



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
OCTOBER 24, 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 OCTOBER 11, 2016

DELEGATIONS:

1. PharmaChoice - Downtown Parking Lot
2. Ali Shivji - Claresholm Transportation Society in town transportation initiative

ACTION ITEMS:

3. BYLAW #1618 – Unsightly Premises and Snow Removal Bylaw Amendment
RE: 2nd & 3rd Readings
4. BYLAW #1619 – Land Use Bylaw Amendment
RE: 1st reading
5. BYLAW #1617 – Fire Protection & Emergency Services Bylaw #1558 Amendment
RE: 1st reading
6. BYLAW #1620 – Library Bylaw
RE: 1st reading
7. CORRES: Rowan House Emergency Shelter
RE: Family Violence Prevention Month - November
8. CORRES: Faith Community Baptist Church
RE: Open House at Cottonwood
9. CORRES: Indoor Walking Group
RE: Funding 2016-2017
10. REQUEST FOR DECISION: #4Skyline Cres – Tax Recovery Sale
11. REQUEST FOR DECISION: Claresholm Minor Hockey Association
12. INFORMATION BRIEF: Alberta Environment & Parks – Consent to Vary Landfill Setback submission
13. INFORMATION BRIEF: CAO Report
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA: Board Appointments, Land, Employment

INFORMATION ITEMS:

1. Alberta Southwest Bulletin October 2016
2. MPC Minutes August 26, 2016
3. ORRSC Meeting Minutes August 11, 2016
4. FortisAlberta – LED Giveaway Program

ADJOURNMENT



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 11, 2016

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

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

REGRETS: Councillor Chris Dixon

STAFF PRESENT: Chief Administrative Officer: Marian Carlson, 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: **REGULAR MEETING – SEPTEMBER 26, 2016**

Moved by Councillor Fieguth that the Regular Meeting Minutes of September 26, 2016 be accepted as presented.

CARRIED

ACTION ITEMS:

1. **BYLAW #1618 – Amendment to Bylaw #1534**
RE: 1st reading

MOTION #16-102 Moved by Councillor Cutler to give Bylaw #1618, a bylaw to amend Bylaw #1534, 1st reading.

CARRIED

2. **CORRES: EQUUS**
RE: FortisAlberta Inc.

Received for information.

3. **CORRES: Claresholm & District Fairboard**
RE: Theme

Received for information.

4. **CORRES: Claresholm Arts Society**
RE: Letter of Support

Received for Information.

5. **CORRES: Economic Development Committee**
RE: Open House

Received for Information.

6. **REQUEST FOR DECISION: PLDE 09-16 – Street Tree Policy**

MOTION #16-103 Moved by Councillor McAlonan to adopt Policy PLDE #09-16 - Street Trees as presented effective October 11, 2016.

CARRIED

7. **REQUEST FOR DECISION: 2016 Infrastructure Project Tenders**

Administration was directed to refer the 2016 Infrastructure projects to the 2017 Budget discussions.

8. **REQUEST FOR DECISION: Municipal Right of Way Agreement – Axia**

MOTION #16-104 Moved by Councillor Fieguth to approve the Municipal right of way agreement and enter into the agreement with Axia Fibrenet.

CARRIED

9. **REQUEST FOR DECISION: Airport Water Service – Testing & Inspection**

Refer to Administration to enter into contract negotiations to provide the interim testing and inspection service to the MD of Willow Creek, as well as, continued service after the MD has taken over jurisdiction.

CARRIED

10. **REQUEST FOR DECISION: Indoor Walking Group – Support Request**

MOTION #16- 105 Moved by Councillor Ford to donate \$1000 to the Indoor Walking Group for the use of the Community Centre for the time frame of October 2016 to March 2017, and that all details regarding the facility rental (times, dates, terms, conditions, etc.) be arranged through the Claresholm Community Hall Board.

CARRIED

11. **REQUEST FOR DECISION: Claresholm & District Fair Board – sponsorship & advertising**

MOTION #16- 106 Moved by Councillor McAlonan to approve the cash award donation request to the Claresholm & District Fair Board in the amount of \$600.00.

CARRIED

MOTION #16- 107 Moved by Councillor Cutler to approve the advertising request from the Claresholm & District Fair Board in the amount of \$390.00.

CARRIED

12. REQUEST FOR DECISION: Claesholm High School Rodeo – Sponsorship

MOTION #16-108

Moved by Councillor Cutler to approve the donation request to the Claesholm High School Rodeo in the amount of \$250.00.

CARRIED

13. INFORMATION BRIEF: Respectful Workplace and Progressive Discipline Policies

Referred to Administration.

14. INFORMATION BRIEF: Council Resolution Status

Received for Information.

15. ADOPTION OF INFORMATION ITEMS

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

16. IN CAMERA: Land, Employment

Moved by Councillor O’Neill that the meeting go In Camera at 7:50 p.m.

CARRIED

Moved by Councillor McAlonan that this meeting come out of In Camera at 8:28 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Ford that the meeting adjourn at 8:29 p.m.

CARRIED

Mayor – Rob Steel

Chief Administrative Officer – Marian Carlson

DELEGATIONS

AUG 08 2016

Claresholm Pharmacy

P.O. Box 580, 4921 - 1st St W Claresholm, AB T0L 0T0
Phone: (403) 625-3050 • Fax: (403) 625-4817

August 3, 2016

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

Attention: Marian Carlson, Chief Administrative Officer

Dear Ms. Carlson:

Re: Downtown Parking Lot

Thank you for your letter dated July 29, 2016 in response to my June 16th letter requesting town council consider adding some short term parking behind the businesses facing highway #2.

I am very disappointed at town council's decision and bewildered at the logic councillors have used in deciding to add one hour parking in the locations now designated. The decision has not addressed the concerns of my business and those on highway #2 which are in a unique location facing a busy highway with difficult and unsafe access.

I am also disappointed that town council did not appear to even listen to their own parking administration and recommendations to designate up to eleven spots as one hour parking. The parking administrator spent at least a day talking to various businesses in the downtown core, gathering opinions that would aid him in his recommendations to council. Two of the three one hour parking spots decided are far from highway #2 businesses and do not address my concern for the safety of our seniors and also those with physical disabilities. Convenient, short term parking is critical for not only the seniors but other customers that want to access highway #2 businesses like mine. Right now employees of downtown businesses are taking up the most accessible parking for 6 to 8 hours per day.

Claresholm Pharmacy is an expanding business with the addition of successful home healthcare services and stationery services over the past five years. This has lead to increased short term traffic that should have accessible parking on a daily basis.

This mayor and town council have made it a goal to increase the business environment and expand commerce in the downtown area. Accessible and convenient customer parking is a key component of reaching this goal.

I would like town council to reconsider their decision made on July 21, 2016. Can you kindly schedule me to present as a delegation at the next allowable town council meeting?

Thank you and warmest regards,



Paul Zemlak
Owner, Claresholm Pharmacy

From: Ali Shivji
Sent: Tuesday, October 18, 2016 12:01 PM
To: Marian Carlson
Subject: Claresholm seniors transportation idea

Marian,

We would like to formally come to town council as a delegation on Monday to present this idea. Can you make time for us please?

Ali

Ali Shivji
Optima Living

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1618**

A Bylaw of the Town of Claresholm to amend Bylaw #1534 being an Unsightly Premises and Snow Removal Bylaw.

WHEREAS, under the authority of the Municipal Government of Alberta, being Chapter M-26 of the Revised Statutes of Alberta, R.S.A. 2000 and amendments thereto, the Council of a municipality may pass bylaws for the preventing of nuisances generally, and regulating untidy and unsightly private and public premises;

AND WHEREAS the Council deems it necessary to require the timely removal of ice and snow from the sidewalks located within the Town of Claresholm;

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

1. The Town of Claresholm Bylaw #1534 shall be amended as follows:

Section 7 – Snow & Ice on Sidewalks

Add: 7.1 (c) Council has the authority by way of resolution to provide for a variance to 7.1 (a) and (b).

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1534 is hereby amended.

Read a first time in Council this **11** day of **October** 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: October 24, 2016
Agenda Item: 3

Unsightly Bylaw #1534 Unsightly Premises and Snow Removal Bylaw - Revisions to Section 7

BACKGROUND:

At the regularly scheduled meeting of Town Council held October 11, 2016, Council passed a motion to give 1st reading of Bylaw #1618 a bylaw to amend Bylaw #1534.

DISCUSSION/OPTIONS:

There was one email sent to Administration regarding the amendment (see attached).

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give second reading of Bylaw #1618 a Bylaw to amend Bylaw #1534.

Moved by Councillor _____ to give third and final reading of Bylaw #1618 a Bylaw to amend Bylaw #1534.

ATTACHMENTS:

- 1.) Draft Bylaw #1618
- 2.) Correspondence from Doug Kemery

APPLICABLE LEGISLATION:

- 1.) Bylaw # 1534 – Unsightly Premises and Snow Removal Bylaw – Section 7

PREPARED BY: Jason Hemmaway Peace/Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2016

From: Doug Kemery

Subject: Amending of snow removal bylaw

Message Body:

All

I read in the local paper the Town was looking at amending the current snow removal bylaw and would like to offer a suggestion. It appears the Town has become a little too enthusiastic when it comes to snow removal from sidewalks. Rather than call out Town staff to remove snow within 24-hours of the snow ending, my suggestion is way not increase the 24-hour timeframe to 72 or 84 hours as this would allow for weekends and long weekends. It would save having to pay a Town employee time and half and double time for Sundays. I believe already there are sidewalks left un-shoveled over weekends and long weekends as numerous homeowners are aware over these timeframes. I hope my suggestion is discussed at council prior to a final passing of an amended snow removal bylaw.

If you care to discuss further or would like me to attend a council meeting please call me.

Doug Kemery



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1619**

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 Highway Commercial –C2 district.

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

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

C2 (Highway Commercial) Land Use District:

Discretionary Use

ADD:

Truck Transportation Depot
Caretaker's Suite

2. This Bylaw shall take effect on the date of final passage.
3. 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: October 24, 2016
Agenda Item: 4

BYLAW No. 1619 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

The applicant has applied for a land use bylaw amendment to add two uses to the Town of Claresholm Land Use Bylaw No.1525 C2 (Highway Commercial) land use district; Truck Transportation Depot and Caretaker's Suite. The uses would be inserted into the discretionary uses for the (C2) – Highway Commercial land use district. These uses are required to be added to the (C2) – Highway Commercial land use district if the applicant wishes to operate from this facility.

The intent of the Highway Commercial District is to ensure the sites adjacent to the highway are reserved for appropriate commercial uses. Currently, the Town of Claresholm Land Use Bylaw No.1525 defines Truck Transportation Depot as a development for the purpose of storing and dispatching trucks and tractor-trailers for transporting goods. The use of Truck Transportation Depot is currently a permitted use in the Industrial land use district.

Currently, the Town of Claresholm Land Use Bylaw No.1525 defines Caretaker's Suite as a development of a dwelling unit for the occupancy of the owner, operator, caretaker, or other essential administrative and operational personnel, which is accessory to other development on the parcel. Caretaker's suites are currently discretionary uses within the Retail Commercial, and Industrial land use districts.

The applicant, if the amendment is successful, proposes to change the use of a property along 2 St. East. The Municipal Planning Commission reviewed the application as an information item at their meeting held October 14, 2016 where Gavin Scott, Planner ORRSC, was present to give comments.

