



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MAY 28, 2018
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Administration Office
221 – 45 Avenue West**

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING – MAY 14, 2018

PUBLIC HEARINGS:

1. **BYLAW #1644 – Municipal Development Plan**
2. **BYLAW #1646 – Land Use Bylaw Amendment**

ACTION ITEMS:

1. **BYLAW #1644 – Municipal Development Plan Bylaw**
RE: 2nd & 3rd Readings
2. **BYLAW #1646 – Land Use Bylaw Amendment**
RE: 2nd & 3rd Readings
3. **BYLAW #1647 – Procedural Bylaw**
RE: 1st Reading
4. **BYLAW #1648 – Water Conservation**
RE: 1st Reading
5. **DELEGATION RESPONSE: Porcupine Hills Early Childhood Coalition**
RE: Update
6. **DELEGATION RESPONSE: Darcy Erickson**
RE: Status of Roads in Mountainview Estates
7. **CORRES: Alberta Environment and Parks**
RE: Livingstone-Porcupine Hills Land Footprint Management Plan
8. **REQUEST FOR DECISION: Claresholm Medical Clinic Taxes**
9. **REQUEST FOR DECISION: Intermunicipal Agreement – MD of Willow Creek**
10. **REQUEST FOR DECISION: Open Mic Night**
11. **REQUEST FOR DECISION: Assessment Services**
12. **REQUEST FOR DECISION: Policy #PLDE 04-09 Amendment (Planning & Development Fees)**
13. **REQUEST FOR DECISION: Policy #COUN 05-18a – Public Participation**
14. **REQUEST FOR DECISION: Closure of 49th Avenue West for Fair Days**
15. **REQUEST FOR DIRECTION: Regional Subdivision & Development Appeal Board**
16. **INFORMATION BRIEF: CAO Report**
17. **INFORMATION BRIEF: Council Resolution Status**
18. **ADOPTION OF INFORMATION ITEMS**
19. **IN CAMERA:**
 - a. **LAND – Delegation (Dave McKinnon) – FOIP Section 16.1**
 - b. **LAND – FOIP Section 16.1**
 - c. **LEGAL – FOIP Section 27**

INFORMATION ITEMS:

1. Municipal Planning Commission Minutes – April 13, 2018
2. Willow Creek Agricultural Society Minutes – April 18, 2018
3. Willow Creek Regional Waste Management Services Commission Meeting Minutes – March 23, 2018
4. Claresholm Child Care Society Minutes – April 30, 2018
5. Alberta Seniors and Housing – Grey Matters Conference 2018
6. Plaid for Dad 2018
7. Claresholm Housing Authority Board Meeting Minutes – April 16, 2018
8. Claresholm & District Transportation Society Board Meeting Minutes – April 20, 2018
9. Open Letter to Municipalities from AUMA President Brad Morishita re Trans Mountain Pipeline

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 14, 2018

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

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Donna Courage, Gaven Moore, Brad Schlossberger, Lise Schulze and Craig Zimmer

ABSENT: None

STAFF PRESENT: Director of Corporate Services: Blair Bullock, Finance Assistant: Karine Wilhauk, Development Officer: Tara VanDellen

MEDIA PRESENT: Rob Vogt, Claresholm Local Press

NOTICE OF RECORDING: Mayor MacPherson 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 Doug MacPherson

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

CARRIED

MINUTES: **REGULAR MEETING – APRIL 23, 2018**

Moved by Councillor Moore that the Regular Meeting Minutes of April 23, 2018 be accepted as presented.

CARRIED

DELEGATIONS:

1. **PORCUPINE HILLS EARLY CHILDHOOD COALITION – Ruth Mueller**
RE: Update

Ruth Mueller and Elaine Mahan were present to speak to Council with an update regarding the Porcupine Hills Early Childhood Coalition. Their focus is children under the age of five. They provided Council with the results of the Early Development Instrument (EDI) that was collected in 2016. The EDI Community Profile Report from the Government of Alberta provides communities with information about how their youngest members are doing. They would like to have a member of Council join in on their monthly meetings on the first Thursday of each month, which are done remotely over the lunch hour.

2. **DARCY ERICKSON**
RE: Status of the Roads in Mountainview Estates

Darcy Erickson was present to speak to Council regarding the condition of roads at the acreages located at Mountainview Estates. Darcy presented a proposal regarding how the roads can be dealt with in the future.

ACTION ITEMS:

1. **BYLAW #1638 – Road Closure Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Schlossberger to give Bylaw #1638, regarding a road closure, 2nd Reading.

CARRIED

Moved by Councillor Zimmer to give Bylaw #1638, regarding a road closure, 3rd and Final Reading.

CARRIED

2. **BYLAW #1643 – 2018 Mill Rate Bylaw**
RE: 2nd & 3rd Readings

Moved by Councillor Moore that prior to 2nd Reading, Bylaw #1643, a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2018 taxation year, be amended as follows:

- General Municipal Residential and Vacant Residential and Farmland mill rates be changed from 6.8000 to 6.7997;
- General Municipal Annexed Non-Residential mill rate be changed from 7.4890 to 7.7930;
- ASFF mill rate for Non-Residential be changed from 3.4141 to 3.4159;
- ASFF mill rate for Annexed Residential be changed from 2.4960 to 2.5010;
- ASFF mill rate for Annexed Non-Residential be changed from 4.1220 to 3.7180;
- Porcupine Hills Lodge Foundation mill rate for Residential, Non-Residential, Vacant Residential and Farmland be changed from 0.2671 to 0.2672;

- Porcupine Hills Lodge Foundation mill rate for Annexed Residential, Non-Residential, Vacant Residential and Farmland be changed from 0.3120 to 0.3030.

CARRIED

Moved by Councillor Carlson to give Bylaw #1643 regarding the 2018 Mill Rate, 2nd Reading.

CARRIED

Moved by Councillor Courage to give Bylaw #1643 regarding the 2018 Mill Rate 3rd & Final Reading.

CARRIED

**3. BYLAW #1644 – Municipal Development Plan Bylaw
RE: 1st Reading**

Moved by Councillor Zimmer to give Bylaw #1644 regarding the Municipal Development Plan, 1st Reading.

CARRIED

**4. BYLAW #1645 – Borrowing Bylaw, Multi-use Community Building
RE: 1st Reading**

Moved by Councillor Schlossberger to give Bylaw #1645, regarding a borrowing bylaw for the Multi-use Community Building, 1st Reading.

Councillor Courage requested a recorded vote.

FOR: Mayor MacPherson, Councillors Carlson, Moore, Schlossberger, Schulze and Zimmer.

AGAINST: Councillor Courage

CARRIED

**5. BYLAW #1646 – Land Use Bylaw Amendment
RE: 1st Reading**

Moved by Councillor Schulze to give Bylaw #1646 regarding a land use bylaw amendment, 1st Reading.

CARRIED

**6. DELEGATION RESPONSE: Prairie Winds Clubhouse – Mel Lyster
RE: Board Position**

MOTION #18-062

Moved by Councillor Carlson to appoint Councillor Schulze, as a member of the Claresholm & District FCSS Board, to attend a few meetings of the Prairie Winds Clubhouse Society's Board to act as a liaison between the Town of Claresholm and the Society to determine whether a permanent member is warranted.

CARRIED

**7. DELEGATION RESPONSE: Darla Slovak
RE: Downtown Market Dates for 2018**

MOTION #18-063

Moved by Councillor Moore to allow the organizers of the downtown markets to use the downtown parking lot for the dates and times as proposed for the 2018 season. The Town will provide barricades for the events and set up the barricades for the Wednesday Farmers Market. Other than the west side parking stalls, barricades are not to be placed to block off entrances and exits to the parking lot for these events. If the markets become too large, this could be amended as necessary.

CARRIED

**8. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Summer 2018 Municipal Leaders' Caucus**

Received for information.

**9. CORRES: Alberta Urban Municipalities Association (AUMA)
RE: Letter of Support for Trans Mountain Pipeline Expansion Project from AUMA and our Members**

MOTION #18-064

Moved by Councillor Courage to allow AUMA to use the Town of Claresholm's logo and the Mayor's name on their letter of support for the Trans Mountain Pipeline Project to be sent to Prime Minister Justin Trudeau, copying the Premiers of Alberta and British Columbia, as well as the federal minister of Natural Resources Canada.

CARRIED

**10. CORRES: FortisAlberta
RE: 2018 Approved Rates**

Received for information.

**11. CORRES: Alberta SouthWest
RE: Annual General Meeting – June 6, 2018**

Councillor Donna Courage to attend on behalf of Council as well as Economic Development Officer Brady Schnell.

- 12. CORRES: Nanton Boosters Club**
RE: Nanton Days Parade – August 6, 2018
- MOTION #180-65 Moved by Councillor Courage to approve sending the Town of Claresholm float to up to six parades including larger centers if possible in 2018 plus our Fair Days Parade, contingent on staff or volunteers being able to take the float, with a budget for parade candy of up to \$1,250.
- CARRIED**
- 13. CORRES: Claresholm Kraken Swim Club**
RE: Request for Donation
- MOTION #18-066 Moved by Councillor Schulze to support the Claresholm Kraken Swim Club's Annual Swim Meet June 8 & 9, 2018 and waive the cost of the pool rental fees to a maximum of \$700.
- CARRIED**
- 14. CORRES: Claresholm & District Transportation Society**
RE: Policy #TRAN 01-15
- MOTION #18-067 Moved by Councillor Schulze to refer discussion on taxi tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a delegation if possible.
- CARRIED**
- 15. CORRES: Claresholm & District Museum**
RE: Invitation to Seasonal Grand Opening – May 18, 2018
- Received for information.
- 16. REQUEST FOR DECISION: Letter of Support – Kin Clubs of Claresholm**
- MOTION #18-068 Moved by Councillor Schlossberger to write a letter of support for the grant application being submitted to the Community Facility Enhancement Program (CFEP) by the Claresholm Kinsmen for the purpose of expanding the walking path system along 8th Street West.
- CARRIED**
- 17. REQUEST FOR DECISION: Development Permit Fee Refund Request**
- MOTION #18-069 Moved by Councillor Courage to approve a prorated refund of \$78.00 of the application fee regarding application number D2017.066 submitted by Art Friesen and Cheryl Guenther.
- CARRIED**
- 18. REQUEST FOR DECISION: Appointing an Assessor**
- MOTION #18-070 Moved by Councillor Zimmer to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm.
- CARRIED**
- 19. REQUEST FOR DECISION: Policy #COUN 05-18**
- MOTION #18-071 Moved by Councillor Carlson to adopt Policy #COUN 05-18 regarding Streaming and Recording of Council meetings effective May 14, 2018 as presented.
- Councillor Courage requested a recorded vote.
- FOR: Mayor MacPherson, Councillors Carlson, Moore, Schlossberger, Schulze and Zimmer.
- AGAINST: Councillor Courage
- CARRIED**
- 20. REQUEST FOR DECISION: Recycling Contract**
- MOTION #18-072 Moved by Councillor Courage to approve the out of budget expenditure for recycling cages in the amount of \$7,343.63 to be funded from operational reserves.
- CARRIED**
- MOTION #18-073 Moved by Councillor Zimmer to enter into a contract with Cascade Recovery on a one year trial basis, keeping the existing recycling program.
- CARRIED**
- 21. REQUEST FOR DECISION: Storm Pond Revegetation & Pathways Tender**
- MOTION #18-074 Moved by Councillor Carlson to approve the over budget project expenditure of \$32,000 funded from Capital General Reserves to complete the priority pathway projects.
- CARRIED**
- MOTION #18-075 Moved by Councillor Schulze to award the contract for the Storm Water Management Facility Revegetation and Pathway Project to Bos Scapes Inc. for \$1,514,314 plus GST with the understanding that the contract will be amended to the amount of \$1,292,747 plus GST based on proposed change orders.
- CARRIED**

22. REQUEST FOR DECISION: Increase of 70 km/h Zone

MOTION #18-076 Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows:

- Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes.

CARRIED

23. REQUEST FOR DECISION: Museum ATCO Funds

MOTION #18-077 Moved by Councillor Courage to approve the \$6,000 contribution to the “Honouring Women in Agriculture” Project and the \$4,000 Exhibit Hall Lighting Project expenditure with funding to be taken from the Museum Operational Reserves (ATCO Donation).

CARRIED

24. INFORMATION BRIEF: Arena Project Funding Update

Received for information.

25. INFORMATION BRIEF: Stormwater Project Phase 2 – ACRP Funding

Received for information.

26. INFORMATION BRIEF: RFP – “Planning for Growth” Project

Received for information.

27. INFORMATION BRIEF: Gateway Signage

Referred to Administration to gather more information.

28. INFORMATION BRIEF: Council Resolution Status

Received for information.

29. ADOPTION OF INFORMATION ITEMS

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

CARRIED

30. IN CAMERA:

a. LEGAL – FOIP Section 27

b. LEGAL – FOIP Section 27

c. ADVICE FROM OFFICIALS – FOIP Section 24.1(b)(i)

Moved by Councillor Zimmer to go In Camera at 8:43 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:43 p.m.

Moved by Councillor Schulze to come out of In Camera at 9:26 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 9:26 p.m.

c. ADVICE FROM OFFICIALS – FOIP Sec 24.1(b)(i)

MOTION #18-078 Moved by Councillor Carlson to engage the services of Robert Harvie with Huckvale LLP to investigate a complaint in regards to the Councillor Code of Conduct Bylaw – Bylaw #1641.

CARRIED

MOTION #18-079 Moved by Councillor Zimmer to approve the fees charged in relation to the investigation regarding the Councillor Code of Conduct complaint as an out-of-budget expenditure to be funded through general operational reserves.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:28 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 9:28 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1644**

A Bylaw of the Town of Claresholm to adopt Municipal Development Plan Bylaw #1644 being a bylaw setting a vision, goals and policy for community planning 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) is required to adopt a Municipal Development Plan; and

WHEREAS the Council has conducted a review of the existing Municipal Development Plan in light of changes to the Municipal Government Act, need for compliance with the South Saskatchewan Regional Plan, and due to changes in local planning policy including the completion of an annexation; and

AND WHEREAS THE PURPOSE of Bylaw No. 1644 is to provide a comprehensive, long-range land use plan pursuant to the provisions outlined in the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended as identified in the attached “Schedule A”.

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

1. Municipal Development Plan Bylaw # 1644 be as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1490 and amendments thereto is hereby rescinded.
4. Bylaw #1644 is hereby adopted.

Read a first time in Council this **14th** day of **May** 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 1

BYLAW No. 1644 – MUNICIPAL DEVELOPMENT PLAN

BACKGROUND / DESCRIPTION:

At the May 14, 2018 Town Council gave first reading to Bylaw No. 1644, a Municipal Development Plan.

A Municipal Development Plan (MDP) is a long-range, general policy guide, which provides direction in terms of how, where and when the community should develop. The MDP guides development toward a community's desired future, as it serves as a basis for decision-making and the foundation for other municipal plans. The Municipal Government Act (MGA) requires all municipalities in Alberta to have a Municipal Development Plan. The purpose of this bylaw is to address changes to the MGA, the need for compliance with the provincial regional plan (South Saskatchewan Regional Plan), the addition of the annexed land into town, and a general update of policy to address municipal changes.

In accordance with the MGA Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News May 16th and May 23rd and is being held prior to this item being on the agenda at the Regular Council meeting on May 28th.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1644, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1644, the Town of Claresholm Municipal Development Plan, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1644, the Town of Claresholm Municipal Development Plan, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1644, MDP

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 17, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1646**

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

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

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

AND WHEREAS THE PURPOSE of amending Bylaw No. 1646 is to undertake a series of text amendments as identified in the attached “Schedule A” with the additions shown in red and the deletions shown in strikethrough.

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

1. Amendments to Land Use Bylaw # 1525 as per “Schedule A” attached.
2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1646 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

Read a first time in Council this **14th** day of **May** 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of 2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, Chief Administrative Officer

“Schedule A”

Revise C-container/Shipping Container definition to read as follows:

C-Container/Shipping container means a development of any container that was used for transport of goods by means of rail, truck or by sea and are generally referred to as a sea cargo container, sea cans or cargo container. These containers are rectangular in shape and are generally made of metal. When used for any other purpose other than transporting freight, a shipping container is a building **and subject to the standards and requirements of the Land Use Bylaw.**

Delete C-container/shipping container in the Industrial – I1 district under discretionary and add it to the permitted uses.

Revise Schedule 1 where C-container/shipping container is listed as a discretionary use to read:
Shipping container, permanent

Add Shipping Container, temporary as a permitted use to the following districts in:

SINGLE DETACHED RESIDENTIAL	– R1
DUPLEX RESIDENTIAL	– R2
COUNTRY RESIDENTIAL	– R3
MULTIPLE RESIDENTIAL	– R4
MANUFACTURED HOMES	– R6
RETAIL COMMERCIAL	– C1
HIGHWAY COMMERCIAL	– C2
NEIGHBORHOOD COMMERCIAL	– C3
INDUSTRIAL	– I1
SERVICE INDUSTRIAL	– I2
PUBLIC	– P
AGRICULTURAL/TRANSITIONAL	– A/T

Revise Schedule 11 Shipping Container Regulations as follows:

Schedule 11

SHIPPING CONTAINER REGULATIONS

1. Shipping containers shall only be allowed in land use districts where listed as a **Permitted** or **Discretionary Use** within Schedule 1 Land Use District Regulations. Shipping containers are prohibited in all other districts.
2. There shall be legal ~~primary~~ **principal** use on the property where it is located.
3. A maximum of ~~three~~ **two permanent** shipping containers shall be allowed per lot.
4. The square footage of the cargo container when added to the square footage of principal and accessory buildings on the property ~~does~~ **shall** not exceed the maximum site coverage as defined by the district.
5. Shipping containers shall **not** be stacked ~~no more than two (2) containers high~~.
6. As a condition of the Application for Development Permit, the **MPC Development Authority** may require any **permanent** shipping container to be screened from view or landscaped to make it aesthetically pleasing.
7. All **permanent** shipping containers must be sandblasted and painted to match the color(s) of the principal building or to the satisfaction of the Development Authority. **The shipping container shall not display advertising, company logos, names or other marketing without an approved sign permit and only in industrial districts.**
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) and a rear yard setback of 6.1 m (20 feet).
9. ~~The MPC may issue a temporary permit for the placement of any shipping container, where listed as a discretionary use in a land use district, with all or some of the above noted requirements being applied to these temporary shipping containers. Approvals for temporary~~

~~permits shall be valid for one year from the date of Application~~

9. Subject to Administration Sections 17-20, a shipping container may be placed temporarily either on a construction site or in conjunction with a renovation, subject to the following provisions:
 - a. temporary shipping containers are subject to Section 1 of this Schedule;
 - b. that the shipping container is needed in connection with construction of a development for which a development permit has been issued or for construction activities that may not require a development permit, relating to repair or renovation, flood damage, sewer back-up, fire damage and other similar circumstances;
 - c. only one shipping container may be used on the construction site or in the renovation of a building for which a permit has been issued under this bylaw, provided the shipping container is not used as a dwelling;
 - d. that the construction site has received approvals and is active or is about to commence within one week. The placement of a shipping container on an inactive construction site is prohibited;
 - e. setbacks and placement for a temporary shipping container shall be as required by the Development Authority;
 - f. for a construction site the Development Authority has the discretion to determine the maximum amount of time a shipping container is permitted on a lot. Upon expiration of the approval the shipping container must be removed and another application may not be approved until 30 days have lapsed. Only two separate applications may be made in any given calendar year for the same construction site;
 - g. for a renovation the Development Authority may only approve a temporary shipping container for a maximum of 21 consecutive days where upon it must be removed and another application may not be approved until 30 days have lapsed. Only two separate applications may be made in any given calendar year;
 - h. the shipping container shall be removed immediately upon completion of construction or sooner as may be required by the Development Authority; and
 - i. must be located such that it does not create undue glare on neighbouring property or public roadways.

Revise Definition for Amusement facility as follows:

Amusement facility means a development for amusement pastimes, and may incorporate eating and drinking facilities as an accessory use. This use includes **movie theatres and cinemas**, amusement/video arcades, pool/billiard parlours, bingo halls, bowling alleys, ~~and~~ dance studios, miniature golf, go-cart tracks, waterslides, axe throwing, archery, rock walls, or martial arts facilities.

Add Amusement facility to the following districts in Schedule 1:

HIGHWAY COMMERCIAL – C2 as a permitted use
INDUSTRIAL – I1 as a discretionary use
SERVICE INDUSTRIAL – I2 as a discretionary use

Add a Definition for Business support services as follows:

Business Support Service 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 consultant services; data processing or data storage facility; and the preparation and delivery of food by mobile catering service. "Office" is a separate use.

Add Business support services to the following districts in Schedule 1:

RETAIL COMMERCIAL – C1 as a discretionary use
HIGHWAY COMMERCIAL – C2 as a permitted use
INDUSTRIAL – I1 as a permitted use
SERVICE INDUSTRIAL – I2 as a permitted use

Revise the Definition for Public Institutional as follows:

Public and institutional means a development for any of the following public or semi-public developments:

- (a) a school or educational facility whether public or private;
- (b) government and municipal offices;
- (c) protective services, including firehalls, police stations and ambulance services; **and**
- ~~(d) museums;~~
- (d)** community hall or community centre.
- ~~(f) tourist information centre; and~~
- ~~(g) public libraries.~~

Add a Definition for Cultural facility as follows:

Cultural facility means development for display, storage, restoration or events related to art, literature, music, history or science, and may incorporate restaurants and retail facilities as accessory uses. This term refers to uses such as art galleries, libraries, auditoriums, museums, archives and interpretive/tourist centres.

Add Cultural facility to the following districts in Schedule 1:

- RETAIL COMMERCIAL – C1 as a permitted use
- HIGHWAY COMMERCIAL – C2 as a permitted use
- PUBLIC – P as a permitted use

Revise Definition for Fitness centre as follows:

Fitness centre means ~~the~~ a development of **for** physical health or fitness including, but not limited to, health centres, gymnasiums, ~~racquet and ball courts, spas and reducing salons~~ personal trainers. **The use may incorporate a restaurant or retail store as accessory uses. Amusement facility is a separate use.**

Add Fitness centre to Schedule 1 as follows:

- HIGHWAY COMMERCIAL – C2 as a permitted use
- INDUSTRIAL – I1 as a permitted use
- SERVICE INDUSTRIAL – I2 as a permitted use

Revise Schedule 8: Parking and Loading as follows:

TYPE OF DEVELOPMENT	NUMBER OF SPACES REQUIRED
PERSONAL SERVICES	
Fitness Centre	1 space per employee; plus 1 space per 25.0 m ² (269.1 sq. ft.) of gross floor area
PUBLIC ASSEMBLY	
Library, Museum, Public Art Gallery Cultural facility	As required by the Development Authority Areas with fixed seating 1 space per 10 seats; All other areas 1 space per 45.0 m² (484.4 sq. ft.) of gross floor area
Theatre, drive-in movie	As required by the Development Authority

Add a Definition for Theatre, drive-in movie as follows:

Theatre, drive-in movie is a development of an open-air theater where the movie is viewed by all or part of the audience from motor vehicles. The use may incorporate a concession stand or retail as an accessory use. Amusement facility is a separate use.

Add Theatre, drive-in movie to Schedule 1 as follows:

- HIGHWAY COMMERCIAL – C2 as a discretionary use
- INDUSTRIAL – I1 as a discretionary use
- SERVICE INDUSTRIAL – I2 as a discretionary use



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 2

BYLAW No. 1646 - LAND USE BYLAW No.1525 AMENDMENT

BACKGROUND / DESCRIPTION:

At the May 14, 2018 Town Council gave first reading to Bylaw No. 1646, a land use Bylaw amendment. The bylaw will add clarity to specific land use districts and diversify the uses that are becoming more common as businesses within communities. With the accessibility of shipping containers for storage and moving solutions, the Town of Claresholm bylaw has become outdated to fit within these business models, especially when these types of containers are used to move from community to community, etc.

In accordance with the Municipal Government Act (MGA) Section 692, advertising the land use bylaw amendment requires a public hearing prior to giving second reading and notice must be given in accordance with MGA Section 606. The notice of public hearing was circulated in the Local Press Town News May 16th and May 23rd.

RECOMMENDED ACTION:

Council pass a resolution to give Bylaw No. 1646, 2nd and 3rd readings.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1646, a Land Use Bylaw Amendment, 2nd Reading.

Moved by Councillor _____ to give Bylaw No. 1646, a Land Use Bylaw Amendment, 3rd and final Reading.

ATTACHMENTS:

- 1.) Bylaw No.1646

APPLICABLE LEGISLATION:

- 1.) LUB No.1525
- 2.) MGA Section 692, 606

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 17, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1647**

A Bylaw of the **Town of Claresholm to deal with procedure and the transaction of business by the Council of the Town of Claresholm in the Province of Alberta.**

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting the procedure and conduct of Council;

AND WHEREAS the Council deems it necessary and appropriate to repeal and replace the existing Procedural Bylaw No. **1531**;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“PROCEDURAL BYLAW.”**
- 1.2 The purpose of this bylaw is to establish rules to follow in governing the meetings of the Council of the Town of Claresholm.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Acting Mayor”** is the Member selected by Council to preside at any Meeting of Council in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
 - c) **“Administration”** means the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - d) **“Agenda”** is the list of items and order of business for any meeting of Council or its committees.
 - e) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - f) **“Chair”** is the person who has been given authority to direct the conduct of a meeting, including the appointed head of a committee; the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other member chosen to preside over a meeting.
 - g) **“Challenge”** is an appeal of a ruling of the Chair.
 - h) **“Chief Administrative Officer”** means a municipal official **appointed by Council to the position of Chief Administrative Officer** or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - i) **“Committee”** is any board, committee, or commission or other body to which Council may appoint, but excluding Committee of the Whole.
 - j) **“Committee of the Whole”** is Members of Council present at a meeting of Council sitting in committee.
 - k) **“Council”** is the municipal Council of the Town of Claresholm.
 - l) **“Councillor”** is a Member of Council, including the Mayor, duly elected and continuing to hold office.
 - m) **“Deputy Mayor”** is the Councillor, who is appointed by Council at the Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor.

