



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
NOVEMBER 28, 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 NOVEMBER 14, 2016

ACTION ITEMS:

1. BYLAW #1622 – Land Use Bylaw Amendment
RE: 1st Reading
2. DELEGATION RESPONSE: AXIA – Jason O'Connor
RE: Fibre Optic Internet
3. CORRES: Western Economic Diversification Canada
RE: Canada 150 Community Infrastructure Program
4. CORRES: Shaw Communications Inc.
RE: Fast & Affordable Internet
5. CORRES: AltaLink
RE: AltaLink's 911L Salvage
6. CORRES: Ogilvie LLP
RE: ALARIE Asset Distribution
7. CORRES: AUMA
RE: Municipal Government Act Amendments
8. REQUEST FOR DECISION: Community Futures Business Improvement Loans – Memorandum of Understanding
9. REQUEST FOR DECISION: Fire Chief Appointment
10. REQUEST FOR DECISION: Medical First Response from the Emergency Services Committee
11. REQUEST FOR DECISION: Representative to Chinook Arch Regional Library System Board
12. REQUEST FOR DECISION: Claresholm & District Chamber of Commerce Trade Fair 2017
13. FINANCIAL REPORT: Statement of Operations September 2016
14. FINANCIAL REPORT: Statement of Operations October 2016
15. INFORMATION BRIEF: Brownlee LLP Emerging Trends 2017
16. INFORMATION BRIEF: CAO Report
17. INFORMATION BRIEF: Council Resolution Status
18. ADOPTION OF INFORMATION ITEMS
19. IN CAMERA: Personnel; Board Appointment; Contracts

INFORMATION ITEMS:

1. Willow Creek Regional Waste Management Services Commission – September 22, 2016
2. Oldman River Regional Services Commission Executive Committee Meeting Minutes – October 13, 2016
3. Claresholm & District Chamber of Commerce Meeting Minutes – October 19, 2016

ADJOURNMENT



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

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

COUNCIL PRESENT: Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Shelley Ford and Mike McAlonan.

REGRETS: Councillors: Betty Fieguth and Lyal O'Neill.

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, Finance Assistant: Karine Wilhauk, Development Officer: Tara VanDellen.

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 Ford that the Agenda be accepted as presented.

CARRIED

MINUTES:

1. ORGANIZATIONAL MEETING – OCTOBER 24, 2016

Moved by Councillor Cutler that the Organizational Meeting Minutes of October 24, 2016 be accepted as presented.

CARRIED

2. REGULAR MEETING – OCTOBER 24, 2016

Moved by Councillor McAlonan that the Regular Meeting Minutes October 24, 2016 be accepted as presented.

CARRIED

DELEGATION:

1. AXIA – Jason O'Connor
RE: Fibre Optic Internet

Appearing on behalf of Axia was Jason O'Connor to discuss bringing fibre optic internet to Claresholm. They have many communities already signed up and are looking to add more. They are planning to do a blitz in Claresholm on December 1st and 2nd to try to get the 30% of residents needed to express interest so they can continue the process.

2. THE STATION – Danna Ormstrup & Ruth Mueller
RE: Update to Council

Danna Ormstrup and Ruth Mueller appeared before Council to give an update on the Station, which is located downtown within the Claresholm & District FCSS offices. There are many services offered within the space that are greatly needed in our community. Services are being added all the time due to the space being available.

PUBLIC HEARING: BYLAW #1619: Land Use Bylaw Amendment

Mayor Steel declared the hearing open at 7:36 p.m. Discussion was held between members of Council regarding the addition of a discretionary use within the C2 Highway Commercial land district. Mayor Steel made the first, second and third calls for submissions from the public. No submissions either verbal or written were noted. Mayor Steel declared the hearing closed at 7:46 p.m.

ACTION ITEMS:

1. BYLAW #1617 – Fire Protection & Emergency Services Bylaw #1558 Amendment
RE: 2nd & 3rd Readings

Moved by Councillor Ford to give Bylaw #1617, a fire protection & emergency services bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor Cutler to give Bylaw #1617, a fire protection & emergency services bylaw amendment, 3rd & final Reading.

CARRIED

2. BYLAW #1619 – Land Use Bylaw Amendment
RE: 2nd & 3rd Readings

Moved by Councillor McAlonan to give Bylaw #1619, a land use bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor Dixon to give Bylaw #1619, a land use bylaw amendment, 3rd & final Reading.

CARRIED

**3. BYLAW #1620 – Library Bylaw
RE: 2nd & 3rd Readings**

Moved by Councillor Cutler to give Bylaw #1620, a library bylaw amendment, 2nd Reading.

CARRIED

Moved by Councillor McAlonan to give Bylaw #1620, a library bylaw amendment, 3rd & final Reading.

CARRIED

**4. BYLAW #1622 – Land Use Bylaw Amendment
RE: 1st Reading**

Referred to administration to provide other options for the Bylaw amendment.

**5. DELEGATION RESPONSE: Pharmachoice
RE: Downtown Parking Lot**

Councillor McAlonan declared a pecuniary interest and left the meeting at 8:02 p.m.

MOTION #16-116

Moved by Councillor Dixon to add three additional 1 hour parking stalls within the downtown parking lot directly to the north of the existing handicapped and 1 hour parking stalls located at the southeast corner of the lot.

CARRIED

Councillor McAlonan rejoined the meeting at 8:17 p.m.

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

Received for information.

**7. CORRES: Town of Fort Macleod
RE: 35th Annual Santa Claus Parade November 26, 2016**

Received for information.

**8. CORRES: Shaw Communications Inc.
RE: Canada's 150th**

Received for information.

**9. CORRES: AltaLink
RE: AltaLink's 911L Salvage**

Received for information.

**10. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book**

MOTION #16-117

Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$423.81 plus GST for 2017.

CARRIED

**11. CORRES: Claresholm & District FCSS
RE: Invitation to Unstoppable Conversations Sessions**

Received for information.

**12. CORRES: Claresholm Economic Development Committee
RE: Support for Axia**

Received for information.

**13. REQUEST FOR DECISION: Claresholm & District Health Foundation
RE: 10th Annual Gala Sponsorship**

MOTION #16-118

Moved by Councillor Ford to support the Claresholm & District Health Foundation's 10th Annual Gala to be held November 26, 2016 in the amount of \$500.

CARRIED

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

MOTION #16-119

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

CARRIED

- 15. REQUEST FOR DECISION: Fortis Alberta Streetlight LED Conversion**
- MOTION #16-120 Moved by Councillor Cutler to participate in the Streetlight LED conversion offer put forward by FortisAlberta Inc.
- CARRIED**
- 16. REQUEST FOR DECISION: Non-Operating Landfill Monitoring Proposal**
- MOTION #16-121 Moved by Councillor Ford to accept the proposal from TetraTech for further monitoring of the non-operating landfill according to Alberta Environment and Parks recommendation and to have the funding as part of the 2017 budget.
- CARRIED**
- 17. REQUEST FOR DECISION: Regular Council Meeting Date – December 2016**
- Moved by Councillor Dixon to set December 12th as the only regular Council meeting date for December 2016.
- CARRIED**
- 18. INFORMATION BRIEF: Stat Holiday Shift – Aquatic Centre & Sanitation/Recycling**
- Received for information.
- 19. INFORMATION BRIEF: Council Resolution Status**
- Received for information.
- 20. ADOPTION OF INFORMATION ITEMS**
- Moved by Councillor Cutler to adopt the information items as presented.
- CARRIED**
- 21. IN CAMERA: Board Appointment; Contract; Land; Personnel**
- Moved by Councillor McAlonan that the meeting go In Camera at 8:40 p.m.
- CARRIED**
- Moved by Councillor Cutler that this meeting come out of In Camera at 9:24 p.m.
- CARRIED**
- MOTION #16-122 Moved by Councillor Cutler to appoint Doug Priestly to the Subdivision & Development Appeal Board.
- CARRIED**
- MOTION #16-123 Moved by Councillor Cutler to appoint Doug Priestley to the Facility and Infrastructure Planning Committee.
- CARRIED**
- MOTION #16-124 Moved by Councillor Dixon to appoint Jill Flanagan to the Claresholm Housing Authority Board.
- CARRIED**
- ADJOURNMENT:** Moved by Councillor McAlonan that the meeting adjourn at 9:25 p.m.
- CARRIED**

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1622**

A Bylaw of the Town of Claresholm to amend Bylaw #1525 being a bylaw setting out land uses for the Town of Claresholm.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Land Use Bylaw #1525; and

WHEREAS it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

WHEREAS the purpose of the amendment is to expand the allowable uses within the Retail Commercial –C1 district.

NOW THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, Council duly assembled does hereby enact the following:

The Town of Claresholm Land Use Bylaw #1525 shall be amended as follows:

1. Remove Definition:

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

Replace Definition:

Vehicle sales and service means a development within an enclosed building within which vehicles and parts are displayed for sale, and may include a new or used vehicle sales lot, and may also include vehicle repairs except for body work and painting. A vehicle is a device in, on or by which a person or thing may be transported or drawn on a highway.

2. Remove: Auto Sales & Service from listing in C2, I1 & I2 Land Use Districts

Replace: Vehicle Sales & Service.

3. C1 (Retail Commercial) Land Use District:

Discretionary Use

ADD: Vehicle Sales & Service

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

4. Bylaw #1525 is hereby amended.

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

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

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

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: November 28, 2016

Agenda Item: 1

BYLAW No. 1622 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the regularly scheduled Council meeting Nov 14, 2016 Council referred Bylaw No. 1622 to Administration for further investigation regarding options for wording etc. The Development Department and MPC have investigated alternatives and the applicant wishes to proceed for a land use bylaw amendment to add one use to the Town of Claresholm Land Use Bylaw No.1525 C1 (Retail Commercial) land use district; Vehicle Sales & Service. The use would be inserted into the discretionary uses for the (C1) – Retail Commercial land use district. Upon review the applicant deems the land use bylaw amendment appropriate to remove the term & definition “auto sales & service” and replace with a new term & definition for “vehicle sales & service”

According to the Alberta Traffic Safety Act “vehicle” means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid. The use of auto sales & service is currently a permitted use in both the highway commercial and industrial land use districts. At the last Council meeting there was discussion around re-zoning the property highway commercial (C2) instead of allowing the use in the retail commercial (C1) district. Some of the uses within the highway commercial (C2) district may not be suitable for the location or district as a whole; however there are locations within the retail commercial (C1) district that comply with parking regulations and site suitability for vehicle sales & service. The retail commercial district includes more than just the downtown core.

Currently, the Town of Claresholm Land Use Bylaw No.1525 defines Auto Sales & Service as a development within an enclosed building within which motor vehicles and parts are displayed for sale, and may include a new or used automobile sales lot, and may also include auto repairs except for body work and painting. After review of this definition and review of Land Use Bylaws in municipalities of similar size adding a new definition of trailer sales would not be recommended, however removing the auto sales and service definition and replacing with vehicle sales & service would allow for trailers and not just **motor** vehicles.

A temporary use permit cannot be issued for this property for the applicant because temporary use permits must be either a permitted, discretionary, or deemed similar use, in conformance with the applicable Land Use District. Therefore the use must be inserted into the Land Use District prior to consideration of even a temporary use permit.

The applicant, if the amendment is successful, proposes to change the use of the property behind the existing Frontier Western Shop (to be used as trailer sales & service) which has previously been used for storage and warehouse (non-conforming uses). The applicant’s reasons for the amendment are to utilize a vacant building for a business that is logical and complementary to their retail store.

The Municipal Planning Commission reviewed the application and recommended an amendment to the auto sales and service definition to align with the traffic safety act referring to “vehicles”. Therefore the term “auto sales & service” would be amended to read “vehicle sales & service”. There will remain a primary control available to the Municipal Planning Commission if this use is added to the (C1) – Retail Commercial land use district. The use of vehicle sales & service will be inserted into the discretionary use

categories. This will culminate in a circulation process and review by the Municipal Planning Commission prior to any approval for those uses. The definition will change as well as the term "auto sales & service" be replaced in the other land use districts where that term appears. This will ensure the land use bylaw is consistent throughout the land use districts.

As per the Municipal Development Plan adopted September 2010, one goal from Town Council is *to encourage the development of commercial and industrial development within the Claresholm area*. One of the ways to achieve this is to expand the uses within the C1 zoning as development opportunities arise. In addition, one key task and goal listed in the Town of Claresholm Strategic Plan is; *Business attraction and retention*.

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and give notice in accordance with MGA Section 606. The notice of public hearing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, or in which the meeting or hearing is to be held. The notice of public hearing must be advertised at least 5 days before the public hearing occurs with information as to the general purpose of the public hearing, address of where a copy of the bylaw can be inspected, outlining procedure for anyone wishing to petition, date, time and place where the public hearing is to be held.

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1622, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No.1622, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1622

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 696, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 24, 2016

From: AB Canada150 / Canada150 AB (WD/DEO) [<mailto:wd.abcanada150-canada150ab.deo@canada.ca>]

Sent: Thursday, November 24, 2016 10:39 AM

To: Marian Carlson

Subject: Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150



(Le français suit)

Hello Mrs. Carlson,

Re: Repurpose a surplus school in Claresholm for use as municipal offices
Reference Number: C008052

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Canada 150 Community Infrastructure Program. WD received many excellent applications; however, the demand for funding greatly exceeded available funds.

WD has assessed applications based on the program criteria outlined in the application guide. Funds have now been fully allocated and we regret to inform you that we are unable to fund your project.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Western Economic Diversification Canada
Diversification de l'économie de l'Ouest Canada
Government of Canada | Gouvernement du Canada
www.wd-deo.gc.ca

Canada 





October 7th, 2016

VIA E-MAIL rob.steel@townofclaresholm.com

Mayor Rob Steel
Town Hall 221 – 45 Ave. W.
P.O. Box 1000
Claresholm, AB
TOL OTO

Dear Mayor Steel,

As a leading connectivity company, Shaw is currently providing your residents and local businesses with one of the fastest internet services in the Claresholm today, in the form of Shaw WideOpen Internet 150.

Fast and Affordable – Speed's up, Cost's down

In recent years, Shaw has invested over 2 million engineering hours to build a network that includes over 860,000 km of fibre across Canada and the USA. At Shaw, our hybrid fibre optic coaxial network (a faster, higher-capacity alternative to twisted copper wires used by telecom companies), now provides one of the fastest speeds available, giving customers the best network that will enable Internet speeds of 1GB and more.

Today, Shaw WideOpen Internet 150 is available in over 90% of our network footprint, offering customers 150 Mbps download speed. Shaw is presently offering a 24-month package, low rate guaranteed, that includes 1 TB of data with no overage charges, making it easier for everyone to experience high-speed internet, providing the opportunity for your residents to access government e-services, education, and healthcare, among other benefits.

Lately, competitors have been talking a lot about how they will be investing for years to come in "Fibre to the Premise" and "Fibre to the Household." The fact is that today, our main competitor can only reach 20% of its footprint with its highest-speed network, (because it is focused on serving select neighborhoods in big cities first). It will take them another 7 years to duplicate Shaw's current Shaw's WideOpen 150 coverage levels. Moreover, we achieved that 90% highest-speed reach without digging up your streets, cutting through sidewalks and lawns, damaging and disrupting municipal and private property. On the other hand, like you, we hear the stories in the media about the disruption caused by competitors' fibre projects, as they rush to catch up to Shaw.

What does this mean for Claresholm?

The value of connecting has become the value of interacting. Connectivity strengthens the ties that bind us – it allows us to help each other, to experiment, to explore, to contribute and to create. Across 90% of our footprint, in municipalities large and small, Shaw WideOpen 150 already links your residents and businesses, creating opportunities for families and businesses of all sizes to connect to the world and everything in it.

Our relationship with local government is vital. As your community grows, so does our network. We are committed to innovating and investing in our network in order to respond to your demand for better, faster, affordable services. We welcome the opportunity to provide you and your government greater understanding of our network advantage and thank you for your interest in how Shaw is serving our customers in Claresholm.

Best Regards,

A handwritten signature in dark ink, appearing to read 'Brad Shaw', with a stylized, sweeping flourish at the end.

Brad Shaw
Chief Executive Officer
Shaw Communications Inc.

From: Grove, John [<mailto:John.Grove@AltaLink.ca>]
Sent: Thursday, November 24, 2016 10:42 AM
To: 'Larry Spilak'; 'Harry Riva Cambrin'; 'Heather Hemingway'; 'cindy@mdwillowcreek.com'; 'Craig Snodgrass'; 'James Thackray'; External Rob Steel; Marian Carlson; 'administration@fortmacleod.com'
Cc: Janssen, Jack; Toupin, Ed; Feick, Hejdi
Subject: AltaLink's 911L Salvage

Dear Municipal Stakeholder:

Today, as part of my commitment to keep you informed of our projects in your area, I'm pleased to send you the Notice of Approval Letter being mailed to the landowners and stakeholders located near the 911L. AltaLink will not be providing your municipal office with printed versions of this material.

The Project includes:

- The 911L being salvaged parallels the new SFTP line from the Fort Macleod area to just south of Aldersyde and is approximately 116 kilometres long.
- In addition to the 911L salvage, three smaller and short lines (138 kV) will be removed west of Fort Macleod and several circuit breakers will be removed from the Peigan Substation.
- The salvage work will begin in November 2016 and will take approximately two years

More information can be viewed at:

www.altalink.ca/projects/view/217/911-transmission-line-removal

AltaLink is available to answer any questions and can be contacted at:

AltaLink

1-877-267-1453 (toll-free)

E-mail: stakeholderrelations@altalink.ca

Website: www.altalink.ca/regionalprojects

Please call or email me if you have any questions or if you are interested in meeting with AltaLink to discuss this project. My contact information is shown below.

Sincerely,

John Grove

Manager, Municipal and Community Affairs South

P: (403) 387-8273

C: (403) 519-7426

E: john.grove@altalink.ca

AltaLink – a Berkshire Hathaway Energy company

2611 – 3rd Avenue SE

Calgary, Alberta, T2A 7W7

www.altalink.ca

November 22, 2016

911L Transmission Line Removal Notice of project approval

Thank you for your ongoing participation in the 911L Transmission Line Removal. The Alberta Utilities Commission (AUC) approved this project on November 1, 2016.

Next steps

We plan to begin salvaging the line in November 2016 and anticipate it will take approximately two years to complete, including reclamation activities.

Where construction activities are required to take place on private property, we will contact you in advance to discuss the specific dates and times we will require access to your property.

Depending on where you are in relation to the project, you may see or hear:

- noise and construction crews
- crews dismantling and removing structures
- trucks hauling structures from the project site

AUC approval

When the AUC approves a transmission project, it grants AltaLink Permits and Licenses. The Permits and Licenses for this project can be viewed on the AUC website at:

<https://www2.auc.ab.ca/Proceeding22078/SitePages/ViewDispositions.aspx>

To view the above link, you will need to log in to your eFiling account. If you do not have an account, select 'New Account' in the Login box and follow the steps onscreen. Please note any questions or concerns regarding account creation and management should be directed towards the AUC at info@auc.ab.ca.

If you have any issues accessing these Permits and Licences, please contact us at the details below and we will mail copies of the documents to you.

Project background

The 911L transmission line is no longer required due to the construction and energization of the 1037L/1038L transmission lines, which were part of the South Foothills Transmission Project.

AltaLink applied to:

- salvage approximately 116 kilometres of the existing 911L transmission line between the area south of Aldersyde and the northern boundary of the Piikani Nation reserve lands
- salvage approximately 5 kilometres of the existing 725CL transmission line located south of the Town of Fort Macleod

Contact us

AltaLink is available to gather any further input you have or address any questions or concerns. Please contact us at stakeholderrelations@altalink.ca or 1-877-267-1453.

Further information about this project and maps are available at:
www.altalink.ca/projects/view/217/911-transmission-line-removal

Sincerely,



Dave Lee
Manager, Stakeholder Engagement

OGILVIE LLP

BARRISTERS AND SOLICITORS

OUR FILE: 62064.1

REPLY TO:

GRANT S. DUNLOP, Q.C.

DIRECT LINE: (780) 429-6283
DIRECT FAX: (780) 429-4453

EMAIL: grantdunlop@ogilvIELaw.com

CANADIAN WESTERN BANK PLACE
SUITE 1400
10303 JASPER AVENUE
EDMONTON AB T5J 3N6
FACSIMILE (780) 429-4453
TELEPHONE (780) 421-1818

November 14, 2016

VIA EMAIL
OR REGISTERED MAIL

TO: The Service List
attached as Schedule "A"

Dear Sir/Madam:

Re: ALARIE Asset Distribution

On November 8 and 9, 2016 the following documents were filed in Court:

1. Affidavit of Service;
2. Amended Originating Application;
3. Affidavit 2 of Alan Wood;
4. Expert's Report 2 of Lisa Majeau Gordon.

These documents can be reviewed and downloaded at the following website:

www.ogilvIELaw.com/sections/ALARIE

As set out in the documents filed November 8 and 9, 2016, additional information has come to light which alters the proposed distribution of ALARIE's assets. Attached to this letter is a summary showing the comprehensive distribution as originally proposed in the documents filed in August 2016 and as revised in the documents filed November 8 and 9, 2016. If your organization has any objection to the revised proposed distribution, please notify me in writing by letter or email as soon as possible and in any event by November 30, 2016. If your organization does not object to the proposed revised distribution, then no action is required. Thank you for your attention to this matter.

