



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 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 FEBRUARY 8, 2016

**DELEGATIONS:**

ROYAL CANADIAN MOUNTED POLICE – Frank Smart

**ACTION ITEMS:**

1. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs  
RE: Gas Tax Fund (GTF)
2. CORRES: Meals on Wheels  
RE: Letter of request for General Liability Insurance
3. REQUEST FOR DECISION: Meals on Wheels General Liability Insurance
4. REQUEST FOR DECISION: Reserve Bid #4 Skyline Crescent – Tax Recovery Sale
5. INFORMATION BRIEF: Animal Control Review
6. INFORMATION BRIEF: Bylaw #1596 - Land Use Bylaw Amendments Update
7. INFORMATION BRIEF: CAO Report
8. INFORMATION BRIEF: Council Resolution Status
9. ADOPTION OF INFORMATION ITEMS
10. IN CAMERA: Land, Employment

**INFORMATION ITEMS:**

1. Oldman Watershed Council E-Newsletter – February 2016
2. Fortis Alberta Streetlight Repair Map
3. Willow Creek Ag Society January 2016 – Minutes
4. Willow Creek Ag Society Manager's Report
5. Fortis Alberta Streetlight Standard Change Notification
6. Nanton Booster Club – Nanton Days Parade
7. Alberta Municipal Affairs – Alberta Association of Municipal Districts & Counties
8. Alberta Environment – Waterworks compliance

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**FEBRUARY 8, 2016**

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

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

**REGRETS:** Councillor Shelley Ford

**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 McAlonan that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – JANUARY 25, 2016**

Moved by Councillor Fieguth that the Regular Meeting Minutes of January 25, 2016 be accepted as presented.

**CARRIED**

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: AXIA – Jason O’Connor**  
**RE: Fibre Optic Internet**

Referred to administration to investigate the opportunity further.

2. **DELEGATION RESPONSE: ORRSC – Gavin Scott**  
**RE: Land Use Bylaw Amendment**

Received for information.

3. **CORRES: Alberta South West**  
**RE: Alberta Community Partnership Grant Application**

Received for information.

4. **CORRES: Municipal District of Willow Creek**  
**RE: Dinner Meeting March 9, 2016**

Received for information.

5. **CORRES: Claresholm Kraken Swim Club**  
**RE: Letter of Support**

**MOTION #16-010** Moved by Councillor Dixon to write a letter of support towards the Claresholm Kraken Swim Club’s grant application to the Community Foundation of Lethbridge and Southern Alberta to purchase new lane ropes and accessories for the Claresholm Aquatic Centre.

**CARRIED**

6. **CORRES: Southern Alberta Energy from Waste Association**  
**RE: 2016 Membership Fee**

**MOTION #16-011** Moved by Councillor O’Neill to table discussion on membership to the Southern Alberta Energy from Waste Association to the regular meeting of March 14, 2016.

**CARRIED**

7. **CORRES: Claresholm & District Chamber of Commerce**  
**RE: Chamber’s Representative to the Economic Development Committee**

Received for information.

8. **REQUEST FOR DECISION: Alberta Community Partnership Grant Application**

**MOTION #16-012** Moved by Councillor Cutler to submit an application to the Alberta Community Partnership Grant for the Frog Creek Drainage Project in the amount of \$350,000 under the Intermunicipal Collaboration (IC) component, and agree to enter into and abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

**CARRIED**

**9. REQUEST FOR DECISION: Fair Hiring Policy**

MOTION #16-013 Moved by Councillor O'Neill to adopt Policy #GA 02-16, the Fair Hiring Policy, effective February 8, 2016.

**CARRIED**

**10. REQUEST FOR DECISION: Organizational Structure**

MOTION #16-014 Moved by Councillor Fieguth to adopt the Organizational Structure as amended effective February 8, 2016.

**CARRIED**

**11. INFORMATION BRIEF: School Transfer Agreement**

Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.

**12. INFORMATION BRIEF: Disaster Recovery Program Application**

Received for information.

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

Received for information.

**14. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor McAlonan to adopt information items as presented.

**CARRIED**

**15. IN CAMERA: Committee Appointment, Land, Legal**

Moved by Councillor Dixon that the meeting go In Camera at 7:56 p.m.

**CARRIED**

Moved by Councillor Cutler that this meeting come out of In Camera at 8:04 p.m.

**CARRIED**

**DELEGATION: JOHN BARLOW, MP for Macleod**

John Barlow, MP for Macleod, was present to speak at 8:05 pm. He updated Council on current federal government initiatives that may be of interest to municipalities.

Moved by Councillor Dixon that this meeting go In Camera at 8:37 p.m.

**CARRIED**

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:04 p.m.

**CARRIED**

MOTION #16-015 Moved by Councillor Cutler to appoint Jill Flanagan to the Claresholm & District FCSS Board.

**CARRIED**

MOTION #16-016 Moved by Councillor Cutler to accept the real estate listing proposal from Avison Young Lethbridge Inc. for 4 Skyline Crescent as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Dixon that the meeting adjourn at 9:07 p.m.

**CARRIED**

---

Mayor – Rob Steel

---

Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Lesser Slave Lake

RECEIVED

FEB 10 2016

AR82675

January 20, 2016

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

Dear Mayor Steel,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying projects submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
710468	Skyline Storm Water Lift Station	\$40,948
710470	Harvest Square Sanitary Sewer Lift Station	\$181,454

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.gtfgrants@gov.ab.ca](mailto:ma.gtfgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm

February 17, 2016



*over counter  
hand delivered*

*mo*

Marian Carlson  
CAO-Town of Claresholm  
PO Box 1000  
Claresholm, Alberta  
TOL 0T0

Dear Ms Carlson:

On behalf of the Claresholm Meals On Wheels Committee, I am submitting a request for financial assistance to cover the cost of our General Liability Insurance with AMSC Insurance Services Ltd. I have enclosed a copy of this invoice for \$897.94, as well as our financial statement from our May 31, 2015 year end.

We are a volunteer organization with our mission being to improve and maintain the physical, mental and social well-being and independence of persons who qualify, by providing them with nutritious meals of good quality, delivered with the help of volunteers. We deliver meals within the Town of Claresholm only.

We have not requested assistance from the Town of Claresholm since we received a Municipal Sustainability Initiative Operating Grant in April 2012.

The clients pay the cost of their meals, which in turn, we pay the provider which is Alberta Health Services. We charge the client only what Alberta Health Services invoices us for the meals.

Thanking you for your consideration in this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Shirley Isaacson".

Shirley Isaacson  
Secretary-Treasurer  
Claresholm Meals on Wheels Committee

**MEALS ON WHEELS**  
**Claresholm, Alberta**  
**Income Statement as at May 31, 2015**

**INCOME:**

Token Sales	\$ 17,154.00	
Donations	<u>                    </u>	\$ 17,154.00

**EXPENSES:**

Bank Charges (NSF cheque)	\$ 7.00	
Gifts	62.87	
GST	2.50	
Insurance Premium	1,009.71	
Meals	16,618.00	
Membership & Registration	50.00	
NSF Cheque	91.00	
Postage & Office	<u>89.25</u>	\$ <u>17,930.33</u>

**NET GAIN (LOSS)** \$ ( 776.33 )

**BANK RECONCILIATION**

**General Account**

Balance May 31, 2015		\$ <u>2,245.01</u>
Opening Balance June 1, 2014	\$ 3,061.02	
ADD: Debits	<u>17,182.00</u>	\$ 20,243.02
LESS: Credits		\$ 2,282.69
LESS: Previous year O/S cheque		<u>39.68</u>
Closing Balance May 31, 2015		\$ <u>2,245.01</u>

This revised statement has been compiled solely from information supplied to me by Shirley Isaacson  
 Oct. 06, 2015 Rosemary Johnson



AMSC Insurance Services Ltd.

## Invoice

Certificate Holder: Claresholm Meals on Wheels  
BOX 1181  
CLARESHOLM, AB T0L0T0

Invoice Date: 01/29/2016  
Invoice Number: 23687  
Policy #: P4898-2016  
Invoice Due Date: 02/28/2016  
Member Code: MEALS

Policy Period: January 1, 2016 to January 1, 2017  
12:01 A.M. Standard Time at the address of the Insured.

See policy declaration(s).

Premium Distribution	Premium Amount
Crime	\$228.00
Commercial General Liability	\$656.74
NOA Liability	\$13.20
<b>Total Premium Payable:</b>	<b>\$897.94</b>

Please make your payments to:

**AMSC Insurance Services Ltd.**

#300. 8616 - 51 Avenue

Edmonton, AB T6E 6E6

Toll Free: 1-800-661-AUMA (2862) or 310-AUMA (2862)

Fax: 780-409-4314

Invoice payments are due 30 calendar days from issue





# REQUEST FOR DECISION

Meeting: February 22, 2016  
Agenda Item: 3

---

## CLARESHOLM MEALS ON WHEELS INSURANCE

---

### **BACKGROUND / DESCRIPTION:**

The Claresholm Meals on Wheels is requesting the Town of Claresholm for reimbursement of their commercial general liability insurance. The Town only reimburses for commercial general liability, so the only amount available for reimbursement is \$656.74.

As per policy #GA 09-07 (b) amended May 2015 Meals on Wheels have stand-alone policies which are currently reimbursed by the Town of Claresholm. However, they have no such agreements, and the informal arrangement of the Town paying for their general liability insurance will be reviewed on an annual basis (see attached policy)

### **OPTIONS / DISCUSSION**

The Town of Claresholm amended the attached policy in 2015 to add the Seniors Drop In Centre to the list of groups that may be reimbursed for their general liability insurance, however they must present their requests annually to Council as per this policy. Possible actions include;

- Council directs Administration to continue following the Policy #GA 09-07(b).
- Council directs Administration to amend Policy #GA 09-07(b), and to present the new policy at a future Council meeting.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to pay the general liability insurance for 2016 in the amount of \$656.74.

And / OR

WHERE AS the Town of Claresholm Council wishes to review these annual requests for General Liability Insurance, of the groups listed in the policy, annually;

Therefore be it resolved to continue to use Policy #GA 09-07 as adopted.

AND / OR

WHERE AS the Town of Claresholm would like a fair and consistent policy that deals with requests for reimbursement of general liability insurance for community groups listed on the policy;

And WHERE AS the Town of Claresholm can direct the CAO to review and approve such requests, by the groups listed in the policy, annually;

Therefore be it resolved by Councillor \_\_\_\_\_ to direct Administration to amend policy #GA 09-07 (b).

### **ATTACHMENTS:**

- 1.) Policy #GA 09-07 (b)

### **APPLICABLE LEGISLATION:**

- 1.) Policy #GA 09-07 (b)

PREPARED BY: Tara VanDellen, Development Officer

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 18, 2016

---



## **Policy #GA 09-07 (b) Additional Named Insurance Policies**

**Effective Date: September 10, 2007**

**Amended Date: May 11, 2015**

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

**POLICY:**

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

**EFFECTIVE DATE: MAY 11, 2015**



# REQUEST FOR DECISION

Meeting: February 22, 2016  
Agenda Item: 4

---

## TAX RECOVERY SALE – RESERVE BID – REAL ESTATE LISTING

---

### DESCRIPTION:

Administration is requesting:

1. Council reduce the reserve bid set for 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064

**SUBJECT LANDS:** Civic address: 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064



### BACKGROUND

1. This abovementioned property was registered to the Tax Recovery Arrears list April 19, 2012
2. In August 2015, the Town received an Offer to Purchase. The condition date was originally September 15, 2015 but was extended to November 6, 2015. As at November 6, 2015, the conditions were not removed by the purchaser as financing was not acquired. In December, Administration was notified that the sale would not be proceeding.
3. On Tuesday, January 12, 2016, the Town received another Offer to Purchase which has now expired.
4. January 18, 2016 Administration received a revised Real Estate Proposal from ReMax Realty. Changes include; proposed listing price \$799,000.00, fee schedule: 5% of sale value. Advertising costs are commonly dealt with as a retainer of approximately \$3000 from the seller. All expenses covered by the retainer are reimbursed to the seller from deduction from the commission at the time of closing.
5. Avison Young's proposal has remained the same since first presented in August 2015. Proposed listing price \$715,000.00, fee schedule: 5% of sale value.
6. At the regularly scheduled meeting held February 8, 2016 Council carried a motion to accept the real estate listing proposal from Avison Young Lethbridge Inc. as presented.

