



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
JULY 18, 2022  
AGENDA**

Time: 7:00 P.M.  
Place: Council Chambers

Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNLIKA/live>

**NOTICE OF RECORDING**

**CALL TO ORDER**

**AGENDA:**

**ADOPTION OF AGENDA**

**MINUTES:**

**REGULAR MEETING – JUNE 27, 2022**

**PUBLIC HEARING:**

**BYLAW #1740 – Land Use Bylaw Amendment**

**ACTION ITEMS:**

1. **BYLAW #1740 – Land Use Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. **BYLAW #1741 – Residential Tax Refund Bylaw**  
RE: 1<sup>st</sup> Reading
3. **BYLAW #1742 – Business License Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
4. **BYLAW #1744 – Water & Sewer Utility Bylaw Amendment**  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
5. **DELEGATION RESPONSE: Claresholm Resident, Wayne MacKay**  
RE: Sanitary Sewer Line Issues
6. **DELEGATION RESPONSE: The Woodshed**  
RE: Request to Use Arena Mezzanine
7. **CORRES: National Police Federation**  
RE: Following Up: Call to Action to the Government of Alberta
8. **REQUEST FOR DECISION: Fair Days Beer Gardens**
9. **REQUEST FOR DECISION: Appointment Assessor**
10. **REQUEST FOR DECISION: Town's Unposted Speed Limit**
11. **INFORMATION BRIEF: 2021 Transfer to Water/Sewer Capital Reserve**
12. **INFORMATION BRIEF: Cancellation of Public Auction**
13. **INFORMATION BRIEF: Strategic Plan Report**
14. **INFORMATION BRIEF: Council Resolution Status**
15. **ADOPTION OF INFORMATION ITEMS**
16. **IN CAMERA:**
  - a. **Confidential Evaluations – FOIP Section 19**
  - b. **Land – FOIP Section 16**
  - c. **Land – FOIP Section 16**
  - d. **Legal – FOIP Section 27**
  - e. **Personnel – FOIP Section 17**
  - f. **Personnel – FOIP Section 17**

**INFORMATION ITEMS:**

1. Claresholm & District Museum Board Meeting Minutes – May 25, 2022
2. Thank you from the Willow Creek Composite High School 2022 Graduation Class

**ADJOURNMENT**



# Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA REGULAR COUNCIL MEETING MINUTES JUNE 27, 2022

Place: Council Chambers  
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West  
Livestream: <https://www.youtube.com/channel/UCe3OPyLhTzPajyPVAatNL1KA/live>

**COUNCIL PRESENT:** Mayor Chelsae Petrovic, Councillors: Kieth Carlson, Mike Cutler, Kandice Meister, Rod Kettles, Brad Schlossberger and Craig Zimmer

**ABSENT:** None

**STAFF PRESENT:** Chief Administrative Officer: Abe Tinney, Finance Assistant: Karine Keys

**MEDIA PRESENT:** None

**NOTICE OF RECORDING:** Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin immediately at 7:00 p.m. and that recording would continue until such time as the meeting goes In Camera and/or is adjourned.

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – JUNE 13, 2022

Moved by Councillor Zimmer that the Regular Meeting Minutes of June 13, 2022 be accepted as presented.

**CARRIED**

**DELEGATIONS:** CLARESHOLM RESIDENT, WAYNE MCKAY

**RE: Sanitary Sewer Line Issues**

Wayne McKay owns a home within the Town of Claresholm. He appeared to speak to Council regarding his house and the sanitary sewer line that connects to the main sanitary sewer line in the street.

**ACTION ITEMS:**

1. BYLAW #1742 – Business License Bylaw Amendment

**RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1742, a Business License Bylaw Amendment, 1st Reading.

**CARRIED**

2. BYLAW #1743 – Land Use Bylaw Amendment

**RE: 1st Reading**

Received for information.

3. BYLAW #1744 – Water & Sewer Utility Bylaw Amendment

**RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 1st Reading.

**CARRIED**

4. DELEGATION RESPONSE: Claresholm History Book Committee

**RE: History Book Loan**

MOTION #22-087

Moved by Councillor Cutler that the Town of Claresholm forgive \$6,450 owed by the Claresholm History Book Committee to the Town, which is the remaining balance of the 2010 loan issued to the Committee by the Town in the sum of \$20,000.

**CARRIED**

5. CORRES: Reeve Glen Ockerman, County of St. Paul

**RE: Rising Cost of Alberta Utility Fees**

Received for information.

6. CORRES: Reeve Maryanne Sandberg, Municipal District of Willow Creek

**RE: Town of Claresholm Strategic Plan 2022-2026**

Received for information.

7. REQUEST FOR DECISION: Claresholm Curling Club Tax Waiver Request

MOTION #22-088

Moved by Councillor Kettles to cancel the municipal portion of the 2022 property taxes levied on the property located at 430 – 53rd Avenue East in the amount of \$1,069.36.

**CARRIED**

- 8. REQUEST FOR DECISION: Claesholm Golf Club Tax Waiver Request**  
 MOTION #22-089 Moved by Councillor Carlson to cancel the municipal portion of the 2022 property taxes levied on the golf course, roll #11630000, in the amount of \$3,204.11.  
**CARRIED**
- 9. REQUEST FOR DECISION: Claesholm Fire Department Golf Fundraiser**  
 MOTION #22-090 Moved by Councillor Cutler to approve a gift basket donation to the Claesholm Fire Department's Annual Golf Fundraiser to be held on August 20, 2022 in a total amount of up to \$150.  
**CARRIED**
- 10. REQUEST FOR DECISION: Claesholm Skatepark Association – Letter of Support**  
 MOTION #22-091 Moved by Councillor Zimmer to write a letter of support towards the Claesholm Skatepark Association's application to the Alberta Blue Cross Built Together grant for the purpose of constructing a skatepark at 111 - 55 Avenue West.  
**CARRIED**
- 11. REQUEST FOR DECISION: Amundsen Park – Kin Playground**  
 MOTION #22-092 Moved by Councillor Cutler to approve the out-of-budget expenditure not to exceed \$6,000 for the fence and landscape remediation within Amundsen Park.  
**CARRIED**
- 12. REQUEST FOR DECISION: Canada Day Beer Gardens**  
 MOTION #22-093 Moved by Councillor Schlossberger to approve the responsible sale and consumption of liquor at Centennial Park, Friday, July 1, 2022 between 10:30 a.m. and 4:00 p.m., on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event.  
**CARRIED**
- 13. REQUEST FOR DECISION: Fair Days 2022 Road Closures**  
 MOTION #22-094 Moved by Councillor Kettles to approve the closure of the downtown parking lot, and the southernmost alley way which runs east to west from Linderman Law to Pharmasave, for the Willow Creek Ministerial Association's Interdenominational Church Service on Sunday, August 14, 2022 from 8:00 a.m. to 12:00 p.m., including use of the ATCO Community Stage and Town of Claesholm chairs.  
**CARRIED**
- 14. REQUEST FOR DECISION: Town Council Open Houses**  
 MOTION #22-095 Moved by Councillor Schlossberger to set an Open House on Thursday, July 21<sup>st</sup>, 2022 at 7:00 p.m. to discuss Council's Strategic Plan and Budget 2022, and that the Open House be held at the Multi-Use Community Building.  
**CARRIED**
- 15. FINANCIAL REPORT: Statement of Operations May 31, 2022**  
 Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended May 31, 2022 as presented.  
**CARRIED**
- 16. INFORMATION BRIEF: FCSS Social Needs Assessment Survey**  
 Received for information.
- 17. INFORMATION BRIEF: CAO Report**  
 Received for information.
- 18. INFORMATION BRIEF: Council Committee Reports**  
 Received for information.
- 19. INFORMATION BRIEF: Council Resolution Status**  
 Received for information.
- 20. ADOPTION OF INFORMATION ITEMS**  
 Moved by Councillor Cutler to adopt the information items as presented.  
**CARRIED**
- MOTION #22-096 Moved by Councillor Schlossberger to direct administration to prepare a detailed report regarding Mr. Wayne McKay's sewer line issues, to provide an estimate as to the total cost of repairs that may be required, and to present that information to Council at a future meeting.  
**CARRIED**
- ADJOURNMENT:** Moved by Councillor Carlson that the meeting adjourn at 8:10 p.m.  
**CARRIED**

**NOTICE OF RECORDING CEASED:** Mayor Petrovic noted that recording ceased at 8:10 p.m.

---

Mayor – Chelsae Petrovic

---

Chief Administrative Officer – Abe Tinney

DRAFT

# ACTION ITEMS



# REQUEST FOR DECISION

Meeting: July 18, 2022  
Agenda Item: 1

---

## BYLAW No. 1740 - LAND USE BYLAW No.1525 AMENDMENT

---

### **BACKGROUND / DESCRIPTION:**

At the June 13<sup>th</sup>, 2022 regular meeting, Town Council gave first reading to Bylaw No. 1740, a land use Bylaw amendment. The purpose of proposed Bylaw No. 1740 is to undertake a series of text amendments as identified in the attached "Schedule A" in order to promote orderly, economical and beneficial development and enhance efficiency and service, and to bring the land use bylaw up to date with various new uses (tourist homes, cryptocurrency mining, clarity for sheds not requiring a permit, among other corrections and changes. The amendment will add Development Officer discretionary uses as a means to circulate neighbors, but speed up the development process while still ensuring adequate development conditions may be placed on approvals. These amendments are also in keeping with other municipalities for permitted/discretionary uses.

At the June 17<sup>th</sup> meeting MPC also discussed one change in regards to the addition of Day/child care facilities within the Retail Commercial (C1), Highway Commercial (C2) and Public (P) land use districts. Upon review we noticed those were not included but should be. Currently the public daycare is on public lands (as a public/institutional use), however as private daycare facilities are being inquired about, the Town would like to be proactive and allow for that use in other districts as well. This will require a motion to add those uses prior to second reading of the amendment.

In accordance with the Municipal Government Act (MGA) Section 692, a public hearing is required prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News July 6<sup>th</sup> and July 12<sup>th</sup>, 2022. No comments were received. Following the public hearing and motion in regards to adding Daycare/Child care facilities, the Development Department recommends 2nd and 3rd readings.

### **RECOMMENDED ACTION:**

Council pass a resolution to add day/child care facilities into those suggested land use districts and give Bylaw No. 1740, 2<sup>nd</sup> and 3<sup>rd</sup> readings after the Public Hearing.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to add Day/Child care facilities into the Retail Commercial (C1), Highway Commercial (C2) & Public (P) land use districts as permitted uses.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1740, a Land Use Bylaw Amendment, 2<sup>nd</sup> reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1740, a Land Use Bylaw Amendment, 3<sup>rd</sup> and final reading.

ATTACHMENTS:

- 1.) Bylaw No.1740 & Schedule "A".

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 692 – Planning Bylaws.
- 3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
- 4.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

---

APPROVED BY: Abe Tinney, CAO

DATE: July 12, 2022

---



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1740**

**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** the Council is amending the Land Use Bylaw to update, enhance and clarify administrative procedures, augment district and development criteria and standards, and include additional schedules and definitions;

**AND WHEREAS THE PURPOSE** of proposed Bylaw No. 1740 is to undertake a series of text amendments as identified in the attached “Schedule A” in order to promote orderly, economical and beneficial development and enhance efficiency and service;

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

1. The Town of Claresholm Land Use Bylaw #1525 shall be amended as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1740 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **13** day of **June** 2022 A.D.

Read a second time in Council this            day of            2022 A.D.

Read a third time in Council and finally passed in Council this            day of            2022 A.D.

---

Chelsae Petrovic, Mayor

---

Abe Tinney, Chief Administrative Officer



## Schedule 'A'

### Development Officer Discretionary Uses Edits

1. Edit the following from the *Interpretation - Definition* section:

**Discretionary use** means the one or more uses of land or buildings that are described in Schedule 1 as Discretionary or **Development Officer Discretionary** uses.

2. Delete the following from the *Administration* section:

#### **DEVELOPMENT OFFICER**

~~7. The Development Officer shall:~~

- ~~(a) administer this bylaw, and perform such duties as are required by this bylaw;~~
- ~~(b) refer to the MPC, with recommendations, all applications for which a decision or recommendation by the MPC is required or appropriate, in accordance with the procedures of this bylaw;~~
- ~~(c) act as secretary to the MPC;~~
- ~~(d) maintain, for inspection by the general public during office hours, a copy of this bylaw and all amendments thereto, and shall ensure that copies of same are obtainable by the general public at a reasonable charge;~~
- ~~(e) maintain a record of all development permit applications with the decision, and the conditions of approval or reasons for refusal;~~
- ~~(f) collect the fees;~~
- ~~(g) notify any persons, who in his opinion, are likely to be affected by a proposed development for a discretionary use as specified in the Notification sections of this bylaw;~~
- ~~(h) review all landscaping plans.~~

3. Replace *Administration* Section 7 with the following:

#### **SECTION 7 DEVELOPMENT OFFICER – POWERS AND DUTIES**

- 7.1 The office of the Development Officer is hereby established and such office shall be filled by one or more persons as appointed by resolution of Council.
- 7.2 The Development Officer:
- (a) shall, in accordance with the Development Permits Section of this bylaw, receive and process all applications for development permits and determine whether a development permit application is complete;
  - (b) shall maintain for the inspection of the public during office hours, a copy of this bylaw and all amendments thereto and ensure that copies of the same are available for public purchase;
  - (c) shall also establish and maintain a register in which shall be recorded the application made for a development permit and the decision made on the application, and contain any such other information as the Municipal Planning Commission considers necessary;
  - (d) shall consider and decide on applications for a development permit for:
    - (i) permitted uses that comply with this Land Use Bylaw;
    - (ii) permitted uses that request two (2) variances of a measurable standard not to exceed twenty-five percent (25%) each excluding height;
    - (iii) permitted uses on existing registered lots where the Municipal Planning Commission granted a variance(s) to the minimum lot width, length, or area requirements as part of a subdivision approval;
    - (iv) discretionary uses identified under "Development Officer Discretionary Uses" in the applicable land use district;
    - (v) discretionary uses identified under "Development Officer Discretionary Uses" that request two limited variances of a measurable standard not to exceed twenty-five percent (25%) each excluding height;
    - (vi) a ten percent (10%) variance of height, additional to the two (2) measurable standard variances in (ii) and (v);
    - (vii) landscaping;

- (viii) fences, walls or other types of enclosures; and
- (ix) demolition;
- (e) shall refer to the Municipal Planning Commission all development permit applications for which decision-making authority has not been assigned to the Development Officer;
- (f) may refer any development application to the Municipal Planning Commission for a decision and may refer any other planning or development matter to the Municipal Planning Commission for its review, comment or advice;
- (g) shall notify adjacent landowners and any persons who are likely to be affected by a proposed development in accordance with Development Permit - Notification Sections 29-33 of this bylaw;
- (h) shall receive, review, and refer any applications to amend this bylaw to Council;
- (i) shall issue the written notice of decision and where approved the development permit on all development permit applications and any other notices, decisions or orders in accordance with this bylaw;
- (j) may receive and consider and decide on requests for time extensions for Development Permits which the Development Officer has approved and shall refer to the Municipal Planning Commission those requests which the Municipal Planning Commission has approved;
- (k) shall provide a regular report to the Municipal Planning Commission summarizing the applications made for a development permit and the decision made on the applications, and any other information as the Municipal Planning Commission considers necessary;
- (l) shall perform any other powers and duties as are specified in this bylaw, the Subdivision and Development Authority Bylaw, the Act or by resolution of Council; and
- (m) shall refer all development applications in a Direct Control District to Council for a decision, unless Council has specifically delegated approval authority to the Development Officer or the Municipal Planning Commission.

#### 4. Edit *Development Permits* Sections as follows:

##### **DISCRETIONARY USE APPLICATIONS**

- 18.1 Upon receipt of a completed application for a development permit for a discretionary use for which the Development Officer is authorized to decide upon (listed as Development Officer Discretionary Uses in Schedule 1), and which complies with this bylaw, the Development Officer:
- (a) shall notify adjacent landowners and other persons likely to be affected in accordance with Development Permits - Notification Section 29-31; and
  - (b) may approve a development permit with or without conditions; or
  - (c) may refuse to approve the development permit, stating reasons; or
  - (d) may refer the application to the Municipal Planning Commission for a decision.
- 18.2 Upon receipt of a completed application for a development permit for a discretionary use for which the Development Officer is authorized to decide upon (listed as Development Officer Discretionary Uses in Schedule 1), that requests a limited variance, the Development Officer:
- (a) may grant the limited variance not to exceed twenty-five percent (25%) of two measurable standards excluding height and may additionally grant a ten percent (10%) variance of height of this bylaw and approve the development permit with or without conditions; or
  - (b) may refer the development application involving a request for a limited variance to the Municipal Planning Commission for a decision.
- 18.3 Upon receipt of a completed application for a development permit for a 'Discretionary use', the Development Officer shall send the application to the Municipal Planning Commission for a decision.

19. Upon receipt of an application under section 18, the Municipal Planning Commission or the Development Officer may notify, or cause to be notified the owners of land likely to be affected by the issue of a development permit in accordance with sections 29 to 31.
20. Upon receipt of a completed application for a development permit for a development that does not comply with the development standards in this bylaw, but in respect of which the Municipal Planning Commission is requested by the applicant to exercise discretion under sections 45 and 46, the Development Officer shall send the application to the Municipal Planning Commission.
21. Upon receipt of an application under section 19, and if the Municipal Planning Commission is prepared to exercise its discretion under sections 18 and 19, it may notify, or cause to be notified, the owners of land likely to be affected by the issue of a development permit in accordance with sections 29 to 31.
22. The Development Authority may place any of the conditions stipulated in section 17 on a development permit for a discretionary or development officer discretionary use in any land use district, in addition to any other conditions necessary to ensure the quality, suitability and compatibility of a development with other existing and approved uses in the area.

5. Edit Schedule 1 *Land Use Districts* by:

Adding the following heading and uses to Single Detached Residential – R1 under section 1 and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Modular home
- Moved-in building
- Moved-in dwelling
- Semi-detached dwelling

Adding the following heading and uses to Duplex Residential – R2 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Modular home
- Single detached dwelling

Adding the following heading and uses to Country Residential – R3 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Modular home
- Semi-detached dwelling

Adding the following heading and uses to Multiple Residential – R4 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Rowhouse dwelling or townhouse

Adding the following heading and uses to Apartment – R5 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Multi-unit dwelling
- Rowhouse dwelling or townhouse

Adding the following heading and uses to Manufactured Homes – R6 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

- Modular home

Adding the following heading and uses to Retail Commercial – C1 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Amusement facility  
Breweries, distilleries and wineries  
Business support services  
Convenience store  
Day/child care facility  
Dry cleaning shops  
Fitness centre  
Funeral home  
Grocery store  
Liquor store  
Post office  
Printing establishment, commercial  
Retail cannabis store  
Signs in accordance with Schedule 2  
Vehicle sales and service  
Workshop

Adding the following heading and uses to Highway Commercial – C2 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Breweries, distilleries and wineries  
Contractor, limited  
Day/child care facility  
Farm/industrial machinery sales, rental and service  
Liquor store  
Retail cannabis store  
Signs in accordance with Schedule 2  
Workshop

Adding the following heading and uses to Neighborhood Commercial – C3 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Day/child care facility  
Financial institution  
Fitness centre  
Lounge/beverage room  
Mixed-use residential  
Office  
Personal service  
Retail store  
Signs in accordance with Schedule 2

Adding the following heading and uses to Industrial – I1 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Manufacturing and fabrication  
Market garden  
Mini-storage and self-storage  
Municipal works storage shops  
Oilfield servicing operation  
Retail cannabis store  
Signs in accordance with Schedule 2  
Storage yard  
Tire business  
Truck stop  
Warehousing

Adding the following heading and uses to Service Industrial – I2 under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Contractor, general

Food processing facility, minor  
 Greenhouse  
 Light fabrication shops  
 Light industrial  
 Market garden  
 Mini-storage and self-storage  
 Public utility  
 Retail cannabis store  
 Retail store, large scale  
 Service station  
 Signs in accordance with Schedule 2  
 Storage yard  
 Tire business  
 Truck stop  
 Vehicle sales and rental

Adding the following heading and uses to Public – P under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Assisted living  
 Day/child care facility  
 Shipping container, permanent  
 Signs in accordance with Schedule 2

Adding the following heading and uses to Agricultural/Transitional – A/T under section 1. and deleting the same uses found under ‘Discretionary’:

**DEVELOPMENT OFFICER DISCRETIONARY USES**

Farm buildings  
 Signs in accordance with Schedule 2

**6. Edit Schedule 2 Signs Section 5 as follows:**

**Procedure**

Signs shall only be allowed in land use districts where listed as a permitted or discretionary use and are limited to the following sign types:

“P” indicates that the sign type is classified as a permitted use within the respective land use district.

