



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
ORGANIZATIONAL MEETING
OCTOBER 24, 2011
AGENDA**

TIME: 7:00 P.M.
PLACE: Council Chambers

1. ADOPTION OF AGENDA
2. STANDING BOARD & COMMITTEE APPOINTMENTS 2011
3. MEETING DATES - REGULAR
4. APPOINTMENT OF DEPUTY MAYOR
5. ADJOURNMENT

STANDING BOARD & COMMITTEE APPOINTMENTS 2011

External Boards & Committees

Alberta Southwest

Mayor David Moore

Claresholm & District Chamber of Commerce

Councillor Betty Fieguth

Claresholm & District Transportation Society Board

Councillor David Hubka

Claresholm Animal Rescue Society (CAREs)

Councillor Judy Van Amerongen

Claresholm Child Care Society Board

Councillor Betty Fieguth

Claresholm Golf Club Board

Councillor Doug MacPherson

Claresholm Library Board

Councillor Daryl Sutter

Community Hall Board

Councillor Daryl Sutter

Joint Economic Development Initiative (JEDI – Airport)

Mayor David Moore and Councillor Daryl Sutter

LRSD Town Liaison and Joint Use Representative

Councillor Judy Van Amerongen

Oldman River Regional Services Commission

Councillor Doug MacPherson, Councilor Connie Quayle (alternate)

Physician Recruitment Committee

Mayor David Moore

Porcupine Hills Lodge Board, Board of Management

Councillor Judy Van Amerongen

Porcupine Hills Lodge Foundation Board

Councillor Judy Van Amerongen

Regional Landfill Commission

Councillor David Hubka

Willow Creek Agricultural Society Board

Councillor David Hubka

Internal Boards & Committees

Assessment Review Board

Councillor Doug MacPherson (trained), two members at large (Doug Kemery and Jason Hemmaway)

Audit Committee

Councillors: Doug MacPherson, Betty Fieguth and Connie Quayle

Community Standards Committee

Councillors: Daryl Sutter (Chair) and Connie Quayle; two members at large (Sally Miller)

Economic Development Committee

Mayor David Moore (Chair) Councillors: Daryl Sutter and Betty Fieguth, Chief Administrative Officer Kris Holbeck, two persons to be appointed by the Claresholm & District Chamber of Commerce (Russell Sawatzky and Chantal Blokpoel), two members at large (Gerry McGuire)

Disaster Services Committee

Councillors: Connie Quayle and Doug MacPherson, CAO Kris Holbeck

Family and Community Support Services Board

Councillors: David Hubka and Connie Quayle

Grievance Committee

Councillors: Betty Fieguth (Chair), Daryl Sutter and Judy Van Amerongen

Municipal Planning Commission

Mayor David Moore (Chair), Councillor Judy Van Amerongen, CAO Kris Holbeck, two members at large (Grant Jordan and James Young)

Museum Board

Councillor Doug MacPherson

Recreation Facility Users Committee (Arena)

Councillor Daryl Sutter

Subdivision and Development Appeal Board

Councillors: David Hubka and Connie Quayle, three members at large (Doug Kemery, Gerry McGuire and Joyce Zwick)

Swimming Pool Committee

Councillor Betty Fieguth and CAO Kris Holbeck

Taxation and Assessment Advisory Committee

Mayor David Moore, Councillors: Doug MacPherson, Betty Fieguth and Connie Quayle, CAO Kris Holbeck

Utility Planning Committee

Mayor David Moore (Chair); Councillors: David Hubka, Doug MacPherson and Judy Van Amerongen

Wage Negotiating Committee

Mayor David Moore (Chair), Councillors: Doug MacPherson and Judy Van Amerongen

Appointments & Contact Information for Town of Claresholm Council: October 2011

Mayor David Moore

Box 2788

Phone: (403) 625-3912 (home)

Phone: (403) 625-5558 (work)

Appointments:

Internal: Economic Development Commission (Chair), Wage Negotiating Committee (Chair), Taxation and Assessment Advisory Committee, Utility Planning Committee (Chair), Municipal Planning Commission (Chair)

External: Alberta SouthWest, Joint Economic Development Initiative (JEDI – Airport), Physician Recruitment Committee

Councillor Betty Fieguth

Box 2002

Phone: (403) 468-2295 (home)

Phone: (403) 625-3366 (work)

Appointments:

Internal: Audit Committee, Economic Development Committee, Grievance Committee, Taxation and Assessment Advisory Committee, Swimming Pool Committee

External: Claresholm & District Chamber of Commerce, Claresholm Child Care Society Board

Councillor David Hubka

Box 416

Phone: (403) 625-2790 (home)

Appointments:

Internal: Grievance Committee, Subdivision and Development Appeal Board, Utility Planning Committee

External: Claresholm & District Transportation Society Board, FCSS Board, Regional Landfill Commission, Willow Creek Agricultural Society Board

Councillor Doug MacPherson

Box 1071

Phone: (403) 625-2510 (home)

Appointments:

Internal: Assessment Review Board, Audit Committee, Disaster Services Committee, Museum Board, Taxation and Assessment Advisory Committee, Utility Planning Committee, Wage Negotiating Committee

External: Claresholm Golf Club Board, Oldman River Regional Services Commission

Councillor Connie Quayle

Box 1154

Phone: (403) 625-4535 (home)

Phone: (403) 682-3501 (work)

Appointments:

Internal: Audit Committee, Subdivision and Development Appeal Board, Taxation and Assessment Advisory Committee, Disaster Services Committee, Community Standards Committee

External: FCSS Board, Oldman River Regional Services Commission (alternate)

Councillor Daryl Sutter

Box 2788

Phone: (403) 625-0183 (home)

Appointments:

Internal: Community Standards Committee (Chair), Economic Development Committee, Grievance Committee, Recreation Facilities Users Committee

External: Library Board, Community Hall Board, Joint Economic Development Initiative (JEDI – Airport)

Councillor Judy Van Amerongen

Box 1315

Phone: (403) 625-2535 (home)

Phone: (403) 682-9903 (cell)

Appointments:

Internal: Municipal Planning Commission, Utility Planning Committee, Wage Negotiating Committee

External: Claresholm Animal Rescue Society (CAREs), Porcupine Hills Lodge Board (Board of Management), Porcupine Hills Lodge Foundation Board, LRSD Town Liaison and Joint Use Representative



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 24, 2011
AGENDA

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

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES OCTOBER 11, 2011

FINANCES: SEPTEMBER 2011 BANK STATEMENT

DELEGATIONS: WILLOW CREEK RECYCLING
RE: Introduction of New Owners

ACTION ITEMS:

1. BYLAW #1545 – Cemetery Bylaw
RE: 2nd Reading
2. BYLAW #1550 – Traffic Bylaw
RE: 2nd Reading
3. CORRES: Hon. Dave Hancock, Minister of Education
RE: Claresholm Elementary School
4. CORRES: Federation of Canadian Municipalities
RE: Annual Membership
5. CORRES: Rowan House
RE: November Family Violence Prevention Month Proclamation
6. BROWNLEE LLP: Emerging Trends in Municipal Law 2012
7. CORRES: Oldman River Regional Services Commission
RE: Annexation & Intermunicipal Dispute Resolution Workshop
8. CORRES: Claresholm Skating Club
RE: Competition Sponsorship January 20 – 22, 2012
9. Energy-from-Waste Research Project Summary Report
10. Frog Creek Drainage Agreement with MD of Willow Creek
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: PERSONNEL

INFORMATION ITEMS:

1. Oldman River Regional Services Commission Executive Meeting Minutes – July 14, 2011
2. Claresholm & District Museum Board Minutes – September 28, 2011
3. Claresholm Chamber of Commerce Society Minutes – October 18, 2011
4. Alberta SouthWest Regional Alliance Board of Directors Meeting Minutes – September 7, 2011
5. Alberta SouthWest Bulletin – September 2011
6. Staff Report: Enforcement Update Report for August 2011
7. Staff Report: Enforcement Update Report for September 2011

ADJOURNMENT:



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 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 Daryl Sutter; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Judy Van Amerongen

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

CARRIED

MINUTES: **REGULAR MEETING – SEPTEMBER 26, 2011**

Moved by Councillor Sutter that the Regular Meeting Minutes of September 26, 2011 be accepted as presented.

CARRIED

PUBLIC HEARING: **BYLAW #1550 – Traffic Bylaw**

Mayor Moore declared the hearing open at 7:02 pm.

Mayor Moore made the first, second and third calls for submissions from the public.

No submissions verbal or written were noted.

Mayor Moore declared the hearing closed at 7:23pm.

ACTION ITEMS:

1. BYLAW #1545 – Cemetery Bylaw
RE: 1st Reading

Moved by Councillor Quayle to give Bylaw #1545 regarding the Cemetery 1st Reading.

CARRIED

2. BYLAW #1550 – Traffic Bylaw
RE: 2nd & 3rd Readings

Referred to committee.

3. BYLAW #1568 – Golf Course Debenture Bylaw
RE: 2nd & 3rd Readings

Moved by Councillor MacPherson to give Bylaw #1568, regarding Golf Course Debenture, 2nd Reading.

CARRIED

Moved by Councillor Quayle to give Bylaw #1568, regarding Golf Course Debenture, 3rd & Final Reading.

CARRIED

4. CORRES: Hon. Hector Goudreau, Minister of Municipal Affairs
RE: Municipal Sustainability Initiative (MSI) Capital Funding

Received for information.

5. CORRES: Logan Cisar, Prairie Baseball Academy
RE: Pledge Request for 100 Inning Game

Referred to administration.

6. CORRES: Chinook Arch Regional Library System
RE: Chinook Arch Library Board 2012-2014 Budget

Moved by Councillor Sutter to accept the 2012-2014 budget of the Chinook Arch Library Board as presented.

CARRIED

7. CORRES: Neighbours on 54th Avenue East
RE: Cats

Received for information.

8. LEASE AGREEMENT: Claresholm Animal Rescue Society

Received for information.

9. REVENUE & EXPENDITURE REPORT: Year to Date

Received for information.

10. ADOPTION OF INFORMATION ITEMS

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

CARRIED

11. IN CAMERA: PERSONNEL

Moved by Councillor MacPherson that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor MacPherson that this meeting adjourn at 8:50pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

DRAFT

**TOWN OF CLARESHOLM
SEPTEMBER 2011 BANK STATEMENT**

RECONCILED BALANCE AUGUST 31, 2011			\$970,480.20
DEPOSITS TO BANK	DEBITS	CREDITS	BALANCE
RECEIPTS FOR MONTH	\$412,178.18		
REVOLVING LOAN RECEIVED	0.00		
CURRENT ACCOUNT INTEREST	435.92		
GIC REDEEMED	500,000.00		
INTEREST ON GICS	434.52		
TRANSFERS FROM T-BILLS	0.00		
SUBTOTAL	\$913,048.62		
CHARGES TO ACCOUNT			
ACCOUNTS PAYABLE		\$741,181.07	
PAYROLL CHARGES		97,062.08	
INTEREST ON REVOLVING LOAN		0.00	
REVOLVING LOAN PAID		0.00	
LOAN PAYMENTS		86,301.93	
MASTERCARD PAYMENT		1,607.84	
TRANSFERS TO T-BILLS / GIC PURCHASE		500,000.00	
NSF CHEQUES		2,480.08	
SERVICE CHARGES		294.35	
SCHOOL FOUNDATION PAYMENT		268,234.42	
SUBTOTAL		\$1,697,161.77	
NET BALANCE AT END OF MONTH			\$186,367.05

BANK RECONCILIATION

BALANCE PER BANK	362,526.48		
PLUS OUTSTANDING DEPOSITS	3,944.96		
LESS OUTSTANDING CHEQUES		-180,104.39	

RECONCILED BALANCE SEPTEMBER 30, 2011 **\$186,367.05**

OTHER BALANCES:

EXTERNALLY RESTRICTED T-BILLS	\$1,501,653.68		
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$20,000.00		
NON-RESTRICTED GIC'S	\$2,000,000.00		
PARKING RESERVE	\$3,564.96		
WALKING PATHS RESERVE	\$1,947.77		
OFFSITE LEVY RESERVE	\$58,806.39		
SUBDIVISION RESERVE	\$35,621.06		
REVOLVING LOAN BALANCE		\$0.00	

SUBMITTED TO TOWN COUNCIL THIS 24th DAY OF OCTOBER 2011

MAYOR

SECRETARY-TREASURER

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1545**

A Bylaw of the Town of Claresholm to provide for the control, care and regulating the use of the Claresholm Cemetery.

WHEREAS Section 4 of the *Cemeteries Act*, being Chapter C-2 of the Revised Statutes of Alberta, 1980 and amendments thereto, provides that a municipality may authorize the purchase, maintenance and control of cemeteries; and

WHEREAS the Council of the Town of Claresholm, in the Province of Alberta, deem it wise, equitable and practical to rescind Bylaw #1301 and all amendments thereto;

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 **“CEMETERY BYLAW.”**

SECTION 2 GENERAL

- 2.1 No person will bury a human body within the limits of the Town except in the cemetery in accordance with the provisions of this Bylaw.
- 2.2 The Town cemetery is solely for the purpose of the burial of dead human remains and for the memorialization of dead humans.

SECTION 3 DEFINITIONS

- 3.1 In this Bylaw, unless the context otherwise requires:
- a) **“Act”** is the *Cemeteries Act*, being Chapter C-3 of the Revised Statutes of Alberta 2000, as amended from time to time, and any regulations enacted thereunder.
 - b) **“Adult”** is any person eighteen years of age or over.
 - c) **“Block”** is a group of lots or plots within a cemetery.
 - d) **“Burial”** is the interment of human remains in an earth plot or inurnment of cremated human remains in an earth plot or a columbarium niche or the act of burying a deceased person.
 - e) **“Burial Rights”** is the purchased rights of burial in plots or columbarium niches sold in accordance with the provisions set out in Schedule “A” of this bylaw, and the Contract as set out in Schedule “B” of this bylaw.
 - f) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - g) **“CAO”** is the Chief Administrative Officer of the Town of Claresholm or their designates.
 - h) **“Cemetery”** is the land legally described as Block 1 Plan 9210486 within the Southwest quarter of Section 23, Township 12, Range 27, West of the fourth meridian, that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried, which is owned operated and under the control of the Town.
 - i) **“Cemetery Services”** is the supplying of any service to be rendered at the cemetery in respect to any plot or niche, burial rights, perpetual care, opening and closing of graves at time of need, and permit to erect a monument.
 - j) **“Child”** is any person over the age of two years and under the age of eighteen years.
 - k) **“Columbarium”** is a permanent, freestanding structure containing a number of small enclosures, or niches, designed for the storing of cremated human remains.
 - l) **“Concrete Base”** is a rectangular piece of support concrete four (4) inches in thickness with the top level with the surrounding ground and not less than 2,500 P.S.I. And the concrete base must project six (6) inches beyond the base of the Memorial Tablet.
 - m) **“Concrete Liner”** is a concrete box placed in the ground to enclose totally a casket (includes a protective casket) in a grave in the cemetery, designed and built to support the weight of the earth and standard cemetery maintenance equipment and to prevent the grave from collapsing.
 - n) **“Concrete Vault”** is a lined and sealed burial receptacle which performs all the functions of the concrete liner, and in addition is designed and constructed using one or more lining and sealing materials to increase the overall tensile strength of the finished unit and to reduce the risk of the intrusion of exterior elements.
 - o) **“Continuous Concrete Foundation”** is a strip of concrete used for the placement of

monuments.

- p) **“Contract”** is the agreement made and signed between the purchaser of the burial rights in the cemetery or his/her representative for any services requested to be done within the cemetery.
- q) **“Coping”** is a permanent structure covering the surface of a grave.
- r) **“Council”** is the elected Councillors and Chief Elected Official of the Town of Claresholm.
- s) **“Cremation Plot”** is a two-foot by two-foot space within the cemetery designated for cremated remains of a dead human body.
- t) **“Disinter”** is to exhume or to remove human remains or cremated human remains from a grave or out of the earth or remove from the columbarium; dig out of the earth or ground.
- u) **“Enforcement Officer”** means a Community Peace Officer, or a Bylaw Enforcement Officer, or a Municipal Enforcement Officer, or a member of the Royal Canadian Mounted Police (RCMP), or a member of a municipal police service, or a Special Constable.
- v) **“Flat Monument”** is a monument of granite, marble or bronze the top of which must be aligned with the level of the ground in which it is set.
- w) **“Foundation”** is a permanent support providing a base for a monument.
- x) **“Grave”** is a plot that has been opened or used as a place of burial or an opening dug in a burial plot for the purpose of the interment of human remains or cremated human remains.
- y) **“Holiday”** is all general holidays proclaimed by the Town of Claresholm in the Province of Alberta.
- z) **“Infant”** is any person under the age of two (2) years.
- aa) **“Interment”** is the burial of human remains in a grave or the act of burying a deceased person.
- bb) **“Inurnment”** is the placement of cremated human remains in a niche or to bury in a grave.
- cc) **“Lot”** is a group of plots within the old section of the cemetery.
- dd) **“Memorial Tree Structure”** is a structure in the cemetery where individuals may purchase a tree and a memorial bronze plaque in memory of a loved one.
- ee) **“Monument”** is a structure in the cemetery, which projects above the level of the surrounding ground, for the purpose of memorialization.
- ff) **“Niche”** is a single compartment of a columbarium for cremated human remains.
- gg) **“Open and close”** is the digging and preparation of the grave, the placing of the greens on the soil removed, the repairing of any damage to the grave caused by cave-ins, etc., filling the grave, levelling and re-establishing the grass on the grave.
- hh) **“Perpetual Care”** is the ongoing care of lots, plots, graves, columbarium, and town-owned monuments.
- ii) **“Pillow Monument”** is a rectangular, flat, or sloped section of granite, marble, bronze or other material set so that the highest portion of the top of the pillow is not more than six inches measured vertically from the concrete foundation.
- jj) **“Plot”** is a four by ten foot space within the new section of the cemetery. Those plots located in the old cemetery may have varying lengths and widths.
- kk) **“Pre-need Contract”** is a contract for the provision (purchase) of burial rights prior to the death of the person for whose benefit the contract is entered into.
- ll) **“Scattering Grounds”** is the designated area within the Claresholm Cemetery for scattering cremains.
- mm) **“Scattering Grounds Memorial Structure”** is a structure within the cemetery where scattered cremains are memorialized by placing a bronze plaque.
- nn) **“Superintendent”** is the Superintendent of Public Works, and is the person with authority to supervise and have charge of the Cemetery, subject to the powers delegated to him/her by Council and the CAO.
- oo) **“Town”** is the Town of Claresholm, in the Province of Alberta, a municipal corporation.
- pp) **“Upright Monument”** is a rectangular section of granite or marble set so that the highest portion of the top of the monument will not be more than thirty-six inches, measured vertically from the concrete foundation.
- qq) **“Vehicle”** is the same meaning as it has in the Highway Traffic Act, R.S.A. 1980, Chapter 30.
- rr) **“Veteran”** is a former member of Her Majesty’s Armed Forces as determined by the Department of Veteran’s Affairs Canada.

SECTION 4 PERPETUAL CARE

- 4.1 Perpetual Care to be supplied by the Town means and includes: seeding of lots, grave surfaces, re-seeding when necessary, cultivation as may be necessary in connection with such seeding and re-seeding, seasonal cutting of grass and weeds, keeping lots in neat condition and of good appearance, maintenance of columbarium and Town-owned memorialization structures, and such other work as may be authorized by the CAO.
- 4.2 Perpetual Care to be supplied by the Town will not include the care, maintenance, upkeep, repair of or replacement of any monument, plaque, or similar object which has been placed, or

may in the future be placed in the cemetery regardless whether such placing has Town approval or not.

- 4.3 Upon the payment by any person of the full price of the burial rights in any plot, columbarium niche, or the memorialization rights for Town-owned monuments, the Town will, so far as funds are available, do all that is necessary to keep the said plot, and the columbarium and Town-owned monument structures in a neat and tidy condition.
- 4.4 Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.

SECTION 5 POWERS AND AUTHORITY OF THE CAO AND SUPERINTENDENT

- 5.1 All the powers granted to the CAO and Superintendent by this Bylaw will be subject to the supervision and control of Council.
- 5.2 The Superintendent is responsible for the operation of and maintaining order in the cemetery. This includes the general supervision, charge and control of the management and operation of the cemetery.
- 5.3 The CAO must keep a permanent record of all sales, location description, and the name(s) of any person(s) buried in any plot, plot or niche, together with the date of any purchase and burial, and all information as required in the Cemetery Contract, attached hereto as Schedule "B".
- 5.4 The Superintendent will have charge of the cemetery and of all persons employed therein, and of all works of whatsoever nature carried out therein, and will be charged with the duty of seeing that the said cemetery is kept in good order.
- 5.5 Only persons under the control and supervision of the Superintendent of Public Works will open any grave for a burial of or the removal of, a dead body or the cremated remains.
- 5.6 The Superintendent has the right to remove from the cemetery any person who disturbs the quiet or good order of the cemetery whether by noise or improper conduct or otherwise.

SECTION 6 PRE-NEED SALES

- 6.1 A contract for the reservation of burial rights in lots or niches, or the rights to memorialize on town-owned monuments or memorial wall must:
 - a) be in writing; and
 - b) be signed by the purchaser and the CAO; and
 - c) state the name of the salesperson and the name of any Funeral Home for whom the salesperson is acting; and
 - d) contain a clause of the right to cancel by the purchaser or Town, and the notice must be at least as prominent as the contents of the contract.
- 6.2 The contract for reservation of burial rights will become valid and binding upon receipt of acceptable payment by the Town. The purchaser will receive a copy of the contract by personal delivery or by mail within seven (7) working days after the receipt of payment.
- 6.3 The contract for the purchase of burial rights in a plot or niche, or the contract for the purchase of the rights for memorialization on town-owned monument will include perpetual care. Those purchased after the passing of this bylaw will include perpetual care and permission to erect a monument. Those purchased prior to the passing of this bylaw will require a fee for permission to erect a monument as set forth in Schedule "A" in this Bylaw.
- 6.4 All persons who purchase burial rights in the cemetery will be responsible for the cost thereof and for all charges incurred now and in the future as set forth in Schedule "A" in this Bylaw.
- 6.5 The CAO will upon payment by any person of the full price of any plot, columbarium niche, or of memorialization rights for Town-owned monuments, issue to each purchaser or such person as otherwise designated by such purchaser, a copy of the contract.
- 6.6 The owner of the burial rights of a plot or niche, may authorize the use of such plot or niche for the interment of another person by submitting to the Town the name of the person to be interred and into which plot or niche. Such authorization must be in writing and signed by the owner of the burial rights or as per the Act.
- 6.7 All persons who purchase burial rights in plots or niches, or the rights for memorialization on Town-owned monuments in the cemetery will be responsible for compliance with the Regulations governing the erection of monuments is outlined in Section 10 of this bylaw.
- 6.8 No person will accept any fee or reward for a burial or the resale of burial rights in a plot or columbarium niche of which such a person is the owner of the contract for burial rights, or over which they exercise any power or control.

- 6.9 It will be the condition of each sale of burial space in the Cemetery that the purchaser expressly waives any claim arising by reason of any error or mis-descriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonable or possible, to avoid such errors, but its liability will only extend to refund in case of error of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of plots or niches, or space on a Town-owned monument, in lieu of these originally allocated.

SECTION 7 TERMINATION OR CANCELLATION OF BURIAL RIGHTS

- 7.1 The purchaser may cancel the contract at any time for any reason. The purchaser may cancel without charge or penalty at any time during the period from the day the contract is entered into until 30 days after receipt of a copy of the contract. If cancelled after 30 days, payment will be required for burial rights and any cemetery supplies and cemetery services that have already been supplied, performed or delivered, as the case may be.
- 7.2 Upon receipt of an application and upon proof of ownership, the Town may redeem the burial rights in vacant graves in the cemetery and in columbarium niches, and the memorial rights to a town-owned monument in the cemetery on the basis of 100% of the original purchase price for the actual plot or niche. Any redemption of burial rights after thirty (30) days will not include a refund for perpetual care.
- 7.3 Where G.S.T. was applicable to the original purchase price, it will be refunded based on the purchase price refunded.
- 7.4 "Proof of Inheritance" When the owner of the burial rights in a plot or niche, or memorialization rights on a Town-owned monument dies and burial rights pass to the new owners, before the new owners can obtain registration of their interest to it, the Town requires proof of their right to such interest.

SECTION 8 BURIALS, INTERMENTS, INURNMENTS, DISINTERMENTS

- 8.1 No burial, placement of cremated remains or disinterment will take place in the cemeteries unless and until there is produced and shown to the Town the following documents:
- a) Burial, death and/or cremation certificate or permit or disinterment permit issued by the proper official of the Province of Alberta or such other written authority as may be required from time to time under the laws of the Province of Alberta.
 - i) A burial permit is required where the fetus completed 20 weeks gestation or weighed 500 grams or more, prior to any disposition of the remains.
 - ii) A burial permit is not required for interment of a fetus of less than 20 weeks gestation.
 - b) A completed contract for burial or disinterment acknowledging receipt of payment in full, of fees and charges or approval of credit by the CAO for work to be done at the expense of the Town, and signed by the owner (or his/her personal representative), of the burial rights, and the CAO disclosing the following particulars:
 - i) Name of the Deceased Person,
 - ii) Last known residence of the deceased,
 - iii) Block, Lot (if applicable) and Plot Numbers,
 - iv) Date of Death,
 - v) Day and Date of Burial/Disinterment,
 - vi) Arrival Time at Cemetery,
 - vii) Type of Outer Box and Name of Vault,
 - viii) Sex of Deceased,
 - ix) Date of Birth of Deceased,
 - x) Place of Birth of Deceased,
 - xi) Name of Firm and Individual making arrangements,
 - xii) Name and address of plot owner or personal representative,
 - xiii) Owner of burial rights or his/her personal representative making arrangements, and signature,
 - xiv) The service number of a Veteran/and if required the service number of a Veteran Spouse,
 - xv) The acknowledgment of payment in full, of fees and charges or the approval of credit by the CAO as set forth in Schedule "A" of this Bylaw.
- 8.2 The owner of the burial rights or his/her personal representative, of a plot/niche may authorize the use of such plot/niche for the interment of a person by submitting to the Town, the name of the person to be interred and into which plot/niche. Such authorization must be in writing and signed by the owner or his/her personal representative.

- 8.3 Columbarium niches must be used for the inurnment of cremated human remains and must not be used for memorialization purposes only.
- 8.4 The Town may request proof of purchase to identify the plot and/or prove the right to use the plot.
- 8.5 The Town accepts no responsibility for any error or misunderstanding that may arise from burial arrangements made by phone.
- 8.6 It will be the condition of each sale of burial space in the cemetery that the purchaser expressly waives any claim arising by reason of any error or misdescriptions of any burial space. The Town undertakes that it will attempt, in so far as is reasonably possible, to avoid such errors, but its liability will only extend to refund in case of error, of any money paid to the Town for the burial rights in a plot or columbarium niche, or the rights for memorialization on a Town-owned monument, or the Town will undertake to make available equivalent quality of lots or niches, or space on a Town-owned monument, in lieu of those originally allocated.
- 8.7 Any person signing a contract for interment or disinterment will be responsible for the prepayment of all charges in connection with such service as set forth in Schedule "A" of this bylaw.
- 8.8 The CAO will upon payment by any person of the full price of the burial rights in any plot, columbarium niche, or of memorialization rights on a Town-owned monument, issue to each purchaser or such person as otherwise designated by such purchaser, a copy of the contract.
- 8.9 Any child of a deceased interred in a plot is deemed to have the authority to give permission for interment in that plot. The order of disposition set forth by the Act will be followed.
- 8.10 Funerals arriving at the cemetery gates after 3:00 pm, on weekends, or on statutory holidays will be assessed a surcharge as shown in Schedule "A" to this bylaw. The surcharge will be invoiced to the individual or company contracted to make the arrangements for burial.
- 8.11 The Town accepts no responsibility for a burial site not prepared due to the late arrival of a concrete liner or vault.
- 8.12 Funeral Directors must close the casket/coffin and fasten it securely before it is lowered into the ground.
- 8.13 No burial or funeral service will be permitted in the cemetery on a Sunday or Holiday except:
 - a) with special permission in writing to the CAO, which may only be granted in cases of special emergency, such as danger of contagion or infection, or in case of an epidemic, or by order of the Provincial Board of Health; or
 - b) circumstances which, in the opinion of the CAO, justifies an exception. An application for special permission herein must be made to the CAO not less than sixteen (16) regular working hours prior to the date of interment. All burials will be subject to a surcharge as set forth in Schedule "A" of this bylaw.
- 8.14 If a child or adult grave is required to be opened, a minimum accumulation of sixteen (16) regular working hours prior to the time set for the interment must be given.
- 8.15 For a Monday burial excluding a statutory or declared holiday, notice must be supplied by 12:00 Noon the Friday prior.
- 8.16 If, under extreme or adverse weather conditions, more time is required to prepare burial sites, the Town will notify the parties involved of the extra time required, and this extra time will remain in effect until further notice. A surcharge will apply in this case as per Schedule "A" of this bylaw.
- 8.17 The CAO and/or Superintendent reserve the right to limit the number of burials within a working day, or assessing fees accordingly.
- 8.18 All burials are to be made within the confines of designed plots. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining plots and a minimum of two (2) feet of earth covering a concrete outer box. Grave depth will be 1.5 metres.
- 8.19 No persons will accept any fee or reward for a burial or the resale of burial rights in a plot or columbarium niche of which such a person is the owner of the contract for burial rights, or over which they exercise any power or control.

- 8.20 For disinterments, the Town's responsibility will end at the point where the soil is sufficiently excavated to permit access to the body for removal by the attending Funeral Home. Disinterment of a casket within a concrete box or vault will be charged double the interment fee.
- 8.21 Any disinterment of a casket burial or ashes burial where no permanent outer box was used will be double the disinterment fee as set forth in Schedule "A" of this bylaw.
- 8.22 The Town will not be responsible for the condition of cremated remains or the container of the cremated remains if a permanent outer box was not used at the time of interment.
- 8.23 The old cemetery is closed to the sale of any remaining unsold burial sites. Only sites with presold burial rights shall be allowed to be used for burials (caskets and cremains).
- 8.24 In the new section of the cemetery, Blocks J, K and L, concrete vault installation is mandatory for burial of human remains.

SECTION 9 MULTIPLE BURIALS IN PLOTS

- 9.1 No more than one body will be buried in a single grave except a parent and an infant when both are in the same casket/coffin.
- 9.2 No cremation inurnments will be permitted in any traditional casket burial plot prior to any traditional casket burial.
- 9.3 A maximum of one (1) cremains will be permitted in any full sized plot after a traditional casket burial is already in that plot. Any additional placement of cremains will be at the discretion of Council.
- 9.4 The placement of cremains in a plot must be as required by the Superintendent of Public Works.
- 9.5 More than two (2) cremains in a single cremation plot will not be permitted.
- 9.6 Columbarium niches allow for placement of two (2) cremains.

SECTION 10 MONUMENTS

Old Cemetery

- 10.1 Additional flat monuments may be installed to identify the interment of cremated remains provided all the flat markers on the plot are poured and set in one continuous concrete pad. All flat monuments set in concrete must have a minimum of three inches of concrete on all sides of the monument.
- 10.2 Upright monuments may or may not be set on a granite or marble base. If a granite or marble base is used, it must project not less than three (3) inches on all sides of the monument and be of a thickness not greater than eight (8) inches and not less than three (3) inches. All upright monuments with or without marble or granite bases must be set on a concrete foundation projecting a minimum of three inches on all sides of the monument. The foundation will be set to ground level.
- 10.3 Additional upright monuments may be installed on lots to identify the interment of cremated remains, provided, all monuments on the plot are set on one continuous foundation and a minimum of four (4) inches clearance from the edge of the monuments to the edge of the foundation is maintained on all sides.

General

- 10.4 All monuments being placed in the cemetery require an Application for Permit (Schedule "C") to be completed before any work can commence.
- 10.5 All monuments being placed in the cemetery shall be pre-approved by the Superintendent of Public Works.
- 10.6 The maximum width of monuments, monument foundations and bases will be determined by the number of lots the monument is intended to service. At no time may the monument exceed the combined total width of the plot(s).
- 10.7 The maximum length of a monument (including foundation) is three (3) feet.
- 10.8 The minimum thickness of a monument (including foundation) is three (3) inches.
- 10.9 Metal flat monuments must be set in/on a suitable concrete, granite or marble foundation protruding a minimum of three inches on all sides of the monument. A foundation installed as a border on a granite or marble monument must have a minimum of two (2) inches surrounding all sides.

