



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JULY 21, 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 JUNE 27, 2016

ACTION ITEMS:

1. BYLAW #1614 – Borrowing
RE: 2nd & 3rd Readings
2. CORRES: Claresholm Curling Club
RE: Forgiveness of Municipal Portion of 2016 Property Taxes
3. CORRES: The Bridges at Claresholm Golf Club
RE: Forgiveness of Municipal Portion of 2016 Property Taxes
4. CORRES: The Claresholm Rodeo Club
RE: Fair Days Junior Rodeo Sponsorship
5. CORRES: Justin Sweeney
RE: Resignation from the Economic Development Committee
6. REQUEST FOR DECISION: Downtown Parking
7. REQUEST FOR DECISION: Fire Services Agreement
8. REQUEST FOR DECISION: Business License Bylaw
9. FINANCIAL REPORT: Consolidated Statement of Operations June 2016
10. INFORMATION BRIEF: AUMA Convention 2016
11. INFORMATION BRIEF: Old Water Treatment Plant Property Update
12. INFORMATION BRIEF: CAO Report
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA: Legal; Contract

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – June 2016
2. Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 27, 2016
3. Municipal Planning Commission Minutes – June 17, 2016
4. Claresholm & District Chamber of Commerce Meeting Minutes – June 15, 2016
5. Coutts Centre Art Festival Invitation – July 24, 2016
6. Oldman River Regional Services Commission – Impact Analysis of MGA Amendments

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 27, 2016

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

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

REGRETS: Councillor Shelley Ford

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

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

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

CARRIED

MINUTES: **REGULAR MEETING – JUNE 13, 2016**

Moved by Councillor McAlonan that the Regular Meeting Minutes of June 13, 2016 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **DELEGATION RESPONSE: Claresholm Animal Rescue Society (CAREs)**
RE: Animal Shelter

A letter was received from CAREs rescinding their prior request to end shelter operations as of December 31, 2016. Referred to administration.

2. **DELEGATION RESPONSE: Downtown Market – Darla Slovak & Linda Brooks**

MOTION #16-070 Moved by Councillor Fieguth to allow the Downtown Market to use the downtown parking lot as proposed to temporarily close the laneway on Saturday, July 16th and Saturday, August 20th, 2016.

CARRIED

3. **CORRES: Workers' Compensation Board – Alberta**
RE: 2015 Surplus Distribution Cheque

MOTION #16-071 Moved by Councillor Cutler to put \$8,771.31 received as a surplus from Workers Compensation Board – Alberta into a reserve account for the Multi-use Community Building and Town Hall project.

CARRIED

4. **CORRES: Claresholm Pharmacy**
RE: Downtown Parking Lot

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

Referred to administration to come back with a recommendation for the designation of some one-hour parking stalls.

Councillor McAlonan rejoined the meeting at 7:19 p.m.

5. **CORRES: West Meadow Elementary School Parent Board**
RE: Letter of Support

MOTION #16-072 Moved by Councillor Cutler that administration write letters of support towards the West Meadow Elementary School Parent Board's applications to the Community Facility Enhancement Program and the Alberta Recycling Grant for the purpose of constructing new playground equipment.

CARRIED

6. **INFORMATION BRIEF: Old Water Treatment Plant Property**

MOTION #16-073 Moved by Councillor Cutler for administration to get an appraisal done on the property located at the old west water treatment plant site.

CARRIED

7. INFORMATION BRIEF: Annexation Open House

Received for information.

8. INFORMATION BRIEF: 2016 Parade Attendance

Received for information.

9. INFORMATION BRIEF: CAO Report

Received for information.

10. INFORMATION BRIEF: Council Resolution Status

Received for information.

11. ADOPTION OF INFORMATION ITEMS

Moved by Councillor O'Neill to adopt the information items as presented.

CARRIED

**12. IN CAMERA: Personnel
DELEGATION: #4 Skyline Crescent**

Moved by Councillor McAlonan that the meeting go In Camera at 7:36 p.m.

CARRIED

Moved by Councillor Dixon that this meeting come out of In Camera at 8:20 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor McAlonan that the meeting adjourn at 8:21 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



BYLAW #1614
TOWN OF CLARESHOLM
(hereinafter referred to as “the Municipality”)
PROVINCE OF ALBERTA

This by-law authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$360,000 for the purpose of pavement overlay local improvement projects.

WHEREAS:

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

Plans and specifications have been prepared and the total cost of the project is estimated to be \$360,000 and the Municipality estimates the following contributions will be applied to the project:

Municipality at large	\$Nil
Benefitting owners	\$360,000
Total Cost	\$360,000

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$360,000, for a period not to exceed 10 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

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

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

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

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

That for the purpose of completing pavement overlay local improvement project the sum of Three Hundred and Sixty Thousand DOLLARS (\$360,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large.

The amount of Zero DOLLARS (\$0) is to be paid by the municipality at large and Three Hundred and Sixty Thousand DOLLARS (\$360,000) is to be collected by way of local improvement tax imposed pursuant to the municipality's proposed tax Bylaw No. 1615.

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

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

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

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

This bylaw comes into force on the date it is passed.

Read a first time in Council this **13th** day of **June** 2016 A.D.

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

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

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer

DRAFT



INFORMATION BRIEF

Meeting: July 21, 2016
Agenda Item: 1

BORROWING BYLAW #1614

DESCRIPTION:

Administration requires Council to give second and third reading to the proposed borrowing bylaw #1614.

BACKGROUND:

The borrowing bylaw was advertised for 2 weeks and there were no disputes or petitions against the borrowing bylaw.

Having the borrowing bylaw passed does not mean we may apply for a debenture. The debenture will only be applied for if the local improvements are approved and local improvement tax bylaws are created.

Attachments:

DRAFT Bylaw #1614

Applicable Legislation: MGA Section 263

PREPARED BY: Simon Janhunen, CPA, CA, Director of Corporate Services

APPROVED BY: Marian Carlson, CLGM CAO

DATE: July 15, 2016



July 6, 2016

To: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2016 taxes in the amount of \$760.04.

Please note that we paid the full amount on May 20, 2016 prior to the June 30th deadline and are requesting a refund for the above mentioned amount at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "BJP", with a long horizontal line extending to the right.

Bobbie-Jo Penner, President

TOWN OF CLARESHOLM

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



2016

TAXATION NOTICE

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11917000	0	YB:1973/91			0	0	0	0
SUBDIVISION NAME		CURLING RINK						
CIVIC ADDRESS		430 53 AVE E						
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		8010781	118	33				
MORTGAGE COMPANY NAME								

DATE OF MAILING	2016-May-13
DUE DATE	2016-Jun-30

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB, T0L 0T0
Canada

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,017,990
COMMERCIAL IMPROV	73,740
TOTAL ASSESSMENT	1,091,730

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	63,190
COMM ASSOC IMPROV	906,190
TOTAL ASSESSMENT	969,380
EXEMPT	906,190.00
TAXABLE	63,190

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Thursday, June 30, 2016. All current outstanding taxes after June 30th, 2016 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2016.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003562100	22.45041	225.09
TOTAL 2016 EDUCATION TAXES			225.09
SUB TOTAL 2016 TAXES			225.09

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.000276700	1.74345	17.48
MUNICIPAL TAX (NON-RESIDENTIAL)	0.012027900	75.80614	760.04
TOTAL 2016 MUNICIPAL AND OTHER TAXES			777.52
SUB TOTAL 2016 TAXES			1,002.61

TOTAL 2016 TAXES			1,002.61
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2016			1,002.61
AMOUNT DUE AFTER JUNE 30, 2016			1,142.98

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	83.55
FOR COMPARISON 2015 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,164.11
Your property has been assessed as shown for the above taxation year. The assessment roll is open during office hours. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and \$50.00 fee per parcel on or before July 12th, 2016 at 4:00 p.m. to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert for info.)	

TOWN OF CLARESHOLM

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



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2016-Jun-30

2016

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,002.61	1,002.61

AMOUNT DUE PLEASE PAY	1,002.61
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB, T0L 0T0
Canada

11917000



June 11, 2016

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

Re: Request to Waive the Municipal Portion of the 2016 Property Taxes

Dear Mayor Steel and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$2,898.00 of the 2016 property taxes. We will pay the full amount of \$3,822.92 before the June 30th deadline to avoid late penalty charges if council agrees to waive municipal portion would just need a cheque for municipal portion issued back to Golf Club.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,

Todd Heggie
President

TOWN OF CLARESHOLM

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



2016

TAXATION NOTICE

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	0 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2016-May-13
DUE DATE	2016-Jun-30

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,110,290
COMMERCIAL IMPROV	221,300
TOTAL ASSESSMENT	2,331,590

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	240,940
COMM ASSOC IMPROV	2,086,260
TOTAL ASSESSMENT	2,327,200
EXEMPT	1,086,260.00
TAXABLE	240,940

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Thursday, June 30, 2016. All current outstanding taxes after June 30th, 2016 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2016.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003562100	22.45012	858.25
TOTAL 2016 EDUCATION TAXES			858.25
SUB TOTAL 2016 TAXES			858.25

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.000276700	1.74395	66.67
MUNICIPAL TAX (NON-RESIDENTIAL)	0.012027900	75.80593	2,898.00
TOTAL 2016 MUNICIPAL AND OTHER TAXES			2,964.67
SUB TOTAL 2016 TAXES			3,822.92

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	318.58
FOR COMPARISON 2015 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,493.57
Your property has been assessed as shown for the above taxation year. The assessment roll is open during office hours. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and \$50.00 fee per parcel on or before July 12th, 2016 at 4:00 p.m. to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert for info.)	

TOTAL 2016 TAXES			3,822.92
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2016			3,822.92
AMOUNT DUE AFTER JUNE 30, 2016			4,358.13

TOWN OF CLARESHOLM

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



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2016-Jun-30

2016

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,822.92	3,822.92

AMOUNT DUE PLEASE PAY	3,822.92
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

11630000

TOWN OF CLARESHOLM

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



2016

TAXATION NOTICE

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	0 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME		GOLF CLUB HOUSE						
CIVIC ADDRESS		349 39 AVE W						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2016-May-13
DUE DATE	2016-Jun-30

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,110,290
COMMERCIAL IMPROV	221,300
TOTAL ASSESSMENT	2,331,590

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	240,940
COMM ASSOC IMPROV	2,086,260
TOTAL ASSESSMENT	2,327,200
EXEMPT	1,086,260.00
TAXABLE	240,940

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Thursday, June 30, 2016. All current outstanding taxes after June 30th, 2016 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2016.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF (Non-Residential)	0.003562100	22.45012	858.25
TOTAL 2016 EDUCATION TAXES			858.25
SUB TOTAL 2016 TAXES			858.25

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.000276700	1.74395	66.67
MUNICIPAL TAX (NON-RESIDENTIAL)	0.012027900	75.80593	2,898.00
TOTAL 2016 MUNICIPAL AND OTHER TAXES			2,964.67
SUB TOTAL 2016 TAXES			3,822.92

TOTAL 2016 TAXES			3,822.92
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2016			3,822.92
AMOUNT DUE AFTER JUNE 30, 2016			4,358.13

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	318.58
FOR COMPARISON 2015 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,493.57
Your property has been assessed as shown for the above taxation year. The assessment roll is open during office hours. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and \$50.00 fee per parcel on or before July 12th, 2016 at 4:00 p.m. to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert for info.)	

TOWN OF CLARESHOLM

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



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2016-Jun-30

2016

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,822.92	3,822.92

AMOUNT DUE PLEASE PAY	3,822.92
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

THE BRIDGES AT CLARESHOLM GOLF CLUB
BOX 2080
CLARESHOLM, AB, T0L 0T0
Canada

11630000

The Claresholm Rodeo Club
P O Box 2312
Claresholm Ab T0L 0T0

June 22, 2016

TOWN OF CLARESHOLM

Hand Delivered

To whom it may concern;

The Claresholm Jr Rodeo Club is celebrating its 11th consecutive year in operation. This club is focused on providing a safe, non-competitive and fun environment for children under the age of 18 to learn and master the skills of riding and practicing in rodeo based events. The season runs through the winter months starting in November with the last weekly event in March.

Each year during the Claresholm Fair Days we host a Jr Rodeo on the Saturday after the parade at the Agriplex. The majority of participants are local to this area. This gives all age groups a chance to compete in front of the home town crowd.

Your support in the past has been \$250.00 and we very much appreciate your contribution. It is our goal to continue to look for sponsorship *every other year*, so your funds go further. We are not planning to make a profit from this event and any extra proceeds will go directly toward the club.

To show our appreciation, your name and logo will be added to our program. Your business will be announced throughout the rodeo. We would be happy to have your flag, banners, posters visible within the arena as well.

We appreciate you taking the time to consider the Claresholm Jr Rodeo Club for sponsorship. We look forward to hearing from you.

If you have any questions, please contact:

Colleen or Rick Penner

(403) 643-2167

Rhonda Wilson

(403) 601-1835

Tania Smeltzer

(403) 682-7995

Sincerely,

The Claresholm Rodeo Club

Town of Claresholm Application for Donation
(As per Policy #CDEC 12-15)



Date of Application: June 22, 2016

Date of Event: August 13/16

1. Applicant Information

Name of Applicant: Claresholm Jr. Rodeo Club

Address: P.O. Box 2312 Claresholm AB T0L0T0

Contact Person: Tania Smeltzer

Phone, Fax, Email: 403-682-7995

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

Jr. Rodeo

3. Is the Organization registered with Revenue Canada as a Charity? (circle)

YES provide registration date & #

NO

4. Is the Organization incorporated as a non-profit organization? (circle)

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain):

Cover the cost of livestock for events (team roping, ^{Goat tying} breakaway)

IN-KIND CONTRIBUTION - Fee Waiver (explain):

IN-KIND CONTRIBUTION - Service, Equipment or Material Provision (explain):

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain):

Amount (value) Requested: Any amount

6. Details of how the funds will be expended:

We only look for sponsors every 2 years.
The funds help cover the cost of cattle and goats
for the rodeo events. We usually have local
children under 18 entered. We keep our entry fees
lower to make it financial for families.

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
2011	\$250-	Operating/livestock expense

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents?
(Please attach a list of membership/executive)

Anyone under age of 18 welcome to attend and ride
their horse with supervision every Friday evening
November to March each year.

Describe in broad terms the principal objective of your organization or initiative:

Provide a fun, safe and non competitive club
to build confidence and skills when riding
a horse.

How will your organization acknowledge the Town's donation?

Announce the sponsors and add it to the event
program. Thank you to sponsors to be listed
in local paper. We all use social media
for promotion and to draw attention to the event

9. Is a copy of the organization's budget attached?

YES

NO

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Membership	\$150/family	Operating cost
Event fees	Range \$15-20/event	Prizes and payout
Sponsors	100 to 250	Cover livestock rental

From: Justin Sweeney [<mailto:jmsweeney17@gmail.com>]
Sent: Tuesday, June 28, 2016 3:26 PM
To: Marian Carlson
Subject: EDC - Letter of Resignation

Good afternoon Marian,

Please accept this communication as my official Letter of Resignation as a member of the Town of Claresholm Economic Development Committee. This decision is directly related to my opportunity to better serve the Town of Claresholm in a more full-time capacity.

I certainly wish the committee the best of luck, and look forward to engaging with them through my new role. Should you require anything in addition to this communication, please just let me know.

Sincerely,

Justin Sweeney



REQUEST FOR DECISION

Meeting: July 21, 2016
Agenda Item: 6

DOWNTOWN PARKING

Background Information:

Area Map:



Legend:

- Existing Handicap stalls
- Proposed one (1) hour parking area



Investigation results:

- Parking on the highway has become less favorable resulting in patrons of downtown highway frontage stores requesting short term parking close to those highway frontage stores that is not on the highway.
- Creating one (1) hour parking on the east side of the down town parking lot is what certain businesses who have highway frontage and parking are requesting as a solution due to patrons affected by highway traffic.
- There are 53 stalls in the down town parking lot, 3 of those stalls are handicap accessible.
- The east side of the lot has 11 stalls and one of those is a handicap stall.
- If those 11 stalls were to be signed as one (1) hour parking that would leave 42 stalls for all day parking, 2 of those are handicap stalls.
- The second row in from the east in the down town parking lot is usually completely filled with staff that works in the down town core.
- It is estimated that 50% or approximately 25 stalls of the parking lot is utilized by staff from various businesses parking for the day.
- That leaves 17 additional stalls open (2 that are handicap) for patrons and visitors to the down town core.
- In addition while investigating this area traffic flow on the easterly alley of the parking lot is condensed and congested at times.
 - This area may benefit from one (1) way traffic flow that may for example only allow traffic to move in a direction from north to south but this would take signage and education to incorporate.

DISCUSSION/OPTIONS:

Administration recommends that as per Bylaw #1550, Council pass a resolution restricting the furthest east side of the parking lot to one (1) hour parking.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to make the furthest east row of the down town parking lot have a parking restriction of one (1) hour imposed.

APPLICABLE LEGISLATION:

- 1.) Bylaw # 1550 – Traffic Bylaw – Part 3, Section 3, Subsection (k)

PREPARED BY: Jason Hemmaway Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2016



REQUEST FOR DECISION

Meeting: July 21, 2016
Agenda Item: 7

Fire Services Agreement

DESCRIPTION/BACKGROUND:

In August of 2015, the Fire Chief Kelly Starling tendered his resignation which led to the Town of Claresholm entering into a temporary Fire Chief Service Agreement with the MD of Willow Creek. This agreement initially expired December 31, 2015, but was extended a further six months to June 30, 2016.

The Town of Claresholm Strategic Plan outlines the need to “Identify an Optimal Model for Fire Services.” With the resignation of the Fire Chief, it was an opportune time to review the current model and explore alternatives. In August of 2015, Council directed Administration to negotiate the terms of an agreement for the MD of Willow Creek to provide fire response services to the Town of Claresholm. Since that time, Administration has been working with the MD of Willow Creek and the Towns of Fort Macleod, Nanton, Stavely and Granum to draft a contract for services agreement in which the MD of Willow Creek would provide fire services within a fee for service contract.

The draft agreement was presented to Council at a committee meeting held June 20, 2016. Discussion at that meeting led to the concept of pursuing a more collaborative approach to the model, rather than a fee for service contract. The Town of Nanton has taken a very similar position (see attached letter).

DISCUSSION/OPTIONS:

As the Fire Chief Service Agreement expired June 30, 2016 and a new agreement is not yet in place for fire services, either an extension to the agreement or alternatively, the appointment of a Fire Chief within the volunteer department is required.

To move forward with a Regional Services model, Administration recommends Council request a meeting with the MD of Willow Creek and the Towns within the MD to discuss opportunities for creating an agreement whereby fire services are offered through a collaborative regional model.

PROPOSED RESOLUTIONS:

1. Moved by Councillor _____ to request an extension the term of the Fire Chief Service Agreement with the MD of Willow Creek to December 31, 2016 with all other terms and conditions to remain in effect.
2. Moved by Councillor _____ to direct Administration to send a letter to the MD of Willow Creek, the Town of Nanton, the Town of Fort Macleod, The Town of Stavely and the Town of Granum to request a meeting with the Reeve, Mayors and CAO's to discuss opportunities for creating an agreement whereby fire services are offered through a collaborative regional model.

