



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
SEPTEMBER 26, 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 SEPTEMBER 12, 2016

**ACTION ITEMS:**

1. BYLAW #1614a – Rescind Bylaw #1614  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. BYLAW #1616 – Borrowing Bylaw  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
3. CORRES: Alberta Municipal Affairs  
RE: MSI Projects
4. CORRES: Foothills Country Hospice Society  
RE: Gala Invitation
5. CORRES: Society of Local Government Managers - On the Edge of the Diving Board  
RE: Effective Problem Solving & Decision Making
6. CORRES: Association of Alberta Registry Agents – Pamela Wilson, CAO  
RE: Proposed Resolution - Town of Cardston – AUMA
7. CORRES: Judy VanAmerogan - Claresholm Housing Authority  
RE: Resignation from Claresholm Housing Authority Board
8. CORRES: Minister Laviree – AUMA  
RE: Meeting Request
9. CORRES: Friends of the Claresholm Public Library Society  
RE: Invitation – Pink Tea, Oct 18, 2016
10. REQUEST FOR DECISION: Community Peace Officer 1 Collaboration Project
11. REQUEST FOR DECISION: Curling Club Lease Renewal
12. REQUEST FOR DECISION: 2017 Oldman River Region Urban Orthophotography Project
13. REQUEST FOR DECISION: Sidewalk Snow Removal Program
14. REQUEST FOR DECISION: Franchise Fee- FortisAlberta Inc.
15. INFORMATION BRIEF: Street Tree Policy PLDE 09-16
16. INFORMATION BRIEF: Claresholm Society for the Arts Grant application update
17. INFORMATION BRIEF: CAO Report
18. INFORMATION BRIEF: Council Resolution Status
19. ADOPTION OF INFORMATION ITEMS
20. IN CAMERA: Personnel, Land

**INFORMATION ITEMS:**

1. **Alberta Southwest Bulletin**
2. **Albert Development Officers Association – Proclamation (Development Officer Week)**
3. **The River Current Newsletter Fall 2016**
4. **Highway 3 Twinning Development Association Minutes June 3, 2016**
5. **Small Communities Newsletter – AUMA**

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**SEPTEMBER 12, 2016**

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

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

**REGRETS:** Mayor Rob Steel

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

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

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Deputy Mayor Chris Dixon.

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

**CARRIED**

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

Moved by Councillor McAlonan that the Regular Meeting Minutes of August 22, 2016 be accepted as amended due to a spelling error.

**CARRIED**

**DELEGATION:** **“K” DIVISION – Royal Canadian Mounted Police (RCMP)**  
**RE: General Meeting with Council**

Appearing on behalf of the RCMP was Chief Superintendent for Southern Alberta Tony Hamori, along with Sergeant Terry Wickett from the Claresholm Detachment. The RCMP like to meet with municipalities prior to the AUMA (Alberta Urban Municipalities Association) Convention. Speeding is an issue province-wide and many communities are interested in photo radar, however the population must be over 5,000. A red light camera may be a possibility in Claresholm. Many issues regarding policing were discussed.

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: Claresholm Public Library**  
**RE: Claresholm Calendar**

Councillor Ford declared a pecuniary interest and left the meeting at 7:26 p.m.

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.

Councillor Ford rejoined the meeting at 7:35 p.m.

2. **CORRES: Municipal District of Willow Creek No. 26**  
**RE: Fire Protection and Emergency Services Agreement**

Received for information.

3. **CORRES: Municipal District of Willow Creek No. 26**  
**RE: Water Agreements**

Received for information.

4. **CORRES: Municipal District of Willow Creek No. 26**  
**RE: Consent to the Annexation**

Received for information.

5. **CORRES: Municipal District of Willow Creek**  
**RE: Notice of Municipal Planning Commission Meeting**

Referred to Administration to write a letter voicing the Town’s concerns regarding this development.

6. **CORRES: Hydra Pharmaceuticals Inc.**  
**RE: Application to Become a Licensed Producer of Medical Marijuana**

Received for information.

7. **CORRES: Highway 3 Twinning Development Association**  
**RE: Support**

**MOTION #16-087** Moved by Councillor Cutler to send a letter stating the Town of Claresholm is not interested in membership in the Highway 3 Twinning Development Association.

**CARRIED**

**8. CORRES: Debbie Lozeman, Terry Fox Organizer  
RE: Terry Fox Run September 18, 2016**

Received for information.

**9. CORRES: Ogilvie LLP  
RE: ALARIE Asset Distribution**

Received for information.

**10. REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a)**

MOTION #16-088 Moved by Councillor Fieguth to keep the franchise fee percentage the same at 10% for 2017 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

**CARRIED**

**11. REQUEST FOR DECISION: Recycling – Town of Stavely**

MOTION #16-089 Moved by Councillor Ford to include the Town of Stavely at the cost of \$0.59 cents per kg in our recycling program on a trial basis for three months, and then to review costs and maybe move forward into a contract with them for recycling.

**CARRIED**

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

Received for information.

**13. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**14. IN CAMERA: Employment; Land; Contract; Legal**

Moved by Councillor McAlonan that the meeting go In Camera at 8:00 p.m.

**CARRIED**

Moved by Councillor O'Neill that this meeting come out of In Camera at 9:20 p.m.

**CARRIED**

MOTION #16-090 Moved by Councillor Cutler that in response to an appeal received from ERE Logistics regarding the removal of pipe from Town of Claresholm property, the Town hereby grants ERE Logistics permission to enter the property and remove the pipe in question by midnight on September 16, 2016 from the property located at the Claresholm Industrial Airport on the West Side of Block A, Plan 4117JK.

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 9:22 p.m.

**CARRIED**

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Deputy Mayor – Chris Dixon

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Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**



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

**A Bylaw of the Town of Claresholm to rescind Bylaw #1614, being a bylaw to incur indebtedness by the issuance of debenture(s) in the amount of \$360,000 for the purpose of pavement overlay local improvement projects.**

**WHEREAS** 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 Bylaw #1614; 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 rescind bylaws from time to time.

**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 #1614 be rescinded as the amount of indebtedness is incorrect.
2. This Bylaw comes into full force and effect upon third and final reading.

Read a first time in Council this **22<sup>nd</sup>** day of **August** 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.

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Rob Steel, Mayor

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Marian Carlson, Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: September 26, 2016  
Agenda Item: 1

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## BYLAW #1614a

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### **DESCRIPTION:**

Administration requires Council give second and third reading to Bylaw #1614a a bylaw to repeal Bylaw #1614.

### **BACKGROUND:**

Bylaw 1614 a received first reading at the August 22, 2016 Council meeting.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 3<sup>rd</sup> and Final Reading.

### **Attachments:**

1. Bylaw #1614a

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM CAO

DATE: September 22, 2016

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**BYLAW #1616  
TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA**

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

**WHEREAS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Read a first time in Council this **22<sup>nd</sup>** day of **August** 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.

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Rob Steel, Mayor

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Marian Carlson, Chief Administrative Officer

DRAFT



# REQUEST FOR DECISION

Meeting: September 26, 2016  
Agenda Item: 2

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## BYLAW #1616 – Borrowing Bylaw

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### **DESCRIPTION:**

Administration requires Council to give second and third reading to Bylaw #1616.

### **BACKGROUND:**

Bylaw 1616 received first reading at the August 22, 2016 Council meeting.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw #1616, a borrowing bylaw, 2<sup>nd</sup> Reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw #1616, a borrowing bylaw, 3<sup>rd</sup> and Final Reading.

### **Attachments:**

1. Bylaw #1616

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM CAO

DATE: September 22, 2016

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

RECEIVED

SEP 15 2016

AR86028B

August 31, 2016

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

Dear Mayor Steel,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-7987	Storm Water System Upgrades	\$1,075,018
CAP-7991	Street Sweeper Purchase	\$ 281,399

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca).

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

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



# Foothills Country Hospice Society

RECEIVED

SEP 13 2016

September 6<sup>th</sup>, 2016

Dear Mayor Steel,

We would be pleased if you could join us on Saturday October 22nd, 2016 as we host our Wranglers and Rhinestones "Retro Style" gala. The first gala for our Society was hosted in 2004 as an opportunity to raise funds to "break ground". This year we will be honoring our founders and celebrating their efforts of making our Hospice a reality. The evening will be one that you don't want to miss! You can come dressed in western wear or in your formal finest, it's totally up to you.

For ticket information please visit our website [www.countryhospice.org](http://www.countryhospice.org) or call me at 403-995-4673 to reserve your spot at this fabulous event.

We hope to see you there!

Warmest regards,

Dawn Elliott  
Executive Director  
Foothills Country Hospice Society  
PH: 403-995-4673  
Fax: 403-938-0831  
Cell: 403-803-5446  
E-mail: [executivedirector@countryhospice.org](mailto:executivedirector@countryhospice.org)  
[www.countryhospice.org](http://www.countryhospice.org)

"Life is so much brighter when we focus on what truly matters."



## ***On the Edge of the Diving Board:*** Effective Problem Solving & Decision Making

November 28, 2017 - Grand Prairie; November 29 – Leduc; & December 5 – Claresholm, Alberta

Ever feel like you are on the end of a diving board when presenting a recommendation or have to make a decision? The *On the Edge of the Diving Board* program is designed for professionals, managers and Chief Administrative Officers as well as elected officials who want to enhance the decision making process in local, First Nation, Métis and regional government.

This 'hands-on' session will focus on:

- Facilitating **group problem solving**
- Preparing **effective options** for decision makers
- Understanding the dynamics of **decision making**
- Delivering **effective presentations**

Participants will gain practical skills, contemporary concepts and useful tools through 'real time' issues they are facing in a highly interactive setting to make an immediate leadership difference in their work place by:

- Diagnosing their organization's **decision making process**
- Enhancing the **recommendations report** to meet decision maker needs
- Using a **solution seeking approach** to creatively solve problems
- Making sure recommendations pass the **reality check**

***The key resource in the room is the participants – your peers!***

The session will be facilitated by Dr. Gordon McIntosh – President, Local Government Leadership Institute who has delivered over 1,200 sessions for 120,000 civic officials throughout Canada and overseas.

### How to register

Registration Fee: \$275.00 per delegate prior to November 16, 2016. After registration is \$300.00 plus GST. Contact Linda Davies at SLGM 780.796.3836 or [linda.davies@shaw.ca](mailto:linda.davies@shaw.ca) for more information.



## Association of Alberta REGISTRY AGENTS

Suite 202, 1003 Ellwood Road SW Edmonton AB T6X 0B3

Tel: [\(780\) 644-8743](tel:(780)644-8743) Fax: [\(780\) 415-2226](tel:(780)415-2226)

General Inquiries: [info@alara.ca](mailto:info@alara.ca)

September 21, 2016

Dear Sir or Madam:

The Town of Cardston has submitted a resolution to the upcoming AUMA conference in support of your local registry agent. A copy of the resolution is attached to this message for your reference.

There are 207 independent registry agents located in 150 communities across Alberta offering over 200 products and services on behalf of Service Alberta, Alberta Health, Alberta Transportation, and Alberta Justice. They employ 1500 employees in highly-trained, well-paid stable jobs.

Registry agents are paid on a per transaction basis with 80-85% of their revenue coming from a \$9/transaction capped fee derived from motor vehicle related services. These high volume/low cost services subsidize the low volume/high cost services such health care enrollments, organ donor registration, out-of-province registrations, new immigrant services, etc.

Registry agents have not received a fee increase over the past 11 years, this despite Service Alberta taking two fee increases over that time frame for themselves. This has been particularly hard on our 118 rural agents many of whom operate in communities of 5,000 or fewer.

Even though registry agents have been offering online traffic payments for the past 12 years, Alberta Justice decided to repatriate this service this past July and offer their own online fine payment portal directly to Albertans. This resulted in a \$2.5M loss in revenue to registry agents. When profit margins are tight or non-existent a loss of this size is dramatic.

Furthermore, Service Alberta will not give any firm assurances that registry agents will be included in any future online registry services. This creates an unsettling feeling and discourages agents from investing in their own industry because there are no clear plans for their future.

Our association and all registry agents embrace the fact that the future of our industry is in offering online registry services. We have the entrepreneurial spirit and resources to modernize our industry.

We are not looking for a government handout but merely an opportunity to offer online registry service to our customers, and preserve the face-to-face interaction that Albertans have come to expect from their local registry agent. Can you imagine a company like Home Hardware not including their independent store owners in their online retail channel? The Retail Council of Canada had Deloitte undertake a study of the various delivery channels for products and services and how one channel impact the others. The study concluded that the best delivery model offering the most satisfying customer experience integrates all channels: online, face-to-face; phone; fax; email; and traditional mail.

On behalf your local registry agent, we are asking for your favorable support when this motion is debated and voted on at your October 6<sup>th</sup> AUMA conference. Thank you!

Yours truly,

Pamela Wilson  
CEO  
Association of Alberta Registry Agents

**WHEREAS** the Government of Alberta caps the fee amounts for Alberta Registry Agents (ARAs) through the Registry Agent Product Catalogue for those services that comprise the largest volume of revenues, which have not been adjusted to reflect the increases to the minimal wage or cost-of-living increases in Alberta;

**WHEREAS** the Government of Alberta has not provided details on the scope of government's future involvement in providing online services;

**WHEREAS** the ARAs offer essential professional and personalized online services to clients near their homes, a fact of significant importance to aging Alberta clients with distance restricted driver's licences, and/or with no ability to use the Internet for the conduct of personal government business;

**WHEREAS** the elimination of the critical mass of registry transactions and associated transaction fees could threaten the viability of all ARAs;

**WHEREAS** the potential closure of ARAs in small communities would have a negative impact on the local economy by diverting the spending outside of the municipality's boundaries;

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association requests that the Government of Alberta recognize the vital role and positive impact that ARAs have in Alberta communities, and request that the province partner with the ARAs and local municipalities by:

- Protecting local Registry Agent revenue streams by limiting additional future government encroachment above and beyond online fine payments, and
- Negotiating the fee structure within the Registry Agent Product Catalogue to recognize inflationary increases.





## Association of Alberta REGISTRY AGENTS

### The Registry Agent Network (RAN) and the importance of Online Service Delivery

There are 207 registry agents in 150 communities in Alberta. Together with the 17 AMA locations, we form the **Registry Agent Network (RAN)**.

The RAN has been offering online registry services on behalf of the Government of Alberta since 2001.

### Registry Agents are vital to Alberta's Communities

- Provide stable, well-paying jobs (AARA supports \$15 minimum wage)
- Deliver essential services in every corner of Alberta
- Vital community link, particularly in rural communities

### Online Service Delivery is vital to Registry Agents

- Majority of fees go directly to individual registry agents
- **Rural agents are already struggling:** A KPMG study in 2011 (co-sponsored by Service Alberta) found that the majority of rural agents already realized a loss due to higher costs

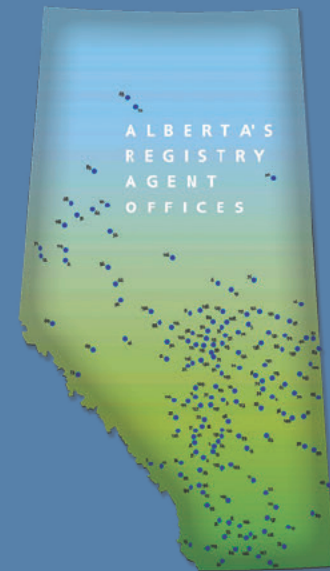
### Registry Agents provide over 200 products and services on behalf of the GoA.

- ✓ The collection of fees from online vehicle renewals represent the most high-volume, low-cost transactions because it is easy to process and can be done online.
- ✓ This service essentially subsidizes all the other transactions the registry agents carry out on behalf of the government.
- ✓ **The health of the RAN (specially agents in rural and small urban centres) will be threatened if registry agents are kept out of online service delivery**

### LOCATION OF REGISTRY AGENTS



- Rural (118)
- Large Urban (51)
- Small Urban (38)



“ If the registry's doors close, and our citizens have to go to the nearest city (which is 75-100kms away) to obtain these essential services, then **of course it would have a significant detrimental domino effect on all our other small businesses**; as people, having travelled to the city, will also stop to pick up a few groceries and other items which takes the money to another community. ”

Mayor of Cardston, Maggie Kronen



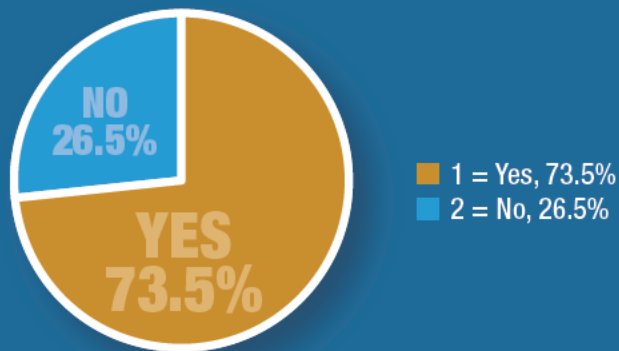
## Association of Alberta REGISTRY AGENTS

A new poll of Albertans in small to medium sized centres clearly shows the high levels of satisfaction with services offered by local registry agents. For instance, 82.1% of Albertans polled are either extremely or somewhat satisfied with their last experience at the local registry agent while only 10.6% were dissatisfied to any degree.

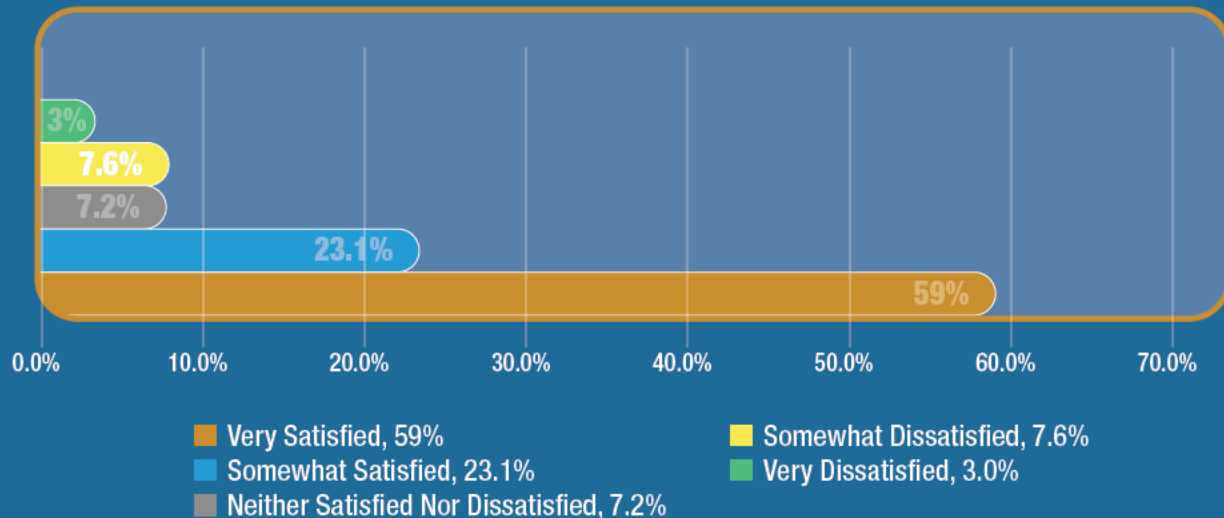
Even more telling is that 92.2% of Albertans polled consider it either very important or somewhat important to have access to government services within their community. When asked about the potential impact on their community if the local registry agent closed down, an overwhelming number (90.6%) thought it would have an extremely negative or somewhat negative impact on their community.

These numbers speak for themselves: Alberta Registry Agents provide an essential service in Alberta communities that no one wants to lose.

### Have you used your local registry agent in the past 12 months?



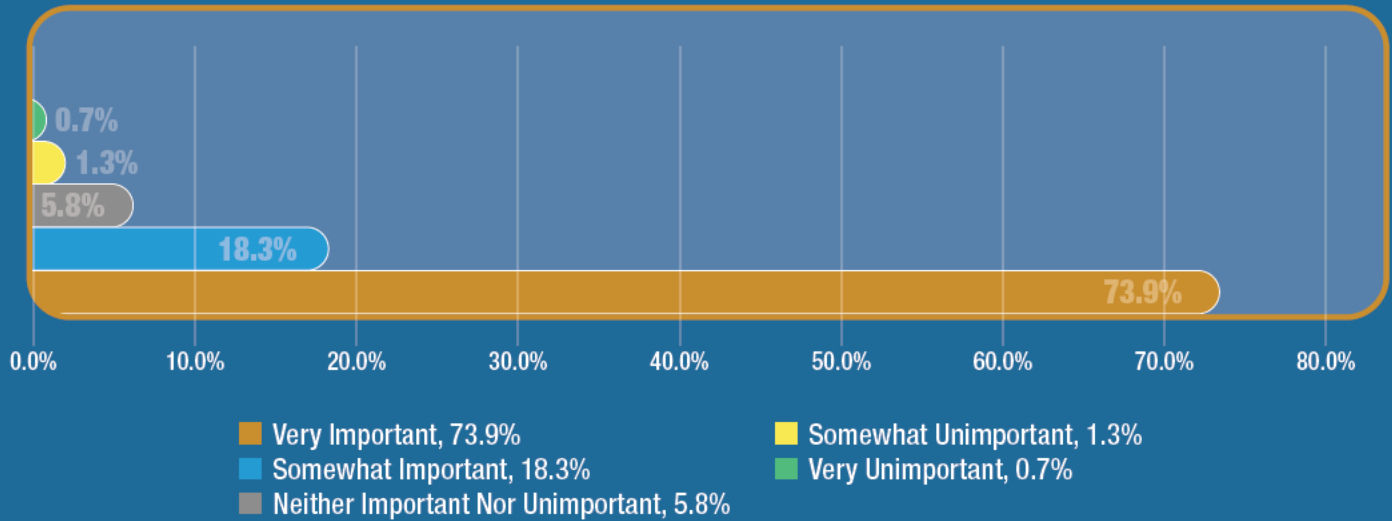
### How would you rate your last experience at your local registry office?



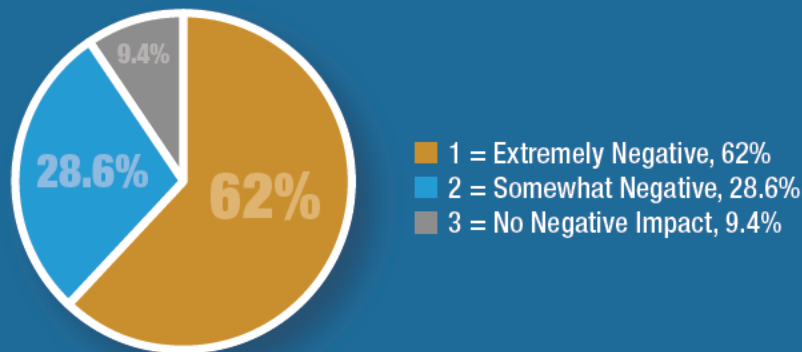


# Association of Alberta REGISTRY AGENTS

How important is for you to have access to government services in your community?



If your local registry agent were to close down, what impact do you think it would have on your community?



*This poll was carried out by Campaign Contact on August 30th.  
It received responses from 737 individuals.*

**From:** Karine Wilhauk  
**Sent:** Wednesday, September 21, 2016 9:57 AM  
**To:** Marian Carlson; Tara VanDellen  
**Subject:** Fwd: Housing authority

Sent from my iPhone

Begin forwarded message:

**From:** Jude V <[valjudy@shaw.ca](mailto:valjudy@shaw.ca)>  
**Date:** September 21, 2016 at 9:49:17 AM MDT  
**To:** [karine@townofclaresholm.com](mailto:karine@townofclaresholm.com), Maxine Middleton <[maxine.middleton984@gmail.com](mailto:maxine.middleton984@gmail.com)>  
**Subject:** Housing authority

Town of Claresholm, Maxine Middleton, and to Whom It May Concern.

For the past several years, I have been a volunteer member of the Claresholm Housing authority board of directors.

Recently, I find I am unable to attend regular meetings, as is required. I do not wish to hold back important board decisions by not being present to vote. Therefore, I think it best for the board to advertise for my replacement, effective immediately.

Thank you all for the opportunity to serve my community in a meaningful way.