- 10.10 Pillow monuments may or may not be set on a granite or marble base. If a granite or marble base is used, it must project not less than three (3) inches on all sides of the pillow and be of a thickness not greater than eight (8) inches and not less than three (3) inches. All pillow monuments with or without marble or granite bases must be set on a concrete foundation projecting a minimum of three (3) inches on all sides of the pillow. The foundation will be set to ground level.
- 10.11 A bronze plaque must be purchased from the Town for installation on the Memorial Tree Display Structure. After payment of the appropriate fee as outlined in Schedule "A" of this bylaw is received and upon completion of the Memorial Tree Application Form, Schedule "D", the plaque will be placed. The deceased person memorialized on a bronze plaque need not be interred in the Town Cemetery. A record of the deceased will be kept if the purchasers provide such information.
- 10.12 A bronze plaque purchased for placement on the Scattering Grounds Memorial Structure must be reported to the Town if cremains have been scattered in the Scattering Grounds. Included in information provided must be a copy of the death or cremation certificate.
- 10.13 All costs of construction, erection and installation of any foundation, base, or monument must be borne by the person requiring the same, and any work in the Cemetery in connection therewith must be done by workmen approved by the Town. Before any such work is undertaken, an Application for Permit (Schedule "C") must be completed and approved by the Town.
- 10.14 All persons who purchase burial rights in lots or columbarium niches, or the rights for memorialization on a Town-owned monument in the cemetery will be responsible for compliance with this bylaw.
- 10.15 Inscription on the Columbarium will be permitted only on the granite slab provided for the niche. Inscriptions must only contain name, year of birth and year of death of deceased person's cremated remains. Double inscriptions will be allowed on niche granite slab. All fees relating to the Columbarium will be in accordance with Schedule "A" of this bylaw.
- 10.16 Where the original purchaser of a grave is deceased and a family member or any other person makes application for the placement of a monument, the Town does not accept any responsibility for decisions regarding the placement of the monument.
- 10.17 No monument may be placed, altered or removed from any plot until the Application for Permit (Schedule "C") is submitted to and approved by the Town, along with any fees as set out in Schedule "A" of this bylaw.
- 10.18 An Application for Permit (Schedule "C") must be completed and approved by the Town to erect a monument and any fees as set forth in Schedule "A" to this Bylaw must be paid to the Town before the monument can be placed.
- 10.19 No monument may be placed over any plot except such as will meet the requirements of this bylaw and such placements may be made only after permission has been granted by the Town.
- 10.20 All earth, debris, litter, and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights must be back filled, carefully cleaned up and removed from the cemetery by the said owner or his/her contractor or workmen.
- 10.21 All monument work is subject to review, inspection and approval of the Town.
- 10.22 All monuments must be constructed of granite, marble, or bronze.
- 10.23 All monuments must be installed facing onto the plot regardless of previous installations.
- 10.24 All foundations and monuments must be confined within the boundaries of the respective lots, and all monuments must be placed in a manner as to maintain whenever possible, a proper alignment consistent with monuments on adjacent lots.
- 10.25 Only one monument may be placed upon a single standard plot.
- 10.26 Only flat monuments may be placed upon urn lots.
- 10.27 Only one monument may be placed for each space of the rights for memorialization on Town-owned monuments and of materials described in this bylaw.
- 10.28 The purchaser or his/her designate of the burial rights is liable and responsible for damages resulting from theft, vandalism or damage howsoever caused to monuments erected upon a plot, unless such damage is shown to be caused by the negligence of the Town or Town employees.

- 10.29 The Town accepts no responsibility for the maintenance of monuments due to normal wear or deterioration. Minor scraping of the base portion of upright monuments due to the turf mowing operation is considered normal wear.
- 10.30 No vases or solar lights will be allowed to be placed on the grass.
- 10.31 Restoration of the immediate work area and access points used by monument workers is the responsibility of the permit holder for the monument. Restoration must be completed to the satisfaction of the Town.
- 10.32 No tablet, monument, plaque, fence, coping, enclosure or structure will, except as provided, be removed by any person from any plot in the Cemetery without completion and approval by the Town as per Schedule "C".
- 10.33 All internments within Block J, K and L require the installation of a concrete vault.

SECTION 11 OPERATION AND MAINTENANCE

- 11.1 Clearing of Debris:
All earth, debris, litter and rubbish arising or resulting from work done on any plot by or on behalf of the owner of the burial rights therein must forthwith be carefully cleaned up and removed from the Cemetery by the said owner or his/her contractor or workmen.
- 11.2 Dilapidated Graves:
 - a) The CAO or Superintendent will first endeavor to contact Next-of-Kin of the deceased. The CAO or Superintendent will post the notice of his/her intention to conduct maintenance in a conspicuous place in the Cemetery for a period of 30 days. At the expiration of that time and provided that the objectionable condition is not corrected by any other person, the CAO or Superintendent will have the right to remove fences, coping and other encumbrances and structure, including flat monuments heretofore or hereafter erected which by reason of neglect or age have in his/her opinion become objectionable.
 - b) Any notice required may be given by serving the owner personally with any such notice or by mailing such notice by registered mail at the Post Office in the Town in an envelope addressed to the owner at his last known place of residence, and any such notice so sent by registered mail will be deemed to have been received by the owner on the date following its mailing as aforesaid. The form and procedures in respect to giving notice under this Section will be in accordance with the Town Solicitor's recommendations.
- 11.3 Flowers, Trees, Shrubs and Plant Material:
 - a) No trees, plants, shrubs, flowers or any other thing intended for growth will be planted, seeded, grown or maintained on any plot in the Cemetery unless permission for the same is first obtained from the Town, and the Town may remove or prevent the placing of any stand, holder, vase, or other receptacle for flowers or plants which is deemed to be unsuitable for such purpose or unsightly in appearance.
 - b) If any trees, shrubs or plants growing or situated on any plot become, in any way, detrimental to adjacent lots, walks or driveways, or prejudicial to the general appearance of the Cemetery or dangerous or inconvenient to the public, the Town will have the right to enter upon the said plot and remove said trees, shrubs or plants or such parts thereof as may be considered detrimental, dangerous, inconvenient or objectionable.
 - c) No person will injure any tree, shrub or plant growing in the Cemetery, or pick or destroy any flower growing therein, or write upon, mark, scratch or deface any amenity, monument, plaque, cross, fence, gate, building or structure within or around the Cemetery.
 - d) The Town will not accept responsibility for lost or damaged floral arrangements under any circumstances.
 - e) No person will place artificial flowers or potted plants on any plot in the Cemetery unless the flowers or plant are totally contained in a vase that is part of a permanent monument, and no part of the floral arrangement or potted plant is in contact with the grass. Arrangements or potted plants that are not totally contained in a permanent vase attached to a monument will be removed.
 - f) Flowers, funeral designs or floral pieces will be permitted on the grave the day of the burial for a period of five calendar days. The Town will have the authority to remove any funeral designs or floral pieces, which may become wilted, or any other article or thing after the expiration of five (5) days from date of service.
 - g) The Superintendent will have full authority for and will be responsible for maintaining order in the cemetery, and for removing from any plot, flowers, wreaths or funeral pieces or anything else that in his/her opinion makes the said plot untidy or unsightly, or interferes with maintenance.
 - h) Flowers, funeral designs or floral pieces may be placed only at the base of the Columbarium, unless placed in a vase on the Columbarium monument. Placements on the top of the Columbarium are prohibited.

- i) No person will place or deposit a glass encased wreath or any stand, holder, vase, receptacle, jar, bottle or pot made of glass or other breakable material on any plot.
- j) The Town reserves the right to plant all perennial flowers, shrubs and trees and to landscape or to carry out any improvements to the grounds.
- k) No flowerbeds will be permitted on individual graves in the Cemetery.
- l) Donations of plant material will be gratefully accepted. Placement is at the discretion of the Town.
- m) The Cemetery has been designated as the location for a Memorial Tree Program. Individuals may purchase a memorial tree and have a plaque dedicated in honour or memory of a friend or loved one.

11.4 General:

- a) No fence, railing coping or any other enclosure structure of any kind other than a monument or plaque, which is in accordance with the provisions of this bylaw, will be erected or installed on any plot of the Cemetery.
- b) No vault or similar structure may be erected, constructed or be placed in the Cemetery except such vaults as are totally buried and the highest point are at least 2 feet below the soil surface, and where the size is such as to fit grave excavations of a normal size in the Cemetery.
- c) The Superintendent of Public Works will have full authority for and will be responsible for maintaining order in the cemetery and for removing from anything that in his/her opinion makes the said plot untidy or unsightly.
- d) The Town will remove from the cemetery or from any plot therein any tablet, monument, plaque, cross, fence, railing, coping, other enclosure, structure, thing, tree, shrub, plant, growing thing, or any inanimate object, which is within the Cemetery or in, upon or around any plot, that may have been placed without proper authority or permission as prescribed or required by any of the provisions of this bylaw, without notice to any interested person.
- e) The Funeral Homes will be allowed to install their own high-line vaults.
- f) No plot or grave will be raised above the level of the surrounding ground.

11.5 Special Section:

- a) Council may designate special sections in the cemetery. The following areas are hereby designated by Council:
 - i) Field of Honor Section,
 - ii) Cremation Section,
 - iii) Indigent Section.
- b) Notwithstanding the above, interment of any remains to which the above categories apply will not be limited to the above designated sections.

11.6 Indigent and Unclaimed Bodies:

Indigent burials shall be subject to the rules governing such burials at the time of interment as established by Provincial Regulations.

SECTION 12 PUBLIC ACCESS

12.1 Cemetery Hours:

- a) No persons other than an employee of the Town will enter or remain in the Cemetery between sunset of one day, and sunrise of the day next following.
- b) The Cemetery will be open to the Public between the hours of 8:00 am and sunset or 9:00 pm, whichever occurs first, every day of each year.

12.2 Animals:

No domestic animals will be brought into or permitted to be within the Cemetery except that pets may be carried in vehicles provided that they are not allowed out of the vehicle.

12.3 Firearms/Salutes:

Salutes involving the discharge of firearms will be permitted only for military funerals and provided that the Town is notified in advance. The Royal Canadian Mounted Police must approve any use of live ammunition.

12.4 Injury:

The Town will not be responsible for any injury resulting to any person who enters the cemetery.

12.5 Paths and Walkways:

All persons walking in the Cemetery will keep to the paths and walkways, and will not walk upon or across any plot except for maintenance operations.

- 12.6 Picnics and Parties:
No picnic or other parties or gatherings, except for funerals or some ceremony or observance permitted by the Town will be held or be allowed within the Cemetery and no person, without the permission of the Town will be or remain within the Cemetery during the hours of darkness in any day.
- 12.7 Vehicles:
- a) No vehicle, carriage or conveyance will travel within the said Cemetery at a greater speed than 15 kilometers per hour. Travel must be on driveways wide enough and intended for vehicular travel.
 - b) The owner of any moving vehicle will be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
 - c) The Town may prohibit the driving of vehicles in any part of a cemetery.
 - d) The Town may prohibit the driving of any vehicle in the cemetery when the roads are in an unfit condition.
 - e) The Town may specify times and conditions under which motor vehicles may be in the Cemetery and will have such regulations posted at the entrance.

SECTION 13 PENALTIES

- 13.1 A person who:
- a) Willfully destroys, mutilates, defaces, injures or removes any monument, gravestone or other structure placed in the Cemetery, or any fence, railing or other work for protection or ornament of the Cemetery, or plot within the Cemetery, or
 - b) Willfully destroys, cuts, breaks or injures any tree, shrub or plant in the Cemetery, or
 - c) Plays at any game of sport in the Cemetery, or,
 - d) Discharges firearms in the Cemetery, except at a military funeral, or,
 - e) Willfully and unlawfully disturbs persons assembled for the purpose of burying a body in the Cemetery, or,
 - f) Commits a nuisance in the Cemetery,
- is guilty of an offense as set forth in the Cemetery Act.
- 13.2 Any person violating any of the provision outside of section 13.1 of this bylaw or any other person responsible for such violation shall be liable on a summary conviction before a Provincial Judge or any Justice of the Peace having jurisdiction therein, to a fine in an amount not less than \$250, and not more than \$5,000.00, or to imprisonment for not more than 2 years or to both a fine and imprisonment.
- 13.3 Where any Enforcement Officer believes that any person has committed a breach of any of the provisions provision outside of section 13.1 of this bylaw he/she may serve upon such person a notice or tag as provided herein.
- 13.4 Service of any such notice, or tag shall be sufficient if it is:
- a) personally served,
 - b) served by registered mail, or
 - c) attached to the vehicle in respect of which the offense is alleged to have been committed.

SECTION 14 PASSAGE OF BYLAW

- 14.1 Bylaw #1301 and all amendments thereto are hereby repealed.
- 14.2 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this **11th** day of **October** 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

Section	Burial Rights:	
8.1	plot & permit fee	300.00 + GST
8.1	Cremation plot & permit fee (one open & close)	100.00 + GST
	Columbarium:	
8.3	Columbarium Niche	950.00 + GST
	Services:	
8.1(b)	Open & close for interment – full burial	300.00 + GST
8.16	Open & close for interment – winter surcharge	125.00 + GST
8.18	Vault installation fee	100.00 + GST
8.13	Open & close for inurnment - cremains	75.00 + GST
8.10	Late funeral surcharge (after 3:00 p.m. arrival)	100.00 + GST
8.10	Weekend/Holiday surcharge	100.00 + GST
8.20	Disinterment with permanent concrete vault	Double regular fee
8.21	Disinterment without permanent outer box surcharge	Double the fee in Section 8.20
8.7	Perpetual Care per burial site	200.00 + GST

**** Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.

Cemetery Contract For Services
Page 2

Contact Person/Personal Representative of Titleholder:

Relationship to Purchaser: _____

Relationship to Deceased: _____

Mr., Mrs., Ms., Miss

Surname

Given Name(s)

Address:

Box #/ Street

Phone #

City/Town

Province/Country

Postal Code

Name of Person Arranging Interment: _____

Address: _____

This is to certify that the undersigned, has the authority to inter the above named deceased in the above described cemetery plot and, further that the deceased has beneficial interest in the said plot, in addition the undersigned, as evidenced by his/her signature, hereby contracts with the Town of Claresholm for the provision of the above cemetery services and agrees to pay all amounts specified in this contract and any further amounts payable pursuant to the Cemetery Bylaw of the Town of Claresholm.

Signature: _____

Date Signed: _____

Summary of Charges

New Purchase	_____
Perpetual Care	_____
Open & Close for Interment	_____
Vault/Liner	_____
Change of Burial Rights	_____
Winter Surcharge	_____
Weekend/Holiday Surcharge	_____
After Hours Surcharge	_____
Disinterment Charges	_____
Transfer/Exchange Fee	_____
Sub-Total	_____
GST	_____
TOTAL	_____

Method of Payment:

Cash _____ Cheque _____ Debit _____

Bill To: _____

For Office Use Only:

Register	_____
Dig Sheet	_____
Plot Book	_____
Alphabetic	_____
Burial Cert	_____

Date Payment Received

Signed - Town Representative

SCHEDULE "C"
APPLICATION FOR PERMIT
MONUMENT INSTALLATION OR CHANGE OF EXISTING MONUMENT
Ph: 403-625-3381
Fax: 403-625-3869

TOWN OF CLARESHOLM
221 - 45 Avenue W
P.O. Box 1000
CLARESHOLM, AB T0L 0T0

DATE:	
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LOCATION		TYPE OF SERVICE	
<i>Block:</i>		<i>New Installation (specify: Single / Double)</i>	
<i>Lot:</i>		<i>New Installation on Columbarium</i>	
<i>Plot:</i>		<i>Permanent Removal</i>	
Number of Graves:		<i>Removal for Alteration / Repair</i>	
		<i>On Site Alteration / Repair</i>	

Name of Deceased: _____ Date of Death: _____

Name of Interment Rights Holders: _____

MONUMENT TYPE	SIZE (inches)	LENGTH	WIDTH	HEIGHT
<i>Flat</i>		Monument		
<i>Pillow</i>		Concrete Foundation		
<i>Upright</i>				
<i>(old section only)</i>				

The Cemetery Bylaw requires the owner of this monument to provide a signed statement showing the owner assumes responsibility to maintain the monument, or gives the Town of Claresholm the right to remove the monument should it fall into a state of disrepair. I am aware of my responsibility as the owner of the above monument.

MONUMENT PURCHASER	
Purchaser Name:	Home Phone:
Address:	Business Phone:
	Date:
Signature of Purchaser: (or Monument Mason)	Date Work Done:
Monument Company Name:	
Monument Company Address:	

Mike Schuweiler, Town Superintendent
 Grave will be marked within 5 working days from receipt of this completed application permit.
 (Return to this office by fax, mail or during office hours in person.)

	Date Returned:
--	-----------------------

TOWN OF CLARESHOLM

BYLAW # 1301

Exp.
Amended by Bylaw 1475 *kd*
✓ ✓ ✓ 1423 *kd*
✓ ✓ ✓ Bylaw 1383 *kd*

A Bylaw of the Town of Claresholm to provide for and make provision for the improvement, maintenance, management, control and operation of the Claresholm Cemetery.

WHEREAS, it is deemed expedient and proper pursuant to the provisions of the Cemetery Act to pass a Bylaw to provide for the control and regulation of the Claresholm Cemetery.

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

I. TITLE

This Bylaw shall be cited as the Claresholm Cemetery Bylaw.

II. DEFINITION

In this Bylaw, unless the context otherwise requires, the interpretation set out in the following subsections shall be used.

- A. "Cemetery" shall mean the present cemetery of the Town of Claresholm and or any other cemetery it may hereafter establish and operate by and under the control of the Town of Claresholm.
- B. "Town" shall mean the Municipality of the Town of Claresholm.
- C. "Council" shall mean the Mayor and Council of the Town of Claresholm.
- D. "Secretary-Treasurer" shall mean the Secretary-Treasurer of the Town of Claresholm.
- E. "Infant" shall mean any person under the age of two (2) years.
- F. "Perpetual Care" means and includes seeding grave surfaces and reseeding when necessary and such cultivation as may be necessary in connection with such seeding or reseeding, watering, seasonal cutting of grass and weeds and keeping graves in a neat condition and in good appearance and such other work as may be authorized by the Council.
- G. "Memorial Tablets or Pillow Monument" shall mean a rectangular, flat or near flat section of marble, granite, bronze or other material used for memorial purposes not exceeding six (6) inches in height, with a maximum size of twenty-four (24) inches by eighteen (18) inches for single graves and a size of forty-eight (48) inches by eighteen (18) inches for double graves.
- H. "Concrete Base" shall mean a rectangular piece of support concrete four (4) inches in thickness with the top level with the surrounding ground and not less than 2,500 P.S.I. and the concrete base must project six (6) inches beyond the base of the Memorial Tablet.

III. SUPERVISION AND CONTROL

- (a) The Mayor and Council shall have general supervision, charge and control of the management

of the cemetery and the books, plans, records and documents relating to the cemetery shall be under the supervision, charge and control of the Secretary-Treasurer.

- (b) The Secretary-Treasurer shall keep all plans of the cemetery and all records regarding sale of graves, persons buried in the cemetery and the date of such burials and such further records as may be required by the Province of Alberta and the Town of Claresholm.

IV. SPECIAL SECTION

- (a) Council may designate special sections in the cemetery. The following areas are hereby designated by Council:

- (1) Field of Honor Section
- (2) Cremation Section
- (3) Indigent Section.

- (b) Notwithstanding the above, interment of any remains to which the above categories apply will not be limited to the above designated sections.

V. INDIGENT AND UNCLAIMED BODIES

Indigent burials shall be subject to the rules governing such burials at the time of interment as established by Provincial Regulations.

VI. PURCHASE OF GRAVE RIGHTS

- (a) Cemetery grave rights may be purchased at the Office of the Secretary-Treasurer upon application and payment thereof of the appropriate fees as set out in Schedule A, which is attached to and forms part of this Bylaw and which may be amended from time to time by resolution of Council.
- (b) All fees for grave rights shall be paid to the Secretary-Treasurer of the Town before any interment is permitted to be made and the Secretary-Treasurer shall upon payment grant a receipt which shall be the sole title granted to any person purchasing grave rights.
- (c) The Secretary-Treasurer shall receive all monies from the sale of grave rights and shall account for all monies derived therefrom and shall enter all particulars of such sales on the cemetery records kept for such purposes and shall keep a record of the name or names of any person buried in any grave together with the date of any such burial.
- (d) No purchaser or owner of the grave rights in the said cemetery shall sell, assign, or dispose of the grave rights or any part thereof without the consent in writing of the Council or Council representative to such sale, assignment or disposition in each event and upon filing with the Secretary-Treasurer of a transfer or assignment in writing.

dp

- (e) On the application of a purchaser of a grave right or his successor, the Town may redeem the grave right and cancel the certificate and refund to the applicant an amount equal to the price originally paid for the grave right.
- (f) No lot in which a grave right has been heretofore sold or hereafter sold shall be used for any other purpose.
- (g) No person shall be buried in any grave site unless he is the registered owner of the grave rights or has received written consent from the owner or agent of the owner or unless where a grave site is held by two or more persons the surviving person or persons consent thereto in writing.
- (h) No more than four (4) grave sites shall be sold to one person.
- (i) No glass or breakable containers shall be permitted in the cemetery.

VII. BURIALS

- (a) No person shall bury a human body within the limits of the Town of Claresholm except in the cemetery designated by this Bylaw and in accordance with the provisions of this Bylaw.
- (b) No more than one body shall be buried in a single grave except the mother and her infant child when both are in the same casket or coffin.
- (c) Notice for the preparation of a grave site must be given to the Town at least eight regular working hours prior to the time set for the burial with Saturday, Sunday and Statutory or declared holidays not being classified as regular working hours.
- (d) All graves shall be opened and closed by employees of the Town or under the direction of the Town.
- (e) No interment of human remains shall take place unless the remains are placed within an enclosed concrete vault or concrete box acceptable to the Town of Claresholm standards.
- (f) No burial shall be permitted in the said public cemetery on a Sunday except on special permit in writing from the Council which said permits shall not be granted unless the deceased has died of a contagious disease or unless there is a special emergency or circumstances which in the opinion of the Council justifies and necessitates such Sunday burial.
- (g) No burial shall be permitted in the said cemetery unless there has been produced and shown to the Secretary-Treasurer the following documents:
 - 1. Burial permit issued by the proper official of the Province of Alberta or such other written authority as may be required from time to time under the law of the Province of Alberta.

dp.

2. Receipts acknowledging payment of fees and charges or approval of credit.

VIII. CREMATION

- (a) Cremated remains may be interred along with another deceased person in a single grave.
- (b) In the cremation section of the cemetery only one cremation urn may be interred in a single grave site.

IX. DISINTERMENT

- (a) No dead human bodies shall be disinterred or removed from the cemetery for any purpose unless a disinterment permit has been issued by the Director of Vital Statistics.

X. ERECTION OF MONUMENT AND MEMORIAL TABLETS

- (a) Any person intending to erect a cement base, monument, memorial tablet or plaque or to make any alteration to any grave shall first obtain a permit from the Town of Claresholm. The permit shall be issued only after the Town is satisfied that the work to be completed complies with all necessary requirements of this Bylaw.
- (b) Monuments, markers and memorial tablets must be placed in line at the head of the grave. Only one monument, memorial tablet or concrete base will be permitted per grave in any area of the cemetery.
- (c) All memorial tablets, monuments and markers shall be placed on a concrete foundation which has been set on a six (6) inch gravel base and is flush with the surrounding ground. No tablet, monument or marker shall extend more than six (6) inches in height above the concrete foundation. The concrete base must project six (6) inches beyond the base of the tablet, monument or marker.
- (d) All costs of construction, erection and installation of any base, memorial tablet, monument, marker, shall be the responsibility of the owner of the grave site. All earth, debris, litter and rubbish arising or resulting from work done on any grave site by or on behalf of the owner of the grave rights therein must be carefully cleaned up and removed from the cemetery by the said owner or his contractors or workmen.
- (e) No fence, railing, coping or other enclosure or structure of any kind other than memorial tablets, monuments, markers or covers shall be erected or installed on any grave.
- (f) No graves shall be raised above the level of the surrounding ground.

XI. GENERAL REGULATIONS

- (a) No trees, plants, shrubs, flowers or any other thing intended for growth shall be planted, seeded, grown or maintained on any grave in the cemetery unless special permission for the same is first obtained from the Secretary-Treasurer and the

Secretary-Treasurer may remove or prevent the placing of any stand, hole or vase or any other receptacle for flowers or plants which he deems to be unsuitable for such a purpose or unsightly in appearance. Notwithstanding this section, the Town of Claresholm may plant and maintain any natural vegetation which it deems necessary for the beautification of the cemetery.

- (b) Under Council's authority, representatives of the Town shall have the right to remove fences, coping and other encumbrances and structures including monuments, pillars or flat markers hereto or hereafter erected by reason of neglect or age having become objectional in Council's opinion.
- (c) No person shall injure any tree, shrub or plant growing in the said cemetery nor pick or destroy any flowers growing therein or mark upon, scratch or deface any memorial tablet, monument, marker, cross, fence, gate, building or structure within or around the said cemetery.
- (d) No picnics or other parties or gatherings except for funerals or some ceremony or observance permitted by a Council shall be held or be allowed within the said cemetery and no person without the permission of the Town Council shall be or remain in the said cemetery during the hours of darkness in any day.
- (e) No animals shall be brought in or permitted to be within the said cemetery except such pets as may be carried in a motor vehicle provided that they are not allowed out of the vehicle.
- (f) No vehicle, carriage or conveyance shall travel within the cemetery:
 - (i) At a speed greater than 15 km./hr.
 - (ii) Elsewhere than on driveways intended for and wide enough for vehicular traffic.
- (g) No person shall at any time take or ride into the cemetery any motorcycle, snowmobile or other off highway vehicle as defined in the Highway Traffic Act.

XII. PENALTY

Any person or organization found guilty of any infraction or breach of any provisions of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding \$100.00 or imprisonment for a term not to exceed thirty (30) days.

XIII. EFFECTIVE DATE AND REPEAL OF EXISTING BYLAW

- (a) This Bylaw shall come into effect on the date of final reading thereof.
- (b) Bylaw # 1279 and # 1280 are hereby repealed.

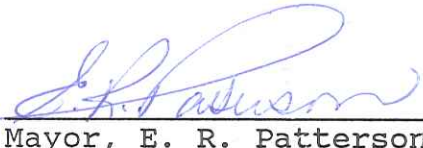
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Page Six
Bylaw # 1301

READ a first time this 7 day of May 1990 A.D.

READ a second time this 7 day of May 1990 A.D.

READ a third time and finally passed this 14 day of May 1990 A.D.



Secretary-Treasurer Larry Flexhaug Mayor, E. R. Patterson

TOWN OF CLARESHOLM

BYLAW # 1301

SCHEDULE A

djs.

CEMETERY RATES AND FEES

Any purchaser of a cemetery grave, cremation grave or infant grave must remit the fee for perpetual care at the time of the purchase of the grave.

I. COST OF CEMETERY GRAVE RIGHTS

(a)	per grave site	\$150.00
(b)	per grave site - infant	N/C
(c)	per grave site - cremation	\$ 50.00

II. COST OF PERPETUAL CARE

(a)	per grave site	\$100.00*
(b)	per grave site - infant	\$100.00*
(c)	per grave site - cremation	\$100.00*

III. COST OF OPEN AND CLOSE

(a)	per grave site	\$250.00**
(b)	per grave site - infant	N/C
(c)	per grave site - cremation personal	\$ 25.00**
	per grave site - cremation Town	\$ 75.00**

* Grave, Infant and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.

** On days other than regular working days there shall be an additional charge of \$50.00.

dyb

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1383

A bylaw of the Town of Claresholm to amend Bylaw #1301 being a bylaw regulating the operation of the Claresholm cemetery.

Whereas it is necessary from time to time to make amendments to existing bylaws of the Town;

Now, therefore, the Municipal Council of the Town of Claresholm duly assembled enacts as follows:

The following section of Bylaw #1301 shall be amended as follows:

II Definitions:

- A. "Cemetery: shall mean the present cemetery of the Town of Claresholm and or any other cemetery it may hereafter establish and operate by and under the control of the Town of Claresholm. The cemetery, for the purposes of certain sections of this bylaw shall be divided into the old and new sections.

IV Special Sections

- 4. Old Cemetery
- 5. New Cemetery
- 6. Scattering Gardens
- 7. Cremation Columbarium

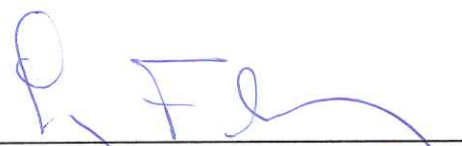
X Erection of Monument and Memorial Tablets

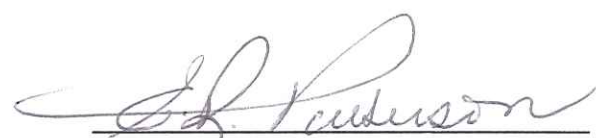
- c. All memorial tablets, monuments and markers shall be placed on a concrete foundation which has been set on a six (6) inch gravel base and is flush with the surrounding ground. In the new cemetery no tablet, monument or marker shall extend more than six (6) inches in height above the concrete foundation. In the old cemetery there shall be no height restrictions on the tablets, monuments or markers but a base must be constructed to withstand the additional weight of a larger tablet, monument or marker. The concrete base must project six (6) inches beyond the base of the tablet, monument or marker.

Read a first time in Council this 6 day of July 1998 A.D.

Read a second time in Council this 17 day of August 1998 A.D.

Read a third time in Council and passed this 17 day of August 1998 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

Ep

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1423

A bylaw of the Town of Claresholm to amend Bylaw #1301 being a bylaw regulating the operation of the Claresholm cemetery.

Whereas it is necessary from time to time to make amendments to existing bylaws of the Town;

Now, therefore, the Municipal Council of the Town of Claresholm duly assembled enacts as follows:

The following section of Bylaw #1301 shall be amended as follows:

SCHEDULE A

Cemetery Rates and Fees:

Any purchaser of a cemetery grave, cremation grave or infant grave must remit the fee for perpetual care at the time of the purchase of the grave.

I. Cost of Cemetery Grave Rights

- | | | |
|----|----------------------------|----------|
| a) | per grave site | \$200.00 |
| b) | per grave site - infant | N/C |
| c) | per grave site - cremation | \$ 50.00 |

II. Cost of Perpetual Care

- | | | |
|----|----------------------------|-----------|
| a) | per grave site | \$100.00* |
| b) | per grave site - infant | 100.00* |
| c) | per grave site - cremation | \$100.00* |

III. Cost of Open and Close

- | | | |
|----|-------------------------------------|------------|
| a) | per grave site | \$250.00** |
| b) | per grave site - infant | N/C |
| c) | per grave site - cremation personal | 25.00** |
| d) | per grave site - cremation Town | \$ 75.00** |


* Grave, Infant, and Cremation sites that were purchased prior to April 23, 1990 shall be charged the appropriate perpetual care rate at the time the grave site is utilized.

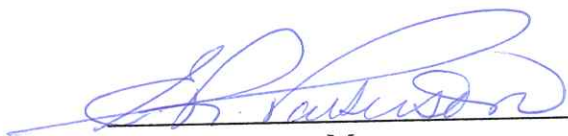
** On days other than regular working days there shall be an additional charge of \$50.00.

Read a first time in Council this 17th day of December 2001 A.D.

Read a second time in Council this 17th day of December 2001 A.D.

Read a third time in Council and passed this 17th day of December 2001 A.D.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1475**

A Bylaw of the Town of Claresholm to amend Bylaw #1301 being a bylaw to provide for and make provision for the improvement, maintenance, management, control and operation of the Claresholm cemetery.

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 1301
Schedule A
"Cemetery Rates and Fees"**

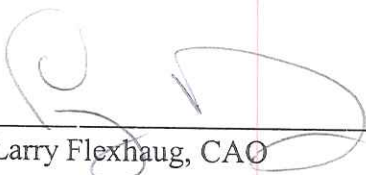
See attached Schedule.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1301 is hereby amended

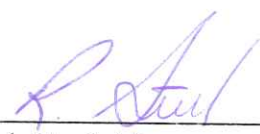
Read a first time in Council this 8th day of May 2006 A.D.

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

**TOWN OF CLARESHOLM
BYLAW 1301
SCHEDULE "A"**

CEMETERY RATES AND FEES

Any purchaser of a cemetery grave, cremation grave or infant grave must remit the fee for perpetual care at the time of the purchase of the grave.

I.	COST OF CEMETERY GRAVE RIGHTS	
a)	per grave site	\$300.00 + GST
b)	per grave site - infant	N/C
c)	per grave site - cremation	\$100.00 + GST
II.	COST OF PERPETUAL CARE	
a)	per grave site*	\$200.00 + GST
b)	per grave site - infant*	\$200.00 + GST
c)	per grave site - cremation*	\$200.00 + GST
III.	COST OF OPEN AND CLOSE	
a)	per grave site**	\$300.00 + GST
b)	per grave site - infant	N/C
c)	per grave site - cremation personal**	\$ 50.00 + GST
d)	per grave site - cremation Town**	\$ 75.00 + GST
e)	winter burial charge (from freeze-up to thaw)	\$125.00 + GST
IV.	NICHE	
a)	per niche	\$950.00 + GST

* Grave, Infant and Cremation sites that were purchased prior to April 23, 1990, shall be charges the appropriate perpetual care rate at the time the grave site is utilized.

** On days other than regular working days there shall be an additional charge of \$100.00.

**TOWN OF CLARESHOLM
COMMUNITY STANDARDS
COMMITTEE**



Claresholm

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

STAFF REPORT

To: Town Council
From: Community Standards Committee
CC: N/A
Date: October 21st, 2011
Re: Revised Traffic Bylaw 1550

Urgent For Review Please Comment Please Reply Please Recycle

● **Revised Traffic Bylaw 1550:**

As per Council's instructions from the October 11th, 2011 Town Council Meeting, the Community Standards Committee has reviewed the Proposed Traffic Bylaw 1550 and now submit the revised Bylaw (with amendments, as discussion at Committee) for Council's review at second reading.

