



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
APRIL 26, 2011
AGENDA**

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES APRIL 11, 2011

**DELEGATIONS: CHINOOK ARCH REGIONAL LIBRARY SYSTEM
 RE: Connection to Library Services in Rural Communities**

ACTION ITEMS:

1. **BYLAW #1561 – 2011 Mill Rates**
 RE: 2nd Reading
2. **BYLAW #1554 – Street Maintenance Tax**
 RE: 1st Reading
3. **BYLAW #1548 – Solid Waste Management**
 RE: 1st Reading
4. **BYLAW #1560 – Freedom of Information & Protection of Privacy (FOIP)**
 RE: 1st Reading
5. **BYLAW #1562 – Fees and Charges**
 RE: 1st Reading
6. **DELEGATION RESPONSE: Claresholm Healthy Community Coalition**
 RE: Resolution
7. **CORRES: Hon. Luke Ouellette, Minister of Transportation**
 RE: Federal Gas Tax Fund (FGTF)
8. **CORRES: Hon. Luke Ouellette, Minister of Transportation**
 RE: Federal Gas Tax Fund (FGTF)
9. **CORRES: Alberta SouthWest – Crown of the Continent**
 RE: Geotourism Seminars
10. **CORRES: Oldman River Regional Services Commission**
 RE: Questionnaire – Regional ARB
11. **CORRES: Willow Creek Agricultural Safety Fair**
 RE: Attendance Request
12. **CORRES: Claresholm Chamber of Commerce**
 RE: Mexican Fiesta
13. **CORRES: Porcupine Hills Lodge Foundation**
 RE: Equalized Assessment
14. **CORRES: Claresholm Community Centre Association**
 RE: General Liability Insurance
15. **Tax Recovery Property Sale – Reserve Bid**
16. **POLICY #REC 04-11 – Claresholm Industrial Airport**
17. **POLICY #REC 09-08 – Recreational Facility & Miscellaneous User Charges**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA - PERSONNEL**

INFORMATION ITEMS:

1. Alberta Finance and Enterprise - "The Futures Game" Monday, May 7, 2011 in Fort Macleod
2. Pincher Creek Chamber of Commerce Presents Doug Griffiths – Wednesday, May 4, 2011
3. Claresholm Chamber of Commerce Meeting Minutes – April 11, 2011
4. West Meadow Elementary School Council Meeting Minutes – April 19, 2011
5. 2011 ATCO Symposium
6. Willow Creek Soccer Organizational Meeting Minutes – March 29, 2011
7. Bridges at Claresholm Golf Club Meeting Minutes – March 2, 2011
8. Fortis Alberta Distribution Tariff Application – March 31, 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
APRIL 11, 2011**

CALL TO ORDER: The meeting was called to order at 7:00pm by Mayor David Moore

PRESENT: Mayor David Moore; Councillors: Betty Fieguth, David Hubka, Doug MacPherson, Connie Quayle and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Daryl Sutter

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

CARRIED

MINUTES: **REGULAR MEETING – MARCH 28, 2011**

Moved by Councillor Quayle that the Regular Meeting Minutes of March 28, 2011 be accepted as presented.

CARRIED

FINANCES: **FEBRUARY 2011 BANK STATEMENT**

Moved by Councillor MacPherson to accept the February 2011 bank statement as presented.

CARRIED

DELEGATIONS: **1. YOUNG PARKYN McNAB LLP – Darren Adamson, CA**
RE: December 31, 2010 Financial Statement

Darren Adamson, CA was present to speak to Council regarding the Financial Statements for the Year Ended December 31, 2010. The statements do look different than they have in the past years, but this is due to a change in the Public Sector Accounting Board standards. This has equated to a change in surplus for the last two years from what would have been \$1.3 million in the statements to a surplus of about \$10 million. It will take a few years to get used to the new statement format and understand them a little better. The only recommendation from their audit was in the area of inventory. This was not a material error, but one they suggest the Town's works on in the future.

2. CLARESHOLM HEALTHY COMMUNITY COALITION
RE: Goal of Healthy Communities

Magan Braun, Community Development Officer with Alberta Health Services, was present on behalf of the Claresholm Healthy Community Coalition. She spoke about their mandate, vision and the benefits of the coalition. This coalition is focused on our community and promotes physical activity in our area. They would like a member of Council to be a member of the coalition, and they would like to have Council's support by re-signing a new resolution, since the last one was signed in the fall of 2009. They have implemented a free public swim on Saturdays which still continues with the assistance of the Town of Claresholm. They are implementing a program that targets increasing the physical activity in children. They appreciate the continued support of the Town of Claresholm.

ACTION ITEMS:

1. BYLAW #1561 – 2011 Mill Rates
RE: 1st Reading

Moved by Councillor MacPherson to give Bylaw #1561, regarding 2011 Mill Rates, 1st Reading.

CARRIED

2. DELEGATION RESPONSE: Claresholm Animal Rescue Society
RE: Animal Services Building

Moved by Councillor MacPherson that the construction of the new animal services building be internally funded up to \$100,000 from capital reserves, with the funding to be re-paid over a seven year period by reducing the annual operating grant that is budgeted to animal services by \$15,000.

Councillor Quayle requested a recorded vote.

FOR: Mayor Moore; Councillors: MacPherson, Van Amerongen, Fieguth and Hubka

AGAINST: Councillor Quayle

CARRIED

3. SOUTHGROW REGIONAL INITIATIVE – Community Support Declaration

Moved by Councillor Van Amerongen to sign the SouthGrow Regional Initiative's Community Support Declaration as presented for the 2011 year.

DEFEATED

**4. CORRES: Willow Creek Ministerial Association
RE: Cross Walk on Good Friday**

Moved by Councillor Van Amerongen to allow the Willow Creek Ministerial Association to use the downtown parking lot on Friday, April 22, 2011 from 3:00 to 6:30pm for an outdoor community service.

CARRIED

5. STAFF MEMO – Subdivision Approval Extension Request

Moved by Councillor MacPherson to extend the subdivision approval of the Former CPR Right-of-way subdivision until August 26, 2011.

CARRIED

6. STAFF MEMO – Proposed User Fee Changes for 2011

Referred to administration.

7. FINANCIAL STATEMENTS for the Year Ended December 31, 2010

Moved by Councillor Fieguth to accept the Financial Statements for the year ended December 31, 2010 as presented.

CARRIED

8. 2011 OPERATING BUDGET

Received for information.

9. ADOPTION OF INFORMATION ITEMS

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

CARRIED

ADJOURNMENT: Moved by Councillor Fieguth that this meeting adjourn at 9:14pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck, CA

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1561**

A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2011 taxation year.

WHEREAS, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on _____, 2011; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2011 total \$4,408,021; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$8,349,267; and the balance of \$3,941,246 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential & Farmland	\$840,825.91
Non-Residential	\$233,200.62

Porcupine Hills Lodge Foundation (PHL)	
Residential & Non-Residential	\$101,823.07

WHEREAS, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential & Farmland	\$358,058,410.00
Non –Residential	\$70,237,460.00
Machinery & Equipment	\$473,610.00
Total	\$428,769,480.00

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential	\$1,899,678	\$349,629,620	5.4334%
Vacant Residential & Farmland (VR&F)	\$100,484	\$8,428,790	11.9215%
Non-Residential	\$750,529	\$70,237,460	10.6856%
Machinery & Equipment	\$0	\$473,610	0%
Seniors Self Contained Housing (SSCH)	\$14,705	\$2,706,420	5.4334%
	\$2,765,396	\$431,475,900	

ASFF	Tax Levy	Assessment	Mill Rate
Residential & VR & F	\$840,826	\$358,058,410	2.3483%
Non-Residential	\$233,201	\$70,237,460	3.3202%
Total Education Requisition	\$1,074,027	\$428,295,870	
PHL	Tax Levy	Assessment	Tax Rate
Residential, Non-Residential VR & F, and SSCH	\$101,823	\$431,002,290	0.2362%

MILL RATES BY CLASSIFICATION

	RESIDENTIAL	NON-RESIDENTIAL	VACANT RESIDENTIAL & FARMLAND	SENIORS SELF CONTAINED HOUSING
EDUCATION - ASFF	2.3483%	3.3202%	2.3483%	0%
PORCUPINE HILLS LODGE REQUISITION	0.2362%	0.2362%	0.2362%	0.2362%
MUNICIPAL	5.4334%	10.6856%	11.9215%	5.4334%
TOTAL MILL RATE	8.0179 %	14.242 %	14.506 %	5.6696 %

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **11th** day of **April** 2011 A.D.

READ a second time in Council this day of 2011 A.D.

READ a third time in Council and finally passed this day of 2011 A.D.

David Moore, Mayor

Kris Holbeck, Chief Administrative Officer

Information

To: Council
From: Administration
Date: April 11, 2011
Re: Street Maintenance Tax Bylaw

OVERVIEW

The Street Maintenance tax bylaw has been updated to better reflect current maintenance road costs for both Administration and town residents. This update sets out a fair cost share for residents for maintaining the paved streets. This bylaw was developed in 1992 as a cost sharing mechanism for the maintenance of asphalt streets. Costs were set out to be 25 cents per frontage foot for all properties facing an asphalt road.

As with all costs, over the past 19 years the cost of maintaining these roads has increased exponentially, while the costs recovered from the residents has remained static. The updated bylaw increases the amount charged 100% (from 25 cents to 50 cents per frontage foot for maintenance). As the average frontage is 50 feet, the increase will be \$12.50 per year for maintenance from \$12.50 per year to \$25.00 per year. This amount is shown on the property tax notices as street maintenance costs. All properties in Claresholm that front onto asphalt roadways (except Highway #2 and #520 as they are Provincial jurisdiction) pay this street maintenance tax.

The Town spent \$248,000 in 2010 on roads and streets maintenance. This bylaw currently contributes \$40,000 to these costs. With the increased rate, this will increase to an estimate of \$80,000 for 2011. The remaining costs are covered by general tax revenue and this maintenance is for all roads (both asphalt and gravel within the Town boundaries).

Kris Holbeck, CA CAO Town of Claresholm



**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 2011 A.D.

Read a second time in Council this day of 2011 A.D.

Read a third time in Council and finally passed in Council this day of 2011 A.D.

David Moore, Mayor

Kris Holbeck, CAO

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1331

Existing
BYLAW

Being 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 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 hereinbefore mentioned are maintained in a good state of repair; and

WHEREAS it has been determined that an annual tax of 25 cents per assessable 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 authority of the Municipal Taxation Act, the Municipal Council of the Town of Claresholm, duly assembled does hereby enact:

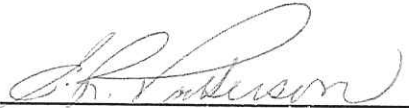
1. That the Secretary-Treasurer or such other official as may from time to time be authorized, shall in the year 1993 and in all subsequent years so long as this bylaw is in force, levy annually against all properties fronting or abutting on any street, lane, square or other public place that are paved with asphaltic or bituminous material, a uniform special paving maintenance tax in the amount of twenty-five cents (\$0.25) 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) shall be in addition to all other taxes.
3. Pursuant to the provisions of Section 171 of the Municipal Taxation Act different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.
4. That this bylaw shall be effective as on and from the date of its final passage.

READ a first time in Council this 30 day of November, A.D. 1992.

READ a second time in Council this 30 day of November, A.D. 1992.

READ a third time and finally passed by Council this 30 day of November, A.D. 1992.


Larry Flexhaug, Secretary-Treasurer


E. R. Patterson, Mayor

Information

To: Council
From: Administration
Date: April 11, 2011
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 both 2009 and 2010 and has been budgeted for a \$57,000 loss in 2011.

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 estimated change to garbage revenues based on the proposed changes is the following:

201 accts	Commercial (estimated) monthly increase	\$ 1,418.92
	Commercial (estimated) annual increase	\$17,027.04
1393 accounts	Residential (estimated) increase per bi-monthly billing	\$ 7,661.50
	Residential (estimated) annual increase	\$45,969.00

Administration will take the next month May to advertise the commercial increases to the affected businesses and will also begin educating residential property owners on the increase for their usage. Commercial increase to take effect for the June 2011 billing and residential will take effect for the June 30, 2011 bi monthly billing cycle.

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 #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 RESCINDED

4.1 On the passing of this bylaw, all the following bylaws are hereby rescinded:
Bylaw Nos. 743, 784, 845, 846, 1009, 1084, 1146, 1183, 1270, 1387, and any amendments thereto.

SECTION 5 PASSAGE OF BYLAW

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

Read a first time in Council this day of 2011 A.D.

Read a second time in Council this day of 2011 A.D.

Read a third time in Council and finally passed in Council this day of 2011 A.D.

David Moore, Mayor

Kris Holbeck, CAO

SCHEDULE "A"

Fees

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

dep.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1387**

Being a bylaw of the Town of Claresholm providing for the collection and disposal of waste material throughout the Town and the encouragement of recycling.

WHEREAS Section 7 of the Municipal Government Act provides that a Council may pass bylaws for municipal purposes for the safety, health and welfare of people and the protection of people and property.

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

1. This bylaw may be cited as the "Waste Bylaw."
2. (1) In this bylaw unless the context otherwise requires:
 - a) "Building waste" means all waste produced in the process of construction, altering or repairing a building, including earth, vegetation and rock displaced during the process of building.
 - b) "Town" means the corporation of the Town of Claresholm or the area contained within the boundaries thereof, as the context requires.
 - c) "Collector" means a person who collects waste within the Town for and on behalf of the Town.
 - d) "Medical Health Officer" means the official in charge of the Headwaters Health Unit.
 - e) "Occupant" shall mean a person or corporation in actual possession of any premises either as owner, tenant or otherwise.
 - f) "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 to a lane it means the public thoroughfare on which premises in question front.
 - g) "Waste" shall mean any discarded or abandoned organic or inorganic material.
 - h) "Waste Receptacle" means a container designed or used for containing waste awaiting collection and disposal.
- (2) This bylaw applies to all waste produced within the boundaries of the Town.
3. 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.
4. (1) The occupant of any premises in the Town from which waste is to be collected shall provide and maintain in good condition a number of waste receptacles conforming to the specifications prescribed in this bylaw, sufficient to hold a minimum of one week's accumulation of waste from the premises.

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4. (2) Except as otherwise provided no person shall place waste from a building or premises elsewhere than in waste receptacles which comply with the requirements of this bylaw.
 - (3) Waste receptacles required to be supplied by the occupant of any premises within the Town shall be made of galvanized metal or plastic with a water-tight cover and fixed handles. For domestic premises each waste receptacle shall have a capacity of not less than 2 ½ cubic feet and not more than 3 cubic feet and for commercial premises a capacity of not less than 2 ½ cubic feet and not more than 4 cubic feet.
 - (4) Where the owner or occupant of premises places waste in a receptacle other than one which meets the specifications set out in this bylaw, the collectors are entitled to consider such receptacles as waste and to remove them with the waste.
 - (5) The Collector at his discretion shall have the right to refuse to remove any garbage where the container does not meet the necessary requirements or is in a dilapidated, unsafe or unsanitary condition.
5. A collector shall not be required to remove any waste receptacle which, together with its contents, exceeds 75 pounds in weight.
6. (1) Except as otherwise herein provided no person shall place or keep waste receptacles upon any portion of a street, or lane and any such waste receptacle placed on a portion of a street or lane may be removed and disposed of by the Town.
 - (2) Where waste is to be collected from premises situated on land abutting a lane, the owner or occupants of the said premises shall place and keep the waste receptacles immediately adjacent to the land and in a place to which the collectors have unobstructed convenient access.
 - (3) Where premises from which waste is to be collected do not abut a lane or where special conditions make it impracticable to keep and place such receptacles at rear of the premises the occupant of such premises shall place the waste receptacles immediately inside the property line at the front of the premises.
 - (4) Where premises from which waste is to be removed includes no space outside the building for the placing of receptacles on the site in a manner that the collector may have access to them for collection purposes, an owner or occupant of the premises may place the waste receptacle for collection purposes on the portion of the sidewalk or street border adjoining the traveled portion of the street after the hour of 4 o'clock in the morning of the day when the Town collects waste from the premises and shall remove any such waste receptacles from the street or portion thereof within one hour after collection is made.
 - (5) Where in the opinion of the town, it is impractical to store waste receptacles outside of the building the collector may make collection of waste from inside of a building with the owner's permission.

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7. The occupant of premises from which waste is to be collected:
- a) Shall place or locate the waste receptacles for collection in such manner that they will not overturn or be likely to be overturned.
 - b) Shall, when the premises are fenced from the lane, or street where the collection is made, construct a door in the fence opening upon the place where the waste is placed near the regular gate or other access. The occupant shall keep the door, gate or other access clear of snow and any other obstruction in order that the collector may have an easy access to the waste receptacles at all times.
8. (1) An occupant of premises from which garbage is to be collected shall:
- a) Securely tie discarded clothing and fabric, newspapers, waste paper and magazines, and place the same beside the waste receptacles for collection.
 - b) Bag leaves and grass clippings in clear plastic bags which will be picked up by the collector once per week and taken to the compost area by the collector.
 - c) Quench all ashes for collection and put them in separate waste receptacles from the other waste.
- (2) Collectors shall not collect ashes which are not properly quenched and appear to be hot or likely to cause a fire.
9. (1) Subject to the provisions of subsection (2); (3) and (4) of this section the Town shall cause to be collected:
- a) From each dwelling house once a week.
 - b) To the extent that the circumstances require with the frequency that the Town shall direct from:
 - (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.
- (2) The Collector shall not remove the following from premises on which dwellings are located:
- a) discarded furniture including appliances, discarded automobile parts, tires, and other private vehicles and household equipment.
 - b) tree limbs, whole shrubs or bushes, portions of hedges.
 - c) fences, gates, other permanent and semi-permanent fixtures on the premises
 - d) without limiting the foregoing, any discarded household chattel, material or equipment which has an overall weight of more than 75 pounds or an overall length of more than 4 feet, except on an bi-annual clean up.

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9. (2) cont'd
- e) Any recyclable material which is collected by the local centre.
- (3) The Collector shall not collect from commercial or industrial premises:
- a) discarded heavy machinery
 - b) by-products of manufacturing
 - c) heavy or bulky wrapping, packaging or crating materials or cases of length greater than 4 feet or weight greater than 75 pounds.
 - d) cardboard or any other material collected by the local recycling centre.
- (4) The Collector shall not collect at any time the following:
- a) building materials and building waste
 - b) dead animals.
10. The Council of the Town of Claresholm may order a clean-up campaign in the spring and fall of each year at which time all refuse will be picked up with the exception of earth, gravel, rock, concrete, building refuse, large tree trunks, car bodies, manure and dead animals, Town lanes shall be kept clear of waste and debris at all times, except during the period two (2) weeks prior to the date set for the commencement of the spring clean-up campaign.
11. (1) A person carrying out the construction or alteration of buildings or other building operations shall remove from any portion of the street adjacent to such work and from any public place where the same have been deposited all earth, rubbish or waste materials.
- (2) All waste unacceptable for removal by the Town shall be disposed of in the Sanitary Land Fill by the occupant. Waste transported to the Sanitary Land Fill shall be properly covered with canvas or tarpaulins so as to prevent the contents from falling on the streets.
12. No person shall convey through any street in the Town any waste in a vehicle which is not properly covered with canvass or tarpaulins to prevent the contents from falling on the streets.
13. It shall be unlawful for any person to dump waste material anywhere within the limits of the Town of Claresholm, except in their own personal waste containers. Persons apprehended dumping waste of any kind into private waste containers other than their own are subject to the penalties of this bylaw.
14. a) For the purpose of this section:
- (i) "Occupant" means a person contracting with the Town for the supply of water to any premises.
 - (ii) "Premises" means any land, building or part of a building supplied with water under a contract with the Town.
- b) A charge shall be levied as set out in addendum "A" to this bylaw.
- c) Accounts for waste collection service shall be forwarded bi-monthly to the occupier of premises and shall be payable at the Town office or financial institutions.

- 14. d) Industrial or commercial accounts shall be billed on a monthly basis.
- e) Where the occupant is the owner or purchaser of premises the sum payable by him for waste removal services is a preferential lien and charge on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable. Where the occupant to whom waste removal service has been supplied is a person other than the owner or purchaser of the premises, the sum payable by the occupant is a debt due by him and shall be preferential lien and charge on his personal property and may be levied and collected with costs by distress.
- 15. Recycling is encouraged throughout the Town.
 - a) The Town has entered into a recycling agreement with Willow Creek Recycling and encourages the recycling of cardboard, paper, glass, tin and milk containers.
- 16. A person contravening any provision of this bylaw is guilty of an offence and is liable upon summary conviction in a court of competent jurisdiction to a fine:
 - 1) not exceeding \$75.00 for the 1st offence
 - 2) not exceeding \$100.00 for the second offence
 - 3) not exceeding \$150.00 for the third offence.
- 17. This bylaw shall come into force and take effect on the day of the final passing thereof.

Read a first time in Council this 14 day of December 1998 A.D.

Read a second time in Council this 11 day of January 1999 A.D.

Read a third time in Council and passed this 11 day of January 1999 A.D.

