



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
AUGUST 22, 2016  
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 JULY 21, 2016

DELEGATION: CLARESHOLM PUBLIC LIBRARY  
RE: Claresholm Calendar

ACTION ITEMS:

1. BYLAW #1615 – Business Licenses  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs  
RE: 2016/17 Emergency Management Preparedness Program
3. CORRES: Pat Stier, MLA, Livingstone-Macleod  
RE: Feedback Request – Bill 21, *Modernized Municipal Government Act*
4. CORRES: Municipal District of Willow Creek No. 26  
RE: Summer Games Management
5. CORRES: Alberta SouthWest  
RE: Rural Broadband Strategy
6. CORRES: Parachute  
RE: Canada's National Teen Driver Safety Week
7. REQUEST FOR DECISION: Bylaw #1614a – Rescind Bylaw #1614 & Bylaw #1616 - Borrowing
8. REQUEST FOR DECISION: Stormwater Project Phase 1
9. REQUEST FOR DECISION: Local Improvement Tax
10. REQUEST FOR DECISION: Claresholm Community Centre Fire Panel
11. REQUEST FOR DECISION: Annexation Report
12. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society
13. REQUEST FOR DECISION: Letter of Support – Claresholm Society for the Arts
14. REQUEST FOR DECISION: Downtown Markets
15. INFORMATION BRIEF: Sidewalk Snow Removal Program
16. INFORMATION BRIEF: CAO Report
17. INFORMATION BRIEF: Council Resolution Status
18. ADOPTION OF INFORMATION ITEMS

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – July 2016
2. Municipal Planning Commission Minutes – July 8, 2016
3. AMSC Rebate Program 2016 – amount received \$2,150.09
4. AUMA – Proposed 2016 Amendments to the *Municipal Government Act* – July 30, 2016
5. Prostate Cancer Awareness Month – September 2016
6. Oldman River Regional Services Commission Executive Committee Minutes – May 12, 2016
7. Alberta SouthWest Bulletin – August 2016
8. Alberta SouthWest Regional Alliance Meeting Minutes – May 4, 2016
9. 2016 AUMA (Alberta Urban Municipalities Association) Resolutions – October 5 & 7, 2016

ADJOURNMENT



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
JULY 21, 2016

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

**COUNCIL PRESENT:** Mayor Rob Steel; Councillors: Jamie Cutler, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O’Neill

**REGRETS:** Councillor Chris Dixon

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson; Finance Assistant: Karine Wilhauk

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – JUNE 27, 2016**

Moved by Councillor McAlonan that the Regular Meeting Minutes of June 27, 2016 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1614 – Borrowing**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Mayor Steel declared a conflict of interest at 7:02 p.m. and left the meeting. Councillor Cutler assumed the position of Chair in the absence of Deputy Mayor Chris Dixon.

Moved by Councillor O’Neill to give Bylaw #1614, a borrowing bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor McAlonan to give Bylaw #1614, a borrowing bylaw, 3<sup>rd</sup> & Final Reading.

**CARRIED**

Mayor Steel rejoined the meeting and assumed the position of Chair at 7:03 p.m.

**2. CORRES: Claresholm Curling Club**  
**RE: Forgiveness of Municipal Portion of 2016 Property Taxes**

MOTION #16-074 Moved by Councillor Cutler to forgive the municipal portion of the 2016 property taxes of the Claresholm Curling Club in the amount of \$760.04.

**CARRIED**

**3. CORRES: The Bridges at Claresholm Golf Club**  
**RE: Forgiveness of Municipal Portion of 2016 Property Taxes**

MOTION #16-075 Moved by Councillor Ford to forgive the municipal portion of the 2016 property taxes of the Claresholm Golf Club in the amount of \$2,898.00.

**CARRIED**

**4. CORRES: The Claresholm Rodeo Club**  
**RE: Fair Days Junior Rodeo Sponsorship**

MOTION #16-076 Moved by Councillor McAlonan to support the Claresholm Junior Rodeo Club’s Fair Days Rodeo 2016 in the amount of \$250.

**CARRIED**

**5. CORRES: Justin Sweeney**  
**RE: Resignation from the Economic Development Committee**

Received for information.

**6. REQUEST FOR DECISION: Downtown Parking**

Councillor McAlonan declared a conflict of interest and left the meeting at 7:10 p.m.

Elliott Fletcher, owner of Pharmasave, was allowed to speak to Council regarding this issue.



MOTION #16-077 Moved by Councillor O'Neill to designate one (1) parking spot beside each of the three (3) handicapped stalls located in the downtown parking lot as having a one (1) hour parking restriction.

**CARRIED**

Councillor McAlonan rejoined the meeting at 7:30 p.m.

**7. REQUEST FOR DECISION: Fire Services Agreement**

MOTION #16-078 Moved by Councillor McAlonan to request an extension to the term of the Fire Chief Service Agreement with the MD of Willow Creek to December 31, 2016 with all other terms and conditions to remain in effect.

**CARRIED**

MOTION #16-079 Moved by Councillor O'Neill to direct Administration to send a letter to the MD of Willow Creek, the Town of Nanton, the Town of Fort Macleod, the Town of Stavely and the Town of Granum that supports a meeting of the Willow Creek Mayors and Reeves group to discuss opportunities for creating an agreement whereby fire services are offered through a collaborative regional model.

**CARRIED**

**8. REQUEST FOR DECISION: Business License Bylaw**

Moved by Councillor Fieguth to give Bylaw #1615, the Business License Bylaw, 1<sup>st</sup> Reading.

**CARRIED**

**9. FINANCIAL REPORT: Consolidated Statement of Operations June 2016**

Moved by Councillor Fieguth to accept the Consolidated Statement of Operations for the month ended June 30, 2016 as presented.

**CARRIED**

**10. INFORMATION BRIEF: AUMA Convention 2016**

Administration was directed to request a meeting at the AUMA Convention with the Minister of Municipal Affairs to discuss clarification of the regional collaboration framework proposed in the MGA review and also to request a meeting with RCMP "K" Division and the Solicitor General's office to discuss traffic safety and photo radar on Highway #2.

**11. INFORMATION BRIEF: Old Water Treatment Plant Property Update**

Moved by Councillor Cutler to list the old Water Treatment Plant Property located in the MD of Willow Creek, Portion NE ¼ Section 23-12-28-W4 and Portion SE ¼ Section 26-12-28-W4, for sale at the existing appraisal value of \$130,000 in an "as is" condition.

**DEFEATED**

**12. INFORMATION BRIEF: CAO Report**

Received for information.

**13. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**14. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor McAlonan to adopt the information items as presented.

**CARRIED**

**15. IN CAMERA: Legal; Contract**

Moved by Councillor Ford that the meeting go In Camera at 8:15 p.m.

**CARRIED**

Moved by Councillor Cutler that this meeting come out of In Camera at 8:35 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 8:36 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

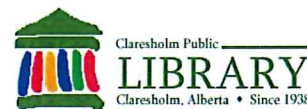
# **DELEGATIONS**

# Claresholm Public Library

Box 548, Claresholm, AB. T0L 0T0

Phone (403) 625-4168 Fax (403) 625-2939

email: [programs@claresholmlibrary.ca](mailto:programs@claresholmlibrary.ca)



To: Town of Claresholm

Attn: Karine Wilhauk

## RE: Delegation Request – Claresholm Calendar

Hello Karine,

As a town facility, The Claresholm Library is always looking for ways to enhance our community's information resources. As part of this mandate, we have developed something we think the town has needed for some time now; a **centralized community events calendar**.

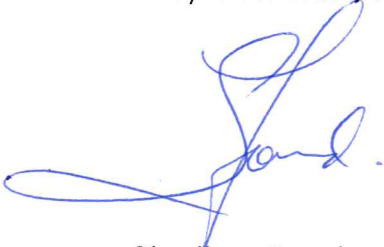
The Claresholm Calendar is free literally **anyone** to use, for either viewing upcoming events or posting new events for promotion. Emphasis needs to be placed on the importance of encouraging community use of the calendar, as **the more it is used by our citizens, the more useful it will ultimately be**. Every effort is being made to spread the word, and we're hoping for your help and support in garnering community interest.

We would like the opportunity to introduce our new Claresholm Calendar at your next council meeting on Mon. Aug. 22, and provide a brief demonstration of its potential. Further, we have a couple of requests we'd like to make:

1. We ask that council consider changing the calendar link on the front page of the Town website to point instead to the Claresholm Calendar page
2. We'd like to encourage council and any interested town staff to attend in support of our official launch event on **Wed. Aug. 24 at 7pm**, where we will address the community at large on all aspects of this new service at the library

Thank you in advance for your consideration of our requests, and we look forward to partnering with the Town in this new endeavor!

Very best wishes,

A handwritten signature in blue ink, appearing to read 'Shelley Ford', with a large, stylized flourish extending to the left.

Shelley Ford  
Programming Coordinator  
Claresholm Public Library

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1615**

A Bylaw of the Town of Claresholm to provide for the licensing and regulation of businesses, within the Town of Claresholm.

**WHEREAS** it is provided in and by the *Municipal Government Act* that the Council may issue licenses to control and regulate business and industry carried on within or partly within Town and may license any and all such businesses whether or not such businesses are specifically provided for in the *Municipal Government Act*.

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, the Council of the Town of Claresholm duly assembled hereby enacts the following:

This Bylaw may be cited as the Business License Bylaw of the Town of Claresholm.

1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.
10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who lives in the Town of Claresholm.
15. **Non-Resident** – Shall mean a person who is not an inhabitant of Claresholm.
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
  - a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,

- b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards delivered in and shipped into the municipality, or
- c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:
  - i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.

19. **Sub-Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.

20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in land except a thing that is neither affixed to the land nor intended to become a part of the land.

21. **Seniors Lodge** – Shall mean a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.

22. **Home Occupation** – Shall mean an occupation, trade, profession or craft carried on by a person at his residence or at any other residence in the Town as a use secondary to the residential use of the building.

## 2.0 **Appointment, Authority and Duties of a License Inspector**

The Council, by resolution, may appoint one or more License Inspectors, to carry out the provisions of this Bylaw.

The duties and powers of a License Inspector are inter alia:

1. To consider and approve or refuse all license applications.
2. To secure the due observance of this Bylaw.
3. On receipt of the appropriate fees, to issue licenses hereunder where warranted.
4. To prosecute violators of this Bylaw.
5. Such other duties as Council may require.

## 3.0 **General**

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses of all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.

2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

## 4.0 **Requirements for License**

1. No person shall, whether within the Town or partly within the Town:
  - a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under the provisions of this bylaw or by provincial or federal legislation.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.
3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.
4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, all new business licenses purchased after June 30<sup>th</sup> of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30<sup>th</sup> of that year.
8. A business license for an existing, licensed business shall be renewed by the 1<sup>st</sup> of March each year. Renewal shall be effected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule “B”.



9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
11. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
12. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.
13. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
14. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, the License Inspector may, upon receipt of the proper fees issue a license to the licensee.
15. A License under this Bylaw shall be signed by the License Inspector of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
16. Any license granted under this Bylaw shall be authority only to engage in or carry on business on the premises therein described and not in or on any other premises, provided however that this section shall not apply to hawkers, peddlers, or mobile vendors, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.
17. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

#### 5.0 **Exceptions**

A Business License is not required for the following Businesses:

1. A Charitable or Non-Profit Organization registered under the Alberta Societies Act, and amendments thereto;
2. A minor providing individual light duty occasional services such as paper deliveries, babysitting, yard work and snow shoveling;
3. Publicly funded, educational or institutional establishments in the Town.
4. A business providing goods and services to the residents of a seniors lodge exclusively;
5. Persons selling home-made baked goods, crafts, meat, plants, fruit or other farm produce that has been raised, grown or produced by themselves within the Town of Claresholm, and does not operate a commercial business to sell such items;
6. A Business that carries on activities at the Farmers Market which is operated by an organization that is registered with the Farmer's Market Association;
7. A Business exhibiting at a trade show or exhibition held in the Town of Claresholm for a consecutive period not exceeding seven (7) days;
8. Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
9. The Business/ Event is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
10. The Business is carried on by the Government of the Province of Alberta or the Government of Canada;
11. Any other Business exempted through or by order of Council.

#### 6.0 **Zoning Regulations, Relocation and Suspension of License**

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.
2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.

3. Any act or omission of a clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act of omission of the licensee and the licensee shall be responsible for such act or omission, as though it were done by the Licensee themselves.

#### 7.0 **Appeal Where License Refused**

1. In every case where:
  - a. A license or a license renewal has been refused,
  - b. A license has been issued subject to conditions,
  - c. A license has been cancelled,the person seeking a license may appeal to the Town Council and the Council, after hearing the applicant, may:
  - a. Direct that license or renewal be issued with or without conditions,
  - b. Refuse to grant a license or renewal,
  - c. Uphold or revoke the cancellation of a licenseOn any ground which appear just and reasonable.
2. An appeal from the decision of a License Inspector shall be made by the applicant within 30 days after notification of the License Inspector's decision has been communicated to the applicant.
3. Every appeal shall be in writing, addressed to the License Inspector and shall be dated as of the date it is received.

#### 8.0 **Inspection by Town of License Premises**

A License Inspector or other person authorized by Council may inspect any premises at all reasonable times for the purpose of administering or enforcing this Bylaw; and any person who refuses admission to a License Inspector or authorized person or who neglects or refuses to produce the appropriate license upon request, shall be guilty of an offence.

#### 9.0 **License Fees**

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.
3. The fee payable for a Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".
4. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

#### 10.0 **Contractor and Sub-contractor**

1. Upon request of the License Inspector any person making application for a building permit shall furnish a list of contractors and subcontractors who are, or will be, working on the building project together with the address of same.

#### 11.0 **Hawkers, Peddlers, Direct Sellers and Mobile Vendors**

1. A person who sells merchandise on a wholesale basis to retail merchants in the Town shall not be required to obtain a license pursuant to this section.
2. All hawkers, peddlers, direct sellers, or mobile vendors shall require a separate license of each employee or agent who acts as a hawker, peddler, direct seller or mobile vendor in the Town.
3. A Business License issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits and/or vegetables, shall be withheld until the Applicant has produced appropriate permits, licenses or certificates from Alberta Health Services.

#### 12.0 **Provisions for Flea Markets**

A Business License for a Flea Market is required for the organizing entity only. All other individual vendors partaking in the Flea Market are not required to obtain a Business License. The Business License issued pursuant to this schedule shall be valid:

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all

required inspections, including building, fire and health inspections, are conducted as required.

13.0 **Transfer / Changes to a Business License**

1. An existing Business License issued under this Bylaw may be transferred / changed upon application to and approval by the Licensing Inspector in the following circumstances;
  - a. When the transfer is from one Licensee to another for the same Business name in the same Business Premises; or
  - b. When there is a change of civic address from one Business Premise to another for the same Licensee and Business with the same land use designation (zoning).
2. No person to whom a Business License has been issued under this Bylaw shall change the location of the premises in which he carries on his business, trade, profession or other occupation without first having applied to the License Inspector.
3. Any person desiring to obtain a transfer / change of any License issued pursuant to this bylaw, shall be required to pay a processing fee as outlined in Schedule "A".
4. A non-resident Person or Business is not allowed to transfer his or her License.

14.0 **Fines and Penalties**

1. A person violating any provision of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine of not less than \$200.00 and not more than \$2,000.00 and in default of payment thereof, to imprisonment for a period of not less than 30 days.
2. Where a person is found guilty of non-payment of a license fee payable hereunder, the convicting provincial court judge may order payment thereof in addition to imposing a fine.
3. The License Inspector may enforce the provisions of this Bylaw by issuing a voluntary fine to any person alleged to have committed one or more breaches of the Bylaw. The voluntary fine shall state the alleged offence and require payment of the appropriate fee as provided in Schedule "B" attached hereto and declared to be part of this Bylaw by the date indicated on the voluntary fine.
4. A voluntary fine may be issued by personally serving it upon the alleged offender or by leaving it at the residence or place of business of the alleged offender or by serving it on the alleged offender by single registered mail.

15.0 **Amendment to Schedule**

Town Council may by resolution amend Schedule "A" and /or Schedule "B" from time to time as required.

16.0 Bylaw number 1300 is hereby repealed.

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

Read a first time in Council this **21<sup>st</sup>** day of **July** 2016 A.D.

Read a second time in Council this        day of        2016 A.D.

Read a third time in Council and finally passed in Council this        day of  
2016 A.D.

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Rob Steel, Mayor

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Marian Carlson, Chief Administrative Officer

**Schedule "A" - Fees**

Without limiting the generality of the foregoing, the license fee for each of the following business shall be the amount set opposite their common designation:

<b><u>Canvassers</u></b>	Resident	\$100.00 per annum
	Non-Resident	\$ 50.00 per day \$100.00 per week \$200.00 per month \$300.00 per year

**Carnivals and circuses** \$100.00 per day

<b><u>Resident Contractors</u></b>		
operating from a residence site		\$100.00 per annum
operating from a business site		\$ 50.00 per annum

**Non-Resident Non-Construction** \$100.00 per annum

**Non-Resident Contractors**

- \$100.00 per year when doing under \$15,000.00 gross business in Town
- \$175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town
- \$225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town
- \$325.00 per year when doing over \$75,000.00 but under \$150,000.00 gross business in Town
- \$650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town
- \$1,000.00 per year when doing over \$250,000.00 gross business in Town

The onus of establishing the amount of the contract to the satisfaction of the License Inspector shall be on the non-resident contractor. If a non-resident contractor undertakes further contracts in the Town of Claresholm prior to December 31<sup>st</sup> in the year in which the license was issued, further fee or fees will be levied but not exceed the maximum total fee of \$1,000.00 for that calendar year.

**Hawkers, Peddlers, Direct Sellers, Mobile Vendors:**

Non-Resident	\$ 50.00 per day or \$100.00 per week or \$200.00 per month or \$300.00 per year
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Resident \$100.00 per year

Itinerant Shows and entertainments and other transient business:	\$ 50.00 per day or \$300.00 per annum
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**Salvage Dealers and Secondhand Dealers**

Resident \$ 50.00 per annum

Non-Resident \$300.00 per annum

<b><u>Christmas Tree Vendors</u></b> (No fee for religious or Community groups)	\$ 50.00 per annum per site
---	--------------------------------

**Home Occupation** \$100.00 per annum

**Other Charges:**

**Transfer / Change on Information Fee:** \$ 10.00

**Late Payment Fee:** \$ 15.00

**Schedule “B” – Fines**

1. A voluntary fine of \$200.00 for a first offence.
2. A voluntary fine of \$250.00 for a second offence providing the second offence is committed within twelve (12) months of the first offence.
3. A voluntary fine of \$500.00 for the third offence providing the offence is committed within twelve (12) months of the first offence.

DRAFT



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 1

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## BUSINESS LICENSE BYLAW #1615

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### **DESCRIPTION:**

Administration requires Council to give second and third reading to the proposed Business License Bylaw #1615.

### **BACKGROUND:**

The business license bylaw received first reading at the July 21, 2016 Council meeting. Updates to the bylaw were advertised in the Town News.

### **Attachments:**

DRAFT Bylaw #1615

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM CAO

DATE: August 17, 2016

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**ALBERTA**  
**MUNICIPAL AFFAIRS**

*Office of the Minister  
MLA, Lesser Slave Lake*

RECEIVED

AUG 03 2016

AR85816

Dear Elected Officials:

It is my pleasure to announce that Alberta Municipal Affairs is providing \$150,000 in grant funding for the 2016/17 Emergency Management Preparedness Program. The grant guidelines and project application forms are available on the Alberta Emergency Management Agency's website, at [www.aema.alberta.ca/grants](http://www.aema.alberta.ca/grants). Please forward this information to your chief administrative officers and directors of emergency management.

The purpose of the grant is to facilitate training for municipal emergency response personnel and volunteers needed to protect Albertans during an emergency event. The approved projects/courses for this grant are separate from other training provided directly through the ministry.

In order to maximize resources, regional collaboration of municipalities is requested, with one municipality applying as the host. Please work closely with the Alberta Emergency Management Agency field officers in your area when applying. The officers can assist you during the application process.

Should you have questions regarding the grant applications and/or the program guidelines, please contact the Grants Coordinator at 780-422-9000, or at [aema.empp@gov.ab.ca](mailto:aema.empp@gov.ab.ca).

I wish you all the best with your training projects.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Danielle Larivee'.

Danielle Larivee  
Minister Municipal Affairs



**Marian Carlson**

---

**Subject:** Feedback Request – Bill 21, Modernized Municipal Government Act

**From:** Andrew Koning <[Andrew.Koning@assembly.ab.ca](mailto:Andrew.Koning@assembly.ab.ca)>

**Date:** July 27, 2016 at 4:36:32 PM MDT

**To:** "[clares@telusplanet.net](mailto:clares@telusplanet.net)" <[clares@telusplanet.net](mailto:clares@telusplanet.net)>

**Subject: Re: Feedback Request – Bill 21, Modernized Municipal Government Act**

**Legislature Office**  
5, Federal Building  
9820 – 107 Street  
Edmonton, AB T5K 1E7  
Tel: (780) 427-1707

**Nanton Constituency Office**  
2019 – 20 Avenue  
Nanton, AB T0L 1R0  
Tel: 1-800-565-0962



LEGISLATIVE ASSEMBLY  
ALBERTA

**Pat Stier, MLA**  
Livingstone-MacLeod

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

July 27, 2016

Re: Feedback Request – Bill 21, *Modernized Municipal Government Act*

Dear Town of Claresholm,

As you are undoubtedly aware the Minister of Municipal Affairs introduced Bill 21, *Modernized Municipal Government Act* on May 31<sup>st</sup>. The introduction of Bill 21 follows years of consultations between the province and municipal stakeholders. The culmination of these consultations is a Bill that proposes a significant number of changes to the way in which municipalities operate and collaborate with one another.

As the Official Opposition Shadow Minister of Municipal Affairs, I am reaching out to you and the other municipalities in Alberta to solicit feedback on your municipality's experience during the consultation process, identify issues that the government failed to address, and request any other comments and concerns on this extremely important set of changes.

Below are a few questions to help get the discussion started.

1. Are you satisfied with the level of consultation done prior to and following the introduction of Bill 21, *Modernized Municipal Government Act*?
2. Did you find the consultation process valuable, what improvements would you suggest?
3. What specific areas were you happy to see included in Bill 21? Please explain.

4. A major change Bill 21 will make intermunicipal cooperation compulsory through the introduction of mandatory Intermunicipal Collaboration Framework agreements that must include land use planning and delivery and funding of regional services. What are your thoughts on this change; what impact will this have on your municipality?
5. Another area I have received a great deal feedback on is the centralization of industrial assessment. Is this an area of concern for your municipality? Please provide as much detail as possible.
6. I am interested in hearing your feedback with regards to the addition of inclusionary zoning as an attempt to increase affordable housing in Alberta.
7. One of the most controversial changes is the introduction of mandatory growth boards for the greater Edmonton and Calgary areas. Does your municipality have any comments or concerns with this change?
8. What topics or issues are you disappointed were not addressed by the proposed legislation and what other issues or concerns does your municipality have regarding Bill 21?

Please send your responses to [wildrosecaucus@assembly.ab.ca](mailto:wildrosecaucus@assembly.ab.ca) or by conventional mail:

Wildrose Official Opposition  
5, 9820 – 107 Street NW.  
Edmonton, AB T5K 1E7

Due to the pressing nature of this request I humbly ask for your submission by September 15, 2016.

Thank you for your time and I look forward to hearing from you.



Sincerely,

Pat Stier, MLA

PS/ak



# Municipal District of Willow Creek No. 26

Office of the Administrator

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

RECEIVED

AUG 12 2016

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

August 8, 2016

Council  
Town of Nanton  
Box 609  
Nanton, Alberta  
T0L 1R0

Dear Mayor & Council:

**Re: Summer Games Management**

In response to your letter dated June 20, 2016 regarding regional management of Summer Games, I wish to advise on behalf of Council, the M.D. has provided regional management of the Southern Alberta Summer Games for the past nine years. The Council would appreciate the three towns with recreational staff, those being Nanton, Fort Macleod and Claresholm, agreeing to assume this responsibility on a rotational basis. The M.D. of Willow Creek would continue to purchase t-shirts for the participants and contribute the M.D.'s portion towards expenses.

I look forward to receiving a favorable response in this regard.

Yours truly,

Earl Hemmaway

Reeve

EH/am

cc: Town of Fort Macleod Council  
Town of Claresholm Council

## Marian Carlson

---

**From:** Bev Thornton <bev@albertasouthwest.com>  
**Sent:** Thursday, August 4, 2016 1:59 PM  
**To:** Barney Reeves; Barney Reeves2; Beryl West; Bill Peavoy; Blair Painter; Brent Feyter; Dennis Gillespie; Garry Marchuk; John Connor; Jordan Koch; Kathy Wiebe; Lloyd Kearn; Lorne Jackson; Maryanne Sandberg; Mike Collar; Monte Christensen; Ron Davis; Shelley Ford; Warren Mickels; Chad Parsons; Chad Parsons2; Cindy Cornish; Cindy Vizzutti; Clayton Gillespie; Greg Brkich; Janet Edwards; Jeff Shaw; Kariniesha Gordon; Kevin Miller; Laurie Wilgosh; Marian Carlson; Murray Millward; Scott Barton; Sheldon Steinke; Susan Keenan; Wendy Kay  
**Cc:** Bob Dyrda  
**Subject:** Proposed Draft of letter to Federal Minister of ISED  
**Attachments:** Template letter for AAMDC members to adapt and submit.docx

**Importance:** High

Dear AlbertaSW Board and CAOs,

At the AlbertaSW Board meeting, held August 3, 2016, the attached DRAFT letter was discussed. This letter is addressed to The Honourable Navdeep Bains, Minister of Innovation, Science and Innovation.

The letter was drafted by CCI, with the purpose of raising awareness with the federal Ministry that Alberta is NOT high-speed connected.

- In past rounds of broadband funding, Alberta has received very little share of the resources: we are told that the perception in Ottawa is that since Alberta has the SuperNet we are fully connected and do not need anything else.
- **We all know that is not the case.**

### Next steps:

1. The Board has approved that this letter be sent to the Minister from AlbertaSW, cc'd to MP John Barlow, AND cc'd to all our member communities.

2. The Board also requests that each AlbertaSW community also please consider sending a personalized version of this letter, on its municipal letterhead, cc'd to the MP and other AlbertaSW communities.

- By cc'ing each other, the letters become cross-referenced in the system, emphasizing that we are all speaking as part of a large group and region.

- The discussion at the meeting concluded that our small communities can be considered "rural", by definition, due to our small populations, and that the message in the letter could be adapted to make the case for being underserved.

Please contact me or Bob if you have further questions!

[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

403-627-3373

(your community letterhead)

The Honourable Navdeep Bains  
Minister of Innovation, Science and Economic Development  
235 Queen Street  
Ottawa, ON K1A 0H5

Via email: [Navdeep.bains@canada.ca](mailto:Navdeep.bains@canada.ca)

**Re: Rural Broadband Strategy**

July xx, 2016

Dear Minister Bains,

I am writing on behalf of (name of municipality/community) in support of the \$500 million investment your government has committed for a new Rural Broadband Strategy.

(name of municipality/community) has a population of xxxx, who are dispersed over an area covering approximately xx square kilometres. While we have some residents and businesses concentrated in (town)(the village) (a small geographic area)(along two main streets) , the majority of our residents are more than xx km from bricks and mortar institutions like a hospital, school or community centre, and therefore out of internet range. Like most rural Albertans, we access the internet via point of presence towers (POPs) provided by smaller ISPs - our population is too small and too spread out for the big incumbents to provide broadband or wireless service. These towers cover an average area of 200 km<sup>2</sup> to 1,000 km<sup>2</sup> and can serve 200 to 1,000 rural households each.

And while we may live outside urban centres, like all Albertans, we need fast, reliable, affordable internet service in order to be able to run our businesses and farms, build new businesses, learn and connect to the rest of the country and the outside world.

(insert a paragraph that is specific to your community and how it would benefit from better access. Give an example of a business, or explain how slow the current download speeds are)

As you establish the criteria for the new Rural Broadband Strategy, we would like to request the following policy considerations:

- a) **The Rural Broadband Strategy funding include fiber to the tower (FTTT).** We understand that your department is considering criteria that limits funding to bricks and mortar institutions. Because our residents are spread out beyond traditional "town limits", the POPs that serve us in effect act like "community institutions". Bringing fiber to the base of these towers would increase the broadband access for the residents of (name of municipality/community) and help bridge the digital divide that we face on a daily basis. The cost for bringing 1 Gps and 100Gps to the base of a tower are the same, thus the Government of Canada's investment would enable greater connectivity for rural Albertans. This policy would in fact benefit all rural Canadian communities who rely on towers for their internet connectivity



- b) **The Rural Broadband Strategy target its funding at non-incumbent established operators.** The big players don't do business in really rural Alberta, they can't make enough money at it. The competition and service provided by innovative, smaller ISPs means we can go beyond dial-up and slow download speeds.
- c) **The Rural Broadband Strategy should ensure that Alberta gets its fair share of the funding.** Rural Albertans need access to the fast, reliable, affordable internet that fiber to the towers will enable. While there is some level of connectivity to most pockets in our province, we can't connect and do business with the rest of country and the world if our download and upload speeds are painfully slow. Currently, our neighbours in (name of next largest population centre served by Telus/Rogers/Bell Shaw) enjoy fiber and internet speeds of xx, while our community struggles at xx.

We would be pleased to meet with you or your officials here or in Ottawa to further illustrate the digital divide we face daily here in rural Alberta. And we welcome you and your government colleagues to visit us any time you are in Alberta. Our communities want and need to be better connected - our innovative businesses want to scale up, but we need capacity that allows us to grow.

Thank you for your consideration of these policy recommendations. We look forward to the opportunity to participate in the Rural Broadband Strategy.

Sincerely,

(name)

Title

Email

Phone/cell phone

cc: The Hon. Kent Hehr, PC, MP  
The Hon. Amarjit Sohi, PC, MP  
The Hon. Bardish Chagger, PC, MP  
Randy Boissonnault, MP  
Darshan Kang, MP  
Greg Fergus, MP  
Mike Bossio, MP  
David Graham, MP  
Vandana Kattar-Miller  
Hon. Stephanie McLean, Minister of Service Alberta



RECEIVED  
JUL 25 2016

221 45 Ave W  
Claresholm, AB T0L 0T0

*Re: Canada's National Teen Driver Safety Week*

Dear Mayor,

On behalf of Parachute, Canada's leader in injury prevention, I am writing you today to draw your attention to **Canada's National Teen Driver Safety Week taking place October 16-22, 2016**. This year, National Teen Driver Safety Week (NTDSW) will focus on distracted driving as well as drug impaired driving, challenges we all face right across Canada.

Teen driver safety is important. While young people only make up 12% of the licensed drivers, they account for approximately one fifth of all road-related injuries and fatalities. In Canada motor vehicle collisions lead to over 14,000 hospitalizations and 161,000 emergency room visits annually. In addition to the human cost, the financial cost is over \$2.1 billion per year. We know that over 90% of these injuries, deaths and cost could be prevented. With these alarming statistics in mind, I think you would agree, now is the time to prevent injuries and let Canadians live long lives to the fullest.

This is the fourth year Parachute is leading National Teen Driver Safety Week in Canada. **Last year NTDSW witnessed an impressive amount of interest and support with 524 community events, and support from eight provinces and over 35 municipalities. Now, more than ever, we hope you will join the growing number of Canadians who are supporting National Teen Driver Safety Week. Your leadership can help save lives.**

**We are asking you to introduce the attached proclamation to officially recognize National Teen Driver Safety Week, and lend your support to NTDSW via social and traditional media between Oct 16-22.**

Please let me know if you will introduce a proclamation, and help raise awareness of National Teen Driver Safety Week. Thank you in advance for your leadership in helping Parachute, and all Canadians, take a stand on Teen Driver Safety.

Sincerely,

Louise Logan, BA JD  
President & CEO, Parachute



## TEMPLATE

### NATIONAL TEEN DRIVER SAFETY WEEK

**WHEREAS**, driving is an important and exciting right of passage for youth. It is also one of the riskiest activities for young people to engage in;

**WHEREAS**, teen driver safety is a significant issue in Canada. Young drivers are over represented in all road-related injuries and fatalities.

**WHEREAS**, National Teen Driver Safety Week is a week dedicated to raising awareness and seeking solutions to preventable teen deaths on the road across Canada. Everyone has a role to play in creating change amongst their peers, in classrooms and in their communities;

**THEREFORE**, I/We, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, do hereby proclaim **the third full week in October as National Teen Driver Safety Week.**

### SEMAINE NATIONALE SUR LA SÉCURITÉ DES CONDUCTEURS ADOLESCENTS

**ATTENDU QUE** apprendre à conduire est un rite de passage important et excitant pour les jeunes, mais que c'est également une des activités les plus risquées pour les jeunes ;

**ATTENDU QUE** la sécurité des conducteurs adolescents est un problème majeur au Canada et que les jeunes conducteurs sont surreprésentés parmi les victimes de blessures et les décès qui résultent d'accidents de la route ;

**ATTENDU QUE** la Semaine nationale sur la sécurité des conducteurs adolescents est une semaine dédiée à sensibiliser le public et à trouver des solutions pour éviter les décès d'adolescents sur les routes de l'ensemble du Canada et que nous jouons tous un rôle dans la mise en œuvre du changement parmi nos pairs, dans les salles de classe tout comme dans nos communautés ;

Je/Nous, \_\_\_\_\_, \_\_\_\_\_ de \_\_\_\_\_, déclare/déclarons en conséquence, par la présente, **la troisième semaine d'octobre la Semaine nationale sur la sécurité des conducteurs adolescents.**



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 7

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## **Bylaw #1614a – Rescind Bylaw #1614 & Bylaw #1616 – Borrowing**

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### **DESCRIPTION:**

Due to a clerical error, Administration requires Council to give three readings to the proposed Bylaw #1614a to rescind Bylaw #1614, and give three readings to borrowing Bylaw #1616 at the August 22, 2016 meeting in order to meet the September 15, 2016 deadline from the Alberta Capital Finance Authority (ACFA).

### **BACKGROUND:**

Council gave 1<sup>st</sup> Reading to Bylaw #1614 regarding borrowing from the ACFA on June 13, 2016. Subsequently, advertising of the proposed borrowing appeared in the June 22<sup>nd</sup> and June 29<sup>th</sup> editions of the Claresholm Local Press.

Council gave 2<sup>nd</sup> and 3<sup>rd</sup> Reading to Bylaw #1614 on July 21, 2016, however the copy of the bylaw that appeared in the Agenda package on July 22, 2016 contained incorrect amounts. A prior version of the bylaw was inserted in the Agenda package by mistake, rather than the copy of the bylaw that was given 1<sup>st</sup> Reading at the June 13<sup>th</sup> meeting. As a result of this error, a new bylaw must be passed and the prior bylaw must be rescinded.

Administration proposes that the bylaw receive all three readings at the August 22, 2016 meeting in order that the proposed local improvements can be undertaken in 2016. As per the *Municipal Government Act*, RSA 2000, Chapter M-26 (MGA) Section 254 Capital Property:

No municipality may acquire, remove or start the construction or improvement of a capital property that is to be financed in whole or in part through a borrowing unless the borrowing bylaw that authorizes the borrowing is passed.

This means that the local improvement project cannot proceed unless the expected borrowing is approved by bylaw first. Further, the borrowing bylaw does not need to be advertised again in this case, as per Section 263(2) Local Improvements:

The borrowing bylaw that authorizes the borrowing does not have to be advertised if the amount to be financed by the local improvement tax to pay for the local improvement is equal to or greater than the amount that the municipality will contribute to pay for the local improvement other than through the local improvement tax.

The primary source of the funding is by long term debt in the form of a debenture from Alberta Capital Finance Authority (ACFA). The debenture would then be repaid by way of a local improvement tax levied on the parcels of land that are associated with the local improvement. As this is the plan budgeted in the capital budget, the criteria under Section 263(2) has been met.

### **COSTS / SOURCE OF FUNDING:**

Alberta Capital Finance Authority debenture for \$217,960 for the pavement overlay local improvement project.

### **RECOMMENDED ACTION:**

Council give Bylaw #1614a all three readings and Bylaw #1616 all three readings.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 1<sup>st</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ for unanimous consent to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 3<sup>rd</sup> and Final Reading at this meeting.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 3<sup>rd</sup> and Final Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1616, a borrowing bylaw, 1<sup>st</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1616, a borrowing bylaw, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ for unanimous consent to give Bylaw #1616, a borrowing bylaw, 3<sup>rd</sup> and Final Reading at this meeting.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1616, a borrowing bylaw, 3<sup>rd</sup> and Final Reading.

**Attachments:**

DRAFT Bylaw #1614a and DRAFT Bylaw #1616.

**Applicable Legislation:** MGA Sections 254 and 263.

PREPARED BY: Karine Wilhauk, Finance Assistant

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APPROVED BY: Marian Carlson, CLGM CAO

DATE: July 25, 2016

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**BYLAW #1614a**  
**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**

**A Bylaw of the Town of Claresholm to rescind Bylaw #1614, being a bylaw to incur indebtedness by the issuance of debenture(s) in the amount of \$360,000 for the purpose of pavement overlay local improvement projects.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Bylaw #1614; and

**WHEREAS** it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall rescind bylaws from time to time.

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

1. The Town of Claresholm Bylaw #1614 be rescinded as the amount of indebtedness is incorrect.
2. This Bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this        day of        2016 A.D.

Read a second time in Council this        day of        2016 A.D.

Read a third time in Council and finally passed in Council this        day of        2016 A.D.

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Rob Steel, Mayor

---

Marian Carlson, Chief Administrative Officer



**BYLAW #1616  
TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA**

**This by-law authorizes the Council of the Town of Claresholm (hereinafter referred to as “the Municipality”) to incur indebtedness by the issuance of debenture(s) in the amount of \$217,960 for the purpose of pavement overlay local improvement projects.**

**WHEREAS:**

The Council of the Municipality has decided to issue a by-law pursuant to Section 263 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the pavement overlay local improvement project as described in the local improvement plan authorized by council.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$217,960 and the Municipality estimates the following contributions will be applied to the project:

Municipality at large	\$ 16,114.87
Benefitting owners	<u>\$201,845.13</u>
Total Cost	\$217,960.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$217,960, for a period not to exceed 10 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 10 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2015 is \$4,987,006 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

That for the purpose of completing pavement overlay local improvement project the sum of Two Hundred and Seventeen Thousand, Nine Hundred and Sixty DOLLARS (\$217,960) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large.

The amount of Sixteen Thousand, One Hundred and Fourteen DOLLARS and Eighty Seven CENTS (\$16,114.87) is to be paid by the municipality at large and Two Hundred and One Thousand, Eight Hundred and Forty Five DOLLARS and Thirteen CENTS (\$201,845.13) is to be collected by way of a local improvement tax imposed pursuant to the municipality’s proposed local improvement plan and subsequent local improvement bylaws.

The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the pavement overlay local improvement project.

The Municipality shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.

The indebtedness shall be contracted on the credit and security of the Municipality.

The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.

This by-law comes into force on the date it is passed.

Read a first time in Council this      day of      2016 A.D.

Read a second time in Council this      day of      2016 A.D.

Read a third time in Council and finally passed in Council this      day of      2016 A.D.

---

Rob Steel, Mayor

---

Marian Carlson, Chief Administrative Officer

DRAFT



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 8

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## STORMWATER PROJECT – PHASE 1

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### **DESCRIPTION:**

Administration continues to work on Stormwater Management as it remains a priority of Council.

### **BACKGROUND:**

The engineers tendered the Disaster Recovery project repairs in July. Only 2 tenders were received and they were significantly over the allocated budget. At that time, the bidders were notified that the tender was cancelled and would be tendered at a future date. On July 25<sup>th</sup> the Town received notification from Municipal Affairs that the Disaster Recovery program would only fund a maximum of \$408,100 for the repairs required from the 2014 flood event (see attached). At that time, it was decided to include the Frog Creek repairs in the larger tender package for the stormwater project to hopefully get lower pricing.

The Town of Claresholm's engineers on this project, Associated Engineering, received tenders regarding the Stormwater Project – Phase 1 and the Disaster Recovery Frog Creek repairs. Tender opening took place on Wednesday, August 17, 2016 at 2:00pm at the Town Office. Associated Engineering will be looking at all tenders and will be making a recommendation to Council by August 18th for awarding the tender. Administration will provide the recommendation to Council at the meeting August 22nd.

### **RECOMMENDATION:**

Council pass a motion to accept the tender for the Stormwater Project – Phase 1 as recommended by Associated Engineering.

### **ATTACHMENTS:**

- 1.) Email & Project Inspection Report – Municipal Affairs

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 17, 2016

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## Marian Carlson

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**From:** Chakanaka Zinyemba <Chakanaka.Zinyemba@gov.ab.ca>  
**Sent:** Monday, July 25, 2016 4:29 PM  
**To:** ! SCHALKD; Marian Carlson  
**Cc:** Bonnie McLay; Sean Pettie  
**Subject:** Frog Creek Drain DRP Eligibility  
**Attachments:** Final Inspection Report-Frog Creek -Town of Claresholm.pdf

Good afternoon Darryl and Marian,

Our engineer, Jafar, has provided me with his report and analysis with respect to Frog Creek drain. The project is approved under the Disaster Recovery Program (DRP). Based on the engineers report (attached), the Town of Claresholm is eligible to receive up to a maximum of \$408,100.00 in funding from the DRP on this project.

I would also like to take this opportunity to introduce Bonnie McLay to you. Bonnie is also a Municipal Recovery Case Manager on our team and due to shifting priorities, will be taking over from me in working with you. Bonnie will be briefed on your projects, and I will still be available in the background to provide any further information as requested. Sean Pettie (also cc'd) is one of our two team leads, who will be working with us as well.

It's been a pleasure working with you, please do not hesitate to get back to me should you have any questions or concerns.

Kind regards,

Chaka

**Chakanaka (Chaka) Zinyemba**

Case Manager, Municipal & First Nations Recovery  
Alberta Emergency Management Agency  
Ministry of Municipal Affairs  
2<sup>nd</sup> Floor, 12360 142 Street  
Edmonton AB T5L 4X9  
E. [chakanaka.zinyemba@gov.ab.ca](mailto:chakanaka.zinyemba@gov.ab.ca)  
C: 587-987-5713

**Alberta Emergency Alert: Stop. Listen. Respond.**

**Follow us on Twitter: @AB\_EmergAlert**

[www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca)

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The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive script font, followed by a small square icon.

**Project Inspection Report**

General Information			
Program Name	DRP: 2014 SWADRP		
Program Date	2014	Municipality	Alberta Municipal Affairs
Project Number	2015-3459	Project Name	Frog Creek Drainage System Repairs, Town of Claresholm
Inspector Name	Jafar Omid		
Municipal Initial Estimate (\$)	629,055.00		
Damage Description (brief summary)	<p><b>A detailed damage description was done by Chakanaka Zinyemba (Case Manager) under the 2014 Southwestern Disaster Recovery Program (SWADRP). Based on the recent site visit on July 5, 2016, it is understood that the existing storm water drainage system was insufficient to handle the rain event of June 2014 that was in excess of a 1:25 year event. As a result, overland flooding and damaging of existing drainage structures occurred along the frog creek, which runs through the Golf Course of the Town of Claresholm.</b></p>		
Inspection Information			
Date of Inspection			
Inspection Type	Initial <input type="checkbox"/> Interim <input type="checkbox"/> Final <input checked="" type="checkbox"/>		
Proposed Method of Repair	Municipal Forces <input type="checkbox"/> Contract <input checked="" type="checkbox"/>		
Was the contractor hired through standard municipal procedures?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	If "No", why not?		
Are repairs limited to repair/restoration or pre-existing functionality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	If "No", why not?	Some items of repairing works were enhancements	
Inspection Comments, including description of proposed repairs	Please see my observations and findings at page number 5 of this report		
Supplementary Documents			
Detailed Inspection Report	Appendix A		

**Alberta Emergency Management Agency (AEMA)  
Municipal Affairs, Government of Alberta**

Photos & Supporting Documents	Appendix B
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Print name: Jafar Omid, Ph.D., P. Eng.

Signature: Jafar Omid Date: July 21, 2016



**Appendix A: Detailed Inspection Report**

<b>Project Background</b>
<p>The Town of Claresholm (the Town), under the 2014 Southwestern Disaster Recovery Program (SWADRP), has urgently requested the Disaster Recovery Program (DRP) to determine the DRP eligibility of the Frog Creek Drainage System (drain system) recovery project.</p> <p>The Town has retained the services of Associated Engineering (Consulting Engineers). As per the consulting engineers, existing storm water drainage system was insufficient to handle the rain event, resulting in overland flooding and damage to drainage structures within the Frog Creek. The Frog Creek Drainage System was constructed in the 1960's to convey storm water from the Town of Claresholm to the outlet structure near Willow Creek, south of Town.</p>
<b>Analysis</b>
<p>The Associated Engineering Alberta Ltd roughly characterized the flood event as a 1:25 year return frequency flood event and submitted design reports with recommendations including cost-estimate for repairing works of damaged drainage systems.</p> <p>DRP Engineer has reviewed the design reports and cost-estimate in accordance with the Alberta Disaster Assistance Guidelines (ADAG) as well as with the Guidelines for the Disaster Financial Assistance Arrangements (DFAA).</p> <p>The item wise cost-estimate done by consulting engineer's and DRP calculations are attached here in a separate spread sheet.</p>
<b>DRP Eligibility</b>

**Alberta Emergency Management Agency (AEMA)  
Municipal Affairs, Government of Alberta**

**My Observations:**

- The abutment of the existing old bridge over the Frog Creek has settled down due to soil erosion
- Repairing works of the abutment are required (please see the attached photos 1 & 2 ).
- Super structure (above ground part of the bridge) of the existing old bridge looks good for the pathway of Golfers
- Two existing 375 CSP (Corrugated Steel Pipe) culverts close to existing old bridge were found corroded by oxidation in the inner side at the bottom level and deformation was observed due to aging effect. Accumulation of debris was found inside the culverts (please see the attached photo 4).
- Cleaning of debris and repairing works of culverts are required.
- Two existing damaged 900 CSP culverts (please see attached photo 5) were found corroded by oxidation in the inner side at the bottom level and deformation was observed due to aging effect. Accumulation of debris was found inside the culverts. Cleaning of debris and repairing works of culverts are required.

