



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 11, 2021
AGENDA**

Time: 7:00 P.M.

Place: Electronic Only due to COVID-19 Pandemic

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAfNL1KA/live>

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – DECEMBER 7, 2020

PUBLIC HEARING: BYLAW #1667 – Land Use Bylaw Amendment

DELEGATION: WILLOW CREEK IMMIGRANT SERVICES – Susan Kolpak-Jarvis
RE: Rural & Northern Immigration Pilot & Welcoming Claresholm Project

ACTION ITEMS:

1. BYLAW #1667 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings
2. BYLAW #1709 – Dog Bylaw
RE: 1st Reading
3. BYLAW #1710 – Traffic & Highways Bylaw
RE: 2nd & 3rd Readings
4. BYLAW #1711 – Unsightly Premises & Property Standards Bylaw
RE: 2nd & 3rd Readings
5. BYLAW #1716 – BMO Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
6. BYLAW #1717 – AMSC Operational Borrowing Bylaw
RE: 2nd & 3rd Readings
7. BYLAW #1718 – Land Use Bylaw Amendment
RE: 1st Reading
8. BYLAW #1719 – Land Use Bylaw Amendment
RE: 1st Reading
9. NEWS RELEASE: Alberta Municipal Affairs
RE: Fiscal report card improves local decision-making
10. CORRES: Hon. Tracy Allard, Minister of Municipal Affairs
RE: MSP Red Tape Reduction
11. CORRES: Hon. Tyler Shandro, Minister of Health
RE: HEMS Review / 2020 Air Ambulance Review Update
12. CORRES: Reynolds Mirth Richards & Farmer LLP
RE: 36th Annual Municipal Law Seminar
13. CORRES: Oldman Watershed Council
RE: On-going Support
14. CORRES: City of Cold Lake
RE: Letter to Minister Shandro about COVID-19 Alert
15. CORRES: Claresholm Potters Guild
RE: Use of Mackin Hall
16. REQUEST FOR DECISION: Kinsmen Club Grant Application – Playground
17. REQUEST FOR DECISION: Minor Hockey Grant Application – Zamboni
18. REQUEST FOR DECISION: Ortho Photography Project
19. FINANCIAL REPORT: Statement of Operations – November 30, 2020
20. INFORMATION BRIEF: 2020 Healthy Community Award Winners
21. INFORMATION BRIEF: Foreclosure & Debt Recovery
22. INFORMATION BRIEF: Arena Early Closure
23. INFORMATION BRIEF: Council Resolution Status
24. ADOPTION OF INFORMATION ITEMS
25. IN CAMERA
 - a. Intergovernmental Relations – FOIP Section 21
 - b. Local Public Body Confidences – FOIP Section 23

INFORMATION ITEMS:

1. Alberta SouthWest Bulletin – December 2020
2. Alberta SouthWest Regional Alliance Board Meeting Minutes – November 4, 2020
3. Oldman River Regional Services Commission (ORRSC) Executive Meeting Minutes – November 12, 2020

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES DECEMBER 7, 2020

Place: **Electronic Only Due to COVID-19 Pandemic**

Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live>

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

ABSENT: None

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

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin immediately at 7:03 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 7:03 p.m. by Mayor MacPherson.

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

CARRIED

MINUTES:

1. REGULAR MEETING – NOVEMBER 23, 2020

Moved by Councillor Zimmer that the Regular Meeting Minutes of November 23, 2020 be accepted as presented.

CARRIED

2. SPECIAL MEETING – NOVEMBER 25, 2020

Moved by Councillor Schlossberger that the Special Meeting Minutes of November 25, 2020 be accepted as presented.

CARRIED

DELEGATION: CLARESHOLM SKATEPARK ASSOCIATION

Due to technical difficulties, Councillor Moore joined the meeting part way through the delegation presentation.

The Claresholm Skatepark Association has been working for many years on plans for a new skatepark. They have been working with New Line Skateparks Inc. in order to develop a design for a skatepark to be located on the same lot as the new Town Administration Building on 55th Avenue West. A design survey as presented to the public and the results were presented to Council by Jim Barnum from New Line Skateparks Inc. and Lisa Darch, chairperson of the Claresholm Skatepark Association.

ACTION ITEMS:

**1. BYLAW #1667 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Carlson to give Bylaw #1667, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

**2. BYLAW #1710 – Traffic & Highways Bylaw
RE: 1st Reading**

Moved by Councillor Zimmer to give Bylaw #1710, a Traffic & Highways Bylaw, 1st Reading.

CARRIED

**3. BYLAW #1711 – Unsightly Premises & Property Standards Bylaw
RE: 1st Reading**

Moved by Councillor Schlossberger that for Section 13.2 of Bylaw #1711, the Unsightly Premises & Property Standards Bylaw, the date to come into effect for the parking of recreational vehicles for Section 3.7 be stated as October 1, 2021.

CARRIED

Moved by Councillor Carlson to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 1st Reading.

CARRIED

**4. BYLAW #1716 – BMO Operational Borrowing Bylaw
RE: 1st Reading**

Moved by Councillor Cutler to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 1st Reading.

CARRIED

5. BYLAW #1717 – AMSC Operational Borrowing Bylaw
RE: 1st Reading

Moved by Councillor Zimmer to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 1st Reading.

CARRIED

6. CORRES: Hon. Tyler Shandro, Minister of Health
RE: Negotiations with the Alberta Medical Association

Received for information.

7. CORRES : Hon Tyler Shandro, Minister of Health
RE: Claresholm & District Transportation Society

MOTION #20-180

Moved by Councillor Schlossberger to write a letter to Darren Sandbeck, Senior Provincial Director and Chief Paramedic at Alberta Health Services to advocate on behalf of the Claresholm & District Transportation Society and their capacity to complete patient transfers in Claresholm between facilities, and to request an in-person meeting with Council as soon as possible.

CARRIED

8. CORRES : Rural Development Network
RE: Call for Proposals

Received for information.

9. CORRES: Community Foundation of Lethbridge & Southwestern Alberta
RE: Funding Grant for the Kidz Zone Building Residing Project

Received for information.

10. CORRES : Claresholm Golf Club
RE: Request for Letter of Support

MOTION #20-181

Moved by Councillor Zimmer to write a letter of support for the Claresholm Golf Club's application to the Community Facility Enhancement Program Grant for the purpose of installing irrigation improvements and purchasing golf carts.

CARRIED

11. REQUEST FOR DECISION: Letter of Understanding

MOTION #20-182

Moved by Councillor Schulze to approve the letter of understanding with the Claresholm Childcare Society and Learn-A-Lot Playschool for the shared spaces within the Town's facility located at Lot 2, Block 1, Plan 2010646 as amended.

CARRIED

12. REQUEST FOR DECISION: Free Public Swim Initiative

MOTION #20-183

Moved by Councillor Cutler to support the Claresholm Healthy Community Coalition's Free Swim Initiative at the Claresholm Aquatic Centre for the 2020 and 2021 years by donating 26 hours of pool rental time for each year.

CARRIED

13. REQUEST FOR DECISION: 2021 Budget

MOTION #20-184

Moved by Councillor Carlson to approve the interim 2021 Operational and Capital Budgets as presented.

CARRIED

14. REQUEST FOR DECISION: 2021 Municipal Election

MOTION #20-185

Moved by Councillor Cutler to appoint Karine Keys as the Returning Officer for the 2021 elections.

CARRIED

MOTION #20-186

Moved by Councillor Moore to appoint Marian Carlson and Blair Bullock as Substitute Returning Officers for the 2021 elections.

CARRIED

MOTION #20-187

Moved by Councillor Schlossberger to hold an institutional vote for the election on Monday, October 18, 2021 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor.

CARRIED

15. REQUEST FOR DECISION: Organizational Meeting Amendments

MOTION #20-188

Moved by Councillor Moore to appoint Tony Hamlyn to the Chinook Arch Regional Library System Board with Darry Markle as an alternate.

CARRIED

MOTION #20-189

Moved by Councillor Schulze to designate Tuesday, May 25th as the second regular meeting date for the month of May 2021 rather than Monday, May 24th due to the Victoria Day holiday.

CARRIED

16. FINANCIAL REPORT: Statement of Operations – October 31, 2020

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended October 31, 2020 as presented.

CARRIED

17. INFORMATION BRIEF: Council Resolution Status

Received for information.

18. ADOPTION OF INFORMATION ITEMS

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

CARRIED

19. IN CAMERA:

a. LAND – FOIP Section 16.1

Moved by Councillor Moore to go In Camera at 8:34 p.m. for the following items:

a. LAND – FOIP Section 16.1

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:34 p.m.

Moved by Councillor Cutler to come out of In Camera at 8:53 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:53 p.m.

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:53 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:53 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DELEGATIONS



CCIS-WCIS Welcoming Claresholm Project September-December Evaluation Highlights

December 2020



Susan Kolpak-Jarvis

1.0 Introduction and Background

Calgary Catholic Immigration Society (CCIS) is a non-profit organization with expertise in providing settlement and integration services to immigrants and refugees. With a vision of a society where immigrants and refugees can reach their potential, CCIS' mission is to effectively partner within the community to empower immigrants and refugees to successfully resettle and integrate.

Claresholm recently acquired the services of Willow Creek Immigrant Services as a rural arm of CCIS, identifying that access to settlement services were important and necessary to sustaining the RNIP Project. With Claresholm chosen as one of the 11 communities across Canada to become part of the Rural Northern Immigration Pilot, CCIS recognized the value of implementing a welcoming and Inclusive Claresholm, to build community capacity and create conditions that would retain newcomers within the town. Our role is in developing initiatives that are welcoming, inclusive and support the path of those newly arrived, and who plan on naming Claresholm as their home.

2.0 The goals of this project:

- Create a Welcoming and Inclusive Community where all new residents/immigrants feel included and connected, with the ability to participate within the community as they choose
- Support the integration of newcomers and connect them with agencies and groups that serve to empower and enhance their independence and self-sustainability.
- Engage the support of leaders, educational institutions, literacy providers, employment services, and those resources most relevant to newcomers*
- Establish a Welcoming Claresholm Committee with broad-based membership, to realize needs and gaps within newcomer experience; and to collectively seek opportunities and solutions to bridge barriers
- Build our knowledge base and increase the ability of employers to support newcomers in the workplace
- Host focus groups for both employers and newcomers
- Heighten community awareness of the challenges experienced by newcomers; how to best support their integration, and finally to reflect upon how cultural diversity enriches the town.
- Empathize with the unique challenges and needs of newcomers and understand our own biases; our Canadian cultural context doesn't immediately become normalized without time and support
- Embrace diversity through cross-cultural events and those that highlight their individual traditions and celebratory expressions
- Increase the social capital of newcomers

3.0 Strategies

- For these initiatives to become practice it was/is important to engage both the business community and other “people-serving” organizations who may have direct contact and communication with newcomers.
- Establish a Welcoming Committee: participants include those interested and engaged in supporting the journey and well-being of newcomers, as well as individuals with lived experience.
- The committee meets once monthly to provide an overview of needs, trends and challenges evolving within the newcomer community, and to develop a sustainable Community Action Plan; 3 meetings held to date.
- Committee members include those from FCSS, Chamber of Commerce, Town Council, Livingstone Range School Division, Primary Care Network, representatives from local Churches, Childcare Association, and local business owners/employees.
- Members-at-large include Alberta Health Services, Willow Creek Adult Learning Society, the Public Library, local Housing Authority, MCG Careers, Bow Valley College, Financial Institutions, Chinook Sexual Assault Centre, Inclusion Foothills, Wildrose Community Connections, and Rowan House Society.
- In early September we made a brief presentation to the Willow Creek Ministerial Committee to communicate the goals of our work
- Resources and information have been provided to local service providers, organizations, and volunteers to better equip them in creating a welcoming community.
- Diversity training was offered in September to RNIP-interested employers to bring understanding to the challenges experienced by newcomers; to appreciate that they arrive with a variety of cultural contexts, and that specific support to these may be required to sustain and retain them in the local workplace.
- Employer Support will continue to evolve where challenges and gaps arise in support of their newcomer workforce, or to specific individual need
- Three volunteers have been recruited to support newcomers and other projects

Research

In early autumn we partnered with the Rural Development Network (formerly ARDN) who were involved in a joint research project with the University of Alberta. Our role was to share information on our findings with respect to Newcomer experiences in Claresholm; four other communities participated in this project and the results/comparison of data was shared with stakeholders in mid-December.

4.0 Survey Results of Newcomers

- 12 individuals were willing to participate
- Cultural backgrounds: India, Philippines, Nigeria, South Africa, Ukraine

Highest percentage of responses by Newcomers as follows:

1. Securing long-term housing
2. Finding meaningful employment and transferring skills/education from country of origin
3. Discrimination
4. Adjustments to pace of life/food/lack of family support

Practical Needs:

Navigation of systems such as banking, licensing, accessing rentals, utilities, winter preparedness, understanding schooling for children

Comments:

Participants believed that it would be helpful to have multicultural events to bring awareness of their unique backgrounds into the community; to share foods and traditions; remove misunderstanding, and gain insight into life through other cultural contexts.

WELCOMING CLARESHOLM COMMITTEE

Mission

A committee comprised of community members that strive to create a welcoming town where new residents/immigrants feel included and connected, with the ability to participate within the community as they choose.

Vision

A community that is welcoming, inclusive and accessible to newcomers.

Goals

1. To encourage inclusion and celebrate the diversity within our community
2. To provide easy access to all resources as required and direct all newcomers to first points of contact for basic needs
3. For all community members to feel safe and secure

Guiding Principles

- Active and engaged membership.
- Ensuring the hierarchy of needs for newcomers is being met
- Educating the community about the committee's initiatives
- To encourage the sharing of ideas and perspective while working as a team
- Working collectively to implement agreed-upon priorities

Terms of Membership

Ongoing membership of agency/organization as listed above. Agencies/organizations commit to representation on the committee

Ad-hoc or sub committees may include different members

Membership Duties

- Attend monthly meetings and/or send proxy-in-absence to ensure the work of the committee will progress.
- Provide input while attending meetings.

- Report back to agency/organization to ensure that information is disseminated to a broad network of community leaders/partners. This will ensure the increase of coordination in community response to welcoming newcomers.
- Assist with the recruitment of new members for the committee and sub/ad-hoc committees.
- Actively promote the vision, mission, guiding principles and activities.
- Actively participate in action items and committee initiatives in order to report responsibly back to funders on the progress and accomplishment of goals.

Jurisdiction

Municipality of Willow Creek.

Structure

- Active members, or members at large to be apprised via email.
- Sub-committees for special projects to evolve over time (as needed)
- WCIS to Chair and lead discussion
- Agenda preparation: WCIS and committee
- Minute-taking: WCIS
- Update membership list: WCIS (email circulation)
- Committee spokesperson (WCIS staff) will be responsible for providing statements to the media regarding the committee

Decision Making Process

Decisions will be based upon:

1. Those that affect the committee as a whole and/or
2. As part of the sub-committee as relevant to their goals

Resources/Budget

- **WCIS** – minimal budget.
- **Town Economic Development Committee** – some funding may be available in 2021
- **In-Kind Support** - meeting or event space; food/material donations from businesses
- **Grant Applications** - any potential granting opportunities will be explored by the ad-hoc committee consisting of a minimum of 3 committee members whose agency's mandate is complementary to the possible opportunity

Fiscal Agent

Potentially the Town of Claresholm for grant funds; Church partnerships.



Meetings

Regularly scheduled on the 4th Thursday of the month, from 5:30pm to 7:00 pm.

Annual Review/Evaluation

A yearly review of the terms of reference and committee activities to be held in June.



COMMUNITY PRIORITIES

Residents, community organizations, government, business and other key stakeholders will base their diversity and inclusion work on six priorities that they have identified. They are numbered for the purposes of reference and not order of urgency or importance. RACIDE will facilitate implementation and will provide annual progress updates and measurement results through Council presentations.

1. EFFECTIVE COMMUNICATION OF INFORMATION TO AND WITHIN THE COMMUNITY

INCLUDING:

- Awareness of diversity and inclusion initiatives
- Awareness of existing programs and services
- Inclusive communication

2. DIVERSE VOICES ARE IDENTIFIED, INVOLVED AND ENGAGED

INCLUDING:

- Decisions informed by consultation
- Engagement and consideration of diverse perspectives

3. PROMOTE A SENSE OF COMMUNITY BY RECOGNIZING AND CELEBRATING DIVERSITY

INCLUDING:

- Opportunities for socializing, gathering
- Promotion of the region's diversity
- Recognition of those who adopt inclusive practices

4. INCREASE UNDERSTANDING THROUGH EDUCATION

INCLUDING:

- Employer/employee diversity and inclusion competency training and resources
- Knowledge about safety, human rights and individual responsibilities
- Public education and awareness

5. FOSTER TRUST AND COLLABORATION BETWEEN GROUPS AND INDIVIDUALS

INCLUDING:

- Strong relationships between residents, community organizations, government and businesses
- Awareness and recognition of collaborative efforts
- Opportunities for cross-group interaction

6. REDUCE BARRIERS TO RESOURCES AND SERVICES

INCLUDING:

- Accessible job, language, healthcare, recreation, and transportation services
- Physically accessible infrastructure
- Inclusive spaces and services

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1667**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1667 is to update the sign sections of the bylaw as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1667 be consolidated with Bylaw #1525 and the amendment is authorized to include adjustments to formatting, page numbering and section numbering throughout the document.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **7th** day of **December** 2020 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

“Schedule A”

1. Revise Schedule 1 Land Use Districts as follows:

Add ‘Signs in accordance with Schedule 2’ under permitted uses of all districts excepting Direct Control

Add ‘Signs in accordance with Schedule 2’ under discretionary uses of all districts excepting Direct Control

2. Revise Schedule 2 Signs sections as follows:

Schedule 2 SIGNS

1. PURPOSE AND SCOPE

The purpose of this Schedule is to create the legal framework for a comprehensive and balanced system of sign regulation that will provide an easy and pleasant communication between people and their environment, and avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community appearance. With these purposes in mind, it is the intent of this Schedule to authorize the use of signs that:

- A. Promote the health, safety and general welfare of visitors and citizens of the town and preserve and enhance property values.
- B. Encourage a positive business atmosphere.
- C. To promote and accomplish the goals, policies and objectives of the Town of Claresholm’s Municipal Development Plan.
- D. Promote aesthetically pleasing and compatible signage which implements the land use bylaw of the town.
- E. Provide for consistent and fair application and enforcement of the regulations pertaining to signs.
- F. The regulations of this Schedule shall apply on all public and private lands.
- G. It is not the intent of this Schedule to interfere or conflict with legally existing private restrictions, covenants, agreements or easements unless they are less restrictive than required by this Schedule.

2. DEFINITIONS

For the purpose of the Land Use Bylaw and this Schedule, the following definitions apply:

A-Board means a portable sign which is set on the ground, built of two similar pieces of material and attached at the top by a hinge(s) so as to be self-supporting when the bottom edges are separated from each other and designed and built to be easily carried by one person.

Awning means a fixed, folding or collapsible covering supported by a frame extending outward from a building to provide shelter from sun or rain. ~~(See section 9 of this schedule)~~ **See Canopy sign.**

Banner means a temporary sign of light weight material intended to be secured to the flat surface of a building, at the top and the bottom on all corners, excluding official flags and emblems.

Billboard means a freestanding sign exceeding 300 sq. ft which is supported by one or more poles, uprights or braces, in the ground that is designed for changeable messages which advertise or direct attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than on the premises upon which the sign is located or to impart a public service message.

~~Canopy or Awning Sign means a permanent fixture fitted over windows and doors and used for either shelter advertising or decoration. (See section 9 of this schedule)~~ a projecting sign that is mounted, painted or otherwise attached to an awning, canopy or marquee.

~~Combination Sign means any sign which combines the characteristics of two or more types of signs including roof projecting and ground projecting signs.~~

Construction Company Sign means a temporary sign identifying the contractor, architect, designer or other affiliated organization responsible for the construction of a new project.

~~Council means Council of the Town of Claresholm.~~

~~C.S.A. means the Canadian Standards Association.~~

Display Surface means the entire area within a single continuous perimeter enclosing the extreme limits of a sign and in no case passing through or between any adjacent elements of same. However, such perimeter shall not include any structural elements lying outside the limits of such sign and not forming an integral part of the display.

Electronic Display means sign copy displayed utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light-emitting diode displays, or any other similar electronic technology.

~~Electrical Sign means any sign which has characters, letters, figures, designs, faces, backgrounds or outlines, illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign proper. These light sources being either external or internal.~~

Fascia Sign means a sign attached across the face of the building, located approximately parallel thereto, in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign.

Footing means a sign which is supported by one or more poles, uprights or braces, in or upon the ground, which are not part of a building other than poles or pylon signs.

Freestanding Sign means a sign supported independently of a building, wall, or other structure by way of columns, uprights, braces, masts or poles mounted in or upon grade.

Frontage means the front lot line and the side of a lot abutting a public roadway. Frontage does not include any side of a lot abutting a lane unless the lane is the only means of physical access.

~~Sandwich Boards and Ground Signs means a sign which is supported by one or more poles, uprights or braces, in or upon the ground, which are not part of a building other than poles or pylon signs. Sandwich board signs shall be no larger than 46" high and 36" wide and will be placed in such a way that it will not impede foot or wheel chair traffic. (See Portable signs Section 5 of this schedule)~~

Letter sign means a fascia type sign whereby individual letters are mounted on the wall or fascia of a building.

Lot Line means the divisional line between any two or more lots or between any lot and a road, street or lane, and shall include any line bounding the lot other than a street line.

Marquee or Canopy means a solid projection extending horizontally from the face of a building between the first and second storey thereof, over a niche or entrance. See Canopy sign.

Monument Sign means a freestanding identification, advertising or business sign which is supported by a pole(s) or base having a combined width(s) greater than two feet (2') which is mounted permanently in the ground.

Multi-Tenant Sign means ~~any sign advertising or otherwise related to an occupation or use that is not the primary use of the premises.~~ any freestanding sign that contains sign content that advertises more than one tenant or business.

Mural Sign means a painting or other decorative work applied to and made integral with an outside wall surface of a building.

Nonconforming Sign means ~~a sign or sign structure which lawfully existed at the time a zoning or land use ordinance became effective but which does not presently conform to all the requirements of the applicable zoning ordinance.~~

Off Premises Sign means a sign indicating the availability of goods or services at a location other than the location of the sign.

On-Premises Sign means a sign located on the property that it serves.

Overhanging means that which projects over any part of any street, lane or other Town property.

Parapet means a low retaining wall at the edge of a roof, porch or terrace.

Portable Sign means a sign that is not permanently affixed to a building, structure or the ground and is supported on a structure allowing it to be readily moved from one location to another.

Primary Sign means a sign advertising the primary use of the premises.

Projection means the distance by which a sign extends over public property or beyond the property line.

Projecting Sign means a sign ~~other than a wall sign~~ suspended from or supported by a building or steel column and projecting out there from.

Pylon or Pole Sign means a free standing sign supported by or suspended from a free standing column or columns of structural steel, pipe or poles.

Roof Sign means a projecting sign erected upon or above a roof or parapet of a building.

Secondary Sign means any sign advertising or otherwise related to an occupation or use that is not the primary use of the premises.

Shingle sign means a small **projecting** sign, which is either suspended from an overhang, canopy, marquee or awning, or is suspended from a mounting attached directly to the building wall. Shingle signs are generally placed perpendicular to the face of a building.

Sign means every sign, ~~that ground sign, wall sign, roof sign, illuminated sign, projecting sign, temporary sign, pylon or pole sign and clock, and shall include~~ any announcement, declaration, demonstration, display, illustration or insignia, used to advertise or promote the interests of any person when the same is placed out of doors in view of the general public.

~~Skeleton Parapet Sign means individual letters mounted on a parapet wall.~~

Snipe sign means any sign of any size, made of any material, including paper, cardboard, wood and metal, when such sign is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the premises upon which said sign is located.

~~Street Line means the divisional line between a lot and a street.~~

Structure means supports, uprights, bracing and framework for the sign or outdoor display.

~~Structural Trim means the moulding battens, cappings, nailing strips, latticing, platforms and letters, figures, characters or representations in cut out or irregular form, which are attached to a sign structure.~~

Temporary Sign means any sign permitted, designed or intended to be displayed for a short period of time, including balloon signs, developer marketing signs, land use classification signs, construction signs, political signs, banner signs, feather flags or any other sign that is not permanently attached to a building, structure or the ground.

Wall Sign (~~Fascia sign~~) means a **fascia** sign attached to or erected against the wall of a building with the exposed display surface of the sign in a plane approximately parallel to the plane of the said wall.

~~Yard means an open space located on the same lot as the building which it serves unoccupied from the ground to the sky or from an intermediate floor to the sky and which extends along the entire length of the lot line or street line.~~

3. PROHIBITED SIGNS

- (a) Signs which employ revolving, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices or other similar lighting, but does not include changeable content, sign projection styles or animation.
- (b) In any residential district, signs that employ animation or changeable content as the projection style are prohibited.
- (c) Any signs located within the public right-of-way or on public property, except for signs approved by the Town of Claresholm, which may include: electoral signs, canopy signs, shingle signs, fascia signs and temporary signs or signs approved by the Province of Alberta or Federal Government.

- (d) Signs that are attached to or appearing on any vehicle or trailer which is parked on a public right of way or any other public lands or on private land that is located adjacent to a public right of way with the intent/purpose of displaying the sign to motorists and the public for any period of time excepting signs for special events organized by a non-profit association, group or organization for a display time period not to exceed twenty-four (24) hours.
- (e) Any sign which has not obtained a development permit or any sign which has not been deemed exempt from the requirement of obtaining a development permit as per this sign schedule (see Section 4 – Signs Not Requiring a Permit).
- (f) No sign shall be located or placed in such a manner that, in the opinion of the Development Authority, will create a potential hazard or conflict with rights-of-way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage.
- (g) Billboard signs are not permitted in the Town of Claresholm.

4. SIGNS NOT REQUIRING A PERMIT

No Development – Sign Permit is required for the following types of signs:

- (a) construction company signs, provided such signs are removed within 14 days of the completion of construction; ~~and~~
- (b) signs of ~~public~~ on municipal buildings or structures; ~~and~~
- (c) Canadian federal, provincial, and municipal political posters, provided all such signage is removed within 14 days after the completion of the relevant election or plebiscite; ~~and~~
- (d) a single temporary real estate sign located on the subject property, provided all such signage is removed within 30 days after the sale or lease of the premises; ~~and~~
- (e) residency identification signs, provided the sign is no greater than 0.2 m² (2 sq. ft.) in area; ~~and~~
- (f) garage sale signs, provided the owner of the property upon which the sign is located has approved its placement and that the sign is removed immediately upon the conclusion of the sale. These signs shall not be displayed for more than 48 hours in a given week; ~~and~~
- (g) on-premises directional and informational signage and incidental signs, 0.2 m² (2 sq. ft.) or less in display surface; ~~and~~
- (h) any traffic or directional and informational signage erected by the Town of Claresholm, ~~or~~ the Alberta Government or the Federal Government; ~~and~~
- (i) any community service bulletin board erected by the Town of Claresholm and any notices posted on the bulletin board; ~~and~~

- (j) any window sign posted on the interior of the premises provided that no more than fifty percent (50%) of the window area is covered;
- (k) home occupation signs as provided in Schedule 10;
- (l) neon or placard signs which indicate 'Open' or 'Closed' within commercial, public or industrial districts;
- (m) shingle signs that meet the provisions of this schedule and are part of the Town's Shingle Signage Program;
- (n) the alteration of a sign which only includes routine maintenance, painting or change in face, content or lettering and does not include modification to the sign structure or projection style
- (o) one A-board sign per business is permitted subject to the following requirements:
 - (i) shall not exceed 0.6 m (2 ft) in width and 1 m (3.3 ft) in sign height;
 - (ii) shall not impede the safe movement of pedestrian traffic or block a fire exit or doorways;
 - (iii) shall be removed at the end of the business day;
 - (iv) shall not be illuminated;
 - (v) shall be located immediately in front of the business; except where the business has no street frontage and the primary entrance is in a rear lane, then the sign may be placed on the nearest street frontage, and
 - (vi) real estate A-board signs provided they are removed within 24 hours of the open house.