Written comments from Gavin Scott, Planner ORRSC following the MPC meeting Oct 14, 2016 are as follows: *"This property was reviewed with the March 2016 update to the Land Use Bylaw and was moved from Industrial to Highway Commercial to protect the use and enjoyment of the adjacent residential neighborhood. Further to that review was discussion of each appropriate use for the Highway Commercial district of which the two proposed uses were deemed more appropriate for the industrial district."*

Council in their consideration of this proposal should not only look to the specific location of the applicants' interest, but should look at all properties zoned Highway Commercial and review the proposal in the context of every location with that land use designation. The proposal has the potential to affect them all."

The properties along 2 Street East were re-zoned from Industrial to Highway commercial in March 2016. Truck Transportation Depot is a permitted use in the Industrial land use district and Caretaker's Suite is a discretionary use. Please note this is for a Land Use Bylaw Amendment for the entire Highway Commercial (C2) district and is not based upon one particular parcel of land. Council should be advised to take into consideration the effect adding these will have on the entire land use district. The Development Department would note that uses listed in the Highway Commercial may benefit from the use of caretaker suite (a discretionary use). Convenience store, Hotel, Motel, and Animal Care Service may all be uses that could be a 24 hour business thus requiring a caretaker suite.

There will remain a primary control available to the Municipal Planning Commission if these uses are added to the (C2) – Highway Commercial land use district. Both Truck Transportation Depot and

Caretaker's Suite uses 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.

Overall, the Development Department is satisfied that the proposed Land Use Bylaw Amendment provides adequate control within the development process in the Highway Commercial land use district.

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 #1619, a bylaw to amend Land Use Bylaw No.1525 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw #1619, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

- 1.) Draft Bylaw #1619
- 2.) Highway Commercial (C2) district

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 21, 2016

HIGHWAY COMMERCIAL – C2

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

1. PERMITTED USES

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

DISCRETIONARY USES

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

2. MINIMUM LOT SIZE

	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
All uses	30.5	100	45.7	150	1,393.5	15,000

3. MINIMUM SETBACK DIMENSIONS

As required by the Development Authority and the provincial building requirements.

4. ACCESS

Access, wherever possible, shall be from service roads onto Highway 2. Access points onto service roads shall be approved by the Development Authority.

5. SCREENING

The Development Authority shall prescribe or approve screening for uses which involve the outdoor storage of goods, machinery, vehicles, building materials and other items.

6. SIGNS – See Schedule 2.

7. STANDARDS OF DEVELOPMENT – See Schedule 4.

8. FENCING REQUIREMENTS – See Schedule 7.

9. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.



10. **LANDSCAPING STANDARDS** – See Schedule 9.
11. **SHIPPING CONTAINER REGULATIONS** – See Schedule 11.
12. **TELECOMMUNICATION ANTENNA STRUCTURES** – See Schedule 12.





**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1617**

A Bylaw of the Town of Claresholm to amend Bylaw #1558, the Fire Protection & Emergency Services Bylaw.

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 referred to as Council) has adopted the Fire Protection & Emergency Services Bylaw #1558; and

WHEREAS Council deems it necessary to amend the existing Bylaw #1558;

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

1. The Town of Claresholm Fire Protection & Emergency Services Bylaw #1558 shall be amended as follows:

Section 7 Filling a Vacancy for Fire Chief

Remove: Sections 7.1 through 7.9

Add:

7.1 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.

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

Section 8 Membership

Remove: 8.1 Membership in the Fire Department directly operated by the Town of Claresholm will be covered by Sections 8.1 to 8.7 and Policy #GA01-11.

Add:

8.1 Membership in the Fire Department directly operated by the Town of Claresholm will be covered by Sections 8.2 to 8.7.

Remove: 8.3 Individuals wishing to become Members will supply the Hiring Committee with the following documentation, if requested;

Add:

8.3 Individuals wishing to become members will supply the Fire Chief with the following documentation, if requested;

Section 9 Filling a Vacancy for Volunteer Firefighter

Remove: Sections 9.1 through 9.9

Add:

9.1 The Fire Chief shall be responsible to fill all Volunteer Firefighter vacancies for the Claresholm Fire Department.

2. This bylaw comes into full force and effect upon third and final reading.
3. Bylaw #1558 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, CAO



REQUEST FOR DECISION

Meeting: October 24, 2016
Agenda Item:5

BYLAW No. 1617 - FIRE BYLAW No.1588 AMENDMENT

BACKGROUND / DESCRIPTION:

As a follow up to the meeting with the Fire Department administration is recommending changes to Bylaw No. 1588, as the procedures for the filling a vacancy of a Fire Chief and filling a vacancy for a volunteer firefighter need updating.

In discussions with the Deputy Fire Chief the Bylaw required amending to continue the desired procedure for in particular, filling a vacancy for volunteer firefighter.

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1617, a bylaw to amend Bylaw No.1588, 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw #1617, a bylaw to amend Bylaw No.1588.

ATTACHMENTS:

- 1.) Draft Bylaw #1617

APPLICABLE LEGISLATION:

- 1.) Bylaw No.1588

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 21, 2016



BYLAW #1620
TOWN OF CLARESHOLM
PROVINCE OF ALBERTA

WHEREAS, pursuant to Part 1, section 3 of the *Libraries Act*, S.A. 2000, C.L-11, Council may pass bylaws providing for the establishment of a municipal library board; and

WHEREAS, pursuant to section 4 of the *Libraries Act*, members of the municipal board are appointed by Council; and

WHEREAS, the *Libraries Act* governs the provision of library services within a municipality;

NOW THEREFORE under authority and subject to the provisions of section 216 of the *Municipal Government Act*, S.A. 2000, Chapter M-26, the municipal Council of the Town of Claresholm duly assembled does hereby enact:

PART I – PURPOSE, DEFINITIONS AND INTERPRETATION

1. The purpose of this bylaw is to continue the Claresholm Municipal Library Board to oversee the public library within the Town of Claresholm, in accordance with the provisions of the *Libraries Act*. The municipal Library Board shall manage, regulate and control the municipal library.
2. In this bylaw, unless the context otherwise requires:
 - a. **“Act”** means the *Libraries Act*, S.A. 2000, C.L-11;
 - b. **“Board”** means the Claresholm Municipal Library Board established by Council and continued under this bylaw;
 - c. **“Council”** means the municipal council of the Town of Claresholm;
 - d. **“Family Member”** means a person’s spouse, the person’s children, the parents of the person and the parents of the person’s spouse;
 - e. **“Spouse”** means a party to a relationship between two people who are living together on a bona fide domestic basis.
 - f. **“Trustee”** means a member appointed to the Claresholm Municipal Library Board prior to the passing of this bylaw.
3. The headings in this bylaw are for reference purposes only.

PART II – ESTABLISHMENT AND DUTIES

1. The Claresholm Public Library Board, to be known as the Claresholm Library Board “the Board” is hereby continued as the municipal library board for the Town of Claresholm.
2. The Board will perform all duties and exercise all powers imposed upon it by the *Act*.

PART III – STRUCTURE AND PROCEDURES

1. a) The Board will consist of not fewer than five (5) and not more than (9) members appointed in accordance with the *Act*.
 - b) The Board will consist of:
 - One (1) Town Council representative;
 - Two (2) members from the Municipal District of Willow Creek;
 - Three (3) to Six (6) members at large from the Town of Claresholm.
 - c) The Town Chief Administrative Officer will coordinate the selection of Board members.
 - d) A person who is an employee or whose family member is an employee shall not be eligible to be a member of the Board unless the person is a Trustee as defined in this bylaw.
 - e) Appointments shall be for three (3) years, except in the first year of the passing of this bylaw wherein Council shall, as nearly as possible, appoint 1/3 of the members for a term of one (1) year, 1/3 of the members for a term of two (2) years and the remaining members for a term of three (3) years.

- f) A member of the Board is eligible to be reappointed for only two (2) additional consecutive terms of office, unless at least 2/3 of the Council support a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.
- g) The term for a member will commence on the date fixed by Council.
- h) Any vacancy arising from any cause will be filled by Council as soon as reasonably possible for Council to do so.
- i) Notwithstanding this section, the term of office of a Trustee or a member continues until:
 - a. a member is appointed in his/her place; or
 - b. a resignation is received; or
 - c. a member is removed by Councilwhichever occurs first.

PART IV – GENERAL

Bylaw #1421 is hereby rescinded.

This bylaw shall take effect on the date of the third and final reading.

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: October 24, 2016
Agenda Item:6

BYLAW No. 1620 – LIBRARY BYLAW

BACKGROUND / DESCRIPTION:

The Library Board has requested an amendment to Bylaw No. 1421 as the bylaw was passed in 2001 and requires updating. Currently within the bylaw structure all members appointed could complete their term on the same year. The Board is requesting this be amended to create a rotating board. This would allow 1/3 of the members appointed at a time, instead of all six members being appointed within the same timeframe.

PROPOSED RESOLUTIONS:

Council pass a motion to give Bylaw No.1620, a Library Bylaw 1st reading.

RECOMMENDED ACTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1620, a Library bylaw.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1620

APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1421

PREPARED BY: Marian Carlson, CLGM - CAO

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 21, 2016

Eps.

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1421**

WHEREAS, pursuant to Part 2, section 9 of the *Libraries Act*, S.A. 1983, C. L-12.1, Council may pass bylaws providing for the establishment of a municipal library board; and

WHEREAS, pursuant to sections 10 and 11 of the *Libraries Act*, members of the municipal board are appointed by Council; and

WHEREAS, the *Libraries Act* governs the provision of library services within a municipality;

NOW THEREFORE under the authority and subject to the provisions of Section 216 of The Municipal Government Act, the Municipal Council of the Town of Claresholm duly assembled does hereby enact:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

1. The purpose of this bylaw is to continue the Claresholm Municipal Library Board to oversee the public library within the Town of Claresholm, in accordance with the provisions of the *Libraries Act*. The Municipal Library Board shall manage, regulate and control the municipal library.
2. In this bylaw, unless the context otherwise requires:
 - a) **“Act”** means the *Libraries Act*, S.A. 1983, C. L-12.1 and Libraries Amendment Act Chapter 19, 1998;
 - b) **“Board”** means the Claresholm Municipal Library Board established by Council and continued under this bylaw;
 - c) **“Town Coordinator”** means the Chief Administrative Officer of the Town or his delegate;
 - d) **“Council”** means the municipal council of the Town of Claresholm;
 - e) **“Family Member”** means a person’s spouse, the person’s children, the parents of the person and the parents of the person’s spouse;
 - f) **“Spouse”**
 - i) includes a party to a relationship between two people who are living together on a bona fide domestic basis, and
 - ii) does not include a spouse who is living apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order; and
 - h) **“Trustee”** means a member appointed to the Claresholm Municipal Library Board prior to the passing of this bylaw.
3. The headings in this bylaw are for reference purposes only.

PART II - ESTABLISHMENT AND DUTIES

4. The Claresholm Public Library Board, to be known as “The Claresholm Library Board” is hereby continued as the municipal library board for the Town of Claresholm.
5. The Board will perform all duties and exercise all powers imposed upon it by the Act.

ep.

PART III - STRUCTURE AND PROCEDURES

- 6.
 - a) The Board will consist from five (5) to eight (8) members appointed in accordance with Council policies and procedures.
 - b) One Member of the Board may be a member of Council.
 - c) The Town Coordinator will coordinate the selection of Board Members.
 - d) A person who is an employee or whose Family Member is an employee shall not be eligible to be a member of the Board unless the person is a Trustee as defined in this bylaw.
 - e) The Members will be appointed by resolution of Council for a term of three years, to a maximum of three consecutive terms of office.
 - f) The term for a member will commence on the date fixed by Council.
 - g) Any vacancy arising from any cause will be filled by Council as soon as reasonably possible for Council to do so.
 - h) Notwithstanding this section, the term of office of a Trustee or a Member continues until:
 - i) a Member is appointed in his place; or
 - ii) a resignation is received; or
 - iii) a Member is removed by Council; whichever occurs first.
- 7.
 - a) The Board will follow the procedures in Part 3 of the Act and may establish such other procedures as authorized by law.
 - b) The Board may report to Town Council through the Council Representative or as a delegation to Council.