**My Findings:**

- Based on review of the design drawings (Drawing Number 3459-00-G-001, 002, C-101, 102 ....112, sheet 1/14 to sheet 14/14) done by the Associated Engineering (the consultant), it is found that the approximate partial length of the Frog Creek starting from the upstream of the old existing bridge to the out-let structure near the Willow Creek is 6465.80 meters (please see the drawings attached here).
- Based on review of all pictures taken by the employee of Town, it is understood that the Frog Creek Drainage System was impacted by flood water (please see the attached photos).

**Recommendation**

Eligible items of repairing works are recommended as per guidelines of ADAG (please see the attached spread sheet).

Based on our calculations and engineering judgement of eligible items , total DRP approved amount is \$408,100.00

An advanced amount of \$314,527.50 is already released by DRP to the Town of Claresholm.

The final amount of \$93,572.50 is recommended for releasing to the Town of Claresholm.

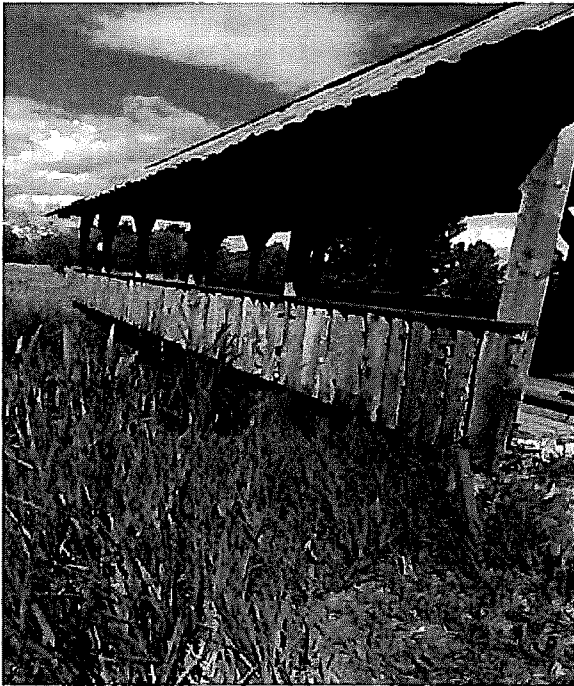
**Alberta Emergency Management Agency (AEMA)  
Municipal Affairs, Government of Alberta**

**Appendix B: Inspection Photos, Observations and Supporting Documents (please see the attachments)**

TOWN OF CLARESOLEM  
DISASTER RECOVERY  
Frog Creek Drainage System Repairs-2014 SWADRP

Item	Description	Quantity	Unit	Engineer's Estimate		DRP Calculations	Comments
	General Requirements (Mob/Demob, Ins, Traffic, Accom., OH)	1	LS	\$ 50,000.00	\$ 50,000.00	\$50,000.00	Eligible as per section 3.7.1 of the Alberta Disaster Assistance Guidelines (ADAG.)
A.1	Golf Course Bridge Work						
	Remove and Salvage Ex Bridge	1	LS	\$ 5,000.00	\$ 5,000.00	\$5,000.00	Eligible, as per section 3.7.1 of the ADAG, as bridge was displaced by erosion
	Remove and Dispose Ex Bridge Abutments	1	LS	\$ 5,000.00	\$ 5,000.00	\$0.00	Enhancements ineligible as per section 3.6.1 of the Alberta Disaster Assistance Guidelines (ADAG)
	Remove and Dispose Ex 375 CSP	2	ea	\$ 1,500.00	\$ 3,000.00	\$0.00	Enhancements ineligible as per section 3.6.1 of the ADAG
	Construct New Bridge Abutments	2	ea	\$ 10,000.00	\$ 20,000.00	\$0.00	Enhancements ineligible as per 3.6.1 of the ADAG
	Class 1/2 Mixed RipRap on Headslopes around abutments	100	m2	\$ 75.00	\$ 7,500.00	\$0.00	Enhancements ineligible as per 3.6.1 of the ADAG
	Re-place Salvaged Bridge on New Abutments	1	LS	\$ 5,000.00	\$ 5,000.00	\$5,000.00	Bridge was initially displaced by flood related erosion. Eligible, as per section 3.7.1 of the ADAG
	Re-grade Ditch at Old Bridge and CSP Removal Locations	1	LS	\$ 2,000.00	\$ 2,000.00	\$2,000.00	Bridge was initially displaced flood related erosion. Eligible, as per section 3.7.1 of the ADAG
	Restore Disturbed areas with Sod (Provisional)	500	m2	\$ 6.00	\$ 3,000.00	\$3,000.00	Eligible incremental cost as a result of bridge displaced by flood as per section 3.7.1 of the ADAG
A.2	Earthworks						
	Topsoil Stripping 100 mm Depth	3,500	m3	\$ 6.00	\$ 21,000.00	\$21,000.00	Eligible as per section 3.7.1 of the ADAG; but it looks little bit high
	Common Excavation and Compaction	2,000	m3	\$ 10.00	\$ 20,000.00	\$20,000.00	Eligible as per section 3.7.1 of the ADAG
	Topsoil Respreding and Leveling	3,500	m3	\$ 10.00	\$ 35,000.00	\$35,000.00	Eligible as per section 3.7.1 of the ADAG; but it looks little bit high
	Pitrun Gravel In Bottom of Channel 200 mm Deep	1,200	m3	\$ 65.00	\$ 78,000.00	\$78,000.00	Eligible as per section 3.7.1 of the ADAG
	Seeding with Native Seed Mixture and Hydromulch Erosion protection (Flexterra or equivalent)	35,000	m2	\$ 3.00	\$ 105,000.00	\$52,500.00	Maximum 50% of total surface area may be eligible as per section 3.7.1 of ADAG
A.3	Erosion Control Repair						
	Remove and Salvage Rip Rap on GC Channel	300	m2	\$ 12.00	\$ 3,600.00	\$3,600.00	Restoration of pre-existing Rip Rap eligible as per section 3.7.1 of the ADAG
	Remove and Dispose Ex damaged 900mm CSP	1	ea	\$ 3,000.00	\$ 3,000.00	\$3,000.00	Eligible as per section 3.7.1 of the ADAG
	Install New 900mm CSP c/w tapered end and Class 1/2 Rip Rap	10	m2	\$ 800.00	\$ 8,000.00	\$0.00	Enhancements ineligible as per section 3.6.1 of the ADAG
	Re-grading at Ends of CSP	16	ea	\$ 500.00	\$ 8,000.00	\$8,000.00	Eligible as per section 3.7.1 of the ADAG
	Repair and Regrading at Check Structures	4	ea	\$ 5,000.00	\$ 20,000.00	\$20,000.00	Eligible as per section 3.7.1 of the ADAG
	Class 1/2 Mixed RipRap on CSP and Check Structures	540	m2	\$ 75.00	\$ 40,500.00	\$0.00	New rip rap is an enhancement and therefore ineligible as per section 3.6.1 of the ADAG
	Non-woven Filter Fabric	540	m2	\$ 5.00	\$ 2,700.00	\$0.00	Filter fabric supports new rip rap which is an enhancement and is ineligible
	Replace RipRap on GC Channel	300	m2	\$ 25.00	\$ 7,500.00	\$7,500.00	Eligible as per section 3.7.1 of the ADAG
A.4	Miscellaneous						
	De-watering Low Areas	1	LS	\$ 30,000.00	\$ 30,000.00	\$30,000.00	Eligible, under section 3.7.1 of the ADAG
	Temporary Berms	1	LS	\$ 20,000.00	\$ 20,000.00	\$20,000.00	Berms to protect working areas and surrounding environment and are an incremental cost, therefore eligible
	Remove and Reinstall Ex Fence with new posts	500	lm	\$ 15.00	\$ 7,500.00	\$7,500.00	Eligible under section 3.7.1 of the ADAG.
	<b>TOTAL PRICE</b>			<b>Total Estimate</b>	<b>\$ 510,300.00</b>	<b>\$371,100.00</b>	
	<b>SUB-TOTAL</b>				<b>\$ 511,000.00</b>		
	<b>ENGINEERING</b>				<b>\$ 37,000.00</b>	<b>\$37,000.00</b>	Eligible as per section 4.2.2 d)
	<b>CONTINGENCY ALLOWANCE (10% OF SUBTOTAL)**</b>				<b>\$ 51,100.00</b>	<b>\$0.00</b>	
	<b>TOTAL ESTIMATED COST: (EXCLUDING G.S.T.)</b>				<b>\$ 599,100.00</b>	<b>\$408,100.00</b>	
	Goods and Service Tax (5%)				\$ 29,955.00	\$0.00	GST ineligible as per section 3.1.2 e) of the federal Disaster Financial Assistance Arrangements (DFAA)
	<b>TOTAL ESTIMATED COST: (INCLUDING G.S.T.)</b>				<b>\$ 629,055.00</b>	<b>\$408,100.00</b>	Final total consultant estimated and DRP approved cost



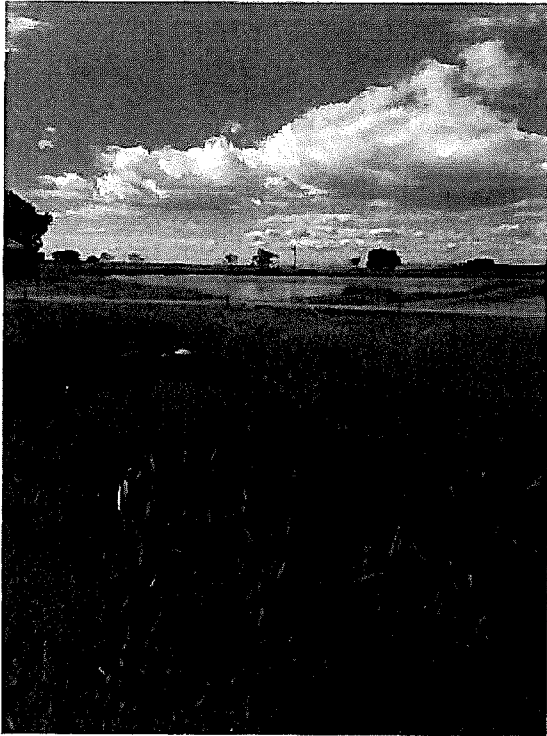


Site Photo 1: Existing old bridge over Frog Creek within Golf Course Area

1



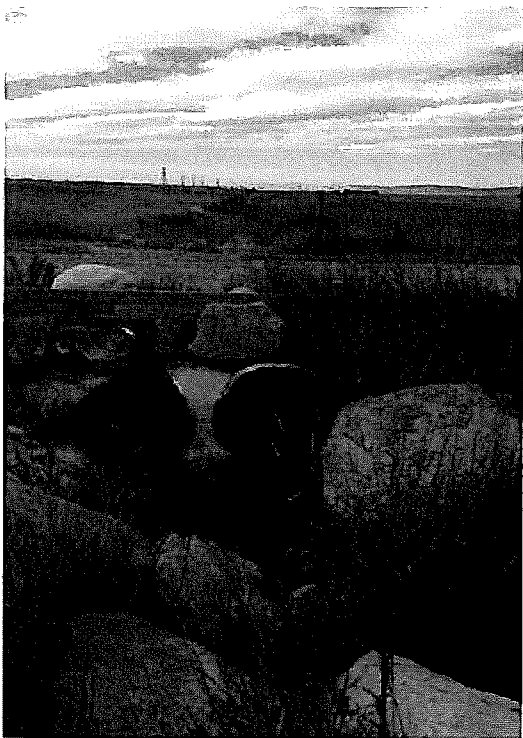
Site Photo 2: Abutment of existing old bridge over frog Creek



Site Photo 3: Existing 375 CSP culverts under the pathway for Golfers over Frog Creek

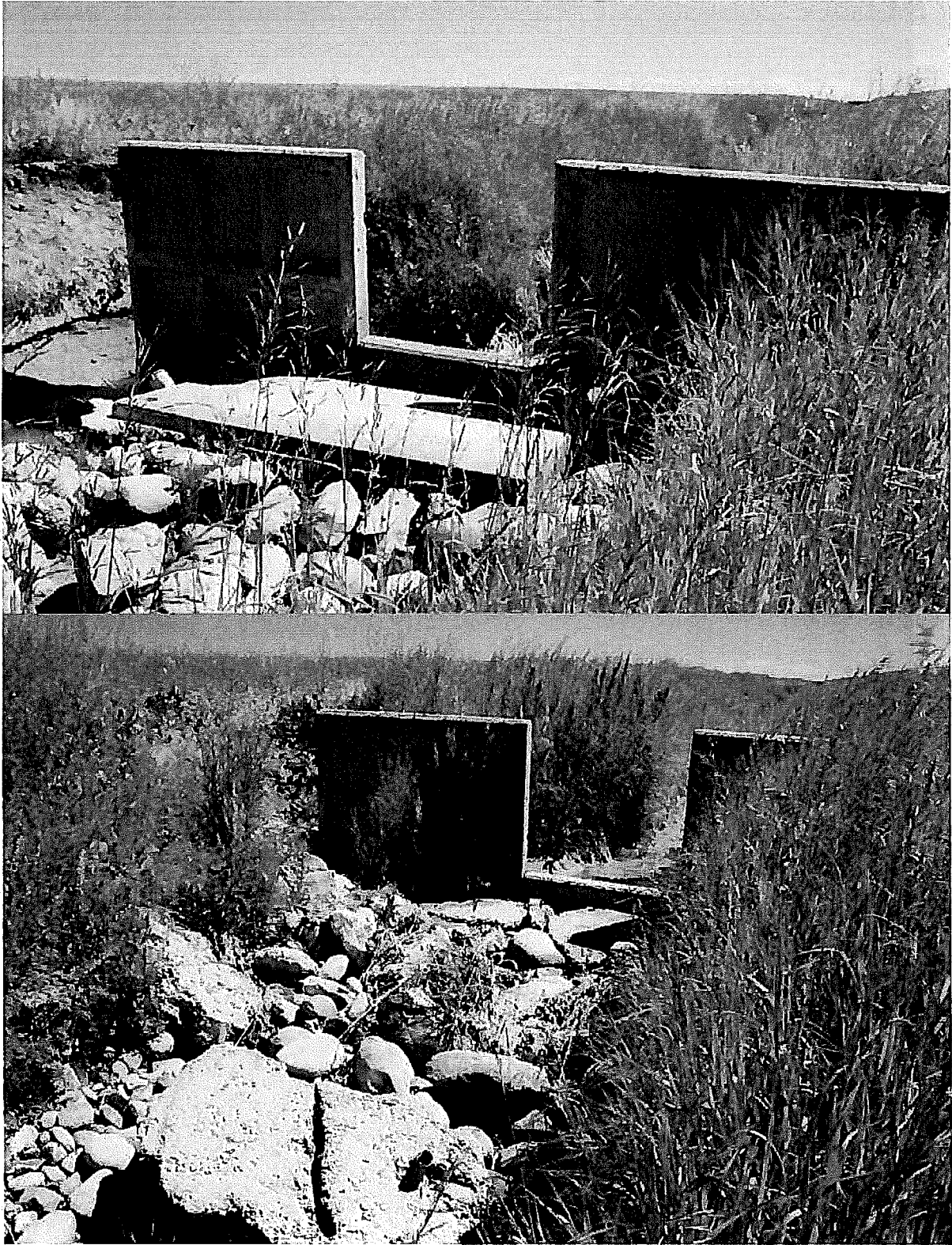


Site Photo 4: Existing old bridge and 375 CSP culverts combined view (photo 1 & 3) Page 2 of 3

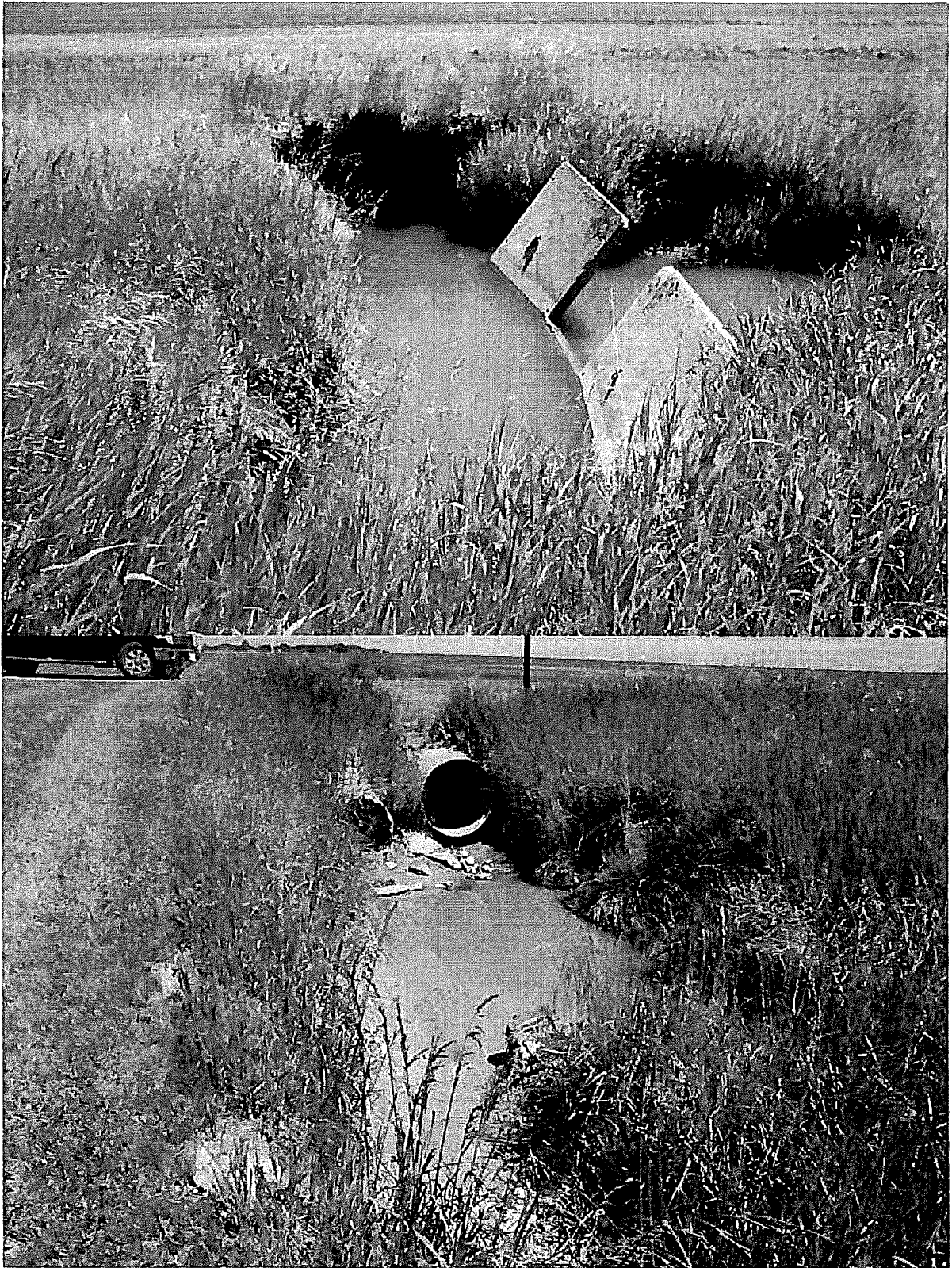


Site Photo 5: Existing damaged 900 CSP two culverts where a new 900 CSP will be installed

All photos of the Frog Creek were taken by Town after flood of June 2014





















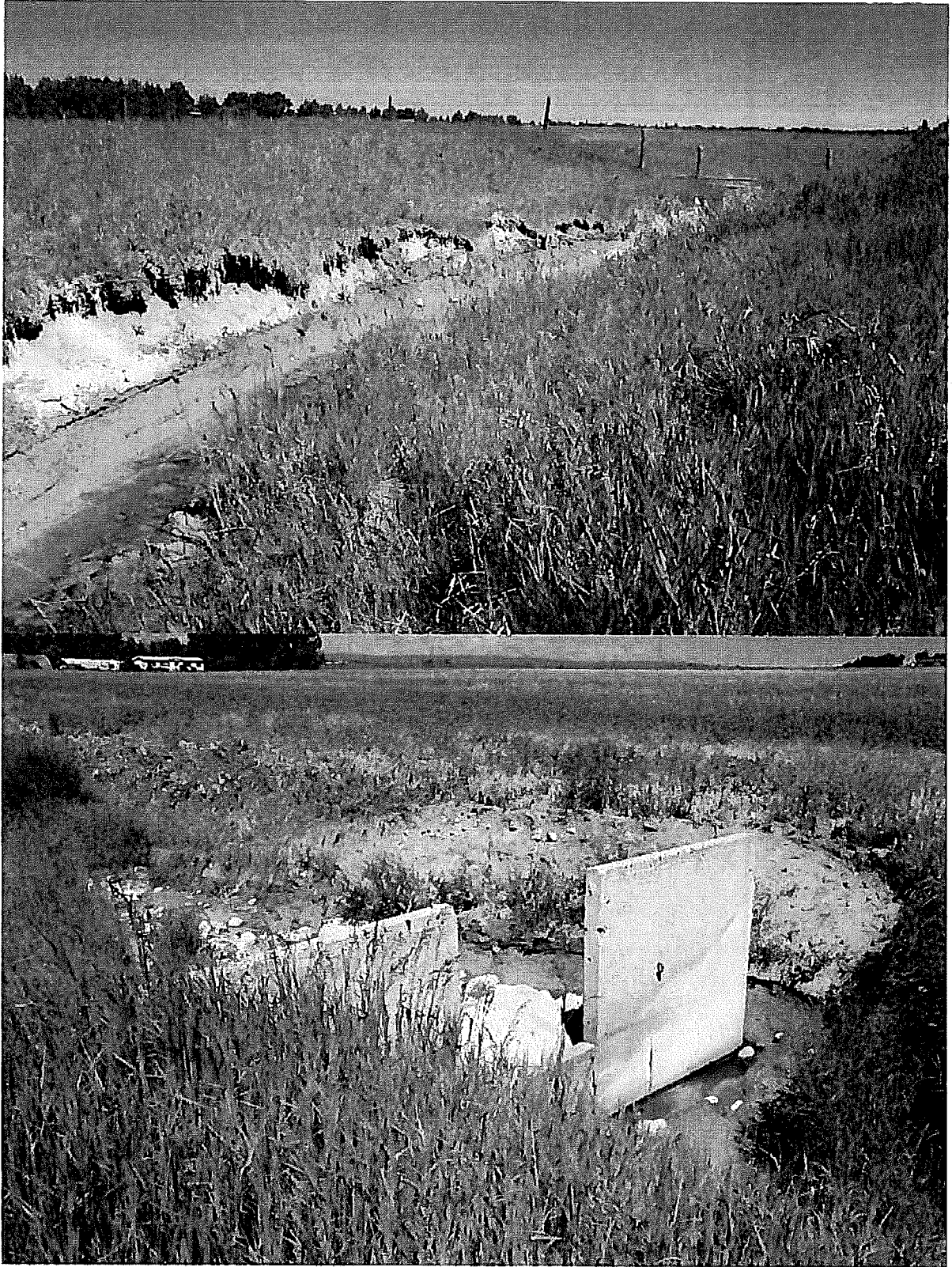


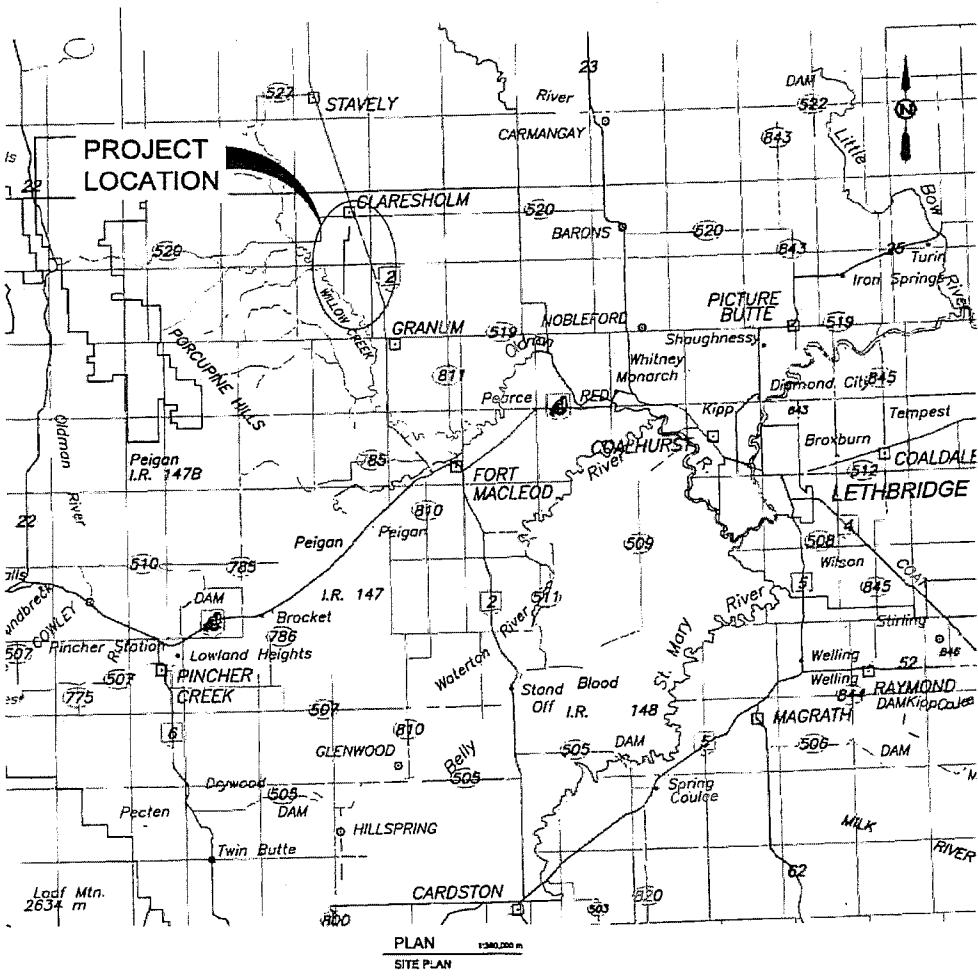












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SHEET LIST TABLE				
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2	3459-00-G-002	0	TOWN OF CLARESHOLM	KEY PLAN AND LEGEND
CIVIL				
3	3459-00-G-101	0	CLARESHOLM OCK/F CLUB	PLAN / PROFILE 1+00 TO 1+120
4	3459-00-G-102	0	CLARESHOLM OCK/F CLUB	PLAN / PROFILE AND SECTIONS 3+00 TO 3+315
5	3459-00-G-103	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 5+00 TO 5+100
6	3459-00-G-104	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 5+100 TO 5+400
7	3459-00-G-105	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 5+400 TO 5+120
8	3459-00-G-106	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 5+120 TO 5+320
9	3459-00-G-107	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 5+320 TO 5+500
10	3459-00-G-108	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 7+200 TO 7+800
11	3459-00-G-109	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 8+200 TO 8+300
12	3459-00-G-110	0	FROG CREEK DRAIN	PLAN / PROFILE AND SECTIONS 10+000 TO 12+200
13	3459-00-G-111	0	DISASTER RECOVERY	DETAILS
14	3459-00-G-112	0	DISASTER RECOVERY	AMBULANCE DETAIL



**TOWN OF CLARESHOLM**  
 DISASTER RECOVERY  
 STORM DRAIN REPAIRS  
 20153459-00

REV	DATE	DESIGN	DRAWN	DESCRIPTION
0		B. BOHAR	J. WILBY	ISSUED FOR TENDER

DRAWING	REVISION	SHEET
3459-00-G-001	0	1 / 14



IF NOT TO SCALE SHOWN  
 SCALES SHOWN ARE INTENDED FOR A3 & C324 SIZE DRAWINGS, UNLESS OTHERWISE NOTED. DIMENSIONS ARE 1/2 OF SCALE UNLESS NOTED OTHERWISE.



**UTILITIES**

- UTILITY PEDESTAL
- LIGHT / LAMP STANDARD
- GUY WIRE
- POWER POLE
- UNDERGROUND POWER
- FIRE HYDRANT
- WATER VALVE
- SANITARY MANHOLE
- STORM GSP CULVERT
- FENCE LINE
- GAS MARKER POST
- OVERHEAD POWER
- CONDUIT
- EXISTING WATERLINE

**EXISTING**

**PROPOSED**

**ROADS**

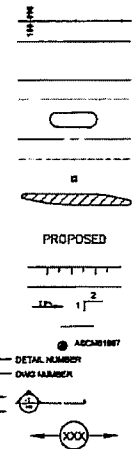
- ALIGNMENT
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- BACK OF CURB
- SHOULDER
- ISLAND
- CENTERLINE
- DASH LINE
- SIGN
- MEDIAN

**MISCELLANEOUS**

- SHOULDER OF BANK
- TOE OF BANK
- SLOPE
- PROPERTY LINE
- ASCM MARKER
- DETAIL REFERENCE
- SECTION MARKER
- PLAN / PROFILE DRAWING REFERENCE

**EXISTING**

**PROPOSED**



**KEY PLAN**

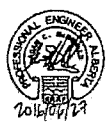
**GENERAL NOTES**

1. THE COORDINATE DATA ON THESE DRAWINGS ARE GRID COORDINATES BASED ON ASDM 84M7 UTM AT REFERENCE MERIDIAN 111 ZONE 12, TO SCALE HORIZONTAL COORDINATES, TO GROUND, USE A STATION COMBINED FACTOR OF 0.99999.
2. ALL EXISTING INFORMATION ON STRUCTURES, BURIED UNDERGROUND UTILITIES, & SERVICES IS BASED ON AVAILABLE RECORDS & IS INTEND TO ASSIST THE CONTRACTOR & SHALL NOT BE CONSTRUCTED TO BE COMPLETE OR ACCURATE.
3. THE CONTRACTOR IS RESPONSIBLE FOR CONFIRMATION OF THE LOCATION & ELEVATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
4. ALL ELEVATIONS & MEASUREMENTS ARE IN METERS UNLESS OTHERWISE INDICATED. ALL PIPE DIAMETERS IN MILLIMETERS UNLESS OTHERWISE INDICATED.
5. UNLESS SPECIFIED FOR REMOVAL & DISPOSAL, ON THE DRAWINGS, THE CONTRACTOR IS RESPONSIBLE FOR REPAIR & RESTORATION OF ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES.
6. CONTRACTOR IS RESPONSIBLE TO VERIFY DESIGN DIMENSIONS & ELEVATIONS DURING LAYOUT SURVEY. REPORT ANY DISCREPANCIES TO EMO NEER.
7. ALL SURVEY CONTROL MONUMENTS ARE TO BE MAINTAINED & PROTECTED DURING CONSTRUCTION.
8. CONTRACTOR WILL PROVIDE EROSION & SEDIMENTATION CONTROL ADEQUATE TO PREVENT DAMAGE & INTERFERENCE TO OTHER PROPERTIES & TO PREVENT RELEASE OF SEDIMENT & OTHER DEleterious SUBSTANCES INTO THE ENVIRONMENT. CONTRACTOR WILL MONITOR & REPAIR EROSION & SEDIMENTATION CONTROL WORK AS REQUIRED.
9. CONTRACTOR RESPONSIBLE FOR DUST CONTROL. CONTRACTOR TO HAVE A WATER TRUCK ON-SITE DURING ALL WORKING HOURS FOR DUST CONTROL PURPOSES. CONTRACTOR IS RESPONSIBLE FOR THE SUPPLY OF WATER.
10. UNLESS SPECIFICALLY DETAILED OTHERWISE IN THE PLANS OR CONTRACT DOCUMENTS, ALL WORK TO CONFORM TO "CONSTRUCTION SPECIFICATIONS"

**ACRONYMS**

- EX EXISTING
- PROP PROPOSED
- APPROX APPROXIMATE
- STD STANDARD
- TYP TYPICAL
- GND GROUND
- CL CENTERLINE
- PL PROPERTY LINE
- WAT WATER MAIN
- SAW SANITARY MAIN
- STM FOUNDATION DRAIN COLLECTOR
- FOC CORRUGATED STEEL PIPE (CULVERT)
- PM FORCE MAIN
- CB CATCH BASIN
- MAN MANHOLE
- PVC POLYVINYL CHLORIDE
- ELEV ELEVATION
- L&F LOWEST PORTION OF FOOTING
- PS&G FRONT SUGGESTED LANDSCAPE GRADE
- RS&G REAR SUGGESTED LANDSCAPE GRADE
- L&G LIP OF CUTTER
- FOC FACE OF CURB
- BOC BACK OF CURB
- DOW BACK OF WALK
- C&D CURB & GUTTER
- REV PAN REVERSE PAN
- SH&R SHOULDER
- EDP EDGE OF PAVEMENT
- STA STATION
- PVI POINT OF VERTICAL INTERSECTION
- PVI&I POINT OF VERTICAL INTERSECTION STATION
- PVI&E POINT OF VERTICAL INTERSECTION ELEVATION
- BC BEGINNING OF CURVE
- END OF CURVE
- BV&B BEGINNING OF VERTICAL CURVE STATION
- BV&E BEGINNING OF VERTICAL CURVE ELEVATION
- EV&S END OF VERTICAL CURVE STATION
- EV&E END OF VERTICAL CURVE ELEVATION
- LP LOW POINT
- HP HIGH POINT
- HWL HIGH WATER LEVEL
- P&B PRESS BOARD LEVEL
- MP METAL POLE
- DWG DRAWING
- T&B TOP OF BANK

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**TOWN OF CLARESHOLM**

**DISASTER RECOVERY  
 STORM DRAIN REPAIRS**

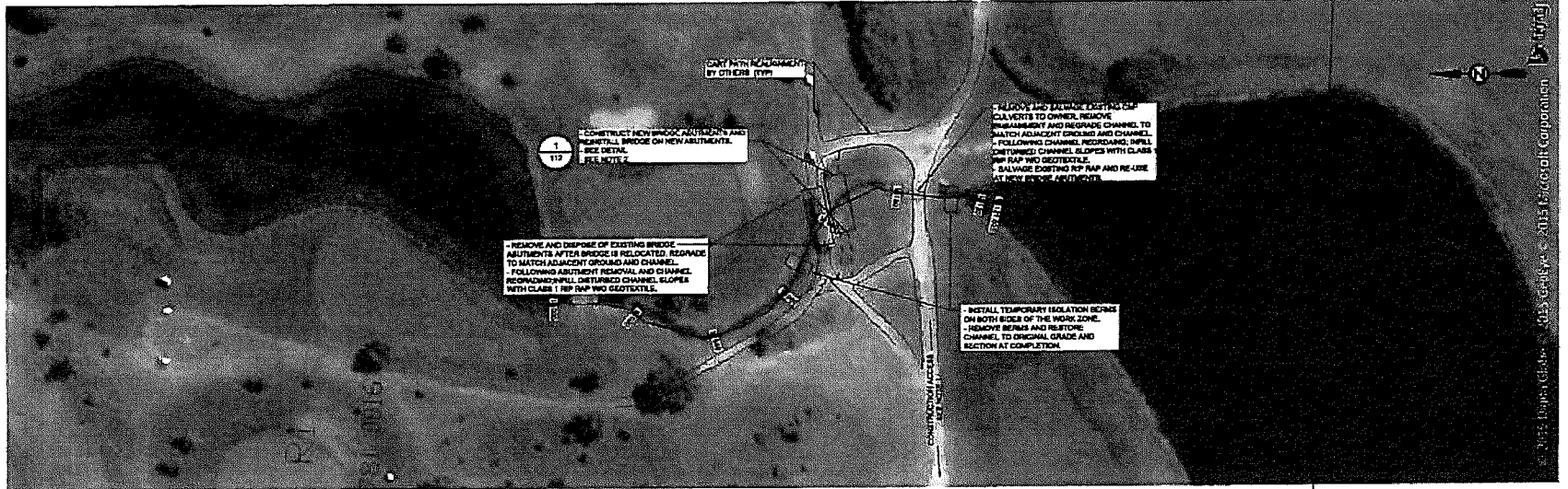
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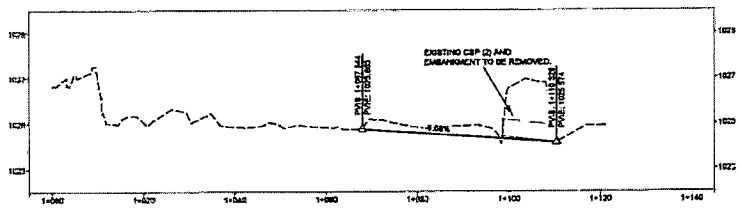
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GENERAL TOWN OF CLARESHOLM KEY PLAN AND LEGEND





1 PLAN SCALE 1:500  
GOLF COURSE PLAN VIEW



2 PROFILE SCALE 1:1000 V. 1:200 H.  
CLARESHOLM GOLF COURSE

- NOTES
- 1 RESTORE CONSTRUCTION ACCESS AND ANY OTHER AREAS DAMAGED DURING CONSTRUCTION TO ORIGINAL CONDITION AT COMPLETION.
  - 2 EXACT LOCATION AND ALIGNMENT OF NEW BRIDGE ABUTMENT IS TO BE DETERMINED BY THE ENGINEER IN THE FIELD.

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NO.	DATE	BY	DESCRIPTION

TOWN OF CLARESHOLM

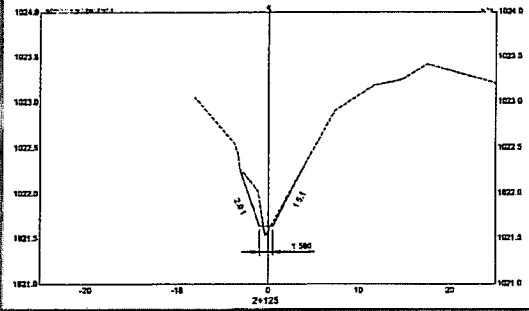
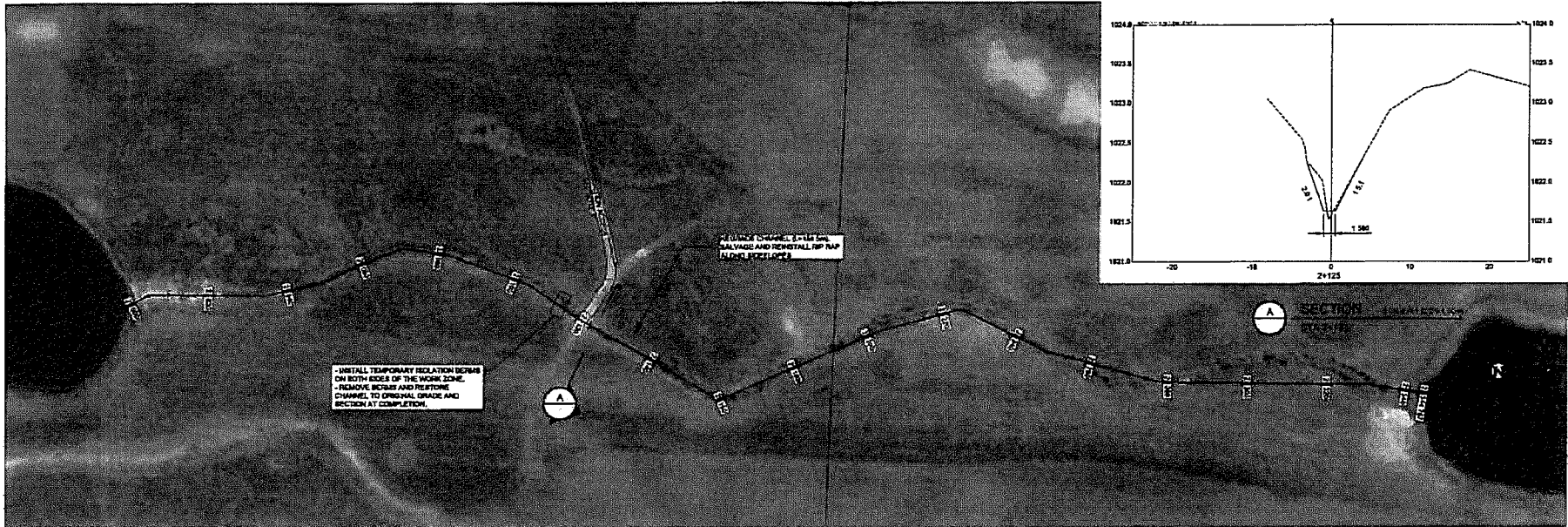
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STORM DRAIN REPAIRS

20153459-00

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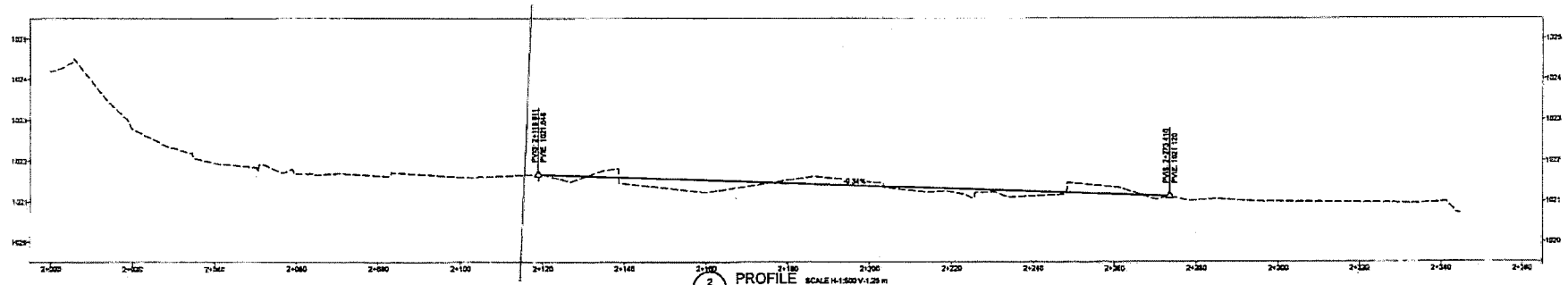
CIVIL CLARESHOLM GOLF CLUB PLAN / PROFILE 1+000 TO 1+120		
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3459-00-C-101	0	3 / 14

IF NOT TO SCALE  
 SCALE: THESE ARE INTENDED FOR APPROXIMATE USE ONLY. THESE PLANS ARE DRAWN ON THE BASIS OF INFORMATION PROVIDED BY THE CLIENT.



1 PLAN 1:500 m  
 GOLF COURSE PLAN VIEW

NOTES  
 1. RESTORE CONSTRUCTION ACCESS AND ANY OTHER AREAS DAMAGED DURING CONSTRUCTION TO ORIGINAL CONDITION AT COMPLETION.



2 PROFILE SCALE 1:100 V-1:25 H  
 CLARESHOLM GOLF COURSE

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 DATE 27/04/23  
 1014/100/23



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TOWN OF CLARESHOLM

DISASTER RECOVERY  
 STORM DRAIN REPAIRS

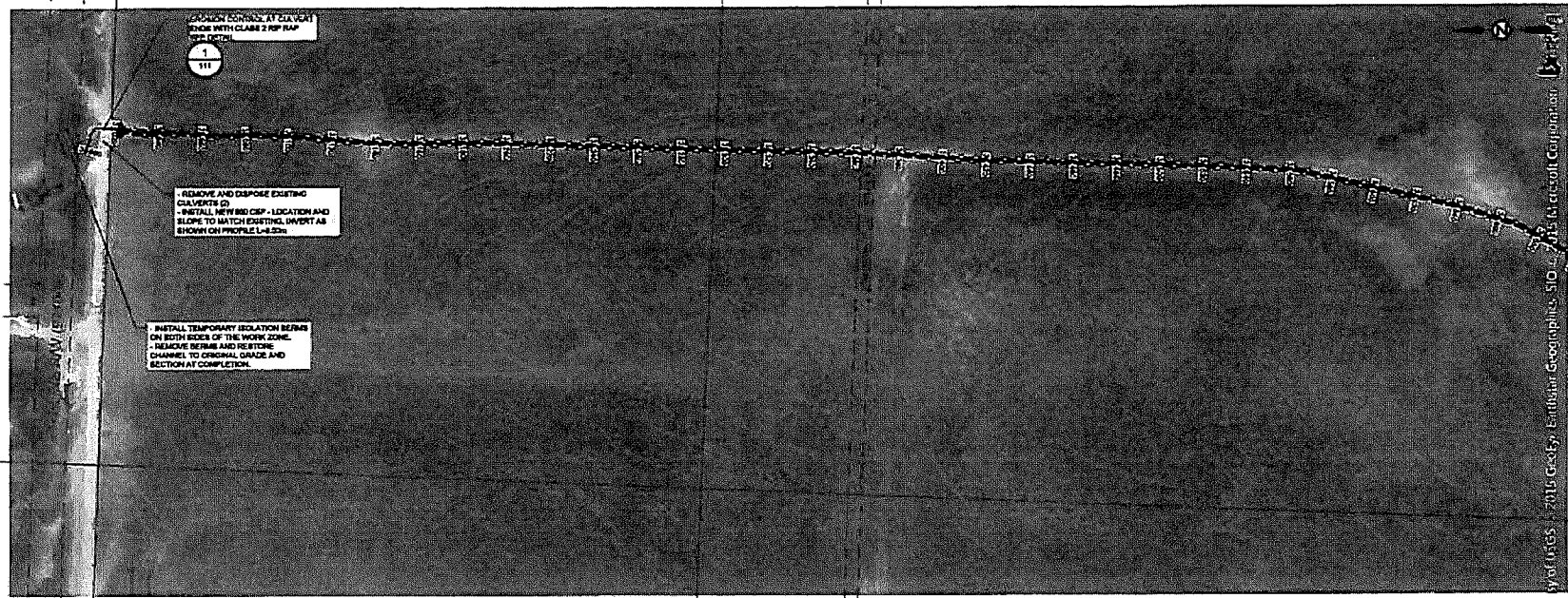
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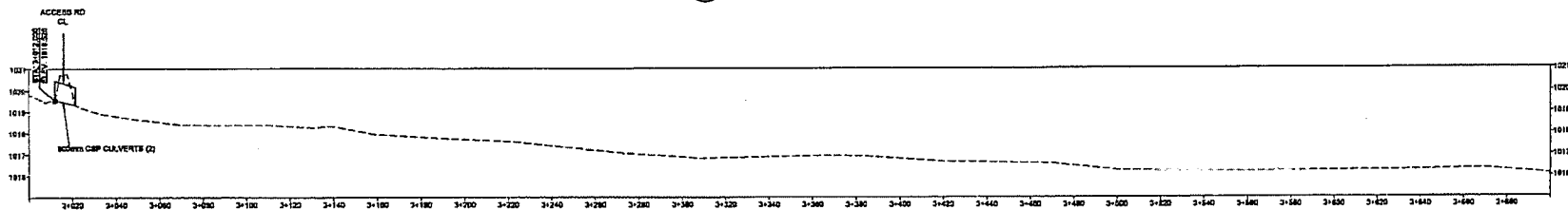
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 CLARESHOLM GOLF CLUB  
 PLAN / PROFILE AND SECTIONS 2+000 TO 2+345

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3459-00-C-102	0	4 / 14

IF PART OF AN EXISTING ROAD OR OTHER STRUCTURE IS TO BE REMOVED, THE EXISTING STRUCTURE SHALL BE DEMOLISHED AND THE AREA RECONSTRUCTED TO ORIGINAL GRADE OR BETTER.



