



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 23, 2015
AGENDA

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES MARCH 9, 2015

DELEGATIONS:

1. MR. JACK POUR
RE: Claresholm Food Bank
2. CLARESHOLM CHILD CARE SOCIETY
RE: Request to Increase Monthly Contribution

ACTION ITEMS:

1. BYLAW #1601 – Traffic Bylaw Wording Amendment – School Zones
RE: 2nd & 3rd Readings
2. BYLAW #1603 – Regional Assessment Review Board Bylaw
RE: 2nd & 3rd Readings
3. UPDATE: Municipal Government Act Amendments
4. CORRES: Southern Alberta Energy from Waste Association
RE: 2015 Membership Fees
5. CORRES: Oldman River Regional Services Commission
RE: Vulcan County & the Municipal District of Willow Creek Intermunicipal Development Plan (Draft)
6. CORRES: Claresholm Child Care Society
RE: 2015 Commercial General Liability Insurance
7. REQUEST FOR DECISION: Bylaw #1391 – Street Maintenance Tax Levy Overpayment
8. REQUEST FOR DECISION: Bylaw #1465 – Curb & Gutter Overpayment
9. REQUEST FOR DECISION: Special Tax Bylaws
10. REQUEST FOR DECISION: Application for Small Communities Fund (SCF) – Stormwater Management Plan
11. REQUEST FOR DECISION: Application for Small Communities Fund (SCF) – Multi-use Community Building & Town Hall
12. INFORMATION BRIEF: Community Dossiers
13. INFORMATION BRIEF: Proposed Revisions to Alberta's Drinking Water Regulations
14. CAO REPORT: March 23, 2015
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA: Personnel, Land Leases, Draft Strategic Plan

INFORMATION ITEMS:

1. Claresholm & District Chamber of Commerce Meeting Minutes – February 17, 2015
2. Mayors & Reeves of Southwest Alberta Meeting Minutes – March 6, 2015
3. Claresholm & District Transportation Society Meeting Minutes – December 22, 2014
4. Alberta Recreation & Parks Association Excellence Series – March 6, 2015
5. Correspondence: MD of Willow Creek to Southern Alberta Energy from Waste Association – Mar 12, 2015
6. Correspondence: Alberta Education, School Accreditation and Standards – February 23, 2015
7. Alberta Government News Release: Action underway to improve rural health care – March 18, 2015

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 9, 2015

Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West

COUNCIL PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O'Neill.

ABSENT: None

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Secretary-Treasurer: Karine Wilhauk.

MEDIA PRESENT: Rob Vogt, Editor, Claresholm Local Press.

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

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

MINUTES: **REGULAR MEETING – FEBRUARY 23, 2015**
Moved by Councillor Cutler that the Regular Meeting Minutes of February 23, 2015 be accepted as presented.
CARRIED

DELEGATIONS:

1. **ASSOCIATED ENGINEERING**
RE: Town of Claresholm Stormwater Management Plan

Adam McDonald presented the draft Town of Claresholm Stormwater Management Plan on behalf of Associated Engineering.

2. **CLARESHOLM PUBLIC LIBRARY & CLARESHOLM & DISTRICT FCSS**
RE: Completed Needs Assessment

Kathy Davies, Librarian and Barbara Bell, Director of Claresholm & District FCSS were present to speak to Council regarding their just completed Needs Assessment, where they received feedback from the public about our the library, FCSS and the community as a whole.

ACTION ITEMS:

1. **BYLAW #1601 – Traffic Bylaw Wording Amendment – School Zones**
RE: 1st Reading

Moved by Councillor Cutler to give Bylaw #1601, regarding a Traffic Bylaw wording amendment, 1st Reading.

CARRIED

2. **BYLAW #1603 – Regional Assessment Review Board Bylaw**
RE: 1st Reading

Moved by Councillor Fieguth to give Bylaw #1603, regarding a Regional Assessment Review Board, 1st Reading.

CARRIED

3. **DELEGATION RESPONSE: Claresholm Summer Games Committee & Southern Alberta Recreation Association**
RE: 2015 Southern Alberta Summer Games

MOTION #15-001 Moved by Councillor Cutler to decline the request for funding of the Summer Games Coordinator position however to facilitate the payroll administration of the position for the Committee.

CARRIED

4. **CORRES: Hon. Diana McQueen, Minister of Municipal Affairs**
RE: Small Communities Fund (SCF)

Referred to administration.

5. **CORRES: Alberta Environment & Sustainable Resource Development**
RE: South Saskatchewan Region Biodiversity Management Framework Workshops

Received for information.

6. **CORRES: APWA Alberta Chapter**
RE: National Public Works Week, May 17-23, 2015

Received for information.

7. **CORRES: Alberta South West Regional Alliance**
RE: Travel Alberta Roadshow – Pincher Creek, April 24, 2015

Received for information.

8. **CORRES: Land Stewardship Centre**
RE: Stewards in Motion Event – Community Centre, March 12, 2015

Received for information.

9. **CORRES: Alberta Rural Development Network**
RE: Expression of Interest for Rural Housing Initiative

Received for information.

10. **CORRES: Foothills High School Rodeo Club**
RE: High School Rodeo – April 4th & 5th, 2015

MOTION #15-002 Moved by Councillor Cutler to support the Foothills High School Rodeo Club's Rodeo event on April 4th & 5th, 2015 in the amount of \$250.

CARRIED

11. **CORRES: Claresholm & District Health Foundation**
RE: Annual Charity BBQ – June 11, 2015

Referred to administration.

12. **CORRES: Claresholm Seniors Drop-in Centre**
RE: 2015 Commercial General Liability Insurance

MOTION #15-003 Moved by Councillor McAlonan to pay the Claresholm Seniors Drop In Centre's commercial general liability insurance, for the 2015 year only, in the amount of \$900.

CARRIED

13. **CORRES: Claresholm Healthy Community Coalition**
RE: Free Swim Initiative for 2015

MOTION #15-004 Moved by Councillor O'Neill to donate twenty-four hours of pool rental time for the Claresholm Healthy Community Coalition's free public swim initiative in 2015.

CARRIED

14. **CORRES: Frame Aviation**
RE: Use of Terminal Building – August 15, 2015

MOTION #15-005 Moved by Councillor Fieguth to allow the use of the terminal building for a Fly-in Breakfast to be held Saturday, August 15, 2015 from 8:00 to 11:00 am, with the suggestion that any proceeds be directed to the Claresholm & District Chamber of Commerce.

CARRIED

15. **CORRES: Claresholm Skating Club**
RE: Annual Skating Carnival – March 14, 2015

MOTION #15-006 Moved by Councillor Ford for the Town to contribute a basket for the Claresholm Skating Club's raffle table at their Annual Carnival to a total maximum value of \$100.

CARRIED

16. **CORRES: Jas Schmirler**
RE: Request to use Amundsen Park – April 3, 2015

Referred to administration.

17. **REQUEST FOR DECISION: Stormwater Management Plan**

MOTION #15-007 Moved by Councillor Ford to accept the Stormwater Management Plan prepared by Associated Engineering as presented.

CARRIED

MOTION #15-008 Moved by Councillor Cutler to apply for funding through the Alberta Community Resilience Program for projects relating to the Stormwater Management Plan.

CARRIED

18. **REQUEST FOR DECISION: WCRWMS – Landfill Charges**

MOTION #15-009 Moved by Councillor O'Neill for unanimous consent to allow discussion on the item discussed at the February 9, 2015 regular Council meeting regarding the Willow Creek Regional Waste Management Commission's landfill charges, as per Policy COUN 12-03.

CARRIED

Referred to administration.

19. REQUEST FOR DECISION: FCM 2015 Annual Conference & Trade Show

Received for information.

20. INFORMATION BRIEF: Centennial Park Ball Diamond Concession Building

Received for information.

21. INFORMATION BRIEF: Parade Signs for Mayor & Councillors

Received for information.

22. INFORMATION BRIEF: Council Resolution Status

Received for information.

23. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Cutler to adopt information items as presented.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that this meeting adjourn at 9:00 pm.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

07 March 2015

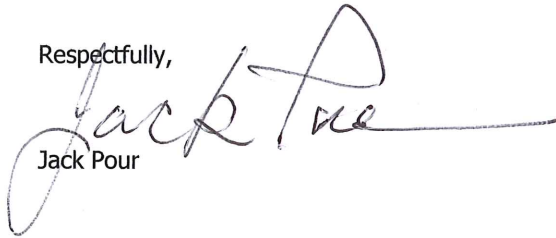
From: Jack Pour
321 – 45th Ave. W., Apt. 107
Claresholm, AB T0L 0T0
Ph: 403-620-3512
E-mail: jack.pour@shaw.ca

To: Claresholm, Alberta Mayor & Town Council

Re: Address to the Mayor & Town Council on 23 march 2015

I respectfully request permission to address the Mayor and Town Council at their meeting on 23 March 2015 , as part of a community delegation and as their spokesperson, to express concerns about the Claresholm Food Bank's operations, policies, organization, chain of authority and Board of Directors, and general operations.

Respectfully,


Jack Pour

[Charities and Giving](#) > [Charities Listings](#) > Search

Schedule 6: Detailed Financial Information - CLARESHOLM FOOD BANK & COMMUNITY OUTREACH SOCIETY

Complete Schedule 6 if **any** of the following applies:

- a) The charity's revenue exceeds \$100,000.
- b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- c) The charity has permission to accumulate funds during this fiscal period.

Do not complete Section D: *Financial Information*, if you must complete Schedule 6.

Was the financial information reported below prepared on an **4020** Cash
accrual or cash basis?

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements". All relevant fields must be filled out.

Assets:

Cash, bank accounts, and short-term investments	4100	\$ 96,206
Amounts receivable from non-arm's length persons	4110	
Amounts receivable from all others	4120	
Investments in non-arm's length persons	4130	
Long-term investments	4140	
Inventories	4150	
Land and buildings in Canada	4155	
Other capital assets in Canada	4160	
Capital assets outside Canada	4165	
Accumulated amortization of capital assets	4166	
Other assets	4170	
10 year gifts	4180	
Total assets (add lines 4100 to 4170)	4200	\$ 96,206
Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250	

Liabilities:

Accounts payable and accrued liabilities	4300	
Deferred revenue	4310	
Amounts owing to non-arm's length persons	4320	
Other liabilities	4330	
Total liabilities (add lines 4300 to 4330)	4350	

Statement of operations**Revenue:**

Total eligible amount of all gifts for which the charity issued tax receipts	4500	\$ 13,875
Total eligible amount of tax-receipted tuition fees	5610	
Total amount of 10 year gifts received	4505	
Total amount received from other registered charities	4510	
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$ 20,996
Total revenue received from federal government	4540	
Total revenue received from provincial/territorial governments	4550	
Total revenue received from municipal/regional governments	4560	
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	
Total non tax-receipted revenue from all sources outside Canada (government and non-government)	4575	
Total interest and investment income received or earned	4580	\$ 891
Gross proceeds from disposition of assets	4590	
Net proceeds from disposition of assets (show a negative amount with brackets)	4600	
Gross income received from rental of land and/or buildings	4610	
Total non tax-receipted revenues received for memberships, dues and association fees	4620	
Total non tax-receipted revenue from fundraising	4630	
Total revenue from sale of goods and services (except to any level of government in Canada)	4640	
Other revenue not already included in the amounts above	4650	\$ 144,716
Specify type(s) of revenue included in the amount reported at 4650		
4655		
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$ 180,478

Expenditures:

Advertising and promotion	4800	\$ 120
Travel and vehicle expenses	4810	\$ 2,328
Interest and bank charges	4820	\$ 60
Licenses, memberships, and dues	4830	\$ 600
Office supplies and expenses	4840	\$ 66
Occupancy costs	4850	\$ 550
Professional and consulting fees	4860	\$ 100
Education and training for staff and volunteers	4870	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	
Fair market value of all donated goods used in charitable activities	4890	\$ 214,291
Purchased supplies and assets	4891	\$ 7,045
Amortization of capitalized assets	4900	
Research grants and scholarships as part of charitable activities	4910	
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$ 15,044
Specify type(s) of expenditures included in the amount reported at 4920		
4930 CASUAL LABOUR & HONORARIUMS		
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$ 240,204
Of the amounts at lines 4950 and 5031 (reported at C5 Political Activities (c)):		
a) Total expenditures on charitable activities	5000	
b) Total expenditures on management and administration	5010	
c) Total expenditures on fundraising	5020	
d) Total expenditures on political activities, inside or outside Canada, from question C5 (b)	5030	
e) Total other expenditures included in line 4950	5040	
Total amount of gifts made to all qualified donees	5050	
Total expenditures (add lines 4950 and 5050)	5100	\$ 240,204

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds **5500**
- Enter the amount disbursed for the fiscal period for the specified purpose **5510**

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period. **5750**

Property not used in charitable activities:

Enter the value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period **5900**
- The 24 months before the **end** of the fiscal period **5910**

[Contact us](#)

Date Modified: 2014-07-30

[Charities and Giving](#) > [Charities Listings](#) > Search

Directors / Trustees and Like Officials - CLARESHOLM FOOD BANK & COMMUNITY OUTREACH SOCIETY

7 Directors/Trustees and Like Officials

Registered charities that notice problems with their online information should go to [Amending the T3010 information return](#).

#	Directors/Trustees and Like Officials
1	Last name: BOTH First name: MABLE Initial/Middle name: E Director/Trustee/Like Officials Term: Start Date: End Date: Position: PRESIDENT At arm's length with other Directors, etc.?: No
2	Last name: BOZARTH First name: ELSIE Initial/Middle name: M Director/Trustee/Like Officials Term: Start Date: 2010-11-10 End Date: Position: DIRECTOR At arm's length with other Directors, etc.?: Yes
3	Last name: DOYLE First name: BARRY Initial/Middle name: Director/Trustee/Like Officials Term: Start Date: 2010-12-06 End Date: Position: DIRECTOR At arm's length with other Directors, etc.?: Yes
4	Last name: NORBY First name: WENDY Initial/Middle name: Director/Trustee/Like Officials Term: Start Date: 2011-12-15 End Date: Position: DIRECTOR At arm's length with other Directors, etc.?: Yes

5	Last name:RYAN First name: PATRICIA Initial/Middle name: D Director/Trustee/Like Officials Term: Start Date: End Date: Position: SECRETARY At arm's length with other Directors, etc.?: Yes
6	Last name:SAUNDERS First name: BRYDON Initial/Middle name: Director/Trustee/Like Officials Term: Start Date: End Date: Position: DIRECTOR At arm's length with other Directors, etc.?: Yes
7	Last name:STANGE First name: SHIRLEY Initial/Middle name: R Director/Trustee/Like Officials Term: Start Date: End Date: Position: TREASURER At arm's length with other Directors, etc.?: No

[Contact us](#)

Date Modified: 2014-07-30

March 18, 2015

Dear Marian Carlson,

The Claresholm Child Care Society respectfully requests delegation before council at the next town council meeting. Representation will be made by Jennifer Martin, Chairperson and Denelle Cutler, Vice Chairperson.

We are requesting that consideration be made to increase annual funding to the Claresholm Child Care Society. The amount we are requesting for an increase is \$12,000. Presently the amount that the society receives is \$26,202 annually and there has never been an increase.

The society received an additional funding augmentation of \$11,000 from the town in 2014, this allowed us to effectively operate the programs without having to increase the rates to our members.

The increase in funding would benefit the programs by allowing the society to continue offer affordable child care within our community, consider pay increases to staff, professional development and educational resources for the staff as well as overall operational costs to continue to provide quality child care for the families that access our programs.

We hope this request can be considered in the 2015 municipal budget.

Sincerely,

Jennifer Martin -Chairperson, Claresholm Child Care Society

(403)625-0973



INFORMATION BRIEF

Meeting: March 23, 2015
Delegation: 2

CLARESHOLM CHILD CARE SOCIETY

BACKGROUND / DESCRIPTION:

The Town has provided the Child Care Society with a monthly contribution of \$2,183.50 since May of 2003. Prior to that, the contribution was \$1,708.00 per month. The payments go back in our system to 1997, which is as far back as our municipal software goes.

Currently: \$26,202 per year

Request: \$38,202 per year.

The Child Care Society came to Council as a Delegation at the May 26, 2014 regular meeting and requested an increase in funding in 2015 (see attached letter) as well as an increase in funding in 2014 to help cover shortfalls from accreditation. The Town issued the Child Care Society a payment in June of 2014 for an additional \$11,000. This extra expense was not budgeted for in 2014 as the Society came to Council after the operating budget had been passed on April 14, 2014.

The Town leases the modular building from Livingstone Range School Division for the Kidz Zone (after school program) which is located by West Meadow Elementary School. The building is then sub-leased to the Child Care Society. The costs for this building are billed to the Society along with their monthly rent for their portion of the Town Office building. The day care is behind in their payments for the modular rent & utilities and their day care rent. At this point, they owe \$5,973.87 to the Town in accounts receivable.

The Society came to Council as a Delegation in February of 2012 requesting assistance. At that time, Council agreed to provide the Society with a no-interest loan for \$12,000. In November of 2013 \$3,064.47 was added to the loan as they were behind on utilities at that time. No payments have been made on this loan.

ATTACHMENTS:

- 1.) Claresholm Child Care Society Letter of May 22, 2014.
- 2.) Copy of Town of Claresholm Cheque for \$11,000 to the Society dated June 17, 2014.
- 3.) Claresholm Child Care Society Letter of February 9, 2012.
- 4.) CAO Staff Report of February 24, 2012.
- 5.) Town of Claresholm Statement to the Society dated March 2, 2015.

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 20, 2015



May 22nd, 2014

Town of Claresholm
BOX 1000
Claresholm, AB TOL OTO

Clareholm Child Care Society
Box 271 ~ 221-45 Ave. W
Clareholm, Alberta
TOL OTO

RE: Funding Increase Request

The Clareholm Child Care Society is requesting that:

- 1. The Town consider a \$12,000 increase in funding for the 2015 budget year, and**
- 2. The Town try and find some additional funding for the 2014 year to offset all or a portion of the required 11% user fee increase.**

Fast Facts:

1. The CCCS is an accredited child care service provider for all ages. Over the course of a year, service is provided for **50 to 75 children**. That is **40 to 50 families** per year.
2. The CCCS operates **2 facilities**; Day Care and Kidz Zone.
3. The Society is an almost **\$400,000 entity** that **employs 9 people**.
4. **65%** of the children registered qualify for provincial child care subsidy.
5. The CCCS currently receives **\$26,202 per year** of direct monetary support from the Town.
6. The Town also supports the CCCS by charging nominal rent and no utility costs for the DayCare.
7. April 2012 the Government of Alberta blind-sided Child Care Facilities by cutting all accreditation dollars for programing, supplies and equipment. This resulted in almost **\$11,000 in lost funding**.

Over the last 2 years (since the Town made the original loan) the Society has cut almost \$25,000 out of their annual budget to ensure that the facilities were kept open. In late 2011 / early 2012 the Town loaned the CCCS \$21,064.47. Unfortunately, in the two year period since, the CCCS has only been able to repay \$6,000. The loan currently stands at \$15,064.47. While the CCCS is committed to repaying this debt, all efforts are currently focused on keeping the doors open. The CCCS will not be able to repay any amount toward the loan this year.

Late in the third quarter of 2013 the CCCS experienced a drop in enrollment, resulting in further operating cuts. The CCCS has begun a campaign to increase enrollment numbers and doubled our fundraising efforts from this time last year, but this will not be enough. **The Society must raise user fees by 11% to cover short falls. This will affect the all families, however of particular concern is the 65% of users that qualify for provincial child care subsidy.** Any additional funding that the Town can provide will go directly to lessening the impact on the families.

Thank you,

Jen Martin
President – Clareholm Child Care Society

CC: Day Care Program Director / Kidz Zone Program Director

GENERAL LEDGER DISTRIBUTION

GL Number	Description	Amount	GL Number	Description	Amount
2-52-00-750-00	CONTRIBUTION TO DAY CARE	11,000.00			

APPROVED FOR PAYMENT

CLARESHOLM CHILD CARE SOCIETY 13250 REMITTANCE ADVICE TOWN OF CLARESHOLM

THE ATTACHED CHEQUE IS IN PAYMENT OF ITEMS LISTED BELOW. IF INCORRECT, PLEASE INQUIRE REFERENCING CHEQUE # 48955

Invoice Date	Invoice Number	Invoice Amount	PO Number	Discount	Hold Amount	Description	Amount Paid
2014-06-12	JUN 12, 2014	11,000.00			0.00	DELEGATION REQUEST	11,000.00



TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381

Alberta Treasury Branches

BOX 640
CLARESHOLM, AB T0L 0T0
Canada
(403) 625-4451

48955

DATE 2014 06 17
YYYY MM DD

VOID

\$ 11,000.00

13250

PAY TO THE ORDER OF : CLARESHOLM CHILD CARE SOCIETY
BOX 271
CLARESHOLM, Alberta T0L 0T0
Canada

PER TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM TOWN OF CLARESHOLM

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Claresholm Child Care Society

Box 271
Claresholm, AB
T0L 0T0

February 9, 2012

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Dear Mayor and Council

The Claresholm Child Care Society would like to express our deep appreciation to the Town of Claresholm; for all that you have done to help keep our programs running over the years. As you are aware we have taken over the After School Program which is currently being run out of the modulars at the West Meadow Elementary School location. We have opened this program up to be a Before School and After School program along with our kindergarten program. Currently we have 2 full time and 1 part time employee and 15 children enrolled on a full time basis, which has gone up since January 2011 in which we had 9 full time children.

We have been finding it very difficult to continue running this program. It is a needed program in this town as in the summer months we are running at full capacity. Our income from the program is barely paying the wages for our staff, leaving the Claresholm Child Care to pay the rest of the bills for the program. In turn has put the Child Care in a very difficult financial position. We have exhausted all of our resources at the Child Care including using all of our casino revenue, our fundraising income, our quality recognition money and our trust money.

We have decreased hours of our staff members in the Kidz Zone program and are going to be decreasing the hours of the staff members in the Child Care also just to make up some of the money. Both of our programs are applying for the Municipal Sustainability Grant through the Town. The Kidz Zone program is also in the process of becoming an Accredited Program, which will provide the program with extra funding for purchasing quality equipment, staff training and upgrades. It also provides the employees a wage top-up depending on education. Any monies received from the Accreditation Program cannot be designated to pay utilities or wages which are our main expenses.

We would like to ask the Town of Claresholm to cover our rent and utilities for the period of July 2011 to June 2012. We deeply appreciate any help that can be given at this time.

Yours truly,
Crystal Cooper
Chair Person

Staff Report

To: Council
From: CAO
Date: February 24, 2012
Re: Claresholm Child Care Society Financial Assistance

BACKGROUND

The Society came as a delegation and requested \$12,000 to help cover shortages in the Kidz Zone program.

Administration has attached the 2009, 2010 and 2011 profit and loss statements of the Society. These are the financial reports they submit to the Province with their annual Society return. These reports have all been approved by their Board of Directors.

Also attached is a summary of the funds owed by the Daycare Society to the Town of Claresholm to pay for the Kidz Zone modular rent and utilities. The amounts owing are for November and December of 2011 and January of 2012.

Currently the Town of Claresholm gives the Daycare Society a monthly grant of \$2,183.50 for operations. The Town charges Daycare \$100 per month for the rent of the administration building space for daycare and they sublease the modular from the Town and pay the utilities \$250 per month rent and utilities vary based on time of year.

