



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 29, 2016  
AGENDA

Time: 7:00 P.M.  
Place: Council Chambers  
Town of Claresholm Administration Office  
221 – 45 Avenue West

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES FEBRUARY 22, 2016

ACTION ITEMS:

1. DELEGATION RESPONSE: Residents of Tamarack Road  
RE: Sewer Installation Problems
2. CORRES: John Barlow, Member of Parliament for Foothills  
RE: Physician-Assisted Dying Open House – April 5, 2016
3. CORRES: Alberta Urban Municipalities Association  
RE: Local Advocacy on the Province's Decision to Eliminate Grant in Lieu of Taxes for Social Housing
4. CORRES: Mayor Henk De Vlieger, Town of Taber  
RE: Request for Support for Funding Application
5. CORRES: Southern Alberta Energy from Waste Association  
RE: 2016 Membership Fee (\*From February 8, 2016 Meeting per motion.)
6. CORRES: The Station  
RE: Invitation to Fundraising Event "The Station's Diamond Ball"
7. CORRES: Frame Aviation  
RE: Fly-in Breakfast – August 20, 2016
8. CORRES: Claresholm Animal Rescue Society  
RE: Amendments to Cat Bylaw
9. REQUEST FOR DECISION: Budget 2016
10. REQUEST FOR DECISION: Strategic Plan 2016-2019
11. REQUEST FOR DECISION: Engineering Contract
12. REQUEST FOR DECISION: Claresholm Minor Lacrosse Association
13. REQUEST FOR DECISION: Policy # PLDE 04-09 – Planning & Development Fees
14. REQUEST FOR DECISION: Policy #GA 03-16 – Community Organizations Insurance Reimbursement
15. FINANCIAL REPORT: Consolidated Statement of Operations February 2016
16. INFORMATION BRIEF: Disaster Recovery Program Funding
17. INFORMATION BRIEF: Broadband
18. INFORMATION BRIEF: CAO Report
19. INFORMATION BRIEF: Council Resolution Status
20. ADOPTION OF INFORMATION ITEMS
21. IN CAMERA: Legal; Employment; Contracts

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – February 26, 2016
2. Horizons March 2016 – Chinook Arch Regional Library System Newsletter
3. Community Futures Alberta SouthWest Bulletin – March 2016
4. Oldman River Regional Services Commission Annual Organizational Board of Directors' Meeting Minutes – December 3, 2015
5. Alberta Government News Release March 14, 2016 – Government seeks input on municipal infrastructure support
6. Alberta Historical Resources Foundation's Heritage Awards 2016
7. Federal, Provincial and Territorial Ministers Responsible for Seniors – *Planning to Age in Place*
8. National Public Works Week May 15-21, 2016 – "Public Works – Always There"
9. Federal Budget 2016: The AAMDC Perspective

ADJOURNMENT



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MARCH 14, 2016**

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

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

**REGRETS:** Councillor Chris Dixon

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

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

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – FEBRUARY 22, 2016**

Moved by Councillor O’Neill that the Regular Meeting Minutes of February 22, 2016 be accepted as presented.

**CARRIED**

**PUBLIC HEARING: BYLAW #1596: Land Use Bylaw Amendment**

Mayor Steel declared the hearing open at 7:02 p.m.

Mayor Steel made the first call for submissions from the public.

Gavin Scott from the Oldman River Regional Services Commission (ORRSC) spoke about the process that has been undertaken regarding this land use bylaw amendment. He also presented the changes that are being proposed and will be noted as Schedule A, and how the final readings should take place procedurally.

Mayor Steel made the second call for submissions from the public.

Mayor Steel read a letter submitted by Ian and Delores Hand with some comments.

Mayor Steel made a third call for submissions from the public.

No further submissions either verbal or written were noted.

Mayor Steel declared the hearing closed at 7:11 p.m.

**DELEGATION: RESIDENTS OF TAMARACK ROAD**

**RE: Sewer Installation Problems**

Leanne Fisher was the spokesperson for the residents of Tamarack Road and spoke to Council regarding the state of their sewer lines from their homes to the main. The residents expect that the Town will have the repairs completed as soon as possible.

**ACTION ITEMS:**

**1. BYLAW #1596: Land Use Bylaw Amendment**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to accept the amendments to Bylaw #1596 as proposed and presented in the public hearing as Schedule “A”.

**CARRIED**

Moved by Councillor Ford to give Bylaw #1596, a land use bylaw amendment, 2<sup>nd</sup> Reading as amended.

**CARRIED**

Moved by Councillor McAlonan to give Bylaw #1596, a land use bylaw amendment, 3<sup>rd</sup> & Final Reading as amended.

**CARRIED**

**2. BYLAW #1611: Borrowing Bylaw – Southcal Debt**  
**RE: 1<sup>st</sup> Reading**

Received for information.

**3. CORRES: Hon. Shannon Phillips, Minister of Environment and Parks**  
**RE: Alberta Community Resilience Program (ACRP) Application**

Received for information.

**4. CORRES: Mayor Rick Everett, Town of Nanton  
RE: Regional Collaboration**

Received for information. Planning to attend: Councillors Cutler, Ford, McAlonan and O'Neill; CAO Carlson.

**5. CORRES: Willow Creek Regional Waste Management Services Commission**

**RE: Lethbridge Biogas Facility Tour – April 6, 2016**

Received for information. Planning to attend: Councillor O'Neill.

**6. CORRES: Porcupine Hills Lodge**

**RE: 50<sup>th</sup> Anniversary Celebration – June 11, 2016**

Received for information. Planning to attend: Mayor Steel; Councillors Cutler, Fieguth, Ford, McAlonan and O'Neill; CAO Carlson.

**7. CORRES: Claresholm & District FCSS**

**RE: Volunteer Appreciation Event – April 13, 2016**

Received for information. Planning to attend: Councillors Cutler, Ford, McAlonan and O'Neill; CAO Carlson.

**8. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**

MOTION #16-021

Moved by Councillor Ford to write a letter of support towards the Willow Creek Agricultural Society's grant application to the Community Initiative Program for the purpose of purchasing a new tractor for the Agriplex.

**CARRIED**

**9. INFORMATION BRIEF: Multi-use Community Building & Town Hall Update**

Referred to Committee.

**10. INFORMATION BRIEF: Policy #PLDE 04-19 – Planning & Development Fees**

Referred to Administration to propose changes.

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

Received for information.

**12. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor McAlonan to adopt information items as presented.

**CARRIED**

**13. IN CAMERA: Annexation; Legal**

Moved by Councillor Ford that the meeting go In Camera at 8:07 p.m.

**CARRIED**

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:16 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 9:17 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**



# REQUEST FOR DECISION

Meeting: March 29, 2016  
Agenda Item: 1

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## TAMARACK INFRASTRUCTURE

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### **BACKGROUND:**

At the March 14, 2016 Council meeting, a delegation from the Tamarack Subdivision came to speak in regards to their concerns in the subdivision with their sanitary sewer service (correspondence and background information brief attached). For reference, the previous work on the sewer services in the subdivision is as follows;

- #2 Tamarack was completely replaced and the work had to go all the way back to the house to get grade. The Town of Claresholm also completed the driveway repairs at this property.
- #4 Tamarack was repaired approximately 4 meters into private property.
- #5 Tamarack was repaired to the house by the builder and repaired at the property line by the Town.
- #10 Tamarack was repaired at the property line only, as the other problem at this address was inside the homeowner's garage.

### **DISCUSSION/OPTIONS:**

Administration has updated the residents with what the Town can do immediately to help alleviate their concerns while the existing infrastructure is investigated. The Town could flush their service into our system and have home owners use enzymes, supplied by the Town to try to mitigate any grease build-up. It is important to note that no grease can be put into the system. These options can be done through the Infrastructure Services Operational budget.

However, in most residential cases local plumbers or contractors would be called in to perform this service and the homeowner would bear that cost (as per policy UT 08-89 Sewer Line Maintenance). As per the Town of Claresholm Water and Sewer Bylaw #1510 (see full Bylaw attached) sections 11.19, 11.21 & 11.22 state;

*11.19 - The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.*

*11.21 - The Town will clean a plugged sewer service line, if possible, in the case of an emergency or when the request is on the recommendation of a Certified Licensed Plumber. Should the Town be requested to clean any plugged sewer service line, the owner making such request is liable for all costs incurred by the Town in cleaning the plugged sewer. The rates for this service will be charged by the Town in accordance with Schedule "B", attached hereto.*

- a) Should any owner claim that any sewer service line between the street main and the property line is plugged because it is not laid according to good practice, the said owner will deposit with the Town an amount in accordance with Schedule "B" attached hereto.*
- b) Should the sewer service line between the street main and the property line be found properly laid according to good work practices, the owner will forfeit the deposit. The owner is liable for all costs incurred by the Town in opening the sewer service line. The Superintendent of Public Works is then authorized to open the sewer service line by any method he considers necessary.*

- c) *Should the sewer service line between the street main and the property line be found not properly laid according to good work practices, the deposit will be refunded to the owner. The Town will then repair the sewer service line at no cost to the owner.*
- d) *Owners requesting that the Town camera their sanitary sewer service line, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The owner is liable for all costs incurred by the Town in the use of the camera, and if necessary, costs incurred by the Town in clearing of the sewer line. If it is determined with the use of the camera that the sanitary sewer service line is damaged, the property owner is responsible for the repair of this sanitary sewer line to the property line from the premises on the property.*

*11.22 The owner of any premises connected to a street main by a sewer service line, will be required to keep the said sewer service line, from the premises to the main, in operational condition at all times, and is fully responsible for the operation of the said sewer service line.*

Additional options:

- Camera work to determine priorities for sewer service repairs. (Recommended as initial step to create a priority list for any potential repairs.) Infrastructure Services require clarification on who is to bear the cost of the camera work. The costs for camera work at each residential location would be approximately \$400-\$500. Please note; normally when a residential service requests camera work to be performed, if the camera shows that the Town's portion of the service is operating correctly, the home owner pays for the camera costs, as well as, any necessary repairs to their service.
- Repair existing services (initial cost estimates are approximately \$16,000-\$25,000 for each property depending on landscaping repairs required). Please note: the approximation has been received from contractors, however actual estimates cannot be received until inspection has been completed for each property. Infrastructure Services requires clarification on cost sharing amounts for any repairs required. Infrastructure Services would recommend the Town of Claresholm would be accountable for any portion that may have failed at the initial point of connection, while the homeowner be responsible for repairs to the service on private property if it is determined there is additional work to be done such as proper grading to the home or damage to the service in another location not relative to the initial connection point (see Policy UT 08-89).
- Administration also recommends updates to the Town of Claresholm development standards to incorporate inspections by Infrastructure Services prior to connection on private lands to ensure the service installation is correct.

ATTACHMENTS:

- 1.) Photos, Drawing from 2011 - #2 Tamarack
- 2.) Correspondence dated February 24, 2016
- 3.) Correspondence dated March 4, 2016
- 4.) March 14, 2016 Info Brief

APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Sewer Bylaw (attached)
- 2.) Policy UT 08-89 Sewer Line Maintenance (attached)

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 22, 2016

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STREET

SEWER SERVICE

CURB.

Property line.

curb stop → ⊗

Utilities

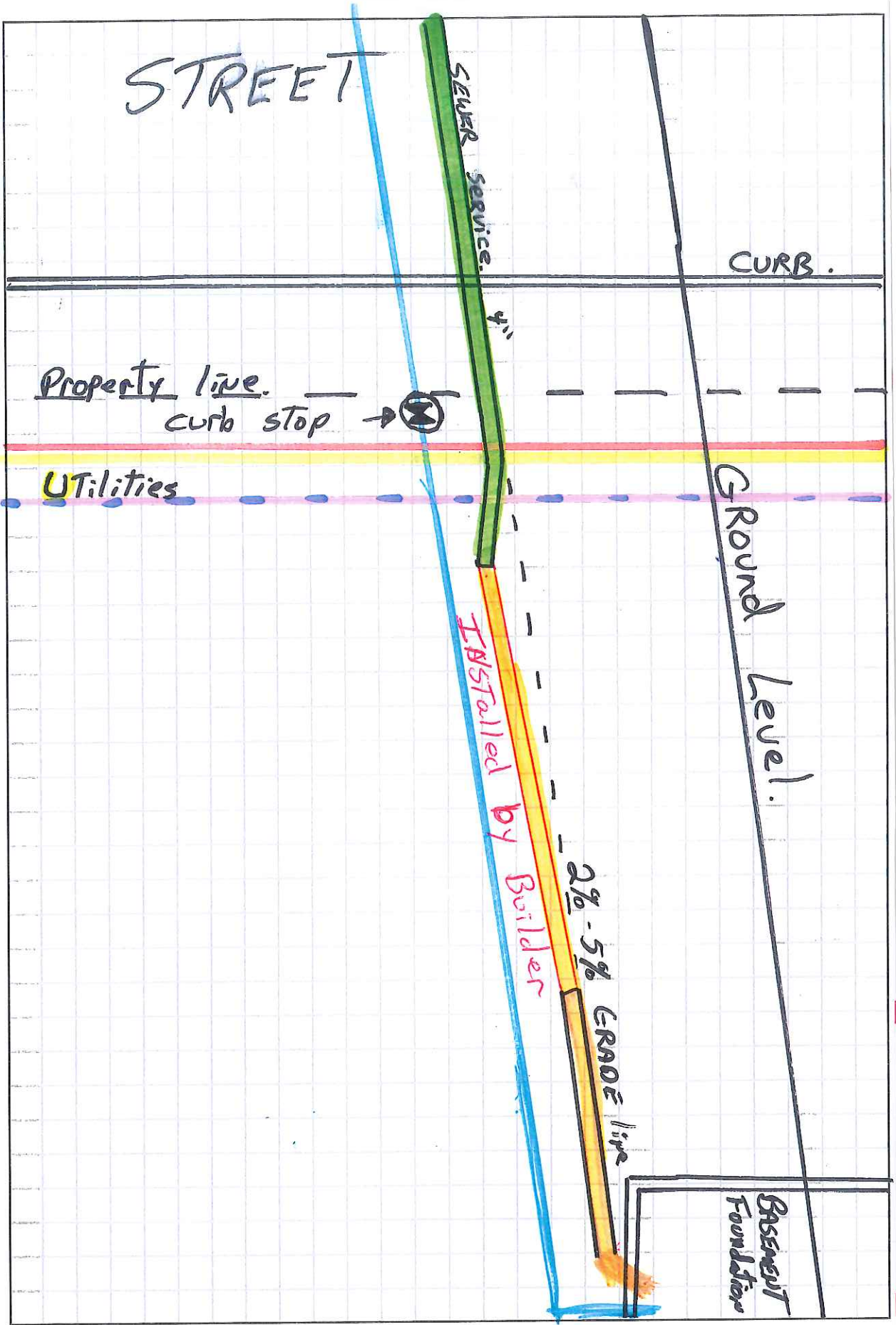
Ground Level.

Installed by Builder

2% - 5%

GRADE line

Basement Foundation



↑  
To  
House  
Backgraded

Water  
Shutoff

PROPERTY LINE

SEWER REPAIR  
# 2 TAMARAC





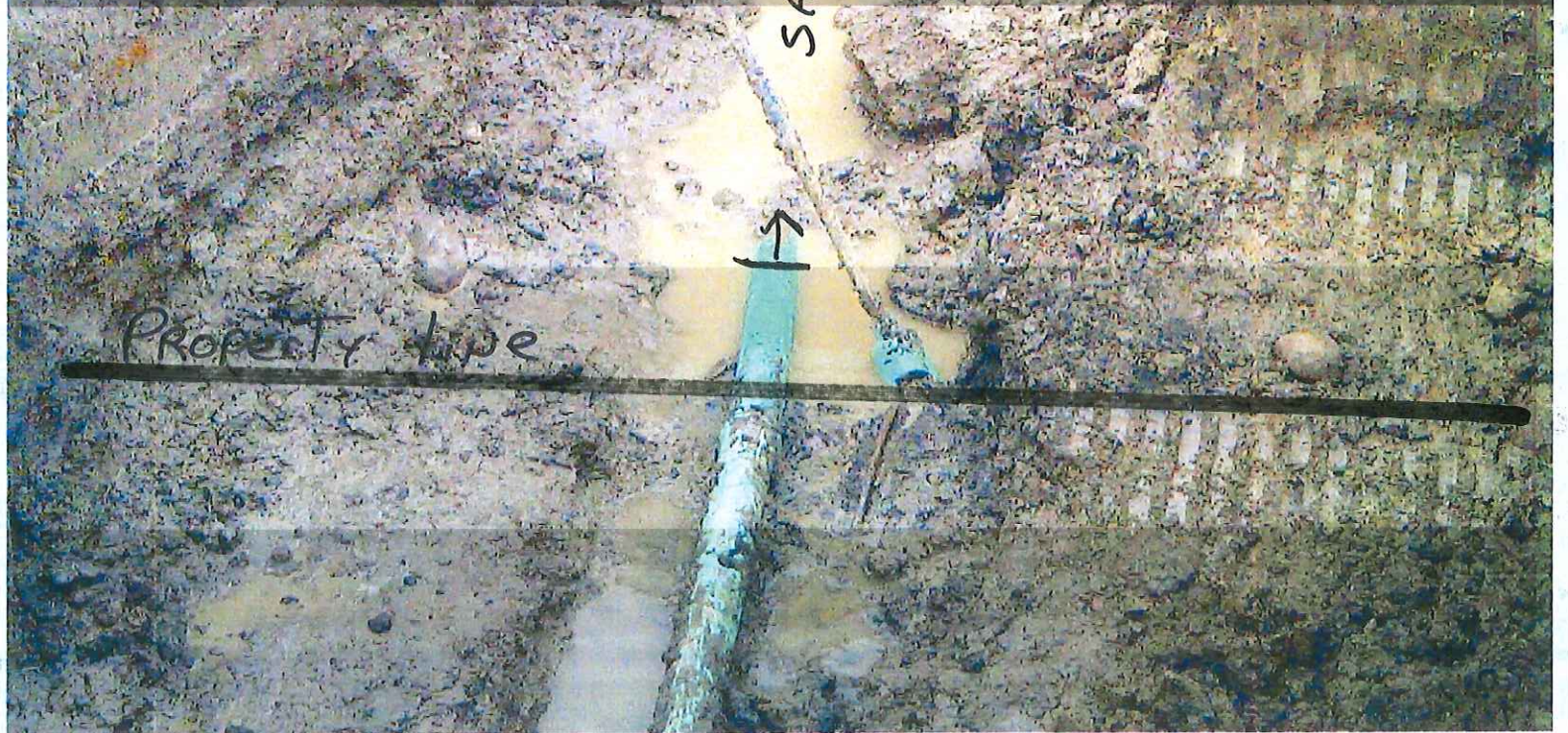
#2 TAMARAC.



SAG



PROPERTY LINE



RECEIVED

FEB 24 2016

February 24, 2016

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

**Attention: Town Administrator – Marian CARLSON**

Dear Marian CARLSON:

**Re: Sewer Installation Problems at Tamarack Road**

I am writing on behalf of a group of residents of Tamarack Road in Claresholm. We hereby make a formal request to arrange a meeting with you regarding the longstanding sewer installation problems affecting our homes.

We feel it would be beneficial to us and you to have the Town Superintendent, Mike SCHUWEILER present at this meeting. He is a town employee who is aware of the situation and will not only be able to provide you with background information on the outstanding situation, but would also be valuable in answering any questions we may have.

Time is of an essence in arranging this meeting as we have a residence currently experiencing issues with their sewer! Another resident is set to go away on vacation at the beginning of March for a period of six weeks – so we would like to have this meeting before they depart.

We appreciate your immediate attention to this matter and look forward to meeting with you as soon as possible. To arrange a meeting you can contact me directly at 403-625-3966 or 403-598-4099 and I will forward the meeting particulars on to the rest of the residents.

Yours truly,



Leanne Fisher  
on behalf of the below noted residents of Tamarack Road

Delores and Ian HAND	#1 Tamarack Road
Jackie and Lyle OLMSTEAD	#2 Tamarack Road
Al and Coleen McNEIL	#3 Tamarack Road
Leanne and James FISHER	#8 Tamarack Road
Ron and Helen DAVIS	#14 Tamarack Road
James and Arceli SMITH	#16 Tamarack Road
Mark and Corinna WYNIA	#18 Tamarack Road

RECEIVED

MAR 04 2016

March 04, 2016

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

**Attention: Town Administrator – Marian CARLSON**

Dear Marian CARLSON:

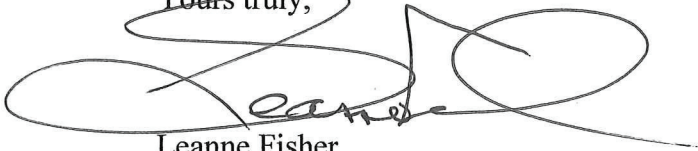
**Re: Sewer Installation Problems at Tamarack Road**

As per our meeting with yourself and Mike SCHUWEILER on February 26, 2016 you had indicated that this matter will be discussed with council at the March 14, 2016 Town Council Meeting.

This letter is to inform you that a group of residents will be attending this meeting and hereby request that we be added to the meeting as a delegation. We ask that we be given the opportunity to discuss this situation and be able to ask questions regarding councils discussion on this matter, should the need arise.

Should you need any further information, I can be contacted at 403-625-3966 or 403-598-4099.

Yours truly,



Leanne Fisher

on behalf of the below noted residents of Tamarack Road

Delores and Ian HAND	#1 Tamarack Road
Al and Coleen McNEIL	#3 Tamarack Road
Leanne FISHER	#8 Tamarack Road
Ron and Helen DAVIS	#14 Tamarack Road
James and Arceli SMITH	#16 Tamarack Road
Mark and Corinna WYNIA	#18 Tamarack Road



# INFORMATION BRIEF

Meeting: March 14, 2016  
Agenda Item: Delegation

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## TAMARACK INFRASTRUCTURE

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### **BACKGROUND:**

February 24, 2016, Administration received a letter from residents within the Tamarack subdivision (see attached). This subdivision was created and sold by the Town of Claresholm in the late 90's. Their concerns are with the sewer service installations.

On February 26, 2016, Administration met with the residents to discuss their concerns regarding the sewer issues in that subdivision. At this meeting residents updated Administration in regards to sewer backup and problems that exist with their service. They feel this problem has existed prior to 2011 and the Town was made aware of it at that time. They feel that when some of the services were fixed in 2011, that set a precedent for the remaining services to be fixed as well.

All infrastructure for this subdivision was installed by the Town to the property lines. The wet conditions of the area over a number of years may have caused some settling in the sewer lines from the property lines towards the dwellings. As well, the sewer end connection may have been pushed down into the mud and not lifted back up at the time of connection by the builder. In 2011 this was discovered when #4 Tamarack experienced sewer problems. At the request of the owner Infrastructure Services removed a portion of the driveway. When the service was exposed it was discovered a portion of the line was back graded, and two improper fittings were installed closer to the dwelling, all of which were repaired.

#5 Tamarack also experienced sewer problems and made a request to Council for the Town to repair their sewer service. Once exposed, that service was also improperly graded into the property. Infrastructure Services replaced a portion of the line into the boulevard and on private property to resolve the issue. During that time Infrastructure Services inspected the area to determine other issues. All the homes in Tamarack were inspected. Two homes (#2, #10) were plugged at the time of inspection and were dug up and repaired. At no time has the Town's sewer main backed up to create the issues within the subdivision. Each sewer service issue has been stand alone with the problems being the individual services on private property.

No further work has been completed in the subdivision due to the extra costs incurred, and Infrastructure Services has not received any complaints or reports of issues until February 24, 2016 when #3 Tamarack reported sewer backup problems. Infrastructure Services had allocated a portion of its yearly budget for remediation if the problem's occurred again; however that allocation was removed from operations. It would not have covered the costs of the entire subdivision, and this project would have to be added to the capital project list.

### **DISCUSSION/OPTIONS:**

Administration has updated the residents with what the Town can do immediately to help alleviate their concerns while the existing infrastructure is investigated. The Town can flush their service into our system and have home owners use enzymes, supplied by the Town to try to mitigate any grease build-up. It is important to note that no grease can be put into the system. These options can be done through the Infrastructure Services Operational budget.

Possible options:

- Camera work to determine priorities for sewer service repairs.
- Repair existing services (initial cost estimates are approximately \$16,000-\$25,000 for each property depending on landscaping repairs required). Please note: the approximation has been received from contractors, however actual estimates cannot be received until inspection has been completed for each property. (All work to be done is on private property)
- Administration also recommends updates to the Town of Claresholm development standards to incorporate inspections by Infrastructure Services prior to connection on private lands to ensure the service installation is correct.

ATTACHMENTS:

- 1.) Photos, Drawing from 2011 - #2 Tamarack
- 2.) Correspondence dated February 24, 2016
- 3.) Correspondence dated March 4, 2016
- 4.) Correspondence dated September 25, 2012.

APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 9, 2016

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1510**

A Bylaw of the Town of Claresholm, in the Province of Alberta, respecting water-works, sewers and plumbing in the Town of Claresholm.

**WHEREAS** the Municipal Government Act, Chapter M-26 and amendments hereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

**SECTION 1                      NAME OF BYLAW**

1.1      This Bylaw may be cited as "The Town of Claresholm Water and Sewer Bylaw"

**SECTION 2                      DEFINITIONS**

2.1      In this bylaw:

- a) "Application" is the application made by the consumer to the Town for the supply of utility services.
- b) "Authorized Person" is any person employed by the Town.
- c) "CSA" means Canadian Standards Association.
- d) "Chief Administrative Officer" is the person appointed by Council in accordance with Section 205 of the Municipal Government Act, and is referred to throughout this Bylaw as "CAO".
- e) "Consumer" is any person who has entered into a contract with the Town of Claresholm for utility services, or who is the owner or occupant of any property connected to or provided with a utility.
- f) "Council" is the Council of the Town of Claresholm elected pursuant to the provisions of the Municipal Government Act.
- g) "Curb Stop" is the device on a Water Service Line used to interrupt or discontinue the supply of water.
- h) "Department" is the department of the Town of Claresholm authorized by Council to have control of water and sewer works.
- i) "Enforcement Officer" shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP Officer or an inspector appointed by and employed by the Town with respect to the enforcement of bylaws of the Town of Claresholm.
- j) "Superintendent of Public Works" is the person with authority to supervise and have charge of the Water and Sewer Department, subject to the powers delegated to him by the CAO.
- k) "Meter" is a mechanical and/or electronic device used to measure the amount of water consumed on the premises upon which such meters are situated.
- l) "Property Owner" is the assessed owner of the property or building, and is referred to throughout this Bylaw as "Owner".
- m) "Non-Residential Consumer" is any property owner who uses a utility service connected to a building used exclusively for commercial purposes and will include, without limiting the generality of the foregoing, lodges, schools, halls and apartments or residential units beyond a duplex or semi-detached dwelling.
- n) "Plumbing Inspector" is any person with the authority to supervise and inspect work requiring a permit under the Provincial Safety Codes Act and regulations thereto.
- o) "Privy Vault" is that portion of building used for the purposes of holding human feces and urine that is otherwise not connected to a plumbing system.
- p) "Property" is land or buildings or both.
- q) "Residential Consumer" is any property owner who uses a utility service

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connected to a building used exclusively for residential purposes and will include, without limiting the generality of the foregoing, churches and a residence within a duplex or semi-detached dwelling.

- r) "Sanitary Sewer" is the provision of wastewater collection and disposal from Residential Consumers and Non-Residential Consumers.
- s) "Sewer Service Line" is that portion of the sewer line from the collecting street mains to the property line of the land or building being serviced.
- t) "Shut off" is an interruption in or discontinuation of the supply of water.
- u) "Street Main" is that portion of the water and/or sewer system laid down in Town owned land for the purpose of servicing more than one property.
- v) "Storm Sewer" is storm, surface drainage, and groundwater only.
- w) "Tenant" means a person who is entitled to use or occupy premises under the rental agreement.
- x) "Town" is the Town of Claresholm in the Province of Alberta.
- y) "Utility" is and includes, as the context may require, the supply of water and/or the provision of wastewater and storm water collection and disposal.
- z) "Violation Ticket" is a ticket issued pursuant to Part 2 of the Provincial Offenses and Procedures Act, R.S.A. 2000 c, P-34, as amended and Regulations thereunder.
- aa) "Water Service" is the provision of water by the Town to Residential and Non-Residential Consumers.
- ab) "Water Service Line" is that portion of the water line from the distributing street mains to the property line of the land or building being serviced.
- ac) "Waterworks" is all public water treatment systems, street mains and service lines within the Town of Claresholm..

**SECTION 3 ADMINISTRATION**

- 3.1 The use and control of all public waterworks, public water treatment systems, public sanitary sewers, public storm sewers and of any sewage disposal works connected therewith, must be in accordance with this bylaw.
- 3.2 All waterworks, sanitary sewers, storm sewers, drains and sewage disposal works, belonging to the Town now laid down, constructed or built, or hereinafter laid down, constructed or built, will be under the direct control of the Town.
- 3.3 The CAO is hereby delegated to carry out the provisions of the Waterworks and Sewer Bylaw.

**SECTION 4 WATERWORKS SERVICE AND SERVICING**

- 4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains. This pertains to new construction only. (*Penalty per Schedule "C"*).
- 4.2 No person will be authorized pursuant to Section 4.1, except licensed plumbers and contractors (with the Town's permission) or authorized employees of the Town.
- 4.3 The person so authorized, in Section 4.1 above, is fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.
- 4.5 All water service lines, laid down in private property, between the property line and the meter, will be constructed of C.S.A. approved material of equal quality to, and compatible with, the service lines in the street between the street main and the property line.
- 4.6 The minimum size of a new water service line is 19.05 mm (5/8 inch) diameter and must have 3/4" Pex fittings.
- 4.7 Water service lines are to be carried a minimum of three feet under the building before the service is elevated.
- 4.8 No connection may be made to the water service line between the property line and

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the meter. (*Penalty per Schedule "C"*).

- 4.9 Each property will have only one water service line from the main. A duplex, row house style of condominiums or semi-detached dwelling requiring a connection to the Town water supply must have a separate service to each unit from the street line, controlled by a separate curb stop and metered by separate water meters.
- 4.10 After any construction, reconstruction, alteration, change, or the completion of any work requiring permission from the Town, pursuant to this Bylaw, water will not be turned on to any property until after the whole of any of the above-mentioned work has been done to the satisfaction of the Department. Water must be turned on or off only by an authorized employee of the Town. To turn water on or off requires a minimum of two working days notice to the Public Works Department, by the property owner, except in emergency situations, as determined by the Public Works Department. The cost of this service will be in accordance with Schedule "A" attached hereto.
- 4.11 In all cases where boilers or pressure pumps are supplied with water, the Town is not liable for any damages which may result to any person or property from shutting off the street main or device, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given. All users of steam or hot water boilers or pressure pumps must protect themselves by installing a storage tank, sufficient to provide at least a twelve-hour supply for each steam or hot water boiler. No deduction from a utility bill will be made as a consequence of any damages referred to in this paragraph.
- 4.12 The Town must be provided access to inspect water meters and connections upon written request, and within twenty-four (24) hours of receipt of the request or immediately in the case of an emergency.
- 4.13 To maintain an adequate supply of water and adequate water pressure within the Town of Claresholm, the Council may impose restrictions on the use of water.
- 4.14 If an owner requests a new water service due to the fact the property was not previously serviced or requests a new or larger size service than the standard service line, the Town will provide the installation and the owner will be billed for the full cost of the installation including any pavement and sidewalk repairs required.
- 4.15 A property shall be considered serviced once it has been connected to the water system. Any further installations necessary due to demolition, excavation, renovations or other works shall be paid entirely by the owner.
- 4.16 No connection to the water supply will be allowed for properties outside of the Town limits except those presently existing on the pipeline from Willow Creek and those properties at the Claresholm Industrial Airport and these properties must be metered. The meter installation is to be supplied at the owner's expense.
- 4.17 When a service pipe becomes inadequate to supply the volume of water required at any building or premises and the owner of the property desires a larger service pipe, the said owner of the property shall sign an application form to that effect. Upon payment by the owner of the full cost involved in laying the larger size pipe, public works shall proceed with the work from the main to the property line.
- 4.18 The Town shall be responsible for the maintenance of the water mains and the connection from the main line to the service line.
- 4.19 Where the connecting, disconnecting or repairing of the water service line between the property line and the building serviced is done by a person other than the Town, that person shall notify the Superintendent of Public Works who shall cause the line installation to be inspected and approved. The water service shall be left uncovered until it has been inspected and approved.
- 4.20 The Town will place on each water service pipe a brass cock stop, between the street gutter and the property line, for the purpose of turning the water supply off and on.

**SECTION 5 WATER METERS**

- 5.1 Any owner requiring a water supply from the waterworks will be required to install a water meter that will be supplied by the Town. The owner is responsible for the total cost of any meter larger than 19.05 mm (5/8 inch). The owner is required to install or change any and all plumbing required for installation of the required meter.
- 5.2 On an existing single water service line to a property there will be only one water meter registering water consumption of all units within the building.