Jeff Gibeau
Manager of Regulatory & Property Services
Secretary to the Community Standards Committee



Claresholm

townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1550**

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

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

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

PART I PURPOSE

- 1 The purpose of this bylaw is to regulate the use of highways under the direction, control and management of the Town of Claresholm and to regulate the parking of vehicles on such highways as well as on privately owned property. This Bylaw may be cited as the **“TRAFFIC BYLAW.”**

PART II DEFINITIONS

- 2 In this Bylaw, unless the context otherwise requires, the following definitions shall apply:
 - a) **“Act”** means the *Traffic Safety Act*, RSA 2000, Chapter T-6 and amendments thereto.
 - b) **“Alley”** means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land.
 - c) **“Bicycle”** means a cycle propelled by human power on which a person can ride, regardless of the number of wheels it has, and includes a vehicle that:
 - i) may be propelled by muscular or mechanical power,
 - ii) is fitted with pedals that are continually operable to propel it,
 - iii) weighs not more than 35 kilograms,
 - iv) has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres,
 - v) has no hand-operated or foot-operated clutch or gearbox driven by the motor that transfers power to the driven wheel, and
 - vi) does not have sufficient power to enable it to attain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start.
 - d) **“Boulevard”** means, in an urban area, that part of a highway that
 - i) is not roadway; and
 - ii) is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians.
 - e) **“CAO”** means the Chief Administrative Officer of the Town of Claresholm.
 - f) **“Centre Line”** means, in an urban area, that part of a highway that:
 - i) the centre of a roadway measured from the curbs or, in the absence of curbs, from the edges of the roadway;
 - ii) in the case of a highway designated by traffic control devices,
 - (A) as an offset centre highway; or
 - (B) as a highway having a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times, the line dividing the lanes for traffic moving in opposite directions; or
 - iii) in the case of a divided highway, that portion of the highway separating the roadways for traffic moving in opposite directions.
 - g) **“Commercial Vehicle”** means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation, but does not include a private passenger vehicle. May include a truck, trailer or semi-trailer, except:

- i) a truck, trailer or semi-trailer that is a public service vehicle, or
- ii) a truck, trailer, semi-trailer, or any class of vehicle that by the regulations or by an order of the Alberta Motor Transport Board is exempted from being classified as a commercial vehicle, and includes:
 - (A) a motor vehicle from which sales are made of goods, wares, merchandise or commodity, and
 - (B) a motor vehicle by means of which delivery is made of goods, wares, merchandise or commodity to a purchaser or consignee thereof.
- h) **“Crosswalk”** means
 - i) that part of a roadway at an intersection included within the connection of the lateral line of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway; or
 - ii) any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or by other markings on the road surface.
- i) **“Dealer”** means any person who buys or sells motor vehicles as a business, either as principal or agent.
- j) **“Driver” or “Operator”** means a person who drives or is in actual physical control of a vehicle.
- k) **“Emergency vehicle”** means
 - i) a vehicle operated by a police force;
 - ii) a fire fighting or other type of vehicle operated by the fire protection service of a municipality;
 - iii) an ambulance operated by a person or organization providing ambulance services;
 - iv) a vehicle operated by a public utility;
 - v) a vehicle designated as an emergency response unit;
 - vi) a vehicle operated by a Peace Officer, Community Peace Officer or Municipal Enforcement Officer.
- l) **“Highway”** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
 - i) a sidewalk (including the boulevard portion of the pavement), and
 - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be;
 but does not include a place declared by the Lieutenant Governor in Council not to be a highway.
- m) **“Intersection”** means the area embraced within the prolongation or connection of:
 - i) the lateral curb lines, or, if none,
 - ii) the exterior edges of the roadways, or
 - iii) two (2) or more highways which join one another at an angle whether or not one highway crosses the other.
- n) **“Maximum Allowable Weight”** shall mean the aggregate weight that may be borne by a vehicle (weight of the vehicle, weight of cargo and passengers and weight put on the tongue (hitch) of the vehicle by a trailer); for the purposes of this bylaw the maximum allowable weight may also be referred to as maximum gross vehicle weight.
- o) **“Meridian”** means a physical barrier or area that separates traffic travelling in one direction from traffic travelling in the opposite direction on a highway.
- p) **“Moped”** means a vehicle, regardless of the number of wheels it has, that
 - i) weighs more than 35 kilograms but less than 55 kilograms;
 - ii) has a motor that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres;
 - iii) has no hand-operated or foot-operated clutch or gearbox driven by the motor transferring power to the driven wheel; and
 - iv) does not have sufficient power to attain a speed greater than 50 kilometres per hour on level ground within a distance of two (2) kilometres from a standing start.
- q) **“Motor Cycle”** means a motor vehicle mounted on two (2) or three (3) wheels and

includes those motor vehicles known to the trade as motor cycles and scooters but does not include an off-highway vehicle as defined in the *Off-Highway Vehicle Act*.

r) **“Motor Home”** means a Recreational Vehicle.

s) **“Motor Vehicle”** means

- i) a vehicle propelled by any power other than muscular power; or
- ii) a moped;

but does not include a bicycle, an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs only on rails.

t) **“Multi-purpose Passenger Vehicle”** means a vehicle that has a seating capacity of ten (10) or less and is constructed on a truck chassis or with special features for off-highway operation, but does not include an air cushion vehicle, an all terrain vehicle as defined in the *Off-Highway Vehicle Act*, a passenger car or a truck.

u) **“Municipality”** means the Town of Claresholm.

v) **“Owner”** includes any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period of more than thirty (30) days.

w) **“Park”**, when prohibited, means allowing a vehicle (whether occupied or not) to remain standing in one place, except

- i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
- ii) when standing in obedience to a peace officer or traffic control device.

x) **“Parking Lane”** means that portion of a primary highway between:

- i) the edge of the roadway to the right of the direction of traffic, and
- ii) the nearest solid white line (not being the centre line) marked on the roadway.

y) **“Passenger Car”** means a motor vehicle that has a seating capacity of ten (10) or less but does not include an off-highway vehicle as defined in the *Off-highway Vehicle Act*, a truck, a multi-purpose passenger vehicle, a chassis cab, a moped or a motor cycle.

z) **“Peace Officer”** means:

- i) a member of the Royal Canadian Mounted Police (RCMP);
- ii) a member of a municipal police service;
- iii) a Special Constable; or
- iv) a park warden appointed pursuant to the *National Parks Act (Canada)*, while he is in the exercise or discharge of his powers or duties in a national park established under that Act.

aa) **“Pedestrian”** means a person afoot or a person in a wheel chair or motorized power scooter.

bb) **“Primary Highway”** means a highway designated as a primary highway pursuant to the *Public Highways Development Act*.

cc) **“Public Service Vehicle”**

- i) means a motor vehicle, trailer or semi-trailer operated on a highway by or on behalf of a person for compensation, whether that operation is regular or only occasional or for a single trip, and
- ii) includes a motor vehicle kept by a person for the purpose, subject to regulations, of being rented without a driver, but
- iii) does not include a motor vehicle used solely as an ambulance or hearse or for the transportation of the Royal Mail.

dd) **“Recreational Vehicle”** means a vehicle or trailer or enclosure attached to a motor vehicle that is designed, constructed and equipped, either temporarily or permanently, as a dwelling place, living abode or sleeping place.

ee) **“Red Light Traffic Enforcement Device”** means a device installed or erected at an intersection with a traffic control signal that is capable of photographing a vehicle and recording data related to the vehicle and the traffic control signal.

ff) **“Roadway”** means that part of a highway intended for use by vehicular traffic.

gg) **“Sidewalk”** means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb line (or the edge of the roadway, where there is no curb line) and the adjacent property line, whether or not paved or improved.

hh) **“Stop”** means

- i) when required, a complete cessation from vehicular movement, and
- ii) when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or

- in compliance with the directions of a peace officer or traffic control device.
- ii) **“Street Furniture”** includes items such as poles, traffic control devices, waste receptacles, benches, trees, plants, grass, utilities, planters, bicycle racks or any other similar property placed on a highway.
 - jj) **“Traffic Control Device”** means any sign, signal, marking or device placed, marked or erected under the authority of this Act for the purpose of regulating, warning or guiding traffic.
 - kk) **“Traffic Control Signal”** means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed.
 - ll) **“Traffic Lane”** means
 - i) outside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles but does not mean a parking lane, and
 - ii) inside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles, whether or not the division is indicated by lines on the road surface.
 - mm) **“Trailer”** means a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways.
 - nn) **“Truck”** means a vehicle designed primarily for the transportation of property or equipment but does not include a chassis-cab, crawler mounted vehicle, trailer, machinery or equipment used in the construction or maintenance of highways or an off-highway vehicle as defined in the *Off-highway Vehicle Act*.
 - oo) **“Truck Tractor”** means a truck that is designed primarily for drawing another vehicle and that is not designed to carry any load other than part of the weight of a vehicle drawn, and includes a vehicle that is designed to accommodate a 5th wheel coupling, but does not include a crane equipment breakdown vehicle.
 - pp) **“Urban Area”** means a city, town or village.
 - qq) **“Vehicle”** means a device in, on or by which a person or thing may be transported or drawn on a highway.

PART III TRAFFIC CONTROL DEVICE

- 3 The CAO or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he/she may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
 - a) to divide the surface of a roadway into traffic lanes marked by solid or broken lines;
 - b) to prohibit U turns at any intersection;
 - c) to designate any intersection or other place on the highway as an intersection or place at which no left hand turn or right hand turn shall be made;
 - d) to designate as a one way street any roadway or portion thereof;
 - e) to designate school zones and playground zones;
 - f) to designate truck routes;
 - g) to set apart as through streets any highway or part of a highway and to control entry to any highway by means of a stop sign or yield sign.
 - h) to designate a crosswalk upon any highway;
 - i) to designate parking stands for use of any particular class of vehicle;
 - j) to close or restrict the use of any highway, subway, bridge or overpass or any part of any highway, subway, bridge or overpass either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians;
 - k) to prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public street or any portion thereof during such hours as he/she may determine;
 - l) to designate and mark guidelines for angle and parallel parking on any highway or other public place or any portion thereof.

- 4 The CAO shall keep record of all such locations which shall be open to public inspection during normal business hours.
- 5 No person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or printed material or other type of notice whatsoever upon any traffic control device.
- 6 Notwithstanding any provision of this Bylaw, all traffic control devices placed, erected or marked in the Town of Claresholm prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant by the provision of this Bylaw.

PART IV INFLAMMABLE AND EXPLOSIVE MATERIALS

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

PART V PARKING - General

- 8 Unless required or permitted by this bylaw or the *Highway Traffic Act* or by a traffic control device or in compliance with the directions of a Peace Officer or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:
 - a) on a sidewalk or boulevard,
 - b) on a crosswalk or any part of a crosswalk,
 - c) within an intersection,
 - d) at an intersection nearer than five (5) metres to the projection of the corner property line immediately ahead or immediately to the rear except when a vehicle is parked in a space where another traffic control device indicates parking is permitted,
 - e) within five (5) metres upon the approach to any stop sign or yield sign,
 - f) within five (5) metres of any fire hydrant, or when the hydrant is not located at the curb, within five (5) metres of the point on the curb nearest the hydrant,
 - g) within one and a half (1½) metres of an access to a garage, private road or driveway or vehicle crossing over a sidewalk,
 - h) within five (5) metres of the near side of a marked crossway,
 - i) along or opposite any street excavation or construction when stopping or parking would obstruct traffic,
 - j) in the direction against the flow of traffic.
- 9 Except as otherwise provided in this bylaw where parking spaces have been marked on any roadway unless the act, another provision of this bylaw or a traffic control device otherwise permits, the driver of any vehicle shall stop or park such vehicle only between the lines or markings indicating the limits of a single parking space.
- 10 When a vehicle exceeds the length of a single parking space, the operator may park such a vehicle so that it occupies two (2) but not more than two (2) parking spaces.
- 11 1) Except in the case of an emergency not allowing the vehicle to be moved, a person shall not stand or park any vehicle on the street for the purpose of:
 - a) washing or,
 - b) changing oil, or fluids or
 - c) repair.

- 2) A vehicle shall not be parked and left unattended on a highway if;
 - a) the vehicle is on a jack or similar device, and
 - b) one or more wheels have been removed from the vehicle or part of the vehicle raised.

- 3) A vehicle shall not be abandoned on a highway.
 - a) without restricting the generality of subsection 11(3) a vehicle that is left standing in one location on a highway for more than 48 consecutive hours is deemed to have been abandoned at that location.

- 12) 1) No person shall leave parked on any street any self propelled type of vehicle incapable of being moved under its own power.
 - 2) This section does not apply to a vehicle which has been left parked because of a breakdown or other emergency if the person in charge or control of the vehicle can establish that he has taken action to arrange for the removal of the vehicle forthwith.

- 13) No person shall allow any vehicle to remain parked for a period of time in excess of the maximum permitted time indicated on the parking signs pertaining to that space. A further offense shall be deemed to have occurred for each subsequent period of time in excess of that permitted by the parking signs that the vehicle remains so parked.

- 14) The CAO may designate and cause to be properly marked, portions of a highway for 10, 15, 20 or 30 minutes, 1, 2, 3 or 4 hours parking or loading/unloading of vehicles. No person shall park or load/unload a vehicle for any period of time exceeding the time limit so designated.

- 15) No person shall park a vehicle in a lane. Lanes, however, may be used for such a period of time as may be reasonably necessary for the loading or unloading of passengers or goods from a vehicle provided that the vehicle concerned in such loading or unloading of passengers or goods does not obstruct the lane as to prevent other vehicles or persons from passing along such lanes while the loading and unloading of passengers or goods is taking place.

- 16) When actually taking on or discharging passengers, no person shall park or stand a vehicle for a period of time at a passenger loading zone, at a NO PARKING area, or in front of the main entrance or doorway of a public building.

- 17) A vehicle shall not be parked on a highway in any location as being for the use of a person with disabilities unless the vehicle:
 - a) displays a valid disabled placard or license plate issued or recognized by the Registrar; and
 - b) is being used for the transportation of a person with a disability.

- 18) No person shall park his vehicle with the sides thereof parallel to the curb or edge of the roadway when angle parking is permitted or required.

- 19) Where a sign indicates that angle parking is permitted or required but no parking guidelines are visible on the roadway, a driver shall park his vehicle:
 - a) with the sides thereof at an angle between thirty (30) and sixty (60) degrees to the curb or edge of the roadway, and
 - b) with one front wheel thereof not more than five hundred (500) millimetres from the curb or edge of the roadway.

- 20) No person shall angle park any vehicle which exceeds six (6) metres in overall length upon any highway of the Town except at such locations as have been designated by the CAO and have been marked. The CAO may designate the period(s) of time such locations may be used.

- 21 When parking on a roadway, a driver shall park his vehicle with the side thereof parallel to the curb or edge of the roadway, and:
- a) with the right hand wheel thereof not more than five hundred (500) millimetres from the right hand curb or edge of the roadway, or
 - b) in the case of a one way highway, where parking on either side is permitted, with the wheels closest to the curb or edge of the roadway not to be more than five hundred (500) millimetres from that curb or edge and with the vehicle facing the direction of travel authorized for that highway.
- 22 Where a sign indicates that angle parking is permitted or required and parking guidelines are visible on the roadway, a driver shall park his vehicle:
- a) with the sides thereof between and parallel to any two such lines, and
 - b) with one front wheel thereof not more than five hundred (500) millimetres from the curb or edge of the roadway.
- 23 No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground, recreation area, public park or public lands except on such part thereof as may be designated by the CAO with a sign or signs for vehicle parking.
- 24 No person shall park any vehicle in that part of a driveway which lies between the curb or the travelled portion of the road and the property or lot boundary line which runs parallel to the said curb or travelled portion of roadway.
- 25
- 1) No person shall park or leave any vehicle on private land or property that has been clearly marked as such by a sign or signs erected by the owner or his agent unless such person has obtained the permission of the owner, tenant, occupant or person in charge or control of the said land or property.
 - 2) Any Peace Officer may cause a vehicle improperly parked on private property to be removed and taken to and stored in a suitable place and all cost for removal and storage are liened upon the vehicle which may be enforced in the manner provided by the *Possessory Liens Act* R.S.A. 1970 Chapter 279.
- 26
- 1) A vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 4,500 kilograms, shall not be parked on a highway any time after 10:00 pm and before 7:00 am, unless it is parked in a location completely adjoining the vehicle owner's residence as shown in the records of the Motor Vehicle Registry.
 - 2) This section does not apply if the vehicle:
 - a) is a recreation vehicle; or
 - b) is a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods; or
 - c) is parked on Provincial Highway #2 (1ST STREET WEST).
 - 3) A vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
- 27 Notwithstanding any other provision of this bylaw, a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.
- 28 A person being in charge or control of a garage or service station or other premises where repairs or installations are made to vehicles for compensation shall not leave or cause or suffer or permit to be left on any street or alley a vehicle which has been left in his possession for carrying out repairs or making installation or for any other purpose whatsoever.
- 29 Any person who is empowered to enforce the provisions of this bylaw is hereby authorized to place an erasable chalk mark on the read face of the tire of a parked or stopped vehicle without that person or the municipality incurring liability for doing so.

Parking – Emergency & Maintenance

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

Parking – Recreational Vehicles

- 33 1) A recreation vehicle shall not be parked on a highway unless it is parked in a location completely adjoining the recreational vehicle owner's residence as shown in the records of the Motor Vehicle Registry.
- 2) A recreational vehicle parked pursuant to this section:
- a) shall not be parked for more than 48 consecutive hours; and
 - b) shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway
- 3) Regulations set out under Section 33(1) & 33(2) shall not apply to Provincial Highway #2 (1st STREET WEST). All other regulations are still in effect.
- 34 No owner or operator of a recreational vehicle shall park the recreational vehicle on any highway in the Town in such a manner as to constitute a hazard to other persons using the highway.
- 35 Where any type of motor vehicle has removable camping accommodations installed on it, the operator or owner of the vehicle or any person in charge of the vehicle either permanently or temporarily shall not leave the camping accommodation or other removable portion of the motor vehicle used for this purpose on any portion of a street after the same has been removed from the motor vehicle.

Parking – Commercial Vehicles

- 36 Any commercial vehicle, bus, truck or truck tractor may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley. Said vehicle must not obstruct or hinder the normal flow of traffic; pedestrian or vehicular.
- 37 1) A commercial vehicle shall not be parked on a highway unless it is parked in a location completely adjoining the commercial vehicle operator's place of residence.
- 2) A commercial vehicle parked pursuant to this section:
- a) shall not be parked for more than 48 consecutive hours; and
 - b) shall be removed to an off-highway location for at least 72 consecutive hours before it may be parked again on a highway

PART VI ACTIVITIES ON HIGHWAYS AND VEHICLE OPERATION

- 38 No person shall stand or be in any other position on a highway so as to obstruct the entrance to a building or to obstruct pedestrians or vehicles using the highway.
- a) This section does not apply to persons participating in or assembled to watch a parade for which has been approved by CAO or designate.
 - b) A person shall not crowd, jostle or harass and pedestrian on a highway.
- 39 No person shall place, cause or permit to be placed a sign of any type on a highway unless it has been approved by CAO or designate.
- a) A person may place, cause or permit to be placed a free standing sign on a highway only if all terms and conditions for placement of such signs prescribed by the CAO are complied with.
 - b) For the purpose of this section any individual or corporation referred to on a sign, whether directly or indirectly, is presumed to have placed the sign or caused or permitted the sign to be placed.
- 40 No person shall place, cause or permit to be placed an obstruction of any kind on a highway unless it has been approved by CAO or designate.
- 41 No person shall operate a motor vehicle on any part of a highway other than a roadway.
- 42 No person shall operate a vehicle on a highway so as to track any earth, sand, gravel or other material on the highway.
- 43 No person shall drive, propel or move on any highway any vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle, or any vehicle having a caterpillar tread, unless and until he or she has special permission, in writing, from the CAO.
- 44
- 1) No person shall operate a vehicle on a highway with any loose materials on the exterior of the vehicle.
 - 2) No person shall operate a vehicle containing any load on a highway unless the load has been secured to prevent any part of it from falling onto the highway.
 - 3) Without limiting the generality of section 44(2), no person shall operate a vehicle containing a load of earth, sand, gravel or other loose materials on a highway unless:
 - a) all parts of the load are at least 75 millimetres below the top of the container; and
 - b) the container and load are completely covered at all times.
 - 4) In the event any part of a load falls onto the a highway from a vehicle the person operating the vehicle shall forthwith:
 - a) take all reasonable steps to safely remove any materials from the highway.
- 45 No person shall drive a vehicle on or over newly painted lines on any roadway when the same is indicated by signs, flags or other warning devices.
- 46 No person shall drive a vehicle on a roadway with more than one vehicle in tow.

PART VII SIDEWALKS AND BOULEVARDS

- 47 All persons within the Town of Claresholm shall remove and clean away, as soon as possible and in any case within 24 hours, any debris or obstructions from the sidewalk adjacent to the premises owned or occupied by them.
- 48
- 1) A carrier of a newspaper, magazine or flyer may ride a bicycle on a sidewalk, footpath, walkway or boulevard if he is delivering copies of a newspaper, magazine or flyer at the time.

2) Subject to the other provisions of this section, no person shall ride a bicycle on a sidewalk, footpath, walkway or boulevard.

3) Notwithstanding the provisions of section 48(1), the Council may designate those portions of sidewalks, footpaths, walkways or boulevards where bicycles may be ridden by other persons who are not carriers of newspapers delivering copies thereof.

4) A person riding a bicycle subject to sections 48(1) and 48(3) on any sidewalk, footpath or walkway where pedestrians are also allowed shall ride the bicycle in a manner which does not interfere with any pedestrian lawfully on or alighting from or entering onto a means of transportation who is lawfully using the sidewalk, footpath or walkway.

PART VIII FUNERALS

49 If any funeral procession is in process of formation or proceeding along any highway, any Peace Officer may regulate all traffic in the vicinity and all persons whether on foot or in vehicles shall obey the order and direction of the Peace Officer so regulating the traffic.

50 Before a funeral procession enters upon, crosses or turns into a highway designated and marked as a through traffic street by a stop sign the first vehicle in the funeral procession shall come to a complete stop in the manner required by this bylaw and shall not drive the vehicle in to the intersection until it is safe to do so. A vehicle that follows in the funeral procession may then enter into the intersection without stopping provided the headlamps are alight. The provisions of this section shall not apply at intersections where traffic is controlled by a Peace Officer or by a traffic control signal.

51 No person driving any vehicle or riding a horse shall drive or ride through, nor shall any pedestrian walk through the ranks of any military or funeral procession (the vehicles of which have their lights on), nor through the ranks of any other authorized parade or procession, or in any way obstruct, impede or interfere with the same.

PART IX FIRES

52 In case of a fire within the Town, any Peace Officer or member of the Fire Department of the Town of Claresholm may designate in any manner a line or lines near the location of the fire beyond which no member of the public shall pass, and no unauthorized person, whether on foot, on horse or in a vehicle shall cross such line or lines.

53 The Chief Officer of the Fire Department of the Town of Claresholm or any person acting under his instructions shall have the right to move or cause to be moved any vehicle which he may deem necessary to move or have moved for the purpose of carrying out any duty, work or undertaking of the Fire Department of the Town of Claresholm.

54 Where an unprotected hose of the Fire department has been laid down on a roadway or driveway no person shall drive a vehicle over such hose unless the official of the Fire Department in charge at the scene has specifically allowed him to do so.

PART X ENGINE RETARDER BRAKES

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

PART XI MISCELLANEOUS

- 56 A person must not make, continue, or allow to be made or continued any objectionable noise from a motor vehicle. .
- 57 No person shall remove snow, ice, dirt, materials from town and/or private property onto town property.
- 58 No person shall place any type of material on a highway.
- 59 No person shall damage, climb or interfere with any:
a) traffic control device; or
b) item of street furniture.
- 60 No person shall break, tear up or remove any planking, pavement, sidewalk, curbing, macadamizing or other road surface or make excavation in or under any sidewalk or street for the purpose of building or otherwise, without first having obtained permission from the CAO or his designate to do so and such permit being granted, the work shall be carried out under the direction of the CAO or any person appointed by him. CAO or his delegate shall inspect all such work being done and, upon termination of the work, all materials shall be replaced and any damages made good by the parties concerned. Such work shall be carried out as expediently as possible and without unnecessary delay. Furthermore, any person or party to whom permission has been granted to carry out any work of the foregoing nature, shall be liable for any or all accidents or damages that may occur to any person or property by reason thereof, and shall keep and maintain such lights, barricades or watchman or other precautions to safeguard and protect the public from injury or loss, and shall be responsible for costs incidental to the same.
- 61 Every person shall be guilty of an offense who:
a) coasts on any highway on a sled, toboggan, or skis,
b) washes a vehicle, drains the radiator of any vehicle upon a highway or washes a vehicle near a highway, or otherwise causes water, slush or ice to form upon a highway or public sidewalk.
- 62 No owner or occupant of private property in the Town shall allow anything to be erected, placed, planted or grown, whether planted or erected before or after the date of the passing of this bylaw, to grow or to remain at a greater height than 0.8 metres above the centre line grades of the intersecting streets in the area bounded by the property lines of such corner lots and a line joining points along the said property line 11.6 metres (or such other distance as required by the Municipal Planning Commission) from the point of intersections.

PART XII FINES AND PENALTIES

- 63 Any person violating any of the provisions of this bylaw or any other person responsible for such violation shall be liable on a summary conviction before a Provincial Judge or any Justice of the Peace having jurisdiction therein, to a fine in an amount not less than that established in this bylaw, and not to exceeding \$10,000.00 and to imprisonment for not more than six months for non-payment of a fine.
- 64 1) Where any Peace Officer believes that any person has committed a breach of any of the provisions of this bylaw as set out in Schedule "A" hereto he/she may serve upon such person a notice or tag as provided herein.
- 2) Where payment of the penalty for municipal tag issued for breach of any of the sections described in Schedule "A" of this by-law is received within 14 days from the date of issued, may be reduced by twenty five dollars (\$25) and such reduced payment shall be accepted in lieu of prosecution.

- 65 Any Peace Officer may impound and remove from a highway, street, alley, parking lot or other public place, a vehicle in respect of which charges have not been paid or of a vehicle parked in violation of a provision of this bylaw and all costs of removal which may be enforced in the manner provided by the *Possessory Liens Act*.
- 66 If a vehicle is driven, used, parked or left in contravention of any provision of this bylaw the owner of the vehicle is guilty of an offense and liable for the contravention and the penalty provided herein unless he proves to the satisfaction of the Magistrate trying the case that at the time of the contravention the vehicle was not driven, used, parked or left by him or by any other person with his consent, expressed or implied.
- 67 Service of any such notice or tag shall be sufficient if it is:
a) personally served,
b) served by double registered mail, or
c) attached to the vehicle in respect of which the offense is alleged to have been committed.
- 68 Upon production of any such notice or tag within seven (7) days from the date of service of such notice, together with the payment of the sum specified in Schedule "A" hereto to a person authorized by the CAO to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this bylaw, such payment shall be accepted in lieu of prosecution.
- 69 If the person upon whom any such notice or tag is served fails to pay the said sum within the time allotted, the provisions of this bylaw shall no longer apply.

PART XIII GENERAL

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

PART XIV SEVERABILITY PROVISION

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

PART XV PASSAGE OF BYLAW

75 Bylaw #1429 and all amendments thereto are hereby repealed.

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

Read a first time in Council this 26th day of September, 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"

SECTION	OFFENCE	PENALTY
7	Park gas trucks in a prohibited area	\$250
8(a)	Parking on sidewalk or boulevard	\$75
8(b)	Parking on crosswalk or part of	\$75
8(c)	Parking within intersection	\$75
8(d)	Parking too close to intersection	\$75
8(e)	Parking too close to stop or yield sign	\$75
8(f)	Parking too close to fire hydrant	\$75
8(g)	Parking too close to garage access, private road, driveway or vehicle crossway	\$75
8(h)	Parking too close to marked crosswalk	\$75
8(i)	Parking too close to street obstruction	\$75
8(j)	Parking on the wrong direction of traffic	\$75
9	Parking outside of lines	\$75
10	Parking of unauthorized vehicles	\$75
11(1)(a)	Washing vehicle on a highway	\$75
11(1)(b)	Change oil or fluids on a highway	\$100
11(1)(c)	Repairing vehicle on a highway	\$100
11(2)	Vehicle on jack	\$100
11(3)	Abandoned vehicle	\$100
12	Parking of derelict vehicle	\$100
13	Park longer than indicated on parking sign	\$75
14	Park in loading or unloading zone longer than permitted	\$75
15	Park in a lane	\$75
16	Park in NO Parking area	\$75
17	Park in disabled parking	\$100
18	Failing to park in a proper manner	\$75
19	Improper angle parking (no lines)	\$75
20	Improper parking	\$75
21	Improper parallel parking	\$75
22	Improper angle parking	\$75
23	Park on Town Property	\$100
25(1)	Parking on private property	\$75
25(2)	Improperly park vehicle on private property	\$75
26(1)	Improper parking of vehicle exceeding 4500 kg	\$250
26(2)	Improper parking of vehicle exceeding 9500 kg	\$250
27	Unattached trailer	\$75
28	Commercial business parking vehicles on highway	\$100
30	Park in emergency access	\$100
31	Parking as to obstruct emergency vehicle	\$250
33(1)	Recreation vehicle not parked adjacent to owner's property.	\$75
33(2)(a)	Recreation vehicle park longer than 48 Hrs.	\$75
33(2)(b)	Recreation vehicle park at same location within 72 Hrs.	\$75

34	Recreation vehicle Causing a hazard on highway	\$100
35	Parking of recreation vehicle	\$75
36	Commercial vehicle Causing a hazard on highway	\$250
37(1)	Commercial vehicle not parked adjacent to operator's property.	\$100
37(2)(a)	Commercial vehicle park longer than 48 Hrs.	\$100
37(2)(b)	Commercial vehicle park at same location within 72 Hrs.	\$100
38	Person obstructing highway	\$100
38(b)	Harassing	\$100
39	Illegal sign on highway	\$100
40	Obstruction on highway	\$100
41	Operate a motor vehicle off highway	\$100
42	Tracking	\$100
43	Driving with spikes or lugs without permission	\$250
44	Unsecure load	\$100
45	Driving on painted lines	\$100
46	Driving with more than one vehicle in tow	\$100
47	Failure to clean sidewalks	\$100
48	Riding a bike on a sidewalk	\$50
51	Driving through funeral procession	\$75
54	Driving over fire hose	\$250
55	Use engine retarder brakes	\$250
56	Objectionable noise from motor vehicle	\$100
57	Placing obstruction on a highway	\$250
58	Littering	\$100
59	Damage, climbing or interfering with traffic control devise or street furniture	\$100
60	Unlawful construction / damage highway	\$500
61	Coast on highway with sled, etc.	\$75
62	Vegetation or structure obstructing intersection.	\$75
	All other section not listed above	\$50

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1429

Amended by Bylaw # 1471 Kd
Amended by Bylaw # 1556 Kd

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

WHEREAS it is expedient and proper pursuant to the provision of Section 14 to 16 of the *Highway Traffic Act* RSA 1980 that the Council of the Town of Claresholm shall issue a Bylaw for the regulation and control of vehicles, animals and pedestrian traffic;

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

100. This Bylaw shall be cited as the Town of Claresholm Traffic Bylaw.

101. In this Bylaw unless the context otherwise requires, the following definitions shall apply:

1. "Act" means the *Highway Traffic Act*, RSA 1980 Chapter H-7 and amendments thereto;
2. "Alley" means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land;
3. "Bicycle" means a cycle propelled by human power on which a person can ride, regardless of the number of wheels it has, and includes a vehicle that
 - i) may be propelled by muscular or mechanical power,
 - ii) is fitted with pedals that are continually operable to propel it,
 - iii) weighs not more than 35 kilograms,
 - iv) has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres,
 - v) has no hand-operated or foot-operated clutch or gearbox driven by the motor that transfers power to the driven wheel, and
 - vi) does not have sufficient power to enable it to attain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start;
4. "Boulevard" means, in an urban area, that part of a highway that
 - i) is not roadway, and
 - ii) is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;
5. "Centre line" means
 - i) the centre of a roadway measured from the curbs or, in the absence of curbs, from the edges of the roadway,
 - ii) in the case of a highway designated by traffic control devices,
 - (A) as an offset centre highway, or
 - (B) as a highway having a certain number of traffic lanes for traffic moving in a certain direction at all times or at specified times,the line dividing the lanes for traffic moving in opposite directions, or
 - iii) in the case of a divided highway, that portion of the highway separating the roadways for traffic moving in opposite directions;
6. "Commercial vehicle"
 - i) means a truck, trailer or semi-trailer, except
 - A) a truck, trailer or semi-trailer that is a public service vehicle, or
 - B) a truck, trailer or semi-trailer or any class of vehicle that by the regulations or by an order of the Alberta Motor Transport Board is exempted from being classified as a commercial vehicle, and
 - ii) includes
 - A) a motor vehicle from which sales are made of goods, wares, merchandise or commodity, and
 - B) a motor vehicle by means of which delivery is made of goods, wares, merchandise or commodity to a purchaser or consignee thereof;