 Larry Flexhaug, Town Coordinator

 E. R. Patterson, Mayor

Bylaw No. 1270 Addendum

Sanitation

Commercial Services

June 8, 1987 Residential \$6 per month

- a. larger than usual pick up \$0.85 per pickup
- b. heavy pickup \$1.80 per pickup
- c. extra heavy pick up \$3.60 per pickup
- lw light wet pick up \$9.00 per pickup
- w. wet pick up \$45.00 per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$9.50	\$10.35	\$11.30	\$13.10	\$18.50	\$54.50
2	\$19.00	\$20.70	\$22.60	\$26.20	\$37.00	\$109.00
3	\$28.50	\$31.05	\$33.90	\$39.30	\$55.50	\$163.50
4	\$38.00	\$41.40	\$45.20	\$52.40	\$74.00	\$218.00
5	\$47.50	\$51.75	\$56.50	\$65.50	\$92.50	\$272.50
10	\$95.00	\$103.50	\$113.00	\$131.00	\$185.00	\$545.00

*Basic or minimum charge

May 2, 1988 Motion to increase commercial rates 33 1/3%, residential \$2 per month
Residential \$8 per month or \$16 per billing

- a. larger than usual pick up \$1.14 per pickup
- b. heavy pickup \$- per pickup
- c. extra heavy pick up \$- per pickup
- lw light wet pick up \$- per pickup
- w. wet pick up \$- per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$12.67	\$13.80	\$15.07	\$17.47	\$24.67	\$72.67
2	\$25.34	\$27.60	\$30.14	\$34.94	\$49.34	\$145.34
3	\$38.00	\$41.40	\$45.20	\$52.40	\$74.00	\$218.00
4	\$50.67	\$55.20	\$60.27	\$69.89	\$98.68	\$290.70
5	\$63.34	\$69.00	\$75.34	\$87.34	\$123.34	\$363.36
10	\$126.67	\$138.00	\$150.68	\$174.68	\$246.68	\$726.70

*Basic or minimum charge

May 28, 1990 Motion to increase garbage rates 10% (residential \$8.80 per month)
Garbage bin rental \$35

- a. larger than usual pick up \$1.26 per pickup
- b. heavy pickup \$2.64 per pickup
- c. extra heavy pick up \$3.88 per pickup
- lw light wet pick up \$13.20 per pickup
- w. wet pick up \$66.00 per pickup

# pickups per week		a.	b.	c.	lw.	w.
1	\$13.94	\$15.18	\$16.58	\$19.22	\$27.14	\$72.67
2	\$27.88	\$30.36	\$33.16	\$38.44	\$54.28	\$145.34
3	\$41.82	\$45.54	\$49.74	\$57.66	\$81.42	\$218.00
4	\$55.76	\$60.72	\$66.32	\$76.88	\$108.56	\$290.70
5	\$69.70	\$75.90	\$82.90	\$96.10	\$135.70	\$363.36
10	\$139.40	\$151.80	\$165.80	\$192.20	\$271.40	\$726.70

*Basic or minimum charge

May 29, 1995	Motion to increase garbage rates \$1 per month across the board						
	Residential (\$9.80 per month)						
	Garbage bin rental \$40 per month						
	a.	larger than usual pick up	\$4.05	per pickup			
	b.	heavy pickup	\$4.39	per pickup			
	c.	extra heavy pick up	\$5.05	per pickup			
	lw	light wet pick up	\$7.03	per pickup			
	w.	wet pick up	\$20.23	per pickup			
# pickups per week			a.	b.	c.	lw.	w.
1	\$14.92		\$16.19	\$17.56	\$20.20	\$28.12	\$80.92
2	\$29.84		\$32.38	\$35.12	\$40.40	\$56.24	\$161.84
3	\$44.76		\$48.57	\$52.68	\$60.60	\$84.36	\$242.76
4	\$59.68		\$64.76	\$70.24	\$80.80	\$112.48	\$323.68
5	\$74.60		\$80.95	\$87.70	\$101.00	\$140.60	\$404.60
10	\$149.20		\$161.90	\$175.60	\$202.00	\$281.20	\$809.20

*Basic or minimum charge

49 Tables used in commercial garbage billing

Code	Descr	Amount	GLRevNumb	Table#
	Basic Garbage	\$139.86	1-43-00-410-00	3
	Basic Garbage	\$140.60	1-43-00-410-00	4
	Basic Garbage	\$206.60	1-43-00-410-00	5
	4 pickups/week	\$80.80	1-43-00-410-00	6
	1 pickup a week	\$20.20	1-43-00-410-00	7
	Basic Garbage	\$225.40	1-43-00-410-00	8
	Basic Garbage	\$235.20	1-43-00-410-00	9
	3 pickups a week	\$60.60	1-43-00-410-00	11
	Basic Garbage	\$32.38	1-43-00-410-00	13
	Basic Garbage	\$17.56	1-43-00-410-00	15
	Basic Garbage	\$79.20	1-43-00-410-00	16
	Basic Garbage	\$117.60	1-43-00-410-00	17
	Basic Garbage	\$76.44	1-43-00-410-00	18
	Basic Garbage	\$262.60	1-43-00-410-00	19
	Garbage (1 pickup/week)	\$14.92	1-43-00-410-00	21
	Garbage (2 pickups a week)	\$29.84	1-43-00-410-00	23
	Basic Garbage	\$48.57	1-43-00-410-00	24
	Basic Garbage	\$39.20	1-43-00-410-00	26
	Basic Garbage	\$9.80	1-43-00-410-00	27
	Basic Garbage	\$54.92	1-43-00-410-00	28
	Basic Garbage	\$84.76	1-43-00-410-00	29
	Basic Garbage	\$44.76	1-43-00-410-00	33
	Basic Garbage	\$35.12	1-43-00-410-00	35
	Basic Garbage	\$39.64	1-43-00-410-00	36
	Basic Garbage	\$70.24	1-43-00-410-00	38
	Basic Garbage	\$149.20	1-43-00-410-00	39
	Basic Garbage	\$69.84	1-43-00-410-00	40
	Basic Garbage	\$58.80	1-43-00-410-00	41
	4 pickups a week- 2 bins	\$119.36	1-43-00-410-00	42
	Garbage (4 pickups/week)	\$99.68	1-43-00-410-00	43
	Basic Garbage	\$68.60	1-43-00-410-00	44
	Basic Garbage	\$323.40	1-43-00-410-00	45
	Basic Garbage	\$225.40	1-43-00-410-00	47
	Basic Garbage	\$78.40	1-43-00-410-00	48
	Res Garbage (1 pickup/week)	\$19.60	1-43-00-410-00	51
	Basic Garbage	\$29.40	1-43-00-410-00	56
	Basic Garbage	\$352.80	1-43-00-410-00	59
	Basic Garbage	\$129.52	1-43-00-410-00	61
	Basic Garbage	\$147.00	1-43-00-410-00	67
	Basic Garbage	\$137.20	1-43-00-410-00	68
	2 pickups a week	\$40.40	1-43-00-410-00	72
	Basic Garbage	\$64.76	1-43-00-410-00	73
	Basic Garbage	\$59.68	1-43-00-410-00	74
	Basic Garbage	\$107.80	1-43-00-410-00	76
	Basic Garbage	\$140.48	1-43-00-410-00	77

Code	GARBAGE BIN	Amount	GLRevNumb	Table#
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Bin Rental	\$40.00	1-43-00-410-00	1
2 Bins Rental (monthly)	\$80.00	1-43-00-410-00	2
Bin Rental (bi-monthly)	\$80.00	1-43-00-410-00	3
5 Bins Rental (monthly)	\$200.00	1-43-00-410-00	4

Staff Report

To: Council

From: CAO

Date: April 20, 2011

Re: Bylaw # 1560 - FOIP bylaw and Bylaw # 1562 - Information costs bylaw

BACKGROUND

Town Administration received its first Freedom of Information and Personal Privacy (FOIP) request in 2011. As part of processing the request and learning the regulations, Administration learned that our current FOIP bylaw and the information fee bylaws need to be updated.

Attached are both bylaws updated with new wording and costs developed with assistance from the FOIP Coordinator from the City of Lethbridge and in conjunction with other communities' FOIP and information cost bylaws.

Also attached are the existing bylaws that are being rescinded.

Kris Holbeck, CA CAO

Town of Claresholm



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1560**

A Bylaw of the Town of Claresholm, in the Province of Alberta, pertaining to the Freedom of Information and Protection of Privacy.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, and pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5*, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed;

AND WHEREAS in accordance with the said Act, upon request of any personal information in the possession of the municipality must be provided within a reasonable time and pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Town of Claresholm may set any fees payable to the Municipality for services under the Act and Regulations;

AND WHEREAS in accordance with the said Act, a written appeal may be made to the Town Council;

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "**Freedom of Information and Protection of Privacy Bylaw.**"

SECTION 2 PURPOSE OF BYLAW

- 2.1 The purpose of this bylaw is to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection, use of disclosure.
- 2.2 The Town acknowledges that:
- a) Information has value and can also be marketable asset managed by the Town; and
 - b) It is the responsibility of the Town to consider provision of information routinely requested via Active Dissemination or Routine Disclosure.
 - c) It is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.
 - d) For the purpose of the Act, the Chief Administrative Officer is designated as the Head of the Municipality.
- 3) The Head of the Municipality of Claresholm is hereby authorized to delegate to a designated officer any duty, power or function of the Head except the power to delegate.

SECTION 3 DEFINITIONS

- 3.1 In this bylaw:
- a) "Act" means the *Freedom of Information and Protection of Privacy Act*.
 - b) "Active Dissemination" means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.
 - c) "Appeal" means the process available to an Applicant when Request to Access Information is not provided or refused or rejected. (*See section on Appeals*)
 - d) "Applicant" means a person who makes a request for access to a record under Section 7(1) of the Act.
 - e) "Council" means the Town Council of the Town of Claresholm.
 - f) "Error" means mistaken or wrong information, or information not reflecting the truth.
 - g) "Exempt Information" is as defined in Section 6 of this Bylaw.
 - h) "Formal Requests": see "Requests" in Section 5 of this Bylaw.
 - i) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
 - j) "Omission" means information in a record which is incomplete or missing or has been overlooked.
 - k) "Province" means the Province of Alberta.
 - l) "Record" means the information recorded in any form, including books, documents, maps, drawings, photographs, letter, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software

or any other mechanism that produces records, except as this term may otherwise be defined in the Act from time to time.

m) "Refusal" means a Request to Access Information which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Protection of Privacy Coordinator.

n) "Rejection" means a Request to Access Information which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Protection of Privacy Coordinator.

o) "Requests": Formal Requests related to information not routinely provided. These types of request require completion of a "Request for Access to Information" form prior to release of the information.

Informal Requests are requests for information, which the municipality routinely discloses or provides via Active Dissemination. Informal requests do not require the completion of a "Request for Access to Information" form.

p) "Routine Disclosure" means the release of specific information on a regular basis, without the requirement of completion of a "Request for Access to Information" form.

q) "Third Party Information Requests" means a request relating to a person, group or persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

SECTION 4 RIGHT TO INFORMATION

4.1 On request pursuant to "Requests" of this bylaw, provided the Applicant pays the applicable fees as set out in the Town of Claresholm Bylaw #1561 as per Section 93 of the Act. Each applicant has a right to:

- a) Access a Record that is in the possession of the Town;
- b) View a Record in the possession of the Town;
- c) Request copies of a Record that is in the possession of the Town;
- d) Request corrections to personal information maintained by the Town; and
- e) Receive a copy of a Record maintained by the Town in a format that is reasonably available, unless the Record is Exempt information pursuant to this bylaw.

4.2 Fees may be assessed for:

- a) Searching for, locating and retrieving records;
- b) Computer processing and programming;
- c) Producing a copy of a record;
- d) Preparing and handling a record for disclosure;
- e) Shipping records to the applicant; and
- f) Supervising examination of records by an applicant.

SECTION 5 REQUESTS

5.1 There are various types of requests regarding information and depending on the request, there are various forms that may be required.

a) If the requested information may be obtained by Request to Access Information, any individual may request information by telephoning, writing or by visiting (in person) the department, office or organization where the Record is kept, and sufficient detail must be provided in the description to identify the Record required.

b) If the requested information must be obtained by Formal Request, or if the Town must determine if the requested information may be obtained by Formal Request or Informal Request or to enable the Town to provide an estimate of the fees which will be required to obtain the Record, an Applicant will be required to complete a "Request for Access to Information" form.

c) Any applicant has the right to request information relating to a person, group or organization other than the Applicant or the Town, by completing a "Request for Third Party Information" form.

d) Any applicant who believes there is an error or omission in their own personal information held by the municipality, may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed.

5.2 All formal requests to access Records held by the municipality will be identified and tracked by the Town's Freedom of Information and Protection of Privacy Coordinator, and will be responded to within 30 days of receipt of the request.

5.3 Any questions or concerns regarding the release or access to information held by the Town, or an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town of Claresholm FOIP Coordinator.

SECTION 6 RESPONSE TO REQUESTS

6.1 The FOIP Coordinator shall determine if a request is informal or formal as defined in the terms of this bylaw. If the FOIP Coordinator determines that the request for information

is a formal request, the applicant will be required to complete a "Request for Access to Information" form as prescribed.

- 6.2 Provided the record requested is not for exempt information, if an employee is able to access the Record, within thirty (30) days the applicant will be:
- a) Provided with a written estimate of any fees that will be charged;
 - b) Allowed to view the record; and
 - c) If the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fees.
- 6.3 If the requested record cannot reasonably be accessed within thirty (30) days of the date of receipt of the request, the applicant must be told where, when and how a copy of the record will be provided.
- 6.4 Pursuant to Section 13(1) of the Act, the head of a public body may extend the time for responding to a request up to thirty (30) days, or with the Freedom of Information and Protection of Privacy Commissioner's permission for a longer period.
- 6.5 If the application is refused or rejected, the Town shall provide the applicant:
- a) Written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based;
 - b) An explanation of the appeal process;
 - c) The name, title, business address and business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.
- The FOIP Coordinator may refuse to confirm or deny the existence of a Record containing information described in Section 17 or Section 19 of the Act or a record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.
- 6.6 The Town must respond in writing within thirty (30) days of receiving a "Request for Correction of Personal Information" form stating:
- a) A correction has been made; or
 - b) An annotation of linkage has been attached to the information linking the information with the correction that was requested and not made.
- 6.7 Applications may be:
- a) Refused on the basis that the request did not meet the technical requirements as set out in this bylaw;
 - b) Rejected on the basis that:
 - i) The completed form or request was illegible;
 - ii) The Request to Access Information is exempt information;
 - iii) The request was considered vexatious or frivolous; or
 - iv) For any other reason provided for in the Act.
- 6.8 At any time, if information requested is scheduled for destruction, a copy of the written request, initialed by the Chief Administrative Officer, must be given to the Records Management Coordinator, who on receipt of the written request must delay the destruction of that information, until such time as:
- a) The request has been granted;
 - b) The time for appeal under this bylaw has expired; or
 - c) Any appeal or review permitted pursuant to this bylaw or the Act is refused or rejected.

SECTION 7 EXEMPT INFORMATION

- 7.1 Exempt information is information:
- a) Which may:
 - i) Be an unreasonable invasion of personal privacy;
 - ii) Cause financial harm;
 - iii) Threaten anyone else's safety of mental or physical health;
 - iv) Interfere with public safety; or
 - v) Harm law enforcement efforts.
 - b) Which is otherwise information which the FOIP Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the Act.
- 7.2 Advice or information given and deliberations or directions made at a private meeting or Council meeting, or a private meeting of a Council Committee, draft reports, draft resolutions or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the record has been in existence for fifteen (15) years or more, are exempt information.
- 7.3 Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Act or other statute.

SECTION 8 APPEALS

- 8.1 If an Applicant is not satisfied with the response received from the Town's FOIP Coordinator regarding compliance, or any part of a "Request to Access Information", an appeal can be sent to the Office of the Information and Privacy Commissioner of Alberta.
Office of the Information and Privacy Commissioner (Edmonton)
#410, 9925 – 109 Street
Edmonton, AB T5K 2J8
Phone: (780) 422-6860
Toll Free: 1-888-878-4044
Fax: (780) 422-5682
- 8.2 A staff member of the Commissioner's office will arrange to mediate with the two parties to come to an agreement. If this process fails to satisfy the Applicant, then a formal inquiry will be held with the Commissioner.
- 8.3 The Commissioner's ruling is binding on both parties.

SECTION 9 FEES

- 9.1 Where the applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

SECTION 10 REPEALED

- 10.1 Bylaw No. 1394, the "Access to Information Bylaw" and any amendments, are hereby repealed.

SECTION 11 PASSAGE OF BYLAW

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

READ a first time in Council this day of 2011 A.D.

READ a second time in Council this day of 2011 A.D.

READ a third time in Council and finally passed this day of 2011 A.D.

David Moore, Mayor

Kris Holbeck, CAO

dup

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1394**

A by-law of the Town of Claresholm in the Province of Alberta, to regulate the providing of information and to establish information.

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended and the Freedom of Information and Privacy Protection Act 1 S.A. 1994, F-I 8.5, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed; and

WHEREAS, in accordance with the said Act, upon request of any person, information in the possession of the municipality must be provided within a reasonable time and on payment of a reasonable fee established by bylaw; and

WHEREAS, in accordance with the said Act, a written appeal may be made to the Town Council;

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

Part I: Bylaw Title

1. This bylaw shall be known as the "Access to Information" Bylaw.

Part II: Purpose of Bylaw

1. The purpose of this bylaw is to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection, use or disclosure. Schedule E outlines the process of requesting access to information and is attached hereto.
2. The Town acknowledges that:
 - a) information has value and can also be a marketable asset managed by the Town; and
 - b) it is the responsibility of the Town, to consider provision of information routinely requested via active dissemination or routine disclosure
 - c) it is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.

Part III: Definitions

1.
 - a) **Active Dissemination** means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.
 - b) **Appeal** means the process available to an Applicant when information requested is not provided or refused or rejected. See the section on Appeals.
 - c) **Applicant** means the individual making a request for information in accordance with this bylaw.
 - d) **Chief Administrative Officer** means the Chief Administrative officer of the Town of Claresholm, as appointed pursuant to the Municipal Government Act.
 - e) **Council** means the Council of the Town of Claresholm.

Exp.

- f) **Error** means mistaken or wrong information, or information not reflecting the truth.
- g) **Exempt Information** is information as defined in PART VII of this Bylaw.
- h) **Freedom of Information and Privacy Coordinator** is the Town Coordinator for the purposes of the Freedom of Information and Protection of Privacy Act (pursuant to Section 89). The Town Coordinator may delegate the duties for the Freedom of Information and Privacy Coordinator.
- i) **MASH Sector** means the sectors of public bodies under the Freedom of Information and Privacy Protection Act, which will be affected by the Act before the year 2000.
- j) **Omission** means information in a Record which is incomplete or missing or has been overlooked.
- k) **Record** means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any other mechanism that produces records, except as this term may otherwise be defined in the Freedom of Information and Protection of Privacy Act from time to time.
- l) **Refusal** means an information request which is refused by the Town as a consequence of failure to meet the technical requirements as set out in this bylaw.
- m) **Rejection** means an information request which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the Freedom of Information and Privacy Coordinator.
- n) **Requests** mean Formal Requests relate to information not routinely provided. These types of requests require the completion of a "Request for Access to Information" form, prior to release of the information.
- o) **Informal Requests** are requests for information which the municipality routinely discloses or provides via Active Dissemination. Informal requests do not require the completion of a "Request for Access to Information" form.
- p) **Routine Disclosure** means a release of specific information on a regular basis, without the requirement of completion of a "Request for Access to Information" form.
- q) **Third Party Information Requests** means a request for information relating to a person, group of persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot not be released without the originating party's permission.

Part IV: Right to Information

1. On request pursuant to Part V of this bylaw, provided the applicant pays the applicable fees as set out in the Fees and Charges bylaw, each applicant has a right to:
 - a) access a record that is in the possession of the Town;
 - b) view a record in the possession of the Town;
 - c) request copies of a record that is in the possession of the Town;
 - d) request corrections to personal information maintained by the Town; and
 - e) receive a copy of a record maintained by the Town in a format that is reasonably available, unless the record is exempt information pursuant to this bylaw.

Part V: Requests

1. There are various types of requests regarding information and depending on the request, there are various forms that may be required.
 - a) If the requested information may be obtained by informal request, any individual may request information by telephoning, writing or by visiting (in person), the department, office or organization where the Record is kept, and sufficient detail must be provided in the description to identify the record required.
 - b) If the requested information must be obtained by formal request or, if the Town must determine if the requested information may be obtained by formal request or informal request or to enable the city to provide an estimate of the fees which will be required to obtain the record, an applicant will be required to complete a "Request for Access to Information" form as prescribed in Schedule A.
 - c) Any applicant has the right to request information relating to a person, group or organization other than the applicant or the Town, by completing a "Request for Third Party Information" form as prescribed in Schedule C.
 - d) Any Applicant who believes there is an error or omission in their own personal information held by the municipality, may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed in Schedule B.
2. All formal requests to access records held by the municipality, will be identified and tracked by the Freedom of Information and Privacy Coordinator, and will be responded to within 30 days of receipt of the request.
3. Any questions or concerns regarding the release or access to information held by the Town or, an agent acting on behalf of the Town, or completion of a request form, may be directed to the Freedom of Information and Privacy Coordinator.

