



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 13, 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 MAY 24, 2016

DELEGATIONS:

CLARESHOLM & DISTRICT MUSEUM

RE: Claresholm & District Museum's Strategic Plan

ACTION ITEMS:

1. **DELEGATION RESPONSE: Downtown Market – Darla Slovak & Linda Brooks**
2. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Federal Gas Tax Fund (GTF)
3. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Municipal Sustainability Initiative (MSI)
4. **CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**
RE: Municipal Safety Recognition Award
5. **CORRES: Government of Alberta**
RE: Update on Alberta Disaster Recovery Programs
6. **CORRES: Alberta Seniors and Housing**
RE: Affordable Housing Engagement
7. **CORRES: Federation of Canadian Municipalities**
2016-2017 Membership
8. **CORRES: Royal Canadian Legion Branch #41**
RE: Municipal Portion of Property Taxes
9. **CORRES: Leanne Fisher, Tamarack Road**
RE: Tamarack Road Block Party Request for July 1, 2016
10. **REQUEST FOR DECISION: Pavement Overlay Project - Engineer**
11. **REQUEST FOR DECISION: Local Improvement Plan – Pavement Overlay**
12. **REQUEST FOR DECISION: Bylaw #1614 - Borrowing**
13. **REQUEST FOR DECISION: Campground Office Project Completion**
14. **REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**
15. **REQUEST FOR DECISION: Letter of Support – Claresholm Curling Club**
16. **REQUEST FOR DECISION: Letter of Support – Claresholm Minor Hockey**
17. **REQUEST FOR DECISION: Contractor Services**
18. **FINANCIAL REPORT: Consolidated Statement of Operations April 2016**
19. **INFORMATION BRIEF: Municipal Government Act Review**
20. **INFORMATION BRIEF: Annexation**
21. **INFORMATION BRIEF: Tax Recovery Sale**
22. **INFORMATION BRIEF: 2016 Parade Attendance**
23. **INFORMATION BRIEF: Tree Removal Request**
24. **INFORMATION BRIEF: Council Resolution Status**
25. **ADOPTION OF INFORMATION ITEMS**
26. **IN CAMERA: Personnel; Legal**
DELEGATION: Harvest Square

INFORMATION ITEMS:

1. Cheque Listing for Accounts Payable – May 2016
2. Oldman Watershed Council Annual General Meeting – June 16, 2016
3. Municipal Planning Commission Minutes – April 22, 2016
4. Municipal Planning Commission Minutes – May 20, 2016
5. 2016 Alberta Recreation & Parks Association (ARPA) Annual Conference
6. 2016 FortisAlberta Tree Planting Grant - \$2,500
7. Highway #3 Twinning Development Association Meeting Minutes – March 4, 2016
8. Oldman River Regional Services Commission Executive Committee Meeting Minutes – April 14, 2016
9. Oldman River Regional Services Commission General Board Meeting Minutes – March 3, 2016
10. Oldman River Regional Services Commission 2015 Annual Report
11. Willow Creek Regional Waste Management Services Commission Meeting Minutes – April 28, 2016
12. Alberta SouthWest Bulletin – June 2016

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 24, 2016

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

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

REGRETS: Mayor Rob Steel and Councillor Chris Dixon

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

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Deputy Mayor Jamie Cutler.

AGENDA: Moved by Councillor Ford for unanimous consent to add the following to the Agenda.

DELEGATIONS:

2. DOWNTOWN MARKET – Darla Slovak & Linda Brooks

CARRIED

Moved by Councillor Fieguth that the Agenda be accepted as amended.

CARRIED

MINUTES: REGULAR MEETING – MAY 9, 2016

Moved by Councillor McAlonan that the Regular Meeting Minutes of May 9, 2016 be accepted as presented.

CARRIED

DELEGATIONS:

1. CAReS (Claresholm Animal Rescue Society)

RE: Animal Shelter

President Kim Alexander was present on behalf of the Claresholm Animal Rescue Society (CAReS). There is a core of four individuals who are operating the shelter (the rest being paid employees) and it is getting to be too much for them to continue. There are several ideas as to how the shelter should be run in the future. They are willing to continue to operate the shelter until the end of the year to honor this year’s commitment. CAReS will continue to be a registered charity and perform other functions in the community.

2. DOWNTOWN MARKET – Darla Slovak & Linda Brooks

Linda Brooks (Claresholm & District Chamber of Commerce) and Darla Slovak (Economic Development Committee) would like to have a market downtown and involve the local stores. They are asking Council to look at blocking a portion of the alley behind Claresholm Pharmacy and if there would be a cost to them from the Town to run the market. Currently they are aiming to do markets once a month but if they get enough interest, they would like to do two a month.

ACTION ITEMS:

1. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs

RE: *Municipal Government Act (MGA) Review*

Received for information.

2. CORRES: Alberta Municipal Affairs

RE: *Asset Management & Planning for Future Infrastructure Needs*

Received for information.

3. CORRES: Hon. Lori Sigurdson, Minister of Seniors and Housing

RE: *Grants in Place of Taxes Program*

Received for information.

4. REQUEST FOR DECISION: Multiuse Community Building & Town Hall Update Proposal

MOTION #16-053 Moved by Councillor O’Neill to accept the proposal from BRZ Partnership Architecture Inc. to amend the architectural plans for the Multi-Use Community Building in the amount of \$8,400 plus GST with funding to come from the multi-use community building reserve.

CARRIED

5. REQUEST FOR DECISION: School Transfer

MOTION #16-054 Moved by Councillor Fieguth to approve the proposed school transfer agreement with Livingstone Range School Division as presented.

CARRIED

6. REQUEST FOR DECISION: Canada 150 Community Infrastructure Program

MOTION #16-055 Moved by Councillor Ford to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall.

CARRIED

7. REQUEST FOR DECISION: Vacant Properties

MOTION #16-056 Moved by Councillor Ford to allow the Economic Development Committee to hold pop-up markets in vacant properties in Claresholm for the vacant property tour without charging a business license fee.

CARRIED

8. INFORMATION BRIEF: Business License Bylaw Review

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 Fieguth to adopt the information items as presented.

CARRIED

12. IN CAMERA: Land

Moved by Councillor McAlonan that the meeting go In Camera at 8:10 p.m.

CARRIED

Moved by Councillor Fieguth that this meeting come out of In Camera at 8:21 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor O'Neill that the meeting adjourn at 8:22 p.m.

CARRIED

Deputy Mayor – Jamie Cutler

Chief Administrative Officer – Marian Carlson

DELEGATIONS

**Claresholm & District Museum
and Visitor Information Centre**

**Strategic Plan
2016 - 2019**

Approved by the Board of the Claresholm & District Museum, May 25, 2016

Claresholm & District Museum Strategic Plan 2016-2019

Mandate

- To provide, administer and maintain a museum facility in Claresholm, Alberta, for public benefit;
- To increase understanding and appreciation of Claresholm and Alberta heritage by providing exhibitions and programs;
- To collect artifact and archival materials benefitting Claresholm and District;
- Collections are obtained ethically and responsibly within the parameters of Canadian Museums Association guidelines, Alberta Provincial legislation, and Alberta Museums Association Standard Practices, with strict adherence to public trust responsibilities and to approved collections management and acquisitions policies

Vision

A community proud of its history, evoking Claresholm and district's past to educate present and future generations.

Mission

To illuminate our history through preservation and sharing of thought-provoking exhibits and stories of Claresholm and district.

Core Values

We value a museum exemplifying:

- Honesty, integrity and professionalism adhering to recognized museum standards, ethics and practices;
- Vitality in our community fostered through cooperative efforts and promotion;
- Creativity, fun and experiential learning;
- Enthusiasm for connecting people with culture and heritage

Strategic Assessment

Ownership

The Claresholm & District Museum is owned and operated by the Town of Claresholm and is governed by the Board of the Museum under the authority of Bylaw #1506 (date).

The Board of the Museum is composed of a Council Liaison and members of the community appointed to the Board which advises on the operation of the museum. The Executive Director is responsible for carrying out Board directives and the day to day operation of the Museum and Visitor information Centre.

History of the Museum

The site where the museum is located represents the beginnings of the Town of Claresholm. The railway was built through what is now Claresholm in 1891, and a CPR station was built in 1893. By 1911 this wood station was replaced by the present sandstone structure which is ½ of the original CPR station built in Calgary and moved here. It was opened in 1912. The station closed in 1965 and was acquired by the Town for a museum although passenger service continued to 1971.

The former CPR station officially became the Claresholm & District Museum in 1969. It was designated a Provincial Historic Resource in 2005.

The Exhibit Hall was built in 2009 and opened in 2010.

The original Claresholm schoolhouse was moved to the site in 1967; the log cabin was moved from west of Claresholm to here in 1977; and the CPR caboose was installed in 1995.

Museum site

The properties owned by the Town of Claresholm and occupied by the museum complex comprise 4 properties totalling over 11,980 square metres (128,951 sq. ft.). The museum site is bounded by Highway 2 on the west (5126 – 1st St, E.) and 2nd Street East (5115 – 2nd St. E.).

The museum complex includes many physical assets:

Physical Assets

Museum Station (former CPR Station 1912)

4,976 square feet – including artifact storage in the attic space (766.30 sq. ft.) , and artifact storage in the basement (550.23 sq. ft.)

Museum Exhibit Hall

8164.5 square feet - Includes textile storage in attic space, artifact storage in mezzanine area

School house (1903)

749.8 square feet

Log house (“Critoph cabin” c. 1929)

325 square feet

CPR Caboose

CP 434426

CPR Speeder Car c. 1980

Storage shed for speeder car and baggage cart in winter (other storage uses in summer)

147 square feet

Gardens

Jim Mouser Memorial Rose Garden

Dedication plaque to Claresholm Volunteers (1990)

Louise McKinney plaque (1990)

- Historic Sites and Monuments Board of Canada

Sun-dial plaque – Lions Club

Gardens fronting Highway 2 - maintained by Claresholm Garden Club

Picnic tables (permanent - 4); Kiosk – double-sided – (museum on one side)

Exhibits and Artifacts

The Museum complex (CPR Station, Exhibit Hall, Schoolhouse and Log cabin are comprised of exhibits and artifacts. The museum is the repository of over 15,000 artifacts, including archival materials (photographs, documents, and maps etc.).

The exhibits are comprised of exhibits and tableau relating to First Nations, the North West Mounted Police, ranching history, a blacksmith shop, telephone history, agriculture in pictures and the growth of the town in pictures, a general store, the Churches of Claresholm, the typical 1930s home, Amundsen's land office, the Claresholm Local Press, the Military, medical history of Claresholm and the Fire Department.

There is an area in the Exhibit Hall that currently is used by a travelling exhibit.

The largest artifacts are a number of vehicles (two fire engines, two antique automobiles, a tractor, an early school bus, an omnibus and farm wagons (currently stored at the Town Yard). Other materials are currently in off-site rental storage which will be disposed of (in part) by deaccessioning in summer 2016.

The former CPR Station, originally the museum when it began, includes several exhibits including the station agent's office, early history of Claresholm settlement, pictures of the mayors of Claresholm, a rock display, ranching and farming, photography and a collection of miscellaneous artifacts relating to farm life ("Eclectic Claresholm").

Products and services offered

Guided tours of exhibits are available upon request free of charge. The site offers free parking. The museum has a gift shop, public restrooms that are wheelchair accessible and Wi-Fi. The Museum Station includes a Visitor Information Centre (May Long Weekend to Thanksgiving Weekend). Bus tours are charged a nominal fee (donation) of \$2.00.

School programs that are curriculum-based are offered free of charge to schools in the area. A charge may be considered in the future and as the service becomes expanded and formalized.

Research queries are accepted. Volunteer researches assist with some research; a charge may be required based on time involved. Photos are available at \$10 per image plus fee for scanning.

Admission to the museum is free of charge but donations are encouraged. Bus tours are charged a nominal fee of \$2.00 per person.

Strategic Planning Background

The Claresholm & District Museum undertook a **Strategic Plan for 2012-2014**. As is the case with many strategic plans, not all the goals were achieved. This plan continues in the vein of the previous plan but is different in the way that the process was undertaken -- involving stakeholders' input with two major facilitated meetings. However, both the previous period (2012-2014) and this planning period (2016-2019) emphasize several similar, important strategies, including: 1) greater human resources, 2) formal school programs, and 3) a communications plan involving branding.

The following are the activities that were identified by the stakeholder groups:

Key strategic activities for 2016-2019

Based on the strategic assessment, the Board noted the following items that require action:

- Increased capacity of the museum operation through increased human resources – specifically, a full-time/year-round Executive Director; a full-time Executive Director will provide continuity, undertake grant writing and develop more programs and events
- Storage expansion to interior of Exhibit Hall – grants received (2016)
- Gradual elimination of off-site storage (beginning summer 2016)
- New exhibit annex to display vehicles and farm equipment (preliminary planning being undertaken)
- Attraction of more school tours during the fall and winter seasons; a nominal fee may be considered to cover support costs
- Development of a communications plan that provides consistency and new brand that aligns with the Town's vision
- Response to research requests year-round with a few structure based on time, also to offset support costs
- Outreach programming including walking tours, exhibit on Canada Day in Amundsen Park;

Strategies and Goals - Year One

1. Completion of exhibit renovations (medical displays) in Museum Exhibit Hall; renovations in Museum Station (2016)
2. Renewal of website (2015-2016)
3. Completion of Museum Station storm windows project
4. Obtain support for funding for full-time Executive Director
5. Develop concept plan for new exhibit annex
6. Remove wire fence between caboose and main part of grounds

7. Begin process of eliminating off-site storage
8. Install compact storage in Exhibit Hall (grants received)
9. Continuation of participation in community events
10. Apply to Community Foundation of Lethbridge and Southwestern Alberta for Canada 150 funding -- \$15,000. (matching grant required)
11. Implementation of temporary/travelling exhibition program
12. Revisions and re-publication of Historical Walking Tour (Main Street Program)

Strategies and Goals – Year Two

1. Funding approval for full-time Executive Director
2. Replace Station platform (front)
3. Continuation of temporary exhibit program
4. Continuation of participation in community events
5. Elimination of off-site storage
6. Work with Town on development of a new tourist brochure
7. Development of residential historical walking tour
8. Creation of Volunteer Coordinator position (part-time)
9. Continued development of partnerships with Library (oral histories) and District schools
10. Fundraising/planning for new exhibit annex
11. Continued development of school program, increase in number of school visits

Strategies and Goals – Year Three

1. Continuation of temporary exhibit program
2. Continuation in participation in community events
3. Hiring of Volunteer Coordinator (part-time)
4. Continuation of outreach programming in the community – including lectures and displays
5. Continued development of school program – fee for service implemented
6. Museum Station sandstone repair project

Year Three-Four- 2019

1. Pending funding in place - Construction of new exhibit annex building south of the Exhibit Hall to display large vehicles in Exhibit Hall including fire engines, cars, wagons, tractors, etc.

Projected Budget (2016-2019) – Operating and Capital Funding

5-Year Budget	2016	2017	2018	2019
Museum revenues	69,644.00	79,644.**	79,644.	79,644.
Museum expenses	144, 671.12	154,671.12	157,764.54	160,919.83
Net costs	(75,027.12)	(75,027.12)	(78,120.54)	(81,275.83)
Capital	14,500*	\$25,000. Museum sandstone repair	\$25,000. CPR Station front platform replacement	\$? Construction of new exhibit annex
Reserve		\$60,000.**	\$65,000.***	\$70,000.***
	*storm windows	** exhibit annex	*** exhibit annex	*** exhibit annex

Notes about budget:

***\$5,000 annually raised by the Friends as reserve funding for new annex

****\$5,000 annually contributed by community; organizations/corporate sponsors;

*\$10,000 increase in Town contribution to Museum operating budget (full-time ED and fall assistance). The hiring of a full-time, year-round Executive Director is dependent on Council approval of the budget in spring 2017.

** The approval of restoration of the \$60,000 capital account toward a new display annex is dependent on approval by Council in spring 2017.

The restoration of sandstone cracking is dependent on application to Alberta Historic Resources Foundation and 50% contribution by the Town (in spring 2017 budget).

The rehabilitation of the Station platform is dependent on approval of funding from Council in spring 2017.

The 2019 capital project to construct a new museum exhibit annex is dependent on major funding from municipal, provincial and federal sources.

Participants in the Strategic Plan process (2015-16)

Mike McAlonan, Town Councillor, Liaison to Museum Board and Chair

Shelley Ford, Town Councillor

Elizabeth Hoare, Museum Board Member

Don Glimsdale, Museum Board Member

Arden Dubnewick, Museum Board Member

Anola Laing, Secretary/Treasurer, Friends of the Claresholm & District Museum Society

Myrna Glimsdale, President, Friends of the Claresholm & District Museum Society

Harold Seymour, Friends of the Claresholm & District Museum Society

Julia Thompson, Family Community Services Society

Al Engel, Volunteer

Linda Favrholt, Volunteer

Dale Harrison, former EDO, Town of Claresholm

Denise Spencer, Town of Claresholm, Recreation Manager

Kenneth Favrholt, Executive Director, Claresholm & District Museum

This Strategic Plan document was approved by the Museum Board on May 25, 2016

Towards a Strategic Plan for the Claresholm & District Museum

PRESENTATION TO CLARESHOLM TOWN COUNCIL
BY BOARD OF CLARESHOLM & DISTRICT MUSEUM,
KENNETH FAVRHOLDT, MUSEUM EXECUTIVE DIRECTOR

JUNE 13, 2016

The Process

Purpose of the Strategic Plan (SP)

- ▶ Rationale - The **Strategic Plan** forms the guiding document for the Executive Director, Board, and Town Council to evaluate progress and develop the museum budget;
- ▶ - most funding agencies now require a Strategic Plan document as part of a grant application

Work required

- ▶ Revision of the former Strategic Plan (2012-2014); to plan for the next three years -2016-2019;
- ▶ Review of the foundational **Vision, Mission, Core Values** and **Mandate** statements to ensure they reflect the reality of the museum operation

Schedule

- ▶ Meetings led by facilitator Anna Hopkins of Alberta Culture, October 23/15, Jan. 22/16
- ▶ On-going work on **SP** by ad hoc committee, March 18/16
- ▶ Approval of **SP** by Museum Board, May 25/16
- ▶ Presentation to Town Council June 2016 -questions, input
- ▶ Final document, ready for implementation and distribution

Background questions

- ▶ What do you love about Claresholm?
- ▶ What needs do we see in our community?
- ▶ What are our hopes for the community?
- ▶ What changes or shifts have you noticed in our community lately?

Reflecting on all of this, what are our aspirations for this community?
What do we want it to look, feel and act like in 10 years time?

The Museum

- ▶ What is the purpose of a museum?
- ▶ What are museums for?
- ▶ What would be lost if they didn't exist?
- ▶ If we imagine fast-forwarding to 2019 and looking back, what is different for the museum than today? What have we achieved?

Review of Mandate, Vision, Mission, Core Values

- ▶ The mission is the purpose of the institution which drives everything
 - What does it contribute?
 - Who does it serve?
 - How does it deliver its services?
 - Why is it important?
- ▶ Vision refers to the future
- ▶ Values are beliefs

Trial balloons, Low-hanging fruit, Heavy hitters

Tests, experiments, pilots - easy to start and end

- ▶ Gift shop items that are good for outdoors
- ▶ Rent or provide meeting space for groups
- ▶ Christmas -open in late November
- ▶ Group trips to other museums/ historical sites (Friends to coordinate)

Quick wins, build on existing strengths/assets

- ▶ Picnic tables (more)
- ▶ Music playing -gramophones, records
- ▶ Ice cream vendor, tea/coffee on the station platform
- ▶ Storefront artifacts
- ▶ Bocce/horseshoe games to use or rent
- ▶ Theatre group -mini-plays or performances

Significant new undertakings, longer term projects or efforts

- ▶ Contribute/be involved with traffic strategy with the Town
- ▶ Brochure with the town; other tourism related efforts;
- ▶ full-time ED; open all year
- ▶ Experiential activities/exhibits;
- ▶ School partnerships and programming

Goal 1: The museum becomes a hub of activity for the town

Goal Description

- ▶ What do we want to achieve?

Targets

- ▶ # of people who have attended museum events in the past year (2015) –500; 2016 –700
- ▶ # of groups using the space for programming/meetings –3; 2016 –10
- ▶ # of Claresholm residents having visited the Museum in the past year (2015) –1,000; 2016 –1,500
- ▶ # of visitors to Museum in the past year (2015) –4,200; 2016 –5,000

3-Year Strategy/Activities

What might we do to help achieve Goal #1?

Strategy

- ▶ 1. Make the outdoor space a public gathering place, somewhere that people will want to hang out, picnic, play games, etc.
- ▶ 2. Become a community event and performance space – presentations, plays, concerts, films
- ▶ 3. Expand school programming

Key activities/ Responsibility

- ▶ 1. Promotion of the use of the museum grounds is a simple initiative –removal of the fence between the caboose and the museum would open the space to more use
- ▶ 2. This requires a part-time coordinator and volunteer roster to facilitate activities in the museum
- ▶ 3. More school visits can be accommodated in the spring than presently, as well as the fall, – contingent on full-time ED and volunteer assistance



Goal 2: The museum sparks greater interest in Claresholm and its history for both tourists and residents

- ▶ What do we want to achieve? □

Metrics

- ▶ Measurable ways to mark our progress/ aspirational targets
- ▶ # of visits to the Museum
- ▶ In-house survey reports –level of engagement with museum exhibits
- ▶ % increase in tourist visits to Museum or to Claresholm generally

3-Year Strategy/Activities

- ▶ Interactive, hands-on and experiential activities and exhibits –for children and adults!
- ▶ Small or large scale –e.g. gramophone music playing, costumed interpretation/actors, games, interactive exhibits
- ▶ Continued partnerships with the Library (histories) and District schools
- ▶ Tourism development with the Town and other stakeholders
 - Working with the Town on new tourist brochure
 - Creating self-guiding walking tours (2016)
 - Working with the Town on traffic-calming/speed reduction measures
 - Heritage building appreciation efforts –profiling buildings, architecture walks/talks

Goal 3: The Museum acquires sufficient financial support to finance a full-time Executive Director and other human resource investments required to support Goals 1 and 2

Goal Description

- ▶ Full-time, year-round Executive Director, year-round programming
 - Rationale: without a full-time year-round manager, and year-round access to the museum by the public, major funding from Department of Canadian Heritage and other agencies cannot be secured;
- ▶ Increased human resource capacity:
 - Fall contract assistance; volunteer coordinator to recruit, coordinate and retain volunteers

Targets (2016-2019)

- ▶ \$5,000 annually raised by the Friends as unrestricted funding;
- ▶ \$5,000 annually contributed by community organizations /corporate sponsors;
- ▶ \$10,000 increase in Town contribution to Museum operating budget (full-time ED and fall contract assistance)

Supporting initiatives

- ▶ A compelling vision to increase support
 - ▶ Plans and prioritization for desired key investments
 - ▶ Infrastructure – new display annex
 - ▶ Programming – tours, events, increased volunteer involvement
 - ▶ Grant applications (see *right column*)
 - ▶ "Friends" fundraising efforts (e.g. casino funding)
- Grants/Funding
 - ▶ Alberta Museums Association
 - ▶ Young Canada Works
 - ▶ Canada Summer Jobs
 - ▶ Community Foundation of Lethbridge and Southwestern Alberta
 - ▶ Dept. of Canadian Heritage - Museums Assistance Program
 - ▶ Community Facilities Enhancement Grant

Mandate

- ▶ To provide, administer and maintain a museum facility in Claresholm, Alberta for public benefit;
- ▶ To increase understanding and appreciation of Claresholm and Alberta heritage by providing exhibitions and programs;
- ▶ To collect artifact and archival materials benefitting Claresholm and district;
- ▶ Collections are obtained ethically and responsibly within the parameters of Canadian Museums Association guidelines, Alberta provincial legislation, and Alberta Museums Association Standard Practices, with strict adherence to public trust responsibilities and to approved collections management and acquisitions policies;
- ▶ To preserve, research, exhibit, and interpret the artifact and archival holdings of the Claresholm & District Museum with a view to facilitate learning and to commemorate local cultural heritage.

Mission

- ▶ To illuminate our history through preservation and sharing of thought-provoking exhibits and stories of Claresholm and District.

Core Values

We value a museum exemplifying:

- ▶ honesty, integrity and professionalism adhering to recognized museum standards, ethics and practices;
- ▶ vitality in our community fostered through cooperative efforts and promotion;
- ▶ creativity, fun, and experiential learning;
- ▶ enthusiasm for connecting people with culture and heritage.

Vision

- ▶ A community proud of its history, evoking Claresholm and District's past to educate present and future generations.

Key strategic activities (2016-2019)

- ▶ Increase capacity of the museum operation through increased human resources—specifically, a full-time/year-round Executive Director;
- ▶ Continue storage enhancement, including develop a plan for a new display annex for large vehicles;
- ▶ Develop formal school programs that serve the needs of Claresholm & District;
- ▶ Develop a communications plan that provides consistency and branding of all forms of communication from the Museum

Participants in the Strategic Plan process (2015-16)

Participants in the Strategic Plan process (2015-16)

Mike McAloon, Town Councillor, Liaison to Museum Board and Chair
Shelley Ford, Town Councillor
Elizabeth Hoare, Museum Board Member
Don Gilmisdale, Museum Board Member
Arden Dubnewick, Museum Board Member
Myma Gilmisdale, Friends of the Clareholm & District Museum
Anola Ling, Friends
Harold Seymour, Friends
Julia Thompson, PCS
Al Engle, Volunteer
Linda Fourhells, Volunteer
Dale Harrison, former EDO
Denise Spencer, Town of Clareholm, Recreation Manager
Kenneth Fourhells, Executive Director

► This Strategic Plan document was approved by the Museum Board on May 25, 2016



Thank you!

Comments? Questions?



ACTION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED

JUN 08 2016

AR83363

June 3, 2016

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

Dear Mayor Steel,

The Alberta Government is committed to making the lives of Albertans better by working with our federal and municipal partners. In 2014, Canada and Alberta entered into a 10-year agreement governing the administration of the federal Gas Tax Fund (GTF), to assist municipalities in building and revitalizing their local public infrastructure while creating jobs and long-term prosperity. I am pleased to confirm that in the third year of the program, \$218 million in GTF funding will be provided to Alberta's municipalities.

Your 2016 GTF allocation is \$202,605.

GTF funding amounts for all municipalities are also posted on the Municipal Affairs GTF website at municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility.

I look forward to our continued partnership with you and the federal government as we work to strengthen Alberta communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Larivee'.

Hon. Danielle Larivee
Minister of Municipal Affairs

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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED

JUN 06 2016

AR83362

June 1, 2016

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

Dear Mayor Steel,

The Alberta Government is committed to making the lives of Albertans better by working with our municipal partners, and we fully appreciate the Municipal Sustainability Initiative (MSI) has been an important program for your community. Through the MSI we continue to provide significant funding for infrastructure while respecting your local priorities. In keeping with that commitment, I am pleased to confirm MSI funding is just over \$1.2 billion in 2016. This includes funding under the MSI capital, operating, and Basic Municipal Transportation Grant components.

Your total 2016 MSI allocation is \$996,404, which includes \$885,489 in capital funding and \$110,915 in operating funding.

A more detailed breakdown between MSI funding components is provided in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/msi.

I look forward to our continued partnership as we work to strengthen Alberta communities.

Sincerely,

A handwritten signature in cursive script that reads "Danielle Larivee".

Hon. Danielle Larivee
Minister of Municipal Affairs

Attachment

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

Appendix A

Town of Claresholm

Municipal Sustainability Initiative (MSI) Funding Break-Down

2016 Capital Funding			2016 Operating Funding			2016 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total	Non-SI Component	SI Component	Sub-Total	
\$660,009	\$225,480	\$885,489	\$37,529	\$73,386	\$110,915	\$996,404

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2015 official populations, 2015 education tax requisitions, and 2014 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Metis Settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding for future years is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED

JUN 08 2016

AR84728

June 2, 2016

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

Dear Mayor Steel,

Municipal Affairs and the Safety Codes Council would like to thank you for your commitment to Alberta's safety system by presenting your municipality with the Municipal Safety Recognition Award.

The award was established in 2003 to recognize municipalities that have achieved significant milestones in their accreditation histories. Accredited municipalities assume an important role under the *Safety Codes Act*, and we appreciate the excellent services you provide to Albertans.

The safety of all Albertans is the most important priority of the relationship that has evolved between the Government of Alberta, the Safety Codes Council and Alberta's accredited municipalities. We thank you for your dedication and look forward to continuing to work with you in promoting the highest possible level of safety in Alberta communities.

Congratulations on this milestone in your municipality's history.

Sincerely,

Danielle Larivee
Minister of Municipal Affairs

Robert Blakely
Chair, Safety Codes Council

Attachment: Municipal Safety Recognition Award



ALBERTA
MUNICIPAL AFFAIRS

THE MUNICIPAL SAFETY RECOGNITION AWARD

PRESENTED TO

TOWN OF CLARESHOLM

**IN RECOGNITION OF 20 YEARS OF ACCREDITATION
UNDER THE SAFETY CODES ACT**

ISSUED JUNE 2016

A handwritten signature in black ink, reading "D Larivee".

HONOURABLE DANIELLE LARIVEE
MINISTER OF ALBERTA MUNICIPAL AFFAIRS
MLA, LESSER SLAVE LAKE

A handwritten signature in black ink, reading "R Blakely".

ROBERT BLAKELY, CHAIR
SAFETY CODES COUNCIL

May 10, 2016

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

Dear Rob Steel:

Re: Update on Alberta Disaster Recovery Programs

I am writing you today on behalf of the Disaster Recovery Program (DRP), to provide an update regarding the ongoing wildfires and how this situation will affect your continuing disaster recovery programs.

Several wildfires have, and continue to impact the Province of Alberta. The Government of Alberta is committed to bringing these wildfires under control and ensuring public safety. Due to the magnitude of these events, significant response and recovery resources are being utilized and plans are being implemented to assist with the short and long-term recovery for the impacted communities. In this critical early response phase, staff resources are being reallocated to assist with the immediate needs. It is expected that once the initial response phase is completed in the coming weeks, staff will resume their former duties providing great service to disaster recovery programs in Alberta.

While these wildfires have created a substantial impact on the Government of Alberta, the DRP remains fully committed to your community's ongoing recovery process. Dedicated program resources remain in place to review submissions and work with you to move your programs forward. The current wildfire situation will not affect your file or the potential payments that may be made.

Should you have any further questions or concerns, please do not hesitate to contact your case manager or Kevin Taron, Manager Municipal & First Nation Recovery at kevin.taron@gov.ab.ca.

Sincerely,



Jennifer Dolecki,
Acting Executive Director, Recovery Operations

cc: Kevin Taron, Manager, Municipal and First Nation Recovery

Karine Wihauk

From: Alison Reid <alison.reid@gov.ab.ca> on behalf of Mike Leathwood <mike.leathwood@gov.ab.ca>
Sent: June-06-16 2:35 PM
Subject: Engagement on a Provincial Housing Strategy: Lethbridge
Attachments: Affordable Housing Engagement Agenda Lethbridge.docx; Engagement Backgrounder June 2 2016.docx; Draft Future Directions June 2016.docx

Good afternoon:

We are pleased to invite you to a conversation about affordable housing in Lethbridge at Exhibition Park from 10:00 a.m. to 2:00 p.m. on Monday, June 20, 2016.

There are already significant wait lists for Albertans trying to access affordable housing. This need is growing. The Government of Alberta is committed to ensuring that Albertans who require affordable housing receive the support they need.

Alberta Seniors and Housing is undertaking the development of a Provincial Affordable Housing Strategy and a review of the regulations under the *Alberta Housing Act*. We would like to hear your thoughts and ideas. We are hosting engagement sessions with housing partners, stakeholders and Albertans who access the system to inform an affordable housing strategy and a renewal of the regulations.

Please find attached the engagement session materials:

- Agenda
- Backgrounder
- Draft vision, principles and outcomes

Please confirm your attendance by e-mailing nadia.goodhart@gov.ab.ca by **June 10, 2016**.

We look forward to a rich conversation to help inform the future direction of Alberta's affordable housing system.

Mike Leathwood, Assistant Deputy Minister
Housing Division
Alberta Seniors and Housing

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



ALBERTA SENIORS AND HOUSING AFFORDABLE HOUSING ENGAGEMENT SESSION

Monday, June 20, 2016 10:00 a.m. – 2:00 p.m.

Saddle Room, Exhibition Park

3401 Parkside Drive South

Lethbridge, Alberta

INTENT

- Engage in conversation on the future direction of the affordable housing system to inform the development of a Provincial Affordable Housing Strategy
-

10:00 – 10:30 Check-in and Refreshments

AGENDA

Welcome and Opening

Current State Overview

Starting the Conversation

Vision, Principles and Outcomes

Roundtable Conversations

- What is working well? What can be improved?
- Who should have priority access to affordable housing?
- What is needed to achieve the desired outcomes identified in the “Future Directions” attachment?
- What should be the roles and responsibilities of organizations that are part of the affordable housing system?

Closing and Next Steps





Engagement Backgrounder

What is affordable housing?

Affordable housing includes government owned or supported housing provided by the public, non-profit, and private sector for persons who because of financial, social or other circumstances are unable to obtain or maintain housing accommodation through the private market.

The *Alberta Housing Act* (AHA) enables provision of a basic level of housing accommodation for persons who require assistance to obtain or maintain housing.

Current state of Alberta's affordable housing system

- **Why affordable housing?** Almost 11% of Albertans are in core housing need¹. Core housing need is high amongst female led one-parent households, Indigenous households living off-reserve and immigrant households.
- **Who do we serve?** We primarily serve low-income Albertans, including seniors, families, individuals, and those with specialized housing needs.
- **Who delivers housing and supports?** Housing units are owned by the Government of Alberta, housing management bodies (HMBs), municipalities, non-profit organizations and the private sector. HMBs deliver the majority of Alberta's affordable housing programs. Other housing providers include non-profit organizations and the private sector.

Why are we engaging?

We are engaging to seek feedback and input from stakeholders on the affordable housing system to inform a Provincial Affordable Housing Strategy and the renewal of the regulations under the *Alberta Housing Act*.

What we are engaging on?

We will be listening to stakeholder feedback on a draft vision, principles and outcomes developed to inform an affordable housing strategy and the review of regulations under the *Alberta Housing Act*.

¹ A household is in core housing need if its housing does not meet one of the national standards for adequacy, affordability or suitability and cannot access acceptable market housing without spending 30% or more of their total before-tax income.



We want to hear from stakeholders about:

- What is working well? What can be improved?
- Who should have priority access to affordable housing?
- What is needed to achieve the desired outcomes identified in the “Future Directions” attachment?
- What should be the roles and responsibilities of organizations that are part of the affordable housing system?

Who are we engaging with?

We are engaging with stakeholders directly impacted by and involved in the affordable housing system. This includes HMBs and other housing providers, municipalities, social and community organizations, seniors’ associations, Indigenous organizations and Albertans accessing the system.