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7. "Crosswalk" means
 - i) that part of a roadway at an intersection included within the connection of the lateral line of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the roadway, or
 - ii) any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or by other markings on the road surface;
8. "Dealer" means any person who buys or sells motor vehicles as a business, either as principal or agent;
9. "Driver" or "operator" means a person who drives or is in actual physical control of a vehicle;
10. "Emergency vehicle" means
 - i) a vehicle operated by a police force,
 - ii) a fire fighting or other type of vehicle operated by the fire protection service of a municipality,
 - iii) an ambulance operated by a person or organization providing ambulance services,
 - iv) a vehicle operated by a public utility, or
 - v) a vehicle designated as an emergency response unit;
11. "Gross vehicle weight" shall mean the aggregate weight of the unloaded vehicle and the weight of the load that vehicle is licensed to carry or is carrying;
12. "Highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and
 - i) includes
 - A) a sidewalk (including the boulevard portion of the sidewalk),
 - B) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - C) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,but
 - ii) does not include a place declared by the Lieutenant Governor in Council not to be a highway;
13. "Intersection" means the area embraced within the prolongation or connection of
 - i) the lateral curb lines or, if none,
 - ii) the exterior edges of the roadways,or 2 or more highways which join one another at an angle whether or not one highway crosses the other;
14. "Median" means a physical barrier or area that separates traffic travelling in one direction from traffic travelling in the opposite direction on a highway;
15. "Moped" means a vehicle, regardless of the number of wheels it has, that
 - i) weighs more than 35 kilograms but less than 55 kilograms,
 - ii) has a motor that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres,
 - iii) has no hand-operated or foot-operated clutch or gearbox driven by the motor transferring power to the driven wheel, and
 - iv) does not have sufficient power to attain a speed greater than 50 kilometres per hour on level ground within a distance of 2 kilometres from a standing start;
16. "Motor cycle" means a motor vehicle mounted on 2 or 3 wheels and includes those motor vehicles known to the trade as motor cycles and scooters but does not include an off-highway vehicle as defined in the *Off-highway Vehicle Act*;

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17. "Motor vehicle" means
 - i) a vehicle propelled by any power other than muscular power, or
 - ii) a moped,but does not include a bicycle, an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs only on rails;
18. "Multi-purpose" passenger vehicle means a vehicle that has a seating capacity of 10 or less and is constructed on a truck-chassis or with special features for off-highway operation, but does not include an air cushion vehicle, an all terrain vehicle as defined in the *Off-highway Vehicle Act*, a passenger car or a truck;
19. "Municipality" means the Town of Claresholm
20. "Owner" includes any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period of more than 30 days;
21. "Park", when prohibited, means allow a vehicle (whether occupied or not) to remain standing in one place, except
 - i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
 - ii) when standing in obedience to a peace officer or traffic control device;
22. "Parking lane" means that portion of a primary highway between
 - i) the edge of the roadway to the right of the direction of traffic, and
 - ii) the nearest solid white line (not being the centre line) marked on the roadway;
23. "Passenger car" means a motor vehicle that has a seating capacity of 10 or less but does not include an off-highway vehicle as defined in the *Off-highway Vehicle Act*, a truck, or multi-purpose passenger vehicle, a chassis cab, a moped or a motor cycle;
24. "Peace officer means
 - i) a member of the Royal Canadian Mounted Police,
 - ii) a member of a municipal police service
 - iii) a special constable, or
 - iv) a park warden appointed pursuant to the *National Parks Act* (Canada), while he is in the exercise or discharge of his powers or duties in a national park established under that Act;
25. "Pedestrian" means a person afoot or a person in a wheel chair;
26. "Primary highway" means a highway designated as a primary highway pursuant to the *Public Highways Development Act*;
27. "Public service vehicle"
 - i) means a motor vehicle, trailer or semi-trailer operated on a highway by or on behalf of a person for compensation, whether that operation is regular or only occasional or for a single trip, and
 - ii) includes a motor vehicle kept by a person for the purpose, subject to the regulations, of being rented without a driver, but
 - iii) does not include a motor vehicle used solely as an ambulance or hearse or for the transportation of the Royal Mail
28. "Recreational vehicle" means a vehicle or trailer that is designed, constructed and equipped, either temporarily or permanently, as a dwelling place, living abode or sleeping place.
29. "Red light traffic enforcement device" means a device installed or erected at an intersection with a traffic control signal that is capable of photographing a vehicle and recording data related to the vehicle and the traffic control signal;
30. "Roadway" means that part of a highway intended for use by vehicular traffic;

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31. "Sidewalk" means that part of a highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a highway between the curb line (or the edge of the roadway, where there is no curb line) and the adjacent property line, whether or not paved or improved;
32. "Stop" means
- i) when required, a complete cessation from vehicular movement, and
 - ii) when prohibited, any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device;
33. "Traffic control device" means any sign, signal, marking or device placed, marked or erected under the authority of this Act for the purpose of regulating, warning or guiding traffic;
34. "Traffic control signal" means a traffic control device, whether manually, electrically or mechanically operated, by which traffic is directed to stop and to proceed;
35. "Traffic lane" means
- i) outside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles but does not mean a parking lane, and
 - ii) inside an urban area, a longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles,
- whether or not the division is indicated by lines on the road surface;
36. "Trailer" means a vehicle so designed that it may be attached to or drawn by a motor vehicle and intended to transport property or persons and includes any trailer that is designed, constructed and equipped as a dwelling place, living abode or sleeping place, either permanently or temporarily, but does not include machinery or equipment used in the construction or maintenance of highways;
37. "Truck" means a vehicle designed primarily for the transportation of property or equipment but does not include a chassis-cab, crawler mounted vehicle, trailer, machinery or equipment used in the construction or maintenance of highways or an off-highway vehicle as defined in the *Off-highway Vehicle Act*;
38. "Truck tractor" means a truck that is designed primarily for drawing another vehicle and that is not designed to carry any load other than part of the weight of a vehicle drawn, and includes a vehicle that is designed to accommodate a 5th wheel coupling, but does not include a crane equipment breakdown vehicle;
39. "Urban area" means a city, town or village;
40. "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway.

102. Traffic Control Device

- A. The Town Coordinator or designate is hereby authorized to place, erect or mark traffic control devices at such locations as he may determine and shall place traffic control devices at such locations as Council may by resolution direct and may from time to time alter the location of such traffic control devices for the following purposes:
- (a) to divide the surface of a roadway into traffic lanes marked by solid or broken lines.
 - (b) to prohibit U turns at any intersection
 - (c) to designate any intersection or other place on the highway as intersection or place at which no left hand turn or right hand turn shall be made.
 - (d) to designate as one way street any roadway or portion thereof.
 - (e) to designate school zones and playground zones.
 - (f) to designate truck routes.
 - (g) to set apart as through streets any highway or part of a highway and to control entry to any highway by means of a stop sign or yield sign.

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- (h) to designate a crosswalk upon any highway.
 - (i) to designate parking stands for use of any particular class of vehicle.
 - (j) to close or restrict the use of any highway, subway, bridge or over pass or any part of any highway, subway, bridge or over pass either as to the full width thereof or as to part of the width thereof with respect to any class or classes of vehicles or with respect to any class or classes of pedestrians.
 - (k) to prohibit, restrict or regulate the parking of vehicles or any particular class of vehicles on any highway or other public street or any portion thereof during such hours as he may determine.
 - (l) to designate and mark guidelines for angle and parallel parking on any highway or other public place or any portion thereof.
- B. The Secretary-Treasurer shall keep record of all such locations which shall be open to public inspection during normal business hours.
- C. No person shall post or exhibit or cause to be posted or exhibited any notice, placard, bill or printed material or other type of notice whatsoever upon any traffic control device.
- D. Notwithstanding any provision of this Bylaw, all traffic control devices placed, erected or marked in the Town of Claresholm prior to the passing of this Bylaw shall be deemed to be duly authorized traffic control devices until altered pursuant by the provisions of this Bylaw.

103. Inflammable and Explosive Materials

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

104. Parking

1. No person shall allow any vehicle to remain parked for a period of time in excess of the maximum permitted time indicated on the parking signs pertaining to that space. A further offence shall be deemed to have occurred for each subsequent period of time in excess of that permitted by the parking signs that the vehicle remains so parked.
2. The Secretary-Treasurer may designate or cause to be properly marked, portions of a highway for 10 minute, 15 minute, 20 minute, 30 minute, 1 hour, 2 hour, 3 hour or 4 hour parking of vehicles. No person shall park a vehicle for any period of time exceeding the time limit so designated.
3. No person shall park a vehicle in a lane. Lanes, however, may be used for such a period of time as may be reasonably necessary for the loading or unloading of passengers or goods from a vehicle provided that the vehicle concerned in such loading or unloading of passengers or goods does not so obstruct the lane as to prevent other vehicles or persons from passing along such lanes while the loading or unloading of the passengers or goods is taking place.
4. The Secretary-Treasurer may designate and cause to be properly marked by signs, portions of a highway as truck loading or unloading spaces and may cause such spaces to be marked with a sign designating the area as a loading zone.
5. No person shall park a vehicle in a truck loading or unloading space for a period of time longer than 15 minutes.
6. When actually taking on or discharging passengers, no person shall park or stand a vehicle for a period of time at a passenger loading zone, at a no parking area, or in front of the main entrance or doorway of a public building.
7. No person shall park any trailer (whether designed for occupancy for persons or carrying of goods and equipment) upon any highway unless the said trailer is attached to a vehicle by which it may be propelled or drawn and when so attached the trailer shall be deemed part of the vehicle and subject to the regulations pertaining to the vehicles.

8. No person shall park any commercial vehicle, bus, truck or truck tractor and trailer with a gross vehicle weight of more than four thousand, five hundred kilograms (4,500 kg), or a length of more than twelve point five metres (12.5 m) except upon any highway where such parking is expressly permitted or except for the purpose of unloading and loading such vehicles.
9. Vehicles that exceed the restrictions in Section 104 (8) above are limited to travel in those areas designated as "Truck Routes" in Schedule "B" which is included in and forms a part of this bylaw.
10. No person shall park a trailer or recreational vehicle upon a highway unless the trailer or recreational vehicle is attached to the vehicle by which it may be drawn.
11. An owner or operator of a recreational vehicle shall not park the recreational vehicle on a highway in the Town, except in the area of the roadway immediately adjoining the owner or operator's place of residence and for no more than seventy-two (72) consecutive hours, following which the owner or operator shall move the recreational vehicle to an off-highway location for a period of not less than forty-eight (48) consecutive hours before the recreational vehicle may be parked again in the area of the roadway immediately adjoining the owner or operator's place of residence.
12. No person shall park any vehicle on any land owned by the Town of Claresholm which the Town uses or permits to be used as a playground or recreation area or public park except on such part thereof as may be designated by the Secretary-Treasurer with a sign or signs for vehicle parking.
13. When parking on a roadway, a driver shall park his vehicle with the side thereof parallel to the curb or edge of the roadway and:
 - (a) with the right hand wheel thereof not more than 500 millimeters from the right hand curb or edge of the roadway, or
 - (b) in the case of a one way highway where parking on either side is permitted with the wheels closest to the curb or edge of the roadway not to be more than 500 millimeters from that curb or edge and with the vehicle facing the direction of travel authorized for that highway.
14. Where a sign indicates that angle parking is permitted or required and parking guidelines are visible on the roadway a driver shall park his vehicle:
 - (a) with the sides thereof between and parallel to any two such lines and
 - (b) with one front wheel thereof not more than 500 millimeters from the curb or edge of the roadway.
15. Where a sign indicates that angle parking is permitted or required but no parking guidelines are visible on the roadway a driver shall park his vehicle:
 - (a) with the sides thereof at an angle between 30 and 60 degrees to the curb or edge of the roadway, and
 - (b) with one front wheel thereof not more than 500 millimeters from the curb or edge of the roadway.
16. No person shall angle park any vehicle which exceeds 6 meters in overall length upon any highway of the Town except at such locations as have been designated by the Secretary-Treasurer and have been marked provided however that the person may park in such other locations and for such period of time as may be designated in writing by the Secretary-Treasurer.
17. Where parking guidelines are visible on a roadway, no driver shall park a vehicle except within the limits of the lines designating a parking stall.
18. No person shall park his vehicle with the sides thereof parallel to the curb or edge of the roadway when angle parking is permitted or required.

Bylaw 1429
Streets & Traffic

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19. (A) No person shall park or leave any vehicle on private land or property that has been clearly marked as such by a sign or signs erected by the owner or his agent unless such person has obtained the permission of the owner, tenant, occupant or person in charge or control of the said land or property.
- (B) Any Peace Officer may cause a vehicle improperly parked on private property to be removed and taken to and stored in a suitable place and all cost for removal and storage are liened upon the vehicle which may be enforced in the manner provided by the *Possessory Liens Act* R.S.A. 1970 Chapter 279.
20. No person shall park any vehicle in that part of a driveway which lies between the curb or the traveled portion of the road and the property or lot boundary line which runs parallel to the said curb or traveled portion of roadway.
21. Any person who is empowered to enforce the provisions of this bylaw is hereby authorized to place an erasable chalk mark on the read face of the tire of a parked or stopped vehicle without that person or the municipality incurring liability for doing so.
22. In any case where by reason of an emergency or of any special circumstances which in the opinion of the Secretary-Treasurer make it desirable and in the public interest to do so the Secretary-Treasurer may:
 - (a) temporarily close, in any area of the Town, any highway in whole or in part to traffic, or
 - (b) temporarily suspend in any area of the Town parking privileges granted by the provisions of this or any other bylaw and the Secretary-Treasurer may for such period of time as he deems necessary to meet such emergency or special circumstances take such measure for the temporary closing of such highway or suspension of parking privileges and place barricades or post appropriate notices on or near the highway concerned as he may consider it to be necessary in the circumstances.
23. When a vehicle exceeds the length of a single parking space the operator may park such a vehicle so that it occupies two but not more than two parking spaces.
24. A person shall not park or stand a vehicle or permit such vehicle to remain parked in such a manner as to interfere with the proper operation of any vehicle used by the Fire Department of the Town or of any other emergency vehicle.
25. Except as otherwise provided in this section where parking spaces have been marked on any roadway unless the act, another provision of this bylaw or a traffic control device otherwise permits the driver of any vehicle shall stop or park such vehicle only between the lines or markings indicating the limits of a single parking space.
26. Except in the case of an emergency not allowing the vehicle to be moved a person shall not stand or park any vehicle on the street for the purpose of greasing, washing or repairing the vehicle.
27. No person shall leave parked on any street any self propelled type of vehicle incapable of being moved under its own power.
28. Subsection 104 does not apply to a vehicle which has been left parked because of a breakdown or other emergency if the person in charge or control of the vehicle can establish that he has taken action to arrange for the removal of the vehicle forthwith.
29. A person being in charge or control of a garage or service station or other premises where repairs or installations are made to vehicles for compensation shall not leave or cause or suffer or permit to be left on any street or alley a vehicle which has been left in his possession for carrying out repairs or making installation or for any other purpose whatsoever.
30. A person shall not leave parked on any street, a trailer, semi trailer, mobile drilling equipment or any vehicle which has been detached from the vehicle which is used to draw it.

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31. Where any type of motor vehicle has removable camping accommodations installed on it, the operator or owner of the vehicle or any person in charge of the vehicle either permanently or temporarily shall not leave the camping accommodation or other removable portion of the motor vehicle used for this purpose on any portion of a street after the same has been removed from the motor vehicle.
32. No person shall drive a vehicle on or over newly painted lines on any roadway when the same is indicated by signs, flags, or other warning devices.
33. No person shall drive a vehicle on a roadway with more than one vehicle in tow.

105. Other Offences:

Unless required or permitted by this bylaw or the *Highway Traffic Act* or by a traffic control device or in compliance with the directions of a Peace Officer or to avoid conflict with other traffic, a driver shall not stop or park his vehicle:

- (a) on a sidewalk or boulevard, or
- (b) on a crosswalk or any part of a crosswalk, or
- (c) within an intersection, or
- (d) at an intersection nearer than 5 meters to the projection of the corner property line immediately ahead or immediately to the rear except when a vehicle is parked in a space where other traffic control device indicates parking is permitted, or
- (e) within 5 meters upon the approach to any stop sign or yield sign, or
- (f) within 5 meters of any fire hydrant, or when the hydrant is not located at the curb, within 5 meters of the point on the curb nearest the hydrant, or
- (g) within 1-1/2 meters of an access to a garage, private road or driveway or vehicle crossing over a sidewalk, or
- (h) within 5 meters of the near side of a marked crossway, or
- (i) along or opposite any street excavation or construction when stopping or parking would obstruct traffic, or
- (j) on the roadway side of a vehicle parked or stopped at the curb or the edge of the roadway.

106. Bicycles:

- (a) A carrier of a newspaper, magazine or flyer may ride a bicycle on a sidewalk, footpath, walkway or boulevard if he is delivering copies of a newspaper, magazine or flyer at the time.
- (b) Subject to the other provisions of this Section, no person shall ride a bicycle on a sidewalk, footpath, walkway, or boulevard.
- (c) Notwithstanding the provision of Subsection (b) the Council may designate those portions of sidewalks, footpaths, walkways, or boulevards where bicycles may be ridden by other persons who are not carriers of newspapers delivering copies thereof.
- (d) A person riding a bicycle subject to subsection (a) and (c) on any sidewalk, footpath, or walkway where pedestrians are also allowed shall ride the bicycle in a manner which does not interfere with any pedestrian lawfully on or alighting from or entering onto a means of transportation who is lawfully using the sidewalk, footpath or walkway.

107. Funerals:

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

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108. Fires:

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

109. Vehicles with lugs:

No person shall drive, propel or move on any highway any vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle, or any vehicle having a caterpillar tread, unless and until he or she has special permission, in writing, from the Secretary-Treasurer.

110. Engine Retarder Brakes

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

111. Every person shall be guilty of an offence who:

- (1) coasts on any highway on a sled, toboggan, or skis.
- (2) washes a vehicle upon any highway or drains the radiator of any vehicle upon a highway or washes a vehicle near a highway, or otherwise causes water, slush or ice to form upon a highway or public sidewalk.

112. No owner or occupant of private property in the Town shall allow anything to be erected, placed, planted or grown, whether planted or erected before or after the date of the passing of this bylaw, to grow or to remain at a greater height than 0.8 metres above the centre line grades of the intersecting streets in the area bounded by the property lines of such corner lots and a line joining points along the said property line 11.6 metres (or such other distance as required by the Municipal Planning Commission) from the point of intersections.

113. The Secretary-Treasurer or his designated authority may serve by registered mail a notice in writing upon any person required to comply with the provisions of Section 111.

114. Penalties:

- (a) Any person violating any of the provisions of this bylaw or any other person responsible for such violation shall be liable on a summary conviction before a Provincial Judge or any Justice of the Peace having jurisdiction therein, to a penalty not exceeding \$500.00 exclusive of costs.
- (b) Any Peace Officer may impound and remove from a highway, street, alley, parking lot or other public place, a vehicle in respect of which charges have not been paid or of a vehicle parked in violation of a provision of this bylaw and all costs of removal which may be enforced in the manner provided by the *Possessory Liens Act*.
- (c) If a vehicle is driven, used, parked or left in contravention of any provision of this bylaw the owner of the vehicle is guilty of an offence and liable for the contravention and the penalty provided herein unless he proves to the satisfaction of the Magistrate trying the case that at the time of the contravention the vehicle was not driven, used, parked or left by him or by any other person with his consent, expressed or implied.

115. Police Tags:

- (a) Where any Peace Officer believes that any person has committed a breach of any of the provisions of this bylaw as set out in Schedule "A" hereto he may serve upon such person a notice or tag as provided herein.
- (b) Service of any such notice or tag shall be sufficient if it is:

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- (1) personally served
 - (2) served by double registered mail
 - (3) attached to the vehicle in respect of which the offence is alleged to have been committed.
- (c) Upon production of any such notice or tag within seven days from the date of service of such notice, together with the payment of the sum specified in Schedule "A" hereto to a person authorized by the Secretary-Treasurer of the Town of Claresholm to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this Section, such payment shall be accepted in lieu of prosecution.
- (d) If the person upon whom any such notice or tag is served fails to pay the said sum within the time allotted, the provisions of this Section shall no longer apply.

116. Nothing in this Section contained shall:

- (a) prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections in Schedule "A" hereto.
- (b) prevent any person from laying any information or complaint against any other person for committing a breach of any of the Sections in Schedule "A" hereto, or
- (c) prevent any person from exercising any legal right such person may have to lay an information or complaint against any other person (whether such person has made a payment under the provisions of this bylaw or not), for breach of any of the Sections in Schedule "A" hereto).

117. Where any person has made a payment pursuant to the provisions of this Section and is prosecuted for the offence in respect of which such payment has been made, such payment shall be refunded.

118. No person other than the owner or driver of a vehicle shall remove any notice placed or fixed to such vehicle by a Peace Officer in the course of his duties.

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

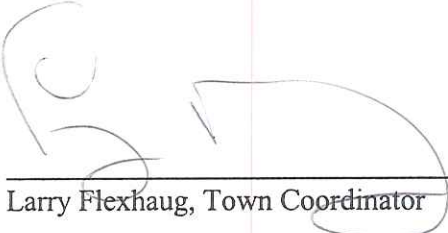
120. If by reason of any contravention of any provision of this bylaw, the Town is authorized or required to move the motor vehicle from a place where it is parked in contravention of the bylaw and to impound the same, the amount of the expense so incurred shall be added to the amount of any fine or penalty which may be imposed by reason of the contravention or to the amount of payment to be made in lieu of prosecution as provided in Section 114 (c) and the person concerned shall be required to pay the amount of such expense in addition to any fine, penalty or penalty in lieu of prosecution as the case may be.

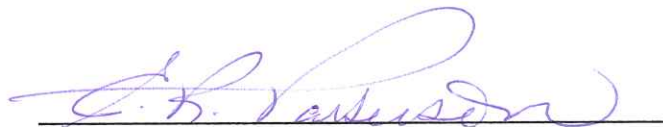
121. This Bylaw repeals bylaw 1114 and all amendments thereto.

READ a first time this 28 day of October, 2002.

READ a second time this 12 day of November, 2002.

READ a third time and finally passed this 12 day of November, 2002.


Larry Flexhaug, Town Coordinator


E. R. Patterson, Mayor

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Schedule "A"

<u>Parking Offences</u>	<u>Offence</u>	<u>Penalty</u>
103.	Parking gas trucks in a prohibited area	50.00
104. (1) (2)	Overparking	50.00
104. (3)	Parking in a lane	50.00
104. (5)	Overparking in truck loading space	50.00
104. (6)	Parking in NO PARKING AREA	50.00
104. (7)(10)(11)	Improper trailer & recreational vehicle parking	50.00
104. (8)	Improper parking of heavy vehicles	50.00
104. (12)	Parking in playground	50.00
104. (13a)	Improper parallel parking	50.00
104. (13b)	Improper parallel parking	50.00
104. (14)(a)(b)	Improper angle parking	50.00
104.	Improper angle parking	50.00
104. (15)(a)(b)	Improper angle parking	50.00
104. (16)	Improper parking	50.00
104. (17)	Parking outside of space	50.00
104. (18)	Failing to park in proper manner	50.00
104. (19a)	Parking on private property	50.00
	Parking of unauthorized vehicle	50.00
104. (23)	Parking of unauthorized vehicle	50.00
104. (24)	Parking as to obstruct emergency vehicle	50.00
104. (25)	Parking outside line	50.00
104. (26)	Greasing, washing or repairing vehicle	50.00
104. (27)	Parking of derelict vehicles	50.00
104. (29)	Parking of vehicle on Highway for repairs	50.00
104. (30)	Parking of Trailers, semi trailers	50.00
104. (31)	Parking of Recreation Vehicle	50.00
104. (32)	Driving on painted lines	50.00
104. (33)	Driving with vehicle in Tow	50.00
105. (a)	Parking on sidewalk or boulevard	50.00
105. (b)	Parking on crosswalk or part of	50.00
105. (c)	Parking within intersection	50.00
105. (d)	Parking too close to intersection	50.00
105. (e)	Parking too close to stop or yield sign	50.00
105. (f)	Parking too close to fire hydrant	50.00
105. (g)	Parking too close to garage access, private road, driveway or vehicle crossway	50.00
105. (h)	Parking too close to marked crosswalk	50.00
105. (i)	Parking too close to street obstruction	50.00
105. (j)	Parking on the roadway side of a vehicle	50.00
106.	Riding bicycle on sidewalk	50.00
107. (b)	Funeral procession	50.00
107. (c)	Driving through funeral procession	50.00
108. (c)	Driving over fire hose	50.00
109.	Driving on roadway with lugs	50.00
110.	Use engine retarder brakes	250.00
111. (1)	Coasting on highway with sled etc.	50.00
111. (2)	Washing vehicle on highway	50.00
112.	Planting or growing plants on corner lots	50.00

Schedule "B" - Designated Truck Routes

1. 50th Avenue East, Highway #2 to 2nd Street East
2. 2nd Street East from 43rd Avenue north to Division Ave
3. 5th Street East
4. 8th Street West
5. 43rd Avenue (Secondary Highway #520)
6. Division Avenue

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1471

A Bylaw of the Town of Claresholm to amend Bylaw #1429 being a bylaw for the control and regulation of the use of streets and highways within the Town and the traffic and pedestrians moving thereon and the parking of vehicles on streets and alleyways; and

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:

SECTION:

104. 9) Any commercial vehicle, bus, truck or truck tractor may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley. Said vehicle must not obstruct or hinder the normal flow of traffic; pedestrian or vehicular.

2. Delete:

Schedule "B" Designated Truck Routes

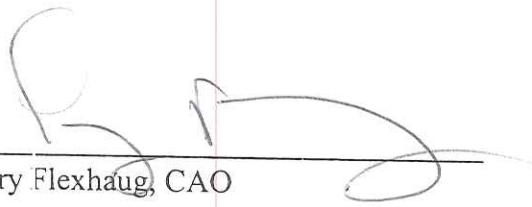
3. This Bylaw shall take effect on the date of final passage.

4. Bylaw #1429 is hereby amended

Read a first time in Council this 13th day of March 2006 A.D.

Read a second time in Council this 27th day of March 2006 A.D.

Read a third time and finally passed in Council this 27th day of March 2006 A.D.


Larry Flexhaug, CAO


Rob Steel, Mayor



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1556

A Bylaw of the Town of Claresholm to amend Bylaw #1429, being the Traffic Bylaw.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Traffic Bylaw #1429; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1429;

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

1. The Town of Claresholm Traffic Bylaw #1429 shall be amended as follows:

101(1) "Act" means the *Traffic Safety Act* RSA 2000 Chapter T-6 and amendments thereto.

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

3. Bylaw #1429 is hereby amended.

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

Read a second time in Council this 12th day of October 2010 A.D.

Read a third time in Council and finally passed in Council this 12th day of October
2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



ALBERTA
EDUCATION

Office of the Minister

October 6, 2011

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


Dear Mayor Moore:

Thank you for your recent letter requesting approval to purchase Claresholm Elementary School upon completion of the modernization of Willow Creek Composite High School. I strongly support the use of public assets for community purposes such as those you indicated in your letter.

Livingstone Range School Division has also written to me expressing its agreement to transfer the property and seeking my support and approval for the disposition of the building to the Town of Claresholm. As the school will be needed for approximately two years to accommodate students during the modernization project at Willow Creek Composite High School, I have asked Livingstone Range School Division to advise my office once the Claresholm Elementary School building is no longer needed. At that time, I do intend to support the request, provided that the property is surplus to Livingstone Range School Division and the division supports the transfer of the school building to the Town of Claresholm.

I trust this information provides some assurance to you at this time. Thank you again for writing.

Yours truly,



Dave Hancock, Q.C.
Minister

cc: Evan Berger
MLA, Livingstone-Macleod



FEDERATION OF CANADIAN MUNICIPALITIES
FEDERATION CANADIENNE DES MUNICIPALITÉS

September 28, 2011

Invoice no: 20119

Dear Members of Council:

It's time to renew your annual membership with the Federation of Canadian Municipalities (FCM).

The past year has been very productive for FCM and our members, as we have worked together to influence federal policies that have led to **billions of dollars in available funding** for all Canadian communities.

Recent successes include an extension to the Economic Action Plan for one construction season, a commitment from the government to work with FCM on a long-term plan for public infrastructure, and a three-year, \$1.4-billion affordable housing program.

Now, as you **prepare to renew your membership**, we are dedicating time and resources to focus on key areas of interest for your community over the coming year. Priority areas include:

- Infrastructure – ensuring the long-term infrastructure plan reflects the needs of municipalities
- Policing and public safety – reforming the national policing system to establish a fairer distribution of responsibilities and resources.
- Rural, remote and northern – improving life in these communities through dedicated federal programs that address economic and social issues
- Transit and transportation – addressing transportation, commuting and public transit issues in the long-term infrastructure plan.

The Town of Claresholm benefits from FCM-driven programs **by receiving about *\$330,225 in revenue** from GST rebates and the Gas Tax Fund this year. Your 2012-2013 FCM membership renewal is only \$607.

Your membership in FCM makes a difference. As our member base has doubled over the past decade, we have become more influential in Ottawa. The result: annual federal investments in municipalities grew from \$125 million to **\$4.75 billion**, and this doesn't include the \$12 billion from the Economic Action Plan since 2009.

Now, as we work with the government on long-term, sustained infrastructure funding and other priorities, we need your support to ensure we are successful, just as we were in securing the GST rebate, the Gas Tax Fund and billions of dollars in other funding programs for municipalities.

FCM gives your municipality the strength of close to 2,000 communities across the country to overcome the challenges you face. **Keep our voice strong** – renew your membership today.

Sincerely,

Berry Vrbanovic
FCM President
Councillor, Kitchener, ON

** This amount is an estimate based on an average national allocation of federal funds.*



President
Président
100, Wellington Street West
Toronto, Ontario M5X 1C7

First Vice-President
Première vice-présidente
100, Wellington Street West
Toronto, Ontario M5X 1C7

Second Vice-President
Deuxième vice-président
100, Wellington Street West
Toronto, Ontario M5X 1C7

Third Vice-President
Troisième vice-président
100, Wellington Street West
Toronto, Ontario M5X 1C7

Past President
Président sortant
100, Wellington Street West
Toronto, Ontario M5X 1C7

Chief Executive Officer
Chef de la direction
100, Wellington Street West
Toronto, Ontario M5X 1C7

20 Avenue Brantford, Ottawa
Ottawa, Ontario K1N 1E3

416-925-2121
1-877-944-4777

www.fcm.ca



2011-2012
 2012-2013
 2013-2014

**Membership Invoice
 2012-2013
 Facture d'adhésion**

24, rue Clarence Street
 Ottawa, Ontario K1N 5P5
 T. 613-241-5221
 F. 613-241-7440

**Mrs. Kris Holbeck
 Town of Claresholm
 45 Avenue West
 Suite 221
 P.O. Box 1000
 Claresholm, AB T0L 0T0
 Canada**

**INVOICE/FACTURE: 20119
 DATE: 9/23/2011
 ACCOUNT/COMPTE: 286**

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/12 to March 31/13 / Frais de cotisation du 1^{er} avril 2012 au 31 mars 2013 Municipal Dues Calculated with a base fee of \$120.00 plus per capita fees of \$486.55(fee population of 3,700 x 13.15 cents).	\$606.55
TOTAL:	\$606.55
PAID AMOUNT/MONTANT PAYÉ:	\$0.00
BALANCE DU/MONTANT DÛ:	\$606.55

**Please include a copy of this invoice with your payment.
 Veuillez retourner une copie de la facture avec votre paiement.
 Thank You/Merci**

WHY WE RENEWED

"FCM is the pre-eminent forum to communicate a strong and united voice for Canadian cities."

— *Mayor of Vancouver Gregor Robertson,
Chair of FCM's Big City Mayors Caucus*

"The sources of income that FCM has secured via the Gas Tax Fund and the GST rebate, and its constant efforts to enable more funds like these, make the fee associated with an FCM membership a very good bang for our buck."

— *Mayor Jeff McConnell, Virden, MB*

"FCM provides the clout we need to advance our issues with the federal government."

— *Councillor Sharron Byers, Truro, NS*

RENEW TODAY

All Canadian municipalities, including yours, benefit from having a powerful national voice. Keep our voice strong.

Renew your membership today.

For more information, contact us at
membership@fcm.ca
or 613-907-6273.

FCM FEDERATION OF CANADIAN MUNICIPALITIES
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

KEEP OUR VOICE STRONG



1,900

Renew Your
FCM Membership
Today

www.fcm.ca

SINCE 1901



WHY RENEW?

As municipalities from every corner of the country, we face many challenges — some we can conquer on our own and some we cannot.

Your membership with the Federation of Canadian Municipalities (FCM) gives your municipality the strength of more than 1,900 communities across the country. Together, we can overcome common challenges and deliver the quality of life our citizens deserve. This is why it's so important for you to renew your membership with FCM.

UNITY = RESULTS

When we unite through FCM, we create a strong bond that allows all municipalities to speak with one national voice. Your support makes this voice possible.

With this voice, we tell our story in Ottawa and partner constructively with the federal government. We influence policies and programs that affect communities large and small. And we get results. Recent examples include:

- An extension to the federal Economic Action Plan for one construction season
- A commitment from the federal government to work with FCM, provinces, territories and others to develop a long-term sustainable plan for public infrastructure

- A \$1.4-billion federal-provincial-territorial program to fund affordable housing over the next three years
- Federal legislation that permanently protects the federal Gas Tax Fund from budget cuts, ensuring \$2 billion will continue to flow to municipalities each year
- Continuation of the 100 per cent GST rebate, worth \$800 million annually for cities and communities

MORE FOR YOU

Advocacy in Ottawa is just part of what FCM does for you. As a member, you have access to events, funding and education programs, and international development opportunities — all designed to share knowledge, improve municipal government and provide a better quality of life.

