charges and Short-term interest	(28,309)	(1,078)	(27,509)	(27,533)	(27,557)	(27,582)
Interest on Long-term Debt	-	-	(46,872)	(92,358)	(90,458)	(88,467)
Community Grants	(113,393)	(145,059)	(112,393)	(114,233)	(116,110)	(118,024)
	<u>(1,760,933)</u>	<u>(1,748,262)</u>	<u>(1,858,039)</u>	<u>(1,882,476)</u>	<u>(1,908,779)</u>	<u>(1,936,865)</u>
Revenue						
Net Municipal Taxes	3,146,234	3,426,560	3,209,159	3,273,342	3,338,809	3,405,585
Government Transfers for Operating	178,897	126,697	122,200	124,600	127,048	129,545
Investment Income	60,000	114,268	70,000	70,000	70,000	70,000
Business Licenses	28,800	32,855	29,300	29,886	30,484	31,093
User Fees and Sale of Goods	5,500	3,863	4,500	4,590	4,682	4,775
Concession & Franchise Fees	204,563	184,224	206,609	210,741	214,956	219,255
Penalties and costs on taxes	58,000	61,880	57,500	58,650	59,823	61,019
Other	33,800	37,196	42,800	43,220	43,648	44,085
	<u>3,715,794</u>	<u>3,987,543</u>	<u>3,742,068</u>	<u>3,815,029</u>	<u>3,889,450</u>	<u>3,965,359</u>
Net Revenue (Tax Subsidy)	<u>1,954,862</u>	<u>2,239,281</u>	<u>1,884,029</u>	<u>1,932,553</u>	<u>1,980,671</u>	<u>2,028,493</u>

2019 Operating Budget & 3-Year Financial Plan

	Budgeted 2018	Actual 2018 (Nov 30)	Budgeted 2019	Projected 2020	Projected 2021	Projected 2022
Protective Services						
Expenses						
Wages Salaries and Benefits	(134,391)	(115,868)	(134,768)	(137,464)	(140,213)	(143,017)
Contracted and General Services	(228,302)	(114,379)	(83,727)	(30,762)	(31,357)	(31,964)
Materials, Goods and Supplies	(103,400)	(76,282)	(63,200)	(56,028)	(58,478)	(57,954)
	(466,093)	(306,529)	(281,695)	(224,253)	(230,048)	(232,935)
Revenue						
Bylaw & Provincial Tickets	103,500	54,960	68,500	70,850	73,297	75,844
Charges, Fees, & Animal Licenses	16,900	20,211	16,900	16,960	17,021	17,084
Transfers from Local Municipalities	8,000	-	10,000	10,200	10,404	10,612
Government Transfers for Operating	147,575	4,500	55,000	5,000	5,000	5,000
	275,975	79,671	150,400	103,010	105,722	108,540
Net Revenue (Tax Subsidy)	(190,118)	(226,859)	(131,295)	(121,243)	(124,326)	(124,395)
Transportation						
Expenses						
Salaries, Wages and Benefits	(187,185)	(191,531)	(189,274)	(193,060)	(196,921)	(200,859)
Contracted and General Services	(77,000)	(74,875)	(77,000)	(77,000)	(77,000)	(77,000)
Materials, Goods and Supplies	(249,900)	(195,336)	(277,900)	(268,264)	(248,636)	(269,015)
Interest on Long-term Debt	-	-	-	-	-	-
	(514,085)	(461,743)	(544,174)	(538,324)	(522,557)	(546,874)
Revenue						
Local Improvement Charges	915	917	-	-	-	-
Other Revenue	5,000	6,270	5,000	5,000	5,000	5,000
	5,915	7,187	5,000	5,000	5,000	5,000
Net Revenue (Tax Subsidy)	(508,170)	(454,555)	(539,174)	(533,324)	(517,557)	(541,874)

2019 Operating Budget & 3-Year Financial Plan

	Budgeted 2018	Actual 2018 (Nov 30)	Budgeted 2019	Projected 2020	Projected 2021	Projected 2022
Water/Wastewater						
Expenses						
Salaries, Wages and Benefits	(447,017)	(322,463)	(532,185)	(542,154)	(552,322)	(562,694)
Contracted and General Services	(60,300)	(10,006)	(16,800)	(14,356)	(14,413)	(14,471)
Materials, Goods and Supplies	(458,550)	(349,205)	(455,150)	(452,680)	(456,695)	(490,789)
Interest on Long-term Debt	(185,981)	(106,333)	(187,447)	(175,421)	(162,760)	(149,429)
	(1,151,848)	(788,007)	(1,191,582)	(1,184,611)	(1,186,190)	(1,217,384)
Revenue						
User Fees and Sale of Goods	1,751,100	1,211,898	1,806,340	1,984,624	2,180,619	2,396,090
Local Improvement Charges	14,912	14,925	12,934	12,935	5,140	3,822
Government Transfers for Capital	-	-	-	-	-	-
Other Revenue	57,000	55,228	55,500	56,610	57,742	58,897
	1,823,012	1,282,051	1,874,774	2,054,169	2,243,501	2,458,809
Net Revenue (Tax Subsidy)	671,164	494,044	683,192	869,557	1,057,311	1,241,425
Waste Management						
Expenses						
Salaries, Wages and Benefits	(301,264)	(271,038)	(304,746)	(310,841)	(317,058)	(323,399)
Contracted and General Services	(175,580)	(147,991)	(175,080)	(178,582)	(182,153)	(185,796)
Materials, Goods and Supplies	(84,725)	(46,890)	(95,725)	(91,245)	(92,055)	(92,882)
	(561,569)	(465,918)	(575,551)	(580,668)	(591,267)	(602,078)
Revenue						
Garbage & Recycling Fees	587,000	502,991	592,500	604,715	617,198	629,954
	587,000	502,991	592,500	604,715	617,198	629,954
Net Revenue (Tax Subsidy)	25,431	37,072	16,949	24,047	25,931	27,877

2019 Operating Budget & 3-Year Financial Plan

	Budgeted 2018	Actual 2018 (Nov 30)	Budgeted 2019	Projected 2020	Projected 2021	Projected 2022
Planning and Development						
Expenses						
Salaries, Wages and Benefits	(151,849)	(135,584)	(173,128)	(176,591)	(180,123)	(183,725)
Contracted and General Services	(83,000)	(108,328)	(107,750)	(103,650)	(104,823)	(106,019)
Materials, Goods and Supplies	(293,025)	(164,241)	(109,625)	(107,725)	(107,737)	(107,749)
	(527,874)	(408,153)	(390,503)	(387,966)	(392,683)	(397,494)
Revenue						
Development Levies	-	-	-	-	-	-
Licences, Permits & User Fees	22,500	73,554	64,600	64,600	64,600	64,600
Government Transfers for Operating	89,500	90,500	7,000	7,000	7,000	7,000
	112,000	164,054	71,600	71,600	71,600	71,600
Net Revenue (Tax Subsidy)	(415,874)	(244,099)	(318,903)	(316,366)	(321,083)	(325,894)
Recreation and Culture (including FCSS)						
Expenses						
Salaries, Wages and Benefits	(797,881)	(691,102)	(781,689)	(797,273)	(813,168)	(829,382)
Contracted and General Services	(322,473)	(314,631)	(329,518)	(334,770)	(340,100)	(343,836)
Materials, Goods and Supplies	(274,784)	(245,266)	(255,621)	(263,829)	(241,813)	(241,497)
Community Grants	(26,200)	(26,500)	(25,000)	(25,000)	(25,000)	(25,000)
Interest on Long-term Debt	(8,993)	(4,783)	(6,670)	(4,292)	(1,859)	-
	(1,430,331)	(1,282,283)	(1,398,498)	(1,425,164)	(1,421,940)	(1,439,714)
Revenue						
Government Transfers for Operating	182,885	169,205	149,316	167,525	167,525	167,525
User Fees	228,665	182,461	212,550	212,306	213,842	215,409
Donations and Non-Government Grants	39,852	32,237	39,352	39,352	39,352	39,352
Camp Ground Revenue	64,000	56,343	65,000	65,000	65,000	65,000
Transfers from Local Municipalities	79,724	109,374	109,124	109,124	109,124	109,124
	595,126	549,620	575,342	593,307	594,843	596,410
Net Revenue (Tax Subsidy)	(835,205)	(732,663)	(823,156)	(831,857)	(827,097)	(843,304)