Kris Holbeck, CA CAO

Town of Claresholm

TOWN OF CLARESHOLM

STATEMENT

In Account With **CLARESHOLM CHILD CARE SOCIETY**

Date	2015-Mar-02
Account #	40568
GST #	R10812 5667

Date	Reference #	Code	Description	Penalties	Original	Applied	Amount O/S
2013-12-12	2013355	Invoice	November 2013 Utilities for Kidzone	0.00	165.87	0.00	165.87
2013-12-12	2013356	Invoice	December 2013 - Daycare & Kidzon	0.00	367.50	367.50	0.00
2014-01-13	2014003	Invoice	December 2013 Utilities	0.00	212.08	0.00	212.08
2014-01-30	2014007	Invoice	January 2014 Rents	0.00	367.50	0.00	367.50
2014-02-11	2014029	Invoice	January 2014: Modular Utilities	0.00	252.93	0.00	252.93
2014-03-04	2014055	Invoice	February 2014 Facility Rentals	0.00	367.50	0.00	367.50
2014-04-01	2014063	Invoice	February 2014 - Modular utilities	0.00	236.73	0.00	236.73
2014-04-01	2014064	Invoice	March 2014: DayCare & Modular.R	0.00	367.50	367.50	0.00
2014-04-07	2014076	Invoice	March 2014: Utilities	0.00	0.00	0.00	0.00
2014-05-07	2014105	Invoice	April 2014: Modular Rent & Utilities	0.00	510.83	0.00	510.83
2014-05-07	2014106	Invoice	April 2014 - Daycare Rent	0.00	105.00	0.00	105.00
2014-05-08	2014111	Invoice	March 2014 Utilities	0.00	318.94	0.00	318.94
2014-05-26	20142998	Payment	CASH RECEIPT APPLIED	0.00	(367.50)	(367.50)	0.00
2014-05-30	2014123	Invoice	May 2014 Rent	0.00	367.50	0.00	367.50
2014-06-16	2014135	Invoice	May 2014: Utilities	0.00	193.37	193.37	0.00
2014-06-25	20144223	Payment	CASH RECEIPT APPLIED	0.00	(367.50)	(367.50)	0.00
2014-06-27	2014143	Invoice	June 2014 Daycare Rent	0.00	105.00	105.00	0.00
2014-06-27	2014144	Invoice	June 2014 - Kidzone Rent	0.00	262.50	262.50	0.00
2014-07-16	20144944	Payment	CASH RECEIPT APPLIED	0.00	(193.37)	(193.37)	0.00
2014-07-16	20144943	Payment	CASH RECEIPT APPLIED	0.00	(262.50)	(262.50)	0.00
2014-07-16	20144943	Payment	CASH RECEIPT APPLIED	0.00	(105.00)	(105.00)	0.00
2014-07-17	2014165	Invoice	June 2014 Utilities for Kidzone	0.00	161.73	0.00	161.73
2014-08-01	2014173	Invoice	July 2014 Rent	0.00	367.50	367.50	0.00
2014-08-22	2014203	Invoice	July 2014 - Utilities	0.00	146.33	0.00	146.33
2014-08-22	2014204	Invoice	August 2014: Building rent	0.00	367.50	367.50	0.00

Current	30 Days	60 Days	90 Days	Over 90
367.50	818.49	529.83	536.10	3,721.95

Continued...

Retain this portion for your records

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



STATEMENT

Date	2015-Mar-02
Account #	40568
Cust #	3024

Amount Owing	Amount Paid
5,973.87	

CLARESHOLM CHILD CARE SOCIETY
BOX 271
CLARESHOLM, AB T0L 0T0

Please submit this portion with your payment

TOWN OF CLARESHOLM

STATEMENT

In Account With **CLARESHOLM CHILD CARE SOCIETY**

Date	2015-Mar-02
Account #	40568
GST #	R10812 5667

Date	Reference #	Code	Description	Penalties	Original	Applied	Amount O/S
2014-08-26	20145619	Payment	CASH RECEIPT APPLIED	0.00	(367.50)	(367.50)	0.00
2014-09-18	2014234	Invoice	August 2014 Utilities	0.00	141.51	0.00	141.51
2014-10-02	2014256	Invoice	September 2014 Buildings Rent	0.00	367.50	367.50	0.00
2014-10-08	2014275	Invoice	September 2014 Utilities	0.00	154.46	154.46	0.00
2014-10-28	2014288	Invoice	October 2014 Rents	0.00	367.50	0.00	367.50
2014-11-03	20146705	Payment	CASH RECEIPT APPLIED	0.00	(154.46)	(154.46)	0.00
2014-11-03	20146706	Payment	CASH RECEIPT APPLIED	0.00	(367.50)	(367.50)	0.00
2014-11-03	20146708	Payment	CASH RECEIPT APPLIED	0.00	(367.50)	(367.50)	0.00
2014-11-06	2014312	Invoice	October 2014: Utility billing	0.00	168.60	0.00	168.60
2014-11-28	2014323	Invoice	November 2014: Rent - Daycare &	0.00	367.50	0.00	367.50
2014-12-08	2014336	Invoice	November 2014 - Utilities for Modul	0.00	162.33	0.00	162.33
2014-12-31	2014361	Invoice	December 2014 - DayCare Rent	0.00	105.00	0.00	105.00
2014-12-31	2014362	Invoice	December 2014 - Modular Rent for I	0.00	262.50	0.00	262.50
2015-01-09	2015002	Invoice	December 2014 Utilities	0.00	223.78	0.00	223.78
2015-01-29	2015008	Invoice	JANUARY 2015 Rent and Utilities	0.00	489.71	0.00	489.71
2015-01-29	2015009	Invoice	January 2015 Day Care Rent	0.00	105.00	0.00	105.00
2015-02-27	2015036	Invoice	FEBRUARY 2015 Rent	0.00	367.50	0.00	367.50
Total Amount Due:							5,973.87

Current	30 Days	60 Days	90 Days	Over 90
367.50	818.49	529.83	536.10	3,721.95

Retain this portion for your records

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



STATEMENT

Date	2015-Mar-02
Account #	40568
Cust #	3024

CLARESHOLM CHILD CARE SOCIETY
BOX 271
CLARESHOLM, AB T0L 0T0

Amount Owing	Amount Paid
5,973.87	

Please submit this portion with your payment

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1601**

A Bylaw of the Town of Claresholm to amend Bylaw #1550 being a bylaw to control and regulate the use of streets and highways within the Town of Claresholm 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 under the authority and subject to provisions of *The Traffic Safety Act* and *The Municipal Government Act*, the Municipal Council of the Town of Claresholm duly assembled does hereby enact;

1. The Town of Claresholm Traffic Bylaw #1550 shall be amended as follows:

Add: Section XVI “School Zone Times”

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

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1550 is hereby amended.

Read a first time in Council this **9th** day of **March** 2015 A.D.

Read a second time in Council this day of 2015 A.D.

Read a third time in Council and finally passed in Council this day of 2015 A.D.

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item:1

BYLAW #1601 WORDING AMENDMENT

DESCRIPTION:

At the regularly scheduled Town Council meeting held on March 9th, 2015 Council carried a motion to amend the Traffic Bylaw and give Bylaw #1601 first reading.

BACKGROUND:

Currently the Traffic Bylaw No.1550 does not specify any specific times for school zones for the Town of Claresholm. Therefore the Town of Claresholm automatically follows Provincial regulations set forth in the Traffic Safety Act which are:

(8:00 a.m. – 9:30 a.m. then 11:30 a.m. – 1:30 p.m. then 3:00 p.m. – 4:30 p.m.)

This Bylaw wording amendment would allow the school zones in the Town of Claresholm to have an effective time of 30 km/h from 7:30 – 16:30 (school days). This change is taking place in many Municipalities across Alberta as it makes recognition and enforcement of school zone times easier for residents and more consistent.

PROPOSED RESOLUTIONS:

(see resolution below)

All school zones shall have a speed limit of 30 km/h and the effective time is 7:30 – 16:30 (school days).
(see attached proposed Bylaw amendment)

RECOMMENDED ACTION:

Moved by Councillor _____ to give Bylaw #1601, regarding school zone time change times 2nd reading.

Moved by Councillor _____ to give Bylaw #1601, regarding school zone time change times 3rd & Final reading.

ATTACHMENTS:

- 1.) Proposed Bylaw No.1601

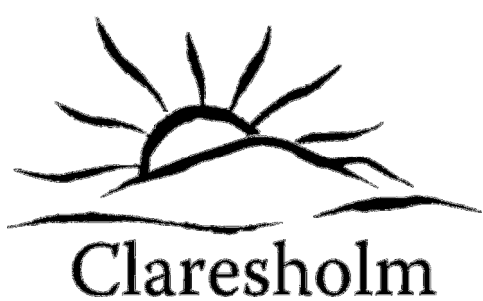
APPLICABLE LEGISLATION:

- 1.) Traffic Bylaw No.1550

PREPARED BY: Jason Hemmaway, Municipal Enforcement Officer

APPROVED BY: Marian Carlson CLGM, CAO

DATE: March 16, 2015



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1603**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to establish a Regional Assessment Review Board.

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

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

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

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

I. Title

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

II. Definitions

- 1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the MGA.
- 2) In this bylaw the following terms shall have the meanings shown:
 - a) "Alternate" means a person who is available to perform the duties of a member in the event the member is unable to fulfil Board duties;
 - b) "Board" means the Regional Assessment Review Board;
 - c) "CARB" means the Composite Assessment Review Board established in accordance with the *Matters Relating to Assessment Complaints*' regulation;
 - d) "Citizen-at-large" means a person who does not represent a specific organization and is a resident of the Member Municipality.
 - e) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the Municipal Government Act;
 - f) "LARB" means the Local Assessment Review Board established in accordance with the *Matters Relating to Assessment Complaints*' regulation;
 - g) "Member" means a member of the Regional Assessment Review Board;
 - h) "MGA" means the Municipal Government Act of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act;
 - i) "Regional Member Municipality" means those municipalities who enter into an agreement with the Commission to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

III. Appointment of Board Members

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

IV . Terms of Appointment

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

V. Panels of the Board

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

VI. Chairperson

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

VII. Jurisdiction of the Board

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

VIII. Designated Officer(s) of the Board

- 1) The Designated Officer(s) of the Board shall be a person designated by the Oldman River Regional Services Commission's Director.
- 2) The Designated Officer shall:
 - a) shall assist the Board in fulfilling its mandate; and
 - b) prescribe the remuneration and expenses payable to each member of the Assessment Review Board.

IX. Meetings

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

X. Quorum and Voting

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

XI. Conflict of Interest

- 1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - a) declares that he or she has a conflict of interest; and
 - b) describes in general terms the nature of the conflict of interest.
- 2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

XII. Pecuniary Interest

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

XIII. Commencement of Appeals

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

XIV. Rules of Order

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

XV. Adjournments

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

XVI. Notice of Decisions & Record of Hearing

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

XVII. Delegation of Authority

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

XVIII. Reimbursement of Costs

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

Read a First Time in Council this **9th** day of **March** 2015

Read a Second Time in Council this _ day of _____ , 2015.

Read a Third and Final Time in Council this _day of _____ , 2015.

Rob Steel, Mayor

Marian Carlson, CAO



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item: 2

BYLAW #1603 – REGIONAL ASSESSMENT REVIEW BOARD BYLAW

BACKGROUND / DESCRIPTION:

During the regularly scheduled Council meeting held February 23, 2015, Council passed a motion to enter into an agreement with Oldman River Regional Services Commission (ORRSC) for Regional Assessment Review Board Services. In order to complete the agreement Council is required to pass a Bylaw (see draft attached) to accept the Regional Review Board services as per schedule B of the attached Draft Agreement. During the regularly scheduled Council meeting held March 9th, 2015 Council carried a motion for first reading on Bylaw #1603, Regional Assessment Review Board Bylaw.

COSTS/ SOURCE OF FUNDING (if applicable):

(see the attached draft agreement)

PROPOSED RESOLUTIONS:

Administration recommends that Council give second, and third & final reading to the Regional Assessment Review Board Bylaw #1603.

RECOMMENDED ACTION:

Moved by Councillor _____ to give Second Reading to the Regional Assessment Review Board Bylaw #1603 as presented.

Moved by Councillor _____ to give Third & Final Reading to the Regional Assessment Review Board Bylaw #1603 as presented.

ATTACHMENTS:

- 1.) Bylaw #1603
- 2.) Regional Assessment Review Board Agreement – available online at myclaresholm.com/council.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen – RPS Assistant

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 16, 2015



🕒 Mar 16, 2015

Government amends the Municipal Government Act

The Government of Alberta has tabled amendments to the Municipal Government Act (MGA) to better serve Alberta's municipalities.

The proposed legislation represents consensus items that were identified by the Government of Alberta and its municipal partners, during the extensive MGA review process.

"The legislative amendments introduced today are an important milestone for the *Municipal Government Act*. The proposed changes will give our communities the legislation they need to grow and thrive. We look forward to continuing to work with our municipal partners and key stakeholders over the coming months towards the completion of this important review."

- *Diana McQueen, Minister of Municipal Affairs*

If the Bill is passed by members of the Legislative Assembly, the MGA review will have entered the second phase of the process, as laid out in Memorandum of Understanding (MOU) signed in January by Premier Jim Prentice, Minister McQueen and the presidents of the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC).

Amendments to the legislation are in line with the recent MOU signed with municipalities and include:

Enhancing Municipal Accountability and Transparency

- accountability and conduct of elected officials
- public participation
- open council meetings
- petitioning processes

Enabling More Efficient Municipal Operations

- public notification methods
- roles and responsibilities of council and administration

Enhancing Municipal Viability

- municipal corporate planning
- voluntary municipal amalgamation

Strengthening Municipal and Inter-municipal Planning

- annexation requirements
- hierarchy and relationship of plans
- subdivision and development appeal board training

Addressing Emerging Issues

- authority to establish civic charters
- administration of offsite levies in response to a recent court decision
- integrating some current policy into the MGA, in anticipation of regulation expiry dates

The last major consolidation of the *MGA* took place in 1995, after nearly 10 years of review. The current *MGA* review began in 2012 and has involved input from more than 1,200 written submissions, and more than 1,500 people at 77 community meetings.

The government and its municipal partners – including AUMA, AAMDC, and the cities of Edmonton and Calgary – will participate in regularly scheduled roundtable discussions as the *MGA* review continues. Other stakeholders, such as industry representatives, will be invited to discussions when appropriate.

As planned with municipal partners, another round of legislative amendments is expected in fall 2015, and proclamation of all updates to the *MGA* is expected by the end of 2016.

Policy areas for discussion include: provincial-municipal relations; accountability and transparency; governance; municipal viability; regional decision-making; municipal revenues; property assessment and taxation; and growth management.

For a detailed look at proposed changes introduced in the Assembly, visit mgareview.alberta.ca/whats-changing.

Listen to the news conference



The image shows a SoundCloud audio player interface. On the left is a video thumbnail of a news conference with several people seated at a table. To the right of the thumbnail is a blue play button icon, the text 'Your Alberta', and the title 'Minister McQueen announces MG...'. Further right is the SoundCloud logo and a download icon. Below the title is a waveform visualization of the audio. At the bottom left of the player is a 'Cookie policy' link, and at the bottom right is a timer showing '27:23'.

Related information

[Bill 20: Municipal Government Amendment Act](#)

[Memorandum of Understanding \(pdf\)](#)

[MGA Review](#)

Media inquiries

✉ **Matthew Grant**

☎ 780-222-6433

Press Secretary, Municipal Affairs

Enhancing municipal accountability and transparency

Our goal for the *MGA* is to support municipalities in operating in an accountable, equitable, effective and transparent manner. After hearing from Albertans about how this is important, we worked with municipal partners to propose initial *MGA* amendments to enhance municipal accountability and transparency.

Public Participation Policy

What's currently in place: The *MGA* doesn't require municipalities to demonstrate how they will conduct public participation. Municipalities determine their own public participation practices using required mechanisms such as open meetings, petitions, and notices.

What's proposed: Require municipalities to adopt public participation policies that outline their approaches for engaging with stakeholders. Municipalities continue to have the flexibility to determine their approach to public participation, and the new public participation policy helps citizens and stakeholders see how they will be engaged.

What we heard: Albertans have indicated there is a lack of clarity around the scope of municipalities' responsibility to engage with their constituents. Due to the existing flexibility of public participation provisions in the *MGA*, municipal public participation is inconsistent across the province.

Conduct of Elected Officials

What's currently in place: The use of codes of a conduct is voluntary. Councillor accountability and conduct is addressed through the election process, boards, the courts, or Ministerial directives.

What's proposed: Require all municipalities to develop and adopt codes of conduct that:

- meet standards established in an *MGA* regulation (to be developed);
- address enforcement and administrative procedures at the municipal level; and
- do not allow councils to remove councillors from office.

What we heard: Albertans have indicated a desire to hold their councillors more accountable for their actions. Elections help to hold municipal councils accountable, but this may not appropriately address immediate or urgent issues when it comes to the conduct of individual councillors.

Council Meetings

What's currently in place: There is no definition of council "meeting" in the *MGA*. Councils must hold meetings in public, unless the purpose is to discuss matters under the *FOIP Act*.

What's proposed: Define "meeting" to include what matters may be closed to the public during council meetings. Describe circumstances and procedures for a "closed meeting." Clarify a duty of the chief administrative officer to provide all councillors the same information, no matter how it was requested or by whom.

What we heard: Albertans have expressed concerns over the proper use of closed meetings. Municipalities have expressed an interest in specifying what constitutes a council meeting. Clear definitions will support transparency in council deliberations.

Petitions

What's currently in place: Petition sufficiency requires a percentage of eligible signatories, time limits for completion and several other submission and verification factors.

What's proposed: Municipalities may, by bylaw, choose to decrease the required percentage of eligible signatories, accept online petitions, extend the time period for collecting signatures and allow petitioners to recall their signatures. Timelines would be extended for petition validation.

What we heard: Albertans noted that existing petition requirements make it very difficult for the public to successfully petition a municipality. Municipalities have indicated the timelines to validate petitions are challenging.

Next steps

The Legislature will debate these proposed amendments to the *Municipal Government Act* and decide what should become law.

Check the status of Bill 20, Municipal Government Amendment Act

Questions?

Contact us with the details.

Enabling efficient municipal operations

The world has changed since the *MGA* became law in 1995. Modernizing the *MGA* will give municipalities more flexibility to find cost savings and determine administrative approaches best suited to local circumstances. After hearing from Albertans about how this is important, we worked with municipal partners to propose initial *MGA* amendments to enable more efficient municipal operations.

Public Notification Methods

What's currently in place: The *MGA* requires traditional communication methods, such as mail and newspapers, to notify the public.

What's proposed: Add posting notifications to municipal websites to general advertising requirements, and empower municipalities with flexibility to pass a bylaw specifying how they will notify the public. Certain municipal matters will continue to require public notification in legislation, such as those related to bylaws and taxation, but municipalities will have more flexibility to determine the methods they use to notify the public. This change will likely include, for the first time, the use of electronic methods of notification.

What we heard: Albertans have observed that traditional notification methods may no longer be effective in communicating with the public due to increasing costs and limited accessibility in smaller communities. Municipalities have requested flexibility on notification methods to allow for current and future technologies.

Council and Administration Roles and Responsibilities

What's currently in place: The *MGA* sets out the responsibilities for council and administration. The chief administrative officer (CAO) is the administrative head of the municipality, and the *MGA* lists numerous administrative responsibilities for the CAO.

What's proposed: Provide clarity on the administrative duties and the chief administrative officer's ability to delegate.

What we heard: Municipalities have asked for flexibility to clarify administrative duties and the chief administrative officer's ability to delegate, in order for municipalities to consider local circumstances. It is important for the separation between council and administration to be maintained.

Next steps

The Legislature will debate these proposed amendments to the *Municipal Government Act* and decide what should become law.

Check the status of Bill 20, Municipal Government Amendment Act

Questions?

Contact us with the details.

Enhancing municipal viability

Municipalities have autonomy to determine the best way for programs and services to be provided for their communities. Our goal for the *MGA* is to raise the bar for municipalities, so they are able to position themselves to thrive now and into the future. After hearing from Albertans about how this is important, we worked with municipal partners to propose initial *MGA* amendments in support of municipal viability.

Corporate Planning

What's currently in place: Municipalities are required to adopt annual operating and capital budgets, but all other long-term financial planning is voluntary.

What's proposed: Require municipalities to adopt, at minimum, three-year operating plans and five-year capital plans, so Albertans have greater access to information about municipal financial decisions.

What we heard: Albertans and municipalities have suggested there is a need for longer-term planning to address the full impact of present day financial decisions.

Voluntary Amalgamations

What's currently in place: The *MGA* enables a municipality to give written notice to one or more municipal authorities with which it proposes to amalgamate. The Minister may also initiate a municipal amalgamation. Amalgamation is one of many options that municipalities may consider to proactively address their long-term viability.

What's proposed: Allow for a streamlined voluntary amalgamation process. Summer villages with non-contiguous boundaries may amalgamate if they share a common body of water, and retain their status as a summer village.

What we heard: Municipalities feel the current amalgamation process is lengthy and does not encourage a cooperative approach. Summer villages have advocated that they be able to retain their summer village status during amalgamation.

Next steps

The Legislature will debate these proposed amendments to the *Municipal Government Act* and decide what should become law.

Check the status of Bill 20, Municipal Government Amendment Act

Questions?

Contact us with the details.

Strengthening municipal and intermunicipal planning

Throughout Alberta, communities are growing. Municipalities plan how land will be used to meet the needs of these growing communities, now and into the future. Updating the *MGA* to strengthen municipal and intermunicipal planning will ensure municipalities have the tools they need for orderly, economical, and beneficial development. After hearing from Albertans about how this is important, we worked with municipal partners to propose initial *MGA* amendments in support of managing growth.

Annexation Requirements

What's currently in place: Municipalities are enabled to make an annexation application for any reason at any time. Annexation procedures are outlined within the *MGA*.

What's proposed: Develop annexation principles and procedures to ensure annexations occur in an efficient, timely and orderly manner.

What we heard: Albertans have observed that recent annexations have been highly controversial and received a great deal of media attention. Some municipalities have indicated that clear and consistent guidance on when annexations are appropriate may help in these situations.

Hierarchy of Plans

What's currently in place: The *MGA* contains no explicit hierarchy amongst statutory plans. Statutory plans must be consistent with one another.

What's proposed: Identify within the *MGA* the hierarchy and relationship of statutory plans, so that each plan will be consistent with the plans above it.

What we heard: Albertans, developers, and municipalities have indicated that it is challenging to determine when one statutory plan takes precedence over another statutory plan as land use policies are complex, and are established at both the Provincial and local levels in Alberta. Municipalities have expressed that they want clarity in how various plans for regions and municipalities relate to one another in order to assist them in their decision making processes.

Appeal Board Training

What's currently in place: Subdivision and Development Appeal Board (SDAB) members can voluntarily access training, but are not required to do so.

What's proposed: Require SDAB members and clerks to undergo mandatory training based on a standard curriculum. Training may be delivered locally, regionally or by the Province.

What we heard: Albertans emphasized the importance for SDAB members to have knowledge and understanding of their role and responsibilities. Some municipalities have the capacity to deliver training themselves, while others may prefer to work together or access Provincial resources to do so.

Next steps

The Legislature will debate these proposed amendments to the *Municipal Government Act* and decide what should become law.



March 5, 2015 – friendly reminder

2015 SAEWA MEMBERSHIP FEE

Town of Claresholm

PO Box 1000
Claresholm, AB T0L 0T0

Chief Administrative Officer
Marian Carlson

As your community is a member of the Southern Alberta Energy from Waste Association, the SAEWA Board has directed the Manager to issue invoices for the 2015 Membership Fees.

The Member Per Capita fee remains at \$0.40

The following indicates the breakout of the 2015 Membership Fee:

Town of Claresholm	3,758	*	\$ 0.40	\$ 1503.20
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Per Capita population is based on 2013 http://www.municipalaffairs.alberta.ca/mc_municipal_profiles.cfm

Please consider this notice your invoice for 2015.

Please make cheque payable to:

Southern Alberta Energy from Waste Association or SAEWA

If you have any questions please contact me,

Thank you

Sherry Poole
Administrative Manager
SAEWA
sherry@saewa.ca

*The Southern Alberta Energy-from-Waste Association (SAEWA) is a non-profit coalition of 66 municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from non-recyclable waste materials that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of solid waste into electricity.*



FIRST QUARTER 2015

Report to shareholders for the period ended March, 2015

SAEWA Reports First Quarter Results

The Southern Alberta Energy from Waste Association (SAEWA) is a coalition of waste management jurisdictions with an interest in implementing technologies to recover energy from residual waste and reduce long-term reliance on landfill disposal. With membership of 62 municipalities, encompassing 12 waste authorities and waste commissions, SAEWA represents a significant portion of the population of Southern Alberta outside of the 3 large urban municipalities.

In overview of 2014, Southern Alberta Energy from Waste Association has had a record year in completion of major and intermediary milestones in both areas of critical business planning and project developments. Measurable outputs have included project roadmap engineering & stakeholder communication sessions, budgeting and optimized scheduling to help SAEWA achieve more aggressive timeline targets over the course, specifically the last quarter of 2014 involved a significant gain in result of Brownlee LLP commissioning the Governance Model Draft. The Draft was submitted to Municipal Affairs for review in November 2014 and we anxiously await the outcome.

The nature of the intrinsic timing has presented an opportunity for SAEWA to engage with P3Canada Program in discussion of development of a pre-screening funding application for Spring 2015 intake.
(please see additional reporting updates on page 2)

Milestones in Review 2015:

- AGM date set for April 24, 2015.
- 2014 audit process completed and 2014 Audited Statements presented & recommended by the Board for presentation at the AGM.
- Brownlee LLP Summary Report of Municipal Affairs Review of the Governance Model Draft.
- Phase III development planning completed on schedule, scope and budget as approved by the Directors.
- Delivery of Southern Alberta stakeholder presentations to MLA's and officials within regional membership.
- Stakeholder Membership Invoicing distributed.
- Member Representative Annual Reappointments.
- P3 Pre-screening Application engagement with HDR.

SAEWA Briefing notes on P3 Canada meetings.

