



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
SEPTEMBER 27, 2010
AGENDA**

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES SEPTEMBER 13, 2010

**PUBLIC HEARING: 1. BYLAW #1551 – Municipal Development Plan
 2. BYLAW #1552 – Southwest Residential Area Structure Plan**

DELEGATIONS: LEAVINGS WATER CO-OP – BOB MACKIN

ACTION ITEMS:

1. BYLAW #1546 – Curfew
 RE: 2nd Reading
2. BYLAW #1548 – Solid Waste Management
 RE: 1st Reading
3. BYLAW #1549 – Claresholm & District FCSS Board
 RE: 1st Reading
4. BYLAW #1551 – Municipal Development Plan (myclaresholm.com)
 RE: 2nd Reading
5. BYLAW #1552 – Southwest Residential Area Structure Plan (myclaresholm.com)
 RE: 2nd Reading
6. BYLAW #1553 – TIPP Amendment
 RE: 2nd Reading
7. BYLAW #1554 – Special Street Maintenance Tax
 RE: 1st Reading
8. DELEGATION RESPONSE: Claresholm History Book Committee
 RE: Financing for the Book
9. BYLAW #1555 – Friends of the Claresholm Public Library Loan
 RE: 1st Reading
10. DELEGATION RESPONSE: Claresholm Animal Rescue Society
 RE: Future Plans
11. CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs
 RE: Local Authorities Election Act (LAEA)
12. CORRES: Fortis Alberta
 RE: Electric Distribution Franchise Fee
13. CORRES: Claresholm Healthy Community Coalition
 RE: Free Swim Initiative Funding
14. CORRES: Oldman River Regional Services Commission
 RE: Subdivision Approval Extension Request
15. Local Assessment Review Board Members Appointment
16. POLICY MANUAL UPDATE
17. ADOPTION OF INFORMATION ITEMS
18. IN CAMERA

INFORMATION ITEMS:

1. The Bridges at Claresholm Golf Club Regular Meeting Minutes – January 21, February 17, May 19, June 16, July 7, July 21, August 18, September 15, 2010
2. The Bridges at Claresholm Golf Club Organizational Meeting Minutes – April 27, 2010
3. Claresholm & District FCSS Meeting Minutes – June 24, 2010
4. Museum Collection's Assistant Report – September 20, 2010
5. Claresholm & District Chamber of Commerce Meeting Minutes – June 15, 2010
6. Claresholm Chamber of Commerce Treasurer's Report – September 20, 2010
7. Claresholm Animal Rescue Society Meeting Minutes – September 1, 2010
8. Oldman River Regional Services Commission Annual General Director's Meeting – June 3, 2010
9. Oldman River Regional Services Commission Executive Director's Meeting – July 8, 2010
10. Claresholm & District Transportation Society – Thank You

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
SEPTEMBER 13, 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, Don Leonard, David Moore, Connie Quayle and Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: None

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

MINUTES: **REGULAR MEETING – AUGUST 18, 2010**

Moved by Councillor Quayle that the Regular Meeting Minutes of August 18, 2010 be accepted as presented.

CARRIED

FINANCES: **1. JULY 2010 BANK STATEMENT**

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

CARRIED

2. AUGUST 2010 BANK STATEMENT

Moved by Councillor Moore to accept the August 2010 bank statement as presented.

CARRIED

DELEGATIONS: **CLARESHOLM HISTORY BOOK COMMITTEE**

RE: Financing for the Book

Speaking on behalf of the Claresholm History Book Committee were Kathy Davies, Rob Vogt, Roxanne Thompson and Doug Leeds. They wanted to thank the Town for the support at the book launch. They had 2,000 books printed and they have sold 900 so far. Their costs were \$106,344 which were strictly the publishing costs, and they have paid back \$66,000. They have asked the MD of Willow Creek for \$20,000 and would like \$20,000 from the Town in an interest free loan for 18 months wherein they would pay both the MD and the Town back as they sell the remainder of the books. The loan would be through the Friends of the Library.

ACTION ITEMS:

1. BYLAW #1551 – Municipal Development Plan

RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1551, regarding the Municipal Development Plan, 1st Reading.

CARRIED

2. BYLAW #1552 – Southwest Residential Area Structure Plan

RE: 1st Reading

Moved by Councillor Isaacson to give Bylaw #1552, regarding the Southwest Residential Area Structure Plan, 1st Reading.

CARRIED

3. BYLAW #1553 – TIPP Amendment

RE: 1st Reading

Moved by Councillor Leonard to give Bylaw #1553, the TIPP Amendment, 1st Reading.

CARRIED

4. DELEGATION RESPONSE: Claresholm Animal Rescue Society

RE: Future Plans

Moved by Councillor MacPherson to postpone Council's response on this issue until the next regular Council meeting on September 27, 2010.

CARRIED

5. CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs

RE: 2010 MSI Conditional Operating Funding Component

Received for information.

**6. CORRES: Hon. Yvonne Fritz, Minister of Children and Youth Services
RE: Recruitment to Children & Youth Services' Boards & Appeal Panels**

Received for information.

**7. CORRES: Alberta Environment, Southern Region
RE: AUMA 2010 Annual Convention Meetings**

Received for information.

**8. CORRES: Royal Canadian Legion, Alberta/NWT Command
RE: Military Service Recognition Book**

Moved by Councillor Isaacson to support the Military Service Recognition Book with a ¼ page ad in the total amount of \$425.00 including GST.

CARRIED

**9. CORRES: Claresholm & District Health Foundation
RE: 4th Annual Gala Concert**

Moved by Councillor MacPherson to support the Claresholm & District Health Foundation's 4th Annual Gala Concert in the amount of \$500.

CARRIED

**10. CORRES: Independent Persistent Management & Consulting
RE: Request to Begin Construction on Existing Foundations**

Moved by Councillor Moore to deny the request by Independent Persistent Management & Consulting in their letter of September 7, 2010.

CARRIED

11. CORRES: G. Powroznik Group Inc.

RE: Request for Waiver of Penalty on Late Property Tax Payment

Moved by Councillor Sutter to deny the request by G. Powroznik Group Inc. in their letter of September 7, 2010.

CARRIED

12. Local Assessment Review Board Members Appointment

Moved by Councillor Sutter to appoint two Councillors from the Town of Nanton, Gwen Smith and Rick Rogers, to sit on the Local Assessment Review Board with Councillor Doug MacPherson.

CARRIED

13. NEW POLICIES - #79, 86, 88, 95, 96, 97

Moved by Councillor Leonard to adopt Policy #79 as presented.

CARRIED

Moved by Councillor Quayle to adopt Policy #96 as presented.

CARRIED

Moved by Councillor MacPherson to adopt Policy #97 as presented.

CARRIED

14. ADOPTION OF INFORMATION ITEMS

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

CARRIED

19. IN CAMERA – PERSONNEL

Moved by Councillor Sutter that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor Moore that this meeting adjourn at 9:02pm.

CARRIED

DELEGATIONS

LEAVINGS WATER CO-OP LTD.

SEPT 17/10
Box 1076
CLARESHOLM AB.
TORONTO

To. MAYOR & COUNCIL
TOWN OF CLARESHOLM

The Board of Directors of the CO-OP request
a visit to your Council Meeting on Sept 27th 2010
to discuss our progress so far and keep you
informed of ^{the} project.

Thanks.

Yours Truly
Bob Mackin
Chairman
403-625-2711

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1546**

A Bylaw of the Town of Claresholm to regulate the time after which children shall not be in a public place at night without proper guardianship.

BEING a Bylaw under the provisions of Section 157(1) of the *Municipal Government Act* of the Province of Alberta.

WHEREAS Council has determined there has been a substantial increase in the number and in the seriousness of crimes committed by minors against persons and property in the Town of Claresholm, and this has created a threat to the preservation of public peace, safety, health, morals and welfare;

AND WHEREAS the increase in juvenile delinquency has been caused in part by the number of minors who are permitted to remain in public places and in certain establishments during night hours without adult supervision;

AND WHEREAS the association of minors with each other and with persons older than themselves in public places at night exposes those minors to undesirable influences constituting a threat to their physical and moral well being;

NOW THEREFORE the problem of juvenile delinquency can be reduced by regulating the hours during which minors may remain in public places and in certain establishments without adult supervision and by imposing certain duties and responsibilities upon the parents or guardians who have the care and custody of minors.

1. Definitions:

In this bylaw:

- a) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
- b) **“Child”** means a male or female under the age of sixteen (16) years.
- c) **“Council”** means the Town of Claresholm Council.
- d) **“Peace Officer”** means a member of the Royal Canadian Mounted Police (RCMP), Community Peace Officer or Bylaw Enforcement Officer appointed by the Town.
- e) **“Public Place”** means a place to which the public have or are permitted to have access including:
 - i. municipally owned or leased real property, and property under the direction, control and management of the Town, and without restricting the generality of the foregoing includes streets, sidewalks, lanes, parks and recreation areas; and
 - ii. privately owned or leased real property, which is accessible to members of the public, and without restricting the generality of the foregoing the common areas of schools, health care facilities, apartment houses, office buildings, movie theatres, retail outlets and transportation facilities and other similar properties;
 - iii. an unforeseen combination of circumstances or the resulting event that requires immediate action. This would include but is not limited to a fire, natural disaster, motor vehicle collision or any situation beyond the control of anyone and requiring immediate action to prevent injury or death;
 - iv. in a motor vehicle traveling from one point to another without any detour;
 - v. on the sidewalk abutting the Child's residence; and
 - vi. while directly returning home, without detour, as soon as reasonably practical, from an organized school, religious, sporting or cultural event or any other recreation activity, as determined by the Peace Office, which has been supported by an adult.
- f) **“Proper Adult Guardianship”** means under the care and control of, and accompanied by a Guardian or Temporary Guardian.
- g) **“Guardian”** means parent, legal guardian or foster parent.
- h) **“Temporary Guardian”** means an adult person who has been given prior permission by a Guardian to look after a Child for a specified time period.
- i) **“Offender”** means a Child or Guardian charged with an offense under this bylaw.
- j) **“Town”** is the Town of Claresholm, in the Province of Alberta, a municipal corporation.
- k) **“Violation Tag”** means a tag, in a form approved by the CAO, pursuant to this bylaw.

2. No Child shall be in a Public Place within the corporate limits of the Town after the hour of 12:01am and before 6:00am without Proper Adult Guardianship or except as provided herein.

3. Any Child who is found in a Public Place after 12:01am and before 6:00am without Proper Adult Guardianship or except as provided herein is guilty of an offense.

4. No Guardian or Temporary Guardian shall suffer, permit or allow a child who is in his or her custody, care or control to be in a Public Place after 12:01am and before 6:00am without Proper Adult Guardianship or except as provided herein. A Guardian in breach of this provision is guilty of an offense and is liable to a fine of not less than one hundred dollars (\$100.00).
5. Under no circumstances shall any person contravening any provision of this bylaw be subject to penalty of imprisonment.
6. Notwithstanding Section 3, a Child who violates this Bylaw will not receive a monetary penalty.
7. Where a Child is found to be in contravention of this Bylaw, a Peace Officer may:
 - a) advise the Child to go directly to her or her home;
 - b) take the Child to his or her home and deliver the Child into the care of the Child's Guardian or Temporary Guardian if the Child refuses or fails to go home; or
 - c) phone the Child's Guardian or Temporary Guardian and request that the Guardian or Temporary Guardian attend a mutually agreed upon location, to receive the Child into the care of the Guardian or Temporary Guardian.
8. This Bylaw does not apply to any person under the age of sixteen (16) years who is in a public place at night:
 - a) in connection with their legitimate business, trade, profession or occupation;
 - b) in connection with legitimate purpose directed by his or her parent or guardian;
 - c) on an emergency errand.
9. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to a Guardian or Temporary Guardian who the Peace Officer has reasonable and probable grounds to believe has contravened this bylaw. A Violation Tag may be issued to such person:
 - a) either personally; or
 - b) by mailing a copy to such person at his/her last known post office address by "Registered Mail".
10. The Violation Tag shall be in a form approved by the CAO and shall state:
 - a) the name of the Offender;
 - b) the offense;
 - c) the appropriate penalty for the offense as specified in clauses above;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and
 - e) any other information as may be required by the CAO.
11. Where a contravention of this bylaw is of a continuing nature, further Violation Tags may be issued by the Peace Officer, provided however, no more than one (1) Violation Tag may be issued for each day that a contravention continues.
12. Where a Violation Tag is issued pursuant to Section 9 of this bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offense, pay to the Town the penalty specified on the Violation Tag.
13. In those cases where a Violation Tag has been issued and if the penalty specified on the violation has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the Provincial Offenses Procedure Act, R.S.A. 2000, c.P-34 as amended.
14. Notwithstanding Section 14 of this bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part 2 of the Provincial Offenses Procedure Act, R.S.A. 2000, c.P-34 as amended, to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.
15. Should any provision of this bylaw be invalid then such invalid provision shall be severed and the remaining bylaw be maintained.
16. This bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **20th** day of **July** 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



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1548**

A Bylaw of the Town of Claresholm to outline the provision of Solid Waste Management.

WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of the people, and the protection of people and Premises, nuisances, services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act*, also provides that a council may pass bylaws to establish a system for the collection, removal and disposal of Garbage and Waste;

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

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **“SOLID WASTE MANAGEMENT BYLAW.”**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **“Account”** means an agreement between the applicant and the Town of Claresholm for the provision of Utilities.
 - b) **“Ashes”** means cold residue from the burning of wood, coal and other like material for the purpose of cooking, heating buildings and disposition of waste combustible materials.
 - c) **“Automated Collection”** means the collection of waste by a system of mechanical lifting and tipping of receptacles into specifically designed vehicles.
 - d) **“Biomedical Waste”** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
 - i) Human anatomical waste;
 - ii) Infectious human waste;
 - iii) Infectious animal waste;
 - iv) Blood and body fluid waste; and
 - v) Medical sharps, such as needles, syringes, blades or other clinical laboratory material capable of causing punctures or cuts.
 - e) **“Boulevard”** means:
 - i) The strip of land between the curb and the sidewalk and between the sidewalk and the property line;
 - ii) Where there is no sidewalk, the strip of land between the curb and the property line;
 - iii) Where there is no curb, the strip of land between the near edge of the road and the property line.
 - f) **“Building Waste”** means all waste produced in the process of constructing, demolishing, altering or repairing a building and shall include, but not be limited to, soil, vegetation and rock displaced during the process of building.
 - g) **“Bylaw Enforcement Officer”** means an appointed bylaw officer or Community Bylaw Enforcement Officer, Peace Officer and Superintendent of Public Works or the Royal Canadian Mounted Police – Claresholm Detachment.
 - h) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - i) **“Collection Day”** means the day which is scheduled by the Superintendent for municipal collection of solid waste.
 - j) **“Collector”** means a person or persons who collect waste within the Town for and on behalf of the Town.
 - k) **“Cubic Meter”** for the purposes of collection shall be one (1) cubic meter of volume of solid waste.
 - l) **“Curb”** means the actual curb, if there be one, and if there is no curb in existence, shall mean the division of roadway between that part intended for the use of vehicles and that part intended for use by pedestrians.
 - m) **“Customer”** means any person, corporation or organization that has entered into a contract with the Town for utility provision at a particular premise, or who is the owner or occupant of any premises connected to or provided with a utility.
 - n) **“Food Waste Disposal Unit”** means an electrically operated unit intended to be used with kitchen sinks, designed to grind garbage into a state suitable for discharge into the sanitary sewer system.
 - o) **“Garbage”** means waste by-products produced from household and commercial process and can be composed of organic and inorganic material.

- p) **“Hazardous Waste”** means any substance or thing that falls within the definition of Hazardous Waste in Schedule 1 of Alberta Regulation July 6, 1999 192/96, the Waste Control Regulation.
- q) **“Lane”** means a narrow roadway intended chiefly to give access to the rear of buildings and parcels of land.
- r) **“Leaf and Yard Waste”** means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings or other similar items as designated by the Superintendent.
- s) **“Manual Collection”** means collecting waste by manually tipping cans or lifting bags into a waste collection vehicle.
- t) **“Occupant”** means a person or corporation in actual possession of any premises either as an owner or tenant. For billing purposes further defined as a person contracting with the Town for the domestic supply of utilities to any premises.
- u) **“Organics”** means food waste such as vegetables, fruits, solid dairy products, pasta, rice, bread, coffee grounds, filters, tea bags, egg shells, meat, fish, solid fats and yard waste such as grass clippings, plant waste and cat litter/feces but does not include cardboard, boxboard, paper, bones, plastic or any non-organic materials.
- v) **“Plastic Garbage Bag”** means a sturdy plastic bag specifically marketed to store waste, and excludes bags that are intended for other purposes.
- w) **“Premises”** means any land, building, supplied with utilities by the Town.
- x) **“Shared Receptacle Service”** means garbage collection services provided to a specific multi-premise site in Town in which several premises share a waste bin for garbage collection.
- y) **“Sidewalk”** means that part of a roadway primarily intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line, whether or not paved or improved.
- z) **“Special Occupant”** means a person contracting with the Town for the provision of waste collection services to any premises and not contracting with the Town for the domestic supply of water and/or sewer.
- aa) **“Street”** means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and borders of the street and all parts appearing in the Land Titles Office as set aside for a public thoroughfare; when used in distinction, it means the public thoroughfare on which the premises in question front.
- bb) **“Superintendent”** means the Superintendent of Public Works appointed to oversee the sanitation department and/or their duly authorized delegated, agent or representative.
- cc) **“Town”** means the corporation of the Town of Claresholm, or the area contained within the boundaries thereof, as the context requires.
- dd) **“Waste”** means any discarded household debris, commercial debris, recyclables, or household hazardous wastes as herein defined.
- ee) **“Waste Bin”** means any bulk waste receptacle with capacity greater than 1.5m³ requiring mechanized collection. Specifically marketed to store waste and excludes bins that are meant for other purposes.
- ff) **“Waste Container”** means a waste receptacle provided by the occupant specifically marketed to store waste and excludes containers that are meant for other purposes.
- gg) **“Wet Garbage”** means the kitchen waste containing liquids originating from hotels, boarding houses and restaurants but excludes drained household kitchen waste which has been properly packaged.
- hh) **“Waste Receptacle”** means a waste bin, waste container or plastic garbage bag.

SECTION 3 GENERAL

3.1 Authority of the Town

Except as otherwise provided in this bylaw, the Town shall provide for the public collection and removal of waste within the limits of the Town and shall supervise the facilities and equipment necessary or desirable for the management of waste collected or disposed by the Town.

3.2 Authority of the Superintendent

The Superintendent shall:

- a) Supervise the collection, removal and disposal of waste;
- b) Set the days and times that collection shall be undertaken in different portion of the Town;
- c) Outline the quantities and classes of waste to be removed from any premises or accepted by the Town for disposal;
- d) Decide which method will be used to collect waste:
 - i) manual collection;
 - ii) automated collection;
 - iii) shared receptacle service;
- e) State the location from which waste will be collected;
 - i) front street collection; or
 - ii) rear lane collection;
- f) May specify availability of waste collection for commercial pick-up;
- g) May specify that private waste haulers report the total volume of solid waste to be hauled out of the Town's boundaries;
- h) Carry out any inspections required to determine compliance with this bylaw;

- i) Take any steps or carry out any actions required to enforce this bylaw;
- j) Take any steps to carry out any actions required to remedy a contravention of this bylaw.

3.3 Waste Receptacles

- a) Any waste that is to be collected must be:
 - i) bagged to prevent loose waste from escaping; or
 - ii) prepared or packaged in a manner that will prevent loose material from escaping when bagging is not possible.
- b) The occupant of any residential premises in the Town from which waste is to be collected shall provide and maintain waste containers sufficient to hold the amount of garbage which accumulates in between designated pick-up periods.
- c) Except as otherwise provided, no person shall place waste elsewhere than in waste receptacles which comply with the requirements of this bylaw.
- d) Waste Receptacles provided by the occupant shall be either a waste container or plastic garbage bag.
- e) The occupant shall ensure that waste containers used:
 - i) are constructed of a sturdy, water-tight material;
 - ii) are maintained in good condition;
 - iii) have fixed rigid handles and a smooth rim;
 - iv) have properly fitted lids that are kept closed except when the containers are loaded and unloaded;
 - v) are of a tapered cylindrical design such that waste will slide out; and
 - vi) not be less than seventy (70) litres and not more than one hundred (100) litres in size.
- f) Waste containers larger than one hundred (100) litres may be used only if the container is wheeled and plastic garbage bags are used in the waste container so that the bags can be easily removed without the need to lift the container.
- g) The occupant shall ensure that plastic bags used:
 - i) are made of a material capable of bearing the weight of its contents without tearing or breaking when lifted;
 - ii) are securely tied or fastened so that the contents are wholly enclosed by the bag;
 - iii) are no smaller than sixty (60) litres, no larger than one hundred (100) litres, approximately eighty-five (85) centimetres in height, approximately seventy (70) centimetres in width;
 - iv) are placed in a waste enclosure or waste receptacle to adequately protect the bags from scavenging by animals.
- h) A waste receptacle shall not be filled to a height greater than five (5) centimetres from the top of the receptacle.
- i) The waste receptacle shall be cleaned out regularly by the customer to avoid build-up of odours.
- j) No person shall place waste in any waste receptacle without the permission of the owner or occupant of the premise.
- k) The Superintendent reserves the right to withhold collection of waste where the waste receptacle does not meet the necessary requirements or is in a dilapidated, unsafe or in an unsanitary condition or in contrary to the instructions and operating policy of the Superintendent.
- l) All multi-family residential units or condominiums shall utilize a waste collection bin.

3.4 Waste Boxes and/or Enclosures

- The occupant of the premises from which waste is to be collected when the premises are fenced from the lane or street where collection is made:
- a) Shall provide waste boxes or enclosures for the protection of waste containers and plastic garbage bags and in other applications as required by the Superintendent;
 - b) Residents with boxes or enclosures for manual collection are responsible for ensuring the design, construction and state of repair of any permanent enclosure for the storage of waste containers and plastic garbage bags at collection locations allow for the safe and efficient collection of waste and meets the following requirements:
 - i) Enclosure doors should be hinged at the sides with the bottom of the door located a minimum of fifteen (15) centimetres above grade level;
 - ii) Door latches should be large enough to be used by waste collectors even while wearing mitts or gloves;
 - iii) An enclosure should allow a minimum clearance of thirty (30) centimetres above the waste receptacles and lids;
 - iv) An enclosure should not be constructed in such a way that it requires waste collectors to lift waste receptacles over any obstacle exceeding fifteen (15) centimetres in height; and
 - v) Be free of rodents, wasps and other pests.
 - c) Shall ensure residential enclosures meet the minimum instructions, operating policy and design standards as set by the Superintendent;

- d) Shall ensure that residential enclosures that are permanent do not encroach past the property line on to public lanes or land;
- e) Shall ensure that enclosures for commercial waste bins meet the minimum instructions, operating policy and design standards as set by the Superintendent.

3.5 Weight of Waste

The weight of waste:

- a) For manual collection shall not exceed 18.2 kilograms or forty (40) pounds;
- b) For automated collection, the maximum weight will be set by the Superintendent.

3.6 Location of Waste Receptacles

a) Except as otherwise provided herein, no person shall place or keep waste receptacles upon any portion of the street or lane. Any waste receptacle improperly left in the street may be removed and disposed of by the Town.

b) No person who receives waste collection shall set out waste receptacles at locations that are: unsafe, obstructed, blocked by snow or ice, poorly maintained and uneven, or that prevent waste collectors from collecting waste in a safe and efficient manner in the opinion of the Superintendent or their designate.

c) The occupant of residential premises shall place waste receptacles for collection in such a way that collectors shall have access without entering into private property.

d) Waste receptacles set out for manual collection at premises serviced by front street pick-up must be placed such that:

- i) where there is a combined curb sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the sidewalk adjacent to and directly in front of the premises;
- ii) where there is a separated curb and pavement by a boulevard, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises;
- iii) where there is a curb and no sidewalk, the receptacles are placed not more than one (1) metre away from the travel portion of the street adjacent to and directly in front of the premises.

e) Except where in the opinion of the Superintendent, it is impractical to store waste receptacles outside of a building, no collector shall make a collection of waste from inside any building.

f) The Town shall collect waste from only one pick-up point from each premise, except where the Superintendent has designated any other pick-up point he considers necessary.

g) Waste receptacles must be placed in a location that is free of rodents, wasps and other pests.

3.7 Garbage, Waste and Ashes

a) An occupant of premises from which garbage is to be collected shall:

- i) thoroughly drain all household garbage and place it in a plastic garbage bag before disposing of it in the waste receptacle;
- ii) quench all ashes for collection, and if possible put them in separate waste receptacles from the other waste;
- iii) double bag all light, dusty or objectionable materials including cooled ashes, powders, sawdust, vacuum cleaner bags, furnace filters, animal feces and absorbents, and disposable diapers;
- iv) use protective packaging (sturdy sealed cardboard box or rigid disposable plastic container) for the disposal of sharp, dangerous items including broken glass, razor blades, sheet metal scraps, and items with exposed screws or nails;
- v) ensure all material unsuitable for bagging is to be bundled and securely tied with the bundles not exceeding 1.2 metres (4 feet) in length, 0.75 metres (2.5 feet) in diameter, and 18.2 kilograms (40 pounds) in weight;
- vi) ensure any spillage from garbage receptacles is picked up and/or cleaned up within twenty-four (24) hours after scheduled pick-up (if the spillage was not the fault of the sanitation department).

b) The Town shall not remove the following from premises:

- i) highly combustible or explosive materials including but not limited to liquid or solid fuels, gunpowder, ammunition or explosives;
- ii) hot ashes which are not properly quenched and appear to be hot or likely to cause a fire;
- iii) compressed propane or butane cylinders;
- iv) toxic or household hazardous waste including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial, or industrial hazardous waste;
- v) biomedical waste including hypodermic needles or syringes, lancets or any sharp item used in home medical care;
- vi) large bulky items such as mattresses, box springs, dressers, tables, chairs, whole shrubs, or discarded heavy machinery;

- vii) sheet iron, large pieces of scrap metal or machine parts;
- viii) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
- ix) renovation, construction or demolition material;
- x) stumps, concrete blocks or slabs, soil, rocks or aggregate;
- xi) dead animals and animal parts from hunting or trapping;
- xii) transient waste;
- xiii) septic tank pumpings, raw sewage, or industrial sludge;
- xiv) radioactive waste;
- xv) waste material which has not been placed for collection in accordance with the provision of this bylaw;
- xvi) liquid waste or material that has attained a fluid consistency and has not been drained;
- xvii) any material outside the waste receptacle that is caused by foraging animals or improper storage in accordance with the provision of this bylaw;
- xviii) cardboard except as noted in 3.7(a)(iv).

3.8 Wet Garbage

No person shall remove wet garbage from any hotel, boarding house, restaurant or retail or wholesale food outlet within the Town for use as food for swine or other livestock except under the authority of permits issued by the Environmental Health Inspector.

3.9 Building Materials and Construction Waste

- a) A person carrying out the construction, demolition or alteration of buildings or other building operations on any property shall do so in such a manner as to not permit building material or building waste material to remain loose, free or uncontrolled on the property.
- b) The main contractor on the building site shall be responsible for the actions of any subcontractor or tradesman who fail to comply with subsection a).
- c) Any building material or building waste material which blows free from the building site shall be recaptured, returned to the building site and deposited in a waste receptacle.
- d) The main contractor on a building site shall be responsible for the term of the construction in providing a suitable waste receptacle capable of receiving all building waste material and maintaining the same in a safe contained manner.
- e) Where the contractor is working on more than one building site and they are adjoining, he may provide one (1) building waste receptacle for each three (3) building sites.
- f) The main contractor on a building site shall be responsible for having all unused building material and building waste material disposed of in the landfill or appropriate area.
- g) The Superintendent may direct the person carrying out the construction or alteration of a building to provide a fence of a type that will trap any building material in such a manner as to prevent it from escaping from the building site.

3.10 Collection Schedules

- a) The Town shall collect waste from each residential premises once a week.
- b) Any waste that is stored in a waste bin may be collected by the Town at the Superintendent's discretion.
- c) The Superintendent may stipulate a different waste collection schedule for the following establishments:
 - i) hotels, restaurants and apartment houses;
 - ii) business and professional offices;
 - iii) retail and wholesale merchants;
 - iv) other commercial premises, whether similar or dissimilar;
 - v) industrial premises; and
 - vi) agricultural and irrigated areas.
- d) Where the Town does not collect waste at a premise listed in 3.10(c), the property owner or occupant, either by contractors, agents or by employees, shall remove and dispose of the waste in compliance with all applicable federal, provincial and municipal laws and shall provide the Town with a copy of the contract between the owner and the service provider.
- e) Waste receptacles shall not be set out for collection prior to 7:00pm the evening of the day prior to the collection day, and must be placed at collection points no later than 7:00am on the scheduled collection day.
- f) All waste receptacles must be removed from the street or lane by 8:00pm on the collection day and stored on the property when not in use.

3.11 Transportation of Solid Waste

No person shall convey through any street in the Town any waste except in a properly enclosed receptacle or in a vehicle which is covered with canvas or tarpaulin, or secured such that the contents are protected from being wind borne or falling on the streets.

3.12 Damage to Private Roads and Infrastructure

The Town will not be responsible for any damage to roads or infrastructure on a private site

resulting from legitimate operation of waste collection vehicles during waste collection activity at that private site.

3.13 Other Provisions

- a) It shall be unlawful for any person to dump building waste, garbage or other waste material anywhere within the limits of the Town of Claresholm, except in the location designated by the Superintendent and approved in writing by the Superintendent.
- b) No person, other than the occupant of the premise, shall pick over, remove, disturb, or otherwise interfere with any waste material that has been set out for municipal purposes.
- c) No person shall place residential or commercial waste in a public litter container.
- d) No person shall burn household refuse, burnable debris, or prohibited debris in any fireplace or fire pit within the Town.
- e) The Town reserves the right to withhold collection of improperly prepared waste, prohibited waste, excessive quantities of waste, or waste located at unsafe or non-compliant set-out locations.
- f) The occupant shall keep the lane at the rear of the premises occupied under his/her control – to the centre of the lane – in a clean and tidy condition and free from refuse of any nature.
- g) The occupant shall keep the curb and gutter at the front of the premises in a clean and tidy condition.

3.14 Charges for Collection and Depositing Waste

- a) Charges for solid waste removal by the Town are stipulated in Schedule “A”.
- b) The Superintendent shall cause such measurements to be made and records to be maintained as he/she deems necessary to estimate or determine the volume of waste removed from any premises and on the basis of such measurements and records shall establish the monthly charge to be levied on any occupier or commercial hauler. The Superintendent on being satisfied that any estimate required to be amended may establish new charges.
- c) Where conditions exist which could require the application of a different rate, such rate will be stipulated by the Superintendent.
- d) The fee for additional waste collection shall be set out per Schedule “A”.

3.15 Contravention

Any person who contravenes a provision of this bylaw is guilty of an offense and is liable of a fine not exceeding one thousand dollars (\$1,000.00).