- n) “**Ex-officio**” means membership by virtue of one's office and/or where appointed by Council; ex-officio members do not form part of the quorum when not present and when present, they may vote unless specifically excluded from voting by resolution or, by bylaw of the Act.
- o) “**General Municipal Election**” is an election held in the Town to elect the Members as described in the Local Authorities Election Act, as amended, or any legislation in replacement or substitution thereof.
- p) “**In Camera**” means when the assembly goes in private to discuss an item.
- q) “**Inaugural Meeting**” is the Organizational Meeting immediately following a General Municipal Election.
- r) “**Mayor**” is the Member duly elected as Mayor and continuing to hold office, and is the Presiding Officer at all meetings of Council.
- s) “**Member**” is the Mayor or a Councillor.
- t) “**Organizational Meeting**” is the meeting held as described in **Section 4**, including the Inaugural Meeting.
- u) “**Parliamentary Inquiry**” is a request for information from the Chair about a parliamentary procedure that does not require a formal ruling.
- v) “**Peace Officer**” is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
- w) “**Point of Order**” is a demand that the Chair enforce the rules of procedure.
- x) “**Point (or Question) of Privilege**” is a request made to the Chair or Council on any matter related to the rights and privileges of Council, individual Councillors or Town Administration which include the:
- i. organization or existence of Council;
 - ii. comfort of Councillors;
 - iii. conduct of Town officials, employees or members of the public in attendance at the meeting;
 - iv. accuracy of the report of Council proceedings;
 - v. reputation of Councillors or Council; and
 - vi. reputation of Town Administration.
- y) “**Postpone**” is to delay the consideration of any matter, either to a definite time on the agenda or a later position on the agenda.
- z) “**Previous Question**” is a motion to end debate and vote on the motion under debate.
- aa) “**Public Hearing Meeting**” is a meeting of Council which is convened to hear representations on matters in accordance with Section 230 of the Act, or such matters that Council decides should be the matter of a public hearing.
- bb) “**Put**” is when the Presiding Officer calls for a vote or 'put the question to vote.' The Chair asks “Are you ready for the question?”
- cc) “**Quorum**” is a majority of those Members elected and serving on Council, including the Mayor, for clarity, this number is currently four.
- dd) “**Recording Secretary**” is the person appointed to this position by the CAO.
- ee) “**Special Resolution**” is a resolution passed by a two-thirds majority of all Councillors or two-thirds of all members of a committee.
- ff) “**Standing Committee**” is a policy committee, consisting wholly of Members appointed by Council, but excluding Committee of the Whole.
- gg) “**Table**” is a motion to delay consideration of any matter indefinitely in order to deal with more pressing matters.
- hh) “**Town**” is the corporation of the Town of Claresholm.
- ii) “**Two-Thirds Vote**” is a vote by two-thirds of Members present at the meeting and entitled to vote on the motion.

jj) “**Unfinished Business**” is business which has been raised at the same or a previous meeting and which has not been completely dealt with.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Rules for Interpretation
The marginal notes and heading in this Bylaw are for reference purposes only.
- 3.2 Suspension of Rules
Council may suspend any provision of this Bylaw by Special Resolution except:
a) the provisions about statutory hearings;
b) the provisions for amending or repealing this Bylaw; and
c) those provisions originating in Provincial Legislation.
- 3.3 Council Proceedings
When any matter relating to proceedings in Council or in the Committees arises, which is not covered by a provision of this Bylaw, the matter shall be decided by reference to *Roberts Rules of Order*.
- 3.4 Paramount Rules
If the provision in any other Bylaw conflict with the rules in this Bylaw, this Bylaw shall prevail.

SECTION 4 ORGANIZATION OF COUNCIL

- 4.1 Inaugural Meetings
Council must hold its Inaugural Meeting no later than two (2) weeks after each General Municipal Election at the time and place fixed by the CAO. At this meeting:
a) All members of Council must take the Oath of Office;
b) All members of Council must take the Code of Conduct Oath;
c) the seating of the Councillors may be determined by lot for the term of office of the Council;
d) in case the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill the place shall occupy the seat in the Council Chamber;
e) rotation schedules for the position of Deputy Mayor shall be determined by alphabetical order of last name, with a four-month term to be served twice over the course of the full Council term;
f) all other matters required for the operation of the Town must be dealt with.
- 4.2 Organizational Meetings
An Organizational Meeting of Council must be held annually, according to Section 192 of the Act. At this meeting, Council must establish:
a) the regular Council Meeting dates;
b) the appointment of Members to Committees which Council is entitled to make;
c) will deal with any other business described in the notice of the Meeting.

SECTION 5 MEETINGS OF COUNCIL

- 5.1 Meetings
a) Regular Meetings of Council shall be established at the Inaugural Meeting.
b) Statutory or Non-Statutory Public Hearings may be held on regularly scheduled Council Meeting dates or such other dates as may be determined for operational purposes;
c) The time and date of the regular meeting of Council and the meeting location may be changed by two-thirds (2/3) of all Members of Council.
d) Any scheduled regular meeting of Council may be canceled by consent of two-thirds (2/3) of all Members of Council.
- 5.2 Adjournment
All meetings of Council will be limited to four (4) hours, unless determined by the majority of Council present.
- 5.3 Quorum & Lack of Quorum
As soon after the hour of meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

a) In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order until an Acting Mayor shall be chosen, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

b) If a quorum is not present in half an hour after the time appointed for the meeting of Council, or within half an hour of the time appointed for the meeting to reconvene after a recess or other adjournment, the CAO or his/her designate shall call the roll and record the names of the Members present and the Council meeting shall then stand absolutely adjourned until the next regular meeting, unless a special meeting is duly called in the meantime.

c) Whenever a vote on any matter before Council or a Committee cannot be taken because of loss of a quorum, the quorum resulting from:

- i. the excusing of a Member or Members of Council voting on a resolution of Council, or
- ii. the disqualification of a Member or Members from voting,

then the matter shall be the first business to be proceeded with and disposed of at the next regular meeting of the Committee or Council. If a quorum is lost for any reason other than the aforementioned reasons, the meeting is adjourned.

5.4 Permission to Leave

When a Member wishes to leave the Council Chamber while a meeting of Council is in progress, they shall rise and await the permission of the Mayor before leaving their place.

5.5 Special Meetings

Special Meetings may be held in accordance with the provisions of the Act.

5.6 Order of Business

The order of business at a meeting is the order of the items on the agenda except:

- a) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; and
- b) When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote; and
- c) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.

5.7 Agenda Format

The Agenda orders the business for a meeting and will be followed as set out in Schedule "A" of this Bylaw. Schedule "A" of this Bylaw may be amended by resolution of Council.

5.8 Agenda Submission Deadline

All Agenda items must be received in writing by the CAO by 4pm on the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for agenda submission remains the Thursday prior to the meeting.

5.9 Agenda Distribution

The CAO or his/her designate will provide the Agenda and all reports and supplementary materials (Agenda Package) for distribution to Council by 4:00pm on the Friday of the week preceding the regular Council meeting.

5.10 Adoption of Agenda

Council must vote to adopt the Agenda prior to transacting other business and may:

- a) add new items to the Agenda by a unanimous vote of Council; or
- b) delete any matter from the Agenda by unanimous vote.

5.11 Preparation of Minutes

The CAO or his/her designate must prepare all Council Minutes which will include:

- a) all decisions and other proceedings;
- b) the names of the Councillors present and absent from the Meeting;
- c) any declarations of pecuniary interest made under the Act by any Councillor or any resolutions excusing a Councillor from voting; and
- d) the signatures of the Presiding Officer and the CAO.

- 5.12 Adoption of Minutes
- a) The CAO or his/her designate shall prepare the Minutes of each Council meeting and shall distribute a copy to each Member for the next meeting.
 - b) The Mayor shall present the Minutes to Council with a request for a motion to accept the Minutes.
 - c) The Minutes of a previous meeting shall not be read aloud unless requested by a majority of the Members.
 - d) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
 - e) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect in a material way the actual decision made by Council.
 - f) No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
 - g) If a Member wishes to challenge the accuracy of the Minutes of a previous Meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.
- 5.13 Presenting a Motion
A Member may make a motion and then the idea is discussed.
- 5.14 Style and Presentation of Motion
- a) A motion should be worded in a concise, unambiguous and complete form appropriate to such a purpose. It cannot employ language that is not allowed in debate.
 - b) A Member making a motion embodying something that had just been said by the Chair or another Member in informal consultation during a Meeting should avoid statements such as “I so move” and have the CAO or his/her designate recite the complete motion that he/she offers.
 - c) A motion should not be offered if its only effect is to propose that the assembly refrain from doing something. The same result can be accomplished by adopting no motion at all.
 - d) A motion to reaffirm a position previously taken by adopting a new motion or resolution is not in order. Such a motion serves no useful purpose because the original motion is still in effect.
- 5.15 Recommendations are not Motions
A Motion must be made on any Agenda item before it is discussed. A recommendation in a report does not constitute a Motion until a Councillor has expressly moved it.
- 5.16 Withdrawal
Once a Motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Councillors present at the meeting.
- 5.17 Urgent Business
- a) A Member may move to discuss a matter of urgent public importance without prior notice.
 - b) A Motion to bring a matter before Council as Urgent Business is subject to the following conditions:
 - i. The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii. The Motion must not involve discussion of a matter which has been discussed previously in the same meeting;
 - iii. The Motion must not raise a Question of Privilege.
- 5.18 Repeating Motions
A Motion, which has been superseded or withdrawn may be repeated unless it has been ruled out of order because it is improper.
- 5.19 Put by the Chair
All motions must be put by the Chair before a vote is taken.
- 5.20 Types of Motions
- a) **Motion to** (*Lay on the Table or Motion to Table*)

i. This motion allows the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen in such a way that there is no set time for taking the matter up again;

ii. It is considered to be resumed at the will of the majority and in preference to any new questions that may then be competing with it for consideration.

By adopting the motion to *Lay on the Table*, a majority has the power to halt consideration of a question immediately without debate. This must be done prior to the vote on the original motion under discussion. If a motion to table is not dealt with prior to the motion to adjourn, then the motion dies and cannot be brought up at a subsequent meeting.

b) **Motion to (Take from the Table)** is required to bring forward, a motion that has been *Laid on the Table* previously. This motion is not in order until some other business has taken place prior to it being made. If the motion is not removed from the table prior to adjournment of the meeting, then the motion is lost. If discussion is to take place at the next meeting, it has to be under a new motion.

iii. Any Member may move to take a motion from the table, provided no other motion is on the floor.

iv. A tabled motion is brought back with all of the motions connected with it, exactly as it was when laid on the table.

v. The motion to *Take from the Table* is not debatable or amendable and requires only a majority vote.

vi. If a motion to take a motion from the table is defeated, it may only be made again after other business has intervened.

vii. A motion may be taken from the table at any regular meeting, but not at a special meeting unless prior notice is given.

5.21 Amendments

An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion.

5.22 Amendments to Amendments

Only one amendment to a motion may be before the meeting at any time, but an amendment to the amendment may be before the meeting at the same time. The amendment to the amendment must be voted on before the amendment.

5.23 Debatability of Amendments

Councillors may debate the merits only of the amendment, not the merits of the motion it is applied to.

5.24 Cannot Amend Own Motion

A Member cannot amend his or her own motion.

5.25 Referral Motions

A Member may move to refer any motion to a Committee, Administration or Committee of the Whole for investigation and report, and the motion to refer:

a) will preclude all further amendments to the motion;

b) is debatable; and

c) may be amended only as to the body or membership of the body to which the motion is referred and the instructions on the referral.

5.26 Report from Referral

When a response to a referral is before Council, the motion under consideration will be the motion which was referred, including any amendments made prior to the referral.

5.27 Referrals Refused by the Chair

The Chair may refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies (for example, due to time constraints).

5.28 Limiting or Ending Debate

Any motion to limit or end debate:

a) cannot be debated;

b) must be passed by a two-thirds (2/3) vote; and

c) may only be amended as to the limit to be placed on debate.

- 5.29 Motion for the Previous Question
a) If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the motion for the Previous Question.
b) Unless a Motion to Postpone is made, when a Motion for the Previous Question is carried, the motion to which it applies must be put without further debate or amendment.
- 5.30 Motions Disallowed
If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comments.
- 5.31 Privileged Motions
The following motions are privileged motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another motion:
a) a Point of Privilege;
b) a Motion to excuse a Councillor from voting;
c) a Motion to Recess;
d) a Motion to Adjourn; and
e) a Motion to fix the time to adjourn.
- 5.32 Point of Privilege
A Member may raise a Point of Privilege to remedy any pressing situation at any time. The Chair must immediately decide whether to accept the Point of Privilege. If accepted, it must be dealt with immediately.
- 5.33 Motion on Point of Privilege
If a motion is made resulting from an accepted Point of Privilege, it is not debatable or amendable.
- 5.34 Point of Order
A Point of Order, which requires immediate attention, may interrupt a speaker and is not debatable or amendable. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge to the Ruling.
- 5.35 Motion to Challenge
a) Any ruling of the Chair may be challenged.
b) A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
c) A Motion to Challenge is debatable unless it relates to decorum, the priority of business or an un-debatable pending motion.
d) If a motion is made to challenge, the Chair must state the question: "Is the ruling of the Chair upheld?", and may participate in debate on the challenge without leaving the Chair.
e) If the Chair refuses to put the question on a Challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
f) Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld.
- 5.36 Recess
a) Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt the speaker.
b) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.
- 5.37 Adjournment
a) A Motion to Adjourn is not debatable or amendable.
b) Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.
- 5.38 Adjournment of Regular Meeting or Public Hearing
A motion to adjourn a Regular Meeting or a Public Hearing requires a majority vote.
- 5.39 Objection of Consideration of a Motion
The purpose of an "Objection to the Consideration of a Motion" is to enable Council to avoid a particular original main motion when it would be undesirable or inappropriate for the motion to come before them, and may be dealt with in the following manner:
a) A Member may move to object to the consideration of the main motion prior to any debate on the motion and the Chair must state the question "Will the motion be considered?"

- b) A motion to object to the consideration of a motion is not debatable or amendable. The motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.
- c) If Council passes a motion to object to the consideration of a motion, the motion objected to may be brought before Council only by renewal.

5.40 Dividing Motions into Parts

A Member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition.

5.41 Motions Previously Considered

Once Council has dealt with any matter, a motion that would have a similar result may not be made unless Council has agreed to reconsider the motion.

5.42 Reconsidering Motions

A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.

5.43 Reconsideration not Allowed

a) A motion to reconsider may not be applied to:

- i. any vote which has caused an irrevocable action; or
- ii. a motion to reconsider.

b) A motion to reconsider is only debatable when the motion being reconsidered is debatable.

5.44 Rescinding and Renewing Motions

A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:

- a) brought more than six (6) months after the date of the original motion; or
- b) brought after a General Municipal Election which has taken place since the date of the original motion.

5.45 Notice of Rescission or Renewal

Notice of a motion to rescind or renew a motion must be given or dispensed with pursuant to the provision of this Bylaw.

5.46 Rescission not Allowed

No motion to rescind may be made when:

- a) a vote has caused an irrevocable action; or
- b) a decision has been made to rescind or reconsider motion.

SECTION 6 VOTING

6.1 Motion Carried

A motion will be carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

6.2 Recording of Votes

Before a vote is taken by Council, a Councillor may request that the vote be recorded.

When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

6.3 Tie Vote

A motion is defeated when the vote is tied.

6.4 Failure to Vote

Each Member present must vote on every motion as outlined in the Act, unless the Act, or any other Provincial or Federal enactment, requires or permits the Member to abstain, in which case the Member must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the minutes.

6.5 Loss of Quorum

If a motion cannot be voted on because there would be no quorum due to:

- a) a Member being excused from voting; or
- b) any abstention allowed or required by statute;

then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to the pecuniary interest of a Member or Members, then Council must ask the Minister of Municipal Affairs for an order or direction under the Act.

- 6.6 Voting Procedures
Votes on all motions must be taken as follows:
a) Members must be in the designated Council seat when the motion is put;
b) the Chair must put the motion;
c) the Chair must declare the result of the vote.
- 6.7 No Change to Vote
After the Chair declares the result of a vote, no Council Members may change their vote for any reason.
- 6.8 Silence Once Question is Put
From the time the question is put by the Chair, until the result of the vote is declared, Members must be silent and must not leave their seats.

SECTION 7 RULES GOVERNING DEBATE

- 7.1 Order of Speakers
The Chair will determine the speaking order when two or more Members wish to speak, subject to a challenge.
- 7.2 Addressing the Chair
Members must address the Chair when speaking.
- 7.3 Interruptions
Members, who have been assigned their turn to speak, may only be interrupted by other Members, including the Chair:
a) when a Member is discussing a subject and no motion is on the floor;
b) when a Member has exceeded the five (5) minute time limit to speak;
c) by a Point of Privilege;
d) by a Point of Order;
e) by an objection to the consideration of a motion; or
f) by a Challenge.
- 7.4 Councillor Called to Order
A Member who is called to order must immediately stop talking but must be given an opportunity to Challenge before debate is closed. Council will decide the Challenge without debate.
- 7.5 Prohibited Acts
Members must not:
a) speak disrespectfully of the Sovereign or any of the Royal Family, or of the Governor General or of the Lieutenant Governor, or of any Member of any other governing body in Canada or Council or Administration;
b) use offensive words in Council Chambers, or against Council or any Members or Administration;
c) discuss a vote of Council, unless to move to reconsider, renew or rescind;
d) break the rules of Council or disturb the proceedings; or
e) disobey the decision of the Chair or of the Council or any question of order, practice or interpretation.
- 7.6 Request to Have Motion Considered
A Member may require that the motion being considered be read at any time during debate, but must not interrupt the speaker.
- 7.7 Number of Speeches
Unless otherwise provided in this Bylaw, Members may speak only once on any motion; however the Presiding Officer may give permission to speak again.
- 7.8 Time Limits
Each Member may speak for only five (5) minutes:
a) by asking questions on a motion;
b) in debate on a motion;

- c) by asking questions on an amendment;
 - d) in debate on an amendment; and
 - e) in reply, when the Councillor is the mover of the motion;
- unless Council gives permission, by a two-thirds (2/3) vote, to speak for an additional five (5) minutes.

- 7.9 Opportunity to be Heard
Each Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

SECTION 8 DUTIES OF THE CHAIR

- 8.1 Chair to Maintain Order
The Chair must preserve order and decorum and decide all questions of procedure.
- 8.2 Citing Reasons for Decisions
When the Chair makes a decision on a question of procedure, he or she must provide a reason for the decision.
- 8.3 Leaving Chair
If the Chair wishes to leave the chair for any reason, he or she must provide a reason for the decision.

SECTION 9 DISCIPLINARY PROCEDURES

- 9.1 Calling Councillors to Order
The Chair may call to order any Member who is out of order.
- 9.2 Naming a Councillor for an Offense
When a Member has been warned about breaches of order but continues to engage in them, the Chairman may name the Councillor by stating his or her name and declaring the offense. The CAO must note the offense in the minutes.
- 9.3 Disturbance or Inappropriate Behaviour by Public
Behaviour of the public, during the proceedings of Council:
- a) no person shall, other than the CAO or his/her designate, record the proceedings;
 - b) no person shall allow a cellular telephone to ring or talk on a cellular telephone while attending a Council meeting;
 - c) no person shall address Council without permission of the Chair;
 - d) all persons to maintain order and quiet;
 - e) no person shall applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
 - f) When granted permission to address Council, shall not use offensive words or speak disrespectfully of Council, any Member, or Administration, the Sovereign or any member of the Royal Family, or of the Governor General or the Lieutenant General or of any member of any other governing body in Canada.
 - g) The Chair may, at any meeting, expel and exclude any person who creates any disturbance or acts improperly. A person who refuses to leave is guilty of an offense and the Chair may order a Peace Officer to remove the person and charge them under this Bylaw.
- 9.4 Member Interference
No Member shall have the power to direct or interfere with the performance or work of any employee of the Town. The employee shall be subject only to their Supervisor. Nothing in the foregoing shall in any way interfere with or restrict the right of a Member of Council to seek formal information from any officer or employee of the Town through the office of the CAO.
The only employee under direct supervision of Council is the CAO.

SECTION 10 PUBLIC & PRIVATE MEETINGS

- 10.1 Public Meetings
Except as provided in the Act, Council and Council Committee Meetings will be held in public and no person may be excluded except for improper conduct.

- 10.2 In Camera Meetings
Councils and Council Committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division Two (2) of Part One (1) of the **FOIPP Act**.
When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

SECTION 11 BOARDS, COMMISSIONS & COMMITTEES

- 11.1 Ex Officio
a) The Mayor shall be an ex officio Member of all Committees to which Council has the right to appoint members pursuant to the Act, and as such shall have all the powers and privileges of any Member of the same, including the right to vote upon all questions to be dealt with by the Committee.
b) Notwithstanding subsection (a) the Mayor may be a member of a board, commission, and subdivision authority or development authority established under Part 17 of the Act only if the Mayor is appointed in his or her personal name.
- 11.2 Membership
The membership of a Board, Commission or Committee shall be as provided for in the enabling legislation or as directed by Council.
- 11.3 Chair
a) Each Committee shall select one of its members to be the Chair unless Council designates:
i. The Chair of a Committee; or
ii. The manner in which the Chair shall be selected.
b) The Chair shall preside at every meeting and shall vote on all questions.
c) Members of Council shall not chair any boards or committees except in the instance where the board or committee is comprised of only elected officials.
- 11.4 In Camera
When a Committee established by Council is of the opinion that a meeting is to be held In Camera, the motion which is passed to authorize the In Camera meeting shall include the reason for holding the meeting In Camera, and the meeting may only be held in accordance with Section 197(2), **(2.01)**, (2.1) and (3) of the Act.
- 11.5 Business of Committees
The business of committees shall be conducted in accordance with the Act and within the rules governing the procedures of Council.
- 11.6 Organizational Meeting Appointments
a) At the Organizational Meeting at the beginning of the term of office of the new Council, and annually thereafter, the Mayor shall recommend to the full Council the membership of each Standing Committee and Committee.
b) The Mayor shall request all Members of Council to submit their preference for membership on Standing Committees and shall take these into consideration in arriving at recommendations for Council's ratification. The recommendations of the Mayor shall be put before the full Council for ratification.

SECTION 12 SPECIAL COMMITTEES

- 12.1 Appointment of Special Committees
Subject to the Act, Council may appoint any Special Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and may establish generally or in detail the:
a) duties and responsibilities;
b) composition; and
c) duration of a Committee.

SECTION 13 BYLAWS

- 13.1 Title and Bylaw Number
All proposed bylaws must have a bylaw number assigned by the **CAO** and a concise title indicating the purpose **of** the bylaw.
- 13.2 Filing of Bylaws

The CAO shall keep on file, correct copies of all bylaws approved or defeated in Council including all amendments, if any.

13.3 First Reading

- a) A bylaw, appearing upon the Council Agenda when listed as ready for first reading, shall be introduced by a Member moving “The Bylaw No. (quoting the Bylaw number) be given first reading.
- b) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- c) After first reading, a Member may ask a question concerning the bylaw.

13.4 Amendments

Any amendments to a bylaw, which are carried prior to the motion for second reading being put, will be considered to have been given first reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried, the Chair must put the question that “Bylaw No. (specifying the bylaw number), as amended, be given second reading”.

13.5 Second Reading

After first reading has been given, any Councillor may move that “Bylaw No. (specifying the proposed bylaw number) be read a second time”.

13.6 Three Readings

Every bylaw shall receive three readings before the Mayor or Deputy Mayor and the CAO signs it. If a bylaw fails to receive unanimous consent for third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.

13.7 Number of Readings Allowed at a Meeting

- a) A bylaw shall not be given more than two readings at one meeting unless the Act permits three readings in one meeting and unless Members present unanimously agree that the bylaw may be presented to Council for third reading.
- b) When Council unanimously agrees that a bylaw may be presented for third reading:
 - i. a motion for third reading of the bylaw shall be made;
 - ii. Council shall vote on the motion without amendment or debate.

13.8 Signing and Sealing Bylaws

The Mayor or Deputy Mayor and the CAO must sign and seal every bylaw as soon as reasonably possible after third reading is given.

13.9 Amendment and Repeal

Once a bylaw has been passed, it may only be amended or repealed by another bylaw.

13.10 Requirements for Written Communications

Every written communication intended for Council or a Committee which reaches the CAO must:

- a) be legible and coherent;
- b) be signed by at least one person who provides a printed name and address;
- c) not be libelous, impertinent or improper;
- d) be on paper; and/or
- e) be sent by email with proper email signature or identification.