Background:

In November, 2014 SAEWA was contacted by Rob McKay, P3 Canada inquiring about our project and the possibility of SAEWA submitting an application for the 2015 round of P3 funding for eligible Energy from Waste projects.

On December 12, 2014 SAEWA Executive and P3 Canada representatives participated in a teleconference meeting that resulted in P3 requesting more information from SAEWA to assist them in evaluating the state of readiness of the SAEWA project in relation to potential P3 funding.

On January 6th SAEWA was contacted by P3 and advised that they believed we were on the right path and offered their assistance in submitting an application to their program.

On Jan 23, Vice-Chair Ryan of SAEWA and 2 HDR executives met with P3 in Ottawa to discuss next steps in submitting an application for P3 funding.

Current Status:

- Jan 30, SAEWA Board approved moving forward with P3 Application.
- Vice-Chair Ryan appointed lead to work with HDR and P3.
- HDR preparing application.
- Meeting set for March 5 in Ottawa with P3 and HDR to review completeness of screening application. Deadline for applications is March 31.
- Present application to SAEWA Board on March 27 for approval and if successful submit to P3.

Summary:

Municipal Affairs was provided the confidential draft Governance document by Brownlee LLP in November 2014. The intention was to have agreement on basic wording and work out the fine details as the SAEWA project moves through the detailed Business Plan. The governance document is now critical to the P3 application and the lack of movement on it has become the focus of the SAEWA Executive Committee. Brownlee has been informed of the situation and has been seeking a meeting with Municipal Affairs to help the process along.

Given the magnitude of the project (12 Regional Waste Commissions representing the largest ever urban and rural collaboration in Alberta) the implications of any announcement related to the Alberta Governments position on the project will be of great interest to all of SAEWA membership and indeed the majority of small urban and rural municipalities in Alberta. The Province and SAEWA's partners have made a substantial investment in SAEWA and we anticipate being able to submit a Draft Governance Model with the 2015 P3 Canada screening application.

ADVISORIES AND FINANCIALS:

Financials 2014 / 2015 1st Quarter:

KPMG delivered presentation of the approved 2014 Audited Financial Statements, February 20, 2015 reporting on acceptable financial results for 2014 and a balanced budget for 2015.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Southern Alberta Energy from Waste Association as at December 31, 2014, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements of Southern Alberta Energy from Waste Association as at and for the year end December 31, 2013, were audited by another auditor who expressed an unmodified opinion on those statements on August 21, 2014.

Chartered Accountants

February 13, 2015
Lethbridge, Canada

SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION
Statement of Financial Position

December 31, 2014, with comparative information for 2013

	2014	2013
Assets		
Current assets:		
Cash	\$ 85,993	\$ 133,315
Accounts receivable (note 2)	\$ 64,272	-
Goods and services tax receivable	\$10,691	\$2,382
	<hr/>	<hr/>
	\$ 160,956	\$ 135,697
	<hr/>	<hr/>

	2014	2013
Liabilities and Net Assets		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 58,042	\$ 1,407
Net assets:		
Unrestricted net assets	\$102,914	\$134,290
Commitments (note 4)		
	<hr/> \$ 160,956	<hr/> \$ 135,697

See accompanying notes to financial statements.

On behalf of the Board:



Director - Chair, Kim Craig

MANAGEMENT'S DISCUSSION AND ANALYSIS:

February 23, 2015

The Management's Discussion and Analysis should be read in conjunction with the 2014 Audited Financial Statements, and the 2013 Audited Financial Statements. www.saewa.ca

Southern Alberta Energy from Waste Association is an organization registered under the Societies Act of Alberta; structured by an Executive Council (6) and Board of Directors (14) and Governance Committee (6).

Executive Council Members (6): Meetings held via tele-conference on the 2nd Friday Monthly

Chair – Kim Craig

Vice Chair – Paul Ryan

Treasurer – Don Johnson

Member – Val Warnock

Member – Ben Armstrong

Member – Tom White

Board of Directors (14): Meetings held within Membership Footprint on the 4th Friday Monthly

Chair – Kim Craig, Town of Coaldale

Vice Chair – Paul Ryan, MD of Bighorn

Director - Ben Armstrong, Wheatland County

Director – Don Johnson, Village of Barnwell

Director - Thomas Grant, Town of Vulcan

Director - Val Warnock, Town of Trochu

Director - Ben Goetz, Hillspring

Director - Greg Sheppard, Special Areas

Director - Tom White, Lethbridge County

Director - Earl Hemmaway, MD of Willow Creek

Director - Michel Jackson, Town of Black Diamond

Director - George Piper, Village of Foremost

Interim Director - Dennis Cassie, Town of Coalhurst

2015 Board of Directors Meetings:

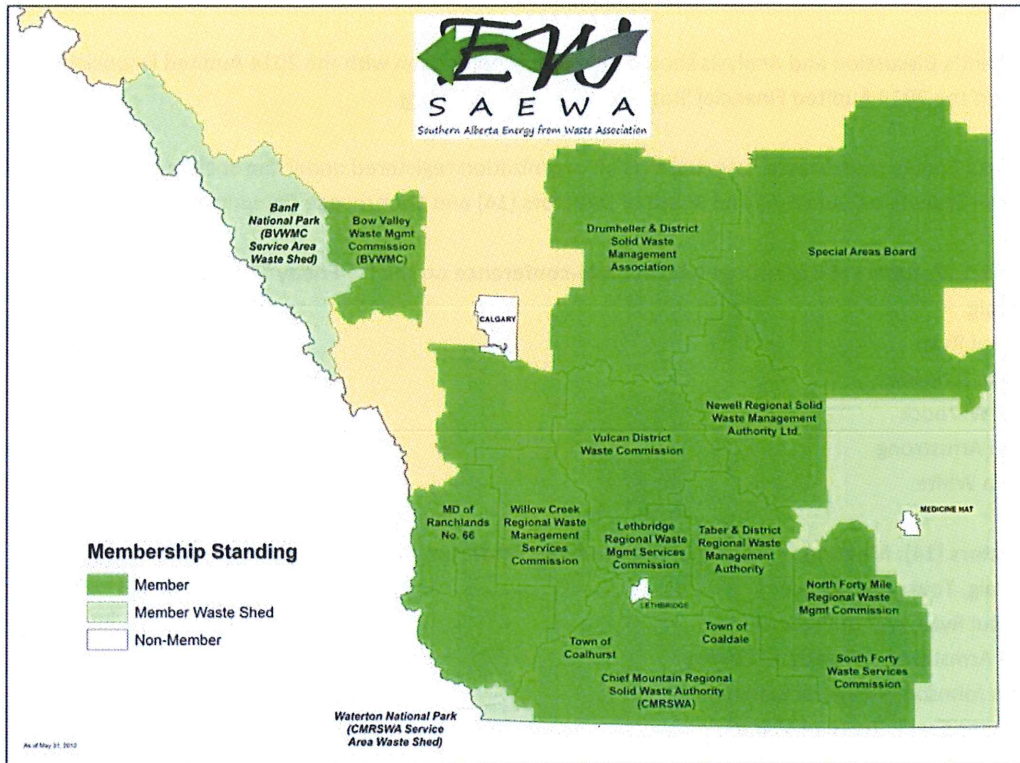
January 02, 2015 – Wheatland County, Strathmore, AB

February 20, 2015 – Town of Coaldale, Coaldale, AB

March 27, 2015 – Brooks, City Hall, Brooks, AB

April 24, 2015 – AGM, Location TBD

SAEWA MEMBERSHIP & FOOTPRINT MAP – REV. 2015



FORWARD LOOKING INFORMATION:

The Annual General Meeting has been set for April 24, 2015. Stakeholder notifications will be included in the reporting update.

SAEWA next steps: March 2015, Vice-Chair Ryan appointed as key representative of P3 engagement is approved to work with HDR Engineering services to assist in preparing a P3 pre-screening application to be submitted by March 2015 deadline. (Noting: HDR Engineering has been recognized as the firm of choice in recognition of their success scorecard in representation of prior energy from waste approved P3 funding engagements.)

Chair Craig and Vice Chair Ryan will be attending a meeting with Municipal Affairs, to be organized by Brownlee LLP, John McDonnell to finalize wording of Governance Model prior to the Annual General Meeting.

On behalf of the organization, HDR Engineering will be presenting P3 pre-screening application discussion at the AGM, as well Brownlee, LLP will be there to present on behalf of the Governance Model implementation process.

The new website www.saewa.ca will be fully commissioned.

2015 – 2016 Go Forward Statements: An investment ready Business Development Plan will be fully executable as an integral piece to going forward in Phase III – IV critical development undertakings that include technology identification, waste stream finalization, confirmation of funding streams, site identification - to shovel ready construction, and 25M plus economic attribution.

March 15, 2015

I am pleased to invite you to attend Southern Alberta Energy from Waste Association's (SAEWA) 2015 Annual General Meeting. This meeting will be held at **10:00 am MDT (Mountain Daylight Time), Friday, April 24th, 2015 at Champion Community Hall, 106 2nd Street, Champion, Alberta.**

Our upcoming Annual General Meeting is an excellent opportunity for you to hear about SAEWA's strategy and performance updates from HDR Engineering, the Governance Model developments from Brownlee LLP, along with the executive management team, there to respond to your questions.

At the AGM the following agenda items will be submitted:

- 9:00 – 9:45 am registration & ballot setting (coffee & networking)
- Presentations
- 12:00 – 12:30 Lunch buffet
- Audited Financial Statements, KPMG
- Election of Directors and Officers
- Closing Comments to be followed by wrap-up meeting of the Board

OUR CONTINUED FOCUS ON STAKEHOLDER COMMUNICATION AND ENGAGEMENT

In alignment with recent and ongoing progressive developments, we have increased our efforts and improved our focus to communicate more clearly with regular check-in points with our stakeholders. With this in mind, we enhanced our website, Annual Reports and Quarterly Briefings and stakeholder presentations to more effectively communicate progress developments and navigation of documents. As a result of the positive feedback, we will continue with these efforts to further stakeholder engagement. I also invite you to visit our new website— www.saewa.ca —where you will find centralized details and instructions regarding our upcoming Annual General Meeting.

OUR APPRECIATION AND OUR COMMITMENT

On behalf of the Board of Directors and management team, I offer my sincere thanks and humble appreciation to you, our members and stakeholders, past and present for your continued support and commitment to our strategy. We are confident of SAEWA's drive towards excellence in achievement of its' mission, combined with a disciplined and focused path, driving future achievements towards our goal and vision. I also want to express my gratitude to our Board of Directors for offering steadfast direction and guidance over the last year.

Respectfully,



Kim Craig,
Chair

*The Southern Alberta Energy-from-Waste Association (SAEWA), is a non-profit coalition of municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from **non-recyclable waste materials** that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of waste into various form of energy.*

March 4, 2015

File: 50F-2

Marian Carlson
Chief Administrative Officer
Town of Claresholm
P.O. Box 1000
Claresholm, AB T0L 0T0

RECEIVED
MAR 06 2015

**RE: Vulcan County and the Municipal District of Willow Creek No. 26
Intermunicipal Development Plan (Draft)**

The Council of Vulcan County and the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby give notice of their intention to consider adopting an Intermunicipal Development Plan (IDP). The IDP is intended to foster ongoing cooperation and coordination between the two municipalities and establish a framework for subdivision and development application referral requirements within the agreed-to planning area. It also provides a means to address conflict resolution between the two municipalities, and provide a forum for discussing planning matters of joint planning interest within the planning area. **The complete draft IMDP document can be downloaded for viewing at www.orrsc.com listed under Current Projects on the main page.**

As per the Municipal Government Act, Vulcan County and the Municipal District of Willow Creek No. 26 are required to hold public hearings prior to consideration of second readings of the proposed bylaws. The public hearings are scheduled to be held:

<p>Vulcan County 10:30 a.m. – April 1, 2015 Vulcan County Council Chambers 102 Centre Street, Vulcan, AB Box 180, Vulcan, AB T0L 2B0</p>	<p>MD of Willow Creek No. 26 11:00 a.m. – April 8, 2015 MD of Willow Creek No. 26 Council Chambers 273129 Highway 520 West Box 550, Claresholm, AB T0L 0T0</p>
--	--

Any written comments that you may wish to make with respect to the draft Intermunicipal Development Plan may be forwarded to Vulcan County prior to March 26, 2015 and to the Municipal District of Willow Creek prior to April 2, 2015 and those comments will be presented at the public hearings.

If you have any concerns or questions regarding the draft Intermunicipal Development Plan, please contact Cam Klassen or Diane Horvath at 403-329-1344 (or toll free at 1-877-329-1387) or by e-mail at camklassen@orrsc.com or dianehorvath@orrsc.com.



Diane Horvath
Planner

cc Cynthia Vizzutti, Municipal District of Willow Creek CAO
Leo Ludwig, Vulcan County CAO



Claresholm Child Care Society
Box 271 ~ 221 – 45B Ave. W.
Claresholm, AB
T0L 0T0

March 17, 2015

Claresholm Town Council
P.O. Box 1000
Claresholm, AB
T0L 0T0

Attention Marian Carlson:

RE: Liability Insurance

The Claresholm Child Care Society is requesting that the Town of Claresholm pay's the daycare's general liability insurance for the 2015 year. As you know the daycare is a non-profit organization which is governed by a board consisting of parents and interested members of the community. The Daycare also assists members or our community by providing their children with a safe, positive place for their children to grow and learn.

In the past the Town of Claresholm has paid the daycare's liability insurance. By having the Town of Claresholm continue to do this, it will allow the Daycare to spend our resources on the children's education, physical and emotional needs. With us allocating our resources to the children it will allow the daycare to grow as a center in the community and hopefully bring in more children.

The amount we are requesting the Town pays for the daycare's liability insurance for the year of 2015 is \$2903.

Thank you for taking the time to review our application. If you have any further questions please feel free to contact Samantha Cross, Director of the daycare at your convenience.

Sincerely,



Samantha Cross
Program Director

The last time the Child Care Society requested the Town pay their Commercial General Liability Insurance was in 2012. The amount reimbursed to them in 2012 was \$2,817. KW



REQUEST FOR DECISION

Meeting: March 23, 2015

Agenda Item: 7

BYLAW #1391 - STREET MAINTENANCE TAX LEVY OVERPAYMENT

BACKGROUND / DESCRIPTION:

In the course of the 2014 Audit, it was discovered there was a discrepancy in collection of the Special Street Maintenance Tax referred to in Bylaw #1391. (See attached Bylaw).

Bylaw #1391 was created in 1999 for the purpose of assessing an annual tax of one dollar (\$1.00) per front foot on properties abutting and fronting on defined paved streets, to raise an equitable share of the maintenance cost for said streets. The Bylaw defined the term of the tax to be 10 years. Therefore, the imposition of the tax should have been discontinued after 2009. During the course of the audit, it was discovered that the tax collection schedule provided to the Tax Clerk at that time, had a 15 year term. This resulted in an overpayment by the landowners affected by Bylaw #1391 in the amount of \$16,136.69.

The regulations for reporting and reserving these funds has been changed and during the course of setting up the new reporting system the auditor discovered this error and brought it to Administration's attention. As there has been an overpayment by the landowners affected by Bylaw #1391, please see the attached details and amounts to be refunded.

COSTS/ SOURCE OF FUNDING (if applicable):

(see the attached payment schedule)

PROPOSED RESOLUTIONS:

Administration recommends that Council pass a motion to refund the overpayments from the Street Maintenance Tax Bylaw #1391 as presented.

RECOMMENDED ACTION:

Moved by Councillor _____ to refund the overpayment of \$16,136.69 from the Street Maintenance Tax Bylaw #1391 as presented.

ATTACHMENTS:

- 1.) Bylaw #1391 (NOTE: Schedule "A" is not in the Bylaw binder and has not been found.)
- 2.) Payment Schedule

APPLICABLE LEGISLATION:

- 1.) Bylaw #1391

PREPARED BY: Lisa Chilton – Tax Administrator

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 16, 2015

cup.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1391**

Being a bylaw of the Town of Claresholm to authorize the imposition and levy of a special Street Maintenance Tax upon lands fronting or abutting on any of the streets, overlaid with asphaltic or bituminous material under the Provincial Streets Assistance Program 1997.

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

WHEREAS it has been determined that an annual tax of one dollar (\$1.00) per assessable front foot on properties abutting and fronting on the said paved streets, to raise from benefitting properties, an equitable share of the maintenance costs;

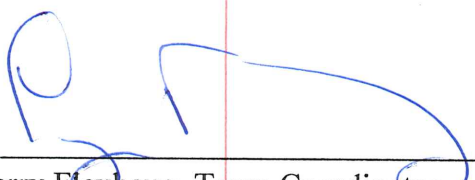
NOW THEREFORE, under authority of the Municipal Government Act, the Municipal Council of the Town of Claresholm, duly assembled does hereby enact:

1. That the Secretary-Treasurer or such other official as may from time to time be authorized, shall in the year 1999 through the year 2008 levy annually against all properties fronting or abutting on any street on which an asphaltic overlay has been placed under the Provincial Streets Assistance Program 1997 a uniform special paving maintenance tax in the amount of one dollar (\$1.00) per assessable front foot.
2. That the special tax referred to in (1) shall be in addition to all other taxes and shall be levied on properties noted in Schedule A.
3. Pursuant to the provisions of Section 404 of Municipal Government Act different size or odd shaped lots may be assigned the number of units of measurement the Council consider appropriate to ensure that they will bear a fair portion of the maintenance tax.
4. That this bylaw shall be effective as on and from the date of its final passage.

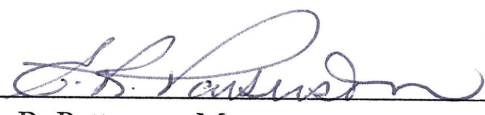
READ a first time in Council this *31* day of *MAY* 1999 A.D.

READ a second time in Council this *31* day of *MAY* 1999 A.D.

READ a third time in Council and finally passed in Council this *31*
day of *MAY* 1999 A.D.



Larry Flexhaug, Town Coordinator



E. R. Patterson, Mayor

Bylaw # 1391 Payment Schedule

Roll #	Owner	2000-2009						<u>Total</u>
			2010 Paymt	2011 Paymt	2012 Paymt	2013 Paymt	2014 Paymt	<u>Overpayment</u> 2010-2014
10326000		\$650.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$325.00
10327001		\$1,426.90	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$713.45
10704000		\$1,130.00	\$113.00	\$113.00	\$113.00	\$113.00	\$113.00	\$565.00
10705000		\$1,750.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$875.00
12411000		\$1,300.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$650.00
11755001		\$18,328.90	\$1,832.89	\$1,832.89				\$3,665.78
11755003		\$1,802.40	\$180.24	\$180.24				\$360.48
11756001		\$6,696.20	\$669.62	\$669.62				\$1,339.24
Roll #'s After Subdivision								
13078000					\$348.40	\$348.40	\$348.40	\$1,045.20
13079000					\$360.66	\$360.66	\$360.66	\$1,081.98
13080000					\$360.66	\$360.66	\$360.66	\$1,081.98
13081000					\$330.87	\$330.87	\$330.87	\$992.61
13082000					\$360.85	\$360.85	\$360.85	\$1,082.55
13083000					\$341.20	\$341.20	\$341.20	\$1,023.60
13084000					\$444.94	\$444.94	\$444.94	\$1,334.82

\$33,084.40

3308.44

3308.44

3173.27

\$3,173.27

\$3,173.27

\$16,136.69

Refunds to:	Roll # 10326000	\$325.00
	Roll #10327001	\$713.45
	Roll # 10704000 & 10705000	\$1,440.00
	Roll # 12411000	\$650.00
	Roll# 13078000,13079000,130800 0013081000,13082000,1308	\$11,984.64
	Roll # 13083000	\$1,023.60
		<u>\$16,136.69</u>

Total collected

\$49,221.09



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item: 8

BYLAW #1465 – CURB AND GUTTER OVERPAYMENT

BACKGROUND / DESCRIPTION:

In the course of a review of the current Local Improvement Bylaws, it was discovered there was an overpayment in collection of the Curb and Gutter Improvement referred to in Bylaw #1465.

Two of the properties, namely Roll #'s 12089000 and 12090000, also described as Lots 4-5, Block 4, Plan 8510082, had a prepayment made on them for the Curb and Gutter Improvement. This was not reflected when the Bylaw #1465 was implemented on a yearly payment schedule. There were overpayments made of \$2,088.81 on Roll # 12089 and \$2,054.40 on Roll # 12090.

PROPOSED RESOLUTIONS:

Administration recommends that Council pass a motion to refund the overpayments from the Curb and Gutter Bylaw #1465 as presented.

RECOMMENDED ACTION:

Moved by Councillor _____ to refund the overpayment of \$4,143.21 from the Curb and Gutter Bylaw #1465 to Viper Oilfield Services as presented.

ATTACHMENTS:

- 1.) Bylaw #1465
- 2.) Letter of Notification from Town
- 3.) Receipt for the initial pre-payment of Curb and Gutter Frontage in 2005.

PREPARED BY: Lisa Chilton – Tax Administrator

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 16, 2015

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1465**

A bylaw of the Town of Claresholm to authorize the imposition of a special frontage assessment upon lands fronting or abutting on streets on which the construction of concrete curb is to take place.

WHEREAS it is deemed expedient and proper pursuant to the provisions of Section 393 (1) of the Municipal Government Act Chapter M 26 that the Council shall issue a Bylaw to impose a special frontage assessment;

AND WHEREAS estimates for such work have been made by Cicon Engineering whereby the total cost of the said construction is estimated to be \$71,026.76 (Seventy One Thousand and Twenty Six Dollars and Seventy Six Cents) which is to be financed by general funds of the Town of Claresholm;

AND WHEREAS the estimated life of the project is to be 15 years and the special frontage assessment is to be charged to all abutting land owners at a rate of 4% (Four percent) per annum for a period of 15 years;

AND WHEREAS pursuant to the provisions of section 395 (1) of the Municipal Government Act Chapter M 26 a local improvement plan has been prepared;

AND WHEREAS pursuant to the provisions of Section 396 of the Municipal Government Act Chapter M 26 the Council has given proper notice of its intention to undertake and complete the construction of asphaltic pavement by way of notice to affected land owners dated September 13, 2005. Certain streets, the cost or a portion of the cost thereof, to be assessed against abutting owners in accordance with the attached schedule A and that no sufficiently signed valid petition against the said proposal has been received by the Council.

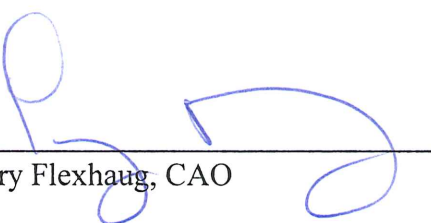
NOW THEREFORE, under authority of the Municipal Government Act, the Municipal Council of the Town of Claresholm, duly assembled does hereby enact:


1. That the Secretary-Treasurer or such other official as may from time to time be authorized, shall for a period of 15 years commencing in the year 2006 levy annually against all properties shown in Schedule "A" hereto attached a uniform special frontage assessment in the amount of \$1.31 (One Dollars and Thirty One Cents) per assessable front foot.
2. That the special frontage tax referred to in (1) shall be in addition to all other taxes.
3. That this bylaw shall be effective as on and from the date of its final passage.

Read a first time in Council this 12th day of September 2005 A.D.

Read a second time in Council this 11th day of October 2005 A.D.

Read a third time in Council this 11th day of October. 2005 A.D.


Larry Flexhaug, CAO


Rob Steel, Mayor

**Town of Claresholm
Province of Alberta
Bylaw #1465
Schedule "A"**

Local Improvement Special Frontage Assessment

1. Properties to be Assessed:

	Street or Avenue	From	To	Assessable Frontage
1.	Columbia Drive	15 m. east of projection of east boundary of Sask Cr.	West boundary of Lot 7, Block 2, Plan 0310918	703.93
	Sask Cr	Columbia Drive	East property line of Lot MR8, Blk 2 Plan 0310918	1688.82
	Sask Cr.	East property line of Lot 12, Blk. 3 Plan 0313204	West property line of Lot 12, Blk 3 Plan 0313204	280.49
				2,673.26
2.	Total Cost	882.32 m @ \$70.00/m Engineering at 15%	\$61,762.40 9,264.36	\$71,026.76
3.	Total assessment against all properties @ 55%			\$39,064.72
4.	Total assessable frontage			2,673.26
5.	Total yearly assessment against all properties to be payable over a period of 15 years at 4% interest.			\$3,513.52
6.	Annual rate per frontage foot of assessable frontage to be payable over a period of 15 years at 4%.			\$ 1.31

Pursuant to the provisions of the Municipal Government Act Chapter M.26, different size or odd shaped lots may be assessed a smaller or larger number of frontage feet than they actually have.