Judy Van Amerongen

## Marian Carlson

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**From:** Marianne Bobik <marianne.bobik@gov.ab.ca>  
**Sent:** Friday, September 16, 2016 3:56 PM  
**To:** Karine Wilhauk  
**Cc:** Marian Carlson  
**Subject:** RE: AUMA Convention

Hi Karine,

Thanks again for your email requesting a meeting with Minister Larivee at the AUMA Convention in Edmonton in October. Unfortunately, convention activities and scheduling does not allow Minister the opportunity to meet with your municipality at this time. We have noted your meeting request and if an alternate meeting arrangement becomes available in the near future, we will contact you.

Should you wish to informally speak with the Minister, she is pleased to once again be hosting an Open House reception on Wednesday, October 5<sup>th</sup> and will be attending the Government Breakfast on Thursday, October 6<sup>th</sup>. I would encourage you to attend these events and seek to speak with the Minister where possible.

Sincerely,  
Marianne

**Marianne Bobik**  
*Program and Policy Advisor*  
*Municipal Services and Legislation*  
*(P) 780-644-2903*

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**From:** Marianne Bobik  
**Sent:** Tuesday, July 26, 2016 10:29 AM  
**To:** 'Karine Wilhauk'  
**Cc:** Marian Carlson  
**Subject:** RE: AUMA Convention

Good morning Karine,

Thanks for your email and meeting request. Municipalities will be advised of Minister's meeting availability by September 16.

Sincerely,  
Marianne

**Marianne Bobik**  
*Program and Policy Advisor*  
*Municipal Services and Legislation*  
*(P) 780-644-2903*

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**From:** Karine Wilhauk [<mailto:Karine@townofclaresholm.com>]  
**Sent:** Tuesday, July 26, 2016 9:29 AM  
**To:** Marianne Bobik  
**Cc:** Marian Carlson  
**Subject:** AUMA Convention

Hello Marianne,

The Town of Claresholm would like to request a meeting with the Minister of Municipal Affairs during the AUMA Convention in Edmonton taking place October 5-7, 2016.

Council would like to get clarification on the regional collaboration framework that is to be used going forward, as well as ongoing funding including DRP and MSI.

The meeting attendees will include Councillor Jamie Cutler, Councillor Lyal O'Neill, Councillor Mike McAlonan and Chief Administrative Officer Marian Carlson.

We would like to thank Alberta Municipal Affairs for their consideration.

Sincerely,

*Karine Withauk*

Finance Assistant / Communications Administrator

**Town of Claresholm**

(403) 625-3381

(403) 625-3869 (fax)

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

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Friends of the Claresholm Public Library Society  
211 - 49<sup>th</sup> Avenue W. - Claresholm, AB. T0L 0T0

Sept. 16, 2015

**ATTN: Marian Carlson, CAO**

RE: Speech & Attendance at 2016 Pink Tea Party

The Claresholm Library is presenting our annual "Pink Tea Party" in acknowledging and celebrating the accomplishments of the Famous 5: Nellie McClung, Louise McKinney, Irene Parlby, Henrietta Muir Edwards, & Emily Murphy. These five women are primarily known for their efforts in changing the British North America Act to have women be declared legally as "persons", affording them the rights and freedoms of a person, and ultimately leading to women having a role in government.

This year our event will be held on **Tuesday, Oct. 18<sup>th</sup>, from 2:00 pm to 4:00 pm.** The event is offered to the community for free, offering live entertainment, refreshments, a Mad Hatter's contest, and door prizes. Guest speakers include Pastor Donna Alm, and author Nancy Millar.

We would like to extend a special invitation to the Claresholm town council for attending this year's event. Further, we would like to have the mayor, or a council representative provide a welcome speech, addressing the guests who often attend this event from outside of our region.

Please accept our sincerest thanks for any consideration you give our request, and if you have any questions regarding this letter, please feel free to contact me at any time.

Very best wishes,

**Dorothy Erven**  
**Friends of the Claresholm Public Library**  
**Ph: 403.625.2950**  
[doterven@gmail.com](mailto:doterven@gmail.com)



# REQUEST FOR DECISION

Meeting: September 26, 2016  
Agenda Item: 10

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## Community Peace Officer 1 – Collaboration with Fort Macleod

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### DESCRIPTION/BACKGROUND:

The Town of Claresholm Strategic Plan identifies policing and traffic enforcement as a key initiative. Through the Traffic Safety Plan approved by Council May 9, 2016, the need was addressed to have more speeding tickets issued in Claresholm, because the traffic calming radar speed signs are working to educate drivers to slow down, but 5% of drivers are still choosing to speed through Claresholm and some at a significantly high rate of speed.

### DISCUSSION/OPTIONS:

Through the regional CAO meetings, the opportunity for partnership between the Town of Fort Macleod and the Town of Claresholm for CPO 1 services was discussed. Marian, Simon and Jason met with CPO1 and the CAO for Fort Macleod on July 4<sup>th</sup> to discuss enforcement options for speed violators commuting through Claresholm. Several options were discussed and some of the final points are as follows:

- Fort Macleod has capacity to provide services 1 day per week.
- Services would be provided on a daily fee including mileage, travel time and costs associated with the position.
- The service would be provided under a MOU (Memorandum of Understanding) rather than a contract to keep the relationship collaborative and simplified.
- There would be no warnings issued because the traffic calming radar signs have been operational for over a year.
- It was mentioned that a 15 km/h over fine is challenging for the courts to administer as there is no wiggle room for prosecutors to negotiate with.
- Keep the schedule random rather than just picking a certain day each week.
- Red light infractions would also be a priority as well as setting up Joint Force Operations with the RCMP.
- the ticket revenue comes to the Town of Claresholm, and he will take care of processing the tickets and sending them into the Crown Prosecutor as well as create a Claresholm category in his Report Exec so statistics of tickets issued can be tracked.
- Should expect 70% realization of all tickets written.
- Propose to implement as a pilot project for 1 year and review at the end of the term prior to renewal.

**A Memorandum of Understanding has been drafted between the Town of Fort Macleod and the Town of Claresholm and is attached for review.**

- The estimated breakeven point of costs covered is 6 tickets written per day, with the potential to write an estimated 24 tickets per day.

The Town of Fort Macleod Council approved the Memorandum of Understanding at their meeting held Monday, September 12, 2016.



**ATTACHMENTS/APPLICABLE LEGISLATION:**

1.) Memorandum of Understanding between the Town of Fort Macleod and the Town of Claresholm

PREPARED BY: Jason Hemmaway, Peace Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 19, 2016

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# Town of Fort Macleod

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BOX 1420, FORT MACLEOD, ALBERTA, CANADA TEL: (403)553-4425 FAX (403)553-2426 WWW.FORTMACLEOD.COM

**Service Agreement between the Town of Fort Macleod and the Town of Claresholm.**

This Agreement made this 1 day of October 2016.

**Between:**

**Town of Fort Macleod**

*A Municipal Corporation in the Province of Alberta, OF THE FIRST PART*

AND

**Town of Claresholm**

*A Municipal Corporation in the Province of Alberta, OF THE SECOND PART*

WHEREAS, Towns of Fort Macleod employs Peace Officers Level 1 to provide traffic services to the Town of Claresholm, and

WHEREAS, the towns are desirous of establishing an agreement to share Peace Officer services for the purpose of conducting joint traffic operations in line with Road Safety Vision 2010 by working together, providing assistance to the Town of Claresholm, and for the safety of Peace Officers in both municipalities, and

WHEREAS, Road Safety Vision 2010 is a national traffic safety initiative to decrease the average number of road users killed or seriously injured by the year 2010 by focusing education and enforcement initiatives on increased seat belt and child restraint use, speed and intersection-related crashes, and

WHEREAS, both municipalities will seek from the Alberta Solicitor General and Public Security the appointment of the peace officers thus having jurisdiction for the appointed statutes within the Town of Claresholm, and

WHEREAS, the Peace Officer Act, R.S.A 2007, being Chapter P-3.5, requires that an agreement be entered into between both municipalities.

NOW THEREFORE, this agreement witnesses that in consideration of the terms and conditions contained in this agreement, the towns set out as follows:

1. The purpose of this agreement shall be to allow Level One Peace Officers of the Town of Fort Macleod to perform Traffic Services for the Town of Claresholm;
2. The Town of Claresholm agrees to pay the Town of Fort Macleod based on a daily rate. The cost for this one day service weekly will be borne by the Town of Claresholm. The breakdown is as follows: salary = \$320.00, Car & Fuel & mileage = \$100.00 and administration = \$ 75 for a total of **\$495.00 per day**. The Town of Fort Macleod will invoice monthly for the service.
3. The Town of Claresholm shall maintain general liability insurance coverage covering the Peace Officer Services provided under this agreement;
4. Both municipalities acknowledge that any complaint received with respect to the provision of Peace Officers Services by Peace Officers pursuant to this agreement shall be immediately forwarded to the respective person designated to receive such complaints pursuant to the disciplinary policies in place for the department. The designate person for this agreement shall be the Chief Administrative Officer (CAO) of the Town of Fort Macleod;
5. Each municipality agrees to indemnify and save harmless the other municipality (or their agents, servants, officers, elected officials or employees) with respect to any claim, action, suit, proceeding or demand including those related to negligence, made or brought against the municipality (or any of them, their agents, servants, officers, elected officials, or employees) by the third party with respect to any occurrence, incident, accident or happening relating to the provisions of Peace Officer Services pursuant to this agreement, excepting any occurrence, incident, accident involving negligence or intentional torts by each municipality (or their agents, servants, elected officials or employees);
6. Each municipality agrees to share radio frequencies by allowing the other municipality to transmit and receive on their frequency.
7. For the purposes of this agreement, the term "department of jurisdiction" shall mean the municipality whose corporate boundaries encompass the joint operation.
8. The overall mandate is to reduce harm on roads through targeted enhanced enforcement and awareness efforts that will be consistent, professional and effective within the boundaries of the Town of Claresholm. The primary objective is to change road user's behaviors. Deliverables will include quarterly reports and statistics, recorded number of infractions, amount of revenues going back to Claresholm and an annual review with stakeholders. During the CPO's time in Claresholm he will continue to report directly to the Fort Macleod CAO as needed who will then communicate directly with the Claresholm CAO. This partnership will align our joint enforcement efforts and commitment to road safety.
9. In the event a complaint or request for an investigation is received from another agency, the Peace Officer shall ensure the department of jurisdiction has been notified and no action will take place until the procedure outlined in Section 4 of this agreement is followed.
10. Any fines generated through enforcement shall be forwarded to the municipality of jurisdiction.
11. If the Authorization to Employ Peace Officers for either municipality is terminated by the Alberta Solicitor General and Public Security, then this agreement will similarly be immediately terminated;
12. This agreement will be reviewed on March 31 of each calendar year by both municipalities and any requests for changes or terminations brought forward at this time.
13. Notwithstanding Section 12 of this agreement, any party may terminate or suspend this agreement without cause by providing written notice to the other parties; and

14. If any municipality terminates this agreement, the Alberta Solicitor General and Public Security office will be immediately advised of this termination and instructed to amend the Peace Officer appointments by removing the other municipality's jurisdiction.

**Contact Information:**

**Town of Claresholm**  
Marian Carlson, CAO  
**221 – 45 Avenue West**  
**PO Box 1000**  
**Claresholm, AB T0L 0T0**  
**Phone: (403) 625-3381**  
**Fax: (403) 625-3869**

**Town of Fort Macleod**  
Sue Keenan, CAO  
**236 23rd Street**  
**PO Box 1420**  
**Fort Macleod, AB, T0L 0Z0**  
**Main: 403 553 4425**  
**Fax: 403 553 2426**

\_\_\_\_\_ Date:  
Town of Claresholm

Marian Carlson, Chief Administrative Officer

\_\_\_\_\_ Date:  
Town of Fort Macleod

Sue Keenan, Chief Administrative Officer

## Schedule A

**Start Date:** October 1, 2016 – March 31, 2017

**Day of the Week:** will be flexible and mutually agreed upon by both parties

**Remuneration:** \$495.00 per day.

**Scope of Work:** details to be finalized by both parties.



# REQUEST FOR DECISION

Meeting: September 26, 2016

Agenda Item: 11

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## CLARESHOLM CURLING CLUB LEASE

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### **Background Information:**

The Claresholm Curling Club has maintained a five year lease with the Town of Claresholm since November of 2006 with a renewal option for another five years. The renewal option was exercised in 2011 which expires November 2016. Administration has now presented the Claresholm Curling Club with a new lease to cover the next five years from November 2016 to November 30, 2021 with another 5 year option to renew.

The Curling Club has had funds allocated for the rink roof replacement and they have applied for a grant as well to complete this project. The Curling Club requires a current lease agreement to apply for any grants or funding sources and continue operations. The Curling Club currently has reviewed and accepted the attached lease agreement.

### **RECOMMENDED ACTION:**

Administration recommends Council approve the five year lease.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve a five year lease with the Claresholm Curling Club for the property located at 430 53 Avenue East, with an option to renew for a further five year term.

### ATTACHMENTS:

- 1.) Claresholm Curling Club Lease 2016

PREPARED BY: Mike Schuweiler, Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 22, 2016

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**LEASE AGREEMENT**

**TOWN OF CLARESHOLM**

TO

**CLARESHOLM CURLING CLUB**

**THIS LEASE** made the 30<sup>th</sup> day of November, 2016.

**BETWEEN:**

**TOWN OF CLARESHOLM**

(hereinafter referred to as the "Landlord")

**AND:**

**CLARESHOLM CURLING CLUB**

(hereinafter referred to as the "Tenant")

**WHEREAS:**

A. The Landlord is the registered owner of the Lands;

NOW THEREFORE in consideration of the grant of leasehold interest, rents payable, and the mutual covenants contained within this Lease, the parties hereby agree as follows:

**ARTICLE 1 - DEFINITIONS**

1.1 In this Lease the following terms have the following meanings:

- (a) "Buildings" means the buildings and improvements from time to time located upon the Lands;
- (b) "Commencement Date" means the 30<sup>th</sup> day of November, 2016;
- (c) "Hazardous Substances" means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, without restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial or local statute, law, ordinance, code, rule, regulation order or decree including, but not limited to, the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended from time to time, regulating, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous or potentially dangerous waste, substance or material of any kind or nature whatsoever;
- (d) "Lands" means those lands legally described as Lot 33, Block 118, Plan Claresholm Unregistered (430 – 53 Avenue East);
- (e) "Lease" means this lease agreement, as from time to time amended in writing by agreement between the Landlord and the Tenant;



- (f) "Permitted Use" means the operation and management of the curling rink for use by the public and the Curling Club in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord in writing. The Permitted Use of the curling rink includes use by the public, use by the Curling Club, operation of a concession, cultural or community events, and such other uses as authorized by the Landlord;
- (g) "Rent" means the rent payable by the Tenant pursuant to Paragraph 5.1 of this Lease, together with any other sums, amounts, costs or charges as may be required to be paid by the Tenant to the Landlord pursuant to the terms of this Lease;
- (h) "Stipulated Rate" means the prime rate of interest charged from time to time by the ATB Financial, formerly Alberta Treasury Branches, or its successor, at its main branch in Edmonton to its most preferred borrowers, plus Three (3%) percent per annum; and
- (i) "Term" means the term of this Lease as set forth in Paragraph 3.1 of this Lease.

## **ARTICLE 2 - GRANT**

2.1 Demise of Lands. In consideration of the rents, covenants, conditions and agreements contained within this Lease to be paid, observed and performed by the Tenant, the Landlord hereby demises and leases the Lands to the Tenant.

## **ARTICLE 3 - TERM OF LEASE**

3.1 Term. The term of this Lease shall be for approximately five (5) years commencing on the Commencement Date and ends November 30, 2021, subject always to earlier termination or renewal of this Lease and the Term as provided in this Lease.

3.2 Option to Renew. Provided that the Tenant is not then in default of any of its obligations contained within this Lease, the Tenant shall have the option to renew this Lease for one (1) further term of five (5) years, upon the same terms, covenants and conditions contained within this Lease. The Landlord and the Tenant acknowledge and agree that there shall be no recurring right of renewal, and that the renewal term(s) contemplated within this Paragraph constitute the extent of the Tenant's renewal right. The Tenant may exercise its right of renewal contained within this Lease by delivering notice in writing to the Landlord at any time up to and including the date of the expiration of the Term or renewal term, as the case may be.

## **ARTICLE 4 - EXAMINATION OF LANDS**

4.1 "As Is, Where Is". The Landlord shall provide, and the Tenant shall accept, the Leased Premises in as-is, where-is condition.

4.2 Satisfactory Condition. Without limiting the foregoing, the Tenant agrees:

- (a) that there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the Lands or any property neighbouring or surrounding the Lands;

- (b) that no warranties or representations whatsoever respecting the Lands (including, without restriction, the condition or quality of the Lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
- (c) that the Tenant has examined the Lands and as at the date of this Lease the Lands are in good order, ready for occupancy and in satisfactory condition.

#### **ARTICLE 5 - RENT**

5.1 **Base Rent.** The base rent payable by the Tenant to the Landlord for the Term of this Lease shall be the sum of \$1 per year, payable in advance on the first day of each and every year of the Term starting with the Commencement Date. The base rent payable by the Tenant will be reviewed by the parties before the end of November at the end of the term of the lease.

5.2 **Net Lease.** The Landlord and the Tenant hereby covenant and agree that for all purposes that this Lease shall be a net lease for the Landlord, and that save and except for as specifically set forth within this Lease the Landlord shall not be responsible for any cost, charge, expense or outlay of any nature whatsoever arising from or relating to the Lands, the Buildings, or any impositions, costs and expenses of every nature and kind relating to the Lands and the buildings whether or not specifically provided for within this Lease. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord the Tenant shall reimburse the Landlord immediately upon demand, such sums being collectable in the same manner as Rent.

5.3 **Additional Costs.** In addition to the payment of Rent as set forth in Paragraph 5.1 of this Lease, the Tenant shall be responsible for payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Leased Premises.

#### **ARTICLE 6 - TAXES**

6.1 **The Tenant's Taxes.** Subject to the availability of any exemption under the *Municipal Government Act*, R.S.A. 2000, c. M-26, the Tenant shall, pay when and if they shall become due and payable, all real estate taxes, assessments, rates and charges and other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect of the Tenant's buildings and Tenant's leasehold interest in the Lands and all fixtures and improvements from time to time located thereon, or which, howsoever imposed, might constitute a lien on the leased premises or any part thereof or a liability of the Landlord.

6.2 **Goods and Services Tax.** If and whenever applicable, the party making any payment required under this Lease shall be responsible for the payment of any and all Goods and Services Tax pursuant to the *Excise Tax Act*, or other value-added tax which may be imposed in place of or in addition to the Goods and Services Tax, which may become payable in respect of any sums to be paid pursuant to the terms of this Lease.

## **ARTICLE 7 - TENANT'S BUILDINGS**

7.1 Ownership of Buildings and Fixtures. The Landlord and the Tenant agree that the Leased Premises together with anything in the nature of installations, alterations, additions and improvements, and all other fixed improvements which the Tenant may construct upon the Lands from time to time, are and shall remain the separate property of the Landlord and not of the Tenant, but subject to and governed by all the provisions of this Lease. The Tenant shall not mortgage, charge or encumber such improvement, nor assign or otherwise deal with the fixed improvements separately from any dealing with the leasehold interest under this Lease, unless authorized by the Landlord in writing.

7.2 Builders' Liens. The Tenant covenants not to permit any builders' or other liens to be registered against either the Landlord's freehold title to the Lands, or the Tenant's leasehold interest pursuant to this Lease. Upon the registration of such a lien on the said titles, the Tenant shall obtain a discharge thereof within Thirty (30) days after the Tenant has notice of the lien. With respect to liens registered against the Landlord's freehold title to the Lands, the Landlord shall have the right, but in no way shall it be obligated, to obtain a discharge of the lien, whereupon all sums paid by the Landlord to procure the discharge, as well as the Landlord's costs of obtaining such discharge including, without restriction, legal and other costs on a solicitor and his own client full indemnity basis, shall be repaid forthwith upon demand by the Tenant as Rent. Notwithstanding the foregoing the Tenant may, with respect to liens registered on the Tenant's leasehold title only, contest the validity of any such lien provided that the Tenant shall first either:

- (a) obtain an order from a Court of competent jurisdiction discharging the lien from the Tenant's leasehold title by payment into Court; or
- (b) furnish to the Landlord security satisfactory to the Landlord, in both format and amount, against all loss or damage which the Landlord might suffer or incur as a result of the Tenant contesting the lien.

7.3 Liability for Liens. Notwithstanding anything contained within this Lease, the Landlord and the Tenant hereby covenant and agree that the Landlord shall not be considered to be an owner for the purposes of the attachment of builders' liens. Without limiting the generality of the foregoing, nothing contained within this Lease shall be interpreted as an admission of liability on the part of the Landlord for the performance of any work or furnishing of any materials in relation to any improvements made to the Lands or the Leased Premises.

## **ARTICLE 8 - QUIET ENJOYMENT**

8.1 The Tenant's Quiet Enjoyment. Subject to the terms, covenants and conditions contained in this Lease, the Landlord covenants that upon duly performing and observing all its covenants and obligations contained in this Lease the Tenant shall and may peaceably possess and enjoy the Lands for the Term without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

## **ARTICLE 9 - OPERATION OF LEASED PREMISES**

9.1 **Management.** The Tenant shall operate and manage the Leased premises in a manner consistent with the Permitted Use and in a safe, efficient, and good workmanlike manner, and in substantially the same manner as a prudent municipal owner would operate and manage the Leased Premises in compliance with all applicable laws affecting the Tenant and the Leased Premises, and shall take such action as appropriate to ensure that the Leased Premises is properly and adequately supervised including, without limiting the generality of the foregoing, the Tenant shall:

- (a) supply all necessary equipment and personnel reasonably required with respect to the management, operation, and maintenance of the Leased Premises. In particular the Tenant shall comply the Landlord's policy requiring the presence of personnel trained in the Alberta Server Intervention Program;
- (b) undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Leased Premises as a prudent owner would in similar circumstances;
- (c) promptly pay when due any and all charges, impositions, costs and expenses of every nature and kind relating to the Leased Premises and the maintenance, operation, cleaning (in a clean and sanitary condition, satisfactory to the Provincial Regulations), and caretaking (including providing bathroom and cleaning supplies, toilet paper, paper towels and soap), repair and replacement of all structures and improvements located thereon including, without restriction, all costs relating to cleaning the interior and exterior portion of the Leased Premises, provision of hot and cold water, and provision of electricity;
- (d) throughout the Term continuously use the Leased Premises solely for the Permitted Use and shall not use or permit or suffer the use of the Leased Premises or any part thereof for any other business or purpose;
- (e) not cause or suffer or permit any Hazardous Substances (other than normal cleaning or other products reasonably required with respect to the maintenance and operation of the Leased Premises, and in the performance of the Tenant's normal operations upon the Lands as contemplated under the Permitted Use), to be located in or upon the Leased Premises, or discharged into the Leased Premises or into any driveways, parking areas, ditches, water courses, culverts, drains or sewers in or adjacent to the Leased Premises;
- (f) not do, omit to do, permit to be done, or omit to be done, any act or thing which may render void or voidable or conflict with the requirements of any policy or policies of insurance, including any regulations of fire insurance underwriters applicable to such policy or policies, under which the Leased Premises or the contents of the Leased Premises are insured;
- (g) promptly pay when due all costs incurred in the operation, maintenance, repair, replacement, improvement, and alteration of the Leased Premises, whether due to the supply of work, services or materials, and in such a manner so as to ensure no mechanics' or builders' lien(s) arise in respect of the Leased Premises or the Tenant's leasehold interest under this Lease;
- (h) be responsible for the installation and maintenance of the curling ice surfaces.

- (i) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all equipment, pipes, wiring and electrical apparatus and all plumbing fixtures, heating, ventilating and air conditioning equipment and all other mechanical systems and electrical systems in or about the Leased Premises and shall keep the same in clean and good working order and repair. It is understood and agreed that in case the said fixtures, systems and equipment or any part thereof shall be damaged or destroyed, or become incapable of performing their function, the prompt repair, replacement, and upgrading of the same shall be the sole responsibility of the Tenant;
- (j) maintain (including, without limitation, the performance of regular and periodic servicing, maintenance and inspections as a prudent owner would) in good operating condition all structural components and roofs comprising the Leased Premises;
- (j) maintain ice refrigeration equipment;
- (k) will without recompense use jointly the parking area around the building with the Royal Canadian Legion.