“D” indicates that the use is classified as a discretionary use within the respective land use district.

“DO” indicates that the use is classified as development officer discretionary use within the respective land use district.

A blank cell indicates that the sign type is prohibited within the respective land use district.

| Sign Type<br>- Subtype                                | Land Use District  |       |        |    |     | Use Specific Standards |
|---|--------------------|-------|--------|----|-----|------------------------|
|   | R1 thru R6         | C1-C3 | I1- I2 | P  | A/T |                        |
| <b>Freestanding sign</b>                              | D <sup>Note1</sup> | P     | P      | P  |     | Section 10             |
| -Monument sign  | D <sup>Note1</sup> | P     | P      | P  |     | Section 10             |
| -Multi-tenant   |                    | DO    | DO     | DO |     | Section 10.1           |
| <b>Fascia &amp; wall sign</b>                         | D <sup>Note1</sup> | P     | P      | P  | DO  | Section 11             |
| -Mural sign   | D <sup>Note1</sup> | DO    | DO     | DO |     | Section 11.2           |
| -window sign  | P <sup>Note1</sup> | P     | P      | P  | P   | Section 4 & 11.1       |
| <b>Projecting sign</b>                                | D <sup>Note1</sup> | DO    | DO     | DO | DO  | Section 9              |
| -Shingle sign   | P <sup>Note1</sup> | P     | P      | P  | P   | Section 9.3            |
| -Roof sign  |                    | DO    | DO     | DO |     | Section 9.2            |
| -Canopy   | D <sup>Note1</sup> | P     | P      | P  |     | Section 9.1            |
| <b>Portable Sign</b>                                  |                    | P     | P      | P  |     | Section 4 & 8.1        |
| Directional,<br>Informational,<br>Identification Sign | P <sup>Note1</sup> | P     | P      | DO |     | Section 4              |

|                      |  |
|----------------------|--|
| Electronic Display   | Any sign type utilizing electronic display is prohibited, except in the C1, C2, C3, I1, I2 and P districts where they will be processed as <b>development officer</b> discretionary uses. The luminosity, transition time, proximity to residential uses, operational times, etc. are at the discretion of the <del>Municipal Planning Commission</del> <b>Development Authority</b> and may be regulated as a condition of approval per Section 14. |
| Off-premise Sign     | Off-premise signs are in accordance with the sign type above and Section 7.  |
| Temporary Signs      | For temporary signs which comply with Section 8, the Development Officer may issue a temporary development permit as a permitted use.  |
| Home Occupation Sign | Home occupation signs are regulated under Schedule 10 of this bylaw and section 4 of this schedule.  |
| Master Sign Plan     | When an applicant exceeds the number of allowable signs per frontage in Section 6, they may apply for a master sign plan permit as a <b>development officer</b> discretionary use under Section 13.  |
| Note 1               | Restricted to signage associated with approved community facilities, nursing homes, places of <b>worship</b> , senior citizen housing, manufactured home parks, market gardens, group home, assisted living, and the following residential uses: boarding houses, multi-unit dwellings, townhouse/row housing, apartment where classified as a permitted, <b>development officer discretionary</b> or discretionary use in the respective district.  |

## Additional Edits

### 7. Edit the following from the *Interpretation - Definition* section:

**Business support services** means development providing support services to businesses. This use includes duplicating, photocopying and blueprinting services; building security, cleaning or maintenance services; engineering, architectural, drafting, project design and project management services; sign making; farm consulting services; data processing or data storage facility; and the preparation and delivery of food by mobile catering service. "Office" and **"Cryptocurrency mining" are** ~~is a~~ separate uses.

**Fitness centre** means a development for physical health or fitness including, but not limited to, health centres, gymnasiums, ball courts, spas and personal **trainers trailers**. The use may incorporate a café/coffee shop, restaurant or retail store as accessory uses. Amusement facility is a separate use.

### 8. Replace all instances of the 'Alberta Building Code' with the 'National Building Code – Alberta Edition'.

### 9. Revise Schedule 3 *Development Not Requiring a Permit* section 2 as follows:

- (e) **a maximum of two (2)** ~~any~~ accessory building placed on a lot which ~~is~~ **are** 9.3 m<sup>2</sup> (100 sq. ft.) or less in area that ~~is~~ **are** not on a permanent foundation or soft covered/tarpaulin structures having an area not more than 9.3 m<sup>2</sup> (100 sq. ft.) or less in area either may be placed a minimum of 0.6 m (2 ft.) from a side or rear lot line;
- (q) ~~floating decks or decks not attached to a building;~~ **a Tourist home within the residential districts where a business license has been obtained.**

### 10. Revise Schedule 4 *Standards of Development* as follows:

- 3.B.4. **Yard Requirements:** ~~The minimum setback requirements shall be increased to 9.1 m (30 ft.) from any lot or parcel boundary which abuts an arterial or collector street along the side or rear property line.~~

#### 12. DECKS AND AMENITY SPACES

- ~~(b) Floating decks, or decks not attached to a building; Do Not Require a Development Permit.~~

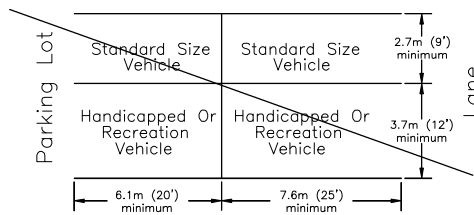
### 11. Delete Schedule 5 *Moved-in Building Regulations* section 5 as follows:

~~5. Pursuant to Section 58, there shall be a fourteen (14) day waiting period from the date of the notification of an approval on an application before construction commences.~~

### 12. Delete and replace Schedule 8 *Parking and Loading Space Requirements Section 5* as follows:

5. **BARRIER FREE PARKING**

- (a) ~~The Development Authority may require:~~
  - i. ~~that the oversized parking spaces for people with disabilities be provided in accordance with the size requirements in Figure 8a; and~~
  - ii. ~~that at least 5 percent of the required number of parking spaces to a maximum number of 4 spaces be designated as barrier free parking.~~
- (b) ~~Each barrier free parking space shall be:~~
  - i. ~~located closest to the entrance of the building for which it is intended;~~
  - ii. ~~identified by a sign; and~~
  - iii. ~~identified by pavement markings if the parking surface is paved.~~



**Figure 8a**

- (a) The minimum number of barrier-free parking spaces to be provided shall be a portion of the total number of off-street parking spaces required, in accordance with the table below.

| Number of parking spaces required                    | Number of barrier-free spaces required |
|--|--|
| 2-10   | 1                                      |
| 11-25  | 2                                      |
| 26-50  | 3                                      |
| 51-100   | 4                                      |
| for each additional increment of 100 or part thereof | one additional stall                   |

- (b) In accordance with the National Building Code - Alberta Edition, each barrier-free parking space for the disabled shall be:
  - (i) designed as a 2.4 m wide parking stall adjacent to a 2.4 m wide access aisle where the access aisle is demarcated to indicate no parking;
  - (ii) have a firm, slip-resistant and level surface; and
  - (iii) be clearly signed as being for the use of persons with disabilities only.
- (c) There must be a well-lit, discernible, barrier-free path of travel leading to the building entrance.
- (d) It is recommended that an additional number of spaces be considered when the purpose or use of the building facilities may cause an increase in the number of seniors or persons with disabilities who require accessible parking, such as, but not limited to, recreation centres, medical services and restaurants.

13. Revise Schedule 11 *Shipping Containers* section 8 as follows:

- 8. All permanent shipping containers must be located in the rear or side yards only, with a side yard setback of ~~3.0 m (10 feet)~~ 1.5 m (5.0 feet) and a rear yard setback of ~~1.5 m (5.0 feet)~~ 6.1 m (20 feet).

14. Add to *Interpretation - Definitions* the following:

**Cryptocurrency mining operation** means the development of a heavy industrial facility consisting of a building or group of buildings housing powerful, highly specialized computers that are used to verify digital transactions and require 24/7 climate control. This use may include an on-site power plant.

**Noise impact assessment** means an assessment prepared by a qualified professional which measure noise and noise impacts.

**Tourist home** is an accessory use development where a dwelling unit is operated as a temporary or short-term rental or lease accommodation unit, with or without compensation, occupied by a guest or guests for a period of less than 28 continuance days where the residence owner may or may not be present or residing on site, and includes all vacation rentals of a dwelling unit. This use does not include Home Occupation- Bed and Breakfasts, Motels, or Hotels which are separately defined uses.

15. Add a new Schedule for Cryptocurrency mining as follows:

**Schedule 17**

**CRYPTOCURRENCY MINING OPERATION**

1. An application for a cryptocurrency mining operation shall be accompanied by all the application submission requirements in accordance Administration Development Permits Section as well as the following information:
  - (a) floor plans, elevations and renderings conveying all proposed buildings and structures that will form part of the facility including trailers, shipping containers, semi-trucks and related storage buildings;
  - (b) a breakdown of the number of computer units, fans and any pertinent information concerning their anticipated noise impacts;
  - (c) noise impact assessment (NIA) completed by a qualified professional which measures sound from the proposed facility to the nearest dwelling/ or building. The assessment shall be undertaken in accordance with the principles specified in AUC Rule 012 or a comparable standard, regardless of whether the proposed operation involves the on-site generation of electric energy.
  - (d) a fire protection plan; and
  - (e) any other information that may be required by the Development Authority.
2. Proposals for cryptocurrency mining operations integrating an on-site power plant or backup power source shall indicate the total MW at full build-out, and any pertinent information concerning their anticipated noise impacts. All structures related to energy generation shall be indicated on the site plan.
3. An application for a cryptocurrency mining operation that draws its power from the electricity grid shall be accompanied by verification in writing from the electrical service provider that the projected electrical consumption of the proposed use can be accommodated and that the utility supply equipment and related infrastructure is sufficiently sized to accommodate the proposal.
4. The applicant shall submit from the Alberta Utilities Commission:
  - (a) a copy of proof of exemption of an approval for applications utilizing an on-site power plant generating less than 10 megawatts (MW)
  - (a) a copy of any approvals required by for applications utilizing an on-site power plant generating 10 MW or more.
5. At all times during the operation of the cryptocurrency mining operations noise compliance shall be:

| Proximity to Transportation | Dwelling density per quarter section of land |           |                    |           |                            |           |
|-----------------------------|--|-----------|--------------------|-----------|----------------------------|-----------|
|                             | 1 to 8 dwellings                             |           | 9 to 160 dwellings |           | Greater than 160 dwellings |           |
|                             | Daytime                                      | Nighttime | Daytime            | Nighttime | Daytime                    | Nighttime |
| Category 1                  | 50 dB  | 40 dB     | 53 dB              | 43 dB     | 56 dB                      | 46 dB     |
| Category 2                  | 55 dB  | 45 dB     | 58 dB              | 48 dB     | 61 dB                      | 51 dB     |
| Category 3                  | 60 dB  | 50 dB     | 63 dB              | 53 dB     | 66 dB                      | 56 dB     |

Category 1: dwelling(s) distance is more than or equal to 500 metres (m) from heavily travelled roads or rail lines and not subject to frequent aircraft flyovers from proposed development.

Category 2: dwelling(s) distance is more than or equal to 30 m, but less than 500 m from heavily travelled roads or rail lines and not subject to frequent aircraft flyovers from proposed development.

Category 3: dwelling(s) distance is less than 30 m from heavily travelled roads, or rail lines or subject to frequent aircraft flyovers from proposed development.



|   | Daytime | Nighttime |
|---|---------|-----------|
| Other parcels zoned for Industrial purposes | 75 dB   | 70 dB     |

6. Facilities used in conjunction with cryptocurrency mining operations shall integrate noise management strategies to achieve noise compliance, including but not limited to exhaust baffles, roof and side extensions on the exhaust side of buildings, sound-absorbent padding, and fire-resistant sound-absorbing walls. Where the above measures do not adequately mitigate sound to achieve noise compliance specified in section 20.6, more sophisticated sound mitigation solutions shall be required prior to commencement of operations.
7. In response to noise complaints:
  - (a) by residents, the cryptocurrency mining operation that is the subject of those complaints may, at the discretion of the Development Authority, be required to undertake sound level testing at the location of the most affected dwelling to demonstrate that the noise threshold in is not exceeded.
  - (b) by operators of other properties within the Industrial land use district, the Development Authority may determine that noise compliance testing is required to demonstrate compliance.
  - (c) any required compliance testing shall be undertaken at the cost of the developer.



# REQUEST FOR DECISION

Meeting: July 18, 2022

Agenda item: 2

---

## RESIDENTIAL TAX RELIEF BYLAW

---

The Community Development Committee has been working on a draft residential tax incentive bylaw as one strategy to incentivize and assist developers, and new development. In 2020 the Town passed a bylaw for non-residential incentives (tax incentive bylaw No. 1693 – with provisions to cancel a portion of municipal tax on the value of the assessed improvements for new and/or re-developed commercial/industrial properties), however within the MGA residential provisions are slightly different.

Within section 347 of the MGA, there is an opportunity for Council's to cancel or refund taxes on residential or any properties/business. Section 347 provides that a Council may cancel, refund or reduce any or all of the municipal portion on the collection of a tax, where Council considers it equitable to do so. So, the properties would still be taxed (not exempt from taxation), but a bylaw can be put in place which identifies a process by which owners can apply for a refund. Within the bylaw, the application process and criteria applied by Council in determining whether a refund will be granted would be listed, with the final decision is always made by Council. The taxes need to be paid, then can be refunded as per the % noted within the schedules in the bylaw.

There are two tax refund provisions noted within the bylaw (all criteria specified in the schedules).

1. New residential development (whether on a newly created lot, or an in-fill (possibly following demolition) for up to 3 years. This can help individual owners, builders, increase density and help with in-fills (after demolition).
  - Must be in a residential district.
  - Must have completed permit inspections & comply with development standards.
  - Assessed value on property must increase at minimum by \$200,000. (Adding a garage for instance would not qualify a property, meant to be a stimulus for significant improvements and new development).
  
2. Residential subdivisions over 20 lots for up to 3 years. This can provide relief for developers carrying lots for a few years (as taxes and assessments increase with each new lot created from a larger parcel), and if sold within the 3 years, can provide a refund to the one subsequent owner.
  - Must be located in a residential district.
  - Final approval granted for the subdivision.
  - Properties must remain unsold (being held for sale by any commercial means).
  - As soon as development occurs on a lot it is no longer considered vacant, so in the case of when a developer qualifies for the refund for the minimum of 20 lots, the vacant tax refund no longer applies, but when development is completed, they can apply for the new residential development refund.
  - Does not transfer to the second property owner if the lot remains vacant (if development occurs, the other schedule could apply – for either the developer or one subsequent owner).

Attached is the draft bylaw for review and presented for first reading. This bylaw has been reviewed by Legal for compliance with the MGA, and at the July 7, 2022 Community Development Committee meeting a motion was carried to refer the bylaw to Council for 1<sup>st</sup> reading.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1741, a residential tax refund bylaw first reading.

ATTACHMENTS:

- 1.) Draft Bylaw No. 1741

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act - Section 347

PREPARED BY: Tara VanDellen, Planner/Development Officer

---

APPROVED BY: Abe Tinney, CAO

DATE: July 13, 2022

---



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1741**

**A Bylaw of the Town of Claresholm, in the Province of Alberta, for the provision of Providing for applications to Council for Residential Tax Refund.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, s. 347, Council of the Town of Claresholm (hereafter called Council) has the authority to cancel or reduce tax arrears, cancel or refund all or part of a tax and defer the collection of a tax, with or without conditions;

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

1. This Bylaw may be referred to as the Residential Tax Refund Bylaw.
2. For the purposes of this Bylaw the following definitions shall apply:
  - (a) "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto.
  - (b) "Application" means an application for a tax incentive pursuant to this policy.
  - (c) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
  - (d) "Council" means the Council of the Town of Claresholm.
  - (e) "Eligible Property" means:
    - (i) vacant residential land being held for resale in the Town of Claresholm created as a result of a subdivision of more than twenty (20) lots and which remains unsold. For the purposes of this Bylaw land shall be considered held for resale if listed or advertised for sale by any commercial means including but not limited to a realtor.
    - (ii) residential land that becomes improved with development (new residential construction) within the timeframe of the Bylaw.
  - (f) "Tax Refund" means the refund of all or part of the municipal portion of the taxes for a property pursuant to s. 347(1)(b) of the Act.
3. The purpose of this Bylaw is to encourage and assist development in the Town of Claresholm, and to establish the criteria that the Council will consider when determining whether to grant a Tax Refund.

4. The owner of an Eligible Property in the Town of Claresholm may apply to Council for a Tax Refund in accordance with the procedure established in this Bylaw and the criteria outlined in Schedule “A” to this Bylaw.
5. Applications for a Tax Refund in accordance with this Bylaw shall be made to the CAO in a form and with supporting documentation satisfactory to the Chief Administrative Officer, which shall include but is not limited to proof of payment of all outstanding taxes for the property that is the subject of the application and, in the case of new development or the construction of a new addition to an existing building, a valid development permit and building permit.
6. The CAO shall refer all complete Applications to Council for a decision in accordance with s. 347(1)(c) of the *Municipal Government Act* and the criteria set out in Schedule “A” to this Bylaw. All Applications are subject to approval by Council in its sole and unfettered discretion, which approval if provided shall be in the form of a Council resolution.
7. The duration of any Tax Refund granted pursuant to this Bylaw shall be limited to three (3) years, in accordance with s. 347(1)(c) of the *Municipal Government Act* and the criteria set out in Schedule “A” to this Bylaw.
8. Tax Refunds granted pursuant to this Bylaw apply to the municipal portion of property taxes only and do not include school or other requisitions.

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

Read a first time in Council this        day of        2022 A.D.

Read a second time in Council this        day of        2022 A.D.

Read a third time in Council and finally passed in Council this        day of        2022 A.D.

\_\_\_\_\_  
Chelsae Petrovic, Mayor

\_\_\_\_\_  
Abe Tinney, Chief Administrative Officer

**SCHEDULE “A”**  
**CRITERIA FOR TAX REFUNDS (individual lots)**  
**BYLAW No. 1741**

1. To be eligible for consideration for a Tax Refund of the Municipal portion of tax upon development:
  - a. Residential land being held for resale must:
    - i. Be located in a residential land use district in the Town of Claresholm;
    - ii. Development occurs on the property after coming into effect of this Bylaw;
    - iii. Development is in compliance with the requirements of the Town’s Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time;
    - iv. Development must be completed and the final inspection of the building permit for the development completed and compliant (new construction);
    - v. All outstanding property taxes (including amounts added to the tax roll pursuant to the *Municipal Government Act*) on the property have been paid in full and are not in arrears.
2. An application pursuant to the Bylaw must be made:
  - a. In the case of residential land being held for resale, within one (1) year of the date of the first assessment notice issued with respect to the property (transferred only to the first subsequent owner).
3. Eligibility for a Tax Refund pursuant to this Bylaw shall be determined based on the total assessed value of the property in question; provided however that a property will not be eligible for consideration unless the total increase in assessed value as a result of the development greater than a \$200,000 increase in assessed value.
4. Council shall take the following guidelines into account when considering an Application pursuant to the Bylaw:
  - a. Residential Land Being Held for Resale:
    - i. 75% in the first taxation year (year one);
    - ii. 50 % in the second taxation year (year two), and;
    - iii. 10% in the third taxation year (year three).
    - iv. 0% in the year subsequent to year three.

**SCHEDULE “A”**  
**CRITERIA FOR TAX REFUNDS (Subdivision resulting in over 20 lots created)**  
**BYLAW No. 1741**

1. In order to be eligible for consideration for a Tax Refund of the Municipal portion of tax upon subdivision:

b. Vacant residential land being held for resale must:

- vi. Be located in a residential land use district in the Town of Claresholm;
- vii. Development occurs on the property after coming into effect of this Bylaw;
- viii. Development is in compliance with the requirements of the Town’s Land Use Bylaw and any other applicable municipal bylaw or regulation, as amended from time to time;
- ix. Be the result of a completed subdivision (final approval has been received) of more than 20 lots;
- x. Remain unsold, i.e., be owned by the owner of the lands prior to subdivision or applicant for subdivision;
- xi. All outstanding property taxes (including amounts added to the tax roll pursuant to the *Municipal Government Act*) on the property have been paid in full and are not in arrears.