3.16 Violation Tickets and Penalties

- a) Where a Bylaw Enforcement Officer and/or the Superintendent believes on reasonable and probable grounds that a person has contravened any provision of this bylaw, he may serve upon such person a violation tag provided by this section:
 - i) either personally on the premises or by leaving it for the occupant at their residence with a person on the premises who appears to be at least eighteen (18) years of age or by registered mail, and such service shall be adequate for the purpose of this bylaw.
 - ii) A violation tag shall be in such form as determined by the Town of Claresholm and shall state the section of the bylaw which was contravened and the amount which is provided, that will be accepted by the Town in lieu of prosecution.
 - iii) Upon production of violation tag issued pursuant to this section within fourteen (14) days from the issue thereof together with the payment to the Town of Claresholm of the fee as provided, the person to whom the tag was issued shall not be liable for prosecution for the contravention in respect of which the tag was issued.
 - iv) Notwithstanding the provision of this section, a person to whom a tag has been issued pursuant to this section may exercise his right to defend any charge committing a contravention of the provisions of this bylaw.
- b) The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “A” in respect of that provision.
- c) The minimum penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule “A” in respect of that provision.
- d) Notwithstanding Section 3.16:
 - i) where any person contravenes the same provision of this bylaw twice within one eighteen month period, the specified penalty payable in respect of the second contravention is double the amount shown in respect of that provision; and
 - ii) where any person contravenes the same provision of this bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule “A” in respect of that provision.

3.17 Compliance with Other Legislation

No section of this bylaw relieves a person from complying with any federal or provincial law or regulation other bylaw or any requirements of any lawful permit, order, consent or other direction.

3.17 Validity of Bylaw

Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

SECTION 4 PASSAGE OF BYLAW

4.1 This Bylaw shall come into effect upon passage of Third 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"

Fees

COMMERCIAL SERVICES	
Three (3) cubic yard garbage container rental	\$40.00 / month
One pick-up	\$28.50 / week
Each additional pick-up	\$28.50 / pick-up
RESIDENTIAL SERVICES	
Residential Dwellings	\$12.50 / month

Information

To: Council
From: Administration
Date: September 16, 2010
Re: Garbage bylaw update

OVERVIEW

The Garbage bylaw has been updated to be a more comprehensive document for both Administration and town residents to ensure the garbage service is well defined and the rules are established for the future.

While the bylaw was being revised, utilities department staff reviewed the billing system used for garbage in the Town and compiled information from other like sized communities on their billing rates for solid waste disposal. It is difficult to do a comparison with many communities as some have bag limits, automated residential pick up etc. but Administration compiled information from communities who bill on the same basis as Claresholm.

The Town of Claresholm has not increased rates for garbage disposal since 2004 and in that time the costs for recycling, landfill costs and labor costs have all been increasing steadily. The garbage department lost money in 2009 and has been budgeted for a \$42,000 loss in 2010.

Administration has proposed a streamlined billing process for commercial/industrial and institutional solid waste disposal users in the new bylaw. Currently, the billing system is based on judgment calls from the Town Superintendent and sanitation staff as to whether the waste is wet or dry and if it is a light, medium or heavy load. This causes large amounts of time when staff have to get together annually and determine what "type" of pickups each non-residential user has and where they fit in the current matrix of choices. This is also a time burden for the billing staff and leaves the system open to interpretation and coding errors.

Administration is proposing that there only be one cost for non-residential solid waste and that this amount is comparable to the charges in other community bylaws within our waste commission area. This cost is charged for all bin pickups each time the bin is picked up for the user (doesn't matter if it is wet or dry or if it is a light medium or heavy pickup). The user determines how many pickups they require a week and the Town bills accordingly. The new bylaw also increases residential pickup from \$9.80 per month to \$12.50 per month.

The revenue effect of these changes will need to be monitored over the next year to ensure that the Town is charging user fees that are adequate to cover the department costs and have a small surplus at the end of the year to put into reserves to replace infrastructure in the future.

Kris Holbeck, CA CAO Town of Claresholm



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1549**

A Bylaw of the Town of Claresholm to rescind Bylaw #1498 and being a Bylaw to establish a Family & Community Support Services Board and to define its powers, duties and responsibilities.

WHEREAS the Council of the Town of Claresholm has authorized a Family and Community Support Services Program for the Town of Claresholm;

AND WHEREAS the Council of the Town of Claresholm, in accordance with Section 13(c) of the *Municipal Government Act* and Section 2-3 of the Family and Community Support Services Act, has entered into an agreement with the Minister of Children's Services for the establishment, administration, and operation of a joint Family and Community Support Services Program, and;

WHEREAS the Council deems it expedient to establish a Board to be known as the Claresholm & District Family & Community Support Services (FCSS) Board as hereinafter set forth;

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

SECTION 1 TITLE

- 1.1 This Bylaw may be cited as the **"CLARESHOLM & DISTRICT FCSS BOARD BYLAW."**

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
- a) **"Board"** means the Claresholm & District FCSS Board, which is an advisory Board to Council.
 - b) **"CAO"** means the Chief Administrative Officer of the Town of Claresholm.
 - c) **"Council"** means the duly elected Town Council for the Town of Claresholm.

SECTION 3 ESTABLISHMENT

- 3.1 There is hereby established a Claresholm & District FCSS Board.

SECTION 4 BOARD MEMBERSHIP

- 4.1 The Board shall be appointed by Council and consist of the following:
- a) Two (2) members to represent Council;
 - b) Three (3) to five (5) members to represent the community at large, one which may be a youth;
 - c) One (1) member will be appointed by the Municipal District of Willow Creek as long as they contribute a share of their FCSS funding to this program.
- 4.2 Members of the Board must be residents of Claresholm and District with the exception of 4.1(c) and each appointee shall remain a member only so long as he/she continues to be a resident.
- 4.3 Members of the Board shall be appointed by Council on a date fixed by Council following the General Municipal Election and shall hold office for three (3) years terms to run concurrent with the election of Council.
- 4.4 The appointment of the Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.

SECTION 5 CONDUCT OF BUSINESS

- 5.1 The Board shall select from among themselves a Chairperson, Vice Chairperson and Secretary.
- 5.2 The Board will meet monthly at a time to be set by resolution of Council.
- 5.3 Special Meetings may be called by the Chairperson or by request to the Chairperson signed by a majority of the Board Members.
- 5.4 If any Member of the Board is absent from three (3) consecutive regular meetings, Council may, upon recommendation from the Board, declare the office of such absent Board Member to be vacant.

- 5.5 A quorum for meetings of the Board shall be a simple majority of the appointed Board Members, one of whom must be the Chairperson or Vice Chairperson.
- 5.6 Meeting procedures shall be conducted in accordance with acceptable meeting practices and disputes resolved in accordance with Robert's Rule of Order, revised.
- 5.7 Neither the Board nor any member thereof shall have the power to authorize any expenditure charged against the Town of Claresholm.
- 5.8 The CAO is responsible for all matters relating to personnel.

SECTION 6 DUTIES OF THE BOARD

- 6.1 In general terms, the Board is charged with responsibility to operate Claresholm & District FCSS Programs. More specifically, the Board will:
 - a) Develop and maintain programs as required by the community, within the FCSS mandate;
 - b) Ensure the FCSS Director carries out the approved programs;
 - c) Direct FCSS finances within budgetary approval set by Council;
 - d) Negotiate and recommend to Council contracts and agreements as required;
 - e) Report to Council monthly on operations;
 - f) Formulate policies for programs as required.

SECTION 7 SEVERABILITY PROVISION

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

SECTION 8 PASSAGE OF BYLAW

- 8.1 Bylaw #1498 and all amendments thereto are hereby repealed.
- 8.2 This Bylaw shall come into effect upon passage of Third 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



**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 **13th** day of **September** 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

[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



**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 **13th** day of **September** 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

[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

Phcne: (403) 625-3381

Fax: (403) 625-3869



**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 **13th** day of **September** 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



Claresholm

Tax Installment Payment Plan (TIPP)

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"



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1554**

A Bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon all lands fronting or abutting on any of the streets, lanes, squares or other public places that are paved with asphaltic or bituminous material.

WHEREAS per the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 Section 382(1), the Town of Claresholm in the Province of Alberta, may pass a bylaw pertaining to special taxes; and

WHEREAS there are many properties in the Town of Claresholm served by paved streets, roads, lanes or other public access; and

WHEREAS it is essential that the paved surfaces herein before mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of fifty cents (\$0.50) per accessible front foot on properties abutting and fronting on the said paved streets, roads, land and public places is required to raise from benefiting properties, an equitable share of the maintenance costs.

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. That the Chief Administrative Officer (CAO) or such other official as may from time to time be authorized, shall in the year 2011 and in all subsequent years so long as this bylaw is in force, levy annually against all properties fronting or abutting on any street, lane, square or other public place that are paved with asphaltic or bituminous material, a uniform special paving maintenance tax in the amount of fifty cents (\$0.50) per assessable front foot. No maintenance tax shall be levied on property presently assessed for local improvements for pavement or any property on which local improvements were prepaid until the original estimated lifetime has lapsed.
2. That the special tax referred to in (1) above shall be in addition to all other taxes.
3. Pursuant to the provisions of Section 404 of the *Municipal Government Act*, different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.
4. This bylaw comes into full force and effect upon third and final reading.
5. Bylaw #1331 is hereby rescinded.

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

**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:

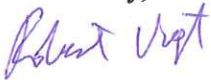
The Claresholm History Book Committee has worked hard over the past seven years to publish volume two of the Where the Wheatlands Meet the Range, a history of Claresholm and area.

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



Information

To: Council
From: Administration
Date: September 24, 2010
Re: History Book Committee Delegation

OVERVIEW

After investigation into the MGA 264(2) it has been determined that the loan to the Friends of the Library Society will need to be via bylaw and that this decision will need to be advertised in the Local Press for two weeks prior to second reading per MGA 606.

The previous loans to the Chamber and the Community Centre were not deemed to be to “not for profit” organizations per the MGA so were not done via bylaw or advertised.

Based on the following timelines, Administration has added the first reading of the bylaw to the September 27th meeting:

First reading September 27th

Advertised in Local Press September 29th and October 6th

Second and third reading October 12th.

Kris Holbeck, CA CAO Town of Claresholm



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1555**

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm hereby undertakes to provide a loan to the Friends of the Claresholm Public Library.
2. The maximum amount of money to be loaned is twenty thousand dollars Canadian (\$20,000Cdn) to be loaned over a period not to exceed eighteen (18) months in its entirety, for the purpose of providing funding to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan is zero percent (0%) for the eighteen (18) month term.
4. Should the loan to the Friends of the Claresholm Public Library not be repaid within the eighteen (18) month term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
5. This bylaw comes into 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

TOWN OF CLARESHOLM
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
For the year ended December 31, 2009

16. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2009	2008
Total debt limit	\$ 12,865,109	\$ 7,852,088
Total debt	5,862,486	6,097,983
	\$ 7,002,623	\$ 1,754,105
Debt servicing limit	\$ 2,144,185	\$ 1,308,681
Debt servicing	403,399	403,399
	\$ 1,740,786	\$ 905,282

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

The total debt of \$5,862,486 includes the principal balance of the loan guarantee (\$1,042,667) for the Claresholm Golf Club, as disclosed in note 19.

17. Local authorities pension plan

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 189,000 people and 411 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 8.46% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.66% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.46% of pensionable salary up to the year's maximum pensionable salary and 10.66% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2009 were \$92,375 (2008 - \$84,414). Total current service contributions by the employees of the Town to the LAPP in 2009 were \$81,934 (2008 - \$73,958).

At December 31, 2008, the LAPP disclosed an actuarial deficiency of \$4,414 million.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Dunvegan - Central Peace

AR48196

September 13, 2010

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

Dear Mayor Steel:

As you are likely aware, the Government of Alberta made changes to the *Local Authorities Election Act (LAEA)* earlier this year to enhance the integrity of, and public confidence in, local elections, by clarifying the rules for both voters and those who run for elected office. My ministry offered 12 full day training sessions for election officials in various locations around the province this spring and summer to provide information and clarity on the new and existing legislative requirements.

I want to thank all elected officials in Alberta for their dedication to their communities, and to provide a brief update on the new election rules now in effect. The following is a summary of the key changes.

1. Volunteer service (where no compensation is provided) is not considered a campaign contribution (section 147.1)
2. A candidate can self-fund his or her campaign up to a maximum of \$10,000 every three years during the campaign period (section 147.2).
3. Campaign contributions by any person, corporation, trade union or employee organization to a candidate shall not exceed \$5,000 in any year. Only persons who live in Alberta can make donations to a campaign (section 147.2).
4. A campaign account must be opened at a financial institution, if total campaign contributions exceed \$5,000. An account does not have to be opened for entirely self-funded campaigns (section 147.3).
5. A candidate whose election campaign is funded exclusively from campaign contributions or a combination of campaign contributions and a self-funded campaign, must file a disclosure statement on or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after that by-election (section 147.4).

Alberta

.../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

1. A candidate must note in the disclosure statement the name and address of each contributor whose contributions during the campaign period exceed \$100 in aggregate (section 147.4).
2. A candidate who does not file nomination papers for the next general election must donate, within six months after the date of the next general election, any amount of the surplus money exceeding \$500, as set out in the disclosure statement, to a registered charitable organization or to the municipality where the candidate was declared elected in a previous general election (section 147.4).
3. The sections dealing with campaign surplus being held in trust by the municipality do not come into effect until after December 1, 2011. A review of the applicability of these provisions will take place following the 2010 elections (sections 147.5, 147.6, 147.7(2), & (3) and 147.91(b).
4. New criteria have been added to section 48 of the *LAEA* to assist a person in determining where his or her permanent residence is for voting purposes, where that person owns and occupies more than one residence (other than in a summer village).

As a follow-up to the full day training sessions, half day sessions for election officials, and evening information sessions for candidates running in the fall elections are being held around the province. For more information on these sessions please go to www.elections2010.info or contact one of my ministry's municipal advisors, toll-free at 310-0000, then 780-427-2225.

I trust this information will be helpful.

Sincerely,



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

Subject: Annual Franchise Fee Review for 2011

Date: Wed, 8 Sep 2010 15:41:05 -0600

From: Kot, Paula <Paula.Kot@fortisalberta.com>

To: kris.holbeck@townofclaresholm.com <kris.holbeck@townofclaresholm.com>

CC: MacNaughton, Merlin <Merlin.MacNaughton@fortisalberta.com>

Good Afternoon Ms. Kris Holbeck

RE: Request confirmation of Electric Distribution Franchise Fee and Cap for 2011

Every year FortisAlberta must request that each municipality respond in writing that they intend to either increase, decrease or keep their Franchise Fee and or CAP the same.

As per section 5 of the Electric Distribution System Franchise Agreement, the municipality has the option to adjust the franchise fee percentage annually upon written notice to FortisAlberta. The percentage increase must be within the cap limit, which was determined by your council during negotiations of the FortisAlberta franchise agreement.

(Please refer to section 5 of your Electric Distribution System Franchise Agreement for the cap percentage or contact your Stakeholder Relations Manager (SRM) if you are not sure what your cap is.)

Attached you will find the spreadsheet 'Franchise Increase Calculator' specific to your municipality. This spreadsheet has been changed from previous years which now contains a breakdown by rate class the distribution and transmission amounts collected from January until June of this year and an estimate until the end of 2010. FortisAlberta and AltaLink both have rate increases taking effect in January of 2011. FortisAlberta has estimated these increases per rate to allow municipalities to see the increase in Franchise revenue due to our rates increasing. Due to these increases municipalities may consider not increasing their Franchise Fee or reducing their Franchise Fee because of these rate increases.

The following timelines are important in order to ensure your franchise fee changes become effective January 1, 2011:

- Prior to **October 15, 2010**, your Council should review and approve the proposed 2011 fee percentage.
- If your Council is proposing an increase, a resulting impact to the customer's annual billings is required to be advertised in the paper having the widest circulation within your municipality **prior to October 15, 2010**. (A sample advertisement is attached).
- By **October 15, 2010**, a copy of the advertisement, the date and place of publication, along with your Council decision should be faxed to FortisAlberta at 1-403-514-5539 or e-mailed to stakeholderrelations@fortisalberta.com.
- FortisAlberta will insure the proposed changes are submitted to the AUC for review.
- If your franchise fee is to remain the same, please fax notification to FortisAlberta 1-403-514-5539, send an e-mail to stakeholderrelations@fortisalberta.com or notify your Stakeholder Relations Manager.

Please note that any notification of changes to your municipal franchise fee percentage received by FortisAlberta after October 15, 2010, may not be in effect for January 2011, and may impact your 2011 municipal franchise fees for the year.

Should you have any questions or require further information, please do not hesitate to contact Merlin MacNaughton

Paula Kot

Executive Assistant - Customer Relations

FortisAlberta

Ph:(403) 514-4539

Fx:(403) 514-5539



Dave Hunka
 Manager, Customer Relations
 Customer Service

FortisAlberta Inc.
 100 Chippewa Road
 Sherwood Park, Alberta
 (780) 464-8311 Direct Line
 (780) 868-7040 Cellular
 (780) 464-8398 Fax
 (780) 235-8025 Truck
 Dave.Hunka@FortisAlberta.com
 www.FortisAlberta.com

September 7, 2010

RE: 2011 Rate Increase and 2011 Franchise Fee and Cap Changes

Late summer and early fall is a critical time when dealing with our Municipal customers and allowing enough time to make requested changes to the Franchise Fee or the Franchise Cap. This year is extremely important especially due to FortisAlberta expecting to receive Alberta Utilities Commission (AUC) approval on our 2010 – 2011 Rates. It is critical that Municipalities understand how the increases in our rates will affect the amount of Franchise Fees collected along with the increase to operational expenses for large energy consuming facilities for example water treatment plants or buildings. The Alberta Electric System Operator (AESO) has applied to the AUC for their 2010 rates. AESO provides transmission service and FortisAlberta flows through those costs to all customers through our rates. We have included these estimated increases into our calculations to ensure that municipalities can make an educated decision on whether to increase, decrease or leave their Franchise Fee and Cap at current levels.

Below is a table with the overall estimated bill impacts per rate class.

Rate Discription	Rate Code	Bundled Rate (Percentage Increase)
Residential	11	11%
Farm	21-23	15%
REA Farm	24-29	1%
Irrigation	26	14%
Lighting	31-38	25%
Small General Service	41	9%
Oil and Gas	44-45	13%
General Service	61	0%
Large General Service	63	2%

With these rate increases it is important for every Municipality to take these increases into account when calculating any increase to their Franchise Fee along with planning and budgeting your operating costs for 2011.

FortisAlberta’s new rates will be in effect from January 1, 2011, as these are estimated rates at this point in time the final rates and impacts will be available by late November or early December of this year. AESO rate increases are expected by mid-year in 2011. This letter is a follow up from our December and May of 2009 letters. Please expect to receive an additional follow up letter in November or December of this year with our approved rate information. ***Please take the above increases into account when estimating your operational budget for 2011 along with your Franchise Fee and Franchise Cap changes.***

Sincerely,

Dave Hunka
 Manager, Customer Relations

FORTIS ALBERTA

Franchise Fee Estimating Tool For Information Purposes Only
fee.

Consumption 625 kWh
Billing Period 30 Days

Existing Typical Residential Customer Monthly Costs			
Rate 11 (January 1, 2011 Distribution Tariff) Based on Current 2% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.035479	625 kWh	\$22.17
Basic Daily Charge	\$0.6620	30 Days	\$19.86
			<u>\$42.03</u>
Current Franchise Fee	2.00%		\$0.84
	GST	5.0%	\$2.57
			<u>\$45.45</u>
Current Annual Costs: $\$0.84 * 12 = \10.09			

Proposed Residential Customer Monthly Costs			
*Proposed Has not been approved by the Alberta Utilities Commission			
Rate 11 (January 1, 2011 Distribution Tariff) Based on Proposed 2% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.035479	625 kWh	\$22.17
Basic Daily Charge	\$0.6620	30 Days	\$19.86
			<u>\$42.03</u>
Estimated Proposed Franchise Fee	2.00%		\$0.84
	GST	5.0%	\$2.57
			<u>\$45.45</u>
Annual Cost Increase or Decrease: $\$0.84 * 12 = \10.09			

Town began in 2002 with a 0.5% fee and has been at 2% since 2005.

Average franchise fee received over the first eight months in 2010 is \$2,411.46 per month.

KWilhaek

Karine Wilhauk
Secretary-Treasurer; Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

September 20, 2010

Re: Request for Additional Funds to Support Free Swim Initiative

Dear Ms. Wilhauk,

I am writing this letter on behalf of the Claresholm Healthy Community Coalition. We are requesting funds from Town Council to help support the public swim at the Claresholm Aquatic Centre. The Claresholm Healthy Community Coalition was originally given a donation of 10 hours of pool time, from Town Council, on October 26, 2009. Thanks to the Town's donation and other funding sources the free swim initiative began January 2010, and has been a success. Although numbers have fluctuated, there has been an increase in swimmers by 35% compared to the previous year.

Funding depleted at the end of August and the public swim was unable to continue during the month of September. The Primary Care Network has generously provided some funding allowing the public swim to recommence October 2nd; however we would like to secure the public swim for an entire year. As it stands, there is only enough funding to hold the public swim for 21-43 weeks. We are requesting from Town Council a minimum donation of an additional 16 hours of pool time, a total of \$2400. This donation would be equal to 40% of our PCN funding. The longevity of the swim depends on the number of swimmers per hour, however with Town Council's donation the swim would be secured for 29-51 weeks. Securing funds for up to a year would prevent the Coalition from seeking funding again in four months time, prevent losing the swim while funding is being secured, and would provide a dependable community resource for physical activity.

The Claresholm Healthy Community Coalition appreciates the Town Council's consideration in this matter. Thank you for your time and if you have any questions please do not hesitate to contact myself at 403-625-8658 or by email at Sara.Tryon@albertahealthservices.ca.

Sincerely,



Sara Tryon, MPH
Community Development Coordinator
Claresholm Health Unit



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-877-329-1387
Fax: (403) 327-6847
E-mail: orrsc@telus.net
Website: www.orrsc.com

September 15, 2010

Refer to our file: 2006-0-157

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Town of Claresholm Council:

Re: Subdivision Approval Extension Request (1364335 Alberta Inc.)

The following attachment contains a letter from Bruce Barnett of Martin Geomatics on the behalf of 1364355 Alberta Inc. requesting a subdivision approval extension for the property described as Block A Plan 7226GQ within NW 26-12-27W4M. The original subdivision (application no. 2006-0-157) approval was on August 24, 2006 and a twelve month extension was granted July 20th, 2009.

The applicants are requesting an additional **twelve month** time extension be granted. As per section 657(5) of the Municipal Government Act, if a plan of subdivision is not registered in a Land Titles Office within one year after being endorsed, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.

The applicants have experienced delays in finalizing the plan and require more time to meet the conditions. In reviewing the application and approval granted, it appears the subdivision is still acceptable for the parcel(s) and it still meets the criteria of the Town of Claresholm Land Use Bylaw and Municipal Development Plan.

At Council's prerogative, consideration may be given to granting an additional one-year time extension, to allow the applicants to finalize their approval and enable the plan of subdivision to be registered at Land Titles Office.

If you have any questions or need clarification, please contact me at your convenience.

Respectfully,

Gavin Scott
Planner

Enclosures (2)



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16 Avenue North, Lethbridge, Alberta T1H 5E8

Phone (403) 329-1344 Fax (403) 327-6847

Subdivision Application – Request for Extension

ORRSC file number: 2006-0-157 Expired Date: July 20, 2010.

Name of registered owner(s): 1364335 Alberta Inc. and The Town of Claresholm.

Owner's address: 1107 Falconridge Drive NE
Calgary Alberta T3J 3H4 604-557-6600.
City Province Postal Code Home phone Work phone

Name of Applicant: Martin Geomatic Consultants Ltd.
(if different from owner)

Applicant's address: 255 - 31st Street North
Lethbridge AB T1H 3Z4 403-329-0050.
City Province Postal Code Home phone Work phone

Legal description: Lot _____ or Condo unit _____ Block A Plan 7226EQ
Quarter _____ Section 26 Township 12 Range 27 Meridian _____

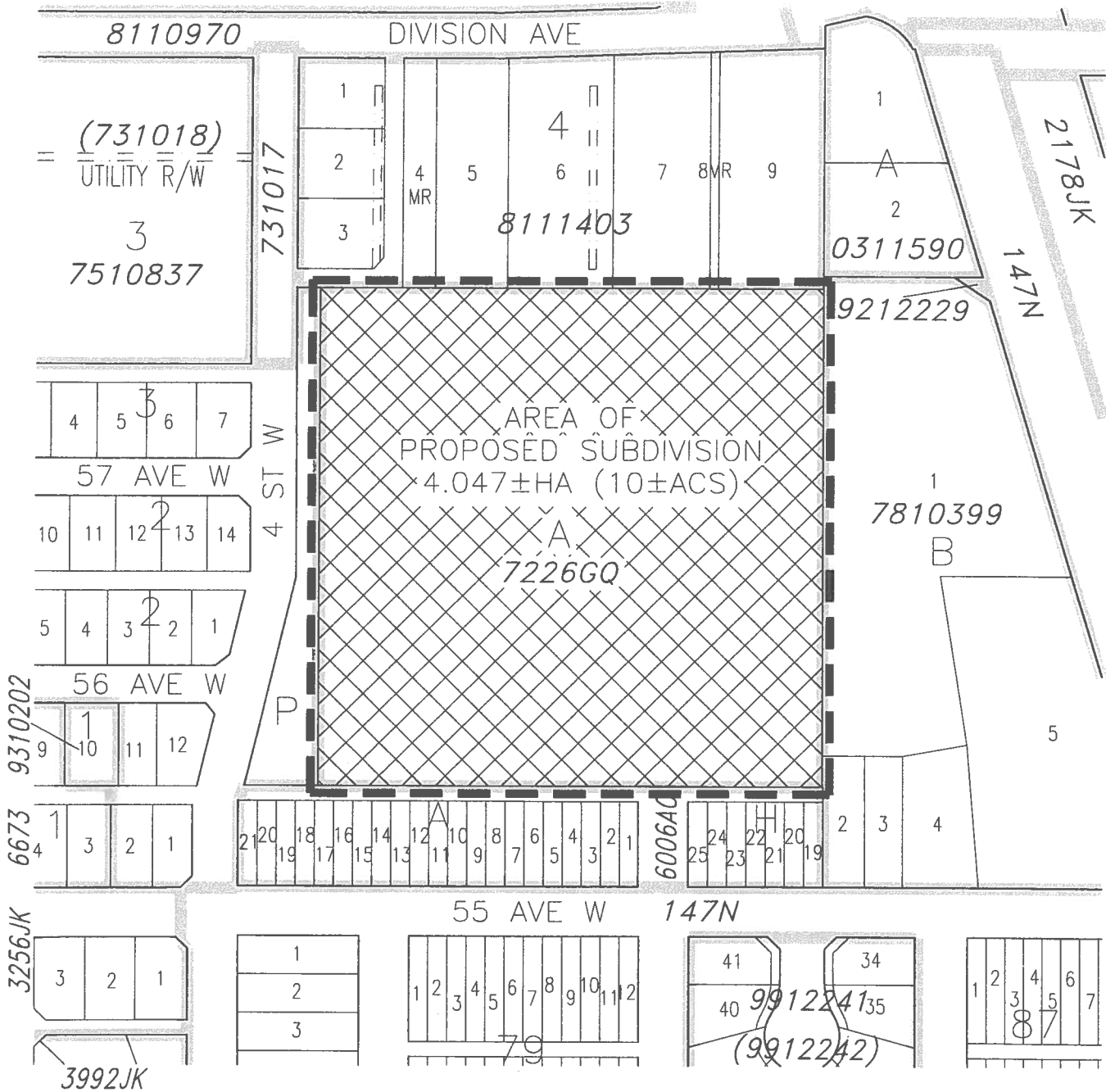
Reason(s) for Request:

Land owner has meet all obligations with the
Town and now wishes to proceed with the
development.

Gene A. Bennett
Signature of the Applicant/Owner

September 17, 2010.
Date

SUBDIVISION SKETCH



For full subdivision details, see sketch by SexSmith Associates Land Surveys Ltd. File No. S06-004
BLOCK A, PLAN 7226GQ IN NW 1/4 SEC 26, TWP 12, RGE 27, W 4 M
MUNICIPALITY; TOWN OF CLARESHOLM
DATE; JUNE 15, 2006
FILE No; 2006-0-157



**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 27th, 2010
Re: Subdivision Approval Extension Request, dated September 15th, 2010
(Harvest Square)

PROPOSAL:

In the letter dated September 15th, 2010, the Oldman River Regional Services Commission (ORRSC) is informing the Town of Claresholm that the developers engineering representative, Martin Geomatics Consultants has submitted a subdivision approval extension request. ORRSC has referred the matter to Council for decision.

Oldman River Regional Services Commission:

ORRSC has indicated that they are now in possession of all required documentation to issue finalization and clear the way for the subdivision to proceed to land titles for registration. All that's needed is approval from Council regarding the extension request.

RECOMMENDATION:

The Development Department recommends that Council grant approve an extension, however the time period is at the discretion of Council. Therefore Council may grant an extension that is less than the one year that has been requested by the developer's representatives. **The Development Department suggests that the extension is granted to April 14th, 2011.** This date would correspond with the deadline specified in Section 2.3 of the Development Agreement that was executed on April 14th, 2010.

*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.*

Regards,

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

Information

To: Council
From: Administration
Date: September 23, 2010
Re: LARB member reappointment

OVERVIEW

Further to the Town's appointment of Rick Rogers and Gwen Smith from the Town of Nanton to the Local Assessment Review Board it has come to our attention that these individuals do not have all the necessary training required to sit on this Board.

RECOMMENDATION

Council pass a motion to replace Rick Rogers and Gwen Smith of the Town of Nanton as members of the Local Assessment Appeal Board with Henry Van Hierden and Phil Wakelin of the MD of Willow Creek.

