



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 13, 2010
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers**

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES AUGUST 18, 2010

**FINANCES: JULY 2010 BANK STATEMENT
AUGUST 2010 BANK STATEMENT**

**DELEGATIONS: CLARESHOLM HISTORY BOOK COMMITTEE
 RE: Financing for the Book**

ACTION ITEMS:

1. **BYLAW #1551 – Municipal Development Plan**
 RE: 1st Reading
2. **BYLAW #1552 – Southwest Residential Area Structure Plan**
 RE: 1st Reading
3. **BYLAW #1553 – TIPP Amendment**
 RE: 1st Reading
4. **DELEGATION RESPONSE: Claresholm Animal Rescue Society (CAREs)**
 RE: Future Plans
5. **CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs**
 RE: 2010 MSI Conditional Operating Funding Component
6. **CORRES: Hon. Yvonne Fritz, Minister of Children and Youth Services**
 RE: Recruitment to Children & Youth Services' Boards & Appeal Panels
7. **CORRES: Alberta Environment, Southern Region**
 RE: AUMA 2010 Annual Convention Meetings
8. **CORRES: Royal Canadian Legion, Alberta/NWT Command**
 RE: Military Service Recognition Book
9. **CORRES: Claresholm & District Health Foundation**
 RE: 4th Annual Gala Concert
10. **CORRES: Independent Persistent Management & Consulting**
 RE: Request to Begin Construction on Existing Foundations
11. **CORRES: G. Powroznik Group Inc.**
 RE: Request for Waiver of Penalty on Late Property Tax Payment
12. **Local Assessment Review Board Members Appointment**
13. **NEW POLICIES - #79, 86, 88, 95, 96, 97**
14. **ADOPTION OF INFORMATION ITEMS**
15. **IN CAMERA – PERSONNEL**

INFORMATION ITEMS:

1. **Cheque Listing for Accounts Payable – August 2010**
2. **Arena Users' Meeting Minutes – August 19, 2010**
3. **Claresholm Museum Collection Assistant's Report – August 23, 2010**
4. **ORRSC Annual General Board Meeting Minutes – June 3, 2010**
5. **Claresholm & District Transportation Society Annual Meeting Minutes – June 26, 2010**
6. **Claresholm & District Transportation Society Meeting Minutes – June 25, 2010**

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
AUGUST 18, 2010**

CALL TO ORDER: The meeting was called to order at 7:00pm by Mayor Rob Steel.

PRESENT: Mayor Rob Steel; Councillors: Shirley Isaacson, Doug MacPherson, David Moore, Connie Quayle and Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Don Leonard

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

CARRIED

MINUTES: **REGULAR MEETING – JULY 20, 2010**

Moved by Councillor Sutter that the Regular Meeting Minutes of July 20, 2010 be accepted as presented.

CARRIED

FINANCES: **JUNE 2010 BANK STATEMENT**

Moved by Councillor MacPherson to accept the June 2010 bank statement as presented.

CARRIED

PUBLIC HEARING: BYLAW #1546 – Curfew Bylaw

Mayor Rob Steel declared the hearing open at 7:03 pm.

Mayor Rob Steel made the first call for submissions from the public.

Written submission from the Fusion Christian Youth Group was read. Reverend Mitchell was on hand on behalf of this group. They were looking for clarification if an individual over the age of 18 would be considered a temporary guardian for a child when they are out past 11:00pm. Curt Hanselman is a youth leader and stressed that parents give permission for their children to be with the youth leaders. The youth group stated they were not taking a stand for or against the bylaw.

Curt Hanselman read a letter on behalf of Claresholm & District Citizens on Patrol Society. Vandalism, theft and mischief have become real issues in our community, and the vast majority of people they see out late at night, not committing crime but visible, are youth. Many people apparently thought there already was a curfew bylaw in place. Citizens on Patrol is in favour of the bylaw.

One written submission from Tim Bryson was noted against the bylaw.

Mayor Rob Steel made the second and third calls for submissions for or against the bylaw.

Rita Hahn asked what happens to the children who are caught out after hours. It was explained that the bylaw gives the RCMP the opportunity to take them home and a discussion with the guardian would occur.

Mayor Steel stated he feels the bylaw is unconstitutional and discriminatory against youth.

A legal opinion was obtained on this bylaw, and it was said that this bylaw could be overturned in a court of law because this bylaw discriminates against individuals because of age. This goes against the Charter of Rights and Freedoms.

Kim Alexander asked what age groups are the problem, and what are other communities doing.

Councillor Moore read an email from the Town Manager of Valleyview stating that their curfew bylaw has not been used much but has been successful in curbing vandalism.

Carol Turner was wondering if there some thought given to providing programming for children and teens because they don't want to go home.

Mayor Rob Steel declared the hearing closed at 7:45 pm.

DELEGATIONS: **1. CLARESHOLM ANIMAL RESCUE SOCIETY (CAREs)**
RE: Future Plans

Speaking on behalf of CAREs was Kim Alexander and Rita Hahn. CAREs is asking for the Town to co-sign a loan from ATB Financial for \$150,000 in order to build a new facility. Currently they are having some difficulties with the facility as it is cold in the winter and hot in the summer. The building is 1,100 square feet that cannot be rearranged and is not suited to their needs.

They have received confirmation from EMERCOR for donation of the walls and part of the roof, and from trades people for labour. The building would be put on land set aside by the Town beside the Town Shop.

2. GAVIN SCOTT, ORRSC & JEFF GIBEAU, PLANNER

RE: Municipal Development Plan

Gavin Scott from the Oldman River Regional Services Commission and Jeff Gibeau, Town Planner, spoke to Council regarding the Municipal Development Plan. The Municipal Development Plan needs to be updated as other planning documents have been implemented since the document was adopted. Changes are being made, and these changes were discussed with Council, along with some suggestions being put forward by Council and Administration.

ACTION ITEMS:

1. BYLAW #1546 – Curfew Bylaw

RE: 2nd & 3rd Readings

Referred back to Community Standards Committee.

2. CORRES: Community Foundation of Lethbridge & Southwestern Alberta

RE: Annual Friends of the Foundation Dinner

Moved by Councillor Moore to send Councillors Isaacson, Quayle and Sutter to the Annual Friends of the Foundation Dinner on September 23, 2010.

CARRIED

3. CORRES: Claresholm Child Care Society

RE: Kidz Zone Out-of-School Program

Moved by Councillor Sutter to cover the shortfall for the Kidz Zone after school program in the amount of \$4,000 for the period April to June 2010.

CARRIED

Moved by Councillor MacPherson to cover the costs of water, sewer, power and natural gas for the out-of-school care modulars upon commencement of services until June 30, 2011.

CARRIED

4. CORRES: Kirk & Amy Schofield

RE: Handicapped Permit Parking and Sign

Moved by Councillor MacPherson to allow for the handicapped signage to remain at 658 - 51st Avenue West and to be reviewed by administration on a yearly basis.

CARRIED

5. CORRES: The Bridges at Claresholm Golf Club

RE: Municipal Portion of 2010 Property Taxes

Moved by Councillor Sutter to forgive the municipal portion of the Claresholm Golf Course's 2010 property taxes in the amount of \$2,537.28.

CARRIED

6. CORRES: Claresholm Curling Club

RE: Municipal Portion of 2010 Property Taxes

Moved by Councillor MacPherson to forgive the municipal portion of the Claresholm Curling Club's 2010 property taxes in the amount of \$750.06.

CARRIED

7. CORRES: Summer Places Limited

RE: Industrial Lot - 28 Saskatchewan Crescent

Moved by Councillor Quayle to deny the request from Summer Places Limited in their letter dated August 3, 2010 regarding 28 Saskatchewan Crescent, Lot 3 Block 5 Plan 0514376.

CARRIED

8. CORRES: Claresholm & District Museum Board

RE: Official Opening of New Museum Building

Received for information.

9. CORRES: Vaughan Allan

RE: Offer to Purchase

Moved by Councillor Moore to deny the Offer to Purchase presented by

Vaughan Allan in his letter dated August 3, 2010.

CARRIED

10. REVENUE & EXPENDITURE REPORT – Year to Date

Received for information.

11. CAO REPORT

Received for information.

12. ADOPTION OF INFORMATION ITEMS

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

CARRIED

19. IN CAMERA – LEGAL / DEVELOPMENT

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

Moved by Councillor Quayle that this meeting come out of In Camera.

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn at 10:24pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Kris Holbeck, CA

**TOWN OF CLARESHOLM
JULY 2010 BANK STATEMENT**

RECONCILED BALANCE JUNE 30, 2010		\$32,079.60
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$1,914,684.65	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	24.37	
GIC REDEEMED	0.00	
US EXCHANGE	0.00	
TRANSFERS FROM T-BILLS	1,112,701.00	
SUBTOTAL	\$3,027,410.02	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$1,389,542.13
PAYROLL CHARGES		137,741.15
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		118.66
TRANSFERS TO T-BILLS / GIC PURCHASE		1,120,459.73
NSF CHEQUES		694.28
SERVICE CHARGES		133.86
SCHOOL FOUNDATION PAYMENT		0.00
SUBTOTAL		\$2,648,689.81
NET BALANCE AT END OF MONTH		\$410,799.81
BANK RECONCILIATION		
BALANCE PER BANK	482,358.91	
PLUS OUTSTANDING DEPOSITS	6,149.95	
LESS OUTSTANDING CHEQUES		-77,709.05
RECONCILED BALANCE JULY 31, 2010		\$410,799.81
OTHER BALANCES:		
EXTERNALLY RES GIC'S & T-BILLS	\$1,863,217.34	
NON-RESTRICTED GIC'S & T-BILLS	\$746,495.86	
PARKING RESERVE	\$3,557.51	
WALKING PATHS RESERVE	\$1,930.46	
OFFSITE LEVY RESERVE	\$58,183.07	
SUBDIVISION RESERVE	\$35,536.13	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF SEPTEMBER 2010

MAYOR

SECRETARY-TREASURER

**TOWN OF CLARESHOLM
AUGUST 2010 BANK STATEMENT**

RECONCILED BALANCE JULY 31, 2010		\$410,799.81
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$3,064,629.87	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	25.50	
GIC REDEEMED	0.00	
US EXCHANGE	0.00	
TRANSFERS FROM T-BILLS	0.00	
SUBTOTAL	\$3,064,655.37	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$634,493.43
PAYROLL CHARGES		95,142.66
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		346.92
TRANSFERS TO T-BILLS / GIC PURCHASE		2,250,481.18
NSF CHEQUES		858.48
SERVICE CHARGES		327.39
SCHOOL FOUNDATION PAYMENT		0.00
SUBTOTAL		\$2,981,650.06
NET BALANCE AT END OF MONTH		\$493,805.12
BANK RECONCILIATION		
BALANCE PER BANK	617,591.93	
PLUS OUTSTANDING DEPOSITS	0.00	
LESS OUTSTANDING CHEQUES		-123,786.81
RECONCILED BALANCE JULY 31, 2010		\$493,805.12
OTHER BALANCES:		
EXTERNALLY RES GIC'S & T-BILLS	\$1,864,156.64	
NON-RESTRICTED GIC'S & T-BILLS	\$2,996,736.54	
PARKING RESERVE	\$3,557.51	
WALKING PATHS RESERVE	\$1,931.44	
OFFSITE LEVY RESERVE	\$58,666.31	
SUBDIVISION RESERVE	\$35,537.21	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 13th DAY OF SEPTEMBER 2010

MAYOR

SECRETARY-TREASURER

DELEGATIONS

**WHERE THE WHEATLANDS
MEET THE RANGE** *Volume II*
A History of Claresholm & Area

Wednesday, September 1, 2010

Mayor Rob Steel and council
221 – 45 Avenue West
Claresholm, AB
T0L 0T0

Mayor Steel and council:

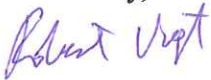
The Claresholm History Book Committee has worked hard over the past seven years to publish volume two of the Where the Wheatlands Meet the Range, a history of Claresholm and area.

The book was launched on May 16 and we would like to thank you for attending our celebration and bringing greetings from the town.

Representatives of our committee would also like to appear as a delegation at your next regular council meeting on September 13 to discuss financing for the book. I can be reached at my place of work, the Claresholm Local Press, at 403-625-4474 or at home at 403-625-4371.

Thank you for your time, take care and all the best,

Your truly,



Rob Vogt
Claresholm History Book Committee



ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1551**

A Bylaw of the Town of Claresholm to amend Bylaw #1490, being the Land Use Bylaw.

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 Municipal Development Plan Bylaw# 1490; and

WHEREAS Council has conducted a review of the existing Municipal Development Plan; and

WHEREAS the number of changes will better reflect the goals of the Town; and

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

Amendments per Schedule "A" attached.

This bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this day of 2010 A.D.

Read a second time in Council this day of 2010 A.D.

Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Schedule A

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1.0 Introduction

1.1 Purpose of the Plan

The Town of Claresholm is a thriving community that is strategically located in between Lethbridge and Calgary on Highway No. 2. Claresholm area has a strong economic base that is closely tied to the agricultural, health, education and energy sectors. The Town is a regional service centre that is home to a wide range of businesses that provide goods and services in support of the economic activity occurring in south central Alberta.

The purpose of the *Town of Claresholm Municipal Development Plan* is to provide a planning framework for the future sustainable growth and development of the Municipality that will assist in realizing the physical, social and economic opportunities of Claresholm.

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

1.2 Goals - The Future of the Town of Claresholm

The Town has established the following goals that will be used as a basis for the implementation of its Municipal Development Plan:

1.2.1 Looking to the Future

- To create a positive environment for the future sustainable growth and development of the Town.
- To adopt a sustainable growth strategy that will result in the realization of the economic and social development opportunities in Claresholm.
- To ensure that the Town is in a position that will further develop and enhance its economic base in a manner that promotes effective community planning.

1.2.2 Land Use Planning Economic Development

- To establish a land use planning framework that will complement the physical, social and economic development of the Claresholm area while ensuring that the Town remains an excellent place to live and work.

1.2.3 Inter-Municipal Cooperation

- To cooperate with the Municipal District of Willow Creek No. 26 on the planning and development of the region on a basis of cooperation, consultation and communication.

1.2.4 CANAMEX Trade Corridor

- To realize the economic development opportunities of Highway No. 2 that will be generated through the implementation of the CANAMEX Trade Corridor.
- To plan for the physical, social and economic development potential that will result from the Town’s strategic location in relation to the CANAMEX Trade Corridor and the economic activity that is planned for southwestern Alberta.

1.2.5 Providing Infrastructure for Growth

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

1.2.6 Developing a Liveable Community

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

1.2.7 Community Goals

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

1.2.8 Developing a Community Identity

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

1.3 Historical Background

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

The first settlement between Fort Calgary and Fort Macleod was known as “The Leavings”. This overnight location was such named because this was the stop where the pioneer trail left being adjacent to Willow Creek. “The Leavings” is located east of the current Granum town site but established the area as a location where travelers could stop to eat, rest, refresh and refuel. As the region’s population continued to grow towards the end of the 19th century, a secondary NWMP detachment office was located at this site. Located approximately four miles south of the “The Leavings” a Post Office was erected. In 1903 the North West Mounted Police detachment was transferred to the community of Claresholm and continued to establish the region as a stable prosperous frontier locale.

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

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

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

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

The community is growing with a population of 3,700 (Stats Can 2006). Between 1991 and 1996, the population grew by 3.9 percent, and further by 5.3 percent from 1996-2001 and again by 2.2 percent from 2001-2006, attributable primarily to amenity migration.

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

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

1.4 Geographic Setting

The Town is a thriving community of 3,700 (2006 Federal Census) located within the Municipal District of Willow Creek No. 26, on Highway 2. Claresholm lies midway between Calgary and Lethbridge in southern Alberta. The community is 104 km south of Calgary and 90 km northwest of Lethbridge. The Town of Claresholm encompasses approximately 8.30 square kilometres according to the 2006 Statistic Canada census.

The terrain is suitable for farming and ranching and is highly productive when irrigated and fairly productive under dry land conditions. To the east of Claresholm is a mix of irrigated and non irrigated

farmland where the crops can include many varieties of wheat and grains. To the west of Claresholm are the Willow Creek drainage area and the Porcupine Hills. These are great community amenities as their location provides regional residents and tourists with a wide variety of outdoor related activities.

Atmospherically, a dominant characteristic of the region is the wind. With an average yearly wind speed of 16.2 km/hr from the west and southwest, maximum gusts can reach speeds of up to 150 km/hr. The climate of the area can be described as continental with moderate climate that enjoys four distinct seasons, including warm summers and mild winters.

2.0 Interpretation

2.1 Municipal Government Act

The Municipal Government Act, Revised Statutes of Alberta 2000, Section 632 provides the legislative basis for the Municipal Development Plan. The Town is required, under this Act, to adopt a Municipal Development Plan as their population exceeds 3,500. Below is the appropriate section of the *Municipal Government Act*.

Section 632

(3) *A municipal development plan*

(a) *must address*

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

(b) *may address*

- (i) *proposals for the financing and programming of municipal infrastructure,*
- (ii) *the co-ordination of municipal programs relating to the physical, social and economic development of the municipality,*
- (iii) *environmental matters within the municipality,*
- (iv) *the financial resources of the municipality,*
- (v) *the economic development of the municipality, and*
- (vi) *any other matter relating to the physical, social or economic development of the municipality,*

(c) *may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,*

(d) *must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,*

(e) *must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school authorities, and*

(f) *must contain policies respecting the protection of agricultural operations.*

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

2.2 Flexibility

It is intended that the boundaries of land use classifications and the location of future development concepts, as shown in this plan, be considered as approximate only and not absolute. Any action deemed by Council to be a minor adjustment to either the land use classes or the location of future facilities will not require an amendment to this plan. Further, in response to growth and development, the

plan may be amended as required and updated every three years to ensure responsiveness to community beliefs and opportunities for economic, social or cultural development.

2.3 Definitions

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

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

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

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

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

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

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

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

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

3.0 Residential Development

3.1 Goal

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

3.2 Background Information

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

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

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

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

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

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

3.3 Objectives

3.3.1 To be proactive in assisting the Claresholm Housing Authority to ensure the communities' needs regarding adequate and affordable housing are met.

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

3.4 Policies

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

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

Sustainability Policies

- 3.4.17 Developers shall be encouraged to increase the use of low environmental impact materials during the construction of developments.
- 3.4.18 Developers shall be encouraged to increase the use of locally reclaimed or recycled materials in the construction of roads, pavements, public spaces and parking lots.
- 3.4.19 Developers shall be encouraged to increase the use of locally sourced materials in the construction process.
- 3.4.20 Developers shall be encouraged to develop a sustainable water efficiency strategy at a master planning level for the whole site.
- 3.4.21 Developers shall ensure that any development on site does not adversely impact upon local public or private water supply through polluting aquifers or groundwater.

- 3.4.22 Developers shall reduce the impact of noise upon the development.
- 3.4.23 Developers shall minimize the waste produced from the development during construction going to the landfill.
- 3.4.24 The Town, its citizens and developers will pursue a street tree program for the replacement of aging street trees and the installation of new street trees in new residential development areas.

4.0 Commercial Development

4.1 Goal

The Town of Claresholm supports and encourages commercial development in the central business district as well as in the identified nodes along the main transportation corridors. In consideration of the highway realignment, the downtown area will be streetscaped and development encouraged that meets the community vision.

4.2 Background Information

Due to Claresholm's unique setting – halfway between Calgary and Lethbridge on Highway No. 2, the Town has a well developed commercial sector to serve residents and motorists. All retail and service needs can be met within the Town of Claresholm, and are oriented to the agricultural and highway commercial sectors.

The downtown area is located west of Highway No. 2 located between 51st Avenue, on the north side, and 48th Avenue, on the south, extending west one block off the highway to 2nd Street West. Within the downtown commercial sector, the majority of the retail, office and service outlets are located in this area. It is Council's goal to continue to focus these elements of commercial development in the downtown area to retain the compact, well-developed commercial core. In the period between 1987 and 1992, the Town received support from Alberta Municipal Development for downtown enhancement. The Alberta Main Street program was beneficial in identifying and rehabilitating some 17 historic buildings in the downtown area and for determining standards for architectural control. It is Council's intention to continue to focus primary commercial development in this area, and to maintain the integrity associated with a compact, well-developed commercial core.

Secondary commercial uses are those that deal with goods and services which generally require large storage areas or contain facilities that are not suited to the central business district. This would include uses such as bulk fuel outlets, car washes, tire shops, lumber yards, equipment storage and the like. The Town generally accommodates these types of uses under the highway commercial designation or the general industrial district, located adjacent to Highway No. 2, or in the industrial designated areas.

The Town's location along the Highway No. 2 corridor has resulted in considerable highway commercial development. These developments are located along the highway corridor to maximize their exposure and consist of gas stations, accommodations and other uses catering to the travelling public. Highway commercial development has represented a crucial component of the local economy and guided the overall design of the community. In consideration of the highway realignment, however, new growth considerations are required and reflected in Figure 5 the Growth Strategy map.

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

4.3 Objectives

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

4.4 Policies

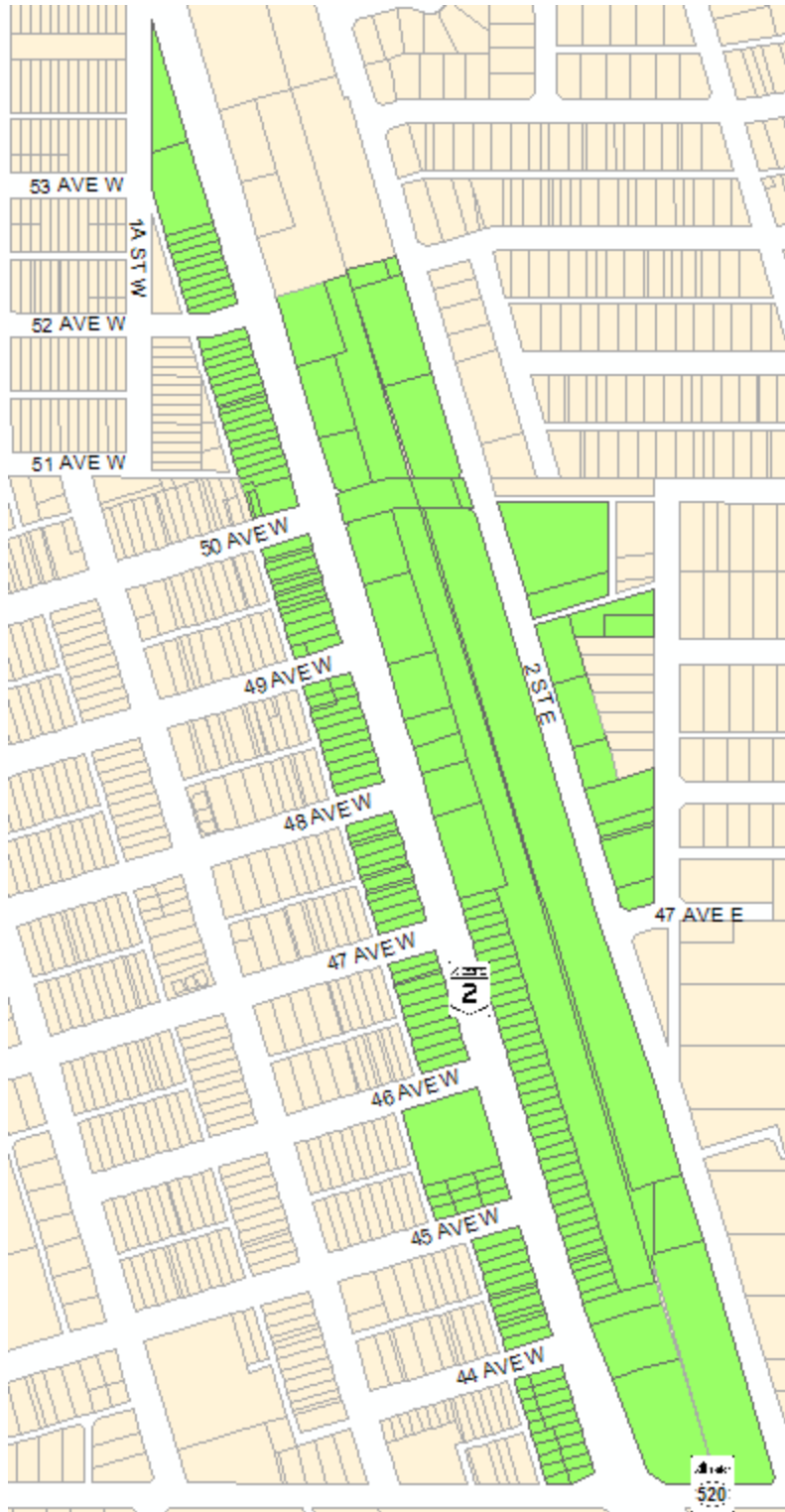
- 4.4.1 Commercial development shall take place in accordance with the Future Land Use map (Figure 3). Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.
- 4.4.2 Primary commercial uses, such as retail service outlets, professional offices, entertainment facilities and compatible public and institutional uses are encouraged to locate in the downtown core area.
- 4.4.3 The Town supports the continuation of the Design Guidelines set forth in the Downtown Revitalization Plan, produced in cooperation with Alberta Municipal Development during the Alberta Main Streets Program in 1993.
- 4.4.4 Highway commercial development and certain secondary commercial uses are encouraged to be located along the highway corridor and will be considered in an area redevelopment plan see Map 1 below.
- 4.4.5 Given the high degree of public exposure, commercial developments located along the highway corridor shall be developed to a high standard, which will include:
 - Sufficient parking

- Site landscaping
- Screen outdoor storage areas
- Attractive signage and building design
- Integration with the highway system
- Provision of services for the travelling public.

- 4.4.6 Secondary commercial uses are encouraged to locate in the industrial areas, or lots with direct frontage along Highway No. 2.
- 4.4.7 Secondary commercial developments, adjacent to the highway, are encouraged for buffering to residential developments and shall provide an adequate buffering, or some other screening, to the satisfaction of the Town.
- 4.4.8 The Town shall encourage and support the establishment and operation of home occupation in residential areas, provided they meet performance standards in the land use bylaw.

Sustainability Policies

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



Map 1: Proposed Area Redevelopment Plan boundary

5.0 Industrial Development

5.1 Goal

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

5.2 Background Information

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

Potential conflicts with industrial development can be managed by ensuring growth of noxious industrial businesses are not permitted to develop in areas adjacent to current or future residential areas. Given the north/south orientation of Claresholm and the prevailing wind coming from the west, the logical growth area to target for industrial development is the southeast area of the community. This is due to the natural buffering effects of the cross roads of Highways No. 2 and 520. The community has the ability to utilize these major traffic corridors as buffers for the separation of potentially conflicting uses.

Due to the shortage of industrial lands in Claresholm, the Municipality is anticipating annexing lands in the southeast area of the community to ensure contiguous industrial development. For further detail see Section 11 on Growth Strategy in this document.

5.3 Objectives

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

5.4 Policies

- 5.4.1 Future industrial development shall take place in accordance with the Future Land Use map (Figure 3) and Growth Strategy map (Figure 5). Additional design considerations can be placed on any development upon the recommendation of the Municipal Planning Commission, Mayor and Council, Administration or the subdivision authority prior to approval.
- 5.4.2 With the exception of bulk fuel outlets, service stations and similar developments, heavy industrial uses that involve the manufacture, storage and/or handling of dangerous goods will be located in the southeast industrial area.
- 5.4.3 Heavy industrial uses, or those which might produce nuisance factors such as smoke, airborne emissions or noise, will be directed to sites south of Highway 520 and east of the current alignment of Highway No. 2.
- 5.4.4 Industrial developments shall be planned in a manner that effectively and safely connects the developments to the highway system.
- 5.4.5 All development in the industrial area is required to provide space for sufficient onsite parking.
- 5.4.6 The Town may allow the use of a caretaker suite on an industrial lot for use by the owner and/or staff member of the industrial operation.
- 5.4.7 Industrial proposals shall include a fencing, screening and landscape plan according to the Town of Claresholm Land Use Bylaw.

6.0 Recreation, Parks and Open Space

6.1 Goal

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

6.2 Background Information

The Town of Claresholm has a wide variety of parks and open space to serve its residents as is indicated on the parks and open space figure (Figure 3). The golf course and baseball diamonds represent a significant portion of the open space in the community available for fair weather recreation activities. As well, there are three main parks which have playground equipment oriented towards young children and families. All of these are on the west side of the Highway No. 2 corridor and the community may consider, in the future, developing a similar neighbourhood park space on the east side of Claresholm.