1 PLAN  
FROG CREEK DRAIN STA 3+000 TO 3+700



2 PROFILE  
SCALE: H:1, V:100  
FROG CREEK DRAIN STA 3+000 TO 3+700

PROJECT NO. 2015-001 - FROG CREEK DRAIN REPAIRS  
 DRAWING NO. 3459-00-C-103  
 DATE: 06/27/2016

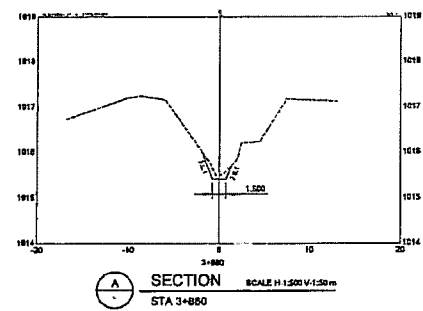
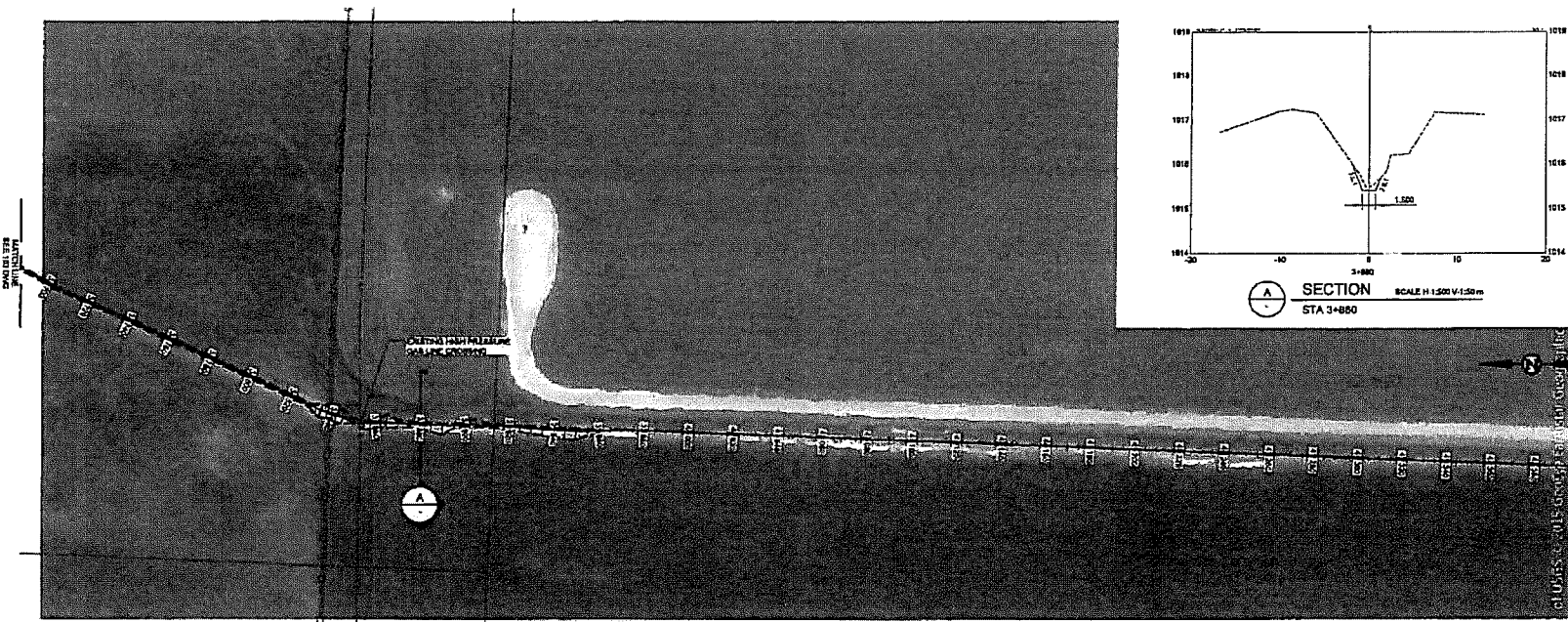


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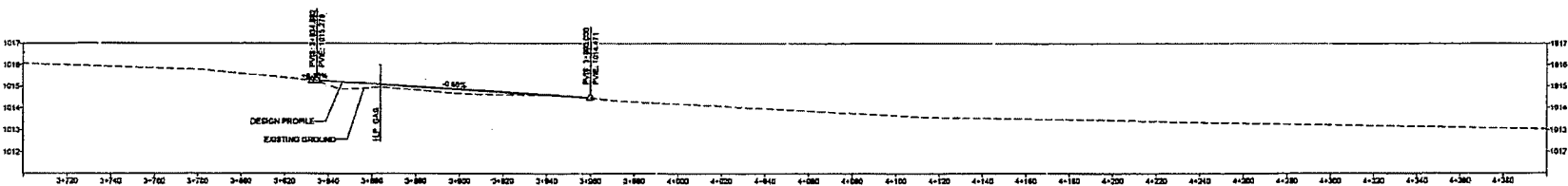
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 DISASTER RECOVERY  
 STORM DRAIN REPAIRS  
 20153459-00  
 SCALE: AS SHOWN

CIVIL FROG CREEK DRAIN PLAN / PROFILE AND SECTIONS 3+000 TO 3+700		
DRAWING	REVISION	SHEET
3459-00-C-103	0	5 / 14

SCALE: HORIZONTAL 1:1000 VERTICAL 1:1000



1 PLAN  
1:1000 m  
FROG CREEK DRAIN STA 3+700 TO 4+400



2 PROFILE  
SCALE H-1:1000 V-1:200 m  
FROG CREEK DRAIN STA 3+700 TO 4+400

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 DATE: 2016-04-27 10:00:00 AM



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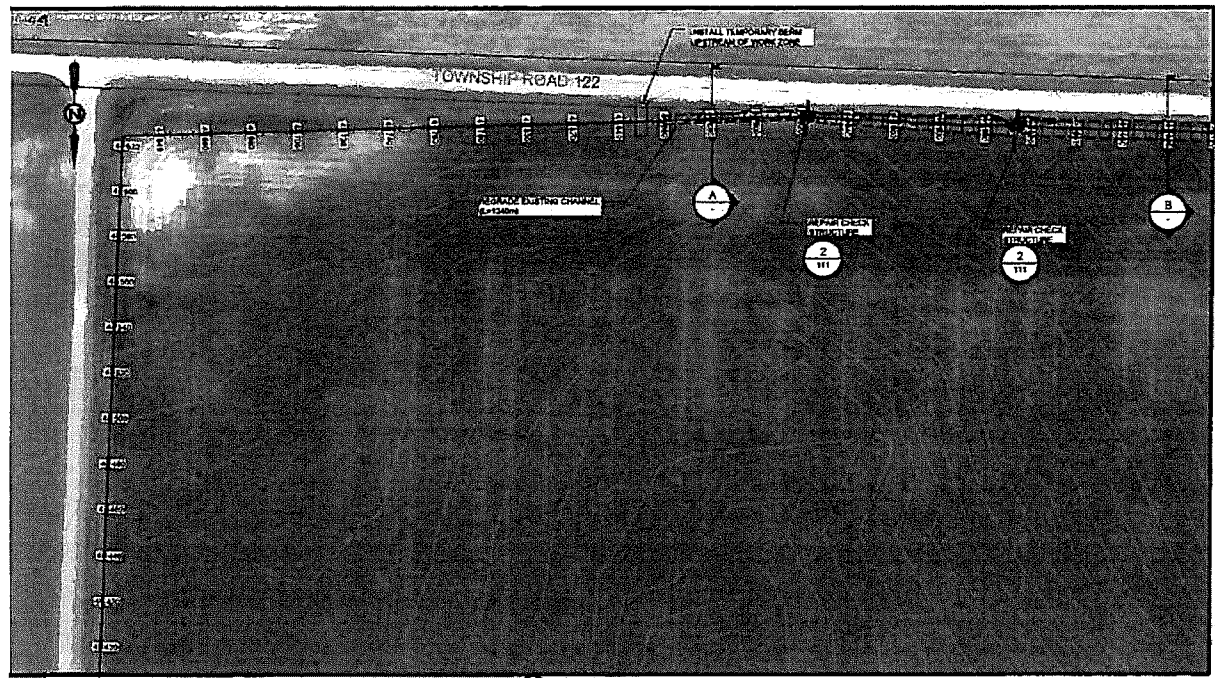
TOWN OF CLARESHOLM  
 DISASTER RECOVERY  
 STORM DRAIN REPAIRS  
 20153459-00  
 SCALE: AS SHOWN

DRAWING	REVISION	SHEET
3459-00-C-104	0	6 / 14

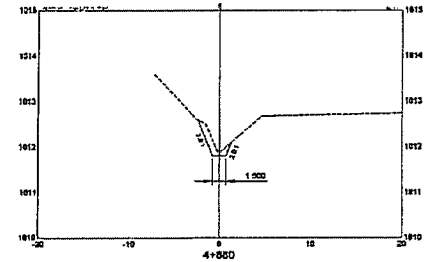
CIVIL  
 FROG CREEK DRAIN  
 PLAN / PROFILE AND SECTIONS 3+700 TO 4+400



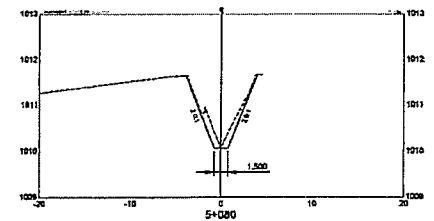
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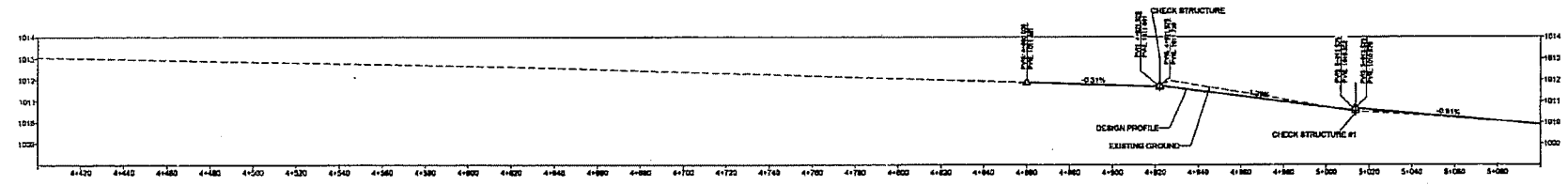
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FROG CREEK DRAIN STA 4+440 TO 5+100



A SECTION  
SCALE H:1:500 V:1:50 m  
STA 4+880



B SECTION  
SCALE H:1:500 V:1:50 m  
STA 5+080



2 PROFILE  
SCALE H:1:1000 V:1:50 m  
FROG CREEK DRAIN STA 4+400 TO 5+100

C:\PROJECTS\3459-00-C-105 - Disaster Recovery Storm Drain Repairs - Final.dwg DATE: 2016/06/27 10:00 AM



REGISTERED PROFESSIONAL ENGINEER  
2016/06/27



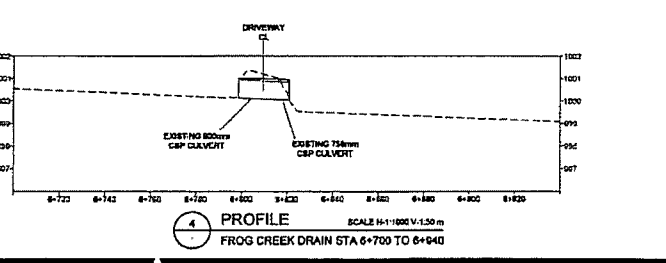
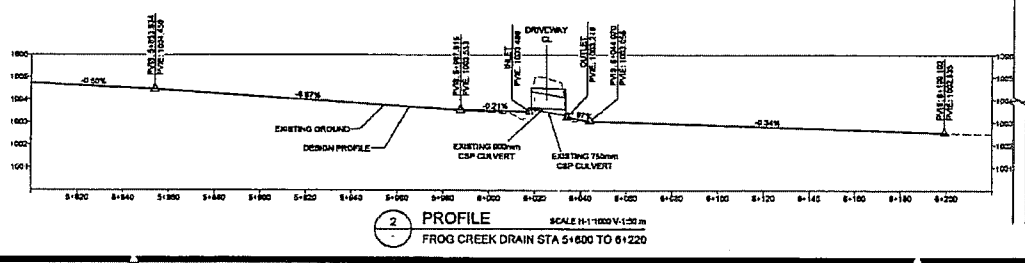
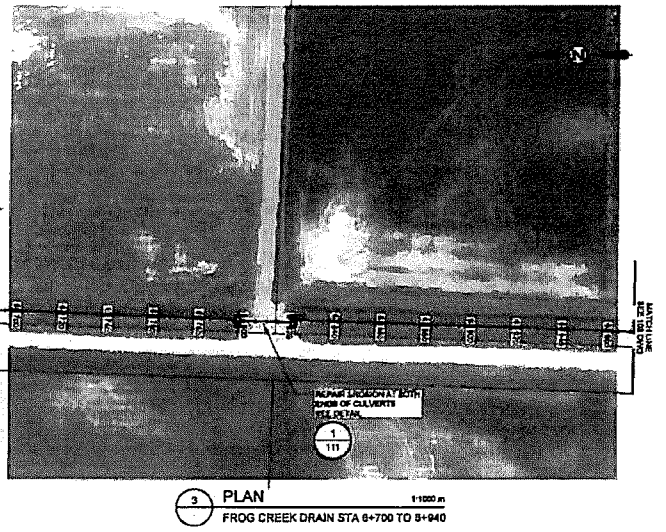
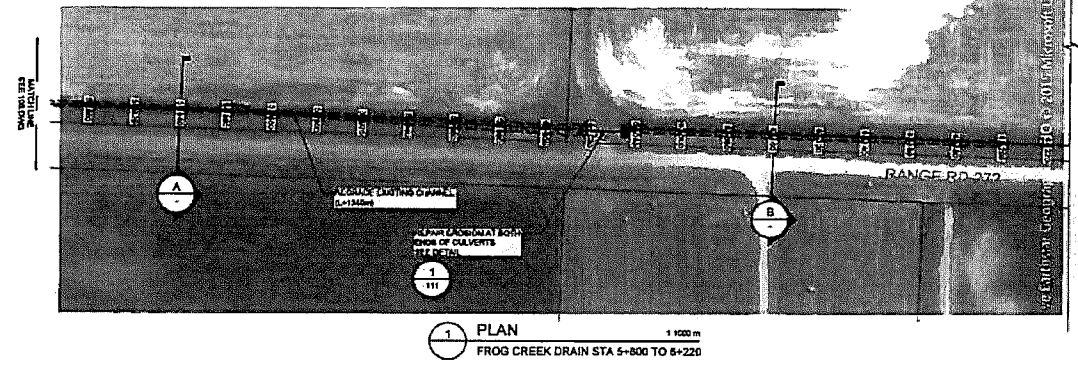
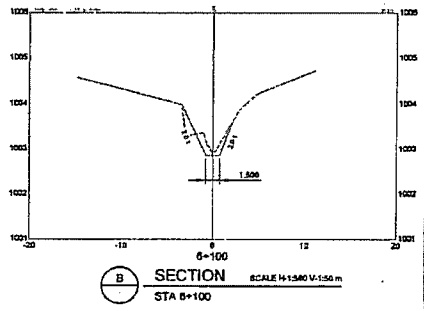
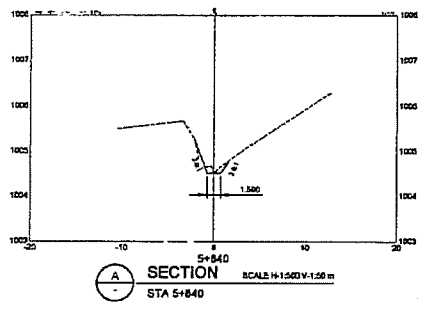
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TOWN OF CLARESHOLM  
DISASTER RECOVERY  
STORM DRAIN REPAIRS  
20153459-00  
SCALE: AS SHOWN

CIVIL FROG CREEK DRAIN PLAN / PROFILE AND SECTIONS 4+400 TO 5+100		
DRAWING	REVISION	SHEET
3459-00-C-105	0	7 / 14



SCALE(S) SHOWN ARE INTENDED FOR A4-D SIZE DRAWING. TABLED PLOTS FOR ENHANCED VIEW OF DRAWING ARE LISTED IN THE NOTES.



PROJECT: 20153459-00 - Disaster Recovery Storm Drain Repairs  
 DATE: 2016/05/27 10:00 AM



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TOWN OF CLAREHOLM

DISASTER RECOVERY  
STORM DRAIN REPAIRS

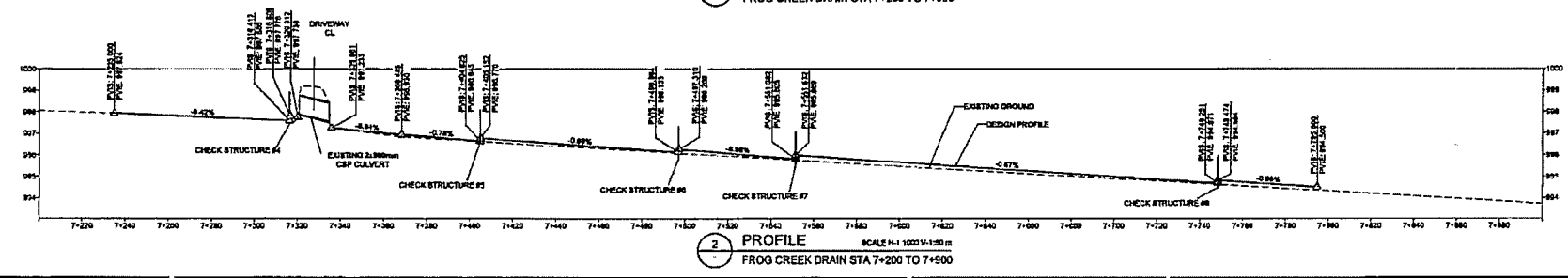
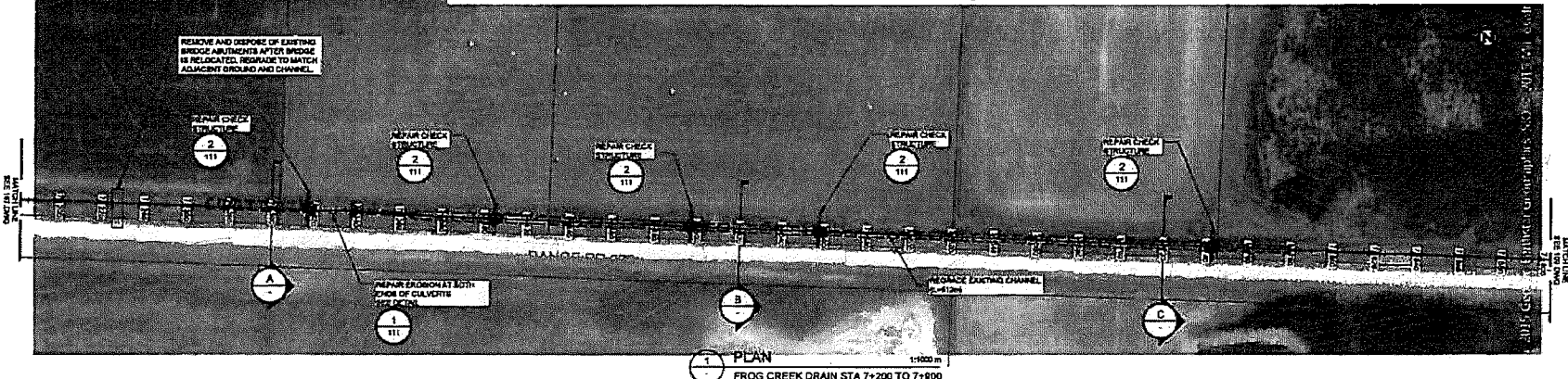
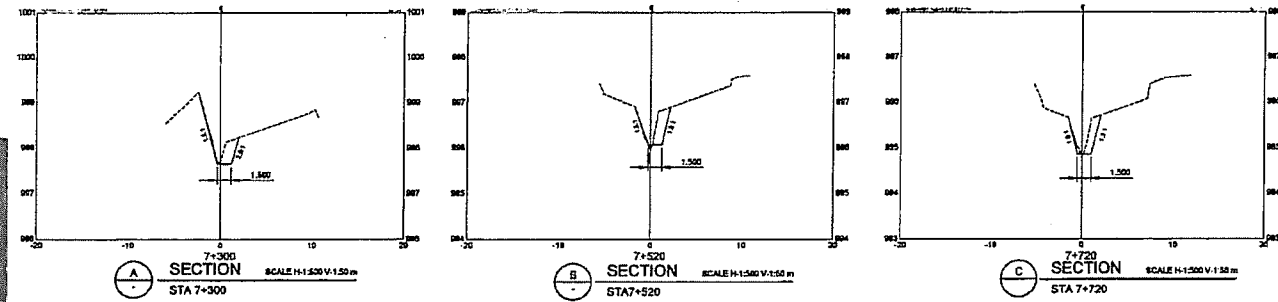
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CIVIL  
FROG CREEK DRAIN  
PLAN / PROFILE AND SECTIONS 5+800 TO 6+940

DRAWING	REVISION	SHEET
3459-00-C-107	0	9 / 14

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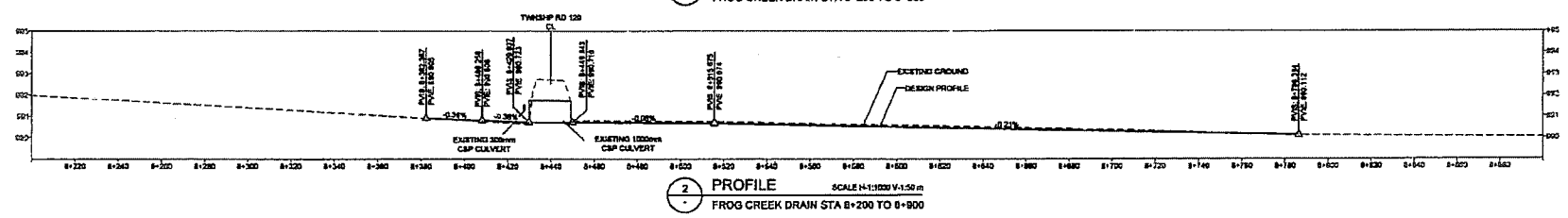
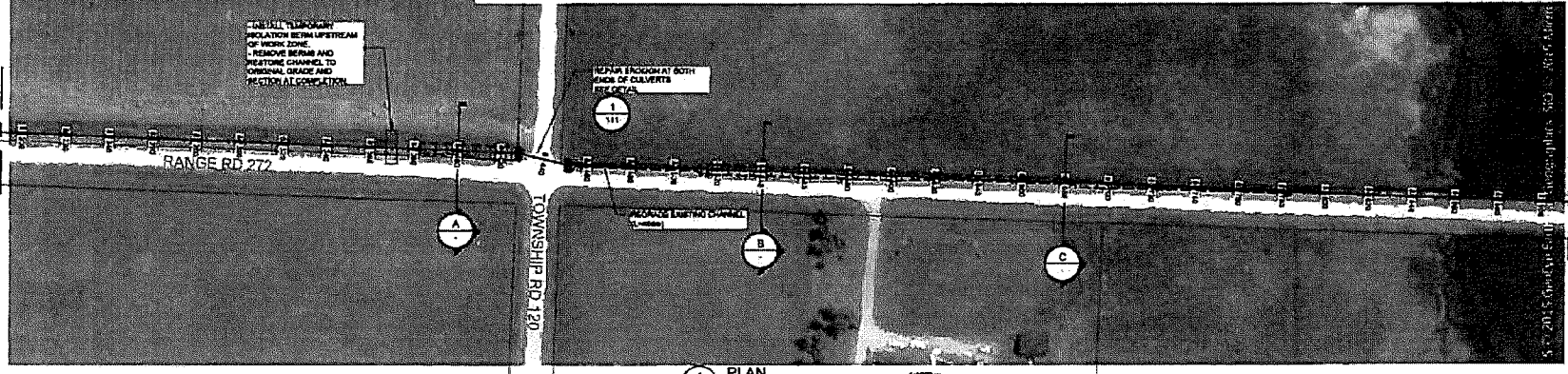
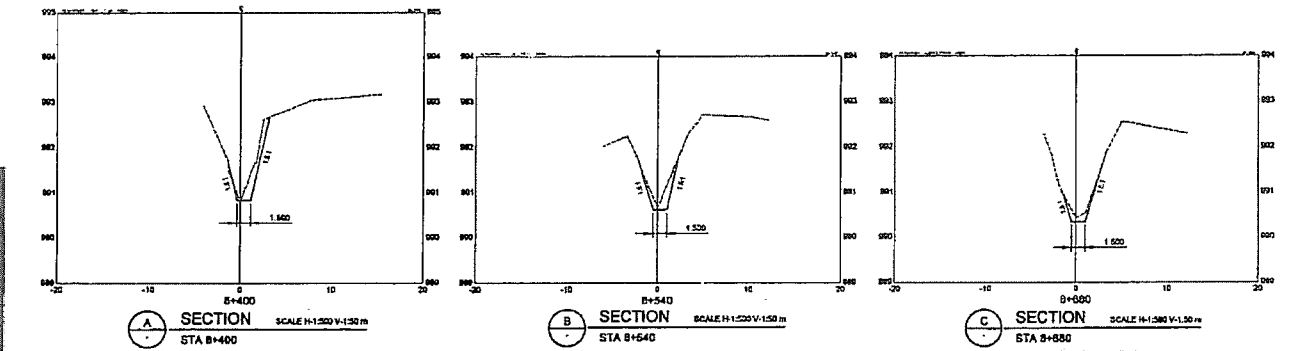
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TOWN OF CLARESHOLM  
 DISASTER RECOVERY  
 STORM DRAIN REPAIRS  
 20153459-00  
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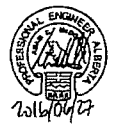
CIVIL  
 FROG CREEK DRAIN  
 PLAN / PROFILE AND SECTIONS 7+200 TO 7+900

DRAWING	REVISION	SHEET
3459-00-C-108	0	10 / 14





PROJECT ENGINEER: [Name], PROJECT MANAGER: [Name], DATE: 2015-04-27



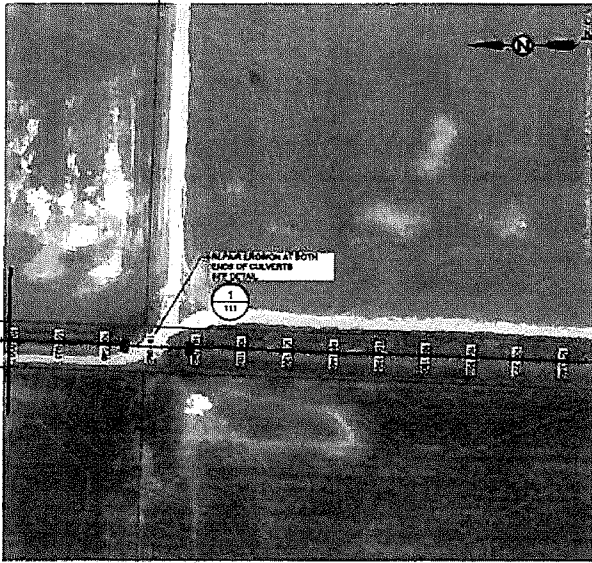
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**TOWN OF CLAREHOLM**

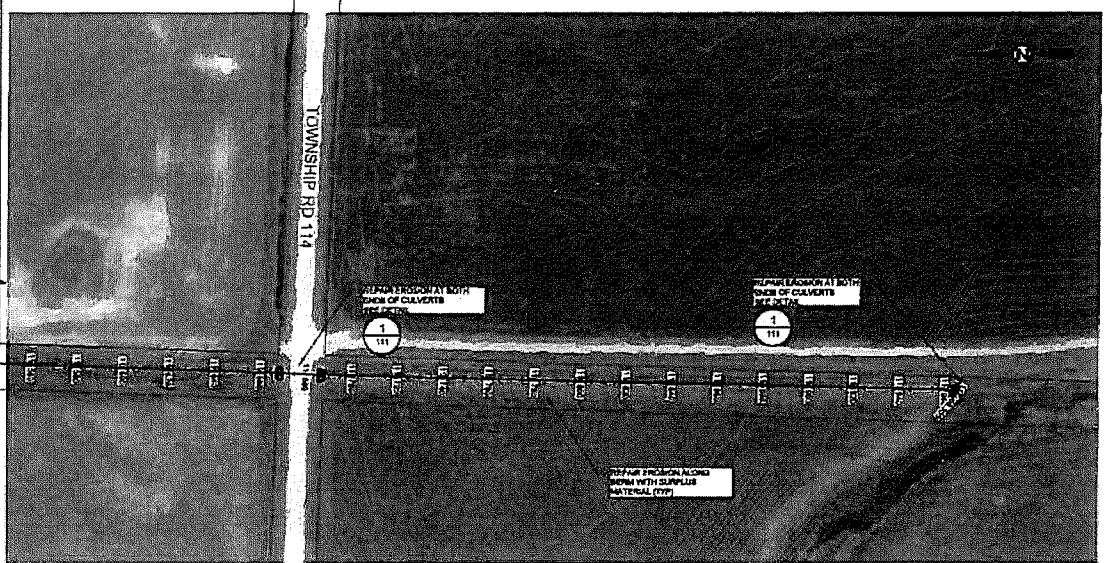
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STORM DRAIN REPAIRS**

20153459-00  
SCALE: AS SHOWN

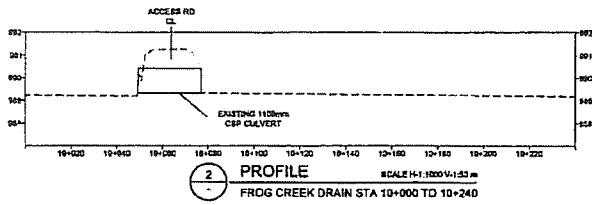
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DRAWING	REVISION	SHEET
3459-00-C-109	0	11 / 14



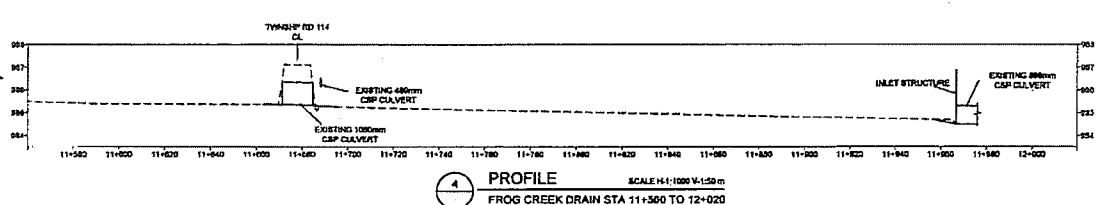
1 PLAN 1:1000 m  
FROG CREEK DRAIN STA 10+000 TO 10+240



3 PLAN 1:1000 m  
FROG CREEK DRAIN STA 11+560 TO 12+020



2 PROFILE SCALE: H=1:1000 V=1:50 m  
FROG CREEK DRAIN STA 10+000 TO 10+240



4 PROFILE SCALE: H=1:1000 V=1:50 m  
FROG CREEK DRAIN STA 11+560 TO 12+020

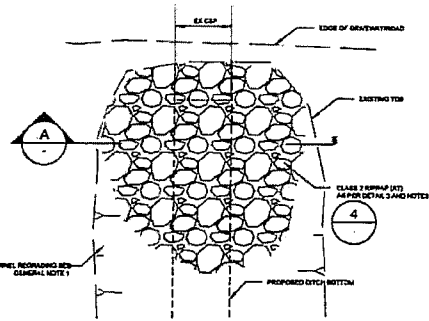
PLAN EXISTENCE DRAWING FROM EXISTING DESIGN FOR CONSULTING ENGINEER'S OFFICE



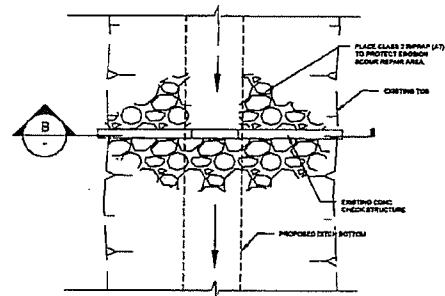
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TOWN OF CLARESHOLM  
DISASTER RECOVERY  
STORM DRAIN REPAIRS  
20153459-00  
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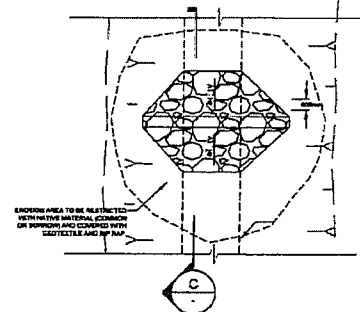
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3459-00-C-110	0	12 / 14



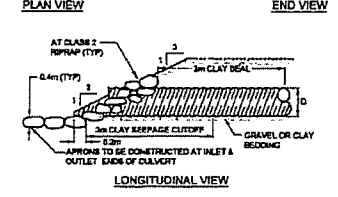
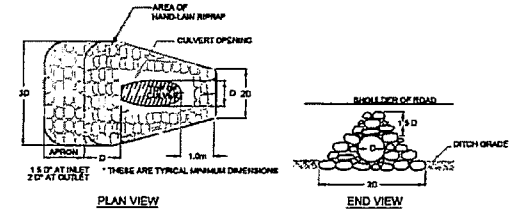
1 1 1 1  
103 106 107 -  
1 1 1  
106 100 110  
**DETAIL** SCALE N.T.S.  
TYP INLET/OUTLET CULVERT



2 2 2 2  
106 106 106 -  
**DETAIL** SCALE N.T.S.  
TYP CHECK STRUCTURE



3  
-  
**DETAIL** SCALE N.T.S.  
TYP ROCK CHECK STRUCTURE



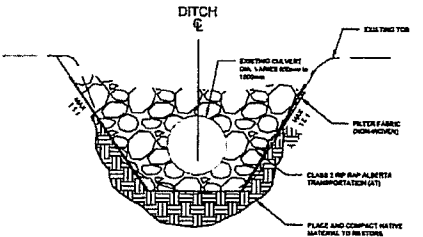
LONGITUDINAL VIEW

NOTE:

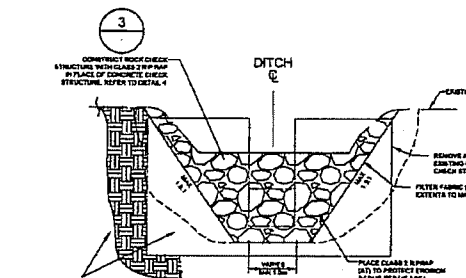
- D = DIAMETER (REFER TO TABLE)
- ROCKS & BOLLERS SHALL BE SELECTED AS NEARLY CUBICAL IN FORM AS PRACTICABLE & SHALL HAVE A LEAST RANDOM DIMENSION OF 300mm. THE STONES SHALL BE PLACED WITH THEIR FLATS AT RIGHT ANGLES TO THE SLOPE, THE LARGER STONES BEING USED IN THE BOTTOM COURSES AND THE SMALLER STONES AT TOP. THEY SHALL BE LAID IN CLOSE CONTACT SO AS TO BREAK JOINTS AND IN SUCH MANNER THAT THE WEIGHT OF THE STONES IS CARRIED BY THE LATTER AND NOT BY THE ADJACENT STONES. THE FINISHED WORK SHALL PRESENT AN EVEN, TIGHT AND REACHABLE PLANE SURFACE, VARYING NOT MORE THAN 10mm FROM THE REQUIRED CONTOUR.
- WHERE NO SPECIAL TREATMENT IS REQUIRED, CULVERT INVERT ELEVATIONS ARE, TYPICALLY, SET ABOUT 25mm DIAMETER BELOW THE DRAINAGE COURSE ELEVATION.
- DETAIL APPLIES TO ALL CULVERTS AND TYPES.

PIPE DIAMETER (mm)	AREA OF ONE END INCLUDING INLET APRON (sq m)	AREA OF ONE END INCLUDING OUTLET APRON (sq m)
200	3	4
300	5	6
400	8	9
500	11	13
600	14	16
700	18	21
800	22	25
900	26	29
1000	31	34

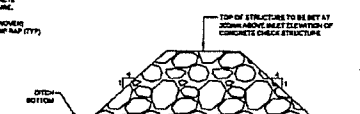
4  
-  
**DETAIL**  
CULVERT



A  
-  
**SECTION** SCALE N.T.S.  
TYP INLET/OUTLET CULVERT



B  
-  
**SECTION** SCALE N.T.S.  
TYP CHECK STRUCTURE



C  
-  
**SECTION** SCALE N.T.S.  
TYP ROCK CHECK STRUCTURE

GENERAL NOTES

- RIP RAP AND CHANNEL RE GRADING IS ON UPSTREAM AND DOWNSTREAM INCLUDING IN CULVERT OR CHECK STRUCTURE. ESTIMATE REPAIR SCOPE OF WORK.
- SEE INLET AND RELIEF EXISTING RIP RAP AT CULVERT ENDS.

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 DATE: 2016/06/27  
 DRAWN BY: JAMES HARRIS

TOWN OF CLARESHOLM

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DISASTER RECOVERY  
STORM DRAIN REPAIRS

20153459-00

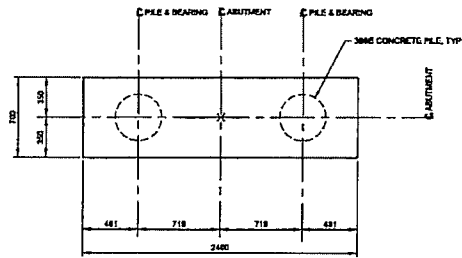
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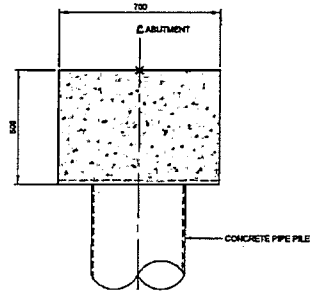
CIVIL  
DISASTER RECOVERY  
DETAILS

DRAWING	REVISION	SHEET
3459-00-C-111	0	13 / 14

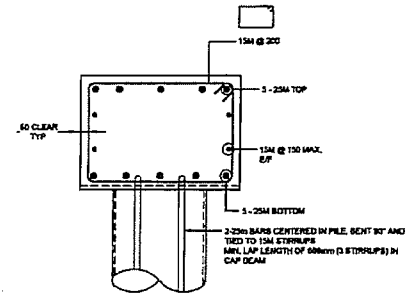
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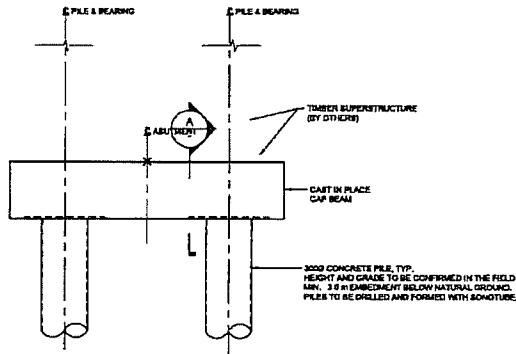
PLAN 1/20  
TYP. ABUTMENT



SECTION 1/10



DETAIL 1/10  
CAP BEAM REINFORCEMENT



ELEVATION NTS  
TYP. ABUTMENT

PROFESSIONAL ENGINEER'S EXAMINATION COMPLETE, LICENSE NO. 101617  
 DATE: 01/14/2017, JAMES W. WOOD



REV.	DATE	DESIGN	DRAWN	DESCRIPTION

TOWN OF CLARESHOLM  
 DISASTER RECOVERY  
 STORM DRAIN REPAIRS  
 20153459-00  
 SCALE: AS SHOWN

DRAWING	REVISION	SHEET
3459-00-C-112	0	14 / 14



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 9

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## LOCAL IMPROVEMENT TAX

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### **DESCRIPTION:**

As per the *Municipal Government Act* (MGA), the Town of Claresholm has moved ahead with notification of the property title holders that will benefit from the local improvements as approved in the 2016 Capital Budget. Council must now make the decision whether or not to proceed with the local improvement based on feedback received from the affected property owners.

### **BACKGROUND:**

Letters were sent out to affected property owners regarding the proposed local improvement tax on June 27, 2016.

Per Section 392 of the MGA, **the property owners have a period of 30 days to object to the local improvement if they so choose. A sufficient petition would require signatures from 2/3 of the property owners who would be liable to pay the tax representing at least ½ of the value of the assessments.** Once notification is complete then a local improvement tax bylaw may be implemented. Title holders will be required to pay a cost based on their frontage on the streets that are to be paved. The portion of their costs will be repaid over 10 years.

Per Section 396 (4):

If a sufficient petition objecting to the local improvement is not filed with the chief administrative officer within 30 days from sending the notices under subsection (1), the council may undertake the local improvement and impose the local improvement tax at any time in the 3 years following the sending of the notices.

In this case, for 52 Avenue West, Administration had 9 respondents out of 22 total property owners that were sent notices. Of the 9 responses, 8 did not support the tax. For 47 Avenue West, Administration had 16 respondents out of 37 total, of which 10 did not support the tax.

### **REQUEST FOR DECISION:**

Administration is requesting Council decide whether or not to proceed with the local improvement tax based on the feedback received from residents. As per the MGA, the responses received against the tax do not constitute a sufficient petition.

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PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 17, 2016

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# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 10

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## CLARESHOLM COMMUNITY CENTRE – FIRE PANEL

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### **DESCRIPTION:**

It has come to Administration's attention that the fire panel in the Claresholm Community Centre requires immediate attention in order to meet requirements.

### **BACKGROUND:**

In the course of ensuring that all town facilities are up-to-date regarding fire protection, the Director of Infrastructure Services, Mike Schuweiler, contacted Tyco Integrated Fire & Security to perform an inspection of the Community Centre. This company performs regular maintenance on other town facilities including the Town Office and the Arena. It was discovered at that time that regular maintenance of the fire panel had not been done at the Community Centre.

MPE Engineering from Lethbridge was contacted to perform a Fire Panel Review and follows this report. There are many issues to be addressed in order bring the building to current codes and standards.

### **COSTS / SOURCE OF FUNDING:**

Cost is approximately \$40,000 with possible funding to come from MSI Capital.

### **RECOMMENDED ACTION:**

Council pass a motion to go ahead with the fire alarm upgrade at the Claresholm Community Centre for a cost of up to \$40,000 plus GST with funding options to be explored.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the fire alarm upgrade at the Claresholm Community Centre for a cost of up to \$40,000 plus GST with funding to come from yard and building contracted services, and further that an application be submitted under the MSI (municipal sustainability initiative) capital grant.

### **Attachments:**

- Claresholm Community Centre – Fire Panel Review completed by MPE Engineering Ltd. dated August 5, 2016.

PREPARED BY: Karine Wilhauk, Finance Assistant

---

APPROVED BY: Marian Carlson, CLGM CAO

DATE: August 17, 2016

---

Suite 300, 714 5 Avenue South  
Lethbridge, AB T1J 0V1  
Phone: 403-329-3442  
1-866-329-3442  
Fax: 403-329-9354



Town of Claresholm  
221 – 45 Avenue West  
P.O. Box 1000  
Claresholm, Alberta T0L 0T0

August 5, 2016  
File: N:\14\66\019\L01

**Attention: Mike Schuweiler**  
**Director of Infrastructure Services**

Dear Mike:

**Re: Claresholm Community Centre - Fire Panel Review**

On July 27, 2016 Tyco completed a test on the Fire Alarm Systems for the Town of Claresholm Community Centre. During this test it was identified that only a portion of the building alarmed. MPE Engineering Ltd. was subsequently asked by the Town to review the fire alarm system and provide recommendations. The following letter details the review and recommendations.

***Existing Fire System at the Community Centre***

The existing Community Centre was originally built 1980 and includes the main community hall, washrooms, a kitchen and some axillary offices and storage space. An addition was constructed in 1990 which includes additional hall space and a rifle range. The 1980 original building has a 120V 3 wire alarm system while the 1990 addition contains a Edwards 2280 panel. Both system are connected via relays and are intended to share initiating and annunciating signals.

While Tyco was on site it was determined that a fire signal from the 1990 addition would alarm both the original building and the addition however a fire signal from the original building would only alarm the original building. It was also determined that the Edwards panel was not connected to a main call out system thus the fire department would not be notified upon a fire alarm.

***Issues Identified as a Result of MPE's Site Visit***

On August 3, 2016 MPE performed a site review at the Claresholm Community Centre to investigate the Fire System. The following issues were identified as part of the site review:

1. The fire alarm system does not call out to the fire department in an alarm situation – This is against current code and is a risk to the Town.
2. The original building fire alarm system does not ring the bells in the addition – This should be addressed and repaired right away as the occupants in the addition may not be aware of a fire situation in the original building. This is a life safety issue and a fire watch should be in place until the issue is resolved.
3. The original building fire alarm system has no emergency battery backup – This is against current code and should be upgraded to a system with battery backup.
4. There is a kitchen suppression system which is not connected to the fire alarm system – This is against current code. A relay module should be installed so that a fire suppression hood event is indicated on the main fire panel.