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- 5.3 The owner referred to in Section 5.1 above, must do such work entirely at his or her own cost and to the specifications required by the Town within thirty (30) working days of receipt of notice. In the event that the owner fails to implement the required changes within 30 days, the Town may conduct such work as necessary and invoice all applicable costs to the owner.
  - 5.4 All owners will give entry and access to every facility for the introduction, placing, inspection and reading of water meters by the Department. For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the CAO given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.
  - 5.5 All owners will protect the meter from interference or injury by frost or otherwise, and are liable for any damage which may occur to the meter. An owner is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may affect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied by the Town that may be damaged from the foregoing cause or any other causes within the owner's control.
  - 5.6 The Town will replace any meter that stops working due to normal wear and tear at no cost to the owner.
  - 5.7 Any person permitting any meter to be damaged by frost or otherwise will be liable for all costs incurred in the repair of the meter in accordance with Schedule "A", attached hereto.
  - 5.8 No person will interfere with, cut or remove the wire seal on a meter. (*Penalty per Schedule "C"*).
  - 5.9 No person will disconnect a meter or do anything which will bypass, or prevent, or impede, the flow of water through the meter, or which may affect the proper operation of the water meter.
  - 5.10 Ownership of all water meters is vested in the Town of Claresholm.
  - 5.11 An owner who claims a meter is not working properly, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The meter will then be removed from service by the Town and calibrated.
  - 5.12 Should the meter be found to over read the owner will be refunded his/her deposit. Any meter which is found to be calibrated within acceptable limits will be considered adequate, and the owner will:
    - a) forfeit the deposit to the Town; and
    - b) pay all other costs of removal, shipment and testing of the meter.
  - 5.13 Should the meter be found to over read or under read, the water, and sewer where applicable, charged for the preceding two (2) meter reading periods will be adjusted by the same percentage as the meter was found to be in error, providing however, that no rate will be less than the minimum rate normally charged.
  - 5.14 All new water service connections require a water meter be installed.
  - 5.15 All water service connections shall be provided with a water shut off valve placed inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for the protection of the building, pipes, or fixtures, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.
  - 5.16 The maintenance of the waterline from the curb stop to the water meter remains the responsibility of the owner.
  - 5.17 The owner shall make provision and install the water meter. If an inspection indicates the installation has not been carried out properly, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owner's sole responsibility and expense. The Town shall accept no

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responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

- 5.18 Water lines that are covered over shall be exposed for meter installation and maintenance by the owner of the property and at the property owner's cost. No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or his authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.
- 5.19 No low pressure systems are allowed to be attached to the water piping system in a property. If a system which changes the pressure of the water flow is detected, the removal of such system will be at the expense of the owner and a fine may be levied if warranted by the Superintendent of Public Works per Schedule "C".
- 5.20 A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.
- 5.21 If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter or remote readout including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.
- 5.22 The water control valve or curb stop is to be activated ONLY by employees or individuals authorized by the Town of Claresholm.
- 5.23 No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).
- 5.24 In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

**SECTION 6 REMOTE READING DEVICES**

- 6.1 All residential, commercial, industrial and institutional buildings constructed will require a remote reading device supplied by the Town. The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. The property owner is to advise the Town when the water meter is installed and is ready for connection to the remote. The cost of this service, "Remote Reader Installation Fee" will be in accordance with Schedule "A" attached hereto. Town employees will also turn on the water at this time.
- 6.2 The owner will be responsible for damage to the remote reading device, which may result from other than normal wear and tear.
- 6.3 Owners requesting the installation of remote reading devices on their premises will be required to comply with Sections 6.1 and 6.2 above and will be responsible for payment to the Town for the remote reading device. It is the responsibility of the property owner to install the necessary wire from the place of the water meter to the place of the remote reading device in an easily accessible location so that the Town can install the remote reader. Property owner is to advise the Town when the water meter is installed and the wire is ready for connection to the remote. The cost of this service will be accordance with Schedule "A" attached hereto. Ownership of the meter and remote reading device and any apparatus thereto remains with the Town.
- 6.4 If the Town is dissatisfied with the location of any remote readout due to alternations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

**SECTION 7 WATER HYDRANTS AND VALVES**

- 7.1. Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, or draw water there from. *(Penalty per Schedule "C")*.
- 7.2. The Chief of the Town Fire Department, his assistants and officers, and members of the Fire Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, for making trial testing of hose pipe, or for fire protection, but all such uses will be under the direction and supervision of the Chief or his duly authorized assistants. In no event will any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.
- 7.3. No person will in any manner obstruct the free access to any hydrant or valve or curb stop. *(Penalty per Schedule "C")*.
- 7.4. No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 4.57 meters (15 feet) of the hydrant in a direction parallel with the property line. *(Penalty per Schedule "C")*.
- 7.5. No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction. The owner will be required to pay all costs, in addition to the penalties in this Bylaw, involved in repair of or changes to a curb stop due to inaccessibility to or damage to the curb stop by the owner. This applies to all new or existing curb stops or main valves. *(Penalty per Schedule "C")*.
- 7.6. External spigots/hydrants on a property will be charged a monthly fee per Schedule A. If the property owner wishes to remove the spigot and have the waterline capped off they can do it at their own expense. Once the Superintendent of Public Works has inspected the removal of the outdoor spigot he will write up an order for the Utilities Administrator to discontinue the charge on the property owner's bi monthly invoice.
- 7.7. No person other than authorized Town staff are to operate curb stops. Certified Licensed Plumbers with water keys are to operate curb stops only under emergency situations, and are to notify Town staff of said action immediately. *(Penalty per Schedule "C")*.

**SECTION 8 THAWING OF WATER SERVICE**

- 8.1. The cost of thawing a frozen water service will be paid as follows:
  - a) By the Consumer, if the water service between the property line and the building is frozen, as determined by the Superintendent of Public Works;
  - b) By the Consumer if the water service is frozen between the street main and the property line as a result of the negligence of the Consumer, as determined by the Superintendent of Public Works;
  - c) By the Town if the water service between the street main and the property line is frozen for any other reason, as determined by the Superintendent of Public Works.
- 8.2. If the Superintendent of Public Works is of the opinion that the water service between the property line and the building has frozen without any negligence on the part of the Consumer, or any other person for whose negligence the consumer is responsible, the Superintendent of Public Works may waive the cost of one thawing during any one season which will be deemed to run from November 15<sup>th</sup> to May 15<sup>th</sup>.
- 8.3. The Town will not thaw a water service, pursuant to Section 8.1.1 and 8.1.2, unless the consumer signs an acknowledgment recognizing that thawing may be inherently dangerous or harmful to property including the water service or plumbing system and may cause damage to the electrical system or may cause the outbreak of fire and waives any claim against the Town for any such damage whatsoever except damage caused by the negligence of the Town.

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**SECTION 9                      TERMINATION**

- 9.1 The water service, pursuant to this Bylaw, may be shut off by the Department at the curb stop at the request of the owner.
- 9.2 The supply of water to any Residential and Non-Residential Consumer may be shut off for any or all of the following reasons:
  - a) Repair;
  - b) Lack of water supply;
  - c) Non-payment of utility accounts rendered for any reason;
  - d) Defective piping;
  - e) Failure to comply with water rationing; and
  - f) For any reason which the CAO, Superintendent of Public Works or Council considers sufficient.
- 9. The rates charged by the Town for work undertaken pursuant to Sections 9.1 and 9.2 will be in accordance with Schedule "A", attached hereto. These rates will also apply when the owner requests and the Town agrees that the water service be reconnected.
- 10.

**SECTION 10                      WELLS AND OTHER SOURCES OF WATER SUPPLY**

- 10.1 The Town of Claresholm will permit a well or other source of water, for outside watering purposes only, with proof of License from Alberta Environment. Such application will be accompanied by the payment of a fee in accordance with Schedule "A", attached hereto. This water source will not, in any way, be connected to the water distribution system provided by the Town.
- 10.2 Any such permission as referred to in Section 10.1 above, may be withdrawn by order of the Town at any time without notice. No person will use a well or other source of water supply after permission for use of it has been withdrawn.
- 10.3 If the use of any such well or other source of supply of water is continued contrary to the provisions of this Bylaw forty-eight (48) hours after notice to discontinue this use of same has been given by the CAO or her/his representative, to the owner or occupier of the premises on which it is situated, such well or other source of supply of water may be declared to be a nuisance and dangerous to the public health or safety, and will be removed, filled up or otherwise abated. All costs related to such removal or abatement will be the responsibility of the owner.
- 10.4 No permission granted under this Section will give or be construed to give the holder of such permission the right to sell or distribute water within the Town of Claresholm.
- 10.5 Requests for cisterns or holding tanks will be considered on an individual basis upon written application to the Town.

**SECTION 11                      SANITARY SEWER SERVICE AND SERVICING**

- 11.1 No person will throw, deposit or leave in or upon any Town sewer grate, trap, basin, manhole or other riser, or any other related surface opening, any material whatsoever, except feces, urine, necessary toilet tissue, wastewater and slops, properly discharged through a house sewer into a Town sewer. (*Penalty per Schedule "C"*).
- 11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection. *Penalty per Schedule "C"*.
- 11.3 All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be constructed of Town approved material of equal quality to the sewer service line in the street between the street main and the property line.
- 11.4 The minimum size of a new sewer service line is 100mm (4 inch) diameter.11.5. Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.
- 11.5 Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.
- 11.6 Sewer service lines are to be carried a minimum of .91 metres (3.0 feet) under the building before the service is elevated.
- 11.7 Each property will have only one sewer service line from the main. A duplex or

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- semi-detached dwelling requiring a connection to the Town sanitary sewer service must have a separate sewer service line to each unit from the street main.
- 11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers or impede the carriage of permitted wastes, nor introduce any substance whatsoever which is not approved as acceptable for treatment in the Town Sewage Lagoons, including without limiting the generality of the foregoing: (*Penalty per Schedule "C"*).
- a) trade waste,
  - b) water steam,
  - c) condensing water,
  - d) heated water, or
  - e) other liquids of a higher temperature than eighty (80) degrees Celsius, or
  - f) any combinations of the above.
- 11.9 No person will make or cause to be made any connection with any Town sewer or house drain, or appurtenance thereof for the purpose of conveying or which may convey, into the same, any flammable or explosive material, storm water from roof drainage cistern, sump pump or tank overflow, condensing or cooling water.
- 11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain connected, therewith. (*Penalty per Schedule "C"*).
- 11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer. (*Penalty per Schedule "C"*).
- 11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer. (*Penalty per Schedule "C"*).
- 11.13 No person will interfere with the free discharge of any Town sewer, or part thereof, or do any act or thing, which may impede, obstruct the flow of or clog up any Town sewer or appurtenance thereof.
- 11.14 The Superintendent of Public Works or Plumbing Inspector has the right at reasonable times to enter houses or other places which have been connected with Town sewers, and entrance must be given him to ascertain whether or not any improper substance or liquid is being discharged into the sewers. The Superintendent of Public Works or Plumbing Inspector has the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged that are liable to injure the sewers or obstruct the flow of sewage.
- 11.15 No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Town or applicable legislation and regulations thereto for each such case. The necessary treatment works so prescribed will be completely installed by the owner at his expense, prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.
- 11.16 Grease traps of sufficient size and approved design must be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town, may direct.
- 11.17 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the municipal sewage system, the Town may require the owner to install and operate a suitable backwater valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement. Where the installation of said valve is required at the time of connection to the Town sewer system, the cost of installation is the responsibility of the owner.
- 11.18 All applications for connections to the Town sewers must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be drained, or by his authorized agent. No drain or private sewer will be connected to the Town sewer until the owner has obtained a plumbing permit. Connection must be as per current Town standards.
- 11.19 The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.
- 11.20 The Town may revoke or cancel permission that may have been granted to connect with the Town sewers if it finds that any of the work is not being done in

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accordance with the provisions of this Bylaw. The owner making such connection, will have no right to demand or claim any damages in consequence of such permission being revoked or canceled.

11.21 The Town will clean a plugged sewer service line, if possible, in the case of an emergency or when the request is on the recommendation of a Certified Licensed Plumber. Should the Town be requested to clean any plugged sewer service line, the owner making such request is liable for all costs incurred by the Town in cleaning the plugged sewer. The rates for this service will be charged by the Town in accordance with Schedule "B", attached hereto.

- a) Should any owner claim that any sewer service line between the street main and the property line is plugged because it is not laid according to good practice, the said owner will deposit with the Town an amount in accordance with Schedule "B" attached hereto.
- b) Should the sewer service line between the street main and the property line be found properly laid according to good work practices, the owner will forfeit the deposit. The owner is liable for all costs incurred by the Town in opening the sewer service line. The Superintendent of Public Works is then authorized to open the sewer service line by any method he considers necessary.
- c) Should the sewer service line between the street main and the property line be found not properly laid according to good work practices, the deposit will be refunded to the owner. The Town will then repair the sewer service line at no cost to the owner.
- d) Owners requesting that the Town camera their sanitary sewer service line, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The owner is liable for all costs incurred by the Town in the use of the camera, and if necessary, costs incurred by the Town in clearing of the sewer line. If it is determined with the use of the camera that the sanitary sewer service line is damaged, the property owner is responsible for the repair of this sanitary sewer line to the property line from the premises on the property.

11.22 The owner of any premises connected to a street main by a sewer service line, will be required to keep the said sewer service line, from the premises to the main, in operational condition at all times, and is fully responsible for the operation of the said sewer service line.

11.23 No septic systems are allowed in corporate limits, except in designated areas.

11.24 Septic systems that are allowed must adhere to provincial standards. The premises owner must have a private sewage disposal permit. Septic systems will only be considered if NO municipal sewer is available.

**SECTION 12 STORM SEWER SERVICE**

12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town. (*Penalty per Schedule "C"*).

12.2 Weeping tile must be installed below all basement footings and must drain to an approved sump as per CSA standards and Alberta Safety Codes or to the municipal storm sewer system.

12.3 Sumps must be installed as per CSA standards and Alberta Safety Codes and are not to be connected into the Town's sanitary sewer system.

12.4 Discharge from the sump pump may be through a garden hose to a surface sprinkler for the summer months. Discharge to a "dry pit" during late fall and winter may be done using a buried line controlled by a two-way valve.

12.5 Down spouts must be installed on all buildings and discharged a minimum of 1.81 metres (6.0 feet) away from the building.

12.6 No roof drains will be connected to weeping tiles or municipal storm sewer or sanitary sewer systems. At the time the Superintendent of Public Works determines a property has a connection of this type, the property owner will be notified they are in violation of the bylaw and that the matter must be rectified within a specified timeline or the penalties set out in Schedule "C" will be levied.

**SECTION 13 UTILITY BILLING**

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- 13.1 Residential water and sewer utility accounts will be issued bimonthly as follows: February, April, June, August, October and December. Commercial water and sewer utility accounts will be issued monthly.
- 13.2 Every person, firm or corporation being the owner of property which is served directly or indirectly by a connection with the waterworks and/or the sewer system of the said Town of Claresholm, will pay monthly or bimonthly to the said Town, the regular rates set out in Schedules "A", "B" & "D", attached hereto.
- 13.3 The monthly or bimonthly Utility bill will addressed to the name of the property owner, as per Land Titles notification.
- 13.4 Any owner desiring to have a copy of the Town utility billing forwarded to a tenant at the tenant's mailing address may direct the Town to do so by making application at the Town Office on the printed forms furnished by the Town. The application must be signed by both the property owner and the tenant. The property owner is ultimately responsible for any outstanding charges, arrears and penalties from utility billings.
- 13.5 Reading of water meters will be on or between the twenty-fourth and twenty-seventh day of the last month in each billing period.
- 13.6 Any Residential or Non-Residential Consumer may elect to pay his monthly or bimonthly utility bill charges at any financial institution in the Town of Claresholm or online where available. Any bank charges are the responsibility of the Residential or Non-Residential Consumer.
- 13.7 When water service is inactive, the basic sewer and garbage rates will also be deemed inactive.
- 13.8 The CAO will have the right to determine whether a service will be classified Residential or Non-Residential.
- 13.9 The owner is responsible to ensure the payment is received in the Town's bank account by the due date. Owners must consider the bank's timing to process a payment. If a payment is received after the due date the responsibility for the late payment fee falls to the owner. Allowances for bank processing time of electronic funds transfer (EFT) are the responsibility of the property owner.

**SECTION 14 OFFENSES AND PENALTIES**

- 14.1 Unpaid utility bills for amounts payable to the Town under this bylaw will be subject to penalties in accordance with the current Utilities Penalties Bylaw, and amendments thereto.
- 14.2 Any rates, costs or charges in arrears for water service supplied by the Town to any property may be added to the taxes assessed against the real property to which the water or other services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.
- 14.3 In addition to the methods outlined in Section 14.2 above for the recovery of outstanding rates, costs or charges, the Department may discontinue service to any property where any charges for water and/or sewer service or work remains outstanding for a period of more than sixty (60) days.
- 14.4 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine not exceeding Two Thousand Dollars (\$2,000.00).

**SECTION 15 POWERS OF A PEACE OFFICER**

- 15.1 Where a Peace Officer has reasonable grounds to believe a person has committed a breach of any of the sections of this bylaw listed in Schedule "C" hereunto annexed and made part of this bylaw, he may serve upon such person(s) a Violation Ticket allowing the payment of a penalty to The Town of Claresholm which shall be accepted by the Town of Claresholm in lieu of prosecution for the offense.
- 15.2 A Provincial Violation Ticket may be:
  - a) Personally served; or
  - b) Attached to any property entrance in respect of which any offense is alleged to have been committed; or
  - c) Mailed to the address of the registered owner of the property.
- 15.3 Penalties as per Schedule "C" may be accepted in lieu of prosecution for a contravention of this Bylaw.  
Upon payment in accordance with the terms specified in the Provincial Violation Ticket, an official receipt for the payment shall be issued and, pursuant to the

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provisions of Subsections 15.5. and 15.6., such payment shall be accepted in lieu of prosecution.

- 15.4 If after the date of expiration for payment of a Provincial Violation Ticket, a person tenders payment therefore in accordance to Subsection 15.3, such payment shall be accepted in lieu of prosecution provided that payment is tendered three days preceding the appearance date specified in any violation ticket subsequently issued for the same offense.
- 15.5 If the person upon whom the Provincial Violation Ticket is served fails to pay the required sum within the time specified, the Provisions of this Section for acceptance of payment in lieu of prosecution do not apply.
- 15.6 Nothing in this Section shall:
  - a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "C" to this Bylaw;
  - b) Prevent any Peace Officer, in lieu of serving a Provincial Violation Ticket, or any other person from laying information or a complaint against any other person for committing a breach of any of the Sections listed in the said Schedules; or
  - c) Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for a breach of any of the Sections listed in the said Schedules.
- 15.7 A person other than the owner or tenant of a property shall not remove any Provincial Violation Ticket or notice placed on or affixed to the property by a Peace Officer in the course of his duties.
- 15.8 No person other than a Peace Officer or another person authorized by the Town of Claresholm or by this Bylaw shall place a Provincial Violation Ticket on any property.

**SECTION 16 LIABILITY FOR DAMAGES**

- 16.1 The Town is not liable for damages:
  - a) caused by the breaking of any water service main, water service pipe or attachment,
  - b) caused by the breaking, plugging or stoppage of any sanitary sewer main, or storm sewer main,
  - c) caused by the interference with the supply of any water service necessary in connection with the repair or proper maintenance of the water service,
  - d) caused by the interference with the supply of any sewer service necessary in connection with the repair or proper maintenance of sewers,
  - e) generally for any accident due to the operation of the water works system or the sewerage disposal system of the Town unless such an accident is shown to be directly due to negligence on the Town or its employees.

**SECTION 17 REPEALED**

17.1 Bylaws #1412 and 1413 are hereby repealed.


**SECTION 18 PASSAGE OF BYLAW**


18.1 This Bylaw shall come into effect upon passage of 3<sup>rd</sup> Reading.

**READ** a first time in Council this 12<sup>th</sup> day of **May** 2008 A.D.

**READ** a second time in Council this 26<sup>th</sup> day of **May** 2008 A.D.

**READ** a third time in Council and finally passed this 26<sup>th</sup> day of **May** 2008 A.D.

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

  
 \_\_\_\_\_  
**Kris Holbeck, CAO**



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**TOWN OF CLARESHOLM  
BYLAW NO. 1510  
SCHEDULE "A"  
WATER RATES AND COSTS**

Section	Description	Rates
4.4	Service charge for application for water used during construction	Initial turn on free
4.4	Monthly charge for residential water used during construction	Basic residential rate
4.4	Monthly charge for commercial/industrial water used during construction.	Case by Case basis.
5.5	Minimum repair costs for a damaged meter	\$55.00
5.9	Deposit for meters requested by owners to be removed and calibrated	\$110.00
6.1	Charge for provision and installation of remote reading device	\$55.00
6.3	Charge for provision and installation of remote reading device	\$55.00
4.10, 9.3	Water services disconnected during regular working hours	\$25.00
4.10, 9.3	Water services reconnected during regular working hours	\$25.00
4.10, 9.3	Water services disconnected after working hours or on weekends or holidays	\$100.00
4.10, 9.3	Water services reconnected after working hours or on weekends or holidays	\$100.00
7.6	Monthly charge for external spigot.	\$6.00
10.2	Application fee for permission to use a private well	\$50.00
13.2	Monthly charge for metered residential water consumers	\$30 up to 25 cubic meters, over 25 cubic meters .80 per cubic meter
13.2	Monthly charge for non-residential water consumers	Per Schedule D
13.2	Monthly charge for residential unmetered water consumers	\$250.00

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "B"**  
**SEWER RATES & COSTS**

R

Section	Description	Rates
11.21	Cleaning any plugged sewer service line during regular working hours	\$55.00 per hour or any portion thereof
11.21	Cleaning any plugged sewer service line after regular working hours or on weekends or holidays	\$110.00 per hour or any portion thereof
11.21.1	Deposit for sewer service lines requested to be opened	\$150.00
11.21.4	Deposit for use of camera for sanitary sewer line	\$110.00
11.21.4	Cameraing sewer lines.	Cost of equipment and man hours necessary
13.2	Monthly sewer charge for all <b>non-residential</b> consumers	Per attached spreadsheet "Schedule D"
13.2	Monthly sewer charge for <b>residential</b> consumers	\$10.90

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "C"**

**(\$500.00 Penalty First Offense, \$1,000.00 Penalty Subsequent Offenses)**

- S.5.8 No person will interfere with, cut or remove the wire seal on a meter.
- S.7.3 No person will in any manner obstruct the free access to any hydrant or valve or curb stop.
- S.7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 49.21 meters (15 feet) of the hydrant in a direction parallel with the property line.
- S.7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction.
- S.7.7 No person other than authorized Town staff are to operate curb stops.
- S.11.1 No person will throw, deposit or leave in or upon any Town sewer or any trap, basin, grating manhole, or other appurtenance of any Town sewer, any butcher's offal, garbage, litter, manure, rubbish, sweepings, sticks, stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes or refuse or matter of any kind, except feces, urine, the necessary toilet tissue, wastewater, and slops properly discharged through a house sewer into a Town sewer.
- S.11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer.
- S.12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town.
- S.12.6 No roof drains will be connected to weeping tiles. No sump pumps will be connected to the Town sanitary sewer system.

RD

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "C"**  
**(\$1,000.00 Penalty, \$2,000.00 Penalty Subsequent Offenses)**

- S.4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains.
- S.4.8 No connection may be made to the water service line between the property line and the meter without prior written approval by the Town.
- S.5.18 No person shall attach a low pressure system to the water piping system in a property.
- S.7.1 Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, curb stop or draw water therefore.
- S.10.1 No well or other source of water except the Town waterworks will be used in the Town of Claresholm without written permission from the Town.
- S.11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- S.11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers, including without limiting the generality of the foregoing: trade waste, water steam, condensing water, heated water, or other liquids of a higher temperature than eighty (80) degrees Celsius, or any combinations of the above.
- S.11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain.
- S.11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer.

RD

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "D"**  
**COMMERCIAL AND INDUSTRIAL WATER RATE TABLE**

PIPE SIZE	BASIC GALLONS	MONTHLY RATE
½", 5/8", ¾"	5,000	26.06
1 INCH	20,000	48.13
1-1/4 INCH	30,000	65.82
1 - ½ INCH	30,000	89.89
2 INCH	50,000	142.52
3 INCH	125,000	503.00
4 INCH	250,000	703.34
6 INCH	500,000	2908.31

OVER BASIC GALLONS	RUNNING TOTAL
25,000 - \$1.44/M = 36.00	
25,000 - \$1.55/M = 38.75	74.75
25,000 - \$1.67/M = 41.75	116.50
25,000 - \$1.79/M = 44.75	161.25
25,000 - \$1.90/M = 47.50	208.75
25,000 - \$2.02/M = 50.50	259.25
25,000 - \$2.13/M = 53.25	312.50
25,000 - \$2.25/M = 56.25	368.75
25,000 - \$2.36/M = 59.00	427.75
25,000 - \$2.48/M = 62.00	489.75
<b>THEREAFTER</b>	2.59/M

RA

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "D"**  
**COMMERCIAL AND INDUSTRIAL SEWER RATE TABLE**

<b>BASIC METERED</b>	<b>MONTHLY CHARGE</b>	<b>RATE PER 1,000 GALLONS</b>
5,000	13.55	Minimum Rate
10,000	17.20	.73
15,000	21.50	.86
20,000	26.45	.99
25,000	32.05	1.12
30,000	38.30	1.25
35,000	45.25	1.39
40,000	52.85	1.52
45,000	61.10	1.65
50,000	70.00	1.78
55,000	79.55	1.91
<b>OVER 55,000</b>		2.05

TOWN OF CLARESHOLM

POLICY

POLICY # UT 08-89  
EFFECTIVE DATE Aug 28, 1989

SUBJECT SEWER LINE MAINTENANCE

DEPARTMENT SEWER

AUTHORITY Mun. Govt Act

DATE PASSED Aug 28, 1989

POLICY:

To set out responsibility for sewer line maintenance on private sewer service lines to residential, commercial and industrial users.

GUIDELINES:

1. The owner of the land serviced by a sewer service connection shall be responsible for maintenance of the service line from the building to the main sewer line.
2. If a blockage occurs in the line, the property owner should first obtain the services of a plumber to clean the line.
3. If the blockage is determined by the plumber, in consultation with the Town, to be the result of a collapsed sewer line and the collapsed line is determined to be between the mainline and the property line, then the Town of Claresholm will reimburse the owner for the plumber's costs and will repair the service line at no charge.
4. If the collapsed line is determined to be within the boundaries of the property, then the owner shall be responsible for all costs of repair.

**\*\*\*NOTE\*\*\***

**Full document available to view at [myclaresholm.com/council](http://myclaresholm.com/council).**

**From:** [John.Barlow.C1B@parl.gc.ca](mailto:John.Barlow.C1B@parl.gc.ca) [<mailto:John.Barlow.C1B@parl.gc.ca>]

**Sent:** March-22-16 9:07 AM

**Subject:** Physician-Assisted Dying Open House

Good morning:

I wanted all councils, CAO's, Staff to be aware of these up-coming Open Houses on Physician-Assisted Dying. These meetings are an opportunity for constituents to provide comments to this important conversation.

If your Municipality has an events calendar and/or bulletin board, I would very much appreciate you posting the attached PAD poster for people in your area to see.

Thanking you all in advance,

*John Barlow*

Member of Parliament for Foothills

Tel: 403-603-3665

Fax: 403-603-3669

Toll Free: 1-866-636-9437





# John Barlow

Member of Parliament

(403) 603-3665 | john.barlow@parl.gc.ca | johnbarlowmp.ca

***Physician-Assisted Dying Legislation will be proposed this spring and I need to hear your thoughts.***

***These meetings are an opportunity for you to provide your comments to this important conversation.***

## **Physician-Assisted Dying Open House**

**Please join John Barlow  
Member of Parliament, Foothills**

**March 29th**– Redwood House, Redwood Meadows  
— with Special Guest MP Michael Cooper, Member of  
the Committee on Physician-Assisted Dying

**April 5th**- Claresholm Community Centre, Lodge  
Room, Claresholm

**April 6th**- Mesken Room East, Foothills Centennial  
Centre, Okotoks

**April 7th**- Pincher Creek Community Hall, Pincher  
Creek

**~ All meetings are from 7 p.m. to 9 p.m. ~**

**Report available at [http://www.parl.gc.ca/Content/HOC/Committee/421/PDAM/Reports/RP8120006/421\\_PDAM\\_Rpt01\\_PDF/421\\_PDAM\\_Rpt01-e.pdf](http://www.parl.gc.ca/Content/HOC/Committee/421/PDAM/Reports/RP8120006/421_PDAM_Rpt01_PDF/421_PDAM_Rpt01-e.pdf)**

**From:** Sue Bohaichuk [<mailto:SBohaichuk@auma.ca>]

**Sent:** March-21-16 7:25 AM

**Subject:** Local Advocacy on the Province's Decision to Eliminate Grants in Lieu of Taxes for Social Housing

During last week's Mayors Caucus, members expressed frustration with Minister Sigurdson's statement that the province does not intend to reinstate the \$15 million grant in lieu of taxes (GILT) for social housing units.

The province's decision is particularly disappointing given AUMA's extensive advocacy through our news release following Budget 2015 and our numerous meetings and correspondence with the ministry over the fall and winter period. Despite this advocacy by AUMA and letters from several municipalities to the Minister, it is clear that the government does not understand the impact of this downloading of costs.

The province's position is that they removed this funding in order to protect funding relating to the modernization of lodges. However, this is not related as the GILT is an operating expense and the lodge modernization is capital. It is therefore likely that the government is not reinstating because they don't see it as a priority compared to other operating expenses.

While AUMA will continue to advocate on your behalf, we encourage you to take action at a local level. We have enclosed advocacy materials that you can customize to reflect the impact on your municipality. The materials consist of an op ed for a local media article; a letter from your Council to the Minister with copies to the Premier and other affected Ministers; and key messages for dialogue with your MLA. As well, you can use excerpts from these materials for social media. We hope you will find this range of resources to be useful and you can employ as you deem appropriate.

Given the provincial budget is fast approaching on April 14, we encourage you to begin your advocacy as soon as possible.



**Sue Bohaichuk CPA, CMA; ICD. D  
CEO**

D: 780.409.4312

C: 587.987.7206

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

Alberta Municipal Place  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Phone: 780.433.4431 Toll-free: 310-AUMA  
Fax: 1.780-433-4454

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

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



## Template for Op-ed in Local Newspaper

### **Provincial Government Walks Away From Commitment to Fund Social Housing**

In 2015, the Government of Alberta unexpectedly eliminated the grants in place of taxes funding for seniors' apartments and social housing units operated by public housing management bodies. This means that the government has downloaded to municipalities over \$15 million in costs to support over 25,000 social housing units. The xxx's (insert name of municipality) share of these costs is \$xxx (insert amount of your last GILT funding).

Our municipality had been receiving this funding since xxx (insert the year that GILT funding began for your municipality) as it was to cover the xxx, xxx and xxx services (insert types of services provided by your municipality) provided to the xxx (insert your number of units) social housing units in our community.

Our Council believes that the Government of Alberta should continue to be responsible for paying these costs, similar to how all other property owners must pay for their share of municipal infrastructure and services.

If the government does not pay for these costs, we will either need to allocate this amount to you as the other property owners which would mean a xxx (insert rate) per cent increase in property taxes or we will need to reduce services in other areas. Neither option is fair to you as our residents.

We therefore urge you to contact MLA xxx at xxx (insert MLA name and email) and the Minister of Seniors and Housing at [seniors.minister@gov.ab.ca](mailto:seniors.minister@gov.ab.ca) and urge them to reinstate the grant in lieu of tax so that the costs of \$xxx (insert amount of GILT) are not downloaded on our community and our property tax payers.

Mayor xxx (insert name)

Name of Municipality

## Letter to Minister of Seniors and Housing

Honourable Lori Sigurdson  
Minister of Seniors and Housing  
404 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Insert Date

Dear Minister Sigurdson:

Our Council is very concerned that your ministry does not intend to reinstate the Grants in Place of Taxes for 25,000 housing units operated by public housing management bodies across our province. The elimination of this grant was made without consultation or prior communication with municipalities and impacts **xxxx (insert number)** of units in our municipality.

This downloading of costs on municipalities is not appropriate. These properties receive municipal services like every other property in **xxxx (insert community)**, and as the key property owner, the Government of Alberta should be responsible for paying the same taxes that all other property owners pay in order for this essential infrastructure and services to be provided.

The removal of this funding means our municipality must increase property taxes for all other property owners by **xxxx (insert percentage)** to cover the **xxxx (insert dollars)** of costs that have been downloaded onto the rest of our community's property taxpayers.

Our Council supports AUMA's request to legislate these grants under the Alberta Housing Act by amending section 27(1) by taking the word "may" out of the clause and replacing it with "shall" and by deleting section 27(2).

We hope that you will reconsider this matter and reinstate funding through Budget 2016.

Sincerely,

Mayor xxxx

Name of Municipality

cc: Honourable Rachel Notley, Premier

Cabinet

Name of Local MLA, MLA for xxxx (insert electoral division)

Lisa Holmes, AUMA President

### Key Messages for Discussion with MLAs

- Our Council is concerned that your government is no longer paying the \$15 million for taxes associated with 25,000 social housing properties across this province.
- This longstanding funding was provided as a grant in lieu of taxes in recognition that these housing units draw on the same municipal infrastructure and services as other properties.
- It is not appropriate for the province to walk away from its tax responsibilities and to download these costs on municipalities.
- This download translates to a financial burden of \$xxx (insert amount of last GILT) DOLLARS for our municipality, comprising xxx (insert number of units) social housing units.
- We would need to increase our property taxes by xxx (insert percent) per cent if other property owners have to pick up these costs.
- As this is not fair, we are instead calling on your government to reinstate the grant through Budget 2016.
- As well, we are calling for the grant to be embedded as a mandatory program in the Alberta Housing Act.



March 15, 2016

File: 650-E01

Mayor and Council,  
Box 1000,  
221 45<sup>th</sup> Ave. W.  
Claresholm, Alberta T0L 0T0

Dear Mayor Steel and Council,

**Re: Request for Support for Funding Application**

The Town of Taber has identified a need for a Materials Recovery Facility (MRF) in Southern Alberta. Being strategically located, Taber would like to provide this facility for all municipalities in our area.

The Materials Recovery Facility (MRF) is responsible for sorting recycling materials by type. Once the materials have been sorted they are then transformed into new products. The main goal of a MRF is to divert recyclables from the landfill and therefore work towards a more sustainable future.

Upon advice from the Province of Alberta, the Town of Taber is proposing a partnership between all participating municipalities and a private enterprise for the development and operation of the MRF.

With your support, the Town of Taber can apply for funding from the Alberta Community Partnership, Intermunicipal Collaboration Grant (or other grants as applicable) to study the feasibility of this project. If your municipality chooses to participate in the feasibility study, we will need to know the type of materials and the volumes of those materials that your municipality currently handles. In addition we are requesting your commitment in providing these materials to the Taber facility.

We hope the feasibility study will determine:

- a) Types and quantities of materials each municipality will contribute,
- b) Commodity values of each recycled material,
- c) The quantity of materials needed to make the facility profitable,
- d) The feasibility of the facility processing agricultural plastics,
- e) Each municipality's willingness to contribute,
- f) Costs associated with the collection and transportation of materials from major municipalities (Lethbridge, Medicine Hat, and Brooks), and
- g) Possible ways to share the cost of transportation amongst participating municipalities.

Attached you will find a Sample Resolution for your consideration and adoption. Please submit your Council's resolution by May 1, 2016, in order to be included in the Grant Applications.

We look forward to your favorable response,

Mayor Henk De Vlieger  
/ks





**RESOLUTION**

At a regular meeting of the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, etc.) (Name of Municipality)

Held on \_\_\_\_\_, 2016, the following Resolution was passed:

“Be IT RESOLVED THAT the \_\_\_\_\_ of \_\_\_\_\_  
(City, Town, Village, etc.) (Name of Municipality)

Supports the Town of Taber’s application for funding from the Alberta Community Partnership, Intermunicipal Collaboration Grant (or other grants as applicable) to study the feasibility of a Materials Recovery Facility in Southern Alberta to be located in the Town of Taber, and supports the Town of Taber as applicant and managing partner for this initiative and commits to directing recyclable material from our municipality to this facility.”

Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated



December 2, 2015

**2015 SAEWA MEMBERSHIP FEE**

**Town of Claresholm**

PO Box 1000  
Claresholm, AB T0L 0T0

Chief Administrative Officer  
Kris Holbeck

As your community is a member of the Southern Alberta Energy from Waste Association, the SAEWA Board has directed the Manager to issue invoices for the 2016 Membership Fees.

The Member Per Capita fee remains at \$0.40

The following indicates the breakout of the 2016 Membership Fee:

<b>Town of Claresholm</b>	<b>3,758</b>	<b>*</b>	<b>\$ 0.40</b>	<b>\$ 1503.20</b>
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Per Capita population is based on 2013 [http://www.municipalaffairs.alberta.ca/mc\\_municipal\\_profiles.cfm](http://www.municipalaffairs.alberta.ca/mc_municipal_profiles.cfm)

Please consider this notice your invoice for 2016.

Please make cheque payable to:

**Southern Alberta Energy from Waste Association or SAEWA**

If you have any questions please contact me,

Thank you

Sherry Poole  
Administrative Manager  
SAEWA  
[sherry@saewa.ca](mailto:sherry@saewa.ca)

*The Southern Alberta Energy-from-Waste Association (SAEWA) is a non-profit coalition of 66 municipal entities and waste management jurisdictions in southern Alberta. SAEWA is committed to the research and implementation of energy recovery from non-recyclable waste materials that will reduce long-term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the planning stages to develop an **Energy-From-Waste Facility** that will handle the conversion of municipal and other sources of solid waste into electricity.*

**Southern Alberta Energy from Waste Association**

Town of Coaldale, 1920 – 17 Street Coaldale, AB T1M 1M1

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

## Karine Wilhauk

---

**From:** Naomi Bullock <naomi.bullock@gmail.com>  
**Sent:** March-16-16 9:15 AM  
**To:** Karine Wilhauk  
**Subject:** Fwd: Invitation to the Station's Diamond Ball  
**Attachments:** Invite on letterhead.docx

----- Forwarded message -----

**From:** Naomi Bullock <[naomi.bullock@gmail.com](mailto:naomi.bullock@gmail.com)>  
**Date:** Fri, Mar 11, 2016 at 2:54 PM  
**Subject:** Invitation to the Station's Diamond Ball  
**To:** [rob.steel@townofclaresholm.com](mailto:rob.steel@townofclaresholm.com)

As one of the community engagement assistants for the station we would like to personally invite you and the town councillors to attend our first ever Diamond Ball. Please find the attached invitation for you to read through and present to council members. We hope you will come and encourage others to come as well. It will be a most wonderful evening of food, dancing, and entertainment. Your support is and will be greatly appreciated.

Sincerely,

Naomi Bullock



**The Station**  
4925 – 1<sup>st</sup> Street West  
PO Box 1297  
Claresholm, AB  
TOL 0T0  
Tel: 403-625-4417

---

Dear: Rob Steel

The Station is a place where community members can find a variety of services, information, support, learning, advocacy and referrals. Our mission is to support and encourage collaborating organizations to provide programs and social support services for the Town of Claresholm AB Canada and surrounding areas. “Creating caring community connections” explains what we do best. This exciting and amazing new space has created new opportunities and allowed for existing programs to reach more people and see greater success. Daddy dates, soft play for babies, teen drop in nights, art classes, CPR classes, caring for the caregiver courses are only a few of the new programs and classes that have come thanks to the accessibility and existence of this great place.

The station currently runs because of money we received through a two-year government grant. However, in order for the station to continue running and become sustainable we are depending on successful development of partnership, education and fundraisers. Our very first fundraiser is “The Station’s Diamond Ball”, on April 8th, with cocktails starting at 6:30. This formal night will be decorated with a garden of lights, colour and flowers. Meadow Creek Sausage will cater dinner with a chocolate fountain buffet to follow throughout the evening. The night’s entertainment will feature the 17-piece Lethbridge Big Band, playing jazz, swing, jive and polka. Along with the delicious food there will be a silent auction, dancing and a night full of great conversation and company. It will be an event that you will not to miss.

We would like to extend to you a special invitation and sincerely hope you will come join us as we celebrate this exciting new place and raise money to keep it open. Tickets are limited and selling so please let me know ASAP if you would like to come and how many tickets you would like to buy. Tickets are \$65 each or you can buy a table of 8 tickets for \$440. You can reach me on my phone at 403-682-7438 or by email at [Naomi.bullock@gmail.com](mailto:Naomi.bullock@gmail.com). I look forward to hearing from you and hope you can come!

Sincerely,

Naomi Bullock  
Community Engagement Assistant

RECEIVED

MAR 11 2016



*Frame Aviation div. of High River Aviation Services Ltd.*

273081 TWP RD #123 Claresholm Airport, PO Box 39, Claresholm, AB T0L 0T0  
Bus#: 403-625-3782, Fax#: 403-625-3706 Email: [frameaviation@hotmail.com](mailto:frameaviation@hotmail.com)

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To: The Town of Claresholm  
Attn: Town Council and Administration

Subject: Use of Terminal Building for 2016 Fly-In Breakfast

To Council and Administration:

Again this year, Frame Aviation has been approached to co-sponsor the fly-in breakfast at the Claresholm Airport. The planned date for this event is the morning of Saturday August 20, 2016.

By way of this letter, we are again requesting permission to use the terminal building to serve the breakfast. We would also like to invite the town to provide a representative and/or promotional material from the Town of Claresholm.

Thank you for your time and consideration,

A handwritten signature in blue ink, appearing to read "Murray Frame and Wendy Harvey". The signature is written in a cursive, flowing style.

Murray Frame and Wendy Harvey  
Frame Aviation

March 8, 2016

Town of Claresholm  
Claresholm Town Council

To Mayor Steel and Town Council Members

Re: Amendments to Cat Bylaw

With all due respect, the CArES Board would like to share their perspective on the Council's recent discussions regarding potential amendments to the cat bylaw, as recorded in the March 2nd issue of the Claresholm Local Press.

First, please let it be stated that CArES, perhaps more than anyone in town, has it's own shared concerns regarding the stray and otherwise uncared for cats in our community. If not everyday, certainly often, we see the effects of individuals who are irresponsible, neglectful and even abusive toward their animals. Therefore, we absolutely appreciate the frustrations of those individuals who are distressed by street cats (or dogs) or are otherwise inconvenienced by these roaming animals disrupting their gardens, yards or the general peace. And while we respect Council's interest in trying to address this common community issue, we also have reservations about some of the ideas being considered.

It was mentioned in the March 2nd article, the idea of increased trapping. It would be the sincere hope and strong advisement of CArES, that when traps are in fact used, it is only by the Bylaw officer or one of CArES' knowledgeable volunteers. It was not long ago, CArES had this same discussion with the Granum Town council who, after requesting our input, agreed that the legal and ethical risks of lending out traps to the general public were not worth any possible or dubious benefits.

Cat licensing, although difficult to police, could be enforced on a complaint basis. For example, if a free-roaming or stray cat is relinquished to CArES, it is not returned to the owner until a Town Licence is purchased or proven. Perhaps, this would result over time with more individuals taking the responsibility to license and contain their cats within homes or yards, particularly when they are known to be bothering others. Furthermore, licensed cats, who are repeat visitors to the shelter could be easily tracked with increasing fines to the owners respective to multiple visits. The likely result would be that these cats would, in some cases, eventually be adopted to new homes or with responsible owners making more concerted efforts to contain their cats. Obvious examples, other than strictly maintaining cats indoors, would be altering of cats and/or installation of cat fences. Any of which, would decrease the presence of nuisance cats in neighbourhoods.

Although a customary by-law in communities, the concept of restricting the number of pets (cats or dogs) per household, is not supported by the research as an effective law for reducing animal complaints (see [nationalcanineresearchcouncil.com](http://nationalcanineresearchcouncil.com) and [www.cfa.org](http://www.cfa.org)). In fact, it has been cited as counter-effective with other secondary disadvantages. Among other issues with such a bylaw, the practice is not realistically enforceable. If the Council foresees it will drain the

bylaw officer's resources to monitor licensing, certainly they also recognize that attempts to enforce an animal limit bylaw will be vastly more extensive and expensive in this regard.

Moreover, during the eight years running the Animal Shelter in Claresholm, it is our experience that the number of pets is rarely the issue. It is the people. Are they responsible and ethical pet owners? Are they community-minded citizens? Are they capable or willing to respectfully respond to the requests of their neighbours complaints? Whether an individual has one or several animals is usually irrelevant. Rather, it is whether or not pet owners are willing to take responsibility, show courtesy to their neighbours and care for their animal(s). It is only fair to mention here that there are very responsible pet owners who are simply unaware that their pet (cat or dog) is creating a disturbance to others. And likely, if they were notified of this, they would quite willingly take corrective action.

Either way, increasing fines for reclaiming an at-large cat certainly may serve as a greater deterrent for those who currently allow their cats to roam unmonitored. And, perhaps the revenue from such, increased fines and/or licensing, could be redirected into programs that actually reduce the number of animals, particularly strays, in our community (e.g. low cost spay/neuter clinics). It should be mentioned as well, that the licensing of cats in town would make it considerably easier for cats to be returned to their owners. This has certainly been the case at CAReS with dogs. And perhaps provide some reassurance (therefore incentive) to cat owners that if their cat is picked up, there is a paper-trail back to their home.

We are hopeful this input from our organization will be taken into consideration and helpful in the Council's decisions going forward. As always, we are grateful for your support of our organization as we attempt to provide an ethical and progressive service to the people and animals of our town.

Regards,

Kim Alexander  
On Behalf of,  
Claresholm Animal Rescue Society



**Claresholm**

*Now you're living...*

*Now you're home*

***Town of Claresholm***

***DRAFT Budget Document***

***2016***

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**Approved by Council \_\_\_\_\_, 2016**



## Assessment & Taxation

### What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

### What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: [http://www.municipalaffairs.alberta.ca/1538.cfm#What\\_is\\_Property\\_Assessment](http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment)

### What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

## Town of Claresholm Mill Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes. The amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

Town Council continues to remain fiscally responsible and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2011.

	2011	2012	2013	2014	2015
<b>Municipal Residential</b>	5.4334	5.71	6.15	6.5215	6.3300
<b>Municipal Non Residential</b>	10.6856	11.22	11.9	12.1000	11.8958
<b>Municipal Vacant Residential &amp; Farmland</b>	11.9215	12.52	9.0	10.5000	10.5000
<b>Municipal Seniors Self Contained Housing</b>	5.4334	5.71	6.15	6.5215	0
<b>Porcupine Hills Lodge – Residential</b>	0.2362	0.2557	0.266	0.2715	0.2639
<b>Porcupine Hills Lodge – Non Residential</b>	0.2362	0.2557	0.266	0.2715	0.2639
<b>Porcupine Hills Lodge – Vacant Residential &amp; Farmland</b>	0.2362	0.2557	0.266	0.2715	0.2639
<b>Porcupine Hills Lodge – Senior Self Contained Housing</b>	0.2362	0.2557	0.266	0.2715	0
<b>Education ASFF - Residential</b>	2.3483	2.6552	2.6831	2.6463	2.4592
<b>Education ASFF - Non Residential</b>	3.3202	3.5036	3.8217	3.6290	3.6269
<b>Education ASFF - Vacant Residential &amp; Farmland</b>	2.3483	2.6552	2.6831	2.6463	2.4592



	2016 Budget	2015 Budget
<b>Revenue</b>		
Net municipal taxes	3,114,221	3,073,988
User fees and sales of goods	2,005,450	1,972,810
Government transfers for operating	221,776	423,163
Investment income	45,744	32,000
Penalties and costs of taxes	89,500	82,500
Licenses and permits	37,800	44,500
Franchise and concession contracts	153,748	142,705
Rental	119,001	121,700
Other	110,251	82,461
Family and community support services	240,041	220,699
<b>Total Revenue</b>	<b>6,137,532</b>	<b>6,196,526</b>
<b>Expenses (Including amortization)</b>		
Legislative	112,000	111,500
Administration	1,096,936	1,143,928
Fire	117,553	197,479
Bylaw enforcement	185,892	148,232
Common and equipment pool	540,123	550,295
Roads, streets, walks and lighting	827,482	907,665
Airport	18,291	23,019
Storm sewers and drainage	147,356	311,620
Water supply and distribution	2,025,564	2,242,310
Wastewater treatment and disposal	621,028	624,369
Solid waste management	518,546	528,703
Family and community support services	236,556	217,214
Day care and FCSS contribution	64,511	69,777
Cemeteries and crematoriums	49,452	38,099
Other public health and welfare	34,500	30,000
Economic and agricultural development	43,597	39,878
Subdivision land and development	262,503	164,646
Parks and recreation	877,916	867,612
Culture - libraries, museums and halls	367,799	341,233
<b>Total Expenses</b>	<b>8,147,605</b>	<b>8,557,579</b>
<b>Deficiency of revenue over expenses before other</b>	<b>(2,010,073)</b>	<b>(2,361,053)</b>

**Other**

Government transfers for capital	4,199,051	1,851,125
<b>Surplus (deficiency)</b>	<b>2,188,978</b>	<b>(509,928)</b>

**Adjustments for Non-Cash items**

Amortization expenses	2,385,831	2,674,736
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**Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)**

Capital expenditures	(4,745,399)	(2,452,900)
Debt proceeds	360,000	-
Debt principal repayment - Prior year's debt	(265,692)	(254,676)
8th Ave NW Promissory Note	(100,000)	-
Debt principal repayment - New debt	(13,366)	-
Club contributions	30,000	-
Transfer from sundry trust	20,852	27,052
Trust account transfer - Alberta road	-	106,541
Transfers from reserves	138,796	409,175

<b>Budget balance</b>	<b>-</b>	<b>-</b>
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Schedule 1	2016 Budget	2015 Budget
<b>Taxation</b>		
Property taxes: Vacant residential & farmland	83,972	81,652
Property taxes: Non-residential	960,230	947,593
Property taxes: Linear property	114,299	112,591
Property taxes: Residential	1,947,581	1,921,052
Education property tax: Residential & farmland	832,287	832,287
Education property tax: Non-residential	254,625	254,625
Federal grants in lieu of taxes	6,939	6,835
Provincial grants in lieu of taxes	41,903	41,278
Local improvement taxes	70,813	70,813
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	4,312,649	4,268,726
<b>Less: Requisitions</b>		
Alberta school foundation fund	1,086,911	1,086,912
Pocupine Hills Lodge	111,517	107,826
	<hr/>	<hr/>
	3,114,221	3,073,988
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DEPARTMENT  
OPERATING  
BUDGETS

### 4 Year Summary By Function

Excluding Amortization and Capital

<b>OPERATING BUDGET</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
NET SURPLUS (DEFICIT) COUNCIL	(112,000)	(104,377)	(111,500)	(98,908)	(75,586)
NET SURPLUS (DEFICIT) TAX & REQUISITIONS	3,598,437	3,488,340	3,560,001	3,497,213	3,389,245
NET SURPLUS (DEFICIT) GENERAL ADMINISTRATION	(1,092,558)	(951,098)	(1,139,390)	(862,167)	(915,530)
NET SURPLUS (DEFICIT) FIRE DEPARTMENT	(85,049)	(136,666)	(162,601)	(146,654)	(151,387)
NET SURPLUS (DEFICIT) BYLAW ENFORCEMENT	(76,288)	(83,279)	(87,759)	(45,423)	23,892
NET SURPLUS (DEFICIT) EQUIPMENT POOL	(458,187)	(422,237)	(466,802)	(455,009)	(475,904)
NET SURPLUS (DEFICIT) ROADS & STREETS	(407,018)	(352,261)	(395,471)	(445,988)	(382,520)
NET SURPLUS (DEFICIT) AIRPORT	(3,131)	(7,349)	(7,859)	4,229	(1,886)
NET SURPLUS (DEFICIT) WATER SERVICES	130,829	325,684	75,604	119,842	(73,435)
NET SURPLUS (DEFICIT) STORM SEWER	(97,701)	(91,929)	(107,739)	(174,758)	(86,367)
NET SURPLUS (DEFICIT) SEWER SERVICES	62,334	141,459	75,081	133,557	112,496
NET SURPLUS (DEFICIT) GARBAGE COLLECTION	41,590	27,264	10,444	58,704	80,010
NET SURPLUS (DEFICIT) RECYCLING	11,167	11,944	16,277	13,392	(7,569)
NET SURPLUS (DEFICIT) FCSS	-	4,344	-	12,224	3,155
NET SURPLUS (DEFICIT) DAYCARE & FCSS CONTRIBUTION	(64,511)	(62,151)	(69,777)	(69,126)	(48,126)
NET SURPLUS (DEFICIT) CEMETERY	(33,952)	(10,966)	(22,599)	(3,442)	(12,011)
NET SURPLUS (DEFICIT) PHYSICIAN RECRUITMENT	-	1	-	(12,907)	(12,736)
NET SURPLUS (DEFICIT) OTHER PUBLIC HEALTH & WELFARE	(16,264)	(12,387)	(12,545)	(5,597)	(10,724)
NET SURPLUS (DEFICIT) PLANNING & DEVELOPMENT	(270,703)	(120,011)	(115,146)	(222,301)	(168,514)
NET SURPLUS (DEFICIT) GENERAL RECREATION	(70,088)	(40,557)	(40,651)	(17,679)	(19,753)
NET SURPLUS (DEFICIT) PARKS	(86,099)	(70,204)	(121,640)	(45,306)	(77,744)
NET SURPLUS (DEFICIT) ARENA	(110,564)	(95,871)	(108,050)	(106,902)	(131,577)
NET SURPLUS (DEFICIT) AQUATIC CENTRE	(160,533)	(174,507)	(158,537)	(193,636)	(225,107)
NET SURPLUS (DEFICIT) MUSEUM	(50,724)	(55,128)	(60,820)	(73,517)	(85,802)
NET SURPLUS (DEFICIT) LIBRARY	(197,535)	(191,755)	(191,755)	(186,168)	(182,907)
<b>NET SURPLUS (DEFICIT) AFTER OPERATIONS</b>	<b>451,452</b>	<b>1,016,303</b>	<b>356,766</b>	<b>673,673</b>	<b>463,613</b>

## COUNCIL

The Council budget deals with all costs associated and incurred by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development. Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2016.

	2016 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/meeting
Per Diem Full Day (6 hours or more)	\$230/meeting
Per Diem Less Than 4 Hours	\$23/hour
Mileage	As per CRA rates
Meals and accommodation at cost	Upon submission of valid receipts

### Council/Legislative Summary Operating Budget

COUNCIL	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
WAGES, MEETINGS AND PER DIEMS	91,500	86,496	91,500	90,033	64,933
TRAVEL & CONVENTIONS	13,500	15,533	13,000	8,875	10,653
EDUCATION	7,000	2,348	7,000	-	-
<b>NET SURPLUS (DEFICIT) COUNCIL</b>	<b>(112,000)</b>	<b>(104,377)</b>	<b>(111,500)</b>	<b>(98,908)</b>	<b>(75,586)</b>

### Variance Highlights

- No significant changes to the budget to highlight.



## MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid for property which is owned by the Provincial and Federal Governments. The **grant** is equal to the taxes that would have been paid if the property was not exempt from taxation. The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes the ATCO Gas Franchise Agreement in the amount of \$103,972 and the Fortis Franchise Agreement in the amount of \$49,776.

### Gen Revenue and Requisition Summary Operating Budget

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
TAXES	3,106,083	4,130,358	3,062,888	4,189,292	4,227,670
EDUCATION TAXES	1,086,911	-	1,086,912	-	-
FEDERAL GRANTS IN LIEU	6,939	6,835	6,835	6,840	6,774
PROVINCIAL GRANTS IN LIEU	41,903	41,278	41,278	76,731	83,633
<b>REVENUE TAXES AND GRANTS IN LIEU</b>	<b>4,241,836</b>	<b>4,178,471</b>	<b>4,197,913</b>	<b>4,272,863</b>	<b>4,318,077</b>
REVENUE GENERAL MUNICIPAL	479,335	504,606	510,228	462,038	388,599
TRANSFER FROM RESERVES	75,695	-	46,598	-	-
<b>REVENUE GENERAL ADMINISTRATION</b>	<b>555,030</b>	<b>504,606</b>	<b>556,826</b>	<b>462,038</b>	<b>388,599</b>
HOME FOR AGED-POR. HILLS LODGE	111,517	107,826	107,826	109,350	112,070
SCHOOL FOUNDATION PROGRAM - RES & FARMLAND	832,287	832,286	832,287	1,128,338	1,205,361
SCHOOL FOUNDATION PROGRAM - NON RES	254,625	254,625	254,625	-	-
<b>EXPENSE REQUISITIONS</b>	<b>1,198,429</b>	<b>1,194,737</b>	<b>1,194,738</b>	<b>1,237,688</b>	<b>1,317,431</b>
<b>NET SURPLUS (DEFICIT) TAX &amp; REQUISITIONS</b>	<b>3,598,437</b>	<b>3,488,340</b>	<b>3,560,001</b>	<b>3,497,213</b>	<b>3,389,245</b>

## **Variance Highlights**

- The tax revenue includes an increase in net municipal tax revenues of 2% from 2015 actual net municipal tax revenue.
- 2016 budgeted general municipal revenue is lower than 2015 budgeted general municipal revenue as a result of operating grants being recognized in 2015.
- Interest revenue was higher than budgeted in 2015 by approximately \$17,000. As a result the budget was increased by \$13,744.
- Transfers from reserves are made up of the following:
  - Transfer from Economic Development Reserve \$30,000
  - Transfer from General Operating \$45,695

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## ADMINISTRATION

The Administration budget includes finance, taxation, reception, utilities, communication, human resources and general administrative costs.

### Administration Summary Operating Budget

ADMINISTRATION	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
WAGES & BENEFITS	541,268	432,760	508,380	355,850	406,992
CONSULTANT FEES	26,800	22,837	30,000	45,056	11,327
MATERIALS, SUPPLIES & OPERATING COSTS	295,700	285,444	286,100	257,178	292,335
ASSESSOR	53,740	51,711	51,500	49,552	47,068
AUDITOR	22,050	29,235	27,000	20,100	17,225
LEGAL	10,000	9,743	15,000	15,744	6,791
MUNICIPAL GRANTS	72,000	41,605	104,500	39,098	32,509
CELEBRATIONS	20,000	17,714	20,000	17,652	14,371
ECONOMIC DEVELOPMENT	-	14,285	50,000	23,663	22,772
TAX LEVY CANCELLATIONS & DISCOUNTS	6,000	5,394	11,000	6,793	33,921
PUBLIC RELATIONS	7,000	5,028	5,000	3,248	3,112
STAFF DEVELOPMENT & TRAINING	13,000	11,918	6,000	4,569	5,639
IT CONTRACTED SERVICES	19,000	18,710	18,710	17,700	15,370
TAXI SUBSIDY	6,000	4,714	6,200	5,964	6,098
<b>NET SURPLUS (DEFICIT) GENERAL ADMINISTRATION</b>	<b>(1,092,558)</b>	<b>(951,098)</b>	<b>(1,139,390)</b>	<b>(862,167)</b>	<b>(915,530)</b>

### Variance Highlights

- Wages & Benefits increased due to a 2.5% COLA increase. This is reflected in each department's budget but is not noted.
- Increased insurance budget by \$10,000 as a result of insurance costs increasing.
- Staff training and development increased by \$7,000.
- Assessor fee increased by \$1.00 per property effective August 1<sup>st</sup>.
- Auditor fees reduced by \$5,000 as a result of there being qualified staff on hand and no extra billing to be incurred.
- Reduced legal fees by \$5,000.
- Economic Development costs moved to Planning and Development department.

- Tax levy cancellations reduced by \$5,000.
- Public relations budget increased by \$2,000 to have enhanced community engagement.
- No budget to proceed with internship program in the amount of \$8,000 as staff are currently in place.

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## FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

### Fire Summary Operating Budget

<b>FIRE</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
MD CONTRIBUTION	10,000	6,803	10,000	9,062	12,744
NON GOV'T CONTRIBUTION	6,000	3,800	6,000	20,800	6,200
<b>REVENUE FIRE DEPARTMENT</b>	<b>16,000</b>	<b>10,603</b>	<b>16,000</b>	<b>29,862</b>	<b>18,944</b>
WAGES & BENEFITS	42,129	104,036	117,681	140,485	127,461
EQUIPMENT, FUEL, ETC	22,150	10,431	22,150	9,224	6,818
TRAINING	18,770	19,040	18,770	7,988	17,615
MATERIALS, SUPPLIES & OPERATING COSTS	18,000	13,762	20,000	18,819	18,437
<b>EXPENSES FIRE DEPARTMENT</b>	<b>101,049</b>	<b>147,269</b>	<b>178,601</b>	<b>176,516</b>	<b>170,331</b>
<b>NET SURPLUS (DEFICIT) FIRE DEPARTMENT</b>	<b>(85,049)</b>	<b>(136,666)</b>	<b>(162,601)</b>	<b>(146,654)</b>	<b>(151,387)</b>

### Variance Highlights

- Currently the Fire department is going through changes and as a result it is difficult to determine what the costs are going to be in the future. This may be adjusted by May prior to mill rate adjustments in the budget.
- The wages have been reduced as the Fire Chief will be working under the M.D. of Willow Creek.

## BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

### Bylaw Enforcement Summary Operating Budget

BYLAW ENFORCEMENT	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
PROVINCIAL FINES COLLECTED	33,000	33,809	15,000	25,595	18,761
LICENSES & FEES	10,250	11,093	15,250	58,143	16,193
MUNICIPAL FINES	6,500	4,556	17,500	34,094	85,187
<b>BYLAW ENFORCEMENT</b>	<b>49,750</b>	<b>49,458</b>	<b>47,750</b>	<b>117,832</b>	<b>120,141</b>
WAGES & BENEFITS	76,738	81,123	75,909	66,358	41,523
ANIMAL SERVICES	31,000	30,449	31,000	30,693	30,278
LEGAL	2,000	-	2,000	2,000	1,738
MATERIALS, SUPPLIES & OPERATING COSTS	13,300	19,957	25,400	64,204	21,965
TRAINING	3,000	1,208	1,200	-	745
<b>BYLAW ENFORCEMENT</b>	<b>126,038</b>	<b>132,737</b>	<b>135,509</b>	<b>163,255</b>	<b>96,249</b>
<b>NET SURPLUS (DEFICIT) BYLAW ENFORCEMENT</b>	<b>(76,288)</b>	<b>(83,279)</b>	<b>(87,759)</b>	<b>(45,423)</b>	<b>23,892</b>

### Variance Highlights

- Provincial fines collected has been increased by \$18,000 to reflect higher actual revenues over the last few years.
- Licenses and fees and Municipal fines have been reduced as a result of fewer fines being issued.

## ROADS, STREETS, WALKS & LIGHTS

The Roads, Streets, Walks and Lights budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc. This budget also includes the cost for street lighting.

### Roads, Streets, Walks & Lights Summary Operating Budget

EQUIPMENT POOL	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
SERVICES TO OTHER DEPARTMENTS & RENTALS	72,000	71,453	72,000	70,300	75,590
<b>REVENUE EQUIPMENT POOL</b>	<b>72,000</b>	<b>71,453</b>	<b>72,000</b>	<b>70,300</b>	<b>75,590</b>
WAGES & BENEFITS	191,487	199,531	171,802	178,111	182,723
MATERIALS, SUPPLIES & OPERATING COSTS	338,700	294,159	367,000	347,198	368,771
<b>EXPENSES EQUIPMENT POOL</b>	<b>530,187</b>	<b>493,690</b>	<b>538,802</b>	<b>525,309</b>	<b>551,494</b>
<b>NET SURPLUS (DEFICIT) EQUIPMENT POOL</b>	<b>(458,187)</b>	<b>(422,237)</b>	<b>(466,802)</b>	<b>(455,009)</b>	<b>(475,904)</b>

### Variance Highlights

- Increased equipment insurance by \$3,000.
- Increased traffic and parking control materials by \$5,000 as per direction given by council on October 26, 2015.
- Reduced shop materials, equipment parts & repairs and equipment oil and gas by \$33,000.

<b>ROADS, STREETS, WALKS &amp; LIGHTS</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
LOCAL IMPROVEMENT CHARGES	53,986	50,138	53,986	28,338	47,424
<b>REVENUE ROADS &amp; STREETS</b>	<b>53,986</b>	<b>50,138</b>	<b>53,986</b>	<b>28,338</b>	<b>47,424</b>
WAGES & BENEFITS	163,121	138,468	157,457	167,934	147,961
ENGINEERING	2,000	1,044	2,000	930	1,008
STREET LIGHTS	170,000	164,791	170,000	162,387	179,533
MATERIALS, SUPPLIES & OPERATING COSTS	125,883	98,096	120,000	143,075	101,442
<b>EXPENSES ROADS &amp; STREETS</b>	<b>461,004</b>	<b>402,399</b>	<b>449,457</b>	<b>474,326</b>	<b>429,944</b>
<b>NET SURPLUS (DEFICIT) ROADS &amp; STREETS</b>	<b>(407,018)</b>	<b>(352,261)</b>	<b>(395,471)</b>	<b>(445,988)</b>	<b>(382,520)</b>

## Variance Highlights

- Debenture interest for pavement overlays of \$10,883 included as a result of a capital project in 2016.

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## AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

### Airport Summary Operating Budget

AIRPORT	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
FACILITY RENTAL	10,000	13,000	10,000	13,000	9,000
LOCAL GOVERNMENT GRANTS	1,000	-	1,000	4,000	1,000
<b>AIRPORT SERVICES</b>	<b>11,000</b>	<b>13,000</b>	<b>11,000</b>	<b>17,000</b>	<b>10,000</b>
WAGES & BENEFITS	3,931	7,232	3,809	3,098	1,843
MATERIALS, SUPPLIES & OPERATING COSTS	10,200	13,117	15,050	9,673	10,043
<b>EXPENSES AIRPORT SERVICES</b>	<b>14,131</b>	<b>20,349</b>	<b>18,859</b>	<b>12,771</b>	<b>11,886</b>
<b>NET SURPLUS (DEFICIT) AIRPORT</b>	<b>(3,131)</b>	<b>(7,349)</b>	<b>(7,859)</b>	<b>4,229</b>	<b>(1,886)</b>

### Variance Highlights

- Reduced airport materials costs by \$4,350 as costs for cleanup incurred in 2015 will not occur in 2016.
- Reduced airport insurance costs by \$500.

## WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the town by Alberta Environment.

### Water Supply & Distribution Summary Operating Budget

WATER SUPPLY & DISTRIBUTION	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
WATER SALES	1,032,000	1,057,425	1,009,500	1,030,464	985,101
OTHER REVENUE	-	101,315	-	-	2,933
<b>REVENUE WATER SERVICES</b>	<b>1,032,000</b>	<b>1,158,740</b>	<b>1,009,500</b>	<b>1,030,464</b>	<b>988,034</b>
WAGES & BENEFITS	285,223	248,112	269,183	267,828	348,475
TRAINING	2,500	2,262	3,000	872	2,604
MATERIALS, SUPPLIES & OPERATING COSTS	190,550	163,626	213,000	194,901	238,018
ENGINEERING & LEGAL	5,000	-	5,000	7,200	32,691
CHEMICAL	80,000	87,903	100,000	77,169	99,617
MAINTENANCE	96,500	84,192	96,500	110,157	82,314
DEBENTURE INTEREST	173,523	179,086	179,338	184,620	189,875
SERVICES FROM OTHER DEPARTMENTS	67,875	67,875	67,875	67,875	67,875
<b>EXPENSES WATER SERVICES</b>	<b>901,171</b>	<b>833,056</b>	<b>933,896</b>	<b>910,622</b>	<b>1,061,469</b>
<b>NET SURPLUS (DEFICIT) WATER SERVICES</b>	<b>130,829</b>	<b>325,684</b>	<b>75,604</b>	<b>119,842</b>	<b>(73,435)</b>

### Variance Highlights

- Reduced materials, supplies & operating costs by \$22,300:
  - \$17,100 reduction as a result of power and heating costs being lower
  - \$5,200 reduction as a result of lower costs from telephones, freight charges, fuel, materials and water testing.
- Reduced chemical costs by \$20,000 based on actual costs being less.

## WASTEWATER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of wastewater. This system functions in accordance with the standards set out by Alberta Environment. This budget also includes those costs related to Stormwater Collection.

### Wastewater Treatment & Disposal Summary Operating Budget

<b>STORM SEWER &amp; DRAINAGE</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
LOCAL IMPROVEMENT CHARGES	13,005	-	13,005	-	-
OTHER REVENUE	5,000	6,369	-	-	7,948
<b>REVENUE STORM SEWER &amp; DRAINAGE</b>	<b>18,005</b>	<b>6,369</b>	<b>13,005</b>	<b>-</b>	<b>7,948</b>
WAGES & BENEFITS	29,206	9,947	28,244	23,284	9,179
CONTRACTED SERVICES	80,000	78,497	80,000	72,013	83,866
MATERIALS, SUPPLIES & OPERATING COSTS	6,500	7,529	3,500	1,528	1,270
ENGINEERING	-	-	5,000	4,243	-
OVERLAND FLOODING	-	2,325	4,000	73,690	-
<b>EXPENSES STORM SEWER &amp; DRAINAGE</b>	<b>115,706</b>	<b>98,298</b>	<b>120,744</b>	<b>174,758</b>	<b>94,315</b>
<b>NET SURPLUS (DEFICIT) STORM SEWER</b>	<b>(97,701)</b>	<b>(91,929)</b>	<b>(107,739)</b>	<b>(174,758)</b>	<b>(86,367)</b>

### Variance Highlights

- Engineering costs reduced by \$5,000.
- Reduced overland flooding costs by \$4,000 due to the purchases being made in 2015.

<b>SEWER SERVICES</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
LOCAL IMPROVEMENT CHARGES	3,822	-	3,822	-	-
SERVICE FEES	290,000	294,455	292,000	286,262	294,638
<b>REVENUE SEWER SERVICES</b>	<b>293,822</b>	<b>294,455</b>	<b>295,822</b>	<b>286,262</b>	<b>294,638</b>
WAGES & BENEFITS	95,072	69,985	91,191	64,018	63,672
CONTRACTED SERVICES	28,500	4,931	33,000	1,240	20,098
MATERIALS, SUPPLIES & OPERATING COSTS	48,000	16,020	33,600	22,472	30,645
DEBENTURE INTEREST	31,641	33,785	34,675	36,700	39,452
SERVICES FROM OTHER DEPARTMENTS	28,275	28,275	28,275	28,275	28,275
<b>EXPENSES SEWER SERVICES</b>	<b>231,488</b>	<b>152,996</b>	<b>220,741</b>	<b>152,705</b>	<b>182,142</b>
<b>NET SURPLUS (DEFICIT) SEWER SERVICES</b>	<b>62,334</b>	<b>141,459</b>	<b>75,081</b>	<b>133,557</b>	<b>112,496</b>

## Variance Highlights

- Contracted services includes sewer lagoon study to be completed in 2016 costing \$17,500.
- Utilities decreased by \$10,000 based on actual costs being lower.
- Materials, supplies & operating costs includes \$25,000 for repairs needed in the Tamarack subdivision.