How are we engaging?

We are inviting stakeholders to participate in engagement sessions in communities across Alberta. We will also be providing the opportunity for those unable to participate to share their feedback and input through an online survey which will be available on the Alberta Seniors and Housing website.

Where are we engaging?

We will be conducting engagement sessions across the province during June 2016. The following dates are scheduled:

June 14 – Grande Prairie
June 16 – Bonnyville
June 20 – Lethbridge
June 22 – Medicine Hat

June 24 – Calgary
June 28 – Edmonton
June 29 – Red Deer

How will engagement feedback and input be used?

Engagement feedback and input will be used to inform a provincial affordable housing strategy and action plan, and will also help to inform future housing policies and initiatives.



Future Directions for Alberta's Affordable Housing System

Vision

Albertans have appropriate housing and housing supports.

Guiding Principles

People-focused: Housing programs, services, and supports focus on dignity and respect for individuals, families, and their communities.

Evidence-based: Housing investments and program decisions are based on the best available evidence.

Transparency of Information: Enable access to clear information early and repeatedly to system users, providers, and Albertans through various communication channels.

Equitable and Fair: Albertans in need have consistent, equitable treatment, and fair and just practices.

Shared Responsibility: The affordable housing system is built on strong partnerships and collaboration between all levels of government, housing providers, individuals, and communities.

Fiscally Responsible: The housing system maintains fiscal responsibility and accountability in order to meet the current and emerging housing needs of Albertans.

Outcomes for Albertans

Increasing Independence: The affordable housing system provides the supports people need to be as independent as they can be.

Housing Stability: Albertans accessing affordable housing and supports have increased housing stability and support networks, and an opportunity to enhance their circumstances.

Respect: The culture and family make-up of Albertans accessing affordable housing is considered.

System and Community Outcomes

Availability: The system is able to provide housing that aligns with the requirements of Albertans most in need.

Acceptable: The condition of government-owned and supported housing meets or exceeds industry standards.

Sustainable: Capital investments, program, and financial decisions are planned and managed to meet present and future needs of the affordable housing system.

Easily Navigated: The affordable housing system is easy to use and is understood by system users and deliverers.

Integrated: The affordable housing system is socially incorporated into communities, and integrates with social, health, and community-based supports.

Adaptive: The affordable housing system is flexible and responsive in order to efficiently meet the needs of Albertans.

From: Gabrielle Massicotte [<mailto:gmassicotte@fcm.ca>]
Sent: May-25-16 2:56 PM
To: Marian Carlson
Subject: FCM Membership 2016-2017 - Renewal

Hello Ms. Carlson,

This is a follow-up from the voicemail I left you. I just noticed that the Town of Claresholm has not paid its FCM membership dues this year. Claresholm is only one of a few municipalities in Alberta to not have renewed its membership yet so I was wondering if something happened that might have changed your mind.

For your information, I attached a copy of the invoice for the Town of Claresholm's 2016-2017 FCM membership.

We typically send a package by mail around November, and two reminder emails (in February and at the beginning of April). I believe that the two reminder emails were sent to this email address: clares@telustplanet.net. I realized that this email address is not valid anymore. Could you let me know if your email address, marian@townofclaresholm.com, is the best email address for membership communications?

Please let me know if you need anything regarding the renewal of membership, I will be happy to help. I will be in the office this week, you can reach me at 613-907-6273 or by responding to this email.

Kind regards,

Gabrielle M.

Gabrielle Massicotte

Member Relations Officer | Communications and Membership
Agente des Relations avec les membres | Communications et
Adhésion
T. 613-907-6273





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2016-2017
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

INVOICE/FACTURE: 39576
DATE: 10/27/2015
ACCOUNT/COMPTE: 286
DUE DATE/DATE LIMITE: 03/31/2016

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/16 to March 31/17 / Frais de cotisation du 1^{er} avril 2016 au 31 mars 2017 Municipal Dues Calculated with a base fee of \$140.00 plus per capita fees of \$535.51(fee population of 3,758 x 14.25 cents).	\$675.51
Membership in 2015 was \$659.99. Prior to that, the Town of Claresholm was last a member in 2011. KW	
TOTAL:	\$675.51
PAID AMOUNT/MONTANT PAYÉ:	\$0.00
BALANCE DU/MONTANT DÛ:	\$675.51

PAYMENT/PAIEMENT

By cheque

payable to the *Federation of Canadian Municipalities*

Par chèque

à l'ordre de : *Fédération canadienne des municipalités*

24 rue Clarence Street
Ottawa, ON K1N 5P3

By Electronic Funds Transfer/

Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number: 00006

Account Number: 1006063

Numéro de transit: 00006 **Numéro de compte:** 1006063

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca



Royal Canadian Legion Branch #41
414 - 53rd Ave East
Claresholm, AB T0L 0T0
Phone: 403-625-3755
email: RCLegion41@shaw.ca



May 24, 2016

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

Attention: Chief Administrative Officer

The Royal Canadian Legion Branch No. 41 Executive and General Membership request that the Town of Claresholm exempt the Claresholm Legion Branch No. 41 from paying the Municipal Tax (non-residential) portion of our 2015 taxation assessment.

SNV

Thank you for your consideration.

Sincerely,

Sharon Vandenberg
Treasurer

Amount requested to be waived:

\$1,152.75.

Amounts waived in the past:

2015 - \$1,140.09

2014 - \$1,160.39

2013 - \$1,123.36

2012 - \$1,194.14

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
11915000	0				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS 414 53 AVE E								
MORTGAGE NUMBER		PLAN	BLOCK	LOT				
		8010781	118	32				
MORTGAGE COMPANY NAME								

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

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB, T0L 0T0
Canada

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	95,840
COMM ASSOC IMPROV	223,630
TOTAL ASSESSMENT	319,470

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROV	95,840
COMM ASSOC IMPROV	223,630
TOTAL ASSESSMENT	319,470
EXEMPT	223,630.00
TAXABLE	95,840

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	341.39
TOTAL 2016 EDUCATION TAXES			341.39
SUB TOTAL 2016 TAXES			341.39

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
HOME FOR AGED	0.000276700	1.74398	26.52
MUNICIPAL TAX (NON-RESIDENTIAL)	0.012027900	75.80590	1,152.75
TOTAL 2016 MUNICIPAL AND OTHER TAXES			1,179.27
SUB TOTAL 2016 TAXES			1,520.66

TOTAL 2016 TAXES			1,520.66
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2016			1,520.66
AMOUNT DUE AFTER JUNE 30, 2016			1,733.55

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	126.72
FOR COMPARISON 2015 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,512.98
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	11915000
LAST DATE BEFORE PENALTY	2016-Jun-30

2016

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,520.66	1,520.66

AMOUNT DUE PLEASE PAY	1,520.66
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

ROYAL CANADIAN LEGION
BOX 807
CLARESHOLM, AB, T0L 0T0
Canada

11915000

June 08, 2016

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

Attention: Town Council

Dear Council:

Re: Tamarack Road Block Party Request for July 01, 2016

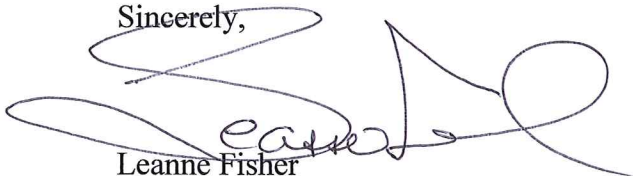
On behalf of the residents of Tamarack Road, I am writing to council to seek their approval to allow us to hold a Community Block Party on Friday July 01, 2016.

We would ask that the west and north entrances to Tamarack Road be blocked off between the hours of 2:00 pm - midnight. This would ensure the safety of the children and residents, as our intentions are to move to the north end of the street to watch the Canada Day Fireworks. The completion of the fireworks would essentially mark the end of our block party.

Blocking off the entrances to our street would still allow ample parking in other areas for people to congregate on the east side of town to take in the fireworks. We feel that our request should not inconvenience anyone who wants to park and take in the fireworks display.

Thank you for your attention to this matter. Should you have any questions you can contact me directly at 403-625-3966 or via email at leannepi@telus.net.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leanne Fisher', with a large, stylized flourish extending to the right.

Leanne Fisher
#8 Tamarack Road



REQUEST FOR DECISION

Meeting: June 13, 2016

Agenda Item: 10

PAVEMENT OVERLAY PROJECT – ENGINEER

DESCRIPTION/BACKGROUND:

Administration requests a motion of council to appoint the engineer for pavement overlay projects that are to be completed via a local improvement tax.

DISCUSSION/OPTIONS:

Three engineering firms provided quotes in the tendering process for the pavement overlay projects. The three firms and their cost (Excluding GST) are:

- Cicon Engineering - \$28,700
- MPE Engineering - \$36,400
- Associated Engineering - \$53,700

The engineering that will be required is for the pavement overlay and repair projects. The engineer will design and supervise the construction to ensure that the contractor is completing the project appropriately.

The selection of the engineer will directly impact the local improvement plans. The cost of the local improvement plans will be reflective of the selection of the engineer.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to recommend _____ to complete engineering duties for the pavement overlay local improvement project at a cost of _____.

COSTS/ SOURCE OF FUNDING (if applicable):

Cicon Engineering - \$28,700
MPE Engineering - \$36,400
Associated Engineering - \$53,700

RECOMMENDED ACTION:

Council pass a motion to appoint an engineer for the pavement overlay local improvement projects.

ATTACHMENTS:

- 1.)

APPLICABLE LEGISLATION:

- 1.)

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

APPROVED BY: Marian Carlson, CLGM

DATE: June 9, 2016



REQUEST FOR DECISION

Meeting: June 13, 2016

Agenda Item: 11

LOCAL IMPROVEMENT PLAN – PAVEMENT OVERLAY

DESCRIPTION:

Administration requires a motion of Council to approve a local improvement plan in order to continue with the development of a local improvement tax for the pavement overlay projects that were approved in the 2016 capital budget.

BACKGROUND:

On March 29th, 2016 council approved the 2016 capital budget. Included in the capital budget was a project to replace 4 blocks of pavement overlay at different locations in the town. The total amount that was budgeted for the project was \$360,000. The primary source of the funding is for the project to be funded by long term debt in a debenture from Alberta Capital Finance Authority (ACFA). The debenture would then be repaid by way of a local improvement tax levied on the parcels of land that are associated with the local improvement.

The local improvement that is proposed is to improve the pavement in two areas of town. The two areas that will receive improvements are 47th Ave West from 3rd Street West to 4th Street West and 52nd Ave West from 2nd Street West to 1A Street West.

The MGA outlines the process for the imposition of a Local Improvement Tax (see attached). The local improvement plan is the first step in the local improvement process. The MGA stipulates that a local improvement plan is required prior to moving forward with any local improvement tax bylaw. Once the plan has been approved, the Municipality will move forward with notification to the property title holders that will benefit from the local improvement. **The property owners will have a period of 30 days to object to the local improvement if they so choose. A sufficient petition would require signatures from 2/3 of the property owners who would be liable to pay the tax representing at least 1/2 of the value of the assessments.** Once notification is complete then a local improvement tax bylaw may be implemented. Title holders will be required to pay a cost based on their frontage on the streets that are to be paved. The portion of their costs will be repaid over 10 years.

There are two local improvement plans that are included and they each have three options differing only in the cost of engineering. The appointment of an engineering firm will determine the plan that is to be used and the cost per title holder and the cost that will fall on the municipality. The cost to the municipality is based on the frontage of land that the Town of Claresholm owns in the areas to be improved.

COSTS / SOURCE OF FUNDING:

47th Ave West- 3rd St W to 4th St West – Cicon Engineering - \$139,753.95

47th Ave West- 3rd St W to 4th St West – MPE Engineering - \$145,330.87

47th Ave West- 3rd St W to 4th St West – Associated Engineering - \$157,860.56

52nd Ave West – 2nd St West to 1A St West – Cicon Engineering - \$74,287.85

52nd Ave West – 2nd St West to 1A St West – MPE Engineering - \$77,252.33
52nd Ave West – 2nd St West to 1A St West – Associated Engineering - \$83,912.64

Total estimated local improvements cost – Cicon Engineering - \$214,041.80
Total estimated local improvements cost – MPE Engineering - \$222,583.20
Total estimated local improvements cost – Associated Engineering - \$241,773.20

RECOMMENDED ACTION:

Council pass a motion to approve the local improvement plans.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the local improvement plans for pavement overlay for 47th Ave West from 3rd Street West to 4th Street West and 52nd Ave West from 2nd Street West to 1A Street West for a cost of \$_____.

Attachments:

- 1) MGA
- 2) 2016 Local Improvement Plans

Applicable Legislation: MGA, Division 7, Section 394, 395

Prepared By: Simon Janhunen, CPA, CA, Director of Corporate Services

Approved By: Marian Carlson, CLGM, CAO

DATE: June 9, 2016

(2) If there is any excess revenue, the municipality must advertise the use to which it proposes to put the excess revenue.

1994 cM-26.1 s386

Person liable to pay special tax

387 The person liable to pay the tax imposed in accordance with a special tax bylaw is the owner of the property in respect of which the tax is imposed.

1994 cM-26.1 s387;1999 c11 s20

Division 6
Well Drilling Equipment Tax

Well drilling equipment tax bylaw

388(1) Each council may pass a well drilling equipment tax bylaw.

(2) The well drilling equipment tax bylaw authorizes the council to impose a tax in respect of equipment used to drill a well for which a licence is required under the *Oil and Gas Conservation Act*.

1994 cM-26.1 s388

Person liable to pay the tax

389 A tax imposed under this Division must be paid by the person who holds the licence required under the *Oil and Gas Conservation Act* in respect of the well being drilled.

1994 cM-26.1 s389

Calculation of the tax

390(1) The Minister may make regulations prescribing the well drilling equipment tax rate.

(2) A tax imposed under this Division must be calculated in accordance with the tax rate prescribed under subsection (1).

1994 cM-26.1 s390

Division 7
Local Improvement Tax

Definition

391 In this Division, "local improvement" means a project

- (a) that the council considers to be of greater benefit to an area of the municipality than to the whole municipality, and
- (b) that is to be paid for in whole or in part by a tax imposed under this Division.

1994 cM-26.1 s391

Petitioning rules

392(1) Sections 222 to 226 apply to petitions under this Division, except as they are modified by this section.

(2) A petition is not a sufficient petition unless

- (a) it is signed by 2/3 of the owners who would be liable to pay the local improvement tax, and
- (b) the owners who sign the petition represent at least 1/2 of the value of the assessments prepared under Part 9 for the parcels of land in respect of which the tax will be imposed.

(3) If a parcel of land is owned by more than one owner, the owners are considered as one owner for the purpose of subsection (2).

(4) If a municipality, school division, school district or health region under the *Regional Health Authorities Act* is entitled to sign a petition under this Division, it may give notice to the council prior to or at the time the petition is presented to the council that its name and the assessment prepared for its land under Part 9 are not to be counted in determining the sufficiency of a petition under subsection (2), and the council must comply with the notice.

(5) If a corporation, church, organization, estate or other entity is entitled to sign a petition under this Division, the petition may be signed on its behalf by a person who

- (a) is at least 18 years old, and
- (b) produces on request a certificate authorizing the person to sign the petition.

1994 cM-26.1 s392;1994 cR-9.07 s25(24)

Proposal of local improvement

393(1) A council may on its own initiative propose a local improvement.

(2) A group of owners in a municipality may petition the council for a local improvement.

1994 cM-26.1 s393

Local improvement plan

394 If a local improvement is proposed, the municipality must prepare a local improvement plan.

1994 cM-26.1 s394

Contents of plan

395(1) A local improvement plan must

- (a) describe the proposed local improvement and its location,
 - (b) identify
 - (i) the parcels of land in respect of which the local improvement tax will be imposed, and
 - (ii) the person who will be liable to pay the local improvement tax,
 - (c) state whether the tax rate is to be based on
 - (i) the assessment prepared in accordance with Part 9,
 - (ii) each parcel of land,
 - (iii) each unit of frontage, or
 - (iv) each unit of area,
 - (d) include the estimated cost of the local improvement,
 - (e) state the period over which the cost of the local improvement will be spread,
 - (f) state the portion of the estimated cost of the local improvement proposed to be paid
 - (i) by the municipality,
 - (ii) from revenue raised by the local improvement tax, and
 - (iii) from other sources of revenue,
- and
- (g) include any other information the proponents of the local improvement consider necessary.
- (2) The estimated cost of a local improvement may include
- (a) the actual cost of buying land necessary for the local improvement,
 - (b) the capital cost of undertaking the local improvement,
 - (c) the cost of professional services needed for the local improvement,
 - (d) the cost of repaying any existing debt on a facility that is to be replaced or rehabilitated, and

- (e) other expenses incidental to the undertaking of the local improvement and to the raising of revenue to pay for it.

1994 cM-26.1 s395

Procedure after plan is prepared

396(1) When a local improvement plan has been prepared, the municipality must send a notice to the persons who will be liable to pay the local improvement tax.

(2) A notice under subsection (1) must include a summary of the information included in the local improvement plan.

(3) Subject to subsection (3.1), if a petition objecting to the local improvement is filed with the chief administrative officer within 30 days from the notices' being sent under subsection (1) and the chief administrative officer declares the petition to be sufficient, the council must not proceed with the local improvement.

(3.1) The council may, after the expiry of one year after the petition is declared to be sufficient, re-notify in accordance with subsections (1) and (2) the persons who would be liable to pay the local improvement tax.

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

(5) When a council is authorized under subsection (4) to undertake a local improvement and

- (a) the project has not been started, or
(b) the project has been started but is not complete,

the council may impose the local improvement tax for one year, after which the tax must not be imposed until the local improvement has been completed or is operational.

1994 cM-26.1 s396;1995 c24 s58

Local improvement tax bylaw

397(1) A council must pass a local improvement tax bylaw in respect of each local improvement.

(2) A local improvement tax bylaw authorizes the council to impose a local improvement tax in respect of all land in a particular area of the municipality to raise revenue to pay for the local improvement that benefits that area of the municipality.

PAVEMENT OVERLAY LOCAL IMPROVEMENT PLAN – Cicon Engineering

The proposed local improvement projects are to facilitate the resurfacing of pavement on various areas in the Town of Claresholm. The proposed locations of the pavement overlay local improvements include the 100 to 200 block of 52nd Ave W, 300 block of 47th Ave W and the 100 block of 55th Ave W. The project will consist of applying new layers of pavement on top of the existing milled pavement or a full replacement.

The tax rate will be based on each unit of frontage feet each property has as a proportion of the total frontage receiving the improvement. The improvement costs will be recovered via local improvement tax over a 10 year period. The estimated total cost of all of the Local Improvement projects is \$214,041.80. The portion of these estimated costs to be paid are as follows:

- Paid by the municipality – \$15,825.18
- Paid by revenue from the LIT – \$198,216.62
- Paid by other sources - \$Nil

This local improvement is needed to address the deteriorating pavement in the town. This will address the areas that have been identified as priorities for resurfacing.

PARCELS OF LAND IN RESPECT OF WHICH THE LOCAL IMPROVEMENT TAX (LIT) WILL BE IMPOSED AND THE PERSON WHO WILL BE LIABLE TO PAY THE LIT

The following are the parcels of land on which the LIT will be imposed and the persons liable to pay the local improvement tax on each parcel:

47th Ave West - 3rd St W to 4th St W – For Map see Schedule A

The improvements to occur between 3rd St W and 4th St W on 47th Ave W will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt
- Removing and replacing curb & gutter that is in disrepair

The total estimated cost of the improvements are \$139,753.94.

The cost per frontage foot is \$70.33.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
336 47 AVE W	12	18	147N	JAN ROO	50	3,516.71
332 47 AVE W	13	18	147N	WAYNE A. LA MARCHE	50	3,516.71
328 47 AVE W	14	18	147N	ANNA MARIE SMANIOTTO	50	3,516.71
324 47 AVE W	15-16	18	147N	BURKE M.E. & HOLLY J. SCHMID	75	5,275.06
318 47 AVE W	16	18	147N	TOWN OF CLARESHOLM	25	1,758.35
316 47 AVE W	17	18	147N	TOWN OF CLARESHOLM	50	3,516.71
310 47 AVE W	18	18	147N	ELSIE J. KNAUFT	50	3,516.71
306 47 AVE W	19-20	18	147N	TROOPER POWDER	70	4,923.39
303 47 AVE W	1	19	147N	VICTORIA MCCULLOCH	50	3,516.71
303 47 AVE W	2	19	147N	VICTORIA MCCULLOCH	50	3,516.71
311 47 AVE W	3	19	147N	PATRICIA D. RYAN	50	3,516.71
315 47 AVE W	4	19	147N	MANLEY & SHERAN LANDRU	50	3,516.71
319 47 AVE W	5	19	147N	TOWN OF CLARESHOLM	50	3,516.71
323 47 AVE W	6	19	147N	TOWN OF CLARESHOLM	50	3,516.71
327 47 AVE W	7	19	147N	TOWN OF CLARESHOLM	50	3,516.71
331 47 AVE W	8	19	147N	HERBERT K. & ALEXIS J. SEWARD	50	3,516.71
333 47 AVE W	9	19	147N	JUDY SLAUGHTER	50	3,516.71
341 47 AVE W	10	19	147N	BRIAN W. BREHAUT	50	3,516.71
348 47 AVE W	10-11	26	4281W	CLARENCE & SHIRLEY ISAACSON	68	4,782.72
350 47 AVE W	12	26	4281W	STANLEY M. & KAZUE L. BANDURA	50	3,516.71
354 47 AVE W	13	26	4281W	WINNIFRED WORBETZ	50	3,516.71
358 47 AVE W	14	26	4281W	D WILLIAM & TIMOTHY J KENNEY	50	3,516.71
364 47 AVE W	15	26	4281W	BONNIE S. LEMNA	50	3,516.71
368 47 AVE W	16	26	4281W	DUANE JOHNSON	50	

							3,516.71
370 47 AVE W	17	26	4281W	PAUL CURTIS		50	3,516.71
380 47 AVE W	18-19	26	4281W	GLEN D. & SHIRLEY F. CLARK		72	5,064.06
347 47 AVE W	1-2	E1	1280GW	MELVIN G. & KATHRYN L. LYSTER		100	7,033.41
353 47 AVE W	3	E1	1280GW	CAROL-ANNE MOODY-PROSSER		50	3,516.71
355 47 AVE W	4	E1	1280GW	DON & NORMA DROBOT		50	3,516.71
359 47 AVE W	12	E1	0911831	MYRNA L. RICHARD		50	3,516.71
363 47 AVE W	13	E1	0911831	MYRNA L. RICHARD		50	3,516.71
367 47 AVE W	7	E1	1280GW	RAYMOND ANDREW WEISENSEL		47	3,305.70
371 47 AVE W	8	E1	1280GW	JEAN & CLAIRE M. BOURGEOIS		50	3,516.71
375 47 AVE W	9	E1	1280GW	RYAN J. & SAMANTHA J. RASMUSSEN		50	3,516.71
379 47 AVE W	10	E1	1280GW	TERRY LYNN		50	3,516.71
4622 4 ST W	11	E1	1280GW	WINNIFRED JEAN JENSEN		50	3,516.71
340 47 AVE W	11A	18	9310682	1186747 ALBERTA LTD.		80	5,626.73
<hr/>							
Total						1987	139,753.94
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52nd Ave West - 2nd St W to 1a St W – For Map see Schedule B

The improvements to occur between 2nd St W and 3rd St W on 52nd Ave West will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt

The improvements to occur between 1a and 2nd St W will be in conjunction with a sewer main replacement. The sewer main replacement is not part of the local improvement, however, the resurfacing of the asphalt is part of the local improvement. The local improvement includes the following:

- Supply and application of road subsurface gravel
- Supply and application of asphalt
- Removing and replacing curb & gutter that is in disrepair

The total estimated cost of the improvements are \$74,287.86.

The cost per frontage foot is \$47.38.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
204 52 AVE W	13-17	82	147N	ELSIE LEWIS	80	3,790.20
214 52 AVE W	18-19	82	147N	KOLE CARLSON	50	2,368.87
218 52 AVE W	20-21	82	147N	BRODY R. CISAR	50	2,368.87
224 52 AVE W	22-24	82	147N	FRED G. & RITA BURTON	75	3,553.31
223 52 AVE W	1-3	83	147N	BARBARA A. & AIME H CHARTRAND	75	3,553.31
217 52 AVE W	4-6	83	147N	GEORGE OLIENICK	75	3,553.31
209 52 AVE W	7-8	83	147N	NORMAN M. & DIANA L. BERGH	50	2,368.87
207 52 AVE W	9-10	83	147N	FERN BROTHERS	50	2,368.87
5117 2 ST W	11-12	83	147N	FERN M. BROTHERS	50	2,368.87
141 52 AVE W	1-3	84	147N	MARGERY RUTH WIIG	75	3,553.31
135 52 AVE W	4-6	84	147N	MALCOLM P. MCCANN	75	

							3,553.31
129 52 AVE W	7-8	84	147N	MICHEL JODOIN	50	2,368.87	
125 52 AVE W	9-10	84	147N	MICHEL JODOIN	50	2,368.87	
121 52 AVE W	11-12	84	147N	MICHEL R. JODOIN	50	2,368.87	
126 52 AVE W	13-16	85	147N	ANGLICAN CHURCH	125	5,922.18	
126 52 AVE W	17-19	85	147N	ANGLICAN CHURCH	25	1,184.44	
136 52 AVE W	19-22	85	147N	HOUSING FOR THE INDUSTRY INC.	70	3,316.42	
142 52 AVE W	22-24	85	147N	GEORGE W. MARY A. MARSHALL	60	2,842.65	
5203 1 ST W	8-9	125	147N	172965 CANADA LIMITED	130	6,159.07	
5212 1 A ST W	10	125	147N	VICTORY CHURCH OF CLARESHOLM	78	3,695.44	
5120 1A ST W	30-31	126	147N	FRONTIER WESTERN SHOP LTD.	95	4,500.86	
5115 1 ST W	1	126	147N	1206577 ALBERTA LTD.	130	6,159.07	
Total						1568	74,287.86

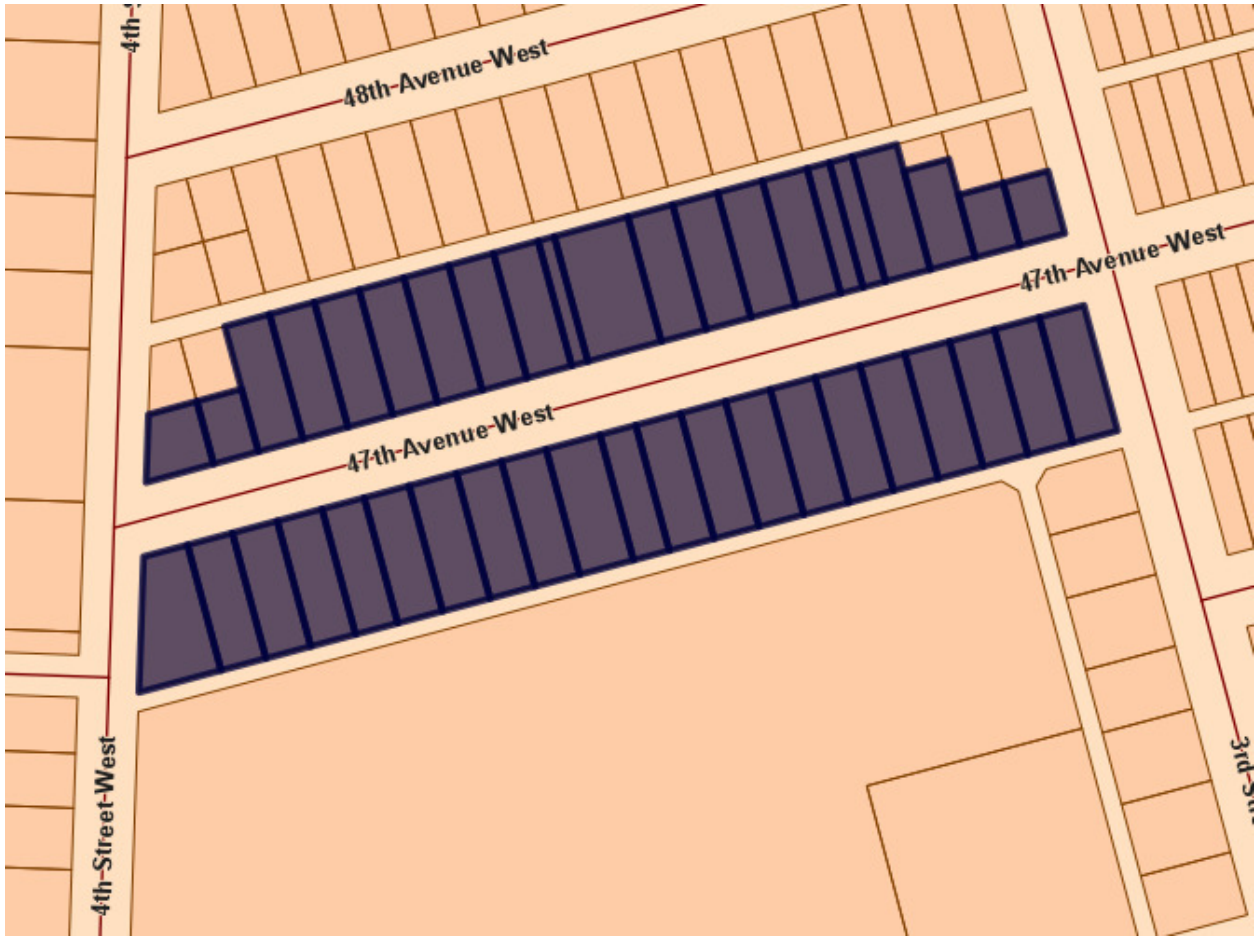
Simon Janhunnen, CPA, CA

Town of Claresholm

June 7, 2016

Pavement Overlay Local Improvement Construction Costs Estimate				
Engineering Services - Proposals				
1) Cicon Engineering				28,700.00
		Quantity	Unit	Price
				Extended
47th Ave West - 3rd St W to 4th St West				
1) Gutter mill	1500	s.m.	10.00	15,000.00
2) Adjust Manholes	6	each	250.00	1,500.00
3) Adjust Valves	1	each	150.00	150.00
4) Level Course Asphalt	210	tonne	110.00	23,100.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	450	tonne	110.00	49,500.00
6) Concrete Standard Curb & Gutter Remove & Replace	150	l.m.	120.00	18,000.00
				107,250.00
7) Engineering cost				18,739.04
8) Borrowing Costs				13,764.90
TOTAL				139,753.94
52nd Ave West - 2nd St West to 1a St West				
1) Gutter mill	550	s.m.	10.00	5,500.00
2) Adjust Manholes	0	each	250.00	-
3) Adjust Valves	0	each	150.00	-
4) Level Course Asphalt	60	tonne	110.00	6,600.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	135	tonne	110.00	14,850.00
6) Concrete Standard Curb & Gutter Remove & Replace	30	l.m.	120.00	3,600.00
7) Supply and place 20mm crush - 300 mm deep	600	s.m.	22.50	13,500.00
8) Supply and Place City of Lethbridge Type 3 Asphalt - 75 mm Deep	600	s.m.	21.60	12,960.00
				57,010.00
7) Engineering cost				9,960.96
8) Borrowing Costs				7,316.90
TOTAL				74,287.86
Total all Local Improvements				214,041.80

SCHEDULE A



SCHEDULE B



PAVEMENT OVERLAY LOCAL IMPROVEMENT PLAN – MPE Engineering

The proposed local improvement projects are to facilitate the resurfacing of pavement on various areas in the Town of Claresholm. The proposed locations of the pavement overlay local improvements include the 100 to 200 block of 52nd Ave W, 300 block of 47th Ave W and the 100 block of 55th Ave W. The project will consist of applying new layers of pavement on top of the existing milled pavement or a full replacement.

The tax rate will be based on each unit of frontage feet each property has as a proportion of the total frontage receiving the improvement. The improvement costs will be recovered via local improvement tax over a 10 year period. The estimated total cost of all of the Local Improvement projects is \$222,583.20. The portion of these estimated costs to be paid are as follows:

- Paid by the municipality – \$16,456.68
- Paid by revenue from the LIT – \$206,126.52
- Paid by other sources - \$Nil

This local improvement is needed to address the deteriorating pavement in the town. This will address the areas that have been identified as priorities for resurfacing.

PARCELS OF LAND IN RESPECT OF WHICH THE LOCAL IMPROVEMENT TAX (LIT) WILL BE IMPOSED AND THE PERSON WHO WILL BE LIABLE TO PAY THE LIT

The following are the parcels of land on which the LIT will be imposed and the persons liable to pay the local improvement tax on each parcel:

47th Ave West - 3rd St W to 4th St W – For Map see Schedule A

The improvements to occur between 3rd St W and 4th St W on 47th Ave W will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt
- Removing and replacing curb & gutter that is in disrepair

The total estimated cost of the improvements are \$145,330.87.