Yours truly,

OGILVIE LLP

Per: 

GRANT S. DUNLOP, Q.C.
GSD/msp
Enclosures

Subscriber Key	Subscriber Name	Subscriber Pool	ORIGINAL			REVISED			Change in Distribution Payment
			Distribution Base (Post Adj)	Distribution %	Distribution Payment	Distribution Base (Post Adj)	Distribution %	Distribution Payment	
042	CAPITAL REG SEWAGE COMM	AUMA - Urban Pool	32,975.25	0.63554%	85,797.45	33,169.63	0.68973%	93,113.16	7,315.71
043	CAPITAL REG. NE WATER	AUMA - Urban Pool	8,016.39	0.15450%	20,857.64	8,362.03	0.17388%	23,473.73	2,616.09
044	CAPITAL REG. SW WATER	AUMA - Urban Pool	8,261.25	0.15922%	21,494.74	9,390.56	0.19527%	26,361.01	4,866.27
045	CAPITAL REG. VEGREVILLE COR.	AUMA - Urban Pool	5,416.79	0.10440%	14,093.82	3,869.28	0.08046%	10,861.76	(3,232.06)
046	CARBON	AUMA - Urban Pool	7,995.46	0.15410%	20,803.18	1,355.71	0.02819%	3,805.72	(16,997.46)
047	CARDSTON	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
048	CARMANGAY	AUMA - Urban Pool	5,385.59	0.10380%	14,012.63	5,325.19	0.11073%	14,948.77	936.14
049	CAROLINE	AUMA - Urban Pool	7,889.54	0.15206%	20,527.60	2,400.69	0.04992%	6,739.17	(13,788.43)
050	CARSTAIRS	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
051	CASTLE ISLAND	AUMA - Urban Pool	1,838.79	0.03544%	4,784.29	2,176.60	0.04526%	6,110.11	1,325.82
052	CASTOR	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
053	CEREAL	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
054	CHAMPION	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
055	CHAUVIN	AUMA - Urban Pool	9,842.90	0.18970%	25,610.00	10,362.03	0.21547%	29,088.08	3,478.08
056	CHESTERMERE	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
057	CHIPMAN	AUMA - Urban Pool	1,636.76	0.03155%	4,258.63	1,175.86	0.02445%	3,300.86	(957.77)
058	CLARESHOLM	AUMA - Urban Pool	25,336.83	0.48832%	65,923.27	14,784.99	0.30744%	41,504.13	(24,419.14)
059	CLIVE	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
060	CLYDE	AUMA - Urban Pool	2,374.81	0.04577%	6,178.96	-	0.00000%	-	(6,178.96)
061	COALDALE	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
062	COALHURST	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
063	COCHRANE	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
064	COLD LAKE	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
065	COLD LAKE/GRANDE CENTRE	AUMA - Urban Pool	8,311.10	0.16018%	21,624.44	9,447.15	0.19644%	26,519.86	4,895.42
066	CONSORT	AUMA - Urban Pool	6,355.65	0.12249%	16,536.59	4,646.96	0.09663%	13,044.86	(3,491.73)
067	CORONATION	AUMA - Urban Pool	20,692.85	0.39882%	53,840.19	18,761.42	0.39012%	52,666.70	(1,173.49)
068	COUTTS	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
069	CREMONA	AUMA - Urban Pool	7,558.25	0.14567%	19,665.63	6,491.95	0.13499%	18,224.09	(1,441.54)
070	CROSSFIELD	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
071	CROWSNEST PASS	AUMA - Urban Pool	15,197.00	0.29289%	39,540.68	-	0.00000%	-	(39,540.68)
072	CRYSTAL SPRINGS	AUMA - Urban Pool	2,527.25	0.04871%	6,575.59	2,675.30	0.05563%	7,510.04	934.45
073	CZAR	AUMA - Urban Pool	2,303.13	0.04439%	5,992.46	2,822.53	0.05869%	7,923.35	1,930.89
074	DAYSLAND	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
075	DELBURNE	AUMA - Urban Pool	9,618.30	0.18537%	25,025.62	6,394.44	0.13297%	17,950.36	(7,075.26)
076	DERWENTS	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
077	DEVON	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
078	DIDSBURY	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-
079	DONALDA	AUMA - Urban Pool	4,289.66	0.08268%	11,161.16	4,731.18	0.09838%	13,281.29	2,120.13
080	DONNELLY	AUMA - Urban Pool	5,641.32	0.10873%	14,678.01	4,575.04	0.09513%	12,842.97	(1,835.04)
081	DRAYTON VALLEY	AUMA - Urban Pool	9,020.10	0.17385%	23,469.16	-	0.00000%	-	(23,469.16)
082	DRUMHELLER	AUMA - Urban Pool	-	0.00000%	-	-	0.00000%	-	-

OGILVIE LLP

BARRISTERS AND SOLICITORS

OUR FILE: 62064.1

REPLY TO:

GRANT S. DUNLOP, Q.C.

DIRECT LINE: (780) 429-6203

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10303 JASPER AVENUE

EDMONTON AB T6J 3N6

FACSIMILE (780) 429-4453

TELEPHONE (780) 421-1818

November 22, 2016

TO: The Service List
attached as Schedule "A"

Dear Sir/Madam:

Re: ALARIE Asset Distribution

**VIA EMAIL
OR REGISTERED MAIL**

Please find enclosed for service upon you the following:

1. Amended Originating Notice filed November 8, 2016;
2. Ex Parte Order filed November 21, 2016.

Among other things, the enclosed Ex Parte Order extends the deadline for objections to the proposed distribution of ALARIE's assets to November 30, 2016 with a further deadline of December 9, 2016 for additional details as set out in the enclosed Order. If you have any questions, please contact me.

Yours truly,

OGILVIE LLP

Per:


GRANT S. DUNLOP, Q.C.

GSD/msp

Enclosures

Marian Carlson

From: Sue Bohaichuk <SBohaichuk@auma.ca>
Sent: Tuesday, November 22, 2016 3:57 PM
To: Sue Bohaichuk
Subject: Briefing on MGA Amendments and Next Steps
Attachments: AUMA Continuing the Conversation from MGA.PDF; AUMA Response to Bill 21 Amendments final - Nov 22.pdf; AUMA NR Bill 21 Amendments, November 22.pdf

Importance: High

To Mayors and CAOs:

On behalf of the AUMA Board, I am pleased to provide you with a briefing on the amendments to Bill 21 Modernized Municipal Government Act that were released this afternoon by Municipal Affairs.

The Province advised AUMA that the amendments could only include deletions or minor modifications as the legislative process prohibits any additions from being made. Instead, the additions will be made as a new Bill some time in spring 2017.

Amendments to Bill 21

As a result of some relentless advocacy by AUMA, the province has deleted the 30 per cent benefitting area requirement for the new offsite levies pertaining to community recreation facilities, fire halls, police stations and libraries. This change raises questions about whether the appeal mechanism through the Municipal Government Board will still be required. The Province indicates that the appeal process will remain in Bill 21 but further work on the associated regulation will be suspended until the appeal requirement is confirmed through discussions later this fall and winter. The amendments to Bill 21 also include a clearer definition of recreation centres.

Other amendments are outlined in the enclosed document and include the following:

- *Elected Official Training* – Municipalities are required to offer/arrange training within 90 days after a councillor takes office. The scope of training must include the municipality's code of conduct. The requirements will come into effect as of July 1, 2017 in order to apply to the summer village elections. Note that the LAEA will be amended to require candidates to acknowledge the requirement to read and comply with the municipality's code of conduct bylaw if elected. AUMA will be working with Municipal Affairs to provide some toolkits to municipalities about code of conduct and elected officials training later next spring once the regulations have clarified requirements.
- *Intermunicipal Collaboration* – Specifies requirement for municipalities to act in good faith in negotiating ICFs and IDPs. States that IDPs and MDPs must be developed by the time an ICF is required. Includes improvement districts. Clarifies that members of GMBs are exempt to the extent that mandatory components of ICFs are addressed by the GMBs and that ICFs are required with non-member neighbors. AUMA will be actively engaged in the development of regulations pertaining to ICFs, MDPs and IDPs so will be well positioned to develop tools and resources for members once requirements are known.
- *Centralized Industrial Assessment* – Expands definition to include all property ancillary to a major plant and specifies that all necessary information must be provided to assessors and that requests for assessment information must be made prior to filing of complaint.
- *Municipally Controlled Corporations* – Expands scope to include their subsidiaries, removes requirement for a due diligence study but continues to hold council accountable for ensuring that the profits and dividends will provide a direct benefit to the residents and that the legislated purposes are met. Removes restriction to operating outside of Alberta.
- *Appeal Boards* – Encompasses LARB, CARB and SDAB hearing panels and specifies only one councillor on a panel and that if the panel only has one member that it cannot be a councillor. However, there is an opportunity for the Minister to waive these requirements in cases where it is challenging to get panel members who are not councillors.

- *Development Permits* – Gives all municipalities with a population of 15,000 or more the ability to amend timelines on subdivision and development permit applications. Removes incorrect reference to MGB appeals and resumes use of “body of water” terminology to avoid issues with the Water Act.

New Bill Spring 2017

Municipal Affairs has released a discussion guide (see attached) that outlines the Province’s interest in pursuing additional changes to the MGA through a new Bill in spring 2017. Framed as “Continuing the Conversation”, the Province’s interests span the need for parental leave policies to make political life more family friendly and accessible for women seeking office, improved collaboration with Indigenous leaders, a mandatory role for municipalities in environmental stewardship and joint use agreements for schools. The Province is inviting input on these additional changes and has indicated responses are due by January 31. AUMA will be responding to this discussion guide and reminding the Province of the issues that have not yet been addressed.

News Release

AUMA issued the attached news release this afternoon that acknowledges that the Bill 21 amendments provide greater flexibility for municipalities. The release highlights our interest in the spring 2017 Bill given that the current amendments do not address a number of key issues such as stability of revenue sources for municipalities and a requirement for the province to provide notice of changes to funding, legislation and policies that impact municipalities. AUMA appreciates the Premier’s recent commitment to work with us to make certain that municipalities have stable and predictable funding. This is a top priority for municipalities and we are ready to work with the provincial government to ensure that this happens.

**Attention: News Editors
For Immediate Release**

Amendments to Bill 21 Increase Municipal Flexibility but More Changes Needed

Edmonton, AB – November 22, 2016 The Alberta Urban Municipalities Association (AUMA) is pleased that the proposed amendments to Bill 21, the *Modernized Municipal Government Act*, empower municipalities to make local decisions about municipal infrastructure and services. A key example of the increased flexibility for municipalities is the province’s decision to remove unnecessary restrictions in the use of new offsite levies – a decision brought about in large part by the advocacy of AUMA and its members.

Bill 21 had expanded the scope of offsite levies to include community recreation facilities, fire halls, police stations and libraries. However, levies on this infrastructure could not be applied unless it could be demonstrated that at least 30 per cent of the benefit of this infrastructure accrued to the new development. Today’s amendments remove that 30 per cent barrier.

“When Bill 21 was introduced and new levy tools were provided to municipalities, it was clear that the majority of our members could never make them work because of the 30 per cent threshold,” says Lisa Holmes, AUMA President. “By removing this barrier, municipalities will be better positioned to build complete communities and ensure that costs for new infrastructure are distributed fairly.”

Additional amendments consistent with AUMA’s positions include improvements or clarifications related to decision-making timelines for development permits, municipally controlled corporations, Intermunicipal Collaboration Frameworks, and elected officials training. While appreciative of these changes, Holmes indicates that overall, today’s amendments to the MGA do not address a number of key issues that AUMA advocated for during the review, such as stability of revenue sources for municipalities and a requirement for the province to provide notice of changes to funding, legislation and policies that impact municipalities.

“It is difficult for municipalities to prepare municipal plans and long term capital and operating budgets when provincial funding and policies change every year. Municipalities need to be consulted on issues that impact them,” says Holmes. “But despite the absence of legislative solutions on municipal funding, we appreciate the Premier’s recent commitment to working with us to make certain that municipalities have stable and predictable funding. This is a top priority for municipalities and we are ready to work with the provincial government to ensure that this happens,” continues Holmes.

While we are pleased that the province has signaled its intention for further changes to the MGA in spring 2017 through the release of a discussion guide, there are a number of key issues that are notably absent from the guide. These items include shared responsibility for brownfields redevelopment and affordable housing, flexibility for municipal reserves and redevelopment levies, and increased protection for municipalities relating to joint and several liability. These outstanding issues remain important to municipalities and AUMA will continue to actively advocate on behalf of our members.

“We know that a comprehensive MGA review does not happen often, so we need to get this right,” says Holmes. “AUMA will be active in ensuring our members are well-represented through this process, and through the ongoing work on MGA regulations. We will continue to offer solutions that position our communities to succeed,” concludes Holmes.

-30-

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents Alberta’s urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta’s municipalities.

For more information:

Maegan Sheskey
Communications Coordinator, AUMA
780-668-2436

Continuing the Conversation - Future Amendments to the MGA

On November 22, 2016, the province announced that they will be drafting new legislation to further amend the Municipal Government Act (MGA). AUMA is pleased that the province is committed to making additional changes to the MGA as it shows that government is listening to feedback from municipalities and recognizes that the changes made to date do not go far enough. The province has released a discussion guide that outlines emerging topics with descriptions of issues and proposed amendments for discussion.

Proposed Amendments

The proposed amendments outlined in the discussion guide relate to topics raised by organizations such as AUMA, as well to topics that are government priorities. Proposed amendments include ideas such as parental leave policies to make political life more family friendly and accessible for women, improved collaboration with Indigenous leaders, increased collaboration with school boards, and a mandatory role for municipalities in environmental stewardship. There are also further proposed changes to offsite levies, changes to the grandfathering of the 5:1 tax rate linkage, and amendments to conservation reserves, assessment and taxation provisions, and general technical provisions.

Some of the discussion items will require careful consideration such as the environmental stewardship requirement and municipal collaboration with school boards. The entire document will need to be examined to ensure that the proposed changes are workable for municipalities.

AUMA's Advocacy

For the past several years, AUMA has been advocating on behalf of our members on changes required to the MGA. Many of our recommendations have been incorporated into Bill 20 (in Spring 2015) and Bill 21 (in Spring/Fall 2016), or are included in this discussion document for consideration.

However, there are still many changes that need to be made to ensure that Alberta municipalities remain competitive and sustainable for years to come. AUMA has brought forward a number of items that still remain unaddressed, including the need for a collaborative partnership between the province and municipalities – where municipalities have a predictable and sustainable funding model, and where the province is required to consult municipalities on funding and regulatory changes. Changes are still required on areas of shared responsibility, such as brownfields redevelopment and affordable housing. Municipalities continue to need greater flexibility on land use decisions, including flexibility for municipal reserves and redevelopment levies. Changes need to be made to increase protection for municipalities relating to joint and several liability, and an oversight body should be established to oversee sanctions for future municipal codes of conduct. The property assessment and taxation policies are outdated, and require reforms so that assessments remain accurate and transparent. These outstanding issues remain important to municipalities and AUMA will continue to actively advocate on behalf of our members.

Moving Forward

AUMA will work with the provincial government and with our partner organizations to ensure that the MGA provides a framework from which all municipalities can continue to provide local governance, local infrastructure and needed programs and services to citizens. The format offered by the province for feedback on these proposed changes is an online questionnaire with a deadline of January 31, 2017. Attached to this document is the discussion guide provided by Municipal Affairs.

Continuing the Conversation

November 2016

FURTHER TOPICS FOR
DISCUSSION ON THE
MUNICIPAL
GOVERNMENT ACT

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INTRODUCTION

The *Municipal Government Act (MGA)* is the guide to how municipalities operate, and is one of the most significant and far-reaching statutes in Alberta. The *MGA* affects every Albertan, the private sector, and every ministry in the Government of Alberta in one form or another.

On May 31, 2016, the Government of Alberta introduced Bill 21, the *Modernized Municipal Government Act (MMGA)*, to the Legislative Assembly. Following introduction, Municipal Affairs went on the road to talk to Albertans and gather their thoughts on the proposed changes to the *MGA*. In total, 2402 people attended the 21 public sessions held across Alberta, 2376 questionnaires were submitted to the ministry, and 122 letters commenting on the draft legislation were sent to Municipal Affairs. The feedback we received over the summer informed the changes to the *MMGA* being introduced during the fall 2016 session of the Legislature.

The discussions throughout the summer gathered their own momentum and led to thoughtful feedback, questions, and written submissions on other modernizations that could potentially be made beyond the items contemplated in the *MMGA*. This paper is an opportunity to continue the conversation with Albertans about building an even stronger framework for our municipalities, and to raise some technical or clarifying changes that may be necessary to improve the act's effectiveness.

On the following pages you will find:

- discussion and description of emerging topics and how the act could be amended to address them; and
- a listing of proposed general technical amendments.

This discussion guide will be available for Albertans' feedback until January 31, 2017. Comments may be submitted through an online questionnaire on the *MGA* review website (<http://mgareview.alberta.ca>).

Feedback on this discussion paper will be used to inform potential amendments to the *MGA* for Spring 2017.

TOPICS FOR DISCUSSION—HOW ARE MUNICIPALITIES EMPOWERED TO GOVERN?

COLLABORATION WITH INDIGENOUS COMMUNITIES

BACKGROUND:

The *MMGA* proposed the concept of intermunicipal collaboration frameworks (ICFs). These frameworks are intended to ensure ongoing collaboration between municipalities, including coordinated land use planning, regional service delivery and cost sharing. In addition, the *MMGA* also proposed the requirement for municipalities to offer orientation training for municipal councillors.

The *MGA* does not apply to First Nations lands (federal legislation applies), and the planning and development components of the *MGA* do not apply to Metis Settlements; however, Indigenous groups intersect with municipalities through regular interactions for a variety of reasons, such as utility service delivery.

CONTEXT OF TOPIC:

The Province is committed to implementing the principles of the United Nations Declaration on the Rights of Indigenous Peoples, and, as such, it is important to encourage the province’s municipalities to continue to take meaningful and reasonable steps to understand and engage with neighbouring Indigenous communities and citizens in a respectful and culturally appropriate manner, particularly with respect to land use planning and service delivery. Taking these steps also responds to First Nation and Metis concerns with respect to the degree of Indigenous involvement in the municipal land use planning process

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Agreements with Indigenous Communities	The <i>MGA</i> is currently silent on the relationship between municipalities and Indigenous communities.	Add a provision to the proposals in the <i>MMGA</i> to clarify that a municipality may invite Indigenous communities to participate in an ICF or any sub-agreement that is part of an ICF.
Orientation Training for Municipal Councillors	The <i>MMGA</i> (s. 201.1(2)) indicates what topics would have to be included in the proposed mandatory offering of orientation training for councillors, such as, the role of municipalities, roles and responsibilities of council and councillors, public participation, etc.	Add Indigenous Awareness Training to the list of topics councillors would be offered as part of their orientation training.
Statutory Plan Preparation	The <i>MGA</i> (s.636) deals with notifications with respect to statutory plans and the provision of opportunities for providing representations and suggestions regarding those plans during the development of the plans. The <i>MGA</i> currently exempts Metis Settlements from the Planning and Development portion of the Act (Part 17).	Require municipalities to implement policies with respect to how they will keep neighbouring Indigenous communities informed during the development of statutory plans and require municipalities to inform Indigenous communities that share a common boundary with two-week’s notice of a public hearing for statutory plans including notice information (i.e. statement of purpose, date, time, and address of the meeting).

ENFORCEMENT OF MINISTERIAL ORDERS

BACKGROUND:

Currently, the Minister of Municipal Affairs may issue directives to ensure accountable and responsive local government under very specific circumstances. Directives may currently only be issued flowing from an inspection of a municipality where the inspection finds that the municipality has been governed or managed in an irregular, improvident or improper manner. In rare and extreme cases, where Directives resulting from a municipal inspection are not carried out to the Minister’s satisfaction, the Minister may take actions such as removing councillors or Chief Administrative Officers (CAOs).

CONTEXT OF TOPIC:

Currently, the MGA does not give the courts direction on how to consider Ministerial orders and directives. This has created challenges in enforcing Ministerial orders and directives intended to address local governance concerns. Throughout the MGA Review process, Albertans and many municipal officials have expressed that it is important for there to be processes in place that hold councils accountable for their actions and promote a high standard of local governance.

Proposed changes would not allow the Minister to act arbitrarily, but would ensure proper authority exists to address significant concerns, and to provide more tools to ensure municipal compliance with Ministerial Orders.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
General Minister Powers	Currently the Minister lacks adequate authority to enforce Ministerial orders that implement: <ul style="list-style-type: none"> • decisions of an official administrator; or • decisions that settle intermunicipal disagreements. 	Allow the Minister the same authority currently available with respect to the inspection process for situations where, in the Minister’s opinion, a municipality has not complied with direction provided by an Official Administrator or by the Minister in respect of an intermunicipal disagreement. With this authority, the Minister could: <ul style="list-style-type: none"> • suspend the authority of a council to make resolutions or bylaws in respect of any matter specified in the order; • exercise resolution or bylaw-making authority in respect of all or any of the matters for which resolution or bylaw-making authority is suspended under the above measure; • remove a suspension of resolution or bylaw-making authority, with or without conditions; and, • withhold money otherwise payable by the Government to the municipality pending compliance with an order of the Minister.
Judicial Review	Individuals have the constitutional right to apply for judicial review of Ministerial decisions.	Require 10-day notice be given to the Minister prior to applying for injunctive relief against a decision of the Minister. The Ministerial Order would remain in effect during an appeal of the Minister’s decision.

PARENTAL LEAVE FOR MUNICIPAL COUNCILLORS

BACKGROUND:

Currently, municipal councils can pass a resolution excusing a councillor from council meetings for a period exceeding 8 consecutive weeks, but there is no specific reference to parental leave in the *MGA*.