2. An application pursuant to the Bylaw must be made:

a. In the case of vacant residential land being held for resale, within one (1) year of the date of the first assessment notice issued with respect to the property following the subdivision.

3. Council shall take the following guidelines into account when considering an Application pursuant to the Bylaw:

a. Vacant Residential Land Being Held for Resale:

- v. 50% in the first taxation year following subdivision (year one);
- vi. 20 % in the second taxation year following subdivision (year two), and;
- vii. 10% in the third taxation year following subdivision (year three).
- viii. 0% in the year subsequent to year three.



# REQUEST FOR DECISION

Meeting: July 18, 2022  
Agenda Item: 3

---

## BUSINESS LICENSE BYLAW AMENDMENT 2<sup>nd</sup> & 3<sup>rd</sup> READINGS

---

At the regularly scheduled Council meeting held June 27, 2022, Council carried a motion to amend bylaw No. 1615 a Business License Bylaw.

The purpose of the amendment is to bring the business licenses up to date with the changes within the Land Use Bylaw (to accommodate vacation rentals, short-term rentals, Air BnB's.). The amendment will add a definition for vacation rentals and what is included/ not included. Also adding a section with the provisions in regards to vacation rentals and the requirement for a license, and lastly amending the fee schedule to add vacation rentals in the listing.

The question was raised about business license requirements for rental houses. Rental houses are not governed by Alberta Health or have any Tourism requirements in the same way Bed and Breakfasts, Air BnB's, or short-term vacation rentals are. Rental homes are not listed as uses with the land use bylaw (as they are just a dwelling) and therefore not subject to the land use or business license approval process currently. The Town does not regulate those items (Tourism, AHS), but will make applicants aware of those requirements upon business license application. Therefore, a license is not required of landowners of rental homes, but would be for those items listed within the land use bylaw (as specific uses- short term rentals). If Council desired to regulate rental homes, or adjust the business license bylaw to add those in, it would require an amendment to the land use bylaw and then an additional amendment to the business license bylaw, which could be added and/or amended at any time. Short term rentals also have more traffic, different people in and out, and there is the potential to increase regulations as time goes on if needed (this was the first step identifying them within the land use and business license bylaw). Places such as Canmore or "resort" towns have had to increase regulations on short term rentals for parking, occupancy loads, noise, etc. Long- term rental homes may not need to be regulated in the same way.

At this time, Administration recommends 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaw as presented, to ensure the Land Use Bylaw and Business License Bylaws align as currently changed, and direct Administration to review or present other options for any further amendments Council would like investigated.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1742, a business license bylaw amendment second reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1742, a business license bylaw amendment third and final reading.

### ATTACHMENTS:

- 1.) Bylaw No. 1742

### APPLICABLE LEGISLATION:

- 1.) Bylaw No. 1615 – Business License Bylaw

PREPARED BY: Tara VanDellen, Planner/Development Officer

---

APPROVED BY: Abe Tinney, CAO

DATE: July 15, 2022

---





**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1742**

**A Bylaw of the Town of Claresholm to provide for additional businesses within the Town of Claresholm by amending Bylaw 1615, the Business License Bylaw.**

**WHEREAS** pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Business License Bylaw, Bylaw #1615; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1615;

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

1. This Bylaw may be cited as the “**Business License Amendment Bylaw**”
2. The Town of Claresholm Business License Bylaw #1615 shall be amended as follows:

**ADD:**

Section 1.0 Definitions

23. **Vacation Rentals** – Shall mean short-term rentals including Air BnB’s. This includes owner operated or properties managed by a third party. This does not include Bed & Breakfasts.

**ADD:**

13.0 **Provisions for Vacation Rentals**

1. A business license is required if you own/manage/operate a short-term or vacation rental property.
2. If you own a vacation rental that is being managed by a third party, that third party company requires the business license.

**NUMBERING CHANGES:**

134.0 **Transfer / Changes to a Business License**

4415.0 **Fines and Penalties**

4546.0 **Amendment to Schedule**

4617.0 Bylaw number 1300 is hereby repealed.

4718.0 This Bylaw shall take effect on the date of final passage.

**ADD:**

Schedule “A” Fees:

**Vacation Rentals** \$ 50.00 per annum

4. This bylaw comes into full force and effect upon third and final reading.
5. Bylaw #1615 is hereby amended.

Read a first time in Council this **27** day of **June** 2022 A.D.

Read a second time in Council this        day of        2022 A.D.

Read a third time in Council and finally passed in Council this        day of        2022 A.D.

---

Chelsae Petrovic, Mayor

---

Abe Tinney, CAO



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1744**

A Bylaw of the Town of Claresholm, in the Province of Alberta, to amend Bylaw 1659 respecting water-works, sewers and plumbing in the Town of Claresholm.

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

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

1. The Town of Claresholm Water & Sewer Utility Bylaw 1659 shall be amended as follows:

**REMOVE:** Section 2.1 (d)

- 2.1(d) “Chief Administrative Officer” is the person appointed by council in accordance with Section 205 of the Municipal Government Act, and is referred to throughout this bylaw as “CAO”.

**ADD:** Section 2.1 (d)

- 2.1(d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Town or the Chief Administrative Officer’s delegate.

**ADD:** Section 2.1 (dd)

- 2.1(dd) “Water Shortage Response Plan” referred to throughout this bylaw as “WSRP”, means a plan submitted by the Town of Claresholm to Alberta Environment and Parks in 2020 as part of The Town’s existing and future water act applications, that identifies water shortage conditions and outlines the Town response during water shortages.

**REMOVE:** Section 4.13

- 4.13 To maintain an adequate supply of water and adequate water pressure within the Town of Claresholm, the Town Council may impose restrictions on the use of water.

**ADD:** Section 4.13

- 4.13 To conserve and maintain an adequate supply of water, to the Town water Consumer, the CAO may impose and enforce restrictions.

**ADD:** Section 4.13.1

4.13 Restrictions related to the WSRP will be as per Schedule “E”.

**ADD:** Section 4.14

4.14 No person will shall be found in contravention of water restrictions. *(Penalty as per Schedule “C”).*

**ADD:** Revised Schedule “C” S4.14

S4.14 No person will shall be found in contravention of water restrictions.

**ADD:** Town of Claresholm Bylaw No.1744 Schedule “E” Water Shortage Response Plan (WSRP) Trigger Criteria and Water Restriction Guides.

As depicted as Schedule “E”.

2. This Bylaw shall take effect on the date of final passage.
3. The amendment is authorized to include adjustments to section numbering throughout the document.
4. Bylaw # 1659 is hereby amended.

Read a first time in Council this **27<sup>th</sup>** day of **June** 2022 A.D.

Read a second time in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

Read a third time in Council and finally passed in Council this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

---

Chelsae Petrovic, Mayor

---

Abe Tinney, Chief Administrative Officer

TOWN OF CLARESHOLM  
 Bylaw No. 1744  
 SCHEDULE "E"  
 WATER SHORTAGE RESPONSE PLAN  
 TRIGGER CRITERIA  
 &  
 WATER RESTRICTIONS GUIDES

| Reservoir Operating Level (m) | Stage  | Restriction Details   |
|-------------------------------|--------|---|
| 1052.50 to 1046               | Normal | No restrictions.  |
| 1046 to 1045                  | 1      | Begin limiting non-essential water use (i.e. lawn and garden watering limited to 3 days/week)   |
| 1045 to 1044.50               | 2      | Further limit non-essential water use (i.e. lawn and garden watering limited to 2 days/week)  |
| 1044.50 to 1044               | 3      | Further limit non-essential water use (i.e. lawn and garden watering limited to 1 days/week); Essential water use to be monitored.  |
| 1044 to 1043                  | 4      | Prohibit all water use associated with irrigation; non-essential water use limited to sanitation purposes only; Monitor essential water use; water supply augmentation may be required.<br><br>Water use for agricultural users to be restricted to livestock only. |
| 1043 to 1042                  | 5      | All non-essential water use prohibited; limit essential water use; water supply augmentation required.<br><br>Water use for agricultural users to be restricted to livestock only.  |

## Town of Claresholm Water Restriction Guide Residential Water Use

|   | RESIDENTIAL<br>Water Use<br>Restrictions  | NORMAL   | STAGE 1  | STAGE 2   | STAGE 3  | STAGE 4   | STAGE 5   |
|---|---|--|--|---|--|---|---|
|   |   | PINE COULEE<br>FULL SUPPLY LEVEL<br>1052.5 m                     | PINE COULEE<br>SUPPLY LEVEL<br>1046.0 m                          | PINE COULEE<br>SUPPLY LEVEL<br>1045.0 m   | PINE COULEE<br>SUPPLY LEVEL<br>1044.0 m  | PINE COULEE<br>SUPPLY LEVEL<br>1043.0 m   | PINE COULEE<br>MINIMUM SUPPLY LEVEL<br>1042.0 m   |
|   | ACTIVITY  | Restriction Details  | Restriction Details  | Restriction Details   | Restriction Details  | Restriction Details   | Restriction Details   |
| A | Lawn, Garden and Plants<br>- Manual Sprinkling                                  | Anytime  | Water allowed 6am-10am<br>7pm-12am 3 days per week.              | Water allowed 6am-10am<br>7pm-12am 2 days per week                                | Water allowed 6am-10am<br>7pm-12am 1 day per week                                    | Use of Town water for all<br>forms of aesthetic lawn<br>and garden watering<br>is prohibited. | Use of Town water for all<br>forms of aesthetic lawn<br>and garden watering<br>is prohibited. |
|   | Odd Address Schedule  | Anytime  | Tues, Thurs and Sat  | Tues and Sat  | Sat  |   |   |
|   | Even Address Schedule   |  | Wed, Fri and Sun   | Wed and Sun   | Sun  |   |   |
| B | Lawn, and Aesthetic Garden<br>Watering - Auto Sprinkling                        | Anytime  | Water allowed 12am-6am<br>up to 3 days per week.                 | Water allowed 12am-6am<br>up to 2 days per week                                   | Water allowed 12am-6am<br>up to 1 day per week                                       |   |   |
|   | Odd Address Schedule  | Anytime  | Tues, Thurs and Sat  | Tues and Sat  | Sat  |   |   |
|   | Even Address Schedule   |  | Wed, Fri and Sun   | Wed and Sun   | Sun  |   |   |
| C | Lawn, and Aesthetic Garden<br>Micro or Drip Irrigation                          | Anytime  | Watering allowed any day<br>between 7pm-10am                     | Watering up to 3 days a<br>week 7pm-10am (Line A)                                 | Watering allowed Thurs and<br>Fri between 7pm-10am                                   |   |   |
| D | Lawn, and Aesthetic Garden<br>Watering - Hand Sprinkling<br>(hose or water can) | Anytime  | Anytime  | Watering allowed 3 days a<br>week 6am-10am, 5pm-12am<br>Stage 1 (Line A).         | Watering allowed Wed<br>and Sun between 6am-10am<br>and 7pm-12am                     |   |   |
| E | New (non-established)<br>Lawns and Landscaping<br>sprinkling. Permit required.  | Follow supplier<br>recommended watering<br>schedule. (Lines A-D) | Follow supplier<br>recommended watering<br>schedule. (Lines A-D) | Sprinkler permit required.<br>Seeding to start before<br>April 30 or after Sept 1 | No new permits issued for<br>seeded lawns. New lawns<br>watering Stage 3 (Lines A-D) | No new permits issued or<br>renewed. Use of Town<br>water prohibited.                         | No new permits issued or<br>renewed. Use of Town<br>water prohibited.                         |
| F | Garden Ponds, Fountains<br>and Water Features                                   | Filling and refilling is<br>permitted (Line A)                   | Filling and refilling is<br>permitted (Line A)                   | Filling and refilling is<br>permitted (Line A)                                    | Filling and refilling with<br>Town water is prohibited.                              | Filling and refilling with<br>Town water is prohibited.                                       | Filling and refilling with<br>Town water is prohibited.                                       |
| G | Pools   | Filling and refilling is<br>permitted (Line A)                   | Filling and refilling is<br>permitted (Line A)                   | Filling and refilling is<br>permitted (Line A)                                    | Topping up allowed once per<br>week on Wednesdays.                                   | Filling and refilling with<br>Town water is prohibited.                                       | Filling and refilling with<br>Town water is prohibited.                                       |
| H | Cleaning Outdoor Surfaces<br>(driveways, sidewalks etc.)                        | Use a broom, spring loaded<br>nozzle or mop and bucket.          | Use a broom, spring loaded<br>nozzle or mop and bucket.          | Cleaning with a hose for<br>health and safety only.                               | Cleaning with a hose for<br>health and safety only.                                  | Cleaning with a hose for<br>health and safety only.   | All hosing of outdoor surface<br>with Town water prohibited.                                  |
| I | Car-Boat Washing  | Use<br>spring loaded nozzle.                                     | Use<br>spring loaded nozzle.                                     | Wand wash<br>only.  | Wand wash<br>only.   | Wand wash<br>only.  | No washing or rinsing of<br>any vehicles.   |
| J | Artificial turf and<br>outdoor tracks   | Cleaning with a hose for<br>health and safety only.              | Cleaning with a hose for<br>health and safety only.              | Cleaning with a hose for<br>health and safety only.                               | Cleaning with a hose for<br>health and safety only.                                  | Cleaning with a hose for<br>health and safety only.   | Cleaning outdoor surfaces<br>with Town water prohibited.                                      |

\* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.

## Town of Claresholm Water Restriction Guide Commercial Water Use

|   | COMMERCIAL<br>Water Use<br>Restrictions                                  | NORMAL   | STAGE 1  | STAGE 2   | STAGE 3  | STAGE 4  | STAGE 5  |
|---|--|--|--|---|--|--|--|
|   |  | PINE COULEE<br>FULL SUPPLY LEVEL<br>1052.5 m               | PINE COULEE<br>SUPPLY LEVEL<br>1046.0 m                    | PINE COULEE<br>SUPPLY LEVEL<br>1045.0 m                                     | PINE COULEE<br>SUPPLY LEVEL<br>1044.0 m  | PINE COULEE<br>SUPPLY LEVEL<br>1043.0 m  | PINE COULEE<br>MINIMUM SUPPLY LEVEL<br>1042.0 m                                      |
|   | ACTIVITY   | Restriction Details  | Restriction Details  | Restriction Details   | Restriction Details  | Restriction Details  | Restriction Details  |
| A | Lawn, Garden and plants for sale - Manual Sprinkling                     | Water allowed 6am-10am 7pm-12am 3 days per week            | Water allowed 6am-10am 7pm-12am 3 days per week            | Water allowed 6am-10am 7pm-12am 2 days per week                             | Water allowed 6am-10am 7pm-12am 1 day per week                                 | Use of Town water for all forms of aesthetic lawn and garden watering is prohibited. | Use of Town water for all forms of aesthetic lawn and garden watering is prohibited. |
|   | Odd Address Schedule   | Anytime  | Tues, Thurs and Sat  | Tues and Sat  | Sat  |  |  |
|   | Even Address Schedule  |  | Wed, Fri and Sun   | Wed and Sun   | Sun  |  |  |
| B | Lawn, Garden and plants for sale - Auto Sprinkling                       | Anytime  | Water allowed 12am-6am up to 3 days per week               | Water allowed 12am-6am up to 2 days per week                                | Water allowed 12am-6am up to 1 day per week                                    |  |  |
|   | Odd Address Schedule   | Anytime  | Tues, Thurs and Sat  | Tues and Sat  | Sat  |  |  |
|   | Even Address Schedule  |  | Wed, Fri and Sun   | Wed and Sun   | Sun  |  |  |
| C | Lawn, Garden and plants for sale Micro irrigation                        | Anytime  | Watering allowed any day between 7pm-10am                  | Watering up to 3 days a 7pm-10am (Line A)                                   | Watering allowed Wed and Fri between 7pm-10am                                  |  |  |
| D | Lawn, Garden and plants for sale handheld sprinkling                     | Anytime  | Anytime  | Hand watering plants any day 6am-10am & 5pm-12am Stage 1 (Line A).          | Hand water plants Tue, Thru and Sun between 6am-10am and 7pm-12am              |  |  |
| E | New (non-established) Lawns and Landscaping sprinkling. Permit required. | Follow supplier recommended watering schedule. (Lines A-D) | Follow supplier recommended watering schedule. (Lines A-D) | Sprinkler permit required. Seeding to start before April 30 or after Sept 1 | No new permits issued for seeded lawns. New lawns watering Stage 3 (Lines A-D) | No new permits issued or renewed. Use of Town water prohibited.                      | No new permits issued or renewed. Use of Town water prohibited.                      |
| F | Garden Ponds, Fountains and Water Features                               | Filling and refilling is permitted (Line A)                | Filling and refilling is permitted (Line A)                | Filling and refilling is permitted (Line A)                                 | Filling and refilling with Town water is prohibited.                           | Filling and refilling with Town water is prohibited.                                 | Filling and refilling with Town water is prohibited.                                 |
| G | Pools  | Filling and refilling is permitted (Line A)                | Filling and refilling is permitted (Line A)                | Filling and refilling is permitted (Line A)                                 | Topping up allowed once per week on Wednesdays.                                | Filling and refilling with Town water is prohibited.                                 | Filling and refilling with Town water is prohibited.                                 |
| H | Cleaning Outdoor Surfaces (driveways, sidewalks etc.)                    | Use a broom, spring loaded nozzle or mop and bucket.       | Use a broom, spring loaded nozzle or mop and bucket.       | Cleaning with a hose for health and safety only.                            | Cleaning with a hose for health and safety only.                               | Cleaning with a hose for health and safety only.                                     | All hosing of outdoor surface with Town water prohibited.                            |
| I | Car Washing - commercial, dealerships and fleets                         | Use a commercial car wash or spring loaded nozzle.         | Use a commercial car wash or spring loaded nozzle.         | Wand wash and automated car washes may operate.                             | Wand wash and automated car washes may operate.                                | Wand wash and automated car washes may operate.                                      | No washing or rinsing of any vehicles.   |
| J | Golf courses   | Irrigation should only occur between 7pm-6am               | Reduce watering to fairways (Line B)                       | Reduce watering of greens, tees, Fairways 2 days-week.                      | Hand watering greens and tees only.  | Hand watering greens and tees only.  | Hand watering greens and tees only.  |
| K | Artificial turf and outdoor tracks                                       | Cleaning with a hose for health and safety only.           | Cleaning with a hose for health and safety only.           | Cleaning with a hose for health and safety only.                            | Cleaning with a hose for health and safety only.                               | Cleaning with a hose for health and safety only.                                     | Cleaning outdoor surfaces with town water prohibited.                                |

\* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.