The cost per frontage foot is \$73.14.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
336 47 AVE W	12	18	147N	JAN ROO	50	3,657.04
332 47 AVE W	13	18	147N	WAYNE A. LA MARCHE	50	

							3,657.04
328 47 AVE W	14	18	147N	ANNA MARIE SMANIOTTO	50	3,657.04	
324 47 AVE W	15-16	18	147N	BURKE M.E. & HOLLY J. SCHMID	75	5,485.56	
318 47 AVE W	16	18	147N	TOWN OF CLARESHOLM	25	1,828.52	
316 47 AVE W	17	18	147N	TOWN OF CLARESHOLM	50	3,657.04	
310 47 AVE W	18	18	147N	ELSIE J. KNAUFT	50	3,657.04	
306 47 AVE W	19-20	18	147N	TROOPER POWDER	70	5,119.86	
303 47 AVE W	1	19	147N	VICTORIA MCCULLOCH	50	3,657.04	
303 47 AVE W	2	19	147N	VICTORIA MCCULLOCH	50	3,657.04	
311 47 AVE W	3	19	147N	PATRICIA D. RYAN	50	3,657.04	
315 47 AVE W	4	19	147N	MANLEY & SHERAN LANDRU	50	3,657.04	
319 47 AVE W	5	19	147N	TOWN OF CLARESHOLM	50	3,657.04	
323 47 AVE W	6	19	147N	TOWN OF CLARESHOLM	50	3,657.04	
327 47 AVE W	7	19	147N	TOWN OF CLARESHOLM	50	3,657.04	
331 47 AVE W	8	19	147N	HERBERT K. & ALEXIS J. SEWARD	50	3,657.04	
333 47 AVE W	9	19	147N	JUDY SLAUGHTER	50	3,657.04	
341 47 AVE W	10	19	147N	BRIAN W. BREHAUT	50	3,657.04	
348 47 AVE W	10-11	26	4281W	CLARENCE & SHIRLEY ISAACSON	68	4,973.58	
350 47 AVE W	12	26	4281W	STANLEY M. & KAZUE L. BANDURA	50	3,657.04	
354 47 AVE W	13	26	4281W	WINNIFRED WORBETZ	50	3,657.04	
358 47 AVE W	14	26	4281W	D WILLIAM & TIMOTHY J KENNEY	50	3,657.04	
364 47 AVE W	15	26	4281W	BONNIE S. LEMNA	50	3,657.04	
368 47 AVE W	16	26	4281W	DUANE JOHNSON	50	3,657.04	
370 47 AVE W	17	26	4281W	PAUL CURTIS	50	3,657.04	
380 47 AVE W	18-19	26	4281W	GLEN D. & SHIRLEY F. CLARK	72		

							5,266.14
347 47 AVE W	1-2	E1	1280GW	MELVIN G. & KATHRYN L. LYSTER	100	7,314.09	
353 47 AVE W	3	E1	1280GW	CAROL-ANNE MOODY-PROSSER	50	3,657.04	
355 47 AVE W	4	E1	1280GW	DON & NORMA DROBOT	50	3,657.04	
359 47 AVE W	12	E1	0911831	MYRNA L. RICHARD	50	3,657.04	
363 47 AVE W	13	E1	0911831	MYRNA L. RICHARD	50	3,657.04	
367 47 AVE W	7	E1	1280GW	RAYMOND ANDREW WEISENSEL	47	3,437.62	
371 47 AVE W	8	E1	1280GW	JEAN & CLAIRE M. BOURGEOIS	50	3,657.04	
375 47 AVE W	9	E1	1280GW	RYAN J. & SAMANTHA J. RASMUSSEN	50	3,657.04	
379 47 AVE W	10	E1	1280GW	TERRY LYNN	50	3,657.04	
4622 4 ST W	11	E1	1280GW	WINNIFRED JEAN JENSEN	50	3,657.04	
340 47 AVE W	11A	18	9310682	1186747 ALBERTA LTD.	80	5,851.27	
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Total					1987	145,330.87	
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52nd Ave West - 2nd St W to 1a St W – For Map see Schedule B

The improvements to occur between 2nd St W and 3rd St W on 52nd Ave West will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt
- Removing and replacing curb & gutter that is in disrepair

The improvements to occur between 1a and 2nd St W will be in conjunction with a sewer main replacement. The sewer main replacement is not part of the local improvement, however, the resurfacing of the asphalt is part of the local improvement. The local improvement includes the following:

- Supply and application of road subsurface gravel
- Supply and application of asphalt

The total estimated cost of the improvements are \$77,252.33.

The cost per frontage foot is \$49.27.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
204 52 AVE W	13-17	82	147N	ELSIE LEWIS	80	3,941.45
214 52 AVE W	18-19	82	147N	KOLE CARLSON	50	2,463.40
218 52 AVE W	20-21	82	147N	BRODY R. CISAR	50	2,463.40
224 52 AVE W	22-24	82	147N	FRED G. & RITA BURTON	75	3,695.11
223 52 AVE W	1-3	83	147N	BARBARA A. & AIME H CHARTRAND	75	3,695.11
217 52 AVE W	4-6	83	147N	GEORGE OLIENICK	75	3,695.11
209 52 AVE W	7-8	83	147N	NORMAN M. & DIANA L. BERGH	50	2,463.40
207 52 AVE W	9-10	83	147N	FERN BROTHERS	50	2,463.40
5117 2 ST W	11-12	83	147N	FERN M. BROTHERS	50	2,463.40
141 52 AVE W	1-3	84	147N	MARGERY RUTH WIIG	75	3,695.11
135 52 AVE W	4-6	84	147N	MALCOLM P. MCCANN	75	

							3,695.11
129 52 AVE W	7-8	84	147N	MICHEL JODOIN	50	2,463.40	
125 52 AVE W	9-10	84	147N	MICHEL JODOIN	50	2,463.40	
121 52 AVE W	11-12	84	147N	MICHEL R. JODOIN	50	2,463.40	
126 52 AVE W	13-16	85	147N	ANGLICAN CHURCH	125	6,158.51	
126 52 AVE W	17-19	85	147N	ANGLICAN CHURCH	25	1,231.70	
136 52 AVE W	19-22	85	147N	HOUSING FOR THE INDUSTRY INC.	70	3,448.76	
142 52 AVE W	22-24	85	147N	GEORGE W. MARY A. MARSHALL	60	2,956.08	
5203 1 ST W	8-9	125	147N	172965 CANADA LIMITED	130	6,404.85	
5212 1 A ST W	10	125	147N	VICTORY CHURCH OF CLARESHOLM	78	3,842.91	
5120 1A ST W	30-31	126	147N	FRONTIER WESTERN SHOP LTD.	95	4,680.47	
5115 1 ST W	1	126	147N	1206577 ALBERTA LTD.	130	6,404.85	
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Total					1568	77,252.33	
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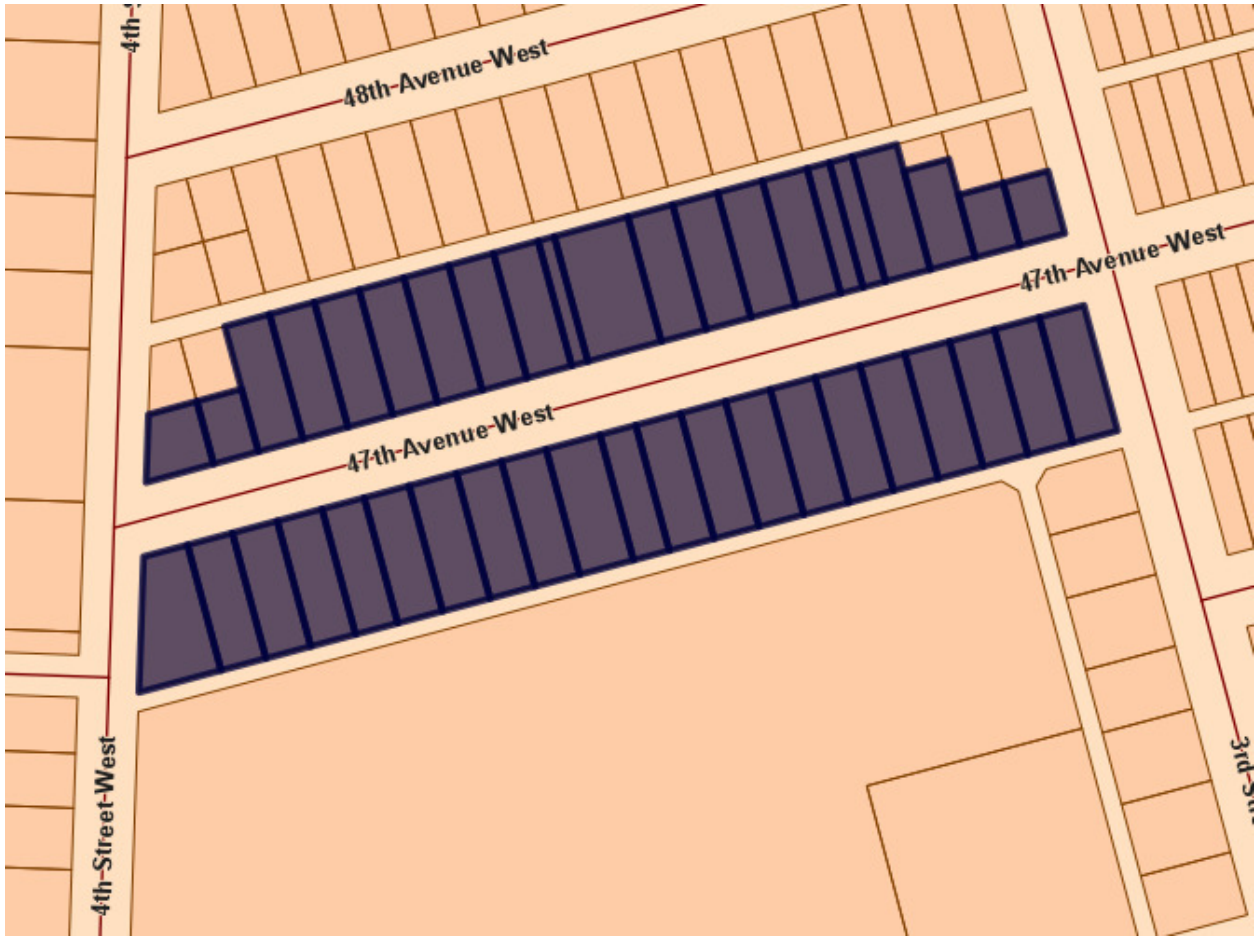
Simon Janhunnen, CPA, CA

Town of Claresholm

June 7, 2016

Pavement Overlay Local Improvement Construction Costs Estimate				
Engineering Services - Proposals				
1) MPE Engineering				36,400.00
	Quantity	Unit	Price	Extended
47th Ave West - 3rd St W to 4th St West				
1) Gutter mill	1500	s.m.	10.00	15,000.00
2) Adjust Manholes	6	each	250.00	1,500.00
3) Adjust Valves	1	each	150.00	150.00
4) Level Course Asphalt	210	tonne	110.00	23,100.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	450	tonne	110.00	49,500.00
6) Concrete Standard Curb & Gutter Remove & Replace	150	l.m.	120.00	18,000.00
				107,250.00
7) Engineering cost				23,766.59
8) Borrowing costs				14,314.28
TOTAL				145,330.87
52nd Ave West - 2nd St West to 1a St West				
1) Gutter mill	550	s.m.	10.00	5,500.00
2) Adjust Manholes	0	each	250.00	-
3) Adjust Valves	0	each	150.00	-
4) Level Course Asphalt	60	tonne	110.00	6,600.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	135	tonne	110.00	14,850.00
6) Concrete Standard Curb & Gutter Remove & Replace	30	l.m.	120.00	3,600.00
7) Supply and place 20mm crush - 300 mm deep	600	s.m.	22.50	13,500.00
8) Supply and Place City of Lethbridge Type 3 Asphalt - 75 mm Deep	600	s.m.	21.60	12,960.00
				57,010.00
7) Engineering cost				12,633.41
8) Borrowing costs				7,608.92
TOTAL				77,252.33
Total all Local Improvements				
				222,583.20

SCHEDULE A



SCHEDULE B



PAVEMENT OVERLAY LOCAL IMPROVEMENT PLAN – Associated Engineering

The proposed local improvement projects are to facilitate the resurfacing of pavement on various areas in the Town of Claresholm. The proposed locations of the pavement overlay local improvements include the 100 to 200 block of 52nd Ave W, 300 block of 47th Ave W and the 100 block of 55th Ave W. The project will consist of applying new layers of pavement on top of the existing milled pavement or a full replacement.

The tax rate will be based on each unit of frontage feet each property has as a proportion of the total frontage receiving the improvement. The improvement costs will be recovered via local improvement tax over a 10 year period. The estimated total cost of all of the Local Improvement projects is \$241,773.20. The portion of these estimated costs to be paid are as follows:

- Paid by the municipality – \$17,875.49
- Paid by revenue from the LIT – \$223,897.71
- Paid by other sources - \$Nil

This local improvement is needed to address the deteriorating pavement in the town. This will address the areas that have been identified as priorities for resurfacing.

PARCELS OF LAND IN RESPECT OF WHICH THE LOCAL IMPROVEMENT TAX (LIT) WILL BE IMPOSED AND THE PERSON WHO WILL BE LIABLE TO PAY THE LIT

The following are the parcels of land on which the LIT will be imposed and the persons liable to pay the local improvement tax on each parcel:

47th Ave West - 3rd St W to 4th St W – For Map see Schedule A

The improvements to occur between 3rd St W and 4th St W on 47th Ave W will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt
- Removing and replacing curb & gutter that is in disrepair

The total estimated cost of the improvements are \$157,860.56.

The cost per frontage foot is \$79.45.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
336 47 AVE W	12	18	147N	JAN ROO	50	3,972.33
332 47 AVE W	13	18	147N	WAYNE A. LA MARCHE	50	

						3,972.33
328 47 AVE W	14	18	147N	ANNA MARIE SMANIOTTO	50	3,972.33
324 47 AVE W	15-16	18	147N	BURKE M.E. & HOLLY J. SCHMID	75	5,958.50
318 47 AVE W	16	18	147N	TOWN OF CLARESHOLM	25	1,986.17
316 47 AVE W	17	18	147N	TOWN OF CLARESHOLM	50	3,972.33
310 47 AVE W	18	18	147N	ELSIE J. KNAUFT	50	3,972.33
306 47 AVE W	19-20	18	147N	TROOPER POWDER	70	5,561.27
303 47 AVE W	1	19	147N	VICTORIA MCCULLOCH	50	3,972.33
303 47 AVE W	2	19	147N	VICTORIA MCCULLOCH	50	3,972.33
311 47 AVE W	3	19	147N	PATRICIA D. RYAN	50	3,972.33
315 47 AVE W	4	19	147N	MANLEY & SHERAN LANDRU	50	3,972.33
319 47 AVE W	5	19	147N	TOWN OF CLARESHOLM	50	3,972.33
323 47 AVE W	6	19	147N	TOWN OF CLARESHOLM	50	3,972.33
327 47 AVE W	7	19	147N	TOWN OF CLARESHOLM	50	3,972.33
331 47 AVE W	8	19	147N	HERBERT K. & ALEXIS J. SEWARD	50	3,972.33
333 47 AVE W	9	19	147N	JUDY SLAUGHTER	50	3,972.33
341 47 AVE W	10	19	147N	BRIAN W. BREHAUT	50	3,972.33
348 47 AVE W	10-11	26	4281W	CLARENCE & SHIRLEY ISAACSON	68	5,402.37
350 47 AVE W	12	26	4281W	STANLEY M. & KAZUE L. BANDURA	50	3,972.33
354 47 AVE W	13	26	4281W	WINNIFRED WORBETZ	50	3,972.33
358 47 AVE W	14	26	4281W	D WILLIAM & TIMOTHY J KENNEY	50	3,972.33
364 47 AVE W	15	26	4281W	BONNIE S. LEMNA	50	3,972.33
368 47 AVE W	16	26	4281W	DUANE JOHNSON	50	3,972.33
370 47 AVE W	17	26	4281W	PAUL CURTIS	50	3,972.33
380 47 AVE W	18-19	26	4281W	GLEN D. & SHIRLEY F. CLARK	72	

							5,720.16
347 47 AVE W	1-2	E1	1280GW	MELVIN G. & KATHRYN L. LYSTER	100		7,944.67
353 47 AVE W	3	E1	1280GW	CAROL-ANNE MOODY-PROSSER	50		3,972.33
355 47 AVE W	4	E1	1280GW	DON & NORMA DROBOT	50		3,972.33
359 47 AVE W	12	E1	0911831	MYRNA L. RICHARD	50		3,972.33
363 47 AVE W	13	E1	0911831	MYRNA L. RICHARD	50		3,972.33
367 47 AVE W	7	E1	1280GW	RAYMOND ANDREW WEISENSEL	47		3,733.99
371 47 AVE W	8	E1	1280GW	JEAN & CLAIRE M. BOURGEOIS	50		3,972.33
375 47 AVE W	9	E1	1280GW	RYAN J. & SAMANTHA J. RASMUSSEN	50		3,972.33
379 47 AVE W	10	E1	1280GW	TERRY LYNN	50		3,972.33
4622 4 ST W	11	E1	1280GW	WINNIFRED JEAN JENSEN	50		3,972.33
340 47 AVE W	11A	18	9310682	1186747 ALBERTA LTD.	80		6,355.73

Total					1987		157,860.56
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52nd Ave West - 2nd St W to 1a St W – For Map see Schedule B

The improvements to occur between 2nd St W and 3rd St W on 52nd Ave West will include the following:

- Gutter mill
- Manhole & valve adjustments
- Applying new layers of asphalt
- Removing and replacing curb & gutter that is in disrepair

The improvements to occur between 1a and 2nd St W will be in conjunction with a sewer main replacement. The sewer main replacement is not part of the local improvement, however, the resurfacing of the asphalt is part of the local improvement. The local improvement includes the following:

- Supply and application of road subsurface gravel
- Supply and application of asphalt

The total estimated cost of the improvements are \$83,912.64.

The cost per frontage foot is \$53.52.

The residents receiving street improvements and the associated costs are as follows:

Civic Address	Lot	Block	Plan	Registered Owner(s)	Frontages	Cost
204 52 AVE W	13-17	82	147N	ELSIE LEWIS	80	4,281.26
214 52 AVE W	18-19	82	147N	KOLE CARLSON	50	2,675.79
218 52 AVE W	20-21	82	147N	BRODY R. CISAR	50	2,675.79
224 52 AVE W	22-24	82	147N	FRED G. & RITA BURTON	75	4,013.68
223 52 AVE W	1-3	83	147N	BARBARA A. & AIME H CHARTRAND	75	4,013.68
217 52 AVE W	4-6	83	147N	GEORGE OLIENICK	75	4,013.68
209 52 AVE W	7-8	83	147N	NORMAN M. & DIANA L. BERGH	50	2,675.79
207 52 AVE W	9-10	83	147N	FERN BROTHERS	50	2,675.79
5117 2 ST W	11-12	83	147N	FERN M. BROTHERS	50	2,675.79
141 52 AVE W	1-3	84	147N	MARGERY RUTH WIIG	75	4,013.68
135 52 AVE W	4-6	84	147N	MALCOLM P. MCCANN	75	

							4,013.68
129 52 AVE W	7-8	84	147N	MICHEL JODOIN	50	2,675.79	
125 52 AVE W	9-10	84	147N	MICHEL JODOIN	50	2,675.79	
121 52 AVE W	11-12	84	147N	MICHEL R. JODOIN	50	2,675.79	
126 52 AVE W	13-16	85	147N	ANGLICAN CHURCH	125	6,689.46	
126 52 AVE W	17-19	85	147N	ANGLICAN CHURCH	25	1,337.89	
136 52 AVE W	19-22	85	147N	HOUSING FOR THE INDUSTRY INC.	70	3,746.10	
142 52 AVE W	22-24	85	147N	GEORGE W. MARY A. MARSHALL	60	3,210.94	
5203 1 ST W	8-9	125	147N	172965 CANADA LIMITED	130	6,957.04	
5212 1 A ST W	10	125	147N	VICTORY CHURCH OF CLARESHOLM	78	4,174.23	
5120 1A ST W	30-31	126	147N	FRONTIER WESTERN SHOP LTD.	95	5,083.99	
5115 1 ST W	1	126	147N	1206577 ALBERTA LTD.	130	6,957.04	
Total						1568	83,912.64

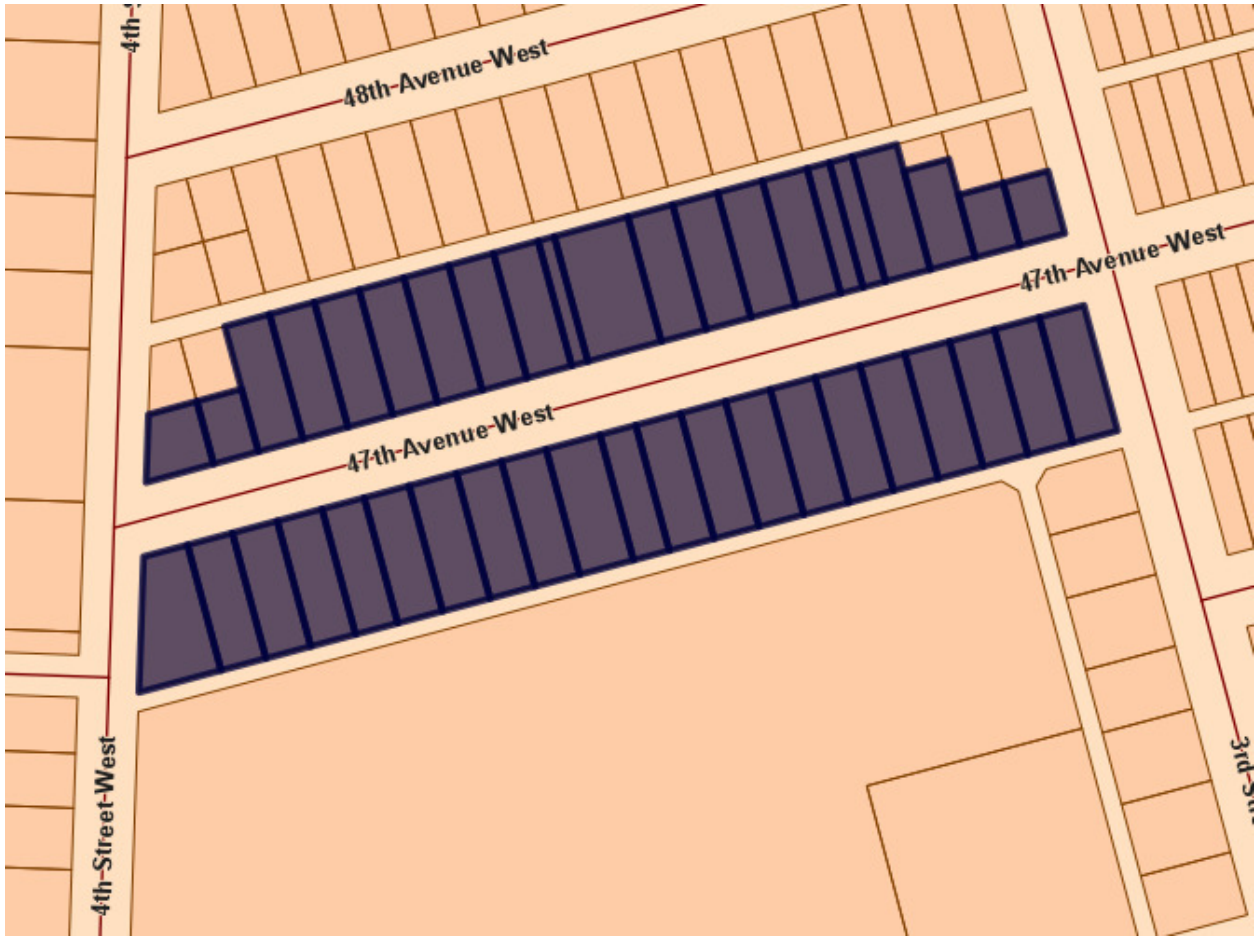
Simon Janhunen, CPA, CA

Town of Claresholm

June 7, 2016

Pavement Overlay Local Improvement Construction Costs Estimate				
Engineering Services - Proposals				
1) Associated Engineering				53,700.00
		Quantity	Unit	Price
				Extended
47th Ave West - 3rd St W to 4th St West				
1) Gutter mill	1500	s.m.	10.00	15,000.00
2) Adjust Manholes	6	each	250.00	1,500.00
3) Adjust Valves	1	each	150.00	150.00
4) Level Course Asphalt	210	tonne	110.00	23,100.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	450	tonne	110.00	49,500.00
6) Concrete Standard Curb & Gutter Remove & Replace	150	l.m.	120.00	18,000.00
				107,250.00
7) Engineering cost				35,062.25
8) Borrowing costs				15,548.31
TOTAL				157,860.56
52nd Ave West - 2nd St West to 1a St West				
1) Gutter mill	550	s.m.	10.00	5,500.00
2) Adjust Manholes	0	each	250.00	-
3) Adjust Valves	0	each	150.00	-
4) Level Course Asphalt	60	tonne	110.00	6,600.00
5) Supply and Place City of Lethbridge Type 3 Asphalt - 50 mm Deep	135	tonne	110.00	14,850.00
6) Concrete Standard Curb & Gutter Remove & Replace	30	l.m.	120.00	3,600.00
7) Supply and place 20mm crush - 300 mm deep	600	s.m.	22.50	13,500.00
8) Supply and Place City of Lethbridge Type 3 Asphalt - 75 mm Deep	600	s.m.	21.60	12,960.00
				57,010.00
7) Engineering cost				18,637.75
8) Borrowing costs				8,264.89
TOTAL				83,912.64
Total all Local Improvements				
				241,773.20

SCHEDULE A



SCHEDULE B





REQUEST FOR DECISION

Meeting: June 13, 2016
Agenda Item: 12

BORROWING BYLAW #1614

DESCRIPTION:

Administration requires Council to give first reading to the proposed borrowing bylaw #1614.

BACKGROUND:

On March 29th, 2016 Council approved the 2016 capital budget. Included in the capital budget was a project to replace 4 blocks of pavement overlay at different locations in the town. The total amount that was budgeted for the project was \$360,000. The primary source of the funding is by long term debt in the form of a debenture from Alberta Capital Finance Authority (ACFA). The debenture would then be repaid by way of a local improvement tax levied on the parcels of land that are associated with the local improvement.

The areas that have been identified for the local improvement plans have been defined and the maximum estimated cost of the project will be \$217,960. This being the case the borrowing bylaw will reflect this maximum amount required to complete the project. The amount that is required may be less once the project is completed depending on the actual project costs. This borrowing bylaw reflects the maximum amount that would be required to be borrowed.

The need for the borrowing bylaw to be approved is so that we can meet the August 15, 2016 deadline. The deadline is for submission of the application and back-up documentation to ACFA to receive funds from the next loan issue which occurs on September 15, 2016. A borrowing bylaw must be advertised for two weeks prior to 2nd and 3rd Reading.

COSTS / SOURCE OF FUNDING:

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

RECOMMENDED ACTION:

Council give bylaw #1614 first reading.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1614, a borrowing bylaw, 1st Reading.

Attachments:

DRAFT Bylaw #1614

Applicable Legislation: MGA Section 263

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

APPROVED BY: Marian Carlson, CLGM CAO

DATE: June 9, 2016



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

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

WHEREAS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

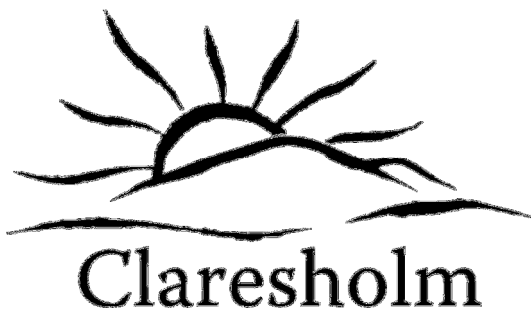
Read a first time in Council this day of 2016 A.D.

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

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

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: June 13, 2016

Agenda Item: 13

CAMPGROUND OFFICE PROJECT COMPLETION – BUDGET ALLOCATION

BACKGROUND / DESCRIPTION:

In 2015 Town of Claresholm undertook campground office renovations. At the end of 2015 \$7401.00 remained and was rolled into the 2016 Budget for completion of this project. Since that time Infrastructure Services obtained a quote to complete the work.

Four options have been proposed:

- 1) Supply and install siding, soffit, fascia, eavestrough, leaf screen, down spouts and skirting - \$10883.90
- 2) Supply and install siding, soffit, fascia, eavestrough, leaf screen, down spouts - \$8253.65
- 3) Supply and install soffit, fascia, eavestrough, leaf screen, down spouts - \$2582.90
- 4) Supply and install skirting - \$2630.25

Infrastructure Services recommends Option 1, the supply and install siding, soffit, fascia, eavestrough, leaf screen, down spouts and skirting option to complete the renovations of the campground office. This will also protect the office from further maintenance issues in the future.

COSTS/ SOURCE OF FUNDING (if applicable):

Remaining 2015 Budget (Rolled forward to 2016 for completion) - \$7,401.00

Quote - \$10,883.90

Balance - \$3,482.90

Infrastructure Services recommends the additional budget required come from the 2016 Yard & Building Maintenance operational budget. This allows the project to be completed in its entirety utilizing cost effectiveness without further budget implications.

PROPOSED RESOLUTIONS:

WHEREAS option 1, in the amount of \$10883.90, will alleviate further maintenance issues and utilize cost effectiveness;

AND WHEREAS using the remaining 2015 budget of \$7401.00 and the balance of \$3482.90 from 2016 Yard and Building Maintenance operational budget will finalize the repairs to protect the investment.

NOW THEREFORE it is moved by Councillor _____ to accept the proposal in the amount of \$10,883.90 for completion of the campground office project with the additional \$3,482.90 to be allocated to the 2016 Yard and Building Maintenance operational budget.

ATTACHMENTS:

- 1.) N/A

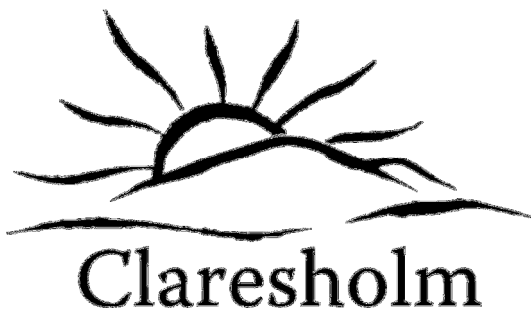
APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Mike Schuweiler, Director of Infrastructure

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 8, 2016



REQUEST FOR DECISION

Meeting: June 13, 2016

Agenda Item: 14

LETTER OF SUPPORT – WILLOW CREEK AG SOCIETY

DESCRIPTION:

The Willow Creek Agricultural Society is applying once again for the **Canada 150 Community Infrastructure Program** and requires a letter of support from Council.

BACKGROUND:

The Willow Creek Agricultural Society operates the Claresholm Agriplex, which is a Town of Claresholm facility. The Agriplex is a very busy venue year-round, and the Society has determined that in order to continue to grow, they require a second indoor riding arena. Construction has begun on the new arena, and they are once again applying to the Canada 150 Community Infrastructure Grant to assist in the costs. Their total application to this grant is \$125,000. As this is a Town-owned facility, the Society requires a letter of support from the Town of Claresholm. The Agriplex is very active and brings a lot of people into our community.

As per Council's direction at the May 24, 2016 meeting, the Town of Claresholm is also applying for this grant for the Multi-use Community Building and Town Hall project.

COSTS/ SOURCE OF FUNDING:

1. None.

Applicable Legislation: Not applicable.

ATTACHMENTS:

- 1.) Email from David Hansma of the Willow Creek Ag Society.
- 2.) Forwarded email sent to David Hansma regarding re-application to the program.
- 3.) Canada 150 Community Infrastructure Program Guidelines.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 9, 2016

Karine Wihauk

From: Claesholm Agriplex <clhmagriplex@telus.net> on behalf of Claesholm Agriplex
Sent: May-27-16 12:09 PM
To: Karine Wihauk
Subject: Letter of Support for Claesholm Agriplex

Attention Karine,

The Claesholm Agriplex is looking for another a letter of support from the Town of Claesholm for the grant application for the Canada 150 Community Infrastructure Program. The Agriplex is applying for this grant to help fund the completion of the second indoor riding facility. This will be greatly appreciated.

Thank you

Karine Wihauk

From: Claresholm Agriplex <clhmagriplex@telus.net>
Sent: June-09-16 10:45 AM
To: Karine Wihauk
Subject: Fw: Canada 150 Community Infrastructure Program - Additional Funding Available / Programme d'infrastructure communautaire de Canada 150 - fonds supplémentaires disponibles

From: [Canada150 AB](#)
Sent: Monday, May 16, 2016 1:03 PM
To: [David Hansma](#)
Subject: Canada 150 Community Infrastructure Program - Additional Funding Available / Programme d'infrastructure communautaire de Canada 150 - fonds supplémentaires disponibles



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

(Le français suit)

Western Economic Diversification Canada (WD) has received additional funding through Budget 2016 for the **Canada 150 Community Infrastructure Program**. In Western Canada, \$43.2 million will be invested in projects aiming to rehabilitate existing community infrastructure.

WD will be seeking new applications under a second call for proposals that will open on May 24th. As a previous applicant to this program we encourage you to review the revised priorities for the second call for proposals to determine if your project meets the new criteria and invite you to re-apply. Under the second call for proposals priority will be given to:

- Recreational facilities;
- Projects that support a clean growth economy (i.e., energy efficiency upgrades); and/or,
- Projects that support Indigenous communities and Peoples.

Detailed information on WD's second call for proposals to the Canada 150 Community Infrastructure Program, including important details on eligibility, application requirements and program priorities, are available at <http://www.wd-deo.gc.ca/eng/18872.asp>.

**Applications in Western Canada will be accepted from Tuesday, May 24th, 2016
until Wednesday, June 22nd, 2016 @
1:00 p.m. Pacific Time
2:00 p.m. Mountain Time
3:00 p.m. Central Time.**

If you are aware of other organizations that may be interested in the Canada 150 Community Infrastructure Program, we invite you to share this information within your network.

If you do not want to continue to be included on this email list, please reply to this email with "unsubscribe" in the subject line. Or, if you would like to be added to our mailing list, please send your request to the WD email address provided in the original email.



Canada 150 Community Infrastructure Program

The CIP 150 portal will close at the following time on June 22, 2016				
Province	British Columbia	Alberta	Saskatchewan	Manitoba
Local Time	1:00pm	2:00pm	2:00pm	3:00pm

The [Canada 150 Community Infrastructure Program](#) (CIP 150) is part of [Canada 150 Celebrates](#), the Government of Canada's celebration of our country's 150th anniversary of Confederation. Budget 2016 provided an additional \$150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17, with Western Economic Diversification Canada (WD) being responsible for administering the program in Western Canada.

Through investments in community infrastructure, the Government of Canada will invest in projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

WD on behalf of the Government of Canada, will deliver a second call for proposals under CIP 150 in Western Canada from May 24th, 2016 to June 22nd, 2016.

Online Application Form for Canada 150 Community Infrastructure Program:

[On-Line Form](#)

Those interested in applying to the CIP 150 are strongly encouraged to review the following, which includes important details on eligibility, application requirements and program priorities:

- Applicant Guide and Instructions ([HTML](#) | [PDF](#))
- [Frequently Asked Questions](#) (FAQS)

Priorities

First, each application will be assessed to determine if it meets the eligibility criteria (listed below).

For this intake of applications, priority **will** be given to projects that address one or more of the following:

- Upgrades to recreational facilities;
- Advance a clean growth economy; and/or,
- Impact on Indigenous communities and peoples.

In addition, funding from sources other than the Canada 150 Community Infrastructure Program must be confirmed at the time of application.

Other considerations may include:

- Projects that will leave a meaningful, lasting legacy resulting from CIP 150 (i.e., Upgrades that will provide long-term benefits to a community that are recognized as a lasting legacy from Canada 150);
- Projects that are seeking less than 50% of the total project costs from CIP 150;
- Projects that will be completed by Fall 2017; and,
- Ability to start the project quickly.

Eligible Activities

WD will invest in projects undertaking renovations to existing community infrastructure. Examples of the type of community infrastructure that can be supported include:

- Recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- Parks, recreational trails, such as fitness trails, bike paths and other types of trails;
- Community centres (including legions);
- Cultural centres and museums;
- Campgrounds;
- Tourism facilities;
- Docks;
- Libraries;
- Cenotaphs; and,
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:

- The amount of funding being requested under CIP 150 cannot exceed 50% of the total costs of a project, up to a maximum of \$500,000;
- The maximum contribution from ALL Government of Canada sources (including CIP 150 and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;
- Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and,
- Be materially complete by **March 31, 2018**.
 - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.

In addition, an applicant must:

- Submit an [online application form](#) by **June 22, 2016** and include all mandatory attachments; and,
- Be available for follow-up from **June – August 2016**.

