



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
FEBRUARY 13, 2017  
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 JANUARY 23, 2017

**DELEGATIONS:** CLARESHOLM & DISTRICT CHAMBER OF COMMERCE – Donna Courage  
RE: Exercise Equipment

**ACTION ITEMS:**

1. BYLAW #1624 – Land Use Bylaw Amendment (Secondary Suites)  
RE: 1<sup>st</sup> Reading
2. BYLAW #1625 – Land Use Bylaw Amendment (Annexation)  
RE: 1<sup>st</sup> Reading
3. BYLAW #1626 – Local Improvement Tax Bylaw Amendment  
RE: 1<sup>st</sup> Reading
4. CORRES: Claresholm Garden Club  
RE: Downtown Planters
5. CORRES: Claresholm Animal Rescue Society (CAREs)  
RE: Animal Rescue Shelter
6. REQUEST FOR DECISION: Letter of Support – Town of Fort Macleod ACP Grant Application
7. REQUEST FOR DECISION: Town of Fort Macleod / Claresholm CPO Program
8. REQUEST FOR DECISION: Tax Recovery Sale – #4 Skyline Crescent List Price
9. REQUEST FOR DECISION: #4 Skyline Crescent Real Estate Listing Extension
10. REQUEST FOR DECISION: Local Improvement Tax Reimbursement
11. INFORMATION BRIEF: South Saskatchewan Regional Plan
12. INFORMATION BRIEF: MGA Review – Draft Regulations Online
13. INFORMATION BRIEF: Council Resolution Status
14. ADOPTION OF INFORMATION ITEMS
15. IN CAMERA: Land (2); Legal; Personnel

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – January 2017
2. Facility & Infrastructure Planning Committee (FIPC) Meeting Minutes – January 12, 2017
3. Highway 3 Twinning Development Association – January 22, 2017
4. Oldman River Regional Services Commission Executive Committee Meeting Minutes – November 10, 2016
5. AltaLink – Southern Alberta Transmission Reinforcement: Construction milestones update
6. Rowan House Emergency Shelter – 2017 Hope & Healing Gala
7. Alberta SouthWest Regional Alliance Meeting Minutes – January 4, 2017
8. Alberta SouthWest Bulletin – February 2017
9. Economic Development Committee Meeting Minutes – January 16, 2017

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
JANUARY 23, 2017

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

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

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson, Development Officer: Tara VanDellen.

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

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

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

**CARRIED**

**MINUTES:** **REGULAR MEETING – JANUARY 9, 2017**

Moved by Councillor McAlonan that the Regular Meeting Minutes January 9, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** **ECONOMIC DEVELOPMENT COMMITTEE – Ali Shivji & Justin Sweeney**  
**RE: Update to Council**

Justin Sweeney, Ali Shivji and Darla Slovak were present to give an update to Council regarding progress thus far and their plans for 2017. The Economic Development Committee has named their marketing/branding project “Claresholm – Defining a promise”. They presented timelines for completion of various components until July 2017. These projects are waiting grant approval and will begin with community consultation.

**ACTION ITEMS:**

1. **BYLAW #1621 – Claresholm & District FCSS**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to give Bylaw #1621 regarding Claresholm & District FCSS 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Ford to give Bylaw #1621 regarding Claresholm & District FCSS 3<sup>rd</sup> & Final Reading.

**CARRIED**

2. **CORRES: Municipal Government Board**  
**RE: Annexation**

Received for Information.

3. **REQUEST FOR DECISION: Claresholm Skating Club**

MOTION #17-004 Moved by Councillor Fieguth to support the Claresholm Skating Club request to reduce the fees for their two events in March by \$700.00.

**CARRIED**

4. **INFORMATION BRIEF: Chamber of Commerce Trade Fair Schedule**

Schedule arranged – taken for information.

5. **INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

7. **ADOPTION OF INFORMATION ITEMS**

Moved by Councillor McAlonan to adopt the information items as presented.

**CARRIED**

8. **IN CAMERA: Land (2)**

Moved by Councillor Ford that the meeting go In Camera at 7:38 p.m.

**CARRIED**

Moved by Councillor Dixon that this meeting come out of In Camera at 7:55 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Dixon that the meeting adjourn at 7:58 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor – Rob Steel

\_\_\_\_\_  
Chief Administrative Officer – Marian Carlson

DRAFT

# **DELEGATIONS**



### **INFORMATION Notes to Town Council:**

1) The CDCC is an organization of Businesses in the community of Claresholm who are devoted to making a difference and positive changes in our community.

-Our **vision** is to keep our community vibrant and healthy, for all demographics NOT just the Business Sector.

2) Our goal is to raise \$60,000 for the purchase of two Outside Fitness Equipment Parks,  
- through both **donations** and **grant** funding.

3) We are hoping to **raise 50%** of the funding that we need through community involvement.

-If each Service club/business could find their way to donating, we would be in good standings for **Matching Grant** requirements to fund the rest.

4) Our goal is to have this exercise equipment installed on or before August 31, 2017.

- one near the Spray Park at Centennial Park on the west side

-and one beside Patterson Park on the east side

The reasoning for choosing these parks is due to location, accessibility, and potential usage by members of the community.

### **REQUEST TO THE TOWN:**

Help with fund raising and grants by “in-kind” donations of:

1) Donating the use of the land for both parks to build the Outdoor Fitness Parks.

2) Having Mike Schuweiler and his crew build, install and inspect the parks  
(maintaining them on a regular basis along with the playparks they are beside).

3) Letter of Support for grant applications.

### **GOALS ACCOMPLISHED: So Far:**

All the work required to get these parks to this point (quotes, funding, grants, etc.) has been completed by the **Chamber** without taxing any town resources or man hours.

1) **Funds** sponsored (to date): Legion, Chamber, and the Lions.

2) **Grants** started (applied for): (Lethbridge Community Foundation, CoOp 150 Community Projects Grant)

3) **Letters of Support** (to date): Cottonwood Village, Legion, Porcupine Hills Lodge, with more to come.

### **IN CLOSING:**

With very little costs to the Town, these park improvements **will greatly enhance** the utility of the current parks for the community, giving all citizens of Claresholm unlimited access to fitness equipment **free of charge**, all the while promoting a **healthy lifestyle** for our community.

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1624**

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

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

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

**WHEREAS** the purpose of the amendment is define, regulate and control Secondary suites within certain residential districts.

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

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

**1. Replace the following definitions in the Interpretation Section under subsection 6. Definitions:**

**Manufactured home** means a development of a newly-constructed, factory-built dwelling which may be transported to a new location and placed on a permanent foundation or constructed in prefabricated units at a factory or place other than that of its final assembly. This use includes "Double-wide" "Single-wide" and mobile homes, but the term does not include motor homes, travel trailers, recreation vehicles and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements and precludes the installation of a secondary suite.

**2. Add the following definitions to the Interpretation Section under subsection 6. Definitions:**

**Principal dwelling** means a primary residence which is the principal building on the title.

**Secondary suite** means a development of an accessory dwelling unit containing cooking facilities, a food preparation area, sleeping area, and sanitary facilities, which are physically separate from and subordinate to those of the principal dwelling within the structure or on the same title and that has a separate entrance. A secondary suite may be a basement or garage suite within the principal dwelling, or a garage or garden suite within an accessory building. A secondary suite does NOT include a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment.

**3. Add Secondary Suite as a discretionary use to the following districts:**

Single Detached Residential – R1

Duplex Residential – R2

Country Residential – R3

**4. Add to Schedule 8 Section 2 under Residential the following:**

Secondary Suites	1 space per bedroom
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**5. Add to Schedule 10 Home Occupations under Home Occupation 2 Standards the following:**

23. A Home Occupation 2 shall not be approved where a secondary suite has been developed, unless it is proven to the satisfaction of the Development Authority that the amount of traffic generated is limited and adequate parking is available without adversely affecting the neighborhood.

**6. Add the following Schedule:**

**Schedule 15 SECONDARY SUITES**

**1. APPLICABILITY**

The requirements of this schedule, with the exception of the general requirements, which apply to all secondary suites, are categorized based on the context of the suites and how they may be incorporated into a principal dwelling or accessory building.

**2. GENERAL REQUIREMENTS**

All secondary suites shall meet the following requirements:

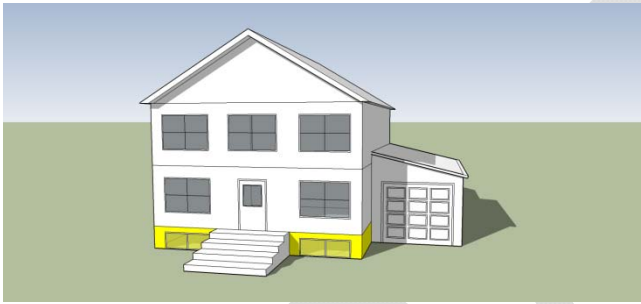
- (a) only one secondary suite may be developed where a Single detached dwelling, Modular home or Moved-in dwelling has been established;
- (b) should all residential dwelling units on a title be rented, including but not limited to, the main floor and, if applicable, second storey of a principal dwelling where there is a basement suite, a suite above an attached garage, a suite that is part of a detached garage, or a garden suite, the owner shall be required to obtain a business license;
- (c) notwithstanding 2(d), variances or waivers of setbacks or any other measureable standard in conjunction with applications for secondary suites shall be decided upon by the Municipal Planning Commission.
- (d) a secondary suite shall provide one off-street parking space per bedroom and no variances or waivers to this requirement shall be granted;
- (e) all required off-street parking shall be designed and developed to the standards set out in Schedule 8 (Parking and Loading Space Requirements);
- (f) development of a new secondary suite shall meet all requirements of the Alberta Building Code and Alberta Fire Code as a condition of approval;
- (g) a secondary suite shall not be separated from the principal dwelling or any part of the title on which the principal dwelling is located through a condominium conversion or subdivision;
- (h) a secondary suite shall be restricted to a title occupied by a single dwelling unit either a Single detached dwelling, Modular home or Moved-in dwelling but, not including a Manufactured home as defined by this bylaw;
- (i) a secondary suite shall not be permitted in a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment;
- (j) the maximum number of bedrooms in a secondary suite shall be two (2);
- (k) the Development Authority, as a condition of approval, may request proof that the utility services to the principal dwelling are capable of carrying the additional load of the proposed secondary suite;
- (l) a secondary suite shall not be developed on the same title as a Home occupation 2 (see Schedule 10), unless it can be proven to the Development Authority that the impact resulting from the home occupation is limited, adequate parking is provided and the amenities of the neighbourhood are not negatively affected;
- (m) the exterior finish of a garden suite, including but not limited to, materials, textures, and colours, shall match or compliment the exterior finish of the principal dwelling, to the satisfaction of the Development Authority; and
- (n) the minimum floor area of a secondary suite shall be 30 m<sup>2</sup> (322.9 ft<sup>2</sup>).

### 3. EXISTING SECONDARY SUITES

Existing secondary suites include any suite that existed prior to the passing of this bylaw. In addition to the requirements of section 2 of this schedule, excepting thereout the building code requirement of 2(f) if it can be proven that the suite was developed prior to December 31, 2006, existing secondary suites shall meet the following requirements:

- (a) an existing secondary suite developed prior to December 31, 2006 shall meet all applicable requirements of the Alberta Fire Code as a condition of approval;
- (b) an existing secondary suite developed after December 31, 2006, shall comply with all Alberta Building Code and Alberta Fire Code requirements, including separate heating and ventilation systems for the principal dwelling unit and secondary suite, as a condition of approval;
- (c) an existing secondary suite shall meet all other requirements of this Schedule and any other applicable section or schedule of this bylaw; and
- (d) should an existing secondary suite be unable to reasonably meet the requirements of this bylaw, to the discretion of the Development Authority, the use of the suite for rental purposes shall not be permitted.

### 4. SECONDARY SUITES within the PRINCIPAL DWELLING



**Basement suites** are located below grade, in the basement of a Single detached dwelling, Modular home, or Moved-in dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to basement suites:

- (a) the maximum floor area of a basement suite shall not exceed the floor area of any one storey of the dwelling above grade;
- (b) a basement suite shall be developed in such a way that the exterior of the principal dwelling shall appear as a single detached dwelling;
- (c) a basement suite shall have an entrance separate from the entrance of the principal dwelling in accordance with Alberta Safety Codes; and
- (d) should the entrance be directly from the exterior of the dwelling, it shall be on the side or rear of the structure.



**Garage suites** may include a secondary suite within the principal dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within the principal dwelling:

- (e) in no instance shall the roof peak of a garage suite be higher than the roof peak of the principal dwelling;
- (f) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (g) an entrance separate from the entrance to the garage in accordance with Alberta Safety Codes;

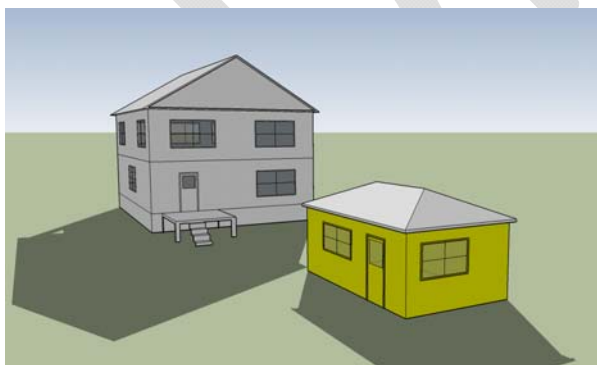
- (h) the maximum floor area of the suite shall not exceed the floor area of the garage, not including shared mechanical rooms and common areas;
- (i) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for a Single detached dwelling, Modular home, or Moved-in dwelling; and
- (j) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.