## Town of Claresholm Water Restriction Guide Public Institutional Water Use

|   | Public Institutional Water Use Restrictions                   | NORMAL  | STAGE 1  | STAGE 2   | STAGE 3   | STAGE 4   | STAGE 5   |   |   |
|---|---|---|--|---|---|---|---|---|---|
|   |   | PINE COULEE FULL SUPPLY LEVEL<br>1052.5 m                                 | PINE COULEE SUPPLY LEVEL<br>1046.0 m   | PINE COULEE SUPPLY LEVEL<br>1045.0 m  | PINE COULEE SUPPLY LEVEL<br>1044.0 m  | PINE COULEE MINIMUM SUPPLY LEVEL<br>1043.0 m                                  | PINE COULEE MINIMUM SUPPLY LEVEL<br>1042.0 m                                  |   |   |
|   | ACTIVITY  | Restriction Details   | Restriction Details  | Restriction Details   | Restriction Details   | Restriction Details   | Restriction Details   |   |   |
| A | School Yards, Sports Fields and Baseball Diamonds             | Avoid Irrigation between 10am-7pm   | Limit Irrigation to 3 Times per week Tuesday, Thursday, Saturday<br>Avoid irrigation 10am-7pm        | Limited irrigation to 2 times per week (Tuesday & Saturday) and avoid between 10am-7pm                | Irrigate 1 day/week at minimum levels permitted to maintain areas in usable condition.                | Use of Town water for all irrigation and recreational purposes is prohibited. | Use of Town water for all irrigation and recreational purposes is prohibited. |   |   |
| B | Water Spray Parks and Indoor/Outdoor Pools                    | No restrictions.  | Recirculating pool water only.   | No restrictions on spray parks with user-activated switches. Filling and topping of pools permitted.  | No restrictions on spray parks with user-activated switches. Filling and topping of pools permitted.  |   |   |   |   |
| C | Aesthetic Fountains and Water Features                        | Recirculating water only.   | Recirculating water only.  | No filling permitted unless using recycled, reclaimed water or rainwater.                             | Filling and refilling are prohibited. To avoid health and safety problems drain and use to irrigate.  |   |   |   |   |
| D | Municipal Parks and Cemeteries                                | Avoid Irrigation between 10am-7pm.  | Limit Irrigation to 3 times per week and Avoid irrigation 10am-7pm.                                  | Irrigation allowed 2 days per week, Tuesday and Thursday between 7pm-6am.                             | Irrigate 1 day/week minimum levels permitted to maintain areas in usable condition.                   |   |   |   |   |
| E | Municipal Ornamental Lawns and Grassed Boulevards             | Avoid Irrigation between 10am-7pm   | Limit Irrigation to 3 times per week Tuesday, Thursday, Saturday, between 7pm-6am unless authorized. | Two days per week, Tuesday and Thursday between 7pm-6am.  | Irrigate 1 day/week minimum levels permitted to maintain areas in usable condition.                   |   |   |   |   |
| F | Municipal Water Main Flushing and Hydrant Maintenance         | No Restrictions.  | No Restrictions.   | Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only. | Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only. |   |   | Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only. | Only for unscheduled safety or public health reasons. Flushing to ensure free chlorine residual only. |
| G | Artificial Turf and Outdoor Tracks (i.e. bicycle and running) | Cleaning, with a hose or sprinkler, permitted for health and safety only. | Cleaning, with a hose or sprinkler, permitted for health and safety only.                            | Cleaning, with a hose or sprinkler, permitted for health and safety only.                             | Cleaning, with a hose or sprinkler, permitted for health and safety only.                             |   |   | Cleaning, with a hose or sprinkler, permitted for health and safety only.                             | All forms of cleaning of outdoor surfaces with town water are prohibited.                             |

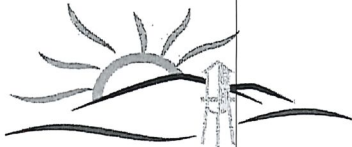
\* These restrictions are for water supplied by the Town of Claresholm only. They do not apply to the use of reclaimed water, grey water or rainwater. Customers are encouraged to utilize rainwater for appropriate uses such as garden irrigation.



## Town of Claresholm Water Restriction Guide Agricultural Water Use

|          | AGRICULTURAL<br>Water Use<br>Restrictions | NORMAL  | STAGE 1  | STAGE 2   | STAGE 3   | STAGE 4   | STAGE 5   |
|----------|---|---|--|---|---|---|---|
|          |   | PINE COULEE<br>FULL SUPPLY LEVEL<br>1052.5 m                                  | PINE COULEE<br>SUPPLY LEVEL<br>1046.0 m  | PINE COULEE<br>SUPPLY LEVEL<br>1045.0 m   | PINE COULEE<br>SUPPLY LEVEL<br>1044.0 m   | PINE COULEE<br>SUPPLY LEVEL<br>1043.0 m   | PINE COULEE<br>MINIMUM SUPPLY LEVEL<br>1042.0 m   |
|          |   | ACTIVITY  | Restriction Details  | Restriction Details   | Restriction Details   | Restriction Details   | Restriction Details   |
| Location | Crop<br>Irrigation<br>in Town Limits      | Maximum water use as permitted per individual license to a maximum of 5000 m3 | Maximum water use 5000 m3 for season<br>Increased surveillance<br>voluntary conservation | Mandatory reduction of water use by 25% up to 3750 m3 for season<br>Town to control turnoff | Mandatory reduction of water use by 50% up to 2500 m3 for season<br>Town to control turnoff | Mandatory reduction of water use by 50% up to 2500 m3 for season<br>Town to control turnoff | Mandatory water restrictions<br>Outdoor water use for Livestock only<br>Town to control turnoff |
| 0+008    | M.D Willow Creek                          | No License/No Hydrant   | No License/No Hydrant  | No License/No Hydrant   | No License/No Hydrant   | No License/No Hydrant   | Livestock only  |
| 0+300    | Brown                                     | No License/Hydrant  | No License/Hydrant   | No License/Hydrant  | No License/Hydrant  | No License/Hydrant  | Livestock only  |
| 2+834    | Bolduc                                    | 320 m3 Total  | 320 m3 Total   | 240 m3  | 160 m3  | Licence Restricted  | Livestock only  |
| 4+350    | Maurushat                                 | No Hydrant  | No Hydrant   | No Hydrant  | No Hydrant  | No Hydrant  | Livestock only  |
| 6+565    | Maurushat                                 | 1234.56 m3  | 1234.56 m3   | 925.92 M3   | 617.28 m3   | 617.28 m3   | Livestock only  |
| 7+507    | Fire Hydrant                              | Fire Fighting Only  | Fire Fighting Only   | Fire Fighting Only  | Fire Fighting Only  | Fire Fighting Only  | Fire Fighting Only  |
| 7+906    | Glimsdale                                 | 1234.56 m3  | 1234.56 m3   | 925.92 M3   | 617.28 m3   | 617.28 m3   | Livestock only  |
| 8+217    | Hutterian Willow Creek                    | 2099 m3 Total   | 2099 m3 Total  | 1574.25 m3 Total  | 1049.5 m3   | Licence Restricted  | Livestock only  |
| 10+385   | Leeds                                     | 1234.56 m3 Total  | 1234.56 m3 Total   | 925.92 M3   | 617.28 m3   | 617.28 m3   | Livestock only  |
| 10+700   | Leeds                                     | 1234.56 m3 Total  | 1234.56 m3 Total   | 925.92 M3   | 617.28 m3   | 617.28 m3   | Livestock only  |
| 11+434   | Hutterian Willow Creek                    | 2099 m3 Total   | 2099 m3 Total  | 1574.25 m3 Total  | 1049.5 m3   | 1049.5 m3   | Livestock only  |
| 11+510   | Fire Hydrant                              | Fire Fighting Only  | Fire Fighting Only   | Fire Fighting Only  | Fire Fighting Only  | Fire Fighting Only  | Fire Fighting Only  |
| 15+865   | Morkin                                    | 4564 m3   | 4564 m3  | 3423 m3   | 2282 m3   | 2282 m3   | Livestock only  |
| 17+100   | Sheaer                                    | No License/No Hydrant   | No License/No Hydrant  | No License/No Hydrant   | No License/No Hydrant   | No License/No Hydrant   | Livestock only  |
| 17+110   | Town of Claresholm                        | No Hydrant  | No Hydrant   | No Hydrant  | No Hydrant  | No Hydrant  | Livestock only  |
| 18+927   | Claresholm Golf Course                    | No License/Metered Turnout  | No License/Metered Turnout   | No License/Metered Turnout  | No License/Metered Turnout  | No License/Metered Turnout  | Livestock only  |
| 19+403   | Claresholm Water Plant                    | 1,301,235 m3  | 1,301,235 m3   | Initiate WSRP   | Initiate WSRP   | Initiate WSRP   | Initiate WSRP   |

\* These restrictions are for water supplied by Pine Coulee Reservoir only. They do not apply to reclaimed water, grey water or rainwater.



## Claresholm

## TOWN OF CLARESHOLM PROVINCE OF ALBERTA BYLAW #1659

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

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

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

### SECTION 1 NAME OF BYLAW

- 1.1 This Bylaw may be cited as "Water and Sewer Utility Bylaw"

### SECTION 2 DEFINITIONS

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

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

**SECTION 3 ADMINISTRATION**

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

**SECTION 4 WATERWORKS SERVICE AND SERVICING**

- 4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains. This pertains to new construction only. (*Penalty per Schedule "C"*).
- 4.2 No person will be authorized pursuant to Section 4.1, except licensed plumbers and contractors (with the Town's permission) or authorized employees of the Town.
- 4.3 The person so authorized, in Section 4.1 above, is fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.
- 4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.
- 4.5 All water service lines, laid down in private property, between the property line and the meter, will be constructed of C.S.A. approved material of equal quality to, and compatible with, the service lines in the street between the street main and the property line.
- 4.6 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements.
- 4.7 Water service lines are to be carried a minimum of three feet under the building before the service is elevated.
- 4.8 No connection may be made to the water service line between the property line and the meter. (*Penalty per Schedule "C"*).
- 4.9 Each property will have only one water service line from the main. A duplex, row house style of condominiums or semi-detached dwelling requiring a connection to the Town water supply must have a separate service to each unit from the street line, controlled by a separate curb stop and metered by separate water meters.
- 4.10 After any construction, reconstruction, alteration, change, or the completion of any

work requiring permission from the Town, pursuant to this Bylaw, water will not be turned on to any property until after the whole of any of the above-mentioned work has been done to the satisfaction of the Department. Water must be turned on or off only by an authorized employee of the Town. To turn water on or off requires a minimum of two working days' notice to the Public Works Department, by the property owner, except in emergency situations, as determined by the Public Works Department. The cost of this service will be in accordance with Schedule "A" attached hereto.

- 4.11 In all cases where boilers or pressure pumps are supplied with water, the Town is not liable for any damages which may result to any person or property from shutting off the street main or device, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given. All users of steam or hot water boilers or pressure pumps must protect themselves by installing a storage tank, sufficient to provide at least a twelve-hour supply for each steam or hot water boiler. No deduction from a utility bill will be made as a consequence of any damages referred to in this paragraph.
- 4.12 The Town must be provided access to inspect water meters and connections upon written request, and within twenty-four (24) hours of receipt of the request or immediately in the case of an emergency.
- 4.13 To maintain an adequate supply of water and adequate water pressure within the Town of Claresholm, the Council may impose restrictions on the use of water.
- 4.14 If an owner requests a new water service due to the fact the property was not previously serviced or requests a new or larger size service than the standard service line, the Town will provide the installation and the owner will be billed for the full cost of the installation including any pavement and sidewalk repairs required.
- 4.15 A property shall be considered serviced once it has been connected to the water system. Any further installations necessary due to demolition, excavation, renovations or other works shall be paid entirely by the owner.
- 4.16 No connection to the water supply will be allowed for properties outside of the Town limits unless authorized by the Town of Claresholm and the Municipal District of Willow Creek #26 (MD) water/sewer servicing agreement.
- 4.17 When a service pipe becomes inadequate to supply the volume of water required at any building or premises and the owner of the property desires a larger service pipe, the said owner of the property shall sign an application form to that effect. Upon payment by the owner of the full cost involved in laying the larger size pipe, public works shall proceed with the work from the main to the property line.
- 4.18 The Town shall be responsible for the maintenance of the water mains and the connection from the main line to the property owner's side of the curb stop on the service line.
- 4.19 Where the connecting, disconnecting or repairing of the water service line between the property line and the building serviced is done by a person other than the Town, that person shall notify the Director of Infrastructure or designate who shall cause the line installation to be inspected and approved. The water service shall be left uncovered until it has been inspected and approved.
- 4.20 The Town will place on each water service pipe a brass curb stop, between the street gutter and the property line, for the purpose of turning the water supply off and on.

## **SECTION 5 WATER METERS**

- 5.1 Any owner requiring a water supply from the waterworks will be required to install a water meter that will be supplied by the Town. The owner is responsible for the total cost of any upsized meter. The owner is required to install or change any and all plumbing required for installation of the required meter.
- 5.2 On an existing single water service line to a property there will be only one water meter registering water consumption of all units within the building.
- 5.3 The owner referred to in Section 5.1 above, must do such work entirely at his or her own cost and to the specifications required by the Town within thirty (30) working days of receipt of notice. In the event that the owner fails to implement the required changes within 30 days, the Town may conduct such work as necessary and invoice all applicable costs to the owner.
- 5.4 All owners will give entry and access to every facility for the introduction, placing, inspection and reading of water meters by the Department. For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing

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

- approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.
- 5.19 No low pressure systems are allowed to be attached to the water piping system in a property. If a system which changes the pressure of the water flow is detected, the removal of such system will be at the expense of the owner and a fine may be levied if warranted by the Director of Infrastructure per Schedule "C".
- 5.20 A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.
- 5.21 If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter or remote readout including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.
- 5.22 The water control valve or curb stop is to be activated ONLY by employees or individuals authorized by the Town of Claresholm.
- 5.23 No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).
- 5.24 In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

#### SECTION 6 REMOTE READING DEVICES

- 6.1 All residential, commercial, industrial and institutional buildings constructed will require a remote reading device supplied by the Town. The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. The property owner is to advise the Town when the water meter is installed and is ready for connection to the remote. The cost of this service, "Remote Reader Installation Fee" will be in accordance with Schedule "A" attached hereto. Town employees will also turn on the water at this time.
- 6.2 The owner will be responsible for damage to the remote reading device, which may result from other than normal wear and tear.
- 6.3 If the Town is dissatisfied with the location of any remote readout due to alternations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

#### SECTION 7 WATER HYDRANTS AND VALVES

- 7.1. Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, or draw water there from. (*Penalty per Schedule "C"*).
- 7.2 The Chief of the Town Fire Department, his assistants and officers, and members of the Fire Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, for making trial testing of hose pipe, or for fire protection, but all such uses will be under the direction and supervision of the Chief or his duly authorized assistants. In no event will any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.
- 7.3 No person will in any manner obstruct the free access to any hydrant or valve or curb stop. (*Penalty per Schedule "C"*).
- 7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 4.57 meters (15 feet) of the hydrant in a direction parallel with the property line. (*Penalty per Schedule "C"*).
- 7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction. The owner will be required to pay all costs, in addition to the penalties in this

Bylaw, involved in repair of or changes to a curb stop due to inaccessibility to or damage to the curb stop by the owner. This applies to all new or existing curb stops or main valves. (*Penalty per Schedule "C"*).

- 7.6 No person other than authorized Town staff are to operate curb stops. Certified Licensed Plumbers with water keys are to operate curb stops only under emergency situations, and are to notify Town staff of said action immediately. (*Penalty per Schedule "C"*).

## **SECTION 8 THAWING OF WATER SERVICE**

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

## **SECTION 9 TERMINATION**

- 9.1 The water service, pursuant to this Bylaw, may be shut off by the Department at the curb stop at the request of the owner.
- 9.2 The supply of water to any Residential and Non-Residential Consumer may be shut off for any or all of the following reasons:
- a) Repair;
  - b) Lack of water supply;
  - c) Non-payment of utility accounts rendered for any reason, in excess of 60 days in arrears;
  - d) Defective piping;
  - e) Failure to comply with water rationing; and
  - f) For any reason which the CAO, Director of Infrastructure or Council considers sufficient.
- 9.3 The rates charged by the Town for work undertaken pursuant to Sections 9.1 and 9.2 will be in accordance with Schedule "A", attached hereto. These rates will also apply when the owner requests and the Town agrees that the water service be reconnected.

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

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

- related to such removal or abatement will be the responsibility of the owner.
- 10.4 No permission granted under this Section will give or be construed to give the holder of such permission the right to sell or distribute water within the Town of Claresholm.
- 10.5 Requests for cisterns or holding tanks will be considered on an individual basis upon written application to the Town.

**SECTION 11 SANITARY SEWER SERVICE AND SERVICING**

- 11.1 No person will throw, deposit or leave in or upon any Town sewer grate, trap, basin, manhole or other riser, or any other related surface opening, any material whatsoever, except feces, urine, necessary toilet tissue, wastewater and slops, properly discharged through a house sewer into a Town sewer. (*Penalty per Schedule "C"*).
- 11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection. *Penalty per Schedule "C"*.
- 11.3 All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be constructed of Town approved material of equal or better quality to the sewer service line in the street between the street main and the property line.
- 11.4 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements 11.5 Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.
- 11.6 Sewer service lines are to be carried to a minimum distance under the building, as per the Town of Claresholm Servicing Standards for Municipal Improvements, before the service is elevated.
- 11.7 Each property will have only one sewer service line from the main. A duplex or semi-detached dwelling requiring a connection to the Town sanitary sewer service must have a separate sewer service line to each unit from the street main.
- 11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers or impede the carriage of permitted wastes, nor introduce any substance whatsoever which is not approved as acceptable for treatment in the Town Sewage Lagoons, including without limiting the generality of the foregoing: (*Penalty per Schedule "C"*).
- a) trade waste,
  - b) water steam,
  - c) condensing water,
  - d) heated water, or
  - e) other liquids of a higher temperature than eighty (80) degrees Celsius, or
  - f) grease or fat
  - g) wet wipes
  - h) hygiene products
  - i) any combinations of the above.
- 11.9 No person will make or cause to be made any connection with any Town sewer or house drain, or appurtenance thereof for the purpose of conveying or which may convey, into the same, any flammable or explosive material, storm water from roof drainage cistern, sump pump or tank overflow, condensing or cooling water, except where the person has been given written instructions to do so from the Town based on the Town's Servicing Standards for Municipal Improvements.
- 11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain connected, therewith. (*Penalty per Schedule "C"*).
- 11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer. (*Penalty per Schedule "C"*).
- 11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer. (*Penalty per Schedule "C"*).
- 11.13 No person will interfere with the free discharge of any Town sewer, or part thereof, or do any act or thing, which may impede, obstruct the flow of or clog up any Town sewer or appurtenance thereof.



- 11.14 The Director of Infrastructure or Plumbing Inspector has the right at reasonable times to enter houses or other places which have been connected with Town sewers, and entrance must be given him to ascertain whether or not any improper substance or liquid is being discharged into the sewers. The Director of Infrastructure or Plumbing Inspector has the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged that are liable to injure the sewers or obstruct the flow of sewage.
- 11.15 No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Town or applicable legislation and regulations thereto for each such case. The necessary treatment works so prescribed will be completely installed by the owner at his expense, prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.
- 11.16 Grease traps of sufficient size and approved design must be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town, may direct.
- 11.17 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the municipal sewage system, the Town may require the owner to install and operate a suitable backwater valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement. Where the installation of said valve is required at the time of connection to the Town sewer system, the cost of installation is the responsibility of the owner.
- 11.18 All applications for connections to the Town sewers must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be drained, or by his authorized agent. No drain or private sewer will be connected to the Town sewer until the owner has obtained a plumbing permit. Connection must be as per current Town standards.
- 11.19 The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.
- 11.20 The Town may revoke or cancel permission that may have been granted to connect with the Town sewers if it finds that any of the work is not being done in accordance with the provisions of this Bylaw. The owner making such connection, will have no right to demand or claim any damages in consequence of such permission being revoked or canceled.
- 11.21 The Town will clean a plugged sewer service line, if possible, in the case of an emergency or when the request is on the recommendation of a Certified Licensed Plumber. Should the Town be requested to clean any plugged sewer service line, the owner making such request is liable for all costs incurred by the Town in cleaning the plugged sewer. The rates for this service will be charged by the Town in accordance with Schedule "B", attached hereto.
- a) Should any owner claim that any sewer service line between the street main and the property line is plugged because it is not laid according to good practice, the said owner will deposit with the Town an amount in accordance with Schedule "B" attached hereto.
  - b) Should the sewer service line between the street main and the property line be found properly laid according to good work practices, the owner will forfeit the deposit. The owner is liable for all costs incurred by the Town in opening the sewer service line. The Director of Infrastructure is then authorized to open the sewer service line by any method he considers necessary.
  - c) Should the sewer service line between the street main and the property line be found not properly laid according to good work practices, the deposit will be refunded to the owner. The Town will then repair the sewer service line at no cost to the owner.
  - d) Owners requesting that the Town camera their sanitary sewer service line, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The owner is liable for all costs incurred by the Town in the use of the camera, and if necessary, costs incurred by the Town in clearing of the sewer line. If it is determined with the use of the camera that the sanitary sewer service line is damaged, the property owner is responsible for the repair of this sanitary sewer line to the property line

- from the premises on the property.
- 11.22 The owner of any premises connected to a street main by a sewer service line, will be required to keep the said sewer service line, from the premises to the main, in operational condition at all times, and is fully responsible for the operation of the said sewer service line.
- 11.23 No septic systems are allowed in corporate limits, except in designated areas.
- 11.24 Septic systems that are allowed must adhere to provincial standards. The premises owner must have a private sewage disposal permit. Septic systems will only be considered if NO municipal sewer is available.

