



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JUNE 10, 2019
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 27, 2019

DELEGATIONS:

1. Alberta Urban Municipalities Association (AUMA)
RE: Update
2. SOLAR WIND
RE: Solar Project

ACTION ITEMS:

1. BYLAW #1669 – Bylaw to Repeal Borrowing Bylaw #1645
RE: 2nd & 3rd Readings
2. DELEGATION RESPONSE: Irene Gladstone
RE: Fencing at Off-Leash Patterson Park
3. CORRES: Alberta Government News Release
RE: Revitalizing Municipalities Across Alberta
4. CORRES: Claresholm Curling Club
RE: Municipal Portion of Property Taxes
5. CORRES: The Bridges at Claresholm Golf Club
RE: Municipal Portion of Property Taxes
6. REQUEST FOR DECISION: Recycling Program
7. REQUEST FOR DECISION: Staff Response to Fire Department Call-out
8. REQUEST FOR DECISION: Rescind Protective Services Policies
9. REQUEST FOR DECISION: Community Peace Officer (CPO) Incident Capture System (ICS) Policy
10. REQUEST FOR DECISION: Policy Manual Review & Update – Planning & Development
11. REQUEST FOR DECISION: Open Mic Night
12. INFORMATION BRIEF: Draft Intermunicipal Development Plan (IDP) Open House
13. INFORMATION BRIEF: Strategic Plan Report
14. INFORMATION BRIEF: Council Resolution Status
15. ADOPTION OF INFORMATION ITEMS
16. IN CAMERA
 - a. LAND – FOIP Section 16.1
 - b. LAND – FOIP Section 16.1
 - c. Intergovernmental Relations – FOIP Section 21
 - d. PERSONNEL – FOIP Section 17.2
 - e. LEGAL – FOIP Section 27

INFORMATION ITEMS:

1. Willow Creek Regional Waste Management Services Commission Meeting Minutes – April 25, 2019
2. Claresholm Food Bank Meeting Minutes – April 25, 2019
3. Claresholm & District Museum Board Meeting Minutes – April 17, 2019
4. Alberta Newsletter – Alberta Seniors and Housing – May 2019
5. Alberta Saskatchewan Canada Airstream Club – Thank you!
6. Claresholm & District Transportation Society Meeting Minutes – February 15, 2019
7. Alberta Recreation & Parks Association Awards & Conference
8. Resignation from Claresholm & District Museum Board – June 5, 2019
9. Alberta SouthWest Bulletin – June 2019

ADJOURNMENT



Claresholm

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MAY 27, 2019

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

COUNCIL PRESENT: Mayor Doug MacPherson; Councillors: Kieth Carlson, Mike Cutler, Gaven Moore, Brad Schlossberger, Lise Schultz and Craig Zimmer

ABSENT: None

STAFF PRESENT: Director of Corporate Services: Blair Bullock, Finance Assistant: Karine Keys

MEDIA PRESENT: Lawrence Gleason, 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 MacPherson.

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

CARRIED

MINUTES: **REGULAR MEETING – MAY 13, 2019**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 13, 2019 be accepted as presented.

CARRIED

DELEGATIONS:

1. **TODD HEGGIE, Former Claresholm Fire Chief**
RE: Recognition

Mayor MacPherson presented Todd Heggie with a clock on behalf of Council and the Town of Claresholm to say thank you for all of Todd's years of service to the Claresholm Fire Department. Todd responded that he appreciated the support of Council and Town staff towards the fire department in the time he was a member.

2. **IRENE GLADSTONE**
RE: Fencing at Off-Leash Patterson Park

Irene Gladstone was present to speak to Council on behalf of some citizens on the need for the off-leash area adjacent to Patterson Park to be fenced. She provided some drawings on what the area could look like, along with some ideas for fencing materials. They would like to start fundraising in order to be able to take this project on.

3. **CLARESHOLM & DISTRICT FCSS**
RE: Needs Assessment

Barbara Bell, Director of Claresholm & District Family & Community Support Services, was present to speak to Council regarding the results of their recent needs assessment that was completed in the fall of 2018.

ACTION ITEMS:

1. **BYLAW #1669 – Bylaw to Repeal Borrowing Bylaw #1645**
RE: 1st Reading

Moved by Councillor Moore to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 1st Reading.

CARRIED

2. **DELEGATION RESPONSE – Claresholm & District Transportation Society**
RE: Future of the Transportation Society

Council referred this matter to the Joint Economic Development Initiative (JEDI) with the MD of Willow Creek to formulate a plan to address the Claresholm & District Transportation Society's request for more funding.

3. **CORRES: Hon. Josephine Pon, Minister of Seniors and Housing**
RE: Seniors' Week 2019

Received for information.

4. **CORRES: SouthGrow Regional Initiative**
RE: Invitation to Attend the SouthGrow 2019 AGM – June 13, 2019

Councillor Schlossberger to RSVP to SouthGrow regarding those members of Council who are able to attend.

**5. CORRES: Royal Canadian Legion – Alberta/NWT Command
RE: Commemorative History Book**

MOTION #19-072 Moved by Councillor Schulze to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2020.

CARRIED

**6. CORRES: Southern Alberta Energy from Waste Association (SAEWA)
RE: Annual General Meeting – May 24, 2019**

Councillor Schlossberger attended the AGM and provided an update to Council, and suggested that the Town should not be a member of SAEWA at this time.

**7. CORRES: Rocky Mountain Drift Club
RE: Request to Hold Demonstration**

MOTION #19-073 Moved by Councillor Cutler to allow the Rocky Mountain Drift Club to hold a drifting demonstration during Fair Days on 2nd Street East between 43rd & 47th Avenue on the stipulation that they provide sufficient volunteers with identifiable shirts to coordinate drivers, that they manage parking and provide crowd control, as well as limit spectators to a designated viewing area.

CARRIED

8. REQUEST FOR DECISION: Claresholm Seniors Drop-in Expansion

MOTION #19-074 Moved by Councillor Moore to approve the use of Town owned land for the expansion (addition) of the Senior's Drop-In Centre provided all new development is contained within the existing property boundaries, and any applicable permits for the construction of the addition have been approved.

CARRIED

9. REQUEST FOR DECISION: General Contractor Services

MOTION #19-075 Moved by Councilor Schlossberger to accept the proposal from Mowers and Blowers to become the Town of Claresholm General Contractor for the term of two (2) years from June 1, 2019 with the option of the Town of Claresholm to extend the term of the agreement for an additional year.

CARRIED

10. REQUEST FOR DECISION: Pavement Overlay

MOTION #19-076 Moved by Councillor Moore to approve the out-of-budget expenditure of up to \$19,386.00 for the pavement overlay at the corner of 51st Avenue and 5th Street West to be funded from general capital reserves.

CARRIED

11. REQUEST FOR DECISION: Ball Diamond Users – Ad-hoc Committee

MOTION #19-077 Moved by Councillor Zimmer to establish an Adhoc Committee as presented to make a recommendation to Council on the future use and development of the ball diamond parks within the community.

CARRIED

12. REQUEST FOR DIRECTION: Fair Days Parade Route

Council indicated that they would like to keep the Fair Days parade route the same.

13. INFORMATION BRIEF: MD of Willow Creek Application – Solar Optix

Received for information.

14. INFORMATION BRIEF: CAO Report

Received for information.

15. INFORMATION BRIEF: Council Resolution Status

Received for information.

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. IN CAMERA:

a. LEGAL – FOIP Section 27

Moved by Councillor Moore to go In Camera at 8:05 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson stated that the live stream has ended at 8:05 p.m.

Moved by Councillor Zimmer to come out of In Camera at 8:26 p.m.

CARRIED

NOTICE OF RECORDING: Mayor MacPherson provided notice that live streaming and recording of the Council meeting would begin again at 8:26 p.m.

CARRIED

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 8:27 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor MacPherson noted that recording ceased at 8:27 p.m.

Mayor – Doug MacPherson

Chief Administrative Officer – Marian Carlson

DRAFT

ACTION ITEMS



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1669**

A Bylaw of the Town of Claresholm to repeal Bylaw #1645, being a bylaw to incur indebtedness by the issuance of debenture(s) in the amount of \$2,800,000 for the purpose of renovating and repurposing a Town owned building to create a Multi-use Community Building.

WHEREAS pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted Bylaw #1645; and

WHEREAS Council has determined the renovation and repurposing project shall not proceed.

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

1. The Town of Claresholm Bylaw #1645 be repealed as there is no intent to utilize borrowed funds for the purpose of the renovation and repurposing project.
2. This Bylaw comes into full force and effect upon third and final reading.

READ a first time in Council this **13th** day of **May** 2019 A.D.

READ a second time in Council this day of 2019 A.D.

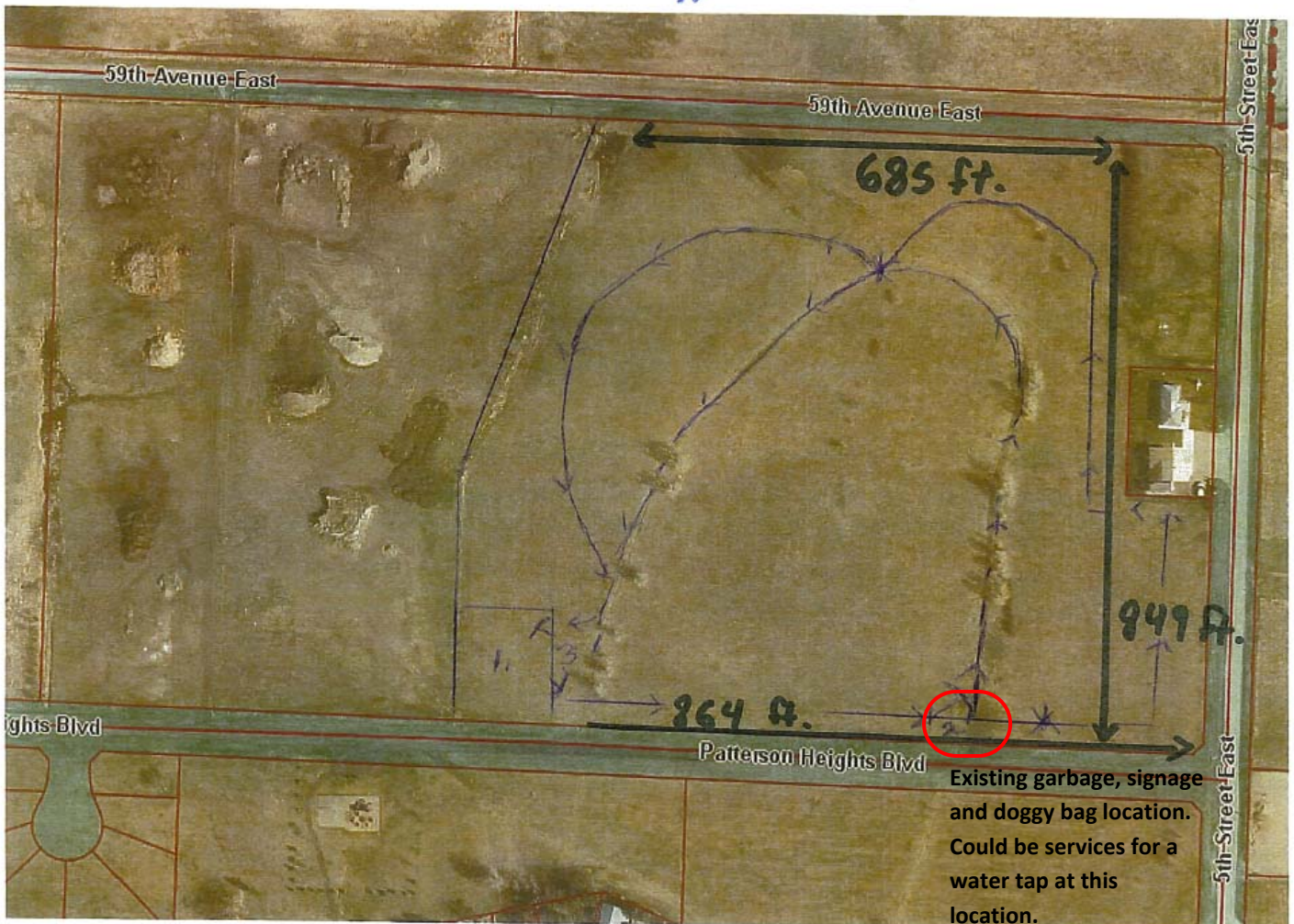
READ a third time in Council and finally passed this day of 2019 A.D.

Doug MacPherson
Mayor

Marian Carlson
Chief Administrative Officer

DELEGATION RESPONSE

At the regularly scheduled Council meeting held May 27, 2019, a delegation presented a request for fencing of the off-leash dog area at the location noted below. This increases safety for the dogs and owners and creates a permanent location with parking and gates. Water sources were also requested. Proposed was 3247 ft of fencing (perimeter), 2 small gates, 1 large gate, & water sources for an estimated total of \$6740.00 (does not include the water service).

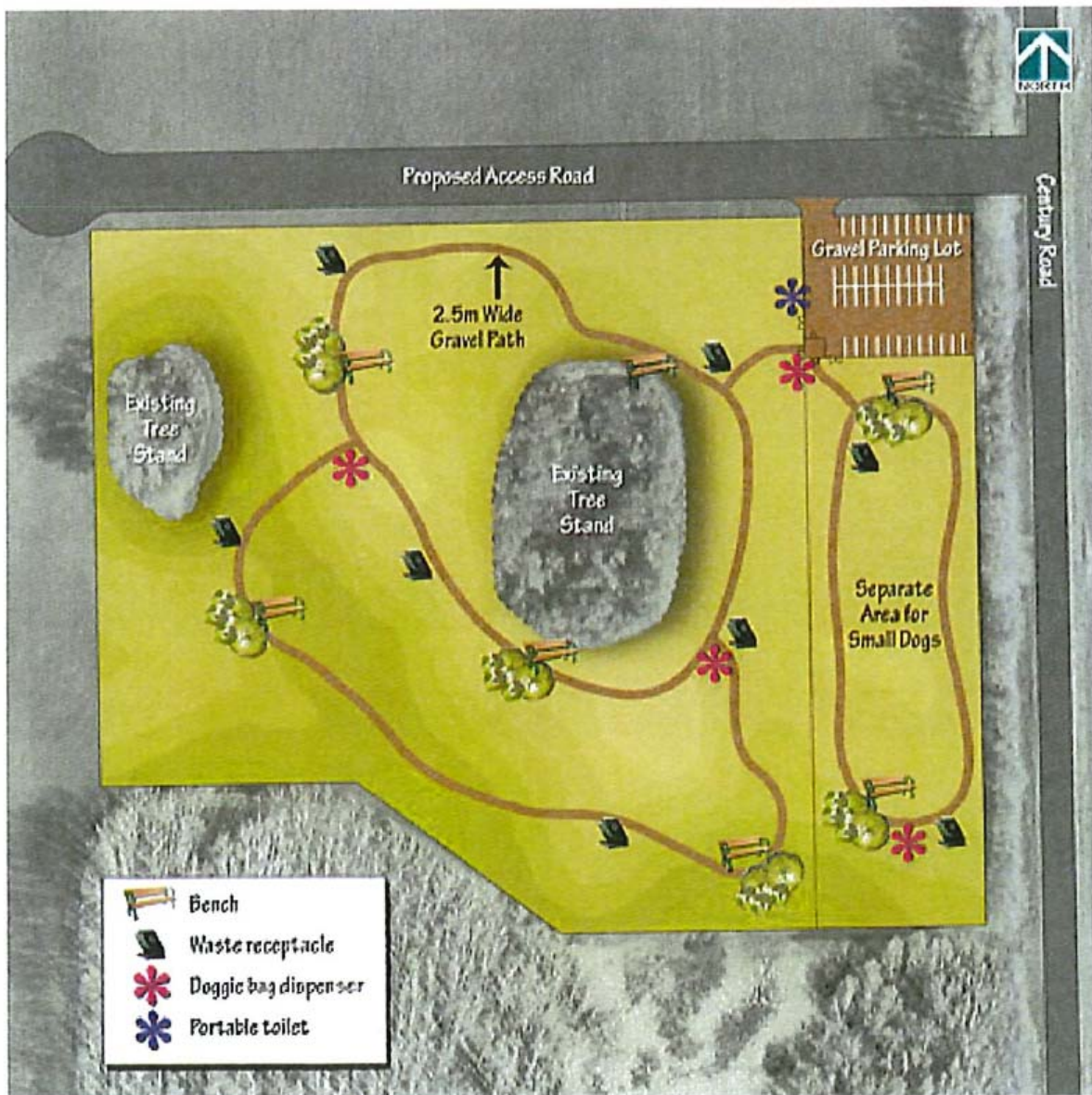


- 1. parking lot
- * water source → travel paths
- 2. large gate
- 3. small gates

5

0

Similar design – just for an idea of potential layout.



OPTIONS:

1. The cost to install one tap to provide water to the off-leash dog park is \$3221.40, and can be added to the operational budget for 2019. This is for approximately 20 meters of 1-inch water line to be installed to property line. Summer only service (stop and Drain) with a spring-loaded tap. This work includes all materials and equipment and restoration of public property. This can also be referred to budget to be considered with the fencing.
2. The fencing/parking lot/water service can be referred to the recreation department/budget discussions for facilitation of funding/grant applications. Within the Parks & Recreation 2017 Master Plan (pg. 18) the east side off-leash dog area has a recommendation to fence off a portion of this land with an aesthetic fence to help contain dogs. They can discuss potential funding, staging if required, or a smaller fenced portion could be discussed.

The group will require permission from Council for the lands to apply for any type of grant funding. As the current group is not a registered non-profit or society, they could seek assistance from other groups if required.

POSSIBLE RESOLUTIONS:

- Approve the use of the lands for the off-leash dog park fencing, and the project referred to the Recreation Department to facilitate funding/grant applications and coordination. Any further funding requirements to be referred to budget discussions.
- Approve the use of the lands for the off-leash dog park fencing, and installation of the water service to be funded from the 2019 operation budget (water service only), with the fencing to be referred to budget and the Recreation Department to facilitate.
- Refer the full project to future budget discussions and the Recreation Department for coordination/funding assistance.

Applicable Legislation:

- 1) Town of Claresholm Parks & Recreation 2017 Master Plan

PREPARED BY: Mike Schuweiler, Director of Infrastructure Services

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019

From: alberta.news@gov.ab.ca <alberta.news@gov.ab.ca>
Sent: June 4, 2019 4:25 PM
To: Marian Carlson <Marian@claresholm.ca>
Subject: News Release: Revitalizing municipalities across Alberta

Revitalizing municipalities across Alberta

June 04, 2019 [Media inquiries](#)

The Municipal Government (Property Tax Incentives) Amendment Act would revitalize municipalities by empowering them to offer stronger property tax incentives to business and industry.