ATTACHMENTS:

- 1.) Town of Nanton letter

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: July 12, 2016



Town of Nanton

1907 21 Avenue, PO Box 609, Nanton, Alberta T0L 1R0
P 403.646.2029 F 403.646.2653 nanton.ca

June 29, 2016

Reeve Earl Hemmaway
M.D. of Willow Creek #26
PO Box 550
Claresholm, AB T0L 0T0

RE: Draft Fire Protection and Emergency Services Agreement

Town of Nanton Council has reviewed the draft Fire Protection and Emergency Services Agreement as part of our June 20, 2016 regular Council meeting.

Nanton would thank the MD of Willow Creek for their hard work and efforts in preparing a draft agreement for consideration by Nanton.

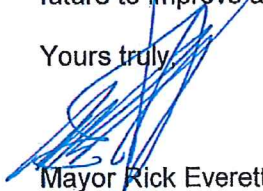
At this time, Town of Nanton Council would prefer to see a collaborative approach to fire services, where all participating municipalities are partnered together for fire and emergency services. The current agreement in place is a joint effort of all municipalities in the region, and we would like to see the spirit of true collaboration and partnership remain in any agreements between our municipalities.

We would put forward a suggestion to have multi-lateral talks between all six municipalities to either discuss potential improvements to the existing agreement, or to work towards a new agreement whereby all municipalities are working together for fire and emergency services on a regional basis. Council for the Town of Nanton feels this is important to avoid having different structures and agreements in place depending on what municipality you represent.

We would support this item as a topic of discussion at a future meeting of the Willow Creek Mayors & Reeve group.

Again, our thanks for your efforts on this agreement, and we look forward to meeting in the future to improve and strengthen our fire service.

Yours truly,


Mayor Rick Everett
Town of Nanton

RE:km

AUTHENTIC ALBERTA

Cc: Mayor Gentry Hall, Town of Stavely
PO Box 249 Stavely, AB T0L 1Z0

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

Mayor John Connor, Town of Granum
PO Box 88 Granum, AB T0L 1A0

Deputy Mayor Brent Feyter, Town of Fort Macleod
PO Box 1420 Fort Macleod, AB T0L 0Z0



REQUEST FOR DECISION

Meeting: July 21, 2016
Agenda Item: 8

BUSINESS LICENSE BYLAW

DESCRIPTION / BACKGROUND:

December 14, 2015 Council recommended a review of the Business License Bylaw by Administration, Council, the business community and the Economic Development Committee. Since that time the Business License Bylaw has been compared with other municipalities and presented to the Chamber of Commerce for their input. A short survey with the municipal comparison of fees was also sent out to business owners (approx. 250). The Development Department received twelve survey responses. Their feedback has been included in the exemptions list of the attached Bylaw #1615 as well as in the education notices put out by the Development Department. The business license fees are compared (shown on attached Info Brief – May 24, 2016) are in line if not below surrounding municipalities.

The Development Department would not recommend an increase in the business license fees at this time. With trying to encourage business and for the administrative time and service provided for businesses, the fee seems adequate thus far. Please note, the Town of Claresholm is either under or in-line with other municipalities for the business license fees. We would however recommend a fee for changing, updating, or transferring business licenses. We have requests annually to change addresses and re-print new licenses for this. Currently there is no fee for any changes. A small fee would recover the administrative time and costs for these changes.

In addition to updating the language used in the Business License Bylaw, the Development Department has added additions for exemptions as per the feedback received. This makes the issuance and enforcement of the bylaw clear. Additionally schedules A and B were added to allow for changes to the fees and fines without a full bylaw amendment as previously would have been the case. The clause in the bylaw states that upon Council resolution those schedules can be changed.

While the Town is considering changes to the Business License Bylaw, the Development Department did research on the application form used by other municipalities as well. Community Futures Alberta Southwest has been working with various municipalities to streamline their application forms. This allows similar forms to be used in different municipalities to allow for continuity between municipalities. Fort Macleod, Cardston, and Pincher Creek all use this template for their business license application form. The attached draft for Council's review and feedback also provides the Town with more complete information regarding the business.

RECOMMENDED ACTION:

Administration recommends Council give Bylaw #1615 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1615, Business License Bylaw 1st Reading.

ATTACHMENTS:

- 1.) Info Brief – May 24, 2016
- 2.) Business License Bylaw #1300 (marked copy, **additions in red**)
- 3.) Business License Bylaw #1615
- 4.) Revised Draft Application Form

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Business Licence Bylaw No. 1300 (Amended to Bylaw No. 1332)
- 2.) Current Business License application - <http://www.townofclaresholm.com/PDF/Business%20License.pdf>

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2016



INFORMATION BRIEF

Meeting: May 24, 2016

Agenda Item: 8

BUSINESS LICENSE BYLAW REVIEW

DESCRIPTION:

The Town of Claresholm Business Licence Bylaw, which provides for the licensing and regulating of business within the Town of Claresholm, dates to 1991. Town staff responsible for issuing business licences report that the Business Licence Bylaw is adequate generally, but that it has some shortcomings related to exemptions (instances where a licence is not required) and to recent developments in business types that were not foreseen when the Bylaw was adopted. December 14, 2015 Council recommended a review of the Business License Bylaw by Administration, Council, the business community and the Economic Development Committee.

BACKGROUND:

For a new business with a physical location in town we first process the required development approval for a change of use (which might also require one of more safety codes approvals) and then the business license can be processed once development (and safety codes, if required) approval is achieved (we also review to ensure active professional registration for social workers, dentists, lawyers, psychologists, AMVIC, etc. before issuing a municipal business license in accordance with the Fair Trading Act (section 108)).

For the development approval we use our Land Use Bylaw and for the business license we use our Business License Bylaw. For out-of-town contractors, direct sellers, hawkers etc. we use only the business license bylaw, checking first to be sure that they have a Direct Sellers license from Service Alberta when required: <http://www.servicealberta.ca/976.cfm>

The business license bylaw was presented to the Chamber of Commerce for their feedback. A general survey was also sent out to the Chamber of Commerce. Some feedback has been that there is a lack of business start-up information as well as a checklist for small businesses to ensure they have all the pertinent information they require. Administration will continue to work on creating checklists and have updated the information brochure on the website. Also see the attached information sheet created to assist in business start-ups. There has been feedback regarding timelines in the information sheet as well for people's information. Timelines are very difficult to give in generalities since every approval may require different steps. For example, if AHS, MPC (change in use), or Safety Codes approval is required this will increase the timelines significantly, but if applicants have those in place the timeline for approval decrease.

Since December 2015 the Development Department has gathered information on business licensing in various communities. Below is a comparison chart for business license fees. Please note the Town of Claresholm also has a scale for out of town contractors based upon the value of work within the municipality, the chart below compares businesses located within the municipality.

Municipal Fees Comparison

Municipality	Business License Fees
Claresholm	• Home-Based Residential: \$100 • Commercial and Industrial: \$50
Granum	• Home-Based Residential: \$100 • Commercial and Industrial: \$35
Fort Macleod	• Home-Based Residential: \$225 • Commercial and Industrial: \$100
MD Willow Creek	• Home-Based Residential: \$200 • Commercial and Industrial: \$100
Nanton	• Home-Based Residential: \$120 • Commercial and Industrial: \$100
Pincher Creek	• Home-Based Residential: \$125 • Commercial and Industrial: \$125
Cardston	• Home-Based Residential: \$60 • Commercial and Industrial: \$50
Milk River	• Home-Based Residential: N/A • Commercial and Industrial: \$50
High River	• Home-Based Residential: o Minor: \$50 o Major: \$150 • Commercial and Industrial: \$120
Nobleford	• No fee
Lethbridge	Commercial and Industrial:\$178 • Nonresidential \$737

Administration will continue to collect feedback and work towards recommendations for a business license bylaw amendment.

ATTACHMENTS:

- 1.) Business License Information Sheet

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Business Licence Bylaw No. 1300 (Amended to Bylaw No. 1332)

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 19,2016

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
~~BYLAW # 1300 (AMENDED BY BYLAW # 1332)~~
BYLAW # 1615

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

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

THEREFORE the Council of the Town of Claresholm duly assembled hereby enacts the following:

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

1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of ~~16~~ 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.

10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who ~~has lived in the Town of Claresholm for 6 consecutive months immediately prior to application for a license~~ **who lives in the Town of Claresholm.**
15. **Non-Resident** – Shall mean a person who is not ~~a resident~~ **an inhabitant of Claresholm.**
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
 - a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,
 - b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards delivered in and shipped into the municipality, or
 - c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:
 - i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.
19. **Sub-Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.
20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in

land except a thing that is neither affixed to the land nor intended to become a part of the land.

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

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

2.0 Appointment, Authority and Duties of a License Inspector

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

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

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

3.0 General

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses of all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.
2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

4.0 Requirements for License

1. No person shall, whether within the Town or partly within the Town:
 - a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under **the provisions of this bylaw** or by provincial **or federal legislation**.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.

3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.
4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31st day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, ~~the fee payable for a license issued between the last day of January and 31st day of October in any year shall be the license fee for the full year~~ all new business licenses purchased after June 30th of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30th of that year. ~~This reduction in license fees does not apply to license fees which are based on a contract cost.~~
8. A business license for an existing, licensed business shall be renewed by the 1st of March each year. Renewal shall be effected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".
9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. ~~Unless otherwise provided herein, any subsisting license issued under this Bylaw may, upon application to the License Inspector, be transferred upon payment of 10 percent of the annual license fee if, in the opinion of the License Inspector, the proposed transferee meets the provision of this or any other applicable bylaw.~~
11. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
12. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
13. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.

14. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
15. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, ~~or provincial law or regulation,~~ **he the License Inspector may**, upon receipt of the proper fees issue a license to the licensee.
16. A License under this Bylaw shall be signed by the License Inspector ~~or Secretary Treasurer~~ of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
17. Any license granted under this Bylaw shall be authority only to engage in or carry on business on the premises therein described and not in or on any other premises, provided however that this section shall not apply to hawkers, peddlers, or **mobile vendors**, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.
18. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

5.0 ~~License Subject to Zoning Regulations~~ **Exceptions**

A Business License is not required for the following Businesses:

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

controls the sale to a maximum of four (4) weekends per calendar year;

9. The Business/ Event is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
10. The Business is carried on by the Government of the Province of Alberta or the Government of Canada;
11. Any other Business exempted through or by order of Council.

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

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.
2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.
3. Any act or omission of a ~~wife, servant,~~ clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act or omission of the licensee and the licensee shall be responsible for such act or omission, as though it were done by the Licensee ~~himself~~ **themselves.**

7.0 **Appeal Where License Refused**

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

8.0 **Inspection by Town of License Premises**

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

9.0 License Fees

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.
- ~~3. A business license shall not be required for publicly funded, educational or institutional establishments in the Town.~~
- ~~4. No person is required to take out a license under this section who is in the employ of some other person who holds a license under this section.~~
3. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

10.0 Contractor and Sub-contractor

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

11.0 Hawkers, Peddlers, Direct Sellers and Mobile Vendors

1. ~~Without restricting the generalities of Section 9.0,~~ A person who sells merchandise on a wholesale basis to retail merchants in the Town shall not be required to obtain a license pursuant to this section.
2. All hawkers, peddlers, direct sellers, or mobile vendors shall require a separate license of each employee or agent who acts as a hawker, peddler, **direct seller or mobile vendor** in the Town.
3. A Business License issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits and/or vegetables, shall be withheld until the Applicant has produced appropriate permits, licenses or certificates from Alberta Health Services.

~~12.0~~ **Home Occupation**

- ~~1. A person carrying on any occupation not otherwise mentioned in paragraph 9.0 at a residence shall pay the following license fee:
\$100 per annum per occupation~~
- ~~2. Any person carrying on a home occupation who:
 - a. Is physically handicapped, or
 - b. Can show that the business must be operated from a home for compassionate reasons, may apply to the Council to be relieved of paying the full license fee established for home occupation and such decision of Council shall be final.~~

12.0 Provisions for Flea Markets

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

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all required inspections, including building, fire and health inspections, are conducted as required.

13.0 Transfer / Changes to a Business License

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

14.0 Fines and Penalties

1. A person violating any provision of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine of not less than \$200.00 and not more than \$2,000.00 and in default of payment thereof, to imprisonment for a period of not less than 30 days.
2. Where a person is found guilty of non-payment of a license fee payable hereunder, the convicting provincial court judge may order payment thereof in addition to imposing a fine.
3. The License Inspector may enforce the provisions of this Bylaw by issuing a voluntary fine to any person alleged to have committed one or more breaches of the Bylaw. The voluntary fine shall state the alleged offence and require payment of the appropriate fee as provided in Schedule "A" "B" attached hereto and declared to be part of this Bylaw by the date indicated on the voluntary fine.
4. A voluntary fine may be issued by personally serving it upon the alleged offender or by leaving it at the residence or place of business of the alleged offender or by serving it on the alleged offender by single registered mail.
- ~~5. A person carrying on or engaged in business in the Town of Clareholm who fails to furnish all the information reasonably required by a License Inspector within 10 days after a request in writing for such information is served on the person, shall be guilty of an offence and liable upon summary conviction to a fine of not less than \$25.00 for each day after the expiration of the 10 day period that the default continues providing that the total of such fines shall not exceed the sum of \$1,000.00 against any one person.~~

15.0 Amendment to Schedule

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

16.0 Bylaw number 1300 and 1332 are hereby repealed.

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

READ a first time in Council this day of _____, A.D.

READ a second time in Council this day of _____, A.D.

READ a third time in Council and passed this day of _____, A.D.

Schedule "A" - Fees

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

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

Carnivals and circuses \$100.00 per day

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

Non-Resident Non-Construction \$100.00 per annum

Non-Resident Contractors

\$100.00 per year when doing under \$15,000.00 gross business in Town

\$175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town

\$225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town

\$325.00 per year when doing over \$75,000.00 but under \$150,000.00 gross business in Town

\$650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town

\$1,000.00 per year when doing over \$250,000.00 gross business in Town

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

Hawkers, Peddlers, Direct Sellers, Mobile Vendors:

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

Resident	\$100.00 per year
Itinerant Shows and entertainments and other transient business:	\$ 50.00 per day or \$300.00 per annum

Salvage Dealers and Secondhand Dealers

Resident	\$ 50.00 per annum
Non-Resident	\$300.00 per annum

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

<u>Home Occupation</u>	\$100.00 per annum
-------------------------------	--------------------

Other Charges:

<u>Transfer / Change on Information Fee:</u>	\$ 10.00
-----------------------------------------------------	----------

<u>Late Payment Fee:</u>	\$ 15.00
---------------------------------	----------

Schedule "B" – Fines

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

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

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

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

THEREFORE the Council of the Town of Claresholm duly assembled hereby enacts the following:

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

1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.

10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who lives in the Town of Claresholm.
15. **Non-Resident** – Shall mean a person who is not an inhabitant of Claresholm.
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
 - a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,
 - b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards delivered in and shipped into the municipality, or
 - c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:
 - i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.
19. **Sub-Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.
20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in land except a thing that is neither affixed to the land nor intended to become a part of the land.

21. **Seniors Lodge** – Shall mean a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.
22. **Home Occupation** – Shall mean an occupation, trade, profession or craft carried on by a person at his residence or at any other residence in the Town as a use secondary to the residential use of the building.

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

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

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

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

3.0 **General**

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses of all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.
2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

4.0 **Requirements for License**

1. No person shall, whether within the Town or partly within the Town:
 - a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under the provisions of this bylaw or by provincial or federal legislation.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.
3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.

4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31st day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, all new business licenses purchased after June 30th of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30th of that year.
8. A business license for an existing, licensed business shall be renewed by the 1st of March each year. Renewal shall be effected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".
9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
11. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
12. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.
13. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
14. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, the License Inspector may, upon receipt of the proper fees issue a license to the licensee.
15. A License under this Bylaw shall be signed by the License Inspector of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
16. Any license granted under this Bylaw shall be authority only to engage in or carry on business on the premises therein described and not in or on any other premises, provided however that this section

shall not apply to hawkers, peddlers, or mobile vendors, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.

17. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

5.0 **Exceptions**

A Business License is not required for the following Businesses:

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

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

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such

activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.

2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.
3. Any act or omission of a clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act of omission of the licensee and the licensee shall be responsible for such act or omission, as though it were done by the Licensee themselves.

7.0 **Appeal Where License Refused**

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

8.0 **Inspection by Town of License Premises**

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

9.0 **License Fees**

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of \$50.00 per business unless otherwise provided for in this Bylaw.

3. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

10.0 **Contractor and Sub-contractor**

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

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

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

12.0 **Provisions for Flea Markets**

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

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all required inspections, including building, fire and health inspections, are conducted as required.

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

1. An existing Business License issued under this Bylaw may be transferred / changed upon application to and approval by the Licensing Inspector in the following circumstances;
 - a. When the transfer is from one Licensee to another for the same Business name in the same Business Premises; or

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

14.0 **Fines and Penalties**

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

15.0 **Amendment to Schedule**

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

16.0 Bylaw number 1300 and 1332 are hereby repealed.

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

READ a first time in Council this day of _____, A.D.

READ a second time in Council this day of _____, A.D.

READ a third time in Council and passed this day of _____, A.D.

Schedule "A" - Fees

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

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

Carnivals and circuses \$100.00 per day

Resident Contractors

operating from a residence site	\$100.00 per annum
operating from a business site	\$ 50.00 per annum

Non-Resident Non-Construction \$100.00 per annum

Non-Resident Contractors

\$100.00 per year when doing under \$15,000.00 gross business in Town

\$175.00 per year when doing over \$15,000.00 but under \$40,000.00 gross business in Town

\$225.00 per year when doing over \$40,000.00 but under \$75,000.00 gross business in Town

\$325.00 per year when doing over \$75,000.00 but under \$150,000.00 gross business in Town

\$650.00 per year when doing over \$150,000.00 but under \$250,000.00 gross business in Town

\$1,000.00 per year when doing over \$250,000.00 gross business in Town

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

Hawkers, Peddlers, Direct Sellers, Mobile Vendors:

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

Resident	\$100.00 per year
Itinerant Shows and entertainments and other transient business:	\$ 50.00 per day or \$300.00 per annum

Salvage Dealers and Secondhand Dealers

Resident	\$ 50.00 per annum
Non-Resident	\$300.00 per annum

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

<u>Home Occupation</u>	\$100.00 per annum
-------------------------------	--------------------

Other Charges:

<u>Transfer / Change on Information Fee:</u>	\$ 10.00
<u>Late Payment Fee:</u>	\$ 15.00

Schedule "B" – Fines

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



Town of Claresholm
 Box 1000, Claresholm AB T0L 0T0
 Telephone: (403)625-3381 Fax: (403)625-3869
 www.townofclaresholm.com

Business License Application

Date: _____ Name of Business: _____

Name of Contact: _____ Title of Contact: _____

Role of Contact: Manager Owner Owner/ Operator Other: _____

Location of Business: Store Front Home Based Mobile Other: _____

	Physical Location Of Business	Business Mailing Address
Address Line 1		
Address Line 2 (Optional)		
Town / City		
Province / State		
Postal / Zip Code		

	Business Information	Contact Information
Phone		
Fax		
Toll Free		
E-Mail		
Website		Emergency contact #:

Display in Business Directory (n/c): **Yes No**

Provincial License (Where Applicable): _____

Have all Provincial Licensing and Permit Requirements been met: Yes No If "No" please explain

Have all Provincial Health & Fire Safety standards pertaining to business been met: Yes No If "No" please explain

All exterior signs must meet the signage by-law guidelines and require a sign permit issued by the Town Development Officer.