CONTEXT OF TOPIC:

Throughout the summer of 2016, various stakeholders expressed an interest in opening the discussion around parental leave for municipal councillors by specifically allowing municipalities to create policies on parental leave. Under the approach being explored, if a municipality chose not to allow for parental leave, the existing leave provisions in the *MGA* (up to 8 weeks) would still apply. The contents of a parental leave policy would be established by each municipality based on the needs of that municipality; however, if the policy allowed for extended parental leave, it would also be required to address how the constituents in that councillor’s ward would be represented during the councillor’s leave.

Providing for this kind of change would give municipalities the opportunity to take steps to make political life more family-friendly and accessible for women seeking office.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Parental Leave Policy	The <i>MGA</i> is silent on this matter.	Enable councils, by bylaw, to create a policy respecting parental leave. The contents of the policy will be determined by each municipality in accordance with the needs of that municipality. If the municipality allows for parental leave, it must also then address how the constituents will be represented during the councillor’s absence.
Reasons for Disqualification of Councillors	The <i>MGA</i> (s.174) sets out the disqualification provisions for municipal councillors, such as being ineligible for nomination, being absent from regular council meetings for 8 consecutive weeks, the councillor becoming an employee of the municipality, etc.	Specifically state that a councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence meets the criteria set out in a parental leave policy bylaw.

ENVIRONMENTAL STEWARDSHIP

BACKGROUND:

Traditionally, municipal purposes have been defined as providing good governance; providing services, facilities and other things necessary or desirable for the municipality; and developing and maintaining safe and viable communities.

CONTEXT OF TOPIC:

During the summer 2016 discussions, some stakeholders expressed concern that municipalities lack explicit authority to incorporate environmental stewardship considerations in their operational and land-use decision making processes.

Explicitly including environmental stewardship as a municipal purpose would give municipalities authority to cite environmental consideration in a range of operational and growth decisions. It would also allow municipalities to fully embrace a leadership role in environmental stewardship and more actively participate in moving toward the goals in Alberta’s Climate Leadership Plan.

Municipalities would not be permitted to take responsibility for areas covered under provincial legislation, such as the *Water Act* or the *Environmental Protection and Enhancement Act*, nor would they be authorized to take land for environmental stewardship considerations without compensation. The reserve land provisions in Part 17 of the *MGA*, including the proposed new conservation reserve provisions, would continue to apply.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Environmental Stewardship as a Municipal Purpose	<p>The <i>MGA</i> identifies the following municipal purposes:</p> <ul style="list-style-type: none">• to provide good government;• to provide services, and• to develop and maintain safe and viable communities. <p>The <i>MMGA</i> proposes also including the following as a municipal purpose:</p> <ul style="list-style-type: none">• to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.	<p>Include consideration of the stewardship of the environment as a municipal purpose.</p>

NOTIFICATION OF AMALGAMATIONS AND ANNEXATIONS

BACKGROUND:

Some local authorities, such as school boards, have expressed concern that they are not always notified of proposed annexations or amalgamations, which can affect the jurisdiction in which students go to school.

CONTEXT OF TOPIC:

Currently, by definition, a “local authority” includes municipalities, regional health authorities, regional services commissions, and school boards. Any change would ensure that all local authorities in the area are notified of a proposed annexation or amalgamation.

The *MMGA* has removed the Deputy Minister of Municipal Affairs as the Administrator of the Municipal Government Board, and replaced that position with a Chair of the Board. As a result, whereas the previous notification provision would result in the Ministry being notified via the Deputy Minister, this will no longer be the case. A separate provision is needed to maintain the notification to the Ministry.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Amalgamations: Initiation by a Municipal Authority	The <i>MGA</i> (s.103 (1)) indicates who a municipal authority must notify when initiating an amalgamation.	Require that a municipality initiating an amalgamation must notify all local authorities that operate or provide services in the affected municipalities, and include proposals for consultation with local authorities in the requirement for notice.
Initiation of Annexation	The <i>MGA</i> (s.116) indicates who a municipal authority must notify of a proposed annexation.	Require that a municipality initiating an annexation must notify the Minister of Municipal Affairs and all local authorities that operate or provide services in one or both of the affected municipalities be notified.

TOPICS FOR DISCUSSION—HOW DO MUNICIPALITIES WORK TOGETHER AND PLAN FOR GROWTH?

MUNICIPAL COLLABORATION WITH SCHOOL BOARDS

BACKGROUND:

As part of the subdivision application approval process, a municipality may require a portion of the land in a subdivision to be dedicated for a public benefit such as a park or school. Such lands are called reserve land. A municipality may require up to 10 per cent of the lands from a subdivision area to be dedicated as municipal reserve (MR), school reserve (SR), or municipal and school reserve (MSR) lands.

Joint Use Agreements (JUAs) between schools and municipalities have been in existence since the late 1950s, and outline how MR, MSR and SR lands will be allocated between the municipality and each school board within its boundary. In the absence of a JUA, the needs of municipality and the school board(s) are determined at subdivision. Many municipalities within the province have developed JUAs with local school boards to provide clarity on the use, development, and disposal of school facilities and land.

CONTEXT OF TOPIC:

During the *MGA* Review's 2016 summer engagements, municipalities and school boards expressed frustration with the reserve land assembly process. Both advocated for a new approach when acquiring land for sites that exceed the amount of reserve land available through the subdivision process. In addition, many municipalities and school boards advocated for legislative amendments to mandate the establishment of Joint Use Agreements as a normal course of business.

Benefiting Area Contribution

The assembly of land for larger parks and school sites can be difficult under the current reserve land process. A solution that has been discussed over the course of the *MGA* Review is allowing reserve land contributions through a benefitting area contribution structure. This structure could be used to support land dedication and development of parks and school sites, and would allow the impact on developers in the area to be distributed more evenly.

This structure would give municipalities the ability to define a geographical area in a developing area that will benefit from larger assembly of land sites, such as the catchment area for children attending a high school. This benefitting area will typically have more than one developer involved in developing the land. Once the benefitting area is defined, municipalities would identify which developers' subdivision will contain the reserve land site. The municipality would then be enabled to collect up to half of the other developers' maximum 10% contribution in funds rather than in lands, and the resulting funds could be used to compensate the developer where the site is located (for the additional land required for the site above and beyond the normal 10% dedication).

The benefitting area contribution structure would be different from the existing money-in-place of MR, SR and MSR structure as it would include the costs required for the assembly and servicing of the reserve sites, thereby promoting an equitable distribution of costs required to assemble and service the sites.

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Joint Use Agreements

The MGA provides the flexibility for municipalities to enter into JUAs with school boards, but they are not mandatory. Stakeholders expressed during the summer engagement that there is a need for a more efficient and effective use and development of school facilities and sites to better address the goals of integrated planning, more livable communities, and more efficient and cost effective funding.

Making JUAs mandatory would support collaboration between school boards and municipalities, and ensure municipal reserves are used efficiently and effectively. This change would lead to coordinated decision-making in the use, development, and disposal of school facilities and sites.

POTENTIAL AMENDMENT FOR DISCUSSION:

Topic	Current	Proposed Changes
Benefitting Area Contribution	The MGA authorizes the taking of reserve land by a subdivision authority (e.g. provision of land, provision of money in lieu of land, etc.), as well as restrictions on that authority (e.g. percentage of lands taken and percentage of money required to be paid). The MMGA proposes maintaining that same structure for Conservation Reserve.	Provide municipalities with increased flexibility to use a 'benefitting area contribution structure' that would support land dedication and development parameters with respect to assembly of parks and school sites.
Mandatory Joint Use Agreements	The MGA (s.670) enables Joint Use Agreements as a voluntary agreement to address the allocation of municipal and school reserves.	Require municipalities to enter into JUAs with school boards within their municipal boundaries and to collaborate with respect to addressing the effective and efficient use of municipal and school reserve lots. The contents of a JUA would include: <ul style="list-style-type: none"> • the process for acquiring and disposing of land and associated servicing standards for the schools; • a process for enabling and developing long term and integrated planning for school sites/facilities; • a process for determining access agreements for facilities and playing fields, including matters related to any maintenance, liabilities and fees; • a dispute resolution mechanism agreed to by both the municipality and the school boards; • a process for determining ancillary reserve use to complement or enhance the primary school uses for reserve land outlined in the MGA and that have a public benefit; • a time frame and mechanism for regular review of the joint use agreement. Consequential amendments may be required to the <i>School Act</i> and the <i>Education Act</i> .

OFF-SITE LEVIES

BACKGROUND:

Municipalities can collect off-site levies from new developments within their boundaries to pay for servicing upgrades related to water, sanitary sewage, storm sewer drainage, and municipal roads. Through the *MMGA*, it is proposed to expand this levy to include fire halls, police stations, libraries, and community recreation facilities.

CONTEXT OF AMENDMENTS:

During the summer, stakeholders brought forward additional issues related to off-site levies.

Provincial Transportation Systems

A levy system could be implemented to fund provincial highway improvements that service a new development upon its completion (for example, highway overpasses and interchanges); this would support the creation of more comprehensively planned communities. Approval by the Minister of Transportation would be required to ensure the levy costs align with Alberta Transportation's projected costs for the construction of the infrastructure. Alberta Transportation would also have an opportunity to review and comment on any proposed new development and its impacts on Provincial highway infrastructure when statutory plans are created.

Inter-municipal Off-site Levies

Stakeholders indicated that, in some instances, off-site infrastructure or the benefit of additional off-site infrastructure may extend into developments in another municipality. It was proposed that municipalities should have the ability to levy for off-site infrastructure across municipal borders. This is consistent with the strong intermunicipal collaboration focus of the *MMGA*, enabling intermunicipal off-site levies would be an additional tool to increase regional collaboration.

In this model, when new or expanded off-site infrastructure is located in one municipality, but the benefitting area extends to one or more other municipalities, off-site levies could be charged to developments in either municipality benefiting from the infrastructure.

Validating Existing Off-site Levy Bylaws

Some municipalities have existing bylaws and agreements in place, and the proposed new off-site levy provisions may create legal challenges for some of these off-site levy bylaws or agreements. Validating existing off-site levy bylaws and agreements would ensure off-site levy bylaws and development agreements created before a specific date would remain valid until such time as the agreement expires or the bylaw is amended.

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Education

In some situations, off-site levies may be applied to school developments. School Boards have requested that they be exempted from the application of off-site levies for school site projects given that new schools provide a public benefit within communities. It is proposed that school boards be exempt from paying off-site levies on developments related to school board purposes.

POTENTIAL AMENDMENT DISCUSSION:

Topics	Current Status	Proposed Changes
Provincial Transportation Systems	The <i>MGA</i> (s.648) authorizes councils, by bylaw, to impose levies on land that is to be developed or sub-divided and sets out parameters for the imposition and collection of levies. The legislation does not currently allow for levies related to provincial infrastructure upgrades.	Enable off-site levies, by bylaw, to be charged for provincial transportation projects that serve the new or expanded developments. Require approval of the Minister of Transportation before this type of levy can be collected. Consequential amendment to the <i>Public Highways Development Act</i> may be required to authorize the Minister of Transportation to approve municipal off-site levy bylaws pertaining to provincial highway off-site levies.
Intermunicipal Off-Site Levies	The legislation does not currently allow for intermunicipal off-site levies.	Enable municipalities to collaborate with one another on the sharing of intermunicipal off-site levies, including the expanded uses (libraries, police stations, fire halls, community recreation facilities).
Validating Existing Off-Site Levy Bylaws	This item is not currently addressed in the legislation.	Specifically, state that any off-site levy fee or charge made by bylaw or agreement before November 1, 2016 is deemed to be valid.
Education	This item is not currently addressed in the legislation.	Exempt school boards from paying off-site levies on non-reserve lands that are developed for school board purposes.

CONSERVATION RESERVE

BACKGROUND:

As part of the subdivision application approval process, a municipality may require a portion of the land to be dedicated for a public benefit such as a park or school. Such lands are called reserve land. The *MGA* requires municipalities to follow a public process when removing the reserve designation from most municipal, community services, and school reserve lands. Lands designated as environmental reserve cannot have the reserve designation removed, but the use of this land can be altered through a council bylaw process.

Under the *MMGA* a new type of reserve land designation, conservation reserve, was proposed. Under this model conservation reserve would be collected during the subdivision application process and used to protect environmentally significant areas. The conservation reserve land assembly process would ensure owners of land taken as conservation reserve are appropriately compensated. Should land be dedicated as conservation reserve, the dedication could not be removed.

CONTEXT OF TOPIC:

During the summer, stakeholders indicated that further clarity is required with respect to how conservation reserves should be identified, transferred between municipalities, and protected.

Stakeholders are seeking clarity and predictability within the land designation process and in order for municipalities and landowners to make more informed land-use planning decisions. Stakeholders were also interested in whether the conservation reserve land designation could be removed on lands that have lost their conservation significance (e.g. flood, fire).

The specific changes proposed include:

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Transfer of conservation reserve	The <i>MGA</i> (s.127) identifies what an order to annex lands may require.	Require the municipality receiving the annexed land to pay compensation to the other municipality for any conservation reserve lands within the annexed area in the amount that the municipality originally paid for the land.

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Topic	Current Status	Proposed Changes
Transfer of conservation reserve	<p>The <i>MGA</i> ensures that during formations, annexations, amalgamations, and dissolutions ownership of any land, or portion of land, designated as a public utility lot, environmental reserve, municipal and school reserve, transfers to the new municipal authority (s.135(1)(c), (2) and (2.1)).</p> <p>The <i>MGA</i> also indicates that if reserve lands are sold or money instead of land is received by the old municipality after notification of annexation or amalgamation, the proceeds of the sale or money received must be paid to the new municipal authority by the old municipal authority.</p>	<p>Specifically state that the proposed new Conservation Reserve designation is treated the same as these other categories of land and that the designation would remain on that land until such time as it is changed through any required processes.</p>
Identification of conservation reserve	<p>The <i>MGA</i> outlines what a Municipal Development Plan must and may contain (s.632(3))</p>	<p>Clarify that in addition to other types of reserve land that must be included in an MDP, a municipality may include policies addressing the proposed new conservation reserve designation, including types and locations of environmentally significant areas and the environmental purpose of conservation.</p>
Identification of conservation reserve	<p>The <i>MGA</i> indicates that an Area Structure Plan may contain any other matters a council considers necessary (s.633(2)(b)).</p>	<p>Specifically state that municipalities may develop policies addressing reserve lands within their area structure plans. This would include identifying types and locations of environmentally significant areas and the environmental value of conservation.</p>
Exempting conservation reserve lands from paying municipal property taxes.	<p>The <i>MGA</i> exempts environmental reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities from paying municipal property taxes (s.361.c).</p>	<p>Exempt land designated as conservation reserve under the proposed new provisions from paying municipal property taxes.</p>
Disposal of conservation reserve	<p>The proposals in the <i>MMGA</i> do not address removal of the conservation reserve designation or sale of conservation reserve lands.</p>	<p>Allow municipalities to dispose of land designated as the proposed new conservation reserve when a substantive change outside of municipal control occurs to the feature being conserved, while ensuring the public process used to dispose of municipal reserve and school reserves is followed with the disposal of conservation reserve lands</p> <p>Specifically state that any proceeds from the disposal of conservation reserve would have to be used for conservation purposes.</p>

TOPICS FOR DISCUSSION—HOW ARE MUNICIPALITIES FUNDED?

COMPLIANCE WITH THE LINKED TAX RATE RATIO

BACKGROUND:

Municipalities currently have the ability to distribute property taxes between non-residential and residential property owners however they wish. In some municipalities, this has led to non-residential tax rates increasing much faster than residential tax rates. In some cases, non-residential property tax rates are more than 10 times higher than the residential property tax rates. The *MMGA* proposed a maximum ratio of 5:1 between the highest non-residential property tax rate and the lowest residential property tax rate. Under this proposal, municipalities that had higher tax rate ratios would be able to maintain their ratio from year to year, but would not be permitted to increase it.

CONTEXT OF TOPIC:

Feedback from stakeholders over the summer indicated that further consultation was required to determine whether municipalities currently outside of the proposed 5:1 ratio should be required to come into compliance with the maximum ratio within an established timeframe rather than have their ratios maintained at current levels.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
<p>Compliance Timeframe</p>	<p>No required compliance date has been proposed for municipalities outside of the proposed ratio.</p>	<p>Add a provision requiring municipalities to comply with the proposed maximum tax rate ratio.</p> <p>Allow the Minister to set a schedule with progressively lower maximum tax ratios that municipalities exceeding the 5:1 ratio would have to meet in the intervening years. The Minister would have authority to set timeframes by which municipalities or groupings of municipalities would have to reach the 5:1 ratio, based upon how much their local ratio diverges from the legislated 5:1 ratio. Municipalities would always set their own tax rates, but within the ratios set out in the regulation.</p> <p>Add a provision giving the Minister authority to exempt a municipality from any aspect of the proposed compliance schedule if and when they consider it appropriate.</p>

TAXATION OF INTENSIVE AGRICULTURAL OPERATIONS

BACKGROUND:

Intensive agricultural operations are large-scale farming operations that take place on a relatively small land area, often with extensive use of farm buildings and improvements such as structures, fencing, and lighting. Farm buildings and improvements are currently exempt from property taxation in rural municipalities and, due to changes proposed through the *MMGA*, may soon be exempt from property taxation in all municipalities. The result could be that intensive agricultural operations, which have large investments in farm buildings and improvements, may pay about the same amount of property tax as non-intensive farms of similar land area.

CONTEXT OF TOPIC:

Intensive agricultural operations generally move large volumes of animals or agricultural products which can cause significant wear and tear on municipal infrastructure such as roads and bridges. This can result in high maintenance costs for municipalities. Throughout the *MGA* Review there has been consistent conversation about how to ensure that these operations contribute funds to their municipalities commensurate with their impact on municipal infrastructure and services.

Should such a change be included in the *MGA*, discussion with stakeholders would be required to get input and perspective on regulatory requirements.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
<p>Levy on Intensive Agriculture</p>	<p>There are no specific provisions for intensive agriculture operations</p>	<p>Explicitly authorize municipalities to pass a bylaw imposing a levy on intensive agricultural operations.</p> <p>Also authorize the creation of regulations respecting the intensive agricultural operations levy including:</p> <ul style="list-style-type: none"> • the definition of intensive agricultural operations; • the calculation of the levy; • the purposes for which funds collected through the levy may be used; and, • any other matter necessary or advisable to carry out the intent and purpose of the levy.

ACCESS TO ASSESSMENT INFORMATION

BACKGROUND:

The *MMGA* proposed consolidating several industrial property types (major plants; facilities regulated by the Alberta Energy Regulator, Alberta Utilities Commission and National Energy Board; railway properties; and linear property) under a new classification of Designated Industrial Property (DIP) which will all be assessed centrally by the Province.

CONTEXT OF TOPIC:

Property owners and municipalities both have a stake in ensuring that assessments prepared for these properties are accurate, which is why both parties would have the ability to file complaints about assessments prepared by the province. Property owners would have a legislated right to request information sufficient to show how the assessor prepared their assessment, but as the proposed legislation is currently drafted, municipalities would not have a similar right.

Some of the information that would be used to prepare DIP assessments is considered confidential by industrial property owners. This information may be necessary for a municipality to understand how the assessment was prepared, but it should not be shared or used for purposes outside of this process.

Any amendments to the proposals in the *MMGA* would provide municipalities with the right to access the information used to prepare an assessment of DIP property within their jurisdiction in order to understand how the assessment was prepared, but would also protect confidential information about the industrial property in question.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Access to DIP Assessment Information	The <i>MMGA</i> as written would not allow municipalities access to information regarding how a DIP assessment was prepared.	<p>Include provisions in the proposed new legislation to allow a municipality to request information regarding assessments of designated industrial property in their jurisdiction. The provincial assessor would have to comply with this request except while there is an active complaint from the municipality on the property.</p> <p>Under this proposal, municipalities requesting information on provincially prepared assessments could be required to sign a standardized confidentiality agreement to ensure that information provided by property owners is only used to determine if the property is assessable, if the assessment is prepared correctly, if a complaint is warranted; and to prepare a case.</p>
Providing the Information to Municipalities	The <i>MGA</i> is silent on this matter.	Specifically state that information provided to the province by property owners under sections 294 and 295 could be provided to municipalities upon request, subject to confidentiality requirements.

ASSESSMENT NOTICES

BACKGROUND:

It is not sufficiently clear when assessment complaint periods begin and end due to ambiguity regarding when documents are understood to be sent and received.

CONTEXT OF TOPIC:

Stakeholders expressed that it is important to remove ambiguity about the complaint period for assessment notices.

POTENTIAL AMENDMENTS FOR DISCUSSION:

Topic	Current Status	Proposed Changes
Notice of Assessment Date	Assessment notices must include the deadline for filing a complaint about the assessment, which must be 60 days from the date the assessment notice is sent.	Requires municipalities and, in the case of the proposed <i>MMGA</i> provisions, the provincial assessor to set a “notice of assessment date” which would be required to be between January 1 and July 1. The notice of assessment date would be included on assessment notices, and assessment notices would be sent prior to the notice of assessment date. Enable municipalities and the proposed provincial assessor to establish additional notice of assessment dates for amended and supplementary assessment notices, which could occur at any time throughout the year. The deadline for filing a complaint about an assessment would be 60 days from the notice of assessment date.

CLARITY REGARDING TAX EXEMPTIONS

BACKGROUND:

Any Crown interest in property is exempt from taxation under the *MGA*. This includes Provincial agencies as defined under the *Financial Administration Act*.