Minister Madu, with (L-R) MLA Jordan Walker, MLA Jackie Armstrong-Homeniuk, MLA Nate Glubish, Mayor Rod Frank and Patrick Shaver announces property tax incentives for municipalities.

If passed, Bill 7 would allow municipalities to provide property tax incentives for up to 15 years, down from the year-to-year incentives they were allowed to provide previously.

“This legislation would empower municipalities to attract investment, create jobs and realize their full economic potential. Municipalities deserve the freedom and opportunity to make the choices that fit them best. I look forward to seeing this legislation bolster investment and economic development across our great province.”

Kaycee Madu, Minister of Municipal Affairs

Under the proposed legislation, municipalities could decide how and if they want to implement property tax incentives – as local leaders are best suited to assess the economic needs of their communities.

“We are pleased the province is giving municipalities the ability to be creative in attracting new investments, and that they recognize there is a role for municipalities to play in creating a favourable environment for business and industry. Such incentives are tools that can lay the foundation to create jobs and contribute to the long-term growth and prosperity of communities across Alberta.”

Rod Frank, mayor, Strathcona County

The proposed bill supports government efforts to reduce red tape and uses an outcome-based approach to ensure regulatory processes are necessary, effective, efficient and proportional to the outcomes they are trying to achieve.

“As a developer of commercial, industrial and residential land, I know how important it is for municipalities to offer a business-friendly environment. This new legislation provides some much-needed flexibility for municipalities to be able to work with business to encourage growth that will benefit the entire community.”

Patrick Shaver, president, Avillia Developments

Quick facts

- Municipalities could provide property tax incentives for up to 15 years.
 - This would give Alberta a competitive advantage over jurisdictions across Canada and the United States.
- Saskatchewan allows property tax incentives for up to five years; B.C. allows them for up to 10.
- Texas enables local tax incentives for up to 10 years.

- Louisiana offers five-year incentives with an option to renew for an additional five years.

Related information

- [Property tax incentives](#)
- [Property assessment and taxation in Alberta](#)

Media inquiries

[Tim Gerwing](#)

587-598-1593
Press Secretary, Municipal Affairs

[View this announcement online](#)
[Government of Alberta newsroom](#)
[Contact government](#)
[Unsubscribe](#)



2019 May 28

To: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2019 taxes in the amount of \$928.42.

Our tax roll # is 11917000.

Sincerely,

Tricia Burgess, Treasurer

403-682-7945

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2019

TAXATION NOTICE

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER	DATE OF MAILING	2019-May-16
11917000	0	YB:1973/91			0	0	0	0	DUE DATE	2019-Jun-28
SUBDIVISION NAME		CURLING RINK								
CIVIC ADDRESS		430 53 AVE E								
MORTGAGE NUMBER	PLAN	BLOCK	LOT							
	8010781	118	33							
MORTGAGE COMPANY NAME										

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,034,360	COMMERCIAL IMPROVE	81,440
COMMERCIAL IMPROV	78,640	COMM ASSOC IMPROVE	1,044,560
TOTAL ASSESSMENT	1,113,000	TOTAL ASSESSMENT	1,126,000
		EXEMPT	1,044,560
		TAXABLE	81,440

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 28th, 2019. All current outstanding taxes after June 28th, 2019 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2019.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003516000	23.13092	286.34
TOTAL 2019 EDUCATION TAXES			286.34
SUB TOTAL 2019 TAXES			286.34

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000265900	1.74892	21.65
Municipal Tax - Non- Res	0.011400000	74.99899	928.42
Paper Fee	0.000000000	0.12117	1.50
TOTAL 2019 MUNICIPAL AND OTHER TAXES			951.57
SUB TOTAL 2019 TAXES			1,237.91

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	103.16
	0.00

TOTAL 2019 TAXES	1,237.91
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2019	1,237.91
AMOUNT DUE AFTER JUNE 28th, 2019	1,411.22

FOR COMPARISON 2018 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	
	1,196.38

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2019 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11917000
LAST DATE BEFORE PENALTY	2019-Jun-28

2019

TAXATION NOTICE

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,237.91	1,237.91

AMOUNT DUE PLEASE PAY	1,237.91
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

TOWN OF CLARESHOLM (CURLING RINK)
BOX 1976
CURLING RINK
CLARESHOLM, AB T0L 0T0
Canada

11917000



June 4, 2019

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


Re: Request to Waive the Municipal Portion of the 2019 Property Taxes

Dear Mayor MacPherson and Council,

The Bridges at Claresholm Golf Club executive would like to make a request to the Town Council for a waiver of the municipal portion in the amount of \$2,775.90 of the 2019 property taxes. We understand that we must pay the education portion of \$856.15, as well as paper fee Home for aged fee.

Your consideration in this matter is very much appreciated. Thank You.

Yours truly,



Wes Wiebe
President

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



2019

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	0 AC	YB: 1981+s			0	0	0	0
SUBDIVISION NAME			GOLF CLUB HOUSE					
CIVIC ADDRESS			349 39 AVE W					
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	7810016	2	B					
MORTGAGE COMPANY NAME								

DATE OF MAILING	2019-May-16
NOTICE OF ASSESSMENT	2019-May-24
DUE DATE	2019-Jun-28

ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2019-Jul-23

TOWN OF CLARESHOLM (GOLF CLUB)
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

PREVIOUS ASSESSMENT		CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,351,000	COMM ASSOC IMPROVE	2,440,500
COMMERCIAL IMPROV	237,000	COMMERCIAL IMPROVE	243,500
TOTAL ASSESSMENT	2,588,000	TOTAL ASSESSMENT	2,684,000
		EXEMPT	2,440,500
		TAXABLE	243,500

A COPY OF THIS NOTICE HAS BEEN SENT TO
TOWN OF CLARESHOLM (GOLF CLUB)

IMPORTANT PENALTY INFORMATION
Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Friday, June 28th, 2019. All current outstanding taxes after June 28th, 2019 are subject to a 14% penalty. A further 14% penalty will be assessed on all taxes and charges applied to tax accounts unpaid after Dec 31, 2019.

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	308.19
	0.00

FOR COMPARISON 2018 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE 3,605.58

Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.

Your property has been assessed as shown for the above taxation year. If you or your agent wish to file a complaint to the Assessment Review Board, submit complaint and appropriate assessment fee on or before July 23rd, 2019 to ARB Clerk, Box 1000, Claresholm, AB T0L 0T0 (see insert.) To request a receipt for tax payment call 403-625-3381 or e-mail info@claresholm.ca.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.003516000	23.14983	856.15
TOTAL 2019 EDUCATION TAXES			856.15
SUB TOTAL 2019 TAXES			856.15

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000265900	1.75080	64.75
Municipal Tax - Non- Res	0.011400000	75.05881	2,775.90
Paper Fee	0.000000000	0.04056	1.50
TOTAL 2019 MUNICIPAL AND OTHER TAXES			2,842.15
SUB TOTAL 2019 TAXES			3,698.30

TOTAL 2019 TAXES			3,698.30
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2019			3,698.30

AMOUNT DUE AFTER JUNE 28th, 2019 **4,216.06**

TOWN OF CLARESHOLM

BOX 1000
221 - 45 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381



ROLL NUMBER	11630000
LAST DATE BEFORE PENALTY	2019-Jun-28

2019

**TAXATION NOTICE
& PROPERTY ASSESSMENT**

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	3,698.30	3,698.30

AMOUNT DUE PLEASE PAY	3,698.30
AMOUNT PAID	

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

THE BRIDGES AT CLARESHOLM GOLF CLUB
BOX 2080
CLARESHOLM, AB T0L 0T0
Canada

11630000



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 6

RECYCLING PROGRAM

DESCRIPTION / BACKGROUND:

In 2018 the Town's recycling program was under review as the contract with our prior recycling processes was coming to an end. During this time a recycling processor, Cascades Recovery, came and gave a presentation to the Facility and Infrastructure Planning Committee (FIPC) on their recycling processing and sorting facility and on the life cycle of their recycled products. FIPC was impressed with the presentation and the facility, however to utilize their sorting facility would require a significant change in our recycling operations. As such at that time only a 1 year contract was signed with Cascades to simply receive and process our sorted and compacted recycling product.

The Facility and Infrastructure Planning Committee (FIPC) on April 16, 2019 directed administration to post a request for proposal for contracted curbside/commercial pick up of recycled products with as many products as possible to be picked up. This was to enhance our recycling program to take additional recycling products and simplify the recycling process with blue bin curbside pickup (no more hand pickup, hand sorting, or resident bagging of materials, as well as no more commercial self-delivery of recyclable waste to recycling centre).

The Request for Proposals (RFP) closing date was May 24, 2019. Administration has reviewed the 4 proposals submitted, and graded them as per the request for proposal. Proposals were received from:

1. Condo Recycling Solutions
2. Harvest Recycling
3. Collective Waste Solutions Inc
4. Environmental 360 Solutions Ltd:

DISCUSSION:

Of the proposals received the FIPC recommends Environmental 360 Solutions for various reasons including the most experienced, the clearest and most comprehensive proposal, and though not the cheapest price, still very close to the others and we also have the most confidence with them that our recyclables will not be landfilled due to their continued utilization of Cascades Recovery as the recycling processor.

Looking at contracting out curbside pickup and sorting of recycling has significant implications which have been reviewed and analyzed in detail both at the Administration level as well as with the FIPC committee. The FIPC committee has determined that pursuing the contracting out of

curbside recycling is in the best interest of the Town and its residents. The increased volume of recyclables being diverted from landfills is in the best interest of our planet and our future generations.

Recyclable materials that would be collected include:

- OCC (Cardboard)
- News Paper
- Mixed Paper
- PET #1 (beverage containers, cooking oil containers, etc)
- HDPE #2 (bleach or laundry detergent bottles, soap bottles, etc)
- Mixed Plastics #3-5 and 7 (fruit plastic packaging, plastic packing, bubble wrap, food wraps, plastic furniture, plastic toys, etc)
- Aluminum
- Food cans (tin)
- Glass
- Shredded Paper (bagged)

The proposal with Environmental 360 Solutions still has gaps in their proposal that will need to be worked out. These include details of commercial pickup, bin leases, bin sizes, routes, educational materials and programs, etc. As such the Town is not in a position to sign a contract at this time however the current estimation is that Environmental 360 Solutions would be able to commence their contract in early October.

RECOMMENDATION:

The Facility and Infrastructure Planning Committee recommends that Council award the Contract for contracted curbside recycling blue bin program to Environmental 360 Solutions as per their proposal with remaining details of the contract to be negotiated by Administration.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to award the curbside recycling blue bin program to Environmental 360 Solutions as per their proposal with remaining details of the contract to be negotiated by Administration.



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 7

STAFF RESPONSE TO FIRE DEPARTMENT CALLOUT

DESCRIPTION / BACKGROUND:

Over the years there have been a number of different Town employees who have also been Volunteer Firefighters on the Claresholm Fire Department. Currently there are two full-time Town employees that are also on the Volunteer Fire Department. Currently, nor previously, there is no formal policy regarding the availability of Town employees while working to respond to Fire Department Callouts, process to respond, nor how hours or compensation are or are not affected.

This policy gives direction on when or in what circumstances staff can respond to a Fire Department Callout, clearly identifying that their first priority is to their full time job. We also however recognize the importance of the great service they provide as members of the Claresholm Volunteer Fire Department and want to allow them to fulfill that service wherever possible without creating barriers or significant extra administrative reporting or oversight.

RECOMMENDATION: The Admin Services Committee at their May 27, 2019 meeting recommended Council pass a resolution to adopt Policy 1.1.60 – Staff Response to Fire Department Callout Policy:

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy#1.1.60 – Staff Response to Fire Department Callout – effective June 10, 2019:

ATTACHMENTS:

- 1.) 1.1.60 – Staff Response to Fire Department Callout (Version 1.0)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019



Staff Response to Fire Department Callouts

Policy #1.1.60

Department Owner:	Human Resources		
Policy Applies To:	Town Employees		
Date Created:	May 1, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	2019-05-27	Policy(ies) Replaced/Rescinded:	

Intent:

The Town of Claresholm understands the devotion and commitment made by its employees who choose to be a member of the Claresholm Fire Department. The Town believes that it is important to support employees that choose to join the Fire Department.

Guidelines:

Staff that join the Claresholm Fire Department shall advise their supervisor that they are a member of the department, and ensure themselves and the supervisor are aware of the response procedures.

These procedures apply to staff, who may leave their workplace to attend to an emergency callout for the Town of Claresholm Fire Department, and are subject to the following:

1. The responding member shall not leave the work place and/or work site without making sure their work place and/or work site is safe for co-workers and the public.
2. The responding member shall make sure their supervisor is aware of the fire callout and approves responding.
3. The responding member shall make sure if coverage for their position at work is required that it is available, prior to leaving.
4. Staff must never leave their position under the following circumstances:
 - a) They are the only person on duty at the facility or department,
 - b) They are required for a different urgent matter, including but not limited to a water, sewer or sanitation issues,
 - c) They would be leaving their appointed department short-staffed to the point of not being able to provide a safe work environment or proper safe service to residents.
5. The Town of Claresholm will continue to pay responding full-time employees when they leave for emergency callouts their regular rate of pay. Part time employees will not be compensated with their regular hourly rate.
6. Claresholm Fire Department members that respond to Fire Department emergencies will not have to use any "personal time" or "vacation" hours on their time sheets to make up the difference of time away from the job while responding.
7. Respondents will also receive regular pay for their time responding in the same manner as all other volunteer firefighters on the department.
8. In the event an employee has excessive absence from work for responding to emergency situations, a review process will be initiated. This review would require an investigation and conversation between the CAO, the supervisor and the employee in question. The supervisor may be granted the authority to limit future emergency callout attendance.



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 8

RESCIND PROTECTIVE SERVICES POLICIES

DESCRIPTION / BACKGROUND:

There are a few select policies included in the Protective Services section of our policy manual which Administration believes are redundant or unnecessary and are requesting they be rescinded to clean up the policy manual.

5.3.20 – Citizen Complaints Concerning RCMP (Previously PROT 09-98)

This policy was set back in 1998 and is a very short and common sense policy. It is essence essentially just states that Administration should direct citizens to the RCMP to lodge their complaints concerning the RCMP. We do not require a policy to direct administration to tell citizens that if they have a complaint regarding a local business, neighbour, or any other organization (unless they are in violation of a Municipal Bylaw) that they must take such complaints up with them directly. Likewise we should not need a policy to do so for the RCMP. Administration therefore recommends Council repeal this policy.

5.3.30 – Baton Policy (Previously PROT 06-07(a)) & 5.3.31 – OC Spray Policy (Previously PROT 06-07)

Both of these policies essentially dictate the care and use of these tools/weapons. This is a duplication of the new CPO Use of Force Policy which covers all CPO weapons in more general and consistent terms, or a duplication of the policies and standards they are already held to by the Solicitor General as per their appointment. To remove potential confusion or even contradiction Town Administration recommends that the general care and use of specific individual tools/weapons not be laid out in Town Policy if there is already other policies and procedures in place from a higher authority. As such Administration recommends both these policies be repealed.

RECOMMENDATION: The Admin Services Committee at their May 27th meeting recommended Council repeal these policies by resolution:

- 5.3.20 – Citizen Complaints Concerning RCMP (Previously PROT 09-98)
- 5.3.30 – Baton Policy (Previously PROT 06-07(a))
- 5.3.31 – OC Spray Policy (Previously PROT 06-07)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to repeal the following policies effective June 10, 2019:

- 5.3.20 – Citizen Complaints Concerning RCMP (Previously PROT 09-98)
- 5.3.30 – Baton Policy (Previously PROT 06-07(a))
- 5.3.31 – OC Spray Policy (Previously PROT 06-07)

ATTACHMENTS:

- 1.) Policy 5.3.20 – Citizen Complaints Concerning RCMP (Previously PROT 09-98)
- 2.) Policy 5.3.30 – Baton Policy (Previously PROT 06-07(a))
- 3.) Policy 5.3.31 – OC Spray Policy (Previously PROT 06-07)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019

5,3,20



Citizen Complaints Concerning RCMP Policy #PROT 09-98

PURPOSE: To provide a directive on citizen complaints against RCMP member actions.

POLICY: Administration is to direct the citizen to speak to the Claresholm detachment's supervising officer.

EFFECTIVE DATE: September 28, 1998

5,3,30

TOWN OF CLARESHOLM

POLICY

PROT 06-07
POLICY # (a)

REPLACING POLICY # _____

EFFECTIVE DATE June 11, 2007

SUBJECT BATON POLICY

DEPARTMENT Bylaw Enforcement/Peace Officer

AUTHORITY Council Resolution DATE PASSED June 11, 2007

PURPOSE: To establish a policy relating to the proper use & storage of the baton

POLICY: Peace Officers, upon successful certification may be issued an extendible baton and will be responsible for its care, use and storage.

STANDARDS:

- 1) All Peace Officers certified in the use of the baton will be required to wear a baton while on duty.
- 2) All Peace Officers certified in the use of the baton (including the department sanctioned Incident Management Intervention Model) will be re-certified within 36 months (or sooner if desired by Authorized employer) by a qualified instructor.
- 3) The baton will be worn in the issue scabbard.
- 4) The baton will be deployed only in the prescribed manner, according to an Incident Management Intervention Model or approved Use of Force Model.
- 5) All Peace Officers will immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and ensure the Public Security Division is notified.

- 6) Peace Officers who are carrying authorized batons:
 - a) Must check their baton on a weekly basis for the following:
 - i) Wear and tear on the foam grip
 - ii) Bent shaft and stress fractures
 - iii) Abrasions on the tip or a loose tip
 - iv) Secure butt cap
 - b) May make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities
 - c) Report any defective baton requiring repair or replacement immediately to a Supervisor and

NOTE: This includes a bent shaft, wear and tear on the handle and sharp abrasions on the tip.

- d) Immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and to the Public Security Division.
- e) Ensure that when off-duty, the baton is secured in a locked cabinet within the office. If a peace officer goes off shift at their residence, the baton must be secured within a locked cabinet.

5.3.31

TOWN OF CLARESHOLM

POLICY

POLICY Prot 06-07

REPLACING POLICY # _____

EFFECTIVE DATE June 11, 2007

SUBJECT OC SPRAY

DEPARTMENT Bylaw Enforcement/Peace Officer

AUTHORITY Council Resolution DATE PASSED June 11, 2007

PURPOSE: To establish a policy relating to the proper use & storage of OC Spray.

POLICY: Peace Officers who have successfully completed the OC Spray training course are authorized to carry and use OC Spray while on duty if authority appears on their peace officer appointment.

STANDARDS:

- 1) A peace officer's appointment authorizes him/her to be in possession of OC Spray only for the purpose of their duty or employment and does not extend to off-duty activities.
- 2) When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commenced as soon as practical.
- 3) OC Spray shall only be carried by Peace Officers while on duty.
- 4) The Unit Supervisor or designate will maintain a current list of all Peace Officers who have completed the OC Spray course and are authorized to carry and use it.