Applicants who applied under the first intake of CIP 150 may apply again under this second intake. Please ensure that your funding application meets the updated program priorities for the second intake.

Eligible Organizations

Eligible applicants include:

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;

- A not-for-profit entity;
- An entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis settlements); and,
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

In addition, eligible applicants must directly own the infrastructure assets, facility or land which are being renovated or have a long-term lease in place with permission from the owner to undertake renovations. If you have a long-term lease in place, it is mandatory that you attach a copy of the lease and, where necessary, proof that you have permission from the owner to undertake renovations.

Application Process

In Western Canada, the CIP 150 will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period to submit their application.

Applicants are strongly encouraged to apply online. Please follow [this link](#) to complete the online application form. Those unable to apply on-line can use one of the (print only) options below:

- [PDF](#) (for printing purposes only, cannot submit online).
- [HTML](#) (for printing purposes only, cannot submit online).

Applications will not be accepted outside of the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be assessed by Western Economic Diversification Canada.

Western Economic Diversification Canada will be accepting applications to the CIP 150 from:

Tuesday, May 24th, 2016 to Wednesday, June 22nd, 2016.

The online application portal will close at **1:00 p.m. Pacific Time/2:00 p.m. Mountain Time/3:00 p.m. Central Time on Wednesday, June 22nd, 2016.**

Date Modified: 2016-05-24



REQUEST FOR DECISION

Meeting: June 13, 2016
Agenda Item: 15

LETTER OF SUPPORT – CLARESHOLM CURLING CLUB

DESCRIPTION:

The Claresholm Curling Club is applying for the **Community Facility Enhancement Program (CFEP)** and requires a letter of support from Council.

BACKGROUND:

The Claresholm Curling Club operates the Claresholm Curling Rink, which is a Town of Claresholm facility. The Curling Rink is a busy venue, and the building requires repairs to the roof.

The Town of Claresholm is supportive of all Town facilities. Repairs to the roof are critical to the continued operation and success of the Curling Rink. As a result, the Town of Claresholm has budgeted a portion of this project in the Capital Budget for 2016 on the stipulation that the CFEP grant application is successful. The Town of Claresholm is not eligible to apply for the CFEP grant, however the Claresholm Curling Club is.

COSTS/ SOURCE OF FUNDING:

1. Total cost of the project is projected to be \$120,000. CFEP would potentially fund half the cost of the project, or \$60,000.
2. Claresholm Curling Club has committed to \$30,000.
3. The Town of Claresholm has committed to \$30,000 in the 2016 budget.

RECOMMENDED ACTION:

1. Council pass a motion to write a letter of support for the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of completing repairs to the Claresholm Curling Rink roof.

PROPOSED RESOLUTION:

1. Moved by Councillor _____ that administration write a letter of support towards the Claresholm Curling Club's application to the Community Facility Enhancement Program for the purpose of completing necessary repairs to the Claresholm Curling Rink roof.

Applicable Legislation: Not applicable.

ATTACHMENTS:

- 1.) Email from the Claresholm Curling Club.

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 9, 2016

To Mayor and Councilors
Town of Claresholm

The Claresholm Curling Club is applying for a grant through the Community Facility Enhancement Program to fix the roof on the curling facility.

As the Curling Club is a very important and well used building in our town, this upgrade is necessary at this time to allow our Club to remain open.

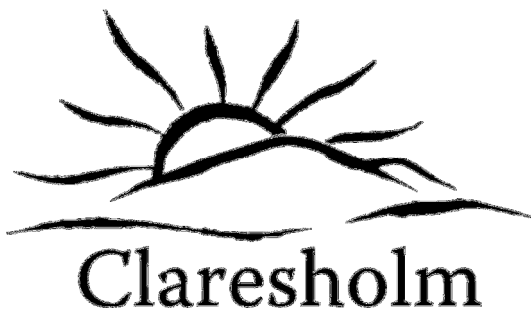
We are looking for a letter of support from the Town of Claresholm to accompany our grant application.

As the staff from the Town Office has also used this facility for Christmas parties, it would also be beneficial if you could acknowledge that in your letter to show in the grant application that the facility is also used by community groups and not just members of the Curling Club.

We thank you for your continued support and assistance and we look forward to hearing from you.

Yours truly

Kirby Quayle-Vice President Claresholm Curling Club



REQUEST FOR DECISION

Meeting: June 13, 2016

Agenda Item: 16

LETTER OF SUPPORT – CLARESHOLM MINOR HOCKEY

DESCRIPTION:

Infrastructure Services has included Claresholm Arena upgrades as part of the capital budget for 2016 in order to complete upgrades to the washrooms located in the dressing rooms. During the budgeting process, it was determined that the total cost of the upgrades would be \$20,000 and that a grant can be utilized in this case: the Community Facility Enhancement Program (CFEP) Grant. This grant covers up to 50% of the cost:

to build, purchase, repair, renovate, upgrade or otherwise improve sports, recreational, cultural or other related community facilities. Eligible organizations may apply for funding to carry out major renovations and repairs to the structural, electrical or mechanical systems in their facility, modernize facilities to improve operational efficiency or enhance programming, or expand facilities to increase public use or develop new facilities to meet the changing needs and expectations of the community.

The Town of Claresholm cannot apply for this grant, however charitable organizations can. For the purposes of this grant, Claresholm Minor Hockey has agreed to be the applicant. Minor Hockey has also been interested for quite some time in upgrading the sound system at the arena. The quote they have obtained is for approximately \$13,000. It is the hope that half of the funding for the new sound system would be received from the grant with minor hockey providing the other half. There would be no further cost incurred by the Town for the purchase and installation of the sound system.

COSTS/ SOURCE OF FUNDING:

1. Total cost of the project is projected to be \$33,000. CFEP would potentially fund half the cost of the project, or \$16,500.
2. Claresholm Minor Hockey is committed to \$6,500 or half the cost of the sound system.
3. The Town of Claresholm has budgeted \$10,000 or half the cost of the washroom upgrades.

RECOMMENDED ACTION:

Council pass a motion to write a letter of support for Claresholm Minor Hockey's application to the Community Facility Enhancement Program for the purpose of upgrading washroom facilities and the sound system at the Claresholm Arena.

PROPOSED RESOLUTION:

Moved by Councillor _____ that administration write a letter of support towards Claresholm Minor Hockey's application to the Community Facility Enhancement Program for the purpose of upgrading washroom facilities and the sound system at the Claresholm Arena.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 9, 2016



REQUEST FOR DECISION

Meeting: June 13, 2016
Agenda Item: 17

ENFORCEMENT GENERAL CONTRACTOR SERVICES PROPOSALS

BACKGROUND:

One of the biggest challenges that face a Bylaw department is hiring contractors to follow through with the enforcement actions. To ensure such enforcement actions as "On-Demand" snow removal, vegetation removal or property clean-up an Enforcement General Contractor Services agreement is required.

In 2014 the Town of Claresholm Bylaw department entered into a one (1) year Enforcement General Contractor Services agreement with an option to extend that agreement to two (2) years. That extension was exercised in 2015 and now the process of renewal is required.

The request for proposals is meant to be a fair and equitable process to seek out contractors that may be interested in becoming the Town of Claresholm Contractor for enforcement purposes. The Town of Claresholm Bylaw Department issued the Request for Proposal May 13th with a close date of June 3rd. It was advertised in the local newspaper for three (3) weeks. We received three (3) submissions.

DISCUSSION/OPTIONS:

After reviewing all three (3) submissions, all are adequate and meet the requirements of the proposal process. All three (3) are relatively close in quoting costs per lineal foot for sidewalk clearing and a cost per hour of vegetation removal. The Bylaw department suggests the term of agreement moving forward with the Enforcement General Contractor could be for two (2) years with an option by the Town to extend the term of the agreement for an additional year.

Mowers and Blowers have been executing enforcement work orders as the Enforcement General Contractor for the past two (2) years. They have provided timely bills and adequate documentation of their work as per the contractor's agreement. Their work has always been professional and if not immediate it has been within forty eight (48) hours of issuance of the work order.

The Bylaw department is satisfied with the proposal from Mowers and Blowers and recommends accepting their proposal.

RECOMMENDED ACTION:

Moved by Councilor _____ to accept the proposal from _____ to become the Town of Claresholm General Contractor for the term of two (2) years with the option of the Town of Claresholm to extend the term of the agreement for an additional year.

ATTACHMENTS:

N/A

PREPARED BY: Jason Hemmaway, Peace Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 10, 2016

Town of Claresholm**Statement of Operations****For the month ended April 30, 2016**

	Budget	2016	
Revenue			
Net municipal taxes	\$ 3,114,221	\$ (271,728)	Note 1
User fees and sales of goods	2,005,450	617,268	
Government transfers for operating	221,776	8,303	
Investment income	45,744	(29)	Note 2
Penalties and costs of taxes	89,500	37,427	
Licenses and permits	37,800	35,936	Note 3
Franchise and concession contracts	153,748	57,006	
Rental	119,001	38,193	
Other	110,251	15,633	
Family and community support services	240,041	105,301	Note 4
	6,137,532	643,310	
Expenses			
Legislative	112,000	22,678	
Administration	1,096,936	419,901	Note 5
Fire	117,553	15,337	
Bylaw enforcement	185,892	52,632	
Common and equipment pool	540,123	160,269	
Roads, streets, walks and lighting	827,482	79,841	
Airport	18,291	4,520	
Storm sewers and drainage	147,356	6,772	
Water supply and distribution	2,025,564	142,444	
Wastewater treatment and disposal	621,028	11,136	
Solid waste management	518,546	109,732	
Family and community support services	236,556	75,561	
Day care	64,511	9,551	
Cemeteries and crematoriums	49,452	4,356	
Other public health and welfare	34,500	5,442	
Economic and agricultural development	43,597	834	
Subdivision land and development	262,503	84,776	
Parks and recreation	877,916	213,596	
Culture - libraries, museums and halls	367,799	81,879	
	8,147,605	1,501,257	
Deficiency of revenue over expenses before other	(2,010,073)	(857,947)	
Other			
Government transfers for capital	4,199,051	321,528	Note 6
Deficiency of revenue over expenses	2,188,978	(536,419)	

Note 1

First instalment of the quarterly school tax requisition was paid but taxes have not been billed yet to recover the requisition.

Note 2

A reversal of an interest accrual for GICs has resulted in a negative interest income balance. Interest is being earned monthly.

Note 3

Businesses licenses are paid for at the beginning of the year resulting in the majority of revenue being generated early in the year.

Note 4

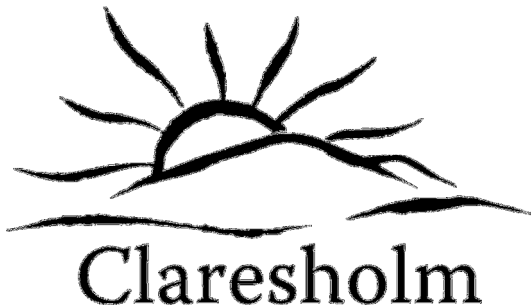
FCSS Funding from the province, MD of Willow Creek and other sources has been received. Generally, payments are large resulting in jumps in revenue a few times throughout the year.

Note 5

Insurance bills for the year have been paid totalling \$155,514.

Note 6

Grant received from Community Foundation of Lethbridge for the Museum for \$7,000. DRP grant for the frog creek corridor repairs received for \$314,527.50



INFORMATION BRIEF

Meeting: June 13, 2016

Agenda Item: 19

MUNICIPAL GOVERNMENT ACT REVIEW

DESCRIPTION:

As the Government of Alberta continues to work on amending the *Municipal Government Act (MGA)*, consultation sessions are being held around the province.

BACKGROUND:

To ensure that Council has as much information as possible regarding the MGA Review, please find the attached information from various entities. This information is helpful to those members of Council attending the information sessions so that relevant questions can be addressed.

If members of Council have not previously registered, the session in Lethbridge on July 15th at the Lethbridge Lodge is full. The closest available sessions are in Brooks on July 13th or Medicine Hat on July 14th.

Anyone can provide feedback on Bill 21 – *Modernized Municipal Government Act*, by completing their on-line [questionnaire](#). All questionnaires must be completed by July 29, 2016.

<http://mgareview.alberta.ca/get-involved/>

ATTACHMENTS:

- 1.) MGA Review 2016 – 2017 – Alberta Municipal Affairs
- 2.) Impact Analysis of MGA Amendments – Alberta Urban Municipalities Association (AUMA)
- 3.) Key Message for Public Consultation on MGA Amendments – AUMA
- 4.) By-Law Special Bulletin: The *Municipal Government Act* and Bill 21 – Reynolds Mirth Richards & Farmer LLP

APPLICABLE LEGISLATION:

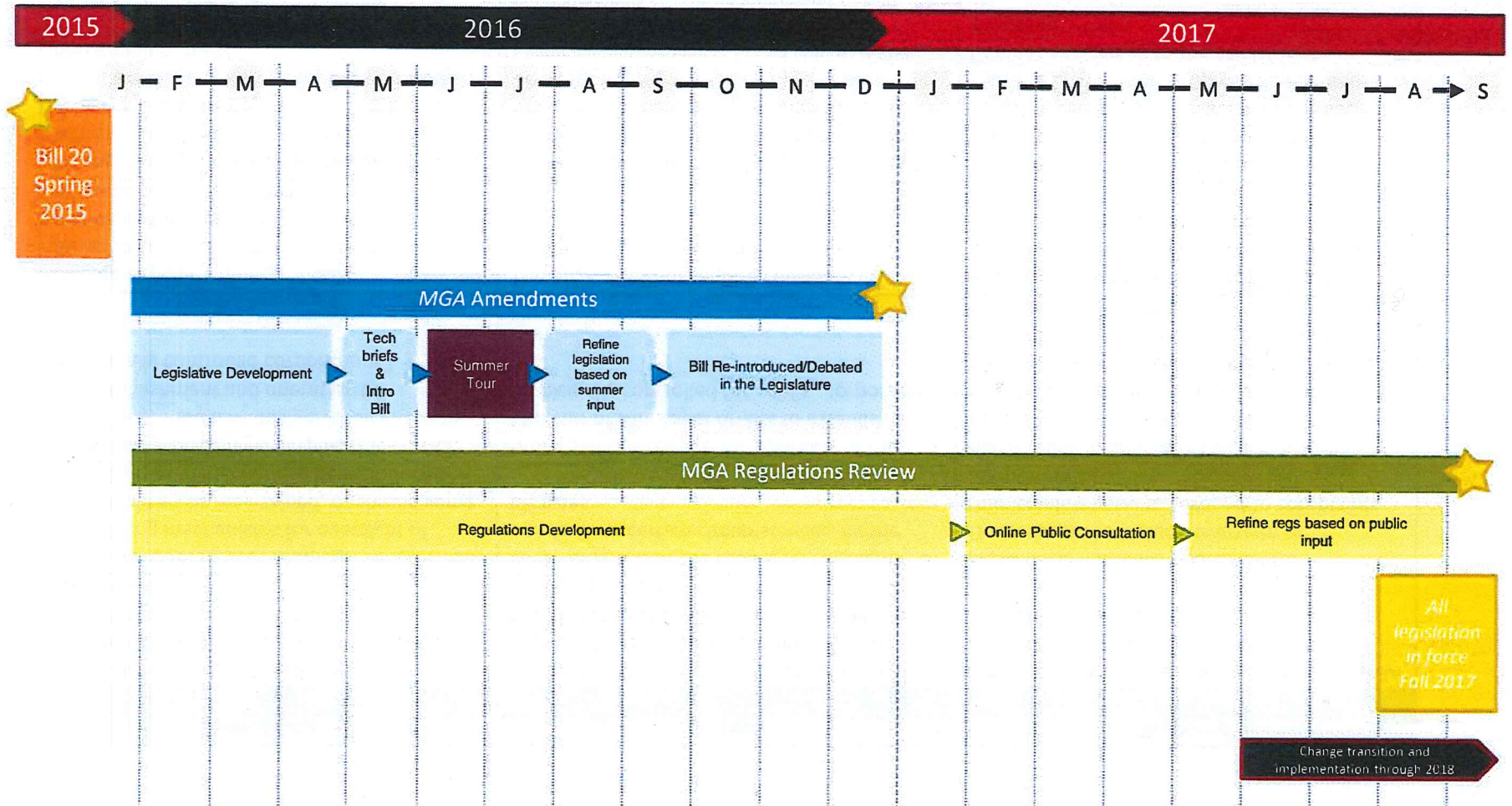
- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2016

MGA Review 2016 - 2017



MGA Policy Issues Overview

Policy Issue	Current	Proposed
GOVERNANCE		
Provincial-Municipal Relationship (Preamble): Should the province legislate municipal and provincial roles and responsibilities?	The partnership between the Province and municipalities is implied but not explicitly mentioned in the <i>MGA</i> or other legislation. Roles and responsibilities are not legislated.	A preamble will be incorporated into the <i>MGA</i> to describe the partnership relationship between the province and municipalities.
Provincial Oversight of Municipalities: Should the existing mechanisms for oversight of municipalities be maintained, or should some other legislated mechanism be introduced?	Enforcement is at the local level, through the courts, or in certain circumstances, by the Minister.	Expand the mandate of the Alberta Ombudsman to include oversight of municipalities and to respond to complaints about municipalities.
Municipally Controlled Corporations: What role, if any, should Municipal Affairs have in the establishment and operation of municipally controlled corporations?	Municipalities require the approval of the Minister of Municipal Affairs to establish a municipally controlled for-profit corporation.	Allow municipalities to establish municipally controlled for-profit corporations without specific permission, but legislate requirements regarding the allowable scope of those corporations and the transparency of their formation and operation.
Elected Official Training: Should the <i>Municipal Government Act (MGA)</i> establish minimum standards for council orientation and training of municipal elected officials?	The <i>MGA</i> does not require council or administration orientation and training.	Require all municipalities to offer elected officials orientation training following each municipal election, including by-elections.
Strengthening Impartiality of Appeal Boards: What requirements, if any, should the province place on municipal appeal board members through legislation to reduce bias or perception of bias?	Municipal councillors and public members sit on municipal appeal boards. Councillors may not form the majority of a Subdivision and Development Appeal Board. The Chair of the Municipal Government Board (MGB) is the Deputy Minister or a designate.	Prohibit municipal councillors from forming the majority of MGA-referenced appeal boards or individual hearing panels. Specify that the Chair of the MGB will be appointed by Cabinet and report to the Minister of Municipal Affairs.
Municipal Sustainability: Are amendments required with respect to municipal viability review process?	The Municipal Sustainability Strategy focuses on providing capacity building support to municipalities, and on a more proactive and inclusive Viability Review process to assist municipalities in assessing and making choices about their long-term future sustainability.	No Legislative Change

Policy Issue	Current	Proposed
PLANNING		
Growth Management Boards: To what degree should the Province determine how municipalities collaborate with one another?	The Capital Region Board is the only mandatory growth management board under the MGA. The Calgary Regional Partnership is a voluntary organization that has prepared and adopted the Calgary Metropolitan Plan on a voluntary basis, but the plan only applies to participating municipalities.	Require Growth Management Boards for the Edmonton and Calgary regions, with an expanded mandate to address land use planning, and the planning, delivery and funding of regional services.
Intermunicipal Collaboration: To what degree should the Province determine how municipalities collaborate with one another?	Cooperation between neighbouring municipalities is voluntary, with substantial variation across the province.	Implement mandatory intermunicipal mechanisms for land use planning, and for the planning, delivery and funding of regional services.
Affordable Housing (Inclusionary Zoning): How can Municipal Affairs support improvement in the affordable housing supply in Alberta?	The legislation is silent on affordable housing initiatives and provides municipalities with limited powers to require affordable housing.	Enable inclusionary zoning as an optional matter within municipal land use bylaws.
Strategic Planning for All Municipalities (Municipal Development Plans): Should all municipalities be required to adopt an MDP as a statutory plan?	Municipal Development Plans are mandatory for municipalities with a population threshold of 3,500 or greater.	Require all municipalities, regardless of population size, to create a Municipal Development Plan.
Incenting Brownfield Development (Tax Tools): Should the MGA allow municipalities to grant special tax considerations to brownfield properties for multiple years to encourage their redevelopment?	Municipalities confirm annually any cancellation, deferral or reduction to the municipal taxes of a property through the annual passing of their property tax bylaw.	Allow a municipal council to provide conditional property tax cancellations, deferrals, or reductions for multiple years to identify and promote redevelopment of brownfield properties.
Conservation (Environmental Reserve): How should Environmental Reserve be defined? When should Environmental Reserve land be determined? Should the purpose of Environmental Reserve be expanded?	The MGA identifies lands to consider for Environmental Reserve to prevent pollution and/or provide public access to water. In practice, Environmental Reserve is typically used for land that is not suitable for development.	Provide clarity in the definitions and purposes of Environmental Reserve land, and enable flexibility to determine Environmental Reserve earlier in the planning process. Create a new type of reserve, Conservation Reserve, to protect environmentally significant lands, subject to compensation for the landowner.

Policy Issue	Current	Proposed
Non-Statutory Planning Documents: Should the relationship of non- statutory land use plans be open and transparent to the public?	The <i>MGA</i> has no requirement that municipalities publish or identify how their non-statutory plans relate to one another.	Increase transparency around planning documentation by requiring municipalities who adopt or utilize any non-statutory planning documents to list and publish all non- statutory planning documents and describe how those documents relate to each other and to other statutory plans.
Decision Making Timelines for Development Permits: What should be the timelines for the review, decision, and approval of subdivision and development permit applications in the <i>MGA</i> ?	The <i>MGA</i> specifies the timelines for issuing decisions and lodging appeals for subdivision and development applications.	Maintain existing decision timelines for most municipalities, but allow additional time to determine whether an application is complete. Allow cities and larger specialized municipalities to set their own timelines by bylaw.
Land Use Policies: Should the Province continue to have land use policies that apply province-wide?	Any <i>MGA</i> land use policies currently in effect will cease to apply, and any land use policies created in the future under the <i>MGA</i> will not apply, in any region that adopts an <i>Alberta Land Stewardship Act (ALSA)</i> regional plan.	Continue to phase out current <i>MGA</i> land-use policies as new <i>ALSA</i> regional plans come into force. Authorize the Minister to establish new land use policies for municipal planning matters that are not included in an <i>ALSA</i> regional plan.
FUNDING		
Economic Competitiveness (Linking Residential and Non-Residential Tax Rates): Should a maximum ratio between residential and non-residential property tax rates be legislated?	Municipalities are free to set non-residential and residential tax rates independent of one another.	Establish a maximum ratio of 5:1 between non-residential and residential municipal property tax rates. Municipalities with ratios beyond 5:1 will be grandfathered, but will only be allowed to increase any tax rates above the ratio if they increase their tax rates below the ratio by the same percentage.
Economic Competitiveness (Splitting the non-residential property classes): Should municipalities be permitted to establish and set different property tax rates for sub-classes of non- residential property?	Municipalities do not have the authority to split the improved non- residential property assessment class into sub-classes in order to levy different tax rates against different types of improved non- residential property.	Allow the non-residential property class to be split into subclasses and taxed at different rates as defined in regulation. These tax rates will be subject to the maximum ratio limitations on all tax rates.

Policy Issue	Current	Proposed
<p>Streamlined Industrial Assessment (Centralization): Should all industrial property be centrally assessed?</p>	<p>The application of definitions and valuation methodologies are varied due to the complex nature of regulated industrial properties. Assessment of these properties is currently separated between municipalities and the province.</p>	<p>Centralize all industrial property assessment within Municipal Affairs. Recover costs associated with centralized assessment from industrial property owners. Assign jurisdiction for appeals related to industrial property to the MGB.</p>
<p>Fairness for Urban Farms (Assessment of Farm Buildings): How should farm buildings be assessed?</p>	<p>In rural municipalities, farm buildings are fully exempt from assessment, while in urban municipalities they are assessed at 50 per cent of their market value for agricultural use.</p>	<p>Exempt all farm buildings, in both rural and urban municipalities, from assessment.</p>
<p>Funding New Developments (Offsite Levies): What municipal purposes and infrastructure should offsite levies be collected and used for? How should offsite levies be calculated?</p>	<p>Offsite levies can be used for sanitary sewer, storm sewer, roads, and water infrastructure in new developments.</p>	<p>Expand the scope of off-site levies to include land and buildings for community recreation facilities, fire halls, police stations and libraries where at least 30 per cent of the benefit of the facility accrues to the new development. Where this threshold is met, developers would contribute according to the proportional benefit.</p>
<p>Linear Assessment and Taxation: Should there be changes to the collection of municipal property tax revenue from linear properties?</p>	<p>Tax revenues from linear assessment flow to the municipality in which the property is located.</p>	<p>Linear taxes will continue to be collected by and accrue to the municipality in which the property is located. Requirements for intermunicipal collaborative frameworks will ensure appropriate regional planning, services, and funding of those services.</p>
<p>Assessment of Farmland Intended for Development: How should farm land intended for development be assessed and taxed?</p>	<p>Farm land is assessed and taxed annually at its agricultural use value until the year in which it is converted to a non-farm use.</p>	<p>Farm land will be assessed at market value once the land is no longer used for farming operations. The definition of farming operations will be updated through regulation to include the triggers that indicate when land is no longer farmed.</p>

MGA Policy Issues Overview

Policy Issue	Current	Proposed
<p>Access to Assessment Information for Assessors and Property Owners: What information sharing should be required of assessors and property owners, and how might shared information be used by the recipient?</p>	<p>The <i>MGA</i> outlines requirements for sharing of assessment information, but stakeholders have indicated that the <i>MGA</i> provisions are not sufficiently clear in some cases.</p>	<p>Clarify the information requirements for both assessors and property owners without increasing scope, by enhancing regulation-making authority and providing detailed direction in a best practices guide.</p>
<p>Assessment Complaints: How should complaint timelines, awarding of costs, assessment complaint corrections, agent authorization and judicial appeal be treated?</p>	<p>Local Assessment Review Boards hear business tax and business improvement area levy complaints. The assessor may not make corrections to an assessment under complaint. An assessed person must seek leave to appeal, and then an appeal must proceed before the case can be judicially reviewed.</p>	<p>Composite Assessment Review Boards hear business tax and business improvement area levy complaints. The assessor may make corrections to an assessment that is under complaint without assessment review board ratification or withdrawal of the complaint. ARB decisions may be appealed at Court of Queen's Bench by judicial review only.</p>
<p>Municipal Taxation Powers: Should municipalities be granted authority to levy new and broader types of taxes?</p>	<p>Municipal taxation powers are: property tax, business tax, special tax, well drilling equipment tax, business revitalization zone tax, local improvement tax, as well as fees and levies. The sharing of provincial revenues with municipalities is non-legislated, and is administered through the grants model.</p>	<p>No legislative change.</p>

Impact Analysis of MGA Amendments

This analysis reflects AUMA’s preliminary understanding of the May 31, 2016 MGA amendments, based on a briefing from Municipal Affairs. AUMA is currently reviewing the actual legislation and may have additional information or changes to provide at a later date. The policy impacts are numbered for ease of reference in the event that members wish to contact AUMA with questions. The numbering is not a reflection of priority, importance or impact.

#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
Governance				
1	Provincial-Municipal Relationship (Preamble)	<p>There is no preamble in the MGA.</p> <p>The partnership between the province and municipalities is implied but not explicitly mentioned in the MGA or other legislation.</p> <p>Roles and responsibilities are not legislated.</p>	<p>A preamble will be introduced that describes the role of municipalities in relation to the province.</p> <ul style="list-style-type: none"> The new preamble recognizes: <ul style="list-style-type: none"> that councils are democratically elected, and have important responsibilities and accountabilities to their residents; that municipalities have an important role in the province’s success; the importance of the province and municipalities collaborating and working together; and that municipalities have different interests and capacities that require flexible approaches. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> While the inclusion of this information responds to AUMA’s call for a relationship to be explicitly stated in the Act, it does not have any real impact and falls short of our request to require the province to undertake mandatory engagement with municipalities on matters than affect them. <p><u>Key Messages and Questions:</u></p> <p>It is difficult to be accountable for the planning and provision of infrastructure and services when we do not know what the province is considering in terms of its economic, social and environmental policies.</p> <p>Involving municipalities would allow the province to better appreciate the consequences of its policies on municipalities.</p> <p>As well, the lack of engagement creates inefficiencies and makes it challenging to provide services.</p> <ul style="list-style-type: none"> <i>Q: How will municipalities be engaged in decision-making if the legislation is silent on this?</i>

Impact Analysis of MGA Amendments

This analysis reflects AUMA’s preliminary understanding of the May 31, 2016 MGA amendments, based on a briefing from Municipal Affairs. AUMA is currently reviewing the actual legislation and may have additional information or changes to provide at a later date. The policy impacts are numbered for ease of reference in the event that members wish to contact AUMA with questions. The numbering is not a reflection of priority, importance or impact.

#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
2	Provincial Oversight via Ombudsman	Enforcement is at the local level, through the courts, or in some circumstances, by the Minister.	<p>The Alberta Ombudsman will be expanded to include municipalities and to respond to complaints about municipalities.</p> <ul style="list-style-type: none"> The Ombudsman will receive complaints to assess if municipal actions and decisions are fair and consistent with relevant legislation, policies and procedures (e.g. MGA, their own bylaws or policies). Existing safeguards (e.g. municipal inspections) will remain in place to address larger concerns regarding municipal governance and operations. The Ombudsman’s role will <u>not</u> include: <ul style="list-style-type: none"> reviewing the quality or outcome of decisions made by council; council disputes; or oversight for local codes of conduct. (Processes for enforcement and sanctions for codes of conduct will be done at the local level and set out in the Code of Conduct Regulation.) If aligned with the present scope of the Alberta Ombudsman, the Ombudsman will likely have the power to recommend corrective actions to a municipality to “right the wrong”. If the issue is unresolved, the Ombudsman could have the power to present the issue to the Lieutenant Governor in Council and ultimately to the Legislative Assembly of Alberta. The Ombudsman may also make a public report on any matter he or she considers in the public interest. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities may have to respond to issues raised by the Ombudsman. <p><u>Key Messages and Questions:</u></p> <p>We understand that the intention is for the Ombudsman to review administrative fairness only. Their role is not to look at the quality of a council decision. However, this may be challenging for the public to differentiate.</p> <ul style="list-style-type: none"> <i>Q: How will the Ombudsman screen complaints about municipal decisions that come forward under the banner of administrative fairness but that may have more to do with concerns about the council decision itself?</i>

Impact Analysis of MGA Amendments

This analysis reflects AUMA's preliminary understanding of the May 31, 2016 MGA amendments, based on a briefing from Municipal Affairs. AUMA is currently reviewing the actual legislation and may have additional information or changes to provide at a later date. The policy impacts are numbered for ease of reference in the event that members wish to contact AUMA with questions. The numbering is not a reflection of priority, importance or impact.

#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
3	Municipally Controlled Corporations	Municipalities require the approval of the Minister of Municipal Affairs in order to establish a municipally controlled for-profit corporation	<p>Municipalities will be allowed to establish municipally controlled for-profit corporations without specific permission. Requirements regarding the allowable scope of these corporations and the transparency of their formation and operation will be legislated.</p> <ul style="list-style-type: none"> • New procedural and consultative requirements will be developed through regulations regarding transparency and accountability. • The regulations will include provisions about review of corporation proposals and public input before final decisions are made. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • Municipalities will have greater flexibility around controlled corporations, but with increased transparency and accountability requirements. <p><u>Key Messages and Questions:</u></p> <p>The streamlined process for creating municipally controlled corporations is beneficial as it enables greater flexibility and less onerous requirements for the creation and acquisition of for-profit corporations.</p> <ul style="list-style-type: none"> • <i>Q: Is this an approach that the province will also consider for Regional Services Commissions?</i>

Impact Analysis of MGA Amendments

This analysis reflects AUMA’s preliminary understanding of the May 31, 2016 MGA amendments, based on a briefing from Municipal Affairs. AUMA is currently reviewing the actual legislation and may have additional information or changes to provide at a later date. The policy impacts are numbered for ease of reference in the event that members wish to contact AUMA with questions. The numbering is not a reflection of priority, importance or impact.

#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
4	Elected Official Training	The MGA does not require council or administration orientation and training.	<p>Municipalities will be required to offer orientation training to elected officials following each municipal election and by-election.</p> <ul style="list-style-type: none"> This provision allows for the content and delivery of the training to be defined at the local level. The legislation will require municipalities to offer the training, but will not require that councillors (whether newly elected or returning) actually <u>take</u> the training. Requirements for councillors to undergo the training could be locally required through locally-developed codes of conduct. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will be required to offer training to elected officials but will be able to determine what is included and how it is delivered. <p><u>Key Messages and Questions:</u></p> <p>We are pleased with provisions to require the offering of training; however, these new accountabilities will require appropriate resources to support them. It will be important to understand how the province will ensure the appropriate support is in place to help municipalities successfully implement the new measures.</p> <ul style="list-style-type: none"> <i>Q: Will Municipal Affairs be helping municipalities to develop content or will it be up to each municipality to determine what is needed?</i>

Impact Analysis of MGA Amendments

This analysis reflects AUMA’s preliminary understanding of the May 31, 2016 MGA amendments, based on a briefing from Municipal Affairs. AUMA is currently reviewing the actual legislation and may have additional information or changes to provide at a later date. The policy impacts are numbered for ease of reference in the event that members wish to contact AUMA with questions. The numbering is not a reflection of priority, importance or impact.