**5. SECONDARY SUITES within an ACCESSORY BUILDING**



**Garage suites** may be included at grade within the same accessory building as the detached garage. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within an accessory building:

- (a) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (b) an entrance separate from the entrance to the garage shall be developed in accordance with Alberta Safety Codes;
- (c) at grade garage suites that are a part of a detached garage shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (d) an at grade garage suite shall not be developed until a principal dwelling has been legally developed;
- (e) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft);
- (f) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building; and
- (g) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.



**Garden suites** are detached completely from the principal dwelling and are accessory buildings constructed at grade. In addition to the requirements of section 2 of this schedule, the following requirements apply to garden suites within an accessory building:

- (h) a garden suite shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (i) a garden suite shall not be developed until the principal dwelling has been legally developed;
- (j) the maximum floor area of a garden suite shall be 74.32 m<sup>2</sup> (800 ft<sup>2</sup>);
- (k) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft);
- (l) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building.

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

**8. That Bylaw #1624 be consolidated to Bylaw #1525.**

**9. Bylaw #1525 is hereby amended.**

Read a first time in Council this            day of            2017 A.D.

Read a second time in Council this            day of            2017 A.D.

Read a third time in Council and finally passed in Council this            day of            2017 A.D.

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

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer

DRAFT



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 1

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## BYLAW No. 1624 - LAND USE BYLAW No.1525 AMENDMENT

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### **BACKGROUND / DESCRIPTION:**

At the January 27, 2017 Municipal Planning Commission (MPC) meeting a motion was carried to refer the attached bylaw to Town Council. MPC has been reviewing different municipal land use bylaws and discussed the addition of secondary suites within the Town of Claresholm Land Use Bylaw. Gavin Scott from ORRSC presented options and with MPC feedback the Development Department presents the draft bylaw for 1<sup>st</sup> reading. The bylaw will add clarity to specific land use districts where secondary suites are permitted and the process for approval.

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

### **PROPOSED RESOLUTIONS:**

Council pass a motion to give Bylaw No.1624, a bylaw to amend Land Use Bylaw No.1525 1<sup>st</sup> reading.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No.1624, a bylaw to amend Land Use Bylaw No.1525.

#### ATTACHMENTS:

- 1.) Draft Bylaw #1624

#### APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

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**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1625**

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

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

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

**WHEREAS** The Town of Claresholm is in receipt of Municipal Government Board Order in Council 004/2017 which approved the annexation of certain lands to the Town. The Town has determined that those lands take the land use designation legally described as follows:

**A portion of the W1/2 25-12-27 W4M;  
NW 24 12-27 W4M**

And as shown on Schedule 'A' attached hereto, from "Rural General (RG)" to "Agricultural/ Transitional A/T"; and

**Block 3,4 and 5 Plan 731633**

And as shown on Schedule 'A' attached hereto, from "Rural Small Holdings (RSH)" to "Agricultural/ Transitional A/T"; and

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

1. Amendments to Land Use Bylaw # 1525 as per "Schedule A" attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1625 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this            day of            2017 A.D.

Read a second time in Council this       day of            2017 A.D.

Read a third time in Council and finally passed in Council this       day of        2017 A.D.

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

\_\_\_\_\_  
Marian Carlson, Chief Administrative Officer



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 2

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## BYLAW No. 1625 - LAND USE BYLAW No.1525 AMENDMENT

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### **BACKGROUND / DESCRIPTION:**

With the completion of annexation the Town of Claresholm has recommended the designation of the lands to align with the Town of Claresholm land use districts. Therefore the attached Bylaw No.1625 will designate the annexed land as Agricultural/Transitional – A/T.

The intent of the district (A/T) is to ensure lots typically on the periphery of existing development are allowed limited uses and to maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.

The lands will be able to continue the uses that currently exist on the lands until such a time as development is desired and agreed upon by the landowner. Following first reading of the Bylaw the landowners will be circulated as well as the Municipal Government Act requirements below.

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

### **PROPOSED RESOLUTIONS:**

Council pass a motion to give Bylaw No.1625, a bylaw to amend Land Use Bylaw No.1525 1<sup>st</sup> reading.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No.1625, a bylaw to amend Land Use Bylaw No.1525.

#### ATTACHMENTS:

- 1.) Draft Bylaw #1625
- 2.) Schedule A – subject lands map

#### APPLICABLE LEGISLATION:

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

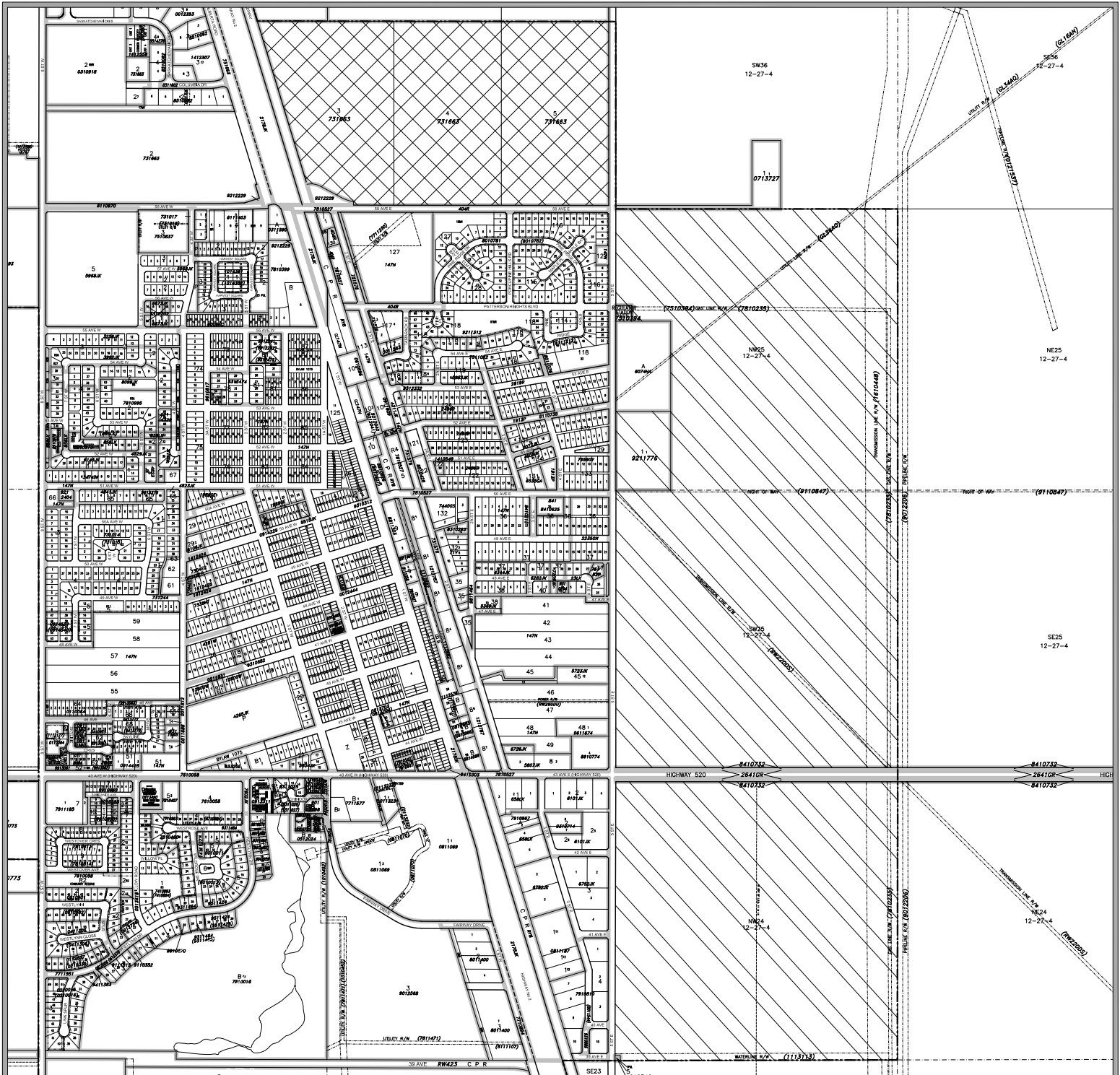
PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

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# LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



BLOCKS 3-5, PLAN 731663  
FROM: Rural Small Holdings (RSH)

TO: Agricultural / Transitional A/T



PORTIONS OF W 1/2 SEC 25, TWP 12, RGE 27, W 4 M &  
NW 1/4 SEC 24, TWP 12, RGE 27, W 4 M

FROM: Rural General (RG)

TO: Agricultural / Transitional A/T

MUNICIPALITY: TOWN OF CLARESHOLM

DATE: JANUARY 24, 2017

Bylaw #: 1625

Date: \_\_\_\_\_

MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL 403-329-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1626**

**A BYLAW OF THE TOWN OF CLARESHOLM IN THE PROVINCE OF ALBERTA TO AMEND BYLAW #1539, BEING A LOCAL IMPROVEMENT TAX BYLAW TO IMPOSE A LOCAL IMPROVEMENT TAX IN RESPECT OF ALL LANDS THAT DIRECTLY BENEFIT FROM THE 8<sup>TH</sup> STREET LOCAL IMPORVEMENT PROJECT.**

**WHEREAS** Council for the Town of Claresholm passed Bylaw #1539, being local improvement tax bylaw to impose a local improvement tax in respect of all lands that directly benefit from the 8<sup>th</sup> street local improvement project;

**AND WHEREAS** Bylaw #1539 identified in Schedule A the parcels of land which directly benefit from the 8<sup>th</sup> street local improvement project and against which the annual, uniform local improvement tax rate is assessed;

**AND WHEREAS** it has been determined subsequent to Bylaw #1539 being passed that Lots 8 to 14, Block 7, Plan 9910869 do not directly benefit from the 8<sup>th</sup> street local improvement project;

**NOW THEREFORE THE COUNCIL OF THE TOWN OF CLARESHOLM** in the Province of Alberta, duly assembled, enacts as follows:

That Bylaw #1539 is hereby amended as follows:

1. By replacing the contributions to be applied to the project set out in the 4<sup>th</sup> paragraph of the Recitals with the following:

Municipality at Large	\$ 64,407.00
Benefiting Owners	\$ 60,543.00
Total Cost	\$124,950.00

2. By replacing the total amount levied annually against the benefitting owners set out in the 5<sup>th</sup> paragraph of the Recitals with \$6,054.30.
3. By replacing Schedule A to Bylaw #1539 with Schedule A attached hereto.
4. By replacing Schedule B to Bylaw #1539 with Schedule B attached hereto.

INTRODUCED AND READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Date signed \_\_\_\_\_

\_\_\_\_\_  
MAYOR

Date signed \_\_\_\_\_

\_\_\_\_\_  
CAO

**Schedule “A” to Bylaw #**  
Annual Levy For The 8<sup>th</sup> Street Local Improvement Project

1. Properties to be assessed:
  - Lot 1 Block 7 Plan 7911185
  - Lot 2 Block 7 Plan 7911185
  - Lot 9 Block 10 Plan 0010555
  - Lot 10 Block 10 Plan 0010555
  - Lot 3 Block 10 Plan 9910869
  - Lot 4 Block 10 Plan 9910869
  - Lot 5 Block 10 Plan 9910869
  - Lot 6 Block 10 Plan 9910869
  - Lot 7 Block 10 Plan 9910869
  - Lot 8 Block 10 Plan 9910869
  - Lot 34 Block 2 Plan 9910869
  - Lot 35 Block 2 Plan 9910869
  - Lot 36 Block 2 Plan 9910869
  
2. Total Area 4.343 Acres
  
3. Total Levy \$ 59,356.35
  
4. Total Levy per Acre \$ 13,667.13
  
5. Annual Unit Rate per Acre Payable  
for a Period of Ten (10) years at 2% \$ 1,394.04
  
6. Total Yearly Assessment against all properties  
to be assessed \$ 6,054.30
  
7. Unusual Parcels pursuant to Section 404  
of the Municipal Government Act
  - None

## Schedule “B” to Bylaw #

### Annual Levy For The 8<sup>th</sup> Street Local Improvement Project

1. Properties to be assessed:

No. of Parcels	Rate of Total Assessment Per Acre	Amount of Total Assessment
13	\$13,940.47	\$60,543.00

2. Total number of parcels 13
3. Total annual assessments \$ 6,054.30
4. Term of annual assessments 10 years
5. Total assessment against all parcels \$ 60,543.00

DRAFT



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 3

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## BYLAW No. 1626 LOCAL IMPROVEMENT TAX BYLAW AMENDMENT

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### **BACKGROUND / DESCRIPTION:**

In April 2010, Bylaw #1539 was passed which imposed a local improvement tax in respect of land that directly benefited from the 8th street storm pond project east of Cottonwood. In 2016, discussions took place with the property owner in which the validity of the tax relative to the properties located along Sundance Avenue was questioned. Associated Engineering was asked to review the drainage in the area and catchment area of the pond. This third party evaluation determined that there were 7 lots which were being assessed the tax, which were in fact not benefiting from the storm pond due to the direction of the flowpath.

In order to correct the bylaw to reflect the accurate properties which are benefitting from the Local Improvement Tax, the Bylaw requires amending. Administration met with the Administrative Services Committee January 19, 2017 who referred Draft Bylaw No. 1626 to Council for 1<sup>st</sup> reading. Upon legal advice, an amendment to the Bylaw is appropriate, rather than repealing and replacing the existing Bylaw. We will need to advertise the amendment pursuant to Section 405 of the MGA following 1<sup>st</sup> reading. All the affected taxpayers are getting the same local improvement benefit at the same cost as per the previous Bylaw, as the tax being assessed to those properties will not change.

