



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JANUARY 25, 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 JANUARY 11, 2016

**DELEGATIONS:**

1. AXIA – Jason O’Connor  
RE: Fibre Optic Internet
2. Oldman River Regional Services Commission – Gavin Scott  
RE: Land Use Bylaw Amendment

**ACTION ITEMS:**

1. BYLAW #1596 – Land Use Bylaw Amendment  
RE: 1<sup>st</sup> Reading
2. BYLAW #1610 – Borrowing Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. DELEGATION RESPONSE: Paul Champion  
RE: Stray Cats
4. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs  
RE: Municipal Sustainability Initiative (MSI) Capital
5. MAYORS’ CAUCUS and Breakfast with Provincial Leaders – March 9<sup>th</sup> & 10<sup>th</sup>
6. CORRES: Alberta Association of Police Governance  
RE: Membership & Conference
7. CORRES: The Bridges at Claresholm Golf Club  
RE: 2016 General Liability Insurance
8. REQUEST FOR DECISION: Westside Water Co-op Water License
9. INFORMATION BRIEF: CAO Report
10. INFORMATION BRIEF: Council Resolution Status
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA: Committee Appointments, Land, Employment, Agreement

**INFORMATION ITEMS:**

1. WCHS Navigator – January 2016
2. Claresholm & District Chamber of Commerce Meeting Minutes – November 17, 2015
3. Chinook Arch Regional Library System Newsletter – Horizons – January 2016
4. Rowan House Emergency Shelter – 2016 Hope & Healing Gala
5. Oldman River Regional Services Commission Executive Committee Minutes – Nov. 12, 2015
6. News Release – [www.investsouthwestalberta.com](http://www.investsouthwestalberta.com)
7. Waste Diversion in the ICI Sector – February 22 & 23, 2016 in Lethbridge
8. Oldman Watershed Council Office has Moved
9. Mayors & Reeves of Southwest Alberta Meeting Minutes – January 8, 2016

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**JANUARY 11, 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, Shelley Ford, Mike McAlonan and Lyal O’Neill.

**REGRETS:** None

**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 Cutler that the Agenda be accepted as amended.

1. **BYLAW #1610 – Borrowing Bylaw**  
**RE: 1<sup>st</sup> Reading**

**CARRIED**

**MINUTES:** **REGULAR MEETING – DECEMBER 14, 2015**

Moved by Councillor O’Neill that the Regular Meeting Minutes of December 14, 2015 be accepted as presented.

**CARRIED**

**DELEGATIONS:** **PAUL CHAMPION**  
**RE: Stray Cats**

Mr. Champion is concerned about the number of stray cats on the east side of Town. He would like to see cat owners treated the same as dog owners and have cat licensing implemented. He would like to see the animal bylaw updated.

**ACTION ITEMS:**

1. **BYLAW #1610 – Borrowing Bylaw**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor McAlonan to give Bylaw #1610, a borrowing bylaw, 1<sup>st</sup> Reading.

**CARRIED**

2. **DELEGATION RESPONSE: Willow Creek Psychology**  
**RE: Canadian Rural Psychology Project**

MOTION #16-001 Moved by Councillor Cutler to deny the request from Willow Creek Psychology to donate space for the Canadian Rural Psychology Project.

**CARRIED**

3. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**  
**RE: Alberta Community Partnership (ACP) Grant Program**

Referred to administration.

4. **CORRES: Reynolds Mirth Richards & Farmer LLP**  
**RE: 2016 RMRF LLP Annual Municipal Law Seminars**

Received for information.

5. **INFORMATION BRIEF: Composite Assessment Review Board Hearings**

Received for information.

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

Received for information.

7. **NOVEMBER 2015 FINANCIAL STATEMENTS**

MOTION #16-002 Moved by Councillor Dixon to accept the November 2015 Financial Statements as presented.

**CARRIED**

**8. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Ford to adopt information items as presented.

**CARRIED**

**9. IN CAMERA: Employment, Committee Appointments, Annexation, Land**

Moved by Councillor McAlonan that the meeting go In Camera at 7:42 p.m.

**CARRIED**

Moved by Councillor Dixon that this meeting come out of In Camera at 9:11 p.m.

**CARRIED**

MOTION #16-003 Moved by Councillor Ford to accept the real estate listing proposal from Re/Max iRealty Innovations for 4 Skyline Crescent as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 9:12 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**





# REQUEST FOR DECISION

Meeting: January 25, 2016

Agenda Item: 1

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

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### 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.

The proposed amendments have been presented to streamline the development processes and procedures, as well as to update the land use bylaw with new and current uses (for example: adding alternative energy, see attached schedule "A"). In addition, while presenting the Bylaw amendment the Town of Claresholm has also identified land use district map amendments which will promote orderly development and bring all land uses up to date with development on those lands, and represents land uses recommended by the Municipal Development Plan (see attached schedule "B").

### COSTS / SOURCES OF FUNDING:

This bylaw amendment was reviewed and prepared without any additional service charges from ORRSC. There is however minimal associated costs for notification of each land owner and adjacent landowner in relation to Schedule B (land use map) changes. In accordance with MGA section 692, before giving second reading to a proposed land use bylaw Council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with section 606 to the assessed owner and to the owner of each adjacent parcels of land. The Town of Claresholm and ORRSC will confirm the landowners and adjacent landowners to be assured of a thorough process before circulation. In accordance with MGA section 606, the notice of public hearing must be published for two consecutive weeks in at least one newspaper prior to second reading.

### PROPOSED RESOLUTIONS:

Moved by Councillor \_\_\_\_\_ that **WHEREAS** the Town of Claresholm Council is amending the Land Use Bylaw to update, enhance and clarify administrative procedures, amend the land use map to represent existing land use or land use recommended by the Municipal Development Plan, augment district and development criteria and standards, and include additional schedules and definitions.

**AND WHEREAS THE PURPOSE** of proposed Bylaw No. 1596 is to undertake a series of text amendments as identified in the attached "Schedule A" and to undertake a series of Land Use District map amendments as identified in the attached "Schedule B" in order to promote orderly, economical and beneficial development and enhance efficiency and service;

**AND WHEREAS** the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

To give Bylaw No. 1596 regarding amendments to the Land Use Bylaw #1525, 1<sup>st</sup> Reading.

**ATTACHMENTS:**

- 1.) Claresholm LUB Amendment Bylaw #1596 (Schedule "A")
- 2.) Claresholm LUB Update 2015 (as this document is 215 pages, it is located at [www.myclaresholm.com/council](http://www.myclaresholm.com/council))
- 3.) Land Use Bylaw Map Changes (Schedule "B") (the map is also located at [www.myclaresholm.com/council](http://www.myclaresholm.com/council))

**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

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 21, 2016

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**TOWN OF CLARESHOLM  
IN THE PROVINCE OF ALBERTA**

**BYLAW NO. 1596**

**BEING** a bylaw of the Town of Claresholm in the Province of Alberta, to amend Bylaw No. 1525, being the municipal Land Use Bylaw.

**WHEREAS** the Town of Claresholm Council is amending the Land Use Bylaw to update, enhance and clarify administrative procedures, amend the land use map to represent existing land use or land use recommended by the Municipal Development Plan, augment district and development criteria and standards, and include additional schedules and definitions.

**AND WHEREAS THE PURPOSE** of proposed Bylaw No. 1596 is to undertake a series of text amendments as identified in the attached "Schedule A" and to undertake a series of Land Use District map amendments as identified in the attached "Schedule B" in order to promote orderly, economical and beneficial development and enhance efficiency and service;

**AND WHEREAS** the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the amendments as indicated in attached Schedule A and B are adopted.
2. That Bylaw No. 1525, being the municipal Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.
4. That Bylaw 1525 is consolidated to incorporate the amendments in Schedule A and B.

READ a **first** time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
*Mayor – Rob Steel*

\_\_\_\_\_  
*Chief Administrative Officer – Marian Carlson*

READ a **second** time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
*Mayor – Rob Steel*

\_\_\_\_\_  
*Chief Administrative Officer – Marian Carlson*

READ a **third** time and finally PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
*Mayor – Rob Steel*

\_\_\_\_\_  
*Chief Administrative Officer – Marian Carlson*

## **Schedule 'A'**

### **Bylaw No. 1596 Amendments to Land Use Bylaw 1525**

1. The front end of the bylaw is divided into Parts under the headings Applicability, Interpretation, Administration, Development in the Municipality Generally, Development Permits, Enforcement, and Amendments. The numbering of every section under each heading is amended to begin with 1 and continue sequentially until the next heading. All references to numbered sections within the body of the text is amended to correspond to this change.
2. That Applicability Section 2 Purpose is amended by adding item (e) as follows:  
(e) To implement statutory plans of the municipality, as they may be developed.
3. That Applicability Section 4 Appendixes is amended as follows:
  4. Appendix A -(Forms), B – Fees, C – Subdivision and Development Authority Bylaw, and D – Subdivision and Development Appeal Board Bylaw attached hereto are for information purposes only and do not form part of this bylaw.

4. That Applicability is amended by adding the following:

#### **FORMS, FEES AND NOTICES**

5.1 For the purposes of administering the provisions of this bylaw, Council may authorize by separate resolution or bylaw as may be applicable, the preparation and use of such fee schedules, forms or notices as in its discretion it may deem necessary. Any such fee schedules, forms or notices are deemed to have the full force and effect of this bylaw in execution of the purpose for which they are designed, authorized and issued.

5.2 Application forms, fees and notices are included in Appendices A and B.

5.3 Refund of application fees requires approval of the Town Council.

5.4 In any case, where the required fee is not listed in the fee schedule, such fee shall be determined by the Development Officer or Municipal Planning Commission and shall be consistent with those fees listed in the schedule for similar developments.

5.5 If development is commenced without a valid development permit, an additional fee in the amount prescribed under the fee schedule shall be payable upon application for the development permit.

#### **SEVERABILITY**

6. If any provision of this bylaw is held to be invalid by a decision of a court of competent jurisdiction, that decision will not affect the validity of the remaining sections or schedules.

#### **COMPLIANCE WITH THE LAND USE BYLAW**

7.1 No development, other than those designated in Schedule 3 of this bylaw (Development Not Requiring a Development Permit), shall be undertaken within the Town unless a development application has been approved and a development permit has been issued.

7.2 Notwithstanding subsection 7.1, while a development permit may not be required pursuant to Schedule 3, development shall comply with all regulations of this bylaw.

#### COMPLIANCE WITH OTHER LEGISLATION

8.1 Compliance with the requirements of this bylaw does not exempt any person undertaking a development from complying with all applicable municipal, provincial or federal legislation, and respecting any easements, covenants, agreements or other contracts affecting the land or the development.

5. That Rules of Interpretation is amended by adding as follows:

4. All references to engineering requirements shall be prepared by an engineer registered with the *Association of Professional Engineers, Geologists, and Geophysicists of Alberta (APEGGA)*.

6. That Definitions is amended by adding as follows:

**Accessory structure** means a structure that is detached from the principal building. It is ancillary, incidental, and subordinate to the principal building or use. Typical accessory structures include flagpoles, swimming pools, storage tanks, and satellite dishes. When a structure is attached to the principal building by a roof, a floor, a wall, or a foundation, either above or below grade, it is considered part of the principal building. No accessory structure shall be used for human habitation.

**Alberta Land Stewardship Act (ALSA)** means the *Alberta Land Stewardship Act, Statutes of Alberta, 2009, Chapter A-26.8*. The Act and its Regulation are the legislated legal basis for regional land-use planning in Alberta which, for the Town of Claresholm, is the *South Saskatchewan Regional Plan*.

**Alternative energy, solar** means a structure that collects energy derived from the sun and is for the sole consumption of the landowner, resident or occupant.

**Alternative energy, wind** means a structure that collects energy derived from the wind and is for the sole consumption of the landowner, resident or occupant.

**Aquaculture** means a development of an agricultural operation, also known as aqua-farming or cultured fish, where the use of land or building produces aquatic organisms such as fish, crustaceans, mollusks and aquatic plants. Aquaculture involves cultivating freshwater and saltwater populations under controlled conditions. This use must comply with all regulation and permitting of Alberta Agriculture.

**Aquaponics** means development of an agricultural operation where the use of land or building combines conventional aquaculture with hydroponics (cultivating plants in water) in a symbiotic environment for food production. This use must comply with all regulation and permitting of Alberta Agriculture.

**Assisted living** means a development with a special combination of housing, supportive services, personalized assistance, and health care designed to respond to the individual needs of those who need help with activities of daily living. The facility may include a central or private kitchen, dining, recreational, and other facilities, with separate dwelling units or living quarters, where the emphasis of the facility remains residential.

**Auctioneering facility** means a development where animals or goods are regularly bought, sold, or traded to the highest bidder. The facility may also include holding pens and viewing areas, transport facilities, spectator seating, and administrative offices. This definition does not apply to individual sales of animals or goods by private owners.

**Cemetery** means a development for the entombment of the deceased and may include such facilities as crematories, cinerarium, columbarium, mausoleums, memorial parks, burial grounds, cemeteries and gardens of remembrance.

**Confined feeding operation (CFO)** has the same meaning as defined in the Agricultural Operation Practices Act (AOPA).

**Day home** means a home occupation development within a private residence where care, development and supervision are provided for a maximum of six children between the ages of 0-12 years, by persons unrelated to the children by blood or marriage, including children under the age of 12 who reside in the home, for periods not exceeding 24 consecutive hours. For private babysitting see Schedule 3.

**Exhibition centre** means a development, public or private, for temporary events including seasonal shows, conventions, conferences, seminars, product displays or sale of goods, recreation activities, and entertainment functions. This use may include accessory functions including food and beverage preparation and service for on premise consumption.

**Measurable standard** means a dimensional standard, limited to minimum lot size, minimum setbacks, maximum lot coverage, minimum floor area, maximum building height and any sign dimension.

**Medical marihuana** means a substance used for medical purposes authorized by a license issued under the federal government's Marihuana for Medical Purposes Regulations (MMPR) or any subsequent legislation which may be enacted in substitution.

**Medical marihuana production facility** means a development where medical marihuana is grown, processed, packaged, tested, destroyed, stored or loaded for shipping.

**Oilfield servicing operation** means a development for the service of equipment, parts, and supplies used in the operation, construction or maintenance of oilfield businesses and operations. Associated activities may include cleaning, repairing and sale of parts and accessories. Such a facility may include an administrative office, ancillary structures, outdoor work areas, parking, and outdoor storage areas.

**Safety Codes** means a code, regulations, standard, or body of rules regulating things such as building, electrical systems, elevating devices, gas systems, plumbing or private sewage disposal

systems, pressure equipment, fire protection systems and equipment, barrier free design and access in accordance with the *Safety Codes Act, RSA 2000, Chapter S-1*, as amended.

**Small wind energy conversion system (SWECS)** means a development that generates electricity from a wind turbine, either building or tower mounted, including associated control and conversion electronics and tower guy wires, which has a limited generation capacity to be used primarily for the applicants own use. See Alternative energy, wind.

**South Saskatchewan Regional Plan** means the regional plan and regulations established by order of the Lieutenant Governor in Council pursuant to the *Alberta Land Stewardship Act*.

**Tire business** means a development where the principal business is the sale or installation of new, used, or retread tires and tire accessories.

7. That Definitions is amended by ensuring each of the following definitions read as follows:

**Abattoir** means a development where livestock is slaughtered and the meat is cut, cured, smoked, aged, wrapped, or frozen for sale or distribution.

**Apartment** means a development which contains three or more dwelling units and where the primary access to each unit is provided through a common or shared entryway. This use does not include 'Multi-unit Dwelling' or 'Rowhouse Dwelling or Townhouse'.

**Auto body and paint shop** means a development where the bodies, but not other parts of motor vehicles, are repaired, and where motor vehicle bodies and other metal machines, components or articles may be painted.

**Auto sales and service** means a development within an enclosed building within which motor vehicles and parts are displayed for sale, and may include a new or used automobile sales lot, and may also include auto repairs except for body work and painting.

**Bakery** means a development where baked products (i.e. bread, buns, cookies, pastries) are prepared, sold and/or distributed.

**Bed and breakfast establishment** means a home occupation development of a private dwelling occupied by the owner or operator offering hospitality to 8 or less registered guests at a time and providing a breakfast meal.

**Boarding house** means a development (other than a hotel or motel) containing sleeping rooms where meals or lodging are provided.

**Building supplies** means a development of a commercial retail store where lumber, building materials, hardware and household accessories and other related goods are stored, offered, or kept for sale and may include outside storage.

**Building and trade contractors** means a development for the provision of electrical, plumbing, heating, painting and similar contractor services primarily to individual households and the accessory sale of goods normally associated with such contractor services where all materials are kept within an enclosed building, and where there are no associated manufacturing activities.

**C-Container/shipping container** means a development of any container that was used for transport of goods by means of rail, truck or by sea and are generally referred to as a sea cargo container, sea cans or cargo container. These containers are rectangular in shape and are generally made of metal. When used for any other purpose other than transporting freight, a shipping container is a building.

**Campground, private or public** means a development of land for the use of holiday trailers, motor homes, tents, campers, and similar vehicles, recreation, and is not normally used as year-round storage, or accommodation for residential uses.

**Carport** means a development of a partially enclosed structure intended for the shelter of one of more motor vehicles with at least 40 percent of the total perimeter open and unobstructed. Exterior finish shall be identical to the principal structure.

**Car wash** means a development designed for the cleansing, detailing and vacuuming of motor or recreational vehicles.

**Caretaker's suite** means a development of a dwelling unit for the occupancy of the owner, operator, caretaker, or other essential administrative and operational personnel, which is accessory to other development on the parcel.

**Club** means a development, not open to the general public, for the meeting, social or recreational activities of members of philanthropic, social services, athletic, business or service organizations, without on-site residences. Clubs may include rooms for eating, drinking and assembly.

**Condominium** means a development where there exists a type of ownership of individual units, generally in a multi-unit development or project where the owner possesses an interest as a tenant in common with other owners.

**Convenience store** means a development selling retail goods and foodstuffs to area residents on a day-to-day basis from business premises, which do not exceed 200 m<sup>2</sup> (2,153 sq. ft.) in gross floor area.

**Day care/child care facility** means a development thereof used for the provision of care, maintenance and supervision of seven or more children, by persons unrelated to the children by blood or marriage, for periods not exceeding 24 consecutive hours and includes all day-care centres, nurseries and after-school or baby-sitting programs which meet the conditions of this definition.

**Deck** means a development of an unenclosed (no roof/walls) amenity area, of wood frame or other construction, which may be attached to a dwelling. The overall height of a deck is greater than 0.6 m (2 ft.) from the finished grade to the underside of the supporting structure. Any structure lower than 0.6 m (2 ft.) is considered a patio. See Schedule 3.

**Drive-in restaurant** means a development which offers car attendant service or drive-through pick-up food service.

**Duplex** means a development containing two separate dwelling units connected by a common floor, ceiling or wall.

**Dwelling unit** means a room or a suite of rooms operated as a residence, containing cooking, sleeping and sanitary facilities.



**Equipment sales, rental and service** means a development for the retail sale, wholesale distribution, rental and/or service of: hand tools, small construction, farming, gardening and automotive equipment, small machinery parts and office machinery and equipment.

**Farm buildings** means a development commonly or normally contained in a farmstead and associated with a farming operation or extensive agriculture use. Farm buildings includes, but is not limited to barns, granaries, implement machinery and equipment sheds, dugouts, corrals and fences but does not include intensive horticultural facility, intensive livestock operation or any dwelling unit, as defined in this bylaw.

**Farm/industrial machinery sales, rental and service** means a development for the sale, service and/or rental of agricultural implements, vehicles over 5,900 kilograms (13,000 lbs.) tare weight and heavy machinery used in the operation, construction or maintenance of buildings, roadways, pipelines, oil fields, mining or forestry operations, and in freight hauling operations. Cleaning, repairing and sale of parts and accessories may be allowed as part of the principal use or as accessory uses.

**Farm supplies and service** means a development for the sale, storage and distribution of grain (including grain elevators), livestock feed, fertilizer and chemicals used in agriculture.

**Fence** means an accessory structure which acts as a vertical physical barrier constructed to prevent visual intrusions, unauthorized access or provide sound abatement and may include confinement of livestock or protection of livestock from wind. (See Schedule 7)

**Fitness centre** means the a development of physical health or fitness including, but not limited to, health centres, gymnasiums, racquet and ball courts, spas and reducing salons.

**Garden centre** means a development for the sale, display, growing and storage of garden, household, and ornamental plants and trees. The retail sale and display of plants and trees must remain the principal use. This use includes the supplementary retail sale of fertilizers, garden chemicals and implements as well as associated products.

**Garden suite** means a development of a temporary and accessory dwelling unit used for the residence of a family member requiring care or supervision by the residents of the primary residence on the lot. The size of the suite shall not exceed the size of the primary residence.

**Golf course** means a development of varying size where the land is developed primarily to accommodate the game of golf. Accessory uses include a pro shop, driving range and/or practise facility, food service, and other commercial uses typically associated with a golf course clubhouse facility.

**Grain elevator** means a development normally located adjacent to a railway constructed for the purpose of storing harvested cereal crops until such time that the product can be transported to market.

**Greenhouse** means a development specially designed and used for the growing of vegetables, flowers or other plants for transplanting or sale.

**Grocery Store** means a development that retails items including dairy products, produce, preserved foods, meat, fish, non-alcoholic beverages, baked goods and household supplies and specifically excludes alcoholic beverages.

**Group home** means a development using a dwelling unit for a provincially-approved residential social care facility providing rehabilitative and supportive care for four or more persons. A "Group home" may incorporate accommodation for resident staff as an accessory use.

**Health care services** means a development used for the provision of physical and mental health services on an out-patient basis, of a preventative, diagnostic treatment, therapeutic nature. Typical uses or facilities would include medical and dental offices, health clinics, and chiropractor offices and may include associated office space as an accessory use.

**Highway commercial** is a general term used to describe development, typically along a major roadway or highway that provides goods and services to the travelling public. Typical highway commercial uses include service stations, truck stops, motels, hotels, drive-in and fast-food restaurants.

**Home occupation** means a development of an occupation, trade, profession, service or craft carried on by an occupant of a dwelling unit as a use secondary to the residential use of the lot, and which does not change the character thereof or have any exterior evidence of such secondary use. (See Schedule 10)

**Hospital** means a development providing room, board, and surgical or other medical treatment for the sick, injured or infirm including outpatient services and accessory staff residences. Typical uses include hospitals, sanatoria, nursing homes, convalescent homes, isolation facilities, psychiatric hospitals, auxiliary hospitals, and detoxification centres.

**Hotel** means a development used primarily for sleeping accommodation and ancillary services provided in rooms or suites of rooms which may contain bar/kitchen facilities. The building may also contain commercial or other uses and may offer such additional services as parking facilities, restaurant or dining room, room service or public convention facilities.

**Intensive horticultural operations or facilities** means a development for the high yield production and/or sale of specialty crops. This use includes greenhouses, nurseries, hydroponic or market gardens, tree, mushroom and sod farms.

**Liquor store** means a development licensed under provincial authority for the sale of any or all of beer, wine or spirits for consumption off premises. Full walls must physically separate the premises from any other business.

**Lounge/beverage room** means a development licensed pursuant to provincial legislation where alcoholic beverages are served for consumption on the premises.

**Manufactured home** means a development of a newly-constructed, factory-built dwelling which may be transported to a new location and placed on a permanent foundation or constructed in prefabricated units at a factory or place other than that of its final assembly. This use includes "Double-wide" "Single-wide" and mobile homes, but the term does not include motor homes, travel

trailers, recreation vehicles and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements.

**Market garden** means a development of the growing of vegetables or fruit for commercial purposes. This use includes an area for the display and sale of goods or produce grown or raised on site.

**Medical and dental office** means a development providing medical and health care on an outpatient basis. Examples of this use include medical and dental offices, clinics, occupational health and safety offices, counselling services, chiropractic and naturopathic services. This use excludes dispensaries which sell pharmaceutical and related medical supplies as an accessory use.

**Mini-storage and Self-storage** means a development consisting of varying sizes of individual, self-contained stalls or lockers for the storage of business, household and/or commercial goods. These units are leased or rented on individual leases for varying periods of time. May include outside storage sites for recreation vehicles, but outside storage must be formally requested and approved by the Municipal Planning Commission as part of the development permit application process.

**Mixed-use residential** means a development of vertically integrated residential that is part of a commercial office building within a commercial land use designated district. Typical uses include ground floor commercial, second floor commercial/office or residential dwelling units, and/or third floor (or to the maximum height allowed in the district) residential dwelling units.

**Manufactured home park** means a development of a lot occupied by or intended for two or more single-wide and/or double-wide manufactured homes, where each manufactured home site is not subdivided into a separately titled lot.

**Manufactured home sales and service** means a development for the sale, rental or storage of new and used manufactured homes, and includes supplementary maintenance services and the sale of parts and accessories.

**Modular Home** means a development of a residential building of one or more sections constructed within a factory and transported to a site to be permanently installed on a foundation. A modular home shall be considered a detached single dwelling providing it meets all the architectural and provincial construction requirements of a single-detached dwelling as outlined in the Land Use Bylaw and Alberta Building Codes, but does not include a manufactured home.

**Motel** means a development primarily providing temporary sleeping accommodation in rooms or suites, where each room or suite may contain kitchen facilities. Each room or suite in a "Motel" usually has its own private exterior access and is typically provided with an adjoining or conveniently-located parking stall. A "Motel" may include eating and drinking facilities, entertainment, convention, sports, recreation, personal service and retail facilities as accessory uses.

**Moved-in building** means a development of a conventional, pre-constructed, previously occupied building which is physically removed from one site, transported and re-established on another site.

**Moved-in dwelling** means a development of a conventional pre-constructed, previously-occupied building, which is physically removed from one site, transported and re-established on another site for use as a residence. This use does not include modular or manufactured homes.

**Multi-unit dwelling** means a development containing three or more separate dwelling units. This use does not include 'Apartment', or 'Rowhouse dwelling or townhouse'.

**Natural resource extractive uses** means a development of a natural resource and which involve the extraction or on-site processing and/or storage of a natural resource, except those industries which are "Noxious or hazardous industries". "Natural resource extractive uses" include the following:

- (a) cement and concrete batching plants;
- (b) sand and gravel operations; and
- (c) logging and forestry operations, including sawmills.