TOWN OF CLARESHOLM



221 - 45 Avenue West
Box 1000, Claresholm, AB. T0L 0T0
Phone: (403) 625-3381 • Fax: (403) 625-3869
email: clares@telusplanet.net

September 13, 2005

Viper Oilfield Services
Box 1360
Claresholm, Alberta
T0L 0T0

50000590
B/low

Dear Sirs:

Re: Lot 4, Block 4, Plan 8510082

Town Council has given 1st reading to Bylaw 1465 to provide for a frontage tax for curb and gutter for property abutting on Saskatchewan Cr and Columbia Drive. Estimates have been made and based on a 15 year payout at 4% the cost is established at \$1.31 per front foot. You can also elect to pay the full amount in total without interest at a rate of \$13.45 per front foot. Front footage may vary on irregular shaped lots and is calculated using comparable assessed values or square footage. The frontage tax levied on your property will be **\$232.09** per year for 15 years or a payout figure of **\$2,391.80**. A payout may be made up until December 31, 2005 without any interest charges.

You have the right to petition against the local improvement charge by providing a petition signed by 2/3 of the owners who would be liable to pay the local improvement tax, and the owners who sign the petition represent at least 1/2 of the value of the assessment, prepared for the parcels of land in respect of which the tax will be imposed. Any petition must be presented to Town Council within 30 days of the date of this letter.

Enclosed please find the Local Improvement Plan for your information.

Yours truly,


Larry Flexhaug
CAO



221 - 45 Avenue West
Box 1000, Claresholm, AB. T0L 0T0
Phone: (403) 625-3381 • Fax: (403) 625-3869
email: clares@telusplanet.net

September 13, 2005

Viper Oilfield Services
Box 1360
Claresholm, Alberta
T0L 0T0

Dear Sirs:

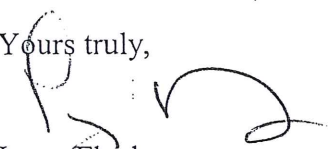
Re: Lot 5, Block 4, Plan 8510082

Town Council has given 1st reading to Bylaw 1465 to provide for a frontage tax for curb and gutter for property abutting on Saskatchewan Cr and Columbia Drive. Estimates have been made and based on a 15 year payout at 4% the cost is established at \$1.31 per front foot. You can also elect to pay the full amount in total without interest at a rate of \$13.45 per front foot. Front footage may vary on irregular shaped lots and is calculated using comparable assessed values or square footage. The frontage tax levied on your property will be \$228.26 per year for 15 years or a payout figure of \$2,352.38. A payout may be made up until December 31, 2005 without any interest charges.

You have the right to petition against the local improvement charge by providing a petition signed by 2/3 of the owners who would be liable to pay the local improvement tax, and , the owners who sign the petition represent at least ½ of the value of the assessment , prepared for the parcels of land in respect of which the tax will be imposed. Any petition must be presented to Town Council within 30 days of the date of this letter.

Enclosed please find the Local Improvement Plan for your information.

Yours truly,



Larry Flexhaug
CAO

TOWN OF CLARESHOLM

BOX 1000

CLARESHOLM AB TOL OTO

(403) 625-3381

OFFICIAL RECEIPT

9096

Page 1 of 1

VIPER OILFIELD SERVICES LTD
BOX 1360
CLARESHOLM, AB TOL OTO

ACCOUNT #	DESCRIPTION	PREV BAL	PAYMENT	BALANCE
5000059000 GL	Bylaw 1465: Frontage Prepaid lot5;4;8510082		2,352.38	0.00
5000059000 GL	Bylaw 1465: Frontage Prepaid lot5;4;8510082		2,391.80	0.00

PST

GST REG. #R10812 5667

TOTAL AMOUNT RECEIVED

4,744.18

REC BY:
MO

DATE OF ISSUE 2005-12-30 2:57:53 PM

E. &O.E.
RECEIPT #
511576

DISC

OTHER

CHEQUE 4,744.18 CASH



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item: 9

SPECIAL TAX BYLAWS

DESCRIPTION/BACKGROUND: In light of the overpayment of the Local Improvement Tax discovered during the audit, a complete review of all Local Improvement Tax and Special Tax Bylaws was undertaken. During that review, it was discovered that there were a number of corrections needed.

The Municipal Government Act (MGA) authorizes a Council to impose a Special Tax to raise revenue to pay for a specific service or purpose. A Special Tax can be imposed for the following purposes: waterworks; sewer; boulevards; dust treatment; paving; to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities; to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality; a fire protection area; a drainage ditch; to provide a supply of water for the residents of a hamlet; or a recreational services tax.

A Special Tax Bylaw must:

- **be passed annually;**
- state the specific service or purpose for which the Bylaw was passed;
- describe the area of the municipality that will benefit from the service or purpose and in which the special tax is to be imposed;
- **state the estimated cost of the service or purpose;**
- state whether the tax rate is to be based on assessment, per parcel, unit of frontage or unit of area;
- set the tax rate to be imposed.

The MGA also authorizes a Council to impose a Local Improvement Tax for a project that the Council considers to be of greater benefit to an area of the municipality than to the whole municipality, and that is to be paid for in whole or in part by a tax imposed on those property owners. A Council may on its own initiative propose a local improvement or a group of owners in a municipality may petition the Council. If a local improvement is proposed, the municipality **must prepare a local improvement plan**.

A local improvement plan must:

- describe the proposed local improvement and its location;
- identify the parcels of land and persons liable to pay the tax
- state whether the tax rate is to be based on assessment, per parcel, unit of frontage or unit of area;
- include the estimated cost;
- state the period over which the cost of the local improvement will be spread;
- state the portion of the estimated cost of the local improvement proposed to be paid by the municipality; from revenue raised by the tax; and any other sources of revenue

After the plan is prepared, the municipality must send a notice to the person who will be liable to pay the tax. If a sufficient petition objecting to the tax is filed with the CAO within 30 days, the Council must not proceed with the local improvement.

A Local Improvement Tax Bylaw must:

- include all of the information required in the plan;
- provide for equal payments during each year in the period over which the cost of the improvement will be spread;
- set a uniform tax rate to be imposed.

Attached is a list of the Special Tax or Local Improvement Tax Bylaws for the Town of Claresholm. There are a number of the Bylaws that require amendment. The major components that necessitate modification are as follows:

- In some cases, there is no evidence of the supporting Bylaw;
- Special Tax Bylaws require approval annually and cannot be for an extended period of time;
- Special Tax Bylaws are required to state the estimated cost of the service or purpose;
- The budget should reflect the estimated expenditure along with the Special Tax revenue;
- A mixture of Local Improvement Tax and Special Tax in the wording of some of the Bylaws.

DISCUSSION/OPTIONS:

If Council deems it appropriate to continue with the Special Tax, administration will proceed with drafting amendments to the Bylaws for presentation to Council.

PROPOSED RESOLUTIONS:

Administration recommends that the Special Tax Bylaws be approved annually along with the Mill Rate Bylaw, as part of the budgeting process.

COSTS/ SOURCE OF FUNDING (if applicable):

The Town collects \$71,275 annually from the Local Improvement and Special Taxes.

RECOMMENDED ACTION:

Moved by Councillor _____ to direct Administration to prepare the amended Special Tax Bylaws to be presented to Council along with the Mill Rate Bylaw.

ATTACHMENTS:

- 1.) Local Improvement Tax Bylaw Schedule

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, Division 5 & 7

PREPARED BY: Marian Carlson, CLGM CAO

APPROVED BY: Marian Carlson, CLGM CAO

DATE: March 17, 2015

Local Improvement Tax Bylaw Schedule

BYLAW #		# Years	Start Date	Finish Date	G/L #	Status
		Paying				
1376.03	Curb and Gutter (not right bylaw)	15	2004	2018	1370012000	New Bylaw Required
	No evidence of Bylaw to support Special Tax or Local Improvement Tax					
1391	Street Maintenance Tax	10	1999	2008	1370012000	5 yr Over
	Refund overpayment of \$16,136.69 to property owners - Bylaw has expired					
1402	Pavement overlay	15	2000	2014	1320012000	Complete
	Local Improvement Tax - Bylaw expired in 2014 and is now complete					
1424	Pavement overlay	15	2003	2017	1320012000	Valid
	Local Improvement Tax - Bylaw is valid					
1438	Pavement overlay	15	2004	2018	1370012000	Valid
	Local Improvement Tax - Bylaw is valid					
1465	Curb and gutter	15	2006	2020	1370012000	Refund & Bylaw Amendment
	Refund overpayment of \$4,143.21 to Viper Oilfield Services (paid lump sum but still charged the Special Tax Levy). Amend Bylaw #1465 to reflect proper wording in body (curb & gutter not asphalt)					
146502	Curb and gutter	15	2006	2020	1370012000	New Bylaw Required
	No evidence of Bylaw to support Local Improvement Tax					
146503	Curb and gutter	15	2007	2021	1370012000	New Bylaw Required
	No evidence of Bylaw to support Local Improvement Tax					
1477	Pavement overlay	15	2006	2020	1320012000	Bylaw Amendment
	Special Tax - Bylaw requires amendment					
1508	Pavement overlay	15	2008	2022	1320012000	Bylaw Amendment
	Special Tax - Bylaw requires amendment					
1539	8th Street Storm Drainage	10	2011	2020	1370012100	Valid
	Local Improvement Tax - Bylaw is valid					
1554	Street Maintenance Tax (\$0.50)					Bylaw Amendment
	Special Tax - Bylaw requires amendment					
1571	Sundance sewer and streets	20	2013	2032	1420012000	Valid
	Local Improvement Tax - Bylaw is valid					
1573	50th Ave East Pavement Overlay	38	2012	2049	1320012000	Bylaw Amendment
	Special Tax - Bylaw requires amendment					



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item: 10

APPLICATION FOR SMALL COMMUNITIES FUND (SCF) STORM WATER MANAGEMENT PLAN

DESCRIPTION:

Administration requires motion of Council in order to complete and submit application to the Small Communities Fund (SCF) prior to the April 2, 2015 deadline.

BACKGROUND:

The Town of Claresholm received a letter from the Hon. Diana McQueen, Minister of Municipal Affairs regarding the Small Communities Fund (SCF), which was presented to Council at the March 9, 2015 Regular Council Meeting. Council directed Administration to investigate this funding opportunity and to report back at the next Council meeting regarding possible projects.

Storm Water Management Plan – This plan, which was completed by Associated Engineering and accepted by Council at the March 9, 2015 Council meeting, includes a first year expenditure of \$5,310,000. Dean Maruyama from Associated Engineering has the following information:

I have reviewed a couple of scenario's for funding, using the New Building Canada – Small Municipalities (NBCSM) program and the Alberta Community Resilience (ACR) program.

Either way the Town's share of funding will be \$177,000.00 based on a total capital budget of \$5,310,000.00.

ie,

$\$5,310,000 / 3 = \$1,770,000$, then 10% = \$177,000.00

Or

10% of \$5,310,000 = \$531,000, then 1/3 = \$177,000.00

I think the most advantageous option is for the Town to apply for the total \$5,310,000.00 through the New Building Canada program, since it is a 1/3 share amongst the Federal Govt, Provincial Govt and yourselves. Given that there may be concern of the Province's funding capabilities, the NBCSM program will reduce the Province's share to \$1,770,000.00 vs \$5,310,000.00 the other way.

After a decision has been made on what the NBCSM program will actually fund the Town, then there is still an opportunity to "rethink" the strategy on the application for the ACR program. So, actually, the deferral of the ACR submission date ends up to be a good thing.

The deadline for applications for the Alberta Community Resilience Fund has been pushed back to September, which indicates that that particular funding will not be available to the Town this calendar year.

This may postpone the project into 2016 due to the fact that the funding is structured around stacking the two grants together to achieve the levels needed.

COSTS/ SOURCE OF FUNDING:

An agreement has been made with Associated Engineering to complete the application for funding as they already have all the required information. No extra costs are required to apply for funding.

RECOMMENDED ACTION:

Council pass a motion to apply for funding for the Stormwater Management Plan from the Small Communities Fund (SCF)

PROPOSED RESOLUTION:

Moved by Councillor _____ to apply for funding towards the Stormwater Management Plan from the Small Communities Fund (SCF).

Attachments:

None.

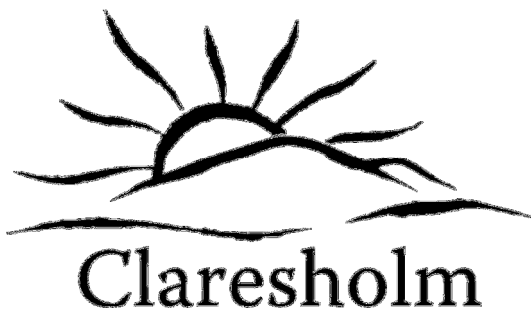
Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

DATE: March 19, 2015

Approved By: Marian Carlson, CAO

DATE: March 19, 2015



REQUEST FOR DECISION

Meeting: March 23, 2015
Agenda Item: 11

APPLICATION FOR SMALL COMMUNITIES FUND (SCF) MULTI-USE COMMUNITY BUILDING & TOWN HALL

DESCRIPTION:

Administration requires motion of Council in order to complete and submit application to the Small Communities Fund (SCF) prior to the April 2, 2015 deadline.

BACKGROUND:

The Town of Claresholm received a letter from the Hon. Diana McQueen, Minister of Municipal Affairs regarding the Small Communities Fund (SCF), which was presented to Council at the March 9, 2015 Regular Council Meeting. Council directed Administration to investigate this funding opportunity and to report back at the next Council meeting regarding possible projects.

Multi-use Community Building and Town Hall – The Architects provided an estimated cost for the renovation and upgrades to the old Claresholm Elementary School, which has come in at \$5,063,000. Due to the estimated cost, Council needs to provide direction on whether to continue with the application to SCF, or if other avenues should be investigated for alternative solutions for funding.

Going further with this discussion, it should be determined if the project needs to be reworked. Perhaps this project needs to be re-evaluated based on the cost. Direction needs to be given as to whether the Town applies for the SCF when the cost of this project is much higher than initially anticipated. Since this funding is based on 1/3 1/3 1/3 partnerships between municipal, provincial and federal levels, discussion must take place on where the other funding come from.

Due to the short time frame for submitting applications for this funding, administration is recommending the use of a third-party company for ensuring the guidelines are closely followed in the application should Council wish to proceed. The company being recommended is Civic Solutions Inc. and they have provided a quote for \$4,800 plus GST.

COSTS/ SOURCE OF FUNDING:

1. Civic Solutions Inc. cost for completing the application is \$4,800 plus GST.
2. Should the application be successful, the Town would need to find the 1/3 cost share for the project, or $\$5,063,000 / 3 = \$1,687,666.50$.

RECOMMENDED ACTION:

1. The Committee that was created for this project initially should reconvene to re-evaluate based on the projections we have been given so we can move forward appropriately.
2. The application may be for new construction or renovated construction as the document shows "Infrastructure defined as publicly or privately owned tangible capital assets in Canada primarily for

public use or benefit.” And it further says “eligible projects will be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure”.

3. The Town apply for this grant with the thought that we can always choose to not move forward, even if we are approved.

PROPOSED RESOLUTION:

Moved by Councillor _____ to apply for funding towards the Multi-use Community Building & Town Hall from the Small Communities Fund (SCF).

Attachments:

1. Estimated cost for the Multi-use Community Building and Town Hall renovation.

Applicable Legislation: Not applicable.

Prepared By: Karine Wilhauk, Secretary-Treasurer

DATE: March 19, 2015

Approved By: Marian Carlson, CAO

DATE: March 19, 2015

CONCEPT DESIGN COST ANALYSIS						
Title	: Claresholm Community Building			Report Date :	19-Mar-15	
	: Renovation			Page :		
Location	: 5318 - 2nd Street W, Claresholm AB			C.T. Index :		
Owner/Client	: Town of Claresholm		Community Centre		Food Bank	
Architect	: BRZ Partnership Architecture Inc.		Total GFA:	30,115 sq.ft.	Total GFA:	4,378 sq.ft.
ELEMENT	Community Centre			Food bank		
	Sub-total	Total	\$/sq.ft. of GFA	Sub-total	Total	\$/sq.ft. of GFA
A SHELL		\$1,088,000	36.13		\$128,600	29.37
A1 SUBSTRUCTURE, incl. SOG repairs	43,000		1.43	0		0.00
A2 STRUCTURE	227,000		7.54	8,100		1.85
A3 EXTERIOR ENCLOSURE, incl. part new roofing	818,000		27.16	120,500		27.52
B INTERIORS		\$1,052,400	34.95		\$15,900	3.63
B1 PARTITIONS & DOORS, CEILINGS	546,800		18.16	5,700		1.30
B2 FINISHES	188,100		6.25	3,600		0.82
B3 FITTINGS & EQUIPMENT	317,500		10.54	6,600		1.51
C SERVICES		\$1,670,400	55.47		\$44,700	10.21
C1 MECHANICAL, new and sprinklers added	1,125,200		37.36	38,500		8.79
C2 ELECTRICAL, new	545,200		18.10	6,200		1.42
D SITE & ANCILLARY WORK		\$437,600	14.53		\$0	0.00
D1 SITE WORK	269,600		8.95	0		0.00
D2 ANCILLARY WORK (demo)	168,000		5.58	0		0.00
Z GENERAL REQ'S/FEES AND ALLOWANCES		\$509,800	16.93		\$55,600	12.70
Z1 GC FEE, GENERAL REQUIREMENTS 12%	509,800		16.93	22,700		5.18
Z2a CONTINGENCY 0% (design/estimating)	0		0.00	21,200		4.84
Z2b CONTINGENCY 0% Change orders during construction By owner	0		0.00	11,700		2.67
Z3 PERMITS AND TESTING, ALLOW		\$57,100	1.90		\$2,900	0.66
Z4 ESCALATION ALLOWANCE, 0%		\$0	0.00		\$0	0.00
TOTAL, excl. GST		\$4,815,300	159.90		\$247,700	56.57
Buildings only \$/sq.ft.			143.43			56.57
TOTAL of both buildings and site, excl. GST			\$5,063,000			

Notes:

The estimated construction costs are calculated in Current Dollars, no further inflation expected this year

This estimate is based concept drawings issued March 2015 by BRZ Partnership Architecture and verbal communication with consultants

Windows will be replacement, utilizing existing openings

No cost carried for hazardous material removal, no report

It is assumed that no deep storm drain lines and catch basins will be required

It is assumed that the Community Building will be sprinklered (not including Food Bank), with a new water service required. No fire rating of outside wall at Food Bank is included

Assumed that electrical, gas, and sanitary service is existing

Soft costs not included

Work stations, council chamber consoles, FF&E costs, not included

It is assumed that this project is bid for a stipulated sum contract

GST not included

This Construction Budget is presented as an estimate of probable costs and is intended to be used for budget discussions. While we have made every effort to ensure accuracy of the information presented in this budget, KBK Cost Consulting Inc. or its directors or manager can not be held liable for its content



INFORMATION BRIEF

Meeting: March 23, 2015
Agenda Item: 12

TOWN COUNCIL COMMUNITY COMMITTEE DOSSIERS

BACKGROUND / DESCRIPTION:

Administration has been collecting information on the Internal and External Committees that the Town of Claresholm Council holds positions on. Currently we have been able to find information in regards to the Committee Mandates and Guidelines for some of the Committees, but still require further information.

Administration is asking Town Council to bring the Committee Dossier Templates to their respective Committees to complete for the Groups/Committees that they serve on or attend. Compiling this information is helpful for Administration or anyone new who would be serving on one of the committees. They can review and evaluate the mandates of Committees and answer questions as they may arise. This information is also valuable to Council when they appoint members to these groups to evaluate mandates and guidelines.

ATTACHMENTS:

- 1.) Committee Dossier Template
- 2.) Town of Claresholm Standing Board & Committee Appointments

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen – RPS Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 16, 2015



Claresholm

Town of Claresholm

COMMITTEE NAME: _____

Membership	
Date & Time of Meeting	
Mandate	
Guidelines	

Approved by Resolution # _____

Date: _____

STANDING BOARD & COMMITTEE APPOINTMENTS 2014

External Boards & Committees

Alberta Southwest

Councillor Shelley Ford

Claresholm & District Chamber of Commerce

Councillor Betty Fieguth

Claresholm & District Transportation Society Board

Councillor Mike McAlonan

Claresholm Animal Rescue Society (CAREs)

Councillor Shelley Ford

Claresholm Child Care Society Board

Councillor Jamie Cutler

Claresholm Golf Club Board

Councillor Shelley Ford

Claresholm Housing Authority Board

Councillor Betty Fieguth, four members at large (Jules Boucher (Butch), Shirley Isaacson, Judy Van Amerongen and Lisa Chilton)

Community Hall Board

Councillor Jamie Cutler

Claresholm Learn-a-lot Playschool Society Board

Councillor Betty Fieguth

Claresholm Library Board

Councillor Mike McAlonan, seven members at large (James Schovaneck, Lisa Anderson, Arden Dubnewick, Marika Thyssen, Diana Ross, John Johnson and Tony Hamlyn)

LRSD Town Liaison and Joint Use Representative

Councillor Chris Dixon

Oldman River Regional Services Commission

Councillor Betty Fieguth

Porcupine Hills Lodge Board

Councillor Lyal O'Neill, one member at large (Judy Van Amerongen)

Porcupine Hills Lodge Foundation Board

Councillor Lyal O'Neill

Regional Landfill Commission

Councillor Lyal O'Neill

Southern Alberta Summer Games Committee

Councillor Chris Dixon

Swimming Pool Joint Use Representative

Councillor Chris Dixon

Willow Creek Agricultural Society Board

Councillor Chris Dixon

Internal Boards & Committees

Assessment Review Board

Councillor Betty Fieguth (to be trained), two members at large (Doug Kemery and Robert Milton)

Audit Committee

Mayor Rob Steel, Councillors: Betty Fieguth and Lyal O'Neill

Facility & Infrastructure Planning Committee

Mayor Rob Steel, Councillors: Chris Dixon, Shelley Ford and Mike McAlonan, one member at large (Peter Duerholt)

Family and Community Support Services Board

Councillors: Jamie Cutler and Shelley Ford, four members at large (Lita Richards, Sharon Duncan and Diana Ross)

Grievance Committee

Mayor Rob Steel, Councillors: Chris Dixon and Betty Fieguth

Municipal Planning Commission

Mayor Rob Steel, Councillors: Shelley Ford and Lyal O'Neill, two members at large (Grant Jordan and Sharon Duncan)

Museum Board

Councillor Mike McAlonan; six members at large (Sharon Duncan, Donald Glimsdale, Jane Marsh, John Johnson, Betty Hoare, and Jim Lockhart)

Recreation Facility Users Committee (Arena & Ball Diamonds)

Councillor Chris Dixon

Subdivision and Development Appeal Board

Councillors: Jamie Cutler and Mike McAlonan, three members at large (Peter Duerholt, Gerry McGuire and Bryan Ketcheson)

Wage Negotiating Committee

Mayor Rob Steel, Councillors: Shelley Ford, Lyal O'Neill and Betty Fieguth



INFORMATION BRIEF

Meeting: March 23, 2015
Agenda Item: 13

PROPOSED REVISIONS TO ALBERTA'S DRINKING WATER REGULATIONS

BACKGROUND / DESCRIPTION:

The Government of Alberta has been consulting on proposed changes to Alberta's regulatory framework on drinking water quality under the leadership of Alberta Environment and Sustainable Resource Development. The attached information summarizes the results of the consultation process.

Town Administration is aware of the proposed changes and does not foresee any concerns. The water license the Town currently has is set at the highest level for required water quality. The proposed changes only affect smaller systems that do not provide their customers with a secure and reliable system to meet federal and provincial standards for water quality consistently.

The Town Superintendent attended the Alberta Water and Wastewater Operators Association conference in Banff the second week of March, and attended a presentation on the proposed changes. At that session, the biggest concern raised was the proposed effects on wastewater discharge regulations. These changes should not adversely affect the operation of the Town's lagoon system. There may however be some changes in reporting and testing requirements. If passed by the Alberta Government, the changes would not be implemented until the next year or two, possibly late 2016 at the earliest.

Administration will continue to monitor this process as it continues.

ATTACHMENTS:

- 1.) Consultation on Improved Regulation of Drinking-Water for Alberta: Overview of Proposed Changes – selected issues for municipal elected officials and senior staff.