## WASTE MANAGEMENT

The Solid Waste and Recycling function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

### Waste Management Summary Operating Budget

<b>GARBAGE COLLECTION</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
GARBAGE SERVICE FEES	408,500	415,922	406,000	412,219	407,391
<b>REVENUE GARBAGE COLLECTION</b>	<b>408,500</b>	<b>415,922</b>	<b>406,000</b>	<b>412,219</b>	<b>407,391</b>
WAGES & BENEFITS	142,350	145,783	150,405	151,182	133,573
LANDFILL FEES	125,000	106,917	115,000	117,644	116,085
LANDFILL CONTRACT	39,835	28,486	28,486	27,133	26,607
LANDFILL CLOSURE	4,000	49,695	45,940	4,402	2,859
MATERIALS, SUPPLIES & OPERATING COSTS	10,000	12,052	10,000	7,429	2,532
SERVICES FROM OTHER DEPARTMENTS	45,725	45,725	45,725	45,725	45,725
<b>EXPENSES GARBAGE COLLECTION</b>	<b>366,910</b>	<b>388,658</b>	<b>395,556</b>	<b>353,515</b>	<b>327,381</b>
<b>NET SURPLUS (DEFICIT) GARBAGE COLLECTION</b>	<b>41,590</b>	<b>27,264</b>	<b>10,444</b>	<b>58,704</b>	<b>80,010</b>

### Variance Highlights

- Landfill tipping fees have increased by \$10 per tonne in 2016 resulting in an estimated \$20,000 increase in landfill fees.
- Landfill requisition increased from \$7.48 per capita to \$10.60 per capita.
- Landfill closure costs reduced by \$41,940 as the North landfill monitoring study was completed in 2015.

<b>RECYCLING</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
RECYCLING SERVICE FEES	150,000	151,280	150,000	149,990	117,063
COMMODITY REVENUE	8,000	8,309	5,000	9,334	11,140
<b>REVENUE RECYCLING</b>	<b>158,000</b>	<b>159,589</b>	<b>155,000</b>	<b>159,324</b>	<b>128,203</b>
WAGES & BENEFITS	130,433	132,814	120,923	130,899	120,497
SHIPPING COSTS	7,000	5,490	8,300	6,120	8,306
MATERIALS, SUPPLIES & OPERATING COSTS	9,400	9,341	9,500	8,913	6,969
<b>EXPENSES RECYCLING</b>	<b>146,833</b>	<b>147,645</b>	<b>138,723</b>	<b>145,932</b>	<b>135,772</b>
<b>NET SURPLUS (DEFICIT) RECYCLING</b>	<b>11,167</b>	<b>11,944</b>	<b>16,277</b>	<b>13,392</b>	<b>(7,569)</b>

## Variance Highlights

- Commodity revenue increased by \$3,000 to reflect actuals being higher.
- Shipping costs reduced by \$1,300 due to actuals being lower in 2015.

## FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered within the community.

### FCSS Summary Operating Budget

<b>FAMILY &amp; COMMUNITY SUPPORT SERVICES (FCSS)</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
PROVINCIAL FUNDING	105,235	94,273	87,695	87,695	87,695
TOWN OF CLARESHOLM	26,309	23,949	31,575	31,924	21,924
MD OF WILLOW CREEK	46,338	41,626	39,270	39,269	39,269
MISCELLANEOUS	100	-	100	76	131
ALBERTA HEALTH SERVICES	26,707	26,055	26,707	26,707	26,055
FEES FOR PROGRAMMING	-	157	-	229	217
GRANTS OTHER	-	3,931	-	7,818	-
CFSA FUNDING	35,352	36,457	35,352	34,247	33,855
<b>REVENUE FCSS</b>	<b>240,041</b>	<b>226,448</b>	<b>220,699</b>	<b>227,965</b>	<b>209,146</b>
WAGES & BENEFITS	61,241	61,467	59,724	64,086	48,158
PROFESSIONAL DEVELOPMENT	3,350	2,530	3,350	3,299	1,502
MATERIALS, SUPPLIES & OPERATING COSTS	37,809	39,494	33,364	29,284	32,640
SERVICES FROM OTHER DEPARTMENTS	6,985	6,985	6,485	9,500	10,448
<b>EXPENSE GENERAL FCSS</b>	<b>109,385</b>	<b>110,476</b>	<b>102,923</b>	<b>106,169</b>	<b>92,748</b>

	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
WAGES & BENEFITS	49,536	47,268	46,550	46,458	33,585
MATERIALS, SUPPLIES & OPERATING COSTS	6,440	360	1,650	1,872	884
<b>EXPENSES FCSS OUTREACH PROGRAM</b>	<b>55,976</b>	<b>47,628</b>	<b>48,200</b>	<b>48,330</b>	<b>34,469</b>
PROGRAMMING	5,700	733	266	-	-
MATERIALS, SUPPLIES & OPERATING COSTS	1,000	-	-	-	-
<b>EXPENSES FCSS YOUTH PROGRAMS</b>	<b>6,700</b>	<b>733</b>	<b>266</b>	<b>-</b>	<b>-</b>
MATERIALS, SUPPLIES & OPERATING COSTS	200	-	700	270	619
PROGRAMMING	1,500	407	1,000	3,157	17,739
<b>EXPENSES FCSS OTHER PROGRAMMING</b>	<b>1,700</b>	<b>407</b>	<b>1,700</b>	<b>3,427</b>	<b>18,358</b>
COMMUNITY GRANTS	26,200	22,450	26,200	21,500	24,200
<b>EXPENSES FCSS PROGRAM GRANTS</b>	<b>26,200</b>	<b>22,450</b>	<b>26,200</b>	<b>21,500</b>	<b>24,200</b>
WAGES & BENEFITS	39,630	40,112	40,860	36,090	36,047
PROFESSIONAL DEVELOPMENT	150	190	150	150	-
MATERIALS, SUPPLIES & OPERATING COSTS	300	108	400	75	169
<b>EXPENSES FCSS RESOURCE CENTER</b>	<b>40,080</b>	<b>40,410</b>	<b>41,410</b>	<b>36,315</b>	<b>36,216</b>
<b>NET SURPLUS (DEFICIT) FCSS</b>	<b>-</b>	<b>4,344</b>	<b>-</b>	<b>12,224</b>	<b>3,155</b>

## Variance Highlights

- The MD increased funding for 2016 by \$7,068.
- The Alberta Government has increased the funding to FCSS for 2016. Funding has increased by \$21,925 from the 2015 original agreement.
- Expenses increased to recognize the increase in funding to be utilized in 2016.



## DAY CARE & FCSS CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm. This budget also includes the Town's contribution to the FCSS program.

### Day Care & FCSS Contribution Summary Operating Budget

DAYCARE SERVICES & FCSS CONTRIBUTION	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
CONTRIBUTION TO FCSS	26,309	23,949	31,575	31,924	21,924
CONTRIBUTION TO DAYCARE	38,202	38,202	38,202	37,202	26,202
<b>NET SURPLUS (DEFICIT) DAYCARE &amp; FCSS CONTRIBUTION</b>	<b>(64,511)</b>	<b>(62,151)</b>	<b>(69,777)</b>	<b>(69,126)</b>	<b>(48,126)</b>

### Variance Highlights

- No significant changes to the budget to highlight.

## CEMETERY

The Cemetery is owned and operated by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

### Cemetery Summary Operating Budget

CEMETERY	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
CEMETERY FEES	15,000	13,317	15,000	20,870	16,210
LOCAL GOVERNMENT GRANTS	3,000	3,000	3,000	-	3,000
<b>REVENUE CEMETERY</b>	<b>18,000</b>	<b>16,317</b>	<b>18,000</b>	<b>20,870</b>	<b>19,210</b>
WAGES & BENEFITS	48,452	23,236	37,099	21,672	28,709
MATERIALS, SUPPLIES & OPERATING COSTS	1,000	1,547	1,000	140	12
SERVICES FROM OTHER DEPARTMENTS	2,500	2,500	2,500	2,500	2,500
<b>EXPENSES CEMETERY</b>	<b>51,952</b>	<b>27,283</b>	<b>40,599</b>	<b>24,312</b>	<b>31,221</b>
<b>NET SURPLUS (DEFICIT) CEMETERY</b>	<b>(33,952)</b>	<b>(10,966)</b>	<b>(22,599)</b>	<b>(3,442)</b>	<b>(12,011)</b>

### Variance Highlights

- No significant changes to the budget to highlight.

## PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community.

### Physician Recruitment Summary Operating Budget

PHYSICIAN RECRUITMENT	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
TOWN OF CLARESHOLM	30,000	9,605	30,000	-	-
TOWN OF STAVELY	2,500	2,500	-	-	-
TOWN OF GRANUM	2,000	2,000	-	-	-
<b>REVENUE PHYSICIAN RECRUITMENT</b>	<b>34,500</b>	<b>14,105</b>	<b>30,000</b>	-	-
PHYSICIAN RECRUITMENT	34,500	14,104	30,000	12,907	12,736
<b>EXPENSES PHYSICIAN RECRUITMENT</b>	<b>34,500</b>	<b>14,104</b>	<b>30,000</b>	<b>12,907</b>	<b>12,736</b>
<b>NET SURPLUS (DEFICIT) PHYSICIAN RECRUITMENT</b>	-	1	-	(12,907)	(12,736)

### Variance Highlights

- No significant changes to the budget to highlight.

## OTHER PUBLIC HEALTH & WELFARE

The majority of the allocation within the Other Public Health & Welfare budget deals with weed and pest control. The Parks department has trained staff members who provide weed control within the parks.

### Other Public Health & Welfare Summary Operating Budget

OTHER PUBLIC HEALTH & WELFARE	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
WAGES & BENEFITS	3,764	10,182	4,045	2,845	4,796
CHEMICALS & MATERIALS	12,500	2,205	8,500	2,752	5,928
<b>EXPENSES AG SERVICES</b>	<b>16,264</b>	<b>12,387</b>	<b>12,545</b>	<b>5,597</b>	<b>10,724</b>
<b>NET SURPLUS (DEFICIT) OTHER PUBLIC HEALTH &amp; WELFARE</b>	<b>(16,264)</b>	<b>(12,387)</b>	<b>(12,545)</b>	<b>(5,597)</b>	<b>(10,724)</b>

### Variance Highlights

- Increased chemicals and materials by \$4,000 as it is proposed to contract externally to a spraying company for \$9,000. Internal costs to conduct the spraying are approximately \$12,400, however, the savings are not recognized directly in this budget as the costs are included in other areas of the budget.

## LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

### Land Planning & Development Summary Operating Budget

LAND PLANNING & DEVELOPMENT	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
LICENSES	27,800	28,290	31,500	29,695	28,968
PERMITS	10,000	11,304	13,000	10,873	17,481
PLANNING & DEVELOPMENT FEES	4,000	3,325	5,000	3,957	4,585
<b>REVENUE PLANNING &amp; DEVELOPMENT</b>	<b>41,800</b>	<b>42,919</b>	<b>49,500</b>	<b>44,525</b>	<b>51,034</b>
ORRSC MEMBERSHIP	53,912	51,408	53,100	50,770	51,023
WAGES & BENEFITS	175,891	101,768	78,746	180,159	162,194
LEGAL, PROFESSIONAL SERVICES, ETC.	21,200	7,039	20,800	25,625	4,733
MATERIALS, SUPPLIES & OPERATING COSTS	61,500	2,715	12,000	10,272	1,598
<b>EXPENSES PLANNING &amp; DEVELOPMENT</b>	<b>312,503</b>	<b>162,930</b>	<b>164,646</b>	<b>266,826</b>	<b>219,548</b>
<b>NET SURPLUS (DEFICIT) PLANNING &amp; DEVELOPMENT</b>	<b>(270,703)</b>	<b>(120,011)</b>	<b>(115,146)</b>	<b>(222,301)</b>	<b>(168,514)</b>

### Variance Highlights

- ORRSC fees increasing by 1.53% in 2016.
- Included for 2016 is the addition of the Economic Development position and expenses.

## PARKS & RECREATION

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming. The Willow Creek Agricultural Society oversees the operations of the Agriplex and the Golf Course board directs the operations at the golf course.

### Operating Budget

GENERAL RECREATION	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
LOCAL GOVERNMENT GRANTS	25,000	25,000	25,000	50,000	50,000
<b>REVENUE GENERAL RECREATION</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>	<b>50,000</b>
GOLF COURSE MANAGEMENT	50,000	50,000	50,000	50,000	50,000
DEBENTURE INTEREST	13,483	15,557	15,651	17,679	19,753
WAGES & BENEFITS	31,605	-	-	-	-
<b>EXPENSES GENERAL RECREATION</b>	<b>95,088</b>	<b>65,557</b>	<b>65,651</b>	<b>67,679</b>	<b>69,753</b>
<b>NET SURPLUS (DEFICIT) GENERAL RECREATION</b>	<b>(70,088)</b>	<b>(40,557)</b>	<b>(40,651)</b>	<b>(17,679)</b>	<b>(19,753)</b>

### Variance Highlights

- Half of the Recreation Manager's wages included in General Recreation expenses.

PARKS	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
CAMPGROUND FEES	50,000	50,703	38,000	55,189	38,557
<b>REVENUE PARKS</b>	<b>50,000</b>	<b>50,703</b>	<b>38,000</b>	<b>55,189</b>	<b>38,557</b>
WAGES & BENEFITS	101,687	99,345	124,640	74,210	88,432
MATERIALS, SUPPLIES & OPERATING COSTS	34,412	21,562	35,000	26,285	27,869
<b>EXPENSES PARKS</b>	<b>136,099</b>	<b>120,907</b>	<b>159,640</b>	<b>100,495</b>	<b>116,301</b>
<b>NET SURPLUS (DEFICIT) PARKS</b>	<b>(86,099)</b>	<b>(70,204)</b>	<b>(121,640)</b>	<b>(45,306)</b>	<b>(77,744)</b>

### Variance Highlights

- Increased campground fees by \$12,000 as a result of higher actual revenues.

## Ice Center Summary Operating Budget

ARENA	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
MINOR HOCKEY	29,450	29,396	30,000	28,836	30,065
FIGURE SKATING	10,000	11,655	15,000	10,316	17,070
RENTALS	18,151	17,248	16,500	18,801	18,853
ADVERTISING	4,000	3,725	2,500	4,715	3,250
<b>ARENA</b>	<b>61,601</b>	<b>62,024</b>	<b>64,000</b>	<b>62,668</b>	<b>69,238</b>
WAGES & BENEFITS	79,165	95,107	76,550	88,658	89,758
MATERIALS, SUPPLIES & OPERATING COSTS	93,000	62,788	95,500	80,912	111,057
<b>EXPENSES ARENA</b>	<b>172,165</b>	<b>157,895</b>	<b>172,050</b>	<b>169,570</b>	<b>200,815</b>
<b>NET SURPLUS (DEFICIT) ARENA</b>	<b>(110,564)</b>	<b>(95,871)</b>	<b>(108,050)</b>	<b>(106,902)</b>	<b>(131,577)</b>

### Variance Highlights

- Figure skating fees reduced \$5,000 as the figure skating club is skating in Stavely part-time.
- Rental fees increased by about \$3,000 as a result of rental openings being advertised and encouraged.
- Compressor overhaul that will cost approximately \$20,000 occurring in 2016 resulting in a \$7,500 increase in overall material costs.
- Reduced arena utilities by \$10,000 as a result of actual costs being lower than budgeted.

## Pool Summary Operating Budget

<b>AQUATIC CENTRE</b>	<b>Budget 2016</b>	<b>Actual 2015</b>	<b>Budget 2015</b>	<b>Actual 2014</b>	<b>Actual 2013</b>
LESSONS	50,000	58,362	44,000	48,471	45,715
GATE ADMISSION	40,000	42,233	40,000	38,498	36,246
RENTAL	19,000	20,213	17,000	16,484	14,980
<b>REVENUE AQUATIC CENTRE</b>	<b>109,000</b>	<b>120,808</b>	<b>101,000</b>	<b>103,453</b>	<b>96,941</b>
WAGES & BENEFITS	244,633	269,294	233,437	277,161	300,168
MATERIALS, SUPPLIES & OPERATING COSTS	24,900	26,021	26,100	19,928	21,880
<b>EXPENSES AQUATIC CENTRE</b>	<b>269,533</b>	<b>295,315</b>	<b>259,537</b>	<b>297,089</b>	<b>322,048</b>
<b>NET SURPLUS (DEFICIT) AQUATIC CENTRE</b>	<b>(160,533)</b>	<b>(174,507)</b>	<b>(158,537)</b>	<b>(193,636)</b>	<b>(225,107)</b>

### Variance Highlights

- Lessons revenue increased by \$6,000 as a result of better programming resulting in increased revenues.
- Rental revenue increased by \$2,000 to reflect increases in rental revenues.
- Wages & Benefits include half of the Recreation Managers wages & benefits.



## CULTURE

The Culture budget deals with Library and Museum activities. The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services. The Museum Board oversees the operation of the Museum in cooperation with the administrative staff and provides recommendations to Council on the budget.

### Museum and Library Summary Operating Budget

MUSEUM	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
SALES	3,500	2,916	3,900	2,166	4,002
DONATIONS	3,200	2,141	3,160	2,150	2,768
GRANTS	62,944	41,879	39,144	50,171	62,345
<b>REVENUE MUSEUM</b>	<b>69,644</b>	<b>46,936</b>	<b>46,204</b>	<b>54,487</b>	<b>69,115</b>
WAGES & BENEFITS	73,845	59,110	61,674	97,555	107,405
MATERIALS, SUPPLIES & OPERATING COSTS	44,023	40,802	42,850	29,058	43,270
PROFESSIONAL DEVELOPMENT	2,500	2,152	2,500	1,391	4,242
<b>EXPENSES MUSEUM</b>	<b>120,368</b>	<b>102,064</b>	<b>107,024</b>	<b>128,004</b>	<b>154,917</b>
<b>NET SURPLUS (DEFICIT) MUSEUM</b>	<b>(50,724)</b>	<b>(55,128)</b>	<b>(60,820)</b>	<b>(73,517)</b>	<b>(85,802)</b>

### Variance Highlights

- Museum sales budget reduced by \$400 due to lower sales than budgeted.
- Museum grant revenue includes grant funding: \$25,000 operational grant, \$3,000 historical walking tour grant, \$14,800 for summer jobs, \$8,894 for storage systems to maximize space in exhibit hall, \$1,750 matching grant for various projects, \$500 travel bursary.
- Wages & benefits for the Museum Executive Director increased by \$7,300 for the addition of time worked in the fall. The fall wages are subsidized by the \$25,000 operational grant if that is received.
- Insurance costs of approximately \$1,000 included as museum artifact insurance was deemed to be insufficient.
- Artifact storage costs of \$6,900 allocated to the museum budget.

- \$5,800 increase in program costs for Historical Walking tour (\$3,000) and increased advertising for the museum.

LIBRARY	Budget 2016	Actual 2015	Budget 2015	Actual 2014	Actual 2013
GRANT	169,650	164,697	164,697	159,900	157,540
CHINOOK ARCH	27,885	27,058	27,058	26,268	25,367
<b>EXPENSES LIBRARY</b>	<b>197,535</b>	<b>191,755</b>	<b>191,755</b>	<b>186,168</b>	<b>182,907</b>
<b>NET SURPLUS (DEFICIT) LIBRARY</b>	<b>(197,535)</b>	<b>(191,755)</b>	<b>(191,755)</b>	<b>(186,168)</b>	<b>(182,907)</b>

## Variance Highlights

- Local library requisition has a proposed increase of approximately 3%.
- Chinook Arch library fees increasing by approximately 3% in 2016.

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DEPARTMENT  
CAPITAL  
BUDGETS

## Funding Sources for Capital Projects

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Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

### Basic Municipal Transportation Grant (BMTG)

The **BMTG** provides financial assistance from the provincial government for developing and maintaining transportation infrastructure. The program provides an annual allocation for capital construction and rehabilitation of local transportation infrastructure.

### Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

### Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the **MSI** program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

### Alberta Municipal Water/Wastewater Partnership (AMWWP)

The **AMWWP** is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

### Alberta Historic Resources Conservation Grant

Historic Resource Conservation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application per year are as follows: Provincial

Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

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

The **ACRP** is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy, functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

## **Community Facility Enhancement Program (CFEP)**

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs. The maximum amount per application (one facility) is \$125,000 per fiscal year.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

## **Alberta Recycling – Municipal Demonstration Grant Program**

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

## **Reserves/Restricted Surplus**

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

## **Sundry Trust**

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

## **Utility Funded**

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

<b>FUNDING SOURCES FOR THE YEAR</b>	
Alberta Community Resilience Program Grant (ACRP)	(2,475,670)
Municipal Sustainability Grant (MSI)	(1,010,366)
Federal Gas Tax Fund (FGTF)	(293,015)
Community Facility Enhancement Program (CFEP)	(70,000)
Other	(350,000)
<i>Total government transfers for capital</i>	<u>(4,199,051)</u>
Club contributions	(30,000)
Sundry trust	(20,852)
Transfers from reserves	(63,101)
Tax funded	(72,395)
Proceeds from long-term debt	<u>(360,000)</u>
<b>TOTAL FUNDING</b>	<b>(4,745,399)</b>

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## Capital Summary Budget

### CAPITAL BUDGET

ENGINEERING STRUCTURES	NOTES	2016
Skyline Storm Water Lift Station	(CARRYFORWARD)	27,576
<i>Funding: FGTF</i>		(10,524)
<i>Funding: Sundry trust</i>	<i>Skyline Finalization Settlement</i>	(17,052)
Harvest Square Sanitary Sewer Lift Station	(CARRYFORWARD)	242,344
<i>Funding: MSI</i>		(156,858)
<i>Funding: FGTF</i>		(85,486)
Municipal Stormwater system upgrade		3,138,178
<i>Funding: ACRP Grant</i>		(2,475,670)
<i>Funding: Other</i>	<i>ACP Grant</i>	(350,000)
<i>Funding: MSI</i>		(312,508)
Sewer main replacement - 200 block of 52nd ave west		220,000
<i>Funding: Reserves</i>	<i>Sewer main reserve</i>	(22,995)
<i>Funding: FGTF</i>		(197,005)
4 blocks pavement overlay		360,000
<i>Funding: Proceeds from long-term debt</i>	<i>Local improvement/Debt</i>	(360,000)
New sidewalk Construction - Hwy 2 & Agriplex road		140,000
<i>Funding: MSI</i>		(140,000)
<b>TOTAL ANNUAL EXPENDITURE</b>		<b>4,128,098</b>

BUILDINGS CAPITAL PROJECT DESCRIPTION		2016
Museum Storm Windows	(CARRYFORWARD)	14,500
<i>Funding: Sundry trust</i>	<i>ATCO Gas Donation</i>	(3,800)
<i>Funding: Reserves</i>	<i>Museum reserve</i>	(10,700)
Campground office/trailer exterior residing	(CARRYFORWARD)	7,401
<i>Funding: Reserves</i>	<i>General Capital</i>	(7,401)
Curling rink roof replacement		120,000
<i>Funding: Club contribution</i>	<i>Curling Club contribution</i>	(30,000)
<i>Funding: Tax funded</i>		(30,000)
<i>Funding: CFEP grant</i>	<i>Curling Club</i>	(60,000)
Bathroom renovations - Arena		20,000
<i>Funding: Arena ice slab/boards reserves</i>		(10,000)
<i>Funding: CFEP grant</i>	<i>Minor Hockey/Figure skating</i>	(10,000)
<b>TOTAL ANNUAL EXPENDITURE</b>		<b>161,901</b>

<b>MACHINERY &amp; EQUIPMENT CAPITAL PROJECT DESCRIPTION</b>	<b>2016</b>
Sewer camera	16,000
<i>Funding: Reserves</i>	(12,005)
<i>Funding: Tax funded</i>	(3,995)
<i>Sewer main reserve</i>	
Emergency Generator	44,000
<i>Funding: MSI</i>	(44,000)
Sander	42,000
<i>Funding: MSI</i>	(42,000)
Street sweeper	315,000
<i>Funding: MSI</i>	(315,000)
New Server	30,000
<i>Funding: Tax funded</i>	(30,000)
New dumpsters (6)	8,400
<i>Funding: Tax funded</i>	(8,400)
<b>TOTAL ANNUAL EXPENDITURE</b>	<b>455,400</b>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>4,745,399</b>

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## ENGINEERING STRUCTURES

<b>Capital Project</b>	
<b>Project Name</b>	<b>Skyline Storm Water Lift Station (CARRYFORWARD)</b>
<b>Project Description</b>	Replacement of the pump and controls in the lift station located at the corner of 46 <sup>th</sup> Avenue and Skyline Crescent West. This is a problem area that was identified in the Stormwater Management Plan adopted by Council in 2015 and has been on the planned projects for quite some time. As this was a deficiency from the original development there are funds from the development agreement security held in Sundry Trust in the amount of \$17,052 which can be used to cover a portion of the cost of the project.
<b>Project Cost Remaining</b>	<b>\$27,576</b>
<b>Funding Sources</b>	Federal Gas Tax and Sundry Trust
<b>Rationale for need</b>	The existing system is poorly designed and constructed. There are failures each time the system is required and has been very unreliable.
<b>Impact on future operating costs</b>	The cost to operate the system will not increase but there is potential for savings due to less maintenance and staff time required to operate the upgraded and more reliable system.
<b>Implications of deferring this project</b>	Pump failure in this low spot will result in significant flooding in the area.

<b>Capital Project</b>	
<b>Project Name</b>	<b>Harvest Square Sanitary Sewer Lift Station (CARRYFORWARD)</b>
<b>Project Description</b>	Replacing the existing lift station and connecting the new development to the new infrastructure.
<b>Project Cost Remaining</b>	<b>\$242,344</b>
<b>Funding Sources</b>	Federal Gas Tax and MSI Capital
<b>Rationale for need</b>	The existing 35 year old sewer lift station has surpassed its designed life and has deteriorated inside. The interior work platform was removed years ago for safety and all steel mounts have turned to rust. Concrete walls are crumbling inside and only one of two pumps is currently useable. The control panel is only manually controlled and no monitoring capability is possible to inform the staff when there is a problem. This lift station is required to service the new development.
<b>Impact on future operating costs</b>	No cost increase is expected for operation as the pump sizes have been reduced so should require less power.
<b>Implications of deferring this project</b>	The Harvest Square development could not move forward as the development needs to tie into the new lift station. The current capacity would only allow for a few new connections and could not manage the entire development. Also, failure of this lift station would cause sewer back up in this area.

<b>2016 Capital Project</b>	
<b>Project Name</b>	<b>Phase 1 – Storm Water Drainage Improvements</b>
<b>Anticipated Start</b>	2016
<b>Project Description</b>	Flood preparedness as per engineer’s recommendations in the Town’s Storm Management Plan.
<b>Project Cost</b>	<b>\$3,138,178</b>
<b>Funding Sources</b>	ACRP Grant, ACP Grant and MSI
<b>Rationale for need</b>	Try to prevent flooding reoccurrence to homes in Town.
<b>Impact on future operating costs</b>	More maintenance on new apparatuses will be required, not sure of the total commitment as not all engineering has been completed.
<b>Implications of deferring this project</b>	If nothing is done to address the problems outlined in the Storm water management Plan, we may see re-occurrences of flooding in Town.

<b>2016 Capital Project</b>	
<b>Project Name</b>	<b>Sewer Main Replacement (200 block of 52<sup>nd</sup> Ave West)</b>
<b>Anticipated Start</b>	2016
<b>Project Cost</b>	<b>\$220,000</b>
<b>Funding Sources</b>	FGTF and Sewer main reserve
<b>Rationale for need</b>	This block has had 3 sewer backups in the last 5-6 years. After video inspection was completed it was determined to be in need of replacement.
<b>Impact on future operating costs</b>	Less maintenance to ensure proper operation. This block now requires extra flushing to operate trouble free.
<b>Implications of deferring this project</b>	Liability for our insurance company as well as the homeowner’s related problems associated with future sewer back-ups.

<b>2016 Capital Project</b>	
<b>Project Name</b>	<b>Pavement Overlay</b>
<b>Project Description</b>	Street pavement overlay to damaged roads.
<b>Project Cost</b>	<b>\$360,000</b>
<b>Funding Sources</b>	Proceeds from long-term debt & Local improvement tax
<b>Rationale for need</b>	Currently 22 blocks are in need of repaving. The worst blocks will be addressed first. The longer we wait to repair the more costly it will be. Complaints are increasing over conditions drivers face every day. (approx. 4 blocks are repaved every year)
<b>Impact on future operating costs</b>	No extra costs are anticipated. Less manpower required for maintenance next few years.
<b>Implications of deferring this project</b>	Increasing damage to road surfaces, resulting in more costly repairs and more complaints to the Town and Council.

2016 Capital Project	
<b>Project Name</b>	<b>New Sidewalk Construction</b>
<b>Project Description</b>	New sidewalk to connect fragmented portions along the highway.
<b>Project Cost</b>	<b>\$140,000</b>
<b>Funding Sources</b>	MSI
<b>Rationale for need</b>	Public safety. The number of people walking on roadways is increasing.
<b>Impact on future operating costs</b>	Maintenance and sweeping will be added to the list in daily operations. This extra sweeping will add another hour to the daily requirements but there is time available in normal operations schedule.
<b>Implications of deferring this project</b>	This is a commonly requested improvement to infrastructure by the public. With the town encouraging development to the north the town must include access for all. Lots of employees walk or bike to work in this area.

## BUILDINGS

Capital Project	
<b>Project Name</b>	<b>Museum Storm Windows (CARRYFORWARD)</b>
<b>Project Description</b>	Replacement of missing storm windows for the Station House.
<b>Project Cost</b>	<b>\$14,500</b>
<b>Funding Sources</b>	ATCO Gas Donation (Sundry Trust) and Museum Reserve (2015 Transfer)
<b>Rationale for need</b>	To return this historical building back to its original state.
<b>Impact on future operating costs</b>	The storm windows may save costs in heating during future winter months as heat is currently lost through the existing single pane windows.
<b>Implications of deferring this project</b>	It is becoming more difficult to find someone that can make this type of window. This project has been deferred previously due to lack of funding. In 2015, the Historical Society has applied for an Alberta Historic Resources Conservation Grant to assist with 50% of the cost.

<b>Capital Project</b>	
<b>Project Name</b>	<b>Campground Office (CARRYFORWARD)</b>
<b>Project Description</b>	To install an office in the current mobile home at Centennial Park.
<b>Project Cost</b>	<b>\$7,401</b>
<b>Funding Sources</b>	General capital reserve (2015 Transfer)
<b>Rationale for need</b>	Campers must now enter the residence of the campground attendant to register for camping or any other requests. There is no separation between the office and the residence.
<b>Impact on future operating costs</b>	Minimal change in expenses forecasted
<b>Implications of deferring this project</b>	Safety and privacy for the Campground Attendant.

<b>2016 Capital Project</b>	
<b>Project Name</b>	<b>Curling Rink Roof Replacement</b>
<b>Anticipated Start</b>	2017
<b>Project Description</b>	Roof replacement of main building. (ice surface portion)
<b>Project Cost</b>	<b>\$120,000</b>
<b>Funding Sources</b>	CFEP Grant, Curling club contribution and tax funding.
<b>Rationale for need</b>	Roofing material has long out lived its reliable protection of this building. Inspection of the roof by experts two years ago recommended replacement.
<b>Impact on future operating costs</b>	No future operating cost increase is anticipated.
<b>Implications of deferring this project</b>	Roof failure and loss of rink use until repairs are made. As water penetrates the existing tar & gravel roof, damage to the wood sheeting underneath will continue, resulting in a more extensive repair needed.

2016 Capital Project	
<b>Project Name</b>	<b>Arena Bathroom renovation</b>
<b>Anticipated Start</b>	2016
<b>Project Description</b>	Upgrade to bathrooms in the Arena
<b>Project Cost</b>	<b>\$20,000</b>
<b>Funding Sources</b>	Arena/ Ice slab reserves and CFEP grant
<b>Rationale for need</b>	Arena bathrooms are out of date and in desperate need of repair.
<b>Impact on future operating costs</b>	No future operating cost increase is anticipated.
<b>Implications of deferring this project</b>	The bathrooms will continue to deteriorate. The Arena is a well-used local facility and is a place where many go on a weekly basis. Currently the facilities cleanliness and appearance is difficult to maintain.

## MACHINERY & EQUIPMENT

2016 Capital Project	
<b>Project Name</b>	<b>Sewer Camera System for residential sewer systems</b>
<b>Anticipated Start</b>	2016
<b>Project Cost</b>	<b>\$16,000</b>
<b>Funding Sources</b>	Sewer main reserve and tax funding.
<b>Rationale for need</b>	Identifying the causes of sewer problems faster and more accurately locating above ground where to start the digging, will save time and the smaller the excavation will save rehab costs in pavement/concrete.
<b>Impact on future operating costs</b>	Currently the town calls in a company from Lethbridge to do this at \$500 – 800 per visit, every two or three months.
<b>Implications of deferring this project</b>	No major implications, however, the town could provide better customer service.

2016 Capital Purchase	
<b>Project Name</b>	<b>Emergency Generator</b>
<b>Anticipated Start</b>	2016
<b>Project Description</b>	Purchase a portable generator capable of powering one of the towns buildings in an emergency
<b>Project Cost</b>	<b>\$44,000</b>
<b>Funding Sources</b>	MSI
<b>Rationale for need</b>	No Town buildings have power in the event of a sustained outage, other than the water plant. Our business / services will stop without power. To be used at EOC (Town Office) and/or reception centre (Community Centre). (note: both facilities are wired and ready to use a generator)
<b>Impact on future operating costs</b>	No expected impact, unless other buildings are in need of backup power as a service disconnects have to be installed to operate off grid. We have two buildings that have a disconnect system, and are ready to be connected to a generator.
<b>Implications of deferring this project</b>	Un-prepared in the event of a disaster.