Part VI: Response to Requests

1. The Freedom of Information and Privacy Coordinator shall determine if a request is an informal or formal request as these terms are defined in this bylaw. If the request for information is a formal request, then the applicant shall be requested to complete a "Request for Access to Information" form as prescribed in Schedule A.
2. Provided the record requested is not for exempt information, if an employee is able to access the record, within 30 days the applicant will be:
 - a) provided with a written estimate of any fees that will be charged;
 - b) allowed to view the record; and
 - c) If the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fee.
3. If the requested record cannot reasonably be accessed within 30 days of the date of receipt of the request, the applicant must be told where, when and how a copy of the record will be provided.
4. Pursuant to section 13(1) of the Freedom of Information and Protection of Privacy Act, the head of a public body may extend the time for responding to a request up to 30 days or, with the Freedom of Information and Protection of Privacy Commissioner's permission for a longer period.

5. If the application is refused or rejected, the Town shall provide the applicant:
 - a) written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based.
 - b) an explanation of the appeal process.
 - c) the name, title, business address and business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.

Notwithstanding the foregoing the Freedom of Information and Privacy Coordinator may refuse to confirm or deny the existence of a record containing information described in Section 17 or Section 19 of the Freedom of Information and Protection of Privacy Act or a Record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.

6. The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating:
 - a) a correction has been made; or
 - b) an annotation or linkage has been attached to the information linking the information with the correction that was requested and not made.
7. Applications may be:
 - a) refused on the basis that:
 - i) the request did not meet the technical requirements as set out in this bylaw.
 - b) rejected if:
 - i) the completed form or request was illegible;
 - ii) the information requested is exempt information;
 - iii) the request was considered vexatious or frivolous; or
 - iv) for any other reason provided for in the Freedom of Information and Protection of Privacy Act.
8. At any time, if information requested is scheduled for destruction, the Chief Administrative Officer, who on receipt of the written request must delay the destruction of that information, until such time as;
 - a) the request has been granted;
 - b) the time for appeal under this bylaw has expired; or
 - c) any appeal or review permitted pursuant to this bylaw or the Freedom of Information and Protection of Privacy Act is refused or rejected.

Part VII: Exempt Information

1. Exempt information is information
 - a) which may:
 - i) be an unreasonable invasion of personal privacy;
 - ii) cause financial harm;
 - iii) threaten anyone else's safety or mental or physical health;
 - iv) interfere with public safety; or
 - v) harm law enforcement efforts.

- b) which is otherwise information which the Freedom of Information and Privacy Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act
2. Advice or information given and deliberations or directions made at a private meeting of Council, or a private meeting of a Council Committee, draft reports, draft resolutions or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the record has been in existence for fifteen(15) years or more, are exempt information.
3. Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Freedom of Information and Protection of Privacy Act or any other statute.

Part VIII: Appeals

1. An Applicant may appeal to Council from a refusal to provide a record or a rejection of an application by serving to the Town Coordinator a written notice in the form prescribed in Schedule D, attached hereto:
 - a) within 15 days of receiving a written notice of delay, refusal or rejection of the application; or
 - b) within 60 days of requesting the record if no written notice of delay, refusal or Rejection is received.
2. Grounds for an appeal are:
 - a) that the released record was not complete; or
 - b) that the record was withheld without reason being stated; or
 - c) that the reason for withholding the record was insufficient or wrong.
3. Council may only consider an appeal if:
 - a) the persons to whom the information relates and the persons who would be affected by the release of the information have been notified; or
 - b) all possible attempts have been made to notify the applicants of the appeal.
4. Appeals filed that meet the requirements of this section, will be heard at a regularly scheduled meeting of Council within 60 days after receipt by the Town.
5. Any applicant filing an appeal will be notified of the hearing, and may be asked to make a presentation or to respond to questions from Council.
6. If an individual who receives notice of the hearing cannot attend, they may authorize, in writing, someone else as agent to attend on their behalf.
7. Council may decide to hear presentations and ask questions of each presenter separately and in private.
8. Council may proceed with the hearing in the absence of the applicant or any other person who has received notice of the hearing if Council determines that all reasonable attempts have been made by the city to notify the applicant or any other individual of the hearing.

ep.

Part IX: Decisions of Council

1. At the appeal hearing, Council may:
 - a) hear the applicant and any other person that Council determines has relevant information for the hearing; and
 - b) determine that all or part of the record requested shall be made available, and in what format; and
 - c) permit the designated officer a further 30 days to make the record available; or
 - d) determine that the record shall not be disclosed; or
 - e) make any other decision that it considers reasonable and justifiable in the circumstances, including refund of appeal fees.
2. Subject to the right to review by the Commissioner as set out in Freedom of Information and Protection of Privacy Act, Council's decision is final, and shall be written in the official minutes of the meeting. The decision shall be available from the Council within 30 working days after the hearing is completed.

Part X: Fees

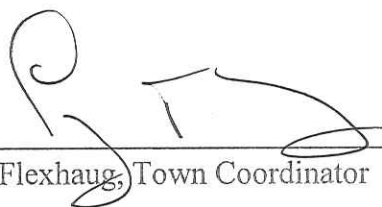
1. Administrative fees as established in the "Fees and Charges Bylaw", shall be charged before an Applicant is entitled to receive the requested information.

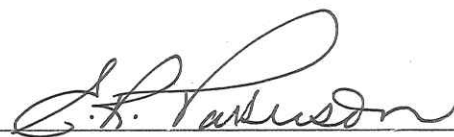
THIS Bylaw shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

Read a first time in Council this 27 day of September 1999 A.D.

Read a second time in Council this 27 day of September 1999 A.D.

Read a third time in Council and passed this 27 day of September 1999 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

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Schedule A
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO INFORMATION

REQUEST NO: _____

This is a request for: (Please check one)

- General information
 My own personal information
 Personal Information for another person
 (Attach original proof of authority to act for the person)

FROM: _____

Which Public Body are you asking for information? (Please fill in name of Department, Agency, Board or Commission)

APPLICANT

Mr. Ms. Mrs. Miss Last name First name

Company name (if applicable) _____

Mailing address _____

City or Town Province Postal code

Telephone (home) Telephone (work) Fax/E-mail Address

INFORMATION REQUESTED

- I would like to receive a copy of the original record I would like to examine the original record
 Both
 I will pick up the information when ready I would like the information mailed to me when ready

Please describe in as much detail as you can, the information or records to which you want access. If you want access to personal information, be sure to provide all the person's previous names. If you need more space, please use the back of this form.

I certify the information I have provided is true and correct to my knowledge

Applicant's signature: _____

Date _____

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

FEE CHARGED \$ _____

For Public Body use only

dejs

Schedule B
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR CORRECTION OF PERSONAL INFORMATION

This is a request for correction to: (Please check one)
 My own personal information Personal Information for another person (Attach original proof of authority to act for the person)

FROM:
Which Public Body are you asking for information? (Please fill in name of Department, Agency, Board or Commission)

APPLICANT

Mr. Ms. Mrs. Miss Last name First name

Company name (if applicable)

Mailing address

City or Town Province Postal code

Telephone (home) Telephone (work) Fax/E-mail Address

INFORMATION REQUESTED FOR CORRECTION

Please describe in as much detail as possible, the records you wish to have corrected. Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.

Please describe the correction you are requesting and the reason for it. Please attach any supporting documentation.

I certify the information I have provided is true and correct to my knowledge
Applicant's signature: _____ Date _____

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

FEE CHARGED \$

For Public Body use only
DATE RECEIVED Approved Refused Rejected

Applicants Signature for Information Received (or double registered mail receipt attached hereto)

dep.

Schedule C
Request For Third Party Information

Request for Third Party Information	
To: Town of Claresholm Box 1000 Claresholm, Alberta T0L 0T0	DATE: _____
Information Specifics:	
<input type="checkbox"/> Whole File explain: _____	
<input type="checkbox"/> Part File _____	
<input type="checkbox"/> Specific Item _____	
I hereby grant access to the above noted information to the following person(s) or organization(s). I understand that as the first party to this information, I have the ability to waive confidentiality for the above mentioned information to the aforesaid named organization(s) or person(s) and that the named organization(s)/person(s) are responsible for information fees.	
_____ Organization requesting information Address _____ _____ _____	
_____ Signature - First Party	_____ Printed Name - First Party
The Signature of the THIRD PARTY hereby denotes acceptance of the aforementioned conditions.	
_____ Signature - Third Party	_____ Printed Name - Third Party

Ep.

SCHEDULE D
APPEAL FORMS

If any applicant wishes to appeal a decision regarding information access, he or she must complete this Notice of Appeal and mail or deliver this Notice of Appeal to the office of the Town Coordinator, within sixty (60) working days after applying for the information or fifteen (15) days following receipt of written notification of refusal or rejection.

NOTICE OF APPEAL TO TOWN COUNCIL

To: Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Date: _____

I request information about: (please attach a separate page if necessary)

My reasons for appeal are:

- information has not been released
- it proposes to release information that my interests
- the information is not in the format I requested
- the information I received is not complete

Additional clarification or comments:

Signature - Third Party

Printed Name - Third Party

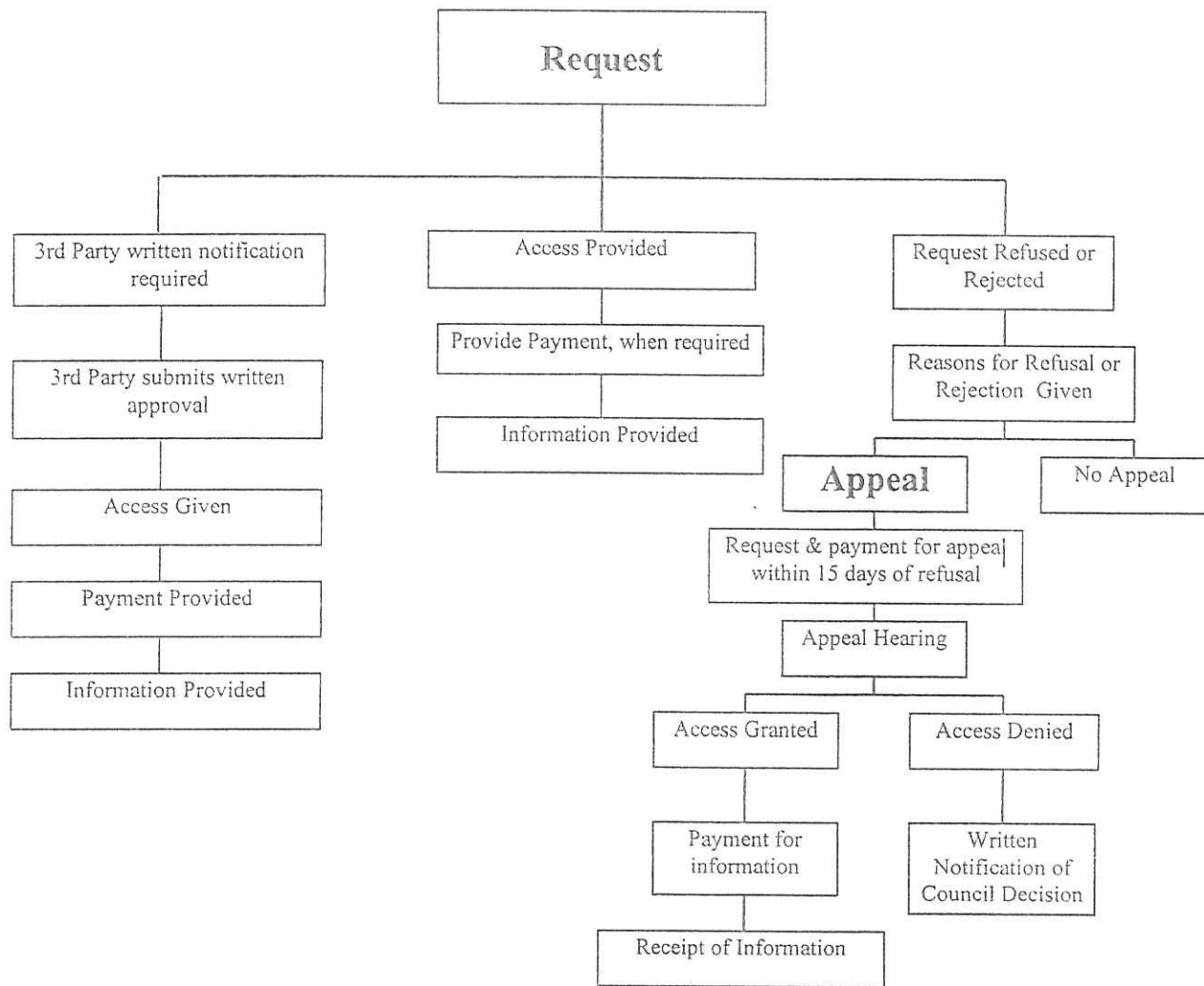
Mailing Address:

Phone: Res: _____
Work: _____
Fax: _____

Note: A hearing will be held by the Town Council and you will be informed of the date of the hearing.

dyo.

Schedule E
Request and Appeal Process Summary





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1562**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to levy fees for information and copies thereof as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26* and the *Freedom of Information and Protection of Privacy Act*.

WHEREAS in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, and pursuant to the *Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5*, the Town must make certain information available to the public;

AND WHEREAS in accordance with Section 217 of the *Municipal Government Act* and Sections 89 of the *Freedom of Information and Protection of Privacy Act*, Council may pass a bylaw establishing fees to charge for providing information.

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

SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as the “**Fees and Charges Bylaw.**”

SECTION 2 DEFINITIONS

- 2.1 In this bylaw:
- a) “Council” means the Town Council of the Town of Claresholm.
 - b) “Formal Requests”: see “Requests” in Section 5 of this Bylaw.
 - c) “Municipality” means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.

SECTION 3 APPLICATION

- 3.1 On prior written approval obtained from the Chief Administrative Officer, when information is released, the Town shall charge fees as established in Schedule “A” and Schedule “B”, attached hereto.

SECTION 4 REPEALED

- 4.1 Bylaw No. 1395, the “Fees and Charges Bylaw” and any amendments, are hereby repealed.

SECTION 5 PASSAGE OF BYLAW

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

READ a first time in Council this day of 2011 A.D.

READ a second time in Council this day of 2011 A.D.

READ a third time in Council and finally passed this day of 2011 A.D.

David Moore, Mayor

Kris Holbeck, CAO

TOWN OF CLARESHOLM

BYLAW NO. 1562
SCHEDULE "A"
FORMAL REQUESTS

1. There shall be no charge for the receipt of personal information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule "B", attached hereto.
2. The Town shall charge a minimum of \$75.00 for each formal request received pursuant to the Freedom of Information and Protection of Privacy Bylaw. This cost includes a maximum of two (2) hours employee labour and \$20.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of information at a rate of \$56.00 per hour for labour and as listed for materials.
3. Actual costs will be charged for any charges incurred by the Town to access or produce third party information.

BYLAW NO. 1562
SCHEDULE "A"
INFORMAL REQUESTS

1. The Town will charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges). Information will be copied double-sided whenever possible.
 - b) for tax information: \$20.00 for a tax certificate;
 - c) for assessment information:
 - i. \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll;
 - ii. \$15.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i. \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii. \$10.00 per computer CD;
 - iii. \$2.00 per photograph plus:
 - a) \$3.00 per 5" x 7"
 - b) \$4.00 per 8" x 10"
 - c) \$10.00 per 11" x 14"
 - d) \$15.00 per 16" x 20".
 - iv. \$5.00 per audio cassette;
 - v. \$20.00 per DVD;
 - e) \$25.00 per hour to extract data from an electronic data base;
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used;
 - g) \$30.00 for a stamp of compliance or letter of non-conforming use from the Development Officer.
2. Information in media other than that listed will be available at a reasonable costs based on actual costs incurred by the Town.

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW 1395

Amended by Bylaw # 1474 *ep.*

A bylaw of the Town of Claresholm in the Province of Alberta, to levy fees for information and copies thereof as provided by the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

WHEREAS, in accordance with the Municipal Government Act, S.A. 1994, Chapter M-26.1, as amended; and the Freedom of Information and Protection of Privacy Act, S.A., 1994, Chapter F-I 8.5 the Town must make certain information available to the public; and

WHEREAS, in accordance with section 217 of the Municipal Government Act, and section 89 of the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information.

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

Part I: Bylaw Title

- 1 That bylaw shall be known as the "Fees and Charges" Bylaw.

Part II: Definitions

1. a) **Town** means the Municipal Corporation of the Town of Claresholm.
b) **Council** means the Council of the Town of Claresholm.
c) **Formal Request** means a request for information which is not routinely provided and require the completion of a form in accordance with the Access to Information Bylaw of the Town.

Part III: Application

1. Unless prior written approval is obtained from the Town Coordinator, when information is released, the Town shall charge fees as established in Schedule A and Schedule B, attached hereto.

Part IV: Repeal

1. Bylaw 1335 is hereby repealed.

Part VI: Enactment

THIS Bylaw shall come into force and effect upon the date of the passing of the Third and Final Reading and signing thereof.

Read a first time in Council this 27 day of September 1999 A.D.

Read a second time in Council this 27 day of September 1999 A.D.

Read a third time in Council and passed this 27 day of September 1999 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

Bylaw 1395
Schedule A
"Formal Requests"

1. There shall be no charge for the receipt of personal information, except where the materials exceed \$10.00. Then the fee charged shall be for the cost of providing the materials in accordance with Schedule B, attached hereto.
2. The Town shall charge the following fees:
 - a) a minimum of \$25.00 for each formal request received pursuant to the Access to Information Bylaw. This cost includes a maximum of 2 hours employee labour and \$10.00 for materials. Any costs in excess of these stipulated, will be calculated and charged prior to the release of the information at a rate of \$25.00/hr for labour and as listed for materials.
 - b) \$25.00 for an appeal filed pursuant to the Access to Information Bylaw of the Town.
3. Actual costs for any costs incurred by the Town to access or produce third party information.



Bylaw 1395
Schedule B
"Informal Requests"

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges) Information will be copied double-sided whenever possible.
 - b) for tax information:
 - i) \$15.00 for a tax certificate.
 - c) for assessment information:
 - i) \$10.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$10.00 for information regarding the yearly assessments of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 per computer floppy diskette;
 - iii) \$10.00 per computer compact diskette;
 - iv) \$2.00 per photograph plus:
 - a) \$3.00 per 5" X 7"
 - b) \$4.00 per 8" X 10"
 - c) \$10.00 per 11" X 14"
 - d) \$15.00 per 16" X 20"
 - v) \$5.00 per audio cassette;
 - vi) \$20.00 per video cassette;
 - e) \$25.00 per hour to extract data from an electronic data base.
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1474**

A Bylaw of the Town of Claresholm to amend Bylaw #1395 being a bylaw to levy fees for information and copies thereof as provided by the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

WHEREAS it is deemed necessary from time to time to make additions and amendments to existing bylaws;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

1. Change:

**Bylaw 1395
Schedule B
"Informal Requests"**

1. The Town shall charge the following fees:
 - b) for tax information:
 - i) \$20.00 for a tax certificate.
 - c) for assessment information:
 - i) \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$15.00 for information regarding the tax information of a parcel of land, as set out in the assessment roll.

Add:

- g) \$30.00 for a stamp of compliance or letter of non-conforming use from the development officer.

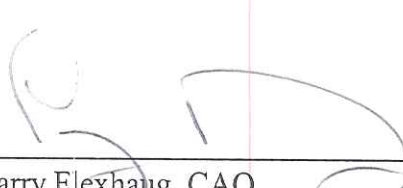
2. This Bylaw shall take effect on the date of final passage.

3. Bylaw #1395 is hereby amended

Read a first time in Council this 8th day of MAY 2006 A.D.

Read a second time in Council this 8th day of MAY 2006 A.D.

Read a third time and finally passed in Council this 8th day of MAY 2006 A.D.


Larry Flexhaug, CAO


Rob Steel, Mayor

**Bylaw 1395
Schedule B
"Informal Requests"**

1. The Town shall charge the following fees:
 - a) a photocopying charge of \$0.25 per page of information (\$0.50 per double-sided page to a maximum photocopying charge of \$150.00 (except where information is considered to be personal information and is under \$10.00 in copy charges) Information will be copied double-sided whenever possible.
 - b) for tax information:
 - i) \$20.00 for a tax certificate.
 - c) for assessment information:
 - ii) \$15.00 for information regarding the description of a parcel of land and the latest assessed value of the land and improvements thereon, as set out in the assessment roll.
 - ii) \$15.00 for information regarding the tax information of a parcel of land, as set out in the assessment roll.
 - d) for copies of information in other formats:
 - i) \$1.00 per page for computer printer sheets, unless otherwise stipulated within this bylaw;
 - ii) \$5.00 per computer floppy diskette;
 - iii) \$10.00 per computer compact diskette;
 - iv) \$2.00 per photograph plus:
 - a) \$3.00 per 5" X 7"
 - b) \$4.00 per 8" X 10"
 - c) \$10.00 per 11" X 14"
 - d) \$15.00 per 16" X 20"
 - v) \$5.00 per audio cassette;
 - vi) \$20.00 per video cassette;
 - e) \$25.00 per hour to extract data from an electronic data base.
 - f) actual costs incurred by the Town to create information. Actual costs shall include staff time and material used.
 - g) \$30.00 for a stamp of compliance or letter of non-conforming use from the development officer.
2. Information in media other than that listed will be available at a reasonable cost based on actual costs incurred by the Town.