CONTEXT OF TOPIC:

While any Crown interest is exempt from taxation, the government recognizes that it is fair and appropriate to compensate municipalities for the services the municipality provides to these properties (such as water, sewer, and fire protection).

The provincial government has the discretion to pay municipalities a grant up to the amount the municipality would collect in property taxes if a Crown property were not exempt from taxation. In other cases, where the government leases property, the lease agreement often means that the property owner pays property taxes on behalf of the government. Given the wide range of leasing and accommodations arrangements by provincial government entities, greater clarity is being sought by stakeholders regarding the responsibility of Crown agencies to pay property taxes.

The definition of "Provincial agencies" in the *Financial Administration Act* specifically excludes Alberta Health Services and housing management bodies established under the *Alberta Housing Act*. The *Municipal Government Act* (section 362) also specifically exempts schools, colleges and universities from property taxes. Any proposed amendment would not affect the tax status of Alberta Health Services properties, social housing, schools or universities.

POTENTIAL AMENDMENT FOR DISCUSSION:

Topic	Current	Proposed Changes
Taxation of Provincial Agencies	Under the <i>MGA</i> , any property interest held by a Provincial agency is exempt from taxation.	Specifically state that properties owned, leased and held by provincial agencies (as defined in the <i>Financial Administration Act</i>) are taxable for the purposes of property taxation. This would not include Alberta Health Services, housing management bodies established under the <i>Alberta Housing Act</i> , schools, colleges and universities.

CORRECTIONS TO ASSESSMENTS UNDER COMPLAINT

BACKGROUND:

The *MGA* (as amended by the *MMGA*) would allow an assessor to revise an assessment, even if the assessment is under complaint; however, the current framework for assessment complaints does not include a suitable process for the assessor to revise assessments that are under complaint.

CONTEXT OF TOPIC:

Until recently, assessors’ authority to revise assessments was limited to correcting minor technical errors. A recent ruling from the Supreme Court of Canada has re-interpreted the *MGA* to expand assessors’ authority to revise assessments, including the ability to increase assessments. The combination of expanding the type of revisions that an assessor can make and allowing assessors to revise assessments that are under complaint has implications for the assessment complaint framework.

The proposed amendments are intended to provide a suitable process whereby the assessor can revise assessments during the complaint process, but fully maintain the property owner’s rights to review their assessment and file a complaint.

POTENTIAL AMENDMENT FOR DISCUSSION:

Topic	Current Status	Proposed Changes
<p>Changes to Assessments under complaint</p>	<p>Under the <i>MGA</i> as amended by the <i>MMGA</i>, assessors would be permitted to revise an assessment even after a complaint has been filed on the assessment.</p>	<p>Establish the following process for revising an assessment that is under complaint:</p> <ul style="list-style-type: none"> • Require an amended assessment notice, along with written reasons for the changes to the assessment, to be sent to <ul style="list-style-type: none"> ○ the assessed person; ○ the municipality (if the property is Designated Industrial Property); ○ the complainant (if it is not the assessed person); and ○ the assessment review board or Municipal Government Board (depending on the property type). • Require the assessment review board or Municipal Government Board to cancel the complaint, notify the property owner of the cancellation, and refund the complaint fee. <p>An amended assessment notice is not required if an assessment is revised as a result of a complaint being withdrawn by agreement between the complainant and the assessor, except in the case of the proposed new Designated Industrial Property class.</p>

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Topic	Current Status	Proposed Changes
		<p>An assessed person or a municipality would be able to file a complaint about the amended assessment notice within 60 days of the assessment notice date.</p> <p>Do not permit an assessor to revise an assessment after an assessment review board or the Municipal Government Board has rendered a decision on a complaint regarding the assessment.</p>

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

GENERAL TECHNICAL AMENDMENTS

GENERAL TECHNICAL AMENDMENTS—GOVERNANCE

Current	Proposed	Rationale
<p>Other Requirements for a Petition s.224 (MGA) This section indicates that a witness to a petition signature must take an affidavit indicating the signatory to a petition is eligible to sign.</p>	<p>Clarify that the inclusion of witness affidavits is required upon submission of a petition.</p>	<p>The absence of affidavits makes it difficult to determine the validity of signatures, and therefore the overall sufficiency of a petition. The inclusion of an explicit provision requiring affidavit submission will assist in either compelling their submission or finding the petition to be insufficient.</p>
<p>Contents of an Operating Budget s.243(1) This indicates that a municipal operating budget must include the estimated amount of specific expenditures and transfers.</p>	<p>Add a requirement to include the estimated amount of expenditures and transfers needed to meet the municipality’s obligations for services funded under a proposed Intermunicipal Collaboration Framework (ICF) or a revenue sharing agreement.</p>	<p>This amendment would ensure that funding obligations under proposed ICFs would be addressed, and will also continue the provisions in a soon-to-expire regulation governing the sharing of revenue from Improvement District 349 in the Bonnyville-Cold Lake region (ID 349 Revenue Sharing Regulation).</p>
<p>Advertisement Bylaw s.606(2)(c) (MGAA, 2015) This section authorizes a municipality to advertise only on its website and without the requirement of a bylaw.</p>	<p>Repeal subsection (2)(c), repeal the reference to it in s.606.1(4) and repeal the additional notice requirement in s.606(6)(e) that relates only to notification given on a website under subsection (2)(c).</p>	<p>Some stakeholders raised concerns with the potential lack of transparency that could result. 606(2)(d) and 606.1 allow for the same form of notification while including additional transparency and accountability measures if a council wants to use such alternative notification methods. In practice, this means that a municipality could still use their website as a means of satisfying public notification requirements, but only if a bylaw had been passed, following a public hearing, to enable this approach.</p>

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Current	Proposed	Rationale
<p>FOIP and Closed Council meetings s.197 Indicates when a meeting may be closed with reference to the <i>Freedom of Information and Protection of Privacy Act</i> (FOIPP).</p>	<p>Remove the direct reference to the FOIPP provisions. This matter will be addressed by directly referencing the allowable exceptions within a proposed regulation.</p>	<p>The Privacy Commissioner has identified that the reference to the exceptions from FOIPP should be replaced by specific provisions in the <i>MGA</i> or associated regulations. This change would allow the description of the exceptions to be clearer by framing them in the context of meetings. The exceptions will be incorporated into the proposed Closed Council Meetings Regulation.</p>
<p>Form of Nomination The <i>Local Authorities Elections Act (LAEA)</i> (s.27(1)) includes the requirement that each candidate must provide a written acceptance, which includes the statements that the candidate is eligible to be elected and will accept the office if elected.</p>	<p>Add a new provision to the <i>LAEA</i> to require candidates to acknowledge the requirement to read and comply with the municipality's code of conduct if elected.</p>	<p>This is consistent with the intent of requiring all municipalities to have a code of conduct in the 2015 <i>MGAA</i>.</p>
<p>Revision Authorized s.63 (MGA) This section allows council, by bylaw, to authorize administration to revise a bylaw in accordance with a list of permitted revisions.</p>	<p>Add a requirement to allow council, by resolution, to authorize the Chief Administrative Officer of a municipality to revise a bylaw in accordance with a list of permitted revisions.</p>	<p>Stakeholders have expressed a need to clarify the process for correcting minor errors to bylaws.</p>
<p>Requirements Relating to Substituted Bylaws s.65 (MGA) This section sets out deeming requirements for passing revised bylaws.</p>	<p>Clarify that this section operates despite the provisions in s.191, which deals with the power to amend or repeal a bylaw.</p>	<p>Stakeholders have expressed a need to clarify the process for correcting minor errors to bylaws.</p>

GENERAL TECHNICAL AMENDMENTS—PLANNING AND DEVELOPMENT

Current	Proposed	Rationale
<p>Environmental Reserve s.664(1)(a) This section identifies the types of land that can be dedicated as Environmental Reserve during subdivision application processes.</p>	<p>Change the reference from swamp to wetland.</p>	<p>Changing swamp to wetland will modernize the language in the MGA and harmonize the legislation with the wetland policy that was developed by Environment and Parks.</p>
<p>Statutory Plans s.636.1 The MGA addresses notifications with respect to statutory plans and the provision of opportunities for suggestions or representations regarding those plans.</p>	<p>Add a requirement that area structure plans with a provincial highway component will need to be referred to Alberta Transportation.</p>	<p>Alberta Transportation has indicated that this will assist with their long-range planning.</p>
<p>Subdivision and Development Appeals s. 686(1.1) This section indicates the date of notification of an order, decision or development permit is deemed to be 7 days from the date mailed.</p>	<p>Ensure that the appeal period is the same for posted, advertised or mailed notices.</p>	<p>Development permit decisions can be posted, advertised or mailed, depending on a municipalities land use bylaw.</p> <p>Maintaining this provision, as is, would mean that mailed notices would have 21 days to file an appeal, but that published or advertised notices would only have 14 days.</p> <p>An amendment to adjust this section to make the appeal period the same for posted, advertised and mailed and published notices was not possible through house amendment.</p>

GENERAL TECHNICAL AMENDMENTS—ASSESSMENT AND TAXATION

Current	Proposed	Rationale
<p>New Extension of Linear Property Regulation</p>	<p>Exclude the Extension of Linear Property Regulation from s.603.1(3) and have it become repealed either upon the coming into force of a new regulation or on December 31, 2020</p>	<p>This regulation treats electric power generation plants that have the ability to sell power as linear property for assessment and taxation purposes.</p> <p>The Extension of Linear Property Regulation is a section 603 made regulation that expires June 30, 2017. There is a need to have the regulation remain until the matter is dealt with in the Matters Relating to Assessment & Taxation Regulation (MRAT)</p>
<p>New Electric Energy Exemption Regulation Elevation</p>	<p>Elevate the policy of this s.603 regulation directly into the <i>MGA</i>, thereby enabling the Minister by Order to exempt certain components of properties from education property tax, where those components are used for or in the generation of electricity.</p>	<p>The regulation enables the making of a Ministerial Order to exempt components used for or in the generation of electricity of ‘electric power systems’ from paying education property taxes.</p> <p>The Electric Energy Exemption Regulation first came into effect January 1, 2001 to provide for the consistent property assessment of all types electric power generating systems, to provide for a tax incentive that would attract industry investment, and to mitigate any adverse financial impacts for certain municipalities in a deregulated market environment for electric power generation.</p> <p>This regulation expires on June 30, 2017 and cannot be renewed under s.603 which provides time-limited regulation-making authority. The <i>Municipal Government Amendment Act (2015)</i> saw the elevation of other s.603 regulations in the Act; for others, new regulation-making authority was created.</p>

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Current	Proposed	Rationale
<p>Right to enter on and inspect a property s. 294 Assessors have the right to enter and inspect property for the purpose of preparing an assessment or determining if a property is to be assessed (section 294 of the <i>MGA</i>). Assessors also have the right to compel people to provide any information necessary for the assessor to carry out their duties under the <i>MGA</i>.</p>	<p>Clarify the legislation so that the purposes for which assessors are permitted to inspect properties are aligned with the right of assessors to request information to carry out their duties under Parts 9-12 of the <i>MGA</i>.</p>	<p>Information should only be used for the purpose for which it was collected. Aligning the purposes for which an assessor may request information and perform an inspection would mean that all information in the assessors' possession can be used for the same purpose (i.e. to carry out their duties and responsibilities under the <i>MGA</i>).</p>
<p>Assessment information An assessed person may ask the municipality or, under the <i>MMGA</i> proposals, the provincial assessor for sufficient information to determine how the assessor prepared the assessment of that person's property. The municipality or proposed provincial assessor must comply unless the property owner has filed a complaint about their assessment and the issue has not been resolved.</p> <p>Under the <i>MMGA</i> proposals, assessors could compel property owners to provide records during an inspection or respond to a request for information at any time, regardless of whether an assessment on the property is under complaint.</p>	<p>Clarify that assessors may not compel a property owner to provide records during an inspection or respond to a request for information relative to the current assessment year if the property owner has filed a complaint about their assessment.</p> <p>The assessor may still request information or compel the property owner to provide records relative to the upcoming assessment year.</p>	<p>This amendment would create a better balance between the access to information rights of property owners and assessors. It would mean that while a complaint is active, both parties are only obliged to share information as part of the complaint process.</p>
<p>Subclasses Under the <i>MMGA</i> proposals, councils would be permitted to set different tax rates for sub-classes of non-residential property (as defined in the regulations). Assessors would be required to apply the sub-classes defined in the regulation to assessments even if council wishes to tax all sub-classes at the same rate.</p>	<p>Clarify that assessors would only be required to apply non-residential sub-classes in the assessment process if council chooses to tax the sub-classes differently.</p>	<p>Applying non-residential sub-classes to property assessments would require additional work and investment in information technology infrastructure for most municipalities. This amendment would allow municipalities to avoid these expenses if they choose not to use non-residential sub-classes.</p>

CONTINUING THE CONVERSATION: FURTHER TOPICS FOR DISCUSSION ON THE MGA

November 2016

Current	Proposed	Rationale
Liability Code Assessments rolls and notices are required to include a "liability code", which is assigned by the assessor (section 303(f.1)).	Remove the requirement to include a liability code on assessment rolls and notices.	This code was required because provincial auditors made use of it when auditing municipal assessments – it is not meaningful for property owners or municipalities. It is no longer required for the audit program.
Receipts Municipalities are required to provide a receipt when taxes are paid (section 342).	Clarify that municipalities will be required to provide a receipt when taxes are paid, unless otherwise advised by the property owner.	Costs associated with issuing receipts (usually by mail) may be unnecessary if property owners do not wish to receive a receipt.



REQUEST FOR DECISION

Meeting: November 28, 2016

Agenda Item: 8

Community Futures Business Improvement Loans Memorandum of Understanding (MoU)

DESCRIPTION/BACKGROUND:

Community Futures Alberta Southwest is a non-profit organization that offers supports and services for small businesses in our area. They are a non-traditional lender, often making funds available for those who may not qualify through traditional lending mechanisms. One product that they offer is a Business Improvement Loan Program, in which a business can acquire \$1000 - \$10,000 for improvements to their business location with 1-3 years repayment terms. This program is facilitated by a partnering municipality that covers the interest on the loan, thereby providing the borrower with 0% financing as an encouragement to revitalize their business storefront and signage. Funds are paid directly to a contractor, or as reimbursement to the business owner once the approved renovations have taken place. The same program has worked very well in Taber, with 10 improvement loans being issued in both 2015 and 2016.

The Town of Claresholm Economic Development Committee has reviewed the process and at their November 7 meeting, carried a motion to allot \$2800 from their 2017 budget for this initiative. This will provide sufficient funding for three loans of \$10,000, with the option to renegotiate interest payment terms from 1 to 3 years, permitting up to nine loans of \$10,000 in 2017. With the completion of a MoU, this initiative can begin to be publicized, promoted and utilized in January of 2017.

PROPOSED RESOLUTIONS:

The Town of Claresholm has identified the need to revitalize the downtown and highway corridor in the Strategic Plan, 2016-2019. In support of this goal, the Economic Development Committee has, and continues to, assess viable incentive programs to assist and encourage business and building owners towards the improvement of their establishments. An uncomplicated, initial option to implement the Business Improvement Loan Program will be a positive step in the direction of a revitalized downtown and highway corridor. This option can be implemented immediately while the EDC continues to investigate other initiative programs. The Economic Development committee recommends entering into a MoU with Community Futures to meet these ends.

COSTS/ SOURCE OF FUNDING (if applicable):

The funding for this initiative will be allocated through the Economic Development budget for 2017.

RECOMMENDED ACTION:

Moved by Councillor _____ to enter into a Memorandum of Understanding with Community Futures Alberta Southwest for implementation of the Business Improvement Loan Program in Claresholm.

ATTACHMENTS:

- 1.) Draft MoU
- 2.) Business Improvement Loans Brochure
- 3.) Link to website: <http://southwest.albertacf.com/>

PREPARED BY: Justin Sweeney, Economic Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 24, 2016

Letter of Understanding

Between:

Community Futures Alberta Southwest (CFABSW)

Box 1568, 659 Main Street

Pincher Creek, Alberta, T0K 1W0

And

“Municipality”

“Municipality Address”

“Municipality Address”

Purpose of this Letter of Understanding:

To define the details of the agreement for participation in the “Business Improvement Loan” (BIL) program and the process that will be followed for all approved loans under the BIL program.

Term of Agreement

This Letter of Understanding begins INSERT DATE and will be renewed annually as long as both parties agree.

The Offering

- CFABSW will offer interest free loans up to \$10,000.00, to businesses in the “Municipality”.
- These funds will be used to “improve” the business.
- The interest on the loan will be paid by the “Municipality” at a rate of Prime + 3%.
- The interest will be calculated for the term of the loan and paid within 30 days of the loan disbursement.
- All documentation for the loans will be done by CFABSW.

Commitment by CFABSW

- Review all Applicants for suitability for the BIL program.
- Prepare all documentation to secure the loan repayment. This will include a Promissory Note and a General Security Agreement.
- Ensure approved loan funds are used for the purpose they were approved for.

- Prepare and submit an invoice for the total amount of interest calculated in advance, based on the repayment terms agreed to with the Applicant.
- If the loan is repaid early, we will prepare a reimbursement to the Municipality.

Commitment by “Municipality”

- Set aside sufficient funds each year to ensure the program remains relevant and current.
- Confirm all applicants as being a licensed business in the “Municipality”.
- Submit payment in a timely fashion upon receipt of an invoice.
- To inform CFABSW of any program changes or cancellations.

This agreement has been signed by

For the “Municipality”	For CFABSW
Signature:	Signature
Please provide name & position here:	Tony Walker General Manager
Date:	Date:

ELIGIBLE IMPROVEMENTS

- Signage for the business
- Repair or replacement of storefront windows and doors
- Exterior lighting of the building and signage
- Removal and disposal of broken signage and fixtures
- Installation and design of awnings and signs
- New storefront window openings and new doorways
- Interior window display areas and lighting
- Removal of exterior materials that cover architectural details
- New architectural details such as entryway features and cornices
- Signs that are uniquely designed to integrate into building architecture
- Creation of new retail bays in an existing building
- Addition of patio areas and permanent landscaping elements
- Removal of barriers to access for people with disabilities and mobility challenges
- Interior painting
- Interior flooring (carpet, laminate, tile, hardwood)
- Shelving (removable)
- Interior counters and display cases
- Interior light fixtures



BUSINESS IMPROVEMENT LOANS

Interest Free Loans

Up to \$10,000

**Loan interest paid by
your local Municipality**



APPLICATIONS ARE AVAILABLE NOW AT COMMUNITY FUTURES ALBERTA SOUTHWEST!

Contact:

Community Futures Alberta
Southwest (CFABSW)
P.O. Box 1568
659 Main Street
Pincher Creek AB
T0K 1W0
Phone: 403-627-3020
Email: info@cfabsw.com

- ✓ *Complete Grant Application documents:
Loan and Grant Proposal
Application for Credit*
- ✓ *Set up meeting with Kirk Clements, Community Futures Business Analyst, to present application.*
- ✓ *Once completed grant application documents received, CFABSW will perform due diligence on application and contact business owner to set appointment within 10 working days to proceed.*
- ✓ *Once approved by CFABSW, loan documents will be signed by the business. A cheque will be disbursed within 5 working days.*



CFABSW SERVICES

- **ALTERNATIVE FINANCING**
- **CONSULTING**
- **BUSINESS TRAINING**
- **BUSINESS PLANNING**
- **COMMUNITY ECONOMIC DEVELOPMENT**

FLEXIBLE TERMS

- **Loans between \$1,000 and \$10,000**
- **Terms between 1 - 3 years**

Sample Loans

\$5,000 Loan

- Term of Three Years
- Loan Payment \$138.89/month
- Grant to cover interest - \$436.16

\$10,000 Loan

- Term of Three Years
 - Loan Payment \$277.78/month
 - Grant to cover interest - \$872.31
-



REQUEST FOR DECISION

Meeting: November 28, 2016
Agenda Item: 9

FIRE CHIEF APPOINTMENT

DESCRIPTION/BACKGROUND:

On October 11, 2016, Council met with the Claresholm Fire Department to discuss numerous topics relative to the operation of the department. At that time, Council was notified that Todd Heggie was being recommended to replace Kelly Starling as Fire Chief. In order to appoint Todd, a Bylaw amendment was required.

On November 14, 2016, Council passed 3rd and Final Reading of Bylaw #1617, a Bylaw to amend Bylaw #1558, the Fire Protection & Emergency Services Bylaw. Section 7.1 addresses the filling of a vacancy for Fire Chief and reads:

“When a vacancy for Fire Chief occurs, the Fire Department will nominate by majority vote, a candidate for Fire Chief and forward the recommendation to Council.”

Town Council by resolution will appoint the Town of Claresholm Fire Chief.”

RECOMMENDED ACTION:

Administration recommends Council appoint Todd Heggie as the Town of Claresholm Fire Chief.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to appoint Todd Heggie as Fire Chief for the Town of Claresholm.

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 24, 2016



REQUEST FOR DECISION

Meeting: November 28, 2016
Agenda Item: 10

MEDICAL FIRST RESPONSE

DESCRIPTION/BACKGROUND:

In 2015, Alberta Health Services (AHS) launched the Alberta Medical First Response (MFR) Program. (See attached Alberta Health Services news release). The deadline to enroll in the MFR Program is December 1, 2016.