2019 Operating Budget & 3-Year Financial Plan

	Budgeted 2018	Actual 2018 (Nov 30)	Budgeted 2019	Projected 2020	Projected 2021	Projected 2022
Amortization						
Expenses	(2,122,723)	-	(2,122,723)	(2,122,723)	(2,122,723)	(2,122,723)
Net Revenue (Tax Subsidy)	(2,122,723)	-	(2,122,723)	(2,122,723)	(2,122,723)	(2,122,723)
Total Revenue	7,114,822	6,573,116	7,011,683	7,246,829	7,527,313	7,835,671
Total Expenditures	(8,535,456)	(5,460,896)	(8,362,767)	(8,346,185)	(8,376,186)	(8,496,066)
Excess Revenue (Shortfall)	(1,420,633)	1,112,220	(1,351,084)	(1,099,356)	(848,873)	(660,395)
Addback: Amortization Expense	2,122,723	-	2,122,723	2,122,723	2,122,723	2,122,723
Subtract: Debt Principle Payments	(389,366)	(274,204)	(464,337)	(507,572)	(424,565)	(332,551)
Subtract: Transfer (to) from Reserves	(291,224)	-	(295,803)	(510,795)	(844,285)	(1,124,777)
Subtract: Tax Funded Capital	(21,500)		(11,500)	(5,000)	(5,000)	(5,000)
Total Cash Excess (Shortfall)	(0)	838,016	(0)	0	(0)	(0)

5-Year Capital Plan Worksheet

Planned Capital Additions	2019	2020	2021	2022	2023	2024	Unfunded/ Beyond
Administration							
Multi-Use Community Complex	3,789,000						
Town Office Demolition/Asbestos Removal			200,000				
Public Works							
Snowblower for Bobcat	6,500						
Gravel Truck Replacement (1997 Mac) - Replace with Used	100,000						
Z335 Zero Turn Lawn Mower (Cemetery)	4,000						
1445 Lawn Mower (Parks)	53,000						
Fleet Replacement (4X4)	40,000						
Bobcat Replacement Program	45,000	45,000	45,000	45,000	45,000	45,000	
New Cemetery Columbarium - 60 Niche		35,000					
Front End Loader (Wheel)		245,000					
Fleet Replacement (1/2 Ton Truck)			26,000		28,000		
Gravel Truck Replacement (2005 International) Replace with Used)			100,000				
New Grader (replace 2006 model)				285,000			
Replace Snow Plow Blade					15,000		
Back-hoe (replace 2004 model)						325,000	
60 HP Tractor w/ 15' mower (replace existing unit)						75,000	
Water Tower Painting							160,000
Water/Wastewater/Stormwater							
Itron Mobile Data Collection Upgrade	28,000						
Phase 2 SWMP - Centennial Park, Main Outfall	1,514,331						
4" Water Main Replacement/sewer main replacement - 2nd St W from 49th to 51St			520,000				
Starline Business Park - Phase 1 offsite Upgrades			1,500,000				
Lagoon Holding Cell Upgrades				986,000			
Hwy #2 Sewer Main Liner Install - 50th to 53rd Ave				150,000			
Water Main upgrade - 4" to 8" -200 blk of 45th Ave W						220,000	
Phase 3 SWMP - Main Storm Trunk Upgrades						500,000	5,775,000
Regional Water Plant Membrane Replacement							400,000
Water Main upgrade - 4" to 8" - 4800 blk of 4th St W							220,000
43rd Ave W Sewer Main Liner (550 m)							1,100,000
Streets							
Pavement Overlay (100 Blk 55th Ave W; 400 & 500 Blks 49 Ave W; 5300 Blk 2A St E)	470,000						

5-Year Capital Plan Worksheet

	2019	2020	2021	2022	2023	2024	Unfunded/ Beyond
Planned Capital Additions							
Road building / Pavement at the Acreages		850,000					
North Industrial Area Paving					860,000		
Parking Lot Pavement Overlay (Firehall, Arena, Museum, Shop, Curling Rink)							380,000
Alberta Road Reconstruction							2,600,000
Pavement Overlay (4th - 8th St on 51st Ave W; 5300 Blk 2A St E)							480,000
Downtown Alley Repaving							280,000
Pavement Overlay (5200 Blk 2 St W; 51 St - 59 4th St W)							620,000
Westrose Ave Repair (Water Services, Repave, Sidewalks)							540,000
Cemetery Paving							155,000
Pavement Overlay (300 blk 51 Ave E; 5000 & 5100 Blks 3 St E; 5200 Blk 4 St E)							560,000
Recreation							
Pathways (8th St West - Cemetery to Westlynn Dr)	150,000						
Amundsen Park Redevelopment		350,000					
Tennis Court Resurfacing		110,000					
Arena Roof Replacement		150,000					
Zamboni			140,000				
Pathways (Locations TBD)			100,000				
Centennial Park Playground Replacement				100,000			
Skate Park Replacement/Relocation				300,000			
Arena Compressor Replacement				60,000			
Arena Renovation (Concession, Dressing Rooms, Mezzanine; Addition of another Dressing Room)						565,000	
Pathways in Centennial Park						100,000	
Culture (Museum/Library)							
Museum Sandstone Repair			115,000				
Museum Storage Building							100,000
Total Planned Capital Additions	6,199,831	1,785,000	2,746,000	1,926,000	1,668,000	1,510,000	12,970,000
Funding Sources							
CY Additions to reserves (from Operational Budget)	312,803	549,059	839,883	1,013,449	1,013,449	1,013,449	