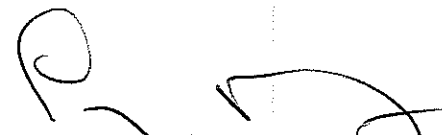
PART IV - GENERAL

- 8. All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.
- 9. Bylaw 505 is repealed.

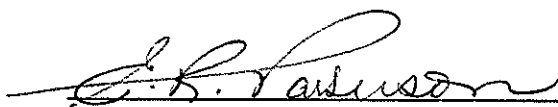
Read a first time in Council this 26 day of November 2001 A.D.

Read a second time in Council this 26 day of November 2001 A.D.

Read a third time in Council and finally passed in Council this 26 day of November 2001 A.D.



 Larry Flexhaug, Town Coordinator



 E. R. Patterson, Mayor

October 2016

Attention: Mayor and Council

Re: November Family Violence Prevention Month Proclamation

This November marks the 30th anniversary of Family Violence Prevention Month in the province of Alberta.

This year's theme is Reach Out. Speak Out. - inspiring all of us to take action now and in the future to end family violence and support survivors.

At Rowan House Emergency Shelter, we provide awareness, education and support throughout the entire year as we work toward building violence free communities; however we do like to take the opportunity to put a spotlight on this work during the month of November and get more people involved.

Once again, we are asking you to proclaim November as Family Violence Prevention Month in your community and have attached to this letter, a formal proclamation that we hope you will consider signing and returning a copy to us.

You can also show your support by wearing purple on November 1st.

Follow us on Facebook (RowanHouseEmergencyShelter) and Twitter (@RowanHouse) to see us in action and join the conversation using the hashtags **#SpeakOutwithRowanHouse** and **#ABFVPM**.

Thank you for your support as we help bring awareness to the harm done by family violence.

In gratitude;

Sherrie



Sherrie Botten,
Executive Director

Rowan House Society – Rowan House Emergency Shelter

Phone: 403-652-3316 / **Direct:** 403-603-5992

Fax: 403-652-3377

Email: director@rowanhouse.ca



Family Violence Prevention Month

Whereas there are many people in Alberta who experience the impact of family violence;
and

whereas the impact may be carried on from generation to generation; and

whereas all Albertans have a role to play in preventing family violence.

Therefore, I _____ do hereby proclaim the

**Month of November 2016 to be
Family Violence Prevention Month**

in _____.

I call upon citizens to speak out against family violence. I call upon you to make a difference by creating a culture of support for those impacted by family violence. And I call upon you to encourage all Albertans to help make our province violence free in 2016 and beyond. Reach out and Speak Out to end family violence.

In witness whereof,

I have here unto set my hand this

_____ Day of _____, 2016.

Signature



From: Linda Cormier _____
Date: October 17, 2016 at 9:58:42 AM MDT
To: <karine@townofclaresholm.com>
Subject: invitation

From: Linda Cormier _____
Subject: invitation

Message Body:

Hello Town Council. You are invited to an OPEN HOUSE at Cottonwood on Saturday, November 5 from 2pm-4pm to get an update and meet our Syrian families. It is exciting to see how they have settled in and we would love to share what experiences they have had since arriving. They are so thankful to be here and I believe it is important to have the Mayor and his council attend. It gives a good impression of compassion and welcome to these families. I hope we can count on your attendance and support. On behalf of Team Syria at Faith Community Baptist Church.

--

This mail is sent via contact form on Town of Claresholm <http://www.townofclaresholm.com>



October 20, 2016

Town of Claresholm,
Box 1000,
Claresholm, AB T0L 0T0
Attention: Marian Carlson, CLGM
Chief Administrative Officer

RE: INDOOR WALKING GROUP FUNDING 2016-2017

Thank you for your letter dated October 13, 2016 stating that the Town Council on Tuesday, October 11, 2016, passed a motion to support the Indoor Walking Group with a grant of \$1,000 payable to the Claresholm Community Centre.

According to the Claresholm Local Press, dated October 18, 2016 there was some serious debate on whether Town Council should approve the grant and some councilors suggested that the participants in the Indoor Walking Group should be charged to participate, in order to pay for the hall rental.

The indoor walking started before my time in Claresholm by the late Jean Jutras, who volunteered her time. It was passed on to Ila & Sam Schlatt and then to the late Gordon Morrison and the late Stan Burwaxh. My late partner Peter Moss and I took on the job in 2003, and I continued after his death in 2012. This is my 14th year of volunteering my time to this worthwhile cause.

We have people walking with us who have had hip replacements and bypass surgery in the past few months. They are in need of being able to walk indoors at their own pace in order to help with their rehabilitation. This program is applauded by the local doctors, dieticians, physiotherapists, and other health care workers. It reduces the burden on the medical system and is a community service to seniors. It is also a very social event which is great for people who live alone, myself included.

The suggestion by some council members to collect a fee would not be a benefit to the Claresholm Community Centre. In the past, before our support from FCSS and then the Town of Claresholm, we would be fortunate to collect \$200.00.

As seniors, we feel we pay more than our share towards the taxes, utilities, the recycle and water, which most of us pay for and don't use as often as our neighbours with families. Also, walking indoors is not restricted to seniors.

At 85, I have decided there are too many hoops to jump thru now and that this will be my last year to volunteer. I personally have a fused neck after fracturing it and having major surgery and cannot walk outside in the winter. Attached are some printable comments by those who participate in the indoor walking.

Yours truly


Hazel Perrier

Cc: Mayor & Town Council

Town council funds indoor walking group at community centre – Claresholm Local Press, Wednesday, October 19, 2016

Does it really hurt the town to support the seniors to keep active. It was all the seniors that built this hall. Anonymous

I'm appalled that our Town leaders would select us old folks, many of whom are recovering from major surgeries, as targets for an ill advised austerity drive. If you want some suggestions on how to save 500 or 1000 bucks, we would be more than willing to give them to you. Bill Love

I have been told by doctors that I am not to fall as I am at a high risk of breaking a bone. I appreciate the opportunity to walk being afraid of falling in the fall and winter. Aleta Los

I have been walking in the Community Centre for many years as I have poor bone density. Walking is very important to we seniors. My husband Alvin had major heart surgery and finds walking very beneficial to recovery. Lilly Stange

I was encouraged by my physiotherapist to walk every day after two separate knee surgeries – total replacements. This site has been very helpful due to snow and ice outside. If I had to pay, I would probably not have come. This service, when I read of the waste of town council, I am horrified that you can't find \$1,000 to keep seniors healthy. We've paid taxes for years, volunteered in town and you can't find it in your budget? Really, absolutely disgusted with you folks. Anonymous

To the community – must continue. Joanne Petersen/Dale Walker

I am recovering from hip surgery and the hall is the only indoor walking place in Claresholm, not only for seniors but for people recovering from other surgery where they can feel safe walking. I am sure if you start asking us to pay you will find a lot of people will not use the hall. Barb Pilling

I have a client who uses a walker and likes to come to the Community Centre for the indoor walking and the social interaction. Gerald DeBruyn



REQUEST FOR DECISION

Meeting: October 24, 2016
Agenda Item: 10

TAX RECOVERY SALE – 4 SKYLINE CRES

SUBJECT LANDS: Civic address: 4 Skyline Crescent, Legal: Lot 16, Block 63, Plan 0110064



BACKGROUND:

1. This abovementioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. The Property currently is represented for sale by Avison Young. The property received an initial appraisal from Benchmark Assessment for the purpose of setting a price for the tax recovery sale. That initial appraisal was completed in 2013 to aid in setting a reserve bid. A new appraisal would give information on current markets, and aid Council with decision regarding list price.

DISCUSSION / OPTIONS:

- Administration received 2 proposals from appraisal consultants:
 - \$3200 plus GST (includes mileage and disbursements.)
 - Option 1 - \$4500-\$6500 plus disbursements and GST or Option 2 – Consulting assignment (verbal range of value) – generally less expensive and the fee is based on an hourly rate plus disbursements and GST.

COSTS / SOURCE OF FUNDING (if applicable):

- All costs associated with the tax recovery process are recoverable upon the sale of the subject property, as per the regulations set out in the Municipal Government Act.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to accept the proposal in the amount of _____
to provide an updated appraisal for the Tax Recovery property located at 4 Skyline Crescent.

ATTACHMENTS:

- 1.) N/A

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act (RSA 2000; ChM-26) Division 8; Section 410 thru 436

PREPARED BY: Tara VanDellen – Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2016

Claresholm Minor Hockey Association



Box 2696
Claresholm, AB
T0L 0T0

Dear, Mayor Steel and Council of Claresholm
Re: 2017 ATB Hockey Alberta Provincials Donation

Claresholm is a wonderful hockey community with the spirit of the west. We are centrally located in the heart of Southern Alberta with the facilities to make this a great tournament. With all the amenities our small town offers, strong volunteer base, and wonderful hockey fans, we are committed to make this a memorable experience for all those involved. This will bring 7 extra teams of up to 19 kids per team along with their families to our town. What a great revenue opportunity for our community!! To make this a successful bid and tournament we need to show our town support and that we have already started to fundraise, in the event we do get to host the championship.

From yourselves, we would like to ask for a letter of support to host the tournament and also a donation of the ice time during the tournament. The dates for the Bantam B championship is March 16-19, 2017 and will involve the rink to be open and accessible from noon on the Thursday until the final gold game on Sunday finishing by 4pm. We will then have the closing ceremonies from 4:30-5pm where all the teams that have chosen to stay will participate. This should only last about a ½ hour hopefully. Hockey Alberta sets the actual tournament schedule so this is a suggested time schedule. Thursday noon – 10pm, Friday 7am – 10pm, Saturday 7am – 10pm, and Sunday 7am – 5pm (generous time schedule)

Thank you for your time and consideration in this matter. I look forward to your response and please feel free to contact me with any questions that might arise.

Sincerely,

Jennifer Mackin
2017 ATB Hockey Alberta Provincial Application Chair
403-625-1736 or 403-625-0290

Request includes = Letter of support
= Donation of Approximately 50 hours



REQUEST FOR DECISION

Meeting: October 24, 2016
Agenda Item: 11

CLARESHOLM MINOR HOCKEY ASSOCIATION

BACKGROUND/ DESCRIPTION:

A letter was received on October 18, 2016 from the Claresholm Minor Hockey Association requesting donation of ice time for the Bantam B championship held March 16-19, 2017. The event will bring 7 teams to the Town of Claresholm with their families. The Minor Hockey Association is creating a bid to host the tournament and one requirement of a successful bid is to show the Town's support. The cost of the rental would be \$3150.00. The deadline for the bid submission is November 15, 2016.

As per Policy #CEDC 12-15 – Community Donation Policy the requests for donations or alike are reviewed for consideration quarterly (January, April, July, October). The Minor Hockey submitted their request following the last Council meeting believing they had until the end of October for submissions. Due to the timely nature and the policy a review of their request or any request outside the timeline of the policy can be approved as per Council resolution.

OPTIONS:

Council pass a motion to approve the donation request of ice time for the March 16-19 2017 Bantam Championship tournament to the Claresholm Minor Hockey Association upon a successful tournament bid.

Council pass a motion to deny the donation request.

PROPOSED RESOLUTION:

Moved by Councillor _____ to approve the donation request of ice time for the March 16-19, 2017 Bantam Championship Tournament to the Claresholm Minor Hockey Association upon a successful tournament bid.

Or Moved by Councillor _____ to deny the request.