EVENTS: FCM's Annual Conference, along with its annual Sustainable Communities Conference and Trade Show, offer networking opportunities and best practices for overcoming municipal issues. Your membership entitles you to registration discounts.

PROGRAMS: Municipalities need help in key areas — and FCM's funding and education programs are the answer. These programs address green initiatives, affordable housing, women in government, climate protection, reduction of diesel truck emissions and partnering with First Nations

communities. FCM's largest program, the Municipal Fund™, is a \$550-million program funded by the Government of Canada to support municipal efforts to improve air, water and land.

FCM ABROAD: As municipal leaders, you know strong local government is the key to improving the quality of life in Canada and abroad. FCM's international development programs help you share our expertise in municipal government and services with local governments in Eastern Europe, the Caribbean and elsewhere. With these partners, we are advancing development, education, health and safety, the environment, emergency services, disaster relief and more, in their communities.

JOHNSON

As a member of the FCM you can expect excellent coverage for home, auto and travel.

Home and Auto Insurance
1.800.563.0677 (Provide Group ID Card)

MEDOC® Travel Insurance
1.866.606.3362

www.johnson.ca/fcm

Home and auto insurance is available through Johnson Inc., a licensed insurance broker, primarily underwritten by Unifund Assurance Company (Unifund), a licensed insurance broker. Only home insurance is available in BC, SK and MB. An alternate underwriter may apply. MEDOC® is a Registered Trademark of Johnson Inc. MEDOC® is underwritten by Royal & Sun Alliance Insurance Company of Canada and Johnson Inc. and Royal & Sun Alliance Insurance Company of Canada share the same name.



Rowan House Emergency Shelter
Box 610
Black Diamond, Alberta T0L 0H0
PH: 403.938.6785 FAX: 403.938.0821
www.rowanhouse.ca
Executive Director: 403.938.6785

strength, courage, hope, healing...

September 29, 2011

Attention: Mayor & Council

Re: November Family Violence Prevention Month Proclamation

November has traditionally been recognized in Alberta as Family Violence Prevention Month. At Rowan House Emergency Shelter, we work to provide awareness, education and support throughout the entire year that demonstrates the need to move towards a society free of violence. We also do like to take the opportunity to focus on this work during the month of November and strive to raise awareness in the community during this time.

We ask that you proclaim November, Family Violence Prevention Month and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

I would like to attend the Council meeting with the presentation of the Proclamation, or to have the opportunity to make a public announcement together where we could declare the Proclamation in your community.

Thank you for your support as we help bring awareness to the harm done through family violence.

In gratitude;

Sherrie

Sherrie Botten

Executive Director
Region 3 Family Based Care Society - Rowan House Emergency Shelter
Phone: 403-938-6785; Fax: 403-938-0821
Email: r3fbc@shaw.ca

Charitable Registration #: 899496707 RR0001



Family Violence Prevention Month

Whereas there are many people in Alberta who experience the impact of family violence; and

whereas the impact may be carried on from generation to generation; and

whereas all Albertans have a role to play in preventing family violence.

Therefore, I _____ do hereby proclaim the

Month of November 2011 to be Family Violence Prevention Month

in _____.

I call upon citizens to speak out against family violence. I call upon you to make a difference by creating a culture of support for those impacted by family violence. And I call upon you to encourage all Albertans to help make our province violence free in 2011 and beyond. You can end the silence and stop the violence.

In witness whereof,

I have here unto set my hand this

_____ Day of _____, 2011

Signature & Title





B R O W N L E E
L L P
Barristers & Solicitors

Emerging Trends

In Municipal Law 2012

THE LATEST ISSUES IMPACTING MUNICIPALITIES

“KEEPING IT SIMPLE IN A COMPLEX WORLD”

The Best Laid Plans

Redevelopment Challenges and Solutions

The Cure for What Ails You

*Simple Practical Solutions to Your Human
Resources Nightmares*

Social Media

(Breakout Session – Topic 1)

Promotion, Pitfalls and Privacy

Intermunicipal Infrastructure Projects and Operations

(Breakout Session – Topic 2)

Hit the Ground Running – Stay on Track

Bear Pit Session

Your Questions Answered

Calgary

Thursday, February 2, 2012

Carriage House Inn

9030 Macleod Trail South

Phone: 403.253.1101

8:00AM – 3:30PM (Reception to follow)

SEE REVERSE SIDE FOR REGISTRATION DETAILS

NEW VENUE!!

Edmonton

Thursday, February 9, 2012

Northlands EXPO Centre

7300-116 Avenue

8:00AM – 3:30PM (Reception to follow)

WE WANT YOUR INPUT!

What municipal issues concern you the most? Let us know!
Selected questions will be addressed in the Bear Pit session.

Practitioners in the following practice areas will be present throughout the day to answer your questions:

**Planning & Development, Construction & Tendering, Expropriations, Environmental,
Employment & Labour, Municipal Utilities & Utility Regulation, ERCB, Municipal Corporations**

Annexation & Intermunicipal Dispute Resolution Workshop

The Oldman River Regional Services Commission (ORRSC) invites you to attend **one** of two sessions on *Annexation & Intermunicipal Dispute Resolution*:

Date: **Wednesday, November 16, 2011**

Session 1: **1:30 pm - 3:30 pm**

OR

Session 2: **7:00 pm - 9:00 pm**

Place: **ORRSC Conference Room**
3105 –16th Avenue North, Lethbridge
north parking lot & entrance (see map on reverse)

Cost: **\$10.00/person**

Who should attend: **Council / CAO / Manager**

Featured Speakers: Rick Duncan, Case Manager – Municipal Government Board
 Bill Diepeveen, Manager – Municipal Dispute Resolution,
 Municipal Affairs

We encourage all municipalities that wish to better understand annexation; that are in the process of annexation; that are contemplating future annexation; or, that are affected by proposed annexation requests to attend. The workshop will focus on the process required for annexation, the principles behind annexation decisions and the importance of intermunicipal cooperation.

In addition, municipalities may schedule an individual 30-minute consultation with the representatives from Municipal Affairs and the Municipal Government Board between sessions. Limited space is available – refer to Registration Form.

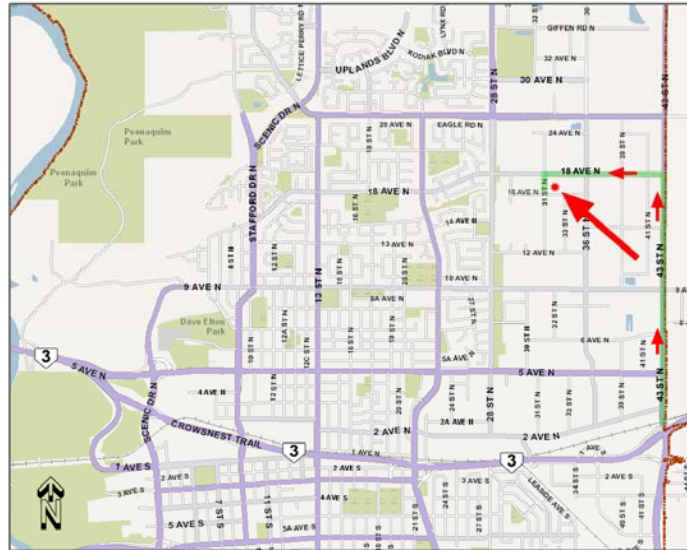
Please return the attached registration form by Friday, November 4, 2011



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Wednesday - November 16, 2011

Annexation & Intermunicipal Dispute Resolution Workshop



Directions to Oldman River Regional Services Commission 3105 - 16th Avenue North

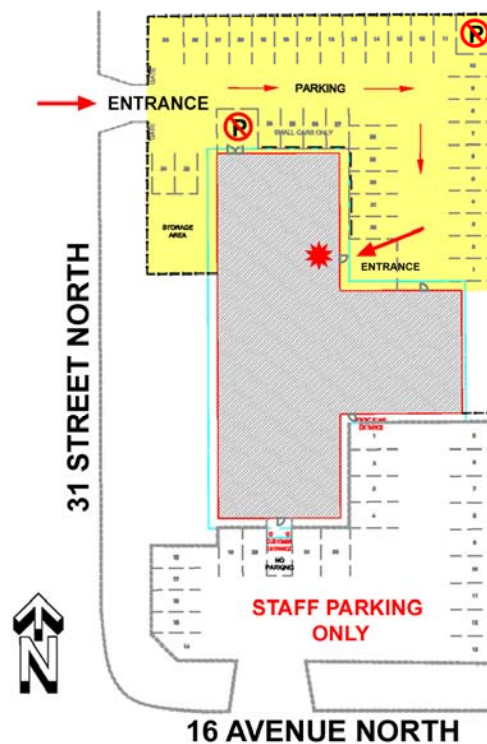
Follow
Highway 3/Crowsnest Trail
into Lethbridge

Turn north
at 43 Street

Turn west (left) on
18 Avenue North

Turn south (left) on 31 Street
North

Turn east (left) at the
second driveway
near the corner of
31 Street North and 16 Ave N



Conference Room Parking Map for Oldman River Regional Services Commission

Please feel free to contact us:

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

PHONE: (403) 329-1344 | FAX: (403) 327-6847 | EMAIL: orrsc@telus.net



SKATECANADA
CLARESHOLM SKATING CLUB

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

October 19, 2011

Dear Town Councillors;

The Claresholm Skating Club was formed 51 years ago. We are a non-profit organization run by volunteers. Our goal is to provide quality skating programs that are available to all members of our community. Our membership includes 75 skaters ranging in age from 3 years to adults.

Our Club has been awarded the opportunity to host the South Region FunSkate Competition. This event will be held January 20 to 22, 2012. This competition will bring 200 skaters and their families from Southern Alberta to Claresholm. It will be an exciting event for our Town.

An event of this size requires a considerable investment of time and money. One of our largest expenses will be the ice rental. For this competition, ice rental costs are estimated at \$1700.00. Other expenses include award medals, the cost of accommodations, meals and travel expenses for volunteer judges and data specialists.

We request the support of the Town of Claresholm for this Competition. Specifically, we request the Town waive a portion or all of the ice rental fees for January 20 to 22, 2012. The last competition we held was in 2005 and the Town generously waived the ice fees for that event. A donation of ice rental fees will earn the Town Platinum Sponsor status.

We offer four levels of sponsorship. The Platinum Sponsor is the most prestigious level and offers the greatest sponsor benefit. Platinum Sponsors receive the following benefits:

- Your name displayed on a poster at the Competition.
- Your name listed in the Competition Program.
- A business card advertisement included in the Competition Program.
- Your name as sponsor of a major event or multiple events.
- Your name is listed with the event in the Competition Program and is announced with the event during competition.
- Opportunity to display your banner or poster at the Competition.
- Opportunity to present medals to event winners.
- Other requested benefits negotiated with Club.

Please consider our request for support favourably. You will be giving our local skaters and all competitors a chance to showcase their talent.

P.O. Box 1573, Claresholm, Alberta T0L 0T0
skate.claresholm@gmail.com
www.skatecanada.ca/claresholmskatingclub



SKATECANADA
CLARESHOLM SKATING CLUB

If you are ready to support the skaters, please provide the Town logo to the address shown. Electronic versions of logos can be sent to the email address provided.

I would be pleased to provide additional information that you may require. Please contact me to discuss sponsorship opportunities. I can be contacted at 403-625-4331.

Yours truly,

Donna Moses
Competition Chairperson



Energy-from-Waste

Research Project Summary Report

A summary of the key information, analysis, conclusions and rationale of the assessment of the potential for development of an Energy-from-Waste facility in Southern Alberta.

IN SUPPORT OF:

Southern Alberta Energy-From-Waste Alliance
Vulcan Innovation Project
Vulcan County
102 Center Street, Box 180
Vulcan, Alberta T0L 2B0

PREPARED BY:

HDR
100 York Boulevard, Suite 300
Richmond Hill, ON L4B 1J8

Project #147454:

September 29, 2011



Volume 1 - Summary Report

Contents

1.0	INTRODUCTION	1
2.0	ASSESSMENT TASKS	2
2.1	WASTE GENERATION RATES AND FACILITY SIZING	2
2.2	TECHNOLOGY REVIEW	9
2.3	WASTE COLLECTION TRANSPORTATION AND HANDLING	10
2.4	ENERGY RECOVERY OPTIONS	13
2.5	AIR EMISSIONS, GREENHOUSE GASES AND CONTROL OPTIONS	17
2.6	PERMITTING, SITING AND SCHEDULE CONSIDERATIONS	21
2.7	CAPITAL AND OPERATING COSTS	24
3.0	PRIMARY FINDINGS	27

Figures

Figure 1 - SAEWA Membership	1
Figure 2 - Map of Southern Alberta Landfills and Transfer Stations	5
Figure 3 - Graph of Average Seasonal Variations in Disposal	5
Figure 4 - Daily Disposal Rate with a Constant Flow of non-MSW material	6
Figure 5 - Daily Disposal Rate with a Top up of Railway Ties to Balance Waste Flows	6
Figure 6 - Typical Waste Composition for Small Towns in Alberta	7
Figure 7 - Long Range Waste Projections for SAEWA	8
Figure 8 - Schematic of Material Handling for EFW System	11
Figure 9 - Optimal Facility Siting Zone (Waste Transport Basis)	12
Figure 10 - Optimal Facility Location Zone (Transportation Based)	16
Figure 11 - Power Generation Emissions Comparison	20

Tables

Table 1 - Average Annual MSW Disposal Rates from SAEWA Members	3
Table 2 - Summary of MSW Disposed from Non-SAEWA Members	3
Table 3 - Summary of Total and Available Waste Quantities	4
Table 4 - Composition of Waste Streams	7
Table 5 - Potentially Available Waste Streams	13
Table 6 - Facility Sizing	14
Table 7 - Energy Generation Characteristics	14
Table 8 - Energy Output and Key Market Characteristics	15
Table 9 - International Air Emission Limits	18
Table 10 - Alberta Air Emission Limits	19
Table 11 - Greenhouse Gas Implications	19
Table 12 - Preliminary Project Implementation Schedule	23
Table 13 - Financial Evaluation Assumptions	25
Table 14 - Estimated Life Cycle Costs	25
Table 15 - Environmental Life Cycle Considerations	26



Volume 2 - Technical Appendices

(Confidential documents under separate cover)

Phase 1, Task 1: Waste Generation Rates & Facility Sizing

Phase 1, Task 2: Combustion Technologies

Phase 2, Task 3: Waste Collection, Handling and Transportation

Phase 2, Task 4: Heat Recovery/Cogeneration Options

Phase 2, Task 5: Air Emissions, Greenhouse Gases and Control Options

Phase 2, Task 6: Permitting, Siting and Future Project Schedule

Phase 3, Task 7: Capital and Operating Costs

1.0 Introduction

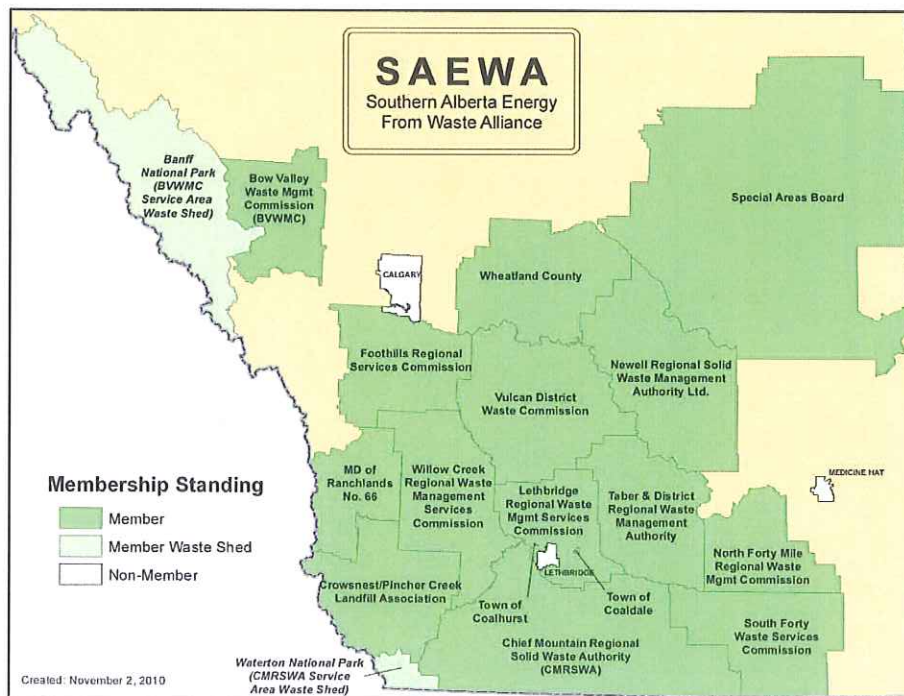
The Southern Alberta Energy-from-Waste Alliance (SAEWA) is a coalition of waste management jurisdictions committed to researching and recommending for implementation, technological applications for recovering EFW materials, and reducing reliance on landfills.

The membership of SAEWA consists of 16 waste authorities listed below and shown on Figure 1:

- Bow Valley Waste Management Commission
- Foothills Regional Services Commission
- MD of Ranchlands No. 66
- Crowsnest/Pincher Creek Landfill Association
- Willow Creek Regional Waste Management Services Commission
- Wheatland County
- Vulcan District Waste Commission
- Lethbridge Regional Waste Management Services Commission
- Town of Coalhurst
- Town of Coaldale
- Chief Mountain Regional Solid Waste Authority
- Newell Regional Solid Waste Management Authority
- Taber & district Regional Waste Management Authority
- North Forty Mile Regional Waste Management Commission
- South Forty Waste Services Commission
- Special Areas Board (Big Country)

Figure 1 provides a geographic perspective of the SAEWA membership.

Figure 1 - SAEWA Membership





2.0 Assessment Tasks

In July 2010, with the assistance of a grant from Rural Alberta Development Fund, the consulting team led by HDR was retained to assist SAEWA in further exploring the opportunities to develop an Energy-from-Waste (EFW) facility in Southern Alberta. This research project consists of four (4) phases, each with a series of tasks as follows:

Phase 1

The completion of Phase 1 activities resulted in the identification of waste quantities potentially available to be managed, the size of the facility required to manage these materials; and identification of technologies capable of managing the quantity and composition of available waste streams including anaerobic digestion, refuse derived fuel (RDF) processing and combustion, mass burn combustion, gasification and plasma arc gasification.

Phase 2

The Phase 2 analysis concluded that no further consideration should be given to anaerobic digestion technology due to limited applicability, limited energy recovery potential and regulatory and operational challenges. The completion of Phase 2 activities resulted in the identification of waste collection, transportation and handling implications with associated siting opportunities; heat recovery and cogeneration options, including potential market/siting opportunities; an additional level of detail with respect to the environmental implications (including transportation impacts from Task 3), and the facility permitting and siting requirements. A future project development schedule was outlined.

Phase 3

Phase 3 builds upon information developed in the preceding project tasks. The completion of Phase 3 activities will result in the identification of the financial and socio/economic implications of moving forward with the development of a facility(ies) and required supporting infrastructure.

Phase 4

The completion of Phase 4 has resulted in the assembly of this summary report and consolidation of all previous documents into the technical appendices attached to this document.

The following sections summarize the results of the above research project phases.

2.1 Waste Generation Rates and Facility Sizing

The baseline waste streams in Southern Alberta have been identified and categorized by source as follows:

- Municipal Solid Waste (MSW) from SAEWA members;
- MSW from non-SAEWA members; and
- Other waste sources within, or within close proximity to, Southern Alberta.

Waste Generation

Table 1 summarizes the waste disposal quantities from each of the SAEWA members. These figures represent an average disposal rate for the past three to four years, depending on the records that were submitted by the SAEWA waste authorities.

Table 1 - Average Annual MSW Disposal Rates from SAEWA Members

SAEWA Waste Authorities	Residential MSW (tonnes/year)	ICI Solid Waste ⁽¹⁾ (tonnes/year)	C&D Waste ⁽¹⁾ (tonnes/year)	Total tonnes/year	Current Method of Management
Bow Valley Waste Management Commission	11,400		12,000	23,400	Transfer MSW to Calgary LF and C&D to local LF
Foothills Regional SC	30,100		6,800	36,900	Local LF disposal
MD of Ranchlands No. 66	20			20	Transfer to Foothills LF
Crowsnest/Pincher Creek LFA	10,500	700	5,100	16,300	Local LF disposal
Willow Creek Regional WMSC	3,700		2,900	6,600	Local landfill disposal
Wheatland County	1,410			1,410	Transfer to Drumheller LF
Vulcan District WC	5,700			5,700	Transfer to Lethbridge LF
Lethbridge Regional WMSC	2,200		50,000	52,200	Transfer to Lethbridge LF
Town of Coalhurst	550			550	Transfer to Lethbridge LF
Town of Coaldale	3,000			3,000	Transfer to Lethbridge LF
Chief Mountain Regional SWMA	10,300			10,300	Local LF disposal plus transfer to Lethbridge LF
Newell Regional SMWA	12,700	6,500	2,950	22,150	Local LF disposal
Taber & district Regional WMA	6,300			6,300	Transfer to neighbouring LFs
North Forty Mile Regional WMC	1,500			1,500	Local LF disposal
South Forty WSC	1,480			1,480	Transfer to North Forty Mile LF
Special Areas Board (Big Country)	9,040			9,040	Local LF disposal
TOTAL	109,900	7,200	79,750	196,850	

Notes: (1) Where separate volumes are known. Where blank, these categories are included with the residential quantities.

The largest cities in Southern Alberta are not SAEWA members. These cities include Calgary, Lethbridge and Medicine Hat. These cities operate their own landfills, and their average disposal rates are summarized in Table 2 below.

Table 2 - Summary of MSW Disposed from Non-SAEWA Members

Non-SAEWA Members	MSW Disposed (tonnes/year)
City of Calgary	710,000*
City of Lethbridge	110,000*
City of Medicine Hat	56,000
Drumheller Regional Landfill	30,000
RDEK (Ferne, Sparwood and Elkford)	8,000
Town of Strathmore	5,300
TOTAL	919,300

* The waste quantities from SAEWA members managed at the above non-SAEWA facilities have been removed to prevent the potential for double-counting of waste quantities.

Other waste sources that were quantified and considered as potential contributors to a future EFW facility include:

- ICI sector wastes
- Agricultural sector wastes
- Municipal wastewater treatment biosolids
- Contaminated soils
- Combustible oilfield wastes
- Railway ties
- Specified risk materials (rendering wastes potentially associated with bovine spongiform encephalopathy)

The following presents a breakdown of wastes evaluated as being potentially available to be directed to a future EFW facility in Southern Alberta.

Table 3 - Summary of Total and Available Waste Quantities

Waste Stream	Total Waste Quantities (Tonnes/year)	Potentially Available Waste for SAEWA (Tonnes/year)
MSW from SAEWA Members	196,850	196,850
MSW from Non-SAEWA Members	919,300	13,300
Other Waste Sources:		
ICI Sector Waste	290,000*	0**
Agricultural Waste	0***	0
Biosolids	22,232	1,232
Contaminated Soils	66,500	0
Combustible Oilfield Waste	2,500	2,500
Railway Ties	124,650	124,650
Specified Risk Materials - MBM	27,500	27,500
TOTAL	1,649,532	366,032

*Only includes quantities destined to the BFI landfill

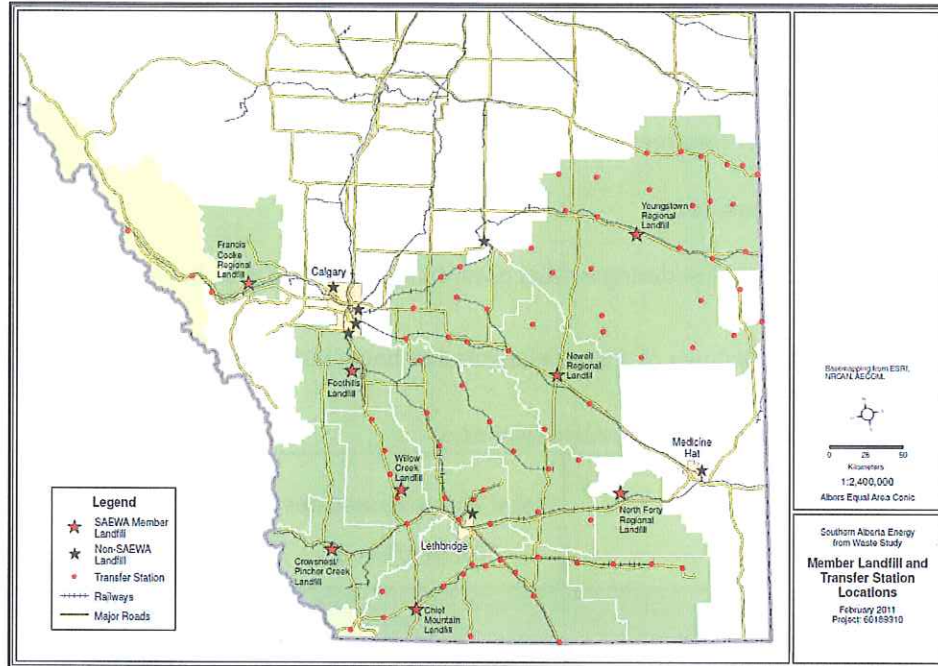
** These cannot be defined at this time, and would likely only be available on the basis of lower tipping fees and transportation costs. This represents quantities that go to non-SAEWA member landfills or private landfills.

***Included in "MSW from SAEWA" members category

Waste Management Facilities and Infrastructure

Information regarding existing waste management systems and programs in Southern Alberta was collected and assessed. Figure 2 shows the location of the primary waste management infrastructure components.

Figure 2 - Map of Southern Alberta Landfills and Transfer Stations



The tipping fees for disposal of waste in the SAEWA communities range from \$30 per tonne to \$95 per tonne, and have a median rate of \$55 per tonne, excluding transportation costs.

Waste Variability and Facility Sizing

Quantities of waste sent for disposal in SAEWA vary seasonally, typically following the pattern shown on Figure 3.

Figure 3 - Graph of Average Seasonal Variations in Disposal.

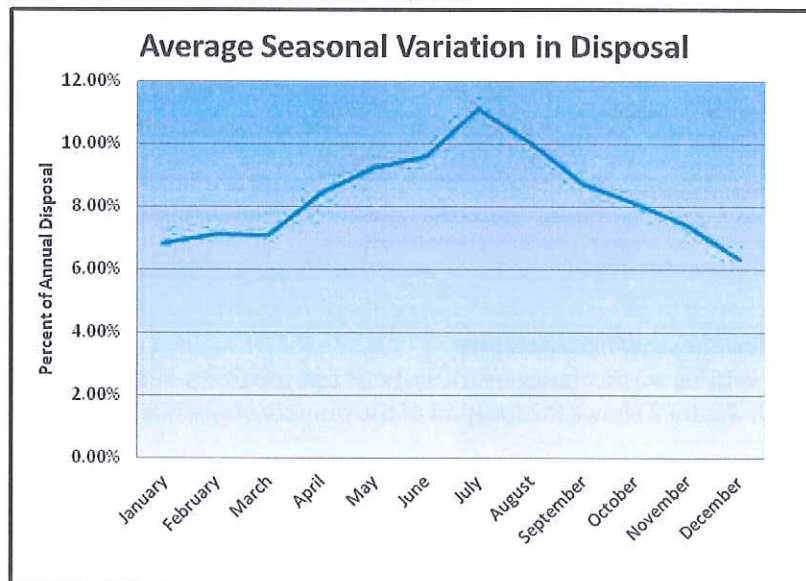
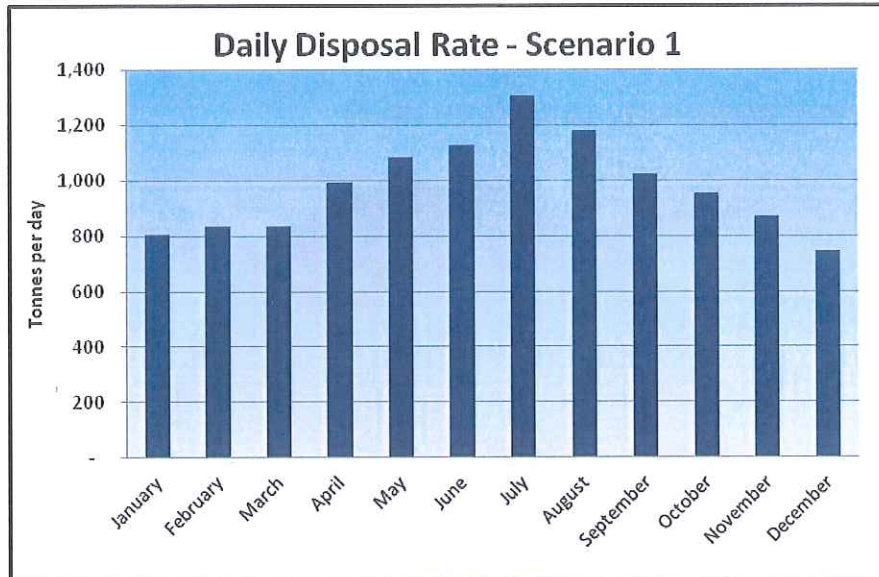
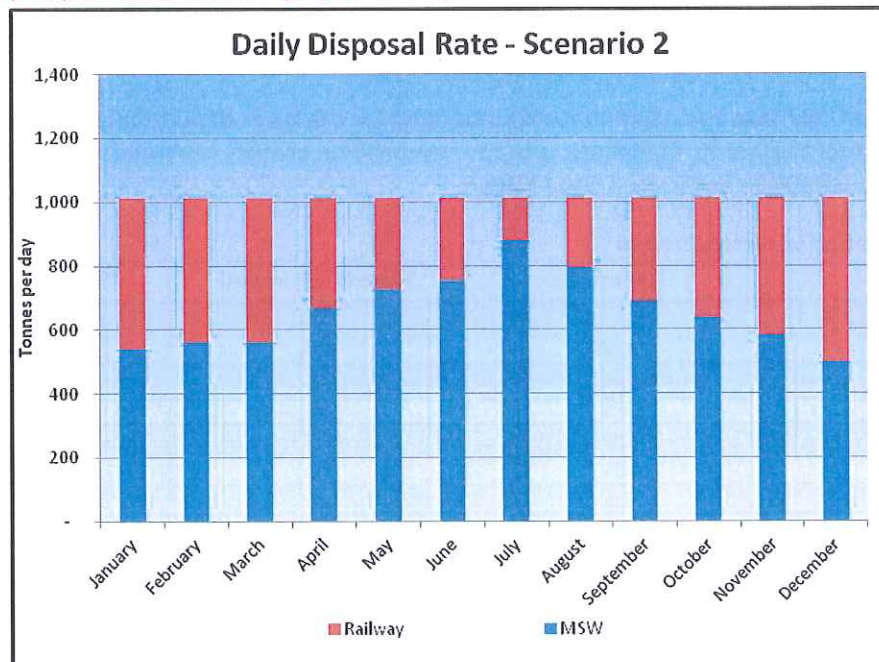


Figure 4 - Daily Disposal Rate with a Constant Flow of non-MSW material



Facility sizing takes into account both seasonal and daily variations in disposal rates as shown on Figure 4. Figure 5 illustrates how railway ties could be used to supplement the feedstock to attain a constant target EFW processing rate of approximately 1,000 tonnes/day.

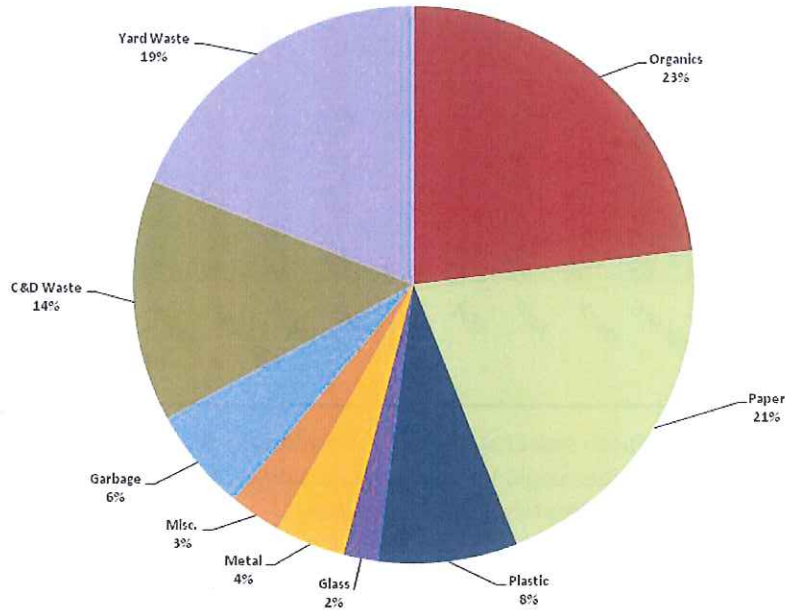
Figure 5 - Daily Disposal Rate with a Top up of Railway Ties to Balance Waste Flows



Waste Composition and Energy Content

Alberta Environment has compiled information on the typical waste composition for smaller towns in Alberta as shown on Error! Not a valid bookmark self-reference..

Figure 6 - Typical Waste Composition for Small Towns in Alberta



Taking this typical 'mix' into consideration and accounting for the types of materials from other waste sources as identified previously, the following waste composition profiles were developed for the two scenarios referred to above on Figure 4 and Figure 5.