- (p) banner signs which are displayed for a period on time not exceeding 90 days and are do not exceed 4.64 m² (50 sq. ft) of display surface.

provided all such signage is suitably maintained to the satisfaction of the Development Authority.

3.5. SIGN PERMIT REQUIREMENTS

~~A sign permit shall be required prior to the construction, reconstruction, location, relocation, alteration, modification or use of any sign except signs as described in below under Section 4 'Signs not requiring a Permit' in this schedule. Sign permits must be submitted to the administration department. The Development Officer will conduct a concurrent review of the permit request for compliance with this schedule. Should the sign permit request also require a~~

~~building permit for structural, electrical or footing components, the construction related details necessary for a building permit application must also be submitted.~~

- ~~(1) Unless otherwise specified, a Development Permit application is required for all signs. Application is made using Appendix A: Development - Sign Permit, unless specifically exempt under Section 4, Signs Not Requiring a Permit of this schedule.~~
- ~~(2) Should the sign permit request also require a building permit for structural, electrical or footing components, the construction related details necessary for a building permit application must be submitted.~~
- (1) New Permanent sign applications including sign criteria shall be submitted for review by the Development Officer for proposed developments at the time of the development permit review. Sign permits will not be issued for proposed developments until the sign plan or criteria are approved. Sign requests made subsequent to development permit approval shall be reviewed and approved by the Development Officer for compliance with the approved plan.
- (2) Changes to Existing sign permit applications for new or replacement signage which alters an existing sign shall be reviewed by the Development Officer:
 - i. for compliance with this schedule; and
 - ii. in compliance with the original sign plan and criteria for the development as approved by the Development Authority. If no sign plan or sign criteria were approved for the development, the proposed signage must comply with this schedule.
- (3) Temporary Sign Permits for temporary signs shall be submitted to and reviewed by the Development Officer for compliance with this schedule.

~~Application Review Criteria~~

~~An application for a permanent sign shall be made by submitting the following information and other exhibits or details as the applicant may deem appropriate or as needed in order to properly evaluate the sign proposal:~~

- ~~(1) A Development Sign Permit Application on a form supplied by the administration department, including sign display surface and structure details if the sign includes structural, electrical or civil improvements requiring a building permit;~~
- ~~(2) A site plan, drawn to scale, showing location of proposed signage, existing and future buildings, property lines, streets, sidewalks, landscaped areas, parking areas, driveways, setbacks, utility poles and lines, building and sign separations or other features of the property;~~
- ~~(3) Elevation plans showing height, clearance, dimensions, copy, graphics, colors, materials, exposed or internal lighting, assembly, attachment, installation and other detail; and~~
- ~~(4) Structural design criteria and calculations and other construction specifications that the building official may deem necessary for the issuance of the development sign permit.~~

~~Additional Application Review Criteria~~

The Development Authority may also request that an application for a permanent sign be accompanied by visual or written proof addressing the following:

- (5) The proposed sign will comply with all provisions of this chapter and of the municipal development plan goals and policies;
- (6) That the location and placement of the sign will not endanger motorists;
- (7) That the sign will not cover or blanket any prominent view of a structure or facade of historical or architectural significance;
- (8) That the sign will not obstruct views of users of adjacent buildings to side yards, front yards or to open space;
- (9) That the sign will not negatively impact the visual quality of a public open space such as a public recreation facility, square, plaza, or courtyard;
- (10) That the sign is compatible with building heights of the existing neighbourhood and does not impose a foreign or inharmonious element to an existing skyline; and
- (11) That the sign's lighting will not cause hazardous or unsafe driving conditions for motorists.

Procedure

A complete sign permit application must be approved, approved with conditions, or denied with a written decision issued stating the reasons for the denial in accordance with the Act.

Signs shall only be allowed in land use districts where listed as a permitted or discretionary use and are limited to the following sign types:

“P” indicates that the sign type is classified as a permitted use within the respective land use district.

“D” indicates that the use is classified as a discretionary use within the respective land use district. A blank cell indicates that the sign type is prohibited within the respective land use district.

Sign Type - Subtype	Land Use District					Use Specific Standards
	R1 thru R6	C1-C3	I1- I2	P	A/T	
Freestanding sign	D ^{Note1}	P	P	P		Section 10
-Monument sign	D ^{Note1}	P	P	P		Section 10
-Multi-tenant		D	D	D		Section 10.1
Fascia & wall sign	D ^{Note1}	P	P	P	D	Section 11
-Mural sign	D ^{Note1}	D	D	D		Section 11.2
-window sign	P ^{Note1}	P	P	P	P	Section 4 & 11.1
Projecting sign	D ^{Note1}	D	D	D	D	Section 9
-Shingle sign	P ^{Note1}	P	P	P	P	Section 9.3

-Roof sign		D	D	D		Section 9.2
-Canopy	D ^{Note1}	P	P	P		Section 9.1
Portable Sign		P	P	P		Section 4 & 8.1
Directional, Informational, Identification Sign	P ^{Note1}	P	P	D		Section 4
Electronic Display	Any sign type utilizing electronic display is prohibited, except in the C1, C2, C3, I1, I2 and P districts where they will be processed as discretionary uses. The luminosity, transition time, proximity to residential uses, operational times, etc. are at the discretion of the Municipal Planning Commission and may be regulated as a condition of approval per Section 14.					
Off-premise Sign	Off-premise signs are in accordance with the sign type above and Section 7.					
Temporary Signs	For temporary signs which comply with Section 8, the Development Officer may issue a temporary development permit as a permitted use.					
Home Occupation Sign	Home occupation signs are regulated under Schedule 10 of this bylaw and section 4 of this schedule.					
Master Sign Plan	When an applicant exceeds the number of allowable signs per frontage in Section 6, they may apply for a master sign plan permit as a discretionary use under Section 13.					
Note 1	Restricted to signage associated with approved community facilities, nursing homes, places of workshop, senior citizen housing, manufactured home parks, market gardens, group home, assisted living, and the following residential uses: boarding houses, multi-unit dwellings, townhouse/row housing, apartment where classified as a permitted or discretionary use in the respective district.					

5 6. GENERAL STANDARDS FOR SIGNS

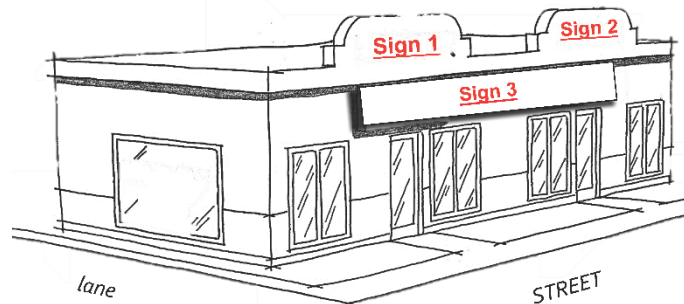
The following regulations shall be applied to all signs:

- (a) All signs shall, in the opinion of the Development Authority, be of quality construction and of a design suitable for public display.
- (b) All signs shall be maintained in good repair and a safe and tidy manner to the satisfaction of the Development Authority.
- ~~(c) No sign shall be placed in a public road or laneway or sited in such a manner that, in the opinion of the Development Authority, causes confusion with or obstructs the vision of any information sign or a traffic control sign, signal, light or other traffic device.~~
- (d) The source of light for any illuminated sign shall be steady and suitably shielded to the satisfaction of the Development Authority.
- ~~(e) No sign shall be located or placed in such a manner that, in the opinion of the Development Authority, will create a potential hazard or conflict with rights of way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage.~~

- (f) Signs may locate within the setback requirement of a Land Use District if it does not interfere with visibility at an intersection (See Schedule 4) and complies with other requirements of this sign schedule.
- (g) Unless otherwise specified in this schedule, the maximum number of primary signs Permitted on a **non-residential** lot with single frontage is three and with two (2) or more frontages, five. These primary signs may consist of the following types of signage or a combination thereof:
- i. freestanding,
 - ii. existing projecting and overhanging,
 - iii. fascia and wall,
 - iv. ~~canopy or awning,~~
 - v. ~~roof,~~
 - vi. ~~shingle,~~
- except as provided under Section 10.1, Multi-Tenant Signs or Section 13, Master Sign Plans.
- (h) **As depicted below,** the maximum display surface of all signs not including portable signs or signs exempted under Section 4 that may be located on a lot with a single frontage is ~~43.9~~ 18.6 m² (150 200 sq. ft.) and with two (2) or more frontages is ~~48.6~~ 27.9 m² (200 300 sq. ft.) except as provided under Section 10.1, Multi-Tenant Signs or Section 13, Master Sign Plans.

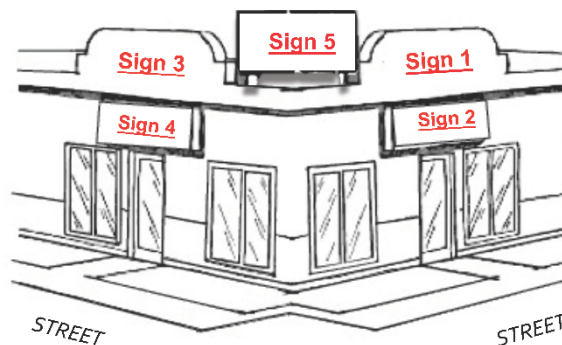
SINGLE FRONTAGE

$$[\text{Sign 1 Area}] + [\text{Sign 2 Area}] + [\text{Sign 3 Area}] \leq 18.6\text{m}^2 (200 \text{ sq. ft.})$$



TWO (OR MORE) FRONTAGES

$$[\text{Sign 1 Area}] + [\text{Sign 2 Area}] + [\text{Sign 3 Area}] + [\text{Sign 4 Area}] + [\text{Sign 5 Area}] \leq 27.87\text{m}^2 (300 \text{ sq. ft.})$$



- ~~(i) Unless otherwise specified, a Development Permit application is required for all signs. Application is made using Appendix A: Development Sign Permit, unless specifically exempt under Section 4, Signs Not Requiring a Permit of this schedule.~~
- ~~(j) Except for shingle, fascia, canopy or awning signs as provided for in this Bylaw, no signs projecting or overhanging public property shall be permitted.~~
- (j) All signage wording shall be submitted and approved by the Development Authority and a design suitable for public display.
- (k) The designated officer is satisfied that any political posters, real estate signs, third-party signs or other signage located on a boulevard have not been objected to by any residents or landowners adjacent to said boulevard.

7. OFF-PREMISES SIGNS

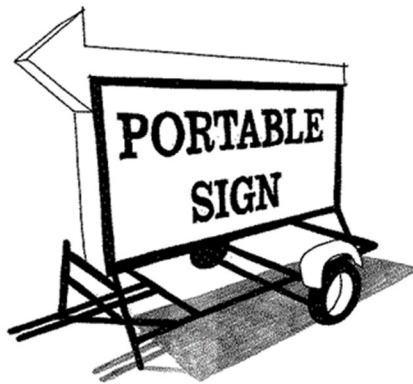
- (a) The display surface of any third party and off-premises signage visible from a roadway shall not exceed:
 - i. 2.3 m² (25.0 sq. ft.) where the speed limit is no greater than 50 km per hour; and
 - ii. 4.6 m² (50.0 sq. ft.) where the speed limit is greater than 50 km per hour but not greater than 70 km per hour.
- (b) Off-premises signs shall only identify businesses or services licensed to operate in the Town of Claresholm, charitable organizations or service clubs.
- (c) All third-party and off-premises signage shall comply with all other provisions of this Bylaw unless specifically exempted.
- (d) A separation distance of ~~46.5~~ 152.4 m (500.0 ft.) shall be maintained between off-premises freestanding signs of any type.
- (e) Any sign appearing on street furniture, such as benches or garbage containers, that are located on public land must obtain an agreement with Council and then obtain a Development – Sign Permit from the Development Authority.

8. TEMPORARY SIGNS

- (a) A Development - Sign Permit for a temporary sign will be valid for a period of no longer than ~~60~~ 90 days unless specified differently in Section 4.
- (b) No temporary signs shall be suspended on or between support columns of any freestanding sign.
- (c) No posters or snipe signs shall be placed on any public utility structure, on town street signs or equipment such as a power pole.
- ~~(d) No posters or snipe signs shall be placed on town street signs.~~

8.1 PORTABLE SIGNS

- ~~(a) Portable signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~
- (b) The display surface of a portable sign shall not exceed ~~3.7~~ 4.6 m² (40 ~~50.0~~ sq. ft.).
- (c) No more than one portable sign per frontage or where there are two (2) or more frontages, a total of two (2) portable signs may be located on a single lot or premises, except in a designated tourism signage area where more than two (2) portable signs may be located at the discretion of the designated officer or the Development Authority.
- (d) Any sign appearing on street furniture, such as benches or garbage containers, that are located on private property shall require a Development – Sign permit.
- (e) No portable sign shall extend or project into any public place or beyond the boundaries of the lot or premises upon which it is sited without the approval of the designated officer or the Development Authority.
- ~~(f) A Development Permit for a temporary portable sign will be valid for a period of no longer than 120 ~~90~~ days.~~
- (g) Portable signs may be off-premises signs under Section 7, Off-Premises Signs.
- (h) The designated officer or Development Authority must approve the location of the portable sign on the premises having regard for location of power supply, parking pattern on the site or other site constraints.



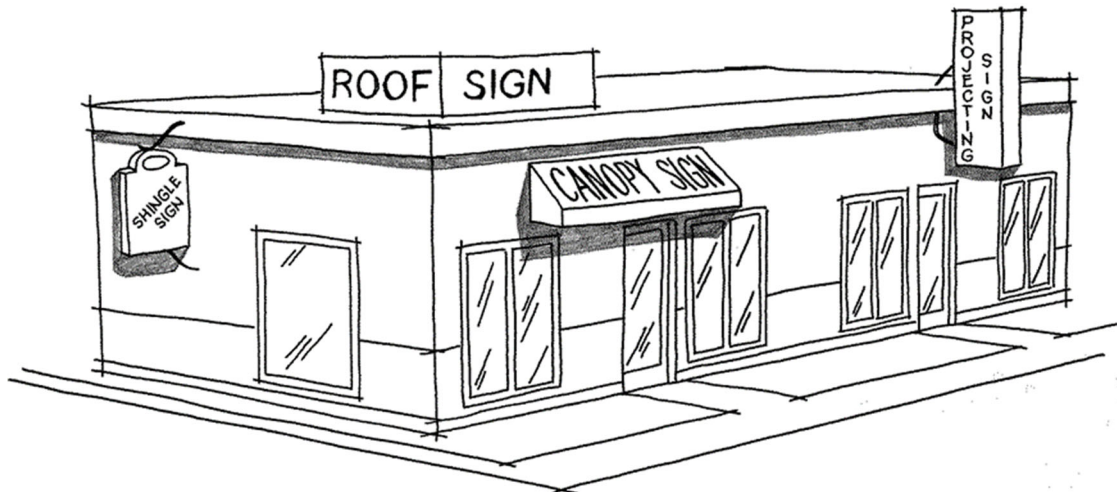
9. PROJECTING SIGNS

- (a) Approval of any projecting sign or canopy signage overhanging public land under the sign schedule is conditional upon the owners and/or occupiers of the premises upon which said sign is located providing to the Town of Claresholm a written waiver of liability as authorized by Council or an indemnification agreement for any injury or damage resulting from said sign.
- (b) Projecting or canopy signs shall have a minimum vertical clearance of 2.4 m (8 ft.) measured between the lower sign edge and grade.

- (c) A projecting sign shall not extend horizontally more than 2.0 m (6.5 ft.) from a structure or building face or extend within 0.9 m (3 ft.) of the edge of a curb or a roadway.
- (d) The maximum allowable height for a projecting sign excluding roof signs, measured from the top of the sign to grade, shall not exceed the lesser of:
 - (i) the height of the eave line or roof line,
 - (ii) 6.0 m (20 ft.),
 - (iii) or to the satisfaction of the Municipal Planning Commission.
- (e) One projecting sign per business area may be allowed provided the maximum sign content area does not exceed that required under section 6 or as exempted in section 4.

9.1 CANOPY /AWNING-SIGNS

- ~~(a) Canopy or awning signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~
- (b) The display surface of a canopy or awning sign shall not exceed 9.3 m² (100.0 sq. ft.).
- (c) No more than one canopy or awning sign per frontage or, where there are two (2) or more frontages, a total of two (2) such signs may be located on a single lot or premises, where more than one tenant occupies the premises (see Section 10.1 9, Multi-Tenant Signs).
- ~~(d) Approval of any canopy or awning signage overhanging public land under the sign schedule is conditional upon the owners and/or occupiers of the premises upon which said sign is located providing to the Town of Claresholm a written waiver of liability as authorized by Council or an indemnification agreement for any injury or damage resulting from said sign.~~
- ~~(e) No part of a canopy or awning sign, exclusive of any supports, shall be less than 2.4 m (98.0 ft.) above ground or sidewalk grade.~~
- ~~(f) No part of a canopy or awning sign shall project more than 1.5 m (5.0 ft.) over any public place or extend within 0.9 m (3 ft.) of the edge of a curb or a roadway.~~



9.2 ROOF SIGNS

The Development Authority may approve the erection of a roof sign subject to the following:

- ~~(a) Roof signs shall only be allowed in Commercial and Industrial designated areas within the Town of Claresholm.~~
- ~~(b) All roof signs are a Discretionary Use and shall require a Development Permit.~~
- (c) Where the roof sign display surfaces are back-to-back in a common structure, it shall be construed to be a single sign.
- (d) Every roof sign shall be erected in such a manner that the support structure, guy wires, braces, and all other secondary supports are not visible, so that the roof sign appears to be an architectural component of the building, unless otherwise directed by the Development Authority.
- (e) No roof sign shall extend beyond the ends or sides of the building.
- (f) The maximum height shall be 7.5 m above the roof or parapet.

9.3 SHINGLE SIGNS

- (a) ~~Policy.~~—In general, all forms of projecting signs are discouraged and most are prohibited. However, there is a narrow class of projecting graphic signs, called the shingle sign, which is deemed to be a desirable balance of sign function and high aesthetic standards.
- (b) ~~Criteria.~~—The use of **aluminum, metal**, painted wood or material closely simulating painted wood with a black support frame is preferred for shingle signs. Letters may be used only to announce the name of the business conducted and the principal classification and brand of goods sold or service offered on the premises.
- (c) ~~Limitations.~~—A shingle sign is subject to the following limitations:
 1. It may not be attached to a structure other than a building;
 2. It may not project more than 36 inches from the surface of the building to which it is attached;
 3. It may not contain more than a total of five square feet of display surface, excluding the supporting structure;
 4. It may be only as high as the eave line of the building surface to which it is attached or 11 feet above grade, whichever is lower;
 5. It may not be lower than seven and one-half feet;
 6. It may not be internally illuminated;
 7. It may not be more than four inches or less than one-half inch thick, except as reasonably required in connection with some graphic element of the sign;
 8. The total wall sign display area otherwise permitted shall be reduced by the display area, excluding the supporting structure, of the shingle sign approved;
 9. Only one shingle sign may be approved for installation on a single frontage of a premises;
 10. No shingle sign may be approved for a premises for which a freestanding sign permit is outstanding.
- (d) ~~Required Findings.~~—An application for a shingle sign may not be approved except

upon the following written findings;

1. The sign is reasonably required for and assists in the identification of the premises by persons in motor vehicles or by pedestrians approaching along public streets or open spaces; and
2. The sign will have no garish or obtrusive qualities, and embodies strong elements of quality graphic design; and
3. Neither the supporting structure nor the proposed external lighting will materially detract from the design qualities of the sign or building; and
4. The sign will comply with the specific criteria of subsection (b) of this section and the limitations of subsection (c) of this section.

~~11. DIRECTIONAL AND INFORMATIONAL SIGNS~~

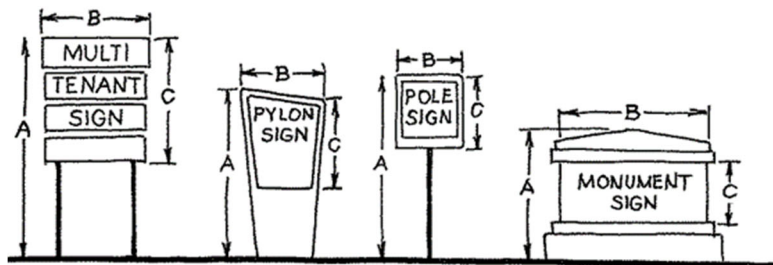
~~Directional and informational signage up to a maximum of 0.2 m² (2 sq. ft.) is not included in the calculations contained in Section 5, General Standards for Signs. (See Section 4, Signs Not Requiring a Permit)~~

10. FREESTANDING ~~or~~ MONUMENT SIGNS

~~(a) Freestanding signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~

~~Monument signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm. Monument signs may be allowed in residential districts as a discretionary use.~~

- (b) No more than one freestanding ~~or monument~~ sign per frontage or a total of two (2) freestanding signs shall be located on a single lot or premises with two (2) or more frontages.
- (c) No freestanding ~~or monument~~ sign shall exceed 9.1m (30 ft.) in height. **No monument sign shall exceed 1.2m (4ft.) in height.**
- (d) All freestanding or monument signs shall be completely located on the same lot as the use being advertised, with the exception of off-premises signage approved in accordance with the provisions of this sign schedule.
- (e) With the exception of directional and informational signage, any part of a freestanding sign that extends beyond the support column or between two (2) support columns shall be 2.7 m (9 ft.) above ground or sidewalk grade.
- (f) No temporary signs shall be suspended on or between support columns of any freestanding sign.



10.1 BILLBOARD SIGNS

The Development Authority may approve the erection of a billboard sign subject to the following:

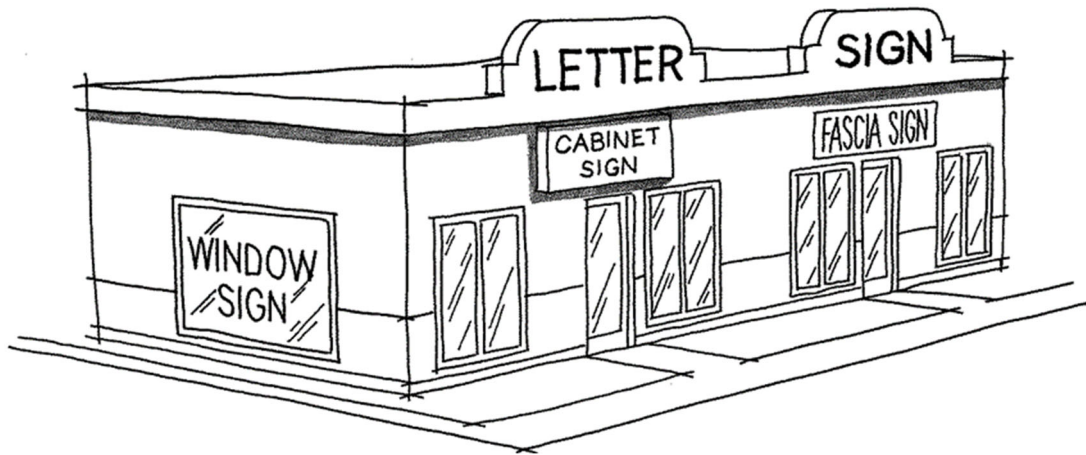
- ~~(a) Billboard signs should only be allowed in Commercial and Industrial designated areas within the Town of Claresholm.~~
- ~~(b) Such signs shall be limited to the Highway 2 corridor within Town limits.~~
- ~~(c) Only one such sign shall be permitted per 300 m (984 ft.) along either side of Highway 2.~~
- ~~(d) Where signs are adjacent to the provincial highway where speeds are 100km/h, the minimum distance between billboards on the same side of the roadway shall be 1,000 m (3,280 ft.), unless otherwise authorized by Alberta Transportation.~~
- ~~(e) The Permitted maximum display surface shall be restricted to 18.6 m² (200 sq. ft.).~~
- ~~(f) Signs shall be located so as to not become a visual obstruction or other traffic hazard.~~
- ~~(g) No sign shall be illuminated unless the source of light is steady and suitably shielded.~~
- ~~(h) Any electrical power supply to billboards shall be located underground.~~
- ~~(i) Billboards shall not have variable messages or any moving or rotating parts.~~
- ~~(j) A billboard shall not conflict with the development and land use guidelines of the surrounding streetscape or the architecture of any nearby buildings and adjacent land uses.~~
- ~~(k) Billboards shall be constructed of high quality construction materials and be maintained in a satisfactory state of repair.~~
- ~~(l) The Development Officer shall refer any such sign applications to Alberta Transportation for comment. The applicant shall be responsible for obtaining a Permit from Alberta Transportation.~~

10.1 MULTI-TENANT SIGNS

- ~~(a) Multi-tenant signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~
- (b) A maximum of one secondary sign per business or service is permitted.
- (c) The display surface of all secondary signs shall not exceed 20 percent of the maximum allowable display surface for the principal signage.
- (d) For the purpose of calculations contained in Section 6, General Standards for Signs, secondary signs shall not be included.

11. FASCIA AND WALL SIGNS

- ~~(a) Fascia and wall signs should only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~
- (b) No more than one fascia or wall sign per frontage or where there are two (2) or more frontages, a total of two (2) such signs may be permitted.
- (c) The display surface of a fascia or wall sign for a commercial or industrial use shall not exceed 9.3 m² (100 sq. ft.).
- (d) Whenever there is a band of several fascia or wall signs, they should be of a consistent size and located near the same level as other similar signage on the premises and adjacent buildings.

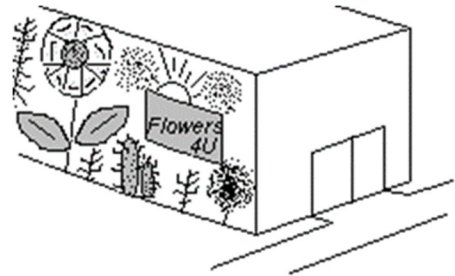


11.1 WINDOW SIGNS

Window signs are not included in the calculations contained in Section 6, General Standards for Signs (see Section 4, Signs Not Requiring a Permit).

11.2 MURAL SIGNS

- ~~(a) Mural signs shall only be allowed in Public, Commercial and Industrial designated areas within the Town of Claresholm.~~
- (b) No more than one mural sign shall be allowed per commercial building unless specifically authorized by the Development Authority.
- (c) The location, theme, construction materials and size associated with the mural shall be to the satisfaction of the Development Authority.
- (d) The mural must be a painting or other decorative work (artistic rendering/scene) and no mural shall be created to solely display a commercial message or depiction.
- (e) Display of text, including a business name or commercial message, within a mural shall not exceed 10 percent coverage of the wall surface area, up to a maximum coverage size of 100 sq. ft.
- ~~(f) All mural signs are a Discretionary Use and shall require a Development Permit.~~



12. OTHER SIGNS

When a sign cannot be clearly categorized as one of the sign types as defined in this bylaw, the Development Authority shall determine the sign type and any and all applicable controls.

13. MASTER SIGN PLANS

- (a) A Master Sign Plan is intended to promote consistency among signs within a development and enhance the compatibility of signs with the architectural and site design features.