**Nursing home/Extended care facility** means a development of a public or private health facility or institutional-type residential building with multiple accommodation or dwelling units for the care, supervision or rehabilitation of senior-aged individuals, and containing overnight or long-term accommodation.

**Office** means a development to accommodate:

- (a) professional, managerial and consulting services;
- (b) the administrative centres of businesses, trades, contractors and other organizations; and
- (c) service-related businesses such as travel agents, insurance brokers, real estate agents.

**Outdoor cafe** means a development where food or beverages are served or offered for sale for consumption on or within a portion or portions of such facility that are not contained within a fully-enclosed building.

**Outdoor recreation facility** means a development to support activities operated outdoors and includes but is not limited to a riding stable, water park/slide, ice skating rink, tennis court or equestrian facility.

**Parking facility** means a development includes parking areas, parking spaces and parking structures which are defined as follows:

- (a) Parking area means a portion of land or a building or a combination of both, set aside for and capable of providing space for the parking of a number of motor vehicles.
- (b) Parking space means a space set aside for and capable of being used for the parking of one motor vehicle.
- (c) Parking structure means a building or other structure designed for parking automobiles in tiers on a number of levels above each other whether above or below the ground.

**Patio** means a development of an outdoor area of a lot used for leisure and/or recreation purposes.

**Place of worship** means a development dedicated to the undertaking of religious practices and activities and includes churches, chapels, temples, parish halls, synagogues, convents, seminaries, monasteries, rectories, mosques and may include such accessory uses as offices for administration of the place of worship, a childcare facility and space for social recreational and community activities.

**Post office** means a development of a government approved facility charged with regulating and handling the transmission of mail or parcels in a country.

**Printing establishment, commercial** means a development providing photocopying and/or commercial offset printing and retail services.

**Private recreation facility** means a development of a for-profit or commercial business providing sport or recreational activities and may include eating and retail areas.

**Public and institutional** means a development for any of the following public or semi-public developments:

- (a) a school or educational facility whether public or private;
- (b) government and municipal offices;
- (c) protective services, including firehalls, police stations and ambulance services;
- (d) museums;
- (e) community hall or community centre;
- (f) tourist information centre; and
- (g) public libraries.

**Public park or recreation** means a development of a public park, playground, recreation area, indoor or outdoor rink, gymnasium, sports field, campground, agriplex, historic or archaeological site.

**Public utility** means a development of any public utility including those as defined in the Act, but excluding those that are exempted by the Act or the Lieutenant Governor in Council pursuant to section 618(4) of the Act. Subject to the Act and the Regulations, a "Public utility" may include but is not limited to sewage treatment facilities, water treatment facilities, highway weigh scales and highway maintenance yards and sanitary landfill sites.

**Recycling facility** means a development for the purchasing, receiving and/or temporary storage of discarded articles. The use shall not generate a detrimental effect or nuisance beyond the boundaries of the lot or site on which it is situated. A "Recycling facility" may involve supplementary production of by-products or materials and includes bottle, can and paper recycling depots.

**Restaurant** means a development where food and beverages are prepared and served and includes supplementary alcoholic beverage service and supplementary on- or off-premises catering services. This term includes restaurants, cafes, lunch and tea rooms, ice cream parlours, banquet facilities, and take-out restaurants.

**Retail store** means a development where goods, wares, merchandise, substances, articles or things are stored, offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, articles or things sufficient only to service such a store.

**Retail store, large scale** means a development of a stand-alone retail store that exceed 2,000 m<sup>2</sup> (21,529 sq. ft.) in size and may include retail outlets operated as part of a chain that locate on individual sites or that cluster on a large site, sometimes adjacent to each other. This use may include grocery stores or supermarkets, junior department stores and specialty stores selling a single line of products such as: business and office supply stores, electronics, appliances, furniture, fashion and clothing, craft and hobby stores, book stores, sporting goods, home improvement, hardware stores, gardening materials or building supplies. This use does not include liquor stores, automotive related uses, farm or industrial sales or service, which are separate uses.

**Rowhouse dwelling or townhouse** means a development containing three or more dwelling units, where each dwelling unit is joined in whole or in part at the side only and where no dwelling unit is located in whole or in part above another dwelling unit. Each dwelling unit in a rowhouse is separated from the abutting dwelling unit by a wall, generally extending from the foundation to the roof, and each dwelling unit is provided with its own direct access from grade.

**Salvage or waste disposal facility** means a development for purchasing, receiving or transporting of spent materials or substances which may generate a detrimental impact or nuisance beyond the boundaries of the lot or parcel on which it is situated. This term includes uses such as autowreckers, salvage and scrap yards, garbage container services, and effluence tanker services.

**Satellite dish** means an accessory structure designed specifically to receive television signals.

**Screening** means a fence, wall, berm or hedge used to visually separate areas or functions which detract from the urban street or neighbouring land uses.

**Semi-detached dwelling** means a development containing only two dwelling units located side by side on separate lots with separate access to each dwelling unit. Each dwelling unit in a "Semi-detached dwelling" is joined to the other unit by at least one common wall which extends from the foundation to at least the top of the first storey of both dwelling units.

**Senior citizen housing** means a development, including lodges which is used as a residence for elderly individuals not requiring constant or intensive medical care.

**Service station** means a development used or intended to be used for the servicing and minor repairing of motor vehicles and for the sale of gasoline, lubricating oils and minor accessories for motor vehicles.

**Single detached dwelling** means a development of a freestanding residential dwelling, not forming part of and not physically attached to any other dwelling or structure.

**Storage yard** means a development for the outdoor storage of materials and is screened in accordance with the requirements of landscaping in the district in which it is situated.

**Theatre** means a development designed for the showing of motion pictures or to accommodate a company of performers for the showing of plays or dances.

**Truck stop** means a development of a service station which caters to large commercial vehicles such as semi-trailer trucks as well as intermediate-sized vehicles and passenger vehicles. The use "Truck stop" includes an accompanying restaurant or cafe as well as a card lock or key lock motor vehicle fuel dispensing facility. The use may also include general retail sales, vehicle towing services, and limited vehicle sales or rentals.

**Truck transportation depot** means a development for the purpose of storing and dispatching trucks and tractor-trailers for transporting goods.

**Utilities** means a development of any one or more of the following:

- (a) systems for the distribution of gas, whether artificial or natural;
- (b) facilities for the storage, transmission, treatment, distribution or supply of water or electricity;
- (c) facilities for the collection, treatment, movement or disposal of sanitary sewage;
- (d) storm sewage drainage facilities;
- (e) any other things prescribed by the Lieutenant Governor in Council by regulation;

but does not include those systems or facilities referred to in sub-clauses (a) to (d) that are exempted by the Lieutenant Governor in Council by regulation.

**Vehicle sales and rental** means a development for the sale of automobiles, vans, motorcycles, snowmobiles, tent and holiday trailers, boats and other recreational vehicles and craft and trucks with a tare weight not exceeding 13,000 pounds (5,909 kg). This use includes supplementary vehicle maintenance and cleaning, sale of parts and accessories and dispensing of motor fuel.

**Workshop** means a development attached or detached to the principal building of a retail store where the workshop is used for the purpose of small scale, on-site production or repair of goods or craftwork. This work may be carried on by an individual or proprietor with or without helpers or power machinery and the goods or articles produced or repaired are associated with the principal retail use on the lot. This term includes but is not limited to uses such as cabinetmaking, woodworking, pottery, ceramic, jewellery, sculpture, and artist studios.

8. That Development Authority subsection (a) is amended by reading as follows:
  1. (a) The Development Authority shall be established in accordance with Town of Claresholm Subdivision and Development Authority Bylaw (Appendix C).
9. That the section on Administration is amended by adding as follows:

**COUNCIL**

9. Council shall be responsible for considering and deciding upon requests for time extensions on subdivision approvals in accordance with section 657 of the MGA.

10. Council shall be responsible for considering development permit applications within any Direct Control District, except where the decision making authority has been delegated to the Municipal Planning Commission or the Development Officer.
11. Council shall be responsible for considering all proposed amendments to this bylaw as outlined under Amendments.

#### **SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)**

12. The Subdivision and Development Appeal Board is established by separate bylaw pursuant to the MGA (see Appendix D), and may exercise such powers and duties as are specified in this bylaw, the MGA and the Subdivision and Development Appeal Board Bylaw.
10. That Administration is amended by deleting all items listed under Forms, Notices and Fees.
  11. That Suitability Of Sites item (e) is amended by reading as follows:

(e) does not comply with the requirements of the *Alberta Land Stewardship Act, South Saskatchewan Regional Plan, Subdivision and Development Regulation* or any applicable Statutory Plans;
  12. That Suitability Of Sites is amended by adding item (j) as follows:

(j) does not have adequate water and sewer provisions.
  13. That the last paragraph under Suitability Of Sites is amended by reading as follows:

Nothing in this section shall prevent the Development Authority, as applicable, from issuing a development permit if the Development Authority is satisfied that there is no risk to persons or property or that these concerns will be met by appropriate engineering measures or other mitigating measures and approvals from provincial and/or federal agencies have been obtained, as applicable.
  14. That the section on Development Not Requiring A Permit is amended by adding the following:
    4. This subsection does not negate the requirement of obtaining all required permits, as applicable, under the Safety Codes Act and any other Provincial or Federal statute.
    5. This subsection does not negate the requirement of obtaining a business license where required.
    6. Signs not requiring a municipal development permit are listed in Schedule 2 Section 4.
    7. If there is a question as to whether a development permit is required for a particular use, the matter shall be referred to the Municipal Planning Commission for a determination.
  15. That the last section under Land Use Districts is amended by reading as follows:
    10. A land use not listed as a permitted or discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.
  16. That General Requirements For Direct Control Districts item (a) is amended by reading as follows:
    - (a) All development must comply with:



- i. South Saskatchewan Regional Plan;
- ii. The provisions of any Inter-municipal Statutory Plans; and
- iii. The provisions of any Municipal Statutory Plans.

17. That the section on Development Agreements is amended by adding as follows:

15. The Subdivision Authority may require, with respect to a subdivision that as a condition of issuing an approval for a subdivision, the applicant enter into an agreement with the municipality, pursuant to section 655(1)(b) of the MGA.

16. An agreement referred to in this section may require the applicant for a development permit or subdivision approval to oversize improvements in accordance with section 651 of the MGA.

17. A municipality may register a caveat under the Land Titles Act with respect to an agreement under this section against the certificate of title for the land that is the subject of the development, or for the parcel of land that is the subject of the subdivision.

18. If a municipality registers a caveat under this section, the municipality must discharge the caveat when the agreement has been complied with.

19. As a condition of subdivision approval, all development agreements may be registered concurrently by caveat onto individual lots being created.

20. The Developer shall be responsible for and within 30 days of the presentation of an invoice, pay to the Town all legal and engineering costs, fees, expenses and disbursements incurred by the Town through its solicitors and engineers for all services rendered in connection with the preparation, fulfilment, execution and enforcement of the development agreement.

18. That the second and third sections under Development Permit Applications is amended by adding as follows:

2. An application for a development permit must be made to the Development Officer by submitting:

(a) a completed development permit application, signed by the registered owner(s) or authorized by the owner pursuant to section 49;

(b) the prescribed fee, as set by Council;

(c) a description of the existing and proposed use of the land, building(s) and/or structures and whether it is a new development, an alteration/addition, relocation or change of use and whether the use is temporary in nature;

(d) a site plan acceptable to the Development Officer indicating:

(i) the location of all existing and proposed buildings and structures and registered easements or rights-of-way, dimensioned to property lines and drawn to a satisfactory scale;

(ii) existing and proposed parking and loading spaces, driveways, abutting streets, avenues and lanes, and surface drainage patterns;

(iii) where applicable, the location of existing wells, septic tanks, disposal fields, culverts and crossings;

(iv) any additional information as may be stipulated in the standards of development;

(v) any such other information as may be required by the Development Officer or Municipal Planning Commission to evaluate an application including but not limited to: conceptual design schemes, landscaping plans, building plans, drainage plans, servicing and infrastructure plans, soil analysis, geotechnical reports and/or other reports regarding site suitability; Real Property Report; or a surveyors sketch;

(e) documentation from the Alberta Energy Regulator (AER) identifying the presence or absence of abandoned oil and gas wells as required by the Subdivision and Development Regulation.

3. An application for a development permit must be made by the registered owner(s) of the land on which the development is proposed or, with the written consent of the owner(s) by any other person. The Development Officer may request a current title documenting ownership and copies of any registered encumbrance, lien or interest registered on title.

19. That Development Permits is amended by adding as follows:

#### INCOMPLETE APPLICATIONS

5. The Development Officer may refuse to accept a development permit application where the information required by Section 48 and 49 (Development Permit Application) is incomplete or where, in their opinion, the quality of the material supplied is inadequate to properly evaluate the application.

20. That Permitted Use Applications is amended by revising as follows:

(e) provision of public utilities, other than telecommunications systems or works, and vehicular and pedestrian access;

(h) any measures to ensure compliance with applicable federal and provincial legislation or other municipal bylaw or policy.

21. That Permitted Use Applications is amended by adding as follows:

(i) payment of any applicable off-site levy or redevelopment levy;

(j) the submission of an Environmental Impact Assessment.

22. That Notification is amended by revising as follows:

#### NOTIFICATION

21. Upon receipt of an application under sections 10 to 13 or 37 to 38, the Development Officer shall notify or cause to be notified any persons likely to be affected by the issue of a discretionary development permit as follows:

(a) a notice in writing may be mailed immediately by the Development Officer to any person who may be affected, including but not limited to, adjacent landowners, the Municipal District of Willow Creek No.26, and government departments or referral agency; or

(b) the Development Officer may immediately post a notice of application conspicuously on the property for which the application has been made at least 7 days prior to the meeting; or

(c) the Development Officer may ensure that a notice is immediately published in a newspaper circulating in the municipality at least 10 days prior to the meeting; or

(d) the Development Officer may hand deliver a notice of application to any persons affected by the proposal at least 7 days prior to the meeting; or

(e) any combination of (a), (b), (c), and (d).

22. Any person notified in accordance with section 21 and who wishes to comment on the application must submit comments to the Municipal Planning Commission within seven days of the mailing, posting or publication of a notice of application, prior to 2p.m. the day before the meeting, if said comments are to be considered.

23. That Notification is amended by adding as follows:

24. Upon the decision on a development application for a permitted use that complies with the Land Use Bylaw, the Development Officer shall:

(a) mail (postal service or electronic mail) or hand deliver a written notice of decision to the applicant; and

(b) post a copy of the decision in a prominent place in the Town Office for at least 14 days.

24. That Validity of a Development Permit is amended by adding as follows:

29. When any use has been discontinued for a period of 24 months or more, any development permit that may have been issued is no longer valid and the use may not be recommenced until a new application for a development permit has been made and a new development permit issued. This section does not apply to non-conforming uses which are regulated under section 643 of the Act.

25. That Reapplication is amended by adding as follows:

31. If an application was refused solely because it did not comply with the standards of this bylaw, the Development Officer may accept another application on the same parcel of land for the same or similar use before the time period referred to in section 36 has lapsed, provided the application has been modified to comply with this bylaw.

26. That Non-Compliance With Land Use Bylaw is amended by revising as follows:

38. The Development Officer may only exercise discretion under section 37 in respect of the following matters:

- (a) if a minor waiver is required, the Development Officer may waive one applicable measurable standard and issue a Development Permit with or without conditions, provided the waiver does not exceed 10 percent of any measurable standard specified in the Bylaw; or

27. That Suspension Of A Development Permit is amended by revising as follows:

#### SUSPENSION OF A DEVELOPMENT PERMIT

39. If, after a development permit has been issued, the Development Authority becomes aware that:

- (a) the application for the development permit contained misrepresentations; or
- (b) facts concerning the application or the development that were not disclosed, and which should have been disclosed at the time of the application was considered, have subsequently become known; or
- (c) a development permit was issued in error; or
- (d) the applicant withdrew the application by way of written notice,

the Development Authority may suspend or cancel the development permit by notice in writing to the holder of it stating the reasons for any suspension or cancellation.

40. If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board (SDAB) shall review the application if an appeal is filed by the applicant within 14 days of the notice of the cancellation or suspension and either:

- (a) reinstate the development permit; or
- (b) cancel the development permit if the Development Authority would not have issued the development permit if the facts subsequently disclosed had been known during consideration of the application; or
- (c) reinstate the development permit and may impose such other conditions as are considered necessary to ensure that this bylaw or any statutory plan is complied with.

28. That Schedule 1 Single Detached Residential – R1 is amended by adding the following:

INTENT: This district is intended to accommodate single detached residential development on serviced lots in an orderly, economical and attractive manner, while excluding potentially incompatible land uses.

29. That Schedule 1 Single Detached Residential – R1 permitted and discretionary uses is amended to read as follows:

#### 1. PERMITTED USES

#### DISCRETIONARY USES

Accessory building  
Accessory structure  
Accessory use  
Single Detached dwelling  
Home Occupation 1

Alternative energy, solar  
Community facilities  
Garden suite  
Home occupation 2  
Modular home  
Moved-in building  
Moved-in dwelling  
Place of worship  
Semi-detached dwelling

30. That Schedule 1 Single Detached Residential – R1 minimum floor area is amended to read as follows:

5. MINIMUM FLOOR AREA

Single detached dwelling, modular home or moved-in dwelling – 74.3 m<sup>2</sup> on the main floor (800 sq. ft.)

31. That Schedule 1 Duplex Residential – R2 is amended by adding the following:

INTENT: This district is intended to provide a residential area which will accommodate low density attached housing within the community.

32. That Schedule 1 Duplex Residential – R2 permitted and discretionary uses is amended to read as follows:

1. **PERMITTED USES**

Accessory building  
Accessory structure  
Accessory use  
Duplex  
Home Occupation 1  
Semi-detached dwelling

**DISCRETIONARY USES**

Alternative energy, solar  
Home occupation 2  
Modular home  
Single Detached dwelling

33. That Schedule 1 Duplex Residential – R2 minimum floor area is amended to read as follows:

MINIMUM FLOOR AREA

Semi-detached or duplex dwelling – 148.6 m<sup>2</sup> on the main floor (1,600 sq. ft.)  
Single detached dwelling or modular home – 74.3 m<sup>2</sup> on the main floor (800 sq. ft.)

34. That Schedule 1 Country Residential – R3 is amended by adding the following:

INTENT: This district is intended to allow for the development of larger acreage lots where the primary function of single unit dwellings is supported by secondary uses.

35. That Schedule 1 Country Residential – R3 permitted and discretionary uses is amended to read as follows:

1. **PERMITTED USES**

**DISCRETIONARY USES**

Accessory building  
 Accessory structure  
 Accessory use  
 Home Occupation 1  
 Single-detached dwelling

Alternative energy, solar  
 Garden suite  
 Greenhouse  
 Home occupation 2  
 Manufactured home  
 Market garden  
 Modular home  
 Semi-detached dwelling

36. That Schedule 1 Country Residential – R3 minimum setback dimensions is amended to read as follows:

**MINIMUM SETBACK DIMENSIONS**

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Single Detached dwelling	12.2	40	1.5	5	7.6	25
Accessory Building	12.2	40	1.5	5	7.6	25

All other uses, as required by the Development Authority.

37. That Schedule 1 Country Residential – R3 section 12 is amended to read as follows:

12. HOME OCCUPATIONS – **See Schedule 10.**

38. That Schedule 1 Multiple Residential – R4 is amended by adding the following:

INTENT: This district is intended to provide residential areas which will accommodate medium density housing within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

39. That Schedule 1 Multiple Residential – R4 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

**DISCRETIONARY USES**

Accessory buildings  
Accessory structure  
Accessory use  
Duplex  
Home Occupation 1  
Multi-unit dwelling  
Semi-detached dwelling

Alternative energy, solar  
Assisted living  
Boarding house  
Group home  
Home occupation 2  
Nursing home/Extended care facility  
Rowhouse dwelling or townhouse  
Senior Citizen Housing

40. That Schedule 1 Multiple Residential – R4 minimum setback dimensions is amended by adding as follows:

All other uses, as required by the Development Authority.

41. That Schedule 1 Multiple Residential – R4 section 12 is amended to read as follows:

12. HOME OCCUPATIONS – **See Schedule 10.**

42. That Schedule 1 Apartments – R5 is amended by adding the following:

INTENT: This district is intended to provide residential areas which will accommodate housing for sale and rent within the community where high-quality multi-unit dwelling environments are integrated into either existing or proposed residential neighbourhoods.

43. That Schedule 1 Apartments – R5 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

Accessory buildings  
Accessory structure  
Accessory use  
Apartment  
Home Occupation 1

**DISCRETIONARY USES**

Alternative energy, solar  
Boarding house  
Group home  
Home occupation 2  
Multi-unit dwelling  
Rowhouse dwelling or townhouse

44. That Schedule 1 Apartments – R5 minimum setback dimensions is amended by adding as follows:

All other uses, as required by the Development Authority.

45. That Schedule 1 Apartments – R5 section 12 is amended to read as follows:

12. HOME OCCUPATIONS – **See Schedule 10.**

46. That Schedule 1 Manufactured Homes – R6 is amended by adding the following:

INTENT: This district is intended to provide an area for manufactured homes and to regulate the development and use of land for them and other listed uses.

47. That Schedule 1 Manufactured Homes – R6 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

Accessory building  
Accessory structure  
Accessory use  
Home Occupation 1  
Manufactured home  
Single detached dwelling

**DISCRETIONARY USES**

Alternative energy, solar  
Home occupation 2  
Manufactured home park  
Modular home

48. That Schedule 1 Retail Commercial – C1 is amended by adding the following:

INTENT: This district is intended to provide an area suited to intensive commercial uses, including the redevelopment of existing uses, which are convenient and attractive to pedestrians, while offering ready vehicular access and adequate parking.

49. That Schedule 1 Retail Commercial – C1 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

Accessory building  
Accessory structure  
Accessory use  
Club  
Coffee shop  
Financial institution  
Hotel  
Lounge/beverage room  
Office  
Medical and dental office  
Parking facility  
Personal service  
Public and Institutional  
Restaurant  
Retail store  
Theatre

**DISCRETIONARY USES**

Alternative energy, solar  
Amusement facility  
Animal care service, minor  
Bakery  
Caretaker's suite  
Convenience store  
Dry cleaning shops  
Fitness centre  
Funeral home  
Grocery store  
Health care services  
Liquor store  
Mixed-use residential  
Outdoor cafe  
Post office  
Printing establishment, commercial  
Workshop

50. That Schedule 1 Highway Commercial – C2 is amended by adding the following:

INTENT: This district is intended to ensure the sites adjacent to the highway are reserved for appropriate commercial uses.



51. That Schedule 1 Highway Commercial – C2 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

Accessory building  
Accessory structure  
Accessory use  
Animal care service, minor  
Auto sales and service  
Convenience store  
Drive-in restaurant  
Equipment sales, rental and service  
Gas bar  
Hotel  
Motel  
Vehicle sales and rental  
Restaurant  
Service station

**DISCRETIONARY USES**

Alternative energy, solar  
Auctioneering facility  
Bulk fuel storage and sales  
Car wash  
Farm/industrial machinery sales, rental and service  
Food processing facility, minor  
Liquor store  
Public utility  
Retail store, large scale  
Tire business  
Truck stop

52. That Schedule 1 Neighborhood Commercial – C3 is amended by adding the following:

INTENT: This district is intended to provide an area suited for commercial uses which will compliment neighbourhood livability.

53. That Schedule 1 Neighborhood Commercial – C3 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

Accessory building  
Accessory structure  
Accessory use  
Coffee shop  
Convenience store  
Restaurant

**DISCRETIONARY USES**

Alternative energy, solar  
Animal care service, minor  
Day/Child care facility  
Financial institution  
Fitness centre  
Gas bar  
Lounge/beverage room  
Office  
Personal service  
Retail store  
Service station

54. That Schedule 1 Industrial – I1 is amended by adding the following:

INTENT: This district is intended to provide for a broad range of industrial and storage uses. The location of individual uses will have regard to both the effect on adjacent uses and the ability to provide adequate services to the site.

55. That Schedule 1 Industrial – I1 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

**DISCRETIONARY USES**

Accessory buildings  
 Accessory structure  
 Accessory use  
 Animal care service, major  
 Auctioneering facility  
 Auto sales and service  
 Bulk fuel storage and sales  
 Equipment sales, rental and service  
 Farm supplies and service  
 Farm/industrial machinery sales, rental and service  
 Food processing facility, minor  
 Garden centre  
 Manufactured home sales and service  
 Offices  
 Public utility  
 Recycling facility  
 Retail store  
 Truck transportation depot

Abattoir  
 Alternative energy, solar  
 Alternative energy, wind  
 Aquaculture  
 Aquaponics  
 Auto body and paint shop  
 Building supplies  
 C-Container/shipping container  
 Caretaker suite  
 Food processing facility, major  
 Grain elevator  
 Manufacturing  
 Market garden  
 Medical marihuana production facility  
 Mini-storage and self storage  
 Municipal works storage shops  
 Natural resource extractive uses  
 Oilfield servicing operation  
 Salvage or waste disposal facility  
 Seismic operations  
 Storage yard  
 Tire business  
 Truck stop  
 Warehousing

56. That Schedule 1 Industrial – I1 minimum setback dimensions is amended by adding as follows:

**3. MINIMUM SETBACK DIMENSIONS**

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
All uses	9.1	30	6.1	20	6.1	20

57. That Schedule 1 Service Industrial – I2 is amended by adding the following:

INTENT: This district is intended to provide for uses that are light industrial in nature and may allow for transition between more intensive industrial and other uses.

58. That Schedule 1 Service Industrial – I2 permitted and discretionary uses is amended to read as follows:

**1. PERMITTED USES**

**DISCRETIONARY USES**

Accessory buildings	Alternative energy, solar
Accessory structure	Alternative energy, wind
Accessory use	Animal care service, major
Animal care service, minor	Aquaculture
Auctioneering facility	Aquaponics
Auto sales and service	Auto body and paint shop
Building and trade contractors	Car wash
Equipment sales, rental and service	C-Container/shipping container
Farm/industrial machinery sales, rental and service	Food processing facility, minor
Garden centre	Market garden
Warehousing	Mini-storage and self storage
	Public utility
	Retail store, large scale
	Service station
	Storage yard
	Tire business
	Truck stop
	Vehicle sales and rental

59. That Schedule 1 Public - P is amended by adding the following:

INTENT: This district is intended to provide for institutional, public and semi-public uses which are compatible with each other and with adjoining uses.