### **PROPOSED RESOLUTIONS:**

Council pass a motion to give Bylaw No.1626, a bylaw to amend Bylaw No.1539 1<sup>st</sup> reading.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to give first reading to Bylaw No.1626, a bylaw to amend Bylaw No.1539.

### ATTACHMENTS:

- 1.) Bylaw No. 1626

### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1539

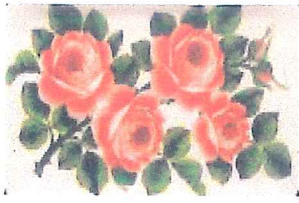
PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

---



# Claresholm Garden Club

P.O.Box 2547, Claresholm, Alberta T0L0T0  
To share knowledge, ideas, and encouragement to anyone who enjoys the challenge of  
Claresholm and area gardening



RECEIVED

JAN 23 2017

January 18<sup>th</sup>, 2017

Mayor and Council  
Town of Claresholm  
Claresholm, Alberta

Mayor Steele and Councillors.

After deep and concerted deliberation, we, of The Claresholm Garden Club have decided that because of depletion of our memberships and our inability to recruit new younger members, are no longer prepared to maintain the flower planters about the downtown core.

In addition to thirteen permanent concrete planters, our members have also maintained two planters in front of Telus property, a small green space adjacent to Bank of Montreal and four movable concrete planters usually situated at the entrances of the midtown parking lot. At present, all the permanent planters have adequate and planned perennial plants in them as well as some trees and shrubs, including fall planting of the special red and white tulip bulbs developed to honour Canada's one hundred and fiftieth birthday.

While we will no longer physically do maintenance work to the planters, we could be available as reference to assist with transition, if such be needed.

Having invested a great many volunteer hours to this project over the last twelve years, we do hope that you will find the means to carry it on and continue to make Claresholm beautiful through the magic of flowering plants.

Yours truly,

c.c. Economic Development Officer, Town of Claresholm

c.c. President, Claresholm and District Chamber of Commerce





RECEIVED

FEB 07 2017

February 1, 2017

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

The Claresholm Animal Rescue Society (CARES) is a society formed in 2008 that operates the only no-kill animal rescue shelter in the Town of Claresholm and surrounding area. CARES was brought into existence because of the desperate need to help manage the growing population of stray and abandoned animals in our community.

CARES is a local not for profit society and federally registered charity that exists to promote compassionate care and prevention of cruelty and neglect to animals by:

- Increasing awareness of humane treatment of animals and promoting spay/neuter programs to reduce overpopulation,
- Providing humane care and medical treatment to stray or abandoned animals,
- Providing a clean warm bed and a full tummy to any homeless or unwanted animals,
- Inspiring awareness and compassion for all living things, and
- Finding loving and responsible homes for animals at the shelter.

CARES is guided by the humane ethic and the recognized bond between humans and animals. CARES' volunteers organize all aspects of the society. Volunteers and our part time staff care for the animals, maintain and clean their space, fund raise, run the monthly feral cat Trap Neuter Return (TNR) initiative and educate the public on responsible pet ownership. These are only part of the responsibilities our volunteers take on because of their love of animals.

Currently CARES receives operating grants from the Towns of Claresholm, Fort Macleod, Stavely, Granum and the MD of Willow Creek.

CARES is again asking the Town of Claresholm to help support our mission by funding the Society with an operating grant for 2017 in the amount of \$30,000.

By funding the CARES organization you are helping to educate the public on responsible pet ownership which can lead to less unwanted kittens and puppies in our communities. Our request has increased due to an increase in intakes due to a poor economy and the increase in the minimum wage in Alberta.

Based on our historical statistics from September 25, 2008 to December 31, 2016 (see attached table), we have taken in 1,295 animals, returned 411 to their families and found forever homes for another 790 cats and dogs.

**Claresholm Animal Rescue Society, 4410 – 3<sup>rd</sup> Street East  
Box 2579, Claresholm, AB T0L-0T0  
Phone # 403-625-5370**



CARES is excited to work with all municipalities in our area to help with the issue of stray and abandoned animals, to educate the public regarding responsible pet ownership and to spearhead important initiatives, such as, the feral cat TNR project which is held monthly in good weather. CARES offers a solution to smaller communities who want to help with the issue of stray and abandoned animals, but have limited resources at their disposal. In 2016 CARES added foster and barn cat programs which have been a success in meeting the needs of our communities. We also added the Okotoks' Petsmart location to our adoption partners.

During the 2016 calendar year, we took in 162 animals (112 stray cats and 50 stray dogs). 159 stray animals were sheltered in 2015. The 2016 breakdown regarding which municipality they came from being the following:

- |                        |            |                                    |
|------------------------|------------|------------------------------------|
| • Claresholm           | 69 animals | 43% of intake (2015 - 107 animals) |
| • MD of Willow Creek   | 27 animals | 17% of intake (2015 - 22 animals)  |
| • Town of Granum       | 2 animals  | 1% of intake (2015 - 8 animals)    |
| • Town of Stavely      | 9 animals  | 6% of intake (2015 - 4 animals)    |
| • Town of Fort Macleod | 24 animals | 15% of intake (2015 - 14 animals)  |
| • Other                | 31 animals | 18% of intake (2015 - 4 animals)   |

In 2016 CARES adopted 105 cats (93 through our PetSmart Adoption Partner affiliations and 12 through the shelter) and 10 dogs to their forever families. We also returned 7 cats (2015 - 17) and 42 dogs (2015 - 51) to their owners.

Attached is our 2015 financial statement showing our organization's efforts to fund our cause by fund raising, donations from the public, businesses and service groups and grants from the municipalities who benefit from our ability to take in stray and abandoned cats (and dogs for those who have no facility) from their communities. CARES will be utilizing your grant of \$2,000 for our operational needs of veterinarian care, food etc.

Thank you for remembering the animals and being an advocate with your municipality's contribution to CARES' mission. For further information on CARES or if your Council would like CARES to make a formal presentation regarding our Society, please contact a CARES member at 403-625-5370. Please visit our website at [www.claresholmcares.com](http://www.claresholmcares.com) to see some of the benefits we offer our area.

Sincerely,

Kim Alexander, Chairperson on behalf of

**Claresholm Animal Rescue Society Executive**

2015 Financial Statements are available to view at the Town Office.

**Claresholm Animal Rescue Society, 4410 - 3<sup>rd</sup> Street East  
Box 2579, Claresholm, AB T0L-0T0  
Phone # 403-625-5370**





Year	Incoming Animals	Altered/ Vaccinated	Returned	Homes Found
2008-2010	^377 – 300 cats/77 dogs	193 cats/38 dogs/106 feral cats	20 cats/52 dogs	*125 cats 23 dogs
2011	^151 – 80 cats/ 71 dogs	109 cats/ 9 dogs/11 feral cats	11 cats/62 dogs	*85 cats 12 dogs
2012	^217 – 150 cats/ 67 dogs	124 cats/19 dogs/12 feral cats	7 cats/60 dogs	**140 cats 22 dogs
2013	129 - 62 cats 67 dogs	56 cats/21 dogs/0 feral cats	6 cats/46 dogs	91 cats – 68 Petsmart, 23 shel- ter 7 dogs
2014	100 - 63 cats 37 dogs	63 cats/13 dogs/0 feral cats	6 cats/24 dogs	82 cats – 66 Petsmart, 16 shel- ter 10 dogs
2015	159 - 107 cats 52 dogs	72 cats/8 dogs/0 feral cats	17 cats/51 dogs	72 cats – 61 Petsmart, 11 shel- ter 11 dogs
2016	162 - 112 cats 50 dogs	105 cats/10 dogs/0 feral cats	7 cats/42 dogs	105 cats – 93 Petsmart, 12 shel- ter 5 dogs
<b>GRAND TOTALS</b>	<b>1,295- 874 cats 421 dogs</b>	<b>722 cats 118 dogs 129 feral cats</b>	<b>74 cats 337 dogs</b>	<b>700 cats 90 dogs</b>

\* based on estimates of \$125 per cat, \$300 per dog and adoption fees in financials

\*\* based on estimates of \$80 per cat, \$200 per dog and adoption fees in financials

^incoming breakdown between cats and dogs is an estimate, however, total is correct

Claresholm Animal Rescue Society, 4410 – 3<sup>rd</sup> Street East  
 Box 2579, Claresholm, AB T0L-0T0  
 Phone # 403-625-5370



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 6

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## LETTER OF SUPPORT – TOWN OF FORT MACLEOD ALBERTA COMMUNITY PARTNERSHIP GRANT

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### **DESCRIPTION:**

The Town of Fort Macleod has submitted an application for the Alberta Community Partnership Grant under the Capacity Building component for Mediation & Cooperative Processes and requires a resolution of support from the Town of Claresholm.

### **BACKGROUND:**

At the December 12, 2016 Council meeting, Michael Scheidl and Irene Black from Alberta Municipal Affairs were present to speak to Council regarding a program overview of Municipal Dispute Resolution Services. They advised that grants are available for communities to access funding to develop a regional collaborative framework. At the January 9, 2017 Council meeting, Council directed Administration to develop a grant application for this initiative. At a Regional Chief Administrative Officer (CAO) meeting with the CAO's within the MD of Willow Creek, it was decided that the Town of Fort Macleod would submit an application on behalf of all municipalities in the region. This application was completed and submitted to the Alberta Community Partnership Program under the Capacity Building Component for Mediation and Cooperative Processes. The application requested \$110,000 to develop an Intermunicipal Collaboration Framework and Protocols to guide and formalize the collaborative processes between municipalities in the MD of Willow Creek. As per the grant application guidelines, each municipality must formally support this grant application with a resolution of Council and write a letter of support.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to participate in an application to fund the creation of intermunicipal / regional collaborative frameworks & protocols submitted by the Town of Fort Macleod under the Intermunicipal Collaboration Component of the Alberta Community Partnership Grant, and further that the Town of Claresholm, a participant, agrees to abide by the terms of the conditional grant agreement, governing the purpose and use of the grant funds.

### **ATTACHMENTS:**

- 1.) None

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

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# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 7

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## TOWN OF FORT MACLEOD / CLARESHOLM CPO PROGRAM

---

### **BACKGROUND / DESCRIPTION:**

At the regularly scheduled meeting held September 26, 2016 the Town of Claresholm carried a motion to enter into the Service Agreement with the Town of Fort Macleod for the Community Peace Officer 1 Collaboration Project. The service agreement was performed on a trial basis and expires March 31, 2017.

The Town of Claresholm Strategic Plan identifies policing and traffic enforcement as a key initiative. Bylaw Enforcement feels this program has worked well to slow traffic, and increase enforcement visibility within the community without added pressure upon local enforcement or the Town. The project once approved will continue to run as previously, with the CPO 1 performing duties within the Town one day per week.

The proposed contract includes an increase of 3% as salaries have been adjusted. Subsequent years will be mutually agreed upon annually and may be adjusted as stated in the service agreement (see attached).

Total Time to Date	Tickets Issued	Total Fine Amount	Days worked by CPO 1
4 months	119	\$37,377.00	12 (at a cost of \$5,940)

### **PROPOSED RESOLUTIONS:**

Administration recommends the Town enter into a three year service agreement for the continued Peace Officer 1 Collaboration project.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to enter into the proposed service agreement with the Town of Fort Macleod for the Community Peace Officer 1 Collaboration Project.

#### ATTACHMENTS:

- 1.) Draft 3 year Service Agreement

#### APPLICABLE LEGISLATION:

- 1.) N/A

PREPARED BY: Jason Hemmaway, Peace Officer & Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

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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 \_\_\_\_ day of \_\_\_\_\_ 2017.

### 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 = **\$330.00**, Car & Fuel & mileage = \$100.00 and administration = \$ 75 for a total of **\$505.00 per day (and/or as per schedule A)**. 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 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

**Term of Contract:** April 1, 2017 – March 31, 2020

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

**Remuneration:** 2017 - \$505.00 per day.

2018/ 2019 – reviewed annually and may be adjusted if mutually agreed upon.

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



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 8

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## TAX RECOVERY SALE – #4 SKYLINE – REAL ESTATE LISTING

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

**BACKGROUND**

1. This above mentioned property was registered to the Tax Recovery Arrears list April 19, 2012.
2. In January 2015 the reserve bid price for 4 Skyline Cres was reduced to \$800,000.
3. Avison Young is the current listing agent and the property has a list price of \$715,000.00.
4. Administration received an appraisal for the property noting the current value at \$520,000.00.

**DISCUSSION / OPTIONS:**

Administration recommends the list price be lowered to \$520,000.00 to match the current appraisal. A motion of Council is required to reduce the listing price.

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

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

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to reduce the listing price on 4 Skyline Crescent, Lot 16, Block 63, Plan 0110064, to the appraised value of \$520,000.00.

**ATTACHMENTS:**

- 1.) None

**APPLICABLE LEGISLATION:**

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

PREPARED BY: Tara VanDellen – Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2017

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# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 9

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## #4 Skyline Cres – Real Estate Listing Extension

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### **DESCRIPTION:**

The contract with Avison Young (current listing agent) expired January 31, 2017. They have been the listing agent since February 2016. Administration requires a motion from Council for an amendment to the real estate listing contract (see attached amendment agreement.) The contract will be extended until January 31, 2018.

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

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

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to amend the contract with Avison Young Lethbridge (2016) Inc. until January 31, 2018 as the Listing Agent for the tax recovery property located at #4 Skyline Cres.

### **ATTACHMENTS:**

- 1.) Contract amendment agreement

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2017

---



Intelligent  
Real Estate  
Solutions

Avison Young Lethbridge (2016) Inc.  
#300, 515 7<sup>th</sup> Street South  
Lethbridge, Alberta T1J 2G8  
Canada

T 403.330.3338  
F 403.320.5645

avisonyoung.com

January 26, 2017

**Attention:** Marion Carlson CAO.



**Amendment Re:** Listing Contract between Avison Young Lethbridge 2016 Inc. and the Town of Claresholm as per contract # 210201602 made effective on the 17<sup>th</sup> of February 2016.