Kris Holbeck, CA CAO Town of Claresholm

TOWN OF CLARESHOLM

POLICIES



PREVIOUS POLICY #	CURRENT POLICY #	DATE PASSED	DESCRIPTION	CHANGES MADE
	GA 06-87	1987-06-15	COUNCIL PROCEDURES - BYLAW 1271	UPDATED COVER SHEET AND BYLAW
	GA 10-04	2004-10-12	COUNCIL REMUNERATION - BYLAW 1455	UPDATED COVER SHEET AND BYLAW
	N/A	1989-06-13	NEPOTISM	RESCIND REPLACE BY #86
	N/A		RESCINDED BY COUNCIL 5/8/2006	
	UT 08-89	1989-08-28	SEWER LINE MAINTENANCE	NO CHANGE
	N/A		AMENDED BY POLICY #31	
	GA 04-91	1991-04-08	MANAGEMENT ORGANIZATION	UPDATED COVER SHEET AND ORG CHART
	UT 01-83	1983-01-01	WATER SERVICE CONNECTION & DISCONNECTION	NO CHANGE
	N/A	1991-11-15	TENDERING - BANK AND AUDIT SERVICES	CONSOLIDATED INTO #90
	N/A		RESCINDED BY POLICY #14	
	GA 05-92	1992-05-25	INVESTMENTS	NO CHANGE
	N/A	1992-05-25	VOLUNTEER APPRECIATION DINNER	RESCIND REPLACE BY #93
	TAX 05-92	1992-05-25	FORGIVENESS OF TAXES	NO CHANGE
	CEDC 01-93	1993-01-25	BILLBOARD SIGNAGE	NO CHANGE
	N/A	1993-11-02	ACREAGE ASSESSMENT	RESCIND REPLACE BY #91
	CEDC 02-94	1994-02-14	SIGNAGE - "WELCOME TO CLARESHOLM SIGNS"	NO CHANGE
	GA 02-94	1994-02-14	LIFE INSURANCE RETIRING EMPLOYEES	NO CHANGE
	PLDE 05-94	1994-05-30	SIGNAGE - HIGHWAY RIGHT OF WAY	NO CHANGE
	N/A	1994-05-30	SIGNAGE - DOWNTOWN SIDEWALKS - BYLAW 1439	RESCIND COVERED IN LUB
	N/A		AMENDED BY POLICY #24	
	PLDE 05-95	1995-05-29	FENCING ON COMMON DRIVEWAYS	NO CHANGE
	REC 08-95	1995-08-28	USE OF PUBLIC PARKS FOR BEER GARDENS OR BEER CONCESSIONS	NO CHANGE
	UT 11-95	1995-11-20	WATER AND/OR SEWER SERVICE INSTALLATION	NO CHANGE
	N/A		RESCINDED BY COUNCIL 5/8/2006	
	N/A	1995-12-04	LAND SALES AGREEMENT	RESCIND REPLACE BY #92
	UT 12-95	1995-12-04	GARBAGE COLLECTION	NO CHANGE
	CEDC 12-95	1995-12-04	REQUESTS FOR FINANCIAL ASSISTANCE	NO CHANGE
	CEDC 12-95(a)	1995-12-04	MISS TEEN CLARESHOLM PAGEANT	NO CHANGE
	PROT 12-95	1995-12-04	FIRE INSPECTION	NO CHANGE
	N/A	1995-12-04	WATER &/OR SEWER SERVICE INSTALLATION MULTI FAMILY DWELLINGS & APTS	RESCIND IN WATER BYLAW
	N/A		AMENDED BY POLICY #48	
	PROT 12-96	1996-12-07	SNOW REMOVAL FROM PRIVATE PROPERTY	NO CHANGE
	PLDE 10-97	1997-10-20	ACCESS FROM SECONDARY HIGHWAY #520	NO CHANGE
	COUN 10-97	1997-10-20	CAO EVALUATION - BYLAW 1442	NO CHANGE
	GA 10-97	1997-10-20	RISK MANAGEMENT COMMITTEE	NO CHANGE
	COUN 02-98	1998-02-23	COUNCIL REPRESENTATION ON COMMUNITY BOARDS & COMMITTEES	NO CHANGE
	N/A		RESCINDED BY COUNCIL 5/8/2006	
	N/A	1998-09-28	EMPLOYEE LONG SERVICE RECOGNITION	RESCINDED
	TRAN 09-98	1998-09-28	HANDICAPPED PARKING STALL - TOWN FACILITIES	NO CHANGE
	PROT 09-98	1998-09-28	CITIZEN COMPLAINTS REGARDING RCMP	UPDATED
	GA 12-98	1998-12-01	EMPLOYEE CHRISTMAS BONUS	NO CHANGE
	N/A		RESCINDED BY POLICY #70	
	PROT 05-99	1999-05-01	REMOVAL OF DERELICT SHEDS	NO CHANGE
	N/A	2001-02-01	STAFF TRAINING AND DEVELOPMENT	AMALGAMATED INTO #66
	GA 02-01(a)	2001-02-01	GRANT APPLICATIONS	NO CHANGE
	GA 06-01	2001-06-15	REQUESTING FUNDS OUTSIDE OF BUDGET	NO CHANGE
	GA 05-00	2000-05-15	USE OF COUNCIL CHAMBERS	NO CHANGE
	N/A	2002-02-01	FIRE DEPARTMENT CHARGES	RESCINDED BECOMES #89
	N/A	2002-01-01	ADDITIONS TO AGENDA	RESCINDED IN PROCEDURAL BYLAW
	CEDC 01-02	2002-01-01	ASSIST COMMUNITY GROUPS	NO CHANGE
	GA 09-02	2002-09-15	RISK MANAGEMENT	NO CHANGE
	GA 10-03	2003-10-01	QUOTATIONS AND TENDERS	NO CHANGE
	GA 10-03(a)	2003-10-01	CODE OF CONDUCT AND ETHICS DISCLOSURE	NO CHANGE
	COUN 12-03	2003-12-15	RETURNING ITEMS TO THE AGENDA	NO CHANGE
	N/A	2004-02-01	SAFETY POLICY	RESCINDED
	N/A	2005-01-01	COUNCIL CONVENTIONS AND SEMINARS	RESCINDED SEE #82
	GA 1-05	2005-11-28	ASSET CAPITALIZATION	NO CHANGE
	GA 04-07	2007-04-27	CONFIDENTIALITY AGREEMENTS	NO CHANGE
	N/A		PROMOTIONAL FUND DISBURSEMENT CRITERIA	DELETE NEVER PASSED
	REC 09-08	2008-09-08	RECREATION/MISCELLANEOUS USER CHARGES	NO CHANGE
	N/A		RESCINDED BY POLICY #76	
	UT 02-07	2007-02-12	WATER METER POLICY	NO CHANGE
	N/A		RESCINDED JULY 20, 2009	
	PROT 06-07	2007-06-11	OC SPRAY	NO CHANGE
	PROT 06-07(a)	2007-06-11	BATONS	NO CHANGE
	GA 09-07	2007-09-10	STAFF EDUCATION AND TRAINING	CONSOLIDATED WITH #44
	GA 09-07 (a)	2007-09-10	TOWN OWNED VEHICLE USAGE	NO CHANGE
	GA 09-07(b)	2007-09-10	ADDITIONAL NAMED INSURANCE POLICIES	NO CHANGE
	GA 08-07	2007-08-13	EMAIL POLICY	NO CHANGE
	COUN 11-07	2007-11-13	CONVENTION DELEGATION EXPENSES	NO CHANGE
	CEDC 11-07	2007-11-13	ELECTRONIC COMMUNITY SIGN USAGE	NO CHANGE
	TRAN 11-07	2007-11-26	TEMPORARY CURB RAMPS	NO CHANGE
	COUN 12-07	2007-12-19	DELEGATIONS TO COUNCIL	NO CHANGE
	N/A		RESCINDED BY POLICY #87	
	REC 01-08	2008-01-28	PLAYGROUNDS	NO CHANGE
	N/A		RESCINDED BY POLICY #84	
	COUN 03-08	2008-03-25	REGULAR COUNCIL MEETINGS	NO CHANGE
	REC 06-08	2008-06-09	AQUATIC CENTRE OPERATIONAL HOURS	NO CHANGE
	GA 09-10	2010-09-13	LIQUOR AND TOWN FACILITIES	NO CHANGE
	GA 09-08	2008-09-08	TOWN EMPLOYEES PURCHASING TOWN PROPERTY	NO CHANGE
	PROT 07-08	2008-07-22	SURVEILLANCE CAMERAS	REVISED WORDING PER OIPC
	GA 09-08(a)	2008-09-08	CONFERENCE ATTENDANCE	NO CHANGE
	REC 09-08(a)	2008-09-08	MACKIN HALL USE	NO CHANGE
	TAX 09-08	2008-09-22	TAX PENALTY FORGIVENESS	NO CHANGE
	PLDE 04-09	2009-04-15	LAND USE BYLAW #1525 FEES	NO CHANGE
	GA 09-10(a)		HIRING	

TOWN OF CLARESHOLM

POLICIES



PREVIOUS POLICY #	CURRENT POLICY #	DATE PASSED	DESCRIPTION	CHANGES MADE
87	GA 10-09	2009-10-26	ASSET CLASSIFICATION	NO CHANGE
88	GA 09-10©		CELL PHONES	
89	PROT 09-10		FIRE DEPARTMENT CHARGES	NEW - CONSOLIDATED 6,31,48
90	GA 09-10(b)		BANK & AUDIT TENDERING	NEW - CONSOLIDATED 9 AND 9.01
91	PLDE 09-10(a)		OFFSITE LEVIES	NEW REPLACES #15
92	PLDE 09-10(b)		OFFERS TO PURCHASE LAND	NEW REPLACES #25
93	CEDC 09-10		VOLUNTEER APPRECIATION DINNER	NEW - REPLACES #12
94	PROT 07-10	2010-07-20	BYLAW #1511 SCH 'C' EMS LEVELS & STANDARDS	NO CHANGE
95	CEDC 09-10(a)		MSI OPERATING GRANT	
96	PLDE 09-10	2010-09-13	TRANSITIONAL SIDEWALK	NO CHANGE
97	GA 09-10(d)	2010-09-13	USE OF FACILITIES, PROPERTIES & EQUIPMENT	NO CHANGE



Council Procedures Policy #GA 06-87

PURPOSE: To establish Council procedures for meetings and other matters.

POLICY: See attached bylaw of the Town of Claresholm.

EFFECTIVE DATE:



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**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1531**

A Bylaw of the Town of Claresholm to deal with procedure and the transaction of business by the Council of the Town of Claresholm in the Province of Alberta.

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting the procedure and conduct of Council;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Procedural Bylaw No. 1271;

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

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the "PROCEDURAL BYLAW."
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the meetings of the Council of the Town of Claresholm.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) "Act" is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) "Acting Mayor" is the Member selected by Council to preside at any Meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
 - c) "Administration" means the the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - d) "Agenda" is the list of items and order of business for any meeting of Council or its committees.
 - e) "Bylaw" is a bylaw of the Town of Claresholm.
 - f) "Chair" is the person who has been given authority to direct the conduct of a meeting, including the appointed head of a committee; the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
 - g) "Challenge" is an appeal of a ruling of the Chair.
 - h) "Chief Administrative Officer" means a municipal official employed by the Town of Claresholm in the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - i) "Committee" is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - j) "Committee of the Whole" is Members of Council present at a meeting of Council sitting in committee.
 - k) "Council" is the municipal Council of the Town of Claresholm.
 - l) "Councillor" is a Member of Council, including the Mayor, duly elected and continuing to hold office.
 - m) "Deputy Mayor" is the Councillor, who is appointed by Council at the Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor.

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- n) "**Ex-officio**" means membership by virtue of one's office and/or where appointed by Council; ex-officio members do not form part of the quorum when not present and when present, they may vote unless specifically excluded from voting by resolution or, by bylaw of the Act.
- o) "**General Municipal Election**" is an election held in the Town to elect the Members as described in the Local Authorities Election Act, as amended, or any legislation in replacement or substitution thereof.
- p) "**In Camera**" means when the assembly goes in private to discuss an item.
- q) "**Inaugural Meeting**" is the Organizational Meeting immediately following a General Municipal Election.
- r) "**Mayor**" is the Member duly elected as Mayor and continuing to hold office, and is the Presiding Officer at all meetings of Council.
- s) "**Member**" is the Mayor or a Councillor.
- t) "**Organizational Meeting**" is the meeting held as described in Section Three, including the Inaugural Meeting.
- u) "**Parliamentary Inquiry**" is a request for information from the Chair about a parliamentary procedure that does not require a formal ruling.
- v) "**Peace Officer**" is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
- w) "**Point of Order**" is a demand that the Chair enforce the rules of procedure.
- x) "**Point (or Question) of Privilege**" is a request made to the Chair or Council on any matter related to the rights and privileges of Council, individual Councillors or Town Administration which include the:
 - i. organization or existence of Council;
 - ii. comfort of Councillors;
 - iii. conduct of Town officials, employees or members of the public in attendance at the meeting;
 - iv. accuracy of the report of Council proceedings;
 - v. reputation of Councillors or Council; and
 - vi. reputation of Town Administration.
- y) "**Postpone**" is to delay the consideration of any matter, either to a definite time on the agenda or a later position on the agenda.
- z) "**Previous Question**" is a motion to end debate and vote on the motion under debate.
- aa) "**Public Hearing Meeting**" is a meeting of Council which is convened to hear representations on matters in accordance with Section 230 of the Act, or such matters that Council decides should be the matter of a public hearing.
- bb) "**Put**" is when the Presiding Officer calls for a vote or 'put the question to vote.' The Chair asks "Are you ready for the question?"
- cc) "**Quorum**" is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four.
- dd) "**Recording Secretary**" is the person appointed to this position by the CAO.
- ee) "**Secretary-Treasurer**" is the Secretary-Treasurer of the Town of Claresholm.
- ff) "**Special Resolution**" is a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a committee.
- gg) "**Standing Committee**" is a policy committee, consisting wholly of Members appointed by Council, but excluding Committee of the Whole.
- hh) "**Table**" is a motion to delay consideration of any matter indefinitely in order to deal with more pressing matters.
- ii) "**Town**" is the corporation of the Town of Claresholm.
- jj) "**Two-Thirds Vote**" is a vote by two-thirds of Members present at the meeting and entitled to vote on the motion.

kk) "Unfinished Business" is business which has been raised at the same or a previous meeting and which has not been completely dealt with.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Rules for Interpretation
The marginal notes and heading in this Bylaw are for reference purposes only.
- 3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
a) the provisions about statutory hearings;
b) the provisions for amending or repealing this Bylaw; and
c) those provisions originating in Provincial Legislation.
- 3.3 Council Proceedings
When any matter relating to proceedings in Council or in the Committees arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.
- 3.4 Paramount Rules
If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw shall prevail.

SECTION 4 ORGANIZATION OF COUNCIL

- 4.1 Inaugural Meetings
Council must hold its Inaugural Meeting no later than two (2) weeks after each General Municipal Election at the time and place fixed by the CAO. At this meeting:
a) all Councillors must take the oath of office;
b) the seating of the Councillors shall be determined by lot for the term of office of the Council;
c) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill the place shall occupy the seat in the Council Chamber;
d) rotation schedules for the position of Deputy Mayor shall be determined by the same lot as for the seating of Councillors;
e) all other matters required for the operation of the Town must be dealt with.
- 4.2 Organizational Meetings
An Organizational Meeting of Council must be held annually, according to Section 192 of the Act. At this meeting, Council must establish:
a) the regular Council Meeting dates;
b) the appointment of Members to Committees which Council is entitled to make;
c) will deal with any other business described in the notice of the Meeting.

SECTION 5 MEETINGS OF COUNCIL

- 5.1 Meetings
a) Regular Meetings of Council shall be established at the Inaugural Meeting.
b) That Statutory or Non-Statutory Public Hearings may be held on regular scheduled Council Meeting dates or such other dates as may be determined for operational purposes and commerce at 7:00pm unless otherwise decided.
c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be canceled by consent of two-thirds (2/3) of all Members of Council.
- 5.2 Adjournment
All meeting of Council will be limited to four (4) hours, unless determined by the majority of Council present.
- 5.3 Quorum & Lack of Quorum
As soon after the hour of meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

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- a) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order until an Acting Mayor shall be chosen, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- b) If a quorum is not present in half an hour after the time appointed for the meeting of Council, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the CAO or his/her designate shall call the roll and record the names of the Members present and the Council meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.
- c) Whenever a vote on any matter before Council or a Committee cannot be taken because of loss of a quorum, the quorum resulting from:
 - i. the excusing of a Member or Members of Council voting on a resolution of Council, or
 - ii. the disqualification of a Member or Members from voting,
 then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the Committee or Council. If a quorum is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

5.4 Permission to Leave
 When a Member wishes to leave the Council Chamber while a meeting of Council is in progress, they shall rise and await the permission of the Mayor before leaving their place.

5.5 Special Meetings
 Special Meetings may be held in accordance with the provisions of the Act.

5.6 Order of Business
 The order of business at a meeting is the order of the items on the agenda except:

- a) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; and
- b) When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote; and
- c) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

5.7 Agenda Format
 The Agenda orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by resolution of Council.

5.8 Agenda Submission Deadline
 All Agenda items must be received in writing by the Secretary-Treasurer by 4pm on the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for agenda submission remains the Thursday prior to the meeting.

5.9 Agenda Distribution
 The Secretary-Treasurer or his/her designate will provide the Agenda and all reports and supplementary materials (Agenda Package) for distribution to Council by 4:00pm on the Friday of the week preceding the regular Council meeting. Hard copies will be hand delivered and electronic copies will be sent by email.

5.10 Adoption of Agenda
 Council must vote to adopt the Agenda prior to transacting other business and may:

- a) add new items to the Agenda by a unanimous vote of Council; or
- b) delete any matter from the Agenda by unanimous vote.

5.11 Preparation of Minutes
 The Secretary-Treasurer must prepare all Council Minutes which will include:

- a) all decisions and other proceedings;
- b) the names of the Councillors present and absent from the Meeting;
- c) any declarations of pecuniary interest made under the Act by any Councillor or any resolutions excusing a Councillor from voting; and
- d) the signatures of the Presiding Officer and the Secretary-Treasurer.

5.12 Adoption of Minutes

- a) The Secretary-Treasurer shall prepare the Minutes of each Council meeting and shall distribute a copy to each Member for the next meeting.
- b) The Mayor shall present the Minutes to Council with a request for a motion to accept the Minutes.
- c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the Members.
- d) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by Council.
- f) No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the Secretary-Treasurer.
- g) If a Member wishes to challenge the accuracy of the Minutes of a previous Meeting, the Member must make the challenge known to the Secretary-Treasurer before Council has officially confirmed the Minutes.

5.13 Presenting a Motion

A Member may make a motion and then the idea is discussed.

5.14 Style and Presentation of Motion

- a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.
- b) A Member making a motion embodying something that had just been said by the Chair or another Member in informal consultation during a Meeting should avoid statements such as "I so move", and have the Secretary-Treasurer recite the complete motion that he/she offers.
- c) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.
- d) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect.

5.15 Recommendations are not Motions

A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.

5.16 Withdrawal

Once a Motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.

5.17 Urgent Business

- a) A Member may move to discuss a matter of urgent public importance without prior notice.
- b) A Motion to bring a matter before Council as Urgent Business is subject to the following conditions:
 - i. The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii. The Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - iii. The Motion must not raise a Question of Privilege.

5.18 Repeating Motions

A Motion, which has been superseded or withdrawn may be repeated unless it has been ruled out of order because it is improper.

5.19 Put by the Chair

All motions must be put by the Chair before a vote is taken.

5.20 Types of Motions

- a) **Motion to** (*Lay on the Table or Motion to Table*)

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- i. This motion allows the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen in such a way that there is no set time for taking the matter up again;
- ii. It is considered to be resumed at the will of the majority and in preference to any new questions that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. This must be done prior to the vote on the original motion under discussion. If a motion to table is not dealt with prior to the motion to adjourn, then the motion dies and cannot be brought up at a subsequent meeting.

b) **Motion to (*Take from the Table*)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the table prior to adjournment of the meeting, then the motion is lost. If discussion is to take place at the next meeting, it has to be under a new motion.

- iii. Any Member may move to take a motion from the table, provided no other motion is on the floor.
- iv. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.
- v. The motion to *Take from the Table* is not debatable or amendable and requires only a majority vote.
- vi. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.
- vii. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice is given.

5.21 Amendments

An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

5.22 Amendments to Amendments

Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.

5.23 Debatability of Amendments

Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

5.24 Cannot Amend Own Motion

A Member cannot amend his or her own motion.

5.25 Referral Motions

A Member may move to refer any motion to a Committee, Administration or Committee of the Whole for investigation and report, and the motion to refer:

- a) will preclude all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.

5.26 Report from Referral

When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.

5.27 Referrals Refused by the Chair

The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

5.28 Limiting or Ending Debate

Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a two-thirds (2/3) vote; and
- c) may only be amended as to the limit to be placed on debate.

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- 5.29 Motion for the Previous Question
a) If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
b) Unless a Motion to Postpone is made, when a Motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- 5.30 Motions Disallowed
If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comments.
- 5.31 Privileged Motions
The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
a) a Point of Privilege;
b) a Motion to excuse a Councillor from voting;
c) a Motion to Recess;
d) a Motion to Adjourn; and
e) a Motion to fix the time to adjourn.
- 5.32 Point of Privilege
A Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- 5.33 Motion on Point of Privilege
If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- 5.34 Point of Order
A Point of Order, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge to the Ruling.
- 5.35 Motion to Challenge
a) Any ruling of the Chair may be challenged.
b) A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
c) A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.
d) If a motion is made to challenge, the Chair must state the question: "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.
e) If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
f) Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld.
- 5.36 Recess
a) Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt the speaker.
b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- 5.37 Adjournment
a) A Motion to Adjourn is not debatable or amendable.
b) Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 5.38 Adjournment of Regular Meeting or Public Hearing
A motion to adjourn a Regular Meeting or a Public Hearing requires a majority vote.
- 5.39 Objection of Consideration of a Motion
The purpose of an "Objection to the Consideration of a Motion" is to enable Council to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner:
a) A Member may move to object to the consideration of the main motion prior to any debate on the motion and the Chair must state the question "Will the motion be considered?"

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- b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.
- c) If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal.
- 5.40 **Dividing Motions into Parts**
A Member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.
- 5.41 **Motions Previously Considered**
Once Council has dealt with any matter, a motion that would have a similar result may not be made unless Council has agreed to reconsider the motion.
- 5.42 **Reconsidering Motions**
A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 5.43 **Reconsideration not Allowed**
a) A motion to reconsider may not be applied to:
i. any vote which has caused an irrevocable action; or
ii. a motion to reconsider.
b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.
- 5.44 **Rescinding and Renewing Motions**
A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:
a) brought more than six (6) months after the date of the original motion; or
b) brought after a General Municipal Election which has taken place since the date of the original motion.
- 5.45 **Notice of Rescission or Renewal**
Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provision of this Bylaw.
- 5.46 **Rescission not Allowed**
No motion to rescind may be made when:
a) a vote has caused an irrevocable action; or
b) a decision has been made to rescind or reconsider motion.

SECTION 6 VOTING

- 6.1 **Motion Carried**
A motion will be carried when a majority Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 6.2 **Recording of Votes**
Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 6.3 **Tie Vote**
A motion is defeated when the vote is tied.
- 6.4 **Failure to Vote**
Each Member present must vote on every motion as outlined in the Act, unless the Act, or any other Provincial or Federal enactment, requires or permits the Member to abstain, in which case the Member must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.
- 6.5 **Loss of Quorum**
If a motion cannot be voted on because there would be no quorum due to:
a) a Member being excused from voting; or
b) any abstention allowed or required by statute;

then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to the pecuniary interest of a Member or Members, then Council must ask the Minister of Municipal Affairs for an order or direction under the Act.

6.6 Voting Procedures

Votes on all motions must be taken as follows:

- a) Members must be in the designated Council seat when the motion is put;
- b) the Chair must put the motion;
- c) the Chair must declare the result of the vote.

6.7 No Change to Vote

After the Chair declares the result of a vote, no Council Members may change their vote for any reason.

6.8 Silence Once Question is Put

From the time the question is put by the Chair, until the result of the vote is declared, Members must be silent and must not leave their seats.

SECTION 7 RULES GOVERNING DEBATE

7.1 Order of Speakers

The Chair will determine the speaking order when two or more Members wish to speak, subject to a challenge.

7.2 Addressing the Chair

Members must address the Chair when speaking.

7.3 Interruptions

Members, who have been assigned their turn to speak, may only be interrupted by other Members, including the Chair:

- a) when a Member is discussing a subject and no motion is on the floor;
- b) when a Member has exceeded the five (5) minute time limit to speak;
- c) by a Point of Privilege;
- d) by a Point of Order;
- e) by an objection to the consideration of a motion; or
- f) by a Challenge.

7.4 Councillor Called to Order

A Member who is called to order must immediately stop talking but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.

7.5 Prohibited Acts

Members must not:

- a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any Member of any other governing body in Canada or Council or Administration;
- b) use offensive words in Council Chambers, or against Council or any Members or Administration;
- c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
- d) break the rules of Council or disturb the proceedings; or
- e) disobey the decision of the Chair or of the Council or any question of order, practice or interpretation.

7.6 Request to Have Motion Considered

A Member may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.

7.7 Number of Speeches

Unless otherwise provided in this Bylaw, Members may speak only once on any motion; however the Presiding Officer may give permission to speak again.

7.8 Time Limits

Each Member may speak for only five (5) minutes:

- a) by asking questions on a motion;
- b) in debate on a motion;

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- c) by asking questions on an amendment;
 - d) in debate on an amendment; and
 - e) in reply, when the Councillor is the mover of the motion;
- unless Council gives permission, by a two-thirds (2/3) vote, to speak for an additional five (5) minutes.

7.9 Opportunity to be Heard
 Each Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

SECTION 8 DUTIES OF THE CHAIR

- 8.1 Chair to Maintain Order
 The Chair must preserve order and decorum and decide all questions of procedure.
- 8.2 Citing Reasons for Decisions
 When the Chair makes a decision on a question of procedure, he or she must provide a reason for the decision.
- 8.3 Leaving Chair
 If the Chair wishes to leave the chair for any reason, he or she must provide a reason for the decision.

SECTION 9 DISCIPLINARY PROCEDURES

- 9.1 Calling Councillors to Order
 The Chair may call to order any Member who is out of order.
- 9.2 Naming a Councillor for an Offense
 When a Member has been warned about breaches of order but continues to engage in them, the Chairman may name the Councillor by stating his or her name and declaring the offense. The Secretary-Treasurer must note the offense in the minutes.
- 9.3 Disturbance or Inappropriate Behaviour by Public
 Behaviour of the public, during the proceedings of Council:
 - a) no person shall, other than the Secretary-Treasurer, record the proceedings;
 - b) no person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a Council meeting;
 - c) no person shall address Council without permission of the Chair;
 - d) all persons to maintain order and quiet;
 - e) no person shall applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
 - f) When granted permission to address Council, shall not use offensive words or speak disrespectfully of Council, any Member, or Administration, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant General or of any member of any other governing body in Canada.
 - g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.
- 9.4 Member Interference
 No Member shall have the power to direct or interfere with the performance or work of any employee of the Town. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a Member of Council to seek formal information from any officer or employee of the Town through the office of the CAO.
 The only employee under direct supervision of Council is the CAO.

SECTION 10 PUBLIC & PRIVATE MEETINGS

- 10.1 Public Meetings
 Except as provided in the Act, Council and Council Committee Meetings will be held in public and no person may be excluded except for improper conduct.

10.2 In Camera Meetings

Councils and Council Committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division Two (2) of Part One (1) of the Freedom and Protection of Privacy Act.

When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

SECTION 11 BOARDS, COMMISSIONS & COMMITTEES

11.1 Ex Officio

a) The Mayor shall be an ex officio Member of all Committees to which Council has the right to appoint members pursuant to the Act, and as such shall have all the powers and privileges of any Member of the same, including the right to vote upon all questions to be dealt with by the Committee.

b) Notwithstanding subsection (a) the Mayor may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the Act only if the Mayor is appointed in his or her personal name.

11.2 Membership

The membership of a Board, Commission or Committee shall be as provided for in the enabling legislation or as directed by Council.

11.3 Chair

Each Committee shall select one of its members to be the Chair unless Council designates:

a) The Chair of a Committee; or

b) The manner in which the Chair shall be selected.

c) The Chair shall preside at every meeting and shall vote on all questions.

11.4 In Camera

When a Committee established by Council is of the opinion that a meeting is to be held In Camera, the motion which is passed to authorize the In Camera meeting shall include the reason for holding the meeting In Camera, and the meeting may only be held in accordance with Section 197(2), (2.1) and (3) of the Act.

11.5 Business of Committees

The business of committees shall be conducted in accordance with the Act and within the rules governing the procedures of Council.

11.6 Organizational Meeting Appointments

a) At the Organizational Meeting at the beginning of the term of office of the new Council, and annually thereafter, the Mayor shall recommend to the full Council the membership of each Standing Committee and Committee.

b) The Mayor shall request all Members of Council to submit their preference for membership on Standing Committees and shall take these into consideration in arriving at recommendations for Council's ratification. The recommendations of the Mayor shall be put before the full Council for ratification.

SECTION 12 SPECIAL COMMITTEES

12.1 Appointment of Special Committees

Subject to the Act, Council may appoint any Special Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and may establish generally or in detail the:

a) duties and responsibilities;

b) composition; and

c) duration of a Committee.

SECTION 13 BYLAWS

13.1 Title and Bylaw Number

All proposed bylaws must have a bylaw number assigned by the Secretary-Treasurer and a concise title indicating the purpose the the bylaw.

13.2 Filing of Bylaws

The Secretary-Treasurer shall keep on file, correct copies of all bylaws approved or defeated in Council including all amendments, if any.

- AD
- 13.3 First Reading
- a) A bylaw, appearing upon the Council Agenda when listed as ready for first reading, shall be introduced by a Member moving "They Bylaw No. (quoting the Bylaw number) be given first reading.
 - b) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
 - c) After first reading, a Member may ask a question concerning the bylaw.
- 13.4 Amendments
- Any amendments to a bylaw, which are carried prior to the motion for second reading being put, will be considered to have been given first reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried, the Chair must put the question that "Bylaw No. (specifying the bylaw number), as amended, be given second reading".
- 13.5 Second Reading
- After first reading has been given, any Councillor may move that "Bylaw No. (specifying the proposed bylaw number) be read a second time".
- 13.6 Three Readings
- Every bylaw shall receive three readings before the Mayor or Deputy Mayor and the CAO signs it. If a bylaw fails to receive unanimous consent for third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 13.7 Number of Readings Allowed at a Meeting
- a) A bylaw shall not be given more than two readings at one meeting unless the Act permits three readings in one meeting and unless Members present unanimously agree that the bylaw may be presented to Council for third reading.
 - b) When Council unanimously agrees that a bylaw may be presented for third reading:
 - i. a motion for third reading of the bylaw shall be made;
 - ii. Council shall vote on the motion without amendment or debate.
- 13.8 Signing and Sealing Bylaws
- The Mayor or Deputy Mayor and the CAO must sign and seal every bylaw as soon as reasonably possible after third reading is given.
- 13.9 Amendment and Repeal
- Once a bylaw has been passed, it may only be amended or repealed by another bylaw.
- 13.10 Requirements for Written Communications
- Every written communication intended for Council or a Committee which reaches the Secretary-Treasurer must:
- a) be legible and coherent;
 - b) be signed by at least one person who provides a printed name and address;
 - c) be on paper; and
 - d) not be libelous, impertinent or improper.
- 13.11 Processing of Communications
- If the requirements are met, the Secretary-Treasurer must:
- a) Place it on the agenda of the next regular meeting of Council once he/she is assured that there is sufficient information available to allow Council to render a decision.
 - b) If, in the Secretary-Treasurer's opinion, the communication requires action, then he/she may refer the item directly to the proper Town employee with instructions for a report to Council at the earliest reasonable opportunity; or
 - c) If, in the Mayor's opinion, the matter contained in the communication is impertinent, improper or libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise Council at the first regular meeting after receipt of such communication:
 - i. that it is being withheld; and
 - ii. the name and address of the sender; and
 - iii. the general subject thereof.
 - d) If, however, Council decides by a two-thirds (2/3) vote of members present that a communication withheld from it deserves action, then the matter may be dealt with at that meeting.
- 13.12 Communication Referred
- Communication received by the Council may be referred to a Committee of Council or to Administration for a report, or may otherwise be dealt with as directed by Council.

RA.

13.13 Delegations

- a) Notwithstanding any provision of this Bylaw, Council shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to Council.
- b) A person wishing to make representations directly to Council shall so advise the Secretary-Treasurer in writing by 4:00pm on the Thursday prior to the Council meeting date.
- c) At the place in the Agenda for the hearing of delegations, the Mayor or Deputy Mayor shall call each item in order as it is listed on the agenda.
- d) Each item shall be introduced by a Member of Administration or the Mayor or Deputy Mayor or a Councillor.
- e) No person, whether a Member of a statutory or non-statutory delegation, shall address Council upon any matter for more than fifteen (15) minutes, exclusive of the time required to answer the questions put by Council. Delegations that exceed the recommended fifteen (15) minutes may be given a discretionary amount of time by the Chair to adequately make their presentation.
- f) In questioning delegations, whether statutory or otherwise, Members will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
- g) Delegations at regular meetings of Council are to be limited to a maximum of two, or in circumstances approved by the Mayor where it is felt that an item would be urgent, to a maximum of three.