Claresholm

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

MUNICIPAL RESOLUTION

WHEREAS the Town of Claresholm is committed to helping all its residents attain an optimal quality of life; and

WHEREAS the overall health status of the population is determined by such broad social determinants as income, education, housing, transportation, security and environment; and

WHEREAS the Town of Claresholm can influence the determinants of a healthy community by:

- adopting a broad public policy approach to health which examines how overall municipal policies can affect the health of the community,
- encouraging individual civic departments to work individually and collaboratively to establish policies and procedures which promote health in the broadest sense,
- ensuring full community participation in municipal decisions that affect health,

THEREFORE BE IT RESOLVED THAT the Town of Claresholm supports the Healthy Community approach and adopts and promotes within its area of competency, public policies and strategies that enhance the overall health status of its population.

Rob Steel, Mayor

OCTOBER 15, 2009

Date



Office of the Minister

AR47785

March 30, 2011

His Worship David Moore
Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Moore:

On behalf of the Governments of Canada and Alberta, I appreciate receiving your municipality's submission of the 2011 Application for Program Acceptance (APA) under the Federal Gas Tax Fund (FGTF), formerly New Deal for Cities and Communities. The information provided has been reviewed, and I am pleased to advise that the project listed on the attached summary is accepted under the terms of the FGTF.

In the event that any further new projects are proposed for funding under the FGTF, please ensure that an additional APA is submitted to Alberta Transportation's regional office.

This program funding assists Alberta municipalities in addressing their infrastructure needs and lays the foundation for future environmentally sustainable economic growth across the province.

I also wish to advise again that the FGTF program has been extended by four years to 2013-14. Your municipality's annual allocation will be based on your 2009 Official Population, as published by Alberta Municipal Affairs.

Government is pleased to partner with you as we work together to address your capital infrastructure needs. Best wishes for success with your project.

Sincerely,

Luke Ouellette
Minister of Transportation
M.L.A., Innisfail-Sylvan Lake

Attachment

cc: Mr. Evan Berger, M.L.A., Livingstone-Macleod

Action Request Report
47785 - NEW DEAL FOR CITIES AND COMMUNITIES
Acceptance Date:

Project Location	Phase Name or Limits	Municipal File #	Details and Comments	2011	Total
CLARESHOLM					SOUTHERN REGION

\$521,872 Total Program Allocation

Preliminary Estimated Project Cost by Year Subject to Year-End Reporting to Reflect Actual Project Costs

APPLICATION	Municipal File #	2011	Total
50th Avenue East from Highway 50th Avenue East east of traffic lights #2 East to LDS Church	2011 INFR-01	\$15,000	\$15,000
		\$15,000	\$15,000
		\$15,000	\$15,000

Status Subtotals

Total this application



ALBERTA
TRANSPORTATION

Office of the Minister

AR47786

March 30, 2011

His Worship David Moore
Mayor
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Mayor Moore:

On behalf of the Governments of Canada and Alberta, I appreciate receiving your municipality's submission of the 2011 Application for Program Acceptance (APA) under the Federal Gas Tax Fund (FGTF). The information provided has been reviewed, and I am pleased to advise that the projects listed on the attached summary are accepted under the terms of the FGTF.

A grant payment in the amount of \$206,201 is being electronically transferred to the Town of Claresholm. This amount represents the full amount of the 2010 installment payment under this program.

In the event that any further new projects are proposed for funding under the FGTF, please ensure that an additional APA is submitted to Alberta Transportation's regional office.

This program funding assists Alberta municipalities in addressing their infrastructure needs and lays the foundation for future environmentally sustainable economic growth across the province.

Government is pleased to partner with you as we work together to address your capital infrastructure needs. Best wishes for success with your projects.

Sincerely,

Luke Ouellette
Minister of Transportation
M.L.A., Innisfail-Sylvan Lake

Attachment

cc: Mr. Evan Berger, M.L.A., Livingstone-Macleod

Action Request Report
47786 - FEDERAL GAS TAX FUND
Acceptance Date:

Project Location	Phase Name or Limits	Municipal File #	Details and Comments	2011	Total
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CLARESHOLM

SOUTHERN REGION

Project Location	Phase Name or Limits	Municipal File #	Details and Comments	2011	Total
	\$824,804 Total Program Allocation		Preliminary Estimated Project Cost by Year Subject to Year-End Reporting to Reflect Actual Project Costs		
APPLICATION					
50th Avenue East from Highway #2 East to LDS Church	50th Avenue East east of traffic lights	2011 INFR-01	Replace 390 linear meters of 250 (60) and 200 (330) mm diameter PVC sanitary sewer pipe and 23 manholes and reasphalt the 390 linear meters excavated.	\$151,000	\$151,000
5100 & 5200 blocks of 2nd Street West	5100 and 5200 blocks of 2nd street west	2011 INFRA-02	Replace 116 linear meters of 250 mm diameter PVC sanitary sewer pipe and reasphalt the 116 linear meter construction/excavation area.	\$160,000	\$160,000
			Status Subtotals	\$311,000	\$311,000
			Total this application	\$311,000	\$311,000



The Crown of the Continent Geotourism Council
is proud to offer spring education seminars!

You are invited to attend
Geotourism Seminars

Tuesday, May 10, 2011

6:30pm-9:00pm - Fort Macleod

Light supper will be served

Wednesday, May 11, 2011

1:30pm -4:00pm Waterton

Refreshments will be served

Wednesday, May 11, 2011

6:30-9:00pm Crowsnest Pass

Light supper will be served

Who should attend?

- ❖ chamber members and businesses
- ❖ councillors and municipal staff
- ❖ community and organization leaders
- ❖ local residents and anyone interested!

What will we learn?

- ❖ basic background on geotourism
- ❖ opportunities and benefits geotourism offers
- ❖ ways to operate in a geotouristic fashion
- ❖ what geotravellers are looking for when visiting our Crown of the Continent region
- ❖ next steps and long term plans and activities

To register

for the session of your choice
and for location and agenda details

please **RSVP before May 5th**

to Bev at Alberta SouthWest
403-627-1165 or 403-627-3373

bev.thornton@gov.ab.ca



Dylan Boyle
Crown of the Continent
Geotourism Coordinator

We are pleased to welcome Dylan to southern Alberta to offer this first round of geotourism education sessions!

Dylan spent two years researching geotourism in Montana for the Institute for Tourism and Recreation Research (ITRR), University of Montana.

He is the author of

First and Subsequent Visits to Montana: A Behavioral Analysis (2009);

Statewide Vacationers to Montana: Are They Geotravelers? (2010); and

Montana's Geotourism Handbook: Why geotourism is important for local businesses (2010).

In 2010 Dylan received Best Paper Award at the Greater Western Chapter of the Travel & Tourism Research Association (GWTTRA) for *Conceptualizing Geotourism as a Sustainable Marketing and Management Framework*.

He received a Master's Degree in Recreation Management from the University of Montana and currently, as Crown of the Continent Geotourism Coordinator, manages the day to day operations of the transboundary project.

He has recently formed *Geotravel Consulting, LLC*, specializing in community education on responsible and authentic travel.

www.crownofthecontinent.net



Regional Assessment Review Board Questionnaire



Municipality _____

CAO _____

Date _____

1. Is your Municipality interested in participating in a Regional Assessment Review Board?

Yes No

2. If yes, please provide the names of Assessment Review Board Members (currently trained) in your municipality.

_____	_____
_____	_____
_____	_____

3. If yes, please provide the names of Assessment Review Board Clerks (currently trained) in your municipality.

_____	_____
_____	_____

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

Between

Oldman River Regional Services Commission

("Coordinator")

- and -

("Member Municipality")

Dated this ____ day of _____, 2011

BACKGROUND

- A. Oldman River Regional Services Commission is the Coordinator for property assessment complaints for the residents of the Member Municipalities identified in Schedule "A";
- B. The Member Municipalities wish to partner together to create one Regional Assessment Review Board.
- C. The Member Municipality is willing to join the Oldman River Regional Services Commission Region's Regional Assessment Review Services membership.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

- Schedule "A" - List of Member Municipalities
- Schedule "B" - Bylaw
- Schedule "C" - Responsibilities
- Schedule "D" - Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- a. **"Assessor"** is the person appointed by the Member Municipality to assess residents' property.
- b. **"Assistant Clerk"** is a staff person employed by a Member Municipality to provide service to the Complainant;
- c. **"CARB"** is Composite Assessment Review Board as defined by the Matters Relating to Assessment Complaints Regulation;

- d. **"Clerk"** is the staff person appointed by the Director of Oldman River Regional Services Commission to act as the Designated Officer to the Regional Assessment Review Board;
- e. **"Complainant"** is an assessed person or taxpayer of the Member Municipality who files a compliant regarding that person's tax or assessment notice;
- f. **"Coordinator"** is Oldman River Regional Services Commission;
- g. **"LARB"** is Local Assessment Review Board as defined by the Municipal Government Act;
- h. **"Member Municipality"** is a municipality listed in Schedule "A";
- i. **"Regional Assessment Review Board"** means the Board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1 The Member Municipality shall be entitled to participate in the Regional Assessment Review Board once it passes a Bylaw in the form attached as Schedule "B".
- 3.2
 - i) The Member Municipality may select and appoint one individual to be a Board Member and one alternate to be available to sit on a panel for the Regional Assessment Review Board.
 - ii) If a vacancy on the Board occurs at any time, the Member Municipality who appointed the individual may appoint a new individual to fill the vacancy for the remainder of that term.
 - iii) Any costs incurred to advertise and select a Board Member are the responsibility of the Member Municipality.
- 3.3 Each Member Municipality will pay an equal portion of costs to train Board members, procure insurance and provide any other general costs to establish and maintain the Regional Assessment Review Board. This will include legal services if they are required for general purposes to facilitate the administration of the Board (i.e., procedural questions).
- 3.4 The Member Municipality requiring a Hearing will pay all costs related to the hearing, i.e., Board Member honorarium, mileage. If there are multiple hearings held involving more than one Member Municipality each municipality will pay their portion of costs based on number of hearings. If legal services are required for issues that relate only to a specific complaint, the cost of the service will be payable by the Member Municipality which has jurisdiction over the appeal.

- 3.5 The Coordinator will be responsible to pay all costs related to the Regional Assessment Review Board and invoice each Member Municipality as per clauses 3.3/3.4. The Coordinator will charge administration or staff fees for the services provided to operate the Board as prescribed in Schedule "D" - Fees.
- 3.6 Oldman River Regional Services Commission will invoice Member Municipalities based on actual costs to operate the Board. All invoices are payable within 30 days upon receipt of invoice.

4. COORDINATOR RESPONSIBILITIES

- 4.1 The Coordinator will coordinate services for the Member Municipality as identified in Schedule "C" and may assign any responsibilities to the Clerk as deemed necessary.
- 4.2 The Coordinator will, at the request of the Member Municipality, assist during negotiations between the Assessor and the Complainant.
- 4.3 The Coordinator is responsible for ensuring the Regional Assessment Review Board members receive training in accordance with the MGA and regulations.
- 4.4 The Coordinator is responsible to assign a panel of Committee Members to the CARB, LARB or one member Board for administrative items as described in the MGA.
- 4.5 The Coordinator will follow Oldman River Regional Services Commission's current remuneration policy for Board Members and Oldman River Regional Services Commission assessment appeal fee schedule "D".
- 4.6 The Coordinator will keep a record of the complaint in accordance with the MGA and regulations.
- 4.7 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.
- 4.8 The Coordinator will maintain liability insurance for the Board, obtain legal services when required and ensure the affected Member Municipality is informed.

5. ASSISTANT CLERK RESPONSIBILITIES

The Assistant Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

- 5.1 The Assistant Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.

- 5.2 The Assistant Clerk will forward a copy of all the appeal documents to the Regional Clerk, and advise regarding hearing location preferences.
- 5.3 Any other responsibilities as identified in Schedule "C".

6. TERM

- 6.1 The term of this Agreement is for three (3) years from the execution date. The term may be extended for another three (3) years with mutual agreement by both parties.

7. PRIVACY

- 7.1 The Coordinator is subject to the Freedom of Information and Protection of Privacy Act (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.
- 7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

- 8.1 Member municipalities will make every reasonable effort to ensure information will be or is intended to be used to make a decision in an assessment review is both complete and accurate.
- 8.2 In order to process reviews for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:
 - 8.2.1 Roll#
 - 8.2.2 Legal Address
 - 8.2.3 Civic Address
 - 8.2.4 Registered Owner Name(s)
 - 8.2.5 Registered Owner(s) mailing address and phone number
 - 8.2.6 Assessed Value and Assessment Class of the property under review
 - 8.2.7 Name, address and phone number of Registered Agent for the Owner
- 8.3 Personal information will be collected from the Member Municipality or ratepayer as per the FOIP Act.

9. TERMINATION OF AGREEMENT

- 9.1 The Member Municipality may withdraw at any time upon thirty (30) days written notice.
- 9.2 The Coordinator may terminate the agreement at any time upon six (6) months written notice.

10. DISPUTE RESOLUTION

- 10.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:
 - 10.1.1 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - 10.1.2 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen’s Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

11. INDEMNIFICATION

- 11.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Oldman River Regional Services Commission, its Board, Executive, Director and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 11.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 11.3 In the furnishing of any services by the Coordinator, the Coordinator shall not assume any responsibility, obligations or duties in respect to the services.

12. INSURANCE

- 12.1 The Coordinator through the Jubilee Insurance Program will arrange for comprehensive general liability insurance and directors and officers liability insurance to cover the Board and the members.

13. NOTICES

- 13.1 Any notices or other correspondence required to be given to any party to this agreement shall be deemed to be adequately given if delivered to the Member Municipality address as provided in Schedule "A".

14. FORCE MAJEURE

- 14.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

15. SINGULAR AND MASCULINE

- 15.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

16. GOVERNING LAW

- 16.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

17. INTERPRETATION

- 17.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

18. SUCCESSORS

- 18.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

19. ENTIRE AGREEMENT

- 19.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

20. COUNTERPART

20.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers. In the absence of a corporate seal, the "Affidavit Verifying Corporate Signing Authority" and the "Affidavit of Execution" attached shall be completed in full.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

PER: _____

PER: _____

"MUNICIPALITY"

PER: _____

PER: _____

Schedule "A"
Member Municipalities

DRAFT

Schedule "B"

"MUNICIPALITY" BYLAW NUMBER _____ - _____

A bylaw of the "Municipality" in the Province of Alberta to establish a Regional Assessment Review Board.

WHEREAS, Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

Oldman River Regional Services Commission and Municipalities within the region jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality;

Oldman River Regional Services Commission will pay for the costs associated with the establishment and operations of the Regional Assessment Review Board and each Member Municipality will pay the Commission their portions of those costs.

NOW THEREFORE, the Council of the "Municipality", duly assembled, enacts as follows:

I. Title

The title of this Bylaw shall be the "Regional Assessment Review Board Bylaw".

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Alternate" means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties;
 - b) "Board" means the Regional Assessment Review Board;
 - c) "CARB" means the Composite Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
 - d) "Citizen-at-large" means a person who does not represent a specific organization and is a resident of the Member Municipality.

- e) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the Municipal Government Act;
- f) "LARB" means the Local Assessment Review Board established in accordance with the *'Matters Relating to Assessment Complaints'* regulation;
- g) "Member" means a member of the Regional Assessment Review Board;
- h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
- i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

- 1) Each Member Municipality may appoint one individual to the Board and may appoint an individual as an alternate to the Board
- 2) The Board shall consist of up to twenty members who may be a Citizen-at-large who is a resident of the Member Municipality or a Council member.
- 3) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.

IV. Terms of Appointment

- 1) Unless otherwise stated, all Members are appointed for three-year terms, except in the initial year where up to three are appointed for three-year terms and up to four are appointed for two-year terms.
- 2) If a vacancy on the Board occurs the Member Municipality who made the appointment may appoint a new person to fill the vacancy for the remainder of the term.
- 3) A Member may be re-appointed to the Board at the expiration of his/her term.
- 4) A Member may resign from the Board at any time on written notice to the Designated Officer and to the Member Municipality to that effect.
- 5) The Member Municipality may remove a Member at any time.

V. Panels of the Board

- 1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels are to consist of:
 - three persons selected by the Designated Officer when the Board is acting as a Composite Assessment Review Board or a Local Assessment Review Board; or
 - a single member selected by the Designated Officer when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 2) The Designated Officer may select any member to sit on a panel and shall designate the Chairperson for each panel, provided however that:
 - the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board;
 - where possible, the Designated Officer shall include on a three-person panel a member who is from the municipality under whose jurisdiction the complaint arises.

VI. Chairperson

The Chairperson of a panel:

- will preside over and be responsible for the conduct of meetings;
- may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- will vote on matters submitted to the panel unless otherwise disqualified.

VII. Jurisdiction of the Board

The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

VIII. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Director.

- 2) The Designated Officer shall:
 - shall assist the Board in fulfilling its mandate; and
 - prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

IX. Meetings

- 1) Meetings will be held at such time and place as determined by the Board.
- 2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.

X. Quorum and Voting

- 1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - two members of a panel acting as a local assessment review board; and
 - one member and the provincial member of a panel acting as a composite assessment review board.
- 2) All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 3) The majority vote of those Members present and voting constitutes the decision of the Board.
- 4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

XI. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - declares that he or she has a conflict of interest; and
 - describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.

- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XII. Pecuniary Interest

- 1) The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- 2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

XIII. Commencement of Appeals

- 1) A taxpayer may commence an assessment complaint by:
 - mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints' regulation and within the time specified in the MGA; and
 - paying the applicable fee.

XIV. Rules of Order

- 1) The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

XV. Adjournments

- 1) The Board may in its discretion grant adjournments of a hearing for such purposes as it feels necessary to ensure proper consideration of the issues before it, including:
 - allowing the Board to obtain a legal opinion or other professional guidance; or
 - to allow a viewing by the Board of the site in respect of which the appeal is being made.
- 2) Where the parties to an appeal consent to an adjournment of the hearing, such adjournment may be granted by the Chairperson after consultation with the Members individually (whether in person, by telephone or by e-mail) without the need to convene a formal meeting. In such a case, the Board is deemed to have

convened and the hearing is deemed to have commenced as of the date of such consultation.

XVI. Notice of Decisions & Record of Hearing

- 1) After the hearing of a complaint, the Designated Officer shall:
 - under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the MGA.
- 2) The Designated Officer will maintain a record of the hearing.

XVII. Delegation of Authority

- 1) In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - its authority under the MGA to prescribe an appeal fee schedule and the remuneration and expenses payable to each member of the Regional Assessment Review Board and to the Designated Officer who will follow the Oldman River Regional Services Commission policy.

XVIII. Reimbursement of Costs

- 1) The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

Read a First Time in Council this ____ day of _____, 2011.

Read a Second Time in Council this ____ day of _____, 2011.

Read a Third and Final Time in Council this ____ day of _____, 2011.

Mayor / Reeve

Municipal Clerk

Schedule "C" Responsibilities

AC = Assistant Clerk from member municipality

A = Assessor from member Municipality

C = Clerk for Regional Board (ORRSC or as designated by Director)

Receipt of Appeal	
AC	<ul style="list-style-type: none"> Collect fee
AC	<ul style="list-style-type: none"> Review appeal for validity/compliance with legislation
AC	<ul style="list-style-type: none"> Open file and send to Assessor & Clerk

Initial Stages	
A/AC	<ul style="list-style-type: none"> Preliminary discussions and disclosure of information occurs between Complainant and Assessor
A/AC	<ul style="list-style-type: none"> Assessor advises Assistant Clerk if matter is resolved or proceeding to appeal
AC	<ul style="list-style-type: none"> If resolved, Assistant Clerk advises Clerk and administers withdraw in accordance with local practice (refund fee MGA Sec, 481(2))
AC	<ul style="list-style-type: none"> If proceeding, Assistant Clerk advises Clerk and forwards copy of all appeal documents
AC	<ul style="list-style-type: none"> Assistant Clerk advises Regional Clerk of hearing location preference

Confirmation of Receipt of Appeal	
C	<ul style="list-style-type: none"> Review appeal for appeal type/validity/compliance with legislation
C	<ul style="list-style-type: none"> Determine if issue exists for merit hearing

Assignment of Resources	
C	<ul style="list-style-type: none"> Open file/identify all parties involved
C	<ul style="list-style-type: none"> Assign administrative support and Board members
C	<ul style="list-style-type: none"> Establish hearing date, schedule facility, Board members

Send Notice of Hearing to Complainant	
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

Disclosure	
AC/A	<ul style="list-style-type: none"> Complainant provides first disclosure to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

A	<ul style="list-style-type: none"> Assessor submits response to Assistant Clerk and Complainant
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps Assessor's submission and forwards a copy to Clerk
AC	<ul style="list-style-type: none"> Complainant provides rebuttal to Assistant Clerk and Assessor
AC	<ul style="list-style-type: none"> Assistant Clerk date stamps submission and forwards a copy to Clerk

	Agenda
C	<ul style="list-style-type: none"> Clerk verifies all disclosures
C	<ul style="list-style-type: none"> Clerk verifies attendance of all parties
C	<ul style="list-style-type: none"> Clerk produces agenda packages and provides copies at the hearing for members and public
C	<ul style="list-style-type: none"> Clerk liaises with Board and provides all material necessary - including legislation
C	<ul style="list-style-type: none"> Clerk prepares templates for minutes and decisions of Board

	Appeal Hearing
C	<ul style="list-style-type: none"> Clerk attends hearing and produces minutes that identify all issues presented to Board
C	<ul style="list-style-type: none"> Clerk attends deliberations and produces a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conforming and dissenting reasons)

	Send Notice to Complainant
C	<ul style="list-style-type: none"> Copies to Assistant Clerk, Assessor and Minister (if CARB)
C	<ul style="list-style-type: none"> Copies if necessary to property owner, agent, lessee, etc...