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

- Indoor Pool & Aquatic Centre
- Skating/Hockey Rink
- Curling Rink
- Skateboard Park
- Active and Passive Park Spaces
- 18-Hole Golf Course
- Agriplex
- Centennial Park Campground
- Tennis Courts
- Millennium Park Baseball Complex

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

6.3 Objectives

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

6.4 Policies

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

Sustainability Policies

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

7.0 Transportation

7.1 Goal

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

7.2 Background Information

Claresholm is located on Highway No. 2, which bisects the Town. The highway, which is the main north-south route in Alberta, is presently scheduled for realignment outside the current town boundaries as part of the development of the CANAMEX trade corridor. Highway traffic volumes are provided in Appendix D. Alberta Transportation and Infrastructure is currently analyzing egress points and a bypass route in cooperation with the Town of Claresholm and other governmental agencies. The current preferred corridor route is included in Figure 10 the Road Hierarchy map.

Secondary Highway 520 passes in an east-west direction through Claresholm and is designated 43rd Avenue. East of the Highway No. 2 intersection, most of the uses along this secondary route are industrial, while west of the primary highway, they tend to be residential or institutional in nature. Once the highway bypass is completed as per the Growth Strategy map (Figure 5), the east portion of Highway 520 will likely become the main access point to Claresholm and have a welcoming streetscape and complementary highway commercial land uses.

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

7.3 Objectives

- 7.3.1 To work cooperatively with Alberta Infrastructure to endorse a future Highway No. 2 alignment with access structures that will facilitate the economic and social sustainability of the Town of Claresholm.
- 7.3.2 To ensure that after Highway 2 realignment, the existing highway be designated as Highway 2a, which ensures future maintenance remains the responsibility of Alberta Infrastructure and Transportation.
- 7.3.3 To capitalize on the vast amount of vehicular traffic by providing goods and services to the motoring public.
- 7.3.4 To encourage the safe and regulated flow of north-south traffic, as it passes through the community, by efficient use of traffic control devices, enforcement patrols and speed zones.
- 7.3.5 To maintain the focus of the Claresholm Airport as a facility for aviation.
- 7.3.6 To continue to support the Claresholm Transportation Society and the other transportation service providers operating within the community.

- 7.3.7 To make pedestrian and cyclist movement attractive and safe, reducing reliance upon private cars for local trips.
- 7.3.8 To define a roadway hierarchy and access control policy based on small town levels of service in keeping with the current traffic patterns.
- 7.3.9 To identify corridor plan areas and determine roadway functionality for each plan area.

7.4 Policies

- 7.4.1 The Town shall maintain its high profile and exposure along Highway No. 2 for the benefit of existing commercial and industrial uses.
- 7.4.2 The land use bylaw shall continue to designate commercial lands suitable for uses which cater to the motoring public; however, subsequent to bypass construction, new land uses will be developed which reflect the lowered conveyance of motor vehicles.
- 7.4.3 The Town should regulate commercial uses, through their land use bylaw, that would be better located in the downtown and not along Highway No. 2.
- 7.4.4 The Town should enter into a development agreement with potential developers to provide for construction or upgrading of such amenities as roads, light standards, sidewalks, and curb and gutter systems.
- 7.4.5 The Town shall promote the construction of a safe access into the south-east industrial park off the future Highway No. 2.
- 7.4.6 The Town shall pursue funding assistance from federal and provincial agencies in response to the relocation of Highway No. 2 to analyze the realignment impact to the storm water management system.
- 7.4.7 Parking facilities will be paved when connected to a paved street.
- 7.4.8 Ensure that building frontages encourage pedestrian usage of streets contributing to vitality.
- 7.4.9 The Town shall encourage the development of a network of safe bike routes to local facilities near to, and overlooked by, roads and pavements.
- 7.4.10 The Town shall reduce any need or requirement to travel by car to essential facilities by having them within a reasonable walking distance.

Street Capacity Policies

- 7.4.11 Level of Service C (as defined in Appendix C) with no individual movement lower than the Level of Service D to E, is the desired standard for the Claresholm Street system. New Local and Collector streets shall be designed to operate at that level.
- 7.4.12 Town streets shall be classified according to function, as defined in Map 10 and as follows:
 - Local Streets shall be low-speed, low-volume facilities which are used primarily to access property.
 - Minor Collector Streets shall be moderate-speed, low-to medium-volume facilities which serve to collect traffic from local streets and distribute to the arterial system. Collector

streets also provide for direct property access, but their role of serving traffic is equally important.

- Major Collectors are designed to move traffic efficiently. Property access is deemphasized, whereas traffic movement is emphasized.

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

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

7.4.14 The Town shall have the right to review and approve internal circulation plans for all new developments.

7.4.15 All new private streets shall meet minimum Town engineering standards.

7.4.16 Traffic studies shall be required for all major development proposals and may be required at the discretion of the Town under other circumstances where there may be significant effects on the street system overall. A major development may include, but is not limited to the following:

- an Area Structure Plan (ASP), or
- commercial development proposals, or
- industrial development proposals, or
- multi-unit residential development proposals, or
- tentative subdivision maps, or
- when any proposal would potentially increase a Level of Service.

7.4.17 All transportation studies shall be completed at the sole expense of the developer. Traffic studies shall identify:

- (a) the amount of traffic to be added to the system by the proposed development;
- (b) other known planned projects and their effects on the street system;
- (c) the direct, indirect and cumulative adverse impacts of project traffic on street system operations, safety, and access to the downtown;
- (d) mitigation measures necessary to provide for project traffic while maintaining Town level-of-service standards;
- (e) the responsibility of the developer to provide improvements;
- (f) the timing of all improvements;
- (g) and any other information deemed necessary by MPC or council.

Access Management Policies

Major Collectors

7.4.18 For the purposes of access management of Claresholm's collector system intersection spacing shall be 120 m for all right of ways. Spacing between two major collectors can be found in subsection 7.4.26 below. Driveway and alley accesses should also be limited and where allowed should be right turn in and right turn out only.

- 7.4.19 MD of Willow Creek landowners' access onto Town controlled roads requires the landowner to enter into a Servicing Agreement with the Town and adhere to all engineering requirements and other access control policies.
- 7.4.20 Offset driveway locations should be avoided whenever possible.
- 7.4.21 Where the street frontage is proposed to be improved, all abandoned driveways shall be removed and the curbing and side walk to be restored to Town standards.
- 7.4.22 The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.
- 7.4.23 Driveways providing access onto major collector streets may be denied if alternate access is available or if the Town identifies potential safety issues.
- 7.4.24 For the purposes of major collectors, residential driveways shall not face the street, which means garages must be located in the rear of properties and accessed via alleys. All other uses shall have limited access and take advantage of shared access driveways. Turning movements may be limited to right in and right out.
- 7.4.25 Access control on major collector roadways should be uniformly applied and maintained in urban areas to reduce congestion and traffic delay, and to encourage safety and economy of the transportation system. (Source: Alberta Transportation)
- 7.4.26 Access control should address the varying needs and functions of each major collector roadway section, which will depend on: abutting land use type, existing and proposed development, density of development, and relative urban location. For example, more frequent intersection spacing with some direct access will likely be necessary in central business areas (due to existing development), whereas in outlying residential areas, there should be no direct access and [major collector] intersections should be spaced at least 400 m apart. (Source: Alberta Transportation)
- 7.4.27 All functional planning and preliminary design of major collector roadways should assess the ramifications of access accommodation to all abutting property parcels and developments (existing and proposed), in conjunction with projected traffic volumes and operating speed. (Source: Alberta Transportation)
- 7.4.28 To overcome operational problems on existing major collector roadways, access control should be exercised following an assessment of existing and potential accident rates and vehicle delay, and prediction of the effects of access control techniques. (Source: Alberta Transportation)
- 7.4.29 The Town of Claresholm will exercise its authority to control access on major collector roadways. Such control can be applied and maintained by adopting set standards, by making developers and planners aware of major collector roadway standards, and by working with the private sector to ensure suitable land access. (Source: Alberta Transportation)

Minor Collectors

- 7.4.30 MD of Willow Creek landowners' access onto Town controlled roads requires the applicant to enter into a Servicing Agreement with the Town and adhere to all engineering requirements and other access control policies.
- 7.4.31 Where the street frontage is proposed to be improved, all abandoned driveways shall be removed and the curbing and side walk to be restored to Town standards.

7.4.32 The continued use of pre-existing driveways may be prohibited with the redevelopment of a site.

Pedestrians

7.4.33 All major and minor collector roads shall have a sidewalk on both sides of the street.

7.4.34 Trails shall not have midblock crossings on major collectors and should be avoided on minor collectors. All crossings on these street categories should be at intersections for pedestrian safety and free flow of traffic. Any approved midblock crossings shall be designed with pedestrian safety features.

8.0 Municipal Infrastructure Services

8.1 Goal

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

8.2 Background Information

Claresholm has a municipal water and sanitary sewer system which serves the entire Town. Engineering and construction has been completed for a new raw water line direct from the Pine Coulee Reservoir northwest of Town. The Town of Claresholm has the allocation in its water license for the community to grow by three fold of its current population. The 1055 acre feet (1, 301, 235 cubic metres) allocated each year could easily translate into a municipal population of 10,000. The Town is confident that the domestic water supply system is in good shape for the foreseeable future. Claresholm's sewage treatment capacity is sound with the original construction taking place in the mid 1980s. The system consists of a complete mix, 140 acre and an aerated lagoon system. The total length of sanitary sewer pipe servicing the community is 48.70 km.

The Town also operates a separate storm sewer system that helps prevent flooding by diverting rain and snow melt into the nearest drainage swale. The total network of underground pipes is 11.80 km. Surface water enters the storm sewer system through curb-side storm drains and flows by gravity to various water channels located to the south of the Town, such as Frog Creek. Within the Bridges Golf Course are standing water retention pools where water is detained to manage flows prior to being conveyed into Frog Creek. Much of the water is utilized to irrigate the golf course.

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

8.3 Objectives

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

8.4 Policies

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

9.0 Community Culture, Wellness, and Safety

9.1 Goal

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

9.2 Background Information

Claresholm's schools serve the Town and parts of the M.D. of Willow Creek. High School students from Granum, Fort Macleod, Nanton, and Stavely attend the Willow Creek Composite High School. The elementary school, middle school and high school are all located on the west side of Town and are easily accessible to students bused in from outside Claresholm and those living on the west side. Students living on the east side of Claresholm may cross 1st Street (Highway No. 2) . In order to facilitate pedestrian crossings, a traffic light is located at 50th Avenue and 1st Street.

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

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

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

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

9.3 Objectives

- 9.3.1 To work cooperatively with the Livingstone Range School Division to ensure that a high quality of education is provided for all students attending Claresholm schools.
- 9.3.2 To work to improve school enrolments by attracting new business and young families to locate in Claresholm.

- 9.3.3 To work cooperatively with the Alberta Health Services (AHS) to ensure Claresholm remains the hub for health in the region. Continue to provide community support to the Claresholm General Hospital, Willow Creek Continuing Care Centre, AADAC, Claresholm Centre for Mental Health and Addictions, the Claresholm Medical Centre and the Porcupine Hills Lodge.
- 9.3.4 To work to establish new and innovative ways to help the recruitment and retention of health care professionals in the community.
- 9.3.5 To ensure that Claresholm is promoted as a safe and caring community for young families to live, work and raise a family.
- 9.3.6 To ensure Claresholm remains an attractive retirement community.
- 9.3.7 To continue to support the Royal Canadian Mounted Police to maintain law and order in the Town of Claresholm.
- 9.3.8 To continue to support the Claresholm Fire Department as a volunteer organization that provides fire suppression services to the people of the Town of Claresholm.
- 9.3.9 To ensure a capable ambulance service is provided through private industry, while continuing to lobby the Province of Alberta to pay the entire cost of ambulance service, as promised.
- 9.3.10 To maintain an increased focus on local by-law enforcement for the purpose of maintaining and improving community cleanliness, order and safety.
- 9.3.11 To continue to provide support to FCSS and other groups to ensure a strong social infrastructure is in place for Claresholm families, seniors, and vulnerable residents to enjoy a high quality of life.
- 9.3.12 To assist and support families in finding good quality, affordable child care; including families who work shifts. Seek to work/develop partnerships with employers, FCSS, and families to become leaders in the provision of innovative child care options.
- 9.3.13 To assist and support youth (or groups/agencies who work with youth), with finding opportunities for appropriate activities that enhance youth experience, provide leadership skills, and advance their contributions to the community.
- 9.3.14 To promote and support cultural interests, including art exhibits/showings, presentations, live and film theatre, and musical events and activities within the community.

9.4 Policies

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

10.0 Environmental Stewardship

10.1 Goal

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

10.2 Background Information

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

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

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

In December 2008 the Province of Alberta adopted the Land Use Framework followed by the proclamation of the Alberta Land Stewardship Act in October 2009. These overarching documents set the parameters for development standards that seek a balance between the economy and the environment. The Town's MDP will be impacted by the proposed South Saskatchewan Regional Plan which puts into effect the overarching documents. When the plan comes out and compliance is mandated this section and others will need to be reviewed and updated.

10.3 Objectives

- 10.3.1 To promote environmental sustainability principles in land use planning decisions and development/construction practices.
- 10.3.2 To continue the commitment of a high level, overarching document that guides the environmental, ecological and sustainable decision making for the community.
- 10.3.3 To recognize the importance of natural areas and the contribution they make toward a high quality of life. Conserve, and incorporate natural areas, as public open spaces into the park system.
- 10.3.4 To continue the development of parks, pathways and trails to upgrade the overall public open space system.
- 10.3.5 To continue developing the municipal storm water system for integration into the Town's public open space system and protection of the wetlands, water courses and natural areas.

- 10.3.6 To celebrate and enhance the beauty of the community for both residents and visitors.
- 10.3.7 To explore the use of alternative energy systems in the urban setting.
- 10.3.8 To be proactive in identifying and describing hazard lands with development constraints such as contaminated soils.
- 10.3.9 To support programs and initiatives that increase awareness and public involvement in environmental management and conservation.

10.4 Policies

- 10.4.1 The Municipal Sustainability Plan will provide guidance for the development or alignment of all municipal plans and documents by identifying short, medium, and long term actions for the implementation of policy. The Plan should also track and monitor the progress of these actions over the long term.
- 10.4.2 The intent of the Municipal Sustainability Plan is to be used in co-operation with other planning documents the municipality has at its disposal.
- 10.4.3 Town shall be a civic leader by requiring sustainable building practices in the design and construction of new Town-owned facilities.
- 10.4.4 Green Buildings and Construction practices; The Town shall encourage developers and builders to follow the voluntary LEED™ green building rating system administered by the Canadian Green Building Council or follow sustainable building practices compatible with LEED™ standards. Sustainable building practices include:
 - Minimizing storm water volumes through the installation of roof top gardens or on-site cisterns;
 - Installing water saving plumbing fixtures;
 - Using water efficient landscaping;
 - Increasing energy performance through reduction in demand, harvesting site energy and efficient building design;
 - Reducing waste by extending the life of existing buildings and using local and recycled building materials.
- 10.4.5 The Town will continue to support selected recycling programs.
- 10.4.6 The Town will continue to encourage residents to implement positive sustainable principles in their everyday life; such as the use of rain barrels and backyard composting.
- 10.4.7 Because of the local climate we rely on irrigation for landscaping. Alternative landscape management practices, such as xeriscaping, or xerogardening could prove to be environmentally friendly and fiscally sound.
- 10.4.8 When concerns are present, geotechnical studies should be completed to identify development limitations and mitigate or minimize the detrimental effects of potential high water table areas and unsuitable soils for development.
- 10.4.9 The Town will endeavor to establish a Parks Master Plan to link environment protection areas, natural areas, existing parks and outdoor recreations areas for the overall benefit and beautification of the Town.
- 10.4.10 Storm water management plans; Proposed mutli-unit residential development, large subdivisions, recreational, commercial and industrial developments shall be required, at their

cost, to prepare and implement a storm water management plan that shall include, but not be limited to flooding hazards, existing drainage features, storm water related environmental issues, design criteria, erosion and sediment control, operation and maintenance.

- 10.4.11 The Town will encourage the use of Alberta Environment's Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems (January 2006)
- 10.4.12 In order to maintain and enhance the green canopy, the Town shall support tree preservation, conservation initiatives and land stewardship strategies.
- 10.4.13 New developments will incorporate ecologically conscious design and shall consider the long term progression of streetscapes with specific attention to landscaping and street trees.
- 10.4.14 The Town will openly discuss and consider wind and solar energy conversion system initiatives.
- 10.4.15 The Town will consider working with a large energy provider to secure a source of community wide green energy.
- 10.4.16 On lands that are known or suspected to be contaminated, development may be required to provide plans for remediation that are prepared by a professional engineer at the sole cost of the land owner (or proponent) and to the satisfaction of the Town of Claresholm and Alberta Environment.
- 10.4.17 The Town will continue to promote water conservation and support the efficient use of water resources (both natural and treated). Claresholm will make a commitment to take all possible actions to conserve the use of treated water.

11.0 Growth Strategy

11.1 Goal

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

11.2 Background

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

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

The identification of a 25-year land supply will be the responsibility of Claresholm Council and be communicated to the M.D. of Willow Creek for the purpose of annexation or for the purpose of ensuing good relations between the M.D. of Willow Creek and Claresholm. As the Town of Claresholm is dependant on private interests and external government agencies to be the primary drivers of growth and development, the identification of all parcels around the community was undertaken to be proactive regarding future growth. Future annexation proposals are expected to conform to the growth patterns and form contiguous land uses as the community grows. Unless special circumstances exist where an institutional commercial or industrial development required annexation and serves as a significant benefit to the region, no annexation processes will be undertaken by the Town for land that is required above a 25-year development window, specific to each major land use designation in the land use bylaw.

11.3 Objectives

- 11.3.1 To acknowledge the importance of regional and inter-municipal growth planning.
- 11.3.2 To identify lands for annexation and corresponding land uses. Ensure annexation processes are directed by the Town at the municipal level, in cooperation with rural neighbours.
- 11.3.3 To monitor future subdivision and development in the Growth Strategy Areas identified in Figure 5 in order to minimize incompatible rural and urban land uses.
- 11.3.4 To work cooperatively with the Municipal District of Willow Creek on a comprehensive Inter-municipal Development Plan.
- 11.3.5 To encourage an agreement with the Province of Alberta to endorse a future alignment of Highway No. 2 in order to facilitate inter-municipal planning processes.

- 11.3.6 To further integrate inter-municipal planning with the M.D. of Willow Creek and to ensure both municipalities are able to assure the other an efficient and compatible pattern of growth as defined by, and supported by Council.
- 11.3.7 To eliminate the Transmission line west of Town (Figure 2) and support the relocation of the line to the Highway 2 bypass corridor east of Town.

11.4 Policies

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

Government Policy Requirements

- 11.4.5 All development initiatives shall undergo a process to conform to the Alberta Subdivision and Development Regulation with respect to sour gas facilities and oil and gas wells.
- 11.4.6 Developments with the potential of locating adjacent to existing oil and gas facilities should undergo a process to conform to the Advisory Land Use Planning Notes on abandoned well sites in consultation with Alberta's Energy and Utilities Board (EUB). Developments adjacent to existing oil and gas facilities will also be referred to the EUB for comment prior to development approval.
- 11.4.7 The Town will protect the right of agricultural operations to continue within the Town boundaries following annexation until urban land development occurs.
- 11.4.8 The Town will foster an understanding atmosphere with its citizens regarding existing agricultural operations adjacent to the Town boundary.

Sustainability Policies

- 11.4.9 The Town will ensure that the most sustainable sites are used for development and that the design process, layout structure and form provide a development that is appropriate to the local context and supports a sustainable community.
- 11.4.10 The Town will promote the sustainable use of resources, including the reduction and re-use of wastes, related to both the construction and operation of new developments.
- 11.4.11 The Town will ensure that developments contribute to the sustainable economic vitality of the local area and immediate surrounding region.

11.4.12 The Town will ensure that individual buildings are well designed, resource efficient, are built using sustainable materials and do not undermine the sustainability of the overall surrounding developments.

Inter-municipal Policies

11.4.13 In the absence of an urban fringe district, the Town of Claresholm's Growth Strategy accurately represents the urban fringe area requiring dialog with the MD and a coordinated land use decision making process.

11.4.14 Within two miles of the Town boundary, the Town requires a written referral for any of the following:

- municipal development plan bylaws and amendments,
- all other statutory plan bylaws and amendments,
- land use bylaws and amendments,
- subdivision of a parcel and any appeal,
- discretionary use development applications and any appeal.

11.4.15 The Town requires a written referral for any proposed expansion of existing intensive agricultural operations within 5 km up-wind of Claresholm, It is the town's position that this use is not encouraged within 5 km up-wind of Claresholm.

11.4.16 The Town discourages the development of Grouped Country Residential use in the Growth Strategy areas defined in Figure 5.

11.4.17 The Town agrees to inform and invite the MD of Willow Creek for all discussions with Alberta Transportation.

11.4.18 The Town discourages the development of Wind Energy Conversion Systems – Category 2 use in the Growth Strategy areas defined in Figure 5.

11.4.19 The Municipal District shall direct proposed commercial and industrial development in the Growth Strategy areas defined in figure 5 to areas designated for such uses in their Land Use Bylaw, or the Town's Land Use Bylaw.

11.4.20 No approvals shall be given to noxious industries as defined by the MD of Willow Creek Land Use Bylaw within the Growth Strategy areas defined in Figure 5.

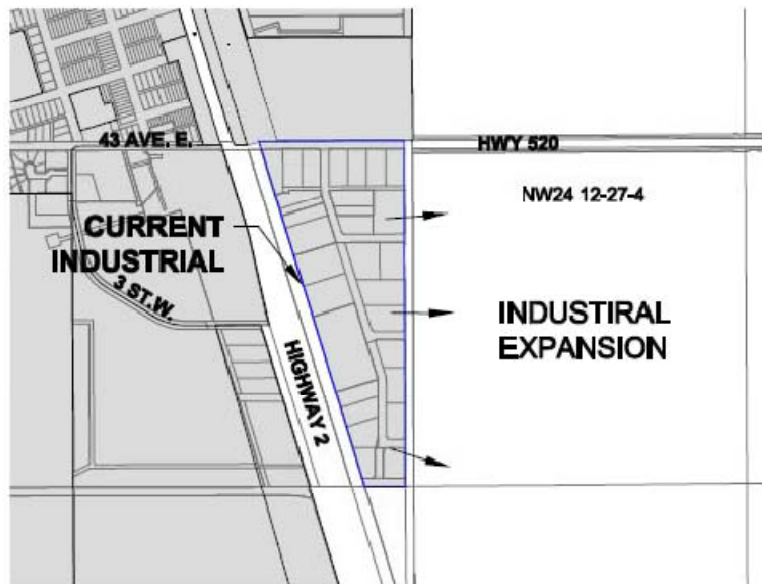
11.4.21 Where disagreements arise as to the appropriate land use desirable in the Growth Strategy areas defined in Figure 5, a committee should be established to provide a forum for discussion and mediation. Consideration may be given to the intervention by an independent arbitrator or provincial board.

11.4.22 The adoption of this plan does not preclude the subsequent preparation and adoption of an intermunicipal development plan in the future.

Annexation Policies

11.4.23 Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.

- 11.4.24 The Town and MD shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:
- revenue or tax-sharing,
 - off-site levies and levy transfers, and
 - municipal reserve transfers.
- 11.4.25 The Town will apply a three pronged approach to determining land acquisition. This approach is based on three general land use categories: residential, commercial and industrial. The timing for land acquisition of any one category is based on differing market forces and therefore must be flexible.
- 11.4.26 The Town's initial industrial annexation focus is for the NW24 12-27 W4M (Map 2).



Map 2 Direction of potential industrial expansion

12.0 Implementation

12.1 Land Development

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

- Enter into an agreement with the Town in accordance to the provisions of the Municipal Government Act (MGA).
- Be responsible for the provision of all roads, municipal services, sidewalks, gutters, and other infrastructure required to service the land proposed to be subdivided and/or developed.
- Connect to existing services and contribute towards the cost of offsite infrastructure, as required by the development authority.

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

12.1.1 Area Structure Plans

Prior to the subdivision and/or development of land within the Town of Claresholm, Town Council requires the preparation of an Area Structure Plan for those areas shown in Figure 2 and may require an ASP for any other area. The Area Structure Plan will be required to address all MGA requirements. Unlike large urban municipalities, the Town of Claresholm requires a large amount of detail at the Area Structure Planning stage. Developers with large development sites may consider handing in a concept plan for the overall land use and transportation layout. This concept plan will not be adopted by bylaw only received as information to council. The developer may then provide the detailed ASP in phases. Major infrastructure planning may not be conducive to phasing and therefore may be required to be submitted with the first phase.

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

1. The developer or land owner should contact the town staff indicating the location of their proposed development and the general details of the proposal. The developer or land owner should acquire all relevant documents pertaining to the planning and engineering of any proposal. The documents include the MDP, LUB, the Claresholm Mainstreet Design Guidelines, the Infrastructure Master Plan and any other document the town administration deems necessary.
2. Upon request the town staff, planning advisor and engineering advisor may be available to go over the feasibility of the plan within the context of the documents mentioned above.
3. The developer or land owner should be prepared to provide augmenting documentation for any area structure plan application. This information may include a transportation impact analysis as prescribed by this document, geotechnical report, and any other information deemed necessary to process the application.
4. All ASPs in the Town of Claresholm must contain a storm water management plan.
5. The applicant may contact government agencies and utilities to gather information pertinent to their development.
6. The developer or land owner shall not submit any planning documents associated to the ASP in a piece meal fashion, but should submit all documents in a formal application. The development

- officer shall determine the completeness of any application and shall refuse any incomplete application.
7. The applicant shall expect a timely response to their draft ASP. The response will in writing or by way of a meeting include grammatical and layout corrections, engineering corrections and planning concerns that require more detail or redesign.
 8. Upon submittal the applicant may hold an open house for the public to review the document.
 9. The applicant shall not specifically engage in dialog with council nor should the council encourage dialog outside a public forum. Council should remain separate from the process to allow staff time to review and comment on the application. Any involvement within the process by council prior to first reading may be construed by the public as biasing the project.
 10. Staff shall at its earliest convenience and with regular updates keep the council informed about upcoming projects and where the project is in the ASP process.
 11. The applicant and staff may begin the process of drafting an offsite levies bylaw and a development agreement at any time during this process.
 12. When staff is satisfied with the ASP, staff shall place it on a council agenda for first reading.
 13. After first reading has been received, staff shall circulate the ASP to governmental agencies, utilities, and adjoining property owners.
 14. (optional) The applicant may choose to hold another open house prior to the public hearing.
 15. The public hearing shall be held in accordance with the MGA.
 16. The council may request any amendments to the plan at any time during or after the public hearing.
 17. Upon third reading of the bylaw the ASP is considered a statutory document. Any change to the development must go through the statutory amendment process which requires three readings and a public hearing.

12.1.2 Land Use Bylaw Amendment

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

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

12.1.3 Subdivision

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

- Compliance with statutory plans, bylaws, and regulations
- Adequacy of road access
- Provision of municipal services and utilities, including a storm water drainage plan
- Compatibility with adjacent land uses
- Accessibility to emergency services

- Site suitability in terms of size, shape, and other characteristics
- Any other matters the Town may consider necessary
-

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

- Land
- Land similar in quality to the land being proposed to be subdivided
- Money in lieu
- Deferral to the balance of the subject property.

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

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

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

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

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

12.1.4 Development Permits

All development in the Town of Claresholm requires a development permit and is regulated by the Town of Claresholm Land Use Bylaw.