- (b) A Master Sign Plan shall be required for all multi-tenant developments in the commercial or industrial districts. A Master Sign Plan shall be filed and approved prior to the erection, location or placement of any sign for such project or development.
- (c) A Master Sign Plan shall be required for any proposal requesting additional signage in all commercial, public and industrial districts. Upon reviewing applications in the Retail Commercial – C1 district.
- (d) A Master Sign Plan is encouraged to be submitted by an owner for any other project or development not listed in subsection 2, above, but which will include multiple signs.
- (e) An approved Master Sign Plan shall be retained in the town office as part of the file for the development.
- (f) A Master Sign Plan, which accurately depicts and provides valid reasons to support the suitability of the proposed signs, shall include:
 - (i) the proposed locations for freestanding signs on a lot as well as the proposed location(s) for building signs on a building façade;
 - (ii) an indication of the types of all signs proposed;
 - (iii) a listing of the materials and finishes proposed for all sign structures and sign surfaces;
 - (iv) the maximum number and maximum size of proposed signs using calculations consistent with the requirements of this schedule;
 - (v) the proposed style and color pallet for all signs including letter colors, background colors, and text font;
 - (vi) the type of illumination, if any, proposed for all signs;
 - (vii) a description and drawing of any structure other than a building upon which a sign is proposed to be placed;
 - (viii) a typical landscape plan for any proposed freestanding signs; and
 - (iv) any such other information as may be required by the Development Officer or Municipal Planning Commission to evaluate an application including but not limited to: conceptual design schemes, landscaping plans or Real Property Report.
- (g) Prior to the issuance of a development permit for the placement of a sign, all proposed sign plans shall be reviewed for conformity with the Master Sign Plan and all applicable provisions of this schedule. If a proposed sign conforms to the regulations of the schedule and the guidelines of the approved Master Sign Plan, such sign shall be authorized. No sign which does not conform to the guidelines of a Master Sign Plan and this schedule shall be erected, located or placed on a property.
- (h) A Master Sign Plan may be amended by submitting a Revised Master Sign Plan for consideration. Upon approval of a Revised Master Sign Plan, the Revised Master Sign Plan shall have the same force and effect as an approved Master Sign Plan.

- (i) For multi-tenant developments which were approved or developed prior to the effective date of this bylaw, the development authority may review new applications for individual freestanding signs or building signs for consistency with other signs within the project.

14. ELECTRONIC DISPLAY SPECIFICATIONS

All electronic display signs adjacent to Highway 2 and 520 require a permit from Alberta Transportation and the Town of Claresholm. The following are provided as Town preferred specifications which may be overridden by Alberta Transportation requirements.

- (a) Electronic Display content must remain in place unchanged for a minimum of 6.0 seconds before switching to new content. If the sign is visible in a residential district or adjacent to Highway 2 and 520 a minimum of 60.0 seconds will be required.
- (b) The maximum transition time between each different Electronic Display on a sign is 0.1 seconds.
- (c) The transition between each Electronic Display must not involve any visible effects, including but not limited to action, motion, fading in or out, dissolving, blinking, intermittent or flashing light, or the illusion of such effects.
- (d) Electronic Display content must not include full motion video, movies, Moving Picture Experts Group (MPEG) or any other non-static digital format and the content must not be displayed using any visible effects, including but not limited to: action, motion, fading in or out, dissolving, blinking, intermittent or flashing light, or the illusion of such effects.
- (e) A sign featuring Electronic Display must be equipped with a functioning ambient light sensor and must be set to operate so as not to exceed the following limits at all times when the Electronic Display feature is functioning, as measured from the sign face at its maximum brightness:
 - (i) A maximum of 5,000 nits from sunrise to sunset, as those times are established by the sunrise/sunset calculator of the National Research Council of Canada;
 - (ii) A maximum of 300 nits from sunset to sunrise as those times are established determined by the sunrise/sunset calculator of the National Research Council of Canada;
 - (iii) the light levels around the Electronic Display must not at any time exceed the ambient light level by more than 5.0 LUX.
- (f) If a Development Authority determines that the brightness or light level of an Electronic Display exceeds the limits set out in subsection (e) of this Section, the Development Authority may direct the Development Permit holder to change the settings in order to bring the Electronic Display into compliance with this Bylaw.
- (g) If any component of an Electronic Display fails or malfunctions such that the Electronic Display is no longer operating in compliance with this Bylaw or with the conditions of a Development Permit, the Development Permit holder must ensure that the Electronic Display is turned off until all components are fixed and operating in compliance.
- (h) The Development Permit holder for a sign featuring an Electronic Display must ensure that a Development Authority is at all times in possession of the name and telephone

contact information of a person(s) having access to the technology controls for the sign, who can be contacted 24 hours a day if the sign malfunctions.

15. FEES

The fee payable for a Development – Sign Application Permit shall be per the Town of Claresholm Fees Policy.

16. ENFORCEMENT

The Development Officer or his designate or any other person appointed by Council shall be authorized to enforce all provisions of this Schedule. See the Enforcement section of this Bylaw.

Sign Permit Validity

Unless a development – sign permit is suspended or cancelled, the application must be commenced or carried out with reasonable diligence in the opinion of the Development Authority within 12 months from the date of issuance of the permit, otherwise the permit is no longer valid.

Appeal

Denied applications may be appealed to the Subdivision and Development Appeal Board in accordance with section 56 of this bylaw.



REQUEST FOR DECISION

Meeting: January 11, 2021
Agenda Item: 2

BYLAW #1709 – DOG BYLAW

DESCRIPTION/BACKGROUND:

In order to strengthen the Town's ability to deal with aggressive or dangerous dogs, Administration has been working on changes to the Dog Bylaw. Issues have arisen with dangerous dogs in our community, and these changes were necessary in the best interests of our residents. With passage of this bylaw, there will be more avenues available to deal with aggressive or dangerous dogs. The draft bylaw being presented to Council was reviewed by the Emergency Services Committee at their meeting on October 7, 2020, and following some adjustments the committee has forwarded it to Council for first reading.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw #1709, the Dog Bylaw, 1st Reading.

ATTACHMENTS:

- 1.) Draft Bylaw #1709 – Dog Bylaw

APPLICABLE LEGISLATION:

- 1.) MGA, RSA 2000, Chapter M-26

PREPARED BY: Karine Keys, CLGM – Finance Assistant

APPROVED BY: Blair Bullock, CPA, CA – Director of Corporate Services DATE: January 8, 2021



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1709**

A Bylaw of the Town of Claresholm to provide for the regulation and control of dogs, within the Town of Claresholm.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council may, pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Town of Claresholm, in the Province of Alberta, duly assembled hereby enacts the following:

Title

1. This Bylaw may be cited as the Dog Bylaw.

Definitions

2. In this Bylaw:

- a. “Aggressive or Dangerous Dog” means any dog, whatever its age, whether on public or private property, which has:
 - i. without provocation chased, injured or seriously bitten any other domestic animal or human,
 - ii. without provocation damaged, or destroyed any public or private property,
 - iii. without provocation threatened or created the reasonable apprehension of a threat to other domestic animals or humans and which in the opinion of a Justice, presents a threat of serious harm to other domestic animals or humans,
 - iv. has been previously determined to be a dangerous dog under a Provincial Dog Act or by the Courts.
- b. “Animal Control Officer” means any person, **Bylaw Officer, Peace Officer, RCMP Officer**, firm or corporation, appointed by Council to carry out the provisions of this Bylaw.
- c. **“CAO” means the Chief Administrative Officer appointed by the Council of the Town of Claresholm.**
- d. “Council” means the Council of the Town of Claresholm.
- e. “Dog” shall mean either a male or female dog over the age of three (3) months.
- f. “Dog Breeder” means any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling, or boarding of dogs.
- g. “Dog Breeding Facility” means the physical premises where dogs are harbored by a dog breeder.
- h. “Holding Period” means a period of time being of three (3) business days.
- i. “Off Leash Area” means an area designated by Council for the respectable enjoyment of dogs permitted to exercise in an open space free of a leash.
- j. “Owner” means the person who has legal title to a dog and includes any person who has the possession or custody of the dog, or harbours the dog, or suffers the dog to remain on his/her premises.
- k. “Pound” means a place designated by Council as a place where dogs may be placed and kept impounded under humane conditions.

- l. “Running At Large” means a dog found on any public street, lane, alley or other public place in the Town or is on private property without the permission of the occupant or owner thereof.
- m. “Town” means the Town of Claresholm.
- n. “Dog Fancier Permit” means a permit issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, of up to five (5) dogs over the age of three (3) months.

Licensing

3. No person shall own, keep or harbor any dog within the Town limits unless such dog has been licensed with the Town, paid the appropriate fee, and the following information about the dog has been collected:
 - a. described as to color, age, breed and sex,
 - b. residing address,
 - c. **proof of spay or neutering.**
4. License fees are determined by way of Schedule “A” set from time to time by the Town Council.
5. Licenses or Permits are required as set out below:
 - a. A Dog license for every dog residing in the Town of Claresholm over the age of three (3) months.
 - b. A Dog Fancier Permit for any single dwelling or household housing in excess of three (3) dogs.
 - c. **An Aggressive or Dangerous Dog license if the dog is determined to be aggressive or dangerous.**
6. Any person requesting a Dog Fanciers Permit shall submit an application to the Bylaw Enforcement Department, or it’s designate. All applications shall disclose:
 - a. Location for permit
 - b. Purpose (breeders will require a business license)
 - c. Breed and sex of dogs
 - d. Type of facilities
7. An Animal Control Officer shall not issue a Dog Fanciers Permit without first inspecting the proposed location and circulating adjacent property owners.
8. An Animal Control Officer shall not issue a Dog Fanciers Permit if, in their opinion, the site or conditions are unsuitable.
9. An Animal Control Officer may remove the Dog Fanciers Permit upon receipt of bona fide complaints from two (2) or more neighbors residing within sixty (60) meters of the residence of the permit.
10. The act of engaging in dog breeding and/or having a dog breeding facility must comply with the Town of Claresholm Land Use and Business License Bylaw.
11. Dog owners have one (1) month to comply with the licensing requirements upon possession of a dog or upon taking up residence in the Town of Claresholm. Dog owners issued a warning to purchase a dog license or a dog fancier permit will be granted fourteen (14) days to comply excepting when a dog has been impounded. Impounded dogs shall be required to be licensed before being released to the owner.
12. Annual license renewal fee is due before the last day of January for each year.
13. Upon payment of the required license fee, the owner will be supplied with a license tag stamped with a number and the year of the license. Every owner shall ensure that the license tag is securely

fastened to a collar or harness which must be worn by the dog at all times when the dog is off the premises of the owner.

14. The owner of a dog will be permitted to pay a license fee of one half the annual rate if such owner takes up residence or such dog is acquired on or after the 1st of October in any one year.
15. No refund of license fees shall be made during any one year, except if documentation is provided from a veterinarian that the dog was neutered or spayed after the purchase of the license, then the difference in the license fee will be refunded.

Offences

16. The following constitutes an offence for the owner, which may result in a notice, fine and if necessary, may result in the capture and impoundment of a dog. Offences are as follows:
 - a. an owner who has failed to purchase a valid dog license and/or whose dog is not displaying a valid dog tag,
 - b. a dog who is off the premises of the owner, is not in an off-leash area, is not on a leash and under other immediate, continuous and effective control by the owner,
 - c. a dog in an off-leash area that is not under immediate, continuous and effective control by the owner,
 - d. a dog running at large,
 - e. a dog chasing, worrying or annoying any person and/or domestic animal on property other than that belonging to the owner of the dog,
 - f. a dog which causes damage to private or public property within the Town,
 - g. a dog which barks, howls or otherwise disturbs any person or persons,
 - h. a dog which has bitten, is biting or is about to bite or attempting to bite any person, upon any street, park or other public place within the Town,
 - i. a dog deemed **aggressive or** dangerous in nature
 - j. a dog in heat upon any public lands or highway,
 - k. a dog left unattended in any motor vehicle without suitable ventilation,
 - l. a dog named or described or otherwise designated in a complaint made pursuant to The *Dangerous Dog Act*,
 - m. a dog affected with rabies or any other contagious disease.
 - n. a person who removes or attempts to remove any dog from the possession of the Animal Control Officer while in the pound or while being transported to the pound,
 - o. a person who hinders, delays or obstructs any such Animal Control Officer in the performance of any duty imposed upon them by this bylaw,
 - p. an owner who fails to remove defecated matter which the owner has permitted or caused the dog to deposit on public property, the off-leash area or upon the lands or premises of any person other than the owner.
 - q. an owner who has in excess of three (3) dogs in a single-family dwelling or household without a Dog Fancier Permit, or in excess of five (5) dogs with an authorized Dog Fancier Permit, over three (3) months old.
17. The residences or grounds where any dogs are kept shall at all times be maintained in a clean, sanitary and inoffensive condition, satisfactory to the Animal Control Officer. An owner or occupant of private property must not allow animal feces to accumulate on the property so as to create a health hazard. The Animal Control Officer may serve an owner or occupant of private property with a notice to remove all animal feces from the property within 72 hours of service of the notice. The Town may remove the feces from the property if the person to whom the request is made fails to remove the feces within 72 hours, or after reasonable inquiry, the whereabouts of the owner or

occupant of the property cannot be determined. If the Town carried out the work, the costs and expenses may be added to the tax roll and form part of the taxes owing on the land whereon the work was done.

18. The owner of a dog shall ensure that such dog shall not:
 - a. bite or injure a person or persons whether on the property of the owner or not unless an unlawful act is being committed,
 - b. chase or otherwise threaten a person or persons whether on the property of the owner or not, unless the person chased or threatened is a trespasser on the property of the owner.
19. Where the owner of a dog provides for a dog run or enclosure on the property that dog run or enclosure shall be no closer than one (1) foot from the adjoining property. This dog run must be secure and of an adequate height and size for the dog being housed

Communicable Disease

20. The Animal Control Officer shall immediately segregate from other animals and restrain any dog brought to the pound if it has or appears to have rabies or any other communicable disease.
21. The Animal Control Officer shall report any apparent illness, communicable disease, injury or unhealthy condition of any dog to a veterinarian.
22. The owner of a dog, which is suffering any communicable disease shall not permit or allow the dog to be:
 - a. in any public place,
 - b. in contact with or in proximity to any other dog,
 - c. shall keep the dog locked or tied up,
 - d. shall immediately report the matter to a veterinarian,
 - e. shall immediately report the matter to the Animal Control Officer or the RCMP.
23. Any dog known to be rabid shall be immediately euthanized in a humane manner.

Aggressive or Dangerous Dogs

24. At the conclusion of an investigation into a complaint and/or incident complete with a signed statement concerning a dog in the Town, the CAO or their designate may declare a dog to be an Aggressive or Dangerous dog. The CAO will issue an Aggressive or Dangerous Dog designation for the dog in question, provided that the CAO is satisfied that the dog constitutes an ongoing potential danger to persons, property, or domestic animals.
25. The owner of a dog alleged to be Aggressive or Dangerous shall be issued a fine as outlined in Section 35 of this Bylaw and shall be charged under the *Alberta Dangerous Dog Act*.
26. The owner of an alleged Aggressive or Dangerous dog, shall surrender the dog to the Animal Control Officer immediately and the dog shall be held pending the outcome of the investigation and/or a Provincial Court hearing.
27. If a dog is declared to be an Aggressive or Dangerous Dog **by the Justice and not ordered to be destroyed**, the CAO or their designate shall give the owner written notice of such declaration containing the following details:
 - a. requiring that if the Aggressive or Dangerous Dog is off the owner's property, it shall be in a bite inhibition mechanism, under control, and on a permitted leash held by a competent person who is able to control the Aggressive or Dangerous Dog,
 - b. inform the owner the Aggressive or Dangerous Dog is not permitted in the off-leash area,
 - c. requiring the owner to install signage a minimum of 25cm by 25 cm, with 5 cm lettering, warning of the Aggressive or Dangerous dog, installed every fifty (50) feet or fifteen (15)

meters on the perimeter of owner's property that is accessible by the general public.

28. The owner of an Aggressive or Dangerous Dog shall obtain an Aggressive or Dangerous Dog license immediately after the dog is determined to be Aggressive or Dangerous. This shall be done on the first official business day following the dog being classified as such.
29. The owner of an Aggressive or Dangerous Dog shall ensure that:
 - a. the dog does not, without provocation:
 - i. chase a person; or
 - ii. injure a person; or
 - iii. bite a person; or
 - iv. chase other domestic animals; or
 - v. injure other domestic animals; or
 - vi. bite other domestic animals.
 - b. the dog does not damage or destroy public or private property.
 - c. when the dog is on the property of the owner:
 - i. the dog is either confined indoors; or
 - ii. when the dog is outdoors it is in a locked pen or other structure, constructed to prevent the escape of the Aggressive or Dangerous Dog and capable of preventing the entry of any person not in control of the dog, and
 - iii. the locked pen or other structure shall not be within one (1) meter of the property line or within five (5) meters of a neighboring dwelling unit.
30. No person shall sell a dog that is found to be Aggressive or Dangerous.
31. An Aggressive or Dangerous Dog order pursuant to this Bylaw continues to apply if the dog is given or transferred to a new owner.

Capture and Impoundment

32. An assistant or employee of the Animal Control Officer may do any act which the Animal Control Officer is obliged or permitted to do.
33. The Animal Control Officer, or any person or persons as shall be authorized or appointed by the CAO, may capture a dog that is in contravention of this bylaw by using any humane method and shall deliver said dog to the pound, where it shall be held for the holding period to ascertain the owner.
34. When any dog wearing a Town dog license tag is captured, the Animal Control Officer shall ascertain from the Town records the name and address of the owner and attempt to reunite the dog with its owner.
35. The Animal Control Officer shall, when the name and address of the owner of a dog are not known, post a notice on the door of the pound to inform the general public of the impoundment.
36. Unless the owner of a dog makes arrangements with the Animal Control Officer for the further retention of the dog, an Animal Control Officer may sell, transfer to a new owner or destroy all unclaimed dogs which have been in impoundment for:
 - a. seven (7) days if the dog has a current license or the owner can otherwise be identified (ie. Tatoo); or
 - b. seventy-two (72) hours if the dog does not have a current license.
37. Notwithstanding subsection 36 (a) & (b) above an Animal Control Officer may euthanize a dog after a shorter period of time, if humane purposes warrant.
38. When an Animal Control Officer agrees with an owner to euthanize a dog, the owner shall pay to the Town all costs related to such.
39. The Animal Control Officer may, in their discretion, continue to keep a dog in the pound for a longer period than the holding period provided:
 - a. the owner verifies their ownership and requests that the dog be kept there for a longer period,
 - b. a pending investigation requires the extension of the holding period.

Notice

40. If a notice is not served personally on an owner or occupant of private property, then a copy of the notice shall be sent by registered mail to the owner of the property at the mailing address shown on the last assessment roll of the Town. A notice sent by registered mail is deemed to have been received on the fifth (5th) day following the date of its mailing.

Impound Fees

41. Each dog impounded under the provisions of this Bylaw shall be subject to impounding fees at the rate of:
- a. \$20.00 per day for each day the dog has been impounded, plus
 - b. \$35.00 – First (1st) offence
 - c. \$100.00 - Second and each subsequent offence
42. Any dog impounded under the provisions of this Bylaw shall not be released until such time as the owner can:
- a. present proof of ownership to the satisfaction of the Animal Control Officer,
 - b. pay all licensing fees, offence fines and impounding charges and/or fees.

Fines

43. Any person violating any of the provisions of this Bylaw or any other person responsible for such violation shall be liable to a penalty of:
- a. Warning – First (1st) offence
 - b. \$100 – Second (2nd) offence
 - c. \$250 – Third (3rd) offence
 - d. \$500 – Fourth (4th) and subsequent offences
44. Any Person violating any provisions of this bylaw where the dog has been deemed Aggressive or Dangerous in nature or any other persons responsible for such violations shall be liable to a penalty of:
- a. \$300– First (1st) Offence
 - b. \$500 – Second (2nd) Offence
 - c. \$1,000 – Third (3rd) and Subsequent Offences

This Bylaw shall take effect on the date of final passage.

Bylaw #1628, Bylaw #1688 are hereby repealed.

Read a first time in Council this day of 2020 A.D.

Read a second time in Council this day of 2020 A.D.

Read a third time in Council and finally passed in Council this day of 2020 A.D.

DRAFT



**BYLAW# 1688
SCHEDULE "A"**

FEES

	Fee
Dog License (Spay/Neuter) – per dog	\$15/year
Dog License (Intact) – per dog	\$40/year
Dog Fancier Permit application fee – per household *	\$50
Dog Fancier Permit annual renewal fee – per household*	\$20
Aggressive or Dangerous Dog License	\$200

*Does not include dog licenses for additional dogs

DRAFT



**BYLAW# 1688
SCHEDULE "B"**

APPLICATION FOR DOG FANCIER PERMIT

Name of applicant: _____ Date: _____

Address: _____ Postal code: _____

Phone:
(Res.) _____
(Bus.) _____
(Cell.) _____

CATEGORY
 Breeder (# of times per year ___ Bus. Lic #: _____
 Show Dogs
 Pets
 Kennel operation Bus. Lic #: _____

DESCRIPTION OF DOGS

Dog	Breed	Colour	Sex	Age	Altered (Y/N)

TYPE OF FACILITIES

	Yes	No
Enclosed yard with fence?		
Enclosed kennel and dog run?		
Will the dogs be kept indoors during the period in when no one is home?		
Will the dogs be kept indoors at night?		
If "NO", will they be kept in a closed kennel or dog run?		

I understand that before this application can be approved, the Animal Control Officer must first inspect the proposed location to ensure the site and conditions are suitable. I further understand the Animal Control Officer will circulate adjacent property owners and advise them of the application, allowing for a period of response. The Animal Control Officer shall not issue a dog fancier permit if the site or conditions are not suitable.

Signature



TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1710

A Bylaw of the Town of Claresholm to control and regulate the use of roadways and highways within the Town and the traffic and pedestrians moving thereon and the parking of vehicles on streets and alleyways.

WHEREAS the *Traffic Safety Act*, authorizes that the Council of the Town of Claresholm shall issue a bylaw for the regulation and control of vehicles, animals and pedestrian traffic;

AND WHEREAS the Council deems it necessary to require the timely removal of ice, snow, debris, and other foreign objects from sidewalks, curbs and gutters within the Town of Claresholm;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Traffic Bylaw No. 1550;

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

PART I TITLE OF BYLAW

- 1 This Bylaw may be cited as the “TRAFFIC & HIGHWAYS BYLAW.”

PART II DEFINITIONS

- 2 In this Bylaw, unless the context otherwise requires, the following definitions shall apply:
 - a. “**Administration Fee**” means a fee added to actual expenses incurred by the Town for measures taken pursuant to this Bylaw to remedy any contravention contained within this bylaw. Administration fees can be transferred to tax roll. Administration fees shall be enacted as follows:
 - i. First Offence: fee is equal to the greater of \$40.00 or 15% of the actual expenses incurred by the Town;
 - ii. Second Offence (including subsequent and ongoing enforcement): fee is equal to the greater of \$120.00 or 20% of actual expenses incurred by the Town.
 - b. “**Act**” means the *Traffic Safety Act*, RSA 2000, Chapter T-6 and amendments thereto.
 - c. “**Alley**” means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land.
 - d. “**Bicycle**” means a cycle propelled by human power on which a person can ride, regardless of the number of wheels it has, and includes a vehicle that:
 - i. may be propelled by muscular or mechanical power,
 - ii. is fitted with pedals that are continually operable to propel it,
 - iii. weighs not more than 35 kilograms,
 - iv. has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres,
 - v. has no hand-operated or foot-operated clutch or gearbox driven by the motor that transfers power to the driven wheel, and
 - vi. does not have sufficient power to enable it to attain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start.
 - e. “**Boulevard**” means, in an urban area, that part of a highway that
 - i. is not roadway; and
 - ii. is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians.
 - f. “**CAO**” means the Chief Administrative Officer of the Town of Claresholm.

- g. **“Centre Line”** means, in an urban area, that part of a highway that:
 - i. the centre of a roadway measured from the curbs or, in the absence of curbs, from the edges of the roadway;
 - ii. in the case of a highway designated by traffic control devices,
 - 1. as an offset centre highway; or
 - 2. as a highway having a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times, the line dividing the lanes for traffic moving in opposite directions; or
 - iii. in the case of a divided highway, that portion of the highway separating the roadways for traffic moving in opposite directions.
- h. **“Commercial Vehicle”** means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation, but does not include a private passenger vehicle. May include a truck, trailer or semi-trailer, except:
 - i. a truck, trailer or semi-trailer that is a public service vehicle, or
 - ii. a truck, trailer, semi-trailer, or any class of vehicle that by the regulations or by an order of the Alberta Motor Transport Board is exempted from being classified as a commercial vehicle, and includes:
 - 1. a motor vehicle from which sales are made of goods, wares, merchandise or commodity, and
 - 2. a motor vehicle by means of which delivery is made of goods, wares, merchandise or commodity to a purchaser or consignee thereof.
- i. **“Crosswalk”** means
 - i. that part of a roadway at an intersection included within the connection of the lateral line of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway; or
 - ii. any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or by other markings on the road surface.
- j. **“Curb”** means a stone or concrete edging to the street which provides a barrier for safety of pedestrian and vehicular traffic. If there is no actual Curb in existence then it shall mean the division of a Highway between that part thereof intended for the use of Vehicles, and that part thereof intended for the use of Pedestrians.
- k. **“Dealer”** means any person who buys or sells motor vehicles as a business, either as principal or agent.
- l. **“Designated Officer”** means a person authorized by Council to act pursuant
- m. **“Driver” or “Operator”** means a person who drives or is in actual physical control of a vehicle.
- n. **“Emergency vehicle”** means
 - i. a vehicle operated by a police force;
 - ii. a fire fighting or other type of vehicle operated by the fire protection service of a municipality;
 - iii. an ambulance operated by a person or organization providing ambulance services;
 - iv. a vehicle operated by a public utility;
 - v. a vehicle designated as an emergency response unit;
 - vi. a vehicle operated by a Peace Officer, Community Peace Officer or Municipal Enforcement Officer.
- o. **“Gutter”** means the area between the roadway and sidewalk or boulevard designed for water runoff, generally adjacent to or formed by the Curb.
- p. **“Highway”** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
 - i. a sidewalk (including the boulevard portion of the pavement), and
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be;

but does not include a place declared by the Lieutenant Governor in Council not to be a highway.