13.11 Processing of Communications

If the requirements are met, the CAO must:

- a) Place it on the agenda of the next regular meeting of Council once he/she is assured that there is sufficient information available to allow Council to render a decision.
- b) If, in the CAO's opinion, the communication requires action, then he/she may refer the item directly to the proper Town employee with instructions for a report to Council at the earliest reasonable opportunity; or
- c) If, in the Mayor's opinion, the matter contained in the communication is impertinent, improper or libelous, he/she shall advise the originator of the communication that it is not being sent forward and shall advise Council at the first regular meeting after receipt of such communication:
 - i. that it is being withheld; and
 - ii. the name and address of the sender; and
 - iii. the general subject thereof.
- d) If, however, Council decides by a two-thirds (2/3) vote of members present that a communication withheld from it deserves action, then the matter may be dealt with at that meeting.

- 13.12 Communication Referred
Communication received by the Council may be referred to a Committee of Council or to Administration for a report, or may otherwise be dealt with as directed by Council.
- 13.13 Delegations
- a) Notwithstanding any provision of this Bylaw, Council shall grant a fair hearing to persons entitled, under provincial legislation, to make verbal submissions to Council.
 - b) A person wishing to make representations directly to Council shall so advise the CAO in writing by 4:00pm on the Thursday prior to the Council meeting date.
 - c) At the place in the Agenda for the hearing of delegations, the Mayor or Deputy Mayor shall call each item in order as it is listed on the agenda.
 - d) Each item shall be introduced by a Member of Administration or the Mayor or Deputy Mayor or a Councillor.
 - e) No person, whether a Member of a statutory or non-statutory delegation, shall address Council upon any matter for more than fifteen (15) minutes, exclusive of the time required to answer the questions put by Council. Delegations that exceed the recommended fifteen (15) minutes may be given a discretionary amount of time by the Chair to adequately make their presentation.
 - f) In questioning delegations, whether statutory or otherwise, Members will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to the subject matter only.
 - g) Delegations at regular meetings of Council are to be limited to a maximum of two, or in circumstances approved by the Mayor where it is felt that an item would be urgent, to a maximum of three.

SECTION 14 PUBLIC HEARINGS

- 14.1 Public Hearings
When the Municipal Government Act, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise:
- a) before second reading of the bylaw, or
 - b) before Council votes on the resolution.
- 14.2 Procedure for a Public Hearing
If a person indicates their presence to speak on the proposed bylaw, then the following procedures will apply:
- a) the administration will introduce the topic of the Public Hearing;
 - b) persons will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing;
 - c) after a person has spoken, any Member may ask that speaker relevant questions;
 - d) any Member may ask the administration relevant questions after all persons who wish to speak have been heard.
 - e) any Councillor may then move that “the Public Hearing be adjourned”.
- 14.3 When No Speaker Present
If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed topic to be spoken to; and
 - d) be signed by the person giving the authorization.
- 14.4 Statement of Authorization
The authorized speaker must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her designate.
- 14.5 Representing More Than One Person
If an authorized speaker represents more than one person, the speaker will be allowed only five (5) minutes to speak unless Council decides otherwise.

SECTION 15 RECORDING

- 15.1 Livestream
It is the practice of the Town to operate in an open and transparent environment, making as much information available to the public as possible, while maintaining the individual

privacy of public in attendance. To this end it is the practice of the Town to live stream Council meetings on the Town website and to provide archived video of these meetings on the website for later viewing.

15.2 Prohibited Use of Recording Devices

The use of cameras, and/or audio or video recording devices by external users during any public meeting of Council is prohibited. Violation of this guideline will result in the offending party being removed from the meeting immediately.

SECTION 16 REPEAL OF PREVIOUS BYLAW

16.1 Bylaw No. **1531**, the “Procedure Bylaw” and any amendments thereto, are hereby repealed.

SECTION 17 PASSAGE OF BYLAW

17.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this day of 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of
2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
SCHEDULE “A”
TO BYLAW #1647**

AGENDA FORMAT

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
<DATE>
AGENDA**

**Time: 7:00 P.M.
Place: Council Chambers
Administration Building
221 - 45th Avenue West**

NOTICE OF RECORDING

CALL TO ORDER

ADOPTION OF AGENDA

Recommendation: that the Agenda for the Regular Meeting of Council of <date> be accepted as presented.

Note: all Agenda item requests must be received in writing by the Chief Administrative Officer (CAO) by 4:00pm the Thursday prior to the Council meeting for inclusion to the Agenda for the following meeting. In the case where a General Holiday falls on the Monday that a Council meeting would fall, the Council meeting will be held on the Tuesday and the deadline for Agenda submissions remains the Thursday prior to the meeting. Only items of an emergency nature, as approved by a unanimous vote of Council, will be included after that time.

ADOPTION OF MINUTES

Regular Meeting Minutes

Recommendation: that the Regular Meeting Minutes of <date> be accepted as presented.

Other Meeting Minutes

Recommendation: that the <special or other> Meeting Minutes of <date> be accepted as presented.

PUBLIC HEARING

Note: Public Hearings are held on an as needed basis, determined by Bylaws scheduled for final readings.

DELEGATIONS

Note: to include on cover sheet under this Agenda item where action is required.

Note: Delegations will be allowed upon receipt of a request in writing to the Secretary-Treasurer, to a maximum of two at any Council meeting. Based upon need, the Mayor may determine a number of delegations exceeding two.

ACTION ITEMS

**Bylaws
Delegation Responses
Federal Government Correspondence
Provincial Government Correspondence
Other Government Correspondence
Local Correspondence**

**Town Reports and Memos
Other**

INFORMATION ITEMS

Recommendation: to accept the information items as presented.

IN CAMERA

Recommendation: that this Meeting go In Camera.

Notice of Recording Ceased

Recommendation: that this Meeting come out of In Camera.

Notice of Recording Started

ADJOURNMENT

Recommendation: that this meeting adjourn.

Notice of Recording Ceased

DRAFT



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 3

BYLAW #1647 – COUNCIL PROCEDURES

DESCRIPTION:

The Administrative Services Committee met on January 17, 2018, and discussions were held regarding the Town of Claresholm's current Procedural Bylaw. This bylaw directs Council's activities and should be reviewed following each election in order to ensure that it remains current and relevant to the way Council conducts business. At that time, the Committee suggested some amendments be made and then brought back for review. The suggested changes were:

- Secretary-Treasurer should be changed to Chief Administrative Officer
- Removal or adjustment to the wording regarding assigned seating
- Deputy Mayor assigned alphabetical for four months at a time
- Mayor or Deputy Mayor is not allowed to censor a request to be added to the Agenda
- Schedule A – needs to have the proper format that we currently follow. Add 'Request for Direction'.
- How the Agendas are to be delivered should be removed from the Bylaw. Not necessary.

The Administrative Services Committee met again on May 11, 2018. The recommended changes were reviewed and some further small changes were suggested. The Committee then passed a motion to send the bylaw to Council for first reading as amended.

- A few items need to be highlighted to note the changes:
 - Section 11.3(c), regarding chairing boards & committees;
 - Section 11.4, particularly where it refers to Section 2.01 of the *Municipal Government Act*;
 - Section 13.10.
- Need to add that recording by outside persons is prohibited.
- Removed section regarding penalties

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw #1647, the Procedural Bylaw, 1st Reading.

APPLICABLE LEGISLATION:

- 1.) *Municipal Government Act*, RSA 2000, Chapter M-26

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 23, 2018



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1648**

A Bylaw of the **Town of Claresholm to regulate the use of water and encourage water conservation strategies.**

WHEREAS Section 7 of the *Municipal Government Act*, RSA 2000, Chapter M-26 permits the Council to pass bylaws respecting public utilities;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF CLARESHOLM, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

SECTION 1 TITLE AND PURPOSE OF BYLAW

- 1.1 This Bylaw may be cited as the **“WATER CONSERVATION BYLAW.”**
- 1.2 The purpose of this bylaw is to regulate the use of water and to encourage water conservation strategies.

SECTION 2 DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:
 - a) **“Act”** is the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34, as amended, or any legislation in replacement or substitution thereof.
 - b) **“Administration”** means the Chief Administrative Officer (CAO), and through him/her the Directors, Designated Officers and employees of the Town of Claresholm.
 - c) **“Bylaw”** is a bylaw of the Town of Claresholm.
 - d) **“Chief Administrative Officer (CAO)”** means a municipal official appointed by Council to the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer;
 - e) **“Commercial Water Use”** means a service supplied to a premise principally used to conduct a profession, business, trade, industry, occupation or employment, and includes institutional uses and apartment buildings;
 - f) **“Consumer”** means any person or persons, corporation, any other municipal corporation including the Town of Granum, the Municipal District of Willow Creek, the Government of Alberta or the Government of Canada whose property is connected to the water system or any lessee or occupant of such property or any person who obtains water from any Town owned hydrant or stand pipe;
 - g) **“Council”** is the municipal Council of the Town of Claresholm.
 - h) **“New Lawn(s)”** means newly laid sod or newly planted grass seed;
 - i) **“Peace Officer”** is a duly appointed member of the RCMP, a Community Peace Officer or a Bylaw Enforcement Officer.
 - j) **“Permit”** allows watering of NEW LAWNS for a specific period of time; conditions for NEW LAWN watering permits are defined in the water conservation procedures and/or regulations;
 - k) **“Potable Water”** means water which originates from a source or tap connected to a Town water service;
 - l) **“Regional Water Treatment Plant”** means the water treatment facility operated by the Town of Claresholm operated under the authority of Alberta Environment and Parks;
 - m) **“Residential Water Use”** means a service supplied to a premise that is used primarily for domestic purposes including but not limited to, single family dwellings, multi-family dwellings (excluding apartment buildings), mobile home parks, and condominium developments;

- n) **“Town”** is the corporation of the Town of Claresholm.
- o) **“Violation Ticket”** means a summons violation ticket issued pursuant to the *Provincial Offences Procedures Act*, as amended from time to time;
- p) **“Water Supply”** means the source of the water supplied to the Town, which at this time is the Pine Coulee Reservoir through a pipeline;
- q) **“Watering”** means the application or use of water for the purposes of applying water to lawns or gardens where the water used is supplied by the Town.
- r) **“Water Restriction”** mean any condition where the CAO or his/her designate issues a ban on watering within the Town limits.

SECTION 3 INTERPRETATION AND APPLICATION

- 3.1 Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 3.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

SECTION 4 WATER CONSERVATION

- 4.1 In the event that the CAO believes there may be a shortage of water, the CAO may regulate the distribution and use of water from the Regional Water Treatment Plant to all consumers or any of them, including the times of day when the use of water may be allowed or prohibited. This regulation will be based upon, but not limited to:
 - a) the condition and availability of the Town’s water supply;
 - b) water-use licensing;
 - c) fire supply requirements;
 - d) environmental sustainability and resource protection;
 - e) water quality standards; and
 - f) infrastructure limitations.
- 4.2 In the event there is reason to declare an increase in water conservation level, the CAO may declare such restriction effective immediately.
- 4.3 In the event of a declaration of an increased water conservation level made pursuant to this Bylaw:
 - a) Any consumer outside Town boundaries will be required to implement the same or similar water conservation measures as required of Town subjects subject to the CAO’s approval;
 - b) The CAO will cause public notice indicating the level of water conservation and the date that level came into effect or will come into effect to be advertised to the public by one or more of the following means:
 - i) on the Town’s website;
 - ii) on the Town’s social media platforms;
 - iii) on the Town’s electronic sign;
 - iv) in the local newspaper;
 - v) signage placed around Town;
 - vi) flyers; and/or
 - vii) verbally to consumers.
- 4.4 The Town retains the right to create procedures and/or regulations regarding water restrictions pursuant to this Bylaw, enforceable by the Town or a Peace Officer, and are subject to change at the discretion of the CAO from time to time without warning.
- 4.5 In the event of an emergency such as, but not limited to, a fire, water line break, water plant critical component failure or other critical component failure, the Town may implement such conservation measures as deemed necessary for the duration of the emergency.

SECTION 5 PERMITS

- 5.1 A permit will be required under the conditions of the water conservation procedures and/or regulations.

- 5.2 Applications for new lawn watering permits will be made in writing.
- 5.3 New lawn watering permits may be issued by the Town upon inspection and approval of the site by the Town.
- 5.4 New lawn watering permits will be valid for a maximum of three (3) weeks.

SECTION 6 WASTING WATER

All consumers or persons are prohibited from wasting water.

- 6.1 No consumer will allow potable water to run off the property as a result of water uses including but not limited to lawn over watering, broken irrigation, or washing of surfaces, such that there is:
 - a) a stream running into a street or swale from the edge of the parcel;
 - b) a stream of water running into a street or swale and directly into a catch basin; or
 - c) a stream or spray of water running into or falling onto a street or sidewalk.
- 6.2 Notwithstanding the prohibitions in Section 6.1, the CAO may authorize the discharge of potable water onto a street or sidewalk for the purposes of:
 - a) health and safety;
 - b) the construction, repair and maintenance of infrastructure, including the flushing of water mains, hydrant leads and water service connections;
 - c) preventing the freezing of water mains, hydrant leads and water service connections;
 - d) conducting water flow tests;
 - e) construction and repair and testing of permanently installed irrigation systems;
 - f) firefighting or firefighting training programs;
 - g) other purposes deemed necessary by the CAO from time to time.
- 6.3 Any consumer or person who is in the opinion of a Peace Officer charged with the enforcement of this Bylaw, wastes water supplied by the Town will be guilty of an offence under this Bylaw. In determining if an activity constitutes wasting water, consideration will be given to the following:
 - a) the volume reasonably required to perform the activity taken;
 - b) the length of time that water has been allowed to run;
 - c) the degree of control exercised over the flow of water;
 - d) the degree of restriction on water consumption presently in place; and
 - e) the existence of any other factors reasonably suggesting that waste of water is occurring or has occurred.

SECTION 7 WATER CONSERVATION LEVELS

- 7.1 Water Conservation Levels progress from Level One (1) to Level Four (4) dependent on the discretion of the CAO.
- 7.2 Level One (1) Water Conservation Level
At this level, normal conditions exist and no restrictions are in place, however the Town encourages all consumers and persons to exercise Level Two (2) conservation measures.
- 7.3 Level Two (2) Water Conservation Level
 - a) All outdoor water use, including watering of lawns, washing cars, concrete pads and sidewalks and washing exteriors of properties will be allowed only on odd or even days in accordance with the last number of the street address. Odd numbered days would be those ending in 1-3-5-7-9 and even numbered days are those ending in 0-2-4-6-8. Any consumer may water on the 31st of the month. Watering is not allowed between the hours of 10:00 a.m. and 6:00 p.m.
 - b) Flowerbeds and vegetable gardens may be watered by hand at any time using a watering can or hose with a nozzle with a trigger shut off to restrict water flow.
 - c) Sprinklers and water toys, including without limitation, children's pools, may be used for recreational purposes by children as long as children are present during use.
 - d) This restriction applies to all consumers including residential, commercial and industrial. Commercial and industrial consumers may continue to use water as normal for business purposes.
- 7.4 Level Three (3) Water Conservation Level
 - a) Outdoor water use will continue as noted in 8.3(a) with a restriction of a maximum of two (2) hours only per day.
 - b) Watering of flowerbeds and vegetable gardens may be watered as noted in 8.3(b).
 - c) Use of sprinklers and water toys for children is prohibited.

- d) Centennial Spray Park will be closed.
- e) Selected commercial and industrial consumers usage may be restricted and/or prohibited as necessary.

- 7.5 Level Four (4) Water Conservation Level
- a) All outdoor water use is prohibited.
 - b) Bulk water sales are discontinued.
 - c) Selected commercial and industrial usage will be restricted and/or prohibited.
 - d) Permits for outdoor use may be approved in special circumstances.

SECTION 8 PENALTIES

- 8.1 A consumer or person committing a breach of any of the provisions of this Bylaw, upon conviction of the breach there-of, may forfeit the right to be supplied with water, and will be liable per incident of violation of the provisions of this Bylaw to penalty not exceeding one thousand dollars (\$1,000) in the case of residential consumers and ten thousand dollars (\$10,000) in the case of commercial or industrial consumers.
- 8.2 Where a Peace Officer has reason to believe that any person(s) or corporation is committing or has committed a breach of the provisions of this Bylaw, the Peace Officer is hereby authorized and empowered to serve that person(s) or corporation with a violation ticket pursuant to the Act.
- 8.3 Fines will be issued according to Schedule “A” attached to this Bylaw.
- 8.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day.

SECTION 9 ENFORCEMENT

- 9.1 In addition to fines and penalties, which may be issued under this Bylaw, the Town may seek an Order of Court granting an injunction or any other order necessary to enforce compliance. The Town will seek full recovery of such legal costs either through the court system or by placing the cost of such action on the person(s) or corporation’s tax or utility bill.

SECTION 10 PASSAGE OF BYLAW

- 10.1 This Bylaw shall come into effect upon passage of Third Reading.

Read a first time in Council this day of 2018 A.D.

Read a second time in Council this day of 2018 A.D.

Read a third time in Council and finally passed in Council this day of
2018 A.D.

Doug MacPherson, Mayor

Marian Carlson, CAO

**BYLAW #1648
SCHEDULE "A"**

Fines for contravention of any portion of Bylaw #1648.

Residential	
First Offence	Warning
Second Offence	\$100
Third Offence	\$250
Subsequent Offences	\$1,000
Commercial/Industrial	
First Offence	Warning
Second Offence	\$1,000
Third Offence	\$2,500
Subsequent Offences	\$10,000



REQUEST FOR DECISION

Meeting: May 11, 2018
Agenda Item: 4

BYLAW #1648 – WATER CONSERVATION BYLAW

DESCRIPTION:

On the advice of the Water Services Manager, Administration has created a new bylaw to address water conservation. Alberta Environment requires each municipality to have a Water Shortage Response Plan and a Water Conservation Bylaw supports that Plan, especially in times of water shortage. The Town of Claresholm was fortunate in 2017 that while other municipalities were under water restrictions, they were not necessary here. Administration recommends a bylaw with guidelines in place should water restrictions be required rather than just a policy. We must also have plans in place to help users be mindful of the environment and to conserve water.

The Town of Claresholm has a Water Shortage Response Plan that was created by an engineer at the time the raw water pipeline was constructed. This plan would be used in conjunction with the Water Conservation Bylaw.

At the May 11, 2018 Administrative Services Committee meeting, the Committee reviewed the bylaw and suggested some changes. At that time, the Committee passed a motion to recommend that the amended bylaw go to Council at the next regular meeting for 1st Reading.

ATTACHMENTS:

- Bylaw #1648 – Water Conservation

PREPARED BY: Karine Wilhauk, Finance Assistant

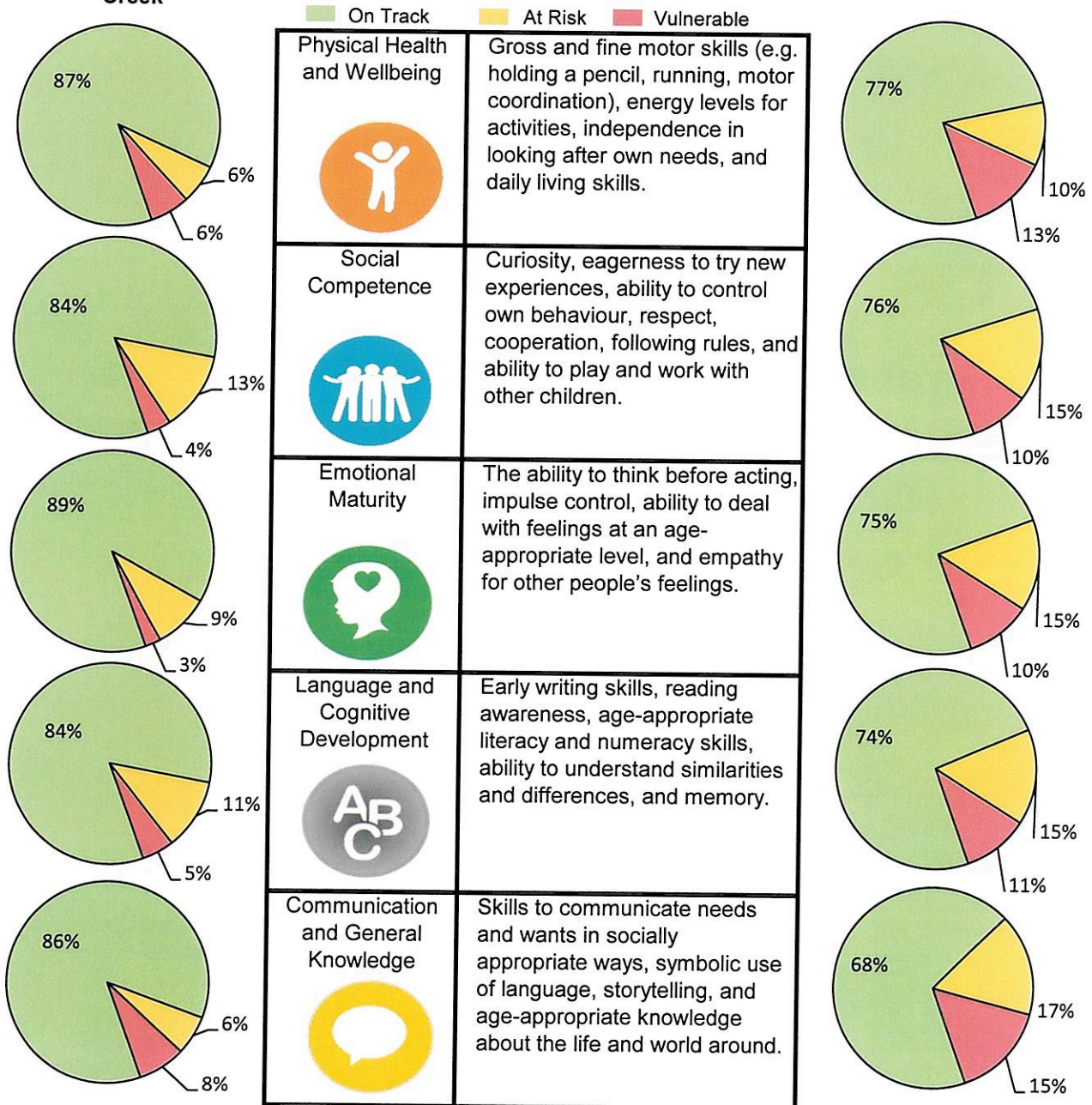
APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 23, 2018

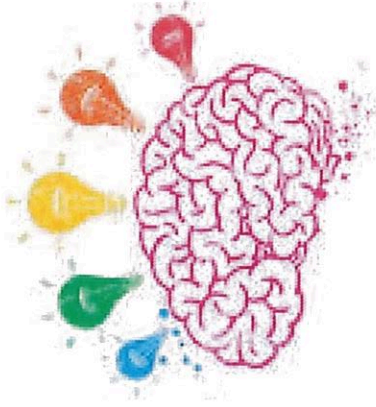
Results for each area of development are shown below with the community's results to the left and Alberta's results shown on the right side of the page. When reviewing your community's results in the different areas of development, it is important to keep in mind that they are interdependent and each contributes to a child's overall development.

Porcupine Hills - Willow Creek

Alberta



Helping to build
HEALTHY BRAINS



**Social
Emotional
Physical Health and Well-
being
Language & Thinking
Communication**

PLEASE Contact:

Elaine Mahan
elainemahan@xplornet.com

Our Mission

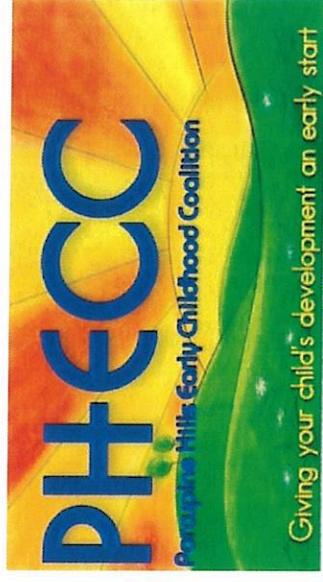
We believe that families are the foundation of society, and that pre-school children are the building blocks of the community.

The goals of PHECC revolve around the collaboration of community resources, in order to support the development and the enrichment of the lives of all children, ages 0 – 5, with in the regions of:

- Nanton
- Stavely
- Claresholm
- Granum
- MD of Ranchlands



Porcupine Hills Early Childhood Coalition



PLAY - we're ALL about it!

Check out:

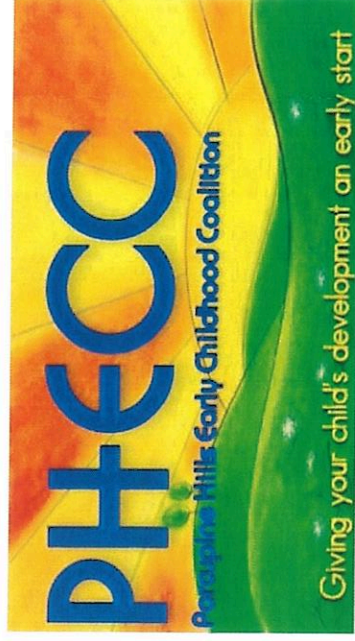
- www.phecc.org
- Facebook - Porcupine Hills Early Childhood Coalition

Raising Awareness of the importance of the **EARLY YEARS** by providing opportunities for families with preschool-children!