## SECTION 12 STORM SEWER SERVICE

- 12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town. (*Penalty per Schedule "C"*).
- 12.2 Weeping tile must be installed below all basement footings and must drain to an approved sump as per CSA standards and Alberta Safety Codes or to the municipal storm sewer system.
- 12.3 Sumps must be installed as per CSA standards and Alberta Safety Codes and are not to be connected into the Town's sanitary sewer system.
- 12.4 Discharge from the sump pump may be through a garden hose to a surface sprinkler for the summer months. Discharge to a "dry pit" during late fall and winter may be done using a buried line controlled by a two-way valve.
- 12.5 Down spouts must be installed on all buildings and discharged a minimum of 1.81 meters (6.0 feet) away from the building.
- 12.6. No roof drains will be connected to weeping tiles or municipal storm sewer or sanitary sewer systems. At the time the Director of Infrastructure determines a property has a connection of this type, the property owner will be notified they are in violation of the bylaw and that the matter must be rectified within a specified timeline or the penalties set out in Schedule "C" will be levied.

## SECTION 13 UTILITY BILLING

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

**SECTION 14****OFFENSES AND PENALTIES**

- 14.1 Unpaid utility bills for amounts payable to the Town under this bylaw will be subject to penalties in accordance with the current Utilities Penalties Bylaw, and amendments thereto.
- 14.2 Any rates, costs or charges in arrears for water service supplied by the Town to any property may be added to the taxes assessed against the real property to which the water or other services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.
- 14.3 In addition to the methods outlined in Section 14.2 above for the recovery of outstanding rates, costs or charges, the Department may discontinue service to any property where any charges for water and/or sewer service or work remains outstanding for a period of more than sixty (60) days.
- 14.4 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine not exceeding Ten Thousand Dollars (\$10,000.00).

**SECTION 15****POWERS OF A PEACE OFFICER**

- 15.1 Where a Peace Officer has reasonable grounds to believe a person has committed a breach of any of the sections of this bylaw listed in Schedule "C" hereunto annexed and made part of this bylaw, he may serve upon such person(s) a Violation Ticket allowing the payment of a penalty to The Town of Claresholm which shall be accepted by the Town of Claresholm in lieu of prosecution for the offense.
- 15.2 A Provincial Violation Ticket may be:
- a) Personally served; or
  - b) Attached to any property entrance in respect of which any offense is alleged to have been committed; or
  - c) Mailed to the address of the registered owner of the property.
- 15.3 Penalties as per Schedule "C" may be accepted in lieu of prosecution for a contravention of this Bylaw. Upon payment in accordance with the terms specified in the Provincial Violation Ticket, an official receipt for the payment shall be issued and, pursuant to the provisions of Subsections 15.5 and 15.6, such payment shall be accepted in lieu of prosecution.
- 15.4 If after the date of expiration for payment of a Provincial Violation Ticket, a person tenders payment therefore in accordance to Subsection 15.3, such payment shall be accepted in lieu of prosecution provided that payment is tendered three days preceding the appearance date specified in any violation ticket subsequently issued for the same offense.
- 15.5 If the person upon whom the Provincial Violation Ticket is served fails to pay the required sum within the time specified, the Provisions of this Section for acceptance of payment in lieu of prosecution do not apply.
- 15.6 Nothing in this Section shall:
- a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "C" to this Bylaw;
  - b) Prevent any Peace Officer, in lieu of serving a Provincial Violation Ticket, or any other person from laying information or a complaint against any other person for committing a breach of any of the Sections listed in the said Schedules; or
  - c) Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for a breach of any of the Sections listed in the said Schedules.
- 15.7 A person other than the owner or tenant of a property shall not remove any Provincial Violation Ticket or notice placed on or affixed to the property by a Peace Officer in the course of his duties.
- 15.8 No person other than a Peace Officer or another person authorized by the Town of Claresholm or by this Bylaw shall place a Provincial Violation Ticket on any property.

**SECTION 16**

**LIABILITY FOR DAMAGES**

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

**SECTION 17**

**REPEALED**

17.1 Bylaw #1510 and amendments thereto are hereby repealed.

**SECTION 18**


**PASSAGE OF BYLAW**


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

**READ** a first time in Council this **11<sup>th</sup>** day of **February** 2019 A.D.

**READ** a second time in Council this **11<sup>th</sup>** day of **March** 2019 A.D.

**READ** a third time in Council and finally passed this **11<sup>th</sup>** day of **March** 2019 A.D.

  
\_\_\_\_\_  
**Doug MacPherson, Mayor**

  
\_\_\_\_\_  
**Marian Carlson, CAO**

**TOWN OF CLARESHOLM  
 BYLAW NO. 1659  
 SCHEDULE "A"  
 WATER RATES AND COSTS**

| Section   |  |                        |
|-----------|--|------------------------|
| 4.4       | Service charge for application for water used during construction            | Initial turn on free   |
| 4.4       | Monthly charge for residential water used during construction                | Basic residential rate |
| 4.4       | Monthly charge for commercial/industrial water used during construction      | Case by case basis     |
| 5.5       | Minimum repair costs for a damaged meter                                     | \$150.00               |
| 5.9       | Deposit for meters requested by owners to be removed and recalibrated        | \$110.00               |
| 6.1, 6.3  | Charge for provision and installation of remote reading (ERT) device         | \$125.00               |
| 4.10, 9.3 | Water service disconnected/reconnected during regular hours                  | \$25.00                |
| 4.10, 9.3 | Water service disconnected/reconnected after hours, on weekends, or holidays | \$100.00               |
| 13.2      | Monthly charge for metered residential water consumers                       | Per Schedule "D"       |
| 13.2      | Monthly charges for non-residential water consumers                          | Per Schedule "D"       |

**SCHEDULE "B"  
 SEWER RATES & COSTS**

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



**TOWN OF CLARESHOLM**  
**Bylaw No. 1659**  
**SCHEDULE "C"**

**(\$500.00 Penalty First Offense, \$2,000.00 Penalty Subsequent Offenses)**

- S.5.8 No person will interfere with, cut or remove the wire seal on a meter.
- S.7.3 No person will in any manner obstruct the free access to any hydrant or valve or curb stop.
- S.7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 49.21 meters (15 feet) of the hydrant in a direction parallel with the property line.
- S.7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction.
- S.7.7 No person other than authorized Town staff are to operate curb stops.
- S.11.1 No person will throw, deposit or leave in or upon any Town sewer or any trap, basin, grating manhole, or other appurtenance of any Town sewer, any butcher's offal, garbage, litter, manure, rubbish, sweepings, sticks, stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers, rags, cinders, ashes or refuse or matter of any kind, except feces, urine, the necessary toilet tissue, wastewater, and slops properly discharged through a house sewer into a Town sewer.
- S.11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers, including without limiting the generality of the foregoing: trade waste, water steam, condensing water, heated water, or other liquids of a higher temperature than eighty (80) degrees Celsius, grease, fat, wet wipes, hygiene products, or any combinations of the above.
- S.11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer.
- S.12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town.
- S.12.6 No roof drains will be connected to weeping tiles. No sump pumps will be connected to the Town sanitary sewer system.



**TOWN OF CLARESHOLM**  
**Bylaw No. 1659**  
**SCHEDULE "C" (cont.)**  
**(\$2,000.00 Penalty, \$4,000.00 Penalty Subsequent Offenses)**

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



**TOWN OF CLARESHOLM**  
**Bylaw No. 1659**  
**SCHEDULE "D"**  
**WATER & SEWER RATE TABLES**

Rates are effective on May 1 for 2019 rates and on January 1 for subsequent years.

| <b>Residential Rates (Monthly)</b>  |                |             |             |             |             |  |
|---|----------------|-------------|-------------|-------------|-------------|--|
|   | <b>Current</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |  |
| Basic Water Charge  | \$36.00        | \$36.00     | \$35.00     | \$35.00     | \$35.70     |  |
| Basic Water Consumption Inclusion (cubic meters)  | 25.00          | 10.00       | 5.00        | -           | -           |  |
| Water Consumption Charge (per cubic meter)  | \$0.80         | \$1.30      | \$1.65      | \$2.08      | \$2.12      |  |
| Basic Sewer Charge  | \$10.90        | \$13.00     | \$15.00     | \$16.50     | \$16.83     |  |
| Basic Sewer Usage Inclusion (cubic meters)  | -              | 15.00       | 7.50        | -           | -           |  |
| Sewer Usage Charge (per cubic meter) – charged on 50% of water consumption for residential users. | -              | \$0.55      | \$0.72      | \$0.90      | \$0.92      |  |

| <b>Non-Residential – Water Basic Charge</b> |                |             |             |             |             |
|---|----------------|-------------|-------------|-------------|-------------|
|   | <b>Current</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| ½", 5/8", ¾"                                | \$39.09        | \$39.00     | \$44.00     | \$49.50     | \$50.49     |
| 1 INCH                                      | \$60.16        | \$62.40     | \$70.40     | \$79.20     | \$88.78     |
| 1 – ½ INCH                                  | \$112.36       | \$144.30    | \$162.80    | \$183.15    | \$186.81    |
| 2 INCH                                      | \$178.15       | \$218.40    | \$246.40    | \$277.20    | \$282.74    |
| 3 INCH                                      | \$628.75       | \$741.00    | \$836.00    | \$940.50    | \$959.31    |
| 4 INCH                                      | \$879.18       | \$1,287.00  | \$1,452.00  | \$1,633.50  | \$1666.17   |
| 6 INCH                                      | \$3,635.39     | \$3,042.00  | \$3,432.00  | \$3,861.00  | \$3938.22   |

| <b>Basic Consumption Inclusion per Month - Water</b> |                |             |             |             |             |
|--|----------------|-------------|-------------|-------------|-------------|
|  | <b>Current</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| ½", 5/8", ¾"   | 22.73          | 5.00        | -           | -           | -           |
| 1 INCH   | 90.91          | 20.00       | -           | -           | -           |
| 1 – ½ INCH   | 136.36         | 30.00       | -           | -           | -           |
| 2 INCH   | 227.27         | 50.00       | -           | -           | -           |
| 3 INCH   | 568.18         | 75.00       | -           | -           | -           |
| 4 INCH   | 1,136.36       | 120.00      | -           | -           | -           |
| 6 INCH   | 2,272.73       | 300.00      | -           | -           | -           |

| <b>Consumption Amount (m<sup>3</sup>)</b> |            | <b>Consumption Charge – Water</b> |             |             |             |             |
|---|------------|-----------------------------------|-------------|-------------|-------------|-------------|
| <b>Current</b>                            | <b>New</b> | <b>Current</b>                    | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| 0   | 0          | -                                 | -           | -           | -           | -           |
| 136.37                                    | 16         | 0.32                              | 0.60        | 0.75        | 0.90        | 0.918       |
| 250.01                                    | 180        | 0.34                              | 0.55        | 0.58        | 0.64        | 0.653       |
| 363.65                                    | Thereafter | 0.37                              | 0.52        | 0.55        | 0.59        | 0.602       |
| 477.29                                    |            | 0.40                              |             |             |             |             |
| 590.93                                    |            | 0.42                              |             |             |             |             |
| 704.57                                    |            | 0.45                              |             |             |             |             |
| 818.21                                    |            | 0.47                              |             |             |             |             |
| 931.85                                    |            | 0.50                              |             |             |             |             |
| 1045.49                                   |            | 0.52                              |             |             |             |             |
| 1159.13                                   |            | 0.55                              |             |             |             |             |
| Thereafter                                |            | 0.57                              |             |             |             |             |



**TOWN OF CLARESHOLM**  
**Bylaw No. 1659**  
**SCHEDULE "D"**  
**WATER & SEWER RATE TABLES**

| Non-Residential – Sewer Basic Charge |         |          |          |          |          |
|--------------------------------------|---------|----------|----------|----------|----------|
|                                      | Current | 2019     | 2020     | 2021     | 2022     |
| ½", 5/8", ¾"                         | \$13.55 | \$16.00  | \$17.75  | \$17.75  | \$18.11  |
| 1 INCH                               | \$13.55 | \$18.00  | \$23.53  | \$23.53  | \$24.00  |
| 1 – ½ INCH                           | \$13.55 | \$30.00  | \$47.35  | \$47.35  | \$48.30  |
| 2 INCH                               | \$13.55 | \$55.00  | \$64.62  | \$64.62  | \$65.91  |
| 3 INCH                               | \$13.55 | \$161.53 | \$161.53 | \$161.53 | \$164.76 |
| 4 INCH                               | \$13.55 | \$244.39 | \$244.39 | \$244.39 | \$249.28 |
| 6 INCH                               | \$13.55 | \$465.87 | \$465.87 | \$465.87 | \$475.19 |

| Basic Usage Inclusion per Month - Sewer |         |      |      |      |      |
|---|---------|------|------|------|------|
|   | Current | 2019 | 2020 | 2021 | 2022 |
| ½", 5/8", ¾"                            | 22.73   | -    | -    | -    | -    |
| 1 INCH                                  | 22.73   | -    | -    | -    | -    |
| 1 – ½ INCH                              | 22.73   | -    | -    | -    | -    |
| 2 INCH                                  | 22.73   | -    | -    | -    | -    |
| 3 INCH                                  | 22.73   | -    | -    | -    | -    |
| 4 INCH                                  | 22.73   | -    | -    | -    | -    |
| 6 INCH                                  | 22.73   | -    | -    | -    | -    |

| Usage Amount (m <sup>3</sup> ) |            | Usage Charge – Sewer |      |      |      |       |
|--------------------------------|------------|----------------------|------|------|------|-------|
| Current                        | New        | Current              | 2019 | 2020 | 2021 | 2022  |
| 0                              | 0          | -                    | -    | -    | -    | -     |
| 22.73                          | 16         | 0.16                 | 0.30 | 0.51 | 0.83 | 0.847 |
| 45.46                          | 180        | 0.19                 | 0.25 | 0.40 | 0.67 | 0.683 |
| 68.19                          | Thereafter | 0.22                 | 0.19 | 0.29 | 0.40 | 0.408 |
| 90.92                          |            | 0.25                 |      |      |      |       |
| 113.65                         |            | 0.27                 |      |      |      |       |
| 136.38                         |            | 0.31                 |      |      |      |       |
| 159.11                         |            | 0.33                 |      |      |      |       |
| 181.84                         |            | 0.36                 |      |      |      |       |
| 204.57                         |            | 0.39                 |      |      |      |       |
| 227.3                          |            | 0.42                 |      |      |      |       |
| Thereafter                     |            | 0.45                 |      |      |      |       |

Sewer usage is unmetered, and is therefore assumed at 100% of water consumption for non-residential users and 50% for residential users.

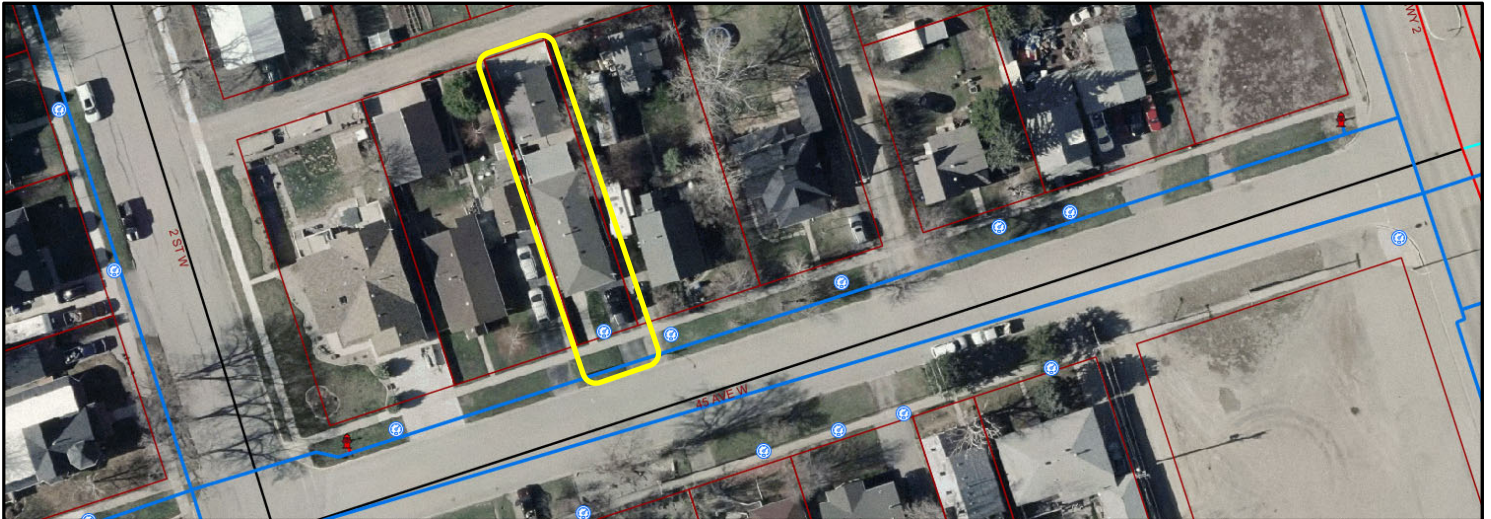
---

## SANITARY SERVICE (130, 45<sup>th</sup> Ave West) – Delegation Response

---

### DESCRIPTION / BACKGROUND:

The Town's Infrastructure Services Dept. received a request for information regarding the sewer service problem that was reported to the Town by the property owner. The property owner claims in the attached correspondence that the town installed the line, and "pushed" the line under the sidewalk, leading to a sag in the service line. Administration has looked in the property and infrastructure files for any records as to the



replacement, installation and/or contractors involved, and have not found record of this information. The house was built in 1994, two years prior to the start of employment of our current Director of Infrastructure, and we can only estimate that the sanitary service was installed at the same time.

While we can't confirm who installed the line, we can confirm that it has not been the Town's practice to install residential sewer lines during the Director's time with the Town. The Town installs the service connection from property line to the main, but not the whole line, as it appears to suggest in the attached correspondence. Furthermore, the Town does not push lines under sidewalks. The Town did hire a contractor to bore a service line into place at the new daycare, but this was the only time the Director can recollect installing in this manner. The Town has never performed this kind of service install (boring/pushing) at a residential dwelling.

The owner indicates that he requested the Town camera the line sometime around 2005-2007. We were unable to camera lines until 2017, so we would have likely instructed the owner to call Roto roter (as is the practice with anyone who calls about their private lines), to investigate sanitary lines. The billing would be between them.



The Town did camera his line in 2022, free of charge (\$175.00 savings) and found a sag in the line at least 2" in depth, for approximately 20 feet, (1.5 joints of pipe) and found the entire service line to be in excellent condition otherwise. A sag in the sewer service is not uncommon and many homes have this condition. In the picture above, the sag is shown between the flags. We have had some problems with grease collecting in some sags and this can lead to a plugged sewer. We ask homeowners not to flush grease, but we cannot control what they flush, so regular maintenance may be required.

As this sewer is working, and has been for almost 30 years, administration cannot see any reason the Town would be involved in the home owner's sewer issue. These sags will slow down the flushing of the service, but with normal flows usually do not cause significant problems. Under low flow conditions, or grease in the line, there may be blockages from time to time.

Approximately 10 years ago, due to a number of poor contractor installations (repaired by the Town's PW crew), the Town started requiring water and sewer service installation inspections and asked that contractors not bury lines until the Town can inspect, as often work was quickly done on weekends without any proper inspection. This was added to all development permits as a condition, and will hopefully lead to less issues from improper water and sewer installations in the future, however sags or settling ground could still occur (frost heaves, etc.).

Bylaw 1659 section 11.22 states:

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

Therefore, in this case, the Infrastructure Department would recommend the homeowner is responsible to maintain the service to the main with annual maintenance, as this was not installed recently and issues were not noted until years after installation. The Town should not be responsible for replacement, but can assist with coordination of the replacement if the homeowner chooses to do so at his cost.

Administration received a quote from a contractor to the repair of the sag for approximately \$10,500.

**OPTIONS:**

- The owner of the property will continue to maintain the sewer service and annually flush/clean the service
- Repair and or replacement, may be an improvement to the operation, but only if there is enough grade. This is hard to confirm until it is dug up and exposed.

ATTACHMENTS:

- 1.) Service connection inspection form.
- 2.) Residence Delegation Correspondence

APPLICABLE LEGISLATION:

- 3.) Bylaw #1659, Water and Sewer utility bylaw.

PREPARED BY: Mike Schuweiler, Infrastructure Services Dept.