SECTION 14 PUBLIC HEARINGS

14.1 Public Hearings

When the Municipal Government Act, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:

- a) before second reading of the bylaw, or
- b) before Council votes on the resolution.

14.2 Procedure for a Public Hearing

If a person indicates their presence to speak on the proposed bylaw, then the following procedures will apply:

- a) the administration will introduce the topic of the Public Hearing;
- b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
- c) after a person has spoken, any Member may ask that speaker relevant questions;
- d) any Member may ask the administration relevant questions after all persons who wish to speak have been heard.
- e) any Councillor may then move that "the Public Hearing be adjourned".

14.3 When No Speaker Present

If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

- a) be in writing;
- b) name the individual authorized to speak;
- c) indicate the proposed topic to be spoken to; and
- d) be signed by the person giving the authorization.

14.4 Statement of Authorization

The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her designate.

14.5 Representing More Than One Person

If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless Council decides otherwise.

SECTION 15 OFFENCES & PENALTIES

15.1

- a) Any person who contravenes any provision of this bylaw by:
 - i. doing any act or thing which they are prohibited from doing; or
 - ii. failing to do any act or thing they are required to do;

is guilty of an offence and is liable on Summary Conviction, to a fine not exceeding two thousand dollars (\$2,000) and, in the event of failure to pay or the inability to pay any fine levied, to imprisonment for a period not exceeding one (1) year or until such fine and costs are paid.

b) Where any provision of this bylaw provides for a fine to be levied for contravention of this bylaw, the court entering the conviction of the offence shall not levy a lesser fine than set out in the provision.

c) Where a breach of this bylaw is continuing or of a re-occurring nature, then in addition to any other remedy or any penalty imposed by this bylaw, the Town may, in any of those cases, apply to the Court of Queen's Bench by way of action or order, prohibiting the person contravening the bylaw.

d) Where a Peace Officer believe that a person has contravened any provision of this bylaw, they may serve upon the person a voluntary payment tag in a form designated by the Town allowing payment to the Town of the fine of \$250.00 for the offence and that payment shall be accepted by the Town in lieu of prosecution for the offence.

e) If the person upon whom a voluntary payment tag is served fails to pay the required sum within the time specified in the voluntary payment tag, the provisions of this section regarding acceptance of payment in lieu of prosecution do not apply.

f) Nothing in this section shall:

- i. prevent any person from exercising their right to defend any charge of committing a breach of this bylaw;
- ii. prevent any Peace Officer from laying an information or complaint or Violation Ticket in lieu of serving a voluntary payment tag; or
- iii. prevent any person from exercising any legal rights they may have to lay an information or complaint against any person (whether the person has made payment under the provisions of this bylaw, or not) for a breach of this bylaw.

SECTION 16 REPEAL OF PREVIOUS BYLAW

13.1 Bylaw No. 1271, the "Procedure Bylaw" and any amendments thereto, are hereby repealed.

SECTION 17 PASSAGE OF BYLAW

14.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **14th** day of **September** 2009 A.D.

Read a second time in Council this **28th** day of **September** 2009 A.D.

Read a third time in Council and finally passed in Council this **28th** day of **September** 2009 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO



R/S

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SCHEDULE "A"
TO BYLAW #1531**

AGENDA FORMAT

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
<DATE>
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Administration Building
221 - 45th Avenue West**

CALL TO ORDER

ADOPTION OF AGENDA

Recommendation: that the Agenda for the Regular Meeting of Council of <date> be accepted as presented.

Note: all Agenda item requests must be received in writing the by Secretary-Treasurer by 4:00pm the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for Agenda submissions remains the Thursday prior the the meeting. Only items of an emergency nature, as approved by a unanimous vote of Council, will be included after that time.

ADOPTION OF MINUTES

Regular Meeting Minutes

Recommendation: that the Regular Meeting Minutes of <date> be accepted as presented.

Other Meeting Minutes

Recommendation: that the <special or other> Meeting Minutes of <date> be accepted as presented.

FINANCES

Bank Statements

Recommendation: to accept the <date> bank statement as presented.

Year-to-date Financial Budget to Actual Summary Report for the Period Ended <date>

Recommendation: that the year-to-date Financial Budget to Actual Summary Report for the period ended <date> be received for information.

PUBLIC HEARING

Note: Public Hearings are held on an as needed basis, determined by Bylaws scheduled for final readings.

DELEGATIONS

Note: to include on cover sheet under this Agenda item where action is required.

Note: Delegations will be allowed upon receipt of a request in writing to the Secretary-Treasurer, to a maximum of two at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding two.

RD

ACTION ITEMS

- Bylaws
- Delegation Responses
- Federal Government Correspondence
- Provincial Government Correspondence
- Other Government Correspondence
- Local Correspondence
- Town Reports and Memos
- Other

INFORMATION ITEMS

Recommendation: to accept the information items as presented.

IN CAMERA – DEVELOPMENT / LEGAL / PERSONNEL

Recommendation: that this Meeting go In Camera.

Recommendation: that this Meeting come out of In Camera.

ADJOURNMENT

Recommendation: that this meeting adjourn.



Council Remuneration Policy #GA 10-04

PURPOSE: To establish Council remuneration for meetings and other events they are required to attend on behalf of the Town of Claresholm.

POLICY: See attached bylaw of the Town of Claresholm.

EFFECTIVE DATE:

Rescinded by Bylaw 1549
1-2008

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1500**

A Bylaw of the Town of Claresholm to provide for fees and expenses to the Mayor and each Councillor for attending meetings and performing duties on behalf of the Town of Claresholm.

WHEREAS the Municipal Government Act, Chapter M-26-1 provides that the Council may provide for the payment of remuneration to the Mayor and members of Council for attending meetings of the Council and the committees thereof or for assuming or performing any additional duties.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm duly assembled hereby enacts:

1. That the Mayor be paid a monthly salary of \$176.00 per month.
2. That the Mayor and each Councillor attending the Council Meeting shall be paid \$88.00 for each Council meeting attended.
3. That each Councillor be paid \$104.50 per month as an unvouchered expense account.
4. That the Mayor be paid \$225.50 per month as an unvouchered expense account.
5. That when any member of Council spends one full day on Town business, they shall be paid \$137.50 or \$99.00 for half a day plus vouchered expenses.
 - a. ½ day defined as greater than four (4) hours and up to six (6) hours
 - b. full day is greater than six (6) hours
6. That mileage shall be paid to a member of Council attending meetings outside Claresholm at a rate based on Canada Revenue Agency's (CRA) suggested vehicle rates per the CRA's website (ie. 2006 rate in Alberta is \$.475 per kilometer and this will be paid for mileage in 2008). This rate will be updated on January 1st of each year based on the CRA's changes.
7. That the Mayor or a member of Council shall be allowed \$16.50 per hour for attending to Council business. Each hour to be documented.
8. That the Mayor and each Councillor shall have group life insurance coverage.
9. That the fees and expenses paid to Council members shall be reviewed annually.
10. Bylaw #1455 is hereby rescinded.
11. This Bylaw will take effect on January 1, 2008.

Read a first time in Council this 24th day of **September** 2007 A.D.

Read a second time in Council this 24th day of **September** 2007 A.D.

Read a third time in Council and finally passed in Council this 9th day of **October** 2007 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

TOWN OF CLARESHOLM

POLICY

POLICY # UT 08-89

EFFECTIVE DATE Aug 28, 1989

SUBJECT SEWER LINE MAINTENANCE

DEPARTMENT SEWER

AUTHORITY Mun. Govt Act

DATE PASSED Aug 28, 1989

POLICY:

To set out responsibility for sewer line maintenance on private sewer service lines to residential, commercial and industrial users.

GUIDELINES:

1. The owner of the land serviced by a sewer service connection shall be responsible for maintenance of the service line from the building to the main sewer line.
2. If a blockage occurs in the line, the property owner should first obtain the services of a plumber to clean the line.
3. If the blockage is determined by the plumber, in consultation with the Town, to be the result of a collapsed sewer line and the collapsed line is determined to be between the mainline and the property line, then the Town of Claresholm will reimburse the owner for the plumber's costs and will repair the service line at no charge.
4. If the collapsed line is determined to be within the boundaries of the property, then the owner shall be responsible for all costs of repair.



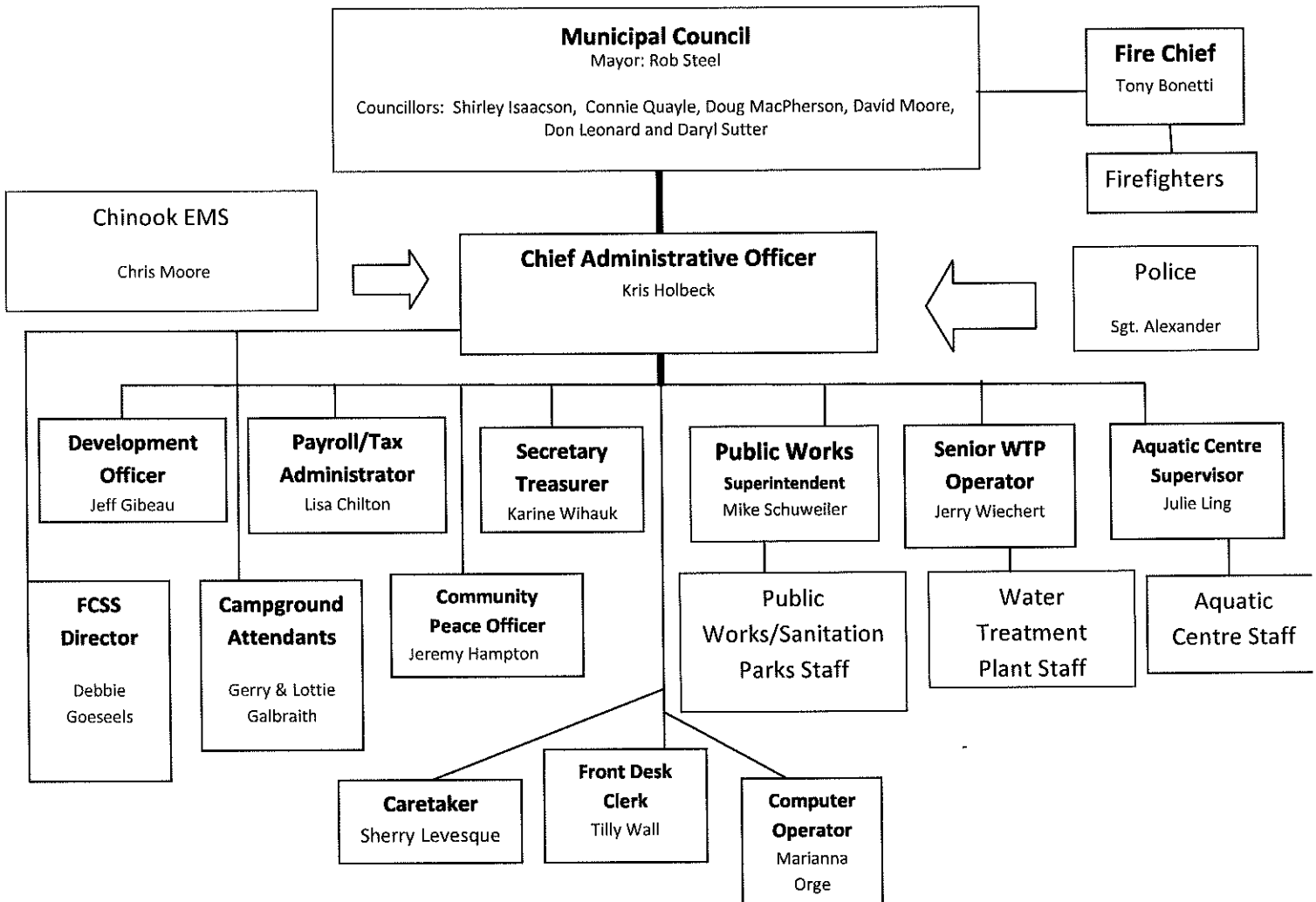
Management Organization Policy #GA 04-91

PURPOSE: To establish management organization within the Town of Claresholm.

POLICY: See attached organizational chart of the Town of Claresholm.

EFFECTIVE DATE:

ORGANIZATION OF CLARESHOLM MANAGEMENT ORGANIZATION



TOWN OF CLARESHOLM

POLICY

POLICY # UT 01-83

EFFECTIVE DATE January 1, 1983

SUBJECT Water Service Connection & Disconnection

DEPARTMENT Water Department

AUTHORITY Municipal Government Act

DATE PASSED May 8, 2006

POLICY:

To establish a consistent policy for the connection of water service lines and the billing for such services.

To establish a consistent policy for the connection of water services to residential, commercial and industrial buildings and the billing for such services.

GUIDELINES:

1. An application for water services shall be made by the owner of any property prior to the water service being turned on. This application shall be made at the Town Administration Office.
2. Utility billings for water services shall commence on the date that the water service is connected by the Town whether water is consumed or not.
3. Connection or disconnection of water services shall be done by the Town of Claresholm forces and no water shall be turned on by the owner of the property or any subcontractor of the owner.
4. A fee shall be established for the connection or disconnection of a water service as follows:
 - a) No fee for initial water turn on for new residential, commercial or industrial building.
 - b) A fee of \$15 shall be charged for each connection or disconnection requested by the owner.
 - c) When water services are disconnected for non payment of the water account, a fee of \$30 shall be added to the amount outstanding. (\$15 for disconnection and \$15 for reconnection).

TOWN OF CLARESHOLM

POLICY

POLICY # GA 05-92

EFFECTIVE DATE _____

SUBJECT Investments

DEPARTMENT Administration (1301)

AUTHORITY Policy DATE PASSED _____

POLICY:

Through a recommendation of the Town's Auditor it is felt necessary to provide direction to administration for the investment of excess municipal monies.

GUIDELINES:

1. Investments of excess municipal monies shall be invested locally at chartered banks only.
2. Investments shall take into account current bank interest rates with an investment period of one year maximum. Investments for a period of longer than 1 year must be approved by Town Council.
3. Investments must be guaranteed investments only.

TOWN OF CLARESHOLM

POLICY

POLICY # TAX 05-92

EFFECTIVE DATE MAY 25, 1992

SUBJECT FORGIVENESS OF TAXES

DEPARTMENT ADMINISTRATION (1402.3)

AUTHORITY POLICY DATE PASSED MAY 25, 1992

POLICY:

To establish a policy to provide direction to Council from a request for a forgiveness of taxes.

GUIDELINES:

1. Upon determination by Council that a forgiveness of taxes is in order the amount of the forgiveness shall be recorded by motion of Council.
2. Only the Municipal portion of the taxes shall be forgiven.
3. Taxes charged for requisitions to other bodies shall not be subject to forgiveness.

TOWN OF CLARESHOLM

POLICY

POLICY # CEOC 01-93

REPLACING POLICY # 10

EFFECTIVE DATE JAN 25, 1993

SUBJECT BILLBOARD SIGNAGE

DEPARTMENT ECONOMIC DEVELOPMENT (5405)

AUTHORITY POLICY DATE PASSED JAN 25, 1993

POLICY: The Council of the Town of Claresholm believes that billboards shall not be erected on Town property.
(Exception)

During Municipal, Provincial and Federal elections after the writ is dropped, signs or billboards can be erected during the election period with the permission of Town Administration as for location and duration.

GUIDELINES:

1. No Town official shall provide authorization for the erection of any billboard on Town property.
2. Special permission should be obtained from Town Council as to signs and billboards for special events.

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 02-94

REPLACING POLICY # _____

EFFECTIVE DATE February 14, 1994

SUBJECT SIGNAGE

DEPARTMENT ECONOMIC DEVELOPMENT

AUTHORITY POLICY DATE PASSED February 14, 1994

PURPOSE: Town Council wishes to provide for a policy relating to the placement of signs or advertising on "Welcome to Claresholm" signs.

- POLICY:
1. No permanent signs or advertising signs are to be placed on "Welcome to Claresholm" signs.
 2. Signage advertising local upcoming community events can be placed on "Welcome to Claresholm" signs for a period of 30 days prior to the event and 7 days after the event.
 3. No political signage allowed.

GUIDELINES:

1. No Town official shall provide authorization for the erection of any signage on "Welcome to Claresholm" signs unless compliance to this policy is adhered to.
2. Current event signage erected before or left standing after the established policy time line shall be removed by Town forces.
3. Signage which is erected and does not conform to policy shall be removed immediately by Town forces.

TOWN OF CLARESHOLM
POLICY

POLICY # GA02-94

REPLACING POLICY # _____

EFFECTIVE DATE February 14, 1994

SUBJECT LIFE INSURANCE RETIRING EMPLOYEES

DEPARTMENT ADMINISTRATION

AUTHORITY POLICY DATE PASSED February 14, 1994

PURPOSE: Town Council wishes to establish a consistent policy regarding the continuation of life insurance coverage for retiring employees.

POLICY: 1. That life insurance coverage as provided through the AUMA be continued for any retiring employee on the following basis:

For employees who retire prior to age 65, reduction will occur as follows:

	Percentage of amount in force prior to retirement
Upon retirement	80%
Upon 1st anniversary of retirement	60%
Upon 2nd anniversary of retirement	40%
Upon 3rd anniversary of retirement	20%
Upon 4th anniversary of retirement	10%

Upon attainment of age 70 coverage shall not exceed 10% of original basic coverage.

2. That the full life insurance premium be the sole responsibility of the employee.

GUIDELINES:

1. Retiring employees must submit a written request to retain life insurance coverage upon retirement.
2. Premiums will be billed by the Town monthly or upon a mutually agreed upon basis.
3. The policy will terminate if premiums are in arrears in excess of three (3) months.

TOWN OF CLARESHOLM

POLICY

POLICY # PLDE 05-94

REPLACING POLICY # _____

EFFECTIVE DATE MAY 30, 1994

SUBJECT SIGNAGE - HIGHWAY RIGHT OF WAY

DEPARTMENT ECONOMIC DEVELOPMENT

AUTHORITY COUNCIL RESOLUTION

DATE PASSED MAY 30, 1994

PURPOSE: Council wishes to establish a policy concerning community signage along Highway #2 and Highway #520.

POLICY:

1. No permanent signs or advertising signs are to be erected or placed within the Highway Right of Way on Highway #2 and Highway #520 within the corporate limits of Claresholm.

GUIDELINES:

1. Any advertising signage or community events signage is to be placed on private property outside the Highway Right of Way.
2. No Town official shall provide authorization for the erection of any signage within the Highway #2 and Highway #520 Right of Way.
3. Signage erected that does not conform to this policy shall be removed immediately by Town forces.

TOWN OF CLARESHOLM

POLICY

POLICY # PLDE 05-95

REPLACING POLICY # _____

EFFECTIVE DATE MAY 29, 1995

SUBJECT FENCING ON COMMON DRIVEWAYS

DEPARTMENT PLANNING

AUTHORITY COUNCIL RESOLUTION DATE PASSED MAY 29, 1995

PURPOSE: To establish a policy for fencing of common use driveways.

POLICY: 1. No fencing of any type shall be allowed on a common use driveway (a driveway intended for use by two adjoining neighbours) where a division of such driveway by a fence would create a hazard or hardship to either neighbour unless both parties agree in writing to such a fence.

GUIDELINES:

1. No building permit shall be given for the fencing of a joint use driveway unless both adjoining neighbours agree to the divisional fence.
2. Agreements shall be required from both parties with evidence that the agreements have been registered against the title to both properties.

TOWN OF CLARESHOLM

POLICY

POLICY # Rec 08-95

REPLACING POLICY # _____

EFFECTIVE DATE AUGUST 28, 1995

SPACES.

SUBJECT: USE OF PUBLIC PARKS FOR BEER GARDENS
OR FOOD CONCESSIONS

DEPARTMENT CULTURAL & RECREATIONAL SERVICES

AUTHORITY COUNCIL RESOLUTION DATE PASSED AUGUST 28, 1995

PURPOSE: TO ESTABLISH A POLICY RELATING TO THE USE OF PUBLIC
PARKS FOR BEER GARDENS OR FOOD CONCESSIONS

POLICY:

1. A request for the establishment of a beer garden or food concession in a public park can be approved only if the request is made by a non-profit organization.

GUIDELINES:

1. No retailers or commercial establishments are to be given permission to operate a beer garden or food concession in a public park.

TOWN OF CLARESHOLM

POLICY

POLICY # UT-11-95

REPLACING POLICY # _____

EFFECTIVE DATE NOVEMBER 20/95

SUBJECT WATER AND/OR SEWER SERVICE INSTALLATIONS

DEPARTMENT UTILITIES

AUTHORITY RESOLUTION OF COUNCIL DATE PASSED NOV 20/95

PURPOSE: To establish a policy relating to water and or sewer installations outside of the Town of Claresholm limits.

POLICY:

- 1) No water and or sewer service installations shall be provided to residents or industries located outside the limits of the Town of Claresholm unless agreement has been made for the annexation of the property in question to the Town.
- 2) This policy does not pertain to the Claresholm Industrial Airport or those properties adjacent to the main service line from Willow Creek to Town.

GUIDELINES:

- 1) Any individual or company who is located outside the Town limits and makes application for water and or sewer services shall be notified in writing that the service cannot be supplied.

TOWN OF CLARESHOLM

POLICY

POLICY # UTM-95

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Garbage Collection

DEPARTMENT Utility Services

AUTHORITY Council Resolution

DATE PASSED December 4, 1995

PURPOSE: To establish a policy providing direction to garbage collection employees pertaining to scavenging.

POLICY: 1) The scavenging of garbage is strictly prohibited by Town employees during loading, transporting and unloading of garbage.

GUIDELINES:

- 1) Employees who breach this policy will be subject to the following disciplinary action:
 - a) 1st offence - written warning to be in employee's file;
 - b) 2nd offence - 2 weeks suspension without pay to be documented in employee file;
 - c) 3rd offence - dismissal.

TOWN OF CLARESHOLM

POLICY

POLICY # CEOC 12-95

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Requests for Financial Assistance - Sports Groups

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED December 4, 1995

PURPOSE: To set out guidelines for requests by sports groups for financial assistance.

POLICY: 1) Council deems it prudent to direct that no financial assistance will be given to any sports groups requesting funds to attend functions outside of the Town of Clareholm, (eg. Provincial playdowns, tournaments, playoffs.)

GUIDELINES:

- 1) Administration will advise any group who request financial assistance of the policy in place and deny the request in writing.

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC12-956

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Miss Teen Claresholm Pageant

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED December 4, 1995

PURPOSE: To establish a policy relating to requested donations for the Miss Teen Claresholm Pageant.

POLICY: 1) A grant of \$100.00 will be provided on a yearly basis to the winner of the Miss Teen Claresholm Pageant to compensate the winner for attendance at Town functions and parades.

GUIDELINES:

- 1) On written request from the Pageant organizers, payment will be made to the winner of the Miss Teen Claresholm Pageant in the amount of \$100.00

TOWN OF CLARESHOLM

POLICY

POLICY # Prot 12-95

REPLACING POLICY # _____

EFFECTIVE DATE December 4, 1995

SUBJECT Fire Inspections

DEPARTMENT Protective Services

AUTHORITY Council Resolution

DATE PASSED December 4, 1995

PURPOSE: To provide direction to employees or contracted agencies for fire inspections.

- POLICY:
- 1) No fire inspections will be carried out and no complaints will be taken unless the request or the complaint is in writing.
 - 2) Any request for fire inspection must be made by the owner of the property or the legal representative.

GUIDELINES:

- 1) No fire inspections will be carried out or complaints taken unless the request or the complaint is in writing.

TOWN OF CLARESHOLM
POLICY

POLICY # PROT 12-96

REPLACING POLICY # _____

EFFECTIVE DATE December 17/96

SUBJECT Snow Removal From Private Property

DEPARTMENT Streets

AUTHORITY Municipal Government Act

DATE PASSED December 16/96

PURPOSE: To issue a policy to restrain private contractors and individuals from dumping snow on public property.

- POLICY:
1. Private contractors or individuals providing snow removal services to commercial, industrial or residential areas shall be required to either contain the snow on the site or remove the snow from the site.
 2. Snow removed from private property shall not be dumped on Town owned lands, parks, or streets, and shall only be dumped in areas designated for snow dumping.

GUIDELINES:

1. The Town of Clareholm shall designate a site suitable for the dumping of snow and it shall be the responsibility of the contractors or individuals to ascertain the designated area.
2. Failure of private contractors or individuals to adhere to this policy will result in the following action:
 - a) Any snow dumped on public property will be removed by Town forces with the costs of removal to be billed to the property owner or the contractor.
 - b) Snow dumped in any undesignated area will be removed by Town forces at the contractor's expense.

TOWN OF CLARESHOLM

POLICY

POLICY # PL0E 10-97

REPLACING POLICY # _____

EFFECTIVE DATE October 20, 1997

SUBJECT Access From Secondary Highway #520

DEPARTMENT Planning

AUTHORITY Council Resolution

DATE PASSED October 20, 1997

PURPOSE: To establish a consistent policy for access off of Secondary Highway #520 so that developers of adjacent lands shall be made aware of access limitations.

POLICY: No permanent or temporary access points will be allowed from Secondary Highway #520 to service adjacent lands other than those authorized before the passage of this policy.

Those access points which presently exist will be allowed to exist under current planning policies.

GUIDELINES:

Planning proposals for any lands adjacent to Secondary Highway #520 shall be received in a manner consistent with this policy and any plans designed providing for access off of Highway 520 (43rd Avenue West) shall be rejected.

TOWN OF CLARESHOLM

POLICY

POLICY # COUN 10-97

REPLACING POLICY # _____

EFFECTIVE DATE October 20, 1997

SUBJECT C.A.O. Evaluation

DEPARTMENT Legislature

AUTHORITY Bylaw #1442

DATE PASSED May 8, 2006

PURPOSE:

Council Remuneration Bylaw #1442 "Attached"

GUIDELINES:

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1442**

A bylaw of the Town of Claresholm to establish the position of Chief Administrative Officer to outline the duties and responsibilities of the Chief Administrative Officer.

WHEREAS section 205 (1) (2) of the Municipal Government act provides that the Municipal Council must establish by bylaw the position and that Council must appoint one or more persons to carry out the duties and functions fo the position of Chief Administrative Officer; and

WHEREAS section 207(d) of the said Act provides that the Chief Administrative Officer shall perform the duties and exercise the powers and functions assigned by the Municipal Government Act or assigned by Council; and

WHEREAS the Council deems it proper and expedient to establish the position of Chief Administrative Officer and to define the duties, responsibilities and authority of the position.

NOW, THEREFORE, the Municipal Council of the Town of Claresholm duly assembled enacts as follows:

1. This Bylaw shall be cited as the Chief Administrative Officer's Bylaw.
2. In this Bylaw, including this section, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act and any amendments thereto.
 - b) "Council" means the Town of Claresholm Council.
 - c) "Department Heads" means those employees in charge of departments in the second line level as set out in the Towns Organizational Chart.
 - d) "Town" means the corporation of the Town of Claresholm.
3. There shall be in and for the Town a Chief Administrative Officer who shall be appointed by Council to carry out any and all the executive and administrative duties and powers as delegated by Council and such other executive and administrative duties as my hereafter from time to time be vested, conferred or delegated hereafter from time to time be vested, conferred or delegated upon by Bylaw or resolution of Council.
4. Except for the purpose of official inquiry and emergency, the Town Council shall deal with and control the administrative service through the CAO and the Council shall as normal practice require that its directives be carried out through the offices of the CAO.
5. The CAO must ensure that:
 - a) all minutes of Council meetings are recorded in the English language, without not or comment;
 - b) the names of the Councillors present at Council meetings are recorded;

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- c) the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
 - d) the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
 - e) the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
 - f) the corporate seal, if any, is kept in the custody of the CAO;
 - g) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
 - h) all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
 - i) the accounts for authorized expenditures are paid;
 - j) accurate records of the accounts of the financial affairs of the municipality are kept, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
 - k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capita budget approved by Council are reported to Council as often as Council directs;
 - l) money invested by the municipality is invested in accordance with Section 250 of the Act and in accordance with Council policy directives;
 - m) assessments, assessment rolls and tax rolls are prepared;
 - n) public auctions held to recover taxes are carried out in accordance with part 10 of the Act;
 - o) the council is advised in writing of its legislative responsibilities under this Act.
6. In addition to the powers and duties prescribed by the Municipal Government act and powers and duties as prescribed by the Municipal Government Act and the powers and duties as may from time to time be delegated by Bylaw or resolution of Council the CAO shall:
- a) coordinate and direct presentations by administrative staff to the Council on policy proposals and on going municipal operations making recommendations thereon where appropriate;
 - b) ensure the Council receives such information and reports as it requires to make effective policy decisions and monitor the effectiveness of administrative operations;
 - c) attend or be represented by his designee, at all meetings of Council, and assist in the decision making process by providing advice, guidance and consultation, as required;

- d) direct and coordinate the activities of the various departments of the Town and provide liaison with the department heads and Council;
- e) assist Council in the preparation of the annual budget and submit reports of the revenues and expenditures as may be required from time to time;
- f) work with the Mayor and Council in the preparation of agendas so that as much information as possible can be included to enable Council to properly make decisions;
- g) prepare in order all correspondence that is to come before Council so that Council meetings can run as efficiently as possible;
- h) prepare and submit statistical reports to Council as may be required from time to time;
- i) become familiar with the policies of the Town so that the public may be informed of such policies when requested for information;
- j) establish a filing system which will enable staff to find quickly any files which may be required;
- k) keep separate and intact the legal files of the Town which would include all contracts and other legal documents which are not yet public knowledge. Information in this file is confidential and not to be released for information to anyone except Council members;
- l) carry out correspondence for the Mayor, Council, Committee chairman and department heads as may be required from time to time.
- m) ensure that any documents which may leave to Town office in the possession of a Council member or sent to a legal firm for advice are returned to the office for filing;
- n) set up, keep in order and ensure that all borrowing bylaws of the town are processed quickly and efficiently;
- o) draft bylaws and policies establishing the direction of Council;
- p) ensure that accounts payable have been authorized and are correct before signing by the Mayor and Deputy Mayor;
- q) ensure that the Town of Claresholm is not committed to any policy, project, or enterprise before Council clearance has been given;
- r) work with agencies who are contracted with the Town (assessment, audit etc.) to make sure that the Town's interests are protected;
- s) ensure the prompt and proper handling by administration of all requests, inquiries and complaints by residents of the Town including the establishment of Town policies and procedures for dealing with complaints;
- t) keep informed of governmental and community affairs and ensure that the Council and Town employees are made aware of significant trends.