60. That Schedule 1 Public - P permitted and discretionary uses is amended to read as follows:

<b>1. PERMITTED USES</b>	<b>DISCRETIONARY USES</b>
Accessory buildings	Alternative energy, solar
Accessory structure	Assisted living
Accessory use	Campground, private or public
Place of worship	Cemetery
Public and Institutional	Exhibition Centre
Public open space	Golf course
Public park or recreation	Hospital
	Outdoor recreation facility
	Private recreation facility
	Public recreation area or building

61. That Schedule 1 Agricultural/Transitional – A/T is amended by adding the following:

INTENT: This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

62. That Schedule 1 Agricultural/Transitional – A/T permitted discretionary and prohibited uses is amended to read as follows:

1. **PERMITTED USES**

Extensive agriculture  
Market garden

**DISCRETIONARY USES**

Alternative energy, solar  
Campground  
Farm buildings  
Public park or recreation  
Intensive horticultural operations or facilities

63. That Schedule 1 Direct Control - DC is amended by revising the heading Purpose to read Intent.

64. That Schedule 3 is amended by replacing all sections with the following:

1. The following developments shall not require a development permit:
  - (a) any use or development exempted under section 618(1) of the *MGA*;
  - (b) any use or development exempted by the Lieutenant Governor in Council pursuant to section 618(4) of the *MGA*;
  - (c) telecommunication antenna systems that are regulated by Industry Canada subject to Schedule 8 – Telecommunication Antenna Siting Protocol;
  - (d) the completion of a building which was lawfully under construction at the date this bylaw came into effect provided that the building is completed in accordance with the terms and conditions of any development permit granted;
  - (e) the completion of a building that did not require a development permit under the previous Land Use Bylaw and which was lawfully under construction provided the building is completed within 12 months from the date this bylaw came into effect.
  
2. The following developments do not require a development permit as long as they **comply with all other provisions of this bylaw:**
  - (a) the maintenance or repair of any building provided that the work does not include structural alterations or additions;
  - (b) interior renovations to a building which do not:
    - (i) create another dwelling unit,
    - (ii) increase parking requirements, or
    - (iii) result in the change of use of a building;
  - (c) the temporary placement or construction of works, plants or machinery (not including shipping containers) needed to construct a development for which a development permit has been issued for the period of those operations;

- (d) the maintenance or repair of public works, services and utilities on publicly owned or administered land carried out by or on behalf of federal, provincial, municipal or public authorities;
- (e) any accessory building placed on a lot which is 9.3 m<sup>2</sup> (100 sq ft) or less in area that is not on a permanent foundation or soft covered / tarpaulin structures having an area not more than 9.3 m<sup>2</sup> (100 sq ft) or less in area either may be placed a minimum of 0.6m (2ft) from a side or rear lot line;
- (f) in all districts the erection, maintenance or alteration of a fence, gate, wall, hedge or other means of enclosure that does not exceed 0.9 m (3 ft) in height in any front yard and 1.8 m (6 ft) in height in any secondary front, rear or side yard (see Schedule 7);
- (g) in the Industrial land use districts, the erection, maintenance or alteration of a fence, gate, wall hedge, or other means of enclosure that does not exceed 2.4 m (8 ft) in height in any rear or side yard (see Schedule 7);
- (h) landscaping that was not required as part of the original development permit;
- (i) any sign listed in Schedule 2 Section 4;
- (j) any satellite dish less than 0.9 m (3 ft) in diameter;
- (k) flag poles 25 feet or less in height;
- (l) temporary outdoor swimming pools and above ground hot tubs;
- (m) private babysitting;
- (n) any residential hard surfaced or gravel driveways, parking pads not supporting a garage or carport, walkways, and/or paving stones to a maximum of 25 percent of the lot surface area that was not required as part of the original Development Permit;
- (o) excavation, grading, stripping, or stockpile provided it is part of a development for which a development permit has been issued or is addressed in a signed Development Agreement with the Town of Claresholm;
- (p) the construction of uncovered decks or patios less than 0.6 m (2 ft) in height to ground level; and
- (q) floating decks or decks not attached to a building.

**If there is a doubt to whether a development is of a kind listed above, the matter shall be decided by the Municipal Planning Commission.**

65. That Schedule 4 Section 3 Lots Generally subsection B. and F. is amended to read as follows:

**B. Single-dwelling unit Lots:**

1. District Standards, Compliance: Maximum height, as well as the minimum lot size, depth, width and building setbacks for single-dwelling unit development shall comply with the applicable zoning district standards.

2. Depth: Single- dwelling unit lots shall be deeper than wide.

#### **F. Flag Lots**

Flag lots are prohibited in the single dwelling unit and multi-unit development categories. Flag lots or parcels may be permitted in the country residential development categories under the following conditions:

1. The flag lot directly accesses a local or residential street;
2. The aggregate width of the pole, or poles for two (2) adjacent flag lots, is a minimum of forty feet (40') in width with minimum pole width of twenty feet (20').

66. That Schedule 4 Section 9 Easements is amended to read as follows:

#### **9. EASEMENTS**

In no case shall a building be located closer than 3 metres (10 ft.) to a registered easement (right of way), or such greater distance as may be required by the Development Authority.

67. That Schedule 4 Section 12 Decks and Amenity Spaces subsection (a) is amended to read as follows:

#### **12. DECKS AND AMENITY SPACES**

(a) A Development Permit for an accessory structure is required for the construction of a deck if it will be constructed so that the decking is situated more than 0.6 m (2 ft.) above grade.

68. That Schedule 4 Section 13 Development in a Front Yard is amended by adding the following:

(d) fences in accordance with Schedule 7.

69. That Schedule 4 Section 16 Garden Suites subsection (f) is amended to read as follows:

- (f) A garden suite shall be removed from the site on which it is located if:
- i. it is no longer occupied, or
  - ii. the occupant of the single detached dwelling to whom the occupant of the garden suite is related no longer occupies the single detached dwelling.

70. That Schedule 7 is amended by replacing all provisions with the following:

#### **General**

1. Fences shall be constructed to encompass property lines only.
2. Gates shall not open over a public sidewalk.
3. Fences shall be made of suitable building material or decorative metal to the satisfaction of the Development Authority.
4. The use of barbwire or other security fencing must be approved by the Municipal Planning Commission.
5. Fences shall be located on or just within property lines.
6. Chain link fences may be constructed subject to the approval of the Development Authority.

For corner lots in all districts, see Standards of Development, Schedule 4, Section D. Fencing shall not be permitted to be constructed within any developed or undeveloped roadway or laneway right-of-way. Removal of such fencing will be at the property owner's expense.

### Residential districts

1. No fence, wall, hedge or any combination thereof shall extend more than 0.9 m (3 ft) above the ground in any front yard area, as illustrated in Figure 7.1 labelled as B, without a development permit approved by the Municipal Planning Commission.
2. Fences in the rear and side yards shall be 1.8 m (6 ft) in height or less (see Figure 7.1 where Dimension A = 1.8 m).
3. 0.5 metres (1.5 ft.) away from the nearest edge of the sidewalk, where applicable.

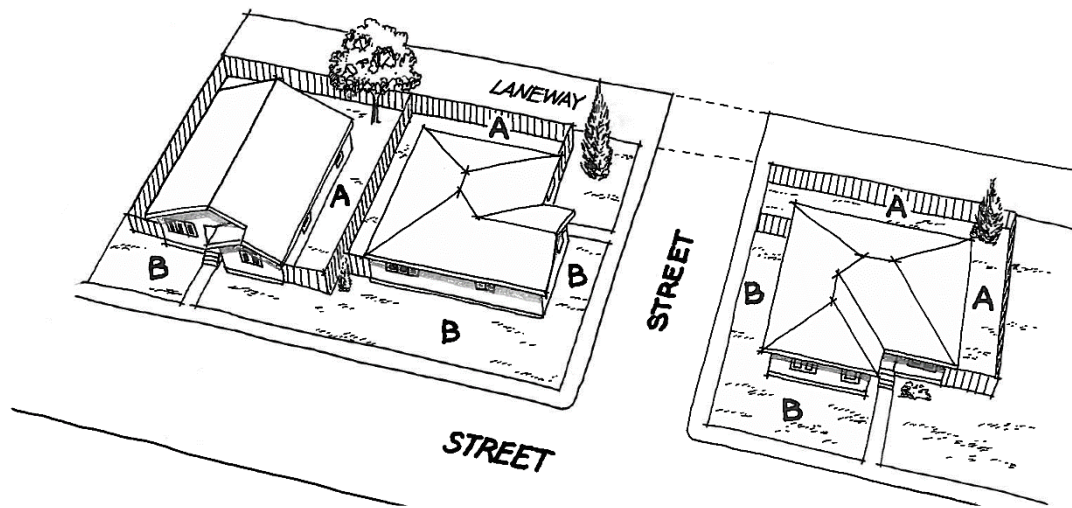


Figure 7.1

2. All multiple residential developments are required to fence side and rear yards.

### Commercial, Public, and Industrial districts

1. All industrial uses must fence their development.
2. Fences for commercial and industrial uses shall provide specification of building materials prior to permit approval.
3. In an Industrial district, no fence, wall, gate, hedge or other means of enclosure shall extend more than 2.4 m (8 ft) in height in any side or rear yard. A fence, wall, gate, hedge or other means of structural enclosure that exceeds 0.9 m (3 ft) in height within a front yard or secondary front yard requires approval by the Development Authority.

71. That Schedule 8 Section 2 is amended by adding the following:

- (b) Any multiple use development shall provide the number of parking spaces required for each use. For example, a hotel with a restaurant shall provide one parking space for each unit in the hotel, and one parking space for every 100ftsq of gross floor area in the restaurant.

72. That Schedule 8 Section 3 Heading and subsection (a) is amended to the following:

3. **PAYMENT-IN-LIEU OF PROVIDING OFF-STREET PARKING AND LOADING SPACE**

(a) In lieu of providing off-street parking or loading space, an owner of land to be developed may, subject to the approval policy of Council, pay to the municipality such amount of money on such terms as the Council considers reasonable in return for the equivalent public parking or loading space to be provided by the municipality.

73. That Schedule 8 Section 4 is amended to the following:

**4. LOADING SPACE REQUIREMENTS**

- (a) There shall be a minimum of one off-street loading space per building in the C1, C2 and I Land Use Districts.
- (b) The Development Authority may require that off-street loading spaces be provided in districts other than C1, C2 and I if necessary.
- (c) Each loading space shall provide a doorway, sufficient to meet the needs of the use within the building into the building.
- (d) The Development Authority may require additional loading spaces or doors if necessary.
- (e) Each loading space shall be a minimum of 27.9 m<sup>2</sup> (300 sq. ft.).
- (f) Each loading space shall be designed in such a manner that it will not interfere with convenient and safe pedestrian movement, traffic flow, or parking.

74. That Schedule 8 Section 4 is amended by deleting sections 5 and 6 in their entirety.

75. That Schedule 8 Section 7 subsections (a) and (b) is amended to the following:

**BARRIER FREE PARKING**

- (a) The Development Authority may require:
  - i. that the oversized parking spaces for people with disabilities be provided in accordance with the size requirements in Figure 8a; and
  - ii. that at least 5 percent of the required number of parking spaces to a maximum number of 4 spaces be designated as barrier free parking.
- (b) Each barrier free parking space shall be:
  - i. located closest to the entrance of the building for which it is intended;
  - ii. identified by a sign; and
  - iii. identified by pavement markings if the parking surface is paved.

76. That Schedule 10 is amended by replacing all sections with the following:

The intent of this section is to provide regulations respecting Home occupations, as defined, in accordance with the following objectives:

- to protect residential areas and districts from incompatible non-residential land uses;



- to ensure that commercial and industrial uses are located in appropriate commercial or industrial districts.

### **General Standards**

1. All home occupations shall be categorized as either Home occupation 1 or Home occupation 2.
2. Day homes and Bed and breakfasts shall be categorized as a Home occupation 2.
3. A home occupation shall be incidental and subordinate to the principal residential use of the dwelling and shall not change the external appearance or character of the dwelling. There shall be no business activities associated with the home occupation conducted on the lot outside the dwelling or accessory structure.
4. Allowances for home occupations are intended to foster small-scale business. Home occupations will be encouraged to relocate to a suitable commercial or industrial district when they become incompatible with a residential area or become unsuitable as a home occupation.
5. A Home occupation 2 shall not be permitted, if in the opinion of the Development Authority, the use would be more appropriately located within a commercial or industrial district.
6. The business operator shall be a full-time resident of the dwelling.
7. Unless otherwise approved by the Municipal Planning Commission, not more than one home occupation is permitted on a lot.
8. The use must not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.
9. No offensive noise, vibration, electrical interference, smoke, dust, odours, heat or glare shall be produced by the use.
10. No use shall cause an increase in the demand placed on any one or more utilities (water, sewer, garbage, etc.) such that the combined total consumption for a dwelling and its home occupation exceed the normal demand for residences in the area. Should the demand exceed the average, a commercial consumption rate may be placed on the dwelling.
11. Home occupations shall not include any use that would, in the opinion of the Development Authority, materially interfere with or affect the use or enjoyment of neighbouring properties.
12. Signage advertising a Home occupation 1 or 2 is limited to one sign located in the window or attached to the residence in the form of a name plate not exceeding 0.37 m<sup>2</sup> (4 sq ft) or such greater size as deemed appropriate by the Development Authority.

13. The Development Authority may regulate the hours of operation, the number of customer visits, outdoor storage and screening and landscaping requirements for outdoor storage.
14. The development permit for the use shall be valid only for the period of time the property is occupied by the applicant for such approved use and is not transferable to another location or another person.
15. The issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.
16. The Development Authority may consider the parking, maintenance or storage of one commercial vehicle with a gross weight not exceeding 1000 kg (1 ton) on the site or any adjoining lands.
17. The Development Authority may restrict the parking of any commercial trailers on site or on public roadways in residential areas.
18. Any changes to an approved home occupation require the approval of the Municipal Planning Commission.

#### **Home Occupation 1 Standards**

19. An application for a Home occupation 1 complying with the conditions listed below may be approved by the Development Officer:
  - (a) the use involves phone and office only,
  - (b) the use involves no outdoor storage,
  - (c) there is no display of goods on the interior of the residence,
  - (d) all sales occur off the premises,
  - (e) there is no client traffic to the dwelling,
  - (f) the use complies with the general standards found in Sections 10.1 - 10.18 of this schedule.

If there is a doubt as to whether a proposed home occupation is a Home occupation 1, then the Development Officer may refer the application to the Municipal Planning Commission for a decision.

#### **Home Occupation 2 Standards**

20. The Municipal Planning Commission is to decide upon any Home occupation 2 complying with the conditions listed below:
  - (a) there is a limited volume of on-premises sales,
  - (b) any proposed storage is not exposed to public view,

- (c) there is a limited display of products proposed for the inside of the building,
  - (d) there is a limited amount of client traffic to the dwelling,
  - (e) the use complies with the general standards found in Sections 10.1 - 10.18 of this schedule.
21. A Home occupation 2 shall not be approved where a second dwelling unit has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighbourhood.
22. A Home occupation 2 development permit may be issued as a temporary development permit that may be renewed annually or on a timeline specified in the approval by the Municipal Planning Commission.

#### **Home Occupation 2: Day Homes Standards**

23. A day home shall be categorized as a Home occupation 2. The use of a dwelling for day home is subject to the following criteria:
- (a) shall not require any alterations to the principal building unless the alterations are approved by the Development Authority and Safety or Fire Codes Officer;
  - (b) shall not create a nuisance by way of noise, parking or traffic generation;
  - (c) the applicant shall be responsible for complying with the *Child Care Licensing Act* and obtaining all necessary approvals required from regulatory agencies;
  - (d) the issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

#### **Home Occupation 2: Bed and Breakfast Accommodation Standards**

24. The use of a dwelling for bed and breakfast accommodation is subject to the following criteria:
- (a) shall not require any alterations to the principal building unless the alterations are approved by the Development Authority and Safety or Fire Codes Officer;
  - (b) shall not create a nuisance by way of noise, parking or traffic generation;
  - (c) shall not occupy more than 30 percent (30%) of the dwelling unit or provide for more than three guest rooms in addition to the family of the owner, whichever is less;
  - (d) shall not sell meals or alcoholic beverages to non-overnight guests;
  - (e) shall not include a kitchen in any room rented;
  - (f) one on-site parking space per guest room may be required, however on-street parking may be accepted by the Development Authority.

77. That Schedule 12 is amended by replacing Section 1 and 2 with the following:

- 1.1 Proposals for freestanding telecommunication antennas shall not be required to obtain a development permit, but shall be required to make a submission to the Municipal Planning Commission including:
  - (a) the information as listed in Section 2 and 3, and
  - (b) complete the notification and public consultation process found in Section 4.
- 1.2 Concurrence with the proponent's project will be measured against the requirements of each district's requirements and criteria listed below. If all requirements are met the Town of Claresholm will provide concurrence in the form of a written letter to the proponent.
- 1.3 The following are excluded from the public consultation process outlined in Section 4:
  - (a) an antenna mounted on a building that projects less than 1.8 m (6 ft) in height above the top of the building,
  - (b) industrial designated lands which are a minimum of 150.0 m (492 ft) from residential designated lands or lands designated for public purpose.

78. That Schedule 12 sections on *Appearance* and *Notification and Public Process* is amended to read as follows:

### **3. APPEARANCE**

All applicants for antenna structures which are visible from residential areas may be requested to employ innovative design measures to mitigate the visual impact of these structures. The applicant shall provide stealth structure options when requested by the Town.

#### **Lighting and Signage**

Lighting in addition to that which is required by applicable federal agencies shall be avoided. Security lighting may be considered provided it meets the requirements of the applicable land use district.

Only signage that is required by applicable federal agencies is permitted. No advertising signage shall be permitted.

### **4. NOTIFICATION AND PUBLIC CONSULTATION PROCESS**

The Municipality will notify all land owners within a distance of 500 metres of the proposed structure at the expense of the applicant. Optionally the town will consider providing a mailing list to the applicant for the required 500 meter notification.

For each notification, the proponent must submit a letter providing a map of the location of the tower, physical details of the tower (with elevation drawings), the time and location of the open house, and a contact name and phone number of someone employed by the proponent who can answer questions regarding the proposal. The notifications should be sent 25 days prior to the open house.

The applicant shall be prepared to hold an open house regarding their development proposal and should proactively explain all aspects of the siting, technology and appearance of the proposed structure.

From the open house, the proponent shall provide the Municipal Planning Commission with a copy of the agenda and the minutes indicating the topics discussed, additional concerns raised with proposal for resolutions, and any outstanding issues that the proponent and/or landowners could not resolve.

Where the public process has raised unresolved concerns about public health and related effects of wireless communication technology, the Town of Claresholm will request a ruling by Industry Canada prior to the issuance of a permit.

79. That a new Schedule be introduced for Alternative Energy as follows:

**Schedule 13**

**ALTERNATIVE ENERGY**

1. The Development Authority is authorized to issue development approvals for alternative energy sources pursuant to Schedule 1.

**SOLAR COLLECTOR**

2. A solar collector attached to a wall or roof of a building shall only be allowed in land use districts where listed as a Permitted or Discretionary Use in Schedule 1 subject to the following:
  - (a) A solar collector mounted on a roof:
    - (i) may project a maximum of 1.3 m (4 ft) from the surface of the roof and is not to exceed the maximum height requirements of the applicable land use district; and
    - (ii) must not extend beyond the outermost edge of the roof.
  - (b) A solar collector mounted to a wall:
    - (i) must be located such that it does not create undue glare on neighbouring property or public roadways;
    - (ii) may project a maximum of 1.5 m (5 ft) from the surface of the wall, when the wall faces the rear property line, subject to the setback requirements of the applicable land use district; and
    - (iii) may project a maximum of 0.6 m (2 ft) from the surface of the wall when the wall faces the front, secondary front or side property line, subject to the setback requirements of the applicable land use district.
3. A free-standing solar collector or a solar collector mounted to any structure other than a roof or wall of a building shall only be allowed in land use districts where listed as a Permitted or Discretionary Use in Schedule 1 subject to the following:
  - (a) the collector must be located such that it does not create undue glare on neighbouring property or public roadways; and

- (b) the collector must not exceed 1.8 m (6 ft) in height above existing grade.

## **SMALL WIND ENERGY SYSTEMS**

### **Information Requirements**

4. An application for a development permit for a proposed alternative energy, wind use or a small wind energy conversion system (SWECS) must be completed and submitted to the Development Officer accompanied by:
  - (a) a site plan acceptable to the Development Officer indicating the exact location of the SWECS on the parcel and all buildings and structures, registered easements or rights-of-way, and any overhead utilities, dimensioned to the property lines and drawn to a satisfactory scale;
  - (b) existing and proposed parking and loading spaces, driveways, abutting streets, avenues and lanes, and surface drainage patterns;
  - (c) photographs and plans of the proposed SWECS indicating:
    - rated output in kilowatts,
    - safety features and noise characteristics,
    - turbine height,
    - blade diameter and rotor clearance,
    - nature and function of over speed controls which are provided, and
    - estimated lifespan;
  - (d) specifications on the foundation and anchor design, including the location and anchoring of any guy wires;
  - (e) engineered plans, prepared by a professional engineer, for SWECS that are mounted or attached to any building demonstrating that the building can support the SWECS; and
  - (f) any security measures proposed to ensure public safety and security.

### **Referrals**

5. Prior to making a decision on a development permit application for a SWECS, the Development Authority may require that the application be referred to the following agencies and departments:
  - (a) Transport Canada,
  - (b) NAVCanada,
  - (c) STARS,
  - (d) Alberta Transportation, and
  - (e) any other federal or provincial agencies or departments deemed necessary.

### **General Development Standards**

All SWECS development is subject to the following general standards:

6. The SWECS may be allowed as an alternative energy, wind use which is a discretionary use in accordance with Schedule 1.
7. The SWECS are to be setback from all property lines a distance equal to the height of the system.
8. The blade clearance of any SWECS is not to be less than 4.6 m (15 ft) above grade.
9. Any climbing apparatus associated with the SWECS is to be a minimum of 4.6 m (15 ft) above grade.
10. Any guy wires associated with a SWECS are to be accommodated entirely within the parcel and must be clearly visible from grade to a height of 1.8 m (6 ft).
11. The sound produced by the SWECS under normal operating conditions, as measured at the property line shall not exceed 60 dBA or 6 dBA over the background noise, whichever is greater.
12. The SWECS shall not display advertising or other marketing.
13. The SWECS shall not be artificially illuminated except as required by a federal or provincial agency or department.
14. The manufacturer's identification, technical, warning, and emergency contact information must be affixed no lower than 0.9 m (3 ft) from the base of the tower and not higher than 1.5 m (5 ft) from the base of the tower.
15. The Development Authority may regulate the maximum number of SWECS permitted on a lot.
16. The Development Authority may require as a condition of approval that any SWECS be finished in a non-reflective matte and in a colour which minimizes the obtrusive impact of the SWECS to the satisfaction of the Development Authority.
17. The Development Authority may require as a condition of approval that any SWECS be surrounded by a security fence with a lockable gate not less than 1.8 m (6 ft) in height.
18. Prior to the installation of a SWECS the applicant or landowner shall obtain:
  - (a) all relevant federal and provincial permits and permissions;
  - (b) an electrical permit, and if applicable, a building permit;
  - (c) wire service provider approval for SWECS with a rated output of less than 10 kW that are proposed to be connected to the grid; and
  - (d) Alberta Utilities Commission approval for SWECS with a rate output greater than 10 kW that are proposed to be connected to the grid.
19. All components of the SWECS, including any electrical components, shall comply with the Canadian National Standards and shall bear the appropriate certification marks.

20. The SWECS system must be installed by a certified electrical contractor prior to operation.
21. Where the SWECS has been inactive for more than six consecutive months the applicant or landowner is required to decommission and remove the system at their expense. If the SWECS is not decommissioned and removed after six months of inactivity, the Town may undertake enforcement action.

#### **Decommissioning**

22. Prior to removal of the SWECS the applicant or landowner shall submit documentation to the Development Officer demonstrating that the system has been disconnected from any electrical utilities.
23. All refuse associated with the decommissioning and dismantling of the SWECS shall be removed from the property and disposed of appropriately.
24. Upon removal of the SWECS the property shall be restored to its pre-construction condition to the satisfaction of the Development Officer.

#### **Review of Permits**

25. Town Council may consider reviewing the impacts of Small Wind Energy Systems after the issuance of 25 development permits within the municipality.

80. That a new Schedule be introduced for Medical Marihuana Production Facility as follows:

#### ***Schedule 14***

##### ***MEDICAL MARIHUANA PRODUCTION FACILITY***

1. The owner or applicant must provide as a condition of development a copy of the current license for all activities associated with medical marihuana production as issued by Health Canada.
2. The owner or applicant must obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
3. The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, and garbage containers and waste material.
4. The development shall not operate in conjunction with another approved use.
5. The development shall not include an outdoor area for storage of goods, materials or supplies.
6. The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.



7. The development must not be within 75.0 m (246 ft) of a residential or a public institutional district, measured from the building foundation containing the use to the nearest property line of a parcel designated as a residential or a public institutional district.
8. The Development Authority may require, as a condition of a development permit, a Public Utility and Waste Management Plan, completed by a qualified professional, that includes detail on:
  - (a) the incineration of waste products and airborne emissions, including smell;
  - (b) the quantity and characteristics of liquid and waste material discharged by the facility; and
  - (c) the method and location of collection and disposal of liquid and waste material.
9. The minimum number of motor vehicle parking stalls shall be based on the parking requirements of the Industrial type of development found in Schedule 8.

## **Schedule 'B'**

**Bylaw No. 1596  
Amendments to Land Use Bylaw 1525**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1610**

**WHEREAS** the Council of the Town of Claresholm (hereinafter called the “Corporation”) in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$480,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month. The principal sum of \$480,000.00 consists of the following:
  - a. \$450,000.00 revolving line of credit;
  - b. \$30,000.00 MasterCard accounts.
2. The Chief Elected Officer (“CEO”) and Chief Administrative Officer (“CAO”) are authorized for and on behalf of the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
  - b. As security for any money borrowed from ATB:
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.
7. Bylaw #1600 is hereby rescinded.