- q. **“Intersection”** means the area embraced within the prolongation or connection of:
 - i. the lateral curb lines, or, if none,
 - ii. the exterior edges of the roadways, or
 - iii. two (2) or more highways which join one another at an angle whether or not one highway crosses the other.
- r. **“Maximum Allowable Weight”** shall mean the aggregate weight that may be borne by a vehicle (weight of the vehicle, weight of cargo and passengers and weight put on the tongue (hitch) of the vehicle by a trailer); for the purposes of this bylaw the maximum allowable weight may also be referred to as maximum gross vehicle weight.
- s. **“Meridian”** means a physical barrier or area that separates traffic travelling in one direction from traffic travelling in the opposite direction on a highway.
- t. **“Moped”** means a vehicle, regardless of the number of wheels it has, that
 - i. weighs more than 35 kilograms but less than 55 kilograms;
 - ii. has a motor that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres;
 - iii. has no hand-operated or foot-operated clutch or gearbox driven by the motor transferring power to the driven wheel; and
 - iv. does not have sufficient power to attain a speed greater than 50 kilometres per hour on level ground within a distance of two (2) kilometres from a standing start.
- u. **“Motor Cycle”** means a motor vehicle mounted on two (2) or three (3) wheels and includes those motor vehicles known to the trade as motor cycles and scooters but does not include an off-highway vehicle as defined in the *Off-Highway Vehicle Act*.
- v. **“Motor Home”** means a Recreational Vehicle.
- w. **“Motor Vehicle”** means
 - i. a vehicle propelled by any power other than muscular power; or
 - ii. a moped;but does not include a bicycle, an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs only on rails.
- x. **“Multi-purpose Passenger Vehicle”** means a vehicle that has a seating capacity of ten (10) or less and is constructed on a truck chassis or with special features for off-highway operation, but does not include an air cushion vehicle, an all terrain vehicle as defined in the *Off-Highway Vehicle Act*, a passenger car or a truck.
- y. **“Municipality”** means the Town of Claresholm.
- z. **“Owner”** includes any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period of more than thirty (30) days.
- aa. **“Park”**, when prohibited, means allowing a vehicle (whether occupied or not) to remain standing in one place, except
 - i. when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
 - ii. when standing in obedience to a peace officer or traffic control device.
- bb. **“Parking Lane”** means that portion of a primary highway between:
 - i. the edge of the roadway to the right of the direction of traffic, and
 - ii. the nearest solid white line (not being the centre line) marked on the roadway.
- cc. **“Passenger Car”** means a motor vehicle that has a seating capacity of ten (10) or less but does not include an off-highway vehicle as defined in the *Off-highway Vehicle Act*, a truck, a multi-purpose passenger vehicle, a chassis cab, a moped or a motor cycle.
- dd. **“Peace Officer”** means:
 - i. a member of the Royal Canadian Mounted Police (RCMP);
 - ii. a member of a municipal police service;
 - iii. an Alberta Peace Officer
 - iv. a park warden appointed pursuant to the *National Parks Act* (Canada), while he is in the exercise or discharge of his powers or duties in a national park established under that Act.

- ee. **“Pedestrian”** means a person afoot or a person in a wheel chair or motorized power scooter.
- ff. **“Primary Highway”** means a highway designated as a primary highway pursuant to the *Public Highways Development Act*.
- gg. **“Public Service Vehicle”**
 - i. means a motor vehicle, trailer or semi-trailer operated on a highway by or on behalf of a person for compensation, whether that operation is regular or only occasional or for a single trip, and
 - ii. includes a motor vehicle kept by a person for the purpose, subject to regulations, of being rented without a driver, but
 - iii. does not include a motor vehicle used solely as an ambulance or hearse or for the transportation of the Royal Mail.
- hh. **“Recreational Vehicle”** means a vehicle or trailer or enclosure attached to a motor vehicle that is designed, constructed and equipped, either temporarily or permanently, as a dwelling place, living abode or sleeping place.
- ii. **“Red Light Traffic Enforcement Device”** means a device installed or erected at an intersection with a traffic control signal that is capable of photographing a vehicle and recording data related to the vehicle and the traffic control signal.
- jj. **“Roadway”** means that part of a highway intended for use by vehicular traffic.
- kk. **“Sidewalk”** means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb line (or the edge of the roadway, where there is no curb line) and the adjacent property line, whether or not paved or improved.
- ll. **“Stop”** means
 - i. when required, a complete cessation from vehicular movement, and
 - ii. when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device.
- mm. **“Street Furniture”** includes items such as poles, traffic control devices, waste receptacles, benches, trees, plants, grass, utilities, planters, bicycle racks or any other similar property placed on a highway.
- nn. **“Traffic Control Device”** means any sign, signal, marking or device placed, marked or erected under the authority of this Act for the purpose of regulating, warning or guiding traffic.
- oo. **“Traffic Control Signal”** means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed.
- pp. **“Traffic Lane”** means
 - i. outside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles but does not mean a parking lane, and
 - ii. inside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles, whether or not the division is indicated by lines on the road surface.
- qq. **“Trailer”** means a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways.
- rr. **“Truck”** means a vehicle designed primarily for the transportation of property or equipment but does not include a chassis-cab, crawler mounted vehicle, trailer, machinery or equipment used in the construction or maintenance of highways or an off-highway vehicle as defined in the *Off-highway Vehicle Act*.
- ss. **“Truck Tractor”** means a truck that is designed primarily for drawing another vehicle and that is not designed to carry any load other than part of the weight of a vehicle drawn, and includes a vehicle that is designed to accommodate a 5th wheel coupling, but does not include a crane equipment breakdown vehicle.
- tt. **“Urban Area”** means a city, town or village.
- uu. **“Vehicle”** means a device in, on or by which a person or thing may be transported or drawn on a highway.

PART III TRAFFIC CONTROL DEVICE

- 3 The CAO or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he/she may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
 - a. to divide the surface of a roadway into traffic lanes marked by solid or broken lines;
 - b. to prohibit U turns at any intersection;
 - c. to designate any intersection or other place on the highway as an intersection or place at which no left hand turn or right hand turn shall be made;
 - d. to designate as a one way street any roadway or portion thereof;
 - e. to designate school zones and playground zones;
 - f. to designate truck routes;
 - g. to set apart as through streets any highway or part of a highway and to control entry to any highway by means of a stop sign or yield sign.
 - h. to designate a crosswalk upon any highway;
 - i. to designate parking stands for use of any particular class of vehicle;
 - j. to close or restrict the use of any highway, subway, bridge or overpass or any part of any highway, subway, bridge or overpass either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;
 - k. to prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public street or any portion thereof during such hours as he/she may determine;
 - l. to designate and mark guidelines for angle and parallel parking on any highway or other public place or any portion thereof.
- 4 The CAO shall keep record of all such locations which shall be open to public inspection during normal business hours.
- 5 No person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or printed material or other type of notice whatsoever upon any traffic control device.
- 6 Notwithstanding any provision of this Bylaw, all traffic control devices placed, erected or marked in the Town of Claresholm prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant by the provision of this Bylaw.

PART IV INFLAMMABLE AND EXPLOSIVE MATERIALS

- 7 No person shall park any vehicle used primarily for the conveying of fuel, oil, gasoline or other explosive or toxic materials upon any highway or upon any property having a building or buildings thereon unless the vehicle is parked upon the property at least fifteen (15) metres from the nearest building likely to contain persons or valuable goods. Provided that this prohibition shall not apply to the time during which any such vehicle is necessarily motionless while delivering gasoline or oil to garages or retail dealers in gas and oil.

PART V PARKING - General

- 8 Unless required or permitted by this bylaw or the *Traffic Safety Act* or by a traffic control device or in compliance with the directions of a Peace Officer or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:
 - a. on a sidewalk or boulevard,
 - b. on a crosswalk or any part of a crosswalk,
 - c. within an intersection,
 - d. at an intersection nearer than five (5) metres to the projection of the corner property line immediately ahead or immediately to the rear except when a vehicle is parked in a space where another traffic control device indicates parking is permitted,

- e. within five (5) metres upon the approach to any stop sign or yield sign,
 - f. within five (5) metres of any fire hydrant, or when the hydrant is not located at the curb, within five (5) metres of the point on the curb nearest the hydrant,
 - g. within one and a half (1½) metres of an access to a garage, private road or driveway or vehicle crossing over a sidewalk,
 - h. within five (5) metres of the near side of a marked crossway,
 - i. along or opposite any street excavation or construction when stopping or parking would obstruct traffic,
 - j. in the direction against the flow of traffic.
- 9 Except as otherwise provided in this bylaw where parking spaces have been marked on any roadway unless the act, another provision of this bylaw or a traffic control device otherwise permits, the driver of any vehicle shall stop or park such vehicle only between the lines or markings indicating the limits of a single parking space.
- 10 When a vehicle exceeds the length of a single parking space, the operator may park such a vehicle so that it occupies two (2) but not more than two (2) parking spaces.
- 11 Except in the case of an emergency not allowing the vehicle to be moved, a person shall not stand or park any vehicle on the street for the purpose of:
- a. washing or,
 - b. changing oil, or fluids or
 - c. repair.
- 12 A vehicle shall not be parked and left unattended on a highway if;
- a. the vehicle is on a jack or similar device, and
 - b. one or more wheels have been removed from the vehicle or part of the vehicle raised.
- 13 A vehicle shall not be abandoned on a highway.
- a. without restricting the generality of this section, a vehicle that is left standing in one location on a highway for more than 48 consecutive hours is deemed to have been abandoned at that location.
- 14 No person shall leave parked on any street any self propelled type of vehicle incapable of being moved under its own power.
- a. This section does not apply to a vehicle which has been left parked because of a breakdown or other emergency if the person in charge or control of the vehicle can establish that he has taken action to arrange for the removal of the vehicle forthwith.
- 15 No person shall allow any vehicle to remain parked for a period of time in excess of the maximum permitted time indicated on the parking signs pertaining to that space. A further offense shall be deemed to have occurred for each subsequent period of time in excess of that permitted by the parking signs that the vehicle remains so parked.
- 16 The CAO may designate and cause to be properly marked, portions of a highway for 10, 15, 20 or 30 minutes, 1, 2, 3 or 4 hours parking or loading/unloading of vehicles. No person shall park or load/unload a vehicle for any period of time exceeding the time limit so designated.
- 17 No person shall park a vehicle in a lane. Lanes, however, may be used for such a period of time as may be reasonably necessary for the loading or unloading of passengers or goods from a vehicle provided that the vehicle concerned in such loading or unloading of passengers or goods does not obstruct the lane as to prevent other vehicles or persons from passing along such lanes while the loading and unloading of passengers or goods is taking place.
- 18 When actually taking on or discharging passengers, no person shall park or stand a vehicle for a period of time at a passenger loading zone, at a NO PARKING area, or in front of the main entrance or doorway of a public building.

- 19 A vehicle shall not be parked on a highway in any location as being for the use of a person with disabilities unless the vehicle:
 - a. displays a valid disabled placard or license plate issued or recognized by the Registrar; and
 - b. is being used for the transportation of a person with a disability.
- 20 No person shall park his vehicle with the sides thereof parallel to the curb or edge of the roadway when angle parking is permitted or required.
- 21 Where a sign indicates that angle parking is permitted or required and parking guidelines are visible on the roadway, a driver shall park his vehicle:
 - a. with the sides thereof between and parallel to any two such lines, and
 - b. with one front wheel thereof not more than five hundred (500) millimetres from the curb or edge of the roadway.
- 22 Where a sign indicates that angle parking is permitted or required but no parking guidelines are visible on the roadway, a driver shall park his vehicle:
 - a. with the sides thereof at an angle between thirty (30) and sixty (60) degrees to the curb or edge of the roadway, and
 - b. with one front wheel thereof not more than five hundred (500) millimetres from the curb or edge of the roadway.
- 23 No person shall angle park any vehicle which exceeds six (6) metres in overall length upon any highway of the Town except at such locations as have been designated by the CAO and have been marked. The CAO may designate the period(s) of time such locations may be used.
- 24 When parking on a roadway, a driver shall park his vehicle with the side thereof parallel to the curb or edge of the roadway, and:
 - a. with the right hand wheel thereof not more than five hundred (500) millimetres from the right hand curb or edge of the roadway, or
 - b. in the case of a one way highway, where parking on either side is permitted, with the wheels closest to the curb or edge of the roadway not to be more than five hundred (500) millimetres from that curb or edge and with the vehicle facing the direction of travel authorized for that highway.
- 25 No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground, recreation area, public park or public lands except on such part thereof as may be designated by the CAO with a sign or signs for vehicle parking.
- 26 No person shall park any vehicle in that part of a driveway which lies between the curb or the travelled portion of the road and the property or lot boundary line which runs parallel to the said curb or travelled portion of roadway.
- 27 No person shall park or leave any vehicle on private land or property that has been clearly marked as such by a sign or signs erected by the owner or his agent unless such person has obtained the permission of the owner, tenant, occupant or person in charge or control of the said land or property.
 - a. Any Peace Officer may cause a vehicle improperly parked on private property to be removed and taken to and stored in a suitable place and all cost for removal and storage are liened upon the vehicle which may be enforced in the manner provided by the *Possessory Liens Act* R.S.A. 1970 Chapter 279.
- 28 A vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 4,500 kilograms, shall not be parked on a highway any time after 10:00 pm and before 7:00 am, unless it is parked in a location completely adjoining the vehicle owner's residence as shown in the records of the Motor Vehicle Registry.
- 29 Section 28 does not apply if the vehicle:
 - a. is a recreation vehicle; or
 - b. is a commercial vehicle with the hazard warning lamps alight and in the process

- of loading or unloading goods; or
- c. is parked on the below, unless signage states otherwise:
 - i. Provincial Highway #2 (1st STREET WEST).
 - ii. Provincial Highway #520 (43rd AVENUE)
 - iii. 2nd Street E – between 43rd and 50th AVENUE
 - iv. 3rd Street E – between 39th and 43rd AVENUE
 - v. Alberta Road
 - vi. Saskatchewan Crescent
 - vii. Columbia Drive

- 30 A vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
- 31 Notwithstanding any other provision of this bylaw, a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
- 32 A person being in charge or control of a garage or service station or other premises where repairs or installations are made to vehicles for compensation shall not leave or cause or suffer or permit to be left on any street or alley a vehicle which has been left in his possession for carrying out repairs or making installation or for any other purpose whatsoever.
- 33 Any person who is empowered to enforce the provisions of this bylaw is hereby authorized to place an erasable chalk mark on the read face of the tire of a parked or stopped vehicle without that person or the municipality incurring liability for doing so.

Parking – Emergency & Maintenance

- 34 A vehicle shall not be parked on a highway in any location identified as a fire lane, an emergency access zone or otherwise being for the use of emergency vehicles.
- 35 A person shall not park or stand a vehicle or permit such vehicle to remain parked in such a manner as to interfere with the proper operation of any vehicle used by the Fire Department of the Town or any other emergency vehicle.
- 36 In any case where by reason of an emergency or of any special circumstances which in the opinion of the CAO makes it desirable and in the public interest to do so, the CAO may:
 - a. temporarily close, in any area of the Town, any highway in whole or in part to traffic; or
 - b. temporarily suspend in any area of the Town parking privileges granted by the provisions of this or any other bylaw and the CAO may for such period of time as he/she deems necessary to meet such emergency or special circumstances take such measure for the temporary closing of such highway or suspension of parking privileges and place barricades or post appropriate notices on or near the highway concerned as he/she may consider it to be necessary in the circumstances.

Parking – Recreational Vehicles

- 37 A recreation vehicle shall not be parked on a highway unless it is parked in a location completely adjoining the recreational vehicle owner’s residence as shown in the records of the Motor Vehicle Registry.
- 38 A recreational vehicle parked pursuant to Section 33:
 - a. shall not be parked for more than 48 consecutive hours; and
 - b. shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway
- 39 Regulations set out under Section 33 & 34 shall not apply to Provincial Highway #2 (1st STREET WEST). All other regulations are still in effect.
- 40 No owner or operator of a recreational vehicle shall park the recreational vehicle on any

highway in the Town in such a manner as to constitute a hazard to other persons using the highway.

- 41 Where any type of motor vehicle has removable camping accommodations installed on it, the operator or owner of the vehicle or any person in charge of the vehicle either permanently or temporarily shall not leave the camping accommodation or other removable portion of the motor vehicle used for this purpose on any portion of a street after the same has been removed from the motor vehicle.

Parking – Commercial Vehicles

- 42 Any commercial vehicle, bus, truck or truck tractor may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley. Said vehicle must not obstruct or hinder the normal flow of traffic; pedestrian or vehicular.
- 43 A commercial vehicle shall not be parked on a highway unless it is parked in a location completely adjoining the commercial vehicle operator's place of residence.
- a. A commercial vehicle parked pursuant to this section:
- i. shall not be parked for more than 72 consecutive hours; and
 - ii. shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway

PART VI SCHOOL ZONES

- 44 All school zones shall have a speed limit of 30 km/h and the effective time is 7:30 – 16:30 (school days)

PART VII ACTIVITIES ON HIGHWAYS AND VEHICLE OPERATION

- 45 No person shall stand or be in any other position on a highway so as to obstruct the entrance to a building or to obstruct pedestrians or vehicles using the highway.
- a. This section does not apply to persons participating in or assembled to watch a parade for which has been approved by CAO or designate.
- b. A person shall not crowd, jostle or harass and pedestrian on a highway.
- 46 No person shall place, cause or permit to be placed a sign of any type on a highway unless it has been approved by CAO or designate.
- a. A person may place, cause or permit to be placed a free standing sign on a highway only if all terms and conditions for placement of such signs prescribed by the CAO are complied with.
- b. For the purpose of this section any individual or corporation referred to on a sign, whether directly or indirectly, is presumed to have placed the sign or caused or permitted the sign to be placed.
- 47 No person shall place, cause or permit to be placed an obstruction of any kind on a highway unless it has been approved by CAO or designate.
- 48 No person shall operate a motor vehicle on any part of a highway other than a roadway.
- 49 No person shall operate a vehicle on a highway so as to track any earth, sand, gravel or other material on the highway.
- 50 No person shall drive, propel or move on any highway any vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle, or any vehicle having a caterpillar tread, unless and until he or she has special permission, in writing, from the CAO.
- 51 No person shall operate a vehicle on a highway with any loose materials on the exterior of the vehicle.
- 52 No person shall operate a vehicle containing any load on a highway unless the load has

been secured to prevent any part of it from falling onto the highway.

- 53 Without limiting the generality of section 52, no person shall operate a vehicle containing a load of earth, sand, gravel or other loose materials on a highway unless:
- a. all parts of the load are at least 75 millimetres below the top of the container; and
 - b. the container and load are completely covered at all times.
- 54 In the event any part of a load falls onto the a highway from a vehicle the person operating the vehicle shall forthwith:
- a. take all reasonable steps to safely remove any materials from the highway.
- 55 No person shall drive a vehicle on or over newly painted lines on any roadway when the same is indicated by signs, flags or other warning devices.
- 56 No person shall drive a vehicle on a roadway with more than one vehicle in tow.

PART VIII SIDEWALKS, BOULEVARDS, CURBS & GUTTERS

- 57 An owner of a premises shall ensure:
- a. The removal from any public sidewalk located adjacent to the premises, including private driveway crossings, all snow and ice deposited thereon, whether from natural or unnatural means, within 24 hours of such deposit, or within 24 hours of the issuance of a Snow Removal Notice in respect of the premises; and
 - b. The removal from any public sidewalk, curb, or gutter located adjacent to the premises, including private driveway crossings, any debris or obstruction deposited thereon whether from natural or unnatural means, within 24 hours of such deposit, or within 24 hours of the issuance of a Debris or Obstruction Removal Notice in respect of the premises;
 - c. The properties listed in Appendix “B” have existing approaches located along the Curb that have been installed with Town approval. Only listed properties are authorized to install an approach along the curb. Without this approval any installation of an approach in, or on, the curb and gutter is considered an obstruction and will be required to be removed pursuant to section 48 (b).
 - i. As roadways are replaced, existing authorizations may be removed.
- 58 For the purpose of Section 57(a)
- a. Snow and ice will be considered removed when the sidewalk is cleaned for the entire width of the sidewalk and down to the sidewalk surface as completely as reasonably possible.
 - b. In the case of a sidewalk being below grade resulting in repeated coverage by ice or water through drainage or melted snow or rain, the sidewalk must be cleaned as completely as reasonably possible and a non-slip, non-corrosive and salt-free material such as sand or similar material must be scattered on the surface of the sidewalk as frequently as required to maximize traction for pedestrians. The sidewalk condition must be communicated to the CAO so it can be added to the list of sidewalk improvements and dealt with accordingly.
 - c. Where an owner or occupant of a premises reasonably anticipates being absent, the owner or occupant must make arrangements to ensure the sidewalks are maintained in accordance with this Bylaw.
- 59 No person shall remove snow, ice, dirt, materials from Town and/or private property onto Town property.
- 60 Regarding use of public sidewalks:
- a. A person riding a bicycle on any sidewalk, footpath or walkway where pedestrians are also allowed shall ride the bicycle in a manner which does not interfere with any pedestrian lawfully on or alighting from or entering onto a means of transportation who is lawfully using the sidewalk, footpath or walkway.

PART IX FUNERALS

- 61 If any funeral procession is in process of formation or proceeding along any highway, any Peace Officer may regulate all traffic in the vicinity and all persons whether on foot or in vehicles shall obey the order and direction of the Peace Officer so regulating the traffic.
- 62 Before a funeral procession enters upon, crosses or turns into a highway designated and marked as a through traffic street by a stop sign the first vehicle in the funeral procession shall come to a complete stop in the manner required by this bylaw and shall not drive the vehicle in to the intersection until it is safe to do so. A vehicle that follows in the funeral procession may then enter into the intersection without stopping provided the headlamps are alight. The provisions of this section shall not apply at intersections where traffic is controlled by a Peace Officer or by a traffic control signal.
- 63 No person driving any vehicle or riding a horse shall drive or ride through, nor shall any pedestrian walk through the ranks of any military or funeral procession (the vehicles of which have their lights on), nor through the ranks of any other authorized parade or procession, or in any way obstruct, impede or interfere with the same.

PART X FIRES

- 64 In case of a fire within the Town, any Peace Officer or member of the Fire Department of the Town of Claresholm may designate in any manner a line or lines near the location of the fire beyond which no member of the public shall pass, and no unauthorized person, whether on foot, on horse or in a vehicle shall cross such line or lines.
- 65 The Chief Officer of the Fire Department of the Town of Claresholm or any person acting under his instructions shall have the right to move or cause to be moved any vehicle which he may deem necessary to move or have moved for the purpose of carrying out any duty, work or undertaking of the Fire Department of the Town of Claresholm.
- 66 Where an unprotected hose of the Fire department has been laid down on a roadway or driveway no person shall drive a vehicle over such hose unless the official of the Fire Department in charge at the scene has specifically allowed him to do so.

PART XI ENGINE RETARDER BRAKES

- 67 No person shall operate a tractor trailer unit so as to cause noise by using engine retarder brakes within the limits of the Town of Claresholm. Engine retarder brakes shall not be used for either slowing or stopping their vehicle.

PART XII MISCELLANEOUS

- 68 A person must not make, continue, or allow to be made or continued any objectionable noise from a motor vehicle. .
- 69 No person shall place any type of material on a highway.
- 70 No person shall damage, climb or interfere with any:
a. traffic control device; or
b. item of street furniture.
- 71 No person shall break, tear up or remove any planking, pavement, sidewalk, curbing, macadamizing or other road surface or make excavation in or under any sidewalk or street for the purpose of building or otherwise, without first having obtained permission from the CAO or his designate to do so and such permit being granted, the work shall be carried out under the direction of the CAO or any person appointed by him. CAO or his delegate shall inspect all such work being done and, upon termination of the work, all materials shall be replaced and any damages made good

by the parties concerned. Such work shall be carried out as expediently as possible and without unnecessary delay. Furthermore, any person or party to whom permission has been granted to carry out any work of the foregoing nature, shall be liable for any or all accidents or damages that may occur to any person or property by reason thereof, and shall keep and maintain such lights, barricades or watchman or other precautions to safeguard and protect the public from injury or loss, and shall be responsible for costs incidental to the same.

- 72 Every person shall be guilty of an offense who:
- a. coasts on any highway on a sled, toboggan, or skis,
 - b. washes a vehicle, drains the radiator of any vehicle upon a highway or washes a vehicle near a highway, or otherwise causes water, slush or ice to form upon a highway or public sidewalk.
- 73 No owner or occupant of private property in the Town shall allow anything to be erected, placed, planted or grown, whether planted or erected before or after the date of the passing of this bylaw, to grow or to remain at a greater height than 0.8 metres above the centre line grades of the intersecting streets in the area bounded by the property lines of such corner lots and a line joining points along the said property line 11.6 metres (or such other distance as required by the Municipal Planning Commission) from the point of intersections.

PART XIII ENFORCEMENT

- 74 Any person violating any of the provisions of this bylaw or any other person responsible for such violation shall be liable on a summary conviction before a Provincial Judge or any Justice of the Peace having jurisdiction therein, to a fine in an amount not less than that established in this bylaw, and not to exceeding \$10,000.00 and to imprisonment for not more than six months for non-payment of a fine.
- 75 Where any Peace Officer believes that any person has committed a breach of any of the provisions of this bylaw as set out in Schedule "A" hereto he/she may serve upon such person a notice or tag as provided herein.
- a. Where payment of the penalty for municipal tag issued for breach of any of the sections described in Schedule "A" of this by-law is received within 14 days from the date of issued, may be reduced by twenty five dollars (\$25) and such reduced payment shall be accepted in lieu of prosecution.
- 76 Any Peace Officer may impound and remove from a highway, street, alley, parking lot or other public place, a vehicle in respect of which charges have not been paid or of a vehicle parked in violation of a provision of this bylaw and all costs of removal which may be enforced in the manner provided by the *Possessory Liens Act*.
- 77 If a vehicle is driven, used, parked or left in contravention of any provision of this bylaw the owner of the vehicle is guilty of an offense and liable for the contravention and the penalty provided herein unless he proves to the satisfaction of the Magistrate trying the case that at the time of the contravention the vehicle was not driven, used, parked or left by him or by any other person with his consent, expressed or implied.
- 78 Service of any such notice or tag shall be sufficient if it is:
- a. personally served,
 - b. served by double registered mail, or
 - c. attached to the vehicle in respect of which the offense is alleged to have been committed.
- 79 Upon production of any such notice or tag within seven (7) days from the date of service of such notice, together with the payment of the sum specified in Schedule "A" hereto to a person authorized by the CAO to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this bylaw, such payment shall be accepted in lieu of prosecution.

- 80 If the person upon whom any such notice or tag is served fails to pay the said sum within the time allotted, the provisions of this bylaw shall no longer apply.
- 81 Where the owner or occupant of a premises fails to comply with provision 57 to 59 of this Bylaw, an Enforcement Officer may issue and serve the owner with a Snow, Ice, Obstruction or Debris Removal Notice in accordance with the provisions of this Section. If the required remedial action (Removal of snow, ice, obstruction, or debris from Sidewalks or Curbs) is not completed within 24 hours from the date of service of the Notice, the Town may take all reasonable measures to complete the remedial action for the subject sidewalk(s) or curb(s) at the property owner's expense, plus an administration fee. The subject costs and expenses, if unpaid by the owner upon demand, shall be added to the Tax Roll of the subject property in accordance with Section 553(1)(g.1) of the Municipal Government Act, RSA 2000, c.M-26.

PART XIV GENERAL

- 82 Nothing in this bylaw shall prevent any person:
- a. From exercising his right to defend any charge of committing a breach of any of the sections in Schedule "A" hereto,
 - b. From laying any information or complaint against any other person for committing a breach of any of the sections in Schedule "A" hereto, or
 - c. from exercising any legal right such person may have to lay an information or complaint against any other person (whether such person has made a payment under the provisions of this bylaw or not), for breach of any of the sections in Schedule "A" hereto).
- 83 Where any person has made a payment pursuant to the provisions of this bylaw and is prosecuted for the offense in respect of which such payment has been made, such payment shall be refunded.
- 84 No person other than the owner or driver of a vehicle shall remove any notice placed or fixed to such vehicle by a peace officer in the course of his duties.
- 85 If by reason of any contravention of any provision of this bylaw, the Town is authorized or required to move the motor vehicle from a place where it is parked in contravention of the bylaw and to impound the same, the amount of the expense so incurred shall be added to the amount of any fine or penalty which may be imposed by reason of the contravention or to the amount of payment to be made in lieu of prosecution as provided in Section 63 and the person concerned shall be required to pay the amount of such expense in addition to any fine, penalty or penalty in lieu of prosecution as the case may be.