12.2 Municipal Finance

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

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

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

12.3 Monitoring and Review

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

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

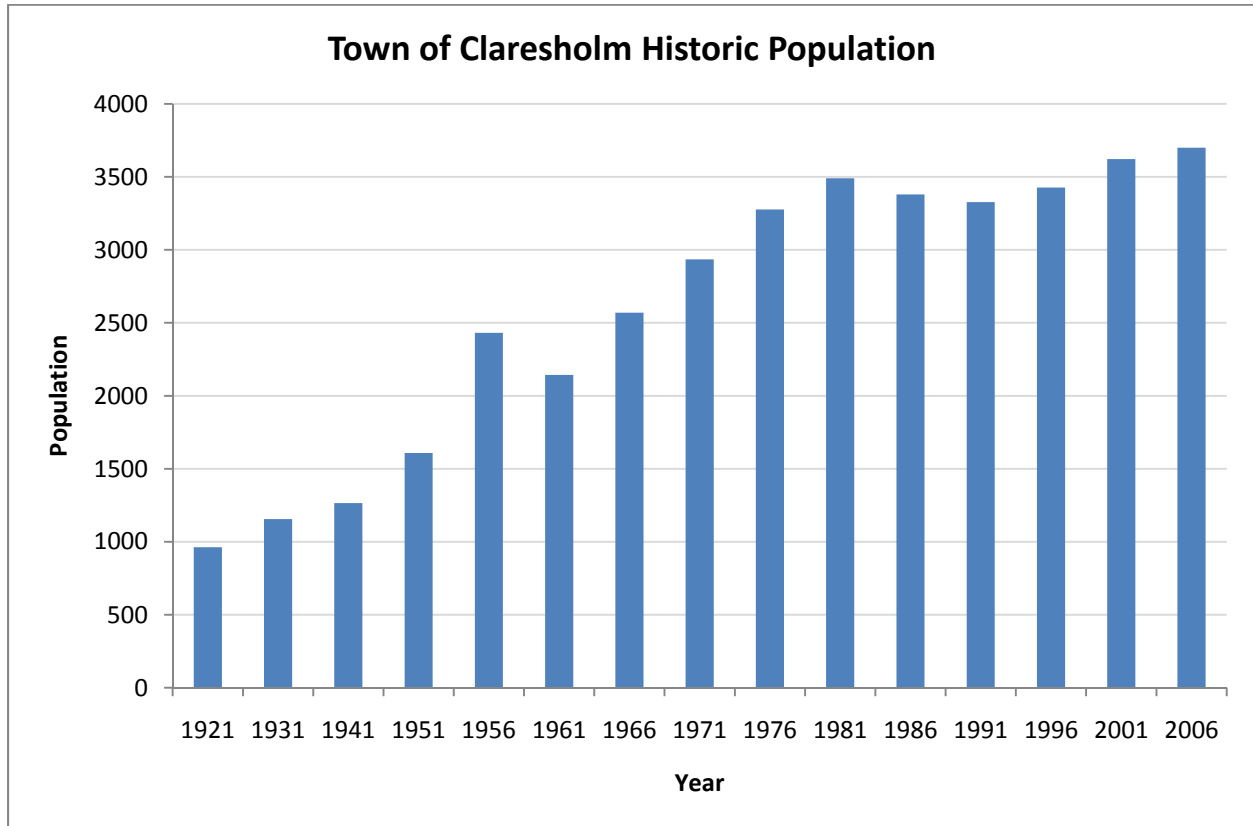
If a significant change in policy intent is desired, or if subsequent studies indicate the need for a change to this Plan, it shall be amended accordingly.

12.4 Additional Plans and Studies

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

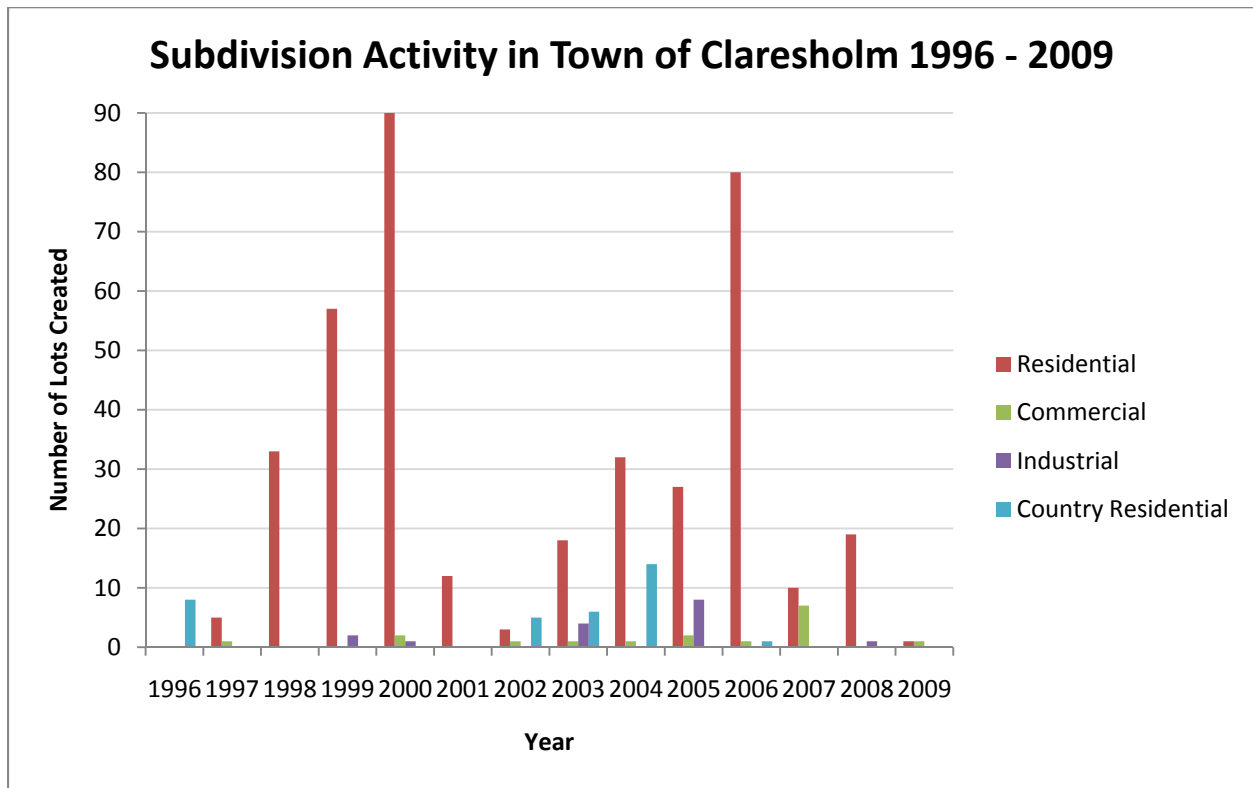
Appendix A - Population and Development Statistics

Graph A-1



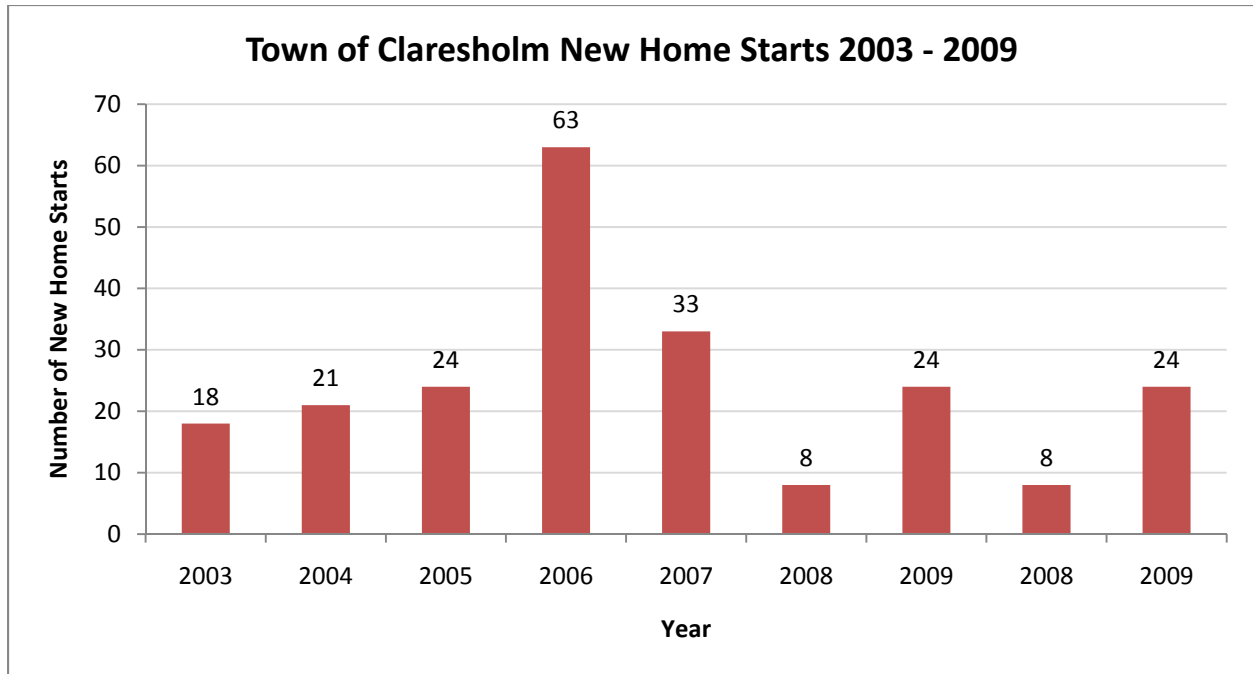
Source: Statistics Canada

Graph A-2



Source: ORRSC

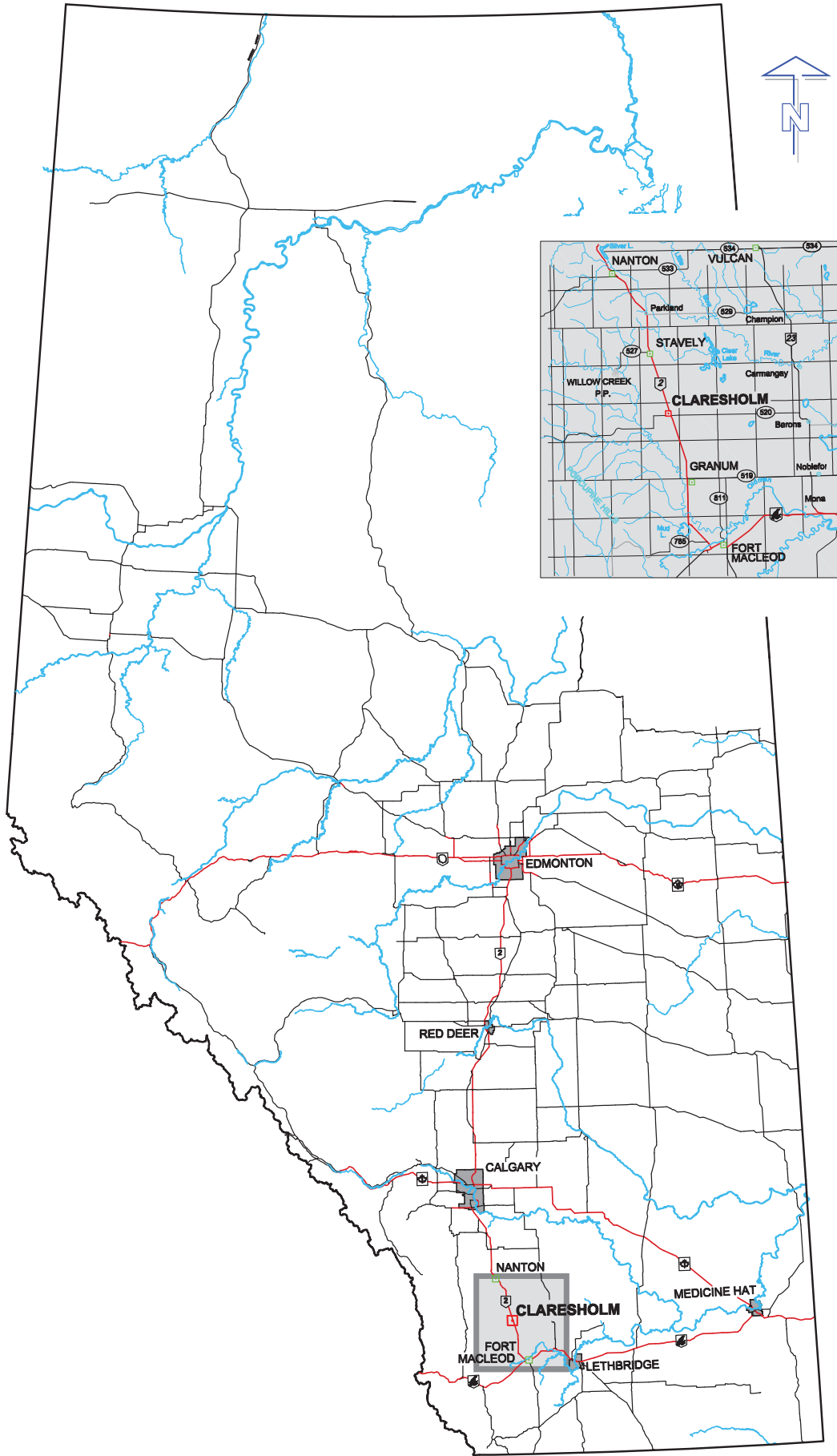
Graph A-3



Source: Town of Claresholm

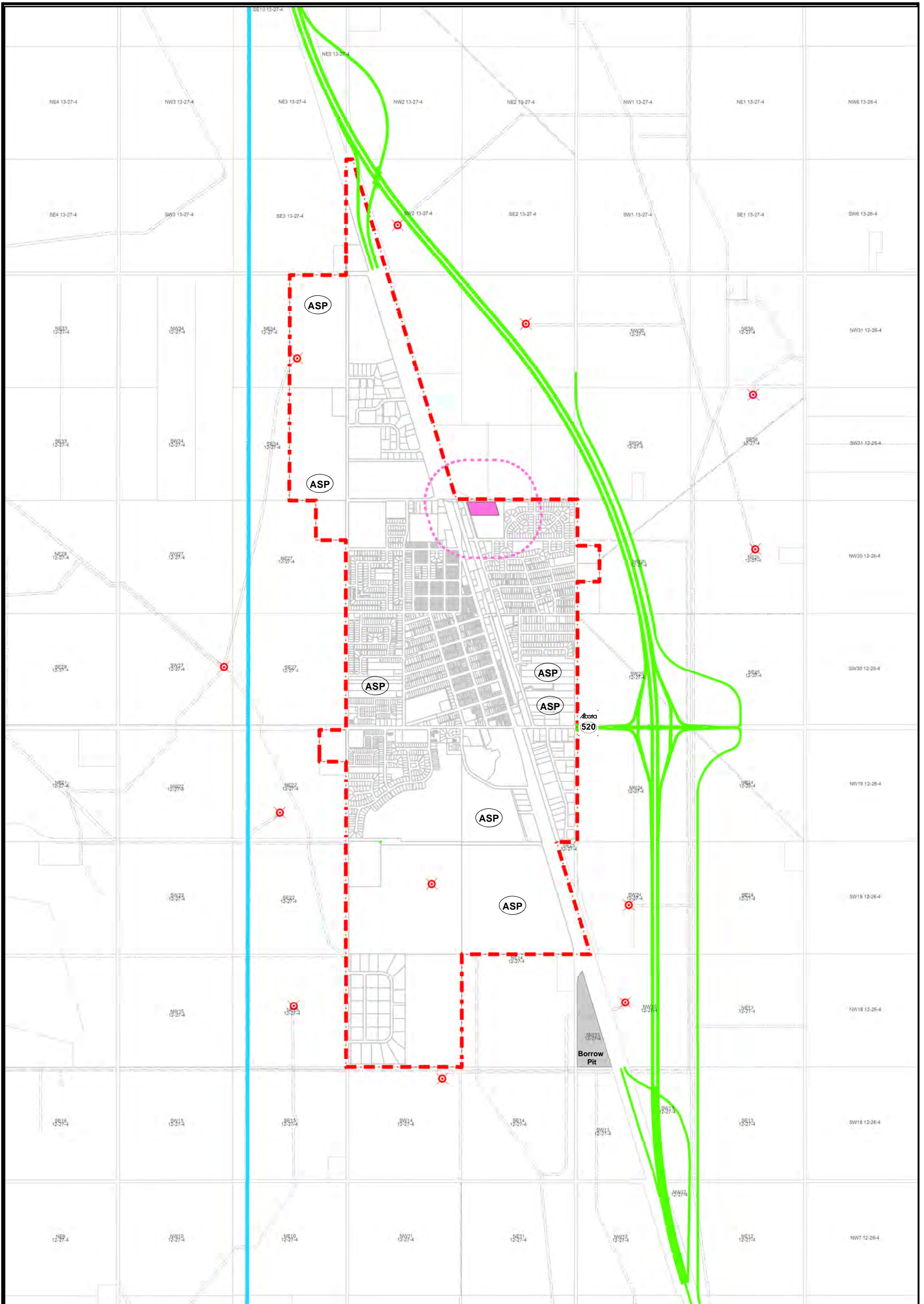
Appendix B - Figures

- Figure 1 – Location Plan
- Figure 2 – Development Constraints
- Figure 3 – Future Land Use
- Figure 4 – Community Facilities
- Figure 5 – Growth Strategy
- Figure 6 – Existing Servicing – Water Distribution System
- Figure 7 – Existing Servicing and Sanitary Sewer System
- Figure 8 – Existing Servicing Storm - Sewer System
- Figure 9 – Pine Coulee Raw Water Line
- Figure 10 – Road Hierarchy



Town of Claresholm
Municipal Planning
Municipal Development Plan

Location Plan
Figure 1




Town of Claresholm
Municipal Development Plan

Development Costraints
August 31, 2010

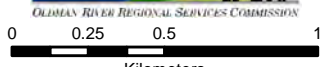
Figure 2

- - - Claresholm Municipal Boundary
- Proposed HWY 2 Bypass With Interchange
- - - Abandoned Landfill Setback
- Transmission Line
- HWY 2 Borrow Area
- ⊗ Existing/Abandoned Gas Well (Approximate Locations)
- Undeveloped parcels where area structure plans are required prior to approval.




Claresholm






OLDMAN RIVER REGIONAL SERVICES COMMISSION

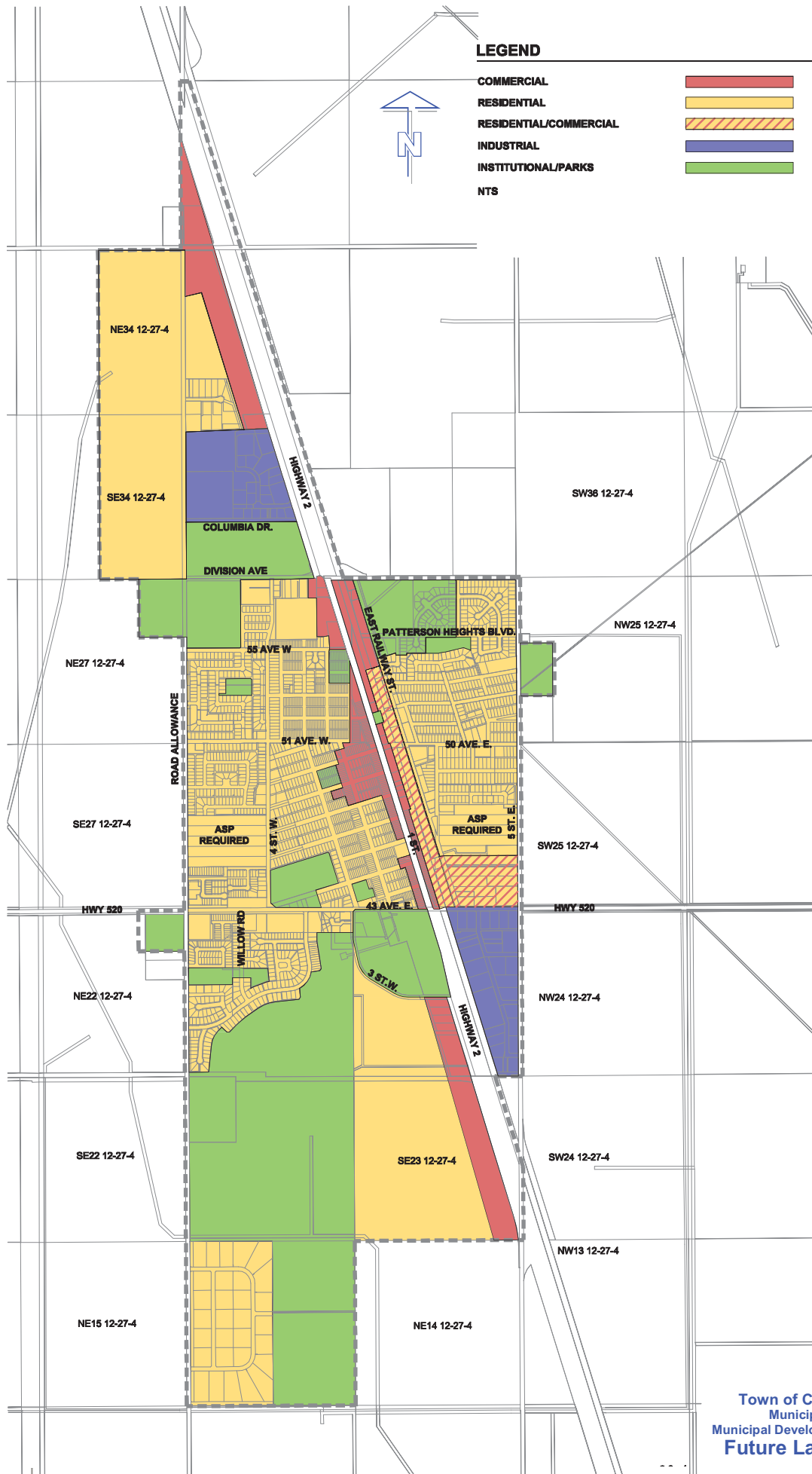


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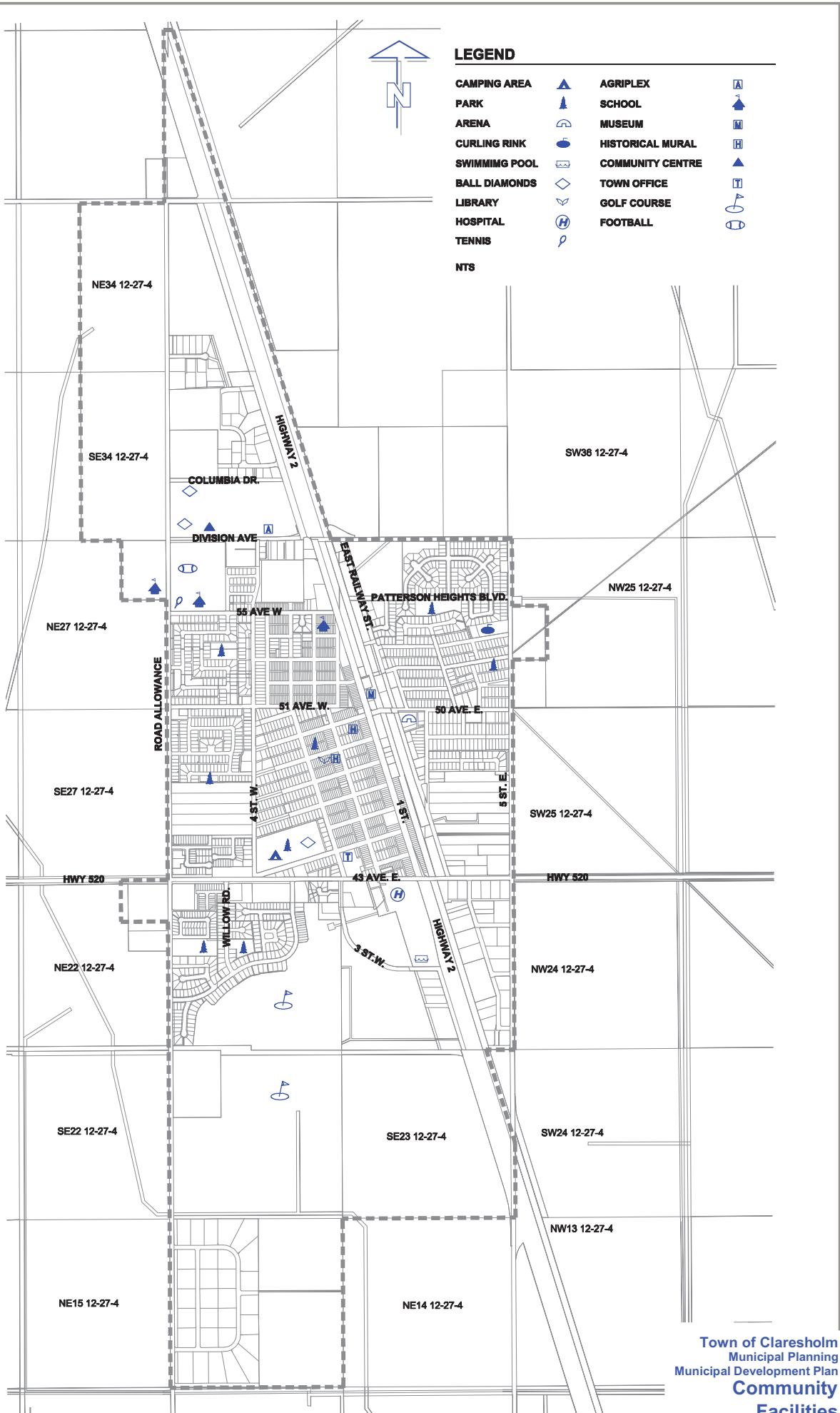


LEGEND

COMMERCIAL	
RESIDENTIAL	
RESIDENTIAL/COMMERCIAL	
INDUSTRIAL	
INSTITUTIONAL/PARKS	
NTS	



Town of Claresholm
Municipal Planning
Municipal Development Plan
Future Land Use



LEGEND

CAMPING AREA		AGRIPLEX	
PARK		SCHOOL	
ARENA		MUSEUM	
CURLING RINK		HISTORICAL MURAL	
SWIMMING POOL		COMMUNITY CENTRE	
BALL DIAMONDS		TOWN OFFICE	
LIBRARY		GOLF COURSE	
HOSPITAL		FOOTBALL	
TENNIS			
NTS			

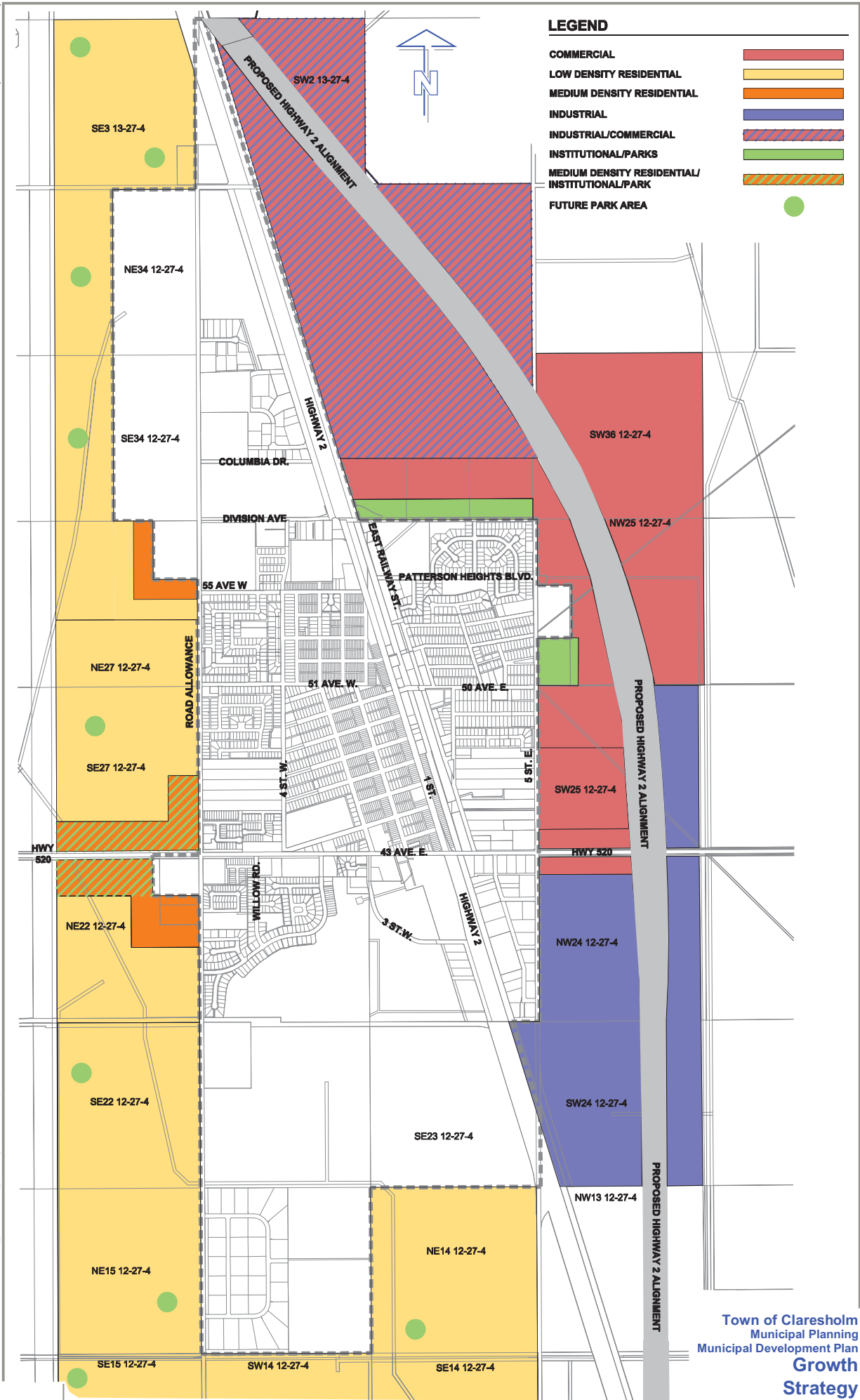
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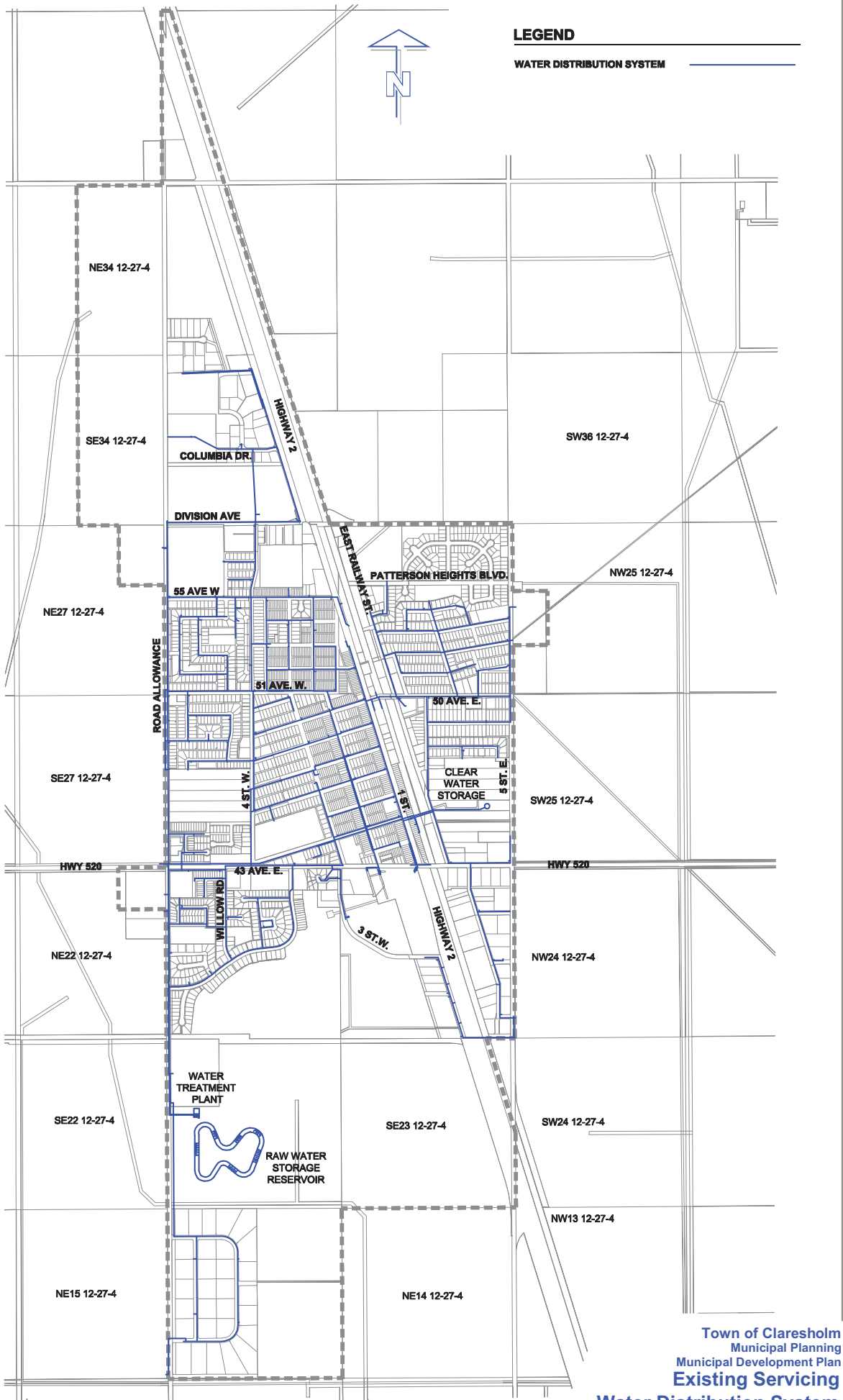