**DISCUSSION / OPTIONS / RECOMMENDATION:**

- It has been over 12 months since Council had established the reserve bid at \$800,000.00. The Town and or its agents have received mild interest from several prospective purchasers; however all offers have since expired.

**COSTS / SOURCE OF FUNDING (if applicable):**

All costs associated with the tax recovery process are recoverable upon the sale of the subject property, as per the regulations set out in the Municipal Government Act.

**PROPOSED RESOLUTIONS:**

1. In accordance with Section 425(1)(a) of the Municipal Government Act, a Municipality that becomes the owner of a parcel of land may dispose of the parcel by selling it at a price that is as close as reasonably possible to the market value of the parcel. Administration recommends that Council pass a motion to reduce the reserve bid value as listed:

- Lot 16, Block 63, Plan 0110064 - \$715,000.00

**Moved by Councillor \_\_\_\_\_ to reduce the reserve bid for Lot 16, Block 63, Plan 0110064 to \$715,000.00.**

**ATTACHMENTS:**

- 1.) none

**APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act (RSA 2000; ChM-26) Division 8; Section 410 thru 436

**PREPARED BY:** Tara VanDellen, Development Officer

---

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

**DATE:** February 18, 2016

---



# INFORMATION BRIEF

Meeting: February 22, 2016  
 Agenda Item: 5

## Animal Control Bylaw Review

### DESCRIPTION:

By direction of Council this review is being undertaken to compare our Cat and Dog Bylaw to those of neighboring Communities.

### BACKGROUND:

This process was initiated due to a delegation before Council, community complaints, the Trap Neuter and Release program and the amount of Bylaw Officer trapping actions that were initiated in 2015 and 2014.

### DISCUSSION/OPTIONS:

#### 1. Discussion/Research

#### Other Community Animal Control Programs

Program	Community					
	Nanton	Fort Macleod	Vulcan	Pincher Creek	Cardston	Claresholm
Have traps (Y/N)	Yes	No	Yes	Yes	Yes	Yes (owned by CARES)
Bylaw Officer traps animals (Y/N)	Yes	No	No	CONTRACTED	Yes	Yes
Lease/Loan traps out (Y/N)	No	No	Yes	No	No	Yes
Cat License (Y/N) + (cost \$)	No	No	No	No	Y (\$15)	No
Fine for cat at large (\$)	No	No	No	Yes(\$50/\$100/\$150)	Yes(\$75/\$150)	Yes (\$10)
Fine for dog at large (\$)	\$100/\$200	\$200	\$100/150/200/500	(\$50/\$100/\$150)	\$100/200/400	Yes (\$100)
TNR program (Y/N)	NAPS	No	Society	Humane Society	No	Yes (CIm Vet/Town)
Cat quantity restriction (number/property)	2-3	3-4 If more a fanciers license is required	Max 4 pets	Max 3 pets	3 cats, 2 dogs and then a fanciers license is required	No quantity restrictions
Dog quantity restriction (number/property)	If more a Kennel License is required					
Other Animal quantity restriction (number/property)	Yes but Under review	No	Yes No poultry	Yes No poultry	Yes	Yes - what is allowed but not how intensified. bylaw #1208
Animal Shelter managed by(town/society)	Vet Clinic is kennel	Contracted Kennel	Society managed kennel/Shop staff takes care of animals	Town	Town	Society (CAREs)
Suggestions from other municipalities	Do not license cats or make fine too large owners will just abandon cats	SPCA concerns, accountability for animal cruelty, hard to enforce/call volume excessive	Cat bylaws hard to enforce – you will get bombarded with phone calls in its inception	Cat bylaws hard to enforce – you will get bombarded with phone calls in its inception This community has a large feral cat problem.	Animal limits are necessary and larger fines will dissuade people after a few get fined	

## 2. Options:

### 1. Bylaws:

Currently the animal regulations within the Town are controlled by 4 separate bylaws:  
(see attachment for complete bylaw):

- 1525 - Land use bylaw,
- 1225 - Cat bylaw,
- 1416 - Dog bylaw and
- 1208 – keeping livestock, poultry and fowl bylaw

- It could be possible to merge all bylaws under a new “Animal Control bylaw”
- Would need to make sure bylaw works with the Land use bylaw. For example this could possibly be a discretionary use in relation to potential home occupation license like a dog trainer or a business in the industrial/commercial section like a dog kennel or pet groomer.
- Cardston’s bylaw is more in depth and has more aspects in it that protects the pet owner and the general public, ie. The Provoking of pets.

### 2. Animal quantity control:

The Town of Claresholm currently has **no** animal quantity restrictions in any bylaw category.

A “fanciers” license will at least address and bring attention to animal population densities. Public pressure is increasing and conflict has the potential to surface:

For example:

- Cats being fed on a private property that according to the property owner are not their cats, but are neighborhood cats.
- How as a municipality do we define these cats? Are they feral or are they the resident’s pets?
- Requiring a license to allow more than, for example 3 cats on the property, may dissuade large feeding grounds for “neighborhood cats” to exist.

### 3. Cat feeding on public land:

Some residents have issue with animal activists feeding cats in the alley or on public land. The biggest concern with this complaint is the feeding areas attract skunks.

- This could be addressed by implementing a fine structure, and rules that feeding of cats will only be permitted on your own property.

### 4. Pet licensing:

A Cat licensing program can be used to track cats and the population density. Licensing programs (especially cat licensing programs) have a history of only being utilized by a small percentage of pet owners. Therefore licensing programs will require enforcement action to get compliance with registering your pet.

5. Spay and Neuter programs:

Considering a mandatory spay and neuter program. If animals are caught and processed the animal is only released once it is fixed. For cats this eliminates the possibility of population explosions.

6. Non-Compliance Fines:

Increasing the fine for a cat at large from \$10 to \$50 gives the existing Cat bylaw some more enforcement force and may with enforcement action persuade certain cat owners to keep their cat in their yard.

- Fines are more effective if they have an escalating process, first offence \$50, second offence \$100, and so on.

7. Trap, Neuter and Release (TNR) programs:

Other communities believe the Trap Neuter and Release program is necessary to keep feral populations in check; they are a proactive solution to feral cats. The balancing point is recognizing the difference between feral, stray and abandoned. A good working relationship between a Vet, the animal shelter/society and the bylaw officer is critical for a TNR program to succeed.

8. Trapping program:

Options for a Trapping program for a feral, stray, abandoned or cat at large are:

- Clear definitions of each category (feral/stray/abandoned) are critical.
  - a) Let the public deal with the cat problem that is affecting them in certain areas, for example the public purchases their own traps.
  - b) Peace Officer traps cats alone (the Town assumes full responsibility and liability)
    - This will require the freedom to bring any animal into the animal shelter.
  - c) Peace Officer traps cats with assistance of CARES (joint responsibility)
  - d) Peace Officer traps cats with assistance of home owners (joint responsibility),
    - May need to require that the property owner sign an agreement of understanding when they borrow the trap on the proper use of the trap.

9. Other Animal restrictions:

- a) Currently the town deals with other animal categories under development bylaw #1208, a breach of the bylaw carries a \$500 fine.
- b) Poultry inquires and becoming more frequent, the quick rules around the restrictions are:
  - Must be **20 feet away** from any occupied building on the same lot
  - Must be **30 feet away** from any occupied building on an adjacent lot
  - Must be **25 feet away** from any street

10. Input from other Peace Officers (Pro's and Con's):

Various Peace Officers have opinions for solutions to neighborhood cat issues.

- a) The most prominent; is to let the public handle their own problems on a one off basis
  - Pro and Con with no Municipal involvement, equals no Municipal control, except if cases of abuse surface then the SPCA may need to get involved or the Municipality can use the Animal Control Act.
- b) Any individual that decides to trap or pick up stray and/or feral cats should be aware the rules around animal cruelty and the liability associated with trapping.
  - Pro, is educating the public as to the rules surrounding animal cruelty.
  - Con, if as a Municipality you play a role in the trapping process, you assume some liability.
- c) Licensing programs generally cost more than they bring in.
  - Con, this is due partially to the fact that a large quantity of cat owners will not purchase a license if their pet does not leave the house. The end result is that cat licensing programs could cause allot of enforcement work.
- d) Municipalities that participate in animal control problem solving have the most success with catching cats case by case and processing them through a society and/or a vet.

Pros:

  - If the owner is located they do not get the cat back unless they pay the fine.
  - Must, come to the municipal office to pay.
  - Produce receipt at shelter or vet clinic.

Cons:

  - Municipality is heavily involved in animal regulation process.
  - It will be imperative that a good working relationship exists between the municipality and a Society and/or Vet.
  - Must have room and resources to facilitate the service to the residents.
    - Accessible pound and vet

APPLICABLE LEGISLATION:

- 1.) 1525 - Land use bylaw; (the use matches the zoning regulation/MPC approval)
  - 2.) 1225 - Cat bylaw;
  - 3.) 1416 - Dog bylaw; and
  - 4.) 1208 – keeping livestock, poultry and fowl bylaw
- Bylaws - <http://www.townofclareholm.com/live/bylaws-and-protective-services/>
- 5.) Animal Protection Act
    - protects animals from being in distress

PREPARED BY: Jason Hemmaway

---

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 18, 2016

---





# INFORMATION BRIEF

Meeting: February 22, 2016

Agenda Item: 6

---

## LAND USE BYLAW No. 1525 AMENDMENT - BYLAW No. 1596 UPDATE

---

### BACKGROUND / DESCRIPTION:

#### Timeline:

- June 22, 2015, the Town of Claresholm Strategic Plan was approved by Town Council
- July 24, 2015 Implementation of Year One Item 1(c): "Review and Streamline Development Application Processes and Procedures"; motion was carried by the Municipal Planning Commission (MPC) to direct the Development Officer to use services of ORRSC and other resources to generate options, including Land Use Bylaw Amendments, to address item 1 (c) of the Town of Claresholm Strategic Plan.
- October 16, November 13, and December 4, 2015, MPC met with Oldman River Regional Services Commission (ORRSC) planner, Gavin Scott to discuss amendments.
- January 8, 2016 MPC carried a motion to make recommendation to Council to give three readings to Bylaw No. 1596.
- January 25, 2016 Council passed 1<sup>st</sup> reading of Bylaw No. 1596.
- The **open house has been scheduled for February 26<sup>th</sup> 7pm** in Council Chambers. Gavin Scott, ORRSC planner will present the Land Use Bylaw Amendment.
- The Public Hearing is scheduled for March 14<sup>th</sup> 2016, Council meeting 7pm. Notifications for both the open house and public hearing have been circulated to property owners and surrounding residents and will be advertised in the Local Press Town News.

#### ATTACHMENTS:

- 1.) None.

#### APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.
- 2.) Town of Claresholm Municipal Development Plan, September 2010.

PREPARED BY: Tara VanDellen, Development Officer

---

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 18, 2016

---



# CAO REPORT

January 25, 2016

---

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

---

## CAO

### **Regional CAO Meeting**

Myself, along with the CAO's from the MD of Willow Creek, Town of Fort Macleod, Town of Granum and the Town of Nanton met on February 9<sup>th</sup> to discuss how the municipalities can work together to support enhanced regional services. Matters discussed were emergency management, fire services, safety codes services and homelessness initiatives.

### **Medical First Response (MFR) Meeting**

Travis Coleman from the MD of Willow Creek, myself and Kelly Starling met with John Hein and Dr. Hanrahan from Alberta Health Services (AHS) on February 17<sup>th</sup> to discuss the new MFR program. Travis and Kelly will work with John to develop the Response Plan Design which will then be presented to Council for approval. AHS understands that the Town of Claresholm intends to only be required to provide Standard First Aid trained officers to respond to medical assist calls.