APPLICABLE LEGISLATION:

- 1.) *Potable Water Regulation and Environmental Protection and Enhancement Act*

PREPARED BY: Karine Wilhauk

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 20, 2015



Consultation on Improved Regulation of Drinking-Water for Alberta: Overview of Proposed Changes – selected issues*

***This is a summary of the consultation documents was drafted by Environment and Sustainable Resource Development specifically for municipal elected officials and senior staff.**

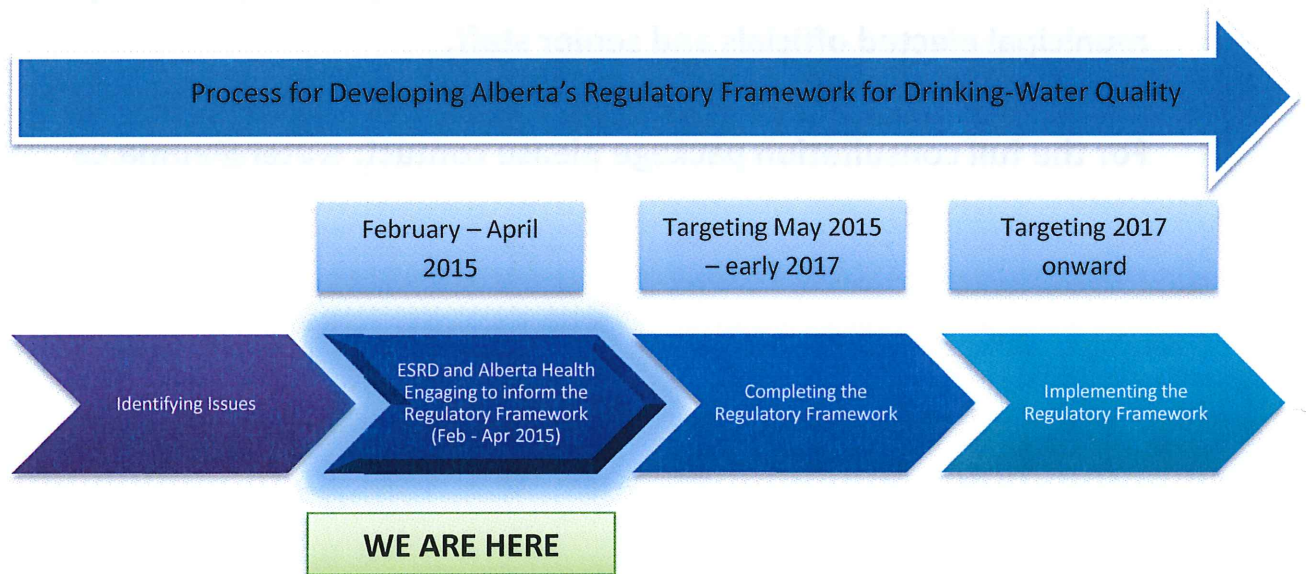
For the full consultation package please contact: water@auma.ca

February 2015

Overview of Consultation

The Government of Alberta is consulting on proposed changes to Alberta's regulatory framework for drinking-water quality. Alberta Environment and Sustainable Resource Development is leading the review related to the *Potable Water Regulation* and *Environmental Protection and Enhancement Act*. This document outlines the proposed changes, sets out the various consultation points, describes the rationale for proposing the change and discusses the pros and cons of each proposed change.

This consultation represents one step in the process of developing the revised regulatory framework which is being done in conjunction with Alberta Health. Feedback received will be considered as changes to Alberta's regulatory framework for drinking-water quality are prepared for Government in 2016.



There are three main 'theme' areas to the consultation:

1. Drinking-water Regulation
2. Drinking-water Quality Standard
3. Drinking-water System Standard

1. Introduction

In Alberta, the oversight of the delivery of drinking-water¹ services is the responsibility of Alberta Health under the *Nuisance and General Sanitation Regulation, Public Health Act*, and Alberta Environment and Sustainable Resource Development under the *Potable Water Regulation* and *Environmental Protection and Enhancement Act*. Alberta Health and Alberta Health Services directly oversee approximately 2650 small drinking-water systems and Environment and Sustainable Resource Development has direct responsibility for over 650 drinking-water systems.

The regulatory framework that has evolved under the *Environmental Protection and Enhancement Act* is highly complex, inconsistent in application across the province, difficult to interpret and places a costly and disproportionate burden on smaller systems. The regulatory requirements under the *Nuisance and General Sanitation Regulation* are minimal and inadequate to consistently assure the delivery of potable water in public places. So why is the Government reviewing these regulations? Both regulations are slated for review in accordance with regulatory review. Scientific understanding and society's expectations have moved on considerably in the intervening years and the regulations need to reflect those changes.

The revisions to the regulatory framework being considered were developed with the assistance of technical experts from Environment and Sustainable Resource Development (ESRD), Alberta Health, Alberta Health Services and Municipal Affairs and also on the recommendations of an independent Drinking-Water Expert Panel² commissioned to review the current Environment and Sustainable Resource Development Standards for Municipal Waterworks. These proposed revisions are intended to make the regulation of drinking-water more protective of public health; more proportionate in terms of how the regulations affect different types of systems (not the current 'one size fits all' approach); and more practical in their application. **Protective, proportionate and practical are the values that lie behind the proposed revisions.** These principles support a desired outcome of a 'systems approach' that provides seamless/coherent oversight for all (2650) drinking water service providers in Alberta.

What could the new protective, proportionate and practical regulatory framework look like? In contrast to the current regulatory framework, Figure 1 shows the high-level concepts being proposed which include:

- A single, Drinking-water Quality Standard that sets the quality of drinking-water that everyone in the province should be consuming;

¹ In this document and related documents the convention adopted is to use the hyphenated term 'drinking-water' for the substance and drinking water for the act of consuming it. .

² Full details of the panel and the report are provided as Consultation Package – Supporting Document 3

- A single, streamlined Standard for Drinking-water Systems that supplements the regulation and sets out specific technical requirements for all types of systems based on size of population being served; and
- Rescinding the *Potable Water Regulation* and Part 2 of the *Nuisance and General Sanitation Regulation* and creating a single, over-arching Drinking-water Regulation made jointly under powers from the *Public Health Act* and the *Environmental Protection and Enhancement Act* that adopts an outcomes-focus regulatory approach and manages risk using a drinking water safety plan approach (that is already in-place for around 650 drinking-water systems presently regulated under the Environmental Protection and Enhancement Act).

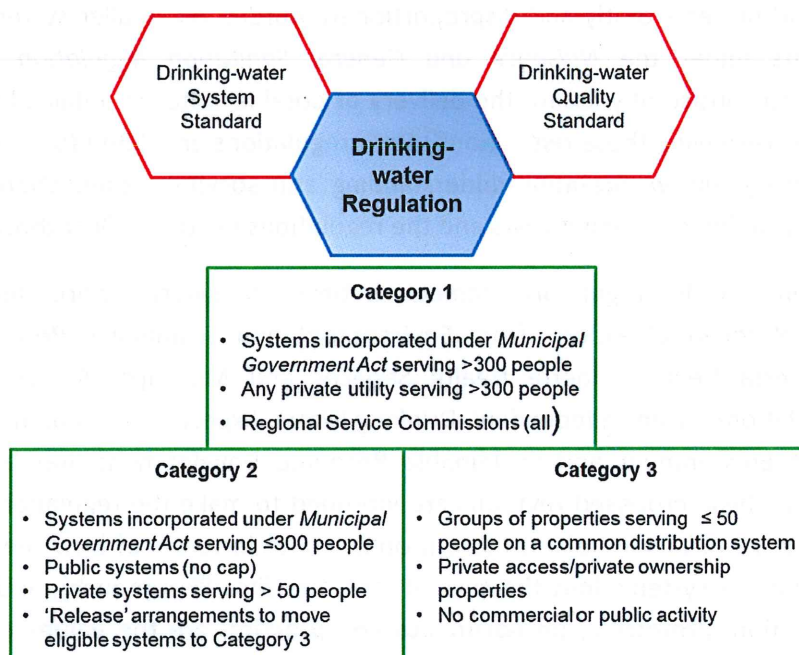


Figure 1 - Framework of the proposed drinking-water regulation

Environment and Sustainable Resource Development's targeted consultation on the proposed changes is being undertaken simultaneously with Alberta Health. This document has been developed by Environment and Sustainable Resource Development with Environment and Sustainable Resource Development's specific targeted consultees in mind. Additionally, Alberta Health has developed a complementary consultation package tailored to their targeted consultees' needs. When complete, the two sets of responses from the separate targeted

consultations will be combined into a single consultation analysis for the Government of Alberta, which will form the basis of proposed regulatory changes.

The target audiences for the consultation process are all drinking-water service providers, however any Albertan could review and provide input.³

What is the purpose of this consultation? The Government of Alberta (through Environment and Sustainable Resource Development and Alberta Health) have a number of proposals that will affect the way drinking-water quality is regulated in Alberta and the Government is seeking input from Albertans on the proposals to allow informed, evidence-based policy decisions to be adopted as the process moves forwards.

2. Background

The Guiding Principles used to develop proposed revisions

This document presents proposals for the revision of both the *Nuisance and General Sanitation Regulation*⁴ and the *Potable Water Regulation*.⁵ The proposals take full account of the *Government of Alberta Guiding Principles of Regulation*.⁶ Any proposed revisions to drinking-water regulations will incorporate the six principles of:

- **Necessity**
- **Effectiveness**
- **Proportionality**
- **Transparency**
- **Accountability, and**
- **Consistency**

These principles have been adopted throughout, along with the values – **protective**, **proportionate** and **practical** – so that any proposed revisions ensure the regulation of drinking-water is more protective of public health; more proportionate in terms of how the regulations affect different types of systems (not the current ‘one size fits all’ approach); and the regulations will be more practical in their application.

³ Comment on the consultation package will also be sought from other jurisdictions outside Alberta to ensure we have had access to the best possible advice. This will include neighboring jurisdictions (Saskatchewan, British Columbia, North West Territories); federal bodies including Health Canada and international organizations, principally the World Health Organization (WHO) through their Regulator’s Network initiative

⁴ http://www.gp.alberta.ca/documents/Regs/2003_243.pdf

⁵ http://www.gp.alberta.ca/documents/Regs/2003_277.pdf

⁶ <http://alberta.ca/albertacode/images/RedTapeReductionReport.pdf>

Foundations of an outcomes-based approach to drinking-water regulation in Alberta

Traditionally Environment and Sustainable Resource Development's approach to regulation has been predominantly to use a prescriptive approach. Prescriptive regulations are technology-based or standards-based such as the *"Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems"*, which set out the requirements with regulated parties having little or no choice regarding how they complied with them.

Prescriptive regulation is not the only means of achieving regulatory oversight and over recent years Environment and Sustainable Resource Development has stated its intention to move to outcome-based regulations wherever possible. Under this approach the required outcome or level of performance is written into regulation. The onus of how the outcomes are achieved is left up to the individual systems, allowing for innovative solutions to be customized based on local factors.

Environment and Sustainable Resource Development has developed systems-based approaches to regulation for municipal drinking-water systems regulated under the Potable Water Regulation. In April 2012, the introduction of the Drinking Water Safety Plan requirement highlights such a systems-based approach and represents a significant step towards managing risk (adopting international best practices). Drinking-water systems are required to develop valid internal risk management plans and Environment and Sustainable Resource Development verifies that the plans are properly and effectively implemented. Systems-based regulation is entirely compatible with an outcomes-based regulatory framework.

Outcome-based regulation puts an emphasis on specific and measurable outcomes versus prescriptive provisions. This requires clear definition of the outcomes in regulation (the what), and how compliance will be measured. Regulated parties choose methods to achieve the outcome (the how) and inspectors use the performance measures to verify that compliance approaches are effective.

There are two main benefits from an outcomes-based approach – (a) increased due diligence and (b) flexibility.

(a) Increased due diligence

- Proactive/preventive – regulated parties focus on achieving outcomes rather than fulfilling prescribed behaviours:
 - No oversimplified checklists for what to do, and
 - Compliance assurance – need to evaluate whether the outcomes are consistently achieved
- Reporting on outcomes – Department would seek performance data from regulated parties to inform:
 - Risk-based prioritization of inspection activities,

- Auditing the integrity of the inspection system, and
 - Examination of trends
- (b) Flexibility (bolsters innovation)
- Provides flexibility for regulated parties to introduce new technologies, processes, procedures that enhance safety and/or reduce costs,
 - Allows the regulator to adjust to changing science, technology, and economic conditions more easily, and
 - Holds promise in establishing comparability with safety regimes in other jurisdictions based on similar outcomes

What happens at present?

Alberta Health Service's environmental health officers currently have direct responsibility for around 2,200 drinking-water systems in locations such as campgrounds, restaurants and smaller co-operative developments using high-quality groundwater.

The drinking-water systems Environment and Sustainable Resource Development regulate are typically those systems that take their raw water (water that has not been treated to drinking-water standards) from sources that are more likely to be contaminated or require sophisticated treatment before the water is fit to drink.

Large municipal systems

Drinking-water systems regulated under the *Potable Water Regulation* have to meet very high standards for the design and operation of the system and must have trained operators who are responsible for the operation of the system. These arrangements are well suited to larger municipal water systems and have led to Alberta having one of the lowest rates of water advisories in Canada, an indication of the very high level of public health protection being provided by these drinking-water systems.

Smaller municipal systems

However, many of the drinking-water systems that have fallen under the umbrella of the *Potable Water Regulation* are very small (over 400 such systems each providing drinking water to less than 500 people). These smaller systems face significant challenges when trying to comply with the *Potable Water Regulation*. The cost of designing, building, operating and maintaining small systems is proportionately higher when compared to larger systems. This is because there are fewer people supporting the small system through local taxes or water-use charges. This "economy of scale" effect means that larger systems can spread the costs over more people and so charge proportionately less per person than smaller systems.

Some of the drinking-water systems currently being regulated by Alberta Health Services should be required to meet the *Potable Water Regulation* based on the current regulatory framework (which is driven primarily by source-type and size of distribution system). These systems are typically very small, for example a roadside restaurant using a well that could be flooded with surface water. While the protection of public health always remains the most important consideration, if the full requirements of the existing *Potable Water Regulation* were imposed on such a system then the financial burden would be enormous. A more effective and transparent system needs to be implemented that ensures all drinking-water systems are properly regulated and supported in a more proportionate and consistent manner that protects public health but is sensitive to the needs and capacity of individuals impacted by regulation.

Small public systems with high-quality groundwater

There are over 2,200 small public drinking-water systems regulated solely under the *Nuisance and General Sanitation Regulation*. In a study undertaken in 2011 by Alberta Health/Alberta Health Services it was found that many operators of these small public systems have limited awareness of their systems; sampling for drinking-water quality was limited and in many cases insufficient; and source waters were inadequately protected from contamination either from other humans, animals or from chemicals in the environment (either naturally-occurring or anthropogenic).

3. The proposed changes

Note: To remain consistent with the broader consultation documents, the same consultation point numbering has been used. Consultation point numbering in the following sections is not consecutive as some points have been removed in this abbreviated document. For the complete [Consultation Package – Supporting Document 1](#), please email water@auma.ca.

Consultation point 1.0 - Single 'Drinking-water Regulation'

Rationale:

The current division of responsibilities for the regulation of drinking-water systems between the *Public Health Act* and the *Environmental Protection and Enhancement Act* presents a number of challenges. For example, should a system be regulated by Environment and Sustainable Resource Development under the *Potable Water Regulation* or should Alberta Health Services be responsible? The lack of transparency and consistency results in issues of accountability that can leave drinking-water system owners and operators confused about which organization they should be approaching over the regulation of their activities.

Work undertaken jointly between Environment and Sustainable Resource Development, Alberta Health and Alberta Health Services suggests that the most practical way to tackle the issues over responsibility for drinking-water systems is to revise the present arrangements into a 'seamless' regulatory framework. The most effective way of achieving this desired outcome is to have a single drinking-water regulation that covers all drinking-water systems from the very largest city to a single property.⁷ By placing all drinking-water systems under a single, common regulation the aims of being protective, proportionate and practical will be more efficiently achieved without disputes over jurisdiction between government entities.

As well as addressing issues of transparency and consistency, having a single drinking-water regulation also 'de-clutters' the regulatory landscape by simplifying the complex regulatory arrangements.

The single drinking-water regulation will ensure that:

- No drinking-water system in the province will fall outside the purview of regulation;
- Regulatory requirements are graduated and differentiated based on the risks posed to public health by each drinking-water system; and
- Regulations are necessary, effective, proportionate, and transparent and provide accountability along with a consistency of application by all government actors.

⁷ The *Government Organization Act* allows for regulations to be made and administered under shared Ministry mandate.

Strengths:

- The unified regulatory approach ensures no 'gaps' for drinking-water systems to fall into and be missed or 'hide' in;
- Allows a 'one window' regulatory approach to be established and developed; and
- Avoids confusion over who is responsible for drinking-water systems and their regulation.

Weaknesses:

- None perceived.

Consultation point 1.1 - All outcome-based requirements for drinking-water systems will be housed in one regulation.

Rationale:

The proposed single drinking-water regulation will shift the regulatory approach away from the current heavily input-driven methodology to an outcomes-based approach. The core approach will be based around risk assessment and risk management which will inform actions that are required to be taken to protect public health through maintaining drinking-water quality in a proportionate and practical manner. This is a logical extension of the current approach being used for *Environmental Protection and Enhancement Act* regulated systems through the use of the drinking water safety plan and is an approach that has been utilised in many other jurisdictions (including Australia, New Zealand, United Kingdom, Ireland and Iceland).

Strengths:

- Outcome-based regulation allows a more proportionate approach to be developed and applied while always protecting drinking-water quality and hence public health.
- Focusing on real risks being faced by drinking-water systems will enable practical steps to be taken to minimise, mitigate to eliminate the risks posed to drinking-water quality in a more efficient and responsive manner than the current ridged, input-driven regulatory framework allows.

Weaknesses:

- This approach requires a change in thinking and action i.e. culture change, both within the government bodies charged with regulating drinking-water quality and with drinking-water system owners and operators and those supporting them e.g. consultants. Overcoming natural human barriers of skepticism and fear of the 'new' are

potential weaknesses in the acceptance of the proposed package. The benefits to both users and operators of drinking-water systems are perceived to be positive.

Weaknesses:

- Requires a change in the current way of doing things i.e. culture change – overcoming natural human barriers of skepticism and fear of the ‘new’ are potential weaknesses in the acceptance of the proposal. The benefits to both users and operators of drinking-water systems are perceived to be positive.

Consultation point 1.4 - Drinking-water systems serving less than 50 people (Category 3) with no commercial or public activity would be expected to meet the Alberta Drinking-water Quality Standard but will have no formal regulatory oversight or obligations. These systems may register their system and request support and advice from Alberta Health Services.

Rationale:

Small systems with approximately 15 connections (less than 50 people) or less are similar to private water systems which are unregulated at present. The regulatory requirements place a large burden on the small population at risk which owns and directly uses the water. Category 3 (recall Figure 1) drinking-water systems would exclude high-risk premises such as food businesses or daycares. Where Alberta Health Services determines that an activity is not high-risk (such as a community hall) then that activity will be discounted from the assessment and the drinking-water system will remain Category 3. No discount will be available for commercial activities.

If the system, such as a water co-op, changes to include a public facility such as a day care, then the individual business(es) would be required to provide a potable water source and carry the regulatory burden of the shift from Category 3 to Category 2.

Category 3 systems would continue to have access to water testing service (free of charge), assistance with interpretation or technical information through Alberta Health Services as needed.

Strengths:

- Reduces the regulatory burden on small systems currently regulated under the *Environmental Protection and Enhancement Act*.

- Provides choice for small systems to 'opt in' to registering their system to ensure appropriate and timely advice can be provided in times of emergency e.g. flooding.
- Ensures that a proportionate approach to regulation is established and maintained.

Weaknesses:

- None perceived.

Consultation point 1.5 – Drinking-water systems serving more than 300 people (>300) will be regulated as Category 1 drinking-water systems with Environment and Sustainable Resource Development taking the lead role as the regulatory body.

Rationale:

The use of the definition “300 or more” aligns the proposed Category 1 (recall Figure 1) cut-off with the definition of “village” in the Municipal Government Act.⁸ This alignment is intended to avoid confusion over what constitutes a Category 1 drinking-water system.

Strengths:

- By aligning the definition in the proposed regulation with existing regulatory definitions this creates a more 'joined-up' regulatory framework ensuring consistency and transparency.

Weaknesses:

- None perceived.

Consultation point 1.6 – Drinking-water systems that are categorised as neither Category 1 nor Category 3 shall be classified, by default, as Category 2 drinking-water systems. These systems will include drinking water systems serving more than 50 people but less than 300 people or where the drinking-water systems serves 50 people or less but includes a public or commercial activity.

Rationale:

⁸ <http://www.qp.alberta.ca/documents/Acts/m26.pdf>

The allocation of a drinking-water system to Category 2 is by exclusion – that is they do not qualify to be either a Category 1 or a Category 3 drinking-water system and so must be Category 2. The arrangements whether these systems are regulated by Environment and Sustainable Resource Development or Alberta Health Services will be determined on a case-by-case basis as part of implementation criteria that will be developed and agreed between the regulatory parties. For the purposes of consultation, a very loose ‘rule of thumb’ may be applied that those systems currently regulated under the *Environmental Protection and Enhancement Act* will retain Environment and Sustainable Resource Development as their lead regulatory authority with the rest having Alberta Health Services as their lead regulator.

Strengths:

- Establishing this category and the criteria for allocating lead regulatory oversight ensures that any drinking-water system serving the public through a commercial or public activity or serving 50 or more people will have appropriate supervision from the appropriate regulatory agency.
- Confirms which regulatory agency will have the lead responsibility for each Category 2 drinking-water system providing clarity for the owner/operator of these systems.

Weaknesses:

- Allocation of drinking-water systems between Environment and Sustainable Resource Development and Alberta Health Services may identify resourcing challenges for either (or both) organizations.

Consultation point 1.7 - A Category 1 or Category 2 drinking-water system may apply for an ‘undertaking’ (a legal ‘promise’) to allow time to comply with new Drinking-water Quality Standards or operational standards, subject to approval from Environment and Sustainable Resource Development and Alberta Health Services.

Rationale:

How would the revised regulations deal with a drinking-water system that cannot immediately meet the requirements of the Drinking-water Quality Standard? An outcomes-based regulatory framework needs to have mechanisms within it that allow for deviations from the requirements while remaining protective of public health. Installing new treatment processes or practices take time and so the drinking-water system would be given the opportunity to apply for an ‘undertaking’ in the event that they are, or are likely to be, in contravention of the Regulations

but where that contravention is deemed to have negligible impact on public health for the duration of the infringement.

An undertaking would be a legal 'promise' made to the government that the drinking-water facility will take steps to allow it to meet the requirements. This undertaking would be limited to a maximum of five years (to link with the proposed life-time of the Drinking-water Quality Standard) with a maximum of no more than three undertakings per individual issue for each facility (i.e. a total of 15 years to meet the requirements).

Two examples of when an undertaking would be acceptable are (i) where one or more of the drinking-water quality standards are not being met but have been deemed not to pose an immediate risk to public health; and (ii) a drinking water safety plan is not going to be completed by the specified date. This proposal follows the outcome-based approach adopted by the State of Victoria, Australia^{9,10} and the European Union's Drinking water Directive.¹¹

Strengths:

- The provision adds to the proportionate nature of the proposed regulations.

Weaknesses:

- Will require accurate records and diligent maintenance of these records which will be a challenge for both regulatory bodies.

Consultation point 1.8 - A Category 1 or Category 2 drinking-water system may apply for an 'exemption' from a standard in order to deal with exceptional operational conditions, if public health is not compromised and with approval from Environment and Sustainable Resource Development and Alberta Health Services.

Rationale:

An exemption would release a drinking-water system from the requirement to meet a specified quality standard for a period of time but would not release the system from the obligation to minimise any risks to the public. Similarly an exemption would not release a water supplier from the obligation to monitor for the specified parameter during that period.

⁹

[http://docs.health.vic.gov.au/docs/doc/297F9BB7EA50D2B8CA257AAF00125E38/\\$FILE/Undertakings%20Application_GN3.pdf](http://docs.health.vic.gov.au/docs/doc/297F9BB7EA50D2B8CA257AAF00125E38/$FILE/Undertakings%20Application_GN3.pdf)

¹⁰

[http://docs.health.vic.gov.au/docs/doc/458DD7043F5B08EFCA257AAF001288FF/\\$FILE/Undertaking%20application%20form_GN3.pdf](http://docs.health.vic.gov.au/docs/doc/458DD7043F5B08EFCA257AAF001288FF/$FILE/Undertaking%20application%20form_GN3.pdf)

¹¹ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31998L0083&from=EN>

For example, if a natural disaster such as a forest fire were to occur in a watershed from which the drinking-water system receives its water, the system could apply for an exemption from meeting the turbidity standard until such time as elevated sediment levels have passed through the system provided other treatment elements were in place to protect public health. During the exemption period the drinking-water system would be obligated to continue to monitor for turbidity.

These arrangements would apply to all Category 1 and Category 2 drinking-water systems.

Strengths:

- The provision adds to the proportionate nature of the proposed regulations.

Weaknesses:

- Will require accurate records and diligent maintenance of these records which will be a challenge for both regulatory bodies.

Consultation point 1.9 - All Category 1 and Category 2 drinking-water systems will require a 'Letter of Authority' issued by the lead regulatory authority to allow them to operate.