#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
5	Impartiality of Appeal Boards	Municipal councillors and public members sit on municipal appeal boards. Councillors may not form the majority of a Subdivision and Development Appeal Board. The Chair of the Municipal Government Board (MGB) is the Deputy Minister or designate.	<p>Municipal councillors will be prohibited from forming the majority of any MGA-referenced municipal appeal board or individual hearing panel.</p> <p>The chair of the MGB will be appointed by Cabinet and will report directly to the Minister of Municipal Affairs.</p> <ul style="list-style-type: none"> This policy decision disallows municipal councillors and public members from forming the majority of members on hearing panels (e.g. Subdivision and Development Appeal Board and Assessment Appeal Boards.). An exception to the maximum proportion of councillors on appeal boards will be made where there is a formally established regional appeal board. Where there is a regional appeal board, there will be a limit of only one councillor per municipality on the appeal board. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will need to evaluate the composition of hearing panels so that a majority of members are not municipally elected. Municipalities may also choose to work with other municipalities through a regional appeal panel. <p><u>Key Messages and Questions:</u></p> <p>Improving the impartiality of appeal boards is a positive goal. However, a couple of questions arise:</p> <ul style="list-style-type: none"> <i>Q: How will the SDAB’s accountabilities within a given municipality interact with the new ICF to ensure appropriate development on that municipality’s boundaries?</i> <i>Q: How will these new requirements impact municipalities that already have recruitment challenges for their boards?</i>

Impact Analysis of MGA Amendments

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6	Municipal Sustainability and Viability	The Municipal Sustainability Strategy focuses on providing capacity building support to municipalities, and on a more proactive and inclusive viability review process to assist municipalities in assessing and making choices about their long-term future sustainability.	<p>No new legislative changes.</p> <ul style="list-style-type: none"> No changes were made to provision of statutory grants or provincial revenue sharing. Since Bill 20’s release in 2015, no further provisions have been made to municipal amalgamations or annexations. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Grants continue to be unpredictable from year to year, and no further taxation tools will be available. Non-contiguous amalgamations will only be allowed for summer villages that share a lake boundary. <p><u>Key Messages and Questions:</u></p> <p>Additional changes are required that go beyond the scope of Bill 20.</p> <p>A lack of legislated certainty for municipal funding has implications ranging from challenges in providing services, to the inability to budget for infrastructure, which creates asset management issues. It will be important to understand how new expectations around regional cost-sharing and new levy powers can mitigate the uncertainty around revenues and help municipalities deliver the complete communities their citizens expect.</p> <p>Once the development of the amalgamation regulation is underway, further changes will be required to allow non-contiguous amalgamations, a public input process that does not require a plebiscite, and an expedited process for jointly-initiated amalgamations.</p>

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
7	Growth Management Boards	The Capital Region Board is the only mandatory growth management board under the MGA. The Calgary Regional Partnership is a voluntary organization that has prepared and adopted the Calgary Metropolitan Plan on a voluntary basis, but the plan only applies to participating municipalities.	<p>Growth Management Boards for the Edmonton and Calgary regions will be required, with an expanded mandate to address land use planning, and the planning, delivery, and funding of regional services.</p> <ul style="list-style-type: none"> Other areas outside of the Capital Region Board (CRB) and Calgary Regional Partnership (CRP) will be enabled to come together with voluntary growth management boards, under approval from the Lieutenant Governor in Council. The regulations will provide more details as to who will be on the Boards, and what services will be included (i.e. the scope of the mandate). Growth management boards will need to develop their own dispute resolution process. Areas within a growth management board will not need to complete an Intermunicipal Collaboration Framework (see issue #8 below). 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities within both the CRB and CRP will have additional rules, including who will be on the Boards, as well as the services that must be included such as land use planning, and the delivery and funding of regional services. <p><u>Key Messages and Questions:</u></p> <p>It is possible that additional growth management boards could arise, depending on the requirements of Intermunicipal Collaboration Frameworks (ICFs).</p> <ul style="list-style-type: none"> <i>Q: What services will be included in growth management boards as compared to within regional ICFs? How will the dispute resolution processes compare?</i> <i>Q: What resources will be provided to assist other regions in developing new growth management boards?</i>

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8	Intermunicipal Collaboration	Cooperation between neighbouring municipalities is voluntary, with substantial variation across the province.	<p>The duty of a councillor has been expanded to include working collaboratively with other municipalities.</p> <p>Mandatory intermunicipal mechanisms will be implemented for regional land-use planning needs, and for the planning, delivery, and funding of regional services.</p> <p>All municipalities outside of the growth management board areas must adopt an Intermunicipal Collaboration Framework (ICF) within 3 years. The ICF will include an IDP with all municipalities with which they share a boundary. These frameworks can be individual agreements or regional agreements.</p> <ul style="list-style-type: none"> The new ICF must be completed within three years from when the bill comes into force. This translates to a requirement to submit the ICF within two years, and if an ICF cannot be agreed to by then, another year will be allowed for resolution through third party arbitration (with an option to use mediation). The ICF must be completed by the end of year three. The arbitrator can be chosen by municipalities, or if they cannot agree, the Minister will appoint one. The arbitration costs must be paid by the municipalities. There will be a requirement to review the ICF every five years. There must be a clause in the ICF that sets out the dispute resolution process for issues that arise within the life of the agreement. This process will be up to municipalities to agree upon and will not be prescribed by the province. If one party wants to terminate or if there is a problem at time of five year review and renewal, it will go to third party arbitration. As part of hierarchy of plans, the ICF will be referring to IDPs (i.e. there will not be a new type of plan created.) ICFs will only need to be created between municipalities that share boundaries. ICFs will not be required for non-adjacent municipalities that share services. The ICF will not apply to First Nations’ lands. The ability to develop agreements will be provided, but it will not be a requirement. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> By 2019, every municipality must develop an ICF. ICFs could include cost-sharing for a wide range of services – including as a means of equitably distributing the costs of policing – and land use planning. <p><u>Key Messages and Questions:</u></p> <p>We are pleased that the act includes mandatory intermunicipal agreements. Cost-sharing between neighbours for shared services is an important step to enabling better outcomes for Alberta communities. As this approach only contemplates agreements between neighbouring municipalities, it excludes those municipalities that share services but do not directly share a boundary.</p> <ul style="list-style-type: none"> <i>Q: In order for this to be successful, how will municipalities account for shared services from those municipalities that are not direct neighbours?</i> <p>Any new accountabilities will require appropriate resources to support them. It will be important to understand how the province will ensure appropriate supports are in place to help municipalities successfully implement the new measures.</p> <ul style="list-style-type: none"> <i>Q: How will the province help municipalities with transitioning to the new ICFs?</i>

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Planning				
9	Affordable Housing (Inclusionary Zoning)	The legislation is silent on affordable housing initiatives and provides municipalities with limited powers to require affordable housing.	<p>The new legislation will enable inclusionary zoning as an optional matter within municipal land use bylaws.</p> <ul style="list-style-type: none"> • Inclusionary zoning will help to facilitate development of affordable housing. • Municipalities will be allowed to implement inclusionary zoning at the time of subdivision or development permits application stage. • Offsets to developers will be required to help reduce the impact on builders and on housing prices. • Inclusionary zoning will not impact the 10% municipal reserve. • There will be a linkage between inclusionary zoning and the growth management boards, as affordable housing will be considered a regional service. For municipalities outside of growth management boards, affordable housing may also fit within the scope of intermunicipal collaboration frameworks. • Details regarding the offsets will be developed in the regulations. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • Municipalities will be able to use inclusionary zoning at the time of subdivision or development permits application stage. • Offsets will need to be paid to developers to reduce the impact. <p><u>Key Messages and Questions:</u></p> <ul style="list-style-type: none"> • The clear ability to mandate inclusionary zoning is consistent with AUMA's interests. However, it will be crucial to have a better understanding, through the regulatory review, of how the required offsets for developers will be determined so that the possible benefits derived from this tool can better enable the provision of affordable housing in our communities. <i>Q: How will the province contribute to ensuring that municipalities have the resources to utilize inclusionary zoning?</i> • <i>Q: How will the offsets be calculated, and will municipalities and developers know what the offset will be before they begin the inclusionary zoning process?</i> • <i>Q: How will the offsets be calculated or determined, and who will resolve any disputes regarding the offsets?</i>

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
10	Municipal Development Plans	Municipal Development Plans (MDPs) are mandatory for municipalities with a population threshold of 3,500 or greater.	<p>All municipalities, regardless of population size, will be required to create an MDP.</p> <ul style="list-style-type: none"> Municipalities will be given three years from when the bill comes into force to have an MDP in place. There will be no change in content for current MDPs. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> All municipalities will need an MDP by 2020. <p><u>Key Messages and Questions:</u></p> <p>Roughly 200 municipalities will be developing their first MDP in the next three years. In some of these municipalities, there could be some resourcing and capacity constraints in developing the new plans.</p> <p>Any new accountabilities such as these will require appropriate resources to support them. It will be important to understand how the province will ensure the appropriate support is in place to help municipalities successfully implement the new measures.</p> <ul style="list-style-type: none"> <i>Q: What resources will be provided to help those municipalities that presently do not have MDPs to develop these plans?</i>

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11	Incenting Brownfield Development (Tax Tools)	Municipalities confirm annually any cancelation, deferral or reduction to the municipal taxes of a property through the annual passing of their property tax bylaw.	<p>Municipal councils will be allowed to provide conditional multi-year property tax cancellations, deferrals, or reductions for multiple years to identify and promote redevelopment of brownfield properties.</p> <ul style="list-style-type: none"> This provision will allow municipalities to encourage redevelopment by providing property tax cancellations, deferrals or reductions for multiple years for brownfield redevelopment. It is still unclear if and how the provincial government will provide compensation to municipalities for the foregone property tax revenue from the brownfield sites. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will be able to provide property tax cancellations, deferrals or reductions for multiple years for brownfield redevelopment. <p><u>Key Messages and Questions:</u></p> <p>Tax incentives are an important tool in creating solutions for brownfield issues.</p> <ul style="list-style-type: none"> <i>Q: Is there any intention of using a provincial fund to help support this important policy initiative?</i>

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12	Conservation Reserve and Environmental Reserve	The MGA identifies lands to consider for Environmental Reserve (ER) to prevent pollution and/or provide public access to water. In practice, Environmental Reserve is typically used for land that is not suitable for development.	<p>Definitions and purpose of Environmental Reserve (ER) land will be clarified that it is intended for land unsuitable for development. Municipalities will be enabled to have flexibility to determine ER earlier in the planning process.</p> <p>Municipalities will be able to require dedication of land under a new type of reserve, "conservation reserve", to protect environmentally significant features and conservation interests, provided that municipalities provide appropriate compensation to the landowner.</p> <ul style="list-style-type: none"> • Conservation Reserves will provide municipalities with broader authority to protect nature through the land development process, and will allow for municipalities to be responsible environmental stewards and effectively protect other sensitive or high-value ecological areas from development (e.g. tree stands, wildlife habitat, and wetlands). • Conservation Reserves will be treated the same way as ER, in that it will be subtracted from the total land, before the formula for reserves is applied. • The legislation will be addressing issues relating to the definition of a "body of water". 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • Municipalities can dedicate land as a conservation reserve in order to protect environmental features. • Land that is dedicated as a conservation reserve will require that the municipality compensate the landowner. <p><u>Key Messages and Questions:</u></p> <p>Conservation reserves may be an effective tool for municipalities to protect nature. In order to be a successful tool, there will need to be a clear process for working with landowners.</p> <ul style="list-style-type: none"> • Q: How will compensation of landowners be determined? • Q: What dispute resolution will be in place for landowner and municipality disputes? • Q: What dispute resolution mechanism will be in place to resolve disagreements between the municipal planning authority and the developer with respect to the reserve boundaries?

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13	Transparency of Non-statutory Planning Documents	The MGA has no requirement that municipalities publish or identify how their non-statutory plans related to one-another.	<p>Municipalities will be required to increase transparency around planning documentation.</p> <ul style="list-style-type: none"> This provision includes the requirement for municipalities who adopt or utilize any non-statutory planning documents to list and publish all non-statutory planning documents and describe how they relate to one another and to the municipality’s statutory plans. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will need to take an inventory of all their plans (statutory and non-statutory), evaluate their inter-relationships, and make this inter-relationship public. <p><u>Key Messages and Questions:</u></p> <p>Any new accountabilities such as these will require appropriate resources to support them. It will be important to understand how the province will ensure the appropriate support is in place to help municipalities successfully implement the new measures.</p> <p>It is unclear the manner in which municipalities will be required to publish all non-statutory planning documents.</p> <ul style="list-style-type: none"> <i>Q: Will all municipalities be required to have websites in place to publish the documents, or will municipalities be able to customize approaches to local needs?</i>

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
14	Decision-Making Timelines for Development Permits	The MGA specifies the timelines for issuing decisions and lodging appeals for subdivision and development applications.	<p>Municipalities will be able to revise a development application to ensure all necessary documentation has been submitted, and for applicants to provide supplemental documents to complete an application.</p> <p>Cities or specialized municipalities will be able to create bylaws to set their own timelines for when an application must be complete, and when an application decision must be made.</p> <ul style="list-style-type: none"> This provision allows all municipalities to have an additional 20 days to determine completeness of subdivision and development applications. Existing decision-making timelines for most municipalities will be maintained; however, cities and specified specialized municipalities (those with large urban centres) will have the option to adopt their own decision timelines by way of bylaw. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will have additional time to ensure an application is complete before reviewing a development application and issuing a development permit. <p><u>Key Messages and Questions:</u></p> <p>An important component of land use planning is ensuring that applications are complete with all necessary documentation available to make an informed decision.</p> <p>More flexibility in ensuring documentation has been received and evaluating applications would help in dealing with backlogs due to a high number of applications.</p> <ul style="list-style-type: none"> <i>Q: Will municipalities have the flexibility to temporarily increase timeframes if they are experiencing a backlog of applications?</i>

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15	Land Use Policies	Any MGA land use policies currently in effect will cease to apply, and any land use policies created in the future under the MGA will not apply, in any region that adopts an Alberta Land Stewardship Act (ALSA) regional plan.	<p>Current MGA land use policies will continue to be phased out of force as new regional plans under the ALSA come into force. The MGA will be amended to provide the Minister with authority, through regulation, to create land use policies for municipal planning matters that are not included in a regional plan under the ALSA.</p> <ul style="list-style-type: none"> • This provision appears to be a continuation of existing provisions that were changed by ALSA. • Any regulation subsequently developed under the Minister’s new authority would be developed in consultation with stakeholders. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • No impact at this time. <p><u>Key Messages and Questions:</u></p> <p>We understand that any regulation developed under this authority would be made in consultation with stakeholders.</p> <ul style="list-style-type: none"> • <i>Q: What types of land use policies are being considered under this plan, and how will the Minister incorporate the new Intermunicipal Collaboration Frameworks into any land use policies?</i>

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Assessment and Taxation				
16	Linking Residential and Non-residential tax rates	Municipalities are free to set non-residential and residential tax rates independent of one another.	<p>The MGA will be amended to establish a ratio of 5:1 between residential and non-residential property tax rates. Municipalities with ratios that exceed the 5:1 maximum ratio will be grandfathered, but will only be allowed to increase any tax rates above the ratio if they increase their tax rates below the ratio by the same percentage.</p> <ul style="list-style-type: none"> The grandfathering provisions for those municipalities that exceed the maximum ratios will not expire. This could create an imbalance between municipalities and a disincentive for those municipalities that exceed the 5:1 maximum to reduce their ratio. Last year, less than 20 Alberta municipalities had a ratio that exceeded the 5:1 maximum, and most of these municipalities are rural. Specialized municipalities will also need to apply the 5:1 maximum ratio, where the highest and lowest rates will be considered together (not as separate urban and rural ratios). 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Going forward, municipalities will be limited in the differentials between their residential and non-residential tax rates. The highest non-residential tax rate will not be allowed to be more than five times higher than the lowest tax rate. Most municipalities will not be directly impacted by this change. Municipalities that have an existing rate that is more than 5:1 will be grandfathered in. <p><u>Key Messages and Questions:</u></p> <p>The grandfathering of link rates could create an imbalance between municipalities in terms of their overall fiscal capacity and ability to generate revenue from non-residential property tax.</p> <ul style="list-style-type: none"> <i>Q: Will the province look at transitioning out the grandfathering clause in the future?</i>

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17	Splitting the non-residential property classes	Municipalities do not have the authority to split the improved non-residential property assessment class into sub-classes in order to levy different tax rates against different types of improved non-residential property.	<p>The MGA will allow the non-residential class to be split into subclasses and taxed at different rates as defined in the regulation. These tax rates must comply with the maximum link of 5:1 (i.e. the highest non-residential rate cannot be more than 5:1 of lowest tax rate.)</p> <ul style="list-style-type: none"> This provision will allow municipalities to split non-residential property into assessment and taxation sub-classes other than “vacant” or “improved”. Some types of non-residential property exert higher costs on municipalities, so having separate assessment and taxation subclasses will allow municipalities to recoup these costs. Categories for sub-classing will be done in regulation. There is currently no direction on the types of classes, or how many classes will be included. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will be allowed to split the non-residential class into subclasses. This may allow for different rates for small businesses compared to large industrial commercial. <p><u>Key Messages and Questions:</u></p> <p>Providing the ability for municipalities to split the non-residential tax rate will be beneficial for municipalities. Creating subclasses will enable municipalities to incent beneficial development by creating lower subclasses for development they want to attract.</p> <ul style="list-style-type: none"> <i>Q: As each municipality has unique needs and local economic development priorities, will the province provide the authority for municipalities to determine their own sub-classes?</i>

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18	Centralization of Industrial Assessment	The application of definitions and valuation methodologies are varied due to the complex nature of regulated industrial properties. Assessment of these properties is currently separated between municipalities and the province.	<p>Assessment of all designated industrial property will be centralized within Municipal Affairs. Costs associated with the centralized assessment of industrial property will be recovered from designated industrial property owners.</p> <p>Supplementary assessment on linear properties will be allowed and a standard assessment condition date of October 21 annually will be established for designated industrial properties.</p> <ul style="list-style-type: none"> Designated industrial property will include linear properties, railway, electric power generation, and major plants (including lands, building and structures, and machinery and equipment (M&E) relating to major plants). It will not include light industrial warehouses or facilities that could be converted to another application. The province will allow municipalities three years to make the transition. Staffing will be an implication as municipalities may no longer hire their own industrial assessors. All appeals related to designated-industrial property will be heard by the Municipal Government Board. Also of note, there will not be any changes to make M&E and linear property more consistent. (In other words, there is no change to M&E’s accelerated depreciation, exemption from paying education property tax, or the reduced statutory level of 77 per cent assessment). 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> By 2020, assessment for designated industrial properties will be done by Alberta Municipal Affairs. Assessment for other types of light industrial properties will remain the responsibility of the municipality. <p><u>Key Messages and Questions:</u></p> <p>The centralization of industrial assessment within Municipal Affairs provides additional consistency. However, it also means that the same body will develop policies and implement them. This has the potential to allow special interest groups to lobby the government for changes that could impact assessments.</p> <ul style="list-style-type: none"> <i>Q: How will the province ensure that municipalities have appropriate oversight to ensure that the assessment policies and implementation are not influenced by property owners?</i> <p>Challenges with industrial assessments are also impacted by a lack of clarification in the current legislation, out of date guidelines (e.g., depreciation tables were developed 1984), and lack of on-going training for assessors.</p> <ul style="list-style-type: none"> <i>Q: How will the province ensure that a centralized authority addresses these concerns?</i>

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19	Assessment of Farm Buildings	In rural municipalities, farm buildings are fully exempt from assessment, while in urban municipalities, they are assessed at 50 per cent of their market value for agricultural use.	<p>All farm buildings will be exempt from assessment.</p> <ul style="list-style-type: none"> • This means that farm buildings in urban areas (e.g. greenhouses) will not be assessed or charged municipal property tax or education property tax. • Farm buildings include any improvement other than a residence that is used for farming operations (the raising, production and sale of agricultural products). • Further work is underway to determine how intensive agricultural operations may be taxed. • No changes to other farm exemptions are being contemplated. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • No farm buildings will be assessed or charged municipal property tax or education property tax, (regardless of whether in an urban or rural municipality). <p><u>Key Messages and Questions:</u></p> <p>Exempting farm buildings from assessment means that municipalities will not be compensated for the services that the operation utilizes (e.g. roads, sewer, water, etc.). This may create a disincentive for municipalities to zone land for agricultural uses.</p>

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
20	Offsite Levies	Offsite levies can be used for sanitary sewer, storm sewer, roads, and water infrastructure in new developments.	<p>The scope of offsite levies will be expanded to community recreation facilities, fire halls, police stations and libraries, where at least 30% of the benefit of the facility accrues to the new development in a defined benefitting area.</p> <p>Where this threshold is met, developers will contribute costs based on proportional benefit.</p> <p>A dispute resolution mechanism will be created and available to deal with any disputes around offsite levies.</p> <ul style="list-style-type: none"> This provision broadens the scope of offsite levies, but creates a threshold where 30% of the benefit of the facility must accrue to the new development in a defined benefitting area. The 30% clause only applies to the new services that have been added (recreation, fire, police and libraries). The 30% provision does not impact those areas covered within the existing scope of offsite levy services (i.e. no changes to offsite levies relating to water service, sanitary sewage, storm sewer drainage, or roads required for the subdivision or development). It is unclear how the “defined benefitting area” will be determined. Appeals of the overall bylaw must be made within a relatively short time period after bylaw is passed. Processes for appeals relating to a specific development, and methodology for the calculation of the 30% will be set out in the regulation, which will be developed in consultation with municipalities and other stakeholders. There are no new provisions for re-collecting levies following significant redevelopment or re-negotiating additional levies with developers. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will be able to charge offsite levies for some soft services, if at least 30% of the benefit of the facility accrues to the new development. <p><u>Key Messages and Questions:</u></p> <p>Broadening the scope of offsite levies is an important and positive step, and is aligned with AUMA’s advocacy positions. However, the 30% clause may make the new levies challenging to implement and could create a significant administrative burden to prove this threshold of benefit. Clear regulations will help ensure the potential benefits of a broadened scope can be realized.</p> <ul style="list-style-type: none"> <i>Q: How will municipalities be able to implement these offsite levies?</i> <p>Redevelopment levies are a critical element for municipalities. However, as most offsite levies can only be collected once, the costs of infrastructure upgrades often fall to the municipality.</p> <ul style="list-style-type: none"> <i>Q: In order to promote wise land use, will the province look at extending the provisions for redevelopment levies so that municipalities can renew their infrastructure and fund their growth within existing boundaries?</i>

Impact Analysis of MGA Amendments

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
21	Sharing of Linear Assessment and Taxation	Tax revenues from linear assessment flow to the municipalities in which the property is located.	<p>Linear taxes will continue to be collected and accrue to the municipality in which the property is located.</p> <ul style="list-style-type: none"> While linear taxes are not explicitly distributed, the intermunicipal collaboration frameworks, which are intended to ensure shared planning, service delivery and funding, will be an avenue to consider all revenue streams, including linear tax, that are needed to achieve regional outcomes. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will consider linear revenue in the development of Intermunicipal Collaborative Frameworks. <p><u>Key Messages and Questions:</u></p> <p>AUMA has been very vocal about the need to create a method to enhance equity in aligned costs of services and infrastructure with municipal revenues. The province has decided to maintain the current system of linear revenue collection; however, it will be important to consider all revenue streams, including linear tax, in order to ensure the intended outcomes of ICFs can be achieved.</p>

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
22	Assessment of Farmland Intended for Development	Farmland is assessed and taxed annually at its agricultural use value until the year in which it is converted to a non-farm use.	<p>Farm land will be assessed at market value, once the land is no longer used for farming operations.</p> <ul style="list-style-type: none"> The definition of farming operations will be updated through regulation to include the triggers that indicate when land is no longer farmed. The province has indicated that it does not want to create a disincentive for farming the land. Municipalities will be able to do supplementary assessment once triggers are hit. Triggers will be defined in the regulation and could include scraping top soil, zoning, etc. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities may benefit from being able to assess farmland at market value, once triggers are met and the land is no longer being used as farmland. <p><u>Key Messages and Questions:</u></p> <p>The challenge with having farmland within an urban municipality is that it is often being held speculatively, and not being utilized to its full value or even to its highest agricultural potential.</p> <p>This provision has the potential to curtail cases where developers are not truly farming the land, but benefitting from farm assessments.</p>

Impact Analysis of MGA Amendments

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
23	Access to Assessment Information for Assessors and Property Owners	The MGA outlines requirements for sharing of assessment information, but stakeholders have indicated that the MGA provisions are not sufficiently clear in some cases.	<p>The information-sharing requirements for both assessors and property owners will be clarified. This will be done without increasing scope, but instead by enhancing regulation making authority.</p> <ul style="list-style-type: none"> Assessors will be able to request information to fulfill their duties and responsibilities, and property owners will be able to request information sufficient to determine how their assessment was prepared. Assessment Review Boards will be able to go in-camera and seal evidence to protect confidentiality. There will be a “best practices guide” for property owners and assessors. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> Municipalities will be required to provide information to property owners about how their assessments were prepared. Municipal assessors will be able to request additional information from property owners. <p><u>Key Messages and Questions:</u></p> <p>Openness and transparency are core themes of an effective assessment and taxation system. That said, additional information requests from the public and businesses could increase the administrative burden on municipalities to provide information in a timely manner.</p> <ul style="list-style-type: none"> <i>Q. How will a balance be struck in the exchange of information to ensure both a transparent and efficient system?</i> <i>Q: Will the province provide flexibility in timing to ensure that administration of the assessment system is not unduly impacted?</i>

Impact Analysis of MGA Amendments

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
24	Assessment Complaints	<p>Local Assessment Review Boards hear business tax and business improvement area levy complaints.</p> <p>The assessor may not make corrections to an assessment under complaint. An assessed person must seek leave to appeal, and then an appeal must proceed before the case can be judicially reviewed.</p>	<p>Composite Assessment Review Boards will be able hear business tax complaints and business improvement area levy complaints.</p> <p>The assessor will be able to make corrections to an assessment that is under complaint without the Assessment Review Board’s ratification of withdrawal of the complaint.</p> <ul style="list-style-type: none"> • ARB decisions will be able to be appealed at the Court of Queen’s Bench by judicial review only, and it removes the step of Leave to Appeal. • There will be no changes in terms of reducing time periods for complaints. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> • Municipalities will be able to take tax and business improvement area levy complaints to Composite Assessment Review Boards. • Corrections can be made to an assessment under complaint. <p><u>Key Messages and Questions:</u></p> <p>This change increases the consistency, fairness, and accuracy of complaint appeals and allows costs to be awarded in these cases.</p> <p>Removing the step of leave to appeal could streamline complaint processes for municipalities.</p>

Impact Analysis of MGA Amendments

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#	Policy Issue	Existing MGA	Description of Changes Proposed through new Bill	Municipal Impacts and Discussion Points for Consultation Sessions
25	Municipal Taxation Powers	<p>Municipal taxation powers are: property tax, business tax, special tax, well-drilling equipment tax, business revitalization zone tax, local improvement tax, as well as fees and levies.</p> <p>The sharing of provincial revenues with municipalities is non-legislated, and is administered through the grants model.</p>	<p>No legislative change.</p> <ul style="list-style-type: none"> AUMA has advocated for changes to municipal taxation powers, including recommendations to: <ul style="list-style-type: none"> include core grants as statutory and indexed to increase financial certainty for municipalities; and provide municipalities a greater ability to set levies and taxes. 	<p><u>Municipal Impacts at a Glance:</u></p> <ul style="list-style-type: none"> A lack of new revenue streams will mean that municipalities will continue to be reliant on existing local revenues and unpredictable provincial grants. <p><u>Key Messages and Questions:</u></p> <p>A lack of legislated certainty for municipal funding has implications ranging from challenges in providing services, to the inability to budget for infrastructure, which creates asset management issues. It will be important to understand how new expectations around regional cost-sharing and new levy powers can mitigate the uncertainty around revenues and help municipalities deliver the complete communities their citizens expect.</p> <ul style="list-style-type: none"> <i>Q: Will the province revisit taxation powers through regional frameworks such as growth management boards and intermunicipal collaboration frameworks?</i>

Key Messages for Public Consultation on MGA Amendments

The following is a summary of MGA amendments. As Municipal Affairs has structured its consultation sessions to require attendees to provide input in the form of questions, we hope you will use these suggested questions to support our advocacy on required changes to the amendments.

Questions to Pose

Topic	Impact of MGA Amendments	Questions to Pose at Consultations
<p>Intermunicipal Collaboration Frameworks (ICF)</p>	<ul style="list-style-type: none"> • Municipalities must enter into mandatory intermunicipal agreements to plan, deliver and fund infrastructure and services that are located in one municipality and used by citizens and businesses in other municipalities. • An agreement is required between two neighboring municipalities or alternatively an agreement can be done at a regional level with multiple municipalities. <ul style="list-style-type: none"> ○ Participating municipalities do not have to have contiguous borders providing the agreement pertains to a regional infrastructure or service. ○ As Growth Management Boards are a form of an ICF, municipalities within those Boards do not need to do ICFs unless they are located on the fringe and have a neighboring municipality who is not included in the Board. • Intermunicipal agreements must be submitted within 2 years. <ul style="list-style-type: none"> ○ If an agreement cannot be reached, a third party arbitrator is selected by the municipalities or Minister. The costs of arbitration are paid by the municipalities. ○ Up to an additional year is allowed for arbitration so the agreement must be reached by 3 years. • An intermunicipal development plan (IDP) must be included in the agreement. <ul style="list-style-type: none"> ○ The amendment states that the IDP must be completed within 5 years. This appears to be an error since the IDP must be attached to the ICF agreement which is due in 3 years. • Intermunicipal agreements must be reviewed every five years. 	<ul style="list-style-type: none"> • How will you work with municipalities to set out the specifics of funding formulas? • Can you confirm our understanding from an earlier consultation session that the 5 year timeframe for an intermunicipal development plan was an oversight and will be changed to 3 years so it aligns with requirements to include it in the intermunicipal agreement?

<p>Municipal Development Plans</p>	<ul style="list-style-type: none"> • All municipalities will now be required to have a municipal development plan within 3 years. Currently it is only mandatory for municipalities with a population greater than 3,500. • As an intermunicipal development plan is required before a municipal development plan can be created, the 3 year timeframe is problematic. 	<ul style="list-style-type: none"> • If the intermunicipal development plan is due in 5 years (or 3 years if the province fixes the assumed error), how can the MDP be done at the same time? Will you consider changing the MDP timeline to be a year after the intermunicipal development plan? • What supports will be available to help municipalities who currently do not have a municipal development plan?
<p>Provincial-Municipal Relationship</p>	<ul style="list-style-type: none"> • The new preamble includes ideas about a partnership between the province and municipalities. However, it is not binding nor does it include mandatory consultation with municipalities when they are impacted by provincial decisions. 	<ul style="list-style-type: none"> • How can municipalities and the province be partners if there is no requirement to consult municipalities when the province makes decisions that impact us? <p>How can municipalities effectively carry out the planning and provision of infrastructure and services when we don't know what the province is considering in terms of its economic, social and environmental policies?</p> <p>Why have you excluded mandatory consultation from the amendments?</p>
<p>Core Municipal Funding</p>	<ul style="list-style-type: none"> • No change – grants will still be conditional and subject to unexpected change through the annual provincial budget and there is no sharing of provincial revenue. • We heard at the Lac La Biche consultation session that no additional tax or revenue powers were given because municipalities already have enough funding. As well the province said that the education property tax would remain in place so it could fund education. 	<ul style="list-style-type: none"> • Why did you ignore requests to change the funding model to make core grants statutory and indexed like federal grants? How can you expect municipalities to provide long term plans when the province can change funding each year? • Why are no additional revenue or tax powers added for municipalities who otherwise have no way of addressing

		<p>their growth pressures or special needs?</p> <ul style="list-style-type: none"> • Why is the province refusing to share provincial revenue with municipalities? • Given municipalities have a \$26 billion infrastructure deficit and budgets are constantly reducing like the removal of grants in lieu of taxes, how can municipalities be expected to carry out their core responsibilities without sufficient funding?
<p>Offsite Levies</p>	<ul style="list-style-type: none"> • Four additional categories of offsite levies have been added for optional use by municipalities – fire stations, police stations, libraries, and recreation facilities. The levy will be assessed based on the relationship of benefit to the new development in terms of the proportion to the total benefit area, with a minimum of 30 per cent that must accrue to the new development. • This 30 per cent does not apply to the existing levies. • There are no new provisions for re-collecting levies following significant redevelopment or re-negotiating levies with developers. 	<ul style="list-style-type: none"> • How did you determine the 30 per cent benefit threshold for the new categories of offsite levies? • How are you defining benefit areas? Will they encompass regional use? How will benefits be calculated given developments in small municipalities will likely never be able to hit that threshold based on population?
<p>Elected Officials Training</p>	<ul style="list-style-type: none"> • Municipalities must offer training to elected officials following a municipal election or by election. <ul style="list-style-type: none"> ○ Municipalities can determine the method of delivery and specific contents but must follow the scope set out in the amendments. It is expected that the Elected Officials Education Program that is operated by AUMA and AAMDC could be utilized. • The amendments do not require elected officials to take the training. <ul style="list-style-type: none"> ○ If municipalities choose, they could likely set out the requirement for mandatory completion of training in their code of conduct bylaws along with some sanctions if the training is not completed. However, this option will not be known with certainty until the province develops the regulation on code of conduct. 	<ul style="list-style-type: none"> • Why do the amendments require municipalities to provide training for elected officials if there is no requirement for elected officials to complete the training? • Will municipalities be able to use their code of conduct to outline requirements for mandatory completion of training by elected officials? • What are the consequences if elected officials do not take the training?

<p>Inclusionary Zoning</p>	<ul style="list-style-type: none"> • Municipalities can use inclusionary zoning if they wish. • Offsets to developers will be required to reduce the impact on builders and the housing market. <ul style="list-style-type: none"> ○ The process and expectations around these offsets will be set out in a regulation but could include density bonuses. • Using the inclusionary zoning tool will not impact the 10 per cent amount for municipal reserves. • There may be a linkage between inclusionary zoning and the growth management boards, as affordable housing will be considered a regional service. For other municipalities, affordable housing may fit within intermunicipal collaboration frameworks. 	<ul style="list-style-type: none"> • How do these changes ensure a shared responsibility for affordable housing so that municipalities don't bear all the costs?
<p>Reserves</p>	<ul style="list-style-type: none"> • Environmental reserves are defined as land unsuitable for development and municipalities can determine reserves earlier in the planning process. • Added conservation reserve that municipalities can use to protect nature and steward tree stands, wildlife habitat, and wetlands. <ul style="list-style-type: none"> ○ Municipalities are required to provide appropriate compensation to landowners (to be defined in regulation). ○ Conservation reserve will be treated the same way as environmental reserve with regard to municipal reserve calculations in that it will be subtracted from the total land before the formula for reserves is applied. • No changes to municipal reserves and school reserves – matter referred to Minister of Education. 	<ul style="list-style-type: none"> • How is the province intending to engage municipalities and school boards on developing solutions to current issues with school site reserves?
<p>Property Assessment and Taxation</p>	<ul style="list-style-type: none"> • 5 to 1 ratio between non-residential and residential rates. • Additional non-residential sub-classes (to be set out in regulation). • Centralized industrial assessment. <ul style="list-style-type: none"> ○ The definition of industrial property includes linear properties, railway, electric power generation, and major plants including lands, buildings and structures, and machinery and equipment relating to major plants. 	<ul style="list-style-type: none"> • How will municipalities that have a ratio greater than 5 to 1 between non-residential and residential properties be treated? • What kinds of additional non-residential property classifications are you considering? • How will you allow municipalities to



	<ul style="list-style-type: none"> ○ Light industrial warehouses or facilities that could be converted to another application will not be included. ○ The province will allow municipalities three years to make the transition. ● Removed leave to appeal process in an attempt to streamline the assessment appeal process – this could lead to thousands of assessment appeals for judicial review. 	<p>have input and oversight on the centralized assessment of industrial property?</p> <ul style="list-style-type: none"> ● How will the province address the new burden placed on municipalities and the Courts that could be created by removing the leave to appeal process?
Ombudsman	<ul style="list-style-type: none"> ● Alberta Ombudsman will receive and respond to complaints about administrative fairness in municipalities. ● The Ombudsman will assess if municipal actions and decisions are fair and consistent with relevant legislation, policies and procedures such as the MGA and local bylaws. ● The Ombudsman does not review the quality of decisions made by council, and current processes such as municipal inquiries and inspections will remain in place to address larger concerns about municipal governance and operations. ● The Ombudsman will not review council disputes, as this will be addressed separately through the codes of conduct bylaw. 	<ul style="list-style-type: none"> ● How will you ensure that the Ombudsman only reviews complaints about administrative fairness rather than the outcome of council decisions?
General	<ul style="list-style-type: none"> ● It is difficult to assess the impact of the amendments since the province advises that the details will be set out in regulation. ● It has been a year since the 2015 MGA amendments were approved and we still do not have the regulations for those (pertain to matters such as code of conduct, amalgamation, annexation, and 3 year operating and 5 year capital plans). ● As there are over 60 regulations that will be required to support these 2015 and 2016 amendments, it will be a significant undertaking to get them completed before the 2017 municipal election. ● Regulations do not require the same level of debate and are approved by the Minister. 	<ul style="list-style-type: none"> ● Why are so many details of the changes being left to regulations rather than embedded in the amendments? ● How do you expect that 60 regulations can be developed in consultation with municipalities in time for the 2017 municipal election?