ATTACHMENTS:

- 1.) Letter from Claresholm Minor Hockey Association

APPLICABLE LEGISLATION:

- 1.) Policy #CEDC 12-15 – Community Donation Policy

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2016

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



Date of Application: October 19, 2016

Date of Event: March 16-19, 2017

1. Applicant Information

Name of Applicant: Bantam Provincial Hosts

Address: Box 2696

Contact Person: Jennifer Mackin

Phone, Fax, Email: 403-625-1736 mackin4@telus.net

2. Type of Organization: (circle)

ARTS/CULTURE

RECREATION/SPORTS

EVENT

OTHER(specify)

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

YES provide registration date & #

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

YES provide registration date & #

NO

5. Type of Donation: (check and explain)

DONATION - Financial Assistance (explain): Donation of Apx 50 hrs of ice time

IN-KIND CONTRIBUTION - Fee Waiver (explain):

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

COMMUNITY PROJECT FUNDING - (explain):

SPECIAL EVENT - (explain):

COMMUNITY EVENT - (explain):

Other (explain): A letter saying that the town will support us hosting Provincials

Amount (value) Requested: Apx. 50 hrs of ice donated

6. Details of how the funds will be expended:

The support will go towards paying for the Apx 50hrs of ice time used by the 7 out of town teams plus our local Bantam team.

7. Previous Donations

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

Date	Amount	Use of Funds
March 2013	\$4725.00	Donation of ice time

8. Organizational Information

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

Hosting Provincials in town will bring in 7 hockey teams (up to 19 kids per team) as well as there families from around Alberta. The Teams will be here for 3 nights, staying at our local hotels, eating at our restaurants, and purchasing products at many local businesses. This will provide many hours of great hockey for locals to come watch.

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

Provincials are often hosted in the Northern Communities and this will give a Southern organization to have the chance to host the tournament. We believe this will bring a lot of revenue to our community and gives our Hockey Players a chance to be involved in hosting. We will need help from all levels of hockey in our community for it will involve many members of the hockey association in Claresholm.

How will your organization acknowledge the Town's donation?

We will add you to our donation board, in the program, announce throughout the tournament and hand out town pins to each team at the opening ceremonies.

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

YES

NO

We won't have a budget until we fill out our application. I can present once completed.

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

Funding Source	Amount	Recommended Use of Funds

If we get the bid for the 2017 Bantam provincials we then approach local businesses and organizations for funding support. Whether it be stuff for our raffle tables or cash donations to help run a successful tournament.

If we receive the bid for the tournament the Board will be made of up of myself (Jenn Mackin), 2 other Bantam parents, 2 parents in minor hockey but not bantam age, 1 board member, and if we can 2 outside non hockey members. We will need many volunteers and help from outside of hockey. When Provincials were hosted in 2013 we involved the Lions and they helped with working the door and taking admission.



Policy #CEDC 12-15

Community Donation Policy

POLICY STATEMENT:

The Town of Claresholm recognizes the many benefits that various groups, organizations, volunteers, and events within the Municipality provide by promoting and improving upon the cultural, social, and economic well-being of the community. It is for that reason that the Town of Claresholm is committed to treating all requests for contributions in a consistent, fair, and equitable manner subject to local needs, priorities, and Council's approved budget. Council also recognizes that citizens have the right to expect that tax dollars will be expended in a manner that is justifiable, fair and holds groups accessing public funds accountable for their spending.

PURPOSE:

- To establish, the funding criteria and application procedure for requests for financial or in-kind assistance from individuals or community groups and organizations in the Town of Claresholm.
- To provide Council with a consistent response and clear direction to requests for donations from individuals or community groups.
- To secure an open and transparent decision-making process for requests for donations.
- To establish an annual calendar for the processing of all donation requests.
- To provide clear procedures for staff when responding to requests for donations.
- To match the Town of Claresholm Strategic Goals and Priorities.

DEFINITIONS:

"Donation" shall be any direct monetary contribution from the Town of Claresholm requested by the applicant.

"Community Project Funding" shall be a one-time assistance either as seed funding for the start-up of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance, from financial institutions, needed to support the construction of the project or support for a specific project.

"In-Kind Contributions" shall be based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind contributions, it is recognized that the contribution will involve either an expense or foregone revenue for the Town of Claresholm.

- Use of facility (rental fee reduced/waived)
- Staff support - expertise for an event (wages reduced/waived)
- Use of Town of Claresholm owned equipment (rental fee reduced/waived)
- Use of Town of Claresholm owned materials (fee reduced/waived)

"Special Event" shall be defined as any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have participation of more than one organization.

"Community Event" shall be a recurring event that Town Council has determined provides some significant benefit to the broad community, and is open to all members of the public.

GUIDELINES / CONDITIONS:

- Requests for consideration of a donation or alike will be accepted on an ongoing basis, and must be in writing to the CAO on the prescribed form (attached);
- Request for consideration of a donation or alike will be reviewed quarterly (January, April, July, October);

- Council, at its discretion may or may not grant a request for a donation or alike for the event/project. There is no guarantee that a request will be approved;
- The funding may not exceed the approved yearly budget amount unless by resolution of Council;
- Donations made by the Town are not to be regarded as commitment by the Town to continue such donations in the future.

ELIGIBILITY: An individual, group or organization must:

- Be based within the Town of Claresholm;
- Demonstrate the need for the specific request;
- Be an individual or non-profit entity;
- Use or distribute the donation wholly within the Town of Claresholm through the events or activities associated with the donation or alike;
- Not be the recipient of other funds from the Town of Claresholm;
- Not be a Federal or Provincially funded initiative;
- Not be a registered political party, registered constituency association or registered political candidate;
- Not be raising funds on behalf of another group who would not otherwise be eligible;
- Not be an activity that is contrary to the policies of the Town of Claresholm, or an activity which is deemed to be unlawful, or would incite hatred towards any group;
- Applications for assistance to attend conferences, and sponsorships of individuals or groups attending or participating in sporting events are excluded;
- Agree to acknowledge the Town contribution in all publicity relating to the event or activity to which the donation applies.

APPLICATION REVIEW GUIDELINES:

- All requests for donations or alike shall be directed in writing to the CAO through the completion of the Town of Claresholm Application for Donation (attached);
- All requests will be assessed based on the availability of the requested resource, potential financial impact to the Town of Claresholm, contribution to the well-being of members of the community, recognition of a worthwhile program/cause, and overall community impact;
- The applicant shall demonstrate a reasonable effort to raise funds from sources other than the Town of Claresholm;
- In making donations/requests, the Town of Claresholm may impose such conditions and/or restrictions as it deems fit;
- The Town of Claresholm decisions regarding donations/requests are final;
- Applications for In-Kind non-financial assistance will be forwarded to the respective department for review with a report to Council for consideration and approval. Each department will keep a detailed listing of all in-kind services offered in a calendar year and this will form part of the budget process;
- A written response for each application will be provided upon review.

Requests for assistance outside scope of policy: Nothing in this policy prohibits Town Council from considering financial assistance or in-kind support outside the scope of this policy. Council will consider each case on its merit and any assistance provided will be without precedent.

Policy # CEDC 01-02: Assistance to Community Groups is hereby rescinded.

Date Approved by Council: December 14, 2015

Resolution #15-115



INFORMATION BRIEF

Meeting: October 24, 2016
Agenda Item: 12

VARIANCE TO SETBACK DISTANCE TO NON-OPERATING LANDFILL

DESCRIPTION:

The Town of Claresholm has a non-operating landfill located at the intersection of Division Avenue and 2 Street East which, because of setback distances in the Alberta Subdivision and Development Regulation, restricts certain types of development within 300 metres of the boundary of the non-operating landfill. November of 2015 Town Council accepted the report from TetraTech (motion shown below).

2. DELEGATION RESPONSE: Tetra Tech EBA Engineering
RE: North Landfill Study

MOTION #15-109

Moved by Councillor Cutler that:

WHEREAS the Town of Claresholm has established the goal to streamline development processes and procedures in the 2015 – 2018 Strategic Plan [Year 1, Item 1(c)]; and

WHEREAS the Town of Claresholm has established the goal to be proactive in identifying and describing hazard lands with development constraints such as contaminated soils in the Municipal Development Plan [Bylaw 1490, Section 10.3.8]; and

WHEREAS Council recognizes that in order to accomplish these goals it is necessary to bring clarity and certainty to the status of development restrictions relating to the non-operating landfill;

NOW THEREFORE be it resolved that the Town of Claresholm accept the findings and recommendations in the engineering report provided by Tetra Tech EBA ; and

FURTHER BE IT RESOLVED that the Development Authority (Development Officer and Municipal Planning Commission) assemble the required information and submit to Alberta Environment a request to vary the setback distance for a development to a non-operating landfill.

CARRIED

BACKGROUND:

During the summer of 2015 Tetra Tech EBA conducted fieldwork at the site of the non-operating landfill to provide the geologic, hydrogeologic and engineering information required to support a request to Alberta Environment to vary the setback distance for a development to a non-operating landfill.

The Town of Claresholm submitted all the materials to Alberta Environment for the consent to vary the landfill setback in February of 2016. At this time Alberta Environment is requesting additional materials to make their decision. With only one report (from TetraTech) they feel there is not sufficient data to vary the setback. However, they suggest the Town of Claresholm could perform additional testing (reports through the year) to determine any effects or differing data and re-submit for further review. Administration is scheduled to meet with TetraTech to discuss and request a proposal for additional monitoring. There is interest in property within the Landfill setback and the Development Department has contacted Alberta Environment as to development restrictions, but has not received any information back.

ATTACHMENTS:

- 1.) Alberta Environment Correspondence

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, Subdivision and Development Regulation

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: October 17, 2016

From: Ping Zhao
To: [Tara VanDellen](#)
Subject: RE: Landfill Variance Application Information
Date: Thursday, October 06, 2016 11:15:46 AM

Hi Tara,

Thanks for submitting the application for consent to reduce the legislated setback distance requirements between the development and the non-operating Claresholm landfill (landfill) located within Plan 147N, Block 127. Alberta Environment and Parks (AEP) has reviewed the following documents:

- the Feb.12, 2016 *Requesting Consent to Vary the Setback Distance for a Development to a Nonoperation Landfill*; and
- the Nov. 2015 Tetra Tech EBA report titled "*Claresholm Former Landfill Variance Application*".

The following supplemental information is required for AEP to proceed further with the application review:

- a plan showing the setback distance between the landfill boundary and the development within 300 metres of setback;
- the legal land description of the development within 300 metres of setback;
- a description of the type or use of the development within 300 metres of setback;
- a confirmation of whether the development within 300 metres of setback has underground infrastructure or basements;
- a plan showing the floor elevation of the basements or the underground infrastructure, if any;
- a plan showing the locations and dimensions of the wetland that is located between the landfill and the development;
- a report, completed by a professional registered with APEGA, shows:
 - groundwater monitoring results that reflect the seasonal variations and the landfill site conditions;
 - landfill gas monitoring results that reflect the seasonal variations and the landfill site conditions;
 - number of additional groundwater monitoring wells proposed and locations plotted on a map;
 - number of additional landfill gas monitoring wells proposed, if different from groundwater monitoring wells, and locations plotted on a map;
 - there is no potential for the leachate-impacted groundwater, if any, to flow into the property line of the development;
 - there is no potential for subsurface landfill gas to migrate into the basement or underground infrastructure of the development;
 - a proposal for the future groundwater and subsurface landfill gas monitoring program if and when the consent to reduce setback distance is issued; and
 - the design and post-closure care of the landfill final cover system in accordance with the *Code of Practice for Landfills*;

Please feel free to contact me should you have any questions or concerns.