Rationale:

For drinking-water systems overseen by Alberta Health Services there is currently no formal approval mechanism for the drinking-water system; for drinking-water systems overseen by Environment and Sustainable Resource Development there is currently a requirement to complete and submit an application to the Department (<http://esrd.alberta.ca/water/forms-applications/drinking-water-and-wastewater-facility-approvals-and-registrations-process.aspx>).

The regulation will establish a simplified application process and set approval criteria for Category 1 and 2 drinking-water systems to be granted a 'Letter of Authority' to operate. Each drinking-water system would be reviewed and approved prior to development.

For systems regulated under the *Public Health Act* (Alberta Health Services):

- The applicant would complete the components of the 'Approval to operate' application which would include information regarding the drinking water safety plan, compliance with related legislation, and source protection such as setback distances, well construction, water well driller information etc.

- The executive officer under the *Public Health Act*, would have the authority to review the application and issue the ‘Letter of Authority’ similar to permits under the *Swimming Pool, Wading Pool and Water Spray Park Regulation*.

For systems regulated under the *Environmental Protection and Enhancement Act*:

- A streamlined ‘Letter of Authority’ will be designed to reduce significantly the regulatory burden on applicants by focusing on achieving the public health outcomes (through the drinking water safety plan and sampling risk assessment.)
- The authority of a Director under the *Environmental Protection and Enhancement Act* would be retained to issue the ‘Letter of Authority’ to operate but the expense and significant time lines required to complete, apply and process an approval would be minimized.
- The detailed requirements for the components of an application will be specified in an ‘Approval to operate’ application guide – specifically evidence that the applicant has the necessary withdrawal and discharge agreements in place to operate the drinking-water plant at the maximum design capacity; that all local planning approvals are present; that the Drinking Water Safety Plan and associated documents are completed.¹²
- The revised Drinking-water Regulation will reduce the administrative burden on highly qualified ESRD technical staff and provide them with more time to monitor water quality and assist owners and operators of water systems.

Existing systems will have time to complete the application process depending on their current approval period. These transitional arrangements are an administrative necessity to ensure sufficient resources are available to manage properly the transition process.

For existing systems and those under construction, there will be transitional arrangements in the Drinking-water Regulation. The following is proposed:

- New Category 1 and 2 systems – 6 months from coming into force date of regulation to apply for a ‘Letter of Authority’.
- Existing Category 1 and 2 operating under the *Public Health Act*: 1 year from coming into force date to apply for ‘Letter of Authority’.
- Existing Category 1 or 2 systems operating under an *Environmental Protection and Enhancement Act* approval with 3 or less years left until expiry: 6 months to apply for ‘Letter of Authority’ from coming into force.

¹² Comprising the Emergency Response Plan, the Operations Manual and the Distribution Operations and Maintenance Manual (DOMS)

- Existing Category 1 or 2 systems operating under an *Environmental Protection and Enhancement Act* approval with 4-6 years left until expiry: 3 years from the coming into force date to apply for 'Letter of Authority'.
- Existing Category 1 or 2 systems operating under an *Environmental Protection and Enhancement Act* approval with more than 6 years left until expiry: 6 years from the coming into force date to apply for 'Letter of Authority'.

Strengths:

- Reduces the costs incurred by drinking-water systems e.g. no longer a regulated requirement to have professional engineer-stamped drawings submitted as part of an application process.
- Streamlines processing requirements and hence time for applicants to receive the proposed 'Letter of Authority'.
- Releases highly-qualified staff resource within Environment and Sustainable Resource Development away from processing applications to assisting clients with practical advice.

Weaknesses:

- Places a greater responsibility on applicants and their agents to ensure that the proposed drinking-water systems will provide the required drinking-water quality.

Consultation point 1.13 - Drinking-water systems regulated under *Environmental Protection and Enhancement Act* have their Drinking Water Safety Plan monitored by *Environment and Sustainable Resource Development* compliance staff. Staff resources are such that detailed analysis of the Drinking Water Safety Plan cannot be achieved within existing resource limits.

Consultation point 1.14 - A third-party compliance audit of the Drinking-water Safety Plan will be developed and adopted within 3 years of the coming into force date of the Regulation.

Rationale:

Drinking Water Safety Plans have been developed by a number of water treatment operators, however, there is limited information as to how well they are being developed and if management strategies are being implemented. Environment and Sustainable Resource Development worked with the University of Alberta and Water Futures to investigate how best to assess how well drinking water safety plans are being developed and implemented. The results are provided in the [Consultation Package – Supporting Document 1](#) (email water@auma.ca if you would like a copy of this document).

Given that a Drinking-water Safety Plan is intended to form the heart of ‘what is required’ by an operator, the role and approach of the regulatory agency needs to be considered. There are a range of options, however there are current constraints applying to the lead regulatory agencies (Environment and Sustainable Resource Development and Alberta Health Services), and the proposed option 3 set out in the section “The oversight role of the regulator” is the favoured option. This option requires the establishment of an accredited training program for third-party auditors who would then be employed by the drinking-water system to audit their drinking water safety plan. The audit report would form the basis of the compliance checks that the facility had properly completed the drinking water safety plan and was properly managing the risks identified.

Strengths:

- Allows the establishment of a new ‘market’ for suitably trained and accredited drinking water safety plan auditors.
- Ensures that vagaries of staff retention/training and resource allocation within government have a minimal detrimental impact on the assurance of drinking water safety plan quality and performance.

Weaknesses:

- This approach will require allocation of appropriate resources within Environment and Sustainable Resource Development to ensure that the third-party audit process is properly developed and maintained.

[Consultation point 1.15 - Category 1 and Category 2 drinking-water systems shall implement the Water Treatment Security Standard.](#)

Rationale:

Currently there are minimum requirements for the security of drinking-water systems set out in the Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems. These are no longer adequate to deal with the threats posed to such systems.

There is a need to ensure that all drinking-water systems are protected as much as possible against potential malicious or criminal actions. The introduction of security requirements will ensure that Alberta’s drinking-water systems meet minimum acceptable security standards for the 21st century.

A comprehensive listing of security provisions required on drinking-water systems was developed by TOCRA Inc. for Environment and Sustainable Resource Development to update the current requirements set out in the existing Standards and Guidelines for Municipal

Waterworks, Wastewater and Storm Drainage Systems, Part 2 Guidelines for Municipal Waterworks. These revised requirements are provided Consultation Package – Supporting Document 2.(email water@auma.ca if you would like to receive a copy of this document) A self-assessment form was also developed as part of this contract and will be provided as part of the finals regulatory package.

In addition, specific advice for the protection of electronic devices (Cyber security) will be issued by Environment and Sustainable Resource Development covering all drinking-water systems utilising any form of electronic reporting, recording or monitoring such as on-line continuous monitoring or SCADA (*Supervisory Control And Data Acquisition*) system. There is a need to ensure that all sizes of drinking-water systems are protected as much as possible against potential malicious or criminal actions. Simplified security requirements, appropriate for the size and setting and the transmission of data will be developed and implemented to improve the security of the water.

These will be integrated into the Drinking-water System Standard but as their requirements will be a regulated requirement they are being consulted on as part of this section.

Strengths:

- Ensures that security standards appropriate to counter 21st century threats are in place.

Weaknesses:

- Requires the Government of Alberta to dedicate appropriate resources to the development of a standard to protect against cyber threats in a timely manner to be available within the stated timelines.

Consultation point 1.17 - Drinking-water system operators will develop and maintain a distribution operation and maintenance strategy (DOMS).

Rationale:

No matter how well raw water is treated at a treatment plant, if it is contaminated or has its quality reduced in some other way through the conveyance of the treated water to consumers, then this will pose more risk. The enhancement of the requirement to actively manage the distribution system will improve the quality of drinking-water supplied to consumers. At present here are minimal requirements to consider the operation and maintenance of the drinking-water distribution system. Guidance and appropriate templates will be developed using best practice from around the world – this guidance and associated templates will be provided to operators by the Government of Alberta.

Strengths:

- Despite the distribution network (pipes, valves, pumps, meters, etc.) for most drinking-water systems being the largest asset in terms of physical scale and in terms of monetary value the operation and maintenance of this valuable capital asset can be highly variable; this proposal will help to ensure that best practices are brought to bear on the distribution system ensuring drinking-water quality and also assuring longevity of the assets.

Weaknesses:

- This will require additional training for drinking-water operators which will require appropriate lead times to allow the training to be developed and provided.

[Consultation point 1.18 - The owner shall develop and maintain an emergency response plan and response procedures specific to their system within 3 years.](#)

Rationale:

Similar to the Operations Manual, an emergency manual clearly outlines responsibilities, steps and actions during operational upset conditions so that the owner/staff have clear steps as to what to do in times of emergency. The complexity will vary depending on the type and size of operation. Environment and Sustainable Resource Development systems currently have a requirement to prepare and implemented an emergency response plan, and now systems under Alberta Health will be required to prepare a similar but simplified plan. Support will be provided to Alberta Health systems (Category 2) drinking-water system agents to assist them to develop an emergency response manual and emergency response procedures for the drinking-water system.

Strengths:

- Ensures that all Albertans can have confidence that should something go wrong with their drinking-water system appropriate thought and planning has been undertaken ahead of time to minimise the effects of the incident and return their drinking-water supply back to full service as soon as possible and as safely as possible.

Weaknesses:

- Will require additional training for drinking-water operators which will require appropriate lead times to allow the training to be developed and provided

[Consultation point 1.19 - If a water order \(such as a boil water order\) is in place for more than 72 hours, an alternative source of drinking-water must be provided by the owner.](#)

Rationale:

Water Orders, such as Boil Water Orders, are necessary tools to protect public health when drinking-water systems experience possible contamination. Evidence shows that the level of compliance with such Orders diminishes over time as people struggle to deal with the requirements and so their effectiveness in public health protection is of limited practical value after just a few days. It also becomes very difficult for homeowners to cope without water for more than a few hours. The limit of 72 hours is based on the Federal government advice that each household in Canada be prepared to deal with an emergency situation for up to 72 hours.

It is proposed that there will be a condition on each Water Order such that if they are in place for more than 72 hours then an alternative source of drinking-water must be provided in sufficient quantity and in such a manner that it is available to each household. Depending on the nature of the business, the business may need to close until potable water is restored.

The goal is to return the drinking-water system back to an operational state where safe, clean drinking-water is once again available for people to consume without concern.

Strengths:

- Ensures that customers/users of drinking-water systems can have proper assurance that appropriate support will be provided to them in the event that their drinking-water supply remains affected for more than three days.

Weaknesses:

- None perceived.

[Consultation point 1.29 - Samples must be taken in an appropriate manner, stored and shipped in accordance with laboratory requirements and handled to ensure a chain of custody.](#)

Rationale:

Sample handling and sample transport protocols are ill-defined with breaches of 'best practice' requirements leading to uncertainty over analytical results.

Sampling procedures can affect results and lead to false information and unnecessary or inadequate actions or false sense of security that the water quality is satisfactory. Sampling protocols are being developed by Environment and Sustainable Resource Development, in consultation with Health and Alberta Health Services to standardize the steps and improve the accuracy of the results.

Strengths:

- The importance of having accurate and reliable results from drinking-water analysis cannot be over emphasised; there is no point in having world-class laboratories analysing samples that have been contaminated or altered due to the handling and transport of the samples – this is a waste of time, money and valuable resource.

Weaknesses:

- None perceived.

Consultation point 1.31 - Category 1 drinking-water systems shall continue to be responsible for full costs of chemical sampling and analysis; Category 2 drinking-water systems shall be responsible for full costs of chemical sampling and analysis.

Rationale:

At present, drinking-water systems regulated under the *Environmental Protection and Enhancement Act* pay for their sampling and analytical costs for all chemical parameters associated with drinking-water. This would now apply to both Category 1 and 2 drinking water systems.

Microbiological parameters are analysed at the Provincial Laboratory for Public Health at no direct charge to the drinking-water system. This would continue for Category 1 drinking-water systems and now apply to all Category 2 drinking-water systems.

Category 3 drinking-water systems, considered private, would continue to have access to testing via environmental health officers from Alberta Health Services for specific microbiology and chemistry parameters through the Provincial Laboratory for Public Health and the Alberta Centre for Toxicology at no cost.

Strengths:

- This provides for a consistent arrangement of laboratory costs across Category 1 and Category 2 drinking-water systems.

Weaknesses:

- For some systems the additional changes incurred for chemical analysis will be new.

Consultation point 2.0 - Drinking-water Quality Standard for Alberta

Rationale:

Under the existing legislative arrangements the individual parameters used to determine drinking-water safety differ between the *Public Health Act* and the *Environmental Protection and Enhancement Act*. Alberta generally recognises and adopts Health Canada's *Guidelines for Canadian Drinking Water Quality* (<http://www.hc-sc.gc.ca/ewh-semt/water-eau/drink-potab/guide/index-eng.php>). However, drinking-water systems throughout the province are at varying stages of meeting these requirements. This means that there is a lack of consistency in the quality of water being provided and a lack of transparency in the present arrangements. Through a process of continuous review and improvement, Health Canada constantly revises the *Guidelines for Canadian Drinking Water Quality* and it is difficult for operators to meet the changing requirements.

Under an outcomes-based system there is a need for specific and measurable outcomes versus prescriptive provisions. This requires clear definition of the outcomes in regulation (the what), and how compliance will be measured. With this goal in mind, it is proposed that a single Drinking-water Quality Standard is adopted which will apply throughout the province which will allow anyone to see what constitutes safe, clean drinking-water in Alberta for any drinking-water system (the what). The Drinking-water Quality Standard would be updated on a rolling 5-year revision timetable.

The introduction of a Drinking-water Quality Standard (Standard) will provide specific and measurable drinking-water quality targets that protect public health. In addition, the Standard will set out the monitoring requirements for assessing water quality.

It is proposed that the Drinking-water Quality Standard, while based on the *Guidelines for Canadian Drinking Water Quality*, would for the first time establish a clear, level playing-field for all drinking water in Alberta, which would be measured and required to meet the Drinking-water Quality Standard.

Strengths:

- Provision of a drinking-water quality standard is a necessary to ensure the effectiveness of the proposed drinking-water regulation; having the single quality standard will ensure consistency across the province in a transparent and accountable manner.

Weaknesses:

- None perceived.

Consultation point 2.3 – Point-of-compliance will be at the point within premises or an establishment at which the drinking-water emerges from the taps that are normally used for human consumption.

Rationale:

The primary function of drinking-water quality regulations is the protection of public health; as the public consume their drinking-water from taps within premises, the regulatory assurance should be taken from that point of consumption i.e. taps within premises which provide drinking-water to consumers. The drinking-water system owner/operator would not be responsible for any deterioration in drinking-water quality that may arise as a result of the domestic distribution system (i.e. plumbing system occurring after the corporation stop/boundary valve for the property).

Strengths:

- The alignment of the point of compliance to the point of consumption strengthens the public health protective value of the proposed regulatory revisions and also orientates the regulations to the outcomes-focus objective of the revision process.

Weaknesses:

- The need to investigate, record and report on drinking-water samples that have failed due to internal plumbing issues is a new requirement for operators and appropriate training (linked to sample training consultation point 3.30) will need to be developed and delivered which will require a phasing-in of this requirement to accommodate capacity development amongst operators.

Consultation point 2.6 – Place-based risk assessment will be used to determine water quality sampling and frequency.

Rationale:

The present adoption of a ‘one size fits all’ approach to monitoring requirements is costly, time-consuming and does little to assure drinking-water quality. The proposed approach is to target resources on known and credible risks to the drinking-water system and to monitor for those parameters. With very few exceptions the health risk posed by chemical parameters at concentrations typically found in natural waters is very low with the guideline value in the *Guidelines for Canadian Drinking Water Quality* being set to combat risks based on 70 years of consumption of a drinking-water with a parameter in excess of the guideline value. This means

that with adequate review periods operating to ensure no changes in chemical composition of the natural waters, it is appropriate to limit sampling and analysis to those compounds which are known to be present in source water which can pose an immediate risk to human health and for the microbiological parameters. The chemical parameters that would fall into this category would include (but may not be limited to) nitrate/nitrite, lead and arsenic.

The details of how site-specific, place-based risk assessment would inform the sampling requirements for a drinking-water system are details in Annexes A and B. The result of this approach will be that each drinking-water system will have a unique drinking water safety plan 'signature' that will be reflected in the suites of verification, inspection and safeguard parameters identified for routine monitoring.

Strengths:

- The proposed approach targets resources at known and credible risks to human health arising from a drinking-water system based on the risk assessment approach inherent in the drinking water safety plan approach. This proposal allows proportionate, place-based solutions to be implemented based on the outcomes-based philosophy for the regulatory framework.

Weaknesses:

- Current data management resources will need to be adapted/improved to manage, track and record site-specific sampling requirements.

Consultation point 2.9 - At a minimum, every well shall have disinfection requirements to ensure 4-log (99.99%) inactivation of viruses within 60 months of the regulation coming into force.

Rationale:

This is a new requirement for systems regulated under Alberta Health Services. In the past, wells with high quality groundwater did not require any treatment as the water was considered safe. The current advice from Health Canada¹³ requires a minimum of a 4-log reduction (99.99% reduction) of viruses regardless of the source water type. There is a growing body of evidence around the occurrence of human pathogenic viruses in groundwater systems. While there is still uncertainty over probable virus survival times in groundwater and over viral travel times/distances/pathways even when conservative tracers are used, there is also evidence in the literature that confined aquifers do not afford levels of protection from viruses that have

¹³ <http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/enteric-enterovirus/index-eng.php>

been previously assumed. Traditional “high quality” groundwater systems may be at risk from human pathogenic viruses.

Strengths:

- This incorporates the virus reduction requirement from Health Canada’s *Guidelines for Canadian Drinking Water Quality* into the Alberta Drinking-water Quality Standard to defined the required outcome rather than incorporating the requirement into the Drinking-water Systems Standard which could be perceived as making it more of an input-focused requirement.

Weaknesses:

- None perceived – enshrines current *Guidelines for Canadian Drinking Water Quality* requirements into the provincial drinking-water quality standard.

Consultation point 3.0 – Replace the Existing Standards and Guidelines for Municipal Waterworks with a single Drinking-water System Standard.

Rationale:¹⁴

The Drinking-water System Standard is an integral part of having both a single Drinking-water Regulation and a Drinking-water Quality Standard. The Drinking-water System Standard describes the 'how' elements of the outcomes (the 'what') set out in the Drinking-water Regulation. The Standard will mirror the building blocks of the Regulation by having general requirements (dealing with issues such as sampling and analysis for parameters in the Drinking-water Quality Standard) and then specific requirements for each of the three categories of drinking-water systems. The drinking water safety plan model will be used as the basis for each of these sections with Category 1 and 2 systems having distinct drinking-water plan templates that recognise the differences in the two categories. The section for Category 3 systems would deal with the issues of voluntary registration and self-assessment of risks to the drinking-water supply. In addition, specific requirements around security for drinking-water systems will be included in the Standards requirements using a risk assessment approach that complements the existing drinking water safety plan approach.

In preparation for this consultation, in 2013 Environment and Sustainable Resource Development contracted the Canadian Water Network to convene an international expert panel to provide recommendations for the revision of the *Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*. The full report is provided as [Consultation Package – Supporting Document 3](#).

Consultation point 3.30 – Recognised sampler training must be taken every 5 years.

Rationale:

There are certain activities that we engage in that are so important, so vital to maintain that, if we profess to have the skills to undertake those activities we must also be retrained at a frequency that ensures we are as competent and up-to-date as possible. An example of this from everyday life would be first aid training where after a longer initial training those who wish to remain recognised as first aiders must take refresher courses every three to five years. Similarly, for sampling of drinking-water – this activity is so core, so essential to the assurance of the drinking-water quality that it is appropriate to require those engaged in the sampling of drinking-water for compliance with the drinking-water regulation to undertake an initial sampler training course and to maintain that knowledge and skill-base by refreshing the

¹⁴ Note – no strengths or weaknesses are detailed for the section based on the Expert Panel Report as there is a full discussion of each recommendation within the body of the report.

sampler training at least once every five years as part of the on-going continuous professional development required to maintain operator certification.

Strengths:

- Ensuring that drinking-water samples are taken in an appropriate manner that they will provide reliable and consistent information on the quality of water being consumed is a core requirement of any regulatory system. This proposal will ensure that those charged with taking such samples have the necessary knowledge and skills to undertake these tasks with confidence and diligence and that this knowledge and skill-set is maintained over time.

Weaknesses:

- The development and provision of training capacity may limit the ability to introduce this requirement immediately; with that in mind a phased introduction will be developed as part of the implementation of the proposed regulatory package.

Consultation point 3.31 – A provincial Water Hygiene Card to be introduced within 5 years of the coming into force of the Standard.

Rationale:

In the UK a National Water Hygiene scheme has been developed at the request of Water UK, the body representing the water supply companies across England, Wales, Scotland and Northern Ireland. The blue National Water Hygiene card was introduced in January 2006 to replace all water company specific hygiene schemes and removes the need for workers to undergo separate testing, health screening and to carry several separate cards for each water authority.

Any person working on a restricted operations site such as service reservoirs, pumping stations, treatment works, wells, spring and boreholes and working on the network of water mains and service pipes must be in possession of a National Water Hygiene card. The same training package is delivered to both direct employees of water companies, and all contractors that work on the restricted operations sites including self-lay organizations working on new developments.

A health screening element is carried out to ensure that operatives holding the National Water Hygiene card are not carriers of any waterborne diseases on date of training and are aware of their responsibilities towards the potable water supply. Throughout the training the emphasis will be put on the individual that it is their duty to protect public health. They are responsible

for ensuring that they inform their line manager if they come into contact with any disease that has the potential to cause harm.

A National Water Hygiene card lasts for three years from date of training and provides on-site evidence that an individual has demonstrated an appropriate level of knowledge and awareness with regards to hygiene issues. The scheme is not designed to provide any job specific training. It is also a prerequisite for many other EUSR registration schemes. Further details of the UK scheme can be found at <https://www.eusr.co.uk/directory/scheme/30095> .

It is proposed that a similar scheme be initiated in Alberta to be in place within five-years of the coming into force of the Drinking-water Systems Standard. Having such a scheme in place provides an additional level of security around drinking-water systems and those who are working on providing drinking-water to Albertans. The scheme would be mandatory for all drinking-water operators, contractors, government personnel (including regulators – compliance, inspectors, drinking water operations specialists, environmental health officers etc.) or others who have occasion to work in or be present in drinking-water restricted operational areas. Time-limited, site-specific exemptions to the requirement may be granted under specific circumstances e.g. open house, visit by mayor and council, school trips. Applications for such exemptions will be considered on a case-by-case basis by the lead regulatory authority. Category 3 system operators can participate on a voluntary basis; category 3 operators should be encouraged to only employ contractors who conform to the requirements of the provincial water Hygiene Card.

Strengths:

- Requiring that everyone who has access to restricted operational areas on a drinking-water system has the appropriate training to understand the hygiene risks involved is a fundamental pre-requisite for any person who has such access.

Weaknesses:

- The development and provision of training capacity may limit the ability to introduce this requirement immediately; with that in mind a phased introduction will be developed as part of the implementation of the proposed regulatory package.



CAO REPORT

March 23, 2015

The following report is designed to provide Council with an update on the activities and projects of the Town. The report is not intended to provide an all-encompassing review of Town activities, but to provide Council with a brief update on some of the more noteworthy activities and events.

CAO

Budget

The draft budget is closer to finalization. I am awaiting the results of the 2014 audit to include any projects or funding that needs to be carried forward.

Harvest Square

The Harvest Square Development Agreement has been signed and this project can now move forward. The cost associated with the Town's commitment will be included in the 2015 draft budget.

Arena Assessment

4sports & Entertainment AG is working with Hockey Canada to establish the Canadian Arena Foundation, which is a not-for-profit initiative aimed at constructing and replacing over 2000 hockey arenas now operating past their useful life. As part of the program, they are assessing the need for new arenas in Southern Alberta and Claresholm has been asked to provide information on the state of our arena. The goal of the Foundation is to have 75% to 100% of each new arena's construction costs privately financed. We have chosen to participate in the study as there is no cost involved and there may be potential in the future to receive money to upgrade this critical piece of recreation infrastructure.

Arena Rental

The Arena has been rented for a Circus to be held on May 16, 2015. Proof of insurance has been provided and they have been provided direction on the requirements to protect the flooring.

Airport

As Mike stated in his report, the Airport clean-up has been completed. No Trespassing Notices were sent to all hangar owners stating that any possible future rental or use of the Town owned

land would need to be ratified by Council. The owners were also notified that no illegal dumping will be tolerated and they are responsible for securing access to the properties.

Spring Clean-Up

Spring clean-up is scheduled for May 19th through 29th. The east side of town will be collected the week of May 19th – 22nd with the west side of town being collected the week of May 25th – 29th. Notice will be posted in the paper and through the April 30th water bills.