5-Year Capital Plan Worksheet

Planned Capital Additions	2019	2020	2021	2022	2023	2024	Unfunded/ Beyond
Beginning Reserve Balance	1,336,843	1,121,646	1,635,705	1,905,588	2,276,037	3,054,486	
MSI Capital Grant	813,813	245,000	1,076,000	385,000	860,000	650,000	
FGTF Grant	132,000	170,000	127,500	110,000	528,000	50,000	
CFEP Grants	427,120	305,000	120,000	200,000	-	300,000	
Alberta Historical Resources Fund			57,500				
Enabling Accessibility Fund	84,500						
ACRP Grant	1,362,898						
Water For Life Grant				493,000		-	
Total Grant Funds Used	2,820,331	720,000	1,381,000	1,188,000	1,388,000	1,000,000	
MD Transfers							
Donated and Contributed Funding		135,000	-	50,000	-	65,000	
Trade-In	40,000	40,000	40,000	40,000	40,000	40,000	
Tax Funded	11,500	5,000	5,000	5,000	5,000	5,000	
Reserve Funded	528,000	35,000	570,000	643,000	235,000	400,000	
Borrowing	2,800,000	850,000	750,000	-	-	-	
Total Planned Capital Additions	6,199,831	1,785,000	2,746,000	1,926,000	1,668,000	1,510,000	
Ending Reserve Balance	1,121,646	1,635,705	1,905,588	2,276,037	3,054,486	3,667,935	
Unfunded	-	-	-	-	-	-	

Assumptions:

MSI Capital - \$590,000/yr

FGTF is \$200,000/yr



REQUEST FOR DIRECTION

Meeting: February 11, 2019

Agenda Item: 12

COUNCIL YOUTH PROGRAM

DESCRIPTION / BACKGROUND:

Councillor Schlossberger has become aware of a program supported by the Town Council in Elkford, BC. This program brings in youth from the community to attend Council meetings. It would present an opportunity for Council to connect with Claresholm's youth on a different level and allow them to bring in their ideas and concerns. Learning about municipal government may be inspiring to them.

Councillor Schlossberger would like this discussed at the Council level to possibly be done in the future.

ATTACHMENTS:

- District of Elkford, BC – Council Youth Representatives Policy #2013-02

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 7, 2019

DISTRICT OF ELKFORD CORPORATE POLICY MANUAL

Policy Name:	Council Youth Representatives	Policy No:	2013-02
Date of Original Policy:	October 15, 2013	Resolution No:	18062
Date of Amendment:	November 9, 2015	Resolution No:	18607

Purpose

To increase awareness of Local Government activities among Elkford youth and to increase Council's awareness of youth issues in Elkford.

General Policy

The District of Elkford recognizes the benefit of supporting communication channels between Council and Elkford youth. The District authorizes appointing two (2) volunteer Council Youth Representatives on an annual basis: one (1) Senior Council Youth Representative and one (1) Junior Council Youth Representative. The appointments will have an option of extending the term for one additional year, depending on the interest and availability of the candidates and depending upon Council's approval. The positions will be on a volunteer basis and will receive no remuneration.

Travel expenses will be approved for the Senior Council Youth Representative to attend the BC Youth Parliament, held annually in Victoria, BC and other workshops related to the BC Youth Parliament, as part of the one-year commitment, provided funds are available in the approved budget.

Application

1. The District will advertise the availability of Council Youth Representative positions by September 15th each year, as required.
2. Students must submit their applications by September 30th each year.
3. Applicants for Senior Council Youth Representative must meet the following criteria:
 - a) Must be a resident of Elkford.
 - b) Must be a Grade 11 or 12 student enrolled at Elkford Secondary School.
 - c) Must be willing to attend Council meetings as requested.
4. Applicants for Junior Council Youth Representative must meet the following criteria:
 - a) Must be a resident of Elkford.
 - b) Must be a Grade 9 or 10 student enrolled at Elkford Secondary School.
 - c) Must be willing to attend Council meetings as requested.
5. The Council Youth Representative terms will end June 30th each year.

Selection

1. The District will confirm that all applications received meet the requirements.
2. The applicants will be interviewed by a panel consisting of at least:
 - a) one (1) member of Council; and
 - b) one (1) member of staff.
3. The panel will select the most suitable candidates and submit their names for Council's approval.
4. Upon Council's approval, candidates will be notified and invited to the next Council meeting.



INFORMATION BRIEF

Meeting: February 11, 2019
Agenda Item: 13

Intermunicipal Development Plan

DESCRIPTION:

An Intermunicipal Development Plan (IDP), with MD of Willow Creek, is now mandated through the Modernized Municipal Government Act. IDP's are an integral part of the Intermunicipal Collaboration Framework (ICF). IDPs are the part of the ICF related to land use. IDPs look at land use, location of infrastructure and servicing areas within what is typically determined to be the "fringe area" – the portion of area that borders both municipalities.

IDPs must address future land uses in the area; proposals for future development; provisions for transportation systems for the area; coordination of intermunicipal programs relating to the physical, social and economic development of the area; and environmental matters within the area. Each IDP must also contain a procedure to resolve or attempt to resolve conflict between the participants, a procedure to amend or repeal the IDP, and provisions relating to the administration of the plan. The IDPs must be in place within 2 years of the act taking force (deadline 2020).

DISCUSSION / OPTIONS:

In July 2018, Council passed a resolution to partner with the MD of Willow Creek and the 5 urban municipalities within its borders to engage the services of the Oldman River Regional Services Commission (ORRSC) to prepare the IDP for adoption by Council. The background work has been ongoing since that time and ORRSC is now to the stage of distributing a questionnaire to the MD residents in the fringe area. Once the results of the questionnaire are compiled, the background reports will be finalized and presented to each respective Council for consideration and review. We expect to have those reports for Council's in late April or early May.

One of the important stages of the IDP process, is the public consultation component. This will be done by way of an Open House. It is proposed that the MD host the Claresholm/MD of Willow Creek open house on June 12, 2019 from 6:00 pm to 8:00 pm at the MD Administration building. ORRSC will present the draft IDP and be on hand to assist with any questions.

ATTACHMENTS:

- 1.) none

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RS 2000, Chapter M-26

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2019



INFORMATION BRIEF

Meeting: February 11th, 2019
Agenda Item: 14

FORTIS Streetlight Investment

The Town of Claresholm has had many requests and recommendations as well as a few resident complaints, regarding the need for street light improvement in various areas around Town. In the 2019 budget council has set aside funds for these lighting upgrades. Infrastructure services along with the Development and Bylaw Depts. compiled the list of the requests and recommendations for the most problematic (dark) areas in Town. We met with Fortis and identified the areas, viewed the sites and prepared a strategy to get this work completed. Since the implementation of LED lighting in 2017, there has been a rise in requests for additional lighting.

FORTIS has reviewed the information we provided and has agreed to all the upgrades that the Town has identified and proposed. The Town was prepared to phase the improvements over time working on the poorest lit areas first, however FORTIS has decided to complete the list requested in 2019.

FORTIS has decided to invest in Claresholm streetlight service, with \$271,635.00 in upgrades to Claresholm, recognizing the need for improvement of numerous dark spots throughout the community. The Town's portion of investment is \$693.00 to construction. Estimated increase in monthly costs for street lights will be \$22.14 per light per month, or \$2,014.74 per month (\$24K annually).

FORTIS has proposed to install 78 new street light brackets with 100/150 watt lights on existing poles and 13 new steel poles with bases. A map of the areas to be upgraded is attached.

ATTACHMENTS:

- 1.) Town map.