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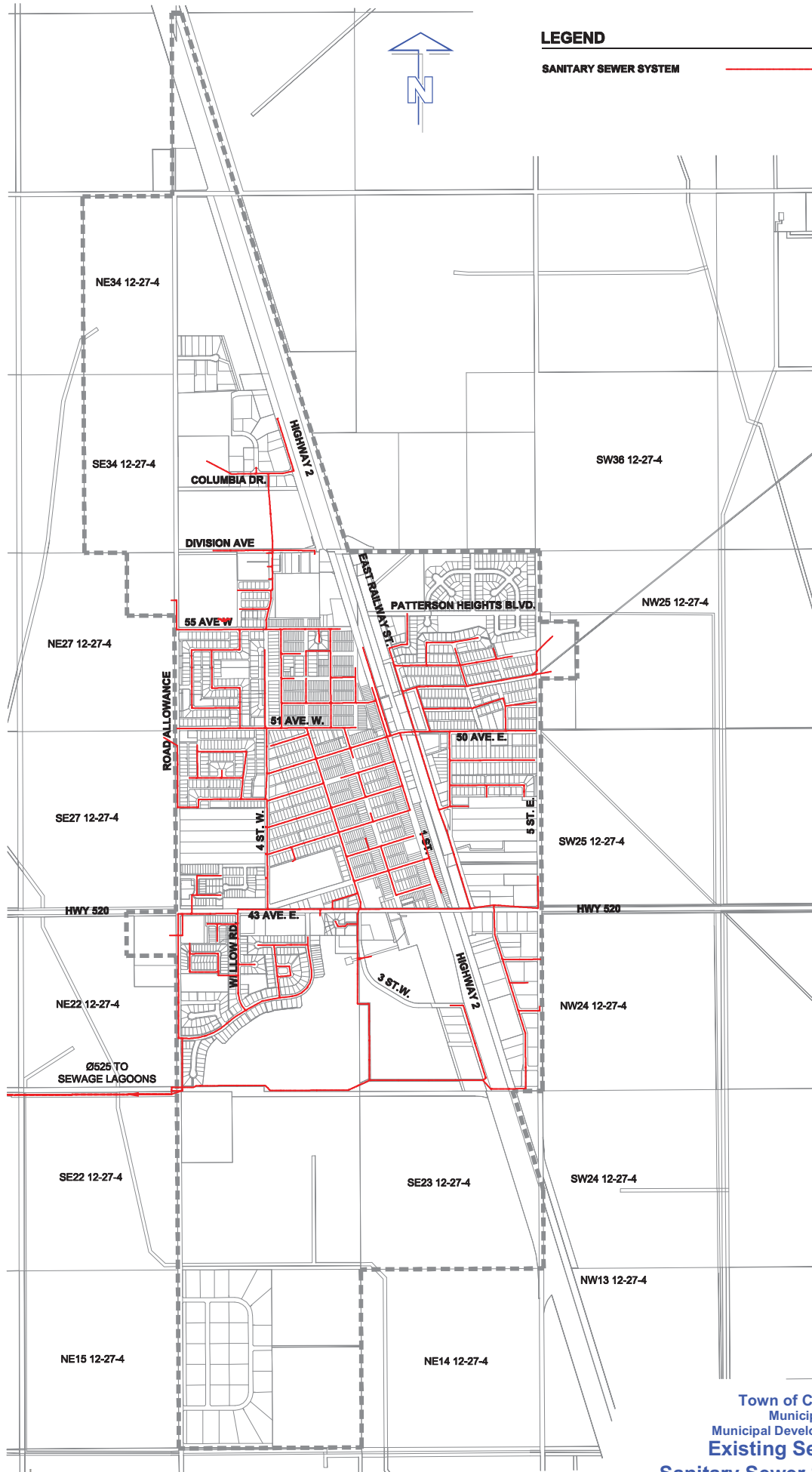
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LEGEND

WATER DISTRIBUTION SYSTEM ———



Town of Claresholm
Municipal Planning
Municipal Development Plan
Existing Servicing
Sanitary Sewer System
Figure 7

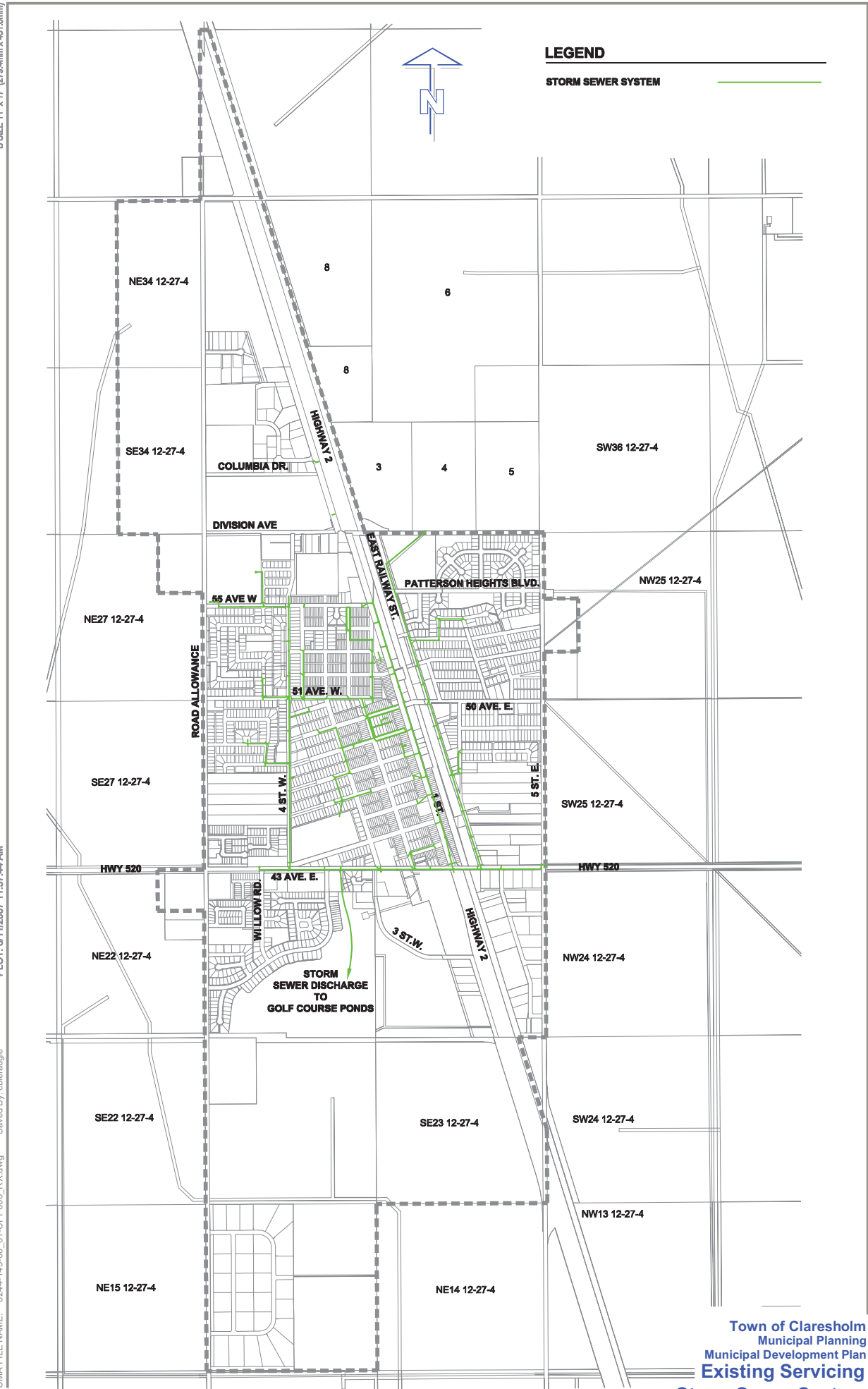
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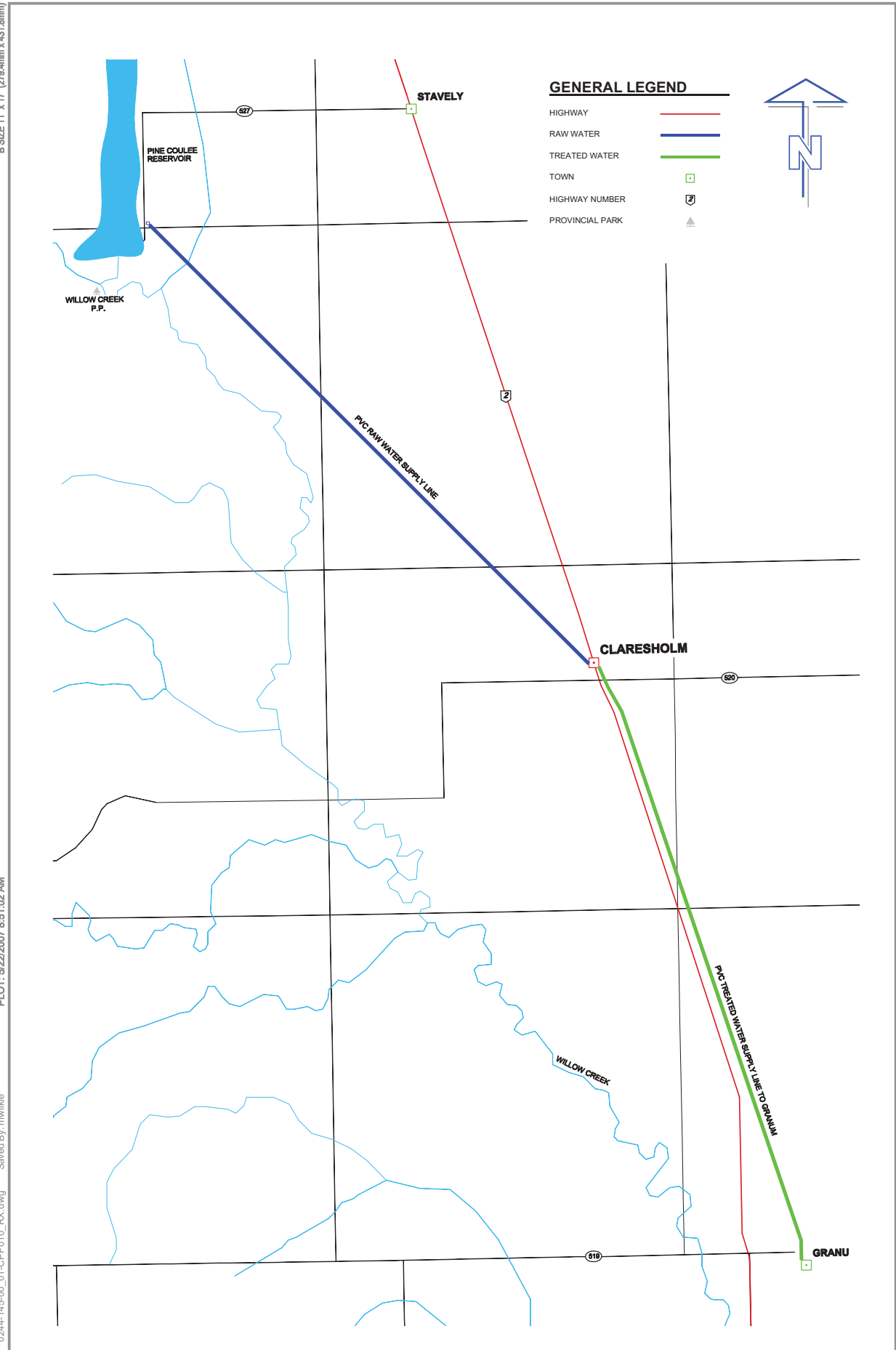
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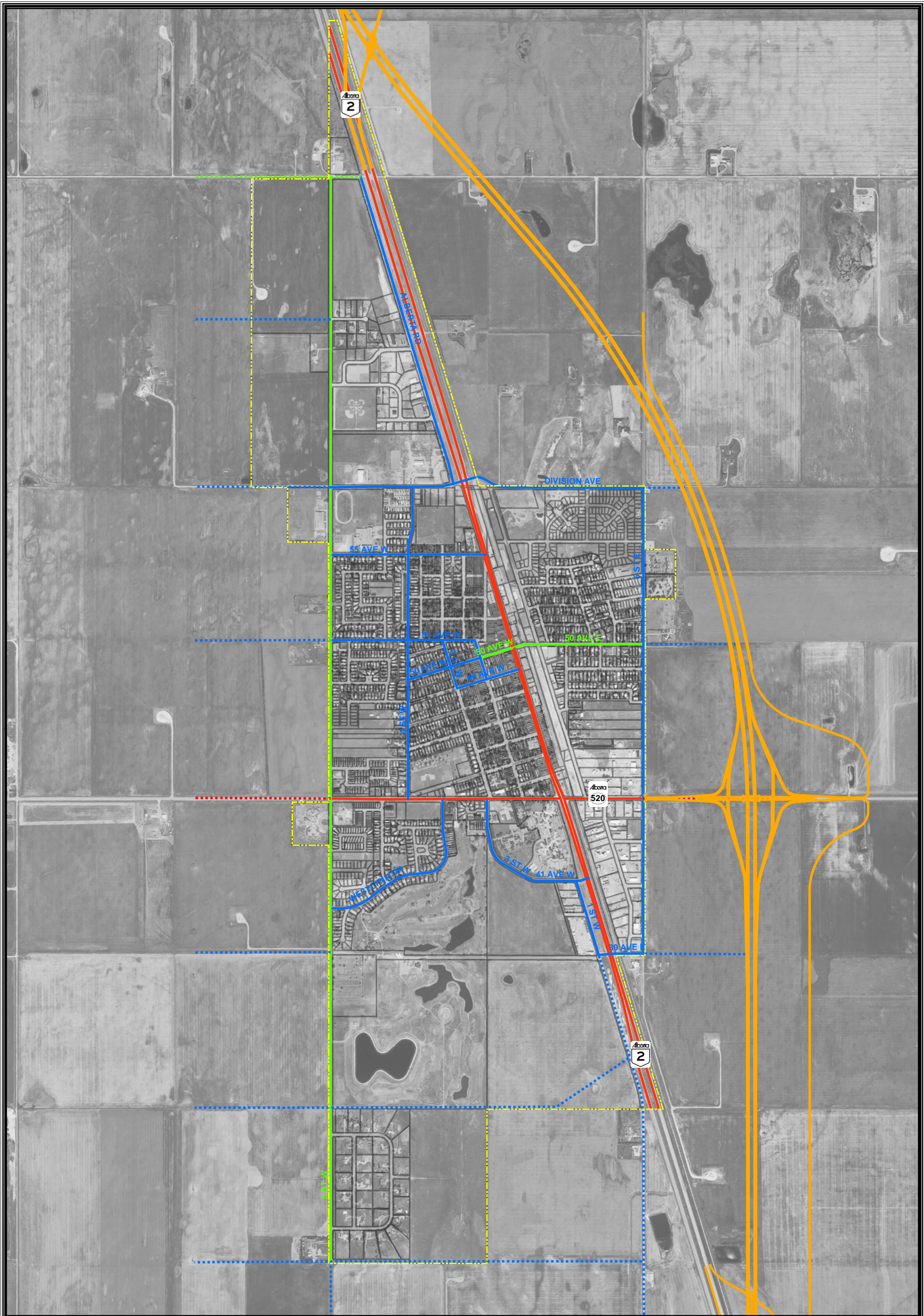
LEGEND

STORM SEWER SYSTEM

Town of Claresholm
Municipal Planning
Municipal Development Plan
Existing Servicing
Storm Sewer System
Figure 8



Town of Claresholm
 Municipal Planning
 Municipal Development Plan
 Pine Coulee Raw Water Line
 Location Plan
 Figure 9

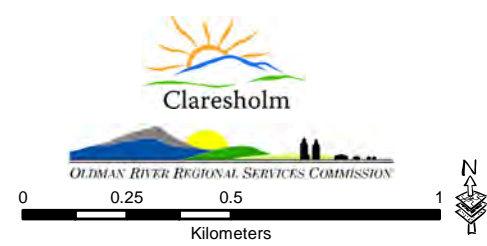


Town of Claresholm
Municipal Development Plan

Road Hierarchy
August 31, 2010

Figure 10

- Claresholm Municipal Boundary
- Road Hierarchy**
- Arterial
- Major Collector
- Minor Collector
- ... Proposed Arterial
- ... Proposed Major Collector
- ... Proposed Minor Collector
- Proposed HWY 2 Bypass With Interchange



Appendix C – Transportation Level of Service

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

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

Appendix D – Highway Traffic Volumes

Claresholm is located at an intersection point of two major transportation routes: Highway 2, running north and south and Highway 520, running east and west. Highway 2, a major four-lane highway, acts as the main north-south route for the province of Alberta and is part of the Canamex Corridor, a trade route that connects Mexico to Alaska. Highway 2 also links Claresholm to the City of Lethbridge and the United States to the south and the Town of Nanton and the City of Calgary to the north. In 2006, the Town undertook an extensive Municipal Development Plan Questionnaire. Major topics of concern submitted by the public regarding roads and streets included:

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

Transportation traffic volume statistics obtained from Alberta Transportation regarding recent vehicular flows and vehicular classifications for Highways 2 and 520 are also useful in determining traffic issues. The traffic counts for both highways are broken down into segments and compared for selected years from 1997 – 2009 in Table 1. As shown, traffic volumes have increased at all Highway 2 locations and have decreased at both Highway 520 locations. The trend is an increasing dominance of north-south vehicular travel through the Town of Claresholm.

Table 1: History of Town of Claresholm Traffic Volumes

CLARESHOLM LOCATIONS	AADT 2000	AADT 2001	AADT 2002	AADT 2003	AADT 2004	AADT 2005	AADT 2006	AADT 2007	AADT 2008	AADT 2009	% change '00-'09	% change '05-'09
HWY 2												
S of 520	6460	6460	6440	6120	6250	6350	6660	7100	7870	7870	21.83%	23.94%
N of 520	9480	9480	9460	9540	9750	9940	10430	10770	10650	10660	12.45%	7.24%
0.8km N of 2 & 520	9450	9440	9400	9340	9630	9700	10170	10470	10160	10190	7.83%	5.05%
S of 50 Ave	11220	11210	9080	9010	9190	9350	9810	12800	12420	12430	10.78%	32.94%
N of 50 Ave	9190	9180	7780	7720	7880	8010	8400	11780	11440	11450	24.59%	42.95%
7.6km N of 2 & 520	6910	6890	6970	7050	7440	7640	8250	8680	8610	8620	24.75%	12.83%
HWY 520												
W of 2 at Claresholm	1940	1940	1940	2430	2480	2530	2660	2760	2050	2050	5.67%	-18.97%
E of 2 at Claresholm	4100	4100	4100	4210	4300	4380	4590	4750	3670	3680	-10.24%	-15.98%

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

Source: Alberta Transportation

Table 2 illustrates the types of vehicle traffic travelling along Highway 2 and Highway 520. Passenger vehicles make up the majority of traffic on both Highway 2 and Highway 520, with a relatively higher percentage on Highway 520. Commercial traffic, which includes buses, single unit trucks, and tractor-trailer combinations, represent 14-19% of trips on Highway 2 and approximately 6-7% on Highway 520. Recreational vehicles account for the remaining traffic volumes, approximately 4-5% on Highway 2 and between 1% and 4% on Highway 520.

Table 2: Traffic Volumes and Vehicle Classification (2007)

LOCATION											
HIGHWAY 2											
FROM	TO	Length in Km	WAADT	WASDT	% PV	%RV	% BU	% SU	% TT	% CM	
N OF 519 W OF GRANUM	CLARESHOLM S.C.L.	15.52	7040	8410	76.2	5.4	0.7	3.4	14.3	18.4	
CLARESHOLM S.C.L.	S OF 520 AT CLARESHOLM	1.78	7870	9400	77.6	3.6	0.4	2.5	15.9	18.8	
N OF 520 AT CLARESHOLM	CLARESHOLM N.C.L.	3.12	11100	11840	81.6	3.9	0.3	3.5	10.7	14.5	
CLARESHOLM N.C.L.	S OF 527 AT STAVELY	13.40	9680	9680	100.0	0.0	0.0	0.0	0.0	0.0	
HIGHWAY 520											
FROM	TO	Length in Km	WAADT	WASDT	% PV	%RV	% BU	% SU	% TT	% CM	
E OF 22 W OF CLARESHOLM	RR283	30.310	130	170	89.2	4.3	0.0	6.5	0.0	6.5	
RR 283	CLARESHOLM AIRPORT	8.190	240	310	90.2	2.7	0.0	6.2	0.9	7.1	
CLARESHOLM AIRPORT	W OF 2 AT CLARESHOLM	7.623	2050	2190	92.8	1.1	0.2	3.3	2.6	6.1	
E OF 22 W OF CLARESHOLM	W OF 2 AT CLARESHOLM	46.123	467	529	92.0	1.8	0.1	4.1	2.0	6.2	

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

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

PV: Passenger Vehicles

BU: Buses

TT: Tractor Trailer Combinations

RV: Recreation Vehicles

SU: Single Unit Trucks

CM: Commercial Vehicles (BU + SU + TT)

Source: Alberta Transportation

[REDACTED]
P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



STAFF REPORT

To: Council
From: Jeff Gibeau, Planner / Development Officer
Gavin Scott, Planner – Oldman River Regional Services Commission
Date: September 13th, 2010
Re: Proposed Bylaw 1551 – Municipal Development Plan

PURPOSE:

To enhance our primary planning document to ensure developers & business have a clear and concise direction and understanding of Town policy, while appreciating the connection to a strong community identity that focuses on the social aspects of life in Claresholm. The goal is to establish a long term framework that ensures that Claresholm is prosperous, beautiful and environmentally progressive.

BACKGROUND:

In February of 2010 the Municipal Planning Commission (MPC) endorsed a Development Department initiative to bring forward to Council an update to the Town of Claresholm Municipal Development Plan (Bylaw 1490). Council approved the project. In the time since, the Development Department, in conjunction with the Oldman River Regional Services Commission (ORRSC) have undertaken the update of the Municipal Development. In August 2010 a working draft was presented to Council.

OPEN HOUSE:

Staff used the feedback received from the working session with Council to prepare the documentation for a public house that was held on September 1st, 2010. There were no comments received.

RECOMMENDATION:

Staff recommends that the as per section 632(1) of the Municipal Government Act the proposed Bylaw 1551 be given first reading. If necessary, minor changes could be made for second reading. Please note that the time required to make major changes would likely cause the Bylaw to be held over to the upcoming Council term.

Regards,

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

SEPTEMBER 1st 2010 PUBLIC OPEN HOUSE

PLEASE SIGN IN

Name

Kris Holbeck Town of Claresholm
~~by Anita~~ " " "

Alicia Fox Claresholm Local Press

GRANT JORDAN Claresholm

DOUG KEMERY

David Moore Claresholm

TIM AND SHIRLEY PEDERSEN Claresholm

Shirley Isaacson Claresholm

Sharon Duncan Claresholm

STAFF

Jeff Gibson, Town of Claresholm

Grant Scott, ORSC

Jonathan Schmidt, ORSC

Brooklyn Gray, ORSC



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1552**

A Bylaw of the Town of Claresholm in the Province of Alberta, to adopt Bylaw# 1552, being the Southwest Residential Area Structure Plan.

WHEREAS the Council of the Town of Claresholm wishes to adopt a comprehensive land use plan for certain land contained within the SW ¼ of 26-12-27 W4M; and

WHEREAS the purpose of an area structure plan is to provide a framework for the subsequent orderly subdivision and development of land within a defined area; and

WHEREAS the Council wishes to regulate and control development of these said land, but also to promote these lands as a residential area.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. Council shall adopt an area structure plan in accordance with the provisions of the Act.
2. This plan attached as Schedule 'A', upon adoption, shall be known as the Southwest Residential Area Structure Plan.
3. This bylaw shall come into effect upon third and final reading hereof.

Read a first time in Council this day of 2010 A.D.

Read a second time in Council this day of 2010 A.D.