PROCEDURES:

- 1) A Peace Officer authorized to carry and use OC Spray:
 - a) Informs the Supervisor whenever possible prior to using OC Spray
 - b) When a tactical advantage is not lost, advises the potential target(s) that OC Spray may be used if their behavior remains uncontrollable
 - c) Monitors the target(s) and seeks medical assistance if the effects of the OC Spray persists after one (1) hour and
 - d) Submits an Incident Report to the Supervisor and to the Public Security Department on the approved form describing the incident and reasons for utilizing the OC Spray.

NOTE: This also includes any accidental OC spray discharges.

- e) Ensure that when off-duty, the OC Spray is secured in a locked cabinet within the office. If a peace officer goes off shift at their residence, the OC spray must be secured within a locked cabinet.
- 2) The Supervisor:
 - a) Reports to the area, takes charge of the incident and approves the use of OC Spray, if necessary;
 - b) Ensure all targets affected by the OC Spray are taken to an area which is secure and removed from contamination and provides for decontamination;
 - c) Reviews, comments and submits the detailed Incident Report to the Authorized employer;
 - d) Ensures all Peace Officers required to carry OC Spray are re-certified every 36 months (sooner if desired by the Authorized employer).



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 9

CPO Incident Capture System (ICS) Policy

DESCRIPTION / BACKGROUND:

The recent upgrades to the CPO Vehicle included the installation of a “Watch Guard” system which includes a dash cam with an in-car microphone as well as a wireless lapel microphone. This system is used primarily for the purpose of providing video and audio evidence to the courts on violations where tickets were issued, as well as providing evidence in insurance or legal claims. This system is both to uphold the tickets issued as well as to enhance the safety of our Officer.

With the installation of this new system a policy needs to be put into place to govern the use and care of the system as well as the use, storage, and duplication of the media from the system.

RECOMMENDATION: The Admin Services Committee at their May 27, 2019 meeting recommended Council pass a resolution to adopt Policy # 5.3.16 – CPO Incident Capture System (ICS) policy:

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt Policy # 5.3.16 – CPO Incident Capture System (ICS) – effective June 10, 2019:

ATTACHMENTS:

- 1.) Policy 5.3.16 – CPO Incident Capture System (ICS) (version 1.0)

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

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019



CPO Incident Capture System (ICS)

Policy #5.3.16

Department Owner:	Regulatory & Protective Services		
Policy Applies To:	CPO Officer Multimedia Recording Systems		
Date Created:	May 23, 2019	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	May 27, 2019	Policy(ies) Replaced/Rescinded:	N/A

Intent:

To establish a procedure for the use, management, storage and retrieval of audio-visual media recorded by the in-car camera incident capture systems/WatchGuard (ICS).

The use of an ICS provides persuasive documentary evidence. ICS also helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to this procedure in order to maximize the effectiveness and utility of the ICS and the integrity of evidence and related electronic documentation.

The use of ICS has been adopted to accomplish the following objectives:

- To enhance officer safety;
- To accurately capture statements and events during the course of an incident;
- To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation;
- To provide an accurate account of an event for self-critique, training and supervisory review;
- To capture visual and audio information for use in current and future investigations.

General Procedures:

1. ICS equipment shall be programmed to automatically activate when emergency equipment (lights) are operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle. Standard activation settings shall be set and approved by the supervisor.
2. It is mandatory to use the ICS to record in the following situations, when the ICS is in close proximity to do so:
 - a. Traffic stops (to include, but is not limited to traffic violations, stranded motorist assistance, compliance checks);
 - b. Emergency responses;
 - c. Violation in progress; and
 - d. Any other situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.
3. When the ICS is activated, officers shall ensure that the audio portion is also activated so all events are properly documented.
4. An officer may disable the audio feature of the ICS only if there is a compelling reason to do so (interview with an informant, suspect phone call to lawyer, etc.).
5. Officers shall wear the ICS wireless lapel microphone with a wind hood at all times when engaged in activities described in item 2 in proximity of their vehicle.

Operational Protocol

6. Officers shall review ICS recordings when preparing written reports of events to help ensure accuracy and consistency of accounts. Officers should make written notes during a recorded statement as a safeguard against indiscernible statements or equipment failure and given that the ICS does not replace the use of notebooks.
7. With the exception of radio communications, officers shall ensure that the volume from other electronic devices inside the vehicle will not interfere with ICS recordings.
8. Officers shall not erase, alter, reuse, modify or tamper with ICS recordings outside of procedures noted in section 20.
9. ICS recordings shall be appropriately marked as containing evidence, logged as exhibits and held and/or duplicated when they record any of the following:
 - a. Criminal or Municipal Violations where a ticket was issued;
 - b. Assaults
 - c. Physical or verbal confrontations;
 - d. Emergency responses.
10. When the ICS is activated to document an event, it shall not be deactivated until the event has been concluded, unless:
 - a. The incident or event is of such duration that the ICS should be deactivated to conserve recording times;
 - b. The officer reasonably believes that deactivation will not result in the loss of critical documentary information; and
 - c. The intention to stop the recording has been noted by the officer either verbally or in a written notation.
11. The recording media shall be replaced prior to the recording device reaching full capacity.

Officer Responsibilities

12. Inspection and general maintenance of ICS equipment installed in Town vehicles shall be the responsibility of the vehicle operator.
13. ICS equipment shall be operated in accordance with the manufacturer's recommended guidelines.
14. Prior to beginning each shift, the vehicle operator shall perform an inspection to ensure that the ICS is performing in accordance with the manufacturer's recommendations covering the following matters:
 - a. Remote audio transmitter functional:
 - i. Adequate power source;
 - ii. Connected to the recording equipment; and
 - iii. Remote activation of system via transmitter.
 - b. Camera Lens:
 - i. Windshield and camera lens free of debris; and
 - ii. Camera facing intended direction.
 - c. Recording mechanism capturing both audio and video information:
 - i. System plays back both audio and video.
 - d. A secondary recording media is in place in the recording mechanism if required.
 - e. The ICS will record:
 - i. Times;
 - ii. Dates;
 - iii. Location;
 - iv. Speed;
 - v. Brakes;
 - vi. Lights;
 - vii. Name of officer (last name only)
15. Malfunctions, damage or theft of ICS equipment shall be reported to the immediate supervisor and documented in the officer's notebook prior to placing the vehicle into service.

16. All recording media, recorded images and audio recordings are the property of the Town. Dissemination outside of the Town is prohibited without specific written authorization of the CAO or designate.
17. Officers shall upload recorded data from the memory device to their assigned computer using the ICS software provided for that purpose.
18. Officers shall transfer all recorded media onto the Town's server for storage and backup at the end of each shift or as soon as practical in extenuating circumstances.
19. Officers will be required to present recorded media upon request by their immediate supervisor or CAO.
20. Media records shall be:
 - a. Deleted within 3 months if they DO NOT contain recordings of the events noted in section 9 to limit data storage space utilized on the server.
 - b. Maintained for 3 years if they DO contain records of the events noted in section 9.
 - c. Deletion of any records noted in (b) above shall not be deleted by the Officer until records scheduled for deletion have been reviewed and approved by the supervisor.
21. When destruction of recorded media has occurred it shall be documented in the file retention log.
22. Officers shall ensure that all digital media storage devices when not in use are stored securely in a locked receptacle.



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 10

POLICY MANUAL REVIEW & UPDATES - PLANNING & DEVELOPMENT

DESCRIPTION / BACKGROUND:

This is a continuation of the Town Policies review looking at Section 5.6 Planning & Development. With the Modernized MGA all land use policies and a list of how they affect planning decisions is required to be on the municipal website. Currently all the current land use policies and a listing are located on the website at the links below in the old format. Due to the formatting change and requirement to have them listed on the website as per the MGA the remaining development policies have been formatted and re-numbered and submitted for review. Once amended and approved a new listing as well as the newly formatted policies will be added to the website to ensure compliance with the MGA.

<http://www.claresholm.ca/government/bylaws/development-policies#sub>

<http://www.claresholm.ca/admin/resources/page-files/planning-and-development-policies-listing.pdf>

5.6.01 – Land Use Bylaw #1525 Fees (Previously PLDE 04-09)

There is no change to this policy other than changing to the new format. This policy was reviewed in 2018 and is updated when required with and land use bylaw amendments.

5.6.05 – Downtown Transitional Sidewalk (Previously PLDE 09-10)

There is no change to this policy other than formatting. Infrastructure Services has also reviewed this policy, no changes are proposed at this time.

5.6.10 – Uniform Fencing (Previously PLDE 12-11)

There is no change to this policy other than formatting.

5.6.15 – Street Trees (Previously PLDE 09-16)

Formatting changes, this is a relatively new policy. Infrastructure Services and the Development Department has suggested a few changes as shown in red.

5.6.22 – Billboard Signage (Previously CEDC 01-93)

Administration recommends repealing this policy as the installation of signage (billboard, election or other temporary signage) is regulated under the Land Use Bylaw for public land use districts (Town owned land).

5.6.23 – Signage – Highway Right of Way (Previously PLDE 05-94)

There are minor changes to this policy; formatting, one change in red, and the change in title from Economic Development to a Planning & Development Policy.

5.6.30 – Access from Secondary Highway #520 (Previously PLDE 10-97)

Administration recommends repealing this policy as access from highway 520 is under the jurisdiction of Alberta Transportation. The Admin Services committee also felt that if AT has approved an access there should be no reason that the Town would not follow that approval.

5.6.40 – Removal of Derelict Sheds (Previously CEDC 10-97)

Administration recommends repealing this policy as the removal of derelict sheds are regulated under the Unsightly and/or Land Use Bylaws.

RECOMMENDATION:

The Admin Services Committee recommends Council pass a resolution to adopt the amended policies by resolution:

- 5.6.01 – Land Use Bylaw #1525 Fees (Version 1.0) (Previously PLDE 04-09)
- 5.6.05 – Downtown Transitional Sidewalk (Version 1.0) (Previously PLDE 09-10)
- 5.6.10 – Uniform Fencing (Version 1.0) (Previously PLDE 12-11)
- 5.6.15 – Street Trees (Version 1.0) (Previously PLDE 09-16)
- 5.6.23 – Signage – Highway Right of Way (Version 1.0) (Previously PLDE 05-94)

The Admins Services Committee recommends Council repeal the policies by resolution:

- 5.6.22 – Billboard Signage (Previously CEDC 01-93)
- 5.6.40 – Removal of Derelict Sheds (Previously CEDC 10-97)
- 5.6.30 – Access from Secondary Highway #520 (Previously PLDE 10-97)

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to adopt the updated Town Policies as follows, effective June 10, 2019:

- 5.6.01 – Land Use Bylaw #1525 Fees (Version 1.0) (Previously PLDE 04-09)
- 5.6.05 – Downtown Transitional Sidewalk (Version 1.0) (Previously PLDE 09-10)
- 5.6.10 – Uniform Fencing (Version 1.0) (Previously PLDE 12-11)
- 5.6.15 – Street Trees (Version 1.0) (Previously PLDE 09-16)
- 5.6.23 – Signage – Highway Right of Way (Version 1.0) (Previously PLDE 05-94)

Moved by Councillor _____ to repeal the following policies:

- 5.6.22 – Billboard Signage (Previously CEDC 01-93)
- 5.6.40 – Removal of Derelict Sheds (Previously CEDC 10-97)
- 5.6.30 – Access from Secondary Highway #520 (Previously PLDE 10-97)


ATTACHMENTS:

- 1.) 5.6.01 – Land Use Bylaw #1525 Fees (Version 1.0)
- 2.) 5.6.05 – Downtown Transitional Sidewalk (Version 1.0)
- 3.) 5.6.10 – Uniform Fencing (Version 1.0)
- 4.) 5.6.15 – Street Trees (Version 1.0)
- 5.) 5.6.23 – Signage – Highway Right of Way (Version 1.0)
- 6.) 5.6.30 – Access from Secondary Highway #520 (Version 1.0)
- 7.) 5.6.22 – Billboard Signage
- 8.) 5.6.40 – Removal of Derelict Sheds

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019

	Land Use Bylaw #1525 Fees		Policy #5.6.01
Department Owner:	Planning & Development		
Policy Applies To:	Fees to be charged for development permits		
Date Created:	April 15, 2009	Date Approved By Council:	
Version #:	1.0	Resolution #:	
Last Review Date:	May 2019	Policy(ies) Replaced/Rescinded:	PLDE 04-09

Intent:

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

		Downtown Transitional sidewalk		Policy #5.6.05	
Department Owner:		Planning & Development			
Policy Applies To:		Responsibility of the Transitional section of Sidewalk			
Date Created:		September 13, 2010	Date Approved By Council:		September 13, 2010
Version #:		1.0	Resolution #:		
Last Review Date:		May 2019	Policy(ies) Replaced/Rescinded:		PLDE 09-10

Intent:

To establish a consistent policy regarding as to whom is responsible for repairs and maintenance on the transitional section of sidewalk between the business front and the public sidewalk (proper) in the downtown core.


Policy:

The transitional section between the business front and the public sidewalk proper is the responsibility of the property owner to repair and maintain.

Guidelines:

Public complaints (tripping hazard, etc.) regarding the transitional piece of sidewalk will be forwarded on to the property owner with a copy of this policy. If the issue becomes a matter of public safety, the Town's designated officer will send a remedial order to have the hazard addressed by the business owner in a timely manner per the appropriate bylaws.

Effective Date: September 13, 2010

	Uniform Fencing		Policy #5.6.10
Department Owner:	Planning & Development		
Policy Applies To:	Fencing policy for municipality or developer		
Date Created:	December 19, 2011	Date Approved By Council:	December 19, 2011
Version #:	1.0	Resolution #:	
Last Review Date:	May 2019	Policy(ies) Replaced/Rescinded:	#PLDE 12-11

Intent:

To provide a consistent policy for administration to use when evaluating, approving, constructing and maintaining uniform fencing projects that are municipally or developer initiated. Provisions will typically apply where private property (usually residential in nature) is proposed to directly abut major roads, municipal reserve, public utility lots, environmental reserve, school reserve and public open spaces generally.

Fencing is a significant component of any streetscape; the Town encourages the construction of fences which respect the existing built form in the locality and do not detract from it. Fences also provide security through the mechanism of passive surveillance, in which they define individual parcel boundaries. In addition, low or open fences assist in the creation of more livable streets that foster a sense of community and inclusion.

For the purposes of this policy, subdivision includes the creation of a new lot(s), the amalgamation of existing lots and any other land dealings that require the approval of the relevant authority, including the creation of condominium lots.

Guidelines:

- This policy applies to all permanent fencing erected by the Town of Claresholm, on behalf of the Town of Claresholm, or fencing that will eventually become the responsibility of the Town of Claresholm to maintain.
- Upon application for a subdivision, the Town of Claresholm approval authority shall consider this policy when evaluating the application. Where applicable, the subdivision authority shall stipulate that the developer, at its own expense, as part of the development of the lands, construct fences in accordance with the provisions of this policy and all relevant bylaws. Fencing shall be shown in the construction plans submitted to the Town of Claresholm for approval.
- Private Property (no easement): Any uniform fencing constructed on private property in accordance with this policy shall be maintained by the Developer until the expiration of the Guarantee Period and thereafter shall be maintained by the owners of the properties upon which the uniform fencing is located. To ensure the maintenance obligations of such owners, the Developer shall, prior to selling or transferring any such properties, register against such properties a restrictive covenant, in a form acceptable to the Town, which shall impose such maintenance obligations upon the future owners of such properties.
- Private Property (with easement): Any uniform fencing constructed on an easement located on private property shall require an easement agreement to the benefit of the Town of Claresholm. The Developer shall, prior to selling or transferring any such properties, register against such

properties an easement agreement, in a form acceptable to the Town. In addition, any uniform fencing constructed in accordance with this policy shall be maintained by the Developer until the expiration of the Guarantee Period and thereafter shall be maintained by the Town of Claresholm. Maintenance obligations shall be limited to the provisions specified in this policy and the provisions of the corresponding easement agreement; the provisions of the easement agreement shall prevail over the provisions of this policy to the extent of any conflict.

- Public Property: Any uniform fencing constructed on public property in accordance to this policy shall be maintained, if applicable, by the Developer until the expiration of the Guarantee Period and thereafter shall be maintained by the Town of Claresholm. Maintenance obligations shall be limited to the provisions specified in this policy.
- In the event of a conflict between the provisions of this policy and the provisions of the Town of Claresholm Land Use Bylaw or any other Bylaw, the provisions of those Bylaws shall prevail over the provisions of this policy to the extent of any conflict.
- Nothing in this policy aims to prohibit the construction of a noise barrier, which is erected with the approval of the Town of Claresholm under a Development or similar agreement, or a fence or wall required by the Town of Claresholm as a condition of subdivision approval or development approval, or to fences for which variances have been granted pursuant to the provisions of the Town of Claresholm Land Use Bylaw and the Alberta Municipal Government Act.
- Nothing in this policy exempts a fence from the requirements of other applicable legislation including the *Alberta Building Codes* and the *Historical Resources Act*, or prevents construction of a railing required by the *Alberta Building Codes*.
- The provisions of this policy do not apply to fences erected by other governmental authorities. Notwithstanding this provision, the Town shall be guided by and adhere to the provisions of this policy except where necessary for matters of public safety, protection of property, or abatement of public nuisances.

Construction Requirements and Standards

- Nothing in this policy exempts a fence from the construction requirements and standards specified in the Town of Claresholm Servicing Standards for Municipal Improvements.
- Fences are to be constructed from materials that are compatible with the scale and form of the existing development on the subject site.
- Fences should not be constructed in a manner that dominates or detracts from the existing development on the subject site.
- Where extensive lengths of uniform fencing are proposed, these shall be articulated in the form of planting recesses, combination of materials, colours, textures and/or other similar detailing to reduce the vertical mass and provide visual interest.
- Fences must be constructed of materials or finished treatments to give a long lasting, aesthetically pleasing appearance, low-maintenance and complemented, where appropriate, with landscaping native to the locality.
- A solid fence that obscures a building's primary entry point or parking area can create a situation where unlawful or antisocial activity can go on unnoticed. The Town encourages the usage of visually permeable fencing that allows portions of the parking area and/or the building's entry point to be visible to public view.
- When a fence is required to be visually permeable, or 'see through', it must comprise of:

- a. continuous vertical gaps at least 50mm (MILLIMETRES) wide which total at least one third of the length of the fence; or
- b. continuous vertical gaps less than 50mm (MILLIMETRES) wide which total at least half of the length of the fence;

provided that the vertical gaps are evenly distributed along the length of the fence.