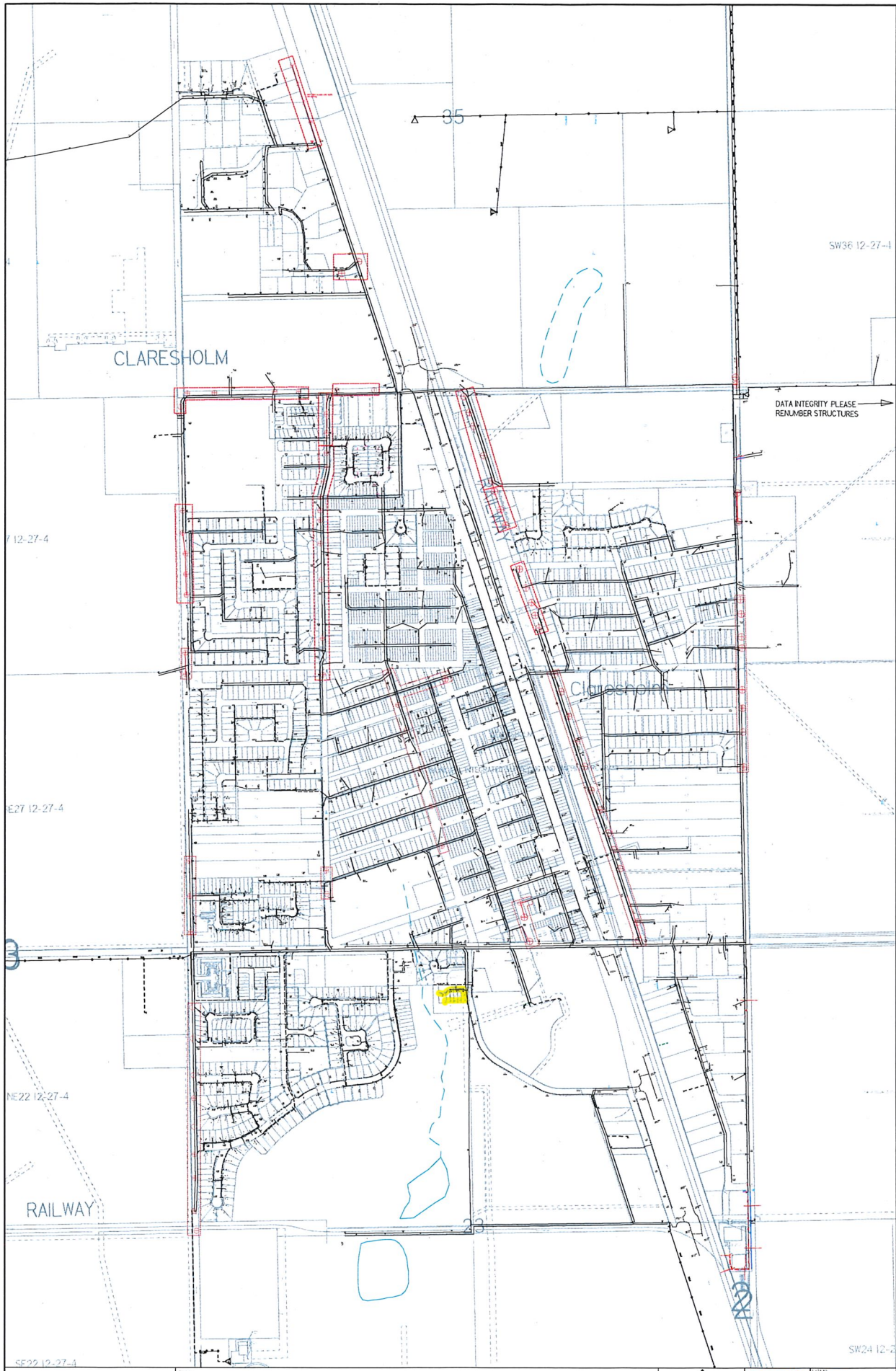
APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Mike Schuweiler, Director of Infrastructure

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: February 7, 2019



CLARESHOLM

35

SW36 12-27-4

DATA INTEGRITY PLEASE
RENUMBER STRUCTURES

12-27-4

E27 12-27-4

NE22 12-27-4

RAILWAY

SE22 12-27-4

SW24 12-2

Notes
Lighting Upgrade
K200, 12/27/2010
094 522 61277

LAYOUT ONLY TO SCALE 1:500
First E14 Check

FORTIS ALBERTA

Property	Red
Proposed	Blue
As Shown	Black
As Is	Green
Other	Yellow

Design: Brian's Canal
Customer: Town of Clareholm
Location: Clareholm

Date: 12/22/10
WSP: 004 500 49377

Strategies

YEAR 1	Update on Progress	
POLICY & PLANNING		
3 Year Operations Plan and 5 Year Capital Plan		
Complete first official 3 year operating and 5 year capital plan		First 2019 Operational and Capital budget meetings completed with Council in late October which went well. This provides a great base to build financial plans off of. Drafts are completed, though not balanced, still requiring council input on priorities. Next meeting scheduled for December 17th and January 15th.
Multi Use Community Facility		
Tender project and begin asbestos remediation		Asbestos abatement has been completed in the new Multi-use building and engineering is underway for the new construction plans. Expect to have costing estimates December 17th.
Intermunicipal Development Plan (IDP)		
Engage ORRSC to begin public input and policy development		ORRSC contracted to begin project, template document being drafted. Meeting held 31, 2019.
Intermunicipal Collaboration Framework (ICF)		
Complete review of current services provided by the Town internally, intermunicipally, or by a 3rd party		2nd ICF meeting with Management of all 6 municipalities within the MD was held on Oct 19th, providing more clarity and direction. Collection and identification of current agreements is undergoing second draft and matching duplications across municipalities. Next meeting scheduled for February 5, 2019. A meeting with superintendents and CAO's from all ICF members is being scheduled for discussions on collaboration and to build new relationships with the new people in these positions.
Industrial Study on Annexed Lands		
Develop land use policy and regulations pertaining to future industrial and commercial development		ASP for Starline Business Park adopted December 10, 2018

Strategies

YEAR 1	Update on Progress
Develop a concept plan for the 120 acre parcel	ASP for Starline Business Park adopted December 10, 2018. Project complete.
Develop an Area Structure Plan (ASP) for Phase I	ASP adopted for all phases December 10, 2018. Project complete.
Stormwater Infrastructure	
Complete scope change to Phase I to include golf course corridor and connection to Centennial Park	Infrastructure servies has finished the operational and Capital plans required and the focus is now on Storm water Infrastructure imporvements. Funding has been applied for phase II, of the Storm Master Plan. Work is underway on the completion of the storm pnd and channel improvements in the golf course during the closed season. The Town has also removed the goldfish that were in the Town's storm ponds on the golf course.
Reapply for Alberta Community Resilience Program grant for Phase 2	Application was completed and submitted before the end of September - Awaiting response.

Strategies

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

Strategies

YEAR 1	Update on Progress	
	Gateway signs, mural maintenance	Brady has submitted a new application for a sign modification permit from AB transportation. Previous applications from hired design team were not approved by EDC, and then a subsequent application was not approved by AT. Brady has found a new design guy who has assisted. There is a 4 week delivery time required for these custom fit high quality, await permit approval to place the order. This project will be completed before the end of the year.
Develop Residential Land Resulting In Diverse Housing		
	Work with landowners to identify opportunities	Brady continues to build relationships with landowners and gain a better understanding of price and availability.
Develop Light Industrial (Annexed Lands)		
	Develop land use strategy that takes into account highest and best use	This information has been included in the ASP that was adopted by Bylaw Dec 10, 2018 and also included within the Market Analysis from WSP and Watson Economists.
	Undertake an Opportunities and Constraints analysis	WSP and Watson Economists are working to complete the supporting documents.
	Develop logical phasing plan to phase development	ASP adopted for all phases December 10, 2018. Project complete.
	Develop a Financing and Cost Sharing Model	WSP and Watson Economists are working to complete the supporting documents.
	Undertake a market analysis	Market analysis is complete.