The Alberta MFR program provides a standard framework for all agencies that respond to medical emergencies. The program is designed to provide:

- Medical Oversight
- Medical Control Protocols
- Patient Care Records
- Quality Assurance
- Skills and Training

The minimum level of training for a responder within the program is Standard First Aid with Healthcare Provider – CPR/AED. **There is no requirement to up-train responders above the Standard First Aid level.** Under the program, AHS provides medical training.

On January 11, 2016, Council met with representatives from AHS to discuss the role the Town of Claresholm Fire Department could or would play in MFR within the community. There was general support from Council at that time to pursue registration with the MFR program.

Further to that meeting, on February 17, 2016, administration met with John Hein and Dr. Kevin Hanrahan representing AHS. At that meeting, it was determined that a MFR Response Plan would be developed. **It is important to note that the Response Plan has been built based on current practice.**

DISCUSSION/OPTIONS:

In order to enroll in the program, the municipality must identify the maximum level of service they intend to provide. The options are as follows:

- Standard First Aid
- First Medical Responder (Advanced FA or equivalent)
- EMR
- EMT
- Paramedic

The Town of Claresholm Emergency Services Committee met on November 22nd to discuss the proposed MFR Response Plan and support dispatch of the Fire Department based on the following:

- Omega – No response
- Alpha – Dispatch if the ambulance is more than 15 minutes from town

- Bravo, Charlie, lower level Delta – Dispatch if the ambulance is more than 10 mins from town
- Higher level Delta – Automatic co-response
- Echo – Automatic co-response

RECOMMENDED ACTION:

The Emergency Services Committee recommends support of the Alberta MFR program with the level of service to be provided at a minimum of Standard First Aid.

COSTS/ SOURCE OF FUNDING (if applicable):

No additional costs are anticipated as the MFR Response Plan is built around current practice.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to support the Alberta Medical First Response program with the level of service to be provided at a minimum of Standard First Aid.

ATTACHMENTS:

- 1.) Alberta Medical First Response News Release

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: November 24, 2016

Alberta Medical First Response Program

By **Alberta Health Services**

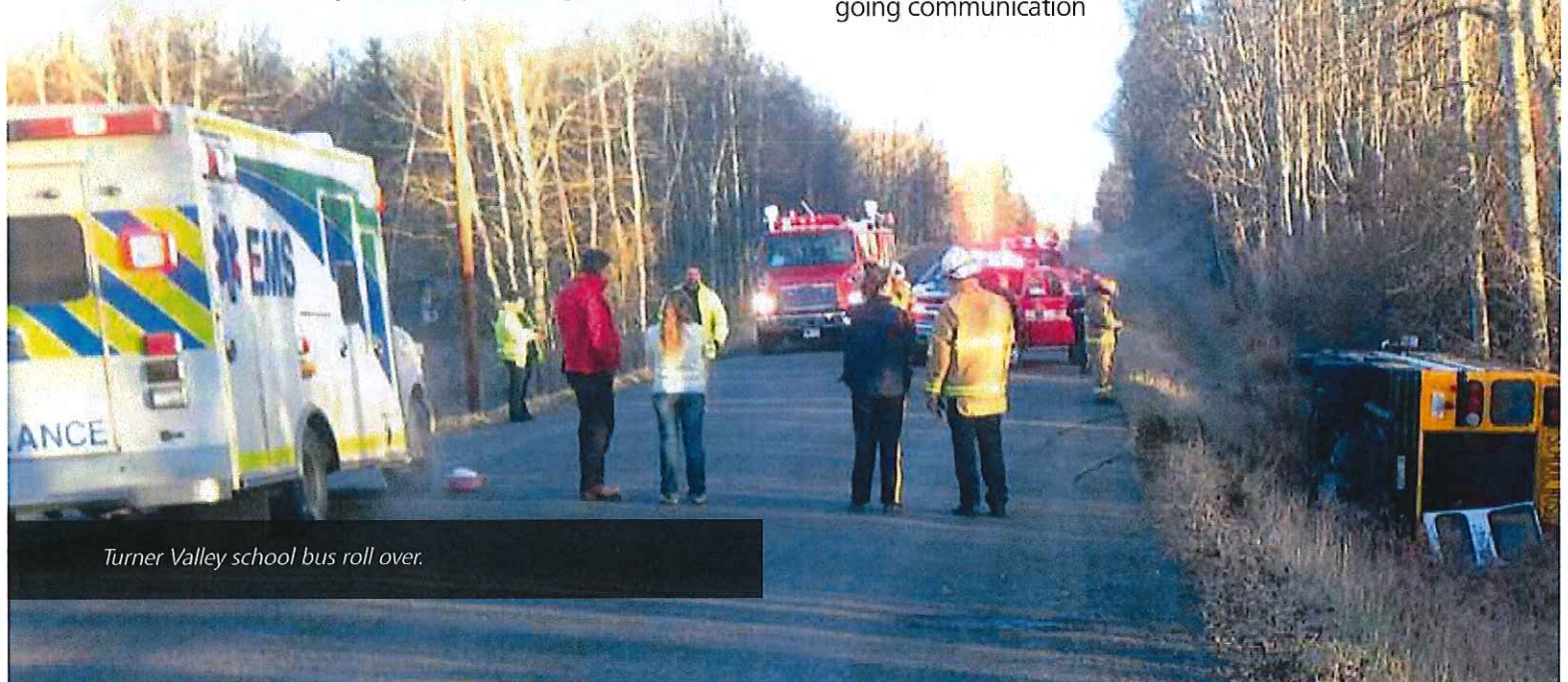
Fire service organizations in Alberta have a long history of partnership with Emergency Medical Services (EMS), providing timely and valuable aid to members of the public when emergencies happen. In many of these situations, responders are providing medical care to patients prior to the arrival of EMS or have been called to provide additional assistance at an emergency scene. There are hundreds of agencies in Alberta already engaged in this activity but often without access to valuable resources such as medical oversight, patient care guidelines, patient care documentation or quality assurance processes.

To support the agencies and responders providing this care, Alberta Health Services (AHS) launched the Alberta Medical First Response (MFR) Program in April 2015. Development of the MFR Program was a collaborative effort involving Alberta Health and many other provincial and local stakeholders. It is recognized that fire services and other community-based response organizations,

contribute a vital role in promoting public safety and providing care to patients in the pre-hospital setting. The Alberta MFR Program establishes minimum standards for MFR, provides a framework of supports and promotes continued partnership between MFR agencies and EMS services.

The MFR Program focuses on the following areas to support delivery of patient care by MFR groups:

- Medical oversight with an assigned Medical Director
- Comprehensive patient care guidelines for different levels of service
- Patient care documentation resources and a quality assurance process
- Training supports for MFR-specific skill development
- Online enrollment, definition of response plans and on-going communication



Turner Valley school bus roll over.



The Alberta MFR website at www.AlbertaMFR.ca is a hub for agency enrollment, learning about upcoming MFR information sessions and accessing resources. Enrollment begins when a username and password credentials are issued to begin collection of contact information and agency details. The user-friendly enrollment process continues with guidance from one of the MFR team members when needed.

One of the primary benefits of MFR enrollment is the ability for agencies to define and readily review the medical event types they respond to. Agencies select event types, identify coverage areas and other local factors that impact response. These details are then linked to the respective Dispatch Centres for implementation. The decisions about level of service, call volume and the types of events responded to remain with the

“One of the primary benefits of MFR enrollment is the ability for agencies to define and readily review the medical event types they respond to.”

community. Each MFR agency, along with their local administration (municipal officials and councils) defines these parameters.

The MFR Program is flexible in support of various levels of service from Standard First Aid (SFA) to Advanced Care Paramedic. The program has defined the minimum level of training for a medical first responder to be SFA certification with Health Care Provider Cardio-Pulmonary Resuscitation (HCP CPR) and Automated External Defibrillator (AED). The MFR agency and their administration may choose to provide a level of service exceeding SFA at their discretion but it is not required in order to participate. The MFR Program has worked with Alberta Health and the Alberta College of Paramedics to clearly define which skills are restricted to registered practitioners (EMR, EMT, EMT-P) and which are not. This has resulted in the addition of several basic clinical skills that may be safely performed by non-registered responders (i.e. SFA), provided they are appropriately trained and equipped. Part of the medical oversight model includes Medical Control Protocols that are regularly revised. They are extensive and provide clear direction for responders who are providing patient care prior to EMS arrival.

An MFR-focused Patient Care Report (PCR) has been developed and trialed with several MFR agencies from



Medical response team works with fire fighters on the scene of a collision.

“An MFR-focused Patient Care Report (PCR) has been developed and trialed with several MFR agencies from all regions of the province providing valuable feedback.”

all regions of the province providing valuable feedback. The MFR PCR is available for use and submission online or in hard-copy paper format. The MFR Program is also preparing to support MFR-specific skill development through the use of online modules and a train-the-trainer network for in-person learning opportunities.

The MFR Program continues to collaborate with stakeholders including the Alberta Fire Chiefs Association. MFR information sharing was recently featured at many of the AFCA regional spring meetings throughout the province and AHS will participate in the AFCA 2015 Convention in Red Deer including an address to the Convention delegates on May 27th. AHS proudly supports agencies and responders as a partnership with EMS for the benefit of all Albertans. Contact the Alberta MFR Program at MFR@albertahealthservices.ca or call toll free 1-866-786-1140. The Alberta MFR portal is located at www.AlbertaMFR.ca.



Motor vehicle collision, Fairmont Drive Dr. and Flint Rd., SE Calgary.



REQUEST FOR DECISION

Meeting: November 28, 2016
Agenda Item: 11

REPRESENTATIVE TO CHINOOK ARCH REGIONAL LIBRARY SYSTEM BOARD

DESCRIPTION:

By order of the *Libraries Act* from the Province of Alberta, Council is required to appoint a representative to the Chinook Arch Regional Library System. Council made the last appointment in 2013, however the appointment was only for three years, as they have not changed their rules to match the new term of Council of four years. This new appointment will only be good for one year, as a new appointment will need to be completed following the municipal election at the Organizational Meeting.

BACKGROUND:

After a recent board meeting, the Claresholm Library Board is requesting that Kathy Davies, Library Manager, be appointed to the Chinook Arch Regional Library System Board with Councillor Mike McAlonan as an alternate. This is the same as what has been in place since 2013.

PROPOSED RESOLUTION:

Moved by Councillor _____ to appoint Kathy Davies to the Chinook Arch Regional Library System Board with Mike McAlonan as an alternate.

ATTACHMENTS:

1. Letter from the Claresholm Public Library with the appointment request.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 25, 2016

Clareholm Public Library
Box 548, Claresholm, AB. T0L 0T0
403 625-4168 (ph) 403 625-2939 (fax)
Email: help@clareholmlibrary.ca

November 24, 2016

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

Re: Representative to Chinook Arch Regional Library System

Dear Mayor Steel,

At the Claresholm Public Library Board meeting held on Tue. Nov. 22, minutes were approved to ask Council to make a motion to appoint Kathy Davies, with Michael McAlonan as the alternate, as the representative to Chinook Arch Regional Library System Board.

Thank you.

Yours truly,

Kathy Davies
Library Manager



REQUEST FOR DECISION

Meeting: November 28, 2016
Agenda Item: 12

CLARESHOLM & DISTRICT CHAMBER OF COMMERCE TRADE FAIR

DESCRIPTION:

The Claresholm & District Chamber of Commerce, of which the Town of Claresholm has been a member for many years, has decided to once again hold their Trade Fair in 2017. The dates are January 27th & 28th at the Claresholm Community Centre.

BACKGROUND:

The Town of Claresholm had a booth at the Trade Fair going back to 2002. The Chamber took a break for couple years and is planning again for 2017. The booth is traditionally manned by Town Council and is a great way for residents to connect one-on-one with their elected officials. Town staff typically set up the booth on Friday morning. Council members would need to fill the following time frames:

Friday – 1:00 pm to 8:00 pm; and
Saturday – 10:00 am to 4:00 pm.

Typically the last Council member(s) at the booth on Saturday afternoon help take down the booth and collect any items.

Administration is requesting Council's decision as to whether or not to have a booth at the Trade Fair in 2017.

COSTS/ SOURCE OF FUNDING (if applicable):

Cost to rent the booth is \$225 as the Town is a member of the Chamber. This is a reduction in the cost since the last time they held the Trade Fair.

PROPOSED RESOLUTION:

Moved by Councillor _____ to purchase a booth at the Claresholm & District Chamber of Commerce Trade Fair to be held on January 27 & 28, 2016 at the Claresholm Community Centre at a cost of \$225.

ATTACHMENTS:

1. Information from the Claresholm & District Chamber of Commerce regarding the Trade Fair.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 25, 2016



Town & Country TRADE FAIR

CDCC

CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

January 27 28 2017



CLARESHOLM COMMUNITY CENTRE

Friday, January 27 FROM 1 - 8 PM

Saturday, January 28 FROM 10AM - 4PM

DON'T MISS THIS EVENT!

BOOK YOUR BOOTH TODAY!

Contact: Kelsie Bowen Preete 403.625.0375
claresholmchambertradefair@gmail.com

OR VISIT WWW.CLARESHOLMCHAMBER.CA
AND CLICK ON NEWS & EVENTS FOR FULL DETAILS

DISPLAY information

DISPLAY SET UP:

Thursday, January 26 between 5 and 9 pm and Friday, January 27 between 9am and Noon.

SET UP MUST BE COMPLETE BY NOON FRIDAY!

★ **DOORS OPEN TO THE PUBLIC AT 1PM FRIDAY, JANUARY 27.**

DISPLAY TAKE DOWN:

Display take down begins Saturday, January 28 at 4:15pm.

NO EXCEPTIONS!

NO DISPLAY SHALL BE REMOVED UNTIL THE SHOW IS COMPLETE.

Due to the exhaust fumes, any Exhibitor with gas powered machinery must not remove their machines until all other Exhibitors have left the venue on Saturday.

Thank you.

AN EXHIBIT SPACE INCLUDES:

- One (1) 10' x 6' Curtained Booth
- One (1) Skirted 2' x 8' Table
- Two (2) Chairs
- Electricity at every booth
- WiFi/Internet

REGISTRATION INCLUDES:

- Friday night Exhibitors Social - no host bar (sponsored by the Claresholm & District Chamber of Commerce)
- Networking opportunity
- 24 hour security
- Advertising in local media

CONCESSION ON SITE



FOR INFORMATION REGARDING ACCOMMODATIONS, RESTAURANTS, SPECIALTY STORES, AND OTHER SERVICES OFFERED THROUGHOUT THE COMMUNITY OF CLARESHOLM, PLEASE VISIT OUR WEBSITE: WWW.CLARESHOLMCHAMBER.CA.



CDCC
CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

CONTACT INFORMATION:

Kelsie Bowen Preete, *Chairperson*

[P] 403.625.0375

claresholmchambertradefair@gmail.com

PO Box 1092

Claresholm, AB TOL 0T0



CDCC

CLARESHOLM & DISTRICT
CHAMBER OF COMMERCE

TOWN & COUNTRY TRADE FAIR

January 27 28 2017



CLARESHOLM COMMUNITY CENTRE

FRIDAY, January 27 • 1pm to 8pm
SATURDAY, January 28 • 10am to 4pm



WHY PARTICIPATE IN A TRADE FAIR?

- Introduce and promote your business and products.
- Maintain an image and initiate contact with potential customers.
- Demonstrate non-portable equipment.
- Provides an opportunity for face-to-face communication with your customers.
- Identify new applications for existing or projected products by obtaining feedback from visitors.
- Builds the morale of local sales force and dealers.
- Meet your competition.
- Recruit personnel and attract new dealers.
- Demonstrate your interest and support for Business and Tourism.

TRADE SHOW TERMS AND CONDITIONS:

Show Sponsor: Claresholm & District Chamber of Commerce

Contract for rental space: Allocations of space will be on a first-come basis and confirmed once paid in full. To avoid conflict of interest, the Claresholm & District Chamber of Commerce reserves the right to allocate space.

Payment Schedule: Payment is due 15 days prior to the start of the show (January 12, 2017). The exhibitor will not be permitted either full or partial access to the rental space until payment has been made in full.

Cancellation: Cancellation of a space by the exhibitor must be made in writing and received by the Show Sponsor no later than two weeks prior to the show dates.

All cancellations are subject to a non-refundable \$100.00 cancellation fee, any cancellations after the two week period time frame may be subject to larger fees up to a maximum of the booth rental. The Show Sponsor reserves the right to cancel the event within 21 days notice to the exhibitor.

Staffing of Exhibits: Exhibits must be staffed at all times during the scheduled times of the Show. *Children under 14 years of age are not allowed inside the exhibitor booth area.*

Fire Rules: All rules and regulations relative to the public buildings or as prescribed by the *Claresholm Fire Department* must be adhered to by all participants.

TRADE SHOW TERMS AND CONDITIONS Continued:

Damage and Liability: Exhibitors are responsible for damage caused by them or their representatives to the facility, Municipal property, or display equipment. Neither the Chamber of Commerce nor the Community Centre will be responsible for injury, loss, or damage to persons, exhibits, or decorations, by fire, accidents, theft or any other cause. This includes set up, take down, and duration of the show. **No explosives or flammable substances shall be allowed.**

Restrictions: Exhibitor booths must be maintained in a neat and orderly manner throughout the duration of the Show. The Show Sponsor reserves the right to forbid or restrict exhibits that for any reason may cause safety hazards or are objectionable. Food products sold on the floor must not compete with the Show's concession and will be at the discretion of the Show Sponsor. **Exhibitors must comply with Alberta Health Regulations.** In the event it becomes necessary to evict an offending Exhibitor, the Show Sponsor will not be liable to refund exhibit space rental or any other expenses incurred by the Exhibitor. *Exhibitors shall not sell tickets out of their own booth that directly conflict with the show sponsors ticket sales. This includes 50/50 draws.*

The Exhibitor Agrees: To: 1) abide by all terms and conditions adopted by the Show Sponsor in the best interest of the Show, 2) agrees the Show Sponsor shall have the final decision in adopting any term of condition that is deemed necessary prior to, during, or after the show, and 3) to participate in the Claresholm and District Chamber of Commerce Town and Country Trade Fair in accordance with the terms and conditions outlined in this brochure.

REMEMBER!



- Booth bookings are accepted on a first-come basis and confirmed once paid in full.
- Exhibitors are encouraged to offer demonstrations of their product(s) at their booth.
- Exhibitors offering product draws will be solely responsible for contacting the winners after the show.
- The Friday Night Exhibitors Social is a fun networking opportunity shared with your peers.

THE 2017 TOWN & COUNTRY TRADE FAIR PROVIDES SOMETHING FOR EVERYONE - EXHIBITORS AND VISITORS!



2017 TOWN & COUNTRY TRADE FAIR BOOTH REGISTRATION FORM

PRICING	MEMBERS	NON-MEMBER
1 Booth	\$225	\$275
2 Booths	\$375	\$450
Third & Additional Booths	\$150 each	\$150 each
Not for profit associations (only 4 available)	\$125	\$125
Number of Booths _____		

CONTACT/BILLING INFORMATION

Business or Organization _____

Contact Person _____

Mailing Address _____

Province _____

Postal Code _____

Phone/Email _____

METHOD OF PAYMENT

Cash Cheque Credit Card

c/c # _____ Exp Date _____

Please make cheques payable to Claresholm & District Chamber of Commerce

PLEASE RESERVE BOOTH(S):

1st Choice _____ 2nd Choice _____

3rd Choice _____ 4th Choice _____

Brochure and Floor Plan Maps available at:
www.claresholmchamber.ca

X _____

Signature

Date

Claresholm & District Chamber of Commerce
PO Box 1092 Claresholm, AB T0L 0T0

[E] claresholmchambertradefair@gmail.com

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

	Budget	2016	
Revenue			
Net municipal taxes	\$ 3,114,221	\$ 3,385,811	Note 1
User fees and sales of goods	2,005,450	1,438,484	Note 2
Government transfers for operating	221,776	38,383	Note 3
Investment income	45,744	58,136	
Penalties and costs of taxes	89,500	73,636	
Licenses and permits	37,800	54,532	
Gain on disposal of capital assets	-	18,000	
Franchise and concession contracts	153,748	111,506	
Rental	119,001	78,807	
Other	110,251	108,369	
Family and community support services	240,041	175,055	
	6,137,532	5,540,720	
Expenses			
Legislative	112,000	55,640	
Administration	1,096,936	794,342	
Fire	117,553	49,747	
Bylaw enforcement	135,892	96,241	
Common and equipment pool	540,123	363,861	
Roads, streets, walks and lighting	827,482	228,992	Note 4
Airport	18,291	10,252	
Storm sewers and drainage	147,356	89,335	
Water supply and distribution	2,025,564	453,114	Note 5
Wastewater treatment and disposal	621,028	88,500	
Solid waste management	518,546	310,464	
Family and community support services	236,556	183,018	
Day care	64,511	25,468	
Cemeteries and crematoriums	49,452	13,558	
Other public health and welfare	34,500	23,134	
Economic and agricultural development	93,597	88,940	
Subdivision land and development	262,503	105,271	
Parks and recreation	877,916	525,582	
Culture - libraries, museums and halls	367,799	283,671	
	8,147,604	3,789,128	
Deficiency of revenue over expenses before other	(2,010,072)	1,751,592	
Other			
Government transfers for capital	4,199,051	4,589,472	Note 6
Deficiency of revenue over expenses	2,188,979	6,341,063	

Note 1

Only \$819,066 in school requisitions have been paid year-to-date out of a total school requisition of \$1,086,911.

Note 2

Mainly a timing variance for water, sewer and garbage fees. Only 9 months actual vs full annual budget.

Note 3

\$28,000 in Museum grants and the MSI operating grant have not yet been received.