- Vehicle and pedestrian gates that are associated with a fence are to meet the relevant standards for the fence to which they relate.
- For safety reasons, all vehicle and pedestrian gates on a site are to open into the subject site and not outwards into a public area.
- When service meters and related infrastructure are located in or near a fence and are visible from the street, they create additional visual clutter to the detriment of the streetscape, and may be tampered with or subject to vandalism. Accordingly, service meters and related infrastructure should be located so that they are not visibly obtrusive.

Restrictions on Fence Materials and Construction

- No person shall erect a fence on Town property, including any public highway, without the express prior written consent of the Town.
- No person shall erect a fence which contains, or is constructed of any hazardous material.
- Barbed, razor or electrical fencing shall not be permitted where adjacent parcels are used or designated for residential or public purposes.
- Where grade elevations of adjacent parcels of land differ, the height of a boundary fence shall be measured from the mean grade elevation between the two parcels of land;

Maintenance Requirements

- All fencing shall be maintained in a good state of repair:
 - a. by the fence being complete, standing in a vertical position and securely anchored;
 - b. with no components of the fence broken, rusted, rotted or in a hazardous condition;
 - c. and free from graffiti.


Variations to Standards

- Fences shall meet the standards set out in this policy; fences that do not meet the standards will require additional approval from the Town.
- When making an application for approval for a fence that varies from the standards of this policy, written documentation is to be provided as to why the variations should be supported. In general, the Town will only support variations in the situations set out below:
 - a. At sites that are subject to excessive vehicle noise, headlight glares or other special requirements for privacy, it may be appropriate to vary the relevant visual permeability standards.
 - b. Architectural features such as gatehouses and porticos can have a significant impact on the streetscape in terms of bulk and scale, and will generally exceed the maximum height for a front fence. Where it is proposed to construct such an architectural feature, it may be appropriate to vary the applicable standards and requirements.

In regards to this provision, the relevant Development Authority has been delegated the ability to vary these standards. Where it is not appropriate for the Development Authority to review a variance application, the Chief Administrative Officer shall have the ability to vary these standards.

- The authority to grant variances to all other provisions and standards within this policy lies with Town Council. However, on a site specific basis, Council may delegate authority powers to the Municipal Planning Commission.

EFFECTIVE DATE: DECEMBER 19, 2011

	Street Trees		Policy #5.6.15
Department Owner:	Planning & Development		
Policy Applies To:	Tree Plantings		
Date Created:	September 23, 2016	Date Approved By Council:	October 11, 2016
Version #:	1.0	Resolution #:	
Last Review Date:	April 2019	Policy(ies) Replaced/Rescinded:	PLDE 09-16

Intent:

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

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

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

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

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

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

Definitions:

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

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

- Boulevard trees.
- Trees on public property.

Benefits of Street Trees to the Community:

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

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

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

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

Street Tree Risk Management:

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

ACTIONS

- Provide adequate resources to ensure proper tree management.

Street Tree Planting:

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

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

- Mitigate conflicts between tree roots and adjacent infrastructure.

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

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

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

Tree Selection:

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

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

Tree selection will be based on the following criteria:

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

Planting Programs:

Town of Claresholm will maintain two tree planting programs including:

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

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

ACTIONS

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

Street Tree Pruning:

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

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

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

ACTIONS

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

Street Tree Removal:

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

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

- The tree or tree group poses a severe safety hazard that cannot be corrected by pruning, transplanting or other treatments.
- The tree or tree group severely interferes with a neighboring tree or tree group to the extent that neither tree can develop to its full potential. The more desirable tree will be preserved.
- The aesthetic values of the tree or tree group are so low or negative that the site is visually enhanced by the tree's removal.
- Tree or tree group is dead or close to death.

- The tree or tree group poses an extreme and agreed public nuisance.
- Where improvements, infrastructure repair or maintenance required to be made around the tree or tree group will kill or render the tree a hazard or significantly impact on the trees' condition and useful life expectancy.
- The tree is found to be substantially contributing to damages to public or private property and no other viable means are available to rectify the situation.
- The tree or tree group is infected with an epidemic insect or disease where the recommended control is not applicable and removal is the recommended practice to prevent transmission.

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

ACTIONS

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

Street Tree Root Management:

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

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

ACTIONS

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

Street Tree Health Care & Nuisance Pest:

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

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

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

ACTIONS

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

Requests for Street Tree Maintenance & Planting:


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

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

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

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

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

	Billboard Signage		Policy #5.6.22
Department Owner:	Planning & Development		
Policy Applies To:	Billboard Signage		
Date Created:	January 25, 1993	Date Approved By Council:	January 25, 1993
Version #:	1.0	Resolution #:	
Last Review Date:	May 2019	Policy(ies) Replaced/Rescinded:	#CEDE 01 - 93

Purpose:

The Council of the Town of Claresholm believes that billboards shall not be erected on Town property.

(Exception)

During Municipal, Provincial and Federal elections after the writ is dropped, signs or billboards can be erected during the election period with the permission of Town Administration as for location and duration.

Guidelines:

1. No Town official shall provide authorization for the erection of any billboard on Town property.
2. Special permission should be obtained from Town Council as to signs and billboards for special events.

		Signage – Highway Right of Way		Policy #5.6.23	
Department Owner:		Planning & Development			
Policy Applies To:		Signage – Highway Right of Way			
Date Created:			Date Approved By Council:		May 30, 1994
Version #:		1.0	Resolution #:		
Last Review Date:		May 2019	Policy(ies) Replaced/Rescinded:		#PLDE 05-94

Intent:


Council wishes to establish a policy concerning community signage along Highway #2 and Highway #520.

Policy:

No permanent signs or advertising signs are to be erected or placed within the Highway Right of Way on Highway #2 and Highway #520 within the corporate limits of Claresholm.

Guidelines:

- Any advertising or community events signage is to be placed on private property outside the Highway Right of Way (and subject to any applicable permits).
- No Town official shall provide authorization for the erection of any signage within the Highway #2 and Highway #520 Right of Way.
- Signage erected that does not conform to this policy shall be removed immediately by Town forces.

		Access from Secondary Highway #520		Policy #5.6.30	
Department Owner:		Planning and Development			
Policy Applies To:		Access from Secondary Highway #520			
Date Created:		Date Approved By Council:		October 20, 1997	
Version #:		1.0	Resolution #:		
Last Review Date:		May 2019	Policy(ies) Replaced/Rescinded:		#PLDE 10-97

Intent:

To establish a consistent policy for access off of Secondary Highway #520 so that developers of adjacent lands shall be made aware of access limitations.


Policy:

No permanent signs or temporary points will be allowed from Secondary Highway #520 to service adjacent lands other than those authorized before the passage of this policy.

Those access points which presently exist will be allowed to exist under current planning policies.

Guidelines:

Planning proposals for any lands adjacent to Secondary Highway #520 shall be received in a manner consistent with this policy and any plans designed providing for access off of Highway 520 (43rd Avenue West) shall be rejected.

	Removal of Derelict Sheds		Policy #5.6.40
Department Owner:	Planning and Development		
Policy Applies To:	Removal of Derelict Sheds		
Date Created:		Date Approved By Council:	May 1, 1999
Version #:	1.0	Resolution #:	
Last Review Date:	May 2019	Policy(ies) Replaced/Rescinded:	#PLDE 05-99

Purpose: To reduce fire hazards, improve the appearance of the Town and to remove habitat for pests such as skunks.

Policy: The Town of Claresholm will budget an amount of one thousand (\$1000.00) each year for the removal of derelict sheds.

Guidelines: 1. The Town will not normally do work on private properties except under this policy or as may be provided by bylaw.

2. The Chief Administrative Officer (CAO) and Community Peace Officer (CPO) are given the authority to approach citizens/owners who have derelict sheds who cannot afford to have them removed.

3. The CAO and CPO are given the authority to negotiate with the citizen the amount of remedial work which needs to be done to restore and protect the property. In any case, the amount must not exceed one thousand dollars (\$1,000.00) in any given year.

4. The negotiations may include such items as removal of the building, garbage stored in the building, derelict fences attached to the building, grading and soil to fill in any excavation caused by the demolition and erection of new fence posts to protect the property if necessary.

5. The CAO will prepare the written contract to reflect the negotiations.

6. The written contract must be signed by the Town and the citizen involved.

7. The contract will be available after signing in the CAO's office for inspection by members of Council.

EFFECTIVE DATE: May 1, 1999



REQUEST FOR DECISION

Meeting: June 10, 2019
Agenda Item: 11

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 was involved again with Council's approval in 2018 and would like to be involved this season.

This event was well received in our community in 2017 and 2018, 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 and \$832 in 2018, which was funded through the Economic Development Committee budget. There is a budget of \$800 for 2019.

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 to September 2019 to a maximum amount of \$800.

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM, CAO

DATE: June 6, 2019



Claresholm

INFORMATION BRIEF

Meeting: June 10, 2019
Agenda Item: 12

DRAFT INTERMUNICIPAL DEVELOPMENT PLAN – OPEN HOUSE

An Intermunicipal Development Plan (IDP), with MD of Willow Creek, is now mandated through the Modernized Municipal Government Act. IDP's are an integral part of the Intermunicipal Collaboration Framework (ICF). IDPs are the part of the ICF related to land use. IDPs look at land use, location of infrastructure and servicing areas within what is typically determined to be the "fringe area" – the portion of area that borders both municipalities.

IDPs must address future land uses in the area; proposals for future development; provisions for transportation systems for the area; coordination of intermunicipal programs relating to the physical, social and economic development of the area; and environmental matters within the area. Each IDP must also contain a procedure to resolve or attempt to resolve conflict between the participants, a procedure to amend or repeal the IDP, and provisions relating to the administration of the plan.

Attached is the draft IDP document, for information purposes, that will be presented by ORRSC (Oldman River Regional Services Commission) at the open house scheduled for Wednesday June 12th from 6-8pm, at the MD of Willow Creek Offices (see attached notice). Following this open house, all feedback and discussion will be reviewed for any potential changes or decisions as required.

ATTACHMENTS:

- 1.) Open House Notice
- 2.) Draft IDP

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 3, 2019

NOTICE OF PUBLIC OPEN HOUSE

DRAFT MUNICIPAL DISTRICT OF WILLOW CREEK AND TOWN OF CLARESHOLM INTERMUNICIPAL DEVELOPMENT PLAN



June 12, 2019
6:00 - 8:00 p.m.



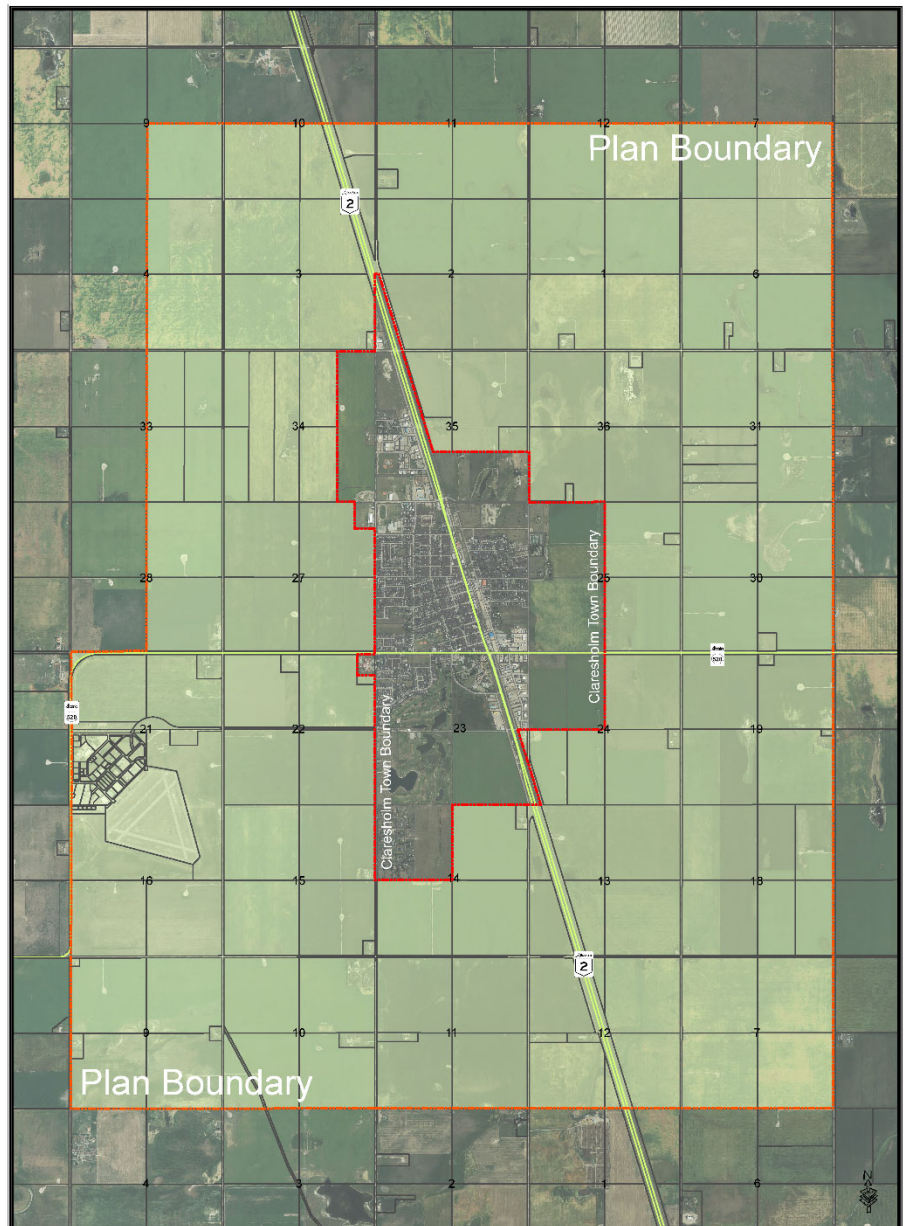
MD of Willow Creek Council Chambers

#273129 Secondary Highway 520 West, Claresholm, AB

The MD of Willow Creek and the Town of Claresholm are holding an Open House to obtain input on the draft joint Intermunicipal Development Plan (IDP), applicable within the defined planning area illustrated below. An Intermunicipal Development Plan is a joint municipal planning document which is intended to foster on-going cooperation and coordination between the two municipalities within a defined planning area regarding land use, transportation, servicing and other matters of joint interest.

The Open House is a drop-in format with displays highlighting key concepts and policies of the Draft Plan. The MD of Willow Creek and the Town of Claresholm councillors, municipal staff and planning advisors will be in attendance to gather public feedback on the draft plan.

A copy of the Draft IDP is available for review at the MD of Willow Creek and the Town of Claresholm offices during normal business hours and on-line at www.mdwillowcreek.com/intermunicipal-development-plans or www.orrsc.com. For additional information, please contact the planning advisors for the MD of Willow Creek (Mike Burla) and the Town of Claresholm (Gavin Scott) at the Oldman River Regional Services Commission at gavinscott@orrsc.com or mikeburla@orrsc.com or by phone at 403-329-1344.





Draft Intermunicipal Development Plan

Municipal District of Willow Creek No. 26

Town of Claresholm

June 2019

Prepared for:



and



By:



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Cover Art Courtesy of Claresholm Economic Development

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Municipal District of Willow Creek No. 26 and Town of Claresholm

INTERMUNICIPAL DEVELOPMENT PLAN

PART A: INTRODUCTION

1. BACKGROUND

An Intermunicipal Development Plan (IMDP) is a statutory document prepared for and adopted by two or more municipalities, which deals with land use planning matters of mutual interest.

The adoptions of this plan are the result of a collaborative effort by the Town of Claresholm and the Municipal District of Willow Creek (MD) in addressing sensitive land use issues in close proximity to the Town. Dialogue between the Town and the Municipal District through a committee of Oldman River Regional Services Commission (ORRSC) planning staff and administration has reviewed the existing Municipal Development Plans (MDPs) and addressed land use issues within the plan boundary.

Both municipalities can be commended in their intermunicipal and municipal planning efforts as defined by their respective MDPs and Land Use Bylaws. But with the adoption of the South Saskatchewan Regional Plan and mandated Intermunicipal planning by the province, clearly defined plans with respect to growth directions and land management adjacent to urban areas need to be agreed upon for both urban and rural municipalities. The complexity of IMDPs requires unique problem solving, negotiation and cooperation to reach mutual agreement. This document sets out the framework for the municipalities' efforts in planning in the fringe.

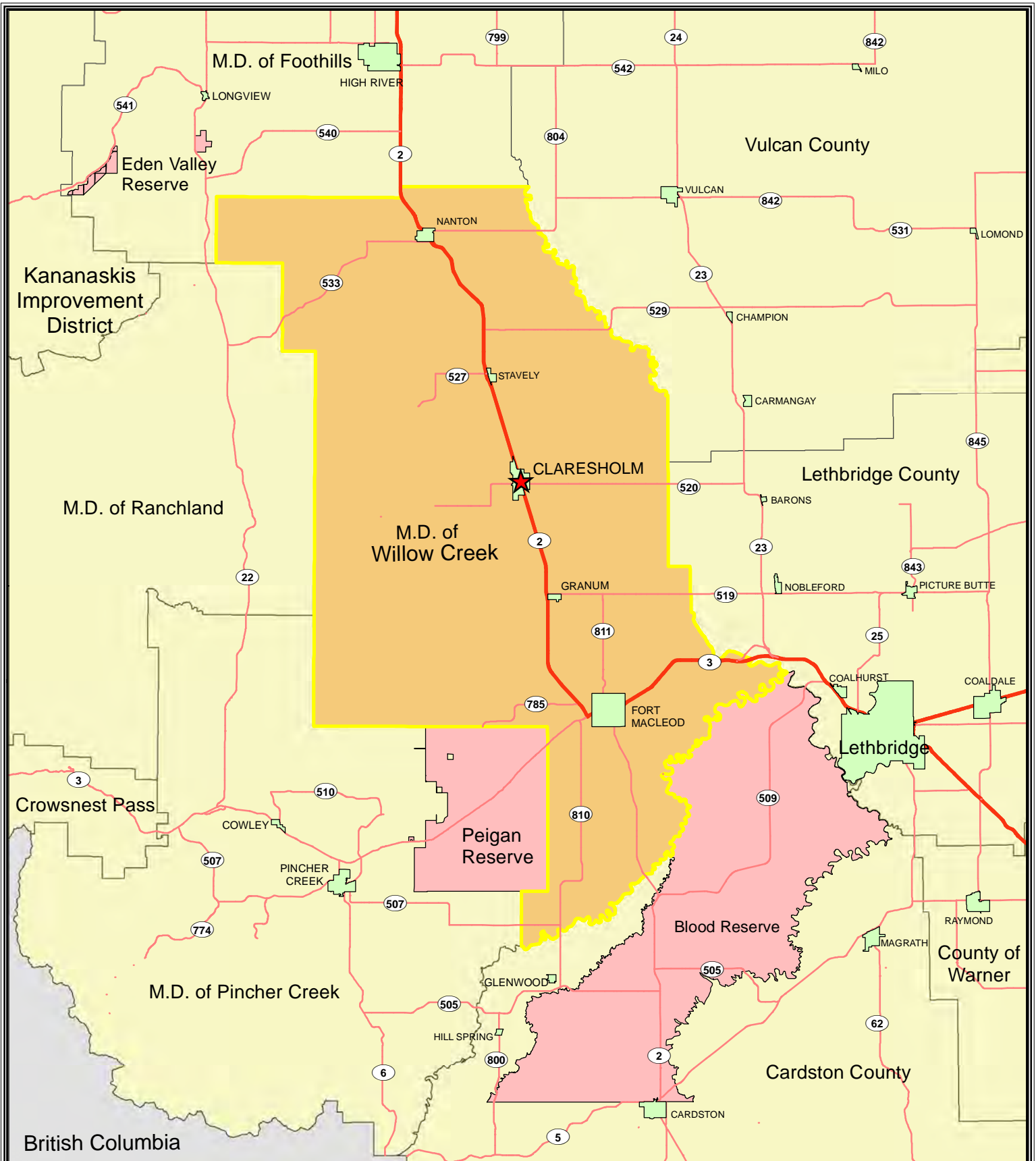
2. PLAN PREPARATION PROCESS

The Oldman River Regional Services Commission undertook a review of the present planning documents and many common areas of agreement were realized and discussed with Staff from both municipalities. The results were compiled into a document entitled "Background Report to the Intermunicipal Development Plan: Municipal District of Willow Creek – Town of Claresholm".