Strategies

YEAR 1	Update on Progress	
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
Quarterly Open Houses	ASP for Annexed Industrial/Commercial Land Open House held September 18, 2018. Open House will be planned for early in 2019 with topic to be determined. Discussion on agenda for January 10, 2019 Audit & Finance committee meeting. Next open house scheduled for February 28, 2019.	
Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	Economic Development partnered with the Chamber of Commerce to host a Cannabis Information evening in November. Open house planned for early 2019 as well as opportunities for public input on the Intermunicipal Development Plan as it is developed	
Administration and Council Policies		
Redevelop the numbering and organization of policies for efficiency	Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January. First round of policy changes approved by Council January 28, 2019.	
Begin review and updating of current policies	Review of policies is in progress. General administration section being prepared to present to the Admin Services Committee. Was delayed due to priority on 2019 budget and CUPE Negotiations. Still need to present to Admin Services Committee in January. First round of policy changes approved by Council January 28, 2019.	
Address Legislative Changes in a Timely Fashion		

Strategies

YEAR 1

	Update on Progress
Develop tracking worksheet to identify changes required and progress	IDP and ICF are only remaining projects to complete to adhere to the amendments to the Municipal Government Act. Changes to the OH&S legislation have been reviewed with staff and Health and Safety committee has been established by Council. Review of changes to the Emergency Management Act are underway.
Review and update Bylaws	Ongoing
Ensure ongoing training for qualified operators/staff	Recommendations were prepared and reviewed during 2019 budget discussions.

Strategies

YEAR 1		Update on Progress
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
MLA, MP and surrounding municipal Councils at least bi-annual social		Meeting held with the MD of Willow Creek on December 19, 2018
Strengthen Stakeholder Relationships		
Encourage presentations to Council, visit organizations to build relationships and have a presence in the community		Sparta House invited to September 24, 2018 Council meeting to present on their services.
Relationships with AHS and Other Service Providers		
Continue to Enhance Relationships with AHS and Other Service Providers		
VIBRANT COMMUNITY, QUALITY OF LIFE		
Traffic & Police Enforcement		
Continue partnership for CPO services		Recommendations were reviewed during 2019 budget discussions. Changes being implemented
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2		A proposal to extend the 50&70 km/h zones was sent to AB Transportation on May 22, 2018 and again on August 27th, Council and CAO met with AB Transportation on September 26, at the AUMA Convention to discuss extension of 50 & 70 km/h zones. This request was denied. An investigation into red light camera/photo radar was initiated and we do not qualify because our population is less than 5000 people and we do not have our own paid police force. The CPO1 from Fort Macleod has only been able to come to Claresholm 18 days out of a possible 36 weeks. RCMP have increased traffic light patrol and highway #2 patrols. No joint radar blitz in conjunction with the RCMP took place. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar still very effective.

Strategies

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

Strategies

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

Strategies

YEAR 2

Update on Progress

POLICY & PLANNING

3 Year Operations Plan and 5 Year Capital Plan

Update, modify and extend financial plans

Plans will be presented for Council Adoption on February 11, 2019

Multi Use Community Facility

Award tenders and begin construction

Next facility infrastructure planning meeting is January 14, 1030 am

Intermunicipal Development Plan (IDP)

Continue work with ORRSC to prepare draft plan to present to the public at an Open House

Scheduled for the 2019 year.

Hold Public Hearing and adopt Bylaw

To be scheduled fall/winter 2019.

Intermunicipal Collaboration Framework (ICF)

Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration

Final meeting scheduled for June 17, 2019 with CAO's and senior staff, with a sub-committee meeting scheduled for March 21, 2019 with Financial staff from each municipality to review services/contract list and review financial analysis of services and TCA deficits. Significant progress and clarity has been achieved thusfar and has been a very positive process.

Stormwater Infrastructure

Complete Phase I

Continued improvements are underway to our Storm Water Infrastructure through the Golf Course with culverts being replaced and re-digging the drainage channels between some of the storage ponds on the golf course.

Strategies

YEAR 2		Update on Progress
	Tender Phase 2 if ACRP grant application is successful	Government Funding has been applied for for Phase II. Stormwater Infrastructure improvement project. This project if funded, will be in Centennial Park and include new piping to the South, under the secondary highway 520, back to the golf course. These repairs/improvements were recommended in our 2016 Master Drainage Plan.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
Development Processes		
	Review development process to identify potential efficiencies	MPC and Gavin Scott from ORRSC to review for potential land use bylaw amendments in 2019. Development Policy review underway.
ECONOMIC & COMMUNITY DEVELOPMENT		
Develop Residential Land Resulting In Diverse Housing		
	Continue work with landowners to encourage development through potential partnerships	
Develop Light Industrial (Annexed Lands)		
	Undertake recommended phasing plan to phase development	Phase 1 has been included in the draft 5 year capital plan. The Infrastructure Services Dept has been working with WSP to complete the development plan for servicing of the newly annexed industrial lands.
Implement Economic Development Business Plan		
Continue with Revitalization of Downtown & Highway Corridor		
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
	Quarterly Open Houses	Next Open House scheduled for February 28, 2019.

Strategies

YEAR 2		Update on Progress
	Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	
Administration and Council Policies		
	Complete review and update of policies	Council adopted the new Policy Manual structure and policy numbering structure on January 28th and first set of updated policies was presented and passed at that time as well. Admin Services Committee has a meeting scheduled for March 11, 2019 to review the second set of policies.
Address Legislative Changes in a Timely Fashion		
	Continue using tracking worksheet to identify changes required and progress	Monitoring of changes is ongoing.
	Continue to review and update Bylaws	Ongoing
	Ensure ongoing training for qualified operators/staff	Ongoing
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
	MLA, MP and surrounding municipal Councils at least bi-annual social	
Strengthen Stakeholder Relationships		
	Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	
Relationships with AHS and Other Service Providers		
	Continue to Enhance Relationships with AHS and Other Service Providers	
VIBRANT COMMUNITY, QUALITY OF LIFE		
Investigate Opportunities for Various Types of Housing		

Strategies

YEAR 2	Update on Progress
Work with landowners and developers to encourage housing development	Ongoing meetings with developers to discuss potential developments, and assist as required.
Traffic & Police Enforcement	
Continue partnership for CPO services	CPO Partnership with Fort Macleod has been terminated. In processes of Training our own CPO 1 Officer.
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2	
Expansion of Pathways	
Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was approved in budget 2019 and another section along 8th St. West is planned to connect the existing pathways in the SW to the sidewalk system.
Improvement of Parks	
Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Postponed to 2020 to allow time for the redevelopment plan.
Support the Arts Community	
Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	First meeting January 9 and next meeting is February 12, 2019.
Safety Programs and Sidewalk Safety	
Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk reduction program in 2019 for liability reduction and the continued improvements to our sidewalk infrastructure responsibly. Town staff working to dispose of unwanted salvage from the Multi-use building. Donated lockers to the swimming pool and have a Desk and Gym Locker sale in January.