Meetings

I attended the Local Government Administrators conference in Red Deer from March 4th to 6th. There were numerous educational sessions along with panel discussions on various emerging trends in municipal government. We were also afforded an opportunity to network with provincial government representatives. At the conference, I was able to schedule a CAO visit with a Municipal Affairs Advisor in April of this year. The agenda for the visit will focus on the roles and responsibilities of the CAO as well as the financial reporting requirements.

I met with the RCMP Sergeant to discuss policing in the town. The Sergeant will provide reporting as per Council's request. I suggested quarterly reports would be beneficial as it helps keep Council informed of the trends and allows an open and co-operative relationship. The Sergeant and myself will keep in contact on a regular basis and I will bring forward to Council any concerns.

Mayor Steel and I met with a representative from Cottonwood Village to discuss the access problem they have for deliveries. I will continue to work on this issue to try to find a solution.

I have continued to attempt to attend committee and board meetings throughout the community to introduce myself.

BYLAW ENFORCEMENT

[See enclosed report](#)

FIRE

[See enclosed report](#)

POOL

February Attendance	
6-8 or 9 am Fitness	178
8-9 Aquafit	80
9-10 School Use/Lessons	362
10-11 School Use/Lessons	357
11-11:30 Seniors/Pr. Lessons/PT Lessons	106
11-12 Parent&Tot&Fitness	28
12-1 Fitness	239
1-2 CCC	66
1-2 Aquafit	107
1-2 Family Swim	34
2-3 Schools/ Private lesson	49
3-4 Toonie Swim	94
2-4 Free Public/ public	786
4-6 Swim Lessons/Club	192
4-5 Private/JLC	114
5-6 Deep Water Aquafit	83
6-8 Public/Toonie	255
8-9 CCC	137
8-9 Fitness	117
Rental Times	75
	3459

Staffing/In-services

- No changes to staff at this time
- In-service Dates, March 8 (NL Recert) April 26 (Aquafit) May 7 (Firefighters Cooperative Training) May 24 (Self Defense Workshop, Street Sense Safety)

Special Promotions

Daze End pass

- Looking to market them for Students 8-17, and Adults
- Aiming to have them ready for March, 2015
- 6-9pm Monday-Thursday
- 3 month passes, proposed 25% off

Rentals

- January, 6 in total compared to 1 in January 2014
- February, 7 in total, compared to 4 In February 2014

Aquafit Registrations

- Mon/Wed/Fri 8-9am- 12 registrants
- Mon/Wed/Fri 1-2pm- 13 registrants
- Tues & Thurs 5-6pm – 12 registrants
- New system started for March 1-2 Aquafit, Mondays “Vanilla” (regular) Wednesdays “Whacky” (props, equipment) Fridays “Fit” (HIIT, and deep water)

Seniors Program Tues & Thurs 11-11:30 am

- 18 total participants for the month of January
- Average of 8 per session

UTILITY SERVICES

[See enclosed report](#)

PUBLIC WORKS

[See enclosed report](#)

FCSS

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

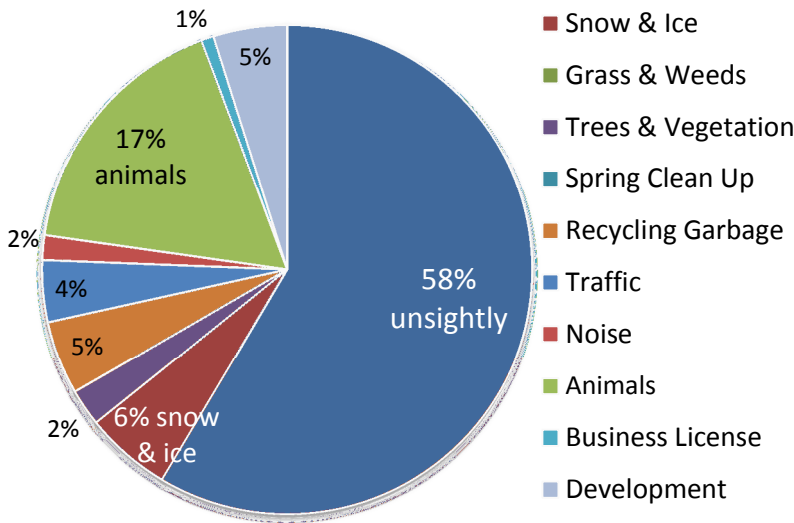


INFORMATION BRIEF

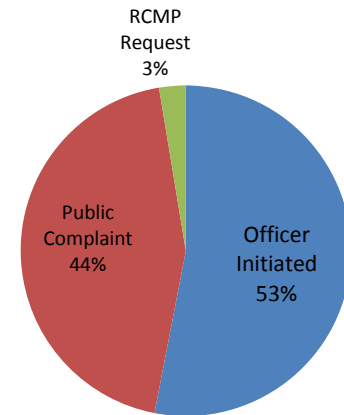
Meeting: March 23, 2015
 Agenda Item: CAO REPORT

FEBRUARY 2015 BYLAW ENFORCEMENT REPORT

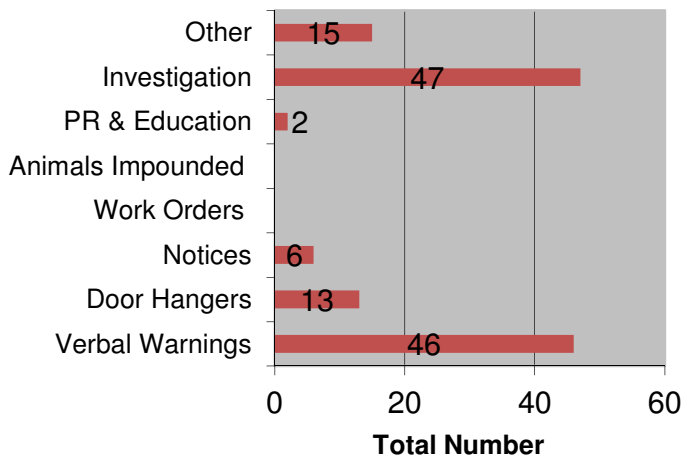
Bylaw Enforcement Breakdown



Bylaw Enforcement Breakdown



Enforcement Action



Additional Information

1. Speed radar sign set-up by hospital, along 8th street and school zones.
2. Local Press advertisements focused on new school zone signage, off dog leash areas, and business license notices regarding door to door sales.
3. Vacant building and unsightly property in the down town core -- investigation continued.
4. Waste pile on Town of Claresholm property at Claresholm Airport -- investigation continued.

MARCH 2015 FIRE DEPARTMENT REPORT

Prepared by Fire Chief Kelly Starling

EMERGENCY CALL OUTS:

TOWN:

2 Alarm Bells
1 Citizen Assist
2 CO alarms

MD:

1 Outside Fire
1 Citizen Assist

SAFETY CODES INSPECTION:

Claresholm Agriplex (file closed)
WCCHS (file open)
345-50A ave west (file open)
UFA Petroleum (file open)

CLARESHOLM FIRE DEPARTMENT (CFD) DAY TO DAY:

- CFD has had two regular training nights. Members were instructed on interior operations and Captains were trained in Incident Command System and CFD S.O.G's
- 1001 (fire course) students are on class day 7 and 8. Instructed on water supply, fire hose maintenance, and advancing fire hose.
- 2 sets of bunker gear sent to Calgary to be repaired.
- CFD, WCCHS, RCMP, Claresholm Hospital and Leyden's hosted Risk Reduction day at the community center for the grade 9 students.
- Played charity hockey game against High River Fire on March 7, 2015. Next game is March 20 in Claresholm.
- Meeting with MD, AHS, and Alberta Health and Wellness about Medical First Response Pilot Project.



UTILITY SERVICES REPORT

February/March 2015

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Claresholm, Alberta

Work# 1-403-625-3100

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Utility Services Manager Brad Burns

Summary

The following monthly report is a review of the operation in the Utility Services Department and all related areas.

- Regional Water Treatment Plant.....pg. 3
- Pumping Stations and Reservoirs.....pg.4
- Water Distribution.....pg. 5
- Lagoons and Waste Water Collection....pg. 6
- Raw Water Supply.....pg. 6
- Photos.....pg. 7,8 & 9

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

Along with regularly scheduled maintenance the following work has been completed:

- MPE service technician repaired HMI call out and email for all alarms.
- All online meters have been cleaned.
- Remove and replace O-rings on PALL filtration module #25 on Rack # 1.
- Water Supply ball valve to DAF control trough spay replaced.
- Caustic pump leak detector replaced.
- Backup generator has been run and there are no issues.
- Fuel tank has been filled and conditioner added.
- Chlorine bottles off loaded, empty bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2 and 3.
- Quarterly testing for Trihalomethanes (THM'S) as per schedule 3 of the approval sent in February 24th.
- Bacteriological samples have been absent of total coliforms and E coli.

GOVERNMENT COMPLIANCE

- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.
- Bruce attended Banff AWWOA conference (March 9th-13th) to take related courses ensuring continuing education credits towards his license to operate.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Backup generator has been run and there are no issues.
- Fuel tank has been filled and conditioner added.
- All pumps running good
- Building drive way in need of work after construction was completed on the sewer line.
- Service tap in yard used at the time of the HPS upgrade has been removed and set below grade.

AIRPORT PUMP STATION

- Backup motor for the domestic water supply including fire hydrants has been run and there are no issues.
- Jockey pump on fire suppression line is still in operation to keep the underground fire system pressured to 120 psi. This is only to keep the high pressure fire line from dropping below the 20 psi standard and control infiltration of ground water.
- Reservoir water tested after Booster Station meter installed. Turbidity, Color, Free Chlorine and Bacteriological all tested well.

UFA RESERVOIR

- The East Side (UFA) Reservoir leak has remained the same.
- The overflow ditch from the reservoir remains open, because of the warmer weather.

WEST WATER PLANT (decommissioned)

- The building is in need of demolition.
- The West Water Plant building and grounds are secure with no sign of vandalism or trespassing.

WATER DISTRIBUTION

UNIVERSAL METERING

- The current ELSTER meters (including all replacement parts) in town have been discontinued. After working with RP Water Works we have decided to use Master Meters. The new meters are the same size and no plumbing is needed. The ITRON reading system and ERT's work with the Master Meters. The new meters are compatible with the towns MUNIWARE reading software.
- Numerous meters and ERT's have been repaired or replaced.
- Daily and monthly meter readings for the office as requested.
- Two new meter installations.
- One electronic radio transmitter (ERT) replaced.
- Tax payer water bill cost increase issue resolved. A visit onsite determined a toilet to be causing the water loss issue.

GOVERNMENT COMPLIANCE

- In February 10 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. March samples are ongoing and to date have had no issues.

Town of Granum Supply Line

- Granum has appointed a new Public Works operator (Mark Conner).
- Granum is still using water directly off the Regional Water Supply line through their pressure reducing station. Granum's reservoir ceiling is currently being repaired.
- MPE has been notified to check and calibrate the two totalizers on the Regional Supply line to ensure accuracy for billing purposes. (see photo pg. 7)

AIRPORT METER VAULT/BOOSTER STATION #1

- Sump pump pit cleaned and discharge outfall line cleaned to outside ditch.
- PARCON Construction has installed the Airport/West CO-OP water meter and strainer that will supply the Airport Reservoir Pumping Station and West Water CO-OP on February the 23rd (see photo pg. 8)
- Water testing was completed after the meter tie to ensure water quality. Two sets of bacteriological tests, chlorine residual and turbidity had good results.

LAGOONS AND WASTE WATER COLLECTION

NORTH LIFT STATION

- North lift station (see photo pg. 9)
- Electrical panel door hinges have been repaired.
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.
- Meeting onsite with CICON Engineering March 12th to discuss new lift station project.

LAGOONS

- Public Works placing and setting concrete from the airport clean up on the South East side of holding cell # 4.

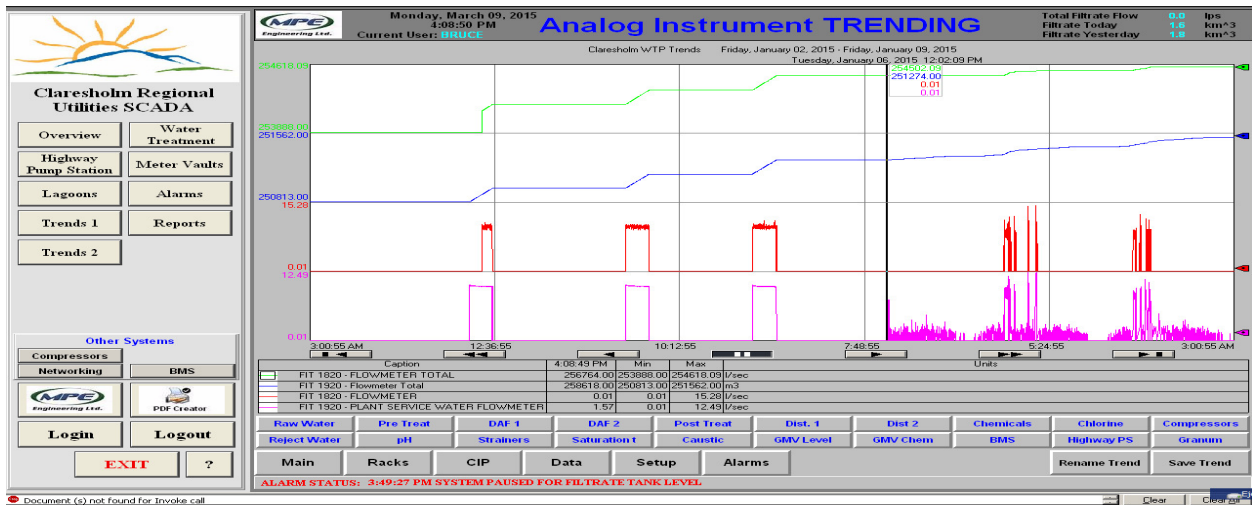
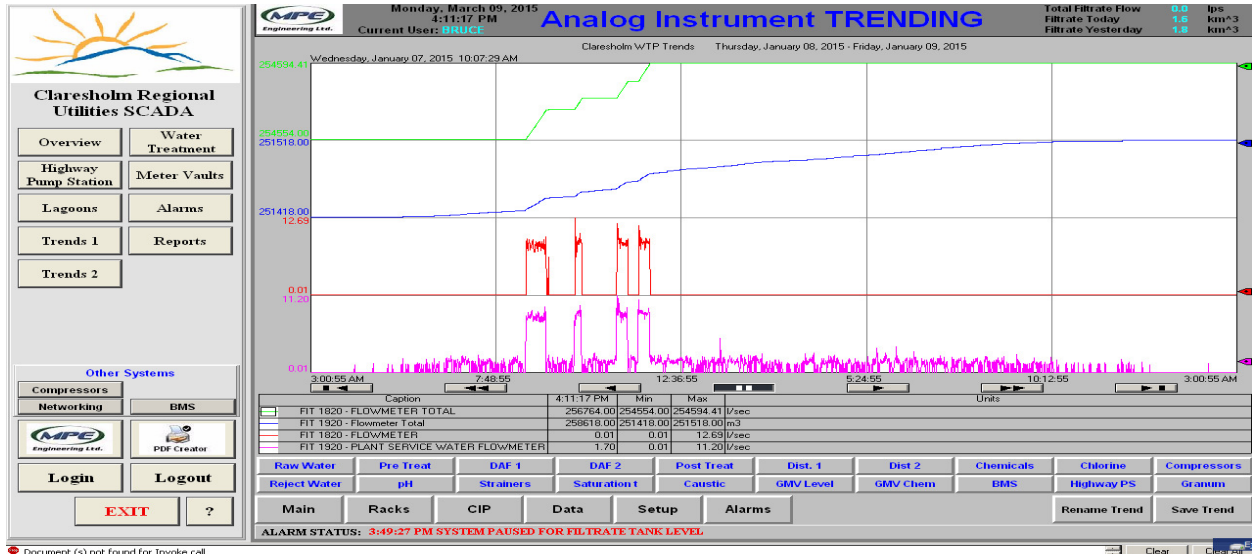
RAW WATER SUPPLY

PINE COULEE

- Onsite raw water storage fill bypass line is open from Pine Coulee Reservoir. Raw water is flowing at 50.0 l/sec as per our license to divert water.
- Both Pine Coulee fire hydrants secure and should be tested in the spring.
- Check for leaks on the Pine Coulee supply line to town.
- Vales and manholes on the pipeline are secure.

ANALOG INSTRUMENT TRENDING

- Below is a screen shot from the Regional Water Plant Human Machine Interface (HMI) showing the trending of the flow meters from the Granum meter vault in Claresholm and Granum.



SOUTH BOOSTER STATION/AIRPORT METER

- These photos are from inside the South Booster Station before and after the PARCON Construction removed the old pipe works and installed the new airport strainer, meter and stainless steel piping.



NORTH LIFT STATION

- The current lift station only has one pump in use and runs approximately 1.5 hours per week.



PUBLIC WORKS REPORT

For February 2015

Buildings No problems to report at this time. Mackin Hall work is complete and user groups notified of storage rules. Regular maintenance & inspections are done weekly on all buildings. Clean-up of lands at the airport has been completed, relating to our clean-up order from the MD.

Equipment All tandem trucks have been re-certified for 2015, and brakes and drums gone over on the rest of the fleet. Pumps and hoses have been checked for repairs and all is now ready for spring.

Sidewalks We are clearing over 6 km of sidewalk and walking paths every time it snows. All 35.4 km. of Town sidewalks will be inspected as soon as the frost has gone. We do our best to resolve most complaints or requests. I have asked for the monies needed to repair all current sidewalk issues in the 2015 Capital infrastructure plan.

Streets Sanding and snow removal are the daily focus, unless water or sewer issues arise. Potholes have started to appear and we have addressed many areas. Alley grading will not start until frost in the rear lanes has disappeared and they are dry. Street sweeping has started.

Sewers We have a list of areas that require monthly flushing, to prevent sewer backups. This work is scheduled for the last Friday of every month.

Water With PW, getting water to our 1740 customers is our number 1 priority. One house was found to be leaking water in February, the leak was on private property and owner was notified and problem was fixed.

Parks The three man crew runs all the shifts required to operate the Arena, all winter. Arena ice is to be removed March 23, and ice plant shut down.

Recycling This program is diverting over 6 Tonne's weekly from the landfill. This works out to 16% reduction in the amount we send to landfill. We load and ship one semi load of cardboard bales to the recycling plant every month.

Garbage With 400 pick-ups daily, by the two garbage men, I feel our service is well operated and done as safely as possible. When time allows, these men do maintenance on the dumpsters, and other assigned tasks. With the landfill closing on Wednesday's we will be using the backup truck to store garbage in until the following day.

Staff Safety meetings are on the first Monday of every month, at the PW shop. Concerns are dealt with ASAP, and at this time there are no concerns to report. A couple of minor injuries have been reported and documented, with no lost time.

Staff says thank you for the jackets.

This Report by

Mike Schuweiler

Superintendent

Town of Claresholm

PUBLIC WORKS REPORT

FCSS March Updates

Director Report

- Attended “Station” meeting with facilitator from PCN to go over more organizational things for the new space
- Attended the management meetings
- Attended Health and Safety meeting
- Attended Early Childhood Coalition meeting
- Was invited to a town revitalization meeting at town office – initiated by Jason Hemmaway
- Submitted Provincial financial report
- Worked with Marian on budget
- Signed lease for new space. Will move in starting March 25th and be in there completely for April 1st
- Women’s Conference scheduled for March 28th – working on final details
- Got help from Outcome Measures trainer to report 2013 outcomes to Province
- Worked on and submitted final report for New Horizons Grant for Senior Lunch and Learns that were hosted in 2014

Resource Report

- We have processed 185 tax forms. We have 3 volunteers up and running
- Most of the calls and walk ins for this month have been tax related

Community Outreach Coordinator

- Working on final report for AHS Tobacco Reduction Project grant
 - Will be meeting with WCCHS Librarian to discuss use of donated software as final phase of this project; plan is to set up a mini wellness station including tobacco cessation materials
- Planning for Volunteer Appreciation April 14th; approved for grant funding and bringing in Claresholm Arts Society for entertainment; approaching

restaurants to donate snacks; sent out Save the Date to other non-profits and service groups to encourage their participation

- Compiling list of community volunteers to illustrate theme
“Volunteers are part of the ripple effect”

- Preparing for move to new office space!
- Women’s Conference prep – craft table, etc.
- Still waiting to hear back on boat safety grant for Aquatic Centre
- Will get info booth ready for West Meadow Resource Fair March 25th and 26th
- Waiting to hear on grants from Conoco Philips and ATCO for cyberbullying presentation as requested by school counsellor
- Updated contact list and sent donation requests to a number of service groups for support of Healthy Community Coalition’s free family swim initiative
- Will be working with Ruth Mueller on donation requests in support of “The Station”
- Looking into funding options for fire department special appreciation for the businesses who employ our volunteer firefighters
- Upcoming: work on bringing back a Welcome Wagon; and decorating empty storefronts on and around Main Street (local artists, students, anyone interested)
- Still looking into organizing a local conversation group to help community members get to know one another; will discuss combining groups with Marie Schooten ESL
- Prepared in-kind contribution list for The Station grant
- Subsidize babysitting course for Spring? – have one request already. Marina is available May 2nd but would like to subsidize 10 students instead of 8
- Will follow up with Lions Club re: possible youth initiative
- Helping with phones during busy tax season; most requests this month are pertaining to taxes
- Website: add section for board meeting minutes



INFORMATION BRIEF

Meeting: March 23, 2015
 Agenda Item: 15

COUNCIL RESOLUTION STATUS

	Description	Assigned	Action / Completed
Regular Scheduled Meeting - February 23, 2015			
11	RFD - Downtown Core Accessible Parking Stalls: Moved by Councillor Cutler to approve the installation of three additional parking stalls with recommended changes as possible. Carried.	Mike	Painting has been completed. Waiting for signage to arrive for all stalls.
12	Information Brief: Mackin Hall Update: Referred to Administration.	Mike	letters sent to storage users Feb 26, 15
13	Land Sale: Moved by Councillor Cutler to accept the \$750,000 offer to purchase on Land Sale subject to the purchaser signing the offer date extension. Carried.	Marian	Email sent to Realtor - Feb 24/15 Realtor contacted Marian Feb 25th and client is still out of the country. Will contact our office upon his return.
18	Meet with M.D. regarding airport	Marian	Email sent to Cindy Feb 26th requesting a meeting. Met with Cindy March 2nd to discuss a number of items. No resolution at this time, but will continue discussions.
Regular Scheduled Meeting - March 9, 2015			
1	Bylaw #1601 - Traffic Bylaw Wording Amendment. Moved by Councillor Cutler to give Bylaw #1601, 1st reading. Carried.	Karine / Tara	RFD for 2nd and 3rd reading for March 23, 2015 Meeting
2	Bylaw #1603 - Regional Assessment Review Board Bylaw. Moved by Councillor Fieguth to give Bylaw #1603, 1st reading. Carried.	Karine / Tara	RFD for 2nd and 3rd reading for March 23, 2015 Meeting
3	Delegation Response: Summer Games Committee. Moved by Councillor Cutler to decline the request for funding a Summer Games Coordinator, however to facilitate the payroll administration of the position for the Committee. Carried.	Tara	letter sent March 13, 2015
4	Corres: Minister of Municipal Affairs, re: Small Communities Fund. Referred to Administration.	Marian	Working on 2 grant applications for Council approval March 23rd.
10	Corres: Foothills High School Rodeo Club. Moved by Councillor Cutler to support the Rodeo event in the amount of \$250.00. Carried	Karine	Letter prepared, cheque to be printed.

11	Corres: Claresholm & District Health Foundation. Charity BBQ June 11, 2015. Referred to Administration.	Tara	letter sent March 11, 2015 (complete)
12	Corres: Seniors Drop In Centre. Re: Liability Insurance. Moved by Councillor McAlonan to pay the Seniors Drop In Centre's commercial general liability insurance for the 2015 year only on the amount of \$900.00. Carried.	Karine	Letter prepared, cheque to be printed.
13	Corres: Healthy Community Coalition. Moved by Councillor O'Neill to donate 24 hrs of pool rental time for the Claresholm Healthy Community Coalition free swim initiative in 2015. Carried.	Lisa	Passed on to Aquatic Centre for Scheduling (complete)
14	Corres: Frame Aviation. Moved by Councillor Fieguth to allow use of terminal building for a Fly In Breakfast on August 15, 2015 8am to 11am, suggest that any proceeds be directed to Chamber of Commerce. Carried.	Tara	letter sent March 13, 2015
15	Corres: Claresholm Skating Club. Move by Councillor Ford to contribute a basket to the Skating Club's raffle table at their Annual Carnival on March 14, 2015 to a total value of \$100.00. Carried.	Tilly	Basket prepared and provided to Skating Club (complete)
16	Corres: Jas Schmler. Request for Amundsen Park. Referred to Administration.	Tara	letter sent March 11, 2015 (complete)
17	RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried.	Marian/Mike	Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records.
18	RFD- WCRWMSC, Landfill Charges. Moved by Councillor O'Neill for unanimous consent to allow discussion on the item discussed at the Feb 9 Council meeting regarding the WCRWMSC landfill charges are per policy Coun 12-03. Carried. Referred to Administration.	Karine	Letter sent March 16, 2015.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Tara VanDellen – RPS Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 20, 2015

INFORMATION ITEMS

Claresholm & District Chamber of Commerce

Meeting Minutes

February 17, 2015

I. Call to order

Tony Walker called to order the Annual General meeting of the Claresholm & District Chamber of Commerce at 7:00 pm on February 17, 2015 at Cottonwood Retirement Village.