### **Brownlee Emerging Trends Seminar**

Cou. McAlonan and myself attended the Brownlee Emerging Trends Seminar held in Calgary on February 11<sup>th</sup>. This was a valuable learning experience and they covered topic such as how to communicate with the new NDP government, what does regional collaboration really mean, human resource management and emerging technologies for municipal services such as drones, etc.

## **BYLAW ENFORCEMENT**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **DEVELOPMENT**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **POOL**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

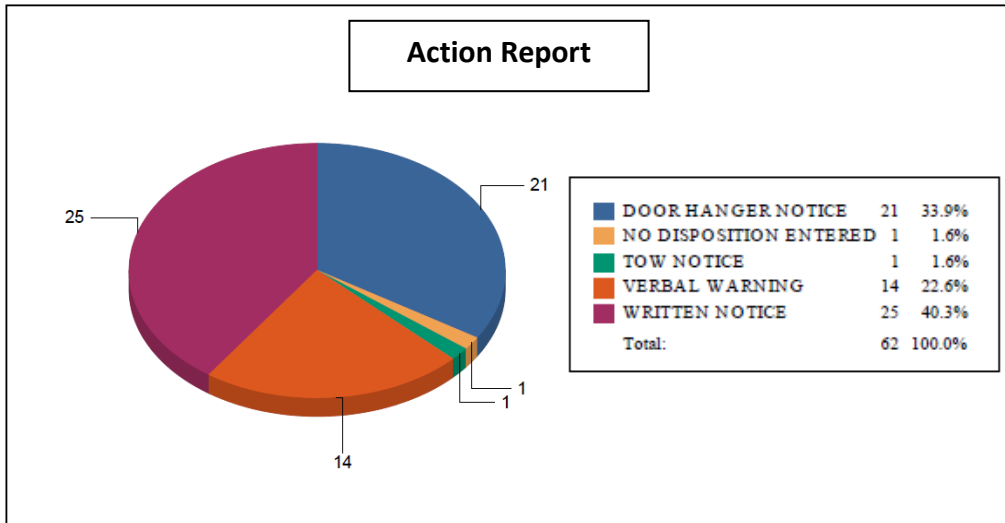
Marian Carlson, CLGM  
CAO



# INFORMATION BRIEF

Meeting: February 22, 2016  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT

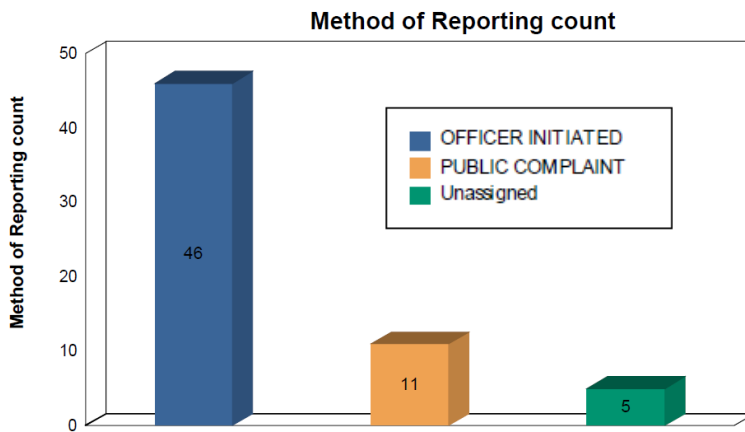


**January newspaper articles:**

- Focused on business license and dog license renewal.
- Also, to use caution when around the Town of Claresholm workers and the snow removal equipment.

**January Enforcement highlights:**

- Claresholm had 4 snow fall events that required Notices and Work Orders.
- The Traffic Safety Plan was drafted and is being reviewed.
- Information was gathered on how other Municipalities handle feral/abandoned or stray cats.
- Sanitation and Bylaw department worked together to identify and correct improper waste being put out for collection.
- Completely implemented Report Exec, a new software program for Bylaw/Peace officer reporting and file management.
- Risk Reduction work shop held at the Community Centre with the second half of the grade 9 class.
- Enforced parking violations at 7-11 and Alberta Road. (2 tickets issued on AB Road)



# CAO REPORT

## DIRECTOR OF CORPORATE SERVICES

### Finance updates

#### Budget

The budget is being adjusted and updated with changes that have come. The hiring of a new recreation manager, replacing the aquatic centre supervisor, will be included in the budget and adjusted accordingly to the intent of the position. The CARB hearings and resulting changes in assessment have been included in the budget and also the updated linear assessment. In addition, the capital projects that will be carrying over from 2015 into 2016 will be included in the 2016 capital budget. The Finance and Budget committee will be meeting in the coming weeks to go over the preliminary budget with the intent of presenting the budget to council on March 14, 2016.

#### Yearend & Audit

The auditors from YPM were out at the town office conducting their yearend audit test work from February 2<sup>nd</sup> to the 5<sup>th</sup>. There were a few items that were discovered during preparation for yearend and during the audit that are being addressed.

- The town's MuniWare software was found to have a glitch in the calculation tables for sewage utilities. MuniWare is putting together a patch to fix the problem and are assessing the overall impact. The glitch was in the system grid calculation. Once sewage consumption hit a certain level the table stopped calculating increases to the utility. Therefore, some customers were under billed for their consumption.
- A promissory note that was signed in 2013 for the 8<sup>th</sup> St NW development had not been recognized in the financial statements. The result is an increase in the town's long term debt of \$500,000 as at December 31, 2015. The auditor is assessing the impact on prior year financial statements.

The timeline for the audit report and audited financial statements to be prepared are as follows:

- Draft financial statements to Administration on April 4<sup>th</sup>, 2016
- Presentation to Audit & Finance Committee week of April 4<sup>th</sup> to 8<sup>th</sup> 2016
- Presentation to council on April 11<sup>th</sup>, 2016

#### Other information

Please refer to the other filed reports from the other departments within Corporate Services for information regarding their respective departments.

Prepared by: Simon Janhunen



**Statement of Operations**  
**For the period ending January 31, 2016**

**2016**

**Revenue**

Net municipal taxes	\$	-
User fees and sales of goods		15,405
Government transfers for operating		6,803
Investment income		0
Penalties and costs of taxes		26,363
Licenses and permits		17,765
Franchise and concession contracts		13,307
Rental		13,653
Other		849
Family and community support services		40,893
		135,037

**Expenses**

Legislative		-	
Administration		63,506	Note 1
Fire		8,208	
Bylaw enforcement		21,425	
Common and equipment pool		29,036	
Roads, streets, walks and lighting		10,397	
Airport		-	
Storm sewers and drainage		716	
Water supply and distribution		20,897	
Wastewater treatment and disposal		545	
Solid waste management		17,243	
Family and community support services		11,802	
Day care		3,184	
Cemeteries and crematoriums		152	
Other public health and welfare		-	
Economic and agricultural development		-	
Subdivision land and development		16,009	
Parks and recreation		61,811	Note 2
Culture - libraries, museums and halls		58,288	Note 3
		323,220	Note 4

<b>Deficiency of revenue over expenses</b>	<b>\$</b>	<b>(188,182)</b>
--	-----------	------------------

**Note 1**

Includes \$15,000 in grants to local organizations.

**Note 2**

Includes \$25,000 golf course management fee.

**Note 3**

Includes \$55,000 for initial instalment of Library grant funds.

**Note 4**

The majority of costs other than noted is for wages & benefits

# DEVELOPMENT OFFICER REPORT

*For: 1/8/2016 - 2/18/2016*



## **Land Use Bylaw Amendment No. 1596**

- ❖ January 25, 2016 – 1<sup>st</sup> Reading
- ❖ Notifications of LUB Amendment sent February 9, 2016
- ❖ Preparations for Open House (February 25) and Public Hearing (March 14)

## **Development Permits**

- ❖ 9 permits processed
- ❖ Performed various site inspections, 35+ file closures (received Superior reports back from September through December 2015)
- ❖ File review and updates; follow up on approved home occupations

## **Compliance /Information Requests**

- ❖ 4 compliance requests processed
- ❖ 1 Environmental Search request, various development inquires

## **Miscellaneous**

- ❖ Various inquiries/meetings for business licenses, potential development of land, zoning inquires, and land for sale. January is a busy month for business license renewals and applications.
- ❖ Information production for Economic Development Officer, Dale Harrison
- ❖ Claresholm Lions Club – Lions Park Project
- ❖ January 20 – completed Public Information Officer Session with Alberta Emergency Management
- ❖ Tax Recovery Sale - #4 Skyline Cres
- ❖ DRP, Frog Creek Drain repairs
- ❖ Local Press Town News focused on Business License renewals

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

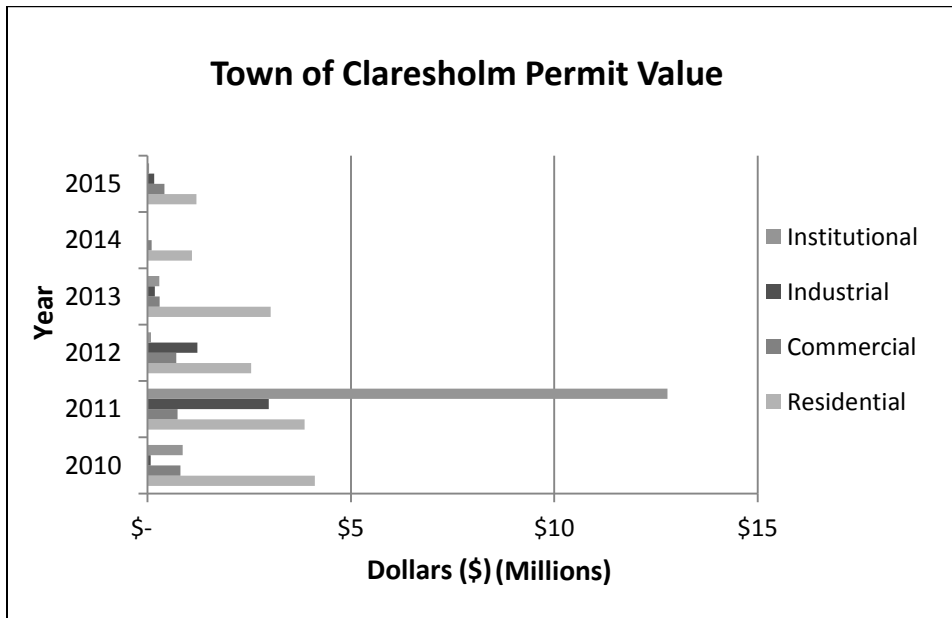
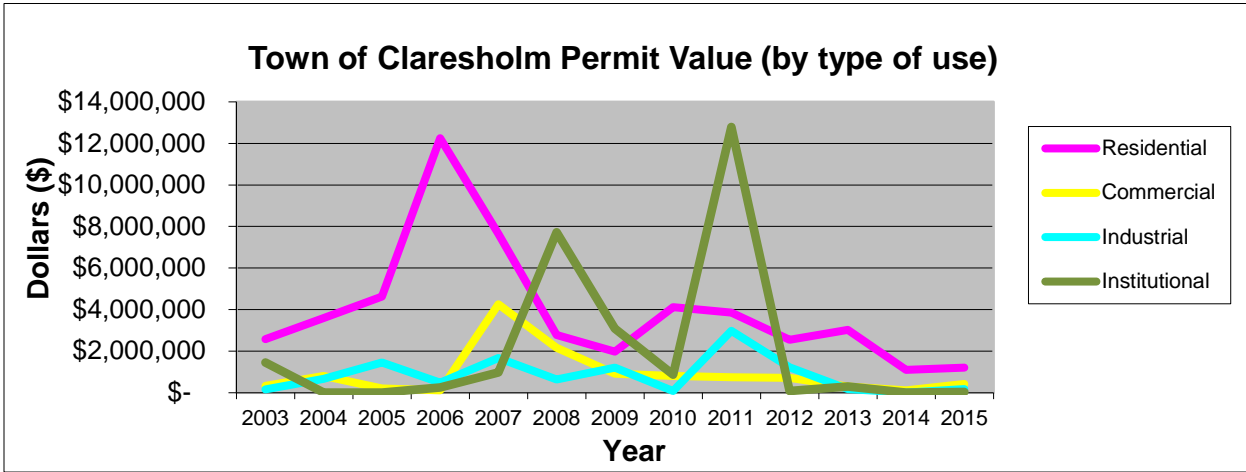
## **Review Policy #04-09 Planning & Development Fees**

- ❖ Consult with MPC (fee structure requires review since LUB Bylaw Amendment)

## **Miscellaneous**

- ❖ Annexation Negotiations ongoing
- ❖ Safety Codes Council Annual Internal Review
- ❖ Consent to vary non-operating landfill sent February 11, 2016.