Suite 300, 714 5 Avenue South  
Lethbridge, AB T1J 0V1  
Phone: 403-329-3442  
1-866-329-3442  
Fax: 403-329-9354



***Recommendations***

With all the issues that currently exist and two different fire alarm systems in the community centre, MPE's recommendation would be to replace the entire fire alarm systems in both the original building and the addition with an addressable fire alarm system.

Providing a new fire detection and notification system will correct the current issues that were identified and more importantly provide the life and fire safety that is required by the current codes and standards.

***Estimated Cost***

There are approximately 22 initiating devices and 14 annunciating devices. The estimated cost of the Claresholm Community Centre fire alarm upgrade would be approx. \$40,000.

Should you have any inquiries with regards to this review please do not hesitate to contact Dan Wood at 403-317-3652.

Yours truly,

**MPE ENGINEERING LTD.**

A handwritten signature in black ink, appearing to read "Dan Wood", is written over a horizontal line.

Dan Wood, P.Eng., LEED A.P., LC  
Building Services Manager  
DW:mw





SERVICE REQUEST
DEMANDE DE SERVICE
FORWARD TO YOUR ACCOUNTS PAYABLE DEPARTMENT
FAIRE PARVENIR AU DEPARTEMENT DES COMPTES PAYABLES



RBQ # 3050-7412-83
GST # 86608 6671 RT0001
QST # 10226 60683TQ0001

TR # [ ] RT # [ ]
TASK/CALL # [ ] TÂCHE/APPEL # [ ]
PROJECT # 36389412

BOOK # [ ] LIVRE # [ ]

NAME NOM: Coleshdm Community Cntr.
ADDRESS (OR ATTENTION OF) ADRESSE (OU A L'ATTENTION DE):
ADDRESS ADRESSE: 859 Ave West
CITY VILLE: Coleshdm PROVINCE: AB CODE POSTAL CODE:
DATE MONTH YEAR / JOUR MOIS ANNEE:
BILL. FACT. / NON-BILL. NON FACT.
SERV. COMPL. / ACE CODE CODE ACE
NAT. ACCT. / CPT. NAT.

CUSTOMER PURCHASE ORDER
BON DE COMMANDE DU CLIENT
LBR - REG. M-O - REG. LBR - OT M-O - TS LBR - DT M-O - TD
TRAVEL - REG. DEPL. - REG. TRAVEL - OT DEPL. - TS TRAVEL - DT DEPL. - TD
MIN. MIN. INSP. MONTH MOIS INSP.
ARRIVAL ARRIVÉE
DEPART DÉPART

451 Merivou Road SE
Calgary, AB T2G 4C2
P 403-287-3202 F 403-243-8985

"PUT CUSTOMER STAMP ON ALL 3 PAGES"
"APPOSER L'ESTAMPE DU CLIENT SUR LES 3 PAGES"

WE STRONGLY RECOMMEND IMMEDIATE CORRECTION OF ANY DEFICIENCIES/IMPAIRMENTS IDENTIFIED. WE URGE YOU TO NOTIFY THE LOCAL AUTHORITY HAVING JURISDICTION AND YOUR INSURANCE CARRIER WITHOUT DELAY.
NOUS RECOMMANDONS FORTEMENT UNE CORRECTION IMMÉDIATE DE TOUTES DÉFICIENCES OU PROBLÈMES IDENTIFIÉS. NOUS VOUS CONSEILLONS FORTEMENT D'AVISER LES AUTORITÉS LOCALES AYANT JURISDICTION ET VOTRE ASSUREUR SANS DÉLAI.

I authorize Tyco Integrated Fire & Security to proceed with the work outlined below and agree that the work is subject to the terms and conditions on the back of this document including the LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.
J'autorise Tyco Feu et Sécurité Intégrés à procéder aux travaux décrits ci-après et conviens que les travaux sont sujets aux modalités figurant au verso de ce document, y compris la LIMITE DE RESPONSABILITÉ, LA GARANTIE, L'INDEMNISATION ET AUTRES MODALITÉS AU VERSO.

Customer signature Signature du client: [Signature] Date Date: [Date]
PAYMENT TERMS / TERMES DE PAIEMENT: IMMEDIATE / IMMÉDIAT, COD, NET 10
Time and Material / Pièces et main-d'oeuvre, Price Not to Exceed / Prix n'excédant pas, Fixed Price of / Prix fixe de
DEPOSIT / DÉPÔT, BALANCE DUE / SOLDE DÛ, BILLABLE / FACTURABLE, NON-BILLABLE / NON FACTURABLE

SCOPE OF WORK / PROBLEM CODE: Fire Alarm Inspection - Existing Panel EST (6604) EDWARDS
NATURE DES TRAVAUX / CODE DE PROBLÈME:
Existing Panel EST (6604) EDWARDS
Dusting Inspection total 114 nos Pull stations, Bells and Heat Detectors tested. In which 5 pull stations 2 Bells and 3 Heat Detectors are tie up with 120 Volts and using Relay system as well to communicate with the panel.
WORK PERFORMED / RESOLUTION CODE: which is not working - Panel has communication trouble already none of devices are able to send Alarm, troubles to the panel.
Note: Couldn't find single Smoke Detector in Building -

Table with columns: GRP, PRODUCT I.D., SERIAL # / DESCRIPTION, QTY, NO. USG., TOTAL PRICE. Includes handwritten entries for products and quantities.

SYSTEM TYPE/LOCATION / TYPE DE SYSTEME / EMPLACEMENT, CONTACT NAME / PERSONNE-RESSOURCE, TOTALS / TOTAL

AVIS IMPORTANT AU CLIENT
Le client accepte les modalités de la présente Demande de Service et convient que les services ont été rendus à sa satisfaction et que le système est en bon état de fonctionnement, sauf si les réparations effectuées sont temporaires, auquel cas le client reconnaît qu'une partie du système peut avoir été contournée ou est autrement non fonctionnel tant que les travaux ne seront pas complétés. IL Y A LIEU DE SE REPORTER AUX RUBRIQUES QUI TRAITENT DE LA LIMITATION DE RESPONSABILITÉ, DE LA GARANTIE, DE L'INDEMNISATION ET DES AUTRES CONDITIONS INDIQUÉES AU VERSO DE CETTE DEMANDE DE SERVICE.

IMPORTANT NOTICE TO CUSTOMER
Customer acknowledges and agrees to the terms and conditions of this Report, agrees that the services have been completed to Customer's satisfaction and that the system is in good working order and repair, unless services performed were of a temporary nature, in which case customer acknowledges that part of customer's system may have been bypassed or is otherwise inoperable until service can be completed. CUSTOMER'S ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE REVERSE SIDE.

CUSTOMER ACCEPTANCE / ACCEPTATION DU CLIENT
[Signature]
Mike Schwabert
(Print Name) (Nom imprimé)

TYCO INTEGRATED FIRE & SECURITY CANADA, INC.
TYCO FEU ET SÉCURITÉ INTÉGRÉS CANADA, INC.
[Signature]
Sayed Ahmed
(Print Name) (Nom imprimé)



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 11

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## ANNEXATION REPORT

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### **BACKGROUND / DESCRIPTION:**

Following the Annexation Open House that was held on **July 28<sup>th</sup> at 7pm** Gavin Scott, Town Planner from ORRSC has finalized the report to submit to the Alberta Municipal Government Board. The report was presented to the MD of Willow Creek Reeve and Council on August 17<sup>th</sup>, 2016. The MD of Willow Creek has accepted the report. The report is now being presented to the Town of Claresholm Council. Once approved, the report will be submitted to the Alberta Municipal Government Board.

### **PROPOSED RESOLUTION:**

Whereas the MD of Willow Creek has accepted the proposed annexation report as presented by Gavin Scott, Planner from ORRSC;

And Whereas the Town of Claresholm has reviewed the annexation report and wish to proceed with submission to the Alberta Municipal Government Board;

Therefore be it moved by Councillor \_\_\_\_\_ to accept the Annexation Report for submission to the Alberta Municipal Government Board.

### ATTACHMENTS:

- 1.) Report for Accuracy Letter (for signatures)

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: August 17, 2016

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# REPORT OF ACCURACY

To the Annexation of the following lands into the Town of Claresholm:

Block OT Plan 7510394  
Lot 1 Block 1 Plan 9211776  
Portion of NW-25-12-27 W4M  
SW-25-12-27 W4M  
LSD 11 and 14 NW24-12-27 W4M  
LSD 12 and 13 NW24-12-27 W4M  
Lot 1PUL Block 5 Plan 1212346  
Block 3 Plan 731663  
Block 4 Plan 731663  
Block 5 Plan 731663

within the Municipal District of Willow Creek No.26

The Town of Claresholm does hereby certify that this report accurately reflects the results of the negotiations with respect to the proposed annexation. With regards to this annexation request, the Town acknowledges:

- there are no known objections to annexation,
- that compensation is required to be paid to the Municipal District of Willow Creek No.26, and
- that there are special tax arrangements or assessment compensation with regards to the subject lands and particulars of the terms are found in the signed consents of the landowners, and
- the landowners have consented to the annexation.

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Mayor  
Rob Steel

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Chief Administrative Officer  
Marian Carlson

Dated at Claresholm, Alberta this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 12

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## LETTER OF SUPPORT – WILLOW CREEK AG SOCIETY

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### **DESCRIPTION:**

The Willow Creek Agricultural Society is applying once again for the **Community Facility Enhancement Program Grant** and requires a letter of support from Council.

### **BACKGROUND:**

The Willow Creek Agricultural Society operates the Claresholm Agriplex, which is a Town of Claresholm facility. The Agriplex is a very busy venue year-round, and the Society has determined that in order to continue to grow, they require a second indoor riding arena. Construction has begun on the new arena, and they are applying to the Community Facility Enhancement Program Grant to assist in the costs. As this is a Town-owned facility, the Society requires a letter of support from the Town of Claresholm. The Agriplex is very active and brings a lot of people into our community.

### **COSTS/ SOURCE OF FUNDING:**

None.

### **ATTACHMENTS:**

- 1.) Email from David Hansma of the Willow Creek Ag Society.

### **APPLICABLE LEGISLATION:**

- 1.) N/A

**PREPARED BY:** Karine Wilhauk, Finance Assistant / Communications

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**APPROVED BY:** Marian Carlson, CLGM - CAO

**DATE:** August 17, 2016

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## **Karine Wilhauk**

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**From:** Claresholm Agriplex <clhmagriplex@telus.net>  
**Sent:** Friday, July 22, 2016 11:11 AM  
**To:** Karine Wilhauk  
**Subject:** Letter of Support

Attention: Town Council,

The WCAS is sending in a grant application for the Community Facility Enhancement Program to go towards the completion of the interior of the new indoor riding facility that is currently being built at the Claresholm Agriplex. The WCAS would like to formally ask the Town of Claresholm for a letter of support for this project. This will be greatly appreciated.

Thank you



# REQUEST FOR DECISION

Meeting: August 22, 2016  
Agenda Item: 13

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## LETTER OF SUPPORT – CLARESHOLM SOCIETY FOR THE ARTS

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### **DESCRIPTION:**

The Claresholm Society for the Arts is applying for the **Community Initiatives Program (CIP) Grant** and requires a letter of support from Council.

### **BACKGROUND:**

The Claresholm Society for the Arts is once again putting on a live production at the Claresholm Community Centre this coming winter. The past two shows have been very successful and have brought a lot of people into our community. The Society is applying for the CIP grant in order to improve the stage, lighting and sound at the Community Centre. These potential upgrades are not only good for the society, but for the Community Centre. Other groups will be able to enjoy the upgrades this grant would provide.

### **COSTS/ SOURCE OF FUNDING:**

None.

### **RECOMMENDED ACTION:**

Council pass a motion to write a letter of support for the Claresholm Society for the Arts' application to the Community Initiatives Program (CIP) grant for the purpose of improving the stage, lighting and sound at the Claresholm Community Centre.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ that administration write a letter of support for the Claresholm Society for the Arts' application to the Community Initiatives Program (CIP) grant for the purpose of improving the stage, lighting and sound at the Claresholm Community Centre.

### **ATTACHMENTS:**

- 1.) Letter from Vice-Chairperson Karen Linderman of the Claresholm Society for the Arts.

### **APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

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APPROVED BY:

DATE: August 18, 2016

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Claresholm Society for the Arts  
P.O. Box 1377  
Claresholm, AB T0L 0T0

August 11, 2016

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

Mayor Steel and Councillors;

The Claresholm Society for the Arts was formed in 2013 to create awareness, increase participation, build relationships and facilitate opportunities for the talent that abounds in our community and surrounding area. While the society is only in its infancy, and the specific plans and objectives will expand and evolve with time, the purpose is clear: To build a foundation in our community from where the arts can grow and thrive.

We are currently planning our third musical theatre production, Willy Wonka, with shows happening from January 13-21, 2017. As part of producing these types of shows, we are hoping to improve the stage, lighting and sound in the community centre. On September 15, 2016 we will be applying for a CIP grant to improve the stage. This will include removing the three walls on the stage, mounting a grid on the stage ceiling to provide tracks for a series of curtains to hang. This will give us the ability to move curtains around and allow scenery and set changes to occur. These curtains will also be more professional looking for any other group using the stage while they rent the hall.

We are writing to ask for a letter of support from the Town of Claresholm to accompany our application for this grant. If possible, could we have the letter by early September? It can be picked up from the Town Office or dropped at my office downtown.

If you have further questions or concerns, please contact me at 403-625-2880. I will be away from August 18 – 26.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to be "Karen Linderman", written over a horizontal line.

Karen Linderman  
Vice-Chairperson



# REQUEST FOR DECISION

Meeting: July 21, 2016  
Agenda Item: 14

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## DOWNTOWN MARKETS

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### **DESCRIPTION:**

Jaquie Duhacek is requesting that Council allow the downtown market to continue in September 2016 and to plan other events in the downtown core.

### **BACKGROUND:**

Darla Slovak and Linda Brooks came to Council as a delegation on May 24, 2016 requesting the use of the downtown parking lot to do periodic markets. The request was discussed at the June 13, 2016 Council meeting where more information was requested. At the June 27, 2016 Council meeting, the following motion was passed:

Moved by Councillor Fieguth to allow the Downtown Market to use the downtown parking lot as proposed to temporarily close the laneway on Saturday, July 16<sup>th</sup> and Saturday, August 20<sup>th</sup>, 2016.

### **RECOMMENDED ACTION:**

Council pass a motion to allow the Downtown Market to use the downtown parking lot as previously approved on September 17, 2016, and to work with Administration regarding other events in the downtown core.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to allow the Downtown Market to use the downtown parking lot as previously approved on September 17, 2016, and to work with Administration regarding other events in the downtown core.

### **Attachments:**

1. Original request from June 23, 2016.
2. New request from Jaquie Duhacek dated August 18, 2016.

**PREPARED BY:** Karine Wilhauk, Finance Assistant

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**APPROVED BY:**

**DATE:** August 18, 2016

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June 23/2016

To: Mayor Rob Steele and Town Council

We are asking permission to use the town parking stalls directly behind Claresholm Pharmacy for the purpose of a downtown market on Saturdays.

Our original proposal to council was to block access to the North alley from 50<sup>th</sup> Ave, West (Milnes Block) and the South corner of Claresholm Pharmacy to the parking jut out. This spot along with the parking from Claresholm Pharmacy would allow up to 50 vendors for a Saturday Market. The rest of the downtown parking lot will be accessible from Linderman Law Office from the West, Pharmasave from the South and both entrance and exit from 50<sup>th</sup> will be accessible.

We are hoping to draw more people to the downtown core on Saturdays, once there they are more likely to walk around and browse the area. We felt as a delegation that Amundsen Park is too far away from the core and people will drive there and drive away.

The more excitement we have downtown will keep our local people interested as well as drawing from travellers and visiting family.

The dates we are proposing are Saturday July 16<sup>th</sup> and Saturday August 20<sup>th</sup>. We would like to continue in September weather permitting.

We have a lady that is taking over the organization of this project with myself (Darla) and Linda Brooks as liasons. Jacquie Duhacek is her name and she has a lot of great ideas to go along with downtown revitalization and keeping the markets going and people coming to town. She has a great deal of experience in advertising and has a lot of contacts for vendors and experience running markets.

To sum it up: Sat July 16<sup>th</sup> and Sat Aug 20<sup>th</sup> downtown market in parking lot behind Claresholm Pharmacy. New organizer Jacquie Duhacek with Darla Slovak and Linda Brooks as Liasons. Want to go into September as well.

Sincerely,

Darla Slovak

## Karine Wilhauk

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**From:** Jaquie Duhacek <duhacekfamily@yahoo.ca>  
**Sent:** Thursday, August 18, 2016 9:13 AM  
**To:** Karine Wilhauk  
**Cc:** Linda Brooks; Darla Slovak; Tracey Cummings  
**Subject:** Town council approval

Dear Town Councillors,

I have been working with Darla Slovak, Tracy Cummings and Linda Brooks in organizing the down town markets. I was invited to assist the team for the July market. I have vast experience with this area of promotion with great success.

We were able to maintain the goals of the team which were To bring the community, visitors and support to the down town core businesses on Saturdays.

We were able to work with the Claresholm Chambers of Commerce who sponsored our live entertainment.

We seen great support from the businesses with promoting the event. We had a great spirit of team work community disbursement of flyers to individual people.

After the July event I spoke to businesses who reported a increase of customers and sales.

The market was able to sustain itself financially over the two markets and did not have a profit. We had used all table fees in marketing and production of the event. Future events will as well not run with a profit as all table revenue will be used for the production and marketing of the event.

We are working to provide support to the Non profit groups Frenzd helping Frenzd, Claresholm school breakfast program and in the future The Graduating class of 2017.

We are asking for an extension on the previous approval for an additional date on September 17 2016 with the same parameters we were approved for previously.

In addition We are wanting to work with the town and Chamber of Commerce during the Christmas weeks to bring more events directly in the down town core Saturday's during the busy Christmas season as an addition to the summer markets. We will be coming forth in the future in this regards.

We would like to thank the town and councillors for all the support we have received, it has been a collaboration of town spirit that has brought great success to the events.

Thank you on behalf of the organizers and myself.

Jaquie Duhacek



# INFORMATION BRIEF

Meeting: August 22, 2016

Agenda Item: 15

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## SIDEWALK SNOW REMOVAL PROGRAM

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### **BACKGROUND:**

Infrastructure Services clear 5.8km's of sidewalks/walkways after every snow fall, during the winter months. We try to remove within 24 hours, but with the weekends this is not always possible. If the sidewalks are snow covered but still walkable, the Infrastructure Services Department does not call staff out on weekends. If the walkway has 4 inches or more staff will be called to clear the sidewalks within 24 hours.

Priorities are sidewalks that are adjoining Town properties. Clearing is completed at all of the Town facilities, pathways through the parks, and walkways that connect various developments.

Attached is a map showing the locations of all the areas that sidewalks are swept, including the new portions proposed for 2016.

Some extra walkways that connect portions of the Town are also swept along 43<sup>rd</sup> Ave, 8<sup>th</sup> street, and would now include the portion along Hwy. #2. Staff could lift the brooms but would pack the snow with the machine as ramps are not in the middle of some sections to stop and start. The new sidewalk along the highway fits in to the route well as it is connecting Town properties. The private property owners along this portion may have difficulty keeping the sidewalk cleared as snow plowing and highway traffic splashes extra snow onto the sidewalks. This is the same situation along highway 520.

The time spent last year to complete the route, (sweeping of all 5.8km's), amounted to 5 hours per day. The addition of another 800 meters will add approximately another 20 min. of time to our route (6.6kms).

Infrastructure Services have met with Volker Stevin and discussed the new sidewalk along the highway. Their snow removal plan is to plow the snow to the center median, away from the sidewalks, which is the same as they do in the rest of the downtown core, for larger snow accumulations.

### **ATTACHMENTS:**

Town of Claresholm Sidewalk Snow Removal Map

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PREPARED BY: Mike Schuweiler, Director of Infrastructure

APPROVED BY: Marian Carlson, CLGM - CAO

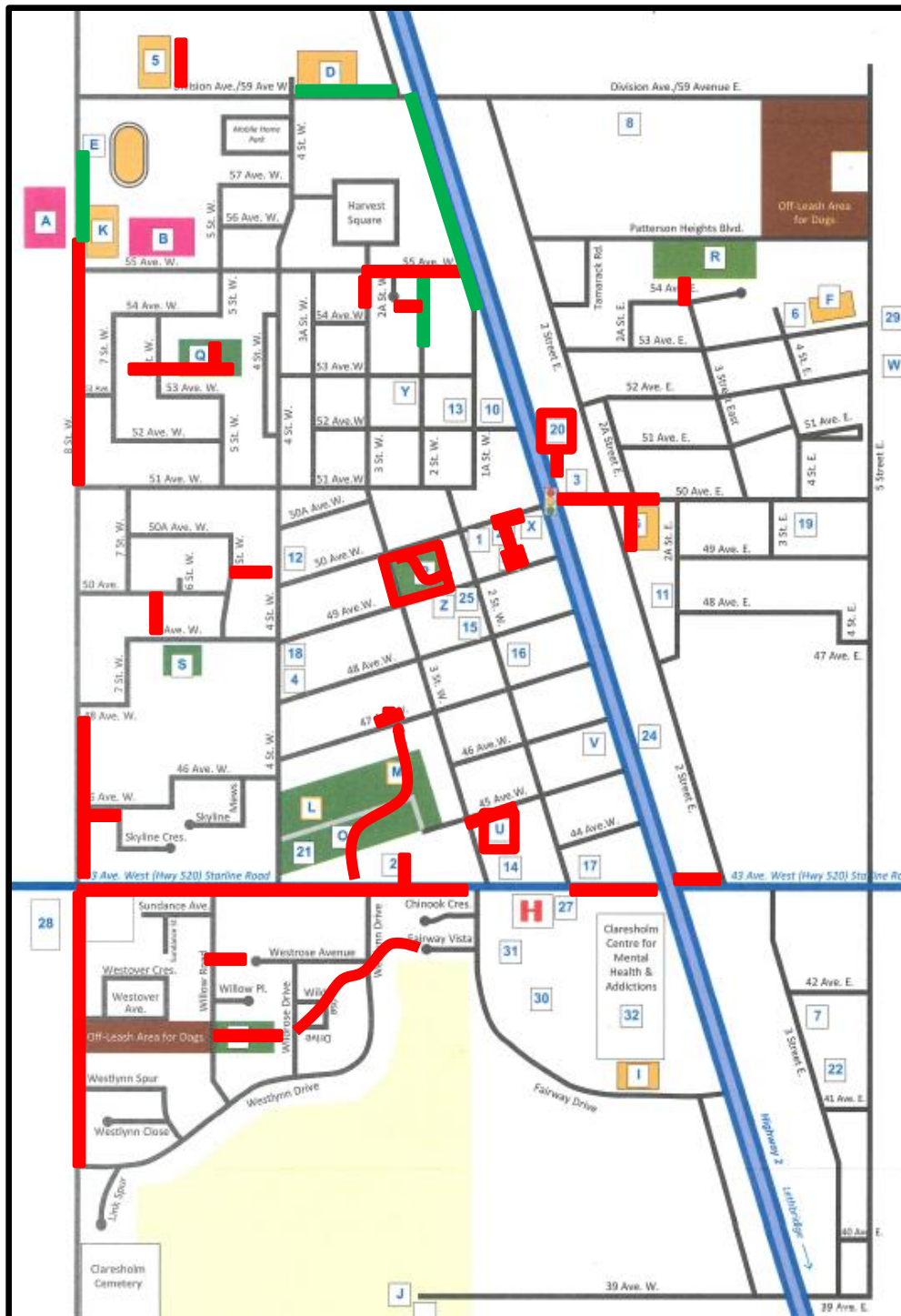
DATE: August 17, 2016

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# Town of Claresholm Sidewalk Snow Removal Map

RED – existing snow removal – work days

GREEN – additions to removal map







# CAO REPORT

August 22, 2016

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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.

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## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

[See enclosed report](#)

## **HR & TAXATION**

[See enclosed report](#)

## **INFRASTRUCTURE SERVICES**

[See enclosed report](#)

## **RECREATION**

[See enclosed report](#)

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# UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO

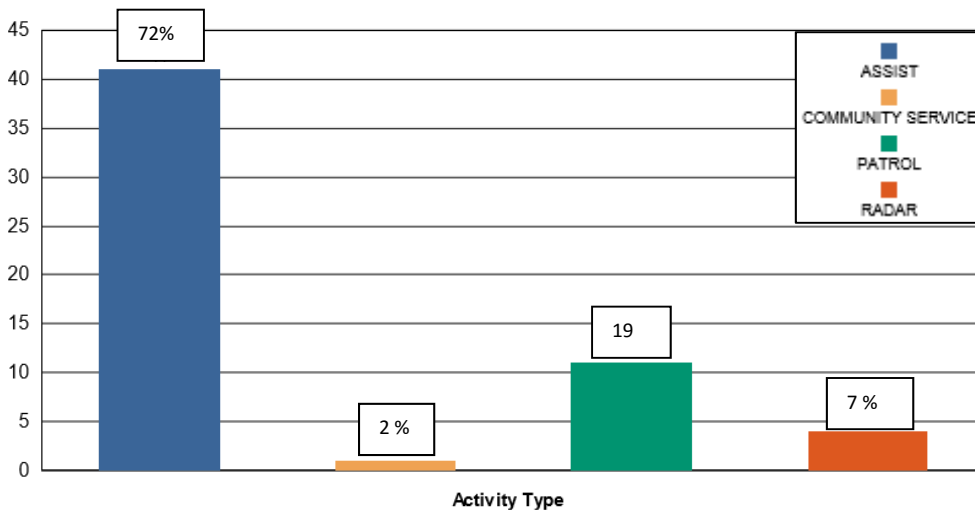


# INFORMATION BRIEF

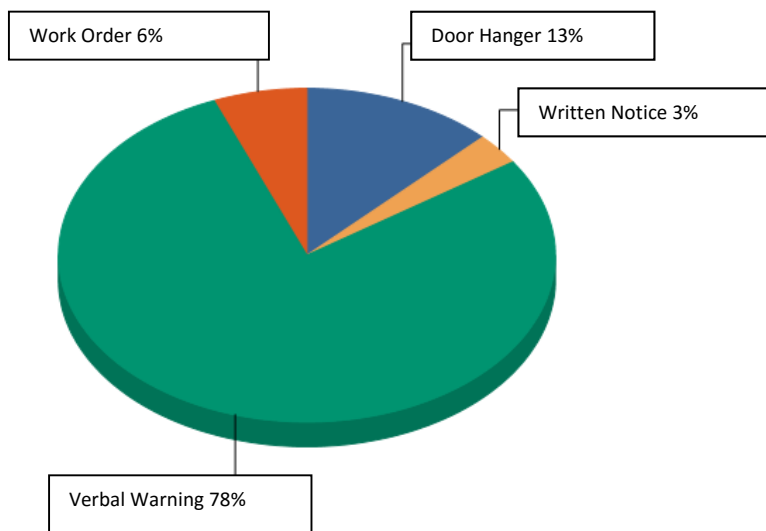
Meeting: August 22, 2016  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT

### Community Engagement



### Community Enforcement Actions



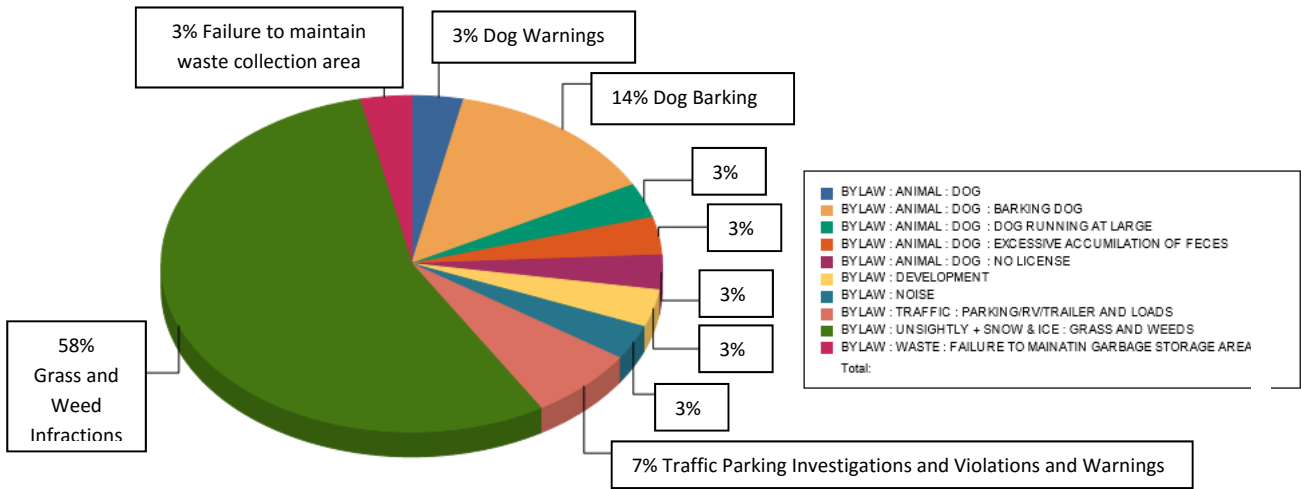
#### July Newspaper Focus:

1. Grass and weed control in the alleys
2. Bush, hedge and tree control on the sidewalks
3. Waste preparation reminder to try and alleviate birds spreading waste.

#### July Enforcement Highlights:

1. Radar on line at the North and South highway locations.
2. The majority of files involved working with local and out of town property owners to remedy unsightly issues generally but not limited to grass and weeds, hoarding, derelict buildings and excessive vehicles accumulation.
3. **Four (4) Notices mailed and/or posted resulting in the Enforcement contractor hired for two (2) properties.**
4. Two building demolitions occurred, one in the down town core retail area and one on the east side residential neighborhood.
5. Foot patrolled the down town core warning people about properly pulling into the angle parking stalls.
6. Statistics are still showing high numbers of motorists doing over 70km/h in the 50 km/h zone and max speeds of 100 km/h or better during all times of the day.
  - The need for secondary enforcement still exists and options are being exercised between the RCMP, DOT and the Sheriff Traffic Unit from Lethbridge.
7. Several files focused around dog complaints that ranged from dogs at large to dogs barking.
8. A review and recommendation of the Down Town Parking area was done as per a request put to Council resulting in three (3) new 1 hour parking locations being installed next to the handicap stalls.
9. Radar/Lidar training was completed.
10. Participated in a SARSS bike rodeo at the Park Place Mall for refugees and new immigrants which included new Syrian families.

## Bylaw Infractions/Complaints/Actions



## Radar Statistics Summary Report – South 50km/h zone

### Statistics Summary Report

Technician Name: administrator

Location: S end of Claresholm (50 zone)

Report Period: 2016-07-11 to 2016-07-17

Address: 4312 - 1st W, Town of Claresholm, Alberta, Canada, T0L 0T0

Total Vehicle Count: 31,423

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	338	48	201	59 %	32	88	54	13
01-02	226	32	141	62 %	42	103	54	13
02-03	220	31	133	60 %	43	124	56	13
03-04	142	20	92	65 %	38	105	55	13
04-05	192	27	133	69 %	36	89	57	14
05-06	343	49	234	68 %	16	94	55	13
06-07	666	95	517	78 %	33	86	57	13
07-08	1,048	150	771	74 %	20	112	56	13
08-09	1,477	211	1,119	76 %	35	93	57	13
09-10	1,870	267	1,425	76 %	30	93	57	13
10-11	2,110	301	1,580	75 %	14	101	56	13
11-12	2,299	328	1,782	78 %	30	109	57	13
12-13	2,322	332	1,758	76 %	29	93	56	13
13-14	2,222	317	1,684	76 %	12	93	56	13
14-15	2,437	348	1,857	76 %	19	92	56	13
15-16	2,259	323	1,757	78 %	27	114	57	13
16-17	2,246	321	1,682	75 %	33	89	56	13
17-18	2,173	310	1,636	75 %	30	105	57	13
18-19	1,901	272	1,358	71 %	8	97	55	13
19-20	1,528	218	1,098	72 %	8	110	55	13
20-21	1,199	171	824	69 %	18	94	55	13
21-22	964	138	713	74 %	24	106	55	13
22-23	767	110	456	59 %	31	91	54	13
23-24	474	68	300	63 %	22	82	54	12
<b>Total</b>	<b>31,423</b>	<b>4,487</b>	<b>23,251</b>	<b>71 %</b>	<b>26</b>	<b>98</b>	<b>56</b>	<b>13</b>

Count by Speed Bins	
Speed	Count
0...5	0
5...10	22
10...15	8
15...20	11
20...25	8
25...30	21
30...35	39
35...40	209
40...45	1,285
45...50	6,569
50...55	8,066
55...60	7,452
60...65	4,222
65...70	1,871
70...75	993
75...80	382
80...85	147
85...90	69
90...95	29
95...100	5
100...105	7
105...110	4
110...115	2
115...120	0
120...125	2
<b>Total</b>	<b>31,423</b>



1640 violators doing 70 km/h or over

# Radar Statistics Summary Report – North 50km/h zone

## Statistics Summary Report

Technician Name: administrator

Location: N end of Claresholm (50 zone)

Report Period: 2016-07-18 to 2016-07-24

Address: 5831 - 1st W, Claresholm, Alberta, Canada, T0L 0T0

Total Vehicle Count: 43,330

Speed Limit: 50



### Count by Speed Bins

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	635	91	460	72 %	5	115	56	13
01-02	375	54	267	71 %	8	113	57	14
02-03	255	36	170	67 %	10	103	55	14
03-04	194	28	122	63 %	5	108	56	14
04-05	254	36	182	72 %	10	97	56	13
05-06	444	63	274	62 %	5	99	53	13
06-07	1,016	145	743	73 %	6	108	55	13
07-08	1,667	238	1,169	70 %	5	101	55	13
08-09	2,227	318	1,175	53 %	5	117	50	12
09-10	2,645	378	1,050	40 %	5	101	48	12
10-11	2,979	426	891	30 %	5	101	46	12
11-12	2,977	425	914	31 %	5	105	46	12
12-13	2,902	415	1,001	34 %	5	108	47	12
13-14	2,924	418	1,027	35 %	5	98	46	12
14-15	2,870	410	1,087	38 %	5	96	47	12
15-16	2,918	417	1,097	38 %	5	94	47	12
16-17	2,883	412	1,347	47 %	5	98	49	12
17-18	2,821	403	1,797	64 %	5	97	53	13
18-19	2,517	360	1,795	71 %	5	103	55	13
19-20	2,225	318	1,618	73 %	5	117	55	13
20-21	1,845	264	1,377	75 %	5	99	56	13
21-22	1,594	228	1,120	70 %	5	100	55	13
22-23	1,279	183	850	66 %	5	110	54	13
23-24	884	126	618	70 %	5	119	55	13
<b>Total</b>	<b>43,330</b>	<b>6,192</b>	<b>22,151</b>	<b>58 %</b>	<b>6</b>	<b>104</b>	<b>52</b>	<b>13</b>

Speed	Count
0...5	116
5...10	150
10...15	93
15...20	95
20...25	202
25...30	756
30...35	2,210
35...40	4,059
40...45	4,932
45...50	8,566
50...55	8,763
55...60	6,893
60...65	3,421
65...70	1,517
70...75	837
75...80	401
80...85	150
85...90	83
90...95	30
95...100	21
100...105	18
105...110	11
110...115	3
115...120	3
<b>Total:</b>	<b>43,330</b>



1557 violators doing 70 km/h or over.

# DEVELOPMENT OFFICER REPORT

*For: 7/15/2016 - 8/22/2016*



## **Development Permits**

- ❖ 9 development permit applications.
- ❖ 13 development files closed.
- ❖ 3 warnings issued for non-compliant developments, and commencing development without the correct permit approvals in place (corrective measures were taken).

## **Compliance / Information Requests**

- ❖ 4 compliance requests processed.
- ❖ Business License Bylaw review is complete (Draft Bylaw presented) for 2<sup>nd</sup> and 3<sup>rd</sup> reading.
- ❖ Safety Codes Audit July 19-20 completed. Recommendations from the 2013 audit are being reviewed and put into implementation. This includes a Development Permit checklist to ensure development permit applications have all the required materials and the file contains all information required for safety codes. (This applies to permits that require additional safety code applications.) Recommendations from the 2016 audit will be presented in a report from SCC and any recommendations will be implemented at that time.

## **Miscellaneous**

- ❖ MPC – August 12, 2016
- ❖ Realtors and home owners have required assistance with questions regarding zoning, setbacks, development scenarios as well as legal land descriptions.
- ❖ Local Press - Annexation public notices, Business License Bylaw notices, fence and permit information.

## ***Upcoming/Continued projects/events***

### **Annexation**

- ❖ Open house on July 28, 2016. Gavin Scott, ORRSC was on hand with visual materials (maps) to answer any questions and provide the public with information regarding annexation.

*Submitted by  
Tara VanDellen  
Development Officer*





# Claresholm

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

## Economic Development Report

August, 2016

Prepared & Submitted By;  
Economic Development Officer (Justin Sweeney)

### Economic Development Officer

- 90 Day Plan completed, approved by Economic Development Committee (EDC)
- New office location identified at 124 50<sup>th</sup> Ave West
  - Shared Location
  - Private Office with front and rear access & ample street front signage
  - Scheduled September 1 move-in
  - Selected upon motion of EDC to place EDO is easily accessible and visible location for initial period of 12 months

Continued viability to be addressed prior to lease renewal



## Economic Development Committee (EDC)

- Met on July 19 & August 8
  - Priority focus on Downtown Tour
    - Approval of change of name, complementary activities, beautification initiatives, incorporating existing business, budget allocation, advertising and layout for event
  - Volunteer leads during Downtown Tour

## Downtown Revitalization sub-Committee

- Claresholm Downtown Tour (Formerly *Vacant Property Tour*)
  - Implemented Saturday, August 13, in conjunction with Fair Days activities



- Included;
  - 4 Commercial/Retail Open Houses
  - 5 Musical Buskers
  - 5 Food Trucks
  - 35 Vendors & Small Businesses
  - 7 participating Downtown Retail Businesses (Sidewalk Sales or Window Display)
  - Historical Banner & Canvas Series



- Numerous reports of high activity/sales in downtown core and restaurants
- Over 50 'Invest in Claresholm' Real Estate Booklets given out that day
- Vacant Property Videos
  - 3 Property videos completed and released via Town of Claresholm Facebook
  - YouTube Channel to be created for hosting and linking from Town of Claresholm Website
  - Identified vacancies at Airport as potentially important for videos to be shared with partners in Government and Industry
- Meeting September 7 to identify immediate and long-term plans

## Branding

- Travel Alberta facilitation presented to EDC on July 19 and representative invited as delegation for August 29 general meeting
  - EDC general meeting on August 29 to provide structure for process and timeline
- Initial target market and message being considered
  - Ownership opportunity for Sun Country 'Focus on Claresholm' radio ads inclusive of quarterly updated ads an option for communication

## Broadband

- EDO discussed viability of coaxial cable for business and potential for fiber build out with Shaw
- EDO and EDC member from Council Mike McAlonan attended an afternoon session hosted Alberta SW on current happenings and potential for development of broadband as a municipally owned utility
- Delegations & information gathering to continue until recommendations can be made

## Operational Planning

- Downtown Revitalization and Investment Attraction and Retention sub-committees to meet on September 7 and August 29 respectively
  - Priorities to be identified for Operational Plan
- Management Consultant, Shilpa Stocker, to facilitate operational planning session on September 19
  - Plan to act as an implementation guide for Council directives on Economic Development as identified in the Town Strategic Plan
- Final plan for 2017, inclusive of budget, to be complete by October 31, 2016

## FCSS Report to Council for July/August

- July and August have been quiet months. Staff vacations.
- Working with John Wenlock and Youth of Tomorrow in planning some upcoming events – booked transportation bus to go to Lethbridge to visit Get Air, a trampoline jumping centre. Also will have pizza dinner. –money from this will come from donations and fundraising at Canada Day BBQ
- Also worked with Teens to prepare for Fair Days- kids skateboarded in parade and handed out candies and flyers for awareness of the Youth of Tomorrow. They also hosted Borderline (group of skateboarders from Lethbridge) at skate park.
- FCSS set up a Salute To Flight window display to participate in the Fair Day downtown activity.
- Barb is facilitating Compass Caring for Caregiver course with 5 community members on Wednesday evenings. These clients were referred for course at AHS Mental Health Clinic.
- FCSS has been facilitating supervised visits on behalf of CFSA for a young mother to see her two sons for one hour per week until final court decision.
- Julia is assisting Playground Society to write grants for the new playground at West Meadow.
- Tax returns are still being completed by volunteers.

# August 2016 Taxation/HR Report

From: Lisa Chilton

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## Human Resources

- The Director of Corporate Services, Simon Janhunen, has resigned and we are currently going through the hiring process to fill that position.
- One of the summer staff who was working at the museum resigned to take another job. We will not be filling that position but are currently advertising to fill the fall, interim position for the period of August 27<sup>th</sup> to October 9<sup>th</sup>.

---

## Taxation

- Taxes past due, and in arrears at August 17<sup>th</sup>, 2016 are:

**\$267,336.78**

Summary of outstanding taxes:

\$ 43,749.54 Tax recovery property - #4 Skyline

\$ 25,270.05 Tax Arrears List for 2016 (subject to sale after March 31<sup>st</sup> 2017)

\$ 2,754.03 Property on Tax Agreement with the Town

**\$ 195,563.16 Other outstanding taxes after the June 30<sup>th</sup> deadline. Not including T.I.P.S participants**

- The 2016 Arrears list had 7 properties. There are 6 properties left. .
  - Tax arrears letters were mailed July 11<sup>th</sup>, 2016.
  - July 12<sup>th</sup> was the final date for assessment appeals. There was one (1) residential vacant land assessment appeal.
-

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



8/12/2016

Report for July/August 2016



# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

**Buildings** Regular weekly inspections and minor maintenance is completed as required. We are waiting on grant funding confirmation before starting the curling rink roof replacement. There are problems with the community center alarm system. The system will require replacement as recommended by our engineer.

**Sidewalks** The 2016 sidewalk program is complete. Waiting on final invoicing, but all work completed appears to be under budget.

**Streets** Pothole repairs are continuing as manpower is available.

**Sanitary Sewers** The sewer service repair work at #1 Tamarack has been completed. The concrete driveway is yet to be reinstalled, but a contractor has been hired. Monthly sewer cleaning is scheduled in various areas.

**Water Distribution** Our valve exercising program is continuing as time allows.

**Storm Sewer Drainage** The Town was on the verge of flooding homes again, on the 14<sup>th</sup> of August. One of the issues is that the storm sewer system is emptying too slow due to the over full condition of the golf course ponds. This has been brought up many times and yet nothing has been done to lower the water levels and create storage capacity. Frog Creek Storm Water Repair Project and the holding pond project have not been awarded. Tenders came in higher than estimated. Projects have been re-tendered and closing for bids was August 17.

**PARKS / ARENA** Parks staff are rotating their holidays. Opening of the Arena is scheduled for the 19<sup>th</sup> of Sept. We are working on a level of service/risk management policy for all parks and grounds.

**RECYCLING** Program is operating well and no complaints to report. Staff is working on pricing for possibly taking on new customers.

**GARBAGE** Collection program is running well.

**EQUIPMENT** Maintenance and repairs are done daily, with no major problems to report.

**STAFF** No problems to report. Holidays have started in all departments. PW staff will cover for all departments.

This Report by

Mike Schuweiler

Director of Infrastructure

Town of Claresholm



# RECREATION DEPARTMENT



## TOWN OF CLAESHOLM

JULY 12, 2016

Authored by: Denise Spencer



## Facilities

### Arena:

We were approached by The Foothills Bison's AA team in regards to procuring 6 - 2 hour game slots throughout the Hockey year. The email was sent July 25, and they needed the dates in for scheduling by August 1, 2016. After speaking with Minor Hockey, the dates were reevaluated as Minor Hockey expressed an interest in hosting on Friday evenings. The feeling was that Friday night games would be a draw for locals and out of towners alike. The dates originally chosen by Parks & Recreation staff were for Sunday afternoons, ensuring the least amount of disruption to the Minor Hockey schedule.

The Old Timers hockey team has expressed interest in hosting a 2 day tournament this winter. Minor Hockey will have two Novice teams this season.

Parents with Pond Hockey have expressed an interest with having it here on Friday evenings, as opposed to hosting it in Stavely. The majority of players of Pond Hockey (non-competitive, affordable hockey for all youth) are from Claresholm. This will enable youth from Claresholm to independently go to hockey, and possibly increase the numbers in the program as well.

Cindy Gray's Dance academy from Fort Macleod has expressed interest in hosting Dance classes at the Mezzanine on Mondays, with tentative booking of 2:30pm-9pm.

### Aquatic Centre:

Spring and summer at the Aquatic Centre is busy, and this month was no exception we've had strong registrations, great sales with swimsuits and goggles, and our swim passes are still selling in great numbers. Mornings have been very steady, and most of our summer spots have been filled. Any programs that have not been filled we have compensated by filling with private lessons. Anyone interested in private lessons is placed on an interest list, and we fill on a first come first serve basis, or by the dates that are needed.

One new senior member has been hired. One of our long term employees has a high course load this fall, and another gave notice and will be going to college this fall as well. The new senior is a Lifesaving Sport Coach, a member of the Canadian Team, and will be participating in the Netherlands between August 20 & September 22. She will be a benefit to the Claresholm Aquatic Centre, bringing valuable insight and coaching to our competitive JLC Vikings team. The Vikings Team will be competing in 2 competitions this fall, with the Coach cost factored into the entry fee. Due to high registration numbers in 2015 we created a competitive program for the Junior Lifeguard Club, and are excited to begin competing. Our new club is registered with the Lifesaving society, has a logo, swim caps, and we have buttons (pins) on order from the Claresholm Local Press. The goal is to keep this program affordable. Youth will be required to register and pay for their competitions, and we will provide the coach.

We held our first WaterSmart week in the July 18-22, during the 2-4pm public swim time. Lifeguards touched on Ice Safety, Lifejacket Safety, Boat Safety, Swim to Survive, and First Aid skills. There were daily draws with small prizes, competitions as well as demonstrations. This was our first program of this type. We are looking forward to entering these numbers from the this program to the Lifesaving Society as these will go towards our points and possibly help us obtain another award next year. Our new program guide for fall was released July 28, with registrations starting August 2, 2016.