INFORMATION BRIEF

Meeting: January 8, 2018
 Agenda Item:

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 14, 2018				
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on taxi 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 January 2019	In progress
Regular Scheduled Meeting - November 13, 2018				
3	CORRES: Community Energy Association - Referred to Administration to look into possible site options and to invite the Community Energy Association to be a delegation.	Brady/Tara	License agreement on the February 11, 2019 Council Agenda for approval	Complete
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Notification sent to the other municipalities. Will meet with CAO's & consultant to begin drafting the master agreement. Meetings scheduled for February 4 & 5, 2019	In progress
Regular Scheduled Meeting - December 10, 2018				
11	RFD: CUPE Agreement - Moved by Councillor Schlossberger to ratify the 2019 to 2022 Collective Agreement between CUPE Local 3023 and the Town of Claresholm. CARRIED MOTION #18-181	Marian	Agreement Signed	Complete
Regular Scheduled Meeting - January 14, 2019				
7	RFD: Policy #GA 01-19 - Moved by Councillor Cutler to adopt Policy #GA 01-19 regarding TCA Capitalization & Amortization as presented effective December 31, 2018. CARRIED MOTION #19-002	Blair	Policy added to policy manuals throughout the Town Departments	Complete
17d	IN CAMERA: Moved by Councillor Schulze to enter into a one-year agreement with the Town of Granum to administer their FCSS programming and funding as presented. CARRIED MOTION #19-007	Blair	Agreement Signed	Complete

Regular Scheduled Meeting - January 28, 2019				
1	BYLAW #1660 - Moved by Councillor Carlson to give Bylaw #1660, the ATB Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1660, the ATB Operating Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete
2	BYLAW #1661 - Moved by Councillor Moore to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 2nd Reading. CARRIED Moved by Councillor Schulze to give Bylaw #1661, the AMSC Operational Borrowing Bylaw, 3rd & Final Reading. CARRIED	Blair/Karine	Bylaw printed & signed	Complete
3	CORRES: Hon. Shaye Anderson, Minister of Municipal Affairs RE: 18th Annual Minister's Awards for Municipal Excellence - Council directed Administration to submit a nomination for the Town of Claresholm in the Safe Communities category for the work done by the Community Peace Officer with the Risk Reduction Workshops.	Jason/Karine	Application has been started. Deadline for submission is March 29, 2019	In Progress
5	CORRES: Canadian Senior Pro Rodeo Association - Moved by Councillor Schulze to support the Canadian Senior Pro Rodeo Association's Rodeo Finals in Claresholm October 17-20, 2019 with sponsorship of \$500. CARRIED MOTION #19-008	Karine	Cheque sent	Complete
6	CORRES: Midget D Provincial Hockey Tournament - Moved by Councillor Carlson to support the Midget D Provincial Hockey Tournament being hosted by Fort Macleod Minor Hockey by waiving ice fees for the four games to be held at the Claresholm Arena March 21-24, 2019 to a maximum value of \$600. CARRIED MOTION #19-009	Mike/Karine	Email sent	Complete
7	CORRES: Terry Mahoney RE: Resignation from the Library Board & the Museum Board - Council indicated they would like a letter of thanks to be sent to Terry.	Karine	Letter sent	Complete
8	RFD: Policy Manual Review - Moved by Councillor Cutler to adopt the renumbering of all Town Policies effective January 28, 2019 as presented. CARRIED MOTION #19-010	Blair/Darlene	Policy manuals in processes of being updated	In Progress
8	RFD: Policy Manual Review - Moved by Councillor Moore to rescind Policies GA 06-87 – Council Procedures Policy, GA 04-91 – Management Organization Policy, and GA 10-04 Council Remuneration Policy. CARRIED MOTION #19-011	Blair/Darlene	Policies removed from policy manuals throughout Town Departments	Complete
8	RFD: Policy Manual Review - Moved by Councillor Zimmer to adopt Policy 1.0.01 – Hiring Policy, Policy 1.0.05 – Performance Management Policy, Policy 1.0.10 – Recognition and Long Service Pay Policy, Policy 1.0.20 – Record Checks Policy, and Policy 1.0.40 – Payroll Administration Policy effective January 28, 2019 as presented. CARRIED MOTION #19-012	Blair/Darlene	Policies added to policy manuals throughout Town Departments	Complete
9	RFD: EDC 3 Year Plan 2019-2021 - Moved by Councillor Zimmer to approve the 2019–2021 Economic Development 3 Year Business Plan as presented. CARRIED MOTION #19-013	Brady	EDO to report each month to CAO & EDC	Complete
10	RFDirection: Doggy Poop Bags - Council directed Administration to not install any more dispensers and to monitor the situation.	Mike	Cheaper suppliers being researched. No more dispensers to be installed	Complete
17a	IN CAMERA: Moved by Councillor Cutler to appoint Barry Pratte to the Claresholm Library Board. CARRIED MOTION #19-014	Karine	Letter sent	Complete

PREPARED BY: Karine Keys, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2019

INFORMATION ITEMS

Alberta SouthWest Bulletin February 2019

Regional Economic Development Alliance (REDA) Update

• AEDO Plaque arrives from Washington

Those who braved winter roads to attend the January Board meeting were the first to see the Accredited Economic Development Organization (AEDO) Award that arrived from the International Economic Development Council (IEDC) based in Washington DC. AlbertaSW is the third economic development organization in Canada to achieve AEDO designation; the others are the Greater Halifax Partnership and the City of Hamilton Economic Development Division. There are currently 62 AEDOs world-wide.



• Tips for Grant Applications

A recent webinar featuring Mark Werthmann, economic development representative at the U.S. Department of Commerce, provided the following advice and insight to apply for grants effectively.

- **Identify a quantifiable solution to a defined problem.** What are your community's assets and gaps, and what will move your community forward in a demonstrable and measurable way?
- **Formulate measures and benchmarks for success.** Make sure you have the tools to measure your progress towards your proposed solution.
- **Find the right funder.** Find funders whose missions match your problem. What's in it for the funder? What is the funder trying to accomplish? How can you help funders reach their goals and make them proud of their investment? Align your goals with theirs.
- **Find the right collaborators.** Collaborate with other organizations to show that you have community buy-in and support. Make sure your collaborators are engaged and committed.
- **Be direct.** Make sure your solution directly addresses what the funders are asking.
- **Have a long-term plan for measuring success.** How will you demonstrate results, and sustain these efforts?



• Economic Development for Elected Officials

On January 7 Economic Developers Alberta (EDA) provided a day of learning and discussion on the role of elected officials in providing leadership to support economic growth.

UPCOMING

• Economic Developers Alberta Conference

www.edaalberta.ca April 3-5, 2019 - Banff Centre

☞ Is your community interested in developing its own renewable energy projects?

- **Alberta Community Generation Roadshow Open House** <https://www.encyalberta.ca/commgen/>
February 4, 2019 - 3:00pm- 7:00pm Southern Alberta Ethnic Association 421 - 5 Avenue South
Learn more about Alberta's **NEW** Community Generation Program and how you can prepare to participate.