	Reporting
C	<ul style="list-style-type: none"> Clerk provides Assistant Clerk with a reporting package of the appeal which includes:
C	<ul style="list-style-type: none"> - Invoice for services in accordance with agreement
C	<ul style="list-style-type: none"> - Copy of hearing minutes
C	<ul style="list-style-type: none"> - Statistics (where necessary)
C	<ul style="list-style-type: none"> - Feedback form to establish best practices and service standards for quality control
C	<ul style="list-style-type: none"> - Clerk compiles and retains a record of the hearing in accordance with legislation and regulations

Schedule "D"

Fees

Regional Assessment Board Annual Dues

Each municipal member shall be invoiced a \$200 administrative fee annually, payable to Oldman River Regional Services Commission.

Remuneration

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be awarded on the following basis:

MERIT Half day - Four (4) hour block \$100.00

MERIT Full day - Four plus (4+) hour block, excluding lunch hour \$200.00

LARB Half day - Four (4) hour block \$100.00

LARB Full day - Four plus (4+) hour block, excluding lunch hour \$200.00

CARB Half day - Four (4) hour block \$200.00

CARB Full day - Four plus (4+) hour block, excluding lunch hour \$400.00

Board Members and the Designated Officer shall receive compensation for travel based on the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation for performing adjudication duties or taking appropriate training.

Board Members and the Designated Officer shall receive reimbursement for meals incurred while performing adjudication duties or taking appropriate training. A reasonable meal allowance will be offered and will most often be authorized and organized by the Designated Officer.

Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Board Members and the Designated Officer shall receive reimbursement for any lodging accommodations required while performing adjudication duties or taking appropriate training.

Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

Category of Complaint Fee

Residential 3 or fewer dwellings and farm land - \$50.00

Residential 4 or more dwellings - \$650.00

Non-residential - \$650.00

Business Tax - \$50.00

Tax Notices (other than business tax) - \$30.00

Linear property-power generation - \$650.00 per facility

Linear Property - other \$650.00 per LPAUID

Equalized assessment - \$650.00

DRAFT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1540**

A Bylaw of the Town of Claresholm to provide for the establishment of **Local Assessment Review Boards and Combined Assessment Review Boards**.

WHEREAS the provisions of Section 454(1) of the *Municipal Government Act* provides for the establishment, by bylaw, of one or more local assessment review boards and one or more composite assessment review boards;

AND WHEREAS the provisions of Sections 454.1(1) and 454.2(1) of the *Municipal Government Act* provides for the composition of the established local assessment review boards and the composite assessment review boards respectively;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act* the Council of the Town of Claresholm enacts as follows:

1. Definitions:

In this bylaw:

- a) "Board" means the Assessment Review Board of three or more members;
- b) "CAO" means the Chief Administrative Officer of the Town of Claresholm;
- c) "Chair" means a person chosen as chair of an Assessment Review Board under Section 4 of this bylaw;
- d) "Complaint" means a complaint under Part 11 of the *Municipal Government Act*;
- e) "Council" means the Town of Claresholm Council;
- f) "Mayor" means the Chief Elected Official (CEO) of the Town of Claresholm;
- g) "Member" means a member of a Board and includes a Chair and a Presiding Officer;
- h) "Minister" means the Minister of Municipal Affairs;
- i) "Municipal Government Act" means the *Municipal Government Act*, S.A. 2000, c.M-26.1;
- j) "Presiding Officer" means a member chosen by the members to be the Presiding Officer at one or more hearings under Part 11 of the *Municipal Government Act*;
- k) "Regulation" means Alberta Regulation 310/2009 titles "Matters Relating to Assessment Complaints Regulation"
- l) "Vacancy" means an absence from a hearing due to:
 - direct or indirect interest in a matter before the Assessment Review Board, or
 - an inability or refusal by a member to continue to fulfill his/her obligation as a member of the Board.

2. Purpose:

The purpose of this bylaw is to authorize the establishment and composition of required local assessment review boards and/or composite assessment review boards to hear assessment and/or specific tax related complaints within the Town of Claresholm. This bylaw is to be cited as the Town of Claresholm's "Assessment Review Boards Bylaw."

3. General Provisions:

- a) Council shall, by resolution, appoint three (3) persons to serve as members of the Local Assessment Review Boards and as members of the Composite Assessment Review Boards. Appointed members may be required to sit on either Board.
- b) The term of office for each member so appointed shall be three (3) years.
- c) Vacancies in any of the appointments under Section 3(a) above shall cause a notice to be placed in the local newspaper on two separate occasions advising persons interested in filling the vacancy to submit an application to the CAO. Properly completed applications shall be considered by Council at the first available regular scheduled meeting following the notice period. The person selected by Council to fill the vacancy shall be appointed by resolution of Council.

- d) Council shall prescribe remuneration and/or expenses, if any, payable to each appointed member.
- e) The Town shall provide, at no cost to members appointed under the provisions of Section 3(a) above, required training as defined in Part 5 of the Regulation.
- f) The Minister must appoint one provincial member to serve as the presiding officer of all Composite Assessment Review Boards.
- g) The Town of Claresholm may enter into a regional agreement with neighboring municipalities for the provision of Local Assessment Review Board and/or Composite Assessment Review Board services. In the event that this occurs, approved members of the regional agreement partner municipalities are, in addition to any members appointed under Section 3(a) above, hereby appointed by Council to serve as members of the Local Assessment Review Boards and/or as members of the Composite Assessment Review Boards.
- h) Pursuant to Section 454.1(1) of the *Municipal Government Act*, Council hereby establishes a three-member Local Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a one-member Local Assessment Review Board, as required under the provisions of the Regulation.
- i) Pursuant to Section 30 of the Regulation, Council hereby establishes a one-member Local Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a one-member Local Assessment Review Board, as required under the provisions of the Regulation.
- j) Pursuant to Section 454.2(1) of the *Municipal Government Act*, Council hereby establishes a three-member Composite Assessment Review Board. Any members appointed by Council under Section 3(a) or 3(g) above are authorized to perform the function of a three-member Composite Assessment Review Board, as required under the provisions of the *Municipal Government Act*.
- k) Pursuant to Section 36 of the Regulation, Council hereby establishes a one-member Composite Assessment Review Board. Only a provincial member appointed by the Minister may perform the function of a one-member Composite Assessment Review Board, as required under the provisions of the Regulation.
- l) The function and jurisdiction of all Local Assessment Review Boards and/or Composite Assessment Review Boards is as defined in Part 11 of the *Municipal Government Act*.

4. Chair:

- a) Before its first hearing after Council appoints its Members, the Members of the Board will choose a Chair from among themselves.
- b) The Chair shall be the Presiding Officer at all hearings of the Board, unless a majority of the Members present at a hearing choose another Member to be the Presiding Officer for that hearing.

5. Duties of Presiding Officer:

- a) The Presiding Officer will:
 - i. ensure that hearings are conducted fairly;
 - ii. prepare and sign written reasons, if required by the *Municipal Government Act*, for any hearings over which the Presiding Officer presides; and
 - iii. review and where appropriate, approve any other documents the CAO may prescribe from time to time for any hearings over which the Presiding Officer presides.

6. Refund of filing fee:

- a) Council may by resolution set fees that must be paid to the Town when a Compliant is filed.
- b) The CAO may refund a fee paid under section 10:
 - iv. to a complainant who withdraws a Complaint as a direct result of the Town issuing an amended assessment notice or amended tax notice; or
 - v. to a complainant who withdraws a Complaint before the CAO has scheduled a hearing of the Complaint.

7. Fee for copies:

- a) A person who wishes to obtain copies of a document or an audio tape relating to Complaints must pay fees in accordance with general policies established by the CAO or Council from time to time.

8. **Solicitor:**

a) An independent solicitor may be appointed by the CAO to advise the Board and the CAO about assessment review and related matters.

9. **Number and Gender References:**

a) All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

10. **Repeal and Passage:**

a) Under passage of this bylaw, Town of Claresholm Bylaw #1516 is hereby repealed.

b) This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this 12th day of April 2010 A.D.

Read a second time in Council this 26th day of April 2010 A.D.

Read a third time in Council and finally passed in Council this 26th day of April 2010 A.D.



Rob Steel, Mayor



Kris Holbeck, CAO

Subject: Fwd: Willow Creek Agricultural Safety Fair
From: Kris Holbeck <kris.holbeck@townofclaresholm.com>
Date: Mon, 11 Apr 2011 09:56:16 -0600
To: Karine <karine@townofclaresholm.com>

Agenda Item.
KRIS

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

Subject: Willow Creek Agricultural Safety Fair
Date: Mon, 11 Apr 2011 09:19:16 -0600
From: charmayne.crowe@lethbridgecollege.ab.ca
Reply-To: charmayne.crowe@lethbridgecollege.ab.ca
To: stavely@platinum.ca, cao@town.nanton.ab.ca, kris.holbeck@townofclaresholm.com,
tmgr.townofgranum@shaw.ca

Dear Mayor and Council

On behalf of the Claresholm, Stavely and Nanton Agricultural Society, you have been invited to the Willow Creek Agricultural Safety Fair
May 18, 19, 20 of 2011
9:00 a.m. - 3:00 p.m. Wednesday & Thursday
9:00 a.m. - Noon Friday
At the Stavely Arena

We hope that a representative of the your community will make it to one of the 3 days.

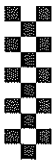
Please let us know by May 9, 2011 who will be attending.

Thanks
Charmayne Crowe
Public Relations for Willow Creek Agricultural Safety Fair

_____ Information from ESET NOD32 Antivirus, version of virus signature database 6033
(20110411) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>



Via fax-403-625-3869

April 19, 2011

Town of Claresholm
PO Box 1000
Claresholm, AB
T0L0T0

Dear Mayor & Council,

Re: Use of the downtown parking lot

The Claresholm Chamber has held a Mexican Fiesta over the past 2 years which was very well received by the residents of Claresholm & Area.

The Town of Claresholm authorized us to use the downtown parking lot for this function and provided us with a letter to enable us to apply for a liquor permit.

We are requesting authorization to use the parking lot for a similar function June 24, 2011. If approved, we will need a letter to send to the RCMP as well as the Health Authorities and the Liquor Commission acknowledging your approval.

Thank you in anticipation and hope to see all of you at our event.

Claresholm Chamber of Commerce

Don Leonard
Event Committee Member

PORCUPINE HILLS LODGE
P.O. BOX 790
CLARESHOLM, ALBERTA
TOL OTO
(403) 625-3988

May 25, 2011

Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
TOL OTO

Attention: Kris Holbeck
Town Coordinator

Dear Ms. Holbeck:

Below please find the ratio of payment to be made to the Porcupine Hills Lodge Foundation as per the equalized assessments.

A grant received from Municipal Affairs for the sum of \$175,230.00 lowers the mill rate to .502.

Town of Claresholm	405,290,751	at	.502	=	203,455.96
M.D. of Willow Creek	302,480,629	at	.502	=	151,845.28
Town of Stavely	55,799.562	at	.502	=	28,011.38

Town of Claresholm	203,455.96	-	101,633.40	=	101,822.56
M.D. of Willow Creek	151,845.28	-	63,082.80	=	88,762.48
Town of Stavely	28,011.38	-	10,513.80	=	17,497.58

Your contribution for the year 2011 is \$101,822.56

Payment would be appreciated as soon as possible to help us with our day to day expenditures.

Yours truly,


Earl Hemmaway
Chairman – Porcupine Hills Lodge Foundation

**PORCUPINE HILLS LODGE
P.O. BOX 790
CLARESHOLM, ALBERTA
TOL OTO
(403) 625-3988**

April 7, 2010

Town of Claresholm
P.O. Box 1000
Claresholm, Alberta
TOL OTO

Attention: Kris Holbeck
Town Coordinator

Dear Ms. Holbeck:

Below please find the ratio of payment to be made to the Porcupine Hills Lodge Foundation as per the equalized assessments.

A grant received from Municipal Affairs for the sum of \$213,850.00 lowers the mill rate to .449.

Town of Claresholm	454,951,188	at	.449	=	204,273.08
M.D. of Willow Creek	295,416,140	at	.449	=	132,641.85
Town of Stavely	51,945,988	at	.449	=	23,323.75

Town of Claresholm	204,273.08	-	124,033.00	=	80,240.08
M.D. of Willow Creek	132,641.85	-	76,986.00	=	55,655.85
Town of Stavely	23,323.75	-	12,831.00	=	10,492.75

Your contribution for the year 2010 is \$80,240.08.

Payment would be appreciated as soon as possible to help us with our day to day expenditures.

Yours truly,



Earl Hemmaway
Chairman – Porcupine Hills Lodge Foundation

Claresholm Community Centre Association

April 6, 2011

Amount paid in 2010 was \$957.

Kris Holbeck
Town Administrator
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Kris:

Enclosed is an invoice for the Community Centre Insurance in the amount of \$921.00. In past years the Town has paid the insurance on our behalf. Please accept this request for the reimbursement of \$921.00 that we have paid to AMSC Insurance for the AUMA General Insurance Program.

Sincerely,



Pat O'Dell

Treasurer

Encl.



AUMA General Insurance Program - Renewal Invoice 22272

Certificate Holder:	Claresholm Community Centre BOX 998 CLARESHOLM, AB T0L 0T0	Invoice No:	22272
Member Code:	CRHCC	Invoice Date:	January 01, 2011
Certificate No:	5078	Due Date:	March 01, 2011
		Page:	1

Premium Distribution

Auto-MUNIX Coverage	0
Auto-Excess Coverage	0
Aviation	0
Boiler	0
Crime	140
EIL	0
Liability-MUNIX 0 to 10,000 Coverage	110
Liability-MUNIX 10,000 to 1M Coverage	431
Liability-Excess Coverage	137
Liability-NOA Coverage	103
Property-MUNIX Coverage	0
Property-Excess Coverage	0
Umbrella	0
Standard Garage Auto	0

Jan 1, 2011 Annual Premium **\$921**
Total Premium Payable **\$921**

Account Balance Prior to Invoice **\$0**
Account Balance Incl This Invoice **\$921**

Please make your payments to: AMSC Insurance Services Limited
A Subsidiary of AUMA
300 - 8616 51 Avenue
Edmonton, AB T6E 6E6

Toll Free: 1-800-661-AUMA (2862) or 310-AUMA(2862)
Fax: 780-409-4314

Premiums include an administration fee. Please refer to the Administration Fee Schedule for more information.

Terms: net 30 days – interest on overdue accounts will be charged at 1.5% per month (19.56% per annum)

Staff Report

To: Council
From: CAO
Date: April 21, 2011
Re: Tax Recovery Property Sale

BACKGROUND

As part of tax recovery efforts, the existing mobile home that occupied the property located at 410 56th Avenue West (Lot 2, Block 2, Plan 5968JK) has been sold and removed. The vacant lot has been cleaned up for resale. Administration is requesting that Council establish a protocol for resale of this property. Council may consider setting a reserve bid and identifying a building commitment.

Staff recommends that a reserve bid in the amount of \$50,000 be placed on the property (based on the attached independent appraisal). In addition, a building commitment of six (6) months for the approval of a development permit (for a residential dwelling / moved in building) and eighteen (18) months for the satisfactory completion of the residential dwelling / moved in building should be required for the resale of this property.

Kris Holbeck, CA CAO

Town of Claresholm

MARKET DRIVEN APPRAISALS

BOX 2424, CLARESHOLM, AB. T0L 0T0
(403) 625-9234

RE: APPRAISAL ON VACANT LOT

TOWN OF CLARESHOLM
KRIS HOLBECK

CLARESHOLM, AB. T0L0T0

Address of Property: 410 - 56 AVENUE WEST
CLARESHOLM, AB. T0L 0T0

Market Value: \$ **\$50,000**

IN ACCORDANCE WITH YOUR REQUEST AND AUTHORIZATION, AN INVESTIGATION, ANALYSIS AND APPRAISAL REPORT ON THE SUBJECT PROPERTY HAS BEEN COMPLETED FOR THE PURPOSE OF ESTIMATING ITS MARKET VALUE AS OF APRIL 18, 2011.

SUPPORTING DATA UPON WHICH THIS ESTIMATE OF VALUE IS BASED, IS CONTAINED IN THE ACCOMPANYING REPORT, SUBJECT TO THE ASSUMPTIONS AND LIMITING CONDITIONS CONTAINED IN THE BODY OF THIS REPORT.

I AM OF THE UNDERSTANDING THAT THE INFORMATION CONTAINED HEREIN IS SUFFICIENT FOR YOUR PURPOSES. THIS APPRAISAL REPORT HAS BEEN PREPARED EXCLUSIVELY FOR THE TOWN OF CLARESHOLM TO ESTIMATE MARKET VALUE. WE ARE NOT AWARE OF ANY THIRD PARTIES THAT ARE LIKELY TO SEE OR RELY ON THIS REPORT - LIABILITY IN THIS RESPECT OR FOR ANY OTHER USE IS EXPRESSLY DENIED.

I CERTIFY THAT I HAVE NO INTEREST, PRESENT OR CONTEMPLATED IN THE SUBJECT PROPERTY.

YOURS TRULY,

MARKET DRIVEN APPRAISALS


SHELLY HUGHES
CRA



Policy #REC 04-11

Claresholm Industrial Airport Air Terminal & Decommissioned Runway Usage

PURPOSE:

This policy will outline the rules and regulations regarding usage of the Claresholm Industrial Airport Terminal Building as well as the decommissioned runways located at the Claresholm Industrial Airport.

POLICY:

All organizations, groups and individuals who wish to use the Airport Terminal Building or the decommissioned runways (hereinafter called the "Facilities") for any use shall contact the Town of Claresholm for permission. Upon approval, all required documentation and payment must be presented to the Town of Claresholm before use.

GUIDELINES:

The following rules and regulations will be enforced by the Chief Administrative Officer (CAO) of the Town of Claresholm or his/her designate.

1. All organizations, groups and/or individuals who wish to use the Facilities (hereinafter called the "User") will request permission in writing to the CAO or designate at least ten (10) days prior to the dates requested.
2. The intended use of the Air Terminal Building is to facilitate air related or emergency training events.
3. There will be no alcoholic beverages consumed on the premises without the proper permits from the Alberta Gaming and Liquor Commission.
4. All fees for rental of the Facilities will be at the discretion of the Town of Claresholm.
5. In the event of an emergency, all facilities will be under the direct control of the CAO and/or his/her designate. All personnel in the immediate area will be expected to follow directions immediately, as the emergency facilities will take precedence over all other uses.
6. a) There will be no unauthorized camping or parking of cars, trucks, campers and other recreational vehicles on the Air Terminal Building site. The above will be removed at the owner's expense.
b) Authority for camping to be for the duration of the related event and only at the discretion of the CAO or his/her designate.
7. Anyone found trespassing or vandalizing the Air Terminal Building will be charged accordingly.
8. Parking will be restricted to the west side of the Air Terminal Building. There will be no driving of vehicles on the east side of the Terminal (septic field area).
9. There are no open fires allowed at the Airport.
10. All garbage must be contained in the receptacles provided.

11. Use of the decommissioned runways will defer to air traffic in the event of an air traffic related emergency.
12. Proof of insurance will be required by all organizations, groups and individuals when requested by the Town of Claresholm.

INDEMNITY:

The User shall indemnify and save harmless the Town of Claresholm from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs), claims, suits or actions arising out of or caused by the use and occupation of the Facilities, the balance of the Facilities, and the Leased Premises by the User, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims suits or actions arising from:

1. any breach, violation or non-performance of any covenant, condition or agreement in this policy;
2. any damage to property; or injury to any person or persons including death;
3. any environmental damage and resulting clean up costs; and
4. all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the parties to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of the agreement.

EFFECTIVE DATE OF POLICY:



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**

<u>DESCRIPTION</u>	<u>FEE</u>
<u>CENTENNIAL CAMPGROUND FEES</u>	
• FULLY SERVICED LOT	\$25 / DAY
• WATER & POWER (NO SEWER) LOT	23 / DAY
• UNSERVICED SITE	15 / DAY
• TENT SITE	12 / DAY
<u>MISCELLANEOUS FACILITY/USER FEES</u>	
• 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
<u>BALL DIAMONDS</u>	
• RECREATIONAL USE – FREE FOR LOCAL USERS/GROUPS	
• MILLENIUM COMPLEX (ALL DIAMONDS) – \$250 / DAY + 250 DAMAGE DEPOSIT (FOR EXTERNAL USER GROUPS)	

**TOWN OF CLARESHOM
 PROPOSED USER FEE/CHARGES INCREASE
 (for discussion purposes only)**

CURRENT PROPOSED EXPLANATION

ARENA COSTS

Youth Prime Time	\$57.20	\$63.00	No increase since 2009. Proposed 10% increase to four categories of ice rental.
Non Prime Time	\$37.30	\$41.00	New prices are comparable to other towns in our area.
AA and Adult	\$82.50	\$90.75	No other changes to arena facility rates required.
Out of Town	\$99.65	\$110.00	

AQUATIC CENTRE

Per attached spreadsheet and presentation by Julie Ling, CAC Supervisor.

CENTENNIAL CAMPGROUND

No changes required to rates.

MISCELLANEOUS USERS

No changes required to rates.