Read a first time in Council this **11<sup>th</sup>** day of **January** 2016 A.D.

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

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

\_\_\_\_\_  
Rob Steel, Mayor

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



# INFORMATION BRIEF

Meeting: January 25, 2016

Agenda Item: 2

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## BYLAW #1610 – BORROWING BYLAW

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### **DESCRIPTION:**

The Town of Claresholm has been passing a borrowing bylaw yearly for many years in order to secure temporary funding from ATB Financial.

### **BACKGROUND:**

Sections 251 to 263 of the *Municipal Government Act, RSA 2000, Chapter M-26* (MGA) lay out the rules regarding borrowing by municipalities. Section 251(3) states that “a borrowing bylaw must be advertised.” This is the reason the CAO stated at the prior regular meeting of January 11<sup>th</sup> that all three readings could not proceed until the bylaw had been advertised. Upon further examination of the MGA, Section 256 states the following:

#### **Operating expenditures**

**256(1)** This section applies to a borrowing made for the purpose of financing operating expenditures.

**(2)** The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

**(3)** A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

As a result of interpretation of this section, Bylaw #1610 does not need to be advertised.

Administration is recommending that Council authorize the creation of a borrowing bylaw that will cover short-term borrowing that can be advertised and passed, therefore negating the requirement of yearly borrowing bylaws.

### **ATTACHMENTS:**

- 1.) Sections 251 to 263 *Municipal Government Act, RSA 2000, Chapter M-26* (MGA)

### **APPLICABLE LEGISLATION:**

- 1.) *Municipal Government Act, RSA 2000, Chapter M-26*

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 21, 2016

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**(5)** Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

1994 cM-26.1 s250;1994 cR-9.07 s25(24)

## **Borrowing**

### **Borrowing bylaw**

**251(1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

**(2)** A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

**(3)** A borrowing bylaw must be advertised.

1994 cM-26.1 s251

### **Debt limit**

**252** No municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister.

1994 cM-26.1 s252

### **Use of borrowed money**

**253(1)** Money obtained by a municipality under a borrowing must be used for the purpose for which it is borrowed.

**(2)** Money obtained by a municipality under a borrowing for the purpose of financing a capital property may be used for an operating purpose if the amount spent is available when it is needed for the capital property.

1994 cM-26.1 s253

### **Capital property**

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

1994 cM-26.1 s254

**Exemption from borrowing conditions**

**255(1)** The Minister may, in respect of a particular borrowing, exempt a municipality from any requirement in sections 256 to 263.

**(2)** The *Regulations Act* does not apply to an exemption made under this section.

1994 cM-26.1 s255

**Operating expenditures**

**256(1)** This section applies to a borrowing made for the purpose of financing operating expenditures.

**(2)** The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

**(3)** A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

1994 cM-26.1 s256

**Capital property - short-term borrowing**

**257(1)** This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing is 5 years or less.

**(2)** The expenditure for the capital property must be included in a budget.

**(3)** Repealed 1998 c24 s13.

**(4)** A borrowing bylaw that authorizes the borrowing does not have to be advertised.

1994 cM-26.1 s257;1996 c30 s14;1998 c24 s13

**Capital property - long-term borrowing**

**258(1)** This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing exceeds 5 years.

**(2)** This section does not apply to a borrowing referred to in section 263.

**(3)** The expenditure for the capital property must be included in a budget.

(4) The term of the borrowing must not exceed the probable lifetime of the capital property.

(5) If

- (a) a borrowing bylaw that authorizes the borrowing has been passed,
- (b) the money to be borrowed is insufficient because the cost of the capital property has increased, and
- (c) the increased cost does not exceed 15% of the original cost of the capital property,

the borrowing bylaw that authorizes the borrowing of the increased cost does not have to be advertised.

1994 cM-26.1 s258;1996 c30 s15

#### **Capital property - interim financing**

**259(1)** This section applies to a borrowing made for the purpose of temporarily financing a capital property for which a borrowing bylaw has been passed under section 258.

(2) The term of the borrowing must not exceed 5 years.

(3) The amount borrowed must not exceed the

- (a) amount of the expenditures in the budget for that and previous calendar years to acquire, construct or improve the capital property,

minus

- (b) any money received for the capital property from any other source, including previous borrowings under this Part.

(4) A borrowing bylaw that authorizes the borrowing referred to in subsection (1) does not have to be advertised.

(5) Section 257 does not apply to a borrowing referred to in subsection (1).

1994 cM-26.1 s259;1996 c30 s16

#### **Special works**

**260** If the purpose of a borrowing is to finance the acquisition, construction, removal or improvement of capital property ordered under an enactment, the borrowing bylaw for that borrowing does not have to be advertised.

1994 cM-26.1 s260

**Refinancing**

**261** If the purpose of a proposed borrowing is to refinance, redeem or restructure the unpaid principal of one or more existing borrowings and the amount and term of the proposed borrowing do not exceed the unpaid principal of the existing borrowings and the longest remaining term of the existing borrowings, the borrowing bylaw for the proposed borrowing does not have to be advertised.

1994 cM-26.1 s261

**Services or activities that are funded by agreement**

**262(1)** This section applies to a borrowing made for the purpose of financing a service or activity that the municipality will provide under an agreement

- (a) between the municipality and another local authority or the Crown in right of Alberta or Canada or an agent of either Crown, and
- (b) that provides that the municipality is to receive payments for providing the service or activity.

**(2)** The amount borrowed must not exceed the amount that will be paid to the municipality under the agreement.

**(3)** The term of the borrowing must not continue beyond the date on which the final payment under the agreement is received by the municipality.

**(4)** A borrowing bylaw that authorizes the borrowing does not have to be advertised.

**(5)** Payments received by the municipality under the agreement must be applied first to reducing the amount borrowed.

**(6)** Sections 256 to 259 do not apply to a borrowing referred to in subsection (1).

1994 cM-26.1 s262

**Local improvements**

**263(1)** This section applies to a borrowing made for the purpose of financing the cost of a local improvement to be funded in whole or in part by a local improvement tax.

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



(3) For the purpose of calculating the amount that the municipality will contribute referred to in subsection (2), the amount does not include any financial assistance the municipality receives for the local improvement from a government, government agency, corporation or individual.

1994 cM-26.1 s263

## Loans and Guarantees

### Purpose of loans and guarantees

**264(1)** A municipality may only lend money or guarantee the repayment of a loan if

- (a) the loan or guarantee is made under subsection (2) or (3),
- (b) the loan is made to one of its controlled corporations, or
- (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.

(2) A municipality may

- (a) lend money to a non-profit organization, or
- (b) guarantee the repayment of a loan between a lender and a non-profit organization

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

(3) A municipality that intends to purchase gas from and become a shareholder of the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, may make a loan to the designated seller as part of the capitalization of the designated seller by its shareholders.

1994 cM-26.1 s264;1998 c26 s13

### Loan bylaws

**265(1)** A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw.

(2) The bylaw authorizing the loan must set out

- (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used;

Date: January 5, 2016

To: Town of Claresholm

ATTENTION: Council

Please be advised that I would like to attend the earliest possible meeting of council. I would like to discuss the epidemic of cats roaming at large within our town.

Please advise when I would be able to attend a meeting of council for this purpose.

Thank you,



Paul Champion  
421 51 Ave. E  
Claresholm Ab.  
403 389 1847



# INFORMATION BRIEF

Meeting: January 25, 2016  
Agenda Item: 3

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## CATS AT LARGE INFORMATION

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### DESCRIPTION:

The purpose of this brief is to give background information behind cats at large in Claresholm. How cats are viewed by the pet owners and how they are viewed by surrounding neighbors is the key. Cats at large range from feral cats to household pets that are allowed to roam the neighborhood. The solution is developing rules that are enforceable and fair to both pet owners and their neighbors.

### BACKGROUND:

Dealing with cats at large is an issue that plagues every community. To put it bluntly if you had responsible pet owners you would not have issues. Unfortunately a large amount of cat owners believe cats are free spirits that do not harm or interrupt the normal day to day residents in a community. However many resident do not appreciate cat fecal matter and/or urine in their yard from stray cats. Cats do not bark or bite but they do disrupt a community in other ways, such a yowling and marking of territory, fighting and the depositing of fecal matter.

In 2014 the Bylaw department began a Trap, Neuter and Release (TNR) program in conjunction with Claresholm Vet and CAReS in response to residential complaint's on the east side of Claresholm.

The main cat initiatives have been:

#### 2014

- 52<sup>nd</sup> Ave E – This property was housing both feral and household pets that were allowed to roam the neighborhood freely. This issue was remedied by late summer of 2014 but it continued to require attention in 2015 by picking up a few associated feral cats.
  - ❖ Approximately 25 cats were trapped, and relocated to local farmers, some had to be euthanized due to disease, and some were released as part of the TNR program.

#### 2015

- 52<sup>nd</sup> Ave E – Residents in this house had a large number of animals in the house including cats that were allowed to roam the neighborhood.
  - ❖ 2 cats were relocated
- 50<sup>th</sup> Ave E - Property owner asked the bylaw department to set up traps because of the large number of cats using their yard as a litter box.
  - ❖ 1 cat caught – put through the TNR program
- 54<sup>th</sup> Ave E – Property owner feeds cats in a garden shed as part of a feral cat program?
  - ❖ Not endorsed by the Town.
- 3<sup>rd</sup> St E – Property owner asked the bylaw department to set up traps because of the large number of cats using their yard as a litter box.
  - ❖ 1 cat caught and eventually claimed, the \$10 fine collected + verbal warning issued
    - 2 cages vandalized at this property by unknown

- 53<sup>rd</sup> Ave W – Property owner has several cats that roam the neighborhood. For several weeks cats were picked up from neighboring properties with the assistance of the neighbors and the cat owner was charged the \$10 fine per incident.
  - ❖ 5 separate incidents and correlating fines to this property owner.
- 48<sup>th</sup> Ave E – Property owners pet was picked up at a feral cat trapping program
  - ❖ 1 cat caught - fine was paid and verbal warning issued
- 2Ast E – Feral cat trapping program
  - ❖ 2 cats caught

Other smaller cat catches have occurred over the past two years where a cage was rented by residents and they caught the cats or the Bylaw department attempted to catch the cats and they were dealt with through the TNR program.

**DISCUSSION/OPTIONS:**

Discussion:

The Bylaw department receives weekly complaints in the summer from residents complaining about cats that are either feral or someone’s pets in their yard. Outside of the major incident on 52 Ave E (that was a combination of feral and household pets) the majority of cats caught are pets that are being allowed to roam freely. Working with residents and utilizing the traps owned by CARES the Bylaw department was able to remedy most issues that were reported.

Options:

The following options could be considered:

1. Cat licensing program – tag’s/collars
2. Review and update the Cat Bylaw # 1225 with changes such as:
  - Cat license program
  - Update fine structure (current fine is \$10)
  - Implement animal maximums per property
3. Establish a trap rental program for residents to help them catch stray cats in their yards.
4. Ratify roles and responsibilities in the TNR program between CARES, a Vet and the Town of Claresholm.

APPLICABLE LEGISLATION:

- 1.) Bylaw # 1225

PREPARED BY: Jason Hemmaway

---

APPROVED BY: Marian Carlson CLGM – CAO

DATE: January 21, 2016

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

RECEIVED

JAN 14 2016

AR81087B

December 18, 2015

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 making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local infrastructure priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe, and resilient communities.

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

CAP-7140	Lift Station Construction	\$332,946
CAP-7141	Garbage Truck Purchase	\$225,000

The provincial government looks forward to opportunities to celebrate your MSI 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, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca).

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

Sincerely,

Danielle Larivee  
Minister of Municipal Affairs

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



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## March 9 and 10 Mayors' Caucus and Breakfast with Provincial Leaders



January 14, 2016

Please hold March 9 and 10 so you can attend the spring Mayors' Caucus in Edmonton. The event includes a breakfast with the Premier, Ministers and all MLAs. Due to the immense popularity of this event, space is limited so we will be opening the registration site early next week.

During these two days, ministries have been invited to make presentations on top of mind issues for municipalities. We expect that sessions will relate to policing, seniors housing, Syrian refugees, climate change, economic development and transportation to mention just a few. As well, AUMA will be providing updates on our advocacy, particularly from the perspective of how we are building relationships with the new federal and provincial governments and how the MGA review is progressing. We will also be inviting your input on a number of policy matters. The detailed program will be available a month in advance—watch for a *Weekly Digest* article on it.

Mayors, Councillors, and CAOs are welcome to attend. The fee for this event is \$75, covering both days including breakfast with provincial leaders.

The Caucus will be at the [Matrix Hotel](#) located at 10640 100 Avenue, Edmonton. We have reserved a block of hotel rooms, and we encourage you to book quickly to avoid disappointment. If you are unable to get a room at the Matrix, please consider some of these nearby hotels:

Holiday Inn Express Edmonton Downtown	10010 104 St NW, Edmonton, AB T5J 0Z1	780 423 2450
Days Inn - Edmonton Downtown	10041 106 St NW, Edmonton, AB T5J 1G3	780 423 1925
Comfort Inn & Suites	10425 100 Ave NW, Edmonton, AB T5J 0A3	780 423 5611

The Mayors' Caucus is also an opportunity for AUMA's voting members to bring forward Requests for Decision. An RFD is an excellent way to influence the advocacy and policy positions of AUMA. If your RFD is passed by the delegates at Mayors' Caucus, it will be assigned to the appropriate AUMA committee for further action. In order to present an RFD at a Mayors Caucus, the RFD must be endorsed by Council and there must be a representative from your Council to speak to the RFD.

We will be holding deliberations on these RFDs on March 10. Please note that the deadline to submit RFDs is Monday, February 22. Instructions and an RFD Template can be found at our [Mayors' Caucus page](#).

Please mark your calendar for the June 2016 Mayors Caucuses in Olds. This Caucus will follow the usual format of June 15 for municipalities with a population under 2,500; June 16 for municipalities with a population under 10,000; and June 17 for municipalities with a population over 10,000.

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## **ACCEPTING NEW MEMBERS!!!**

**The Alberta Association of Police Governance (AAPG) is a non-profit organization incorporated under the provisions of the *Societies Act* whose members include Alberta's Police Commissions, Policing Committees, Police Advisory Committees and Alberta Municipalities.**

AAPG exists to support excellence in civilian governance and oversight of police services in Alberta. It also acts as a resource for government, providing input into the development of policing-related law and policy.

The main objectives of the Association are:

- (a) to support excellence in civilian governance of police services;*
- (b) to facilitate educational opportunities for members to acquire information and knowledge about their roles and responsibilities;*
- (c) to provide forums for members to exchange information and communicate ideas concerning civilian governance of police services;*
- (d) to serve as a catalyst for the formulation of common views of importance to the association membership;*
- (e) to facilitate partnership between governmental and civilian bodies through communication, co-operation, co-ordination and collaboration;*
- (f) to serve as an advocate by expressing and promoting*

**Good governance gives a voice to the community and a place at the table when discussing community safety.**

Membership rates are **Very Affordable!**  
To become a member contact [admin@aapg.ca](mailto:admin@aapg.ca).





## ANNUAL CONFERENCE

**April 22-23, 2016**

Heritage Inn and Conference Centre  
Taber, Alberta

### **Beyond the Boardroom: Everyday Policing in Alberta**

**Bonus Session:** Friday or Sunday Morning Tour of the New Municipal District of Taber Shooting Complex  
Sign Up Early! Limited spots available  
Email [admin@aapg.ca](mailto:admin@aapg.ca) to register

**Taber Police Commission & Service Hosted Event:** Saturday Night at the Bowling Alley followed by Pizza and a Movie at the Heritage Inn and Conference Centre  
Email [admin@aapg.ca](mailto:admin@aapg.ca) to confirm attendance

We look forward to bringing together key stakeholders in Police Governance and Oversight in Alberta for interactive sessions, training, networking and idea sharing to strengthen Alberta's Policing Committees and Police Commissions and the ties between our communities and Police Services. See you there!

**Early Bird Registration:** registration fee **only \$150** for every third delegate registration from a member organization, **deadline March 15<sup>th</sup>**!

Regular Price:

AAPG Members \$250, Non-Members \$300, Dinner Guests \$60

For Information and To Register: [www.aapg.ca](http://www.aapg.ca)

**Hotel Room Rate \$85.00**

To receive this discounted rate, please contact the Heritage Inn and Conference Centre directly at

**403-223-4424** or email at **info.taber@heritageinn.net**  
and say that you're with the Alberta Association of Police Governance, attending the conference.



## **ANNUAL CONFERENCE**

**April 22-23, 2016**

Heritage Inn and Conference Centre  
Taber, Alberta

### **BONUS SESSION: Tour of the New Taber Sport Shooting Complex**

This new facility has a variety of ranges, including 50m, 100m, 200m, and 600m ranges. There is a planned 5 bay action shooting range and a future 3D archery range and trap and skeet range, as well as a campground and clubhouse that will host all season archery and air rifle.

The Taber Sport Shooting complex is located 10km north of Taber on Hwy 864, as measured from the intersection of Hwy3 and Hwy864 (just down the street from the Conference Hotel at Rocky Mountain Equipment).

**Tours are available either  
Friday Morning, April 22, at 9am or  
Sunday Morning, April 24, at 9am  
Check in no later than 8:45am  
(Start Time Subject to Change)**

Sign Up Early! **Limited spots available**

**To Register:** Email [admin@aapg.ca](mailto:admin@aapg.ca) with the date you will attend

---

**Taber Police Commission & Service Hosted Event:**  
**Saturday Night** at the Taber Bowling Centre followed by Pizza  
and a Movie at the Hotel & Conference Centre

**To Confirm Attendance:** Email [admin@aapg.ca](mailto:admin@aapg.ca)





January 6, 2016

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

**Re. Request to pay 2016 General Liability Insurance**

Dear Mayor Steel and Council

The Bridges at Claresholm Golf Club has received and paid its 2015 general liability insurance policy from the co-operators. The total amount of this policy is \$2,345.00. We would like to make a request to Town Council to reimburse the Golf Club for this amount.

A copy of this policy is included with this letter. Your consideration to this letter is greatly appreciated. Thank You.

Sincerely

Todd Heggie  
President



A Better Place For You®

Co-operators General Insurance Company (hereinafter called the insurer)

**COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW  
VNP CULTURE RECREATION  
(INSURED'S COPY)**

**RETAIN THIS PORTION FOR YOUR RECORDS**

PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:  
**DAMON KUSTRA** 11159  
 TELE: 403-625-4205  
 BOX 1131 133-49 AVE W  
 CLARESHOLM AB TOL 0T0  
 MAIL TO

POLICY NUMBER  
**008657382**

RENEWAL PERIOD  
 From **01 JAN 2016** To **01 JAN 2017**  
 Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured 's Postal Address

**YOUR POLICY EXPIRES ON 01 JAN 2016 12:01 A.M. LOCAL TIME. IF YOUR PAYMENT IS RECEIVED BY 01 JAN 2016 YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.**

**CLARESHOLM GOLF SOCIETY  
 PO BOX 2080**

**CLARESHOLM AB  
 TOL 0T0**

NAMED INSURED(S)  
**CLARESHOLM GOLF SOCIETY**

**COVERAGE SUMMARY**

	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	\$ PREMIUM
LIABILITY - ALL LOCATIONS					
COMMERCIAL GENERAL LIABILITY	D-1				
EXCLUDING ERRORS & OMISSIONS					
BODILY INJURY & PROPERTY DAMAGE	COV A		1000	5,000,000	
AGGREGATE LIMIT 5,000,000					
PERSONAL INJURY	COV B			5,000,000	
MEDICAL EXPENSES	COV C			10,000	
TENANTS LEGAL LIABILITY	COV D		1000	1,000,000	
ADVERTISING INJURY LIABILITY	D-1(R)			2,000,000	
SPORTS PARTICIPANT EXCLUSION	D-1(U)			INCLUDED	
LIQUOR LIABILITY ENDORSEMENT	D-1(16)			INCLUDED	
NON-OWNED AUTO	D-6			1,000,000	
CONTRACTUAL LIABILITY	SEF96			INCLUDED	
EXCLUDING LONG TERM LEASED VEHIC	SEF99			INCLUDED	
D & O LIABILITY ENTITY FORM	D-23		1000	1,000,000	
BASIC COV A: \$0 DED					
BASIC COV B: \$1000 DED					
BASIC COV C: \$1000 DED					
D-23(D) CONTINUITY DATE END.					
WRONGFUL DISMISSAL-ENTITY FORM	D-23(A)			INCLUDED	
D & O CONTINUITY DATE END	D-23(D)			INCLUDED	
<b>PREMIUM FOR LIABILITY:</b>					<b>2425.00</b>

MINIMUM RETAINED PREMIUM: \$ 350

**TOTAL PREMIUM DUE** ▶ **\$ 2425.00**

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

SECRETARY



**COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW  
VNP CULTURE RECREATION  
(AGENT'S COPY)**

RETAIN THIS PORTION FOR YOUR RECORDS

PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:  
**DAMON KUSTRA** 11159  
TELE: 403-625-4205  
BOX 1131 133-49 AVE W  
CLARESHOLM AB TOL 0T0  
MAIL TO

POLICY NUMBER  
**008657382**

RENEWAL PERIOD  
From **01 JAN 2016** To **01 JAN 2017**  
Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured 's Postal Address

CLARESHOLM GOLF SOCIETY  
PO BOX 2080

CLARESHOLM AB  
TOL 0T0

**YOUR POLICY EXPIRES ON 01 JAN 2016 12:01 A.M. LOCAL TIME. IF YOUR PAYMENT IS RECEIVED BY 01 JAN 2016 YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.**

NAMED INSURED(S)  
**CLARESHOLM GOLF SOCIETY**  
*05/01/16 - Called LMTC re payment*



COVERAGE SUMMARY	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	RATE	\$ PREMIUM
<b>LIABILITY - ALL LOCATIONS</b>						
COMMERCIAL GENERAL LIABILITY	D-1					
EXCLUDING ERRORS & OMISSIONS						
BODILY INJURY & PROPERTY DAMAGE	COV A		1000	5,000,000		1500.00
AGGREGATE LIMIT 5,000,000						
PERSONAL INJURY	COV B			5,000,000		INCLUDED
MEDICAL EXPENSES	COV C			10,000		INCLUDED
TENANTS LEGAL LIABILITY	COV D		1000	1,000,000		INCLUDED
ADVERTISING INJURY LIABILITY	D-1(R)			2,000,000		INCLUDED
SPORTS PARTICIPANT EXCLUSION	D-1(U)					INCLUDED
LIQUOR LIABILITY ENDORSEMENT	D-1(16)					INCLUDED
NON-OWNED AUTO	D-6			1,000,000		INCLUDED
CONTRACTUAL LIABILITY	SEF96					INCLUDED
EXCLUDING LONG TERM LEASED VEHIC	SEF99					INCLUDED
D & O LIABILITY ENTITY FORM	D-23		1000	1,000,000		925.00
BASIC COV A: \$0 DED						
BASIC COV B: \$1000 DED						
BASIC COV C: \$1000 DED						
D-23(D) CONTINUITY DATE END.						
WRONGFUL DISMISSAL-ENTITY FORM	D-23(A)					INCLUDED
D & O CONTINUITY DATE END	D-23(D)					INCLUDED
<b>PREMIUM FOR LIABILITY:</b>						<b>2425.00</b>

**The Town only reimburses for commercial general liability. This amount is \$1500, the same as in 2015. KW**

RECEIVED DEC 21 2015

MINIMUM RETAINED PREMIUM: \$ 350 TOTAL PREMIUM DUE \$ 2425.00

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO. SIGNATURE OF AUTHORIZED REPRESENTATIVE: *[Signature]* SECRETARY



# REQUEST FOR DECISION

Meeting: January 25, 2016

Agenda Item: 8

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## WESTSIDE WATER CO-OP WATER LICENSE

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### **BACKGROUND / DESCRIPTION:**

Upon completion of the new raw water line from Pine Coulee to Claresholm and the construction of the new Regional Water Treatment Plant, the West Water Treatment Plant was decommissioned. At this point, the water line that runs from Willow Creek to Claresholm was no longer used to transport water to the Town of Claresholm. Residents along the old water line had accessed water from this line for many years, so the Town of Claresholm agreed to send water in the opposite direction to continue to provide users with water.

The MD of Willow Creek has been working to help their ratepayers to continue to have access to water on this old line. As part of their efforts, the MD is currently in the process of obtaining a water license from Alberta Environment for the Airport and other rural users including the West Water Co-Op. This requires a resolution of Council stating that the Town will allow the pipeline to continue to be used as a conveyance method, and that the Town will bill the MD for the water. This will enable the MD to ensure the water supply for their affected ratepayers in the coming years and the allocation will no longer come from the Town of Claresholm license. A meter has already been installed in order to keep track of the water being used that will be billed to the MD.

### **RECOMMENDATION:**

Council pass a motion to allow the West Water Co-Op to continue to use the West Waterline as a conveyance method and the Town of Claresholm will bill the MD of Willow Creek for the water sent into the pipeline.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to allow the Municipal District of Willow Creek to continue to use the west water pipeline from Willow Creek to Claresholm, for which the Town of Claresholm holds an easement, as a conveyance method for the West Water Co-Op users, and that the Town will bill the Municipal District of Willow Creek for the water.

### **ATTACHMENTS:**

- 1) Email from Cynthia Vizzutti, CAO of the MD of Willow Creek dated January 20, 2016

### **APPLICABLE LEGISLATION:**

- 1.) *Water Act*, RSA 2000, Chapter W-3

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: January 22, 2016

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**From:** Cindy Vizzutti [<mailto:Cindy@mdwillowcreek.com>]  
**Sent:** January-20-16 12:49 PM  
**To:** Marian Carlson  
**Subject:** Resolution required from Town of Claresholm Council  
**Importance:** High

Hello Marian:

I apologize as I meant to ask you to get this matter done for the M.D. regarding the Westside Water Coop. For over 5 decades the Town provided water to these residents in return for easements for the Town water line to Willow Creek which used to be the point of diversion. Now the Town's point of diversion is Pine Coulee and these folks are still getting their water from the Town as a condition. Alberta Environment wants the water licence for this coop to be put under the M.D. and they are requiring this along with our other application for water licences for the M.D. which will include Leavings Water Coop. I need a resolution from your Council stating that the Town will allow the pipeline to continue to be used as a conveyance method and that the Town will bill the M.D. for the water. This is just cleaning up this system and ensuring that the water licence is in place for this cooperative. Would you please add this to your Monday agenda as Environment will not process the application until we have the resolution? Thank you.