PART XV SEVERABILITY PROVISION

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

PART XVI PASSAGE OF BYLAW

- 87 Bylaw #1370 and Bylaw #1550, and all amendments thereto, are hereby repealed.
- 88 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **7th** day of **December** 2020 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

SCHEDULE "A"

SECTION	OFFENCE	PENALTY
7	Park gas trucks in a prohibited area	\$250
8(a)	Parking on sidewalk or boulevard	\$75
8(b)	Parking on crosswalk or part of	\$75
8(c)	Parking within intersection	\$75
8(d)	Parking too close to intersection	\$75
8(e)	Parking too close to stop or yield sign	\$75
8(f)	Parking too close to fire hydrant	\$75
8(g)	Parking too close to garage access, private road, driveway or vehicle crossway	\$75
8(h)	Parking too close to marked crosswalk	\$75
8(i)	Parking too close to street obstruction	\$75
8(j)	Parking on the wrong direction of traffic	\$75
9	Parking outside of lines	\$75
10	Parking of unauthorized vehicles	\$75
11(a)	Washing vehicle on a highway	\$75
11(b)	Change oil or fluids on a highway	\$100
11(c)	Repairing vehicle on a highway	\$100
12	Unattended vehicle on a jack or with wheels removed	\$100
13	Abandoned vehicle	\$100
14	Parking of derelict vehicle	\$100
15	Park longer than indicated on parking sign	\$75
16	Park in loading or unloading zone longer than permitted	\$75
17	Park in a lane	\$75
18	Park in NO Parking area	\$75
19	Park in disabled parking	\$100
20	Failing to park in a proper manner	\$75
21	Improper angle parking (lines)	\$75
22	Improper angle parking (no lines)	\$75
23	Improper angle parking (exceeds length)	\$75
24	Improper parallel parking	\$75
25	Park on Town Property	\$100
27	Parking on private property	\$75
28	Improper parking of vehicle exceeding 4500 kg	\$250
30	Improper parking of vehicle exceeding 9500 kg	\$250
31	Unattached trailer	\$75
32	Commercial business parking vehicles on highway	\$100
34	Park in emergency access	\$100
35	Parking as to obstruct emergency vehicle	\$250
37	Recreation vehicle not parked adjacent to owner's property.	\$75
38(a)	Recreation vehicle park longer than 48 Hrs.	\$75
38(b)	Recreation vehicle park at same location within 72 Hrs.	\$75
40	Recreation vehicle Causing a hazard on highway	\$100
41	Parking of recreation vehicle	\$75

42	Commercial vehicle Causing a hazard on highway	\$250
43	Commercial vehicle not parked adjacent to operator's property.	\$100
43(a)(i)	Commercial vehicle park longer than 48 Hrs.	\$100
43(a)(ii)	Commercial vehicle park at same location within 72 Hrs.	\$100
45	Person obstructing highway	\$100
45(b)	Harassing	\$100
46	Illegal sign on highway	\$100
47	Obstruction on highway	\$100
48	Operate a motor vehicle off highway	\$100
49	Tracking	\$100
50	Driving with spikes or lugs without permission	\$250
51-54	Unsecure load	\$100
55	Driving on painted lines	\$100
56	Driving with more than one vehicle in tow	\$100
57(a)	Failure to clear snow and/or ice from sidewalks	\$100
57(b)	Failure to clear or clean sidewalks and gutters	\$100
58	Placing obstruction on a highway	\$250
60	Riding a bike on a sidewalk	\$50
63	Driving through funeral procession	\$75
66	Driving over fire hose	\$250
67	Use engine retarder brakes	\$250
68	Objectionable noise from motor vehicle	\$100
69	Littering	\$100
70	Damage, climbing or interfering with traffic control devise or street furniture	\$100
71	Unlawful construction / damage highway	\$500
72(a)	Coast on highway with sled, etc.	\$75
72(b)	Wash or otherwise drain or cause water, slush or ice to form upon a highway or sidewalk	\$100
73	Vegetation or structure obstructing intersection.	\$75
	All other section not listed above	\$50

SCHEDULE "B" EXISTING APPROACHES

134 – 44 Avenue W	5025 – 5 Street W
526 – 48 Avenue W	5029 – 5 Street W
#16 – Willow Road	5033 – 5 Street W
328 – 50 Avenue W	5037 – 5 Street W
538 – 50A Avenue W	5022 – 6 Street W
671 – 50A Avenue W	5038 – 6 Street W
509 – 53 Avenue W	5042 – 6 Street W
311 – 55 Avenue W	5046 – 6 Street W
418 – 56 Avenue W	5025 – 7 Street W
412 – 57 Avenue W	4920 – 8 Street W
428 – 57 Avenue W	5048 – 8 Street W



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1711**

A Bylaw of the **Town of Claresholm to regulate and abate Nuisances and Unsightly Premises and regulate Property standards in the community.**

WHEREAS, the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, authorizes a Council to pass bylaws for the preventing of Nuisances generally, and regulating untidy and Unsightly private and public Premises;

AND WHEREAS, the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or a place that is open to the public;

AND WHEREAS the Council deems it necessary to provide for an efficient means of regulating and encouraging the abatement of Unsightly Premises within the Town of Claresholm;

AND WHEREAS the Council believes the regulation of Nuisances through a Property Standards Bylaw would benefit the community as a whole;

AND WHEREAS, section 66(2) of the Safety Codes Act, R.S.A. 2000, c. S-1, authorizes a Council to pass bylaws respecting minimum maintenance standards for buildings and structures and Unsightly or derelict buildings or structures;

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

SECTION 1 TITLE OF BYLAW

- 1.1 This Bylaw may be cited as the “**Unsightly Premises and Property Standards Bylaw.**”

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) “**Administration Fee**” means a fee added to actual expenses incurred by the Town for measures taken pursuant to this Bylaw and such fee is equal to the greater of \$25.00 or 15% of actual expenses incurred by the Town;
 - b) “**Alley**” means a narrow Highway or public thoroughfare, which provides a secondary means of access to a lot or lots intended chiefly to provide access to the rear of buildings and parcels of land.
 - c) “**Animal Material**” means any animal excrement and Includes all material accumulated on a Premises from pet pens or pet Yards, stables, veterinary clinics, animal hospitals, kennels or feed lots;
 - d) “**Building**” includes anything constructed or placed on, in over or under land.
 - e) “**Building Material**” means material or debris which may result from the construction, renovation or demolition of any building or other structure and Includes, but is not limited to, wood, gypsum board, roofing, vinyl siding, metal, packaging material and containers of Building Material, gravel, concrete and asphalt and any earth, rocks and vegetation displaced during such construction, renovation or demolition of any building or other structure;
 - f) “**Chief Administrative Officer (CAO)**” means a municipal official employed by the Town of Claresholm in the position of Chief Administrative Officer or, in his/her absence, the Person appointed as Acting Chief Administrative Officer;

- g) “**Control**” in reference to Weeds means:
- i) Cut, mow or carry out measures designed to inhibit propagation of the weed, or
 - ii) Destroy the weed if specified by a Community Peace Officer, Bylaw Enforcement Officer or Weed Inspector employed by the Town of Claresholm;
- h) “**Council**” means the Council of the Town of Claresholm;
- i) “**Court**” means the Provincial Court of Alberta;
- j) “**Damaged, Dismantled or Derelict Vehicle**” means:
- i) The whole or any part of any Vehicle which is not currently registered or licensed in accordance with Alberta Motor Vehicle Registries for the current year;
 - ii) Any Vehicle which is inoperative or incapable of movement under its own power by reason of disrepair, removed parts or missing equipment; or,
 - iii) And that is not located in an enclosed structure such that the whole or any part of the Vehicle is visible from the Highway.
- k) “**Designated Officer**” means a Person authorized by Council to act as Designated Officer pursuant to Section 210 of the Municipal Government Act, including but not limited to performing inspections and any other action required to enforce the provisions of this Bylaw. For the purpose of this Bylaw, the Designated Officer shall be the Enforcement Officer.
- l) “**Enforcement Officer**” means a Community Peace Officer, Bylaw Enforcement Officer, RCMP Constable or other Person appointed by the Town who is authorized to enforce Bylaws of the Town of Claresholm;
- m) “**Front Yard**” means the same as defined in the Town of Claresholm’s Land Use Bylaw;
- n) “**Garbage**” means any household or commercial rubbish including, but not limited to, boxes, cartons, bottles, cans, containers, packaging, wrapping material, waste paper, cardboard, food, discarded clothing or fabric and discarded household items;
- o) “**Graffiti**” means words, figures, letters or drawings scribbled, scratched, painted or sprayed upon any surface without the consent of the Owner of the building or Property on which such Graffiti is placed;
- p) “**Highway**” is as defined in the *Traffic Safety Act*;
- q) “**Including**” or “**Includes**” when introducing a list of items, does not limit the meaning of the words to those items or to items of a similar kind;
- r) “**Municipal Government Act**” means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
- s) “**Notice**” means a Notice issued pursuant to this Bylaw directing an Owner or Occupant of a Property to remedy a condition that is not in compliance with a provision of this Bylaw;
- t) “**Nuisance**” means any use of or activity on land which demonstrates a disregard for the general maintenance and upkeep of Property so as to produce a material annoyance, inconvenience or discomfort to other Persons, whether or not it is detrimental to the surrounding area, some examples of which include, but are not limited to, the following:
- i) excessive accumulation of material including but not limited to Building Materials, appliances, household goods, boxes, tires, Vehicle parts, Garbage or refuse, or Animal Material, whether of any apparent value or not;
 - ii) loose litter, Garbage, construction debris, Yard Material or refuse whether located in a storage area, collection area or elsewhere on the land;
 - iii) Damaged, Dismantled or Derelict Vehicles;
 - iv) smelly or messy compost heaps;
 - v) grass or Weeds higher than 15 centimeters (approximately 6 inches);
 - vi) production of excessive dust, dirt or smoke;
 - vii) production of any generally offensive odours;
 - viii) open or exposed storage of industrial fluids, including engine oil, brake fluid or anti-freeze;

- ix) use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
 - x) any trees, shrub, other type of vegetation or any structure:
 - (1) that obstructs any Sidewalk adjacent to the land;
 - (2) that impairs the visibility required for safe traffic flow at any intersection adjacent to the land; or
 - (3) that has any rot, disease or other deterioration;
 - xi) the failure to destroy prohibited Weeds or Control noxious or Nuisance Weeds;
 - xii) any accessible excavation, ditch, drain or standing water that could pose a danger to the public;
 - xiii) any construction project or activity not completed within 3 years of the date the building permit for the project or activity was issued by the Town or, if no permit was issued or required, within 3 years of starting construction; and
 - xiv) any conditions likely to attract Nuisance animals, pests or other vermin
- u) **“Occupy”** or **“Occupies”** means residing on or to be in apparent possession or Control of Property;
- v) **“Owner”** of a Property means:
- i) a Person who is registered under the *Land Titles Act* as the Owner of the land;
 - ii) a Person who is recorded as the Owner of the Property on the tax assessment of the Town;
 - iii) a Person who has purchased or otherwise acquired the land, whether he has purchased or otherwise acquired the land directly from the Owner or from another purchaser, and has not yet become the registered Owner thereof;
 - iv) a Person holding himself out as the Person having the powers and authority of Ownership of the Property or who for the time being exercises the powers and authority of Ownership; or
 - v) a Person Controlling the Property under construction, or a Person who is the occupant of the Property pursuant to a rental or lease agreement, license or permit;
- w) **“Person”** means an individual or any business entity Including a firm, partnership, association, corporation, company, or society;
- x) **“Property”** means any land situated in whole or in part within the Town Including the external surfaces of all buildings and land immediately adjacent to any building or buildings and Includes any land or buildings owned or leased by the Town;
- y) **“Provincial Offences Procedures Act”** means the *Provincial Offences Procedure Act*, RSA 200, Chapter P-34, and the regulations thereof, as amended;
- z) **“Rear Yard”** means the same as defined in the Town of Claresholm’s Land Use Bylaw;
- aa) **“Recreation Vehicle”** means a Vehicle, trailer, water craft or off road Vehicle that is utilized for recreational purposes and includes any motor home, travel trailer, tent trailer, watercraft and trailer, fifth wheel trailer, a camper when it is not mounted on a truck but placed on the ground or stand, utility trailer, or any similar Vehicles, or any Vehicle as determined by an Enforcement Officer to be intended for predominantly recreation purposes that would not typically be seen as use directly related to the Property.
- bb) **“Residential Building”** means a structure used as a residence containing one or more dwelling units, including a house, multi-family dwelling, apartment building, hospital, lodging house, hotel, motel, mobile home, tent, trailer, motor home, camper, or recreational Vehicle of any type;
- cc) **“Residential Development”** means any land that is the site of one or more Residential Buildings, excepting farms, ranches, and other land which is used for primarily agricultural purposes;
- dd) **“Secondary Front Yard”** means the secondary side of properties with more than one street frontage, typically corner lots.

- ee) “**Side Yard**” means the same as defined in the Town of Claresholm’s Land Use Bylaw.
- ff) “**Town**” means the municipal corporation of the Town of Claresholm in the Province of Alberta, or the area located within the Town of Claresholm's corporate limits, as the context so requires;
- gg) “**Unsightly**” means:
 - i) A Property that because of its condition or the accumulation of refuse is detrimental to the use and enjoyment of the surrounding area or neighboring properties;
 - ii) In respect of a structure, includes a structure whose exterior shows signs of significant physical deterioration, serious disregard for general maintenance, upkeep or repair, or which constitutes a Nuisance;
 - iii) In respect of land, includes land that shows signs of a serious disregard for general maintenance or upkeep or which constitutes a Nuisance; or
 - iv) In an Unsightly condition within the meaning of s.546 of the Municipal Government Act.
- hh) “**Vehicle**” has the same meaning as defined in the *Traffic Safety Act*, and Includes any motorized Vehicle that is unable to be moved under its own power;
- ii) “**Weeds**” Includes dandelions, Nuisance and noxious Weeds as defined by the *Weed Control Act*;
- jj) “**Yard**” means the same as defined in the Town of Claresholm’s Land Use Bylaw
- kk) “**Yard Material**” means waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities and Includes grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and Weeds.

SECTION 3 NUISANCE AND UNSIGHTLY LANDS

- 3.1 A Person shall not cause or permit a Nuisance to exist on land they Own or Occupy.
- 3.2 A Person shall not allow Property which they Own or Occupy to be or to become Unsightly.
- 3.3 No Owner or Occupant of a Property shall have or allow in or on the Property, the accumulation of:
 - a) Any material that creates unpleasant odour;
 - b) Any material likely to attract animals, pests or wildlife; or
 - c) Animal remains, parts of animal remains or animal feces.
- 3.4 A Person shall not have or allow the following to accumulate on Property which they Own or Occupy such that the accumulation is visible to a Person viewing from outside the Property:
 - a) Loose Garbage and bagged Garbage;
 - b) Bottles, cans, boxes or packaging materials;
 - c) Household furniture or other household goods;
 - d) Automobile parts;
 - e) Parts of or disassembled machinery, equipment or appliances;
 - f) Yard waste, including grass, tree and hedge cuttings, leaves and other refuse; or
 - g) Any items or material of a similar nature.
- 3.5 No Person shall keep or permit in any part of any Yard within any Residential Premises or Property any Vehicle, loaded or unloaded, of a gross Vehicle weight in excess of 5,500 kg for longer than is reasonably necessary to load or unload the Vehicle.
- 3.6 No Person shall permit any Recreational Vehicle to be used as a dwelling unit on any Residential Development or Property.

- 3.7 No Person shall keep or permit on any Residential Development or Property any Recreational Vehicle unless the Recreational Vehicle is parked:
- a) During the months of May to September inclusive, in a Front Yard or a Secondary Front Yard and located on a hard-surfaced, gravel, or rock parking area with a setback of at least 1.0 m from the sidewalk or curb if there is no sidewalk abutting the road; and
 - b) At anytime during the year, in a Rear Yard or Side Yard and maintained to prevent the tracking of mud or debris onto adjacent roadways.

SECTION 4 BOULEVARDS AND ALLEYS

- 4.1 A Person shall maintain any Boulevard or Alley adjacent to the Property they own or Occupy by:
- a) Keeping any grass cut to a length of no more than 15 cm (approximately 6 inches);
 - b) Removing any accumulation of fallen leaves or other refuse or debris;
 - c) Replace dead or diseased lawn with grass or other landscaping material approved by the Town per section 4.2; and
 - d) Notifying the Town if tree maintenance is required.
- 4.2 No Person shall remove or prune trees located on a Boulevard or Alley without prior approval from the Town.
- 4.3 Subject to obtaining written permission from the Town, any Owner who chooses to utilize any landscaping material other than natural grass (e.g. crushed rock, mulch, artificial turf, hard-surfacing, plantings, etc.) on a Boulevard, Alley or any other publicly owned Premises or Property adjacent to their Premises or Property assumes responsibility for all maintenance of such landscaping material and the repair of damage to such landscaping material, regardless of cause.
- 4.4 Notwithstanding Section 4.1, if the Town is required to damage, disturb or remove landscaping material placed on a Boulevard or Alley as a result of repair of public utilities, the Town will only be responsible for the cost to repair the damage, disturbance or removal with natural grass.

SECTION 5 BUILDINGS

- 5.1 No Person shall cause or permit a Nuisance to exist in respect of any Building on land they Own or Occupy.
- 5.2 For the purpose of greater certainty, a Nuisance in respect of a Building means a Building showing signs of serious disregard for general maintenance and upkeep, whether or not it is detrimental to the surrounding area, some examples of which Include the following:
- a) Any damage to the Building;
 - b) Any rot or other deterioration within the Building; and
 - c) Any inappropriate infiltration of air, moisture or water into the Building due to peeling, unpainted or untreated surfaces, missing shingles or other roofing materials, broken or missing windows or doors, or any other hole or opening in the Building.
- 5.3 If a Building normally intended for human habitation is unoccupied then any door or window opening in the Building may be covered with a solid piece of wood, but only if the wood is:
- a) Installed from the exterior and fitted within the frame of the opening in a watertight manner;
 - b) Of a thickness sufficient to prevent unauthorized entry in the Building;
 - c) Secured in a manner sufficient to prevent unauthorized entry in the Building; and
 - d) Coated with an opaque protective finish in a manner that is not detrimental to the surrounding area.

SECTION 6 CONSTRUCTION SITE

- 6.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 6.2 No Person shall allow the accumulation of Building Materials on a Property they Own or Occupy, whether new or used, such that they are visible to a neighbor or from a Highway or public space, unless they can establish that a construction or renovation is being carried out on the Property and that:
 - a) The project has begun or the beginning of work is imminent;
 - b) The materials found on the Property relate to the project taking place on the Premises in a quantity reasonable to complete the project; and
 - c) The work on the project has not been suspended for a period in excess of one hundred and twenty days.
- 6.3 No Person shall allow loose construction material to be stored or accumulated on a construction site they Own or Occupy unless it is:
 - a) Stacked or stored on the Property in an orderly manner; and
 - b) Not capable of being blown around the construction area or off the construction site.

SECTION 7 REPAIR OF MOTOR VEHICLES

- 7.1 A Person shall not conduct any repair work on Motor Vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a Vehicle, on any land in a residential district, unless approved by way of development permit.
- 7.2 This prohibition shall not apply to routine maintenance work performed on any Vehicles owned, operated or registered in the name of the Person who Owns or Occupies the Property on which the work is being performed, provided that:
 - a) There is no escape of offensive, annoying or noxious odors, fumes or smoke from the Property;
 - b) Vehicle fluids, oil, gasoline products or other hazardous materials are properly stored and disposed of and not swept or washed into lanes, streets, or down storm sewers;
 - c) All discarded Vehicle parts and materials are properly stored out of public view and disposed of from the Property;
 - d) No washing of motor, power train or other Vehicle parts which may cause petroleum product runoff into the storm water system on the Property; and
 - e) All building and fire code regulations are met.

SECTION 8 EXEMPTIONS & EXCEPTIONS

- 8.1 The provisions of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to, a Property.
- 8.2 The Person who Owns or Occupies a Property that carries on, or permits the carrying on, of any activities referred to in Section 8.1 of this Bylaw shall ensure that all reasonable steps are taken to minimize the duration and visual impact of any resulting untidiness or unsightliness of the Property.

SECTION 9 ENFORCEMENT

- 9.1 Where an Owner or Occupant of a Property is found by a Designated Officer or Enforcement Officer to be in non-compliance with any provision of this Bylaw, the Owner or Occupant of the Property may be issued an Order containing the following information:
 - a) The address and/or legal description of the Property where remedial action is required;

- b) The condition or conditions that are not in compliance with this Bylaw;
 - c) The remedial action that is required to bring the Property into compliance;
 - d) The deadline for completion of the remedial action required, which must not be less than seven (7) days after the date of service of the Notice and must not be greater than thirty (30) days after the date of service of the Notice; and
 - e) A statement that the Town may carry out the required remedial action at the Owner's expense if the required work is not completed within the allowed time.
- 9.2 An application for an extension of the deadline provided for the completion of the remedial action required in a Notice issued pursuant to Section 9.1 of this Bylaw may be applied for in writing to an Enforcement Officer not later than seven (7) days after the service of the Notice. The application must include the reasons why the deadline extension is required, and the anticipated date for completion of the required remedial action. Any such deadline extension applied for may be allowed or refused at the sole discretion of the Enforcement Officer, and the extension shall not exceed sixty (60) days after the deadline provided in the Notice.
- 9.3 Any Notice issued pursuant to Section 9.1 of this Bylaw will be deemed to have been sufficiently served upon the Owner or Occupant of the Property when the Notice is:
- a) served Personally upon the Owner or Occupant, or served in substitution upon any Person who is 18 years of age or older who resides in the subject Property;
 - b) served Personally upon the Property manager or Person apparently in charge of the Property, if the Property is not occupied or managed by the Owner;
 - c) posted at a conspicuous location(s) near the main entry to the Property; or
 - d) mailed by regular mail to the Owner of the Property using the address provided by the Owner and/or on record with the Town of Claresholm as the mailing address for the Owner of the Property, in which case the deemed date of service is five (5) days after the date of mailing.
- 9.4 The Owner or Occupant of a Property who has been served with a Notice issued pursuant to this Section shall fully comply with the Notice within either the original or extended time allowed for compliance.
- 9.5 Where an Enforcement Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, he/she may commence enforcement of the Bylaw in relation to that Person by:
- a) Issuing the Person, a Violation Ticket in a form as approved by the Chief Administrative Officer;
 - b) Swearing out an Information and Complaint against the Person; or
 - c) In lieu of prosecution, issuing the Person a Bylaw Violation Tag, in a form as approved by the Chief Administrative Officer.
 - d) If the Violation Tag penalty is not paid within the specified period, the Person shall be issued a Violation Ticket pursuant to the provisions of Part Two (2) of the Provincial Offences Procedures Act (POPA);
 - e) Any penalties assessed shall be per "Schedule 'A' – Minimum Specified Penalties.
- 9.6 Where an Enforcement Officer issues a Person a Violation Ticket in accordance with Section 9.5(a) of this Bylaw, the Enforcement Officer may either:
- a) Allow the Person to pay the specified penalty as provided for in Section 11 of this Bylaw by indicating such specified penalty on the Violation Ticket; or
 - b) Require a Court appearance of the Person, pursuant to the provisions of Part 2 of the Provincial Offences Procedure Act, where the Enforcement Officer reasonably believes that such appearance is in the public interest.
- 9.7 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude an Enforcement Officer or the Town from pursuing any other remedy in relation to a Property or Nuisance as provided by the Municipal Government Act, any other law of the Province of Alberta, or any other Bylaw of the Town.

SECTION 10 GENERAL PENALTY PROVISION

10.1 Any Person that violates any provision of this Bylaw is guilty of an offence and is liable upon conviction to a maximum fine of ten thousand dollars (\$10,000), or in default of payment of the fine to imprisonment for a period not exceeding one (1) year, or to both fine and imprisonment in such amounts.

SECTION 11 GENERAL

11.1 It is the intention of the Council of the Town that each provision of this Bylaw should be considered as being separate and severable from all other provisions. Should any section or provision of this Bylaw be found to have been improperly enacted, then such section or provision shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall remain effective and enforceable.

11.2 It is the intention of the Council of the Town that all offences created pursuant to this Bylaw be construed and considered as being Strict Liability Offences.

11.3 Whenever the singular and masculine gender is used in this Bylaw, the same shall include the plural, feminine and neuter gender whenever the context so requires.

SECTION 12 REPEAL OF PREVIOUS BYLAW

12.1 Bylaw No. 1534, the “Unightly Premises and Snow Removal Bylaw” and any amendments thereto, are hereby repealed.

SECTION 13 PASSAGE OF BYLAW

13.1 This Bylaw (except that mentioned in 13.2) shall come into effect upon the date of third and final reading.

13.2 Section 3.7 of this Bylaw shall come into effect on October 1, 2021.

Read a first time in Council this **7th** day of **December** 2020 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

SCHEDULE "A" MINIMUM AND SPECIFIED PENALTIES AND FEES

1. The minimum and specified penalty for a violation of any provision of this Bylaw (excepting the provisions of Sections 3.4, 4, and 7) is a fine in the amount of:
 - First Offence: \$350.00
 - Second Offence: \$700.00
 - Third Offence: \$1,500.00
2. The minimum and specified penalty for a violation of Section 3.4 of this Bylaw is a fine in the amount of:
 - First Offence: \$500.00
 - Second Offence: \$1,000.00
 - Third Offence: \$1,500.00
3. The minimum and specified penalty for a violation of a provision of Sections 4 and 7 of this Bylaw is a fine in the amount of:
 - First Offence: \$250.00
 - Second Offence: \$500.00
 - Third Offence: \$1,000.00
4. The minimum and specified penalty for any violation of this Bylaw four (4) times or more and for each subsequent offence shall be a fine in the amount of one thousand five-hundred dollars (\$1,500.00).
5. The fee to appeal a written order shall be one hundred dollars (\$100).
6. The penalty in lieu of prosecution for a violation of any provision of this Bylaw proceeded with in accordance with Section 9.1(c) is one-half (50%) of the minimum and specified penalty provided for the particular offence by this Section.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1716**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from the Bank of Montreal (“BMO”) up to the principal sum of \$450,000.00 repayable upon demand at a rate of interest per annum from time to time established by BMO not to exceed 5%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$450,000.00 consists of the following:
 - a. \$450,000.00 revolving line of credit;
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 - a. To apply to BMO for the aforesaid loan to the Corporation and to arrange with BMO the amount, terms and conditions of the loan and security or securities to be given to BMO;
 - b. As security for any money borrowed from BMO:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to BMO all such securities and promises as BMO may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of BMO of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to BMO the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from BMO are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and BMO is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to BMO will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and BMO will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1691 is hereby rescinded.

Read a first time in Council this **7th** day of **December** 2020 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1717**

WHEREAS the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Municipal Services Corporation (“AMSC”) up to the principal sum of \$50,000.00, repayable monthly on the 4th day of each and every month. Past Due Amounts will be subject to a rate of interest per annum from time to time established by AMSC not to exceed 19.5%, and such interest will be calculated daily and due and payable monthly on the 4th day of each and every month. The principal sum of \$50,000.00 consists of MasterCard accounts administered by AMSC and issued by the Bank of Montreal (BMO).
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
 To apply to AMSC for the aforesaid credit to the Corporation and to arrange with AMSC the amount, terms and conditions of the MasterCard Accounts;
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
 Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the credit will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This Bylaw comes into force on the final passing thereof.
6. Bylaw #1692 is hereby rescinded.

Read a first time in Council this **7th** day of **December** 2020 A.D.

Read a second time in Council this day of 2021 A.D.