The background report sets the stage for the creation of the Intermunicipal Development Plan. This plan reflects the collaboration of both municipalities and the landowners. An open house was scheduled in advance of a mandatory public hearing required by the *Municipal Government Act*. At the discretion of both councils, the document was then adopted by individual bylaws.

3. INTENT AND APPLICATION

The purpose of this Intermunicipal Development Plan, in accordance with the MGA, is to prescribe policy for future land use and development, and any other matters relating to the physical, social or economic development of an area that the councils of the Town and Municipal District consider necessary. As well, it plans for orderly and properly controlled development surrounding the urban area which allows for timely expansion with minimal land use conflicts.







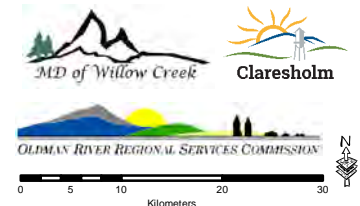
TOWN OF CLARESHOLM
BYLAW # _____

M.D. OF WILLOW CREEK No. 26
BYLAW # _____

INTERMUNICIPAL DEVELOPMENT PLAN
REGIONAL LOCATION MAP

MAP 1

-  Town of Claresholm
-  Municipal District of Willow Creek
-  Primary Highway
-  Secondary Highway



This Intermunicipal Development Plan applies to the lands as shown on the IMDP Boundaries Map, Map 2.

4. GOALS AND OBJECTIVES

GOALS

It is the intent of the councils of the Town of Claresholm and Municipal District of Willow Creek that the objectives and policies of this plan be governed by the goals stated below:

- To facilitate orderly and efficient development in the designated fringe area while identifying each municipality's opportunities and concerns.
- To identify the land uses each municipality envisages for the fringe area.
- When practical, to harmonize both municipalities' development and subdivision standards and requirements.
- To identify possible joint ventures, such as the provision of municipal services.
- To provide for a continuous and transparent planning process that facilitates ongoing consultation and cooperation among the two municipalities and affected ratepayers.
- To provide methods to implement and amend the various policies of the plan which are mutually agreed to by both municipalities.

OBJECTIVES

The following objectives shall be used as a framework for the policies of this plan and its implementation:

- To identify the growth strategies of the Town of Claresholm and ensure that these growth strategies are compatible with the development and land use policies of the Municipal District of Willow Creek.
- To discourage the fragmentation of agricultural land and to prevent the premature conversion of agricultural lands in the fringe area or area adjacent to it to non-agricultural uses.
- To recognize the continued viability of both communities by providing development in the urban fringe that:
 - (a) fosters a healthy environment, and
 - (b) seeks to minimize conflict when expansion becomes necessary.
- To direct country residential and other non-agricultural development to locations which are least disruptive to the agricultural community and to orderly urban expansion.
- To assist appropriate approval authorities to exercise control over confined feeding operations, industrial or other development which may have a potentially adverse impact on existing and/or future land use.

- To discourage development on flood-prone areas, potentially unstable slopes, undermined areas and other hazard lands and to ensure that public health and safety issues are given adequate consideration when land use and related decisions are being made.
- To maintain and promote a safe and efficient roadway network.
- To ensure development is serviced to standards appropriate to the location and type of development.

5. PLAN AREA

Both municipalities agree that the area affected by this plan includes all lands required to ensure the cooperation and coordination of land uses around the Town of Claresholm. This plan contains two levels of planning coordination around the town. Firstly, the Claresholm Urban Fringe boundary identified in this plan (Map 2) realistically and closely reflects the current and future needs of both the MD and Town. Secondly, a 1.5-mile referral area for discretionary land uses that may affect the Town's growth shall continue to be utilized.

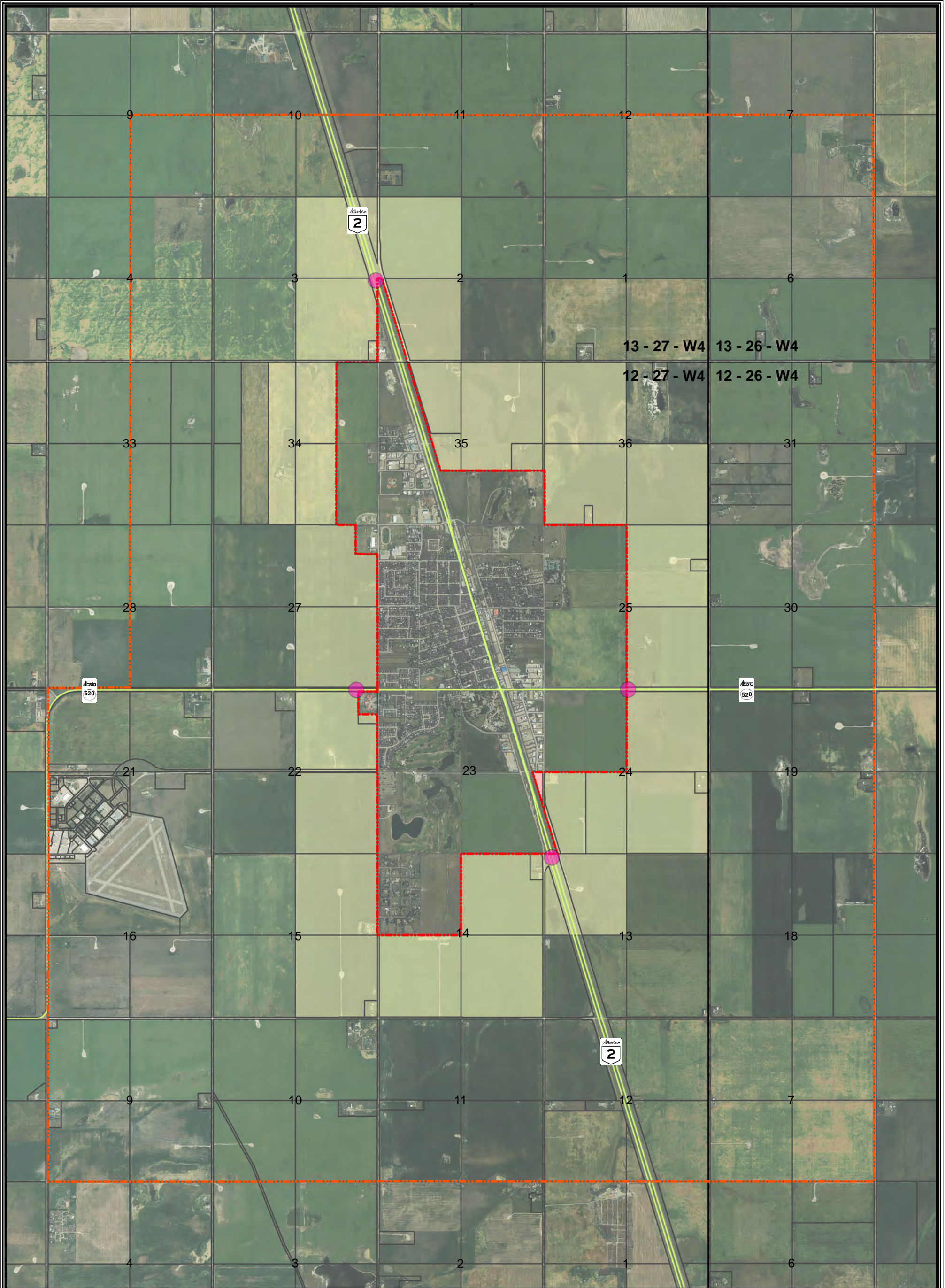
The Claresholm urban fringe boundary encompasses approximately 4080.57 acres of land adjacent to the Town of Claresholm as illustrated in Map 2 and contains the following:

- NW ¼ Sec 13, Twp 12 Rge 27 W4
- NE ¼ & S ½ Sec 14, Twp 12 Rge 27 W4
- E ½ Sec 15, Twp 12 Rge 27 W4
- E ½ Sec 22, Twp 12 Rge 27 W4
- Small Portion of SE ¼ Sec 23, Twp 12 Rge 27 W4
- S ½ & NE ¼ Sec 24, Twp 12 Rge 27 W4
- E ½ Sec 25, Twp 12 Rge 27 W4
- E ½ Sec 27, Twp 12 Rge 27 W4
- Portions of Sec 34, Twp 12 Rge 27 W4
- Portions of Sec 35, Twp 12 Rge 27 W4
- S ½ & NW ¼ Sec 36, Twp 12 Rge 27 W4
- Portions of W ½ Sec 2, Twp 13 Rge 27 W4
- E ½ Sec 3, Twp 13 Rge 27 W4.

From the perspective of both municipalities, maintaining the integrity of the Intermunicipal Development Plan is critical to the preservation of their long-term interests. This plan is based upon a shared vision of a future growth framework and reflects a mutual agreement on areas of growth for each municipality.

The main purpose of the two boundaries is to act as a referral mechanism to ensure dialogue between the two municipalities regarding development within the fringe. It should be noted that some of the lands contained within the plan boundary are already zoned, subdivided or developed for non-agricultural uses. It is understood that existing uses within either boundary are permitted and will continue operations.

However, the expansion or intensification of existing uses shall be required to meet the policies of this IMDP and the applicable land use bylaw. Those lands that have been previously redesignated or subdivided or both need to be reviewed in the context of this plan and amendments may be




TOWN OF CLARESHOLM
 BYLAW # _____

M.D. OF WILLOW CREEK No. 26
 BYLAW # _____


INTERMUNICIPAL DEVELOPMENT PLAN
IMDP BOUNDARY

MAP 2


- - - - - Claresholm Municipal Boundary
- - - - - IMDP Referral Boundary
- Highways
- Urban Fringe Boundary
- MD of Willow Creek Rural Commercial (RC)
- Entranceways



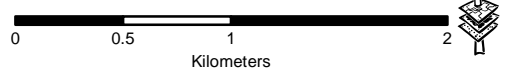
MD of Willow Creek



Claresholm



OLDMAN RIVER REGIONAL SERVICES COMMISSION



0 0.5 1 2 Kilometers

required to ensure that future development will comply with the mutually agreed upon growth pattern.

PART B: POLICIES

This document outlines policies that apply to lands in both the Claresholm Urban Fringe and referral area boundaries and are to be used as a framework for decision making in each municipality with input and cooperation of the other jurisdiction. Each municipality is responsible for decisions within their boundaries using the plan policies and the procedures provided in the plan.

This section of policy is intended to provide guidance to decision makers when considering land use approvals within the two boundaries. Approvals shall only be given to uses that are complementary to uses located in the adjacent jurisdiction. Other sections of this plan may also apply.

1. GENERAL FRINGE AREA LAND USE

- 1.1 This plan acknowledges land use designations for isolated commercial, industrial and residential that existed prior to the adoption of this plan. Following adoption and for the purpose of managing land use around the Town of Claresholm, the area will typically be designated to either of the following land use districts:
 - (a) Rural General, or
 - (b) Claresholm Urban Fringe
- 1.2 The Claresholm Urban Fringe district is established and shown on Map 2. This area is established to allow the Town of Claresholm to maintain for its residents both a high quality of life and a quality environment.
- 1.3 Parcels within the urban fringe boundary (Map 2) that are currently zoned Rural General - RG shall be redesignated as Claresholm Urban Fringe in the Municipal District of Willow Creek Land Use Bylaw. Extensive agriculture will be the primary land use of the lands, until these lands are redesignated in a land use bylaw in accordance with this plan.
- 1.4 The list of permitted and discretionary uses within the Claresholm Urban Fringe District contained within the Municipal District of Willow Creek Land Use Bylaw will be agreed upon between the two municipalities prior to adoption. Any amendments thereto after adoption must be addressed via separate discussion.
- 1.5 Prior to developing lands for urban residential or urban industrial/commercial uses, the first step may be to commence an annexation, IMDP amendment, area structure plan and redesignation process. These requirements are outlined in the following sections.

2. CONFINED FEEDING OPERATIONS

Confined Feeding Operations (CFOs) are a land use that may have an adverse effect on the urban area, however the approval authority for these operations is the Natural Resources Conservation Board (NRCB). Policies regarding CFOs are intended to state the position of the two participating municipalities for the lands that are subject to this plan.

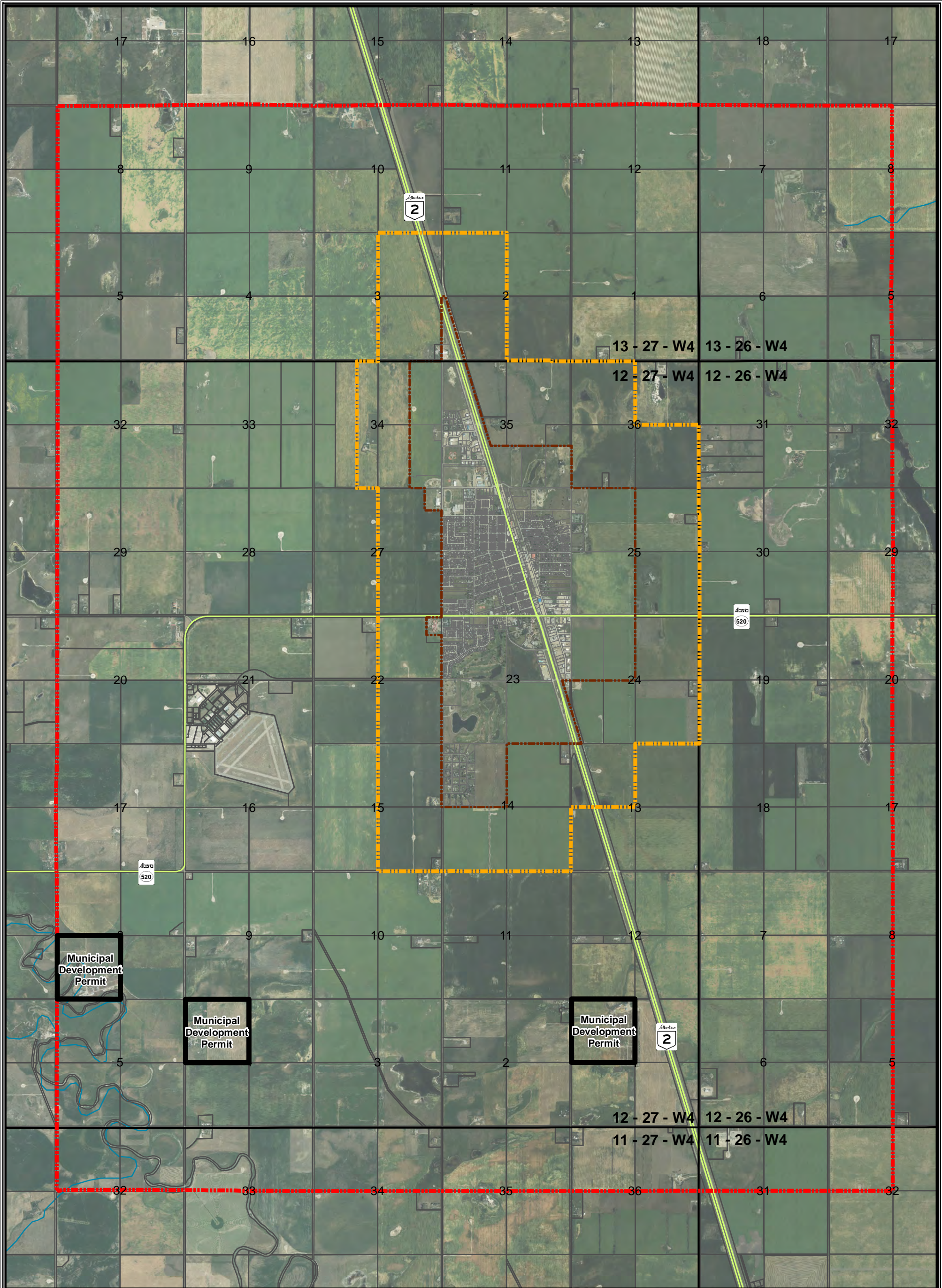
These policies recognize that it is important for both jurisdictions to maintain a good quality of life and high quality environment and support all types of agriculture, as both are fundamental to growth and development within each of their municipality's.

- 2.1 New confined feeding operations (CFOs) are not permitted to be established within the Intermunicipal Development Plan Confined Feeding Exclusion Area as illustrated on Map 3, CFO Exclusion Area.
- 2.2 In regard to manure application on lands in the CFO Exclusion Area, the standards and procedures as outlined in the Agricultural Operation Practices Act, Standards and Administration Regulation shall be applied.
- 2.3 Both municipalities request the NRCB to circulate all applications for confined feeding operations' registrations or approvals within the Intermunicipal Development Plan Referral Boundary to each respective municipality.
- 2.4 Both Councils recognize and acknowledge that existing confined feeding operations located within the exclusion area will be allowed to continue to operate under acceptable operating practices and within the requirements of the Agricultural Operation Practices Act and Regulations.
- 2.5 The Town agrees that it will notify and consult with the MD prior to engaging the NRCB or other provincial authorities, should a problem or complaints arise regarding a CFO operator's practices.
- 2.6 For statutory plan consistency, as required under the Municipal Government Act, the MD Municipal Development Plan CFO policies and associated map shall be reviewed and should be updated to reflect the CFO Exclusion Area as defined by Map 3 within the first year of this Plan being adopted.
- 2.7 Consistent with the MD of Willow Creek's LUB and MDP, all applications regarding intensive livestock operation (ILO) and CFOs within the 1.5 mile referral area shall be forwarded to the Town for review and comment by Town staff.