SAVE THE DATE

- **Economic Resilience Training for Community and Regional Leaders**
Thursday April 11, 2019 - Fort Macleod Town Office 9:00am to 4:00pm

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0
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www.albertasouthwest.com



Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday December 12, 2018 – Putters Restaurant at the Bridges, Claresholm



Board Representatives

Barney Reeves, Waterton
Scott Korbett, Pincher Creek
Jim Bester, Cardston County
Warren Mickels, Cowley
Albert Elias, Glenwood
Duncan McLean, Granum
Dennis Barnes, Cardston
Dale Gugala, Stavely

Ron Davis, MD Ranchland
Blair Painter, Crowsnest Pass
Beryl West, Nanton
Brad Schlosser, Claresholm

Resource Staff and Guests

Bev Thornton, Executive Director, AlbertaSW
Bob Dyrda, O-Net

1. Call to Order and welcome
Executive Director Bev Thornton called the meeting to order.
2. Election of Officers
Executive Director called for nominations for position of Chair.
Scott Korbett nominated Barney Reeves.
Dennis Barnes moved THAT nominations cease.
Carried. [2018-12-603]
Barney Reeves named Chair for 2018-2019.
Chair called for nominations for the position of Vice-Chair.
Blair Painter nominated Brent Feyter.
Warren Mickels moved THAT nominations cease.
Carried. [2018-12-604]
Brent Feyter named Vice-Chair for 2018-2019.
Chair called for nominations for the position of Secretary Treasurer.
John Van Driesten nominated Scott Korbett.
Dennis Barnes moved THAT nominations cease.
Carried. [2018-12-605]
Scott Korbett named Secretary Treasurer 2018-2019.
Moved by Denis Barnes THAT Jim Bester be appointed as the additional Designated Signing Authority.
Carried. [2018-12-606]
3. Approval of Agenda
Addition: "EDA Conference"
Moved by Duncan McLean THAT the agenda be approved as amended.
Carried. [2018-12-607]
4. Approval of Minutes
Moved by Jim Bester THAT the minutes of November 7, 2018 be approved as presented.
Carried. [2018-12-608]
5. Approval of Cheque Register
Moved by Scott Korbett THAT cheques #2526 to #2543 be approved as presented.
Carried. [2018-12-609]
6. Insurance Renewal
Moved by Jim Bester THAT Directors and Officers and Liability Insurance policy be renewed with RMA Insurance (formerly Jubilee Insurance Agencies).
Carried. [2018-12-610]

- | | | |
|-----|--|---|
| 7. | Economic Developers Alberta Conference | Moved by Blair Painter THAT AlbertaSW reimburse the cost of EDA Conference registration fee for any Board Directors who can attend, April 3-5, 2019, Banff Centre.
Carried. [2018-12-611] |
| 8. | Economic Development Training | Board discussion and consensus:
"Economic Development for Elected Officials": January 7, 2019 "Economic Resiliency" to be offered in the spring. |
| 9. | Street lighting pilot project | Non-glare street-lighting technology inviting pilot site installation.
Accepted as information. |
| 10. | REDA Chair meetings | Chair Barney Reeves reported on a day of meetings in Edmonton with REDA Chairs, department staff of Alberta Economic Development and Trade and Minister Deron Bilous. |
| 11. | Summit on the Business of Outdoor Recreation | Scott Korbett attended this inaugural event in Whitefish MT. It was a successful gathering of over 250 delegates including outdoor recreation business operators, equipment manufacturers and distributors, government staff, and community leaders. It is expected this will be an annual event. |
| 12. | Destination Development Association | Community Futures Alberta Southwest had purchased a regional membership for all our communities. In 2019 this will be a FREE membership, so all communities are encouraged to access this resource. Paid membership will come into effect again for 2020.
Accepted as information. |
| 13. | Experience Development Workshop | Travel Alberta is offering this tourism industry training day in Crowsnest Pass on January 22, 2019.
Accepted as information. |
| 14. | Update from Bob Dyrda, O-Net | Bob provided an update on his new position as a consultant to O-Net. Bob remains a good broadband resource for our communities.
Chair presented Bob with a gift of appreciation for all he has contributed to AlbertaSW since 2012. |
| 15. | Executive Director Report | Accepted as information. |
| 16. | Round table updates | |
| 17. | Board Meetings: | <ul style="list-style-type: none"> ➤ January 23, 2019-Pincher Creek ➤ February 2019 NO MEETING ➤ March 6, 2019 ➤ April 3, 2019: proposed move to April 10 |
| 18. | Adjournment | Moved by Dennis Barnes THAT the meeting be adjourned.
Carried. [2018-12-612] |

UNAPPROVED

Chair

Secretary/Treasurer

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Conference Room Town Office

November 21st, 2018

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Gaven Moore, Carl Hopf, Bert Franssens, Verne Lunan and Blair Bullock

Absent: Terry Mahoney and Tom Pollon

Call to order by Barry Gibbs at 2:57 PM.

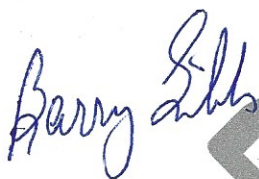
1. Barry Gibbs started the meeting with the introduction of one of latest new members, Verne Lunan.
2. Adoption of agenda as amended made by Don Glimsdale. **CARRIED**
3. Approval of minutes from October 17, 2018 meeting as is, made by Carl Hopf. **CARRIED** Copies of Octobers minutes to be sent to new members, Verne Lunan and Tom Pollon.
4. Financial report – Blair Bullock presented a financial report up to November 21, 2018. He also presented a preliminary 2019 budget relating to the museum. It was moved by Carl Hopf seconded by Verne Lunan that the budget for 2019 be recommended to council. **CARRIED**
5. Barry Gibbs updated the board on items discussed at the recent Friends of the Museum annual meeting. Anola Laing was appointed President and Myrna Glimsdale became Vice-President.
6. Strategic planning workshop scheduled for December 1, 2018 will be held in the Conference Room at the Town Office. Julie Friesen will be the facilitator. Barry handed out an agenda for the upcoming session. Also included were results the recent surveys as well as the previous Claresholm & District Museum and Visitor Information Centre Strategic Plan 2017 – 2019.
7. Old Fashioned Christmas – it was decided to decorate the museum on November 26, 2018 at 1:00 PM. Board members and Friend of the Museum are encouraged to help.
8. Executive Director's Operation Report – Blair Bullock reported that the application deadline for the AMA Staffing Grant was missed. The change in the status of the previous Executive Director resulted in salaries and benefits \$20K below budget. This we be carried forward to 2019 to help offset the lack

of the AMA grant for 2019. There was some discussion on the hiring process for a new Executive Director.

9. 50th Anniversary of Claresholm & District Museum – Discussion on how to celebrate our 50th anniversary and planning for 2019 theme. A planning committee of Verne Lunan, Betty Hoare and Barry Gibbs was formed to spearhead the celebration. The Friends of the Museum will also be asked to become part of the committee. All board members are asked to submit ideas to help the committee.
10. Annual Museum Themes: the next two years themes would be:
2019 – Women in Agriculture
2020 – 75th anniversary of end of British Commonwealth Air Training Program (Claresholm Airport & Base)
11. Other Business: Board agreed that the yearly calendar showing scheduled meetings was very useful. Betty will do up the same for 2019.