Signature of Applicant

<i>For Office Use Only</i>	
Business License: _____	License Fee (Including employees): _____
Regional License: _____	Tax Roll# _____
Category / Comments: _____	
Authorizing Officer: _____	



Business License Application

Name of Business: _____
 (from pg 1 of application)

Keywords that describe the Business or products sold (i.e. Computers, Lumber, Paint, Fuel, Automotive Parts, ...)

Business Classification (Select all that this business may be classified as)

Selected	Description
<input type="checkbox"/>	Accommodation and Food Services
<input type="checkbox"/>	Agricultural Services
<input type="checkbox"/>	Art, Entertainment, Recreation, Crafts
<input type="checkbox"/>	Auto (sales, service, repair)
<input type="checkbox"/>	Construction - commercial
<input type="checkbox"/>	Construction - residential
<input type="checkbox"/>	Construction - other (paving, concrete, roofing, landscaping services, etc.)
<input type="checkbox"/>	Retail - Clothing, Gifts, Furniture
<input type="checkbox"/>	Tradespeople - Electricians, Plumbers, Gas Fitters, etc.
<input type="checkbox"/>	Financial and/or Insurance Services
<input type="checkbox"/>	Health, Wellness, Social Assistance, Medical, Educational Services
<input type="checkbox"/>	Oilfield and/or Trucking Services
<input type="checkbox"/>	Professional and/or Technical Services (Lawyers, Accountants, Advertising, etc.)
<input type="checkbox"/>	Real Estate, Rental, Leasing
<input type="checkbox"/>	Personal Services (salons, massage, etc.)
<input type="checkbox"/>	Service Stations
<input type="checkbox"/>	Storage Facilities
<input type="checkbox"/>	Industrial Services - Tire Services, Welding, Glass
<input type="checkbox"/>	Utilities
<input type="checkbox"/>	Other Services (auction, dog grooming, cleaning, alterations, etc.)

Brief Description of **Products and Services** Supplied:

Town of Claresholm**Statement of Operations**

For the period ending June 30, 2016

	Budget	2016	
Revenue			
Net municipal taxes	\$ 3,114,221	\$ 3,659,245	Note 1
User fees and sales of goods	2,005,450	985,961	
Government transfers for operating	221,776	36,303	
Investment income	45,744	5,564	
Penalties and costs of taxes	89,500	45,202	
Licenses and permits	37,800	41,874	
Franchise and concession contracts	153,748	81,301	
Rental	119,001	54,113	
Other	110,251	58,552	
Family and community support services	240,041	119,201	
	6,137,532	5,087,316	
Expenses			
Legislative	112,000	36,278	
Administration	1,096,936	573,826	
Fire	117,553	39,368	
Bylaw enforcement	135,892	72,228	
Common and equipment pool	540,123	248,336	
Roads, streets, walks and lighting	827,482	157,219	Note 2
Airport	18,291	7,767	
Storm sewers and drainage	147,356	18,791	
Water supply and distribution	2,025,564	321,801	Note 3
Wastewater treatment and disposal	621,028	36,909	
Solid waste management	518,546	212,476	
Family and community support services	236,556	128,467	
Day care	64,511	19,101	
Cemeteries and crematoriums	49,452	9,477	
Other public health and welfare	34,500	13,292	
Economic and agricultural development	43,597	7,518	
Subdivision land and development	312,503	119,437	
Parks and recreation	877,916	336,634	
Culture - libraries, museums and halls	367,799	245,180	
	8,147,605	2,604,105	
Deficiency of revenue over expenses before other	(2,010,073)	2,483,211	
Other			
Government transfers for capital	4,199,051	4,239,472	Note 4
Deficiency of revenue over expenses	2,188,978	6,722,683	

Note 1

Not all of the school tax requisitions have been paid but taxes have been received for the requisitions.

Note 2

Amortization will not be recorded until yearend. In addition, Street light, streets, lanes and boulevard maintenance is currently underway and has not been billed.

Note 3

Amortization will not be recorded until yearend and it is a significant expense to the department.

Note 4

Have received MSI funding \$1,389,777, ACRP Grant money \$2,475,670 and DRP funding \$314,527.50.



INFORMATION BRIEF

Meeting: July 21, 2016

Agenda Item: 10

AUMA CONVENTION 2016

DESCRIPTION:

Administration is requesting direction from Council regarding possible appointments to meet with various Ministers and other officials at the Alberta Urban Municipalities Association (AUMA) Convention in Edmonton October 4 – 7, 2016.

BACKGROUND:

Rooms for the Convention have been booked for the Chief Administrative Officer and three Councillors (Cutler, McAlonan and O'Neill) in Edmonton. If you have not committed to attending, please note that upon checking regarding Convention hotels on July 14th, all hotels are fully booked except for the Coast Edmonton Plaza hotel located at 10155 – 105 Street.

The convention provides opportunities to meet with various Ministers from the Alberta Government, as well as other officials such as the RCMP. Administration would like specific direction as to which Ministers Council would like to meet with and the topics to be covered with each Minister. Council should also decide if there are any other officials they wish to meet with at the Convention such as the RCMP. A clear direction as to the content of these meetings should be specified.

ATTACHMENTS:

1. Event Agenda
2. Email from Alberta Municipal Affairs – Minister's meeting room at the 2016 AUMA Convention

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 15, 2016



AUMA Convention 2016 Agenda

Tuesday, October 4	
9:00–4:00pm	Pre-cons/EOEP Sessions
4:00–4:30pm	Munix Annual General Meeting
5:00–9:00pm	CAO networking event
Wednesday, October 5	
8:30–9:45am	Committee Reports
10:15–11:30am	Committee Reports
10:00–11:30am	CAO/CFO Session
11:30–12:30pm	Lunch
12:30–1:30pm	Opening Ceremonies, President’s Address & Keynote
1:35–2:45pm	Resolutions (part 1)
2:45–3:00pm	MGA review
3:00–5:30pm	Trade Show dessert reception <i>sponsored by Sun Life</i>
4:30–6:00pm	Municipal Affairs Reception
After 6pm	Sponsor’s Networking Evening
Thursday, October 6	
7:00–8:30am	Government Breakfast Premier's Address Bearpit with Ministers
8:30–9:30 am	Minister and Education Sessions
9:00am	Trade show opens
9:30–10:30am	Trade show breakfast for CAOs
9:45–10:45am	Minister and Education Sessions
11:00–11:30am	Minister of Municipal Affairs Address
11:30–1:30pm	Trade show lunch
1:45–2:45pm	Minister and Education Sessions
3:00–4:00pm	Minister and Education Sessions
4:30pm	Intern Reception
7:30–9:30 pm	City of Edmonton Reception
Friday, October 7	
7:40–8:15am	Municipal Excellence Awards
8:15–8:45am	Opposition Parties
8:45–9:15am	Annual General Meeting
9:15–9:45am	Resolutions
9:45am	Director(s) Elections FCM Update Vice President(s) Elections
11:00–11:20am	Closing

From: municipalservicesandlegislation@gov.ab.ca [<mailto:municipalservicesandlegislation@gov.ab.ca>]
Sent: Tuesday, July 12, 2016 3:21 PM
To: Marian Carlson
Subject: Alberta Municipal Affairs - Minister's Meeting Room at 2016 AUMA Convention

Dear Chief Administrative Officer,

As you are likely aware, the Alberta Urban Municipalities Association (AUMA) will be hosting its annual convention in Edmonton at the Shaw Conference Centre from October 5-7, 2016. While this event is still a few months away, Municipal Affairs has commenced planning for several of the ministry-related events to be held at the convention. Part of this preparation includes the co-ordination of meetings, as scheduling allows, between myself and municipal stakeholders.

Should your council wish to meet with me at the 2016 AUMA Convention, and to ensure suitable time for co-ordination, I would invite you to submit your meeting request on or before **Friday, August 19, 2016**. Requests may be submitted to Marianne Bobik, Program and Policy Advisor, toll-free at 310-0000, then 780-644-2903, or by email at marianne.bobik@gov.ab.ca. Please ensure you include your top three agenda items with your request, as well as a listing of meeting attendees.

Specific details on meeting dates and times will be determined in the fall, once the AUMA Convention agenda and associated convention events have been confirmed. Once a finalized meeting schedule is determined, municipalities will be contacted by Friday September 16, 2016 to advise of their meeting time along with the location of the meeting.

I look forward to seeing many of you during the convention, and am eager to engage with you to discuss municipal priorities and opportunities for regional collaboration and strategic initiatives.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs



INFORMATION BRIEF

Meeting: July 21, 2016

Agenda Item: 11

OLD WATER TREATMENT PLANT PROPERTY

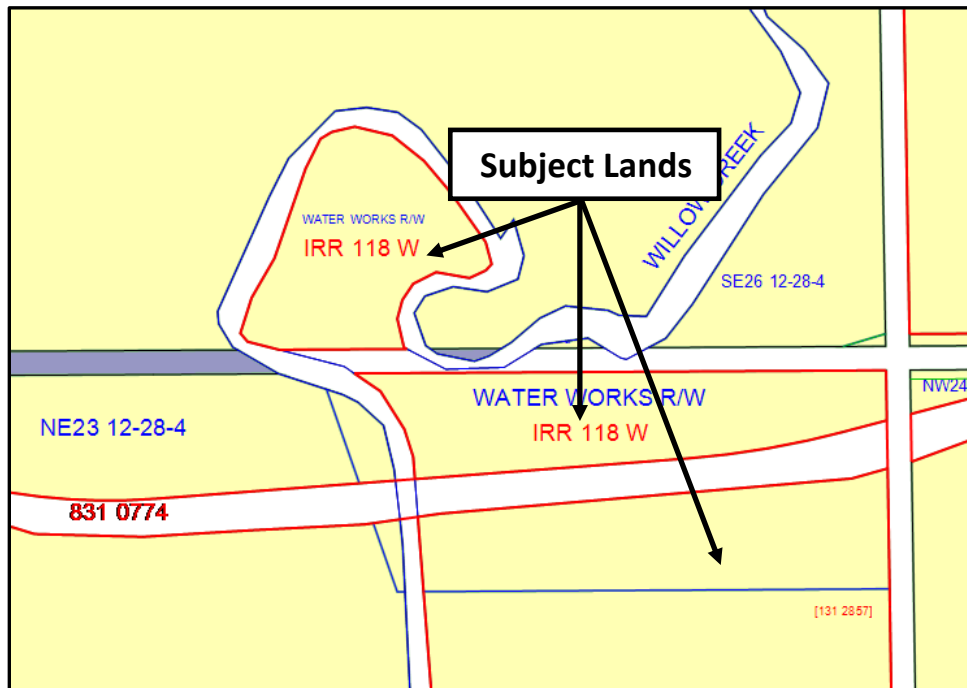
DESCRIPTION / BACKGROUND:

The Town of Claresholm Water Treatment plant property (shown below) is no longer in use. January 23, 2012 Council passed a motion to lower the insured value of the Water Treatment plant to \$100,000 for the building with no value for any contents.

In the previous Information Brief presented June 27, 2016 the parcels were incorrectly stated as 2.3 acres and 3.42 acres. This has been corrected to be described as:

Portion NE $\frac{1}{4}$ section 23-12-28-W4 - 16.58 Acres

Portion SE $\frac{1}{4}$ section 26-12-28-W4 - 2.30 Acres within the Municipality of Willow Creek No. 26, ALBERTA. **The total is 18.88 acres.**



At the June 27, 2016 Council meeting, Administration was directed to get an appraisal done on the property. Further investigation discovered an appraisal was completed by Reliance Appraisal in August of 2012. That appraisal valued the property at \$130,000 (see attached).

DISCUSSION/OPTIONS:

Administration received 2 quotes from agencies who could undertake a new appraisal if requested. Reliance Appraisal quoted \$1,600 for an update to the 2012 appraisal and Avison Young quoted \$3,750 for a new appraisal.

Administration also acquired a quote to demolish the existing building. The price quoted was \$53,845.00 and **this does not include asbestos removal**. At this time we do not have a quote on the cost for asbestos removal but expect to receive a quote within a couple of weeks.

Options to Consider:

- Post the property for sale in an “as is” condition using existing appraisal \$130,000.00.
 - Could obtain a new appraisal (Market has not changed significantly from 2012 to 2016 so we would assume the value would remain fairly similar)
- Remove the asbestos and demolish the building and sell the vacant land
 - This would add significant cost to the Town and a new appraisal would be required to establish a value for the vacant land
- Lease the property for pasture.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Darlene Newson – Infrastructure Services Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 13, 2016



CAO REPORT

July 21, 2016

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

CAO

Museum Storage

As of July 7th, the need for one of the storage units housing materials from the Museum has been eliminated. The Museum staff and volunteers will continue to work on further reducing the materials stored.

Canada Day Celebrations

See enclosed report from the Coordinator.

Disaster Recovery Program (DRP)

Representatives from Associated Engineering and I met with the new engineer from the DRP office on July 5th to review the outstanding items on the application for funding for the flooding event in 2014. Further to that meeting, the DRP engineer requested additional information surrounding the golf course bridge realignment, and topsoil, seeding and rip rap around the check structures. We are still awaiting confirmation of full funding on the project.

BYLAW ENFORCEMENT

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

HR & TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM
CAO

Town of Claresholm Canada Day Celebrations

Event Summary & Report

July 2, 2016

Event Coordinator; Justin Sweeney

Summary;

The Town of Claresholm hosted events and entertainment as part of a Canada Day celebration as implemented by the contracted Events Coordinator. The events were scheduled to take place at various locations throughout the Town, and were implemented without incident. Reviews received were positive overall. No injuries or instances of sincere concern were brought to the attention of the Event Coordinator. The sole complaint was that the Fireworks commenced prior to the expected time of 11pm. As per the timing of the Event Coordinator, they took place between 10:51pm and 11:00pm. This concern was noted and passed along to the contracted Fireworks Company to ensure a firm start time for 2017. The events were executed within the approved budget.

Schedule of Events;

All events took place on Friday, July 1, 2016 in the Town of Claresholm.

Activity	Location	Time	Lead
Yoga	Amundsen Park	10 – 10:45am	Lise Schulze
Nia	Amundsen Park	11 – 11:45am	Lise Schulze
Oh Canada	Amundsen Park	12 Noon	Michele DeDominicis
Raising of Flag	Amundsen Park	12 Noon	Legion & RCMP
Welcome/Cake	Amundsen Park	12pm – 1pm	Councillor Betty Fieguth
DJ	Amundsen Park	11am – 4pm	John DeDominicis
Buskers (Catherine & Terry) - Folk	Amundsen Park	12 – 4pm	Terry Turcotte-Smith
Buskers – Flamenco	Amundsen Park	12 – 3pm	Ehab Sleiman
Inflatable Amusements	Amundsen Park	12 – 4pm	Carnivals 4 Kids at Heart
Museum Display	Amundsen Park	12 – 3pm	Claresholm Museum
Balloon Artist	Amundsen Park	12 – 4pm	Rory the Gnome
Canada Giveaway Items	Amundsen Park	12 – 4pm	Dollar Store w/More & Heritage Canada
Claresholm Fire Truck	Amundsen Park	12 – 2pm	Fire Dept./Kelly Starling
Andi's Petting Zoo	Amundsen Park	12 – 4pm	Marla McLeod
Airbrush Artists	Amundsen Park	1 – 4pm	Rainbow Faces
Face-Painter	Amundsen Park	1 – 4pm	Rainbow Faces
Family Movie Night	Comm. Centre	7:30 – 9:30pm	Claresholm Arts Society
Fireworks	Behind Legion	11pm	Magnum Fireworks

Finances;

Event Budget for *Canada Day*

Artists	Estimated	Actual
Buskers	\$800.00	\$220.00
Airbrush Artists	\$600.00	\$600.00
Face-Painter	\$300.00	\$300.00
Petting Zoo	\$800.00	\$800.00
Total	\$2,500.00	\$1,920.00

Revenue	Estimated	Actual
Town of Claresholm	\$9,000.00	\$9,000.00
Heritage Canada	\$2,200.00	\$2,200.00
MD of Willow Creek	\$1,000.00	\$1,000.00
Service Groups	\$1,000.00	\$250.00
Total	\$13,200.00	\$12,450.00

Entertainment	Estimated	Actual
Inflatables	\$2,025.00	\$2,025.45
Desperado Sound	\$400.00	\$450.00
Other Activities	\$500.00	\$210.36
Fireworks	\$6,500.00	\$6,825.00
Total	\$9,425.00	\$9,510.81

In Kind Donations	Estimated	Actual
IGA (Cake)	\$800.00	\$400.00
Balloon Artist	\$250.00	\$250.00
Total	\$1,050.00	\$650.00

Promotion	Estimated	Actual
Posters/Banners/Flyers	\$100.00	\$26.25
Publicity	\$300.00	\$0.00
Total	\$400.00	\$26.25

Hospitality	Estimated	Actual
Cutlery & Plates	\$100.00	\$49.25
Decorations	\$200.00	\$0.00
Cake	\$0.00	\$400.00
Staff and gratuities	\$0.00	\$34.04
Total	\$300.00	\$483.29

Prizes	Estimated	Actual
Assorted Game Prizes	\$450.00	\$398.85
Total	\$450.00	\$398.85

Implemented with \$110.80 remaining in Budget

Total Expenses	Estimated	Actual
	\$13,200.00	\$12,339.20

Highly recommend an early start when seeking local donations or booking local services as Neighbouring towns also make requests and there is only so much to go around – Also, prices of many items were raised this year, so anticipate these prices moving forward, plan ahead and seek new cost-saving opportunities or partnerships

Report:

Canada Day in Claresholm was a success as measured by attendance, no incidence of concern, and feedback received. As noted in the summary, the single point of concern is the precision of advertised time of Fireworks. This can be easily rectified by confirming the time with the company and Fire Department moving forward. It is estimated that between 350 and 400 persons were in attendance at the keystone Family events at Amundsen Park during the afternoon. Attendance at the Family Movie Night was lower than hoped for, with approximately 40 people in attendance. The Fireworks were very popular and while it is difficult to gauge numbers in that setting, the traffic was notable and indicative of a few hundred people.

Attendance was lower than 2015 at Amundsen Park, however the negligible difference could easily be explained by the fact that Canada Day created a long weekend this year, and many families took advantage of the opportunity to travel and do some camping. The event was advertised through Social Media, the Town website, as well as 11"x17" posters (see Ad – Poster) and in the Town News section of the Clareholm Local Press (See Ad – Paper).

Setup at Amundsen Park started around 9pm, and all teardown and clean up was completed by 5:30pm. WCCHS Prom Royalty volunteered for the event, as did FCSS/Teen Centre as the lead on food and assistance with tents and clean up. The Chamber of Commerce also provided their summer employee for the day and the Events Coordinator had his Events Assistant on site for the duration. In total, there were nearly 25 assisting with the various stages of the event as volunteers or paid assistants.

The Buskers were enjoyed, and this saved a significant amount of money when compared with hired stage acts. Them, and the Firetruck with targets were both great additions this year. All returning entertainments and the inflatables were as popular as ever, and should certainly continue (see Photos). In all, the event was a success, with great additions and some positive recommendations for improvement moving forward.