3. GROUPED COUNTRY RESIDENTIAL DEVELOPMENT

The Municipal District of Willow Creek has had a strong policy of protecting agricultural land by being very restrictive with respect to the approval of grouped country residential development, except for very specific areas of the municipality.

- 3.1 Lands considered high quality agricultural land shall not be subdivided for grouped country residential use.
- 3.2 The MD of Willow Creek shall encourage uses to locate in or in close proximity to the hamlet areas established in the municipality and not within the referral area of this plan.
- 3.3 Any proposal for grouped country residential within the designated Urban Fringe shall be required make application to amend this plan and if adopted identify the area on Map 2 as potential group country residential.









TOWN OF CLARESHOLM
 BYLAW # _____

M.D. OF WILLOW CREEK No. 26
 BYLAW # _____


INTERMUNICIPAL DEVELOPMENT PLAN
CFO EXCLUSION AREA

MAP 3


-  Claresholm Municipal Boundary
-  Highways
-  CFO Exclusion Area Boundary as Preferred by Town
-  CFO Exclusion Area Boundary as Preferred by MD
-  Confined Feeding Operation and Permit Type




MD of Willow Creek




Claresholm



OLDMAN RIVER REGIONAL SERVICES COMMISSION



0 0.5 1 2
Kilometers



- 3.4 A parcel or a lot that is used or intended to be used for grouped country residential development shall be designated grouped country residential in the Municipal District of Willow Creek Land Use Bylaw. This shall be a prohibited use in the Claresholm Urban Fringe district.
- 3.5 Prior to giving consideration to a redesignation request to grouped country residential in the Municipal District of Willow Creek Land Use Bylaw, the Municipal District shall require the applicant to submit and have approved an area structure plan.
- 3.5 Town servicing to proposed grouped country residential development in the fringe will not be encouraged without serious consideration being given to annexation of the proposed lands.
- 3.6 The Municipal District of Willow Creek shall, as a condition of approval, require that private septic systems, as identified by Alberta Environment or by the Safety Codes Council Private Sewage Systems Standard of Practice, meet all provincial requirements.

4. COMMERCIAL AND INDUSTRIAL DEVELOPMENT

Commercial and industrial development applications can be expected and the following policies will ensure coordination with existing and future developments in the Town. The Municipal District may also benefit from development in specific locations.

- 4.1 Any proposal for commercial or industrial use within the designated Urban Fringe shall be required make application to amend this plan and if adopted identify the area on Map 2 as a potential commercial or industrial area.
- 4.2 Home occupation - major shall be a discretionary use within the Claresholm Urban Fringe district of the Municipal District of Willow Creek Land Use Bylaw.
- 4.3 Noxious industries shall be prohibited within the Claresholm Urban Fringe district.

5. INTERMUNICIPAL AGREEMENTS AND SERVICES

A high degree of cooperation currently exists between the two jurisdictions and further opportunities for joint activities on a wide variety of issues may become available in the future.

- 5.1 Both municipalities shall ensure that land development and servicing is coordinated, recognizing that:
 - (a) statutory plan compliance or amendment, land use redesignation, and subdivision to facilitate development are the first steps in land development,
 - (b) development shall be provided with suitable levels of service depending on its requirements and location, and
 - (c) the actions of regulatory authorities shall be coordinated with those of both municipalities, whenever possible.
- 5.2 To ensure that sewage disposal is given full consideration well in advance of development approval, the Town and the Municipal District agree that this shall be addressed as early as possible whenever land use decisions are being made. All appropriate standards are to be met.

- 5.3 It is recognized by the two municipalities that benefits can occur through cooperation and both may explore the option of sharing future services and/or revenues through an Intermunicipal Collaborative Framework or a special agreement.

6. SUBDIVISION CRITERIA

Although the subdivision process for the fringe area may utilize the same policies as the rest of the MD, it is recognized that more evaluation may be necessary to minimize the potential for conflicts with existing or proposed uses and as outlined in this plan.

7. URBAN EXPANSION NEEDS

Identification of possible expansion areas provides an indication of lands that need to have special considerations. Policies are in place to ensure the opinion of all stakeholders into the expansion process.

- 7.1 In order to allow for the planning and installing of infrastructure, the Town has identified in the Intermunicipal Development Plan and Municipal Development Plan processes general and long-term directions of growth. Lands shown in Map 2 as Claresholm Urban Fringe have been identified as areas which may be needed to accommodate future urban development. Annexation of these lands will occur in the framework of this and other long-range planning documents and will be based upon orderly development.
- 7.2 The process of including the above noted lands into the Town shall be commenced by the Town over a period time after the adoption of this plan and continue as required in accordance with the *Municipal Government Act* including the public and council negotiations.
- 7.3 Annexation involves a number of stakeholders that need to be involved in the process including:
- land owners directly affected by the application must be part of the negotiation process;
 - Town of Claresholm, who must make the detailed case for annexation and be a major participant in any negotiations;
 - MD of Willow Creek, who must evaluate the annexation application and supporting documentation for the impact on its financial status and land base as well as ratepayer issues. The MD will, as part of the negotiation with ratepayers, wish to see arrangements regarding, but not limited to:
 - property taxes,
 - use of land continuing as agriculture until needed for development, and
 - ability to keep certain animals on site;
 - local authorities such as the Alberta Health Services and Alberta Environment;
 - Municipal Government Board, who will evaluate the application and responses from the stakeholders.
- 7.4 Annexation boundaries shall follow legal boundaries and natural features to avoid creating fragmented patterns of municipal jurisdiction.
- 7.5 The Town and MD shall negotiate a formula for the determination of compensation on annexation. Negotiation may occur on any or all of the following:

- revenue or tax-sharing,
- off-site levies and levy transfers, and
- municipal reserve transfers.

7.6 Upon a Municipal Board Order approving an annexation, the Claresholm Urban Fringe District boundary should be updated to reflect the municipal boundary change by moving outward one quarter section or as identified in a Town of Claresholm MDP growth strategy.

8. CREEKS AND HAZARD LANDS

Frog Creek is the main water feature in the fringe and referral area and provides opportunity for cooperation as well as some challenges.

- 8.1 Recognizing that development near Frog Creek can impact downstream lands (and in some cases upstream lands), both municipalities agree that they will consider potential effects and discuss proposals before either undertakes development near the creek within the Town or the lands subject to this plan.
- 8.2 Both municipalities endorse the dedication of Environmental Reserve or an Environmental Reserve Easement within the Town or the lands subject to this plan along the creek and any other major natural drainage course, recognizing that the MGA authorizes:
- (a) the dedication of a minimum 6-metre strip; and
 - (b) the dedication of any lands that are unstable or subject to flooding; and
 - (c) the dedication of lands which consist of a swamp, gully, ravine, coulee or a natural drainage course.
- 8.3 Where either municipality identifies that a development, subdivision or redesignation application may occur on or in potentially hazardous land, the developer shall provide an analysis prepared by a qualified Alberta professional showing the approval is appropriate and safe at that location.

9. WIND ENERGY CONVERSION SYSTEMS (WECS)

Wind Energy Conversion Systems (WECS) are a growing industry in southern Alberta and provides economic benefits to both urban and rural municipalities. As a land use, WECS structures can be imposing due to their size. Through municipal cooperation, it is hoped that the industry can expand and grow as a compatible land use.

- 9.1 The protection of agricultural lands and associated land uses shall be considered when decisions regarding wind power generation are made.
- 9.2 No development approvals or redesignation shall be given to WECS (Category 3) within the Claresholm Urban Fringe district.
- 9.3 Both municipalities agree to endorse green energy development and further agree to have open dialogue on proposed developments.

10. SOLAR ENERGY SYSTEMS

Solar Energy Systems are a growing industry in southern Alberta and provides economic benefits to both urban and rural municipalities. As a land use, solar energy system, commercial/industrial can be imposing due to their land coverage. Through municipal cooperation, it is hoped that the industry can expand and grow as a compatible land use.

- 10.1 The protection of agricultural lands and associated land uses shall be considered when decisions regarding solar power generation are made.
- 10.2 No development approvals or redesignation shall be given to Solar energy system, commercial/industrial within the Claresholm Urban Fringe district.
- 10.3 Both municipalities agree to endorse green energy development and further agree to have open dialogue on proposed developments.

11. TRANSPORTATION CORRIDORS and COMMUNITY ENTRANCEWAYS

Transportation corridors and entranceways are key components to any land use planning document. Land use and transportation cannot be planned separately nor can two municipalities plan these components in isolation.

- 11.1 The Town and MD will cooperate on the development and approvals of all future Transportation Master Plans.
- 11.2 All subdivision proposals within the plan area shall secure all right-of-way requirements for future road expansion. Particular attention should be given to major intersections requirements.
- 11.3 Standards for a hierarchy of roadways should be identified and established between the two jurisdictions. Access control regulations should also be established to ensure major collectors and arterials are protected.
- 11.4 If required by Alberta Transportation or the municipality, at the time of subdivision or development, the developer shall conduct traffic studies with respect to impact and access onto Highways 2 and 520. Any upgrading identified by such studies shall be implemented by the developer at its sole cost and to the satisfaction of the municipality and Alberta Transportation.
- 11.5 Common standards of development adjacent the entranceways identified on Map 2 should be developed in each municipality's LUB and MDP. Standards should include but are not limited to landscaping, signage, screening and fencing. Architectural elements should enhance the visual appeal of intermunicipal entranceways.
- 11.6 Billboards, third party and off-premise signs along entranceways (Map 2) are prohibited.
- 11.7 Both municipalities agree to inform and invite the other municipality for all discussions with Alberta Transportation.

PART C: IMPLEMENTATION OF THE PLAN

The plan's implementation will be the ongoing responsibility of both councils whose actions must reflect the plan. The support and cooperation of each municipal staff, planning advisors, public and private organizations, and the general public will also be needed for implementation. The following guiding principles shall govern the plan's implementation:

1. The Town and Municipal District agree that they shall ensure that the policies of this plan are properly, fairly and reasonably implemented.
2. The Town and Municipal District shall monitor and review the policies of this plan on a regular basis or as circumstances warrant.
3. The Town and the Municipal District's Land Use Bylaws and Municipal Development Plans shall be amended to reflect the policies of this plan.

1. REFERRALS

This plan is designed with a two tiered referral system. Referrals for both the Claresholm Urban Fringe and referral area boundaries are outlined below.

Urban Fringe Intent

For the Claresholm Urban Fringe land use issues are addressed at five main points in the approval system including:

- municipal development plans and amendments,
- all other statutory plans and amendments,
- land use bylaws and amendments,
- subdivision of a parcel and any appeal,
- development approval and any appeal.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a written response is expected within 30 days.

Urban Fringe Referral Policies

1.1 As the first step in the urban fringe referral process, all applications within the plan boundary or proposed documents affecting the plan boundary shall be submitted to the Town or MD for comment. The full referral process is outlined in Figure 1 – Referral Flow Chart.

1.2 Municipal Development Plan Amendments

- (a) A newly proposed MD of Willow Creek Municipal Development Plan or amendment that will have an impact on this plan shall be referred to the Town for comment.

- (b) A newly proposed Town of Claresholm Municipal Development Plan or amendment affecting the municipal expansion policies shall be referred to the MD for comment.
- (c) The above referrals shall be made and considered prior to a public hearing.

1.3 All Other Statutory Plans and Amendments

- (a) A newly proposed MD of Willow Creek statutory plan or amendment that will have an impact on this plan shall be referred to the Town for comment.
- (b) A newly proposed Town of Claresholm statutory plan or amendment affecting the municipal expansion policies shall be referred to the MD for comment.
- (c) The above referrals shall be made and considered prior to a public hearing.

1.4 Land Use Bylaws and Amendments (redesignation and text amendments)

- (a) All land use bylaw amendments in the MD of Willow Creek which change a land use district or a part of the Land Use Bylaw which would affect the policies of this plan shall be referred to the Town.
- (b) The Town shall refer all redesignation applications that are located adjacent to the Town boundary.
- (c) Any proposed new Land Use Bylaw in the MD or Town shall be referred to the other for comment.
- (d) The above referrals shall be made and considered prior to a public hearing.

1.5 Subdivision Applications

- (a) The MD shall refer all subdivision applications within the Claresholm urban fringe boundaries to the Town for comment.
- (b) The Town shall refer all subdivision applications located on lands adjacent to the town boundary to the MD for comment. The above referrals shall be made and considered prior to a decision being made.

1.6 Development applications

- (a) The MD shall refer all discretionary use applications located in the Claresholm urban fringe boundary to the Town for comment and may refer permitted use applications if there are some conditions that may alleviate a perceived conflict with a Town property.
- (b) The Town shall refer to the MD all discretionary use applications, if the application is adjacent to lands in the MD and any application involving a use of land or buildings which may have a noxious, hazardous or otherwise detrimental impact on land within the MD
- (c) The above referrals shall be made and considered prior to a decision being made.

- 1.7 Municipalities are encouraged to refer any requests for approval to each other in areas not contained in this plan if some impact may occur in the other jurisdiction.

IMDP Referral Area Intent

For the IMDP Referral Area land use issues are addressed for specific uses in the approval system and reflect many policies already established in the MD of Willow Creek's Municipal Development Plan and Land Use Bylaw.

Each referral shall contain all available information for review and a municipality may request further information to be provided. In the case of all referrals, a timely written response is expected.

IMDP Referral Area Policies

1.8 In accordance with the MD of Willow Creek MDP, all land use bylaw amendments, subdivision and non-residential discretionary use development applications within 1.5 miles shall be referred to the Town of Claresholm. The 1.5-mile referral in this plan is known as the IMDP referral boundary as depicted on Map 2.

As the first step in the IMDP referral boundary process, all applications within the boundary or proposed documents affecting the plan boundary shall be submitted to the Town for comment. The full referral process is outlined in Figure 1 – Referral Flow Chart.

1.9 CFO / ILO Development applications

- (a) The MD shall refer all CFO / ILO use applications located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

1.10 Grouped Country Residential Area Structure Plan or Redesignation applications

- (a) The MD shall refer all Grouped Country Residential Area Structure Plan or Redesignation applications located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

1.11 Coordination of Transportation Planning

- (a) The MD shall refer all transportation improvements located in the IMDP referral boundary to the Town for comment.
- (b) The above referrals shall be made and considered prior to a decision being made.

2. DISPUTE SETTLEMENT

By its nature, the policies of this plan are general and make each municipality responsible for decisions made in their own jurisdiction. This suggests that disputes may arise from time to time. Using the following system, it is hoped the dispute can firstly be avoided, and secondly, settled locally. Only after a series of steps would the dispute go beyond the local level.

In the case of a dispute, the following process will be followed to arrive at a solution:

- Step 1** It is important to avoid any dispute by ensuring the plan is adhered to as adopted, including full circulation of any permit or application that may affect a municipality

or as required in this plan and prompt enforcement of the policies of the plan and Land Use Bylaw.

Step 2 Should either municipality identify an issue related to this plan that may result in a more serious dispute, that municipality should call a joint meeting of the two councils to discuss the issue.

Step 3 Should the councils be unable to reach a solution, either municipality may contact Alberta Municipal Affairs to commence a mediation process under the department's guidance.

Step 4 In a case where further action under the MGA is unavailable, the results of the mediation report will be binding on each municipality.

Step 5 In the case of a dispute regarding:

- a statutory plan or amendment, or
- a land use bylaw or amendment,

a dispute under section 690(1) of the *Municipal Government Act* may be initiated.

3. PLAN VALIDITY AND AMENDMENT

This plan will not contain a "sunset" clause, but rather, a method of continuous updating as required.

3.1 This plan comes into effect on the date it is adopted by both the Town of Claresholm and Municipal District of Willow Creek. It remains in effect until either:

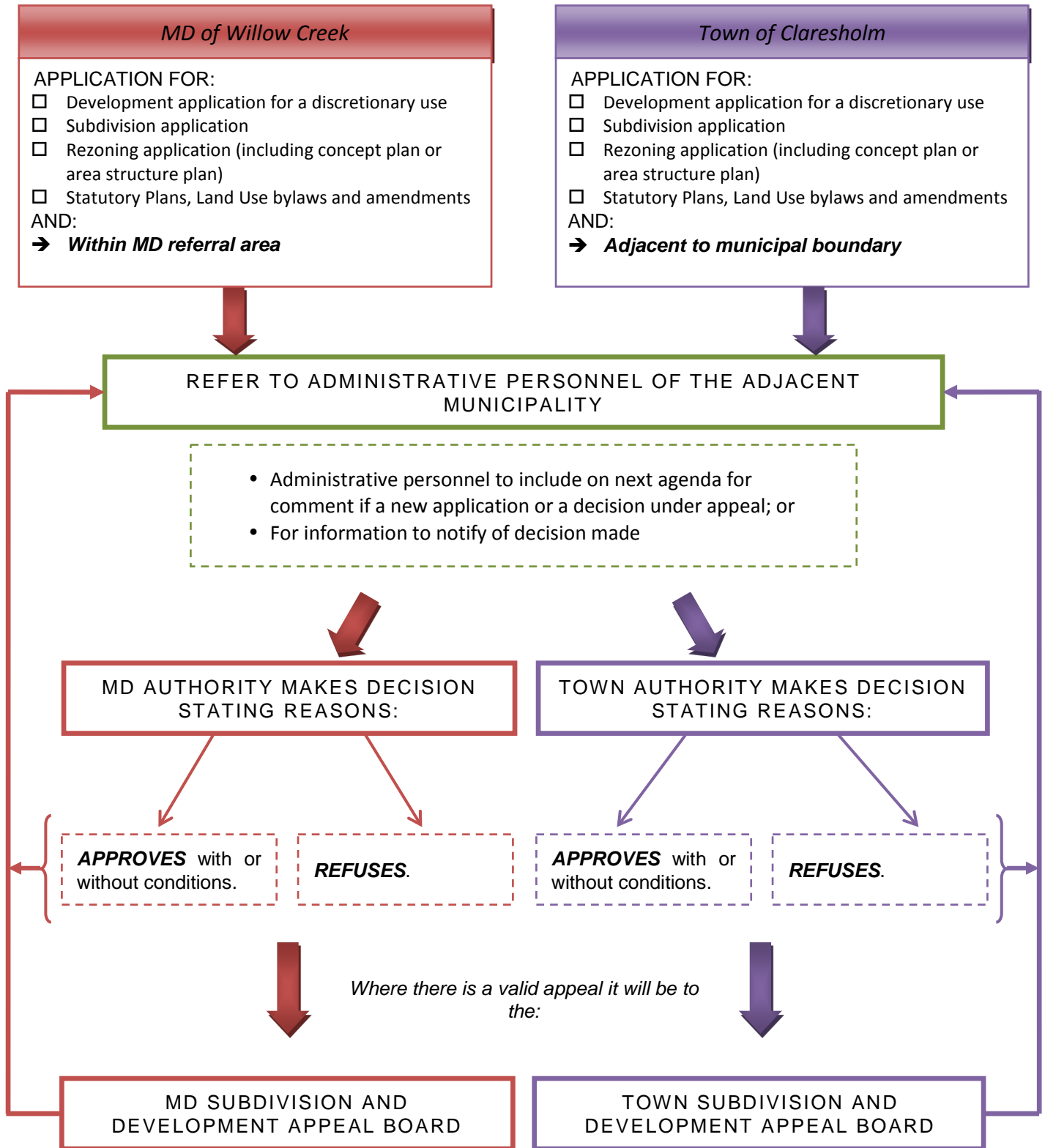
- (a) council rescinds the plan by bylaw after giving six months notice, or
- (b) by mutual agreement.