## 2015 Year End Development Statistics



*Submitted by  
Tara VanDellen  
Development Officer*





February

# Economic Development Report

Things are starting to fall into distinct piles that help get a better picture of activities in and around the community. It was good to get the EDC started and moving towards more specific strategies.

## Orientation and Setup Office

- New Printer installed
- Claresholm.ca designation secured

## Regional Economic Development

- Attended meeting of Southern Alberta EDO's in Lethbridge
- Webinar on Executive Pulse – Business Info Data System

## Economic Development Committee

- Organization Meeting of EDC
- Distributed 13 Ways book to committee
- Executive Meeting
- Summarizing and distributing previous studies and report to EDC members
- Produced news release for Local Press

## Housing

- Initiate contact with new owners Harvest Square
- Attended meeting with potential investor Skyline property
- Conversation with Valleyview Adult Living complex

## Business Visitation

- Meadow Creek Meats – two times, 2<sup>nd</sup> with Tara to get ahead of Development Permit
- Watt & Stewart – John Stewart
- Porcupine Lodge – Lisa Anderson
- Triple T – Leonard Thom

## Research

- Electric Car Charging Station – on going
- Unstoppable Conversation – on going
- Solar Power – meeting scheduled for Feb 28
- Axia - Fibre-to-Home

## Meetings attended

- Two Council Meetings
- Lions Club
- Mayor of Okotoks and EDO
- Axia Open House in Nanton
- Chamber AGM

## FCSS

### January/February Report to Council

- Compass Caring for Caregiver course is going well. 3 attendees
- Working with Prairie Winds Clubhouse – facilitating Self Care Course – 3 Wednesdays
- Worked on Financials for Year End – submitted all things required to Simon and Auditors
- Attended Women’s Conference meeting at library
- Met with Ali (Cottonwood) community initiative conversation
- More discussions on Unstoppable Conversations with community members and EDO
- Met with members of Chamber of Commerce to plan event for Easter. Easter Egg-sitement!
- Six moms attended Infant CPR course – subsidized by FCSS
- Attended PHECC meeting
- Family Day Skate on Monday- about 120 participants with 4 volunteer prom students and 7 teen drop in volunteers- lots of positive comments
- Met with worker from McMan in Calgary about upcoming Suicide Awareness presentation
- Julia and Sherry met with workers from Further Education out of Calgary to plan new programming for teens
- Visit to West Meadow to observe Roots of Empathy baby and mom visit.
- Met with Jason Hemmaway to go over Safety meeting procedures.
- Met with Kirby Dietz (WCCHS principal) to set up rooms to be used for Women’s conference
- Attended Joint Health and Safety Committee meeting. Meeting was for organizational set up of the committee
- Visited High River FCSS to get more information on community member that came from there.
- Attended Station meeting of collective to put together ideas for a video presentation.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



2/18/2016

Report for January/ February 2016

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

**Buildings** Regular weekly inspections and minor maintenance is completed as required.

**Sidewalks** Sidewalks are heaving, and tripping hazards are starting to appear.



**Streets** Sweeping has started in February and the repair of potholes is underway. Boulevard trees that were marked for removal last fall have been cut down, and tree trimming will be ongoing as manpower is made available.

**Sanitary Sewers** We have had a few complaints, and responded by flushing certain areas affected again. One residential service line was dug to repair a plugged sewer. The work was done in the roadway, by Town staff and billed to the homeowner. The Harvest Square lift station has been completed and commissioning/testing is being arranged. If Deficiencies are found, they will be corrected before we turn this system on line.

**Water Distribution** A residential water service was replaced due to leaks. A small water leak has been identified at the Airport and will be repaired this month. A new valve will need to be installed at the Airport as well.

**Storm Sewer Drainage** Inspections for debris in our underground piping continues. Debris has been found, listed and will be removed, as soon as possible. The Skyline storm lift station has been completed. Grass to be re-planted after landscape cleanup is finished.

**Parks / Arena** The Arena is operating well, with no problems to report. Work is under way to fill in low or sunken areas in the Cemetery, with seeding to follow.

**Recycling** Handling of hazardous materials is still an issue for the sorting crew. We are working on a new Standard Operating Procedure for this department. We continue to remind residents about recycling materials in the Local Press Town News.

**Garbage** Our program is working well, with no complaints reported.

**Equipment** Maintenance and repairs done daily.

**Staff** Nothing to report.

Submitted by:

Mike Schweiler  
Director of Infrastructure Services

# **CLARESHOLM AQUATIC CENTRE**

## **TOWN REPORT JANUARY 2016**

### **1. JLC- 2 programs scheduled for January**

- a. Competitive Series, 15 Registered in program
- b. Regular Junior Life Guard Club, 15 Registered in program
  - i. An increase of 7 youth from our initial program, with room for 5 more. Expanding the program into 2 areas has allowed those who want to develop and learn the skills, to have an outlet as well. It has also offered our more proficient youth a chance to expand their skills.
- c. Youth voted on a name for the JLC club, and came up with the “Vikings”
- d. Design for the new “Vikings” JLC logo has been submitted to the Local Press to be created into the correct file format

### **2. Lessons**

- a. Preschool Lessons  $\frac{1}{2}$ , January 4-21
  - i. 11 am Monday and Wednesday, 6 registrants
- b. Preschool lessons  $\frac{3}{4}$ , January 25-February 10
  - i. 11am Monday and Wednesday, 3 registrants
- c. Saturday Lessons January 9-February 13
  - i. Preschool  $\frac{1}{2}$ , 5 registrants, Preschool  $\frac{3}{4}$ , 6 Registrants
  - ii. Swimmer  $\frac{1}{2}$ , 5 registrants, Swimmer  $\frac{3}{4}$ , 5 registrants
  - iii. Swimmer  $\frac{5}{6}$ , 3 registrants

### **3. Aquafit Registrations**

- a. 8-9 am Aquafit
  - i. 11 Registrants
  - ii. 8 participants on average
- b. 1-2 pm Aquafit
  - i. 10 Registrants
  - ii. 8 participants on average

### **4. Seniors Program Tues & Thurs 11-11:30 am**

- a. 21 total participants
- b. 11 average participants per session

### **5. Boot Camp Tuesday-Thursday 5-6pm**

- a. 15 Registrants
- b. 11 average participants per session

### **6. Free swim Numbers**

- a. January 2, 38
- b. January 9, 76
- c. January 16, 65
- d. January 23, 66
- e. January 30, 81

### **7. 10 punch passes**

- a. 34 Sold

## 8. Quarter Passes

- a. 27 Sold

## 9. Family 3 month Passes

- a. 6 passes, an increase of 5-6 passes
- b. Goal of increasing family pass sales

## 10. Staff

- a. Hired a new Junior Guard. The Aquatic Centre needed a guard that was available during the days to cover staff, or lessons as needed. She has brought to our attention the need for thorough training for lessons, as well as general duties at the pool. She is enthusiastic, and has a way of questioning things that will ultimately better the facility through overall training.

January proved to be a very busy month. **We have exceeded sales from 2011 from \$5,503.50 to \$11,250.50, an increase of 204%.** This increase has been met through successful promotion, marketing, an in depth program guide, and quality staff and leadership.

Sincerely,

Denise Spencer



# UTILITY SERVICES REPORT



**FEB 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 operations in the Utility Services Department and all related areas.

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



# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

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

- Jan 27<sup>th</sup> CIP (clean in place) both membrane racks.
- Jan 28<sup>th</sup> flush and clean Citric Acid and Caustic CIP tanks.
- Feb 3<sup>rd</sup> replace suction/level indication tube in KMno4 room for copper sulfate day tank.
- Replace exhaust fitting connector on boiler # 2.
- Feb 5<sup>th</sup> calibrated Co2 gas detector.
- Feb 5<sup>th</sup> online meters cleaned and calibrated
- Damper for EF-4 not working in compressor room (G.D.M electrical).
- Feb 8<sup>th</sup> check all emergency lighting and eye wash stations.
- Repair leak on membrane Rack #1 Gruvlok (see photos pgs. 7, 8, 9).
- Feb 16<sup>th</sup> water plant backup generator tested and working well.
- Feb 17<sup>th</sup> Enhanced Flux Maintenance on both membrane racks.
- Contacted CHAMCO about Sullair compressors scheduled maintenance and running unloaded issue.
- Check water plant roof condition and document maintenance/inspection sheet. Contact Charlton & Hill Ltd for professional inspection of roof membrane.
- Drain membrane rack # 2 and tighten upper coupler on membrane # 14.

## TESTING/MONITORING REQUIREMENTS

- 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.
- Test water at 5223 53 Ave W for concerned home owner (water tested fine).

## GOVERNMENT COMPLIANCE

- Feb 11<sup>th</sup> Alberta Environment and Parks (AEP) annual water plant compliance inspection for 2014 passed with an overall rating of 80%. AEP risk based water plant inspections are becoming harder to obtain higher passing marks due to unattainable expectations from AEP.
- Working on regional water treatment plant license renewal for 2016.
- Feb 2<sup>nd</sup> Schedule 4 test sent to EXOVA Labs as per the license to operate.
- Feb 9<sup>th</sup> raw water analysis report to EXOVA labs as per section 2.0 of the application for renewal of the water works system.

## SAFETY

- Jan 26<sup>th</sup> onsite safety meeting (chlorine handling).
- Feb 1<sup>st</sup> onsite safety meeting (awareness on the job).
- Feb 1<sup>st</sup> Regional Water Plant fire drill (location lab/office).
- Closed half of the main gate and posted a no trespassing sign to stop unauthorized vehicles from entering water plant grounds off of 8<sup>th</sup> street west.
- Updating water plant SOP's for license renewal.

# PUMPING STATIONS AND RESERVOIRS

## **HIGHWAY PUMP STATION**

- Feb 9th Backup motor tested.
- Feb 12<sup>th</sup> CL 17 online chlorine analyzer cleaned and calibrated.
- Vertical turbine pumps and VFD's running well.

## **AIRPORT PUMP STATION**

- Check variable frequency drive and clean fan motor for main distribution pump.
- Feb 17<sup>th</sup> Backup motor for the domestic water supply including fire hydrants has been run.
- Jockey pump on fire suppression line pressured to 90 psi and is working good.
- Reservoir fill line inside the building is operating well, but needs upgraded to avoid future problems.

## **UFA RESERVOIR**

- Contacted Aquatech Diving Services for quotation on reservoir cleaning.
- 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.

# WATER DISTRIBUTION

## **UNIVERSAL METERING**

- Replace/check ERT's and inspected meters as requested by office.
- Feb 24<sup>th</sup> monthly town meter readings for the office as requested.

## **GOVERNMENT COMPLIANCE**

- 8 bacteriological samples have been taken in February 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.

## **TOWN OF GRANUM SUPPLY LINE**

- The town of Granum now has a small systems operator on staff (government compliant).
- Supply line valve in Granum vault working well.
- No concerns from Granum.

## **METER VAULTS**

- West Co-op meter vault and back check valve dry and secure.
- Checked Granum meter vault (in Claresholm) UPS and totalizer are working fine.
- West Water Co-op meter vault checked.
- Pressure reducing vault in WTP yard dry and working well.