Participating in:

- Story Hours
- Play Events
- Easter Parties
- Activities in the Park
- Children's Festivals
- Family Skate Events
- Resource Fairs

**Brains aren't just born;
they are also built!!**



STATUS OF THE ROADS IN MOUNTAIN VIEW ESTATES

By Darcy Erickson

The two roads in Mountain View Estates are Mountain View Crescent and Saddle Mountain Road

Observations:

1. Every year in the spring time significant portions of these roads are damaged by the frost coming up out of the ground.
2. The places in the road where this happens becomes broken up, rutted, and the gravel becomes heaved up.
3. The damage to the roads makes driving on them more difficult and can sometimes cause damage to vehicles.
4. The town staff try to keep the roads repaired but the repairs don't hold up very well. There are usually sections of the roads that need repairs every year!
5. It appears as though the repairs are not a very high priority as there is a section on Saddle Mountain Road that was damaged in 2017 and has not been fully repaired.
6. It appears that when the roads were originally built they were not properly built; meaning that little thought or preparation was done regarding adequate drainage or proper road construction with proper materials and base preparation made.

Previous Work Done:

Approximately 5 or 6 years ago the Town of Claresholm hired a contractor to properly grade the ditches to allow water to flow as good as possible whenever there was significant rainfall. My understanding is that this would prevent water from standing in the ditches for long periods of time thus softening the ground beside the road. This work appears to have helped to move the water but has still not stopped the heaving that happens in the spring.

Suggested Proposal:

The Town of Claresholm implement a policy where when sections of the roads in Mountain View Estates become damaged due to frost heaving the ground that the sections requiring repair be fully repaired including, but not limited to:

1. Digging the road up and removing the dirt base down to a depth of 36 to 48 inches
2. Filling the road back up with pit run gravel to build a solid base for the road
3. Putting a top layer of crushed gravel
4. Putting a finish layer of cold-mix oil and gravel to achieve a finish consistent with the rest of the roads in the neighbourhood
5. Do whatever other repairs are necessary as advised by the Town's engineer

93526

May 17, 2018

Dear Stakeholder:

Alberta Environment and Parks is pleased to announce that the government approved the Livingstone-Porcupine Hills Land Footprint Management Plan. The South Saskatchewan Regional Plan has also been amended to reflect the direction of this new sub-regional plan. Your interest, participation and thoughtful contributions to the planning efforts have been very much appreciated.

Development of the Land Footprint Management Plan for the Livingstone-Porcupine Hills sub-region has been underway for over two years. During that time, there were three stages of engagement; the final stage recently concluded with First Nations and public consultation on the draft plan. Each stage engaged agricultural, landowner, municipal, environmental, industrial and recreational stakeholders, as well as 13 First Nations from Treaties 6 and 7. The planning process was overseen by a cross-ministry review team which sought to achieve a balanced management approach that benefits local communities, as well as all Albertans.

As discussed in previous sessions, scientific evidence indicates that limiting motorized use of linear footprints in the region will have a variety of ecological benefits, including decreased vegetation disturbance; reduced spread and establishment of invasive species; improved condition of streams and headwaters; better survival of threatened species of stream trout; and reduced risk of human-caused grizzly bear mortality. This means addressing the type and intensity of motorized access on the landscape. The plan also recommends measures to minimize the impacts of motorized use such as bridging streams and reducing the amount of motorized use on erosion prone soils near water bodies. Thresholds set in the plan were informed by independent science assessments conducted through Environment and Parks' Office of the Chief Scientist and other departmental technical analyses that collectively involved over 150 peer-reviewed journal articles and technical reports (including studies in ecologically relevant landscapes elsewhere in North America).

For your convenience, a list of references (Attachment 1) used to inform the management thresholds in the Land Footprint Management Plan is attached, as well as a fact sheet (Attachment 2) explaining the approaches used to determine these thresholds.

The department is also happy to announce two new Public Land Use Zones (PLUZs) for the Livingstone-Porcupine area and the approval of the Livingstone-Porcupine Recreation Management Plan. This plan will facilitate the management of recreation in this iconic landscape while respecting the limits set by the Land Footprint Management Plan.

Attached is a Quick Facts information sheet on PLUZs for your reference (Attachment 3). Additional information on recreation on public lands, the official PLUZ maps, as well as the plans for the two areas can be found on the Environment and Parks website at <http://aep.alberta.ca/recreation-public-use/recreation-on-public-land/default.aspx>.

Thank you again for your engagement and participation in our planning efforts. We look forward to continued collaboration during the implementation of these plans.

Sincerely,



Brian Makowecki
Executive Director, Planning Branch

Attachments

cc: Ronda Goulden
Environment and Parks, Policy and Planning Division

John Conrad
Environment and Parks, Operations Division

Quick Facts

Livingstone and Porcupine Hills Public Land Use Zones

The Government of Alberta has established two new Public Land Use Zones (PLUZs); Livingstone and Porcupine Hills. These areas are now regulated under the Public Lands Administration Regulation (PLAR). The intent of the new PLUZs is to manage outdoor recreational activities and provide a diversity of outdoor recreation experiences.

The Government of Alberta is committed to working with recreation groups to develop sustainable trail systems on public lands. Stakeholders will continue to be engaged through the implementation of the Livingstone-Porcupine Hills Recreation Management Plan.

What this Means for Albertans

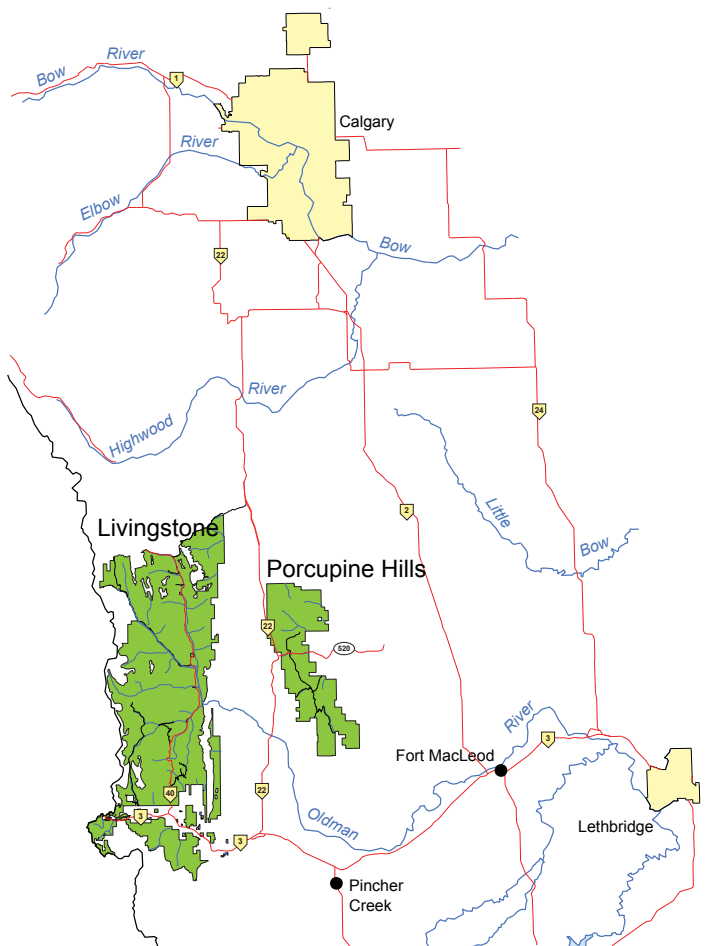
Trail Information

- Motorized access only permitted on designated trails.
- Obey signs and posted notices within the Public Land Use Zones.
- Use bridges and designated water crossings.
- Access may be prohibited in the PLUZ for reasons relating to fisheries, wildlife, and other resource management activities, topography, private property or human health and safety.
- Be aware of area regulations and advisories and any construction in the PLUZs. Plan your route accordingly.



Camping Information

- Campers must limit their stay to 14 days within a PLUZ.
- No random camping within 1 km of a provincial recreation area.
- Camping facilities must be temporary and portable.
- A person vacating a PLUZ shall restore the area to a clean and tidy condition.



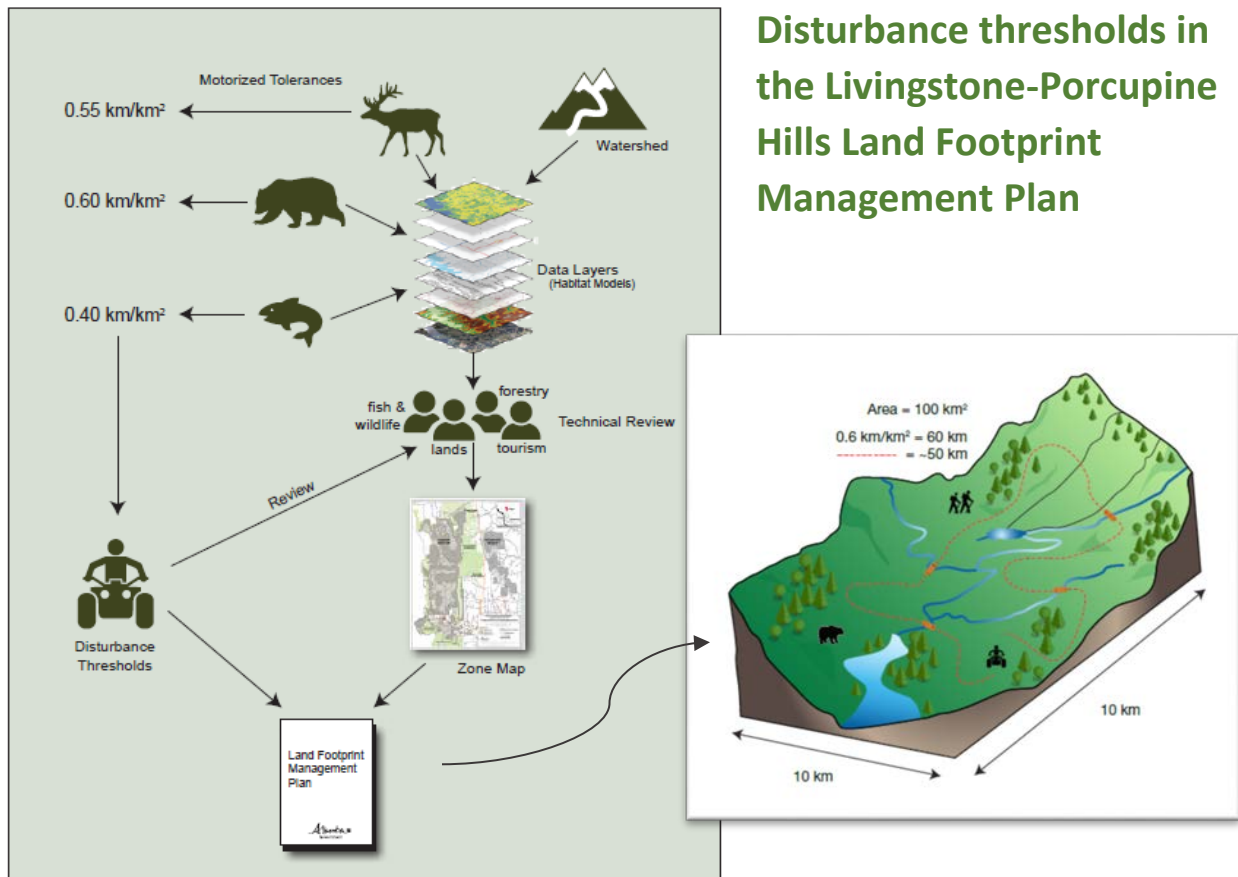
Additional Information

For more information on Livingstone and Porcupine Hills visit:

aep.alberta.ca

<http://aep.alberta.ca/recreation-public-use/recreation-on-public-land/public-land-use-zones/default.aspx>

Disturbance thresholds in the Livingstone-Porcupine Hills Land Footprint Management Plan



Facts:

- The Livingstone-Porcupine Hills area of southwestern Alberta is an ecologically diverse landscape that supports numerous recreational, agricultural, and industrial activities.
- There are currently over 4,000 kilometers of roads and trails in the Livingstone-Porcupine Hills region that enable both industrial and unregulated recreational motorized use.
- Linear footprints cross watercourses in the region over 3,800 times, and 91% of stream crossings occur on small headwater streams.
- Along with the rest of Alberta's eastern slopes, the Livingstone-Porcupine Hills region has received increasing levels of human-caused disturbance over the past few decades.
- In particular, the network of linear footprints has grown and motorized use of these linear footprints has increased, especially for recreational purposes.
- Scientific evidence indicates that limiting motorized use of linear footprints in the region will have a variety of ecological benefits, including: decreased vegetation disturbance; reduced spread and establishment of invasive species; improved condition of streams and headwaters; better survival of threatened species of stream trout; and reduced risk of human-caused grizzly bear mortality.
- To date, most research has focused on spatial relationships between bears and roads irrespective of traffic volume, and a road density threshold of 0.6 km/km² suggested by Mace et al. (1996) has formed the basis of management targets in many jurisdictions.
- The management thresholds in the Land Footprint Management Plan were set by a cross-ministry technical team to reduce the negative impacts of all motorized access on bears, westslope cutthroat trout, bull trout, elk, and the integrity of headwater watersheds.
- The scientific evidence was based on over 150 peer-reviewed journal articles and technical reports, including studies in ecologically relevant landscapes elsewhere in North America.



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 8

REQUEST FOR TAX WAIVER CLARESHOLM MEDICAL CLINIC

DESCRIPTION:

The Town of Claresholm has received a request from the MD of Willow Creek regarding the property taxes for the Claresholm Medical Clinic located at 4215 – 3rd Street West. The MD indicates that if the Town of Claresholm waives the municipal portion of the property taxes of the Medical Clinic, they will reinstate the unconditional recreation grant from \$25,000 back to \$50,000.

BACKGROUND:

The MD of Willow Creek purchased the Claresholm Medical Clinic at the end of 2014. In December 2014, the MD sent a letter to the Town asking that the property taxes be waived as long as the building was being operated as a medical clinic. Council deferred the decision on this matter to the Physician Recruitment Committee, who decided against the use of physician recruitment funds for this purpose. Council received this response from the Physician Recruitment Committee and decided not to budget the waiver of taxes in the Town of Claresholm's 2015 budget.

When the reply was sent to the MD of Willow Creek, the MD reduced the budget from \$50,000 to \$25,000 for their unconditional recreation grant to the Town of Claresholm. From 2011 to 2014, the MD had contributed \$50,000, but prior to that had contributed \$25,000 from 2008 to 2010 and \$15,000 for many years prior to that.

The municipal portion of the 2018 property taxes is estimated to be \$6,387.79, which was finalized upon 3rd & Final Reading of the 2018 Mill Rate Bylaw. By waiving these taxes, the Town would stand to increase the recreational grant received by a net of \$18,612.21.

Should Council decide to waive the municipal portion of the property taxes on this property, it is important to note the *Municipal Government Act* (MGA) in regards to this request.

PART 10 TAXATION

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

(b) cancel or refund all or part of a tax.

In order to waive the municipal portion of the property taxes, the property taxes must first be levied. It must also be determined why "Council considers it equitable to do so" and it must state that in the motion. This waiver must be revisited on an annual basis to determine whether or not the conditions for the waiver still exist.

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel the municipal portion of the 2018 property taxes levied on the property owned by the MD of Willow Creek located at 4215 – 3rd Street West in the amount of \$6,387.79 in the spirit of cooperation with our municipal neighbour. This cancellation is equitable to the parties involved in recognition of the support the MD of Willow Creek provides to the Town of Claresholm by way of the unconditional recreation grant and the Town's support of public health by way of supporting the Claresholm Medical Clinic.

ATTACHMENTS:

- Email from Cynthia Vizzutti, Chief Administrative Officer, MD of Willow Creek

APPLICABLE LEGISLATION:

- *Municipal Government Act*, RSA 2000, Chapter M-26

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 17, 2018

From: Cindy Vizzutti [<mailto:Cindy@mdwillowcreek.com>]
Sent: Wednesday, May 2, 2018 4:03 PM
To: Marian Carlson
Subject: Tax Waiver

Good Afternoon Marian:

As you are aware, the M.D. purchased the Claresholm Medical Clinic. A request was made to the Town of Claresholm three years ago, to waive the yearly municipal portion of the taxes on the Clinic, as a show of support and partnership.

That request was refused by the Town Council, in place at that time. The M.D. then cut the unconditional recreation grant to the Town to \$25,000.00 from \$50,000.00.

In the spirit of partnership the M.D. Council has instructed me to offer the opportunity to the Town to re-address this matter. If the Town Council waives the yearly municipal tax on the clinic, the M.D. will restore the unconditional recreation funding to \$50,000.00 per year.

I believe the municipal portion of the tax is approximately \$8,000 to \$10,000. This could result in a net gain to the Town of approximately \$15,000.00.

Please place this matter before your Council for their consideration. Thank you Marian.

We look forward to hearing from the Town.

Cynthia Vizzutti
Chief Administrative Officer CLGM CTAJ
M.D. of Willow Creek No. 26
P.O. Box 550
Claresholm, Alberta
T0L 0T0
(403) 625-3351 ext. 224
(403) 625-6091 - cell
(403) 625-3886 - fax
email - cindy@mdwillowcreek.com



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 9

INTERMUNICIPAL AGREEMENT MUNICIPAL DISTRICT OF WILLOW CREEK

DESCRIPTION:

At the December 11, 2017 regular Council meeting, Council passed the following motion.

Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented.
MOTION 17-146

Since that time, Administration has been working with legal counsel and Administration of the MD of Willow Creek to develop a Lease Agreement and a Transfer of Assets Agreement.

Administration is requesting a motion be made by Council to adopt both agreements to finalize the transfer of the airport water and wastewater system to the MD.

PROPOSED RESOLUTION:

Moved by Councillor _____ to authorize Administration to execute the Lease Agreement and the Transfer of Asset Agreement with the MD of Willow Creek as presented.

ATTACHMENTS:

- Lease Agreement
- Transfer of Asset Agreement (Marian will provide this to Council at the meeting on Monday)

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 23, 2018

THIS LEASE AGREEMENT made this ____ day of _____, 2018

BETWEEN:

TOWN OF CLARESHOLM

a municipal corporation pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(the "Town" or "Lessor")

-and-

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

a municipal corporation pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(the "MD" or "Lessee")

LEASE AGREEMENT

WHEREAS:

- A. The Town is the registered owner of lands legally described as: 5721HU:RW;12 (the "**Lands**") together with a water meter, water meter vault and water meter vault shed constructed and installed on the Lands as shown on **Schedule "A"** (collectively the "**Leased Premises**");
- B. The Town and MD have entered into an Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement dated February 5, 2018 (the "**Servicing Agreement**") whereby the Town will provide potable water, wastewater and testing and maintenance service to the MD in the Airport Industrial Park and such Servicing Agreement contemplates the MD leasing the Leased Premises from the Town;
- C. The Town and the MD want to set out the terms upon which the MD will lease the Leased Premises from the Town;
- D. Town Council and MD Council have approved the content of this Lease Agreement and have authorized its execution by resolution;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the TOWN and the MD agree as follows:

ARTICLE 1: DEFINITIONS

In this Agreement the following words and expression shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- 1.1 **“Applicable Laws”** means all applicable Federal, Provincial, and municipal statutes, laws, codes, rules, bylaws, orders, including court orders and regulations in effect from time to time during the Term and made or issued by Governmental Authorities having jurisdiction over the parties hereto, the Leased Premises and any activities carried out on the Leased Premises;
- 1.2 **“Governmental Authority or Authorities”** means any federal, provincial, municipal, or regional government or governmental authority or other law, regulation or rule making entity, and includes any court, department, commission, bureau, board, administrative agency or regulatory body of any of the foregoing;
- 1.5 **"Leased Premises"** means the water meter, Water Meter Vault and water meter vault shed as shown on **Schedule "A"**;
- 1.6 **"MD"** or **"Lessee"** means the Municipal District of Willow Creek No. 26;
- 1.7 **“Municipal Government Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.8 **"Parties"** means the Town and the MD and **"Party"** means either of them, as the context requires;
- 1.9 **"Servicing Agreement"** means the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement entered into between the Parties and dated February 5, 2018;
- 1.10 **"Term"** is as described in Article 2;
- 1.11 **"Town"** or **"Lessor"** means the Town of Claresholm; and
- 1.12 **"Water Meter Vault"** means the water meter vaults located on the Lands including chambers, appurtenances, controls, heating, venting, lighting and drainage systems, access roads, fencing and gates, easements and rights of way, as shown on **Schedule "A"**.

ARTICLE 2: DEMISE AND TERM

- 2.1 The Town hereby leases to the MD and the MD hereby leases from the Town the Leased Premises for the term set forth within Section 2.2, and upon subject to the terms, covenants, conditions and agreements contained within this Lease Agreement.
- 2.2 The MD shall have, hold, occupy and use the Leased Premises for the same term as the term of the Servicing Agreement. A notice to terminate the Servicing Agreement by

either Party shall operate as a notice to terminate this Lease Agreement and the term of this Lease Agreement shall commence on the same commencement date of the Servicing Agreement (the "**Commencement Date**") and shall terminate or expire on the same date as the date of expiry or termination of the Servicing Agreement (the "**Termination Date**") (the "**Term**").

- 2.3 Notwithstanding Section 2.2, the Parties may mutually agree in writing to terminate this Lease Agreement at any time.
- 2.4 Notwithstanding Section 2.2, the Town maintains its right of termination in accordance with Article 14 of this Lease Agreement.
- 2.5 The Parties shall review the terms of this Lease Agreement not less than every ten (10) years during the Term.

ARTICLE 3: REPRESENTATIVES

3.1 For the purposes of this Lease Agreement, the Parties' Emergency Contacts are as follows:

- a) **for the Town:** Phone: 403-625-3381
On Call: 403-625-0503
- b) **for the MD:** Phone: 403-625-3351
Cell: 403-625-6029

3.2 A Party may advise the other Party of a change in the Emergency Contact information for that Party's representative at any time in writing.

ARTICLE 4: RENT

4.1 The MD shall pay to the Town as rent the sum of **TEN DOLLARS (\$10.00)** per year, payable on or before the Commencement Date and thereafter on or before January 1 of each calendar year during the Term or renewal term together with such other amounts due and payable by the MD to the Town as provided pursuant to the terms of this Lease Agreement (the "**Rent**").

ARTICLE 5: UTILITIES AND TAXES

5.1 The MD shall be responsible for the prompt payment, when due, of all and any utilities consumed on, within or by the Leased Premises including, without restriction, all fuel, gas, electrical, water, sewer, telephone, internet, and such other similar utilities and service rates and charges during the Term and any renewal term.

- 5.2 The MD shall be responsible for the prompt payment, when due, of all taxes, rates, and assessments which may be levied against the Leased Premises and any improvements upon the Lands by any Government Authority during the Term and any renewal term.
- 5.3 Any sums or amounts payable by the MD to the Town under this Lease Agreement do not include applicable Goods and Services Tax or similar tax imposed pursuant to the *Excise Tax Act* of Canada or other legislation. The MD shall be responsible for the payment of all Goods and Services Tax (at 5% of all amounts paid) which may become due and owing with respect to any sums or amounts payable by the MD to the Town under this Lease Agreement.
- 5.4 All amounts owing and payable pursuant to this Lease Agreement to the Town by the MD shall be deemed to be Rent and recoverable as same.

ARTICLE 6: USE AND OCCUPANCY OF THE LEASED PREMISES

- 6.1 Subject to the terms, covenants, and conditions contained in this Lease Agreement and any restrictive covenant registered on the title to the Lands, as well as the performance of all obligations of the MD contained within this Lease Agreement, the MD shall be permitted to occupy, possess and use the Leased Premises continuously during the Term and any renewal term for the following purpose:

operation and maintenance of the water meter, Water Meter Vault and Water Meter Vault shed

(the "**Permitted Use**") and for no other use whatsoever. The MD shall not carry on nor permit to be carried on, upon or in the Leased Premises any other trade, business or activity without prior written consent of the Town. The MD will not use nor permit the use of the Leased Premises in any way, whether within the use permitted or not, which would or may impose upon the Town any obligation to modify, extend, alter or replace any part of the Leased Premises, except where provided for in this Lease Agreement or as previously agreed to by the Town in writing.

- 6.2 The MD will promptly comply with and conform to the requirements of every Applicable Law, statute, by-law, rule, regulation, ordinance and order at any time or from time to time in force during the Term affecting the MD, the Leased Premises and the Permitted Use.

ARTICLE 7: IMPROVEMENTS

- 7.1 The MD shall not, without having obtained the prior written consent of the Town, construct, install, erect or permit to be constructed, installed or erected upon or within the Leased Premises any alteration, addition, partition, fence, improvement, other structure or excavation whatsoever. If the MD desires to construct, install, erect or permit to be

constructed, installed or erected upon or within the Leased Premises any alteration, addition, partition, fence, improvement, other structure or excavation, the MD shall, at the time of requesting the Town's consent, inform the Town and provide such detailed plans and specifications of the proposed work that the Town may reasonably request. The Town may reject, approve or approve with conditions the MD's request. The Town may impose any reasonable conditions on any consent given pursuant to this Section 7.1 that the Town deems appropriate and the MD shall strictly adhere to such conditions. In the event that the MD has caused or permitted any alteration, addition, partition, fence, improvement, other structure or excavation to have taken place on the Leased Premises without the Town's written consent, the Town may require the MD to restore the Leased Premises to such condition as existed prior to the unauthorized work having been performed.