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7. The CAO shall be the Chief Purchasing Agent of the Town with the authority to purchase all materials, supplies and services and to enter into contracts when so required by Council.
8. When the amount of any purchase of materials, goods or services exceed the sum of \$5,000.00 competitive quotations shall first be obtained except in the case of emergency purchases or such product being a patented device supplied by only one vendor.
9. (1) Authority is hereby granted to the CAO to accept all tenders, up to \$20,000.00 subject to the following limitations:
 - a) that Council has provided appropriations therefore,
 - b) that the bid can be awarded to the lowest responsible bidder,
 - c) that the Council is provided with a report of all such tender offers and acceptances,
- (2) That the tender offers estimated to exceed the sum of \$5,000.00 shall be received by the CAO and submitted to the Council for approval.
- (3) The CAO shall:
 - a) provide in tender offers for proper instruments of security which, when received, shall be held for safekeeping until final disposition or award,
 - b) release securities for tender offers under \$20,000.00 upon final disposition or award,
 - c) release securities for projects in excess of \$20,000.00 upon the authorization of Council.
10. It is expressly implied that Council authorizes the CAO to delegate such responsibility as is herein assigned to his office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be to Department Heads of the Town, provided that it is in keeping with the provisions of this Bylaw and is not inconsistent with the Act or any other act of the Province of Alberta.
11. To the extent that it is necessary to bring to bear on the given subject several disciplines, the CAO is hereby authorized to establish a committee (or committees) which may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.
12. The CAO shall be responsible to keep fully informed of the transactions of all committees, boards and commissions authorized by Council and to further provide coordination with committees outside the scope of Council's legislative power where pertinent to the daily operations of Town business.
13. The CAO may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if;
 - a) no position of designated officer has been established by Council,

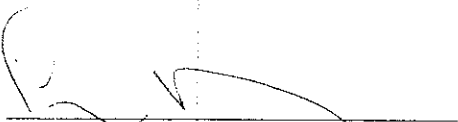
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- b) the position of designated officer is vacant, or
 - c) this or any other enactment or bylaw refers to a designated officer and the power, duty function or other thing relating to the designated officer has not been assigned to any designated officer by Council.
14. (1) The appointment of a person to the position of CAO may be made, suspended, or revoked, only if the majority of the whole Council vote to do so.
- (2) The appointment of a person to the position of CAO may not be revoked or suspended unless the Council notifies this officer, in accordance with subsection 14(3), that it is proposing to revoke or suspend the appointment and provides the officer with its reasons.
- (3) The notification and reasons must be in writing and be served personally on the officer or sent by regular mail to the last known address of the officer.
- (4) If requested by the officer, Council must give the officer or the officer's representative a reasonable opportunity to be heard before Council.
- (5) The CAO whose appointment is revoked is, subject to any written agreement between Council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.
15. Bylaw #1355 is hereby repealed.


Read a first time in Council this 27 day of October 2003 A.D.

Read a second time in Council this 27 day of October 2003 A.D.

Read a third time in Council and finally passed in Council this 27 day of October 2003 A.D.



 Larry Flexhaug, CAO



 E. R. Patterson, Mayor

TOWN OF CLARESHOLM

POLICY

POLICY # GA 10-97

REPLACING POLICY # _____

EFFECTIVE DATE October 20, 1997

SUBJECT Risk Management Committee

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED October 20, 1997

PURPOSE: Town Council in establishing a Risk Management Committee wishes to show its commitment to provide safe working conditions, a safe environment for its citizens and the general public, protect the Town's physical assets from undue exposure and hazards and to comply with environmental legislation.

POLICY: To establish a risk management committee composed of employees of different departments for the purpose of:

1. Risk identification.
2. Risk elimination and reduction.
3. Cost effective risk financing.
4. Control of losses through planned inspections, appropriate bylaws and policies and through accident investigation documentation and review.

GUIDELINES:

1. The Committee shall consist of representatives of Council, Administration, Public Works, Sanitation, Recreation and Utilities.
2. The Committee shall meet semi-annually to review risk management procedures.

TOWN OF CLARESHOLM

POLICY

POLICY # COUN 02-98

REPLACING POLICY # _____

EFFECTIVE DATE February 23, 1998

SUBJECT Council representation on Community Boards and Committees

DEPARTMENT Legislative

AUTHORITY Council Resolution DATE PASSED February 23, 1998

PURPOSE: To establish a consistent policy regarding representation by Council Members on Community Boards and Committees

- POLICY:
1. Council members acting as the Council representative on any Community Board or Committee shall act as a liaison between that Committee or Board and Town Council and shall ensure that minutes and other relevant documents are brought to Town Council's attention.
 2. On Community Committees and Boards where Town Council has no financial involvement the Committee or Board shall determine if the Council member is to have voting privileges on that Committee or Board.
 3. On Community Committees and Boards where Town Council has a financial involvement the Committee or Board shall provide the Council Member with full voting authority on Committee or Board matters.
 4. Where the Committee or Board fails to allow voting privileges for a Council member as noted in part 3 the matter shall be brought before Town Council for action, which action shall not be limited to canceling any financial assistance provided to that Committee or Board.

GUIDELINES: If Town Council deems it necessary in the circumstance to cancel the financial assistance provided to any Community Committee or Board not complying with this policy a council resolution shall direct the Administration as to the action to be taken and the Administration shall forthwith notify the Community Committee or Board involved of the action to be taken.

TOWN OF CLARESHOLM

POLICY

POLICY # TRAN 09-98

REPLACING POLICY # _____

EFFECTIVE DATE September 28, 1998

SUBJECT HANDICAPPED PARKING STALL - TOWN FACILITIES

DEPARTMENT Protective Services

AUTHORITY Council Resolution DATE PASSED September 28, 1998

PURPOSE: To provide a directive to Town Employees and Town Facility Users as to the required purpose of Handicapped parking stalls.

- POLICY:
1. Handicapped parking stalls at Town Owned Facilities have been set aside for the use of those persons with disabilities and as such must be maintained for that use.
 2. Handicapped parking stalls shall not be altered, changed, or deleted without specific direction.
 3. Community groups and organizations using Town Owned Facilities must be advised that Handicapped Parking stalls must be retained for the intended purpose.

GUIDELINES: No Town Employee shall direct that Handicapped Parking stalls shall be used for any other purpose or altered or changed or deleted without a specific directive.



Citizen Complaints Concerning RCMP Policy #PROT 09-98

PURPOSE: To provide a directive on citizen complaints against RCMP member actions.

POLICY: Administration is to direct the citizen to speak to the Claresholm detachment's supervising officer.

EFFECTIVE DATE:

TOWN OF CLARESHOLM

POLICY

POLICY # GA 12-98

REPLACING POLICY # _____

EFFECTIVE DATE December 14, 1998

SUBJECT Employee Christmas Bonus

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED May 8, 2006

PURPOSE: To establish a consistent policy regarding yearly Christmas bonuses to staff.

- POLICY:
1. All permanent staff shall be entitled to receive a yearly Christmas bonus (IGA gift certificate valued at \$30).
 2. All part time staff shall be provided with a bonus of lesser value to be determined by administration.

GUIDELINES:



Removal of Derelict Sheds Policy #PROT 05-99

PURPOSE: To reduce fire hazards, improve the appearance of the Town, and to remove habitat for pests such as skunks.

POLICY: The Town of Claresholm will budget an amount of one thousand dollars (\$1,000) each year for the removal of derelict sheds.

GUIDELINES:

1. The Town will not normally do work on private properties except under this policy or as may be provided by bylaw.
2. The Chief Administrative Officer (CAO) and Community Peace Officer (CPO) are given the authority to approach citizens/owners who have derelict sheds who cannot afford to have them removed.
3. The CAO and CPO are given the authority to negotiate with the citizen the amount of remedial work which needs to be done to restore and protect the property. In any case, the amount must not exceed one thousand dollars (\$1,000) in any given year.
4. The negotiations may include such items as removal of the building, garbage stored in the building, derelict fences attached to the building, grading and soil to fill in any excavation caused by the demolition, and erection of new fence posts to protect the property if necessary.
5. The CAO will prepare the written contract to reflect the negotiations.
6. The written contract must be signed by the Town and the citizen involved.
7. The contract will be available after signing in the CAO's office for inspection by members of Council.

EFFECTIVE DATE:

TOWN OF CLARESHOLM

POLICY

POLICY # GA 02-01(a)

REPLACING POLICY # _____

EFFECTIVE DATE Feb 12/01

SUBJECT Grant Applications

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED _____

PURPOSE: **To establish a consistent policy relating to the presentation, research, and acceptance of grant applications submitted on behalf of the Town.**

- POLICY:
1. The presentation of grant applications for Council consideration shall be made as far in advance as possible. The information regarding the grant should include closing dates, research requirements and the necessity and timing of Council resolutions.
 2. Adequate time shall be allowed for administration to prepare costs for each project under the grant and to provide a completed grant application to Council.
 3. The final grant application shall be accepted by Council by resolution.

GUIDELINES: Proper time lines are required for presentation of grant applications. Grant applications presented without adequate time for research and development may be rejected by Council.

TOWN OF CLARESHOLM

POLICY

POLICY # GA 06-01

REPLACING POLICY # _____

EFFECTIVE DATE June 26, 2001

SUBJECT: Requesting Funds Outside of Budget Approval

DEPARTMENT ALL

AUTHORITY Council Resolution

DATE PASSED June 26, 2001

PURPOSE: To provide direction to staff and Town Facility Committees as to the proper procedure for requesting funds outside of budget allocation.

- POLICY:
1. If a staff member or a committee operating a Town Facility requests additional funds for a project, outside of the budget allocation, the application for those additional funds should first be submitted to Town Council for approval. The submission to Council should indicate all possible funding sources to finance the project.
 2. Only after Town Council has provided approval for the project can further funding sources be contacted.

GUIDELINES: As Town Council ultimately has control of the total budget all committee members and staff should understand the protocol that exists for requesting funding outside of budget allocations.

TOWN OF CLARESHOLM
POLICY

POLICY # GA 05-00

REPLACING POLICY # _____

EFFECTIVE DATE May 8, 2000

SUBJECT: USE OF COUNCIL CHAMBERS

DEPARTMENT: Legislative

AUTHORITY Council Resolution DATE PASSED May 8, 2000

PURPOSE: To establish a directive concerning the use of the Council Chambers by groups and organizations.

- POLICY:
1. Use of the Council Chambers shall be limited to use by Council Committees and organizations where Council has representation by either a member of Council or a member of the Administration (Town Administration or FCSS Director.)
 2. Groups who do not have a Council representative or Town Administration representative shall be requested to find other accommodations for their meetings.

GUIDELINES: No group or community organization shall have use of the Council Chambers unless a member of Council or Administration is present.

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 01-02

REPLACING POLICY # _____

EFFECTIVE DATE January 14, 2002

SUBJECT Assistance to Community Groups

DEPARTMENT Administration

AUTHORITY Municipal Government Act DATE PASSED January 14, 2002

PURPOSE: To establish a consistent policy in dealing with community groups who request financial or in kind assistance from the Town.

POLICY:

1. Upon written request from a community group for financial or in kind assistance Council shall by motion authorize the drafting of an agreement between the group and the Town.
2. The following items shall be included in the agreement:
 - i) Details outlining the total project and work to be completed.
 - ii) Details as to material ordered and the method of purchases.
 - iii) Details as to financial arrangements for grants or other financing.
 - iv) Provisions for cost overruns and financing of the same.
 - v) A current listing of persons who will ultimately be responsible for the project and those who would report to Council.
 - vi) A time schedule of the project.
 - vii) Details as to provisions for cost overruns.
 - viii) A financial statement for the project once the project is completed.

TOWN OF CLARESHOLM

POLICY

POLICY # GA 09-02

REPLACING POLICY # _____

EFFECTIVE DATE September 9, 2002

SUBJECT Policy Statement Risk Pro Management

DEPARTMENT Administration

AUTHORITY Municipal Government Act **DATE PASSED** September 9, 2002

PURPOSE: To establish a policy statement to support and participate in the implementation of an effective Risk Control Program

POLICY:

Policy Statement - Risk Control Program

The Town of Claresholm is committed to public safety and delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the implementation of an effective Risk Control Program which will help us achieve the following goals:

1. The protection of the safety and interests of the stakeholders in our community;
2. The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
3. The active control and reduction of our insurance and other risk related costs as well as the prevention of losses arising from liability claims and damage to municipal and private assets;
4. When losses cannot be prevented, to ensure that the effect of losses on the organization and our community stakeholders is as minimal as possible;
5. To help ensure a mutual benefit for the Town of Claresholm and other Alberta Municipalities, we also support the exchange of knowledge and information with other communities that are participating in similar Risk Control Programs

TOWN OF CLARESHOLM
POLICY

POLICY # GA 10-03

REPLACING POLICY # _____

EFFECTIVE DATE October 27, 2003

SUBJECT: QUOTATIONS & TENDERS

DEPARTMENT: Legislative

AUTHORITY: Council Resolution DATE PASSED: October 27, 2003

PURPOSE: To establish a policy to acquire needed goods and services in such a manner as to obtain maximum value for each dollar disbursed. The Town is committed to a fair and open competitive bid policy. This objective will be achieved by the use of informal, formal and sealed bids obtained by those individuals authorized to enter into contracts, agreements and purchase orders that bind the Town to the terms thereof for goods and services. Data from oral quotations and copies of written quotations and tenders received will be recorded on, or attached to, the original request, requisition or document.

POLICY:

1. AWARD OR PURCHASE ORDERS

Business will be placed with those firms offering the best price consistent with specifications and required quality, delivery and service.

2. RESPONSIBILITY

The necessary controls and procedures to ensure that expenditures for goods and services are handled in a publicly accountable manner, according to principles of sound business practice, shall be established by Town Council.

3. REQUIREMENTS

The acquisition of goods/services is subject to the following requirements for quotations and tendering, providing the following is not in contravention of any terms and conditions made by donors, grantors, and government agencies;

- a) Acquisition of goods/services with an estimated total cost (e.g. including GST, duty, brokerage, transportation, special handling, exchange, etc.) of less than \$5,000.00 per transaction require a minimum of one oral or written quotation, providing the authorized agent is familiar with the market and prices of the goods/services in question.

- b) Acquisition of goods/services with an estimated total cost over \$5,000.00 to \$15,000.00 per transaction, or should the authorized agent be unfamiliar with the market or prices of the goods/services in question, require a minimum of two (2) written quotations.
- c) Acquisition of goods/services with an estimated total cost of \$15,000 to \$40,000.00 per transaction require a minimum of three (3) written quotations.
- d) Acquisition of goods/services with an estimated total cost in excess of \$40,000.00 require a minimum of three public or invited tenders.

4. EXCEPTIONS TO QUOTATION/TENDERING REQUIREMENTS

- a) The Town may, from time to time, identify a need to acquire goods or services for which the exact nature or specifications have not been determined. Examples include, but are not limited to, consulting services (e.g. architectural and engineering); professional services (e.g. auditors, investment counselors, lawyers, actuaries); banking services and regulated utilities. In such cases, the authorized agent may choose to request proposals from one or more parties and choose the best overall value to the Town.
- b) In the event that particular goods or services are available from only one or two suppliers, the requirements of this Quotation & Tenders Policy are waived. The authorized agent will keep on file documentation in support of waivers made on this basis, and will also keep a complete record of the negotiations to secure the best value for the Town.

GUIDELINES:

TOWN OF CLARESHOLM
POLICY

POLICY # GA 10-03(a)

REPLACING POLICY # _____

EFFECTIVE DATE October 27, 2003

SUBJECT: CODE OF CONDUCT AND ETHICS - DISCLOSURE

DEPARTMENT: Legislative

DATE PASSED October 27, 2003

AUTHORITY: * Public Service Act, Section 23, Code of Conduct and Ethics
* Code of Conduct and Ethics Regulation
* Freedom of Information and Protection of Privacy Act, Section 40

PURPOSE: To establish a directive to employees concerning the need to disclose information to the CAO when a situation they are involved in is a conflict or an apparent conflict of interest.

POLICY: All employees are required to disclose to ^{the} the CAO or designate any situation they are involved in that is a conflict or an apparent conflict of interest.

INTENT: The Town of Claresholm endeavours to ensure that there not be, nor seem to be, any conflict between private interests of employees and their responsibility to the public.

DEFINITIONS: A conflict of interest exists when:

- * employees have a private or personal interest sufficient to influence or to appear to influence the objective exercise of their official duties;
- * the private interests of employees are "at variance" or "in conflict" with their official duties and responsibilities;
- * employees gain or appear to gain an advantage (for self or others) by virtue of their position.

An apparent conflict of interest exists when:

- * when a situation seems to exist based on its appearances or where there is a reasonable apprehension or likelihood that a conflict exists.

GUIDELINES:

CAO or Designate:

1. accountable for administering this policy and will issue instructions as necessary concerning implementation of the policy;
2. accountable for promotion of the policy and any supplements to ensure that employees are aware of and understand the regulations and their obligations;
3. accountable for reviewing and ruling on situations where there is an apparent conflict of interest.

All Employees:

1. accountable and expected in all regards to conduct their duties with impartiality;
2. accountable for reviewing the policy and to seek any means of clarification when necessary.;
3. accountable for disclosure of any situation involving them which is a conflict or an apparent conflict of interest.

Procedure for Disclosure:

1. Employees must disclose any situation where:
 - * an employee's impartiality could be questioned, o
 - * a situation arises which is a conflict or an apparent conflict of interest.
2. Employees must disclose to the CAO or Designate in writing the following:
 - a) outside employment where an actual or potential conflict exists;
 - b) voluntary activity where an actual or potential conflict exists;
 - c) business, financial or other private interests that may benefit from employee's position;
 - d) intent to participate in teaching activity;
 - e) intent to participate in political activity;

- f) intent to make a public statement;
- g) acceptance of gifts as an employee;
- h) dealings with others (i.e. relatives) with whom the relationship may bring the employee's impartiality into question;
- i) any charges (on or after October 27, 2003) against the employee for an offence under the Criminal Code of Canada arising from the employee's conduct while on or off duty;
- j) any other activity not listed that creates a conflict or an apparent conflict of interest.

Penalties and Consequences:

Employees who do not comply with any provisions of the policy may be subject to disciplinary action, up to and including dismissal.

TOWN OF CLARESHOLM
POLICY

POLICY # COUN 12-03

REPLACING POLICY # _____

EFFECTIVE DATE: December 15, 2003

SUBJECT: RETURNING ITEMS TO THE AGENDA

DEPARTMENT: Executive

DATE PASSED: December 15, 2003

PURPOSE: To establish a directive concerning how and when items can reoccur on the agenda.

- POLICY:
1. Items which have been placed on the Council Agenda and voted upon at a Regular or Special Council Meeting shall not reappear on a subsequent agenda unless a 90 day period has passed.
 2. Policy item 1. may be waived if Council unanimously votes to allow an agenda item to reappear within the 90 day period.

TOWN OF CLARESHOLM

POLICY

POLICY # GA .1-05

EFFECTIVE DATE JANUARY 1, 2005

SUBJECT ASSET CAPITALIZATION

DEPARTMENT ADMINISTRATION

AUTHORITY COUNCIL RESOLUTION DATE PASSED November 28, 2005

POLICY: THAT CAPITAL ASSETS WITH A COST OF MORE THAN \$5,000 WILL BE CAPITALIZED.

- GUIDELINES:**
1. THE ABOVE ASSETS ARE INDIVIDUAL CAPITAL ASSETS.
 2. INDIVIDUAL CAPITAL ASSETS WITH A COST OF LESS THAN \$5,000 WILL BE EXPENSED IN THE TOWN'S ACCOUNTS.
 3. PROJECT COSTS WILL STILL BE PART OF THE CAPITAL PROJECT AND WILL STILL BE CAPITALIZED AT YEAR END, EVEN THOUGH SOME OF THE COSTS MAY BE LESS THAN \$5,000.



Confidentiality Agreements Policy #GA 04-07

POLICY: All non-union employees must read, understand and sign a confidentiality agreement each year on January 1st. A copy of the confidentiality agreement is attached and signed copies will be kept in employee's personal files.

GUIDELINES: As all information obtained as a Town of Claresholm employee is confidential, staff should understand the nature of the information and sign an agreement stating that they understand the confidentiality policy and will not disclose this information outside of work.

EFFECTIVE DATE:

Town of Claresholm

As a condition of employment with the Town of Claresholm, I

_____ agree to maintain confidentiality of all
(print name)
information of a personal, financial, or technical nature disclosed to, or
ascertained by me in the course of my employment including any
information, policy, or knowledge generated therefrom.

I fully understand the importance of confidentiality associated with my
employment.

Signature

Date

Witness

Date



Recreational Facility & Miscellaneous User Charges Policy # *REC 09-08*

PURPOSE: To establish a document showing user fees for recreational facilities under the control of the Town of Claresholm and other miscellaneous user charges that are not clearly defined in the Town of Claresholm bylaws or other policies.

POLICY:
Recreational facility user fees and miscellaneous user fees shall be charged based on the attached schedule of costs to users of these facilities or services.

PARAMETERS:
The attached schedule shows the user fees charged at the arena, aquatic center, campground, airport et cetera which are not part of a bylaw or another policy.

This policy is to be reviewed annually to ensure the user fees being charged are adequate to Council's policy on cost recovery for that item or facility.

NOTE:
Fees on this policy may be changed by Council resolution and updated to the policy at the next formal review of the fees and charges.

EFFECTIVE DATE: APRIL 13, 2010

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CLARESHOLM ARENA</u>	
• PRIME TIME ICE RENTAL (youth only)	\$57.20 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	37.30 / HOUR
• AA AND ADULT RENTAL	82.50 / HOUR
• OUT OF TOWN	99.65 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 ST YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY)	CMHA AND CSC BE ALLOWED ½ EACH SIGNS FOR FUNDRAISING
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
SUMMER RATES (RINK FLOOR)	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY
<u>CLARESHOLM AQUATIC CENTRE</u>	
• ADULT – DROP IN \$4, 10 PUNCH \$35, ¼ PASS \$80, MONTHLY ALL INCLUSIVE \$39	
• CHILD – DROP IN \$2, 10 PUNCH \$17, ¼ PASS \$35, MONTHLY ALL INCLUSIVE N/A	
• PRESCHOOL – DROP IN \$1, 10 PUNCH \$8, ¼ PASS \$25, MONTHLY ALL INCLUSIVE N/A	
• STUDENT/SENIOR – DROP IN \$3, 10 PUNCH \$27, ¼ PASS \$52, MONTHLY ALL INCLUSIVE \$34	
• FAMILY – DROP IN \$11, 10 PUNCH \$90, ¼ PASS \$175, MONTHLY ALL INCLUSIVE \$100	
• PRIVATE RENTAL - \$75 / HOUR	
• SCHOOLS - \$40 / HOUR	
• SWIM CLUB - \$40 / HOUR	
• LESSONS - \$30 EACH	
<u>WATER/SEWER/GARBAGE</u>	
• PER BYLAW	
• DUMPSTER RENTAL	\$40 / MONTH

**TOWN OF CLARESHOLM
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES
PAGE 2**

DESCRIPTION FEE

CENTENNIAL CAMPGROUND FEES

- FULLY SERVICED LOT \$25 / DAY
- WATER & POWER (NO SEWER) LOT 23 / DAY
- UNSERVICED SITE 15 / DAY
- TENT SITE 12 / DAY

MISCELLANEOUS FACILITY/USER FEES

- AIRPORT TERMINAL BLDG ONLY \$125 / DAY
- AIRPORT RUNWAY RENTAL 500 / DAY (includes terminal bldg usage)
- MAPS COST + 50%
- DOG LICENSE (SPAY/NEUTER) 15 / YEAR
- DOG LICENSE (INTACT) 40 / YEAR
- DAYCARE RENT 100 / MONTH
- PLAYSCHOOL RENT 150 / SCHOOL YEAR
- FOOD BANK RENT NO CHARGE
- ASSESSMENT APPEAL FEE 50 PER PARCEL
REFUNDED IF SUCCESSFUL

BALL DIAMONDS

- RECREATIONAL USE – FREE FOR LOCAL USERS/GROUPS
- MILLENIUM COMPLEX (ALL DIAMONDS) – \$250 / DAY + 250 DAMAGE DEPOSIT
(FOR EXTERNAL USER GROUPS)

TOWN OF CLARESHOLM

POLICY

POLICY # UT 02-07

REPLACING POLICY # _____

EFFECTIVE DATE February 12, 2007

SUBJECT Water Meter Policy

DEPARTMENT Utilities

AUTHORITY Council Resolution

DATE PASSED February 12, 2007

PURPOSE: To establish a policy relating to water meter installation and guidelines for the Town of Claresholm. To be used in conjunction with the revised Water Services Bylaw.

POLICY: 1) All new water service connections require a water meter be installed.

2) SHUT OFF VALVES

All water service connections shall be provided with a water shut off valve placed inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for the protection of the building, pipes, or fixtures, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.

3) SUPPLY OF METERS

The Town of Claresholm will supply meters up to 3/4". All sizes above 3/4" are to be paid for by the owner. The Town of Claresholm will supply radio transmitters. All water meters and radio transmitters supplied by the Town shall at all times be the property of the Town. The Town may from time to time, or at any time, authorize an individual, firm or corporation to install, maintain, repair and replace water meters.

All commercial businesses shall pay the cost of meters and transmitters, as well as flanges and other hardware for installation purposes. The commercial business shall also pay for the cost of installing the meter (an accredited plumber is recommended).

4) ACCESS TO PREMISES

For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the CAO given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.

5) PROTECTION AND MAINTENANCE OF METERS AND SERVICE PIPES

An owner is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may effect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied by the Town that may be damaged from the foregoing cause or any other causes within the owner's control. The maintenance of the pipe from the curb-stop to the water meter remains the responsibility of the owner.

6) INSTALLATION OF WATER METERS

The owner shall make provision and install the water meter. If an inspection indicates the installation has not been carried out properly, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owner's sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

7) RELOCATION OF THE WATER METER PIPING

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

8) BUILDING ALTERATION AND RELOCATIONS

If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection. All costs associated with relocating the water meter, including Town costs, shall be paid for by the owner.

9) LOCATION AND INSTALLATION OF RADIO TRANSMITTERS

The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. This service will be billed to the owner as a "Water Service Connection Fee" and will cost \$55 plus GST. Town employees will also turn on the water at this time.

10) RELOCATION OF WATER METER RADIO TRANSMITTERS

If the Town is dissatisfied with the location of any remote readout due to alterations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

11) NOTIFICATION OF MALFUNCTION

A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

12) REMOVED OR STOLEN METER

If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

13) WATER UTILITY INITIAL TURN ON

The water control valve or curbstop is to be activated **only** by employees or individuals authorized by the Town of Claresholm.

The owner or his authorized agent must make a written request for services at the Town office when they require the water to be turned on. Conditions herein must be complied with before the water service can be turned on.

14) OWNER ALTERATIONS TO THE WATER SYSTEM

No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).

Any property found with a device which pressurizes water will be removed by a Town of Claresholm employee at the owner's expense.

15) DEMOLITION OF BUILDING

In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout unit before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

GUIDELINES:

- 1) Administration personnel will advise any persons constructing a property which requires water meters and remote readouts of this policy to ensure that owners or their authorized agent understand what is required by the Town.

TOWN OF CLARESHOLM

POLICY

POLICY PEOT 06-07

REPLACING POLICY # _____

EFFECTIVE DATE June 11, 2007

SUBJECT OC SPRAY

DEPARTMENT Bylaw Enforcement/Peace Officer

AUTHORITY Council Resolution DATE PASSED June 11, 2007

PURPOSE: To establish a policy relating to the proper use & storage of OC Spray.

POLICY: Peace Officers who have successfully completed the OC Spray training course are authorized to carry and use OC Spray while on duty if authority appears on their peace officer appointment.

STANDARDS:

- 1) A peace officer's appointment authorizes him/her to be in possession of OC Spray only for the purpose of their duty or employment and does not extend to off-duty activities.
- 2) When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commenced as soon as practical.
- 3) OC Spray shall only be carried by Peace Officers while on duty.
- 4) The Unit Supervisor or designate will maintain a current list of all Peace Officers who have completed the OC Spray course and are authorized to carry and use it.

PROCEDURES:

- 1) A Peace Officer authorized to carry and use OC Spray:
 - a) Informs the Supervisor whenever possible prior to using OC Spray
 - b) When a tactical advantage is not lost, advises the potential target(s) that OC Spray may be used if their behavior remains uncontrollable
 - c) Monitors the target(s) and seeks medical assistance if the effects of the OC Spray persists after one (1) hour and
 - d) Submits an Incident Report to the Supervisor and to the Public Security Department on the approved form describing the incident and reasons for utilizing the OC Spray.

NOTE: This also includes any accidental OC spray discharges.

- e) Ensure that when off-duty, the OC Spray is secured in a locked cabinet within the office. If a peace officer goes off shift at their residence, the OC spray must be secured within a locked cabinet.
- 2) The Supervisor:
 - a) Reports to the area, takes charge of the incident and approves the use of OC Spray, if necessary;
 - b) Ensure all targets affected by the OC Spray are taken to an area which is secure and removed from contamination and provides for decontamination;
 - c) Reviews, comments and submits the detailed Incident Report to the Authorized employer;
 - d) Ensures all Peace Officers required to carry OC Spray are re-certified every 36 months (sooner if desired by the Authorized employer).

TOWN OF CLARESHOLM

POLICY

POLICY # PROT 06-07

REPLACING POLICY # _____

EFFECTIVE DATE June 11, 2007

SUBJECT BATON POLICY

DEPARTMENT Bylaw Enforcement/Peace Officer

AUTHORITY Council Resolution **DATE PASSED** June 11, 2007

PURPOSE: To establish a policy relating to the proper use & storage of the baton

POLICY: Peace Officers, upon successful certification may be issued an extendible baton and will be responsible for its care, use and storage.

STANDARDS:

- 1) All Peace Officers certified in the use of the baton will be required to wear a baton while on duty.
- 2) All Peace Officers certified in the use of the baton (including the department sanctioned Incident Management Intervention Model) will be re-certified within 36 months (or sooner if desired by Authorized employer) by a qualified instructor.
- 3) The baton will be worn in the issue scabbard.
- 4) The baton will be deployed only in the prescribed manner, according to an Incident Management Intervention Model or approved Use of Force Model.
- 5) All Peace Officers will immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and ensure the Public Security Division is notified.

- 6) Peace Officers who are carrying authorized batons:
- a) Must check their baton on a weekly basis for the following:
 - i) Wear and tear on the foam grip
 - ii) Bent shaft and stress fractures
 - iii) Abrasions on the tip or a loose tip
 - iv) Secure butt cap
 - b) May make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities
 - c) Report any defective baton requiring repair or replacement immediately to a Supervisor and

NOTE: This includes a bent shaft, wear and tear on the handle and sharp abrasions on the tip.

- d) Immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and to the Public Security Division.
- e) Ensure that when off-duty, the baton is secured in a locked cabinet within the office. If a peace officer goes off shift at their residence, the baton must be secured within a locked cabinet.



Staff Training & Development Policy #GA 09-07

PURPOSE: To establish a consistent policy regarding staff training and development.

POLICY: All training and development to be completed by Town staff must be approved by the department head and/or the Chief Administrative Officer (CAO). All costs associated with the approved course will be covered by the Town subject to Town guidelines.

GUIDELINES:

1. Requests for employee enrolment and/or reimbursement for payment of courses, seminars or conferences must be included in the Town's annual budget.
2. All courses, seminars and conferences must relate directly to improving the employee's current job performance or be related to the employee's future job responsibilities.
3. To reduce costs, staff will travel together if possible, either in a Town owned vehicle or a personal vehicle. Staff will also, where possible, stay in a room with double occupancy.
4. Hotel/motel costs are not to exceed one hundred and fifty dollars (\$150) per night plus taxes and fees, or two hundred dollars (\$200) for double occupancy. Any overage will be paid by the employee(s).
5. Meal costs will be reimbursed by the Town when they are supported by receipts. Even with receipts, the maximum allowed per day is fifty one dollars (\$51) in total.
6. Meals costs, without receipts to verify them, will be reimbursed but limited to the following amounts: Breakfast \$10, Lunch \$15, Supper \$20.
7. Time spent travelling to/from the course/seminar is considered time worked and is chargeable to the Town.
8. Mileage will be reimbursed, when a personal vehicle is used, based on Canada Revenue Agency's suggested vehicle rates per their website. This rate will be updated on January 1st of each year based on CRA's changes.
9. Time spent in the course/seminar is considered time worked and is chargeable to the Town.