## **DISTRIBUTION LINES**

- Chlorine grab samples continue to be satisfactory within the distribution system.
- No issues with West Co-op line or meters. Chlorine residuals are in range, but low during the winter months due to lack of water consumption at the far end.

# LAGOON AND WASTE WATER COLLECTION

## NORTH LIFT STATION

- North lift station is running on average 1.5 hours per week.
- Work on the Harvest Square lift station has been slow due to electrician's absence.
- Jan 29<sup>th</sup> met with CICON Engineering to discuss backup generator and electrical panel issues (backup generator concrete base, electrical panel support/bracing and plug in for inline heater).

## LAGOON

- Jan 29<sup>th</sup> Atco Gas replaced 2" regulator for lagoon lift station building.
- Jan 29<sup>th</sup> RED CAP Ventures onsite to retest backup generator (tested good).
- Lagoon Building is secure and pumps are running well.

# RAW WATER SUPPLY

## PINE COULEE

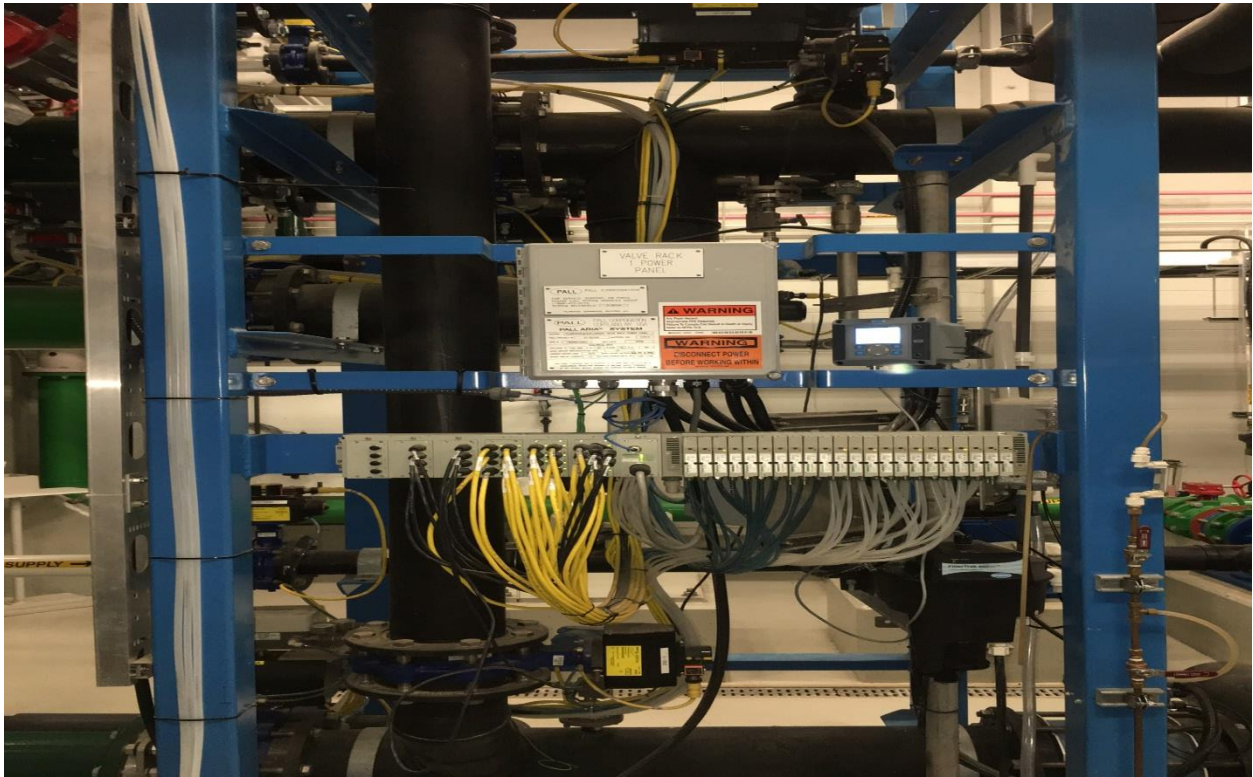
- Check Pine Coulee Reservoir level and supply line to raw water reservoir.
- Visually check Pine Coulee line fire hydrants.
- Massage Pine Coulee raw water line valve entering water plant and check FCV 1221 Pine Coulee DAF bypass supply valve.

## STORAGE RESERVOIR

- Reservoir is clean of debris.
- AC650B Air blower to the lake leaking oil. Contacted WesRon Rotating Solutions for information on warranty.
- Feb 2<sup>nd</sup> blower to lake removed and sent to WesRon Pumps for inspection.
- Feb 17<sup>th</sup> started filling raw water storage from Pine Coulee.

## MEMBRANE FILTRATION SYSTEM

- Membrane filtration system Rack #1 PALL control (flow rate 68 L/sec).



- Rack #1 filtration modules (54 per train).

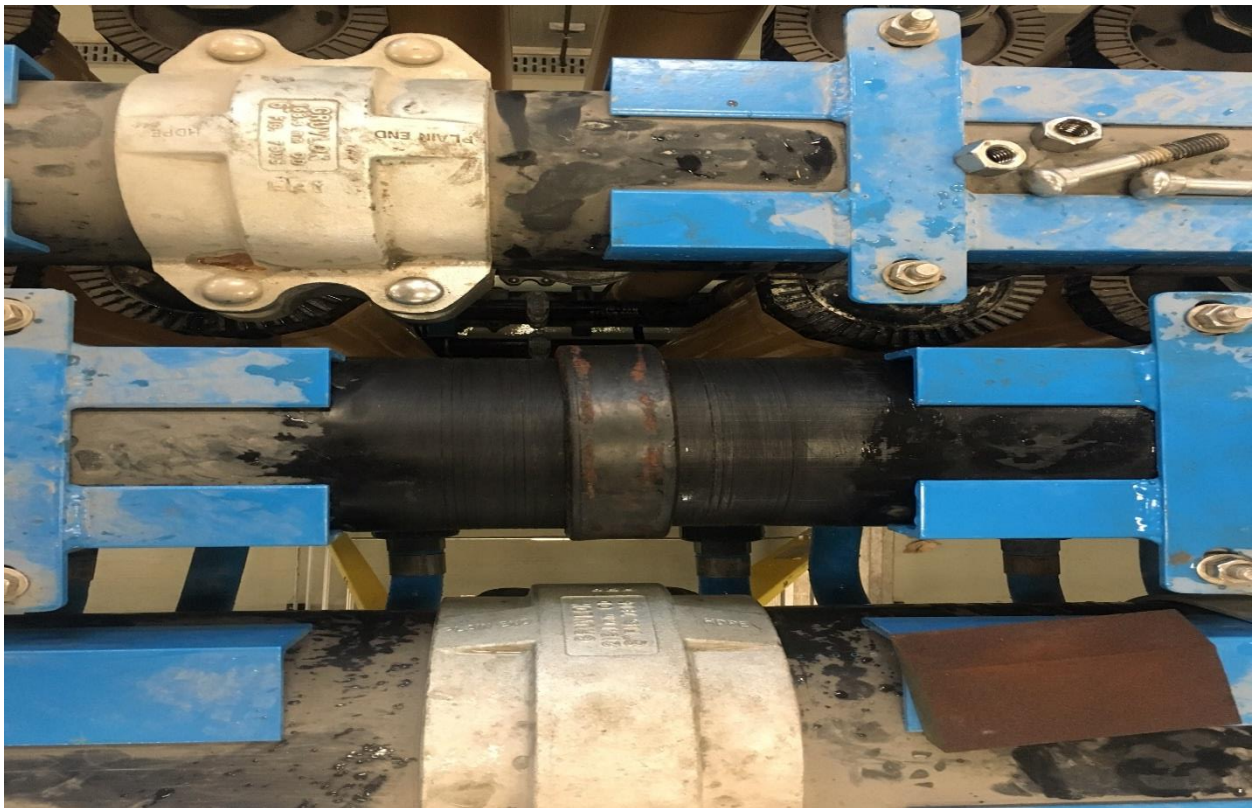




- Both membrane trains installed design capacity 8,840 M3/day.

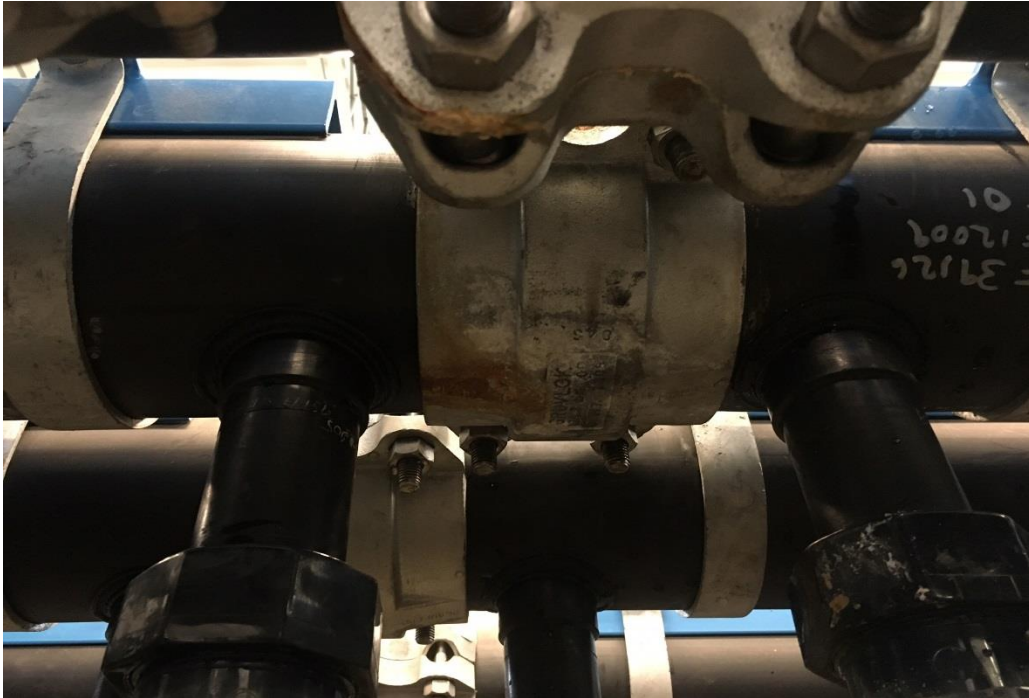


- Rack # 1 Gruvlok gasket on upper section of membrane train.