Recommendations for Future Events;

- Book ATCO BBQ's VERY early, as in immediately upon deciding who the future Lead will be
- Establish a 'Do Not Fire Before' time with the Fireworks company and confirm with Fire Department as well
- Be sure to reinforce or replace the cake board if used again next year
- Take inventory of what is in the Pool Building and try to use/dispose of it rather than add each year (flags, pins, tattoos, bookmarks, etc.)
- Assign a consistent Town of Claresholm employee to take the lead on pivotal Community events such as Canada Day & FairDays
- Utilize the funds that were allocated towards an Event Coordinator on a Summer Student Employee to aid in coordination and implementation of the events – this should fit in the requirements for STEP funding

Photos;

Ad - Poster

July 1, 2016
LA FETE DU CANADA DAY
Join us, 12-4pm (unless noted) at Amundsen Park For:

Inflatable Slide & Bounce House * Buskers * Pirate Obstacle Course
 Toddler Animal Kingdom Inflatables * Cake Cutting, Flag Raising & O Canada (noon)
 Petting Zoo * Airbrush Artists (1-3pm) * Face-painter (1-3pm) * Yoga (10am) * Nia (11am) * Cake-Eating Contest (2pm) * Kids Pudding Eating Contest (1:45pm) * Balloon Artist * BBQ (11:30am - 4pm)

Family Movie Night (7:30PM; Community Centre)
Fireworks (11PM; Behind Legion)

Small Fee Supporting the Claresholm Arts Society

Canada Heritage Patrimoine canadien
 MD of Willow Creek Canada IGA Claresholm
 THANKFULLY RECOGNIZING OUR SUPPORTERS

Ad - Paper

TOWN NEWS
 www.townofclaresholm.com
 CLARESHOLM MUSEUM
 221 - 45 Ave. West
 P. 403-625-3381
 VISIT: 403-625-3869

TOWN OF CLARESHOLM PROPERTY TAXES ARE DUE IN FULL BY JUNE 30TH, EXCLUDING TAX INSTALLMENT PAYMENT PLAN PARTICIPANTS.

PUBLIC NOTICE TO ELECTORS OF THE TOWN OF CLARESHOLM, PROVINCE OF ALBERTA

SECTION 231 - MUNICIPAL GOVERNMENT ACT
 TAKE NOTICE that the Council of the Town of Claresholm, in the Province of Alberta, has given first reading to the following bylaws, which will, upon final passage and approval, authorize the proper officers of the said Municipality to borrow money from the Alberta Capital Finance Authority, or another authorized financial institution, by way of debentures issued, to pay for the cost of the specified projects within the limits of the said Municipality. The net amount of each project will be borrowed on the credit and security of the Municipality at large by the issue of debentures. The debentures are to be repayable to the Alberta Capital Finance Authority, or another authorized financial institution, in equal annual or semi-annual instalments of combined principal and interest, the annual interest not to exceed fourteen percent (14.0%) or the interest rate as fixed from time to time by Alberta Capital Finance Authority, or another authorized financial institution.

1. Bylaw 1611 - Project Name: Pavedment Overlay Local Improvement Projects. Total cost of Project: \$217,360. Net amount of debentures: \$217,360. Term: 10 Years.

NOW THEREFORE NOTICE is hereby given by the Council of the Town of Claresholm that, unless a petition of the electors for a vote on any of the above-noted projects is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may pass the said borrowing bylaw(s). Please note that the petition must clearly state both the title of the specific project and the relevant bylaw number to be considered. A copy of the above-noted bylaw and all related documents may be obtained by contacting Town of Claresholm offices (221 - 45 Ave W. Claresholm, AB T0L 0T0 Telephone: 403 625 3381) between 8:00 a.m. and 4:00 p.m. Monday to Friday. All persons interested are hereby notified and they are required to govern themselves accordingly.

DATED at Claresholm, in the Province of Alberta, this 13th day of June, 2016.
 PER: Marian Carlson,
 Chief Administrative Officer

INFORMATION FOR ELECTORS
 Pursuant to Section 101 of the Municipal Government Act, an "elector" means "a person who is eligible to vote in the election for a Councillor under the Local Authorities Election Act". Pursuant to Section 47(1) of the Local Authorities Election Act a person is eligible to vote in an election if he: (a) is at least 18 years old (b) is a Canadian citizen, and (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is resident in the area on election day. A poll may be demanded in the Town of Claresholm by electors equal in number to at least 10% of the population in accordance with the provisions of Section 223 and Section 251 of the Municipal Government Act. Therefore, in accordance with the Federal Census conducted in 2011, a petition must be signed by at least 376 electors in order to be sufficient. The petition for a vote must be received by the Chief Administrative Officer within 15 days of the last publication of this notice and shall contain on each page "an accurate and identical statement of the purpose of the petition". (Further requirements of the petition are provided in Section 224 of the Municipal Government Act.) DATE of the last publication of this notice is the 29th day of June, 2016 therefore a petition must be received by 4:30 p.m., the 15th day of July, 2016.

July 1 CANADA DAY
LA FETE DU CANADA DAY
Join us 12 - 4 p.m. at Amundsen Park

Inflatable Slide & Bounce House * Pirate Obstacle Course * Toddler Animal Kingdom Inflatables
 Cake Cutting, Flag Raising & O Canada (noon) * Petting Zoo * Buskers * Yoga (10 a.m.)
 Nia (11 a.m.) * Cake Eating Contest (2 p.m.) * Kids' Pudding Eating Contest (1:45 p.m.)
 Balloon Artist * Airbrush Artists (1-3 p.m.) * Face Painter (1-3 p.m.) * BBQ (11:30 a.m. - 4 p.m.)
Fireworks 11 p.m. Behind the Legion
Family Movie Night 7:30 p.m. at the Community Centre
Small fee supporting Claresholm Society for the Arts

THANKFULLY RECOGNIZING OUR SUPPORTERS
 Canada Heritage Patrimoine canadien MD of Willow Creek IGA Legion Claresholm

CLARESHOLM AQUATIC CENTRE
 Saturday Lessons
SUMMER WEEKLY LESSONS
 Check the website for more info.
 Full Schedule & Program Guide available on the town website.
JLC SPORT CAMPS
 August 2-5, 9-11am
 & August 24-27, 4-6pm.
 Ages 8+ who can do the STS standard
 Closed Canada Day

TOWN COUNCIL MEETINGS:
JULY 21 & AUGUST 22
 TOWN OFFICE COUNCIL CHAMBERS
 7PM START - PUBLIC WELCOME

All town facilities will be CLOSED on Friday, July 1st for Canada Day. CANADA CELEBRATES!
 If your regular pick-up day for garbage and recycling is Friday, it will be picked up on Thursday. All other days remain the same.

SUMMER HOURS
Town of Claresholm Office
 MONDAY TO FRIDAY FROM 8AM TO 4PM
 CLOSED FROM NOON TO 1PM ON FRIDAYS

CDay – 1



CDay – 2



CDay - 3



CDay - 4



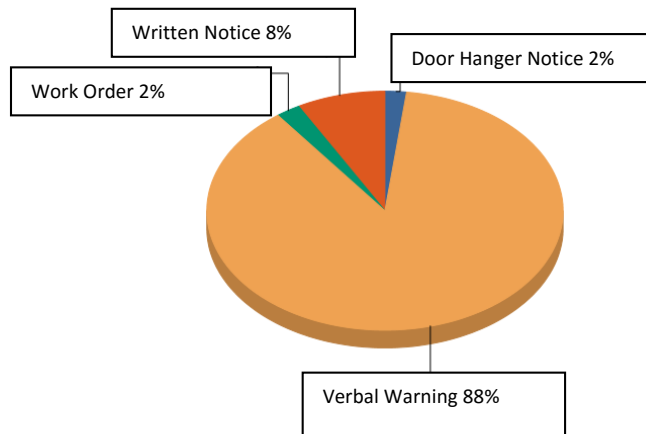
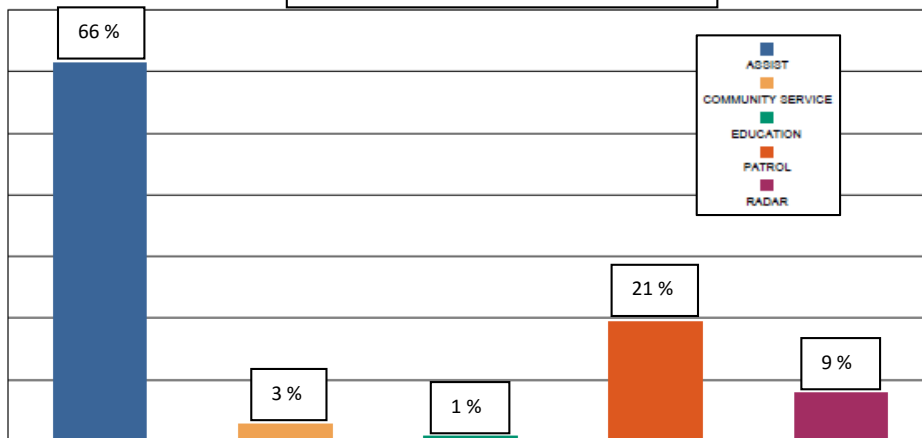


INFORMATION BRIEF

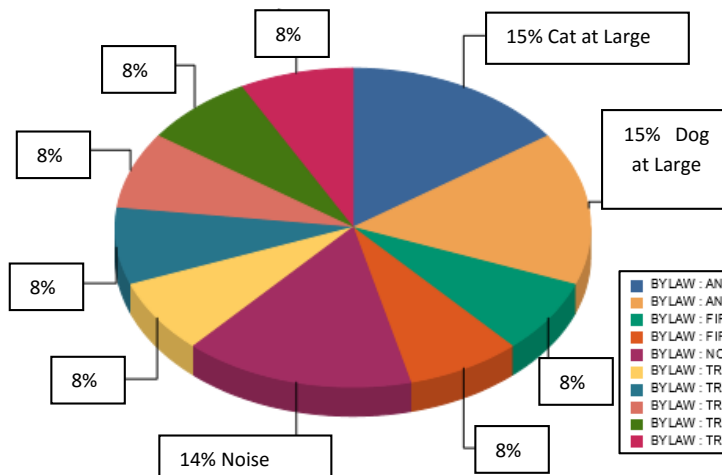
Meeting: July 21, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT

Community Engagement



Bylaw Infractions/Complaints



■ BYLAW : ANIMAL : CAT : CAT AT LARGE
 ■ BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
 ■ BYLAW : FIRE PROTECTION AND EMERGENCY SERVICES
 ■ BYLAW : FIRE PROTECTION AND EMERGENCY SERVICES : FAILURE TO COMPLY WITH FIRE PIT REGULATIONS
 ■ BYLAW : NOISE
 ■ BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS
 ■ BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARK IN DISABLED PARKING
 ■ BYLAW : TRAFFIC : PARKING/RV/TRAILER AND LOADS : PARK ON TOWN PROPERTY
 ■ BYLAW : TRAFFIC : PEDESTRIAN
 ■ BYLAW : TRAFFIC : PEDESTRIAN : PEDESTRIAN FAIL TO USE SIDEWALK

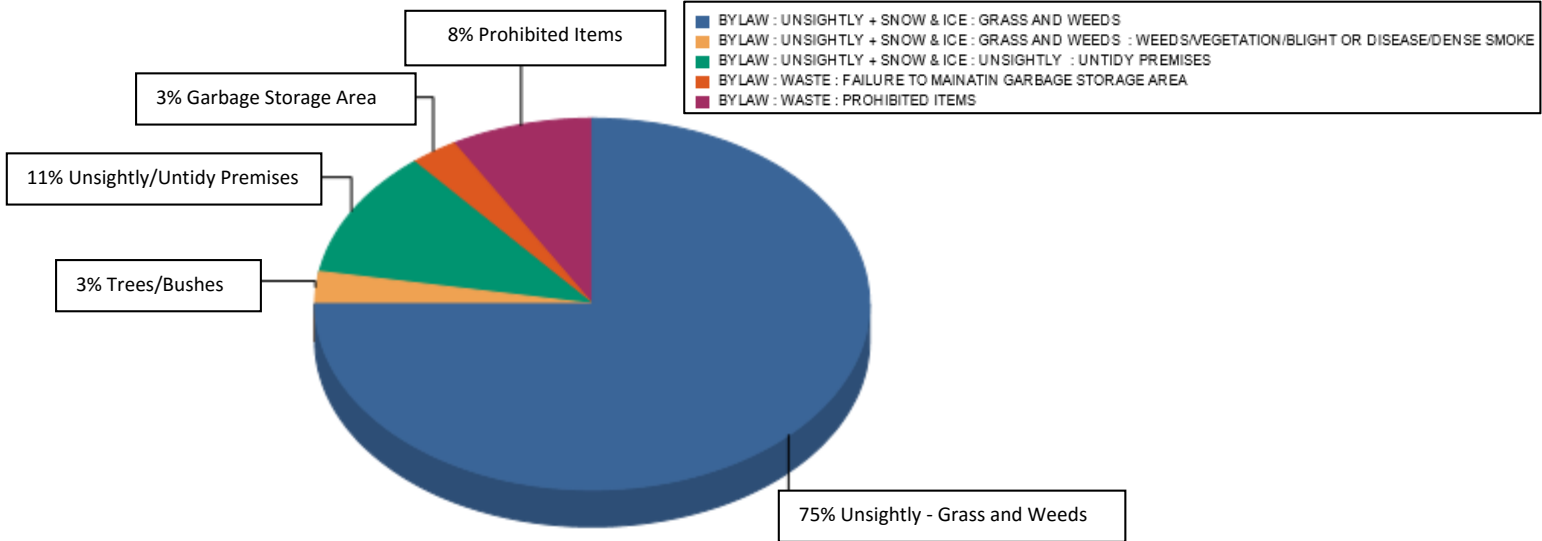
June Newspaper Focus:

1. Requests for proposals for the Enforcement General Contractor
2. Grass and weed reminder and what areas residents are responsible for, like the alleys and the boulevards.
3. Please pick up after your dog reminder.

June Enforcement Highlights:

1. Radar on line at the North and South highway locations.
2. Working with several residents, local and out of town property owners to remedy unsightly issues and begin process for building demolitions.
3. 6 Notices mailed and/or posted resulting in the Enforcement contractor hired for 2 properties.
4. Worked with the RCMP on educational programs and community respect around the high school.
5. Foot patrolled the West Meadow School pick up and drop-off area giving verbal warnings and reminding children and motorists about the rules of the road and pedestrian safety.
 - The School Division and the Town are working on the changes needed to control pedestrian and traffic flow for the safety of children in front of the West Meadow School.
6. Traffic calming radar is getting positive feedback from the community who likes seeing motorists hitting the brakes when their speed is displayed.
7. The statistics are still showing high numbers of motorists doing over 70km/h in the 50 km/h zone and max speeds of 100 km/h or better during all times of the day.
 - The need for secondary enforcement still exists and options are being explored.

Bylaw Infractions/Complaints



Radar Statistics Summary Report – South 50km/h zone – May long weekend

Statistics Summary Report

Technician Name: administrator

Location: S end of Claresholm (50 zone) Report Period: 2016-06-27 to 2016-07-03
 Address: 4312 - 1st W, Town of Claresholm, Alberta, Canada, T0L 0T0 Total Vehicle Count: 32,663
 Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	335	48	189	56 %	32	88	54	13
01-02	207	30	127	61 %	39	94	55	13
02-03	159	23	110	69 %	39	99	56	13
03-04	192	27	134	70 %	39	97	57	13
04-05	190	27	123	65 %	37	83	56	14
05-06	370	53	277	75 %	26	104	57	14
06-07	679	97	542	80 %	25	88	58	14
07-08	1,026	147	784	76 %	40	105	57	13
08-09	1,409	201	1,130	80 %	25	99	58	13
09-10	1,813	259	1,373	76 %	16	111	57	13
10-11	1,979	283	1,506	76 %	27	94	56	13
11-12	2,240	320	1,739	78 %	18	91	57	13
12-13	2,268	324	1,756	77 %	9	91	56	13
13-14	2,314	331	1,759	76 %	11	112	56	13
14-15	2,408	344	1,793	74 %	27	111	56	13
15-16	2,357	337	1,808	77 %	8	97	56	13
16-17	2,452	350	1,836	75 %	24	93	56	13
17-18	2,172	310	1,614	74 %	28	116	56	13
18-19	2,137	305	1,614	76 %	25	91	56	13
19-20	1,816	259	1,334	73 %	29	99	56	13
20-21	1,493	213	1,063	71 %	15	89	56	13
21-22	1,198	171	823	69 %	31	99	55	13
22-23	902	129	565	63 %	22	106	54	13
23-24	547	78	313	57 %	31	119	54	12
Total	32,663	4,666	24,312	72 %	26	99	56	13

Count by Speed Bins	
Speed	Count
0...5	0
5...10	2
10...15	4
15...20	4
20...25	10
25...30	19
30...35	39
35...40	211
40...45	1,290
45...50	6,772
50...55	8,289
55...60	8,042
60...65	4,492
65...70	1,855
70...75	1,006
75...80	380
80...85	121
85...90	75
90...95	25
95...100	13
100...105	6
105...110	2
110...115	4
115...120	2
Total:	32,663

This is 1634 violators doing 70 km/h or over

Radar Statistics Summary Report – North 50km/h zone – May long weekend

Statistics Summary Report

Technician Name: administrator

Location: N end of Claresholm (50 zone)

Report Period: 2016-06-27 to 2016-07-03

Count by Speed Bins

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

Total Vehicle Count: 43,796

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	557	80	378	68 %	5	118	56	13
01-02	340	49	254	75 %	5	98	56	13
02-03	245	35	165	67 %	9	105	57	14
03-04	202	29	121	60 %	20	160	55	13
04-05	230	33	156	68 %	14	128	57	13
05-06	453	65	317	70 %	16	125	57	14
06-07	953	136	691	73 %	17	108	56	14
07-08	1,593	228	1,213	76 %	7	131	56	13
08-09	2,348	335	1,734	74 %	6	112	56	13
09-10	2,789	398	2,037	73 %	5	107	55	13
10-11	2,998	428	2,185	73 %	6	123	55	13
11-12	3,203	458	2,352	73 %	5	115	55	13
12-13	3,140	449	2,260	72 %	5	120	55	13
13-14	2,960	423	2,161	73 %	5	95	55	13
14-15	3,044	435	2,152	71 %	5	101	55	13
15-16	3,044	435	2,222	73 %	5	120	55	13
16-17	2,842	406	2,068	73 %	5	108	55	13
17-18	2,687	384	2,031	76 %	7	93	55	13
18-19	2,375	339	1,865	79 %	5	118	56	13
19-20	2,266	324	1,680	74 %	5	105	56	13
20-21	1,905	272	1,447	76 %	6	109	55	13
21-22	1,587	227	1,165	73 %	8	115	55	13
22-23	1,134	162	754	66 %	5	109	54	13
23-24	901	129	603	67 %	5	154	54	13
	43,796	6,259	32,011	72 %	8	116	55	13

Speed	Count
0...5	36
5...10	113
10...15	97
15...20	74
20...25	105
25...30	197
30...35	281
35...40	570
40...45	1,727
45...50	8,585
50...55	12,091
55...60	10,182
60...65	5,276
65...70	2,222
70...75	1,257
75...80	530
80...85	190
85...90	99
90...95	83
95...100	24
100...105	20
105...110	18
110...115	6
115...120	6
120...125	3
125...130	1
130...135	1
135...140	0
140...145	0
145...150	0
150...155	1
155...160	1
Total:	43,796



This is 2240 violators doing 70 km/h or over.

CAO REPORT

DIRECTOR OF CORPORATE SERVICES

Finance updates July 2016

2016 Capital Projects

Local improvement notification letters were sent on June 27th to residents that will be affected by a local improvement tax. They have thirty days to file a petition from the date of the letter.

The borrowing bylaw advertising period has lapsed and there has been no dispute of the borrowing bylaw for the local improvement projects. The bylaw will be presented for second and third reading.

Funding

We received a cheque from the Government of Alberta for our MSI Capital funding in the amount of \$1,389,777. The cheque was for the 2015 capital allocation and half of the 2016 capital allocation.