9.2 Utilities. The Tenant shall pay promptly when due all rates, levies and charges (including installation charges) for telephone, cable, telecommunication, (except services provided by the Town of Claresholm) and any and all other services and utilities supplied to or used within the Leased Premises, and shall indemnify the Landlord against any and all liability or damages pertaining thereto.

9.3 Evidence of Payments. The Tenant shall produce upon the reasonable request of the Landlord, satisfactory evidence of the due payment by the Tenant of all payments required to be made by the Tenant under this Lease.

9.4 No Nuisance. The Tenant shall not at any time during the Term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in, about or upon the Leased Premises or any part thereof any waste or any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the Term be done in, about or upon the Leased Premises or any part thereof which shall be inconsistent or incompatible with the intended use of the Leased Premises, or which may be or grow to the annoyance, nuisance, damage or disturbance of the occupants and other users of the Leased Premises, as well as occupants of lands and property owners in the vicinity of the Leased Premises.

9.5 Comply with Laws and Regulations. The Tenant shall comply promptly at its expense with all laws, by-laws, ordinances, regulations, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Tenant, to the construction of the Leased Premises, to the manner of use or operation of the Leased Premises, or the making by the Tenant of any repairs, alterations, changes or improvements to the Leased Premises.

9.6 Alterations. The Tenant shall not without the prior written consent of the Landlord, which consent may not be unreasonably withheld, excavate, drill, install, erect, or permit to be excavated, drilled, installed or erected over, under or through the Leased Premises, any pit, foundation, pavement, building, fence, sidewalk, installation, addition, partition, sign, alteration, or other structure or improvement. Notwithstanding the forgoing, throughout the Term of this Lease and renewal the Tenant shall be entitled to make changes, additions or improvements to the Leased Premises, without the requirement for consent from the Landlord, provided that such alterations:

- (a) do not alter the exterior of the buildings and improvements comprising part of the Leased Premises; and
- (b) do not result in changes to the square footage of the buildings or improvements forming part of the Leased Premises.

9.7 Signs. The Tenant shall be entitled to construct, erect, or install signs related to its operations in or upon the Lands and the Leased Premises. All such signs constructed, erected, or installed upon the Lands and the Leased Premises shall comply with all statutes, by-laws, regulations, codes and restrictions affecting the Lands and the Leased Premises, and all permits and approvals obtained in respect of such signs.

#### **ARTICLE 10 - INSURANCE AND INDEMNITY**

10.1 Insurance. The Tenant shall purchase and maintain in force during the Term and any renewal term the following insurance coverage satisfactory to the Landlord, acting reasonably:

- (a) during any periods of construction upon the Lands, property insurance in an amount not less than One Hundred (100%) percent of the replacement value of the improvements upon the Lands, providing coverage by way of a "Builder's All Risk" policy;
- (b) comprehensive general liability insurance against, among other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Leased Premises (as well as the balance of the Lands, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000.00) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence; and
- (c) risks normally insured against by Tenant's of a Leased Premises in the Province of Alberta, in particular for the contents owned by the Tenant.
- (d) The Landlord shall purchase and maintain in force during the Term and any renewal term insurance coverage on the Leased Premises, the Equipment, and all intrinsic fixtures and improvements within the Leased Premises.

10.2 Additional Terms. All such policies of insurance maintained by the Landlord and the Tenant may contain a waiver or wavers of subrogation against the other party and its insurers, provided that such waiver is reciprocal within the insurance coverage and is first approved by the Landlord's and the Tenant's insurer.

10.3 Copies of Policies. The Landlord and the Tenant shall when requested, and no more often than on an annual basis, provide the other party with copies of each insurance policy purchased pursuant to the terms of this Lease.

10.4 Proceeds of Insurance. Subject to the provisions contained within Article 11 of this Lease, the proceeds of any insurance which may become payable under any policy of insurance effected pursuant to this Lease shall be payable to the Landlord and the Tenant as their respective interests may appear.

10.5 Repair Obligations. Subject to the provisions contained within Article 11 of this Lease,

where repairs are necessary due to damage or destruction of the Leased Premises, the Equipment, or any fixtures and improvements in or upon the Leased Premises, the Tenant shall promptly effect such repairs to the extent of the proceeds of insurance received.

10.6 Indemnity. The Tenant shall indemnify and save harmless the Landlord from any and all liabilities, damages, expenses, costs, fees (including all legal and other professional costs on a solicitor and his own client full indemnity basis), claims, suits or actions arising out of or caused by the use and occupation of the Lands, the balance of the Lands, and the Leased Premises by the Tenant, and its respective employees, agents, and those for whose actions they are responsible for in law including, without restriction, such liabilities, damages, expenses, costs, fees, claims, suits or actions arising from:

- (a) any breach, violation, or non-performance of any covenant, condition or agreement in this Lease;
- (b) any damage to property; or injury to any person or persons including death;
- (c) any environmental damage and resulting clean up costs; and
- (d) all claims arising under the *Workers' Compensation Act, Occupational Health and Safety Act, Occupiers' Liability Act* or other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this Lease.

#### **ARTICLE 11 - DAMAGE AND DESTRUCTION**

11.1 Damage or Destruction of Leased Premises. In the event that the Leased Premises is damaged or destroyed by any cause whatsoever, the Tenant shall promptly repair such damage subject to the following provisions:

- (a) if, in the reasonable opinion of the Tenant, the Leased Premises cannot be rebuilt or made fit for the purposes of the Tenant within one hundred and eighty (180) days of the damage or destruction;
- (b) if, in the reasonable opinion of the Tenant, no less than fifty (50%) percent of the Leased Premises requires repair or reconstruction; or
- (c) if, in the reasonable opinion of the Tenant, the repair or reconstruction of the Leased Premises is not financially reasonable given the age of the Leased Premises, the equipment and improvements, or given the availability of alternative premises for Leased Premises and/or use by the Tenant;

then instead of being required to rebuild or make the Leased Premises fit for use by the Tenant the Tenant may, at its option, terminate this Lease by giving the Landlord Sixty (60) days' notice of termination and the Tenant shall deliver up possession of the Lands to the Landlord in the condition required under the terms of this Lease on or before the expiry of such sixty (60) days.

11.2 Distribution of Insurance Proceeds. Notwithstanding anything contained within this Lease, the proceeds of any insurance received by the Tenant as a result of the damage or destruction of the Leased Premises, or a portion thereof, shall be dealt with as follows:

- (a) subject to the provisions of Paragraph 10.1 of this Lease, applied to the costs of repairing, replacing, or reconstructing the Leased Premises; and
- (b) in the event of a termination pursuant to Paragraph 11.1 of this Lease, the proceeds shall be applied in the following order:
  - (i) the payment in full of any and all costs incurred in relation to the demolition of the Leased Premises and restoration of the Lands in accordance with Paragraph 15.1(b) of this Lease; and
  - (ii) any remaining portion of the insurance proceeds shall be paid to the Tenant.

11.3 Notice of Accidents, Defects or Damages. The Tenant shall immediately advise the Landlord, and promptly thereafter by notice in writing confirm such advice to the Landlord, of any accident to or defect in the equipment, plumbing, gas pipes, water pipes, heating, ventilating, and air conditioning apparatus, electrical equipment, conduits, or wiring, or of any damage or injury to the Leased Premises, or any part thereof, howsoever caused. Provided, however, that in no way shall this provision be construed in such a manner as to obligate the Landlord to effect any repairs or replacement.

#### **ARTICLE 12 - SUB-LETTING AND ASSIGNMENT**

12.1 Assignment and Subletting. The Tenant shall not assign its interest in this Lease in whole or in part, nor sublet all or any part of the Leased Premises, with the exception of the concession, nor part with or share possession of all or any portion of the Leased Premises, nor mortgage by either specific or floating charge or encumber in any way whatsoever this Lease or the Leased Premises, without the prior written consent of the Landlord. The Landlord may be permitted temporary use of the Leased Premises, subject to availability, at no cost to the Landlord.

#### **ARTICLE 13 - DEFAULT**

13.1 Events of Default. Each and every of the following events shall constitute an event of default (hereinafter referred to as an "Event of Default"):

- (a) if the Tenant fails to make any payment, in whole or in part, of any amount payable to the Tenant as provided in this Lease;
- (b) if the Tenant ceases to carry on the Permitted Use;
- (c) if the Tenant is or becomes, insolvent or bankrupt or if the Tenant:
  - (i) makes any assignment for the benefit of creditors,
  - (ii) is declared bankrupt,



- (iii) seeks the protection of the *Bankruptcy and Insolvency Act*, the *Companies Creditor's Arrangement Act* or like legislation,
  - (iv) disposes of all or substantially all of its assets without the consent of the Landlord, or
  - (v) commences proceedings to wind itself up or if winding up proceedings are commenced in respect of the Tenant; and
- (c) if the Landlord or the Tenant neglects or fails to observe, perform or comply with any of its obligations pursuant to this Lease, howsoever arising, and fails to remedy such default within Thirty (30) days from the date of receipt of written notice from the Landlord requiring that the curing the default.

13.2 Termination. Upon the occurrence of an Event of Default, in addition to any and all other rights and remedies available to landlords the Landlord may terminate this Lease by delivery of notice in writing to that effect to the party in default. Such termination shall not limit in any way the Landlord's recourse to any remedies available to it at law, equity or otherwise.

13.3 Collection of Costs. In addition to any other rights available to the Landlord or the Tenant pursuant to this Lease, the Landlord or the Tenant shall be entitled to collect from the party in default:

- (a) all payments made by the party not in default or costs incurred by the party not in default which ought to have been paid or incurred by the party in default, or for which the party not in default is entitled to be paid or to be reimbursed pursuant to the terms of this Lease;
- (b) all disbursements and costs (including legal and other professional costs on a solicitor and his own client full indemnity basis) and all fees and costs related to recovery or collection of such sums or the enforcement of the terms of this Lease generally; and
- (c) interest at the Stipulated Rate on all outstanding amounts owed by the party in default to the party in default, from the 31st day following the date they are invoiced to the date of payment in full.

13.4 Set-Off. In the event that either the Landlord or the Tenant fails to make any payment or provide any sum to the other party as required under the terms of this Lease, at the election of the Landlord or the Tenant, as the case may be, that amount may be set off against and applied to any sum of money owed by the defaulting party to the party not in default from time to time until all amounts owing to the party not in default are set-off in full. Exercise of such right of set-off by either the Landlord or the Tenant shall not limit or waive any right or remedy against the other party under this Lease.

#### **ARTICLE 14 - PERFORMANCE & REMEDIES**

14.1 Right to Perform. In addition to any other rights or remedies available under this lease, in law or in equity, if the Landlord shall fail to perform or cause to be performed any of the covenants or obligations owed by the Tenant under the terms of this Lease, the Landlord shall have the right, but shall not be obligated, upon Ten (10) days notice in writing to perform or cause the same to be performed, and to do or cause not to be done such things as may be necessary or incidental thereto (including without limiting the foregoing, the right to make repairs, installations, erections and expend monies). All payments, expenses,

costs, charges, fees, including all legal fees on a solicitor and his own client full indemnity basis, and disbursements incurred or paid by or on behalf of the Tenant in default in respect thereof shall be immediately due and payable by the Tenant.

14.2 Overlooking and Condoning. Any condoning, excusing or overlooking by the Landlord or the Tenant of any default, breach or non-observance by the other party at any time or times in respect of any covenant, proviso or condition contained in this Lease shall not operate as a waiver of the Landlord's or the Tenant's respective rights under this Lease in respect of any subsequent default, breach or non-observance nor so as to defeat or affect in any way the rights of the Landlord or the Tenant in respect of any subsequent default, breach or non-observance.

14.3 Remedies Generally. Mention in this Lease of any particular remedy of the Landlord or the Tenant does not preclude the Landlord or the Tenant from any other remedy in respect of any such default, whether available at law or in equity or by statute or expressly provided for in this Lease. No remedy shall be exclusive or dependent upon any other remedy, all such remedies being cumulative and not alternative.

#### **ARTICLE 15 – REPAIR ON TERMINATION [OR REMOVAL AND RESTORATION]**

15.1 Upon the expiration of the Term or upon the earlier termination of the Lease, the Tenant covenants to surrender the Leased Premises in substantially the same condition as the Leased Premises were in upon delivery of possession thereof under this Lease save and except for reasonable wear and tear, any alterations approved by the Landlord pursuant to the terms of this Lease, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts or omissions of the Tenant, its employees, agents, servants, invitees, or those for whom the Tenant is responsible in law.

#### **ARTICLE 16 - GENERAL**

16.1 Grants of Interests. Provided always that the Tenant's use and enjoyment of the Lands is not significantly interrupted or prevented, the Tenant's leasehold interest in the Lands is and shall be subject to any and all grants of easements, utility right of ways, or other similar interests in the Lands by the Landlord, whether presently existing or to be granted in the future. In this regard, the Tenant acknowledges that the Landlord may deem it necessary or appropriate from time to time to cause or allow third parties, or the Landlord itself, to construct and install permanent underground or above-ground utility lines, pipeline facilities and transmission lines which will cross the Lands. The Tenant acknowledges and agrees that it shall in no way interfere or hinder the construction, installation, repair or maintenance of such lines or facilities undertaken by the Landlord or any person to whom the Landlord has granted such permission, and shall execute such further documentation as deemed appropriate in the sole discretion of the Landlord for purposes of expediting or permitting any such utility lines, pipeline facilities and transmission lines to be constructed, installed, repaired or maintained within the Lands by the Landlord or other authorized persons.

16.2 Overholding. If at the expiration of the Term or renewal term, as the case may be, the Tenant shall hold over with the consent of the Landlord, the tenancy of the Tenant thereafter shall, in the absence of written agreement to the contrary, be from month to month only and shall be subject to all other terms and conditions of this Lease except as to duration.

16.3 Notices. Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed as follows:

to the Landlord at:                   Town of Claresholm  
  P.O. Box 1000  
  Claresholm, AB T0L 0T0  
  Attention: Chief Administrative Officer  
Phone: (403) 625-3381  
Fax:     (403) 625-3869

to the Tenant at:                    Claresholm Curling Club  
  P.O. Box 998  
  Claresholm, AB T0L 0T0  
  Attention: Bobbie-Jo Penner  
Phone: (403) 625-3933

or such other address as either party may appoint for all future notices by notice in writing. Any Notice must be mailed in Canada by prepaid registered post, delivered personally, or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery or prepaid courier, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labour dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

16.4 Governing Law. This Lease shall be construed and governed by the laws of the Province of Alberta. All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph and sub-paragraph of this Lease, and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Lease be illegal or not enforceable they shall be considered separate and several from the Lease and its remaining provisions shall remain in force and be binding upon the parties as though the illegal or unenforceable provisions had never been included. The schedules shall form part of this Lease.

16.5 Time of Essence. Time shall be of the essence throughout this Lease.

16.6 Captions. The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Lease or any provisions of this Lease.

16.7 Relationship Between Parties. Nothing contained herein shall be deemed or construed by the Landlord or the Tenant, nor by any third party, as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the Landlord and the Tenant, it being understood and agreed that none of the provisions contained in this Lease nor any act of the parties shall be deemed to create any relationship between the Landlord and the Tenant other than the relationship of a landlord and tenant.

16.8 Lease Entire Relationship. The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming

part of or in any way affecting or relating to this Lease save as expressly set out in this Lease and that this Lease constitutes the entire agreement between the Landlord and the Tenant and may not be modified except by subsequent agreement in writing of equal formality executed by the Landlord and the Tenant.

16.9 Binding Effect. This Lease and everything contained within this Lease shall endure to the benefit of and be binding upon the heirs, executors, administrators, successors, permitted assigns and other legal representatives, as the case may be, of each of the Landlord and the Tenant, subject to the granting of consent by the Landlord as provided to any assignment or sublease. Where Tenant is comprised of more than one legal entity, this Lease shall be binding upon all such parties on a joint and several basis.

**IN WITNESS WHEREOF** each of the Landlord and the Tenant have executed this Lease on the day and year first written above.

**TOWN OF CLARESHOLM**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**CLARESHOLM CURLING CLUB**

Per: \_\_\_\_\_

Per: \_\_\_\_\_



# REQUEST FOR DECISION

Meeting: September 26, 2016  
Agenda Item: 12

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## 2017 Oldman River Region Urban Orthophotography Project

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### **BACKGROUND / DESCRIPTION:**

Oldman River Regional Services Commission (ORRSC) is pursuing the Alberta Community Partnership Grant in 2017 in order to fly new orthophotos next spring. Currently our GIS uses photos from 2013. The new photos will be captured at the same resolution as they were in 2013. Since the Town of Claresholm is currently finalizing annexation the new photos will be able to include the added properties into the municipal boundaries which will be essential to planning and development. Also an update on the photos from 2013 can assist in planning and enforcement decisions.

The Alberta Community Partnership Grant is similar in scope to the Regional Collaboration Grant the Town participated in (in 2012); however the budget has been cut drastically and has now become extremely competitive with many different municipalities competing for the Province's dollar. The attached resolution is an essential part to the final application.

The Town of Olds has stepped forward to be the sponsoring municipality for this project as ORRSC cannot apply for the grant directly. Though they do not apply for the grant directly, ORRSC will still oversee the project.

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

Grant funded potential through the Alberta Community Partnership.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to participate in an application for the 2017 Oldman River Region Urban Orthophotography Project submitted by the Town of Olds under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant.

#### ATTACHMENTS:

- 1.) ACP Council Resolution

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 19, 2016

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## Alberta Community Partnership – IC Council Resolution

1) Be it resolved that we authorize the \_\_\_\_\_  
(Name of Municipality)

to participate in an application for the **2017 Oldman River Region Urban Orthophotography Project** submitted by the **Town of Olds** under the ***Intermunicipal Collaboration*** component of the ***Alberta Community Partnership Grant***, further

2) That the \_\_\_\_\_ , a participant, agrees to  
(Name of Municipality)

abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

\_\_\_\_\_  
Chief Elected Official or  
Duly Authorized Signing Officer

\_\_\_\_\_  
Date



# REQUEST FOR DECISION

Meeting: September 26, 2016

Agenda Item: 13

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## SIDEWALK SNOW REMOVAL PROGRAM

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### **BACKGROUND / DESCRIPTION:**

Infrastructure Services presented an Information Brief to Council August 22, 2016 (see attached) in regards to the public sidewalks that currently have snow removal completed by the Town. Priorities for snow removal are sidewalks that are adjoining Town properties. Clearing is completed at all of the Town facilities, pathways through the parks, and walkways that connect various developments. Infrastructure Services required Council's feedback and approval for the sidewalk snow removal route.

As mentioned in the Information Brief from August 22, 2016, some extra walkways that connect portions of the Town are also swept along 43<sup>rd</sup> Ave, 8<sup>th</sup> street, and would now include the portion along Hwy. #2. Staff could lift the brooms but in turn that would pack the snow with the machine. The ramps on and off the sidewalks in these area are not in the middle of some sections which make it not feasible to stop and start sweeping. With that being the case, the machine would have difficulty starting and stopping only along Town properties. The new sidewalk along the highway fits in to the route well as it is connecting Town properties (from the Agriplex to the Old Elementary school).

The time spent last year to complete the route, (sweeping of all 5.8km's), amounted to 5 hours per day. The addition of another 800 meters will add approximately another 20 min. of time to our route (6.6kms). This creates a walking circle for residents as well as our machine can adequately complete these portions along the Town's properties without any additional travel.

Further, upon review of Bylaw #1534 Section 7 (see below) in regards to snow removal on the Town's public sidewalks, an operational procedure requires additions. Currently Infrastructure Services Staff do not clear snow on sidewalks after a snowfall event on weekends unless it is a substantial accumulation (more than 4 inches) as there is only on call staff on the weekends (no regular shifts scheduled for snow removal). According to Bylaw #1534 property owners are required to remove snow on the sidewalk adjacent to their property within 24 hours of a deposit or within 24 hours of a snow removal notice.

In order for Infrastructure Services to comply with Bylaw #1534 it is now proposed to sweep after every snowfall event has concluded, with the on-call personnel, to have the work completed within 24 hours of snowfall end. All on-call personal will be trained in the sidewalk removal route (see attached map). This will increase the operational budget (for calling in staff) depending on snowfall and callout amounts. Infrastructure Services will require Council to approve a motion to adopt this practice for all snowfall events.

**SECTION 7 SNOW AND ICE ON SIDEWALKS**

- 7.1 An owner of a premises shall ensure:
  - a) the removal from any public sidewalk located adjacent to the premises, including private driveway crossings, all snow and ice deposited thereon, whether from natural or unnatural means, within 24 hours of such deposit, or within 24 hours of the issuance of a Snow Removal Notice in respect of the premises; and
  - b) that the snow and ice removed pursuant to section 7.1(a) is not placed upon any highway or other public property administered by the Town.
- 7.2 For the purpose of Section 7.1(a), snow and ice will be considered removed when the sidewalk is cleaned for the entire width of sidewalk to the sidewalk surface as completely as reasonably possible.

**RECOMMENDED ACTION:**

In order to effectively and efficiently remove snow from public sidewalks after a snow fall event, Administration recommends Council pass a motion to approve the sidewalk snow removal route and the change to call out procedure for snow removal on weekends.

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the sidewalk snow removal route as presented.

Moved by Councillor \_\_\_\_\_ to amend Infrastructure Services operational procedure to allow for call in staff for snow removal on weekends as per Bylaw #1534.

**ATTACHMENTS:**

- 1.) Info Brief – August 22, 2016 & sidewalk snow removal map

**APPLICABLE LEGISLATION:**

- 1.) Bylaw #1524

**PREPARED BY: Mike Schuweiler, Director of Infrastructure**

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**APPROVED BY: Marian Carlson, CLGM - CAO**

**DATE: September 22, 2016**

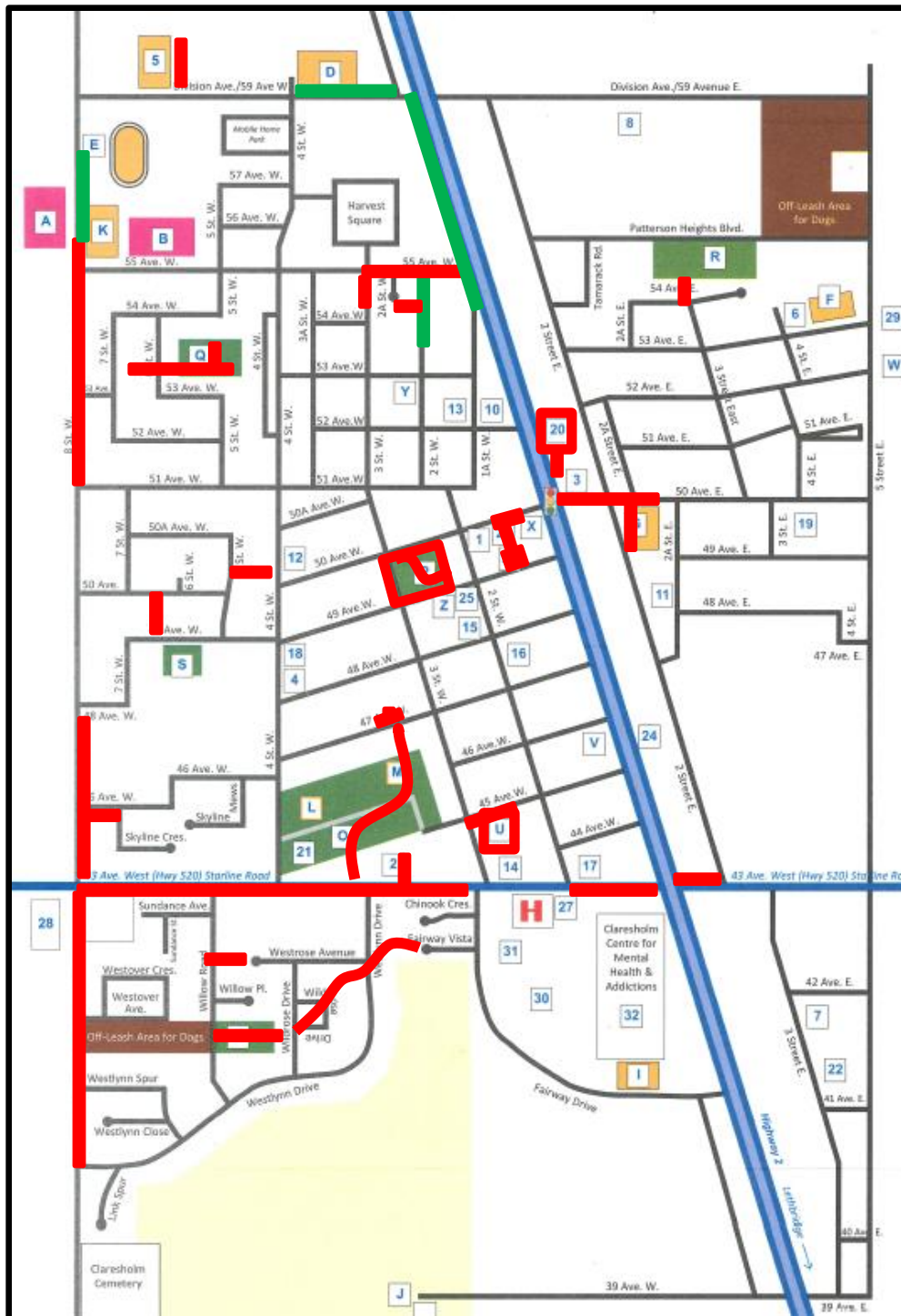
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# Town of Claresholm Sidewalk Snow Removal Map

RED – existing snow removal – work days

GREEN – additions to removal map





# INFORMATION BRIEF

Meeting: August 22, 2016

Agenda Item: 15

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## SIDEWALK SNOW REMOVAL PROGRAM

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### **BACKGROUND:**

Infrastructure Services clear 5.8km's of sidewalks/walkways after every snow fall, during the winter months. We try to remove within 24 hours, but with the weekends this is not always possible. If the sidewalks are snow covered but still walkable, the Infrastructure Services Department does not call staff out on weekends. If the walkway has 4 inches or more staff will be called to clear the sidewalks within 24 hours.