By-Law Special Bulletin:

The *Municipal Government Act* and Bill 21

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By Sheila McNaughtan

Analysis of Significant Amendments Proposed to the *Municipal Government Act (MGA)*

- A preamble is to be added to the *MGA*. Preambles give context to the legislation and are used in interpreting the intent of the legislation. (Bill 21, ss. 2 - 3)
- The purpose of a municipality is amended to include working collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services. This reflects the nature of the other amendments proposed to the *MGA*. (Bill 21, s. 6; *MGA*; s. 3(d))
- The provisions with regard to municipalities controlling corporations, including for-profit corporations, no longer require the Minister's approval. Municipalities may own a controlling position. There are preconditions to municipalities controlling corporations and also reporting requirements. This should provide additional flexibility to municipalities. Regulations will be created to provide further detail. (Bill 21, s. 13; *MGA*, ss. 75.1 - 75.5)
- A duty has been added to those of Councillors set out in s. 153. This is to promote the integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities. (Bill 21, s. 15)
- A municipality must offer orientation training to each Councillor within 90 days after the Councillor has been elected. Specific topics must be addressed in that orientation. This may have a cost implication for some municipalities in terms of accessing that training. (Bill 21, s. 16; *MGA*, s. 201.1)
- The Minister may require a matter connected with the management, administration or operation of any municipality or any assessment prepared under Part 9 to be inspected if the Minister receives a sufficient petition. This is in addition to the existing authority to require it on the Minister's initiative or on request by the Council of the municipality. Clarity is provided as to what "administration or operation" of a municipality includes, specifically referring to the conduct of a Councillor or an employee or agent of the municipality or the conduct of a person who has an agreement with the municipality relating to the duties or obligations of the municipality for the person under the agreement. This expands the scope of matters which may be the subject of such an inspection. (Bill 21, s. 83; *MGA*, s. 571)
- The Minister may order an Inquiry on the Minister's initiative. It is no longer possible for a petition to be made or Council to request an Inquiry. The result of this is that when electors or Council wish the Minister to carry out some review, it will be necessary to request an inspection. (Bill 21, s. 84; *MGA*, s. 572)



Part 17: Planning and Development

By Kelsey Becker Brookes & Daina Young

Bill 21 will substantively amend and add to Part 17 (Planning and Development) of the *MGA*. Major amendments will include the requirement for municipalities outside of the Edmonton and Calgary regions to create Intermunicipal Collaboration Frameworks and Intermunicipal Development Plans, the requirement for all municipalities to adopt a Municipal Development Plan, clarification regarding the time to appeal a decision to a Subdivision and Development Appeal Board, expanded off-site levy provisions, the creation of a new category of reserve land, and various amendments regarding inclusionary housing.

Growth Management Boards (Bill 21, s. 219; *MGA*, Part 17.1)

- Growth Management Boards are mandatory for the Edmonton and Calgary regions but remain voluntary in other areas. The purpose of Growth Management Boards is to provide for integrated and strategic planning for further growth in municipalities. The Lieutenant Governor in Council must, by regulation, establish a Growth Management Board for the Edmonton and Calgary region and determine membership.
- The regulation must not only create these two Growth Management Boards, but also must require Growth Management Boards to prepare a growth plan, specify objectives of the growth plan, specify the contents of the growth plan, specify timelines to complete the growth plan, specify the form of the growth plan, specify the desired effect of the growth plan, specify regional services and funding of those services and specify a process for establishing and amending the growth plan.

Intermunicipal Collaboration Frameworks (Bill 21, s. 131; *MGA*, Part 17.2)

- Municipalities not mandated to be a part of a Growth Management Board are to develop an Intermunicipal Framework among two or more municipalities. The purpose of an Intermunicipal Framework is to provide integrated and strategic planning, delivery and funding

of intermunicipal services, steward scarce resources efficiently by providing local services and ensure municipalities contribute funding to services that benefit their residents.

- Municipalities with common boundaries must create an Intermunicipal Framework within two years of these sections coming into force. A municipality may be a party to more than one Intermunicipal Framework. The Minister may exempt a municipality by order.
- Intermunicipal Frameworks must include services provided by each municipality, services shared on an intermunicipal basis, services being provided by a third party, the best way to provide services, how intermunicipal services are delivered and funded, and how to implement services on an intermunicipal basis. An Intermunicipal Framework must address services related to transportation, water, wastewater, solid waste, emergency services, and recreation and cannot conflict with a growth plan. In addition, it must address conflicts and be reviewed every five years.
- For an Intermunicipal Framework to be complete, each participants' council must also adopt an Intermunicipal Plan or include an Intermunicipal Plan as an appendix to the framework.
- Where participant municipalities cannot agree on an Intermunicipal Framework or a replacement framework, the matter must be referred to an arbitrator, either chosen by the municipalities or appointed by the Minister.
- The Intermunicipal Framework provisions are aimed at increasing intermunicipal collaboration and cooperation, requiring municipalities to work together regarding service delivery and cost sharing. The goal is to better manage growth, coordinate service delivery and optimize resources for citizens. Regulations will provide additional support to the intermunicipal collaboration framework.

Intermunicipal Development Plans (Bill 21, s. 94; MGA, s. 631)

- Two or more municipalities that have common boundaries (but are not part of a Growth Management Board) will be required to adopt an intermunicipal development plan (IDP). The Minister may, by order, exempt one or more municipalities from the requirement to adopt an IDP.
- The scope of mandatory matters to be addressed in an IDP is expanded. An IDP must address the provision of transportation systems for the area, proposals for the financing and programming of intermunicipal infrastructure for the area, the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area, environmental matters within the area, and the provision of intermunicipal services and facilities.
- The requirement to adopt an IDP must be complied with within five years from the date Bill 21 comes into force. In the event that municipalities required to create an IDP are unable to agree on a plan, the arbitration provisions regarding Intermunicipal Collaboration Frameworks apply. It is unclear how the five year time frame will mesh with the two year timeframe for completion of Intermunicipal Collaboration Frameworks, which are not considered complete until the parties to the framework have adopted, or included as an appendix to the framework, an IDP.

Municipal Development Plans (Bill 21, s. 95; MGA, s. 632)

- Bill 21 will require all municipalities, not only those with populations of more than 3500, to adopt a municipal development plan (MDP). Municipalities without an MDP are required to adopt a plan within three years of the date Bill 21 comes into force.
- The new requirements regarding Intermunicipal Collaboration Frameworks, IDPs, and MDPs will involve a significant amount of work and require substantial resources.

Planning and Development Policies (Bill 21, s. 96; MGA, s. 638.2)

- Municipalities will be required to maintain a list of policies that may be considered in making decisions under Part 17 which have been approved by council or its delegate.
- The policies must be published on the municipality's website with a summary of how they relate to statutory plans and planning and development bylaws.

Development authorities and subdivision authorities may only have regard to a policy if it complies with the statutory requirements set out in this section.

Completeness of Applications for Subdivision Approval and Development Permits

- New provisions will require subdivision and development authorities to determine whether an application for subdivision approval or a development permit is complete, within twenty days of receipt of the application. The twenty day time period can be extended by an agreement in writing between the applicant and authority. If the authority does not make a determination within the twenty day time period the application is deemed complete. (Bill 21, ss. 105 and 122; MGA, ss. 653.1 and 683.1)
- If the authority determines that the application is incomplete, the authority must provide the applicant with a notice in accordance with the land use bylaw and provide the applicant with the opportunity to provide the outstanding information. If the additional information is not provided, the application is deemed refused and the authority must issue a notice in regarding the refusal and the reasons for it, which is subject to appeal to the SDAB. (Bill 21, ss. 105 and 122; MGA, ss. 653.1 and 683.1)
- Cities and specialized municipalities (prescribed by regulation) may, in their land use bylaw, provide alternative periods of time for development and subdivision authorities to review the completeness of, and make decisions on, applications. (Bill 21, s. 98; MGA, s. 640.1)

Subdivision and Development Appeal Boards (SDAB)

- The amendments provide clarification on when the fourteen day appeal period for an appeal to the SDAB commence; seven days from the date the order or decision or development permit was mailed. It is unclear how this provision will interact with land use bylaw provisions which require notice to be given by publication. (Bill 21, s. 125; MGA, s. 686(1.1))
- A new provision is added to the MGA which provides an express statutory immunity for members of an SDAB while acting in good faith in the exercise of their powers, duties and functions under Part 17 of the MGA, and confirms that members are not liable for costs relating to application for permission to appeal or appeals from SDAB decisions. (Bill 21, s. 93; MGA, s. 628.1)

Conservation and Environmental Reserve

- The subdivision authority will be authorized to, as a condition of subdivision approval, require the owner of land to provide land to the municipality as conservation reserve if the following requirements are met:
 - the land has environmentally significant features;
 - the land could not be required to be provided as environmental reserve;
 - the purpose of taking the land is to enable the municipality to protect and conserve the land; and
 - the taking is consistent with the municipality's MDP.

The municipality is required to pay the landowner compensation in an amount equal to the fair market value of the land at the time of the subdivision approval. Disagreements regarding compensation will be determined by the Land Compensation Board. (Bill 21, s. 113; *MGA*, s. 664.1)

- The purposes for which a subdivision authority may be required to provide land as environmental reserve (ER) will be amended the following:
 - to preserve the natural features of specified land;
 - to prevent pollution of the land or of the bed and shore of an adjacent water body or ensure public access to and beside the bed and shore;
 - to prevent development where the natural features of the land would;
 - to ensure public access to and beside the bed and shore; or
 - to prevent development of the land where, in the opinion present a significant risk of personal injury or property damage occurring during development or use of the land. (Bill 21, s. 112; *MGA*, s. 664(1.1))
- Municipalities and landowners will be authorized to enter into written agreements providing that the owner will not be required to provide ER, or specifying the boundaries of the ER to be provided, as a condition of subdivision approval. The subdivision authority cannot then require ER contrary to the agreement unless there is a "material change affecting the parcel of land" which occurred after the agreement was made. (Bill 21, s. 113; *MGA*, s. 664.1)

Off-Site Levies (Bill 21, ss. 101-102; *MGA*, s. 648)

- Currently off-site levies may be used to off-set the capital costs associated with the construction or expansion of water systems, sanitary sewer systems, storm sewers, and roads. Under Bill 21, off-site levies can also be used to pay for all or part of the cost of new or expanded community recreation facilities, fire hall facilities, police station facilities, and libraries. For these expanded purposes, at least 30% of the benefit of the project, as determined under the regulations, must be anticipated to benefit the future occupants of the land on which the off-site levy is being imposed.
- For these expanded purposes, persons on whom an off-site levy is imposed may appeal the levy imposed to the Municipal Government Board.
- While developers will continue to contribute based on their proportional benefit, with the balance funded through general revenue, these changes will allow municipalities to pass on to developers some of the capital costs associated with the increased demand for community facilities.

Inclusionary Housing

- The Lieutenant Governor in Council will be authorized to make regulations regarding the provision of inclusionary housing. (Bill 21, s. 128; *MGA*, s. 694(1)) Municipalities will be able to include standards and regulations for inclusionary housing, in accordance with the regulations, in their land use bylaws. (Bill 21, s. 97; *MGA*, s. 640(4))
- Subdivision and development authorities will be able to require an applicant, as a condition of approval, to provide for inclusionary housing in accordance with the land use bylaw and inclusionary housing regulations. (Bill 21, ss. 103 and 107; *MGA*, ss. 650(1) and 655(1))
- Subdivision and Development Appeal Board (SDAB) decisions will have to comply with the inclusionary housing provision of the land use bylaw and the inclusionary housing regulations. In addition to complying with the land use bylaw (subject to the variance power) and statutory plans when determining an appeal, SDAB must also comply with the inclusionary housing provisions in the land use bylaw and inclusionary housing regulations. Since the SDAB already has to comply with land use bylaw, subject to the variance power, it is not clear if the Board can use its variance power on the inclusionary housing provisions in the land use bylaw and inclusionary housing regulations. (Bill 21, s. 126; *MGA*, s. 687)



Assessment and Taxation Matters

By Carol Zukowski & Shauna Finlay

Bill 21 includes many changes to assessment and taxation matters. These changes will have a significant impact on how assessments are done and how the revenue required for municipal budgets may be raised through taxation. Therefore, all municipalities should review the proposed changes very carefully to consider how they will affect their own municipalities and financial administration so they can provide feedback to the Province on a timely basis. The principal changes are identified in summary form below.

Maximum 5:1 Ratio for Tax Rates

Bill 21 adds a new section to the *MGA* (s. 358.1) that will impose a maximum 5:1 tax rate ratio of non-residential tax rates to residential tax rates. This means the highest non-residential tax rate in a municipality must not be more than 5 times its lowest residential tax rate. There is however, a grandfathering clause.

Municipalities that, on the date the section comes into force, have ratios that exceed the 5:1 ratio are deemed "non-conforming" and may continue to be non-conforming with the following limitations:

- i. a non-conforming municipality cannot increase its ratio in any future years;
- ii. if it lowers its ratio in a future year, that becomes its new maximum ratio; and
- iii. if it subsequently has a tax rate ratio of 5:1, it loses its "non-conforming" status and must maintain a ratio at or below the 5:1 maximum.

Ability to Split the Non-Residential Tax Rates

Previously, it was not possible for municipalities to have differing tax rates for non-residential property except on the basis of whether it was vacant land or had buildings on it. It is now possible to have different sub-classes for non-residential property. This will increase the flexibility of municipalities to

set tax rates that reflect the development objectives of the municipality and require properties that use more municipal services and resources to pay a higher tax rate. It is currently unknown exactly what sub-classes will be authorized by the regulations. Therefore, if municipalities have views on what sub-classes should be included, feedback should be given to Municipal Affairs.

Creation of Designated Industrial Property and a Provincial Assessor

One of the most significant changes in Bill 21 involves the creation of designated industrial property which will be assessed by the provincial assessor. This will mean that property such as oil and gas facilities and forestry plants - which are presently assessed by the municipality - will now be assessed by the Province.

Designated industrial property will include:

- i. linear property;
- ii. facilities regulated by the Alberta Energy Regulator, the Alberta Utilities Commission or the National Energy Board; and
- iii. property designated as a major plant by the regulations; and
- iv. any other property designated by the regulations.

In this area, the Bill 21 provides that many of the substantive details are to be established in the regulations. The substantive details would include new definitions for linear property, the listing of the major plants, and the valuation standards for designated industrial property. The valuation standard means the way in which this new property is to be valued (market value or something else). The regulation in which many of these substantive details may be included is the *Matters Relating to Assessment and Taxation Regulation (MRAT)*. Consultation is currently ongoing for *MRAT*. We strongly urge municipalities to discuss the issues to be

determined in *MRAT* with their assessor, and with either The Alberta Urban Municipalities Association (AUMA) or The Alberta Association of Municipal Districts & Counties (AAMD&C).

Complaints for designated industrial property will be heard by the Municipal Government Board, and the municipality is one of the parties who can file a complaint against a designated industrial property that forms part of their tax base. The large plants and some linear property are currently valued based on the cost to construct the property, less certain costs which are excluded under the legislation. Currently the property owner reports that information to the municipal assessor. Under the structure proposed by Bill 21 that information would be provided to the provincial assessor. Bill 21 does not provide a mechanism for the municipality to obtain the cost information or to understand the assessment decisions made by the provincial assessor. Machinery and equipment and linear property (now to be called "designated industrial property") are a significant portion of the tax base for many municipalities. We anticipate the need for municipalities to retain an assessor experienced in industrial assessment to review the assessments prepared by the province on behalf of municipalities.

Creation of a Chair for the Local Assessment Review Boards and the Composite Area Review Boards

Bill 21 introduces a requirement for all municipal councils to:

- i. create local assessment and composite assessment review boards (LARBs and CARBs);
- ii. designate members of those boards; and
- iii. designate a chair of each of those boards.

The role of the chair of these boards will be to put together panels of each of those boards where there are complaints relating to assessments, tax or assessment exemptions, or business or improvement taxes. The chair will be responsible for ensuring that the panels convened meet the new requirements contained in Bill 21 that only one municipal councillor from the local municipality may be appointed to a three person panel (i.e. so they cannot form a majority) or two municipal councillors may be appointed if they are from municipalities other than the municipality in which the property in issue is located.

Councillors cannot be the Majority on a LARB / CARB / SDAB

As discussed above, Bill 21 prohibits local councillors from forming the majority of panels for SDAB, LARB or CARB hearings by limiting the number of local councillors that can sit on panels (only one). Councillors from other municipalities are permitted to make up the majority of such panels. Municipalities that have difficulties finding enough qualified members to appoint to these boards may find this change increases those difficulties.

Linear Taxes Not Shared – But May be Discussed Where Creation of Intermunicipal Collaborative Frameworks

Linear taxes will continue to be allocated to the municipality in which the linear property is located. While it has been suggested that in the intermunicipal collaboration framework that is proposed, funding for shared initiatives may include a discussion regarding the sharing of linear taxes, there is no legislated change that would require this in Bill 21.

Assessor's Ability to Request Information

Bill 21 makes a change to s. 295(1) and expands the type of information that an assessor can request from a property owner. However, the type of information is not specified and Bill 21 indicates that the information will be set out in the regulations. This is another reason why we encourage municipalities to become involved in the regulation review.

The proposed s. 295(1) has the word 'and' between the subsections, and it appears that a property owner would have to fail to supply the information in both subsections before their complaint could be dismissed by the board. A positive addition in Bill 21 is the addition of a reference to s. 295 under s. 296 which would allow the municipality to make a court application to obtain documents requested under s. 295.

Property Owner's Right to Request Information about How the Assessment is Prepared

Bill 21 makes a good amendment to s. 299 by stating that the information to be provided is limited to information in the assessor's possession at the time the information is prepared. The detail of the type of information to be provided is also to be set out in the regulations (likely *MRAT*).

Municipalities may wish to consider whether s. 299.1 (access to provincial assessment record) should be amended further to allow a municipality to make a request under this section.

Municipality Can Amend the Assessment Even if a Complaint Filed

Bill 21 would amend s. 305 of the *MGA* to allow municipalities to correct and amend an assessment and issue a reassessment even if the property assessment is under complaint. This allows municipalities more autonomy to correct and revise assessments without having to go before the applicable assessment review board to make the change. However, the proposed amendment does not address the finding of the Court of Appeal in the *Capilano Mall v. City of Edmonton* decision that s. 305 can only be used by the assessor to correct a technical error or a typo. If the intent of the proposed amendment was to allow the assessor to exercise professional judgement and determine that an assessment should be amended beyond correcting a typo, the proposed amendment does not achieve that objective.

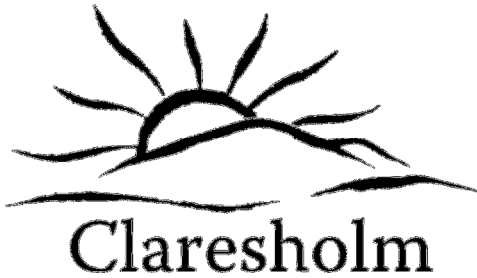
Court Review of Assessment Review Board Decisions: File for Judicial Review within Sixty Days

Bill 21 repeals the statutory appeal framework for decisions of (ARB) and, instead, simply sets out a sixty day time limit for judicial review applications. It also sets out record preparation requirements in the event of a judicial review. Interestingly, along with this change, no privative clause (statement that ARB decisions are final) was added.

This change also removes the requirement to seek leave to appeal. Very few municipalities have ever obtained leave to appeal an ARB decision so the removal of this requirement should mean that municipalities have a clearer path to a review of board decision than previously existed. Conversely, it will also mean that property owners also have a clearer and easier path to bring a board decision before the Court.

One question is whether this change may also broaden the issues that may be appealed, from only law or jurisdiction, to questions of fact or questions of mixed fact and law. Given that there is no privative clause introduced, it is suggested one could appeal on a broader list of issues.

**Consultation
with regard
to regulations
concerning the
preparation of
assessments is
currently ongoing
and we recommend
municipalities
contact either
AUMA or AAMD&C
to provide their
input.**



INFORMATION BRIEF

Meeting: June 13, 2016

Agenda Item: 20

ANNEXATION

BACKGROUND / DESCRIPTION:

What is Annexation?

Annexation is the process for a municipality to redefine its boundaries in order to comprehensively plan for the orderly, efficient and cost-effective development of lands within its jurisdiction. Properties within an annexation area experience a change in jurisdiction from one municipality to another. **Annexation does not however change ownership rights** and is not necessarily undertaken to facilitate immediate development, but rather to secure lands for future growth.

At the direction of the Municipal Government Board (a provincial entity), the Town of Claresholm has to consider its projected growth potential over the next 50 years and plan to accommodate the growth demands in an orderly and economical manner. The Town of Claresholm's annexation is necessary to help the Town strengthen its tax base and expand opportunities for business development in appropriate locations.

What are the impacts on landowners?

Annexation is **not** the expropriation of land. Land ownership is not impacted (In an annexation, only the municipal jurisdiction changes). If the annexation is approved:

- Lands in the annexation area will receive services from the Town of Claresholm instead of MD of Willow Creek;
- Land use and development approvals will be transferred to the Town of Claresholm.

Owners within the annexation area will continue to use their land in the same manner as they did previously. It will be up to owners when and whether to develop their land. The development itself will have to be consistent with the Town of Claresholm Municipal Development Plan Bylaw No.1551, as approved by Council.

July 25, 2012	<i>Notice of Acknowledgement</i> for receipt of the Town of Claresholm's <i>Letter of Intent</i> received from Municipal Government Board (MGB).
June 24, 2013	Moved by Councillor MacPherson to accept the resolution for the purpose of compensation for lost taxation for the annexed parcels for four years to the MD of Willow Creek as presented in the Staff Report. Moved by Councillor Fieguth to accept the resolution to provide 25 years of tax relief for landowners affected by annexation with the MD of Willow Creek with the conditions as presented in the Staff Report.
September 11, 2013	MD of Willow Creek passed a motion to accept the negotiated terms of Annexation with the Town of Claresholm; 4 years of taxation compensation & 25 year of tax relief for property owners.
May 2016	All consent of the landowner forms have been signed and the originals sent to Gavin Scott from ORRSC.

Now that all the consents have been signed this application can be submitted as an uncontested application once the MD of Willow Creek approval is complete. The next steps are as follows;

1. Meet with the MD of Willow Creek to finalize the application process. Terms of the compensation agreement previously approved (June 24, 2013 & Sept 11, 2013, see above) with the MD was total compensation for 4 years of the total taxes owing. The chart below shows the 2015 total taxes.

TOTAL (per year; 2015 taxes)	\$8,382.81
TOTAL (compensation 4 years)	Approx.: \$33,531.24

2. We are required to advertise and hold an open house for the public. The proposal will be presented at that meeting by Gavin Scott from ORRSC, and feedback can be gathered at that time. This is required for the application.
3. ORRSC will finalize the application for submission.

ATTACHMENTS:

- 1.) Proposed Annexation Map
- 2.) Annexation Overview
- 3.) Annexation Application Requirements

PREPARED BY: Tara VanDellen

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: June 7, 2016

TOWN OF CLARESHOLM ANNEXATION 2016

- - - - Town Boundary
- - - - Proposed Highway Right-of-way

MAP 3 PROPOSED ANNEXATION

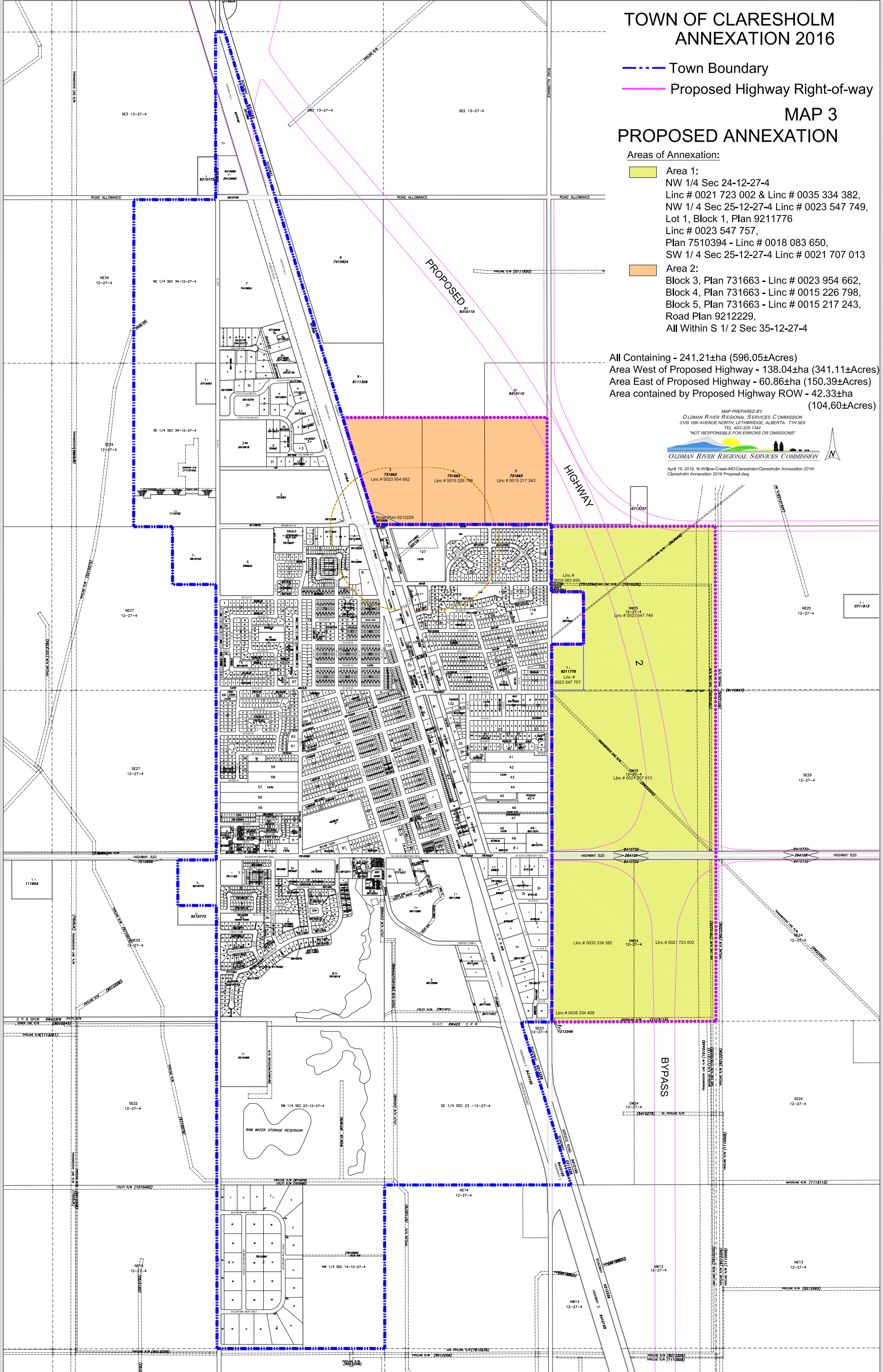
Areas of Annexation:

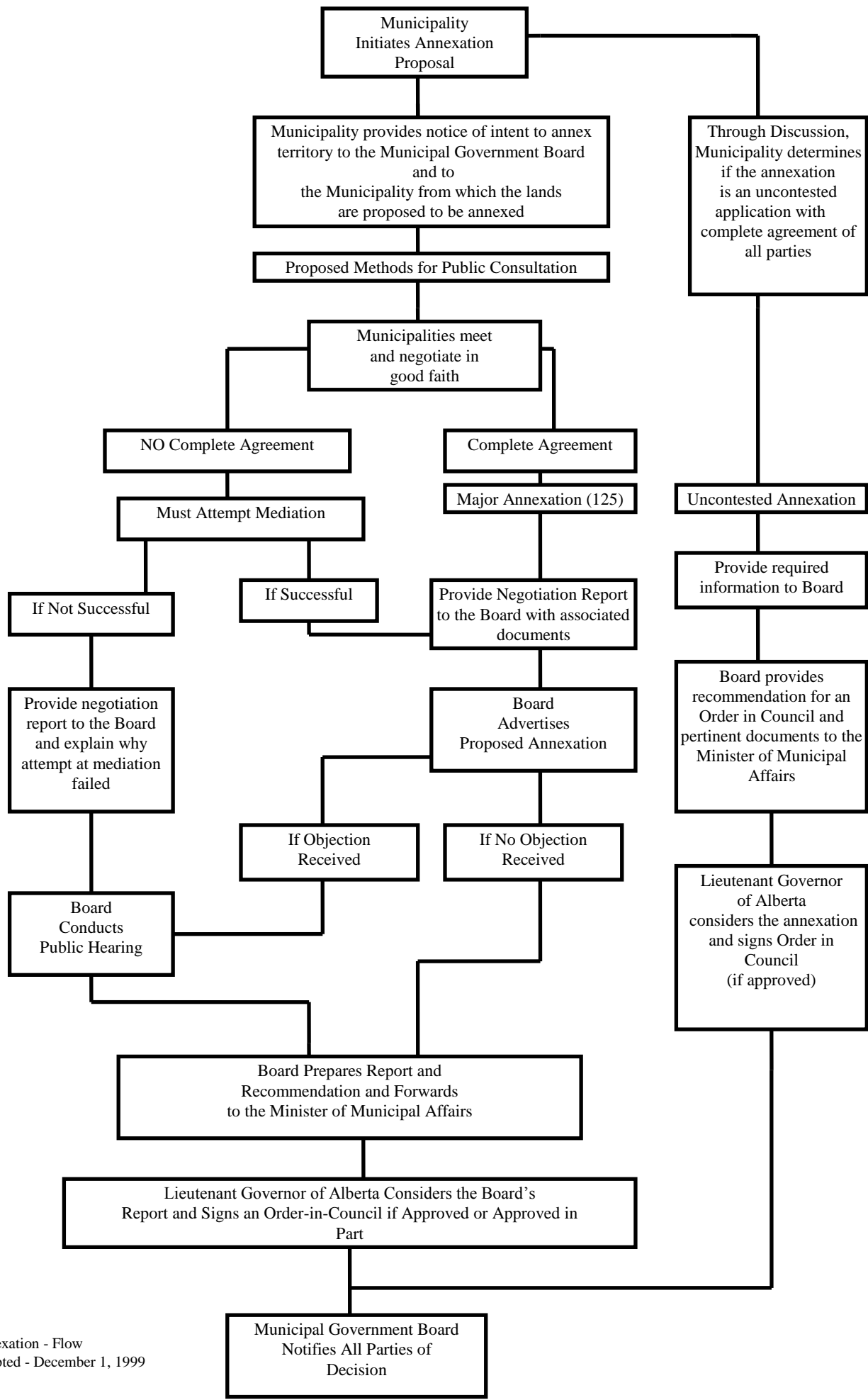
- Area 1:
 NW 1/4 Sec 24-12-27-4
 Linc # 0021 723 002 & Linc # 0035 334 382,
 NW 1/4 Sec 25-12-27-4 Linc # 0023 547 749,
 Lot 1, Block 1, Plan 9211776
 Linc # 0023 547 757,
 Plan 7510394 - Linc # 0018 083 650,
 SW 1/4 Sec 25-12-27-4 Linc # 0021 707 013
- Area 2:
 Block 3, Plan 731663 - Linc # 0023 954 662,
 Block 4, Plan 731663 - Linc # 0015 226 798,
 Block 5, Plan 731663 - Linc # 0015 217 243,
 Road Plan 9212229,
 All Within S 1/2 Sec 35-12-27-4

All Containing - 241.21±ha (596.05±Acres)
 Area West of Proposed Highway - 138.04±ha (341.11±Acres)
 Area East of Proposed Highway - 60.86±ha (150.39±Acres)
 Area contained by Proposed Highway ROW - 42.33±ha (104.60±Acres)



April 19, 2016 N:\W\Bow-Creek-MD\Claresholm\Claresholm Annexation 2016
 Claresholm Annexation 2016 Proposal.dwg





Please indicate whether the initiating and responding municipalities and the public are generally in agreement with the application for annexation.