- 7.2 Any improvements developed upon the Leased Premises by, on behalf of or with the permission of the MD shall be deemed to be leasehold improvements and shall become the property of the Town upon completion of construction.
- 7.3 The MD shall not remove, improve or demolish the Leased Premises or any portion thereof or any other improvement constructed upon the Leased Premises without first obtaining the prior written consent of the Town.
- 7.4 The Leased Premises shall be subject to inspection by the Town on not less than an annual basis throughout the Term and any renewal term. The Town, acting reasonably, may order the repair, maintenance, replacement, improvement or alteration of the Leased Premises or any portion thereof or any other improvement constructed upon the Leased Premises to bring the Leased Premises or other improvement into conformity with Applicable Laws or to address any public safety issue identified by the Town, all to be carried out by the MD at its sole cost and expense within the time frame directed by the Town.
- 7.5 The MD shall not permit any builders' or other liens, mortgages, or encumbrances to be registered against title to the Leased Premises. Whenever and so often as any such lien, mortgage or contract shall be registered on title or claim be filed, the MD shall within ten (10) days after the MD has notice of the claim, lien, mortgage or contract, immediately obtain the discharge thereof. This Section 7.5 shall survive any expiry of the Term or termination of the Agreement.
- 7.6 The MD shall not do any act nor make any contracts so as to encumber or affect in any manner the title and rights of the Town in the Leased Premises. The MD acknowledges and agrees that no contract, transfer, assignment, mortgage, judgment, or lien arising out of the transactions of the MD shall in any manner affect the title of the Town in the Leased Premises or take precedents to any of the rights or interests of the Town herein. This Section 7.6 shall survive any expiry of the Term or termination of the Agreement.
- 7.7 In the event of any damage or destruction to the Leased Premises or any improvement located on the Leased Premises, the MD shall immediately provide notice in writing of such damage or destruction to the Town.

- 7.8 Notwithstanding the foregoing, the Town may, by written notice to the MD prior to or after the termination or expiration of the Term, require the removal of any and all alterations, additions, partitions, improvements or structures on the Leased Premises and/or the restoration of the Leased Premises to the same condition that the Leased Premises were in prior to any alterations, additions, partitions, improvements or structures were made, erected, or installed, at the sole cost of the MD and to the reasonable satisfaction of the Town. In the event that the MD fails or refuses to comply with the Town's notice, the Town may perform the work at the sole cost and expense of the MD. Any such amounts not paid by the MD within thirty (30) days of issuance of the Town's invoice shall be deemed to be Rent and recoverable as same.

ARTICLE 8: INSURANCE, LIABILITY AND INDEMNITY

- 8.1 With the exception of loss caused by the gross negligence or willful misconduct of the Town, the Town shall not be liable for the theft of or damage to any MD owned property at any time in or on the Lands.
- 8.2 Notwithstanding anything herein contained, the Town shall not be liable or in any way responsible to the MD in respect of any loss of life, personal injury, damage of property or any other loss or injury whatsoever arising out of any occurrence in, upon or at the Leased Premises, with the exception of any loss, injury or damage caused by the gross negligence or willful misconduct of the Town.
- 8.3 The MD will indemnify and save harmless the Town, its elected officials, employees, representatives, officers, agents, volunteers and insurers (collectively the "**Town Parties**") of and from all loss, fines, suits, claims, demands and actions, damages, costs, liability or expense of any kind or nature to which the Town Parties shall or may become liable for or suffer by reason of any breach, violation or non-performance by the MD of any covenant, term or provision hereof, or by reason of any injury occasioned to or suffered by any person or persons, or damage to any property, by reason of wrongful act, neglect or default on the part of the MD or any of its agents, contractors, servants, employees, members, licensees or invitees. The MD further covenants and agrees to pay and to indemnify the Town Parties against all legal costs and charges including legal counsel fees on a solicitor and own client basis reasonably incurred by the Town Parties in enforcing the terms, covenants and conditions of this Agreement.
- 8.4 The MD will indemnify, defend, and hold the Town Parties harmless from and against any and all loss, liability, costs, claims, strict liability claims, demands, lawsuits, causes of action, fines, judgments, penalties, damages, expenses and costs (including solicitors fees on a solicitor and own client basis) in connection with actual or alleged damage to the Leased Premises, personal injury, and/or loss of life arising from or relating to the use, occupation and possession of the Leased Premises by the MD and/or by the MD's contractors, agents, employees, officers, invitees, members and directors, except to the extent caused by the Town Parties' gross negligence or willful misconduct.
- 8.5 The obligations of the MD to indemnify the Town under the provisions of this Article 8 shall survive any termination of this Agreement, anything in this Agreement to the

contrary notwithstanding. Nothing in this Article 8 shall create or extend any right for the benefit of any third party.

8.6 Throughout the Term and any renewal term, the MD shall at its sole cost and expense obtain and maintain:

8.6.1 comprehensive general liability insurance, in an amount of no less than Five Million Dollars (\$5,000,000.00) per occurrence, with respect to the activities carried on in and from the Leased Premises and the MD's use and occupancy thereof, for bodily injury and death, and for damage to the property of others;

8.6.2 property insurance against all risks of loss or damage (as defined by a standard all risks insurance contract) in an amount equal to the full insurable value, calculated on a replacement cost basis without deduction or depreciation, covering the Leased Premises, all improvements constructed on the Leased Premises together with all other property of every description and kind owned by the MD or for which the MD is responsible pursuant to this Agreement which is located on the Leased Premises; and

8.6.3 such other coverage as may be required by the Town from time to time, acting reasonably.

8.7 All policies of insurance shall:

8.7.1 name the Town as an additional insured;

8.7.2 be in such amount, upon such terms and conditions, and with such insurer as the Town shall from time to time require, acting reasonably;

8.7.3 be non-contributing with, and shall apply only as primary and not as excess to any other insurance available to the Town;

8.7.4 not be invalidated with respect to the interests of the Town by reason of any breach or violation of any warranties, representations, declarations or conditions contained in the policies;

8.7.5 contain a waiver of subrogation provision in favor of the Town; and

8.7.6 contain an undertaking by the insurers to notify the Town, in writing, not less than thirty (30) days prior to any material change, cancellation or termination of coverage.

8.8 The MD shall provide the Town with proof of insurance, in a form satisfactory to the Town acting reasonably, prior to occupying the Leased Premises and, thereafter, on or before January 15 of each year during the Term or any renewal term.

8.9 The provisions of this Article 8 shall survive the expiry of the Term or termination of this Agreement.

ARTICLE 9: REPAIRS AND MAINTENANCE OF THE LANDS

- 9.1 The Town makes no warranties nor representations about the condition of the Leased Premises nor their suitability for the Permitted Use by the MD. The MD acknowledges that it has conducted its own inspection of the Leased Premises prior to entering into this Lease Agreement and agrees that it is leasing the Leased Premises on an "as is" basis.
- 9.2 Throughout the Term and any renewal term, the Town shall, at the MD's sole cost and expense, keep and maintain the Leased Premises in good repair in accordance with all applicable maintenance manuals, operation guides together with the Town maintenance and repair guidelines and policies relative to the Leased Premises (collectively the "**Maintenance Policies**"). The word "repair" wheresoever appearing in this Lease Agreement is limited to the standard maintenance and repair of the Leased Premises and other improvements upon the Leased Premises in accordance with the Maintenance Policies and does not include any capital replacement of any component of the Leased Premises
- 9.3 The Town or its employees, agents, contractors or representatives may at any reasonable time during the Term or renewal term enter upon the Leased Premises for the purpose of inspecting the condition of the Leased Premises and performing any repair or maintenance work to the Leased Premises as the Town deems appropriate and such attendance or inspection does not constitute re-entry.
- 9.4 The Town shall charge the MD maintenance service fees for the maintenance and repair work performed in relation to the Leased Premises in accordance with Schedule "B" of the Servicing Agreement. All amounts owing to the Town by the MD for repair and maintenance work performed on the Leased Premises shall be deemed to be Rent.
- 9.5 If the MD fails or refuses to pay any invoice issued by the Town for the cost and expense of undertaking the repair or maintenance work contemplated in this Part 9 within thirty (30) days of receipt of the invoice, the Town may avail itself of any remedies available to it in law for the recovery of Rent in arrears including immediate termination of this Lease Agreement.
- 9.6 If any part of the Leased Premises becomes damaged or destroyed through the negligence, carelessness or willful act or omission of the MD, its employees, volunteers, agents, servants, contractors invitees, or any other party for whom the MD is responsible in law, the MD shall be responsible for undertaking or paying for the immediate repair, replacement and restoration of the Leased Premises to the same condition that they were in before the damage or destruction, to the reasonable satisfaction of the Town.
- 9.7 Upon the expiration or other termination of this Lease Agreement, the MD shall surrender the Leased Premises in substantially the same condition as existed at the Commencement Date, save and except the reasonable wear and tear, any alteration, construction and improvements made pursuant to this Lease Agreement, and damage caused by fire, tempest or other casualty not due to the negligent, careless or willful acts

or omissions of the MD, its employees, agents, servants, volunteers, contractors invitees, or those for whom the MD is responsible in law.

- 9.8 The MD shall control all noxious, nuisance and invasive weeds on the Leased Premises in accordance with the *Weed Control Act* S.A. 2008 Chapter W-5.1 and any other Applicable Laws including TOWN bylaws.
- 9.9 The MD shall not permit the Leased Premises to constitute a nuisance nor unsightly premises within the meaning of the *Municipal Government Act* or any other Applicable Laws.
- 9.10 The MD shall give the Town prompt notice of:
- (a) the existence of any conditions upon the Leased Premises of which the MD is aware which could constitute a hazard to property or persons; and
 - (b) damage or injury to the Leased Premises or to any person thereon of which the MD is aware howsoever caused;

provided that nothing herein shall be construed so as to require repairs to be made by the Town except as expressly provided in this Lease.

ARTICLE 10: LICENSES, ASSIGNMENTS AND SUBLETTING:

- 10.1 The MD will not transfer, assign, license nor sublet this Lease Agreement, the Leased Premises or any portions thereof without the prior consent in writing of the Town, which consent may be withheld for any reason whatsoever. Any consent given by the TOWN pursuant to this Section shall in no way release the MD from its obligations under this Lease Agreement.

ARTICLE 11: COMPLIANCE WITH LAWS, REGULATIONS AND RULES

- 11.1 The MD shall, at its sole cost and expense, comply with and ensure the compliance with all Applicable Laws applicable to the Leased Premises and the Permitted Use.
- 11.2 The MD shall promptly forward to the Town a copy of any personal injury report made as a result of any injury sustained by an individual on the Leased Premises.
- 11.3 The Town reserves the right to suspend this Lease Agreement or access to any portion of the Lands if at any time in its sole discretion it deems it to be in the public interest to do so.

ARTICLE 12: SURRENDER

- 12.1 The MD will, at the expiration of the Term or any renewal term or termination of this Agreement, surrender and yield up unto the Town, the Leased Premises and other improvements which at any time during the Term shall be made therein or thereon in good substantial repair and condition.

ARTICLE 13: MD'S DEFAULT:

- 13.1 The Town shall be entitled to re-enter and take possession of the Leased Premises, with or without terminating the Lease Agreement, at any time after the failure by the MD to perform any term, covenant or condition of this Lease Agreement required to be performed by the MD provided that the Town has first provided the MD with written notice of default and the MD has not remedied the default within thirty (30) days.
- 13.2 The Town may from time to time resort to any or all rights and remedies available to it in the event of any default hereunder by the MD, either by any provision of this Lease Agreement or by statute, at law or in equity and all rights and remedies are intended to be cumulative and not alternative and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Town at law or in equity.

ARTICLE 14: TERMINATION

- 14.1 If and whenever:
- a. any Rent, taxes, rates, assessments or other amount payable by the MD hereunder, including any installment thereof, shall be in arrears and shall not then be paid within thirty (30) days after it is due; or
 - b. any of the MD's other covenants or obligations herein shall not be performed or observed for thirty (30) days after delivery by the Town of written notice to the MD of such non-performance or non-observance;

then and in every such case it shall be lawful for the Town at any time thereafter at its option by providing not less than thirty (30) days' prior written notice to the MD terminate this Lease Agreement and all the rights of the MD hereunder, anything in this Lease Agreement to the contrary notwithstanding, and claim as damages the value of the residual Term of the Lease Agreement.

- 14.2 There shall be no damages owing to the MD as a result of termination of this Agreement pursuant to this Article 14.

ARTICLE 15: GENERAL PROVISIONS:

- 15.1 Waiver: The waiver by a Party of a breach of a term, covenant or condition contained within this Lease Agreement, or any condoning, excusing or overlooking of any such default, will not be deemed to be a waiver, condoning, excusing or overlooking of any subsequent breach of the same or another term, covenant or condition herein contained. The due and timely performance of any covenant, term or condition of this Lease Agreement will not be deemed to have been waived by any Party unless the waiver is in writing and signed by that Party.
- 15.2 Quiet Enjoyment: By paying the Rent and other charges or expenses required to be paid by the MD under this Lease Agreement, and by duly performing all of the MD's other

obligations under this Lease Agreement, the MD shall be entitled to peaceably occupy, possess, enjoy and use the Leased Premises throughout the Term and any renewal term without any interruption or disturbance from the Town, or any person, firm or corporation lawfully claiming through the Town. Provided always that nothing contained within this Section 16.2 shall limit the rights of access granted to the Town.

- 15.3 Access: The MD covenants that the Town, or its employees, officers, contractors, volunteers or agents, may enter upon the Leased Premises at any time during normal business hours to the purposes of inspecting the condition of the Leased Premises and confirming the performance of the MD's obligations under this Lease Agreement. The MD shall unlock, open, or otherwise remove any and all obstructions, barriers, or other impediments to the Town's ability to access to the Leased Premises. In cases of emergency, at any time and without notice to the MD, the Town shall be entitled to cause the unlocking, opening or removal any such obstructions, barriers, or impediments without any cost or liability whatsoever to the Town, and all of the Town's costs of doing so shall be the responsibility of the MD payable upon demand as Rent. Any such entry onto the Lands by the Town shall not, in and of itself, constitute a re-entry, termination, or interruption of the MD's quiet enjoyment under this Lease Agreement.
- 15.4 Permitted Encumbrances: The MD's right, title and interest in the Lands, created by this Lease Agreement are specifically subject to all other interests in registered on the title to the Lands, as well as subject to the Town's right to grant easements or utility rights of way across the Lands for the purposes related to the conveyance of public utilities.
- 15.5 Lease Entire Agreement: It is understood and agreed between the Parties that the terms and conditions set forth herein, together with the terms and conditions set forth in the rules and regulations and any schedules and plans annexed hereto, embrace all of the terms and conditions of the Lease Agreement entered into by the Town and the MD and supersede and take the place of any and all previous agreements or representations of any kind, written, oral or implied heretofore made by anyone in reference to the Leased Premises.
- 15.6 Severability: If any provision of this Lease Agreement is illegal or unenforceable it shall be considered separate and severable from the remaining provisions of this Lease Agreement, and the remaining provisions shall remain in force and be binding as though the said illegal or unenforceable provisions had never been included.
- 15.7 Parties Hereto: This Lease Agreement shall enure to the benefit of and be binding upon the Parties hereto, and their respective heirs, executors, successors and permitted assigns.
- 15.8 Notices: Any notice or acceptance required or other communication required or permitted to be given under the terms of this Lease Agreement shall be shall be sufficiently given to the Party to whom it is addressed if personally delivered to the party or if forwarded by a reputable overnight courier, or if sent by e-mail or facsimile transmission as follows:

(a) to the Town at:

Town of Claresholm
221-45 Avenue West
P.O. Box 1000
Claresholm, AB T0L 0T0

Via E-Mail: marian@claresholm.ca

Attention: Chief Administrative Officer

(b) to the MD at:

Municipal District of Willow Creek No. 26
123027 Secondary Highway 520
P.O. Box 550
Claresholm, AB T0L 0T0

Via E-Mail: cindy@mdwillowcreek.com

Attention: Chief Administrative Officer

or to such other address or facsimile number as a party may furnish in writing to the remaining Parties from time to time. Any notice personally delivered before 4:30 p.m. local time at the place of delivery on a business day at the place of delivery shall be deemed to have been received and given on the day of delivery and any notice personally delivered after 4:30 p.m. local time at the place of delivery shall be deemed to have been received and given on the next following business day. Any notice transmitted by facsimile or e-mail before 4:30 p.m. local time on a business day at the place to which it is sent shall be deemed to have been received and given on the day of transmission and any notice transmitted by facsimile or e-mail after 4:30 p.m. local time at the place to which it is sent shall be deemed to have been received and given on the next following business day. Any notice sent by courier, e-mail and facsimile, as aforesaid, shall be deemed to have been received, as set forth above, on the day of delivery by courier and the day the e-mail or facsimile is received, or the earlier of those days if they are not the same day.

- 15.9 Time of the Essence: Time shall be of the essence for this Lease Agreement and for each and every part thereof.
- 15.10 Amendments: No change or modification to this Lease Agreement shall be valid unless made in writing and signed by the parties hereto.
- 15.11 Governing Law: This Lease Agreement shall be construed and enforced in accordance with, and the rights of the Parties hereto, shall be governed by the laws of the Province of Alberta.
- 15.12 Caveats: The Town acknowledges and agrees that the MD shall be at liberty pursuant to the *Land Titles Act*, R.S.A. 2000 Chapter L-4 to file a caveat in the Land Titles Office for the South Alberta Land Registration District against the Certificate of Title to the

Lands for purposes of protecting the MD's interests and rights pursuant to this Lease Agreement.

- 15.13 Freedom of Information and Protection of Privacy Act: The Parties are subject to the ***Freedom of Information and the Protection of Privacy Act***, R.S.A. 2000, Chapter F-25 and notwithstanding the termination or expiry of this Lease Agreement, the Parties acknowledge that this Lease Agreement is subject to and may be released pursuant to a request made under the ***Freedom of Information and Protection of Privacy Act***.
- 15.14 Counterparts: This Lease Agreement may be executed in any number of counterparts, by facsimile or other electronic form of communication producing a printed copy, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same instrument and notwithstanding the date of execution shall be deemed to bear the date first written above.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands or their corporate seals duly attested to by their proper officers on the date specified on page 1 hereto.

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26

C/S

TOWN OF CLARESHOLM

C/S

SCHEDULE "A"

Short Legal: 5721HU; RW; 12





REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 10

OPEN MIC NIGHT

DESCRIPTION:

A group of citizens banded together in 2017 to bring the Farmers Market to the downtown core and started an "Open Mic Night" on Wednesdays in order to attract more interest in the downtown area. Prior to his election, Councillor Gaven Moore was involved in this initiative from its inception as a host and received compensation through the Town of Claresholm's Economic Development Committee. He would like to be involved again this season and would like Council's support to do so.

This event was well received in our community in 2017, and many people positively responded to it. Councillor Moore was a large part of the event's success.

COSTS/ SOURCE OF FUNDING (if applicable):

Councillor Moore was compensated \$500 in 2017 that was funded through the Economic Development Committee budget.

PROPOSED RESOLUTION:

Moved by Councillor _____ to support the continuation of contracting the services of Gaven Moore to host Open Mic Night in the downtown parking lot on Wednesday evenings from June 6th to September 26, 2018.

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 17, 2018



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 11

ASSESSMENT SERVICES

BACKGROUND:

As per the Municipal Government Act (MGA) Section 284.2(1) "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 the Act." The MGA goes on to state in section 285 that "each municipality must prepare annually an assessment for each property in the municipality..."

Due to the size of the Town and the expertise required to fill these requirements the Town has traditionally, and plans to continue, contracting out these duties and services to a 3rd party. For the past 10 years this has been Benchmark Assessment Consultants Inc. (Benchmark).

DESCRIPTION:

Benchmark has been the Town's Assessors for 10 years, 2 five year contracts. Administration has been very happy with their work and they have always been easy to work with. Benchmark has approached the Town with a proposed new contract for another 5 years. This would run from August 1, 2018 through to July 31, 2023.

The new contract price is proposed at \$23 per parcel for year 1. Increasing to \$24/parcel for years 2-4 and then \$25/parcel for year 5. This is down from the \$25 per parcel we paid for this last year.

With a current estimate of 2,158 parcels year 1 would cost \$49,634. This is a \$4,316 savings from our current contract based on per parcel price. We will also be realizing an approximate \$3,500 savings based on reduced number of parcels in connection with the partial plan cancellation and amalgamation of lots in the North East of Town that is currently underway.

Benchmark is also proposing over the period of the 5 year contract to carry out a 5 year re-inspection cycle that would result in 100% of parcels to be inspected over that period, completing different sections of Town each year.

The proposal also includes (as did our prior contracts) extra fees being charged for representing the Town in an Assessment Review Board case, however in working with Benchmark in the past, these fees are rarely charged. These would only be charged in a larger case requiring significant extra work. Routine reviews are generally not extra charged for.

At the May 11, 2018 Administrative Services Committee meeting, the Committee reviewed this proposal and passed a motion to recommend that Council accept the contract as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ that the Town enter into a 5 year contract with Benchmark Assessment Consultant Inc. commencing August 1, 2018 for a contracted price of \$23/parcel in year 1, \$24/parcel in years 2-4 and \$25/parcel in year 5.

APPLICABLE LEGISLATION:

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Section 284.2 – Municipal Assessor
- 2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 285 – Preparing Annual Assessments

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

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 24, 2018



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 12

POLICY # PLDE 04-09 – PLANNING & DEVELOPMENT FEES

BACKGROUND:

As Town Council has amended the Land Use Bylaw No. 1525, to include shipping containers as temporary uses in all land use districts, the Development Department suggests the Policy in regards to Planning & Development Fees requires an addition to the Performance Security Deposits.

DESCRIPTION / OPTIONS:

As enforcement may increase in regards to the expiration of temporary shipping container permits, the Development Department would suggest a performance security deposit be taken in the amount of \$500.00 for each temporary permit issued. This can help ensure the conditions of any permit issued are completed and the removal time period complied with. If the conditions or removal is not met, the deposit can assist with off-setting administration costs for the removal of the development.

PROPOSED RESOLUTIONS:

WHEREAS the Town of Claresholm Council has amended the Land Use Bylaw No. 1525 for the addition of temporary shipping containers;

Therefore be it resolved by Councillor _____ to amend Policy #PLDE 04-09 Planning & Development fees as presented.

ATTACHMENTS:

- 1.) Policy #PLDE 04-09 Planning & Development Fees for Bylaw #1525
- 2.) Draft Policy Fees (proposed revised version)

APPLICABLE LEGISLATION:

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

PREPARED BY: Tara VanDellen - Development Officer

APPROVED BY: Marian Carlson, CGLM - CAO

DATE: May 17, 2018



Policy #PLDE 04-09

Bylaw #1525 – Land Use Bylaw Planning & Development Fees

PURPOSE: To establish a document showing the Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw.

POLICY: Planning and Development Fees as required by Bylaw #1525, the Land Use Bylaw, shall be charged based on the attached fee listing.

PARAMETERS: The attached listing shows the fees to be charged for planning and development projects within the Town of Claresholm as administered by the Development Department.

NOTE: Fees on this policy may be changed by Council resolution and updated to the policy at such time as deemed necessary by Administration and/or Council.

EFFECTIVE DATE: April 15, 2009

Planning & Development Fees		(May 2018)
Residential:		
New Residential Dwellings: \$50 per new dwelling unit created + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Other Residential Development: \$20 per development + \$1 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Commercial / Industrial / Institutional:		
\$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Sign Permit & Temporary Sign Permit: (One sign per application)		
\$50 + \$2 per \$1000 of construction value + other applicable fees (variance, discretionary use, etc)		
Miscellaneous Development Fees:		
Variance to the Land Use Bylaw & Discretionary Uses		\$125.00
Home Occupation 1 Application		\$50.00
Home Occupation 2 Application		\$125.00
Change in Use (permitted use)		\$20.00
Change in Use (discretionary use)		\$125.00
Parking (cash-in-lieu (per stall))		\$4,000.00
Demolition Permit		\$50.00
Zoning or Property Inquiry Letter		\$20.00
Environmental Search Request Letter		\$20.00
Residential Certificate of Compliance		\$50.00
All Other Certificate of Compliance		\$100.00
Condominium Conversions (per unit)		\$40.00
Performance Security Deposits / Building Damage Deposits:		
Single Family Dwellings & Duplex Dwellings (new construction)		
Adherence to Proposed Site Plan		\$ 750.00
Final Grades Achieved		\$ 750.00
Completion of Landscaping & Building Exterior		\$ 500.00
TOTAL		\$2000.00
Residential exterior renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq. ft. and *balconies, *decks, *porches & *verandas. (*that require building permits)		
		\$500.00
Multi-family, Industrial and Commercial (new construction)		
Adherence to Proposed Site Plan		\$1000.00
Final Grades Achieved		\$1500.00
Completion of Landscaping & Building Exterior		\$1000.00
TOTAL		\$3500.00
Industrial and Commercial intensification of use (including exterior renovations, landscaping, parking, screening, etc)		
		\$1,500.00
Moved in (Moved out) Buildings or Building Demolition using cartage & heavy equipment (to cover any damage to street, sidewalks, curbs)		
		\$5,000.00
Temporary Shipping Containers		
		\$500.00
Penalty Fees:		
Commencing Without Approved Development Permit		Permit Fees Double
Post Construction Waiver Applications		Permit Fees Double
Sign Impoundment Fee		\$250.00
Planning Fees:		
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Not Redesignation		\$400.00
Statutory Plan Amendment (MDP, ASP, ARP, LUB) Redesignation		\$400.00
Municipal Reserve Disposal Application		\$250.00
Road Closure Application		\$250.00
New Area Structure Plan		\$1,000.00
Subdivision and Development Appeal Board Fees		\$300.00
Agreement Preparations Small Scale		\$125.00
Agreement Preparations Large Scale		\$500.00 + legal expenses
Document / Products Fees:		
Land Use Bylaw		*cost + 50%
Municipal Development Plan		*cost + 50%
Inter-Municipal Development Plan		*cost + 50%
Other Statutory Plans		*cost + 50%
Land Use Map		*cost + 50%
Legal Base Map		*cost + 50%
Civic Address Map		*cost + 50%
Servicing Standards for Municipal Improvements		*cost + 50%
* Hardcopy only (fees may be subject to additional postage costs)		



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 13

PUBLIC PARTICIPATION POLICY

DESCRIPTION:

Section 216.1 of the *Municipal Government Act* (MGA) came into force on October 26, 2017. Under that legislation, municipalities must establish a Public Participation Policy. This policy must be in place by July 23, 2018.