EFFECTIVE DATE:



Town Owned Vehicle Usage Policy #GA 09-07a

PURPOSE: To establish a consistent policy regarding Town vehicle usage after normal scheduled working hours.

POLICY:

1. The following vehicles are to be parked at the employee's Claresholm residence when not in use on Town business:
 - a) Public Works – Superintendent
 - b) Water Plant Operator(s).
2. These vehicles are only to be used for Town related business outside of normal working hours:
 - a) Administration – Chief Administrative Officer
 - b) Public Works – Superintendent
 - c) Bylaw / Community Peace Officer
 - d) Development Officer / Planner
 - e) Water Plant Operator(s)

EFFECTIVE DATE:

TOWN OF CLARESHOLM

POLICY

POLICY # GA 09-076

REPLACING POLICY # _____

EFFECTIVE DATE September 10, 2007

SUBJECT Additional Named Insurance Policies

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED September 10, 2007

PURPOSE: To establish a policy and guidelines relating to insuring organizations that are not controlled by the Town of Claresholm.

- POLICY:
- 1) The following groups have standalone policies which are currently reimbursed by the Town of Claresholm:
 - Claresholm Golf Club
 - Meals on Wheels
 - Claresholm Curling Club
 - Claresholm Child Care Society
 - Willow Creek Agricultural Society
 - Claresholm Community Hall Board
 - 2) The Agricultural Society and the Town have an agreement that their insurance will be paid by the Town.
 - 3) The Claresholm Golf Club, Curling Club, Child Care Society and Meals on Wheels have no such agreements and the informal arrangement of the Town paying for their general liability insurance will be reviewed on an annual basis.
 - 4) No other organizations that are NOT controlled by the Town of Claresholm will be reimbursed for their general liability insurance.

TOWN OF CLARESHOLM

POLICY

POLICY # GA 08-07

REPLACING POLICY # _____

EFFECTIVE DATE August 13, 2007

SUBJECT Email Policy

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED August 13, 2007

PURPOSE: To establish a policy and guidelines relating electronic mail for Council members.

POLICY:

- 1) Council members will each have an email address with the Town of Claresholm. This Town address may be forwarded to a personal email address if the Council member wishes.
- 2) The Town email addresses will have passwords determined by Administration and any issues with these accounts must be forwarded onto Administration to be handled (ie. spam control, file size).
- 3) Any Town correspondence that is in the form of an email and is determined to be eligible to be forwarded onto Council will be done via email. No electronic correspondence will be printed off and delivered to Council members.
- 4) Council members will be responsible for checking their email on a regular basis for information forwarded onto them by Administration.

TOWN OF CLARESHOLM

POLICY

POLICY # COUN 11-07

REPLACING POLICY # 42

EFFECTIVE DATE November 13, 2007

SUBJECT Convention Delegate Expenses

DEPARTMENT Legislative

AUTHORITY Council Resolution

DATE PASSED November 13, 2007

PURPOSE: To establish a policy for the payment of expenses for convention delegates.

POLICY:

- 1) Convention delegates shall be reimbursed for Convention expenses as follows:
 - a) Accommodations at actual cost
 - b) Meals at actual cost
 - c) Mileage at established rate in the Staff Education and Training Policy #66, and actual parking charges
- 2) Expenses not to be reimbursed shall consist of:
 - a) In room movies
 - b) Personal phone calls
 - c) Use of in room bar
 - d) Liquor expenses
 - e) Expenses incurred by delegate spouses or significant others

NOTE: If any of the expenses under number 2 above are charged to the room and paid for with the Town credit card, the amount will be deducted from the delegate's next paycheque.

- 3) Receipts for meals must be provided for audit purposes. Delegates should ask for a copy of the detailed receipt for themselves when ordering in-room meals and charging it to the room.
- 4) Reimbursement for meals where no receipt is provided will be at the following rates:
 - Breakfast - \$10.00
 - Lunch - \$ 15.00
 - Dinner - \$ 20.00

TOWN OF CLARESHOLM

POLICY

POLICY # CEOC 11-07

REPLACING POLICY # _____

EFFECTIVE DATE November 13, 2007

SUBJECT Electronic Community Sign Usage

DEPARTMENT Administration

AUTHORITY Council Resolution DATE PASSED November 13, 2007

PURPOSE: To establish a policy for usage of the Town's electronic community sign.

POLICY:

- 1) All requests shall be directed to the Secretary-Treasurer to determine eligibility.
- 2) Sign is to be used to promote community events only. Advertising and/or sponsorship recognition for any private and/or for-profit business is not allowed in any announcement.
- 3) Groups allowed access to using the sign will be of a non-profit nature only.
- 4) Priority will be given to arena events such as hockey games, skating events, and farmer's markets over all other community events.
- 5) Announcements will be displayed starting within three weeks prior to the actual date of event occurrence.
- 6) The maximum words per announcement is twelve (12).
- 7) The maximum number of announcements being displayed at any given time will be six (6).
- 8) Town of Claresholm Arena staff will post arena activities and those announcements deemed acceptable by the Secretary-Treasurer.

TOWN OF CLARESHOLM

POLICY

POLICY # TRAN 11-07

REPLACING POLICY # _____

EFFECTIVE DATE November 26, 2007

SUBJECT Temporary Curb Ramps

DEPARTMENT Planning / Bylaw Enforcement

AUTHORITY Council Resolution DATE PASSED November 26, 2007

PURPOSE: To establish a consistent policy for the use of temporary curb ramps within the Town of Claresholm.

POLICY: Property owners will be allowed temporary curb ramps within corporate limits under specific conditions.

GUIDELINES:

1. Residents who want a temporary curb ramp must forward a written request to the Development Officer of the Town of Claresholm. The Development Officer will visit the property, assess the situation, and make a decision on if a curb ramp will be allowed and if so, where it will be allowed.
2. Temporary curb ramps are ordered for the ratepayer by the Town of Claresholm only, to ensure the Town can control and track the use and type of curb ramps being used.
3. The property owner is responsible to reimburse the Town for the cost of the curb ramp, shipping and handling, and GST.
4. In the event that the wind, grader or other unforeseen event removes the curb ramp and it is not able to be located back to the property, the property owner is responsible for purchasing its replacement (if so desired).
5. If the property owner wishes to have their sidewalk modified to allow vehicular access in the short term, they can be added to a list of projects for the following year's sidewalk improvements. This option will be paid for by the homeowner at their expense.
6. Alternatively, if in the future the property owner's sidewalk is scheduled for improvements by the Town, they will be contacted and offered to have their sidewalk

TOWN OF CLARESHOLM

POLICY

POLICY # COUN 12-07

REPLACING POLICY # _____

EFFECTIVE DATE January 1, 2008

SUBJECT Delegations to Council

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED December 19, 2007

PURPOSE: To establish a consistent policy for Delegations to Council.

GUIDELINES:

1. Parties wishing to meet with Council as a Delegation to a regular Council meeting must inform the Secretary-Treasurer of the Town of Claresholm, and put their request in writing. This request must be received at the Town Office by 4pm the Thursday prior to the scheduled meeting.
2. There will be a limit of two (2) delegations allowed to any scheduled meeting. Requests to increase this number will be at the sole discretion of the Mayor.
3. All parties that attend a Council meeting and speak on behalf of an issue must sign the "Council Delegation Sign-in Sheet." This record will be filed with the Council meeting minutes.
4. Delegations will be limited to a maximum of fifteen (15) minutes to discuss the issue. Any delegations running over this time limit will be at the discretion of the Mayor.
5. Decisions on delegation issues will not be made at the same meeting, but rather at the next regular Council meeting.



Claresholm

Town of Claresholm

Council Delegation Sign-in Sheet

Date: _____

Issue: _____

Print Name & Address

TOWN OF CLARESHOLM

POLICY

POLICY # Rec 01-08

REPLACING POLICY # _____

EFFECTIVE DATE January 28, 2008

SUBJECT Playgrounds

DEPARTMENT Public Works

AUTHORITY Council Resolution

DATE PASSED January 28, 2008

PURPOSE: To establish a consistent policy for Playgrounds.

GUIDELINES:

1. Playgrounds are to be inspected weekly, monthly and yearly with all documentation recorded and filed, under the direct supervision of the Town's Superintendent.
2. Existing playground structures are to be kept in a reasonably safe and well maintained condition or compliant with the Canadian Standards Association (CSA).
3. All playgrounds are to be inspected using the most recent CSA code.
4. A list of park playgrounds and the order for replacement shall be maintained and available for discussion or alteration when needed.
5. Starting in 2008, one of our existing playgrounds will be redone every second year, and then the rotation repeats. (Eg. We have eight playgrounds, eventually our oldest will be 16 years old.)
6. All playgrounds will be installed using professional installation. No using volunteer groups to supervise the major portion of installation.
7. All parks to have posted signage with a contact number for people to call if there is a problem.
8. Repairs, maintenance, inspections and replacement will be budgeted for annually.

TOWN OF CLARESHOLM

POLICY

POLICY # Coun 03-08

EFFECTIVE DATE March 25, 2008

SUBJECT Regular Council Meetings

DEPARTMENT Council Resolution

AUTHORITY Municipal Government Act

DATE PASSED March 25, 2008

PURPOSE: To establish a consistent policy regarding holidays and regular Town Council meetings.

POLICY: When any regular Town Council meeting date falls on a holiday as defined in the CUPE (Canadian Union of Public Employees) Local 3023 Agreement, the meeting will be moved to the next business day at 7:00pm.

TOWN OF CLARESHOLM

POLICY

POLICY # Rec 06-08

EFFECTIVE DATE: June 9, 2008

SUBJECT: Claresholm Aquatic Centre Operational Hours

DEPARTMENT Council Resolution

AUTHORITY Municipal Government Act

DATE PASSED: June 9, 2008

PURPOSE: To establish a consistent policy regarding holidays and the operational hours of the Claresholm Aquatic Centre

POLICY: The Claresholm Aquatic Centre will remain closed to the public on any dates defined as a statutory holiday in the CUPE (Canadian Union of Public Employees) Local 3023 Agreement.



Policy # GA 09-10

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: SEPTEMBER 13, 2010



**Town Employees
Purchasing Town Property
Policy # GA 09-08**

PURPOSE: To establish a consistent policy when Town employees wish to purchase town property that is available to be sold.

POLICY:

1. Tangible capital assets/equipment (with an initial cost greater than \$5,000) with a salvage value of less than \$500 will be available for purchase by Town employees on a first-come first-serve basis.
2. Tangible capital assets/equipment with a salvage value of more than \$500 will be sold at auction or by advertisement to the general public. The highest monetary offer will be the one accepted.
3. Other assets with an initial cost less than \$5,000 (such as computers and equipment) that have not been capitalized and have a nominal salvage value, may be purchased by employees at the cost negotiated between management and staff.
4. Salvage value for the purposes of this policy will be determined by the Chief Administrative Officer (CAO) and the Town Superintendent.

EFFECTIVE DATE: September 8, 2008



Surveillance Camera Policy Policy # *PLOT 07-08*

PURPOSE: Security cameras for public video surveillance refer to video surveillance performed by public bodies in public spaces (streets, parks, etc). As part of a comprehensive crime prevention strategy, public video surveillance is another public safety tool that has been shown to:

- Deter crimes of opportunity;
- Detect suspicious or criminal activity;
- Aid in the coordination and deployment of appropriate response measures; and
- Support criminal investigations.

In the Town of Claresholm, Closed Circuit Television (CCTV) will be placed in three of the town's parks/public areas, Amundsen Park, Centennial Park and the Downtown Pathway. The camera locations within these areas have been identified through consultation between the Town Superintendent and Bylaw Services utilizing incident data as well as professional knowledge provided by the CCTV supplier. These areas are or have the potential to be impacted by high incident rates of property crime including graffiti and other vandalism. Management of the CCTV system will be the responsibility of the Town of Claresholm, with capital costs shared amongst the Town, Claresholm & District Chamber of Commerce and the Claresholm Parks Society.

IMPLICATIONS:

- **General -**
CCTV is an effective tool when used as part of a comprehensive crime prevention and public safety strategy.
- **Social -**
CCTV will likely have a positive effect on the ability to coordinate swift police and bylaw responses, the collection of evidence, the ability to identify perpetrators of crime and to respond in times of emergency, disaster or heightened security.
- **Environmental -**
Administration will work to minimize the impact of camera placement on the enjoyment of the natural environment and public open space.
- **Economic (External) -**
The successful deployment of CCTV has resulted in proven decreases in auto break-ins and decreased property crime. CCTV will also aid in efficient deployment and resource management.

DUTIES AND RESPONSIBILITIES:

The surveillance system will be operated by the employees of the Town of Claresholm, specifically the Superintendent of Public Works. In the absence of this individual, the acting superintendent and/or the CAO will operate the system.

Superintendent of Public Works Duties:

- Supervise initial installation of surveillance equipment;
- Retrieve/replace memory cards;
- Analyze information from memory cards at the Town Office during regular office hours only. Information will only be analyzed following an incident in the surveillance area;
- Report any criminal activities to the CAO and/or RCMP, if the offense is major in nature or a property crime;
- Seek guidance about information from the CAO;
- Repair/maintenance of the cameras;
- Provide memory cards to the RCMP for evidence when a major incident ONLY (property crime or major offense), has occurred at the site(s). Appendix "A", Law Enforcement Disclosure Form, must be filled out when any information is provided to the RCMP.

The CAO shall be designated as the senior person to be responsible for the public body's privacy obligations under the Act and the policy. If the CAO feels it is a Town bylaw issue (noise, excessive littering etc.) or enforcement is needed by the Community Peace Officer (CPO), then the CAO will determine the CPO's involvement and access to the recorded information.

ACCESS TO THE SYSTEM:

The system is only accessible by two people: the Town Superintendent (or designate) and the Town's CAO. The CCTV will record on a seven day loop where after seven days the system will begin recording over the oldest stored data. In the event of an incident where access is requested to the information, the data will not be overwritten and will be held until the request has been dispensed with and the Office of the Privacy Commissioner has reviewed the access request.

REVIEW OF THE VIDEO:

The video will only be reviewed in response to an incident that has occurred in the park. Review of the video by the above parties will be followed up with appropriate action as deemed by the Town Superintendent. This may include contact with the local RCMP detachment or Town Council for further consultation.

SIGNAGE:

Signage must be in place in multiple locations around the park(s), notifying the public that the parks are under video surveillance. The signage will also provide the contact information of the Town Office for any inquiries about the system and its use. These signs will be in place as stipulated in the *Freedom of Information and Protection of Privacy (FOIP) Guide to Using Surveillance Cameras in Public Areas*.

ADDITIONAL DETAILS:

The system will run 24 hours a day, seven days a week and information will be retrieved from the cameras only in the case of an incident occurring at a location. The memory cards when not in use will be stored in the vault safe at the Town Office and will be signed out by the CAO. Before a memory card is given to the Superintendent or his designate, the card will be checked to ensure that all personal information has been erased.

EFFECTIVE DATE:

Surveillance Camera Policy #81 – Appendix “A”



Law Enforcement Disclosure

Request for Disclosure under Section 401(1)(q) of the Freedom of Information and Protection of Privacy Act

_____ Date

In accordance with Section 40(1)(q) of the *Freedom of Information and Protection of Privacy Act*,

_____ Name of Public Body

requests disclosure of personal information pertaining to

_____ Name of Individual or Other Identifier

which may be generally described as:

_____ General Description of Information Requested

This information is required by this public body to assist in an investigation pursuant to:

Reference: Federal or Provincial Statute or Local Public Body Bylaw by Section or Description of Purpose

Requesting Official:

_____ Name

_____ Title

_____ Signature

_____ Badge Number (if applicable)

I, _____
Name of Disclosing Official

consent to

refuse

this disclosure of personal information.

If disclosure has been authorized, the personal information bank(s) is:

_____ Name(s) of Personal Information Bank(s)

Authorized Disclosing Official:

_____ Name

_____ Title

_____ Signature

_____ Name of Public Body

NOTE: This completed record may qualify for exception to disclosure under section 20 of the *Freedom of Information and Protection of Privacy Act*



Conference Attendance
Policy # GA 09-08(a)

PURPOSE: To establish a consistent policy regarding Town Council members and designated staff of the Town of Claresholm attending conferences each year.

POLICY:

Members of Town Council and designated staff members can attend one conference per year that will be paid for by the Town.

GENERAL:

The Town of Claresholm recognizes the importance of Town Council and designated staff attending conferences each year. To show fiscal responsibility while continuing to encourage the pursuit of information, parameters must be placed and enforced on attendance of said conferences. This policy does not cover training/education (one day or half day workshops and seminars).

PARAMETERS:

Town Council

Members of Town Council are permitted one conference per year, which means they can choose to attend the annual AUMA Convention or another comparable convention per year of which the expenses will be paid for/reimbursed by the Town. If a Council member chooses to attend additional conferences, it will be at their own expense, could be funded by another organization or the Councillor can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town.

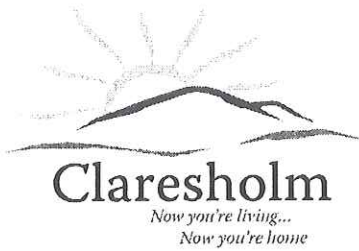
Designated staff members

Designated staff are permitted one professional conference per year of which the expenses will be paid for/reimbursed by the Town. If the designated staff member wishes to attend another conference they can submit their request to the Administrative Committee to approve the additional conference attendance. If the Committee approves the request, the additional conference will be paid for by the Town. Expenses for conferences attended by designated staff will not exceed \$2,000 per year. These expenses are inclusive of mileage, meals, lodging, parking, etc and exclusive of wages.

NOTE:

Policy #66 - Staff Education and Training and Policy #70 - Convention Delegates Expenses should be reviewed for details on allowable expenses and other restrictions.

EFFECTIVE DATE: September 8, 2008



**Mackin Hall Use
Policy #** *Rec 09-08(a)*

PURPOSE: To establish a consistent policy regarding the use of Mackin Hall by the public.

POLICY:

Mackin Hall will remain exclusively for the use of not-for-profit organizations with a focus towards youth activities, mainly the Scouts, with other groups at the discretion of the Scouts designated representative and the Chief Administrative Officer (CAO) of the Town of Claresholm.

GENERAL:

The construction of Mackin Hall was originally intended to provide a space for the Scouts to conduct their weekly meetings, and for the use of youth within the community. Mackin Hall is not to be used by any for-profit groups or for private functions (weddings/birthdays etc).

PARAMETERS:

Formal requests to use Mackin Hall must be presented to the CAO, who will then determine if the request should proceed to the Scouts designated representative.

Any requests for use of Mackin Hall that are for profit purposes or private functions will be refused.

NOTE:

EFFECTIVE DATE: September 8, 2008



TAX PENALTY FORGIVENESS

Policy # **TAX 09-08**

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 # PL DE 04-09

**Bylaw #1525 – Land Use Bylaw
Planning & Development Fees**

PURPOSE: To establish a document showing the Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw.

POLICY: Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw, shall be charged based on the attached fee listing.

PARAMETERS: The attached listing shows the fees to be charged for planning and development projects within the Town of Claresholm as administered by the Development Department.

NOTE: Fees on this policy may be changed by Council resolution and updated to the policy at such time as deemed necessary by Administration and/or Council.

EFFECTIVE DATE: April 15, 2009

Planning & Development Fees		(April 2009)
Residential:		
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Commercial / Industrial / Institutional:		
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Sign Permit & Temporary Sign Permit: (One sign per application)		
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Miscellaneous Development Fees:		
Variance to the Land Use Bylaw		\$125.00
Discretionary Uses		\$125.00
Home Occupation Application		\$125.00
Change in Use (permitted use)		\$20.00
Change in Use (discretionary use)		\$125.00
Parking (cash-in-lieu (per stall))		\$4,000.00
Demolition Permit		\$50.00
Zoning Letter		\$20.00
Environmental Search Request Letter		\$20.00
Residential Certificate of Compliance		\$50.00
All Other Certificate of Compliance		\$100.00
Condominium Conversions (per unit)		\$40.00
Performance Security Deposits / Building Damage Deposits:		
Single Family Dwellings & Duplex Dwellings (new construction)		
Adherence to Proposed Site Plan		\$ 750.00
Final Grades Achieved		\$ 750.00
Completion of Landscaping & Building Exterior		\$ 500.00
TOTAL		\$2000.00
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)		
		\$500.00
Multi-family, Industrial and Commercial (new construction)		
Adherence to Proposed Site Plan		\$1000.00
Final Grades Achieved		\$1500.00
Completion of Landscaping & Building Exterior		\$1000.00
TOTAL		\$3500.00
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)		
		\$1,500.00
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)		
		\$5,000.00
Penalty Fees:		
Commencing Without Approved Development Permit		Permit Fees Double
Post Construction Waiver Applications		Permit Fees Double
Sign Impoundment Fee		\$250.00
Planning Fees:		
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation		\$400.00
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Redesignation		\$400.00
Municipal Reserve Disposal Application		\$250.00
Road Closure Application		\$250.00
New Area Structure Plan		\$1,000.00
Subdivision and Development Appeal Board Fees		\$300.00
Agreement Preparations Small Scale		\$125.00
Agreement Preparations Large Scale		\$500.00 + legal expenses
Document / Products Fees:		
Land Use Bylaw		*cost + 50%
Municipal Development Plan		*cost + 50%
Inter-Municipal Development Plan		*cost + 50%
Other Statutory Plans		*cost + 50%
Land Use Map		*cost + 50%
Legal Base Map		*cost + 50%
Civic Address Map		*cost + 50%
Servicing Standards for Municipal Improvements		*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)		



GA
Policy # 09-10(a)

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.

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: _____

DATE: _____

EFFECTIVE DATE OF POLICY:

TOWN OF CLARESHOLM

POLICY

POLICY # GA 10-09

REPLACING POLICY # 74

EFFECTIVE DATE: October 26, 2009

SUBJECT Asset Classification

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED October 26, 2009

PURPOSE: To establish a consistent policy for Asset Classification.

GUIDELINES:

1. Major, minor and sub-classes of tangible capital assets will be defined as:
 - a. Major
A group of tangible capital assets that is significantly different in design and use.
 - b. Minor
A classification within a major class that has unique characteristics.
 - c. Sub-class
A further classification that may be required due to unique tangible capital asset criteria, applications, methodologies and asset lives. There is the option to further classify into sub-class one, sub-class two, sub-class three, etc.
2. Tangible capital assets recorded in the Major classification will be as follows:
 - Land
 - Land improvements
 - Buildings
 - Engineered structures
 - Machinery & equipment
 - Vehicles
 - Cultural & historical

3. Definitions of major asset classifications:

- a. Land
Land includes land purchased or acquired for value for parks and recreation, building sites, infrastructure (highways, dams, bridges, tunnels, etc) and other program use but not land held for resale.
- b. Land improvements
All improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- c. Buildings
Permanent, temporary or portable building structures, such as offices, garages, warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- d. Engineered structures
Permanent structural works such as roads, bridges, canals, dams, water and sewer, utility distribution and transmission systems including plants and substations.
- e. Machinery and equipment
Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structures class.
- f. Vehicles
Rolling stock that is used primarily for transportation purposes.
- g. Cultural & historical
Works of art and historical treasures that have cultural, aesthetic or historical value that is worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements, but the existence of such property should be disclosed.

4. 'Engineered Structures' minor assets classifications:

Minor classifications in the 'Engineered Structures' major classification will be:

- Roadway system
- Light rail transit system
- Water system
- Wastewater system
- Storm system

Buildings and machinery & equipment will be grouped in a sub-class for the minor classes of water, wastewater, storm water, electric, gas and fibre optics. This treatment is an exception to the recommended approach to classifying tangible capital assets in order to better report the cost of distribution and transmission systems.

5. Definitions of Engineered Structures minor classes:
 - a. Roadway system
Assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel. Includes roads, bridges, overpasses, ramps, parkades, lights, sidewalks and signage.
 - b. Water system
A system for the provision of water for human consumption through pipes or other constructed convey. It is comprised of assets for the intake, distribution, storage and treatment of safe potable water. Includes mains, services, pump and lift stations, plants and equipment, reservoirs and fire hydrants.
 - c. Wastewater system
Wastewater is defined as water after it has been used for household, business and other purposes which flows from private plumbing systems to public sanitary sewers and on to a treatment plant. This system is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source. Includes mains, services, pump and lift stations, plants and equipment and lagoons.
 - d. Storm system
Assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes mains, services, catch basins, pump and lift stations, outfalls and retention ponds.

6. Useful life and Amortization Methods of Tangible Capital Assets
 - a. Useful Life
Tangible Capital Assets will be amortized over their maximum useful lives per Appendix "A".
 - b. Amortization Methods
 - i. Land – not depreciable
 - ii. Land improvements – straight line
 - iii. Buildings – straight line
 - iv. Engineered Structures – declining balance
 - v. Machinery & Equipment – declining balance
 - vi. Vehicles – declining balance
 - vii. Cultural & Historical – not recognized as Tangible Capital Assets
 - c. Half Year Rule – All Tangible Capital Assets will use the half year rule of only taking 50% of the amortization in the year of acquisition and the year of disposal.
 - d. Residual Values – All Tangible Capital Assets (except land) will be allocated residual values based on the best information at the time of purchase and will be amortized calculated based on the residual value being realized at the end of the maximum useful life.

7. Capitalization Thresholds

- a. Expenditures that meet both the criteria of a tangible capital asset and exceed the following suggested capitalization thresholds are to be recorded as a tangible capital asset:

Asset description	Cities	Towns	Villages	Rural Municipalities
Land	-	-	-	-
Land improvements	\$10,000	\$5,000	\$2,000	\$5,000
Buildings	100,000	25,000	10,000	50,000
Engineered structures	100,000	25,000	10,000	50,000
Machinery & equipment	10,000	5,000	2,000	5,000
Vehicles	10,000	5,000	2,000	5,000

8. Historical Cost

- a. Tangible capital assets will be recorded at their historical cost (which shall include all costs to get the asset in place and functional, ie freight).

Appendix A: Recommended Maximum Useful Life

ASSET CLASSES					Maximum Useful Life
MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	

Land

- Right of way
- Undeveloped right of way
- Parks
- General

Cultural & Historical

- Public art
- Historical
- Heritage site

Land Improvements

Parking lot				
	Gravel			15
	Asphalt			25
Playground structures				10
Landscaping				25
Fences				20
Sprinkler systems				25
Golf courses				20
Tennis courts				20
Fountains				20
Lakes/ponds				25
Retaining walls				20
Running tracks				15
Outdoor lighting				20
Airport runways				10
Soccer pitch - outdoor				20
Bike/jogging paths				
	Gravel			15
	Asphalt			20
Landfill				
	Pits			volume
	Pads			volume
	Transfer stations			25

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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Buildings

Permanent structures					
Frame					50
Metal					50
Concrete					50
Portable structures					
Metal					25
Frame					25
Leasehold improvements					variable
Construction in progress					

Engineered Structures

Roadway system					
Bridges					variable
Overpass/interchange					60
Curb & gutter					30
Parkades					50
Roads & streets					
(*subject to weather conditions)					
Lanes/alleys					
ACP - hot mix					20*
Gravel					15*
Non-conforming					20*
Local/Collector/Arterial/Major Arterial					
Concrete					30*
ACP - hot mix					20*
ACP - cold mix					10*
Chip seal					10*
Oil					5*
Gravel					15*
Road signs					
Traffic control					30
Information					30
Lights					
Decorative					30
Streets					30
Traffic					30
Guard rails					30
Ramps					20
Sidewalks & para ramps					20

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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	Water system				
		Distribution system			
			Mains		75
			Services		75
		Pump, lift and transfer stations			35
		Plants & facilities			
			Structures		40
			Treatment equipment		
				Mechanical	40
				Electrical	40
				General	40
			Pumping equipment		40
		Hydrants / fire protection			40
		Reservoirs			40
	Wastewater system				
		Collection system			
			Mains		75
			Services		75
		Pump, lift and transfer stations			35
		Plants & facilities			
			Structures		40
			Treatment equipment		
				Mechanical	40
				Electrical	40
				General	40
			Pumping equipment		40
		Lagoons			40
	Storm system				
		Collection system			
			Mains		75
			Services		75
		Pump, lift and transfer stations			35
		Catch basins			75
		Outfalls			75
		Retention ponds			75
		Treatment facility			40

MAJOR	Minor	Sub-class 1	Sub-class 2	Sub-class 3	Maximum Useful Life
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Machinery and Equipment

	Heavy construction equipment				variable
	Fire equipment				12
	Fitness & wellness				10
	Control systems				5
		Communication links			20
		SCADA system			10
	Fuelling stations				15
	Communications				
		Radios			10
		Telephone systems			10
	Tool, shop & garage equipment				15
	Scales				15
	Bins				15
	Meters				
		Water			40
		Parking meters & splitters			20
	Turf equipment				10
	Ice resurfacers				10
	Office furniture & equipment				
		Furniture			20
		Office equipment			5
			Audio/visual		10
			Photocopiers		5
	Computer systems				
		Hardware			5
		Software			10

Vehicles

	Light duty				10
	Medium duty				10
	Heavy duty				10
	Fire trucks				25



Policy # GA 09-10(c)

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 # *Prot 09-10*

Fire Department Charges

PURPOSE: To establish a policy for Fire Department call out charges.

REPLACING POLICIES: 6, 31 and 48

POLICY:

1. All fire calls shall be charged at the established rates as set out in #6 (below) and shall be billed to the insurance company or owner of the property.
2. Actual time for a fire call out shall be noted by the Fire Chief on the Fire Report and this report shall be the basis of the billing.
3. The number of vehicles responding to a fire department call out and any materials used shall be noted on the Fire Report and this report shall be the basis of the billing.
4. Where a false alarms occurs due to a failure to notify the fire department of testing procedures and previous warnings have been given as to notification prior to testing, then the full cost of the call out will be billed for that false alarm.
5. Call outs for false alarms shall be charged at the established rates set out in #6 (below).
6. Rates shall be as follows:
 - a) Fire truck and rescue van (flat rate includes manpower) \$200/hr/unit
 - b) Where a vehicle is used only for transportation of firemen \$100/hr/unit
 - c) Any material used shall be billed at cost
 - d) A \$300 credit shall be allowed on the first call out to any residential or commercial call, including false alarms, per calendar year. This credit shall not apply to motor vehicle related calls. The credit would apply only to fire fighting charges. Credits are not cumulative.
7. If it is required that fire departments from other jurisdictions respond to fire calls or provide back up assistance to the Claresholm Fire Department, then the billing shall include the actual cost as established by that municipality.
8. These rates may be adjusted from time to time by resolution of Council.

EFFECTIVE DATE:



Policy # GA 09-10(b)

Tendering – Banking & Audit Services

PURPOSE: To establish guidelines for the tendering of banking and auditing services which will provide for consistent direction to Administration.

REPLACING POLICIES: 9 and 9.01

POLICY:

1. The provision of banking and auditing services will be established by the acceptance of tender proposals which will provide for a five (5) year term contract to the successful firm.
2. Requests for new tender proposals for banking and auditing services will be requested by administration every five (5) years.
3. All tender proposals will be reviewed by Council and will be accepted by resolution of Council.

EFFECTIVE DATE:



Policy # **PLDE 09-10(a)**

Offsite Levies

PURPOSE: To establish an equitable developer contribution towards the future expansion of utility services and the transportation network and to establish a consistent method as to which developments will require offsite levies.