A copy of this form should be attached with your annexation application together with the material marked with an ✓ in the corresponding column below:

- Yes** (There is general agreement) _____
 No (There is no general agreement) _____

Item	No General Agreement	General Agreement
A clear statement that the initiating municipality wishes to proceed with the annexation and intends the report to become the application for the annexation.	✓	✓
Application Fee (Cheque payable to the Government of Alberta) \$300 for first quarter; \$50 for each additional qtr. or portion of qtr.	✓	✓
An up-to-date map showing the location of the existing municipal boundary and the proposed municipal boundary, with each parcel to be annexed identified by legal land description.	✓	✓
All relevant sections of any Municipal Development Plan or other Statutory Plan.	✓	
A description of the intended uses for the annexation area including a description of how the area can be serviced with water, sewer, storm sewer and other related municipal services.	✓	✓
The signed consent, without conditions, of each owner of land that is within the intended annexation area.		✓
A signed acknowledgment from each owner of land that is within the intended annexation area that they are aware of and accept all assessment and taxation conditions.		✓
A letter from the responding municipality written on municipal letterhead and signed by an appropriate municipal official that <ul style="list-style-type: none"> • Certifies agreement to the annexation. 		✓

Item	No General Agreement	General Agreement
<p>A letter from the initiating municipality written on municipal letterhead and signed by an appropriate municipal official that</p> <ul style="list-style-type: none"> • Certifies there are no known objections from the general public. 		✓
<p>An explanation of the consultation process followed.</p>	✓	✓
<p>An explanation of any differences between the public consultation process followed and that proposed in the notice filed with the Board under section 116.</p>	✓	✓
<p>A clear identification of which boundary roads are to be included or excluded in the annexation.</p>	✓	✓
<p>Up-to-date copies of land title certificates for each parcel proposed to be included in the annexation. The certificates must have been issued within six months of the Board's receipt of the application, unless otherwise agreed to by the Board.</p>	✓	✓
<p>A list of the names and mailing addresses of each landowner (with their corresponding parcel identified) and any other person known to have an interest in the annexation proposal.</p>	✓	✓
<p>The proposed effective date of the annexation. If this date is retroactive to the anticipated annexation order, an explanation as to why a retroactive date is necessary.</p>	✓	✓
<p>Identification of whether any special conditions are requested, such as assessment and taxation provisions, compensation or revenue sharing.</p>	✓	✓
<p>Reference to any other relevant matter which arose during the annexation process prior to submission of the formal application.</p>	✓	✓
<p>Confirmation of involvement of other public interests, including Alberta Transportation, schools, and utilities, etc.</p>	✓	✓
<p>List of the affected local authorities (as defined under section 1(1)(m) of the Act) to which the applicant has provided a copy of the application pursuant to section 119(1) of the Act including</p> <ul style="list-style-type: none"> ◆ Municipal authorities, ◆ Regional health authorities, regional services commissions, and ◆ Boards of trustees of the local school district(s) or division(s). 	✓	✓

Item	No General Agreement	General Agreement
An explanation of how the proposed annexation addresses each of the principles listed in Appendix "B".	✓	✓
An explanation of any agreed-to compensation agreement.	✓	✓
Financial Analysis.	✓	✓

Appendix "B"

Annexation Principles

Annexation applications should include information to show how the following considerations have been addressed:

1. Intermunicipal cooperation.
2. Accommodation of growth by all municipalities.
3. Recognition of local autonomy.
4. Land requirement considerations such as
 - Growth projections,
 - Available lands within the current boundaries,
 - Density levels,
 - The variety of land uses, and
 - Reasonable growth options.
5. Logical extension of growth patterns, transportation and infrastructure servicing.
6. Cost effective, efficient and coordinated approach to the administration of services.
7. Sensitivity and respect for key environmental and natural features.
8. Alignment with statutory plans, infrastructure plans, and economic development plans.
9. Financial impact on the initiating and the responding municipalities.
10. Agency consultation.
11. Reasonable solutions to impacts on property owners and citizens.
12. Public and landowner consultation process.
13. Justification for suggested intermunicipal revenue sharing/compensation.
14. Rationale to establish the annexation is not simply a tax initiative.
15. Conditions of annexation that are certain, unambiguous, enforceable and time specific.



INFORMATION BRIEF

Meeting: June 13th, 2016
Agenda Item: 21

TAX RECOVERY SALE

DESCRIPTION: # 2 Skyline Crescent – Tax Recovery

BACKGROUND: On May 9th, Council set the reserve bid for this property for tax sale. The taxes on this property were paid in full on May 30th, 2016. This ceases the tax recovery process for this property. There are no properties for tax sale for 2016 therefore the Tax Sale date of July 26, 2016 is cancelled.

ATTACHMENTS:

1.) none

APPLICABLE LEGISLATION:

1.) none

PREPARED BY: Lisa Chilton

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 2, 2016



INFORMATION BRIEF

Meeting: June 13, 2016

Agenda Item: 22

2016 PARADE ATTENDANCE

DESCRIPTION:

The number of parades the Town of Claresholm float visits in 2016 may be limited.

BACKGROUND:

Since 2001, Fred & Ellen Palmer have been taking the Town of Claresholm float to parades in our local area on the Town's behalf. Due to health issues, the Palmers are not able to attend all parades in 2016. Fred is willing to take the float to Granum and Nanton, as well as attend our own Fair Days parade in Claresholm, however he will not be able to attend any others.

The Town has been advertising in the Town News for a new person or couple to take over the duties of the float, however there has been no applications.

If any member of Council is interested in attending any other parades with the float, it would be a great service to the community and would ensure the Town of Claresholm's presence to support our surrounding communities at their fairs and festivals.

ATTACHMENTS:

- 1.) None

APPLICABLE LEGISLATION:

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2016



INFORMATION BRIEF

Meeting: June 13, 2016
Agenda Item:23

TREE REMOVAL REQUEST

DESCRIPTION:

John Tony Shepherd, landowner at 5304 – 3rd Street East, has requested to have a tree removed that is adjacent to his property.

BACKGROUND:

The Town of Claresholm has been contacted several times regarding trees adjacent to this property. In March of 2016, the tenant contacted the Town and requested the removal of two large evergreens. As the trees were on private property, he was informed that we would not be removing them and that it was his responsibility to get this work done. At that time, the trees were removed by the landowner.

The second call to the Town in May of 2016 was for the Town to remove the tree on the boulevard as it was interfering with his satellite TV. At that time, a utility company was working on his TV system. The tree was examined and there are no safety concerns at this time. The landowner was informed that we do not remove healthy trees for the reason of poor satellite signal and that he may be able to move his dish to a different location. He said he would write a letter asking for consideration for this trees removal.

DISCUSSION/OPTIONS:

Removing a tree has been allowed under certain conditions. A tree across the street located in the boulevard was requested to be removed in 2015 by the homeowner to accommodate a wider driveway. The landowner was told that removal of the tree would be at his cost as this was another healthy tree that we were not ready to remove at this time. The landowner in that case had the tree removed at his cost.

The tree could be trimmed back to half size to eliminate some concerns, but once again it would be at the landowner's cost.

ATTACHMENTS:

- 1.) Letter from John Tony Shepherd received May 17, 2016.

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 9, 2016

5304 – 3rd Street East
PO Box 2163
Claresholm, Alberta T0L 0T0
May 16th, 2016

Town of Claresholm Council Members

PO Box 1000
221 – 45th Avenue West
Claresholm, Alberta T0L 0T0

Dear Members of Council:


I am writing to ask you to remove a tree adjacent to our property at 5304 – 3rd Street East at the corner of 53rd Avenue and 3rd Street.

This tree while I am sure it was beautiful at one point has become an issue that we feel is unsafe and an eyesore. The tree is severely crooked with the majority of any growth on only one side, weighing it down further. It is leaning precariously close to the main power line and light standard pole and we fear if a strong wind or heavy, wet snow were to happen it could topple and damage the electrical structure. We have already had one issue last winter with a heavy snow and power was knocked out to our neighbourhood although this tree was not responsible for this outage it did damage an unused cable line and the said cable line was laid across our driveway. We did call Fortis to have it addressed, as we were not sure if it was an active power line at the time. They assured us it was an old cable line but the tree was close to other lines.

I am asking for your support and approval in removing the nuisance tree because I feel this tree is old, unstable, and has the possibility of damaging an expensive part of our infrastructure should it remain the way it is.

I would like to thank you for taking the time to read this and reviewing my request. I look forward to your response.

Sincerely,



John Tony Shepherd
5304 – 3rd Street East
403-402-7600





INFORMATION BRIEF

Meeting: June 13, 2016

Agenda Item: 24

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	Presented to Chamber of Commerce for feedback. Survey sent to all business owners.	In progress
Regular Scheduled Meeting - January 25, 2016				
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Regional CAO meeting held April 21st. Draft agreement to be presented to Council soon.	In progress
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - March 29, 2016				
21	IN CAMERA: Moved by Councillor Ford to enter into the proposed Development Agreement with 1428495 Alberta Ltd from Calgary, Alberta for Lots 1-16, Block 1, Plan 1014361, Lots 1-22, Block 2, Plan 1014361, Lots 1-20, Block 3, Plan 1014361. CARRIED MOTION #16-033	Marian/Tara	Development Agreement sent to owner March 31/16 Follow up email sent May 3/16	In progress
Regular Scheduled Meeting - May 24, 2016				

4	RFD: Multi-use Community Building & Town Hall Update Proposal - Moved by Councillor O'Neill to accept the proposal from BRZ Partnership Architecture Inc. to amend the architectural plans for the Multi-Use Community Building in the amount of \$8,400 plus GST with funding to come from the multi-use community building reserve. CARRIED MOTION #16-053	Tara/Simon	Letter sent May 26/16	Complete
5	RFD: School Transfer - Moved by Councillor Fieguth to approve the proposed school transfer agreement with Livingstone Range School Division as presented. CARRIED MOTION #16-054	Marian	Notification sent to Jeff Perry May 25/16	In progress
6	RFD: Canada 150 Community Infrastructure Program - Moved by Councillor Ford to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall. CARRIED MOTION #16-055	Simon/Karine	Grant application is being worked on	In progress
7	RFD: Vacant Properties - Moved by Councillor Ford to allow the Economic Development Committee to hold pop-up markets in vacant properties in Claresholm for the vacant property tour without charging a business license fee. CARRIED MOTION #16-056	Marian	Notification sent to EcD Board May 25/16	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 10, 2016

INFORMATION ITEMS



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount	Batch #	19160
51805	05/05/2016		900000	HARRISON, DALE	593.53		593.53
						Batch #	19168
51806	09/05/2016		787501	1344585 ALBERTA LTD	3,117.99		
51807	09/05/2016		76356	ACN	9.87		
51808	09/05/2016		600	ALBERTA ASSOCIATION OF M.D.'S	1,629.00		
51809	09/05/2016		650	ALBERTA BLUE CROSS	7,151.88		
51810	09/05/2016		1025	ALBERTA ONE CALL LOCATION CORP	239.40		
51811	09/05/2016		786517	AMSC INSURANCE SERVICES LTD.	4,359.51		
51812	09/05/2016		2550	AUMA	78.75		
51813	09/05/2016		4150	AVIATION VISUAL AIDS	207.38		
51814	09/05/2016		787511	BELL, BARBARA	26.78		
51815	09/05/2016		786195	Benchmark Assessment Consultants Inc.	4,616.67		
51816	09/05/2016		786427	BOUNDARY EQUIPMENT (CALGARY) LTD.	7,199.86		
51817	09/05/2016		787538	CAPITAL PAPER RECYCLING LTD.	703.08		
51818	09/05/2016		12190	CHAMCO INDUSTRIES LTD.	4,349.10		
51819	09/05/2016		786657	Claresholm & District Transportation Society	5,000.00		
51820	09/05/2016		13250	CLARESHOLM CHILD CARE SOCIETY	3,183.50		
51821	09/05/2016		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	13,700.00		
51822	09/05/2016		786483	CLARESHOLM CONTINUOUS EAVESTROUGHING LTD.	42.42		
51823	09/05/2016		786482	CLARESHOLM GARDEN CLUB	500.00		
51824	09/05/2016		13400	CLARESHOLM GLASS '88' LTD	18.90		
51825	09/05/2016		786465	CLARESHOLM GOLF CLUB	25,000.00		
51826	09/05/2016		13660	CLARESHOLM LOCAL PRESS	1,543.23		
51827	09/05/2016		13600	CLARESHOLM PUBLIC LIBRARY	114,500.00		
51828	09/05/2016		786950	CLARESHOLM SELF STORAGE	598.50		
51829	09/05/2016		786141	CLARESHOLM TAXI	704.03		
51830	09/05/2016		785973	CLEARTECH INDUSTRIES INC.	3,296.12		
51831	09/05/2016		786540	DIRECT ENERGY REGULATED SERVICES	795.02		
51832	09/05/2016		786397	EPCOR	182.09		
51833	09/05/2016		786202	EXOVA	183.35		
51834	09/05/2016		26201	FERG'S SEPTIC SERVICE LTD	1,223.25		
51835	09/05/2016		786240	GAMMEL'S PLUMBING HEATING & GASFITTING	588.91		
51836	09/05/2016		786777	HEMMAWAY, JASON	58.21		
51837	09/05/2016		787522	HIFAB HOLDINGS LTD.	447.82		
51838	09/05/2016		11310	HI-WAY 9 EXPRESS LTD.	34.64		
51839	09/05/2016		36800	HOME HARDWARE	22.32		
51840	09/05/2016		786267	LAWSON PRODUCTS INC.	18.49		
51841	09/05/2016		787545	LEGACY DODGE CLARESHOLM	833.11		
51842	09/05/2016		786448	LETHBRIDGE COLLEGE	173.25		
51843	09/05/2016		56155	LIFESAVING SOCIETY	127.05		
51844	09/05/2016		786078	LING, JULIE	114.20		
51845	09/05/2016		786659	LIVINGSTONE RANGE SCHOOL DIVISION	438.23		
51846	09/05/2016		56200	LOCAL AUTHORITIES PENSION PLAN	26,443.07		
51847	09/05/2016		58000	LOOMIS EXPRESS	71.57		
51848	09/05/2016		787530	MDC PRODUCTION	75.90		



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
51849	09/05/2016		787531	MILLER SUPPLY	21.83
51850	09/05/2016		786590	MINISTER OF FINANCE	35.65
51851	09/05/2016		786704	MINISTER OF FINANCE (LT)	185.00
51852	09/05/2016		65000	MUNICIPAL DISTRICT OF WILLOW	14,888.34
51853	09/05/2016		65040	MUNICIPAL INFORMATION SYSTEMS	1,207.89
51854	09/05/2016		66100	NATIONAL SECRETARY-TREASURER	1,881.87
51855	09/05/2016		71400	Oldman River Regional Services Commission	235.00
51856	09/05/2016		786905	ONECONNECT SERVICES INC. T46194	53.94
51857	09/05/2016		786635	ORKIN CANADA CORPORATION	123.38
51858	09/05/2016		786197	PARCON CONSTRUCTION LTD.	5,204.44
51859	09/05/2016		97050	PHARMASAVE	33.57
51860	09/05/2016		786167	PITNEY BOWES LEASING	1,398.98
51861	09/05/2016		786050	PLANET CLEAN (LETHBRIDGE) LTD.	301.26
51862	09/05/2016		786453	PRAXAIR CANADA INC.	1,055.32
51863	09/05/2016		80000	PUROLATOR INC.	195.17
51864	09/05/2016		4090	PVH CANADA, INC.	2,157.48
51865	09/05/2016		786156	Q.E.D. ENTERPRISES LTD.	2,273.58
51866	09/05/2016		786536	R P WATERWORKS INC.	9,842.01
51867	09/05/2016		786434	RAYMAX EQUIPMENT SALES	295,468.95
51868	09/05/2016		86300	RECEIVER GENERAL	44,339.46
51869	09/05/2016		786188	Reynolds Mirth Richards & Farmer LLP	1,520.27
51870	09/05/2016		786051	ROTO-ROOTER	1,281.00
51871	09/05/2016		786468	SHAW CABLE	358.80
51872	09/05/2016		787533	SPENCER, DENISE	25.19
51873	09/05/2016		786111	STEEL, ROB	87.00
51874	09/05/2016		900	TELUS	43.33
51875	09/05/2016		786391	THE CYPRESS GROUP	142.80
51876	09/05/2016		786500	TRINUS TECHNOLOGIES INC.	157.50
51877	09/05/2016		101400	UNITED FARMERS OF ALBERTA	180.19
51878	09/05/2016		111705	WC CLASS II REGIONAL LANDFILL	9,668.10
51879	09/05/2016		787546	WILLOWTREE DESIGNS	239.97
51880	09/05/2016		900000	Canadian Senior Pro Rodeo Association	500.00
51881	09/05/2016		900000	Claresholm Seniors Drop-in Centre	500.00
51882	09/05/2016		900000	COTTONWOOD VILLAGE LTD.	450.00
51883	09/05/2016		900000	DAWBBER, ELIZABETH	150.00
51884	09/05/2016		900000	Empower Performance Group	367.50
51885	09/05/2016		900000	HYDRODIG CANADA INC	727.13
51888	09/05/2016		900000	LOBBAN, GRANT	44.00
51889	09/05/2016		900000	LOEFFLER, CHARLES	157.49
51890	09/05/2016		900000	LOW, DR. RICHARD	4,500.00
51891	09/05/2016		900000	MILTON, ROBERT	613.03
51892	09/05/2016		900000	MOORE, GAVEN	100.00
51893	09/05/2016		900000	OAKFIELD SAFETY	450.00
51894	09/05/2016		900000	RASMUSSEN, RYAN	125.99
51895	09/05/2016		900000	THOMPSON, JULIA	14.91
51896	09/05/2016		900000	WENLOCK, JOHN	500.00
51897	09/05/2016		900000	WILDE, ROBERT	300.00
51898	09/05/2016		900000	Wurth Canada Limited	123.38

637,837.15



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
51899	09/05/2016			787526	Alberta Municipal Services Corporation	19170	29,702.52
51900	09/05/2016			900	TELUS		4,158.51
							<hr/>
							33,861.03



TOWN OF CLARESHOLM

Cheque Listing For Account Payable

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Batch #</u>	<u>Amount</u>
51901	27/05/2016			76356	ACN	19203	19.17
51902	27/05/2016			13125	AHS-CCMHA		66.00
51903	27/05/2016			600	ALBERTA ASSOCIATION OF M.D.'S		4,910.21
51904	27/05/2016			650	ALBERTA BLUE CROSS		6,874.16
51905	27/05/2016			785932	Alberta Hotel & Lodging Association		309.75
51906	27/05/2016			786517	AMSC INSURANCE SERVICES LTD.		6,154.19
51907	27/05/2016			787527	ANALYGAS SYSTEMS		281.40
51908	27/05/2016			2550	AUMA		315.00
51909	27/05/2016			787511	BELL, BARBARA		267.12
51910	27/05/2016			786195	Benchmark Assessment Consultants Inc.		4,616.67
51911	27/05/2016			6390	BISHOFF AUTO & AG CENTRE		967.26
51912	27/05/2016			6805	BROWNLIE LLP		322.35
51913	27/05/2016			11250	CANADIAN LINEN SUPPLY		634.09
51914	27/05/2016			787512	CANSEL - CALGARY		2,467.50
51916	27/05/2016			785935	CLARESHOLM CHAMBER OF COMMERCE		155.00
51917	27/05/2016			13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
51918	27/05/2016			13525	CLARESHOLM IGA		23.80
51919	27/05/2016			13660	CLARESHOLM LOCAL PRESS		2,429.12
51920	27/05/2016			14085	CLARESHOLM NAPA AUTO		634.37
51921	27/05/2016			13900	CLARESHOLM PHARMACY LTD		144.87
51922	27/05/2016			786641	CLARESHOLM REGISTRIES		22.00
51923	27/05/2016			786141	CLARESHOLM TAXI		874.13
51924	27/05/2016			14150	CLARESHOLM WELDING & FABRICATING LTD		34.13
51925	27/05/2016			14205	CLEAN BRITE CHEMICAL SERVICES LTD.		2,425.08
51926	27/05/2016			785973	CLEARTECH INDUSTRIES INC.		1,454.78
51927	27/05/2016			786540	DIRECT ENERGY REGULATED SERVICES		84.83
51928	27/05/2016			786397	EPCOR		204.36
51929	27/05/2016			786202	EXOVA		79.57
51930	27/05/2016			26201	FERG'S SEPTIC SERVICE LTD		2,147.25
51931	27/05/2016			786373	FLAGWORKS		742.35
51932	27/05/2016			786000	FLOWERS ON 49th		52.50
51933	27/05/2016			49980	HARRY'S TIRE SALES (1984) LTD.		140.60
51934	27/05/2016			787522	HIFAB HOLDINGS LTD.		54.99
51935	27/05/2016			36800	HOME HARDWARE		1,128.62
51936	27/05/2016			786267	LAWSON PRODUCTS INC.		64.49
51937	27/05/2016			56155	LIFESAVING SOCIETY		210.00
51938	27/05/2016			56200	LOCAL AUTHORITIES PENSION PLAN		12,757.92
51939	27/05/2016			787530	MDC PRODUCTION		50.00
51940	27/05/2016			786872	MPE ENGINEERING LTD.		2,161.04
51941	27/05/2016			65000	MUNICIPAL DISTRICT OF WILLOW		1,547.14
51942	27/05/2016			65040	MUNICIPAL INFORMATION SYSTEMS		997.89
51943	27/05/2016			66100	NATIONAL SECRETARY-TREASURER		1,410.86
51944	27/05/2016			786192	NOBLE CONCRETE (1987) LTD		794.85
51945	27/05/2016			71400	Oldman River Regional Services Commission		200.00
51946	27/05/2016			786197	PARCON CONSTRUCTION LTD.		1,296.75
51947	27/05/2016			76400	PITNEYWORKS		4,802.07
51948	27/05/2016			786050	PLANET CLEAN (LETHBRIDGE) LTD.		548.09
51949	27/05/2016			786534	PROFESSIONAL POWER WASH		748.44
51950	27/05/2016			80000	PUROLATOR INC.		105.07

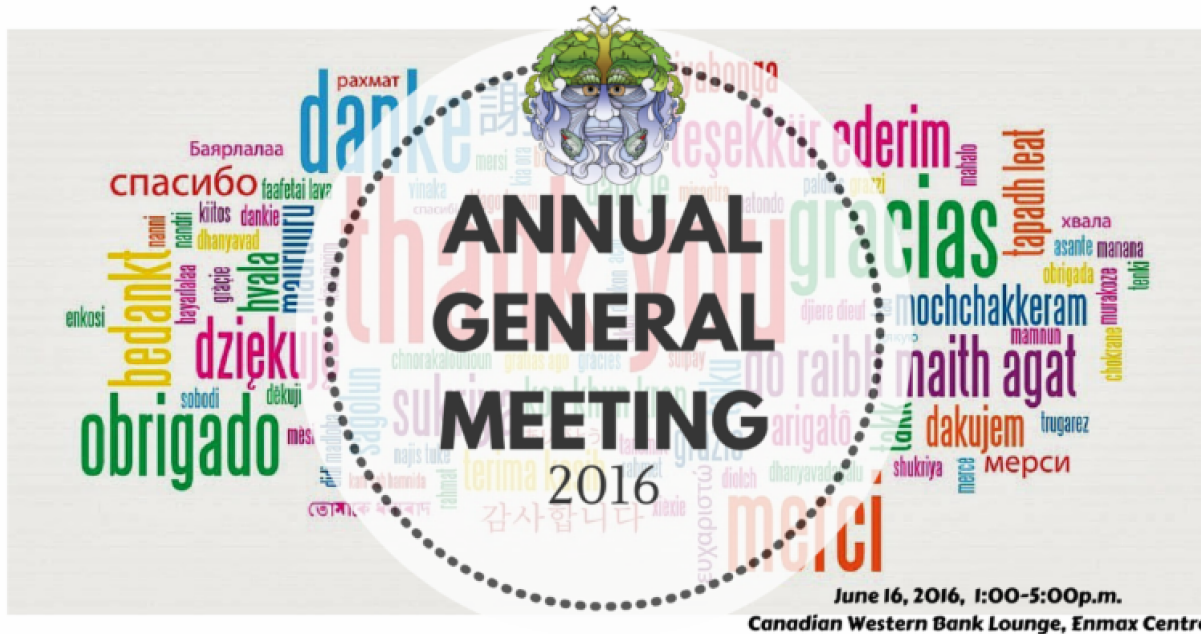


TOWN OF CLARESHOLM

Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
51951	27/05/2016			4090	PVH CANADA, INC.	1,181.17
51952	27/05/2016			786536	R P WATERWORKS INC.	1,152.38
51953	27/05/2016			86300	RECEIVER GENERAL	46,931.87
51954	27/05/2016			42321	RFS CANADA	76.42
51955	27/05/2016			786180	RICOH CANADA INC.	1,143.33
51956	27/05/2016			786468	SHAW CABLE	89.20
51957	27/05/2016			786424	SKYLINE TOWING & RECOVERY	441.00
51958	27/05/2016			900	TELUS	791.98
51959	27/05/2016			786849	TJ'S TREE TRIMMING	157.50
51960	27/05/2016			101400	UNITED FARMERS OF ALBERTA	518.09
51961	27/05/2016			23500	W.R. MEADOWS OF WESTERN CANADA	8,036.14
51962	27/05/2016			787515	WATT & STEWART COMMODITIES INC	882.00
51963	27/05/2016			111800	WORKERS' COMPENSATION BOARD	8,760.71
51964	27/05/2016			125000	YOUNG PARKYN MCNAB LLP	9,922.50
51965	27/05/2016			787544	YOUR DOLLAR STORE WITH MORE, (1743700 ALBERTA LTD)	392.43
51966	27/05/2016			900000	Alberta Development Officers Association	440.00
51967	27/05/2016			900000	Alberta Recreation Facility Personnel	90.00
51968	27/05/2016			900000	CLARESHOLM MEDICAL CENTRE	3,350.00
51969	27/05/2016			900000	DAVIS, BRAD	300.00
51970	27/05/2016			900000	Eagle Lake Nurseries Ltd.	5,036.25
51971	27/05/2016			900000	FAVRHOLDT, KEN	483.07
51972	27/05/2016			900000	FISHER, ALYSA	150.00
51973	27/05/2016			900000	GEHRING, DON	500.00
51974	27/05/2016			900000	Government Finance Officers Association	1,338.75
51975	27/05/2016			900000	H & M CONSTRUCTION	2,080.00
51976	27/05/2016			900000	HYDRODIG CANADA INC	727.13
51977	27/05/2016			900000	JANISKO, JASON	300.00
51978	27/05/2016			900000	Read on Roads Incorporated	19,259.66
51979	27/05/2016			900000	WENLOCK, JOHN	500.00
						186,946.91
						Batch # 19205
51980	27/05/2016			900100	BRUNNER, DONALD B. & CAROL A.	1,024.26
						1,024.26
						Total 860,262.88

*** End of Report ***

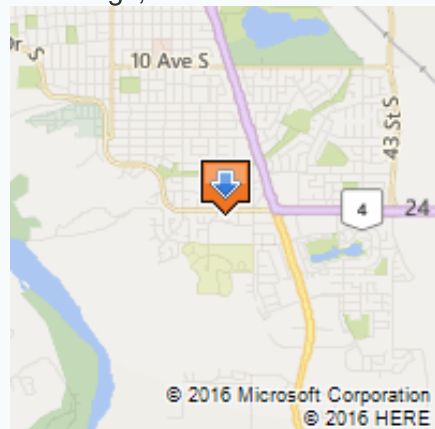


When

Thursday June 16, 2016 from
12:30 PM to 5:00 PM MDT
[Add to Calendar](#)

Where

Enmax Centre, Canadian
Western Bank Lounge
2510 Scenic Drive South
Lethbridge, AB T1K 1N2



[Driving Directions](#)

Greetings!

You are invited to attend the OWC's Annual General Meeting on June 16, 2016 at the Enmax Centre. Join us for a FREE afternoon of meeting, mingling and refreshments as we look at the OWC's accomplishments over the past year and acknowledge the heart of the OWC, our volunteers and donors. This also gives the membership the opportunity to meet our current Board of Directors and find out about our up and coming projects and volunteer opportunities! Lots of door prizes to give out!! We hope to see you there!

Click on the link below to register or RSVP.

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

Please contact Taren at the information below if you have any questions about the event or how to register.

Thank you for your attention and response, we look forward to seeing you at the AGM!

Sincerely,

Taren Hager
Oldman Watershed Council
taren@oldmanwatershed.ca
403-330-1346



MUNICIPAL PLANNING COMMISSION MINUTES

April 22nd, 2016

Town of Claresholm – Council Chambers

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

Regrets: Sharon Duncan - Member-at-Large

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

Public Present: Rob Vogt, David Hansma, Grant Jordan, Tessie Olienick

8:32 am

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda
by Councillor Ford
CARRIED**

Adoption of Minutes

- April 1, 2016

**Motion to adopt the
Meeting Minutes
by Councillor Cutler**

**Seconded by
Councillor Ford
CARRIED**

Item 1: Action

DEVELOPMENT PERMIT

File: D2016.026
Applicant: Willow Creek Ag Society
Owner: Town of Claresholm
Address: 5950 4 St West
Legal: Lot N/A, Block 2, Plan 731663
Regarding: Discretionary Use: Add new 150 ft. x 300 ft.
riding arena

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

Seconded by Councillor Ford

CARRIED

CONDITION(S) – To be fulfilled prior to commencement:

1. *The applicant shall obtain all relevant **Safety Code Permits** and approvals.*
2. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the **applicant shall provide** either:*

- a) An irrevocable letter of credit,***
- or b) A deposit,***

*In the amount of **\$2,000** to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant*



MUNICIPAL PLANNING COMMISSION MINUTES

April 22nd, 2016
Town of Claresholm – Council Chambers

adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:

- a) \$750 – Adherence to the site plan is demonstrated.
- b) \$750 – Final grades are achieved and demonstrated.
- c) \$500 – Completion of landscaping and building exterior.

CONDITION(S) – Applicable during construction:

- 1. Applicants shall ensure that **building materials and waste materials** on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
- 2. The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.

NOTE(S):

- 1. The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200. 24 hour notification prior to inspection required.
- 2. 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.

Item 2: Action

DEVELOPMENT PERMIT

File: D2016.025
Applicant: Teresita Olienick
Owner: Teresita Olienick
Address: 5043 4 St West
Legal: Lot 35, Block 1, Plan 731014
Regarding: Variance to side yard setback dimension – garage addition

Motion to approve with conditions as presented by Councillor Cutler

Seconded by Jeff Kerr

CARRIED

CONDITION(S) – To be fulfilled prior to commencement:

- 1. The applicant shall obtain all relevant Safety Code Permits
-



MUNICIPAL PLANNING COMMISSION MINUTES

April 22nd, 2016
Town of Claresholm – Council Chambers

and approvals from Superior Safety Codes Inc. Please call 403-320-0734 for further information.

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

2. ***The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.***
3. *As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the exterior of the garage addition to match the dwelling.*
4. *As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the roof of the garage addition with shingles to match the dwelling.*

NOTE(S) –

5. ***The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Albert One Call at 1-800-242-3447.***

Item 3: Action

DEVELOPMENT PERMIT

File: D2016.024
Applicant: Kent Blackmore
Owner: Kent Blackmore
Address: 4304 2 St East
Legal: Lot 2, Block 8, Plan 5807JK
Regarding: temporary use permit – retail sales – small accessory buildings with caretaker suite

Motion to approve with conditions as presented by Councillor Cutler

Seconded by Councillor Ford

CARRIED

1. ***The temporary use permit is approved for a period commencing on May 12 , 2016 and expiring on May 12, 2017.***
2. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 [Section 49] temporary use applications shall be subject to the following conditions:*
 1. ***the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;***
 2. *the Development Authority may require the applicant to submit an irrevocable letter of credit guaranteeing the cessation or removal of the temporary use; and*
 3. *any other conditions as deemed necessary.*



MUNICIPAL PLANNING COMMISSION MINUTES

April 22nd, 2016

Town of Claresholm – Council Chambers

- 3. All vehicles, materials, small accessory buildings, and equipment must be contained within the boundaries of the property and the applicant is required to be fully remove the same from the property upon the expiration of the permitted period.*
-

9:12 am

Motion to Adjourn
By Councillor Cutler



MUNICIPAL PLANNING COMMISSION MINUTES

May 20, 2016

Town of Claresholm – Council Chambers

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

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

Public Present: Rob Vogt – Claresholm Local Press, Eric Raymond

8:30 am	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Councillor Ford
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes by Councillor Cutler
<ul style="list-style-type: none">• April 22, 2016	
	Seconded by Councillor Ford
	CARRIED

Item 1: Action	DEVELOPMENT PERMIT	Motion to approve with conditions as presented by Councillor Ford
	File: D2016.028 Applicant: Pattison Outdoor Advertising Owner: Suncor Energy Inc. Address: 5430 1 St West Legal: Lot N/A, Block R, Plan 147N Regarding: Development Permit: Billboard Sign with variances: <ul style="list-style-type: none">1. Variance to number of signs permitted.2. Variance to total allowable surface area.	Seconded by Sharon Duncan
	CONDITION(S) – To be fulfilled prior to commencement: <ul style="list-style-type: none">1. The applicant shall obtain a permit from Alberta Transportation and provide the Town of Claresholm with a copy of the permit.2. The applicant shall obtain all relevant Safety Code Permits and approvals.3. The applicant shall be responsible for ensuring that underground utilities are marked prior to commencing	CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

May 20, 2016
Town of Claresholm – Council Chambers

with any construction. Please contact Alberta One Call at 1-800-242-3447.

4. Any contractors or trades people are required to obtain a Town of Claresholm Business License prior to construction. For more information please contact the Town of Claresholm Administration Office (403) 625-3381.

CONDITION(S) – To be fulfilled during construction:

1. Applicants shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
-

9:00 AM Councillor Cutler left the MPC meeting

Item 2: Information Development Permits Listing Taken for information

9:40 am **Motion to Adjourn**
By Jeff Kerr

May 31, 2016

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

RECEIVED
JUN 06 2016



Dear Mayor Steel and Members of Council;

Subject: 2016 Alberta Recreation and Parks Association (ARPA) Annual Conference and Energize Workshop "Charting the Course"

I am writing to you on behalf of the Alberta Recreation and Parks Association (ARPA) to invite you to our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 20 to Saturday, October 22, 2016.

In 2015, our conference was attended by 560 delegates, of which almost 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed for elected officials to provide you with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-first year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2016 conference program has been informed and influenced by comments and suggestions from the 2015 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website in July at www.arpaonline.ca/events/energize-conference.

At this year's conference, we will share findings from the Excellence Series benchmarking and performance metrics programs that ARPA has developed to support informed municipal decision-making. In addition, there will be a presentation and discussion of the "Parks for All" document that emerged from the Canadian Parks Summit held earlier this year in Canmore.

We truly hope you will be able to attend along with your recreation and parks staff members. Our experience is that many participants book their rooms well in advance of the conference, so we would encourage you to arrange your accommodations soon. We look forward to seeing you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Mike Roma". The signature is stylized and somewhat cursive, with a long horizontal stroke extending to the right.

Mike Roma
President



RECEIVED

JUN 02 2016

May 13, 2016

Town of Claresholm
Attn: Mr. Mike Schuweiler
P.O. Box 1000
Claresholm, AB
TOL 0T0

Dear Mr. Schuweiler,

RE: 2016 FortisAlberta Tree Planting Grant

Congratulations to your community on winning one of six \$2,500 Tree Planting grants. We look forward to seeing the great ideas you have planned for your community come to life.

Our community investment programs focus on giving back to the communities where our customers and our employees live and work. We believe that building stronger communities is important to creating a sustainable future for all Albertans.

Enclosed is a \$2,500 cheque from FortisAlberta to help support your initiative.

Once again, congratulations on your win.

Sincerely,

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

Merlin MacNaughton
Stakeholder Relations Manager
merlin.macnaughton@fortisalberta.com
403-652-5420
FortisAlberta Inc.

HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

March 4, 2016 Meeting Minutes
Culver Room, Lethbridge City Hall

In attendance:

Barney Reeves	ID #4 Waterton
Blair Painter	Crowsnest Pass
Brent Feyter	Town of Fort Macleod
Brian Brewin	MD of Taber
Chantel Timmons	County of Forty Mile
Dennis Cassie	Town of Coalhurst
Harry Streeter	MD of Ranchland
Ken Perlich	Lethbridge Chamber of Commerce
Margaret Plumtree	Town of Vauxhall
Neil Wilson	MD of Willow Creek
Peter Lovering	Southgrow Regional Initiative
Rene Gendre	Town of Fort Macleod
Richard Oster	Cypress County
Ron Wiggers	Lethbridge Chamber of Commerce
MLA David Schneider	MLA Little Bow
MLA Grant Hunter	MLA Cardston Taber Warner
MLA Maria Fitzpatrick	MLA Lethbridge East
MLA Pat Stier	MLA Livingstone-Macleod

Recorder

Gloria Roth Administrator

Guest

Ed Tanas Sun Country Highway Ltd.