Priorities are sidewalks that are adjoining Town properties. Clearing is completed at all of the Town facilities, pathways through the parks, and walkways that connect various developments.

Attached is a map showing the locations of all the areas that sidewalks are swept, including the new portions proposed for 2016.

Some extra walkways that connect portions of the Town are also swept along 43<sup>rd</sup> Ave, 8<sup>th</sup> street, and would now include the portion along Hwy. #2. Staff could lift the brooms but would pack the snow with the machine as ramps are not in the middle of some sections to stop and start. The new sidewalk along the highway fits in to the route well as it is connecting Town properties. The private property owners along this portion may have difficulty keeping the sidewalk cleared as snow plowing and highway traffic splashes extra snow onto the sidewalks. This is the same situation along highway 520.

The time spent last year to complete the route, (sweeping of all 5.8km's), amounted to 5 hours per day. The addition of another 800 meters will add approximately another 20 min. of time to our route (6.6kms).

Infrastructure Services have met with Volker Stevin and discussed the new sidewalk along the highway. Their snow removal plan is to plow the snow to the center median, away from the sidewalks, which is the same as they do in the rest of the downtown core, for larger snow accumulations.

### **ATTACHMENTS:**

Town of Claresholm Sidewalk Snow Removal Map

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PREPARED BY: Mike Schuweiler, Director of Infrastructure

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APPROVED BY: Marian Carlson, CLGM - CAO

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DATE: August 17, 2016



# REQUEST FOR DECISION

Meeting: September 26, 2016  
Agenda Item: 14

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## FORTIS ALBERTA INC. FRANCHISE AGREEMENT

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### DESCRIPTION/BACKGROUND:

Fortis Alberta Inc. has contacted the Town of Claresholm with an inquiry regarding the Town's option to modify the franchise fee that is billed to Fortis customers and paid to the Town of Claresholm for the 2017 year.

Fortis Alberta has an Electric Distribution System Franchise Agreement with the Town of Claresholm that came into effect on July 1, 2013 and expires July 1, 2023. This agreement gives Fortis Alberta an exclusive franchise to provide electric distribution services within the Town of Claresholm. Clause 5(a) that is referenced in their letter reads as follows:

#### 5) Franchise Fee

a) Calculation of Franchise Fee-

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.

For the first (1<sup>st</sup>) calendar year of the Term of this Agreement, the franchise fee percentage shall be 2 percent (2%).

By no later than September first (1<sup>st</sup>) of each year, the Company shall:

- i) Advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) With the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

b) Adjustment to Franchise Fee-

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, **no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.**

If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1<sup>st</sup>) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

c) Franchise Fee Cap-

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval.

**DISCUSSION/OPTIONS:**

1. The franchise fee has been at two percent (2%) since the agreement came into effect in 2013.
2. Should Council choose to change the franchise fee, the Town is required to advertise the resulting impact to the customer's annual billings in the local newspaper having the widest circulation for two consecutive weeks.
3. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for electricity, as the increase would be billed to each consumer.

Existing (Current) Typical Residential Customer Monthly Costs			
<b>Rate 11 (September 2016 Distribution Tariff Estimated Rate Filing) Based on Current 2% Franchise Fee</b>			
Delivery Service Charge			
All kWh Delivered	\$0.052901	625 kWh	\$33.06
Basic Daily Charge	\$0.7031	30 Days	\$21.09
			<u>\$54.16</u>
<b>Current Franchise Fee</b>		<b>2.00%</b>	\$1.08
	GST	5.0%	\$2.76
			<u>\$58.00</u>
<b>Current Annual Franchise Fee Costs: \$1.08 * 12 = \$12.99</b>			

Proposed Residential Customer Monthly Costs			
<b>Rate 11 (January 2017 Estimated Distribution Tariff) Based on Proposed 4% Franchise Fee</b>			
Delivery Service Charge			
All kWh Delivered	\$0.056674	625 kWh	\$35.42
Basic Daily Charge	\$0.7425	30 Days	\$22.28
			<u>\$57.70</u>
<b>Estimated Proposed Franchise Fee</b>		<b>4.00%</b>	\$2.31
	GST	5.0%	\$3.00
			<u>\$5.31</u>
<b>Proposed Annual Franchise Fee Cost: \$2.31 * 12 = \$27.69</b>			

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

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chose to increase the franchise fee.

2016 Current Franchise Fee	2.00%
Franchise Fee Cap	20%
2016 Estimated Revenue \$	45,757
2017 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	47,273
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2017 Proposed Franchise Percentage	4.00%
2017 Estimated Franchise Fee Revenue if your Percentage is changed \$	94,546

**RECOMMENDED ACTION:**

Council pass a resolution to either increase the franchise fee percentage, decrease the franchise fee percentage, or keep it the same for 2017.

**PROPOSED RESOLUTIONS:**

1. Moved by Councillor \_\_\_\_\_ to increase the franchise fee percentage to 4% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc.
2. Moved by Councillor \_\_\_\_\_ to maintain the franchise fee percentage at 2% for 2017 as per Clause 5(a) of the Electric Distribution System Franchise Agreement with Fortis Alberta Inc. This decision is to emphasize the Town's commitment to economic development and to attract businesses by keeping franchise fees low.

**ATTACHMENTS:**

- 1.) Correspondence from Fortis Alberta dated September 22, 2016.

**APPLICABLE LEGISLATION:**

- 1.) Electric Distribution System Franchise Agreement- Town of Claresholm & Fortis Alberta Inc.

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 22, 2016

**From:** Law, Kayla [<mailto:kayla.law@fortisalberta.com>]  
**Sent:** Thursday, September 22, 2016 2:22 PM  
**To:** Marian Carlson  
**Cc:** MacNaughton, Merlin  
**Subject:** FortisAlberta Annual Franchise Fee Review - Response Required by November 1, 2016 Please  
**Importance:** High

Good Afternoon Ms. Carlson:

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2017**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

**IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2017**

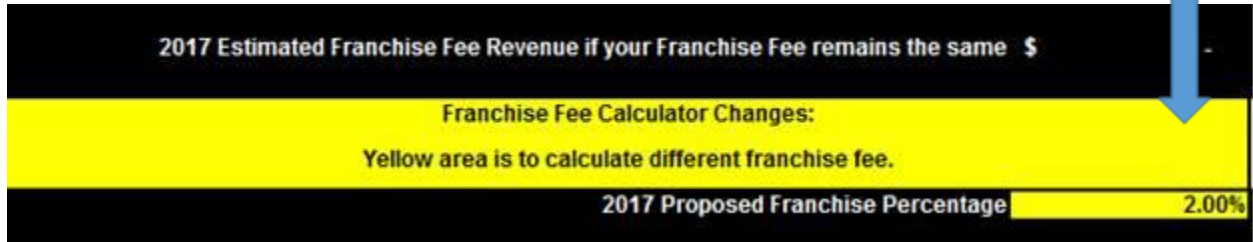
1. Review the attached Franchise Fee Calculator and present your recommendations to Council;
2. If your Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** *(Please use the sample advertisement that is attached).*
2. If increasing your franchise fee, it must stay within your current Franchise Fee **Cap of 20%.**
3. By **November 1<sup>st</sup>, 2016**, please email or fax clear copies of the following to me @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398:
  - ✓ A copy of the advertisement;
  - ✓ Publication dates for both advertisements;
  - ✓ Name & location of newspaper.
4. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approval which may cause your new franchise fee to be in **effect April 1, 2017.**
5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify me @ [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) or Fax: 780-464-8398

**TIPS FOR USING THE FRANCHISE CALCULATOR**

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you are able to change the Franchise Fee percentage (**yellow cell**)

By changing this **cell** the spreadsheet will automatically update to reflect your estimated revenue for 2017.



2017 Estimated Franchise Fee Revenue if your Franchise Fee remains the same \$	
Franchise Fee Calculator Changes: Yellow area is to calculate different franchise fee.	
2017 Proposed Franchise Percentage	2.00%

- On the second tab: Residential Bill Impacts, you can **view the impact to an average residential bill by changing cell F21 & F39.**  
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: Franchise Fees YOY (year over year), you can see how much revenue your municipality has collected over the last two and a half years.

*Please note: **All rate increases/decreases are estimated and have not been approved by the AUC.** The Distribution Tariff revenues shown are estimates only, and this are subject to change dependent on several factors, including but not limited to; fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.*

If you have any questions or concerns, please do not hesitate to contact myself or your Stakeholder Relations Manager.

Kayla Law | Stakeholder Relations Advisor

FortisAlberta | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398





# INFORMATION BRIEF

Meeting: September 26, 2016  
Agenda Item:15

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## POLICY # PLDE 09-16 – STREET TREE POLICY

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### **BACKGROUND:**

The Town of Claresholm Land Use Bylaw (Schedule 9 Landscaping) outlines minimal requirements for landscaping. The addition of a Street Tree Policy would provide clear direction to ratepayers as well as maintenance staff on the care and well-being of the street and boulevard trees in Town. It will cover the removal of dead or nuisance trees, preservation of historic trees and plantings, purchasing, replacement and planting of new trees in existing neighborhoods and new developments, note new developments have additional restrictions through the Land Use Bylaw. Trees will be managed by the Director of Infrastructure for removal, pest control, pruning, root management, protection and planting.

The new policy will assist residents, property owners, contractors, land developers, administration, by-law enforcement and interested persons in understanding and appreciating the processes and actions required to appropriately manage street trees within the Town.

The goal of this policy is based on an understanding of the dynamic nature of the resource, its aesthetic and safety requirements, public attitude and perception and the Town of Claresholm's commitment to engaging and working with the community.

### ATTACHMENTS:

- 1.) Draft Policy #PLDE 09-16 Street Tree Policy

### APPLICABLE LEGISLATION:

- 1.) Town of Claresholm Land Use Bylaw No. 1525
- 2.) Town of Claresholm Servicing Standards

PREPARED BY: Mike Schuweiler – Director of Infrastructure

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 19, 2016

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# POLICY # PLDE 09-16

## STREET TREES

### 1.0 PURPOSE

To provide a consistent policy for administration to follow for improving the character and image of the Town of Claresholm in making it a more attractive and enjoyable place to live. This document sets out the Town of Claresholm's approach to the management of street trees as part of a commitment to creating and maintaining an attractive and safe urban environment.

This policy has been prepared to assist residents, property owners, contractors, land developers, administration, bylaw enforcement and interested persons in understanding and appreciating the processes and actions required to appropriately manage street trees within the Town.

The goal of street tree management is based on an understanding of the dynamic nature of the resource, its aesthetic and safety requirements, public attitude and perception and the Town of Claresholm's commitment to engaging and working with the community.

In order to sustain the landscape and meet public demand, trees need to be planted and established, maintained and removed. Planning and consultation is required in order to facilitate each of these purposes.

This policy provides an overview for the management of street trees located on Town of Claresholm's boulevards and public spaces and includes guidelines and actions for:

- Risk Management
- Planting including selection, procurement, planting and establishment maintenance
- Pruning
- Removal
- Root Management
- Protection
- Plant Health Care and Nuisance Pest Control
- Consultation and Inclusion

### DEFINITION: STREET TREES

Street trees can be either living or dead and shall be defined by the contribution the tree makes to the area's character and the impact the removal shall have on local amenity. A valued tree or group of trees shall specifically include:

- Specimen tree(s) – trunk diameter equal to or greater than 100 millimeters and equal to or greater than 3 meters tall.
- Trees that are representative of more than 30% of trees on any street.
- Trees identified as having heritage or cultural significance.
- Rare or endangered tree species or specimen.
- Boulevard trees.

- Trees on public property.

## 1.1 BENEFITS OF STREET TREES TO THE COMMUNITY

The value of street trees to the community and the urban environment is often overlooked but are significant and quantifiable contributors.

- **Community Wellbeing** – Street trees provide a sense of ‘place’ and soften the often harsh urban environment making it a more serene and welcoming place in which to live and work. Street trees have a significant influence on physical and mental health by providing natural restorative spaces in the urban context.
- **Urban Design and Infrastructure** – Street trees can make an important contribution to neighborhood character and the image of our Town. Street trees provide several architectural and engineering functions. They provide privacy, emphasize views, or screen out objectionable views. They reduce glare and reflection. They direct pedestrian traffic and can calm traffic. They provide background to and soften, complement, or enhance architecture. The shade provided by street trees can also reduce pavement fatigue improving public safety and reducing management costs.
- **Sustainable Environments** – Street trees alter the environment in which we live by moderating climate, improving air quality, conserving water and harboring wildlife. They can act as windbreaks and deflect rain fall along foot paths. Trees intercept water, store some of it, and reduce storm water runoff. Temperature in the vicinity of trees is cooler than that away from trees. Trees can improve air quality as leaves filter the air we breathe by removing dust, carbon dioxide and other particulates and give off oxygen. Birds and other wildlife are also attracted to trees.

Direct economic benefits are associated with reduced energy costs. Cooling costs are lower in a tree-shaded street. Heating costs are reduced when street trees provide a windbreak. Large, appropriate street tree plantings increase local property values. The indirect economic benefits of trees can be greater and community wide.

The use of indigenous tree species in road reserves adjacent to and linking reserves rich in local flora and fauna can assist in the maintenance and enhancement of local biodiversity.

## 2.TOWN COMMITMENT TO STREET TREE MANAGEMENT

### 2.1 STREET TREE RISK MANAGEMENT

Public safety will be maintained through the use of generally accepted professional practices of tree assessment and treatment in order to reduce risk associated with hazardous trees to an acceptable level.

### ACTIONS

- Provide adequate resources to ensure proper tree management.

### 2.2 STREET TREE PLANTING

The right tree for the right place with due consideration to biological and functional, aesthetic and design requirement criteria is of paramount importance. The most successful course is to match the planting site limitations with the right tree for that site.

Appropriate site assessment and tree selection can have the following benefits.

- Mitigate conflicts between tree roots and adjacent infrastructure.
- Reduce the incidence of pest and disease outbreaks. This can be achieved through selecting resistant varieties of trees and increasing species diversity through the Town.
- Increased tree longevity so that tree benefits exceed the costs. The benefit of an urban tree is directly proportional to its crown size or volume and longevity in the landscape.
- Reduced maintenance costs, e.g. pruning requirements can be reduced by selecting smaller trees under power lines or narrow canopy form for busy roads.
- Produce attractive streetscapes that reinforce the pervading landscape and architectural character.
- Reduced environmental demand – trees that have tolerance of drought and general not require additional resource inputs.

Tree selection will take into account relative plant tolerances and adaptability, and integration into surrounding planting themes.

Procedural solutions such as community consultation and the detailed review of horticultural, arboricultural, planning and historical literature associated with the proposed planting site will be considered.

## 2.2.1 TREE SELECTION

Species will be selected that do not require excessive resource input to maintain them in a safe and aesthetically pleasing manner. Tree species known to cause excessive damage to infrastructure will be avoided. Tree species that are known for their structural integrity and limited litter drop will be preferred.

The use of indigenous tree species in streets will have greater impact and benefit when used adjacent to or to link open space that has significant remnant vegetation.

Tree selection will be based on the following criteria:

- **Biological Requirements** – The trees ability to tolerate urban conditions. The species selected should have high tolerance levels that will allow establishment and sustained growth while producing desired benefits with low management inputs. It also relates to available root space to sustain the potential tree size.
- **Ecological Issues** - Includes tree diversity, maintaining and enhancing existing significant areas of native and remnant indigenous vegetation, and selecting plants that do not have the potential to become woody weeds and impact on natural systems.
- **Functional and Spatial Issues** – Includes crown and foliage type within the constraints of the urban environment and the trees tolerance to pruning. It also relates to the tree's root system and its limited impact on adjacent infrastructure.
- **Aesthetic Issues** – The ability for trees to enhance the visual amenity of a streetscape or area, without negative impact to surrounding infrastructure and the fit with neighborhood character, including existing street trees, is also a consideration.
- **Health Considerations** – Species selection will utilize trees that have no known or low levels of toxic or allergenic characteristics.

- **Tree longevity** – The longer a tree is allowed to grow in a site the greater the benefits to the landscape and return on initial investment the trees will have.
- **Commercial Availability** – To successfully provide the desired numbers and size for tree planting programs.

### 2.2.2 PLANTING PROGRAMS

Town of Claresholm will maintain two tree planting programs including:

- **Replacement Tree Program** – planting of trees removed prior to the planting season and in response to resident requests for street tree planting.
- **Main Planting Program** – planting of trees along main roads, boulevards and parks.

The Director of Infrastructure Services or delegated representative, based on current suppliers of such goods and services will establish the repair or replacement costs of a tree.

#### ACTIONS

- Select tree species for planting based on their suitability for the site, performance, and potential to contribute to landscape character meeting functional, aesthetic and ecological requirements.
- Set and maintain high tree procurement, planting and establishment maintenance standards in line with current 'best practice'.
- Street tree planting will endeavor where practicable to maintain the homogenous nature of an avenue planting. However, two species may be selected for streets where site conditions may vary on either side of the road.
- New developments that include street tree plantings will be subject to the same requirements of this Policy.
- Where appropriate space exists, larger growing species will be preferred over smaller trees.
- Undertake appropriate selection, placement and planting of trees to reduce long-term risk.

### 2.3 STREET TREE PRUNING

Clearance of street trees from street lighting, traffic signals, advisory signs, road and foot pavements located within road reserves managed by the Town of Claresholm will be undertaken in accordance with the Director of Infrastructure.

Requests for the pruning of street trees from over private property lines will be individually assessed by Town of Claresholm, Director of Infrastructure. The decision on the action to be taken will be based on the level of nuisance created by the street tree and consultation with the property owner.

Notwithstanding the requirements for the clearance of street trees from power lines or along roadways, the Town of Claresholm will not undertake pruning works for the purpose of limiting the height or width of a street tree's current or future crown dimensions for personal preference.

#### ACTIONS

- Pruning requests will be assessed in accordance with the Infrastructure Services Department. .
- Pruning works will be prioritized according to the level of urgency and available resource.

## **2.4 STREET TREE REMOVAL**

The Town of Claresholm will seek to avoid street tree removal whenever possible. However, street tree removal is an acceptable management option when required for human health and safety, to protect infrastructure, to facilitate approved development and infrastructure improvements.

Street trees and groups of street trees may be removed only when one or more of the following criteria are met:

- The tree or tree group poses a severe safety hazard that cannot be corrected by pruning, transplanting or other treatments.
- The tree or tree group severely interferes with a neighboring tree or tree group to the extent that neither tree can develop to its full potential. The more desirable tree will be preserved.
- The aesthetic values of the tree or tree group are so low or negative that the site is visually enhanced by the trees removal.
- Tree or tree group is dead or close to death.
- The tree or tree group poses an extreme and agreed public nuisance.
- Where improvements, infrastructure repair or maintenance required to be made around the tree or tree group will kill or render the tree a hazard or significantly impact on the trees' condition and useful life expectancy.
- The tree is found to be substantially contributing to damages to public or private property and no other viable means are available to rectify the situation.
- The tree or tree group is infected with an epidemic insect or disease where the recommended control is not applicable and removal is the recommended practice to prevent transmission.

The Town of Claresholm will not consider street tree removal for trees that do not meet the above criteria but will provide advice to affected persons on how the perceived problem (s) may be limited.

### **ACTIONS**

- The Town of Claresholm will identify, assess and take appropriate action for street trees that meet the removal criteria. This will be undertaken as part of its programed maintenance works.
- Removal requests will be assessed by the Infrastructure Services Department. Removal works will be prioritized according to the level of urgency and available resources.
- In most instances and where practicable, street trees that are removed may be replaced in the following planting season with the same or more suitable species if feasible.

## **2.5 STREET TREE ROOT MANAGEMENT**

Root management works, including root pruning, root deflector and soil moisture cut-off barriers, are occasionally required to be performed on street trees. This work is required for risk management, to maintain public safety and contain tree root growth where necessary to prevent damage to property, roads, curbs and sidewalks.

Root pruning is the practice of removing a portion of a tree's root system. The circumstances necessitating root pruning vary, but the outcome is to always ensure the health, stability and longevity of the street tree. Root pruning of street trees will not be permitted without the approval of the Director of Infrastructure or delegated representative.

#### ACTIONS

- The Infrastructure Services Department will manage street tree roots that are causing damage to roads, curbs and channels, footpaths and associated infrastructure within the road reserve. The action will include but not be limited to the use of root deflectors, road, curb and channel and /or footpath replacement and reinforcement, root pruning or tree removal.

### **2.6 STREET TREE HEALTH CARE and NUISANCE PEST CONTROL**

Declining plant health, pest and disease infection are generally a manifestation of street that is directly attributable to static site or short duration inciting factors. Factors include but are not limited to climate, soil type or site conditions, the genetic potential of the tree, frost, drought, flooding, air pollutants or mechanical injury. Maintaining plant vigor is the best form of prevention against declining health and the effects of pest and disease.

Declining health in stands of large maturing or significant individual street trees will be managed through the application of appropriate cultural practices as determined by the Infrastructure Services Department.

The control of pest and/or diseases will take into account static and/or inciting factor and address those issues as part of an integrated approach to the control of the problem.

#### ACTIONS

- The Town of Claresholm's Infrastructure Services Department will identify and take appropriate action for the control of pests and diseases in street trees where damage exceeds 15% of the total crown volume.
- The Town of Claresholm's Infrastructure Services Department will cooperate and take appropriate action as directed by relevant statutory authorities should introduced pests and/or diseased that threaten southern Alberta horticulture be identified within the street tree population.
- The Town of Claresholm's Infrastructure Services Department will control nuisance pests such as bees and wasps that sometimes inhabit street trees.

### **3.0 TOWN OF CLARESHOLM'S STREET TREES**

### **3.1 REQUESTS FOR STREET TREE MAINTENANCE AND PLANTING**

Persons may request a street tree planting, pruning, removal, root management, plant health care and nuisance pest control by contacting the Town of Claresholm. All requests for street tree works shall be recorded and forwarded to the Infrastructure Services Department, inspected and assessed by the Infrastructure Services Department or delegated representative.

The person making the request for maintenance will be advised of the action to be taken and the approximate timelines in which the works will be completed.

Persons making the request for street tree planting will be advised whether the request can be accommodated. If the site is suitable, the person making the request will be advised of the species to be planted and the approximate timelines in which the works will be completed. Street tree planting will occur in the planting season following the request. Planting seasons are usually conducted between April – September. The Infrastructure Services Department will endeavor to meet requests for planting made during the planting season although planting will be subject to timing of the request, stock and resource availability.

Land owners cannot plant trees or flowers at their discretion on Town of Claresholm land without written approval from the Town of Claresholm.

If a tree has been removed and was particularly significant due to its size, prominence in the landscape, rarity or other highly esteemed social value, Infrastructure Services may compound the initial costs of repair/replacement figure for the amount of years to have a newly planted tree achieve a similar size in the landscape to the tree removed or to a stage that the tree is established and having an impact on the landscape.