II. Additions to the Agenda- none – Tony Walker approved

III. Approval of minutes from last meeting

Marilyn Curry approved

IV. Treasurer's report – read by Linda Brooks – Moved to accept by Tony Walker and second Iqbal

V. President's report – read by Chloe Kilkenny highlighting the events of 2014.

VI. Open Issues – Amanda Zimmer gave a brief outline of the Claresholm Summer Games to be held in Claresholm in July 8 to 11. Anticipating 4000 to attend the events.

VII. Election of Executive Board and Directors –

Nominated for President – Maria Colon

- Iqbal Nurmohamed
- Russell Sawatzky - **Elected**

Nominated for Vice President – Chloe Kilkenny - **Elected**

Nominated for Secretary – Lorraine Norgard – **Elected**

Nominated for Treasurer – Linda Brooks – **Elected**

Blair Bullock – Decline

Nominated for Directors: - Blair Bullock – **Elected**

Iqbal Nurmohamed – decline

Justin Sweeney – **Elected**

Wilf Gour – decline

Tony Walker – **Elected**

Anita Wahl – **Elected**

Linda Petryshen – **Elected**

Sally Lloyd – **Elected**

Marilyn Curry – **Elected**

Betty Fieguth – **Town Rep**

VIII. Adjournment

Tony Walker adjourned the meeting at 8:10

Minutes submitted by: Linda Brooks

Minutes approved by:



Mayors & Reeves of Southwest Alberta

MINUTES

FRIDAY, March 6, 2015 - 1:00 PM
Oldman River Regional Services Commission Board Room

PRESENT:

Mayor George Bohne, Chair	Town of Raymond	Mayor Eric Jensen	Village of Barnwell
Mayor Maggie Kronen	Town of Cardston	Mayor Ed Weistra	Village of Barons
Mayor Kim Craig	Town of Coaldale	Mayor Tom Butler, Vice Chair	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst	Mayor Jordon Koch	Village of Glenwood
Mayor Blair Painter	Crowsnest Pass Mun.	Mayor Rafael Zea	Village of Mio
Mayor Rene Gendre	Town of Fort Macleod	Mayor Don McDowell	Village of Nobleford
Coun. Gord Wolstenholme	Town of Fort Macleod	Reeve Larry Spilak	MD of Foothills
Councillor Brian Oliver	Town of Magrath	Reeve Brian Hammond	MD of Pincher Creek
Mayor David Hawco	Town of Milk River	Dep. Reeve Harry Streeter	MD of Ranchland
Mayor Rick Everett	Town of Nanton	Reeve Brian Brewin	MD of Taber
Mayor Don Anderberg	Town of Pincher Creek	Reeve Neil Wilson	MD of Willow Creek
Mayor Henk De Vlieger	Town of Taber	Reeve Fred Lacey	Cardston County
Mayor Margaret Plumtree	Town of Vauxhall	Reeve Lorne Hickey	Lethbridge County
Mayor Thomas Grant	Town of Vulcan	Dep. Reeve Phil Jensen	County of Warner
Chair Brian (Barney) Steeves	ID 04 Waterton Lakes N.P.	Mayor Chris Spearman	City of Lethbridge
		Bev Bellamy	Admin. Assistant

Guests:

Greg Weadick, MLA	Lethbridge West	John Barlow, MP	Macleod
Gary Bikman, MLA	Cardston-Taber-Warner	Wanda Sommerfeldt	Assistant to MP Barlow

1.0 WELCOME AND INTRODUCTIONS

Chairman Bohne called the meeting to order at 1:00 pm and welcomed newcomers.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor Maggie Kronen to adopt the agenda with two additions:

6.4 Waste Management – Mayor Chris Spearman and

6.5 Rural Hospital Study (Dr. Starke) – Reeve Brian Brewin. **Carried.**

3.0 ADOPTION OF THE FEBRUARY 5TH MEETING MINUTES

Moved by Mayor Tom Butler to adopt the February 6, 2015 minutes with the following amendments by Mayor Kronen in the SouthGrow report:

1. Meeting was with Minister Bhuller, SouthGrow and Alberta Southwest; and

2. Change “If your town has not updated yours” to “If your town has not updated their quick facts sheet”.

Carried.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

- New Home Warranty Program Presentation – Allison Scott has confirmed that she will make a presentation and will be asked to attend the May meeting.
- Letter to Minister Stephen Mandel suggesting solutions to rural physician issue. Mayor Hawco and Mayor Butler wrote a letter that specifically represented the views of Milk River and will send it out on behalf of their own communities; Mayor Spearman will write a more generic letter on behalf of the Mayors & Reeves that we will send out, and will provide a copy with the minutes. Communities need to write individual letters as well.
- Book venue for joint M & R meeting in Taber on June 12 – Mayor De Vlieger has booked a facility in Taber for this meeting and will provide the details at the April meeting.

5.0 REPORTS

5.1 MP Reports

John Barlow, MP Macleod

- Toured the University of Lethbridge's unique Water Resource Institute and discussed the possibility of entering into a partnership with a Columbian university to share their expertise on this critical resource.
- Discussed the derailments on the CP line with Minister of Transport and initiated a review on this to see what the issues are; will report back.
- Meeting with Chambers re new initiatives for small business.
- The Canada Apprentice Loan program was announced just before Christmas. Apprentices registered in a Red Seal trade apprenticeship will be able to apply for loans of up to \$4,000 per period of technical training. The loans are interest-free until after loan recipients complete or leave their apprenticeship training program, up to a maximum of six years. If you have questions, contact John Barlow or Wanda at his office.
- A Fort Macleod office will be opened on March 17; he will be in this office on Tuesdays and Thursdays when in the riding.
- Question on the thebaine poppy project and what the holdups on it are. MP Barlow stated that all Alberta, Ontario and Saskatchewan MP's have signed on and endorsed this project, but the stumbling block is the RCMP as they see marijuana purchase and the growth of thebaine poppies as connected. He will take this concern to cabinet with his support on this issue.
- Question was asked on BSE. Five countries have closed their borders which is 3% of the beef trade. Two countries, South Korea and Taiwan are part of a free trade agreement and could close their borders for a couple of weeks. No concerns that it will go any further, the two cases are both from the same farm.

5.2 MLA Reports

Gary Bikman, MLA Cardston-Taber-Warner

- Travelling around constituency, holding budget meetings, giving people opportunities to provide feedback and giving perspective on the three-prong approach that government is taking.
- Premier has pledged that cuts will be at the top rather than the front line; looking at the aspect of getting off the revenue royalty rollercoaster and dependence on these revenues. Need to increase revenue by some form of tax increase.
- Using part of the five billion sustainability fund to cushion the transition away from dependence on royalties and tied in with responsible borrowing.
- Public service wages represent almost half of entire budget; structural and systemic changes need to be made. Budget comes out on March 26.
- Participated in rural health meeting in Fort Macleod and was impressed with Dr. Starke.
- Visited with Jeff Bechtel, Waterton Biosphere, and the challenges he faces with large carnivores and how the federal government component isn't always fair, as farmers and ranchers are being asked to pay an unfair cost to provide this resource to the rest of Alberta. He sent a memo to the Minister of Agriculture and AESRD on this.
- Met with Bob Bogle to discuss Milk River and Taber working together with their alternative relationship plan (ARP).
- Changes will be made to accommodate long term care patients who are moved out of acute beds. Previously they were allowed to stay in acute care when long term beds were available in the same town. The government will put in a requirement for them to identify their top three choices and they will be moved into their 1st choice when it becomes available, but will be placed in their 2nd or 3rd choice if it is not.

- Question about the \$400 million dollar increase to assist municipalities to meet infrastructure and what will it mean to the bridge and road file, will it be a net increase. No information on this yet.

Greg Weadick, MLA Lethbridge West

- Waiting for budget release on March 26. Key focus for the next 5-10 years will be weaning off of oil and gas revenues. Would like to see dependence on oil revenues down to below 10%; then it will have minimal impact on operating budgets and excess dollars can be applied to projects.
- Large number of people coming into his office re Temporary Foreign Workers. Sometimes the problem is that the employer didn't file the papers – it's not all federal government that causes the problems. There is a new minister in this portfolio and they will continue to work with the federal government on it.
- The Alberta Immigrant New Program allows the right people to be here and stay here. Agriculture is finding it more difficult to find trained and skilled people. Manitoba had an increase in AINP but we didn't; will continue to advocate for Alberta.
- The Municipal Sustainability Initiative announcement of \$400 million is allocating excess money out of the 2014/15 budget and will assist municipalities in meeting their infrastructure commitments.
- Question was asked re the bridge culvert program – rural MLA's know it is an issue and are not sure on how the funding will be allocated in the new budget.
- Question on the EDA report for need for venture capital for oil and gas companies. Haven't seen the new program asks yet; Minister will be meeting on this and information will come out in the budget.

5.3 Alberta Southwest Regional Alliance Report – Mayor Blair Painter

- Bill Halley provided information on Connectica, a new online portal that will enable Alberta small and medium enterprises opportunity to connect with services and with each other. Visit www.connectica.ca for more information.
- 13 Ways Community Audits Pilot Project research is in its final phase; final reports will be presented to communities at upcoming events in April/May.
- For more information on Alberta Southwest, refer to update sent yesterday via email.

5.4 SouthGrow – Mayor Maggie Kronen

- Had first economic summit yesterday, pleased to see the partnerships of agriculture and agricultural-value products for this region. Held round-table discussions on renewable energy, broadband internet, food processing and production, and new business opportunities for our region.
- Heard a presentation by Lt. General Andrew Leslie on how we conduct business in our region and the need to see ourselves as retaining our individuality while working together for one goal.

5.5 AUMA – Mayor Kim Craig

- Looking forward to everyone attending the Mayors' Caucuses and MLA breakfast in Edmonton on March 11, 12 and 13.

5.6 AAMD&C – Bob Jones – Convention will be March 17-20.

- 5.7 Associate Dean's Advisory Council** - Mayor Tom Butler
- Was unable to attend the MMI's (Multiple Mini Interview); another good group of students are filling the 150 seats. Emphasis is on directing students into rural Alberta.
- 5.8 Oldman Watershed Council** – Reeve Brian Brewin
- Full report emailed with March agenda; OWC is requesting an annual donation from communities located in the Oldman watershed and thank the communities who have already donated.
- 5.9 Highway #3 Association** – Mayor Rene Gendre
- At the meeting held on February 6 they moved forward with several initiatives.
 - Only one jurisdiction on the Highway #3 corridor is not involved in the meetings, this is the Piikani Nation; the association will continue to encourage them to be involved.
 - A letter was sent to Minister Robin Campbell to request the full twinning of Highway #3 be included in the provincial budget.

6.0 BUSINESS

- 6.1 M & R Financial Statement – December 31, 2014** – Mayor George Bohne
Mayor Bohne reviewed the M & R financial statement for the year ending December 31, 2014. Moved by Mayor David Hawco to accept the financial statement as presented. **Carried.**
- 6.2 SSRP Plan Update** – Mayor George Bohne
- ORRSC (Oldman River Regional Services Commission) is planning a meeting of all municipalities in the area to bring people together to talk about SSRP issues. It is more efficient to hold one meeting with the SSRP and not have a separate presentation for M & R. Mayor Bohne will work with Lenze Kuiper to set up a meeting time and all municipalities will be invited to attend.
 - Bonnie Bruner compiled 16 slides on what's happening with the SSRP and how it will impact individual municipalities. Share these slides with your councils if you wish; they give a good overview on things we need to do with municipalities over the next 5 years. Slides to be attached with these minutes.
- 6.3 Letter Responding to Request by Lethbridge Bulls Baseball** – Mayor George Bohne
- Lethbridge Bulls Baseball made a request to present to the M & R; Mayor Bohne responded via a letter (attached to the agenda mailout) stating that the M & R feel their presentation would be more suited to community chambers of commerce. Reeve Hammond thanked Mayor Bohne for his well-written response to this request.
- 6.4 Waste Management** – Mayor Chris Spearman
- Lethbridge City Council will hold a special council meeting to explore various options on the topic of waste management at the landfill. There are 8-10 years left in the existing landfill and the City is in the process of applying to expand it.
 - Information was shared regarding waste facilities that have completed studies, municipalities facing similar processes and other local options such as Southern Alberta Waste Management Facility and Lethbridge Biogas. Lethbridge needs to collect good data on what type of material is being sent to its landfill.
 - The decision that the City of Lethbridge makes will impact the entire region and communities that divert their waste to Lethbridge will need to make changes as well.

6.5 Rural Health Care Review – Reeve Brian Brewin

- Reeve Brewin attended a meeting of the Rural Health Care Review Committee headed up by Dr. Richard Starke and asked for information on how others felt about this process and its effectiveness.
- Several mayors attended these sessions and the general consensus from those who attended was positive. This committee was established to report back to Minister Mandel on grass roots issues in rural Alberta.
- Minister Mandel will return to make another presentation to M & R following the release of Dr. Starke’s report.
- When this information is compiled from all communities you get an overall average from the data as opposed to individual community concerns. Communities need to continue to advocate on behalf of their own community to convey their unique challenges.

6.6 Stipend Increase – Mayor George Bohne

Moved by Mayor Don McDowell, seconded by Mayor Tom Butler, to increase Bev Bellamy’s monthly stipend by \$150/month, effective March 6, 2015. **Carried.**

7.0 Next Meeting Dates

Culver City Room, Lethbridge City Hall

Friday, April 10, 1 pm – Presentation: Dr. Mike Mahon, President - University of Lethbridge

Friday, May 1, 1 pm – Allison Scott, New Home Buyer Protection Program (tentative)

Taber Joint Meeting with Mayors and Reeves of Southeast Alberta

FRIDAY, JUNE 12, 1 pm – Mayor De Vlieger will book a facility in Taber

9.0 ADJOURNMENT: Moved by Mayor David Hawco to adjourn meeting. **Carried.**

ACTION ITEMS FROM MARCH 6, 2015 MEETING	PERSON RESPONSIBLE
Provide details for meeting room for Joint M & R Meeting in Taber, June 12	Mayor Henk deVlieger

Please send any community information for distribution to M & R to Bev at mayorsandreeves@shaw.ca

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, December 22, 2014

ATTENDEES: Howard Paulsen - Lay Representative
Mike McAlonan – Town of Claresholm
Brydon Saunders – Lay Representative
Darren Allen - Wandering Willows
Brian Comstock – Lay Representative
Bob Thompson – Claresholm Seniors Center
Birthe Berger – Town of Granum (arrived 10;35)
Lyal O’Neill – CAO

REGRETS: Holly Gillespie – Lay Representative

Howard Paulsen, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson to accept the agenda. Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders to accept the minutes of the meeting held
November 14, 2014. Carried

3.0 BUSINESS ARISING

1. Expanded Medical Services – CNP has opted out
2. Borrowing Resolution - Loan Request \$38,307 /2 years, Mike McAlonan reported on Town council discussions with regards to lending practices. Brydon Saunders moved that we request assistance from the Town with the loan interest costs at the January 26 meeting of Council. Carried.
3. Borrowing Resolution for interim financing approved.
4. Fort MacLeod Santa Claus Parade Nov 29 – 30c, not attended
5. Downtown Christmas shuttle Nov 28, with volunteer driver. Weather affected a poor turnout and the user made a donation to CDTS.

4.0 CORRESPONDENCE

1. Town of Fort MacLeod has no funding available.

5.0 REPORTS

1. Financial Report – Moved by Lyal O’Neill to accept the financial report. Carried.
2. CAO Report- Moved by Lyal O’Neill to accept the report. Carried. Lyal will negotiate fuel pricing with UFA.
3. Advertising & Fundraising – Funds raised YTD \$29,328.
4. Chairman’s report. Things are going good..stop in for signing meetings. Accepted for information.

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, December 19, 2014

6.0 NEW BUSINESS

1. Expanded Medical Services – Motion by Bob Thompson to proceed with the CIP APP for \$75,000 for new vans. Carried. Motion by Mike McAlonan that we have 2 excess vans available to Vulcan for startup on a cost recovery basis for up to 1 year. Carried.
2. Brydon Saunders moved that we extend our in town services to clients over 55 and those with disabilities for medical purposes, a service we can also accept transportations tokens assued by the Town of Claresholm. Carried.
3. **SIGNING AUTHORITIES:**
Motion by Mike McAlonan to renew our signing authorities on the accounts of Chinook Financial account 527012514966 and 527012528909 as is to be any 2 of:
Howard Paulsen, Chairman
Brydon Saunders , Vice Chairman
Hollie Gillespie, Secretary
Bob Thompson , Treasurer
In addition that Lyal O’Neill – CAO be authorized to obtain information on these accounts. Motion Carried.
4. Motion to go In Camera by Mike McAlonan 11;25. Carried
Motion to come out of In Camera by Brian Comstock 11;36. Carried

Brydon Saunders moved that Lyal have an annual policy review meeting with the drivers. Carried.

NEXT MEETING is on January 16, 2015, 10:00 at WCCCC

7.0 The meeting was adjourned at 11;40 by Birthe Berger .

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

CGH

Tracy Mitchell

SIGNED:

SIGNED:

March 6, 2015

RECEIVED

MAR 13 2015

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



Alberta
Recreation & Parks
Association

Dear Mayor Steel,

Re: ARPA's Excellence Series

The Alberta Recreation and Parks Association (ARPA) would like to introduce our new Excellence Series, a service designed for municipalities. The Excellence Series is a suite of dynamic online analytical tools developed in partnership with recreation and parks professionals across Alberta that will assist you and your administration in providing effective and efficient recreation and parks services. Compare your programs and facilities anonymously to other communities in Alberta with detailed reports that identify where your community excels and where it could improve.

RecFocus: Healthy Food Environments

recfocus.arpaonline.ca

FREE until March 31, 2015

Analyze your recreation facilities' nutritional programs, policies and best practices and discover the answers to important strategic and operational questions such as:

- How do our healthy food policies compare to other communities?
- What effect do healthy food policies have on revenue?

RecFocus: Indoor Pools

recfocus.arpaonline.ca

Compare the programs, policies and best practices of your indoor pools to other communities and discover the answers to important strategic and operational questions such as:

- How does our employee compensation contribute to recruitment and retention?
- How do our pool policies differ from other communities?

RecMetrics

recmetrics.arpaonline.ca

Measure your financial, facility and human resource management against other communities across Alberta and discover the answers to important strategic and operational questions such as:

- How many and what facilities should a community of our size have?
- What revenue streams do other communities have that we do not?

Please contact the ARPA office at 780-415-1745 for additional information.

Sincerely,



Michael Roma
President

March 6, 2015

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



Dear Mayor Steel,

Re: Professional Development – Spring Sessions

The Alberta Recreation and Parks Association's (ARPA) wishes to share with you the spring schedule of professional development opportunities that will help you and your administration provide quality recreation and parks services and programs.

Risk Management Certification

Most often, risk management courses focus on insurance and avoiding risk, but for recreation and parks departments avoiding risk can also mean missing out on recreation opportunities for the communities they serve. ARPA is pleased to offer, in partnership with parks and recreation risk management expert Doug Wyseman, the education and hands-on training necessary to deal with the majority of risk issues. Participants at this workshop will receive a certificate designating that they have completed the training.

March 24, 2015 / Edmonton / Percy Page Centre / 9AM – 4PM

March 25, 2015 / Calgary / Colonel Baker Place / 9AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Developing Winning Sponsorship Proposals

ARPA, in collaboration with Partnership Group – Sponsorship Specialists, is offering a workshop on "Developing Winning Sponsorship Proposals and Generating Incremental Revenue". The workshop is designed for municipal decision makers, both elected and appointed. Learn how to make the most of your sponsorship proposals to generate the revenue your community needs to fund quality municipal programs and facilities.

May 5, 2015 / Calgary / 10AM – 4PM

May 7, 2015 / Edmonton / 10AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Please do not hesitate to contact me for more information,

Sincerely,

A handwritten signature in black ink, appearing to read "William Wells", is positioned above the typed name.

William Wells, CEO
Ph. (780) 644-4798
wwells@arpaonline.ca



Municipal District of Willow Creek No. 26

Office of the Administrator

www.mdwillowcreek.com
123027 Secondary Highway 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0
March 12, 2015

RECEIVED
MAR 16 2015

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

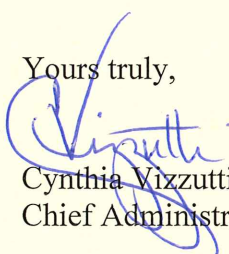
Southern Alberta Energy from Waste Association
c/o Town of Coaldale
1920 – 17 Street
Coaldale, AB
T1M 1M1

Attn: Sherry Poole
Administrative Manager

Dear Ms. Poole;

The Council of The Municipal District of Willow Creek No. 26 has agreed to pay the 2015 SAEWA membership with reservation. The Council wishes to have access to the governance model and business plan in the immediate future. Please advise of a time frame which the M.D. can expect to receive these documents.

Yours truly,


Cynthia Vizzutti, CLGM, CTAJ
Chief Administrative Officer

CV/am

cc: Town of Nanton
Town of Stavely
Town of Claresholm
Town of Granum
Town of Fort Macleod
WCRWMS

RECEIVED
FEB 24 2015

February 23, 2015

Mr. Jeff Gibeau
Acting Chief Administrative Officer
Town of Claresholm
Box 1000
221 – 45 Avenue West
Claresholm, AB T0L 0T0

Dear Mr. Gibeau:

Attached are two copies of Grant Agreement **2015-0065** regarding Porcupine Hills Early Childhood Coalition's work to support the continuation of the Early Childhood Development (ECD) community coalition's ability to support the development of community specific action plans for enhancing early childhood development outcomes.

If you are in agreement with the grant, please arrange to have these signed and witnessed (or affix a corporate seal). Please **DO NOT** insert a date at the top of the contract as it will be dated at the time of department approval. Schedule A must also be initialed in the lower right hand corner. Please note that a sample Terms of Reference template is attached as outlined in Schedule A of this agreement.

Please return **both** signed copies to the attention of:

Lisa Delaronde
Education Supports Sector
8th Floor, 44 Capital Blvd.
10044 – 108 Street
Edmonton, Alberta, T5J 5E6

I will provide one fully executed original copy for your records once the agreements have been signed by the department. If you have any questions regarding this agreement, please contact Denise Clovechok, Contract Manager at 780-643-1250 (dial 310-0000 first for toll-free access in Alberta).

Sincerely,

Kelly Hennig
for

Kelly Hennig
Director
School Accreditation and Standards

Enclosures



🕒 Mar 18, 2015

Action underway to improve rural health care

Following consultations with more than 100 communities, action is being taken to improve access to health-care services in rural Alberta.

The Rural Health Services Review Committee has delivered its final report and recommended actions – a number of which are underway, including:

- developing a provincial EMS service delivery model; and
- establishing eight to 10 Alberta Health Services (AHS) operational districts to give communities a stronger voice in local decision-making.

“We know accessing health care can be challenging in rural Alberta, and what works in urban areas may not translate to rural areas. I appreciate that rural Albertans took the time to share their very thoughtful and creative ideas. There’s a lot of energy in rural Alberta when it comes to improving health services in their communities.”

- *Stephen Mandel, Minister of Health*

Government and AHS will continue to work to address other issues noted in the report, such as the importance of primary health care, team-based care, and supporting caregivers.

“I was honoured to have the opportunity to hear, first-hand, about the challenges of accessing or delivering health care in smaller communities. Rural Albertans are

passionate about health care, and the committee's recommendations reflect short- and long-term actions that will help keep their communities vital and their families, friends and neighbours healthy."

*- Dr. Richard Starke, MLA Vermilion-Lloydminster
Chair, Rural Health Services Review Committee*

The new AHS operational districts, to be implemented by July 1, will be responsible for delivering local health services and meeting performance objectives. They will receive advice from new 10-15 member Local Advisory Committees. Further information will be available from AHS.

Launched in September 2014, the Rural Health Services Review Committee focused on issues including timely access to appropriate health care; community engagement in planning and decision-making; and optimizing the use of existing rural health facilities, ensuring patient safety and quality services. The Committee met with both communities and province-wide health care organizations as part of their work.

Related information

Rural Health Services Review final report

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