Note 4

Amortization charge and most street maintenance materials are not yet included in actuals.

Note 5

\$1.2M of total variances is from amortization that will not be recorded until year-end.

Note 6

Includes unbudgeted DRP grant for the frog creek corridor repairs received for \$314,527.50.

Town of Claresholm**Statement of Operations****For the month ended October 31, 2016**

	Budget	2016	
Revenue			
Net municipal taxes	\$ 3,114,221	\$ 3,385,811	Note 1
User fees and sales of goods	2,005,450	1,705,669	Note 2
Government transfers for operating	221,776	38,383	Note 3
Investment income	45,744	68,099	
Penalties and costs of taxes	89,500	76,782	
Licenses and permits	37,800	53,450	
Gain on disposal of capital assets	-	18,000	
Franchise and concession contracts	153,748	121,563	
Rental	119,001	94,023	
Other	110,251	120,603	
Family and community support services	240,041	227,386	
	6,137,532	5,909,770	
Expenses			
Legislative	112,000	65,158	
Administration	1,096,936	836,065	
Fire	117,553	50,291	
Bylaw enforcement	135,892	103,273	
Common and equipment pool	540,123	401,519	
Roads, streets, walks and lighting	827,482	251,964	Note 4
Airport	18,291	10,252	
Storm sewers and drainage	147,356	97,001	
Water supply and distribution	2,025,564	490,866	Note 5
Wastewater treatment and disposal	621,028	98,700	
Solid waste management	518,546	352,097	
Family and community support services	236,556	198,541	
Day care	64,511	25,468	
Cemeteries and crematoriums	49,452	13,702	
Other public health and welfare	34,500	23,134	
Economic and agricultural development	93,597	98,648	
Subdivision land and development	262,503	123,380	
Parks and recreation	877,916	580,262	
Culture - libraries, museums and halls	367,799	291,388	
	8,147,604	4,111,710	Note 6
Deficiency of revenue over expenses before other	(2,010,072)	1,798,060	
Other			
Government transfers for capital	4,199,051	4,589,472	Note 7
Deficiency of revenue over expenses	2,188,979	6,387,531	

Note 1

Only \$819,066 in school requisitions have been paid year-to-date out of a total school requisition of \$1,086,911.

Note 2

Mainly a timing variance for water, sewer and garbage fees. Only 10 months actual vs full annual budget.

Note 3

\$28,000 in Museum grants and the MSI operating grant of \$120,276 have not yet been received.

Note 4

Amortization charge and most street maintenance materials are not yet included in actuals.

Note 5

\$1.2M of total variances is from amortization that will not be recorded until year-end

Note 6

Budget includes \$2,385,830 in amortization that will not be recorded until year-end.

Note 7

Includes unbudgeted DRP grant for the Frog Creek corridor repairs received for \$314,527.50.



INFORMATION BRIEF

Meeting: November 28, 2016
Agenda Item: 15

BROWNLEE LLP EMERGING TRENDS SEMINAR CALGARY – FEBRUARY 9, 2017

DESCRIPTION:

Brownlee LLP is at the forefront of municipal law in Alberta, and puts on seminars for members of Council and Administration each year. Coming up in February, the seminar will focus on Bill 21 – the Modernized Municipal Government Act (MGA).

BACKGROUND:

This session is to be held Thursday, February 9, 2016 at the Coast Plaza Hotel and Conference Centre in Calgary. The cost to attend the seminar for one day is \$149. Council Education is budgeted for annually.

These sessions are typically very worthwhile to attend, and this session should be particularly interesting regarding proposed updates to the Municipal Government Act.

Administration is seeking input as to which members of Council would like to attend.

ATTACHMENTS:

1. Information from Brownlee LLP regarding the seminar.

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: November 25, 2016

FEB
09

Brownlee LLP Presents - 2017 Emerging Trends - Calgary

by Brownlee LLP

\$149



Brownlee LLP Presents - 2017 Emerging Trends - Calg...

Thu, 9 February 2017, 8:00 AM – 5:00 PM MST

\$149

[REGISTER](#)**DATE AND TIME**

Thu, 9 February 2017
8:00 AM – 5:00 PM MST
[Add to Calendar](#)

**LOCATION**

Coast Plaza Hotel & Conference Centre
1316 33 Street Northeast
Calgary, AB T2A 6B6
[View Map](#)

**FRIENDS WHO ARE GOING**[Connect to Facebook](#)**DESCRIPTION****Brownlee LLP Presents:****Bill 21 – The Modernized MGA**

Learn from the experienced Municipal Team at Brownlee.

The Modernized MGA has massive implications for today's Municipalities, Brownlee invites you to join us as we discuss the legislation and regulations impacting your communities.

Topics include:

- Planning and Development
- Intermunicipal Collaboration

- Assessment and Taxation
- Councillor Conduct
- Case Law Updates
- Bear Pit

More information will be available soon at www.brownleelaw.com/events/emerging-trends-2017

Discounted room rates are available at the Coast Plaza Hotel & Conference Centre from \$125 for double occupancy. Call 1-403-248-8888 and quote GFC21894, **only available until January 9, 2017.**

***Emerging Trends is proud to be going green!** We recommend you use the conference materials which will be available online in February, however, if you do wish to purchase a pre-printed copy, you can order one with your registration for \$10.00.



TAGS

Things To Do In Calgary

Conference

Business



SHARE WITH FRIENDS



DATE AND TIME

Thu, 9 February 2017

8:00 AM – 5:00 PM MST

[Add to Calendar](#)

LOCATION

Coast Plaza Hotel & Conference Centre

1316 33 Street Northeast

Calgary, AB T2A 6B6

[View Map](#)

FRIENDS WHO ARE GOING



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More Events From This Organizer



THU, 16 FEB 8:00 AM

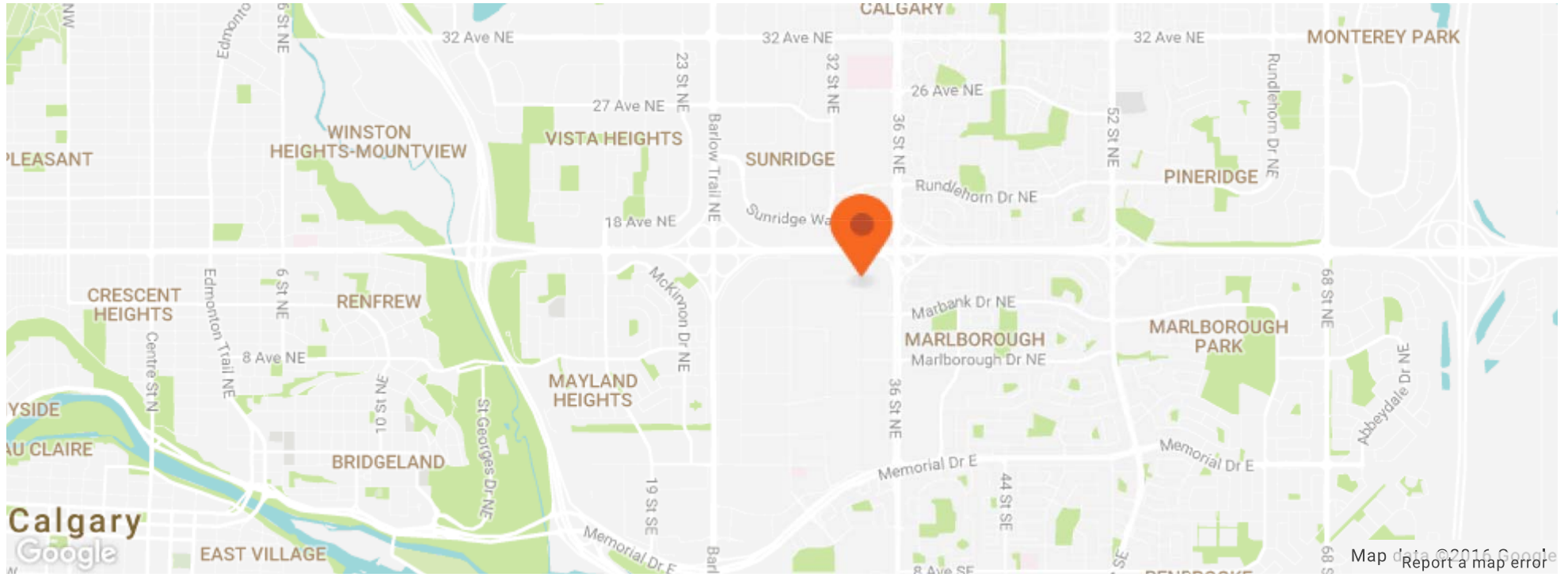
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Edmonton EXPO Centre, Edmonton

\$149

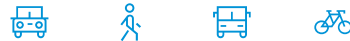
[#Business](#) [#Conference](#)





Brownlee LLP Presents - 2017 Emerging Trends - Calgary
at
Coast Plaza Hotel & Conference Centre

1316 33 Street Northeast, Calgary, AB T2A 6B6





CAO REPORT

November 28, 2016

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

CAO

Regional CAO Meetings

The CAO's from the MD of Willow Creek and the Town's of Fort Macleod, Stavely, Nanton and Claresholm have met to discuss opportunities for regional collaboration. Each community will inventory all current agreements to establish the foundation for the upcoming Intermunicipal Collaboration Framework which is proposed within the new MGA. Other opportunities have been discussed such as economic development, summer games coordination, management training, community policing, fire services, water services and joint tendering for major projects. As these discussions progress, more information will be brought forward to Council for consideration.

Emergency Management Exercise

I am in the process of planning a joint Emergency Management exercise with the MD of Willow Creek for early in the new year. The plan is to stage a plane crash which would require intermunicipal response such as activation of the Emergency Operations Center and Reception Center.

Interim Director of Corporate Services

I have contracted the services of Dean Sallenback to provide financial services until the Director of Corporate Services position is filled. Dean and Karine have the financial statements brought up to date and he is now working on the budget and year end. Have also initiated the search for the Director position.

Multiuse Community Building Meetings

Tara and I met with representatives from the Daycare and the Playschool to present the draft plans for the Multiuse Community Building. Each will take the plans back to their respective boards for input. Overall there was a very positive response to the proposed design.

MP John Barlow Meeting

On November 9th, MP Barlow was in Claresholm to host an Alberta Jobs Taskforce Roundtable. He was interested in hearing the communities experience with the current jobs crisis in Alberta. Mr. Barlow intends to compile the responses from across Alberta into a report to present to the Liberal Government in advance of their 2017 budget deliberations.

BYLAW ENFORCEMENT

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

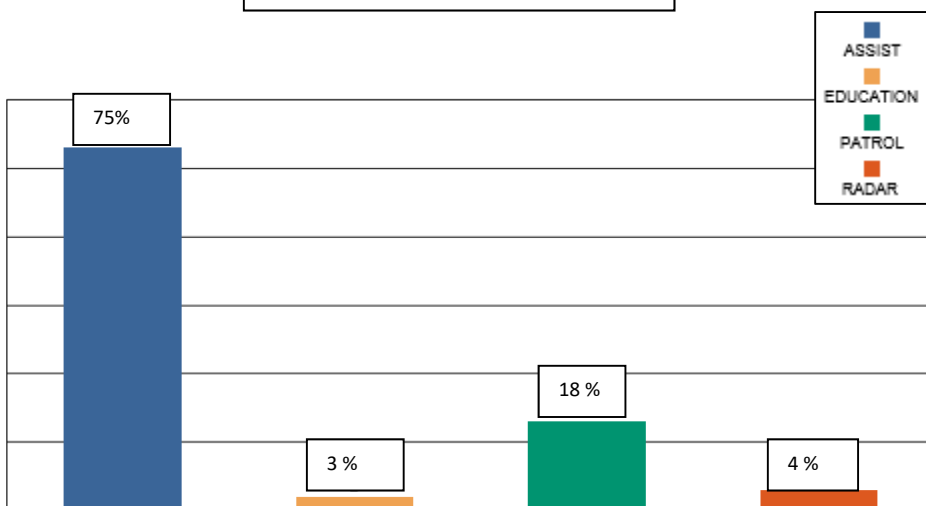


INFORMATION BRIEF

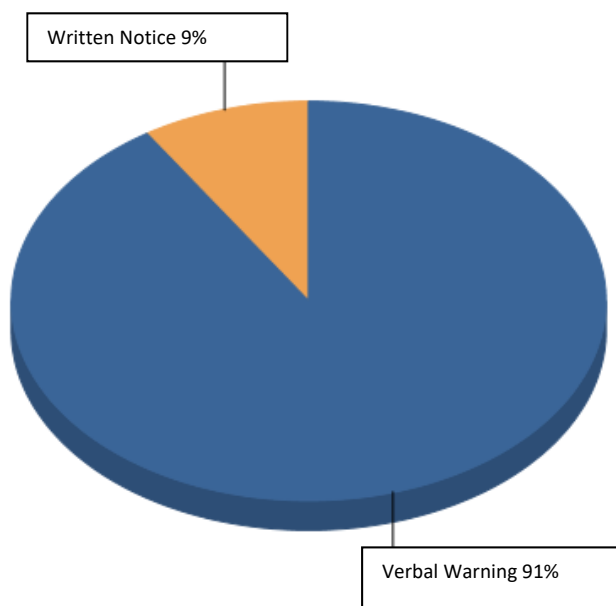
Meeting: November 28, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT

Community Engagement



Community Enforcement Actions



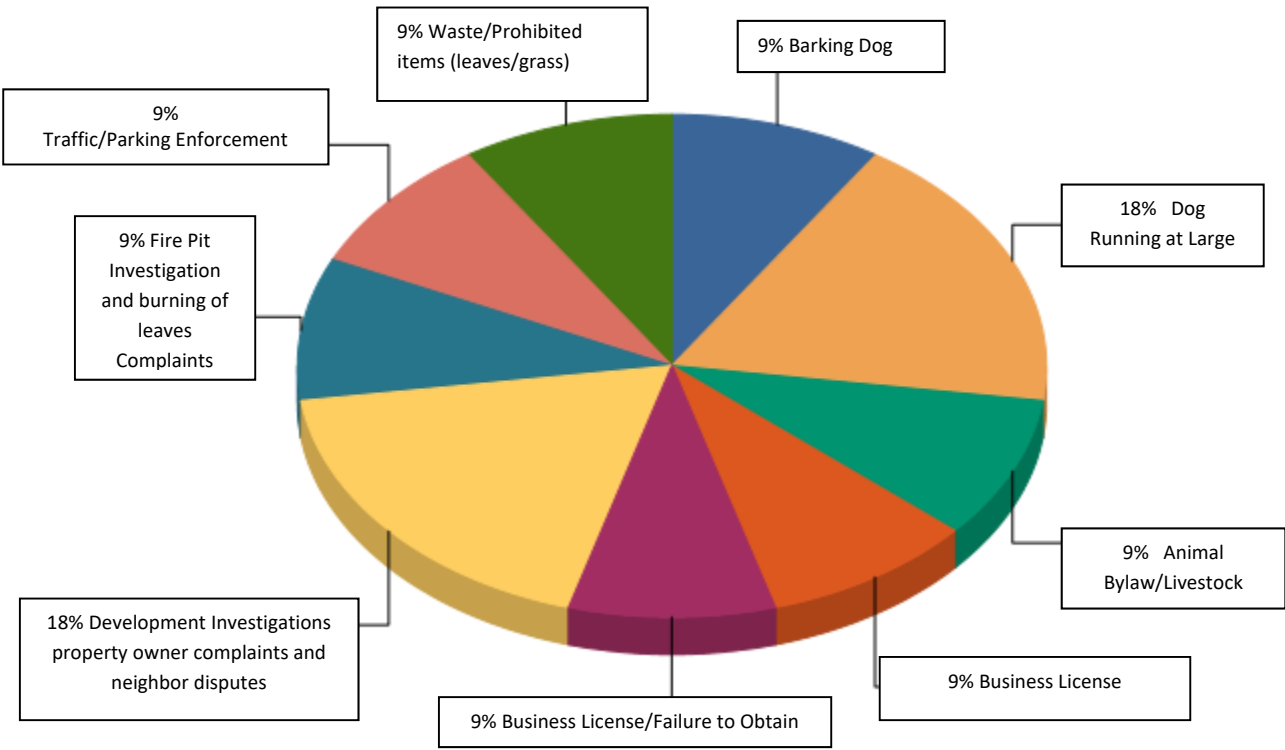
November Newspaper Focus:

1. Be seen Be aware – wear reflective clothing, watch out for pedestrians and drivers.
2. Reminder to clean the alley of refuse and grass/weed growth.

November Enforcement Highlights:

1. Radar on line at the North highway locations + 8th Street School Zone.
2. Foot patrolled the down town core warning people about improperly pulling into the angle parking stalls.
3. Foot patrolled the WMES and 8th street school zone educating drivers and pedestrians on the new parking and cross walk changes.
4. Assisted the RCMP with patrolling the school zone.
5. CPO1 from Fort Macleod started doing traffic enforcement In Clareholm on Oct 20th and 26th with 24 tickets issued and approximately \$5800 in fines.
6. Enforcement primarily consisted of Unsilently, Noise and Animal control.
7. FOIP training taken in Fort Macleod.
8. Peace Officer Safety Training completed in Fort Macleod.
9. First snow of the year on October 9th with very good sidewalk clearing compliance with only a small amount of verbal warnings required.
10. Complete CARES Facility Holding agreement and Lease – ready for review.
11. Halloween Community Safety program unrolled in the school with myself and the RCMP handing out glow sticks at the school and talking to the kids about pedestrian safety, paying attention, being visible, walking in groups and with parents, respectfulness and checking the candy before you eat it.
12. Patrol done Halloween night – no incidents.

Bylaw Infractions/Complaints/Actions



- BYLAW : ANIMAL : DOG : BARKING DOG
 - BYLAW : ANIMAL : DOG : DOG RUNNING AT LARGE
 - BYLAW : ANIMAL : LIVESTOCK/POULTRY
 - BYLAW : BUSINESS LICENSE
 - BYLAW : BUSINESS LICENSE : FAILURE TO OBTAIN
 - BYLAW : DEVELOPMENT
 - BYLAW : FIRE PROTECTION AND EMERGENCY SERVICES : OPEN FIRE
 - BYLAW : TRAFFIC
 - BYLAW : WASTE : PROHIBITED ITEMS
- Total:

DEVELOPMENT OFFICER REPORT

For: 10/24/2016 - 11/25/2016



Development Permits / Compliance

- ❖ 9 development permit applications.
- ❖ 8 development files closed.
- ❖ 6 compliance requests processed.
- ❖ 3 LUB enforcement issues.
- ❖ 2 Applications for LUB amendments.

Miscellaneous

- ❖ MPC – November 18, 2016
- ❖ Various inquiries regarding setbacks, property information, and compliance issues.
- ❖ Local Press Town News – Public notices – MPC and Public hearing for LUB amendment.
- ❖ November 23, 2016- Sod Turning Event – Stormwater project – Phase 1, public signs made.

Projects

- ❖ Multi-use Community Building & Town Hall meetings with user groups to review plans.
- ❖ Meeting with EDO & Peace Officer to discuss downtown revitalization, incentive & enforcement concerns.
- ❖ Continue to work on the non-operating landfill variance submission.
- ❖ Budget 2017- development projects.