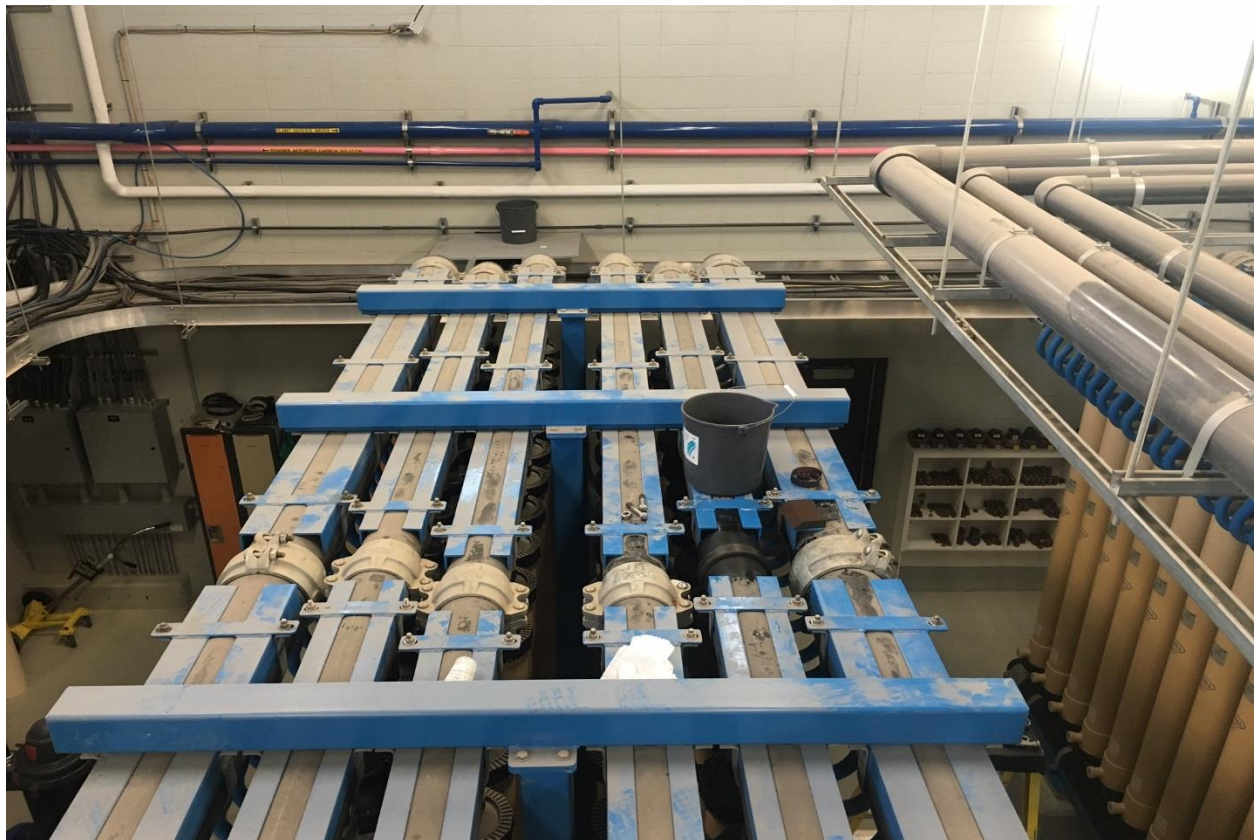




- View of the underside of a Gruvlok connecting the HDPE piping on rack # 1.



- Top view of train module rack # 1 Gruvlok repair.





# INFORMATION BRIEF

Meeting: February 22, 2016

Agenda Item: 8

## 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	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
Regular Scheduled Meeting - November 23, 2015				
2	Delegation Response: Tetra Tech EBA Engineering. Re: North Landfill Study. Moved by Councillor Cutler that the Development Authority assemble the required information and submit to Alberta Environment a request to vary the setback distance for a development to a non-operating landfill. CARRIED. Motion #15-109	Tara	Submitted Feb 12, 2016	Complete
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Dale to present to EDC once sub-committee formed. Research from other municipalities gathered.	In progress

Regular Scheduled Meeting - January 25, 2016				
1	BYLAW #1596: Land Use Bylaw Amendment - Moved by Councillor Cutler to give Bylaw No. 1596 regarding amendments to the Land Use Bylaw #1525, 1st Reading. CARRIED	Tara	Open house Feb 25/16, Public Hearing set for Mar 14/16	Complete
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Jan 27th - Notice sent to MD	In progress
Regular Scheduled Meeting - February 8, 2016				
1	Delegation Response: AXIA - Referred to administration to investigate the opportunity further.	Dale	Researching	In progress
3	CORRES: Alberta SouthWest - Alberta Community Partnership Grant Application - Received for information. Direction from Council to send a letter to Alberta SouthWest notifying them of Council's decision.	Karine	Letter sent to Alberta SouthWest stating Council's position.	Complete



4	CORRES: MD of Willow Creek RE: Dinner Meeting March 9, 2016 - Received for information. Council requested that the MD look to other possible dates due to the Mayors' Caucus being the same week, otherwise, Councillors Fieguth & O'Neill will attend.	Marian	Notified Cindy at MD.	Complete
5	CORRES: Claesholm Kraken Swim Club RE: Letter of Support - Moved by Councillor Dixon to write a letter of support towards the Claesholm Kraken Swim Club's grant application to the Community Foundation of Lethbridge and Southern Alberta. CARRIED MOTION #16-010	Tara	Letter sent Feb10/16	Complete
6	CORRES: Southern Alberta Energy From Waste Association RE: 2016 Membership Fee - Moved by Councillor O'Neill to table discussion on membership to the Southern Alberta Energy from Waste Association to the regular meeting of March 14, 2016. CARRIED MOTION #16-011	Marian/Karine	Will appear on the March 14, 2016 Agenda.	Complete
8	RFD: Alberta Community Partnership Grant Application - Moved by Councillor Cutler to submit an application to the ACP Grant for the Frog Creek Drainage Project in the amount of \$350,000 under the Intermunicipal Collaboration (IC) component. CARRIED MOTION #16-012	Marian	Application sent Feb 3/16 . Received resolution from the MD supporting the application. Resolutions forwarded to the grant office Feb 17th.	Complete
9	RFD: Fair Hiring Policy - Moved by Councillor O'Neill to adopt Policy #GA 02-16, the Fair Hiring Policy, effective February 8, 2016. CARRIED MOTION #16-013	Karine	Policy distributed to departments.	Complete
10	RFD: Organizational Structure - Moved by Councillor Fieguth to adopt the Organizational Structure as amended effective February 8, 2016. CARRIED MOTION #16-014	Karine	Organizational Structure distributed to departments.	Complete
11	INFO BRIEF: School Transfer Agreement - Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.	Marian	Talked to Jeff Perry Feb 9th	In progress
15	DELEGATION: John Barlow - Mr. Barlow requested that the Town send him a list of priority infrastructure projects.	Marian	Letter sent Feb 10/16	Complete
15	IN CAMERA: Moved by Councillor Cutler to appoint Jill Flanagan to the Claesholm & District FCSS Board. CARRIED MOTION #16-015	Karine/Barb	Emails sent.	Complete
15	IN CAMERA: Moved by Councillor Cutler to accept the real estate listing proposal from Avison Young Lethbridge Inc. for 4 Skyline Crescent as presented. CARRIED MOTION #16-016	Marian/Tara	Letter sent Feb 10/16, Met with Avison Young to discuss listing. Contract Completed Feb 18/16.	Complete

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 18, 2016

# **INFORMATION ITEMS**

**Karine Wilhauk**

---

**From:** Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanwatershed.ca>  
**Sent:** February-05-16 9:26 AM  
**To:** Karine Wilhauk  
**Subject:** OWC February E-Newsletter



watershed management – watershed health

## February 2016 E-Newsletter



*Photo by Van Christou*

## New Office Celebration and Farewell to Bev



**Join us to Celebrate Our Move to a New Office  
and to say Farewell to Bev  
Thursday, February 18, 3-5 pm**

319 - Sixth Street South

Drop by for refreshments, see the new office and say goodbye to Bev Bellamy, who is retiring after seven years as Administrative Assistant of the OWC.

## Holding the Reins is back!

**We are pleased to announce that Holding the Reins is back for 2016!**

Holding the Reins (HTR for short), is an event hosted by the OWC that highlights stewardship projects and showcases innovators within the "land use" sector. Land use can mean many things - from cultivated cereal cropping, to traditional livestock grazing, and riding your ATV through the backcountry. All of these human activities have effects - positive or negative, on the land, our economy, and society as a whole.



*Photo by Denise Pezderic*

HTR will bring people together on March 10 at the Fort Macleod Community Hall for a day of compelling speakers, who will provide a wealth of knowledge for everyone in attendance. This year's event will showcase speakers from groups such as Environmental Farm Plan, Alternative Land Use Services (ALUS) and Southern Alberta Land Trust Society (SALTS). We will also feature the OWC's "boots-on-the-ground" Watershed Legacy Program, which provides funding for beneficial watershed projects.

Save the date for March 10th, 9 am - 3 pm to join us, mix and mingle in Fort Macleod and stay in touch with what's happening in the Oldman watershed. For more information please email [cody@oldmanwatershed.ca](mailto:cody@oldmanwatershed.ca). Registration will open February 11 at [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca).

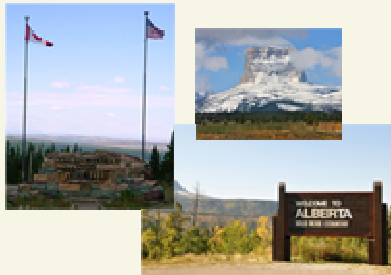
## The OWC and Our Seat at the Roundtable - Larin Guenther



Last week was the annual Roundtable on the Crown of the Continent Leadership meeting in Glacier National Park, Montana. About 20 leaders all from different organizations gathered to meet at the Izaak Walton Inn in Essex, a truly unique spot offering miles of cross country trails, delicious food and even lodging in railcars. Included among us were Government, NGOs, First Nations, Industry and Educators, and we set out for a 2 day retreat to discuss the direction, goals and events of the Roundtable on the Crown of the Continent for 2016. This group is a diverse crowd, filled with a deep appreciation of the beautiful and vast area of the Crown.



The Crown of the Continent runs the corners of Southwestern Alberta and Southeastern British Columbia, and also includes part of Northern Montana. Waterton-Glacier International Peace Park, the Flathead Valley, Head-Smashed-In Buffalo Jump and all that runs between show the vast differences in landscape, ecosystems and human use. This area is home to Grizzlies, Westslope Cutthroat Trout, Bighorn Sheep and Moose to name a few. Many people live in the Crown and even more vacation there in all seasons whether to ski Fernie, boat on Whitefish Lake, hike in the Crowsnest Pass or roam the grasslands. The Roundtable on the Crown joins together the numerous organizations in the Crown, whom all have a desire to sustain and protect the area for present and future use.



Working with various organizations, many with varying mandates, can be difficult. Those representing Tourism want to promote the Crown's beauty while ensuring capacity is not crossed. Industry works in the Crown to provide materials on both sides of the border as well as maintain communication and relationships with those living in the Crown. NGOs are working piece-by-piece to maintain species populations, educate on land-use activities and encourage stakeholder communications. Government maintains and protects the Parks with further investment

being placed on areas that lie outside the Parks as well. Along with these goals, the Roundtable crosses Provincial and International borders, making this group of stakeholders, and the work we do together, unique and powerful.

So where does the Oldman Watershed Council fit in? . . . [read more](#)

### Program Manager Update - Sofie Forsstrom



I've been in Lethbridge for just over two months now, and so far it's been great-who doesn't love southern Alberta's picturesque coulees and big sky? I've been meeting new people, riding my horse, and visiting local venues... like the library, Casa, and the Helen Schuler Nature Centre (if you haven't already done so, go see their new Oldman and Blackfoot exhibits!) ... oh, and the Owl Acoustic Lounge on the first Tuesday of the month for Green Drinks, of course! Several of my weekends have been spent camping, snowshoeing, and exploring the various corners of the Oldman watershed.

I am settling in to my new role here with the OWC, attending meetings, writing blog entries, and learning the ropes. We as an organization are in turn settling in to our lovely new office space downtown-stop by for a visit during our Grand Opening from 3:00-5:00 p.m. on Thursday, February 18.



A large part of my time lately has been spent applying for funding and making plans for this summer's "Engaging Recreationists" project. We have been meeting with government staff, researchers, community groups, and ENGOs in preparation for what is shaping up to be a very busy summer. I attended an informative Cows & Fish workshop on monitoring and evaluating progress and success, which will be useful when it comes time to plan, execute, and evaluate our riparian restoration activities this summer.

At the WPAC Forum in January, a number of education and outreach coordinators brainstormed ways we can improve water literacy across the province. We realize that without some form of evaluation, we cannot know our baseline nor assess our impacts or successes. Our plan is to put together a comprehensive survey for all WPACs to use. Watch this space!

## Communications and Outreach Update - Anna Garleff



So we reached over 5,170 people this last week alone through Facebook. It's just 1 of 7 Social Media channels I run for the Oldman Watershed Council (others include Twitter, Blog, YouTube, LinkedIn, Flickr - OWC's new digital archive -, and our website ...) People from across Canada tune in to these channels to get the latest on watershed news, project updates, and to stay afresh of the socio-political discussions that impact water quality and management.