---

**Amend Section 3.1 to Read:**

- You list the Property for sale with only the Brokerage(s) effective until 11:59 p.m. on January 31<sup>st</sup>, 2018.

*Please acknowledge your agreement by signing below.*

\_\_\_\_\_

Date

JANUARY 26/2017  
\_\_\_\_\_  
Date

\_\_\_\_\_

Seller Signature

\_\_\_\_\_  
Signature of Broker or Associate authorized to sign

\_\_\_\_\_

Print Name of Authorized Signing Officer

JOSH MARTIN  
\_\_\_\_\_  
Print Name of Authorized Signing Officer



# REQUEST FOR DECISION

Meeting: February 13, 2017  
Agenda Item: 10

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## LOCAL IMPROVEMENT TAX REIMBURSEMENT

---

### **BACKGROUND / DESCRIPTION:**

In April 2010, Bylaw #1539 was passed which imposed a local improvement tax in respect of land that directly benefited from the 8th street storm pond project east of Cottonwood (see attached map). In 2016, discussions took place with the property owner in which he questioned the validity of the tax relative to his properties located along Sundance Avenue. Associated Engineering was asked to review the drainage in the area and catchment area of the pond. This third party evaluation determined that there were 7 lots owned by Pillar Homes which were being assessed the tax, which were in fact not benefiting from the storm pond due to the direction of the flow path (see attached map).

The annual tax has been imposed on these lots at a rate of \$140.80 per year from 2011 to 2016. This translates into \$844.80 per lot for a total of \$5,913.60 which needs to be refunded to the registered owner. This also translates into a greater share of the local improvement being born by the municipality. The Administrative Services Committee has reviewed the issue, and at the January 19, 2017 meeting referred the matter to Council for approval.

### **PROPOSED RESOLUTIONS:**

Council pass a motion to reimburse the local improvement tax imposed on Lots 8 to 14, Block 7, Plan 9910869 from 2011 to 2016 in the amount of \$5,913.60.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to re reimburse the local improvement tax imposed on Lots 8 to 14, Block 7, Plan 9910869 from 2011 to 2016 in the amount of \$5,913.60.

### ATTACHMENTS:

- 1.) Maps

### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1539

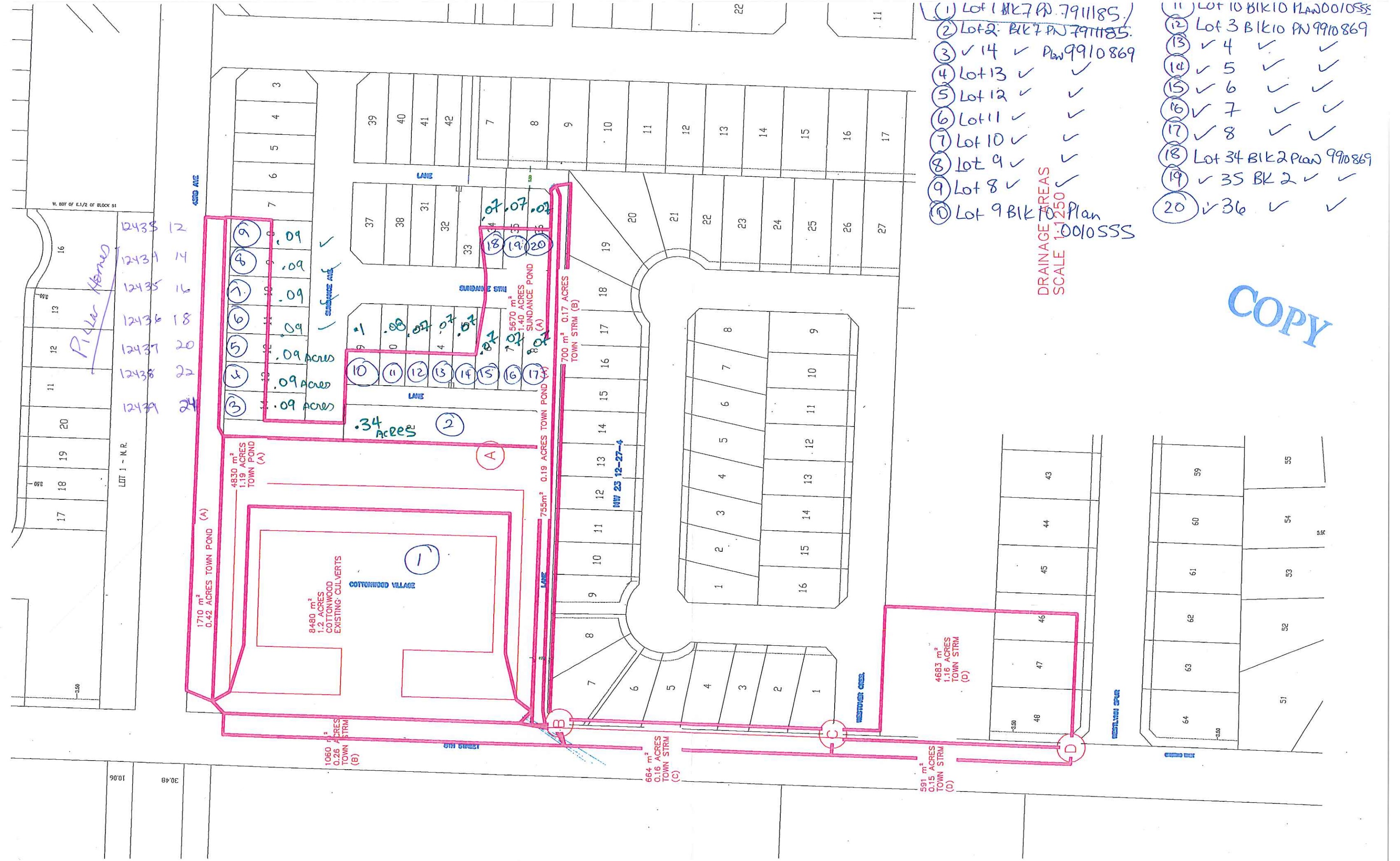
PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: February 8, 2017

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- ① Lot 1 BK 7 PN 7911185 ✓
- ② Lot 2 BK 7 PN 7911185 ✓
- ③ ✓ 14 ✓ Plan 9910869 ✓
- ④ Lot 13 ✓ ✓
- ⑤ Lot 12 ✓ ✓
- ⑥ Lot 11 ✓ ✓
- ⑦ Lot 10 ✓ ✓
- ⑧ Lot 9 ✓ ✓
- ⑨ Lot 8 ✓ ✓
- ⑩ Lot 9 BK 2 Plan 9910869 ✓

- ⑪ Lot 10 BK 10 Plan 0010555 ✓
- ⑫ Lot 3 BK 10 PN 9910869 ✓
- ⑬ ✓ 4 ✓ ✓
- ⑭ ✓ 5 ✓ ✓
- ⑮ ✓ 6 ✓ ✓
- ⑯ ✓ 7 ✓ ✓
- ⑰ ✓ 8 ✓ ✓
- ⑱ Lot 34 BK 2 Plan 9910869 ✓
- ⑲ ✓ 35 BK 2 ✓ ✓
- ⑳ ✓ 36 ✓ ✓

DRAINAGE AREAS  
SCALE 1:1250  
Plan 0010555

COPY

W. B'DY OF E. 1/2 OF BLOCK 51

Pillar Homes

LOT 1 - N.R.

- 12435 12
- 12437 14
- 12435 16
- 12436 18
- 12437 20
- 12438 22
- 12439 24

4500 AVE

- ③ .09 ACRES
- ④ .09 ACRES
- ⑤ .09 ACRES
- ⑥ .09 ACRES
- ⑦ .09 ACRES
- ⑧ .09 ACRES
- ⑨ .09 ACRES

8480 m<sup>2</sup>  
1.2 ACRES  
COTTONWOOD  
EXISTING CULVERTS

.34 ACRES

07.07.07

5670 m<sup>2</sup>  
1.40 ACRES  
SUNDANCE POND

700 m<sup>2</sup> 0.17 ACRES  
TOWN STRM (B)

755 m<sup>2</sup> 0.19 ACRES  
TOWN POND (A)

1710 m<sup>2</sup>  
0.42 ACRES  
TOWN POND (A)

4830 m<sup>2</sup>  
1.19 ACRES  
TOWN POND (A)

1060 m<sup>2</sup>  
0.26 ACRES  
TOWN STRM (B)

664 m<sup>2</sup>  
0.16 ACRES  
TOWN STRM (C)

591 m<sup>2</sup>  
0.15 ACRES  
TOWN STRM (D)

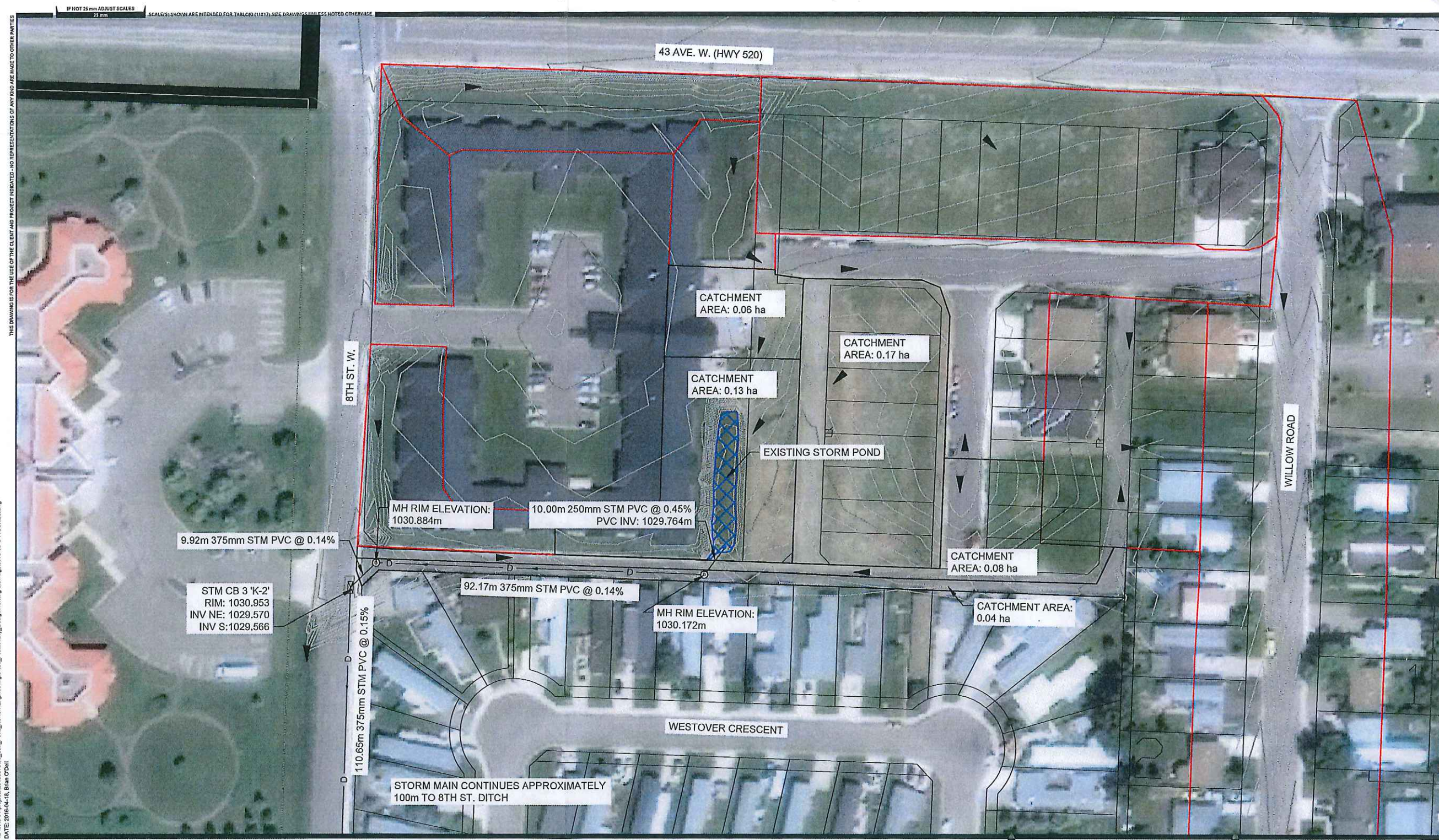
4683 m<sup>2</sup>  
1.16 ACRES  
TOWN STRM (D)

NW 23 12-27-4

1006 30.48



COPY



LEGEND	
CATCHMENT AREA DRAINS TO WILLOW ROAD OR 8TH ST W.	
CATCHMENT AREA DRAINS TO STORM POND	
FLOWPATH	
EXISTING STORM POND	
PROPOSED TRAP LOW	
PROPOSED LANE GRADING	

AE PROJECT No.	2016-3675	FIGURE NO 1
SCALE	1:1000	TOWN OF CLARESHOLM
APPROVED	ADAM McDONALD	
DATE	2016APR18	
REV	A	
DESCRIPTION	EXISTING CONDITIONS	CIVIL STORMWATER MANAGEMENT





# INFORMATION BRIEF

Meeting: February 13, 2017  
Agenda Item: 11

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## SOUTH SASKATCHEWAN REGIONAL PLAN

---

### DESCRIPTION / BACKGROUND:



Administration received the attached advisory bulletin regarding amendments to the South Saskatchewan Regional Plan. Municipalities are required to comply with the amendments to South Saskatchewan Regional Plan (SSRP) as well as the original plan. The SSRP is a forward-looking and comprehensive blueprint to guide land use decision making over the next 50 years.