Regards

Ping Zhao, P.Eng. M.A.Sc.
Industrial Approvals Engineer
Alberta Environment and Parks
Operations Division

2nd Floor, Provincial Building, 200 - 5th Ave. S.
Lethbridge, AB T1J 4L1
www.aep.alberta.ca



CAO REPORT

October 24, 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

Annexation

ORRSC has received the draft Order in Council for the annexation and we anticipate having ministerial approval after the legislature starts sitting again the end of October.

Economic Development

The Business Growth and Development Centre Open House was held October 18th. There were over 30 people in attendance with presentations from numerous organizations who can assist businesses in the community. Overall the event was very successful.

BYLAW ENFORCEMENT

See enclosed report

DEVELOPMENT

See enclosed report

FCSS

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

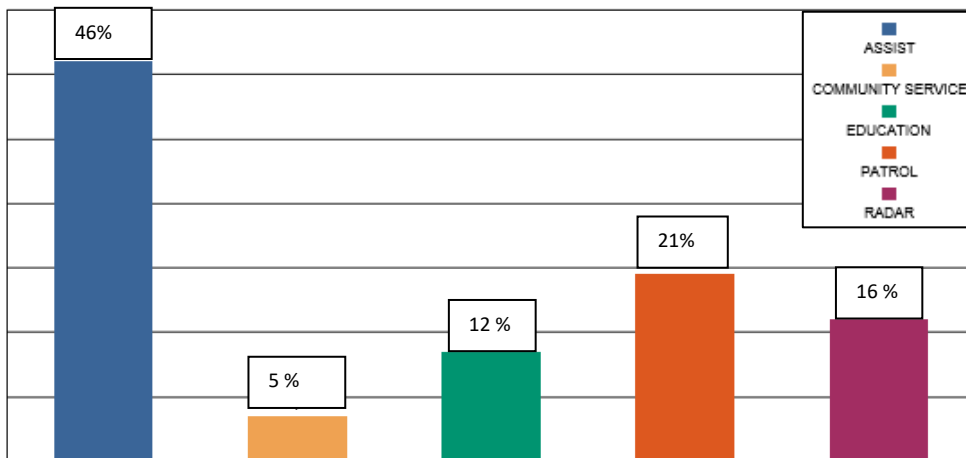


INFORMATION BRIEF

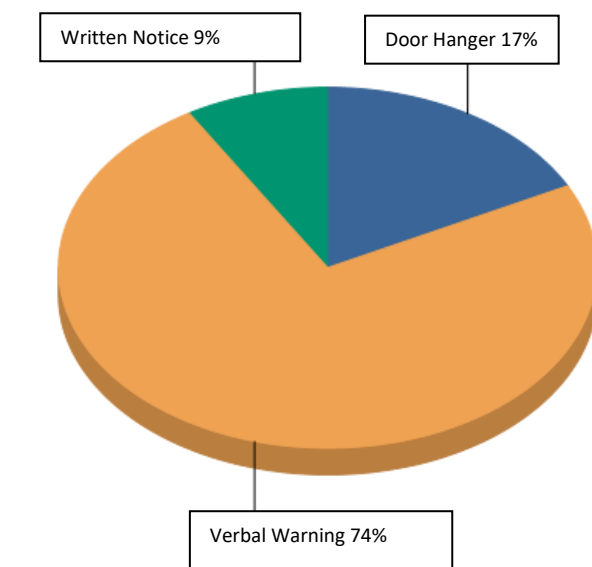
Meeting: October 24, 2016
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT

Community Engagement



Community Enforcement Actions



September Newspaper Focus:

1. Compost Area reminder.
2. Barking Dog reminder.
3. RV parking rules, specifically on how the street is not a storage location.
4. Reminder to clean the alley of refuse and grass/weed growth.

September Enforcement Highlights:

1. Radar on line at the North highway locations + 8th Street School Zone.
2. The majority of files involved working with local and out of town property owners to remedy unsightly issues and grass/weeds problems. Additional files included:

- Dog at large.
- Aggressive dog attack.
- Unlicensed Cat and dog breeding operation in a residential neighborhood.
- Closed a file dealing with trespassing and a clean-up order from 2015.

3. **Thirteen (13) Notices mailed and/or posted resulting in the Enforcement contractor hired for two (2) properties and Fines collected from two (2) individuals.**

4. Foot patrolled the down town core warning people about improperly pulling into the angle parking stalls.

5. Foot patrolled the WMES and 8th street school zone educating drivers and pedestrians on the new parking and cross walk changes.

6. Assisted the RCMP with patrolling the school zone.

7. Finalized a deal with the CPO1 from Fort Macleod to do traffic enforcement in Claresholm.

8. Peace Officer Safety equipment purchased.

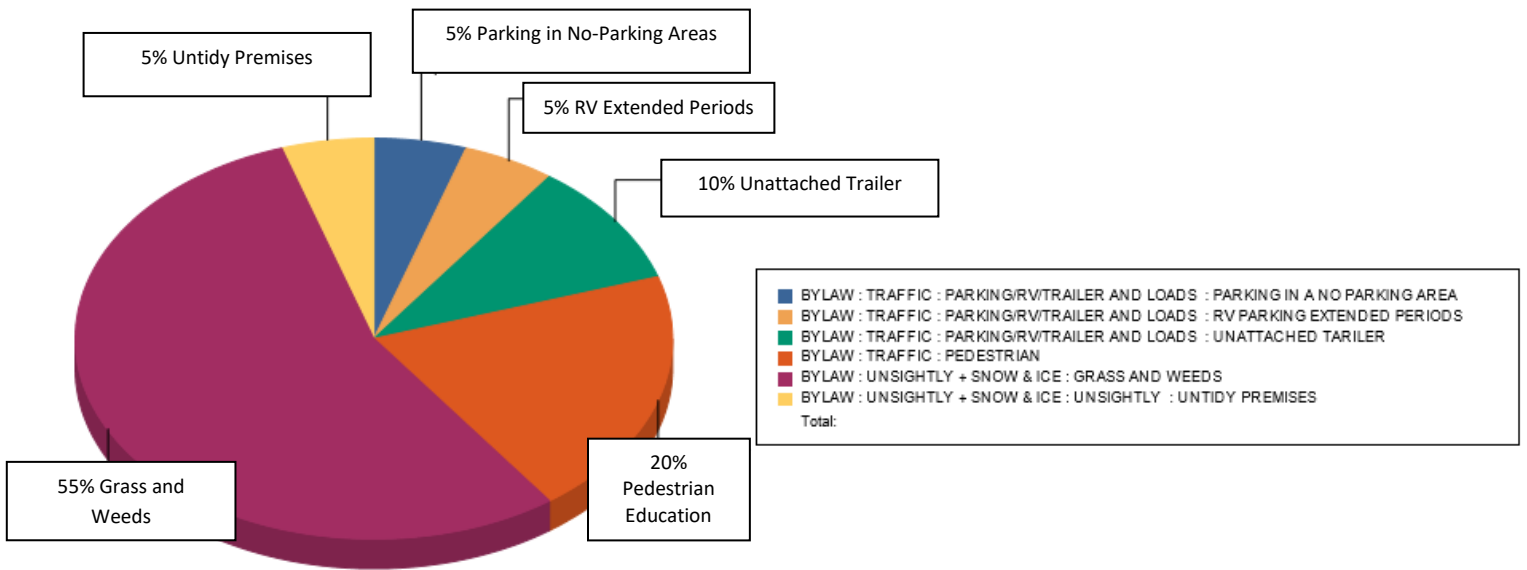
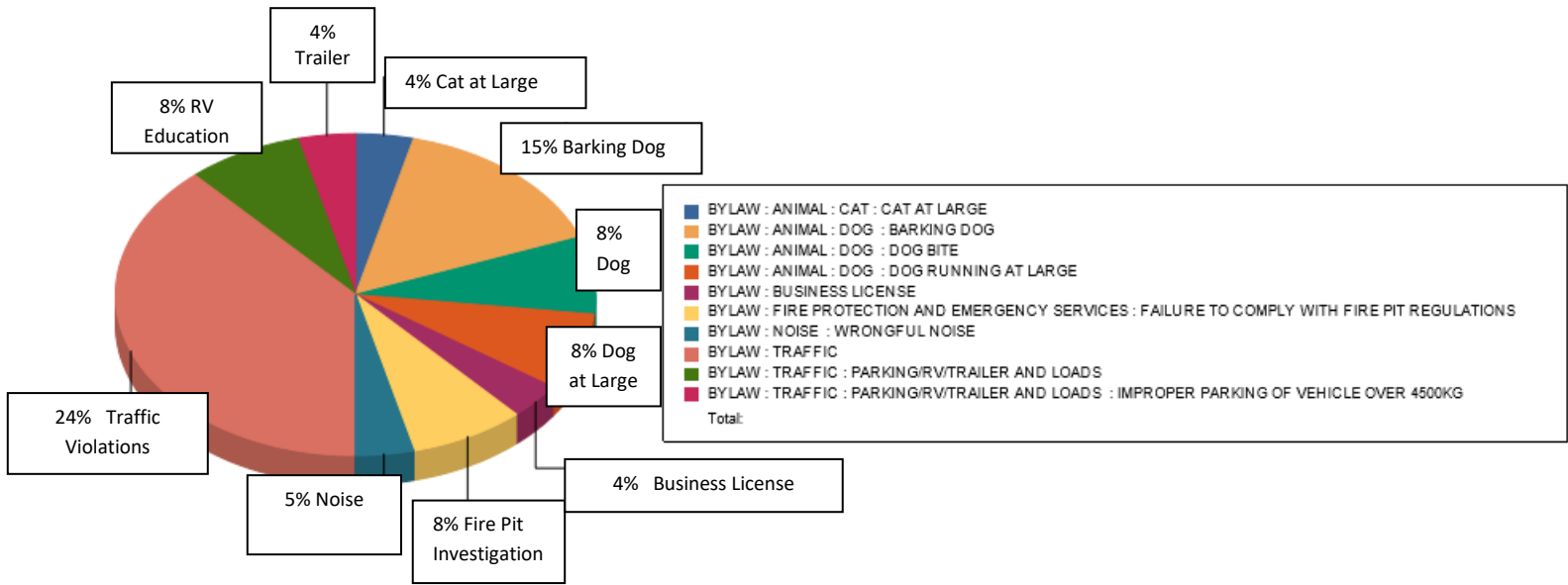
9. Back alley grass and weed blitz done.

10. Assisted with back to school BBQ at the WCCHS and the pancake breakfast at the WMES as well as the community and school Terry Fox Runs.

11. Community requests for skunk and cat traps.

- 12 Work with the SPCA, RCMP and Fish and Wildlife on animal control concerns.

Bylaw Infractions/Complaints/Actions



DEVELOPMENT OFFICER REPORT

For: 9/24/2016 - 10/21/2016

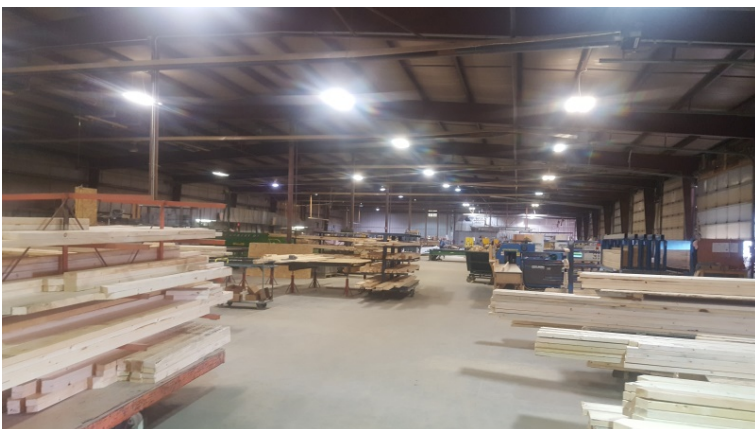


Development Permits / Compliance

- ❖ 10 development permit applications.
- ❖ 5 development files closed.
- ❖ 7 compliance requests processed.