Budget

The budget working paper to prepare the 2017 budget has been rolled forward from 2016. Department managers will be trained on how to fill out their respective budgets and assist in the budget process. Look for a budget plan document to be released in the coming months.

Resignation

I would like to let council know that I am resigning from my position as Director of Corporate Services at the Town of Claresholm. My last day will be August 5, 2016.

I would like to thank everyone at the Town of Claresholm for the last 10 months that I have been here. Working for the Town of Claresholm has provided me with both professional and personal development opportunities. I have very much enjoyed working for this organization, and appreciate the support received during my tenure.

I wish all of you and the Town of Claresholm the best of success in the future.

Prepared by: Simon Janhunen, CPA, CA

DEVELOPMENT OFFICER REPORT

For: 6/24/2016 - 7/15/2016



Development Permits

- ❖ 4 development permit applications.
- ❖ 12 development files closed.

Compliance / Information Requests

- ❖ 6 compliance requests processed.
- ❖ Business License Bylaw review is complete (Draft Bylaw presented).

Miscellaneous

- ❖ MPC July 8, 2016 – one subdivision application presented.
- ❖ There have been many inquiries regarding fencing, decks, lot dimensions, development scenarios, etc.
- ❖ June 23, 2016- Attended Municipal Affairs Seminar sessions on conflict, planning, and safety codes.

Upcoming/Continued projects/events

Annexation

- ❖ Currently all consents have been sent to ORRSC. Process continues. Open house scheduled for July 28, 2016, all notifications have been sent out and the public notice will appear in the local press.

*Submitted by
Tara VanDellen
Development Officer*



Claresholm

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

Economic Development Report

July, 2016

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

Economic Development Officer

- New hire, Justin Sweeney, commenced half-time employment July 4, 2016
 - To be assuming full-time duties as of July 18, 2016
- General Setup, inclusive of e-mail, telephone, completion of HR forms, policy review, and consideration of more permanent office location
- Respond to backlog of e-mail inquiries at EDO e-mail
- Begin relationship cultivation with local Realtors and Business Owners
- Initiate development of 90 day plan
- Professional Development opportunities identified and enrolled in 3 upcoming Economic Developers Alberta Courses this Fall (September, October and November starts in sequence)

Downtown Revitalization Committee

- Vacant Property Tour
 - Firm date of Saturday, August 13, in conjunction with Fair Days activities
 - Information transfer and review from interim EDO
 - Contact made with all Property Owners
 - Waiver and information forms disseminated to engaged Owners
 - Scheduling of complementary events, including artisans, vendors, musicians, and beautification options for downtown core (inclusive of 49th, highway corridor, and 50th) started

- Partnered with Museum on acquisition of historical information on properties for Town to use during tour and beyond
- Booked advertising with Regional Press, Lethbridge Herald, Calgary Herald, & Sun Country Radio
- Social Media Campaign, including periodic release of Vacant Property Videos leading up to event
- Vacant Property Videos
 - Photographer & Videographer confirmed
 - Generic Storyboard drafted
 - General interest photographs of community completed
 - Consistent material identified, including video intro and outro
 - Scheduling visitation times for property owners, photos to be shot on July 19 and July 20
 - Voice-over, edits, and release for approval on week of July 25th

Economic Development Committee (EDC)

- Vacant Committee position process to include public advertising & new submissions of interest
- Invitation of Alberta SW to July 19 meeting to provide information to new EDO and committee on resources and required input from Town for optimal leverage of marketing endeavours

Branding

- Met with Travel Alberta to discuss available programs for facilitated Branding Strategy development
- Conceptual resources, funding opportunities, community engagement and timeline identified and to be presented to EDC on July 19

FCSS REPORT FOR COUNCIL FOR JULY 2016

- FCSS gives a community grant to Junior Achievement so they can facilitate a program to Claresholm youth called Our Business World. This program is taught by volunteers. I attended a grade 6 class in West Meadow for an afternoon to facilitate this program to see the value of our community dollars at work.
- Met with a group that are looking after loved ones with dementia related illness. A Caring for Caregivers group will begin Wed. July 13 and continue every second week for 9 sessions. Caring for Caregivers is a program created by Caregivers Alberta to help community members to look after themselves and to deal with the challenges of looking after someone with illness. They will gain an understanding of their journey and learn how to make it a little less difficult.
- FCSS in partnership with Claresholm Housing Authority hosted a bus trip to Waterton for underprivileged seniors. This is the third trip and is using the remainder of a New Horizons grant from 2013. The seniors enjoyed a light picnic at Red Rock Canyon and a small walk, free time in the

town area and by the lake and experienced High Tea at the Prince of Wales Hotel.

- The FCSS teen group has named themselves as the FCSS Youth of Tomorrow. They hosted the BBQ lunch at the Canada Day festivities in Amundsen Park. There were about 14 youth that volunteered at the event; setting up/taking down tents and tables and chairs and then serving hamburgers, hot dogs, chicken kebabs and ice cream treats. Lots of fun was had by all who participated. The youth were fundraising for a field trip to a trampoline gym that will take place in August. The teens made \$1300.00 profit.
- I attended a Mental Health First Aid course in Lethbridge last week. This course is being recommended to anyone that works closely with people that are suffering from any form of mental illness or drug induced illness. A large number of our clients are dealing with mental illness issues and it allows a better understanding of how to help and also how to protect ourselves and others from harm.
- Julia has been assisting the Friends of Claresholm Museum and the Elementary School Playground committee with looking at and applying for grants and charitable status applications.

- The medical clinic approached us about a pamphlet that FCSS had created in the past and wanted more copies. Julia updated and revised the pamphlet and it has been distributed.
- FCSS has been assisting the new Syrian families. We donated some old computers and are helping them to acclimate to our town and surroundings by inviting them to our events.
- July is typically quiet at the office. Clients and staff are enjoying vacations.

July 2016 Taxation/HR Report

From: Lisa Chilton

Human Resources

- Congratulations to Justin Sweeney, our new Economic Development Officer, who commenced his job on July 4th.
- There is still one employee off on WCB and is scheduled to come back within the month. We continue to have a temporary employee on the garbage truck to maintain the expected level of service.

Taxation

- Taxes past due, and in arrears at July 8th, 2016 are:
\$322,705.98

Summary of outstanding taxes:

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

\$ 27,322.38 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 3,254.03 Property on Tax Agreement with the Town

\$ \$248,380.03 Other outstanding taxes after the June 30th deadline.

- The 2016 Arrears list had 7 properties. There are 6 properties left.
 - The tax penalty date of June 30th has passed and above are the new numbers for taxes outstanding. This does not include the T.I.P.P.s participants.
 - Tax arrears letters were mailed July 11th, 2016.
-

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



7/15/2016

Report for June/July 2016

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

REPORT FOR June/July 2016

Building Regular weekly inspections and minor maintenance is completed as required. Painting of the exteriors at the Centennial park washrooms and Mackin hall is now completed. . Alarm systems inspections are underway. Locks have been change and windows repairs have been arranged for the new Administration Building. Cleaning will be done over the next month.

Sidewalks The 2016 sidewalk program work has been started and 365 meters of removal and replacement has been completed with our maintenance budget. 450 meters of new sidewalk has been completed (1/2 done) and work is progressing well, despite some rain delays.



Streets Pothole repairs are continuing as manpower is available.

Sanitary Sewers The sewer service repair work at #1 Tamarack has been pushed back to August at the owner's request. Monthly sewer cleaning is scheduled in various areas. One home has had sewer backup in July, and we were able to determine that the problem was in the service line and no work is required by the Town.

Water Distribution Our Water main flushing program and hydrant inspections are completed. A list of repairs will be completed as soon as we have time. Our valve exercising program is continuing as time allows. Two lots have been serviced with water and one with sewer by public works with over 22K in costs paid for by the land owners.

Storm Sewer Drainage No problems to report at this time. Frog Creek Storm water repair Project has not been awarded. Tenders came in higher than estimated.

Parks/Arena Park staff are rotating their holidays and we are keeping up with grass. We are working on a level of service/risk management policy for all parks and grounds.

Recycling Program is operating well and no complaints to report. Staff is working on pricing for possibly taking on new customers and will be meeting with the Town of Stavely.

Garbage No problems to report at this time. Collection program is running well.

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

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

This Report by
Mike Schuweiler
Director of Infrastructure
Town of Claresholm

RECREATION DEPARTMENT



JULY 12, 2016

Authored by: Denise Spencer



Facilities

Arena:

Claresholm arena was approached in June by an organization looking to host a pickle ball tournament. They were interested in the fees. After the initial email, they did not contact us again. Pickle ball is a growing sport, that is fairly new (1967-1972) people of all ages (even in their 90's) are into this sport. Surprisingly enough, this had been the 3rd time I'd heard about this sport that week.

Lacrosse had their wind up potluck on the June 28th, practices for the Bantams ended June 24, and the Midgets Rockman team finished their season at Provincials in Lloydminster July 9-10.

Minor Hockey has ordered a state of the art new sound system that will be a major upgrade to the facility. After speaking with Kris Cope we have determined that there is a lot to discuss regarding upgrades that Minor Hockey and the Claresholm Skate Club have planned for the lobby of the arena. The paint on the walls is in good condition, although some areas will need touch ups or paint after the trophy case is moved. Aesthetically the lobby needs changes in regards to picture placement creating a more welcoming atmosphere. This will be beneficial in regards to word of mouth for out of town team rentals, or tournaments.

Aquatic Centre:

This month was very busy, the Aquatic Centre had strong registrations, swim meet, and flew right by. Three staff members have now been hired so they will be trained and ready to go for September, when three of our long time staff members go off to new adventures. We have these staff members co-teaching swimming lessons which will increase their confidence, and have them ready for lessons in the fall.

The swim meet went well, with the only hiccups being the tents on AHS property, too much "healthy food" leftover in the canteen, and the lack of handicap parking. The care center was happy with the clean-up of the facility, the signage throughout, and recommendations were made to ensure the Fire Lane and east lane have adequate signage for next year.

On June 10 I went to an Aquatic Supervisors meeting in Canmore, Alberta. This group of Aquatic professionals discussed Lifesaving championships, National Drowning Week July 17-23, The Fall Forum in Edmonton in November, transgender issues, pricing across Alberta, a new initiative for Red Cross Programs, new programs with the Lifesaving Society, and industry standards. . The Lifesaving society sent out the Water Smart Initiative via USB port, and we were very excited to be running a Water Smart week in honour of National Drowning Prevention Week. This will be our first Water Smart program, besides the information that is shared in our lessons.

Denelle and I went to Fort Calgary, Calgary Alberta to the Lifesaving Awards Ceremony where we picked up 3 awards. We were very close to winning another, "for the highest point total in

conducting Lifesaving Programs during a calendar year with 1,765 compared to the Town of Drayton Valley with 1,895.

Millennium Ball Complex

The complex is looking very well, the shale has finally firmed up as it was very soft at the beginning of the season. They are well groomed, and ready to go for Recreation Softball League. We are very fortunate to have such dedicated employees, who volunteer during their off time.

Parks

There was an incident that determined the Town of Claresholm needed to update our Risk Management program for parks and recreation. The result of this incident is a "rough draft" Risk Management program, Policy, as well as updated inspection sheets. This is being reviewed by management and will be brought forward for Council review shortly.

Programming / User Groups

User Meetings:

August 17, 2016 we have a user meeting scheduled for the Arena.

Major Events

Justin Sweeney put on an excellent Canada day at Amundson Park, looking forward to Fair days!

Marketing / Promotion

We will be working to promote the Arena in August. Birthday parties, and the mezzanine are both areas that can be upsold. As well as Tournaments. The prices in Claresholm, as well as the location are ideal, as we are only an hour's drive from the Lethbridge and Calgary.

Progress

User Meeting Resolutions:

There is a User Meeting scheduled August 17, to discuss changes that the user groups would like to go forward with, and ensure that these are feasible.

Master Plan:

One of the items that I brought up when I was in Camrose was a "Respectful Workplace Policy", the Town of Okotoks was generous enough to send me the information from their Aquatic facility, as well as the general policy. The goal with this policy is to ensure Patrons, Community Members and Staff alike all have some degree of protection from harassment. I sent this information to Marian, who in turn passed it to Lisa. I'm looking forward to the end result, as this is something that has been talked about in the past. At the Aquatic Centre there are typically a minimum of 5 employees 18 and under who will most benefit from this policy.

Will continue to work towards the goals that have been stated already.



UTILITY SERVICES REPORT



JULY 2016

3700 8th Street West

Box 1000 T0L-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

brad.burns@townofclaresholm.com

www.townofclaresholm.com

Utility Services Manager Brad Burns

Summary

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

- Regional Water Treatment Plant.....pg. 3, 4
- Pumping Stations and Reservoirs.....pg. 4
- Water Distribution.....pg. 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:

- June 28th Clean and calibrate online meters.
- June 29th Greased pumps, motors and checked oil bath reservoirs and packings.
- July 5th Check Co2 deviation alarm issue.
- July 5th Set rotameters on online raw water stream to meters in DAF area.
- July 8th ENERGO Ventures deliver new septic tank lid and step overs for coagulant and caustic rooms tank lines.
- July 13th PALL membrane warranty replacement module shipped and should be onsite within two weeks.
- July 14th Clean raw water online meters
- July 14th Calibrate and tested Co2 gas detector
- July 14th EBS 3201 A Strainer sealing flange internal O-ring fail.

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.
- July 4th schedule 4 results to EL Molino Foods and Meadow Creek Sausage.
- July 8th schedule 4 results to Benchmark labs to review total metals etc. for possible hydroponic greenhouse.
- July 13th Wastewater Systems Effluent Regulations information regarding business effluent release to the lagoons (hydroponic greenhouse).

GOVERNMENT COMPLIANCE

- Interim approval by Alberta Environment and Parks on the use of NSF 60/61 approved products (cooper sulfate pentahydrate and citric acid granules) for algae control.
- Currently investigating the addition of CUSo4 and citric acid to raw water for algae control.
- Alberta Environment inspector approval to keep using algae control (require info).
- June 27th Aaron Janzen Drinking Water Specialist from AEP onsite to inspect usage of algaecide (Drinking Water branch investigating). AEP in talks with NSF approval.
- July 11th Chad Moore AEP Drinking Water Specialist in contact to update usage of algaecide (waiting on NSF etc.)

SAFTEY

- Monthly onsite safety meetings.
- Hazard assessments continue to be filled prior to working with WTP chemicals etc.

CHEMICAL

- June 30th delivery of gas chlorine cylinders, sodium hypochlorite and citric acid drums

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- July 11th Backup generator tested (no issues).
- July 14th CL 17 Online chlorine analyzer cleaned and calibrated.

AIRPORT PUMP STATION

- July 11th Chrysler domestic water backup motor (tested on low pressure sensor).
- June 28th Finish painting reservoir lids and vents.

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.
- June 29th West Plant inspection for condition report.
- July 11th Iron Rock Enterprises onsite to quote for demolition of onsite buildings.
- July 13th contacted A.S.E Services for asbestos removal quote.
- July 14th Grounds cut to ensure low fire hazard situation.

GOLF COURSE

- June 30th Meeting at the golf club house with Rod Andrews and board members. Concerned about water shortage in the golf course ponds. Discussion consisted of Alberta Environment diversion license and the expectations of tracking raw water consumption from coulee tributary to Willow Creek (Frog Creek). Water Use Response System (WURS) condition to measure the total volume of water diverted on a monthly basis and the diversion rate daily. This condition has not been met and I am currently gathering information and in discussion with AEP. Golf course staff is now recording daily water usage and will report monthly numbers for record keeping. AEP indicates that a temporary diversion license is required to release raw water from the town turn out located at the golf course depending on the availability of water (Photos pg. 7 & 8).

WATER DISTRIBUTION

UNIVERSAL METERING

- Replace/check ERT's and inspected meters as requested by office.
- July 4th Water complaint 650 51 Ave West (water tested at lab no issues).
- July 8th Water line blown back to increase flow 4th street and 51 Ave East.

GOVERNMENT COMPLIANCE

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

TOWN OF GRANUM SUPPLY LINE

- July 12th Checked flow for leak and contacted town of Granum operators. Currently losing 4 l/sec from supply line.
- July 14th Granum supply line repair on leak east of the Granum meter vault.

METER VAULTS

- Pressure reducer in vault to acreages working well.
- Booster Station meter vault dry and secure.

DISTRIBUTION LINES

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

LAGOON AND WASTE WATER COLLECTION

NORTH/HARVEST SQUARE LIFT STATION

- North lift station is running on average 1.5 hours per week.
- July 7th CORONA Electrical onsite installing surge protection.
- July 8th Superior electrical inspection.
- July 14th Testing of new lift station generator and pumps (pump #1 not working in auto). CICON to contact CORONA to resolve issue.

LAGOON

- July 11th Test backup generator (running good with no issues).
- July 11th MPE engineering awarded lagoon study.

RAW WATER SUPPLY

PINE COULEE

- May 25th Diversion canal open to reservoir. Pine Coulee level increased 2% during fill.
- June 30th AEP in contact about cyanobacterial levels.
- July 13th Pine Coulee Reservoir 62.6% and Chain Lakes 83.4% capacity.
- July 13th Meeting with Pine Coulee operations manager. Discussed water shortage response plan and gathered information criteria when releasing water from Chain Lakes and Pine Coulee reservoirs to meet down stream flows and the Oldman River (photo pg. 9).
- July 18th Contact MPE Engineering for past supply line information and possible aquifer tie in information.

STORAGE RESERVOIR

- Reservoir shows no signs of algae.
- Copper testing ongoing.
- June 6th Raw water supply to storage from Pine Coulee open.
- July 4th AEP inspector and Alberta Health Services recommend testing for blue green algae (cyanobacteria) after onsite reservoir has been filled.