Some of the highlights of the SSRP include:

- Eight new and expanded Conservation Areas on provincial Crown land.
- Air and surface water quality management frameworks to help ensure negative trends are identified and assessed, and the environment remains healthy for residents and ecosystems.
- Commitment to a Biodiversity Management Framework to support cumulative effects management of important elements of biodiversity that are affected by land uses in the region.
- Regional trail system plan that will identify and designate winter and summer motorized, non-motorized and mixed-use land and water-based trails, routes, and areas that link communities, neighborhoods, destinations and tourism areas.
- Development of approaches to address the climate variability found in the region supporting flood risk management and drought management.
- Endorsement of the Efficient Use of Land Principles and the release of the Efficient Use of Land Tools Compendium to encourage municipalities to minimize the amount of land taken up by the built environment.

### DISCUSSION:

#### Land Use Decisions & Compliance

Local Government bodies and decision-making bodies will be required to ensure their regulatory instruments comply with the SSRP. A review of the Municipal Development Plan as well as amendments to the land use bylaw to include varying housing approaches will ensure compliance with the plan. With the assistance of ORRSC the MDP review is scheduled to commence mid to late 2017, and the IMDP (Intermunicipal Development Plan) between the MD of Willow Creek and the Town of Claresholm is scheduled for 2018.

#### Economic Development

While the SSRP thoroughly addresses the economic footprint of the region, the plan specifically refocuses economic initiatives on the agriculture industry. Claresholm was built around the agricultural sector and continued development is important for this community. Renewable energy and sustainable resource development was also an important economic focus of the plan.



### Provincial Strategies; Water Management

Alberta has a strong water management system in place. Since 2003, the Water for Life strategy has provided a roadmap to achieve provincial goals of safe, secure drinking water and healthy ecosystems. Claresholm has capitalized the Water for Life strategy, as the strategy played a key role in upgrading Claresholm's water system.

### Human Development

Municipalities are responsible for the planning and development processes that ensure land is available for developments such as residential, commercial and industrial lands, municipal road and water and wastewater treatment facilities to accommodate population growth. Other important infrastructure includes schools, hospitals, senior facilities and cultural facilities. Claresholm's completed annexation will ensure developable commercial and industrial land. In addition, Claresholm's commitment to water and wastewater facilities will accommodate population growth.

### Corridors for the Co-location of Linear Infrastructure

The Government of Alberta will continue to work with all stakeholders and municipalities in matters relating to infrastructure. They will explore multi-use corridors for co-location of linear infrastructure for expanded access. A multi-use corridor is a dedicated land area identified for highways and roads, electric transmission, pipelines, water managements, telecommunication towns or underground cables, and recreation trails. Claresholm's successful work to parallel the future highway realignment with the AltaLink electrical transmission expansion project shows that Claresholm is a leader in the long-range corridor planning.

### Recreation Management Planning

Recreation management planning can include: access management plans, trail plans and planning for staging areas and public land recreation areas. The establishment of more recreational opportunities "on our doorstep" will support economic development opportunities and provide for more recreational options for residents. With the continued work on a Recreational Master Plan the Town of Claresholm can ensure compliance with the SSRP.

\*Local Government Bodies are required to submit their compliance declaration by September 1, 2019.

#### ATTACHMENTS:

- 1.) Advisory Interpretation Bulletin

#### APPLICABLE LEGISLATION:

- 2.) South Saskatchewan Regional Plan

<https://www.landuse.alberta.ca/LandUse%20Documents/South%20Saskatchewan%20Regional%20Plan%202014-2024%20-%20February%202017.pdf>

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2017

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## LAND USE SECRETARIAT ADVISORY INTERPRETATION BULLETIN SSRP 01/2017

### COMPLIANCE WITH THE AMENDED SOUTH SASKATCHEWAN REGIONAL PLAN

This Advisory Interpretation Bulletin is issued under section 64 of the *Alberta Land Stewardship Act (the Act)* and section 3 of the *Alberta Land Stewardship Regulation* to provide information regarding compliance declarations under the *South Saskatchewan Regional Plan (SSRP) Amendment* effective on February 16, 2017.

Section 15 of the Act binds the Crown, local government bodies, decision-makers and all other persons to act in accordance with the regional plan or a regional plan amendment from the day it comes into effect. The SSRP came into effect on September 1, 2014 and is amended into the SSRP Amendment which comes into effect on February 16, 2017.

Section 20 and 21 of the Act requires local government bodies and decision-making bodies to review the regional plan and any amendment(s) to the regional plan to determine if their regulatory instruments (defined in section 2 of the Act) require changes. If the review determines that any changes or new regulatory instruments are required to comply with a regional plan or regional plan amendment, then those changes must be implemented and a compliance declaration filed with the Land Use Secretariat.

Section 22 of the Act specifies the rules regarding compliance declarations when a regional plan is amended. Therefore, if the regional plan amendment directs the local government body or decision-making body to file a new compliance declaration with the Land Use Secretariat, they must comply by the timeline specified in that regional plan amendment.

The SSRP Amendment did not change nor introduce any new timing requirements regarding the filing of compliance declarations. Section 7 of the SSRP-Regulatory Details specifies that:

- Local government bodies must submit their compliance declaration by September 1, 2019.
- Decision-making bodies were required to submit their compliance declaration by September 1, 2016.

#### **Compliance Declaration Requirements for the SSRP and SSRP Amendment:**

If a local government body or decision-making body HAS submitted their compliance declaration for the SSRP, no new compliance declaration is required for the SSRP Amendment. Although a new compliance declaration is not required, a local government body or decision-making body must act in accordance with the SSRP Amendment.

If a local government body or decision-making body HAS NOT submitted their compliance declaration, those bodies must review and make any necessary changes or implement new regulatory instruments then file their compliance declaration that specifically identifies the SSRP or SSRP Amendment for which changes were made.

Regardless of which plan is referenced in their compliance declaration, a local government body or decision-making body must act in accordance with the SSRP Amendment.

#### **Consequences of Non-Compliance with the SSRP or SSRP Amendment:**

A person may make a written complaint if they believe a local government body, decision-making body, the Crown or any other person(s) are not complying with a regional plan or regional plan amendment. If an investigation into the complaint reveals non-compliance, remedies or consequences will be determined by the appropriate authority. There are no time limits for a complaint of non-compliance to be filed.

For further clarification or support, please contact the Land Use Secretariat.



# INFORMATION BRIEF

Meeting: February 13, 2017

Agenda Item: 12

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## MUNICIPAL GOVERNMENT ACT (MGA) REVIEW DRAFT MUNICIPAL REGULATIONS ONLINE

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### **DESCRIPTION:**

As the Government of Alberta continues to work on amending the *Municipal Government Act (MGA)*, the province is reviewing and developing regulations that work alongside the MGA to provide details of how the act works on the ground.

### **BACKGROUND:**

On January 31, 2017, Alberta Municipal Affairs issued a Press Release stating that Albertans have the next two months to review and provide their feedback on draft regulations that will strengthen the work of municipalities. Please find the attached News Release and Regulations for Council's review. Albertans can go to the MGA Review website to read the full regulations, see the proposed changes and provide their feedback. They have until March 31 to submit their thoughts, which will then be considered as the regulations are finalized.

The next set of draft regulations will be posted online in the coming weeks for another 60 days of review.

### **ATTACHMENTS:**

- 1.) Alberta Municipal Affairs News Release January 31, 2017 – "Draft municipal regulations online for feedback"
- 2.) Draft Regulations

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 8, 2017

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© Jan 31, 2017

## Draft municipal regulations online for feedback

Albertans have the next two months to review and provide their feedback on draft regulations that will strengthen the work of municipalities.

As part of the ongoing review of the Municipal Government Act, the province is reviewing and developing regulations that work alongside the MGA to provide the details of how the act works on the ground.

"The MGA impacts every single person in our province, so it's important that we continue to engage Albertans every step of the way. I am picking up where Minister Larivee left off and posting the regulations to ensure that all Albertans have time to review them and provide their input. I am looking forward to seeing the feedback from the public and to working collaboratively to complete the MGA and make it the best piece of legislation possible."

- Shaye Anderson, Minister of Municipal Affairs

### The first group of draft regulations posted online are:

- Municipal Corporate Planning Regulation
- Public Participation Policy Regulation
- Municipal Gas Systems Core Market Regulation
- MuniSERP (Supplemental Executive Retirement Program) Investment Regulation
- Aeronautics Agreements (Medicine Hat) Regulation
- Crown Land Area Designation Regulation

- Calgary Airport Vicinity Protection Area Regulation
- Edmonton International Airport Vicinity Protection Area Regulation
- Planning Exemption Regulation
- Qualifications of Assessor Regulation

These draft regulations outline new rules that would require municipalities to adopt three-year operating plans and five-year capital plans for infrastructure projects. They would also set consistent standards for public participation across Alberta and define the types of developments that are appropriate near airports.

Albertans can go to the MGA Review website to read the full regulations, see the proposed changes and provide their feedback. They have until March 31 to submit their thoughts, which will then be considered as the regulations are finalized.

The draft regulations were prepared in consultation with over 35 stakeholder groups including the Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties, business and industry associations and community and non-profit organizations.

The next set of draft regulations will be posted online in the coming weeks for another 60 days of review.

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## Related information

MGA Review: First group of draft regulations

Bill 20: Municipal Government Amendment Act

Bill 21: Modernized Municipal Government Act

Continuing the Conversation: Further Topics for Discussion on the MGA (pdf)

## Media inquiries

✉ **Shannon Greer**

☎ 587-594-0132

Press Secretary, Municipal Affairs

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FOR DISCUSSION PURPOSES ONLY

MUNICIPAL CORPORATE PLANNING REGULATION

**Definition**

1 In this Regulation, "Act" means the *Municipal Government Act*.

**Requirements of financial plan**

2 The financial plan that a municipality must prepare pursuant to section 283.1(2) of the Act must include

- (a) total revenues and total expenses by major category,
- (b) the annual surplus or deficit, and
- (c) the accumulated surplus or deficit.

**Requirements of capital plan**

3 The capital plan that a municipality must prepare pursuant to section 283.1(3) of the Act must include

- (a) planned capital property additions, and
- (b) allocated or anticipated funding sources.

**Transitional**

4 The requirement to prepare a financial plan and a capital plan begins the 2nd year after section 283.1 of the Act comes into force.

**FOR DISCUSSION PURPOSES ONLY**

**PUBLIC PARTICIPATION POLICY REGULATION**

**Definition**

1 In this Regulation, "Act" means the *Municipal Government Act*.

**Public participation policy requirements**

2 A municipality's public participation policy must identify

- (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and
- (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

**Participation policy must be made public**

3 A municipality must make its public participation policy available for public inspection and may post it on the municipality's website.

**Review of public participation policy**

4 A municipality must review its public participation policy at least once every 3 years.

**Transitional**

5 A municipality must establish its public participation policy within 270 days after section 216.1 of the Act comes into force.

**Coming into force**

6 This Regulation comes into force on the coming into force of section 24 of the *Municipal Government Amendment Act, 2015*.



**FOR DISCUSSION PURPOSES ONLY**  
**QUALIFICATIONS OF ASSESSOR REGULATION**

*Table of Contents*

- 1 Definitions
- 2 Qualifications of assessor
- 3 Report by assessor
- 4 Repeal
- 5 Expiry
- 6 Coming into force

**Definitions**

1 In this Regulation,

- (a) "Act" means the *Municipal Government Act*;
- (b) "Alberta Assessment Quality Minister's Guidelines" means the Alberta Assessment Quality Minister's Guidelines referred to in the *Matters Relating to Assessment and Taxation Regulation* (AR 220/2004).

AR 233/2005 s1;307/2006

**Qualifications of assessor**

2 No person is eligible to be an assessor within the meaning of section 284(1)(d) of the Act unless the person

- (a) is registered as an accredited municipal assessor of Alberta (AMAA) under the *Municipal Assessor Regulation* (AR 84/94),
- (b) holds the designation Certified Assessment Evaluator (CAE) issued by the International Association of Assessing Officers,
- (c) holds the designation Accredited Appraiser Canadian Institute (AACI) issued by the Appraisal Institute of Canada, or
- (d) has qualifications or experience or a combination of qualifications and experience that, in the opinion of the Minister, is equivalent to one or more of the qualifications referred to in clauses (a) to (c).

## FOR DISCUSSION PURPOSES ONLY

### Report by assessor

**3** A person appointed as a designated officer to carry out the duties and responsibilities of an assessor under the Act on behalf of a municipality must declare to the Minister, annually in accordance with the Alberta Assessment Quality Minister's Guidelines, the person's name and qualifications to carry out those duties and responsibilities.

AR 233/2005 s3;307/2006

This clarifies the assessor cannot delegate this duty and is responsible for the annual return declaration, but that all other duties can be delegated.

### Restriction on delegation

**3.1** A municipal assessor shall not delegate the assessor's duty to make a declaration under section 3.

### Repeal

**4** The *Qualifications of Assessor Regulation* (AR 54/99) is repealed.

Removing the expiry date enables future reviews as they are needed.