# INFORMATION BRIEF

Meeting: September 26, 2016  
Agenda Item: 16

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## LETTER OF SUPPORT – CLARESHOLM SOCIETY FOR THE ARTS AMENDED

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### DESCRIPTION:

The Claresholm Society for the Arts wished to apply for the **Community Initiatives Program (CIP) Grant** and Council carried a motion to provide a letter of support to the group at the August 22, 2016 meeting. As the Society for the Arts proceeded with the application the CIP advisors required either a lease agreement for the Community Centre from the Society or the facility operators are required to submit the grant application. The application is being submitted by the Community Centre Hall Board as they are the facility operators. The project will be coordinated and the matching funds provided by the Society for the Arts. The letter of support was amended to reflect that change. The deadline for the grant was September 15<sup>th</sup> 2016.

### ATTACHMENTS:

- 1.) N/A

### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 19, 2016

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# CAO REPORT

September 26, 2016

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

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## CAO

### **Annexation**

The final annexation report was sent to the Municipal Government Board August 18<sup>th</sup>. We are now awaiting ministerial approval.

### **Director of Corporate Services**

The interview process has been underway for the Director of Corporate Services and we anticipate having a decision shortly.

### **Multi-Use Community Building**

The Multi-Use Community Building Committee met on September 14<sup>th</sup> to review the revised drawings provided by BRZ Architecture. Some minor changes were recommended which will be incorporated and meetings set with representatives from the two other user groups to review the current plan prior to finalizing the drawings.

## **BYLAW ENFORCEMENT**

See enclosed report

## **DEVELOPMENT**

See enclosed report

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# **ECONOMIC 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

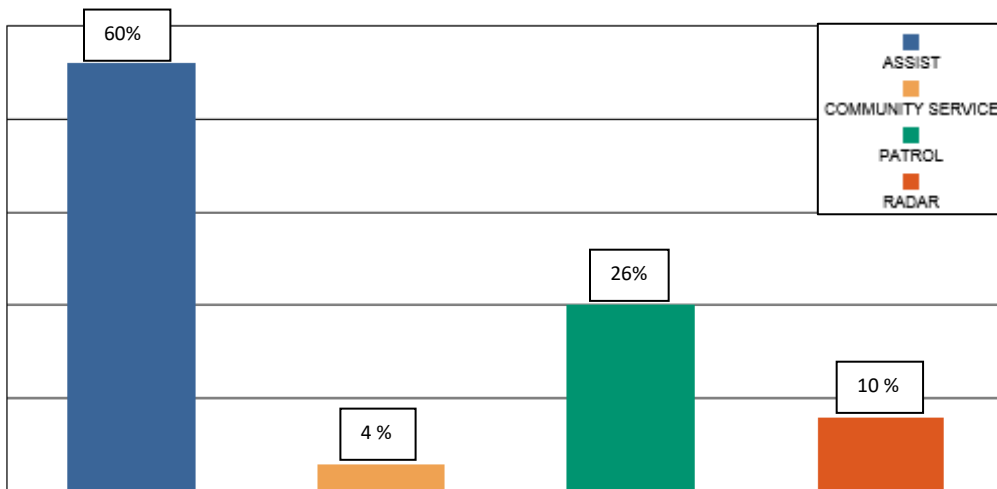


# INFORMATION BRIEF

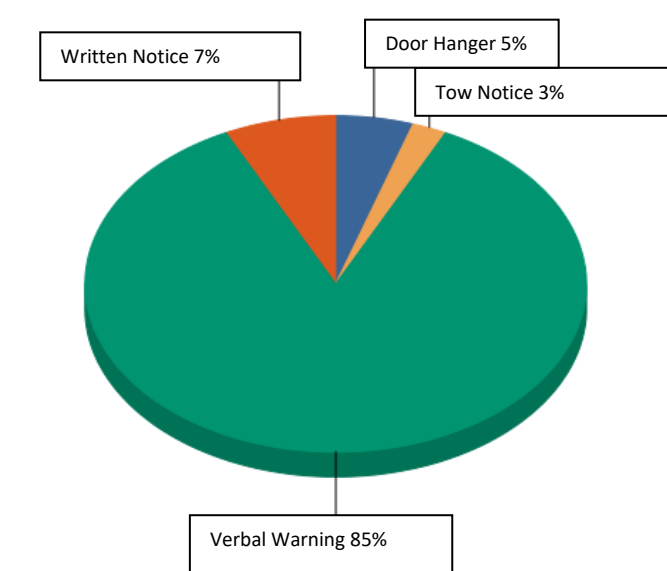
Meeting: September 26, 2016  
 Agenda Item: CAO REPORT

## BYLAW ENFORCEMENT REPORT

### Community Engagement



### Community Enforcement Actions



#### August Newspaper Focus:

1. Traffic control during parades.
2. Grass, weed and general tidiness of the alley.

#### August Enforcement Highlights:

1. Radar on line at the North and South highway locations.

\*Assisted with traffic control during the parade and keeping the Peace throughout the weekend.\*

2. The majority of files involved working with local and out of town property owners to remedy unsightly issues generally but not limited to grass and weeds.

**3. Six (6) Notices mailed and/or posted resulting in the Enforcement contractor hired for two (2) properties.**

4. Feral cat catch done by Derochie Estates area with 2 cats caught and released. Deployed traps at several other residential locations.

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

6. Statistics are still showing high numbers of motorists doing over 70km/h in the 50 km/h zone and max speeds of 100 km/h or better during all times of the day.

- The need for secondary enforcement still exists and options are being exercised between the RCMP, DOT, the Sheriff Traffic Unit from Lethbridge and the CPO1 from Fort Macleod.

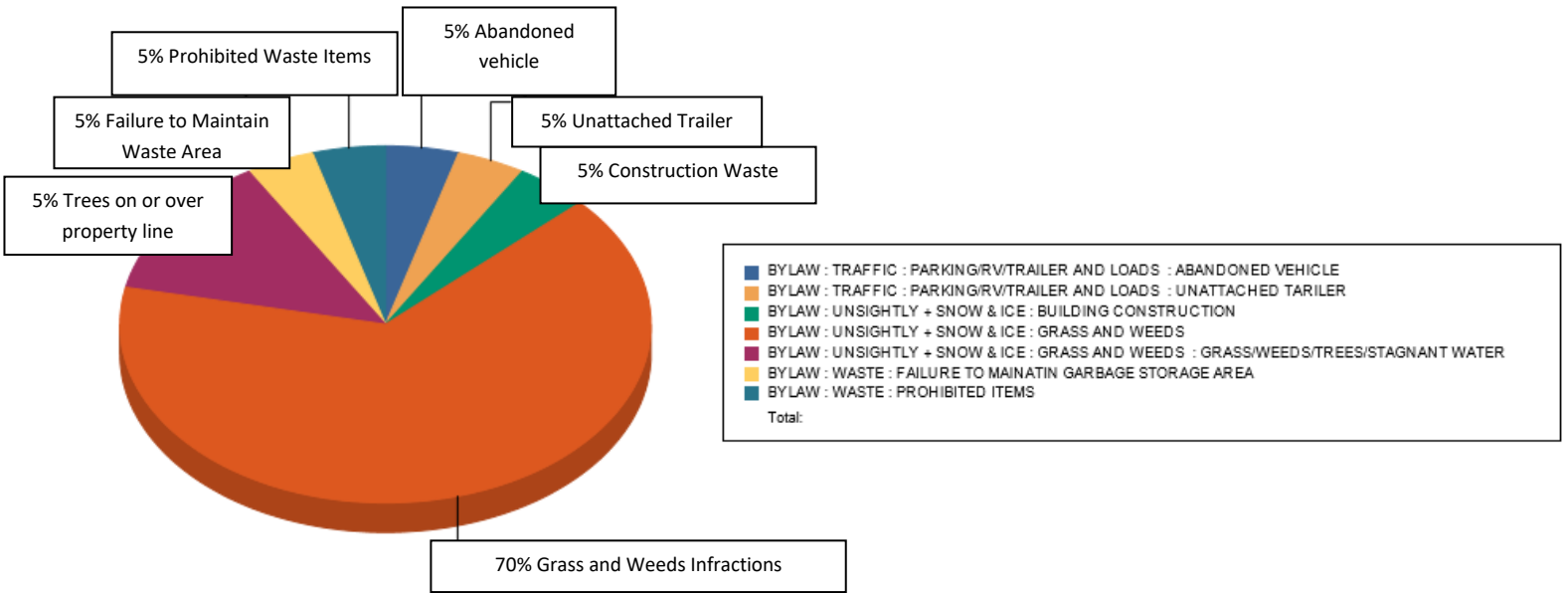
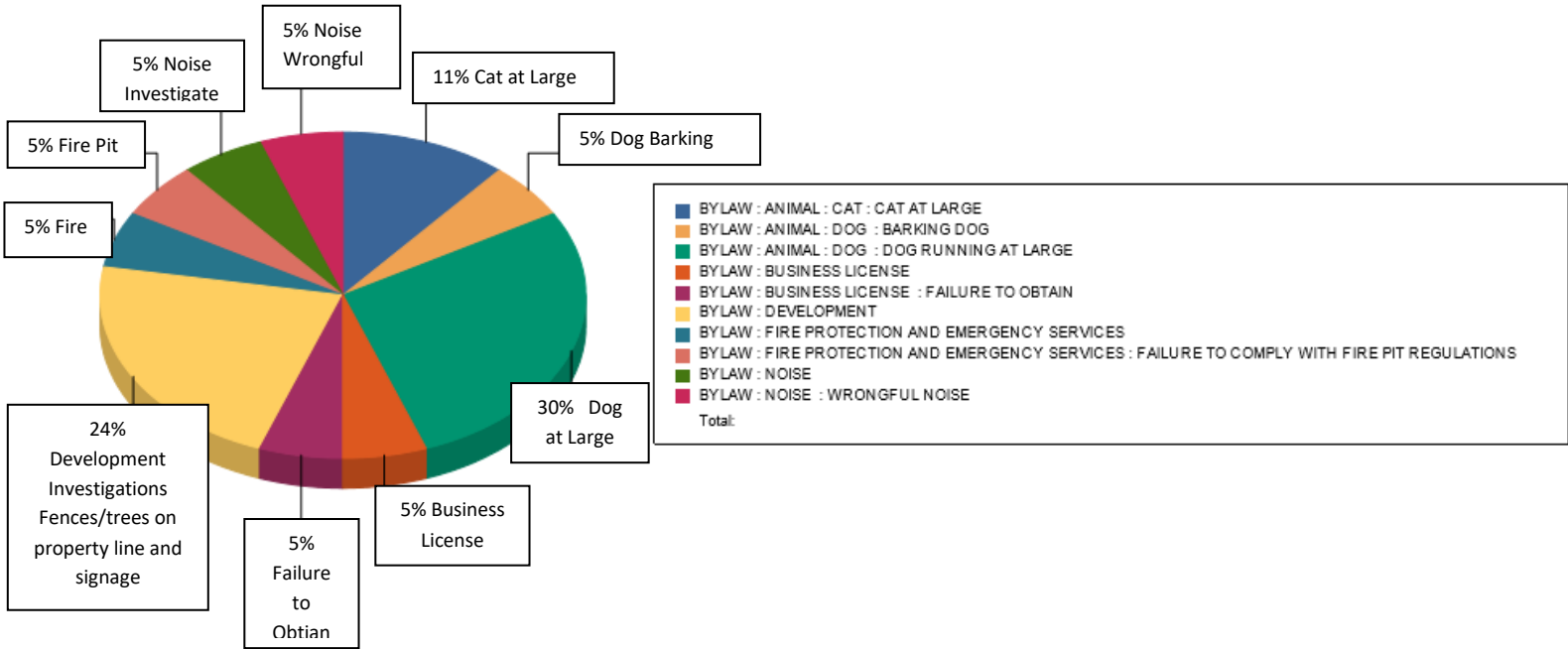
7. Several files focused around Noise complaints that ranged from dogs barking to individuals playing music in their yard. A review of the Noise Bylaw has been unofficially requested.

8. Vehicle seizure Notice posted on an abandoned vehicles

9. Fire Pit complaints investigated.

9. Participated in a SARSS bike rodeo in west Lethbridge for the Tour Alberta bike tour for families and kids from Southern Alberta.

# Bylaw Infractions/Complaints/Actions



# DEVELOPMENT OFFICER REPORT

*For: 8/22/2016 - 9/23/2016*



## **Development Permits**

- ❖ 11 development permit applications.
- ❖ 8 development files closed.

## **Compliance / Information Requests**

- ❖ 4 compliance requests processed.
- ❖ 4 Development Inquiry files commenced.
- ❖ New application form for Business Licenses used.
- ❖ Requests for yearly development values.
- ❖ Land information, Zoning requests, Preliminary plan reviews completed.

## **Miscellaneous**

- ❖ MPC – August 26, 2016.
- ❖ Multiuse Community Building & Town Hall Committee meeting.
- ❖ Parks and recreation idea meeting.
- ❖ Attended Community Calendar launch at the Claresholm Library.
- ❖ Attended WCCHS welcome back lunch with Jason and assisted with traffic control and education at the elementary school.
- ❖ Local Press Town News – fences & deck, accessory building, shipping container information.
- ❖ Currently working on budget items for 2017 and development projects.

*Submitted by  
Tara VanDellen  
Development Officer*



# Claresholm Economic Development

## Monthly Report

September, 2016

Prepared & Submitted By;  
Economic Development Officer

### Economic Development Officer

- PD Courses started with University of Calgary & Economic Developers of Alberta
  - Currently completing Business Retention & Expansion
- Move to new office near completion
  - Furnished & being developed as a 'Business Workspace'
    - EDO Office, training/meeting space, information hub
- Signage Ordered
- Open House to be scheduled for week of October 17 (Small Business Week)



- One afternoon of site visitations with potential investor, follow-up scheduled for October
- One afternoon of entrepreneur assistance with business plan templates and funding models
- Responded to 4 requests for information on local commercial or retail real estate options
- Networking/Meetings;
  - Information acquisition to assess relevancy/opportunity for Claresholm
    - Community Futures, Alberta Innovates Technology Futures, AFSC, Agriculture Alberta, CFIB, Invest Alberta, Alberta Brewers Association, FDI - China Delegation
  - Collaborative Relationship Development
    - Claresholm & District Chamber of Commerce, Regional Economic Development & Trade, Alberta SW Broadband Committee, MD Willow Creek, FCSS Generative Conversations

### Economic Development Committee (EDC)

- General Meeting on August 29
  - Travel AB Delegation
    - Branding
  - General Guideline for Business Visitation Program
  - Approval of required expenses for EDC Workspace development (furniture & signage)
- Subcommittee & Operational Planning Sessions in August & September

### Downtown Revitalization sub-Committee

- Operational Planning Meeting on September 7
  - Established Definition of Scope
  - Set Priorities for 2016-2017;
    - Beautification
    - Infrastructure Recommendations
    - Facilitating Unified Claresholm Market
    - Signage
    - 2<sup>nd</sup> Annual Downtown Tour
    - Business Improvement Loans
    - Olde Fashioned Christmas
    - Downtown Music & Arts

### Investment Attraction sub-Committee

- Operational Planning Meeting on August 29
  - Established Definition of Scope
    - Recommend Business Retention & Expansion sub-Committee as well
      - Capacity Building (Training)

- Leveraging available sessions through Community Futures for Fall 2016
  - Business Visitation Program
    - EDO to use Executive Pulse client management software to establish long-term tracking and easily defined analytics
    - First draft of questions, format and media release complete
    - Anticipate initial visits to start in October, 2016
    - Expect completion of first round of visitations in early 2017
- Set Priorities for 2016-2017;
  - Complete EDA Investment Readiness Assessment
    - Comprehensive, living inventory of assets
  - Business Case for renovations of large, empty downtown building

## Branding

- Travel Alberta delegation presented to EDC on August 29
  - Established a brand is 'perception and experience' and branding as taking a proactive, rather than passive, approach to shape that
  - Proposed Approach
    - Utilize Marketing Plan Module to develop overarching plan
      - Marketing Plan required for grant funding
    - Community Education & Consultation Sessions
      - What is a brand?
      - How do we leverage a brand?
    - Stakeholder (business) Sessions
      - Targeting our most likely visitor
      - Building Experiences
      - Marketing to Your Best Customer
  - Look & Feel
    - To be developed organically through the community or through a hybrid model of community and hired consultation happening simultaneously
  - Initial timeline projected for Spring, 2017 launch
    - To be revisited within larger Operational Plan framework

## Broadband

- EDO met with Alberta SW Broadband Committee
  - At this time, opportunities include 3P, municipal driven, or invitation to Axia or Telus
  - Require Fibre to Cell Towers to be 5G capable at launch (next generation of cell service, possible launch in 2020)
  - Collaborative plan for implementation to be drafted and presented by Alberta SW in January with ambitions for spring build out
  - Bob Dyrda to update EDC of past 2.5 years of research & current provincial status at regular meeting on October 3



- Existing speeds in Claresholm of 150 Mbps up and down are available through Shaw, but service is inconsistent/unavailable in all areas
- Aiming for recommendation from EDC to Council in early 2017

## Operational Planning

- Management Consultant, Shilpa Stocker, facilitated operational planning session on September 19 at new Economic Development Workspace
  - Established necessary Foundational Activities
  - Ensured all priorities as set by Council in Strategic Plan were addressed/included in Ec Dev Operational Plan
  - Identified numerous wants/ideas available in past reports and community consultation to be included as were manageable within allotted time and budget
- EDO continuing to work with Shilpa on drafting plan for approval
- First draft to be presented for approval to EDC on October 3
- Final draft, inclusive of budget, to be available for presentation to Council by October 31, 2016

## FCSS Report to Council for September 2016

- Youth of Tomorrow visited Get Air in Lethbridge for a field trip. The kids took the transportation society bus to Lethbridge, spent two full hours of jumping on trampolines and into soft foam pits at a facility called Get Air and then had a pizza dinner before returning back to Claresholm. John shared pictures with FCSS staff (which can be seen on their Facebook page called Youth of Tomorrow). The kids seemed to have a fantastic time. There were smiles all around. The cost for the trip was covered by the fundraising done on Canada Day.
- Youth of Tomorrow have been asked to volunteer at Senior Center one Saturday a month to assist with serving food and clean up during their crib tournaments. There will be a donation to the teen center when the tournaments are completed. Also one youth will input scores into a computer. There is hope that the seniors and the students will bond and new relationships will form. Was informed that the three teens that helped out were fabulous and the seniors loved them!
- The Youth of Tomorrow have been asked by Meadow Creek Meats to volunteer at Beer Fest. They will clear tables and tidy up and as a reward they will be allowed to keep all the money from the empty bottles and cans.
- FCSS took in names of people in need of school supplies again this year and worked in partnership with Kinettes Club of Claresholm to supply the need. Kinettes buy and fill the backpacks that are needed by community children and deliver to FCSS where they can be distributed. The anonymity of the clients is secured this way. There were many children that were thrilled with their packs full of supplies.
- Unstoppable Conversations (generative conversations) is getting closer to happening in the community. A couple of phone conversations to prepare for the facilitation have taken place with Volunteer Alberta and Lethbridge Community Foundation. A preliminary meeting was held with some

community members and the agent from Volunteer Alberta (Annand Olivierre) who is overseeing the facilitation. There were 12 community members available to attend. We discussed some possible areas to focus on and also brainstormed the people that should be included in the 2 day facilitation. A date for the facilitation will be set within the next few weeks.

- Work was done on preparing and submitting the Outcome Measures portion of reporting to the Alberta Government. This year 4 programs were reported on (Teen center, Family Day skate, Resource Center and Claresholm Women's Conference). The government requires only one to be reported at this point. The report was e-mailed to all FCSS board members.
- FCSSAA has taken some funding to hire Sandhurst Consulting to create a toolkit for FCSS offices to use during a disaster or emergency situation. I attended a meeting to give input and discuss possible ways they could assist FCSS when setting up and running Reception Centers. There has been a lot learned over the last few years with all the major disasters happening in Alberta and FCSS is passionate about being prepared and able to help out other communities when needed. A copy of the toolkit can be shared when it is completed. They are hoping to have results in November to share.
- Claresholm FCSS is researching the possibility of starting a Drug Coalition. There was an active coalition in Claresholm a few years ago. FCSS staff has visited Fort Macleod during a drug coalition event and will make an appointment to obtain more information and evaluate the Coalitions' success, from the volunteers at a later date.
- Shilpa Stocker will be attending 2 FCSS board meetings to facilitate being a better board and to help set up a strategic plan.
- FCSS will partner with Claresholm Local Press and the Dollar Store to host the 2<sup>nd</sup> annual Zombie Walk in Claresholm. The event is planned for Friday evening of October 21<sup>st</sup>. It is a community event and all are welcome to attend.
- An invitation was extended to be part of the free screening of "Swift Current", a documentary by Sheldon Kennedy about the abuse at the hands of a junior hockey coach. Sheldon has been instrumental in setting up The

Sheldon Kennedy Child Advocacy Center in Calgary to help abused children to recover and one very similar to this is being created for Lethbridge and Medicine Hat.

- FCSS staff attended a self-defense course which Jason Hemmaway organized. It was very informative and a lot of hands on practice was done to teach us to handle different situations that could arise while on the job. Staff found it very helpful and gave a bit more confidence for times when needing to work alone.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



9/21/2016

Report for August/September 2016

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

**Buildings** Working on the Community center alarm system replacement engineering plans, with construction to start around the end of the month. Regular weekly inspections and minor maintenance is completed as required.

**Sidewalks** The sidewalk issues and requests for replacement continue. The Town is currently on an 84 year replacement cycle, based on our maintenance budget and this year's pricing.

**Streets** Pothole repairs are continuing as manpower is available. Road oiling and crack filling are not complete for this year. Need a week with no rain for each program. Street improvements for the 2016 season have been tendered.

**Sanitary Sewers** Monthly sewer cleaning is scheduled in various areas. A sewer service line was repaired after problems were identified with our camera, on public property.

**Water Distribution** Our valve exercising program is continuing as time allows. Two leaking valves have been repaired, and one main valve with a crack in the body was replaced, this month. A water leak was discovered at the high school and the Town has shut down their irrigation system until repairs are completed.

**Storm Sewer Drainage** Frog Creek Storm water repair Project, and the holding pond project have not yet been awarded, as of September 22. Waiting on environment approvals. Camera inspections found a hole in a section of storm sewer and this section was replaced in the intersection of 52 Ave & 3A St. West. Town's PW crew is working on pumping down the pond levels at the golf course for upstream storage before construction.

**Parks/Arena** Ice is installed, and opening of the Arena was on the 19<sup>th</sup> of Sept. The Rec. director has worked with Arena staff on the new schedule format, Minor Hockey issues and marketing of the facility. We are ready for another season, and have already received some new bookings for AA hockey. We are also working on a level of service/risk management policy for all parks and grounds.

**Recycling** Program is operating well and no complaints to report. Staff is ready for taking on new customers. Recycling totals for 2016 are:

January	32622 kgs	April	21219 kgs
February	21990 kgs	May	33227 kgs
March	30234 kgs	June	19958 kgs

**Garbage** Collection program is running well.

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

**Staff** No problems to report.



This Report by  
Mike Schuweiler  
Director of Infrastructure  
Town of Claresholm

# RECREATION DEPARTMENT



## TOWN OF CLARESHOLM

SEPTEMBER 15, 2016

Authored by: Denise Spencer







# RECREATION DEPARTMENT

## Facilities

### Arena:

The annual Bench Show was held August 12 & 13, with judging commencing Friday August 12 at 12:30 p.m. Participation has been down in this event in recent years, which is a shame because the skilled entries, and scope of what is entered covers. This event is hosted by the Fair Board, and volunteer judges. With changes in school curriculum, for example Home Economics not on the curriculum, and lifestyles deviating to technology versus creating or maintaining hobbies it has resulted in less entries. We need to reach the talented individuals in our community and garner excitement to those who may be unaware that this is here for anyone to participate in.

The recreation staff has scheduled the Arena Ice to be painted September 9, 2016. They will be filling starting September 12, then adding the circles, spots, lines, creases and flags using a combination of paint, and paper. This year they will be adding more depth to the ice so the Skating Club Coach can use bingo daubers or paint to mark paths on the ice for the students. These will then be easily removed by the Zamboni, without losing ice depth for Hockey.