2016 Capital Purchase	
<b>Project Name</b>	<b>Sander Replacement</b>
<b>Anticipated Start</b>	2016
<b>Project Description</b>	A new sander to replace existing
<b>Project Cost</b>	<b>\$42,000</b>
<b>Funding Sources</b>	MSI
<b>Rationale for need</b>	The only existing Street sander is rusted and worn out. This unit was purchased used in 1998.
<b>Impact on future operating costs</b>	Less maintenance will hopefully be required.
<b>Implications of deferring this project</b>	Winter roads will not be sanded as quickly and efficiently.

2016 Capital Purchase	
<b>Project Name</b>	<b>Street Sweeper</b>
<b>Anticipated Start</b>	2016
<b>Project Cost</b>	<b>\$315,000 (less trade in value)</b>
<b>Funding Sources</b>	MSI
<b>Rationale for need</b>	The sweeper is not completely worn out but should be replaced while it is still worth something for re-sale. The existing sweeper is a 2000 model.
<b>Impact on future operating costs</b>	No future impact to operational costs is expected.
<b>Implications of deferring this project</b>	We are spending more year after year to maintain. Over \$50,000.00 in parts are repairs spent since 2010 to keep running.

2016 Capital Purchase	
<b>Project Name</b>	<b>New Server</b>
<b>Anticipated Start</b>	2016
<b>Project Cost</b>	<b>\$30,000</b>
<b>Funding Sources</b>	Tax funded
<b>Rationale for need</b>	Need to update server to ensure that the town is not exposed to risks of viruses and to ensure that administration functions efficiently.
<b>Impact on future operating costs</b>	Current IT costs would continue to be incurred.
<b>Implications of deferring this project</b>	If the server is to fail then administration will not be able to function as the IT infrastructure is crucial for day to day operations.

2016 Capital Purchase	
<b>Project Name</b>	<b>6 new dumpsters</b>
<b>Anticipated Start</b>	2016
<b>Project Cost</b>	<b>\$8,400</b>
<b>Funding Sources</b>	Tax funded
<b>Rationale for need</b>	Need to replace old dumpsters
<b>Impact on future operating costs</b>	No impact on future operating costs if acquired.
<b>Implications of deferring this project</b>	May need to contract out services resulting in fees for dumpsters.



# Town of Claresholm

## Strategic Plan

### 2016-2019

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Approved on



# Town of Claresholm Strategic Plan



Centennial Park

## **Vision**

A thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.





Bridges at Claresholm Golf Course

## Core Values

The Town of Claresholm's core values:

- Community Pride
- Respect
- Healthy, Active Living
- Diversity
- Stability
- Security
- Safety
- Cooperation

Claresholm Spray Park



## Twenty Years In The Future

Through the visioning exercise in February 2014, the Town of Claresholm identified what it wants to be known for in twenty years:

- A place to stop and visit – a beautiful destination
- Quading, biking, extreme sports
- Affordable family housing
- Friendly town – welcoming
- Health care facilities
- Major service center between Calgary and Lethbridge
- Transportation hub
- Recreation and tourism of Foothills
- Organic and “slow food”
- A great place to live – a safe, secure place to live
- A vibrant business community

The same visioning exercise identified that the Town of Claresholm will have the following in twenty years:

- A new slogan
- Multi-use recreation facility
- Fiber optic networking
- Shopping mall
- Spa and conference centre
- A symbol in the community
- Walking paths, hiking, biking trails
- A ranch resort
- A high-way by-pass
- High speed rail
- A car race track
- A population of over 5,000
- Police force
- New town office
- Youth/teen centre
- Casino
- Theatre/arts and culture centre
- Truck stop with services
- Agriculture support services, education, distribution





## Strategic Assessment

The strategic assessment conducted in 2015 was reviewed with the members of Council. No notable items were changed.

The Town of Claresholm has many **ASSETS**:

- **Major medical facilities:**

- Claresholm Health Unit
- Mental Health Clinic
- General Hospital
- Clinic
- Claresholm Centre for Mental Health and Addictions
- Willow Creek Continuing Care Centre
- David Landers Centre (AADAC)
- Porcupine Hills Lodge
- Cottonwood Village
- Auxiliary Hospital for Seniors



- **Recreation Facilities**

- Bridges of Claresholm 18-hole championship golf course
- Indoor swimming pool (with a unique partnership with Alberta Health Services)
- Claresholm Community Centre
- Agriplex
- Four-sheet curling rink
- Ice Arena
- Skateboard Park
- Campground
- Four-diamond ball complex
- Playgrounds
- Seniors' Drop-In Centre



- **Education Facilities (K-12)**

- West Meadow Elementary School
- Willow Creek Composite High School
- Chinook Educational Consortium
- Willow Creek Community Adult Learning Society



- **Historical/Cultural Facilities**

- Churches
- Public Library
- Appaloosa Horse Club of Canada national registry & museum
- Claresholm Museum/Tourist Information Centre
- Claresholm Industrial Airport – Harvard Memorial

- **Service Clubs**

- Kinsmen
- Kinettes
- Lions
- Knights of Columbus
- Sons of Norway
- Claresholm Garden Club
- Claresholm Parks Society





- Claresholm Fine Arts Society
- Claresholm Animal Rescue Society
- Porcupine Hills Classic Cruisers Car Club
- Claresholm & District Chamber of Commerce
- Claresholm & District Fair Board
- Claresholm Fish & Game Association
- Royal Canadian Legion Branch #41
- **Business**
  - Claresholm District Chamber of Commerce
  - Diverse retail and service community
  - Varied industrial business community
- **Safety & Security**
  - Fire Protection – Volunteer Fire Department
  - Royal Canadian Mounted Police
  - Ambulance Services (Fire/EMS/Rescue Service)
  - 911 Service
- **Town Services**
  - Recycling
  - Garbage
  - Sewer
  - Water – new water treatment plant
  - Animal shelter
  - Maintenance (road, snow, landscaping)



Claresholm Public Library





## Key Task Items

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

- Flood and Storm water repair
- Town Office revitalization
- Downtown revitalization
- Enhance regional collaboration
- Business attraction and retention plan that would outline what sectors, industries, businesses the town should focus on that would create jobs, provide services and grow the town. Within the plan, investigate broadband, renewable energy, etc. opportunities
- Succession/transition planning awareness, support, assistance for existing business owners.
- A strategy to deal with landowners that may be a challenge to development and business attraction/retention.
- Review the development process and procedures and revise to ensure a friendlier, encouraging strategy.
- Develop a coordinated communication strategy regarding what there is to do in town, and how the town appeals to a variety of age groups and types of businesses.
- Develop a brand that aligns with the Town's vision.
- Develop a recreation facility enhancement and master plan that responds to the needs of the community and aligns priorities with budgets and community needs.
- Need to improve collaboration opportunities with the Chamber
  - Dialogue with the Executive and the General Manager
  - Share priorities
  - Identify areas for partnership/collaboration
- Provincial Representation
  - Develop a strategy for communicating Claresholm priorities and garnering support
- Food Bank – identify how it can be improved
- Policing – improve traffic enforcement in town
  - Meet with RCMP and with senior K Division staff
  - Develop a traffic safety plan.



Mural by downtown parking lot





## Goals

The following are the Town of Claresholm's goals for the next three years:

### Policy & Planning for Responsible, Sustainable Growth

- Focus on Storm Water Infrastructure
- Relocate Town Office
- Review and Streamline Development Application Processes and Procedures
- Develop a Facility Enhancement and Recreation Master Plan

### Economic & Community Development to Revitalize Claresholm

- Develop an Economic Development Committee
- Revitalize Downtown and Highway Corridor
- Develop a Brand for Claresholm
- Increase Business Attraction and Retention

### Sound, Responsible Governance & Strengthen Internal Operations

- Strengthen Human Resources To Better Meet Needs
- Develop a Coordinated Communications Strategy
- Continue to review and update Administration and Council Policies
- Develop Multi-Year Business Plan and Budget

### Improve and Expand Partnerships, Collaborations, Relationships

- Build Government Relations at all Levels
- Enhance Regional Collaboration
- Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
- Continue to Enhance Relationships with AHS and Other Service Providers

### Livable Community for a Vibrant, Healthy Quality of Life

- Investigate Opportunities for Various Types of Housing
- Improve Food Bank Service to the Community
- Develop a Traffic Safety Plan
- Identify Optimal Model for Fire Services

Council, in developing these goals, will facilitate and provide leadership for change to achieve the vision for the Town of Claresholm.





## Short Term Strategies: Year One

### **1. Policy and Planning for Responsible, Sustainable Growth**

- a. Focus on Storm Water Infrastructure
  - Apply for funding for infrastructure and upgrades
  - Develop plan for infrastructure upgrades incorporating current priorities of:
    - Harvest Square storm water infrastructure
    - Frog Creek drainage system upgrade
    - Storm pond south end of town
    - Upgrade to 8<sup>th</sup> street ditch
- b. Relocate Town Office
  - Plan and apply for funding for old elementary school building purchase and town office relocation
- c. Review and Streamline Development Application Processes and Procedures

### **2. Economic and Community Development to Revitalize Claresholm**

- a. Build the Economic Development Committee
  - Develop annual plan of activities
  - Work on Town brand creation
- b. Revitalize Downtown and Highway Corridor
  - Develop/Review policies pertaining to unsightly premises and vacant lands and buildings in retail, commercial and industrial areas.
  - Develop a Brand for Claresholm
    - Implement branding strategy
  - Partner with Chamber, Claresholm Garden Club and Economic Development Committee to develop revitalization and beautification plan.
  - Develop an Economic Development Plan, which aligns with highway corridor revitalization plans and includes a strong Business Attraction and Retention component as well as investigates possibilities for various types of housing.
- c. Increase Business Attraction and Retention
  - Partner with the Chamber of Commerce, Alberta SouthWest, Community Futures and the Economic Development Committee to create awareness and training on business succession and transition planning.
- d. Annexation
  - Proceed with process and finalize
- e. Housing Opportunities
  - Contact Housing Authority to investigate possibilities for various types of housing
  - Identify need & opportunities to apply for various grants

### **3. Sound, Responsible Governance and Strengthen Internal Operations**

- a. Strengthen Human Resources To Better Meet Needs
  - Continue to review current Human Resources policies and procedures to update and identify gaps especially in relation to performance evaluation, and advancement criteria.
  - Develop a formal succession plan for key positions in the organization.
- b. Develop and Implement a Coordinated Communications Strategy
  - Develop a Communications Strategy that includes:
    - The identification and development of strategic communication tools
    - Strategic alignment of key messaging to stakeholders
    - A media relations strategy







- o Continual public awareness
- o Communication between municipal department and stakeholders
- o Protocols for Council and staff communication with stakeholders
- c. Review and Update Administration and Council Policies
  - Identify Administration and Council Policies (HR, Financial, etc.)
  - Review and update policies
  - Communicate changes as well as new policies as appropriate
- d. Develop Multi-Year Business Plan and Budget
  - Develop financial policies and procedures
  - Develop a three-year operational and five-year capital budget cycle
- e. Update Strategic Plan
  - Review and approve strategic plan
  - Align strategic plan with operational and capital budget

**4. Improve and Expand Partnerships, Collaborations, Relationships**

- a. Celebrate Successes with the Community
  - Communicate at least one success per month with the community to celebrate progress and innovative thinking. Success can be:
    - o Recognizing the achievements of Council, Administration, Stakeholders, Citizens, etc.
    - o Reporting progress via monthly Council report to the citizens through various mediums
    - o Recognizing key volunteers in the community
    - o Profiling key Council and Administration members
    - o Reporting progress on or completion of key initiatives
  - Build Government Relations at All Levels
    - o Immediately, develop relationship with provincial Ministers
    - o Share plans and progress with the MD
    - o Keep abreast of provincial MLA and federal MP visits and leverage these by having discussions pertaining to Claresholm's priorities.
  - Enhance Regional Collaborations amongst the five towns and the MD
    - o Host BBQ with Councils from towns and the MD
    - o CAO continue to build relationships through quarterly meetings
    - o Attend Mayors and Reeves meetings
    - o Attend Alberta SouthWest meetings and share information on other communities' priorities with Council
  - Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
    - o Discuss priorities and plans with the Chamber of Commerce.
    - o Partner with the Chamber of Commerce, Alberta SouthWest, Community Futures and the Economic Development Committee to create awareness and training on business succession and transition planning.
    - o Identify other joint initiatives where the Town can support the Chamber.
    - o Continue to Enhance Relationships with AHS and Other Service Providers
      - Identify service providers that are influential to the Town's residents from a service perspective.
      - Develop dialogue with these providers to ensure optimal service enhancement.





5. **Livable Community for a Vibrant, Healthy Quality of Life**

- Improve Food Bank Service to the Community.
- Work with the Food Bank Board to improve operations and service to the community.
- Develop a Traffic Safety Plan.
- Establish an on-going relationship with the RCMP.
- Investigate optimal model for fire services provision to residents.
- Develop plan to implement the Optimal Model.



Ringrose Park





## Short Term Strategies: Year Two

### **1. Policy and Planning for Responsible, Sustainable Growth**

- a. Focus on Storm Water Infrastructure
  - Implement Phase one of the Storm Water Master Plan
- b. Relocate Town Office
  - Develop renovation plans
- c. Develop a Facility Enhancement and Recreation Master Plan
  - Apply for funding for the Facility Enhancement and Recreation Master Plan
  - Develop Facility Enhancement and Recreation Master Plan

### **2. Economic and Community Development to Revitalize Claresholm**

- a. Revitalize Downtown, Industrial Area and Highway Corridor
- b. Increase Business Attraction and Retention
  - Implement branding strategy created by the Economic Development Committee.
- c. Annexation
  - Finalize

### **3. Sound, Responsible Governance and Strengthen Internal Operations**

- a. Continue to Strengthen Human Resources To Better Meet Needs
- b. Continue to develop and update financial, administrative and Council policies and procedures
- c. Implement a Coordinated Communications Strategy
  - Review protocols and standards for communications
  - Develop a social media strategy
- d. Develop Multi-Year Business Plan and Budget
  - Review and update the three-year operational and five-year capital budget cycle
- e. Update Strategic Plan
  - Update Strategic Plan to incorporate new priorities
  - Align updated strategic plan with financial budgets

### **4. Improve and Expand Partnerships, Collaborations, Relationships**

- a. Continue to Celebrate Successes with the Community
- b. Build Government Relations at All Levels
  - Continue to share plans and progress with the MD and towns in the region
  - Keep abreast of provincial MLA and federal MP visits and leverage these by having discussions pertaining to Claresholm's priorities.
- c. Enhance Regional Collaborations amongst the five towns and the MD
  - Continue to host events with Councils from towns and the MD
  - CAO continue to build relationships through quarterly meetings
  - Attend Mayors and Reeves meetings
  - Attend Alberta SouthWest meetings and share information on other communities' priorities with Council
- d. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
  - Continue to discuss priorities and plans with the Chamber of Commerce.
  - Identify joint initiatives or initiatives where the Town can support the Chamber.
  - Continue to partner with Alberta SW, Community Futures and other organizations to create awareness
- e. Continue to Enhance Relationships with AHS and Other Service Providers
  - Identify new service providers that are influential to the Town's residents from a service perspective.





- Continue dialogue with service providers to ensure optimal service enhancement.

**5. Livable Community for a Vibrant, Healthy Quality of Life**

a. Investigate Opportunities for Various Types of Housing

- Identify need and opportunities to apply for various grants.



Canada Day Celebrations Amundsen Park





## Short Term Strategies: Year Three

### **1. Policy and Planning for Responsible, Sustainable Growth**

- a. Focus on Storm Water Infrastructure
  - Implement Phase two of the Storm Water Master Plan
- b. Relocate Town Office
  - Start renovations on old elementary school building
- c. Develop a Facility Enhancement and Recreation Master Plan
  - Apply for funding for prioritized items in Facility Enhancement and Recreation Master Plan

### **2. Economic and Community Development to Revitalize Claresholm**

- a. Revitalize Downtown, Industrial Area and Highway Corridor
  - Implement revitalization and beautification plan.
- b. Increase Business Attraction and Retention
  - Implement an economic development plan that includes a strong business attraction and retention component.

### **3. Sound, Responsible Governance and Strengthen Internal Operations**

- a. Develop Multi-Year Business Plan and Budget
  - Review, develop and/or update the three-year operational and five-year capital budget cycle
- b. Strategic Plan
  - Develop new three-year Strategic Plan
  - Align three-year Strategic Plan with three-year operating budget and five-year capital budget.

### **4. Improve and Expand Partnerships, Collaborations, Relationships**

- a. Continue to Celebrate Successes with the Community
- b. Build Government Relations at All Levels
  - Continue to share plans and progress with the MD and towns
  - Keep abreast of provincial MLA and federal MP visits and leverage these by having discussions pertaining to Claresholm's priorities.
- c. Enhance Regional Collaborations amongst the five towns
  - Continue to host events with Councils from towns and the MD
  - CAO continue to build relationships through quarterly meetings
  - Attend Mayors and Reeves meetings
  - Attend Alberta SouthWest meetings and share information on other communities' priorities with Council
- d. Strengthen Relationships with Stakeholder Organizations such as the Chamber of Commerce
  - Continue to discuss priorities and plans with the Chamber of Commerce.
  - Identify joint initiatives or initiatives where the Town can support the Chamber.
- e. Continue to Enhance Relationships with AHS and Other Service Providers
  - Identify new service providers that are influential to the Town's residents from a service perspective.
  - Continue dialogue with service providers to ensure optimal service enhancement.





5. **Livable Community for a Vibrant, Healthy Quality of Life**

a. Investigate Opportunities for Various Types of Housing

- Support the development of business plan and grant applications for identified housing.



DR





# REQUEST FOR DECISION

Meeting: March 29, 2016  
Agenda Item: 11

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## ENGINEERING CONTRACT STORMWATER MANAGEMENT PLAN – PHASE 1

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### DESCRIPTION:

Administration has been working with Associated Engineering on the Town of Claresholm Stormwater Management Plan and with their assistance in providing the preliminary engineering and development of the Plan the Town of Claresholm has secured the funding for Phase I of the project.

### DISCUSSION / OPTIONS:

According to the Guidelines to the Procurement Obligations of Domestic and International Trade Agreements under the North West Trade Partnership Agreement (NWTPA), Municipalities have a threshold of \$75,000 for services to initiate procurement obligations. However, excluded from procurement are projects of water, and services and investments pertaining to water. The guidelines definition of water is as follows; *“water means surface and ground water in liquid, gaseous, or solid state, but does not include water packaged in containers with a capacity of 20 litres or less.”*

Administration has been working closely with Associated Engineering on the preliminary engineering as well as the Stormwater Management Plan, so it is recommended to change the scope of work on the original contract for preliminary engineering, to project engineering and construction of Phase 1 as per the Stormwater Management Plan.

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

- All costs associated with the construction and engineering on Phase 1 will be funded through the Alberta Community Resilience Program, the Alberta Community Partnership Grant and the MSI capital as per the 2016 budget.

### PROPOSED RESOLUTIONS:

**Moved by Councillor \_\_\_\_\_ to amend the scope of work from the original preliminary engineering contract with Associated Engineering for project engineering and construction of Phase I of the Town of Claresholm Stormwater Management Plan.**

### ATTACHMENTS:

- 1.) Associated Engineering contract – Preliminary engineering

### APPLICABLE LEGISLATION:

- 1.) NWTPA

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 22, 2016

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# REQUEST FOR DECISION

Meeting: March 29, 2016

Agenda Item: 12

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## ARENA USAGE – CLARESHOLM ROCKMEN LACROSSE

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### **DESCRIPTION:**

Claresholm Rockmen Lacrosse is requesting to be charged the same rates they were given in 2014 and 2015 for the use of the arena in 2016.

### **BACKGROUND:**

As per the attached email, Claresholm Rockmen Lacrosse is starting their season and would like to receive a reduced rate as they did the past two years. When Lacrosse started their season in 2014, they still owed rental fees to the Town from 2013, and part of the stipulation was that these charges be paid off as soon as possible. Lacrosse is currently up-to-date in their account with the Town.

The regular rate for rental of the arena floor (without ice) for non-profit is \$55 per day. The following motion was passed in 2014:

Moved by Councillor Cutler to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2014 and charge them \$57 per hour plus GST for Saturday games if needed, on the stipulation that they will pay off last year's bill by May 31<sup>st</sup>, 2014 and their bill in its entirety by June 30<sup>th</sup>, 2014.

The following motion was passed in 2015:

Moved by Councillor Fieguth to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2015 and charge them \$57 per hour plus GST for Saturday games if needed.

The charge of \$90 per week plus GST was based on the information that Lacrosse would be using the Arena on Tuesdays and Thursdays from 4:15 to 7:00pm. In the current request as in 2015, Lacrosse is requesting to use the arena from 4:30 to 9:00pm. The reduced rate was charged as an arena attendant was not required for practices. The \$57 per hour rate was to cover the cost of an arena attendant for Saturday games. This was the prior rate charged for prime ice time up to July 2011, at which time it was changed to \$63 per hour. In the current request, they are also asking to use the arena on Sundays as well for games at no more than 8 hours per Sunday.

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

Typically the rate charged would \$55 per day for practices. The current rate for prime ice time is \$63 per hour, which is what the rate should be for Saturday and Sunday games. Attendants need to be scheduled in advance for Saturdays and Sundays, and need to be present for all games.



**RECOMMENDED ACTION:**

Lacrosse is still trying to establish themselves in Claresholm. They have been able to clear up all outstanding amounts owing from prior years, which shows that they are working hard to establish their place in the community. Administration is recommending that Council agree to charge Lacrosse the same rates in 2016 as was charged in 2014 and 2015 in order to give them another year to continue the building process.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2015 and charge them \$57 per hour plus GST for Saturday and Sunday games as needed.

**Attachments:**

1. Email request from Claresholm Rockmen Lacrosse.
2. Copy of the letter sent to Lacrosse in April of 2015.
3. Fee Schedule from Policy #REC 04-15.

**Applicable Legislation:** Not applicable.

**Prepared By:** Karine Wilhauk, Secretary-Treasurer

**Approved By:** Marian Carlson, CAO

**DATE:** March 22, 2016

## Karine Wilhauk

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**From:** Rockmen vice <rockmenvicepresident@gmail.com>  
**Sent:** March-14-16 4:58 PM  
**To:** Karine Wilhauk  
**Subject:** 2016 Arena Usage and Fee Proposal  
**Attachments:** Lacrosse Association - Arena Request 2015.pdf

Good afternoon Karine.

I am writing on behalf on the Claresholm Minor Lacrosse Association. We preparing for our 2016 season and are looking at dates and times we would need to use the arena.

Starting the first week of April and running until the end of June, our practices will run on Tuesday and Thursday, from roughly 4:30 to 9:00 pm. As far as home games, we are looking at Saturdays from 9-5. SALA has moved Midget level games to Sunday this year, meaning we would need the arena on some Sundays as well. Seeing as Sunday game play is new for us, I am not sure how much time we would need, but would feel safe at requesting 9-5, with the possibility of less time being needed.

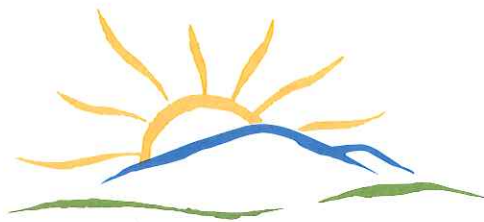
We are still in our registration period, and we are unable to provide exact the exact number or registrants at this time. We anticipate similar numbers to our 2015 season, which was roughly 38 players, which translated in to four teams, with three competing.

We appreciated the rate we were given last year, and request the same for this year. We are grateful to the Town of Claresholm for their support of this community sport. I have attached a copy of the Town of Claresholm letter stating the fees we were charged in 2015.

Thank you for your time and consideration on this matter. If you have any questions, or require additional information, please contact me at [403-625-4544](tel:403-625-4544).

Sincerely,

Dayna Challand  
Vice President  
Clareholm Minor Lacrosse Association



# Claresholm

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

April 29, 2015

Claresholm Minor Lacrosse Association  
c/o Dayna Challand, Vice-President  
Claresholm, AB T0L 0T0

[sent via email rockmenvicepresident@gmail.com]

**RE: 2015 REQUESTS**

At the last regular meeting of Claresholm Town Council held Monday, April 27, 2015, Council discussed your request sent April 23, 2015, and carried the following motion:

*Moved by Councillor Fieguth to allow Claresholm Minor Lacrosse to use the Arena concrete surface for \$90 per week plus GST for practices for May to July 2014 and charge them \$57 per hour plus GST for Saturday games if required.*

The charge of \$90 per week plus GST is based on the information that you will be using the Arena on Tuesdays and Thursdays from 4:15 to 9:00pm as indicated in your request. Should lacrosse wish to use the Arena on a Saturday for exhibition games, you must provide us with a minimum one week's notice so Town staff can be available. If you have any questions or concerns regarding the above, please contact our office at your convenience.

Yours truly,

Marian Carlson, CLGM  
Chief Administrative Officer  
Town of Claresholm

MC/tv  
Cc: Marianna Orge – Utilities Administrator  
Mike Schuweiler – Public Works Superintendent

**TOWN OF CLARESHOLM  
RECREATIONAL FACILITY & MISCELLANEOUS USER FEE/CHARGES**

<b><u>DESCRIPTION</u></b>	<b><u>FEE</u></b>
<b><u>CLARESHOLM ARENA</u></b>	
• PRIME TIME ICE RENTAL (youth only)	\$63.00 / HOUR
• NON PRIME TIME ICE RENTAL (youth)	41.00 / HOUR
• AA AND ADULT RENTAL	90.75 / HOUR
• OUT OF TOWN	110.00 / HOUR
• CONCESSION RENTAL	1,000 / YEAR
• SKATE SHARPENING BUSINESS	300 / YEAR
• STORAGE – MEZZANINE	300 / YEAR
• STORAGE – ICE LEVEL (SM)	300 / YEAR
• STORAGE – ICE LEVEL (LG)	600 / YEAR
• ARENA ADVERTISING (RINK)	400 / YEAR – 1 <sup>ST</sup> YEAR
• ARENA ADVERTISING (RINK)	275 EACH YEAR THEREAFTER
• ARENA ADVERTISING (LOBBY) SIGNS FOR FUNDRAISING	CMHA AND CSC BE ALLOWED ½ EACH
• ARENA MEZZANINE/LOBBY(non profit)	55 / DAY
• ARENA FLOOR (non profit)	55 / DAY
• ARENA MEZZANINE/LOBBY(for profit)	100 / DAY
• ARENA MEZZANINE/LOBBY(non profit)	30 / EVENING
• ARENA MEZZANINE/LOBBY(for profit)	50 / EVENING
• DAMAGE DEPOSIT	400 / GROUP
• PUBLIC SKATING	500 / SEASON FOR CORPORATE SPONSORS
• SCHOOL USE	NO CHARGE PER JOINT USE AGREEMENT
<b>SUMMER RATES (RINK FLOOR)</b>	
• RECREATIONAL USE	\$37.30 / HOUR, 250 / DAY
• COMMUNITY NON-PROFIT	150 / DAY
• COMMERCIAL USE	650 / DAY
<b><u>WATER/SEWER/GARBAGE</u></b>	
• PER BYLAW	
• DUMPSTER RENTAL	\$40 / MONTH
<b><u>CENTENNIAL CAMPGROUND FEES</u></b>	
• FULLY SERVICED LOT	\$30 / DAY
• WATER & POWER (NO SEWER) LOT	28 / DAY
• UNSERVICED SITE	18 / DAY
• TENT SITE	15 / DAY
<b><u>MISCELLANEOUS FACILITY/USER FEES</u></b>	
• AIRPORT TERMINAL BLDG ONLY	\$125 / DAY
• AIRPORT RUNWAY RENTAL	500 / DAY (includes terminal bldg usage)
• MAPS	COST + 50%
• DOG LICENSE (SPAY/NEUTER)	15 / YEAR
• DOG LICENSE (INTACT)	40 / YEAR
• DAYCARE RENT	100 / MONTH
• PLAYSCHOOL RENT	150 / SCHOOL YEAR
• FOOD BANK RENT	NO CHARGE
• ASSESSMENT APPEAL FEE	50 PER PARCEL REFUNDED IF SUCCESSFUL



# REQUEST FOR DECISION

Meeting: March 29, 2016  
Agenda Item: 13

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## POLICY # PLDE 04-09 – PLANNING & DEVELOPMENT FEES

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### BACKGROUND:

On June 22, 2015, the Town of Claresholm Strategic Plan was approved by Town Council. On July 24, 2015 Implementation of Year One Item 1(c): "Review and Streamline Development Application Processes and Procedures"; a motion was carried by the Municipal Planning Commission (MPC) to direct the Development Officer to use services of ORRSC and other resources to generate options, including Land Use Bylaw Amendments, to address item 1 (c) of the Town of Claresholm Strategic Plan.

As Town Council has amended Bylaw No. 1525, the Policy in regards to Planning & Development Fees potentially requires a few amendments as well. MPC discussed the existing fees at their meeting held on March 18, 2016, and have discussed possible amendments to the fees (see attached).

### DESCRIPTION / OPTIONS:

In the area of Home Occupation 1 and 2 the fees for Home Occupation 1 could be reduced to \$50.00 for the application fee, and the fee for Home Occupation 2 may remain the same.

#### Home Occupation 1:

- Little to no impact on the character of a residential neighborhood.
- Reviewed by the Development Officer (potentially less time required to process).
- No neighborhood circulation required.
- May encourage business licenses for other home office home occupations that exist due to the simplifying of the process.

#### Home Occupation 2:

- MPC reviews and make decisions on these applications.
- Neighborhood circulation required.
- Higher impact on the character of a residential neighborhood.

The chart below shows the various years calculations as if classified with current home occupation guidelines as laid out in Bylaw No. 1596.

YEAR / TOTAL	(May have been classified as) HOME OCCUPATION 1	(May have been classified as) HOME OCCUPATION 2	Revenue difference (as per new classification)
2012 - 16	3	13	-\$225
2013 - 11	2	9	-\$150
2014 - 17	5	12	-\$375
2015 - 10	4	6	-\$300

Note: In the Town of Claresholm Municipal Development Plan Section 4.4.8 *“The Town shall encourage and support the establishment and operation of home occupation in residential areas, providing they meet performance standards in the land use bylaw.”* It should also be noted that in the opinion of the MPC and Development Officer the Town of Claresholm is in line with neighboring municipalities in terms of many planning and development fees.

The addition of the property inquiry into the fees is for clarity when processing zoning or property inquiries. Residents or applicants may require property information that is not strictly zoning information. This will allow the Development Department to clearly define the zoning or property inquiry request. Please note; this is for the issuance of written letters for a resident or applicants. Many inquiries can be handled verbally or via email with the information or uses they have requested. The fee only becomes relevant when a formal letter is requested.

**PROPOSED RESOLUTIONS:**

WHEREAS the Town of Claresholm Strategic Plan was approved by Town Council and recommended to “Review and Streamline Development Application Processes and Procedures”;

AND WHEREAS the Town of Claresholm Council has amended the Land Use Bylaw No. 1525;

Therefore be it resolved by Councillor \_\_\_\_\_ to amend the Planning & Development fees as presented.

**ATTACHMENTS:**

- 1.) Policy #PLDE 04-09 Planning & Development Fees for Bylaw #1525
- 2.) Draft Policy Fees (current & proposed revised version)
- 3.) Municipal Fees comparison

**APPLICABLE LEGISLATION:**

- 1.) Town of Claresholm Land Use Bylaw

PREPARED BY: Tara VanDellen - Development Officer

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APPROVED BY: Marian Carlson, CGLM - CAO

DATE: March 22, 2016

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## **Policy #PLDE 04-09**

### **Bylaw #1525 – Land Use Bylaw Planning & Development Fees**

**PURPOSE:** To establish a document showing the Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw.

**POLICY:** Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw, shall be charged based on the attached fee listing.

**PARAMETERS:** The attached listing shows the fees to be charged for planning and development projects within the Town of Claresholm as administered by the Development Department.

**NOTE:** Fees on this policy may be changed by Council resolution and updated to the policy at such time as deemed necessary by Administration and/or Council.