1. Call to order

Meeting was called to order by Brian Brewin, Vice-President, at 10:30 AM.

2. Introductions

Introductions were made.

3. Approval /Additions to the Agenda

Added Rene Gendre to 9.4

MOTION: Neil Wilson

To accept the Agenda as amended

CARRIED

4. Adoption of Minutes

MOTION: Blair Painter

That the minutes of the February 6, 2016 Minutes be approved as presented with one error correction in spelling.

CARRIED

5. Business Arising from Minutes

5.1 Letters of Support for ACP Grant Application

Don Anderberg reported that all the Letters of Support for the ACP Grant have been sent in. The Grant is to obtain funds to update the study of Highway 3. Ken Perlich asked if the Grant was refused would that negate what the Association is doing. No, we will still move forward.

5.2 Letter to Municipalities for Request for Funds

Brian Brewin suggested that the letter be re-written to be clear and concise. MLA Pat Stier recommended including facts and figures to ensure that the unacquainted clearly understand the intention. It was recommended that the minimum and maximum fee be included as well as the organizational fee of \$50.

MOTION: Brent Feyter

That the revised letter be sent to all municipalities, Chambers of Commerce and school boards in southern Alberta.

CARRIED

6. Association Name Change

Gloria Roth completed a corporate name change on March 3, 2016, and the name Highway 3 Twinning Development Association was available then. It entails filling out a form and paying \$50 for a corporate name change.

MOTION: Blair Painter

That the Association goes ahead with filing the official name change at a cost of approximate \$50.

CARRIED

7. MLA Report

Maria Fitzpatrick, Lethbridge East - House resumes next week.

David Schneider, Little Bow - Has a meeting with Brian Mason on March 7, 2016. Will discuss Highway 3, and Highway 36.

Pat Stier, Livingstone-Macleod - Was recently at Pincher Creek and discussed Highway 3 Twinning. Promotion of the twinning of Highway 3 is worth pursuing.

Grant Hunter, Cardston Taber Warner - Grant Hunter received a letter from Brian Mason on priorities, and noted that Highway 3 twinning was not a top priority on all of the lists from southern Alberta municipalities. We need to prove how twinning creates a diverse economy.

The Acting Chair, Brian Brewin expressed appreciation to the MLA's for their involvement in the Association.

8. Delegation

Ed Tanas, Sun Country Highway Ltd. provided information about electric car charging station opportunities for businesses along the highway. There were 600 electric vehicles sold in Alberta in 2015. Sun Country Highway Ltd. would like to see more charging stations along Highway 3. Advantageous to businesses as it takes approximate 2-3 hours for a full charge and then customers will stay in that community and spend money. A full charge only costs businesses approximate \$1.00 - \$3.00 (depending on power rates).

9. New Business

9.1 Economic Development Lethbridge Proposal

Brian Brewin and Gloria highlighted the office space that has been proposed for an office in the Tecconnect building.

9.2 Highway 3 studies preparation

9.3 Highway 3 MVC Statistics (Darren Davidson, Alberta Transportation)

Thanks to Darren Davidson for providing the information. Municipalities can access their local stats by speaking with their local detachment.

9.4 Rene Gendre

No vehicle renewal notices from the provincial government was announced last week, and that all future renewal notices will be electronic. We need to guard ourselves against any political bias. We need our focus to be the twinning of Highway 3.

10. Information Items

Pete Lovering will forward some documentation to Gloria that he has on Highway 3.

11. Next Meeting - Friday April 1, 2016 - 10:30 am (Culver Room-Lethbridge City Hall)

12. Adjournment

MOTION: Neil Wilson

The motion to adjourn was made at 11:50 AM

CARRIED



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, April 14, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

STAFF:

Lenze Kuiper - Director
Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - April 14, 2016
2. Delegation - KPMG LLP
3. Approval of Minutes - February 11, 2016 (attachment)
4. Business Arising from the Minutes
5. New Business
(a) Auditors' Report and Financial Statements 2015 (handout)
(b) Draft ORRSC 2015 Annual Report (handout)
(c) Member Questionnaire Summary
(d) Letter to SouthGrow re Municipal Fiber Optics Planning (attachment)
(e) Fee For Caveat Removal (attachment)
(f) CPA Conference - May 2-4, 2016
(g) Fee For Service Update (attachment)
6. Accounts
(a) Office Accounts -
(i) January 2016 (attachment)
(ii) February 2016 (attachment)
(iii) March 2016 (attachment)
7. Director's Report
8. Executive Report

9. Adjournment.....

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Barry Johnson

THAT the Executive Committee approve the agenda, as amended:

Add: 6(a)(iii) Office Accounts March 2016

CARRIED

2. DELEGATION – KPMG LLP

- Derek Taylor of KPMG LLP presented the Auditors' Report and Financial Statements which were prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2015. Excess revenues over expenditures for the year totalled \$171,151.
- A financial information return must also be submitted to the province to meet their requirements by May 1 each year. Because the Board of Directors is unable to approve the financial statements until the Annual General Board meeting in June, it was suggested that this responsibility be delegated to the Executive Committee by Board resolution at the June 2, 2016 meeting.

3. APPROVAL OF MINUTES

Moved by: Tom Rose

THAT the Executive Committee approve the minutes of February 11, 2016, as presented. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

- None.

5. NEW BUSINESS

(a) Auditors' Report and Financial Statements 2016

Moved by: Henry Van Hierden

THAT the Executive Committee approve the Auditors' Report and Financial Statements for the year ending December 31, 2015 as presented by KPMG LLP. **CARRIED**

(b) Draft ORRSC 2015 Annual Report

- The Draft ORRSC 2015 Annual Report was handed out and reviewed.

Moved by: Don Anderberg

THAT the Executive Committee accept the Draft ORRSC 2015 Annual Report as presented, which will be combined with the Auditor's Report and Financial Statements for the year ending December 31, 2015 and referred to the Board of Directors for approval at the June 2, 2016 Annual General Meeting. **CARRIED**

(c) Member Questionnaire Summary

- Five member questionnaires have been returned to date and the submission deadline has been extended to May 9, 2016. The retreat to discuss questionnaire results will be held sometime in May or June.

(d) Letter to SouthGrow re Municipal Fiber Optics Planning

- At the March 3, Board of Directors' meeting, Greg Robinson (Raymond) posed the following question on behalf of SouthGrow: ***How can municipalities adjust their municipal documents, policies, and processes to prepare for broadband internet via fiber optics and its potential for economic development opportunities?*** The concern, as expressed by SouthGrow, is that as new subdivisions are being developed within communities an opportunity to prepare for future fiber optics installation may be overlooked in the processing without specific criteria in land use bylaws and planning documents. Specifically, if at the time of planning the subdivision a conduit was required to be installed for future servicing, what would need to change to have this happen?
- The Director prepared a letter of response to Pete Lovering of SouthGrow which included the following recommendations:
 - It is recommended for communities that desire to add telecommunications conduit at the time of a new subdivision that it be included in Municipal Development Plans and Area Structure Plans as a policy. And further that municipal land use bylaws be reviewed for subdivision design standards and utility easement requirements.
 - It is recommended that all municipalities be in control of shallow utility easements and acquire their own engineering standards in which they implement utility line assignments and require a telecommunications conduit to be installed for future use.
 - Further to the recommendations above the Federation of Canadian Municipalities has a standard access agreement for municipalities to use when negotiating with a telecommunications company who intends on installation within municipal ROW and property.

(e) Fee For Caveat Removal

- When a deferred reserve caveat was registered in a Land Titles Office under the former Planning Act or its predecessor in respect of land which under the current Municipal Government Act no reserve land could be required to be provided, the registered owner may apply to ORRSC to remove the caveat from the title. On May 25, 1999, the Executive Committee approved the fees for caveat removal at \$50 for document preparation and \$10 for each title from which the caveat is removed. On April 1, 2011, Land Titles Office increased the fees for service and the fees being charged by ORRSC were raised at the same time to \$100 for document preparation and \$20 for each title from which the caveat is removed. This increase, was not approved by the Executive at that time; therefore, we are requesting that the Executive Committee approve the increase by resolution.

Moved by: Bill Chapman

THAT the fee for caveat removal shall be \$100 for document preparation and \$20 for each title from which the caveat is removed;

AND THAT the Chair be authorized to endorse the amended page of the Policy Manual, Appendix B, Schedule of Fees. **CARRIED**

(f) CPA Conference – May 2-4, 2016

- Gordon Wolstenholme and Jim Bester will attend the CPA Conference in Red Deer on May 2-4, 2016 with registration, accommodations, mileage and meals being paid by ORRSC.

(g) Fee For Service Update

Moved by: Jim Bester

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

6. ACCOUNTS

(a) Office Accounts –

(i) January 2016

4140	Approval Fees	Douglas Bergen	\$ 3,900.00
5151	Vehicle Gas & Maintenance	Imperial Oil	116.69
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Cam Air Refrigeration	245.00
5310	Telephone	Shaw Business	359.65
5310	Telephone	Bell Mobility	691.31
5310	Telephone	Shaw Business	359.65
5310	Telephone	Yellow Pages	29.04
5310	Telephone	DRC Communication	90.00
5320	General Office Supplies	Purolator	13.90
5320	General Office Supplies	Desjardin Card Services	138.46
5380	Printing & Printing Supplies	Desjardin Card Services	150.02
5320	General Office Supplies	Desjardin Card Services	56.27
5380	Printing & Printing Supplies	Desjardin Card Services	254.88
5330	Dues & Subscriptions	Brooks Bulletin	55.24
5330	Dues & Subscriptions	Bassano Publishers	25.50
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	ADOA	100.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5440	Land Titles Office	Minister of Finance	380.00
5470	Computer Software	ESRI Canada	3,490.00
1160	GST Receivable	GST Receivable	349.43
		TOTAL	<u>\$11,664.04</u>

(ii) February 2016

5150	Staff Mileage	M. Burla	\$ 240.00
5150	Staff Mileage	L. Tittsworth	14.00
4140	Approval Fees	Niblock & Company	120.00
5151	Vehicle Gas & Maintenance	Imperial Oil	231.88
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	14.99
5285	Building Maintenance	Wild Rose Horticultural	320.00
5310	Telephone	Bell Mobility	543.00
5310	Telephone	Shaw Business	491.65
5310	Telephone	Yellow Pages	29.65
5320	General Office Supplies	Desjardin Card Services	106.79
5320	General Office Supplies	Desjardin Card Services	28.86
5330	Dues & Subscriptions	Lethbridge Herald	282.82
5330	Dues & Subscriptions	Nanton News	68.00
5330	Dues & Subscriptions	AUMA	55.00
5350	Postage & Petty Cash	Pitney Bowes	1,625.25
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance	287.00
5450	Legal Fees	Stringam Denecky	657.80
5470	Computer Software	Pacific Alliance Tech.	3,050.00
5470	Computer Software	Safe Software	1,720.00
5500	Subdivision Notification	Lethbridge Herald	310.44
5500	Subdivision Notification	Sun Media	170.00
5510	Insurance	AMSC Insurance Services	11,833.52
5580	Equipment & Furniture Rental	Xerox	2,389.58
1160	GST Receivable	GST Receivable	534.91
		TOTAL	<u>\$25,712.14</u>

(iii) March 2016

5150	Staff Mileage	B. Brunner	\$ 89.50
5150	Staff Mileage	S. Johnson (January - March)	100.00
5151	Vehicle Gas & Maintenance	S. Johnson (January - March)	64.95
5320	General Office Supplies	S. Johnson (January - March)	65.87
5530	Coffee & Supplies	S. Johnson (January - March)	184.87
5151	Vehicle Gas & Maintenance	L. Kuiper	53.26
4140	Approval Fees	Town of Magrath	462.50
4140	Approval Fees	Midwest Surveys	50.00
5151	Vehicle Gas & Maintenance	Imperial Oil	122.39
5180	Staff Development	Aquality Environmental Consulting ...	3,000.00
5230	Member Conference & Out of Area	Aquality Environmental Consulting ...	3,000.00
5280	Janitorial Services	Madison Ave Business Services	525.00
5320	General Office Supplies	Madison Ave Business Services	11.69
5310	Telephone	Bell Mobility	626.40
5310	Telephone	Shaw Business	491.65

5320	General Office Supplies	Desjardin Card Services	124.69
5380	Printing & Printing Supplies	Desjardin Card Services	204.96
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5420	Accounting & Audit Fees	KPMG	5,000.00
5440	Land Titles Office	Minister of Finance	431.00
5460	Public Relations	Lethbridge Herald	175.50
5500	Subdivision Notification	Lethbridge Herald	1,424.60
5500	Subdivision Notification	Lethbridge Herald	318.24
5570	Equipment Repairs & Maintenance	Xerox	888.63
5580	Equipment & Furniture Rental	Xerox	905.84
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
5590	Equipment & Furniture Purchases	Murray Auto Group	25,531.25
1160	GST Receivable	GST Receivable	2,213.29
		TOTAL	<u>\$46,385.21</u>

Moved by: **Henry Van Hierden**

THAT the Executive Committee approve the Office Accounts of January (\$11,664.04), February (\$25,712.14) and March (\$46,385.21) 2016, as presented. **CARRIED**

7. DIRECTOR'S REPORT

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

8. EXECUTIVE REPORT

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

9. ADJOURNMENT

Moved by: **Bill Chapman**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:55 p.m. until **Thursday, May 12, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES – 1 (2016)

GENERAL BOARD OF DIRECTORS’ MEETING

Thursday, March 3, 2016 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

BOARD OF DIRECTORS:

Bill Graff (absent)	Village of Arrowwood	Brad Koch (absent)	Village of Lomond
Jane Jensen	Village of Barnwell	Richard Van Ee	Town of Magrath
Ed Weistra (absent).....	Village of Barons	David Hawco	Town of Milk River
Tom Rose	Town of Bassano	Rafael Zea (absent)	Village of Milo
Fred Rattai	City of Brooks	Christophe Labrune (absent)	Town of Nanton
Jim Bester.....	Cardston County	Clarence Amulung	County of Newell
Dennis Barnes	Town of Cardston	Pete Pelley	Village of Nobleford
Cecil Sabourin	Village of Carmangay	Teresa Feist - alternate	Town of Picture Butte
Jamie Smith (absent)	Village of Champion	Quentin Stevick - alternate	M.D. of Pincher Creek
Betty Fieguth (absent)	Town of Claresholm	Don Anderberg	Town Pincher Creek
Bill Chapman	Town of Coaldale	Ronald Davis (absent)	M.D. of Ranchland
Sheldon Watson (absent).....	Town of Coalhurst	Greg Robinson	Town of Raymond
Ken Galts	Village of Coutts	Barry Johnson	Town of Stavely
Garry Hackler (absent)	Village of Cowley	Ben Nilsson (absent).....	Village of Stirling
Bill Kovach (absent)	Mun. Crowsnest Pass	Ben Elfring.....	M.D. of Taber
Dave Filipuzzi (absent).....	Mun. Crowsnest Pass	Margaret Plumtree	Town of Vauxhall
Gordon Wolstenholme	Town of Fort Macleod	Rod Ruark (absent).....	Vulcan County
Darrell Edwards	Village of Glenwood	Rick Howard	Town of Vulcan
John Connor	Town of Granum	David Cody (absent)	County of Warner
Monte Christensen (absent).....	Village of Hill Spring	Ian Glendinning	Village of Warner
Henry Doeve (absent)	County of Lethbridge	Henry Van Hierden	M.D. Willow Creek

STAFF:

Lenze Kuiper.....	Director	Diane Horvath.....	Planner
Steve Harty.....	Senior Planner	Gavin Scott.....	Planner
Bonnie Brunner.....	Planner	Barb Johnson	Executive Secretary

AGENDA:

1. **Approval of Agenda** – March 3, 2016
2. **Approval of Minutes** – December 3, 2015 (attachment)

3. **Business Arising from the Minutes**
4. **Guest Speaker:**

Jay White, Principal and Senior Biologist – Aquality Environmental Consulting Ltd.
Water Bodies & Wetlands
Legislation, Policy & Best Practices – Overview
5. **Reports**
 - (a) Executive Committee Report..... (handout)
 - (b) GIS Update.....
 - (b) Regional Assessment Review Board Update
6. **Business**
 - (a) ORRSC Strategic Plan – Board & Council Questionnaire (handout)
 - (b) Flood Mapping Request for Information (attachment)
 - (c) Unaudited 2015 Financial Performance
7. **Accounts**
 - (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2015..... (attachment)
8. **Adjournment** – June 2, 2016

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 7:05 P.M.

1. APPROVAL OF AGENDA

Moved by: David Hawco

THAT the Board of Directors approve the agenda of March 3, 2016, as presented. **CARRIED**

2. APPROVAL OF MINUTES

Moved by: Richard Van Ee

THAT the Board of Directors approves the minutes of December 3, 2015, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. GUEST SPEAKER

Jay White, Principal and Senior Biologist – Aquality Environmental Consulting Ltd.
Water Bodies & Wetlands
Legislation, Policy & Best Practices – Overview

The principal researcher at Aquality, Jay White is a certified Alberta Professional Biologist and principal researcher at Aquality, an Alberta based company specializing in the areas of municipal land use and watershed management planning, policy development, stormwater management, and freshwater ecology including surface water quality testing, wetland and riparian assessments, biophysical and environmental assessments, limnology, water resources and fisheries management.

In his presentation, Mr. White emphasized the need for municipalities to do a good job of managing and preserving our riparian areas. A Riparian Setback Matrix Model (RSMM) has been developed to help determine the amount of land that should be dedicated as Environmental Reserve. The most important factors to consider are:

- Vegetation type and density
- Soils
- Slope
- Ground water influence
- Bank height
- Preliminary setback distance set at 6 meters – minimum required under the MGA
- Each category above adds additional distance to the preliminary setback based on the characteristics of the individual site

“A Developers Guide to Riparian Setback Determination” has been written to assist developers with the application of the RSMM. When the RSMM is incorporated into policies at the municipal level, they form a comprehensive tool for managing and protecting riparian habitats within the context of growing development pressures.

The complete PowerPoint presentation can be viewed on ORRSC’s website: orrsc.com

5. REPORTS

(a) **Executive Committee Report**(attachment)

- Director Lenze Kuiper explained the ongoing process of lobbying the provincial government for funding. We have provided Municipal Affairs with additional information including budgets for the last five years and are awaiting a response. If this is not successful, we will likely pursue the political route. Members suggested getting support from AUMA, AAMD&C, Mayors and Reeves, MLAs, etc.

Moved by: Jane Jensen

THAT the Board of Directors receive the Executive Committee Report for the meetings of January 14 and February 11, 2016, as information. **CARRIED**

(b) GIS Update

- Work has begun on the GIS for Ghost Lake and Waiparous which will generate revenue of approximately \$5,000 per year. An orthophoto update is planned for 2017-2018 utilizing grant funding. We are currently in the process of adding a development permits layer to the GIS, and a tangible capital module is being explored with the Town of Taber. A subdivision layer may also be added in the future.

Moved by: Ken Galts

THAT the Board of Directors receive the GIS update, as information.

CARRIED

(c) Regional Assessment Review Board Update

- ORRSC will be hosting the Municipal Government Board (MGB) Assessment Review Board Member training on March 7-10, 2016. Clerk training will follow on April 11-12 and a Board Member refresher course on May 17-18. We are also working with the MGB to get an on-line recertification course started.

6. BUSINESS

(a) ORRSC Strategic Plan – Board & Council Questionnaire

- ORRSC is embarking on the preparation of a business plan and strategic plan under the guidance of the Executive Committee and are in the process of gathering information by way of separate questionnaires for each of the following three groups:
 - Board Members and Councils
 - Chief Administrative Officers
 - ORRSC Staff
- Those attending this meeting were given a copy of the first questionnaire to be filled out individually or by their Council as a group and returned by April 1. Questions center around the type of services offered, quality of services, cost of services, membership type, etc. and each question has a bit of context and background provided. Questionnaires to CAOs and staff will follow, and when all the results have been tabulated a retreat between staff and the Executive will be held.

(b) Flood Mapping Request for Information

- ORRSC submitted a letter to both the Minister of Municipal Affairs and the Minister of Environment & Parks requesting an update on the status of the Flood Hazard Identification Program and requesting new mapping for some of the rivers and creeks in Southern Alberta (e.g. Oldman River, Pincher Creek, Kettles Creek, Lee Creek and the Crowsnest River). The data we are currently working with is over 24 years old and significant flood events and changes to our water courses have occurred during this time. Updated studies and mapping are needed in order for our municipalities to make good development decisions.

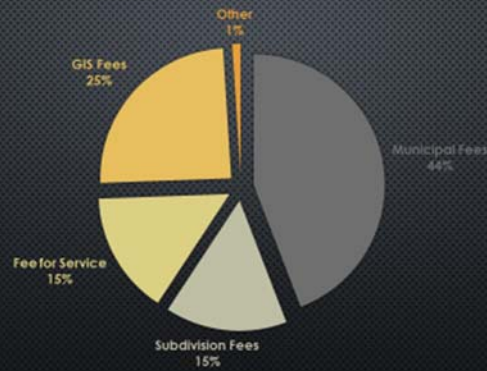
(c) Unaudited 2015 Financial Performance

- The Director reviewed highlights of 2015 financial performance (unaudited) as follows:

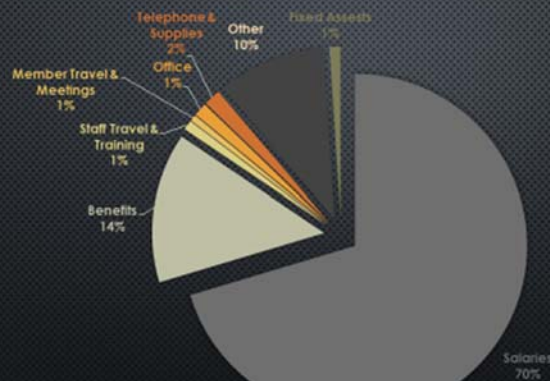
HIGHLIGHTS

	2014	2015
Net Revenues	2,018,450	2,042,402
Membership (Planning & GIS)	1,324,311	1,362,883
Subdivision	325,956	298,431
Fee-for-Service	273,859	301,428
Net Expenses	1,933,111	1,925,092
Salaries & Benefits	1,561,230	1,424,884
Excess of Revenues over Expenditures	92,928	117,510
Internally Restricted Net Assets (Reserves)	0	50,000
Total Equity	687,711	762,082

REVENUE



EXPENSE



7. ACCOUNTS

- (a) Summary of Balance Sheet and Statement of Income for the 12-month period:
January 1 - December 31, 2015**

Moved by: Greg Robinson

**THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income
for the 12-month period: January 1 - December 31, 2015, as information. CARRIED**

8. ADJOURNMENT

Moved by: Bill Chapman

**THAT we adjourn the General Board of Directors' Meeting of the Oldman River Regional Services
Commission at 9:10 p.m. until Thursday, June 2, 2016 at 7:00 p.m. CARRIED**

/bj

CHAIR:



2015 ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS



**Year Ending
December 31, 2015**

<http://www.orrsc.com>

Full Report
available on
request. KW



CHAIR'S MESSAGE

Dear Municipal Members:

Our Board, our Executive and our staff continued to work hard in 2015 to achieve solid results for our member municipalities. We continued our focus on member services, leadership and professional advice, financial accountability and performance. These are key areas that we know drive stronger service results and have the greatest impact on member and municipal value.

ORRSC's proven strategy — well executed by a committed and professional staff — contributed to consistent service, solid advice, good land use plans and customized web-based geographic information services for all members.

Effective municipal governance is an important foundation for ORRSC's strong performance and is fundamental to our success. Governance provides proper oversight and accountability, strengthens internal and external relationships, builds trust with our members and promotes the long-term interests of those members and ultimately their citizens.

In 2015, your Board continued its commitment to financial sustainability. In reviewing the 2015 financials, you'll see a strong balance sheet, positive cash flow and income statement.

We also continued our focus on Board training with attendance at the Community Planning Association of Alberta Conference in Red Deer and in-house workshops and information sharing sessions.

I am honoured to continue as Chair into 2016, and to welcome one new member — Barry Johnson to the Executive table. We stand to benefit from the leadership and expertise of our entire team. Also, we wish to thank departing Executive member David Hawco for his excellent contributions to the Committee in 2015.

ORRSC continues to be a model for success in the delivery of shared municipal services. This speaks to the strength and stability of our local municipal system, our decision making autonomy and our willingness to work together and pool our ever-stretched resources. With ORRSC's sound strategy and strong leaders, I have every confidence that we will continue to build on our 66-year record of success.

I would like to thank our Staff, our Board and our Municipalities around southern Alberta (along with our GIS partners in central Alberta) who ultimately help our communities to be better places. And finally, I am truly privileged to work with this team, which brings commitment and enthusiasm to work each day — and carries it forward to enrich their communities.



Gordon Wolstenholme, Chair
Oldman River Regional Services Commission

Willow Creek Regional Waste Management Services Commission
Box 2820 Claresholm, Alberta T0L 0T0
Phone: 403-687-2603
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Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.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 3:00 P.M.
2. Approval of Agenda

16.48 **Moved by Gord Wolstenholme** to approve the Agenda as presented.
CARRIED

3. Delegations

No delegations

4. Approval of Minutes

- a) March 31st, 2016 Regular Meeting

16.49 **Moved by Lyal O'Neill** to approve the Minutes of the March 31, 2016 Regular meeting as presented.
CARRIED

5. Financial Information

- a) Approval of Check Detail April 1-28th, 2016

Cheryl presented the members with the Check Detail from April 1-28th, 2016.

16.50 **Moved by Barry Johnson** to approve the Check Detail as presented.
CARRIED

- b) Accounts Payable

Cheryl presented the members with the accounts payable in the amount of \$4980.73 which included Telus, WCB and the payroll liabilities to Canada Revenue Agency.

16.51 **Moved by Gord Wolstenholme** to approve the accounts payable in the amount of \$4980.73
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.M.

5. Financial Information cont'd

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

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

16.52 Moved by Lyal O'Neill to accept the March 2016 Bank Reconciliation reports for the Checking Account and the 90 Day Notice Account as presented.

CARRIED

d) Bank Statement March 2016

Cheryl presented the March 2016 ATB Financial bank statement to the members as information.

e) Investment/Transfer of Funds

Cheryl reported that the Commission has over 500 thousand dollars in their checking account. The members asked if the Commission had any large expenditures in the near future. Cheryl explained that the largest payable has already cleared the bank and that future expenditures will be minimal in cost. Cheryl also explained that the investment with Credential Securities will mature in August 2016 if we need access to funds as well. Cheryl provided the members with some current GIC rates as well as the rate of return on the 90 Day Notice account. Cheryl recommended that the members transfer funds to the 90 Day Notice account instead of investing into a GIC.

16.53 Moved by Lyal O'Neill to transfer \$300 000.00 (three hundred thousand) from the ATB Financial checking account into the ATB Financial 90 Day Notice account.

CARRIED

6. New Business

a) CAO Request for Vacation

Cheryl explained that she would like to take vacation during the week of May 2-6. Cheryl explained that she still has one week of vacation to take before the middle of June, otherwise she will have to carry it over.

16.54 Moved by Barry Johnson to allow the CAO Cheryl Guenther to take vacation from May 2-6, 2016

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.M.

6. New Business cont'd

b) Software Quote

Cheryl provided the members with a quote from PC Scale to provide the WCRWMSD with up to date scale software. Price included annual tech support as well as the set up and software. Total cost would be \$3990.00 USD. Cheryl explained that she also contacted a Canadian company and their quote came in at \$10 000.00. Cheryl also felt that as we are nearing the middle of the year, that it would be wise to have the new computer and software ready to go in January 2017 so we don't have to deal with two different programs during year end work. We will have to get the scale re-calibrated in January, therefore we will have the scale technicians do all the work at one time, saving us some travel costs. The members thought this approach was acceptable.

16.55 Moved by John Connor to accept the quote from PC Scale and further that Cheryl purchase the required computer equipment.

CARRIED

c) Unsecure Load Fees – For discussion

Cheryl explained that we continuously have trouble with customers coming to the landfill without tarping and/or strapping their loads. Cheryl also explained that landfill staff inform customers that they must tarp and strap their loads and why it is important to do so. Some customers will be compliant while others are consistently defiant. Cheryl explained that there is policy that tipping fees will double for unsecure loads, however she felt that would be excessive and could cause arguments. Cheryl recommended that a \$10.00 charge would be acceptable to start, and that we would have to install signs stating fees for unsecure loads on our existing sign posts on the haul route.

16.56 Moved by Gord Wolstenholme to charge customers a \$10.00 fee for loads deemed unsecure by landfill staff.

CARRIED

d) Landfill Facebook Page – For Discussion

Cheryl explained that she would like to set up a Facebook page for the landfill. The WCRWMSD does not have a website and she thought this would be an easy and cheap way to get our information to the customers. Chair Earl Hemmaway asked what a website would cost. Member Connor thought in excess of \$10 000.00. The members agreed that a Facebook page would be beneficial.

16.57 Moved by John Connor to have the CAO set up a Facebook page for the landfill.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.M.

6. New Business

e) Acceptance of Clean Fill

Cheryl explained that she has had a discussion with a local resident regarding the disposal of clean fill, and the cost associated, at the landfill. Cheryl explained that we currently charge customers at \$70.00 per tonne for clean fill disposal. Cheryl further explained that many landfills accept small amounts of clean fill at no cost to the customer. Cheryl informed the members that dirt is a precious commodity at a landfill and any amount we can attain is a benefit to the WCRWMSC.

Cheryl also mentioned that she would not be interested in taking large loads free of charge due to the possibility that there could be contamination, however she felt that receiving dirt from someone's backyard would be acceptable. Cheryl also stated that the landfill has contaminated soil sign off sheets that customers must sign stating their soil is free from contaminants and further that the company agrees to cover the cost of clean-up shall the soil be deemed contaminated. Whether the load be large or small, Cheryl stated that customers would still be responsible to provide us with a contaminated soil sign off document.

16.58 Moved by Gord Wolstenholme that the WCRWMSC accept small loads of clean fill at the scale operator's discretion and further that there be no cost charged to the customer.

CARRIED

7. Old Business

a) Biogas Facility Tour

The members had a brief discussion regarding the biogas facility tour. Everyone thought that it was informative and interesting.

b) Bylaw 2-2016 Record Retention

Cheryl presented the members with the draft bylaw dealing with record retention and disposal.

16.59 Moved by Gord Wolstenholme to give first Reading to Bylaw 2-2016 Retention of Records.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.M.

7. Old Business cont'd

b) Bylaw 2-2016 Record Retention cont'd

16.60 **Moved by Barry Johnson** to give second Reading to Bylaw 2-2016 Retention of Records.

CARRIED

16.61 **Moved by John Connor** to proceed to third and final Reading of Bylaw 2-2016 Retention of Records.

CARRIED Unanimously

16.62 **Moved by Lyal O'Neill** to give third and final Reading to Bylaw 2-2016 Retention of Records.

CARRIED

c) Leachate Management

This item was moved to In Camera

d) Disposal of Building Salvage Items

Cheryl reported that we have several salvaged items from the old office building that need to be dealt with. Cheryl explained that we have several metal doors and frames, an air conditioning unit, a furnace, as well as sections of catwalk and metal stairs. Cheryl explained that some of the items could have some worth while others would bring minimal income. Chair Hemmaway asked if taking the items to an auction sale would be feasible. Cheryl stated that the WCRWMSC does not have a trailer to haul these items and further that she has been unsuccessful in the past with having an auction company come to pick up items. Cheryl felt that we could be just as successful selling these items on Facebook buy and sell groups as well as Kijiji than we could be hauling them to an auction.

16.63 **Moved by Barry Johnson** to have the CAO list the building salvage items on Facebook buy and sell groups and Kijiji and further that the price be best reasonable offer.

CARRIED

8. Correspondence

No correspondence

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility April 28th, 2016 at 3:00 P.M.

9. General Landfill Information

a) Spring Litter Clean-up – For Information

Cheryl reported to the members that landfill staff has been actively picking debris in our neighbors fields. Cheryl stated that she has spoken to our south neighbor and asked him to let us know when they will be seeding so we can do a final check before the equipment moves in. Cheryl also mentioned that she left a phone message for a neighbor to the east that we would be accessing his land to clean debris from his property. Cheryl also reported that we have not heard about any issues this year regarding debris in the fields.

b) 4H Tire Round-up – For Information

Cheryl reported that the Fort Macleod 4-H Beef Club has been busy with tire round-ups. The group has cleaned up large piles of tires including the one on the east end of Granum. This tire round-up brought approximately 4000 used tires to the landfill.

10. In Camera

16.64 **Moved by John Connor** to go In Camera at 4:08 P.M.
CARRIED

16.65 **Moved by Lyal O'Neill** to come out of In Camera at 4:29 P.M.
CARRIED

16.66 **Moved by Gord Wolstenholme** to accept the proposal from Hasegawa Consulting and Engineering for a leachate management plan.
CARRIED

11. Adjournment

16.67 **Moved by Gord Wolstenholme** to adjourn the meeting at 4:30 P.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther

Alberta SouthWest Bulletin June 2016

Regional Economic Development Alliance (REDA) Update

AlbertaSW Annual General Meeting was held June 1, 2016 under the wings of the historic planes



at the Bomber Command Museum of Canada (BCMOC), Nanton. Following a tour offered by Bomber Command Board members, Nanton Mayor Rick Everett welcomed 85 guests to Nanton and spoke of the significance of the museum.

AlbertaSW Chairman Lloyd Karl welcomed guest presenters: **Kim Davitt**, Missoula MT, outlined the agenda for the upcoming Roundtable on the Crown of the Continent Conference.

Save the dates: **October 13-14, Fernie BC.**

Leann Hackman-Carty, CEO, Economic Developers Alberta, and **Angela Groeneveld**, High River Business Renewal Officer, shared inspiring lessons learned from High River and Fort McMurray on the importance of economic development services and the importance of being prepared support businesses as an integral part of disaster recovery.



The Regional Innovation Network of Southern Alberta (RINSA) invites you to an information and ideas event, in partnership with AlbertaSW and SouthGrow. Please plan to attend, and share the invitation with others who may find the topic to be of interest.



Electric Vehicle (EV) Charging Stations: Creating Electric Highways in BC and AB

Tuesday June 21, 2016 Heritage Inn, Pincher Creek, 10:00am to 2:00pm; lunch provided

Presenter: Megan Lohmann, CCEM/MSc, Head of Community Energy Management, Community Energy Association communityenergy.bc.ca

Megan has designed and implemented successful initiatives in the Kootenays, leading collaboration with partnering communities and organizations. She will share what they have learned. This is an opportunity to learn why and how EVs fit into new trends in energy development and how we can maximize the opportunities for all our communities.

This discussion will be of interest to: Councillors, CAOs, EDOs, public works staff, energy utility providers, businesses, community leaders.

Please RSVP by Friday June 17, 2016 to bev@albertasouthwest.com

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