3.2 Recognizing that this plan may require an amendment from time to time to accommodate an unforeseen situation, such an amendment must be adopted by both councils using the procedures established in the *Municipal Government Act*.

3.3 Third party applications for an amendment to this plan shall be made to either municipality and be accompanied by the appropriate fees to each municipality.

3.4 That the staff of both municipalities reviews the plan every three years from the date of adoption and report to the respective councils. Each council shall respond within 60 days with a recommended course of action.

Figure 1: Intermunicipal Development Plan Referral Flowchart



APPENDIX A – Definitions

Adjacent means land which is contiguous or would be contiguous if not for a river, stream, railway, road or utility right-of-way or reserve land.

Area structure plan means a statutory plan prepared in accordance with Section 634 of the *Municipal Government Act* and the Municipal Development Plan for the purpose of providing a framework for subdivision and development of land in the municipality.

Commercial means the use of land and/or building for the purpose of display, storage and wholesale or retail sale of goods and/or services to the general public. On-site manufacturing, processing or refining of goods shall be incidental to the sales operation.

Confined feeding operation (CFO) has the same meaning as in the regulations of the *Agricultural Operations Practices Act*.

Country residence means a use of land, the primary purpose of which is for a dwelling or the establishment of a dwelling in a rural area.

Development means development as defined in the MGA.

Development authority means the development authority of the Municipal District of Willow Creek No. 26 or the development authority of the Town of Claresholm, whichever development authority applies.

Extensive agriculture means the production of crops or livestock or both by the expansive cultivation or open grazing of normally more than one parcel or lot containing 160 acres (64.8 ha) more or less.

Grouped country residential means two or more contiguous country residential lots.

Industrial means development used for manufacturing, fabricating, processing, assembly, production or packaging of goods or products, as well as administrative offices, warehousing and wholesale distribution uses which are accessory to the above provided that the use does not generate any detrimental impact, potential health or safety hazard or any nuisance beyond the boundaries of the site upon which it is situated. “Noxious or hazardous industries” and Specialty manufacturing / Cottage industry” are separate uses.

Intensive livestock operation (ILO) means any land enclosed by buildings, shelters, fences, corrals or other structures which, in the opinion of the MD Municipal Planning Commission, is capable of confining, rearing, feeding, dairying or auctioning livestock, but excepting out wintering of a basic breeding herd of livestock but is less than the thresholds established by the NRCB.

Land use bylaw has the same meaning as in the *Municipal Government Act*.

May means, within the context of a policy, that the action described in the policy is discretionary.

MGA means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, with amendments there to.

Noxious industry means an industry which is hazardous, noxious, unsightly or offensive and cannot, therefore, be compatibly located in an urban environment. Examples include, but are not necessarily limited to: abattoirs, oil and gas plants, asphalt plants, sanitary landfill sites, sewage treatment plants or lagoons, auto wreckers or other such uses determined by the Municipal Planning Commission to be similar in nature.

Redesignation "redesignate", "redistrict", or "rezone" means changing the existing land use district on the official Land Use District Map in the land use bylaw.

Residential means the use of land or buildings for the purpose of domestic habitation on a continual, periodic or seasonal basis.

Shall means, within the context of a policy, that the action described in the policy is mandatory.

Solar energy system, commercial/industrial means a system using solar technology to collect energy from the sun and convert it to energy to be used for off-site consumption, distribution to the marketplace, or a solar energy system not meeting the definition of solar energy systems, household.

Urban fringe means a specified rural district immediately adjacent to the corporate limits of a city, town, or village where certain land uses are either allowed or prohibited to protect the land use interests agreed to by both jurisdictions.

Wind Energy Conversion System (WECS) means a system consisting of subcomponents which converts wind energy to electrical energy using rotors, tower and a storage system.

Strategies

YEAR 2

		Update on Progress
POLICY & PLANNING		
3 Year Operations Plan and 5 Year Capital Plan		
	Complete first official 3 year operating and 5 year capital plan	Complete - Passed February 11, 2019
	Update, modify and extend financial plans for 2020.	Work will start on this during budget process in the late summer/fall
Multi Use Community Facility		
	Award tenders and begin construction	Change of scope being investigated further.
Intermunicipal Development Plan (IDP)		
	Continue work with ORRSC to prepare draft plan to present to the public at an Open House	ORRSC contracted, met with Council for feedback on policy drafts. Draft presented for information.
	Hold Public Hearing and adopt Bylaw	Scheduled for June 12, 2019 at the MD Administration Building.
Intermunicipal Collaboration Framework (ICF)		
	Continue discussions with review of services that could be better served intermunicipally along with review of financial consideration	Further meeting scheduled for June 17, 2019 with CAO's and senior staff. Sub-committee meeting was held April 30, 2019 with Financial staff from each municipality to review services/contract list and review financial analysis of services and TCA deficits. Significant progress and clarity has been achieved thusfar and has been a very positive process.
Industrial Study on Annexed Lands		
	Develop land use policy and regulations pertaining to future industrial and commercial development	ASP for Starline Business Park adopted December 10, 2018. Project complete.
	Develop a concept plan for the 120 acre parcel	ASP for Starline Business Park adopted December 10, 2018. Project complete.
	Develop an Area Structure Plan (ASP) for Phase I	ASP adopted for all phases December 10, 2018. Project complete.

Strategies

YEAR 2	Update on Progress	
Stormwater Infrastructure		
	Complete Phase I	Current work to our Storm Water Infrastructure through the Golf Course is still underway with completion estimated being the end of May, provided that weather cooperates. Project finalized late May. Complete
	Tender Phase 2 if ACRP grant application is successful	Government Funding has been applied for for Phase II of the Stormwater Infrastructure improvement project. Project is on hold until funding received. This project if funded, will be in Centennial Park and include new piping to the South, under the secondary highway 520, back to the golf course. These repairs/improvements were recommended in our 2016 Master Drainage Plan.
	File grant applications for Phase 3	Not started. Still waiting to hear on Phase 2 application.
Development Processes		
	Provide online service to streamline permit process	Project complete.
	Review development process to identify potential efficiencies	2019 Amendments complete, with sign schedule amendment review in progress for later in 2019. Development Policy review complete & presented for approval.
ECONOMIC & COMMUNITY DEVELOPMENT		
Support the Economic Development Committee		
	Develop a 3 year Business Plan	3 Year Business Plan adopted by Council January 28, 2019 Complete
Develop a Strategy for Challenging Land Owners		

Strategies

YEAR 2	Update on Progress
	<p>With the help of local realtors, building and landowners, Brady has begun drafting a living-working document that works to identify all building and land opportunities for rent, lease, or purchase, in and around Claresholm. This includes points of contact, history, pricing, and challenges existing. Systems are being created to assure that this document remains as up to date as possible, these include EDO notifications for any commercial change in utility billing or ownership, notifications for any new business licensing, and monthly contact calls with local realtors.</p>
Develop Residential Land Resulting In Diverse Housing	
Continue work with landowners to encourage development through potential partnerships	Brady continues to build relationships with landowners and gain a better understanding of price and availability.
Develop Light Industrial (Annexed Lands)	
Develop land use strategy that takes into	Project complete.
Undertake an Opportunities and Constraints analysis	Project complete.
Develop logical phasing plan to phase development	ASP adopted for all phases December 10, 2018. Project complete.
Develop a Financing and Cost Sharing	FIA and Cost Sharing Models complete.
Undertake a market analysis	Market analysis is complete.
Undertake recommended phasing plan to phase development	<p>Phase 1 has been included in the draft 5 year capital plan. The Infrastructure Services Dept has been working with WSP to complete the development plan for servicing of the newly annexed industrial lands. Meeting with WSP was held April 8th & final plans for servicing have been developed. Phasing of costs to be presented in 2020 budget.</p>
Implement Economic Development Business Plan	

Strategies

YEAR 2		Update on Progress
		In progress
Continue with Revitalization of Downtown & Highway Corridor		
	Gateway signs, mural maintenance	LED additions to the Gateway signs have been installed. Still addressing some programming issues and working on covering the backs of the LED panels.
GOVERNANCE & INTERNAL OPERATIONS		
Ensure Ongoing Public Participation		
	Quarterly Open Houses	Open House held February 28, 2019. Next open house scheduled for June 6, 2019
	Create opportunities for meaningful public participation as per the Public Participation Policy #COUN 05-18(a)	Continue with open houses and surveys. Open House held June 6, 2019 to present draft plans for Amundsen Park redesign.
Administration and Council Policies		
	Complete review and update of policies	Ongoing - Forth set of updated policies are being presented to Council on June 10 after having been reviewed and recommend by the Admin Services Committee on May 27.
Address Legislative Changes in a Timely Fashion		
	Continue using tracking worksheet to identify changes required and progress	Monitoring of changes is ongoing.
	Continue to review and update Bylaws	Ongoing
	Ensure ongoing training for qualified operators/staff	Ongoing
PARTNERSHIPS, COLLABORATIONS, RELATIONSHIPS		
Build Government Relations at All Levels		
	MLA, MP and surrounding municipal Councils at least bi-annual social	Meeting held with the MD of Willow Creek on December 19, 2018
Strengthen Stakeholder Relationships		

Strategies

YEAR 2	Update on Progress	
Encourage presentations to Council, visit organizations to build relationships and have a presence in the community	<p>Continue to have non-profits and other organizations in Town present to Council.</p>	
Relationships with AHS and Other Service Providers		
Continue to Enhance Relationships with AHS and Other Service Providers		
VIBRANT COMMUNITY, QUALITY OF LIFE		
Investigate Opportunities for Various Types of Housing		
Work with landowners and developers to encourage housing development	<p>Ongoing meetings with developers to discuss potential developments, and assist as required.</p>	
Traffic & Police Enforcement		
Continue partnership for CPO services	<p>Town now has a fully trained and appointed CPO 1 on staff that can address and enforce traffic concerns as well as Town Bylaw issues. CPO Aide Partnership has been created with the MD.</p> <p>CPO to assist RCMP with traffic on the highway and in town. RCMP have increased traffic light patrol and highway #2 patrols. A joint radar blitz in conjunction with the RCMP and CPO is in the works as well as checkstops in our area. Sherriff unit was in town and the DOT's at the scale several times. Traffic calming radar signs are now out and in use. CPO Hours to be flexable to serve the town bylaw needs and also to change when out not on set schedule</p>	
Continue work with Alberta Transportation and RCMP on enforcement measures on highway #2		
Expansion of Pathways		
Complete pathway on 8th Street West from 59 Ave West to Derochie Drive	<p>Completed</p>	
Complete pathway from Porcupine Hills Lodge to Patterson Park		<p>Completed</p>

Strategies

YEAR 2

YEAR 2		Update on Progress
	Complete pathways and access road system at Stormwater Management Facility	Completed
	Work with service clubs to continue pathway along 8th Street from Westlynn Drive to South access of Water Treatment Plant	Pathway Expansion was approved in budget 2019 and another section along 8th St. West is planned to connect the existing pathways in the SW to the sidewalk system. Kinsmen Club of Claresholm has agreed to take on this project and a grant application is currently being drafted. Contract awarded June 3/19
Improvement of Parks		
	Continue improvement and upgrade of parks as identified in the Parks and Recreation Master Plan	Postponed development of Amundsen Park to 2020 to allow time for a committee to be struck and create redevelopment plans. Committee has met 3 times, engaging many user groups and services clubs in this process. Playground improvements are included as part of the redesign.
Support the Arts Community		
	Redevelopment of Amundsen Park to include amphitheatre for outdoor performances	Landscape architect engaged (draft concept plan in progress) public open house scheduled for June 6, 2019.
Safety Programs and Sidewalk Safety		
	Risk Reduction and Sidewalk Infrastructure	We are continuing our Risk Reduction program in 2019 for liability reduction (trip hazard removal) and the continued improvements to our sidewalk infrastructure responsibly. Sidewalk tender has been posted with the deadline for submissions being June 3, 2019.

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - November 13, 2018				
18a	IN CAMERA: Moved by Councillor Schulze to support the concept and approach recommended by the Regional Fire Services Study Steering Committee, and further to support the approach and guiding principles for the remaining components of the Intermunicipal Collaboration Framework. CARRIED MOTION #18-176	Marian	Draft agreement being prepared and scheduled to be presented to all Councils for consideration on June 19, 2019	In progress
Regular Scheduled Meeting - April 23, 2019				
10	RFD: EV Charging Station Site - Moved by Councillor Moore to approve the use of Site-1 as indicated on the proposed locations for the placement of two (2) electric vehicle charging stations with the Peaks to Prairies project. CARRIED MOTION #19-058	Brady	Licence of Occupation Signed and filed. Await install schedule	In Progress
Regular Scheduled Meeting - May 13, 2019				
5	DELEGATION RESPONSE: Youth Justice Committee of Alberta Southwest - Moved by Councillor Schlossberger to support the Youth Justice Committee of Alberta Southwest's project of positive ticketing in Claresholm by using the community peace officer to hand out positive tickets and using the Town Office as a redemption point for tickets to gift certificates. CARRIED MOTION #19-062	Ryan	Waiting for further information	In Progress
12	CORRES: Family and Friends of Garry Moyer - Moved by Councillor Zimmer to allow for the installation of a bench in memory of Garry Moyer at Westhills Park with the design to be approved by the Town of Claresholm's development department, and the understanding that the Town is not responsible for the replacement of the bench once it has reached its useful life. CARRIED MOTION #19-064	Tara/Mike	Contacted group, will work with them for selection of site and bench.	In Progress
Regular Scheduled Meeting - May 27, 2019				
1	BYLAW #1669 - Moved by Councillor Moore to give Bylaw #1669, a bylaw to repeal Borrowing Bylaw #1645, 1st Reading. CARRIED	Karine	On the June 10th Agenda for 2nd & 3rd Readings	Complete
2	DELEGATION RESPONSE: Claresholm & District Transportation Society - Council referred this matter to the Joint Economic Development Initiative (JEDI) with the MD of Willow Creek to formulate a plan to address the Claresholm & District Transportation Society's request for more funding.	Karine	Letter sent to Society, meeting to be scheduled	In Progress
5	CORRES: Royal Canadian Legion - Moved by Councillor Schulze to support the Military Service Recognition Book produced by the Royal Canadian Legion Campaign Office in the amount of \$442.86 plus GST for 2020. CARRIED MOTION #19-072	Karine	Payment sent	Complete

7	CORRES: Rocky Mountain Drift Club - Moved by Councillor Cutler to allow the Rocky Mountain Drift Club to hold a drifting demonstration during Fair Days on 2nd Street East between 43rd & 47th Avenue on the stipulation that they provide sufficient volunteers with identifiable shirts to coordinate drivers, that they manage parking and provide crowd control, as well as limit spectators to a designated viewing area. CARRIED MOTION #19-073	Brady	EDO will continue to liase with Jason Toone of RMDC to assure the conditions are met.	Complete
8	RFD: Claresholm Seniors Drop-in Expansion - Moved by Councillor Moore to approve the use of Town owned land for the expansion (addition) of the Senior's Drop-In Centre provided all new development is contained within the existing property boundaries, and any applicable permits for the construction of the addition have been approved. CARRIED MOTION #19-074	Tara	Notification letter sent to group	Complete
9	RFD: General Contractor Services - Moved by Councilor Schlossberger to accept the proposal from Mowers and Blowers to become the Town of Claresholm General Contractor for the term of two (2) years from June 1, 2019 with the option of the Town of Claresholm to extend the term of the agreement for an additional year. CARRIED MOTION #19-075	Ryan	Contract Signed	Complete
10	RFD: Pavement Overlay - Moved by Councillor Moore to approve the out-of-budget expenditure of up to \$19,386.00 for the pavement overlay at the corner of 51st Avenue and 5th Street West to be funded from general capital reserves. CARRIED MOTION #19-076	Mike	Contractor has been notified	Complete
11	RFD: Ball Diamond Users - Ad-hoc Committee - Moved by Councillor Zimmer to establish an Adhoc Committee as presented to make a recommendation to Council on the future use and development of the ball diamond parks within the community. CARRIED MOTION #19-077	Mike/Denise	Committee meeting has been scheduled	In Progress

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: June 6, 2019

INFORMATION ITEMS

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
April 25, 2019 at 3:00 P.M.

In attendance: Chair Gord Wolstenholme, Don Norby, Nancy Cormier, John Kroetsch, Brad Schlossberger and CAO Cheryl Friesen

1. Chair Gord Wolstenholme called the meeting to order at 3:02 P.M.

2. Approval of Agenda

19.48 **Moved by Brad Schlossberger** to approve the agenda as presented.

CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Meeting March 28, 2019

19.49 **Moved by Don Norby** to approve the minutes of the March 28, 2019 regular meeting as presented.

CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable, including April 2019 payroll, in the amount of \$15 935.09.

19.50 **Moved by Nancy Cormier** to approve for payment, the accounts payable in the amount of \$15 935.09.

CARRIED

b) Check Detail March 29 to April 18, 2019

CAO Friesen presented the members with the check detail from March 29 to April 18, 2019.

19.51 **Moved by John Kroetsch** to accept the check detail of March 29 to April 18, 2019 as presented.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
April 25, 2019 at 3:00 P.M.

5. Financial Information cont.

c) Bank Reconciliations March 2019 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation reports for March 2019 for the ATB Financial checking account & 90 day notice account.

19.52 **Moved by Brad Schlossberger** to accept the March 2019 reconciliation reports for the ATB Financial checking account & 90 day notice account.

CARRIED

7. New Business

a) Hasegawa Proposal-New Groundwater Wells and Water Testing

CAO Friesen presented the members with the proposal for consulting services for development of new groundwater test wells and water testing. Friesen explained that the cost of drilling the test wells is not included in the proposal.

19.53 **Moved by Don Norby** to accept the proposal from Hasegawa for consulting services for development of new groundwater test wells and testing in the amount of \$3 307.50.

8. Correspondence

No correspondence.