BALL DIAMONDS

Local users	No charge	No charge	
Out of Town Users - per day	\$250.00	\$1,000	per weekend based on prior experiences with tournaments.
Out of Town Damage Deposit (paid in advance)	\$250.00	\$500.00	Damage deposit is too low based on previous experiences.

**Kris Holbeck, CA CAO
 Town of Claresholm**

Price Increases & Explanations

Drop In rate

	Old Prices	New Prices	% Increase
Prechool 2-5	\$ 1.00	\$ 2.00	100.00%
Child 3-7			
Child 6-12	\$ 2.00	\$ 3.00	0.00%
8-17 y	\$ 3.00	\$ 5.00	25.00%
18+	\$ 4.00	\$ 4.00	33.33%
55+	\$ 3.00	\$ 12.00	9.09%
Family	\$ 11.00	\$ 5.00	
Aquafit			

10 Pass Rate

	Old Prices	New Prices	% Increase	OLD SYSTEM
Prechool 2-5	\$ 8.00	\$ 18.00	125.00%	buy 8 swims 2 free
Child 3-7				
Child 6-12	\$ 17.00	\$ 27.00	0.00%	buy 8.5 swims 1.5 free
8-17 y	\$ 27.00	\$ 45.00	28.57%	buy 9 swims 1 free
18+	\$ 35.00	\$ 36.00	33.33%	buy 8.75 swims get 1.25 free
55+	\$ 27.00	\$ 108.00	20.00%	buy 9 swims 1 free
Family	\$ 90.00	\$ 45.00		buy 8.2 swims get 1.8 free
Aquafit				

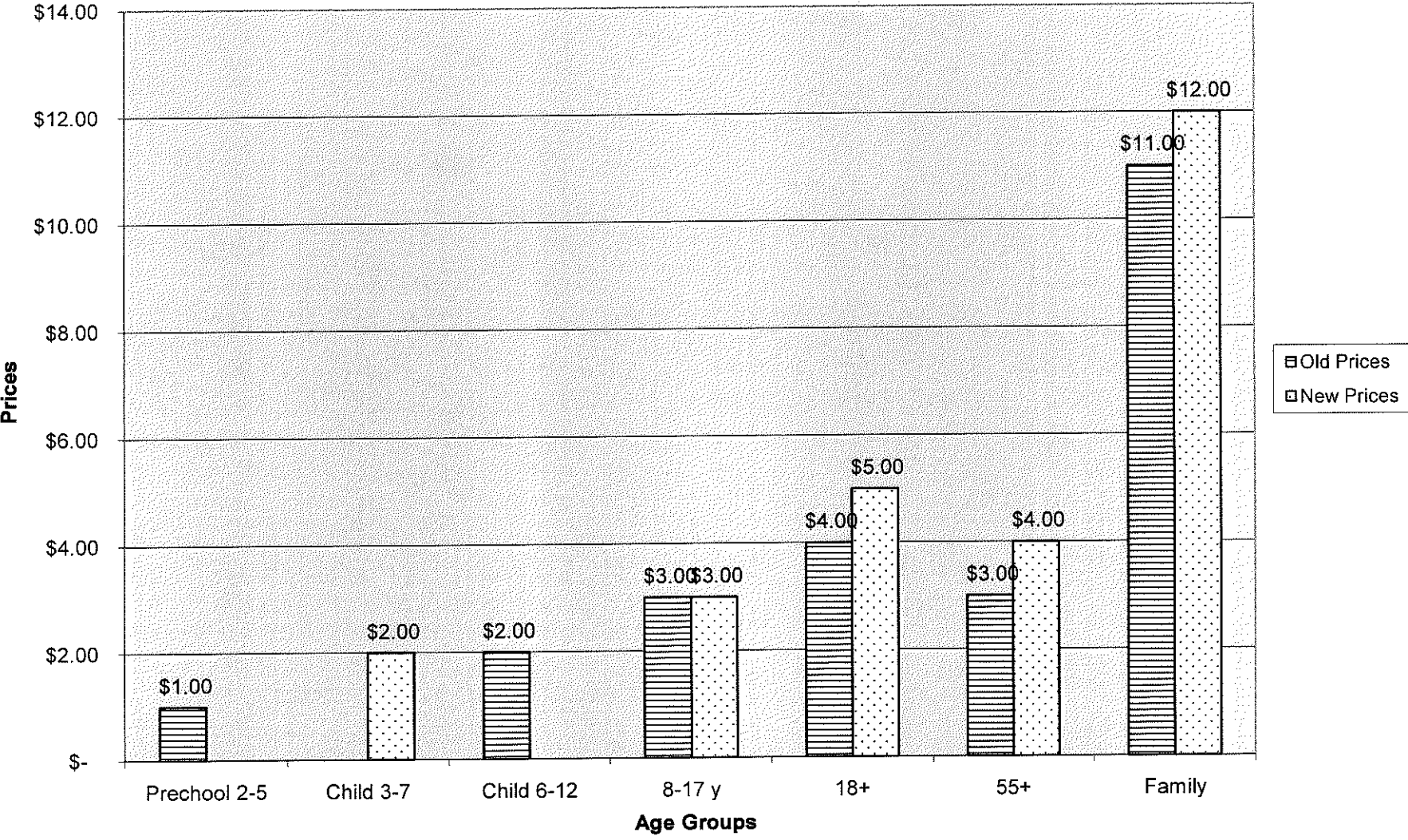
3 Month Pass

	Old Prices	New Prices	% Increase	Swims
Prechool 2-5	\$ 25.00	\$ 40.00	60.00%	25 swims
Child 3-7				
Child 6-12	\$ 35.00	\$ 60.00	15.38%	17.5 swims
8-17 y	\$ 52.00	\$ 100.00	25.00%	17.3 swims
18+	\$ 80.00	\$ 80.00	53.85%	20 swims
55+	\$ 52.00	\$ 240.00	37.14%	17.3 swims
Family	\$ 175.00	n/a		15.9 swims
Aquafit				

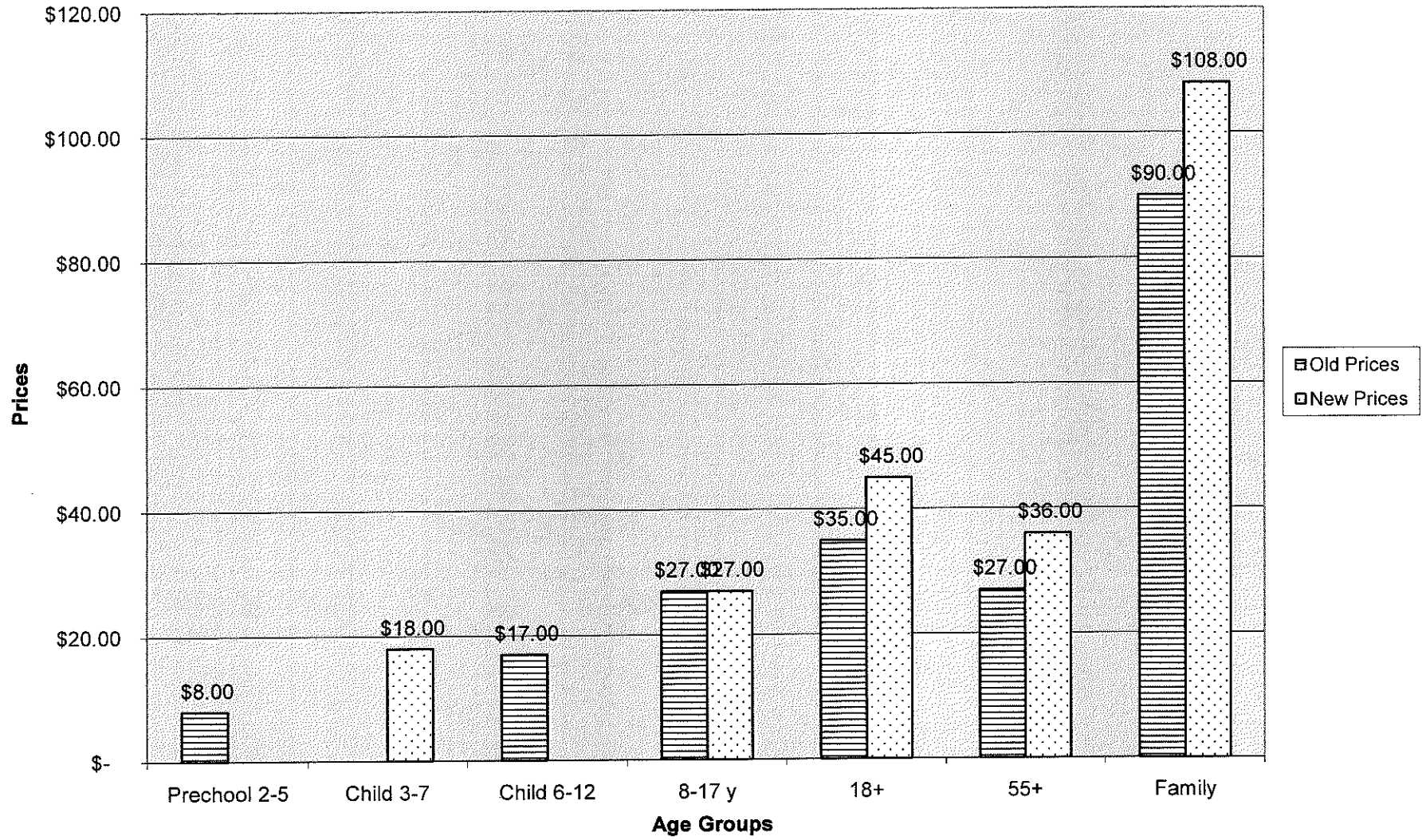
Quarter passes each reflect 20 swims in 3 months
 10 passes reflect 9 swims, 1 free

(see Attached)

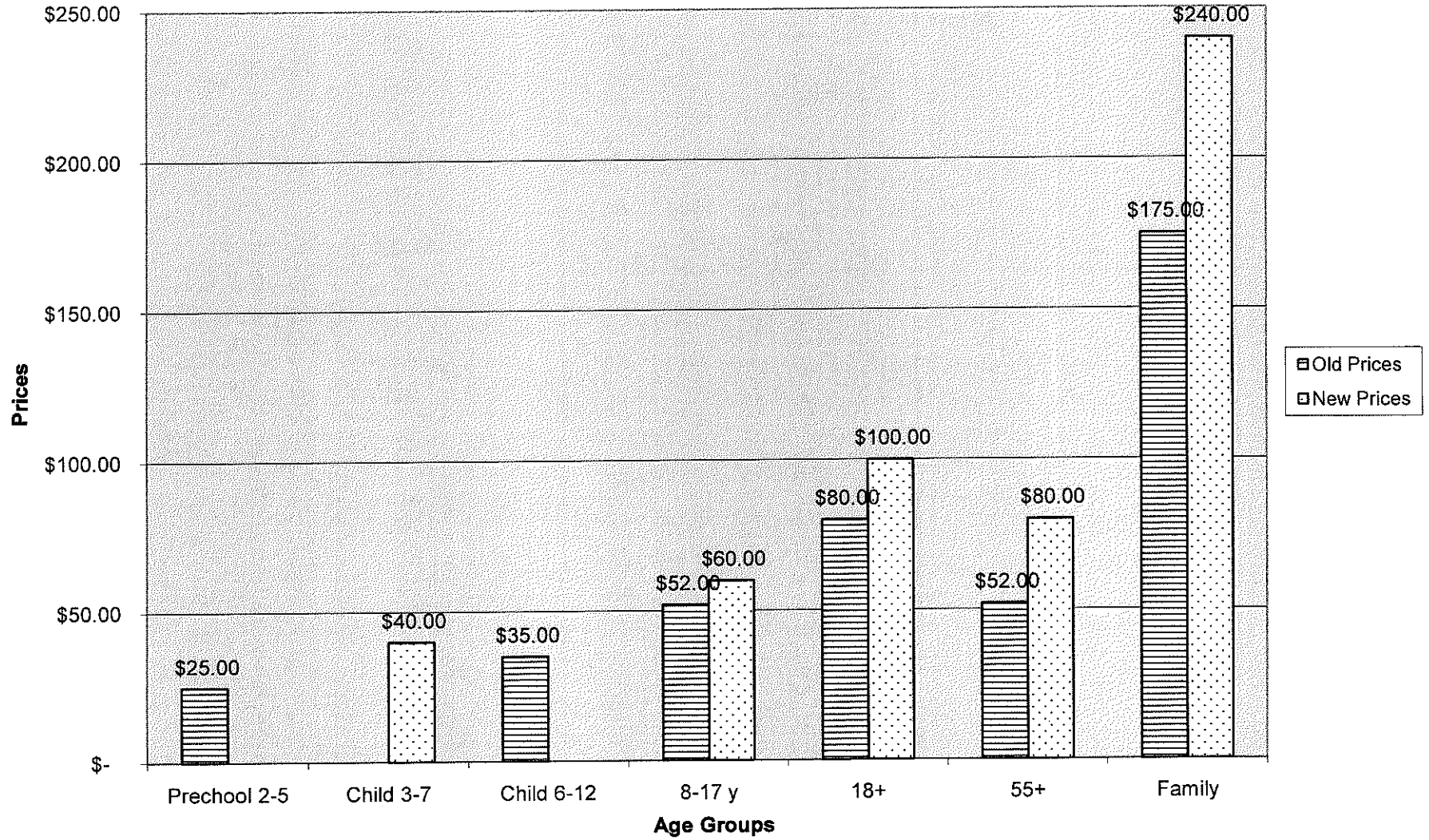
Drop In Prices



10 Passes



3 Month Passes



Lisa Chilton

From: Kris Holbeck [kris.holbeck@townofclaresholm.com]
Sent: Friday, April 15, 2011 11:12 AM
To: Lisa Chilton
Subject: Fwd: FW: Aquasizes

Here you go.
KRIS

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

Subject:FW: Aquasizes
Date:Fri, 15 Apr 2011 11:05:18 -0600
From:Lorraine Norgard <Lorraine.Norgard@albertahealthservices.ca>
To:'kris.holbeck@townofclaresholm.com' <kris.holbeck@townofclaresholm.com>

Dear Kris:

Just wanted to keep you in the loop. I really am enjoying the aquasizes. I go 5:00 – 5:50 after work. Not sure why she dropped that option for working people. We have been having 8-11 participants. And most of those came because the punch system was allowed, as there were not enough signed up to proceed otherwise.

I heard the seniors in aquasizes were not very happy with the new changes either.

Lorraine Norgard

"The best defence against logic, is ignorance."

From: Lorraine Norgard
Sent: April 15, 2011 10:45
To: 'Claresholm Aquatic Centre'
Subject: Aquasizes

Hi – I see by the new poster there will not be the 5:00 – 5:50 aquasize class anymore. That’s too bad. I won’t be coming as most of them are during work time, and the only one out of work time in the evening time doesn’t work for me either. I thought with 8 to 11 of us attending the 5:00 that was pretty good interest – it’s better than the 7 minimum you ask for.

Lorraine Norgard

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

_____ NOD32 6042 (20110414) Information _____

This message was checked by NOD32 antivirus system.
<http://www.eset.com>

_____ NOD32 6044 (20110415) Information _____

This message was checked by NOD32 antivirus system.
<http://www.eset.com>

April 21, 2011

To: Claresholm Town Council,
Pool Manager

I am writing to express my concerns about the pricing structures being proposed for the Claresholm Aquatic Centre and the scheduling of aqua fit classes

A number of us have been regular attendees at the 5-6 pm aqua fit class over a number of years though we are not able to have a class at that time from May through August due to the swim club practice sessions. When the swim club finished last fall we asked to have the 5-6 class reinstated as it did not appear on the schedule. I was told that if we were regular attendees at a 7-8pm class the pool supervisor would consider putting a class in the 5-6pm. What one has to do with the other is beyond me.

There has been a concern in the past when at times there have not been the required three people to run the class. The pool supervisor accepted a suggestion that the aqua fit class use two lanes that were roped off and the rest of the pool could be used for fitness swims and it was put on the schedule for Nov/Dec. This worked well before Christmas.

We are now being asked to pre-register and pay for a number of sessions even though it may not be feasible to attend all sessions. It has been proposed that the number of registrants also will need to be 5 or 7 people to have the class run. We currently have 9-12 people attending the 5-6pm class which more than pays for the instructor. This is one of the reasons given for the new rules for pre-registration and pre-paying, i.e. to pay for the guard's salary. However, it is my understanding that the pool regulations require two guards so whether we are in an instructor-lead class or not, there would still be two guards required. I am also aware that most of the guards have no formal training in leading aqua fit classes and while they do their best there are points that are missed because the training is from peers.

I am certainly not averse to have the pool prices increased to keep up with rising manpower costs but the pool supervisor pointed out that pool prices have only been increased once in 17 years. I find this difficult to believe but I also would like to point out that is the Town's responsibility and to play catch-up might need a gradual increase over a couple of years. This pool certainly has the benefit of not having to try and fund the enormous costs of chemicals and heating that most other pools do so to compare the fee schedules of other pools is not very helpful.

I would suggest that the fee schedule and, more importantly, the issues surrounding pre-registration and pre-paying be more carefully thought out. Many of the participants in the fitness swim times and aqua fit classes are the most loyal patrons of the pool and would appreciate this consideration.

Thank you for your attention

Faye Knudson
Box 261, Claresholm, AB

AQUAFIT CLASS CHANGES

Aquafit explanations

Attached are two sets of comparison numbers, the first is the total number of patrons who participated in each of the classes in a given month, and the second is the average number of participants on any given day during that month.

Where there are grey boxes on the numerical chart, these are the months in which the aquafit classes were not offered.

- The 5 PM aquafit class was removed from May until September due to swim club.
- The 11 AM aquafit class was removed for July and August for swimming lessons.

Average Participants

When looking at the numbers of average participants it is apparent that some evening classes averaged less than 3 people per class. This takes into account the reality that we had many days when not even 3 people would show up. These numbers take the total number of participants in the month for the class and divide that total by the number of classes available at that time in the month.

Our participants pay between \$2.70 and \$4.00 for a class. \$2.70 & \$3.50 if they are using a 10 punch pass, \$3 & \$4 if they are paying each time as a drop in rate.

Conclusion

The Aquafit classes should have preregistration to ensure a base level of participants (5-8) and these people need to prepay. If the class is cancelled due to low registration all fees are refunded. Anyone else can drop in and pay the per class drop in fee, however, if the preregistration doesn't support an aquafit class, there is an opportunity to schedule something else in that timeslot which could attract more participants and be successful.