GOLF COURSE PUMP HOUSE



MASTER CONTROL AND RAW WATER TOTALIZER



RAW WATER VERTICAL TURBINE PUMPS



PINE COULEE RAW WATER TURN OUT TO GOLF COURSE PONDS



GOVERNMENT OF ALBERTA RIVER BASINS INFORMATION

<https://rivers.alberta.ca/>

Pine Coulee Reservoir & Lower Willow Creek

Date	Upstream		Pine Coulee Reservoir			Downstream		
	Willow Creek at Oxly Ranch	Pine Coulee Diversion Canal below Head Gates	FSL: 1052.5 m Capacity: 50,600 dam ³			Pine Coulee Outflow below Reservoir	Willow Creek near Claresholm	Willow Creek at Highway No. 811
			Level	Storage	% Full			
Jul 03	0.5	0.4	n/a	n/a	n/a	2.8	2.7	1.7
Jul 04	0.5	0.3	n/a	n/a	n/a	2.9	2.7	1.8
Jul 05	0.5	0.3	n/a	n/a	n/a	2.9	2.7	1.7
Jul 06	0.5	0.0	n/a	n/a	n/a	3.0	2.7	1.6
Jul 07	0.5	0.0	n/a	n/a	n/a	2.6	2.5	1.7
Jul 08	0.4	0.0	n/a	n/a	n/a	2.7	2.4	1.6
Jul 09	0.4	0.0	n/a	n/a	n/a	3.0	2.5	1.5
Jul 10	0.4	0.0	n/a	n/a	n/a	3.1	2.6	1.2
Jul 11	1.0	0.4	n/a	n/a	n/a	3.2	2.8	1.3
Jul 12	0.9	0.3	n/a	n/a	n/a	2.8	3.0	1.7
Jul 13	1.0	0.3	1,049.061	31,734	62.7	2.7	2.9	2.2
Jul 14	1.0	0.4	1,049.049	31,679	62.6	2.7	3.0	2.3

Chain Lakes & Upper Willow Creek

Date	Chain Lakes			Downstream				
	FSL: 1297.1 m Capacity: 14,413 dam ³			North Outlet	South Outlet	Spillway	Total Release	Willow Creek at Oxly Ranch
	Level	Storage	% Full					
Jul 03	1,296.283	11,936	82.8	0.1	0.2	0.0	0.3	0.5
Jul 04	1,296.269	11,896	82.5	0.1	0.2	0.0	0.3	0.5
Jul 05	1,296.275	11,913	82.7	0.1	0.2	0.0	0.3	0.5
Jul 06	1,296.274	11,910	82.6	0.1	0.2	0.0	0.3	0.5
Jul 07	1,296.271	11,902	82.6	0.1	0.2	0.0	0.3	0.5
Jul 08	1,296.269	11,896	82.5	0.1	0.2	0.0	0.3	0.4
Jul 09	1,296.266	11,887	82.5	0.1	0.2	0.0	0.3	0.4
Jul 10	1,296.263	11,878	82.4	0.1	0.2	0.0	0.3	0.4
Jul 11	1,296.271	11,902	82.6	0.1	0.2	0.0	0.3	1.0
Jul 12	1,296.285	11,942	82.9	0.1	0.2	0.0	0.3	0.9
Jul 13	1,296.286	11,945	82.9	n/a	n/a	n/a	n/a	1.0
Jul 14	1,296.314	12,026	83.4	n/a	n/a	n/a	n/a	1.0



INFORMATION BRIEF

Meeting: July 21, 2016
Agenda Item: 13

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Have not received confirmation as to whether the bridge will be eligible for grant funding.	In progress
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Survey sent to all business owners. Draft Bylaw on July 21, 2016 agenda.	Complete
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - June 13, 2016				
10	RFD: Pavement Overlay Project - Engineer - Moved by Councillor McAlonan to recommend MPE Engineering to complete engineering duties for the pavement overlay local improvement project at a cost of \$36,400 plus GST. CARRIED MOTION #16-060	Mike/Simon	Contacted MPE Engineering & notified them of their successful bid. Project on hold until final approval of the local improvement tax.	In progress
Regular Scheduled Meeting - June 27, 2016				
1	Delegation Response: CARES RE: Animal Shelter - Referred to Administration	Jason	Begin work on finalizing new CARES facility holding agreement and the Responsible Pet Ownership bylaw	In progress

2	Delegation Response: Downtown Market - Darla Slovak & Linda Brooks - Moved by Councillor Fieguth to allow the Downtown Market to use the downtown parking lot as proposed to temporarily close the laneway on Saturday, July 16th and Saturday, August 20th, 2016. CARRIED MOTION #16-070	Mike/Darlene	Letter sent June 30th approving request	Complete
3	CORRES: Workers' Compensation Board - Alberta RE: 2015 Surplus Distribution Cheque - Moved by Councillor Cutler to put \$8,771.31 received as a surplus from Workers Compensation Board – Alberta into a reserve account for the Multi-use Community Building and Town Hall project. CARRIED MOTION #16-071	Simon	Recorded into revenue and recorded on reserve schedule.	Complete
4	CORRES: Claresholm Pharmacy RE: Downtown Parking Lot - Referred to administration to come back with a recommendation for the designation of some one-hour parking stalls.	Jason	Research is done RFD prepared for July 21st mtg	Complete
5	CORRES: West Meadow Elementary School Parent Board RE: Letter of Support - Moved by Councillor Cutler that administration write letters of support towards the West Meadow Elementary School Parent Board's applications to the Community Facility Enhancement Program and the Alberta Recycling Grant for the purpose of constructing new playground equipment. CARRIED MOTION #16-072	Karine	Letters sent.	Complete
6	INFO BRIEF: Old Water Treatment Plant Property - Moved by Councillor Cutler for administration to get an appraisal done on the property located at the old west water treatment plant site. CARRIED MOTION #16-073	Brad/Darlene	Info Brief - complete. Waiting on asbestos appraisal	In progress

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: July 14, 2016

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	19259
51981	6/15/2016			13125	AHS-CCMHA	64.50
51982	6/15/2016	EFT	EFT	600	ALBERTA ASSOCIATION OF M.D.'S	549.12
51983	6/15/2016			1025	ALBERTA ONE CALL LOCATION CORP	157.50
51984	6/15/2016	EFT	EFT	787534	ART IN CANADA INC.	246.75
51985	6/15/2016	EFT	EFT	787528	ASSOCIATED ENGINEERING	23,399.59
51986	6/15/2016	EFT	EFT	787539	BENCHMARK GLASS & MIRROR LTD	168.00
51987	6/15/2016	EFT	EFT	11250	CANADIAN LINEN SUPPLY	1,261.80
51988	6/15/2016	EFT	EFT	786904	CDW CANADA INC.	12,645.03
51989	6/15/2016	EFT	EFT	13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	1,750.00
51990	6/15/2016			13325	CLARESHOLM FIRE DEPARTMENT	1,080.00
51991	6/15/2016	EFT	EFT	13525	CLARESHOLM IGA	669.46
51992	6/15/2016	EFT	EFT	13660	CLARESHOLM LOCAL PRESS	420.83
51993	6/15/2016	EFT	EFT	14085	CLARESHOLM NAPA AUTO	2,020.56
51994	6/15/2016	EFT	EFT	13900	CLARESHOLM PHARMACY LTD	81.27
51995	6/15/2016			786950	CLARESHOLM SELF STORAGE	598.50
51996	6/15/2016	EFT	EFT	14205	CLEAN BRITE CHEMICAL SERVICES LTD.	490.56
51997	6/15/2016	EFT	EFT	785973	CLEARTECH INDUSTRIES INC.	2,750.54
51998	6/15/2016			787532	Coast to Coast Computer Products	633.00
51999	6/15/2016			26000	Federation of Canadian Municipalities	675.51
52000	6/15/2016	EFT	EFT	26201	FERG'S SEPTIC SERVICE LTD	808.50
52001	6/15/2016	EFT	EFT	786000	FLOWERS ON 49th	210.00
52002	6/15/2016			787516	FORD, SHELLEY	150.12
52003	6/15/2016	EFT	EFT	786584	HACH SALES & SERVICE CANADA LTD.	1,320.90
52004	6/15/2016	EFT	EFT	787522	HIFAB HOLDINGS LTD.	253.21
52005	6/15/2016	EFT	EFT	11310	HI-WAY 9 EXPRESS LTD.	136.05
52007	6/15/2016	EFT	EFT	786184	ITRON CANADA, INC.	1,328.32
52008	6/15/2016	EFT	EFT	850	JOHN DEERE FINANCIAL	33.35
52009	6/15/2016	EFT	EFT	51050	KAZ'S SERVICE	107.72
52010	6/15/2016	EFT	EFT	786659	LIVINGSTONE RANGE SCHOOL DIVISION	433.24
52011	6/15/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN	13,961.15
52012	6/15/2016	EFT	EFT	58000	LOOMIS EXPRESS	24.91
52013	6/15/2016	EFT	EFT	786339	MACKILLOP LAWN CARE LTD.	3,150.00
52014	6/15/2016	EFT	EFT	786704	MINISTER OF FINANCE (LT)	50.00
52015	6/15/2016	EFT	EFT	65000	MUNICIPAL DISTRICT OF WILLOW	800.00
52016	6/15/2016	EFT	EFT	65040	MUNICIPAL INFORMATION SYSTEMS	367.50
52017	6/15/2016	EFT	EFT	786708	OHS CANADA	99.75
52018	6/15/2016			71400	Oldman River Regional Services Commission	8,111.25
52019	6/15/2016	EFT	EFT	786905	ONECONNECT SERVICES INC. T46194	68.85
52020	6/15/2016	EFT	EFT	786635	ORKIN CANADA CORPORATION	123.38
52021	6/15/2016	EFT	EFT	786050	PLANET CLEAN (LETHBRIDGE) LTD.	708.69
52022	6/15/2016	EFT	EFT	786507	POULIN'S PEST CONTROL	231.00
52023	6/15/2016	EFT	EFT	786453	PRAXAIR CANADA INC.	1,055.32
52024	6/15/2016	EFT	EFT	786697	Productivity Plus Account	1,286.83
52025	6/15/2016	EFT	EFT	786534	PROFESSIONAL POWER WASH	2,233.98
52026	6/15/2016	EFT	EFT	4090	PVH CANADA, INC.	486.76
52027	6/15/2016	EFT	EFT	86300	RECEIVER GENERAL	24,068.60
52028	6/15/2016	EFT	EFT	786188	Reynolds Mirth Richards & Farmer LLP	102.53
52029	6/15/2016	EFT	EFT	786468	SHAW CABLE	242.48



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
52030	6/15/2016			786111	STEEL, ROB	88.81
52031	6/15/2016	EFT	EFT	786788	THE LETHBRIDE HERALD	628.96
52032	6/15/2016	EFT	EFT	786849	TJ'S TREE TRIMMING	354.37
52033	6/15/2016	EFT	EFT	101400	UNITED FARMERS OF ALBERTA	423.17
52034	6/15/2016	EFT	EFT	111705	WC CLASS II REGIONAL LANDFILL	12,163.45
52035	6/15/2016	EFT	EFT	786187	Western Canada Welding Products Ltd.	277.92
52036	6/15/2016	EFT	EFT	787541	WILLOW CREEK LOCK & KEY	461.16
52037	6/15/2016	EFT	EFT	126050	ZEE MEDICAL CANADA, INC.	280.28
52038	6/15/2016	EFT	EFT	900000	ADVANCED METAL	2,992.32
52039	6/15/2016			900000	COTTER, PAIGE	37.50
52040	6/15/2016	EFT	EFT	900000	COTTONWOOD VILLAGE	150.00
52041	6/15/2016			900000	CUTLER, DENELLE	37.50
52042	6/15/2016	EFT	EFT	900000	FAVRHOLDT, KEN	994.89
52043	6/15/2016	EFT	EFT	900000	FERG'S SEPTIC CLEANING LTD.	157.50
52044	6/15/2016	EFT	EFT	900000	GILMOUR, DESIREE	15.42
52045	6/15/2016	EFT	EFT	900000	H & E CONTRACTING	837.86
52046	6/15/2016	EFT	EFT	900000	LBX Number:C9220	1,630.85
52047	6/15/2016	EFT	EFT	900000	LINESTAR UTILITY SUPPLY INC.	11,544.75
52048	6/15/2016			900000	MIDDLETON, MAXINE	1,035.20
52049	6/15/2016	EFT	EFT	900000	NITRO CONSTRUCTION LTD.	22,355.06
52050	6/15/2016	EFT	EFT	900000	OAKFIELD SAFETY	240.00
52051	6/15/2016			900000	Reactor Equipment Solutions Ltd.	33,978.10
52052	6/15/2016	EFT	EFT	900000	TANKS-A-LOT	2,362.34
52053	6/15/2016	EFT	EFT	900000	VANDELLEN, TARA	23.31
52054	6/15/2016	EFT	EFT	900000	Westwind Electric Company Ltd.	884.10
						205,571.73
						Batch # 19261
52055	6/15/2016	EFT	EFT	787526	Alberta Municipal Services Corporation	28,675.11
52056	6/15/2016	EFT	EFT	900	TELUS	4,007.00
						32,682.11
						Batch # 19266
52057	6/17/2016	EFT	EFT	786763	ASTRO JUMP OF CHINOOK COUNTRY	897.75
						897.75



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
						19292	
52058	6/27/2016	EFT	EFT	787501	1344585 ALBERTA LTD		1,621.20
52059	6/27/2016			76356	ACN		14.18
52060	6/27/2016			600	ALBERTA ASSOCIATION OF M.D.'S		6,008.37
52061	6/27/2016	EFT	EFT	650	ALBERTA BLUE CROSS		7,151.88
52062	6/27/2016			786517	AMSC INSURANCE SERVICES LTD.		3,736.71
52063	6/27/2016			6390	BISHOFF AUTO & AG CENTRE		876.50
52064	6/27/2016	EFT	EFT	786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		2,269.68
52065	6/27/2016			76150	CAReS Animal Rescue		15,000.00
52066	6/27/2016			12325	CHINOOK ARCH REGIONAL LIBRARY		13,904.60
52067	6/27/2016			56100	CIMCO REFRIGERATION		1,312.50
52068	6/27/2016			13400	CLARESHOLM GLASS '88' LTD		401.69
52069	6/27/2016			14150	CLARESHOLM WELDING & FABRICATING LTD		316.58
52070	6/27/2016			785951	COMMERCIAL AQUATIC SUPPLIES		2,404.89
52071	6/27/2016			26201	FERG'S SEPTIC SERVICE LTD		588.00
52072	6/27/2016	EFT	EFT	786146	GODLEY'S JEWELLERY		19.42
52073	6/27/2016			49980	HARRY'S TIRE SALES (1984) LTD.		1,559.01
52074	6/27/2016			11310	HI-WAY 9 EXPRESS LTD.		35.47
52075	6/27/2016	EFT	EFT	36800	HOME HARDWARE		1,554.02
52076	6/27/2016			787535	KFJ SIGNS & GRAPHICS		790.13
52077	6/27/2016			56155	LIFESAVING SOCIETY		1,062.76
52078	6/27/2016	EFT	EFT	56200	LOCAL AUTHORITIES PENSION PLAN		14,295.77
52079	6/27/2016			787523	MOWERS & BLOWERS (841057)		378.00
52080	6/27/2016			786872	MPE ENGINEERING LTD.		120.75
52081	6/27/2016			65040	MUNICIPAL INFORMATION SYSTEMS		997.89
52082	6/27/2016			66100	NATIONAL SECRETARY-TREASURER		1,426.10
52083	6/27/2016			786197	PARCON CONSTRUCTION LTD.		157.50
52084	6/27/2016			76400	PITNEYWORKS		516.56
52085	6/27/2016			786050	PLANET CLEAN (LETHBRIDGE) LTD.		1,487.12
52086	6/27/2016			76600	PORCUPINE HILLS FOUNDATION		111,516.85
52087	6/27/2016			786536	R P WATERWORKS INC.		921.06
52088	6/27/2016	EFT	EFT	86300	RECEIVER GENERAL		24,607.30
52089	6/27/2016			786180	RICOH CANADA INC.		390.35
52090	6/27/2016			786468	SHAW CABLE		89.81
52091	6/27/2016			787533	SPENCER, DENISE		27.83
52092	6/27/2016			786161	TETRA TECH EBA INC.		5,427.94
52093	6/27/2016	EFT	EFT	96750	THE PROFESSIONAL GARDENER		338.31
52094	6/27/2016			786500	TRINUS TECHNOLOGIES INC.		168.00
52095	6/27/2016			23500	W.R. MEADOWS OF WESTERN CANADA		2,901.43
52096	6/27/2016			111705	WC CLASS II REGIONAL LANDFILL		39,834.80
52097	6/27/2016			900000	1594981 ALBERTA LTD.		11,132.00
52098	6/27/2016			900000	All Pro Industrial Products Inc.		300.17
52099	6/27/2016			900000	CUTLER, DENELLE		11.07
52100	6/27/2016			900000	DAWBER, ELIZABETH		150.00
52101	6/27/2016	EFT	EFT	900000	Foothills Special Needs Association		8,000.00
52102	6/27/2016			900000	LETHBRIDGE COUNTY		150.00
52103	6/27/2016			900000	RITE-WAY FENCING		5,793.90
52104	6/27/2016			900000	The Historical Society of Alberta		55.00
52105	6/27/2016			900000	VANDEN HOOGEN, ANNE		120.00
52106	6/27/2016	EFT	EFT	900000	WENLOCK, JOHN		500.00



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
52107	6/27/2016			90000	WRIGHT, TRICIA	300.00
						292,743.10
						Batch # 19293
52108	6/27/2016			785935	CLARESHOLM CHAMBER OF COMMERCE	228.00
52109	6/27/2016	EFT	EFT	13250	CLARESHOLM CHILD CARE SOCIETY	3,183.50
52110	6/27/2016			786141	CLARESHOLM TAXI	760.73
52111	6/27/2016			786540	DIRECT ENERGY REGULATED SERVICES	75.74
52112	6/27/2016			786050	PLANET CLEAN (LETHBRIDGE) LTD.	47.84
52113	6/27/2016			80000	PUROLATOR INC.	26.79
52114	6/27/2016			42321	RFS CANADA	516.61
52115	6/27/2016			900	TELUS	3,379.64
52116	6/27/2016			787546	WILLOWTREE DESIGNS	45.16
52117	6/27/2016			900000	COTTONWOOD VILLAGE	150.00
52118	6/27/2016	EFT	EFT	900000	FAVRHOLDT, KEN	28.20
52119	6/27/2016	EFT	EFT	900000	JANHUNEN, SIMON	307.99
52120	6/27/2016			900000	Mitchell's Precision Carpentry	1,050.00
52121	6/27/2016			900000	Physio-Control Canada Sales Ltd.	172.28
						9,972.48
						Batch # 19307
52122	6/29/2016			786671	CARNIVALS FOR KIDS AT HEART	1,012.73
52123	6/29/2016	EFT	EFT	786156	Q.E.D. ENTERPRISES LTD.	2,273.58
52124	6/29/2016			900000	ANDI'S PETTING ZOO	800.00
52125	6/29/2016			900000	HOEKSTRA, MIRANDA	900.00
52126	6/29/2016			900000	MAGNUM FIREWORKS	3,753.75
						8,740.06
Total						550,607.23

*** End of Report ***

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
Fax: 403-687-2606

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 27th, 2016 at 10:00 A.M.

In attendance: Chair Earl Hemmaway, Lyal O'Neill, Gord Wolstenholme, John Connor, Barry Johnson and Cheryl Guenther.

1. Chair Earl Hemmaway called the Meeting to order at 10:05 A.M.
2. Approval of Agenda

Cheryl asked to add **In Camera 10 a) Legal** to the agenda.

16.68 Moved by Lyal O'Neill to approve the Agenda as amended.
CARRIED

3. Delegations

No delegations

4. Approval of Minutes
 - a) April 28th, 2016 Regular Meeting

16.69 Moved by Barry Johnson to approve the Minutes of the March 31, 2016 Regular meeting as presented.
CARRIED

5. Financial Information
 - a) Approval of Check Detail April 29-May 19, 2016

Cheryl presented the members with the Check Detail from April 29-May 19, 2016.

- b) Accounts Payable

Cheryl presented the members with the accounts payable in the amount of \$15 079.26.

16.70 Moved by John Connor to accept the Check Detail April 29-May 19 and further to approve the accounts payable in the amount of \$15 079.26.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 27th, 2016 at 10:00 A.M.

5. Financial Information cont'd

- c) Bank Reconciliation April 2016 – Checking & 90 Day Notice Accts.

Cheryl presented the members with the April 2016 Bank Reconciliation report for the Checking and the 90 Day Notice Accounts.

16.71 Moved by Barry Johnson to accept the March 2016 Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.

CARRIED

- d) Profit/Loss 2015-2016 Comparison – For Information

Cheryl presented the Profit/Loss statement for January to April for 2015 and 2016 to the members as information.

6. New Business

- a) Genesis Insurance Subscriber Agreement

Darcy Hale, AAMDC Insurance Advisor, forwarded, for endorsement, the GRIE/JRIE subscriber agreement. Genesis and Jubilee Insurance will merge and become one in October 2016. The WCRWMSC uses both Genesis and Jubilee for insurance needs.