GUIDELINES: Per Section 648 of the *Municipal Government Act*, municipalities have the authority to charge offsite levies on land that is to be developed or subdivided.

REPLACING POLICY: 15

POLICY:

1. Offsite levies will be compiled based on those infrastructure projects that are directly affected by or connected to the new development.
2. Offsite levies will be calculated based on the area of the development in proportion to the total area within the municipal boundary.
3. Offsite levies will be prorated based on the intensity of use of the proposed development.
4. Offsite levies apply to any land which is subdivided and a new parcel being created.
5. Offsite levies will be calculated as part of the terms of the development agreement and the offsite levies being paid will continue as a condition of subdivision.
6. Offsite levies will be paid by the developer prior to final subdivision approval unless otherwise approved by Council.

EFFECTIVE DATE:



Policy # PLDE 09-10(b)

Offers to Purchase Land

PURPOSE: To establish a consistent policy for the sale of commercial, industrial and residential lands owned by the Town of Claresholm.

REPLACING POLICY: 25

POLICY:

1. Prospective buyers must submit an Offer to Purchase to the Town of Claresholm in an approved format with sufficient information and details for the offer to be considered. This format will include an Option to Purchase with the Town of Claresholm as the Grantee.
2. The Town of Claresholm does not have a templated land sale agreement.

EFFECTIVE DATE:



Policy #CEDC 09-10

Volunteer Appreciation Dinner

PURPOSE: To establish a consistent policy for the Town of Claresholm to promote volunteerism by holding a Volunteer Appreciation Dinner.

REPLACING POLICY: 12

POLICY:

1. A Volunteer Appreciation Dinner is to be held once a year in conjunction with National Volunteer Week.
2. The Volunteer Appreciation Dinner is to be partially sponsored by the Town of Claresholm.

EFFECTIVE DATE:



Policy # *PROT 07-10*

Emergency Services Levels And Standards

PURPOSE: To provide guidelines for all first responders to an emergency call as to the level and standards approved by the municipality.

The Town of Claresholm's Fire Department (CFD) serve as first responders within the geographical area of the Town, and such other areas designated by Town Council. The Town's fire fighters hold varying levels of qualifications from Basic First Aid & CPR training (Basic) to Emergency Medical Responder (EMR).

The Town of Claresholm has adopted this policy to ensure that any first response call is handled by the CFD responders based upon Council's direction and the training and qualifications of the individual members who may respond. The emergency services levels and standards approved by the Town (attached) are based on differing first response scenarios.

POLICY:

1. Town of Claresholm Fire Department members responding to an emergency services call are expected to provide medical first response care based upon a Basic First Aid and CPR Level C level of service. However individual members who have received personal training and have been properly qualified to provide EMR service, if present at an incident, may provide EMR services within the scope of their training and qualifications.
2. Members will provide services in accordance with the attached Appendix “A” – Claresholm Fire Department Emergency Services Levels and Standards.
3. Members will only provide the above services if they are qualified to do so.

EFFECTIVE DATE: July 20, 2010

APPENDIX A

**CLARESHOLM FIRE DEPARTMENT
EMERGENCY SERVICES LEVELS AND STANDARDS**

EMERGENCY SERVICE PROVIDED	LEVEL OR STANDARD
EMERGENCY DISPATCH SERVICES:	Approved Provided 911 Dispatch Centre
EMERGENCY MEDICAL SERVICES:	
<ul style="list-style-type: none"> • Medical Co-Response (MCR) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (only when no ambulances are available) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (assist on Delta & Echo Responses) 	Basic First Aid and CPR training. However members with EMR, if present, may provide EMR level response within their qualifications.
<ul style="list-style-type: none"> • Medical First Responder (fire drivers for medical emergencies) 	Class 4 License



Policy # CEOC 09-10(a)

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. Upon approval, submissions may be received after the May 31st deadline and 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 # CEDC 09-10(a)

**Municipal Sustainability Initiative (MSI)
Operating Grant**

Appendix "A"

Allowable Expenses

1d. Assistance to Non-Profit Organizations

Municipalities can access operating funding to enhance their support of non-profit organizations. Often, non-profit organizations provide cost-effective infrastructure and services to communities. Each municipality would have to determine the non-profit organization or organizations that it wants to provide operational funding support to, and in what amount. **Projects that support non-profit organizations are exempt from the minimum MSI funding threshold.**

Municipalities should consider organizations with a charitable and benevolent purpose that benefit the general public in the local community. Non-profit organizations can include either formally incorporated or informally structured organizations. Funding can also be directed to municipal grant funding boards, such as recreation boards, for further disbursement to non-profit organizations.

Funding cannot be used for activities and projects outside Alberta, for religious purposes, for political or lobbying activities, for commercial or for-profit purposes, and for expenses related to fundraising activities such as casinos and bingos. Further, funding cannot be provided to individuals.

Once the project has been accepted by the Minister, the municipality will be able to provide funding to the non-profit organization.

*See **Schedule 2** for a list of qualifying operating expenses outlined under the Assistance to Non-Profit Organizations category and **Schedule 3** for more information on allocating MSI operating funds to non-profit organizations.*

Schedule 2 – Qualifying Operating Expenses

Further to the general definitions in **Section 3**, qualifying operating expenses include, but are not limited to the following:

		Project Categories			
		Capacity Building	Planning Activities	Municipal Services	Assistance to Non-Profit Organizations
Qualifying Expenses	Resources				
	Salaries, wages, and benefits	○	●	○*	●
	Training costs	●	●	●	●
	Consultant fees	●	●	●	●
	Honoraria	○	●	○*	●
	Volunteer development	●	●	●	●
	Support Costs				
	Rent	○	●	●	●
	Utilities	○	●	●	●
	Insurance costs	○	●	●	●
	Computer and software maintenance contracts	●	●	●	●
	Property taxes	○	●	●	●
	Technology support and training	●	●	●	●
	Membership fees for regional organizations	●	●	●	●
	Operating Supplies and Small Equipment				
	Computer hardware and software	●	●	●	●
	Copiers and Fax Machines	○	●	●	●
	Furniture	○	●	●	●
	Phones	○	●	●	●
	Program supplies	○	●	●	●
	Specialized equipment	○	●	●	●
	Handheld/hand-operated tools	○	●	●	●
	Maintenance				
	Paint	○	●	●	●
	Carpet	○	●	●	●
	Cleaning supplies	○	●	●	●
	Roof repairs	○	●	●	●
	HVAC repairs	○	●	●	●
	Window replacements	○	●	●	●
	Other life cycle maintenance	○	●	●	●

Legend	
●	Expense qualifies under this project category.
○	Expense only qualifies under this project category if it is incurred as part of a joint initiative.

* Expense qualifies under this project category if the project supports libraries.

Expenses that do not qualify

The following costs **do not qualify** for MSI operating project funding:

- capital costs, excluding any of the qualifying expenses identified above;
- depreciation;
- Goods and Services Tax (GST);
- income taxes;
- interest;
- loan fees;
- debt principal payments;
- contributions to individuals; and
- costs funded under other grant programs.



Policy # PLDE 09-10

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: SEPTEMBER 13, 2010



Policy # GA 09-10(d)

**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: SEPTEMBER 13, 2010

INFORMATION ITEMS

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, January 21, 2010 at Noon

Present: Frank Keller, Larry Ford, Kathy Davies, Sue Gour, Daryl Sutter, Dave Baptie,
Doug Symonds, Russell Sawatzky Lyle Broderson, Rod Andrews

Excused: Wes Wiebe, John Stewart

1. Vice Chairman Doug Symonds called the meeting to order at 12:10 p.m.

2. Sue approved the agenda with the addition of 6.1 Insurance.

3. Reports:

3.1. **Greens Committee:** Rod reported on the following:

- Carts are all serviced, some need brake work;
- Will start working on equipment;
- Have checked the greens, some are a little dry, will water in the next warm spell;
- Put some fertilizer on the practice green;
- Rod asked if golfing privileges can be extended to include his girlfriend. The Board gave their approval, but suggested that it should be written into his contract.
- Winter fence seems to be working – suggestion for next year was to enclose the whole green and have a better staking method.

Rod moved his report.

3.2. **Club Pro and Marketing Committee:** Lyle reported on:

- Claresholm Trade Fair in Feb 5 & 6th.
- Newsletter will be going out first part of March;
- Need to purchase a printer.

3.3. **Town Rep.:** Daryl

- The well site still needs testing to be done before they know what is to be done with it.
- Work on the south sanitary sewer line should start this spring. The Town needs to know where we plan on locating the washroom. Lyle will talk to Mike about this.
- Set a date for the joint use agreement committee in February.

3.4. **Clubhouse Committee:**

- Met with Hazel and have agreed to drop the rent by \$5,000.00 for 2009 = a total of \$25,000 – still owes \$4,250.00. For 2010 the rent will be \$30,000.00.
- We will replace the stove, and put in a stainless steel grill for \$1,500.00 Also will look into the cost of a larger deep fryer.
- Frank has organized a crew to paint the downstairs of the clubhouse.

... /2

3.5. Finance Committee:

- Draft budget for the next meeting. Suggestions: add driving range to green fee cost and increase the Greens fees by \$5.00. Also have signs posted at the Driving Range indicating “Driving Range Passes and their current cost”.

3.6. Grants & Casino Committee:

- Lyle has asked the “girls” to look for funding to cover the cart path costs.

4. New Business:

4.1. Insurance:

Russell presented a quote of \$2,345.00 for Directors & Officers Insurance and Liability. Larry moved, seconded by Frank that we accept this quote. CARRIED. Russell abstained from the vote.

5. Adjournment: Moved by Larry that the meeting be adjourned at 1:30 p.m.

Next meeting: Wed. Feb. 17, 2010 @ noon

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, February 17, 2010 at Noon

Present: Wes Wiebe, Larry Ford, Kathy Davies, Sue Gour, Dave Baptie, Doug Symonds,
Lyle Broderson, Rod Andrews

Excused: Frank Keller, Russell Sawatzky, John Stewart, Daryl Sutter

1. Chairman Wes Wiebe called the meeting to order at 12:07 p.m.
2. Larry Ford moved the agenda be approved. CARRIED.
3. Dave Baptie moved the approval of the January 21, 2010 regular meeting minutes.
CARRIED.
4. Correspondence - None
5. Reports:
 - 5.1. **Greens Committee:** Rod reported on the following:
 - Have been checking for ice on the greens – had to remove some of the ice
 - Plan to have all of the ice off in March
 - Equipment maintenance if ahead of schedule
 - Carts brakes will went until Doug is back to work;
 - Have ordered new ball washers;
 - Ordered feet scrapers – will put some on the course;
 - Also ordered bigger sand bins for the par 3 holes;
 - Rod will be gone from Feb. 24 to March 3Rod moved his report.
 - 5.2. **Club Pro and Marketing Committee:** Lyle reported on:
 - High River Trade Fair in mid April;
 - Suggested running ads in the High River paper;
 - Will do the Billboard ads again – very effective last year;
 - GPS in the carts – still need confirmation;
 - 5.3. **Clubhouse Committee:**
 - Hazel still owes approx. \$3,000.00 in rent;
 - Ceiling in the kitchen requires some repair;
 - Bernie has ordered the piece for the grill;
 - Frank and crew have almost completed painting;
 - Discussion on cleaning of deck and sealing.
 - Wes reported that Big Rock will provide some form of sponsorship – details to be worked out.

5.4. Finance Committee:

- Larry Ford moved the approval of the proposed 2010 budget. CARRIED.
- Town requires a letter regarding the share cost of the John Deere Aercore 800 Aerator with electric hydraulic left for a total cost of \$19,325.00. Lyle will do this.

5.5. Grants & Casino Committee:

- No news on the grants.

6. New Business:

6.1. Annual General Meeting:

Set the date of Tuesday, April 20 for the AGM - Supper at 6pm with the meeting at 7pm. John Stewart has completed six years, Wes Wiebe and Larry Ford have completed one term of three years – they are eligible to let their name stand for re-election.

7. Adjournment: Moved by Doug Symonds that the meeting be adjourned at 1:15 p.m.

Next meeting: Wed. March 17, 2010 @ 7:00 pm

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, May 19, 2010 at Noon

Present: Wes Wiebe, Larry Ford, Larry MacDonald, Russell Sawatzky, Kathy Davies,
Daryl Sutter, Doug Symonds, Lyle Broderson,

Excused: Frank Keller, Sue Gour, Dave Baptie, Rod Andrews

1. Chairman Wes Wiebe called the meeting to order at 12:03 p.m.
2. Larry Ford moved the agenda be approved. **CARRIED.**
3. Russell Sawatzky moved the approval of the April 27, 2010 Organizational meeting minutes. **CARRIED.**
4. Correspondence - None
5. Reports:
 - 1. Greens Committee:** Lyle reported for Rod on the following:
 - Greens have had a thinner deep tang aerator and over seed completed.
 - Sod cutter will cost approx. \$6,000.00 – therefore we will not purchase.
 - Fixed water line on #4 and 13- were damaged with auger – 17 wires needed to be repaired.
 - Happy with workbee - fence on #8
 - Hole #6 – sod, #4 and 13fence
 - Still need to fix cracks and seal the deck – **refer to the Clubhouse Committee**
 - **Moved by Larry Ford that Rod purchase mini tings. CARRIED.**
Rod moved his report.
 - 2. Club Pro and Marketing Committee:** Lyle reported on:
 - Workbee had 33 people participate, majority were senior members
 - At this time we are ahead of last year's stats- weather is a major factor;
 - Doug Townsend is looking after the Mens Stag (Reverse Raffle Draw) on Oct. 15.
 - Billboard ads up for 4 weeks starting May 1. Consider doing a different ad for July or Aug. – would be \$300.00 to produce and \$2,000.00 for the month.. **Moved by Larry Ford that Lyle go ahead with this billboard ad for July or Aug. CARRIED.**
 - Will be doing the TV Raffle again – need to do the license.
 - 3. Town Representative:**
 - Daryl will look after the levelling of the bridges.
 - Sewer line almost completed.

Bridges of Claresholm Golf Club
RM
May 19, 2010

pg. 2

- Spoke to Kris regarding children playing around the water on the golf course. Lyle is to notify the Peace Officer when these children are seen on the golf and he will then deal with it.

4. Clubhouse Committee:

- Swamp cooler needed repairs.

5. Finance Committee:

- Monthly financial statements were reviewed.

6. Grants & Casino Committee:

- No news on the grants. Kathy has called the CIP office, but will not give out any information. Kathy will call Evan Berger's office to see what they can do.

7. Tournaments:

- Lyle is booking various tournaments.

6. New Business:

1. Cart Shed:

Items have been missing from cart within the cart sheds. A discussion on the importance of only renters using the shed. A sign should be posted that the Golf Club is not libel for lost or damage.

- 7. Adjournment: Moved by Larry MacDonald that the meeting be adjourned at 12:50 p.m.

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, June 16, 2010 at Noon

Present: Wes Wiebe, Dave Baptie, Larry Ford, Larry MacDonald, Russell Sawatzky, Kathy Davies, Daryl Sutter, Doug Symonds, Lyle Broderson, Rod Andrews

Excused: Frank Keller, Sue Gour

1. Chairman Wes Wiebe called the meeting to order at 12:12 p.m.
2. Dave Baptie moved the agenda be approved. CARRIED.
3. Dave Baptie moved the approval of the May 19, 2010 regular meeting minutes. CARRIED.
4. Correspondence – Request from Barb Kemery for reimbursement of fees due to injury of her arm. A doctor's letter was also submitted with this request. This request is granted.
5. Reports:
 1. **Greens Committee:** Rod reported on the following:
 - Had 1 2/10" of rain last night (June 15) – little flooding.
 - On the front nine have aerator – should soften up the ground – will do the back nine. Plan on covering with gypsum – also will use the gypsum on spots on the fairways.
 - Need more fertilizer for the back nine – will do the entire course in one month.
 - Backup mower has blown up. A rebuilt motor will cost \$7,000. He is looking for a used one, under \$10,000.
 - Spraying for weeds on #15 – 18 is completed.
 - Sprayer is in need of repairs: Clutch is broken- will have to pull the main shaft to repair it.
 - Concern with #15 – would like to rope if off.
 - Received a load of gravel for the cart paths on #15 – need a bobcat to move it. Larry MacDonald volunteered his bobcat.
 - Dave Baptie will spray for thistles and other weeds.
 - Rod moved his report.
 - Wes brought up the concern for the dying trees. A few suggestions were made: Contact the Garden Club to see what they suggest. Call in an arborist. Have the soil tested. Decided to form a Tree Committee which will work with Rod. Members are Dave Baptie, Larry Ford, Doug Symonds and also see if any members would be interested in volunteering on this committee. The Board would like this committee to draw up a plan of where trees should be planted, taking into consideration availability of water and the type of trees.

2. Club Pro and Marketing Committee: Lyle reported on:

- Billboard ads might start July 19 for 4 weeks. We prefer the 109 Ave SW on Macleod Trail location. **Moved by Doug Symonds that Lyle go ahead with a 12 week ad in the Calgary Sun for \$450/ad. CARRIED.**
- Will be doing the TV Raffle again – Lyle will do the license and Kathy will make up the tickets.
- Lyle was asked if the website is up-to date with the tournaments – had trouble locating them on the site.
- The following are stats which compare to last year at this time:
 - Greens: up \$121.00
 - Tournaments: up \$1300.00
 - Pro Shop: up \$6500.00
 - Cart Rentals: down \$260.00
 - Driving Range: down \$370.00
 - Overall we are up \$7300.00
- Redoing the sign on the north end of Town (Seymour land) – will add “Licensed Restaurant”.

3. Town Representative:

- Was also caught by surprise by the amount of work involved on #5. It seems the old lift station needs to be tied in. There will be exterior stakes marking the right of way. Contractors have been old no dirt on the golf course side. Contractor will replace cart path, reseeding, levelling and replacing of the stakes.
- The rain has held up completion of the work. In negotiations with Highways Dept. for #520 tie in. Concern over who is responsible if anyone hits one of the workers with a golf ball. The Town is liable, but there is some responsibility still put onto the golfer.
- Daryl asked that the Town be notified ASAP if clean up is not done.
- Tax notice is out – need to ask the Town for exemption.
- Ask Daryl if the Town has a transit we could borrow to check the drainage on the south end of the course. Need to determine what needs to be done, so we can solve the drainage problem.

4. Clubhouse Committee:

- Deck: Doug presented information on a 3 part application system:
 1. Membrane that you roll on;
 2. Coating on top of membrane;
 3. Then a sealer.Doug will check into price and get more information on timing of the different application – might have to shut down the patio.

5. Finance Committee:

- Monthly financial statements were reviewed.

6. Grants & Casino Committee:

- Lyle received news that we did get approval for the grant for the washrooms, weather shelter. Will need to keep track of volunteer hours and equipment. MLA Evan Berger will present the Golf Club with the cheque on Friday morning.
- Will look into more grants for cart paths – maybe break it into phrases.

7. Tournaments:

- Ladies Open – July 22
- Kinsmen - Aug 7
- Health Foundation - June 19 – weather permitting
- Had a tournament cancel for today - RCMP – Lyle offered 2 for 1 passes. .

6. Adjournment: Moved by Larry MacDonald that the meeting be adjourned at 1:40 p.m.

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, July 7, 2010 at 7:30 am

Present: Wes Wiebe, Dave Baptie, Sue Gour, Larry MacDonald, Russell Sawatzky, Kathy Davies, Daryl Sutter, Doug Symonds, Lyle Broderson, Rod Andrews

Excused: Frank Keller, Larry Ford

1. Chairman Wes Wiebe called the meeting to order at 7:37 a.m.
2. Dave Baptie moved the agenda be approved. CARRIED.
3. Dave Baptie moved the approval of the June 16, 2010 regular meeting minutes. CARRIED.
4. Correspondence – Request from Trevor Currie for full reimbursement of fees due to work related duties that take him out of town. Lyle is asked to talk to him about carrying over the fees to next year or a refund minus a \$150 punch card. The Board needs to review and/or write up a policy regarding reimbursement of fees.

5. Reports:

5.1. **Greens Committee:** Rod reported on the following:

- Trying out a new used mover- it is 2 yrs. old, new blades and has an 11 ft. wide swath. Can cut the whole course in 2 days. Figures can get it for between \$7,000 - 8,000. A new one would cost \$24,000. The Board told Rod to see what kind of a deal he can make.
- Have started pruning – a lot needs to be done. Will alternate pruning with other jobs.
- Will start plugging to on #11 and 15.
- Continue to aerate on #12.

Rod moved his report.

5.2. **Club Pro and Marketing Committee:** Lyle reported on:

- Billboard ads (Pattison) will run July 19 to Aug 15 for a cost of \$3,300, plus \$200 for setup, plus taxes. Sign will be advertizing “Twoonie Thursdays” includes a cart.
- Presented a promotion of trips to Las Vegas
- Presented information on golf course signage from Wallah Golf. Lyle will ask the representative to come to one of the next meetings and give a presentation.

5.3. **Town Representative:**

- Sewer line complete – clean is still in progress;
- New Water Treatment Plant is up and running – Grand Opening will held end of August.

- Premier Stelmach will be in Claresholm Sat. July 10 for the Lodge opening of their new units – then going to Stavely for the opening of Municipal Building.
- Lyle and Rod told Daryl about the poor job and lack of consideration for the golf course over the construction of the sewer line. Work still needs to be done on cart paths and levelling of the ground area.
- Asked who the Golf Course needs to work with regarding the building of the south end washrooms. Daryl said we should wait until Mike is back from holidays.

5.4. Clubhouse Committee:

- Restaurant is struggling. Did pay some rent. The Clubhouse Committee will meet with Hazel and discuss what the Board expects and how can we work together.

5.5. Finance Committee:

- Sue has talked to YPM and told that we only require a Comparative Income Statement with Budget to Actual for our monthly meetings.

5.6. Grants & Casino Committee:

- Nothing to report.

5.7. Tournaments:

- Cancelled the Member Guest Mixed Scramble scheduled for July 10. Consider changing the format.

6. New Business:

- Russell brought up the consideration of the Golf Club sponsoring Junior Golfers. Lyle does work (give lessons) with these young golfers already. Board thought this was not something they wanted to get into at this time.

7. Adjournment: Meeting adjourned at 8:50 a.m. Next meeting will be Wed. July 21 @ Noon.

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, July 21, 2010 at Noon

Present: Wes Wiebe, Sue Gour, Larry MacDonald, Russell Sawatzky, Kathy Davies, Daryl Sutter, Frank Keller, Larry Ford, Doug Symonds, Lyle Broderson,

Excused: Dave Baptie, Rod Andrews

1. Chairman Wes Wiebe called the meeting to order at 12:05 p.m.
2. Larry Ford moved the agenda be approved. CARRIED.
3. Larry Ford moved the approval of the July 7, 2010 regular meeting minutes. CARRIED.
4. Correspondence – Lyle report that he had talked to Trevor Currie regarding his request for full reimbursement of fees and suggested to him that the Golf Club could offer him a punch card (valued at \$150.00) and a partial reimbursement as this is later into the season. The Board needs to review and/or write up a policy regarding reimbursement of fees.
5. Reports:
 - 5.1. **Greens Committee:** Lyle reported for Rod on the following:
 - New used mover- Larry Ford moved that we purchase this used mower for \$6995.00 + GST. CARRIED. Note: if we did not buy this mower the rental cost was at \$1,000/week.
 - Will start aerating the greens next week using the new thin tinges.
 - Working on the bunkers.
 - Working on getting the greens faster: rolling, vertical cutting, etc.
 - 5.2. **Club Pro and Marketing Committee:** Lyle reported on:
 - Lyle has not heard back from Wallah Golf (golf course signage) – he will try to set up a presentation in the next few months.
 - Western Financial has asked about sponsorship opportunities. Willow Creek Insurance (previous business name) had a hole sign, but no longer. They had suggested putting towels with their company name on all of the ball washers. Lyle will contact when we have formulated an advertizing/sponsorship plan.
 - The following are areas that need policies and/or contracts drawn up:
 - Lyle suggested that tournaments could be sponsored by businesses;
 - Membership fees with an option of a payment plan (4 post-dated cheques with the balance being paid by the end of June and with a credit card taken as security);
 - Leasing of Cart: now the fee is \$750/cart/year. Suggested to offer a half-price fee for one rider and full price for two riders.
 - Consider including in a contract for those who store their carts in the shed that a fee would be charged if they loaned their cart out to others outside of their immediate family.
 - Put together a package to offer small businesses to take their staff golfing.

5.3. Town Representative:

- Told the contractor for the sewer line/water project has gone onto another project. Lyle and Rod should work with Mike Schuweiler (when he comes back from holidays - next week) to get everything finished to the Golf Courses satisfaction and also on the building of the washrooms on the south end of the course;
- New Water Treatment Plant Grand Opening will held August 21;
- Daryl asked for our thoughts on the proposed curfew – majority seemed to be in favour.

5.4. Clubhouse Committee:

- The Clubhouse Committee (Sue, Larry M. and Russell) has not met with Hazel – will try to meet either Mon. or Tue of next week (July 26, 27).

5.5. Finance Committee:

- Sue presented the finances for end of June and to July 20. These statements were less paper and much easier to understand.

5.6. Grants & Casino Committee:

- Nothing to report.

5.7. Tournaments:

- Cancelled the Ladies Open.

6. New Business:

- None.

7. Adjournment: Larry Ford moved the meeting be adjourned at 1:05 p.m. Next meeting will be Wed. August 4 @ 7:30 am.

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, August 18, 2010 at Noon

Present: Wes Wiebe, Sue Gour, Russell Sawatzky, Daryl Sutter, Frank Keller, Larry Ford, Kathy Davies, Lyle Broderson and Rod Andrews

Excused: Dave Baptie, Larry MacDonald, Doug Symonds

1. Chairman Wes Wiebe called the meeting to order at 12:05 p.m.
2. Larry Ford moved the agenda be approved. CARRIED.
3. Sue Gour moved the approval of the July 21, 2010 regular meeting minutes. CARRIED.
4. Correspondence – None.
5. Reports:
 - 5.1. **Greens Committee:** Rod reported on the following:
 - Water line break on No. 2 has been fixed;
 - Working on cart path behind No. 15 and a small amount of work is still to be done on No. 16 cart path.
 - Have been removing stumps and dead trees – 74 so far;
 - Have worked on all the bunkers up hole no. 11 – will continue;
 - Town has been doing ground work on the area where the south end washrooms will be built;
 - The Senior Mens league have agreed to purchase distance markers (200, 150, and 100) for all the holes (excluding the par 3's);
 - Consider replacing the rough mower;
 - Cannot prune the taller trees - Will look into partnering with the Town when they bring in a contractor to prune their trees.
 - 5.2. **Club Pro and Marketing Committee:** Lyle reported on:
 - Lyle presented comparisons to last year:

○ Green Fees:	up	\$ 1,400
○ Tournaments:	down	\$ 4,300
○ ProShop:	up	\$ 9,300
○ Power Cart Rentals:	down	\$ 2,200
○ Driving Range:	<u>up</u>	<u>\$ 200</u>
○ Sub-total	up	\$ 4,400
 - The golf/steak sandwich promotion has netted \$5,417.24 in revenues. Will continue to the end of the season. Approximately 75% of the 106 participates are new to our course.

- The following are some of the tournaments that are coming up:
 - Senior Mixed (Aug. 19)
 - Firemens (Aug. 21)
 - Pikane Braggers (Aug. 28 & 29)
 - Exonn Mobil (Sept. 10 & 11)
 - Foothills Ford (Sept. 11)
 - BJ Whitehead (Sept. 19)
- Will look at the 2011 rates at the next meeting.

5.3. Town Representative:

- Daryl reported that work is being done on 8th Street to correct the drainage and sewer lines at Cottonwood Villas.
- Suggested that Mike and the Golf staff should meet to discuss golf needs.

5.4. Clubhouse Committee:

- The restaurant is behind in their rent payments.

5.5. Finance Committee:

- Sue presented the finances for end of July and to Aug. 18. Sue will check into whether we would qualify for GST rebate.

5.6. Grants & Casino Committee:

- Will have to keep track of the labour and equipment used for building the washrooms for the reporting of the CIP grant. Kathy will make up forms.
- Community Spirit Grant is coming up – will apply when application are available.

5.7. Tournaments:

See Golf Club Pro report.

6. New Business:

- None.

7. Adjournment: Larry Ford moved the meeting be adjourned at 1:05 p.m. Next meeting will be Wed. Oct. _____

President

Date

Secretary

The Bridges at Claresholm Golf Club
REGULAR MEETING
Wednesday, September 15, 2010 at Noon

Present: Wes Wiebe, Larry MacDonald, Doug Symonds Daryl Sutter, Frank Keller, Larry Ford, Kathy Davies, Lyle Broderson and Rod Andrews

Excused: Dave Baptie, Sue Gour, Russell Sawatzky

1. Chairman Wes Wiebe called the meeting to order at 12:09 p.m.
2. Larry Ford moved the agenda be approved. CARRIED.
3. Doug Symonds moved the approval of the August 18, 2010 regular meeting minutes. CARRIED.
4. Correspondence – Lyle has set a meeting up with Walleye Signs. Please attend if possible – Wed. Oct. 6 at noon at the Golf Club House.
5. Reports:
 - 5.1. **Greens Committee:** Rod reported on the following:
 - Gathering up snow fences and re-bar for staking and fencing around the back greens and the problem areas on the front nine;
 - Starting to prepare for winterizing the course;
 - Will aerate the rough areas first, then fairways and t-boxes. The fairways and t-boxes will be done once the course is closed.
 - Limited number of staff, so are just maintaining.
 - 5.2. **Club Pro and Marketing Committee:** Lyle reported on:
 - Due to very poor weather – all numbers are down drastically.
 - The following are some of the tournaments that are coming up:
 - Pikane Braggers – have book again for 2 days
 - BJ Whitehead (Sept. 19)
 - RCMP – (Sept. 22)
 - Tombstone (Oct. 2)
 - 5.3. **Town Representative:**
 - Daryl reported that the Town is developing a new process for organizations to apply for Municipal Sustainability Grants.
 - 5.4. **Clubhouse Committee:**
 - Hazel has given verbal notice to Lyle that they will not be coming back next year. The Clubhouse Committee will schedule a meeting to discuss the termination dates, equipment and other items.

5.5. Finance Committee:

- Lyle presented the finances to the end of Aug. /10.

5.6. Grants & Casino Committee:

- Frank presented the revised drawings of the south end washrooms. The cement pad has been poured. Emercor has donated the walls for the majority of the building. Next Wed. they should be going up.
- Lyle has received updated information on the Community Spirit Grant. Lyle and Kathy will apply for this as we do have some private donations that will allow us to qualify. Deadline is the end of Dec. 2010.

5.7. Tournaments:

See Golf Club Pro report.

6. New Business:

6.1. 2011 Golf Rates: *see attachment*. Moved by Doug Symonds that we accept Lyle's recommendations for the 2011 golf season. **CARRIED**.

Lyle will advertize in the High River Times, Local Press and the Regional – along with sending out emails and putting up posters.

6.2. Drainage concern along #7 tee-box. Larry Ford brought up his concern over the poor drainage in this area. Rod will talk with the Town and see what they recommend.

Suggestion was to rebuild the area and build a small bridge.

7. Adjournment: Larry Ford moved the meeting be adjourned at 1:18 p.m. Next meeting will **be Wed. Oct. 27, 2010** at noon.