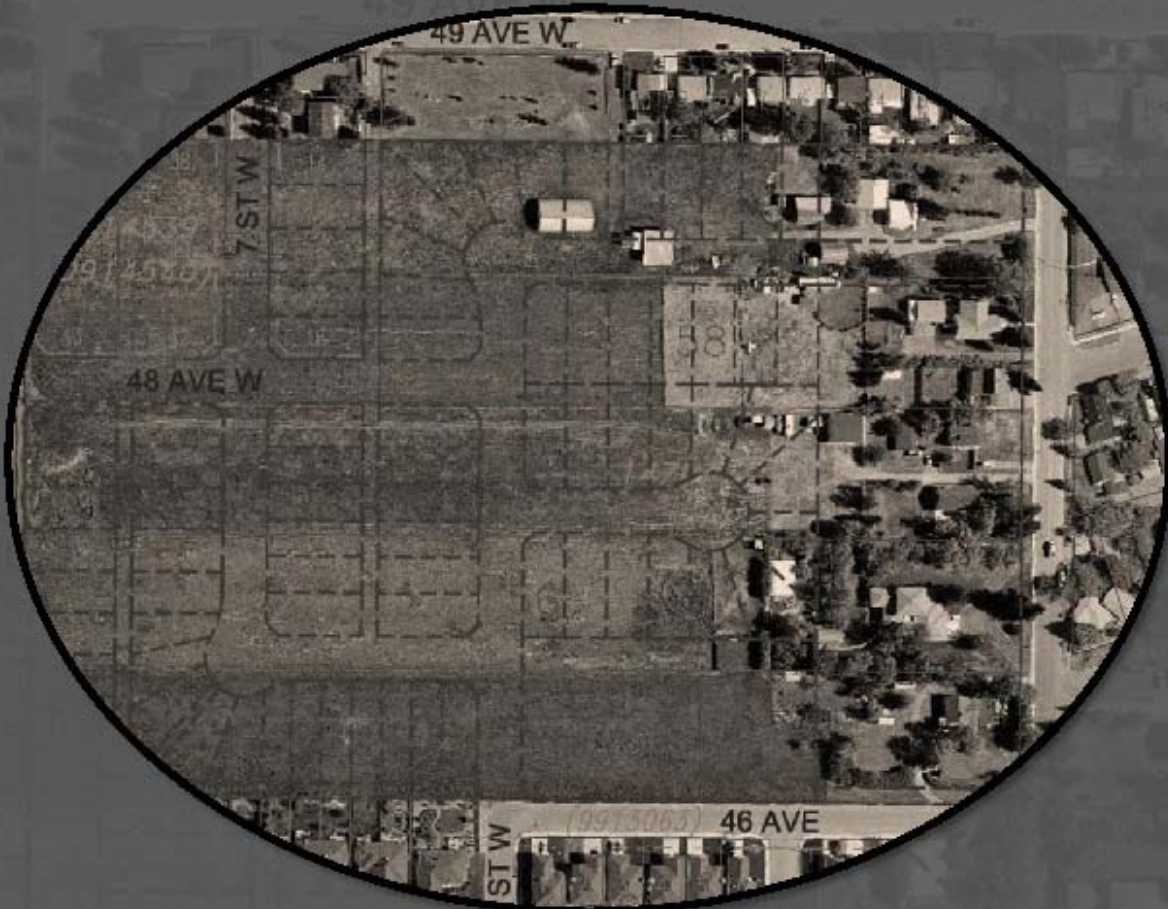
Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Schedule A

Town of Claresholm



Southwest Residential Area Structure Plan

Bylaw 1552
2010



Claresholm

Copyright 2010

Prepared by Oldman River Regional Services Commission for the Town of Claresholm



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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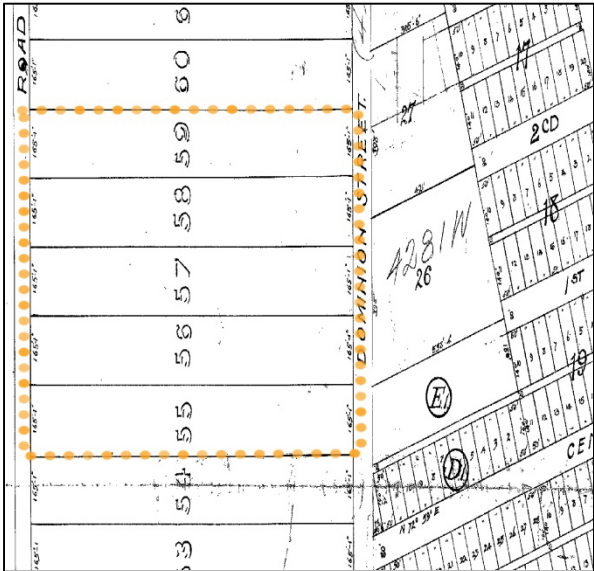
1.0 Introduction

1.1 Background

Claresholm is a growing and thriving community in southern Alberta. The Town’s recent increase in population has consumed the majority of land supply for low density residential, creating a need for more residential development within the community. Before considering annexation and the conversion of prime agricultural lands, the Town analyzed the opportunities for infill development within its current municipal boundaries. Infill development has many benefits to the community including:

- cost and time savings compared to the annexation process;
- avoidance of ‘leap frog’ development;
- use of existing infrastructure;
- preservation of agricultural land;
- more efficient use of land;
- increased tax base;
- possibilities for more vehicle and pedestrian networks; and
- the opportunity for new parks and open spaces.

The Town has identified a twenty-four acre area that has potential for future residential development (see Map 1). The original subdivision plan from 1905 created five-acre estate lots along the west side of Town. The original lot configuration for lots 55-59 is still largely intact and the current landowners have expressed an interest in developing their properties to a more typical urban standard. As a consequence, the Town has undertaken the creation of an area structure plan (ASP) to guide and direct development in this area.



1905 Registered Titles



2010 Registered Titles



1.2 Ownership

There are twenty-four separate legal titles owned by six landowners within the Southwest ASP. Consultation has occurred with these landowners and will continue to occur as the ASP is implemented and developed.

1.3 Purpose and Intent of the Plan

The intent of the Southwest Area Structure Plan is not to compel landowners to develop their properties, but rather to provide landowners, developers and town representatives with a guide for sound neighbourhood planning.

The Southwest ASP will provide certainty to landowners, citizens and interested parties as to the design of future development in the area. Any significant departure from the plan once adopted by bylaw will require a bylaw amendment process, which prompts three readings of the amendment and a public hearing by Town Council.

1.4 Municipal Government Act

Pursuant to Part 17 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, as amended, a municipality is responsible for the control of land use and development on private land within its boundaries.

Several planning tools are available to the municipality to manage and control development for a particular area, one of which is the area structure plan – a statutory document a municipality can adopt pursuant to section 633 of the Municipal Government Act.

Area Structure Plans

633 (1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

(2) *An area structure plan*

(a) must describe

- (i) the sequence of development proposed for the area,*
 - (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,*
 - (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and*
 - (iv) the general location of major transportation routes and public utilities, and*
- (b) may contain any other matters the council considers necessary.*

1.5 Municipal Development Plan

The Town's Municipal Development Plan (MDP) Bylaw generally discusses the issues of land use, transportation corridors, community identity and future growth. The MDP requires the creation of an area structure plan for the Southwest ASP area and identifies this location for future residential use. Thus, the Southwest ASP fulfills the vision of the MDP for this area.

1.5.1 MDP Polices for Residential Development

The MDP states that the goal of residential development in the Town is:

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

The Southwest ASP has been created to fulfill the vision of the MDP and provide for the development of a safe, attractive and functional residential neighbourhood with a variety of housing options in the southwest of Claresholm.

Further, the Southwest ASP must meet the following policies for residential development found within the Town's MDP.

3.4 Policies

- *Encourage residential neighbourhoods in areas in close proximity to schools and community facilities.*
- *New residential development will be planned such that existing municipal infrastructure is utilized to the most sustainable extent possible.*
- *New residential subdivisions [...] should include paved streets, curbs, gutters and sidewalks, and provide underground services that allow for future growth and are easily accessible.*
- *Residential areas will be planned to accommodate a wide variety of housing types to enhance the appearance of the Town. By ensuring that residential areas are connected to the community via pedestrian walkways.*
- *The Town supports the infilling of vacant lots and the rehabilitation of existing homes as an alternative to the development of new residential areas.*
- *All new infill development shall be of a form that is compatible with the surrounding area in terms of height, scale and density.*

1.5.2 MDP Policies for Recreation, Parks and Open Space

The MDP states that the goal of recreation, parks and open space in the Town is:

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

The following MDP policies for recreation, parks and open space must be considered in the development of the Southwest Area Structure Plan:

6.4 Policies

- *Council will compel developers to provide lands for neighbourhood parks as a part of residential neighbourhoods.*
- *Develop a network of recreational trails and bikeways throughout the community that will be accessible to all residents.*
- *Cooperate with developers to provide parks and recreational facilities, including trails, at the time that development occurs in low and high-density residential areas.*
- *Consider operation and maintenance costs in the design of all park improvements and recreation facilities. These costs should be considered prior to acquiring new facilities.*
- *Whenever possible, establish greenways to link open space areas located in close proximity to one another.*

1.5.3 MDP Policies for Transportation

The Southwest ASP should consider the following MDP policies for transportation:

7.4 Policies

- *The Municipality should enter into a development agreement with potential developers to provide for construction or upgrading of such amenities as roads, light standards, sidewalks, and curb and gutter systems*
- *Ensure that building frontages encourage pedestrian usage of streets contributing to vitality.*

1.6 Level of Planning Detail and Flexibility

This area structure plan meets the requirements of higher planning documents. The level of planning detail provided in the plan reflects the appropriate balance between vision and flexibility. Provincial legislation foresees the possibility that a statutory plan, such as an area structure plan, may not accommodate all circumstances. Thus, municipal authorities, if situations warrant, are given the power to allow waivers to certain requirements of the plan. If waivers to the plan are being regularly given, this may indicate that the plan requires review and amendment.

1.7 Process

Following some initial consultation with landowners, the Oldman River Regional Services Commission and Town of Claresholm administration drafted a proposed design scheme for the plan area. The proposed design scheme guided the creation of the Southwest Area Structure Plan.

The following process is required for the adoption of an area structure plan:

- i. The ASP is reviewed by Council.

- ii. The ASP receives first reading.
- iii. A mandatory public hearing is held pursuant to Municipal Government Act requirements.
- iv. The ASP receives second reading.
- v. The ASP receives third and final reading. The ASP is now adopted by bylaw.

Once adopted, the Town of Claresholm administration will use the area structure plan in-concert with other local plans to guide decision-making concerning future subdivision and development.

1.8 Objectives

The Southwest Area Structure Plan will seek to accomplish the following objectives:

- Maintain and enhance the existing quality of life by continuing the low density residential land use pattern shown in the surrounding neighbourhoods.
- Provide a framework and guidance for the orderly subdivision and development of vacant parcels of land, so as to eliminate ‘leap frog’ development scenarios.
- Maintain and enhance the quality of life of existing and future residents by ensuring that the proposed transportation pattern provides easy access to major transportation routes, while limiting the temptation for non-residents to cut-through the local neighbourhood.
- Provide direct and safe pedestrian linkages to the community nodes (such as parks and open spaces).
- Ensure that the type and distribution of land uses comply with the policies and objectives of the Town’s policy documents, where possible, considering the constraints and opportunities associated with the plan area.

1.9 Definitions & Acronyms

1.9.1 Definitions

Public Open Space means land which is not in private ownership and is open to use by the public.

Public park or recreation means a public park, playground, recreation area, indoor or outdoor rink, gymnasium, sports field, campground, agriplex, historic or archaeological site.

Linear Park means a park area that is longer than it is wide and developed to accommodate one or more modes of recreational travel such as walking, running, rollerblading or cycling.

1.9.2 Acronyms

MDP: Municipal Development Plan

LUB: Land Use Bylaw

ASP: Area Structure Plan

PUL: Public Utility Lot

MGA: Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26

2.0 Design Considerations

2.1 Existing Land Use

All parcels of land inside the ASP boundary are within the *Single Detached Residential – R1* land use district (see Map 2). There are currently twenty-four parcels within the area, ranging in size from 0.14 acres to 4.76 acres (see Table 1). There are a total of six parcels greater than 2.0 acres, with all other parcels being less than 0.5 acres. The total acreage from residential parcels equals 22.66 acres. The remaining area of approximately 1.75 acres is dedicated to roads.

Table 1: Existing Legal Parcels in ASP area

Short Legal	Size (acres)	Short Legal	Size (acres)
Block 55 Plan 147N	4.3	Lot 17 Block 5 Plan 0914539	0.15
Block 55 Plan 147N	0.47	Lot 18 Block 5 Plan 0914539	0.15
Block 56 Plan 147N	4.76	Lot 38 Block 4 Plan 0914539	0.14
Block 57 Plan 147N	2.38	Lot 39 Block 4 Plan 0914539	0.15
Block 57 Plan 147N	2.38	Lot 40 Block 4 Plan 0914539	0.15
Block 58 Plan 147N	0.28	Lot 41 Block 4 Plan 0914539	0.15
Block 58 Plan 147N	0.49	Lot 42 Block 4 Plan 0914539	0.14
Block 58 Plan 147N	2.31	Lot 43 Block 4 Plan 0914539	0.14
Block 59 Plan 147N	3.07	Lot 44 Block 4 Plan 0914539	0.15
Lot 14 Block 5 Plan 0914539	0.15	Lot 45 Block 4 Plan 0914539	0.15
Lot 15 Block 5 Plan 0914539	0.15	Lot 46 Block 4 Plan 0914539	0.15
Lot 16 Block 5 Plan 0914539	0.15	Lot 47 Block 4 Plan 0914539	0.15
		Total	22.66

Source: ORRSC

2.2 Topography and Existing Site Conditions

The topography of the plan area slopes from the northwest to southeast, with a difference of approximately 2.5 metres (see Map 3). At the present time, the majority of primary dwellings and secondary buildings are located on the eastern third of the plan area. There are only two buildings located outside of this eastern third of the ASP area, leaving the remaining land essentially vacant for future development. Subdivision has occurred in the northwest corner of the plan area, as of the beginning of 2010 single family dwelling construction has begun.

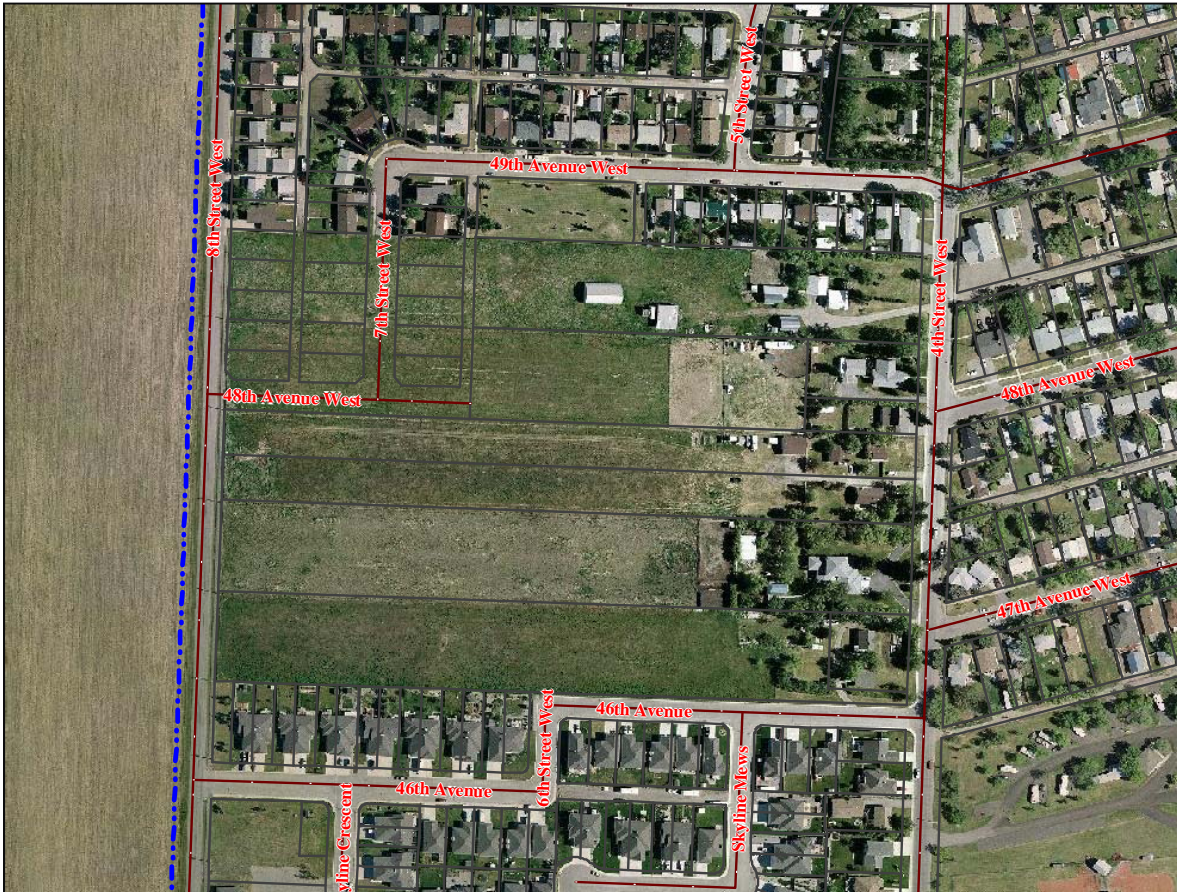
2.3 Adjacent Land Use

The Southwest ASP is located in the southwest part of Claresholm adjacent to the Town's western boundary (see Map 4). Agricultural land within the M.D. of Willow Creek sits to the west of the Southwest ASP plan area, directly across from 8th Street West. The majority of land to the north of the ASP area is designated within the *Single Detached Residential – R1* land use district. There is also a small park that functions as a children's playground adjacent to the ASP's north border. Directly east of the ASP area the land is all designated within the *Single Detached Residential – R1* district. Centennial Park, a

large community park and campground sits to the southeast of the ASP boundary. The land adjacent to the ASP's southern border is divided between three districts: *Single Detached Residential* – R1 district, *Duplex Residential* – R2 district, and the *Multiple Residential* –R4 district.

2.4 Existing Road Network

The ASP area is bounded on the west by 8th Street West and on the east by 4th Street West. Both of these north-south streets have significant traffic flows. Only two internal roads currently exist within the plan area: 48th Avenue West and 7th Street West. One of the objectives of the Southwest ASP is to discourage traffic from cutting through the development in order to access 4th Street West or 8th Street West. For residents of the neighbourhood, access to Highway 520 can be achieved from 4th Street West or 8th Street West. The most direct connections from the area to downtown Claresholm are 48th and 49th Avenues West.



Air photo of existing site conditions and road network

3.0 Land Use Concept

3.1 Overview of Design

The Southwest ASP design is focused on continuing the low density residential land use pattern present in the adjacent neighbourhoods (see Map 5). The majority of proposed lots are for single detached residential use with a small number of lots designated for duplex residential use. The existing dwellings along the eastern portion of the area will be subdivided into seven large properties, ranging in size from 0.71 acres to 0.98 acres. A large public utility lot is proposed in the southeastern corner of the plan area and will be used primarily for storm water management and secondarily as a passive park. Four linear parks have been planned in the design concept, with the intention of being pedestrian linkages to the Town’s existing parks and trail network. Overall, the ASP design will provide the Town with new residential and open space opportunities, while at the same time integrating smoothly into the Town’s current development pattern and respecting the historic development in the area.

Table 2: Land Use Distribution

LAND USE	NUMBER OF LOTS	NUMBER OF DWELLING UNITS	ACRES	PERCENTAGE OF TOTAL AREA
Single detached residential	85	85	15.76	65%
Duplex residential	9	18	1.06	4%
Public Open Space & Utility Lot	5	n/a	2.15	9%
Roads and Lanes	n/a	n/a	5.44	22%
TOTAL	97	101	24.41	100%

Source: ORRSC

3.2 Residential Development

The majority of residential lots in the proposed design are to be designated in the *Single Detached Residential – R1* district. A small number of lots in the *Duplex Residential – R2* district have been planned in the south of the plan area to provide a density gradient between the adjacent *Multiple Residential – R4* district and the proposed *Single Detached Residential – R1* district. Along the eastern portion of the plan area seven large lots will be positioned to accommodate some existing buildings and development. These large lots will allow the current land owners to maintain the function of their properties, while still allowing for new development to take place in the remainder of the plan area.

3.2.1 Lot Types

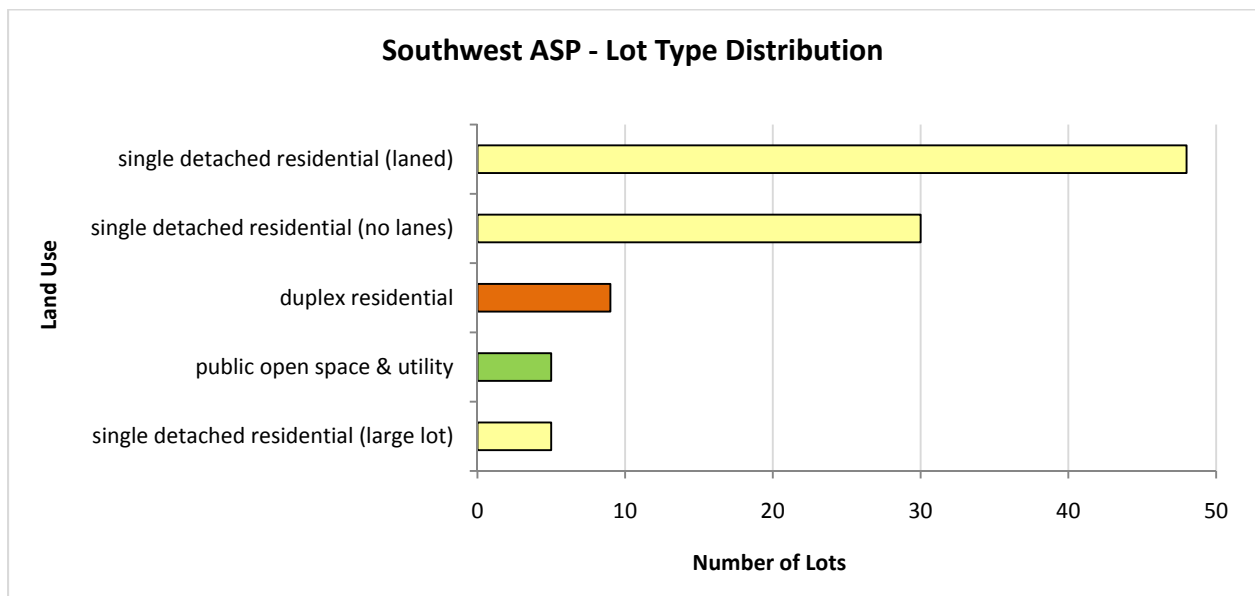
Single detached residential (large lot): The proposed design creates seven large single detached residential lots from the existing estate lots in the plan area. Although the lot sizes do not conform to

those of adjacent neighbourhoods, they are necessary to accommodate the existing dwellings and buildings within the plan area. The lot depth for the seven large lot properties was determined by the need to accommodate an existing accessory structure on Block 57 Plan 147N. Thus all seven large lots will have a depth of approximately 258 feet (78.5 m) and lot widths from 60 feet (18.3 m) to 165 feet (50.3 m). These lots will be designated within the *Single Detached Residential – R1 district* in the Town of Claresholm Land Use Bylaw.

Single detached residential (with lanes): A total of 48 single detached residential lots in the plan area will contain rear lanes. Rear lanes lessen street parking issues, allow for easier storage of recreation vehicles, increase pedestrian safety along the street and create a more aesthetically pleasing streetscape. These lots will be designed to the specifications outlined in the Town of Claresholm Land Use Bylaw *Single Detached Residential – R1 district*.

Single detached residential (without lanes): While a street with lanes may be preferable, physical constraints may not allow for the provision of lanes on every lot. In addition, some homeowners may prefer the convenience and benefits of a front driveway design. The proposed plan contains a total of 30 single detached residential lots without lanes. These lots will be designated within the *Single Detached Residential – R1 district*.

Duplex residential: There are nine duplex residential lots proposed in the Southwest ASP. The duplex lots have been placed adjacent to existing lots that are within the *Multiple Residential –R4* district. This placement, as well as the placement of a linear park between the two areas, creates a nice transition to the single detached residential district. These lots will be designated within the *Duplex Residential – R2* district of the Town of Claresholm Land Use Bylaw.



3.3 Parks, Open Space and Pedestrian Linkages

Parks and open spaces are integral features of an attractive and enjoyable neighbourhood. They provide not only beauty, but also functionality, due to their ability to act as pedestrian corridors, storm water management facilities and outdoor recreation amenities.

The Southwest ASP contains one large open space and four linear parks (see Map 6). The large open space is located in the southeast portion of the plan area and will be used primarily for storm water management. There may be an opportunity for a pedestrian trail and passive activity around the storm water facility. The location of the storm water facility in the southeast of the plan area has the added benefit of providing a good pedestrian connection to Centennial Park. The linear park in the north portion of the plan area provides a



Centennial Park, Claresholm

good linkage to Lion's Park, which is a $\frac{3}{4}$ acre neighbourhood park that includes picnic tables and a variety of playground equipment. The three linear parks in the south of the plan area create opportunities for pedestrian connections to the large open space in the ASP's southeast, Willow Park a few blocks south, and a potential future pathway along 8th Street West.

The Southwest ASP design creates an opportunity to add a numerous pedestrian connections and pathways for the Town of Claresholm. The Southwest ASP design proposes an east-west pathway along the entire southern boundary of the plan area connecting 8th Street West to 4th Street West. This east-west pathway is connected to a series of north-south pedestrian connections that include: a proposed trail along 8th Street West, pathway and sidewalks along 7th Street West, sidewalks along 6th Street West and existing sidewalk along 4th Street West. 48th Avenue West provides an east-west pedestrian connection along the northern portion of the plan area. Together the pathways, sidewalks and linear parks will create a comprehensive pedestrian network for the plan area. In addition, the pedestrian system for the Southwest ASP adds new and improved connections for Claresholm's existing southwest residential areas.

3.4 Proposed Road Network

The proposed road network for the Southwest ASP has been designed to promote internal neighbourhood traffic only. 48th Avenue West has been intentionally off-set to make it more difficult for traffic to use this neighbourhood as a thoroughfare between 4th St. W and 8th St. W. In addition, the presence of a cul-de-sac on 47th Avenue West and the lack of a direct connection from 7th St. W onto 46th Avenue West both discourage non-local traffic in the plan area. Where possible the residential areas have been designed with rear lanes to match many of the existing neighbourhoods within Claresholm. Rear lanes allow for greater pedestrian safety and a more attractive streetscape. In general, the proposed road network is similar to Claresholm's existing road network and should integrate well with the Town's present traffic patterns and flow.



An inviting street in Claresholm with rear lanes.

3.5 Servicing & Utilities

The engineering assessment for the Southwest Area Structure Plan was conducted by Cicon Engineering based on an estimated build out population of 207 new residents (see Appendix A). Where information in the plan and Appendix A are in conflict the plan shall prevail.

3.5.1 Sanitary Sewer

All sanitary sewer gradients will be at or above Alberta Environment's and the Town's minimum gradients. All manhole spacing will be within Alberta Environment's guidelines and the Town's standards. All sanitary sewer from the ASP area will be directed into the existing 300mm diameter sanitary sewer on 8 Street W. All proposed sanitary sewer will be gravity mains with no lift stations. Connection of weeping tile to sanitary sewer service should not be permitted unless extraordinary circumstances prevail. The sanitary sewer system is not specifically designed to handle these flows.

- Phase 1: All flow will be into the existing 200mm diameter sanitary sewer on 48 Avenue W, which is connected to the 300m diameter trunk main on 8 Street W.
- Phase 2: Flow will be into 8 Street W trunk main, with services of lots facing 8 Street W connected directly to trunk main on 8 Street W.
- Phase 3: Flow will be into Phase 2 sanitary sewer.
- The existing large lot residential on the east side of the ASP area will continue to be serviced by the sanitary sewer main on 4 Street W.

3.5.2 Water Supply and Distribution System

The proposed water system will be required to supply peak hour flows for the total projected population. Based on an average water consumption of 450 L/person/day and a peak hour factor of 4.5, the supply system should be capable of delivering 4.9 L/sec. The proposed water distribution system with 200mm diameter main will have no problem in delivering peak hour flows.

The projected fire flows are as per fire underwriters requirements. The proposed water distribution system will be capable of accommodating the 4500L/min fire flow without experiencing more than a 100kPa pressure drop. Proposed loop connections at 4 Street W, 6 Street W and 48 Avenue W will vastly improve the surrounding areas capability of delivering fire and peak hour flows.

3.5.3 Storm Water Management System

Figure 5 (see Appendix A) outlines the surface drainage and the area into the proposed dry storm pond. The large residential lots on the east side of the ASP area as well as 40% of Phase 1 will drain into 4 Street W. The front portion of lots facing 8 Street West will drain into 8 Street W and the rear of 4 lots will drain into 49 Avenue. The remainder of the development will drain into the proposed storm pond by surface drainage. The 3 lots from the existing subdivided lots along 7 Street West will drain into the storm pond. The shallow dry storm pond will have a water depth of 0.5m to 0.8m during a 1:100 year storm event.

The storm pond will drain via a 200mm diameter pipe into the existing 375mm diameter storm sewer on 46 Ave W. The outflow of the storm pond is attenuated down to a 1:2 year storm 2 hours into the storm, which is a very high attenuation. This will minimize the impact to the existing storm sewers downstream of the proposed connection for this development. It is suggested that homeowners utilize underground 'rain barrels' to collect weeping tile and roof drain gutter water and utilize the water for lawn and garden irrigation. This harvesting of about 20% of rainfall runoff would lessen demand on the water distribution system as well as lowering the total storm water runoff from the development.

3.5.4 Shallow Utilities

Utilities (electricity, natural gas, water, telephone, cable) will be extended from the existing adjacent residential areas to the Southwest ASP area. All utility lines shall be constructed underground and all above ground utility equipment shall be located out of roadway site triangles per the Standards of Development of the Land Use Bylaw. Where possible above ground utility equipment shall be located on property lines so as to not impede residential development. Details will be determined at the subdivision stage of development.