16.72 Moved by Lyal O'Neill to have CAO Cheryl Guenther endorse and seal the Genesis Insurance Subscriber Agreement on behalf of the Willow Creek Regional Waste Management Services Commission.

CARRIED

- b) 2015 GST Refund – For Information

Cheryl reported to the members that the 2015 GST refunds were approved by CRA and further that \$1341.00, 1st half 2015, \$15 317.39, 2nd half 2015 and \$10.04 interest has been direct deposited into the WCRWMSC ATB Financial bank account.

- c) Clear GSI – For Discussion

Cheryl presented the members with information from Clear GSI regarding glycol/antifreeze collection and recycling. They are wanting to partner with industries in the collection of used antifreeze and glycol. To see if there was a need of a collection point in the M.D., Cheryl spoke with a local equipment dealership regarding their volumes of waste antifreeze. It was mentioned that they typically do not have much used antifreeze to dispose of. Cheryl explained that for us to participate in this we would have to ensure that we have an active HHW and used oil collection site as well.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 27th, 2016 at 10:00 A.M.

6. New Business cont'd

d) Waste Volumes 2015/2016 Comparison – For Discussion

Cheryl provided the members with a comparison of the waste volumes from January to April 2015 & 2016. Waste volumes are significantly lower than last year as we received a large amount of clean-up waste from the construction of the new power line. We still have not heard whether we will receive any of the waste from the lodge in Fort Macleod. Cheryl explained that we are beginning to see some waste from Blunden Hall in Granum, but other than that, waste volumes have been in line with the yearly average.

7. Old Business

a) Canada 150 AB Infrastructure Program

Cheryl explained that she received notification that the Western Development Economic Diversification has received further funding for the Canada 150 Infrastructure Program. New criteria include projects that support a clean growth. Cheryl explained that she would like to apply for funding for the construction of a regional household hazardous waste collection site.

16.73 Moved by Barry Johnson that CAO Cheryl Guenther apply to Canada 150 Infrastructure Program for the purpose of the set-up and construction of a regional household hazardous waste collection site, and further that the Willow Creek Regional Waste Management Services Commission is committed to provide 50% of the total set-up and construction costs associated.

CARRIED

b) Computer Software – Update

Cheryl explained to the members that she spoke with a representative from PC Scale regarding the set-up of our new computer and scale software. It was agreed between Cheryl and Susan, PC Scale, to purchase the computer and software now and use it manually until the end of 2016. This will give landfill staff the opportunity to get familiar with the system before we transition to an automatic weighing system. Auto weigh will require having the computer being hooked directly to the scale indicator, which a scale technician must perform. This work can be done when we calibrate the scale in the beginning of 2017. This will save us some money by doing the work together in one visit. This work will be budgeted for in 2017.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 27th, 2016 at 10:00 A.M.

7. Old Business cont'd

a) CAO Hours, Overtime and Vacation Accumulation to Date

Cheryl provided the members with her accumulated hours, overtime and vacation to the end of May 2016.

16.74 **Moved by John Connor** that CAO Cheryl Guenther be allowed to carry over one (1) week of vacation time into 2016/2017, and further that she take vacation from July 4 to 8, 2016.

CARRIED

8. Correspondence

No correspondence

9. General Landfill Information

a) M.D. Willow Creek – Source Gravel

Cheryl explained that as a part of site maintenance, we will need some gravel. Our roads are in pretty good shape as the M.D. brought in several loads last year, however our requirement now is around the building. Cheryl has received a price from a local supplier, gravel delivered to the site. Cheryl asked Chair Hemmaway if the M.D of Willow Creek would sell at a cheaper rate. Chair Hemmaway stated he would contact Roy Johnson on behalf of the Commission.

10. In Camera

16.75 **Moved by Lyal O'Neill** to go In Camera at 10:50 A.M.

CARRIED

16.76 **Moved by Barry Johnson** to come out of In Camera at 11:00 A.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 27th, 2016 at 10:00 A.M.

11. Adjournment

16.77 **Moved by John Connor** to adjourn the meeting at 11:00 A.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther

APPROVED



MUNICIPAL PLANNING COMMISSION MINUTES

June 17, 2016

Town of Claresholm – Council Chambers

Attendees: Lyal O’Neill - Council Member (Chairperson)
Jamie Cutler- Council Member
Sharon Duncan - Member-at-Large
Shelley Ford - Council Member (Vice-Chairperson)
Jeff Kerr – Member-at-Large

Staff: Tara VanDellen – Development Officer
Darlene Newson – Infrastructure Administrative Assistant

Public Present: Vernon Sinnott, Earl Taylor, Rob Vogt- Claresholm Local Press

8:31 am **Call to Order /Adoption of Agenda** **Motion to adopt the Agenda by Councillor O’Neill**

CARRIED

Adoption of Minutes

- June 3, 2016

Motion to adopt the Meeting Minutes by Councillor Cutler

Seconded by Sharon Duncan

Sharon Duncan moved to Gallery

CARRIED

Item 1: ACTION

File: D2016.047
Applicant: Vernon Sinnott
Address: 315 52 Ave West
Legal: Lot 4-5, Block 76, Plan 147N
Regarding: Development Permit: Moved on Building (14 x 22 garage)

Motion to approve with amended conditions by Councillor O’Neill

Seconded by Councillor Ford

Condition(s) – To be fulfilled prior to commencement:

CARRIED

1. *The applicant shall obtain all relevant **Safety Code Permits** and approvals. Specifically, the applicant shall obtain Safety Codes Permits for: Building & Electrical. Please contact the Town of Claresholm Development Officer, Tara VanDellen, at 403-625-3381 for further information or contact Superior Safety Codes Inc. directly at 403-320-0734 www.superiorsafetycodes.com. As of June 17, 2016 the application will be submitted on your behalf.*

Condition(s) – Applicable during duration of the construction process:

1. *The applicant shall ensure that building materials and waste materials on the premises are removed or contained*
-



MUNICIPAL PLANNING COMMISSION MINUTES

June 17, 2016
Town of Claresholm – Council Chambers

and secured in such a manner that prevents such material from being blown off or scattered from the property.

2. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the accessory building to match the principal dwelling.*
3. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the roof of the accessory building to match the principal dwelling to complement existing structures.*
4. *The Applicant shall be responsible for ensuring that underground utilities are marked prior to commencing with any excavation. Please contact Alberta One Call at 1-800-242-3447.*

Sharon Duncan moved back to Table

Item 2: INFORMATION Shipping Containers (c-containers)

Taken for information

**Motion to go In Camera
by Jeff Kerr**

**Seconded by
Councillor Ford**

CARRIED

Item 3: IN CAMERA Development Information

**Motion to come out
of In Camera
by Jeff Kerr**

**Seconded by
Councillor Cutler**

CARRIED

9:10 am

**Motion to Adjourn
By Councillor Cutler**

CARRIED

Next meetings: July 8, 8:00 am
July 22, 8:00 am

Claresholm & District Chamber of Commerce

MINUTES

Wednesday, June 15, 2016
Casa Roma Restaurant, Claresholm

Present: Betty Fieguth, Marilyn Curry, Rod Dyrholm, Hayley Whelpton, Leo Durand, Kelsey Mifflin, Steve Miles, Linda Brooks, Lori Beaver, Cheryl Kustra, Todd Buhmiller, Rob Vogt, Tony Walker, Donna Courage, Chyna Clay and Lorraine Norgard

1. Call Meeting to Order
The meeting was called to order at 12:10 p.m. by Acting Vice President, Donna Courage.
2. Welcome & Introduction of Chyna Clay
Chyna Clay, our summer Project Coordinator was introduced and welcomed.
3. Lunch & Learn Series
Very informative presentation on benefits of "Chamber Group Insurance" was presented by Leo Durand, Steve Miles and Kelsey Mifflin. For more info: leo.durand@sunlife.com, steve.miles@sunlife.com or call 403.328.3306, Ext. 2225. Also check out www.chamberplan.ca.
4. Acceptance/Additions to Agenda
The agenda was as presented.
5. Adoption of Minutes
The minutes from May 18, 2016 with two members names being spelled incorrectly. Lorraine asked that members print clearly on the attendance sheet and that will help.
6. Mexican Fiesta Ad Hoc Committee – June 17, 2016 – Update
Keslie still requires more helpers to decorate as well as set up at 2:00 pm in Amundsen park as well as at 10:00 pm to tear down. Lorraine will send out email to all members again.
7. New Business
Nothing came forward.
8. Next Regular Meeting - Wednesday, July 20, 12pm Location to be determined.
9. Adjournment
The meeting was adjourned at 1:00 p.m.

Please have a fun and safe summer!



Please use president@claresholmchamber.ca or (403) 625-0375 for future contact with the Claresholm & District Chamber of Commerce.



Coutts Centre
Arts Festival

Bring the whole family

- **Entertainment**
11 am - jamani music: Jodi Groenheide
12 pm - Groove Apostles
1 pm - Dale Ketcheson
- **Shakespeare's Romeo & Juliet**
2 pm - presented by Lethbridge's Shakespeare Performance Society
- **Family art activities all day**
- **Visual artists in action**
- **Glorious prairie gardens**
- **Lynnwood Ranch BBQ food truck on site**

Admission by donation
No pets please
Info & directions
ulethbridge.ca/finearts/events

Sunday
July 24, 2016
11 am – 4 pm
COUTTS CENTRE
for Western Canadian Heritage
(near Nanton)



University of Lethbridge
Faculty of Fine Arts

All of Southern Alberta is invited to join the University of Lethbridge Faculty of Fine Arts and Art Gallery for the 2nd annual Coutts Centre Arts Festival on Sunday July 24, 11am – 4pm at the breathtaking Coutts Centre for Western Canadian Heritage (near Nanton).

Bring your family and friends (*but please leave your pets at home*) for a fun-filled afternoon. Immerse yourself in the gorgeous garden setting of the Coutts Centre while taking in a sampling of what the Fine Arts has to offer. Enjoy musical performances, theatrics by the Lethbridge Shakespeare Performance Society, family art activities, En Plein Air artists in action and the culinary offerings of Lynnwood Ranch BBQ Truck.

We hope to see you, and your constituents, there! Please let me know if you'd like additional information to share in your communities.



Directions to the Coutts Centre

- Turn east off Hwy 2 on to Provincial Road 533.
This intersection is across from the Ranchland Motel at the north end of Nanton, AB.
- Follow Provincial Road 533 east, past the Nanton Golf Club to Range Road 280
- Turn left (north) on Range Road 280 (gravel road)
- Travel north on Range Road 280 about 4 km (cross Township road 164)
Coutts Centre is on the left (west) side of the road.
Look for a number of rustic outbuildings.

Visit ulethbridge.ca/finearts/events for additional information and directions.

Sincerely,

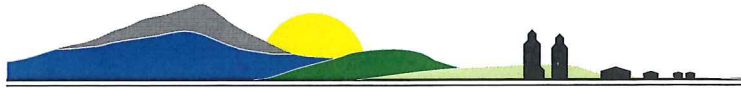
Kelly Morris, BPA
Communications Assistant

Faculty of Fine Arts
University of Lethbridge
4401 University Drive
Lethbridge, AB T1K 4M3

Phone: 403.329.2691

Website: www.uleth.ca/finearts/





OLDMAN RIVER REGIONAL SERVICES COMMISSION

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

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
Fax: (403) 327-6847
E-mail: admin@orrsc.com
Website: www.orrsc.com

June 30, 2016

VIA E-MAIL

File: 20J-54

ORRSC Member Municipalities:

Re: Impact Analysis Municipal Government Act (MGA) Amendments (Parts 16, 17, 17.1, and 17.2)

In anticipation of the upcoming consultation sessions regarding amendments to the Municipal Government Act (Bill 21), the Oldman River Regional Services Commission (ORRSC) is pleased to provide the following impact analysis. As Planners, we have primarily focused our efforts on Part 16 (Miscellaneous), Part 17 (Planning & Development), Part 17.1 (Growth Management Boards) and Part 17.2 (Intermunicipal Collaboration) of the MGA.

In our analysis, we have identified the proposed changes by section, indicated how a specific change may or will impact municipalities, and included a series of actions that may be required by your municipality to comply with the proposed change.

ORRSC offers the following general conclusions regarding the MGA modernization and its effect on planning and development:

- The amendments represent a significant change to a municipality's process for planning and development which is on par with the changes in 1995.
- It is likely that every municipality will need to amend their current Land Use Bylaw as well as their Municipal Development Plan and Intermunicipal Development Plans to ensure compliance with the new requirements.
- Where an intermunicipal development plan or municipal development plan has not been prepared, municipalities will need to commit time and resources to produce a document within the prescribed timelines.
- The subdivision and development process within your municipality will need to be reviewed and amended to incorporate new procedural requirements.
- Each municipality, in conjunction with municipalities with shared borders, must develop and adopt an Intermunicipal Collaboration Framework which includes integrated and strategic planning, delivery and funding of services, and ensuring municipalities contribute towards services that benefit their residents. This is a multi-disciplinary approach in which land use planning is one component and will require the engagement of every municipal department.

ORRSC encourages its member municipalities to participate in the upcoming MGA consultations. If council or administration has any questions or requires clarification of any item covered in the analysis, please speak to your planner for additional information.

Sincerely,

Lenze Kuiper, Director

Attachment



ORRSC's Impact Analysis of MGA Amendments

Focused on Parts 16 (Miscellaneous), 17 (Planning and Development),
17.1 (Growth Management Boards) and 17.2 (Intermunicipal Collaboration)

This analysis reflects ORRSC's preliminary understanding of the May 31, 2016 MGA amendments as they relate the planning matters found in Parts 16, 17, 17.1 and 17.2. The numbering is not a reflection of priority, importance or impact. Note, corresponding regulations have not been released for review.

Part 16: Miscellaneous

Section Reference	Change Proposed	Impact to Municipality
608(1) Sending Documents	Provides clarity on the use of email to send documents and applications.	May need to amend application forms / consents to include an acknowledgement to receive information digitally. Amendment may be required to notification section found in Land Use Bylaws.

Part 17: Planning and Development

Section Reference	Change Proposed	Impact to Municipality
616 Definitions	Definitions added for: community recreation facilities, conservation reserve, inclusionary housing, inclusionary housing regulation.	May need to amend definition sections of Land Use Bylaw and/or MDP.
618.2 Non Application of this part	Addition which clarifies that a bylaw is not binding unless passed in accordance with Part 17.	No change to current processes.
622 Land Use Policies	Amendments to the policy around Provincial Land Use Polices.	No impact to SSRP municipalities as the former Land Use Policies do not apply in a planning region with an ALSA regional plan in place.

Section Reference	Change Proposed	Impact to Municipality
627(3) Appeal Board Establishment	Clarifying membership on an Appeal Board.	<p>Those municipalities with their own boards – no change provided they do not contain a majority of Council.</p> <p>Those municipalities with a joint board – Councillors from one municipality cannot form the majority of the board when hearing is in their municipality.</p> <p>A review of existing bylaws regarding the composition of the SDAB should be undertaken to ensure compliance.</p>
628 (2) Appeal Board Establishment	Change “Committee” to “Panel”.	None.
628.1(1) Appeal Board Establishment	Added immunity for SDAB Members.	May have an impact on recruitment of board members if liability of members was a concern.
631 Intermunicipal Development Plans (IDP)	<p>Two or more municipalities <u>with</u> common boundaries must pass an IDP by bylaw.</p> <p>Two or more municipalities <u>without</u> common boundaries may pass an IDP by bylaw.</p> <p>The contents of an IDP are all mandatory and have been expanded.</p> <p>IDP’s are required within 5 years of MGA coming into force (approx. 2022).</p>	<p>All municipalities must have an IDP – urban to rural and rural to rural.</p> <p>Those that have an adopted IDP will need to review and amend accordingly to comply with the new “must” requirements of this section.</p>
632 Municipal Development Plans	<p>Every municipality is required to have an MDP.</p> <p>MDP’s are required within 3 years of MGA coming into force (approx. 2020).</p>	<p>No change to the requirements so those municipalities that have an MDP only need to ensure compliance with SSRP.</p> <p>Those municipalities that have not adopted an MDP will need to create a plan in compliance with MGA & SSRP.</p>
638.2 Listing and Publishing Policies	<p>New section.</p> <p>Municipalities must compile and keep updated a list of any policies (approved by bylaw or resolution by council) that may be considered in decision-making.</p> <p>The municipality must publish on their website the policies listed above including a summary of the policies and how they relate to any statutory plans or bylaws. As well, any documents incorporated by reference in any bylaws passed.</p>	<p>All municipalities need to incorporate their policies into their websites.</p> <p>Considerable research may be necessary by municipalities to inventory policies. Those not adopted by bylaw or resolution may need to be.</p> <p>Will need to complete the summary of how the policies relate to LUB, MDP, IDP/IMDP, etc. for transparency.</p>

Section Reference	Change Proposed	Impact to Municipality
<p>638.2 Listing and Publishing Policies (continued)</p>	<p>Any decision making authority (DO, MPC, SDAB, MGB, etc.) shall not have regard to a policy that isn't published.</p> <p>In effect January 1, 2019.</p>	<p>Will need clarification if provincial documents (i.e. Water for Life) need to be included or does this pertain to local policy only.</p> <p>If policies not published, this will limit a municipality's ability to use the policy information in decision making.</p>
<p>640 (4) Land Use Bylaw</p>	<p>Substituting "water body or man-made body of water" in regards to setting setbacks for the development of buildings.</p> <p>Added standards and requirements for inclusionary housing in accordance with an inclusionary housing regulation.</p>	<p>Review of pertinent sections of the Land Use Bylaw and make changes accordingly.</p> <p>If desired, add a section regarding inclusionary housing to the Land Use Bylaw and/or MDP.</p>
<p>640.1 Alternative Time Periods for Applications</p>	<p>A City or specialized municipality may stipulate in their Land Use Bylaw alternative timelines for determining the completeness of a development or subdivision application (proposed to be 20 days) as well as determine an alternative time period to make a development decision (more or less than 40 days) and a subdivision decision (more or less than 60 days).</p>	<p>Within the ORRSC region, only the City of Brooks and the Municipality of Crowsnest Pass will have this opportunity.</p> <p>All other municipalities are not afforded this option and are bound by the timelines set forth in the MGA.</p>
<p>642 Permitted and Discretionary Uses</p>	<p>Added that a permit must be issued for a permitted use, with or without conditions, if it meets the bylaw and has been deemed completed under s. 683.1 (Development Applications).</p> <p>Added that a permit may be issued for a discretionary use, with or without conditions, if it meets the bylaw and has been deemed completed under s. 683.1 (Development Applications).</p>	<p>Only change is the deemed complete part of the development process.</p> <p>Municipalities will need to review and update their procedures for development permit processing.</p>
<p>644 Acquisition of Land Designated for Public use</p>	<p>Under s. 644, if a municipality designates land it does not own for public use, the municipality must within 6 months acquire the land, be in a process to acquire the land or change the LUB to another land use district.</p> <p>This amendment allows for a municipality to designate lands within the municipality as a conservation reserve and the above 6 month timeframe does not apply.</p>	<p>Municipalities can identify in their MDPs and/or LUB lands they may wish to acquire at market value as a conservation reserve.</p>
<p>648 Off-Site Levy</p>	<p>Amended to include capital costs of new or expanded community recreation facilities, fire halls, police stations, and libraries.</p> <p>Conditions include that the area subject to the levy must derive 30% of the benefit of the new facilities.</p>	<p>Municipalities may need to review their off-site levy bylaws.</p>

Section Reference	Change Proposed	Impact to Municipality
648.8 Appeal of an Off-Site Levy	<p>A person may appeal the imposition of a levy or the amount of the levy to the MGB on the following grounds:</p> <ul style="list-style-type: none"> • The levy imposed is unlikely to benefit future occupants of the land, • The principles and criteria referred to in the Off-site Levy regulation have not been complied with, • The calculation of the levy is incorrect, • That a levy for the same purpose has already been imposed and collected. 	<p>Traditionally, the off-site levy is collected through a clause(s) found in a Development Agreement and challenges of off-site levies have been to the Court.</p> <p>Need clarification if the off-site levy amount needs to be a condition of subdivision (similar to municipal reserve – cash-in-lieu amounts) so it is transparent and appealable.</p>
650 Conditions of Issuing Development Permit (Development Agreements)	<p>Added 1(f) which allows a municipality to require a developer to provide for inclusionary housing in accordance to the land use bylaw and in the inclusionary housing regulation.</p>	<p>May need to amend definition of “development agreement” in the Land Use Bylaw/Municipal Development Plan.</p>
653 Application for Subdivision Approval	<p>Added 2.1 which the subdivision authority must determine if an application is complete and provide acknowledgment of the completed application.</p>	<p>Several additional steps have been added to the processing of subdivision. The Land Use Bylaw will need to be amended to include what constitutes a completed application.</p> <p>ORRSC as a municipality’s designated subdivision processor, may need additional delegation through the Subdivision Authority Bylaw (or MPC) to make the completeness determination.</p> <p>Further clarification will be required on the process. Fees for subdivision applications may need to be amended to reflect the additional review and processing.</p>
653.1 Subdivision Applications	<p>A subdivision authority will have 20 days after the receipt of an application to determine if an application is complete.</p> <p>An application is complete if in the opinion of the subdivision authority the application contains the documents and other information necessary to review the application. The applicant must be issued an acknowledgement in the form and manner provided for in the Land Use Bylaw.</p> <p>A time extension can be entered into to extend the 20 days.</p> <p>If a determination is not made by the municipality in the 20 days, the application is deemed to be complete.</p>	<p>Several additional steps have been added to the processing of subdivision. The Land Use Bylaw will need to be amended to include what constitutes a completed application.</p> <p>Amendments to the Land Use Bylaw will include:</p> <ul style="list-style-type: none"> • Process for deeming an application complete, • Criteria for completion – detailed list of documentation to be submitted, • Process for time extensions, • Additional forms.