Administration prepared the attached draft policy for consideration by the Administrative Services Committee at their May 11, 2018 meeting, and the Committee passed a motion to recommend that Council pass a motion at the next regular meeting to accept the policy as presented.

PROPOSED RESOLUTION:

Moved by Councillor _____ to adopt Policy #COUN 05-18a, the Public Participation Policy, effective May 28, 2018.

PREPARED BY: Marian Carlson, CLGM, CAO

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 24, 2018



Policy #COUN 05-18(a)

Public Participation

PURPOSE

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

DEFINITIONS

CAO – means the Chief Administrative Officer of the Town of Claresholm or their delegate.

Municipal Stakeholders – means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

Municipality – means the Town of Claresholm.

Public Participation – includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

Public Participation Plan – means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

Public Participation Tools – means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- (a) In –person participation which may include meetings, round-tables, town halls, open houses and workshops;
- (b) Digital participation which may include online message boards/discussion forums, and online polls or surveys;
- (c) Written participation which may include written submissions, email, and mail-in surveys, and polls; and
- (d) Representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

Council Responsibilities

- (a) Council shall:
 - i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
 - ii. Consider input obtained through Public Participation;
 - iii. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
 - iv. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - v. Promote and support Public Participation; and
 - vi. Request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

Administration Responsibilities

- (a) The CAO shall:
 - i. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - ii. Implement approved Public Participation Plans;
 - iii. Report the findings of the Public Participation to Council;
 - iv. Develop the necessary procedures to implement this Policy; and
 - v. Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

PUBLIC PARTICIPATION OPPORTUNITIES

- (a) The CAO shall develop and implement a Public Participation Plan when directed by Council.

POLICY EXPECTATIONS

Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipalities website.
- (d) This Policy will be reviewed at least once every four years.

Public Participation Standards

- (a) Public Participation activities will be conducted in a professional and respectful manner.
- (b) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Council, may be excluded from Public Participation opportunities.

PUBLIC PARTICIPATION PLANS

- (a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. The nature of the matter for which Public Participation is being sought;
 - ii. The impact of the matter on Municipal Stakeholders;
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation tools to utilize, level of engagement and time for input;
 - iv. The timing of the decision and time required to gather input;
 - v. What information is required, if any, to participate; and
 - vi. Available resources and reasonable costs.
- (b) As per Schedule "A" of this policy, Public Participation Plans will, at minimum, include the following:
 - i. A communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. Identification of which Public Participation tools will be utilized;
 - iii. Timelines for participation;
 - iv. Information about how input will be used;
 - v. The location of information required, if any, to inform the specific Public Participation.

REPORTING AND EVALUATION

- (a) Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- (b) The report shall include a summary of the input obtained.

Date Approved by Council:

Resolution #: MOTION #

SCHEDULE "A"

PUBLIC PARTICIPATION PLAN

Date:
Topic
Communication Plan
Public Participation Tools To Be Utilized
Timeline For Participation
How Input Will Be Used
Location of Information to Inform The Public



REQUEST FOR DECISION

Meeting: May 28, 2018
Agenda Item: 14

CLOSURE OF 49TH AVENUE WEST FOR FAIR DAYS

DESCRIPTION:

The Town of Claresholm Economic Development Committee implemented the inaugural 'Downtown Tour' during Fair Days, 2016. The event was considered a great success, driving large numbers of community residents and visitors in to the downtown core to take advantage of local retailers, vendors, artisans, commercial open houses, musicians, and food trucks. Retailers and local restaurants provided feedback that it was one of the busiest days of the summer for sales and was a steady flow of customers all day long. This event was successfully repeated in 2017. The concept is to close a portion of a downtown street and create a street festival atmosphere. The purpose is to condense the entertainment, vendors and food into one area that will improve traffic for all involved.

Lauren Billey is the Event Coordinator again this summer, a position she has done for two summers prior to this one. She is requesting that Council agrees to once again close a portion 49th Avenue West on Saturday, August 11th.

49th Avenue West was chosen as the appropriate street for closure for four reasons;

- More small retailers who would benefit directly from the increased traffic
- 50th Avenue has the only set of traffic lights in town for crossing from the east to west sides and for turning off the highway (experiences more traffic)
- The condensed traffic and activity will be highly visible from the passing highway and will act as a beacon to passing motorists to stop and check out the activity/our town
- 2nd Street West is less visible from the highway, and is on the parade route (making morning setup difficult with the 11am parade)

PROPOSED RESOLUTION:

Moved by Councilor _____ to approve closure of 49th Avenue from the 2nd Street West intersection to the north-south alley that runs adjacent ATB and Pharmasave for a period of up to 12 hours as required to facilitate the Fair Days Street Festival.

ATTACHMENT:

- Letter from Events Coordinator Lauren Billey

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 24, 2018

Dear Mayor McPherson & Council

As the events coordinator for our community, I am writing this letter to request an approval for use of Centennial Park for Canada day and the closure of 49th Ave for the Claresholm Fair Days street festival on August 11th.

Canada day was moved to Centennial Park last year and we received a great response regarding the change. This year we have circus performers with amazing acts doing 3 shows throughout the day, cake cutting at the fire hall, a petting zoo, face painters, bouncy castles and much more.

Fair day's street festival on August 11th, working together with the economic development officer was a huge success. This year we will have live music, performers, food trucks, bouncy castles and much more

Thank you for taking your time to review this and if you wish to get a hold of me for further information, please do not hesitate.

Lauren Billey

(403)332-0942

claresholmevents@gmail.com



REQUEST FOR DIRECTION

Meeting: May 28, 2018

Agenda Item: 15

REGIONAL SUBDIVISION & DEVELOPMENT APPEAL BOARD

DESCRIPTION / BACKGROUND:

Oldman River Regional Services Commission (ORRSC) is offering to its members municipalities the option to be included in a Regional Subdivision and Development Appeal Board. The deadline for response is late May, then the process of adopting a Bylaw, etc. will begin in June. ORRSC will assist the municipalities with the new bylaws required to be compliant with the Modernized *Municipal Government Act*.

The Town of Claresholm currently has an updated SDAB Bylaw (#1636) and has appointed a member from ORRSC as the clerk to the SDAB. So currently the Town is in compliance with the MGA requirements (provided that all members receive training prior to hearing an appeal). However, there may be benefits to participating in a regional board. Currently a member of the SDAB cannot be an employee, a member of the Municipal Planning Commission (MPC), or a person who carried out subdivision or development powers for the Town. Currently the Town's board consists of five (5) adult members, 3 Councillors and 3 members at large (2 members at large have received training).

With the Modernized MGA only 1 Councillor can sit to hear an appeal (3 are required for quorum). Members must also be trained prior to hearing an appeal (and before April 1, 2019). SDAB Members must also take refreshers courses every three years to stay current on appeal matters. The training will address matters such as the board member's roles, responsibilities, and the hearing process. The SDAB Clerk administers and oversees the scheduling and recording of the SDAB hearings (currently ORRSC staff member appointed as clerk).

DISCUSSION / OPTIONS:

ORRSC is proposing a Regional Subdivision and Appeal Board that will provide Municipal Affairs approved training every three years. The regional board will provide a pool of qualified members to draw panels from. Between the municipal partners, the cost of training, time, and commitment levels will be shared. When appeals are seldom received it can be difficult to attract members in some municipalities. The Town of Claresholm has had one appeal in the last 6 years.

The regional board will allow for ease of gaining quorum and stagger training so those hearing appeals have received recent training. ORRSC would continue to provide trained clerks and also report training back to Municipal Affairs on behalf of the member municipalities. Depending on board members there may be an opportunity for members to have regional as well as local expertise.

Option 1: Continue as is using the Town's board under the current Bylaw and ORRSC Clerk (as currently structured). This would require the Town to absorb all costs related to keeping board members trained and remaining compliant with legislation.

Option 2: Regional Board and ORRSC Clerk. The Board is recruited, trained, and training is reported to Municipal Affairs by ORRSC. The board costs would be a fixed yearly membership fee (not determined at this time), and variable rates for member meetings, mileage, potential legal fees. Clerk provided, trained and all clerk duties provided by ORRSC on a fee for service basis (based on hourly ORRSC members rate/ costs for photocopying etc./ mileage, rates for attending meeting or other incidentals).

ORRSC's proposal was discussed at the May 11, 2018 Administrative Services Committee meeting and the Committee passed a motion to recommend to Council to accept the Regional Subdivision & Development Appeal Board model (Option 2).

Administration is seeking Council's direction in this matter.

APPLICABLE LEGISLATION:

- 1.) MGA Section 627 & Section 628

PREPARED BY: Tara VanDellen, Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 24, 2018



CAO REPORT

May 28, 2018

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

CAO – ICF Meeting

The CAO's and Senior Management staff from the MD of Willow Creek, Town of Nanton, Town of Stavely, Town of Granum, Town of Fort Macleod and the Town of Claresholm met on April 26th & 27th to begin discussions regarding the Intermunicipal Collaboration Framework (ICF). Municipalities must establish an ICF with all those municipalities having a common boundary prior to April 1, 2020. Areas of potential collaboration were identified, but not fleshed out. We are currently collecting and compiling data regarding existing agreements and other relevant documentation. Once this data collection is complete, further discussions will take place.

BYLAW ENFORCEMENT

[See enclosed report](#)

CORPORATE SERVICES

[See enclosed report](#)

DEVELOPMENT

[See enclosed report](#)

ECONOMIC DEVELOPMENT

[See enclosed report](#)

FCSS

[See enclosed report](#)

HR & TAXATION

[See enclosed report](#)

INFRASTRUCTURE SERVICES

[See enclosed report](#)

RECREATION

[See enclosed report](#)

UTILITY SERVICES

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM
CAO

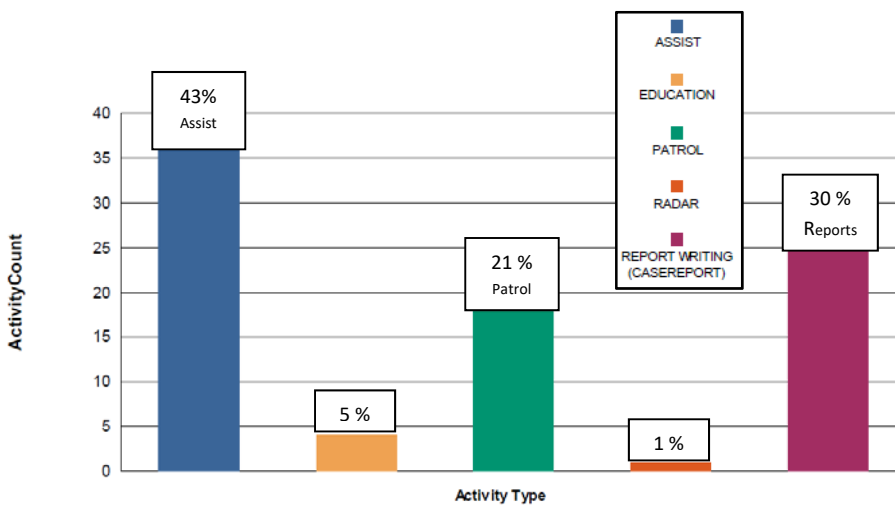


INFORMATION BRIEF

Meeting: May 28, 2018
 Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT April 2018

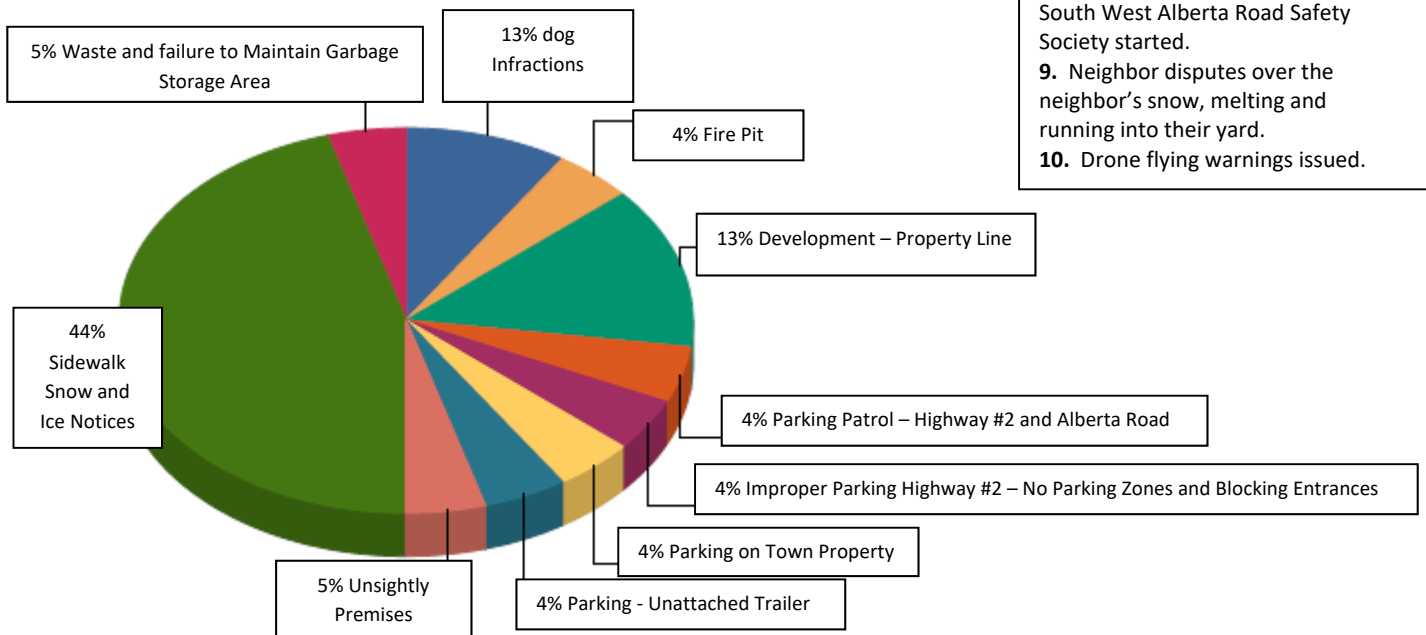
Community Engagement in April



April Enforcement Highlights:

1. Sidewalk Patrols for snow removal represented a large quantity of time in April (snow fall events where April 3, 7, 13 and 17th).
2. Two (2) Unsightly Orders issued to property owners.
3. Research done on the legal process for Clean-Up Orders that result in the removal of property and the process involved in the legal procedures for municipally issued tickets/fines.
4. Localized flooding issues required conversations and tow notices issued to get vehicles moved to allow for street cleaning.
5. Worked with SNAPS to facilitate youth education with our staff and community businesses.
6. Finalized SADD assembly, Bike/Pedestrian Safety and Beginner Driver education with the schools.
7. Unsightly yard and spring waste concerns solved through conversation.
8. Bike Rodeo programs with the South West Alberta Road Safety Society started.
9. Neighbor disputes over the neighbor's snow, melting and running into their yard.
10. Drone flying warnings issued.

Bylaw Infractions/Complaints/Actions in April



DIRECTOR OF CORPORATE SERVICES - UPDATE



Claresholm

For: 4/21/2018 - 5/25/2018

Financial

- Tax notices have gone out and payments are already starting to come in for 2018 taxes
- Borrowing Bylaw for Multi-use Community Building has passed first reading and is being advertised as per MGA requirements prior to 2nd and 3rd readings.
- Working with Associated Engineering and ACRP to file a scope change request on our Storm Water Project – Phase 1 to include a portion of our Phase 2 project.
- Moved the Town's mobility contracts over to Government of Alberta contract pricing, which should provide nearly 50% cost savings for mobile services.
- Continuing to work with Telus to try and reduce costs for land line services. Finally received positive news with a verbal agreement on pricing that will save the Town approximately 66% for landline services – currently waiting for new contract to be drafted and forwarded for signatures.
- Helped the Curling Club to finalize their CFEP grant application for the Brine Chiller replacement capital project which has now been submitted.
- Worked with the Kinsmen to submit their CFEP grant application for a pathway from Division Ave to Derochie Drive on 8th Street West. Application submitted on May 15th.
- Paperless statement fee notices have gone out in Utility Bills and with Tax Notices. Receiving significant response of individuals signing up which is very positive. There have also been some complaints regarding this new charge, however it should be noted that residents have always been paying for paper statements – the cost is just more transparent now and savings are provided to those that take action to save the Town time and money.
- Accounts Payable EFT payments is also receiving a great response with significant adoption. We have gone from essentially 100% of payments via cheque to the last AP batch being 50/50 Cheque/EFT (33 EFT payments and 34 Cheque payments). This in just under 2 months since purchase and utilization of this new EFT module.

Museum

- Museum opened May 14th, with Grand Opening on May 18th.
- Received 3 student grants to help fund our student positions – 2 Young Canada Works Grants and 1 Canada Summer Jobs Grant. These grants provide partial funding for wages for these positions. We have 2 of these 3 positions filled, and one is being re-advertised as our original hire has found work closer to home.

General

- SNAPS Youth Employment Conference – Held a debrief session with SNAPS and with the School Liaison on the recent Conference/Job Shadow program. Some items were noted for improvement, however in general program was well received and was a great success. Looking to hold the event/program again next year.

Submitted by
Blair Bullock, CPA, CA
Director of Corporate Services

DEVELOPMENT OFFICER REPORT

For: 4/25/2018 - 5/23/2018



Development Permits

- ❖ 10 permit applications received.
- ❖ 8 development permits closed.

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ May 9, 2018 – webinar CARES (community and regional economic support program) program intakes and changes to the program were discussed.
- ❖ May 11, 2018 – MPC meeting
- ❖ May 14, 2018 – Council meeting
- ❖ Local Press Ads: public hearing notices, write up on permit requirements.
- ❖ With the nice weather we are receiving many calls in regards to fences, sheds, and other projects.
- ❖ Continued research on Cannabis legalization in Canada. Dr. Fiona Clement (University of Calgary) <https://www.youtube.com/watch?v=uepyALmC90Y>

On-going projects

- ❖ East-side Town owned consolidation project on-going. Road closure bylaw passed 2nd and 3rd readings on May 14, 2018. Consolidation plan sent to Land titles for registration.
- ❖ Road plan clean-up project– landowners sent letters in regards to the surveying work. Initial numbers for the road plan additions being calculated by the land surveyors.
- ❖ Industrial Land Project “Planning for Growth” – Project awarded and work to commence May 28, 2018. Landowners/stakeholders continue to be updated as the project progresses.
- ❖ Land Use Bylaw Amendment / MDP presented for 2nd and 3rd readings May 28, 2018.

*Submitted by
Tara VanDellen
Development Officer*

Economic Development Officer's Report

Town of Claresholm

May 24, 2018



Prepared by Brady Schnell for the Chief Administrative Officer of the Town of Claresholm, and its Council.

Since the submission of my April 19th Economic Development Report I have been, and continue to, perform my duties and responsibilities as outlined in my employment contract, and as directed by the Chief Administrative Officer and Economic Development Committee (EDC). This report will provide a summary of the department operations, committee operations, as well as highlights and timelines for significant projects, when appropriate.

Economic Development Department

As advised by the outgoing Economic Development Officer (EDO), I have been tracking the number and type of requests for information that the department handles, outside of EDC business. From April 7th to the time of this report I have tracked 26 unique requests for information or assistance. These instances do not include any sales-calls, but do include relationships with such groups as: the Flying Farmers, the Lethbridge College Regional Campus, Energy Providers, Internet Providers, the Chamber of Commerce, and a number of other regional colleagues, and individual citizens of the community.

- A review and re-organization of all physical files, binders, and reports in the department has been complete. *I still require updated policies manual and bylaws for the office.*
- The Business Growth and Development Centre is now equipped with basic kitchen necessities to supply guests with cold-clean drinking water, and hot tea and coffee, from non-disposable glass wear.
- Regular drop-in hours have now been posted in the Local Press on three occasions. Those being Monday – Friday from 8:00am – 9:00am, and 1:00pm – 2:00pm.

Economic Development Committee:

The EDC met on Tuesday May 22nd from 7:00 pm to 10:00 pm, in the Business Growth and Development Centre. It was attended by 8 of the 10 members as well as the EDO. Included in the agenda was a full review of the Town of Claresholm's Economic Development Committee Bylaw #1635, and a line-by-line review of the EDC 2018 Budget.

Guided by the EDO, the board members had a discussion about the purpose and goals of the EDC, the level of commitment and expectation of each board member, and of the EDO. I was able to get updated contact information, and reach a consensus on when the meetings are to be held each month, as there was confusion in both instances. Next meeting is June 18th, 2018.

Industrial Land Study – Planning for Growth

The Request for Proposal closed May 3, 2018 and nine (9) submissions were received. I reviewed the nine submissions along with our Chief Administrative Officer and Development Officer. Two firms were identified as having superior proposals, those firms were interviewed and references were contacted. The CAO has since notified WSP Engineering that they were the successful firm.

From the EDO perspective the proposal by WSP was not only one of the most cost-effective options, but it included a significant investment in a market analysis and in cost-sharing models for the project. The market analysis performed by Watson & Associates will be used as a guiding tool in the marketing and sales of the developed lands in this project, and throughout future projects. The cost-sharing models will assist and guide Council and other stakeholders as they work through the financial obligations and structure relating to the Planning for Growth project.

The kick-off meeting has been scheduled for Wednesday May 30, 2018, here in Claresholm.

Gateway Signage Project (Welcome signs)

The Town Council received an Information Brief regarding the design and recent permit approval for the replacement of the north and south welcome signs along Highway-2. At the May 22nd meeting of the EDC it came to my attention that the board members had not been included in the final stages of the design process of the welcome signs, and were collectively surprised and dissatisfied with the result.

The board members are not confident that the replacement of the existing welcome signs with new signs, with only one-third the footprint, is a good idea. Discussion included several concerns and alternate suggestions, but it was clear that the EDC does not have majority approval on this current design. I believe that this project fell off the rails during the EDO transition, and that interruption was amplified when the General Manager of Can West Legacy removed our lead-contact from employment, during the same time-period.

I have been directed to explore the feasibility of three alternate options, in terms of cost, and compliance with AB Transportation road regulations. The EDC would invite Council to discuss the welcome sign design and provide suggestions as we continue to move forward on this.

Submitted,

Brady Schnell
Economic Development Officer

FCSS REPORT FOR MAY

- April and May have been extremely busy for us. We are finally slowing down on the intake of taxes. Our fantastic volunteers have prepared 375 tax returns to date. Our new process of checking the forms before submitting them has helped tremendously by not having as many dissatisfied clients returning with mistakes on their returns. We will continue to run the program like this again next year.
- Barb attended a course on Outcome Measures in Red Deer. The trainers are now trying to help us to report longer term outcomes for the government. We are also trying to report programs that are similar to other FCSS as well so the government can see an overarching result of our programming.
- Director's Network was in Red Deer this year. It was about leadership and inclusion. AUMA presented about leading inclusive initiatives and welcoming inclusive communities and talked about some community examples. Two other presenters talked directly about skills of leadership and also talked about dealing with different personalities. There was also some discussion of concern for the fate of FCSS after the next provincial election.
- Barb volunteered at West Meadow in grade 6, teaching a Junior Achievement course called World of Business. It is nice to see the type of programming being offered by some of our funded agencies.
- Allison facilitated the Roots of Empathy wrap-up party for the first class at West Meadow. There is another class that will wrap-up in June.
- We are set up for another year of Roots of Empathy to run at West Meadow next year.
- There was a presentation at Interagency by PHECC (Early Childhood Education) this month. We had 20 agencies represented at the table.
- Our first Ask the Expert column was in the May 23 edition of the Local Press.

- Barb is working on the Outcome Measures Report for the province. It is due at the end of July. It will be submitted for the Outcome Measures trainer to look over before it is submitted to the government.
- Allison attended the SADD (Students against Destructive Decisions). This was part of the Risk Reduction program at WCCHS.
- Upcoming Events:
 - May 22, 2018 Dean Talks
 - May 25, 2018 presentation by Allison on Guerilla Gardening at Spring Tea at Library
 - May 30, 2018 Calgary Zoo Trip with Seniors
 - June 12 & 13, Mental Health First Aid for Seniors

May 2018 H/R and Taxation Report

Prepared by: Lisa Chilton

Human Resources

We said goodbye to Justin Sweeney and welcome to Brady Schnell, the new Economic Development Officer, who started on April 9th and has already made a positive impression in his new role.

We interviewed for, and hired, four seasonal positions at the museum and three seasonal positions for public works (gardener and 2 seasonal staff). All have started. Unfortunately, one of the employees hired for the museum has moved on to something closer to home so we will be advertising again to fill that position for the summer.