What a waste of time, you quip? Well, even if the conversations of thousands of everyday people about watershed issues aren't taken into consideration, have a look at just one email I got this week. It was sent via our new, interactive website ([www.oldmanwatershed.ca](http://www.oldmanwatershed.ca)), one of the main projects I completed last year. The email is as follows:

*"Attention Oldman Watershed Council,  
My wife and I have been reading and watching your info through your Facebook feed for a while now and have been very impressed with the type and quality of information coming through your feed. We are planning on hosting the F3T (<http://www.flyfilmtour.com/>) fly fishing film tour here in Calgary in March. To host the film tour we need to designate a charitable organization to donate the funds to, after expenses. We are wondering if the OWC would like to be the designated charity. We happened to see your film project, which we think is a great idea, and we could highlight that as something that would be assisted. There has been a lot of media attention regarding the concerns in the Oldman headwaters and we think this type of PR can only bring more awareness to those concerns. Let us know if you are interested in participating. Thanks,  
David Blair and Nancy Storwick, Fish Tales Fly Shop, Calgary, AB "*



2016 Fly Fishing Film Tour Trailer

**Of course I said YES! We are thrilled to be chosen as the recipient of this event and honored that our Communications and Outreach work is having such an impact. Inspiring people throughout the watershed - and beyond - is what we are constantly striving toward!**

Here's a link to the Fish Tales Fly Shop Facebook page and their OFFICIAL ANNOUNCEMENT OF OUR PARTNERSHIP: <https://www.facebook.com/Fish-Tales-Fly-Shop-161827720525076/?fref=nf>

*" We're bringing F3T - The Fly Fishing Film Tour to Calgary! Join us at Canyon Meadows Cinemas on Thursday, March 3 at 7 p.m. for this year's F3T. Proceeds from this event will be donated to the [Oldman Watershed Council \(OWC\)](#). We chose this non-profit to help highlight some of the challenges that watershed is currently facing and because it's a much-loved resource for Alberta anglers.*

*The OWC is currently at work on a film project - check out the trailer here . . . <http://oldmanwatershed.ca/film-trailer>*

*Tickets to F3T are available to purchase on-line (\$11USD) (<https://www.ticketriver.com/event/18765>) and will be available in-store next week (\$15CDN). Watch here for additional trailers and other information. Looks like a GREAT lineup!"*

**Heartfelt thanks to Nancy and David - and to all the many, generous supporters of our Film Project. Stay tuned for the first video ... it will be released SOON! And to all of our friends on Social Media - thanks for being part of the conversation and for your interest in watershed management and health. Our momentum is building, thanks to you!**

## Events In and Around the Watershed

### **University of Lethbridge 4th Annual Community University Research Excellence (CURE) Event - March 9**

At this event, we will discuss industrial research partnerships, community based research projects, activities from all disciplines over the last year and funded projects spanning natural sciences, health sciences, social sciences, fine arts and the humanities. Please join us to learn about projects going on in your community as well as to have an opportunity to speak with those faculty members and students conducting research in all disciplines. [Click here to RSVP.](#)

## Conferences and Training Opportunities

### **Influencing Without Authority: Consulting Skills for the Sustainability Practitioner - Sustainability Resources**

**Friday February 12, 2015 8:30-4:30pm**

This 1-day workshop details a process and key behaviours that will increase the odds of your advice being actioned. [More info](#)

For more information on **Upcoming Community Learning and Professional Development Events** by **Sustainability Resources**, [click here.](#)

### **BRBC Science Forum - February 18, 9 am - 3:30 pm - Mt. Royal University, Calgary**

Topics include: State of the Watershed, Threats to Human Health and Aquatic Ecosystems, Dealing with Extreme Events - Natural and Man-made, and Connecting Science to Action. Please [click here](#) to register.

### **11th Prairie Conservation and Endangered Species Conference - Saskatoon, SK February 16 - 18**

Registration open until February 16

The conference will explore themes including status, trends, threats, and issues; protection and conservation; restoration and recovery; and connecting and motivating people to wonder, care, and act. [More info](#)

### **PCESC Conference Workshop - February 16 Natural Process for the Restoration of Drastically Disturbed Sites**

This full-day training workshop with specialist David Polster will present strategies for the restoration of disturbed sites. [More info](#)

**Under Western Skies Conference - CFP Extended  
September 27-30, 2016  
Mount Royal University, Calgary**

The UWS Committee look forward to receiving contributions from all environmental fields of inquiry and endeavor, including but not limited to the humanities, natural and social sciences, public policy, business, and law. Non-academic proposals are also welcome.

Please submit your panel or individual proposal at <https://underwesternskies.submittable.com/submit>, by **February 19**.

For more information on this conference: <http://skies.mtroyal.ca>

## Employment Opportunities

### **OWC Administrative Assistant Full-Time Job Opportunity**

Application Deadline: February 9 - [click here](#) for job posting

### **Resource Management Technician II - Parks Canada - Waterton Lakes Field Unit**

Closing Date: February 12 - [more information](#)

### **Student Job Opportunities - Parks Canada - Waterton Lakes Field Unit**

- [more information](#)

### **Funded Grad Student Opportunities in Forest Management**

There are currently several funded opportunities in various parts of western Alberta at Renewable Resources, University of Alberta in partnership with the fRI Research. Current vacancies include:

- 1) Erosion and sedimentation processes;
- 2) Forest and climate change impacts on hydrology; and
- 3) Integrated resource road planning.

**Qualifications** - Applicants must meet the entrance requirements for the applicable Graduate Program (MSc or PhD) in the Department of Renewable Resources, University of Alberta.

Applicants should have a technical foundation in their topic of interest, and a background in environmental science, forestry, environmental engineering, soil science, biological science, physical geography, or similar. Applicants must also have the ability to safely and efficiently implement a field program in mountainous or forested environments.

**Salary** - Stipends vary depending on program (MSc or PhD).

**To apply** - Submit a cover letter, Curriculum Vitae, Transcripts, contact for three references, and an example of your writing to [Axel Anderson](#), P.Eng. RPF.

## News in the Watershed

### **Crowsnest Conservation Society Annual Bird Count**

We had wonderful weather on Count Day (calm and just below freezing), making it much easier to get out of cars and walk, or listen from a vantage point, and the birds were out and about too. We had 16 count participants! A few watched feeders or small areas but we had good field coverage this year. This is great for a small community such as ours.



Pine grosbeak

**Count Day Total Species = 36  
Count Week = 2 additional species**



Canada Goose	3	Common Raven	65
Mallard	33	Black-capped Chickadee	66
Common Goldeneye	12	Mountain Chickadee	60
Bald Eagle	2	Red-breasted Nuthatch	15
Golden Eagle	1	White-breasted Nuthatch	4
Rough-legged Hawk	1	American Dipper	55
Wild Turkey	99	Golden-crowned Kinglet	1
Killdeer	2	Bohemian Waxwing	19
Rock Pigeon	33	Song Sparrow	1
Eurasian Collared-Dove	10	American Tree Sparrow	1
Northern Pygmy Owl	CountWeek	Dark-eyed Junco	11
Downy Woodpecker	8	Gray-crowned Rosy-Finch	35
Hairy Woodpecker	3	Pine Grosbeak	254
Northern Flicker	4	House Finch	7
Steller's Jay	7	Red Crossbill	14
Blue Jay	19	Common Redpoll	71
Clark's Nutcracker	104	Hoary Redpoll	CountWeek
Black-billed Magpie	23	Pine Siskin	29
American Crow	11	House Sparrow	125

---

Oldman Watershed Council | 403-330-1346 | [bev@oldmanwatershed.ca](mailto:bev@oldmanwatershed.ca) |  
<http://www.oldmanwatershed.ca>  
319 - 6th Street South  
Lethbridge, T1J 2C7

[Forward this email](#)

 **SafeUnsubscribe**

This email was sent to karine@townofclaresholm.com by [bev@oldmanwatershed.ca](mailto:bev@oldmanwatershed.ca) |  
[Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe](#)<sup>™</sup> | [About our service provider](#).



Oldman Watershed Council | 319 - 6th Street South | Lethbridge | Alberta | T1J 2C7 | Canada

## **Streetlight Repair Reporting**

FortisAlberta has launched a new [Streetlight Repair Map](#). With this map, you can view streetlights in FortisAlberta's service area and request a repair online within minutes. The map was designed with you in mind, to be user-friendly, simple and easy to use. Once a streetlight repair request is submitted, a service order is automatically generated to facilitate repairs.

Interested in learning how to use the new Streetlight Repair Map? View FortisAlberta's online video tutorial at: <https://youtu.be/fGtEpgftF8k>

**From:** Law, Kayla [<mailto:kayla.law@fortisalberta.com>]

**Sent:** February-11-16 3:41 PM

**Subject:** FortisAlberta launches new Streetlight Repair Map & LED Streetlight Information update

Hello,

We are excited to formally launch our new [Streetlight Repair Map](#). With this map, you and your residents can view streetlights in your area and request a repair online within minutes. The map was designed with you in mind, to be user-friendly, simple and easy to use; it improves accuracy and provides a detailed view of all the streetlights within FortisAlberta's service territory. Once a streetlight repair request is submitted, a service order is automatically generated and sent to the appropriate department to facilitate repairs. Please note, if you report more than one streetlight out, your contact information will be saved automatically to save you time when requesting another repair.

For your ease of use, we have created a [video tutorial](#) to help assist you when there is a need to report a streetlight repair. Additionally, you will find attached an announcement that you can post directly on your municipal website to advise your residents of the Streetlight Repair Map.

We trust that our new Streetlight Repair Map will be of great use to you and your residents.

Additionally, we have attached most recent LED Streetlight information for your review.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you.

Kindest Regards,

**Kayla Law | Stakeholder Relations Advisor**

---

**FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816  
| Cell: 780-554-4888 | Fax: 780-464-8398**



# Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held on Jan 20th, 2016.

- Call to Order:** Meeting called to order at 6:45 at Douros.
- Present:** David Hansma, Sid Gray, Lorraine Norgard, Wally Mandel, Neil Watt, Judy Minor, Shawna Burton, Dave Elliott, Sheldon Smeltzer and Chris Dixon.
- Absent:** Rod Jensen, Allan Minor, Gordon Weerstra and Chris Dixon.
- Reading of Minutes:** Wally Mandel moves we accept the minutes from the Nov 18<sup>th</sup> meeting as presented. Judy Minor Seconds. Motion Carried.
- Business Arising from Minutes:** The board talked about the progress on the ground work for the second indoor equine facility. David told the board that the repositioning of the outside arena is almost complete. The puckboard has to still be reinstall as well as some work on the outside announcers stand and shed office. The ground work is approx.. 75% complete for the new building site with the rest to be completed in the spring. The board talked about the settlement that was made with our insurance in regards to the euthanization of the Larson horse. David informed the board that we paid our deductible to AUMA of \$2500 and the claim has been settled.
- Treasurers Report:** The treasurers' report was not completed for the January meeting as David was busy getting the year end report done for Alberta Agriculture.
- Managers Report:** David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:
- David again told the board about the progress that was being made on the repositioning of the outside roping arena as well the ground work for the new indoor equine facility.
  - David informed the board that all of the Alberta Agriculture financial information has been sent and received the deadline of January 15<sup>th</sup>. This deadline is crucial in order to keep the Ag Society in good standing and eligible of their Ag. Operating Grant for the next year.
  - The annual Alberta Association of Agricultural Societies annual convention and tradeshow is Feb 5-7<sup>th</sup> in Edmonton. David asked if anyone would like to attend.
  - David informed the board that the new Behlen building has been ordered and will be delivered for Mary 1<sup>st</sup>, 2016. A deposit of \$147,000 was given to Roughneck Steel Builders in January.
- New Business:** The board talked about the AAAS convention in Edmonton but as of the meeting no one has volunteered to attend. David will try to attend on the boards behalf.
- Adjourn:** Shawna moves the meeting to be adjourned at 8.00pm.

# Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

## Managers' report for February 2016

### Events for February

February 7-21	RMR Team Roping	\$1300
February 6	Simpson Series	\$650
February 13	Small Spurs Rodeo	\$650
February 20	Century Team Roping	\$650
February 26-27	CBI Bull Riding	Approx \$11,400
February 14-22	Canadian Mounted Shooters 10-1p.m.	