**EFFECTIVE DATE:** April 15, 2009

<b>Planning &amp; Development Fees</b>		(April 2009)
<b>Residential:</b>		
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Commercial / Industrial / Institutional:</b>		
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Sign Permit &amp; Temporary Sign Permit: (One sign per application)</b>		
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Miscellaneous Development Fees:</b>		
Variance to the Land Use Bylaw		\$125.00
Discretionary Uses		\$125.00
Home Occupation Application		\$125.00
Change in Use (permitted use)		\$20.00
Change in Use (discretionary use)		\$125.00
Parking (cash-in-lieu (per stall))		\$4,000.00
Demolition Permit		\$50.00
Zoning Letter		\$20.00
Environmental Search Request Letter		\$20.00
Residential Certificate of Compliance		\$50.00
All Other Certificate of Compliance		\$100.00
Condominium Conversions (per unit)		\$40.00
<b>Performance Security Deposits / Building Damage Deposits:</b>		
Single Family Dwellings & Duplex Dwellings (new construction)		
Adherence to Proposed Site Plan		\$ 750.00
Final Grades Achieved		\$ 750.00
Completion of Landscaping & Building Exterior		\$ 500.00
<b>TOTAL</b>		<b>\$2000.00</b>
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)		<b>\$500.00</b>
Multi-family, Industrial and Commercial (new construction)		
Adherence to Proposed Site Plan		\$1000.00
Final Grades Achieved		\$1500.00
Completion of Landscaping & Building Exterior		\$1000.00
<b>TOTAL</b>		<b>\$3500.00</b>
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)		<b>\$1,500.00</b>
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)		<b>\$5,000.00</b>
<b>Penalty Fees:</b>		
Commencing Without Approved Development Permit		Permit Fees Double
Post Construction Waiver Applications		Permit Fees Double
Sign Impoundment Fee		\$250.00
<b>Planning Fees:</b>		
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation		\$400.00
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Redesignation		\$400.00
Municipal Reserve Disposal Application		\$250.00
Road Closure Application		\$250.00
New Area Structure Plan		\$1,000.00
Subdivision and Development Appeal Board Fees		\$300.00
Agreement Preparations Small Scale		\$125.00
Agreement Preparations Large Scale		\$500.00 + legal expenses
<b>Document / Products Fees:</b>		
Land Use Bylaw		*cost + 50%
Municipal Development Plan		*cost + 50%
Inter-Municipal Development Plan		*cost + 50%
Other Statutory Plans		*cost + 50%
Land Use Map		*cost + 50%
Legal Base Map		*cost + 50%
Civic Address Map		*cost + 50%
Servicing Standards for Municipal Improvements		*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)		



<b>Planning &amp; Development Fees</b>		(March 2016)
<b>Residential:</b>		
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Commercial / Industrial / Institutional:</b>		
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Sign Permit &amp; Temporary Sign Permit: (One sign per application)</b>		
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
<b>Miscellaneous Development Fees:</b>		
Variance to the Land Use Bylaw & Discretionary Uses		\$125.00
Home Occupation <b>1</b> Application		\$50.00
Home Occupation <b>2</b> Application		\$125.00
Change in Use (permitted use)		\$20.00
Change in Use (discretionary use)		\$125.00
Parking (cash-in-lieu (per stall))		\$4,000.00
Demolition Permit		\$50.00
Zoning or <b>Property Inquiry</b> Letter		\$20.00
Environmental Search Request Letter		\$20.00
Residential Certificate of Compliance		\$50.00
All Other Certificate of Compliance		\$100.00
Condominium Conversions (per unit)		\$40.00
<b>Performance Security Deposits / Building Damage Deposits:</b>		
Single Family Dwellings & Duplex Dwellings (new construction)		
Adherence to Proposed Site Plan		\$ 750.00
Final Grades Achieved		\$ 750.00
Completion of Landscaping & Building Exterior		\$ 500.00
<b>TOTAL</b>		<b>\$2000.00</b>
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)		\$500.00
Multi-family, Industrial and Commercial (new construction)		
Adherence to Proposed Site Plan		\$1000.00
Final Grades Achieved		\$1500.00
Completion of Landscaping & Building Exterior		\$1000.00
<b>TOTAL</b>		<b>\$3500.00</b>
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)		\$1,500.00
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)		\$5,000.00
<b>Penalty Fees:</b>		
Commencing Without Approved Development Permit		Permit Fees Double
Post Construction Waiver Applications		Permit Fees Double
Sign Impoundment Fee		\$250.00
<b>Planning Fees:</b>		
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation		\$400.00
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Subdivision and Development Appeal Board Fees		\$300.00
Agreement Preparations Small Scale		\$125.00
Agreement Preparations Large Scale		\$500.00 + legal expenses
<b>Document / Products Fees:</b>		
Land Use Bylaw		*cost + 50%
Municipal Development Plan		*cost + 50%
Inter-Municipal Development Plan		*cost + 50%
Other Statutory Plans		*cost + 50%
Land Use Map		*cost + 50%
Legal Base Map		*cost + 50%
Civic Address Map		*cost + 50%
Servicing Standards for Municipal Improvements		*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)		

Separation of Home Occ. 1 & 2

Addition of Property Inquiry to the zoning letter category

## Municipal Fees Comparison

Municipality	Development Permit	Business Licence	Compliance Request
<b>Claresholm</b>	• Residential Dwelling: \$50.00 + \$1.00 per \$1000.00 construction value. • Commercial and Industrial: \$2.00 per \$1000.00 construction value	• Home-Based Residential: \$100.00 • Commercial and Industrial: \$50.00	• Residential: \$50.00 • Commercial and industrial: \$100.00
<b>Granum</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$100.00	• Home-Based Residential: \$100.00 • Commercial and Industrial: \$35.00	• Residential: \$50.00 • Commercial and industrial: \$50.00
<b>Fort Macleod</b>	• Residential Dwelling: \$100.00 • Commercial and Industrial: \$100.00	• Home-Based Residential: \$225.00 • Commercial and Industrial: \$100.00	• Residential: \$50.00 • Commercial and industrial: \$50.00 (\$100.00 rushed 2 days)
<b>Vulcan County</b>	• Residential Dwelling: \$150.00 • Commercial and Industrial: \$250.00	• No fee	• Residential: \$75.00 • Commercial and industrial: \$100.00
<b>MD Willow Creek</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$200.00 • Commercial and Industrial: \$100.00	• Residential: \$100.00 • Commercial and industrial: \$100.00
<b>Nanton</b>	• Residential Dwelling: \$150.00 • Commercial and Industrial: \$200.00	• Home-Based Residential: \$120.00 • Commercial and Industrial: \$100.00	• Residential: \$50.00 • Commercial and industrial: \$50.00
<b>Pincher Creek</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$125.00 • Commercial and Industrial: \$125.00	• Residential: \$50.00 • Commercial and industrial: \$50.00 (\$150.00 expedited)
<b>Cardston</b>	• Residential Dwelling: \$50.00 • Commercial and Industrial: \$50.00	• Home-Based Residential: \$60.00 • Commercial and Industrial: \$50.00	• Residential: \$25.00 • Commercial and industrial: \$25.00
<b>Milk River</b>	• Residential Dwelling: \$20.00 • Commercial and Industrial: \$30.00	• Home-Based Residential: N/A • Commercial and Industrial: \$50.00	• Residential: \$30.00 • Commercial and industrial: \$30.00
<b>High River</b>	• Residential Dwelling: \$300.00 • Commercial and Industrial: \$600.00	• Home-Based Residential: o Minor: \$50.00 o Major: \$150.00 • Commercial and Industrial: \$120.00	• Residential: \$100.00 • Commercial and industrial: \$100.00 (\$175.00 2-3 days)
<b>Nobleford</b>	• Residential Dwelling: \$30.00 • Commercial and Industrial: \$30.00	• No fee	• Residential: \$50.00 • Commercial and industrial: \$50.00



# REQUEST FOR DECISION

Meeting: March 29, 2016

Agenda Item: 14

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## POLICY #GA 03-16 – COMMUNITY ORGANIZATIONS INSURANCE REIMBURSEMENT

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### BACKGROUND / DESCRIPTION:

Each year at various times of the year, non-profit societies approach the Town to have their general liability insurance reimbursed. Prior to 2007, societies could obtain insurance under the Town of Claresholm as Additional Named Insured (ANIs) and their insurance was covered by the Town of Claresholm. In 2007, AMSC Insurance stopped this practice and all societies were required to obtain their own insurance separate from the Town. At the time, Policy #GA 09-07(b) was passed in order to have guidelines for reimbursement going forward.

At the May 11, 2015 regular Council meeting, the following motion was carried:

MOTION #15-038      Moved by Councillor McAlonan to direct Administration to continue following Policy #GA 09-07(b) with an amendment to add the Claresholm Senior's Drop-in Centre to the list of groups to be reimbursed, and to include the insurance coverage costs in future operating budgets.

At the February 22, 2016 regular Council meeting, Council discussed a request made by Claresholm Meals on Wheels regarding their commercial general liability insurance, and the following motions were carried:

MOTION #16-017      Moved by Councillor McAlonan to pay the Meals on Wheels general liability insurance for the 2016 only in the amount of \$656.74.  
Councillor Cutler requested a recorded vote.

FOR: Mayor Steel, Councillors: Fieguth, Ford, McAlonan and O'Neill  
AGAINST: Councillors: Cutler and Dixon

**CARRIED**

MOTION #16-018      Moved by Councillor Cutler to direct Administration to amend Policy #GA 09-07 (b) – Additional Named Insured Policy.

**CARRIED**

As per Council's direction, Administration is bringing back the same policy with a different number and title, with the removal of Meals on Wheels.

**RECOMMENDATION:**

Council pass a motion to adopt Policy #GA 03-16 – Community Organizations Insurance Reimbursement effective March 29, 2016.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to adopt Policy #GA 03-16 regarding Community Organizations Insurance Reimbursement, effective March 29, 2016.

**ATTACHMENTS:**

- 1) Proposed Policy #GA 03-16 – Community Organizations Insurance Reimbursement
- 2) Policy #GA 09-07 (b) – Additional Named Insured Policies – as amended May 11, 2015
- 3) Original Policy #GA 09-07 (b) – Additional Named Insured Policies – September 10, 2007

**APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: March 23, 2016

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## **Policy #GA 03-16**

### **Community Organizations Insurance Reimbursement**

**Effective Date:**

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

**POLICY:**

- 1) The following groups have standalone policies separate from the Town of Claresholm:
  - Claresholm Golf Club
  - Claresholm Curling Club
  - Claresholm Child Care Society
  - Willow Creek Agricultural Society
  - Claresholm Community Hall Board
  - Claresholm Seniors Drop-In Centre
- 2) The Agricultural Society and the Town have an agreement that their insurance be paid by the Town.
- 3) Administration is authorized by Council to reimburse all the above noted groups for their commercial general liability insurance each year. No other insurance carried by the above noted groups will be reimbursed by the Town.
- 4) No other organizations that are NOT controlled by the Town of Claresholm will be reimbursed for their commercial general liability insurance.
- 5) Policy #GA 09-07 (b), regarding Additional Named Insurance Policies, is hereby rescinded.

**EFFECTIVE DATE:**



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

**Effective Date: September 10, 2007**

**Amended Date: May 11, 2015**

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

**POLICY:**

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

**EFFECTIVE DATE: MAY 11, 2015**

TOWN OF CLARESHOLM

POLICY

POLICY # GA 09-07(b)

REPLACING POLICY # \_\_\_\_\_

EFFECTIVE DATE September 10, 2007

SUBJECT Additional Named Insurance Policies

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED September 10, 2007

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

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

**Town of Claresholm**  
**Consolidated Statement of Operations**  
**For the month ended February 29, 2016**

**2016**

**Revenue**

Net municipal taxes	\$	-
User fees and sales of goods		280,684
Government transfers for operating		6,803
Investment income		(7,262)
Penalties and costs of taxes		28,347
Licenses and permits		24,475
Franchise and concession contracts		30,539
Rental		30,566
Other		6,147
Family and community support services		61,247
		<b>461,546</b>

**Expenses**

Legislative	14,828
Administration	302,409
Fire	10,225
Bylaw enforcement	31,150
Common and equipment pool	91,225
Roads, streets, walks and lighting	38,152
Airport	2,710
Storm sewers and drainage	6,013
Water supply and distribution	60,484
Wastewater treatment and disposal	781
Solid waste management	53,191
Family and community support services	30,384
Day care	6,367
Cemeteries and crematoriums	2,038
Other public health and welfare	4,500
Economic and agricultural development	235
Subdivision land and development	36,053
Parks and recreation	129,950
Culture - libraries, museums and halls	62,318
	<b>883,013</b>

Note 1

Note 2

Note 3

**Deficiency of revenue over expenses before other** (421,467)

**Other**

Government transfers for capital	-
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**Deficiency of revenue over expenses** (421,467)

**Note 1**

The years insurance was paid which makes up \$152,856 of administrations costs.

**Note 2**

Includes \$25,000 fee that was paid to the golf course for 2016 management.

**Note 3**

Includes \$55,000 grant expense that was paid to the local library.





# INFORMATION BRIEF

Meeting: March 21, 2016  
Agenda Item: 16

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## DISASTER RELIEF PROGRAM UPDATE

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### BACKGROUND:

In correspondence received from the Alberta Emergency Management Agency dated November 18, 2014, the Town of Claresholm application was approved to be included in the 2014 Southwestern AB Rainfall Disaster Relief Program (DRP). Below is a summary of the submission to the program.

### DESCRIPTION:

Program: 2014 Southwestern AB Rainfall DRP			
Municipality: Town of Claresholm			
DRP Project #	Project Name	Brief Damage Description	Totals
1	Emergency Operations	EOC Operations (costs occurred during the SOLE & initial minor road repairs)	\$86,440.88 (has been paid)
2	Repairs	Costs for repairs (prepared by Associated Engineering Ltd.)	\$629,055.00

Associated Engineering and Administration have been working with the DRP office in order to process the application, answer any questions, and secure funding in a timely manner. The Town of Claresholm has requested an advance in funding up to 50% of the costs to proceed with the repairs. The Town of Claresholm received confirmation from the DRP office Monday, March 21, 2016, that the advance 50% funding has been approved for the requested amount of \$314,527.50. The file has now gone to Finance for processing. We have not received confirmation as to the total funding allocation, but this will allow the project to commence.

Associated Engineering and the Town of Claresholm will meet with all affected landowners within the Frog Creek Drainage Corridor as to the plans for repairs under the DRP program and begin the reconstruction.

#### ATTACHMENTS:

- 1.) none

#### APPLICABLE LEGISLATION:

- 1.) none

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson – CAO

DATE: March 22, 2016

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# INFORMATION BRIEF

Meeting: March 29, 2016

Agenda Item: 17

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## BROADBAND

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### **DESCRIPTION:**

Economic Development Officer (EDO) Dale Harrison has been investigating options for broadband for the Town of Claresholm.

### **BACKGROUND:**

At the February 8, 2016 regular Council meeting, a representative from AXIA was present to speak to Council as a Delegation regarding broadband / fiber-optic services. The matter was referred to Administration to investigate options further. As a result, the EDO has created a report with details on what is available in our area.

### **ATTACHMENTS:**

- 1.) Economic Development Report regarding fibre-optic internet.

### **APPLICABLE LEGISLATION:**

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 24, 2016

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# Economic Development Report

## Fibre-Optic Internet

### AXIA

- Axia was purchased by Partner Group in early March – impact on Alberta plans unknown
- Attended Axia Open House in Nanton
- Further discussions with Jason indicate that Claresholm would not be on 2016 list even if the 30% was already attained. They are not confident of attaining 30% in Claresholm because Shaw and Telus have significant presence already. Concentrating on communities without Telus/cable
- Talked with several communities about their experiences with Axia.
  - Black Diamond withdrew their Axia drive awaiting a plan from Calgary Regional Partnership.
  - Nanton very happy to be connected.
  - Nobleford had between 130-150 of 420 households connect. They were on explorenet / platinum previously at max 1mb. No issues. They started install in August and started connecting people in Feb.
  - Barnwell signed up their 30% in two days in May of 2015 and are still waiting for the install. They have completed the construction design, access agreements, had communication with Fortis to utilize poles and Vallard the installation company. They are hoping start construction in April/May. They were on 3 different wireless services.
  - Pincher Creek believes they already have the 30% but Axia is silent about when they might see installation.

### Telus

- Not on current two year plan. It was suggested that if possible a phased approach with the Claresholm business community 1<sup>st</sup> phase, if that would get us service faster. He will check with install group and get back to us. Telus has a website that lets them know who is interested in fibre internet <https://fibre.telus.com/iwantfibre/> We could start a campaign to promote this, similar to the Axia sign-up program.

### Shaw

- cable internet to home is the 50 mb service but it is not Asynchronous.
- Current policy for business is individual business connection with a fibre install charge. Is Asynchronous it is \$500-\$1000 per month plus install.
- Talked with Business Development people on how Shaw wants to approach the installation of fibre to business community. They will be looking for several anchor businesses to ensure that the program is viable.
  - Discussed current fibre location and possible routing including old CPR right-of-way in order to get fibre along Hwy 2 and into downtown core and south industrial area.
  - They will look at creating a fibre registration page similar to Telus
  - Provided the link to the 2016 Business License document
  - They will review the material provided and do some of their own research and respond with a plan with possible consumer pricing of the service.

### SSP Converged Solutions

- is looking at alternative ISP provider that may consider stepping up to develop an independently owned fibre network for Claresholm. The Town of Olds built and manage their own.



# CAO REPORT

March 29, 2016

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

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## CAO

### **Reynolds Mirth Richards & Farmer LLP (RMRF) Municipal Law Seminar**

Tara and I attended the RMRF Municipal Law Seminar on March 11<sup>th</sup> in Airdrie. Topics of interest included:

- Employment Issues and Ever Changing Laws In the Workplace
- Stalled or Abandoned Developments
- Contaminated Sites
- Construction Project Delivery Models

We both found the sessions to be very valuable and have acquired some knowledge and tools that will help deal with some of these circumstances when they arise.

### **Hazard Impact Assessment Training**

On March 14<sup>th</sup>, the Town of Claresholm hosted an Alberta Emergency Management Hazard Impact Assessment training session for the region. Mark Murphy, Field Officer for the Southern Region, facilitated the training which outlined the Community Risk Assessment Tool that has been developed by Alberta Emergency Management. This online tool helps municipalities identify the likelihood of risks and prioritize mitigation actions or responses. As we use this tool, we will generate data that will assist in the development and enhancement of our emergency response plan.

## **BYLAW ENFORCEMENT**

**See enclosed report**

# CORPORATE SERVICES

See enclosed report

# DEVELOPMENT

See enclosed report

# ECONOMIC DEVELOPMENT

See enclosed report

# FCSS

See enclosed report

# INFRASTRUCTURE SERVICES

See enclosed report

# POOL

See enclosed report

# UTILITY SERVICES

See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

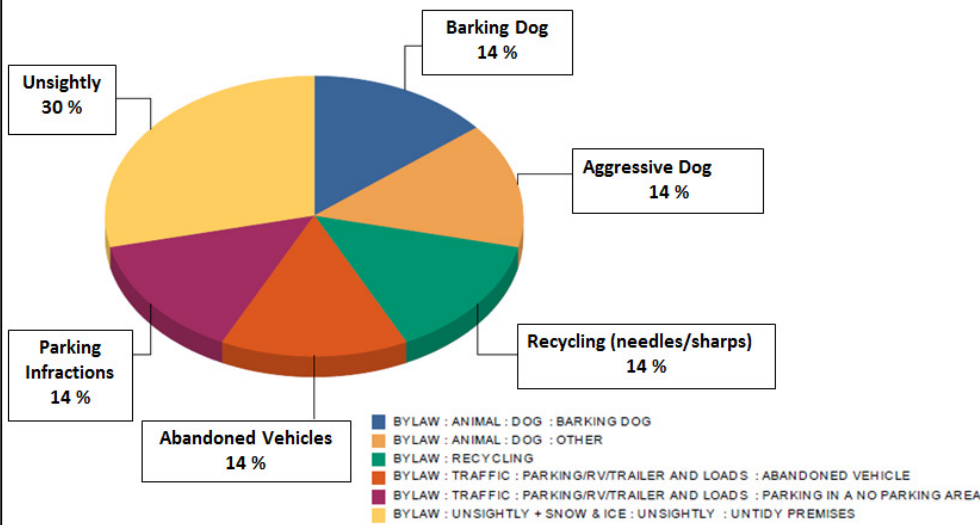


# INFORMATION BRIEF

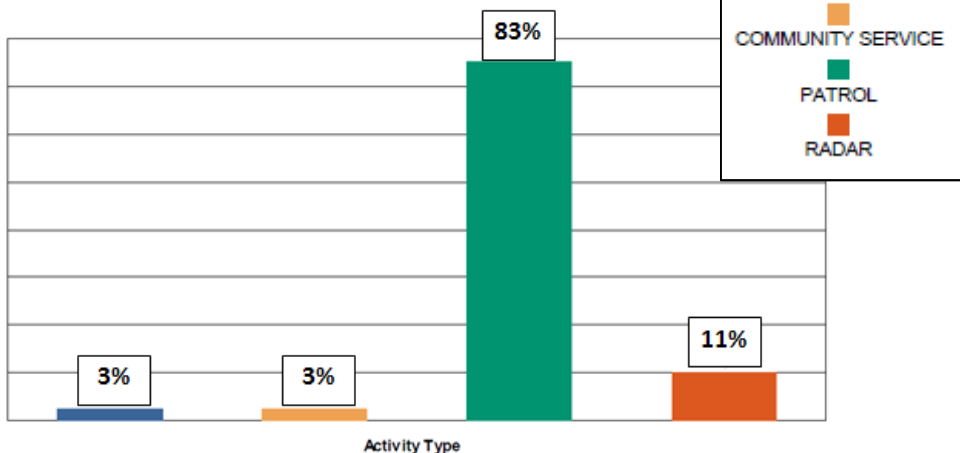
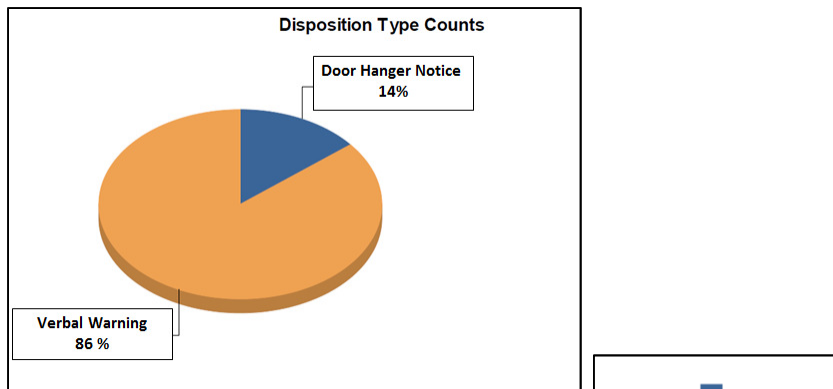
Meeting: March 29, 2016  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT

Count of Incident Types



Disposition Type Counts



### February Newspaper Articles

#### Focus:

- Spring Clean-up reminder:
  - Spring Clean-up has not started.
  - Items not permitted in alley.
  - Items the Town does not pick up at any time.
  - Clean up around your alley and garbage collection area.
  - Work together to keep our Town clean.
- Dog Bylaw reminders:
  - Pick up fecal matter while out walking and in your yard
  - How to deal with barking dogs
- To please use caution when driving around the Town workers doing various jobs such as cleaning streets, repairs to infrastructure, sewer maintenance, recycling and sanitation pick up.

#### January Enforcement highlights:

- Focused on Barking dog complaints, animal fecal accumulation, unsightly properties and excessive vehicle accumulation.
- Recycling, Sanitation and Bylaw department worked together to identify and correct improper recycling and waste being put out for collection.
- Month #2 with Report Exec, file management system running smoothly, more computer programming modifications where required to fit our needs and create greater efficiencies.
- New Radar sign installed at North end of Highway #2 between 59<sup>th</sup> Ave and 55<sup>th</sup> Ave warning drivers of their speed and collecting data. (peaks of 160 km/h recorded in this 50 km/h area)
- Parking violations at 7-11 and Alberta Road.

# CAO REPORT

## DIRECTOR OF CORPORATE SERVICES

### **Finance updates**

#### **Budget**

The budget is being adjusted and updated with changes that have come from an Audit and Finance Committee meeting on March 22<sup>nd</sup>, 2016. The budget will be presented to Council on Tuesday, March 29<sup>th</sup>, 2016 for approval. The budget is balanced and has been referred to Council by the Audit and Finance Committee.

Please see enclosed budget package that has been submitted for approval.

#### **Yearend & Audit**

The auditors are finalizing the work on the Town of Claresholm 2015 Yearend audit report.

I am currently completing the Financial Information Return that will be reviewed by the auditor to ensure that it ties to the audited financial statements. This will be submitted to the auditor on March 24<sup>th</sup>, 2016.

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

- Draft financial statements to Administration on April 4<sup>th</sup>, 2016
- Presentation to Audit & Finance Committee week of April 7<sup>th</sup> 2016
- Presentation to Council on April 11<sup>th</sup>, 2016

#### **Other information**

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

Prepared by: Simon Janhunen

# March 2016 Taxation/HR Report

From: Lisa Chilton



## Human Resources

- A public works employee is off again for 4 – 6 weeks.
- Another public works employee is currently on modified hours from an injury that occurred in June.
- I have been away for all of February and am now back to regular duties.
- We have hired a new Assistant for Infrastructure, (Tara's former job) and Darlene Newsom will start April 4<sup>th</sup>.
- We are currently interviewing for the Recreation Manager position
- We are also advertising for the summer positions at the museum and will start soon with the summer parks positions.
- Ken Favrholt will again be the Executive Director for the Museum for the 2016 season.



## Taxation

- Taxes past due, and in arrears at March 9th, 2016 are:

**\$233,576.15**

Summary of outstanding taxes:

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

\$ 27,745.94 Tax Arrears List for 2015. (subject to sale after March 31st 2016)

\$ 5,204.03 Property on Tax Agreement with the Town

**\$156,876.64 Other remaining taxes not paid.**

- The number of properties on the tax arrears list for 2015 (subject to sale in 2016) has been reduced from 21 properties to 3. The final date for payment to avoid tax sale is March 31, 2016. The 2016 list will be prepared and remitted to land titles for processing by March 31, 2016. There are potentially 9 properties for a total outstanding taxes of \$38,531.40 that will be on the list unless payment is made.
- The 2015 Assessment for 2016 taxes has been delivered by Benchmark Assessments and it has balanced with the town effective March 7, 2016. The Director of Corporate Services, Simon, has the numbers for budgeting and mill rate purposes.
- The 2016 tax notices are scheduled to be mailed out no later than May 13<sup>th</sup>, 2016 to comply with all regulations and legislation.





## DEVELOPMENT OFFICER REPORT - (FEB/MAR)

*For: 2/22/2016 - 3/23/2016*



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

- ❖ Open House – February 2/16, Public Hearing – March 14/16
- ❖ Bylaw No. 1596 2<sup>nd</sup> and 3<sup>rd</sup> reading March 14/16

### **Development Permits**

- ❖ 9 development permit applications received.
- ❖ Performed various site inspections, file closures.
- ❖ Review of development deposits and clean-up/ refund of completed developments.
- ❖ File review and updates. The nice weather has many people inquiring as to the rules for garden sheds, fences, etc.
- ❖ Municipal Planning Commission meeting held March 18, 2016.
- ❖ Preparations for Infrastructure Admin Assistant.

### **Compliance Requests / Development Inquiries**

- ❖ 3 completed compliance requests
- ❖ Seeing an increase in development questions and zoning inquiries for land.

### **Miscellaneous**

- ❖ Local Press Town News ads were notifications regarding the open house and public hearing for Bylaw No. 1596, as well as, MPC approved Developments and information regarding permits or developments in the Town of Claresholm. The focus this month will be education regarding the Land Use Bylaw Amendment.
- ❖ Received confirmation letter of Audit for 2015 from Safety Codes Council – no concerns.
- ❖ March 11, 2016 attended Southern Municipal Law Seminar – topics included stalled or abandoned developments, subdivisions and working with developers, dealing with contaminated sites and property, as well as options for municipalities to consider when developing construction projects.
- ❖ Meetings and preparations in regards to the DRP application and Stormwater management plan, phase 1.
- ❖ Alberta Environment contacted the Development Department on the status of the Consent to Vary a Non-Operating Landfill. There are many requests and re-applications that are being looked at. The estimated time for review of the submission is September 2016.

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

- ❖ Presented review to Council for feedback March 14, 2016.
- ❖ Reviewed and proposed changes recommended by MPC March 18, 2016.
- ❖ Proposed changes presented for Council March 29, 2016.

## Development Statistics

<b>Development File Description</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Home Occupation Starts	16	11	17	10
Change in Use applications	N/A	14	13	11
MPC approved applications	27	39	32	19
Development Officer approved	99	89	91	80
Total Development Permit Files	134	135	126	107

With the implementation of Bylaw No. 1596, to amend Bylaw No. 1525, there may be a decrease in the total number of Development permit files as we streamline the process, for example, with no more fence permitting required, the number of permits may decrease, but the information and questions regarding setbacks and fence height restrictions will continue. The Development Department will focus on awareness and education on these changes. The Local Press Town News will focus on ensuring that these changes are made known to residents as well as the Development Department is preparing brochures on the fencing regulations and any other necessary information.

*Submitted by  
Tara VanDellen  
Development Officer*



March

# Economic Development Report

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

## Economic Development Committee

- Provided binders to committee members to contain material
- Discussion on previous reports and studies – to identify common themes and priorities
- 4 meetings with individual members of committee
- Initiated the Downtown Revitalization Working Group (DTRV)
  - Organizational meeting of DTRV group
  - Start organizing Vacant Building Tour in June
  - Start organizing Community Consultation April 21
- EDC Chair and EDO presented the EDC to the MD Council with Agriculture Rep Doug Leeds introducing, Councillor Fieguth in attendance. We were well received. Presented for 10 minutes and answered questions for 20 minutes.

## Housing

- Arranged & attended viewing with potential investor Skyline property
- Received floorplan Valleyview Adult Living complex
- Conversation with developer planning construction of seniors style housing
- Attended presentation of Vulcan Village Seniors Complex
- Representative of church group considering possible housing investment

## Business Visitation

- Ten businesses visited – several had concerns about ability to find and maintain staff, impacts of foreign worker program.

## Solar Power

- Toured Moose Power representative around town, showing prospective sites for solar farms, rooftop systems. They were going to look at the business model based upon those particular sites.
- Discussed Provincial grants system for Roof Top systems on Municipal Buildings
- Several conversations and received material from Black Diamond solar projects in existence since 2008 with 4 expansions. Lessons learned and recommendations.
- A 5kW system would cost around \$30,000 to install on rooftop without any grant or subsidy. The Provincial grant could reduce that by \$6,000. At the current credit rate of 6 cents per kW it would take between 15-18 years for payback less with grant or increase in utility rates. Initial payback would be through costs savings on current and future utility bills. Solar panels are warrantied for 25 years some as high as 50 years.
- Received proposed lease amounts and installation costs in order for the town to evaluate the total revenue stream from two alternative sites. Talked with assessor to determine how to assess installation values.

## Regional Economic Development

- Attended meeting of Alberta SW in Fort McLeod

## Chamber of Commerce

- Attended Monthly luncheon
- Electric Car Charging Station – met with Sun Country & Chamber Rep.
  - Got estimate for installing EV charging station near museum forwarded to Chamber.
  - In conversation with Fortis on meter costs and monthly expense
- Discussions with President on structure and approach to Downtown Revitalization
- Discussions with President on understanding projects for Chamber versus EDC
- Chambers role in event planning
- Discussion on how to welcome new businesses to town once they have landed.

## Research

- Unstoppable Conversation – on going
- Highway Traffic Study from 2008
- Downtown Vacant Buildings – photograph and document
- Starfield Centre – proposed commercial greenhouse – Magrath
- Customer Service Training

## Meetings attended

- Two Council Meetings
- Inter-Agency Luncheon
- Chamber of Commerce
- Alberta SW REDA
- Economic Development Committee
- Downtown Revitalization Working Group

## Responded to Inquiries

- Parties interested in developing a Disc Golf Course – met with Golf Course Manager, who has been working with a service club on same project – connected the two parties
- Request from Garden Club to re-open greenhouse on 4<sup>th</sup>
- Promotional material for rental of Ball diamonds for out-of-town tournaments (minimum 100 visitors for an eight teams tournament)
- Out-of-town request for information about the industrial airport.
- Request to update ad in 2016 Foothills Country Visitor's guide.

## **FCSS Report to Council for March 2016**

- Finished off Compass- Caring for Caregiver course. Will return in April for a update on how things are going with the participants
- Met with Kelsey from Western Financial about Unstoppable Conversations and looked at her Think Claresholm First proposal
- Met with Justin from Chamber of Commerce about Unstoppable Conversations
- Attended Women's Conference meeting to prepare final days
- Talked with Stephan Ulrich, Timmi Shore, about new process for funding applications and met with Christine from Victims Services about her application
- Sent all applications to Board of Directors to preview before meeting
- Met with board and decided on which applications would receive funding for 2016
- Attended Safe Community Coalition in Fort McLeod with Jason H and Beth Borthwick to see how they are working toward a more safe community/ possible partnership between communities
- Met with Chamber to plan Easter activity in Amundsen park
- Attended PHECC meeting, Coalition coordinator gave good review and highlights of Early Childhood Coalition gathering held by FCSSAA in Edmonton
- Set up for Women's conference and did last minute planning
- Attended Women's conference. Sold out crowd of about 170 women. Great reviews and comments from attendees
- Met with Ruth Mueller and Chery Starling to talk to Local Press about Station Diamond Ball
- Met with Shawn Metz from Livingstone Range School Division to go over some programming that would like to see in High School
- Attended a Chamber of Commerce lunch hour meeting
- Met with Dale H and Ali S to discuss the possibility of setting up a Men's Shed project in town.
- Met with Karine, Marian and Fern Brothers regarding volunteer appreciation and her wanting to ask for monetary help
- Hosted Interagency with about 15 agencies present
- Phone conversation with YPM to go over audit and add more information- got information needed to send to YPM
- Attended a Station meeting- updated on report of being in existence for almost 1 full year.
- Received approval of pre-qualified request and am now able to apply for dollars from Child and Family Services.
- Reviewed paperwork to apply for Child and Family Services money
- Tax applications are over 200 so far.
- Helped community member with getting tax info from BC

- Getting things planned and ready for volunteer appreciation
- Working on Fitness Challenge to start in April



# TOWN OF CLARESHOLM

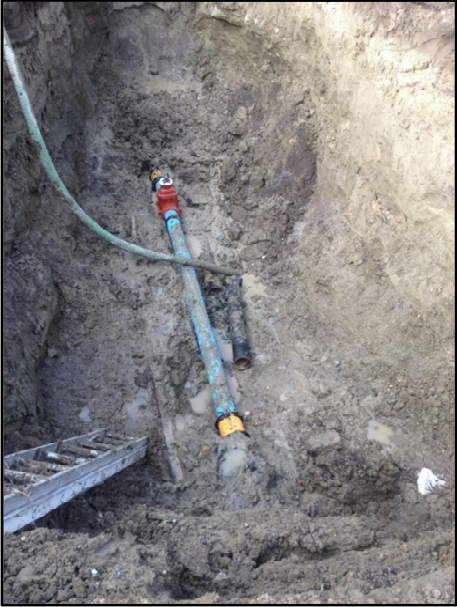
## INFRASTRUCTURE SERVICES

### Report for February / March 2016

**Water Distribution** A residential water service line was leaking and the street had to be dug up, (53rd & 5<sup>th</sup> West) to repair. The main distribution line leak at the airport was repaired and a new isolation valve was also installed. A commercial water service line leak was discovered in the downtown core and the street was dug up for repairs (115 49<sup>th</sup> Ave. West). Our valve exercising program has started and 50 valves have been inspected and operated. Out of the 50 valves, 3 will not operate, 6 will not operate fully (13 turns only) and 1 leaks in the off position. 400+ more yet to inspect.







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

**Sanitary Sewers** We have had a few complaints, and one residential sewer service line was excavated and repaired in the boulevard. Monthly maintenance is done in problem areas. The Harvest Square lift station has been completed and commissioning/testing is being arranged. If deficiencies are found, they will be corrected before we turn this system on line.

**Storm Sewer Drainage** The Skyline storm lift station has been completed and is in operation.

**Sidewalks** No new issues reported.

**Streets** Sweeping was started in February and the Town has been fully swept. Street repair of potholes is underway.

**Parks / Arena** The Arena winter schedule is complete, with no problems to report. Shutdown was scheduled for March 21, and the ice was removed on March 23. The Local Press Town News focused on off-leash areas and gopher bait station information.

**Recycling** Handling of hazardous materials is still an issue for the sorting crew. We are working on a new S.O.P. for this department. The Local Press Town News focused on a reminder of what items are accepted at the Town facility.

**Garbage** Our program is working well, with no complaints reported. The Local Press Town News focused on safety of Town crews and spring clean-up information (dates set for May).