We have created a new half hour Stretch and Strength program for Wednesdays 11-11:30am. This program is aimed at our seniors who currently come to the Senior Program Tuesday and Thursdays. They have expressed interest in having more workout times, and find they are not interested in the Aquafit programs that we host in the mornings and afternoons. The Seniors Program is one of our most popular programs with anywhere from 4 participants to 20.

### **Millennium Ball Complex**

Recreation Softball League wrapped up July 23-24. The next date for use is the Claresholm Fair Days Tournament.

In January 2017, we will be focused on increasing usage and renting out the facility to out of town groups.

### **Parks**

There is a small meeting planned for August 24, 2016 to begin the process of park planning, and needs in the community.

## **Marketing / Promotion**

Program guide for the Aquatic Centre, September-December season, and September public schedule is out now.

The Library will be spearheading a Community Calendar for events, this is earmarked to begin in September. This is for everyone to use, and anyone to add to (although businesses will likely need to do their own promotions as normal). The Claresholm Local Press will be going ahead with their "Monthly Community Events" insert, and may partner up with the Community Calendar. Both of these services are highly needed in our community, and will need support, and promotion.

I have attached a draft of a program brochure for the Town of Claresholm. The questions that rose from a meeting with a Library representative, Local Press member, and the EDO, was "what do we want in this?" Is this a town facility guide, a program guide, and information guide? These questions will need to be answered so we can effectively put this information out to the public. I've included some community events, as well as adult programming, eg. Recreation Volleyball, as this program has seen a decline in the last few years.

### **Master Plan:**

I've been adding to the list, and developing a plan for the Master Plan. This will get more of my attention in September, as the Aquatic Centre is time consuming in the summer.

## *Claresholm & District Museum*

Phone : 403-625-3131

Exhibit Hall: 403-625-1742

Email: [visitorinfo@townofclaresholm.com](mailto:visitorinfo@townofclaresholm.com)

Open 9:30am – 4:30pm until Thanksgiving

## **Claresholm Public Library**

Phone: 403-625-4168

Website: [www.claresholmlibrary.com](http://www.claresholmlibrary.com)

Many programs available for all ages

## **RECREATION VOLLEYBALL**

### Co-Ed league

Trish 403-625-5245 Kara 403-625-4564

*Check out our Facebook page!*

Drop in dates are Wednesday October 19 & 26 8:00pm at West Meadow Elementary School, League starts November 2 and ends March 27, 2017

**New players or teams are welcome!**

## **THE STATION**

403-625-4417

Located in the Family & Community Support Services building, the Station offers many

programs throughout the year

Like our page on Facebook

## **Claresholm Seniors**

### **Drop In Centre**

403-625-2877

Nia, Chair Yoga, Canasta, Bridge, Bingo, Pool and many more activities.

*Open to those 45 years plus.*

## **Registration Fair**

**September 8, 2016**

Claresholm Arena, 4-7pm

## *Pumpkin Festival*

**Friday September 30, 2016**

West Meadow Elementary 4-7pm

Fun for everyone!

## *Kinnettes Craft Fair*

Friday November 19, 2016

## **Christmas at the Museum**

Friday November 25, 2016

5:00-9:00pm

Music, Nativity & more

## **MOONLIGHT MADNESS**

Friday November 25, 2016

Late night shopping, lighting of the

Christmas tree downtown

## **ANNUAL FAMILY SKATE** **Monday February 20, 2017**

## **Community Resources:**

### **CLARESHOLM CALENDAR**

[sites.google.com/site/claresholmcalendar](http://sites.google.com/site/claresholmcalendar)

*This site is for all the public to use, find a program, add a program*

### **Claresholm Local Press**

### **Community Calendar of Events**

*Insert is available the first Wednesday of every month*

### **YOUR LOCAL**

#### User-Friendly Phone Directory

Claresholm Local Press

*Community Service Listing Index in front of*

*directory plus; Emergency numbers, Area*

*Map, Take out Menu's, etc*

### Claresholm and District Com-

munity

### Resource Directory

**FCSS Family and Community**

**Support Services**

[www.claresholmfcss.ca](http://www.claresholmfcss.ca)



# FALL & WINTER 2016

## Facility Recreation Guide



Town of Claresholm  
Po. Box 1000  
Claresholm, AB T0L 0T0  
[rec@townofclaresholm.com](mailto:rec@townofclaresholm.com)  
[cac@townofclaresholm.com](mailto:cac@townofclaresholm.com)

TOWN OF CLARESHOLM



## CLARESHOLM AGRIPLEX

claresholmagriplex.ca/  
403--625-2410

Located in Claresholm, Alberta on the edge of the southern Alberta foothills, the Willow Creek Agricultural Society is an active organization which hosts equine and cattle events year round at the Claresholm Agriplex. The facility includes a spacious heated indoor riding arena, two outdoor arenas, a round pen and a variety of stalls and outdoor pens. Year round horse boarding is available along with riding memberships.

Events range from rodeos, cattle penning and cutting and reining shows to dressage and pony club shows, barrel racing jackpots, team roping events, clinics, 4-H activities and more. See their [annual calendar](#) on the website for the range of disciplines that use the facility.

## CINDY'S DANCE ACADEMY

**MONDAYS AT THE MEZZANINE**

**ALL AGES. FEES AVAILABLE ON HER FACEBOOK PAGE REGISTER SEPTEMBER 8**

# CLARESHOLM ARENA

**Arena Rental or Mezzanine: 403-625-2595 or 403-625-3381**  
**Email: [rec@townofclaresholm.com](mailto:rec@townofclaresholm.com)**  
**To view availability go to:**  
**[www.townofclaresholm.com/visit/arena/](http://www.townofclaresholm.com/visit/arena/)**  
*Reasonable and affordable rates, Birthday Party rentals available*

### FRIDAY FITNESS SKATE DATES:

Sept. 23, Oct 7, Oct 21, Nov 4, Nov 25, Dec 9, Jan 6, Jan 20, Feb 3, Feb 17, Mar 3, Mar 17 **1:30-3pm**

\*SHINNY AND FITNESS SKATE ALTERNATE FRIDAYS

### FRIDAY SHINNY DATES:

Sept 30, Oct 14, Oct 28, Nov 18, Dec 2, Dec 16, Jan 13, Jan 27, Feb 10, Feb 24, Mar 10 **1:30-3pm**

### PUBLIC SKATING TIMES:

**Fridays 3:15-4:15 & Sundays 3-4:15**

FRIDAY FAMILY SKATES: DECEMBER 23 & 30

### TOURNAMENTS:

**Atom: Nov 11, 12, 13 Novice: Jan. 13, 14, 15**  
**Initiation: Jan 27, 28, 29 Old: Timers:**

### Claresholm Minor Hockey

[www.claresholmmminorhockey.com](http://www.claresholmmminorhockey.com)  
Initiation, Novice, Atom & Bantam. Register September 8, 2016  
**Contact:**

### Men's Hockey

Sundays 4-\_\_\_\_\_  
Mondays 8-10:30  
Claresholm Cougars  
**Red Dogs Contact: Maury: 403-625-4862**

### Pond Hockey

Fridays 4:30-7:30pm  
Register September 8, 2016  
**Contact:**

### Claresholm Skate Club

October—March  
Register September and December. STARSkate and CanSkate programs are accepted throughout the skating season  
**Contact: Amanda 403-625-1599**

CLARESHOLM ARENA

## Claresholm Community Centre

### Walking Program:

October through March  
9-10am  
Tuesday, Wednesday, and Thursdays  
Hazel Pelletier 403-625-2253

### Rentals:

**Main Hall – \$400.00**  
**Weddings/Dances in Main Hall – \$650 Full Weekend Packages available!**  
**Lodge Room – \$200.00**  
**Meeting Room: \$125.00**  
**Please contact:**  
**403-625-3381 for rentals or register online;**  
[www.claresholmcommunitycentre.com](http://www.claresholmcommunitycentre.com)

COMMUNITY CENTRE

## Claresholm Curling Club

### November-March

Afternoon Ladies & Morning Men's  
Evening Ladies, Evening Men's & Evening Mixed, Juniors and Super league  
Cody Fletcher  
403-625-1558

### Friday Fun Nights

Details to be announced in Claresholm Local Press, or check out **Claresholm Curling Club on Facebook**

CURLING CLUB



**Claresholm Aquatic Centre**  
**[cac@townofclaresholm.com](mailto:cac@townofclaresholm.com)**  
**Closed Statutory Holidays**  
**403-625-2172**

**Check us out on Facebook!**

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
<i>Aquafit &amp; Boot Camp*</i>		8-9am 1-2pm	5-6pm*	8-9am 1-2pm	5-6pm*	8-9am 1-2pm	
<i>Seniors Program</i>			11-11:30am	11-11:30am 5 & 5	11-11:30am		
<i>Fitness Swim</i>	12-1pm	6-8am 11:30-1pm 8-9pm	6-9am 11:30-1pm 8-9pm	6-8am 11:30-1pm 8-9pm	6-9am 11:30-1pm 8-9pm	6-8am 11-1pm	12-1pm
<i>Parent &amp; Tot</i>		11:30-1pm	11:30-1pm	11:30-1pm	11:30-1pm	11-12pm	
<i>Toonie Swim</i>		3-4pm	3-4pm	3-4pm	3-4pm		
<i>Public Swim</i>	2-4 pm		6-8pm		6-8pm		FREE
<i>Family Swim</i>	1-2 pm						1-2pm

AQUATIC CENTRE



# UTILITY SERVICES REPORT



## **AUGUST 2016**

3700 8<sup>th</sup> Street West

Box 1000 TOL-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

[brad.burns@townofclaresholm.com](mailto:brad.burns@townofclaresholm.com)

[www.townofclaresholm.com](http://www.townofclaresholm.com)

Utility Services Manager Brad Burns

# Summary

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

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



# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

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

- July 15<sup>th</sup> Clean and calibrate online meters.
- July 15<sup>th</sup> Atco gas onsite replacing gas meter.
- July 17<sup>th</sup> Issue with chlorine line to East side reservoir (cleaned and replace quick connect).
- July 19<sup>th</sup> Replace tote of powder activated carbon and clean PAC room.
- July 19<sup>th</sup> ENERGO Ventures onsite to look at fabricating a ladder to upper BMS solar area.
- July 20<sup>th</sup> EFM membrane clean on both racks.
- July 21<sup>st</sup> Rinse and clean CIP tank.
- July 21<sup>st</sup> Doug (M.D) computer IT onsite installing windows 10 and checking PC.
- July 23<sup>rd</sup> Issues with plant compressors (CHAMCO resolved issue over the phone).
- July 25<sup>th</sup> CHAMCO onsite to repair compressor issue and do yearly service on both units.
- July 27<sup>th</sup> PALL membrane warranty replacement module onsite.
- July 28<sup>th</sup> MPE SCADA technician online working on DAF scrapper issue.
- July 29<sup>th</sup> MPE onsite to resolve DAF scrapper issue.
- 3 Power outages to date backup generator ran (no issues).
- July 30<sup>th</sup> Reset Co2 tank alarm (contact Praxair technician).
- July 31<sup>st</sup> Power outage (reset chemical pumps and compressors).
- Aug 2<sup>nd</sup> Clean plugged coagulant line to DAF 1 & 2.
- Aug 8<sup>th</sup> MPE technician working on setting up text alarms from SCADA.
- Aug 8<sup>th</sup> Charlton & Hill onsite to work on Co2 tank compressor issue.
- Aug 9<sup>th</sup> Charlton & Hill onsite to work on Co2 tank compressor issue.
- Aug 9<sup>th</sup> CORONA electrical onsite for electrical disconnect quote in generator room.
- Aug 10<sup>th</sup> MPE onsite to resolve DAF issue due to low level reservoir alarm.

## TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- July 21<sup>st</sup> Raw water sample taken to EXOVA Labs for cyanobacterial testing.

## GOVERNMENT COMPLIANCE

- AEP confirm no addition of CUSo4 and citric acid to raw water for algae control. Although it works and there are no health hazards N.S.F approval will not accept (CUSo4 approved).
- Aug 10<sup>th</sup> AEP inspector in contact to update usage of algaecide (no longer acceptable).

## SAFTEY

- Aug 1<sup>st</sup> Monthly safety meeting at public works shop.
- Ongoing safety meetings onsite.
- Aug 3<sup>rd</sup> ZEE Medical onsite to check and restock first aid and eye wash kit.
- Aug 4<sup>th</sup> Refill 3 SCBA air tanks and check SCBA face masks.

## **CHEMICAL**

- Clear Tech return goods authorization for 1 full chlorine bottle to be sent back due to valve issue (68 kg bottle).

# PUMPING STATIONS AND RESERVOIRS

## **HIGHWAY PUMP STATION**

- 3 Power outages to date backup generator ran (no issues).
- Online chlorine analyzer cleaned and calibrated.
- July 19<sup>th</sup> Grounds cut and trimmed.

## **AIRPORT PUMP STATION**

- 3 Power outages to date backup generator ran (no issues).

## **UFA RESERVOIR**

- Sump pump working to control leak around reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.

## **WEST WATER PLANT (decommissioned)**

- No signs of trespassing.
- All fences are secure.
- July 19<sup>th</sup> A.S.E Services asbestos assessment quote received.

# WATER DISTRIBUTION

## **UNIVERSAL METERING**

- Replace/check ERT's and inspected meters as requested by office.

## **GOVERNMENT COMPLIANCE**

- 6 Bacteriological samples have been taken in July within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits meet.

### **TOWN OF GRANUM SUPPLY LINE**

- July 18<sup>th</sup> Town of Granum repairing leak on regional supply line east of the Granum meter vault.

### **METER VAULTS**

- Pressure reducer in vault to acreages working well.
- July 18<sup>th</sup> Reseal boot around electrical conduit at Booster Station meter vault dry and secure
- Aug 2<sup>nd</sup> Pressure regulator issue to West Water co-op (cleaned and reset outgoing psi).

### **DISTRIBUTION LINES**

- Chlorine grab samples continue to be satisfactory within the distribution system.

# LAGOON AND WASTE WATER COLLECTION

### **NORTH/HARVEST SQUARE LIFT STATION**

- North lift station is running on average 1.5 hours per week.
- July 18<sup>th</sup> CORONA electric onsite to resolve pump/VFD issue.
- July 19<sup>th</sup> CICON engineering onsite to check Harvest Square Lift Station.
- July 27<sup>th</sup> CORONA electric onsite checking hour meters.
- Aug 9<sup>th</sup> Checked pump flows for CICON with Mike (sent deficiency list).

### **LAGOON**

- 3 power outages to date backup generator running good with no issues.
- July 26<sup>th</sup> Start up meeting with MPE engineering for RFP study.
- July 27<sup>th</sup> MPE SCADA technician onsite (DEXON, damper motor and transfer switch).
- July 28<sup>th</sup> DEXON Blowers onsite to replace circuit board.
- July 29<sup>th</sup> Replace relay for damper motor backup generator control.
- Aug 5<sup>th</sup> Clean lagoon building and check pumps, VFD's and dampers.
- Aug 8<sup>th</sup> Open anaerobic cell man hole due to heavy rain and high flow (photos pg. 7, 8 &9).

# RAW WATER SUPPLY

## PINE COULEE

- July 20<sup>th</sup> MPE Engineering supply information on line information and possible aquifer tie in information.
- Aug 14<sup>th</sup> Pine Coulee Reservoir 56.0% and Chain Lakes 96.5% capacity

## RAW WATER STORAGE RESERVOIR

- Reservoir shows no signs of algae.
- Copper testing ongoing.
- July 4<sup>th</sup> AEP inspector and Alberta Health Services recommend testing for blue green algae (cyanobacteria) after onsite reservoir has been filled (test results Pass).

## GOLF COURSE

- June 30<sup>th</sup> Meeting at the golf club house with Rod Andrews and board members. Concerned about water shortage in the golf course ponds. Discussion consisted of Alberta Environment diversion licence and the expectations of tracking raw water consumption from coulee tributary to Willow Creek (Frog Creek). Water Use Response System (WURS) condition to measure the total volume of water diverted on a monthly basis and the diversion rate daily. This condition has not been met and I am currently gathering information and in discussion with AEP. Golf course staff is now recording daily water usage and will report monthly numbers for record keeping. AEP indicates that a temporary diversion licence is required to release raw water from the town turn out located at the golf course depending on the availability of water.
- July 19<sup>th</sup> Contact Dave Hunt from AEP to discuss golf course water issue and licence as per AEP inspector.

**During heavy rains the outfall line from town becomes overloaded due to infiltration**



**The outfall line empties into the anaerobic control vault and then into the pump station wet well**

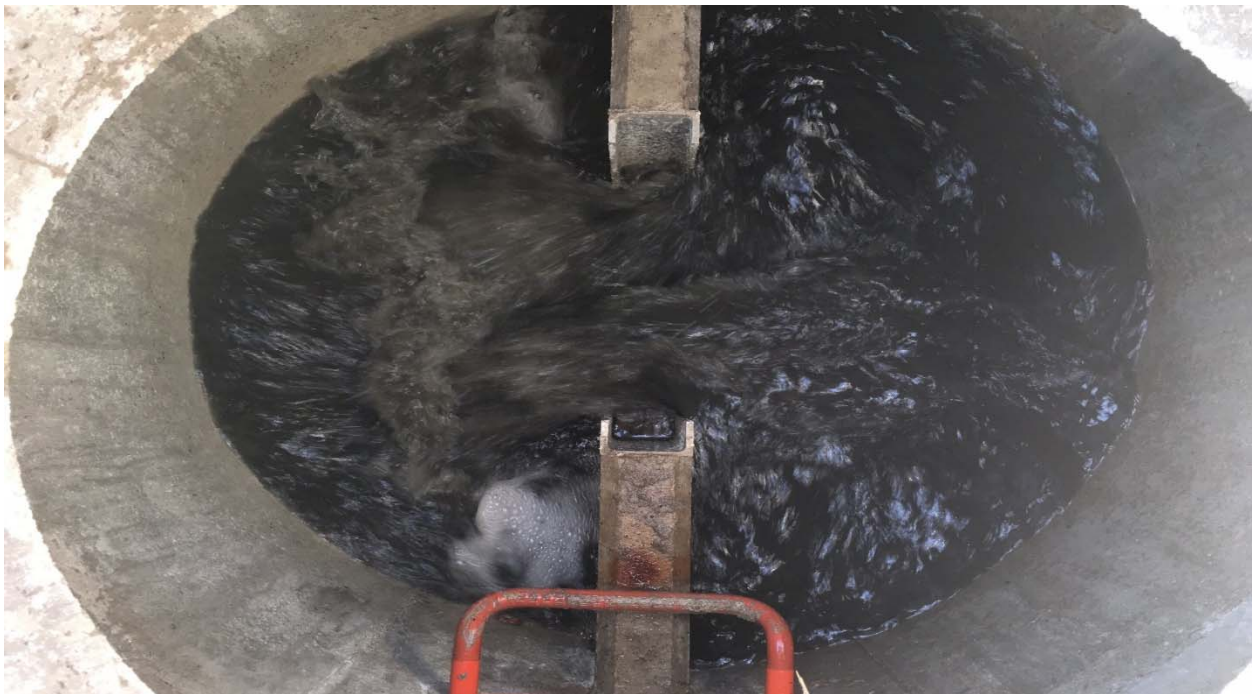




To avoid overloading the outfall line from town cell "A" is opened to directly bypass into a series operation



Running the anaerobic cells in series empties the cell "A" faster to avoid any back up issues on the outfall line from town





# INFORMATION BRIEF

Meeting: August 22, 2016

Agenda Item: 17

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Have not received confirmation as to whether the bridge will be eligible for grant funding.	In progress
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - June 13, 2016				
10	RFD: Pavement Overlay Project - Engineer - Moved by Councillor McAlonan to recommend MPE Engineering to complete engineering duties for the pavement overlay local improvement project at a cost of \$36,400 plus GST. CARRIED MOTION #16-060	Mike/Simon	Contacted MPE Engineering & notified them of their successful bid. Project on hold until final approval of the local improvement tax.	In progress
Regular Scheduled Meeting - June 27, 2016				
1	Delegation Response: CARES RE: Animal Shelter - Referred to Administration	Jason	Begin work on finalizing new CARES facility holding agreement and the Responsible Pet Ownership bylaw	In progress
6	INFO BRIEF: Old Water Treatment Plant Property - Moved by Councillor Cutler for administration to get an appraisal done on the property located at the old west water treatment plant site. CARRIED MOTION #16-073	Brad/Darlene	Info Brief - complete. Waiting on asbestos appraisal	In progress



Regular Scheduled Meeting - July 21, 2016				
1	BYLAW #1614 - Borrowing - Moved by Councillor O'Neill to give Bylaw #1614, a borrowing bylaw, 2nd Reading. CARRIED Moved by Councillor McAlonan to give Bylaw #1614, a borrowing bylaw, 3rd & Final Reading. CARRIED	Simon	On the August 22, 2016 Agenda	Complete
2	CORRES: Claesholm Curling Club RE: Forgiveness of Municipal Portion of 2016 Property Taxes - Moved by Councillor Cutler to forgive the municipal portion of the 2016 property taxes of the Claesholm Curling Club in the amount of \$760.04. CARRIED MOTION #16-074	Karine/Lisa	Reversed the charges- lc Letter & refund cheque sent- kw	Complete
3	CORRES: Claesholm Golf Club RE: Forgiveness of Municipal Portion of 2016 Property Taxes - Moved by Councillor Ford to forgive the municipal portion of the 2016 property taxes of the Claesholm Golf Club in the amount of \$2,898.00. CARRIED MOTION #16-075	Karine/Lisa	Reversed the charges- lc Letter & refund cheque sent- kw	Complete
4	CORRES: The Claesholm Rodeo Club RE: Fair Days Junior Rodeo Sponsorship - Moved by Councillor McAlonan to support the Claesholm Junior Rodeo Club's Fair Days Rodeo 2016 in the amount of \$250. CARRIED MOTION #16-076	Karine	Letter and cheque sent.	Complete
6	RFD: Downtown Parking - Moved by Councillor O'Neill to designate one (1) parking spot beside each of the three (3) handicapped stalls located in the downtown parking lot as having a one (1) hour parking restriction. CARRIED MOTION #16-077	Jason	response letter sent to Paul Zemlak	Complete
7	RFD: Fire Services Agreement - Moved by Councillor McAlonan to request an extension to the term of the Fire Chief Service Agreement with the MD of Willow Creek to December 31, 2016 with all other terms and conditions to remain in effect. CARRIED MOTION #16-078 Moved by Councillor O'Neill to direct Administration to send a letter to the MD of Willow Creek, the Town of Nanton, the Town of Fort Macleod, the Town of Stavely and the Town of Granum that supports a meeting of the Willow Creek Mayors and Reeves Group to discuss opportunities for creating an agreement whereby fire services are offered through a collaborative regional model. CARRIED MOTION #16-079	Marian/Karine	Letter sent to MD of Willow Creek requesting a meeting, cc'd to Nanton, Fort Macleod, Stavely & Granum.	Complete
8	RFD: Business License Bylaw - Moved by Councillor Fieguth to give Bylaw #1615, the Business License Bylaw, 1st Reading. CARRIED	Karine	on agenda for Aug 22 for 2nd and 3rd reading	Complete
10	INFO BRIEF: AUMA Convention 2016 - Administration to set up appointments to meet with K Division and the Solicitor General, as well as the Minister of Municipal Affairs. Packages to be put together for Councillors to take with them to the meetings.	Marian/Karine	Request sent to Municipal Affairs. RCMP to attend Sept.12 Council meeting.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: August 17, 2016

# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
						<b>19329</b>	
52127	7/6/2016	EFT	EFT	787501	1344585 ALBERTA LTD		450.00
52128	7/6/2016	EFT	EFT	1000	ALBERTA MUSEUMS ASSOCIATION		150.00
52129	7/6/2016	EFT	EFT	786285	ALTALIS JV		132.30
52130	7/6/2016	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.		3,905.62
52131	7/6/2016	EFT	EFT	787528	ASSOCIATED ENGINEERING		23,466.54
52132	7/6/2016	EFT	EFT	786195	Benchmark Assessment Consultants Inc.		4,616.71
52133	7/6/2016	EFT	EFT	786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		1,560.51
52134	7/6/2016	EFT	EFT	787538	CAPITAL PAPER RECYCLING LTD.		178.50
52135	7/6/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS		2,095.59
52136	7/6/2016	EFT	EFT	786950	CLARESHOLM SELF STORAGE		598.50
52137	7/6/2016	EFT	EFT	786397	EPCOR		229.69
52138	7/6/2016	EFT	EFT	787522	HIFAB HOLDINGS LTD.		353.10
52139	7/6/2016	EFT	EFT	787535	KFJ SIGNS & GRAPHICS		134.40
52140	7/6/2016	EFT	EFT	787504	LETHBRIDGE TACTICAL SUPPLY		115.49
52141	7/6/2016	EFT	EFT	56155	LIFESAVING SOCIETY		240.00
52142	7/6/2016	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION		409.05
52143	7/6/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		14,264.89
52144	7/6/2016	EFT	EFT	787520	McALONAN, MIKE		22.93
52145	7/6/2016	EFT	EFT	786704	MINISTER OF FINANCE (LT)		40.00
52146	7/6/2016	EFT	EFT	786052	MYRON		1,017.70
52147	7/6/2016	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194		71.68
52148	7/6/2016	EFT	EFT	75955	PALMER, FRED		125.00
52149	7/6/2016	EFT	EFT	787537	PINNACLE SECURITY LTD.		867.30
52150	7/6/2016	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.		214.92
52151	7/6/2016	EFT	EFT	786453	PRAXAIR CANADA INC.		1,055.32
52152	7/6/2016	EFT	EFT	4090	PVH CANADA, INC.		397.60
52153	7/6/2016	EFT	EFT	786536	R P WATERWORKS INC.		3,183.55
52154	7/6/2016			786111	STEEL, ROB		109.02
52155	7/6/2016	EFT	EFT	787544	YOUR DOLLAR STORE WITH MORE, (1743700 ALBERTA LTD)		429.30
52156	7/6/2016	EFT	EFT	900000	Claresholm Medical Centre		885.00
52157	7/6/2016	EFT	EFT	900000	EAST BUTTE TRANSPORT		56,532.28
52158	7/6/2016	EFT	EFT	900000	FAVRHOLDT, KEN		43.51
52159	7/6/2016			900000	HEMMAWAY, DIANE		55.64
52160	7/6/2016	EFT	EFT	900000	JOHNSTON, JILLIAN		63.18
52161	7/6/2016	EFT	EFT	900000	MICHAEL, JOY		400.00
52162	7/6/2016	EFT	EFT	900000	ROBINSON, CHERYL		119.28
52163	7/6/2016	EFT	EFT	900000	SUNSET HOLDINGS INC.		900.00
52164	7/6/2016	EFT	EFT	900000	SWEENEY, JUSTIN		2,220.00
52165	7/6/2016	EFT	EFT	900000	WALL, TILLY		125.00
52166	7/6/2016	EFT	EFT	900000	Westwind Electric Company Ltd.		364.88
							122,143.98
						<b>19331</b>	
52167	7/6/2016	EFT	EFT	900200	LANGE, ROBERT H		2,008.09
							2,008.09



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2016-Aug-12  
11:47:11AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
52168	7/6/2016			900100	BOWMAN, DOUG		798.70
52169	7/6/2016	EFT	EFT	900100	ELLEFSON, EARL MARVIN		874.24
52170	7/6/2016	EFT	EFT	900100	SOUTH COUNTRY CO-OP LIMITED		420.46
52171	7/6/2016	EFT	EFT	900100	THE TDL GROUP CORP		10,690.51
							<hr/>
							12,783.91



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2016-Aug-12

11:47:11AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #	19368
52172	7/20/2016			13125	AHS-CCMHA	108.00		
52173	7/20/2016	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	7,851.06		
52174	7/20/2016	EFT	EFT	650	ALBERTA BLUE CROSS	8,111.86		
52175	7/20/2016			1025	ALBERTA ONE CALL LOCATION CORP	126.00		
52176	7/20/2016	EFT	EFT	786517	AMSC INSURANCE SERVICES LTD.	3,755.87		
52177	7/20/2016	EFT	EFT	6390	BISHOFF AUTO & AG CENTRE	695.47		
52178	7/20/2016	EFT	EFT	11250	CANADIAN LINEN SUPPLY	915.16		
52179	7/20/2016	EFT	EFT	786718	CICON ENGINEERING	2,196.60		
52180	7/20/2016	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	3,183.50		
52181	7/20/2016	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	3,725.00		
52182	7/20/2016	EFT	EFT	13400	CLARESHOLM GLASS '88' LTD	1,031.10		
52183	7/20/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	31.24		
52184	7/20/2016	EFT	EFT	14085	CLARESHOLM NAPA AUTO	856.20		
52185	7/20/2016	EFT	EFT	13900	CLARESHOLM PHARMACY LTD	58.60		
52186	7/20/2016	EFT	EFT	785953	CLARESHOLM RENTALS & OILFIELD	1,102.50		
52187	7/20/2016	EFT	EFT	14150	CLARESHOLM WELDING & FABRICATING LTD	39.90		
52188	7/20/2016	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	15,300.05		
52189	7/20/2016	EFT	EFT	787521	CUTLER, JAMIE	90.20		
52190	7/20/2016	EFT	EFT	786179	ENERGO VENTURES INC	2,243.90		
52191	7/20/2016			26201	FERG'S SEPTIC SERVICE LTD	1,874.25		
52192	7/20/2016			786000	FLOWERS ON 49th	100.00		
52193	7/20/2016	EFT	EFT	49980	HARRY'S TIRE SALES (1984) LTD.	97.93		
52194	7/20/2016	EFT	EFT	787522	HIFAB HOLDINGS LTD.	91.80		
52195	7/20/2016	EFT	EFT	11310	HI-WAY 9 EXPRESS LTD.	75.89		
52196	7/20/2016	EFT	EFT	36800	HOME HARDWARE	2,815.91		
52197	7/20/2016	EFT	EFT	850	JOHN DEERE FINANCIAL	235.97		
52198	7/20/2016			787535	KFJ SIGNS & GRAPHICS	88.20		
52199	7/20/2016			786267	LAWSON PRODUCTS INC.	154.86		
52200	7/20/2016	EFT	EFT	786460	LG CLEANING SERVICES LTD.	840.00		
52201	7/20/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	14,330.76		
52202	7/20/2016			786339	MACKILLOP LAWN CARE LTD.	3,150.00		
52203	7/20/2016	EFT	EFT	787523	MOWERS & BLOWERS (841057)	724.50		
52204	7/20/2016	EFT	EFT	786872	MPE ENGINEERING LTD.	4,030.15		
52205	7/20/2016	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	997.89		
52206	7/20/2016			786635	ORKIN CANADA CORPORATION	131.25		
52207	7/20/2016	EFT	EFT	97050	PHARMASAVE	50.00		
52208	7/20/2016	EFT	EFT	76400	PITNEYWORKS	4,671.87		
52209	7/20/2016	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	78.75		
52210	7/20/2016	EFT	EFT	80000	PUROLATOR INC.	98.05		
52211	7/20/2016	EFT	EFT	786536	R P WATERWORKS INC.	897.75		
52212	7/20/2016	EFT	EFT	86300	RECEIVER GENERAL	23,036.78		
52213	7/20/2016	EFT	EFT	786188	Reynolds Mirth Richards & Farmer LLP	1,782.62		
52214	7/20/2016	EFT	EFT	786468	SHAW CABLE	254.20		
52215	7/20/2016	EFT	EFT	786424	SKYLINE TOWING & RECOVERY	168.00		
52216	7/20/2016	EFT	EFT	96730	THE MACLEOD GAZETTE	52.50		
52217	7/20/2016	EFT	EFT	97002	TOWN OF CLARESHOLM (Petty Cash)	135.04		
52218	7/20/2016	EFT	EFT	786500	TRINUS TECHNOLOGIES INC.	157.50		
52219	7/20/2016	EFT	EFT	786759	Tyco Integrated Fire & Security	3,312.34		
52220	7/20/2016	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	306.77		



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2016-Aug-12

11:47:11AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
52221	7/20/2016			111705	WC CLASS II REGIONAL LANDFILL	10,518.95
52222	7/20/2016	EFT	EFT	786187	Western Canada Welding Products Ltd.	187.66
52223	7/20/2016	EFT	EFT	787541	WILLOW CREEK LOCK & KEY	750.33
52224	7/20/2016	EFT	EFT	111800	WORKERS' COMPENSATION BOARD	8,760.71
52225	7/20/2016	EFT	EFT	787544	YOUR DOLLAR STORE WITH MORE, (1743700 ALBERTA LTD)	173.78
52226	7/20/2016			900000	Alberta Caregivers Association	100.00
52227	7/20/2016			900000	BERRETH, CASSANDRA	48.00
52228	7/20/2016	EFT	EFT	900000	Canadian Public Works Association	267.75
52229	7/20/2016			900000	CENTOLA, JENNIFER	35.00
52230	7/20/2016	EFT	EFT	900000	CUTLER, DENELLE	5.25
52231	7/20/2016	EFT	EFT	900000	DONSELAAR, SCOTT	300.00
52232	7/20/2016	EFT	EFT	900000	FAVRHOLDT, KEN	94.09
52233	7/20/2016			900000	Government Finance Officers Association	105.00
52234	7/20/2016	EFT	EFT	900000	Island Ink-Jet Lethbridge	99.30
52235	7/20/2016	EFT	EFT	900000	JOHNSTON, JILLIAN	128.75
52236	7/20/2016	EFT	EFT	900000	LEVESQUE, SHERRY	35.65
52237	7/20/2016	EFT	EFT	900000	NEW-LINE PRODUCTS LTD.	564.54
52238	7/20/2016	EFT	EFT	900000	Red Cap Ventures Inc.	761.25
52239	7/20/2016	EFT	EFT	900000	Safesidewalks Canada Inc.	10,500.00
52240	7/20/2016	EFT	EFT	900000	SCHNEIDER, KEN & BRENDA	350.00
52241	7/20/2016			900000	Tea Breeze Entertainment Ltd.	1,835.40
52242	7/20/2016	EFT	EFT	900000	THOMPSON, TRACY	35.00
52243	7/20/2016			900000	Westwinds Management Solutions Inc.	5,250.00
						157,070.15
						<b>Batch # 19370</b>
52244	7/20/2016	EFT	EFT	900100	AKINS, KAREN	1,236.54
						1,236.54
						<b>Batch # 19372</b>
52245	7/20/2016	EFT	EFT	787526	Alberta Municipal Services Corporation	28,507.07
52246	7/20/2016	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	1,002.96
52247	7/20/2016			900	TELUS	803.18
52248	7/20/2016	EFT	EFT	900000	LOW, DR. RICHARD	4,500.00
						34,813.21
						<b>Batch # 19379</b>
52249	7/22/2016	EFT	EFT	900100	CLARESHOLM CURLING CLUB	760.04
52250	7/22/2016	EFT	EFT	900100	CLARESHOLM GOLF CLUB	2,898.00
						3,658.04



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
						<b>19387</b>	
52251	7/28/2016			76356	ACN		12.26
52252	7/28/2016			2550	AUMA		315.00
52253	7/28/2016			786195	Benchmark Assessment Consultants Inc.		4,813.20
52254	7/28/2016			785928	BIG HILL SERVICES LTD.		682.50
52255	7/28/2016			13400	CLARESHOLM GLASS '88' LTD		758.10
52256	7/28/2016			786141	CLARESHOLM TAXI		921.38
52257	7/28/2016			786540	DIRECT ENERGY REGULATED SERVICES		82.18
52258	7/28/2016			786202	EXOVA		659.29
52259	7/28/2016			786727	FOOTHILLS REGIONAL E.M.S.		8,032.77
52260	7/28/2016			786097	FOOTHILLS SYSTEMS division of		3,808.33
52261	7/28/2016			787522	HIFAB HOLDINGS LTD.		36.17
52262	7/28/2016			51050	KAZ'S SERVICE		1,252.90
52263	7/28/2016			786267	LAWSON PRODUCTS INC.		171.21
52264	7/28/2016			56155	LIFESAVING SOCIETY		203.24
52265	7/28/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		14,324.55
52266	7/28/2016			66100	NATIONAL SECRETARY-TREASURER		1,415.98
52267	7/28/2016			786167	PITNEY BOWES LEASING		1,398.98
52268	7/28/2016			786050	PLANET CLEAN (LETHBRIDGE) LTD.		99.75
52269	7/28/2016			4090	PVH CANADA, INC.		840.22
52270	7/28/2016			786434	RAYMAX EQUIPMENT SALES		9,521.93
52271	7/28/2016			86300	RECEIVER GENERAL		22,793.53
52272	7/28/2016			786468	SHAW CABLE		91.30
52273	7/28/2016			91700	STARLINE SIGNS		63.00
52274	7/28/2016			900	TELUS		2,957.79
52275	7/28/2016			787515	WATT & STEWART COMMODITIES INC		693.00
52276	7/28/2016			787544	YOUR DOLLAR STORE WITH MORE, (1743700 ALBERTA LTD)		54.34
52277	7/28/2016			900000	All Pro Industrial Products Inc.		574.43
52278	7/28/2016			900000	CLARESHOLM RODEO CLUB		250.00
52279	7/28/2016			900000	CUTLER, DENELLE		74.60
52280	7/28/2016			900000	WENLOCK, JOHN		500.00
							<hr/>
							77,401.93
<hr/>							
<b>Total</b>							<b>411,115.85</b>

\*\*\* End of Report \*\*\*





# MUNICIPAL PLANNING COMMISSION MINUTES

**July 8, 2016**

**Town of Claresholm – Council Chambers**

**Attendees:** Lyal O'Neill - Council Member (Chairperson)  
Shelley Ford - Council Member (Vice-Chairperson)  
Jeff Kerr – Member-at-Large

**Regrets:** Jamie Cutler- Council Member  
Sharon Duncan - Member-at-Large

**Staff:** Tara VanDellen – Development Officer

**Public Present:** Gavin Scott- ORRSC, Rob Vogt- Claresholm Local Press, Darcy Erickson

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<b>8:00 am</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes by Councillor Ford</b>
<ul style="list-style-type: none"><li>• June 17, 2016</li></ul>	<b>Seconded by Jeff Kerr</b>
	<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>SUBDIVISION APPLICATION</b>	<b>Motion to approve with amended conditions by Jeff Kerr</b>
	File: D2016.053 ORRSC File: 2016-0-082 Applicant: Krista Lovse Owner: Alex & Jeannette Russell Address: 9 & 11 Saskatchewan Cres Legal: Lot 8 & 9, Block 4, Plan 0915027 Regarding: Subdivision Application (Draft Resolution for Approval)	<b>Seconded by Councillor Ford</b>
		<b>CARRIED</b>

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<b>Item 2: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Councillor Ford</b>
	File: D2016.056 Applicant: Darcy Erickson Address: 25 Saddle Mt Road Legal: Lot 26, Block 3, Plan 7810389 Regarding: Accessory Building with Variance to Max Height	<b>Seconded by Jeff Kerr</b>
	<b>CONDITION(S) – To be fulfilled prior to commencement:</b> <ol style="list-style-type: none"><li>1. The applicant shall locate the proposed Large Accessory Building in the side or rear yard (ie: beside or behind the</li></ol>	<b>CARRIED</b>

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# MUNICIPAL PLANNING COMMISSION MINUTES

**July 8, 2016**

**Town of Claresholm – Council Chambers**

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- Single Family Dwelling) at least 80 feet from the west boundary and 15 feet from the side (north) boundary.
2. The application shall provide payment of the fee for an Application for a Development Permit based on the value of the development (\$20.00 plus \$1.00 for each \$1000.00 of construction value, including materials and labour)
  3. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please call 403-320-0734 for further information.
  4. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE 04-09 Planning and Development Fee Schedule the applicant shall provide either:  
An irrevocable letter of credit, or A deposit,  
In the amount of \$500.00 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as performance security to ensure that the applicant adheres to the conditions of the permit.
  5. The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Albert One Call at 1-800-242-3447.

**CONDITION(S) – Applicable during duration of the construction process:**

6. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
  7. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the Large Accessory Building with stucco. Any other material that the applicant proposes to use for the exterior finish of the Large Accessory Building shall be approved by the Development Authority.
  8. As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the roof of the Large Accessory Building with shingles or metal cladding. Any other material that the applicant proposes to use for the roof finish of the Large Accessory Building shall be approved by the Development Authority.
  9. The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water service installation, connection and payment of applicable fees if required. Please contact Marianna Orge at 403-625-3381.
-



# MUNICIPAL PLANNING COMMISSION MINUTES

July 8, 2016  
Town of Claresholm – Council Chambers

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**Item 3: ACTION****DEVELOPMENT PERMIT**

File: D2016.050  
Applicant: Terry Turcotte Smith  
Address: 218 45 Ave West  
Legal: Lot 27,28 , Block 9, Plan 147N  
Regarding: Home Occupation 2 – Music Studio  
Condition(s):

10. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
11. As per, Schedule 10, Section 2 of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
12. As per, Schedule 10, Section 10 of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
13. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.

**Motion to approve  
with conditions  
by Councillor Ford**

**Seconded by  
Jeff Kerr**

**CARRIED**

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**Item 4: ACTION****DEVELOPMENT PERMIT**

File: D2016.052  
Applicant: Brian Chartrand  
Address: 34 Willow Road  
Legal: Lot 17, Block 2, Plan 7410893  
Regarding: Home Occupation 2 – Landscaping  
Business  
Condition(s):

1. The applicant shall adhere to the stipulations stated in

**Motion to approve  
with conditions  
by Jeff Kerr**

**Seconded by  
Councillor Ford**

**CARRIED**



# MUNICIPAL PLANNING COMMISSION MINUTES

**July 8, 2016**

**Town of Claresholm – Council Chambers**

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Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.

2. The Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence. This does not apply if the vehicle is a recreation vehicle, a commercial vehicle with the hazard warning lamps alight and in the process of loading or unloading goods, or if it's parked on Provincial Highway #2 (1st Street West).
6. As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight exceeding 9,500 kilograms, shall not be parked on a highway.
7. As per Bylaw 1550 (Traffic Bylaw), a trailer shall not be parked on a highway unless the trailer is attached to a vehicle by which it may be drawn.

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**8:35 am**

**Motion to Adjourn  
By Councillor Ford**

**CARRIED**

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Next meeting: as required



WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED



WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

RECEIVED  
JUL 21 2016

June 30, 2016

Ms. Marion Carlson, CAO  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Total received: \$2,150.09

Dear Ms. Carlson:

We are pleased to announce a rebate program recognizing the investment that members have made in AMSC Services.

The rebate is being distributed to AUMA members who, as of January 1, 2016, participate in two or more AMSC core services which include: Employee Benefits, General Insurance & Risk Management, and Utilities.

As a member-owned, member-driven organization, we endeavour to equitably share our profits with qualifying members by returning a portion of reserve funds. Funds from AMSC will be applied to provide client rebates for a three year period beginning in 2016. Accordingly, ***we have enclosed your rebate cheque with this letter*** as a token of our thanks for your continued participation and support in our programs. It is the revenues from AMSC services that allow AUMA to continue to provide beneficial advocacy services on behalf of members; while keeping membership fees relatively low and stable.

We ask you to ensure that your council is made aware of this initiative, outlining the services that your municipality is currently purchasing from AMSC and the value received through participation.

If you would like to discuss your municipality's current service portfolio, other available AMSC services, or for further information about the rebate program please feel free to contact me at 310-AUMA or at [djohnson@auma.ca](mailto:djohnson@auma.ca).

Sincerely,

David Johnson  
Senior Director, Communications & Marketing

## Marian Carlson

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**From:** Sue Bohaichuk <SBohaichuk@auma.ca>  
**Sent:** Saturday, July 30, 2016 6:21 PM  
**Subject:** FW: Draft Email to Members  
**Attachments:** What We Heard - Proposed 2016 Amendments to the MGA.PDF; AUMA Comprehensive Submission on MGA Amendments July 29\_2016.pdf

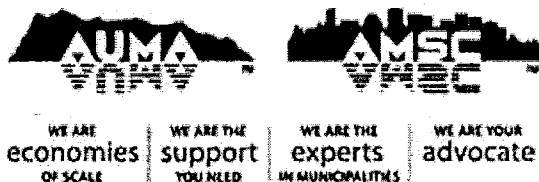
To Mayors and CAOs:

Thanks to all of you who participated in our MGA engagement through the working sessions at the summer Mayors' Caucuses and responses to our member survey. We are pleased to enclose a "what we heard" document that summarizes your input.

Based on your input, AUMA made a submission to the Minister of Municipal Affairs that outlines our position on the proposed MGA amendments and indicates where further changes or clarification is required in order to ensure that the legislation will meet the needs of urban municipalities. As outlined in our attached submission, AUMA also worked as collaboratively as possible with AAMDC to develop a strong and united front on matters of mutual interest so that we can create a compelling rationale for change. As the MGA has impacts that go beyond Municipal Affairs, our submission was copied to the Premier and Cabinet so that matters such as provincial grants, infrastructure, land use planning, environmental stewardship, liability, and school reserves could be profiled to provincial decision makers.

As Municipal Affairs will be re-tabling the final MGA amendments in the legislature later this fall, AUMA will develop advocacy materials for members to use at a local level to further profile our policy positions. As well, we will provide updates as we issue MLA Newsletters and engage in editorial boards and other advocacy activities. We will also keep you apprised of our work on the associated regulations.

In the interim, please continue to access our webpage of MGA resources <https://auma.ca/advocacy-services/programs-initiatives/municipal-government-act-review-0>



**Sue Bohaichuk FCPA, FCMA; ICD. D  
CEO**

D: 780.409.4312

C: 587.987.7206

E: [sbohaichuk@auma.ca](mailto:sbohaichuk@auma.ca)

Alberta Municipal Place  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Phone: 780.433.4431 Toll-free: 310-AUMA  
Fax: 1.780-433-4454  
[www.auma.ca](http://www.auma.ca) [www.amsc.ca](http://www.amsc.ca)





## Background

Proposed amendments to the Municipal Government Act (MGA) were released on May 31, 2016 in Bill 21, the Modernized Municipal Government Act.