3.5.5 Road and Sidewalk Standards

All road right-of-ways will be 16m in width, except for a short section of 48 Avenue W, which will be 17.07m to match the existing road right-of-way. All roads will be 9.5m wide from lip of gutter to lip of gutter as per the Town standard for local residential streets. All roads will have low profile rolled curb and gutter on one side and low profile monolithic sidewalk curb and gutter on the other side except the cul-de-sac, which will only have rolled curb and gutter on both sides.

Road structures will meet the Town's specifications. Wheelchair ramps will be installed at intersections. 8 Street West, which is a collector road, will have a paved width of 12m when fully constructed. The proposed lots fronting 8 Street W should not be allowed vehicular access off 8 Street. This would prevent vehicles from backing out into the traffic of 8 Street West. This restriction may be accomplished via caveat on the lots facing 8 Street W. All lanes will have a minimum gradient of 0.50% and all streets will have a minimum gradient of 0.60%. The proposed lane rights of way will be 6.1m wide, with all lanes having a travel surface 5m wide.

3.6 Consultation Process

3.6.1 Public Open House

Public participation in the planning process is intended to give citizens input into the land use planning process. The information gathered through public participation is used to establish goals and policy decisions for land uses within the area structure plan boundary.

After first reading was given, a mandatory public hearing was held pursuant to Municipal Government Act requirements. Following adoption, the appropriate administrative bodies will be using this plan in concert with other local plans to guide decisions concerning future subdivision and development.

3.6.2 Town Administration and Planning Advisors

A steering committee consisting of Town administrators and planners from the Oldman River Regional Services Commission was created to provide a framework for the process. Meetings focused on issues and objectives for the area structure plan. Discussion focused on issues related to appropriate land use, roads and traffic flow, parks and open space and subdivision design.

3.6.3 Referral Agencies

Alberta Environment and all area utilities will be notified after 1st reading for comment on the Southwest Area Structure Plan. Their general comments will be incorporated into this section as an amendment after second reading and the plan will be adjusted where required. All agencies will receive further referrals through the subdivision process.

4.0 Sequence of Development

Once an area structure plan is in place detailing the density and types of development allowed, there is a three-stage process to begin developing a parcel of land.

4.1 Reclassification of land

4.1.1 Purpose

The process for reclassification as outlined in the Municipal Government Act Revised Statutes of Alberta 2000 (MGA) provides for advertising of the proposal and holding a public hearing where affected landowners may comment on the proposal. Council will make the final decision to redesignate a parcel and there is no appeal of this decision.

All land eligible to be subdivided within the plan area is currently designated as *Single Detached Residential – R1* within the Land Use Bylaw. The proposed design concept contains two other land use districts: *Duplex Residential – R2* and *Public – P*. Where necessary, land will need to be reclassified from *Single Detached Residential – R1* to *Duplex Residential – R2* or to *Public – P*.

4.1.2 Process and Policies

- 4.1.2.1 Proposals for reclassification of lands from *Single Detached Residential – R1* to *duplex residential – R2*, or *public – P*, shall follow the process outlined in the Municipal Government Act, Revised Statutes of Alberta 2000.
- 4.1.2.2 The desires of one land owner to subdivide and develop their property shall not force an adjacent land owner to do the same, if the adjacent land owner is not prepared to develop.

4.2 Subdivision of Land

4.2.1 Sequence and Requirements

After a parcel of land is redesignated to the appropriate district as outlined in the plan, the land owner may apply for subdivision of the parcel into separate titles. The land owner or developer will have certain costs to consider associated with the subdivision process. These include:

- i. Subdivision application fees, survey costs and registration costs.
- ii. Provision of municipal reserve by way of land or cash in lieu of land in an amount not exceeding 10 percent of the acreage of the parcel being subdivided or 10 percent of the per acre value of the parcel being subdivided. It is assumed that municipal reserve will be provided as either land, where it is warranted, or as cash in lieu of land where no municipal space is to occur.
- iii. Developers will be required to enter into a development agreement with the Town of Claresholm in regards to providing infrastructure to service the plan area.

- iv. Developers will be required to provide the following infrastructure to the Town's specifications to adequately service the area:
- water mains and service connections,
 - sanitary sewer mains and service connections,
 - storm sewer mains and service connections,
 - overland drainage system,
 - paved roadways complete with curb and gutter,
 - sidewalks and lanes where required,
 - natural gas,
 - electrical and street lighting,
 - telephone,
 - cable television
- v. Town off-site levies and development fees (that also help cover costs for Town engineering and planning costs associated with the preparation of this area structure plan) may be applied to developers of the area at the time of development.

4.2.2 Policies

- 4.2.2.1** The Southwest ASP is to be used as a guideline for subdivision when the landowners decide that they want to subdivide their existing titles.
- 4.2.2.2** As a condition of subdivision approval, the developer must provide a plan of survey from a certified Alberta Land Surveyor that certifies the location and dimensions of any existing buildings and the exact dimensions of the lot(s) to be subdivided.
- 4.2.2.3** Subdivision proposals will be reviewed in terms of conformity to the ASP design scheme. Prior to the application or survey of the subdivision proposal, developers are encouraged to consult with the Town and their planning advisor to determine if the proposal is in compliance with the plan.
- 4.2.2.4** As a condition of subdivision approval, the land owner or developer shall enter into a development agreement with the Town of Claresholm.
- 4.2.2.5** At the time of subdivision, the subdivision authority shall require a land owner to provide the 10 percent reserve requirement by providing land, paying money in lieu of land, or a combination of both.
- 4.2.2.6** Costs of infrastructure construction shall be borne by the persons owning and developing land in the plan area.

- 4.2.2.7** The design of utility infrastructure shall be to the Town of Claresholm and utility company standards and the Town will provide detailed engineering standards for the roadways and servicing to the developer at the time of development.
- 4.2.2.8** Any costs associated with topographic survey or engineering work that may be required for the subdivision shall be at the expense of the developer.
- 4.2.2.9** Any utility easement(s) as required by utility companies or the Town of Claresholm shall be established prior to finalization of the subdivision application.
- 4.2.2.10** Lot sizes and layouts shall conform to the standards as described in this plan, however, in all instances the minimum lot size of the corresponding land use district in the Town’s Land Use Bylaw shall be adhered to when subdividing a lot.
- 4.2.2.11** Any proposed deviations in the lot layout or designated land uses will require an amendment to this Area Structure Plan by Council, if acceptable. However, the overall road layout, design pattern and maximum density shall be strictly adhered to.
- 4.2.2.12** In respect of market demands and future growth, subdivision may occur in phases, having regard to the overall design and road layout and servicing requirements. Any phasing of development shall be reflected by a proposal or plan that must be approved by the Town of Claresholm.
- 4.2.2.13** The Town of Claresholm will agree to a formula for the distribution of the costs associated with the development of the storm water management system for the area. A land owner, whose parcel of land is not specifically designated to accommodate the storm water detention as per the design of this plan, will likely be required to provide money in lieu based on the formula, to pay for their land parcel share.

4.3 Development of Individual Lots

4.3.1 Development Permit Approval Process

Once the plan area has been subdivided, the necessary infrastructure in place, conditions met and separate titles issued, the land owner can apply to the Town of Claresholm for a development permit to develop a permitted or discretionary use as listed in the appropriate district (Single Detached Residential – R1, Duplex Residential – R2, or Public – P) allowed for in this plan area and contained in the Land Use Bylaw.

The development approval process will include the following:

- i. The land owner will be required to submit an application form, a fee, a site plan showing the location of the building on the lot, building plans and a grading plan in keeping with the overall conceptual grading plan for the plan area.

- ii. Once the application, applicable fee and any required information have been submitted, the designated officer or the development authority will review and make a decision on the application. If a proposed development conforms to this plan and the Land Use Bylaw, the designated officer shall issue a development permit with or without conditions. If the application is for a development permit for a discretionary use the designated officer shall send the application to the development authority for a decision. In this instance, the development authority shall notify persons likely to be affected by the issuing of the development permit.
- iii. The development authority may require that as a condition of issuing a development permit, the applicant enter into a development agreement with the Town of Claresholm in regards to the provision of infrastructure services or pay for an off-site levy.
- iv. The landowner should be aware of the location of any underground services present before any excavation work is commenced. In addition, the person to whom a development permit has been issued shall notify the designated officer following the stake-out of the site, but prior to the commencement of construction.
- v. The applicant must commence the development within 12 months from the date of issuance of the permit, unless the development permit is suspended or cancelled; otherwise the permit is no longer valid.

4.3.2 Policies

- 4.3.2.1** This Area Structure Plan is to be used as a guideline for development in conjunction with the Land Use Bylaw when considering a development permit application.
- 4.3.2.2** All residential buildings shall be required to connect to both the municipal water supply and sewage systems.
- 4.3.2.3** The land owner/developer will be required to submit an application form, a fee, a site plan showing the location of the building on the lot, building plans and a grading plan.
- 4.3.2.4** Any costs associated with topographic survey or engineering work that may be required shall be at the expense of the developer.
- 4.3.2.5** Land owners will be required to provide for adequate storm water drainage management as created by their land parcel and proposed development.
- 4.3.2.6** Legal access and egress from a lot shall be indicated on a site plan and shall be at a location to the satisfaction of the designated officer or the development authority.
- 4.3.2.7** Landscaping shall be provided on all street frontage and shall be to the satisfaction of the designated officer or the development authority.
- 4.3.2.8** The development authority may require the developer to provide additional standards of development (parking, landscaping, screening of storage/goods, etc.) in conjunction with the Land Use Bylaw.

5.0 Summary

The Southwest Area Structure Plan has been prepared to provide a framework for subdivision and development within the plan boundaries for the Town of Claresholm. The Southwest ASP puts forward a vision for a residential neighbourhood that maintains the Town's high-quality of life and integrates well into the Town's existing development. The proposed neighbourhood offers a large number of residential lots, complimented with the provision of five open spaces and an extensive pedestrian network. The road network has been designed to give safety to the area's residents by promoting local traffic only, while still offering easy connections to the Town's major thoroughfares. The development of the Southwest Area Structure will benefit the Town through the provision of a new residential neighbourhood within the Town's existing boundaries.

[REDACTED]
P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



STAFF REPORT

To: Council
From: Jeff Gibeau, Planner / Development Officer
Gavin Scott, Planner – Oldman River Regional Services Commission
Date: September 13th, 2010
Re: Proposed Bylaw 1552 – Southwest Residential Area Structure Plan

BACKGROUND:

The Oldman River Regional Services Commission (ORRSC) received a subdivision application on behalf of Jim and Shirley Pedersen in July of 2008. The subdivision application was approved with conditions by the Municipal Planning Commission (MPC) in October of 2008. During the review process it became apparent to the MPC that the Town needed to take a leadership role in the preparation of the Area Structure Plan (ASP) and directed the Development Department to begin preparations. In September of 2008 the Development Department met with land owners and stakeholders within the ASP boundary to discuss the purpose and need for an ASP. May through to August of 2009 the Development Department, ORRSC and the Saddle Ranch Developments (developer of the Pedersen Estates) worked together to develop concept plans for the area, ultimately resulting in the design of the proposed ASP. In January 2010, the Development Department authorized the preliminary engineering work. In February of 2010 the Development Department again met with land owners and stakeholders within the ASP boundary to discuss development goals, objectives, constraints and preliminary design options.

OPEN HOUSE:

On September 1st, 2010, the Development Department, in conjunction with the ORRSC, held a public open house, unveiling the draft ASP for comments. Attached are several comments submitted by the public, staff, and members of the MPC.

PROPOSED AREA STRUCTURE PLAN:

Section 633 of the Municipal Government Act states that the purpose of an ASP is to provide a framework for subsequent subdivision and development of an area of land. Typically, Council adopts an Area Structure Plan by bylaw. The Development Department, in conjunction with the Oldman River Regional Services Commission presents the proposed Bylaw 1552 –Southwest Residential Area Structure Plan to Council for review.

RECOMMENDATION:

Staff recommends that the proposed Bylaw 1552 be given first reading. If necessary, minor changes could be made for second reading. Please note that major changes, specifically related to design work, will likely require more time to review and re-engineer, causing the Bylaw to be held over to the upcoming Council term.
Regards,

Jeff Gibeau



Planner / Development Officer

townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

SEPTEMBER 1st 2010 PUBLIC OPEN HOUSE

PLEASE SIGN IN

Name

Kris Holbeck Town of Claresholm
~~by Anita~~ " " "

Alicia Fox Claresholm Local Press

GRANT JORDAN Claresholm

DOUG KEMERY

David Moore Claresholm

TIM AND SHIRLEY PEDERSEN Claresholm

Shirley Isaacson Claresholm

Sharon Duncan Claresholm

STAFF

Jeff Gibson, Town of Claresholm

Gann Scott, ORSC

Judith Schmidt, ORSC

Brooklyn Gray, ORSC

TOWN OF CLARESHOLM



Claresholm

Comments & Suggestions

Please provide your comments and/or suggestions on the Draft MDP Bylaw Amendment or Southwest ASP:

Jim & Shirley PEDERSEN

→ Concerns over the positioning
~~of~~ of connector road through their property

→ They do not want this to happen as
they have future plans for the property.

Thank you for your time. Your comments are appreciated.

TOWN OF CLARESHOLM



Claresholm

Comments & Suggestions

Please provide your comments and/or suggestions on the Draft MDP Bylaw Amendment or Southwest ASP:

① SWASP - Are the existing lots on 4th Street
not considered existing lots within ASP?
- not coded as such as Sedale Ranch's
are.

Thank you for your time. Your comments are appreciated.

TOWN OF CLARESHOLM



Claresholm

Comments & Suggestions

Please provide your comments and/or suggestions on the Draft MDP Bylaw Amendment or Southwest ASP:

Grant Jordan - MPC member-at-large.

① Pedestrian Network → Suggested that an additional pedestrian linkage be provided between Lion's park and the proposed Public Utility lot (along the west edge of the large lot Residential). Also should be a drainage swale.

Thank you for your time. Your comments are appreciated.



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1553**

A Bylaw of the Town of Claresholm to amend Bylaw #1497, the Tax Installment Payment Plan (TIPP) Bylaw.

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 the Tax Installment Payment Plan Bylaw# 1497; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1497;

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Tax Installment Payment Plan (TIPP) Bylaw #1497 shall be amended as follows:

SCHEDULES

8. Attached are Schedule "A" - Service Agreement for TIPP, Schedule "B" - Termination of TIPP and *Schedule "C" - Tax Installment Payment Plan (TIPP)* which are part of this Bylaw.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1497 Is hereby amended.

Read a first time in Council this day of 2010 A.D.

Read a second time in Council this day of 2010 A.D.

Read a third time in Council and finally passed in Council this day of 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



Tax Installment Payment Plan (TIPP)

Claresholm

ESTIMATED TAXES \$ _____
(Based on previous years taxes)

MONTHLY PYMTS \$ _____
(Adjusted to actual @July 1st)

I, the undersigned, wish to make application to pay my annual taxes on:

ROLL #: _____ LOT: _____ BLOCK: _____ PLAN: _____

Claresholm on a monthly plan based on the following:

1. **The monthly payment shall be paid by Direct Withdrawal only on the 3rd day of each month or the next business day should the 3rd fall on a weekend or holiday. Payments to commence on January 3rd for current year's taxes.**
2. The monthly payment shall be equal to a minimum of 1/12 of the estimated taxes including frontage tax for any one year.
3. There shall be no interest or discount allowed on such payments nor shall there be any penalty levied against the unpaid portion of the taxes unless:
 - (A) The monthly payment is not made by the date mentioned above.
 - (B) The taxes and frontage tax levied in any one (1) year have not been paid in full by the thirty first (31) of December of that year.
4. In order to be eligible for participation in the upcoming year, this agreement will come into effect on or before the 24th day of December of this year and will remain in effect until such time a "Termination Agreement" is signed and submitted to the Town Office. (Form available at the front desk)
5. In the event that any of the foregoing clauses are not complied with, this agreement is considered to be cancelled and this tax account will be subject to all penalties etc., as outlined in various Bylaws of the Town of Claresholm.

NAME: (print) _____

TELEPHONE: _____

CIVIC ADDRESS: _____

MAILING ADDRESS: _____

SIGNATURE: _____

Approved
Town of Claresholm
Kris Holbeck
C.A.O.

Schedule "C"



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Dunvegan - Central Peace*

AR47793

August 19, 2010

His Worship Rob Steel
Mayor, Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Steel:

Thank you for your municipality's project profile submission under the 2010 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following project has been accepted as a qualifying project under the MSI conditional operating funding guidelines. Your municipality may now proceed and apply the following amount of your 2010 operating funding allocation to this project:

OPE-2446	Not for Profit Organizations Support	\$39,000
----------	--------------------------------------	----------

In order to recognize your success through this project, and to recognize the contribution that the MSI has made in achieving this success, please include this project in a published list of MSI-funded projects that is available to the public.

As per the MSI operating guidelines, I may select specific projects that merit enhanced public recognition. If the above project is selected, my ministry will contact you to develop a joint communication plan.

I would like to recognize Mr. Evan Berger, MLA, Livingstone-Macleod, for his continued support for this program.

.../2

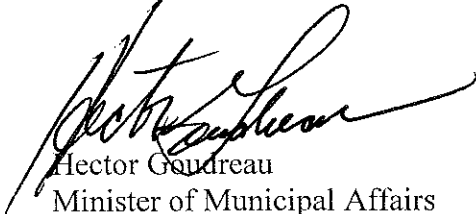
104 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

P.O. Box 1054, 035- 1 Avenue SW, Falher, Alberta T0H 1M0 Canada Telephone 780-837-3846 Fax 780-837-3849
Toll Free From All Areas 1-866-835-4988

His Worship Rob Steel
Page 2

I wish you, your council, and the municipality's staff success with this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hector Gaudreau', written in a cursive style.

Hector Gaudreau
Minister of Municipal Affairs
MLA, Dunvegan-Central Peace

cc: Evan Berger, MLA, Livingstone-Macleod
Kris Holbeck, Chief Administrative Officer, Town of Claresholm



ALBERTA
CHILDREN AND YOUTH SERVICES

Office of the Minister
MLA, Calgary-Cross

August 16, 2010

AR 26075

His Worship Rob Steel, Mayor
Town of Claresholm
PO Box 1000
Claresholm, Alberta T0L 0T0

Dear Mayor Steel:

RE: Recruitment to Children and Youth Services' Boards and Appeal Panels

I am requesting your assistance in encouraging suitable individuals to submit an application to serve on either a Child and Family Services Authority (CFSA) Board or one of the Ministry's Appeal Panels.

- The CFSA Boards act in a governance role and work together to set objectives and strategic directions for the programs and services for children, youth and families. Board member skills focus on governance, financial planning, policy development and community involvement. With the emphasis on providing culturally-appropriate care for children, many of these positions are designated for Aboriginal representation.
- The Appeal Panels are responsible for ensuring a fair, impartial and independent review for persons affected by certain decisions under the *Child, Youth and Family Enhancement Act*, the *Family Support for Children with Disabilities Act* or the *Child Care Licensing Act*. My Ministry is seeking individuals with the ability to objectively analyze complex written and verbal information and to take part in consensus decision-making.

.../2

Alberta

Mayor Rob Steel
Page Two

The deadline for applications is September 22, 2010 for the Appeal Panels and September 30, 2010 for the CFSA Boards. More information can be found on the Children and Youth Services website at www.child.alberta.ca. The site includes a link to the application packages, which contain detailed information about the various positions.

If you require additional information, please contact Mary Jane Graham, Director of Governance Services, at 780-422-5873.

Thank you for your support.

A handwritten signature in blue ink that reads "Yvonne Fritz". The signature is written in a cursive style with a large initial "Y".

Yvonne Fritz

cc: Mary Jane Graham, Director, Governance Services

September 3, 2010

Ms. Kris Holbeck
Chief Administrative Officer
TOWN OF CLARESHOLM
Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

Reference: AUMA 2010 Annual Convention and Trade Show

Alberta Environment staff is once again pleased to be part of the Alberta Urban Municipalities Association (AUMA) Convention and Trade Show being held at the Shaw Conference Centre*, in Edmonton from November 23-25, 2010.

On behalf of Southern staff, I invite you and your delegates to meet with us at the Shaw Conference Centre, Salon 17/18/19 anytime between 8:30 am and 4:30 pm on November 23rd or November 24th, 2010, to discuss any issues related to environmental legislation, programs, standards and guidelines or projects. You may phone **Kathy Svenshek**, from the Spruce Grove office, at (780) 960-8603** to schedule a meeting. As time is limited, please have your top three issue topics available for Kathy to record at the time of scheduling your meeting.

We look forward to working with you as part of another successful AUMA convention.

Sincerely,



Martin Foy
Director
Southern Region

* Shaw Conference Centre, 9797 Jasper Avenue NW – Edmonton, AB

** To reach any Government of Alberta office toll free dial 310-0000 and then enter area code and phone number

SUBJECT: Town of Claresholm Veterans & Soldiers Recognition Ad
FROM: Campaign Office <campaignoffice@fenety.com>
TO: karine@townofclaresholm.com
DATE: Thursday, September 09, 2010 12:28 PM

Greetings Mayor & Council,

First of all, we would like to Thank You very much for your generous support in our past 2 volumes in our historic Remembrance project. Your support is a big help and greatly appreciated.

We would be honored to the Town of Claresholm included in this years Remembrance Project by our Veterans. The "Military Service Recognition Book" is going to be a first class, full sized publication, approximately 300 pages. The content of the book will be individual photographs and biographies of our "Hometown Veterans" who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas on the mission in Afghanistan. This year is very significant as it marks the 100th anniversary of the Navy. The Recognition Book will be available to view for all of our citizens at our Local Legion Branch. The books will be available free of charge to our students and public facilities in Claresholm to educate our younger generation on the sacrifices of our Local Veterans.

The proceeds raised from this project will be used for Alberta's Veteran Support Programs and Transition Programs for Alberta's returning Troops from overseas as well as Local Youth Programs such as scholarships, cadets and sports.

The Town of Claresholm has been a major sponsor with a 1/4 Page Ad in the last 2 Recognition Books. Your renewed support would be greatly appreciated for this years success. Additionally, having the Town of Claresholm included for the Students and Public to see your support and message when viewing the book has a great impact on the project. Your ad copy was fantastic and truly is one of the best in the class.

Attached is the ratesheet, letter and your 1/4 page ad copy used in the last volume along with the submission form that is circulating in the Claresholm area to give the public the opportunity to have their family members honored in the manner they deserve.

I will forward the Ad instructions with some more information upon your confirmation. If you have any questions, please let me know. Thank You Very Much Karine.

Best Regards,

Tom Campbell

Royal Canadian Legion

18005061888

Alberta/NWT Command

Campaign Office

Information from ESET NOD32 Antivirus, version of virus signature database 5438 (20100909)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>



Alberta/Northwest Territories Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **Alberta/Northwest Territories Command / The Royal Canadian Legion**, representing **Alberta** and the **Territory’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **Alberta/NWT Command Legion** is very proud to be printing **10,000 copies** of a **“Military Service Recognition Book”**, scheduled for release by March 31, 2011, to help identify and recognize many of the brave **Veterans** of Alberta and the Northwest Territories who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the Northwest Territories. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Alberta/NWT Command Campaign Office** toll free at **1-800-506-1888**.

Thank you for your consideration and/or support.

Sincerely,

Darrel Jones
President



Alberta/Northwest Territory Command The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>GST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$1,709.52	+	\$85.48	=	\$1,795.00
Inside Front/Back Cover (Full Colour)	\$1,519.05	+	\$75.95	=	\$1,595.00
Full Page (Full Colour)	\$1,423.81	+	\$71.20	=	\$1,495.00
Full Page	\$947.62	+	\$47.38	=	\$995.00
½ Page (Full Colour)	\$809.52	+	\$40.48	=	\$850.00
½ Page	\$566.67	+	\$28.33	=	\$595.00
¼ Page (Full Colour)	\$500.00	+	\$25.00	=	\$525.00
¼ Page	\$404.76	+	\$20.24	=	\$425.00
1/10 Page (Full Colour)	\$285.71	+	\$14.29	=	\$300.00
1/10 Page (Business Card)	\$238.10	+	\$11.90	=	\$250.00

G.S.T. Registration # R12 397 0410

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta/NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:
Alberta/NWT Command
The Royal Canadian Legion
(AB/NWT RCL)
(Campaign Office)
P O Box 2275
Calgary, AB T2D 2M6





**The Royal Canadian Legion - Alberta Command
2008-09 Military Service Recognition Book - Submission Form**



General Information Required for Story Submission. Please print clearly!

Name of Military Person being recognized: (Surname, given names)

Place of Birth:

Year of Birth:

Year of Death:

Service: WWI WWII Korea Special Duty Area Peacetime Other: _____

Branch of Service: Navy Army Air Force Merchant Navy Other: _____

Service Unit: *i.e. North Shore, Carleton York, CWAC, Names of Ships, Squadrons, etc.*

Areas Served in: *i.e. - Canada, High Seas, England, C/E, Korea, SDA (Please name), etc.*

Killed in Action? Yes No Year of Death: Where Killed _____

Was or is a Member of Legion Branch - Name & #: _____ How many years? _____

Information on person submitting form:

Submitted by (Name): _____ Branch # LA # Individual

Contact Information: Tel # _____ FAX # _____ e-mail _____

Additional Information: Please attach a separate sheet of paper, and keep information to maximum of 200 words.

(Example – awards for bravery i.e. VC, DSC, DFC, MC, MM, etc., POW.)

**Please attach photograph here:
Do Not Fax**

--



Claresholm

Claresholm answered the call

1914 - 1918

1939 - 1945



www.townofclaresholm.com

▣
August 30, 2010

Town of Claresholm
Claresholm, AB

Dear Council Members,

I know you understand what we are trying to do and how we do it. Our next fundraiser is coming up Oct. 9th as you can read below. We are so appreciative of your support of the Foundation in the past. Hopefully, this year you will be able to enthusiastically support our upcoming Gala again.

The Claresholm & District Health Foundation is excited to host our 4th Annual Gala Concert on Saturday, October 9, 2010 at the Claresholm Community Centre. This event has proven itself to be a successful fundraiser and offers our community something special. This year we will feature Trevor Panczak (a local talent Back by Popular Demand), The Lethbridge Symphony Orchestra String Section and The Rough Stock Band. The LSO Strings will welcome our guests at our wine and cheese reception, next we will enjoy a four course dinner and then a wonderful and varied combination of talent will carry us throughout the evening ending in a dance.

Funds raised from this event go directly to enhance the health care provided to members of the community and surrounding areas. Health care is one of the cornerstones of our community and we strive to augment the care provided to all those who live, work and visit our area.

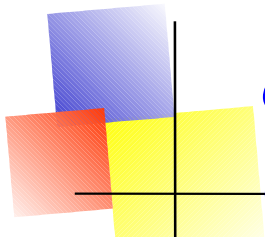
This event receives excellent exposure and the nature of the talent creates a great deal of excitement and enthusiasm from communities in Southern Alberta. Our sponsors enjoy maximum exposure both at the event and through local media. Most of our sponsorship packages include event tickets. Association with this event will provide you with advertising opportunities and tickets that make excellent client or staff appreciation gifts.

I would like you to please consider sponsorship of this fundraiser at a level that would best suite your organization. I have included sponsorship information for your review.

I thank you in advance for your consideration of this matter, and look forward to discussing it further. In the meantime if you have any questions please call.

Sincerely,

Tara Bishoff
Foundation Coordinator
403-682-3739
tara.bishoff@albertahealthservices.ca



**Claresholm & District
Health Foundation**

**P r e s e n t s . . . the most talked about
Entertainment Event to hit Claresholm
and YOU can be part of it.**

BACK BY POPULAR DEMAND

TREVOR PANCZAK

and

LETHBRIDGE SYMPHONY ORCHESTRA STRINGS

and

The Rough Stock Band

4th ANNUAL GALA CONCERT

Claresholm Community Centre

SATURDAY, OCTOBER 9, 2010

Tickets: \$75.00

Ticket Price Includes:

Wine & Cheese Reception

Red Seal Chef Dinner

T R E V O R P A N C Z A K

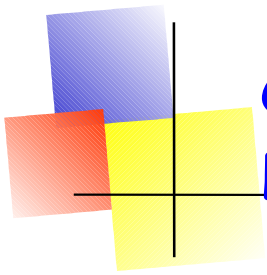
and

Lethbridge Symphony Orchestra String Section

and

The Rough Stock Band

**Call Tara @ 682-3739 TODAY to purchase your tickets!
Reserve YOUR table of 8. This Event will Sell Out EARLY.**



Claresholm & District Health Foundation

4th ANNUAL GALA CONCERT SPONSORSHIP OPPORTUNITIES

Double Platinum Sponsor \$3000.

16 Tickets + **VIP Plus Treatment**
Verbal Recognition at the event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

VIP Plus Treatment
Reserved Priority Seating
Beverage Service
Meet & Greet with Trevor Panczak

Platinum Sponsor \$2000.

8 Tickets + **VIP Treatment**
Verbal Recognition at the event
Signage with Logo at the Event
Logo Recognition in the Claresholm Local Press

VIP Treatment
Reserved Seating
Beverage Service

Gold Sponsor \$1000.