*Submitted by
Tara VanDellen
Development Officer*



Claresholm Economic Development

Monthly Report

October & November, 2016

Prepared & Submitted By;
Economic Development Officer

Economic Development Officer

- PD Courses underway with University of Calgary & Economic Developers of Alberta
 - Business Retention & Expansion; Complete (A-)
 - Investment Attraction; Complete
 - Establishing the Foundations; Underway
- Enrolled in University of Calgary 'Certificate in Professional Management - Economic Developers' program for January start
 - Shared costing with remaining PD funds and employee contribution
- Move to new 'office' complete
 - Launched as 'Business Growth & Development Centre' on October 18 with a well-attended Open House
 - Approximately 35 stakeholders representing the Town, MD, peers, partner organizations and businesses were in attendance



- Three meetings with entrepreneurs; assisted with business plan, development processes, accessing Community Futures, and establishing contact with building owners
- Responded to 5 requests for information on local commercial or retail real estate options
- Networking/Meetings;
 - Information Acquisition & Project Development
 - Travel AB, Kalvik Tech Ecosystems (wireless broadband), BOND Creative Inc (Branding & Municipal Signage), Sam's Club, Alberta Small Brewers Association
 - Collaborative Relationship Development & Participation
 - Claresholm & District Chamber of Commerce, Lethbridge College Community Advisory Council, WCCHS Career Counselling, Alberta Jobs Task Force, Agriplex, EDO Regional Meeting, & EDO peers in Black Diamond, High River, Taber, Lethbridge County, Pincher Creek, Nanton and Vulcan

Economic Development Committee (EDC)

- General Meeting on October 3
 - Alberta SW Delegation
 - Broadband
 - Options & Practicality
 - New Developments in Fibre Communities
 - Recommended Next Steps
 - Motion for Darla Slovak to assume Vice-Chair role Carried
 - CARES Funding Discussed
 - Business Growth & Development Centre Open House
 - Business Improvement Loans from Community Futures
- General Meeting on November 7
 - CARES Project
 - Focus on Marketing Plan, Website Build and Branding
 - Unanimous in favour of submitting application for Project
 - Broadband
 - Axia Fibre recognized as most accessible solution for fibre build out to address long term connectivity concerns
 - Community Futures Business Improvement Loans
 - Budget of \$2800 allocated for 2017 and approval of RFD to Council to enter MOU with Community Futures Alberta SW for implementation
 - Opportunity Co-op Development Investment Program, Workforce Development and Youth Entrepreneurship discussed

Business Visitation Program

- Business Visits began on November 3, 2016
- As of November 22, 2016, 27 businesses have been visited

- Recurring concerns include internet connectivity, suitable land for development, retail leakage, and lack of competition to create a draw to the community
- Many attest to brand loyalty, customer service, and location as key factors for success in community
- Final Report to be presented to Council, Administration, EDC and participating business owners and managers by March 31, 2017

Branding/Website/Marketing

- EDO completing application for Community & Regional Economic Support Program with assistance from EDC, CAO and contact with Alberta Economic Development & Trade
 - Program offers matching dollars for community economic development initiatives
 - Requesting \$25,000 to match \$17,500 cash contributions and \$7,500 in-kind contributions from Economic Development Committee & Town
 - Project to deliver a brand, marketing plan, and new website for the Town of Claresholm
 - Utilizing facilitation from Travel AB on brand development and buy-in within a community
 - Consulting agency to deliver marketing plan (including assessment of municipal gateway and wayfinding signs), look and feel of brand, and subcontract the build of a new website
 - Anticipate response on application in December or January with project implementation to begin immediately after

Broadband

- EDC recommends Axia Fibre as the most viable option for fibre optic build
- EDO working with Axia Fibre to build capacity around December 7 Town Hall event at Community Centre to achieve interest via signature from 30% of serviceable addresses
- Alternative, wireless Co-op option available for discussion should community fail to reach 30% threshold
 - Wireless service would bring the desperately needed connectivity to industrial sectors on north and south end of Town
- Connection issues evident throughout Business Visitation Program to date
- Town at risk of losing employers if connectivity issue is not addressed (minimum of two employers actively looking at expansion or relocation to adjacent communities as a result of needs not being met)

Operational Planning/Budget

- 2016-2017 Operational Plan complete and approved by EDC
- Draft budget for 2017 submitted to CAO for consideration

FCSS Report to Council

November 2016

- Halloween Zombie walk went well. 67 people attended and more than \$300.00 was raised for Kidsport. FCSS donated a pizza gift certificate to the best dressed family.
- Hosted Interagency with 15 participants. Lots of networking during and after the meetings
- Barb worked on the second part of reporting for AHS and submitted on Nov. 18th
- Barb attended the Advisory Council meeting for Lethbridge College. Went over surveys from community.
- Barb attended the task force meeting with John Barlow
- Have changed the date for the Unstoppable Conversations facilitation. It will now happen on Friday Jan. 27th and Sat. Jan 28th. A new invitation to council will arrive once it comes from Volunteer Alberta along with more information from the facilitators.
The meeting date was changed due to the lack of people unable to attend but expressed interest in wanting to be part of the project. This gives more time to discuss the project with community members.
- Santa's Gone Loonie has been moved to LDS church for this year to accommodate more space that was needed. FCSS has been accepting donations for the event.
- FCSS has age and gender of the children in need from the community and is preparing the Giving Tree. Information can be picked up and gifts can be dropped off at FCSS. Also there are many families that want to sponsor families for Christmas so we are arranging for that as well.
- Barb and Sherry are attending the FCSSAA conference in Edmonton this week.
- Teen Centre continues to hold steady at 12 to 14 participants. Looking at having courses on resume building and safety come to present.
- Caregivers course will be wrapping up in December. Going to have a drumming circle and visit as the final meeting.

November 2016 Taxation/HR Report

From: Lisa Chilton



Human Resources

- Year-end procedures are in full swing. With the arrival of Dean Sallenback, Interim Director of Corporate Services, all departments are getting their budget information ready for him to process.
- We have hired a new staff member, through the Prairie Winds Clubhouse, to go into the rotation at the recycling depot. There was a need to fill in some of the spots where the regular staff were unavailable. Please note this does not increase the staff hours but simply allows the existing staff the ability to have a shift off if needed.
- This is a good time to bring up the fact that since the inception of the recycling program, the staff provided to us through the Prairie Winds Clubhouse have turned out to be exceptional. They, along with our other town staff, have been a large part of the success of the program. This partnership has proven to be beneficial to both the town and the employees.



Taxation

- Taxes past due, and in arrears at November 22nd, 2016 are:

\$242,968.72

Summary of outstanding taxes:

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

\$ 21,231.88 Tax Arrears List for 2016 (subject to sale after March 31st 2017)

\$ 2,540.96 Property on Tax Agreement with the Town

\$ 175,446.34 Other outstanding taxes after the June 30th deadline. Not including T.I.P.S participants

- The 2016 Arrears list had 7 properties. There are 6 properties left.
- July 12th was the final date for assessment appeals. There was one (1) residential vacant land assessment appeal. The Local Assessment Review Board Hearing was held on October 13th and the decision came through, from the board, to uphold the 2016 assessment declared by Benchmark Assessments.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



Buildings Work on the Community center alarm system has been finalized and installation is being scheduled. Work is expected to be in budget. Regular weekly inspections and minor maintenance is completed as required.

Sidewalks No current issues to report. 13m of new sidewalk has cracks covered by warranty and a holdback on payment was agreed upon. Repair work to be done next spring.

Streets Pothole repairs are continuing as manpower is available. Alley grading has been completed and all alleys were regraded. Christmas decorations have all been gone over, repaired and have been installed.

Sanitary Sewers Crews have completed the semi-annual flushing of the complete sanitary collection system, in Town. The Airport system was also flushed. Problems found have been added to the Public works list.

Water Distribution One hydrant is out of service and the low flow condition has been traced to a faulty isolation valve that will be replaced ASAP. One water leak has surfaced and we are looking for the source as it is not where any lines are known to be.

Storm Sewer The Frog Creek Storm water Project, is proceeding and the contractor is on site.

Parks/Arena The Parks crew are working on parks cleanup and leaf collection.

Recycling Program is operating well and no complaints to report. The Town is now taking recycling from the Town of Stavely, and that is going well so far.

Garbage Collection program is running well. No issues to report.

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

Staff No problems to report. First aid recertification training starting this week.

This Report by:
Mike Schuweiler
Director of Infrastructure Services
Town of Claresholm

11/24/2016

Report for October/November 2016

RECREATION DEPARTMENT

October Report



TOWN OF CLARESHOLM

November 23, 2016

Authored by: Denise Spencer



October Report

General Overview Facilities

Arena:

- Arena Lobby
 - Spectator Code of Conduct is complete, posted in Lobby over the door, and in the main Arena
 - Consulted with Mike S. and Recreation staff regarding Logo Mural placement in lobby, Thunders Hockey, Claresholm Skate Club, and Rockman
 - Dates of Mural Project, November 21-23 *Update: please see front page of report*
- Update: Logos of user groups have been painted on the walls in the Lobby, comments received have been very supportive, stating it helps create a cohesive positive atmosphere*
- Continuing to look at ways to improve the aesthetics of the Lobby as well as Mezzanine to make it an attractive welcoming space for rentals

Coordination of Rentals:

- Waiting on confirmation of Minor Hockey game dates (November – February) from CAHL to determine what ice is available for out of town team games
 - Looking at back to back slots to entice rentals
- Claresholm Skate Club needs March 25, 2017 for Skate Carnival if Bantams get Provincial Bid for March 16-19
 - The Chinook Open is scheduled March 31-April 2
 - Goal is to have our ice available for group in Southern AB last week in March, rent to other groups as most southern AB rinks are closed

Mezzanine:

- Welcome sign and beautification project scheduled December 6 & 7
- Rental of Mezzanine for Christmas party scheduled December 9, 2016
 - Repeat rental from last year, looking to see how we can improve their experience

Aquatic Centre:

Learn to Kayak - SCHOOLS IN POOLS program, Kayak 4 Life October 17-November 7, 2016

- 168 Participants from Schools, Grades 5-9
- Public Workshops, November 1, 15 Participants, November 5, 11 Participants
- 40 CCMHA Participants

- 7 Claresholm Aquatic Centre staff members
 - 241 Participants in Total

“The first we had heard about this program was Wednesday September 21, 2016 at 1:27pm when Lori Davis sent an email. I immediately jumped on the chance to offer this to our community, and knew we had a limited time frame in which to make it happen. The Claresholm Aquatic Centre closes for annual maintenance which is approximately 1 month after Remembrance Day. This didn’t leave much time to get the training rolling, as from January through August we are booked fairly solid with lessons, school lessons, Junior Lifeguard Club, and the other programs we put on.

One of the challenges of putting another program right after the beginning of the year and before Christmas is adding another cost to families. We chose to keep fees low, to ensure economics were not a barrier to youth participating in the program. For Schools, we chose not to charge the same rate as school lessons, and went with our school lesson and ½ program rate. This allowed Claresholm Schools and the schools in our neighbouring communities to participate in the program without the cost being prohibitive.” Excerpt’s from the Kayak Report submitted to Alberta Whitewater Association and Facilitator Chuck Lee

Mandatory Annual Shutdown scheduled November 14-December 12

- Lockers have been ordered from Shanahans in Lethbridge AB. This is the same supplier the lockers were purchased from originally
 - Safety issue, rusted with holes in some areas
- Equipment room floor to be repainted
- Blinds need replacement as they are torn and held together by pins
- We are looking to further partner with neighbouring pools (sharing equipment). This decision was made after discovering High River Pool has a phenomenal inflatable system, (bought through a grant that 1 piece typically costs \$15,000) and are willing to loan it. Our previous partnership with Big Toy Group, (yearly fees, old equipment, limited choices) didn’t offer the same variety

Junior Lifeguard Club Vikings

- Logo is a hit with the group
 - Pins were created
 - Shirt order placed with Imperium design in Claresholm
- First Competition was November 11-13 at University of Calgary
- Our team looked very professional
- Looking to sell Viking Shirts as an ongoing fundraiser for the JLC club. Everything above the cost of the shirts would go into a fund to help cover the costs of away meets.
- Goal of JLC is to ensure it still remains a low budget quality program for parents that is open to all youth without being exclusive
- Mini Meet scheduled February 10, 2017
 - Invite will be sent to neighbouring clubs
 - 4 hour time slot
 - Goal is fun
 - \$10 fee per person



Holiday Hours;

- We are open Friday December 23 for our normal hours, this is the last day of school and Santa is coming
- Open Saturday December 24 for normal operating hours
- Closed Christmas day, December 25

- Open Boxing Day, December 26 day from 2-4 pm
- Open Tuesday December 27 for regular scheduled hours

Programming / User Groups

- New Year's Eve Skate 5-7pm
- January 21, 2017 proposed date of Skate a Thon
- Swim a Thon fundraiser for JLC to be announced (conflict with provincials)
- Pickle Ball;
 - January 28, 2017 from 10am to 1pm workshop scheduled at West Meadow School
 - Tentative dates of February 25 and/or March 18
 - Brian Popovich from High River will be hosting
 - There are community members in Claresholm, Phil and Marlene Smith as well as Irene Leeds who are interested in starting a club here
 - Waiting on user agreement from Claresholm Schools
 - Pickle Ball Supplies in Red Deer has the best prices for startup kits, with heavy duty nets. \$280 for 1 net, 4 paddles, 2 balls and carrying bag
 - Propose to get 4 sets
 - Looking at hosting Pickle Ball Tournament in Arena for all of Southern Alberta in Summer
 - Looking at tape/ chalk paint and other alternatives for lines
 - Outside Pickle Ball courts are in short supply in southern Alberta
 - Creating these will be good for tourism
- Southern Alberta Summer games
 - Has been proposed that there is 1 coordinator for the MD of Willow Creek
- FCSS and Healthy Community Coalition have approached me to do the Fitness Challenge
 - Fall 2017 it will be scheduled
 - Exploring ways to make it easier for the facilitators
 - Cap the event off with the Fun Run hosted by North and Company
- North & Company wanting to host a Family Fun Run for our community
 - Have decided against a run during Parade Day
 - Aim for Fall 2017
 - Would like to incorporate it with Fitness Challenge
 - Looking to approach this group to help assist with the Fitness Challenge

Marketing / Promotion

- January – April 2017 Claresholm Aquatic Centre Program Guide is scheduled to be released November 28, 2016
- Patricia Macleod of Arena Marketing has asked if we have a space for advertising, 5'x7' or 3'x5'
 - They pay us to advertise for them

- Found a place in the main arena
- Community Calendar, submitted Pool and Arena events
- Claresholm Local Press
- Facebook

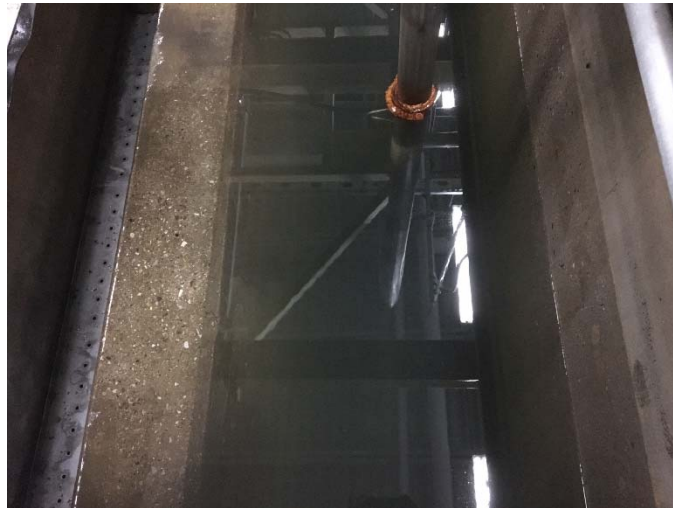
Progress

Additions to Master Plan:

- Arena floor a priority in plan
- Rick Hansen Foundation has Grants with Eligibility deadline for March 31, 2017
 - Could be incorporated for either:
 - Skate Park relocation and rebuild with long lasting materials
 - Arena upgrades
 - Millennium Ball park for new shale



UTILITY SERVICES REPORT



NOVEMBER 2016

3700 8th Street West
Box 1000 T0L-0T0
Claresholm, Alberta

Work# 1-403-625-3100
Cell # 1-403-625-1687
Fax # 1-403-625-3869

brad.burns@townofclaresholm.com
www.townofclaresholm.com
Utility Services Manager Brad Burns

Summary

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

- Regional Water Treatment Plant.....pg. 3, 4, 5

- Pumping Stations and Reservoirs.....pg. 5, 6

- Water Distribution.....pg. 6

- Lagoon and Waste Water Collection.....pg. 7

- Raw Water Supply.....pg. 8

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- Oct 26th Clean office and check all Ethernet connections after moving HMI.
- Oct 26th Red Cap Ventures onsite for annual generator inspection and load test.
- Oct 27th Clean sodium hypochlorite tank in KMNo4 room.
- Oct 27th FERG's Septic onsite to empty holding tank.
- Oct 27th Fill generator full tank and add conditioner.
- Oct 28th CHAMCO onsite servicing vertical turbine pumps.
- Oct 31st Clean and calibrate DAF online turbidity, ORP and pH meters.
- Oct 3rd Clean mower shed.
- Nov 8th MPE technician online working on alarm email issue.
- Nov 8th Clean and calibrate post treatment turbidity and pH meters.
- Nov 9th MPE technician online working on alarm email issue.
- Nov 9th Replace door sweeps and adjust doors.
- Nov 9th Calibrate Co2 meter.
- Nov 13th Power outage (generator no issues).
- Nov 15th Mix batch for CIP.
- Nov 15th Annual inspection and cleaning of DAF #1.

DAF Pre-Flocculation Zone

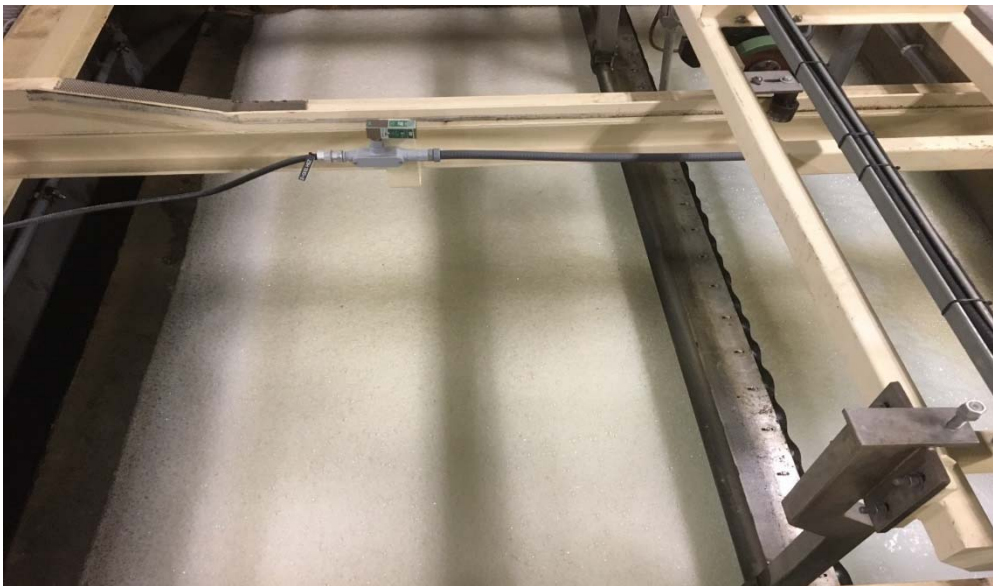


- Nov 16th CIP both PALL racks.
- Nov 16th Annual inspection and cleaning of DAF #2.

DAF Flotation Zone



DAF Flotation Zone Micro Bubbles



- Nov 18th Drain and clean CIP caustic and acid tanks.
- Nov 23rd Clean and calibrate lab equipment.

TESTING/MONITORING REQUIRMENTS

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- Bacteriological samples have been absent of total coliforms and E coli.

GOVERNMENT COMPLIANCE

- Regional water treatment plant approval expiry date is Dec 1st 2016.
- Nov 22nd Contacted Municipal Approvals Engineer Jeffery Wu to discuss. Until AEP amends our license the regional water plant will continue to follow the information provided in the previous license.
- Nov 24th AEP compliance officer onsite for annual water plant inspection.

SAFETY

- Nov 2nd Monthly safety meeting at public works shop.
- Onsite safety meetings ongoing.
- Nov 21st Install first aid kits at lagoon and HPS buildings.

CHEMICAL

- Oct 21st Transfer citric acid to CIP room day tank.
- Oct 22nd Praxair onsite off-loading Co2.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Oct 26th Red Cap Ventures onsite for annual generator service and load test (injector # 4 issue).
- Run backup generator (no issues).
- Oct 28th Red Cap Ventures back onsite to replace injector.
- Nov 1st Cleaned backup generator.
- Nov 7th FCV 1671 flow control valve issue setting.
- Nov 10th Inspect roof, exhaust fan and dampers.
- Nov 10th Clean reservoir overflow lines and baffles.

AIRPORT PUMP STATION

- Oct 31st Run backup Chrysler (no issues).
- Nov 13th Power outage (Chrysler no issues).
- Nov 22 Run backup Chrysler (no issues).

UFA RESERVOIR

- 21st Replace sump pump in reservoir wet well to control leakage.
- All manholes and valves are dry and accessible.

WEST WATER PLANT (decommissioned)

- No signs of trespassing.
- Building and fences are secure.

WATER DISTRIBUTION

UNIVERSAL METERING

- Nov 24th Monthly meter reading.
- Replace/check ERT's and inspected meters as requested by office.
- Gathering information on meters for replacement and new home installs.
- METERCORE looking into replacing 9 non-readable 100W end points.

GOVERNMENT COMPLIANCE

- 6 Bacteriological samples have been taken in November within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits.
- Some areas in town have a low free chlorine residual due to line sizing, location and usage.

TOWN OF GRANUM/SUPPLY LINE

- Granum advertising for another public works foreman. Contacted town office for an updated call list.
- Oct 20th Check meter vault (UPS and meter working, no issues).

METER VAULTS

- Pressure reducer in vault to acreages working well.
- Oct 18th Check south booster station sump pump and controls.

DISTRIBUTION LINES

- Chlorine grab samples continue to be satisfactory within the distribution system.
- Nov 23rd Started checking free chlorine at the Booster Station for MPE (M.D study) to determine the need for chlorine injection.

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- Oct 19th CICON onsite to determine pump size is wrong (decision to rectify with new impellers).
- Nov 1st Remove pump # 2 for trimming of pump impeller.
- Nov 3rd Reinstall pump # 2.
- Nov 7th Run backup generator no issues starting (warm weather).
- Nov 8th Remove pump # 1 for trimming of pump impeller.
- Nov 10th Reinstall pump # 1.
- Nov 13th Power outage (generator no issues).
- Nov 21st Contact Simpson Maxwell (block heater air lock) engine should be warm before starting and transferring full power to generator.