TOTAL Aquafit Participants (each month) (2010-2011)

Mornings

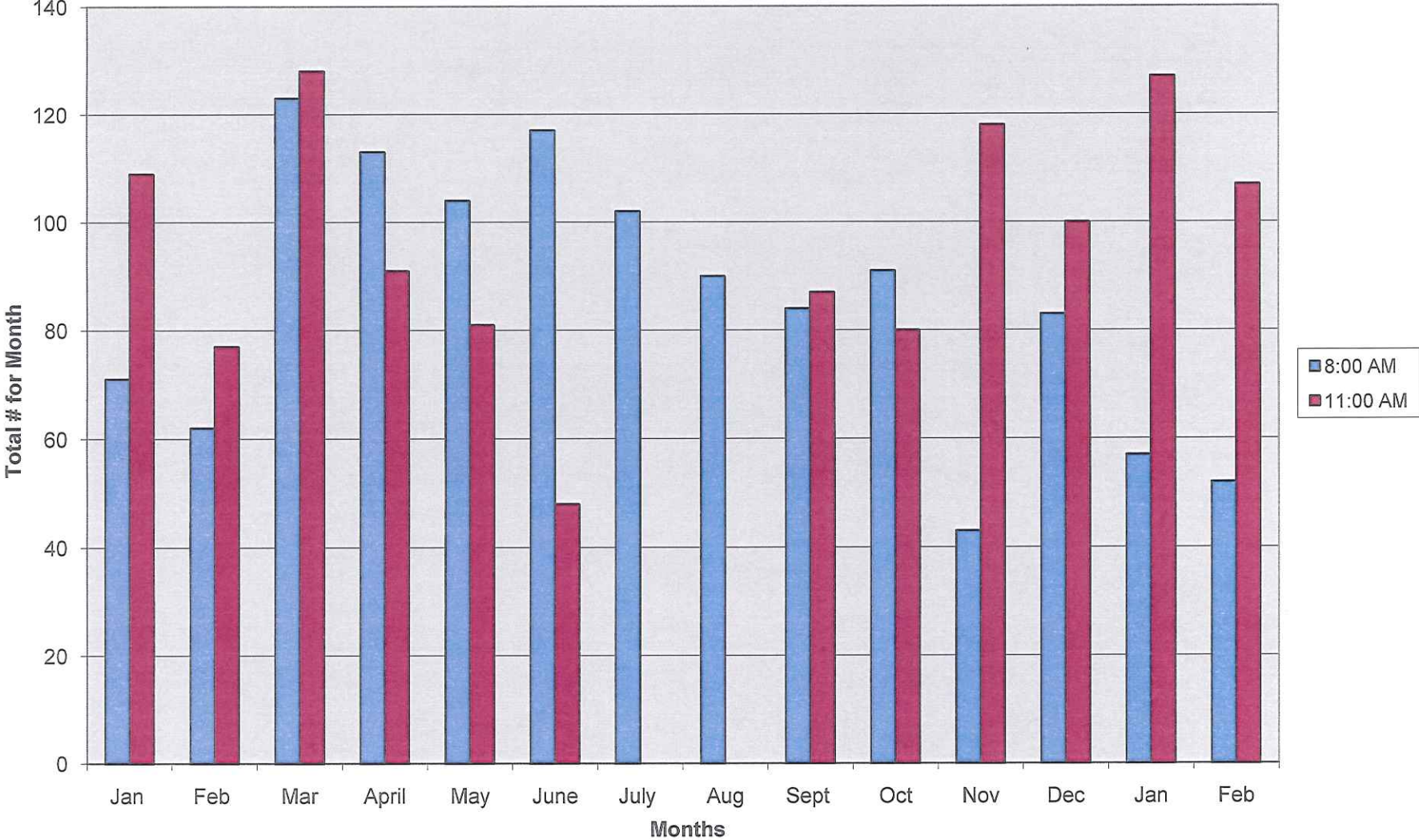
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
8:00 AM	71	62	123	113	104	117	102	90	84	91	43	83	57	52	1192
11:00 AM	109	77	128	91	81	48			87	80	118	100	127	107	1153
# of m/w/f (# classes / month)	12	11	14	11	12	13	13	12	12	12	13	14	13	11	173
Average															
8:00 AM	5.92	5.64	8.79	10.27	8.67	9.00	7.85	7.50	7.00	7.58	3.31	5.93	4.38	4.73	6.89
11:00 AM	9.08	7.00	9.14	8.27	6.75	3.69			7.25	6.67	9.08	7.14	9.77	9.73	7.80

Evenings

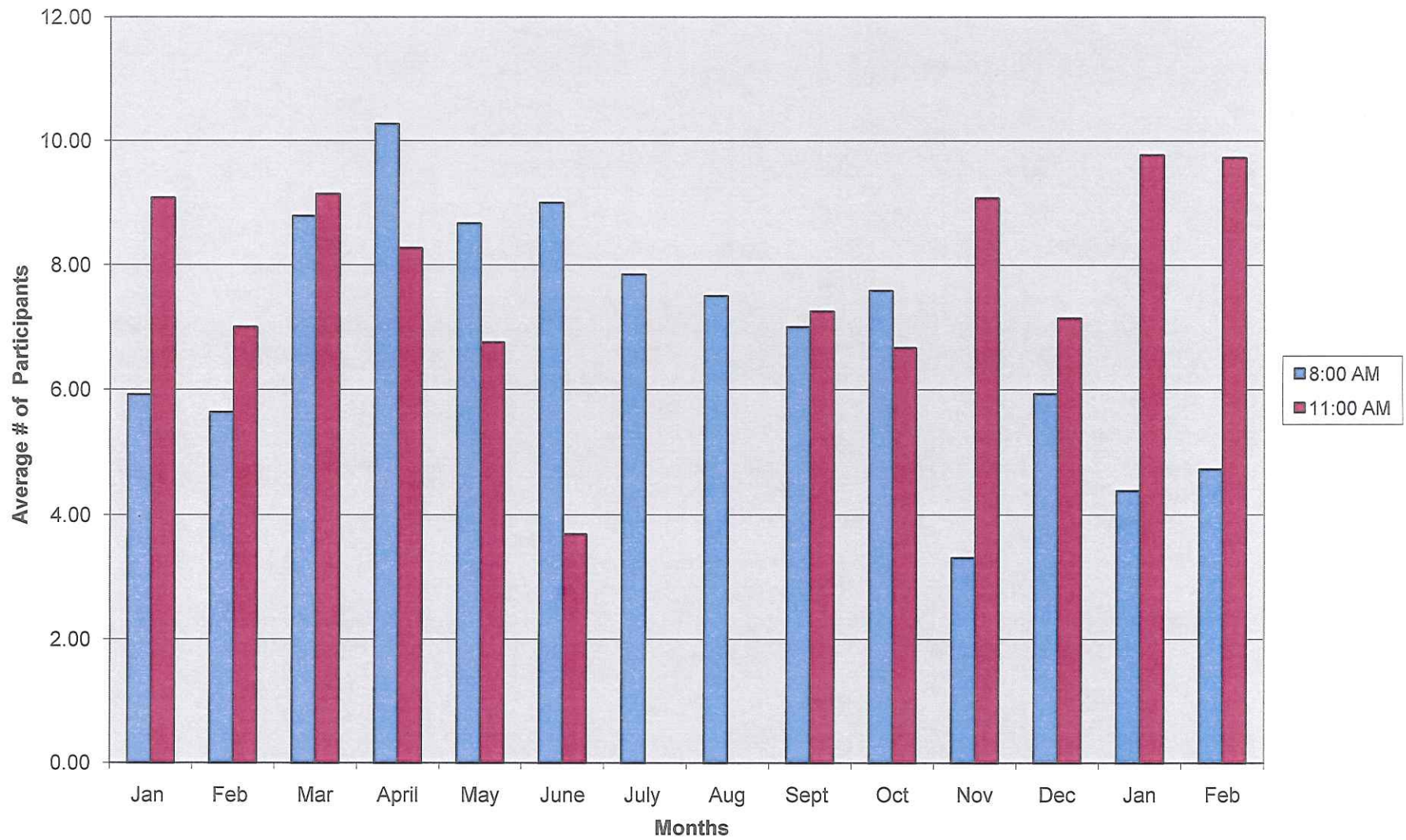
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
5:00 PM	25	29	38	30							28	16	48	31	245
7:00 PM					9	4	0	0		28	17	8	6	31	103
# of Tues/Thurs	12	4	9	5	8	9	8	9		8	8	9	8	6	103
Average															
5:00 PM	2.08	7.25	4.22	6.00							3.50	1.78	6.00	5.17	4.50
7:00 PM					1.13	0.44	0.00	0.00		3.50	2.13	0.89	0.75	5.17	1.56

GRAPHICAL Representation
(next 4 pages)

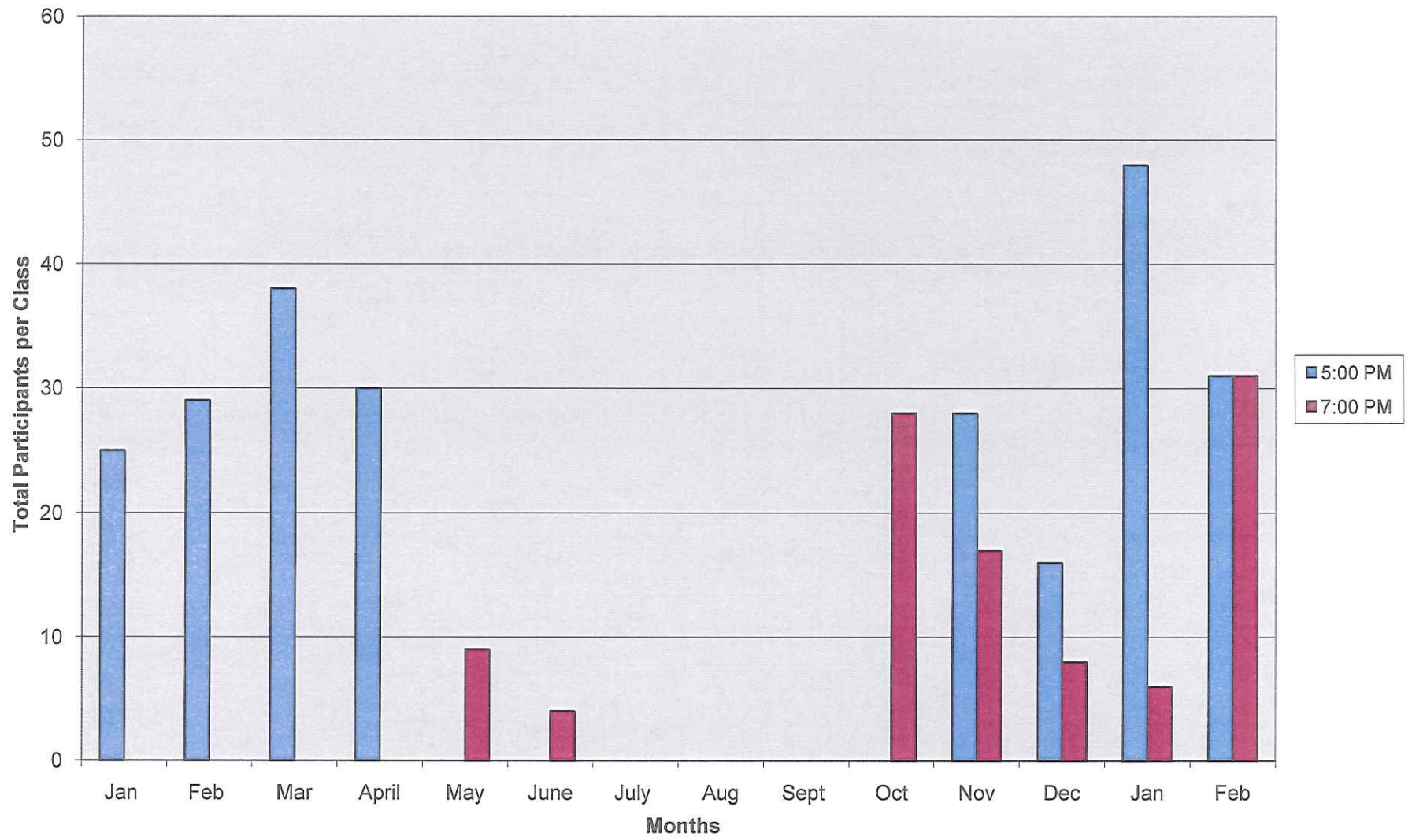
AM Aquafit Totals per Month



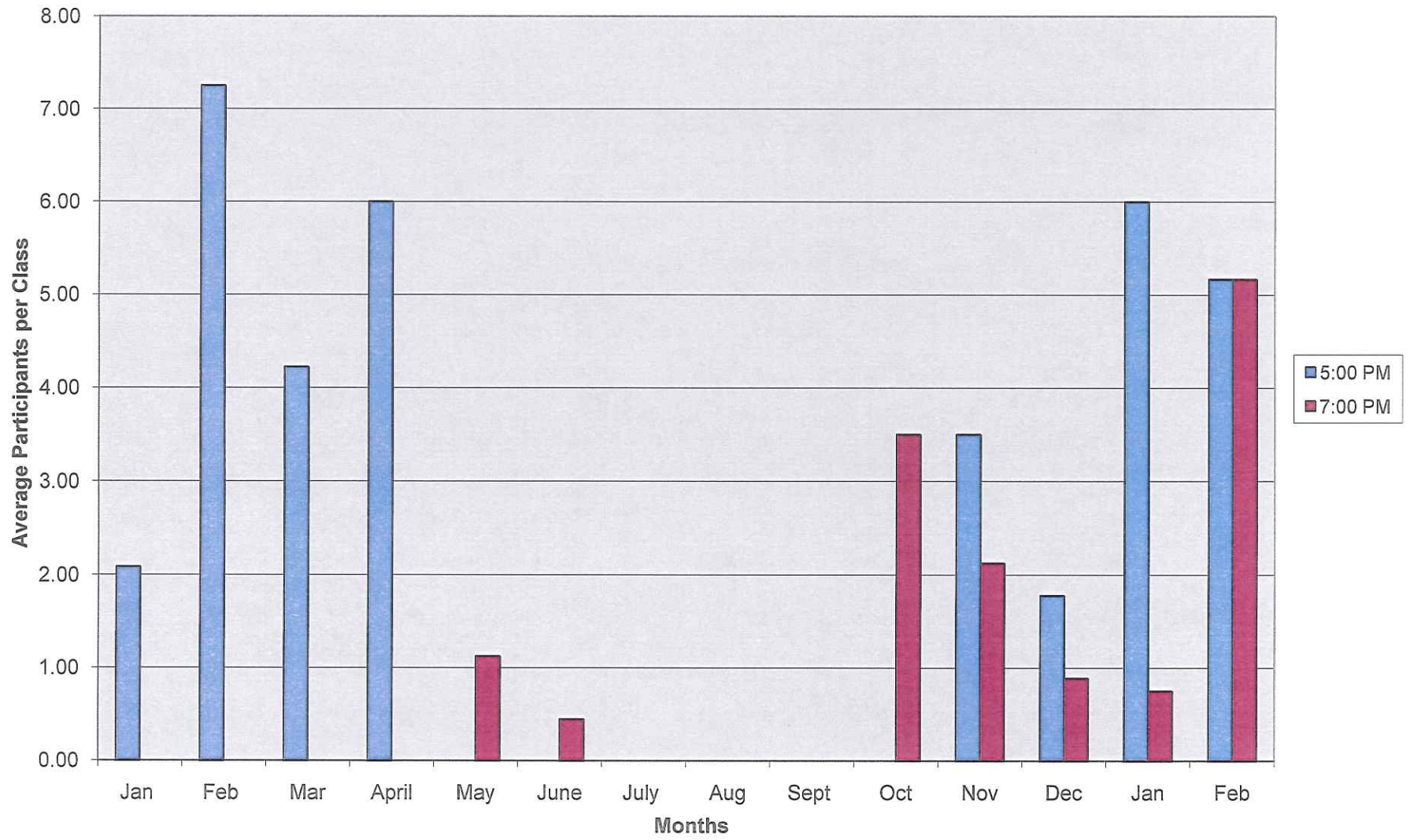
AM Aquafit Average



Evening Aquafit Totals



Evening Aquafit Averages



INFORMATION ITEMS



Alberta Finance and Enterprise
Regional Development Branch
invites you to attend ...

Monday May 9, 2011

**FORT MACLEOD
COMMUNITY HALL**

307 – 25th Street (Highway 3, westbound)

9:00am to 4:00pm

“The Futures Game” ...Creating Prosperous Regions

featuring

David Beurle President, Innovative Leadership Australia (ILA)

8:30am Registration

9:00am to 9:30 am

Welcome and Review of Program

9:30 am to 11:00am

Global trends and forces shaping the future

11:15 am– 12:00pm

Are we really ready for the future?

Noon – 1:00pm Be our guest for lunch, sponsored by AFE

1:00pm – 2:30pm “The Futures Game”

Learn the dynamics of decision-making and leadership in
building a powerful community and regional future

2:45 pm to 4:00 pm

Scenarios and critical steps for the future

Please RSVP before May 3, 2011 to

Maureen Webster at 403-381-5414

maureen.webster@gov.ab.ca

“The Futures Game” ... Creating Prosperous Regions

Explore how leaders, organizations and groups of people can build prosperity and success in a region. Learn new aspects of making decisions about issues that affect our communities and regions; experience using a “future building” tool.

Global trends and forces shaping the future

An interactive discussion will explore the macro forces reshaping the world socially and economically: what are the implications for southern Alberta communities?

Are we really ready for the future? Scenarios and critical steps

What are attributes of successful communities and regions?
Are we well prepared to fulfill our regional goals and vision?

What does our “possible future” look like?

What will make us successful?

What might be the pitfalls?

How “The Futures Game” works

The interactive game is an engaging and entertaining tool that enables us to “fast forward” through intervals over a 20 year period and see how OUR decisions can affect the future! The game takes a multifaceted and integrated view of the future, allowing people to explore a range of plausible outcomes.

The choices we make about people and place can have significant and sometimes unexpected long-term consequences.

Decisions that seem sensible in the short-term may play out in unpredictable ways over time!

David Beurle created Innovative Leadership Australia (ILA) with the mission of bringing the tools and skills to the people who care the most - the people who choose to make rural towns, centers and regions their home.

Government of Alberta ■
Finance and Enterprise



proudly presents
Doug Griffiths

Wednesday, May 4th
12:00-1:30 pm

Heritage Inn
919 Waterton Avenue
Pincher Creek, AB

Doug Griffiths is the MLA for Battle River-Wainwright and co-author of the book **13 Ways To Kill Your Community.**

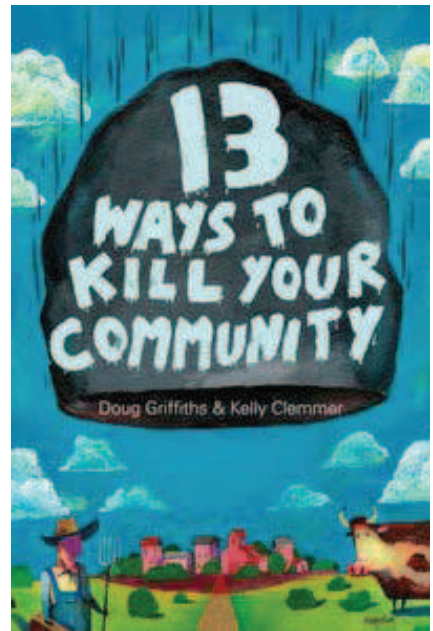
What started as a speech is now the book as well as a compelling presentation! Doug is a dynamite speaker with a passion for creating healthy communities, and will share his insights on what NOT to do.

Seating is limited... register today!

REGISTRATION: 11:30 am.
LUNCH 12:00 pm.
PRESENTATION: 12:30 pm.
\$15 per person.

Books will be available for sale at the event.

To register or for more information
call Lieve at 403-627-5199
or visit www.pincher-creek.com.



Claresholm Chamber of Commerce Society
Meeting Minutes
APRIL 19, 2011

Meeting location: Claresholm Golf Course
Attendance: 20

Russell Sawatzky, Roxanne Thompson, Don Leonard, Linda Petryshen, Wilf Gour, Tony Walker, Lynda Baxter, Karen Lomas, John Vanderfluit, Chris Parker, Val Umscheid, Kit Russell, Tim Thompson, Keith Thompson, Betty Fieguth, Iqbal Nurmohamed, Rob Vogt, Terry Daniel, Jackie Chalmers, Nancy McCance

Call meeting to order: Russell Sawatzky, President
Additions to Agenda: Roxanne: Mural Competition
Approval of Agenda: moved by Linda Petryshen

Additions or corrections to March minutes: Tony made a motion to accept the minutes as recorded.

Committee Reports:

Financial Report: Russell, as Sue is absent.

General Account: \$12,262.54

Trade Fair account: \$11,164.09

Beautification account: \$ 2788.84

Total on deposit: \$26,215.27

Memberships paid to date: 81: \$5905.00

Web memberships: 8 = \$400 revenue. Profit, unaudited from 2011 Trade Fair: \$7444.73

Memberships: Roxanne Thompson: 81 so far, Roxanne will follow up for businesses who have not renewed.

Citizen of the Year: Roxanne reported that Emily Boyle is the Jr Citizen of the Year for 2011 and Citizen of the Year is Shirley Isaacson. This was a successful event.

Mexican Fiesta: Don Leonard advises that a request has been sent to the Town of Claresholm and RCMP to use the downtown lot. Also Don will submit an application to the AGLC.

Roxanne reports that she has contacted the "Fusion Youth" organization to provide more

children's activities for this year.

Town Report: Betty Fieguth: Town Council pulled out of Alberta Southgrow. Sewer lines along are being replaced on 50th and the traffic lights won't work during this period. Alberta Transportation has not replied to the town's request for temporary light during the construction period.

Town council will fund the animal shelter until grant money is approved and received.

The Town met with the MD & Alberta Health services – all are in agreement to keep ambulance service. It sounds like local citizens will be used to provide this service, but no final decisions have yet been made. Deadline: July.

Russell: The Town of Claresholm pulled out of Southgrow because of reduced participants and anticipated cost increases. The Town of Claresholm is still a member of Alberta Southwest – more tourist oriented. Local Chamber members, e.g. Lucasia Ranch, supports Alberta Southwest.

MD Report: Glen was not in attendance

New Business:

Mural: east side of Al's Pets & Plants/Ringrose Park. The Chamber received a submission from Pamela Copeland, Judy Dahl and Alice Saltiel. Estimated cost: \$14,054.00. Roxanne suggested the history of the Claresholm Airport might be incorporated. Kerry Hart passed on an idea by e-mail to Russell that was a 3 dimensional type of image, but it was submitted after the April 15, 2011 deadline. Board members agreed that it is an excellent presentation and a reasonable estimate. *Please contact Russell if you wish to see the proposal.

Russell: we are still open to more submissions/ideas, only 1 submission so far, as above. However, the board members agree that if the deadline presented was April 15, 2011, no more submissions would be accepted.

Mural committee: Jackie & Russell so far. Lynda Baxter volunteered to be on this committee. Funding will be needed to complete this project.

Don Leonard put forward a motion to confirm that the committee should move forward by finalizing the price for this project. Seconded by Wilf Gour. Passed.

Fair Days: The Town of Claresholm sent a letter to the Chamber asking if they will take over the organization of Fair Days. They want the Chamber to take over the running of the parade which has a budget of \$10,000 which will be provided. Russell suggested

that with service club involvement this could be an opportunity to promote our businesses? Floats are mostly business people advertising their businesses. Further discussion and volunteers would be needed. This would also include the Amundsen Park activities. Don Leonard suggests it is already too late for this to be taken over for 2011. This would be better planned for 2012.

Wi Fi Services: Russell reports that the Chamber wants to have wifi provided in town along with the Economic Development committee within the town limits. The Museum would like to be able to offer wifi service to tourists. A presentation was made to Russell by Maggie Belisle of Bell Communications. The device is cell network activated, & does not require a computer. The device comes with a SIM card, like a phone and is attached to a phone number. Transmits to 50 metres, and can enable up to 15 devices to connect at a time. Plug 'n play, portable. The device could be at the Museum from April to Oct, then move to arena for hockey season, then to the community centre for the Trade Fair. Each unit is \$200-\$400. The monthly cost is \$35 per device. Russell asked for a test run at the museum from the provider.