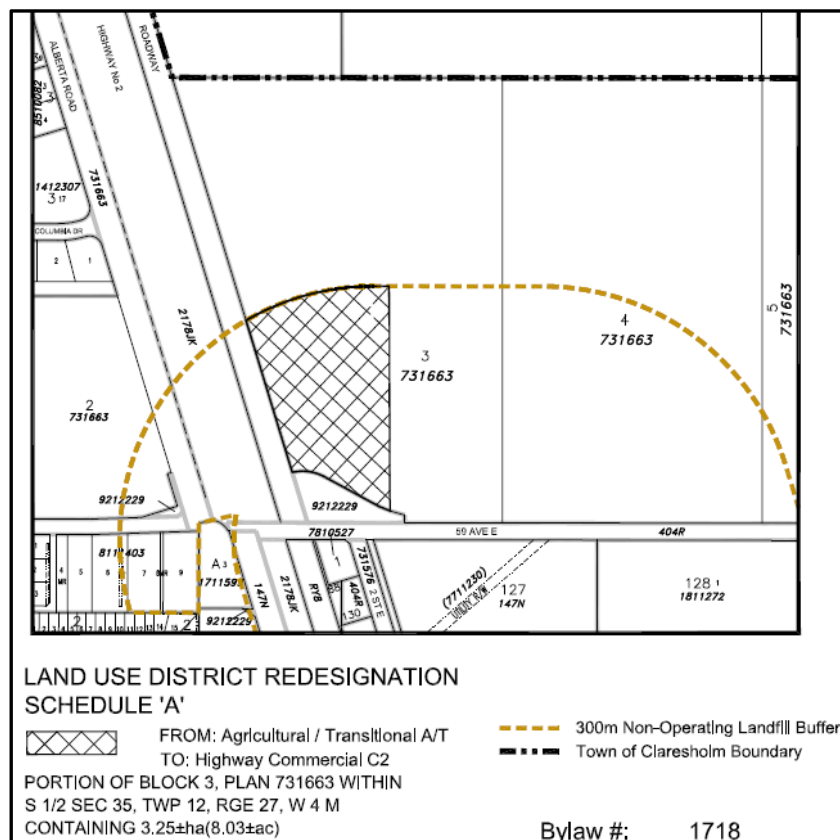
Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

BYLAW No. 1718 - LAND USE BYLAW No.1525 AMENDMENT

The applicant has applied for a land use bylaw amendment for the partial re-zoning of the south west section of property located at 280 59 Ave East, from AT (Ag Transitional) to C2 (Highway Commercial). The applicant proposes to construct and operate a shop with office for trailer sales and service. Access will be from 59 Ave East via a private driveway. Any proposed use, and development (structures) proposed is dealt with through the land use bylaw permit process (MPC or development officer). At that time items such as parking, setbacks, landscaping, etc. will be looked at. This is the first step in aligning the land use district with the intended development.

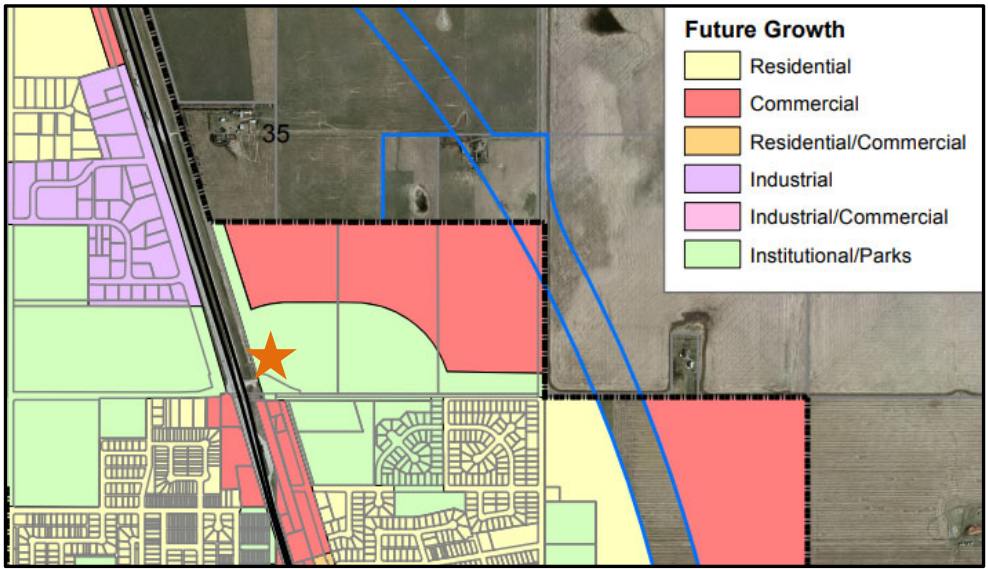


The portion intended for re-designation is located within the non-operating landfill buffer (shown on the map above). This restriction affects subdivision and development for hospitals, schools, residences, and food establishments as per the Alberta Subdivision and Development Regulations at the link below. Industrial and/or certain types of commercial uses (without services) would not be affected by the setback. The applicant is aware of the setback and any type of restrictions that would be included.

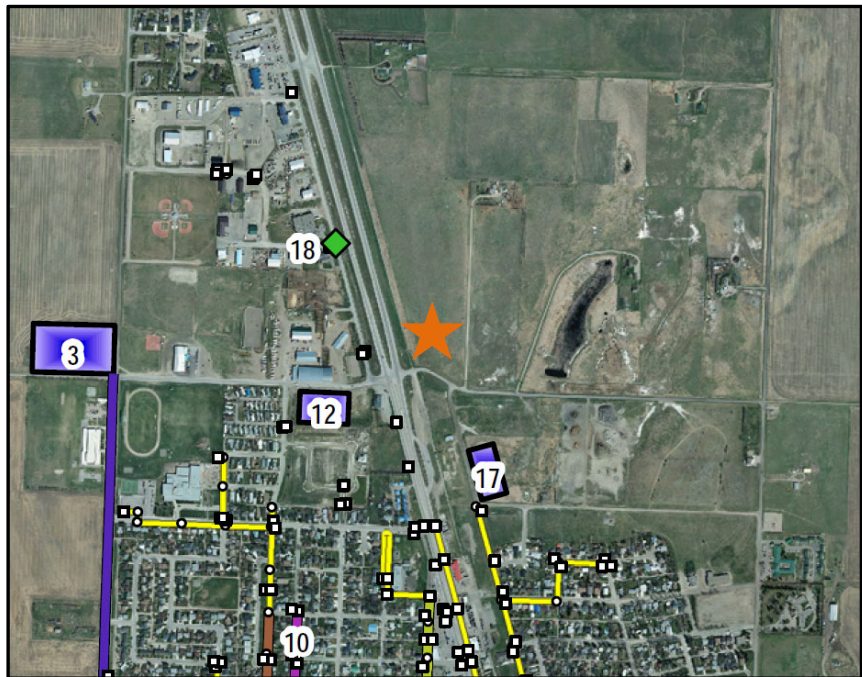
https://www.gp.alberta.ca/1266.cfm?page=2002_043.cfm&leg_type=Regs&isbncln=9780779799282

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

Within the Town's Municipal Development Plan the area is identified for future growth for institutional/parks with commercial surrounding. This is in part due to the non-operating landfill buffer, a desire to have an enhanced landscape buffer adjacent to the highway corridor and the low lying areas associated with Frog Creek drainage.



Within the Town of Claresholm Stormwater Management Plan (2015) there are low areas located east of the intended property and areas south that have been identified as potential areas for stormwater management areas (shown below). This section of property intended to re-designation (shown by the orange star below) is not included in any of the proposed management areas.



The application was circulated to Gavin Scott, Planner from ORRSC for review/comments in regards to compliance with Town Statutory plans.

“Given the area identified in the application is not impacted by drainage issues and the proposed use is not prohibited within the non-operating landfill buffer, I can support the application for redesignation for this location. The application does setup a split zoning of the parcel with a portion remaining Agricultural/Transitional and this proposed portion being Highway Commercial which although not common is allowable. It is not the intent of the applicant to subdivide the portion off but given the two zoning categories it can be anticipated that at some point it likely makes sense. If a landscape buffer adjacent to the highway is desired it can be addressed in other planning processes.”

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No. 1718 a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1718, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1718 / Map
- 2.) Land use districts (AT & C2)

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 30, 2020



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1718**

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

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

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

WHEREAS the purpose of the bylaw is to accommodate the construction of a proposed shop with office for retail trailer sales.

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

LAND USE DISTRICT MAP

Potion of Block 3, Plan 731663 within the S½ Section 35 Twp 12 Rge 27 W4M, be amended by changing the Agricultural/Transitional – A/T designation to Highway Commercial – C2

as depicted in “Schedule A”.

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1718 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

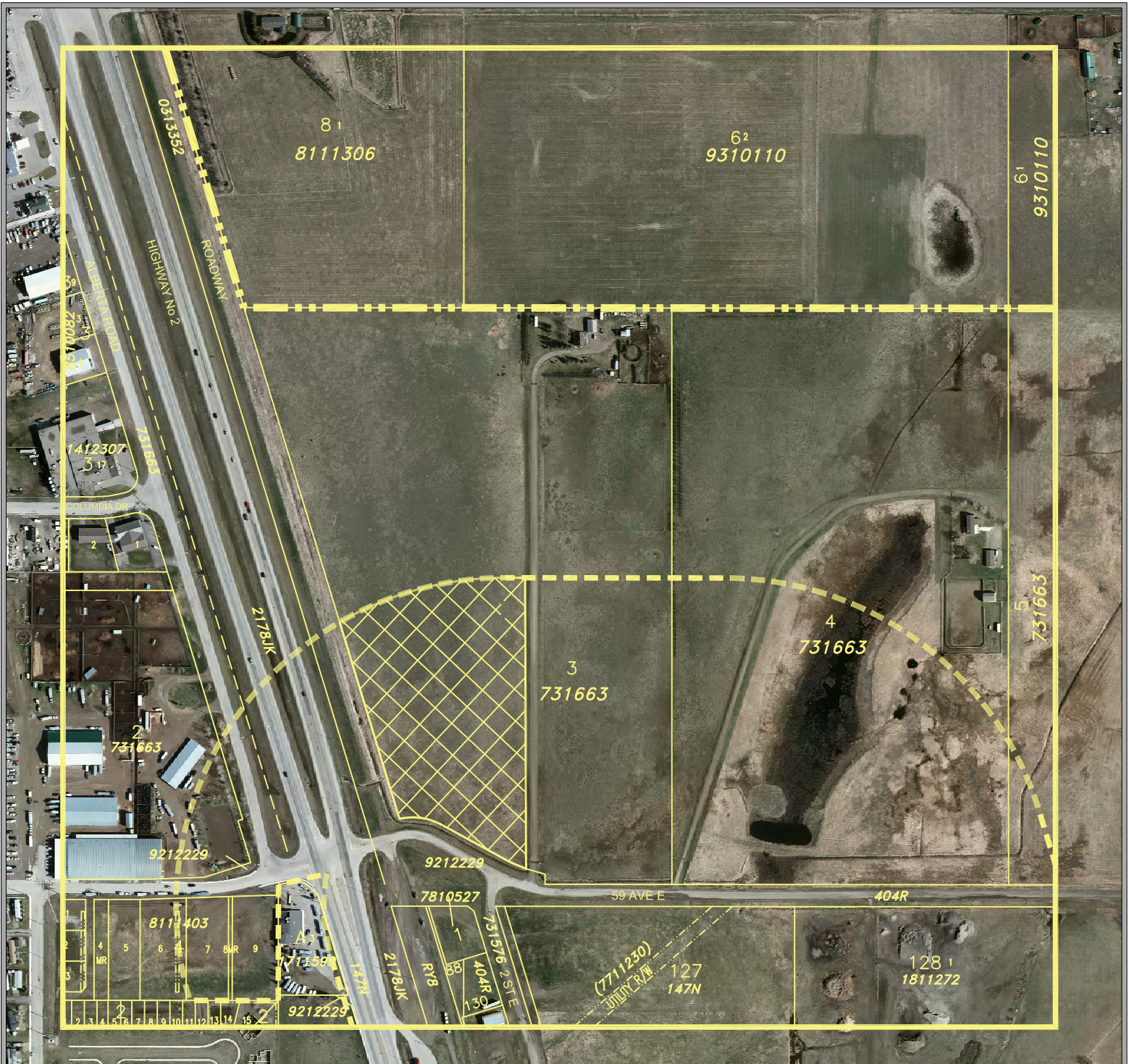
Read a first time in Council this day of 2021 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Agricultural / Transitional AT
TO: Highway Commercial C2

PORTION OF BLOCK 3, PLAN 731663 WITHIN
S 1/2 SEC 35, TWP 12, RGE 27, W 4 M
CONTAINING 3.25±ha(8.03±ac)
MUNICIPALITY: TOWN OF CLARESHOLM
DATE: DECEMBER 8, 2020

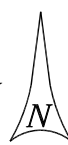
Aerial Photo Date: April 22, 2017

--- 300m Non-Operating Landfill Buffer

--- Town of Claresholm Boundary

Bylaw #: 1718

Date: _____



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

AGRICULTURAL / TRANSITIONAL – A/T

INTENT: This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

1. PERMITTED USES

Additions, maintenance, and replacement of existing dwellings*
 Alternative energy, solar (wall and roof mounted)
 Extensive agriculture
 Home occupation 1
 Market garden
 Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
 Campground
 Farm buildings
 Home occupation 2
 Public park or recreation
 Intensive horticultural operations or facilities

* Existing dwellings that were legally in existence at the time of annexation.

2. MINIMUM LOT SIZE

64.8 hectares (160 acres) or area of existing titles.

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority.

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

As required by the Development Authority.

5. MAXIMUM HEIGHT OF BUILDINGS

As required by the Development Authority.

6. SIGNS – See Schedule 2.

7. GARBAGE RECEPTACLES – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

10. LANDSCAPING STANDARDS – See Schedule 9.

11. HOME OCCUPATIONS – See Schedule 10.

12. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.



HIGHWAY COMMERCIAL – C2

INTENT: This district is intended to ensure the sites adjacent to the highway are reserved for appropriate commercial uses.

1. PERMITTED USES

Accessory building
 Accessory structure
 Accessory use
 Alternative energy, solar (wall and roof mounted)
 Amusement facility
 Animal care service, minor
 Business support services
 Café/Coffee shop
 Convenience store
 Cultural facility
 Drive-in restaurant
 Equipment sales, rental and service
 Fitness centre
 Gas bar
 Hotel
 Motel
 Office
 Vehicle sales and rental
 Vehicle sales and service
 Restaurant
 Service station
 Shipping container, temporary

DISCRETIONARY USES

Alternative energy, solar (ground mounted)
 Auctioneering facility
 Breweries, distilleries and wineries
 Bulk fuel storage and sales
 Caretaker's suite
 Car wash
 Farm/industrial machinery sales, rental and service
 Food processing facility, minor
 Liquor store
 Outdoor patio
 Public utility
 Retail cannabis store
 Retail store, large scale
 Shipping container, permanent
 Theatre, drive in movie
 Tire business
 Truck stop
 Truck transportation depot

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	30.5	100	45.7	150	1,393.5	15,000

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority and the provincial building requirements.

4. ACCESS

Access, wherever possible, shall be from service roads onto Highway 2. Access points onto service roads shall be approved by the Development Authority.

5. SCREENING

The Development Authority shall prescribe or approve screening for uses which involve the outdoor storage of goods, machinery, vehicles, building materials and other items.

6. **SIGNS** – See Schedule 2.
7. **STANDARDS OF DEVELOPMENT** – See Schedule 4.
8. **FENCING REQUIREMENTS** – See Schedule 7.
9. **PARKING AND LOADING SPACE REQUIREMENTS** – See Schedule 8.
10. **LANDSCAPING STANDARDS** – See Schedule 9.
11. **SHIPPING CONTAINER REGULATIONS** – See Schedule 11.
12. **TELECOMMUNICATION ANTENNA STRUCTURES** – See Schedule 12.
13. **CANNABIS REGULATION** – See Schedule 14.





Claresholm

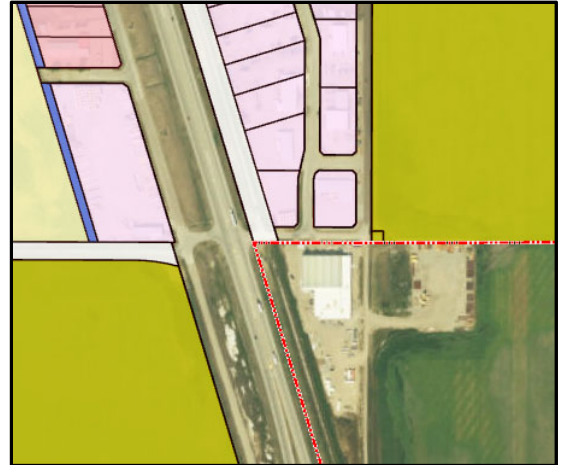
REQUEST FOR DECISION

Meeting: January 11, 2020
Agenda Item: 8

BYLAW No. 1719 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

With the completion of annexation for the Custom Cannabis property the Town of Claresholm has recommended the designation of the lands to align with the Town of Claresholm land use districts and its current use. Cannabis production facilities are a discretionary use in the Industrial land use district. Therefore, the attached Bylaw No.1719 will designate the annexed land as Industrial – I1 in keeping with the use and adjacent zoning.



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

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1719, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No.1719, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Order in Council
- 2.) Draft Bylaw #1719
- 3.) Schedule A – subject lands map
- 4.) Industrial (I1) land use district

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 696, 606

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 30, 2020



Province of Alberta
Order in Council

O.C. 383/2020

DEC 09 2020

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Annexing
Land from The Municipal District of Willow Creek No. 26 to the Town of
Claresholm set out in the attached Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 126)

APPENDIX

Municipal Government Act

ORDER ANNEXING LAND FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 TO THE TOWN OF CLARESHOLM

- 1** In this Order, “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2.
- 2** Effective January 1, 2021, the land described in Schedule 1 and shown on the sketch in Schedule 2 is separated from The Municipal District of Willow Creek No. 26 and annexed to the Town of Claresholm.
- 3** Any taxes owing to The Municipal District of Willow Creek No. 26 at the end of December 31, 2020 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of Claresholm together with any lawful penalties and costs levied in respect of those taxes, and the Town of Claresholm on collecting those taxes, penalties and costs must pay them to The Municipal District of Willow Creek No. 26.
- 4** For the purpose of taxation in 2021 and in each subsequent year up to and including 2030, the annexed land and assessable improvements to it

 - (a) must be assessed on the same basis as if they had remained in The Municipal District of Willow Creek No. 26, and
 - (b) must be taxed by the Town of Claresholm in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the municipal tax rate established by The Municipal District of Willow Creek No. 26 for property of the same assessment class.
- 5** For the purpose of taxation in 2022 and subsequent years, the assessor for the Town of Claresholm must assess the annexed land and the assessable improvements to it.

Schedule 1
DETAILED DESCRIPTION OF THE LANDS SEPARATED
FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 AND
ANNEXED TO THE TOWN OF CLARESHOLM

ALL THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION TWENTY-THREE (23), TOWNSHIP TWELVE (12), RANGE TWENTY-SEVEN (27) WEST OF THE FOURTH (4) MERIDIAN NOT WITHIN THE TOWN OF CLARESHOLM INCLUDING THE NORTH-SOUTH ROAD ALLOWANCE ADJACENT TO THE EAST BOUNDARY OF SAID QUARTER SECTION AND INCLUDING ALL THAT LAND ADJACENT TO THE EAST OF SAID QUARTER SECTION LYING WEST OF THE EAST BOUNDARY OF PLAN 941 0195.

Schedule 2
SKETCH SHOWING THE GENERAL LOCATION OF THE AREAS
SEPARATED FROM THE MUNICIPAL DISTRICT OF WILLOW CREEK
NO. 26 AND ANNEXED TO THE TOWN OF CLARESHOLM



Legend

- Existing Town of Claresholm Boundary
- Annexation Area



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1719**

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

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

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

WHEREAS The Town of Claresholm is in receipt of Municipal Government Board Order in Council 383/2020 which approved the annexation of certain lands to the Town. The Town has determined that those lands take the land use designation legally described as follows:

SE-23 12-27-4

And as shown on Schedule 'A' attached hereto, from "Rural Commercial (RC)" to "Industrial (I1)".

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

1. Amendments to Land Use Bylaw # 1525 as per "Schedule A" attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1719 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this day of 2021 A.D.

Read a second time in Council this day of 2021 A.D.

Read a third time in Council and finally passed in Council this day of 2021 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



Photo Date: April 22, 2017

LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: Rural Commercial (RC)

TO: Industrial I1

PORTION OF SE 1/4 SEC 23, TWP 12, RGE 27, W 4 M

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: DECEMBER 11, 2020

Bylaw #: 1719

Date: _____



0 Metres 100 200 300 400



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

INDUSTRIAL – I1

INTENT: This district is intended to provide for a broad range of industrial and storage uses. The location of individual uses will have regard to both the effect on adjacent uses and the ability to provide adequate services to the site.

1. PERMITTED USES

- Accessory buildings
- Accessory structure
- Accessory use
- Alternative energy, solar (wall and roof mounted)
- Animal care service, major
- Auctioneering facility
- Breweries, distilleries and wineries
- Building supplies
- Bulk fuel storage and sales
- Business support services
- Contractor, general
- Contractor, limited
- Equipment sales, rental and service
- Farm supplies and service
- Farm/industrial machinery sales, rental and service
- Fitness centre
- Food processing facility, minor
- Garden centre
- Greenhouse
- Light fabrication shops
- Light industrial
- Manufactured home sales and service
- Offices
- Public utility
- Recycling facility
- Retail store
- Retail store, large scale
- Shipping container, permanent
- Shipping container, temporary
- Truck transportation depot
- Vehicle sales and service

DISCRETIONARY USES

- Abattoir
- Alternative energy, solar (ground mounted)
- Alternative energy, wind
- Aquaculture
- Aquaponics
- Auto body and paint shop
- Cannabis production facility
- Caretaker suite
- Food processing facility, major
- Grain elevator
- Intensive horticulture operations or facilities
- Manufacturing and fabrication
- Market garden
- Mini-storage and self storage
- Municipal works storage shops
- Natural resource extractive uses
- Oilfield servicing operation
- Retail cannabis store
- Salvage or waste disposal facility
- Storage yard
- Theatre, drive-in movie
- Tire business
- Truck stop
- Warehousing

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	As required by the Development Authority				1,114.8	12,000



3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
All uses	9.1	30	6.1	20	6.1	20

4. SCREENING

The Development Authority shall prescribe or approve screening for uses which involve the outdoor storage of goods, machinery, vehicles, building materials and other items.

5. SIGNS – See Schedule 2.

6. FENCING REQUIREMENTS – See Schedule 7.

7. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

8. LANDSCAPING STANDARDS – See Schedule 9.

9. SHIPPING CONTAINER REGULATIONS – See Schedule 11.

10. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

11. CANNABIS REGULATION – See Schedule 14.



From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>

Sent: December 14, 2020 2:03 PM

To: Marian Carlson <Marian@claresholm.ca>

Subject: News Release: Fiscal report card improves local decision-making

Fiscal report card improves local decision-making

December 14, 2020 [Media inquiries](#)

Alberta's government is launching the Municipal Measurement Index to improve local decision-making and help Albertans see how local governments spend their money.

The new tool allows Albertans to view, explore and compare financial and statistical information, including property tax rates, major revenue and expense categories, and assessment values and debt values, for all of Alberta's 338 municipalities.

Communities are compared according to population, size and equalized assessment, so Albertans can make educated and accurate comparisons.

"We want municipalities to be strong, fiscally responsible partners in the province's economic recovery. Having a tool Albertans can use to view and compare data for municipalities across the province will increase accountability and transparency, while helping improve local decision-making. This was one of the government's election platform commitments and, with this tool, Albertans now have the ability to grade the performance of their local government."

Tracy Allard, Minister of Municipal Affairs

"Supporting and improving municipal fiscal competitiveness is a top priority for our network of 122 community chambers across the province. The Municipal Measurement Index is a significant step toward doing just that, providing job creators the clarity they need to make sound investment decisions."

Ken Kobly, president and CEO, Alberta Chambers of Commerce

"The Municipal Measurement Index will allow municipalities to be even more transparent and accountable to Alberta taxpayers. This tool is a one-stop shop for residents to find out where we spend their money, how we spend their money, and it will allow us to be even more accountable

to their needs as Albertans. Brazeau County continues to work hard to be fiscal stewards for all residents and support a regional environment conducive to economic growth and activity.”

Bart Guyon, reeve, Brazeau County

Data used to create the comparisons comes from information provided by municipalities through audited financial statements, financial information returns, statistical information returns and other publicly available datasets, including Statistics Canada, from the years 2014 to 2019.

Another interactive dashboard – Financial Indicator Graphs – is also being launched with the Municipal Measurement Index, which shows a municipality’s performance and trends over time.

Allowing the public to access information on the long-term performance of municipalities is important to strengthening transparency for municipal governments and Albertans.

Quick facts

- Currently, the dashboards are only viewable on a laptop or desktop due to security concerns and software limitations. Alberta’s government is working towards allowing the dashboards to be used on smartphones.
- The [Municipal Indicators document](#) on the Government of Alberta Open Data Portal contains additional information on the annual performance of each municipality when compared to established benchmarks.

Related information

- [Municipal Measurement Index](#)
- [Financial Indicator Graphs](#)
- [Municipal indicators](#)
- [Annual financial reporting for municipalities](#)

Media inquiries

Justin Marshall

780-913-0264
Press Secretary, Municipal Affairs

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
[Unsubscribe](#)

From: MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>

Sent: December 3, 2020 10:31 AM

To: Doug MacPherson <doug.macpherson@claresholm.ca>

Cc: Marian Carlson <Marian@claresholm.ca>

Subject: MSP Red Tape Reduction

Dear Chief Elected Official,

On July 30, 2020, our government was proud to announce the Municipal Stimulus Program (MSP). One of the conditions associated with this funding is that municipalities are required to reduce red tape, and this email provides further information about what this commitment entails.

Municipalities are required to take actions that advance at least one of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

The attached report templates provide some examples of actions you could take to achieve these objectives, but you are not limited to these examples. Each municipality must determine the most appropriate actions for their local circumstances. I strongly encourage you to think carefully about what actions would result in the most benefit for your local economy, and pursue those actions diligently. If you are unsure which actions will be most effective, I urge you to speak with local job creators in your area to understand how you can best support them.

There are separate report templates for 2020 and 2021.

- Municipalities must submit the 2020 report template to ma.municipalstimulus@gov.ab.ca before February 1, 2021, indicating any actions they have undertaken in 2020 to reduce red tape and how they intend to reduce red tape in 2021.
- Municipalities must submit the 2021 report template to ma.municipalstimulus@gov.ab.ca before February 1, 2022, describing the concrete progress they made in reducing red tape in 2021.

I trust you understand the important role municipalities play in creating a positive environment for investment. Municipalities are the level of government directly responsible for business licensing, construction permitting, and development decisions – all of which are factors businesses consider when deciding where and when to invest. Municipalities can contribute to Alberta's economic recovery by creating an environment where processes are clear and consistent; where decisions are made quickly and transparently; and where there are no unnecessary barriers to realizing our province's potential.

Thank you for your commitment to work with us in ensuring Alberta's future prosperity.

Tracy L. Allard
Minister

Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

What do municipalities need to do?

Municipalities are required to make measurable progress in at least one of these areas, develop a red tape reduction plan, and report it to Municipal Affairs using this form by February 1, 2021. For the 2020 report only, if no progress was made in 2020, municipalities must still complete the section indicating their plans to meet this commitment in 2021.