Table 4 - Composition of Waste Streams

	Scenario 1	Scenario 2 (Summer)	Scenario 2 (Winter)
Organics	13%	15%	11%
Paper	12%	14%	10%
Plastic	4%	5%	4%
Glass	1%	1%	1%
Metal	2%	3%	2%
Misc.	2%	2%	1%
Garbage	3%	4%	3%
C&D Waste	8%	9%	7%
Yard Waste	11%	12%	9%
Biosolids	1%	1%	1%
SRM - MBM	7%	7%	7%
Railway Ties	37%	27%	45%

As shown in Scenario 2, the waste composition changes significantly between the summer and winter months due to the inclusion of railway ties to adjust for seasonal variations and maintain a constant EFW processing rate.

Information from reliable literature sources was consulted to for estimates of energy content of the various waste constituents and the average heating values for the waste stream anticipated for an Southern Alberta EFW facility were estimated as follows:

- Scenario 1: 14,447 KJ/Kg
- Scenario 2 (summer): 13,970 KJ/Kg
- Scenario 2 (winter): 14,954 KJ/Kg

Waste Diversion

Most communities in SAEWA are relatively small, and waste diversion programs consist primarily of voluntary drop off depots rather than curbside recycling collection. For programs of this nature, maximum residential waste diversion rates experienced is likely to be in the 15 to 20% range.

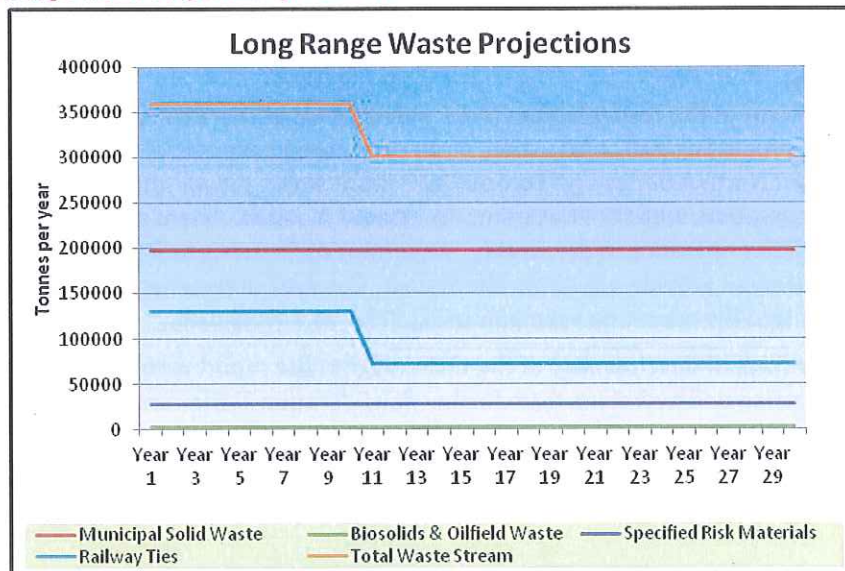
Future waste reduction, reuse and recycling initiatives, along with Extended Producer Responsibility (EPR) and more stringent packaging laws are important considerations when sizing a future EFW facility. The effectiveness of these programs will in part reduce the need for expansion of an EFW facility in the future, but will not in the foreseeable future result in a shortage of waste to be managed.

It is important to note that the types of EFW facilities being considered have the ability to increase waste diversion through the recovery of recyclable materials either through front-end processing and/or through the recovery of metals (ferrous and non-ferrous) from the ash/char produced by the facility. It is also a well documented fact that when sized properly, EFW facilities do not compete with waste diversion efforts, but rather provide another option for additional materials recovery. When looking to other jurisdictions, it is well documented that municipalities with EFW facilities to manage residual waste, also have the highest waste diversion rates.

Long Range Projections

Numerous factors that can influence waste disposal rates, capacities and needs were evaluated in the study. Although there will be a slight population growth in Southern Alberta, it is expected that any increase in MSW generation will be offset by new waste diversion initiatives. Waste disposal rates are expected to remain consistent throughout the planning period as shown on Figure 7.

Figure 7 - Long Range Waste Projections for SAEWA



An evaluation of waste variations, alternative disposal options, external influencing factors and risks concluded that the waste tonnage realistically available to a Southern Alberta EFW facility over the long term is approximately 365,000 tonnes per year, corresponding to the anticipated facility size of roughly 1,000 tonnes per day. This is a conservative estimate based on current understanding of the factors considered and should be periodically reviewed to account for changing conditions.

2.2 Technology Review

The review of combustion technologies covers not only thermal technologies, but also assesses chemical and biological processes evaluating proven, new, and emerging technologies in terms of their potential to process all or a portion of the potentially available waste stream. The technologies reviewed included: some that have been implemented successfully; technologies that have been tried but failed to handle an MSW stream on a commercial scale; and, those that are currently considered theoretical. The following technologies are evaluated in this study:

- Anaerobic digestion
- Mechanical biological treatment (MBT)
- Refuse-derived fuel (RDF) with stoker firing
- RDF with fluidized bed combustion
- Mass-burn combustion
- Catalytic depolymerization
- Hydrolysis
- Pyrolysis
- Gasification
- Plasma arc gasification

The important considerations in the evaluation of these technologies included:

- Assessing the current stage of development;
- Environmental and emission considerations;
- Potential risks; and,
- The applicability of the technology to the anticipated waste stream.

State of Development

The state of development of the technologies varied widely. Two of the technologies, mass burn combustion and RDF processing and combustion, were considered commercially proven with extensive experience throughout North America and Europe. Both gasification and plasma arc gasification have limited commercial operation, with facilities primarily located in Japan. There are a very limited number of small pyrolysis facilities operating in the world. Anaerobic digestion is proven for select portions of the waste stream and could provide a suitable alternative. Catalytic depolymerization and hydrolysis have no known commercially operating examples using MSW as a feedstock.

Based on the current state of development of the technologies, the report recommends removing catalytic depolymerization and hydrolysis from further consideration in the research project given their lack of demonstrated ability to manage the available waste streams. The other technologies identified, have been used in other places on similar waste streams and should therefore be carried forward for further consideration.

Environmental and Emission Considerations

There were not appreciable environmental differences between the technologies. The most significant concern for most technologies is air emissions which can be effectively addressed with modern air pollution control equipment. Water discharges can be avoided through the use of design concepts that limit water usage, reuse water within the facility and employ technology to enable zero discharge.

Potential Risks

Ranking the technologies with respect to risk resulted in three groups: Anaerobic digestion, mass burn combustion and RDF processing and combustion present limited risks; Gasification and plasma arc gasification present higher economic risks; and, Catalytic depolymerization, pyrolysis and hydrolysis presented the highest risks.

Suitability to the Waste Stream

All but three the technologies considered would be suitable for the entire waste stream. Catalytic depolymerization and hydrolysis were not considered suitable for the waste stream. Anaerobic digestion was considered suitable only for the specified risk materials (SRM) and parts of the MSW waste stream.

Conclusions

Based on the review completed, the following technologies were recommended for further analysis:

- Anaerobic digestion (limited feedstock);
- RDF processing and combustion;
- Mass Burn Combustion;
- Gasification; and,
- Plasma Arc Gasification.

2.3 Waste Collection Transportation and Handling

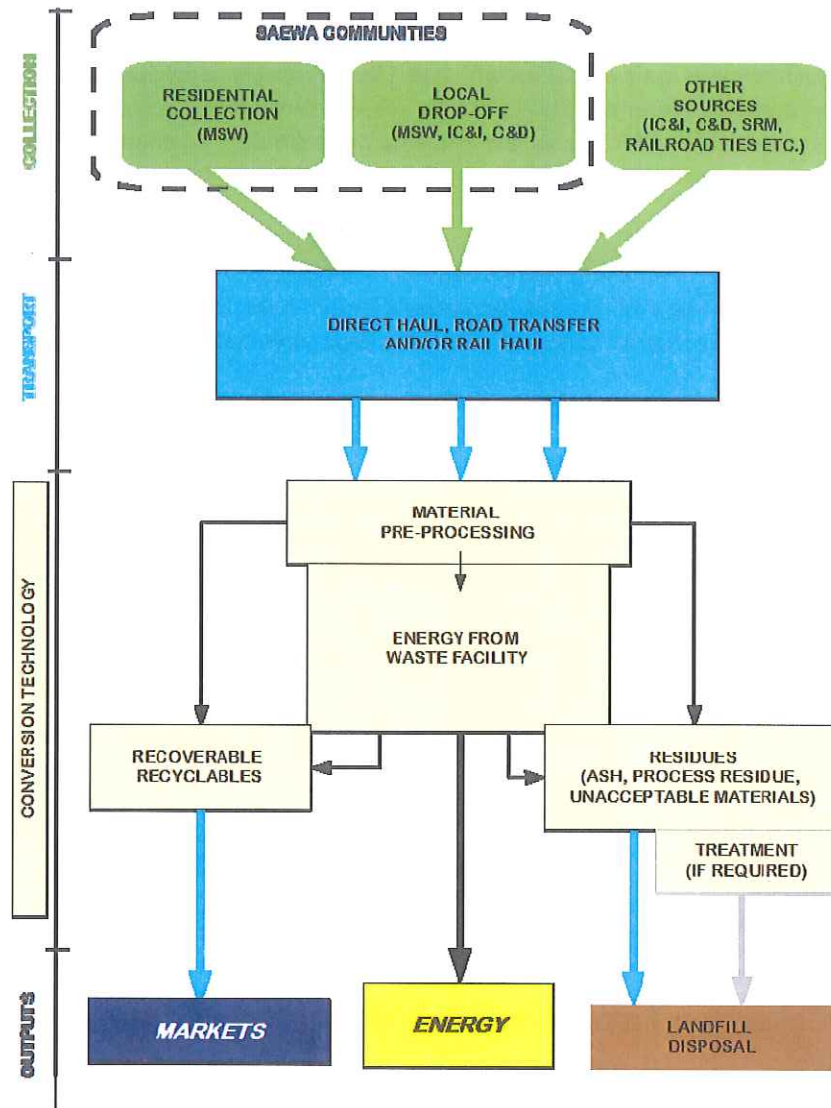
Each of the SAEWA member organizations runs local waste management programs and systems which balance community-specific needs and constraints to reflect the service delivery choices and preferences of the residents.

This assessment primarily focuses on the efficient and cost-effective transport and handling of the residual waste materials, once received from the local community-based collection programs.

This task provides an assessment of the waste transport framework, including the current baseline system and the potential implications/changes that will be required to implement a regional EFW facility.

Figure 8 presents an overview schematic of the various material collection and transport steps anticipated for a potential SAEWA EFW based system.

Figure 8 - Schematic of Material Handling for EFW System

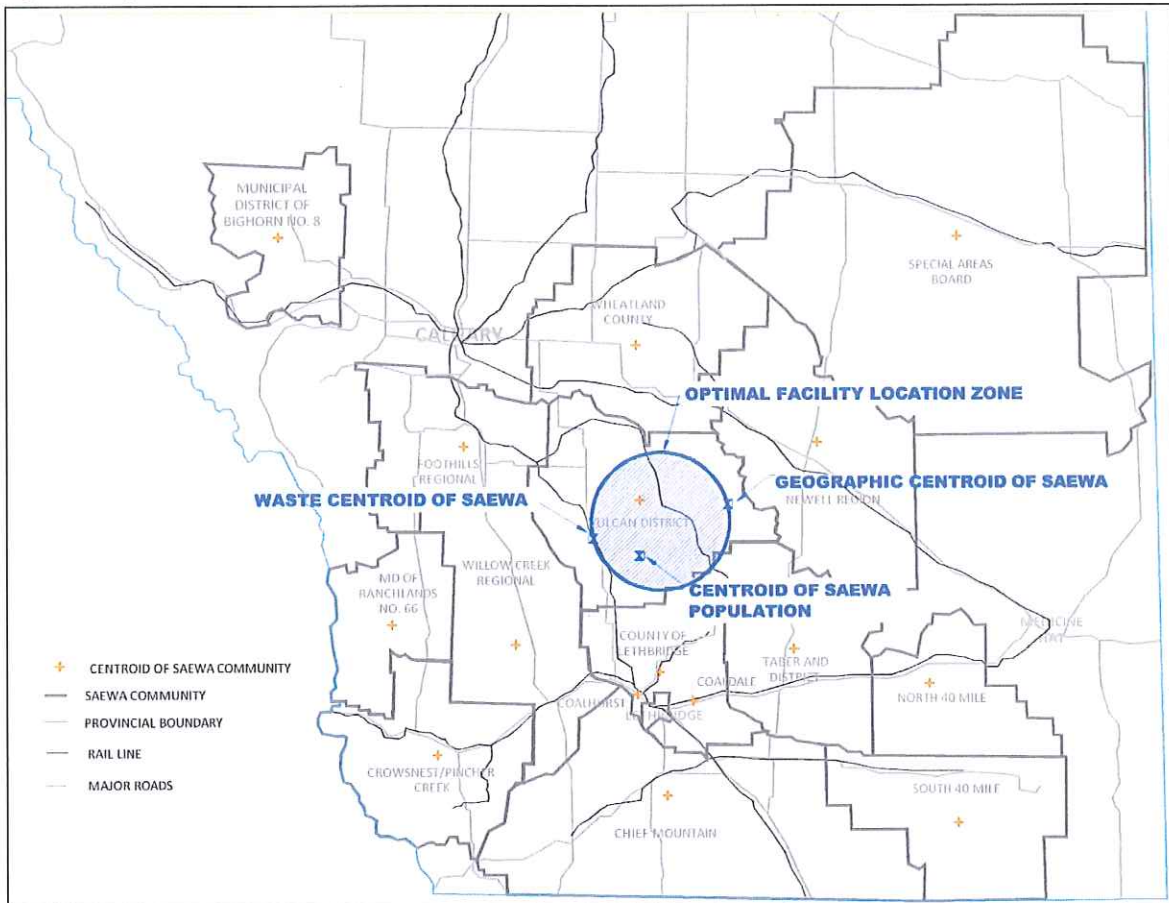


Results of the Collection, Transportation and Handling Review

The following summarizes the major findings of the analysis:

1. Waste generation in the SAEWA member communities is widely distributed over a large area.
2. From the perspective of waste transport efficiency, the optimal zone for siting an EFW facility is in close proximity to the waste centroid for the SAEWA as shown on Figure 9 generally within the central and southern portions of the Vulcan Waste District.

Figure 9 - Optimal Facility Siting Zone (Waste Transport Basis)



Notes:

1. Geographic centroid = the physical location of the mean centre of an area
2. Waste centroid = the physical location of the mean centre of waste distribution for an area
3. Population = the physical location of the mean centre of population distribution for an area

3. Special handling requirements are required to allow acceptance of railroad ties, bio-solids and SRM at an EFW facility, however it is expected that measures can be incorporated to address these matters.
 - a. Railroad ties will require preprocessing for size reduction (i.e. shredding).
 - b. For use in combustion applications, bio-solids will require a maximum 3 % moisture content, grinding and introduction into the combustion unit as a segregated supplementary fuel.
 - c. Specific permits are required for transport, handling and disposal of SRM.
 - i. For use in combustion applications, SRM must be isolated and handled separately from non-SRM materials.
 - ii. For use in non-combustion applications, SRM must be isolated and handled separately from non-SRM materials and any products or outputs containing SRM must be transported, handled, distributed and used in accordance with federal regulatory restrictions.

4. The break point between cost effective direct haul by packer truck and transfer trailers is approximately 80 km, round trip.
 - a. Packer trucks can be used for cost effective waste haul within approximately 40 km of the EFW facility.
 - b. For local collection systems that are more than 80 kilometres from the location of potential EFW facility, transfer stations should generally be used and located as close as possible to the waste generation weighted-centroid of each individual collection area.
5. Waste rail haul for a potential EFW facility may be cost effective for aggregated waste quantities greater than 30,000 tonnes/year, if capital costs can be contained and attractive rail haul rates are available.
6. Material recovery and recycling opportunities are available for each EFW conversion technology to improve the overall sustainability profile of the project. Capitalization these opportunities requires inclusion of a marketing function in the project implementation business plan.
7. Clarification of ash management regulatory requirements is necessary.

2.4 Energy Recovery Options

The sustainability of EFW is derived from using residual waste as a resource for generation of electrical power, heat energy and/or syngas fuel, thereby conserving other natural resources. Generation efficiency and marketability of the various forms of energy are key factors influencing the technical suitability and financial feasibility of each of the technologies being considered. The review of energy recovery options included an assessment of:

- The potential for energy recovery from waste in the SAEWA area using anaerobic digestion, refuse derived fuel processing and combustion, mass burn combustion, gasification and plasma arc gasification;
- EFW facility sizing and operational characteristics for processing the planned waste streams;
- Conversion efficiencies, generation rates and energy delivery infrastructure associated with each of the above technologies; and,
- Review of potential markets for the recovered energy.

Potential Energy Recovery

For each of the technologies being considered, the potential to recover energy from the following waste streams was evaluated:

Table 5 - Potentially Available Waste Streams

Waste Stream	Potentially Available Waste for SAEWA (Tonnes/year)
MSW from SAEWA Members	196,850
MSW from Non-SAEWA Members	13,300
Other Waste Sources:	
ICI Sector Waste	0
Agricultural Waste	0
Biosolids	1,232
Contaminated Soils	0
Combustible Oilfield Waste	2,500
Railway Ties	124,650
Specified Risk Materials	27,500
TOTAL	366,032

With the exception of anaerobic digestion, each of the remaining technologies is capable of processing the entire waste stream to generate energy. Anaerobic digestion technology is applicable exclusively to the Specified Risk Materials (SRM), subject to compliance with stringent regulatory requirements governing handling and transport of SRM and SRM containing by-products.

The following summarizes the facility sizing for each EFW technology:

Table 6 - Facility Sizing

Technology	Suitable Waste Stream	Potentially Available Waste (Tonnes/year)	Required Processing System Size (Tonnes/hr)	Required Facility Size (Tonnes/day)
Anaerobic digestion	Specified Risk Materials	27,500	N/A	90
RDF processing and combustion	Entire Waste Stream	366,032	80	1,180
Mass Burn Combustion	Entire Waste Stream	366,032	N/A	1,180
Gasification	Entire Waste Stream	366,032	80	1,180
Plasma Arc Gasification	Entire Waste Stream	366,032	80	1,180

Anaerobic digestion technology has the potential to generate approximately 1.5 MW or 12,161 MWh/yr of electrical power from biogas derived from SRM. Because anaerobic digestion has limited applicability to only a portion of SAEWA's potential waste stream, further consideration is not given to this technology.

Generation of electrical power is a key benefit resulting from all of the technologies being considered. Production of heat energy in combination with electrical power generation is often referred to as combined heat and power (CHP) or cogeneration.

The following summarizes the energy generation characteristics and capabilities associated with each of the remaining technologies under consideration:

Table 7 - Energy Generation Characteristics

Technology	Electrical Production Efficiency Range	Electrical Production (MW)	Potential Steam (1000's kg/hr)	Calorific Value (kJ/kg)	Electrical Production (MW)
RDF processing and combustion	17.4% to 21.0%	34.5 – 41.5	160 – 200	14,500	34.5 – 41.5
Mass Burn Combustion	19.0% to 23.0%	37.6 – 45.4	180 – 220	14,500	37.6 – 45.4
Gasification	13.0% to 19.0%	25.6 – 37.6	120 – 180	14,500	25.6 – 37.6
Plasma Arc Gasification	5.9% to 13.1%	11.7 – 25.9	55 – 125	14,500	11.7 – 25.9

Recovery and use of steam heat requires transport of steam via a pipeline from the EFW facility to the steam consumer. Analysis of the economics of steam export conclude that a suitable steam consumer would ideally be located within approximately 12 kilometres of the EFW facility to be financially viable.

Energy Markets

The following list the energy outputs and key market characteristics associated with each of the technology options under consideration.

Table 8 - Energy Output and Key Market Characteristics

	Energy Outputs		
	<i>Electricity</i>	<i>Heat</i>	<i>Gas Fuel</i>
Technologies			
RDF Processing and Combustion	✓	✓	
Mass Burn Combustion	✓	✓	
Gasification	✓	✓	⊙
Plasma Arc Gasification	✓	✓	⊙
Key Market Characteristics (Non-financial)			
Access Mechanism	Grid	Pipeline	Pipeline
Nature of Market	Widespread	Local	Local or Widespread
Demand Variability Risk	Stable	High	High or Stable
Market Security Risk	Reliable	Customer Specific	Variable
Primary Barriers	Administrative	Geographic Opportunity	Product Quality

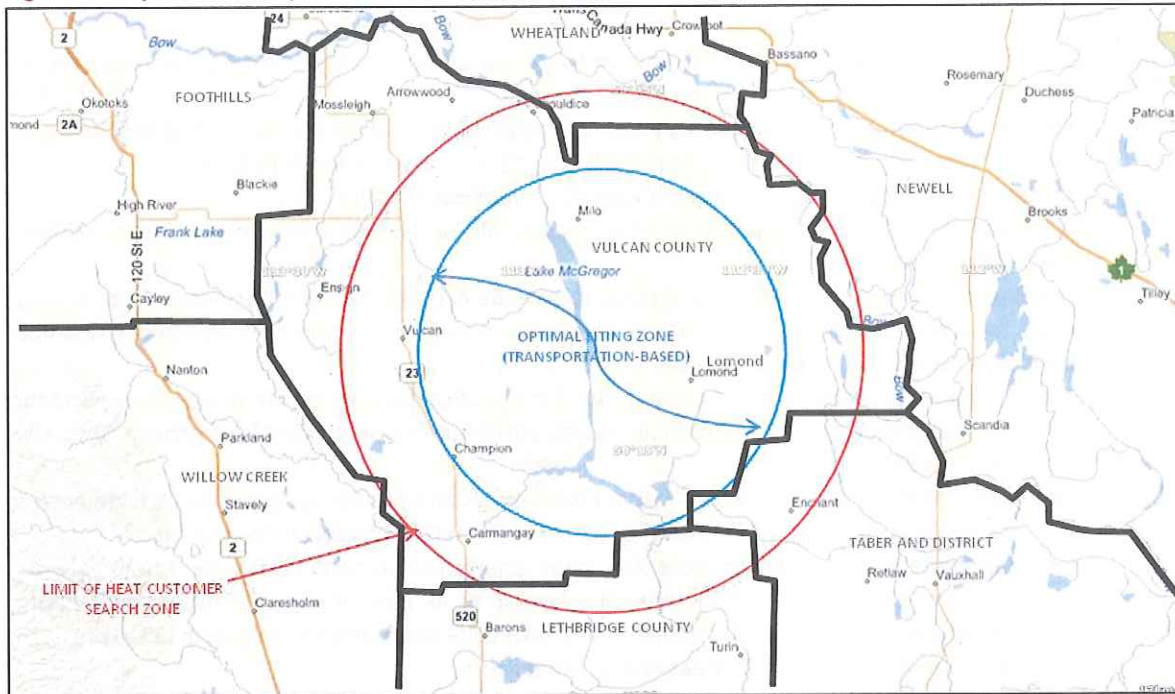
Note: ✓ represents a primary output. ⊙ represents an alternative output.

The widespread and reliable market for electrical power in Alberta provides an attractive and low risk potential source of revenue for all of the EFW technologies being considered. The power system is run by the Alberta Electric System Operator (AESO) and administered by Energy Alberta and the Alberta Utilities Commission. Pricing for electrical power is established by the rules of the power system with premium pricing credits available to certain types of renewable and alternative power. Accessibility to the electrical power market is dependent on meeting the technical requirements for connection to the power grid, which is universally present throughout the SAEWA.

Each of the combustion technologies being considered provides the opportunity to recover marketable heat energy in the form of steam. The marketability of steam heat is primarily a matter of geographic opportunity resulting in consumer(s) with compatible heat demand within about 12 kilometers of EFW facility.

The following shows the optimal facility location zone based on transportation considerations and the search zone for a heat energy customer.

Figure 10 - Optimal Facility Location Zone (Transportation Based)



A flexible approach to facility siting should be applied that also allows case-by-case consideration and evaluation of other siting and heat customer opportunities that may exist beyond these defined zones.

Where markets of sufficient size exist or can be established, EFW facilities can serve as the hub of a district energy system providing heat to a cluster of energy consumers. The presence of established infrastructure and markets for heat energy could influence the feasibility of an EFW system.

A review of the business/industrial profile of the study area suggests there may be some potential for businesses in the area to become heat energy customers of an EFW facility. Identification of existing potential heat energy customers can most effectively be included in evaluation of surrounding land uses as part of consideration of candidate siting opportunities and by issuing a proactive solicitation of requests for expression of interest from potential heat energy customers.

An overall development plan and business case analysis can provide information necessary to support decision-making for consideration of implementing EFW as a cornerstone supplier of heat energy to a new district energy system.

A range of uses for syngas derived from MSW has not yet been commercially demonstrated. Given this, direct export of syngas to an end-user or commercial gas pipeline are considered only as potential alternatives to the primary opportunities for electricity generation and steam export.

Results of the Heat Recovery/Cogeneration Review

The following summarizes the major findings of the analysis:

1. With the exception of anaerobic digestion of SRM, all of the technologies being considered have the capability to generate electricity and heat energy from processing of SAEWA's planned waste streams.

- a. Due to its limited applicability to only a small portion of SAEWA's planned waste streams, anaerobic digestion will not be evaluated further.
2. Generation of electrical power is considered to be the primary mode of energy recovery for an SAEWA EFW facility.
3. Recovery of steam heat as a secondary mode is applicable to all of the remaining technologies under consideration and increases the overall energy recovery efficiency of EFW.
4. Mass burn technology offers the highest energy conversion efficiency.
5. The market for electrical power from EFW is generally accessible and can provide a reliable, stable source of revenue.
6. Marketing of steam heat offers the potential to provide existing and new businesses with energy savings to assist economic development while also creating an important additional revenue stream to enhance the financial feasibility of EFW.
 - a. Markets for steam are less certain than for electrical power and are primarily dependent on the presence of a compatible steam consumer in relatively close proximity to the EFW facility.
 - b. Integration of an EFW facility into an existing district energy system may provide access to steam consumers while avoiding costs for new steam export infrastructure.
 - c. Identification of existing potential heat energy customers can most effectively be included in evaluation of surrounding land uses as part of consideration of candidate siting opportunities and by issuance of a proactive solicitation of requests for expression of interest from potential heat energy customers.
 - d. An overall development plan and business case analysis can provide information necessary to support decision-making for consideration of implementing EFW as a cornerstone supplier of heat energy to a new district energy system.
7. Proximity to existing and potential heat energy markets should be included as an important evaluation criterion in the site selection process.

2.5 Air Emissions, Greenhouse Gases and Control Options

EFW facilities equipped with modern air pollution control systems are capable of meeting stringent air emission criteria to protect air quality. Regulations and air emissions criteria for EFW facilities vary by jurisdiction. In order to meet emission criteria, air pollution control systems are designed to suit the combustion technology utilized and the characteristics of the anticipated waste stream.

Anaerobic digestion is being given no further consideration in this evaluation due to the limited applicability of this EFW technology to only a small portion of SAEWA's potential waste stream.

The review of air emissions, greenhouse gases and control options includes assessment of:

- Emission standards for EFW systems in the US, Europe, other parts of Canada and the standards anticipated for the SAEWA facility.
- The primary flue gas emissions from the combustion processes.
- Anticipated greenhouse gas emissions from an EFW facility and estimated greenhouse gas reductions (i.e. greenhouse gas offsets) for EFW in comparison to landfill disposal of waste.
- Key emission rates in comparison with conventional power generation technologies.

Emission Criteria and Air Pollution Controls

The following summarizes established emission limits for Alberta, Ontario, Europe and the US:

Table 9 - International Air Emission Limits

Pollutant	Units	Alberta ²	Ontario, A7 Guidelines (Rev 3/13/09) ¹	EU Directive 2000/76/EC ¹	US EPA 40 CFR 60 ¹
Particulate Matter	mg/Rm ³	50	14	9	14
Sulfur Dioxide (SO ₂)	mg/Rm ³	450	56	46	55
Hydrogen Chloride (HCl)	mg/Rm ³	75	27	9	26
Hydrogen Flouride (HF)	mg/Rm ³	N/A	N/A	1	N/A
Nitrogen Oxides (NO _x)	mg/Rm ³	400	198	183	198
Carbon Monoxide (CO)	mg/Rm ³	57	40	46	40
Mercury (Hg)	µg/Rm ³	20	20	46	35
Cadmium (Cd)	µg/Rm ³	N/A	7	N/A	7
Lead (Pb)	µg/Rm ³	N/A	60	N/A	98
Cd + Ti	mg/Rm ³	N/A	N/A	46	N/A
Sum (Sb, As, Pb, Cr, Co, Cu, Mn,)	mg/Rm ³	N/A	N/A	452	N/A
Dioxins/Furans (ITEQ) ³	pg/Rm ³	80	32	92	100
Organic Matter (as Methane)	mg/Rm ³	N/A	N/A	N/A	N/A

Notes: N/A = Not Applicable.

1. All concentrations are corrected to 11% O₂ at 25oC, 101.1 kPa.
2. Government of Alberta Environmental Code of Practice for Energy Recovery, Table 14-2.
3. U.S. EPA requires that facilities report Total Dioxin/Furan Emissions vs ITEQ values. The ITEQ was estimated by dividing the total emissions by a factor of 50.

Comparison of emission limits from various jurisdictions suggests that standard air pollution control systems similar to those in use at many EFW facilities throughout North America should be capable of meeting the Alberta emission limits.

Alberta Environment has indicated that project-specific emission criteria will be established reflecting the Canadian Council of Ministers of the Environment Canada-wide Standard for incinerators, as endorsed by Alberta Environment through the Minister.

Emission characteristics and air pollution control technologies for mass burn systems are similar to those associated with combustion of refuse derived fuel. Combustion of syngas to produce electricity is expected to have common emission characteristics and air pollution control requirements whether produced from gasification or plasma arc gasification.

The following lists primary pollutants of concern, emission limits as established in Alberta's Code of Practice for Energy Recovery and the air pollution control technologies anticipated to meet the criteria:

Table 10 - Alberta Air Emission Limits

Air Emission Concern	Alberta Air Emission Limit ¹ (mg/Rm3)	Anticipated Control Technology
Particulate Matter	50	Fabric Filter
NOx	400	SNCR
CO	57	Good Combustion
SO2	450	Dry Scrubber
HCL	75	Dry Scrubber
Dioxins and Furans	8E-08	Carbon Injection
Mercury	0.02	Carbon Injection
NOx (Syngas Combustion)	N/A	SCR

Notes:

N/A = Not Applicable.

1. Government of Alberta Environmental Code of Practice for Energy Recovery, Table 14-2.

Greenhouse Gas Emissions

An inventory of greenhouse gas emissions was developed for each technology option being evaluated, and compared to landfill disposal as a baseline.

Table 11 - Greenhouse Gas Implications

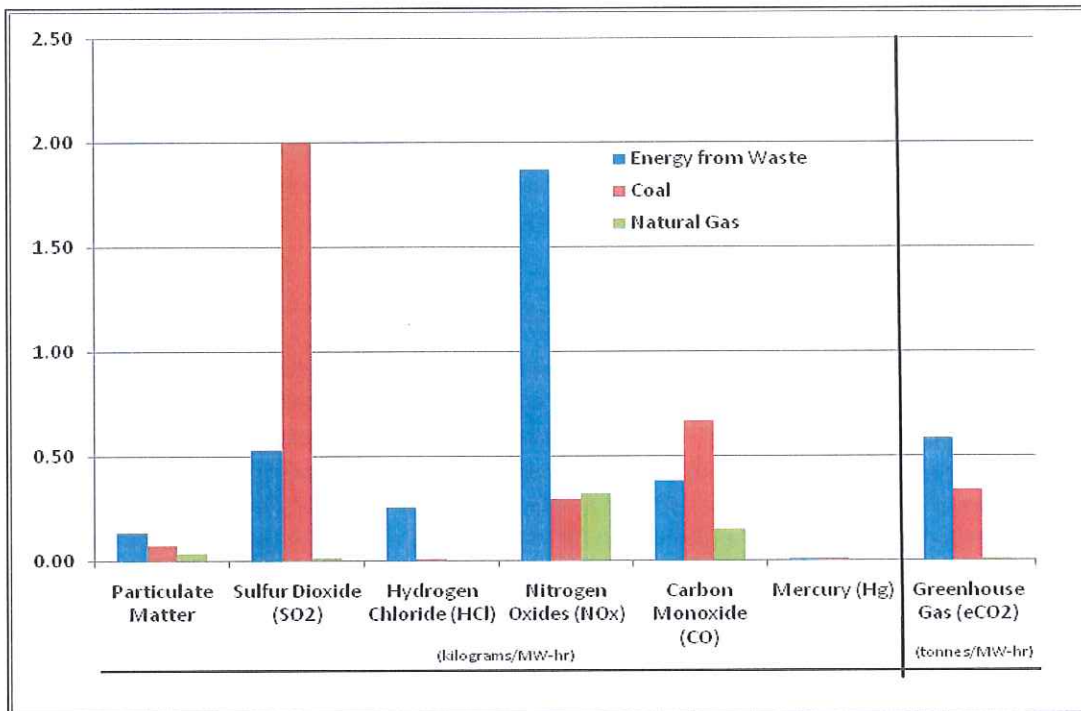
Summary of Estimated GHG Annual Emissions	Refuse Derived Fuel with Combustion	Mass Burn Combustion	Gasification	Plasma Arc Gasification	Landfill
Disposal (MTCO ₂ /yr)	7,030	0	7,030	7,030	58,587
Combustion (MTCO ₂ /yr)	84,140	78,116	84,140	84,140	0
Transportation (MTCO ₂ /yr)	2,483	2,456	2,483	2,474	1,635
Facility Fuel Usage (MTCO ₂ /yr)	244	228	244	238	532
Electrical Purchase and Sales (MTCO ₂ /yr)	-92,276	-104,265	-76,894	-45,650	0
Ferrous & Non Ferrous Recovery (MTCO ₂ /yr)	-31,906	-31,906	-31,906	-31,906	0
Net GHG Estimated Emissions (MTCO₂E/yr)	-30,300	-55,400	-14,900	16,300	60,800
GHG Emissions Reduction Relative to the Landfill (MTCO ₂ E/yr)	91,100	116,200	75,700	44,500	-
Percent Reduction	150%	191%	125%	73%	-

The analysis shows that all EFW technologies evaluated achieve substantial reductions of GHG emissions in comparison to landfill disposal of the same quantity of waste. Mass burn offers the greatest GHG emissions reduction performance of the options being considered. This is primarily due to the higher energy efficiency that mass burn technology is able to achieve, resulting in a greater electricity production creating greater GHG emission offsets.