---

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2022

---

## Abe Tinney

---

**From:**  
**Sent:** Thursday, June 23, 2022 9:06 AM  
**To:** Abe Tinney  
**Subject:** Fwd:

Begin forwarded message:

**From:** Wayne MacKay <> [\\_\\_\\_\\_\\_](#)

Good evening

I am Wayne MacKay of 130-45 Ave. W. and my complaint is our sewer. My wife and I bought our house in 1998, and by 2001 or 2002 we started to have sewer problems (back-up). We got Roto Rooter from Lethbridge who came out and told us he thought we had tree root problems. We carried on and 2 years later had problems again and we got Roto Rooter again. This service person also indicated he thought we had root problems and he ran his clean out machine and we carried on, only to have this problem again. This time we contacted a local person, who also thought we had a root problem, we had him back within 1 1/2 years and were told the same thing.

At this time I went to Make Schuweiler at the town shop and told him what we had been told about the roots and that I heard we could get a camera run-through the line to see where the problem might be, and was told "Give me \$3,000.00 and we will bring in a camera. I came home and my wife and I talked about it and decided we could hire the Roto Rooter service a lot for that much money, and we did a number of times.

In 2008, we purchased our own sewer clean-out machine to go along with the snake I had previous bought and used several times. After purchasing our own machine I have used it on a regular basis to make sure we didn't have sewer back up again. A couple of different times I thought I could hear splashing at about 25-30 feet and decided something was definitely wrong.

In 2022 after I suffered from cancer surgery, I didn't have the strength to run the machine and I again went to the town about our sewer and was told they now have a camera and they could run it through the line, which they did. We found out we have a big dip in our line where the water lays in the line, enough to fill the line.

The line dips the deepest under the sidewalk and extends about 8 feet on each side of sidewalk. I talked to Abe Tinney and he told me the town would not do anything and that I should put extra hot water down the line to keep the water moving and that the town has a snake that I could borrow. He also told me that it is up to the home owner to maintain their sewer line.

I then looked into the contractor that had built this house and talked to him. He remembered building this house and told me the Town of Claresholm had installed the sewer at this location. He also remembered that the town did Not dig the line in, instead they pushed the line in under the sidewalk, this is not the proper way to install a sewer line.

A trench should be dug, and 3 - 6 inches of washed rock put in before the sewer pipe is laid in and then covered with washed rock and filled in and compacted. Being none of this was done, we now have a sunken line creating a problem. I think the town should correct their poor work. Besides I

think at this point, I have more than payed and maintained the sewer line.

Thank you for your time and consideration.



DATE: \_\_\_\_\_

# Claresholm

## SANITARY SEWER CONNECTION INSPECTION FORM

Civic Address \_\_\_\_\_

Tax Roll# \_\_\_\_\_ Development Permit # \_\_\_\_\_

**Check below if sufficient** (based on visual inspection)

Location of service lines (from Property line) \_\_\_\_\_

Water Pipe Size \_\_\_\_\_ Sewer pipe size \_\_\_\_\_

Water pipe materials \_\_\_\_\_ Sewer pipe materials \_\_\_\_\_

Depths of services (at Property line) \_\_\_\_\_

Connections, Water \_\_\_\_\_ Sewer \_\_\_\_\_

Length of service lines (from property line) \_\_\_\_\_

Sewer grade % \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Director of Infrastructure Services*





# Delegation Response/Request For Decision

Meeting: July 18, 2022  
Agenda Item: 6

---

## Woodshed Martial Arts Mezzanine Request

---

### **BACKGROUND**

Woodshed Martial Arts started in Claresholm in 2018 because there was a recognized need for Martial Arts in Claresholm. The organization cannot operate as a non-profit, but does operate that way to an extent as the funds raised from the program go directly back into their students, such as subsidizing program fees, and paying for competitions. Within their first 2 years of operation the Woodshed had built the club into one of the largest in Southern Alberta, with over 100 participants. Many of these students won medals competing.

Health and Wellness are the driving force behind the club. They have offered services to the Claresholm Center for Mental Health and Addictions, Landers Treatment Center, and local schools have referred students who have had difficulties within the school system for a variety of factors, and with the support of the instructors have noticed the positive impact BJJ has had for these youth.

Covid impacted the growth of their program, and available affordable gym space is limited within the town of Claresholm. The Woodshed Martial arts is needing an exclusive space for their Brazilian Jujitsu school, and have requested the Mezzanine for the school starting August 1<sup>st</sup>, 2022. Brazilian Jujitsu (BJJ) is a martial art and combat sport system that focuses on grappling and especially ground fighting. It teaches focus, discipline, confidence, respect for others and how to defend yourself.

### **DESCRIPTION**

- The Brazilian Jujitsu school would operate daily
- Require 1500 sq feet of space, minimum
- A small gym may be installed
  - Discounted rate to Claresholm athletes (eg. Figure skating, hockey, football)
- Signage would be posted within the Arena, Bulletin Board at Arena entry, at East Mezzanine Entrance, and at the Lobby Mezzanine Entrance
- The majority of the floor would be covered with high density mats for noise reduction and will keep floors in good repair
- The Woodshed is willing to sign a 6 month contract to start (interested in a longer lease if 6 month works out well) with the understanding this could be dependent on a number of factors
- Woodshed would be responsible for walking through the washrooms, and lobby to ensure space is tidy and maintained after program complete when there is no arena attendant within the facility

### **PROPOSED**

Recreation would like to propose dividing the Mezzanine into 2 distinct areas, Mezzanine East has 2475 square feet, which is more than adequate for the gym and mats that the Woodshed Martial Arts requires.

Mezzanine West has 1596 square feet would be available for other community groups such as Dance, Muay Thai, Yoga, raffle tables, silent auctions, or space for out of town hockey teams to rent while using the facility.

These groups would need to coexist and work with each other in a respectful manner.

The following is the solution considered to create separation for Mezzanine East & Mezzanine West. This would be a long term barrier which would have the ability to be open for full access of the Mezzanine. This would be somewhat soundproof.

- Contractor to build accordion style divider, with locking door and sound proofing materials
  - a. Ideally this portion could be created to fold in a manner that the entire Mezzanine space can be accessed
  - b. Estimated cost: Supplies, \$2500 Labour, \$3000 Total Cost ~\$6,000

Updated door system for Combination Door Key Lock System on east entry Mezzanine doors would be installed. After 6 months if the space is agreeable for both, the Town and Woodshed Martial Arts would install a key fob system on the main doors.

**ESTIMATED REVENUE FROM WOODSHED MARTIAL ARTS:**

Rent per month \$800; based on an *estimated usage of mezzanine rental, five hours/ day 7 days per week @ \$20.20/hour \$707/month.*

- There is no Washroom within the Mezzanine, users would need access to the arena washroom

Woodshed: \$800 X 12 Months = \$9600 - ~\$6000 Partition = **\$3600 for 12 Months**

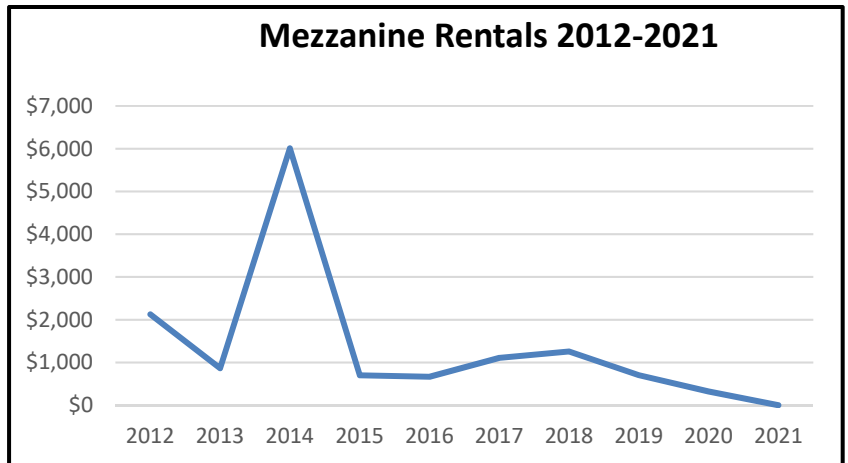
28' Partition & door estimated cost \$6000  
 Key pad lock for East Entry Door estimate \$500 Town to install  
 Key fob system, Arena front door estimate \$500-1500 (at later date) Shared installation cost with Woodshed

The Town of Claresholm would actively try to rent the smaller space to other groups and community programming.

**Mezzanine Rentals 2012-21**

**\*No rentals 2021**

**Currently 1 renter 2 days/week, 4 hours @ 20.20/hour**



|      |  |      |  |      |   |
|------|--|------|--|------|---|
| 2012 | 5 Users<br>Tai Chi<br>Dance<br>Yoga                            | 2015 | Tai Chi<br>Dance<br>Elections Alberta<br>Private Rentals | 2018 | MD of Willow Creek<br>Referee Clinic<br>Dance<br>Arts Society<br>Minor Hockey Coach<br>Clinic |
| 2013 | 1 Main Renter-Thai Chi<br>Dance                                | 2016 | Minor Hockey<br>Dance                                    | 2019 | Referee Clinic<br>Dance<br>Out of Town Hockey   |
| 2014 | 3 Dance Groups Main<br>renters<br>Minor Ball<br>Private Rental | 2017 | Dance<br>Out of Town Team &<br>Tourney Use               | 2020 | Dance   |

In addition to facilitating a community recreation service, this initiative will generate a small revenue stream for the Town in a time where it is increasingly difficult to raise revenues.

**ATTACHMENTS:**

- 1.) Lease Agreement Draft
- 2.) Mezzanine Schematic & description

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to allow the Woodshed Martial Arts to lease the Arena Mezzanine East side for \$800/ month for a 6 month term starting July 1, 2022.

Moved by Councillor \_\_\_\_\_ to approve the \$6,000 out of budget expenditure for construction of a permanent accordion style divider in the Mezzanine, to be funded by the Areal Capital Reserves, and to be repaid by proceeds from lease payments.

PREPARED BY: Denise Spencer, Recreation Manager

---

APPROVED BY: Abe Tinney, CAO

DATE: July 14, 2022

Lease Agreement made this            day of            , 2022.

**BETWEEN:**

**THE TOWN OF CLARESHOLM**

(hereinafter called "**the Lessor**")

of Box 1000, Claresholm

in the Province of Alberta

T0L 0T0

of the First Part

**THE WOODSHED MARTIAL ARTS**

(hereinafter called "**the Lessee**")

of Box 2607, Claresholm

in the Province of Alberta

T0L 0T0

of the Second Part

- (1) Witnesseth that in consideration of the rents to be paid, covenants to be observed and agreements to be performed by the Lessee, the Lessor hereby leases unto the Lessee the use of the Town of Claresholm Arena Mezzanine, East Section located at: 4948 2 St East Claresholm Alberta (hereinafter known as "**Mezzanine East**").
- (2) The term of this lease shall be for the duration of time from July 20, 2022 to January 20, 2023.
  - (a) The Lessee will have the option to renew the lease prior to January 20, 2023
  - (b) The Lessee shall pay a deposit of \$800 that shall be placed in trust until such time they vacate the premises

During that time the following will be in place:

- (a) The Lessee shall pay a monthly rent of \$800.00
- (3) The lessee is responsible to obtain all necessary licenses, permits, and authorizations where applicable.
- (4) The Lessee acknowledges that they have inspected Mezzanine East and that rely entirely on their own inspection and that there are no other agreements or conditions affecting Mezzanine East besides the following.
  - (a) The Lessor will install a barrier with locking door separating the Mezzanine East and Mezzanine West.
    - a. Full use of East side of Mezzanine, with access to west side of Mezzanine when/if space available

- (b) Washroom access to the Arena through Mezzanine West
- (c) Soundproofing of the barrier (if required) would be the responsibility of the Lessee.
- (d) The Lessor will install Key Pad Locking system on the East Mezzanine Door Entry at no cost to the Lessee.
- (e) After 6 month Lease,, and space is agreeable for Lessee, the Lessor and Lessee will split the cost of installation for a Key Fob Locking Mechanism on the front doors of the Arena.
- (f) System would remain in building if the Lessee and Lessor choose to terminate the Lease.
- (g) Additional costs for Fobs for the Lessee would be the responsibility of Woodshed Martial Arts.

All verbal or previous written understandings and agreements, if any, are hereby cancelled and rendered null and void.

(5) The Lessee covenants and agrees with the Lessor as follows:

- (a) to use Mezzanine East in a proper and businesslike manner
  - i. Community groups will have equal status as Woodshed Martial Arts; all users would try to be cognizant that there are multiple users in the space.
  - ii. The Lessor would inform users of the Mezzanine West that there is a Lease agreement with the Lessee, with washroom access
  - iii. Disputes would be resolved with users of the Mezzanine Area; the Lessor would only be contacted for disputes as last resort.
- (b) to indemnify the Lessor against all claims and demands by any person and whether in respect of damage to person or property arising out of or occasioned by the use of Mezzanine East.
- (c) to within 30 days of any written notice to do so, repair any defect in Mezzanine East occurring after the commencement of this lease and resulting from the Lessee's acts or neglect. This does not include normal wear and tear.
- (d) to coordinate all scheduling etc. with particular attention to times blocked off by other users in the Mezzanine West, to ensure all Mezzanine users have the ability to carry out their activities effectively with minimal interruptions.
- (e) to follow the guidelines and procedures listed in schedule "A", attached to this document.

(6) The Lessee shall not assign, transfer or otherwise dispose of this lease, or part with possession of Mezzanine East, either in whole or in part without the prior written consent of the Lessor. The Lessee will not register this lease against the Lessors title.

(7) The Lessee shall carry adequate and necessary insurance related to the use of the property in an amount of not less than **TWO MILLION (\$2,000,000.00) DOLLARS**. This insurance shall cover all risks including fire and liability. There shall also be no storage of hazardous materials on the

property. Each insurance policy shall name the Lessor as an additional insured, except for the coverage for the Lessee's own property and equipment.

- (8) The Lessee shall not without the prior written consent of the Lessor, make changes, additions, alterations or improvements to Mezzanine East. Initial items such as securing equipment must be coordinated through the Director of Infrastructure or representative.
- (9) The Lessee shall comply promptly at its expense with all laws, bylaws, ordinances, requirements and recommendations of any and all federal, provincial, civic, municipal and other lawful authorities, which may be applicable to the Lessee.
- (10) The Lessee shall not at any time during the term, use, exercise or carry on or permit or suffer to be used, exercised or carried on, in about or upon the leased premises or any part thereof any offensive act, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the term be done in, about or upon the lease premises or any part thereof which shall be inconsistent or incompatible with the intended use of Mezzanine East, or which may be or grow to the annoyance, nuisance, damage, or disturbance of the occupants and other users of Mezzanine Area, as well as occupants of lands and property owners in the vicinity of The Claresholm Arena.
- (11) The Lessee assumes the entire responsibility and liability for losses, expenses (including legal expenses on a solicitor and his own client basis), damages and claims based on any injury to persons (including sickness and death) or damage or alleged damage to property (whether such property be the property of the Lessor or a third party) sustained or alleged to have sustained in any way connected to the Facilities and Services by the Lessee it's employees, agents, servants or invitees. The user agrees to indemnify and hold harmless the Lessor, it's agents, servants and employees from and against the same and from and against any and all damages, demands, claims and expenses (including legal expenses on a solicitor and his own client basis) made by the third party against the Lessor arising directly or indirectly from any injury or damage or alleged damage or other matter relating to this Agreement. The Lessee further agrees to defend any suit or action brought against the Lessor, its agents, servants or employees, or any of them arising out of activities to collect or attempt to collect any monies properly due to the Lessor pursuant to this Agreement.
- (13) If during the term of this lease a breach or default be made in any of the Lessee's covenants or agreements herein contained then the Lessor may enter Mezzanine East and the lease shall immediately become forfeited and void.

The effective date of this lease shall be July 20, 2022.

IN WITNESS WHEREOF the parties have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2022.

**TOWN OF CLARESHOLM**

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**

**LESSEE**

\_\_\_\_\_

\_\_\_\_\_

**WITNESS**

## **SCHEDULE "A" – Lessee Responsibilities**

1. The Lessee shall be aware of emergency contact information below:

**Emergency Numbers:**

**Director of Infrastructure 403-625-0200**

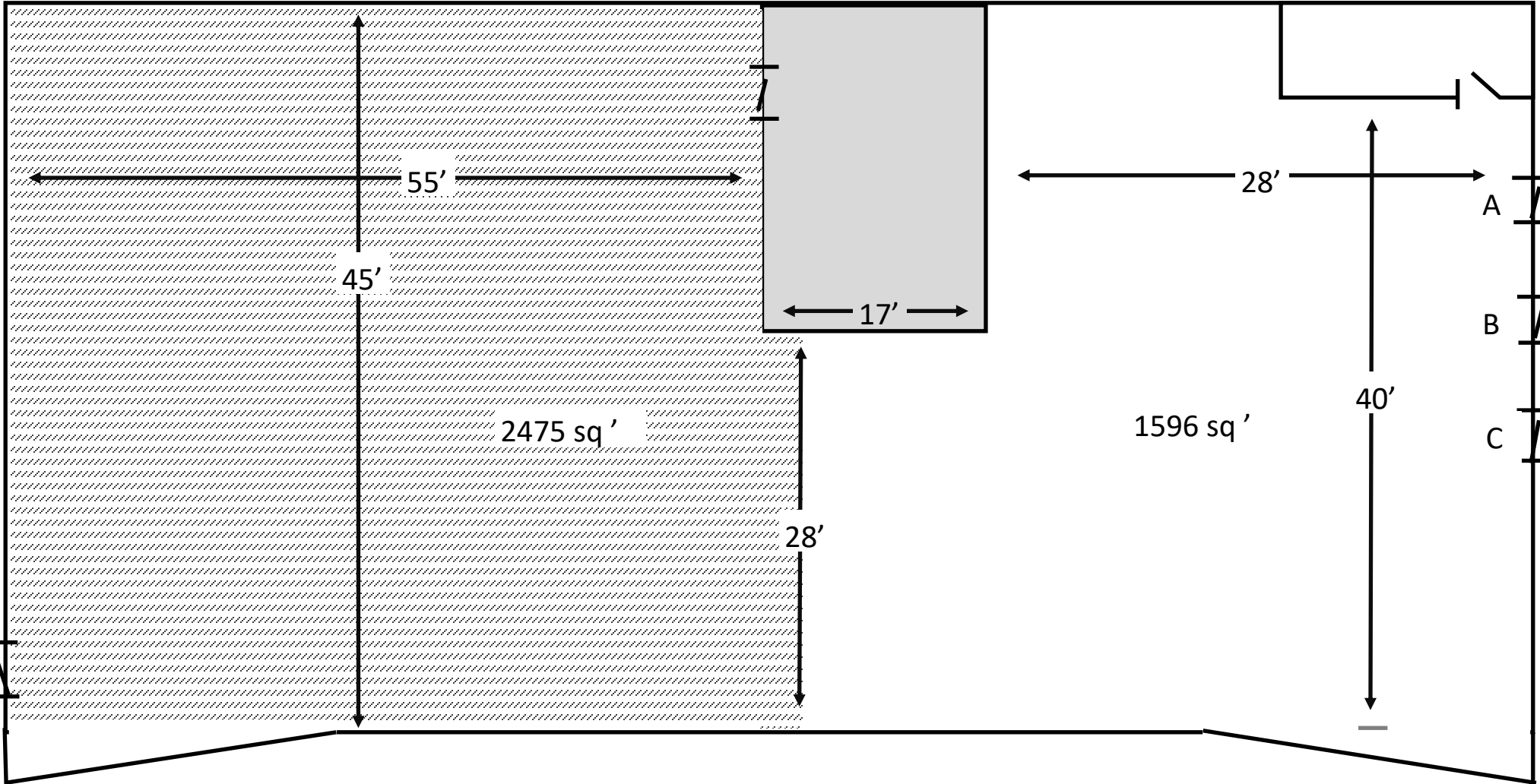
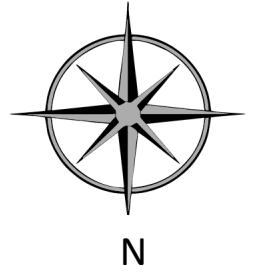
**Shop on Call 403-625-0503**

**Town Office: 403-625-3381**

2. Ensure the facility is in presentable shape upon leaving/closing:
  - a. Garbage picked up and placed in bins.
  - b. Major spills/water mopped up (floor dry mopped).
  - c. Grounds, free from litter, recycling bagged up and left at designated area.
  - d. Wipe/clean mirrors and washrooms as required.
  - e. Check that all doors are locked upon leaving the facility.
  - f. Toilets flushed
  - g. Taps off
  - h. Washrooms presentable when Ice is out April-September yearly
3. Security & Keys:
  - a. Keys are not to be copied, given or loaned out.
    - i. Key code for Mezzanine East to be available for users
    - ii. Fobs will be available for users of the Woodshed Martial Arts
  - b. Loss of keys must be reported immediately to the Director of Infrastructure.
  - c. If the key or locking system is changed, an additional procedure will be required.
  - d. Any changes or alterations are to be coordinated with the Director of infrastructure.
  - e. Check that Arena Main door and Mezzanine East doors are locked upon leaving the facility



# Arena Mezzanine Schematic





### Mezzanine Centre Area

Blue arrows are where the wall/ barrier would be located

Star, window would be available to view center ice

## Mezzanine, East side

- Blue arrows are where the wall/ barrier would be located, 28 feet across
- Locking door would be required for group to have access
- Star: Furnace room/ mid area of mezzanine where door/ barrier would be attached
- Space in picture is 2475 square feet
- Exit door located far left in photo, would be a private entry



## Mezzanine, West side

- Blue arrows are where the wall/ barrier would be located, 28 feet across
- Locking door would be located on left , would be required for group to have access
- Star: Furnace room/ mid area of mezzanine where door/ barrier would be attached
- Exit door located far left in photo,



## Karine Keys

---

**From:** Maryanne King <mking@npf-fpn.com>  
**Sent:** July 4, 2022 8:33 AM  
**To:** Chelsae Petrovic  
**Cc:** Karine Keys  
**Subject:** Following Up: Call to Action to the Government of Alberta  
**Attachments:** Call to Action to the Government of Alberta.pdf

Good morning Ms. Chelsae Petrovic,

I am connecting with you today regarding the Call to Action to the Government of Alberta concerning its pursuit of an Alberta Provincial Police Service (APPS). Since the Call to Action's release on June 27, 2022, the Call to Action has continued to gain positive momentum in the media and in communities across Alberta. We released the Call to Action with 73 signatories; **this number has already increased since release day.**

We had noted that the Town of Claresholm had passed the Call to Action for information or had decided to not action the Call to Action upon initial receipt. As interest in the Call to Action continues to grow, I would like to confirm whether the Town of Claresholm would be interested in joining the Call to Action for a re-release to Government with additional signatories.