Municipal Affairs will review the submitted plan and determine whether it is sufficient based on the actions identified and the circumstances of the municipality. Please include any information Municipal Affairs should be aware of when reviewing your plan. The 2020 Red Tape Reduction Report must be approved by the Minister before the 2021 MSP payment will be released. Municipalities will undertake their plan and must report on concrete progress using a separate form by February 1, 2022.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can develop any plan or action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

Submission

Summary:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
 - You are required to indicate how your municipality intends to reduce red tape in 2021.
- E-mail the completed form to ma.municipalstimulus@gov.ab.ca by February 1, 2021 by clicking on the "Submit to E-mail" button below.
- Take action to reduce red tape.
- Report on the concrete progress you have made to reduce red tape using the 2021 Red Tape Reduction Report Template, and submit it to Municipal Affairs by February 1, 2022.

This template, the MSP program guidelines, and other program resources are available at www.alberta.ca/municipal-stimulus-program.aspx.

If you have any questions regarding this template or the MSP, please e-mail ma.municipalstimulus@gov.ab.ca.

About this Form

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to ma.municipalstimulus@gov.ab.ca. Scanned copies of the form will not be accepted.

Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.

Municipality Name	<input type="text"/>
Date	<input type="text"/>

1. Please indicate any steps your municipality has taken to reduce red tape in 2020. Please note that MSP funding is NOT conditional on reducing red tape in 2020, though any steps you have taken to reduce red tape should be noted. Use "+" and "-" buttons beside each objective to see example actions.

a) Make it easier to start up a new business.

Please elaborate on your response, including metrics and performance targets..

b) Streamline processes and shorten timelines for development and permit approvals.

Please elaborate on your response, including metrics and performance targets.

c) Make your municipality a more attractive destination for new investment and/or tourism.

Please elaborate on your response, including metrics and performance targets.

2. How do you plan to measurably reduce red tape in 2021? Please check all that apply. Please note that a refund of MSP funding may be required if there is insufficient progress in reducing red tape in 2021. Use "+" and "-" buttons beside each objective to see example actions.

a) Make it easier to start up a new business.

b) Streamline processes and shorten timelines for development and permit approvals.

c) Make your municipality a more attractive destination for new investment and/or tourism.

d) How do you intend to measure the results of your actions? Include a brief description of your action(s), baseline data (your current state) and quantitative targets. For example:

- We plan to review our processes for approving business licenses. Currently it takes a new business with a complete application approximately 4 weeks to obtain a license. We hope through our process review to bring that down to 2 weeks.
- We partner with two neighbouring municipalities to network with businesses and share economic development opportunities in our region. We intend to expand this group to include one more municipality.

3. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

Certification

As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality.

Print Name

Telephone Number

The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.

Save Form

Submit by E-mail

From: Health Minister <Health.Minister@gov.ab.ca>
Sent: December 10, 2020 10:46 AM
Subject: HEMS Review/2020 Air Ambulance Review Update

AR 179938

I appreciate the opportunity to provide you with an update regarding the Helicopter Emergency Medical Services (HEMS) Review carried out by Alberta Health Services (AHS).

AHS has submitted a first draft report for the HEMS Review that contains, at this time, limited findings, broad recommendations, and basic analysis and criteria for guidelines and standards. It does not yet provide sufficient detail or clarity regarding the optimal model of HEMS in Alberta compared to patient need.

As a result, my department, Alberta Health, is working with AHS to undertake further analysis to include in the Review and to develop recommendations. I expect this revised Review to be complete in early 2021.

In the meantime, please know that Alberta's government is committed to ensuring all Albertans are able to receive appropriate and efficient health services through integrated ground and air ambulance emergency medical services, including the provision of HEMS.

Please contact me or my office if you have any questions.

Sincerely,

Tyler Shandro, Q.C.
Minister of Health



Reynolds
Mirth
Richards
& Farmer LLP

Join us for a two-day virtual event

36th Annual Municipal Law Seminar

This year's fully virtual seminar will span over two half days.

The agenda boasts a lineup of timely topics focused on the legal landscape and how it relates to municipalities in Alberta. Join our Partners and Associates for insightful sessions and breakouts to help you gain insight and tools to navigate recent changes and emerging issues effecting your municipality.

Our breakout sessions range from 101 style classes to deep-dives from our industry leaders. The seminar will conclude with a bear pit session where attendees will have the opportunity to get answers to important questions from our panel of pros.

FEB 2021

4 & 5

Sign up to reserve your spot!

REGISTER

DAY	TIME	SESSION	PRESENTER(S)
Thurs Feb 4	12:00pm to 1:15pm (Welcome & Opening Plenary)	Welcome remarks Plenary session – A year in review: Key cases & legislative changes municipalities need to know	Kelsey Becker Brookes <i>Partner, Municipal Law Team Co-Lead</i> Sean Ward <i>Partner, Municipal Law Team Co-Lead</i>
	1:15pm - 1:30pm	Break	
	1:30pm to 2:30pm (Breakout Sessions)	(Breakout 1A) Environmental Compliance: Tips and Traps Municipalities have certain compliance obligations under environmental protection legislation. In this session, we will discuss how to avoid compliance issues, how to avoid common errors under legislation, and how to ensure you have a due diligence defence available to you in the event you are accused of a violation. We will also discuss the compliance investigation process run by Alberta Environment and Parks.	Shauna Finlay <i>Partner</i> Lauren <i>Associate</i>
		(Breakout 1B) Seeing Red: How the Red Tape Reduction Implementation Act, 2020 Will Affect Regional Services Commissions Bill 22, the Red Tape Reduction Implementation Act, 2020, made a number of amendments to Part 15.1 of the Municipal Government Act (Regional Services Commissions). These amendments concern fundamental matters such as the establishment and formation of Regional Services Commissions, and the bylaws that a Regional Services Commission is required to enact. Existing Regional Services Commissions will be required to comply with these requirements no later than September 1, 2021. This session will provide an overview of the changes to Part 15.1, and address what is required for new and existing Regional Services Commission to comply with the updated legislation including preparation and updating.	Daina Young <i>Partner</i> Tamara Korassa <i>Partner</i>
	2:30pm - 2:45pm	Break	
	2:45pm to 3:45pm (Breakout Sessions and Day 1 Wrap up)	(Breakout 2A) Employment Policies Every Municipality Should Have Policies and workplace rules are a foundation for bettering the workplace. Are your employment policies and workplace rules built on a foundation of sand or a structure of concrete? This session will discuss how to use employment policies and workplace rules to effectively manage employees and to make less work for managers and supervisors, and which policies are the most essential to ensure are updated and properly implemented.	Anthony Purgas <i>Partner</i> Albert Lavergne <i>Partner</i> Andrew Skeith <i>Associate</i>
		(Breakout 2B) The Importance of a Strong Foundation: Avoiding Liability with respect to Subdivision, Development and Building Permit Decisions In this session, we will review the potential for liability to municipalities with respect to issuing subdivision approval, development permits and building permits. We will examine the applicable law, both under the <i>Municipal Government Act</i> and the common law, discuss best practices to avoid future claims in negligence and highlight the available defences if you find yourself on the wrong end of a lawsuit.	Kelsey Becker Brookes <i>Partner, Municipal Law Team Co-Lead</i> Jenna Chamberlain <i>Associate</i>

DAY	TIME	SESSION	PRESENTER(S)
Fri Feb 5	9:00am to 10:15am	(Breakout 3A) Contract Issues & Protecting Yourself During the Downturn As companies struggle to make ends meet in the current environment, the risk of contractors becoming insolvent or otherwise walking away from projects or defaulting on their contractual commitments increases. This session will explore ways of better protecting municipalities from such defaults through your agreements with contractors, service providers or developers. It will explore the pros and cons of various forms of performance security, including alternative options to bonds or letters of credit, but will also review other contractual options to better position the municipality to respond to any default and mitigate against any potential losses. The session will also discuss effective payment processes to address those risks, including a review of new requirements that may soon take effect in relation to builders' liens arising from the proposed Builders' Lien (Prompt Payment) Amendment Act.	Sean Ward <i>Partner, Municipal Law Team Co-Lead</i>
		(Breakout 3B) Show Me The Money – Sources of Municipal Funding Let's go back to basics to gain a solid understanding of the sources of municipal funding under the <i>Municipal Government Act</i> .	Carol Zukiwski <i>Partner</i> Michael Swanberg <i>Associate</i>
	10:15am - 10:30am	Break	
	10:30am to 11:30am (Closing Plenary)	Bear Pit Closing Comments	Kelsey Becker Brookes <i>Partner, Municipal Law Team Co-Lead</i> Sean Ward <i>Partner, Municipal Law Team Co-Lead</i> Albert Lavergne <i>Partner</i> Daina Young <i>Partner</i> Anthony Purgas <i>Partner</i>



RECEIVED

DEC 24 2020

Oldman Watershed Council

PO Box 1892 Lethbridge, Alberta, T1J 4K5
(403) 331 - 1346
info@oldmanwatershed.ca
oldmanwatershed.ca

Town of Claresholm
PO Box 1000
Claresholm AB T0L 0T0

December 4, 2020

Dear Mr. MacPherson and council,

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land healthy and safe. You are an essential part of the fabric of our organization and you have our sincerest thanks for your support as a donor. Your contribution provides critical funding which allows us to deliver citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed. While this year has presented many challenges, we hope that you will choose to continue your support of the OWC.

As a non-profit, charitable organization, we work vigilantly every day to efficiently and effectively maximize our resources and improve the quality of life for every person in the watershed. Investments made over the past ten years have yielded enormous results for watershed health. However, as our population and reliance on our natural resources increase, so must our action on the ground.

Donations from community-building people like you have supported nearly seventy restoration projects which directly benefit the health of our land and water. Some of these projects include building forty-nine kilometres of riparian fencing, twenty-five off-stream watering systems (resulting in over seven-thousand head of livestock removed from water bodies and streambanks), as well as hosting twenty-six weed pulls and eleven garbage clean ups. Other projects include eight biocontrol releases, over three-hundred land assessments and surveys, and six bioengineering projects. Additionally, we have provided face-to-face education to thousands of people in the urban, rural, and backcountry areas of Southern Alberta. This work is integral to improving and maintaining the health of our watershed and would not have been possible without **your generous support**.

We live in a challenging area and we experience natural events like floods, fires, and drought, and new demands on our water system from increased population and development. Wildfires have impacted significant areas of land and forest; drought, followed by storms, have ravaged the farming community at times; variable snowpack limits the amount of predictable water entering the water supply. While we may not be able to prevent some of these events, we can work together to be prepared, informed, and more resilient.

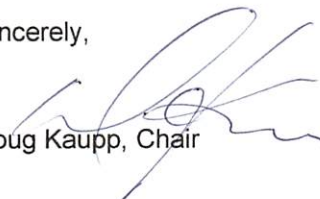
Every citizen must step up and do what they can to improve the health of our watershed for the betterment of our shared future. We live in one of the most extreme weather regions in Canada; **with your continued support**, we can prepare for a prosperous, healthy, and sustainable future for every citizen, agricultural producer, industry member, and business in the watershed.

Your municipality is asked to help with a standardized rate of 47¢ per resident.

For 3,780 residents based on the 2019 Municipal Affairs Population List, that is a donation of **\$1,777**. Your donation is *critical* for OWC to continue and maintain watershed health work that directly impacts every resident in our watershed.

If you have any questions, or would like a presentation about the important work of the OWC, please contact OWC's Executive Director, Shannon Frank, at (403) 317-1328 or shannon@oldmanwatershed.ca.

Sincerely,


Doug Kaupp, Chair



COPY

City of **Cold Lake**

OFFICE OF THE MAYOR

December 3, 2020

Via Email health.minister@gov.ab.ca

Government of Alberta
Office of the Minister of Health
423 Legislature Bldg. 10800-97th Avenue
Edmonton, AB T5K 2B6

RECEIVED

DEC 11 2020

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

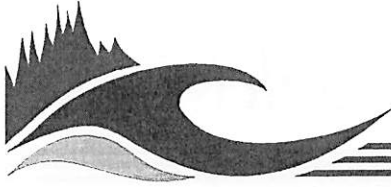
Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.

WHEREAS Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2



OFFICE OF THE MAYOR

-2-

***WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and*

***WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.*

***NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.*

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
The Honourable Jason Kenny, Premier of Alberta
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency
The Honourable David Shepherd, MLA Opposition Health Critic
Alberta Urban Municipalities Association (AUMA)
and all Municipalities within the Province of Alberta

January 7, 2021

Good evening,

I'm writing this as a representative of the Claresholm Potters Guild. We have been very fortunate for I believe 30+ years to use a space in the basement of the town office for a small amount of rent. We were told when the town moves to the new facility there will not be a spot for us to rent.

As a group we have been trying to find a new location but being that we are a small group we cannot afford to pay the rent that is currently being asked from building owners in town.

We have heard that the youth group that uses the basement of Mackin Hall will be moving to the new building, and we're wondering if we could be considered for that location when it becomes available.

Before Covid we had been talking about how to introduce pottery to the community and grow our group, for example doing some weekend workshops. Now with Covid it's even a better time to reach out. Could we maybe coordinate with the town and an Allied Arts group? There are places in the city that do such things such as Protospace and Fuse 33. A space such as this in Claresholm could benefit all community members.

This type of group possibly could be joined with the now Claresholm Arts Society .If this is a possibility we may qualify for grant money to help pay rent.

We appreciate your consideration in this matter and welcome any recommendations or suggestions you may have.

Thank you

Carol Thompson (cthom2339@gmail.com)

Anne Barnes

Kristi Toone

Jordan Smiley

Patsy Keough Dalsto



REQUEST FOR DECISION

Meeting: January 11, 2020
Agenda Item: 16

KINSMEN CLUB GRANT APPLICATION – PLAYGROUND

DESCRIPTION:

The Kinsmen Club of Claresholm would like to re-apply for upgrades to the Amundsen Park. The club has been involved in the park re-design and would like to apply for a CFEP (Community Facility Enhancement Program) grant for a new playground to be built at the existing south east playground location. This structure is part of the plan recommended by the Committee. The Kinsmen sponsored the original playground within the park and desire to assist with the new facility as the existing structure is due for replacement. This playground will be upgraded to integrate play areas for all ages 2-5 & 5-12. Currently the structures are for ages over 5. Accessibility in regards to the materials used for the base is also being looked at.

The Kinsmen project is in the amount of \$154,668 (matching funds/ in kind donation to be supplied by the Town of Claresholm (\$72,334), with \$5,000 being supplied by the Kinsmen). The deadline for the small stream CFEP application is January 15, 2021. The small stream grant program funds projects up to a maximum of \$125,000 (in this case: \$77,334 grant funding is being requested by the Kinsmen Club).





BUDGET:

The 2021 Capital Budget includes a carryforward budget from 2020 for Amundsen Park of \$210,000 - \$105,000 from Federal Gas Tax Fund (FGTF), and \$105,000 from CFEP grant funds. This budget is currently funding the following, including this project if approved:

	CFEP Funding	Town Cash Contribution (FGTF)	Society Contribution	Town In-Kind Contribution	Totals
Budget	105,000	105,000			210,000
Project					
Lion’s Club – Gazebo	22,500	22,500	-	3,000	48,000
Kinsmen - Playground	77,334	29,411	5,000	42,923	154,688
Remaining Funding	5,166	53,089			

The only portion we are concerned with is the Town Cash Contribution for which FGTF will be used. CFEP grant funds are additional funds that can’t be used for anything else, so if we receive more than budgeted there is no down side. The FGTF however are limited, and can be utilized for other projects as well. The Town in-kind contribution we need a motion for as well for the grant application as it is our staff providing this labor and equipment to complete the work and the grant office needs this commitment to do this work in writing, however this “funding” doesn’t come out of the capital budget, as it is non-cash.

RECOMMENDED ACTION:

Council pass a motion to provide a letter of support and provide matching cash and in-kind funds for the Kinsmen Club of Claresholm’s application to the Community Facility Enhancement Program in the amount of \$29,411 cash and \$42,923 in-kind labor, equipment and materials. This is for the purpose of constructing a new playground at Amundsen Park.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support for the Kinsmen Club of Claresholm's application to the Community Facility Enhancement Program for the purpose of constructing a new playground at Amundsen Park & provide the matching funds/in-kind donation of \$72,334.

ATTACHMENTS:

- 1.) Correspondence – Kinsmen Club of Claresholm.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 30, 2020

January 7, 2021

To: Mayor and Council

RE: Amundsen Park Upgrade

The Claresholm Kinsmen are proud to be a part of giving to the community of Claresholm and wish to continue that process by committing to help with the Amundsen Park upgrade project. This is only possible through grant funding, therefore the Kinsmen club of Claresholm is writing to request the Mayor and Council support the Kinsmen's grant application for the upgrade to the playground for this project and agree to commit the matching funds of \$72,334.

Please consider this request as we endeavor to work with the Town to upgrade the recreational and sport facilities in Claresholm.

Regards,

Jason Hemmaway

Kinsmen Member





REQUEST FOR DIRECTION

Meeting: January 11, 2021
Agenda Item: 17

CFEP Grant Application - Zamboni

BACKGROUND / DESCRIPTION:

The Town of Claresholm is in need of a new Zamboni for the Claresholm Arena as the current Zamboni is approximately 20 years old. To continue operations without disruption the Zamboni needs to be ordered a year prior for delivery, thereby replacing the current one before costly repairs are needed.

Claresholm Minor Hockey Association would like to submit a CFEP Grant Application to assist with the purchase of the Zamboni. CFEP funds provide up to 50% towards the cost of the equipment. At this time the CMHA cannot commit funding, although they are happy to collaborate with the Town of Claresholm to ensure the Claresholm Arena receives this new equipment. They will require the matching funds to be provided by the Town of Claresholm, as approved in the 2021 budget.

PROPOSED RESOLUTION:

Moved by Councillor _____ to write a letter of support for the Claresholm Minor Hockey Association's application to the CFEP small stream grant and provide the matching funds in the amount of \$51,272.00 for the purchase of a Zamboni.

ATTACHMENTS:

- 1.) Request letter

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: December 30, 2020



CMHA

December 7, 2020

To Whom It May Concern:

The Claresholm Minor Hockey Association is writing to support Town of Claresholm in their endeavor to replace the Zamboni for the Claresholm Arena.

CMHA are happy to collaborate with the Town to apply for the CFEP small stream grant. Unfortunately, at this time CMHA cannot commit any funds, but we wish to be the society applying for the grant. In order to facilitate this collaboration we submit this letter of support for the application, with the Town agreeing to support the project which includes supporting this project through matching funds.

Thank you for considering this request, for supporting our community, by collaboratively working together.

Sincerely,

Jason Bishoff, President
Claresholm Minor Hockey Association
403-489-6687
president@claresholmminorhockey.com

Claresholm Minor Hockey Association

P.O. Box 1933 | 4918 - 2nd Street East | Claresholm, AB | T0L0T0



REQUEST FOR DECISION

Meeting: January 11, 2021
Agenda Item: 18

ORTHOPHOTOGRAPHY – ACP GRANT

BACKGROUND:

Orthophotography are aerial photos or images that are corrected for any distortions as a result of topography (i.e. elevation or 3 dimensional distortions), lens distortion (i.e. at the edges of the image) or any other distortions to create images of land where distance measurements are uniform across the entire image or entire collection of images. Orthophotos are used by the Town primarily for our Geographic Information System (GIS) which assists in planning, development, enforcement, infrastructure maintenance and reporting, etc. and is utilized on a daily basis by Town staff. It is also used by the public through our public GIS portal, as well as by engineers, developers, real estate agents, etc.

The more up to date our orthophotos are, the more useful they are, but due to costs we traditionally only get updated orthophotos every 4-5 years. They are generally done in the early spring or late fall when there is no snow on the ground and when tree foliage does obscure too much of the ground.

We generally try to get our orthophotos done as part of a group through the Oldman River Regional Services Commission (ORRSC) which helps to save costs, and ORRSC generally tries to get a grant to cover or offset the costs of these orthophotos. They are again looking to do new orthophotos in 2021 and are looking for our commitment in joining in this project for new orthophotos. Our last orthophotos were completed in 2017 and so we are in need up updated photos.

DISCUSSION:

ORRSC is applying for an ACP grant, with the Town of Fort Macleod being the lead on the application, to cover the costs of the project, however depending on whether or not the grant is successful, or the amount that is received, the costs may have to be partially or fully paid out of pocket.

Traditionally we have been successful with these grants, and seeing as there are 43 municipalities in all going together on this project we are fairly confident that we will be successful again. If we are successful the costs for the new orthophotos will be minimal, therefore Administration's recommendation is for Council to support the Grant Application (see attached).

If on the other hand the ACP grant is not successful the costs for new orthophotos are around 6-8K (depending on number of municipalities that remain in the project for volume discount) would have to be born by the Town directly if we proceeded with the project. We are also currently awaiting word on another grant, an FCM Asset Management Grant, where we are considering using Asset Management tools from MuniSight, which would also require switching our GIS provider to MuniSight.

Getting our orthophotos through ORRSC doesn't affect our ability to use those photos with MuniSight if we switch GIS providers, however funds are limited and if we unsuccessful in both grants, the FCM grant for asset management and the ACP grant through ORRSC for orthophotos, our tax funds may be better utilized in moving forward with the plans to obtain asset management tools without the grant than obtaining updated orthophotos without the grant. Though both are valuable, the operational impact of asset management tools will be greater than updated orthophotos.

As a reminder, the MuniSight proposal that we would get with the FCM grant includes a new GIS Platform that would integrate with other systems we utilize such as our accounting software, and Asset Management System which includes software, Asset Management Services such as consulting and reviews to help us in the creation and implementation of an Asset Management Program.

RECOMMENDED ACTION:

Administration recommends supporting the ACP grant for new orthophotos, however if the grant is unsuccessful, Council will be notified and the decision as to whether or not to fund the cost through tax dollars would be further discussed.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to participate in an application for the 2021 South Region Urban Orthophotography Project submitted by the Town of Fort Macleod under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant, and as a participant agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

ATTACHMENTS:

- 1.) Alberta Community Partnership – IC Council Resolution

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26 Section 248 – Expenditure of money

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: December 30, 2020

Alberta Community Partnership – IC Council Resolution

- 1) Be it resolved that we authorize the _____
(Name of Municipality)
- to participate in an application for the **2021 South Region Urban Orthophotography Project** submitted by the **Town of Fort Macleod** under the ***Intermunicipal Collaboration*** component of the ***Alberta Community Partnership Grant***, further
- 2) That the _____, a participant, agrees to
(Name of Municipality)
- abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Chief Elected Official or
Duly Authorized Signing Officer

Date



**Town of Claresholm
Income Statement by Object
November 30, 2020**

Revenue	NOVEMBER	2020 YTD	2020 BUDGET
Net municipal taxes	-	(3,784,939.10)	(3,336,644.00) 1
Special assessments	309.66	(12,935.13)	(12,935.00)
User fees and sales of goods	(109,843.09)	(2,732,666.32)	(3,006,760.00)
Government transfers for operating	(396,528.00)	(741,361.58)	(379,131.00) 2
Investment income	(5,910.71)	(57,826.36)	(60,000.00)
Penalties and costs of taxes	(1,597.74)	(37,623.70)	(104,100.00)
Licenses and permits	(5,986.68)	(105,002.97)	(97,000.00)
Other local government transfers	(6,711.51)	(150,826.64)	(188,116.00)
Proceeds from disposal of capital assets	-	77,857.15	(75,000.00) 3
Franchise and concession contracts	(16,375.31)	(198,117.06)	(212,491.00)
Rental	(2,885.85)	(55,771.40)	(123,257.00)
Other	(3,689.57)	(55,116.76)	(32,500.00)
Government transfers for capital	(10,000.00)	(2,047,243.66)	(2,445,543.00)
	(559,218.80)	(9,901,573.53)	(10,073,477.00)
Expenses			
Salaries, wages and benefits	211,288.76	2,481,450.58	2,896,836.00
Contracted and general services	53,040.97	1,313,648.94	1,633,709.00
Materials, goods, supplies, and utilities	89,032.58	1,053,405.12	1,282,640.00
Bank charges and short-term interest	59.63	722.25	-
Interest on long-term debt	-	99,977.91	214,059.00
Other expenditures	635.04	20,476.73	27,690.00
Transfers to organizations and others	1,103.93	361,742.28	384,812.00
Amortization	-	-	1,699,578.00
	355,160.91	5,331,423.81	8,139,324.00
Internal Transfers			
Internal transfers	765.06	(5,866.07)	- 4
	(203,292.83)	(4,576,015.79)	(1,934,153.00)
Net Income			
Other			
Transfers to/from reserves	-	-	523,045.00
Capital expenditures	380,821.83	3,111,711.71	5,527,542.00
Debt Proceeds	-	(2,800,000.00)	(2,800,000.00)
Debt Principal Repayment	-	208,649.10	383,144.00
Amortization addback	-	-	(1,699,578.00)
	177,529.00	(4,055,654.98)	-

Notes

- 1** Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- 2** Government transfers for operations are significantly over budget as a result of the one time Municipal Operating Support Transfer (MOST) grant which is to assist with COVID related costs and declines in revenue. Some of this will be deferred during the yearend adjusting journal entries in preparation for the audit, however it will remain well above budget, which will help offset other line items that are below budget.
- 3** Negative gain on disposal of capital assets is related to costs for disposal/demolition of the old school building incurred in 2020.
- 4** Internal transfers are just transferred between different departments. Due to timing of recording entries this will be in a positive or negative position during different times of year. Total for the year will balance out to NIL.



Town of Claresholm
Income Statement by Function
November 30, 2020

Revenue	NOVEMBER	2020 YTD	2020 BUDGET
Tax and requisition revenue	(410,546.76)	(4,456,641.22)	(3,668,935.00) 1
General administration revenue	(4,396.94)	(430,166.34)	(522,571.00)
Police	(659.95)	(9,888.56)	(33,000.00)
Fire	-	(16,100.23)	(17,040.00)
Bylaw enforcement	(436.05)	(12,545.44)	(38,000.00)
Roads, streets, walks, lighting	(10,000.00)	(10,770.00)	(75,000.00)
Airport	-	-	(2,500.00)
Storm sewers and drainage	-	(1,166,337.97)	(1,306,751.00)
Water supply and distribution	(57,862.43)	(1,730,670.33)	(1,996,900.00)
Wastewater treatment and disposal	(14,917.90)	(392,487.40)	(406,162.00)
Garbage Collection	(17,324.04)	(362,103.32)	(426,000.00)
Recycling	(7,097.91)	(222,000.63)	(243,000.00)
FCSS	(18,967.51)	(257,646.39)	(267,641.00)
Cemetery	-	(12,053.75)	(18,500.00)
Economic development	(1,375.00)	(113,975.00)	(131,200.00)
Land use planning, zoning and development	(5,651.68)	(70,652.02)	(66,600.00) 2
Parks and recreation	(9,982.63)	(628,423.27)	(844,177.00)
Culture - libraries and museum	-	(9,111.66)	(9,500.00)
	<u>(559,218.80)</u>	<u>(9,901,573.53)</u>	<u>(10,073,477.00)</u>
Expenses			
Legislative	15,687.07	77,411.33	109,000.00
Administration	63,914.68	1,046,875.17	1,276,922.00
Police	-	-	73,730.00
Fire	9,109.97	152,176.84	206,430.00
Bylaw enforcement	472.31	91,709.30	124,445.00
Common and equipment pool	55,222.66	423,736.82	537,081.00
Roads, streets, walks and lighting	34,641.64	514,551.88	836,521.00
Airport	(0.42)	23,271.24	15,840.00 3
Storm sewers and drainage	103.60	14,686.05	284,317.00
Water supply and distribution	39,191.19	674,166.75	1,273,556.00
Wastewater treatment and disposal	7,795.46	129,639.29	513,005.00
Garbage Collection	29,385.36	327,541.25	391,982.00
Recycling	38,046.15	287,386.54	244,499.00
FCSS	14,361.52	250,428.07	289,749.00
Daycare	-	31,833.40	38,202.00
Cemetery	332.64	20,002.82	18,973.00
Physician recruitment	-	-	3,000.00
Economic development	7,539.94	161,154.56	309,689.00
Agriculture - weed and pest control	-	14,995.58	44,750.00
Land use planning, zoning and development	(8,265.94)	181,272.16	200,212.00
Parks and recreation	43,920.92	621,458.71	982,988.00
Culture - libraries and museum	3,702.16	287,126.05	364,433.00
	<u>355,160.91</u>	<u>5,331,423.81</u>	<u>8,139,324.00</u>
Net Income	<u>(203,292.83)</u>	<u>(4,576,015.79)</u>	<u>(1,934,153.00)</u>

Notes:

- 1** Tax revenue in excess of budget is related to education tax requisition amounts still to be paid during the remainder of the year.
- 2** Development permits are up in 2020 with people being near home with COVID and travel restrictions.
- 3** Airport expenses are over budget due to agreement on transfer of airport to the MD of Willow Creek to pay 17,250 per year for two years towards runway rehabilitation. This was approved by Council.