Miscellaneous

- ❖ MPC – October 14, 2016.
- ❖ FOIP Course – October 19, 2016.
- ❖ Local Press Town News – Shipping Containers, Winterizing tips, MPC approved Dev. Ad
- ❖ Attended the Alberta Development Officers Association Conference Sept 27-Sept 30th. I was able to take part in the Nelson Ready to Move division factory tour (photos below & above). Another session from the conference included an update from Municipal Affairs in regards to the proposed MGA amendments. The Development Department will be affected by the amendments to off-site levies as well as notification timelines and other SDAB requirements.
- ❖ Other sessions:
 - Intermunicipal relations
 - Preparing for an SDAB hearing
 - Technological changes and planning
 - Modular housing of today
 - Inclusive leadership & other hot topics, Q & A with legal experts.



*Submitted by
Tara VanDellen
Development Officer*

FCSS REPORT TO COUNCIL

OCTOBER 2016

- Partnering with Local Press and Dollar Store with more to host the second annual Zombie Walk for Claresholm. The event will be held in Amundsen Park with a walk through town to see decorations. A contest for the best dressed family will be sponsored by FCSS with the prize being a gift card for a pizza dinner for family. The Youth of Tomorrow will be volunteering at the event by assisting with registration, setting up and taking down, assisting at intersections during the walk. The money raised in this event will go to KidSport Claresholm.
- FCSS has been asked to join together with Transportation Society, Senior Drop-In, Housing Authority, Cottonwood and the Lodge to come up with an affordable transportation within Claresholm for seniors.
- FCSS attended a community meeting to measure interest in having a Winter Festival for February or March or possibly attached to Old Fashioned Christmas in November. There seemed to be much interest and more meetings will be booked for future dates.
- FCSS is participating on the steering committee for Coordinated Community Response to Elder Abuse. The money will come from a government grant and will be used to hire a coordinator which will build a coordinated response model for elder abuse to be used in Claresholm and area. The coordinator will take feedback from the steering committee.
- FCSS Board of Directors has had 2 facilitation meetings with Shilpa Stocker. The facilitation has helped to renew our Vision and Mission statements and to move forward with some existing programming and look at new ideas. It has also assisted in reinforcing the roles of the FCSS Director and the roles of the board members. Meetings will continue to be the first Monday of every month.

- John and the Youth of Tomorrow continue to be present in the community with volunteer work at the Seniors' Center and they will be assisting in the downtown park this Friday evening with the Zombie Walk. The youth invited Beth Borthwick from Claresholm Health Clinic to visit with them and discuss mental health and hygiene. They have also requested to have someone come in to discuss writing resumes and job interviewing.
- Barb has worked with the coordinator for contract services of AHS Mental Health in preparing the final budget report for the contract that ended in September which included an increase in funds received as well as retroactive monies. The new budget has been submitted for the new amount for this following October to Sept. 2017 as well. The new contract will see FCSS Claresholm receiving \$27,500 which will go toward wages of the Resource Coordinator.
- Interagency continues to happen the third Thursday of each month and a lunch is provided. The Interagency is intended to host various agencies from Claresholm and area that are concerned with social issues, so they may share their happenings and network with others.
- Barb is still working with Volunteer Alberta to prepare for hosting Unstoppable Conversations. The date of November 18 and 19 has been chosen. More information will be posted soon and shared with council and the community. Unstoppable Conversations is a facilitated two day event that will help the community participants decide on new directions to work towards for the improvement of the town. The decisions are community driven and everyone will work together towards a common goal.
- Barb attended a Director's meeting in Cochrane to discuss things that are happening at FCSSAA and the upcoming conference. Also there was a round table of sharing from other FCSS directors. The Calgary-Bow Region (Claresholm's region) will be hosting the Director's Network Conference this year so there was a conversation around what the theme and focus will be around the event.

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



10/20/2016

Report for September/October 2016

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

Buildings Working on the Community Centre alarm system, more problems discovered, Simplex has stated that there are 16 more devices in the building and they were not on the plans submitted. Also there are emergency lighting issues, are recommended for replacement. These upgrades will be an additional \$15,000. Infrastructure Services has requested a price breakdown before presented for approval. Currently the project is on hold. Five false alarms at the Museum exhibit hall in the first week in October were finally traced to a motion detector. Regular weekly inspections and minor maintenance is completed as required.

Sidewalks No current issues to report.

Streets Pothole repairs are continuing as manpower is available. Only 12 blocks of crack filling, on our paved roads, was completed this year, wet conditions and manpower shortages were the main factors. Alley grading has started and all alleys will be regraded over the next month. Street improvements + sewer replacement projects for the 2016 season have been cancelled and will be re-budgeted for in 2017.

Sanitary Sewers Crews have started the semi-annual flushing of the complete sanitary collection system. This work will be ongoing for the next 4 weeks. The Old North lift station has been removed. #16 Tamarack sewer service has been repaired, work is completed for this year with 2 more sewer services to repair in Tamarack in 2017.

Water Distribution Our valve exercising/testing program is now completed, 372 valves were tested, and 3 were not found, (still looking when I have time). Seventeen main valves do not operate, (seized) + fifteen more are not opening and closing fully. All 32 valves will require replacement. Repair work to seven other valves has been completed as well as one fire hydrant was replaced, as parts were no longer available. One new water service was installed at the Airport by staff.

Storm Sewer The Frog Creek Storm water repair Project, and the holding pond project, have been awarded, as of October 13, 2016. Still awaiting Alberta Environment Water Act approval so work will begin on the DRP Frog Creek repairs first. Town's PW crew has completed pumping down the pond levels at the golf course for upstream storage and repairs in the golf course. 106 hours of pumping was done with approx. 2.65 million gallons pumped. Approximately half of the storm water volume pumped was returned to the ponds with last snowfall melt. There is also a fish problem in our storm ponds.

Parks/Arena Winterizing and park cleanup is underway as time allows. Arena schedule is filling up.

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

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

Equipment The new sanding unit has been installed and is ready for service. Maintenance and repairs are done daily, with no major problems to report.



This Report by:

Mike Schweiler
Director of Infrastructure Services
Town of Clareholm

RECREATION DEPARTMENT

September Report



TOWN OF CLARESHOLM

October 19, 2016

Authored by: Denise Spencer



September Report

General Overview Facilities

Arena:

- Registration Fair September 8, 2016 was well attended by 15 different groups
- The Arena opened early for Hockey September 19, 2016. One week earlier than previous years
- Painted a schedule box which is mounted at the front entrance to the Arena
 - Created a schedule, with the arena, town office and pool set to be distributing points
- Spent time in the arena to determine what areas are most in need of repair in the coming years, set up priority list

Coordination of Rentals:

- The rec@townofclaresholm.com is the main contact for the arena, all correspondence from or involving the Arena is cc'd to ensure communication is paramount
 - Forwarded to Denise, who checks over the hard cover paper cover of the scheduled rentals at the Arena, ensuring no conflicts with other groups
 - Updated User Agreement is now being used
- Communication log is now set up at the Arena, this will ensure messages and information is sent
- Called Calgary Bow River Bruins Peewee and offered a weekend for a Tournament as their group was here last year.
 - Set up swim rental times, they took 4 hours (two 2-hour rentals)
- Sent one email to Calgary Minor Hockey email stating we would potentially have Tournament dates, and positive word of mouth has resulted in 4 teams waiting for dates, and one Calgary team booking into 2017-2018 season
 - Gave word to the Recreation staff that we will not be giving out dates until Minor Hockey has their dates confirmed for the season after November 7
 - Teams have been contacted and informed that we will have dates available after November 7, for individual ice times
- Minor Hockey has 3 scheduled Tournaments
 - Requested passes from the Aquatic Centre, these are ready to be printed for each group
- Out of 25 available weekends (Saturday and Sunday till 3:30pm) from October 1-March 27, only 3 are still available. Of these four, one day is Christmas, one is New Year's Eve

- (possible Family Skate), and one weekend there was a Bantam Provincial Hockey Bid by Minor Hockey
- Have WIFI coming to the arena announcers booth to bring us in line with other communities
- Doug Sedgwick has been contacted to determine if there is a way to make the Arena Computer Private, yet still keep the Outlook Calendar visible
 - The office is fairly public, potential for a FOIP incident
- Adult Shinny Hockey every 2-3 Sunday has been coordinated with Ryan Rasmussen
 - Created an easy to follow registrations/session sheet to ensure fees are manageable
 - Reevaluated the fees to ensure they will be manageable for the group, this will be reexamined at the end of the season
 - Drop in Sign-up sheet with dates (to track stats), envelope for cash, and a participant waiver form have been provided with clip board
 - Program is advertised at the Arena, on a schedule, on the Community Calendar, and in the Claresholm Local Press
- Trophy case, and glass has had tape removed, and old seal switched. Looks good as it is in the first line of sight when walking into the building

Mezzanine:

- Spring Point Dance will be hosting dance classes on Wednesday and Thursday Evenings
- Cindy Gray's Dance Academy will not be at the Mezzanine this year due to lack of registrations
- Out of town rentals have inquired about Mezzanine use
 - Contacting other user groups to let them know it will be available for rentals during their tournaments
- Set up a list of priorities for mezzanine to make it an attractive desirable space
 - Welcome sign
 - Decorative touches in main room, plus minor repairs

Aquatic Centre:

We are very excited to offer this following program to Town of Claresholm Residents;

Learn to Kayak - SCHOOLS IN POOLS program, Kayak 4 Life

The Alberta Whitewater Association is offering pools around Alberta the opportunity to run a "Learn to Kayak" course for schools and after school programs this year. With the newly developed **Kayak 4 Life** program, the AWA can help you, your pool and your schools organize fun, educational units that:

- teach water and boating safety
- introduce children to a new recreational // competitive sport
- promote Canada's aboriginal heritage
- is accessible to all students, no matter what their body type or fitness level
- is located in a safe and trusted environment, your local swimming pool

- cover Alberta Education curriculum outcomes
- provide the pool a positive net financial return

The AWA in conjunction with **Makadiff Sports** is sending a fleet of kayaks to 20 communities this year. After training lifeguards and teachers, the kayaks will stay in the community for 2 -3 weeks to allow schools and groups to use for free. Groups only pay the local pool costs.

- Instructor Training at the Claresholm Aquatic Centre: October 16, 2016
 - 2 Instructors from the Claresholm Aquatic center have been chosen, taking into consideration; availability, interest, and previous kayaking experience
 - Cost to train was \$90 plus tax
- 3 Workshops, October 29, November 1, and November 5 9am-12pm
 - These are open to ages 7 and up, as opposed to the mandated grade 4-7
 - Sessions are \$25 each
 - Minimum 6 for class to run
 - Will add October 28, 2016 for the FCSS Youth of Tomorrow group if there is interest
- Contacted 5 Schools and have school rentals booked
- January – April 2017 Programming is complete, and almost ready for printing, we will start putting them out the end of November, and registrations will start at the same time
- All lessons have filled to capacity, keeping us busy in the office
 - Private lesson spots are filling
- Maintenance schedule for our **Mandatory Annual Shutdown November 14-December 12** has been compiled
- The decision has been made where it is no longer financially feasible to exchange pool toys through the group Big Toy Southern Alberta
 - We have worked with this group for almost 10 years
 - Courier expenses are almost as much as purchasing these toys ourselves
- High River Pool is coming to take a tour of our Facility on November 1, 2016.