### Expiry

**5** ~~For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on May 31, 2017.~~

AR 233/2005 s5;63/2012

### Coming into force

**6** This Regulation comes into force on January 31, 2006.



# INFORMATION BRIEF

Meeting: February 13, 2017  
Agenda Item: 13

## COUNCIL RESOLUTION 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 - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	letter sent to Library informing them of the potential new policy.	In progress
Regular Scheduled Meeting - October 11, 2016				
9	RFD: Airport Water Service. Refer to Administration to enter into contract negotiations to provide the interim testing and inspection services to the MD, as well as, continues service after the MD has taken over jurisdiction.	Marian	Met with Cindy Vizzutti Oct 17th. Currently formulating scope of work and protocol	In progress
13	Info Brief: Respectful Workplace & Progressive Discipline Policies. Referred to Administration.	Marian	Will discuss with the Administrative Services Committee when it is formed	In progress
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2016. Town Hall application submitted by the Jan 15, 2017 deadline.	In progress

Regular Scheduled Meeting - January 23, 2017				
1	BYLAW #1621 - Claesholm & District FCSS - Moved by Councillor Cutler to give Bylaw #1621 regarding Claesholm & District FCSS 2nd Reading. CARRIED. Moved by Councillor Ford to give Bylaw #1621 regarding Claesholm & District FCSS 3rd & Final Reading. CARRIED.	Tara/Barb	FCSS notified. Bylaw to be printed and signed.	Complete
3	RFD - Claesholm Skating Club. Moved by Councillor Fieguth to support the Claesholm Skating Club request to reduce the fees for their two events in March by \$700.00. CARRIED	Tara/Marianne	Letter of support sent.	Complete
4	Info Brief: Chamber of Commerce Trade Fair Schedule. Schedule arranged.	Tara	Schedule sent to Councillors	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: February 9, 2017

# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
52866	2017-01-09		900200	HC CUSTOMS & FABRICATION		150.12
						<b>19724</b>
						150.12
<hr/>						
52867	2017-01-11		900100	OFFREDI, KENNETH & DOROTHY		159.90
						<b>19730</b>
						159.90
<hr/>						
52868	2017-01-11		787526	Alberta Municipal Services Corporation		42,197.28
						<b>19733</b>
						42,197.28
<hr/>						
52869	2017-01-12		650	ALBERTA BLUE CROSS		7,915.56
52870	2017-01-12		786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION		543.00
52871	2017-01-12		786195	Benchmark Assessment Consultants Inc.		4,813.20
52872	2017-01-12		76150	CAReS Animal Rescue		7,500.00
52873	2017-01-12		126050	Cintas First Aid & Safety 030G		64.36
52874	2017-01-12		786657	Claresholm & District Transportation Society		5,000.00
52875	2017-01-12		13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
52876	2017-01-12		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD		10,000.00
52877	2017-01-12		786465	CLARESHOLM GOLF CLUB		25,000.00
52878	2017-01-12		13600	CLARESHOLM PUBLIC LIBRARY		55,000.00
52879	2017-01-12		786950	CLARESHOLM SELF STORAGE		367.50
52880	2017-01-12		786141	CLARESHOLM TAXI		1,975.05
52881	2017-01-12		14205	CLEAN BRITE CHEMICAL SERVICES LTD.		1,359.54
52882	2017-01-12		787532	Coast to Coast Computer Products		550.00
52883	2017-01-12		26000	Federation of Canadian Municipalities		725.98
52884	2017-01-12		786751	LGAA		645.75
52885	2017-01-12		56200	LOCAL AUTHORITIES PENSION PLAN		14,638.80
52886	2017-01-12		71400	Oldman River Regional Services Commission		7,928.75
52887	2017-01-12		786156	Q.E.D. ENTERPRISES LTD.		2,798.58
52888	2017-01-12		86300	RECEIVER GENERAL		21,763.60
52889	2017-01-12		42321	RFS CANADA		516.61
52890	2017-01-12		786468	SHAW CABLE		296.90
52891	2017-01-12		900000	ADOA		100.00
52892	2017-01-12		900000	DEMPSEY, DR. ROISIN		4,500.00
52893	2017-01-12		900000	SOCAN		194.32
						<b>177,381.00</b>



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Amount
				<b>Batch #</b>	<b>19736</b>
52894	2017-01-12		13125	AHS-CCMHA	69.00
52895	2017-01-12		600	ALBERTA ASSOCIATION OF M.D.'S	7,756.02
52896	2017-01-12		1025	ALBERTA ONE CALL LOCATION CORP	25.20
52897	2017-01-12		1790	Aquam Specialiste Aquatique Inc.	763.98
52898	2017-01-12		6390	BISHOFF AUTO & AG CENTRE	71.45
52899	2017-01-12		11250	CANADIAN LINEN SUPPLY	641.92
52900	2017-01-12		786578	CENTRAL SHARPENING LTD.	156.45
52901	2017-01-12		12190	CHAMCO INDUSTRIES LTD.	6,554.10
52902	2017-01-12		786718	CICON ENGINEERING	1,045.28
52903	2017-01-12		13175	CLARESHOLM COMMUNITY CENTRE HALL BOARD	2,400.00
52904	2017-01-12		13400	CLARESHOLM GLASS '88' LTD	1,117.20
52905	2017-01-12		13525	CLARESHOLM IGA	1,835.89
52906	2017-01-12		13660	CLARESHOLM LOCAL PRESS	1,452.74
52907	2017-01-12		14085	CLARESHOLM NAPA AUTO	1,018.06
52908	2017-01-12		13850	CLARESHOLM OVERHEAD DOORS	835.59
52909	2017-01-12		13900	CLARESHOLM PHARMACY LTD	35.59
52910	2017-01-12		14205	CLEAN BRITE CHEMICAL SERVICES LTD.	1,323.00
52911	2017-01-12		785973	CLEARTECH INDUSTRIES INC.	8,016.49
52912	2017-01-12		786540	DIRECT ENERGY REGULATED SERVICES	146.79
52913	2017-01-12		786397	EPCOR	167.00
52914	2017-01-12		786202	EXOVA	433.24
52915	2017-01-12		26201	FERG'S SEPTIC SERVICE LTD	708.75
52916	2017-01-12		786240	GAMMEL'S PLUMBING HEATING & GASFITTING	179.69
52917	2017-01-12		786584	HACH SALES & SERVICE CANADA LTD.	1,551.90
52918	2017-01-12		787522	HIFAB HOLDINGS LTD.	335.35
52919	2017-01-12		11310	HI-WAY 9 EXPRESS LTD.	65.10
52920	2017-01-12		787504	LETHBRIDGE TACTICAL SUPPLY	136.44
52921	2017-01-12		56155	LIFESAVING SOCIETY	189.17
52922	2017-01-12		786659	LIVINGSTONE RANGE SCHOOL DIVISION	440.98
52923	2017-01-12		786704	MINISTER OF FINANCE (LT)	10.00
52924	2017-01-12		786610	MINISTER OF FINANCE 1	276.66
52925	2017-01-12		787523	MOWERS & BLOWERS (841057)	273.00
52926	2017-01-12		786905	ONECONNECT SERVICES INC. T46194	51.65
52927	2017-01-12		787553	OSSA TERRA LTD	113,463.63
52928	2017-01-12		786167	PITNEY BOWES LEASING	1,342.11
52929	2017-01-12		76400	PITNEYWORKS	5,342.40
52930	2017-01-12		786453	PRAXAIR CANADA INC.	1,055.32
52931	2017-01-12		4090	PVH CANADA, INC.	442.53
52932	2017-01-12		786152	SHANAHAN'S LIMITED PARTNERSHIP	3,948.00
52933	2017-01-12		786824	SOUTHERN REWIND LIMITED	269.27
52934	2017-01-12		97002	TOWN OF CLARESHOLM (Petty Cash)	34.20
52935	2017-01-12		97015	TOWN OF FORT MACLEOD	1,485.00
52936	2017-01-12		786759	Tyco Integrated Fire & Security	10,040.13
52937	2017-01-12		101400	UNITED FARMERS OF ALBERTA	63.42
52938	2017-01-12		111705	WC CLASS II REGIONAL LANDFILL	9,444.50
52939	2017-01-12		900000	CLARESHOLM ARTS SOCIETY	1,140.00
52940	2017-01-12		900000	FAVRHOLDT, KEN	395.40
52941	2017-01-12		900000	REYNOLDS, JUDITH	500.00
52942	2017-01-12		900000	ROUS, LAUREL	160.00





# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>	
52943	2017-01-12		900000	SALLENBACK, DEAN	4,225.80	
52944	2017-01-12		900000	SUNSET HOLDINGS INC	2,000.00	
52945	2017-01-12		900000	WENLOCK, JOHN	725.15	
					<hr/>	
					196,160.54	
					<hr/>	
				<b>Batch #</b>	<b>19770</b>	
52946	2017-01-31		12190	CHAMCO INDUSTRIES LTD.	4,446.13	
52947	2017-01-31		785935	CLARESHOLM & DISTRICT CHAMBER OF COMMERCE	1,000.00	
52948	2017-01-31		13525	CLARESHOLM IGA	21.64	
52949	2017-01-31		13600	CLARESHOLM PUBLIC LIBRARY	150.00	
52950	2017-01-31		786179	ENERGO VENTURES INC	5,586.65	
52951	2017-01-31		36800	HOME HARDWARE	997.67	
52952	2017-01-31		786766	MCCANCE PLUMBING & HEATING	1,514.39	
52953	2017-01-31		786161	TETRA TECH EBA INC.	10,395.59	
52954	2017-01-31		97002	TOWN OF CLARESHOLM (Petty Cash)	16.80	
52955	2017-01-31		786759	Tyco Integrated Fire & Security	32,137.22	
52956	2017-01-31		900000	L.A. POWER SYSTEMS LTD.	4,210.50	
52957	2017-01-31		900000	The Legacy Human Capital Group Ltd.	5,948.25	
					<hr/>	
					66,424.84	
					<hr/>	
					<b>Total</b>	<b>482,473.68</b>

\*\*\* End of Report \*\*\*

## Town of Claresholm

### Facility & Infrastructure Planning Committee (FIPC)

#### Meeting Minutes for January 12, 2017

4:00pm Council Chambers, Administration Office



**Present:** Chairperson Rob Steel, Mayor  
Mike McAlonan, Councillor, Vice-chairperson  
Chris Dixon, Councillor  
Shelley Ford, Councillor  
Betty Fieguth, Councillor  
Jamie Cutler, Councillor  
Lyal O'Neill, Councillor  
Doug Priestley, Member at Large

**Staff:** Marian Carlson, CAO  
Dean, Interim Finance Director  
Mike Schuweiler, Director of Infrastructure Services  
Brad Burns, Utility Services Manager  
Tara VanDellen, Development Officer

#### 1. Call to Order

4:00 pm; Meeting was called to order by Chairperson, Rob Steel, Mayor

#### 2. Minutes for Approval

- **April 19, 2016** – Motion to approve by Councillor Dixon. Carried.

#### 3. New Business

##### 3.1 Lagoon Study

*Discussion: Brad Burns updated FIPC regarding the lagoon study performed by MPE. It is estimated the lagoon capacity will carry the Town for another 20 years. There were recommendations on items to replace (manhole covers, valves.) The cost of these replacements are estimated at \$1 million. FIPC asked which priority would come first, these replacements or the bottleneck issue further up the system. Brad said the bottleneck issue would be a first priority. The recommendations from MPE would require further engineering if any projects were to proceed, but the initial study has now been completed as the first step.*

*Action: Moved by Doug Priestley to accept report as presented. Carried.*

##### 3.2 Waterworks Approval Inspection

*Discussion: Brad Burns updated FIPC on the waterworks approval letter and the issues that arose from the inspection. There are no issues with water quality and all concerns were from an administration perspective. All concerns have been addressed and are issues that are easily dealt with. Information that was requested has been supplied to Alberta Environment. Moving forward all recommendations will be followed.*



*Action: Moved by Councillor Ford to accept as presented. Carried.*

### **3.3 John Deere Water Service Request**

*Discussion: Mike updated FIPC on the request. John Deere is willing to pay for service if an "Endeavor to Assist" could be negotiated. Brad spoke to concerns regarding looping and chlorine residual since the distance from existing services are so far. The project will require engineering.*

*Action: Moved by Councillor Cutler to obtain quotes from engineers on a preliminary engineering plan of the service. Carried.*

### **3.4 Capital Budget**

*Discussion: Marian presented the draft capital project plans and sources of funding for those projects. FIPC made their recommendations.*

*Action: Referred to Administration to re-draft with the recommendations from FIPC to present at the next meeting.*

*FIPC recommends: Municipal Stormwater System Upgrade, 4<sup>th</sup> St W Sewer repairs, Phase 1 – Multi-Use Community Building, Floor header & arena mains replacement, parks dept. lawnmower, bobcat replacement program, Lions park upgrades, sewer flushing truck, new sidewalk construction – adjacent to Lions park only, 5<sup>th</sup> street west storm sewer replacement, museum deck replacement, scissor lift, fleet replacement, 4 blocks pavement overlay (52ave, 47ave, etc.), Utility Services lawnmower, Alberta road engineering (design only – reduce budget amount).*

*Moved to 2018: Cemetery columbarium, Fire Department Command Vehicle, Newer gravel truck, downtown alley re-paving.*

- 4. Next meeting: January 30<sup>th</sup>, 2017, 5pm**
- 5. Adjournment: 6:20 pm Motion by Doug Priestley. Carried.**

## **Karine Wilhauk**

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**From:** Councillor Bill Chapman <bchapman@coaldale.ca>  
**Sent:** Sunday, January 22, 2017 8:21 PM  
**To:** Administrator for Highway 3 Twinning Development Association Gloria Roth; CAO Anna-Marie Bridge; CAO Cris Burns; CAO Cynthia Vizzutti; CAO Dale Brown; CAO Derrick Krizsan; CAO Doug Henderson; CAO Garth Sherwin; CAO Greg Birch; CAO Kalen Hastings; CAO Kurtis Pratt; CAO Kurtis Pratt; CAO Laurie Wilgosh; CAO Lorraine O'Brien; Marian Carlson; Karine Wilhauk; CAO Merete Heggelund; CAO Murray Millward; CAO R.K. (Kim) Hauta; CAO Rick Robinson; CAO Shawn Hathaway; CAO Sue Keenan; CAO Wendy Bateman; CAO Wendy Kay; CEO Bev Thornton; CEO Caroline Grover; CEO Daphne Anstey-Martin; CEO Jace Anderson; CEO Jace Anderson; CEO Trevor Lewington; Chair Barney Reeves; City Clerk Aleta Neufeld; Coordinator IRT Michael Payton; Coordinator IRT Michael Payton; Coordinator IRT Michael Payton; Director John Voorhorst; Executive Director Karla Pynch; Executive Director Lisa Kowalchuk; Executive Director Lisa Kowalchuk; Executive Director Nikolaus Wyslouzil; Executive Director Nikolaus Wyslouzil; Executive Director Walter Valentini; Executive Director Walter Valentini; Manager Dixie McCarley; Manager Pete Lovering; Operations Manager Blake Pedersen; President Bernice DeLeenheer; President Everett Duerksen; President Rod Kretz; Superintendent Wilco Tymensen  
**Subject:** Representative for Highway 3 Twinning Development Association

Good morning Mayors, Reeves, Presidents, Chairs, Administrators,

First of all I want to Thank you for your ongoing support and advocacy for Highway 3 Twinning Development Association. Without your commitment to this work and its efforts, we would certainly be nowhere near where we are today. Our Administrator Gloria Roth is doing an outstanding job of keeping our Association moving forward.