The Call to Action, as released on June 27, is attached. You may also refer to some of the [recent media coverage](#), or our [Keep Alberta RCMP website](#) for your information.

As the governing party chooses its next Premier, there has never been a more important time to stand together in support of retaining the Alberta RCMP. **Let's cancel this transition, keep the RCMP in Alberta, keep taxes and costs low and work together to improve police services and the criminal justice system where it's most needed.**

**If you would like to join the Call to Action, please provide a copy of your logo in a reply to this email.**

Thank you for your consideration, and I am at your disposal should you have any questions or follow up inquiries.

Kind regards,

### Maryanne King

Policy Advisor | Conseiller Politique

**National Police Federation | Fédération de la Police Nationale**

(587) 672-0695

<https://npf-fpn.com>

### **The NPF has moved! La FPN a déménagé!**

**Our new head office address is: / L'adresse de notre nouveau siège social est :**

220 Laurier Avenue West/Ouest

8th Étage – Suite 800

Ottawa, Ontario

K1P 5Z9



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

 @NPFFPN

 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.  
This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis de copier ou d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.

# CALL TO ACTION TO THE GOVERNMENT OF ALBERTA

Dear Premier,

We are committed to ensuring Albertans live in safe communities that support their health and well-being. Communities where people have reliable access to critical health, social, public safety, and educational services. Ultimately, Albertans living in a safe and healthy community communicate those needs to the Government of Alberta, who listen and respond.

The Government of Alberta has lost the trust of its constituents in its pursuit of an Alberta Provincial Police Service (APPS) by not undertaking fulsome, open, and transparent consultations with all those affected. Albertans have stated loud and clear that they do not want a costly new police service, with an overwhelming 84% of Albertans wanting to keep and improve the Alberta RCMP.

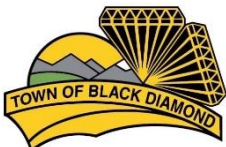
In addition, the Government of Alberta has not released a detailed funding model explaining who would be paying the costs of this proposed transition. The vague Transition Study noted initial transition costs of \$366 million over six years, and, at minimum, an additional \$139 million each year, increasing with inflation. Municipalities know that most of these costs will be downloaded directly to them, forcing them to significantly increase residents' and businesses' taxes.

Municipalities and engaged Albertans continue to call on the Government of Alberta to improve rural police response times and increase resources available to the justice system. The Province's \$2 million Transition Study did not highlight how a new APPS would address any of these issues.

**We, the undersigned, call on the Government of Alberta to stop efforts and investment to advance the creation of an Alberta Provincial Police Service and instead invest in resources needed to:**

- *Improve current policing services to reduce response times and address rural crime by increasing the number of RCMP officers within communities*
- *Improve social services to address the root causes of crime (health, mental health, social and economic supports)*
  - *Expand Police and Crisis Teams with police and Alberta Health Services*
  - *Work with communities to provide targeted social supports*
- *Increase resources within the justice system*
  - *Ensure timely trials by prioritizing violent over non-violent crimes*
  - *Hire more Crown prosecutors and appoint more Provincial Court Judges*









**Organizations:**

National Police Federation  
Alberta Community Crime Prevention Association  
Alberta Union of Public Employees  
Clearwater Community Crime Watch  
Public Service Alliance of Canada – Prairies  
Union of Safety and Justice Employees  
Victim Services Alberta

**Cities:**

City of Wetaskiwin

**Towns:**

Town of Beaverlodge  
Town of Bon Accord  
Town of Bowden  
Town of Black Diamond  
Town of Blackfalds  
Town of Canmore  
Town of Coalhurst  
Town of Crossfield  
Town of Edson  
Town of Fairview  
Town of Fort Macleod  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Town of High River  
Town of Innisfail  
Town of Magrath  
Town of Mayerthorpe  
Town of McLennan  
Town of Millet  
Town of Penhold  
Town of Ponoka  
Town of Spirit River  
Town of Swan Hills  
Town of Sylvan Lake  
Town of Tofield  
Town of Trochu  
Town of Vauxhall  
Town of Vermilion  
Town of Viking  
Town of Wainwright  
Town of Westlock

**Villages:**

Village of Alliance  
Village of Berwyn  
Village of Carmangay  
Village of Caroline

Village of Champion  
Village of Chipman  
Village of Clive  
Village of Coutts  
Village of Delia  
Village of Edgerton  
Village of Elnora  
Village of Girouxville  
Village of Hines Creek  
Village of Longview  
Village of Marwayne  
Village of Myrnam  
Village of Rosemary  
Village of Standard  
Village of Two Hills  
Village of Vilna  
Village of Waskatenau  
Village of Breton

**Summer Villages:**

Summer Village of Ghost Lake  
Summer Village of Jarvis Bay  
Summer Village of Seba Beach

**Counties:**

Big Lakes County  
Brazeau County  
County of Northern Lights  
Northern Sunrise County  
Smoky Lake County  
County of Wetaskiwin

**Municipalities:**

Municipal District of Peace  
Municipality of Crowsnest Pass





# REQUEST FOR DECISION

Meeting: July 18, 2022  
Agenda Item: 8

---

## 2022 FAIR DAYS BEER GARDEN

---

### **DESCRIPTION:**

As per Town of Claresholm Liquor and Town Facilities Policy #5.8.15, liquor/alcohol is not allowed in Town owned facilities or park areas except with the permission of the Town of Claresholm, and a permit by the Alberta Gaming and Liquor Commission.

### **BACKGROUND**

The Claresholm Skate Park Association has a successful history of hosting beer garden fundraisers at various community events in and around Claresholm. The Association has received liquor licenses with AGLC for previous events, and at the invitation of the Economic Development Officer, have agreed to participate in Fair Days 2022.

### **DISCUSSION/OPTIONS:**

The Economic Development Officer and the Claresholm Skate Park Association are requesting Town Council approval for the Fair Days beer gardens to operate in the 50<sup>th</sup> Avenue West, downtown parking lot, August 13, 2022, between the hours of 11:00 am and 4:00 pm. There will be food, water, and shelter available at the event.

### **PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to approve the responsible sale and consumption of liquor at 50<sup>th</sup> Avenue West downtown parking lot, Saturday August 13, 2022, between 11:00 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved, and is displayed at the event.

### **RECOMMENDED ACTION:**

Approval.

PREPARED BY: Brady Schnell, Economic Development Officer

---

APPROVED BY: Abe Tinney, CAO

DATE: July 15, 2022

---



**Claresholm**

# REQUEST FOR DECISION

Meeting: July 18, 2022  
Agenda Item: 9

---

## Appointing an Assessor by Name

---

### **DESCRIPTION:**

Each year, to ensure our records are current and the appointment isn't missed, Council should pass a motion to appoint the Town's Assessor.

### **BACKGROUND:**

The Town is currently under contract with Benchmark Assessment Consultants Inc. for assessment services. The current contract term is until July 31, 2023 (for the 2022 Assessment/2023 Tax Year). Logan Wehlage is the Assessor from Benchmark Assessment Consultants Inc. that is assigned to the Town of Claresholm. Next year we will negotiate a new contract and/or send out for tender.

Section 284.2 (1) of the MGA states "A municipality must appoint **a person** having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act".

### **Proposed Resolution:**

Moved by Councillor \_\_\_\_\_ to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm for the 2022 Assessment year.

### ATTACHMENTS:

- 1.) N/A

### APPLICABLE LEGISLATION:

- 1.) Section 284.2 (1) and (2) of the Municipal Government Act

PREPARED BY: Blair Bullock, CPA, CA – Director of Corporate Services

---

APPROVED BY: Abe Tinney – CAO

DATE: July 12, 2022

---



# REQUEST FOR DECISION

Meeting: Jul 06, 2022  
Agenda Item: 10

---

## Town's Unposted Speed Limit – Reduce to 40km/h

---

### **Background:**

At the April 11<sup>th</sup> Council meeting, Council directed administration to research a 40km/hr speed limit throughout town. Administration reviewed a town speed limit change plan at the July Emergency Services Committee meeting, where the committee (consisting of council representatives, and personnel from RCMP, fire department, bylaw and the infrastructure department) recommended speed limit proposal be presented to Council.

### **Findings/Research:**

- Reducing speed limits reduces the likelihood of accidents, as drivers have more time to react to a hazard. Furthermore, the reduced speeds will lead to less damage (severity) if a collision occurs.
- Changing the limit would not apply to the provincial highways (Highway 2, 520), as those highways are out of our authority.
- Over the last few years, several municipalities have changed their residential speed limits to 40km/h. For example, Calgary and Edmonton dropped their unposted residential limits in 2021 to 40km/h (<https://newsroom.calgary.ca/default-40-kmh-unposted-speed-limit-comes-into-effect-may-31-2021/>), ([https://www.edmonton.ca/transportation/traffic\\_safety/residential-speed-limits](https://www.edmonton.ca/transportation/traffic_safety/residential-speed-limits)).
- Closer to Claresholm, Nanton changed its unposted speed limit to 40km/h in 2019 (<https://www.nanton.ca/DocumentCenter/View/2269/Traffic-Bylaw-2019-update-FAQ>).
- The general impetus for a 40km/h limit is safety purposes – to reduce the probability of accidents and when accidents do occur, they will be less severe.
- Provincial Legislation states “50 km/h is the maximum speed limit on a roadway that is located within an urban area, unless otherwise posted.” As such we don't currently have any bylaws that state the unposted speed limit in Town. We would therefore require a new bylaw, or bylaw amendment to our Traffic and Highways Bylaw, to put this updated speed limit into law.
  - Section 108 of the Traffic Safety Act, the council of a municipality may pass bylaws prescribing speed limits that are different from the speed limits established in that Act.

Current Traffic and Highways Bylaw:

At present the speed limit is 50km/h, with school and playground zones at 30km/h, highways 2 and 520 are controlled by the province.

### **Surrounding Towns/Cities:**

Speed limits from surrounding Towns and Cities:

- Fort Macleod- Nothing found except the highway limits
- Nanton- 40km/h unless otherwise posted
- Okotoks- 40km/h unless otherwise posted
- Coaldale- Also in the process of lowering their speed limit
- Calgary- 40km/h unless otherwise posted
- Edmonton- 40km/h unless otherwise posted

### **RECOMMENDED ACTION:**

Administration recommends the town engage the public on this matter, prior to making changes to the unposted speed limit.

Public engagement would include:

- online and paper copy surveys, with information posted to the website, over social media, and in the paper.
- paper copies of the survey can go out with all the residential and commercial utility bills in August, that would also contain a QR code to be able to complete online if preferred, or allow them to drop the paper copy responses at the Town office.
- Administration would manually enter any paper survey submissions online, so all responses are compiled in one location for easy reporting of responses.
- a limit of two responses per household and that respondents are required to enter their local address to be able to submit a response.
- Suggest keeping the survey short, limited to a few questions as follows:
- Are you in favor of reducing the speed limit throughout Town, excluding Hwy 2 and Hwy 520, from 50 km/h to 40 km/h?
  - Yes
  - No
- If Yes – Why?
- If No – Why not?
- Responses are limited to two per household and to residents/business owners located in Claresholm. To ensure your responses will be counted enter your Claresholm street address:

### Timeframe

|  |                              |   |
|--|------------------------------|---|
| July 6   | Emergency Services Committee | -Present RFD on Unposted Speed Limit: Background Information, Survey and timetable of project |
| July 18 <sup>th</sup>                            | Council Meeting              | Present RFD on Unposted Speed Limit: Background Information, Survey and timetable of project  |
| August 30 <sup>th</sup> – Sept. 30 <sup>th</sup> | Conduct Survey               | QR code posted on website, Facebook, Twitter, Instagram, Town News                            |
| October 10 <sup>th</sup>                         | Report Findings to Council   | -Report findings to Council, prepare a roll-out plan.   |

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ to direct administration to engage the public on changing the Town's unposted speed limit to 40km/h and that administration report public engagement findings to Council at the October 10<sup>th</sup> regular meeting of Council.

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

- 50km/h signs will need to be replaced: 22, at a cost of \$150/sign which includes installation. Total estimated cost is \$3,300.
  - 5 St. East x 3
  - Alberta Road x2
  - 8 St. W x 12
  - Westlynn Drive x 2
  - 59 Ave W x 1
  - Entrance to Golf Course x 1
  - 1<sup>st</sup> W (south of GC Entrance) x 1
  
- Speed limit change will also require 4 larger signs on each highway entrance into Town stating that the unposted speed limit in Town is 40km/h. Estimated cost is \$250/sign which includes installation - \$1000 Total.

Funding proposed to come from the Traffic Control Budget, an existing budget line with room to absorb these expenses.

**RECOMMENDED ACTION:**

Council approve the public engagement on changing the unposted speed limit it Town to 40km/h.

**APPLICABLE LEGISLATION:**

- 1.) Traffic Safety Act, Section 108

PREPARED BY: Brian Webber - Bylaw Officer

---

APPROVED BY: Abe Tinney – CAO

DATE: July 13, 2022

---



**Claresholm**

# INFORMATION BRIEF

Meeting: July 18, 2022  
Agenda Item: 11

---

## 2021 Transfer to Water/Sewer Capital Reserve

---

### **INTRO:**

At the April 25, 2022 regular meeting of Council, Council directed Administration to prepare information on the water rates to discuss at a future Audit and Finance Committee meeting. This was prompted in large part due to the 2021 transfer for the water and sewer Capital reserve and its amount in relation to the budgeted amount for 2021. Administration has put together this information to share and discuss with the Audit and Finance Committee, which met just before this meeting.

A short summary of this information has been prepared here for the public.

### **BACKGROUND:**

In 2018, under direction from Council, Administration, set forth a multi-year structure/plan to increase utility rates to achieve a form of full-cost recovery for our Utility Services. This was done due to increasing fiscal pressures and risks, where in essence property taxes were subsidizing utility services and the majority of our general capital grants (Municipal Sustainability Initiative – MSI – Capital, and Federal Gas Tax Fund – FGTF) were being used for utilities infrastructure, so these funds weren't available for other projects for which user fees are unable to fund or support the infrastructure replacement, including roads, sidewalks, and pathways, recreation, and administrative capital projects.

In 2013 a similar recommendation for rate increases was made by Aquatera, a consultant that completed a full water and wastewater rate study. Their recommendations were to increase rates in 2013/2014 beyond even what we have done now 5+ years later, and costs and other funding availability has only gotten worse in that period. From when that rate study was done in 2013 to when Council enacted this rate structure plan, utility rates had not changed at all.

Council in 2018 had agreed upon a plan to increase rates, by the end of the 3-year rate hikes, to be able to put aside, or invest, the annual "cost" of the infrastructure into reserves for future replacements to be able to relieve some of the pressure that utility infrastructure projects/replacements was putting on the Town's overall financial health and infrastructure condition. The annual "cost" of this infrastructure is estimated by the annual amortization of the infrastructure. This amortization is based solely on historical cost, rather than future replacement cost, so will still fall significantly short of actual dollars required for replacement (i.e. \$10,000 pipe installed in 1970 would be more 6x's (\$60,000) that cost to replace today based solely on time/value of money), but Council felt this was a huge step forward from where we were, and that more was not manageable for residents.

Annual amortization for water and sewer utilities averaged \$1.25M from in 2017, so this was the estimated amount we were aiming to put into reserves each year. In 2021 we were still short of that goal at \$1.13M.

This then begs the question of, if we were aiming (budgeting) for \$1.25M in 2018 when this rate structure was put in place, why did the 2021 budget only have a budget of \$500K? This was because

of an Administrative error/oversight as a result of amortization rates being changed in 2018 at the recommendation of the Town's Auditors, indicating that amortization rates appeared to be too aggressive, reducing the net book value of our infrastructure faster than what the expected life would suggest. So for example, an asset that should have a 50 year life, was almost completely amortized after only 30 years. So when reviewing and drafting budgets, current amortization was being used as an estimated/budgeted reserve transfer, rather than referring back to the original planned figures from the rate structure plan set in 2018. So in short 2021 budget for revenue and transfer to reserves was incorrect based on Council's direction in 2018 with the rate structure change. Actual revenues were closer to that original direction of Council.

Current amortization amounts are not a good estimate of annual costs of infrastructure because of these excessive amortization rates there were in place previously. The majority of our amortization is calculated using a declining balance method, which means amortization on each asset is calculated based on a percentage of the remaining net book value. Our net book value of our assets are now artificially low due to years of too high of an amortization rate, so now calculating amortization on this artificially low net book value results in an artificially low value of annual amortization (or estimated cost of infrastructure).

For example, amortization in 2021 on a sewer pipe built in 1965 (original cost of \$7,916) was only \$13.23 based on current NBV and rates. If current amortization rates however had been used since the beginning of the assets life (and these higher old rates hadn't reduced the NBV already so significantly), amortization cost in 2021 would have been nearly 2.5x higher at \$32.19. Similarly a water line in 1975 (original cost of \$45,950) was \$87.35, but would have been \$281.08 – 3.2x higher – if these new rates were in place since the beginning.

### **DISCUSSION:**

When Council put the new utility rate structure into place, they had decided to also include an annual 2% inflationary increase at the end of the 3-year implementation period, to hopefully avoid having to do another significant hike 10 years down the road, because rates again aren't sufficient due to inflationary cost increases. With these hard economic times and significant cost of living pressures the residents of our community are facing, Council has the ability to freeze any rate increases or make other changes.

It should however be noted that the Town is not immune to inflation, and we are seeing significant increases in costs for our infrastructure projects over the last couple years, which threatens our ability to complete future utility infrastructure projects to maintain the viability of our utilities, providing safe potable drinking water to the residents of our community and disposing and treating of their sewage.

The Town had an infrastructure review and a resulting Infrastructure Master Plan (IMP) completed in 2020-2021. Included in the IMP were recommendations for high priority (recommended in the next 5 years) water and sewer improvement projects totaling \$8.6M. This is in addition to the \$30.5M to \$44.8M (depending on whether it is being done in conjunction with a road restoration project or as a standalone project) of replacement/rehabilitation of existing pipe. This does not include any system expansion for future development or growth areas. Current reserve balance to fund these projects is \$1.4M.