# What We Heard - Proposed 2016 Amendments to the MGA

July 29, 2016



AUMA immediately provided members with an impact assessment to support their engagement at the public consultation meetings hosted by Municipal Affairs in June and July. AUMA used these meetings as an opportunity to pose questions to Municipal Affairs about the rationale for these amendments and to press for a definitive response on why other requested amendments were not made. In many cases, Municipal Affairs provided a response that was not clear or did not address our specific concerns. As well, Municipal Affairs indicated that some matters have not yet been resolved as they have yet to be set out in a regulation.

Municipal Affairs set a deadline of July 29 for municipal associations and stakeholder organizations to provide their responses to the proposed amendments. AUMA distributed a survey to its members in July 2016. This document summarizes the results of the AUMA survey that was utilized to inform AUMA's submission to the province on MGA amendments.

## Survey Results

AUMA received 62 responses to the survey on the proposed amendments to the Municipal Government Act. The majority of responses were received from towns (51 per cent) followed by villages (34 per cent), cities (7 per cent), and summer villages (5 per cent). One response was received from a specialized municipality. The large majority of respondents represented municipalities with a population under 3,500 (66 per cent), followed by those under 10,000 (20 per cent), under 70,000 (13 per cent), and over 70,000 (2 per cent).

Strong or moderately strong preferences in the member survey, aligning with AUMA's analysis can be found on the following key items:

- Mandatory provincial consultation with municipalities on issues that impact them, with overwhelming support for a minimum notice period when making changes;
- Mandatory offering and taking of training, including the requirement for some pre-training prior to running for office;
- Concerns about the Ombudsman as another layer of provincial oversight, additional costs for municipalities and taxpayers arising from this new role, and challenges of managing frivolous complaints;
- Requirement for Intermunicipal Collaborative Frameworks (ICFs) to include both intermunicipal services and infrastructure; and
- Exclusion of some specific property types from 5:1 tax rate ratio, with over 60 per cent supporting the exclusion of brownfields from being restricted by this ratio.

Additional key findings from the survey include:

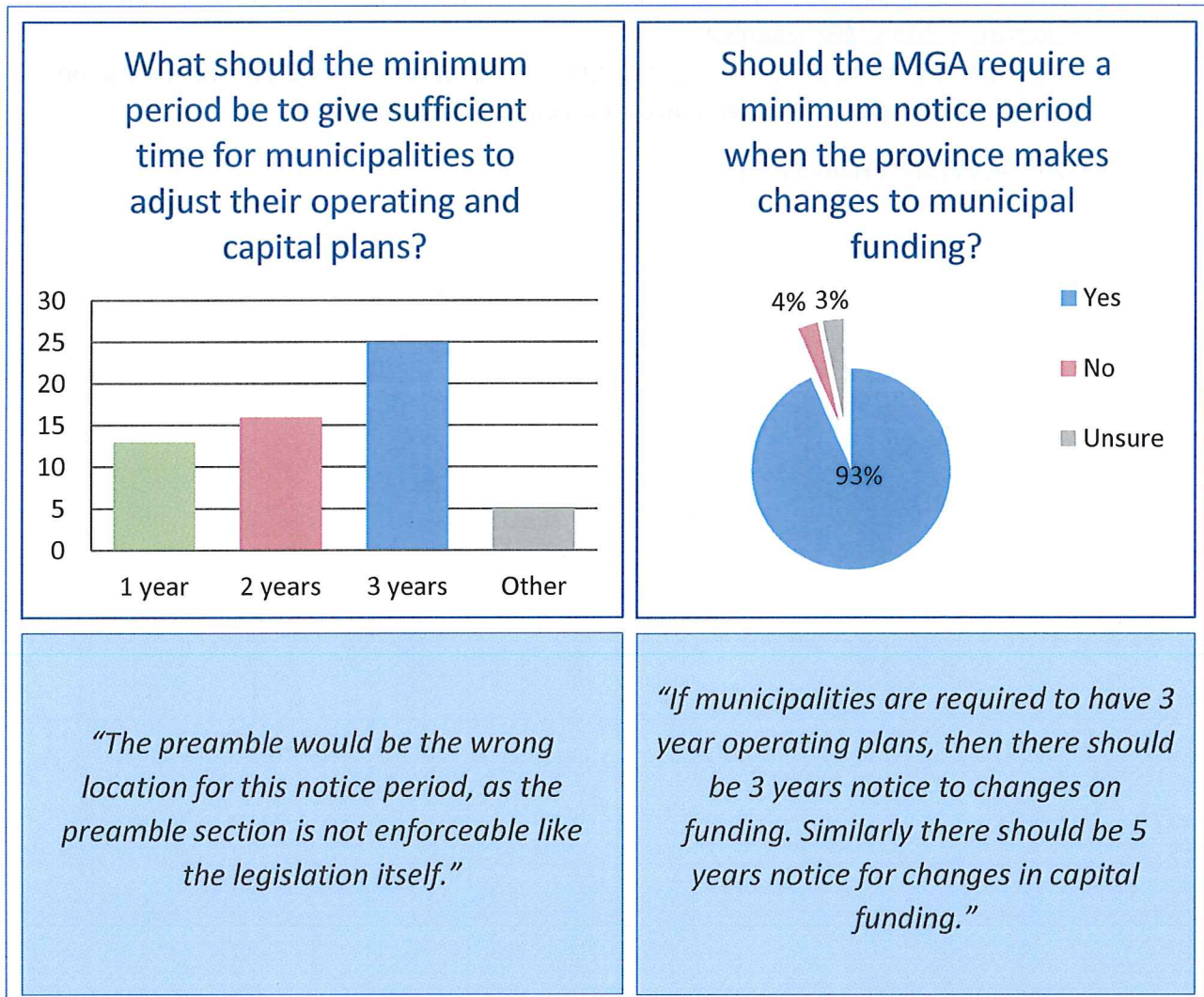
- More than 60 per cent indicated that they would prefer to build regional ICFs rather than have individual ICFs with each adjacent municipality. However, the requirement to explore a regional ICF only had moderate support.

- Roughly half of respondents indicated that they were either unable or unsure whether they would be able to accommodate the creation/update of Municipal Development Plans (MDPs), Intermunicipal Development Plans and ICFs in the two to three year timeframe. AUMA is recommending extending the MDP completion date to five years to help municipalities meet this challenge.
- More than 70 per cent of respondents thought there should be a requirement for the development of joint use agreements between municipalities and school boards, which has informed AUMA's MGA submission.
- There is a very strong preference (nearly 70 per cent) for conventional interest arbitration when developing ICFs. This preference informed AUMA's submission.

Detailed results are included below.

## Municipal Funding

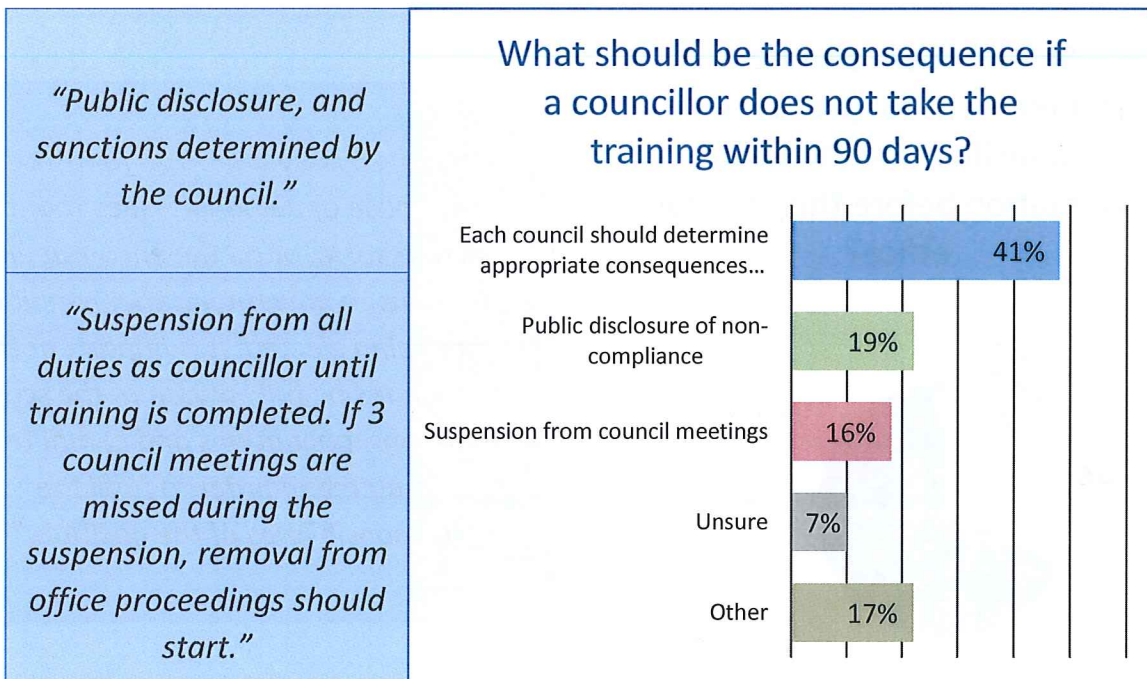
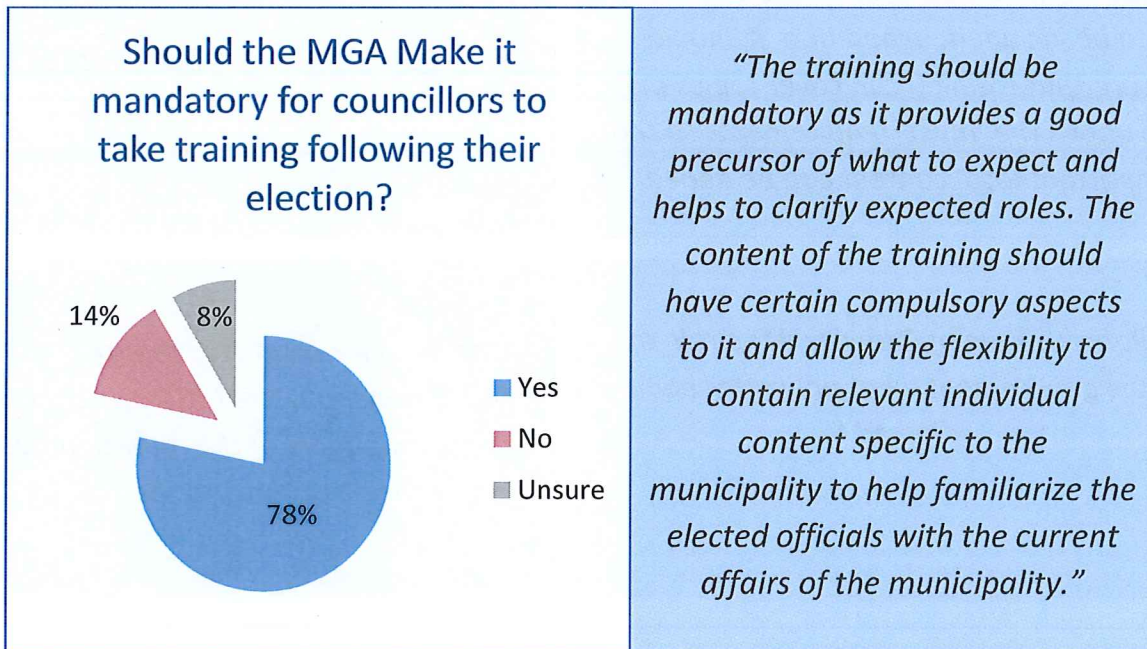
Strong concerns were voiced by members regarding the need for stable and predictable funding. These same concerns were reiterated in the survey, which suggested the need for a minimum notification period to municipalities when the province makes changes to municipal funding.





## Elected Official Training

The 2016 proposed MGA amendments included that all municipalities must offer orientation training to each councillor within 90 days after an election or by-election. AUMA heard from our members that the MGA should go further and make it mandatory for all councillors to take the training and also require training prior to running for office.



What, if any, additional categories should be included in the scope of mandatory training?

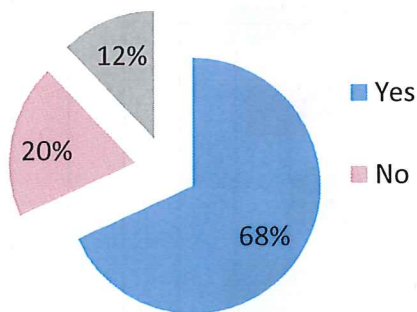
*“If not included in the scope of roles and responsibilities, pecuniary interest needs to be included. In addition, it should ensure that training can cover topics over and above the ‘must’ requirements so that important local content can be added.”*

*“Ethics and municipal finance.”*

*“Robert’s Rule of Order and the role of local government – but only after being elected.”*

*“The need for council to realize that they MUST adhere to the MGA and that they are not managers of the municipality; they set the direction and the policies.”*

Should there also be a requirement for prospective councillors to attend an orientation before they run for office?

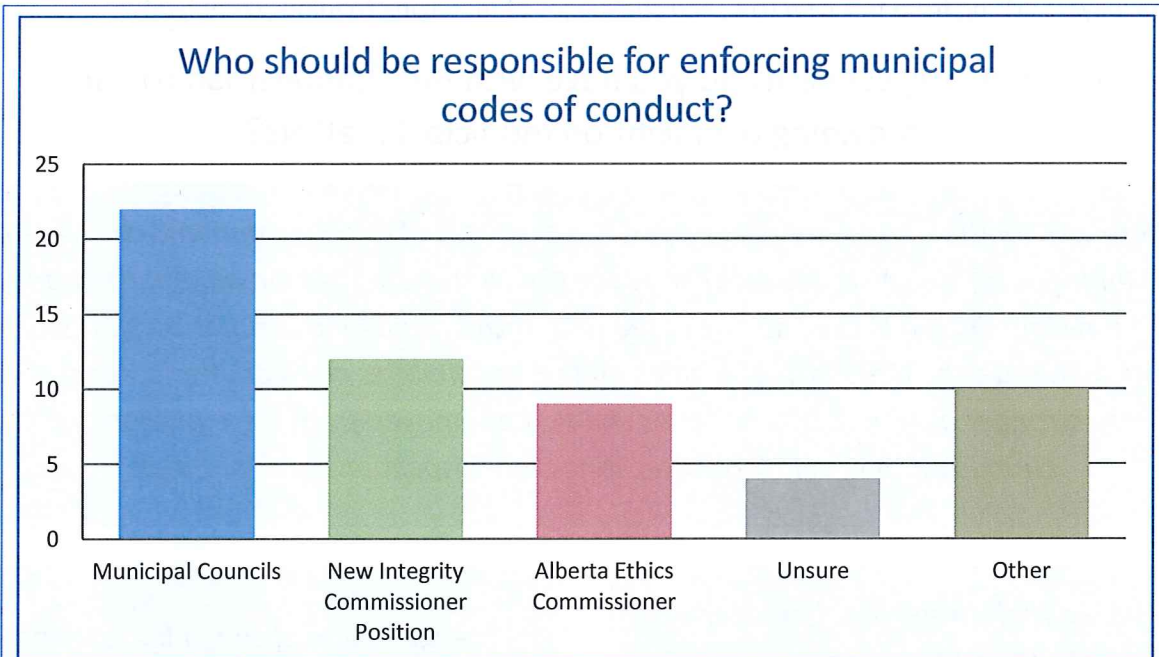


*“Very often individuals run for office for the purpose of personal issues that they wish to resolve, or on the encouragement of friends to prevent another candidate from being elected. It is important that candidates be fully aware of the scope, limitations, obligations and commitment required in order to fulfil the responsibilities of the position.”*



## Codes of Conduct

In spring 2015, the MGA was amended to require municipalities to establish a code of conduct for councillors. Regulations will include matters that a code must address, the date by which it must be established, sanctions to be imposed for a breach, matters that a council must take into consideration in establishing a code, and implementation of a code. Survey respondents indicated a range of preferences for oversight.



*"Sometimes the only way to get someone to understand consequences and to ensure they happen is by having an outsider to the community to enforce. This also helps with bias."*

*"Integrity Commissioner to investigate, perhaps, but Council to receive the report and enforce."*

*"It is obvious that municipal councils policing themselves does not work – evidence can be found around the province. This section definitely requires more discussion and better enforcement."*

*"The enforcement of a code of conduct could be left to individual councils, with a commissioner available if required."*



## Ombudsman

The proposed 2016 MGA amendments include expanding the mandate of the Alberta Ombudsman to investigate complaints relating to municipal processes. The scope of the Ombudsman's review is limited to ensuring that municipal actions are consistent with relevant legislation, bylaws, policies, and procedures. Respondents raised concerns about the Ombudsman as another layer of provincial oversight, additional costs for municipalities and taxpayers arising from this new role, and challenges of managing frivolous complaints.

### What, if any, concerns do you have with the Ombudsman role for providing oversight on municipal matters?

*"There will continue to be confusion between the roles of Ombudsman and the Minister of Municipal Affairs. Also, residents may see the Ombudsman as an appeal mechanism for municipal decisions they do not agree with rather than an oversight body. It will be critical to have the Ombudsman's roles and responsibilities clarified. If the intent is to create stronger oversight, the Minister should be removed from the equation and the Ombudsman should look after municipal inspections and inquiries."*

*"Do we really need another layer of oversight? Mechanisms are already in place to provide oversight on procedural items. This change to the MGA may require significant growth of the Ombudsman's office."*

*"The confusion of the public on what they can actually complain about is going to be a problem. People will be upset that they are not dealing with their perceived 'real issues'."*

*"We believe that there may be frivolous complaints which could be used by media to discredit council and/or administration."*

*"I truly see this as just another layer of bureaucracy as well as the potential for significant time delays and resource pressures for the CAO."*



### What, if any, additional matter should be included in the Ombudsman's role?

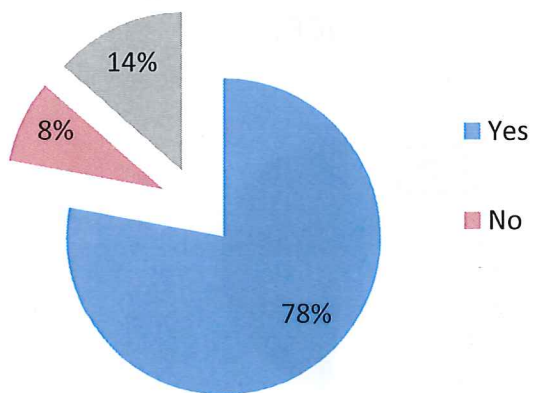
*"None, as the role is not required. Procedural fairness is important, but this is already dealt with through other means whereas other council decisions are dealt with by the electorate during municipal elections."*

*"Perhaps if there is an issue between the council and CAO, the Ombudsman could be brought in as an unbiased advisor."*

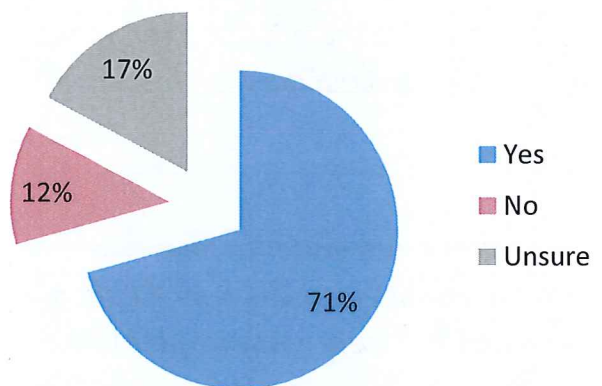
### Intermunicipal Collaboration Frameworks

The proposed 2016 MGA amendments require municipalities with common boundaries to create an Intermunicipal Collaboration Framework (ICF) that outlines how services that are located in one municipality and used by residents of other municipalities will be funded. Respondents were clear in their support for ICFs including both services and infrastructure, and offered additional insight on the format and governance structure they would like to see in ICFs.

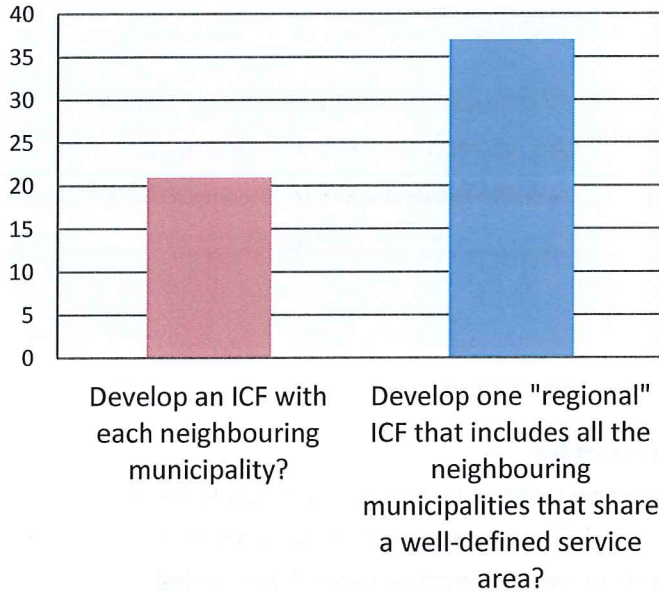
Should ICFs be required to include intermunicipal services AND infrastructure?



Do you agree that the scope of suggested services for the ICF is sufficient?



**If given a choice, would your municipality choose to:**



*“Regional delivery of services has proven to be effective. Smaller municipalities may not have the resources required to develop multiple plans.”*

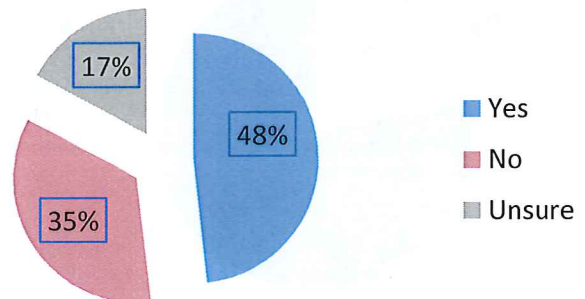
*“Each relationship is unique. Each municipality is unique and has its own challenges. Smaller communities could get lost in a larger framework.”*

*“Our region has been working well together and doing an ICF as a region may reinforce these partnerships, improve the probability of all the municipalities in the region remaining sustainable and ensure that services delivered over the region are done effectively and efficiently.”*

*“There are potential shared services areas where there is not a common boundary.”*

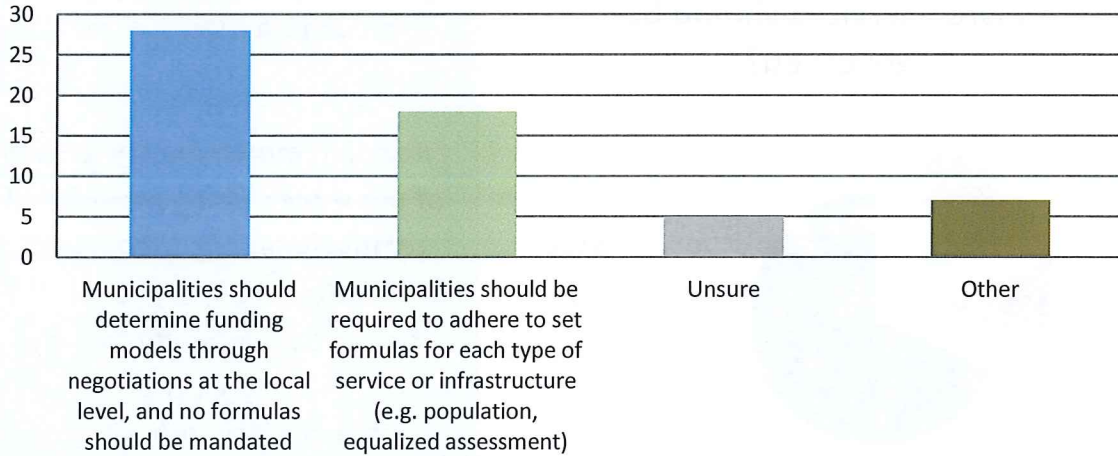
*“It is much easier to have two municipalities agree on an ICF than trying to satisfy many needs at the same table.”*

**Should there be a requirement to attempt to develop a "regional" ICF?**





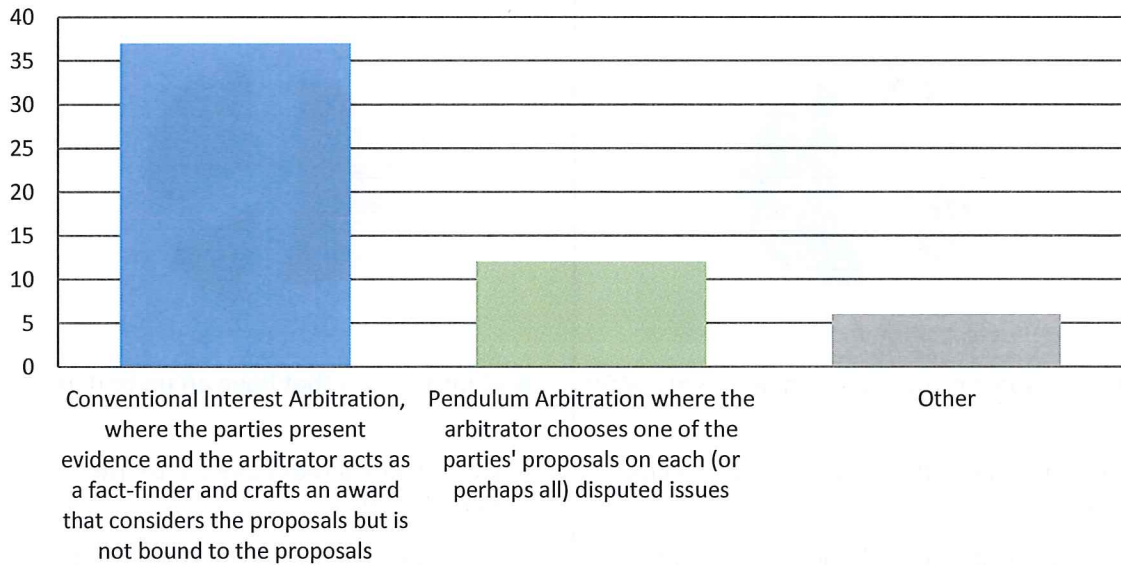
### How should shared services and infrastructure be funded?

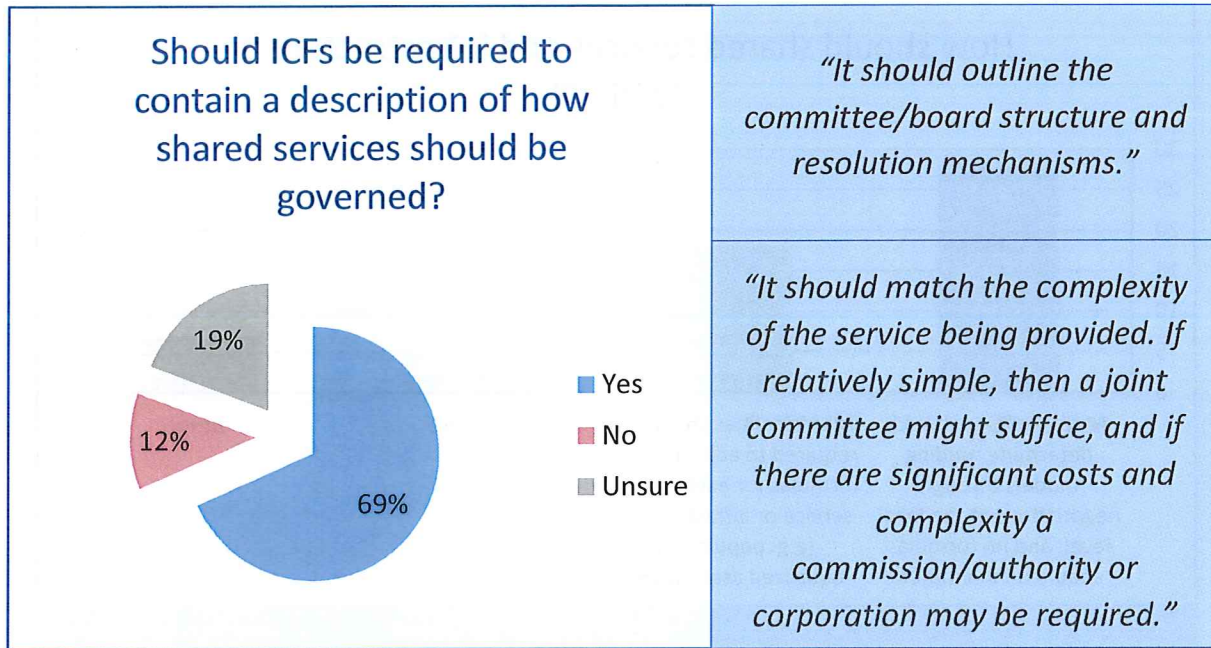


*“Certainty is important to small urban municipalities.”*

*“A formula should be made available, but not made mandatory to follow as each region is different.”*

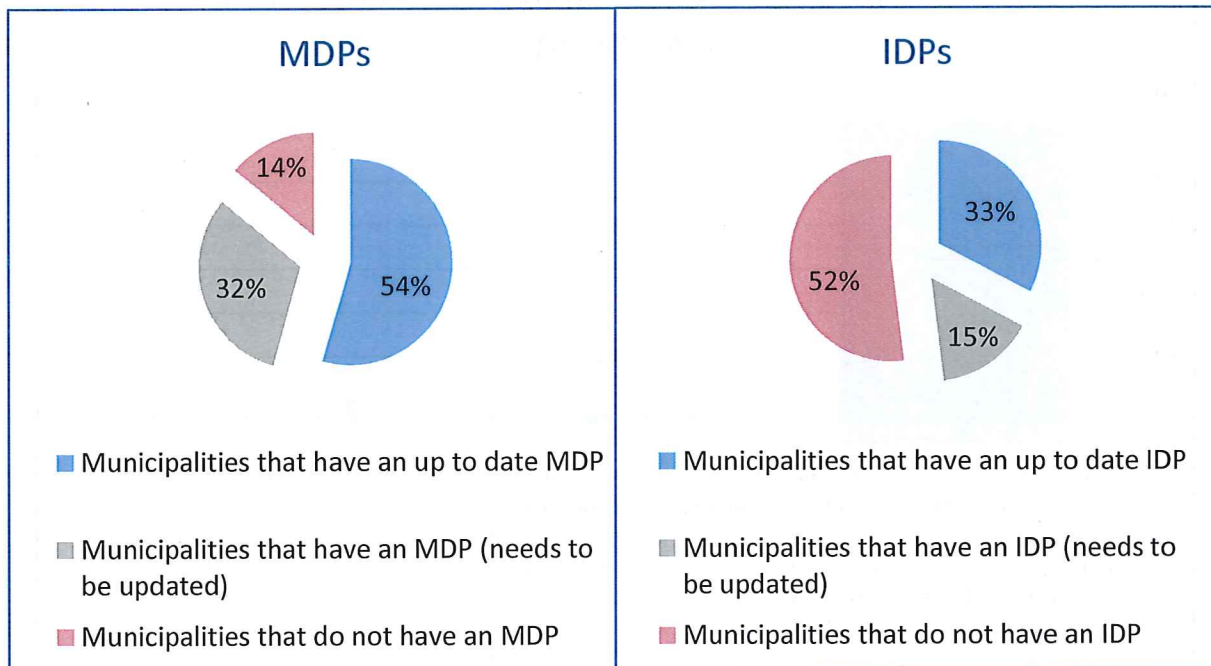
### Which type of arbitration would work best for your municipality?



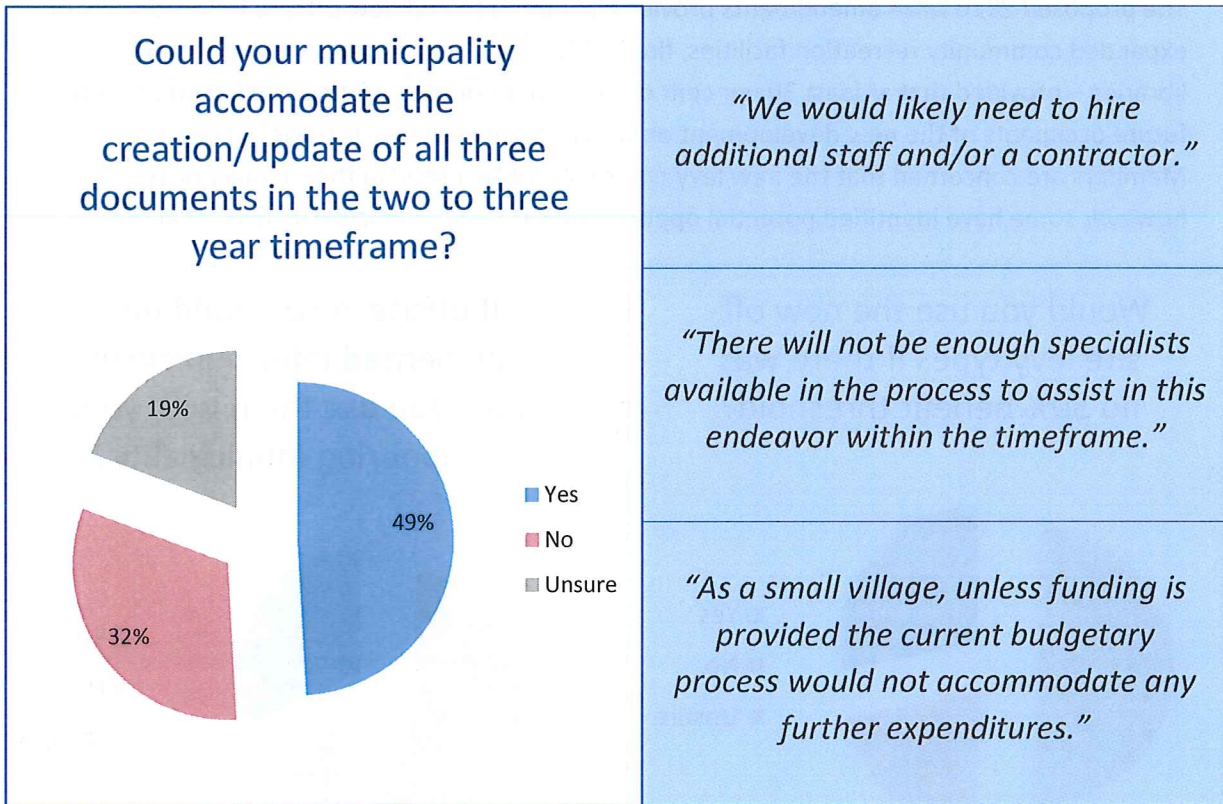
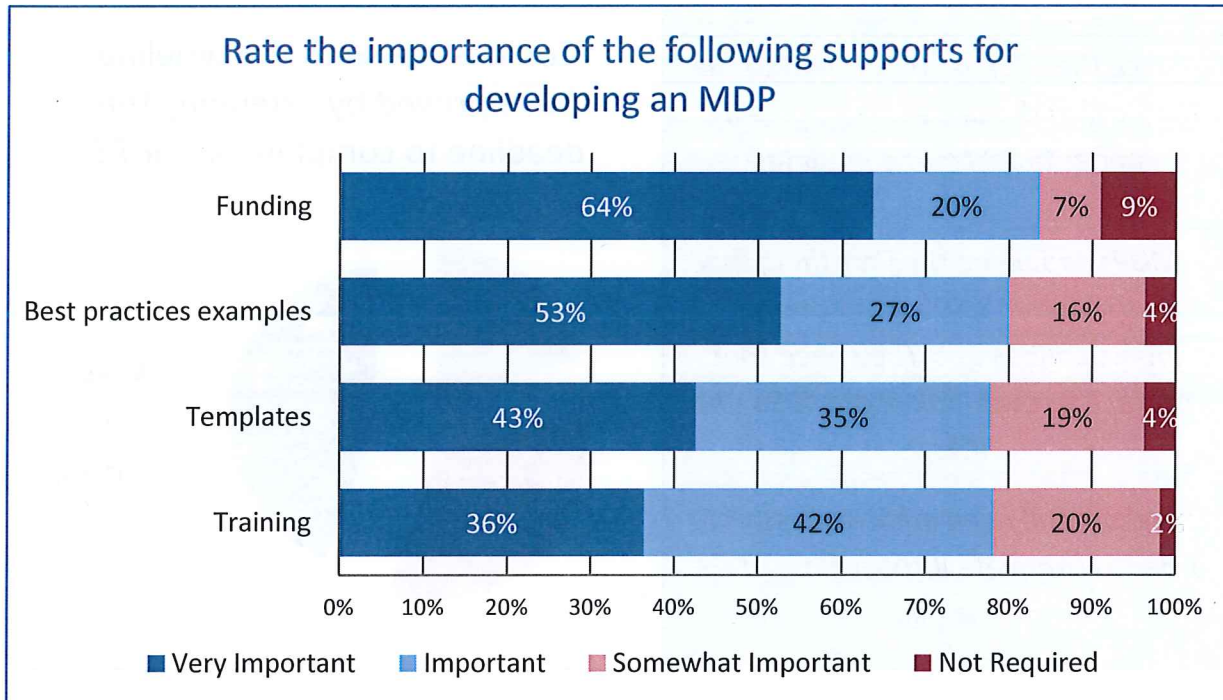


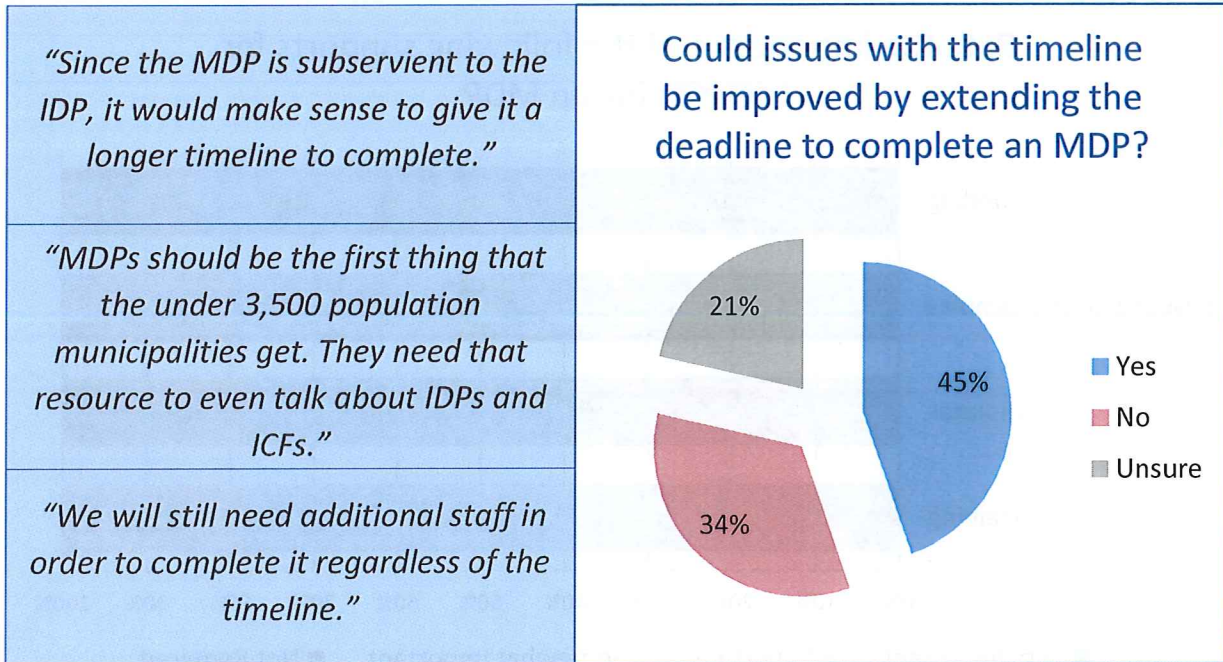
**Statutory Plans**

Another proposed MGA amendment is to require all municipalities, not only those with populations of more than 3,500, to adopt a municipal development plan (MDP) within three years. This is in addition to the requirement to have Intermunicipal Development Plans (IDP) for the Intermunicipal Collaboration Framework (ICF) within a similar time period. Many members do not have up to date statutory plans in place, and the resource strain of creating them is a major concern.



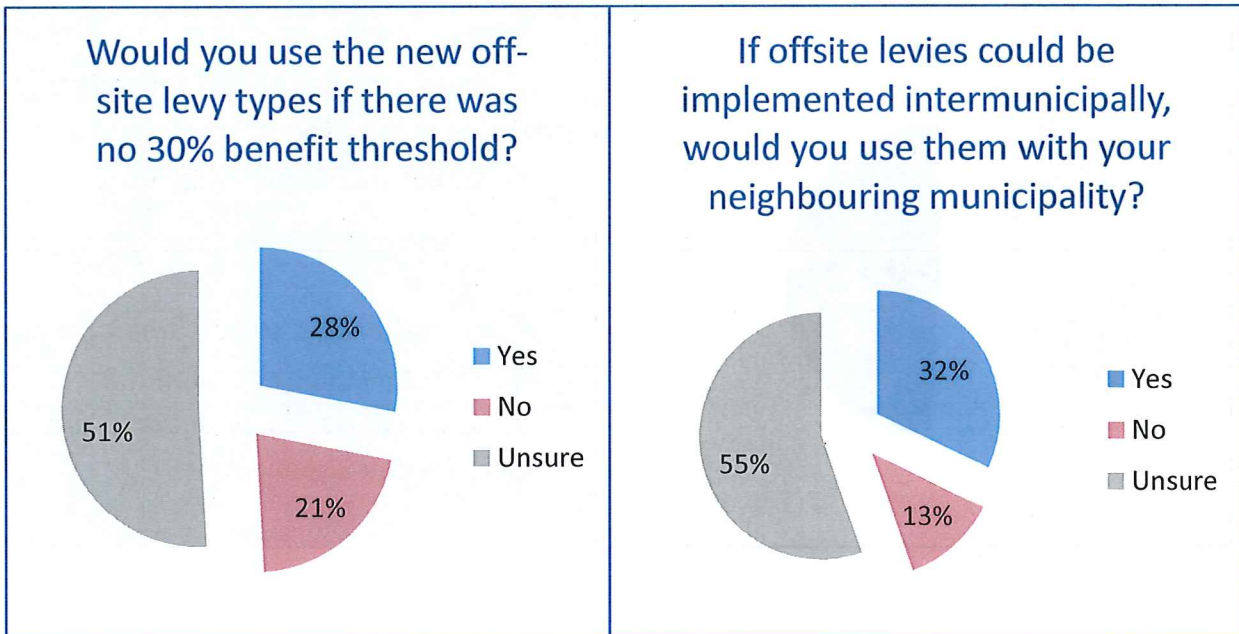






**Offsite Levies**

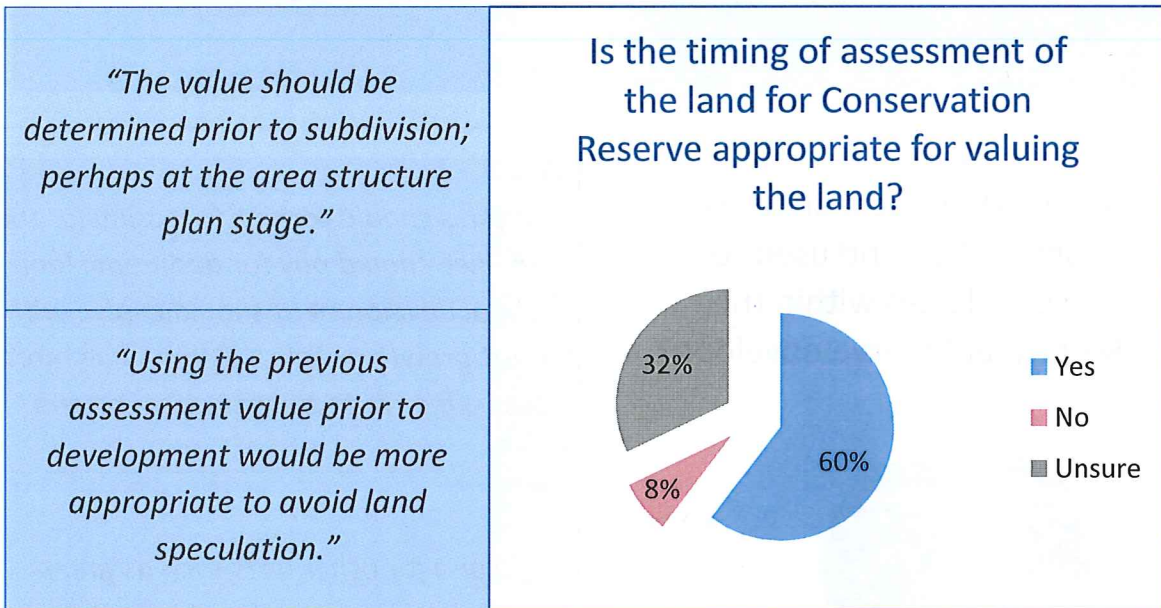
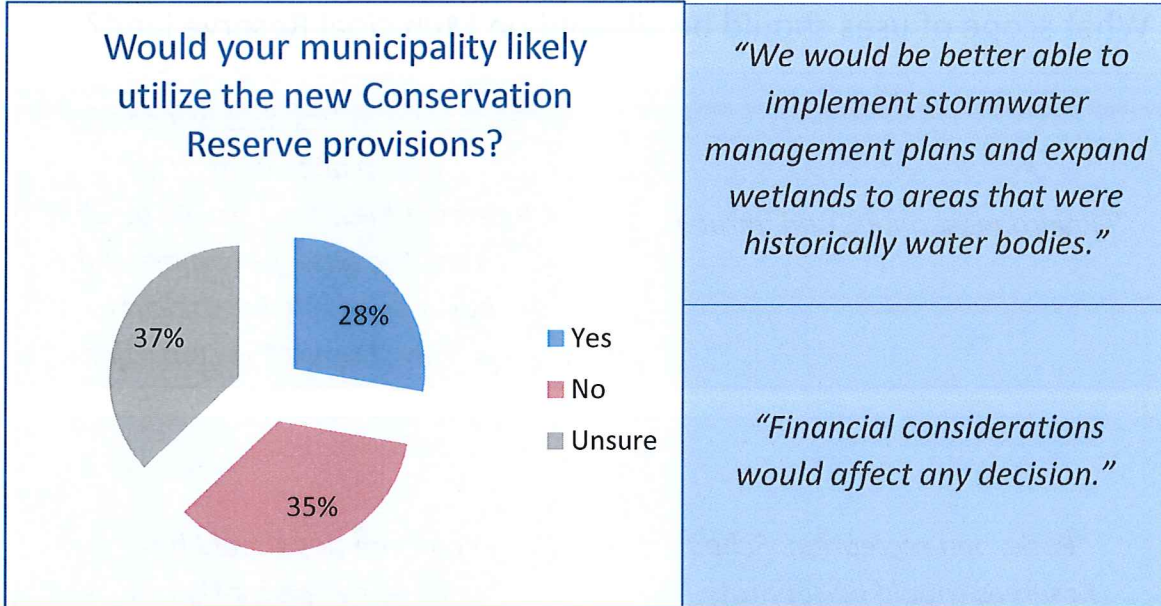
The proposed 2016 MGA amendments provide the option to add new off-site levies for new or expanded community recreation facilities, fire hall facilities, police station facilities, and libraries – provided that at least 30 per cent of the benefit of the facilities is anticipated for the future occupants of the new development on which the off-site levy is being imposed. Members are concerned that the new levy types will not be useful in their municipality; however some have identified potential opportunities for intermunicipal levies if enabled.