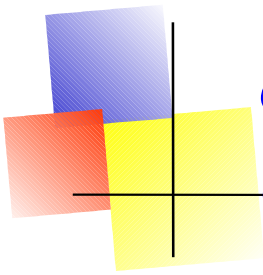
4 Tickets
Signage with Logo at the Event
Recognition in the Claresholm Local Press

Silver Sponsor \$500.

2 Tickets
Signage Recognition at the Event
Recognition in the Claresholm Local Press

Bronze Sponsor \$300.

Signage Recognition at the Event
Recognition in the Claresholm Local Press



Claresholm & District Health Foundation

4th ANNUAL **GALA** CONCERT **SATURDAY, OCTOBER 9, 2010**

*Sponsors make ALL the difference
and I hope you find an option that fits your budget.*

Sponsorship Form

Company Name: _____
Contact: _____
Street/Box Address: _____
City: _____ **Postal Code:** _____
Phone: _____ **Email:** _____

CALL TO MAKE CREDIT CARD PAYMENT ARRANGEMENTS or MAIL A CHECK
PAYABLE TO **THE CLARESHOLM & DISTRICT HEALTH FOUNDATION**: Box 2638,
Claresholm, AB, T0L 0T0. Call if you have any questions 682-3739/625-1661.

Sponsorship Information (please check):

- Double Platinum Sponsorship** **\$3000.**
- Platinum Sponsorship** **\$2000.**
- Gold Sponsorship** **\$1000.**
- Silver Sponsorship** **\$500.**
- Bronze Sponsorship** **\$300.**

Please call Tara @ 682-3739 with any questions.

PLEASE FORWARD YOUR COMPANY LOGO TO:
tara.bishoff@albertahealthservices.ca



Independent Persistent Management & Consulting
101 – 33140 Mill Lake Road,
Abbotsford, BC Canada V2S – 2A5
Phone: (604) 853 – 9261 Fax: (604) 864 – 8032
Toll Free: 1 (866) 476 – 4755 Email: Dave@persistent.ca

Regarding: Harvest Square

September 07, 2010

Dear Sir: Jeff Gibeau & Kris Holbeck

Hello Jeff & Kris

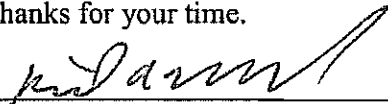
This letter is a request to begin construction on the existing foundations at the same time as we install the Sewer and Storm water services.

Our Engineer will review the existing foundations & building, sign off on the plan amendments and supply us with a repair or modification list. We will forward to you a copy.

We will complete the onsite service work according to the approved plans already submitted to the City of Claresholm.

We only request this leniency due to construction time left us before winter hits. We would like to be completing the inside of the buildings during the winter and not framing.

Thanks for your time.



David McDonald - IPM - Corporate manager

**TOWN OF CLARESHOLM
DEVELOPMENT DEPARTMENT**

P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



MEMO

To: Council
From: Jeff Gibeau, Planner / Development Officer
Date: September 13th, 2010
Re: Development Department Response to IPM Consulting Letter, dated Sept 7, 2010

PROPOSAL:

In the letter dated September 7th, 2010, Independent Persistent Management and Consulting (developer) has requested that Council clear the way for the issuance of the appropriate development and building permits to allow the developer to commence construction of the duplex dwellings at the same time that the developers contractors begin work on the remaining municipal improvements. This request is made on the basis that the remaining construction season in 2010 is limited and both facets of the project must commence simultaneously to achieve the developer's project goals for 2010.

DEVELOPMENT AGREEMENT:

The development agreement, dated April 14th, 2010 has several requirements that have not been fulfilled by the developer at the time this report was written. The following sections apply:

2.2 *Prior to any construction or installation of any of the Municipal Improvements referred to in this Agreement, the Developer shall cause a subdivision plan of the said Lands to be prepared and approved by all necessary approving authorities.*

2.3 *Prior to any construction or installation of any of the Municipal Improvements referred to in this Agreement, the Developer shall register the plan of subdivision within twelve (12) months of the date of this Agreement in the Land Titles Office for the South Alberta Land Registration District. The Developer shall provide the Town with notice of registration.*

3.1 *Prior to commencing construction and installation of the Municipal Improvements the Developer shall submit plans and specifications drafted by a professional Engineer (unless otherwise agreed to in writing by the Town) to the Town for approval.*

The Development Department points out that there are several outstanding requirements that need to be met prior to construction of the municipal improvements; let-alone the construction of the duplex dwellings.

OTHER CONSIDERATIONS:

The developer's position regarding the limited remaining construction season is valid and the Development Department would like to add that the current momentum that the project has is encouraging when compared to the state of the Harvest Square project throughout the last couple of years. It could be viewed that it's in the best interest of the Town of Claresholm that the momentum is maintained.

On the other hand the subdivision has not been finalized by the Oldman River Regional Services Commission and thus has not been registered with Alberta Land Titles (as clearly stated in the development agreement that was signed in April 2010). Another issue is that the Town of Claresholm has not received revised construction plans, as per the e-mail sent by staff on September 3rd, 2010. Although the developer and their engineering representatives, Martin Geomatic Consultants, have been working closely with the Town regarding the modifications to the original construction plans, the Town is yet to have had the opportunity to review the modified construction plans in their entirety. More significant to the actual construction of dwelling units within the property, it should be noted that the existing duplex construction have not been connected to the existing internal water and sanitary sewer systems. The Town has not received the cameraing of the existing internal sewer system; therefore we can only assume that this task has not been completed. The storm water system is not operational and the modifications to the swale system that directly affects the lots has not been completed. In addition, grading of the clay base on the individual lots has not been completed (in fact grade slips have not been submitted). Franchise utilities (gas, power, telecommunication, etc) are not present on the site.

RECOMMENDATION:

The Development Department recommends that the municipal improvements that are stated within the development agreement and the engineered construction plans (that the town doesn't have) are completed prior to the commencement of construction of the duplex dwelling units.

If Council chooses to allow the developer to commence construction of the duplex dwelling units prior to the issuance of the Construction Completion Certificates for the municipal improvements, the Development Department strongly suggests that the following is completed by the developer proper to construction of the duplex dwelling units:

1. As per section 2.2 of the development agreement the developer should obtain the appropriate approval from the Oldman River Regional Services Commission regarding the finalization of the subdivision.
2. As per section 2.3 of the development agreement the developer should obtain registration of the subdivision with Alberta Land Titles.
3. As per section 3.1 of the development agreement the developer should provide plans to the Town of Claresholm for review and an appropriate time frame to allow thorough review.

Regards,

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869



September 7, 2010

To the Mayor and Council of the Town of Claresholm

c/o: Ms. Kris Holbeck
221 – 45 Ave. West
Claresholm, AB T0L 0T0

G. Powroznik Group Inc.
780 – 333 Seymour Street
Vancouver, British Columbia
Canada V6B 5A6
Phone: 778.370.0003
Fax: 778.370.0043

**Re: F.A. Millar Investments Ltd. (In Receivership) -
Request for waiver of penalty on late property tax payment**

We respectfully request that the Town places the following item on the agenda for discussion in the next Council meeting scheduled for September 13, 2010.

Background

On August 31, 2010, we hand-delivered a cheque to the Town in the amount of \$24,862.87. This cheque was intended to pay in full the current and outstanding property taxes relating to the Claresholm Inn (civic address 4815 1st St W, Plan 147N, Block 2, lots 3-6 and lot 7 inclusive).

Prior to delivering the payment to the Town, in our capacity as Court-appointed Receiver-Manager (the "Receiver") of F.A. Millar Investments Ltd. (the "Company"), we had received a certified cheque from Liberty Mortgages Services ("Liberty"), the primary secured lender on the Claresholm Inn, to cover the property tax payment as a borrowing by the Receiver which is governed by the Receivership Order of the Court of Queen's Bench of Alberta dated January 20, 2010. This certified cheque was deposited in person at a Calgary branch of ATB Financial (the "Bank") on Monday, August 30, 2010.

Unknown to us at the time, it seems the Bank placed a hold on the certified cheque for reasons still unclear to us. At the time of deposit, the depositor of the cheque was not informed of any such hold by the Bank's teller.

On September 1, 2010, we were surprised and very disappointed to see that our cheque to the Town of Claresholm had not cleared the account due to the hold placed on the original certified cheque from Liberty. We not understand the cost of this error is a 14% late payment penalty on property taxes in the amount of \$3,480.80.

As Receiver, we must report in this process to the Court and to creditors and stakeholders of the Company, and we must act in a manner prudent to all stakeholders involved. Because of the nature of the receivership, we had every motivation to pay the Claresholm Inn property taxes in advance of the close of business on August 31, 2010 to avoid incurring any penalties which would further degrade asset realization values to the creditors of the Company. In fact, we made every effort to deliver payment on time and no information was given to us from the Bank that the funds deposited to our account on account of the tax payment would be held.

It will be difficult for us to justify a penalty of this magnitude to the creditors who are already facing significant shortfalls on loans and other debts owed by the Company.

Our Request

Although we understand the Town has a strict policy on late property tax payments, we respectfully request that the Mayor and Council consider waiving the penalty on the late property tax payment in this particular instance due to the Bank's error and due to the nature of the receivership and our desire to fulfil our mandate as Court-appointed Receiver and maximize returns to the Company's creditors to the extent possible.

While our request is under consideration, we will also issue a replacement cheque in the amount of \$24,862.87 (original payment amount before penalty) to the Town later this week.

We wish to thank the Mayor and Council, in advance, for adding our request to the September 13, 2010 meeting agenda and for considering our request.

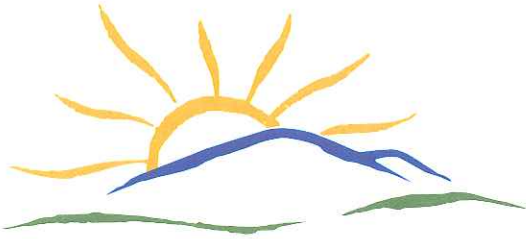
Yours truly,

G. POWROZNIK GROUP INC.

in its capacity as Receiver and Manager
of F.A. Millar Investments Ltd.
and not in its personal capacity



Per: Gary D. Powroznik



Claresholm

*Now you're living...
Now you're home*

September 7, 2010

Mayor and Council

**Re: Request for tax penalty forgiveness for Roll #'s 10023.000 & 10024.000
(The G-Force Group)**

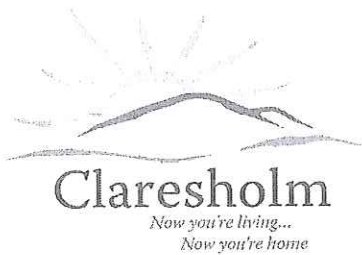
The G-Force Group did give us a cheque for payment of taxes on the above mentioned roll #'s acting as Receiver for the properties. However, the cheque came back to us "Funds Not Cleared". Regardless of the reason for the funds not being cleared, it is my recommendation that the penalty stand as is. It is clearly stated in the Penalty Forgiveness Policy, under guideline number 5, that reasons such as bank errors are not valid reasons for forgiveness of penalties. This is clearly an issue between the Receiver and the bank. The bottom line is that the funds were not available to the Town of Claresholm before the specified penalty date. I have faxed a copy of the policy to Chris Sinclair of the G-Force Group so he is aware of the implications of a late payment. If you have any questions regarding this matter please contact me.

Lisa Chilton

Town of Claresholm
Tax Administrator

10023.000 - penalty	\$ 75.46
10024.000 - penalty	178.62
	<hr/>
	1854.08

(Different than on their letter. My Error but still a penalty)
LC
Sept 9, 2010



TAX PENALTY FORGIVENESS
Policy #84
Replacing Policy #76

PURPOSE: To establish a consistent policy to guide administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the current property taxes paid on the due date (August 31st or the last business day in August) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council Agenda but this policy will give direction regarding the resolution of the issue.
4. If paying in person, the taxpayer must pay at the Town of Claresholm Administration Office by 4:00pm on the due date (August 31st or the last business day in August). **No payment after business hours will be accepted at the Town Office.**
5. Reasons such as family illness, bank errors, not knowing the due date for property taxes, etc are not valid reasons for the late payment of property taxes and the penalty will not be reversed.
6. If paying at a financial institution (during regular business hours) or via Internet banking, it is the onus of the taxpayer to ensure payment is made by 11:59pm on the due date (August 31st or the last business day in August).
 - If the taxpayer believes their payment was made by the due date, they need to provide one or more of the following pieces of documentation as proof of the payment date:
 - **In person at the bank:** the receipt showing the bank date stamp;
 - **Via Internet:** notification from the bank's electronic payment office, stating amount paid and tax account number paid;
 - **Via financial institution, all methods:** copy of a bank statement, showing name, payment date and amount. Note: please cross off any unnecessary items.
7. Payments via mail will be accepted as valid provided they are post-marked as August 31st or the last business day in August.
8. This policy also applies to all outstanding balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

EFFECTIVE DATE: September 22, 2008



Policy #79

Liquor and Town Facilities

PURPOSE: To establish a consistent policy regarding alcohol and its exclusion from Town owned facilities.

POLICY: Liquor is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm and a permit by the Alberta Gaming and Liquor Commission.

GUIDELINES:

No alcohol shall be served, stored or consumed on any property owned or controlled by the Town of Claresholm, including the following:

- all public areas;
- Millennium Ball Diamond Complex;
- Claresholm Arena;
- Claresholm Fire Hall;
- Claresholm Aquatic Centre;
- Claresholm Senior's Drop-in Centre;
- Claresholm Public Library;
- Claresholm & District Museum(s);
- Claresholm Town Office;
- Claresholm Public Works Shop; and
- Claresholm Regional Water Plant.

The Town owned facilities listed below are operated by separate legal entities and shall follow all appropriate liquor licensing laws that are required to allow alcohol for consumption in these facilities.

- Claresholm Golf Club;
- Claresholm Curling Club;
- Claresholm Community Centre;
- Claresholm Agriplex;
- Special events as approved by Council from time to time, provided that such serving, storage or consumption is in accordance with a valid liquor license. An authorization form will have to be signed (Schedule A) and a Host Liquor Liability Policy will have to be obtained with the minimum coverage required and naming the Town of Claresholm as an additional insured.

EFFECTIVE DATE:

Policy #79
Schedule A

Town of Claresholm
Authorization for the Serving of Liquor at Town Owned Facilities and Public Areas

Event: _____ Date: _____

Group or organization: _____

The group or organization serving liquor shall:

- Provide proof of insurance prior to the event for Host Liquor Liability Policy (PAL) with a minimum \$2 million coverage that shows the Town of Claresholm as an additional insured.
- Secure a liquor license from the Alberta Gaming and Liquor Control Board and adhere to the regulations. A copy of the license must be provided to the Town prior to the event.
- Ensure the area to be used for the serving of liquor to be portioned off with fencing/dividers.
- Signage should be posted in the fencing/dividers that:
 - it is a private function for members and invited guests only;
 - the name of the sponsor;
 - the liquor license number;
 - minors are not allowed (unless the liquor license allows minors).
- Arrange for the availability of food service during the time of serving.
- Provide a trained and responsible server of the liquor to monitor for intoxication.
- Provide supervision to ensure that alcohol is served only in the designated area.
- Provide alternate safe transportation for those attending the event.
- Ensure that alcoholic beverages are removed from the facility immediately following the booking.

I have read and agree to the above Conduct and Responsibility and Regulations.

Group representative

Date

Town of Claresholm

Date



Policy #86

Fair Hiring

PURPOSE:

The Town of Claresholm practices equal opportunity and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our municipality. The Town of Claresholm has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

This policy shall:

- 1) Provide guidelines for all personnel requests;
- 2) Detail procedures for all job postings;
- 3) Describe the application process for potential candidates;
- 4) Outline the interview process;
- 5) Discuss employee eligibility for internal transfers;
- 6) Summarize the process for background checks and references;
- 7) Supply procedures for offers of employment;
- 8) Present resolutions for conflict in the hiring process.

POLICY:

Personnel Requests

The Town of Claresholm requires that all requests for new or additional personnel be directed in writing to the Town of Claresholm's Chief Administrative Officer (CAO) or his/her designate for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.

Job Postings

Internal:

- The Town of Claresholm requires that all new postings of non union employment be circulated internally on the Town's message boards for a period of one week before being made public.
- This process is designed to give current Town of Claresholm employees first priority in consideration for new employment with the Town, and to promote applicable employees whenever possible.
- The Town of Claresholm requires union job postings be in accordance with the current collective agreement.
- Qualified applicants under the employ of the Town of Claresholm shall remain subject to the normal hiring processes, including interviews, etc.

External:

- After a period of one week, for non-union positions, if internal postings have not yielded a sufficient field of fully qualified candidates to choose from, the Town of Claresholm shall make public any new employment opportunities.

- For union positions, external posting will be done per the current collective agreement.
- External job postings for union positions shall be in accordance with the current collective agreement,
- External job postings shall be based on necessity and budget requirements.
- Administration shall be responsible for the placement of all recruitment advertisements.

Application Process

- The Town of Claresholm requires applicants to submit a resume and letters of reference and an application on the consideration of employment.
- The Town of Claresholm will review all properly completed applications and resumes and interview the most qualified candidates.
- Candidates that for any reason do not meet the requirements for employment shall remain classified as applicants and may re-apply for reconsideration if the posting is re-advertised.

Interviews

- Interviews shall be scheduled and conducted by, or in conjunction with, Administration.
- Interview questions shall be compiled and reviewed by Administration to ensure their efficacy.
- Upon completion of all scheduled interviews, the results shall be reviewed by the CAO and his/her designate.
- The CAO shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants that were not selected for employment shall be forwarded to office staff to ensure the appropriate retention of information.
- Administration shall notify interviewed applicants not selected for employment regarding the closure of the position.

Internal Transfers

- Employees are encouraged to apply for internal job openings, and will have their applications considered on the basis of their qualifications and potential for success at the position.
- Internal applicants who are not selected for the position shall be notified by Administration.
- In the event that an employee is selected for employment pertaining to an internal job posting, following their transfer to the new position, they will begin a new probationary period.

References and Background Checks

- The CAO and/or his/her designate shall conduct reference checks, and may request the potential candidate obtain a RCMP background checks for employment at the Town of Claresholm.
- Background checks are designed to protect the safety of the employees by minimizing the hiring of potentially dangerous individuals with violent criminal backgrounds.
- References shall be checked to ensure a candidate's qualification for the position.

Offer of Employment

- The Town of Claresholm shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to policies, successful reference and background check, and any other condition applicable to the position that are required of the employee.
- Should the applicant accept an offer of employment from the Town of Claresholm, he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace duties, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.
- Non union employees will be asked to sign a confidentiality agreement.

Potential Hiring Conflicts

Family Members:

- The Town of Claresholm shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the family member or council, or if his/her employment could create a conflict of interest either real or imagined.
- For the purposes of this policy, immediate family members shall be defined as: wife, husband, mother, father, brother, sister, son, daughter, or any in-laws.

Employee Relationships:

- Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with the Town of Claresholm provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.
- In the event that either a managerial/subordinate, or conflict of interest issue arises, the Town of Claresholm will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the municipality. If this is not possible, one of the employees may be asked to resign.

Former Employees:

- A former employee that left the Town of Claresholm on amicable terms may be eligible for re-employment, and could be asked to complete another probationary period.
- Former employees that left the Town of Claresholm without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for re-employment.

EFFECTIVE DATE OF POLICY:

Acknowledgment and Agreement

I, _____ (employee name) acknowledge that I have read and understand the Fair Hiring Policy of the Town of Claresholm. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face legal, punitive or corrective action.

SIGNATURE: _____

DATE: _____

WITNESS: _____

SIGNATURE: _____

DATE: _____



Policy #88

Cell Phone Policy

PURPOSE: To outline the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by Town employees while driving, or anytime while performing their employment duties.

POLICY: All employees (full time, part time, contractors, etc) of the Town of Claresholm will exercise caution, restraint and common sense when using company or personally owned cellular phones during working hours.

PARAMETERS:

Cellular phones at work

While at work, employees are expected to exercise the same discretion in using cellular phones as is expected for the use of all business phones. Personal calls during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Personal cell phones are not to be carried on the job. If you need a cell phone for your job, one will be provided for you by the Town of Claresholm.

Employees are therefore only allowed to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of this policy. The Town of Claresholm will not be liable for the loss of personal cellular phones brought into the workplace. Employees are not authorized to use personal cell phones in place of Town of Claresholm provided two-way radios.

Personal use of Town of Claresholm provided cell phones, beepers and radios

Where job needs demand immediate access to an employee, the Town of Claresholm may issue a business cell phone, beeper and/or two-way radios to an employee for work-related communications. In order to protect the employee from incurring a tax liability for the personal use of equipment, such equipment is to be used for business reasons only. Phone logs may be audited regularly to ensure no unauthorized use has occurred. If an employee experiences a personal emergency that results in the need to use the business cellular phone, he or she is required to report this to their supervisor. Failure to report such use may result in disciplinary action. Employees in possession of Town of Claresholm provided equipment such as cellular phones, beepers and radios are expected to protect the equipment from loss, damage or theft. Upon registration or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (ie. 24 hours) might be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Safety issues for cellular phone use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

EFFECTIVE DATE:



Policy #95

Municipal Sustainability Initiative (MSI) Operating Grant

PURPOSE: To provide a consistent policy for administration to follow when disbursing funds from the Municipal Sustainability Initiative (MSI) Operating Grant.

Town Council endeavours to support the local community in its philanthropic efforts related to societal / cultural and recreational development in the Town of Claresholm through the MSI Operating Grant received from the provincial government.

POLICY:

1. Applicants will provide a written letter of request to Town Council for funding from the MSI Operating Grant.
2. Town Council will decide on each letter of request based on the benefits Claresholm will reap in relation to the organization's plan / mission / event.
3. All letters of request must contain the following information:
 - a) name and contact information;
 - b) description of the nature of operations of the organization and how it benefits societal / cultural and recreational development in Claresholm;
 - c) the amount of funding requested and why it is needed;
 - d) the specific audience that benefits from the funding received and how the Town in general benefits from the work done;
 - e) a copy of the most recent financial statements and bank statement of the organization.
4. Criteria for eligibility is that of a group holding a "not-for-profit" / association or society status.
5. Deadline for submissions will be May 31st each year with the disbursement of funds by June 30th. Any submissions that may be received after the May 31st deadline will be considered on an individual basis. Once money is completely disbursed, letters of request will no longer be accepted until the next calendar year.
6. Organizations, associations and societies must remit a report by March 31st the year following the year the funds were received, explaining how the funds helped the organization's mission with an accounting of how the funds were spent. The allowable expenses are attached as Appendix "A" to this policy.
7. Town Council will review all applications and determine those that will receive funding.
8. This policy will be reviewed annually to determine if the program continues to be an effective and efficient way to meet the needs of organizations in Claresholm to help fund societal / cultural and recreational events.

EFFECTIVE DATE:



Policy #96

Downtown Transitional Sidewalk

PURPOSE: To establish a consistent policy regarding as to whom is responsible for repairs and maintenance on the transitional section of sidewalk between the business front and the public sidewalk (proper) in the downtown core.

POLICY: The transitional section of sidewalk between the business front and the public sidewalk proper is the responsibility of the property owner to repair and maintain.

GUIDELINES: Public complaints (tripping hazard, etc) regarding the transitional piece of sidewalk will be forwarded on to the property owner with a copy of this policy. If the issue becomes a matter of public safety, the Town's designated officer will send a remedial order to have the hazard addressed by the business owner in a timely manner per the appropriate bylaws.

EFFECTIVE DATE:



Policy #97

Personal Use of Municipal Facilities, Properties and Equipment

PURPOSE: To establish a consistent policy regarding the use of Town facilities, Town properties and equipment by Town employees outside of normal working duties.

POLICY: No employee shall enter any Town facility or property or utilize Town equipment for personal use or non Town work related reasons without prior written permission from management.

EFFECTIVE DATE:

INFORMATION ITEMS



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 14045
42713	2010-08-05			900100 LOCKHART, DONALD & LEONA	1,605.82
					<hr/> 1,605.82
					Batch # 14048
42714	2010-08-05			900200 THOMPSON, NICOLE A	26.50
					<hr/> 26.50
					Batch # 14049
42715	2010-08-05			786195 Benchmark Assessment Consultants Inc.	3,515.40
42716	2010-08-05			6441 BOB HONG JANITORIAL LTD.	288.75
42717	2010-08-05			786141 CLARESHOLM TAXI	459.00
42718	2010-08-05			785973 CLEARTECH INDUSTRIES INC.	7,943.80
42719	2010-08-05			786502 CLV HOME SPRING WATER LTD.	14.25
42720	2010-08-05			786550 EH! 1 PLUMBING	340.20
42721	2010-08-05			786180 Ikon Office Solutions, Inc.	126.55
42722	2010-08-05			56200 LOCAL AUTHORITIES PENSION PLAN	8,019.26
42723	2010-08-05			66100 NATIONAL SECRETARY-TREASURER	1,819.93
42724	2010-08-05			76300 PEDERSEN TRANSPORT LTD.	100.13
42725	2010-08-05			786156 Q.E.D. ENTERPRISES LTD.	881.49
42726	2010-08-05			86300 RECEIVER GENERAL FOR CANADA	18,515.96
42727	2010-08-05			786111 STEEL, ROB	156.00
42728	2010-08-05			786571 SUTTER, DARYL	11.00
42729	2010-08-05			97250 TRIMBLE, RAE	869.24
42730	2010-08-05			4090 WARNACO SWIMWEAR GROUP	51.27
42731	2010-08-05			900000 RECEIVER GENERAL	383.52
					<hr/> 43,495.75
					Batch # 14060
42732	2010-08-06			11130 CANADA POST CORPORATION	188.16
42733	2010-08-06			13660 CLARESHOLM LOCAL PRESS	2,180.77
42734	2010-08-06			785973 CLEARTECH INDUSTRIES INC.	24.05
42735	2010-08-06			786502 CLV HOME SPRING WATER LTD.	13.50
42736	2010-08-06			786058 Corporate Express	20.81
42737	2010-08-06			786397 EPCOR	225.09
42738	2010-08-06			26201 FERG'S SEPTIC SERVICE	1,428.01
42739	2010-08-06			786812 MCGREGOR FILTERING EQUIPMENT (1974) LTD.	69.30
42740	2010-08-06			786905 ONECONNECT SERVICES INC. T46194	76.29
42741	2010-08-06			786453 PRAXAIR CANADA INC.	787.50
42742	2010-08-06			91286 SEWARD CONSTRUCTION	31,783.50
42743	2010-08-06			13525 SOBEYS CLARESHOLM	111.17
42744	2010-08-06			900 TELUS	75.13
42745	2010-08-06			786437 THE WRITE SOURCE	25.32
42746	2010-08-06			900000 TERRY NELSON	135.35
					<hr/> 37,143.95



TOWN OF CLARESHOLM
CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 2 of 4
September 09, 2010
8:42:07 AM

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
				Batch # 14079	
42747	2010-08-13			850 AG-LINE	616.11
42748	2010-08-13			13125 AHS - CCMHA	69.96
42749	2010-08-13			600 ALBERTA ASSOCIATION OF M.D.'S	10,578.49
42750	2010-08-13			650 ALBERTA BLUE CROSS	4,953.14
42751	2010-08-13			1025 ALBERTA ONE CALL LOCATION CORP	88.20
42752	2010-08-13			786517 AMSC INSURANCE SERVICES LTD.	2,808.14
42753	2010-08-13			785928 BIG HILL SERVICES LTD.	129.15
42754	2010-08-13			6390 BISHOFF AUTO & AG CENTRE	813.09
42755	2010-08-13			786168 BLACK PRESS GROUP LTD.	492.70
42756	2010-08-13			786818 BROWNLEE LLP	474.73
42757	2010-08-13			786671 CARNIVALS FOR KIDS AT HEART	624.73
42758	2010-08-13			786724 CITY OF CALGARY, CITY CASHIER 8042	95.07
42759	2010-08-13			13660 CLARESHOLM LOCAL PRESS	46.99
42760	2010-08-13			14085 CLARESHOLM NAPA AUTO	1,181.62
42761	2010-08-13			14205 CLEAN BRITE CHEMICAL SERVICES LTD.	181.44
42762	2010-08-13			786257 FOOTHILLS FORD SALES	1,760.41
42763	2010-08-13			111288 GARDEN SOUL	173.21
42764	2010-08-13			786908 GOESEELS, DEBRA L	87.58
42765	2010-08-13			49980 HARRY'S TIRE SALES (1984) LTD.	3,137.82
42766	2010-08-13			51050 KAZ'S SERVICE	225.51
42767	2010-08-13			56200 LOCAL AUTHORITIES PENSION PLAN	7,982.89
42768	2010-08-13			786704 MINISTER OF FINANCE (LT)	30.00
42769	2010-08-13			786192 NOBLE CONCRETE (1987) LTD	85.05
42770	2010-08-13			786635 PCO SERVICES CORPORATION	178.50
42771	2010-08-13			786722 PLANET CLEAN (CALGARY) LTD.	87.03
42772	2010-08-13			786453 PRAXAIR CANADA INC.	8,277.41
42773	2010-08-13			86300 RECEIVER GENERAL FOR CANADA	17,635.11
42774	2010-08-13			91700 STARLINE SIGNS	2,560.40
42775	2010-08-13			786882 STATEMENT ENTERPRISES	5,824.88
42776	2010-08-13			97000 TOWN OF CLARESHOLM	55.46
42777	2010-08-13			23500 W.R. MEADOWS OF WESTERN CANADA	1,081.50
42778	2010-08-13			36950 WATER BLAST MANUFACTURING LP	94.78
42779	2010-08-13			111705 WC CLASS II REGIONAL LANDFILL	7,521.80
42780	2010-08-13			126060 ZEP SALES & SERVICE OF CANADA	274.28
42781	2010-08-13			900000 ABC SALES	603.75
42782	2010-08-13			900000 CARMICHAEL ENGINEERING LTD.	104,674.50
42784	2010-08-13			900000 CLARESHOLM GARDEN CENTRE	472.50
42785	2010-08-13			900000 CRITERION PICTURES	1,015.35
42786	2010-08-13			900000 SEXAUER LTD, LTEE.	48.34
42787	2010-08-13			900000 WHOOSH AIRBRUSHING	393.75
					187,435.37