Section Reference	Change Proposed	Impact to Municipality
<p>653.1 Subdivision Applications (continued)</p>	<p>If the application is determined to be incomplete, the applicant must be issued a notice in the form and manner provided for the land use bylaw. The notice must state the application is incomplete and that any outstanding documents or information must be submitted by a date set out in the notice.</p> <p>If the outstanding items are submitted within the time period stated in the notice, the application can be deemed complete.</p> <p>If the applicant fails to submit the information, the application is deemed refused. A notice must be issued to the applicant stating the reasons for refusal.</p> <p>Although an application is deemed complete, in the course of review, additional information or documentation may be requested of the applicant considered necessary for reviewing the application.</p> <p>A decision of the subdivision authority must state if an appeal lies locally or with the MGB.</p>	<p>ORRSC may require an amendment to existing Power of Attorney Agreements regarding subdivision processing duties.</p>
<p>654 Approval of Application</p>	<p>Added 1.1 which states that the subdivision authority must state in a decision which appeal board an appeal would be heard by as well if an application is refused – reasons for the refusal.</p> <p>Added 1.2 – If a subdivision authority is of the opinion that there is an inconsistency between statutory plans, section 638 applies.</p>	<p>No change to existing processing – already part of the subdivision decision.</p>
<p>655 Conditions of Approval</p>	<p>Added 655(1)(b)(vii) which allows a municipality to impose in a development agreement the provision of inclusionary housing in accordance with a municipal land use bylaw and the inclusionary housing regulation.</p>	<p>Review of pertinent sections of the subdivision policies found in the Land Use Bylaw or Municipal Development Plan.</p> <p>If desired, add a section regarding inclusionary housing to the Land Use Bylaw section pertaining to development agreements.</p>
<p>656 Decision</p>	<p>Added (4) where if an application for subdivision is deemed refused for incompleteness, section 640(5) does not apply.</p>	<p>Additional clarification will be required. Appears to be a referencing error as 640(5) deals with development permit applications and land use designations not subdivision.</p>
<p>658 Cancellation of Plan of Subdivision</p>	<p>Clarifies that if a plan is cancelled and in the future another subdivision is forthcoming, all reserves (MR, ER, SR, & CR) apply.</p>	<p>No change to current process.</p>

Section Reference	Change Proposed	Impact to Municipality
661 Land Dedication	Removed "Environmental Reserve" from (a) and added separately as (a.1)	No change to current process.
661.1 Land for Conservation Reserve	An owner must provide to a municipality land for a conservation reserve as required by the subdivision authority.	<p>New tool for municipalities to purchase lands significant to a municipality at market value to protect from development.</p> <p>Municipalities may need to review and update as required their Land Use Bylaws and Municipal/ Intermunicipal Development Plans to identify conservation reserves for future acquisition.</p>
664 Environmental Reserve	<p>Added updated reference and "body of water" to "water body".</p> <p>Added 1.1 which defines the purposes of environmental reserves – which is mostly considered to be undevelopable land.</p>	May need to review definitions if contained in planning documents.
664.1 Agreement Respecting Environmental Reserve	<p>New section.</p> <p>An owner and a municipality may enter into a written agreement, either before an application is made or after it is made but prior to a decision that the owner <u>will not be required</u> to provide environmental reserve (ER). If that agreement is made, the subdivision authority must not require ER as a condition of approval.</p> <p>An owner and a municipality may enter into a written agreement, either before an application is made or after it is made but prior to a decision that the owner <u>will be required</u> to provide environmental reserve (ER). If that agreement is made, the subdivision authority must not require any more ER than was specified in the agreement as a condition of approval.</p> <p>The agreement does not apply where either party demonstrates that a material change affecting the parcel of land occurred after the agreement was made.</p>	<p>Municipalities may need to create policy around the criteria for ER dedications.</p> <p>Some concern that the agreement may be entered into prior to the circulation of the application to adjacent landowners and government departments that may provide information pertaining to ER.</p> <p>This appears to be fettering the decision making powers of the subdivision authority to consider comments prior to a decision if they are bound by a municipal agreement regarding environmental reserve.</p>

Section Reference	Change Proposed	Impact to Municipality
<p>664.2 Conservation Reserve</p>	<p>New Section.</p> <p>A subdivision authority may require a landowner to provide part of a parcel of land to the municipality as a conservation reserve if:</p> <ul style="list-style-type: none"> • The land has environmentally significant features, • The land could not be provided as environmental reserve, • The purpose of taking the conservation reserve is to enable the municipality to protect and conserve the land, • The taking of the conservation reserve is consistent with the municipality's MDP. <p>Within 30 days of issuance of a new title, the municipality must pay compensation to the landowner at equal to market value at the time the subdivision was approved.</p> <p>Any disagreement on land value would be determined by the Land Compensation Board.</p>	<p>Municipalities may need to review their Municipal Development Plans to include area to be identified as conservation reserves.</p> <p>As well, amend ASP requirement criteria to include conservation reserves.</p>
<p>665 Designation of Municipal Land</p>	<p>Amendments to the section to include "conservation reserves".</p>	<p>See comments above.</p>
<p>666 Municipal and School Reserves</p>	<p>Amendments to the section to include "conservation reserves" and to clarify what land is included in municipal and school reserve calculations.</p> <p>Added clarification for calculation purposes that land uses for roads and utilities are included in the MR / SR 10% calculation.</p>	<p>ORRSC has always calculated MR and SR in this manner and there will be no change to be practice.</p>
<p>672 Transfer of School and Other Reserves to Municipality</p>	<p>Changed wording from "school building envelope" to "school building footprint".</p>	<p>No impact.</p>
<p>674.1 No Disposal of Conservation Reserve</p>	<p>A municipality must not sell, lease or otherwise dispose of a municipal reserve and must ensure land remains in its natural state.</p>	<p>A municipality may need to inventory conservation reserves.</p> <p>Clarification on "remains in its natural state" should be sought.</p>
<p>678 Subdivision Appeals</p>	<p>Amended for clarification on subdivision appeals to the Municipal Government Board.</p> <p>Changed the timeframe from 5 to 7 days for a decision to be deemed received by the applicant.</p>	<p>No change to municipalities.</p> <p>Will lengthen the appeal period from 19 to 21 days (which will be consistent with development appeal timelines).</p>

Section Reference	Change Proposed	Impact to Municipality
679 Notice of Hearing	For applications deemed refused due to incompleteness, the SDAB will not be required to give notice to an adjacent municipality, any school board or government department or any adjacent landowners.	This is a new appeal process and review of a SDABs procedures may need to be undertaken.
680 Hearing and Decision	<p>Added 2(a.2) that an SDAB will have to have regard to an inclusionary housing provisions found in the Land Use Bylaw or Inclusionary Housing Regulation.</p> <p>Added 2.1 which directs the SDAB in the case of an appeal of refusal for incompleteness, to determine whether the documents and information provided by the applicant met the requirements of 653(2) which are those necessary to the review of the application.</p> <p>Added 2.2 for applications deemed refused due to incompleteness, the SDAB is not required hear from adjacent landowners.</p>	This is a new appeal process and review of a SDAB's procedures may need to be undertaken.
683 Development Permits	<p>A development authority will have 20 days after the receipt of an application to determine if an application is complete.</p> <p>An application is complete if in the opinion of the development authority the application contains the documents and other information necessary to review the application. The applicant must be issued an acknowledgement in the form and manner provided for in the Land Use Bylaw.</p> <p>A time extension can be entered into to extend the 20 days.</p> <p>If a determination is not made by the municipality in the 20 days, the application is deemed to be complete.</p> <p>If the application is determined to be incomplete, the applicant must be issued a notice in the form and manner provided for the land use bylaw. The notice must state the application is incomplete and that any outstanding documents or information must be submitted by a date set out in the notice.</p> <p>If the outstanding items are submitted within the time period stated in the notice, the application can be deemed complete.</p> <p>If the applicant fails to submit the information, the application is deemed refused. A notice must be issued to the applicant stating the reasons for refusal.</p>	<p>Several additional steps have been added to the processing of development permits. The Land Use Bylaw will need to be amended to include what constitutes a completed application.</p> <p>Amendments to the Land Use Bylaw will include:</p> <ul style="list-style-type: none"> • Process for deeming an application complete, • Criteria for completion – detailed list of documentation to be submitted, • Process for time extensions, • Additional forms. <p>The MGB currently does not hear development appeals and it appears that the MGB may be taking jurisdiction for some development appeals, but there is some enabling legislation missing in the proposed MGA that will need to be clarified by the government about where they would have jurisdiction.</p>

Section Reference	Change Proposed	Impact to Municipality
<p>683 Development Permits (continued)</p>	<p>Although an application is deemed complete, in the course of review, additional information or documentation may be requested of the applicant considered necessary for reviewing the application.</p> <p>A decision of the subdivision authority must state if an appeal lies locally or with the MGB.</p>	
<p>684 Permits deemed Refused – Appeal</p>	<p>A development authority must make a decision on a complete application within 40 days of the receipt by the applicant of the acknowledgement that their application is complete.</p> <p>The 40 day time period can be extended by a written agreement between the development authority and applicant.</p> <p>If decision is not rendered within the 40 days, the applicant has the option to deem the application refused.</p> <p>If an application was deemed incomplete and refused, any provision in a Land Use Bylaw that sets a period of time for a reapplication does not apply in this case.</p>	<p>Several additional steps have been added to the processing of development permits. The Land Use Bylaw may need to be amended to include the changes.</p>
<p>685 Grounds for Appeal</p>	<p>With respect to permitted use application appeals, the right to appeal exists if the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted or the application was deemed incomplete and refused.</p>	<p>Potential for additional appeals based on incompleteness.</p>
<p>686 Appeals</p>	<p>Added 1.1 which clarifies that the date of notification of an order or decision or the issuance of a development permit is deemed to be 7 days from the date the order, decision, or permit is mailed.</p> <p>Added 4.1 which limits who can appeal an application deemed incomplete.</p>	<p>This is a new appeal process and review of a SDAB's procedures may need to be undertaken.</p>
<p>687 Hearing and Decision</p>	<p>Added 673(3)(a.01) directs a SDAB when determining an appeal that it must comply with inclusionary housing provisions found in the Land Use Bylaw or Inclusionary Housing Regulation.</p>	<p>Only applies if inclusionary housing has been added to planning documents.</p>

Section Reference	Change Proposed	Impact to Municipality
688 Law, Jurisdiction Appeals – Court of Appeal	An appeal lies with the Court of Appeal respecting a decision made by the Municipal Government Board for the following: <ul style="list-style-type: none"> under section 619 (NRCB, AEUB or AUC Authorization) whether a proposed statutory plan or land use bylaw amendment is consistent with a license, permit, approval or other authorization granted under that section; under 648.1 respecting the imposition of an off-site levy or the amount of the levy; Under 678(2)(a) respecting a decision of a subdivision authority ; or Under 690 respecting an intermunicipal dispute. 	Bullets 1 through 3 are part of the current MGA. The addition of a decision by the MGB regarding their decision on an intermunicipal dispute is new.
694 Regulations	Added that the Lieutenant Governor in Council may make regulation respecting: <ul style="list-style-type: none"> “Framework Created by Agreement” and “Arbitration” (s. 708.33 to 708.43); prescribing specialized municipalities for the purpose of setting alternative time periods for applications (s. 640.1); prescribing distances for jurisdiction of subdivision appeals to the MGB for proximity to highways, water bodies, sewage treatment or waste management facilities and historical sites [s. 678(2)(a)(ii) and (iii)]; prescribing provisions for inclusionary housing. 	Impacts to municipalities’ will be clear once regulations are completed.

Part 17.1: Growth Management Boards

Section Reference	Change Proposed	Impact to Municipality
708.011 Purpose	Provides clarity for two or more municipalities to initiate, on a voluntary basis, the establishment of a growth management board. In addition, it specifies growth management boards for the Edmonton (Capital Region) and the Calgary (Calgary Regional Partnership) regions.	Potential for municipalities to create growth boards within the region.
708.02 Establishing growth management Boards	S. 708.02(1.1) makes growth management boards for Edmonton and Calgary regions mandatory. Added additional requirements for growth management boards established by a regulation.	Currently only applies to Edmonton and Calgary.

Part 17.2: Intermunicipal Collaboration (Overview)

- Requires the development of a intermunicipal collaboration framework (ICF) among 2 or more municipalities to:
 - provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
 - steward scarce resources efficiently in providing local services; and
 - ensure municipalities contribute funding to services that benefit their residents.
- ICF(s) are mandatory except:
 - if municipalities are members of a growth management board, do not have to create ICF with other members but they will have to with adjacent non-members;
 - if the Minister exempts one or more municipalities.
- Municipalities with common borders must create a framework within 2 years of the legislation (2019?).

Contents of an ICF

- An ICF **must** list at the time the framework is created:
 - the services provided by each municipality,
 - the services shared by the municipalities,
 - the services in each municipality that are provided by third parties by agreement.
- An ICF **must** identify:
 - which services are best provided on a municipal basis,
 - which services are best provided on a intermunicipal basis,
 - which services are best provided by third parties by agreement.
- The services that must be included in the ICF are:
 - transportation,
 - water and wastewater,
 - solid waste,
 - emergency services,
 - recreation, and
 - any other services where those services benefit residents in more than one of the municipalities that are parties to the framework.
- For services provided on an intermunicipal basis, the ICF **must** outline how each service will be:
 - intermunicipally delivered, including which municipality will lead the delivery;
 - intermunicipally funded;
 - discontinued when replaced by an intermunicipal service.
- The ICF **must** set a time frame for implementing services to be delivered on an intermunicipal basis.
- An ICF **may** contain details to implement intermunicipal services including planning, locating and developing infrastructure to support the service.

Relationship to Intermunicipal Development Plans

- An ICF is not complete unless the municipalities party to the ICF have also adopted an intermunicipal development plan or an intermunicipal development plan is included as an appendix to the ICF.
- If a matter is dealt with in an ICF, it does not need be included in an intermunicipal development plan.

Other Matters

- If there is a conflict between an ICF and another agreement, the ICP must address the conflict or inconsistency and if necessary, alter or rescind the agreement.
- Municipalities **must** review the framework at least every 5 years once created.
- If during a review, the municipalities do not agree that the framework serves the interest of the municipalities, the municipalities **must** create a replacement ICF in accordance with the legislation.

How to Create an ICF

- ICF is created by municipalities adopting matching bylaws.
- If an intermunicipal development plan is created as part of the ICF, it can be adopted by the same bylaw that adopts the framework.
- Municipalities must negotiate in good faith.
- Once an ICF is adopted, a copy of the framework must be filed with the Minister within 90 days.

Arbitration

- If municipalities are unable to create a framework within the prescribed 2 year time frame, one municipality **must** provide written notice to the other municipality(s) and the Minister stating that agreement cannot be reached.
- In this case, the dispute will be referred to an arbitrator. The arbitrator **must** be chosen by the municipalities, or if they cannot agree, the Minister.
- Where a dispute is referred to an arbitrator, the arbitrator **must** create a framework for the municipalities with 3 years of the MGA coming into force (2020?).
- Under arbitration, a municipality **must** create a report with reasons why the municipalities were unable to create a framework and a municipality must participate in the arbitration process.
- In resolving a dispute, an arbitrator **must** have regard to:
 - the services and infrastructure provided for in other frameworks to which the municipalities are also parties,
 - consistency of services provided to residents in the municipalities,
 - equitable sharing of costs among municipalities,
 - environmental concerns within the municipalities,

- the public interest, and
- any other matters prescribed by the ICF regulation.
- The framework created by the arbitrator **may** be amended by mutual agreement of the municipalities involved.
- Where a framework is created by an arbitrator, municipalities **must** amend their bylaws to be consistent with the ICF and a municipality **may not** amend, repeal or revise its bylaws to be inconsistent with the framework.
- The costs of an arbitrator must be paid on a proportional basis by the municipalities involved and is determined by dividing the amount of that municipality's equalized assessment by the sum of all the municipalities' equalized assessments party to the ICF.
- The final ICF must be filed with the Minister within 7 days of being made.

Measures to Ensure Compliance with Frameworks

- If a municipality fails to amend its bylaws to be consistent with an ICF, one of the municipalities party to the ICF may apply to the Court of Queen's Bench for an order requiring that the municipality comply.
- If the Minister considers that a municipality has not complied with an ICF, the Minister may take any necessary measures to ensure compliance, including without limitation:
 - suspending the authority of council to make bylaws;
 - withholding money otherwise payable by the Government to the municipality pending compliance;
 - repealing, amending and making policies and procedures with respect to the municipality;
 - suspending the authority of the development or subdivision authority and providing a person to act in its place;
 - requiring or prohibiting any other action as necessary to ensure compliance.

Resolving Disputes under Existing Framework

- Every framework must contain provisions respecting a binding dispute process as outlined in the ICF regulation. If an ICF does not contain a dispute resolution process, the ICF is deemed to contain the model process as prescribed in the regulation.
- If a municipality fails comply to with an order of a decision maker, one of the other municipalities party to the ICF may apply to the Court of Queen's Bench for an order directing the municipality to comply with the decision maker's order.