Submitted by:

Mike Schuweiler  
Director of Infrastructure Services

# **CLARESHOLM AQUATIC CENTRE**

## **TOWN REPORT FEBRUARY 2016**

### **1. JLC**

- a. Competitive Series, average of 11 participants
- b. Regular Junior Life Guard Club, average of 11 participants
- c. Waiting on design to be finished for new "Vikings JLC Logo"

Discussion regarding hiring a competitive lifesaving coach for September 2016, to ensure participants in the program receive the quality of instruction they need to compete

### **2. Lessons**

- a. Preschool Lessons ½, & ¾ January 19-February 4
  - i. Tuesday and Thursday 2-2:30 & 2:30-3pm, 8 registrants
  - ii. National Lifeguard, 6 Registrants
- b. After School Lessons, 12 Registrants
- c. Schools
  - i. Lessons, 108
  - ii. Swim to Survive, 45
- d. National Lifeguard. 6 Registrants
- e. Bronze Medallion & Cross, 6 Registrants
- f. Private Lessons, 2 Registrants
  - \* With school, preschool, after school lessons, National Lifeguard, and Bronze Medallion & Cross we have placed private lessons on the back burner. There are not enough spaces to have them done effectively, at the same time each day, with the same instructor. Private spaces are being filled during March, and through Spring break.

### **3. Aquafit;**

- a. 8-9 am Aquafit
  - i. 15 Registrants
  - ii. 21 Participants
  - iii. 12 Participants on average
- b. 1-2 pm Aquafit
  - i. 10 Registrants
  - ii. 27 Participants
  - iii. 11 Participants on average

**4. Boot Camp Tuesday-Thursday 5-6pm;** this program has sustained its numbers through the last few years, and is popular with older and younger community members. The participants in our bootcamp like their music loud, and want a hard workout!

- a. 18 Registrants
- b. 21 Participants
- c. 14 average participants per session

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

- a. 26 total participants
- b. 13 average participants per session

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

- a. February 6, 155

- b. February 13, 65
- c. February 20, 64
- d. February 27, 97

Free swim Saturdays 2-4pm are a popular draw for community members. This year we were fortunate to have 4 different service groups funding it, plus the Town of Claresholm donating 26 hours.

7. **Passes;** we continue to have strong sales in 10 passes, which can be partly attributed to our Seniors Program. Also, the change in design and bright colours that were introduced in May 2015, have been popular.

We have donated 2 family passes, 1 for a Skate Club Raffle, and one for The Station (FCSS) Diamond Ball door prize.

Family passes have increased in sales significantly. This can be attributed to locking the price at the 2011 fee schedule.

- a. **10 punch passes**
  - i. 31 Sold
- b. **Quarter Passes**
  - i. 10 Sold
- a. **Family 3 month Passes**
  - i. 7 passes

8. **Inservice**

- a. Health and Safety Meeting, Jason Hemmaway was speaker
- b. Spinals and Rollovers were practiced with scenarios in the water

9. **Swim Abilities Proficiency and Instructor Course;** we are the second pool in Alberta to offer this new program affiliated with The Lifesaving Society of Alberta. The program is designed to prepare instructors to apply strategies

- a. Scheduled for April 22 and 23
- b. Cost is \$165 per participant (had to be calculated for the facility, 1650.00 is the cost to our facility to bring in the instructor)
- c. We are aiming to fill 10 spots
- d. 15 participants maximum

10. The May-August program guide has been completed, it is out March 8, in time for the Spring Registration Fair at West Meadow School. Registrations for programs start March 15, 2 weeks earlier than 2015

Sincerely,

Denise Spencer

# 2016

<b>February Attendance 2016</b>	
<b>6-8 or 9 am Fitness</b>	183
<b>8-9 Tues&amp;Thurs HomeSchool</b>	31
<b>8-9 Aquafit</b>	156
<b>9-10 School Use/Lessons</b>	337
<b>10-11 School Use/Lessons</b>	358
<b>11-11:30 T&amp;T Seniors/PT Lessons</b>	116
<b>11-11:30 M/W/F B&amp;M, P/S</b>	21
<b>11:30-1 Fitness &amp; Parent&amp;Tot</b>	304
<b>1-2 CCC</b>	56
<b>1-2 Aquafit</b>	133
<b>1-2 Family Swim</b>	121
<b>2-3 Schools/ Private lesson</b>	114
<b>3-4 Toonie Swim</b>	120
<b>2-4 Free Public/ public</b>	1039
<b>4-6 Swim Lessons/Club</b>	72
<b>4-5 Private/JLC/Fitness</b>	115
<b>5-6 Deep Water Aquafit</b>	115
<b>6-8 Public/Toonie</b>	277
<b>8-9 CCC</b>	100
<b>8-9 Fitness</b>	60
<b>8-9 Teen Jan 31</b>	11
<b>Rental Times</b>	92
	3931



# UTILITY SERVICES REPORT



**MARCH 2016**

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

Box 1000 TOL-0T0

Claresholm, Alberta

Work# 1-403-625-3100

Cell # 1-403-625-1687

Fax # 1-403-625-3869

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

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

Utility Services Manager Brad Burns

# Summary

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

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

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

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

- March 2<sup>nd</sup> Aquatech Diving Services onsite to clean water plant treated water reservoir (divers report and photos to follow).
- March 8<sup>th</sup> CIP (clean in place) both membrane racks.
- March 8<sup>th</sup> CL 17 online chlorine analyzer cleaned and calibrated.
- March 10<sup>th</sup> HACH onsite to replace turbidimeter AIT 1537 photo cell and check particle counters.
- March 14<sup>th</sup> water plant backup generator tested and working well (re-fuel).
- Tighten bolts on PALL racks (bolts loosen due to air scrub maintenance etc.).
- March 16<sup>th</sup> PARCON onsite replacing pressure relief valve on DHW boiler coil and circulation pump P-7 in boiler room (see photo pg. 7).
- March 21<sup>st</sup> calibrated Co2 gas detector.
- March 21<sup>st</sup> online meters cleaned and calibrated
- March 21<sup>st</sup> PARCON onsite to repair back check valve and leak on domestic water supply system (see photo pg. 7, 8, & 9).
- March 22<sup>nd</sup> check all emergency lighting and eye wash stations.
- March 22<sup>nd</sup> Larry Archer from PALL onsite proposing a membrane Pro Health Check to review membrane filtration diagnostic assessment.
- March 23<sup>rd</sup> GDM electric onsite finish work on the caustic room exhaust fan.

## TESTING/MONITORING REQUIREMENTS

- Completed Survey of Drinking Water Plants for Environment, Energy and Transportation Statistics Division (reporting year 2015).
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.

## GOVERNMENT COMPLIANCE

- Working on regional water treatment plant license renewal for 2016.

## SAFETY

- March 14<sup>th</sup> safety meeting discussion on proper PPE and filling out hazard assessments.
- March 15<sup>th</sup> install new self-contained breathing apparatus (SCBA) in distribution area for chlorine bottle change.
- Updating water plant SOP's for license renewal.



# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- March 7th Backup motor tested.
- March 21st CL 17 online chlorine analyzer cleaned and calibrated.
- GDM electric tower lights repaired (broken wire).
- Public works massaged valves on distribution and supply lines.

## AIRPORT PUMP STATION

- Feb 29<sup>th</sup> Public works repaired water break, because of inoperable valving on the distribution line the pump station had to be shut down.
- March 1<sup>st</sup> Replaced Jockey pump on fire suppression line pressured to 90 psi and is working good.
- March 4<sup>th</sup> CHAMCO onsite to investigate distribution pump issue.
- March 8<sup>th</sup> CHAMCO onsite to check distribution pump, check valves and pressure regulator.
- March 9<sup>th</sup> replaced water line control to reservoir level float system.
- March 10<sup>th</sup> CHAMCO could not get distribution pumps running (backup pump working at 40 psi).
- March 18<sup>th</sup> PARCON installed two air suction points on suction side of the pump piping (see photo pg. 9).
- Reservoir fill line and by-pass inside the building is operating well, but needs upgraded to avoid future issues.

## UFA RESERVOIR

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

## WEST WATER PLANT (decommissioned)

- No signs of trespassing
- All fences are secure.

# WATER DISTRIBUTION

## **UNIVERSAL METERING**

- Replace/check ERT's and inspected meters as requested by office.
- March 23<sup>rd</sup> monthly residential and commercial meter readings.

## **GOVERNMENT COMPLIANCE**

- 6 bacteriological samples have been taken in March within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- 2 bacterial samples in March have been taken after water break repairs on the distribution system (no issues).
- Free chlorine checked at numerous locations around outer town limits meet.

## **TOWN OF GRANUM SUPPLY LINE**

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

## **METER VAULTS**

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

## **DISTRIBUTION LINES**

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

# LAGOON AND WASTE WATER COLLECTION

## NORTH LIFT STATION

- North lift station is running on average 1.5 hours per week.
- Jan 29<sup>th</sup> met with CICON Engineering to discuss backup generator and electrical panel issues (backup generator concrete base, electrical panel support/bracing and plug in for inline heater).

## LAGOON

- March 11<sup>th</sup> Replaced makeup air/heat unit drive belt.
- Lagoon Building is secure and pumps are running well.

# RAW WATER SUPPLY

## PINE COULEE

- Contact MPE about Pine Coulee reservoir level in relation to the SCADA level LT 0926.
- Review Pine Coulee water shortage response plan.
- 

## STORAGE RESERVOIR

- Reservoir is clean of debris.
- Feb 24th blower to Lake AC650B reinstalled in compressor room (warranty covered repair).
- March 17th shut raw water supply to storage from Pine Coulee.

**Domestic Hot Water Pump P-7 Replaced In Mechanical Room.**



**Back Check Valve check on DHW Supply above Maintenance Room Mezzanine (requires 2 new valves).**



**Domestic Hot Water System Including Expansion Tank, Coil Heating Unit and Both DHW Storage Tanks.**



**Space above the Distribution Area Containing DHW and Solar Hydronic System Piping.**

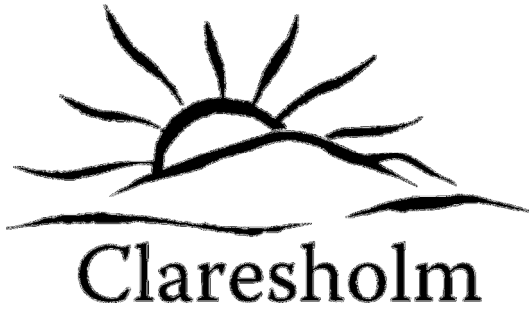


**Main Domestic Water Supply Line Leak Repair (back check valve fail on Domestic water line).**



**Air Suction Port Installed at the Airport Pump Station and Recently Replaced Distribution Pump.**





# INFORMATION BRIEF

Meeting: March 29, 2016  
Agenda Item: 19

## COUNCIL RESOLUTION STATUS

Description		Assigned	Comments	Status
Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	Repairs to be completed upon Golf Course season closure. (waiting for DRP approval)	In progress
Regular Scheduled Meeting - December 14, 2015				
10	INFO BRIEF: Business License Bylaw - Council direction for administration to follow option 3.	Tara	Dale to present to EDC once sub-committee formed. Research from other municipalities gathered.	In progress
Regular Scheduled Meeting - January 25, 2016				
12	IN CAMERA: Moved by Councillor McAlonan to extend the Fire Chief Service Agreement with the MD of Willow Creek for six months, to expire June 30, 2016. CARRIED MOTION #16-008	Marian	Jan 27th - Notice sent to MD	In progress
Regular Scheduled Meeting - February 8, 2016				
1	Delegation Response: AXIA - Referred to administration to investigate the opportunity further.	Dale	Report to Council Mar 29th	Complete
11	INFO BRIEF: School Transfer Agreement - Council directed Administration to notify the Livingstone Range School Division that possession of the property would not proceed until after the playground equipment is removed by the purchasing party.	Marian	Talked to Jeff Perry Feb 9th, again on March 17th. They are still working on a timeline.	In progress
Regular Scheduled Meeting - February 22, 2016				
3	RFD Meals on Wheels - Moved by Councillor Cutler to direct Administration to amend policy #GA 09-07 (b) for Town facilities only. CARRIED MOTION #16-018	Karine	New policy on March 29 Agenda	Complete
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		In progress

Regular Scheduled Meeting - March 14, 2016				
1	BYLAW #1596: Land Use Bylaw Amendment - Moved by Councillor Cutler to accept the amendments to Bylaw #1596 as proposed and presented in the public hearing as Schedule "A". CARRIED Moved by Councillor Ford to give Bylaw #1596, a land use bylaw amendment, 2nd Reading as amended. CARRIED Moved by Councillor McAlonan to give Bylaw #1596, a land use bylaw amendment, 3rd & Final Reading as amended. CARRIED	Tara/Karine	Bylaw prepared & signed. Signed Bylaw sent to ORRSC.	Complete
	Prepare recommendations on Tamarack Road delegation regarding sewer connections for the next Council meeting	Mike	Added to March 29th Agenda	Complete
4	CORRES: Mayor Rick Everett - Town of Nanton RE: Regional Collaboration - Received for information. Attending: Councillors: Cutler, Ford, McAlonan, O'Neill; and CAO Carlson. Update: Invitation was only for Mayor Steel - Deputy Mayor Cutler to attend.	Karine	Email sent to Town of Nanton.	Complete
5	CORRES: Willow Creek Regional Waste Management Services Commission RE: Lethbridge Biogas Facility Tour - April 6, 2016 - Received for information. Attending: Councillor O'Neill; Mike Schuweiler (?). Rest of Council to RSVP by March 24th.	Karine	Confirmation sent for Coun.O'Neill	Complete
6	CORRES: Porcupine Hills Lodge RE: 50th Anniversary Celebration - June 11, 2016 - Received for information. Attending: Mayor Steel; Councillors: Cutler, Fieguth, Ford, McAlonan, O'Neill; CAO Carlson.	Karine	Email sent to CAO Lisa Anderson	Complete
7	CORRES: Claresholm & District FCSS RE: Volunteer Appreciation Evening - April 13, 2016 - Received for information. Attending: Councillors: Cutler, Ford, McAlonan, O'Neill; CAO Carlson.	Karine	Email sent to Barb Bell, FCSS Director	Complete
8	RFD: Letter of Support - Willow Creek Ag Society: Moved by Councillor Ford to write a letter of support towards the Willow Creek Agricultural Society's grant application to the Community Initiative Program for the purpose of purchasing a new tractor for the Agriplex. CARRIED MOTION #16-021	Karine	Letter of Support picked up by Dave Hansma	Complete
9	INFO BRIEF: Multit-use Community Bldg & Town Hall Update - Referred to Committee.	Marian	Committee met on March 22 & will be meeting with architect to further pursue options.	Complete
10	INFO BRIEF: Policy #PLDE 04-09 - Planning & Development Fees - Referred to administration to propose changes.	Tara	March 18th MPC review, Added to March 29th Agenda	Complete
	SAEWA membership to agenda for March 29th meeting	Karine	Added to March 29th Agenda	Complete
	Contact Fern Brothers regarding delegation	Karine	Meeting with Fern on March 17th, delegation not needed	Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: March 24, 2016



# **INFORMATION ITEMS**



# MUNICIPAL PLANNING COMMISSION MINUTES

February 26<sup>th</sup>, 2016

Town of Claresholm – Council Chambers

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

**Regrets:** Shelley Ford - Council Member (Vice-Chairperson)

**Staff:** Tara VanDellen – Development Officer

**Media Present:** Rob Vogt – Claresholm Local Press

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<b>8:31 am</b>	<b>Call to Order /Adoption of Agenda –addition of Item #5- in camera inquiry</b>	<b>Motion to adopt the amended Agenda by Sharon Duncan CARRIED</b>
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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Councillor Cutler</b>
<ul style="list-style-type: none"><li>January 8, 2016</li></ul>	<b>Seconded by Sharon Duncan CARRIED</b>

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<b>Item 1: Action</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to make approve With conditions by Councillor Cutler</b>
	File: D2016.007 Applicant: Top Hand Western Shop Owner: Suncor Energy Products Partnership Address: 5430 1 St West Legal: Lot N/A, Block R, Plan 147N Regarding: As-Built Sign Permit with variance to maximum number of signs	<b>Seconded by Jeff Kerr CARRIED</b>

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<b>Item 2: Action</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with amended conditions by Councillor Cutler</b>
	File: D2016.009 Applicant: Genalin Mandac Owner: Thomas L Wright Address: Unit #4 751, 52 Ave W Legal: Lot 27, Block 1, Plan 6145JK Regarding: Home Occupation – Home Office, cleaning services	<b>Seconded by Sharon Duncan CARRIED</b>

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# MUNICIPAL PLANNING COMMISSION MINUTES

February 26<sup>th</sup>, 2016  
Town of Claresholm – Council Chambers

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<b>Item 3: Action</b>	<b>Policy PLDE #04-09</b> <b>Planning &amp; Development Fees</b> <b>(due to Land Use Bylaw Amendment No. 1596).</b>	<b>Motion to refer to Town Council Policy PLDE #04-09 for review and feedback in respect to goals and direction for planning &amp; development fees by Jeff Kerr</b>  <b>Seconded by Sharon Duncan</b>  <b>CARRIED</b>
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<b>Item 4: Information</b>	<b>Consent to Vary Non-Operating Landfill Setback</b>	<b>Taken for Information</b>
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<b>Item 5: In Camera</b>	<b>INQUIRY</b>	<b>Motion to go in camera By Councillor Cutler</b>  <b>Seconded by Jeff Kerr</b>  <b>CARRIED</b>  <b>Motion to come out of in camera by Jeff Kerr</b>  <b>Seconded by Sharon Duncan</b>  <b>CARRIED</b>
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<b>9:40 am</b>	<b>Motion to Adjourn By Councillor Cutler</b>
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# HORIZONS

CHINOOK ARCH REGIONAL LIBRARY SYSTEM NEWSLETTER

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

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

## Southern Alberta Library Conference

The 7th annual Southern Alberta Library Conference was a great success, with over 180 registrants, 34 session presenters, and 13 sponsors. Highlights included the Small Spaces Panel, Freddi Dogterom's lively keynote, learning about the successful programs of our member libraries in the Connections Gallery, a speech by the Honourable Shannon Phillips (MLA for Lethbridge-West), Ali Bryan's author reading, visiting with library staff and board members, and the ever popular door prizes! Thank you for coming to connect with us and each other!



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



## 2016 R.E.A.D. Awards

Chinook Arch Regional Library System is pleased to announce the recipients of the sixth annual Rewards of Excellence and Distinction. R.E.A.D. Awards recognize and celebrate Chinook Arch member libraries who have displayed excellence in the areas of: service, collaboration, innovation, future focus, and community benefit. The Chinook Arch Marketing and Communications Committee was pleased to present five libraries with R.E.A.D. Awards at a dinner held at the Southern Alberta Library Conference on March 4th at the Lethbridge Lodge.



### Kainai Public Library won the R.E.A.D. Award for the Literacy Pow-Wow and Sewing Classes

The Annual Literacy Pow-Wow gives out new and gently used books in conjunction with Family Literacy Day. The event involves the whole community and attracts local dancers and drummers. Schools, Rotarians, libraries, and individuals donate gently used books for the event, and people can take as many books as they want from the “give away” table. The First Nation Student Success Program, which purchases books at the Annual Scholastic Book Sale in Calgary, supplies new books for the event. The Literacy Pow-Wow has grown each year and become increasingly popular in the community.

Kainai Public Library has also begun offering sewing classes. This popular program was sponsored in part by ATCO with a grant to purchase two sewing machines and provide the honorarium for the instructor. This year the class hours were increased from 30 to 60, and an advanced class was added. The program has space for 15 people and there is always a waiting list. Another beginner class will be added this spring.

### Claresholm Public Library was recognized by the R.E.A.D. Awards for Library Quest: Passport to Services

Library Quest: Passport to Services was the result of a 2014 Needs Assessment that indicated the community was unaware of several library services. Stations were set up around the library, each with its own display board and information describing different facets of the library. They were overseen by at least one staff or board member, ready to engage the community with enthusiasm and excitement about the information presented at their table. As guests came in, they received a “passport” with questions pertaining to each station that were to be answered in order to be entered into a draw for a Kobo Arc tablet. The quest was interactive, fun, and an easy way to engage the community. Feedback from the event was extremely positive and everyone seemed to have a lot of fun learning about their library.



## **Lethbridge Public Library was recognized by the R.E.A.D. Awards for Physical Literacy in the Library**

Families in Lethbridge now have a new opportunity to try out some options to have fun and keep fit thanks to the availability of sports equipment and new programming at the library. This project came about from networking with community organizations in Lethbridge that identified a large “free play” gap in the city, as opposed to organized sports. This led to the concept of physical literacy and its importance as a foundational skill for everyone. Physical literacy enables an individual to move with competence and confidence and thus to want to move more, including getting out and visiting the library! This project promotes positive change in the community in a fun, barrier-free way.



## **Picture Butte Municipal Library was recognized by the R.E.A.D. Awards for the Piyami Lodge Library**

In October 2015, the Picture Butte Library began a partnership with the Piyami Lodge Seniors' Residence. After contacting the director of the Lodge, they established a schedule to bring library materials to the lodge residents. The program is simple to run and fulfills part of the library's Plan of Service. The Piyami Lodge also enjoys a free membership courtesy of the library which the events coordinator uses to put movies on hold for a monthly armchair travel evening for the residents. The feedback from the residents and staff is very positive. The partnership has created a connection to literature in the community.

## **Stavely Municipal Library was recognized by the R.E.A.D. Awards for the Stavely Learning Commons**

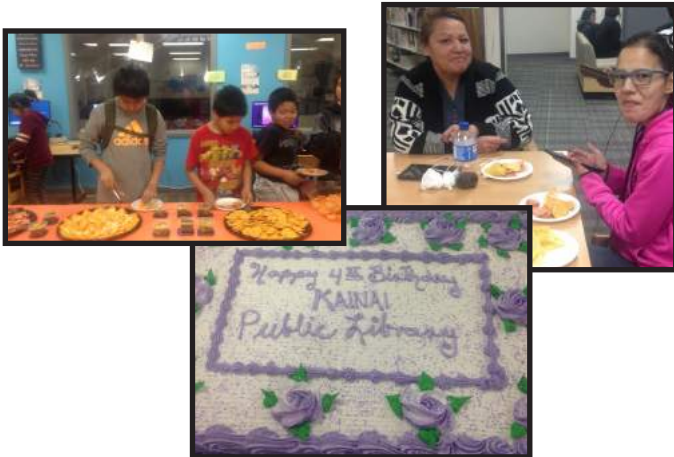
The Stavely Learning Commons is a shared and collaborative space with public and school resources. Stavely School and the Stavely Public Library are working together to create this flexible space with a variety of new and existing resources, both digitally and in print. The goal of the learning commons initiative is to increase library use by making the space a welcoming place for students and the community to investigate, explore, play, create, and learn together. Together, the library and the school strive to support student and community access to an “inclusive, flexible, learner-centered, physical [and] virtual space for collaboration, inquiry, imagination and play to expand and deepen learning” to promote life-long learning.



# Kainai Public Library

## Kainai Public Library Celebrates 4th Birthday and Receives R.E.A.D. Award

In most cities and towns across Alberta, a library is part of public services, much like the essential services of the fire department or local police station. However, on First Nation Reserves, public libraries are not the norm, even though we know that when there is a library in the community, literacy levels rise and poverty diminishes. On the Blood Reserve, located about an hour southwest from Lethbridge, the dream of having a public library became a reality four years ago. With the assistance of Chinook Arch CEO Maggie MacDonald (now retired), the Kainai Board of Education Literacy Committee entered into a partnership with the Blood Tribe Chief and Council who issued a Band Council Resolution (BCR) to allow a partnership to take place between the Kainai Board of Education and Chinook Arch Regional Library System. It was an historical moment. Our partnership is three-fold: Blood Tribe Chief and Council, Kainai Board of Education and Chinook Arch Regional Library System.



The Kainai Public Library librarian, Kathleen Goodstriker, proposed the library have a Birthday Bash to celebrate this milestone fourth year. Her efforts have been the driving force to promote and keep our library moving forward. In addition, KPL has been strongly supported by the Rotarians and surrounding libraries in receiving donated books and computers. We have been overwhelmed with the exceptional support from other libraries. One person told me this was because we “are family and we take care of each other”. Our patrons and visitors are very grateful to take the donated books. We are in the planning stages to create three “little libraries” in various areas in the community, stocked with these donations. What a plus for our community!

And to make our birthday complete: low and behold! The Kainai Public Library was honored with the Annual R.E.A.D. Award from Chinook Arch Regional Library System. Our own community and patrons share in this award. Without their participation and commitment this would not have been possible. The Literacy Pow-Wow is a community program that has grown into an expected annual event. The Kainai Board of Education Literacy Committee and the First Nation Student Success Program (FNSSP) contribute not just the money for new books to give out at the Pow-Wow, but also manpower to help during the event. Each school takes a turn hosting, and donates door prizes related to this unique culture and literacy event. Additionally, KPL’s sewing classes are so popular that we have had to expand and add days to accommodate the people who want to take the courses.



It is a true community celebration. Kainai Public Library is humbled, proud, and truly excited to receive the R.E.A.D. Award.



- Linda Weasel Head  
Kainai Board of Education Curriculum Coordinator



## Coaldale Public Library

Coaldale Public Library placed 10th in the Read for 15 challenge issued by Sylvan Lake Municipal Library to all Alberta libraries. 1301 people in Coaldale reported that they read for 15 minutes on Family Literacy Day, January 27, 2016 - that's 17.29% of the town's population! It was neat to see the community working together on this challenge.



## Barnwell Public Library



Barnwell Public Library is currently featuring a display called "Barnwell, Past and Present." There are 11 photos of local buildings with captions that tell what the building used to be and what page in the Barnwell history book references it. It's fun for people to see what used to be in their little village.

## Warner Memorial Library

Warner Memorial Library is hosting a Chili Supper and Silent Auction on March 17, 2016, from 5:30pm - 7pm at the Warner Elks Hall. Tickets are \$7 per person or \$25 per family, and library memberships will also be available for purchase. Come out to this fundraiser and support the Warner Memorial Library!



### RISE Network - Upcoming Programs

March 15 - Engaging Recreationist: Dutch Creek Restoration Project (Winter Speaker Series: Footprints on the Landscape)

March 16 - Law at Lunch: An Enduring Power of Attorney, A Personal Directive, A Will: A Legal Toolkit

March 17 - Dewey Divas: Readers' Advisory

March 17 - Savvy Seniors: Before You Hire a Contractor

March 22 - Fire Management in Waterton Lakes National Park: Recent Prescribed and Wildfire Experiences (Winter Speaker Series: Footprints on the Landscape)

March 23 - Law at Lunch: Being an Executor - Legal Rights and Responsibilities

March 24 - Savvy Seniors: The Big Picture

March 29 - Here Be Dragons! Microscopic Monsters from the Crown of the Continent (Winter Speaker Series: Footprints on the Landscape) \*ENCORE PRESENTATION\*

April 6 - Resume Information Session

April 21 - The Path to Wellness: A Personal Story About Finding Yoga and Alternative Healing

April 28 - Guided Meditation: Meditation 101

For further information about these sessions and to register your library, please visit [www.risenetwork.ca](http://www.risenetwork.ca)





## Milk River Municipal Library

Milk River Library celebrated World Literacy Day by hosting 50 children from kindergarten to Grade 2. To add to the festivities, participants were asked to wear their PJs. There were lots of giggles and smiles from everyone as they rotated around to three stations. At each station, a volunteer read a book to them, then a craft related to the book was made and sometimes a second book was read if time permitted. Each child was given a bag of goodies to take home, including a brand new children's book to keep, crafts to complete at home, and more.

During Reading Week in February, the library held a pirate-themed program for kids aged 5-9. It was swashbuckling fun; an hour and a half of non-stop pirate adventures! No swabbing the deck, but reading, crafts, games, and snacks fit for a pirate.

Upcoming programs at the library will include an Easter Egg Hunt for kindergarten kids, and Beginner Family History classes for youth.



## Lethbridge Public Library



*"One of the ways that the Library has tried to learn from the community is through a series of Community Conversations where we asked groups of community residents and workers, "What are your aspirations for Lethbridge? What type of community do you want to live in?" One of the things we heard repeatedly was that people want to live in an engaged community. They want everyone who lives here to contribute and care and be part of building a great community to live, work and play. The Library has answered this call by partnering with the City to bring our version of 3 Things to Lethbridge... Cheers 4 Lethbridge! The Library is the ideal organization to partner with the City on this initiative as we are a neutral and accessible community space, ensuring that the initiative is not driven by political interests, and is truly a grassroots movement. The Library is also a connector. We can connect people to resources and ideas, and are proud to work with Volunteer Lethbridge as a key partner in the campaign."*

- Terra Plato, LPL CEO

The Cheers 4 Lethbridge Steering Committee, Lethbridge Public Library, and the City of Lethbridge launched Cheers 4 Lethbridge in February.

Cheers 4 Lethbridge is a new initiative designed to encourage everyone to work together to make Lethbridge an amazing city for all of us to enjoy.

"We're asking everyone to do 4 things that will make a positive difference, big or small, and then spread the word about the great things they have done," says Terra Plato, CEO of the Lethbridge Public Library. "Volunteer, pick up litter or participate in a project, there are so many simple ways that people can make a positive difference in their community."

"We would like to build on Lethbridge's strengths and use a simple and fun platform to get people who are already engaged in the community to participate even more," says Kathy Hopkins, Chairperson of the Cheers 4 Lethbridge Steering Committee. "We'd also like to encourage people who are not yet engaged in community building to get involved for the first time."

People can get involved in the campaign online at [www.cheers4lethbridge.ca](http://www.cheers4lethbridge.ca), tweeting at #cheers4Lethbridge, or by visiting the Main Branch of the Lethbridge Public Library or City Hall to post their actions in-person on one of the Cheers 4 Lethbridge press walls.



# Lethbridge Public Library

## Welcome to our new Information Services Librarians!

Jonathan Jarvie will take on the role of Librarian: Online Resources. With numerous years in customer service and management positions, Jonathan joined LPL in January 2015 and has worked in a variety of roles in Customer Service and Information Services. Additionally, Jonathan is enrolled in the University of Alberta's MLIS program.

Laura Hunt will join LPL on March 16 in the Librarian: Resources Specialist term role. She has a MLIS with experience in Ontario libraries, as well as Camrose Public Library and currently at West Vancouver Memorial Library - providing front line customer service, programming, and collections development.



# LIFF2016

IN PARTNERSHIP WITH THE LETHBRIDGE PUBLIC LIBRARY

## The Lethbridge International Film Festival

For the 22nd year in a row, the Lethbridge Public Library and the Lethbridge International Film Society will present The Lethbridge International Film Festival at the Main Branch on March 18, 21, 22, 23, evenings at 7:00 p.m. and on March 19, 20 as afternoon matinees at 2 p.m. The theme of this year's festival is 'Change'. Featured films include: This Changes Everything; Grazers: A Cooperative Story, Haida Gwaii: On the Edge of the World; Welcome to Leith; Coming Home and Rose Water. Details of the films are available in the Happening magazine online at [www.lethlib.ca](http://www.lethlib.ca)

## Physical Literacy in the Library

PNLA Quarterly, the official journal of the Pacific Northwest Library Association, recently featured an article, "Physical Literacy in the Library or, how we ended up loaning out rubber chickens" by Jenny Cofell, Barbara Longair and Lisa Weekes - <http://www.pnla.org/assets/Quarterly/pnla2015full.pdf>

Along that line of keeping active, 'Roving Gym', a new program from Children's Services and partners, is just in time for spring fun!



**Sat. March 19<sup>th</sup>**  
10:00 am - 11:00 am  
Lethbridge Public Library Main Branch Theatre Gallery

**Sat. April 16<sup>th</sup>**  
10:00 am - 11:00 am  
Lethbridge Public Library Main Branch Theatre Gallery

Watch for more times and locations for Fall 2016!

### ROVING GYM!

For preschool aged kids with their caregivers.  
Please register at <http://tiny.cc/RovingGym>



Come play and run and have some fun.  
Free, age-appropriate equipment and activities in a welcoming, indoor space.



**FOR MORE INFO**  
[programs@lethbridgesportcouncil.ca](mailto:programs@lethbridgesportcouncil.ca)  
[www.lethlib.ca](http://www.lethlib.ca)  
403-745-4585  
<https://www.facebook.com/events/485434138325273/>



## Getting to Know ... Cassandra Contreras

Cassandra started her role as the Library Manager of Wrentham Public Library in December. Before moving to Southern Alberta, she worked in Customer Service, Human Resources, Visual Presentation, and Marketing and Retail Management. Cassandra's previous library experience was with the High River Public Library, where she worked for five years, both as a library clerk and the Summer Reading Program Co-ordinator. Cassandra credits her love of the library environment to those experiences.

Cassandra believes that libraries are a limitless source of knowledge. Of her role in Wrentham, she says: "Though our little library might not see the volume of reference calls or requests that I am familiar with from a larger library, I still enjoy sharing my love of books with the community, and offering suggestions and encouragement to our patrons." Cassandra loves to read biographies and anything with scientific subject matter, but does not limit herself to specific genres. A title she recommends is *The Mercy of Thin Air* by Ronlyn Domingue.

If you want to know about moving, just ask Cassandra! She says: "My husband and I have owned (and renovated) seven homes in our fifteen years together. We are passionate and excited by rediscovering the energy of a home – from the garden right down to the floors. Our children have kept up with us throughout, but we've finally decided to slow down and settle into our new community. And of course, we're renovating (again)."



### Important Dates

March 18 |  
Spring/Summer  
HOTLIST 2016

March 24 | Winter  
Webinar - Making Ideas  
Happen: Personal  
Productivity Hacks

March 31 | Winter  
Webinar - Library Live  
& On Tour: Connecting  
in Surprising Places

April 28 | Winter  
Webinar - Grow Your  
Sharing: Vegetable  
Gardens @ the Library

## Chinook Arch Regional Library System

### IT Server Maintenance Complete

You may recall the recent announcement regarding potential downtime during server maintenance on February 6. This maintenance period was used to upgrade memory on our virtual server hosts. We found that we were using up more memory than we ever anticipated when we embarked upon using virtual servers back in 2012. So what does the upgraded memory mean? Better performance for each of our physical servers (the hosts) as well as each virtual server. We also have the capability to host more virtual servers, but the big part of the upgrade is in case of a host failure. If a host were to fail all of the virtual servers would automatically transfer to one or more of the remaining hosts (we have four hosts total), before the upgrade a failed host would put a strain on the remaining hosts. After the memory upgrade we can theoretically have three hosts fail and the last remaining host will be able to support all the virtual servers. We hope it never comes to that!