Cynthia Vizzutti  
Chief Administrative Officer CLGM CTAJ  
M.D. of Willow Creek No. 26  
P.O. Box 550  
Claresholm, Alberta  
TOL 0T0  
(403) 625-3351 ext. 224  
(403) 625-6091 - cell  
(403) 625-3886 - fax  
email - [cindy@mdwillowcreek.com](mailto:cindy@mdwillowcreek.com)



NOTES:

- 1. NEW HOPE PIPE INSTALLED INSIDE EXISTING 250 AC WATERLINE.
- 2. NEW CURB STOPS INSTALLED AT ALL SERVICES CAN BLUE MARKER POST.

THE EXISTENCE, LOCATION AND ELEVATION OF ALL UTILITIES AS SHOWN ON THIS PLAN MAY BE BASED ON INFORMATION RECEIVED FROM THE RESPECTIVE AUTHORITIES AND ARE NOT GUARANTEED BY THE ENGINEER. NO RESPONSIBILITY IS IMPLIED OR ASSUMED BY THE ENGINEER AS TO THE LOCATION AND ELEVATION OF UTILITIES. THE ENGINEER IS NOT RESPONSIBLE FOR DETERMINING THE EXISTENCE, LOCATION AND ELEVATION OF ALL SUCH UTILITIES AND MUST CONTACT THE VARIOUS UTILITY COMPANIES FOR ON SITE INFORMATION PRIOR TO COMMENCEMENT OF ANY OPERATIONS.

ISSUE	DATE	REVISION
2	10-11-15	FOR RECORD
1	10-04-10	FOR CONSTRUCTION

PERMIT TO PRACTICE  
 MPE ENGINEERING LTD.  
 PERMIT NUMBER: P1680  
 The Association of Professional Engineers,  
 Geologists and Geophysicists of Alberta



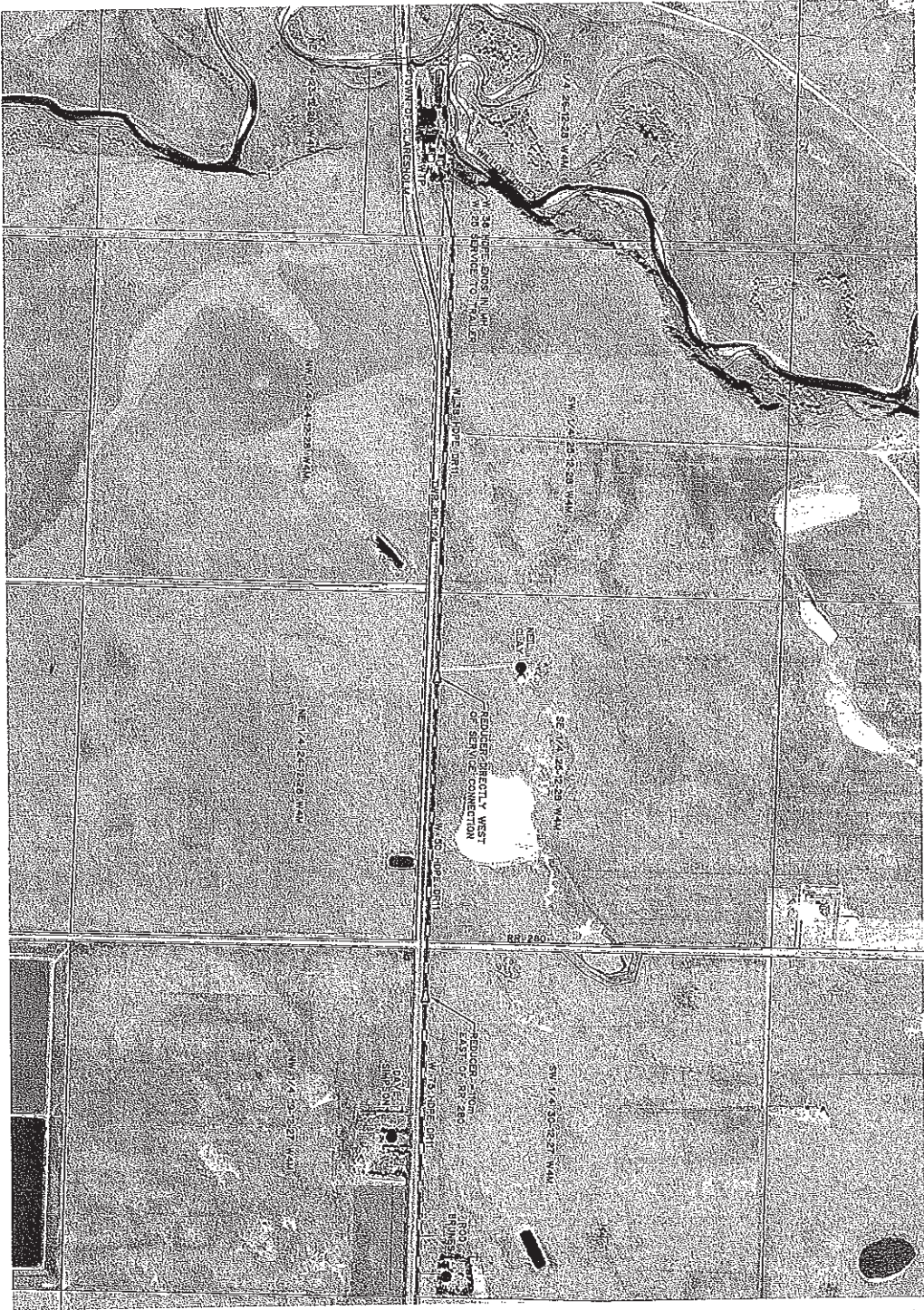
TOWN OF CLARESHOLM

WESTSIDE WATER CO-OP  
 WATERLINE UPGRADE

DESIGNED	J.F., P.E.	CHECKED	
DRAWN	J.F.	JOB	1468-002-00
SCALE	1/8" = 1'-0"	SHEET	
DATE	APRIL 2010	DRAWING	CI







- NOTES:
1. NEW HOPE PIPE INSTALLED INSIDE EXISTING 260 AC WATERLINE.
  2. NEW CURB STOPS INSTALLED AT ALL SERVICES C/W BLUE MARKER POST.

THE SHOWN LOCATION AND ELEVATION OF ALL UTILITIES AS SHOWN ON THIS PLAN MAY BE BASED ON INFORMATION RECEIVED FROM THE RESPECTIVE AGENCIES AND ARE NOT GUARANTEED BY THE ENGINEER. NO RESPONSIBILITY IS ASSUMED OR ASSURED BY THE ENGINEER AS TO THE LOCATION AND ELEVATION OF ANY UTILITIES. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE LOCATION AND ELEVATION OF ALL SUCH UTILITIES AND MUST CONTACT THE VARIOUS UTILITY COMPANIES FOR ON SITE INFORMATION PRIOR TO COMMENCEMENT OF ANY OPERATIONS.

ISSUE	DATE	REVISION
1	10-04-20	FOR RECORD
2	10-11-15	FOR RECORD

PROJECT TO PROMOTE  
**MPE ENGINEERING LTD.**  
 PERMIT NUMBER: P-3560  
The Association of Professional Engineers,  
 Geologists and Geophysicists of Alberta



**TOWN OF CLARESHOLM**  
**WESTSIDE WATER CO-OP**  
**WATERLINE UPGRADE**

DESIGNED	J.P., P.E.	CHECKED	
DRAWN	J.P.	JOB	146E-002-00
SCALE	1:50 000	SHEET	
DATE	APRIL 2010	DRAWING	CS



# CAO REPORT

January 25, 2016

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

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## CAO

### **Disaster Recovery Program (DRP)**

The DRP Manager has advised that he is in the process of determining eligibility for the Frog Creek Drainage project and hopes to have a decision made fairly soon. In the meantime, they have advised that we can apply for an advance of up to 50% of our budget estimates. To possibly allow us to move forward prior to the spring run-off, we are currently working with the department to apply for the 50% but there is no guarantee of approval at this point.

### **Alberta Community Resilience Program Grant (ACRP)**

In early January I contacted the ACRP Grant office requesting an update on the Storm Water Management grant application. On January 7, 2016 I received a response to my request from the Program Coordinator who said that their recommendations have been made to the Minister and they are awaiting her decision. They expect the decision by the end of the month, however, she did not confirm whether our application was one of the recommended projects.

### **Elementary School Property**

The School Division has received approval from the Minister and is prepared to transfer ownership of the Elementary School to the Town. They have requested access to the gymnasium for the High School Golf program until such time as they can use the golf course. Mike has been working with the School Division staff to accommodate the transition and we expect to take ownership effective February 1, 2016. I received some correspondence from the Architect stating that there have been changes to the building code which could substantially lower the cost of renovation. We have set up a meeting with him on February 23<sup>rd</sup> to discuss the possible options to reduce costs.



## **New Year's Eve Skating Event**

See the enclosed report prepared by the event coordinator Justin Sweeney.

## **BYLAW ENFORCEMENT**

See enclosed report

## **CORPORATE SERVICES**

See enclosed report

## **ECONOMIC DEVELOPMENT**

See enclosed report

## **FCSS**

See enclosed report

## **INFRASTRUCTURE SERVICES**

See enclosed report

## **POOL**

See enclosed report

## **TAXATION/HR**

See enclosed report

## **UTILITY SERVICES**

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

## Town of Claresholm NYE Annual Skate

### Event Summary & Report

January 4, 2016

Event Planner; Justin Sweeney

#### Summary;

The town of Claresholm, through the contracted Events Planner, hosted an Annual New Year's Even Skate at the Claresholm Arena on December 31, 2015 from 7pm to 9pm. Anticipated participation was for 100 persons, as per recommendation of former Events Planner, and that number was exceeded as approximately 150 people were counted throughout the evening. Marketing through 11x17" posters, and various Facebook pages may be able to account for the slight influx.

The entrance of the arena was decorated with balloons, streamers, banners, and table centrepieces (See Photos NYE15 – 1). The counter area nearest the canteen in the arena entrance was dedicated to snacks and drinks, which included juice boxes, bottles of water, Rice Krispy treats, granola bars, and hot chocolate (See Photos NYE15 - 2). The counter area nearest the entrance was used as a display for the celebratory leis, hats, noisemakers and beads (See Photos NYE15 – 3).

Participants started to arrive just before 7pm, and by 7:15pm, the ice had 30 people on it. People continued to come and go throughout the evening. Justin (Event Planner) gave prizes away at random by blindly selecting from a selection of places found on the ice. This was quite popular with kids in the 7-12 age group. Some prizes were purchased at the Claresholm Local Dollar Store with More, and others were donated by local business Bubbles & Balms.

Music played throughout the evening. A 10 second countdown on the score clock ran at 9pm, and then those that were left were advised that the night had come to an end. Justin then cleaned up the ice surface, the seating area where people changed and the lobby (See Photos NYE15 – 4 & 5). He was the last to leave the premises, other than the arena attendant, at 9:20pm.

#### Finances;

The approved budget for the event was \$250 prior to taxes, and the actual expenses totalled \$267.37. Decorative and garb items in good shape, or unused, were retained for future use. Hot chocolate and rice krispy treats were all gone before events end, and what remained of the juice boxes and granola bars were given to the few remaining guests to take home with them.

The following is a financial summary of the event;

Date	Location	Description	Receipt	Cost
Dec 14, 2015	Claresholm Local Press	Poster Printing	On Account	14.25
Dec 29, 2015	Your Dollar Store w/More	Décor/Garb	On Account	121.50
Dec 31, 2015	Tim Hortons	Hot Chocolate	\$50 Value Sponsored	
Dec 31, 2015	IGA	Food/Drinks	NYE – Receipt 2	92.12
Dec 31, 2015	Your Dollar Store w/More	Prizes/Games	NYE – Receipt 3	39.5
Dec 31, 2015	Bubbles & Balms	Prizes	\$50 Value Sponsored	
Subtotal				267.37
GST				10.16
Total				277.53

Review;

For the Event Planner, the purpose of this event was to create a family friendly environment for celebrating the New Year. This was completed successfully. There was positive feedback both in person, and via social media. There was no negative feedback before, during or after the event; no injuries witnessed or reported to the Event Planner; no fights, arguments, or otherwise unruly behaviour; in short, there are no incidents to report. Youthful skaters were, on occasion, a little unaware of their surroundings and were skating in a disorderly fashion. However, no on-ice incidents occurred, and no other guests made mention of this to the Event Planner.

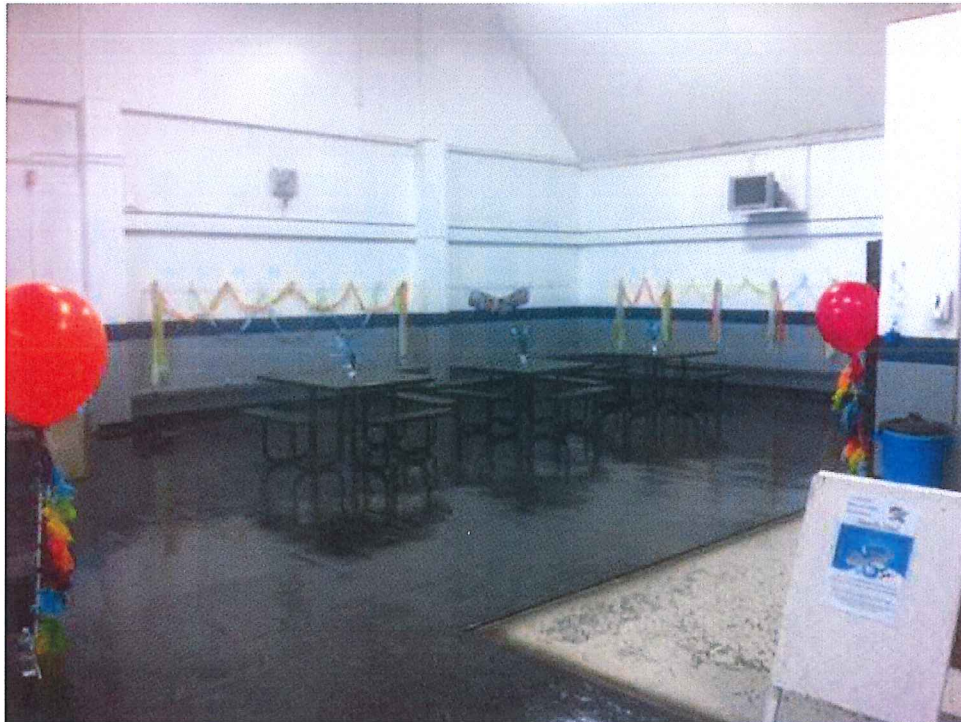
Recommendations for Future Events;

- Approach multiple businesses to sponsor ‘prizes’ to be given away throughout the evening
- Plan some off-ice games or activities for the lobby area for those disinterested in skating or too cold to continue
- Retain sponsorship of a 70 cup urn of hot chocolate
- Clearly identify the event organizer via a shirt or jacket of some type – so people know who to approach if there are concerns/questions
- Possibly consider separating ice surface for a ‘games’ area and a ‘skating’ area



Photos:

NYE15 - 1



NYE15 - 2



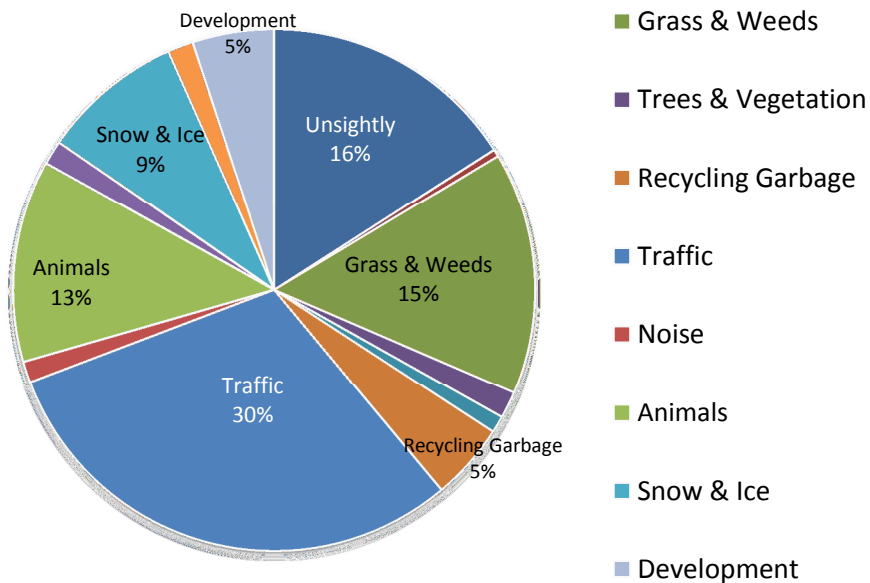


# INFORMATION BRIEF

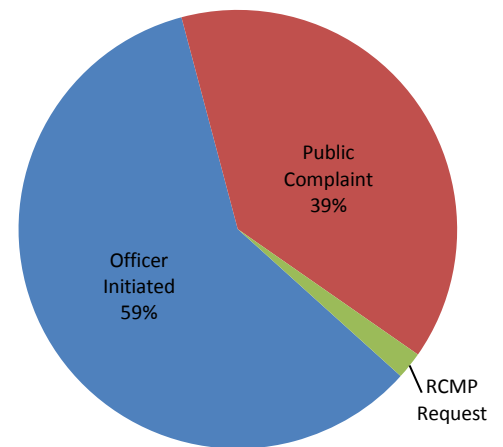
Meeting: January 25, 2015  
 Agenda Item: CAO REPORT

## 2015 YEAR END BYLAW ENFORCEMENT REPORT

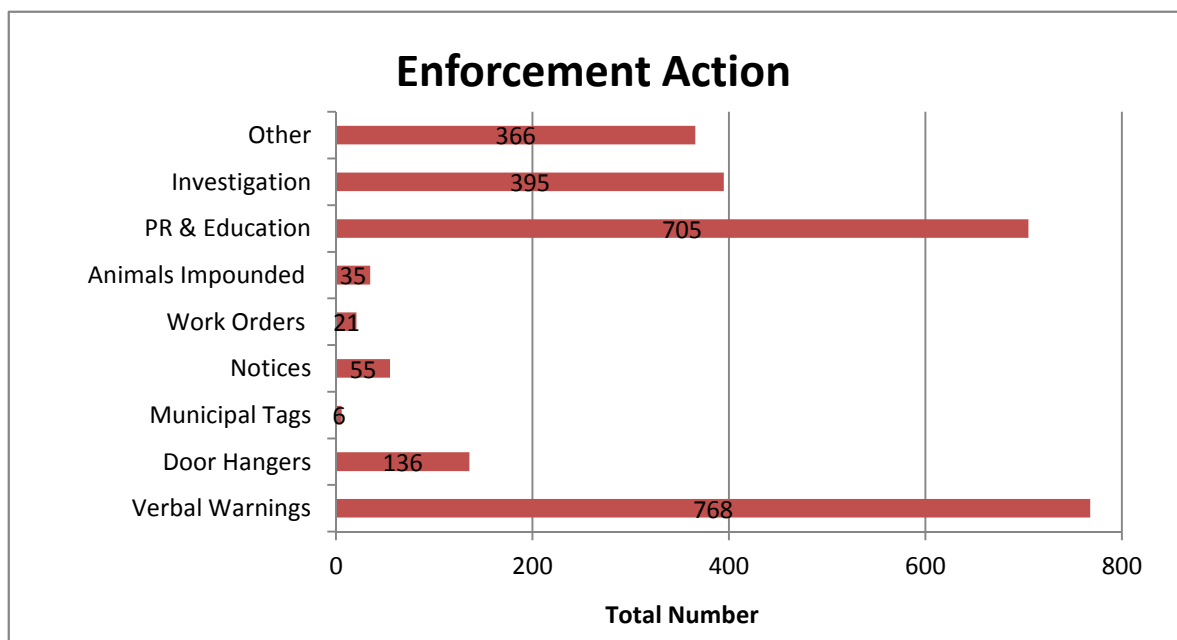
### Bylaw Enforcement Breakdown



### Bylaw Enforcement Breakdown



### Enforcement Action



## **November and December Monthly Review**

1. Local Press Town News for the months of November and December focused on snow and ice removal as well as Dog and Business license renewals.
2. Safety program review was finalized and presented to Council and staff.
3. Risk Reduction workshop at the Community Center was successfully held with cooperation between Alberta Health Services (AHS), Emergency Medical Services (EMS), Rehabilitation and Employment for Developing Independence (REDI), Royal Canadian Mounted Police (RCMP), Willow Creek Emergency Services (WCES), the Town of Claresholm Peace Officer program and the Livingstone Range School Division (LRSD).
4. Enforcement action focused on:
  - Unightly clean up orders at four primary outstanding unightly locations escalated to fines, clean-up orders and vehicle seizures.
    - Positive results at all four places
  - Traffic control on Alberta Road in front of Tim Hortons
    - Verbal warning issued for two weeks, after December 9<sup>th</sup> tickets were issued.
  - Sidewalk clean-up Notices issued on a weekly basis
    - The Enforcement Contractor was hired to remedy several issues.
  - Loose cats and dogs reported and handled according to the bylaw.
5. Red Arrow bus stop will be relocated to the Shell gas station.
6. Enforcement contractor hired for 3 locations to remove snow and ice from the sidewalks on a regular basis if required.
7. The Town participated in Candy Cane Check stops in conjunction with the Southern Alberta Road Safety Society (SARSS). The Claresholm Candy Cane Check Stop was successfully held December 21<sup>st</sup>.

## **2015 Year in Review**

### **Several positives came out of 2015:**

1. Educational programs such as:
  - the Bike Rodeo,
  - the Risk Reduction Workshop,
  - Scooter Rules and regulations for local users,
  - Road Safety and respect Elementary School class room talks throughout the year specifically at the beginning of the school year, and at Halloween.
  - A High School presentation at an assembly at the beginning of the year targeting distracted driving in conjunction with the RCMP and the Claresholm Fire Department.
  - Being a respectful youth and smoking education in the back alley at the High School
2. Unightly Enforcement action for grass and weeds or snow and ice did not require as much Contracted Enforcement due to the fact our dedication to a program that requested property owners to be respectful of the Town and their neighbors. Property owners did react and clean-up their own properties.
3. Parking continues to be an issue on Alberta road, and requires patrolled action to enforce.
4. The traffic calming radar system was extremely effective and received several positive feedbacks. However, the need exists to catch that 10% of the driving population that refuses to reduce their speed.
5. In response to a growing traffic concern in Claresholm we began working on a Traffic Safety Plan.
6. Animal control was significant at times and worked well with a collaborative effort between Claresholm Vet, CAReS and the Peace Officer program.

Submitted by: Jason Hemmaway, Peace Officer



# CAO REPORT

## DIRECTOR OF CORPORATE SERVICES

### Finance updates

#### Processes

The ATB Account administration has been transferred to the Director of Corporate Services. As a result of the change any EFT's that are initiated by staff must be approved by the Director prior to the funds being released. In addition, cheques are now signed by the CAO and the Director. This is to create a separation for accountability as Karine completes the cheques and should not be signing them.

#### Budget

Currently the budget is in a holding pattern. Nothing has changed since December and hopefully the budget can be presented in February and approved. There are projects, such as the server upgrade, that are waiting on council approving the 2016 budget.

#### Yearend & Audit

Yearend has been the number 1 priority since the beginning of the month. The audit binder for YPM has to be ready by January 26<sup>th</sup> and we are well on our way to accomplishing this task. The auditor will begin their yearend audit at the Town on February 2<sup>nd</sup>, 2016.

#### Other information

Tara VanDellen was welcomed into Corporate Services as she was hired as the Town's new Development Officer.

Ken is coming to the end of his contract at the end of the month. I am meeting with him on January 21<sup>st</sup> to go over his goals & plans for next year and to discuss the prior year.

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

Prepared by: Simon Janhunen



January

# Economic Development Report

It has been a busy three weeks with orientation and office setup as well as the collection and review of previous reports of an economic development nature. Familiarization with the community and various assets, i.e. housing, infrastructure, development process, etc. The beginning of a Business Visitation Program as well meeting people involved in various organizations inside and outside the community.

## Orientation and Setup Office

- Meet staff and review policy manual
- Setup office at museum – Computer, emails, software, office supplies, PO book
- Tour of town infrastructure
- Development Department

## Data Collection

- Highway traffic counts
- Vacant commercial buildings and industrial land
- Primary Business contact list
- Collect & review previous reports –Business Visitation Program 2012, Branding & Image 2008
- Housing – apartments, seniors, complexes

## Regional Economic Development

- Attended meeting of Alberta SW REDA – met with regional partners and other EDOs
- Met with Alberta Economic Development rep
- Attended meeting with Beijing Trade Representative to understand the process of matching Alberta Agra producers with Chinese customers, understanding Chinese investment in Canada
- Membership in Economic Developers of Alberta and spring conference

## Economic Development Committee

- Preparing for Economic Development Committee – Econ Dev 101
- 13 ways books and possible speaking
- Itemized list of different areas that need further research in order to develop effective strategies that will target specific areas and stakeholder involvement.