Parks

- Risk Management Program Draft 2 has been submitted to administration
- Incident and Accident Policy has been submitted to administration
- Facility Incident Report has been submitted to administration for review
- Mike currently has the Parks and Recreation staff using the updated
 - Weekly Inspection Sheets
 - Monthly and Annual Playground Inspection Sheets

Programming / User Groups

User Meetings:

- Met with Jacquelyn Walker and Tara Vandellen on Friday September 9, 2016, regarding North & Company wanting to host a Family Fun Run for our community
 - Plan to set it up on the parade route for before the parade August 2017
 - A Colour me Wild run

- Treats and goodies on the way
- Set for all ages, and abilities, a good start to parade day celebrations
- October 26, 2016 at 7pm there is a scheduled meeting with Vladmir Meic for Co-ed Badminton Club
 - Spoke with the Todd Lybbert, Athletic Director and passed on information to Joanne Sutter, the Claresholm School's Gymnasium use Coordinator
- Pickle Ball;
 - There has been much interest in Pickle Ball this last year
 - Mike has said it would not be an issue to paint the lines at the Tennis court
- Short term solution for a Facility is West Meadow Gym
- The long term solution, The Gymnasium in the Old Elementary School building

Community Events

- Volunteered with the West Meadow School Playground Committee
 - September 29, 30
 - Created 2 booths for the Carnival
 - Purchased supplies on behalf of the BBQ, foods
 - Worked the kitchen prep, serving, clean up

Marketing / Promotion

- Community Calendar, submitted Pool and Arena events
- Claresholm Local Press
- Facebook

Progress

Master Plan:

- Arena plan almost complete
- Parks and recreation is taking shape
 - Conferring with Mike regarding this
 - Great start to the direction we'd like to go with parks, including skatepark, Frisbee golf, and contacts
- Continuing to gather and put information together
 - Template is started
 - Binder with documentation collected
- There will be more detail for the strategic plan in the November Report. Promotion of the Kayak program, and regular programming and duties has taken precedence.

October 2016 Taxation/HR Report

From: Lisa Chilton



Human Resources

- We are currently in the process of hiring the new Director of Corporate Services. The details should be finalized by this week.
- With the closing of the museum after Thanksgiving, this concludes the employment of all seasonal staff for the year with the exception of the Museum Executive Director. This grant funded position will conclude by January 13th, 2017 with reduced hours from now until then.
- There has been notification this week that the Local Authorities Pension Contribution Rates will not increase for 2017.
- Human Resources policy development and updating has been ongoing, and will continue, so as to keep all policies up to date and relevant. With ever changing legislation, union contracts, employment standards and employment related lawsuits, it is necessary, from time to time, to update or create policies to fall in line with these changes. I look forward to any input and direction from the newly formed Administrative Services Committee.
- In the absence of Karine, all of the office staff have pitched in to carry on her duties as best we can. It has been a real group effort and we look forward to her expected return on October 24th.



Taxation

- Taxes past due, and in arrears at October 19th, 2016 are:
\$251,408.64

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

\$ 183,886.26 Other outstanding taxes after the June 30th deadline. Not including T.I.P.P.S participants

- The 2016 Arrears list had 7 properties. There are 6 properties left. .
- Tax arrears letters were mailed October 20th, 2016.
- 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 on October 13th and we are awaiting the decision.



UTILITY SERVICES REPORT



OCTOBER 2016

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

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

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

Summary

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

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

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

- Water Distribution.....pg. 5, 6

- Lagoon and Waste Water Collection.....pg. 6, 7, 8

- Raw Water Supply.....pg. 8, 9

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

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

- Sept 22nd MPE onsite rectifying DAF FIT 1320-1&2 Flow meter power issue.
- Sept 22nd Issue with membrane rack CIP (contacted PALL for information).
- Sept 23rd Install new 24 volt power supply in DAF area JB 11.
- Oct 3rd DAF saturation tanks issue (check flow meter and lines).
- Oct 4th Ran backup generator (no issues).
- Oct 5th DAF saturation tank (drain tank and refill lines) issue resolved.

DAF #2 saturation tank vessel and controls



- Oct 6th Clean and massage main distribution valve in yard.
- Oct 11th General motor maintenance (grease and check packings).
- Oct 12th K&B heating onsite for annual boiler maintenance.
- Oct 12th Clean sodium hypochlorite line from transfer pumps to HPS.
- Oct 13th CORONA electric onsite to install service disconnect for backup generator.
- Oct 14th Clean and calibrate all online pH and turbidity meters.
- Oct 15th Clean coagulant pump and line to DAF pre-treatment.
- Oct 19th CORONA electric onsite repairing CO2 tank light and installing lights in lab area.
- Oct 20th Clear Water Controls onsite to replace chlorine low vacuum switch.

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.
- Oct 11th HACH company onsite to discuss future lab and online monitoring equipment.

GOVERNMENT COMPLIANCE

- Oct 19th THM samples sent to EXOVA labs or testing.

SAFTEY

- Oct 3rd Monthly safety meeting at public works shop.
- Onsite safety meetings ongoing.
- Oct 17th Fill SCBA tanks and clean face masks.
- Oct 18th Test Regal chlorine gas detector (alarms, call out and indicator light working).
- Oct 19th Superior Safety onsite to inspect service disconnect electrical work (pass).

CHEMICAL

- Oct 5th Offload 9,500 kg's of C-PAC 180 coagulant.

Caron's transport off-loading chemical



- Oct 11th Change chlorine bottles (check alarms and call out).
- Oct 12th KLEAR Water chemicals onsite to discuss coagulant and algaecide options.

PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Oct 3rd Run backup generator (no issues).
- Oct 18th Check dry well controls, sump pump, heater and air recovery system.

AIRPORT PUMP STATION

- Oct 20th Run backup Chrysler and check electric backup pump.

UFA RESERVOIR

- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.
- Oct 4th Check junction box and controls.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Sept 26th Monthly meter readings.
- Replace/check ERT's and inspected meters as requested by office.
- 100 W ERT issue (sent back 9 problem ERT's for replacement) to RP Water.
- Gathering information on meters for replacement and new home installs.
- Oct 17th 100 W ERT issue solved. Current FC 200 hand held is not compatible with reading new updated endpoints.

GOVERNMENT COMPLIANCE

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

- Oct 19th Waste water lagoon samples (carbonaceous biochemical oxygen demand, total suspended solids and deionized ammonia) tests sent in to EXOVA labs.

TOWN OF GRANUM/SUPPLY LINE

- Sept 26th Granum SCADA showing low chlorine in their system.
- Oct 20th Check meter vault.

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.

LAGOON AND WASTE WATER COLLECTION

HARVEST SQUARE LIFT STATION

- Pump #1 & #2 fault issues ongoing (contacted CICON to rectify the issue).
- Oct 3rd Contact CICON about pump issues.
- Oct 7th DEXON blower issue (clean air flow sensor).
- Oct 13th Contact CICON about pump issues.
- Oct 19th CICON onsite to determine pump size is wrong (decision to rectify with new impellers).

LAGOON

- Sept 27th Christian Electric onsite for annual inspection of building crane.
- Sept 29th Met with insurance adjustor regarding lightning strike issues.
- Oct 14th Run backup generator (no issues).
- Oct 18th Start draining waste water lagoon clear water holding cells
- Oct 19th Lagoon sample delivered to EXOVA labs.

Lagoon first outfall manhole point to Willow Creek



Wastewater flow from clear water holding cells



Final wastewater discharge into Willow Creek



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.
- Oct 6th Check Pine Coulee supply line vaults.

Pine Coulee supply line meter vault inspection North of Claresholm



RAW WATER STORAGE RESERVOIR

- Oct 11th Start filling onsite reservoir.
- Oct 20th Reservoir level LT 1026 5870 mm.

GOLF COURSE

- Sept 7th Meeting with golf club board members concerning water levels and future drainage upgrade project. Discussion on several issue including killing any fish that may be in in the storage ponds. Recommendation to have the engineer draft a process to deal with this issue.
- Sept 9th Looking into golf course license compliance water issue.
- 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: October 24, 2016

Agenda Item: 14

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
5	CORRES: Alberta SouthWest RE: Rural Broadband Strategy - Referred to Administration to formulate a letter specific to the Town of Claresholm's concerns regarding Alberta's lack of high-speed connectivity, to be sent to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development with the Government of Canada.	Marian	Letter being formulated.	In progress
9	RFD: Local Improvement Tax - Moved by Councillor O'Neill to approve the local improvement as proposed for 47 Avenue West and 52 Avenue West. CARRIED MOTION #16-081	Marian	Will include in 2017 budget considerations	Complete
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 - September 26, 2016				

1	Bylaw #1614a (Rescind Bylaw #1614) - Moved by Councillor O'Neill to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 2nd Reading. CARRIED Moved by Councillor Fieguth to give Bylaw #1614a (Rescind Bylaw #1614) 3rd and final reading. CARRIED	Karine		
Regular Scheduled Meeting - October 11, 2016				
1	Bylaw #1618 - Amendment to Bylaw #1534 - Moved by Councillor Cutler to give Bylaw #1618 first reading. CARRIED.	Tara	RFD for 2nd & 3rd reading on Oct 24th agenda.	Complete
6	RFD: Policy PLDE #09-16-Street Trees. Moved by Councillor McAlonan to adopt Policy PLDE #09-16 Street trees as presented effective Oct 11, 2016. CARRIED	Darlene	Distributed to all binders	Complete
7	RFD: 2016 Infrastructure Projects: Referred to 2017 Budget.	Mike/Marian	Will include in 2017 budget considerations	Complete
8	RFD: Municipal Right of Way agreement -Axia, Moved by Councillor Fieguth to approve the Municipal Right of Way agreement and enter into the agreement with Axia Fibrenet. CARRIED	Mike	Agreement signed and sent to Axia.	Complete
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
10	RFD: Indoor Walking Group. Moved by Councillor Ford to donate \$1000 to the Indoor Walking Group for the use of the Community Centre for the time frame of Oct 2016 to Mar 2017, and all details regarding the facility rental be arranged through the Community Centre Hall Board. CARRIED	Tara	Letter sent October 13, 2016	Complete
11	RFD: Claresholm & District Fair Board. Moved by Councillor McAlonan to approve the cash award donation request in the amount of \$600.00 CARRIED. Moved by Councillor Cutler to approve the advertising request from the Fair Board in the amount of \$390.00 CARRIED.	Tara	Letter sent October 14, 2016	Complete
12	RFD: Claresholm High School Rodeo. Moved by Councillor Cutler to approve the donation request to the Claresholm High School Rodeo in the amount of \$250.00. CARRIED.	Tara	Letter sent October 14, 2016	Complete
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

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: October 21, 2016

INFORMATION ITEMS

Alberta SouthWest Bulletin October 2016

Regional Economic Development Alliance (REDA) Update

REDAs unveil new banners at AUMA

The 11 Regional Economic Development Alliances (REDAs), with support from Alberta Economic Development and Trade, had a booth at the recent AUMA/AMSC Convention and Trade Show.

It was a great place to unveil the new display banners that feature a map of all the regions and key information about the initiative.

REDAs began in 1998 and can point to over a decade and a half of success.

The trade show was an effective way to connect with communities who are REDA members, and also to provide information to communities who maybe interested in joining a REDA in the future.

New Funds to Support REDAs

The REDA managers from across the province met in Edmonton on October 4th to continue sharing information and planning new ways to strengthen regional initiatives. Due to the successful outcomes achieved by these partnerships, the Department of

Economic Development and Trade has set aside new funds specific to enhancing REDA projects. This is a tremendous boost to our communities and what we can do together as partners.