The last twelve months have be incredibly productive for the Association. On March 23, 2016, Alberta Minister of Transportation Brian Mason met with our Association. He was very intrigued with the focus of the group, and we sensed his understanding of the need for twinning Highway 3.

Following that meeting, we received funding from Alberta Transportation for the purpose of conducting a Cost Benefit Analysis Study, that will update a previous Study completed in the spring of 2002. We are pleased to engage the University of Lethbridge and Dr. Kein Tran has been awarded the contract to provide this update. This Cost Benefit Analysis will expect to see that government investment in twinning will indeed be an economic, social, and safety benefit to the Highway 3 corridor.

This Cost Benefit Analysis Study will be presented to the Association around the beginning of April. From there, we do plan to update members and stakeholders along the Highway 3 corridor throughout the coming year. Building support is essential for government approval.

Our Facebook page is also growing as people identify with the growing need to twin Highway 3.

Thus, we are focusing on another year of productivity for you as member of the Association. On February 3, we are holding our annual AGM and Organizational meeting. We want to ask you to provide us with your appointment of Delegate and Alternate representative from your Council, Board, Association, Chamber of Commerce. Our MLA's and MP's are ex-Officio members of the Association.

I trust this meets with your approval.

Sincerely,  
**Bill Chapman, BA**

*Bill Chapman*

**Councillor**  
**/President Highway 3 TDA**  
**[Town of Coaldale](#)**  
**Cell: 403-330-6791**







OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 8 (2016)

EXECUTIVE COMMITTEE MEETING

Thursday, November 10, 2016 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

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

Bill Chapman
Tom Rose
Barry Johnson

STAFF:

Lenze Kuiper - Director

AGENDA:

- 1. Approval of Agenda - November 10, 2016
2. Approval of Minutes - October 13, 2016 (attachment)
3. Business Arising from the Minutes
(a) Accounts Receivable Manual
4. New Business
(a) Draft 2017 Budget (attachment)
(b) Scanning Equipment Purchase
(c) Vacation Accrual as of September 30, 2016
(d) Subdivision Activity to October 31, 2016 (attachment)
(e) SDAB Training - November 25, 2016 (attachment)
(f) Fee For Service Update (attachment)
(g) Board of Directors' Meeting - December 1, 2016
(h) Draft Letter to Minister of Municipal Affairs re Meeting (handout)
5. Accounts
(a) Office Accounts - September 2016 (attachment)
(b) Financial Statements - January 1 - September 30, 2016 (attachment)
6. Director's Report
7. Executive Report
8. Adjournment

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

**1. APPROVAL OF AGENDA**

**Moved by: Tom Rose**

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(h) Draft Letter to Minister of Municipal Affairs re Meeting

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Bill Chapman**

THAT the Executive Committee approve the minutes of October 13, 2016, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**(a) Accounts Receivable Manual**

- An explanation of Accounts Receivable (#1090) and Accounts Receivable (#1100) was provided. The two accounts exist because when invoices are entered in Simply Accounting the program uses #1090 Accounts Rreceivable for the the debit portion of the transaction. When invoices are paid they are credited to #1090 also; however, when journal entries are entered manually, Simply Accounting does not allow entry into #1090 and so the only way to enter manual journal entries is through #1100.
- These two accounts are cleared by the auditors at year end.

**4. NEW BUSINESS**

**(a) Draft 2017 Budget**

- The revised Draft 2017 Budget was presented, and highlights include:
  - maintaining the existing 2016 Mill Rate
  - increasing the Regional Assessment Review Board service annual fee from \$200 to \$225
  - providing a 2% salary adjustment to staff
  - ramping up for Modernized MGA & SSRP requirements
  - adjusting expenses to reflect increasing GIS software yearly license fees.
  - sale of existing vehicle and replacement

**Moved by: Don Anderberg**

THAT the Executive Committee recommend the Draft 2017 Budget be approved by the Board on December 1, 2016. **CARRIED**

**(b) Scanning Equipment Purchase**

- Utilizing surplus funds from 2016, it was proposed that a document scanner and a large format scanner be purchased to risk manage important paper documents by providing for a digital backup and to make existing data available to GIS for dissemination to the municipalities and the planning staff.

**Moved by: Barry Johnson**

THAT the Executive Committee release funds in an amount not to exceed \$20,000 from the Capital Reserve and that these funds be replaced at year end, to further this project.

**CARRIED**

**(c) Vacation Accrual as of September 30, 2016**

- Tabled to next Executive meeting.

**(d) Subdivision Activity to October 31, 2016**

- As of the end of October 2016, 163 subdivision applications have been processed totaling \$277,567.50 in revenue. Target for the year is \$305,000.

**Moved by: Bill Chapman**

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

**CARRIED**

**(e) SDAB Training – November 25, 2016**

- Reminder that Subdivision and Development Appeal Board (SDAB) Training is scheduled for Friday, November 25, 2016. Registration is filling up.

**(f) Fee For Service Update**

- An updated Fee-for-Service report was presented and reviewed.

**Moved by: Jim Bester**

THAT the Executive Committee accept the updated Fee for Service Report, as information.

**CARRIED**

**(g) Board of Directors' Meeting – December 1, 2016**

- Reminder and brief discussion on Executive providing an indication if they will let their name stand for re-election.

**(h) Draft Letter to Minister of Municipal Affairs re Meeting**

- A letter inviting the Minister of Municipal Affairs to a meeting with the Executive Committee to discuss ORRSC business and issues was reviewed.

**Moved by: Henry Van Heirden**

THAT the Executive Committee approve the forwarding of the correspondence to the Minister of Municipal Affairs – Danielle Larivee inviting her and her staff to meet. **CARRIED**

## 5. ACCOUNTS

### (a) Office Accounts – September 2016

5150	Staff Mileage .....	B. Brunner .....	\$ 55.00
5150	Staff Mileage .....	L. Tittsworth .....	19.75
4140	Approval Fees .....	Cliff Damberger Estate .....	200.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	46.02
5151	Vehicle Gas & Maintenance .....	Bridge City Chrysler .....	281.69
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5310	Telephone .....	Bell Mobility .....	605.30
5310	Telephone .....	Shaw Business .....	494.65
5310	Telephone .....	DRC Communication .....	90.00
5320	General Office Supplies .....	Purolator Courier .....	78.85
5330	Dues & Subscriptions .....	Sunny South News .....	24.00
5380	Printing & Printing Supplies .....	Lethbridge Mobile Shredding .....	22.00
5390	Graphic & Drafting Supplies .....	Continental Imaging Products .....	1,834.26
5440	Land Titles Office .....	Minister of Finance .....	278.00
5480	Recruitment & Relocation .....	CIP .....	1,150.00
5500	Subdivision Notification .....	Lethbridge Herald .....	605.28
5570	Equipment Repairs & Maintenance .....	Reiter Computer .....	60.00
5590	Equipment & Furniture Purchases .....	Reiter Computer .....	789.40
1160	GST Receivable .....	GST Receivable .....	68.23
		<b>TOTAL</b>	<b><u>\$7,127.43</u></b>

**Moved by: Don Anderberg**

THAT the Executive Committee approve the Office Accounts of September 2016 (\$7,127.43), as presented. **CARRIED**

### (b) Financial Statements – January 1 - September 30, 2016

**Moved by: Tom Rose**

THAT the Executive Committee approve the financial statements for January 1 - September 30, 2016, as presented. **CARRIED**

## 7. DIRECTOR'S REPORT

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

## 8. EXECUTIVE REPORT

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

9. **ADJOURNMENT**

**Moved by: Henry Van Hierden**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:30 p.m. until **Thursday, December 8, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 

January 19, 2017

**Re: Southern Alberta Transmission Reinforcement:  
Construction milestones update**

Dear Stakeholder,

AltaLink sent an update letter to stakeholders in December 2014 advising that the Alberta Electric System Operator (AESO) requested that AltaLink stop all activities related to siting, routing and consultation for the following three transmission projects:

- Picture Butte to Etzikom Coulee Transmission Project (PBEC): A new substation, to be named Journault, in the Etzikom Coulee area and a 240 kilovolt (kV) transmission line between the existing Picture Butte and the proposed Journault substations.
- Goose Lake to Etzikom Coulee Transmission Project (GLEC): A new 240 kV transmission line between the Journault and existing Goose Lake substations.
- Etzikom Coulee to Whitla Transmission Project (ECW): A new 240 kV transmission line between the Journault and existing Whitla substations.

In response to the AESO's request, AltaLink suspended all project development in response to the AESO's request, including communications, and no work has occurred on these projects since December 2014.

The AESO has now determined they will not proceed with these projects and has asked AltaLink to permanently stop all work on the projects. The AESO also noted that although it will not proceed with the above projects, potential future wind generation in the area may require transmission development. Should the AESO direct AltaLink to develop transmission in the area in the future, AltaLink will consult with stakeholders prior to seeking approval for any such projects.

A letter from the AESO outlining the decision is attached. For more information, you can contact the AESO directly at [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) or 1-888-866-2959.

Thank you for your patience and participation in our consultation process on these projects. If you have any further questions, please feel free to contact AltaLink's consultation team directly at [stakeholderrelations@altalink.ca](mailto:stakeholderrelations@altalink.ca) or 1-877-267-5973.

Sincerely,



Pam Kean  
Director, Consultation



January 18, 2017

Dear Stakeholder:

Re: **Update on PBEC, GLEC and ECW Components of the Southern Alberta Transmission Reinforcement (SATR)**

The Alberta Utilities Commission (Commission) approved the AESO's application for the Southern Alberta Transmission Reinforcement (SATR) in 2009. Since then, the AESO has updated stakeholders about various changes to SATR over time and most recently, published its [Southern Alberta Transmission Reinforcement Milestones and Monitoring Process Status Report in December 2016](#), in which the AESO advised that it would not proceed with the following three SATR components:

- **Picture Butte to Etzikom Coulee Transmission Project (PBEC):** A new substation, to be named Journault, in the Etzikom Coulee area and a 240 kV transmission line between the existing Picture Butte and the proposed Journault substations.
- **Goose Lake to Etzikom Coulee Transmission Project (GLEC):** A new 240 kV transmission line between the Journault and existing Goose Lake substations.
- **Etzikom Coulee to Whitla Transmission Project (ECW):** A new 240 kV transmission line between the Journault and existing Whitla substation.

The AESO notes that while these three components of SATR will not proceed to construction, there remains a potential for renewable generation development in the area, which could necessitate future transmission development. The AESO will continue to monitor the potential for renewable generation development in the area and will seek approval of appropriate transmission developments, as needed.

Please contact us at 1-888-866-2959 or [stakeholder.relations@aeso.ca](mailto:stakeholder.relations@aeso.ca) if you wish to discuss this information further. You may also receive related information on the above projects from AltaLink, the Transmission Facilities Owner in the area, whom you may also wish to contact for further information.

Yours truly,



Laurie Hunka

Corporate Communications

## Karine Wilhauk

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**From:** Ally Cramm <allyc@rowanhouse.ca>  
**Sent:** Wednesday, February 1, 2017 2:56 PM  
**To:** Karine Wilhauk  
**Cc:** 'Rowan House Gala'  
**Subject:** Invitation to Rowan House's annual Hope & Healing Gala  
**Attachments:** Rowan House Society - What You Need To Know.pdf

Good afternoon Karine,

Would you mind please passing along this email to Mayor Steel and the rest of council, should anyone wish to attend:

Planning is well underway for our 2017 Hope & Healing Gala.

**This year's event takes place Saturday, April 29<sup>th</sup> at Lynnwood Ranch from 5-11pm.**

Please join us for another evening of great food, entertainment by Tanya Ryan and the Calgary Fiddlers and a presentation by local domestic violence survivor and author, Karen E. Lee.

Plus! We will once again have a chance for you to win two tickets anywhere WestJet flies, as well as a number of other goodies up for a great deal in our live and silent auctions.

2015-2016 has been a tough year for us with the slumping economy, and we know that it's been tough on the community too.

**Tickets this year are \$1,400 for a table of 8, or new this year, \$175 each!**

Get yours today by visiting [www.rowanhouse.ca](http://www.rowanhouse.ca) or by mailing a cheque to Box 5121, High River AB T1V 1M3.