## Real Estate Activities

- Two Developers interested in residential property construction
- Two Real Estate agents to analyse recent sales history – supply Demand
- Harvest Square

## Economic Activities – historic and current

- Business Visitation – met with 5 businesses and organizations

## Preliminary Research

- Electric Car Charging Station
- Unstoppable Conversation
- Solar Power
- Senior's Housing

## Public Relations & Introductions

- Interview with Local Press
- Attended Chamber of Commerce Lunch
- Attended Inter-Agency Meeting
- Introduction at Museum Board

## **FCSS Report for Month of December/January**

- Women's conference meeting attended by Barb and Sherry
- Met with Station coordinators
- Attended PHECC meeting
- Discussion with Lee Holfeld about Baby Massage Classes
- Met with Marina Gabor about facilitating a first aid choking and CPR class for parents of children under 1 year of age
- Met with George Hall about Community Foundation Varley Fund proposal- this included a phone conversation with Annand Ollivierre of Volunteer Alberta to discuss Unstoppable Conversations program
- Simon came to office to show how to use excel
- Hosted Interagency- was invited to host interagency for January at Cottonwood. Lunch provided
- Met with John Wenlock on upcoming events for Teen Drop In
- Shared information about helping refugees with organizers from Baptist Church
- Donations for Rowan House women's shelter brought to FCSS were dropped off in High River
- Planning for Family Day Skate
- Started "Caring for The Caregiver" course
- Watched webinar (Community Choosewell) about success stories promoting wellness in other Alberta communities
- Arranged gifts for Christmas for underprivileged families
- Discussed a program called Kindermusik- looking for more information
- Worked with FCSS High River about mental health client moving to Claresholm at Christmas
- Preparing for new tax season (CVITP)
- Phone conversation with Outcome Measures Trainer to go over Outcome Measures before submitting report.
- Submitted Outcome measures report to government
- Submitted PQR (pre-qualification request) to start process of applying for Child and Family Services Grant from Government

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



1/20/2016

Report for Nov/Dec 2015

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

## Report for November / December 2015

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

**Sidewalks** Sidewalks are heaving, and tripping hazards are starting to appear. Sweeping of all 5.8 Kms is completed after each snowfall.

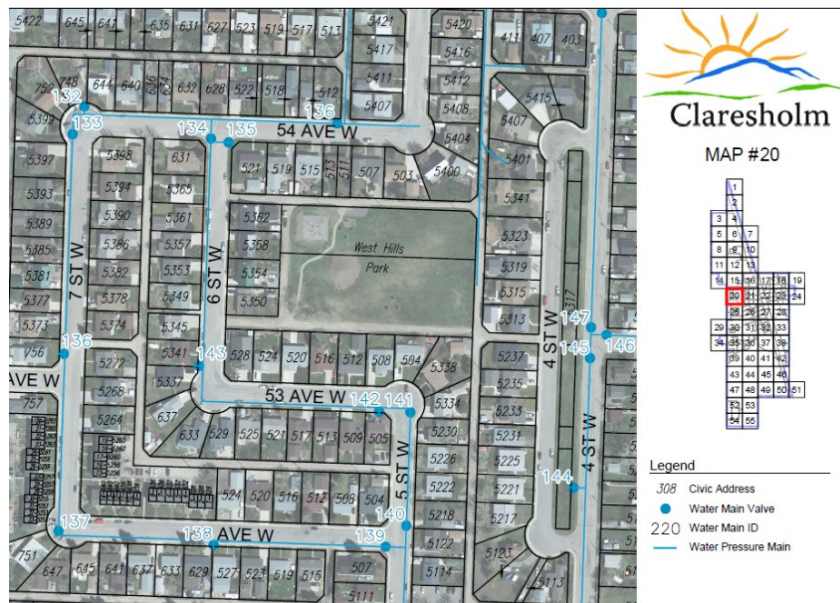
**Streets** Snow removal and sanding are completed as required.

**Sanitary Sewers** We have completed the entire Town Sanitary Sewer System maintenance flushing program. All manholes have been cleaned and all lines flushed. The Airport system has also been cleaned and flushed as well.

**Water Distribution** New mapping is being drawn up, to number every water main valve in our system (below is a draft page from the map book). From now on we will undertake to operate every valve yearly to ensure proper working order, as per Alberta environment request. Infrastructure Services Crews were working on three separate water leaks in the Airport system in the last month. Two have been repaired and work on the final leak will be completed as soon as possible.







**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 work is in progress as time allows, and completion is expected by the end of February.

**Parks / Arena** The Arena is operating well, with the exception of the heaters in the stands. They are not working properly consistently.

**Recycling** The compost area has been cleaned and our compost pile has been turned over. Recycling is sorting out the plastic films and sending to landfill. The Local Press Town news ads focused on keeping recyclables secure from wind and ensuring that recyclables are safe for handling, as well as a list of accepted items, notification that plastic film is no longer accepted as well as listing wrapping paper as an accepted item, and what is not accepted.

**Garbage** Our program is working well, with no complaints reported. The new garbage truck is now working, and we are happy with its operation. The old truck has been advertised for sale.

**Equipment** Maintenance and repairs on all equipment is underway.

**Staff** In 2015, Town crews responded to 104 requests from Town residents for water shut off/on's. As well, 262 first calls requesting underground utilities to be located were completed by staff.

Submitted by:

Mike Schuweiler  
Director of Infrastructure Services

# **CLARESHOLM AQUATIC CENTRE**

## **TOWN REPORT DECEMBER 2015**

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

- a. Competitive Series, in preparation for competing September 2016-March 2017
- b. Regular Junior Life Guard Club
  - i. Both programs work to receive Rookie, Ranger, Star and/or Bronze Medallion

### **2. Lessons**

- a. Program guide was out on December 1, 2015. This is when we start our registrations for January through April.

### **3. Lifesaving Swim Instructor**

- a. 5 registrants
- b. Taught by our Trainer, Julie Ling

### **4. NL recertification,**

- a. 3 staff members needed to be recertified
- b. 2 members of the public (potential hires)

### **5. Private Lessons, December**

- a. 3 Registrants

### **6. Aquafit Registrations**

- a. 3 Participants 8-9am
- b. 6 Participants 1-2pm

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

- a. 9 total participants for the month of December

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

- a. No registrants

### **9. Free swim Numbers**

- a. December 19 - 25

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

- a. 28 Sold

### **11. Quarter Passes**

- a. 11 Sold

### **12. Staff**

- a. Jillian Johnston has returned to the pool as an employee. She brings forth a ton of experience as a lifeguard, and as an instructor. We look forward to having her on the schedule again. She has experience with children with disabilities, Red Cross and Lifesaving Swim lessons, and is fluent in ASL (American Sign Language)

December was spent cleaning, programming, and getting ready for the January-April programs. We reopened on December 17, 2015. The Maintenance staff had to shock the pool as there was algae growth in the grout. The grout in some areas is very porous, allowing algae to build up.



Through the Holidays we had extended public swim week days until 5pm, and we're closed at 4pm Christmas Eve and New Year's Eve.

Josh Harder has agreed to coach the masters swim club January, through March. The Master's program has been updated with a new registration, questionnaire, and goal setting for participants. Steps have been taken ensuring programming is kept current, and it now has its own program binder,

We have stepped up our Junior Lifeguard program, to meet the needs in the community. Our registration numbers for our fall 2015 sessions were 26 youth. We've been looking to expand into the Competitive aspect of the JLC program, and realized the numbers for the program were too high to ensure all youth received the training they'll need to begin competing September 2016-March 2017. There are now two separate programs running for January- March 2016, our regular JLC and a competitive series that is in preparation for competing. Both programs have goals, log books, and opportunities to pass their Rookie, Ranger, and Star (swim patrol). We are very excited at how this program has grown, we currently have 31 registrants in total. There have been a few bugs to work out to ensure we are meeting ASAA (Alberta Swim Association, Summer Swim Clubs) guidelines, and do not disqualify these youth that love to swim.

Sincerely,

Denise Spencer

<b>December Attendance</b>	
<b>6-8 or 9 am Fitness</b>	88
<b>8-9 Tues&amp;Thurs HomeSchool</b>	0
<b>8-9 Aquafit</b>	11
<b>9-10 School Use/Lessons</b>	86
<b>10-11 School Use/Lessons</b>	0
<b>11-11:30 T&amp;T Seniors/PT Lessons</b>	22
<b>11-11:30 M/W/F B&amp;M, P/S</b>	13
<b>11:30-1 Fitness &amp; Parent&amp;Tot</b>	91
<b>1-2 CCC</b>	37
<b>1-2 Aquafit</b>	21
<b>1-2 Family Swim</b>	28
<b>2-3 Schools/ Private lesson</b>	0
<b>3-4 Toonie Swim</b>	8
<b>2-4 Free Public/ public</b>	373
<b>4-6 Swim Lessons/Club</b>	40
<b>4-5 Private/JLC/Fitness</b>	0
<b>5-6 Deep Water Aquafit</b>	0
<b>6-8 Public/Toonie</b>	63
<b>8-9 CCC</b>	38
<b>8-9 Fitness</b>	42
<b>8-9 Teen Jan 31</b>	0
<b>Rental Times</b>	45
	1006

# January 2016 Taxation/HR Report

From: Lisa Chilton



## Human Resources

- A public works employee that has been off for several months has returned to work full time on December 21, 2015
- Another public works employee is currently on a rehab program through WCB from an injury that occurred in June.
- Year-end is in progress in preparation for audit as well as preparation for 2016 payroll.
- We said goodbye to Jeff Doherty, Development Officer.
- Tara VanDellen was the successful applicant for the vacant Development Officer position.
- The Admin Assistant job, that Tara was doing, has been posted internally.
- We welcomed Dale Harrison as our first Economic Development Officer for the Town. He started January 4<sup>th</sup>.



## Taxation

- Taxes past due, and in arrears at January 15th, 2016 are:

**\$233,994.98**

Summary of outstanding taxes:


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

\$ 29,471.47 Properties on Tax Arrears List for 2015. (subject to sale after March 31st 2016)

\$ 5,679.03 Property on Tax Agreement with the Town

\$ 24,150.05 January 1, 2016 penalty applied to all outstanding

**\$130,944.89 Other remaining taxes not paid.**

- The number of properties on the tax arrears list for 2015 (subject to sale in 2016) has been reduced from 21 properties to 5. The final date for payment to avoid tax sale is March 31, 2016.
  - The province notified the Town that there will no longer be Grants-In-Lieu for the Housing Authority properties. The Towns and Assessors were informed of this originally in May, 2015 and this was again confirmed in December. We had already budgeted for the change in tax revenue.
- 



# UTILITY SERVICES REPORT



**Nov/Dec 2015**

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

**Box 1000 TOL-0T0**

**Claresholm, Alberta**

**Work# 1-403-625-3100**

**Cell # 1-403-625-1687**

**Fax # 1-403-625-3869**

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

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

**Utility Services Manager Brad Burns**

# Summary

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

- Regional Water Treatment Plant.....pg. 3
- 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:

- Nov 17<sup>th</sup> power spike @ 11:30 pm (reset chemical pumps and hydronic boiler #1).
- Nov 19<sup>th</sup> Clear Water Controls onsite for annual chlorine room inspection and maintenance.
- Nov 23<sup>rd</sup> Bulk sodium hydroxide tank back in service after caustic delivery.
- Nov 25<sup>th</sup> check all eye wash stations.
- Nov 27<sup>th</sup> leak repaired on caustic line.
- Pump maintenance complete (grease, oil bath etc.).
- Nov 30<sup>th</sup> HACH onsite to replace discontinued sc100 with sc200 on rack #1.
- Dec 1<sup>st</sup> Liberty Boilers onsite to check hydronic heating system pH and replaced metallic test coupons.
- Dec 3<sup>rd</sup> MPE engineering onsite to rectify CT calculations and work on other issues.
- Dec 7<sup>th</sup> & 8<sup>th</sup> cleaned both DAF units (see photos pages 7, 8, 9).
- Dec 8<sup>th</sup> Clear Water Controls onsite to finish repairs to SIEMENS chlorine feed system.
- Dec 9<sup>th</sup> & 10<sup>th</sup> EFM cleaning on both membrane racks.
- Co2 Alarm has been tested.
- Dec 11<sup>th</sup> online meters cleaned and calibrated.
- Dec 14<sup>th</sup> MPE working on CT calculations and SCADA spread sheet issues.
- Dec 15<sup>th</sup> Backup generator tested and working

## TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2&3.
- Distribution sample free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- Bacteriological sample from 109 46 Ave West after water break negative.
- Dec 3<sup>rd</sup> winter biannual water samples delivered to EXOVA for testing.

## GOVERNMENT COMPLIANCE

- Oct 22<sup>nd</sup> Larry West from Alberta Environment and Parks annual water plant inspection. Some concerns from AEP about SCADA system recordings and calculation. MPE engineering has been contacted and will be working with staff on this concern from AEP. Inspection report will remain open until the information AEP is satisfied (CT calculations and Cus04).
- Dec 1<sup>st</sup> Larry West onsite to check CT calculations (MPE working on issue).
- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.
- Working on regional water treatment plant license renewal for 2016/2017 year end.

## CHEMICAL

- Supply of chlorine gas and all other chemicals onsite.
- Dec 18<sup>th</sup> Delivery of CPAC 180, Cus04 and Sodium Hypochlorite.

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Nov 17<sup>th</sup> Backup motor tested.
- Dec 15<sup>th</sup> back up portable air compressor in place to operate reservoir fill valve.

## AIRPORT PUMP STATION

- Nov 18<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

- 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

- Replaced ERT's and inspected meters.
- Contacted RP Water Works about Booster Station meter to West CO-OP and Airport .
- Daily and monthly meter readings for the office as requested.

## GOVERNMENT COMPLIANCE

- In October 11 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. December samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits all acceptable.

## TOWN OF GRANUM SUPPLY LINE

- Supply line valve working well with no issues.
- 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.

## DISTRIBUTION LINES

- Working on new SOP's when dealing with water breaks, repairs, valves and hydrant flushing.



# LAGOON AND WASTE WATER COLLECTION

## NORTH LIFT STATION

- North lift station is running good during construction of the new Harvest Square lift station.
- Nov 19<sup>th</sup> (lowered level indicators for tie in of new manhole).
- Work on the Harvest Square lift station has been on hold due to electrical contracting issues.

## LAGOON

- Nov 17<sup>th</sup> Power outage 11:30 pm (backup gen working good).
- Backup generator ran Nov 17th.
- Dec 4<sup>th</sup> PW onsite to place concrete around cell walls.
- Dec 1<sup>st</sup> KRISTIAN Electric onsite for lagoon crane inspection (as per OHS regulations).

# RAW WATER SUPPLY

## PINE COULEE

- Dec 9<sup>th</sup> check of Pine Coulee Reservoir level (lowered 3') and supply line to raw water reservoir.

## STORAGE RESERVOIR

- Dec 14<sup>th</sup> started filling raw water reservoir.
- Reservoir is clean of debris and air supply is working well.

## DAF (dissolver air filtration) CLEANING

- Filtration zone number one of two DAF filtration systems prior to the PALL membrane system.



- Looking down at the entry point to clean the underside of the floatation zone.





- Secondary flocculation zone and impellers to mix chemicals during production.



- Flocculation motors near the coagulated raw water inlet and distribution header.





- Looking down at the saturation tank air nozzles in the Air-Water Dispersion Zone.



- Cleaned false floor prior to the common effluent tank.





# UTILITY SERVICES REPORT



**Jan 2016**

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

**Box 1000 TOL-0T0**

**Claresholm, Alberta**

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# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

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

- Jan 5<sup>th</sup> online meters cleaned and calibrated.
- Jan 6<sup>th</sup> repair leaking clamp on membrane rack #1.
- Jan 7<sup>th</sup> replace sodium hydroxide lines on pump #2.
- Jan 8<sup>th</sup> clean lab and check chemical supply.
- Jan 15<sup>th</sup> check inventory prices and update office with sheet.
- Jan 19<sup>th</sup> water plant backup generator tested and working well.
- Jan 20<sup>th</sup> damper for EF-4 not working in compressor room (manually shut until repaired).
- Jan 22<sup>nd</sup> check all eye wash stations.
- Jan 22<sup>nd</sup> check all emergency lighting.
- Jan 20<sup>th</sup> GDM electric onsite to replace fan motor on UH-10, check DHW pump #7 and replace pop top modulating actuator for the solar panel heating valve.

## TESTING/MONITORING REQUIRMENTS

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2&3.
- Distribution sample free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- Jan 11<sup>th</sup> THM test taken to EXOVA labs.

## GOVERNMENT COMPLIANCE

- Alberta Environment and Parks annual water plant inspection for 2014. MPE engineering must provide a letter stating that the CT calculation information was not correct in the SCADA program. AEP will pass the 2014 inspection if the letter is received before the end of January 31<sup>st</sup> 2016
- Working on regional water treatment plant license renewal for 2016.
- Jan 18<sup>th</sup> updated SOP's to be sent with 2016 license renewal application.
- Jan 21<sup>st</sup> attended confined space rescue course at the town shop.

## CHEMICAL

- Transfer chlorine to day tank (supply onsite).

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Jan 4<sup>th</sup> Backup motor tested.

## AIRPORT PUMP STATION

- Jan 7<sup>th</sup> Water break repair on reservoir fill line north of airport pumping station.
- Jan 18<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

- 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)

- Jan 4<sup>th</sup> No signs of trespassing
- All fences are secure.



# WATER DISTRIBUTION

## UNIVERSAL METERING

- Replaced ERT's and inspected meters.
- Daily and monthly meter readings for the office as requested.

## GOVERNMENT COMPLIANCE

- In January, 6 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. January samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits all acceptable.
- Jan 5<sup>th</sup> Randy Keller onsite (learning some water plant testing and operation).

## TOWN OF GRANUM SUPPLY LINE

- 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.

## DISTRIBUTION LINES

- Jan 7<sup>th</sup> Water break repair on reservoir fill line north of airport pumping station.
- Jan 14<sup>th</sup> McCance plumbing onsite to check frozen meter at 109 53 Ave W.

# LAGOON AND WASTE WATER COLLECTION

## NORTH LIFT STATION

- North lift station is running good during construction of the new Harvest Square lift station.
- Work on the Harvest Square lift station has been on hold due to electrical contracting issues (see photos pg. 7, 8 & 9).

## LAGOON

- Jan 6<sup>th</sup> buyer onsite to remove backup generator from old building.
- Jan 11<sup>th</sup> Backup generator tested.
- Building is secure and pumps are running well.

# RAW WATER SUPPLY

## PINE COULEE

- Check of Pine Coulee Reservoir level and supply line to raw water reservoir.

## STORAGE RESERVOIR

- Reservoir is clean of debris.
- AC650B Air blower to the lake leaking oil. Contacted WestRon Rotating Solutions for information on warranty.

## Harvest Square Lift Station

- North side of the new control panel mounted on top of the wet well.



- New onsite backup diesel powered generator.

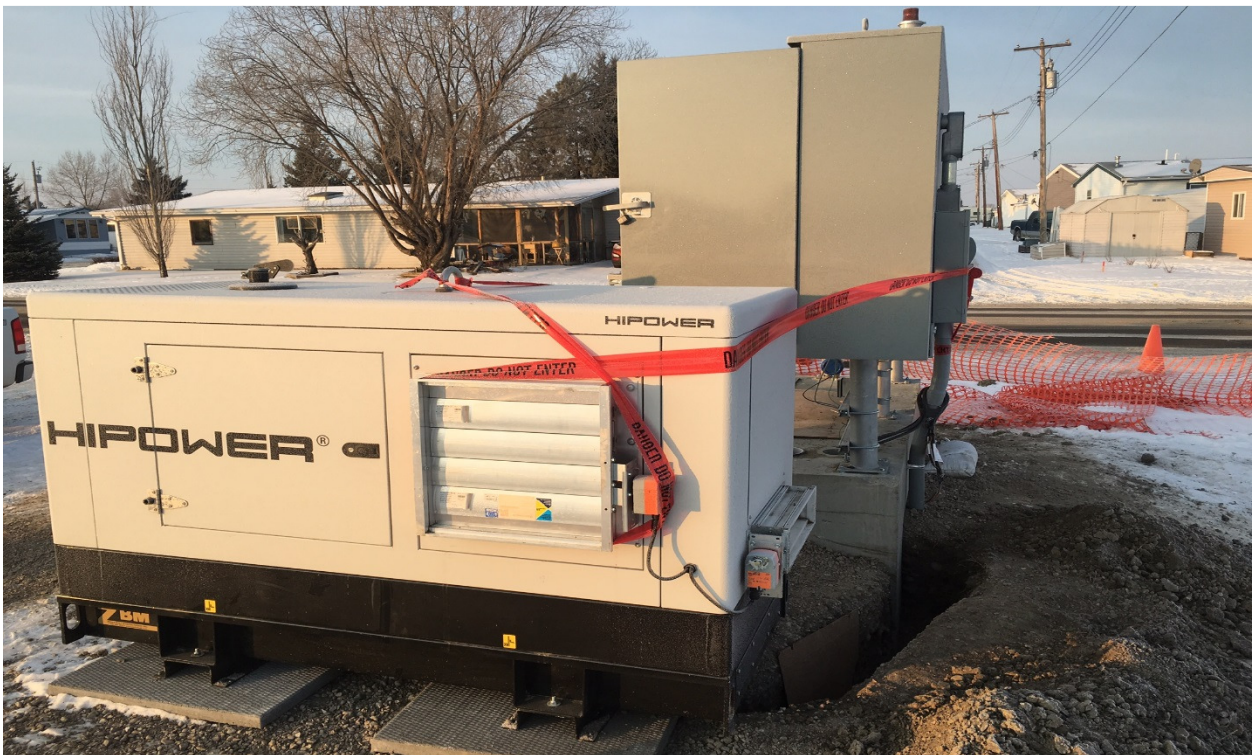




- Looking inside of the new control cabinet panel and switch gear for the backup generator.



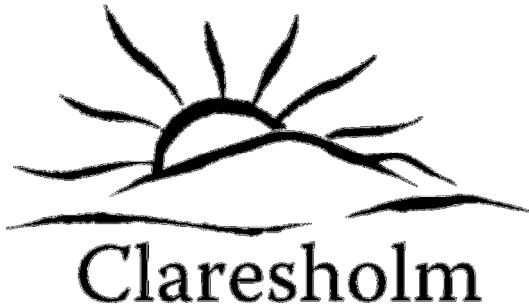
- South side of the new backup generator and control panel.





- Contractor covering wet well waiting for electrical work to be completed.





# INFORMATION BRIEF

Meeting: January 25, 2016

Agenda Item: 10

## COUNCIL RESOLUTION STATUS

Description		Assigned	Comments	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 - October 26, 2015				
5	CORRES: Meadow Creek Sausage - Moved by Councillor Cutler to prohibit parking on the west side of Alberta Road in front of Meadow Creek Sausage's property located at Lot 6, Block 8, Plan 1213513, and to refer to administration to investigate the development of a traffic management plan for the area. CARRIED MOTION #15-098	Tara/Jason	Response letter sent October 28, 2015. Traffic Safety Plan in progress.	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	Jeff/Tara	Waiting on comments from Alberta Health Services regarding water wells	In progress
Regular Scheduled Meeting - December 14, 2015				
9	INFO BRIEF: Planning Session Date - Council direction to submit possible dates for a Saturday morning meeting in January or February 2016.	Marian	Proposed Feb 20, 2016	In progress
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Reviewing bylaws from adjacent municipalities.	In progress

Regular Scheduled Meeting - January 11, 2016			
1	BYLAW #1610: Borrowing - Moved by Councillor McAlonan to give Bylaw #1610, a borrowing bylaw, 1st Reading. CARRIED	Karine	Bylaw on January 25, 2016 Council Agenda for 2nd & 3rd Reading.
2	Delegation Response: Willow Creek Psychology RE: Canadian Rural Psychology Project - Moved by Councillor Cutler to deny the request from Willow Creek Psychology to donate space towards the Canadian Rural Psychology Project. CARRIED MOTION #16-001	Karine	Letter sent.
3	CORRES: Danielle Larivee, Minister of Municipal Affairs RE: ACP Grant Program - Referred to administration	Simon	Investigating
9	IN CAMERA: Moved by Councillor Ford to accept the real estate listing proposal from Re/Max iRealty Innovations for 4 Skyline Crescent as presented. CARRIED MOTION #16-003	Marian/Tara	

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: January 22, 2016

# **INFORMATION ITEMS**





# The Navigator

Issue 47 • Printed January 12, 2016

Claresholm, AB

*"Summer is a promissory note signed in June, its long days spent and gone before you know it, and due to be repaid next January." - Hal Borland*

The Navigator is produced to provide information to parents of our students on happenings within our school, and to share information with the community.

## SURVEY TIME!

As an annual check-up on the education system, the Accountability Pillar provides an opportunity for Alberta Education and school authorities to ensure that we are equipping students for success.

The Accountability Pillar uses a set of 16 indicators consisting of surveys of students, parents and teachers on various aspects of quality; student outcomes such as dropout and high school completion rates; and provincial assessments of student learning.

From January to the end of February, Alberta Education will be conducting the annual Accountability Pillar Survey. In January, parents of students in grades 4, 7 and 10 will receive a survey from Alberta Education. In February, students in grades 4, 7 and 10 and all teachers will be completing their surveys online at school.

All surveys are anonymous and ask questions about experiences with the school. In addition to English and French, the parent survey is available in Chinese, Punjabi, Arabic, Blackfoot, Cree, Korean, Spanish, Tagalog and Urdu.

Your participation in the survey helps provide important information on the quality of education your child is receiving, so we encourage you to return your survey promptly.

Survey results will be available to school authorities in May 2016, and will be reported publicly as part of their 3-Year Education Plans and Annual Education Results Reports.

## EXAM INFO

Exams are right around the corner! Grade 7, 8 and 9 students have regular classes throughout high school exams. All high school students are asked to return their textbooks to the library on the day of their final exam. Also no electronic devices are permitted to be with students while they write their exams. Students who choose to remain at the school after they have written their exams will need to be in a supervised study space (ie. library or a classroom with a teacher).

## PROM UPDATE

Prom work continues! Candidates will be holding a fundraiser on January 21 selling Taco in a Bag at lunch along with a bake sale.

Dance practice start January 25 at 7 pm at the Claresholm Arena mezzanine.

Fashion Show date to be announced in February!

## PARENT COUNCIL MEETING

Parents! Does your child(ren) need assistance in finding their next step...their career interests? Searching out where to head after high school is sometimes a scary thing to think about. Please join us at 7 pm on Thursday, January 21 to hear from Christine Bazell, Career Practitioner at our school. She will share what she has been doing in our school to assist students, what tools she has to help your son or daughter find their passion or interests, and how she can help you/your child plan out the steps needed to move on to post-secondary, the trades, or the working world! She has great tips and ideas... join us to hear more!

News and information for the parents of Willow Creek Composite High School students, and the communities which make our school successful!