President

Date

Secretary

The Bridges at Claresholm Golf Club
ORGANZATIONAL MEETING
Tuesday, April 27, 2010 at 7:30 a.m.

Present: Wes Wiebe, Larry MacDonald, Russell Sawatzky, Sue Gour, Daryl Sutter, Doug Symonds, Kathy Davies, Lyle Broderson, Rod Andrews

Excused: Frank Keller, Dave Baptie, Larry Ford

1. CALL TO ORDER: Chairman Wes Wiebe called the meeting to order at 7:37 a.m.
2. ELECTION OF EXECUTIVE: the following people allowed their names to stand:
 - President: Wes Wiebe
 - Vice President: Doug Symonds
 - Treasurer: Sue Gour
 - Secretary: Kathy Davies
3. MOTIONS:
 - m/c – by Doug that motions will need to be moved and that no “second” will be required.
4. SIGNING AUTHORITY FOR FINANCIAL PURPOSES:
 - m/c – by Russell that the President, Vice-President, Secretary and Treasurer have signing authority.
5. COMMITTEES: All committees include Board President as an ex-officio member and the Golf Club Pro for a resource person. It is the choice of the President as to whether he will attend each committee meeting.
 - 5.1. Clubhouse Committee:
 - Sue Gour
 - Larry MacDonald
 - Russell Sawatzky
 - 5.2. Greens Committee:
 - Larry Ford
 - Frank Keller
 - Dave Baptie
 - 5.3. Finance Committee:
 - Sue Gour
 - Doug Symonds
 - Russell Sawatzky
 - 5.4. Grants and Casino Committee:
 - Frank Keller
 - Kathy Davies

5.5. Marketing Committee:

Larry MacDonald
Dave Baptie
Kathy Davies

5.6. Tournament/Handicap Committee:

Larry Ford
Doug Symonds

6. MEETING TIMES:

Meetings will be held the 1st (at 7:30 am) and 3rd Wed. (7:00 pm) of the month for the months of May, June, July, August and September. The remaining months meetings will be the 3rd Wed.

7. GENERAL DISCUSSION:

7.1. Greens Report: Rod has used the new aerator – mentioned purchasing “mini tings” for \$725.00 – also discussed purchasing a sod cutter. Rod is to get costs and report to next meeting. The Greens Committee needs to meet.

7.2. Golf Pro: May 15 will be the workbee. Lyle and Rod will organize the following various chores to be done: Sod #6 tee box , sealant on the deck, short fences to mark certain areas (Frank has checked in the treated wood at UFA).

Tournament dates: Ladies Open will be discussed this evening. Kinsmen Tournament is on May 29.

7.3. Concerns were discussed regarding young children playing around the water. They seem to be coming in around #6. Daryl will talk to Kris Holbeck about having signs posted and maybe flyers sent out to the residents of the area.

8. ADJOURNMENT:

m/c – by Doug that the meeting be adjourned at 8:44 a.m.

Next meeting: Wed. May 19, 2010

President

Date

Secretary

Minutes of Claresholm & District FCSS Board Meeting

June 24, 2010, Council Chambers at 7 PM

Present: Shirley Isaacson, Earl Hemmaway, Connie Quayle, Tara Bishoff, Elaine Wyllie

Regrets: Danielle Slettede

1. The meeting was called to order by Shirley at 7:05 PM.
2. Approval of the agenda was moved by Earl, **Motion** 0601:10, carried.
3. Minutes from the last board meeting had missed Elaine Wyllie's attendance and will be corrected. Approval of minutes, with above noted change, from the last board meeting of May 20, 2010 was moved by Connie, **Motion** 0602:10, carried.
4. Financial information was reviewed: May 2010 comparison from budget to actual from Town and the spreadsheet showing quarterly totals and percentages were discussed. We are slightly over budget on expenses and there is no room to increase any expenses; we will be looking to decrease some expenses if possible. Connie moved to accept financial information as presented to the end of May 2010, **Motion** 0603:10, carried.
5. The correspondence folder was reviewed and Tara moved that correspondence be accepted for information, **Motion** 0604:10, carried.
6. Staff reports from the Resource Centre, Community Resource Worker, and Director were reviewed. The reports from Kristen, (monthly, Home Alone Safely) look very good; clear information and good results were noted. Earl moved to accept staff reports for May 2010 as presented, **Motion** 0605:10, carried.
7. Sub-committees:
Policy & Procedure - Connie, Danielle: no report.

Minutes, Claresholm & District FCSS Board meeting of June 24, 2010

1

Approved: _____

By: Board Chair

Director

Finance - Shirley, Tara; no report.

Personnel - Earl, Shirley; no report

Programs - Danielle, Tara, Elaine - Elaine and Debbie met to review "big picture" outcomes and came up with an idea of a few main outcomes the CRW can focus upon. Elaine/Debbie attended a half day session on outcomes in Calgary June 21, 2010; however it was not relevant to our work at this time.

8. Old Business:

8.1 Claresholm Child Care Society: an update was given by Connie. The Day Care has met with the consultant from Alberta Child Care Ventures and surveys were drafted and given out at the schools to try and see if enough parents will use a program in the fall. It now sounds like it will be September before the new modulars are situated at West Meadow. Both senior staff that came over from the Drop Zone gave notice and finish employment at the end of June. The summer program will not be run as a "Summer Fun" program with a large focus on fun and recreation; summer will continue as part of their Kidz Zone, Out of School Program and will be run out of the Day Care space. The funding request for the first three months was discussed at length and a motion was made under new business.

8.2 Item tabled from last meeting regarding Mayor's direction/statement that FCSS should move to become separate from the Town. Until a clear request or directive is made in writing there is nothing that needs to be done on this matter.

Approved: _____

By: Board Chair

Director

9. New Business:

9.1 Motions arising from reports or correspondence: Letter from Child Care Society requesting \$4000.00: Although we have supported with supplies the Day Care is seeing a short fall for the first months of the Kidz Zone program. This was the reason for us closing the Drop Zone and we had hoped the Day Care would have fewer expenses and more flexibility with staff to enable them to be successful at meeting expenses. We are concerned about the viability of the program and sincerely hope the Child Care Society is able to continue. However, after a lengthy discussion and review of our financial information, Earl moved to decline the funding request from the Child Care Society, **Motion** 0606:10, carried. Debbie will send the Day Care a letter of regret.

10. Other Business: Earl suggested we close the office July 2nd so staff can have an extended long weekend after the July 1st holiday. The MD office is closing on Friday and it seems a good way to give staff some appreciation. **Motion** 0607:10, made by Earl to close the FCSS office on July 2nd was carried.

11. **Motion** 0608:10, was made by Connie to adjourn the meeting at approximately 8:45 PM.

Next meeting: September 16/10

Approved: _____

By: Board Chair

Director

Collection Assistant's Report

Monday Sep. 20, 2010

Actions

We accessioned 186 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 Official Opening. I counted 65 people at the ribbon cutting and 63 people signed the book.

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 Sept 20, 2010

	<u>2010</u>	<u>2009</u>
Sales for weeks 16 to 19	377.70	350.05
TOTAL SALES FOR THE YEAR	1976.80	2895.00
Station Donations for weeks 16 to 19	363.05	529.35
New Building Donations for weeks 16 to 19	244.67	52.58
TOTAL DONATIONS FOR THE YEAR	3037.64	3514.79
Tea on the Lawn	248.69	365.83
TOTAL DONATIONS FOR TEA ON THE LAWN	248.69	365.83
Statistics for weeks 16 to 19	1128	1086
TOTAL STATISTICS FOR THE YEAR	5639	4448

Approved
Sept. 21/2010

Claresholm & District Chamber of Commerce
June 15, 2010

Additions to agenda: New Business: Michelle Day
Approval of agenda: Dawn Bourke, Bernie Feodoroff seconded
May minutes: accepted as recorded; moved by Linda Petryshen, seconded by Bernie F.

Mexican Fiesta: 5:00 pm June 25th, downtown parking lot
Michelle Day reported there will be 400-450 taco in a bag and a new addition, "lazy man Mexican fried ice cream". Don Leonard confirmed the liquor license will be faxed to him in time for the event.
-children are welcome in the bar area this year (they were restricted last year)
-tents will be set up Thurs evening - Doug Symonds requested any help would be appreciated--around 7:00 pm
-Russell will confirm with John McLean (mover) as he will be setting up and taking down chairs and tables this year
-Russell Sawatzky reported the plan for the new Jalapeno eating contest.

Treasurer's Report: Sue Gour was unable to attend today but she will e-mail a report to members. Donations are needed for the flower pot program. Bills received so far: \$1200 for the pots themselves and \$120 for fertilizer. There are \$800 in donations so far, so there is a shortfall. Donations are typically around \$1800-\$2000 in years past. Any businesses who wish to donate to this program can contact any member of the executive, or mail a cheque to the Chamber. The donation amount is \$100 or more.

New Business:

Michelle Day, manager of the Porcupine Hills Lodge extended an invitation to the public to come to their Grand Opening, July 10th 10:00 am to 11:00 am. The Honorable Ed Stelmach will be in attendance to officially open the new supportive units that were recently completed. All units are full with a waiting list. Town and MD officials will also be in attendance. Presentations, and other housing organizations will also be there. There will also be a dedication ceremony and a new roadway name & plaque will be revealed. Coffee and refreshments will be provided.

Doctor Recruitment Committee: The committee opted to use the already existing Welcome Wagon basket and enhanced it for welcoming doctors to town. The Doctor Recruitment Committee meets once monthly with the next meeting June 21st. Meetings are usually Mondays at 6:30. This is an ongoing issue for our community to attract and keep doctors. Business input would be appreciated. Please contact Michelle by calling her at the Lodge: 625-3988 x 4 if you have any ideas or would like to participate in this committee. Michelle would like to be replaced as the Chamber rep on this committee.

Russell reports that the Alberta Southwest AGM is in Waterton Park tomorrow. Russell will be attending.

Correspondence:

Sonja Carlson of the the Fair Days committee submitted a letter suggesting that businesses preparing a window display for Fair Days include a scarecrow (the Bench Show Logo). The 2010 Bench Show theme is "The 1970's". The Chamber was also asked to arrange for judging of the scarecrows with prizes, plaques, etc to be decided at a later date. Pictures of the window displays could be displayed at the arena during the bench show. .

The next Fair Board meeting will be held June 22 in the Bill Simpson Room at the library at 7:00 pm. Any Chamber member who has questions or would like to participate in a discussion of this topic or volunteer to help with Fair Days is welcome to attend. Dawn Bourke motioned the Chamber participate. Vote: carried. Fair Days will be August 14, 15, 2010.

An e-mail was received from Linda Herbert of the Health Foundation requesting your participation in the upcoming golf tournament fund raiser that is coming up this Saturday. Registrations are down this year.

Michelle Day asked about the Chamber golf tournament that was held for the 1st time last year. Carmelle Steele is in charge of this and will probably be scheduled for July or August.

Motion to adjourn: Cheryl Robinson, seconded by Marilyn Curry.
Next meeting: September 21, 2010

Approved

CLARESHOLM CHAMBER OF COMMERCE TREASURERS REPORT as of SEPTEMBER 20, 2010

GENERAL ACCOUNT # 2500445

Starting Balance 9,374.57

Expenses		Revenue	
TOWN OF CLARESHOLM		MEMBERSHIPS	765.00
(Volunteer Evening)	500.00	COM. PAYROLL	1,151.00
PERFECT POSIES		HANGING BASKETS	
(Hanging Baskets)	1,468.95	(Donations)	2,070.00
CLARESHOLM & DIST MUSEUM		MEXICAN FIESTA	5,612.23
(Staffing Costs)	1,000.00	WEB	50.00
CANADIAN SENIOR RODEO		INTEREST	8.50
(Donation)	1,000.00		
LOCAL PRESS	448.12		
INSURANCE			
(Chamber)	350.00		
MEXICAN FIESTA	3,456.53		
MURAL REPAIR	1,200.00		
TOTALS	9,423.60		9,657.33

Closing Balance 9,608.30

TRADE FAIR ACCOUNT #2523322

Starting Balance 3,713.79

Interest 3.13

Closing Balance 3,716.92

BEAUTIFICATION ACCOUNT #2529014

Starting Balance 2,785.68

Interest 2.35

Closing Balance 2,788.03

Funds on Deposit as of September 20, 2010 16,113.25

As of September 20,2010 we have 114 paid Memberships with revenue collected 8,145.00
The Hanging Basket Program collected 2,370.00 with expenses of 1,468.95 . Net from this was 901.05.
Profit from the Trade Fair was 6,424.91.Profit from the Mexican Fiesta was 2,155.70. Revenue from
Commission Payroll for 8 Months was 2,263.13. Total funds from these programs to date: 19,889.79.

CLARESHOLM CHAMBER OF COMMERCE

HANGING BASKET PROGRAM 2010

Thank you to the following businesses/individuals who contributed to this program:

Lions Club of Claresholm	200.00
Complete Carpentry	200.00
Ted Menzies	200.00
Porcupine Hills Lodge	200.00
Sawatzky Insurance	200.00
Dorothy Weatherhead	100.00
Ellis Norgard	100.00
Garry & Lorraine Pedersen	100.00
R.K. Strong Prof. Corp.	100.00
ATB/Tim Dungan	100.00
Petros Liquor	100.00
Communities in Bloom	100.00
Pharmasave	100.00
Lazy J Motel	100.00
Local Press	100.00
Big Sky Dodge	100.00
Pilots R Us	100.00
Mary Kundar	100.00
Florence Graham Berringer	50.00
Leah Bush	20.00

TOTAL CONTRIBUTIONS	2,370.00	EXPENSES	1,468.95	NET PROFIT	901.05
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CLARESHOLM CHAMBER OF COMMERCE

MEXICAN FIESTA JUNE 25, 2010 FINANCIAL REPORT

REVENUE		EXPENSES	
LIQUOR	3,004.00	LIQUOR	1,433.15
FOOD/POP	2,211.23	FOOD/POP	1,166.22
50/50	325.00	LIQUOR LICENSE	100.00
BOTTLE RETURNS	72.00	LOCAL PRESS	657.16
		TENTS/CATTLEMANS	100.00
<hr/>			
TOTALS	5,612.23		3,456.53
PROFIT 2010	2,155.70		

*Approved
Sept. 16, 2010*

**Claresholm Animal Rescue Society
Bi-weekly Board Meeting Minutes
September 1st, 2010**

Present: Kris Holbeck, Rita Hahn, Sylvia Giroux, Gerald DeBruyn, Kimberley Alexander, Carol Tierney, Anne Papan

Regrets: Karen Thompson, David Moore, Barb Hinkle, Denise Peters

1. Call to Order

The meeting was called to order at 7:15 p.m.

2.

Pass August 19th, 2010 Agenda by:

MOTION Amend: Anne Papan AND All in favour

3.

Pass Adopt the Minutes of August 19th, 2010

MOTION Amend: Kris Holbeck AND All in favour

4. Review of Shelter Update the past two weeks

- 20 Volunteers
- 217.25 Shelter Hours Total Hours from August 19th to September 1st, 2010
- New cats – 4 female tabby kittens from Nanton
- New White/Orange male kitten
- New 1 black and 1 black/white kittens both male
- New Vulcan 2 cats Male & Female
- Claresholm 2 tabby Siblings – Male and Female
- White/black Female kitten

5. Adoptions Update

- **August 19th to September 1st 2010 Cat Adoptions** → Cookie, Vinny, Buggy, Digby, Finn, Yoda Adopted
- Cat Fosters → Posy, Irving, Lucky
- Dog Adoptions → Holly and Nikki, they Love Nikki
- Troy – Is doing Great with Kim

6. TNR Update

- 1 male cat Claresholm Rental,
- 1 kitten with a bad eye 51st Ave.

7. Fundraising

- Did up a Letter, Denise Picked it up

8. Treasure's Report – as per attached by Kris Holbeck

9. New Shelter

- Emercor – Dave will write a letter to indicate there support in the Animal Shelter Project
- Looked at drawings Gerald presented for the signing of the Loan

10. Other Items-

- **Gerald and Lorea Recipe Booklet Fund Raising** – requested for more recipes
- **Rita requested a change** – Our Consent form is for 18 years of age. Rita requested to change age 18 to 14 with the agreement of a parent or Guardian.
- **CAReS Board** looked a pictures for calendar

11. Meeting Adjourned – 8:35p.m

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

AGENDA:

1. **Approval of Agenda** – June 3, 2010.....
2. **Approval of Minutes** – March 4, 2010 (attachment)
3. **Business Arising from the Minutes**
4. **DIRECTOR PRESENTATION** – “REGIONAL ASSESSMENT REVIEW BOARD”
5. **Reports**
 - (a) GIS Orthophotography Update.....
 - (b) South Saskatchewan Regional Plan Update..... (attachment)
 - (c) Executive Committee Report..... (attachment)
6. **Business**
 - (a) New and Existing Staff Introductions..... (attachment)
 - (b) Draft ORRSC Annual Report and Financial Statements 2009..... (attachment)
7. **Adjournment** – September 2, 2010.....

Prior to the meeting at 6:00 p.m., ORRSC hosted a steak barbeque supper for approximately 65 Board members, staff and their guests.

CHAIR PAUL GOLDADE CALLED THE MEETING TO ORDER AT 7:10 P.M.

1. APPROVAL OF AGENDA

Moved by: Gordon Wolstenholme

THAT the Board of Directors approves the agenda of June 3, 2010, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Hans Rutz

THAT the Board of Directors approves the minutes of March 4, 2010, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

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.

- Ability to create custom plots (for an additional fee)
- With the half mile buffer the municipality can see outside its boundary
- Can be plotted with survey fabric overlaid
- Future photo acquisition costs should be lower because of existing DEM

(b) South Saskatchewan Regional Plan Update

- In discussions with both Mel Knight and Evan Berger, it is evident that the plan will not be ready any time soon – possibly by fall 2010.
- Lenze Kuiper, Mike Burla, Steve Harty and Jonathan Schmidt met with the RAC on March 29. They were initially given 20 minutes to present, but that quickly turned into a 3-hour discussion on issues outlined in the paper – water, local autonomy, agriculture, urban density, veto powers, confined feedlots, urban/rural differences, etc. They were also asked to clarify a few positions and to outline what planning tools we felt would be most appropriate in achieving the objectives of the plan.
- We have indicated to the land secretariat, to O2, and to the RAC that we are available should they require further clarification of our position or information and that we would like to review any other documents or draft plans they wish to pass our way.
- Our Position Paper was very well received by the RAC, various ministers and others, as reflected by the letter of support from the M.D. of Bighorn (included in agenda).
- Lenze will contact the M.D. of Bighorn to discuss any future involvement in our alliance and will update the Board at the September 2, 2010 meeting.

(c) Executive Committee Report

- Chair Paul Goldade reviewed the Executive Committee Report included in the agenda.

Moved by: Tom Butler

THAT the Board of Directors accepts the GIS Orthophotography Update, South Saskatchewan Regional Plan Update and Executive Committee Report for the meetings of May 13, 2010, as information. **CARRIED**

6. BUSINESS

(a) New and Existing Staff Introductions

- The Director introduced all staff, including our two new staff members:
- Perry Neufeld began work on May 1 as a Planner for Vulcan County, Town of Cardston, Town of Coaldale, Town of Magrath and Village of Nobleford. Perry is originally from Lethbridge and has a Bachelor of Science (Urban and Regional Studies) from the University of Lethbridge. His most recent position was Senior Planner at the City of Airdrie.
- Breelyn began work on May 25 as an Intern Planner under the 2010-2012 Municipal Internship Program for Land Use Planners. She recently graduated from the University of Calgary with a major in Urban Studies and a minor in Architecture.

Moved by: Dick Fenton

THAT the new and existing staff introductions be received, as information. **CARRIED**

(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: 

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2010)
EXECUTIVE COMMITTEE MEETING
Thursday, July 8, 2010 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Paul Goldade - *Chair*
Terry Michaelis - *Vice-Chair*
Henry Van Hierden
Doug MacPherson

Doug Thornton
Gordon Wolstenholme
Dick Fenton

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – July 8, 2010
2. **Approval of Minutes** – May 13, 2010 (attachment)
3. **Business Arising from the Minutes**
 - (a) MasterCard Follow-up.....
4. **New Business**
 - (a) Regional Assessment Review Board.....(handout)
 - (b) Glenwood Membership Inquiry (attachment)
 - (c) Cost of Living Increase (attachment)
 - (d) GIS Update (attachment)
 - (e) Risk Management / Risk Assessment
 - (f) Engineering Service.....
5. **Accounts**
 - (a) Office Accounts
 - (i) April 2010 (attachment)
 - (ii) May 2010..... (attachment)
6. **Director’s Report**
7. **Executive Report**
8. **Adjournment**.....

CHAIR PAUL GOLDADE CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Terry Michaelis

THAT the Executive Committee approves the agenda, as amended:

- ADD: 4(e) Risk Management / Risk Assessment
- 4(f) Engineering Service

CARRIED

2. APPROVAL OF MINUTES

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the minutes of May 13, 2010, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) MasterCard Follow-up

- The Director has investigated the two MasterCard liquor purchases in question with Mike Burla. The first was to pay a bet with a Crowsnest Pass board member – he didn't have cash so he used the office credit card and reimbursed the bookkeeper the next day. The second purchase was due to hosting an event to kick off our new webpage, and a liquor license was obtained.

4. NEW BUSINESS

(a) 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.

Moved by: Dick Fenton

THAT Administration continue to investigate establishment of the Oldman River Regional Assessment Review Board and schedule a meeting with CAOs in September 2010 to discuss the proposed service. **CARRIED**

(b) 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].

Moved by: Doug Thornton

THAT the Executive Committee agrees in principle that the Village of Glenwood be offered membership in ORRSC for an annual planning services fee of \$2,943.00, GIS initial build of \$6,000.00, and annual GIS fee of \$1,052.80. **CARRIED**

(c) 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. The Committee discussed what increase would be realistic, based on the Consumer Price Index, amounts given to other groups, and each of their municipal contracts.

Moved by: Doug MacPherson

THAT the Executive Committee approves a cost of living increase of 2.2% for all staff, effective September 2010. **CARRIED**

(d) GIS Update

- Steven Ellert and Jaime Thomas were presenters at the 2010 GeoAlberta Conference and a Speaker Evaluation Summary was attached to the agenda. 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.

(e) Risk Management / Risk Assessment

- Dick Fenton raised the issue of risk assessment and management. Having a clear understanding of all risks allows an organization to take action to minimize these risks. If duty of care is not used and reasonable steps taken to mitigate a problem, the organization could be held liable if something goes wrong. Mr. Fenton asked the Director the following questions (answers in parenthesis):
 1. Has a risk assessment ever been conducted at ORRSC? (no)
 2. Is there an employee assistance program in place for ORRSC employees? (had it several years ago but discontinued it - could look into it again)
 3. Explain the staff social club and how it works. (staff put in \$5/month which is matched by ORRSC – funds are used for staff functions)
 4. Are chemicals used and stored in the building? (a few cleaning products) If so, have the employees been trained in WHMIS? (Lenze has been trained) Are the Material Safety Data sheets posted in the office? (no)
 5. Are there any other hazards that the employees are exposed to? (safety equipment in cars, cell phones, etc.)
 6. What Occupational Health and Safety policy is in place and, if so, are the employees aware of it? (no policy)
 7. Has the Director had any training in Risk Management? (no)
 8. What exactly is ORRSC's alcohol policy? Is it strictly enforced? Are all the employees aware of it? (no specific reference to alcohol in the policy manual)
- Committee members reiterated the need for an alcohol policy. No alcohol consumption should be allowed in the office building without a permit. As well, liquor should not be purchased as part of any meal paid by ORRSC.

Moved by: Dick Fenton

THAT Administration look into conducting a risk management assessment for ORRSC and report back to the Executive Committee in September 2010. **CARRIED**

(f) Engineering Service

- Dick Fenton reported that Urban Systems, an engineering firm with approximately 350 employees, approached the Town of Nanton regarding engineering services – they also have planners on staff.
- The Executive Committee has discussed the possibility of ORRSC providing engineering services in the past, but no action has been taken. Mr. Fenton would like administration to check into the feasibility of providing this service and associated costs.
- Any service we provide would have to pay for itself, like GIS – voluntary with costs split by participating municipalities. The Director will investigate further and prepare a proposal for the Executive Committee to consider.

5. ACCOUNTS

(a) Office Accounts

(i) April 2010

5350	Postage & Petty Cash	R. Day	\$ 25.56
5185	Planning Intern Expenses	M. Denis	590.80
5185	Planning Intern Expenses	M. Denis	338.34
5150	Staff Mileage	D. Horvath	217.78
5160	Staff Field Expense	D. Horvath	44.07
5160	Staff Field Expense	J. Thomas	95.00
5150	Staff Mileage	Imperial Oil	562.23
5150	Staff Mileage	Petty Cash (Schwartz Registries)	70.00
5160	Staff Field Expense	Petty Cash (A & W meal)	8.39
5285	Building Maintenance	Petty Cash (receptacle boxes)	4.93
5460	Public Relations	Petty Cash (Tim Hortons & juice)	46.13
5530	Coffee & Supplies	Petty Cash (tea, coffee, hot choc.)	32.66
5270	Renovations	Southwest Steel	51,386.40
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Lawnmaster Services	172.80
5285	Building Maintenance	Totem	106.21
5285	Building Maintenance	Wild Rose Horticultural	130.00
5285	Building Maintenance	Costco Wholesale	815.00
5310	Telephone	DRC Communications	642.00
5310	Telephone	Bell Mobility	875.51
5310	Telephone	Telus	434.03
5580	Equipment & Furniture Rental	Telus	250.56
5320	General Office Supplies	Citi Cards	42.17
5330	Dues & Subscriptions	APA	43.00
5330	Dues & Subscriptions	AACIP	435.00
5330	Dues & Subscriptions	Costco Wholesale	100.00
5335	GIS Dues & Subscriptions	URISA	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5380	Printing & Printing Supplies	Office Depot	503.88
5380	Printing & Printing Supplies	Xerox Canada	164.65
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5430	Aerial Photos & Maps	Vulcan County	140.20
5430	Aerial Photos & Maps	M.D. of Willow Creek	240.00
5430	Aerial Photos & Maps	M.D. of Taber	190.48
5430	Aerial Photos & Maps	M.D. of Pincher Creek	95.24
5440	Land Titles Office	Minister of Finance	369.00
5470	Computer Software	Reiter Computer Associates	780.00
5570	Equipment Repairs & Maintenance	Reiter Computer Associates	100.00
5590	Equipment & Furniture Purchases	Reiter Computer Associates	760.00
5500	Subdivision Notification	Sun Media Corp.	248.43
5500	Subdivision Notification	Sun Media Corp.	170.52
5510	Insurance	AMSC Insurance Services	137.00
5185	Planning Intern Expenses	Reiter Computer Associates	1,611.84

5570	Equipment Repairs & Maintenance	Reiter Computer Associates	50.00
5590	Equipment & Furniture Purchases	Reiter Computer Associates	2,892.16
5580	Equipment & Furniture Rental	Pitney Bowes	297.38
5580	Equipment & Furniture Rental	Xerox	1,007.80
1160	GST Receivable	GST Receivable	<u>3,261.28</u>
TOTAL:			<u>\$71,164.43</u>

(ii) May 2010

5185	Planning Intern Expenses	M. Denis	\$ 41.73
5150	Staff Mileage	S. Ellert	28.00
5160	Staff Field Expense	S. Ellert	71.74
5185	Planning Intern Expenses	B. Gray	1,000.00
5150	Staff Mileage	S. Harty	39.00
5160	Staff Field Expense	S. Harty	37.32
5150	Staff Mileage	D. Horvath	46.89
5160	Staff Field Expense	D. Horvath	46.38
5150	Staff Mileage	B. Johnson	40.00
5150	Staff Mileage	S. Johnson (Feb. – May)	107.00
5530	Coffee & Supplies	S. Johnson (Feb. – May)	41.97
5150	Staff Mileage	Imperial Oil	620.63
5150	Staff Mileage	Bridge City Chrysler	41.95
5150	Staff Mileage	Bridge City Chrysler	825.15
2040	Account Payable	BDO Dunwoody	7,750.00
5160	Staff Field Expense	Petty Cash (A&W – Gavin)	8.39
5285	Building Maintenance	Petty Cash (lawn fertilizer)	32.47
5320	General Office Supplies	Petty Cash (post-it notes, battery)	16.75
5390	Graphic & Drafting Supplies	Petty Cash (wheeled hockey bag)	51.99
5265	Utilities	City of Lethbridge	614.04
5270	Renovations	Southwest Steel	8,882.10
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Cam-Air Refrigeration	78.00
5310	Telephone	Telus	395.65
5580	Equipment & Furniture Rental	Telus	253.34
5310	Telephone	Telus	29.94
5320	General Office Supplies	Citi Cards	46.57
5320	General Office Supplies	Reiter Computer Associates	360.00
5320	General Office Supplies	Corporate Express	64.30
5320	General Office Supplies	Citi Cards	31.30
5380	Printing & Printing Supplies	Citi Cards	355.72
5500	Subdivision Notification	Citi Cards	93.47
5330	Dues & Subscriptions	Brooks & County Chronicle	91.00
5330	Dues & Subscriptions	Claresholm Local Press	30.00
5330	Dues & Subscriptions	Lethbridge Herald	20.00
5500	Subdivision Notification	Lethbridge Herald	273.60
5350	Postage & Petty Cash	Pitney Works	139.26
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00

5380	Printing & Printing Supplies	Minuteman Press	65.00
5380	Printing & Printing Supplies	Minuteman Press	280.00
5380	Printing & Printing Supplies	Office Depot	335.92
5390	Graphic & Drafting Supplies	CIP	172.25
5390	Graphic & Drafting Supplies	CIP	1,362.23
5460	Public Relations	1 st Place Engravings	24.50
5470	Computer Software	Global Edge Systems	2,517.95
5580	Equipment & Furniture Rental	Xerox Canada	1,246.66
5590	Equipment & Furniture Purchases	Corporate Express	3,713.98
1160	GST Receivable	GST Receivable	1,566.73
TOTAL:			<u>\$34,336.87</u>

Moved by: Dick Fenton

THAT the Executive Committee approves the Office Accounts of April 2010 (\$71,164.43) and May 2010 (\$34,336.87), as presented. **CARRIED**

6. DIRECTOR'S REPORT

- The Regional Plan has been pushed back to the end of December.
- Had a conference call with Mackenzie Municipal Services Agency – they are going to do a position paper and want to use ours as a template.
- Attended the Alberta Southwest Economic Development AGM in Waterton.
- Attended the SouthGrow AGM in Lethbridge.

Moved by: Henry Van Hierden

THAT the Executive Committee receive the verbal Director's Report, as information. **CARRIED**

7. EXECUTIVE REPORT

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:30 p.m. until Thursday, September 9, 2010 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 



Box 2076
Claresholm, Alberta
T0L 0T0
(403) 625-4455
fax (403) 625-4510

September 20, 2010

Town of Claresholm
Box 1000
Claresholm, AB, T0L 0T0

RE: Municipal Grant

Please accept our gratitude for your recent grant of \$7,500.00.

The Claresholm and District Transportation Society is pleased to provide a very valuable service to seniors and persons with disabilities in Claresholm, Fort Macleod, Granum, Stavely and Nanton and surrounding area.

Support from the Towns and Municipalities and contributions from individual & service clubs help us to keep our fares for rides (fee for service) as low as possible for people on low & fixed incomes.

We are very excited about the future of the Society and would like to extend a sincere thank you for your generous support.

Sincerely,



Lyal O'Neill
Office Co-coordinator