Vulcan runs theirs off a computer, subscribe to an ISP, and the signal is distributed with antennae. Their system is less costly at around \$50/month.

Slow Food: Jackie Chalmers: A Slow Food Southern Alberta Convivium has now been established. The purpose, as stated in last month's minutes is to showcase local producers and "culinary tourism". Interested members can Google "slowfood.com" for more information, check out the Calgary chapter on-line or contact Jackie at "jackie_chalmers@hotmail.com" or the Chamber if you are interested in more information.

Russell asked Jackie to reschedule the organization meeting that was planned in March. Please watch for further e-mails on this project. Thanks for Rob Vogt for the great feature in the Local Press.

Committee Volunteers: Russell will contact directors to ask directors to accept committee assignments. *After the meeting Iqbal Nurmohamed volunteered to help with the Claresholm Fair project.

Chamber Social: Russell suggests this would be an opportunity for members to get together and network their businesses and meet in a non-agenda atmosphere. Russell will check with the Golf Course to see what is available. A tentative date of Wed May 18th was chosen. Don suggested starting at 5:00 or 5:30 pm.

Ringrose Park Sign: Roxanne received a quote for metal signage at the entrance to Ringrose Park from Claresholm Welding including lettering front & back. The sign will be streetside & will include hooks for flower pots. \$7800 flat. Motion to go ahead:

Roxanne. Seconded by Don Leonard. Vote: passed

Moved to adjourn: Russell

Next meeting: Tuesday, May 17th, 2011 at noon at the Claresholm Golf Course
Restaurant - Mac's Clubhouse Diner



School Council Minutes

Date	April 19, 2011
In Attendance	Carmelle Steel, Kurtis Hewson, Kelly Hall, Deb Heitman, Ceri Penner, Karen Linderman
General Business	
Start Time	6:32 pm
Approval of Agenda	<ul style="list-style-type: none"> • Additions – Hot lunch discussion moved to May meeting. • Approved by Carmelle . Seconded by Kelly
Minutes	<ul style="list-style-type: none"> • Errors/Omissions - none • Approved by Ceri. Seconded by Carmelle
Discussion Items	
Field Trips	<ul style="list-style-type: none"> • Process has been run by staff. Decided by grade level, not class. Parents can see on school website. All forms and details can be viewed on website as well. Fundraising proposals will be discussed in two weeks at Fundraising Committee Meeting and then overview will be posted
Staffing	<ul style="list-style-type: none"> • Announcement on principalship should be made by the end of the week. Then any following staffing decisions can be made. Alanna Pascal is replacing Ceri on maternity leave starting May 2nd until the end of the year.
Board Report	<ul style="list-style-type: none"> • April 12th board meeting. Approved instructional funding and material fees formula, as well as 2012-2015 Capital Plan. Only change since 2000 is modernization of West Meadow. Memorandum of Agreement with Bus Drivers and CUPE. Unionized and non-unionized paid on same rates and some differentiation of rates. Edwin Parr teacher from F.P. Walshe came to meeting. • Karen asks for clarification on what “funding formula” is. Kelly explains that it is the per student funding, as well as funding to make up any significant enrolment decline, and schools with less than average enrolment decline. Numbers are based on current enrolment and will be reviewed. Calgary Herald this week compared percentages in cost of administration, but no figures for Livingstone Range. How does it compare? Board and System Administration on website 3.48% appears to be on the high end. Is there going to be down-sizing in administration to help with budget shortfalls? Learning Support Director has been cut from Central Office, Director of Technology will not be re-hired, as well as other cuts in anticipation of funding shortfall. • Our school is responsible for about an estimated \$450,000 difference from this year to next year. Enrolment decline in our school will have an impact. We also received additional funding this year for loss of grade 7 that we will not get next year - that accounts for \$110,000 drop in budget. Also must make up for \$70,000 shortfall in this year’s budget. Karen wondering why our school appears to be responsible for large percentage of LRSD shortfall? Declining enrolment and changes in coding are major factors affecting budget. • LRSD still awaiting final funding framework decisions from province. Many changes are coming in funding of special needs students. Philosophy and funding framework are both shifting, but in the meantime it is causing financial problems for this school.

	<ul style="list-style-type: none"> • Additional budget discussion: Kurtis refers to school budget blog. Meetings are being held with various groups to help address concerns and requests. Information will be released regarding class configurations for input. Karen wonders why? Is more input necessary at that point? Perception is that comments and feedback may have some effect. If it doesn't and all avenues have already been explored, perhaps more input is not purposeful. • Kurtis will continue to communicate budget process – will discuss Karen suggestion with Kathy Charchun • Kelly believes that transformations will be coming in next couple of years. Delivery of education on Alberta is undergoing major changes.
<p style="text-align: center;">School Calendar Proposal</p>	<ul style="list-style-type: none"> • Days off have been clustered to create logical and useful breaks. Carmelle suggests change from December 2nd Staff Planning Day to January 30th. • Karen is concerned that Instructional Hours are not high enough to make up for lost time during school days and year for other activities. All days have legitimate need, but concerned that teachers are already stretched to deliver curriculum. Kurtis wants to maintain balance between teacher/student time and time for teachers to work together. That planning and work has tremendous value for teachers and students as well. • Some planning time will have to be devoted to Pinnacle theory and implementation. Some of the planning days will be set aside for those discussions and to review after each report period and look at ups and downs. • September 22nd from council perspective may not be necessary. This reduces WMES planning days to three. • Board policy states that first and last day of school must be consistent across all schools. Makes it impossible to take school planning days at the end of the year as has been done in the past. Is this something the board can review? There is a loss of educational days when students are in school for a last week when major curricular instruction is already finished. Planning day June 25th means that 26th, 27th, and 28th are like lost days. Could this policy be reconsidered in our community?
Adjournment	
<p style="text-align: center;">Next Meeting</p>	<p>May 17 at 6:30 pm</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> • Adjourned by Carmelle. Time – 8:15pm

2011 ATCO Community Symposium

Learn what your organization needs to do today to keep up with tomorrow.

May 10 - Hanna & District Community Centre
503 – 4th Street West, Hanna, Alberta T0J 1P0

May 12 - Highwood Memorial Centre
128 – 5th Avenue West, High River, Alberta T1V 1M3

Time	Topic	Presenter
8:00 – 8:45 a.m.	Continental Breakfast	
8:45 – 9:00	Welcome and Opening Remarks	
9:00 – 10:00	KEYNOTE #1: <i>Live the Laughter</i>	Wayne Lee, <i>Corporate Hypnotist and Peak Performance Expert</i>
10:00 – 10:15	BREAK	

	Session A1	Session A2	Session A3	Session A4
10:15 – 11:00	<i>Set Your GPS for Success</i>	<i>Grassroots and Small Shop Fundraising</i>	<i>Creative Project Planning Tools</i>	<i>Marketing and Promotion for Non-Profits</i>
	Wayne Lee <i>Corporate Hypnotist and Peak Performance Expert</i>	Vincent Duckworth <i>Principal and Senior Consultant, Duckworth & Associates</i>	Terri Potter <i>Community Development, Alberta Culture and Community Spirit</i>	Donna Coombs <i>Executive Director, SOS Program</i>
11:00 – 11:15	BREAK			
11:15 – 12:00 p.m.	KEYNOTE #2: <i>The Value of Partnerships</i>		Donna Coombs <i>Executive Director, SOS Program</i>	
12:00 – 1:00	LUNCH			
1:00 – 1:45	KEYNOTE #3: <i>Giving and Volunteering in Canada - Current Trends and How They Affect Fundraising in Smaller Communities</i>		Vincent Duckworth <i>Principal and Senior Consultant, Duckworth & Associates</i>	
1:45 – 2:00	BREAK			

	Session B1	Session B2	Session B3	Session B4
2:00 – 2:45	<i>Set Your GPS for Success</i>	<i>Grassroots and Small Shop Fundraising</i>	<i>Creative Project Planning Tools</i>	<i>Marketing & Promotion for Non-Profits</i>
	Wayne Lee <i>Corporate Hypnotist and Peak Performance Expert</i>	Vincent Duckworth <i>Principal and Senior Consultant, Duckworth & Associates</i>	Terri Potter <i>Community Development, Alberta Culture and Community Spirit</i>	Donna Coombs <i>Executive Director, SOS Program</i>
2:45 – 3:00	BREAK			
3:00 – 3:45	KEYNOTE #4: <i>Let's Face It ... We Learn Best from Train Wrecks</i>		Terri Potter <i>Community Development, Alberta Culture and Community Spirit</i>	
3:45 – 4:00	Closing Remarks			

2011 ATCO COMMUNITY SYMPOSIUM

This enlightening one-day Symposium offers community service providers and non-profits of every kind insights, tools and opportunities to help your organization evolve and thrive. Guest speakers will address leadership, project management, volunteerism, partnerships, fund development and marketing. Attendees are provided with innovative strategies to motivate, inspire and attract great people – all key to your organization's success.

Join us for a day of engaging discussions, brought to you by ATCO Gas, ATCO Electric, the Town of Hanna, the Town of High River, the Special Areas Board and the Municipal District of Foothills No. 31

HANNA
MAY 10

HIGH RIVER
MAY 12

For additional information, visit
www.atcogas.com or
www.atcoelectric.com

Willow Creek Soccer
Organizational Meeting
March 29, 2011
Council Chambers
7:00 PM

Attendance;

Daryl Sutter	T of CL	403-625-0183	dsutter@telusplanet.net
Amanda Zimmer	WCS co-chair	403-625-1599	zimmerera@telus.net
Pam Penner	WCS co-chair	403-468-2290	ppenner@sellarsyates.com
Julie Ling	WCS Treasurer	403-625-3259	dingalings@telus.net
Lisa Anderson	WCS Volunteer	403-625-2180	lisamarie@shaw.ca
Russ Anderson	WCS Volunteer	403-625-2180	Renaissance1@shaw.ca
Jason Anderson	WCS Volunteer	403-468-0072	jasonanderson@shaw.ca
Jennifer Leishman	WCS Volunteer	403-468-0015	jhleish@shaw.ca
Jas Schmirler	WCS Volunteer	403-625-3929	jas.schmirler@gmail.com
Marc Chartrand	WCS Volunteer	403-625-3118 403-682-9632	emwlted@telusplanet.net

Absent:

President's report – Amanda is stepping down.

Treasurer Report

- Bank Statement \$4532.27
 - o One outstanding bill to be accounted for,
 - o Tim Horton's have offered \$700.00 to go towards new uniforms, with the Timbit logo on the front
 - o BMO will also be approached to seek a donation towards uniforms and equipment

Old Business:

- Joining a league
 - o There are some league possibilities with Pincher Creek, Ft mac, Sparwood, elkford and Blairmore – it is divided into an east/west division with one crossover night. It is a u10 and up league which DOES require CARDED REF's and must field a full size team. Games are 1 # home and 1 away per week. They are NOT par for the ASA – BUT they do allow all training of ref's to be carded – REFS must be 2 years older than players. REQUIRES a FULL SIZE Marked Field with regulation goal posts
 - o Pam will be investigating if there is enough interest after registration, for an exhibition game in Ft. Macleod
- Own soccer field

- As indicated above and the fact that the WCSL does not have their own field/space it was suggested that the WCSL approach the town for solutions to this situation.
- 3 year olds
 - The 30 to 45 min time frame went very well, so this will be continued this year
- Registration form changes
 - Late fees policy has been removed and changed to; ***“if not paid in full by registration dates, that space will be given to a person on the waiting list!”***
 - Registration will be via town website link, to be copied off, filled out and brought in on registration night when payment will be made. Paper copies will also be made available at Local Press, Video store and Tim Horton’s
 - Parent email addresses will also be collected for WCS data base
- Coaches Training – Daryl Sutter or Bob Sharma will be providing and evening of drills, warmups and basic soccer rules.
- Start – Up – was very confusing and hectic last year – so it was suggested that it be done using staggered times for the first meeting and game – so that coaches and equipment manager can distribute items in a more organized manner
- Soccer Shed – is still in need of closing in – as snow blow in under the rafters – as new equipment is needed this needs to be delt with ASAP

New Business:

- Equipment
 - Jason Anderson has volunteered to put together a quote for new equipment
 - – including 16 sets of new jersey’s with Timbit logo and numbers on the back
 - 20 pairs of goalie gloves
 - 10 new balls per size – there are 4 different sizes
 - 20 new fox 40 coaches whistles
 - 2 sets of new net
- Special quest night – pro/college soccer players to com3
 - Pam will look into setting this up through UofC, format would be for ages 10 and up but open to younger ones who might be interested- focusing on drills and footwork
- Registration Date & place

- Parents to be encouraged to register via town website link, but paper copies will still be available
- Registration will be April 12 & 14 at the Public Library in the Youth room or the Bill Simpson room, which ever is available from 6 – 8 PM
- Lisa Anderson, Pam Penner and Julie Ling have agreed to do the registration
- Soccer Scholarship
 - Was mentioned that there is available through U of C a Soccer scholarship for players who might be interested in pursuing this for the future – more information will be gathered around this
- Elections – AND THE WINNERS ARE:
 - President – **Pam Penner**
 - Vice-President – **Lisa Anderson**
 - Secretary – **Dana Challand**
 - Treasurer – **Julie Ling**
 - Equipment Manager – **Jason Anderson**
 - Field Manager – **Russ Anderson**
 - Parent Liason – **Tammy Pheonix & Jas Schmirilir** – will split this position either by groups or teams or alphabetically

NEXT MEETING: ***JUNE 29, 2011 – WRAP UP MEETING***
7:00 PM Town Council Chambers

The Bridges at Claresholm Golf Club

REGULAR MEETING

Wednesday, March 2, 2011 at Noon

Present: Wes Wiebe, Larry Ford, Larry MacDonald, Dave Baptie, Frank Keller, Russell Sawatzky, Kathy Davies, Lyle Broderson & Rod Andrews.

Excused: Sue Gour, Doug MacPherson

1. Chairman Wes Wiebe called the meeting to order at 12:12 pm.
2. Larry Ford moved the approval of the agenda. CARRIED.
3. Larry Ford moved the approval of Dec. 15, 2010 regular meeting minutes. CARRIED.
4. Correspondence: Lyle will bring up in his report.

5. Reports:

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

- Ditch by #7 – culvert has been taken out by the Town – will need to see what work still needs to be done when the snow is gone;
- Would like the culvert between # 5 & 6 fairways to be removed and have a bridge installed (similar to the bridge between # 11 & 14). Maybe get some volunteers to help;
- Dredging of # 5 pond is up to the Town is and when it will be done;
- When it warms up will get busy with removing the snow and ice off the greens;
- Have work to do on the carts;
- Larry MacDonald presented some prices for a fuel vault. Suggested that we check with governments to see if any funding is available.

Larry Ford moved that we go ahead with the 70/30 split, 1000 gal. fuel tank for \$4300.00. CARRIED.

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

- Walleye Signs have sold to 16 sponsors. Lyle has some proofs for someone to double check. Will need new supports to hold the signs.
- Will suggest to do a Ladies Scramble instead of the Ladies Open;
- Will keep the green fees the same as last year;
- Membership for 2010 was 280;
- Will put ads in the Local Press, the Sun, and do the Billboard signage for this year;
- Carmelle Steel will do the newsletter for 2011. Will compensate by mutual agreement.
- Will need to sign the Pepsi contract.

5.3. **Town Representative:** no report

5.4. Clubhouse Committee:

- Hugh McEvoy has signed the restaurant contract for rent of \$25,000 with a \$2,000 damaged deposit. Dale (the son) will be starting mid March to get organized.
- Still need to do a walk through before the new people start;
- Hazel and Bernie still \$3590.00 after Lyle agreed to purchase the steam table, Pepsi cooler and potato chipper for \$1410.00. Larry Ford moved that Lyle talk to the Hazel and Bernie and offer a \$800.00 credit for the cleanup work they did.
CARRIED.

5.5. Finance Committee:

- Lyle presented the financial reports to the end of Jan. 2011.

5.6. Grants & Casino Committee:

- Frank reported on the south-end washrooms – need a wall finish – has looked at “Scuff-Proof”.
- Learned that we can only use one completed 12-month period when you have over \$1,000 in donations. Therefore, they will use our 2009 year for \$2,500.00. We can use the 2010 money to go with another year as it is under \$1,000.
- Need to check when the casino is.

5.7. Tournaments:

- Lyle has put together a Tournament package to give to anyone interested in holding a tournament.
- Have set some dates.

6. New Business:

6.1. Date for Annual Meeting: The Annual General Meeting will be held on Tue. April 19, 2011. Dinner first with the meeting starting at 7:00 pm. Sue Gour, Kathy Davies and Doug Symonds terms are up. Sue and Kathy are eligible to run for a second term if they so choose.

7. **Adjournment:** Frank Keller moved the meeting be adjourned at 1:20 p.m. Next meeting will be Wed, March 30, 2011 at noon.

President

Date

Secretary



Dave Hunka
Manager, Customer Relations
Customer Service

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(780) 868-7040 Cellular
Dave.hunka@fortisalberta.com
www.FortisAlberta.com

April 18, 2011

Ms. Kris Holbeck
Chief Administrative Officer
PO Box 1000
Claresholm, AB T0L 0T0

Sent: Via Email

Re: FortisAlberta Inc. Distribution Tariff Application

Dear Ms. Holbeck;

FortisAlberta is the local electrical distribution company for your area, responsible for the electrical poles and wires from the substation to homes and businesses. On March 31, 2011, FortisAlberta filed an application with its regulator, the Alberta Utilities Commission, for electric distribution service rates for 2012 and 2013.

Attached is a backgrounder, prepared by the Company, which describes the main drivers of the proposed rate changes. We recognize that any rate increase is significant for customers. We have worked hard to balance the need to maintain and improve the system to provide customers with safe, reliable service with the need to maintain reasonable costs. The proposed increases relate to capital investments necessary build facilities to serve a growing customer base and to complete upgrades and maintenance to the distribution system to ensure its long-term reliability.

To view FortisAlberta's rate application, please visit www.FortisAlberta.com. Our website also features tips to help Albertans conserve energy.

If you have any questions or require any further information, please contact me directly at (780) 464-8311. Please expect regular communication from myself or your Stakeholder Relations Manager as we progress through the regulator process.

Sincerely,

A handwritten signature in blue ink that reads "Dave Hunka".

Dave Hunka
Manager, Customer Relations

FortisAlberta Files for 2012/ 2013 Distribution Tariff Application

On March 31, 2011, FortisAlberta filed an application for 2012 and 2013 electric distribution service revenue requirements with the Alberta Utilities Commission (AUC). The Company is not expecting this application to be approved by the AUC before the end of the year. FortisAlberta will file a separate application for interim rates in the fall of 2011, to be effective January 1, 2012.

Proposed Changes

FortisAlberta is proposing average increases in base distribution rates of 8.2% for 2012 and 6.9% for 2013 on the distribution component of customers' bills. Typical residential customers consuming 600 kWh will see an increase of \$2.35 in 2012 and \$2.14 in 2013 on the base distribution component of their monthly bill. The application provides the basis for the increase in rates and explains how these increases are needed to ensure the continued delivery of safe and reliable distribution service to customers.

Investment Dollars for Municipalities

FortisAlberta is proposing to increase its investment in residential services from \$1,346 per service in 2011 to \$1,510 per service and \$1,694 per service in 2012 and 2013 respectively. Investment for new street light fixtures will increase from \$1,571 per street light fixture in 2011 to \$1,763 and \$1,978 per fixture in 2012 and 2013 respectively (based on an investment term of 15 years). Other rate classes will have investment level increases of 2.2 per cent for each year. If approved by the Alberta Utilities Commission, this will translate into increased FortisAlberta investment (and reduced upfront costs for municipalities and developers) in the upcoming years.

Need for Infrastructure Investments

The 2012 and 2013 proposed rate increases are primarily driven by the need to continue to build facilities to serve meet customers' needs and complete necessary upgrades and maintenance to ensure the long-term reliability of the system. FortisAlberta plans to invest more than \$700 million in the electric system over the two years to:

- **Support connecting new customers.** Over 2012 and 2013, FortisAlberta will build distribution facilities to connect more than 22,000 new customers.
- **Maintain the distribution system to support reliability.** With more than 112,000 kilometres of power lines, FortisAlberta must repair and replace its equipment to ensure continued reliability of the electric system. A key component of the Company's maintenance program is the replacement of 20,000 aging power poles.
- **Implement a new Distribution Control Centre.** The Distribution Control Centre will provide real-time monitoring of the distribution system through a single point of control for outage identification and system restoration for the benefit of all customers.
- **Connect customers to new substations.** As transmission substations are built or upgraded by AltaLink, FortisAlberta must build or upgrade its distribution equipment to meet increased customer capacity requirements.
- **Fund required construction contribution to the Alberta Electric System Operator.** Contributions to the Alberta Electric System Operator are also paid by FortisAlberta to support new or upgraded transmission facilities on behalf of customers.

FortisAlberta's Distribution Tariff Application can be viewed at www.FortisAlberta.com

As owner and operator of more than 60 per cent of Alberta's total electric distribution network and more than 112,000 kilometres of power lines, FortisAlberta's focus is the safe and reliable delivery of electricity to more than 491,000 customers. FortisAlberta is an Alberta-based company and a wholly-owned, indirect subsidiary of Fortis Inc.