Conversation Continues Regarding Electric Vehicle (EV) Charging Stations Network

Subsequent to the EV information session held in late June, the conversation has grown to include City of Calgary, Calgary Regional Partnership, SouthGrow, Alberta SouthWest and the Regional Innovation Network of Southern Alberta (RINSA). The next step will be to combine resources and create a model of what an optimal network would look like and define the scope of what we can do in our regions.

Reminder: Community and Regional Economic Support (CARES) Program

Program guidelines: <http://economic.alberta.ca/documents/CARES-program-guidelines.pdf>

CARES will have three intakes: the first begins October 1, 2016, and ends November 30, 2016.

Upcoming Events

- October 27, 2016 - EDA Ministry Dinner - Matrix Hotel, Edmonton AB
- March 22-24, 2017 - EDA Conference and AGM, Banff Centre, Banff AB



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403-627-3373 or 1-888-627-3373

bev@albertasouthwest.com

bob@albertasouthwest.com





MUNICIPAL PLANNING COMMISSION MINUTES

August 26, 2016

Town of Claresholm – Council Chambers

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

Regrets: Shelley Ford - Council Member

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

7:58 am

Call to Order /Adoption of Agenda

**Motion to adopt
the Agenda
by Sharon Duncan**

CARRIED

Adoption of Minutes

- August 12, 2016

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

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2016.073
Applicant: Trek Health & Fitness Ltd.
Owner: Design & Development Ltd.
Address: 136 49 Ave West
Legal: Lot ptn 21, Block 3, Plan 147N
Regarding: Change in Use, Retail to Fitness Centre

**Motion to approve
with amended conditions
by Councillor Cutler**

**Seconded by
Jeff Kerr**

CARRIED

NOTE: This application is for a change in use only, any new development, renovations or signs will require a separate application.

Item 2: IN CAMERA

DEVELOPMENT INQUIRY

**Motion to go in camera
By Sharon Duncan**

**Seconded by
Jeff Kerr**

CARRIED



MUNICIPAL PLANNING COMMISSION MINUTES

August 26, 2016
Town of Claresholm – Council Chambers

**Motion to come out
of In Camera
by Councillor Cutler**

**Seconded by
Sharon Duncan**

CARRIED

8:15 am

**Motion to Adjourn
By Councillor Cutler**

CARRIED



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, August 11, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director

Stacy Olsen - Subdivision Technician

AGENDA:

- 1. Approval of Agenda - August 11, 2016
2. Approval of Minutes - May 12, 2016
3. Business Arising from the Minutes
4. New Business
(a) MGA Review - ORRSC Analysis
(b) Strategic Plan Update
(c) Succession Planning
(d) Subdivision Statistics
(e) 2016 - 2036 Population Projections
(f) Fee For Service Update
(g) Accrued Vacation Report
5. Accounts
(a) Office Accounts -
(i) May 2016
(ii) June 2016
(b) Financial Statements -
(i) January 1 - May 31, 2016
(ii) January 1 - June 30, 2016
6. Director's Report
7. Executive Report

8. Adjournment.....

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

1. APPROVAL OF AGENDA

Moved by: Tom Rose

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 May 12, 2016, as presented. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) MGA Review – ORRSC Analysis

- ORRSC Planners prepared an **Impact Analysis of Municipal Government Act (MGA) Amendments** focusing on Part 16 (Miscellaneous), Part 17 (Planning & Development), Part 17.1 (Growth Management Boards) and Part 17.2 (Intermunicipal Collaboration). The document, which was e-mailed to all member CAOs on June 30, 2016, identifies the proposed changes by section, indicates how a specific change may impact municipalities and includes a series of actions that may be required by municipalities to comply with the proposed change.
- The Executive discussed several of the proposed amendments and the effect on workloads over the next 2 - 5 years. It is likely that every municipality will need to amend their current Land Use Bylaw, Municipal Development Plan and Intermunicipal Development Plans to ensure compliance with the new requirements. Those municipalities without a Municipal Development Plan or Intermunicipal Development Plan will be required to prepare one within the prescribed timelines.
- The upcoming September 1, 2016 Board of Directors' meeting will include a detailed staff presentation on the Proposed Amendments to the MGA and ORRSC Impact Analysis.

Moved by: Barry Johnson

THAT the Executive Committee accept ORRSC's Impact Analysis of MGA Amendments, as information. **CARRIED**

(b) Strategic Plan Update

- The Director has prepared a **Strategic Plan 2016 - 2026** (handout) which incorporates results from a joint strategic planning session between ORRSC Staff and the Executive Committee held on June 9, 2016 in preparation for the next 5 to 10 years of service to our

member municipalities. The plan establishes strategic priorities in the following four focus areas:

MEMBER SERVICES: ORRSC needs to define and enhance our member services to ensure value and relevancy while strengthening our professional relationships with both member councils and administration.

FISCAL SUSTAINABILITY: ORRSC needs to ensure sufficient funding is in place to deliver the services agreed to by member municipalities. Current funding is derived from member fees (planning requisition based on Total Equalized Assessment formula – GIS requisition based on per capita fee), fee for service and subdivision processing fees.

ADMINISTRATIVE LEADERSHIP: Internally, ORRSC needs strong administrative capabilities to ensure day-to-day functions and office operations remain focused on the ability to efficiently and effectively serve our members.

GOVERNANCE: Externally, ORRSC requires our members to provide direction/advice and to participate in our operations while fully utilizing all of our services.

- Within each of the four focus areas, objectives are identified and specific actions needed to achieve these objectives are listed. The Executive Committee reviewed the Strategic Plan in detail and referred it to the Board of Directors meeting on September 1, 2016.

Moved by: Don Anderberg

THAT the Executive Committee accept the Strategic Plan 2016 - 2026 and refer it to the Board of Directors for approval at their meeting on September 1, 2016. **CARRIED**

(c) Succession Planning

- ORRSC's Executive Secretary and Bookkeeper are currently eligible for retirement. Although neither plan to retire soon, we are beginning to look at future options in filling these positions when the need arises. The Director is investigating the following three software options which could help automate some of the office functions that are currently done manually:
 1. Bookkeeping – automate bookkeeping function
 2. Strategic Planning/Project Management – track, monitor and report against strategic, operational and land use plans
 3. Enterprise Content Management – store and organize files in a digital repository and provide business process automation capabilities
- The pros and cons of each were discussed as well as the associated costs. Additional information and software demonstrations are needed before the matter is pursued further.

Moved by: Don Anderberg

THAT the Executive Committee authorize the Director to request more information from Maxim Management regarding the three above-noted software options. **CARRIED**

(d) Subdivision Statistics

- Subdivision statistics for 2016 up to and including June were included in the agenda and July figures are now available. A total of approximately \$193,000 has been received in subdivision fees so far this year. Total subdivision fees collected each year since 2007 were also listed.

Moved by: Bill Chapman

THAT the Executive Committee accept the Subdivision Statistics, as information. **CARRIED**

(e) 2016 - 2036 Population Projections

- ORRSC staff are currently finalizing the 2016 - 2036 Population Projections and a draft copy of the report was viewed at the meeting. Projections are compiled every five years using the latest federal census data and the document should be complete sometime in September.

(f) Fee For Service Update

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

Moved by: Bill Chapman

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

(g) Accrued Vacation Report

- Vacation leave accrual as of May 31, 2016 is approximately \$129,000 which is an increase from \$117,000 at December 31, 2015. With summer holidays underway, this figure will likely decrease by the end of the third quarter. There may be a need to address capacity issues with staff in an effort to reduce this liability.

Moved by: Henry Van Hierden

THAT the Executive Committee accept the Vacation Leave Accrual Report, as information.

CARRIED

6. ACCOUNTS

(a) Office Accounts –

(i) May 2016

5150	Staff Mileage	S. Johnson (April-May)	\$ 61.50
5160	Staff Field Expense	S. Johnson (April-May)	46.07
5380	Printing & Printing Supplies	S. Johnson (April-May)	27.99
5530	Coffee & Supplies	S. Johnson (April-May)	135.62
5151	Vehicle Gas & Maintenance	Imperial Oil	383.64
5265	Utilities	City of Lethbridge	673.94
5280	Janitorial Services	Madison Ave Business Services	475.00
5285	Building Maintenance	Infinity Property Care	120.00
5310	Telephone	Bell Mobility	604.80
5310	Telephone	Shaw Business	491.65
5320	General Office Supplies	Paramount Printers	30.50
5320	General Office Supplies	Purolator Courier	18.58
5320	General Office Supplies	Desjardin Card Services	161.82
5380	Printing & Printing Supplies	Desjardin Card Services	539.52
5390	Graphic & Drafting Supplies	Desjardin Card Services	253.08
5320	General Office Supplies	Desjardin Card Services	64.76
5380	Printing & Printing Supplies	Desjardin Card Services	33.98

5320	General Office Supplies	Desjardin Card Services	3.99
5390	Graphic & Drafting Supplies	Desjardin Card Services	126.54
5320	General Office Supplies	Costco	27.99
5520	Meetings	Costco	19.87
5330	Dues & Subscriptions	Claresholm Local Press	35.00
5350	Postage & Petty Cash	Postage by Phone	2,000.00
5380	Printing & Printing Supplies	Peak Vocational & Support	90.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5440	Land Titles Office	Minister of Finance	250.00
5450	Legal Fees	Stringam Denecky	1,092.15
5450	Legal Fees	Stringam Denecky	239.35
5470	Computer Software	Work Tech	3,000.00
5500	Subdivision Notification	Lethbridge Herald	1,199.70
5520	Meetings	Coaldale Bakery	19.98
5520	Meetings	Tim Horton's	17.33
1160	GST Receivable	GST Receivable	512.79
		TOTAL	<u>\$12,779.14</u>

(ii) June 2016

5150	Staff Mileage	L. Tittsworth	\$ 15.20
5151	Vehicle Gas & Maintenance	Imperial Oil	400.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5320	General Office Supplies	Madison Ave Business Services	13.99
5285	Building Maintenance	Garrison Draper	400.00
5310	Telephone	Shaw Business	493.49
5310	Telephone	Bell Mobility	604.40
5320	General Office Supplies	Purolator Courier	14.00
5320	General Office Supplies	Desjardin Card Services	260.17
5380	Printing & Printing Supplies	Desjardin Card Services	129.58
5320	General Office Supplies	Desjardin Card Services	3.99
5390	Graphic & Drafting Supplies	Desjardin Card Services	126.54
5330	Dues & Subscriptions	Vauxhall Advance	22.00
5380	Printing & Printing Supplies	Paramount Printers	110.00
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	22.00
5430	Aerial Photos & Maps	Lethbridge County	250.00
5440	Land Titles Office	Minister of Finance	244.00
5500	Subdivision Notification	Claresholm Local Press	118.50
5570	Equipment Repairs & Maintenance	Xerox Canada	620.10
5580	Equipment & Furniture Rental	Pitney Bowes	317.13
1160	GST Receivable	GST Receivable	171.57
		TOTAL	<u>\$4,761.66</u>

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of May (\$12,779.14) and June (\$4,761.66) 2016, as presented. **CARRIED**

(b) Financial Statements –

- (i) January 1 - May 31, 2016**
- (ii) January 1 - June 30, 2016**

- Regarding the Comparative Income Statement, the question was asked why the Member Conference & Out of Area was budgeted for \$3,000 but over \$5,000 has been spent. The Director will investigate this and report back at the next meeting.

Moved by: Bill Chapman

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

January 1 - May 31, 2016
January 1 - June 30, 2016

CARRIED

7. DIRECTOR'S REPORT

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

8. EXECUTIVE REPORT

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

9. ADJOURNMENT

Moved by: Tom Rose

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 9:26 p.m. until **Thursday, September 8, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR:





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