### **CONCLUSION:**

Transfer into the Water/Sewer Capital Reserve was significantly more than the 2021 budget indicated it should be, but this was due to an Administrative error of underbudgeting revenue and reserve transfers from what Council had directed in their original rate change plan. Actuals were still below amounts original planned/directed by Council, though not significantly.





# INFORMATION BRIEF

Meeting: July 18<sup>th</sup>, 2022  
Agenda Item: 12

---

## Cancellation of Public Auction of Tax Recovery Property

---

### DESCRIPTION/BACKGROUND:

At the regular meeting of Council on May 24, 2022, Council set the reserve bid for a single property that was still on the 2021 Tax Arrears List and was scheduled to go to auction in 2022 for tax recovery. Administration just wanted to inform Council that the outstanding taxes on this property have since been paid in full and therefore the property will no longer be going to auction.

The auction set for August 23, 2022 at 9AM is now cancelled.

The property referenced above was listed as Plan 658LK, Block 1, Lot The southerly 104' in perpendicular width throughout lot 4, and was listed as for sale via public auction, and listed in the June 30<sup>th</sup> edition of the Alberta Gazette.

### ATTACHMENTS:

- 1.) none

### APPLICABLE LEGISLATION:

- 1.) Section 415 (2) MGA

PREPARED BY: Lisa Chilton – Tax/HR Administrator

---

APPROVED BY: Abe Tinney – CAO

DATE: July 12, 2022

---

**Vision**

To be the community of choice, leading to a thriving and diverse Claresholm

**Mission Statement**

We will offer family living and encourage economic prosperity through innovative and progressive thinking

# Core Values

**Community Pride**

We take pride in our organization -- in its people, and in the many groups, business and organizations that make it a community. Organizationally, we take pride in the quality and variety of services we provide and the facilities we maintain. We are proud of all that Claresholm has to offer, and whenever possible, we will work to improve and enhance our community.

**Healthy, Active Living**

The Town of Claresholm will enhance the lives of our residents by supporting Town recreation services and community safety and wellness programming, and by assisting community groups that provide similar services.

**Diversity**

We recognize and respect the diverse needs of our residents and different sectors of our community. We will seek their input and engagement and grow together.

**Forward Thinking**

We will plan for the future. We will comply with provincial legislation and understand municipal best practices as we challenge conventional ways of conducting the community's business, managing its finances, and delivering services to our community.

| <b>MULTI-YEAR</b>                                |   | <b>Assigned to</b> | <b>Update on Progress</b>   |
|--|---|--------------------|---|
| <b>POLICY &amp; PLANNING</b>                     |   |                    |   |
| <b>3 Year Operations and 5 Year Capital Plan</b> |   |                    |   |
|  | Revise 3 Year Operations Plan and 5 Year Capital Plan   | Blair              | Work to begin next Audit and Finance Committee meeting  |
| <b>Community Center</b>                          |   |                    |   |
|  | Work with Community Centre Association to secure funding and facilitate accessibility and front entrance upgrades | Mike/Tara          | Community Centre Association submitted funding to CFEP small stream on January 15, 2022. Notification of application status will not come until June or July. |
| <b>Stormwater Infrastructure</b>                 |   |                    |   |
|  | Finalize and Approve Engineering  | Mike               | Complete  |

| <b>MULTI-YEAR</b>  |  |   | <b>Assigned to</b> | <b>Update on Progress</b>   |
|--|--|---|--------------------|---|
|  |  | Secure grant funding for Phase 2  | Tara/Mike          | Working with Grant Match  |
| <b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>  |  |   |                    |   |
| <b>Support the EDC</b>   |  |   |                    |   |
|  |  | Provide Operational Budget for EDC  | Council            | Complete April 25th, 2022   |
|  |  | Update Economic Development Committee Business Plan                                       | Brady              | New draft ready for review at the June 20, 2022 EDC   |
| <b>Ensure Town is Development Readiness in Areas of Residential, Commercial and Industrial Development</b> |  |   |                    |   |
|  |  | Ad Hoc Committee to Address:  |                    |   |
|  |  | Residential, Commercial and Industrial Development Best Practices (Including MCC and PPP) | Abe                | The Community Development Committee met July 7th to discuss working with a realtor to sell the Parade Staging Grounds and Airport properties. The committee discussed MITACS, a non-profit that may be able to assist with development studies. The committee discussed a residential tax refund bylaw, which is on the July 18th agenda for 1st reading. The committee also discussed provincial revitalization programs and highway commercial development.   |
|  |  | Consider Residential Development in Tax Incentive Program                                 | Tara               | UPDATE: Under the direction of the committee, administration has prepared a draft residential development bylaw for council's consideration, to be presented the July Council meeting.  |
|  |  | Sell and Develop Town-Owned Land  | Abe/Tara           | The Community Development Committee has asked that administration develop strategies for selling Tamarack Lots and the Parade grounds. UPDATE: Tamarack Lots have been advertised for sale under a sealed bid process, with the reserve set at \$30,000 per lot. The bid process closes July 4th. Administration has issued an RFP for realtor services to sell the parade lands, as well as the town owned airport properties. UPDATE: Tamarack Lots bid process has closed and will be discussed at the July Council meeting, along with the RFP for realtor services for the parade staging and airport lands. |

| <b>MULTI-YEAR</b>                                 |  |   | <b>Assigned to</b> | <b>Update on Progress</b>  |
|---|--|---|--------------------|--|
|   |  | Explore Diverse Housing Opportunities (Housing Assessment)  | Abe/Brady          | Draft Housing Needs Assessment received; project update meeting scheduled June 10, 2022; EDO consulting with Town of Coaldale & Town of Taber re: diverse housing projects. Social Needs Assessment Survey has been extended. Response rate has been good, but hoping for more responses. RDN is working away and on target for the final deliverable (Housing Needs Assessment, Affordable Housing Strategy, Social Needs Assessment) by mid-October. |
|   |  | Continue to work with landowners where Area Structure Plans exist (Starline Business Park, Prairie Shores)    | Tara/Brady         | Administration is looking into options to work with landowners where Area Structure Plans exist, including working with land agents/consultants as a third party in development discussions.   |
|   |  |   |                    |  |
| <b>Explore Value-Added Industry Opportunities</b> |  |   |                    |  |
|   |  | Continue Membership in Economic Developers of Alberta, Alberta SW and South Grow Regional Initiatives         | Council            | 2022 memberships provided via operating budget.  |
|   |  | Explore FDI in 1-2 Industries from 1-2 Countries  | Brady              | Participating in SouthGrow International Marketing Project; attracting FDI by targeting investors in the food sector.  |
|   |  | Research Value-Added Agri-Food Examples in Neighbouring areas (Lethbridge, Taber, Calgary)                    | Brady              | Canadas Premier Food Corridor has successfully attracted the food processing industry. Ongoing   |
|   |  | Explore opportunities in greenhouse farming and speciality agriculture  | Brady              | Nothing at this time.  |
| <b>Explore Business Attraction Incentives</b>     |  |   |                    |  |
|   |  | Adopt Progressive Incentives for Private Development and Re-Development of Commercial and Industrial property | Brady/Tara         | In progress with the Community Development Committee. The Development Officer has prepared examples for consideration.   |

| <b>MULTI-YEAR</b>   |  |   | <b>Assigned to</b> | <b>Update on Progress</b>   |
|---|--|---|--------------------|---|
|   |  | Consider other Incentives (land, utilities and recreation benefits)               | Brady              | Ongoing conversations at the Community Development Committee  |
|   |  | Provide Expertise and Resources to Investors                                      | Brady              | Working on enhancing the webpage and updating resources for investors and potential business owners.  |
| <b>Business Improvement Programs to Promote Downtown Business Retention, Expansion and Revitalization</b> |  |   |                    |   |
|   |  | Community Futures Small Business Loan Program                                     | Brady              | Adopted Community Futures Business Improvement Loans program in partnership with Chamber of Commerce.   |
|   |  | New Business Start-up Grants  | Brady              | Consideration for EDC Budget 2023   |
|   |  | Façade Improvement Grants/Loans   | Brady              | Consideration for EDC Budget 2023   |
|   |  | Focus on annexed land and vacant properties in downtown core and highway corridor | Brady              | Continue to assist development inquiries as they are received.  |
| <b>Sound, Responsible Governance</b>  |  |   |                    |   |
|   |  | Ensure ongoing public participation   | Karine/Abe         | Delegations to council, postings on board vacancies, social media presence are all ongoing.   |
|   |  | Develop Communications and Public Engagement Strategy                             | Karine/Abe         | UPDATE: Administration has begun assessing the Town's current communications and engagement strategies, as well as best municipal best practices. |

| <b>MULTI-YEAR</b>   |                |   | <b>Assigned to</b> | <b>Update on Progress</b>  |
|---|----------------|---|--------------------|--|
|   |                | Continue to review and update Administration and Council policies   | Blair/Abe          | Currently working on Rescinding Bylaw to remove old bylaws from the Town's Book. Adminsitration is also working on a Capital Reserves Policy, which will outline the logic and use for the Town's capital reserve accounts.  |
|   |                | Address legislative changes in a timely fashion   | Abe                | Ongoing  |
| <b>PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS</b>        |                |   |                    |  |
| <b>Build Government Relations at All Levels</b>           |                |   |                    |  |
|   |                | Look for opportunities to collaborate   | All departments    | Administration has discussed expanding the RNIP program with federal program personnel and with Nanton staff but collaboration is not possible at this time due timing issues with the federal program.  |
| <b>Strengthen Stakeholder Relationships</b>               |                |   |                    |  |
|   |                | Encourage presentations to Council, visit organizations to build relationships and have a presence in the community | Council            | Ongoing  |
|   |                | Develop relationships with Land Developers in order to progress on residential development                          | Brady/Abe          | Administration is looking at options to work with landowners where Area Structure Plans exist, including working with land agents/consultants as a third party in development discussions. Recently directed to investigate barriers to development on lands where Area Structure Plan does not exist. |
| <b>Relationships with AHS and Other Service Providers</b> |                |   |                    |  |
|   |                | Continue to Enhance Relationships with AHS and Other Service Providers  | Council            |  |
| <b>VIBRANT COMMUNITY, QUALITY OF LIFE</b>                 |                |   |                    |  |
|   | <b>Housing</b> |   |                    |  |

| <b>MULTI-YEAR</b>  |  |  | <b>Assigned to</b> | <b>Update on Progress</b>  |
|--|--|--|--------------------|--|
|  |  | Complete Housing Needs Assessment  | Brady/Barb         | Draft Housing Needs Assessment Received. Work is ongoing, final document expected in September/October 2022.                             |
|  |  | Once Assessment is Complete, Explore how to leverage results and integrate with future housing developments  | Brady/Barb         | Nothing at this time.  |
| <b>Improvement of Parks</b>                                |  |  |                    |  |
|  |  | Revise Recreation Master Plan to Identify Priority Areas   | Denise             | Initial conversations and planning have begun.   |
|  |  | Pursue Grant Funding for Pathway and Park Expansions   | Denise             | Administration is actively pursuing grant opportunities.   |
| <b>Plan Events and Activities that Vitalize Claresholm</b> |  |  |                    |  |
|  |  | Economic Development to Coordinate Meeting amongst community groups to ensure resource and knowledge sharing | Brady              | More than 30 people in attendance for second Fair Days Organizational meeting. Third and final planning meeting will take place in July. |
|  |  | Promotion of Parks Through Town Videos   | Denise             |  |
|  |  | Maintain and Enhance Current Programming   | Denise             | Currently working on proposal for Council's consideration.   |



# INFORMATION BRIEF

Meeting: July 18, 2022

Agenda Item: 14

## COUNCIL RESOLUTION STATUS

| Regular Scheduled Meeting - April 11, 2022 |   |       |  |             |
|--|---|-------|--|-------------|
| 13   | RFDirection: Town Speed Limit - Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting. CARRIED MOTION #22-059  | Abe   | This item is on the July Council agenda for discussion.  | Complete    |
| Regular Scheduled Meeting - April 25, 2022 |   |       |  |             |
| 7  | RFD: Community Futures Business Loan Program - Moved by Councillor Schlossberger to accept the Business Improvement Loans Program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee. CARRIED MOTION #22-061 | Brady | EDO is working with Community Futures to complete the agreement in partnership with the Chamber  | In progress |
| 11   | RFD: 2022 Final Budget - Moved by Councillor Carlson to direct administration to prepare information on the water rates to be discussed at the Audit & Finance Committee level at an upcoming meeting. CARRIED MOTION #22-067   | Blair | Draft report prepared - Polishing up for next Audit & Finance Committee Meeting (Mid July)   | In progress |
| Regular Scheduled Meeting - June 27, 2022  |   |       |  |             |
| 1  | BYLAW #1742 - Moved by Councillor Schlossberger to give Bylaw #1742, a Business License Bylaw Amendment, 1st Reading. CARRIED   | Tara  | Scheduled for July 18th Council agenda   | Complete    |
| 2  | BYLAW #1743 - Land Use Bylaw Amendment - This bylaw failed to receive 1st reading.  | Tara  | Notification letter sent to applicant, with process & Town's assistance noted.   | Complete    |
| 3  | BYLAW #1744 - Moved by Councillor Schlossberger to give Bylaw #1744, a Water & Sewer Utility Bylaw Amendment, 1st Reading. CARRIED  | Jason | On the July 18 Agenda for 2nd & 3rd Readings   | Complete    |
| 4  | DELEGATION RESPONSE: Claresholm History Book Committee - Moved by Councillor Cutler that the Town of Claresholm forgive \$6,450 owed by the Claresholm History Book Committee to the Town, which is the remaining balance of the 2010 loan issued to the Committee by the Town in the sum of \$20,000. CARRIED MOTION #22-087   | Blair | Bylaw to rescind lending bylaw drafted for first reading at July 18th Council Meeting, and Journal Entry drafted to write off balance. | Complete    |
| 7  | RFD: Claresholm Curling Club Tax Waiver - Moved by Councillor Kettles to cancel the municipal portion of the 2022 property taxes levied on the property located at 430 – 53rd Avenue East in the amount of \$1,069.36. CARRIED MOTION #22-088   | Lisa  | Letter sent July 7th, 2022   | Complete    |



|    |   |           |  |             |
|----|---|-----------|--|-------------|
| 8  | RFD: Claresholm Golf Club Tax Waiver Request - Moved by Councillor Carlson to cancel the municipal portion of the 2022 property taxes levied on the golf course, roll #11630000, in the amount of \$3,204.11. CARRIED MOTION #22-089  | Lisa      | Letter sent July 7th, 2022                   | Complete    |
| 9  | RFD: Claresholm Fire Department Golf Fundraiser - Moved by Councillor Cutler to approve a gift basket donation to the Claresholm Fire Department's Annual Golf Fundraiser to be held on August 20, 2022 in a total amount of up to \$150. CARRIED MOTION #22-090  | Tracy     | Gift basket completed                        | Complete    |
| 10 | RFD: Claresholm Skatepark Association Letter of Support - Moved by Councillor Zimmer to write a letter of support towards the Claresholm Skatepark Association's application to the Alberta Blue Cross Built Together grant for the purpose of constructing a skatepark at 111 - 55 Avenue West. CARRIED MOTION #22-091   | Tara      | Support letter sent to Skatepark Association | Complete    |
| 11 | RFD: Amundsen Park - Kin Playground - Moved by Councillor Cutler to approve the out-of-budget expenditure not to exceed \$6,000 for the fence and landscape remediation within Amundsen Park. CARRIED MOTION #22-092  | Tara      | Notification sent, plans proceeding          | Complete    |
| 12 | RFD: Canada Day Beer Gardens - Moved by Councillor Schlossberger to approve the responsible sale and consumption of liquor at Centennial Park, Friday, July 1, 2022 between 10:30 a.m. and 4:00 p.m., on the condition that an application to the Alberta Liquor and Gaming Commission has been approved and is displayed at the event. CARRIED MOTION #22-093  | Brady     | Plans are being made                         | Complete    |
| 13 | RFD: Fair Days 2022 Road Closures - Moved by Councillor Kettles to approve the closure of the downtown parking lot, and the southernmost alley way which runs east to west from Linderman Law to Pharmasave, for the Willow Creek Ministerial Association's Interdenominational Church Service on Sunday, August 14, 2022 from 8:00 a.m. to 12:00 p.m., including use of the ATCO Community Stage and Town of Claresholm chairs. CARRIED MOTION #22-094 | Brady     | Plans are being made                         | Complete    |
| 14 | RFD: Town Council Open Houses - Moved by Councillor Schlossberger to set an Open House on Thursday, July 21st, 2022 at 7:00 p.m. to discuss Council's Strategic Plan and Budget 2022, and that the Open House be held at the Multi-Use Community Building. CARRIED MOTION #22-095   | Abe/Blair | Preparation for Open House ongoing.          | In Progress |
| 20 | Moved by Councillor Schlossberger to direct administration to prepare a detailed report regarding Mr. Wayne McKay's sewer line issues, to provide an estimate as to the total cost of repairs that may be required, and to present that information to Council at a future meeting. CARRIED MOTION #22-096  | Abe/Mike  | Report is on the July 18 Council Agenda      | Complete    |

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO

DATE: July 15, 2022

# INFORMATION ITEMS

## CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Town Office Meeting Room

May 25, 2022

Present: Barry Gibbs, Betty Hoare, Verne Lunan, Marg Lane, Cynthia Wannamaker, Earl Taylor, Barry Wood, Kandice Meister and Bill Kells

Absent: Joe Toone

1. Call to order by Barry Gibbs at 3:05 PM.

2. Adoption of agenda as amended by Verne Lunan. **CARRIED**

3. No correspondence to report. Kandice Meister moved for the approval of the amended minutes from April 20, 2022. **CARRIED**

4. Financials from May 24, 2022, were reviewed. Earl Taylor moved for the acceptance of the financials. **CARRIED**

5. Executive Directors Report

-Bill Kells reviewed his Board report dated May 25, 2022. Big thank you to Board Members, Friends of the Museum, and the Public Works staff of the Town of Claresholm for getting the museum ready for visitors in 2022. The buildings were cleaned, windows washed, the flower gardens were planted, and the grounds received some sprucing up.

– Summer staff started May 17, 2022, with the return of Jordan Wallace and the first-year hire of Paige Van Dellen.

-Confirmed the donation of items from local resident Joyce Reid.

-Grant funding from the Community Foundation of Lethbridge and Southwestern Alberta was approved. On May 17<sup>th</sup>, the foundation staff presented a cheque in the amount of \$7,345 to Anola Laing from the Friends Society with Barry Gibbs and Bill Kells present. An addition \$1,000 from the Friends Society will help fund the entire “Community History Digitalization Project.

-The model of the Avro Anson air force training plane has been completed by Mr. Jake Gerbrandt. The Town crew hung the model from the ceiling in the Exhibit Hall. A very appropriate addition to the Wings over Claresholm exhibit. Thank you to Jack for his excellent work.

– The 1949 firetruck was transported to Doug Leeds farm and again a thank you to the town crew for making this happen. With the firetruck gone the vehicles were moved around in the Exhibit Hall to make room for the refurbished Link Trainer. The Link Trainer is not yet completed but the base is in the dedicated location and signage is under development.

6. Events Planning Committee

- Planning for Fathers Day classic car show for Sunday June 19, 2022, is almost complete. Activities to include a Lions Club Pancake breakfast, car show by the

Porcupine Hills Classic Cruisers Club, the Seniors Centre will host a roast beef on a bun luncheon and the Friends of the Museum will host lemonade and cookies at the museum.

– The museum will participate with activities at the park on Canada Day July 1, 2022, as well as Fair Days in August.

– The idea of an Old Fashion Heritage Picnic in July is being discussed.

#### 7. Marketing Committee

- The success at the Pincher Creek trade show was discussed and where improvements could be made in future trade shows. The idea of a “free pass” at trade shows to be handed out was discussed. A mock-up will be created for the committee’s consideration.

– Bills Kells will make an application for a proposed Sons of Norway legacy display, using the Sons of Norway funds.

– The need for a training program for Board Members and volunteers was recognized.

8. Earl Taylor made a motion that the August board meeting be cancelled. **CARRIED**

9. Barry Wood made a motion for adjournment at 5:01 PM. **CARRIED**

Next meeting June 15, 2022, at the Town Office Meeting Room at 3:00 PM.



Barry Gibbs

Board Chair



# Thank You!

The parents of the graduating class of 2022 would like to thank you for supporting our fundraising golf tournament.