Help Hope Grow and continue to make a difference in the lives of women and children fleeing violence in your community.

[gala@rowanhouse.ca](mailto:gala@rowanhouse.ca)

403-603-5985

I've also attached a one-page document explaining more about Rowan House and who we serve.

Thank you for your help,

Ally



**Ally Cramm**

Community Relations Coordinator

Direct: 403.603.5999 (Tues - Fri)

C: 403.714.2559

Email: [allyc@rowanhouse.ca](mailto:allyc@rowanhouse.ca)

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



# What you need to know

## MISSION:

Rowan House provides crisis intervention, long-term support and education for those affected by family violence in rural communities

## VISION:

That every person is safe and secure and lives without abuse

## VALUES:

Rowan House trauma-informed services take into account an understanding of trauma in all aspects of service delivery. Safety, trustworthiness, choice, collaboration and empowerment are our core values.

## A Brief History

Rowan House continues to expand and grow to meet the needs of southern Alberta families. We first opened in January 2000, in a tiny two bedroom basement suite near Black Diamond. Funding was secured and Outreach services began in 2003, while the Branches Preventative Education program launched in 2009. Our new, high security 24 bed facility in High River opened in July 2012. 11 months later we were impacted by the devastating flood. We rebuilt and reopened again stronger than ever by January 2014. In 2015 we began to explore the possibility of expanding our transitional housing services and in October of 2016 our Board of Directors approved recommendations that will see four different models of transitional housing developed across our service area over the next five years.

## Service Area

Rowan House provides programs and services to a large, rural geographical area. This area runs from the City of Calgary border, south to Claresholm (Highway 520), east to Vulcan (Highway 23) and west to Eden Valley (Highway 22). The area has a population of approximately 110,000 and is spread over 27,500 square kilometers, supporting over 10 towns and villages along with a rural population.

## More Than Emergency Housing

Rowan House is a short-term (30 day) crisis shelter for women and children fleeing abuse. Services offered include, food and basic necessities, counselling and education, safety planning, community referrals and advocacy – all at no cost.

We also provide:

- Specialized child care
- Preventative Education
- Outreach services
- Transitional Housing

Please visit our website for detailed information on all of these programs.

## How is Rowan House Funded?

Rowan House's annual budget is \$2.14 million dollars. The Alberta government provides approximately two-thirds of our funding. We must raise an additional \$800,000/year to continue to provide all the services and programs we currently offer to women and children in need. This is accomplished through grants, fundraising events and donations from individuals and businesses. This has become more and more difficult in this tough economic climate.

## What is Family Violence?

Family Violence is the abuse of power within relationships of family, trust or dependency that endangers the survival, security or well being of another person.

Abuse is not just physical. It comes in many other forms including emotional, verbal, financial, spiritual and cultural abuse.

Abuse occurs in all age, racial, economic, educational and occupational and faith groups.

## Family Violence Happens Here

Whether we're comfortable to talk about it or not, family violence is happening right here in the Foothills. Between April 1st, 2015 and March 31st, 2016, Rowan House was home to 97 women and 124 children. During this same time, 694 women and children were turned away (54% due to the shelter being full.) In Alberta, over 10,000 women, children and seniors were helped by shelters across the province during this time frame, not including those receiving Outreach or Preventative Education services. In fact, *1 in 3 women will experience some form of violence in her lifetime.*

## What About Men?

The majority of men are not violent; however, most of the violence in the world is perpetrated by men. We know that sayings like "Man Up," and "Be a Man" promote a culture of violence and aggression, which have serious negative effects on the relationships that men have. Rowan House is proud to partner with local male leaders to provide Leading Change presentations to men and boys in schools, sports teams, service clubs and more.

## Cost to Society

Family violence is not just a women's issue, it affects the whole community. According to the Department of Justice, Canadians spend \$7.4 Billion/year to deal with the aftermath of spousal violence. This covers things like health care costs, costs to the justice system, to employers and businesses, and to social and community services.

## Learn More

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

# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday January 4, 2017 – Douros Restaurant, Claresholm



### Board Representatives

Barney Reeves, Waterton Lakes  
Dennis Gillespie, Stavely  
John Connor, Granum  
Blair Painter, Crowsnest Pass  
Shelley Ford, Claresholm  
Garry Marchuk, MD Pincher Creek

### Guests and Resource Staff

Bev Thornton, Executive Director, AlbertaSW  
Linda Erickson, AEDT  
Martha Ratcliffe, LRSD  
Justin Sweeney, EDO, Claresholm

1. Call to Order  
Vice-Chair Barney Reeves called the meeting to order.
2. Approval of Agenda  
Waterton Springs added as Item #9.  
Moved by Shelley Ford THAT the agenda be approved as amended.  
**Carried.** [2017-01-511]
3. Approval of Minutes  
Moved by Blair Painter THAT the minutes of December 7, 2016 be approved as presented.  
**Carried.** [2017-01-512]
4. Approval of Cheque Register  
Moved by John Connor THAT cheques #2127-#2145 be approved as presented.  
**Carried.** [2017-01-513]
5. Revision to Policy and Procedures:  
Election of Officers  
Alternative wording presented to the Board. Pending further input, will be presented as Notice of Motion for AGM in June.
6. Annual Audit or Review  
Stipulations in *The Companies Act, Alberta*, indicate that an Annual Review is acceptable for AlbertaSW, which is a non-profit Part 9 Corporation, with members, not shareholders.
7. EDA General Membership  
A complimentary General (non-professional) EDA membership is available as part of the 2017 Conference sponsorship. Anyone interested, please contact Bev.
8. Municipal Tourism Reference Guide  
Accepted as information. Input will be gathered from the region.
9. Waterton Springs Campground  
Waterton ID#4 is taking steps to work with the province and the Nature Conservancy to try and retain this amenity for the region. Letters of support may be needed. Barney will advise further.
10. Travel Alberta-AlbertaSW Project  
Development Day  
This jointly planned event will be held in Pincher Creek, January 31, 2017.
11. Project Lead Report  
Written reports accepted as information.
12. Executive Director Report  
Accepted as information.

13. Roundtable updates

14. Upcoming Board Meetings and Events

January 31, 2017 – Tourism Planning

February 1, 2017 – Fort Macleod

March 1, 2017 – Crowsnest Pass

March 22-24- EDA Conference

April 5, 2017 –

May 3, 2017 – Waterton

June 7, 2017 – AGM

15. Adjournment

Moved by Garry Marchuk THAT the meeting be adjourned.

**Carried.** [2017-01-514]

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Chair

**Approved February 1, 2017**

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Secretary/Treasurer

# Alberta SouthWest Bulletin February 2017

Regional Economic Development Alliance (REDA) Update



## ❖ Municipal Tourism Reference Guide

The province is asking for assistance to identify policy and regulatory considerations to help inform municipalities in Alberta and support local tourism development.

Innovative ideas can be hampered due to uncertain processes and outdated requirements.

**A tourism-friendly community will need policy and regulations to help support development of the five A's of tourism: Attractions – Activities – Access – Accommodations – Amenities.**

**Some examples of new consumer needs:**

- **Culinary and agricultural tourism** may require large groups of people to access private farms or ranches traditionally thought of as places of production.
- **Cultural sites**, historic buildings and museums may require flexibility in allowable uses so the facility can provide a range of programs, generate multiple streams of income and sustain operations.
- **Parks** may become desired spaces for temporary operations of commercial vendors or sporting events and festivals.
- **The sharing economy... paying for use of personal property or services** through an online platform (accommodation, transportation), creates a need for new thinking, non-traditional business models.

Please contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) BEFORE FEBRUARY 12, 2017 if you have ideas to contribute regarding policy and examples of regulations that are helpful ... or that are not helpful.

## ❖ Inspiring a new approach to Tourism Marketing in Alberta SouthWest

60 participants from across the AlbertaSW region gathered at a **Cultural Explorer Workshop** in Pincher Creek on January 31 to learn more about tourism marketing. Travel Alberta team members, and Alberta Culture and Tourism shared marketing research and resources to guide communities in promoting their attractions and experiences most effectively by understanding our target markets. The day provided networking opportunities; the sharing of ideas resulted in appreciation for the importance of continued collaboration, inspiring new ideas and making the best use of our resources to promote and develop tourism in southwest Alberta.

Please contact [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) for more information about the outcomes of the day.

## Upcoming events

➤ **February 9, 2017** - In collaboration with RINSA partners, Doug Griffiths will be a featured speaker; he has published a new and updated version of "13 Ways to Kill Your Community".

Coast Lethbridge Hotel and Conference Centre

Cocktails 5:30; supper 6:30pm; \$75 per person. Register at [www.lethbridgechamber.com](http://www.lethbridgechamber.com)

➤ **March 22-24, 2017** - Economic Developers Alberta (EDA) Conference, The Banff Centre.

Theme: "Embracing Change; Creating Opportunity" [www.edaalberta.ca](http://www.edaalberta.ca)

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)





## **Economic Development Committee**

January 16, 2017 – 7:00 p.m.  
Business Growth & Development Centre

### **Minutes**

Attendees: Ali Shivji, Darla Slovak, Connie Quayle, Shelley Ford, Mike McAlonan, Doug Leeds, Tony Walker, Betty Fieguth, Justin Sweeney

Absent: None

Ali in the chair

Ali called the meeting to order at 7:09pm

### **Minutes**

Minutes for December 19, 2016 meeting were motioned for acceptance by Tony Walker, seconded by Mike McAlonan. **CARRIED**

### **Agenda**

Additions to agenda for January 16, 2017 were proposed by EDO as follows;

- Alberta Southwest Regional Tourism Planning Day
- Summer Student Employment
- Recommendation of Motion in Approval of Selection Committee Decision
- Lethbridge College Social Media Training
- January 23, 2017 Delegation to Council

Agenda for January 16, 2017 was motioned for acceptance with additions by Tony Walker, seconded by Betty Fieguth. **CARRIED**

### **Focus Moving Forward**

Chair, Ali Shivji, iterates the need to focus on actionable items that produce tangible results over the coming 6 months. It is important that after a year of being established, that the citizens of Claresholm see and feel the effects of our efforts. In order to ensure that the public record reflects our activity, Approved Minutes for meetings will be included in Town Council Agenda packages along with the Monthly EDO Report to the CAO.

### **Claresholm; Defining a Promise**

EDO informed EDC that the Request for Proposal for this project was sent to 7 firms who were identified as capable of handling the scope of the project or were involved in previous discussion on website and signage requirements.

Mike McAlonan motioned, seconded by Ali Shivji, that Shelley Ford be added to the Selection Committee, which also consists of the EDC Chair, EDO, and CAO. **CARRIED**

Mike McAlonan motioned, seconded by Doug Leeds, that the Selection Committee be empowered to vet proposals and enter in to a contract with the selected consultant and the winning proposal is to be disseminated to the EDC via e-mail. **CARRIED**



EDO presented three quotes for photography service to the EDC. The quotes were for up to 20 sessions that would produce 2-300 polished photos ready for use in the website or future marketing efforts.

Connie Quayle motioned, seconded by Mike McAlonan, that the EDC accept the quote provided by Sharon Lange (S. Lange Photography) and enter in to a contract for services reflecting that quote and deliverables. CARRIED

### **Incentives**

EDO member Tony Walker presented 3 examples of incentives. Discussion around perceived value of an exemption versus a rebate took place with a consensus on the need to calculate savings no matter which route is chosen. Completion of an Incentives Package is tabled until 'Claresholm; Defining a Promise' project requires less time or is complete.

### **Investment Attraction**

EDO member Darla Slovak is working on Investment Attraction content and potential layouts. Examples were presented in brief. A Request for Information regarding best practices and prior successes is to be disseminated through the Economic Developers of Alberta.

### **Foothills Tour**

EDO member Doug Leeds presented maps that outlined multiple routes and the length of each trip for possible tours. EDO to follow up with Travel AB on supports and pass along to committee member Leeds, who will assess possible partnership opportunities with existing ranch stays.

### **Alberta Southwest Regional Tourism Planning Day**

The local Regional Economic Development Alliance, Alberta Southwest, will be hosting a tourism planning day on Tuesday, January 31, 2017. The sessions will take place in Pincher Creek and will be facilitated by Travel AB. Recognizing the value of dovetailing our own rebranding and marketing efforts with those happening regionally, the EDO and EDC members Darla Slovak and Shelley Ford will attend.

### **Summer Student Employment**

EDO informed EDC that the application period for Canada Summer Jobs funding was closing on January 20, 2017 (later extended to Feb. 3). The utility of a summer student position in regards to event management and building a business database for the new website was discussed.

Shelley Ford motioned, seconded by Doug Leeds, that the EDO submit an application for funding for a student position via the Canada Summer Jobs program. CARRIED

### **Lethbridge College Social Media Training**

EDO provided a general overview of available training for Social Media & Online Marketing offered through Lethbridge College Continuing Education. The program would be co-sponsored by Community Futures Alberta Southwest, the Claresholm & District Chamber of Commerce and the Claresholm Economic Development Committee. Consensus vote for moving forward with this initiative was unanimous. CARRIED

### **BVP Update**

EDO expressed concern reaching 100 visitations before February 14, given the tight timeline and requirements of the 'Claresholm; Defining a Promise' project. Visitations will be tabled for the time being, with a report expected from the EDO on themes to date.

### **EDO Report**

EDO did not provide a Monthly Report as a CAO report was not required for the month of December.

### **Next Meeting**

Due to the Family Day holiday on Monday, February 20, the next regular meeting is scheduled for **February 6, 2017**, at 6pm at Cottonwood (later changed to 7pm at the Business Growth & Development Centre).

### **Adjournment**

Tony Walker moved to adjourn at 9:10 pm.