Meeting adjourned at 4:50 PM.

In lieu of a December meeting a social event will be held at Barry Gibbs residence.



Barry Gibbs
Board Chair



Dave Hunka
Manager, Municipalities
& Key Accounts North
Customer Service

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February 7, 2019

RE: Approved FortisAlberta 2019 Distribution Rates

As a follow up to our correspondence of Sept. 25, 2018, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for FortisAlberta's distribution rates, effective January 1, 2019. In addition, the AUC has approved transmission rider rates effective January 1, specifically the Balancing Pool Allocation Rider, Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider. FortisAlberta flows through and collects all transmission costs as billed by the Alberta Electric System Operator (AESO) as approved by the AUC.

The attached chart illustrates the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2018 and January 2019 bundled bill from your retailer. The bundled bill percentages indicated on the attached chart will vary slightly compared to the version you would have received in September, as it reflects the transmission rider rate adjustments.

In addition, adjustments were approved by the AUC for the Maximum Investment Levels effective January 1, 2019. The chart reflecting these approved levels is also included in this correspondence.

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".

Dave Hunka
Manager, Municipalities & Key Accounts North
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**Average Monthly Bill Impacts by Rate Class
Including Energy, Retail, Distribution, Transmission and Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2018 Bill	Jan 2019 Bill	\$ Difference	% Change
11	Residential	300kWh		\$ 70.31	72.16	\$ 1.85	2.6%
		640kWh		115.53	117.67	\$ 2.14	1.9%
		1200kWh		189.98	192.66	\$ 2.68	1.4%
21	FortisAlberta Farm	900kWh	5kVA	\$ 183.98	178.07	\$ (5.91)	-3.2%
		1,400kWh	10kVA	305.75	295.65	\$ (10.10)	-3.3%
		7,500kWh	25kVA	1,173.54	1,138.10	\$ (35.44)	-3.0%
26	FortisAlberta Irrigation	6,000kWh	20kW	\$ 1,647.98	1,782.60	\$ 134.62	8.2%
		14,518kWh	33kW	3,411.60	3,737.66	\$ 326.06	9.6%
		45,000kWh	100kW	10,445.90	11,456.60	\$ 1,010.71	9.7%
31	Street Lighting (Investment)	5,144kWh	12,500W	\$ 2,804.80	2,974.38	\$ 169.59	6.0%
33	Street Lighting (Non-Investment)	7,900kWh	20,000W	1,527.70	1,637.00	\$ 109.30	7.2%
38	Yard Lighting	5,000kWh	12,000W	1,827.32	1,940.92	\$ 113.60	6.2%
	Based on 100 HPS Lights in assorted fixture wattages						
41	Small General Service	1,083kWh	5kW	\$ 197.43	198.91	\$ 1.48	0.7%
		2,165kWh	10kW	372.38	374.83	\$ 2.45	0.7%
		10,825kWh	50kW	1,771.97	1,782.18	\$ 10.20	0.6%
44/45	Oil & Gas Service	2,590kWh	7.5kW	\$ 434.58	419.90	\$ (14.68)	-3.4%
		5,179kWh	15kW	839.19	811.11	\$ (28.07)	-3.3%
		25,895kWh	75kW	4,010.42	3,878.71	\$ (131.71)	-3.3%
61	General Service	32,137kWh	100kW	\$ 3,718.66	3,661.84	\$ (56.82)	-1.5%
		63,071kWh	196kW	6,928.10	6,833.64	\$ (94.45)	-1.4%
		482,055kWh	1500kW	47,344.65	46,766.36	\$ (578.29)	-1.2%
63	Large General Service	824,585kWh	2500kW	\$ 85,610.13	83,701.39	\$ (1,908.74)	-2.2%
		1,529,769kWh	4638kW	144,198.00	141,909.17	\$ (2,288.83)	-1.6%
		3,298,338kWh	10,000kW	301,473.62	298,231.56	\$ (3,242.07)	-1.1%

Notes:

As approved by the Alberta Utilities Commission in Decision 23893-D01-2018 on December 19, 2018

Riders Included:

Municipal Franchise Fees
Municipal Assessment Rider (0.94% on July 1, 2018)
2019 Base Transmission Adjustment Rider
2018 Q4 & 2019 Q1 Quarterly Transmission Adjustment Rider
2019 Balancing Pool Allocation Rider

Retail / Energy Price Assumptions:

Rates 11 thru 44 -- January 2018 to December 2018 Average EPCOR Regulated Rate Tariff
Rates 61 & 63 -- November 2017 to October 2018 Average EPCOR Default Supply Rates

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

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

Effective: January 1, 2019 as approved in Decision 23893-D01-2018

Thanks...



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Dear Town of Claresholm:

*** from the bottom
of my heart!

Thank you very much for
sponsoring the Chamber's
Trade Fair with the most
awesome seat auction
prize. I bought it again this
year & enjoy it totally! Will
put license plate on my car
when weather warms up.
Lorraine Norgard

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for January 10, 2019

4:00 pm Town Council Chambers



Present: Mayor Doug MacPherson
Brad Schlossberger, Deputy Mayor
Kieth Carlson, Councillor
Lise Schulze, Councillor
Mike Cutler, Councillor
Gaven Moore, Councillor
Doug Priestley, Member-at-large

Absent: Craig Zimmer, Councillor

Staff: Marian Carlson, CAO
Blair Bullock, Director of Infrastructure Services
Mike Schuweiler, Director of Infrastructure Services
Tara VanDellen, Development Officer
Brady Schnell, Economic Development Officer

1. **Call to Order** 4:05 pm; Meeting was called to order by Mayor Doug MacPherson.

2. **Approval of Agenda**

- Motion to adopt the agenda as presented by Doug Priestley. CARRIED

3. **Minutes for Approval**

- **December 3, 2018** – Motion to approve by Councillor Moore. CARRIED

4. **Business**

4.1 Electric Car Charging Stations

Discussion

- *Discussion regarding the EV charging station program and plans for developing in Claresholm. The Prairie to Peaks program requires 3 or 4 potential locations by Jan 11, 2019 to investigate further in terms of electrical service and space available. Visibility, Access from highway, and proximity to downtown businesses a consideration.*

Motion

- *Moved by Councillor Schulze to recommend 5126 1 St West (south of the Town's museum 2-locations), 115 50 Ave West (downtown parking lot), & 5318 2 St West (currently a vacant school that is in plans for the Town's new admin offices and multi-use building in phase 2) as the potential locations for the EV charging station. Carried.*

4.2 Starline Business Park – Probably Costs & Off-site Levies

Discussion

- *Discussion regarding the probable costs provided by WSP was presented and discussed. Options for the off-site infrastructure portions were discussed. Information regarding off-site levies was presented. More information will follow as WSP completes the remaining studies associated with the Business Park.*

4.3 2020-2024 Capital Financial Plan

- *Discussion regarding the 2020-2024 Capital Financial Plan. Revision presented was to remove the water tower painting from the capital plan.*

Town of Claresholm

Facility & Infrastructure Planning Committee (FIPC)

Meeting Minutes for January 10, 2019

4:00 pm Town Council Chambers



5. Next meeting: Feb 7th at 5pm

6. Adjournment: 6:07 p.m. Motion by Doug Priestley

CARRIED