Assessment and Taxation

The combined Tax and Assessment Notices were mailed out on May 16th. Thank you to council and administration for working hard through the budget and mill rate process in order to keep the town within legislated time deadlines for issuing of tax notices. Taxes are due (except for Tax Installment Payment Plan participants) on June 29th and the final day for assessment appeals is July 23rd. If any council members have been approached by a rate payer for information, please direct them to the Town Office Tax Administration. We are all very familiar with the assessment and taxation process and are here to help anyone with their questions or concerns.

Below are the current outstanding taxes at May 23rd, 2018.

- Taxes outstanding are **\$3,719,958.16** summarized as follows:

\$ 3,585,278.31	Current Taxes for 2018
\$ 18,359.90	Tax recovery property not sold at auction 2017 (town-owned now)
\$ 17,387.99	Properties under tax agreement (2)
\$ 29,599.07	Tax arrears properties on list for 2017 (subject to sale in 2018)
\$ 46,916.95	Tax arrears properties on list for 2018 (subject to sale in 2019)
\$ 22,415.94	Other arrears and penalties

There is one property with a single-family home on it that by all indications may be sold at public auction in 2018. The other three properties are a triplex that has 3 individual titles. We have been unsuccessful in locating the owner of this triplex after several attempts to call or mail information. A request for decision will be on the June 11th agenda to set the reserve bids for any of these properties that are still in arrears.

There were seven properties on the 2018 Tax Arrears List. One has been paid in full and there is an expectation of a tax agreement for two of the properties.

Infrastructure Services



May 2018

TOWN OF CLARESHOLM

Mike Schuweiler

Director of Infrastructure

Airport

Inspections done weekly.

Arena

The sub-base under the old slab was extremely wet and drying it took a few weeks. The Arena floor contractor has started with the installation of the new system piping. The Fire Alarm system had conduit running through the old slab and this replacement work is underway. This was not known about until the time of removal.

Buildings

Inspection sheets for leased buildings have been mailed out to the operators and we have asked for their comments on the building's needs, condition and concerns. This is to ensure that every effort is made to have all necessary repairs budgeted for and not be in an emergency situation for immediate funding. Two AED's in Town buildings have been discontinued, batteries cannot be purchased. These units will have to be replaced.

Cemetery

A summer employee has been hired to look after the cemetery maintenance/grass cutting this year. The goal, as always, is attention to the respect of the cemetery and its user's families. He started right after the May long weekend.

Equipment

We are currently looking for a used service body truck to replace one existing unit.

Garbage

Our collection program is working well. Spring clean-up has started and will run until the first of June. The Sanitation dept. and the PW crew will work together to collect all materials that were set out.

Sidewalks

Sidewalk complaints and existing listed problems are the focus of this year's replacement program. The work required is now out to public tender and a contractor will be hired in the first week of June to complete this year's budgeted work.

Streets

The condition of some streets in Town are visibly broken up and maintenance will need to be stepped up to keep up drivability, until replacement can be budgeted for. The Town's engineer for the 2018 street improvements is ISL engineering. We have met and reviewed all work to be completed this year and we are now in the engineering design stage. This work will be put out for public tender as soon as possible, with construction throughout the summer months.

Sanitary Sewers

The semi-annual sewer flushing of the entire Town was started in May, this will take the next four weeks to complete. A resident on 51st Ave, East, has requested that the Town replace his sanitary sewer service from the main to the property line. This work is now completed. Work on the sewer trunk main replacement project from the Airport to the lagoons has been engineered by WSP engineering. This work is also progressing with meetings scheduled with the Town, MD and the affected landowners in the next weeks.

Water Distribution

A property owner has paid for new services to be installed to his lot, this work is now done. Four water leaks have been repaired over the last four weeks, in various areas around town.

Storm Water Drainage

Work has now started on the 8th street drainage ditch project, the overhead power line has been removed and underground power cable was installed. The ditch will now get excavated to grade and the culverts under the highway will be installed. The remaining utilities will be installed after the ditch is dug.

Parks

Parks staff have cleaned all parks of debris and are now cutting grass. The ball diamonds were the first priority as the season was late getting started and they were asking for us to hurry. The Tennis courts have been gone over and nets installed for the season. The museum grounds were cleaned and cut for the grand opening on the long weekend.

Recycling

Proposals have been reviewed and a new recycling contractor has been engaged to look after the materials that we collect. Some new processes will have to be implemented in our program once we start with the new contractor.

Staff

Hiring for our seasonal summer help and the gardener position had been advertised and interviews were done with 3 staff members hired that all started after the May long weekend.

CLARESHOLM RECREATION

April & May 2018



Authored by: Denise Spencer



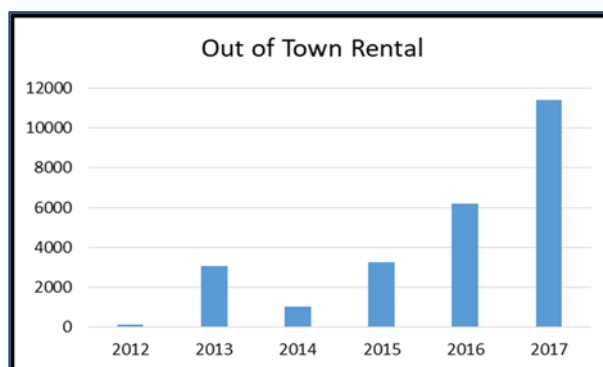
CLARESHOLM RECREATION

Arena

1. The Arena renovation was put on a bit of a hold to allow the sand to dry out thoroughly. Bry Sand Ice Arena Ltd. was onsite to test the moisture Thursday May 17, 2018. They have determined that work can now start Tuesday May 22, 2018.
2. After the removal of the arena floor, it was discovered that the fire alarm system had been wired through conduits in the floor, which had been damaged during removal of the concrete slab. There is currently an electrician rectifying this on site at the Arena.
3. The involvement of the town in the next phase of the renovation will encompass;
 - a. Painting of the North Wall in the main Arena
 - b. Removal of the trophy case in the Lobby, and painting the wall
 - c. Pressure washing the Bleacher area
 - d. Painting of the bleachers
 - e. Update of the Claresholm Logo in the lobby

*Town staff will be focusing on these areas during inclement weather

4. Minor Ball has a fold up, batting cage that can be anchored by ceiling cables, it is netted and foldable. Would like to be able to install it after the ice is removed for the season, until Lacrosse starts its practices. There is a Cable and pulley system that Skate Club uses that has the potential to be used for this would need to be looked at closer.
5. User Meeting Info;
 - a. Modular board system; will offer flexibility in changing out boards to those with doors
 - b. Dividers; Minor Hockey to have this system in place for youth hockey as it will likely be mandatory for 2018-19 season and beyond.
 - c. Doors; increase in the number of door's coming off the ice, and the placement. These doors will help different groups have accessibility to the rink during off season, ensure there are multiple exit points, and have the rink ready for future upgrades, or phases to the arena. Also doors from the time keepers box that open to the penalty boxes, which increase accessibility
 - d. Minor Hockey Bookings in August, and November (first pick before out of town); Jen will be working on the schedule to be ready for August.
 - i. 2 Minor Hockey Slots on Saturday mornings 8:30-9:30am & 9:45 (10am) -12pm; requested they let us know if they will not be using a weekend
 - ii. 12-8 pm for out of town tournament dates; on Saturdays, this will ensure the ice is being used during the day and into the evening. Saturday evenings the ice is typically not being used, changing the tournament times will work well for our community
 - iii. Family week; the town rent this weekend out if not needed
 - iv. Playoff Ice; what weekend should this be allocated, will the morning slots be enough to have available for playoff ice
 - e. Out of town



2012-\$113.44 2013-\$3,048.84 2014-\$1,025.95 2015-\$3,280.05 2016-\$6,210.75 2017-\$11,416

- i. Goal to surpass 2017 totals
- ii. 2017-2018 season 3 Minor Hockey & 7 Out of Town Tournaments (3 in January & February)
- iii. 2016-2017 season 3 Minor Hockey & 4 Out of Town Tournaments (3 in January & February)
- iv. Calgary needs to have dates in for tournaments by the first week of October, they are approved October 10-12
- v. January-February dates deadline is December 4
- vi. Calgary Minor Hockey Week is January 11-19, no tournaments are booked during this time

CAC- Claresholm Aquatic Centre

- CALA-Canadian Aquatic Leaders Alliance workshop on April 27 & 28 had 17 people attend, approximately 9 staff and 8 from other communities. The workshop gave our staff valuable information to give effective workouts and helped teach them to instruct Aquafit classes in an upbeat empowering manner.
- Kraken Swim Club started swimming on May 1st. They have increased their Tuesday and Thursday pool times from 4-6pm to 4-7pm, which has resulted in 7-8pm Toonie Swim Monday-Thursday until the end of June. Tuesdays and Thursdays in July and August will have reduced public swims, 2-4pm will be 2-3:30pm, and 6-8pm will become 6:30-8pm. This is to ensure there are still choices for public swims on these dates.
- Nanton Marlin Swim club is booked Tuesday/Thursdays 8-9pm with 2 lanes during our Fitness Swim, and Saturday/Sundays 4-5pm for a pool rental. They will be utilizing space at our facility until the Nanton Tom Hornbecker Pool's renovations are completed, mid June.
- The Kraken Swim Clubs workshop on May 12 & 13 went very smooth.
- Summer Registrations are still going well, we anticipate they will pick up even more in June
- Water Smart Week July 16-20. We are currently working on programming for a portion of our public swim times. This will include PDF's vs Puddle Jumpers, weather, waves, swimming with a buddy, as well as daily draws.

Pickleball

- Stats for April were 13 participants each week, May 3, 13, May 10, 17, and May 17 13 again. Numbers have went up a little with the nicer weather, and people back from wintering in the states.
- The season will wrap up at the Elementary School June 21st
- Monday and Wednesday evenings Pickleball will be held at the Tennis Courts throughout the summer
- A storage box (tool box)has been mounted at the Tennis Courts to store the equipment for the summer

Lacrosse

- 35 athletes are participating this year, which is down from 2017 number of 45
- Practices are held in Fort Macleod
- The peewee team has athletes from Fort Macleod registered
- This year has had challenges due to there not being a space in Claresholm to practice and play

Soccer

- 127 registrants for 2018

Spray Park

- Tentative opening date June 8, in line with 2017

Millennium Ball Park

There was still snow on the ground April 23, the Town Staff had limited time to get the Diamonds in shape as spring hit very quickly this year. Typically the High School Ball program starts the first week of April, weather permitting. The High school Boys team started using Moffat Park as it was the driest field. That diamond was prepared by a volunteer with Claresholm Minor Ball.

Conditions of the fields are fair. The shale used on them last year was powdery, and with the long winter and snow pack has resulted in the diamonds being fairly hard. They may need more maintenance than what the town has allotted. This maintenance may fall to Minor Ball and Co-ed slow pitch.

1. STATS

- a. High school Boys 17
- b. High School Girls 12
- c. Little League 74
- d. Co-ed Slow Pitch 7 teams, ~100 players

2. User Meeting info

- a. No Alcohol Bylaw signs; After Winterfest it was brought up that there was visible alcohol at the event, will ensure signs are posted regarding the bylaw and that user groups are aware that there is a town bylaw regarding open alcohol in town parks without a liquor license.
- b. Code of conduct sign; is this something that is needed at the Ball Diamonds? Minor Ball posts banners regarding respectful behaviour at the diamonds during the season. Town staff are open to the idea of having a positive message regarding respect (similar to the Arena) posted at the diamonds. Typically there are few issues that arise.

Southern Alberta Summer Games

- Registrations May 4-June 4, the games are July 4-7 in Taber
- 2017-135 Participants
- Waiting on 2 companies within the MD to have a graphic and pricing on shirts.

Skate Park Association

Claresholm Skatepark Association next meeting is May 24, 2018 from 8-9pm. During that time we will be shown the concept that has been drawn up by members of the community.

Community Involvement

- Pitch in Canada day Saturday April 28, 2018, helped clean the downtown parking lot as well as give out supplies to volunteers
- Snow White & the Seven Dwarfs, a pantomime June 7, 8, 9. Volunteer Stage Manager
- Mexican Fiesta, June 22, volunteered to work with the Chamber



Claresholm

UTILITY SERVICES REPORT

MAY 2018

3700 8th Street West

Work# 1-403-625-3100

brad.burns@claresholm.com

Box 1000 T0L-0T0

Cell # 1-403-625-1687

www.claresholm.ca

Claresholm, Alberta

Fax # 1-403-625-3869

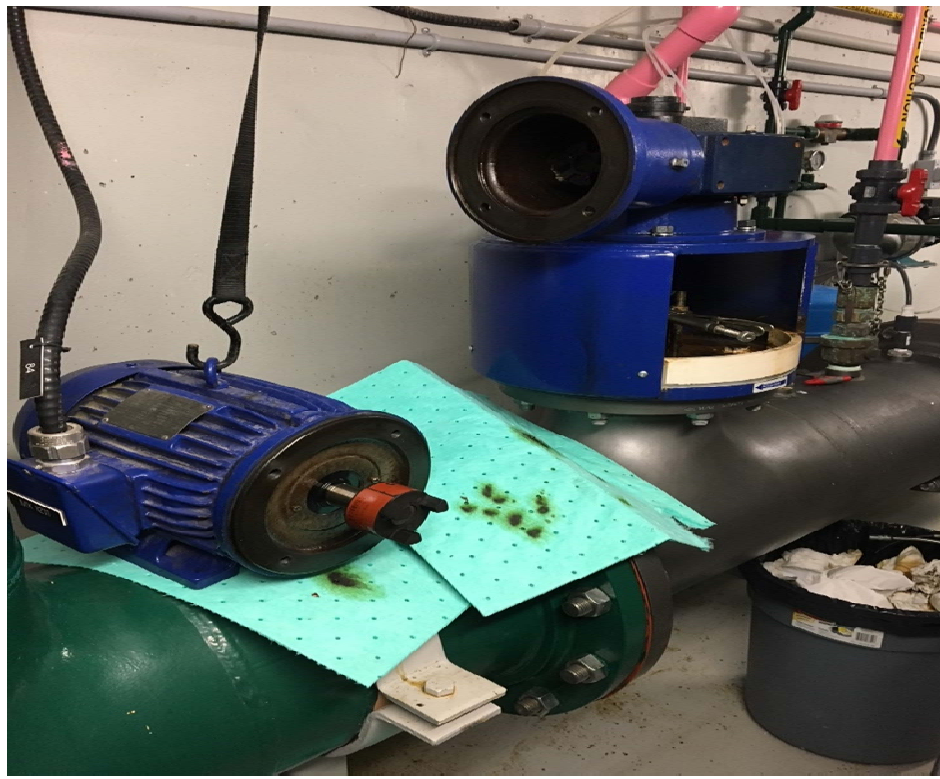
Utility Services Manager, Brad Burns

REGIONAL WATER TREATMENT PLANT

MAINTENANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Yard Maintenance at all Utility Services locations.
- Enhanced Flux maintenance both Pall Racks.
- VALARD relocated 8th street electrical service.
- DAF area process flash mixer repair.

Flash Mixer Combines Chemicals In The Raw Water Process Entering The DAF



- CHAMCO onsite to service SULLAIR compressor side B.

SULLAIR Compressors Provide Continuous Air To Pneumatic Vales



ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

MEETINGS

- Bi-weekly management meetings.
- Emergency Preparedness course.
- Cyanobacteria SOP follow up with Olds College Water and Applied Science instructor.

SAFETY

- Check SCBA monthly.
- Check fire extinguishers monthly (Johnson Controls onsite to check extinguishers for all Utility Services buildings).
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm sensor email, text message and call out monthly.
- Check emergency lighting monthly.

CHEMICAL

- Transfer chemicals to day tanks as.
- Changed gas chlorine bottles.
- Order and delivery of chemicals.
- Transfer powder activated carbon from damaged bag.

Powder Activated Carbon Removes Taste And Odor From Raw Water



PUMPING STATIONS AND RESERVOIRS

HIGHWAY PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.

AIRPORT PUMP STATION

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Test backup domestic water supply motor and pumps monthly.

UFA RESERVOIR

- Check SCADA links, electrical components and telemetry equipment weekly.

WEST WATER PLANT (decommissioned)

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

WATER DISTRIBUTION

UNIVERSAL METERING

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Check residential low flow and pressure concerns.

GOVERNMENT COMPLIANCE

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Follow up with AEP inspector on distribution repair/install procedures.

TOWN OF GRANUM AND SUPPLY LINE

- CICON Engineering upgrading reservoir building pumps, backup generation and other related components.

METER VAULTS

- Check acreage meter vault bi-weekly.
- Check Granum meter vault bi-weekly.
- Check South Booster station vault weekly.

DISTRIBUTION LINES

- Two Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken once per week.

LAGOON AND WASTE WATER COLLECTION

GOVERNMENT COMPLIANCE

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirements.

HARVEST SQUARE LIFT STATION

- Check lift station online daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

LAGOONS

- Check lift station online daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- DEXON blower issue with air flow sensor.

RAW WATER SUPPLY

PINE COULEE RESERVOIR

- Test Pine Coulee Reservoir water.
- Control fill line to onsite reservoir.
- Pine Coulee Reservoir level 1050.1 geodetic meters.

RAW WATER STORAGE RESERVOIR

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir LT1026 5332mm
- Check blowers to lake daily.
- Adding algaecide when filling onsite reservoir.

GOLF COURSE

- Backwash water from process continues through the neutralization system to the holding ponds.



INFORMATION BRIEF

Meeting: May 28, 2018

Agenda Item: 17

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - December 11, 2017				
18	IN CAMERA: e. Moved by Councillor Schlossberger to adopt the Intermunicipal Water, Wastewater and Testing and Maintenance Servicing Agreement with the Municipal District of Willow Creek as presented. CARRIED MOTION #17-146	Marian	Agreement in place. Lease agreement & transfer agreement on May 14, 2018 regular meeting agenda for approval	Complete
Regular Scheduled Meeting - February 12, 2018				
20	INFO BRIEF: Open House Questions - Referred to Administration to move questions from open house and trade fair to the planning session for further review. Administration will continue to follow up with the people who submitted questions.	Marian	Will include in planning session discussions to be held June 22, 2018	In progress
Regular Scheduled Meeting - April 23, 2018				
14	IN CAMERA: LAND - Moved by Councillor Zimmer to direct Administration to get the land located at the old water treatment plant, specifically NE ¼ Sec 23; Township 12; Range 28; Meridian 4, appraised for value. CARRIED MOTION #18-061	Tara	Appraisal obtained.	Complete
Regular Scheduled Meeting - May 14, 2018				
1	BYLAW #1638 - Moved by Councillor Schlossberger to give Bylaw #1638, regarding a road closure, 2nd Reading. CARRIED Moved by Councillor Zimmer to give Bylaw #1638, regarding a road closure, 3rd and Final Reading. CARRIED	Tara	Signed, copy sent to BOA to register consolidation plan.	Complete
2	BYLAW #1643 - Moved by Councillor Moore to amend Bylaw #1643 regarding the 2018 Mill Rate, prior to 2nd & 3rd Readings as recommended by Administration. CARRIED Moved by Councillor Carlson to give Bylaw #1643 regarding the 2018 Mill Rate, 2nd Reading. CARRIED Moved by Councillor Courage to give Bylaw #1643 regarding the 2018 Mill Rate 3rd & Final Reading. CARRIED	Blair	Bylaw executed and posted to website. 2018 Tax & Assessment Noticed mailed May 16, 2018	Complete
3	BYLAW #1644 - Moved by Councillor Zimmer to give Bylaw #1644 regarding the Municipal Development Plan, 1st Reading. CARRIED	Tara	Notice sent to local press for Public Hearing. On agenda May 28 for 2nd and 3rd readings.	Complete

4	BYLAW #1645 - Moved by Councillor Schlossberger to give Bylaw #1645, regarding a borrowing bylaw for the Multi-use Community Building, 1st Reading. CARRIED	Blair	Advertising scheduled in the local press on May 23 and 30th. Will be presented for 2nd & 3rd readings on June 11.	Complete
5	BYLAW #1646 - Moved by Councillor Schulze to give Bylaw #1646 regarding a land use bylaw amendment, 1st Reading. CARRIED	Tara	Notice sent to local press for Public Hearing. On agenda May 28 for 2nd and 3rd readings.	Complete
6	Delegation Response: Prairie Winds Clubhouse - Moved by Councillor Carlson to appoint Councillor Schulze, as a member of the Claresholm & District FCSS Board, to attend a few meetings of the Prairie Winds Clubhouse Society's Board to act as a liaison between the Town of Claresholm and the Society to determine whether a permanent member is warranted. CARRIED MOTION #18-062	Karine	Email sent	Complete
7	Delegation Responsse: Darla Slovak - Moved by Councillor Moore to allow the organizers of the downtown markets to use the downtown parking lot for the dates and times as proposed for the 2018 season. The Town will provide barricades for the events and set up the barricades for the Wednesday Farmers Market. Other than the west side parking stalls, barricades are not to be placed to block off entrances and exits to the parking lot for these events. If the markets become too large, this could be amended as necessary. CARRIED MOTION #18-063	Karine/Mike	Letter sent	Complete
9	CORRES: AUMA - Moved by Councillor Courage to allow AUMA to use the Town of Claresholm's logo and the Mayor's name on their letter of support for the Trans Mountain Pipeline Project to be sent to Prime Minister Justin Trudeau, copying the Premiers of Alberta and British Columbia, as well as the federal minister of Natural Resources Canada. CARRIED MOTION #18-064 NOTE: Mayor MacPherson would like copies sent to MLA Pat Stier and MP John Barlow.	Karine	Email sent	Complete
12	CORRES: Nanton Boosters Club - Moved by Councillor Courage to approve sending the Town of Claresholm float to up to six parades including larger centers if possible in 2018 plus our Fair Days Parade, contingent on staff or volunteers being able to take the float, with a budget for parade candy of up to \$1,250. CARRIED MOTION #18-065	Karine/Lisa	Parade candy has been ordered. Planning will be ongoing dependant on parades this summer.	Complete
13	CORRES: Claresholm Kraken Swim Club - Moved by Councillor Schulze to support the Claresholm Kraken Swim Club's Annual Swim Meet June 8 & 9, 2018 and waive the cost of the pool rental fees to a maximum of \$700. CARRIED MOTION #18-066	Karine/Denise	Letter sent	Complete
14	CORRES: Claresholm & District Transportation Society - Moved by Councillor Schulze to refer discussion on tax tokens to Administration for further research and information and to report back to Council, and also have the Claresholm & District Transportation Society come and make a presentation to Council as a Delegation if possible. CARRIED MOTION #18-067	Blair/Karine	Contacted The Transportation Society to request delegation - no date set. Administration is still doing research on policy and implications of requested changes	In progress
16	RFD: Kin Clubs of Claresholm - Moved by Councillor Schlossberger to write a letter of support for the grant application being submitted to the Community Facility Enhancement Program (CFEP) by the Claresholm Kinsmen for the purpose of expanding the walking path system along 8th Street West. CARRIED MOTION #18-068	Tara	Letter sent with grant application.	Complete
17	RFD: Development Permit Refund Request - Moved by Councillor Courage to approve a prorated refund of \$78.00 of the application fee regarding application number D2017.066 submitted by Art Friesen and Cheryl Guenther. CARRIED MOTION #18-069	Tara	Letter prepared, sent to AP for processing.	Complete

18	RFD: Appointing an Assessor - Moved by Councillor Zimmer to appoint the Town's current Assessor, Logan Wehlage, an employee of Benchmark Assessments Consultants Inc, as the Assessor for the Town of Claresholm. CARRIED MOTION #18-070	Marian	Notification sent to Province	Complete
19	RFD: Policy #COUN 05-18 - Moved by Councillor Carlson to adopt Policy #COUN 05-18 regarding Streaming and Recording of Council meetings effective May 14, 2018 as presented. CARRIED MOTION #18-071	Karine	Policy distributed	Complete
20	RFD: Recycling Contract - Moved by Councillor Courage to approve the out of budget expenditure for recycling cages in the amount of \$7,343.63 to be funded from operational reserves. CARRIED MOTION #18-072	Mike	Cages have been ordered - half are already being shipped, half on backorder.	Complete
20	RFD: Recycling Contract - Moved by Councillor Zimmer to enter into a contract with Cascade Recovery on a one year trial basis, keeping the existing recycling program. CARRIED MOTION #18-073	Mike	Cascade has been contacted to draft 1 year agreement - waiting for Cascade to deliver contract for review.	In progress
21	RFD: Storm Pond Revegetation & Pathways Tender - Moved by Councillor Carlson to approve the over budget project expenditure of \$32,000 funded from Capital General Reserves to complete the priority pathway projects. CARRIED MOTION #18-074	Mike/Blair	Use of reserves noted for over budget expenditure	Complete
21	RFD: Storm Pond Revegetation & Pathways Tender - Moved by Councillor Schulze to award the contract for the Storm Water Management Facility Revegetation and Pathway Project to Bos Scapes Inc. for \$1,514,314 plus GST with the understanding that the contract will be amended to the amount of \$1,292,747 plus GST based on proposed change orders. CARRIED MOTION #18-075	Mike/Blair	Associated Engineering is working with Bos Scapes to finalize the contract prior to signing	In progress
22	RFD: Increase of 70 km/h zone - Moved by Councillor Schulze to apply for speed zone extensions from Alberta Transportation as follows: Move the 70 km/h zones from their current locations; 200 meters north and south, which effectively stretches the 50 km/h zones 200 meters north and south, on Highway #2 in Claresholm, on both north and south bound lanes. CARRIED MOTION #18-076 NOTE: Copy to be sent to MLA Pat Stier	Jason	Request for changes sent to Alberta Transportation by email, followed up with a conversation	In progress
23	RFD: Museum ATCO Funds - Moved by Councillor Courage to approve the \$6,000 contribution to the "Honouring Women in Agriculture" Project and the \$4,000 Exhibit Hall Lighting Project expenditure with funding to be taken from the Museum Operational Reserves (ATCO Donation). CARRIED MOTION #18-077	Blair/Ken	Museum has been informed of approval and use of reserves for over budget expenditure has been noted	Complete
30c	In Camera - Moved by Councillor Carlson to engage the services of Robert Harvie with Huckvale LLP to investigate a complaint in regards to the Councillor Code of Conduct Bylaw – Bylaw #1641. CARRIED MOTION #18-078	Marian	Engaged Robert Harvie to complete the investigation	Complete
30c	In Camera: Moved by Councillor Zimmer to approve the fees charged in relation to this investigation as an out-of-budget expenditure to be funded through general operational reserves. CARRIED MOTION #18-079	Blair	Use of reserves noted for over budget expenditure	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 25, 2018

INFORMATION ITEMS



MUNICIPAL PLANNING COMMISSION MINUTES

April 13, 2018

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Jeff Kerr – Member-at-Large (Vice-Chairperson)
Doug MacPherson – Mayor
Donna Courage - Council Member
Sharon Galbraith - Member-at-Large

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

8:31 a.m.	Call to Order /Adoption of Agenda	Move to amend the agenda order by Mayor MacPherson
		Seconded by Jeff Kerr
		Move to adopt the amended agenda by Mayor MacPherson
		Seconded by Jeff Kerr
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes by Jeff Kerr
<ul style="list-style-type: none">• March 23, 2018	Seconded by Mayor MacPherson
	CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with conditions by Jeff Kerr
	File: D2018.020	
	Applicant: Adriaan & Sheila Karsten	
	Owners: Nick Douros	Seconded by Mayor MacPherson
	Address: 236 50 Ave East	
	Legal: Lot 20 ptn 21, Block 122, Plan 2496R	CARRIED
	Regarding: Moved on Dwelling	



MUNICIPAL PLANNING COMMISSION MINUTES

April 13, 2018
Town of Claresholm – Council Chambers

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2018.019
Applicant: Hugh & Arlene MacOdrum
Owners: Hugh & Arlene MacOdrum
Address: 514 51 Ave West
Legal: Lot 12, Block 1, Plan 3474JK
Regarding: Add new shed with variance to side yard setback dimension

**Motion to Approve
By Jeff Kerr**

**Seconded by
Mayor MacPherson**

CARRIED

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2018.022
Applicant: Joe Starr
Owner: Joe Starr
Address: 4 Skyline Cres
Legal: Lot 16, Block 63, Plan 0110064
Regarding: Change in Use from vacant to apartment with as-built variance to min unit square footage

**Motion to Approve with
amended conditions
By Councillor Courage**

**Seconded by
Jeff Kerr**

CARRIED

9:42 a.m.