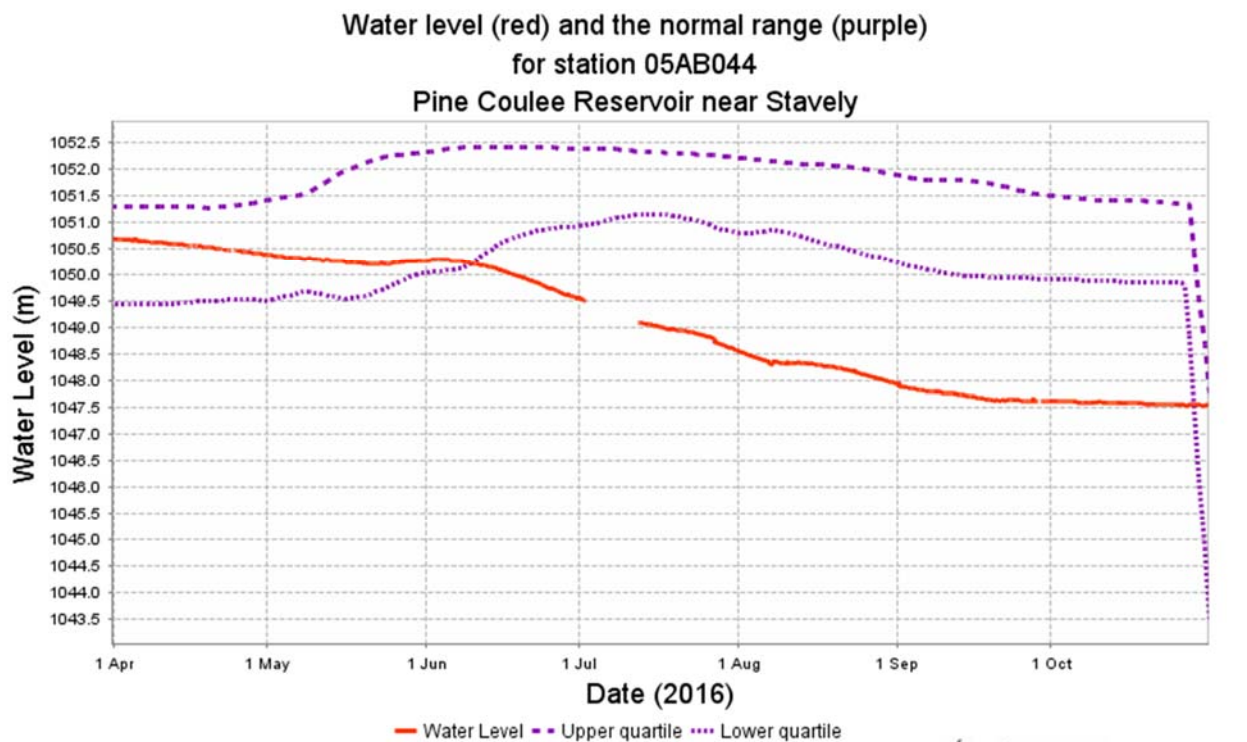
LAGOON

- Oct 18th Start draining lagoons to Willow Creek.
- Oct 26th Clean building and check pumps.
- Nov 8th Stop draining lagoons to Willow Creek.
- Nov 13th Power outage (generator no issues).
- Nov 21st Exercise anaerobic and force main valuing.

RAW WATER SUPPLY

PINE COULEE

- Sept 22nd Operations supervisor for Pine Coulee Reservoir have stopped releasing water to Willow Creek for this year. Current level is @ 50.4% capacity.
- The current level at Pine Coulee Reservoir is 1047.6 m geodetic elevation. A reading of 1045.0 m geodetic is the Regional Water Pipeline Water Shortage Response Plan (WSRP) water shortage alert phase 1. The reservoir level is being monitored and WSRP criteria will be followed.
- Nov 2nd Weed whip and Pine Coulee supply line hydrants and valves (paint valves).



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RAW WATER STORAGE RESERVOIR

- Nov 1st Stop filling onsite reservoir from Pine Coulee.
- Nov 16th Reservoir level LT 1026 6018 mm.

GOLF COURSE

- Oct 13th AEP update no current outstanding issues with licence # 12396 (golf course). Usage must be recorded and entered into the water use reporting system as required by AEP.



INFORMATION BRIEF

Meeting: November 28 2016

Agenda Item: 17

COUNCIL RESOLUTION STATUS

Description		Assigned	Comments	Status
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - June 27, 2016				
1	Delegation Response: CAReS RE: Animal Shelter - Referred to Administration	Jason	Begin work on finalizing new CAReS facility holding agreement and the Responsible Pet Ownership bylaw	In progress
Regular Scheduled Meeting - August 22, 2016				
4	CORRES: MD of Willow Creek RE: Summer Games Management - Referred to Administration to work with the other municipalities in question in order to develop a coordinated plan for summer games management going forward.	Marian	Met with Fort Macleod & Nanton CAOs Sept 6 to discuss & will bring proposal forward to Council.	In progress
Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol	In progress
13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed	In progress

Regular Scheduled Meeting - November 14, 2016				
1	Bylaw #1617 - Moved by Councillor Ford to give Bylaw #1617, a fire protection & emergency services bylaw amendment, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1617, a fire protection & emergency services bylaw amendment, 3rd Reading & final Reading. CARRIED	Karine	Bylaw prepared.	Complete
2	Bylaw #1619 - Moved by Councillor McAlonan to give Bylaw #1619, a land use bylaw amendment, 2nd Reading. CARRIED Moved by Councillor Dixon to give Bylaw #1619, a land use bylaw amendment, 3rd & final Reading. CARRIED	Karine	Bylaw prepared.	Complete
3	Bylaw #1620 - Moved by Councillor Cutler to give Bylaw #1620, a library bylaw amendment, 2nd Reading. CARRIED Moved by Councillor McAlonan to give Bylaw #1620, a library bylaw amendment, 3rd & final Reading. CARRIED	Karine	Bylaw prepared.	Complete
4	Bylaw #1622 - LUB Amendment - Referred to administration to provide other options in this Bylaw.	Tara	Info Brief presented to MPC Nov 18, 2016. RFD prepared for Nov 28 Council Meeting	Complete
5	Delegation Response: Pharmachoice - Moved by Councillor Dixon to add three additional 1 hour parking stalls within the downtown parking lot directly to the north of the existing handicapped and 1 hour parking stalls located at the southeast corner of the lot. CARRIED MOTION #16-116	Jason/Mike	Additional signs have been installed.	Complete
	CORRES: Shaw Communications - Refer to FCSS	Marian	Sent copy of letter to Barb.	Complete
10	CORRES: Royal Canadian Legion - Alberta/NWT Command - Moved by Councillor Cutler to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$423.81 plus GST for 2017. CARRIED MOTION #16-117	Karine	Notification of support sent.	Complete
13	RFD: Claresholm & District Health Foundation - Moved by Councillor Ford to support the Claresholm & District Health Foundation's 10th Annual Gala to be held November 26, 2016 in the amount of \$500. CARRIED MOTION #16-118	Karine	Notification of support sent.	Complete
14	RFD: Letter of Support - Willow Creek Ag Society - Moved by Councillor Dixon to write a letter of support towards the Willow Creek Agricultural Society's grant application to the Community Initiative Program (CIP) for the purpose of purchasing a new tractor for the Agriplex. CARRIED MOTION #16-119	Karine	Letter prepared.	Complete
15	RFD: FortisAlberta Streetlight LED Conversion - Moved by Councillor Cutler to participate in the Streetlight LED conversion offer put forward by FortisAlberta Inc. CARRIED MOTION #16-120	Marian	Letter sent to Fortis	Complete
16	RFD: Non-Operating Landfill Monitoring Proposal - Moved by Councillor Ford to accept the proposal from TetraTech for further monitoring of the non-operating landfill according to Alberta Environment and Parks recommendation and to have the funding as part of the 2017 budget. CARRIED MOTION #16-121	Tara	Letter and agreement sent Nov 15, 2016	Complete
21	IN CAMERA: Moved by Councillor Cutler to appoint Doug Priestley to the Subdivision & Development Appeal Board. CARRIED MOTION #16-122	Tara	Letter sent Nov 15, 2016	Complete
21	IN CAMERA: Moved by Councillor Cutler to appoint Doug Priestley to the Facility and Infrastructure Planning Committee. CARRIED MOTION #16-123	Tara	Letter sent Nov 15, 2016	Complete

21	IN CAMERA: Moved by Councillor Dixon to appoint Jill Flanagan to the Claresholm Housing Authority Board. CARRIED MOTION #16-124	Karine	Notification sent to Jill & the Housing Authority	Complete
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PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: November 26, 2016

INFORMATION ITEMS

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility September 22nd, 2016 at 3:00 P.M.

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

Absent: John Connor

1. Chair Earl Hemmaway called the Meeting to order at 3:05 P.M.

2. Approval of Agenda

16.105 **Moved by Barry Johnson** to approve the Agenda as presented.

CARRIED

3. Delegations

No delegations

4. Approval of Minutes

a) August 25th, 2016 Regular Meeting

16.106 **Moved by Gord Wolstenholme** to approve the Minutes of the August 25, 2016 Regular meeting as presented.

CARRIED

5. Financial Information

a) Approval of Check Detail August 26 – September 22, 2016

Cheryl presented the members with the Check Detail from August 26 to September 22, 2016.

16.107 **Moved by Lyal O'Neill** to accept the Check Detail Aug. 26 – Sept.22, 2016 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility September 22nd, 2016 at 3:00 P.M.

5. Financial Information cont.

b) Accounts Payable

Cheryl presented the members with the Accounts Payable in the amount of \$16 303.63

16.108 **Moved by Barry Johnson** to approve for payment, the accounts payable in the amount of \$16 303.63.

CARRIED

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

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

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

CARRIED

d) Credential Securities Investment Renewal – For Information

Cheryl provided the members with the renewal certificate from Credential Securities. \$100 000.00 plus interest of \$1 754.79 was invested into a one year GIC at 1.56% interest.

6. New Business

a) Credit Application - Gregg Distributors

Cheryl explained that she would like to apply for an account with Gregg Distributors. Gregg's have a warehouse in Lethbridge and offer free delivery to Claresholm which is helpful as getting to Lethbridge isn't always convenient. Member O'Neill asked what type of items they offer. Cheryl explained that the landfill needed to purchase lifting chain and hooks and was able to do so at Gregg's at a reasonable cost.

16.110 **Moved by Gord Wolstenholme** that the WCRWMS submit for credit, an application to Gregg Distributors.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility September 22nd, 2016 at 3:00 P.M.

7. Old Business

a) GEEP Proposal

Cheryl provided the members with some information she gathered regarding ARMA's registered electronics recyclers. The WCRWMSC has been using Recycle Logic since entering the program and Cheryl stated that the WCRWMSC has received very good service from them. From the information she found, the incentives that are offered vary from one recycler to another as well as by municipality. Cheryl learned that some municipalities were promised incentives from certain recyclers and have never received them, while other recyclers consistently pay as promised. Recycle Logic has offered an incentive since the WCRWMSC entered the program. While there is a significant difference between what GEEP is offering and what the WCRWMSC is currently receiving, Cheryl stated that she would like to remain using Recycle Logic at this time. As GEEP has only been an ARMA registered recycler for a few years, she is concerned that the incentive they pay now, may not be sustainable in the future.

16.111 **Moved by Lyal O'Neill** that the WCRWMSC continue to use Recycle Logic as our E-Waste recycler.

CARRIED

8. Correspondence

a) ORRSC – Claresholm Annexation

The members wondered why the WCRWMSC would receive notice regarding this issue. Cheryl explained that with the growth of Claresholm, the WCRWMSC could potentially see larger waste volumes. Cheryl explained that we currently operate under a registration which allows us to accept a maximum of 10 000 tonne of waste per year. Waste volumes higher than that would mean the WCRWMSC would have to apply to Alberta Environment and Parks and we would then operate under an approval. Operations under a registration must follow the Code of Practice for Landfills in Alberta. Operations under an approval must follow rules and regulations set forth by Alberta Environment and Parks, which are specific each site.

9. General Landfill Information

a) Landfill Site Improvements – For Information

Cheryl reported that landfill staff have erected two new signs regarding unsecured loads. Cheryl also reported that we had received several loads of aggregate from Noble Concrete. The material was from their clean out pile, which is a mixture of sand, gravel and cement. Cheryl contacted Roly from the MDWC to request a grader to blade the material for us. Operator John has completed that work. We are also expecting some concrete blocks from Noble as well.

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility September 22nd, 2016 at 3:00 P.M.

10. In Camera

No In Camera items

11. Adjournment

16.112 **Moved by Lyal O'Neill** to adjourn the meeting at 4:15 P.M.
CARRIED

Chairman Earl Hemmaway

CAO Cheryl Guenther



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 7 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, October 13, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Don Anderberg
Jim Bester

Bill Chapman
Tom Rose (absent)
Barry Johnson

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - October 13, 2016
2. Approval of Minutes - August 11, 2016 (attachment)
3. Business Arising from the Minutes
4. New Business
(a) Draft 2017 Budget (attachment)
(b) Scanning Equipment Purchase (Preliminary Discussion)
(c) Subdivision Activity - 2016 (attachment)
(d) SDAB Training
(e) Fee For Service Update (attachment)
5. Accounts
(a) Office Accounts -
(i) July 2016 (attachment)
(ii) August 2016 (attachment)
(b) Financial Statements -
(i) January 1 - July 31, 2016 (attachment)
(ii) January 1 - August 31, 2016 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

DIRECTOR'S PERFORMANCE EVALUATION

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

1. APPROVAL OF AGENDA

Moved by: **Barry Johnson**

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: **Henry Van Hierden**

THAT the Executive Committee approve the minutes of August 11, 2016, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- The ORRSC Population Projections 2016 - 2036 report is now complete. CAOs and Board Members were e-mailed the link to the document on the ORRSC website (orrscc.com) on October 5.

4. NEW BUSINESS

(a) Draft 2017 Budget

- The Director presented a preliminary budget which was reviewed line by line and used as a basis for discussion.

REVENUE: The budget proposes to hold Membership and GIS Fees to 2016 rates, but consensus was that 1% or 1.5% should be added to offset increased costs and to avoid larger future adjustments. Subdivision Approval Fees remain the same as last year, but may need to be increased if the MGA amendments require the extra step of pre-consultation. Fee for Service (Member) has been increased in recognition of new plans that will have to be written due to the MGA amendments.

EXPENDITURES: A 2% staff salary adjustment is proposed and Permanent Employees has been increased for the purpose of hiring an additional planner. Purchase of a new vehicle to replace the Jeep Patriot has also been included. Software subscriptions were exceeded by \$10,000 this year so this item had to be increased. Staff benefits and other expenditures required minor changes.

- A revised draft of the proposed budget reflecting the discussion will be brought to the November meeting for approval before presenting it to the Board of Directors in December.

(b) Scanning Equipment Purchase (Preliminary Discussion)

- Linking subdivision files to the GIS was identified as an objective in the ORRSC 2016-2026 Strategic Plan as follows:

“MEMBER SERVICES

Core Services

- Data Storage (Plans, Reports, Subdivision Files, Registered Plans, GIS)

Objective #5 Secure Data & provide modern access to information and data.

Action Link Subdivision information to GIS”

- ORRSC is currently investigating the cost of a scanner that could deliver the speed and quality needed for this project, as well as a large format scanner for maps. Both scanners together may total approximately \$15,000 which could be taken from this year’s surplus. Once quotes are obtained, the matter will be brought back to the Executive for purchase or lease approval.

(c) Subdivision Activity - 2016

- As at the end of September 2016, 144 subdivision applications have been processed totalling \$250,067.50 in revenue. Target for the year is \$305,000.

Moved by: Jim Bester

THAT the Executive Committee accept the Subdivision Activity - 2016 report, as information.

CARRIED

(d) SDAB Training

- Invitations were e-mailed to all Board Members and CAOs for the Subdivision and Development Appeal Board (SDAB) Training which will take place on Friday, November 25, 2016 in the ORRSC Conference Room from 10:00 am to 4:00 pm (lunch provided) at a cost of \$50 per person. Registrations will be limited to 75 persons on a first-come basis.

Moved by: Bill Chapman

THAT the Executive Committee accept the SDAB Training discussion, as information. **CARRIED**

(e) Fee For Service Update

- The Fee For Service 2016 updated September 2016 was reviewed.

Moved by: Don Anderberg

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

5. ACCOUNTS

(a) Office Accounts –

(i) July 2016

5151	Vehicle Gas & Maintenance	Petty Cash (oil change, gas)	\$	104.35
5160	Staff Field Expense	Petty Cash (meal - B. Crooks)		13.50
5320	General Office Supplies	Petty Cash (cards, Becel)		19.61
5460	Public Relations	Petty Cash (name badge)		10.00
5280	Janitorial Services	Madison Ave Business Services		475.00
5310	Telephone	Shaw Cablesystems		494.65
5310	Telephone	Bell Mobility		632.20

5320	General Office Supplies	Desjardin Card Services	189.04
5380	Printing & Printing Supplies	Desjardin Card Services	38.97
5570	Equipment Repairs & Maintenance	Desjardin Card Services	216.43
5330	Dues & Subscriptions	Pass Herald	50.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5390	Graphic & Drafting Supplies	Continental Imaging Products	1,185.16
5390	Graphic & Drafting Supplies	Continental Imaging Products	138.69
5440	Land Titles Office	Minister of Finance	120.00
5500	Subdivision Notification	Sun Media	340.00
5500	Subdivision Notification	Lethbridge Herald	458.64
5532	Assessment Review Board	H. Van Hierden	180.00
5532	Assessment Review Board	D. Gillespie	200.00
5532	Assessment Review Board	S. Smidt	167.50
5570	Equipment Repairs & Maintenance	Pitney Bowes	119.98
1160	GST Receivable	GST Receivable	228.03
		TOTAL	<u>\$5,493.75</u>

(ii) August 2016

5150	Staff Mileage	S. Johnson (June - August)	\$ 67.50
5320	General Office Supplies	S. Johnson (June - August)	52.22
5330	Dues & Subscriptions	S. Johnson (June - August)	110.00
5330	Dues & Subscriptions	S. Johnson (June - August)	28.77
5151	Vehicle Gas & Maintenance	Imperial Oil	423.63
5151	Vehicle Gas & Maintenance	Imperial Oil	159.99
5280	Janitorial Services	Madison Ave Business Services	475.00
5320	General Office Supplies	Madison Ave Business Services	13.49
5285	Building Maintenance	Cam Air Refrigeration	417.60
5285	Building Maintenance	Infinity Property Care	675.00
5310	Telephone	Bell Mobility	644.75
5310	Telephone	Shaw Cablesystems	494.65
5330	Dues & Subscriptions	Taber Times	46.00
5330	Dues & Subscriptions	JAPA	311.00
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance	290.00
5500	Subdivision Notification	Lethbridge Herald	305.76
5520	Meetings	Costco	60.51
5570	Equipment Repairs & Maintenance	Xerox	395.73
5570	Equipment Repairs & Maintenance	Xerox	825.20
5580	Equipment & Furniture Rental	Pitney Bowes	297.13
1160	GST Receivable	GST Receivable	331.50
		TOTAL	<u>\$8,447.43</u>

Moved by: Don Anderberg

THAT the Executive Committee approve the Office Accounts of July (\$5,493.75) and August (\$8,447.43) 2016, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - July 31, 2016**
- (ii) January 1 - August 31, 2016**

- The Executive requested clarification on the purpose of “Accounts Receivable Manual” on the Balance Sheet; the Director will provide this at the next meeting. Accrued vacation figures updated to the end of September will be included in the November agenda. The \$50,000 budgeted for reserves has not been allocated to the Operating and Capital Reserve funds to date.

Moved by: Henry Van Hierden

THAT the Executive Committee approve the following financial statements, as presented:

January 1 - July 31, 2016
January 1 - August 31, 2016

CARRIED

6. DIRECTOR’S REPORT

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

7. EXECUTIVE REPORT

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

8. ADJOURNMENT

Moved by: Bill Chapman

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:15 p.m. until **Thursday, November 10, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



Claresholm & District Chamber of Commerce

General Meeting

Minutes

Wednesday October 19th, 2016

Present:

Lisa Vosburgh	Warren O'Connell	Keith Armstrong	Amanda Zimmer
Rob Vogt	Samantha Rasmussen	Jessica Anderson	Christy Randell
Marilyn Curry	Niikki Sandor	Wendy Mogg	Lori Beazer
Kelsie Bowen Preete	Val Umscheid	Sherry Levesque	Duane Warren
Gail Hood	Ed Hood	Beatrice Johnson	Chris Drinkwalter
Iqbal Nurmohamed	Tony Walker	Rick Milliken	Donna Courage
Lorraine Norgard			

1. Call Meeting to Order
Donna Courage called the meeting to order at 12:07 p.m.
2. Acceptance/Additions to Minutes
Iqbal moved acceptance of the minutes from September 21, 2016 seconded by Marilyn. Carried.
3. Committee Reports
 - a. Old Fashion Christmas
Kelsie reminded everyone of the upcoming Old Fashioned Christmas for November 25, 2016. Stores will be open in evening. To advertise please contact Amanda at the Clareholm Local Press. Chris Drinkwalter volunteered to help out on the committee; more volunteers would be appreciated and can contact Kelsie if able to help out.
 - b. Website
Kelsie provided update of the exciting advances made in our website. It is projected to be up and running by end of November. Members are welcome to advertise on the Chamber's website.
 - c. Trade Fair
Iqbal and Rick are heading up the 2017 Trade Fair which will be held February 3 & 4 at the Community Centre. For more info or to register a booth, please contact one of them.
 - d. Membership
Donna updated everyone on the success of new and renewed memberships made. To date we have 111 members for 2016. She also
4. New Business
 - a. "Business Training Course"
Tony Walker provided an update on the CF's new business owner training program "Building a Better Business". The first session will be November 5th in Clareholm.

b. "Workshop" with Rick for membership
Rick Milliken reviewed upcoming "Growth Coach presentation on The Strategic Mindset.

c. Sign offer from Harold Seymour
Donna provided an update on signage and bench being undertaken by Harold Seymour.

5. "Customer Service" Speaker

Reminder of presentation by Rick Milliken, the Growth Coach.

6. **Next General Meeting** – Wednesday, November 16th, 2016 (Location TBA) @ NOON

7. Adjournment

The meeting was adjourned at 1:05 p.m.