# Chinook Arch Regional Library System

## Spotlight on Mango Languages

From March 3 – 24 the spotlight is on Mango Languages! As part of our 2015-2016 promotional plan to more effectively market our services and resources we devote three week periods to specific resources. For Mango, we will highlighting the availability of clear language lessons written by native-speaking teachers available at your fingertips with your library card. Mango Language courses including common conversation skills, vocabulary, pronunciation, grammar, and culture. Courses are completed at your own speed with over 70 languages to choose from!



## Digital Resources Training for You & Your Staff

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

Topics can include:

- Hoopla
- Zinio
- OverDrive
- Mango
- GALE Courses
- & more!

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

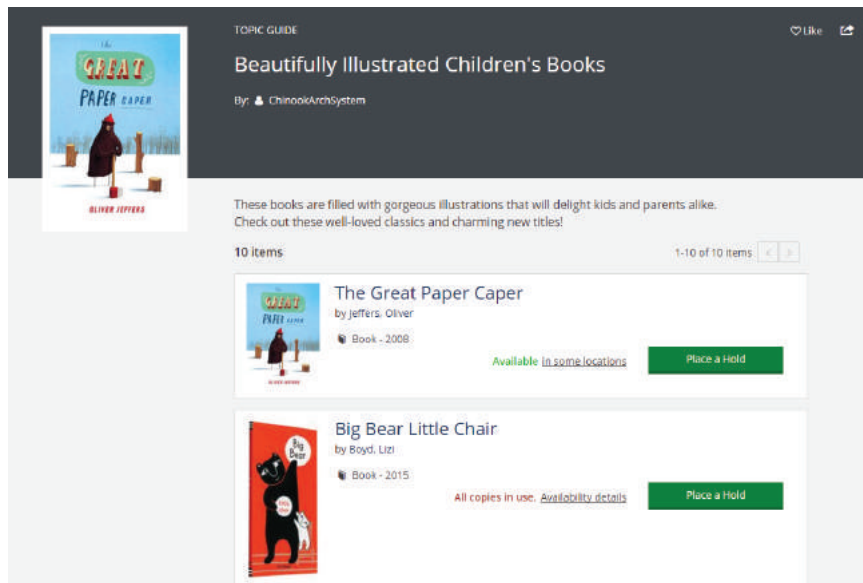
To book a session simply contact:

Megan Clark – [mclark@chinookarch.ca](mailto:mclark@chinookarch.ca) or  
Jody Mendenhall – [jmendenhall@chinookarch.ca](mailto:jmendenhall@chinookarch.ca)

## Lists in BiblioCommons

We've been busy keeping BiblioCommons stocked with fresh reader's advisory lists. Approximately 3 new lists are created each month to promote the collection and aid you in providing top notch reader's advisory.

If there is a topic you would like to see a list on - get in touch! Let your library consultant know and we will get to work crafting it for you.



## March 2016 FutureScapes E-Bulletin



### The Chinook Entrepreneur Challenge

The 12<sup>th</sup> annual Chinook Entrepreneur Challenge (CEC) is well underway in 2016 with entrepreneurs from across southern Alberta registered to participate in the contest.

What is the Chinook Entrepreneur Challenge? It is a regional contest designed to give existing and aspiring entrepreneurs the opportunity to explore a business idea and develop it into a solid, practical business plan. This year's contest launched in January, but there is still time to get involved.

The CEC will give you the opportunity to:

- engage in on-line small business training;
- develop useful business skills;
- network with business coaches, and
- receive valuable feedback from business professionals.

All business plans are evaluated by a team of business analysts for originality, design, content, detail in the plan, and potential for success. Over \$60,000 in cash and in kind prizes, including two grand prizes of \$10,000 each and runner-up prizes of \$2,500 will be awarded.

The competition, sponsored by Community Futures Lethbridge, and supported by five additional CF offices in southern Alberta, including Community Futures Alberta Southwest, is open to all participants.

To register or for further detail visit [www.chinookchallenge.com](http://www.chinookchallenge.com) or phone (403) 320-6044.

### Alberta Youth Entrepreneurship Camp – 2016

Every year there are sixty 13 to 15 year olds in Southern Alberta that will tell you about the business they built.

Ask them how and you will hear about idea generation meetings and business plans and borrowing from regional banks to purchase supplies and building products to sell which leads to distribution of profits among the team partners. The teams compete against each other in simulations to help the business concepts take hold.

Of course, it is not all business. Campers take part in activities designed to encourage youth to explore and overcome challenges in a safe and educational environment. There is swimming, and archery, paintball and wall climbing, Burma Bridge and zip-line. There are game nights and movie nights, camp fire and dance nights – All in a one week camp. You can make friendships that last a lifetime.

For those campers in need of transportation to AYECC, a chartered bus is rented to pick up and transport the youth directly to Eagles Nest Ranch, in the Cypress Hills. All campers are responsible for their own transportation home on the last day of camp.

So, does that sound good to you?! Mom? Dad? All of you 13 to 15 year-olds that like to think about what your world would be like if you were your own boss?

Community Futures Alberta Southwest sponsors two of these campers each year.

The 2016 camp runs from **August 14<sup>th</sup> to 17<sup>th</sup>**. To register visit [www.ayec.ca](http://www.ayec.ca), or contact Community Futures Alberta Southwest at **1-800-565-4418**

## Two Websites You Must Check Out!

[www.InvestAlbertaSouthwest.com](http://www.InvestAlbertaSouthwest.com) – The go-to business investment attraction portal for southwest Alberta.

[www.connectica.ca](http://www.connectica.ca) – Alberta's web portal connecting innovators to funding, programs, services and more.

## FUNDING PROGRAMS

### The Western Innovation Initiative (WINN) Intake 3

WINN is a program which offers repayable contributions to SMEs proposing to commercialize a new technology, product, process or service in Western Canada. Its objectives also include stimulating greater private sector investments, increasing the numbers of highly qualified personal, and enabling company growth.

Investments in WINN projects must result in commercialization and are repayable. WINN funding covers up to 50% of eligible project costs to a maximum, \$3.5 million a project with a maximum \$7.5million to any one organization. The loan is repayable over a six-year period and is interest free. Also, no security or collateral is taken.

The intake period for funding applications runs from March 15 to April 13, 2016

For more information on eligibility requirements or to submit an application visit:

<http://www.wd-deo.gc.ca/eng/14857.asp> or phone **1-888-338-WEST (9378)**

### Industrial Research Assistance Program (IRAP)

The Industrial Research Assistance Program (IRAP) provides financial support to qualified small and medium-sized enterprises in Canada to help them undertake technology innovation. IRAP is a continual intake program

To be considered for IRAP assistance the organization must:

- be a small and medium-sized enterprise in Canada, incorporated and profit-oriented;
- have 500 or fewer full-time equivalent employees; and
- have the objective to grow and generate profits through development and commercialization of innovative, technology-driven new or improved products, services, or processes in Canada.

Before entering into a financial commitment with a client, both the firm and the project are evaluated on an individual basis during a consultation with an Industrial Technology Advisor (ITA) located in Calgary or Lethbridge.

For further information visit <http://www.nrc-cnrc.gc.ca/eng/irap/index.html>, call Bill Halley at Alberta Innovates, (403) 715 0466, or the National Research Council at 1-877-994-4727.

### Alberta Innovate's Micro Vouchers, Vouchers & Product Demonstrations

Alberta Innovates - Technology Futures Voucher Program supports early to late stage technology and knowledge-driven companies, operating in Alberta, in advancing technology innovation in growing markets including environmental technology.

The Micro-Voucher Program, Voucher Program and Product Demonstration Program have been designed to support innovation and creative problem solving in Alberta small and medium enterprises.

The purpose of the programs is to stimulate the development and commercialization of novel technological and/or business solutions, while generating material risk-weighted returns on investment to the Province of Alberta based on economic, social and/or environmental metrics. Depending on their needs, eligible companies can apply for funding up to \$300,000 to help cover the costs for the purpose of business and technology development.

For more information visit:

<http://www.albertatechfutures.ca/BusinessServicesandIndustryFunding/MicroVouchersVouchersandProductDemonstration.aspx>

Or call Bill Halley at Alberta Innovates, (403) 715 0466.

### Scientific Research & Experimental Development (SR&ED) Tax Incentive:

The SR&ED Program is a federal tax incentive program, allowing companies to deduct SR&ED expenditures from their income and provides an investment tax credit (ITC) to encourage Canadian businesses of all sizes to conduct research and development (R&D) in Canada.

For information about the Scientific Research and Experimental Development (SR&ED) Program, including what you need to know to claim SR&ED tax incentives visit <http://www.cra-arc.gc.ca/txcrdt/sred-rsde/menu-eng.html> .



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES – 3 (2015)

**ANNUAL ORGANIZATIONAL BOARD OF DIRECTORS’ MEETING**

**Thursday, December 3, 2015 – 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 (absent) .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra .....	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	Henry de Kok .....	Town of Picture Butte
Jamie Smith (absent) .....	Village of Champion	Fred Schoening .....	M.D. of Pincher Creek
Betty Fieguth (absent) .....	Town of Claresholm	Don Anderberg .....	Town Pincher Creek
Bill Chapman (absent) .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Sheldon Watson .....	Town of Coalhurst	Clark Holt - alternate .....	Town of Raymond
Ken Galts .....	Village of Coutts	Barry Johnson .....	Town of Stavely
Garry Hackler (absent) .....	Village of Cowley	Ben Nilsson .....	Village of Stirling
Bill Kovach .....	Mun. of Crowsnest Pass	Ben Elfring .....	M.D. of Taber
Dave Filipuzzi .....	Mun. of Crowsnest Pass	Margaret Plumtree (absent) .....	Town of Vauxhall
Gordon Wolstenholme .....	Town of Fort Macleod	Rod Ruark (absent) .....	Vulcan County
Darrell Edwards (absent) .....	Village of Glenwood	Rick Howard .....	Town of Vulcan
John Connor .....	Town of Granum	David Cody .....	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	Cam Klassen .....	Assistant Planner
Mike Burla .....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Steve Harty .....	Senior Planner	Kaylee Kinniburgh .....	CAD/GIS Technologist
Diane Horvath .....	Planner	Barb Johnson .....	Executive Secretary
Gavin Scott .....	Planner		

**AGENDA:**

1. **Approval of Agenda** – December 3, 2015 .....
2. **Approval of Minutes** – June 4, 2015..... (attachment)



3. **Business Arising from the Minutes** .....
4. **Recognition of Members and Alternate Members for 2015/2016** ..... (attachment)
5. **Appointment of Officers and Executive Committee for 2015/2016** ..... (attachment)
  - (a) Election of Chair .....
  - (b) Election of Vice-Chair .....
  - (c) Election of Executive Committee.....
  - (d) Destruction of Ballots.....
6. **Staff Presentation – 2015 Success Stories**
7. **Reports**
  - (a) Executive Committee Report..... (attachment)
  - (b) GIS Report and Newsletter ..... (attachment)
8. **Business**
  - (a) Proposed 2016 Budget..... (attachment)
  - (b) South Saskatchewan Regional Plan Update ..... (attachment)
  - (c) Proposed Subdivision Fee Increase.....
  - (d) 2016 Assessment Review Board Training Courses..... (attachment)
  - (e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous .....
9. **Accounts**
  - (a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2015..... (attachment)
10. **Adjournment – March 3, 2016**.....

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

**1. APPROVAL OF AGENDA**

**Moved by: David Hawco**

THAT the Board of Directors approve the agenda of December 3, 2015, as amended:

ADD: 8(e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Fred Rattai**

THAT the Board of Directors approves the minutes of June 4, 2015, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

None.

#### 4. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2015/2016

Municipality	Member (*4 new)	Alternate Member (*6 new)
Arrowwood – Village	Bill Graff	—
Barnwell – Village	Jane Jensen	* Darrell Turner
Barons – Village	Ed Weistra	Ron Gorzitza
Bassano – Town	Tom Rose	—
Brooks – City	Fred Rattai	—
Cardston – County	Jim Bester	Roger Houghton
Cardston – Town	* <b>Dennis Barnes</b>	Bill Peavoy
Carmangay – Village	Cecil Sabourin	—
Champion – Village	Jamie Smith	Trevor Wagenvoort
Claresholm – Town	Betty Fieguth	—
Coaldale – Town	Bill Chapman	—
Coalhurst – Town	Sheldon Watson	—
Coutts – Village	Ken Galts	Tom Butler
Cowley - Village	Garry Hackler	Warren Mickels
Crowsnest Pass – Municipality	Bill Kovach Dave Filipuzzi	—
Fort Macleod – Town	Gordon Wolstenholme	Trish Hoskin
Glenwood – Village	Darrell Edwards	* Benjamin Goetz
Granum – Town	John Connor	* Barin Beresford
Hill Spring – Village	Monte Christensen	—
Lethbridge – County	Henry Doeve	—
Lomond – Village	Brad Koch	—
Magrath – Town	Richard Van Ee	Brian Oliver
Milk River – Town	David Hawco	—
Milo – Village	Refeal Zea	Scott Schroeder
Nanton – Town	Christophe Labrune	Rick Everett
Newell – County	* <b>Clarence Amulung</b>	* Gordon Simpson
Nobleford – Village	Pete Pelley	Don Vincent
Picture Butte – Town	* <b>Henry de Kok</b>	* Teresa Feist
Pincher Creek – M.D. No. 9	* <b>Fred Schoening</b>	* Quentin Stevick
Pincher Creek – Town	Don Anderberg	Lorne Jackson
Ranchland – M.D. No. 66	Ronald Davis	Harry Streeter
Raymond – Town	Greg Robinson	Clark Holt
Stavelly – Town	Barry Johnson	Janice Binmore
Stirling – Village	Ben Nilsson	Michael Maynes
Taber – Municipal District	Ben Elfring	—
Vauxhall – Town	Margaret Plumtree	Marilyn Forchuk
Vulcan – County	Rod Ruark	—
Vulcan – Town	Rick Howard	Paul Taylor

Warner – County No. 5	David Cody	Don Heggie
Warner – Village	Ian Glendinning	Colette Glynn
Willow Creek – M.D. No. 26	Henry Van Hierden	* Maryanne Sandberg

## 5. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2015/2016

- Director Lenze Kuiper briefly reviewed the ORRSC Mission Statement, election procedure and Executive Committee duties. A list of members who wished to let their names stand for election for the positions of Chair, Vice-Chair and Executive Committee was included in the agenda package.

### (a) Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the floor: None

**Moved by: Don Anderberg**

THAT nominations cease.

**CARRIED**

**Gordon Wolstenholme** was elected Chair by acclamation.

### (b) Election of Vice-Chair

Advance Nominations: Henry Van Hierden (M.D. of Willow Creek)

Nominations from the floor: None

**Moved by: Tom Rose**

THAT nominations cease.

**CARRIED**

**Henry Van Hierden** was elected Vice-Chair by acclamation.

### (c) Election of Executive Committee

Advance Nominations: Don Anderberg (Town of Pincher Creek)  
Jim Bester (Cardston County)  
Bill Chapman (Town of Coaldale)  
Tom Rose (Town of Bassano)

Nominations from the floor: Barry Johnson (Town of Stavely)  
– nominated by Henry Van Hierden

**Moved by: Henry Van Hierden**

THAT nominations cease.

**CARRIED**

**Don Anderberg, Jim Bester, Bill Chapman, Tom Rose and Barry Johnson** were elected to the Executive Committee by acclamation.

Therefore, the following members will serve as the Executive Committee from December 3, 2015 to December 1, 2016:

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

(d) **Destruction of Ballots** – None (all elected by acclamation)

## 6. STAFF PRESENTATION – 2015 SUCCESS STORIES

*Senior Planner Steve Harty, Planner Gavin Scott, and Assistant Planner Cam Klassen outlined some of the work initiatives and projects undertaken by ORRSC on behalf of member municipalities in 2015:*

### **NEW LAND USE BYLAWS**

#### **ADOPTED:**

- *Town of Fort Macleod*
- *Town of Picture Butte*
- *Town of Vulcan*
- *Village of Arrowwood*

#### **DRAFTS COMPLETED:**

- *Town of Cardston*
- *Village of Champion*

### **STATUTORY PLANS**

- *Town of Bassano & County of Newell Intermunicipal Development Plan*
- *Town of Cardston Municipal Development Plan*
- *Town of Fort Macleod Municipal Development Plan*

### **RESEARCH & POLICY DEVELOPMENT**

- *Wetlands and riparian areas*
- *Secondary suites / Safety Code conformity*
- *Storm water management/drainage*
- *Medical marihuana facilities*
- *Special Events Bylaws and land use*
- *AER process – regulating well setbacks for subdivision and development*
- *Agricultural reservoirs*
- *Resource extraction / Gravel pit operations*
- *Composting / Organic material facilities*

### **DAY-TO-DAY SERVICE / PLANNING**

- *Subdivision and Development Appeal Board Hearings – secretarial/board assistance service (assisted with 44 appeal board hearings – a yearly record for ORRSC)*
- *Representation/presentation at Municipal Government Board (MGB) hearings*
- *Representation/presentation at NRCB hearings (for confined feeding operations)*
- *Assessment Review Board hearings (14 complaints)*
- *Approximately 198 subdivision applications processed to date*
- *Development Officer assistance*

### **SPECIAL PLANNING STUDIES/PROJECTS**

- *Municipal District of Taber – Municipal Airport Plan*
- *Town of Picture Butte – CPR Railway Lands Concept Plan*
- *Municipal District of Pincher Creek – Hamlet of Beaver Mines Trail Study*
- *Rural Multi-Jurisdictional Intermunicipal Development Plan Project (8 rural municipalities creating 11 Intermunicipal Development Plans)*

### **WHAT TO LOOK FORWARD TO IN 2016...**

- *SDAB Training Session/Workshop – tentatively planned*
- *Wetland/riparian land seminar – March 3, 2016*
- *AER consultations with ORRSC & municipalities*
- *MGA amendments (review for members) – Spring 2016*
- *MGB Assessment Review Board Training – March, April and May at ORRSC)*
- *...additional municipal planning projects*

## **7. REPORTS**

### **(a) Executive Committee Report**

**Moved by: John Connor**

THAT the Board of Directors receive the Executive Committee Report for the meetings of July 9, September 10, October 8 and November 12, 2015, as information. **CARRIED**

### **(b) GIS Report and Newsletter**

- ORRSC is constantly evolving the GIS to make it more useful in-house for planners as well as participating municipalities. New features/layers added this past year include:
  - Historical Assessment Records
  - Economic Development Site Selector Tool

Development Permit Reports & Tracking will be implemented in 2016.

**Moved by: David Hawco**

THAT the Board of Directors receive the GIS Newsletter, as information. **CARRIED**

## 8. BUSINESS

### (a) Proposed 2016 Budget

- The Proposed 2016 Budget was reviewed with the following highlights:



**2016 Budget Highlights**

- ▶ **Revenue:**
  - ▶ Membership fees Increase overall by 1.69% raising \$900,000
    - ▶ (mill decreased by 2)
    - ▶ (floor & ceiling remain but are adjusted to reflect average increase)
  - ▶ GIS fees Increase by 5%
    - ▶ (\$5.60/capita & \$5.10/capita)
  - ▶ \$50,000 (directly from Membership Fees) allocated evenly between Operating & Capital Reserves
  - ▶ Subdivision revenue expected to remain relatively static.
    - ▶ Increase endorsement fee from \$175-\$200 and second & third extension fees be increased from \$350 to \$25 and \$375 to \$525 respectively.



**2016 Budget Highlights**

- ▶ **Expenses:**
  - ▶ Staff Salaries subject to 2.0% economic adjustment
    - ▶ (corresponding increase to Staff Benefits)
  - ▶ All other expenses held
  - ▶ Planned purchase of a 3<sup>rd</sup> fleet vehicle in January.

Moved by: Fred Rattai

THAT the Board of Directors approve the 2016 Budget as presented, as recommended by the Executive Committee. **CARRIED**

### Request for Annual Funding Support from the Province

- A lobby is currently underway by five Service Agencies/Commissions to obtain funding from the Alberta Community Partnership Program. The Capital Region Board and the Calgary Regional Partnership along with the nine cities receive significant funding each year for planning services.
- The first round of requests were denied because we don't have Regional Growth Management Boards in place. The second round will focus on our regional collaboration efforts and directly involve our membership.

### **(b) South Saskatchewan Regional Plan Update**

- We are currently formulating a strategy to ensure all of our members will be compliant in the allotted timeframe. This will include:
  - a full review of the SSRP,
  - a thorough inventory and review of all your statutory plans and your Land Use Bylaw,
  - a template to compare SSRP policy with Municipal Policy,
  - development of new policy or amendment of current policy to comply with the SSRP.
- Handling reporting requirements and submitting compliance declarations will be the responsibility of each municipality. Because of the substantial work involved, this will be a fee-for-service exercise.

### **(c) Proposed Subdivision Fee Increase**

- Following a review of the current subdivision fees, the Executive Committee recommended a small increase to the per lot endorsement fee as well as the second and third extension fees, effective January 1, 2016.

**Moved by: Ed Weistra**

THAT the Board of Directors approve the following Subdivision Fee increases effective January 1, 2016, as recommended by the Executive Committee:

Endorsement Fee	– from \$175 to \$200 per lot
Second Extension Fee	– from \$350 to \$425
Third Extension Fee	– from \$375 to \$525

**CARRIED**

### **(d) 2016 Assessment Review Board Training Courses**

- Assessment Appeal Board certification will be held in the ORRSC Conference Room on the following dates. There is no cost to register and the courses will run from 8:30 am - 4:00 pm for all dates listed:
  - New Board Member – March 7-10, 2016
  - Member Refresher – April 11-12, 2016

### **(e) Motion to Approve Provision of GIS Services to Ghost Lake and Waiparous**

- A letter was sent to the Minister of Municipal Affairs seeking approval to provide GIS services outside ORRSC boundaries under the provisions of the Municipal Government Act, section 602.11(b). His office requires a Board resolution authorizing ORRSC to provide GIS services to the Summer Villages of Ghost Lake and Waiparous before they will consider this request. Therefore the following resolution was passed:

**Moved by: Tom Rose**

THAT the Board of Directors authorize the Oldman River Regional Services Commission to provide GIS services to the Summer Villages of Ghost Lake and Waiparous, subject to Ministerial approval. **CARRIED**

**9. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 10-month period:  
January 1 - October 31, 2015**

**Moved by: Ed Weistra**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 10-month period: January 1 - October 31, 2015, as information. **CARRIED**

**10. ADJOURNMENT**

**Moved by: David Hawco**

THAT we adjourn the Annual Organizational Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, March 3, 2016 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 





© Mar 14, 2016

## Government seeks input on municipal infrastructure support

The Alberta government is engaging with municipalities and other stakeholders about how to most effectively restore funding to the Strategic Transportation Infrastructure Program (STIP).

“Restoring funding to STIP will help municipalities build the transportation infrastructure they need to encourage economic growth and support their communities. We want to get it right. That’s why we’re committed to engaging with our key stakeholders and determining how they can best use this program to benefit all regions of the province.”

- *Brian Mason, Minister of Transportation*

“As AAMDC members manage the majority of Alberta’s roads and bridges, a strong partnership between the Government of Alberta and rural municipalities is essential to building a strong rural transportation network. The AAMDC appreciates the Government of Alberta’s willingness to collaborate with rural municipalities to design a program that best meets their needs.”

- *Al Kemmere, President of Alberta Association of Municipal Districts and Counties*

“Investment in transportation infrastructure is essential to urban municipalities across the province. In particular, community airports, bridges and roads are important transportation links that have been under-resourced and are in need of capital improvements. We are pleased that Alberta Transportation is restoring funding to STIP, and AUMA members

look forward to providing input on how to best use STIP funding to benefit our communities.”

- *Lisa Holmes, President of Alberta Urban Municipalities Association*

In November 2015, government announced it was restoring funding to the Strategic Transportation Infrastructure Program – beginning in April 2017 – to municipalities and other eligible stakeholders. The program has been unfunded for new projects since 2012-2013.

The STIP provides financial assistance to smaller and rural municipalities for developing and maintaining key transportation infrastructure to promote economic growth and improve mobility, through strategic, project-specific investment in capital construction and rehabilitation of important local transportation infrastructure such as local bridges, community airports, and resource roads.

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## Related information

Strategic Transportation Infrastructure Program (STIP)

## Media inquiries

✉ **Aileen Machell**

☎ 780-292-0154

Press Secretary, Alberta Transportation

# Strategic Transportation Infrastructure Program (STIP)

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## Overview

The Strategic Transportation Infrastructure Program (STIP) provides financial assistance to municipalities for developing and maintaining key transportation infrastructure to promote economic growth and improve mobility, through strategic, project-specific investment in capital construction and rehabilitation of important local transportation infrastructure. Budget 2015 restores funding to this critical program for smaller communities across Alberta. STIP has been unfunded for new projects for three years. A total of **\$100 million** in new funding for STIP will be available in 2017-18 and 2018-19, giving municipalities time to plan for the projects they want in their communities. The government will consult with municipalities and key stakeholders to ensure the criteria and application process achieve the most efficient and cost-effective results possible.

## Program Benefits

The STIP grant provides cost-shared funding for eligible projects including the development and construction of key local and regional roads, local road bridges, and rehabilitation and pavement overlays of the primary runway, main taxiway, and apron at community airports. Key outcomes for the program include improved accessibility and movement of goods and people, increased capacity of municipal transportation infrastructure to support economic growth and meet the public's travel demand, and improve safety and efficiency and extend the service life of key transportation infrastructure.

Criteria and specific details will be posted on this website following consultations with municipalities.

## Funding Policy

The basis for funding is cost-shared grants for approved projects. The maximum funding for selected projects may be limited to specified limits

within the funding envelopes for each component.

In order to receive funds, municipalities must apply to the department for specific projects that are aligned with the program guidelines. The applications are reviewed on a competitive basis province-wide, and upon review appropriate projects are recommended for Ministerial approval.

**No applications are currently being solicited/accepted.**

## Program Consolidation

Effective April 1, 2011 this grant program replaces all of the following:

- [Community Airport Program](#)
- [Local Road Bridge](#)
- [Resource Road Program](#)
- Local Municipal Initiatives



*Working with Albertans to preserve and interpret our heritage*

March 15, 2016

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S  
HERITAGE AWARDS 2016**

The Alberta Historical Resources Foundation is the Government of Alberta's primary window for heritage preservation funding. As part of its ongoing efforts to encourage heritage initiatives, the Foundation presents Heritage Awards to individuals, organizations and municipalities to recognize significant contributions to the protection, preservation and promotion of Alberta's heritage. The Foundation is now accepting nominations until July 15, 2016.

Awards are presented to projects in the *Heritage Conservation* and *Heritage Awareness* categories; to municipalities in the *Municipal Heritage Preservation* category; and to individuals in the *Outstanding Achievement* category. Awards will be presented in October.

Submitting a nomination to the Heritage Awards is your opportunity to honor Albertans who have demonstrated their commitment in preserving our province's heritage.

Enclosed is a copy of the guidelines and nomination form (also available on our website at [www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf)). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).

Thank you.

Sincerely,

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

Laurel Halladay  
Chair  
Alberta Historical Resources Foundation



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Edmonton-Riverview*

AR40433

March 7, 2016

Federal, Provincial and Territorial Ministers Responsible for Seniors  
*Planning to Age in Place*

I am pleased to share a series of resources that have been developed by the Federal, Provincial and Territorial Ministers Responsible for Seniors Forum to encourage and support people to make plans for aging in place in their home or community.

A four-part *Planning to Age in Place* video series explores what it means to age in place and the value of planning for older age. Topics include: What is Aging in Place? My Home and Neighbourhood, My Social Connections, and My Supports and Services. A factsheet entitled *Plan your future today – Live the life you want tomorrow*, and a *Thinking about your future? Plan now to Age in Place* checklist are provided to assist individuals in assessing how prepared they are for a healthy and enjoyable old age.

These resources are available electronically by going to "Planning for Aging in Place" at [www.seniors.alberta.ca](http://www.seniors.alberta.ca). A limited number of print copies are available. To request copies of these resources, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

The Federal, Provincial and Territorial Ministers Responsible for Seniors Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and collaborate on key projects.

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

Enclosures:

- a) The Factsheet: *Plan your future today – Live the life you want tomorrow*
- b) The Checklist: *Thinking about your future? Plan now to Age in Place*

# Plan your future today

LIVE THE LIFE YOU WANT TOMORROW

## What is “Aging in Place”?

Aging in Place means having the health and social supports and services you need to live safely and independently in your home or your community for as long as you wish and are able.

Most older adults want to age in place in their own home and their own community.

## Why is having a plan important?

Making a plan will give you a better chance to have a satisfying and positive experience as you age, and will help you to age in place.

Planning for Aging in Place could help you improve your future and the future of your loved ones.

## When should I start planning?

The earlier you start planning for Aging in Place, the more prepared you will be to respond to changes that may occur as you age such as changes in your health, finances, mobility or social connections. Being prepared for the future could help you make the most of your later years.

Making choices now could give you greater control over your independence, quality of life and dignity.

For more information on seniors-related topics or to access other tools or videos that can help you Plan for Aging in Place, visit [Canada.ca/Seniors](http://Canada.ca/Seniors) or contact your provincial or territorial government. You may also contact 1 800 O-Canada (1-800-622-6232). TTY users can call 1-800-926-9105.

## FEDERAL/PROVINCIAL/TERRITORIAL MINISTERS RESPONSIBLE FOR SENIORS



This document has been jointly prepared by the Forum of Federal, Provincial and Territorial Ministers Responsible for Seniors. The Forum is an intergovernmental body established to share information, discuss new and emerging issues related to seniors, and work collaboratively on key projects.

Québec contributes to the F/P/T Seniors Forum by sharing expertise, information and best practices. However, it does not subscribe to, or take part in, integrated federal, provincial, and territorial approaches to seniors. The Government of Québec intends to fully assume its responsibilities for seniors in Québec.



March 22, 2016

**Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers**

**Re: National Public Works Week, May 15-21, 2016 – "Public Works – Always There"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2016 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 56th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

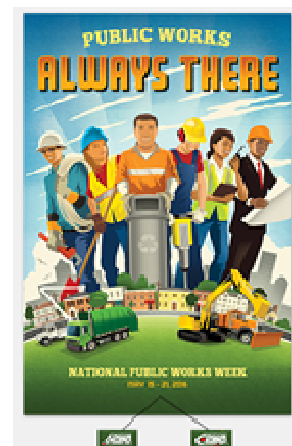
For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Peter McDowell'.

Peter McDowell, APWA President





**PROCLAMATION**  
"Community Begins Here"  
**PUBLIC WORKS WEEK**  
MAY 15-21, 2016

**WHEREAS:** *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

**WHEREAS:** *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

**WHEREAS:** *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

**WHEREAS:** *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

**WHEREAS:** *Public Works Week also recognizes the contributions of public works professionals.*

**NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 15-21, 2016, as Public Works Week in Enter your municipality.**

Dated this day of \_\_\_\_\_, 2016.

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**(Enter Mayor's Name), Mayor**

## Federal Budget 2016: The AAMDC Perspective

Federal Finance Minister Bill Morneau introduced the [2016 federal budget](#) in Ottawa on March 22, 2016. The budget in brief is available by [clicking here](#).

From the AAMDC perspective, several aspects of the budget are noteworthy:

- Budget 2016 introduces a long range plan to invest \$120 billion in infrastructure over ten years. This investment will take place in two phases:
  - Phase 1 will provide immediate funding over the next two years to assist provinces and municipalities modernize and rehabilitate public transit, water and wastewater systems, provide affordable housing, and protect existing infrastructure from the impacts of climate change.
  - Phase 2 is longer-term in nature and will target funding to meet broader goals such a cleaner and more globally-positioned economy and a more inclusive society.
- Phase 1 of the ten year plan will include \$11.9 billion in funding broken into the following broad categories:
  - \$3.4 billion over three years to upgrade public transit systems
  - \$5 billion over five years to invest in water, wastewater, and green infrastructure
  - \$3.4 billion over five years for social infrastructure such as affordable housing, early learning and child care, cultural and recreational infrastructure, and community health care facilities on reserves.
- At this point, the details of how this funding will be allocated are not available, but it is expected that much of the funding will flow through provincial and territorial governments and some portion will be shared with municipalities.
- Budget 2016 will continue to make available approximately \$3 billion to municipalities through the federal Gas Tax Fund.
- The federal government will work with provincial, territorial, and municipal governments to accelerate spending on the \$9 billion already allocated to provinces and territories under the New Building Canada Fund's Provincial and Territorial Infrastructure Component (Alberta's share of this funding is \$942 million).
- The AAMDC is pleased by the federal government's investment in improving rural access to the digital economy through broadband. The 2016 budget proposes to invest up to \$500 million over five years, starting in 2016-17, for a new program to enhance broadband access in rural and remote communities. The details of this program are expected to be announced in the coming months.
- The federal government has prioritized investments in cultural and recreational infrastructure through \$168 million in funding over two years to the Canada Cultural Spaces Fund, which provides support to provinces, municipalities, and other bodies for the renovation and construction of arts and heritage facilities. Budget 2016 also provides \$150 million to Regional Development Agencies for cost-shared funding with municipalities and nonprofit entities to improve existing community infrastructure.
- Budget 2016 will provide a \$50 million capacity-building fund to assist municipalities in developing asset management planning. This funding will be delivered through the Federation of Canadian Municipalities. The

details on how this funding will be allocated are not yet available.


- Budget 2016 includes a new Clean Water and Wastewater Fund for provinces, territories, and municipalities, which will provide \$2 billion over five years, beginning in 2016-17, for immediate improvements to water distribution and treatment infrastructure. This fund will be cost-shared 50/50 between the federal government and the project proponent.
- Budget 2016 will provide \$40 million over five years to integrate climate change resilience into federal building codes for residential, institutional, commercial and industrial facilities. These revised codes are expected to be complete by 2020.
- Budget 2016 will provide \$143 million over three years to sustain existing rail safety measures and support new activities to strengthen oversight and enforcement of the rail industry, particularly in relation to the transportation of dangerous goods. New measures will include: increased inspection capacity and training, enhanced systems for registering and mapping dangerous goods moved by rail, increased federal contributions to local investments in safer railway crossings, and additional support for local first responders to be better equipped to respond to rail accidents.

The AAMDC will monitor progress on the above initiatives, and inform members when application or allocation details become available. For the FCM's analysis of Budget 2016, [click here](#).

Enquiries may be directed to:

Wyatt Skovron Policy Analyst 780.955.4096	Kim Heyman Director, Advocacy & Communications 780.955.4079
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#### Attachments:

File	Description
 03 23 16 Federal Budget 2016 The AAMDC Perspective.pdf	