Emissions from Other Power Generation

The following shows a comparison of key emissions from EFW, coal, and natural gas fired power plants in terms of tonnes of emissions per MW•hr of power produced.

Figure 11 - Power Generation Emissions Comparison



Notes:

- EFW emissions based on USEPA emission limits.
- EFW plant based on mass burn facility.
- Coal plant based on typical modern plant using USEPA emission limits.
- Natural gas based on simple cycle plant using USEPA emission limits.

The main objective for EFW facilities is to reduce the amount of waste that would otherwise need to be disposed in a landfill while production of power is a secondary, beneficial by-product. Thus comparisons to conventional power generation are deceptive due to the lower energy density of MSW as a fuel and the consequently lower power production from an EFW plant. This results in higher unit emission rates (i.e. mass/per MW•hr) for some compounds, when compared to coal or natural gas power plants as shown.

Results of the Review of Air Emissions, Greenhouse Gases and Control Options

The following summarizes the major findings of the analysis:

1. Since it is applicable to only a small portion of SAEWA's potential waste stream anaerobic digestion should be given no further consideration in this feasibility assessment.
2. The remaining EFW technologies under consideration (RDF processing and combustion, mass burn combustion, gasification and plasma arc gasification), when equipped with modern air pollution controls are all capable of meeting stringent regulatory air emission criteria as required to protect air quality.

3. The Environmental Code of Practice for Energy Recovery lists emission criteria for mass burn facilities in Alberta. Additional clarification is required regarding the specific approval requirements that Alberta Environment would require for an SAEWA EFW facility. Project specific emission limits would be specified in the Approval issued by Alberta Environment.
4. All of the EFW technologies considered offer considerable greenhouse gas emission reductions in comparison to landfill disposal of waste. Mass burn technology offers the greatest greenhouse gas emission reductions of the technologies evaluated.
5. For many parameters, emissions per unit of power generation (i.e. kg/MW•hr) are lower for conventional power generating technologies consuming fossil fuels, in comparison to EFW making use of municipal solid waste as a resource. This is primarily due to the nature of the more homogenous fuels, energy efficiency and overall greater quantity of power produced using conventional technologies.

2.6 Permitting, Siting and Schedule Considerations

Waste management is a highly regulated industry with federal, provincial and municipal requirements applicable to various aspects and stages of most undertakings. EFW projects also encompass many of the regulatory aspects governing the energy industry. Implementation of any waste management project requires a systematic and comprehensive site selection process to: support sound decision-making, achieve compatibility of the project with the community and surrounding area, identify and mitigate potential impacts and establish a foundation for long-term success of the project. Stakeholder engagement and consultation is a key element of this process. Implementation of an EFW project is a complex process that can take several years and requires careful coordination.

The review of permitting, siting and schedule considerations included assessment of:

- Permitting requirements associated with implementation of EFW in southern Alberta;
- A process to guide identification, screening, evaluation and selection of a suitable site for an EFW facility within one of the SAEWA member communities;
- Needs for stakeholder engagement and consultation in the site selection process; and,
- A preliminary program and timetable for implementation of EFW.

Permitting Requirements

The following lists the primary regulatory instruments and approvals that are, or may be applicable to development of an EFW facility in Alberta:

- Federal:
 - Canadian Environmental Assessment Act
 - Fisheries Act
 - Aeronautics Act (i.e. Airport Zoning Regulations)
 - Requirements of the Canadian Food Inspection Agency (management of specified risk materials)
- Provincial:
 - Alberta Environmental Protection and Enhancement Act
 - Activities Designation Regulation
 - Approvals and Registrations Regulation
 - Substance Release Regulation
 - Waste Control Regulation

- Code of Practice for Energy Recovery
 - The Alberta User Guide for Waste Managers
 - Climate Change and Emissions Management Act
 - Specified Gas Emitters Regulation
 - Specified Gas Reporting Regulation
 - Renewable Fuels Standard Regulation
 - Electric Utilities Act
 - Requirements of the Alberta Utilities Commission
 - Requirements of the Alberta Electric System Operator
 - The Water Act
 - Storm Drainage System Registration
 - The Alberta Land Stewardship Act
 - Regional Land Use Plans
 - South Saskatchewan Regional Plan (Currently under consultation)
 - Red Deer Regional Plan (Future)
 - The Alberta Fire Code
- Municipal:
 - Municipal Development Plans
 - Structure Area Plans
 - Zoning by-laws
 - Plumbing/Water and Sewer Connection permit
 - Building permit
 - Occupancy permit
 - Heating permit (steam)
 - Electrical permit

The preceding list is not necessarily comprehensive and illustrates the potential complexity associated with development of a project of this nature.

There are a number of clarifications required from Provincial regulators to better understand specific expectations with respect to the approvals processes, application of aspects of the regulations and definition of certain criteria. Discussions with the appropriate Provincial representatives would aid in clarifying these issues.

Siting and Stakeholder Consultation

Site selection is a decision-making process involving: information gathering and synthesis, review and input by engaged stakeholders and analysis of the results. A step-wise outline of the major elements of a generalized site selection process includes:

Step 1 - Definition of Site Characteristics, Evaluation Criteria and Priorities

Step 2 - Identification of Candidate Sites

Step 3 - Evaluation of Candidate Sites

Step 3 A - Detailed Investigations, Review and Confirmation of the Preferred Site (Optional)

Step 4 - Preparation and Recommendation of Development Concept for Preferred Site

Modifications to this generalized process may be required based on discussions with Alberta Environment.

Stakeholder consultation is an important component of planning and decision-making processes for projects with potential environmental and/or social impacts. A detailed stakeholder consultation plan should be developed prior to commencement of the site selection process. The following lists several of the key principles for effective and constructive stakeholder consultations:

- Inclusive
- Early
- Open
- On-going
- Collaborative
- Meaningful

Preliminary Project Implementation Schedule

The following summarizes a preliminary implementation program and timetable based on experience on similar EFW projects in other jurisdictions:

Table 12 - Preliminary Project Implementation Schedule

Project Implementation Activity	Estimated Timing
Establish Formal SAEWA Partnership	October 2011 to March 2012
Site Selection	March 2012 to September 2012
Procurement:	
Request for Proposal	September 2012 to February 2013
Receive Proposals	February 2013 to August 2013
Evaluation and Negotiation	August 2013 to January 2014
Permits and Approvals:	
Prepare and Submit Applications	August 2013 to December 2013
Regulatory Review and Approval	December 2013 to April 2014
Notice to Proceed	April 2014
Design Build:	
Detailed Design	April 2014 to October 2015
Construction:	
Site Works	November 2014 to May 2015
Facility Works	May 2015 to May 2017
Commissioning & Start-up	May 2017 to September 2017
Commencement of Operations	September 2017

This preliminary project implementation schedule is based on a number of assumptions regarding methods, sequencing and durations of tasks and is therefore subject to change as the project progresses.

Results of Assessment of Permitting, Siting and Future Project Schedule

The following summarizes the major findings of the analysis:

1. Similar to most other jurisdictions, permitting of EFW in Alberta is a complex undertaking potentially involving many different regulatory agencies and requiring several permit application submissions.
2. Additional information and clarification of a number of regulatory issues is required prior to proceeding to implementation. It is recommended that pre-approval consultation discussions with the regulatory representatives be held prior to proceeding with implementation.

3. A systematic approach to site selection should be followed that complies with the requirements of Alberta Environment and includes proactive stakeholder engagement and consultation as a primary element.
4. A preliminary program and timetable for project implementation has been prepared involving: initial establishment of a project ownership and governance partnership, site selection, permitting, procurement, design and construction. It is anticipated that this program will span a period of 5 to 6 years. Opportunities for improvement on this timeline may be realized as the project progresses.

2.7 Capital and Operating Costs

Achieving sustainability is generally accepted as establishment and maintaining a balance of the interests of:

- The Environment;
- Society or the Community; and,
- Economy.

Economic sustainability can be considered as the achievement of equity between the sum total of all life cycle costs and financial contributions to an undertaking. Assessment and comparison of the EFW options under consideration in accordance with these principles forms the basis of the analysis in this report.

Assessment of capital and operating costs was performed to:

- Build upon work completed in previous reports regarding waste supply, available technologies, transportation and waste handling, energy and material recovery opportunities, emissions and control systems, approvals and future implementation/development needs for an EFW undertaking;
- Assess the financial implications of undertaking an EFW option taking into account:
 - A life cycle economic framework for analysis
 - Capital and operating costs based on comparable industry examples
 - Revenue generation potential in Southern Alberta including both electrical power sales and marketing of recovered recyclables
 - Establish an equivalent landfill-based financial model as a frame of reference for examination of the EFW options
 - Express financial results in terms of net unit life cycle costs (\$/tonne) for waste management to provide a common basis for comparison
- Identify and assess other indirect community economic implications of undertaking EFW
- Consider and summarize key environmental implications of the EFW options under consideration

Results of Assessment of Capital and Operating Costs

Financial models were developed for a hypothetical landfill scenario and the four EFW options under consideration in accordance with the following set of assumptions:

Table 13 - Financial Evaluation Assumptions

	Base Case	Energy From Waste Based Systems			
	Landfill System	RDF and Combustion	Mass Burn Combustion	Gasification	Plasma Arc Gasification
Waste available (tonne/year)	366,032				
Nominal facility size (tonne/yr)	366,032	1,000 (tonne/day)	1,000 (tonne/day)	1,000 (tonne/day)	1,000 (tonne/day)
Capacity factor (%)	100	90	90	75	70
Waste disposed or processed (tonne/year)	366,032	328,500	328,500	273,750	255,500
Lifespan capacity (tonnes)	11 M	16.4 M	16.4 M	13.6 M	12.8 M
Facility operating lifespan (years)	30	50	50	50	50
Contaminating lifespan (years)	50	0	0	0	0
Electricity revenue (\$/MW·hr)	NA	80.00 ¹	80.00 ¹	77.00 ²	77.00 ²
Ferrous metals recovery (\$/tonne)	NA	50	50	50	50
Non-ferrous metals Recovery (\$/tonne)	NA	750	750	750	750
Potential heat recovery (\$/1000kg steam)	NA	8.24	8.24	8.24	8.24

NA = not applicable

Capital, operating and revenue estimates were prepared for each of the four EFW options and the landfill comparison scenario. These estimates made use of recent information from other relevant projects, similar in nature to the scenarios and options being considered. It is important to note that these financial models are presented to provide a reasonable basis for comparison of the scenarios and options under consideration. These models should not be interpreted as optimized or business models or business cases for any of the options.

The following summarizes the results of the financial life cycle assessment:

Table 14 - Estimated Life Cycle Costs

	Base Case	Energy From Waste Based Systems			
	Landfill System	RDF and Combustion	Mass Burn Combustion	Gasification	Plasma Arc Gasification
Total Waste Disposed (tonnes)	11,000,000	16,425,000	16,425,000	13,687,500	12,775,000
Operating Lifespan (years)	30	50	50	50	50
Lifecycle Expenditures					
Capital	\$266,717,000	\$476,889,000	\$464,039,000	\$468,714,000	\$429,354,000
Operating	\$763,333,950	\$1,664,446,100	\$1,356,937,500	\$1,272,689,600	\$1,414,693,400
Total Expenditures	\$1,030,050,950	\$2,141,335,100	\$1,820,976,500	\$1,741,403,600	\$1,844,047,400
Gross Lifecycle Unit Cost (\$/tonne)	94	130	111	127	144
Lifecycle Revenues					
Electricity Sales	0	\$709,560,000	\$791,028,000	\$500,620,313	\$314,776,000
Sale of Recyclables	0	\$63,657,500	\$63,646,875	\$53,039,063	\$49,503,125
Total Revenue	0	\$773,217,500	\$854,674,875	\$553,659,375	\$364,279,125
Residual Asset Value	0	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
Net Lifecycle Cost	\$1,030,050,950	\$1,343,117,600	\$941,301,625	\$1,162,744,225	\$1,454,768,275
Net Lifecycle Unit Cost (\$/tonne)	94	82	57	85	114

From this financial assessment, the following key observations and conclusions arise:

- Mass burn EFW offers the lowest net life cycle unit cost
- On average, net life cycle unit costs for the EFW options are comparable or lower than the net life cycle unit costs for landfill
- Relative to the landfill comparison scenario, the higher capital and operating costs for EFW options are offset to varying degrees by revenue from sale of power and recovered recyclables
- The life cycle costs of landfilling are considered low-end estimates
- Similarly, the life cycle revenues for EFW scenarios are also considered low-end estimates

Community Factors

Development of an EFW facility of the size under consideration would result in creation of roughly 200 full-time construction jobs spanning a period of roughly four years. Over the long-term, roughly 30 to 40 permanent positions would be created associated with operation of the facility. Additional indirect employment and business opportunities would be expected to result from provision of materials and services to the facility, as well as “spin-off” employment and opportunities associated with the temporary and permanent workforce increases.

Studies have indicated that there is no long-term negative impact on sale-ability or property values in the vicinity of EFW facilities. In a situation where district energy can be implemented, property values may even increase due to attraction of energy consuming industries and potential increased development pressures.

Some EFW facilities have been developed to fill a role as a community amenity incorporating features such as advanced architectural treatments, educational and conference/visitor centres, cultural venues, and other complementary functions.

Environmental Life Cycle Considerations

Environmental performance considerations such as energy generation, emissions/greenhouse gases and waste diversion all represent key non-financial factors to take into account in decision making.

The following summarizes several of the key environmental performance indicators for the EFW options under consideration.

Table 15 - Environmental Life Cycle Considerations

<i>Life Cycle Parameters</i>	<i>RDF and Combustion</i>	<i>Mass Burn</i>	<i>Gasification</i>	<i>Plasma Arc Gasification</i>
Electricity Production (kW•h)	8,869,500,000	9,887,850,000	6,501,562,500	4,088,000,000
Additional Recyclables Recovered (tonnes)	468,150	468,113	390,094	364,088
Greenhouse Gas Emission Reductions* (tonnes)	4,555,000	5,810,000	3,785,000	2,225,000

* Relative to landfill.

3.0 Primary Findings

The following lists several of the major findings of this research project:

Waste Supply:

- It is conservatively estimated that approximately 365,000 tonnes per year of residual solid waste would be realistically available to a Southern Alberta EFW facility over the long term. This corresponds to an anticipated facility size of roughly 1,000 tonnes per day.
- The anticipated waste stream would be made up primarily of SAEWA municipal solid wastes, scrap railway ties and smaller amounts of other wastes and would be expected to have overall energy content in the range of roughly 13,970 to 14,954 KJ/Kg.

Conversion Technologies & Energy Recovery:

- Of the ten energy conversion technology options initially identified and evaluated, the study concluded that the following four technologies are all capable of processing the anticipated waste stream:
 - RDF processing and combustion;
 - mass burn combustion;
 - gasification; and,
 - plasma arc gasification.
- These four technologies were compared to a further level of detail.
- Due to energy generating efficiencies and market characteristics, production of electrical power is considered the primary energy recovery mode for a SAEWA EFW facility, with recovery of additional heat energy considered an attractive secondary energy option.
 - Proximity to existing and potential heat energy markets is an important evaluation criterion in site selection.
- All four of the EFW technologies compared have the capability to generate electricity and heat energy from processing SAEWA's anticipated waste stream.
 - Mass burn combustion offers the highest energy conversion efficiency.

Emissions and Controls:

- All four of the EFW technologies compared, when equipped with modern air pollution controls, are all capable of meeting stringent regulatory air emission criteria as required to protect air quality.
- All four of the EFW technologies compared offer considerable greenhouse gas emission reductions (i.e. 2.2 to 5.8 M tonnes of eCO₂) relative to landfill disposal of waste.
 - Mass burn technology offers the greatest greenhouse gas emission reductions of the technologies evaluated.

Waste Transport:

- From the perspective of overall waste transport costs, the optimal zone for siting an EFW facility to serve the SAEWA membership would generally lie within the central and southern portions of the Vulcan Waste District. Transfer stations, aggregation of waste and rail haul all offer the potential for efficiencies and savings on transport of waste to a central EFW facility.
 - There are numerous other factors to consider in selection of a preferred site.

Permitting, Siting and Implementation:

- Permitting and approvals for an EFW facility is a complex and lengthy undertaking. Many different federal, provincial and municipal regulatory requirements must be met.
- Siting is an important aspect of development of an EFW facility including proactive stakeholder engagement and consultation as a primary element.

- A project implementation timetable would conservatively be expected to span a period of 5 to 6 years and involve: initial establishment of a project ownership and governance partnership, site selection, permitting, procurement, facility design and construction.

Financial Considerations:

- Gross capital and operating expenditures for all EFW options are higher than for landfilling on a per tonne of waste processed/disposed basis.
 - These higher expenditures for EFW options are offset to varying degrees by revenue from sale of power and recovered recyclables.
- The net life cycle unit costs for the EFW options are comparable or lower than the net life cycle unit costs for landfill.
 - Mass burn combustion offers the lowest net life cycle unit cost of all scenarios compared.

THIS AGREEMENT KNOWN AS THE CLARESHOLM DRAINAGE OPERATIONAL AND MAINTENANCE PLAN MADE THIS _____ DAY OF _____ A.D. 2011

BETWEEN:

THE TOWN OF CLARESHOLM

(hereinafter called "The Town") Party of the First Part

- and -

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

(hereinafter called "The M.D.") Party of the Second Part

- and -

(hereinafter called "the Landowner") Party of the Third Part

WITNESSETH that in consideration of the covenants, and conditions received and given herein, the Town does hereby agree to operate and maintain the Frog Creek Drainage Corridor (hereinafter referred to as FCDC) as provided for in accordance with Alberta Environment Licence #7796 for the purpose of drainage and flood control associated with the licenses under File No. 19687, on the lands legally described as _____ as follows:

1. The term of this agreement shall begin on the _____ day of _____, 2011 and shall continue until such time as **all** the parties to this agreement provide notice in writing that either the agreement shall be terminated and/or a new agreement shall be reached.
2. The Town shall operate the FCDC in accordance with accepted best practices to manage and reduce the amount of storm water leaving the limits of the Town bearing in mind the potential impact on downstream lands, infrastructure and residents.

3. In the case of an unexpected snowfall or rain event, the Town shall make every effort to store as much water in its storm drainage system and release it as slowly as possible in order to prevent or minimize storm flow damage to downstream lands, infrastructure and residents.
4. The Town agrees that there will not be a release of storm water during a flood event or higher than normal runoff into the FCDC if storage capacity exists within the Town's retentions ponds.
5. The Town will maintain the FCDC as follows:
 - a) A yearly inspection of the FCDC shall take place by the Town Superintendent, or his/her designate, in consultation with the Superintendent of Public Works for the M.D. complete with photographs and a written report provided to both the Town and the M.D.
 - b) The yearly inspection of the FCDC shall include a visual inspection of the entire system of the FCDC to address the weir elevations along the FCDC and adjust grades as needed.
 - c) Regularly scheduled maintenance shall be carried out by the Town, based upon the results of the yearly inspection to ensure that the integrity of the FCDC to carry water efficiently without impediments as agreed upon by the Superintendents of both jurisdictions.
 - d) Regularly scheduled maintenance shall be carried out by the Town to return the FCDC to the original design capacity, or as reasonably possible, as determined in the 1969 Alberta Environment Agreement to construct and as noted in the 1983 Alberta Environment Approval.
 - e) While inter-municipal cooperation regarding the maintenance and operation of the FCDC is the essence of this agreement, in the event that the two parties are unable to reach consensus, in this regard, an independent investigative report shall be undertaken by an Engineer duly recognized by the Province, commissioned and paid for by the Town. A copy of the engineering report shall be filed with both the Town and the M.D.
 - f) Recommendations made by the Engineer shall be acted upon, by the Town, within one year of the report being filed with the Town and the M.D.

- g) The Town shall ensure that manpower and equipment is available to adequately maintain normal runoff operations, and further that in the event of an extraordinary runoff event efforts are made to minimize the impact of the event on downstream land, infrastructure and residents.
 - h) In the event that unusual flow conditions occur from extreme precipitation or runoff conditions, such that the capacity of the FCDC and the Town's storm water drainage system may be reached or exceeded, the Town will notify the M.D. as soon as it is reasonably possible to do so, to facilitate coordinated measures between the two municipalities to minimize the effects on downstream lands, infrastructure and residents.
 - i) The Town shall make every effort to carry out regular maintenance of the FCDC in a manner so as to minimize the impact on the landowner's adjacent property, taking into account, seeding and harvesting times and the potential for crop disturbance.
 - j) The Town shall notify the landowner, giving reasonable notice as to when they will be entering upon the lands to carry out maintenance of the FCDC.
 - k) The Town shall keep permanent records of all matters relating to the operation and maintenance of the FCDC including but not limited to maintenance records, storm water release times and dates, correspondence with the affected landowners, notification to the M.D. of storm water releases and reports submitted by the Superintendent of Public Works and the Engineer.
6. The M.D. shall not allow through development permits, sub-division approvals, land re-designation or by its own operations any structures or attachments to the lands known as the FCDC that may impede the flow of water or interfere with the ability of the Town to perform maintenance on the drainage ditch.
7. The Landowner, through the implementation of standard agricultural practices, shall take reasonable steps to prevent silt from entering the drainage system due to farming activities.
8. The Landowner shall not impede the access of the Town or the M.D. to the lands known as the FCDC for the purpose of inspections, maintenance, and enhancement, upon receiving reasonable notice to carry out the duties stated in this agreement.

9. The M.D. shall inform the Town prior to the installation of pipelines and prior to major road construction within the immediate vicinity where it could impact the FCDC.
10. The Landowner shall agree that this document shall be registered as an interest on the title of the lands where the FCDC is located, by way of easement.
11. **The Town, the M.D. and the Landowner:**
 - (a) will not, without leave in writing, assign or sublet this agreement to any other party without the express written agreement of all three parties;
 - (b) will not carry on any offensive trade on the demised premises;
 - (c) will not, without leave in writing, permit others to occupy the lands known as the FCDC or any part thereof;
 - (d) will not make alterations or improvements on or to the land known as the FCDC without leave in writing first obtained from the other parties to the agreement.
12. **The Town** will insure, indemnify and save harmless the M.D. and the Landowner against all liabilities, costs, damages, loss, fines, suits, claims, demands and actions or causes of action of any kind, for injuries to persons or loss of life or damage to property, by reason of or arising out of or connected with any negligence, noncompliance with or breach of laws or by-laws or the terms, covenants and provisions of this agreement, due to actions or inactions taken or not taken by the Town for the purpose of operating and maintaining the FCDC.
13. All other agreements between the two parties affecting the operation of the FCDC shall be rescinded.

AND THE PARTIES FURTHER AGREE THAT:

- (a) The Town and the M.D. or its agents may at all reasonable times upon giving notice to the Landowner enter and inspect the premises;
- (b) Notices shall be deemed delivered to the parties to this agreement by regular mail, five days after posting to the addresses listed below:

The Municipal District of Willow Creek No 26, P.O. Box 550, Claresholm, Alberta, T0L 0T0 and the Town of Claresholm, P.O. Box 1000 Claresholm, Alberta T0L 0T0 and the Landowner _____

IN WITNESS WHEREOF the parties of the first and second part have hereunto affixed their corporate seals as attested by their officers duly authorized to sign on their behalf and the party of the third part has hereunto set their hand the day and year first above written.

SIGNED, SEALED AND DELIVERED)

In the presence of _____)
_____)

Witness to the signature of _____

Landowners Name(s) Printed

Signature(s)

**THE MUNICIPAL DISTRICT
OF WILLOW CREEK NO. 26**

Reeve

CAO

TOWN OF CLARESHOLM

Reeve

CAO

AFFIDAVIT OF EXECUTION

CANADA) I, _____,
))
PROVINCE OF ALBERTA) of the _____ of _____,
))
TO WIT:) in the Province of Alberta.

MAKE OATH AND SAY:

1. **THAT I WAS PERSONALLY** present and did see _____
named in the within instrument, who is personally known to me to be the person named
therein, duly sign and execute the same for the purposes named therein.

2. **THAT THE SAME** was executed at the _____ of _____, in
the Province of Alberta, and that I am the subscribing witness thereto.

3. **THAT I KNOW** the said _____ and he/she/they is/are, in my
belief, of the full age of eighteen (18) years.

Witness's Signature

SWORN BEFORE ME at the _____ of)
_____, in the Province of)
Alberta, this ____ day of _____,))
2011.))
_____)

**A COMMISSIONER FOR OATHS IN AND
FOR THE PROVINCE OF ALBERTA**

INFORMATION ITEMS

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 5 (2011)
EXECUTIVE COMMITTEE MEETING
Thursday, July 14, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

- Terry Michaelis - Chair
Gordon Wolstenholme - Vice-Chair
Henry Van Hierden
Doug MacPherson (absent)
Dick Fenton
Henry Doeve (absent)
Mike Selk (absent)

STAFF:

- Lenze Kuiper – Director
Barb Johnson – Executive Secretary

AGENDA:

- 1. Approval of Agenda – July 14, 2011
2. Approval of Minutes – May 12, 2011 (attachment)
3. Business Arising from the Minutes
(a) Inquiry re ‘Citi Cards’ on Office Accounts
4. New Business
(a) ORRSC Perspectives: General Observations and Potential Issues regarding the RAC’s Advice to the Government (attachment)
(b) Subdivision Stats
(c) 2012 Budget Deliberations
(i) Salaries (COLA – September 1)
(d) 2011 Reserve Allocations (handout)
(e) Tendering for Audit Services (handout)
(f) SouthGrow and Alberta SouthWest Regional Alliance Discussions
(g) GIS Update
(h) ADOA 2011 Conference – September 25-28
5. Accounts
(a) Office Accounts –
(i) May 2011 (attachment)
(ii) June 2011 (handout)

- (b) Financial Statements –
 - (i) January 1 - January 31, 2011(handout)
 - (ii) January 1 - February 28, 2011(handout)
 - (iii) January 1 - March 31, 2011(handout)
 - (iv) January 1 - April 30, 2011(handout)
 - (v) January 1 - May 31, 2011(handout)

- 6. Director’s Report
- 7. Executive Report
- 8. Adjournment.....

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: Dick Fenton

THAT the Executive Committee approves the agenda, as amended:

- ADD: 5(b) Financial Statements –
 - (i) January 1 - January 31, 2011
 - (ii) January 1 - February 28, 2011
 - (iii) January 1 - March 31, 2011
 - (iv) January 1 - April 30, 2011
 - (v) January 1 - May 31, 2011

CARRIED

2. APPROVAL OF MINUTES

Moved by: Henry Van Hierden

THAT the Executive Committee approves the minutes of May 12, 2011, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

(a) Inquiry re “Citi Cards’ on Office Accounts

- The Committee asked for clarification on payments to ‘Citi Cards’ which appear on the monthly Office Accounts. This is the business account for ‘Staples’ office supplies.

Moved by: Gordon Wolstenholme

THAT the Executive Committee receives the explanation re ‘Citi Cards’ as information.

CARRIED

4. NEW BUSINESS

(a) **ORRSC Perspectives: General Observations and Potential Issues regarding the RAC's Advice to the Government**

- "ORRSC Perspectives: General Observations and Potential Issues Regarding the Regional Advisory Council's Advice to the Government of Alberta" was released by e-mail to all member and associate municipalities on June 23, 2011. This report is intended to give municipalities key considerations as they participate in the ongoing consultation process of the South Saskatchewan Regional Plan. The information contained is not a comprehensive identification of issues or a representation of municipal views, rather it is a guide for municipalities to consider whether the RAC's recommendations are consistent with municipal visions for a healthy economy, healthy ecosystem and people-friendly communities.
- ORRSC staff plan to complete the workbook on behalf of our municipalities and encourages municipalities to submit them separately also. Submission deadline for workbooks is December 19, 2011.
- Committee members commended staff for their excellent work on the report, which can be found on our website: www.orrsc.com

Moved by: Dick Fenton

THAT the report entitled "ORRSC Perspectives: General Observations and Potential Issues Regarding the Regional Advisory Council's Advice to the Government of Alberta" be received as information. **CARRIED**

(b) **Subdivision Stats**

- Subdivision revenue as of the end of June this year is \$221,800 (117 applications for 401 lots) which is slightly higher than last year (\$205,570) for the same period. There seems to be optimism in our municipalities and we may be on target for \$400,000 by the end of the year.

Moved by: Gordon Wolstenholme

THAT the subdivision statistics be received as information. **CARRIED**

(c) **2012 Budget Deliberations**

(i) **Salaries (COLA – September 2011)**

- Options for the annual cost of living increase were discussed and the following resolution passed:

Moved by: Dick Fenton

THAT the Executive Committee approves a cost of living increase of 3% for all staff, effective September 1, 2011. **CARRIED**

(d) **2011 Reserve Allocations**

- After reviewing a chart showing our present reserves, the Director recommended moving \$222,000 from General Operating Reserve to Allocations-Operating Reserve as well as \$5,000 from Operating Reserve-Photocopier to Equipment & Furniture Rental. Later this year we plan to replace the 2007 Jeep at a net cost of approximately \$10,000.

- This year we are trying to keep costs down and rebuild our reserves. Future plans for 2012 include five GIS workstations, replacement of 2007 Sebring, paving, and GIS renovations.

Moved by: Henry Van Hierden

THAT the Executive Committee approves the following reserve allocations:

- \$222,000 from General Operating Reserve (3160) to Allocations-Operating Reserve (4080); and
- \$5,000 from Operating Reserve-Photocopier (3180) to Equipment & Furniture Rental (5580). **CARRIED**

(e) Tendering for Audit Services

- Due to ever increasing auditing costs (\$17,955 for 2010), the Committee requested the service be put out to tender for a three-year contract. The Director has prepared a "Request for Municipal Accounting/Audit Services" which will be forwarded to several local/regional accounting firms. Completed expressions of interest are to be submitted by September 16, 2011.

Moved by: Gordon Wolstenholme

THAT the "Request for Municipal Accounting/Audit Services" be received as information. **CARRIED**

(f) SouthGrow and Alberta SouthWest Regional Alliance Discussions

- Preliminary discussions have been held with SouthGrow and Alberta SouthWest Regional Alliance regarding the possibility of establishing an economic development wing of ORRSC. These organizations have the same membership as the Commission and there is a strong linkage between economic development and planning. Therefore, a partnership with our organization is a logical progression and could possibly give us access to grant funding.

Moved by: Dick Fenton

THAT the Executive Committee instructs the Director to continue investigating economic development as an ORRSC service. **CARRIED**

(g) GIS Update

- The Town of High River took over their GIS service as of March 31, 2011. To replace this income, we have acquired contracts from the Town of Bow Island and Cardston County (Rural GIS Initiative) for the initial GIS build plus the annual per capita fee. Proposals have been provided to Brooks, Bassano, Foremost, Duchess and Tilley. Initial contact has also been made with Longview, Black Diamond, Turner Valley, Didsbury and Sundre.
- Parkland Community Planning Services has asked us to provide a report on the benefits of GIS and assist in getting their regional GIS established (\$30,000 - \$40,000). A partnership with BlackBridge Technology Infrastructure is being investigated for storage of data as an alternative to our present data backups.

Moved by: Henry Van Hierden

THAT the GIS Update be received as information. **CARRIED**

(h) ADOA 2011 Conference – September 25-28

- ORRSC received a letter from the Alberta Development Officers Association requesting sponsorship for their 2011 Conference being held from September 25-28 at the Coast Lethbridge Hotel & Conference Centre.

Moved by: Dick Fenton

THAT ORRSC sponsor a coffee break for the ADOA Conference at a cost of \$750.