## INSIDE THIS ISSUE:

- Accountability Pillar
- Exam Information
- Prom Update
- Sports Report
- January 2016 Calendar



**ORANGE & GRAPEFRUIT ORDER DEADLINE January 20!**



# January

## FROM THE PRINCIPAL: Kirby Dietze



I hope that staff, parents, and most of all, students have had a peaceful refreshing two weeks of holidays, and are now ready to take on January with all it brings, to say nothing of the rest of 2016. Welcome back for 'the rest' of the school year.

In December we had our first Lockdown practice at the school. Students were very well behaved, following instructions and guidance in an appropriate fashion. Thank you for sending us students with an appropriate sense of decorum for such events. Ultimately they assisted us in preparing to keep them safe in the event of imminent danger in the school. We will practice a lockdown again when students have changed from Semester I classes to Semester II classes, but will likely not advertise as extensively next time.

I have also recently met with Cobra Basketball players to re-iterate that they are Student Athletes, with emphasis on the student part of that title. We discussed their role in the school to lead by example with their attendance, behaviour and academic prowess. Thanks to you in advance for supporting us in our efforts to ensure these players have a successful season, in all senses.

January is a busy month, especially for High School students. Our Grade 12s. Diploma exams will begin with ELA 30-1/2 Part A on January 13th, and end with Science 30 on Jan 28th. Hopefully the often-felt Diploma anxiety can be mitigated somewhat by the knowledge that these exams are not worth the historical 50% of a student's grade, but are now weighted 30%. The Gr. 10s and 11s will also be taking exams from Jan 22nd to Jan 27th, with the last day of classes for all Sr. High students being Jan 21st. For Jr High school, it is classes as usual up until Jan 27th, after which they will have two days off, Jan 28th -an IPP Review Day- and Jan 29th -a Staff Planning PD day.

I wish you a Happy New Year, and look forward to working together to help our next generation to be productive citizens

this year and in the years to come.

## SPORTS UPDATES

### Basketball:

Junior and Senior High School basketball seasons are well underway! This past Friday and Saturday the High School boys host the Cobra Classic; the JV Girls will host

January 29, 30. Check the school website and message boards for game schedules.

### Sports Society:

Sports Society will meet next Thursday, January 28 at 7:00 PM in the Learning Commons. All are welcome to attend! The agenda and November minutes will be posted on the school website.

WCCHS athletes will once again be selling oranges and grapefruit this year. Order forms are available from Cobra athletes or at WCCHS. Orders need to be in by January 20 with fruit delivery scheduled for February 8.

*All Sports Society fundraising proceeds go to help facilitate our school sports and keep player fees to a minimum.*

## LOOKING FORWARD

Junior & senior high report cards will be distributed on February 1. Students and parents have access to PowerSchool anytime before, during or after final or midterm assessments are completed. A printed report card with comments will be provided on February 1, 2015.

## CAREER INFO

Students interested in attending the Healthcare Expo or the Youth Exploring Trades and Technology events this year need to see Ms. Bazell. Applications are being accepted until January 15. There are only 3 available seats in each category so 6 students in total may attend from Willow Creek Composite.

Do you have your MyPass account? If not see Ms. Bazell or Ms. Aschroft for help.

February 2 at 11:45 am in the WCCHS Foyer, Canadian Military Recruiter will be here to talk to students about career options.

February 23 at 11:45 am, Job Shadow Presentation for Gr. 11-12 in Room 100.

University applications are in full swing, have you applied? Do you know where you want to go and what you want to do? Deadlines for applications are fast approaching. If you need assistance please book an appointment.

Thank you! I am at Willow Creek Composite - Monday and Tuesday, and FP Walshe - Wednesday and Thursday. Alternating Friday at each school.

Christy Bazell, BA  
Career Practitioner  
403-682-9711 cell

## CONGRATULATIONS!

WCCHS is proud to have many students, alumni and staff involved in the very successful musical theatre production of Little Shop of Horrors! Bravo!





## LIBRARY NEWS

Let's bring in the New Year with a COBRA Reading Challenge! #Read16in16

The goal is to read sixteen books by the end of December 2016. The choice of books is yours. Read books from our Learning Commons, books from the Public Library, books from home! When you read them is up to you. Maybe you will read some before the end of June, some this summer and next fall. Maybe you will read them all before school is out for the summer! In other words, design your own reading path! For more information check out our new WCCHS Learning Commons Blog: <http://wcchslearningcommons.blogspot.ca/2016/01/reading-challenge-2016.html>

### Quote of the month:

"Reading is important, because if you can read, you can learn anything about everything and everything about anything." - Tomie dePaola

### Recommended Read:

One of the most popular authors in our Learning Commons book collection is Julie Kagawa ([www.juliekagawa.com](http://www.juliekagawa.com)). And her Blood of Eden series is a current favourite, getting two thumbs up from everyone who has read it! More on book one, The Immortal Rules, from Goodreads:

Allison Sekemoto survives in the Fringe, the outermost circle of a walled-in city. By day, she and her crew scavenge for food. By night, any one of them could be eaten. Some days, all that drives Allie is her hatred of them—the vampires who keep humans as blood cattle. Until the night Allie herself dies and becomes one of the monsters.

Forced to flee her city, Allie must pass for human as she joins a ragged group of pilgrims seeking a legend—a place that might have a cure for the disease that killed off most of civilization and created the rabids, the bloodthirsty creatures who threaten human and vampire alike. And soon Allie will have to decide what and who is worth dying for... again.

### Booktube:

I discovered a totally delightful Booktuber over the holidays and I highly recommend

checking her out. Her channel is called Booktube Girl.

<https://www.youtube.com/user/TheBooktubeGirl>

### Cultivating a Reading Community:

The following article is well worth the read. All about creating a community of readers...at the high school level.

<https://nerdybookclub.wordpress.com/2016/01/08/schools-that-read-together-cultivating-reading-communities-at-the-secondary-level-by-heather-rocco/>

### The Golden Globes of the Library World:

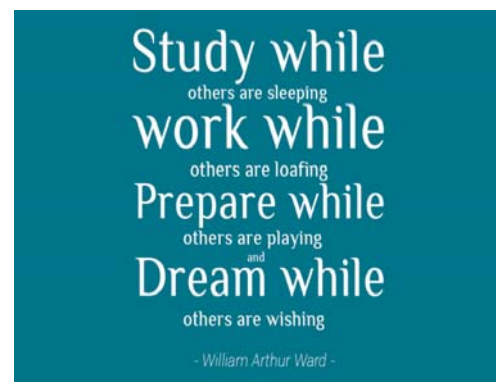
January 12 was the announcement of the Youth Media Awards at the midwinter conference of The American Library Association. The Newberry, The Caldecott, The Printz awards and many (many) more were announced. Curious which books rocked the world of books for children and teens in 2015? Check out this link:

<http://www.ilovelibraries.org/booklovers/2015-youth-media-award-winners>

**WCCHS Athletes!**  
Orange & Grapefruit fundraiser! Orders need to be in **January 20**  
Fruit will delivered Feb. 8  
\$45/ box of oranges  
\$45/ box of grapefruit

## UPCOMING DATES TO NOTE

High School Exams begin!	January 13
School Council Meeting (7 pm)	January 21
Last day of classes for Semester 1	January 21
Sports Society (7 pm)	January 28
No School for Junior High Students	January 28
No school for Students	January 29
Semester 2 Begins / Report Cards Out	February 1
Groundhog Day	February 2
Family Day week off	February 15-19



## GIFT CARD FUNDRAISER

Buy GIFT CARDS through WCCHS (in partnership with West Meadow Elementary School) for everyday purchases, to give as gifts for birthdays or for your business needs.

Up to 15% of your everyday purchases will be automatically donated back to WCCHS student activities!

Visit [www.fundscrip.com/retailers](http://www.fundscrip.com/retailers) for the list of participating retailers. Contact the office for further details.

## WCCHS Alumni?

Register your information at [www.wcchsalumni.com](http://www.wcchsalumni.com)

 Willow Creek Composite High School Alumni Association

 @wcchsalumni

## STUDY TIPS

Here are a few study tips:

1. Start reviewing your material well before the exam date.
2. Study the broad ideas first and then the details.
3. Use charts, lists, and diagrams to help solidify ideas. Flash cards are the best tried and true system for studying.
4. Take breaks while you are studying.
5. Discuss study notes/ideas with others.
6. Practice old exams if possible.
7. Eat brain food not junk food. (fish, fruit, vegetables)
8. Get a good sleep before the exam.
9. Drink plenty of water.
10. Bring the necessary materials with you

to the exam: 2 pen/pencils, ruler, calculator, dictionary, thesaurus, etc. Diploma test study guides are available at <http://education.alberta.ca/students/exams/guides.aspx>

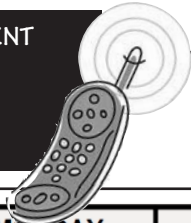
## GROUNDHOG DAY - FEB. 2

Thousands of years ago when animalism and nature worship were prevalent, people in the area of Europe now known as Germany believed that the badger had the power to predict the coming of spring. They watched the badger to know when to plant their crops. This tradition was brought to Pennsylvania, where it was the groundhog, not the badger, which makes these "predictions". According to folklore, if the groundhog will see its shadow on February 2 it will return to its burrow, indi-

cating that there will be six more weeks of winter. If it does not see its shadow, then spring is on the way. The Groundhog Day concept became popular in Canada in 1956 when Wiarton Willie became a household name for his early February "weather predictions". Wiarton's Groundhog Day festival grew as Willie's fame increased. It became one of the largest winter festivals in Bruce County, Canada. There are also other groundhogs in different parts of Canada. For example, Shubenacadie Sam is reportedly the first groundhog in the country to stick its head out on Groundhog Day. Other groundhogs include: Gary the Groundhog in Ontario, Brandon Bob in Manitoba and Balzac Billy in Alberta.

IS YOUR CHILD ABSENT FROM SCHOOL?

Call the school  
**403-625-3387**  
to let us know!



# January 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 	2
3	4 	5	6	7	8	9
10	11	12	13 Diploma Exam - English 30-1/2 Part A	14 Diploma Exam - Social 30-1/2 Part A	15	16
17  ORANGE & GRAPEFRUIT ORDER DEADLINE January 20	18	19 Diploma Exam - English 30-1/2 Part B	20 Diploma Exam - Social 30-1/2 Part B	21 Last Day of Sr High Classes School Council 7:00	22 Biology 30 Diploma Social 10-1 Bryson's Math 10-3/10-4 ELA 20-1 ELA 20-2/20-4	23
24	25 Math 30-1/2 Diploma Salman's Math 10-3/10-4 Math 10C Chemistry 20	26 Physics 30 Diploma English 10-1 Social 10-2/10-4 Science 24/20-4	27 Chemistry 30 Diploma Science 10	28 Science 30 Diploma No School for Junior High Students Sports Society Mtg 7 pm	29 No School for All Students	30
31	<h2>HOW TO REACH US</h2> <p>Main Phone 403-625-3387 • <a href="http://www.willowcreekhighschool.ca">www.willowcreekhighschool.ca</a> • Email: <a href="mailto:dietzek@lrsd.ab.ca">dietzek@lrsd.ab.ca</a> News to add? <a href="mailto:carmellesteel@gmail.com">carmellesteel@gmail.com</a></p>					

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 5318 - 2nd St. W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • [www.lrsd.ab.ca/school/willowcreek](http://www.lrsd.ab.ca/school/willowcreek)

**Claresholm & District Chamber of Commerce**  
**MINUTES**

Tuesday, November 17, 2015  
Putters Restaurant at the Claresholm Golf Course  
349-39 Avenue West, Claresholm, AB

**Present:**

Russell Sawatsky  
Lorraine Norgard  
Doug Umscheid

Rob Vogt  
Marian Carlson  
Wilf Gour

Iqbal Nurmohamed  
Marilyn Curry  
Tony Walker

**1. Call Meeting to Order**

Russell called the meeting to order at 12:15 p.m.

**2. Acceptance/Additions to Agenda**

The agenda was accepted as presented.

**3. Minutes of Previous Meeting**

Tony Walker motioned the minutes of October 20, 2015 be approved as circulated.  
Seconded by Marilyn Curry; carried.

**4. Guest Speaker – Ed Tanas, Sun Country Highway Ltd.**

**5. Treasurer's Report**

Russell read the Treasurer's Report as submitted by Linda Brooks, in her absence.

**6. Membership Committee Report**

Discussion was held regarding creating a CD promoting reasons for becoming a member of the Chamber, that could be circulated with the membership renewal form. This date we have 64 members.

**7. Web Page Update**

Maria has moved her business into Journey's and has settled in. She has been going out to the businesses who hadn't yet submitted requested pictures or logos to her, so that she can include them on our website.

**8. Town of Claresholm Report**

Marian Carlson reported:

- Kinsmen and Kinettes plans to improve walking trails and variety of equipment throughout the town.
- The Town has struck a Traffic Management Committee.
- Delegation with District Officer and RCMP partnership.
- Update with AHS and emergency services.
- Upcoming delegation on broadband services.
- Partnering with Lion's Club to upgrade parks in town.

- Economic Development Committee has had 1<sup>st</sup> reading to proceed with 9 members including one from the Chamber.
- They will be hiring a full time Economic Development Officer.

## **9. MD of Willow Creek Report**

Letter from MD of Willow Creek requesting that a representative from the MD of Willow Creek be removed was read. Discussion held, and as they so wish, we will not invite the MD to meetings or for regular input.

## **10. Old Business**

### **10.1 Family Day Event for February**

Discussion held regarding possibilities – any ideas, please bring forward in January.

### **10.2 Surprise Santa at The Station**

Letter read and discussed. Lorraine moved the Chamber donate \$200.00 towards the “Surprise Santa at the Station” project. Seconded by Wilf Gour; carried.

## **11. New Business**

### **11.1 Electric Charge Station**

Russell reviewed package. Ed & Travis will need to meet. Benefit of highway frontage that accessible and a permanent location was discussed. Perhaps the Town and EDC could work with them as well.

### **11.2 Seniors Centre Christmas Party**

Information as attached was reviewed. Those interested, we asked to contact Delma directly.

### **11.3 New Year’s Eve Party Assistance**

Russell was approached by the local Fire Department requesting security assistance for the night of their New Year’s Dance (December 31). Anyone who can help, please let Russell know.

### **11.4 Welcome Gifts for New Businesses**

12. Correspondence

13. Next Meeting

14. Adjournment

***Please check out our updated website: <http://www.claresholmchamber.ca>***

# HORIZONS

CHINOOK ARCH REGIONAL LIBRARY SYSTEM NEWSLETTER

**MISSION STATEMENT:** *Chinook Arch Regional Library System creates and supports the structure for a network of cooperating libraries in Southwest Alberta to share resources in a cost-effective manner.*

**OUR VISION:** *Residents of southwest Alberta, through their local library, have access to shared print and digital resources which support literacy, lifelong learning and an excellent quality of life.*

## Taber Public Library

The Town of Taber Library Board is pleased to announce that Deb Potter has been hired as the new Assistant Library Manager at the Taber Library, effective January 2016. Previous to accepting this position, Deb was in the employ of the Taber Library as a Library Clerk. With the retirement of current Library Manager Diane Zelenka in December of 2016, the Library Board will be actively searching for a replacement in the near future.



## Lethbridge Public Library

**Welcome to Terra Plato as new CEO at LPL!**

*"The Board of the Lethbridge Public Library is celebrating the hiring of its new Chief Executive Officer, Terra Plato, who assumed her role December 1, 2015. We are excited about the range of possibilities that she brings to our library community. Ms. Plato has an extensive library background as she has been the Crossings Branch Manager and a valuable asset to LPL for the past two years. She came to LPL after spending eight years with the Chinook Arch Regional Library [System] in various positions including Manager of Consulting Services and Senior Manager. She brings valuable management and financial expertise to this position. Her enthusiasm and vision for the LPL are exhibited through her strong belief in building library services based on community needs. In the past year she has worked in conjunction with the past CEO and management team in turning the library into a truly outward facing organization. She is a strong proponent of this concept and one of her key beliefs is that in order to serve our community, the library needs to not only listen to the community, but be an active participant in it."*



-Vic Mensch, Chair LPL Board Chair

**Lethbridge Public continued on page 2**



## Banff Mountain Film Festival



Well it's January and Lethbridge's favourite edge-of-your seat festival was back for its 14th year. The Banff Mountain Film Festival World Tour at The Lethbridge Public Library from January 4 to 9<sup>th</sup> saw the theatre gallery packed to capacity for the showings, which isn't a surprise as it provides the chance to view some of the best mountain entertainment in the world.

Sheila Braund, Festival Organizer says "This year the community enjoyed ground breaking adventure and exploration films from filmmakers around the globe. These encompassed: ice climbing, mountain biking, climbing without a partner or a rope, surfing, paddling, nature and mountain culture, mixed in with a few humorous short films."

## Main Branch Modernization Project

Work has begun on the MBMP (Main Branch Modernization Project). The first area of construction is the children's programming area which will have a built in puppet theatre as well as children's seasonal storage and the space by the Read On Literacy Services area which will provide additional meeting room space. Adult Literacy Coordinator, Lil Radley offered to don a white construction hat for this fun photo.



## Have you Tried Pole Walking?

Alberta Health Services says walking with poles turns your walk into a whole-body activity that can be done by people of all ages and fitness levels. A general information and demo session of Walking Poles, presented by Cheri Samuels-Murdoch will be held on January 28 at Friends Place at The Crossings Branch at 7 pm. The walking poles are the newest item in the Library's physical literacy collection. They can be checked out with a library card.

Alberta Health Services and the Library, in a new 'Promoting Wellness through Leisure' session will also be discussing activity ideas for people with Dementia on February 11 at 1 p.m. at the Main Branch.

*Lethbridge Public continued on page 3*



## Family Literacy Day



It's been said many times that parent involvement is the #1 predictor of early literacy success and Family Literacy Day is an opportunity for families to learn how to make that involvement fun with tips from Library staff. Children, parents and caregivers are invited to drop by on January 27th at 10 a.m. in Kids' Corner at the Main Branch to meet Princess Belle for a journey into the magical land of Fairytales - sing, read enchanting stories, and even learn a Princess Coronation dance! Remember your Princess dress!

Throughout the day families can experience self-directed literacy centres: puzzles, hopscotch, crafts, Tumblebooks in the Kids Tech corner from 1 – 4 p.m., 'Magnetic' words - create a story on our wall and play some family-friendly board games.

### Congratulations to Sarah Head, new Manager: Branch Services!

Sarah brings with her a number of years of public library experience, including supervisory, project management and outreach knowledge. She will be an invaluable member of The Crossings Branch, Bookmobile and management teams.



### Donuts with Dad

Children's services will be hosting an enticing Saturday afternoon program in kids' corner called Donuts with Dad. From 1:30 p.m. to 2:30 p.m. on January 30<sup>th</sup>, dads are invited to read stories with their child and enjoy a tasty donut. If dad isn't available, other caregivers are welcome!



## Chinook Arch Regional Library System

### Digital Resources Training for You & Your Staff

Getting digital resources questions that leave you stumped? We are now offering onsite training sessions on our digital resources for you and your library staff.

Topics can include: **Hoopla | Zinio | OverDrive | Mango | GALE courses & more!**

If you would like to learn more and become more confident using our digital resources and sharing them with your patrons – get in touch!

To book a session simply contact Megan Clark – [mclark@chinookarch.ca](mailto:mclark@chinookarch.ca) or Jody Mendenhall – [jmendenhall@chinookarch.ca](mailto:jmendenhall@chinookarch.ca)



Chinook Arch continued on page 4

## Southern Alberta Library Conference 2016: *Libraries Connecting Communities*

When people are connected, communities thrive. Today's public library can ignite community enthusiasm and collaboration by providing opportunities for people to connect through new technologies, shared interests, and valued partnerships. Libraries prove their worth by providing relevant and responsive services that help individuals and organizations within a community connect with one another

2016's conference will feature a few exciting new components – a “Connections Gallery” on Friday in the vendor area and a “Small Spaces Panel” on Thursday evening followed by an opening reception. If you would like to create a small display for the Connections Gallery to share how your library is connecting to your community, please contact Megan Clark ([mclark@chinookarch.ca](mailto:mclark@chinookarch.ca)).



**Libraries Connecting Communities**  
SOUTHERN ALBERTA LIBRARY CONFERENCE 2016

Register today for SALC 2016! <http://chinookarchregionallibrarysystem.memberlodge.com/>

### Little Ones in Libraries: Symposium on Early Childhood Library Services

The symposium will be held **Thursday, February 25 and Friday, February 26, 2016** at the Matrix Hotel, 10640 100 Ave NW, Edmonton. It is targeted to staff and managers from all public libraries in Alberta.

The Symposium plans to discuss:

- The science of early childhood development
- The public library's role in early childhood development
- Partnerships
- Other information of interest to public libraries.

There will be presentations from experts and front line practitioners, panel discussions, hands-on training and group work. Audience participation will be welcomed and we will strive to have some fun.

Registration will open **January 4, 2016** – watch for further information on the registration process.

There will be no charge for attendance at the symposium. A continental breakfast and lunch will be served at no cost on each day. Attendees are responsible for the costs of their own travel and accommodation.

There are rooms available at the Matrix hotel for \$145.00 per night (includes breakfast buffet and parking). Book online: [http://www.municipalaffairs.alberta.ca/plsb\\_news\\_2117](http://www.municipalaffairs.alberta.ca/plsb_news_2117). Phone: 1-866-465-8150 (group code: 1602ABMUNI). This **rate is available until January 30, 2016**.

**Chinook Arch can assist with arranging carpooling for those that are interested in attending.**

*Chinook Arch continued on page 5*



## READ Awards

The time has come to nominate your library for a READ award! The R.E.A.D. Awards (Chinook Arch Rewards for Excellence and Distinction) encourage nomination of member libraries that have implemented or participated in programs and services that benefit their community or region. Preference will be given to nominations that reflect a willingness to collaborate or share resources, and that are future focused or innovative.

All nominations are due January 31<sup>st</sup>, 2016. The Award package and nomination form are available on the Internal Website. Nominations are to be sent to Kerby Salberg ([ksalberg@chinookarch.ca](mailto:ksalberg@chinookarch.ca)).

## OverDrive Promotion! January 1 - 21

Ebooks are the perfect offering when cold weather means you don't want to go outside – even if it's to the library! From January 1 – 21 we will be promoting OverDrive as part of our 2015/2016 promotional plan. In order to more effectively market our services and resources we focus on promoting one per 3 week cycle.

The OverDrive logo is displayed in a large, bold, blue sans-serif font. The word "OverDrive" is written in a single line, with a registered trademark symbol (®) at the end.

If you haven't already explored OverDrive it's a great way to access the library from anywhere! Got a new device for Christmas? The OverDrive app allows you to browse, read, and download so you can take the library with you on vacation or just to your cozy living room.

You can find promotional materials for OverDrive here: <http://internal.chinookarch.ca/node/675> and watch your email for information on this and future promotion cycles.

## Getting to Know ... Jane Edmundson

Jane is the newest member of Chinook Arch Regional Library System. She started her role as a Public Services Librarian in early January. She has previously worked in collections management with the University of Lethbridge Art Gallery and the Galt Museum & Archives, providing public access to cultural holdings in person and online, and curating art and history exhibits.

Jane is passionate about the exchange of ideas and information. The endless possibilities for learning and entertainment that libraries provide have always been exciting to her, and she is looking forward to contributing her enthusiasm to the Chinook Arch System. Her favourite genres are cultural history, true crime, psychological fiction, graphic novels, and experimental fiction.

“If you want to know about Victorian-era museums, just ask Jane.” She loves museums, and studying the ways they have evolved over the past 200 years throughout Europe and North America. Her favourite type are the dime museums of the 19<sup>th</sup> century, which were operated by urban entrepreneurs who were competing with amusement parks, freak shows and theatres for the money of visitors. These museums were quite different than those we encounter today – the low admission price made attendance possible for a wide variety of people across social and economic classes, and the spectacular displays of oddities, marvels, inventions, and performers were designed primarily to amuse, rather than educate. A great book about the cultural history of dime museums is *Weird and Wonderful: The Dime Museum in America* by Andrea Stulman Dennett.



*Chinook Arch continued on page 6*



## Getting to Know ... Gloria McGowan

Gloria is the new Library Manager/Treasurer at the Nanton Thelma Fanning Library. Gloria has been working at the library for seven years and recently took on her new role in October of 2015. She previously worked in the banking industry for 20 years, the last half of her career as Office Supervisor. What she likes most about working in a library environment is interacting with the patrons and recommending reading/viewing material. She also enjoys training staff and encouraging their individual talents. At present, her team is focusing on building a more interesting and creative library atmosphere, which they hope will inspire new interest.

Gloria enjoys reading fiction about rural people, their lives/struggles in settings similar to her own. Her favourite books are 'How I Spent My Summer Holidays' by W.O. Mitchell, 'Cool Water' by Dianne Warren and 'The Day I Ate Whatever I Wanted' by Elizabeth Berg. Her favourite authors are Alice Munro, Margaret Laurence, Mavis Gallant, Carol Shields, and W.O. Mitchell.



If you want to know about good movies, or life-enrichment books, just ask Gloria. She loves critiquing movies/ TV series. Two of her favorites are "Miss Potter" and "Sweet Land". She is especially fond of Victorian-era stories. She enjoys books that change our life perspective. "Simple Abundance" by Sarah Ban Breathnach, "Home Sweet Home" by Jann Mitchell and "Shelter for the Spirit" by Victoria Moran are some of her favourites. As time allows, she attends art classes offered by my Calligraphy Group. They create all manner of art, using paper/pen/ink/paints and she is hoping that her group can use some of the library's discarded books for beautiful art projects

## Important Dates

January 11 | Librarians  
Committee Meeting

January 18 | Early Bird  
Deadline for SALC

January 22 |  
December/January  
2016 Super  
Forthcoming

January 25 | Annual  
Reports Workshop

An advertisement for OverDrive eBooks. The background is dark blue with the OverDrive logo in the top right. The text "Now Available eBooks" is prominently displayed in white. Below the text, there are images of several eBooks covers on a tablet and smartphone. The covers include "Miss Peregrine's Home for Peculiar Children" by R.J. Palacio, "Roby Carr" by Robert Carr, "4" by Michael Ondaatje, and "Lisa Jackson" by Lisa Jackson. A pink diagonal banner in the bottom right corner says "Get Started Now".