## Conservation Reserves

A new type of reserve called “Conservation Reserve” (CR) is proposed under the MGA amendments. This means that at the time of subdivision approval, the subdivision authority will be authorized to require the owner of land to provide land to the municipality as conservation reserve in return for market value compensation. As a result, many municipalities are unsure if they will use this tool.



## Municipal Reserves

The proposed MGA amendments do not provide for any changes to municipal reserve or school reserve (i.e. there were no changes from the existing amount of municipal reserve at 10 per cent for newly developed areas). Respondents identified a number of other uses suitable for municipal reserve land, and strongly support the mandatory creation of Joint Use Agreements with school boards.

### What scope of uses should be allowed on Municipal Reserve land?

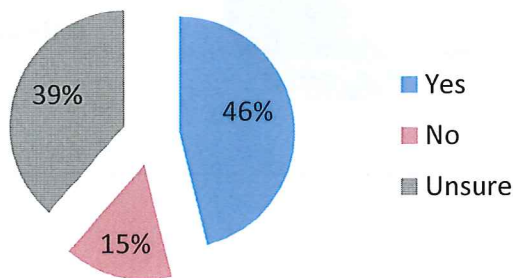
*“Playgrounds, parks, and gardens.”*

*“For communities that will not see a school placed within their municipalities, they should be able to use the land for commercial business which would help to financially support the community.”*

*“Parks and recreation. School Reserves should be separate.”*

*“Municipalities should have the flexibility to decide for themselves.”*

Should there be a limit in the amount of land used for school sites within the Municipal Reserve envelope?

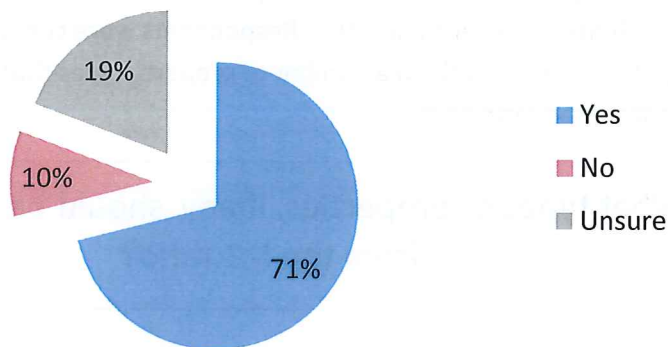


*“Schools should rethink footprints or the province should pay for additional land. School development should evolve with smart growth policies. It should be more cost effective to benefit all taxpayers.”*

*“Land for other uses such as green space, pathways, and parks needs to be protected.”*



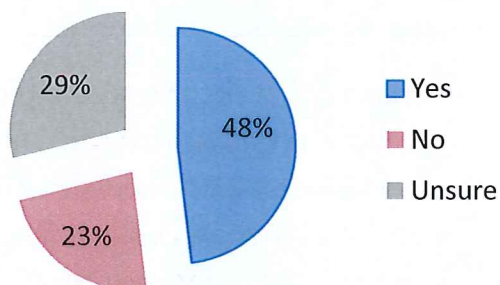
Should there be a requirement in legislation for the development of Joint Use Agreements between municipalities and school boards?



*"It is important that the school and community work together to provide recreation opportunities and space to students and the community."*

*"This would provide clarity, and I imagine it would make budgeting for school activities easier as well."*

Should the amount of municipal reserves be partially dependent on a municipality's density?

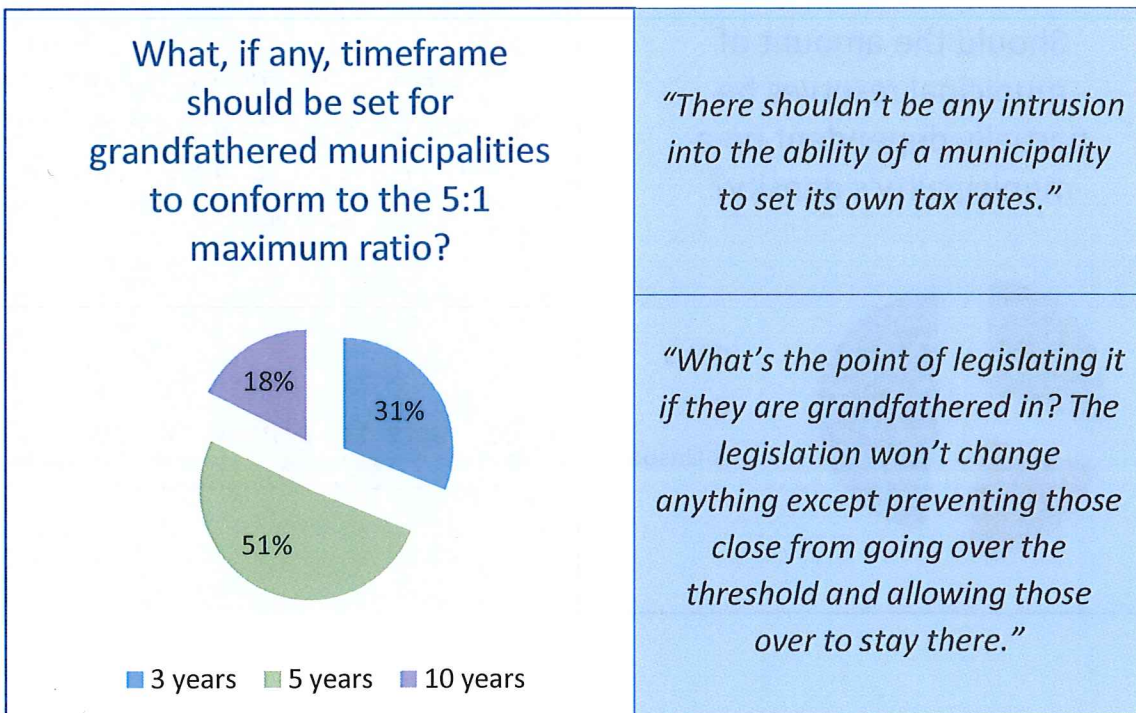
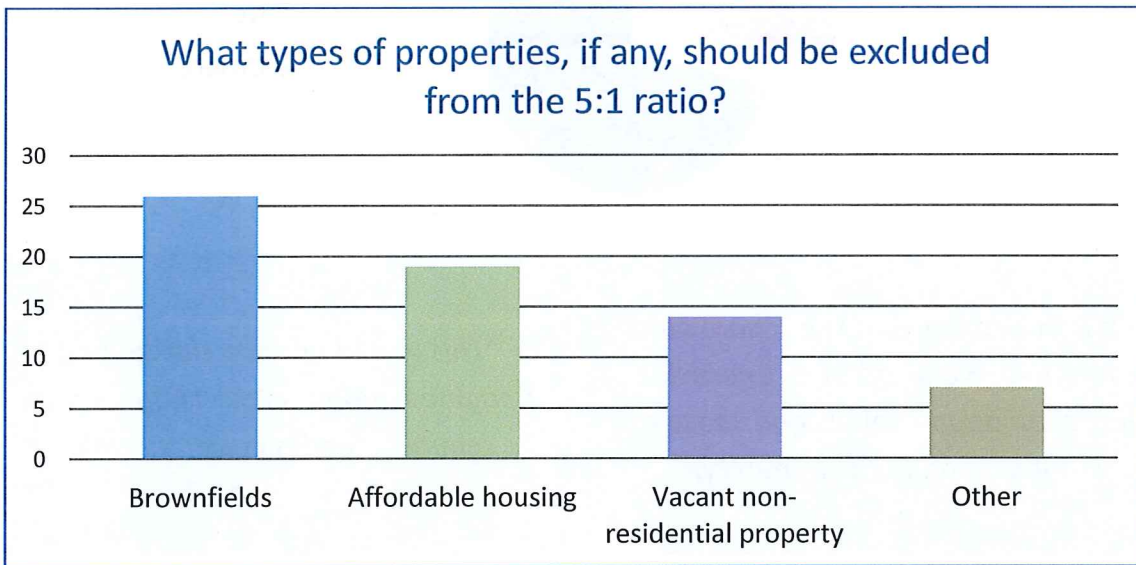


*"If there is higher density, you need to offer adequate green space especially where people do not have their own backyards."*

*"The greater the density, the greater the need is for space."*

### 5:1 Ratio for Tax Rates

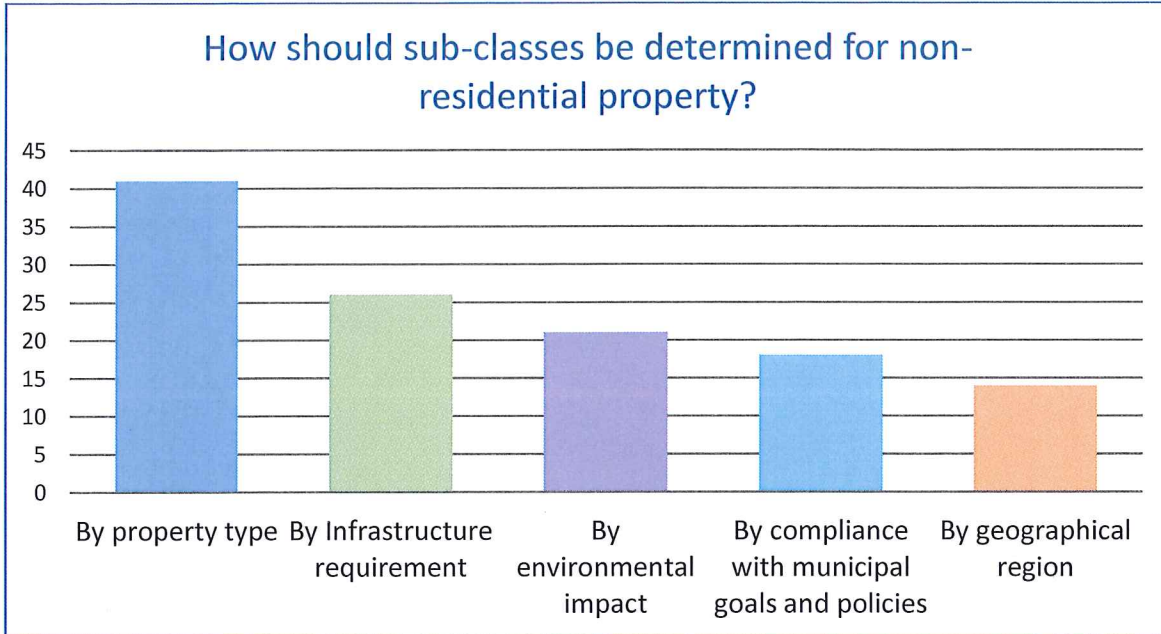
The proposed MGA amendments impose a maximum 5:1 tax rate ratio of non-residential tax rates to residential tax rates. There are currently 18 municipalities that exceed the 5:1 maximum ratio, most of which are rural municipalities or improvement districts. These municipalities will be grandfathered so they may continue to be non-conforming above the 5:1 ratio until they voluntarily lower their ratios. Respondents were concerned about this grandfathering clause, and identified a number of property types that municipalities should be able to exclude from the ratio limit.





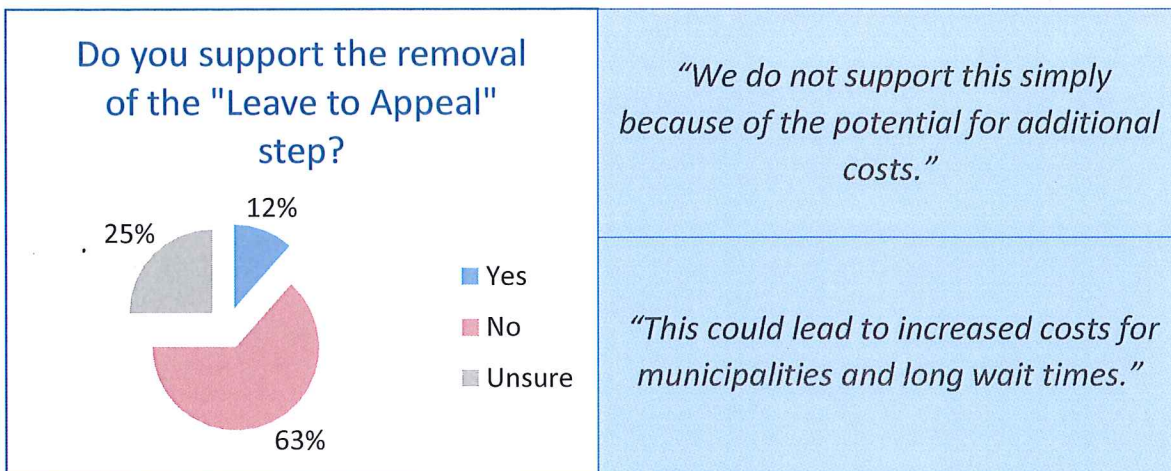
### Sub-Classes for Non-residential Tax Rates

The proposed MGA amendments provide for additional sub-classes for non-residential property so that municipalities can set tax rates for different types of property subject to the new maximum 5:1 ratio limit between non-residential and residential taxation rates. Respondents noted a number of methods that could be used to define sub-classes, with “by property type” and “by infrastructure requirements” being the most popular.



### Property Assessment Appeals

The proposed amendments remove the “Leave to Appeal” step in the property assessment appeals process. Some respondents expressed concerns about the potential for additional hearings through the court process, increased costs for municipalities, and changes to the way the MGA is interpreted.





WE ARE YOUR  
advocate

July 29, 2016

Honourable Danielle Larivee  
Minister of Municipal Affairs  
204 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Larivee:

I am pleased to share with you AUMA's comprehensive submission on the MGA, which includes the key items that AUMA and AAMDC have proposed in our joint submission, as well as additional items of particular interest to urban municipalities for which AUMA is seeking your support. The enclosed recommendations represent a route forward that will allow municipalities and the province to achieve the results our communities need from a renewed Municipal Government Act.

Thank you for the opportunity to work with your government on this key initiative. We look forward to further collaboration as changes are finalized and associated regulations are reviewed.

Sincerely,

A handwritten signature in blue ink that reads 'Lisa Holmes'.

Lisa Holmes  
AUMA President

Enclosure

cc: Premier and Cabinet





AUMA's submission to the amendments to the Modernized Municipal Government Act (Bill 21) - July 29, 2016

#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
		<b>Governance</b>		
1	Provincial-Municipal Relationship (Preamble)	<b>A preamble describes the role of municipalities in relation to the province.</b>	AUMA and AAMDC support the inclusion of a preamble in the MGA and believe it is a strong recognition of the role municipalities play in Alberta.	The inclusion of a preamble that illustrates our partnership is a positive step in building a collaborative relationship between the Government of Alberta and municipalities. However, in order to be meaningful, the principles in the preamble must be acted upon by the province in their day-to-day interactions with municipalities.
2	Provincial Oversight via Ombudsman	<b>The Alberta Ombudsman is expanded to include municipalities and to respond to complaints about municipalities.</b>	<p>AUMA and AAMDC do not support the expanded oversight of the Alberta Ombudsman; however, if this amendment is to remain, the associations are seeking the following changes:</p> <ul style="list-style-type: none"> <li>• Include additional parameters in a Ministerial Guideline on what is in and out of scope regarding an issue of administrative fairness.</li> <li>• Include a 3-year review of these provisions as a trial period.</li> <li>• Require annual reporting to the public on all matters brought forward to the Ombudsman (including complaints that were not investigated and those where no recommendations were made).</li> <li>• Require the Ombudsman to notify the affected municipality and CAO in the event of all complaints (even those not investigated).</li> <li>• Require the complainant to attempt to work with the municipality to resolve the complaint before an investigation begins.</li> <li>• The Public Participation Regulation and the new Duty of a Councillor (Section 153 (a.1)) should be specifically exempt from complaints or oversight by the Ombudsman, along with Code of Conduct matters.</li> <li>• Provide clear direction to municipalities about how to identify when councils may have no choice but to operate outside of existing municipal policies to deal with unexpected or unique municipal issues.</li> </ul> <p>In addition, AUMA recommends requiring the Ombudsman's office to provide annual reporting to the public on:</p> <ul style="list-style-type: none"> <li>- the additional costs to the Province and estimated costs to municipalities for the Ombudsman's investigations of municipal matters; and</li> <li>- how many of the Ombudsman's investigations led to a new recommendation.</li> </ul>	<p>An oversight body for municipalities is not required if the existing mechanisms of inspections, inquiries, appeal boards, and courts are used appropriately. Subjecting municipal decision-making and administrative processes to the oversight of the Ombudsman could compromise municipal autonomy.</p> <p>It will be challenging for the public to differentiate between an issue of procedural fairness and the actual decision/action by council. Those unhappy with a council's decision may try to use the Ombudsman to overturn or delay the implementation of that decision. Clear direction on the scope of allowable complaints will be essential, along with some processes to ensure communication with municipalities and the public.</p> <p>Additionally, even if the municipality is found not at fault, the launching of an investigation by the Ombudsman could erode public trust in an elected council. Allowing municipalities an opportunity to respond to complaints and provide documentation before they are formally reviewed by the Ombudsman would allow municipalities to resolve complaints that are easily addressed (e.g. issues were not brought to the attention of the appropriate person, were not understood or explained correctly, etc.). This would lessen the number of investigations required by the Ombudsman's office.</p> <p>Procedural fairness will be challenging to determine in those areas that are subjective, and those areas should be excluded (e.g. Public Participation Regulation and the new duty of a councillor, especially in ICF discussions.)</p> <p>Setting a mandatory review period for a cost/benefit analysis will be important to make sure that the Ombudsman is adding value. Further, the Minister should have final approval over any corrective action.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
3	Municipally Controlled Corporations	<b>Municipalities will be allowed to establish municipally controlled for-profit corporations without specific permission.</b>	<p>AUMA and AAMDC support the amendments with respect to municipally controlled corporations and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Expand to encompass corporations owned by multiple municipalities and not just corporations owned by a single municipality.</li> <li>Allow new and existing Regional Services Commissions to have the same ability to form and to be amended without requiring permission from the Minister.</li> </ul> <p>In addition, AUMA recommends amending section 75.4(2)(c)(4) to allow controlled corporations to provide utility services outside of Alberta without Ministerial approval.</p>	<p>This is a positive change as it allows greater local autonomy in the formation of municipally controlled corporations. It streamlines the process and provides greater flexibility and less onerous requirements for the creation and acquisition of for-profit corporations. Given the trend towards intermunicipal collaboration and regional service delivery – and the benefits that can be derived by increasing economies of scale through a regional approach – it is important that the Act recognize ownership by multiple municipalities.</p>
4	Elected Official Training	<b>Municipalities will be required to offer orientation training to elected officials following each municipal election and by-election.</b>	<p>AUMA and AAMDC support the amendments that require the offering of training for municipal councillors following elections and by-elections and are seeking the following additional requirements:</p> <ul style="list-style-type: none"> <li>The MGA should specify that all elected officials must complete the offered training within 90 days.</li> <li>The LAEA should be amended to also require mandatory orientation be completed <u>before</u> a candidate can file a nomination form. As well, the form should have an acknowledgment that the candidate has read and understood the council code of conduct.</li> </ul> <p>In addition, AUMA recommends that the MGA should specify sanctions if training is not completed within the required time.</p>	<p>Training for elected officials is an important step to improve governance within municipalities and clarify roles and responsibilities. Ideally, this training will be a preventative and proactive step to avoid conflicts and ensure councillors are well prepared for the decisions before them.</p> <p>However, the requirement to provide training is meaningless unless there is a corresponding requirement for the elected official to take it. Telling municipalities that they can make attendance a requirement through their code of conduct bylaw is insufficient as it will lead to inconsistent practices across the province. As well, it enables council to oppose this training by not including it as a requirement in their bylaws. Since there is a greater need for intermunicipal relationships and planning, it is very important that all elected officials have the same baseline of knowledge. Similar to the code of conduct amendment last year, the Act can set out some sanctions while recognizing that the elected official cannot be removed from office.</p> <p>The scope of training included in the Act is appropriate. It is also important to ensure a basic level of understanding of municipal council roles and responsibilities is acquired before a candidate files nomination papers.</p>



AUMA's submission to the amendments to the Modernized Municipal Government Act (Bill 21) - July 29, 2016

#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
5	Impartiality of Appeal Boards	<b>Municipal councillors will be prohibited from forming the majority of any MGA-referenced municipal appeal board or individual hearing panel.</b>	<p>AUMA and AAMDC support the amendments to membership of MGA-referenced appeal boards and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Amend 454.11(2)(b) to allow for the majority of members of a hearing panel to be councillors outside of the formalized regional appeal board, provided that this majority is a result of the inclusion of councillors from other municipalities; and</li> <li>Allow exemptions to be made available for other unique circumstances where board recruitment efforts have been exhausted.</li> </ul>	<p>As municipalities may have recruitment challenges for their boards, flexibility should be afforded to bringing in additional councillors from other municipalities to sit on boards, even if not a formalized regional appeal board. There should also be a provision that exempts a municipality if they cannot find replacements, to be allowed to have a council majority or allow the MGB to take over that role. This will reduce pressure in regions where there are limited participants for appeal boards or where developing a formalized regional appeal panel is not feasible.</p>
6	Municipal Sustainability and Viability	<b>No changes were made to provision of statutory grants or provincial revenue sharing.</b>	<p>AUMA and AAMDC are seeking a change to the MGA that explicitly states that there will be predictable, long-term funding so that sufficient resources are available for municipalities to carry out their core responsibilities and be sustainable and viable.</p> <p>In addition, AUMA recommends that the funding sources should be legislated and indexed, along the lines of the federal Gas Tax Fund.</p>	<p>With the current grant programs provided by the province, municipalities cannot be assured that the province will meet its commitments to provide funding.</p> <p>It is inappropriate for the province to require municipalities to create long term financial plans (i.e., three year operating and five year capital) when municipal revenue sources can fluctuate widely from year to year depending on last minute changes relating to provincial grants or the downloading of a provincial responsibility to municipalities. These challenges are further complicated by the new ICF requirements where municipalities must enter into long term funding agreements for infrastructure and services without knowing what their ability to fund will be.</p> <p>As municipalities cannot have a deficit operating budget, they must be assured of their revenue streams so that their expenditures are managed accordingly.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
7	Growth Management Boards (GMBs)	<p><b>Growth Management Boards for the Edmonton and Calgary regions will be required, with an expanded mandate to address land use planning, and the planning, delivery, and funding of regional services.</b></p> <ul style="list-style-type: none"> <li>Other areas outside of the Capital Region Board (CRB) and Calgary Regional Partnership (CRP) will be enabled to come together with voluntary growth management boards, under approval from the Lieutenant Governor in Council.</li> <li>The regulations will provide more details as to who will be on the Boards, and what services will be included (i.e. the scope of the mandate).</li> <li>Growth management boards will need to develop their own dispute resolution process.</li> </ul> <p>Areas within a growth management board will not need to complete an Intermunicipal Collaboration Framework (see issue #8 below).</p>	<p><b>AUMA supports the amendments to require GMBs and expand their scope and is seeking the following amendments:</b></p> <ul style="list-style-type: none"> <li>Increase consistency in approach between GMBs and ICFs in terms of types of services allowed (see 8b).</li> <li>Upon coming into force, require a review of all existing IDPs between members within a GMB so that IDPs do not create issues within the GMB. Allow the GMB to repeal sections of members' IDPs (or IDPs with members and bordering municipalities outside the GMB) where the IDP conflicts with or causes issues at the regional level.</li> <li>In 708.3, clarify that GMB members don't need an IDP.</li> <li>Clarify that GMBs take precedence over IDPs in annexation decisions.</li> </ul>	<p>Within the GMB, there could be some confusion and misalignment if municipalities have individual IDPs between them. Even though the GMB agreement supersedes an IDP, the IDPs would not be agreed to by all members. Therefore the MGA needs to consider/account for IDPs in GMBs that provide additional detail that is not approved by the GMB but could impact the other members.</p> <p>If the change above were to be made, then there needs to be a document other than an IDP that could be used by the Municipal Government Board in determining annexations.</p>
8	Intermunicipal Collaboration	<p><b>All municipalities outside of the growth management board areas must adopt an Intermunicipal Collaboration Framework (ICF) within 3 years.</b></p>	<p>AUMA and AAMDC support regional collaboration between municipal neighbours and request that the MGA specifically state the following requirements:</p> <ul style="list-style-type: none"> <li>Municipalities should work collaboratively and make decisions on the planning, funding and delivery of shared services and infrastructure.</li> <li>Municipalities should be required to act in good faith in the negotiation of ICFs and IDPs.</li> </ul> <p>In addition, AUMA recommends that an ICF needs to be completed within two years, with an additional year for arbitration.</p>	<p>Mandatory collaboration agreements will move towards positive regional outcomes and a fair and systematic method of sharing costs for commonly used infrastructure and services amongst municipalities.</p> <p>There are concerns that the current timelines for the development of ICFs and IDPs will incentivize some municipalities to delay or stall negotiations so they can intentionally trigger arbitration in the hope that the arbitrator will provide a favourable agreement that would not have otherwise been reached in negotiations. As such, municipalities should be required to act in good faith in these negotiations.</p>



AUMA's submission to the amendments to the Modernized Municipal Government Act (Bill 21) - July 29, 2016

#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
8a	Intermunicipal Collaboration <b>Boundaries</b>	<ul style="list-style-type: none"> <li>ICFs will only need to be created between municipalities that share boundaries. ICFs will not be required for non-adjacent municipalities that share services.</li> <li>The ICF will not apply to First Nations' lands. The ability to develop agreements will be provided, but it will not be a requirement.</li> </ul>	<p><b>AUMA supports the requirement for ICFs and is seeking the following amendments regarding boundaries:</b></p> <ul style="list-style-type: none"> <li>Amend Section 708.28(2) so that municipalities must be party to an ICF agreement where they share services and infrastructure.</li> <li>Specify that ICFs are mandatory for a shared service area (rather than only within the context of municipalities that share a boundary), unless all parties in an area determine that they would prefer to do individual ICFs.</li> </ul>	<p>Broadening the scope of municipalities required to participate will ensure that the full extent of shared services is encompassed so that the ICFs are based on who <u>uses</u> the infrastructure and service and not who provides it.</p> <p>Collaborative ICFs for a region may not occur voluntarily, as there is little incentive for municipalities within a region to have a larger ICF with the urban municipality that is the primary service provider. The Bill 21 provisions could create a scenario where the county and the villages develop a joint ICF, and the city has an ICF with the county, but this would not guarantee an equitable and efficient distribution across the whole area that uses and benefits from the urban services.</p>
8b	Intermunicipal Collaboration <b>Services</b>	<p><b>Mandatory intermunicipal mechanisms will be implemented for regional land-use planning needs, and for the planning, delivery, and funding of regional services.</b></p> <ul style="list-style-type: none"> <li>The purpose of ICFs (as set out in 708.27) includes: <ul style="list-style-type: none"> <li>(a) to provide for the integrated and strategic planning, delivery and funding of intermunicipal services,</li> <li>(b) to steward scarce resources efficiently in providing local services, and</li> <li>(c) to ensure municipalities contribute funding to services that benefit their residents.</li> </ul> </li> <li>The ICF must list the services being provided by each municipality, the services being shared on an intermunicipal basis by the municipalities, and the services in each municipality that are being provided by third parties by agreement with the municipality.</li> <li>The ICF may contain provisions for the purposes of developing infrastructure for the common benefit of residents of the municipalities.</li> </ul>	<p><b>AUMA supports the requirement for ICFs and is seeking the following amendments regarding services:</b></p> <ul style="list-style-type: none"> <li>Expand the scope in section 708.27, 708.28, 708.29, 708.29(2) to specify that <b>ALL</b> services AND infrastructure that provide benefits to residents in other municipalities <b>are required</b> to be considered as part of the ICF).</li> <li>The purpose of ICFs from 708.27 needs to cascade into the implementation and contents of ICFs (708.28, 708.29), which currently only references provision of service, not benefit of service.</li> <li>Provide definitions for: <ul style="list-style-type: none"> <li>intermunicipal infrastructure (631(b)(a)(iv));</li> <li>intermunicipal infrastructure and intermunicipal programs part of IDPs 631(b)(a)(iv-v);</li> <li>regional services in GMBs (708.02(2)(j)); and</li> <li>intermunicipal services (708.27(a)) (should be consistent with regional services above).</li> </ul> </li> <li>As part of services and infrastructure, explicitly include full lifecycle costs, including operating and capital, interest payments for existing and new services and infrastructure (708.29(1)(b)(i-iii)).</li> <li>Services and infrastructure should also include economic development, as well as properties exempt under COPTER.</li> </ul>	<p>As GMBs include services such as affordable housing, economic development, and other shared services, ICFs should be consistent with GMBs.</p> <p>Include all programs, infrastructure, and services that are proven to be of benefit to/used by those outside of the municipality. The purpose of ICFs (as set out in 708.27) includes ensuring municipalities contribute funding to services that benefit their residents. The concept of being compensated for the benefit provided needs to be consistent throughout, so that municipalities share funds based on all services and infrastructure that provide benefit to their residents, rather than simply the go-forward costs of providing a service.</p> <p>Consideration should also be given to those structures that provide an intertie – e.g. a road or bus service that was developed to help facilitate people going to swimming pools, playgrounds, hospitals, etc.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
8c	Intermunicipal Collaboration <b>Methodology</b>	<p><b>Bill 21 does not prescribe a methodology – each ICF will have its own agreement regarding shared services</b></p> <ul style="list-style-type: none"> <li>• Bill 21 specifies that municipalities that are part of an ICF must review the ICF at least every 5 years after the framework is created.</li> <li>- If municipalities do not agree that the ICF continues to serve the interests of the municipalities, the municipalities must create a replacement ICF that involves the same initial process and use of an arbitrator.</li> </ul>	<p>AUMA supports the requirement for ICFs and is seeking the following amendments regarding methodology of ICFs:</p> <ul style="list-style-type: none"> <li>• Consider using formulas or consistent processes to determine how to cost-share services and infrastructure (e.g. how lifecycle costs are calculated).</li> <li>• Non-legislative templates and tools should be provided by Municipal Affairs to offer some guidance.</li> <li>• Outline a shared governance structure for cost-shared services and infrastructure, whereby municipalities that contribute above a certain threshold have some decision-making authority about the services and infrastructure.</li> </ul>	<p>The province has indicated that it is difficult to calculate the benefit of a particular service or infrastructure.</p> <p>Because there are no processes and each ICF is unique, there may be reluctance to enter into the “first” ICF in a region, as this will set the tone for the cost-sharing for the remaining ICFs (to obtain the ‘same deal or better’.) Therefore, to add consistency, there may be additional processes, methodologies, and formulas that can be utilized for calculating benefits more consistently when cost-sharing within ICFs.</p> <p>For example, the Principles and Criteria for Off-Site Levies Regulation outlines the process for off-site levy costs, and perhaps these types of processes could be utilized more broadly to streamline the ICF development.</p> <p>The five-year ICF review period is appropriate as it enables long-term agreements that will support municipalities in completing their required three year operating and five year capital plans, while providing a window of discussion to identify key changes that impact future years.</p> <p>It would be beneficial to outline some threshold upon which the contributing municipality can participate in the governance of the infrastructure or service in order to avoid arbitration.</p>
8d	Intermunicipal Collaboration <b>Arbitration</b>	<ul style="list-style-type: none"> <li>• If an ICF cannot be agreed to by the end of year two, another year will be allowed for resolution through third party arbitration (with an option to use mediation).</li> <li>• The arbitrator can be chosen by municipalities, or if they cannot agree, the Minister will appoint one.</li> <li>• The arbitration costs must be paid by the municipalities.</li> <li>• There must be a clause in the ICF that sets out the arbitration process for issues that arise within the life of the agreement. This process will be up to municipalities to agree upon and will not be prescribed by the province.</li> </ul> <p>If one party wants to terminate, or if there is a problem at the time of the five-year review and renewal, it will go to third party arbitration.</p>	<p>AUMA and AAMDC support regional collaboration between municipal neighbours and request that the MGA specifically state the following requirements:</p> <ul style="list-style-type: none"> <li>• Arbitration is binding for the five-year period as specified by the legislation, unless both parties want to open it up before those five years.</li> </ul> <p>In addition, AUMA recommends the following amendments:</p> <ul style="list-style-type: none"> <li>• Include a provision that allows arbitrators to consider impacted municipalities’ collective ability to pay in the development of the ICF.</li> <li>• Arbitration should be carried out by a panel of arbitrators so that appropriate skillsets and understanding of municipal issues and the legislation are brought into the decision.</li> </ul>	<p>AUMA and AAMDC agree that the mandatory arbitration process will solve existing problems where some municipalities refuse to discuss agreements or where there is no sound rationale for how common services and infrastructure were defined and their associated costs apportioned to municipalities.</p> <p>Further, binding arbitration is required so that decisions are made in a timely manner, and municipalities are motivated to participate fully. Conventional interest arbitration where the arbitrator uses all information available and determines a unique solution is preferable to pendulum arbitration where the arbitrator chooses one of the presented frameworks.</p> <p>There are concerns that very few arbitrators are equipped with the skills and knowledge of arbitration, municipal legislation, and the workings of a municipality to make sound decisions. The province may wish to consider allowing for a panel to arbitrate the ICFs.</p> <p>Currently, arbitrators can only consider information relevant to the situation. It needs to be explicit that the parties’ ability to pay is relevant in making a decision on an ICF. This information should be available for arbitrators to include in their decisions.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
		<b>Planning and Development</b>		
9	Inclusionary Housing	The new legislation will enable inclusionary housing as an optional matter within municipal land use bylaws.	<p>AUMA and AAMDC support the amendments to improve inclusionary zoning and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>• Define "affordable housing".</li> <li>• Developers and the province should contribute towards the offsets and the cost of affordable housing.</li> </ul>	<p>As affordable housing is a provincial responsibility, the costs should not be downloaded on municipalities and should instead be borne by the province and the developers who are earning profits.</p> <p>It will be important for the regulations to outline how the required offsets for developers will be determined so that the possible benefits derived from this tool can better enable the provision of affordable housing in our communities.</p> <p>Additional clarification is required to properly define 'affordable housing' as this may vary among municipalities.</p>
10	Municipal Development Plans	<b>All municipalities, regardless of population size, will be required to create an MDP.</b>	<p>AUMA and AAMDC support the requirement for all municipalities to have an MDP and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>• Municipalities should have up to five years to complete their MDP.</li> <li>• The province should fund AAMDC and AUMA in developing additional resources and templates to assist those municipalities with capacity challenges.</li> </ul>	<p>Though it is important for all municipalities to develop MDPs to ensure that there is a long term and transparent approach to land development, this requirement will challenge many small municipalities. Templates and resources should be available to assist in this process. There may be an opportunity for the AAMDC and AUMA to assist in the development of these resources.</p> <p>The three-year requirement is not feasible as small municipalities do not have the capacity to develop IDPs and ICFs at the same time as they are preparing an MDP. Also, staging the plans will allow collaborative discussions to occur and appropriate alignment within the hierarchy of plans.</p>
11	Incenting Brownfield Development (Tax Tools)	<b>Municipalities will be allowed to provide conditional multi-year property tax cancellations, deferrals, or reductions for multiple years to identify and promote redevelopment of brownfield properties.</b>	<p>AUMA and AAMDC support the amendments that allow for tax cancellations, deferrals or reductions to incent brownfield redevelopment and are seeking a change to have the province forego collection of education taxes on these properties.</p> <ul style="list-style-type: none"> <li>• Note: For tax subclasses involving brownfields, see #17.</li> </ul>	<p>This provision is one additional tool to incent redevelopment of brownfields.</p> <p>As environmental reclamation and remediation is a provincial responsibility, the province should contribute to the costs of the lost property taxes, and reclamation and remediation processes. The province should also revisit the recommendations put forward by the Alberta Brownfields Redevelopment Working Group.</p>



AUMA's submission to the amendments to the Modernized Municipal Government Act (Bill 21) - July 29, 2016