CARRIED

5. ACCOUNTS

(a) Office Accounts –

(i) May 2011

5160	Staff Field Expense	M. Denis	\$	25.11
5160	Staff Field Expense	J. Schmidt.....		23.08
5160	Staff Field Expense	Petty Cash (Staff Field Expense)		15.73
5460	Public Relations	Petty Cash (juice & pop)		33.78
5520	Meetings	Petty Cash (Panago - meeting).....		40.40
5151	Vehicle Gas & Maintenance	Bridge City Chrysler		51.95
5170	Staff Conference & Area	Xerox Canada		235.00
	C. Kembel - "Xerox Docushare Symposium" - May 30-June 1/11 - Registration			
5170	Staff Conference & Area	Economic Development Lethbridge ...		60.00
	L. Kuiper - "Economic Trends Luncheon" - June 1/11 - Registration			
5265	Utilities	City of Lethbridge		614.04
5280	Janitorial Services	Madison Ave Business Services		475.00
5285	Building Maintenance	Lawn Master.....		181.50
5285	Building Maintenance	Cam Air Refrigeration.....		426.14
5285	Building Maintenance	Lawn Master.....		110.30
5310	Telephone	Telus.....		41.60
5320	General Office Supplies	Citi Cards.....		107.97
5320	General Office Supplies	Citi Cards.....		265.48
5380	Printing & Printing Supplies	Citi Cards.....		52.00
5330	Dues & Subscriptions	Brooks & County Chronicle		91.00
5330	Dues & Subscriptions	Claresholm Local Press		30.00
5500	Subdivision Notification	Claresholm Local Press		60.06
5350	Postage & Petty Cash	Postage by Phone		2,000.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding		21.00
5420	Accounting & Audit Fees	BDO Canada.....		3,400.00
5440	Land Titles Office	Minister of Finance		835.00
5440	Land Titles Office	Minister of Finance		59.00
5450	Legal Fees	Stringam Denecky.....		119.59
5570	Equipment Repairs & Maintenance	Xerox.....		3,672.85
1160	GST Receivable	GST Receivable		456.13
		TOTAL		<u>\$13,203.71</u>

(ii) June 2011

5160	Staff Field Expense	M. Denis	\$ 30.57
5185	Planning Intern Expenses	B. Gray	281.81
5150	Staff Mileage	S. Johnson	13.00
5530	Coffee & Supplies	S. Johnson	89.22
5570	Equipment Repairs & Maintenance	S. Johnson	68.99
5170	Staff Conference & Area	C. Kembel.....	471.12
	Kananaskis - "Xerox Docushare Symposium - May 30 - June 1/11 - hotel & meals		
5160	Staff Field Expense	G. Scott	50.57
5160	Staff Field Expense	Jaime Thomas.....	58.07
4140	Approval Fees	A & J Homes	150.00
5151	Vehicle Gas & Maintenance	Imperial Oil	689.03
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	103.90
5160	Staff Field Expense	Petty Cash (Staff Field Expense)	59.03
5285	Building Maintenance	Petty Cash (round up)	11.97
5320	General Office Supplies	Petty Cash (cards)	31.14
5350	Postage & Petty Cash	Petty Cash (Canada Post)	7.66
5520	Meetings	Petty Cash (juice, carafe).....	42.24
5310	Telephone	Bell Mobility	727.21
5310	Telephone	Telus.....	500.00
5580	Equipment & Furniture Rental	Telus.....	260.00
5310	Telephone	Telus.....	44.66
5320	General Office Supplies	Citi Cards.....	105.91
5320	General Office Supplies	Citi Cards.....	30.84
5380	Printing & Printing Supplies	Citi Cards.....	167.50
5330	Dues & Subscriptions	Vulcan Advocate	65.02
5330	Dues & Subscriptions	Sunny South News.....	22.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5390	Graphic & Drafting Supplies	CIP	89.68
5500	Subdivision Notification	Lethbridge Herald.....	541.68
5520	Meetings	Lundbreck Citizen's Council.....	25.00
5570	Equipment Repairs & Maintenance	Xerox	701.22
5570	Equipment Repairs & Maintenance	Xerox	756.20
5580	Equipment & Furniture Rental	Xerox	2,397.58
1160	GST Receivable	GST Receivable	429.11
		TOTAL	<u>\$9,042.93</u>

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the Office Accounts of May 2011 (\$13,203.71) and June 2011 (\$9,042.93), as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - January 31, 2011**
- (ii) January 1 - February 28, 2011**
- (iii) January 1 - March 31, 2011**
- (iv) January 1 - April 30, 2011**
- (v) January 1 - May 31, 2011**

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the following unaudited Financial Statements, as presented:

January 1 - January 31, 2011
January 1 - February 28, 2011
January 1 - March 31, 2011
January 1 - April 30, 2011
January 1 - May 31, 2011

CARRIED

6. DIRECTOR'S REPORT

- Regional Assessment Review Board agreements have been received from 16 municipalities – deadline to sign up for 2011 is August 31.
- ORRSC is trying to get the Town of Brooks on board for planning services and possibly GIS.

Moved by: Dick Fenton

THAT the Executive Committee approves the verbal Director's Report, as presented.

CARRIED

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

- There will **not** be an Executive Committee meeting in August.

Moved by: Dick Fenton

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, September 8, 2011 at 7:00 p.m.

CARRIED

/bj

CHAIR: _____



CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING
SEPTEMBER 28 2011

PRESENT: DOUG LEEDS, DON CLARK, HAROLD SEYMOUR, RHODENA KING, JIM KJARSGAARD, ANOLA LAING, BERNICE CASE, DOUG MCPHERSON, DON GLIMSDALE, TRISHA CARLETON.

1. THE MEETING WAS CALLED TO ORDER AT 7; 30 BY ANOLA LAING.
2. THE AGENDA WAS APPROVED BY DON GLIMSDALE.
3. THE MINUTES, WITH AMENDMENTS WERE APPROVED BY DON GLIMSDALE.

4. THE FINANCIAL REPORT WAS REVIEWED BY DON GLIMSDALE AND WAS ACCEPTED BY THE MAJORITY

5. BUSINESS ARISING OUT OF THE MINUTES.
 - a. ANOLA SENT A REPORT TO ALL BOARD MEMBERS REGARDING THE SUCCESSFUL SEASON OF THE TOURIST INFORMATION CENTRE IN THE CPR BUILDING. SEE ATTACHED. HAROLD SUGGESTED THAT A COPY OF THIS DOCUMENT BE SENT TO THE LOCAL PRESS AND THE BUS COMPANIES.
 - b. THE CPR PLATFORM IS ALMOST COMPLETED. THE BRACES STILL NEED TO BE PAINTED AND WE HAVE TO FIND A SOLUTION TO THE PIGEON MESS.
 - c. THE EXTERIOR OF THE SCHOOL HOUSE HAS BEEN PAINTED AND THE BROKEN WINDOWS MENDED.
 - d. THE STORM WINDOWS ARE IN PLACE ON THE CPR BUILDING. THERE ARE 3 WINDOWS MISSING. DOUG MCPHERSON IS GOING TO HAVE A LOOK AROUND THE STORAGE AREAS TO SEE IF HE CAN LOCATE THEM. WE ARE ALSO LOOKING FOR THE OLD CPR SIGNS TO GO ON THE PLATFORM. A NUMBER OF PEOPLE REMEMBER SEEING THEM BUT NOBODY IS SURE WHERE THEY HAVE BEEN STORED.
 - e. BOB HUGHES HAS OFFERED TO DO THE LASER SIGNAGE FOR THE COST OF THE MATERIAL. TRISHA HAS ASKED THE ART TEACHER AT THE HIGH SCHOOL IF THE STUDENTS WOULD BE INTERESTED IN A CONTEST TO DESIGN SOME TYPE OF SIGN.
 - f. ANOLA ASKED MARCUS HECK WHETHER OR NOT THERE IS A TIME DEADLINE ON THEIR OFFER OF A DONATION FROM THE LION'S CLUB. THE ANSWER WAS NO, SO WE ARE FREE TO CONSIDER ANY FUTURE PROPOSALS FOR THIS MONEY.
 - g. ANOLA DISTRIBUTED COPIES OF THE VISITOR INFORMATION STATISTICS. SEE ATTACHED,

- F. FORMS TO BE COMPLETED FOR ESTABLISHING A VOLUNTEER POOL AND THE TRAINING AND PROGRAMMING OF SUCH WERE ALSO CIRCULATED. SEE ATTACHED.

6. TRISHA PRESENTED AND REVIEWED HER MONTHLY REPORT. SEE ATTACHED HAROLD PROPOSED THAT WE HAVE AN EVENING AT THE LIBRARY SIMILAR TO ARMCHAIR TRAVEL, WITH GUEST SPEAKERS AND FEATURING OUR DIFFERENT EXHIBITS. DOUG MCPHERSON SUGGESTED THAT TRISHA ASK OTHER MEMBERS OF THE MUSEUM COMMUNITY HOW THEY DEAL WITH THE PIGEON PROBLEM. DOUG LEEDS PROPOSED THAT THE WINTER HOURS REPORT BE APPROVED. IT WAS SUGGESTED THAT NONE OF THE VOLUNTEERS BE GIVEN DANGEROUS JOBS BECAUSE THEY ARE NOT COVERED BY THE TOWN'S INSURANCE. JOBS WILL BE GIVEN AT TRISHA'S DISCRETION.

7. A. FRIENDS SOCIETY APPLICATION WAS CIRCULATED AND REVIEWED. TRISHA WILL SUBMIT THE APPLICATION SO THAT THE NAME SEARCH CAN BE DONE AND WE WILL CONTINUE THE DISCUSSION ON THIS MATTER AT THE NEXT MEETING.

B. ANOLA ATTENDED A MEETING ON WEBPAGE DEVELOPMENT SHE EXPLAINED WHAT WAS DISCUSSED WE WILL DISCUSS HOW WE WILL INCORPORATE THIS AT FUTURE MEETINGS. WE WILL DISCUSS THE XMAS ACTIVITY AT THE OCTOBER MEETING.

C. TRISHA THINKS THAT SHE CAN GET A SPEAKER FOR NOVEMBER PREFERABLY FOR REMEMBRANCE DAY.

D. EXHIBIT IDEAS. IT WAS SUGGESTED THAT WE MOVE THE GRAIN EXHIBIT TO THE CPR BUILDING. THERE IS STILL WORK TO BE DONE ON THE BLACKSMITH SHOP. DOUG LEEDS DISCUSSED HIS PROGRESS AND PROMISED TO HAVE IT DONE BY THE END OF OCTOBER.

8. A. TRISHA WILL BE LOOKING FOR A TOWN FACILITATOR BEGINNING IN JANUARY. BOARD MEETINGS WILL CONTINUE TO BE HELD ON THE LAST WEDNESDAY OF EACH MONTH FOR 2012.

8. DONATIONS;

A. WE NEED A HISTORY OF ITEMS THAT ARE BOUGHT IN. RHODENA SUGGESTED THAT PEOPLE WHO BRING IN ITEMS HAVE A STORY TO TELL AND THESE SHOULD BE RECORDED. ANOLA OFFERED TO BRING IN A RECORDER AND A VIDEO FOR THIS PURPOSE. WE VOTED TO CONTINUE TO VOTE ON ACCEPTANCE OR REJECTION AT EACH MEETING.

FOR SEPTEMBER.

WOODEN SPOONS FOR STORE- YES

BOTTLE OPENER FOR ADVERTISING EXHIBIT- YES

OLD BOOKS – YES.

NURSING BOOK- POLITELY DECLINED.

MOUNTED ANIMAL HEADS AND BINOCULARS-YES

B. ANOLA IS OFFERING HER TWO CARS. LACK OF SPACE MEANS THAT WE WILL HAVE TO ROTATE THEM. DOUG MCPHERSON SAID THAT THERE IS ROOM IN THE TOWN STORAGE BUILDING. APPRAISALS HAVE BEEN DONE ON BOTH VEHICLES. DOUG LEEDS MADE THE MOTION THAT WE ACCEPT THEM. UNANIMOUSLY PASSED.

THE NEXT MEETING WILL BE HELD ON OCTOBER 26 AT 7:30 AT THE MUSEUM.

Claresholm Chamber of Commerce Society
Meeting Minutes
OCTOBER 18, 2011

Meeting location: Claresholm Golf Course

Attendance: 18

Russell Sawatzky-The Co-operators, Don Leonard-Chinook Credit Union, Linda Petryshen (Motel 6), Susan Gour (Treasurer), John Vanderfluit (Lazy J Motel), Betty Fieguth-Town of Claresholm representative, Marilyn Curry (Century 21 Real Estate), Rob Vogt (Claresholm Local Press), Tony Walker (CFAB), George Douros (Casa Roma Restaurant), Patricia Lett (Willow Creek Psychology), Debbie Lane (Alberta Human Resources), Jason Rampanen & Trish Babkirk (Tom Harris Cell), Pamela Copeland (Mural Artist), Catherine Abel (Mural Artist), Nancy McCance, Secretary, Kris Holbeck (Town of Claresholm CAO)

Call meeting to order: Russell Sawatzky, President

Additions to Agenda: Christmas dinner, 2012 Trade Fair

Approval of Agenda: moved by Linda Petryshen

Additions or corrections to Sept minutes: Moved to accept: Marilyn Curry, Linda 2nd

Claresholm Fair Days : Kris Holbeck, Town of Claresholm

In the past the Town of Claresholm has organized Claresholm Fair days, held the 2nd weekend in August each year. The Town has invited the Chamber to take over. The town would continue to contribute \$10,000 yearly. The administration staff at the Town has often ended up organizing this as volunteers are few. Kris feels a better job could be done by the Chamber. This would involve: organizing the parade, budgeting the event, send out letters to neighboring communities inviting them to participate (although few did), letters to dignitaries, MLA, MP, etc to participate. These letters were sent in June last year. Citizen and Jr. Citizen of the year participate. Other towns typically don't come to our parade although T of C goes to other towns. Advertising and promotion done in June and July. The yearly theme is suggested by the Fair Board. Participants can just show up, no pre-registration in the past. A hospitality room is offered in the fire hall, adjacent to marshalling grounds. Coffee, donuts & food are provided in the morning, and snacks & alcohol afterwards. Amundsen Park – activities for children. This year they had a movie in the park-2 nights, this used up most of \$10,000. This project does not have to be done the same way as the Town has done it in the past, the Chamber can plan it as they see fit. The Town will continue to provide traffic control, 4 public works employees including putting barriers up and down. This will be provided by the Town, no charge (not taken out of the \$10,000).

Russell: How many hours does this project currently take? Kris: about 30

Calendar

December 2	Old-fashioned Christmas
December 3	Joint Hospital Christmas party
February 3 & 4, 2012	Trade Fair

Trade Fair: Don Leonard: 6 applications already received. Applications are available on the chamber website: claresholmchamber.com Entertainment to be provided. The committee is already working on this and will report more at the next meeting. All memberships received are to go to Don Leonard, then he will pass on cheques to Sue.

Committee Reports:

Financial Report: Sue Gour, Treasurer. General account: \$18,785.76.

Town Report: Betty Fieguth. First reading of the cemetery by-law passed, traffic by-law did not pass. Details were published in the local press or can be obtained by contacting the town office. For example, there is a proposed new by-law concerning the parking of recreational vehicles. The 8th street paving project is behind because of rain. The aquatic centre is short staffed due to a shortage of senior lifeguards. A golf course by-law also passed.

Wi Fi Project: Russell: At the recent EDC meeting we found out that the Town has received a quote from "Geeks on Site" from Lethbridge who has been contacted to set up wi fi availability downtown. \$1600 is the initial cost including radios that broadcast the signal. Segmented signal for privacy. No heavy usage such as gaming will be permitted. The service will be geared towards light usage for visitors/tourists to encourage them to stop in Claresholm. The Museum currently broadcasts an open signal, which is considered dangerous. Wi Fi will also be provided for the Community Centre. The EDC discussed this proposal at length and it seemed a good, solid proposal. This would be an exciting development for Claresholm. EDC will probably move forward with this proposal.

MD Report: Glen was not in attendance

New Business:

Ringrose Park Mural Project: Presentation by Pam Copeland to Chamber: 2 artists withdrew since the project started and the idea of putting the mural on panels instead of directly onto the wall was also suggested. Catherine Abel, a mural artist, moved to town and her help was gladly accepted by Pam. Their proposal is attached.

The new idea of painting the mural on panels means that it can be moved if the building has to be torn down for any reason, the wall does not have to be repaired or prepared, and the artists can work over the winter and the project can be completed on time without concern for adverse weather. The advantages are obvious. A scale drawing was presented by Pam.

Catherine Able: the new format (panels) also lends itself well to advertising: postcards, posters, etc. "Historic Mural #3" will be on the east wall of Ringrose Park. A sample of dibond, the surface being used, was passed around to members. Each panel represents 50 years from 1850 to the present.

Visual display and details will be available to anyone who is interested, at Patrick Lannan's Law Office where Pam is an employee next door to The Co-operators.

Russell: A New Executive is needed for 2012

Downtown Farmer's Market: Report by Russell: Complete Carpentry did an estimate for work that would be required on the building is \$65,000. There is still some interest in this project. FCSS is interested in participating and they may have some access to grant money.

Small Business Christmas dinner/Social: The Chamber was approached by The Golf Course (Bryan) Restaurant offering to partner with the Chamber to provide a venue for small business who want to participate for a Christmas party. The price, including entertainment would be \$30/person. There would be a turkey dinner buffet. There was no consensus as to whether the Chamber should partner with Bryan for this event. The other question is when would we hold this?

Sue: could the Chamber turn it into a fund raising event and include a silent auction? *If you have any thoughts or ideas, please e-mail us. Also, please let us know if you are interested in attending such an event.*

Dec 2 – Old fashioned Christmas

Dec 3 – joint hospital Christmas party

Correspondence: Victoria Calvert, Calgary Mount Royal University, associate professor has contacted Russell concerning a business retention & expansion study that she would like to complete. She would like some time at our next meeting to show us the survey she has put together. The Mayor approves of this project. Victoria wishes to e-mail the survey to our membership. The Chamber could also include their own survey along with it as well as the MD, if they wished. No charge, federally funded.

Tony Walker also has spoken to Victoria and feels this would be beneficial for the community and the Chamber Members.

Don Leonard: As long as the e-mail is forwarded by Nancy so that the business e-mail address, which are private and confidential, are not shared, there should be no problem.

Moved to adjourn: Russell

2nded: Nancy

Next meeting: Tuesday, November 15, 2011 at the Claresholm Golf Course noon-1

PROPOSAL FOR MURAL IN RINGROSE PARK

Pamela Copeland & Catherine Abel

Mural Concept and Background –

Theme – “Traditional Wisdom” honouring women, farmers, the elders and the indigenous – “to see them not as remnants of our past but as the path to our future”.

“We see the theme of the mural with a distinct local flavour. Traditional wisdom is not something that is often found in reference books or while surfing the web, but it exists and persists in every culture around the world. We chose to represent the traditional wisdom that formed some of the very foundation that local families today still use and build upon.”

This proposal is based on the mural being painted on 4 separate free-standing frames, adjacent to the wall that runs north and south on the east side of the park. The added benefit of having eye-catching and appealing images in their own frames is that no major repairs are required for the wall behind them. It is recommended that the wall be painted in a color that complements and enhances the images. Should there ever be a need to move the mural modules, each one can more easily be taken apart and moved to another location. Each mural frame consists of one of the four modules of traditional wisdom represented in a specific time period of history in the Claresholm area, spaced equally apart, beginning at the earliest time on the north end of the wall and ending with present day at the south end. In order to best accommodate and display the mural modules, it is highly recommended that the existing lamp pole be removed from its present location near the pergola and re-placed at the north end of the park, in closer proximity to the north entrance of the park. The lowest portion of the wall at the north end (approx. 10’ high) will have no mural module in front of it, but could accommodate a structural lean-to to house seasonal displays.

Mural Description: (Please refer to attached artist rendering and description.)

The frame that holds each mural module is designed to contain 3 Dibond Composite Aluminum panels tightly together and secure enough to prevent any bend or warp. A separate estimate for the design and fabrication of 4 free-standing frames will be provided as soon as possible.

We propose to paint the panels (one frame=3 - 5’x10’ panels) indoors over the winter months. This will require a facility located in Claresholm to be rented temporarily for several months so that the artists may prepare, prime, lay-out and design, paint and store each module and materials. The rental space must be large enough to accommodate the frames and panels being put together for painting and must be able to be secured to store the paint and materials.

Estimated Cost -

Estimated cost of materials:

12- 5'x10' Dibond Composite Aluminum Panels (218.75 ea.)	\$2625.00
Freight delivery charge for panels	\$ 200.00
SUB TOTAL (GST - 141.25 included)	\$ 2966.25
Liquitex Professional Grade Medium Viscosity Artist Color (600 square feet of surface)	\$ 500.00
Acrylic Gel Medium & Varnish (600 square feet of surface)	\$ 400.00
Soluvar Removable Varnish (mineral spirit based) (600 square feet of surface)	\$ 600.00
Brushes, trays, cloths, pails and other items for painting	\$ 350.00
Freight charges (estimated)	\$ 250.00

Estimated Total Material Cost **\$5066.25**

Execution Costs:

Base cost of labour for artists	\$5000.00
Plus \$8.50 per square foot (600 x 8.50)	\$5100.00
(Covers sanding preparation and priming of each panel as well as painting detailed complex mural images.)	

Estimated Total Execution Cost **\$10,100.00**

ESTIMATED MATERIAL AND LABOUR COST **\$15,166.25**

(does NOT include fabrication of mural frames and installation)

Part 4 – Other considerations

Insurance

- General liability to cover 3rd party injury is provided by the party commissioning the mural.
- Artists are to provide their own personal insurance.

Copyright and Ownership

- Ownership is given to the party commissioning the mural.
- Copyright of the mural image is owned by the artists, unless otherwise re-assigned in a written contract (moral rights still pertain).
- Permission to reproduce the image of the mural for promotional purposes is granted by the artists to the party commissioning the work.

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
Wednesday September 7, 2011
Nanton Quality of Life Foundation Building
Meeting 7:00pm



Board Representatives

Shawn Patience, Fort Macleod
Walter Gripping, Granum
Dick Fenton, Nanton
Ernie Olsen, Pincher Creek
Phil Wakelin, MD Willow Creek
Dennis Gillespie, Stavely
Barney Reeves, Waterton Lakes

Invited Guests

Kyle Grier, Piikani Nation
Gwen Smith, Nanton Council
Jakob Hensel, Nanton Council

Resource Persons

Bev Thornton
Georgina Sharpe

1. Welcome and Introductions

Chair, Shawn Patience, called the meeting to order.
Special presentation of prize package to Phillip LaCoste, "My Alberta SouthWest" video conference contest winner.
Phillip thanked the Board and told his story about how he created the video entry and his future plans.

Special Guests:

Phillip LaCoste, Guy and Hala LaCoste
Joan and Tony Scheiwiller, Ultimate Trains
Debbie Houghtaling, Reporter, Sun Media

2. Approval of Agenda

Addition to the agenda: SAAEP letter and action brief added as item #5

Moved by Walter Gripping THAT the agenda be approved as amended.

Carried. [2011-09-203]

3. Approval of Minutes

Moved by Dick Fenton THAT the minutes of July 6, 2011 be approved as presented.

Carried. [2011-09-204]

4. Approval of Cheque register

Moved by Walter Gripping THAT cheques #835-#876 be approved as presented.

Carried. [2011-09-205]

5. SAAEP Letter and Action Brief

Moved by Ernie Olsen THAT the Board support the direction and intent of the SAAEP Action Brief as presented.

Carried. [2011-09-206]

6. Executive Director Report and revised Term of Contract

Moved by Phil Wakelin THAT the Board approve a contract with Beverley Holdings Ltd. to provide Executive Director services to AlbertaSW from July 4, 2011 to the end of the fiscal year, March 31, 2012.

Carried. [2011-09-207]

7. Ideas and Priorities discussion:

How do we create value for our communities?
What are our REDA goals and priorities?
What are measures of REDA success?

Discussion touched on the following ideas and action items:

Technology

- Explore provision of broadband access in the region: advantages? gaps? What needs to be done to build on strengths and also address deficiencies?
- Plan how to keep up with latest technologies to enable us

to attract high value, high tech younger demographic to the region.

- Explore new opportunities in small use applications of small wind and solar.

Revenue and Services

- Provide AlbertaSW-sponsored wifi access across the region; present more hard numbers at next meeting; identify options for business sponsorship and revenue generation for AlbertaSW as well as marketing options for the program;
- Consider options for provision of contracted services by AlbertaSW using the ORRSC model; EDO services seem to be a good fit; another option may be to carry CAO on retainer to support interim needs in the region; these could be handled on a fee for service basis with revenue generated to support AlbertaSW initiatives.
- Examine regional business license as a revenue stream.

Communications and Regional Promotion

- Continue the momentum created by the summer awareness campaign;
- Note the advantages of Board members visiting local businesses, engaging the business community's support by meeting their needs.
- Examine issues regarding business listings on website, including the self-registration process.
- Develop ways to communicate REDA activities more effectively: this could include
 - provide brief monthly updates (one-pager)
 - send minutes to CAOs; include in council packages
 - post a quarterly report, available on website.

8. Round Table updates

9. Upcoming events

❖ **September 22-23, 2011** 2nd Annual Conference of the Roundtable on the Crown of the Continent

10. Next Board Meetings

❖ **Wednesday October 5, 2011;** location TBD

11. Adjournment

Moved by Ernie Olsen THAT the meeting be adjourned.
Carried. [2011-07-208]

Minutes approved by:

Approved October 5, 2011

Chair

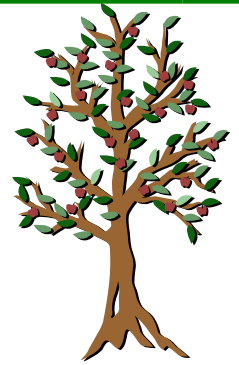
Date

Secretary/Treasurer

Date

Alberta SouthWest Bulletin – September 2011

Regional Economic Development Alliance (REDA) Update



→ Regional promotion

An important role of the Alberta SouthWest Regional Alliance (AlbertaSW) is to promote the region and the assets and opportunities within our 16 communities.

- The newly designed website www.albertasouthwest.com was launched this summer featuring a video contest and multi-media campaign that included print, radio and TV; this initiative also created a social network presence for AlbertaSW.
- The region continues to build upon our contacts and relationships in the Netherlands to promote investment in the region. AlbertaSW print materials were shipped to Holland in preparation for meetings that are being organized for February 2012.
- Travel Alberta brought a “fam tour” of European travel writers to the region for 4 days at the end of September. These international writers had been attending a “Go Media” event in Edmonton.

→ Sustainability

In spite of the changes to the funding structure with the province, the Board is looking positively at strategies for REDA sustainability. One strategy may be developing ways to provide economic development and communications services to the member communities.

→ Tourism and Geotourism industry development

- AlbertaSW was well represented at the Second Annual Crown Round Table Conference held Sept 22-23 in Polson MT. This was an opportunity to strengthen our geotourism partnerships and to also increase awareness of geotourism and its importance in the business development of the transboundary region we share. MLA Evan Berger also made a presentation on Alberta’s Land Use Framework process.
- AlbertaSW has renewed its participation to support a contract with Dylan Boyle, Coordinator for the Crown of the Continent Geotourism Council; this position is jointly supported by AlbertaSW, Montana Office of Tourism and Kootenai Rockies Tourism.
- AlbertaSW tourism operators are participating in the Chinook Country Tourist Association (CCTA) Tourism Cluster Strategy (TCS) Project. This project is engaging tourism businesses from across the region to use the “Explorer Quotient” assessment tool developed by the Canadian Tourism Commission; the process helps to define and refine tourism marketing. The project also involves creating an on-line booking system for tourism operators in the CCTA region.

→ Alternative Energy

- AlbertaSW continues to support the Southern Alberta Alternative Energy Partnership (SAAEP) which includes SouthGrow and Economic Development Lethbridge.
- The SAAEP partners have been invited to provide input to an Alberta Energy “Policy Framework Questionnaire”, a provincial government initiative.

→ Agriculture and value added agriculture

- AlbertaSW is part of a three-year initiative implemented by the Rural and Cooperatives Secretariat (RCS) of Agriculture and Agrifood Canada.
- Consultations are completed and the next steps will identify some priority action steps to support regional collaboration and identify resources to help leadership decision-making.



TOWN OF CLARESHOLM
REGULATORY &
PROPERTY SERVICES



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

STAFF REPORT

To: Town Council
From: Community Standards Committee
CC: N/A
Date: October 20th, 2011
Re: Enforcement Update Report for the Month of August (2011)

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Enforcement Update Report for the Month of August (2011):**

For the month of August the Regulatory & Property Services Department received 148 Complaints; 68 initiated by the Community Standards Committee or members of the community and 60 Staff initiated. A categorized breakdown is listed below:

<i>Weeds</i>	54
<i>Civic Address</i>	46
<i>Trees & Vegetation</i>	11
<i>Animals</i>	11
<i>Unightly</i>	9
<i>Development</i>	6
<i>Traffic</i>	4
<i>Other</i>	7
<hr/>	
<i>TOTAL</i>	148

Resulting enforcement actions:

<i>Notices & Warnings</i>	104
<i>Municipal Tags</i>	2
<i>Provincial Tickets</i>	0
<i>Orders</i>	1
<i>Dogs Impounded</i>	7
<hr/>	
<i>TOTAL</i>	114

Total open and active files:

<i>Files created in the month</i>	114
<i>Previous files (still open)</i>	148
<i>Deferred files</i>	34
<hr/>	
<i>TOTAL</i>	296

Closed files & Month-end remaining files:

<i>Total active files</i>	296
<i>Concluded files</i>	154
<hr/>	
<i>TOTAL</i>	142

Total monthly activity:

<i>Files created in the month</i>	114
<i>File follow-ups</i>	146
<hr/>	
<i>TOTAL</i>	260

Notes and Observations:

The Regulatory & Property Services Department has continued to focus on addressing situations that have been neglected and drawn-out over the last several years and has also continue regular patrols that have resulted in frequent enforcement actions relating to weeds and sight lines at the intersections of municipal roads and alleys (trees & vegetation). A new enforcement direction beginning in August was the initiation of the enforcement of regulations in the Fire Bylaw that require properties to have civic address displayed. In August, the department focused its efforts on residential properties. The prioritization of the 148 new complaints by the RPS Department has translated into 114 (77%) of the files being undertaken and 34 (23%) of the files deferred to September's enforcement list. The Regulatory & Property Services Department commenced 114 enforcement actions in the month of August. The combination of remaining July files (148) and new August files (148) totals 296 open & active files; of which 154 were concluded through the month of August. The file closure rate in August was 52%; remaining steady with July's closure rate of 50%. Finally, the total monthly activity indicates that 88% of all active enforcement files received action and/or follow-up; this translates to 260 files – and continues to be a very large volume of files (over 12 files per working day).

In addition, the Regulatory and Protective Services Department revamped its webpage (within the Town of Claresholm website). Features include a new *public complaint assistance and information package*. Check it out: <http://www.townofclaresholm.com/live/regulatory-and-protective-services/>

Jeff Gibeau
Manager of Regulatory & Property Services



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**TOWN OF CLARESHOLM
REGULATORY &
PROPERTY SERVICES**



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

STAFF REPORT

To: Town Council

From: Community Standards Committee

CC: N/A

Date: October 20th, 2011

Re: Enforcement Update Report for the Month of September (2011)

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Enforcement Update Report for the Month of September (2011):**

For the month of September the Regulatory & Property Services Department received 201 Complaints; 45 initiated by the Community Standards Committee or members of the community and 156 Staff initiated. A categorized breakdown is listed below:

<i>Civic Address</i>	117
<i>Traffic</i>	22
<i>Weeds</i>	14
<i>Animals</i>	13
<i>Unsanitary</i>	10
<i>Development</i>	8
<i>Other</i>	17
<hr/>	
<i>TOTAL</i>	201

Resulting enforcement actions:

<i>Notices & Warnings</i>	162
<i>Municipal Tags</i>	0
<i>Provincial Tickets</i>	0
<i>Orders</i>	0
<i>Dogs Impounded</i>	4
<hr/>	
<i>TOTAL</i>	166

Total open and active files:

<i>Files created in the month</i>	166
<i>Previous files (still open)</i>	142
<i>Deferred files</i>	35
TOTAL	343

Closed files & Month-end remaining files:

<i>Total active files</i>	343
<i>Concluded files</i>	65
TOTAL	278

Total monthly activity:

<i>Files created in the month</i>	166
<i>File follow-ups</i>	57
TOTAL	223

Notes and Observations:

The Regulatory & Property Services Department continued with an enforcement direction initiated in August; the enforcement of regulations in the Fire Bylaw that require properties to have civic address displayed. An important step in project was to ensure Town facilities displayed the proper civic addresses. The RPS dept worked with Public Works to ensure compliance of municipal facilities. In September, the department completed the residential properties and also began working with commercial and industrial properties.

The prioritization of the 201 new complaints by the RPS Department has translated into 166 (83%) of the files being undertaken and 35 (17%) of the files deferred to October's enforcement list. The Regulatory & Property Services Department commenced 166 enforcement actions in the month of September. The combination of remaining August files (142) and new September files (201) totals 343 open & active files; of which 65 were concluded through the month of September. The file closure rate in September was 19%; well below the 50% that has been achieved in recent months. The cause is two-fold; one, the department wanted to ensure that Municipal Facilities are properly displaying their civic address before escalating enforcement action on residential, commercial and industrial properties. Secondly, the amount of civic address enforcement has caused several shortages in numbers at local retailers; the Town alone has ordered over 60 numbers. The RPS Dept. expects to close a large amount of files in October. The total monthly activity in September indicates that 65% of all active enforcement files received action and/or follow-up; this translates to 223 files – and continues to be a large volume of files (over 10 files per working day).

In addition, all required training as specified by the Alberta Solicitor General has been or is in the process of being scheduled to upgrade Officer Barker's appointment to Community Peace Officer (I). This designation will allow Officer Barker to begin enforcement of moving violations.

Jeff Gibeau
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