## Help Bring Hope

Dear Friend of Rowan House,

Planning has begun for the 2016 Hope & Healing Gala and we are asking for your support.

We opened our new facility supporting women and children leaving abusive situations on July 30th, 2012. 11 months later we were impacted, along with many others in our High River community, by the devastating flood of June 2013. We rebuilt and reopened again stronger than ever by January 2014. During this time we secured funding to open all 24 of our available beds.

We also provide education, prevention and early intervention work in the community with the vision of ending family violence. We count on your support to be successful.

***"The world needs hope and hope needs help."*** Jeff Schuck, Plenty Consulting

Can we count on you to commit one night to join us as we raise money for Rowan House Emergency Shelter and the essential programs and services we provide? If you can't attend but would still like to contribute to the success of our gala, we are still in need of items for our live or silent auctions.

Family Violence remains a problem in Alberta and there's still a long road ahead to achieving our vision. Help us bring hope to the women and children affected by violence in our community.

In gratitude,



Sherrie Botten,  
Executive Director

*According to the Canadian Women's Foundation, 67% of all Canadians say they personally know at least one woman who has been sexually or physically assaulted.*

**Tickets are \$200 each or \$1,400 for a table of 8**

**They can be purchased online at [www.rowanhouse.ca](http://www.rowanhouse.ca)**

**or by calling 403-652-3316**



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 7 (2015)

EXECUTIVE COMMITTEE MEETING

Thursday, November 12, 2015 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Don Anderberg
Jim Bester

Bill Chapman
David Hawco
Tom Rose

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - November 12, 2015
2. Approval of Minutes - October 8, 2015 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Proposed 2016 Budget (attachment)
(b) Organizational Retreat Update
(c) Municipal Compliance SSRP (attachment)
(d) Assessment Review Board Training (attachment)
(e) Staff Resignation and New Staff
(f) Provincial Funding Request Follow-up
(g) Fee For Service Update (attachment)
5. Accounts
(a) Office Accounts - September 2015 (attachment)
(b) Financial Statements - January 1 - September 30, 2015 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

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CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: David Hawco**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Henry Van Hierden**

THAT the Executive Committee approve the minutes of October 8, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Proposed 2016 Budget**

- Revisions discussed at the last Executive Committee meeting have been incorporated into the Proposed 2016 Budget. Highlights include:

REVENUE:

- Membership Fees – \$850,000
- GIS Member Fees – \$504,798
- Regional Assessment Review Board – \$5,000 (new)
- Fee for Service (member) – \$300,000
- Subdivision Approval Fees – \$305,000
- STEP Program Grant Revenue – \$10,000 (new)
- Total Revenue – \$2,036,798

EXPENSES:

- Permanent Employees – \$1,450,000 (includes 2% salary adjustment)
- Temporary Employees – \$20,000
- Transfer to Operating Reserve – \$25,000
- Transfer to Capital Reserve – \$25,000
- Equipment & Furniture Purchases – \$25,000 (vehicle)
- Total Expense – \$2,030,100

NET INCOME: \$6,698

**Moved by: Tom Rose**

THAT the Executive Committee approve the Proposed 2016 Budget and refer it to the Board of Directors for ratification at their meeting on December 3, 2015.

**CARRIED**

**(b) Organizational Retreat Update**

- The Director contacted Municipal Affairs regarding a possible retreat facilitator and is waiting to hear back on cost and available dates in 2016. Organizational retreat expenses will come out of existing staff and members conference budgets, rather than budgeted separately.

**(c) Municipal Compliance SSRP**

- The Land Use Secretariat's *Frequently Asked Questions About Municipal Compliance with Regional Plans and the Alberta Land Stewardship Act (ALSA)* was included in the agenda and contains important information for municipalities. This document will also be circulated to all ORRSC Board Members and discussed at the December 3, 2015 Board of Directors' Meeting.
- ORRSC staff are intensifying plans to ensure our municipalities' planning documents comply with the legislation by the September 1, 2019 deadline.

**Moved by: Jim Bester**

THAT the Executive Committee accept the Municipal Compliance SSRP, as information.

**CARRIED**

**(d) Assessment Review Board Training**

- Twenty-five municipalities have contracted ORRSC to provide Regional Assessment Review Board (RARB) services for tax appeals. ORRSC organizes the appeals and provides the Clerk for all RARB hearings and Board Members are chosen from a pool of trained individuals from participating municipalities. Currently this pool is down to three members and more qualified Board members are needed to accommodate hearings throughout our region.
- Each participating municipality is encouraged to have at least one certified Board Member. Recertification for Board Members and Clerks must be completed every 3 years. The Municipal Government Board (MGB) is offering New Member and Member Refresher courses in 2016 in various locations in the province. The following courses will be held in Lethbridge in the ORRSC Conference Room:

**March 7-10, 2016      New ARB Board Member (AL I + POA I)**

**April 11-12, 2016      Member Refresher**

- There is no cost to register and the courses will run from 8:30 am - 4:00 pm for all dates listed. The link for online registration is:

<http://www.municipalaffairs.alberta.ca/online-event-registration>

**Moved by: Henry Van Hierden**

THAT the Executive Committee accept the Assessment Review Board Training schedule, as information.

**CARRIED**

**(e) Staff Resignation and New Staff**

- Planner Spencer Croil has accepted a position at the Town of Coaldale but will be staying on staff until mid January to help transition current projects.
- Jennifer Maxwell has been hired as the Subdivision Technician, replacing Gail Kirkman who is retiring at the end of the year.



**Moved by: Don Anderberg**

THAT the Executive Committee accept the Staff Resignation and New Staff discussion, as information. **CARRIED**

**(f) Provincial Funding Request Follow-Up**

- Parkland Community Planning Services has been following up with provincial government representatives on annual funding for regional planning organizations. There is still no word on a decision, but the grant outline will have to be finalized by the end of the calendar year and we will be notified as soon as they hear anything.

**Moved by: Bill Chapman**

THAT the Executive Committee accept the Provincial Funding Request Follow-Up, as information. **CARRIED**

**(g) Fee For Service Update**

- The Rural Intermunicipal Development Plan Project is nearing completion and the final \$83,000 is still outstanding. Most of the projects are ongoing and will be carried over to next year.

**Moved by: David Hawco**

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts – September 2015**

5150	Staff Mileage .....	M. Burla .....	\$ 335.00
5150	Staff Mileage .....	M. Burla .....	160.00
5150	Staff Mileage .....	S. Johnson .....	72.50
5151	Vehicle Gas & Maintenance .....	S. Johnson .....	88.97
5320	General Office Supplies .....	S. Johnson .....	51.85
5530	Coffee & Supplies .....	S. Johnson .....	83.32
5536	Rural IMDP Grant .....	S. Johnson .....	20.18
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	316.41
5170	Staff Conference & Area .....	APPI .....	100.00
5280	Janitorial Services .....	Madison Ave Business Services .....	475.00
5285	Building Maintenance .....	Garrison Draper .....	350.00
5310	Telephone .....	Bell Mobility .....	890.90
5310	Telephone .....	Yellow Pages .....	29.34
5320	General Office Supplies .....	Desjardin Card Services .....	50.00
5320	General Office Supplies .....	Pitney Works .....	69.50
5320	General Office Supplies .....	Desjardin Card Services .....	36.74
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	240.84
5330	Dues & Subscriptions .....	Macleod Gazette .....	50.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	896.52
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	1,132.37
5430	Aerial Photos & Maps .....	M.D. of Pincher Creek .....	100.00

5430	Aerial Photos & Maps .....	Lethbridge County .....	250.00
5440	Land Titles Office .....	Minister of Finance .....	344.00
5536	Rural IMDP Grant .....	Village of Glenwood .....	50.00
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	840.22
5580	Equipment & Furniture Rental .....	Xerox Canada .....	905.84
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	297.13
1160	GST Receivable .....	GST Receivable .....	215.91
		<b>TOTAL</b>	<b><u>\$8,474.54</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of September 2015 (\$8,474.54), as presented. **CARRIED**

**(b) Financial Statements – January 1 - September 30, 2015**

- Committee members suggested that the “Difference” column on the Comparative Income Statement be changed to, or a new column added showing, “Projection to Year End” (over, under or on budget) which would allow them to ask questions and make adjustments throughout the year.

**Moved by: Tom Rose**

THAT the Executive Committee approve the unaudited Financial Statements for January 1 - September 30, 2015, as presented. **CARRIED**

**6. DIRECTOR’S Report**

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

**7. EXECUTIVE REPORT**

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

**8. ADJOURNMENT**

**Moved by: David Hawco**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:25 p.m. until **Thursday, December 10, 2015 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

[www.InvestSouthwestAlberta.com](http://www.InvestSouthwestAlberta.com) – A New Resource For Investors and Regional Businesses

The partnership of Community Futures Alberta Southwest, Alberta Southwest Regional Economic Development Alliance (Alberta SouthWest) and Community Futures Crowsnest Pass, has launched a new online presence, [www.InvestSouthwestAlberta.com](http://www.InvestSouthwestAlberta.com).

The website’s purpose is to serve as a gateway and a catalyst to regional business investment. The initiative is the second phase of a program which began in 2014 entitled “Bringing Investment Home” which has engaged and received input and support from all 16 municipalities which make up Alberta SouthWest region.

InvestSouthwestAlberta.com is one of several tools that function to build capacity in the region, to diversify the economy, attract investment and expand business opportunities. The region’s three leading industry sectors, Agriculture, Renewable & Alternative Energy and Tourism, and the growth opportunities that lie within them, are highlighted on the website.

The site is designed to be the first stop for five primary audiences:

- Investors
- Site selectors
- Land developers
- Businesses seeking Investment to expand, or that hold a business investment opportunity, and
- Businesses seeking to relocate to the region

According to James Tessier, the Project Coordinator, “the features and functionality of the site are designed with these audiences in mind. The resources on the site will also be an additional tool for municipalities and economic development officers to utilize when attracting investment to their communities”.

This website, which is enhanced by downloadable pdf content, builds upon the identified need to improve access to accurate information about southwest Alberta’s identified economic growth and investment opportunities.

The site targets six topics to accomplish its mandate:

- A Regional Profile
- Community Profiles
- Industry Profiles (the three leading regional sectors)
- Qualified Investment Opportunities
- Regional Business Success Stories, and
- Resources for Investors and Businesses

-30-

For more information contact:

James Tessier,  
CED Coordinator  
CF Alberta Southwest  
403-627-3020 ext.221  
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Bev Thornton,  
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INVEST  
Southwest Alberta

## Re-imagining The Landscape of Investment Opportunities & Export Capacity

With over 1,900 businesses; work here, live here, do business here, get more, and pay less.

Southwest Alberta has immediate opportunities available to purchase existing businesses, kick off a new venture or explore partnerships with established firms in the area's thriving agriculture, transportation, tourism, oil and gas, and renewable energy sectors.

This unique region is an ideal location to live in, invest in and grow a business in. With:

- Entrepreneurial Spirit – a skilled, young and productive workforce populates this stunning area;
- Low Business Costs – one of the most competitive tax environments in North America;
- Strategic Location and Access – \$845 million in major provincial projects have been announced for the Southern Alberta Transmission Reinforcement initiative which equates to better service, more efficient transmission of renewable energy, and new opportunities in value chain growth;
- Collaborative Communities – strategic regional partnerships craft a strong tie between private business, government and educational institutions.

Over 36,000 residents, living in 16 vibrant communities, call southwest Alberta home.

Southwest Alberta boasts one of the highest quality of life standards in the world, with natural settings, strong community values and an average household income of over \$80,000. The average housing cost in the region is \$286,188, compared to \$466,438 in Calgary. (Statistic Canada, 2011)

With clean, fresh water, more hours of sunshine than anywhere else in Canada, clear starry nights and a bounty of natural resources, Southwest Alberta proves an idyllic setting for living and a great location for commerce.

## Our Leading Industry Sectors

Southwest Alberta has a diverse economic base. Its primary industry sectors include Agriculture, Agrifood and Agribusiness, Renewable and Alternative Energy, and Tourism.

These industries are supported by a complement of additional sectors including manufacturing, construction, financial and business services, retail, and healthcare.

### Agriculture, Agrifood and Bio-Products

Alberta has a history rooted in agriculture and food production, continuing to shine as an innovative industry leader. In 2013, nearly 74% of all Canadian beef processing took place in Western Canada, concentrated primarily in Alberta.



### Alternative, Renewable and Bioenergy



Alternative and renewable energy sources are an integral part of the Government of Alberta's energy portfolio as 45% of electricity generation stems from wind, hydro, biomass and natural gas co-generation. The southern Alberta region has the potential to become a leader in the supply of solar.

### Tourism

Tourism is one of the leading industries in Alberta, employing over 127,000 people and generating \$8.0 billion in annual expenditures. Southwest Alberta is no exception, attributing its flourishing tourism sector to the region's breadth in cultural, recreational, outdoor adventure and all season destinations.



Visit [InvestSouthwestAlberta.com](http://InvestSouthwestAlberta.com) today for more information about the unique investment and business opportunities in southwest Alberta.

Inquire by phone at (011)-403-627-3020,  
or by email at [info@cfabsw.com](mailto:info@cfabsw.com)





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SOLID WASTE TRAINING MODULES

Edmonton Waste Management Centre Of Excellence

*Waste Diversion in  
the ICI Sector*

## Waste Diversion in the ICI Sector–2DayCourse

February 22 & 23-Lethbridge

RECEIVED

JAN 19 2016

### Who should attend?

*Industrial Commercial & Institutional Facilities Managers, Sustainability Professionals, Waste Diversion Specialists, Environmental Coordinators, Anyone interested in improving facility operations and costs through waste diversion!*

Learn about emerging 'best practices' and proven methods to help your organization implement a successful Waste Diversion program.

### Topics Covered:

- ▶ Integrated Waste Management Systems
- ▶ Waste Characteristics and Composition
- ▶ Onsite Storage and Collection
- ▶ Reduced Environmental Impacts
- ▶ Reducing Costs
- ▶ Stakeholder Engagement
- ▶ Waste Diversion Program Elements and Implementation
- ▶ Overview of Program Planning

**Instructors:** Tamara Shulman&Kentson Yan

Please check back on the Upcoming Courses page at [ewmce.com/courselist](http://ewmce.com/courselist) for more up-to-date information.

### Course Details:

**Time:** Registration 8:30a.m. –9:00a.m. The course will run from 9:00a.m. to 4:30p.m. Beverages and lunch will be provided.

**Location:** Room Location: To Be Announced

### Registration:

- ▶ Deadline to register is February 17th
- ▶ Alberta CARE members: \$775.00 CAD (plus ST)
- ▶ non-members: \$825.00 CAD (plus GST)
- ▶ Payment: online – please visit our website

To register, please visit: [www.ewmce.com](http://www.ewmce.com)

Find this course listing under EVENTS > Upcoming Courses.



**Oldman Watershed Council  
has moved to their new office -  
see below for new  
contact information.**

**ADDRESS:**

319 - 6th Street South, Lethbridge, AB T1J 2C7

**PHONE NUMBERS:**

**Main Office Number/Admin Assistant** - Bev Bellamy: 403-330-1346

**Executive Director** - Shannon Frank: 403-330-1759

**Communications Specialist** - Anna Garleff: 1-587-224-3793

**Education Program Manager** - Sofie Forsstrom: 403-382-8974

**Planning Manager** - Larin Guenther: 1-587-437-5602

**Watershed Legacy Program Manager** - Cody Spencer: 403-360-4572

**NEW EMAILS:** We no longer use @oldmanbasin.org so please delete these addresses.  
New emails: [firstname@oldmanwatershed.ca](mailto:firstname@oldmanwatershed.ca) - ([bev@oldmanwatershed.ca](mailto:bev@oldmanwatershed.ca))



**Thursday, February 18, 3-5 pm  
New Office Open House (and farewell for Bev)  
- 319 - Sixth Street South**

Drop by our new office and check it out!

Bev Bellamy will retire at the end of February after seven years as Administrative Assistant of the OWC. Drop by to wish her well in this exciting, new chapter of her life!

**Thursday, March 10 - Holding the Reins - Fort Macleod  
- more info to follow**





**PRESENT:**

Reeve Lorne Hickey, Chair	Lethbridge County	Mayor Thomas Grant	Town of Vulcan
Mayor Tom Butler, Vice Chair	Village of Coutts	Mayor Eric Jensen	Village of Barnwell
Mayor Gordon Reynolds	Town of Bow Island	Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Kym Nichols	Village of Carmangay
Mayor Kim Craig	Town of Coaldale	Mayor Jordon Koch	Village of Glenwood
Mayor Dennis Cassie	Town of Coalhurst	Mayor Don McDowell	Village of Nobleford
Mayor Rene Gendre	Town of Fort Macleod	Reeve Fred Lacey	Cardston County
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Ross Ford	Warner County
Mayor Leonard Lampman	Town of Granum	Reeve Brian Hammond	MD of Pincher Creek
Dep. Mayor Brenda Beck	Town of Magrath	Dep. Reeve Harry Streeter	MD of Ranchland
Mayor David Hawco	Town of Milk River	Reeve Neil Wilson	MD of Willow Creek
Mayor Rick Everett	Town of Nanton	Chair Barney Reeves	ID 04 Waterton Lakes NP
Mayor Wendy Jones	Town of Picture Butte	Mayor Chris Spearman	City of Lethbridge
Mayor Don Anderberg	Town of Pincher Creek	Bev Bellamy	Administrative Assistant
Mayor Henk De Vlieger	Town of Taber		

**Guests:**

Maria Fitzpatrick, MLA	Lethbridge East	Rachael Harder, MP	Lethbridge
Pat Stier, MLA	Livingstone-Macleod	Bob Jones, Zone Rep	AAMD&C
Grant Hunter, MLA	Cardston-Taber-Warner	Bill Chapman, Chair	Highway #3 Association
Drew Barnes, MLA	Cypress-Medicine Hat		

**1.0 WELCOME AND INTRODUCTIONS**

Reeve Lorne Hickey called the meeting to order at 1:00 pm.

**2.0 ADOPTION OF THE AGENDA**

Moved by Mayor Tom Butler to adopt the agenda. **Carried.**

**3.0 ADOPTION OF THE DECEMBER 4 MEETING MINUTES**

Moved by Mayor Ed Weistra to adopt the December 4, 2015 minutes with corrections as noted. **Carried.**

**4.0 BUSINESS ITEMS ARISING FROM MINUTES**

Received an email from Premier Notley's office stating that the invitation to attend the joint meeting in Taber is on their radar, but it is too early to make a commitment.

**5.0 REPORTS**

**5.1 MP Reports**

**Rachael Harder, MP – Lethbridge**

- MP Harder attended the Mayors and Reeves meeting for the first time as the Lethbridge MP.
- Was in the House of Commons for 7 days and heard from Prime Minister Justin Trudeau as he set the direction for Canada.
- They Conservatives want to hold the government accountable in the area of agriculture.

- House will be back in session at the end of January. Euthanasia legislation is an agenda item that they want to put it into place by February; although they could also ask for a six-month extension.
- Question was raised regarding Syrian refugee issues, especially with people who have been trying to get into the country for the past 5 years. There is a backlog of people as well as people who are already here who are at risk of being deported. The system doesn't deal fairly with people and government needs a process to deal with everyone.
- MP Harder said that this is a legitimate concern and to direct people in these situations to contact her office. She does not have the power to expedite, make inquiries and advocate on behalf of constituents, but they can direct people to receive assistance.
- Question on the election promises of legalization of cannabis and how it will impact local jurisdictions regarding its licensing. Has the party developed a strategy on this? Would these growing ops need approval by municipalities? Concerns were also expressed re driving under the influence.
- MP Harder stated that although this is part of the mandate of this government, they know very little about it. She expects that legislation will open up in spring in the House and would like to see a committee struck to do research on this. Five States in the US are facing problems with this same legislation and PM Trudeau is being advised to move slowly.

## 5.2 MLA Reports

### **Maria Fitzpatrick, MLA – Lethbridge East**

- Office closed over Christmas, attended several events.

### **Pat Stier, MLA – Livingstone-Macleod**

- Budget is coming up in a few months and he has heard concerns from municipalities re future funding difficulties, including programs for bridges.
- Mayor Spearman expressed concerns via a brief to Minister Hoffman re grants in lieu of taxes for social housing facilities and that it affects the City of Lethbridge municipal tax base by approximately \$1 million.
- For any difficulties with funding, M & R were asked to contact the MLA's to bring topics up that they can include in the budget discussion and preparation.
- Western slope cutthroat trout has just been added to the endangered species list; this could have implications on the proposed mine in CNP and Ranchlands.

### **Grant Hunter, MLA – Cardston-Taber-Warner**

Receiving calls re Bill 6 that came into effect on January 1. If anyone has questions on it, Worker's Compensation Board and Occupational Health and Safety are working to get up to speed on it and are putting together a package to allow farmers and ranchers a minimum standard they will have to adhere to; this will be available later this month.

## 6.0 Reports

### **6.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter**

- AB SW Report was circulated via email this morning.
- Board meeting was held on Wednesday with a presentation by Ad Spectra that is developing sustainable horticulture facilities in Magrath. Presented interesting ideas;

recommend that they make a presentation to Mayors & Reeves. The slideshow could also be forwarded to M & R.

- Decided to change meetings to every other month.

## **6.2 SouthGrow – Mayor Maggie Kronen**

No meeting held in December. Planning meeting was held yesterday and will talk about it at the next meeting.

## **6.3 AUMA – Mayor Kim Craig**

Urban Symposium on linear assessment on January 15 in Calgary and on January 27 in Edmonton; register on AUMA website.

In transition with the retirement of the CEO; the new CEO is Sue Bohaichuk.

## **6.4 AAMD&C – Councillor Bob Jones, Zone Rep**

- Monitoring and getting the information out on Bill 6. On behalf of Councillor Jones, MLA Fitzpatrick requested a list of producers that were consulted through this but she has not received it yet.
- Zone meeting is on Friday.

## **6.5 Associate Dean’s Advisory Council - Mayor David Hawco – no report**

## **6.6 Oldman Watershed Council – Mayor Blair Painter**

- OWC is moving their office from the Lethbridge Research Centre to downtown.
- Watershed Legacy Program is accepting applications for projects such as off stream watering, fencing, weed pulls and protection of riparian areas. For more information visit the OWC website: [www.oldmanwatershed.ca](http://www.oldmanwatershed.ca)

## **6.7 Highway #3 Association – Deputy Mayor Bill Chapman**

- Minutes were circulated previously.
- Had a meeting this morning and discussion was on the fatality on Highway #3 before Christmas. Need to put more pressure on to get Highway #3 twinned.
- Mayor Reynolds shared some statistics from his municipality in terms of fatalities that have occurred; need to hear these numbers from municipalities along Highway #3 so the Association can bring these numbers forward to help address this situation.
- Mayor Reynolds also stated that fire departments are required to log reports with claims with Alberta Transportation – every municipality’s emergency service should have this information.
- AGM will be held on Friday, February 5.

## **7.0 BUSINESS**

### **7.1 Specific points/topics of special interest/concern – Reeve Lorne Hickey**

Dr. Linda Vennard, CRTC Commissioner is making a presentation to the M & R in February and asked the M & R to send her a list of specific points/topics that they would like her to address at this meeting. The following topics were listed:

- Gain an understanding of what the CRTC does.
- Several years ago, the CRTC stated they would do something about commercials being so loud with the TV programs at a normal volume. Where are they at on this?
- Is AXIA regulated by CRTC, and if not, why not? What happens once AXIA is no longer under contract under the government and they don’t take on any more

municipalities?

- What does CRTC have to do with fibre optic, or are they strictly television/radio?
- Explain what the rule of aggregation is re teleconference.
- CBC is no longer on local television, only on cable/satellite TV. What is the future of local television for the rural sector, especially for those who do not have cable/satellite TV?

**7.2 Regional Issues Committee Update – Mayor Maggie Kronen, Reeve Fred Lacey, Mayor Margaret Plumtree**

- First meeting was held today and the committee would like a stronger mandate from the Mayors and Reeves on what to work at. They started with the list of regional issues that were collected from M & R and compiled by Mayor Bohne.
- M & R were asked to contact them indicating their 4 or 5 prioritized issues and also give more background on these issues. As concerns are shared, give background and expertise so it is very specific as to what to achieve.
- AHS is the top of consensus for regional issues for most people. Would like a presentation from 911 representatives in Lethbridge and Calgary to explain how they respond and facilitate a call and to learn the hand-off process and the mechanics of how it works. Could also bring rep from Alberta Health that is responsible for ambulance and rural health; looking at possibility of this for May meeting.

**7.3 2016 Volunteer Parking Passes issued by City of Lethbridge available from Bev**

**8.0 Next Meeting Date - February 5, 2016 –Dr. Linda Vennard, Commissioner, CRTC**

**March 4, 2016** - Dr. Barbara Lacey and Mr. Sean Chilton

- Role and work of the Oldman River Health Advisory Council

**April 1, 2016** – Mr. Troy Holinski, President and Mr. Frank Hawkins, Chair

- Alberta Capital Finance Authority (ACFA)

**May 6, 2016 – Presentation Idea from Regional Issues Committee:** AHS presentation using 911 reps from both Calgary and Lethbridge on how they respond and facilitate a call. Could also bring in AHS rep that is responsible for ambulance and rural health.

**10.0 ADJOURNMENT:** Moved by Mayor David Hawco to adjourn meeting at 1:55 pm. **Carried.**

<b>ACTION ITEMS FROM JANUARY 8, 2016 MEETING</b>	<b>PERSON RESPONSIBLE</b>
Ad Spectra – possible presentation	Reeve Lorne Hickey
Contact Regional Issues Committee to indicate 4 or 5 prioritized issues	All Mayors and Reeves
Presentation from 911 reps in Lethbridge and Calgary; also have rep from AHS that is responsible for ambulance and rural health, possibly in May	Regional Issues Committee
<b>ACTION ITEMS FROM DECEMBER 4, 2015 MEETING</b>	<b>PERSON RESPONSIBLE</b>
Letter to Minister Sarah Hoffman re top 3 health issues	Reeve Lorne Hickey
Submit possible names for Admin Assistant position to Reeve Hickey	All Mayors & Reeves

Please send any community information for distribution to M & R to Lorne at [lhickey@lethcounty.ca](mailto:lhickey@lethcounty.ca)