**Motion to adjourn
Sharon Galbraith**

CARRIED

Next meeting date: May 25, 2018

Willow Creek Agricultural Society

P.O. Box 1401
Claresholm, Alberta, Canada T0L 0T0

Minutes of the Willow Creek Ag. Society held April 18, 2018.

Call to Order: Meeting called to order at 7:00pm at Casa Roma.

Present: David Hansma, Syd Gray, Wally Mandel, Arnold Koehler, Rod Jensen, Allan Minor, Gerry McGuire.

Absent: Lorraine Norgard, Neil Watt, Judy Minor, Dave Elliott, Gordon Weerstra, Sheldon Smeltzer, Brad Schlossberger.

Reading of Minutes: The minutes of the last regular meeting held April 18th, 2018 were adopted as presented by Gerry McGuire. Seconded by Wally Mandel. Motion carried.

Business Arising from Minutes: David told the board about work that has been completed in the new building, or is in the process of being completed. David also told the board that we finish and sent in the application from South Country Coop for a grant under the Coop community spaces program for up to \$150,000. We should have a decision on this funding by May 1st. If we are successful with this application I will then apply for a CFEG by the May 15th deadline for up to another \$125,000 to match this grant from Coop. Without this funding or some sort of corporate or private sponsorship we may be at a financial standstill with the completion of the second indoor facility. David told the board that we had some donation cards printed up that we have been distributing and posting during events. David passed out quote from Challenger for a tractor.

Treasurers Report: Allan Minor moves we accept the financials as presented to the end of March 2018 as presented. Wally Seconds. Motion Carried.

Managers Report: David read the Managers report. David told the board about upcoming events at the Agriplex. David brought up the following items for discussion:

- David informed what progress has been made on the new building both inside and on the north end of the building. Attached was the spending on the building for 2018.
- no further updates on the status of the new regulations that CFIA is proposing and how it would affect ag societies. We have set up CLTS account along with our PID account. At this meeting we were told that it is being proposed that all livestock will be tracked thru Canadian Livestock Tracking Systems Account (CLTS) and our Premise Identification Number (PID) for all livestock coming onto the Ag Society Grounds. As it sits right now we just have to ask to make sure all livestock (not horses) have been tagged. This includes rodeo stock and 4-H beef.
- David told the board of a smaller Community Foundation of Lethbridge and Southwestern Alberta grant for capital projects of up to \$15,000 that we can apply for by the Oct 15th deadline. Lorraine found out about this thru the Chamber and this is a non matching grant.
- David also told the board that the sand and arena walls will be washed sometime in April.
- The new Holland tractor is in the shop for a front end rebuild on the front axle. More extensive work than last time and is on the same side as when the front tire fell off.
- Quotes from last year John Deere and this year New Holland are on the table.

New Business:

Adjourn: Gerry moves the meeting be adjourned at 8:10pm.

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

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 23, 2018 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Duncan McLean and CAO Cheryl Friesen
Absent: John Kroetsch and Brad Schlossberger

1. Chair Gord Wolstenholme called the meeting to order at 3:01 P.M.
2. Approval of Agenda

18.24 **Moved by Duncan McLean** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

- a) Regular Meeting February 22, 2018

18.25 **Moved by Don Norby** to approve the minutes of the February 22, 2018 regular meeting as presented.

CARRIED

5. Financial Information

- a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of \$18 160.66.

18.26 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of \$18 160.66.

CARRIED

- b) Check Detail February 23 – March 15, 2018

CAO Friesen presented the members with the check detail from February 23 to March 15, 2018.

18.27 **Moved by Duncan McLean** to accept the check detail of February 23 to March 15, 2018 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 23, 2018 at 3:00 P.M.

5. Financial Information cont.

c) Bank Reconciliations February 2018 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for February 2018 for the ATB Financial checking account & 90 day notice account.

18.28 **Moved by Don Norby** to accept the February 2018 bank reconciliation reports for the ATB Financial checking & 90 day notice accounts as presented.

CARRIED

d) Bank Statement February 28, 2018

CAO Friesen presented the ATB Financial bank statement ending February 28, 2018.

18.29 **Moved by Duncan McLean** to accept the ATB Financial bank statement ending February 28, 2018 as information.

CARRIED

6. In Camera

18.30 **Moved by Duncan McLean** to go In Camera at 3:12 P.M.

CARRIED

a) 2018 Budget

18.31 **Moved by Duncan McLean** to come out of In Camera at 3:26 P.M.

CARRIED

7. New Business

a) Approval of 2018 Operating and Capital Budget

18.32 **Moved by Don Norby** to approve the WCRWMSC 2018 Operating and Capital budget as presented.

CARRIED

18.33 **Moved by Duncan McLean** to approve wage increases as discussed during In Camera session, and further that the increases become effective March 28, 2018.

CARRIED

b) Bylaw 1-2018

CAO Friesen presented the Fees Bylaw 1-2018 for board consideration.

18.34 **Moved by Don Norby** to give Bylaw 1-2018 first reading.

CARRIED

18.35 **Moved by Duncan McLean** to give Bylaw 1-2018 second reading.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 23, 2018 at 3:00 P.M.

7. New Business

b) Bylaw 1-2018 cont.

18.36 **Moved by Don Norby** to proceed to third and final reading of Bylaw 1-2018.
CARRIED Unanimously

18.37 **Moved by Duncan McLean** to give Bylaw 1-2018 third and final reading.
CARRIED

c) Approval of 2018 Requisition Rate

18.38 **Moved by Don Norby** that the 2018 requisition rate be set at \$11.00 per capita.
CARRIED

8 Old Business

a) Alberta Care Seminar February 28-March 2, 2018

CAO Friesen gave a verbal report on the Alberta Care spring seminar she attended in Brooks.

9. Correspondence

No correspondence

10. General Landfill Information

a) Emergency Response Tour

CAO Friesen informed the members that although she has made every effort, beginning in November 2017, she has been unsuccessful in having the M.D.W.C. emergency services manager and local fire chiefs attend an emergency response tour at the landfill. An emergency response tour is part of the emergency response plan within the WCRWMSC safety policy and is necessary when changes are made to the landfill site. Emergency response tours are conducted in an attempt to keep emergency response workers safe in the event of an emergency situation at the landfill.

CAO Friesen stated that she has spoken to the MDWC CAO regarding this issue and wanted it noted that the WCRWMSC has done their due diligence regarding this issue and should not be held liable should an emergency response worker be injured at the landfill during an emergency situation.

Chairman Wolstenholme asked if there was anything else before adjournment. CAO Friesen stated that there was one item to tend to and asked that the members choose a vehicle from the quotes provided.

18.39 **Moved by Don Norby** that the WCRWMSC purchase vehicle #1 and that CAO Friesen be authorized to instruct the dealer to order the vehicle as quoted.
CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
March 23, 2018 at 3:00 P.M.

11. Adjournment

18.40 **Moved by Duncan McLean** to adjourn at 3:55 P.M.

CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

Approved

Minutes- Regular board meeting

April 30 2017

Claresholm Town office

In attendance: Mireille Rigaux, Jordan Smiley, Sheena Parsons, Naomi Thompson, Christy Bazell, Candace Heck, Lise Schulze, Carlee Marchbank, Kim Gugala, Kathleen Mackrel, Jayme Brooks, Cheri Starling

Absent: Chelsae Petrovic, Mike McMahon

1.0 Call to order by Mireille @ 6:03pm

2.0 Adoption of agenda- adopted by Candace

3.0 Approval of March 20 meeting minutes- Christy approved

4.0 Reports

4.1 Financial Report- Still being worked on but is looking good.

4.2 Executive Director Report

4.2.1- Daycare Manager Report- Kate moved as read-Carried

4.2.2 Kid Zone Manager report- Jayme moved as read- Carried

5.0 New Business

5.1 Staff- Heather- She has been let go as she did not meet the required changes and did not complete her level 1 in the time given.

5.2 Bylaw adjustments- Treasurer- The board needs to be more diligent with the financial report. Having a person designated to be the Treasure would be a better idea than having it combined with the secretary. Will discuss further in camera.

5.3 Fundraising- Garage Sale-The Chamber is holding a town wide garage sale June 2, it would be a good time to have the day care one as well. Kim suggested finding a place to have it inside in case of the weather. Naomi will chat with Bob again and see if we can use the old Gym. Jordan will chat with Lauren to see what needs to be done to get us on the map.

5.4 Banking- the Child Care Society has changed banks to the Credit Union; there are no fees for non for profit societies. We were able to get and debit visa for Kim to use for online purchase. Jordan motioned to get 2 of these cards if possible so there can be one available for the other staff to use if needed. For getting groceries or something along those lines. Naomi seconded this motion, all in favor carried.

5.5 Benefits/ Payroll- The payroll is now being taken care of by ADP the society will get 3 months free then its \$2538.00 for the year. There is an on-line program that seems easy to work with. The ADP will also do the remittance for us. They also talked with Kim about the employee insurance, they go through a company called Sterling Insurance and they offer a better plan for only \$24.00 a month more. Lise motioned for the society the change plans as it's a better deal, Christy seconded, all in favor- Kim will check on the penalty with the Chamber to make sure it will not cost us to change companies.

5.6 Accounting- The society has decided to move all of the accounting to ZOHO, it's an online program that Kim can input all of the information. With this program Kim can categorize everything as it comes in and will have access to it in seconds if there are any questions during the meetings. She will be able to add unlimited contacts to this program which will make it easier to keep track of things. We will try it for 1 year before hiring an accountant. It cost \$240.00 for the year. If we decide to continue with this program we will get a 15% discount next year.

- 5.7 Internet- Jordan was able to get Shaw high speed internet for the daycare for \$97.00 a month with a phone on a 3 year plan. Shaw will also add the Society to the phonebook yellow pages. The internet will be installed May 7 2018; there will also be WIFI so the staff can do their planning in their class rooms instead of having to go into Kim's office if they need the internet.
- 5.8 Confidentiality agreements need to be signed and kept on record .Kim will bring the papers to the next meeting.
- 5.9 In camera- Sheena Motioned to go in camera at 7:15pm Lise Motioned to come out of in camera 7:40pm Motions from in camera- Treasurer-Jordan motioned to split the Secretary and Treasure positions, Candace seconded, All in favor. Naomi motioned for Dave Thompson to be the Treasure, Jordan seconded, All in Favor.
- 6.0 Correspondence- nothing at this time.
- 7.0 Next meeting- **May 23 2018 @ 6:30pm**
- 8.0 Adjournment – Sheena motioned to adjourn at 7:52 pm all in favor.

Pursuant to section 6.1.6.7 of the Claresholm child Care Society bylaws all matters regarding personnel/legal matters will be discussed by the board of directors in a private session of the board meeting. Please respect the sensitive and confidential nature of these discussions; all motions must be considered during the regular (public) session of the board meeting.

Karine Wilhauk

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: Tuesday, May 22, 2018 3:49 PM
To: Seniors and Housing Information
Subject: Grey Matters Conference

Grey Matters is an annual two-day conference that offers provincial service providers opportunities to network, gain knowledge and increase awareness of issues, supports and services for seniors. This unique conference provides individuals and organizations who work with seniors with the opportunity to hear from dynamic speakers and learn about best practices, emerging issues and trends that enhance seniors health and wellbeing, and support their independence.

Grey Matters 2018 – September 25-26

Alberta Seniors and Housing is pleased to co-host the 2018 Grey Matters Conference with the Alberta Association of Seniors Centres in Calgary on September 25 and 26, with pre-conference activities on September 24. Visit <https://greymatters2018.com/> for sponsorship and advertising opportunities. Registration will open soon!

Grey Matters 2019 – Reminder: Deadline for Submissions is May 25, 2018

Alberta Seniors and Housing is now accepting proposals from community-based organizations and municipalities that provide support and/or services to seniors in Alberta and that are interested in co-hosting the 2019 Grey Matters Conference. The 2019 Grey Matters Conference will be held in an Alberta community with the capacity to meet the following criteria:

- Be accessible through major transportation routes
- Have an event venue that can accommodate up to 500 conference delegates, with a minimum of four concurrent breakout sessions, as well as rooms to accommodate meetings or receptions
- Suitable overnight accommodation options and amenities accessible to persons with disabilities

Additional information and how to apply is available at <http://www.seniors-housing.alberta.ca/seniors/grey-matters-conference.html>. The deadline for submissions is **May 25, 2018**.

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From: Maria Glidden [<mailto:maria.glidden@prostatecancer.ca>]

Sent: Thursday, May 24, 2018 12:59 PM

To: Marian Carlson

Subject: Plaid for Dad 2018

PLAID FOR DAD POLITICAL AMBASSADOR REQUEST

Dear CAO Marian Carlson, Mayor Rob Steel,

I am reaching out to introduce you to an exciting campaign, *Plaid for Dad, in support of Prostate Cancer Canada*. This is a fun employee engagement program taking place in workplaces across the country the Friday before Father's Day. I would love to have you join us in making Canada Plaid for Dad on June 15th!

Political ambassadors play a key role in spreading the word about Plaid for Dad and challenging communities across Canada to participate and donate to support the 1 in 7 Canadian men who will be diagnosed with prostate cancer.

Plaid for Dad launched in 2015 with 200 workplaces raising over \$250,000. Over the last three years the hashtag **#PlaidForDad** has trended on Twitter and in 2017 Plaid for Dad earned over 180,000,000 media impressions. Hundreds of thousands of Canadians participated and Prostate Cancer Canada tripled the size of the program.

We're asking you to:

- Post a picture or video of yourself wearing plaid on social media with one of the following captions/messages:
 - o 1 in 7 Canadian men will be diagnosed with prostate cancer. Wear #PlaidforDad with me on Friday, June 15 to raise funds and awareness for dads everywhere. plaidfordad.ca
 - o I'm honouring dads across the country. Join me and go plaid Friday, June 15 to end prostate cancer. Show Canada your photos using #PlaidforDad. plaidfordad.ca
 - o My wardrobe is improving lives of dads with prostate cancer. Join me and wear #PlaidforDad Friday, June 15. plaidfordad.ca

About Prostate Cancer Canada

Prostate Cancer is the most commonly diagnosed cancer in Canadian men. Approximately 21,300 new cases will be diagnosed in 2018, and over 4,100 men will be lost to the disease each year. Early detection saves lives – the survival rate is close to 100% when detected early.

Prostate Cancer Canada is the leading national foundation dedicated to the elimination of the most common cancer in men through research, advocacy, education, support and awareness. As the largest charitable investor in prostate cancer research in Canada, Prostate Cancer Canada is committed to continuous discovery in the areas of prevention, diagnosis, treatment, and support. Prostate Cancer Canada is proud to have been named one of Canada's top 3 health charities for efficiency and financial transparency in the Financial Post's 2017 Charities of the Year list.

If you have any questions please don't hesitate to be in touch. Thank you in advance for your support of Prostate Cancer Canada and Plaid for Dad.

Best regards,

Falyn Katz

National Director, Corporate and Community Development, Prostate Cancer Canada

(416)441-2131x246

falyn.katz@prostatecancer.ca

**Claresholm Housing Authority
Regular Board Meeting
Minutes - April 16, 2018**

*Approved -
May 23, 2018*

Present: Jill Flanagan, Shirley Isaacson (chairperson), Ken McKee, Joan Ritzen, Lise Schulze (Town rep), Maxine Middleton (CHA CAO/Manager)

- 1) **Call to Order:** 7:00 pm by Shirley
- 2) **Condolences to Lise and Family** on the loss of her mother-in-law
- 3) **Agenda & Additions:** Moved by Jill to approve the agenda
- 4) **Minutes of March 19, 2018:** Moved by Joan to approve the minutes as presented.
- 5) **Financial Report:** Moved by Lise to accept the Financial Report as presented.
- 6) **Arrears:** Received for information.
- 7) **Vacancies:** Received for information.
- 8) **In Camera:** Ken made a motion to go in camera. Joan made a motion to come out of camera.
- 9) **Manager's Report:** Presented as information during In Camera.
- 10) **Old Business:**
 - a) Snow Removal (info) - The new snow removal company, We Care Lawn Care, has been doing a good job so far.
 - b) Operational Review (May 24/25) - Housing Advisor, Amber Gallant will be down to complete the operational/compliance review on May 24 & 25. As well as a joint board orientation with the Porcupine Lodge board on May 23.
 - c) Southern Alberta CAO Meeting - Maxine attended the meeting in Lethbridge on April 4. Government representatives gave an over view of the upcoming budget, business plan and general information, question and answer session.
 - d) Carpet & Lino Parkside/Heritage - Capital maintenance had some extra money at year end. The Parkside and Heritage Manors received much needed carpet and lino in the common areas, laundry rooms and offices.
 - e) Temporary Housing Advisor - Amber Gallant will be our temporary housing advisor.
- 11) **New Business:**
 - a) Lease Renewals & Income Reviews - Maxine is working on completing the senior income reviews before the end of April and the families before the end of May. The majority of the leases expire the end of April as well.
 - b) Calvin Off - Calvin injured his shoulder on March 28th and has been off work on WCB.
 - c) Parking - Parkside Manor is starting to have a shortage of parking.
 - d) Mental Health First Aid for Seniors June 12/13 - The registration form is attached.
 - e) Quarter 1 Financial Report Submitted
 - f) Quarter 1 Client Profile Submitted
 - g) National Housing Strategy will have a new website up and running April 23/18.
 - h) Maxine Away - May 2-6 - Maxine will carry the phone while away.
 - i) Spring Maintenance Checks - Postponed until Calvin is back at work.

12) Correspondence: None

13) Next regular board meeting will be on:

Wednesday, May 23, 2018 @ 7:00 pm

14) Adjournment: Moved by Jill that this meeting adjourn at 8:15 pm.

This would be an accurate presentation of the board minutes.

chairperson

date

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, April 20, 2018

*accepted
May 18, 2018*

ATTENDEES: Brydon Saunders – Lay Representative
Howard Paulson – Lay Representative
Brian Comstock- Lay Representative
Jason Schneider, Vulcan County
Arlette Heck – Town of Granum
Josee Meston - Wandering Willows
Bob Thompson – Claresholm Senior Centre
Ian Sundquist – M. D. of Willow Creek
Lyal O’Neill - CAO

REGRETS: Darren Allen – Wandering Willows
Lise Schultze – Town of Claresholm
Mike McAlonan – Lay Representatiave

Howard Paulson-Chair called the meeting to order at 10:30 am.

1.0 APPROVAL OF AGENDA

Moved by Bob Thompson to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Arlette Heck that the minutes of the March 23,2018 be
accepted as presented. Carried.

3.0 BUSINESS ARISING

The presentation to Granum Town Council went very well. We will
apply to Granum FCSS for funding. Councillor Heck suggested we request funding
from J P’S and from the Colony to fund our joint supper.

4.0 CORRESPONDENCE

1. None

5.0 REPORTS

1. Financial Report – Lyal Moved to accept the financial report as
presented. Carried.
2. CAO/Resolution Status Report- Lyal Moved to accept the report as
presented. Carried.
3. Fundraising Report – \$17, 830.
4. Chairmans Report – Scheduling presentation to Fort MACLEOD, Pincher
Creek Town Councils.
Moved to accept the report as presented by Howard Paulsen. Carried.

6.0 OLD BUSINESS

1. None

7.0 NEW BUSINESS:

1. Cheque Detail – Cheque Detail for March, 2018 presented by Lyal – For information.
2. Brydon Saunders moved to approve the write-off of Bad Debts total \$1,242. Carried.
3. Meeting with Wandering Willows will follow up to discuss an agreement on the operations of the bus.
4. Joint Supper – Suggestion to use the Stavely Elks or \Oddfellows to cater a meal at the Seniors Centre. Moved by Mike McAlonan to have this on May 25th. Carried.

Moved to go “IN CAMERA’ at 11;50

Discussed Legal

Moved to come out of “IN CAMERA’ at 11;59

NEXT MEETING DATE at WCCC at 10:30 a.m.
May 18, 2018.

The meeting was adjourned by Ian Sundquist at 12:00 noon

SIGNED:

SIGNED:

Karine Wilhauk

From: AUMA <communications@auma.ca>
Sent: Friday, May 25, 2018 9:00 AM
To: Karine Wilhauk
Subject: Open letter to municipalities re: Trans Mountain Pipeline

May 25, 2018



Open letter to municipalities from AUMA President Barry Morishita



To my fellow community leaders:

For months now, we have been following with interest, concern, and consternation the debate between Alberta and B.C. about the Trans Mountain pipeline. We have heard much about how the project will benefit residents of Alberta, of B.C., of Canadians overall. We have heard much about the potential environmental impacts and the economic benefits, and why one doesn't take precedence over the other.

The voice missing in this discussion, though, is our voice. It is time to speak out because, as municipal leaders, we know the true impacts of energy development.

We know firsthand the disruption a project of this scope and scale can have to the communities all along the route.

We know that, as municipalities, we are the first responders to emergency events and have to always keep the safety of our communities in mind.

We know the challenge making sound decisions in land use planning to balance growth and protecting the environment.

Simply put, we have a lot of experience making these tough decisions.

What we also know is that many of our friends and neighbours in our own communities are still struggling to get back to work.

We know that our residents are tapped out and simply cannot afford to pay more in property taxes to build and maintain the roads, water and sewer treatment plants, and recreation needs of our communities.

We know the dangers of shipping materials by road and by rail compared to a pipeline.

We know that fear cannot impede progress, and as leaders, we must often make decisions that may not always be supported by everyone, but are important ones that will help move our communities forward.

It is because of all this that AUMA members voted strongly in favour of a [resolution put forward by the City of Spruce Grove supporting the Trans Mountain Pipeline](#). We recognize the money that pays for

health care, roads, policing, and other critical services our residents rely on, all comes from one taxpayer, and that taxpayer lives in our communities. The increased taxes and royalties from the Trans Mountain Pipeline – federally, provincially, and locally - means less money coming out of the pockets of our residents.

Supporting the Trans Mountain Pipeline doesn't mean looking away while reaping the economic benefits. As municipal leaders, we are the ones who will be on the ground to ensure that our communities are respected as the pipeline is constructed, that the needs of the environment are honoured, and that the appropriate safety measures are put in place to protect our citizens.

This pipeline project is bigger than all of us, yet it can mean so much to our communities. For this reason, I invite all municipal leaders and their communities to step up and lend our voice in support of the Trans Mountain Pipeline.

Barry Morishita
AUMA President
Mayor, City of Brooks

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents more than 260 of Alberta's urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services, and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta's municipalities.

For more information:

Jackie Sargent, SCMP
Communications Advisor, AUMA
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