#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
12a	Conservation Reserve (CR)	<p><b>Definitions and purpose of Environmental Reserve (ER) land will be clarified that it is intended for land unsuitable for development. Municipalities will be enabled to have flexibility to determine ER earlier in the planning process.</b></p> <p><b>Municipalities will be able to require dedication of land under a new type of reserve, "conservation reserve", to protect environmentally significant features and conservation interests, provided that municipalities provide appropriate compensation to the landowner.</b></p> <ul style="list-style-type: none"> <li>• Conservation Reserves will provide municipalities with broader authority to protect nature through the land development process, and will allow for municipalities to be responsible environmental stewards and effectively protect other sensitive or high-value ecological areas from development (e.g. tree stands, wildlife habitat, and wetlands).</li> <li>• Conservation Reserves will be treated the same way as ER, in that it will be subtracted from the total land, before the formula for reserves is applied.</li> <li>• The legislation will be addressing issues relating to the definition of a "body of water".</li> </ul>	<p>AUMA and AAMDC support the creation of the conservation reserves as a voluntary tool for municipalities if the following changes are made:</p> <ul style="list-style-type: none"> <li>• Specify that lands identified as CR are included and are not subtracted out of the base lands for the purposes of calculating MR.</li> <li>• Specify that municipalities have the ability to utilize land use bylaws to reach environmental and conservation outcomes.</li> <li>• Include a provision for removing the CR designation or converting it to another use if the land is no longer ecologically significant (as is done for MR).</li> <li>• Include a provision that lands identified as CR in a Statutory Plan be kept in a natural state prior to being provided to the municipality. In conjunction with that protection, substantial enforcement powers should be provided.</li> <li>• Specify that compensation should be required at subdivision and that the manner of calculating compensation should be clearly outlined.</li> <li>• The CR process will require an efficient dispute resolution mechanism to resolve any disagreement between the municipal planning authority and the developer with respect to the reserve boundaries.</li> <li>• Clarification and definitions are provided with respect to the term 'natural state'.</li> <li>• Clarification is required in instances when CR is transferred following an annexation.</li> </ul>	<p>AUMA and AAMDC recognize that conservation reserves will provide municipalities with broader authority to protect nature through the land development process as the scope spans sensitive or high-value ecological areas such as tree stands, wildlife habitat, and wetlands.</p> <p>The province, rather than the municipality, should be responsible for compensation since the environmental protection of ecologically sensitive areas is a provincial issue</p> <p>Concerns have arisen that land acquisition through the new conservation reserve tool may be interpreted as the "go-to" option for the management of environmentally significant features, whereas municipalities can currently also utilize land use bylaws.</p> <p>The amendments should be clarified to reinforce that municipalities can continue to utilize land use bylaws to reach their environmental and conservation goals.</p> <p>Additional clarification is needed with the term 'natural state' as this could include different interpretations.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
12b	Environmental Reserves and Body of Water	<p><b>Definitions and purpose of Environmental Reserve (ER) land will be clarified as land unsuitable for development. Municipalities will be enabled to have flexibility to determine ER earlier in the planning process.</b></p> <ul style="list-style-type: none"> <li>The legislation will be addressing issues relating to the definition of a "body of water".</li> </ul>	<p>AUMA and AAMDC support the definitions and purpose of Environmental Reserves (ER) and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Provide a broader definition of environmental reserves to protect significant lands that have a provincial benefit.</li> <li>Provide for the ability to protect some lands from development (e.g. setbacks from a stream) without compensating for them.</li> <li>Harmonize the definition of body of water in MGA with the Alberta Wetland Policy and other legislation and policies.</li> <li>Clarify jurisdiction on lands, such as beds and shores, adjacent to bodies of water.</li> </ul>	<p>The tighter definitions of environmental reserve could create a gap for municipalities to conserve environmentally significant features (that were formerly considered as part of environmental reserve) when they do not have the funds to pay for those lands as conservation reserve.</p> <p>For example, is unclear as to whether municipalities would be able to use Environmental Reserve provisions to protect the riparian areas surrounding wetlands, which are necessary to maintain the health of these important ecosystems.</p> <p>In Bill 21, the term 'wetland' is not included in the definition of 'body of water' and therefore does not align with the Alberta Wetland Policy. Terminology and definitions should be harmonized across the province's policies and acts to ensure consistency for municipalities.</p> <p>Currently under the Public Lands Act, the province owns most of the beds and shores of all naturally occurring lakes, rivers and streams and of all permanent and naturally occurring bodies of water. This should clearly be stated or referenced in any MGA amendments.</p>
12c	Municipal and School Reserves	<p><b>There were no changes to municipal reserve or school reserves.</b></p>	<p>AUMA and AAMDC are asking that this matter be included in the MGA amendments and are seeking the following changes to how municipal and school reserves are administered, including expanding the range of allowable uses to increase flexibility in the use of those lands:</p> <ul style="list-style-type: none"> <li>Enable municipalities to take up to 15 per cent reserve or provide for the option of cash-in-lieu.</li> <li>Mandate joint use agreements and articulate criteria to ensure these agreements: define a process for acquiring land for future schools, define standards for school sites, articulate responsibilities for site development and maintenance, contain stipulations regarding joint use of facilities and playing fields, articulate a process for dispute resolution, and contain a mechanism for regular review.</li> <li>In instances of significant redevelopment, municipalities should have the ability to rededicate reserve lands.</li> </ul> <p>In addition, AUMA recommends the following amendment to reserves:</p> <ul style="list-style-type: none"> <li>Replace multiple reserve designations with a single, flexible designation with a range of uses (schools, parks, daycares, affordable housing, etc.) that can be adapted to meet local needs.</li> </ul>	<p>For municipal reserves to be effective tools, municipalities should be enabled to determine appropriate uses within their jurisdictions in order to best meet their needs. This should include public use and public-private partnership use that is complementary to public use and aligns with 'municipal purposes' as identified by the council.</p> <p>Although joint use agreements for school reserves are mentioned in the current MGA, they are not mandated. Consideration should be given to mandating these agreements to ensure greater coordination and collaboration between municipalities and school boards.</p> <p>It is disappointing that the province did not make progress towards resolving this important issue. Consensus had been reached through the MGA Review municipal-business working group that could have been utilized. In addition, the report that went to the Minister of Education in 2014 provided issues and solutions which have gone unaddressed. We urge the Minister of Municipal Affairs and the Minister of Education to meet jointly with municipal associations and the Alberta School Board Association this summer, so amendments can be made this fall.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
13	Transparency of Non-statutory Planning Documents	<p><b>Municipalities will be required to increase transparency around planning documentation.</b></p> <ul style="list-style-type: none"> <li>This provision includes the requirement for municipalities who adopt or utilize any non-statutory planning documents to list and publish all non-statutory planning documents and describe how they relate to one another and to the municipality's statutory plans.</li> </ul>	<p>AUMA and AAMDC support a clear hierarchy of plans that is logical and provides clarity to ratepayers and those seeking development within a municipality and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Clarify scope of "non-statutory policies" (i.e. planning documents, transportation documents, visioning documents etc.).</li> <li>Clarify 638.2(2)(c), as it is unclear what kind of information is required in summarizing how the policies relate to one another.</li> </ul>	<p>AUMA and AAMDC support municipal transparency and strategic land use planning. It will be beneficial for municipalities to have an updated inventory of all their plans (statutory and non-statutory) and how they fit together.</p> <p>With respect to the hierarchy of planning, there is concern that in areas where ALSA plans have not yet been completed, municipalities may have to revise their MDPs and other plans after completion and implementation to align with ALSA plans when they are completed. This will consume additional costs and time.</p>
14	Decision-Making Timelines for Development Permits	<p><b>Municipalities will be able to revise a development application to ensure all necessary documentation has been submitted, and for applicants to provide supplemental documents to complete an application.</b></p> <p><b>Cities or specialized municipalities will be able to create bylaws to set their own timelines for when an application must be complete, and when an application decision must be made.</b></p> <ul style="list-style-type: none"> <li>This provision allows all municipalities to have an additional 20 days to determine completeness of subdivision and development applications.</li> <li>Existing decision-making timelines for most municipalities will be maintained; however, cities and specified specialized municipalities (those with large urban centres) will have the option to adopt their own decision timelines by way of bylaw.</li> </ul>	<p>AUMA and AAMDC support the changes to the decision making timelines, but would recommend that the allowance for municipalities to determine their own timelines be based on a population measure (e.g. 15,000).</p>	<p>Allowing for additional time to determine whether an application is complete is a valuable amendment to the development review process as in the past, many complex development proposals were not able to be reviewed in the allotted time and extensions are commonly needed.</p> <p>Further, additional flexibility in ensuring documentation has been received and evaluating applications would help in dealing with backlogs due to a high number of applications.</p> <p>Other types of municipalities (besides cities and specialized municipalities) have an appropriate level of knowledge and sophistication to adopt their own decision timelines. Further, these municipalities also experience rapid growth and therefore this flexibility should be based on population or growth rate, not type of municipal structure.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
15	Land Use Policies	<p><b>Current MGA land use policies will continue to be phased out of force as new regional plans under the ALSA come into force. The MGA will be amended to provide the Minister with authority, through regulation, to create land use policies for municipal planning matters that are not included in a regional plan under the ALSA.</b></p> <ul style="list-style-type: none"> <li>• This provision appears to be a continuation of existing provisions that were changed by ALSA.</li> <li>• Any regulation subsequently developed under the Minister's new authority would be developed in consultation with stakeholders.</li> </ul>	<p>AUMA and AAMDC support the direction outlined in Bill 21 that will see the MGA land-use policies be phased out as ALSA plans take effect and are seeking a change to specify that any legislation, regulation or policy developed under this authority shall be made in consultation with municipalities.</p>	<p>Municipalities need to have assurances that they will be engaged and able to participate in determining land use plans that include their municipalities.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
		<b>Assessment and Taxation</b>		
16	Linking Residential and Non-residential tax rates	<p><b>The MGA will be amended to establish a ratio of 5:1 between residential and non-residential property tax rates. Municipalities with ratios that exceed the 5:1 maximum ratio will be grandfathered, but will only be allowed to increase any tax rates above the ratio if they increase their tax rates below the ratio by the same percentage.</b></p> <ul style="list-style-type: none"> <li>The grandfathering provisions for those municipalities that exceed the maximum ratios will not expire. This could create an imbalance between municipalities and a disincentive for those municipalities that exceed the 5:1 maximum to reduce their ratio.</li> <li>Last year, less than 20 Alberta municipalities had a ratio that exceeded the 5:1 maximum, and most of these municipalities are rural.</li> </ul> <p>The maximum tax rate ratio of 5:1 was deemed to have come into force on reading of the bill (section 55), so municipalities are no longer able to increase their ratios.</p>	<p>AUMA does not support the linkage between residential and non-residential tax rates.</p> <hr/> <p>If the province will not remove this amendment, then AUMA suggests the following revisions:</p> <ul style="list-style-type: none"> <li>The linkage should not apply to urban municipalities.</li> <li>The grandfathering clauses should be removed or transitioned within five years.</li> <li>Allow for some subclasses to be excluded from the 5:1 linkage (e.g., brownfields, affordable housing and vacant non-residential property).</li> <li>Amend the regulated assessment rates.</li> </ul>	<p>There should not be a legislated link between residential and non-residential tax rates. Municipalities should have the flexibility to set tax rates according to local needs and service levels. The province should not have any input into the ratio, just as the federal government does not tell the province what to do.</p> <p>The arbitrary 5:1 linkage unnecessarily imposes restrictions on almost 350 municipalities when only about 15 rural and specialized municipalities have created any concerns. The urban municipalities that fall above the range are still within a reasonable range for business taxes. This is why urban municipalities were not bound by the same linkage restrictions pre-1995.</p> <hr/> <p>The grandfathering of link rates will create an imbalance between municipalities. Dissimilar tax rules for different municipalities within the province will impact overall fiscal capacity and create disparities in ability to generate revenue from non-residential property tax.</p> <p>Part of the issue is that regulated assessments are not up to date, so the market based assessments become de-linked from regulated assessments (e.g. farmland assessment).</p>
17	Splitting the Non-residential Property Classes	<p><b>The MGA will allow the non-residential class to be split into subclasses and taxed at different rates as defined in the regulation. These tax rates must comply with the maximum link of 5:1 (i.e. the highest non-residential rate cannot be more than 5:1 of lowest tax rate.)</b></p> <ul style="list-style-type: none"> <li>This provision will allow municipalities to split non-residential property into assessment and taxation sub-classes other than "vacant" or "improved".</li> <li>Some types of non-residential property exert higher costs on municipalities, so having separate assessment and taxation subclasses will allow municipalities to recoup these costs.</li> <li>Categories for sub-classing will be done in regulation. There is currently no direction on the types of classes, or how many classes will be included.</li> </ul>	<p>AUMA and AAMDC strongly support the proposed change to allow for splitting the non-residential mill rate and are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Subclasses should be based on such considerations as type of development and cost of servicing, with the number of subclasses and types to be determined by municipalities.</li> <li>Allow for some subclasses to be excluded from the 5:1 linkage (e.g., brownfields, affordable housing and vacant non-residential property).</li> <li>Ensure that regulation does not inadvertently determine categories by ownership.</li> <li>Subclasses should remain non-linked in the regulation (i.e. there should be no linkages between highest and lowest residential tax rates and no linkages between lowest and highest non-residential tax rates).</li> </ul>	<p>AUMA and AAMDC are supportive of the splitting of the non-residential property class as it will provide an additional tool to municipalities to promote economic development and ensure that the tax rates placed on businesses are proportional to the impacts that they have on municipal infrastructure, services and planning.</p> <p>The rules guiding the subdivision should be flexible and adaptable to a range of municipal needs and municipalities should be enabled to determine the number of subclasses and how the subclasses operate.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
19	Assessment of Farm Buildings	<p><b>All farm buildings will be exempt from assessment.</b></p> <ul style="list-style-type: none"> <li>• This means that farm buildings in urban areas (e.g. greenhouses) will not be assessed or charged municipal property tax or education property tax.</li> <li>• Farm buildings include any improvement other than a residence that is used for farming operations (the raising, production and sale of agricultural products).</li> <li>• Further work is underway to determine how intensive agricultural operations may be taxed.</li> <li>• No changes to other farm exemptions are being contemplated.</li> </ul>	<p>AUMA does not support exempting the assessment for all farm buildings.</p> <hr/> <p>If the province will not reconsider this position, then AUMA suggests that the following changes are required:</p> <ul style="list-style-type: none"> <li>• Several classes of agriculture facilities (e.g. marijuana grow operations, greenhouses, hemp industry, and intensive agriculture operations) should be given a separate classification (e.g. treated as a pharmaceutical) so that they are not exempt from assessment.</li> <li>• Allow new provisions to separate out greenhouse components of horticultural and commercial space so that the commercial space can be taxed appropriately.</li> </ul>	<p>Municipalities should have the ability to assess and tax all properties within their boundaries. The province should not have any input into exemption of commercial properties as it is not within their jurisdiction to do so.</p> <p>All property should be assessed on the basis of market value principles. Tax exemptions can then be provided with full awareness of the financial benefit of the exemption to the property owner. These exemptions should be periodically reviewed to determine that they are still appropriate.</p> <p>Agricultural buildings in urban areas in particular should not be exempt as they consume municipal services (e.g. roads, sewer, water, policing, fire, etc.) and those costs will have to be borne by other property owners which is not fair.</p> <p>Further, this provision may create a disincentive for municipalities to zone land for agricultural uses.</p> <hr/> <p>AUMA's recommended changes enable the province to continue to exempt traditional farm buildings, while ensuring commercial facilities within urban areas in particular have to pay taxes since they consume municipal services.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
20	Offsite Levies	<p><b>The scope of offsite levies will be expanded to community recreation facilities, fire halls, police stations and libraries, where at least 30 per cent of the benefit of the facility accrues to the new development in a defined benefitting area.</b></p> <p><b>Where this threshold is met, developers will contribute costs based on proportional benefit.</b></p> <p><b>A dispute resolution mechanism will be created and available to deal with any disputes around offsite levies.</b></p> <ul style="list-style-type: none"> <li>This provision broadens the scope of offsite levies, but creates a threshold where 30 per cent of the benefit of the facility must accrue to the new development in a defined benefitting area.</li> <li>The 30 per cent clause only applies to the new services that have been added (recreation, fire, police and libraries).</li> <li>The 30 per cent provision does not impact those areas covered within the existing scope of offsite levy services (i.e. no changes to offsite levies relating to water service, sanitary sewers, storm sewer drainage, or roads required for the subdivision or development).</li> <li>There are no new provisions for re-collecting levies following significant redevelopment or re-negotiating additional levies with developers.</li> </ul>	<p>AUMA and AAMDC support the expansion of the scope of offsite levies to include the land and buildings for community recreation facilities, fire halls, police stations and libraries, and in general, supports the notion that those who benefit from a facility or service should pay for that service in a manner that is proportional to their benefit. The associations are seeking the following changes:</p> <ul style="list-style-type: none"> <li>Remove the 30 per cent benefit threshold.</li> <li>Allow collection of all off-site levies in a manner consistent with existing off-site levy processes.</li> <li>Provide clear definition of the "defined benefitting area", appeal process and the timing of when the property needs to be built.</li> <li>Allow for the re-collection of levies following significant redevelopment and allow for negotiations with developers on additional levies.</li> <li>Allow for regional and intermunicipal offsite levies.</li> <li>Allow offsite levies to cover municipal costs associated with provincial infrastructure supporting new development such as highways and overpasses.</li> </ul>	<p>The expansion of off-site levies to include land, buildings for community recreation facilities, fire halls, police stations and libraries is a welcome addition to the MGA. These items are important community infrastructure items that support 'complete communities'. However, there is an additional need for offsite levies to apply to provincial infrastructure and in particular, highways and overpasses that support new development.</p> <p>As noted, the thirty-percent threshold should be removed; however, AUMA and AAMDC support maintaining the tie between the proportion of the benefit served by the new development and contribution of the offsite levy to fund the new infrastructure. This will ensure that smaller municipalities are not penalized for their inability to meet the thirty-percent threshold.</p> <p>Removing the 30 per cent clause will enable municipalities to charge as they deem appropriate, as is done with current offsite levies (where a proportional amount is utilized).</p> <p>Given that redevelopment projects can often exert considerable costs on municipalities for increased supporting infrastructure, municipalities need the ability to re-collect levies following significant redevelopment.</p> <p>Intermunicipal offsite levies should be considered as a tool to increase collaboration under ICFs.</p>
21	Sharing of Linear Assessment and Taxation	<p><b>Status Quo - Linear taxes will continue to be collected and accrue to the municipality in which the property is located.</b></p> <ul style="list-style-type: none"> <li>While linear taxes are not explicitly distributed, the intermunicipal collaboration frameworks will require municipalities to contribute to the cost of infrastructure and services owned by another municipality.</li> </ul>	<p>AUMA agrees with the province that sharing of linear assessment and taxation does not need to be forced, since ICFs call for mandatory cost sharing.</p>	<p>It is not necessary to stipulate <b>how</b> a municipality will fund its contribution to infrastructure and services owned by another municipality.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
22	Assessment of Farmland Intended for Development	<p><b>Farm land will be assessed at market value, once the land is no longer used for farming operations.</b></p> <ul style="list-style-type: none"> <li>The definition of farming operations will be updated through regulation to include the triggers that indicate when land is no longer farmed. The province has indicated that it does not want to create a disincentive for farming the land.</li> <li>Municipalities will be able to do supplementary assessment once triggers are hit. Triggers will be defined in the regulation and could include scraping top soil, zoning, etc.</li> </ul>	AUMA and AAMDC support the amendment to ensure that the assessment of farmland intended for development fairly reflects the true uses of the land and are seeking a change to specify that land must be actively farmed in order to be considered as farmland.	While the amendment will help to resolve inequities, there will still be some cases where farmland that is held speculatively and is not being actively farmed is not appropriately assessed.
23	Access to Assessment Information for Assessors and Property Owners	<p><b>The information-sharing requirements for both assessors and property owners will be clarified. This will be done without increasing scope, but instead by enhancing regulation making authority.</b></p> <ul style="list-style-type: none"> <li>Assessors will be able to request information to fulfill their duties and responsibilities, and property owners will be able to request information sufficient to determine how their assessment was prepared.</li> <li>Assessment Review Boards will be able to go in-camera and seal evidence to protect confidentiality.</li> <li>There will be a "best practices guide" for property owners and assessors.</li> </ul>	AUMA and AAMDC support the Government of Alberta's proposed changes relating to access to assessment information, as they will increase clarity and consistency for both assessors and property owners.	AUMA and AAMDC support greater clarity for assessment information as a means to provide for an efficient assessment process.
24	Assessment Complaints	<p><b>Composite Assessment Review Boards will be able hear business tax complaints and business improvement area levy complaints.</b></p> <p><b>The assessor will be able to make corrections to an assessment that is under complaint without the Assessment Review Board's ratification of withdrawal of the complaint.</b></p> <ul style="list-style-type: none"> <li>ARB decisions will be able to be appealed at the Court of Queen's Bench by judicial review only, removing the step of Leave to Appeal.</li> <li>There will be no changes in terms of reducing time periods for complaints.</li> </ul>	<p>AUMA and AAMDC agree generally to the changes to the assessment complaints and specifically, with respect to the shift of complaints related to business taxes and business improvement area levies from local authority review boards to composite authority review boards, as well as the allowance for assessors to correct assessment under complaint.</p> <p>The municipal associations are seeking a change to specify a regular review of the MGA (see below) in addition to a specific, regular (i.e. two to three year) review of the removal of the Leave to Appeal step in the appeals process to ensure it meets its intended outcome.</p> <p>In addition, AUMA recommends that a privative clause should be reinserted into the legislation to ensure that appropriate deference is afforded to decisions of the assessment review board.</p>	<p>The proposed changes appear reasonable and should ensure that complaints are well founded. Additionally, the ability to revise assessments under complaint may alleviate concerns identified by property owners that led to the initial complaint. Ideally, this will improve the complaint process by allowing for issues to be revised prior to reaching appeal boards.</p> <p>Further, inserting a privative clause into the legislation will reduce the administrative and cost burden for municipalities.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
25	Municipal Taxation Powers	<p><b>No legislative change.</b></p> <p>AUMA has advocated for changes to municipal taxation powers, including recommendations to provide municipalities a greater ability to set levies and taxes.</p>	<p>AUMA and AAMDC are seeking a change so that the MGA enables expanded revenue tools through a wider variety of taxes and levies as well as increased flexibility in the current tools available to municipalities so that they can manage growth pressures and unique challenges in their communities.</p> <p>In addition, with respect to increasing the flexibility of current revenue tools, AUMA recommends that:</p> <ul style="list-style-type: none"> <li>• Municipalities should be enabled to establish bylaws on the scope of local improvement taxes so that they may include items such as potable water systems, and renewable energy systems.</li> <li>• Some current provincial revenue streams should be shifted to municipalities (e.g., hotel and gas taxes).</li> <li>• Business licensing fees should be allowed to be utilized in a manner that compensates municipalities for the services that the business and its operation cost the municipality (e.g. allow levies and fees to hotels to compensate for costs to municipalities from shadow populations).</li> </ul>	<p>While municipalities currently have access to a limited range of revenue generating tools, not all of these tools are suitable for all municipalities due to differences in size, location, and demographics. As well, not all municipalities have access to the same economic base from which to draw revenues. Additional and more innovative funding mechanisms are required so that all communities regardless of location or size can deliver high quality services and infrastructure to their citizens.</p> <p>Prospective additional tools that municipalities would otherwise seek to use often lead to costly and time consuming legal challenges given ambiguous wording in the legislation, which deters municipalities from taking advantage of the full suite of resources the province appears to believe they have access to. In addition, municipalities' main source of revenue – property tax – is already at capacity in many communities and cannot be increased without downloading an undue burden on ratepayers. This effect is compounded by the refusal of the province to vacate the education property tax requisition. Further, a lack of legislated certainty for municipal funding has implications ranging from challenges in providing services, to the inability to budget for infrastructure, which creates asset management issues.</p>
		<b>Other Policy Recommendations</b>		
A	Consultation with Municipalities	<p><b>No legislative change.</b></p> <p>There is no requirement for the province to undertake mandatory engagement with municipalities on matters than affect them</p>	<p>AUMA and AAMDC are seeking a change so that the MGA specifies that the Government of Alberta engage in meaningful consultation with municipalities regarding any legislative or regulatory change with a substantial municipal impact and must provide at least three years notice of any reduced funding to municipalities before it takes effect.</p>	<p>Municipalities cannot be accountable for land use planning and the provision of infrastructure and services when we do not know what the province is considering in terms of its economic, social and environmental policies.</p> <p>Involving municipalities would allow the province to better appreciate the consequences of its policies on municipalities.</p> <p>As well, the lack of engagement creates inefficiencies and makes it challenging to provide services.</p> <p>Further, there is currently an inconsistency that municipalities are being required to develop public participation plans, but the province is not.</p> <p>A minimum three-year notice period for any funding changes would ensure that municipalities have appropriate information needed to prepare their required three-year operating and five-year capital plans.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
B	Amalgamation	<p><b>Since Bill 20's release in 2015, no further provisions have been made to municipal amalgamations or annexations.</b></p>	<p>AUMA and AAMDC support the streamlining of the voluntary amalgamation process, subject to support from the councils and public of all participating municipalities and are requesting further changes to expedite the process for voluntary amalgamation involving contiguous municipalities. For example, a municipal petition could trigger a plebiscite for an amalgamation.</p> <p>In addition, AUMA recommends that the MGA should allow for non-contiguous amalgamations for all municipalities.</p>	<p>In voluntary amalgamations, steps should be taken to streamline the process of amalgamation.</p> <p>As opposed to mandating a plebiscite for amalgamations which can often come at considerable cost, AUMA and AAMDC support the use of a petition to trigger a plebiscite on an amalgamation.</p> <p>Further, all municipalities should have the option to restructure their boundaries with either a contiguous municipality or a non-contiguous municipality.</p>
C	Duty of a Councillor	<p>The duty of a councillor and purpose of a municipality have been expanded to include working collaboratively with other municipalities.</p> <p>Councillors have the following duties:</p> <ul style="list-style-type: none"> <li>- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;</li> <li>- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;</li> </ul> <p>&lt;*new&gt;</p> <p>The purposes of a municipality are</p> <ul style="list-style-type: none"> <li>- (a) to provide good government,</li> <li>- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and</li> <li>- (c) to develop and maintain safe and viable communities and</li> <li>- (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.&lt;*new&gt;</li> </ul>	<p>AUMA and AAMDC support the expansion of councillor duties to include the promotion of intermunicipal collaboration, as long as there is clarity regarding the hierarchy of a councillor's duties (i.e., between a municipality's interests and regional interests).</p>	<p>AUMA and AAMDC support intermunicipal collaboration and feel that the added wording supports the expanded expectation to work collaboratively across municipal boundaries.</p>



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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
D	Increased Inspections	<p><b>The Minister will be able to require an inspection for any matter connected with the management, administration or operation of any municipality including:</b></p> <p>(a) the affairs of the municipality,            (b) the conduct of a councillor or of an employee or agent of the municipality, and            (c) the conduct of a person who has an agreement with the municipality relating to the duties or obligations of the municipality or the person under the agreement.</p>	<p>AUMA and AAMDC are requesting that the reference to (c) relating to conduct of a third-party contractor be removed. As well, modifications are required so this does not contradict requirements for code of conduct reviews.</p> <p>In addition, AUMA recommends that further oversight be established that provides proof that petitioners are from the municipality's electorate.</p>	<p>The new inspection powers appear to be too expansive, as the powers will include inspection of a municipality because of the actions of an employee or independent contractor. The MGA does not govern the behaviour of third party contractors to a municipality; therefore municipal inspections should not be allowable based on their conduct.</p> <p>Further, codes of conduct will include the conduct of a councillor and include sanctions and consequences. Therefore, additional enforcement measures for the conduct of councillors are unnecessary. Any Ministerial inspections will need to be aligned and consistent with what is set out in the Code of Conduct regulation.</p>
E	<p><b>Intensive Agriculture Operations:</b>            How should farm buildings that are used for intensive farming operations be assessed?</p>	No legislative change.	<p>AUMA and AAMDC support an enabling amendment to the MGA that allows for a voluntary levy on intensive agriculture. The details of the levy should be determined through a regulation developed in partnership with commodity groups.</p>	<p>Agriculture will continue to be one of the industries to carry our provincial economy well into the future.</p> <p>It is recognized that as agriculture evolves, the impacts on some municipalities that are home to the large and intensive operations also change. Traffic impacts due to multiple heavy loads travelling to large or intensive operations often are required on roads that were never designed for this type of traffic.</p> <p>AUMA and AAMDC support a voluntary levy that municipalities can use to collect fees from intensive agricultural producers to help offset infrastructure costs related to heavy hauling and repetitive heavy hauling from intensive agriculture activities.</p>
F	<p><b>Delinquent Education Property Taxes:</b>            Should municipalities have to pay for unpaid education property taxes?</p>	No legislative change.	<p>AUMA and AAMDC are requesting that the MGA specify that municipalities are exempt from paying for the education property tax requisition on unpaid property taxes.</p>	<p>This is an unfair burden on municipalities due to circumstances beyond their control when the property owner does not pay the bill.</p>





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#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
G	<b>Property Tax Recovery Tools:</b> What changes or tools should municipalities have to recover unpaid taxes?	<b>No legislative change</b>	AUMA and AAMDC are seeking changes to expand property tax recovery tools for municipalities (e.g., province pays taxes on crown lands if lease holder does not).	This is an unfair burden on municipalities due to circumstances beyond their control when the property owner does not pay the bill.
H	Review of MGA	<b>Status Quo - There is no requirement to complete a comprehensive review of the Act on a periodic basis.</b>	AUMA and AAMDC support mandated regular reviews of the MGA and suggest a ten-year review period.	Regular reviews of the MGA are required to ensure the legislation continues to meet the evolving needs of municipalities.  Provisions within the MGA will need to be reviewed and revised regularly, to ensure it keeps pace with governance requirements and changing municipal needs. Further, changes to the appeals processes may create court decisions and precedents that are contrary to the intent of the legislation. Providing periodic reviews allows for making adjustments as required.  The MGA should be reviewed every ten years with minor amendments passed on an as needed basis in consultation with municipalities and their associations.
I	Joint and Several Liability	<b>Status Quo - No changes were made to the MGA regarding joint and several liability as the matter was referred to the Minister of Justice and Solicitor General.</b>	AUMA and AAMDC are calling for further amendments to the MGA and/or other relevant legislation that protect municipalities from liability for damages caused by a municipality responding in good faith to emergencies or providing services to its region unless the municipality is grossly negligent.  Amendments required: <ul style="list-style-type: none"> <li>• Protect municipalities from liability for damages caused by a municipality acting in good faith to provide infrastructure and services unless the municipality is grossly negligent.</li> <li>• Provide a limitation period for any person claiming compensation arising from a road closure.</li> <li>• Reform joint and several liability, particularly in the areas of contribution shortfall and the creation of a minimum threshold of liability prior to the application of joint and several liability principles.</li> </ul>	The system of joint and several liability allows a person who was harmed or wronged by several parties to be awarded damages from any one, several, or all of the liable parties. Because municipalities are seen as an easy target given their access to financial resources, they are often included as defendants in lawsuits even where the level of municipal liability is extremely low (e.g. one per cent liable). If other defendants are unable to pay, the municipality will be in the position of paying the entire judgment. This issue comes up frequently with regard to linking municipal road maintenance and design to auto accidents.  Reform is necessary to ensure that municipalities are not required to make financial restitutions that are disproportionate to their liability if co-defendants are unable to pay.



AUMA's submission to the amendments to the Modernized Municipal Government Act (Bill 21) - July 29, 2016

#	Policy Issue	Description of Changes Proposed through new Bill	Positions	Rationale
J	Funding following Dissolution	<b>Status Quo - No changes were made to the MGA regarding funding following dissolutions.</b>	AUMA and AAMDC are calling for the MGA to specify that the province, under the case of dissolution, fund all of the costs of the infrastructure deficit and liabilities of the absorbed municipality and provide such funds to the receiving municipality.	Municipalities that are responsible for absorbing municipalities following dissolution are often burdened with the considerable cost to upgrade or build new required infrastructure despite the absorbing municipality's residents and council having no voice in the initial decisions to defer those capital projects.
K	Oversight of Code of Conduct	<b>Bill 20 (2015) requires all municipalities to develop and adopt a code of conduct that meets minimum standards outlined in the MGA.</b>  The code of conduct must also address enforcement and administration of the code of conduct at the local level. Councils will not be able to remove councillors from office.  Bill 21 did not provide for an oversight body or mechanism for the locally developed codes of conduct.	AUMA is requesting that the province revisit the code of conduct provision put forward in Bill 20. The amendment was incomplete and needs to be revised to outline the following oversight provisions: <ul style="list-style-type: none"> <li>• Provide for an independent oversight body (e.g. Integrity Commissioner), or require the Provincial Ethics Commissioner to have an oversight role.</li> </ul>	As code of conduct issues are often emotionally charged and create tension in a municipality, it is important that an oversight process be provided through an independent and credible third party (e.g., integrity commissioner or similar body responsible for enforcing the policy).  The oversight-body should utilize a quasi-judicial process, including defined timelines, evidentiary standards, burden of proof, and a right to appeal.
L	Updating Administrative Provisions to the Property Assessment and Taxation System	<b>No statutory change.</b>	AUMA is requesting that the province undertake a review of the administrative provisions for the property assessment and taxation system. <ul style="list-style-type: none"> <li>• These provisions are out of date and need to be amended to ensure effectiveness and efficiency. Examples include but are not limited to: <ul style="list-style-type: none"> <li>- limiting the scope of information regarding assessments that can be disclosed due to privacy reasons;</li> <li>- ensuring that the Provincial Assessor is required to copy the municipality when sending a request for information;</li> <li>- regularly updating definitions to ensure they are accurate; and</li> <li>- ensuring that the legislation identifies the types of errors that may be corrected in an assessment roll while a property is under complaint.</li> </ul> </li> </ul>	In order to remain effective and efficient, the property assessment and taxation system requires a number of changes to ensure details are in order and the legislation is up to date.  AUMA urges the province to work with the Alberta Assessors Association, the Cities of Calgary and Edmonton, and municipal associations to identify and carry out required changes.



## **Additional recommendations**

The items below were submitted in AUMA's previous MGA submissions, but were not addressed by either Bill 20 or Bill 21. Some of these items also appear in the preceding chart. AUMA urges the province to consider these points in the introduction of the fall 2016 amendments to the MGA.

### **Property Assessment and Taxation Reforms**

- Implement the property assessment and taxation reforms recommended by AUMA in 2010 and 2012.
- Eliminate education property taxes as property taxes should be used exclusively for the funding of municipal services associated with the ownership of property.
- In the alternative, a direct link should be established between the amount of Municipal Sustainability Initiative funding allocated and education property taxes collected.
- Provide greater flexibility in the requirements for property assessment and tax notices, reducing the prescriptive and highly detailed nature of these sections of the MGA.
- Allow municipalities to initiate the tax recovery process one year after the date that the tax was imposed.

### **Expand Municipal Revenue Base**

- Provide municipalities with a share of provincial revenues.
- Provide municipalities with the ability to increase their revenue generating authority.
- Ensure municipality can establish fees and charges through local bylaws and without provincial interference.
- Provide the ability for municipalities to charge offsite levies more than once on a parcel of land that is being redeveloped for another use or developed in stages.
- Lift suspension of Community Revitalization Levies and allow municipalities to pass CRL bylaws without provincial oversight.
- Enable municipalities to establish bylaws on the scope of local improvement taxes so that they may include items such as potable water systems, and renewable energy systems.

### **Stabilize Municipal Grants**

- Make core provincial grants and transfers statutory and index them for growth so that they are stable and reliable, allowing for multi-year planning. Engage municipal associations in the determination of appropriate allocation formulas, ensuring that there is not a sole focus on per capita allotment.

### **Municipal Structure**

- Review and rationalize the alignment, type and number of municipalities and incentivize a shift to match modern communities' dynamics and to align with regionalization, population shifts, urbanization, trade and industry, natural environments, and transportation infrastructure.
- Incent specialized municipalities.
- Review the process for municipalities to pursue status changes (e.g. village to town) or change boundaries (e.g. annexation) to provide maximum legislative clarity and an ability to respond to growth within a fixed time period defined in the legislation.

### **Municipal Purposes**

- Expand the scope of municipal bylaws to include any municipal purposes.

### **Municipal Engagement and Review**

- Create a legislated requirement that any statutory, regulatory, or policy change to municipal duties, powers, or functions only be considered after consultation and engagement with municipalities.

### **Municipal Liability**

- Protect municipalities from liability for damages caused by a municipality responding in good faith to emergencies or providing services to its region unless the municipality is grossly negligent.
- Provide a limitation period for any person claiming compensation arising from a road closure.
- Reform joint and several liability, particularly in the areas of contribution shortfall and the creation of a minimum threshold of liability prior to the application of joint and several liability principles.

### **Citizen Engagement and Public Participation**

- Empower the Chief Administrative Officer to examine the affiant on petition witness affidavits.

### **Land Use Planning**

- Allow municipalities to define municipal purposes through bylaw in order to provide greater flexibility on land use.
- Clarify which classes of wetland are eligible to be designated as environmental reserves and clarify that setbacks for bodies of water applies to wetlands.
- Increase the per cent amount of reserves (municipal, school, environmental, etc.) that a municipality may require of a developer, and permit the subdivision of those lands prior to transfer if necessary.
- Permit municipalities to acquire limited interests in land required for that municipality to carry out operations in another municipality. For example, utility rights of way for utilities provided to another municipality and interests in land related to interests in mines and minerals held by a municipality should be exempt from the requirements of Sec. 72.
- Amend the MGA to specify where resource extraction cannot occur and enable municipalities to determine appropriate and compatible land uses with respect to resource extraction.

### **Relationship to Existing Bylaws**

- Repeal MGA Section 13.
- If there is an inconsistency between the newly enacted MGA or other provincial legislation and pre-existing bylaws, the bylaws shall not be affected by the law.

### **Revised Bylaws**

- Allow for the revision of bylaws without a bylaw specifically adopting them, in cases where the revision is to correct clerical errors or to make minor changes.

### **Voluntary Amalgamation**

- Amend the legislation to reflect that two or more municipalities may jointly initiate a voluntary amalgamation. If those municipalities agree to an amalgamation then the Minister must recommend that amalgamation to the Lieutenant Governor in Council.
- Include a financial and infrastructure evaluation of the municipalities involved in the amalgamation.
- Clarify responsibility for financial and/or infrastructure deficits and provide formal policies on when and how the province will provide financial assistance.
- Provide that the affected municipalities will determine the process for dissolving existing councils and creating an interim council and provide the process for creating a new amalgamated municipality.
- Provide that the affected municipalities will determine how to appoint an interim CAO for the amalgamated municipality.
- Review the necessity for Minister initiated amalgamations. If not warranted, eliminate this action from legislation. If retained in legislation, clarify that public input from affected citizens is required.

### **Annexation**

- Adopt an approach that provides urban municipalities with the same opportunity as their rural counterparts to attract all types of development, including industrial development which requires significant areas of land historically not available in urban areas.
- Require that an initiating municipality and a municipality which has been served a written notice meet and proceed in good faith to prepare a study to identify the reason for and impacts of the proposed annexation, including proposals for public consultation.
- Require that negotiations regarding annexation be made in good faith and allow either party to request that the minister appoint a mediator if no agreement is reached within 180 days.
- Provide an opportunity for affected municipalities to submit written submissions after the minister has recommended an annexation to the Lieutenant Governor in Council.

### **Regional Service Commissions**

- Exclude regional service commissions who have not commenced substantial operations and whose annual budgets are under \$50,000 from Financial Information Return and audited financial statement reporting obligations.

### **Public Works Affecting Adjacent Land**

- Restrict provisions for compensation for municipal public work to a narrow category of public works. Enable municipalities to set notification provisions in their bylaws.

#### **Ministerial Inspection and Inquiry Regarding Local Governance**

- Require that a terms of reference be created for every inspection initiated by the minister or by the council of the municipality. Allow for an inspection to be initiated on petition by the citizens of the municipality.
- Require that the inspector or the person appointed to conduct an inquiry be independent and qualified to do so through an appropriate certification.
- Prescribe a uniform reporting format for inspectors through regulation.
- Clarify definition of "irregular, improper or improvident manner."
- Legislate that, if an Inspectors Report recommends the dismissal of all or part of a council, the citizens shall vote on the recommendation with the Ministry of Municipal Affairs bearing the cost of the vote.
- If a councillor or council is dismissed and an election to replace them is held within a year of the next municipal election, provide that the election may serve as the upcoming general election.
- Repeal the subsection that allows the minister to appoint a new CAO and designate remuneration payable to the officer.

#### **Provincial/Municipal Partnership Agreements**

- Legislate mandatory consultation and engagement when municipal interests are impacted by the decisions of any provincial ministry.
- Where changes to roles and responsibilities are initiated by either the province or municipalities, provide a clear framework for agreed upon roles and responsibilities.
- Where municipalities have the capacity and willingness to undertake or share provincial responsibilities, provide for incentives and with a clear formula for funding that is indexed for change.

#### **Municipal Input on Provincial Infrastructure**

- Require meaningful municipal engagement in the planning and operation of provincial infrastructure.
- Require greater cooperation between municipal authorities and school boards, particularly in regard to school reserves and the planning and servicing of schools and the disposition of school property and school reserves.

#### **Zoning and Municipal Building Standards**

- Clarify that when a development authority grants a variance to a "non-conforming" building, the "non-conforming" designation is removed.
- Municipalities should have the ability to require more stringent standards than national or provincial building codes.

#### **Mutual Access Agreements**

- Require direct road access for all subdivisions, rather than the current system of voluntary agreements for mutual access.

**From:** Stephanie Cole [<mailto:stephanie.cole@prostatecancer.ca>]  
**Sent:** Wednesday, July 20, 2016 9:16 AM  
**To:** Marian Carlson  
**Subject:** Prostate Cancer Awareness Month

Dear Marian,

Following the success of the past two years of proclamations in 2014 and 2015, Prostate Cancer Canada is planning on making a significant impact this year and we need your help to do so.

In 2015, 109 cities across Canada declared that September is Prostate Cancer Awareness Month. This year we hope to double this number and spread information and awareness about prostate cancer, the most common cancer among Canadian men. Please join the other communities across Canada that are helping us in our mission. Our primary method is through proclamations and we would very much appreciate your support.

If amenable, we would appreciate your proclamation of September 2016 as 'Prostate Cancer Awareness Month'.

I have included below a backgrounder on Prostate Cancer Canada and some facts about prostate cancer for you. For further information please go to our website at [www.prostatecancer.ca](http://www.prostatecancer.ca).

Yours truly,

Stephanie Cole



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 4 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, May 12, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Don Anderberg
Jim Bester
Bill Chapman
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director
Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - May 12, 2016
2. Approval of Minutes - April 14, 2016 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) ORRSC Strategic Planning Workshop Update (handout)
(b) Photocopier Replacement
(c) Building Deficiencies
(d) Vacant Planning Position
(e) CPA Conference Report
(f) ORRSC Barbeque and Annual General Meeting - June 2, 2016
(g) Summer Executive Meeting Date
5. Accounts
(a) Office Accounts - April 2016 (attachment)
(b) Financial Statements -
(i) January 1 - January 31, 2016 (attachment)
(ii) January 1 - February 29, 2016 (attachment)
(iii) January 1 - March 31, 2016 (attachment)
(iv) January 1 - April 30, 2016 (handout)
6. Director's Report
7. Executive Report



8. Adjournment.....

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:58 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as amended:

Add: 5(b)(iv) Financial Statements – January 1 - April 30, 2016

**CARRIED**

**2. APPROVAL OF MINUTES**

- 5(d), first paragraph – change “subdivision” to “subdivisions”;
- 5(e) resolution – change caveat removal fee “\$200” to “\$100”.

**Moved by: Barry Johnson**

THAT the Executive Committee approve the minutes of April 14, 2016, as amended.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) ORRSC Strategic Planning Workshop Update**

- A summary of questionnaire responses received from 16 municipalities was handed out and reviewed. These results will be the basis for discussion at the upcoming Strategic Planning Workshop between the Executive and Staff scheduled for Thursday, June 9, 2016 at 4:30 p.m.

**(b) Photocopier Replacement**

- Our 5-year photocopier lease has ended and we have resigned with Xerox on a new WorkCentre 7970i Color Multifunction Printer for 66 months which is expected to be delivered by the end of May. The cost per copy for color and black & white was the same on the previous printer, but color copies on the new printer will be more. Therefore, we will try to cut back on color copies where possible, and our per copy charge will have to be reviewed.

**(c) Building Deficiencies**

- Trimming of bushes and trees around the office building has been contracted and will be completed this spring. Other building maintenance issues that will have to be addressed in the next few years include leakage through the wall on the east side of the building, and asphalt repair on both front and rear parking lots.

**(d) Vacant Planning Position**

- ORRSC has had a vacant planning position since January 2016. At that time, the job was advertised; three were interviewed but a suitable candidate with at least five years experience was not found. Existing planners are currently covering the four municipalities until the position is filled. To avoid getting a repeat of the same applicants, the Director plans to wait until September to re-advertise the position.

**(e) CPA Conference Report**

- Gordon Wolstenholme and Jim Bester reported on the CPA Conference in Red Deer which they attended on behalf of the ORRSC Executive. Conference topics included: drones, self-driving cars, MGA review, decrease in small businesses due to online purchasing, 3-year and 5-year plans, municipal collaboration, etc.

**(f) ORRSC Barbeque and Annual General Meeting – June 2, 2016**

- Murray Chev Olds is providing use of their barbeque in exchange for a \$250 donation to a charity of our choice (to be determined). Jason O’Connor, Axia Community Relations will be speaking on “Delivering the Ultimate Internet to Alberta, One Town at a Time” at the Annual General Meeting following the barbeque.

**(g) Summer Executive Meeting Date**

- The Executive Committee decided to meet only once during the summer on August 11; the July 14 meeting will be cancelled.

**6. ACCOUNTS**

**(a) Office Accounts – April 2016**

5150	Staff Mileage .....	S. Harty (Nov. - Apr.) .....	\$ 86.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	249.22
5230	Member Conf & Out of Area .....	CPAA .....	475.00
	G. Wolstenholme - “CPAA - May 2-4/16” - Registration Fee		
5230	Member Conf & Out of Area .....	CPAA .....	475.00
	J. Bester - “CPAA - May 2-4/16” - Registration Fee		
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Don’s Pesticide Service .....	525.00
5310	Telephone .....	Shaw Business .....	491.65
5310	Telephone .....	Bell Mobility .....	605.20
5320	General Office Supplies .....	Desjardin Card Services .....	69.86
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	539.52
5390	Graphic & Drafting Supplies .....	Desjardin Card Services .....	253.08
5330	Dues & Subscriptions .....	Government of Alberta .....	50.00
5330	Dues & Subscriptions .....	Westwind Weekly .....	35.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	476.65
5420	Accounting & Audit Fees .....	KPMG .....	4,100.00
5440	Land Titles Office .....	Minister of Finance .....	122.00
5470	Computer Software .....	Whipcord Ltd. ....	8,401.65

5490	Consultants .....	Spencer Croil .....	2,539.92
5510	Insurance .....	AMSC Insurance Services .....	331.31
1160	GST Receivable .....	GST Receivable .....	859.88
		<b>TOTAL</b>	<b><u>\$21,182.94</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of April 2016 (\$21,182.94), as presented. **CARRIED**

**(b) Financial Statements –**

- (i) January 1 - January 31, 2016**
- (ii) January 1 - February 29, 2016**
- (iii) January 1 - March 31, 2016**
- (iv) January 1 - April 30, 2016**

- A sample format for the Comparative Income Statement January 1 - January 31, 2016 was handed out showing frequency of revenues/expenses and whether or not the amounts are on target. The Director suggested, rather than reformatting all future statements this way, that Committee members keep this sample as a reference for future questions regarding the statement.

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the following financial statements, as presented:

- January 1 - January 31, 2016
- January 1 - February 29, 2016
- January 1 - March 31, 2016
- January 1 - April 30, 2016

**CARRIED**

**7. DIRECTOR'S REPORT**

- The Director reported on his activities since the last Executive Committee meeting.

**8. EXECUTIVE REPORT**


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

**9. ADJOURNMENT**

**Moved by: Bill Chapman**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:50 p.m. until **Thursday, June 9, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

# *Alberta SouthWest Bulletin August 2016*

## **Regional Economic Development Alliance (REDA) Update**

### **New partnership: Southern Alberta-China Investment and Trade Initiative**

- Alberta SouthWest, SouthGrow, Economic Development Lethbridge, Lethbridge County are working together with support from Community Futures, Chambers, and government trade offices.
- Businesses in our regions that may be interested in learning more about exporting product or looking for new investment are invited to participate in training and coaching, and be highlighted in an "Investment Guide" that will be translated into Chinese and sent to the foreign trade offices.
- These highlighted businesses will be matched with buyers / investors from China, who will come to southwest Alberta during the week of October 11, 2016 for 4 days.
- It is expected that the primary sectors of interest will be agrifood, renewable energy, clean tech products and tourism; other possibilities are also welcome for consideration.
- Contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for more information.

### **Electric Vehicle (EV) Charging Stations: The conversation lights up**

- Interest in learning about this initiative continues to grow.
- Information from the presentation on June 21, 2016 by the BC Community Energy Association continues to fuel possibilities of Highway 3 as the "Electric Highway".
- In addition to AlbertaSW and SouthGrow, the conversation now includes Calgary Regional Partnership, City of Calgary and City of Edmonton.
- This creates the possibility of a large, partnered, comprehensive approach to thinking about what the optimum EV charging stations network could look like in our areas.

### **Letter to Canada's Minister of Innovation, Science and Economic Development (ISED)**

- As the federal government has announced \$500M to support broadband connectivity, it was felt important to signal to Ottawa that Alberta is not fully served. The perception is that the SuperNet has solved that problem in Alberta, which we know is not the case.
- The Board approved the draft of a letter, to be sent from the region, suggesting to the Ministry that policy and guidelines for that funding support should not exclude our MDs, Counties, Towns and Villages in Alberta.
- Individual communities are invited to make their own submissions on this topic.
- Contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for a copy of the draft.

### **Upcoming Events**

August 16, 2016 - New Solutions to Old Questions – Broadband, Cardston County

October 12-14, 2016 - 7<sup>th</sup> Annual Crown Roundtable Conference, Fernie BC

October 27, 2016 - EDA Ministry Dinner – Matrix Hotel, Edmonton AB

March 22-24, 2017 - EDA Conference and AGM, Banff Centre, Banff AB

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

403-627-3373 or 1-888-627-3373

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)



**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
Wednesday May 4, 2016 – Waterton Community Centre



**Board Representatives**

Lloyd Kearl, Cardston County  
Barney Reeves, Waterton Lakes  
Dennis Gillespie, Stavely  
Shelley Ford, Claresholm  
John Connor, Granum  
Brent Feyter, Fort Macleod  
Warren Mickels, Cowley  
Kathy Wiebe, MD Ranchland  
Lorne Jackson, Pincher Creek  
Garry Marchuk, MD Pincher Creek  
Monte Christensen, Hill Spring  
Beryl West, Nanton  
Blair Painter Crowsnest Pass  
Bill Peavoy, Cardston

**Guests**

Ifan Thomas, Superintendent, Waterton Lakes Nat'l Park  
Max Low, Waterton Lakes Chamber  
Keith Robinson, Waterton Lakes Chamber  
Brian Baker, ID Council  
Ken Black, ID Council  
James Graham, U of Lethbridge; NeoSpatial Inc.  
Cal Koskowich, National Research Council  
Martha Ratcliffe, LRSD  
Sherayah Feyter

**Resource Staff**

Leah Wack, Lethbridge College  
Linda Erickson, AEDT  
James Tessier, Community Futures, Alberta Southwest  
Kris Jensen, Community Development Officer, Waterton  
Maria Martinez, Administrative Coordinators, Waterton  
Bob Dyrda, Communications Coordinator, AlbertaSW  
Bev Thornton, Executive Director, AlbertaSW

1. Welcome and Introductions
2. Approval of Agenda  
Sun Country representative (agenda item #8) unable to attend meeting.  
Moved by John Connor THAT the agenda be approved as amended.  
**Carried.** [2016-05-480]
3. Approval of Minutes  
Moved by Shelley Ford THAT the minutes of March 2, 2016 be approved as presented.  
**Carried.** [2016-05-481]
4. Approval of Cheque register  
Moved by Lorne Jackson THAT cheques #1988-#2018 be approved as presented.  
**Carried.** [2016-05-482]
5. Contract Renewals  
Moved by John Connor THAT contracts for Executive Director and Project Lead be renewed for July 1, 2016 to June30, 2017.  
**Carried.** [2016-05-483]
6. Broadband: REDAs letter to Minister  
Board reviewed the letter drafted by Calgary Regional Partnership, on behalf of REDAs, identifying broadband issues and offering REDAs as a resource for ideas and input.  
Moved by Barney Reeves THAT AlbertaSW support this letter and add Chairman Lloyd Kearl as signatory.  
**Carried.** [2016-05-484]



7. Virtual Reality possibilities  
James Graham, Associate Professor, Department of New Media, University of Lethbridge; NeoSpatial Inc. provided an overview of virtual reality tools and applications.
8. EV Charging Stations  
Ed Tannas from Sun Country unable to attend the meeting. AlbertaSW and SouthGrow will organize an information day and invite presenter Megan Lohmann from the BC Community Energy Association to talk about the initiative that is being launched in the Kootenays.
9. National Parks update  
Park Superintendent Ifan Thomas provided an overview of new projects in the Park and preparations for 2016 and for Canada's 150<sup>th</sup> in 2017.
10. Project Lead Report  
SouthWest Connect Wi-Fi was an idea ahead of its time; equipment upgrades, licensing and security requirements are now greater than our capabilities to maintain it. It was an innovative initiative that has run its course and established regional benefits.  
Communities will each de-commission radios and signage.
11. Executive Director Report  
Accepted as information.
12. Roundtable updates
13. Board Meetings:  
June 1, 2016 – AGM, Nanton  
July 6, 2016 – no meeting  
August 3, 2016 - TBD
14. Adjournment  
Moved by Garry Marchuk THAT the meeting be adjourned.  
**Carried.** [2016-05-485]

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Chair

**Approved August 3, 2016**

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Secretary/Treasurer

**From:** Sue Bohaichuk [<mailto:SBohaichuk@auma.ca>]  
**Sent:** Wednesday, August 10, 2016 3:23 PM  
**Subject:** 2016 AUMA Resolutions

Dear Mayors and CAOs:

Please be advised that the 2016 resolutions have now been published on our website. You can download a hardcopy of the resolutions and policy papers by clicking [here](#) or viewing them on the resolutions index [here](#).

There are 22 member resolutions on a range of issues. These resolutions will be debated and voted on during the Convention resolutions sessions scheduled for Wednesday, **October 5 at 1:35 p.m. and Friday, October 7, at 9:15 a.m.**

The resolutions will be included in hardcopy form in the Convention Book in the delegate's package when you check in at the registration.

If you want to know more about Convention, be sure to take a look at the convention [website](#) which is available on our homepage at [www.auma.ca](http://www.auma.ca).

Be sure to watch for convention updates in the Weekly Digest, and visit [auma.ca](http://auma.ca). We look forward to seeing everyone there!



**Sue Bohaichuk FCPA, FCMA; ICD. D  
CEO**

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