Minor Hockey starts September 19, 2016. They are slated to keep the time slots starting at 4 p.m. on Tuesday's and Thursday's and have added Monday evenings from 4-5 p.m. for extra practice. They have also scheduled their Atom, Novice and Initiation Tournaments for this season. Ice availability for up to December needs to be in for October 1, then again November 7, for the rest of the season. We have communicated to Minor Hockey that we aim to fill as much ice time at the Arena, and will keep Friday evenings open as much as possible for games, as well as Saturday evenings, and Sunday's.

Exciting news for our community. We will be having Pond Hockey Friday evening's from 4:30-7:30. This will be moved from Stavely. The organizer stated that last year the majority of participants in Stavely were from Claresholm. The lower cost of our ice rental will benefit the Club, and keeping it local will benefit those that could not travel to Stavely. Minor Hockey has offered their support to this program as this is great for the youth in our community who want to play hockey, but are unable to commit the time and expense.

Skate Club starts on September 19, and will be starting at 5 p.m. Mondays, and 4 p.m. Tuesdays, with their Skate Testing Date booked for March 4, and Skate Carnival date of March 25, 2017. They have respectfully requested a Friday Fitness skate time. This time slot will be alternating Friday's, for those who need to practice Figure Skating, or would just like to do laps. There is a parent volunteer who will be at the Arena Friday's from 1:30-3:00 p.m. to ensure rules are met, and music can be played. Skate Club and Minor Hockey will be working out the use of the new stereo equipment between themselves.

Recreation staff is in full agreement that our community needs to have Public Skate times every week. These are scheduled Friday's 3:15-4:15, and Sunday's 3:45-5:30pm. Sunday Public Skate

times have the potential to be bumped if there are Tournaments scheduled. We are hoping to start Tournaments early (ie. 8 a.m. starts versus 9 a.m.) to get them done sooner in the day.

The annual registration fair will be held on September 8, 2016 at the Arena Lobby. This will be hosted by the Skate Club again this year.

The Foothills Bison's Hockey Club confirmed 3 Friday games from 7:30-9:30 p.m. We are pleased to host these out of town games. As of right now there are 6 groups with an interest in having a Tournament in Claresholm. Of these 6, 3 are confirmed and waiting on deposits and User Agreements, and 5 are out of town. This is not including Minor Hockey's 3 tournaments.

There has been a request for Sunday night games for a group of Firemen from Nanton to Fort Macleod, and surrounding areas. With a minimum of 14 registrants at \$100 the group will have enough to cover the season's fees, and will work out to \$10 per game. He plans to open the evening to drop in's at \$10 per person as well. His goal is to have 20 registrants.

There has also been a request for an hour during the week for power skate workshops. The only time as of now would be during our Friday Shinny Skate time 1:30-3 p.m. every second week. He has not confirmed as of yet if this will work for their group.

Cindy Gray's Dance from Fort Macleod has requested Monday evenings in the Mezzanine for dance classes for little ones up to Adult Salsa. If enrollment was high she was looking at another location for during the week as well.

Cassandra Navratil from Spring Point Studio is back after a year's hiatus. Cassandra taught dance here in 2013 and 2014 until she became ill during the winter of 2014. She taught in the community of Nobleford last season, and has come back to Claresholm. She is scheduled to be in the Mezzanine on Wednesday's and Thursday's.

### **Aquatic Centre:**

Our Fall Program Guide was out the last week of July, and we began taking registrations for all fall programs August 2. Registrations have been strong in all areas, except for Baby and Me, and Parent and Tot Lessons. These two programs are strongly attended from January through March, and we need to evaluate the timeslots for fall. For fall we have 36 spaces available in Junior Lifeguard Club, offering two separate yet similar programs, with the Competitive JLC Vikings heading to two competitions this fall, and the JLC Sport option for those who swim for the love of it. These spaces were almost full before the end of August.

Junior Lifeguard Club Camp was back for 2 sessions this summer, of 8 hours for each week. We had approximately 10 youth enrolled in each Camp, and it is one of our most popular programs for those who love to learn new skills. All of our summer lesson slots filled to capacity, and even had extra children in some. Our Preschool 5 classes did not run this summer, so we filled these timeslots with Private lessons. We may need to add lessons for Preschool 1 through 4 and Swimmer 1 through 4, as we found we had to turn some people down, or ask them to register in our fall sessions.

Our summer's attendance blew last year's totals out of the water (pun intended) with Attendance:

<b>YEAR</b>	<b>JULY</b>	<b>AUGUST</b>
<b>2016</b>	3792	3400
<b>2015</b>	3405	3010
<b>2014</b>	3391	2747

These numbers were reflected by our monthly revenue, which was also a record for not only the month of August, but of all time. These numbers can be attributed to high numbers of participants during lessons, public swims which were all higher than in previous years, Kraken swim club, and fitness swims. Other contributing factors may have been high Pool Shop sales, poor weather conditions for camping, and people staying home instead of going on holidays. We are looking to higher another senior guard. The Claresholm Aquatic Centre is in need of someone who is flexible, who has a desire to be here. At the moment we do not have someone to call in if the morning person is unable to work.

### **Parks**

Parks meeting was moved to September 7, 2016 to begin the process of park planning, and needs in the community. This was advertised in the local press.

North and Company in Lethbridge has requested a meeting with the Town to organize a Family Run. Jacquelyn Walker who is originally from Stavely is very excited to help organize something in this area. We are looking at hosting something for 2017. Stay tuned, the meeting is scheduled September 9, 2016.

### **Curling Club**

Bobby Jo Penner is back as the President of the Curling Club. Lyle Broderson will be returning this year to make the Ice. The Curling Club will be at the Registration Fair at the Claresholm Arena September 8, between 3 and 8 p.m. with interested lists for the community.

### **Marketing / Promotion**

The Claresholm Library has opened up their Community Calendar for events, this is for everyone to use, and anyone to add events. The Claresholm Local Press will be going ahead with their "Monthly Community Events" insert, and may partner up with the Community Calendar. Both of these services are highly needed in our community, and will need support, and promotion.

The Claresholm Arena now has a fridge sized schedule. This will be available at the Arena in a box located at the door.

Passes for the Aquatic Centre will be part of the Tournament packages that are sent out by Claresholm Minor Hockey. We have previously done this for the Initiation Hockey tournaments, but will now offer them to all.



# UTILITY SERVICES REPORT



## SEPTEMBER 2016

3700 8<sup>th</sup> 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
- Pumping Stations and Reservoirs.....pg. 4
- Water Distribution.....pg. 5
- Lagoon and Waste Water Collection.....pg. 6, 7, 8
- Raw Water Supply.....pg. 9, 10

# REGIONAL WATER TREATMENT PLANT

## **MAINTENANCE**

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

- August 11<sup>th</sup> MPE online working on SCADA alarms.
- August 16<sup>th</sup> Clear Water Controls onsite for yearly chlorine system maintenance and inspection.
- Aug 18<sup>th</sup> EFM (enhanced flux maintenance) both membrane racks.
- Aug 19<sup>th</sup> Clean and calibrate online water meters.
- Aug 23<sup>rd</sup> MPE and M.D computer techs working on email fail issue (replaced FORTINET) router.
- Sept 2<sup>nd</sup> Clean online raw water meters in DAF area.
- Sept 8<sup>th</sup> Clean Cuso4 tank and prepare system for an approved algaecide.
- Sept 9<sup>th</sup> ENERGO Ventures onsite fitting ladder to upper BMS solar area.
- Sept 13<sup>th</sup> Inspect BMS boiler room HRV-1 filters.
- Sept 14<sup>th</sup> Disassemble and clean Porta Cool units for storage.
- Sept 16<sup>th</sup> Replace down spout on south side of water plant.
- Sept 19<sup>th</sup> Paint new septic tank lid and bollards.
- Sept 19<sup>th</sup> & 20<sup>th</sup> HACH representative onsite for yearly inspection and calibration of all online, lab and portable meters.
- Sept 22<sup>nd</sup> MPE onsite rectifying DAF FIT 1320-1&2 Flow meter power issue.
- Sept 22<sup>nd</sup> Issue with membrane rack CIP (contacted PALL for information).

## **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.
- Aug 3<sup>rd</sup> Raw and treated water samples taken to EXOVA Labs for cyanobacterial testing (all tests are below the nominal detection limit of 0.2 ug/L).
- Sept 13<sup>th</sup> CARO Analytical Services onsite to discuss providing lab service cost comparison.

## **GOVERNMENT COMPLIANCE**

- Sept 1<sup>st</sup> Schedule 4 water testing done as per Alberta Environment and Parks license to operate.

## **SAFTEY**

- Aug 4<sup>th</sup> Refill 3 SCBA air tanks and check SCBA face masks.
- Aug 18<sup>th</sup> ZEE Medical onsite with first aid kits for pickups.
- Sept 12<sup>th</sup> Monthly safety meeting at public works shop.
- Sept 15<sup>th</sup> Onsite safety meeting.

## **CHEMICAL**

- Clear Tech return goods authorization for 1 full chlorine bottle to be sent back due to valve issue (68 kg bottle).
- Sept 20<sup>th</sup> Clear Tech onsite with new chemical representative discussing costs.

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- Aug 22<sup>nd</sup> Online chlorine analyzer cleaned and calibrated.
- Aug 24<sup>th</sup> Grounds cut and trimmed.
- Sept 20<sup>th</sup> HACH yearly inspection and calibration of CL 17 chlorine analyzer and colormeter.

## AIRPORT PUMP STATION

- Aug 12<sup>th</sup> Replaced reservoir float to stop water bypass from fill line.
- Sept 21<sup>st</sup> Ran backup Chrysler and checked VFD fan motor.

## UFA RESERVOIR

- Sump pump working to control leak around reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system in case of overflow.
- All manholes and valves are dry and accessible.
- Sept 9<sup>th</sup> Inspect junction box and electrical components.

## WEST WATER PLANT (decommissioned)

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



# WATER DISTRIBUTION

## **UNIVERSAL METERING**

- Aug 24th 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.

## **GOVERNMENT COMPLIANCE**

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

## **TOWN OF GRANUM/SUPPLY LINE**

- Sept 9<sup>th</sup> Communication issue from Granum SCADA showing no chlorine in there system.
- Sept 15<sup>th</sup> Check supply line and meter vault.

## **METER VAULTS**

- Pressure reducer in vault to acreages working well.
- Pressure regulator inspected to West Water co-op (cleaned and reset outgoing psi).

## **DISTRIBUTION LINES**

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



# LAGOON AND WASTE WATER COLLECTION

## NORTH/HARVEST SQUARE LIFT STATION

- North lift station has been decommissioned.
- Aug 15<sup>th</sup> CANDU automation onsite working on SCADA PAC.
- AUG 29<sup>th</sup> CORONA electric onsite to check pump #2 fault issue.
- Sept 9<sup>th</sup> CICON engineering and contractors onsite to try and rectify and finish Harvest Square Lift Station project.
- Sept 13<sup>th</sup> SIMSON MAXWELL generation contacted about starting issue (changed set points).
- Sept 19<sup>th</sup> CORONA Electric and NITRO Construction onsite replacing communications tower.

## LAGOON

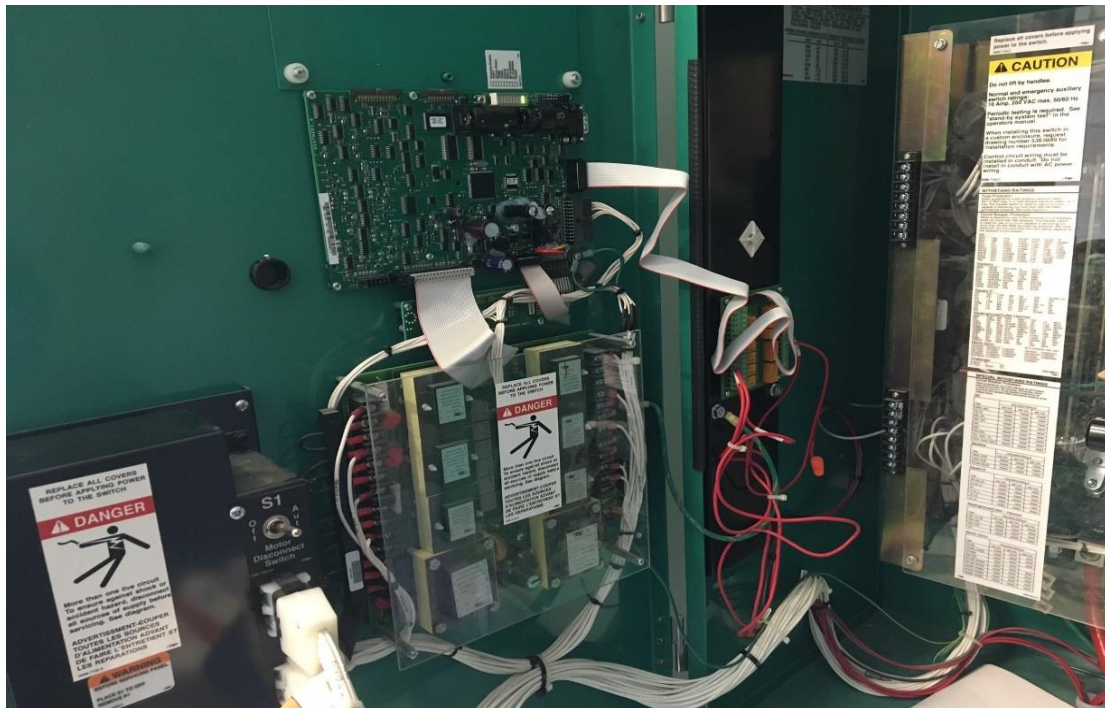
- Sept 1<sup>st</sup> Red Cap Ventures onsite to repair transfer switch circuit board issue.
- Sept 9<sup>th</sup> Forward MPE yearly wastewater discharge information for lagoon study.
- Sept 29<sup>th</sup> Meet with insurance adjustor regarding lightning strike issues.



Lagoon transfer switch control cabinet used when power fails and the transfer from grid service power to backup generating is required.



Transfer switch control board replaced due to lightning strike.



**Lagoon control room HMI (human machine interface)**



**HMI containing free wave radio, control relays, alarm system etc.**



# RAW WATER SUPPLY

## **PINE COULEE**

- Current conditions may require testing Stavelly aquifer water for potential tie in if needed in a low water situation to avoid pumping cost associated with water shortage response plan.
- Sept 13<sup>th</sup> Contacted the operations and maintenance supervisor for the Oldman River Dam Operations Infrastructure Environment and Parks. Discussed the possibility of trying to fill Pine Coulee before winter (No possibility with not enough flow in Willow Creek).
- Sept 19<sup>th</sup> Pine Coulee Reservoir @ 50.5% and Chain Lakes @ 94.9% 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.

## **RAW WATER STORAGE RESERVOIR**

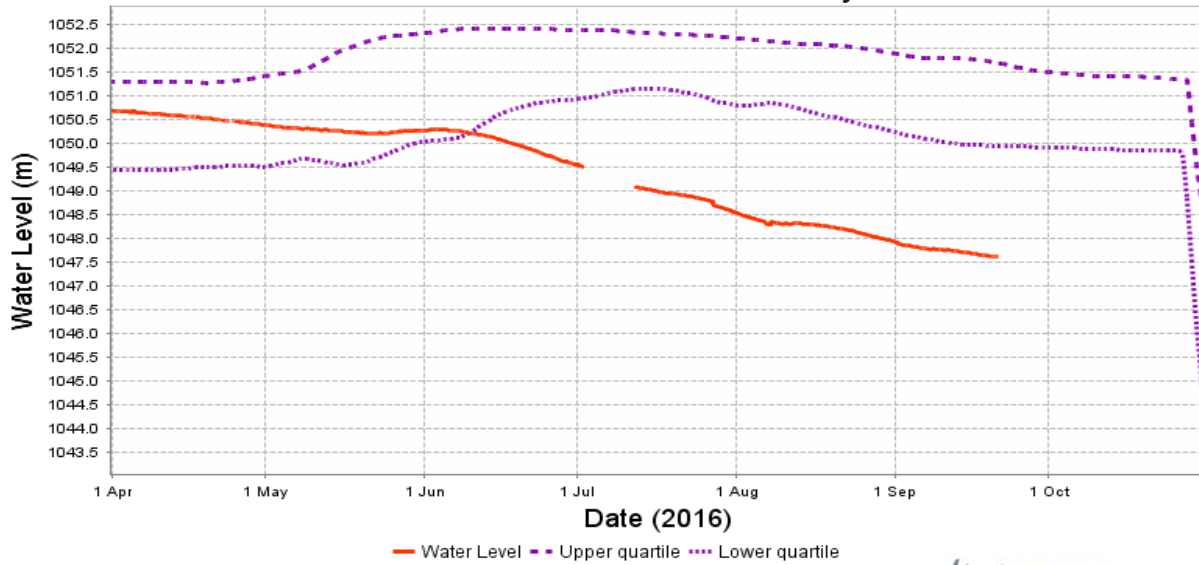
- Reservoir shows no signs of algae.
- Sept 8<sup>th</sup> Pine Coulee supply line shut off (onsite reservoir full).
- Clear Tech looking at algaecide options that meet NSF approval.

## **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 9<sup>th</sup> Looking into golf course license compliance water issue.

Pine Coulee and Chain Lakes reservoir levels as of September 20<sup>th</sup> 2016.

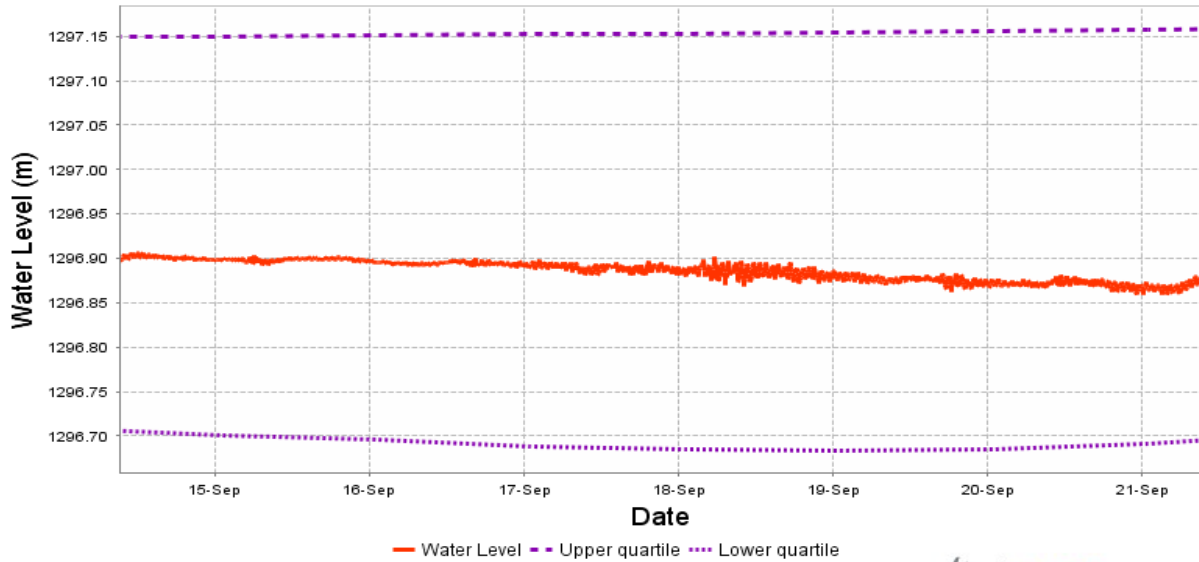
Water level (red) and the normal range (purple)  
for station 05AB044  
Pine Coulee Reservoir near Stavely



Generated at: 2016-09-21 07:16:46



Water level (red) and the normal range (purple)  
for station 05AB037  
Chain Lakes Reservoir near Nanton



Generated at: 2016-09-21 09:16:18





# INFORMATION BRIEF

Meeting: September 26, 2016

Agenda Item: 18

## 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 Reponsible 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	Engaged engineers & preparing documentation to send to property owners.	In progress
Regular Scheduled Meeting - September 12, 2016				

1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
5	CORRES: MD of Willow Creek RE: Notice of MPC Meeting - Referred to Administration to write a letter voicing the Town's concerns regarding this development.	Tara	Letter sent September 13, 2016	Complete
7	CORRES: Highway 3 Twinning Development Association RE: Support - Moved by Councillor Cutler to send a letter stating the Town of Claresholm is not interested in membership in the Highway 3 Twinning Development Association. CARRIED MOTION #16-087	Karine	Letter sent.	Complete
10	RFD: ATCO Gas & Pipelines Ltd. - Moved by Councillor Fieguth to keep the franchise fee percentage the same at 10% for 2017 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd. CARRIED MOTION #16-088	Karine	Letter sent.	Complete
11	RFD: Recycling - Town of Stavely - Moved by Councillor Ford to include the Town of Stavely at the cost of \$0.59 cents per kg in our recycling program on a trial basis for three months, and then to review costs and maybe move forward into a contract with them for recycling. CARRIED MOTION #16-089	Marian/Mike	Notified Clayton with Town of Stavely Sept 13th. Will proceed with MOU	Complete
13	Send a letter of congratulations for Denelle Cutler's award	Karine	Letter prepared.	Complete
14	IN CAMERA: Moved by Councillor Cutler that in response to an appeal received from ERE Logistics regarding the removal of pipe from Town of Claresholm property, the Town hereby grants ERE Logistics permission to enter the property and remove the pipe in question by midnight on September 16, 2016 from the property located at the Claresholm Industrial Airport on the West Side of Block A, Plan 4117JK. CARRIED MOTION #16-090	Jason	Notice written and emailed/posted on ERE property	Complete

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE:

# **INFORMATION ITEMS**



# *Alberta SouthWest Bulletin September 2016*

## Regional Economic Development Alliance (REDA) Update

### Southern Alberta-China Investment and Trade Initiative

- Twenty seven representatives of southern Alberta businesses and organizations in gathered on September 6 to learn more about the details of investment readiness and doing business with China.
- Alberta SouthWest, SouthGrow, Economic Development Lethbridge, Lethbridge County, Community Futures, Chambers, and government trade offices are all connected in this initiative to match investment and trade opportunities in our regions with investors and buyers in China.
- The delegation from China to southern Alberta will take place October 11 to October 14, 2016.
- Primary sectors of interest are agrifood, renewable energy, clean tech products, and land development.
- Contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for more information.

### New Funding Program to Support Economic Development

The Minister of Economic Development and Trade announced the Community and Regional Economic Support (CARES) program. This economic development grant can be applied for through two streams:

- The community economic development stream is for projects that build local economic development capacity and strengthen local approaches to improve economic conditions.  
Eligible projects begin at \$10,000 and the program will fund up to 50 per cent of the project's value.
- The regional economic development stream is for projects that reflect a collaborative approach between communities and supportive partners to achieve a positive regional impact based on a shared economic vision for the future.

Eligible projects begin at \$25,000 and the program will fund up to 50 per cent of the project's value.

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

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

### REDAs will be in booth #143 at AUMA

- Economic Development and Trade has supported the 11 REDAs in the province by sponsoring a booth at the AMSC Trade Show at the upcoming AUMA conference October 5-7 2016 in Edmonton. This is a great opportunity to connect with both member and non-member municipalities and further strengthen the potential of these economic development networks.

### 2017 *Invest in Alberta* magazine offers an opportunity to promote opportunities

- This is the official publication of *Economic Developers Alberta (EDA)*.
- Communities and businesses are welcome to advertise their investment opportunities.
- October 17, 2016 is the deadline to book ad space; publication date is December 9, 2016
- Previous issues can be viewed at <http://www.edaalberta.ca/Invest-In-Alberta>

### Upcoming Events

- October 12-14, 2016 - 7th Annual Crown Roundtable Conference, Fernie BC
- October 27, 2016 - EDA Ministry Dinner - Matrix Hotel, Edmonton AB
- March 22-24, 2017 - EDA Conference and AGM, Banff Centre, Banff AB

Alberta SouthWest Box 1041 Pincher Creek AB T0K 1W0

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

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)



## Marian Carlson

---

**Subject:** FW: Development Officers Week  
**Attachments:** Proclamation for Alberta Development Officers Week.pdf

**From:** Alberta Development Officers Association [<mailto:admin@adoa.net>]  
**Sent:** Wednesday, September 14, 2016 3:14 PM  
**To:** [admin@adoa.net](mailto:admin@adoa.net)  
**Subject:** Development Officers Week

ADOA Members

I have attached a request from the Alberta Development Officers Association to be presented at a Municipal Council Meeting to proclaim September 26<sup>th</sup> to October 1<sup>st</sup> as the first ever Development Officers Week.