### Events for March

March 5-21	Stettner Barrel Jackpots	\$700
March 6	RMR Team Roping	\$650
March 11-12	Small Spurs Jr Rodeo	\$850
March 13	Simpson Series	\$650
March 19	Century Team Roping	\$650
March 14	Canadian Mounted Shooters 10-1p.m.	
March 26-27	CRRA Ranch Roping	????
March 29,30-31	Chinook Jr Beef and 4-H	

- Miller PipePro welder from Claresholm Rentals. Sheldon has been using this welder to finish up the work in the outside arena and it seems to be working fine. Are we interested in this welder or do we want to purchase a the new Bobcat 250 EFI like we talked about earlier. Cost on the Miller Bobcat is approx. \$6,000. PipePro they are asking \$3500, Sheldon is thinking maybe 2 to \$2500.
- I have again been looking the option of having a Solar power generator for the Agriplex. We have to decide what way we are going to bring power to the new building. If we are going to feed it from the existing building then it would be a good time to possibly do solar at the same time. The Alberta Government has a plan (for towns) that we might be able to put in solar power for no upfront costs and the deposit being paid for by a green grant. We would just continue to pay our regular bill till the system was paid for. I would like Syd to talk to Neil (his son who works for Equus REA) as to the pros and cons of this.

Power	Agri	Brn/Crls	Plugs	Gas	Year
17,295	-10,500	2800	4000	5970	2015
21,103	-12,900	4000	4300	9910	2014
23,712	-15,300	4500	3800	12469	2013
29,894	-20,580	4300	5000	10418	2012
23,567	-17,400	3300	3000	10878	2011
19,780	-14,300	3500	2000	8970	2010
18,668	-12,926	3500	2300	7641	2009

- YPM fees have gone up \$1000 from last year to \$4250. Because of this increase I did the T4s and T4As. Last year YPM did this service as well for a cost of \$3250. I was going to get a quote from Sabey and Co. (he bought out Floyd Cook) for this job.
- The outside arena has the puck board reinstalled along with the drill stem frame for the office behind the announcers stand. I ordered new roof panels as the old ones were fiberglass and had deteriorated from the sun.

- Stripping of material 250x540x1=5000cu yds @\$5/yds(truck and Hoe)\$25,000
- Stripping of material 250x540x1=5000cu yds @\$3/yds(scraper)\$15,000
- Haul/Place/compact 6000cu yds (our material)@\$7/yd=\$42000
- Haul/Place/Compact 3500 yds pit run@\$24/yd=\$84000
- Haul /Place/Compact 1750 yds [gravel@28.50/yd=\\$42000](#)
- Haul/place/compct 4000yds clay(inside building)@\$14/yd(leeds)\$56000
- Filter cloth .20/sq foot @ 97,500sq ft = \$19500

We have moved approx.18350cu yds at building site, plus approx. 7000 cu yds at the new outdoor arena site. It seems like we have stripped and piled almost as much topsoil, if not more topsoil, as we have moved clay at this time. The storm sewer was installed by Morgan Peters(staff of WCAS) at an approx. cost of \$15,000. I had the job quoted by Nitro construction for approx. \$52,000. We now have almost completed 75% of the ground work. We have graveled, placed and compacted the West side of the plug ins up to the storm drains before freeze up this fall. I wanted to get this far so that we are not impacting any events that are going at the Agriplex in regards to what parking is available. We have spent so far with \$189,653.64 on work for the second indoor facility. This number includes site plans and drainage (two times), surveying (twice), soil analysis, the cost for moving of the outside arena and ground work for that arena, topsoil removal and clay placement for the new facility, installation of the storm sewer and the finished ground work on the west side of the plug ins. Of that total of \$189,653.64, \$87,500 was spent in support of the AIP grant of \$75,000 that was received and spent from 2013-2015.



Dave Hunka  
Manager, Customer Relations  
Customer Service

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

February 11, 2016

Town of Claresholm  
Attention: Marian Carlson - Chief Administrative Officer  
PO Box 1000  
Claresholm, Alberta  
T0L 0T0

RECEIVED  
FEB 18 2016

**RE: FORTISALBERTA'S STREETLIGHT STANDARD CHANGE NOTIFICATION**

Dear Ms. Carlson:

FortisAlberta is providing one year written notice that we are changing our Streetlight Standard from High Pressure Sodium (HPS) to Light Emitting Diode (LED) as per the Electrical Distribution System Franchise Agreement Article 11a). Effective March 1<sup>st</sup>, 2017, all new streetlight installation requests will be LED.

After March 1<sup>st</sup>, 2017, all new requests for HPS lighting will only be available through a Non-Standard Lighting Agreement upon FortisAlberta approval.

Please refer to the attached LED Streetlight Information document for more information, and if you have further inquiries please contact your Stakeholder Relations Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka".

Dave Hunka  
Manager, Customer Relations  
Customer Service

Attachments: LED Streetlight Information

c.c. Brian Jackowich Senior Director, Utility Services – Alberta Urban Municipalities Association (AUMA)



# LED

## STREETLIGHT INFORMATION



**FORTIS**  
ALBERTA



## LED STREETLIGHT INFORMATION

---

As owner and operator of more than 100,000 streetlights in Alberta, FortisAlberta is committed to improving the energy efficiency of our infrastructure, while controlling costs for our customers. For more than five years, we have conducted various independent pilot programs to gather data and compile findings regarding new Light Emitting Diode (LED) streetlight fixture technology. Based on our findings and the comparable price of existing streetlight fixtures, LED streetlights provide several benefits:

- Lower energy consumption (60 per cent more energy efficient)
- Improved safety and night visibility (more vibrant, clear and accurate white light)
- Increased life expectancy (20 years)
- Reduced maintenance costs (bulb replacements not required)
- Decreased environmental footprint (no mercury, lead or other known disposable hazards)
- Dark Sky compliant

As a result, we have changed our standard for streetlights to LED for all new construction and we are developing a Conversion Option for customers who wish to convert their existing streetlight fixtures to LED fixtures.

## STREETLIGHT STANDARD CHANGE

---

Thanks to the significant feedback we received from our customers, starting Jan. 1, 2016, all new streetlight fixtures will be constructed with LED technology. They have a 4,000°K Corrected Colour Temperature, which means the colour of the LED streetlight closely resembles that of a clear Metal Halide lamp, or the colour of moonlight. We have selected LED options at a competitive price. The LED fixtures that were chosen qualify as dark sky compliant based on the bug rating determined by the Illuminating Engineering Society of North America (IESNA). For more information regarding Bug Ratings, please visit the IESNA website at [www.ies.org](http://www.ies.org).

Starting March 1, 2017, any new requests for High Pressure Sodium (HPS) lighting will only be available under a non-standard lighting agreement. Municipalities accepting new installations of non-standard lamps, luminaries, and/or poles will be responsible for the purchase and stocking of replacement materials for non-standard lamps, luminaries and/or poles.

## LED CONVERSION OPTION

---

Based upon requests we have received from our municipal customers to retrofit their existing streetlights within their communities to LED fixtures, FortisAlberta is developing an LED Conversion Option. This option covers all Rate 31 cobra head style fixtures and is contingent on approval from the Alberta Utilities Commission (AUC) for the suggested cost recovery strategy.

An incremental cost to convert existing HPS streetlights to LED would be recovered from the municipality through a proposed rate multiplier. This option will require no upfront capital investment from municipalities to facilitate the conversion.

For economic reasons, non-cobra head style fixtures or decorative fixtures and yard lights are not available in the LED Conversion Option at this time. Pending AUC approval, we anticipate the first conversions to LED streetlights to begin in the third quarter of 2016.

## STREETLIGHT REPAIRS

---

In 2016, we will continue to replace failed HPS fixtures with HPS fixtures. Upon AUC approval of the LED Conversion Option, we will transition our repairs of failed HPS fixtures to LED fixtures.

## ADDITIONAL INFORMATION

---

Municipal customers are encouraged to contact their Stakeholder Relations Manager for further details, or call 310-WIRE (9473) regarding general inquiries.

Nanton Booster Club  
Po Box 493  
Nanton, AB, T0L 1R0

February 3, 2016, 2016

Rob Steel  
c/o Town of Claresholm  
221 45<sup>th</sup> Ave. W  
PO Box 1000  
Claresholm, AB, T0L 0T0

RE: Nanton Days Parade

Dear Mr. Steel,

The Nanton Boosters is again hosting the annual Nanton Days Parade which will be on Monday August 1, 2016 this year. The parade is a great tradition in our community and is a great opportunity for local dignitaries to show their support to this tradition with their attendance while also showcasing their commitment to their community.

We would greatly appreciate your attendance and hope you are able to make out to this years event. Please let us know at your convenience if you are able to attend this growing and successful parade. You can RSVP by either emailing me at [chad.leniuk@landy.ca](mailto:chad.leniuk@landy.ca) or by calling me at 403-652-6424.

Sincerely,

Nanton Booster Club  
Chad Leniuk



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

AR83522

February 10, 2016

Mr. Al Kemmere  
President  
Alberta Association of Municipal Districts and Counties  
2510 Sparrow Drive  
Nisku AB T9E 8N5

Dear Mr. Kemmere,

Thank you for your letter and overview of AAMDC's recommendations as it relates to our government's review of linear assessment. The perspective of AAMDC is very helpful as I and my colleagues complete our review.

I agree a holistic approach is necessary when examining this question and that the entire municipal financing framework for both urban and rural communities must be part of that consideration. I further appreciate AAMDC's openness to regional collaboration to achieve broader community goals and respect and understand the subsequent positions outlined. I assure you our government will consider them thoughtfully and judiciously as we complete the review.

I know there are ongoing concerns from your members regarding the linear assessment review and wish to take this opportunity to reiterate our government's intent and approach to this matter.

As stated in our government's election platform, the intent behind the linear assessment review is to ensure rural Albertans and communities are best served by the linear taxation system. There will be no redistribution of linear assessment from rural Alberta to Calgary, Edmonton, or any other city. Linear dollars will stay in rural communities serving rural Albertans.

I am a rural Albertan and I want all AAMDC members to know our government recognizes the importance of linear assessment for rural municipalities to deliver quality services, and maintain prosperous, sustainable communities. Our government's objective is clear: to keep rural Alberta healthy and strong and to ensure services for rural Albertans are accessible and sustainable. Nothing in the linear assessment review will jeopardize that objective.

I will have more information to report soon regarding the linear assessment review and if there will be any changes. I look forward to sharing that next month at AAMDC's spring convention.

.../2

Mr. Al Kemmere

-2-

I ask that you please forward this letter to all your members.

Thank you and all your members for your commitment and collaboration to making Alberta stronger.

Sincerely,

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

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Lisa Holmes, President  
Alberta Urban Municipalities Association

February 12, 2016

RECEIVED  
FEB 18 2016

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

Dear Ms. Carlson:

**Subject: Compliance Inspection of the Claresholm Waterworks System**

Alberta Environment and Parks completed a compliance inspection at the above noted facility on October 22<sup>nd</sup>, 2015. At the time of the inspection, the waterworks was required to be in compliance with their waterworks approval no. 524, and amendments as issued under the *Environmental Protection and Enhancement Act (EPEA)*. Alberta Environment and Parks spoke with certified operators Brad Burns and Bruce Fitzgerald while conducting the inspection.

A risk based inspection assessment was completed by Alberta Environment and Parks and the Claresholm Waterworks passed the assessment and achieved an overall rating of 80%. A copy of the signed inspection assessment as well as the guidelines utilized is enclosed for your records. Please review the comments section for each question as well as the overall inspection summary. This will assist the approval holder in addressing any deficiencies identified during the inspection.

If you have any questions pertaining to this report or require any additional information, please contact me at (403) 297-5925.

Yours truly,



Larry West  
Environmental Protection Officer

Enclosure

cc: Stephen Mathyk, District Compliance Manager (Alberta Environment and Parks)