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Cheque #	Cheque Date	CEO	CAO	Vendor # Name	Amount
					Batch # 14104
42788	2010-08-20			786545 ACKLANDS- GRAINGER INC.	1,065.69
42789	2010-08-20			786499 ADT SECURITY SERVICES CANADA INC.	104.06
42790	2010-08-20			786095 CHILTON, LISA	51.29
42791	2010-08-20			13250 CLARESHOLM CHILD CARE SOCIETY	4,000.00
42792	2010-08-20			786254 CLARESHOLM FLORAL & CANDY SHOPPE	126.65
42793	2010-08-20			786058 Corporate Express	253.85
42794	2010-08-20			786540 DIRECT ENERGY REGULATED SERVICES	30.87
42795	2010-08-20			76356 Excel Telecommunications (Canada) Inc.	28.08
42796	2010-08-20			786202 EXOVA	152.08
42797	2010-08-20			786597 FOOTHILLS HOME IMPROVEMENTS	395.01
42798	2010-08-20			26480 FORAN EQUIPMENT LTD.	59,153.02
42799	2010-08-20			786146 GODLEY'S JEWELLERY	37.12
42800	2010-08-20			36800 HOME HARDWARE	202.47
42801	2010-08-20			61467 MIDFIELD SUPPLY ULC B3999	84.24
42802	2010-08-20			786872 MPE ENGINEERING LTD.	64,444.88
42803	2010-08-20			65040 MUNICIPAL INFORMATION SYSTEMS	867.34
42804	2010-08-20			786428 NEXEN MARKETING	33,127.51
42805	2010-08-20			786167 PITNEY BOWES GLOBAL CREDIT SERVICES	1,027.40
42806	2010-08-20			786454 PRAXAIR DISTRIBUTION	35.75
42807	2010-08-20			786835 SAAL PAVING LTD.	7,833.53
42808	2010-08-20			786424 SKYLINE TOWING SERVICES	157.50
42809	2010-08-20			91700 STARLINE SIGNS	120.75
42810	2010-08-20			900 TELUS	225.39
42811	2010-08-20			97000 TOWN OF CLARESHOLM	43.57
42812	2010-08-20			101400 UNITED FARMERS OF ALBERTA	1,326.06
42813	2010-08-20			23500 W.R. MEADOWS OF WESTERN CANADA	187.43
42814	2010-08-20			786378 WESTCAN WIRELESS	2,005.50
42815	2010-08-20			900000 CHINOOK CAMERA CLUB	17.60
42816	2010-08-20			900000 CLARESHOLM FOOD BANK	342.25
42817	2010-08-20			900000 Community Foundation of Lethbridge & SW AB	135.00
42818	2010-08-20			900000 LORI HOFF	33.08
					<hr/> 177,614.97
					Batch # 14121
42819	2010-08-27			900100 KINOSHITA, JERRY & CATHERINE	399.00
42820	2010-08-27			900100 LINDERMAN, KEITH GEORGE	2,184.60
					<hr/> 2,583.60



TOWN OF CLARESHOLM

CHEQUE LISTING FOR ACCOUNTS PAYABLE

Page 4 of 4
September 09, 2010
8:42:07 AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Name	Amount
						Batch # 14128
42821	2010-08-31			6441	BOB HONG JANITORIAL LTD.	231.00
42822	2010-08-31			11250	CANADIAN LINEN SUPPLY	375.57
42823	2010-08-31			11880	CARR MCLEAN	523.39
42824	2010-08-31			13150	CLARESHOLM CASTING	2,866.50
42825	2010-08-31			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
42826	2010-08-31			13400	CLARESHOLM GLASS '88' LTD	2,398.20
42827	2010-08-31			13650	CLARESHOLM LIONS CLUB	1,500.00
42828	2010-08-31			786141	CLARESHOLM TAXI	940.50
42829	2010-08-31			58000	DHL EXPRESS (CANADA) LTD.	143.39
42830	2010-08-31			786161	EBA ENGINEERING CONSULTANTS LTD.	2,103.91
42831	2010-08-31			31955	GREYHOUND COURIER EXPRESS	37.00
42832	2010-08-31			786183	KIWI WELDING LTD.	189.00
42833	2010-08-31			786359	KLEARWATER EQUIPMENT AND TECHNOLOGIES	12,852.00
42834	2010-08-31			56155	LIFESAVING SOCIETY	174.39
42835	2010-08-31			786078	LING, JULIE	15.57
42836	2010-08-31			56200	LOCAL AUTHORITIES PENSION PLAN	8,046.07
42837	2010-08-31			786664	MIFFLIN, TOVE	11.33
42838	2010-08-31			66100	NATIONAL SECRETARY-TREASURER	1,215.13
42839	2010-08-31			75955	PALMER, FRED	400.00
42840	2010-08-31			786635	PCO SERVICES CORPORATION	178.50
42841	2010-08-31			76300	PEDERSEN TRANSPORT LTD.	442.61
42842	2010-08-31			786205	PIPELINE WATER CO-OP LTD.	50.00
42843	2010-08-31			786536	R P WATERWORKS INC.	933.72
42844	2010-08-31			86300	RECEIVER GENERAL FOR CANADA	17,590.65
42845	2010-08-31			14265	SAVARIA LIFTS LTD.	285.00
42846	2010-08-31			91286	SEWARD CONSTRUCTION	43,243.46
42847	2010-08-31			786468	SHAW CABLE	57.70
42848	2010-08-31			786080	STEEL, CARMELLE	42.64
42849	2010-08-31			900	TELUS	4,284.14
42850	2010-08-31			4090	WARNACO SWIMWEAR GROUP	363.18
42851	2010-08-31			126050	ZEE MEDICAL CANADA, INC.	51.21
42852	2010-08-31			900000	ADVANIS INC.	52.50
42853	2010-08-31			900000	BRANDON ADAMS	44.61
42854	2010-08-31			900000	CHINOOK CAMERA CLUB	27.20
42855	2010-08-31			900000	CITY OF EDMONTON	130.00
42856	2010-08-31			900000	CLARESHOLM COMMUNITY CENTRE	500.00
42857	2010-08-31			900000	JOHN DeDOMINICIS	285.00
42858	2010-08-31			900000	KIDSPORT	1,000.00
42859	2010-08-31			900000	LACOMBE & DISTRICT FCSS	225.63
42860	2010-08-31			900000	R&R PROMOTIONS	901.56
42861	2010-08-31			900000	RENOS BY JT LTD.	2,122.30
42862	2010-08-31			900000	ROTO-ROOTER	849.45
42863	2010-08-31			900000	TOWN OF OLDS	100.00
42864	2010-08-31			900000	VERONICA TORRENS	21.26
						109,988.77

Total

559,894.73

Arena User's Meeting
August 19, 2010
7:00 PM
Council chambers

Attendance:

Kris J. Cope	Arena	starfan17@hotmail.com	625-3446 625-4827
Daryl Sutter	Town	dsutter@telusplanet.net	625-0183
Amanda Zimmer	Figure Skating	zimmerca@telus.net	625-1599
Brad Burns	Minor Hockey		
	Cougars	burnsie@telusplanet.net	625-4330
Grant Vagelaar	Red Dogs		625-2564

REGRETS:

Rod Kettles	Minor Hockey		
	Old Timer's	kettles@telus.net	625-3378
Donna Moses	Figure Skating	skate.claresholm@canada.com	625-4331
JoAnna Sutter	Figure Skating		
Paul Bakker	Minor Hockey	pjbakker@telus.net	625-6307

Call to Order: 7:07 PM

Van Dance – No correspondence to date, so will leave as is until further notice. (To have the mezzanine Tues and Thurs from 4:00 PM)

Farmer's Market:

- Sept 15 Wednesday last day of Farmer Market

Storm:

- Daryl to contact Todd Heggie, relating to the casino money and how it is going to be dispersed

Red Dogs: Grant Vagelaar

- Would like to change times to Wed at 9:30

Cougars: Brad Burns

- Would like to move time to Monday at 8:30

Old Timers – Rod Kettles via correspondence

- Everything is Ok, same ice time on Sundays 8:00 pm

Minor Hockey: Brad Burns

- 3 tourneys planned
 - o positioning tourney Nov 20 – 22,
 - o Jan 15 & 16 Pre-novice,
 - o Feb 5,6 & 7 Pee Wee

- Still to have their organizational meeting
- **Dressing Rm 5 – to be used for Minor Hockey and Figure Skating as needed**
- Registration to take place twice – once at the rink (August 25) and the other at the town resource fair (Sept 2nd from 7 – 8:30)
- Ref. Clinic – Oct 23rd & 24th – only need one hour of ice time – rest is upstairs in the mezzanine!

Figure Skating: Amanda

- times – Monday full hour 6:10 – 7:10 PM
 - o Tuesday 7:00 – 8:00 AM,
 - o Wed 4:15 – 9:00 PM,
 - o Fri. 3:00 – 6:15 PM
 - o Sun. 5:00 – 7:30 PM
- Special Events –
 - o Sunday January 23 Club Competition 3:30 – 5:30,
 - o Sunday March 27 Test Day 9:00 AM – 9:00 PM,
 - o Saturday March 12 Carnival 1:00 – 9:30 PM
- Various times in Dec, Feb on No School days and Stat Holidays will be used
- **LAST DAY REQUIRED Sunday MARCH 27, 2011 (REGIONAL TEST DAY)**
- Registration to take place twice, at the arena and the town resource fair, same times as the minor hockey

Rink: Kris:

- Begin to make ice Sept 16 through the 19th ready for the 27th of Sept.
- **Dedicated Public Skating time – recommend Friday 6:30 to 7:45 PM,**
- **HELMETS MUST BE WORN FOR ALL SHINNEY HOCKEY – signs to be posted, zero tolerance – if non-compliance OR parent complaints to be directed to Town Superintendent and CAO**

Town Report: Daryl

- Next large project is approximately three years in the making – the pipes under the slab are due to be replaced and because this is a large scale retrofit will require planned funding, financing, timing and scheduling– included in this would be a laying of a new slab of concrete and replacing the existing board! Fortunately, there have NOT been any major leaks in these pipes!
 - o It was requested that while this project is being undertaken – that the North West corner be changed in to a refereeing change room with entrance onto the ice (to eliminate officials passing through crowds and players) and that the old ref room become a dedicated girl's change room!
 - o Big Sky Dodge has come forward as a sponsor for the fuel for the zambonii, so town is allowing them to place decals on the sides of the unit.

Other:

NEXT MEETING: To be Determined in SPRING of 2011 @ COUNCIL CHAMBERS

Collection Assistant's Report

Monday Aug. 23, 2010

Actions

We accessioned 90 items this month, which brings the 2010 accessions up to date and does the other years that I came in touch with. Ones not from this year I researched as well as editing them and numbering them and putting them away. Claire brought the Accessions Register up to date.

I managed to get the display books up to date. I also did some more work on the displays. I also helped prepare for and put on the Tea on the Lawn.

We also dusted, kept the bathrooms cleaned, vacuumed, swept and mopped the floors. We also showed people around and told them about our history as well as trying to help them find out more about their family history.

DONATIONS AND SALES to Aug. 23, 2010

	<u>2010</u>	<u>2009</u>
Sales for weeks 12 to 15	487.70	783.45
TOTAL SALES FOR THE YEAR	1599.10	2544.95
Station Donations for weeks 12 to 15	575.40	761.80
New Building Donations for weeks 12 to 15	262.65	223.15
TOTAL DONATIONS FOR THE YEAR	2429.92	2932.86
Tea on the Lawn	248.69	365.83
TOTAL DONATIONS FOR TEA ON THE LAWN	248.69	365.83
Statistics for weeks 12 to 15	1629	1644
TOTAL STATISTICS FOR THE YEAR	4511	3362

AGENDA - 3 (2010)

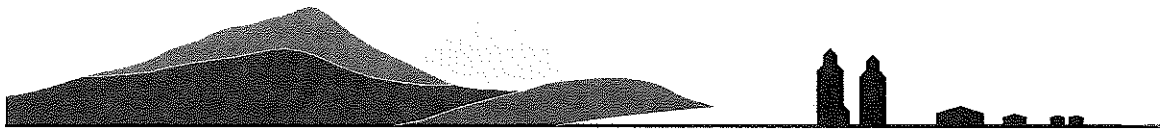
**OLDMAN RIVER REGIONAL SERVICES COMMISSION
GENERAL BOARD OF DIRECTORS' MEETING**

Thursday, September 2, 2010 – 7:00 p.m.
ORRSC Conference Room
3105 - 16th Avenue North, Lethbridge (north parking lot & entrance)

1. **Approval of Agenda** – September 2, 2010
2. **Approval of Minutes** – June 3, 2010 (attachment)
3. **Business Arising from the Minutes**
 - (a) Land Use Framework Update – M.D. of Bighorn
4. **GUEST SPEAKER**

Bev Thornton, Director – Alberta SouthWest Regional Alliance
“Regional Partnerships Working To Facilitate Sustainable Growth”
5. **Reports**
 - (a) Executive Committee Report (attachment)
6. **Business**
 - (a) Regional Assessment Services
 - (b) GIS Update
 - (c) Training and Orientations for Councils and CAOs
7. **Accounts**
 - (a) Summary of Balance Sheet and Income Statement for the
2-month period: January 1 to February 28, 2010..... (attachment)
8. **Adjournment** – December 2, 2010.....

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2010)

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING

Thursday, June 3, 2010 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Terry Michaelis	Town of Milk River
Del Bodnarek.....	Village of Barnwell	Robert Phillips (absent)	Village of Milo
Alf Olsen.....	Village of Barons	Dick Fenton	Town of Nanton
Neal Miller (absent).....	Cardston County	Anne Marie Philipsen (absent)...	County of Newell
Tim Court.....	Town of Cardston	Paul Goldade	Village of Nobleford
Art Cogdale (absent).....	Village of Carmangay	Hank Hurkens.....	Town of Picture Butte
Trevor Wagenvoort (absent) .	Village of Champion	John Russell.....	M.D. of Pincher Creek
Doug MacPherson (absent) .	Town of Claresholm	Doug Thornton	Town Pincher Creek
Vic Mensch.....	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Dennis Cassie	Town of Coalhurst	Jim Steed	Town of Raymond
Tom Butler.....	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent).....	Village of Cowley	Mike Selk.....	Village of Stirling
Ian MacLeod.....	Mun. Crowsnest Pass	Cecil Wiest	M.D. of Taber
Gary Taje (absent)	Mun. Crowsnest Pass	Peter Van Uden (absent)	Town of Vauxhall
G. Wolstenholme.....	Town of Fort Macleod	Rod Ruark	Vulcan County
Walter Gripping (absent).....	Town of Granum	Roy Elmer	Town of Vulcan
Robert Wiebe (absent).....	Village of Hill Spring	Keith Palmer.....	County of Warner
Hans Rutz.....	County of Lethbridge	Vern Strain (absent).....	Village of Warner
Brad Koch (absent).....	Village of Lomond	Henry Van Hierden.....	M.D. Willow Creek
Dennis Quinton.....	Town of Magrath		

STAFF:

Lenze Kuiper	Director	Rhonda Day	Development Officer
Mike Burla	Senior Planner	Cal Kembel.....	Senior Graphics Technologist
Steve Harty.....	Senior Planner	Mladen Kristic.....	CAD/GIS Technologist
Bonnie Brunner	Planner	Steven Ellert.....	GIS Technologist
Diane Horvath	Planner	Jaime Thomas.....	GIS Analyst
Perry Neufeld	Planner	Jordan Thomas	GIS Analyst
Gavin Scott.....	Planner	Gail Kirkman.....	Subdivision Technician
Michelle Denis.....	Intern Planner	Sherry Johnson	Bookkeeper
Breelyn Gray	Intern Planner	Barb Johnson	Executive Secretary

4. DIRECTOR PRESENTATION – “REGIONAL ASSESSMENT REVIEW BOARD”

- Intermunicipal agreements can be a way for communities to preserve and enhance joint resources. Through intermunicipal agreements, municipalities can work with one another to pool resources to save money, reduce duplication of effort and provide better services. By sharing financial, technical and administrative resources, municipalities can ensure that there is more cooperation and consistency in decisions across adjacent communities.
- At the request of several of our member municipalities, ORRSC is investigating the establishment of a **Regional Assessment Review Board**. Our preliminary investigation has led us to look at Board models developed by:
 - Central Alberta Regional Assessment Partnership
 - Okotoks & Calgary Area Municipalities
 - Municipalities within & including the County of Newell

Our Plan . . .

- To exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under provisions of the MGA.
- To involve municipally elected officials or ‘citizens-at-large’ and a clerk already trained through the Foundation of Administrative Justice and Municipal Affairs.
- To have regional partner municipalities (per capita) pay for the costs associated with Board and Clerk Training and have each respective partner bear the full costs relative to any appeals or hosting of their own jurisdictional hearings and pay to ORRSC the member fees in respect of their portions of those costs.

- We would like to have a framework out to your municipalities by the end of June and a Board in place as soon as possible if we are to meet the requirements of this tax season. Otherwise, we will look to next year for formal start-up.

5. REPORTS

(a) GIS Orthophotography Update

- 28 municipalities participated in the 2009 Urban Orthophotography Project which was funded through an intermunicipal grant of \$517,136. The high resolution (10cm) orthophotos were flown in spring 2009 (some leaf on) and included a half-mile buffer around each municipal boundary (total of 120,320 acres or 188 sections). All digital data was received in fall 2009. Orthos and contours were authored to websites by the end of 2009 and large-scale plots were delivered to municipalities by January 2010. New hardware and software are in place to support the new data.
- Benefits of the new orthophotography:
 - High resolution (more detail)
 - Huge savings in a joint project of this nature
 - Orthophotos can be compared to 2005
 - Contours show general lay of the land and can be added to AutoCAD drawings
 - Digital elevation model will benefit infrastructure design, storm water routing, etc.

(b) Draft ORRSC Annual Report and Financial Statements 2009

- The Director reviewed highlights of 2009 Financial performance. Detailed financial statements are included in the 2009 Annual Report:

Net Revenues	\$1,841,449
Net Expenses	\$1,991,169
Deficiency of Revenues over Expenditures	(\$149,720)
Cash and Short-Term Investments	\$778,775
Capital Assets	\$733,007
Internally Restricted Net Assets (Reserves)	\$538,825
Total Assets	\$1,405,928

Moved by: Dennis Cassie

THAT the Board of Directors approves the Draft ORRSC Annual Report and Financial Statements for the year ended December 31, 2009. **CARRIED**

7. ADJOURNMENT

Moved by: Terry Michaelis

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:15 p.m. until Thursday, September 2, 2010. **CARRIED**

/bj

CHAIR: _____

EXECUTIVE COMMITTEE REPORT

Meeting of July 10, 2010

July 10:

- **Regional Assessment Review Board** – In response to a request by some of our member municipalities, the Director is preparing a proposal to establish the Oldman River Regional Assessment Review Board which will offer a regional approach to assessment complaints and appeals. The following generalities should be understood:
 - All municipalities will be required to give the same information to appellants who request information about their assessment.
 - Assessment Notices must be sent out by May 1 each year, and ratepayers will have 60 days, rather than 30 days, to file an appeal.
 - There will be two types of ARBs: the Local Assessment Review Board (LARB); and the Composite Assessment Review Board (CARB).
 - Provincial training is required for all board members on the LARB and CARB.
 - All decisions must be written with reasons in support of and opposed to.

A draft bylaw to establish the Board, fees and procedures as well as a questionnaire soliciting information on the level of municipal interest and number of trained community members will be forwarded to Councils and CAOs mid July. A meeting to discuss the details of establishing a Board and refine the draft bylaw will be scheduled for September. Our goal is to have a formal one level, standardized appeal system in place by January 1, 2011.

- **Glenwood Membership Inquiry** – The Village of Glenwood has expressed interest in joining ORRSC and requested a quote for services. Lenze Kuiper, Mike Burla and Steven Ellert met with CAO Brad Salmon in Glenwood to discuss planning and GIS services. He asked us to present our proposal and GIS demonstration to Council at their July 22 meeting. The proposed annual fee for planning services is \$2,943.00 (based on 2009 assessment). The GIS initial build would cost \$6,000 with an annual fee of \$1,052.80 [per capita (280) x \$3.76].
- **Cost of Living Increase** – Staff are normally given a cost of living increase every September using the provincial pay scales as a guideline, but this year the province has frozen all wages. Following discussion on what increase would be realistic based on the Consumer Price Index, amounts given to other groups, and each of the Committee member's municipal contracts, an increase of 2.2% effective September 2010 was approved.
- **GIS Update** – Steven Ellert and Jaime Thomas were presenters at the 2010 GeoAlberta Conference and their presentation received very good reviews, which reaffirms they are doing a great job. Feedback from our municipalities has also been positive. GIS software upgrades are needed in order to keep current and competitive, and the following three options were presented:
 1. Autodesk Mapguide (\$40,000 + \$10,000 yearly maintenance) – also includes AutoCAD
 2. Geomedia WebMap (\$112,000 + \$50,000 yearly maintenance) – has a whole new look
 3. ESRI ArcGIS Server (\$75,000 + \$20,000 yearly maintenance)

We are still running on the existing platform and are trying to look for a grant to cover some or all of the costs. The GIS Committee will review the options before taking any action.

OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Balance Sheet (2 months) Unaudited				
as of Feb 28/10				
Assets				
Total Operating Fund		\$	1,040,164.00	
Total Capital Fund		\$	733,007.00	
Total Assets				\$ 1,773,171.00
Liabilities & Equity				
Total Operating Fund		\$	103,968.00	
Total Capital Fund		\$	1,279,385.00	
Excess Rev/Exp		\$	389,818.00	
Total Liabilities & Equity				\$ 1,773,171.00
OLDMAN RIVER REGIONAL SERVICES COMMISSION				
Statement of Income (2 months) Unaudited				
as of February 28, 2010				
		ACTUAL	BUDGET	Variance
TOTAL REVENUE		\$ 516,121.00	\$ 1,640,970.00	62.11
Expenditures				
Total Staff Salaries		\$ 187,550.00	\$ 1,190,400.00	68.11
Total Staff Benefits		\$ 34,560.60	\$ 180,270.00	65.33
Total Staff Travel & Mtgs		\$ 3,288.00	\$ 46,500.00	77.64
Total Members Travel & Mtgs		\$ 4,509.00	\$ 32,500.00	74.43
Total Rent & Renovations		\$ 3,203.00	\$ 73,500.00	67.83
Total Telephone & Supplies		\$ 2,183.00	\$ 23,900.00	59.71
Total Printing & Duplication		\$ 3,326.00	\$ 5,500.00	77.04
Total Other Operating Exps		\$ 19,584.00	\$ 56,900.00	81.24
Total Fixed Assets		\$ 2,351.00	\$ 31,500.00	61.61
TOTAL EXPENDITURES		\$ 260,554.60	\$ 1,640,970.00	68.63
TOTAL BUDGET EXCESS REV/EXP		\$ 255,566.40	\$ -	

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY

Annual Meeting June 26, 2010

ATTENDEES: Shirley Isaacson – Town of Claresholm
Brydon Saunders – Lay Representative
Neil Ohler – Lay Representative
Howard Paulson – Lay Representative
Bob Thompson – Seniors Center
Anna-Mae Mifflin – Porcupine Hills Lodge
Lyal O’Neill – Office Coordinator

REGRETS: Earl Hemmaway – M. D. of Willow Creek
Debbie Millar – Wandering Willows
Ron Hanson – Town of Granum

Neil Ohler called the meeting to order at 10:00

Motion by Shirley Isaacson and seconded by Brydon Saunders to accept the minutes of the meeting held June 23, 2009. Carried.

No business arising from the minutes.

Financial Statements:

Motion by Shirley Isaacson and seconded Howard Paulson to accept the financial statement. Carried. The deferred revenue is the cheque from the town for the upcoming fiscal year. Good growth in fares, excellent year, going into our 8th year of operating.

Election of Officers:

Lyal O’Neill assumed the chair and asked for nominations from the floor for Chairman. Anna-Mae Mifflin nominated Shirley Isaacson, declined.

Neil Ohler nominated Howard Paulson.

Bob Thompson moved nominations cease. Carried. Howard Paulson is our new chairman.

Vice Chairman - Bob Thompson nominated Brydon Saunders. Bob Thompson moved nominations cease. Carried.

Secretary – Treasurer - Anna-Mae Mifflin nominated Shirley Isaacson.

Appointment of Signing Authorities:

Motion by Bob Thompson and seconded Anna-Mae Mifflin to renew our signing authorities as is to be any 2 of:

Howard Paulson

Shirley Isaacson

Earl Hemmaway

Bob Thompson

Appointment of Accountant:

Bob Thompson moved seconded by Brydon Saunders to appoint Warren Ball as our accountant for the 2011 Fiscal Year. Carried

Appointment of Committees:

Personnel committee as is, the Chairman and the Vice Chairman will do the Office Co-ordinator annual performance review. Carried.

Neil Ohler adjourned this meeting.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors June 25, 2010

ATTENDEES:

Neil Ohler – Lay Representative
Shirley Isaacson – Town of Claresholm
Bob Thompson – Seniors Center
Lyal O'Neill – Office Coordinator
Brydon Saunders – Lay Representative
Anna-Mae Mifflin – Porcupine Hills Lodge
Howard Paulsen - Lay Representative

REGRETS:

Ron Hanson – Town of Granum
Earl Hemmaway – M. D. of Willow Creek
Debbie Millar – Wandering Willows

Howard Paulsen, Chair called the meeting to order at 10:30am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson seconded Neil Ohler to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders seconded Neil Ohler to accept the minutes of the meeting held **May 21, 2010**. Carried.

3.0 BUSINESS ARISING

- 3.1 Policy committee did not meet in June.
- 3.2 Sale of PHL VAN 2 – no sale yet
- 3.3 Existing computer has been serviced to keep for backup. Purchased a new tower with Windows 7 for under \$700

4.0 CORRESPONDENCE

- 4.1 Letter to Lions Club requesting 50% funding of a new van.
- 4.2 Letter to AISH is ready for delivery.

5.0 REPORTS

- 5.1 Financial Report – Moved by Shirley Isaacson seconded Neil Ohler to accept the financial report. Carried.
- 5.2 Office Coordinator Report- activity report is attached
- 5.3 Advertising & Fundraising- Letters will be sent out to the service clubs. Casino 2011 has been moved to the first quarter.
- 5.4 Chairman's Report- Howard Paulsen thanked Neil Ohler for all his work as chairperson. Neil Ohler stated 1 of his goals was to attain sustainability and we are close to that. Thank you to Lyal for good management.

6.0 NEW BUSINESS

- 6.1 Purchase of new-used van. Ultimate Freedom will bring 1 - 2008 Ford van with about 38,000 kms to look at. Priced around \$35,000
- 6.2 Grarge for vans –Moved by Anna-Mae Mifflin seconded by Brydon Saunders that we rent Fletcher's warehouse for \$ 1,250/month including utilities over 2 year lease. Carried.

- 6.3 Phone rates – Telus adjusted there rate to \$105. Shaw has an introductory rate of \$59/month for the first year. Lyal recommend that we stay with Telus. Moved by Bob Thompson seconded Neil Ohler to stay with Telus. Carried.
- 6.4 Granum Day Parade - Neil Ohler, Bob Thompson, Brydon Saunders, Lyal O’Neill & Earl Olson all available to drive and throw candy. Thank you to all.

7.0 **NEXT MEETING is 10:00 am. Friday, Sept 10 at Town of Claresholm, Conference Room**

8.0 The meeting was adjourned by Bob Thompson.