This week should be set aside to recognize and thank Development Officers throughout the province of Alberta for their dedication and work done to assist the public.

Diane Burtnick  
Executive Assistant  
Alberta Development Officers Association

Box 164  
Sangudo, AB T0E 2A0

Email: [admin@adoa.net](mailto:admin@adoa.net)  
Phone: 780 913-4214

**PROCLAMATION**  
**ALBERTA DEVELOPMENT OFFICERS WEEK**  
**SEPTEMBER 25 TO OCTOBER 1 2016**

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality, and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses **Alberta Development Officers Week** to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and

WHEREAS **Alberta Development Officers Week** helps us to publicly recognize the work of our municipal colleagues in planning for the improvement of the \_\_\_\_\_ (municipality); and

WHEREAS we recognize Development Officers and their commitment to public service;

NOW, THEREFORE, I, \_\_\_\_\_, Mayor/Reeve of \_\_\_\_\_ (municipality), do hereby proclaim the week of September 25 to October 1, 2016, to be designated as **Alberta Development Officers Week** in \_\_\_\_\_ (municipality).

Proclaimed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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# The River Current



Fall 2016

RECEIVED

SEP 13 2016

## *Every River has a Story...What is Yours?*

Partners FOR the



Saskatchewan  
River Basin

*Our Mission: Promoting  
watershed sustainability through  
awareness, linkages and  
stewardship.*

Partners FOR the Saskatchewan River Basin (PFSRB), Saskatchewan Parks, Culture and Sport and the Canadian Heritage Rivers System would like to remind everyone about our upcoming conference: "Every River Has a Story... What is Yours?" The conference runs from Sunday October 16 to Wednesday October 19, 2016 and will be held in Saskatoon, Saskatchewan at the Delta Bessborough Hotel.

This conference presents a great opportunity to tell the myriad stories of our rivers, their associated tributaries and water bodies. It will focus on how these aquatic systems have shaped our culture, history, science and everyday lives along with our collective Canadian identity across the country. This conference provides the opportunity to showcase and weave these disciplines and craft a collective narrative about the importance of our rivers and their heritage. The conference will bring together attendees from across Canada in various water related sectors and disciplines.

We have confirmed a number of high level keynote speakers throughout the conference. Featured keynotes are Andrea Menard, a well renowned Métis jazz artist with prairie roots; Trevor Herriot, a local prairie naturalist and writer; Maude Barlow, a renowned author on water related issues, the national chairperson of the Council of Canadians and a holder of 12 honorary doctorates; and Danika Littlechild, a lawyer with expertise in governance, Indigenous legal systems and environmental and international law from the Ermineskin Cree Nation in Treaty 6 Territory in Alberta. In 2014, Danika Littlechild was appointed Vice-President of the Canadian Commission for UNESCO.

As part of the PFSRB conference, the Prairie Steamship Heritage Association is hosting its charter symposium October 16, 2016 aboard the Prairie Lily, Saskatoon's very own riverboat! Cruising through the heart of Saskatoon on the South Saskatchewan River you will see the natural beauty of the Meewasin River Valley, the friendliness of our downtown, the vibrancy of River Landing and the personality of our living river. The three hour symposium includes a one and a half hour tour along the South Saskatchewan River and catered supper.

The symposium will present a review of the use of Canadian prairie rivers for steam-powered navigation during the settlement period, then beyond through the cessation of cargo and passenger transport on the rivers with the advent of the railways. The symposium will also consider the present "re-focus" on rivers as reflected by increased environmental awareness and the growth of river-based recreation. Symposium presentations will include stories arising from archaeology, history and socio-economic studies. The cost for the symposium and tour is \$87.50 (including all taxes). The cost includes supper on the riverboat. Beverages are extra. Space aboard the Prairie Lily is limited to 40 participants, so register early to avoid disappointment!

In addition to the conference itself, there are a number of special events taking place. There are several walking tours that participants can register for on Monday evening, including a ghost tour of Old Nutana, an environmental tour at the North East Swale, and a trip to Wanuskewin Heritage Park. Wednesday afternoon a bus tour to Batoche National Park has been scheduled. These extra events require participants to register in advance and most are either free or require a nominal cost. Pre registration is required as space will be limited.

Registration forms for both the conference and the symposium can be found online at the conference website: [www.skriverstory.com](http://www.skriverstory.com). You can register online, or download the forms and use either email, fax or mail.

## ***Wild Parsnip Dangers***

The Saskatchewan Invasive Species Council has listed the appearance of wild parsnip in Saskatchewan as a serious environmental problem. Wild parsnip is one of those plants that it is best to avoid. While it sounds like an innocent vegetable, it's actually an invasive weed with some rather nasty properties. Wild parsnip has spread across the province, with the worst area located between Saskatoon and Prince Albert in the Duck Lake area. Wild parsnip is also becoming a problem across Canada.



If you gently rub against the plant, the effects are similar to poison ivy. If you try to pull it, you could suffer ill health effects for up to the next three years, according to Chet Neufeld, Chair of the Saskatchewan Invasive Species Council and Treasurer of the Canadian Council on Invasive Species. Symptoms are similar to a third-degree burn, with oozing, open sores, and blistering of the skin. These symptoms can reappear any time your skin is exposed to sun for up to three years. If you got the oil from the plant on your hands and rubbed your eyes, it would feel like pepper spray and could cause temporary blindness.

The toxins in the plant's sap can create what is known as phytophotodermatitis - basically an extreme sensitivity to sunlight. The effects of the toxins are not felt immediately, but once activated by ultra violet rays, they can damage skin cells and cause lesions that look similar to burns.

Wild parsnip is a danger to livestock and pets as well. Animal skin reacts to the plant the same as that of humans. If livestock grazes on the plant, their weight gain and fertility are reduced.

This plant is also harmful to the environment, because it's aggressive and displaces beneficial plants. When that happens, animals avoid the area.

For information on wild parsnip and other invasive species, please go to the Saskatchewan Invasive Species Council webpage: <http://www.saskinvasives.ca/index.php?id=14>.

## ***Portland Generates Electricity From Turbines Installed In City Water Pipes***

Portland, Oregon's largest city, has partnered with a company called Lucid Energy to generate clean electricity from the water already flowing under its streets and through its pipes. Portland has replaced a section of its existing water supply network with pipes containing four forty-two inch turbines. As water flows through the pipes, the turbines spin and power attached generators, which then feed energy back into the city's electrical grid.

Lucid Energy's system isn't affected by the sort of external conditions upon which other renewable energy sources—like solar and wind power—are reliant. Nor does the technology, completely encased within a pipe, have adverse effects on a surrounding environmental ecosystem. And while the capital cost is similar to solar and wind per installed kilowatt, the turbines produce electricity three to four times more cheaply because water flows around the clock and at a constant rate.

To be cost and energy effective, Portland's new power generators were installed in pipes where water flows downhill without pumping, as the energy required to pump water would negate the subsequent energy gleaned. The system does more than simply provide electricity: it can monitor the overall condition of a city's water supply network and assess the drinking quality of the water flowing through it. The installation is expected to generate \$2,000,000 worth of renewable energy capacity over twenty years, based on an average of 1,100 megawatt hours of energy per year, enough electricity to power up to 150 homes.

The project is possible to scale – a city could theoretically have hundreds of the turbines throughout its pipe system. For a big city, using Lucid's pipe system throughout its water infrastructure could reduce the cost of delivering water by 20% to 30%. However, the technology may not be cost effective on a large scale unless a city was replacing or installing new water infrastructure.

For more information, please go to: <http://www.good.is/articles/portland-pipeline-water-turbine-power>.

## Why Do Mosquitoes Bite Some People More Than Others

There is nothing more unfair than the seemingly randomness of mosquito bites. Out of ten people sitting around the same campfire, you could end up being the only one covered with bites.

Smithsonian.com reports that one in five people are unfortunate enough to get devoured by mosquitoes on a regular basis. With the prevalence of diseases like the Zika virus spreading at an alarming rate, mosquito bites are more than just matter of annoyance but of safety as well. Therefore, it is important to arm yourself with all the information available on why you might be more likely to get bitten than the next person, and perhaps what you can do to prevent it.



First, know your blood type. A study published in the *Journal of Medical Entomology* found that people with blood Type O are almost twice as likely to get bitten as people with blood Type A. Those people with blood Type B averaged somewhere between the two. Since you can not swap out your blood for something less mosquito-enticing, knowing your blood type might motivate you to cover up and lather on the insect repellent next time you go for a stroll at twilight.

In addition to certain blood types leaving you predisposed, being large can attract mosquitoes as well. This is related to the amount of insect-inviting carbon dioxide you release through your breath—the bigger you are, the more CO<sub>2</sub> you exhale. Perhaps avoiding mosquitoes might inspire us to hit the gym?

Talking about the gym, watch out for mosquitoes if you have just worked up a sweat. Mosquitoes are attracted to the lactic acid, uric acid, and ammonia released through our sweat—not to mention the resulting higher body temperatures—so make sure to cool down and towel off before you venture back outside.

And what is the most disappointing way (for some people anyway) to ward off mosquitoes? Just put down your beer. According to a study published by the American Mosquito Control Association, all it takes is twelve ounces of beer to make you more appealing to mosquitoes. Researchers are not sure of the reasoning behind this, but if you're looking to stay bite-free, consider opting for sparkling water instead.



For a list of mosquito attractors and ways to reduce your chances of being bitten, please go to *Smithsonian.com*.

## Green City, Clean Waters

Paint on a green roof here. Add a rain garden there. Water-saving techniques have been around for years, but it can be tough to show how such building modifications can pay off for owners.

That's why the Philadelphia Water Department (PWD) released Credits Explorer, an app that invites users to add, virtually, green storm water infrastructure to their properties. In addition to green roofs and rain gardens, users can experiment with permeable pavement, underground basins, and other tools made of plants, soil, and stone that absorb storm water instead of letting it run off into the quickly overworked sewer system. Credits Explorer then calculates how much property owners will save on their monthly Storm Water Management Service charge, a utility fee applied to all non-residential properties in Philadelphia to recover the cost of storm water management. The app is part of the city's 25-year, \$2.5 billion Green City, Clean Waters plan to manage storm water and protect watersheds.

Property owners who install green storm water management tools, which not only reduce runoff but often also create habitats for animals, provide a cooling effect and can be very attractive, are eligible for credits that can reduce the fee by up to 80 percent. All new construction and infill development in the city must adhere to storm water regulations and is eligible for credits. Owners of existing commercial properties can retrofit to be eligible for savings. Only commercial, industrial or residential properties with more than four units are eligible for storm water credits. The fee is based upon the total area of a property compared to its impermeable area, roofs, sidewalks and other surfaces that don't absorb rainwater.

Credits Explorer makes green infrastructure accessible; PWD is making it affordable by offering a variety of grants to cover the cost of retrofitting properties with green water infrastructure. For more information, please go to Green City, Clean Waters (<https://nextcity.org/daily/entry/philly-stormwater-management-app-green-roofs?platform=hootsuite>).

## Alberta's Draft Woodland Caribou Range Plan Released

July 2016, the Alberta government released its draft woodland caribou range plans for the Little Smoky and A La Peche herds north of Jasper. Among other things, the draft plan calls for all legacy seismic lines — corridors cut through the forest during oil and gas exploration — in the range to be restored in the next five years to help reduce the prevalence of predators in caribou rich habitats.

To read the entire report, please go to: <http://www.pembina.org/blog/pulling-pieces-together-how-conservation-offsets-can-help-restore-alberta-s-caribou-habitat>.

Riding Mountain National Park, on the Manitoba Escarpment, established in 1929, was Manitoba's only national park until 1996 when Wapusk National Park near Churchill was established. Manitoba has 86 provincial parks, the most commonly used are the natural and recreational parks. Two of these parks are Whiteshell Provincial Park in the east and Duck Mountain in the west. The province's first wilderness park, Atikaki, opened in 1985.



## Moopher's Amazing Facts

## Conference Listings

### Western Canada Water 2016 Annual Conference

Honouring the Full Circle

October 4 - 7, 2016

<http://wcv16.wcwwa.ca/>

Calgary, Alberta

### Partners FOR the Saskatchewan River Basin

Every River has a Story...What is Yours?

October 16-19, 2016

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

Saskatoon, Saskatchewan

### Saskatchewan Water and Wastewater Association

November 2 - 4, 2016

<https://www.swwa.ca/>

Saskatoon, Saskatchewan

### The National Water and Wastewater Conference

One Water in Canada

November 13 - 16, 2016

<http://www.nwwc2016.ca/>

Toronto, Ontario

### Manitoba Waste Water Association Annual Conference & Trade Show

January 29 - February 1, 2017

<http://www.mwwa.net/events.php>

Portage la Prairie, Manitoba

*If you have an event you would like to include under our listings, please email us at [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca).*

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Return Undeliverable Canadian Addresses to:  
Partners FOR the Saskatchewan River Basin  
402 Third Avenue South  
Saskatoon, SK S7K 3G5

Lis Mack, Manager  
Phone: (306) 665-6887 or 1-800-567-8007  
Fax: (306) 665-6117  
Email: [partners@saskriverbasin.ca](mailto:partners@saskriverbasin.ca)  
<http://www.saskriverbasin.ca>

Town of Claresholm  
221-45 Avenue West  
PO Box 1000  
Claresholm AB T0L 0T0

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# HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

June 3, 2016 Meeting Minutes

Fire Hall, Taber AB

## **In attendance:**

Barney Reeves	ID #4 Waterton
Ben Young	Community Futures Chinook
Bill Chapman	Town of Coaldale
Blair Painter	Crowsnest Pass
Brian Brewin	Municipal District of Taber
Dennis Cassie	Town of Coalhurst
Gordon Reynolds	Town of Bow Island
Henk De Vlieger	Town of Taber
Henry Doeve	Lethbridge County
Margaret Plumtree	SouthGrow/Town of Vauxhall
Pete Lovering	SouthGrow Regional Initiative
Rene Gendre	Town of Fort Macleod
Richard Oster	Cypress County
MLA David Schneider	MLA Little Bow
MLA Grant Hunter	MLA Cardston – Taber - Warner
Pat Stier	MLA Livingstone - Macleod
Alex McCuaig	Office of MLA Robert Wanner
Taylor Nish	SouthGrow
Yana De-Waal	Office of MP Rachel Harder
Matt De-Jong	Office of MP Rachel Harder

## **Recorder**

Ben Young

### **1. Call to order -**

Meeting was called to order by Bill Chapman, Director, at 10:35 am.

### **2. Introductions.**

Introductions were made.

### **3. Approval /Additions to the Agenda**

Bill Chapman asked to have 10.1 added to the agenda. Blair Painter asked to have item 10.2 added to the agenda.

#### **MOTION: Gordon Reynolds**

*To accept the Agenda with the addition of 10.1 and 10.2*

**CARRIED**

### **4. Adoption of Minutes**

#### **MOTION: Henk DeVlieger**

*That the minutes of the May 6, 2016 minutes be approved as presented.*

**CARRIED**

### **5. Business Arising from Minutes**

#### **5.1 Highway 3 Studies**

Barney Reeves

Barney Reeves informed the Association that data collection is still on-going. He has met with Lethbridge College Geomatics department to have them do up a map once all data is gathered. All member municipalities are asked to send any information about traffic accident numbers to Barney Reeves.

### **6. MLA Report**

**David Schneider, Little Bow** – Carbon tax bill has been big issue at the moment, analyzing the impact on Albertans. Will have to wait to see how regulations are written once bill has passed house to fully understand.

**Grant Hunter, Cardston-Taber-Warner** – Carbon tax bill will be passed June 7<sup>th</sup> most likely. Very important that municipalities, school boards, associations, etc. understand how the new legislation will affect them once regulations are in place.

**Pat Stier, Livingstone-Macleod** – Municipalities should be aware of the regional collaborative framework between municipalities coming from the GoA.

**Alex McCuaig, Office of MLA Robert Wanner (Speaker of the House)** – The Speaker's office has been busy talking with constituents regarding Bill 20 (Carbon Tax), specifically large producers and how it will impact them.

**Matt De-Jung, Office of MP Rachel Harder** – Matt provided greetings from MP Rachel Harder and advised that her office is supportive of the Highway 3 Associations' mandate.

Discussion ensued regarding setting up a meeting with B.C and Alberta MP's whose constituencies include the border and highway 3. Rachel Harder's office could help to organize those meetings.

## **8. Delegation - No delegation this month.**

## **9. New Business**

### **9.1 Memberships**

Bill Chapman provided an update on membership payments received so far

**MOTION:**       **Blair Painter**

*To accept the report as information*

**CARRIED**

### **9.2 Administrator Update**

Gloria Roth's report on activities was presented by Bill Chapman

**MOTION:**       **Henk de Vlieger**

*To accept the information as presented.*

**CARRIED**

### **9.3 Finance Report**

Henk DeVlieger updated the Association on its financial situation. Money has come in from members, accounts are in good order.

**MOTION:**       **Margaret Plumtree**

*To accept the information as presented*

**CARRIED**

### **9.4 Highway 3 Priorities for September Meeting**

Priority list of the Association will be revisited over the summer and members are asked to give some thought into priorities for September meeting.

**MOTION:**       **Dennis Cassie**

*To accept the information as presented*

**CARRIED**

Further discussion followed that the Association should try to engage the First Nations and open up lines of communication by perhaps send a delegation in the summer made up of the executives of the Association.

**MOTION:**                    **Brian Brewin**

*To have Highway 3 Association Administration (Gloria Roth) contact the First Nation communities that are part of Highway 3 to engage with them and set up a meeting with Highway 3 delegation over the summer.*

**CARRIED**

## **10. Information Items**

### **10.1 Update on Crowsnest Pass**

**Blair Painter**

Blair Painter met with AB Transportation to discuss transportation issues. With the new proposed mine in the area there are plans for rail crossing on highway, road will go over train so no impact to highway traffic. AB Transportation is firm on the route they have chosen for future Highway expansions.

Traffic counts done by AB Transportation are being done during weekdays, Crowsnest Pass did their own traffic counts and the last long weekend (May) 22,555 vehicles passed through. Vehicles were completely stopped and traffic was a standstill through Frank Slide/Blairmore area. This is a big safety issue.

### **10.2 RINSA Event**

**Pete Lovering**

June 21<sup>st</sup>, RINSA is hosting an event about Electric Vehicle charging stations and the vision of creating electric highway along Highway 3. To be held in Pincher Creek.

**11. Next Meeting** – TBD, when Mayors and Reeves set their meeting date, Highway 3 meeting will be same day.

## **12. Adjournment**

**MOTION:**                    **Blair Painter**

*The motion to adjourn was made at 12:00pm*

**CARRIED**

## This Issue:

Update on the MGA  
Fort McMurray wildfires  
Message from the Chair  
AUMA is here for small communities  
Having a say through joining an AUMA committee  
Funding available for municipal energy efficiency  
Collaborate on ideas and share experiences  
Update on AUMA's broadband advocacy  
What we heard: results of the AUMA Member Survey  
Celebrating 100 years of women's suffrage in Alberta

## Small Communities Committee Members

### Chair

**Deputy Mayor Cliff Ayrey**  
Director, Villages South  
*Village of Longview*

**Mayor Charlene Smylie**  
Director, Villages West  
*Village of Wabamun*

**Mr. David Dubauskas**  
*Town of Sundre*

**Councillor Barb Michel**  
*Village of Glenwood*

**Mayor Margaret Plumtree**  
*Town of Vauxhall*

**Mayor Barb Sjoquist**  
*Village of Edgerton*

**Ms. Karen St. Martin**  
*Town of Mayerthorpe*

**Mayor Bruce Gartside**  
*Village of Donalda*

# Small Communities NEWSLETTER

SEPTEMBER 2016

## Update on the Municipal Government Act

Thanks to all of you who attended Mayors' Caucus in June and/or provided responses to our recent survey on the MGA amendments. We used your feedback to finalize our submission to the Minister of Municipal Affairs on required changes, which was submitted on July 29. [Click here to access it.](#)

We are working on providing you with some further advocacy materials that you can use at a local level, particularly with your MLA, to continue to profile the importance of change as the legislation is re-tabled in the legislature this fall. In the meantime, AUMA will be keeping the spotlight on the MGA to create

awareness of the need for change.

As an example, we are pleased to share the link to [AUMA's recent Op-Ed](#) on the need for revisions to the MGA amendments.

Should you have any questions on our MGA work, feel free to email [advocacy@auma.ca](mailto:advocacy@auma.ca).

## Fort McMurray wildfires a reminder of the need for fire resilience

The devastating wildfire in and around Fort McMurray is shaping up to be Canada's most costly disaster event and clearly illustrates the pressing need to work toward fire resilience.

"The catastrophic wildfire around Fort McMurray reminds us of the need for continued perseverance of Canadian communities in working towards fire resilience by becoming Fire Smart," says Kelly Johnston, Executive Director of Partners in Protection. Johnston reported that an increasing number of communities across the country are taking up the challenge to become

Fire Smart, with many participating in May's second annual National Wildfire Community Preparedness Day. This event brought together communities, homeowners and residents to "raise awareness of the hazards of wildfire and actions they can take to prevent the adverse impacts that wildfire can cause," explained Shayne Mintz from the National Fire Protection Association. Some of the projects carried out during the event sought to help protect properties, with projects focussed on clearing brush, leaves and grass and other combustible material from around

buildings, as well as raising awareness and educating Canadians about wildfire.

AUMA and AAMDC hosted a webinar earlier this month. Stay tuned to our YouTube channel for the recording.

Municipalities are also encouraged to contact AMSC insurance staff at 310-AUMA or [insurance@amsc.ca](mailto:insurance@amsc.ca) to ensure your properties are appropriately appraised and insured.



## Message from the Chair

Our hearts go out to all involved with the fires in and around Wood Buffalo over the past few months. The communities involved and all the residents that have had to find an alternate source of housing and employment have challenges ahead. I know we all will help in our own special way.

As in the past, municipalities, businesses and residents have found the strength from within. We have moved beyond fires, floods and other extreme weather events with hard work. Throughout history, Albertans have been able to pull together and move forward to make our province a great place to live.

We are pleased to let you know that we have created a registry so you can log your generous offers of staff, equipment and materials to assist Wood Buffalo in its disaster recovery. Stay tuned to the summer newsletter for information on how to register your contributions.

As the chair of Small Communities Committee, I will wish you all a safe end of summer and encourage you to take the time to acknowledge and help a neighbour – we are all in it together.



**Small Communities Chair  
Deputy Mayor Cliff Ayrey,  
Village of Longview**

## AUMA is here for small communities

Did you know that small communities comprise the majority of AUMA's membership? AUMA is a voice for all municipalities, regardless of size.

Through our annual Convention and Trade Show, as well as bi-annual Mayors' Caucuses, we provide opportunities for you to discuss issues, present and debate resolutions, and increase your knowledge of municipal issues and effective solutions.

Membership with AUMA provides value to small communities through economies of scale, our advocacy efforts, a wide range of products and services, and expertise that comes from working with member municipalities.

We offer a variety of resources to help members stay up-to-date on advocacy programs, service, and support initiatives, including:

- Weekly Digest
- Job Postings
- Elected Officials Professional

### Development

- An array of webinars and newsletters.

We are constantly working to engage with small communities and develop strategic partnerships between all orders of government to meet municipal needs. Although many urban municipalities share common challenges, we understand the diverse and complex nature of the many different sizes and types of municipalities. We're committed to developing solutions that respect your municipality's unique needs.

In order to make good decisions and build thriving communities, municipal leaders need to be well informed about emerging issues. That's why AUMA shares relevant information quickly, utilizing an array of tools to inform, educate, inspire and engage community leaders.

Imagine putting all of the provincial ministries in one place—those are the kinds of things that we work on and that is why we

have connections with almost every provincial ministry as well as several federal departments.

Our work spans many of the services that are offered locally in your respective communities—land use, water and wastewater management, transportation and transit, housing, crime prevention, economic development, culture, and recreation.

Think of AUMA as your navigator. If you have issues or questions, pick up the phone and give us a call. We can provide advice on how to proceed, who to contact, which ministry is responsible, as well as any history or context around particular issues. We are your conduit to connect with municipalities who have dealt with similar issues.