Claresholm

INFORMATION BRIEF

Meeting: January 11, 2021
Agenda Item: 20

ALBERTA HEALTHY COMMUNITY AWARD

DESCRIPTION / BACKGROUND:

Each year, Alberta Communities ChooseWell (a division of Alberta Recreation & Parks Association) recognizes ChooseWell Champions for their accomplishments in advancing healthy eating and/or active living in their communities through the Healthy Community Awards.

Awards are given in four categories: Creating Healthy Environments, Providing Health Education, Developing Healthy Policies, and Building Community Capacity. Three additional awards are given for Most Significant Community Change and Overall Healthy Community Champion. The deadline for submitting a written story was Friday, October 30.

This year the Town of Claresholm nominated Claresholm Food Rescue.

On December 18, 2020 we received word that the Town of Claresholm has been selected as one of the 2020 Healthy Community Award Winners. There will be a virtual Awards Ceremony scheduled in March (date to be announced), interviews will be scheduled with those who have made this possible, in addition Choosewell will be putting together a short video presentation that will showcase the award winners which will be placed on their website.

ATTACHMENTS:

- 1.) Congratulatory email from Communities ChooseWell

PREPARED BY: Denise Spencer, Recreation Manager

APPROVED BY: Blair Bullock, CPA, CA – Dir. of Corp. Serv.

DATE: January 6, 2021

From: Patrick MacQuarrie [<mailto:pmacquarrie@arpaonline.ca>]
Sent: Friday, December 18, 2020 9:46 AM
To: Denise Spencer <Denise@claresholm.ca>
Subject: Alberta Healthy Community Awards: Congratulations!!

Hi Denise,

I would like to congratulate you, as you have been selected as one of our 2020 Healthy Community Award winners! Your story received enough votes to be selected.

The virtual awards ceremony will be taking place aligned with the Alberta Healthy Community Symposium in early March, exact time and date TBD.

We are hoping to put together a short video of our award winners - so if you have any pictures or videos that compliment your story, we would love you to pass those along. Also, we will be scheduling interviews with a handful of people in your community - you, of course, as well as anyone that can provide commentary or information related to your story. So if you have people in mind, please ask them if they are interested.

Our office is closed over the next two weeks, but I will start scheduling interviews early in the new year.

For your convenience, I have copied your story below.

Thanks, and congratulations again!
Patrick

In March of 2020, a location in the town of Claresholm was decided on for Claresholm Food Rescue, a confidential, non-judgmental program that provides healthy, fresh food to individuals, families, and seniors. This program focuses on reduction in food insecurity, education and awareness of food related issues, social connectivity surrounding food and to develop a consciousness around food waste and our environmental impact. Through a collaboration with Claresholm Family & Community Support Services and Wild Rose Food Connections (a food security initiative based in High River, AB), and through partnerships with local restaurants and businesses, and Second Harvest based in Calgary, they opened in May 2020. Food loss and waste has an enormous economic cost to businesses and society, with a significant environmental impact. The Food Rescue distributes edible food that would have been discarded from grocery stores or restaurants. The recovered food is not sellable, although the quality is still there. Claresholm IGA has provides Claresholm Food Rescue with food 3 days a week, while Roy's Place donates homemade soups and breads. Community members have also contributed through cash donations, volunteering their time, or by planting a row in their gardens, and donating fresh potatoes, carrots, beets, beans etc. Staff and volunteers sort and label foods from grocery stores and restaurants. The food is distributed to clients in individual boxes/bags, so they can have access to free milk, yogurt, fresh produce, meat, eggs, homemade soup, etc. Open to anyone who is in the Claresholm area, each client supports the program through registering for a food box, which keeps the food from entering the landfill. Registrations for the program have surpassed 100 (singles, couples and families) which means the total of those helped is much higher.

Registrants are from the town of Claresholm, Stavely, Granum as well as the surrounding rural area. They do not turn away people who need assistance as their goal is to ensure the food is kept out of the landfill. With the fallout from the COVID19 pandemic, the Claresholm Food rescue couldn't have come at a better time. Funding was released to the Claresholm Food Rescue that may otherwise have been unavailable, there are pickups made by appointment or delivery for those who are isolating. The Claresholm Food Rescue has the following other programs that they contribute to and support, The Lunch in a Crunch Program, for students, (just text the number and pick up an anonymous lunch). Or the Snack Shack is something that is in the works. This is similar to the Free Library containers set up in various areas through Claresholm, only it will host snacks for those who may be in need. The Claresholm Food Rescue is able to fill in the gaps where the Claresholm Food Bank is not able to, which provides those in need with security. With these times of uncertainty they're in a good position to have a huge impact on the quality of life for residents of Claresholm who need it.

--

Patrick MacQuarrie

Program Officer

(780) 238 - 5251

Communities ChooseWell

Alberta Recreation and Parks Association

Pronouns: He/Him/His/Himself

communitieschoosewell.ca



ARPA would like to acknowledge the First Nations, the Métis, and all of the people across Alberta who share a history and a deep connection with this land. We dedicate ourselves to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration.



Claresholm

INFORMATION BRIEF

Meeting: January 11, 2021
Agenda Item: 21

FORECLOSURES AND DEBT RECOVERY

DESCRIPTION / BACKGROUND:

Administration is making Council aware of some potential fee collections that we will not be able to collect on. Due to FOIP we cannot discuss which properties or property owners these relate to in a public meeting, but the public does have the right to be aware of potential bad debts that the Town has.

This relates to two different properties that are currently being foreclosed on by the bank. The bank did pay the taxes on the properties however there are some utilities and accounts receivable (related to Town contractor being sent in for unsightly cleanup) that are not paid. Legal counsel has advised that we are unlikely to get any further money from these properties. There is still a possibility that we will receive some recovery from related properties, however this is unlikely as well.

Current amount outstanding on these two properties is \$1,340.39. Depending on date of sale, there may be additional utilities charges as well that will become uncollectable.

Administration will be recommending these amounts to show as doubtful accounts on the 2020 audited financial statements.

ATTACHMENTS:

- 1.) N/A

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

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

DATE: January 8, 2021



Claresholm

INFORMATION BRIEF

Meeting: January 11, 2021
Agenda Item: 22

ARENA EARLY CLOSURE

DESCRIPTION / BACKGROUND:

At the request of Council, Administration is providing information regarding the potential early seasonal closure and removal of ice from the Claresholm Arena. This is being considered as a result of the continued provincial restrictions for sporting, and does not appear to be changing in the near future.

It is difficult to determine exact cost savings to shutting down the ice plant early, however we estimate the costs at approximately \$4,000 per month in utilities. This is primarily cost savings for running the ice plant to keep the ice frozen. Other potential cost savings are in maintenance. While the ice plant is running, there is a greater risk to something occurring where our refrigeration contractor would have to be called in to maintain the ice plant, which could be a couple thousand dollars each occurrence. The arena does cost significantly more than this to operate in total, but most these costs will not change based on shutting down early. These costs include:

- Staffing – As Arena staffing is all full-time union employees, these staff will be utilized elsewhere, such as snow removal, as they have already been during the operational closing of the Arena over the last month. But their hours, nor pay, will reduce any with removing the ice, other than some minor shift premiums that are paid during evening shifts at the Arena when it is operational.
- Making the Ice – The largest cost operationally to having ice in the arena is the initial “installation”. This is related primarily to the ice plant startup and filling the brine tanks. There is also the painting of the ice surface and other related costs.
- Capital cost – the cost of having and maintaining the building itself is also significant, but when the ice is put in or taken out has no bearing on these costs.

Typically, when the chiller is turned off it takes approx. 30 hours for the surface to separate enough to be removed. Normally the arena closes in March after the skating carnival (3rd or 4th week of March). Removing the ice now would be about two and a half months early.

Administration will require direction from Council if a change in the facility operations were to occur.

ATTACHMENTS:

- 1.) N/A

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

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

DATE: January 8, 2021



Claresholm

INFORMATION BRIEF

Meeting: January 11, 2021

Agenda Item: 23

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 7, 2020				
1	BYLAW #1667 - Moved by Councillor Carlson to give Bylaw #1667, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Karine	On the January 11, 2021 Agenda for 2nd & 3rd Readings	Complete
2	BYLAW #1710 - Moved by Councillor Zimmer to give Bylaw #1710, a Traffic & Highways Bylaw, 1st Reading. CARRIED	Karine	On the January 11, 2021 Agenda for 2nd & 3rd Readings	Complete
3	BYLAW #1711 - Moved by Councillor Schlossberger that for Section 13.2 of Bylaw #1711, the Unsightly Premises & Property Standards Bylaw, the date to come into effect for the parking of recreational vehicles for Section 3.7 be stated as October 1, 2021. CARRIED	Karine	Updated changes made to Bylaw #1711	Complete
3	BYLAW #1711 - Moved by Councillor Carlson to give Bylaw #1711, an Unsightly Premises & Property Standards Bylaw, 1st Reading. CARRIED	Karine	On the January 11, 2021 Agenda for 2nd & 3rd Readings	Complete
4	BYLAW #1716 - Moved by Councillor Cutler to give Bylaw #1716, the BMO Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine	On the January 11, 2021 Agenda for 2nd & 3rd Readings	Complete
5	BYLAW #1717 - Moved by Councillor Zimmer to give Bylaw #1717, the AMSC Operational Borrowing Bylaw, 1st Reading. CARRIED	Karine	On the January 11, 2021 Agenda for 2nd & 3rd Readings	Complete
7	CORRES: Hon Tyler Shandro, Minister of Health - Moved by Councillor Schlossberger to write a letter to Darren Sandbeck, Senior Provincial Director and Chief Paramedic at Alberta Health Services to advocate on behalf of the Claresholm & District Transportation Society and their capacity to complete patient transfers in Claresholm between facilities, and to request an in-person meeting with Council as soon as possible. CARRIED MOTION #20-180	Karine	Letter sent by email	Complete
10	CORRES: Claresholm Golf Club - Moved by Councillor Zimmer to write a letter of support for the Claresholm Golf Club's application to the Community Facility Enhancement Program Grant for the purpose of installing irrigation improvements and purchasing golf carts. CARRIED MOTION #20-181	Karine	Letter completed	Complete
11	RFD: Letter of Understanding - Moved by Councillor Schulze to approve the letter of understanding with the Claresholm Childcare Society and Learn-A-Lot Playschool for the shared spaces within the Town's facility located at Lot 2, Block 1, Plan 2010646 as amended. CARRIED MOTION #20-182	Tara	Letter of understanding sent to user groups.	Complete

12	RFD: Free Public Swim Initiative - Moved by Councillor Cutler to support the Claresholm Healthy Community Coalition's Free Swim Initiative at the Claresholm Aquatic Centre for the 2020 and 2021 years by donating 26 hours of pool rental time for each year. CARRIED MOTION #20-183	Denise	Free swim will continue once the Aquatic Centre is allowed to open	Complete
13	RFD: 2021 Budget - Moved by Councillor Carlson to approve the interim 2021 Operational and Capital Budgets as presented. CARRIED MOTION #20-184	Blair	Budget update on website	Complete
14	RFD: 2021 Municipal Election - Moved by Councillor Cutler to appoint Karine Keys as the Returning Officer for the 2021 elections. CARRIED MOTION #20-185	Karine	Oath of Returning Officer signed	Complete
14	RFD: 2021 Municipal Election - Moved by Councillor Moore to appoint Marian Carlson and Blair Bullock as Substitute Returning Officers for the 2021 elections. CARRIED MOTION #20-186	Karine	Oath of Substitute Returning Officers signed	Complete
14	RFD: 2021 Municipal Election - Moved by Councillor Schlossberger to hold an institutional vote for the election on Monday, October 18, 2021 at the Claresholm General Hospital, Willow Creek Continuing Care Centre, Porcupine Hills Lodge, Cottonwood Village, Heritage Manor and Parkside Manor. CARRIED MOTION #20-187	Karine	Vote will be scheduled with all locations closer to Election Day	Complete
15	RFD: Organizational Meeting Amendments - Moved by Councillor Moore to appoint Tony Hamlyn to the Chinook Arch Regional Library System Board with Darry Markle as an alternate. CARRIED MOTION #20-188	Karine	Changes made to the Committee Listing	Complete
15	RFD: Organizational Meeting Amendments - Moved by Councillor Schulze to designate Tuesday, May 25th as the second regular meeting date for the month of May 2021 rather than Monday, May 24th due to the Victoria Day holiday. CARRIED MOTION #20-189	Karine	Updated schedule posted to the website	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 6, 2021

INFORMATION ITEMS

Alberta SouthWest Bulletin December 2020

Regional Economic Development Alliance (REDA) Update

❖ Alberta SouthWest Board Executive positions appointed for another year

The December 2, 2020 AlbertaSW Board meeting was held via Zoom; thank you to the representatives who will fill the executive positions Chair, Dr. Brian (Barney) Reeves; Vice-Chair, Mr. M.J. (Jim) Bester; Secretary-Treasurer, Mr. Scott Korbett; Designated Signing Authority, Mr. Brent Feyter.



❖ Alberta SouthWest Regional Business License 2021

Begun in 2003, the Regional Business License is now in its 19th year of supporting service providers do business in the partner communities.

Sales of 2020 regional licenses met, and slightly exceeded, 2019... good news for many reasons.

Thank you to the municipal staff in all offices who help make this program run smoothly!

❖ Southern Alberta Business Succession Partnership

"Begin with the end in mind".

On average, a business takes 5 to 7 years to sell. Start planning the path now.

Community Futures offices have collaborated to bring to you FREE OF CHARGE services to support business transition planning and to connect buyers and sellers within an innovative, on-line global network. Business information presentations, workshops and one-on-one coaching and consulting will help you be prepared to sell your business. Program services will be available until March 2022.

For more information contact:

Alberta SouthWest - Bev Thornton bev@albertasouthwest.com

Community Futures Southwest - Tony Walker tony@cfabsw.com

Community Futures Crowsnest Pass - Shar Cartwright scartwright@albertacf.com

Community Futures Highwood - Sara Noyes sara@cfhighwood.net

Project Coordinator - Pamela Morgan pamelam@cfhighwood.net



❖ Economic Developers Alberta (EDA) Conference was held November 25-26, 2020.

A great example of a well-done virtual conference and recorded sessions remain available on YouTube.

Call Bev for more information if that is of interest to you! bev@albertasouthwest.com

❖ REDA Communications

The Hon. Doug Schweitzer, Minister Jobs, Economy, and Innovation and MLA Martin Long, Parliamentary Secretary for Small Business and Tourism, met on-line with REDA Chairs and Managers on December 1. This is part of a scheduled a series of on-line meetings with senior administration of various ministries. This is an encouraging initiative that will hopefully strengthen the role of REDAs in supporting the work of the province, our regions, and our communities.



As the saying goes in this time of COVID:

"Stay positive ... and remain negative!"

Best wishes for a safe holiday season.

Alberta SouthWest Regional Economic Development Alliance

International Economic Development Council (IEDC) Accredited Economic Development Organization (AEDO)

Green Destinations Top 100 Sustainable Global Tourism Destination and Top 3 Best of the Americas

Box 1041 Pincher Creek AB T0K 1W0
403-627-3373 (office) 403-627-0244 (cell)
bev@albertasouthwest.com
www.albertasouthwest.com



Alberta SouthWest Regional Alliance

Minutes of the Board of Directors Meeting

Wednesday November 4, 2020 - Town Council Chambers - Fort Macleod



Board Representatives

Jim Bester, Cardston County
Brent Feyter, Fort Macleod
Scott Korbett, Pincher Creek
Blair Painter, Crowsnest Pass
Dale Gugala, Stavely
Jennifer Handley, Nanton (alt)

Dennis Barnes, Cardston
John Van Driesten, MD Willow Creek

Resource Staff and Guests

Linda Erickson, Jobs, Economy, and Innovation
Lori Hodges, LRSD
Bev Thornton, AlbertaSW

1. Call to Order and Welcome Vice-Chair, Jim Bester, called the meeting to order.
2. Approval of Agenda Moved by Blair Painter THAT the agenda be approved with addition to Item #8.
Carried. [2020-11-706]
3. Approval of Minutes Moved by Dennis Barnes THAT the minutes of October 7, 2020 be approved as presented.
Carried. [2020-11-707]
4. Approval of Cheque Register Moved by Dale Gugala THAT cheques #2853 to #2862 be approved as presented.
Carried. [2020-11-708]
5. New funding for EV infrastructure SouthGrow is considering applying to be an “administrator” for Natural Resources Canada Zero Emission Vehicle Infrastructure Program if there is sufficient interest from our regional communities and businesses. The program provides 50% matching dollars to install additional charging stations.
Moved by Scott Korbett THAT we notify CAOs and Chambers for expressions of interest.
Carried. [2020-11-709]
6. New ideas for waste management Further to presentations at the Alberta Consolidated Action for Recycling Enterprise (CARE) Conference in September, there is interest in being up to date on potential options to landfill.
Moved by John Van Driesten THAT we arrange for presentations at upcoming meetings.
Carried. [2020-11-710]
7. Regional Marketing 2021 AlbertaSW is featured on the Top 100 Good Travel Guide website. AlbertaSW will retain ad space in Vacation Country Travel Guide. Peaks to Prairies promotional campaign is in development. Myalbertasouthwest.com will have updated list of regional events.
Moved by Brent Feyter THAT AlbertaSW once again place regional display ad on the back cover of the Waterton Guide.
Carried. [2020-11-711]

- | | |
|--|---|
| 8. Continuity and Communication; resources to support regional collaboration | Board reviewed a summary of community contributions and projects since 2003, a quantitative benefit of regional collaboration. The discussion considered the value of new partners such as industry, corporations, agencies, organizations, and non-profits who share some common goals and could gain mutual benefit. This is noted to be addressed in upcoming planning activities. |
| 9. Government of Alberta update | Three-year agreement is signed between AlbertaSW and Alberta Jobs, Economy, and Innovation. First year payment has been received. REDA Chairs are invited to a monthly Zoom meeting with ADM, as positive step toward strengthening communication and planning. |
| 10. FCM Visionary Award | The <i>Accelerate Kootenays</i> project, a network of more than 50 electric vehicle (EV) charging stations in rural BC communities was recognized with the FCM Visionary Award. Peaks to Prairies project partners gained the benefit of living “next door” to this expertise! |
| 11. Executive Director Report | Accepted as information. |
| 12. Round Table Updates | Accepted as information. |
| 13. Upcoming Events | <ul style="list-style-type: none"> ➤ Peaks to Prairies Webinar: November 5, 2020 11:00 am E-Mobility in Southern Alberta: How can Alberta communities benefit from the electrification of vehicles? ➤ EDA Conference: November 25-26, 2020. www.edaalberta.ca |
| 14. Board Meetings | ➤ December 4, 2020-location TBD-Organizational Meeting |
| 15. Adjournment | Moved by Dale Gugala THAT the meeting be adjourned.
Carried. [2020-11-712] |

Approved December 2, 2020

Chair

Secretary/Treasurer

EXECUTIVE COMMITTEE MEETING MINUTES
November 12, 2020; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November 12, 2020, at 6:00 pm, in the Conference Room of the ORRSC Administration Building, as well as virtually via Go To Meeting.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman
Jim Bester, Vice Chair
Don Anderberg, Virtually
Jennifer Crowson, Virtually
Doug MacPherson, Virtually
Margaret Plumtree, Virtually
Ian Sundquist, Virtually

Staff:

Lenze Kuiper, Director
Tara Cryderman, Executive Assistant

Chairman Wolstenholme called the meeting to order, the time being 6:15 pm.

1. Approval of Agenda

Moved by: Jim Bester

THAT the Executive Committee approve the November 12, 2020 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Doug MacPherson

THAT the Executive Committee approve the October 8, 2020 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

None

4. New Business

a. Draft 2021 Budget

At the October meeting, the Executive Committee requested further information from Administration regarding Fleet Management and Computer Software.

With regards to Fleet Management, it was determined that owning a fleet is more economical and efficient than paying mileage for using a personal vehicle. There is an estimated \$12,000 - \$13,000 savings per year in maintaining a fleet versus paying mileage. This also benefits the employees, as there is no additional expense of increased insurance on personal vehicles. To keep the cost savings in place, the future purchase of vehicles will be as efficient and economical as possible.

With regards to Computer Software, there is no real cost savings to switch software programs, and the most efficient practice is to stay with the current software. The budgeted projection for software was discussed. There will be a cost savings in the near future, when the GIS platform is fully transferred to the new program. Currently, while municipalities are familiarizing themselves with the new program, the previous platform is still functioning, thus the monthly double charge. Once all municipalities are comfortable and utilizing the new platform, the previous platform will be deleted.

Director Lenze Kuiper spoke to the proposed 2021 Draft Budget, and that is was the hardest budget he's ever had to prepare.

Two budgets were presented; one with a 1% fee increase, the other with a 5% fee increase. Currently, both proposals show a deficit.

The following was mentioned:

- The County of Newell and the Town of Coaldale have removed themselves from the membership
- The annual allocations to Reserve Funds will not occur in 2021
- The Town of Innisfail no longer receives GIS Services, however, the Town of Coaldale will still receive GIS Services, at an increased fee, as they no longer receive the membership subsidization
- There is no salary increase projected for 2021, as well as the reduction of 2 FTE positions, which will not be filled
- Renovations will not occur in 2021
- The Fixed Assets expenses could be removed from the budget and, should these items be necessary in 2021, Reserves could be utilized to cover the costs

There was a question regarding the increase to the pension contributions. There is a forecasted increase to LAPP of 1%.

There was a question regarding the dollar variance for the Permanent Employee amount.

Two vacant positions will not be filled, however, this amount is a combination of several factors.

ACTION: Further explanation of this dollar variance was requested.

Additional revenue sources include the possibility of engaging GIS Services with a couple municipalities, as well as an application to the Community Partnering Grant.

ACTION: The consensus from the Committee was to prepare a budget with a 2% increase to fees, and to cut expenses where possible, and present the adjusted budget to the Committee at a Special Committee Meeting.

Assessment Review Board services were discussed. While this is a valuable service to the municipalities, it is not a revenue generating service. This service is not a planning nor a land use service. The issue is the amount of training required, and the constant turnover of trained individuals, both at ORRSC and at the municipality. Also, the recent change to only allow one Councillor to sit on the ARB board, increases the difficulty. Whether or not to continue to provide this service was discussed. The increase to the fee for this service, to accurately reflect the true cost was mentioned. The restrictions seem to be a Red Tape Issue - perhaps the municipalities need to lobby the Red Tape Reduction Minister, and the Alberta Government, and bring this to their attention. The capping of Complaint Fees, the limitation of Councillors on the board, the cost of training, the seasonal nature of this service and the inability of smaller municipalities to provide this service to their residents are all significant red tape restrictions.

ACTION: Administration was directed to prepare a separate business plan and budget for the ARB services for further consideration.

Moved by: Don Anderberg

THAT Administration amend the Draft 2021 Budget as discussed and directed, and that a Special Executive Committee meeting be scheduled for continued discussion of the 2021 Budget.

CARRIED

The 2021 Membership Fees, at the proposed 1% and 5% increase were discussed.

Regardless of the increase, justification will be needed to explain the increase.

The monetary increase is not as significant as the percentage increase. These rates are an indication of how well the municipality is doing as a community. If the equalized assessment is increasing, the community is typically growing, taxes are typically increasing, and the community is typically utilizing the services of ORRSC more.

ACTION: Add a column showing the Equalized Assessment from 2019, which will showcase the difference between 2019 and 2020.

b. Subdivision Activity 2020

The subdivision activities for October 2020 were reviewed.

There has been a total of \$200,702.50 in Subdivision Fees collected. This is almost a \$45,000 decrease from this time last year.

There are also 18 less subdivision applications than this time last year.

c. Fee For Service

The Fees for Service are virtually unchanged from those reported from last month.

d. Town of Coaldale

As of January 1, 2020, the Town of Coaldale will no longer be a member of ORRSC.

The transitional plan was explained.

e. Annual Organizational Board of Directors Meeting

The Annual Organizational Board of Directors Meeting is scheduled for December 3, 2020.

Moved by: Doug MacPherson

THAT the Annual Organizational Board of Directors Meeting be postponed until Thursday, January 7, 2021, at 7:00 pm, and that this meeting be held virtually.

CARRIED

5. Accounts

a. Office Accounts

i. Monthly Office Accounts, September 2020

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts for October 2020, for the amount of \$17,876.76.

CARRIED

ii. Payments and Credits for August 2020

Moved by: Jim Bester

THAT the Executive Committee approve the Payments and Credits for August 2020.

CARRIED

b. Financial Statements

(i) Balance Sheet as of September 30, 2020

Moved by: Jennifer Crowson

THAT the Executive Committee approve the Balance Sheet as of September 30, 2020.

CARRIED

(ii) Comparative Income Statement - Actual to September 30, 2020

Moved by: Ian Sundquist

THAT the Executive Committee approve the Comparative Income Statement - Actual to September 30, 2020.

CARRIED

(iii) Consolidated Statement - Statement Date September 30, 2020

Moved by: Doug MacPherson

THAT the Executive Committee approve the Consolidated Statement - Statement Date September 30, 2020.

CARRIED

6. Director's Report

The Director provided an update on his activities since the last Executive Committee Meeting:

- Assessment Review Board Hearings are being finalized
- Some planners are attending Council meetings in person, some virtually
- If a Council meeting is cancelled, please let the planner know

7. Executive Report

Members of the Executive Committee provided updates on their activities, and information regarding their Municipalities:

Doug MacPherson:

- The daycare is scheduled for completion in December 2020
- The Town Office is scheduled for completion in February 2021

Margaret Plumtree:

- Covid, and its restrictions, are challenging the municipality
- The arena will be closed for 2 weeks, following the new restrictions announced today

Don Anderberg:

- Finalizing the Area Structure Plan for the NE Industrial Area; the Public Hearing is scheduled for December
- Increase in business interest in the area
- Over 400 business licenses have been issued for 2020, which is an increase from 2019
- The real estate market seems to be favourable
- Currently have 4 cases of Covid

Ian Sundquist:

- Solar panel project is generating jobs in the area
- 3 new businesses are starting at the airport

Jennifer Crowson:

- Budget deliberations have begun
- Covid, and its restrictions, are challenging the municipality

Jim Bester:

- Covid, and its restrictions, are challenging the municipality

Gordon Wolstenholme:

- Construction on the pool continues

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.

CHAIR: 