If you are seeking interpretation and clarification of current and pending legislation relevant to small municipalities, AUMA is your destination.



## AUMA is here for small communities cont.

Furthermore, AUMA is a problem solving organization, working with municipalities to provide the framework for efficient solutions and building capacity for members, who either don't have the expertise, or want to stay focused on their core business.

Our core business services arose out of municipality requests.

AUMA has been able to step in and solve municipal issues through business solutions with the creation of the Alberta Municipal Services Corporation (AMSC), which includes:

- Employee benefits and retirement options
- General Insurance and Risk management
- Utilities Services including

our retail energy program, the Municipal Climate Change Action Centre, and Water and Wastewater services

- Purchasing and procurement card program.

For more than 40 years, we have addressed municipal business needs identified by our municipalities and provided cost-effective solutions.

## 2016 summer Mayors' Caucus breaks attendance record

More than 240 elected officials and CAOs attended the June 15-17 Mayors' Caucus in Olds, surpassing all previous attendance records for a summer caucus.

The MGA amendments were the focus of this year's event. The agenda included several working sessions to gather member feedback on key elements of the Act, including elected officials training, Ombudsman, Intermunicipal Collaboration Frameworks and property

assessment and taxation. These discussions will be used to inform AUMA's response to Municipal Affairs.

The Caucus also featured a session about rural health initiatives on the first two days, and a session about growth management boards on the final day.

[All presentations are posted here.](#)

## AUMA Convention & AMSC Trade Show 2016

Have you booked your hotel rooms yet? Host hotels for this year's AUMA Convention & AMSC Trade Show are filling up fast.

This year's annual event is October 5-7 in Edmonton—ensure it's in your calendar.

[Our Convention website page is now live—visit often for the latest updates, hotel details, and for information on our valued sponsors.](#)

Make sure that you do not miss the Small Communities Committee session on October 5 from 10:15 am – 11:30 am entitled *Building a stronger local economy through entrepreneurship*. This session will explore innovative ways for you to build a vibrant entrepreneurial community to support your local economic development. A panel of municipal leaders and entrepreneurs from a small

community will discuss how to create an entrepreneurial spirit and attract and encourage entrepreneurs, which is particularly important in this challenging economic climate. You will also learn about AUMA's new economic development resource hub.



## Have a say through joining an AUMA committee

If you are a municipal elected official or senior administrator and want to shape the direction of AUMA's policy and advocacy work, you'll want to apply to participate on one of the following 2017 committees:

**Infrastructure and Energy Committee** looks at matters pertaining to municipal infrastructure and its financing - tangible capital assets, transportation including roads and bridges, rights of way, disaster planning, and energy policies. Infrastructure funding is expected to be a major focus for 2017.

**Municipal Governance Committee** reviews roles and responsibilities of municipalities including related legislation and regulations, assessment and taxation, intermunicipal relations (dissolution, amalgamation and partnerships), provincial/municipal revenue sharing and cost sharing; municipal viability, citizen participation, and Aboriginal relations. The Municipal Government Act and related regulations will be a central focus next year for this committee.

**Safe and Healthy Communities Committee** considers issues relating to emergency medical response and health, policing,

culture and recreation, social issues, welcoming communities, and seniors' supports. Police funding and marijuana regulation are expected to be priorities in 2017.

**Sustainability and Environment Committee** reviews matters pertaining to water, climate change, clean air, brownfields, solid waste management, land use planning, cumulative effects, and municipal sustainability planning. The province's Climate Change Action Plan will play a big role in 2017 committee work.

**Small Communities Committee** provides input on a range of economic, social, environmental, and governance matters pertaining to small communities.

**Elected Officials Professional Development Committee** recommends actions to provide learning and professional development opportunities for all municipal elected officials and to provide supports to enable the increased participation of women, youth, Aboriginal, immigrants and other under-represented groups in municipal government.

As well, you can apply to put your financial skills to good use by participating on the Audit

and Finance Committee which is responsible for ensuring the overall integrity of financial systems and practices for AUMA and its associated entities, or on the Investment Advisory Committee which is responsible for using appropriate methodologies and processes to ensure that the internal investment funds and those held in Trust or by Agreement are well managed and operate in compliance.

Participating on a committee provides an opportunity to influence the direction of policy and programs while ensuring your municipality's interests are addressed. In addition, you will gain greater awareness of AUMA/AMSC initiatives and can increase your networks and leadership skills.

[The Committee Interest application form can be found here.](#) Applicants, including those who are on a 2016 committee, must complete the application form and submit by **FRIDAY OCTOBER 7, 2016**. The AUMA Board will select committee members shortly thereafter.

## New Welcoming and Inclusive Communities Resource

We are pleased to share that the AUMA has a new resource to lead the Welcoming and Inclusive Communities initiative on behalf of AUMA.

Darren Reedy joins us with a seven-year background in municipal government. He has worked in both urban and rural municipalities with roles in recreation, human resources, economic development and finance. In addition, Darren has

worked with our sister association, the AAMDC so he is experienced in efforts to develop educational tools for municipalities.

Darren's understanding of the municipal environment and strengths in strategic planning will lend well to developing the tools and resources that will create additional capacity for municipalities to address discrimination at the local level. We are still in the early stages

of developing our work plan but please feel free to reach out to Darren if you have any questions or just want to introduce yourself. He can be reached at [dreed@uma.ca](mailto:dreed@uma.ca) or at 780.803.3501. He looks forward to meeting with each municipality or stakeholder that is currently active in advancing, or looking to advance, initiatives that will create more welcoming and inclusive communities in Alberta.





## Have an affordable housing story you want to share?

The Affordable Housing Hub will provide a one-window resource for small and mid-sized municipalities to understand issues of housing affordability and strategies that can be implemented to improve access to housing at the local level. To improve the quality of the hub, AUMA is seeking examples of local initiatives. If you have examples of policy changes or financial investments that your municipality has made to create a more diverse housing stock, please email your story to [dreed@auma.ca](mailto:dreed@auma.ca).

## Funding available for municipal energy efficiency and solar projects

The Municipal Climate Change Action Centre (MCCAC) recently launched two new funding programs to help municipalities upgrade existing infrastructure, curb utility costs and demonstrate leadership on climate change.

### TAME+

The Taking Action to Manage Energy (TAME+ Program) provides funding and tools to help municipalities understand their energy use, identify key savings opportunities, and offset the costs of energy efficiency retrofits. Up to \$100,000 in rebate funding is available per community to retrofit existing buildings, such as offices, fire halls, and arenas.

As a first step, participants are

encouraged to submit an expression of interest using the MCCAC's online energy benchmarking tool. Users will receive a benchmark report that provides a snapshot of their energy intensity compared to similar municipal buildings in Alberta.

### Alberta Municipal Solar Program (AMSP)

The AMSP provides financial rebates to Alberta municipalities who install grid-connected solar photovoltaics on municipal facilities or land. The AMSP will provide a rebate per watt of total installed capacity (\$/W), according to the rates below. Total funding provided will not exceed 20 per cent of eligible expenses, up to a maximum of \$300,000 per project.

Installed Solar Capacity	Rebate
< 10 kilowatts	\$0.75/Watt
10 kilowatts to < 150 kilowatts	\$0.60/Watt
150 kilowatts to 1 Megawatt	\$0.45/Watt

To learn more and apply for funding, visit [www.mccac.ca](http://www.mccac.ca).

*The MCCAC is a joint initiative between the AUMA, AAMDC and Government of Alberta that provides funding, technical assistance, and education to help Alberta municipalities address climate change.*

## Collaborate on Ideas and Share Experiences through the Elected Officials Education Program

The Elected Officials Education Program (EOEP) was developed in collaboration with AUMA, AAMDC and the Government of Alberta. It was designed to inspire municipally elected officials, particularly in smaller communities, to share knowledge and skills, collaborate on ideas and experiences all in a fun and interactive learning environment. The overall objective is to find new and creative ways to achieve the goals of their community.

To better serve elected officials

in smaller communities, we have redesigned some of the delivery mechanisms to enable you to participate in a more cost effective manner.

In addition to online and classroom course delivery, you can now bring an EOEP session right to your community through hosting. Some of the advantages include:

### Cost effective

- For 10 students or more, the cost is \$250 per student. Some municipalities have

done this by engaging their neighbours to leverage the participation. What better way to share knowledge and experiences! For sessions with fewer than 10 people, a \$4,000 flat fee applies.

- Minimize travel expenses (e.g. per diems, mileage and hotel) when hosted.

### Flexible

- Course dates are determined by your municipality's schedule.



# Collaborate on Ideas and Share Experiences through the Elected Officials Education Program cont.

## Collaboration

- Enhance regional partnerships: invite neighbouring municipalities to attend. Council members will be on the same page with a shared learning environment.

## Expertise

- Our faculty is recruited and selected from an approved list of respected and qualified practitioners, consultants and educators.

We have also leveraged other key events taking place throughout the year in which elected official from small communities may already be in attendance.

Upcoming classroom courses include:

Municipal Finance	September 15-16	AUMA Office
Effective Planning & Strategy	October 4 -just prior to the Annual Convention	AUMA Convention Shaw Conference Centre
Regional Partnerships & Collaboration	October 4- just prior to the Annual Convention	AUMA Convention Shaw Conference Centre
Municipal Leadership	November 14- just prior to the AAMDC Convention	AAMDC Convention Shaw Conference Centre
Regional Partnerships & Collaboration	November 14 -just prior to the AAMDC Convention	AAMDC Convention Shaw Conference Centre

To learn more and register, visit [www.eoep.ca](http://www.eoep.ca) or contact the [EOEP Registrar by email](#) or at 780.989.7431.

## Update on AUMA's broadband advocacy

AUMA's 2015 member resolution calls for the province to ensure affordable fibre optic internet access to all Albertans. In addition to provincial action, there is also a role to play for the federal government. Below are updates on our advocacy on this matter:

- It has been difficult to get a comprehensive and clear response from the provincial government since responsibility over the past few years has been split amongst agriculture's rural economic development strategy, Service Alberta's SuperNet and technology solutions and Justice and Solicitor General's work with communication channels for first responders. Recently, responsibility for the first responder radio communication system was centralized with technology solutions under Service Alberta. As well, the newly

created ministry of Economic Development and Trade is developing a broadband guide that will identify strategies that municipalities and regions can use when considering broadband projects to attract investment or explore deployment options. The guide will be a key link on AUMA's Economic Development Hub.

- AUMA administration met with the Deputy Ministers of Service Alberta and Economic Development and Trade to discuss how we can work together to enable solutions for areas that are not served or are under served. We learned that the SuperNet contract under Axia expires in 2017, so Service Alberta will be conducting a review of needs in 2016. To help AUMA provide feedback for the review, we asked our members to complete a

survey. The survey is now closed, but stay tuned for info on the results.

- The 2016 federal budget announced a \$500 million investment in rural broadband and AUMA is awaiting clarification through FCM on the scope and approach for this funding.
- AUMA met with federal officials this spring and requested information on how the doubling of the emergency services broadband from 10 MHz to 20 MHz would be carried out. While consideration is being given to the US model where broadband is leased to the private sector during periods where there are no emergencies, it appears that federal, as well as provincial officials, are concerned about the costs of enabling data and



## Webinar recording: Building a welcoming and inclusive community through recreation

Creating communities that are welcoming and inclusive for newcomers is important, as annual immigration to Alberta continues to rise and our communities become more diverse.

AUMA was pleased to offer a recent webinar to highlight how recreation offers a powerful opportunity to engage newcomers in community life, supporting their well-being and engagement in the community. This webinar outlined opportunities to use recreation as a pathway to creating a welcoming community, and shared resources and stories from Alberta municipalities. The webinar included presentations from the Village of Longview and the Alberta Recreation and Parks Association.

[Click here for the webinar recording.](#)

## Update on AUMA's broadband advocacy cont.

- voice communication for first responders.
- The federal cabinet is supporting a CRTC July 2015 decision that forces Canada's larger Internet service providers (ISPs) to share their high-speed infrastructure with smaller ISPs at a wholesale cost. Bell Canada had asked the Liberal

government to overrule the CRTC's decision saying it would discourage innovation. The Minister of Innovation, Science and Economic Development said in a statement in mid-May that middle-class and low-income families need access to affordable, high-speed internet. He

said the wholesale broadband ruling helps enable retail competition in the market. The City of Calgary recently made a presentation to the Small Communities Committee about this matter. [Click here to read a CBC news article about this important decision.](#)

## What we heard: results of the AUMA Member Survey on the Family and Community Support Services Regulation

As the regulation that supports the FCSS Act is scheduled to expire in June 2017, the province plans to submit a new regulation to Cabinet in fall 2016. The current regulation sets out municipal responsibilities, service requirements and financial matters, which include the 80/20 cost sharing arrangement between the province and municipalities and an outline of eligible and prohibited costs.

Knowing that the province would likely provide short timelines for consultation on the new regulation, AUMA proactively fielded a survey to our members via CAOs to gather input to inform our submission. Our survey focused on what is and what is not working well

for municipalities with respect to the FCSS program. Although the province indicated that FCSS funding should be considered out of scope for this consultation, AUMA advised Human Services that our members' survey included this topic as it is a component of the existing regulation and is a priority issue for our members.

In addition to AUMA's member survey, Human Services sent its own survey to FCSS offices. Human Services' survey excluded any matters relating to the financial model.

AUMA received 82 responses to its survey, with the majority of respondents (63 per cent) representing a municipality with

a population of fewer than 5,000 people.

In terms of what works well, respondents cited the clear parameters for municipal responsibilities and eligible uses of funding as well as the flexibility for local autonomy to identify needs and priorities. However, respondents indicated that additional flexibility is required with respect to eligible uses of funding so that transportation, capital costs, domestic violence, affordable housing, recreation, and supports for youth can be included. Respondents also indicated that it would be helpful to define "prevention" more clearly in the regulation and to allow for programs such as crisis support, as they



## What we heard: results of the AUMA Member Survey on the Family and Community Support Services Regulation cont.

prevent a situation from becoming worse. Respondents noted that it can be challenging for FCSS to not duplicate services that are ordinarily provided by the province when access to these services is a barrier or where funding levels are insufficient.

The majority of survey respondents (57 per cent) indicated that the funding model meets their needs. While 80 per cent of respondents supported the 80/20 cost-sharing funding model, many respondents noted that this model does not apply in practice, as the majority of municipalities currently contribute

over 20 per cent of FCSS funding in their community. Thirty-seven per cent of respondents said that FCSS funding should be indexed to an indicator like inflation or the Alberta Consumer Price Index. Some respondents stated that funding should be linked to demonstrated need, as other indicators such as inflation and population growth do not necessarily reflect need.

Respondents were also asked to identify challenges with administering FCSS programs locally. The most commonly identified challenges were associated with program reporting

requirements. Respondents frequently experienced technical difficulties with the online reporting system, and many respondents indicated that while they understood the need to report on outcomes, reporting added an extra burden for staff who are already operating over capacity.

AUMA used the results of the survey to inform our submission for the provincial consultation. Watch for additional updates in the weekly Digest and in this newsletter as more information becomes available on the province's review.

## 2016: Celebrating 100 years of women's suffrage in Alberta

The province is celebrating 100 years since the *Equal Suffrage Statutory Law Amendment Act* gave some of Alberta's women the right to vote. The century has seen the growth of the female voice in Alberta and Canada, far beyond the right to vote. Yet women continue to strive for fair political representation across governments.

AUMA is a strong advocate for the representation and participation of women in all spheres of life, including local government and the community. Our President,

Lisa Holmes, has established a 2016 Status of Women Task Force to identify how to improve outcomes for women. If you are interested in celebrating 100 years of suffrage in your community, you are encouraged to organize a presentation from Shirley Lowe, Edmonton's second Historian Laureate, that highlights the people, the challenges, and the successes that were part of the story of suffrage. To book Shirley or for more information, contact the Edmonton and District Historical Society at 780.439.2797 or [info@historicedmonton.ca](mailto:info@historicedmonton.ca).

While Shirley is doing the presentations for free, municipalities will have to cover her travel and accommodation costs.

We are also asking our members to share their stories. What has been accomplished for women in the last 100 years? What memorable events have led us to where we are now and what more should be done to ensure equality is achieved? How are you celebrating the 100th anniversary? Contact us with your story or details of your celebration at [advocacy@auma.ca](mailto:advocacy@auma.ca).

## Free on-line safety training tool assists first responders in dealing with flammable liquid emergencies

A free [online safety tool](#) endorsed by Transport Canada will help first responders assess flammable liquid emergencies and respond in a safe and appropriate manner by knowing who to contact and what

resources are available.

The new tool was developed by Enform, Canada's oil and natural gas safety association, and was funded in part by the

Canadian Association of Petroleum Producers, in partnership with the Canadian Association of Fire Chiefs, and Transport Canada.



## Check out the Alberta Rural Law Opportunities Website

Do you have law firms and solo practitioners in your community looking to hire young lawyers for legal summer work or articles? You will want to direct them to the [Alberta Rural Law Opportunities Website](#) where young lawyers looking for legal opportunities outside of Edmonton and Calgary can view opportunities.

By creating a site where students can connect with law firms in small and regional communities the Alberta Rural Development Network, the Law Society of Alberta, Canadian Bar Association – Alberta Branch, the Law School of the University of Calgary,

and the Faculty of Law at the University of Alberta are working to improve local communities and support for smaller law firms and solo practitioners across Alberta.

On the website, firms and lawyers can:

- Hire law students and recent graduates.
- Maintain an open line of communication with students and communities.
- Stay involved in their students' experience.
- Share information and connect with other lawyers.
- Tap the resources that come from shared knowledge.

- Bring together all the pieces that make rural placements a success.

The website helps small communities:

- Attract and retain young professionals to ensure the long term sustainability of their communities.
- Promote themselves and local businesses.
- Advertise services geared towards post-secondary students.

[Click here to visit the Alberta Rural Opportunities site.](#)

## Small Communities working together to affordably improve water and wastewater

It is estimated that up to 46 per cent of municipal expenditures in Canada are attributed to the collection, treatment, and distribution of water and wastewater. This can be particularly challenging for small communities where funding is constrained.

Water-related support and services have been identified as a priority issue for municipalities seeking guidance and support. As a result, AUMA actively engaged members in developing and implementing municipal water policies and management strategies, culminating in the launch of our new Water & Wastewater Services.

As experts in understanding municipal challenges and the support you need, AMSC offers a number of Water and Wastewater Services to support small communities. We provide guidance and resources to conduct water audits and

determine the performance of distribution systems. We also assist in establishing a plan to reduce leaks; conducting water and wastewater rate reviews using full cost accounting principles; and developing water and wastewater strategic plans to achieve long-term sustainability.

To assist with the cost, a number of grants and transfers from both the provincial and federal governments are available. These can help smaller communities in building, operating, maintaining, and upgrading their water and wastewater systems. We encourage you to explore all opportunities for financial support of your water and wastewater initiative or call us at 310-AUMA for more information.

Small communities are encouraged to work together to defray costs through collaboration with their neighbours. An example of collaboration is that the villages of Marwayne, Kitscoty and

Dewberry applied by proposing a water audit and a rate review. They have realized significant savings through their participation in the AMSC Water & Wastewater Services Program.

We encourage you to contact our team of experts before heading into the budgeting process for the coming year. We have a checklist highlighting key activities and relevant considerations for your municipality. Water audits, strategic plans and rate reviews form the foundation of this initiative, providing valuable evidence for decision making to assist small communities in effectively maintaining and managing water distribution systems.

Contact us at 310-AUMA or visit [auma.ca](http://auma.ca) for more information on the AMSC Water and Wastewater Program.



## Town of Mayerthorpe tackles brownfields

As part of its 2016 Strategic Planning initiative, Mayerthorpe has established its own Brownfield Redevelopment Grant Program. Building upon the basic principles of the City of Edmonton's Program, Mayerthorpe will distribute grants to assist with the identification and remediation of contaminated sites.

The strategy involves:

- Brownfield Redevelopment Grant Program Policy and Procedures
- Brownfield map of municipally owned potential brownfields
- Public announcement of new

- policy and procedure
- Letter inviting landowners of potential brownfields to engage with the Program
- Allocation of budget funding to fund the grants
- Establishment of an Environmental Reserve to transfer unused grants
- The CAO's appointment to [FCM's LiBRe Committee](#)

Although the Program was only approved early this year and full outcomes are yet to come, Mayerthorpe has already been involved in two remediation projects:

- A landfill risk assessment within a 300m radius that enabled re-development of nearby properties
- A property remediation in collaboration with Alberta Environment and the property owner

AUMA has been a longtime advocate for action on brownfields and applauds the efforts of the Town of Mayerthorpe, and the City of Edmonton for its leadership in developing the original Brownfield Redevelopment Grant Program.

## Effective regional collaboration: The 39/20 Alliance success story

Originally formed in 2009, the 39/20 Alliance is an innovative collaboration of the communities of Calmar, Thorsby, Warburg and Breton, that recognizes the value of working together to promote growth, reduce costs and increase efficiency.

Understanding that collaboration creates advantages, efficiency, and strength, the members of the 39/20 Alliance, with support from Municipal Affairs' Regional Collaboration Program, undertook a bold and ambitious plan to move their collaboration efforts forward.

Initially, the Alliance agreed on core values of authenticity, fiscal responsibility, transparency, openness, and equality which guided every decision the organization made. The Alliance Board then adopted two strategic priorities for 2014 and 2015 that

focused on economic development and organizational stability. A strategic plan, with measurable activities to meet the two priorities, was then developed.

With a solid plan in place, and a strong commitment from all four member communities, the Alliance got to work on its economic development strategic priority beginning with a Regional Economic Development Models Study that identified several collaborative models for regional economic development, highlighted the benefits and obstacles of each model, and described measurements that can be used for economic development work. With this information in hand, the Alliance was able to make an educated, sound decision on how it would choose to work together for the growth of its communities.

Following the models study, the Alliance undertook a vigorous stakeholder engagement effort and completed a comprehensive, measurable, and concise Strength in Numbers Regional Economic Development Strategy. This strategy, based on consultation with businesses and residents in each of the Alliance's member communities, pointed out the region's advantages, identified steps that could be undertaken to support existing local businesses, and identified new investment opportunities.

All of these steps have contributed to the overall health and sustainability of Alliance communities, and the Alliance is eager to share its story of cooperation with others.



## Walk among us - Bashaw, Alberta

Walk Among Us was a historic walking tour of Bashaw, Alberta, conducted in 2012. The tour was guided by a local woman portraying the wife of the founder of the town. During the tour, she introduced participants to several other historical figures portrayed by local people, including a farmer, a teacher, and a minister, all of whom entertain, engage, and educate the participants.

The organizers hired a professional writer to create the scripts for the actors.

During the tour, the guide pointed out various attractions in town and encouraged the visitors to later wander and visit the farmers market, antique show and sale, art show and sale, car show, gospel choir performance, theatre performance, and museum. In each case, there was the opportunity to interact and get involved.

Although the walking tour was the signature experience, the other activities were designed to attract visitors for many more hours, thereby increasing the chances they would shop, stay the night, or tell their friends. The streets were closed to cars, to create the atmosphere of a quieter time with a slower pace of life. Walk Among Us was marketed to urbanites seeking a respite from their busy lives.

Walk Among Us was a community effort, with about 20 businesses and organizations involved in planning and production, and many volunteers including public works employees who volunteered to help with road barriers and parking.

The project included an extensive food experience including farmers markets and discussions with farmers. A local chef created special meals from local ingredients, and a tea shop created a special blend of tea for the event. Many restaurants created special menus, leaving a legacy of better menus for future events. Walk Among Us inspired local merchants and restaurants to outdo themselves to come up with new products.

Walk Among Us was a part of a larger tourism project, the Boomtown Trail, which encompasses several driving routes in Eastern Alberta. Boomtown is an itinerary of tourism experiences related to the history of the area, with dramatizations of local characters and history, and with several

golf courses along the way. Walk Among Us, therefore, did not stand alone, but benefited from, and contributed to, a broader tourism experience of the region.

The information presented here was derived from an interview with two of the organizers and from *Walk Among Us: The Bashaw Story*, produced by Tourism Café and [available online](#).

*If your municipality has a success story around economic development that you would like to share, please email [advocacy@auma.ca](mailto:advocacy@auma.ca). We would love to showcase your story as part of our economic development hub that is being launched this fall. Information in this hub will support municipalities in developing strategies for economic development.*