9. General Landfill Information

a) Styrofoam Recycling-For Information

CAO Friesen explained that she traveled to Foothills Regional Landfill to observe the styrofoam extruder in operation. The machine grinds the Styrofoam, melts and extrudes it into 50-60 pound blocks which are then sold.

b) Class II Cell Development

CAO Friesen reported that work has begun on the class II cell development. Friesen has been in contact with our insurance risk advisor to ensure our insurance needs are met in the bid documents. This work will be ongoing.

10. In Camera

a) Land Lease

b) Personnel

19.54 **Moved by Don Norby** to go In Camera at 3:30 P.M.

CARRIED

19.55 **Moved by Brad Schlossberger** to come out of In Camera at 3:58 P.M.

CARRIED

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility
April 25, 2019 at 3:00 P.M.

19.56 **Moved by John Kroetsch** that wage increases be as discussed during the In Camera session.

CARRIED

11. Adjournment

19.57 **Moved by Nancy Cormier** to adjourn at 3:59 P.M.

CARRIED

Chairman Gord Wolstenholme

CAO Cheryl Friesen

CLARESHOLM FOOD BANK

Meeting: April 25, 2019

Present: Wendy, Shirley, Brydon, Linda, Gaven, Shelley & Kathy

Regrets: Mellissa

Absent:

Meeting Called to order: 4:25 p.m.

Additions to Agenda: OLD BUSINESS – 5 Hunger count

NEW BUSINESS – 1. Alberta Food Banks membership

2. Food Bank Brand

3. Mail Box

Shelley moves to accept additions -carried

Minutes of Previous Meeting: Accepted with spelling corrections

by Gaven Minutes must be submitted to Town of Claresholm karine@claresholm.ca

Treasurer's Report – see attached Shelley moves to accept as Presented by Linda Brooks

Budget Meeting set for May 16 @ 4:00 p.m. Claresholm Library Shelley, Linda, Kathy and Wendy to attend.

OLD BUSINESS:

1. Computer Update- working on data base – Shelley will meet on May 9 @ 4:00 p.m. with Melissa and Shirley to review
2. Expense forms – Shirley handed one in for payment
3. Policies – tabled
4. Food Bank pamphlets- none in circulation – Shelley will review what she has on her computer to update different information such as telephone #,etc. Wendy will help.
5. Hunger Count - tabled

BUILDING COMMITTEE: Shelley presented – had a meeting with Blair – Corporate Service for the Town. Probably no moving until 2021. Committee is considering 1000-1500 sq feet. A rough drawing was presented that Bernie had drawn up. Lots of discussion. Committee will try to get a commitment from the town that they will let us know at least a year ahead of time when they have confirmed what they are doing for their new or renovated offices.

FUNDRAISING COMMITTEE: Linda presented. Fundraising in general is down in Claresholm and the immediate future looks as though it will be difficult to raise money.

Linda looked into Gaming Licences: Casino – which is probably your best option in fundraising/ Raffles (only need license for over \$20,000)/ Bingo.

Brydon makes a motion that the Food Bank applies to AGLC for a Gaming License Shelley 2nd – Carried

Food Bank Update: 75 hampers given out so far this month with 1 week left. Another truck from Calgary will be requested soon.

CORRESPONDENCE: None

NEW BUSINESS:

1. Alberta Food Bank – need to apply before end of April. Shelley will forward application to Wendy for submission \$50.00 Fee and a copy of the Food Handling Permit is required.
2. Food Bank Brand – Shelley has developed Thank You Certificates and cards to give out to donors
3. Mail Box – Box 2227 – new food bank mail box Kathy moves that this be our official Food Bank Mail Box – Brydon 2nd – Carried.

NEXT MEETING: May 23, 2019 at the Library

Meeting Adjourned: 5:45 p.m.

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Exhibit Hall Claresholm Museum

April 17, 2019

Present: Barry Gibbs, Betty Hoare, Don Glimsdale, Carl Hopf, Bert Franssens, Gaven Moore and Bill Kells

Absent: Verne Lunan and Tom Pollon

1. Call to order by Barry Gibbs at 2:58 PM.
2. Adoption of agenda as is made by Carl Hopf. **CARRIED**
3. Approval of minutes from March 20, 2019 as is made by Bert Franssens. **CARRIED** Board received a letter of resignation from Tom Pollon.
4. Financials – 1st quarter 2019 financials were reviewed. The board discussed will the new Executive Director, Bill Kells, how we handle the reviewing of the financial information received from the town administration.
5. Chair Report – Barry Gibbs reviewed his written monthly report previously sent out. With the resignation of Tom Pollon, the board discussed the need for new board member recruitment. After 10 years Don Glimsdale also expressed his intent to send in his resignation. Barry talked about the status of updating current policies.
6. 2019 Planning Committee Update – Discussion on the budget for the upcoming 50th anniversary of the Claresholm and District Museum event to be held on May 17, 2019. Motion by Carl Hopf to approve the budget of \$250.00 for this event. **CARRIED**. Approval of the Culture Days 2019 event postponed to the next board meeting. The next meeting of the events committee is May 1st, 2019.
7. 2020 Planning update and Link Trainer update – We will need a new lead and committee. The many excellent ideas brought forward will need to be examined to see what is do-able. Link trainer update – Bill Kells to follow up with the Galt Museum for possible parts to further enhance this future display.
8. Policy Work Plan – Exhibition policy has been circulated. Conservation policy needs to be reviewed by the fall of 2019. Need to clarify the volunteer policy and the volunteer handbook. Need to investigate an

Emergency Preparedness Policy, look at what is out there and make it our own. Discussion on creating new policy titled Community Event Museum Engagement Policy. Felt there was merit in coming with a formal policy covering these topics. An overall review to compare like museums and their policies would be helpful.

9. Executive Director's Operations Report

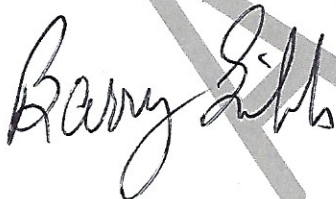
– The Virtual Museum needs to have 8 additional stories related to the base/training program researched, written and uploaded with photos. Captions must be written for the visually impaired and translated into French. Bill Kells will be working with the staff to meet these requirements.

-After viewing the storage for the artifacts of the museum, Bill Kells suggested that the board view other museums and storage facilities to come up with a plan for our future storage needs. Arrangements for this could be made in the fall of 2019.

– Approval for artifacts donated to the museum: group photo from the ladies in the Claresholm chapter of the Rebecca lodge and a medical related book owned by the nursing administrator at the Claresholm hospital. Gaven Moore made a motion to accept both items into the museum's collection. **CARRIED**

10. Motion for adjournment by Gaven Moore at 5:08. **CARRIED.**

Next meeting May 15, 2019.



Barry Gibbs
Board Chair

Karine Keys

From: Alberta Seniors & Housing <seniors.afc@gov.ab.ca>
Sent: Wednesday, May 29, 2019 2:10 PM
To: Karine Keys
Subject: Alberta Newsletter - Alberta Seniors and Housing

Trouble viewing this email? [Read it online](#)

Age-Friendly Alberta Newsletter

Alberta



Message from Honourable Josephine Pon Minister of Seniors and Housing

May 2019

It is my honour to serve as the new Minister of Seniors and Housing. I am humbled by the opportunity to make life better for Alberta seniors and their families.

This is an exciting time to be in Alberta. The people of this province put their trust in us and we will work hard every day to make Alberta the best place in North America to live, work, start a business, raise a family, and – of course – to retire.

The people of Alberta have given this government a strong mandate for change and improvement. As Minister, I am keenly interested in seeing how we can focus on the difference our investments are making and ensuring excellent services we can be proud of. I am eager to get to work providing seniors with support to live safely and independently in their chosen communities. After all, seniors have served their families, friends and neighbours for a lifetime and should always feel they are valued members of their communities.

I am looking forward to the weeks and months ahead. June is a busy time for our ministry with Intergenerational Day on June 1, Seniors' Week from June 2 to 8, and World Elder Abuse Awareness Day on June 15. While the Legislature is in session, I plan to come out to communities to participate in these important events where possible.

Moving forward, our government will continue to partner with civil society organizations around the province to support the growing demographic of seniors. It will be a pleasure to work alongside so many caring organizations. I look forward to meeting you and learning more about the critical supports and services you provide and learning how we can work together to achieve the mandate set out by Albertans.

Sincerely,

In this issue:

- Intergenerational Day
 - Seniors' Week
 - World Elder Abuse Awareness Day
 - New Horizons for Seniors Programs
-

Intergenerational Day

My ministry supports intergenerational initiatives to encourage healthy aging, address isolation of seniors and reduce ageism. Intergenerational programs have proven to promote learning, understanding and mutual respect between generations.

The benefits of intergenerational initiatives include strengthening communities to become more age-friendly, breaking down barriers between age groups and reducing stereotypes. Albertans of all ages bring valuable experiences and knowledge to their communities. Intergenerational initiatives help bring together people of all ages to form fun and meaningful relationships.

Intergenerational Day on June 1 is an opportunity to build understanding and bridge the gap between generations. I encourage you to take time to reach out to someone outside your age group. Our community is stronger when we come together and learn from one another.

Seniors' Week

For more than 30 years, Alberta has celebrated seniors during the first week in June. With hundreds of events taking place across the province, Albertans of all ages can attend an event, catch up with the seniors in their lives, or thank those who have made a difference in their community.

Seniors' Week 2019 celebrations will kick off on Monday, June 3 at 8:30 a.m. with a pancake breakfast, entertainment and information fair, at the Veiner Centre at 225 Woodman Avenue SE in Medicine Hat.

The Government of Alberta offers an online Events Calendar that can be used to post or view special events for seniors: <http://www.seniors-housing.alberta.ca/events/>.

June 2-8, 2019

Seniors' Week



Local Event:

Check out events happening in your community and
register your event at:
www.seniors-housing.alberta.ca/events/

Alberta

World Elder Abuse Awareness Day

June 15 is World Elder Abuse Awareness Day (WEAAD), which was established in 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization.

- Visit the [Government of Alberta](#) website for information on elder abuse prevention initiatives.
- Use the [WEAAD poster and resource toolkit](#) to help plan and promote your WEAAD activity.
- [Register your event on the Seniors and Housing Events Calendar!](#).
- Join the Canadian Network for the Prevention of Elder Abuse and the Alberta Elder Abuse Awareness Council in raising awareness of the [‘It is time to foster an age of inclusion’](#) campaign. To learn more about the campaign #AgeofInclusion visit www.cnpea.ca.

Government of Canada launches its New Horizons for Seniors Program (NHSP) 2019-20 call for proposals for community-based projects across Canada

The NHSP is a Government of Canada funding opportunity aiming to support projects that help improve the well-being and quality of life of seniors; and foster social inclusion and engagement of older individuals in all aspects of society. The projects are led or inspired by seniors who are making a difference in the lives of others and their communities. Community-based projects are eligible to receive up to \$25,000 in grant funding.

The deadline to submit applications is **June 21, 2019**. To learn more or apply for funding, visit <https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html>.



Website



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Karine Keys

From: Susan S Huntley <susan.huntley21@gmail.com>
Sent: Thursday, May 30, 2019 12:45 PM
To: EDO; Karine Keys
Subject: Thank you!

Hello Brady & Karine,

On behalf of the Alberta Saskatchewan Canada Airstream Club, I'd like to thank the Town of Claresholm and the EDC for the wonderful community support and contribution of items provided to our members who attended the Spring Rally over this past May long weekend in Granum.

All the attendees made lasting memories and greatly appreciated your generosity.

Kind regards,

Susan Huntley

AB SK Spring Rally Coordinator

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, February 15, 2019

*accepted
Mar 15*

ATTENDEES: Brydon Saunders – Lay Representative
Howard Paulson – Lay Representative
Brian Comstock- Lay Representative
Ian Sundquist – MD of Willow Creek
Lise Schultze – Town of Claresholm
Arlette Heck – Town of Granum
Jason Schneider – Vulcan County
Shirley Isaacson – Office Staff
Sandra Hillis – Office Staff

REGRETS: Mike McAlonan – Lay Representative
Josee Meston – Wandering Willows
Lyal O’Neill - CAO

Howard Paulson-Chair called the meeting to order at 10:40 am.

1.0 APPROVAL OF AGENDA

Moved by Arlette Heck to accept the agenda as presented.
Carried.

2.0 APPROVAL OF MINUTES

Moved by Brydon Saunders that the minutes of the January 18, 2019 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING

3.1 Howard checked into the fuel prices as requested from the last meeting. Nobody but UFA has a cardlock system and the drivers like the cardlock, so we will stay with UFA for the present time.

4.0 CORRESPONDENCE

1. Letter from Mike McAlonan – resignation from the Board of Directors of Claresholm and District Transportation Society.
Moved by Ian Sundquist that we accept Mike’s resignation with regrets.
Motion carried.
2. Letter from Lyal O’Neill – informing the group that he is taking chemo treatments and will take stem cell treatment after. He will probably not be back to work till the end of this year. Lyal thanked the board for the trips to the city for treatment . He also offered his help at the office when he is up to it.

5.0 REPORTS

1. Financial Report – We are presently in a positive balance. Ian Sundquist moved to accept the financial report. Motion carried.
2. Arlette Heck reported on the progress of the grant findings. Arlette is also resigning from this committee and will forward what she has done to date to the board members. Discussion on finding someone to do the grant work. She suggested that we check with Granum FCSS and see if they have any dollars available. Shirley will check into this.
3. Casino is scheduled for August 11 & 12th, 2019. Brydon Saunders and Shirley will do the paper work for the casino.
4. Chairman's Report – Howard reported that the bus has been fixed. Reg Brooks took the bus to Edmonton to get fixed. Brydon Saunders moved that we pay Reg's expenses. Motion carried. Arlette Heck moved that we purchase a \$50.00 Tim Horton's card and give to Reg, along with a Thank You note.

Stephen Ulrich, on behalf of the Ministerial Association has offered up to \$1000.00 to pay the costs of getting the bus repaired. Shirley will do up a letter outlining the expenses and send to Stephen.

6.0 OLD BUSINESS

1. Town of Pincher Creek wants to visit with us and discuss the operations of the Transportation System. Will set up another appointment in near future.

7.0 NEW BUSINESS:

1. Signing Authorities: It was moved by Jason Schneider that we appoint Lise Schultz, along with Howard Paulsen and Brydon Saunders as signing authority for the Claresholm and District Transportation Society for the chequing account at the Chinook Credit Union.
2. Brydon Saunders will put an ad in the Claresholm Local Press for a replacement for Mike McAlonan and thank Mike for his service. He will also speak with Rob Vogt and put an article in the newspaper and promote our services and that the bus is available again.

The meeting was adjourned at 11:45 am by Ian Sundquist.

NEXT MEETING DATE at Willow Creek Continuing Care Centre on March 15, 2019 at 10:30 a.m.

May 23, 2019

Mayor MacPherson and Councillors
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

RECEIVED

MAY 28 2019



Dear Mayor MacPherson and all Members of Council;

Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, is pleased to present a number of awards that celebrate leadership and inspire excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of their peers at the President's Awards Banquet on Saturday, October 26, 2019, where 500 delegates will be in attendance at the Fairmont Chateau Lake Louise as part of our annual Conference and Energize Workshop. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Awards

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation and sport, resulting in healthier people and communities. This year's awards are Community Leader of Tomorrow, Corporate Community Leader and Outstanding Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present all three awards.

Alberta Recreation and Parks Association's Awards

ARPA celebrates excellence through a number of diverse awards, including the A.V. Pettigrew Award, presented to a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

These awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on each of the awards and to complete our online nomination form.

We look forward to reading about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in cursive script that reads "Heather Cowie".

Heather Cowie
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

May 23, 2019

Mayor MacPherson and Councillors
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

RECEIVED
MAY 28 2019



Dear Mayor MacPherson and all Members of Council;

**Subject: 2019 ARPA Conference and Energize Workshop & ATRA Symposium
"Growing Recreation Together!"**

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to invite you to our Annual Conference and Energize Workshop at the Fairmont Chateau Lake Louise from Thursday, October 24 to Saturday, October 26, 2019.

Our conference program includes the Energize Workshop, now in its 24th year. The workshop is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. 525 delegates attended our conference in Jasper last fall, and nearly 100 of those attendees were mayors, reeves and councillors from across Alberta.

Recreation and parks are broadly recognized as essential public services that enhance quality of life and strongly aid in a community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue around these issues and your ongoing support of our organization is much appreciated.

Our 2019 conference program has been informed by comments and suggestions from 2018 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program will reflect the goals of the **Framework for Recreation in Canada - Pathways to Wellbeing**, a document endorsed by every province, territory and the Federation of Canadian Municipalities (FCM), and also supported by the Government of Canada. The program will also be informed by the **Parks for All** framework that was released in January 2018 and also endorsed by the provinces, territories and federal government.

Our experience is that municipalities typically book accommodations well in advance of the conference, so if you plan on attending, we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Heather Cowie
President

Bert Franssens
P.O. Box 1208
Claresholm, AB
elfranssens43@gmail.com

June 5, 2019

To: Town of Claresholm, and the Board of Directors of the Claresholm and District Museum

Please accept this letter as my official notice of resignation from the Board of Directors of the Claresholm & District Museum, to be effective immediately.

My other commitments have become too great for me to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being a part of the Museum Board and of the accomplishments of the past, and I have no doubt the Board will continue these successes in the future.

Sincerely,

Bert Franssens

Alberta SouthWest Bulletin June 2019

Regional Economic Development Alliance (REDA) Update

AlbertaSW marks 17 years of regional collaboration

On June 5, 2019, 90 attendees sat beneath the historic planes at the Bomber Command Museum of Canada in Nanton to celebrate regional accomplishments and learn about projects for the upcoming year.

On the eve of the 75th Anniversary of D-Day, it was particularly significant to be in that setting and appreciate that we have the freedom to envision new and ongoing initiatives for our future.



Speakers shared positive key messages!

Tom Mansfield, Executive Director, Regional Development Branch and **Stefanie Jones**, Director, Policy and Strategic Planning, Tourism Division, Alberta Economic Development, Trade and Tourism (AEDTT)

Tourism and economic development, now in the same department, will offer a new approach to developing and promoting the economic opportunities in our province. Goal is to increase tourism revenue to \$20B by 2030.

Royce Chwin, CEO, Travel Alberta

Travel Alberta can enhance and amplify the awareness of opportunities in our regions. We need to assess what we have and take time to tell our stories; Travel Alberta can help amplify those stories. People want to be involved in our authentic activities ... not just observe but participate and go "behind the scenes". Visiting Friends and Relatives (VFR) are a statistically significant and measurable segment of business revenue. ALL of our communities, large and small, have people; and those people have visitors who can be engaged in our regional events and activities. We need to pay attention and realize we are ALL part of that visitor economy!

Jen Grebeldinger, Communications Lead, Community Energy Association

The first installations of the Peaks to Prairies EV Charging Station Network are just weeks away from being unveiled. The promotional campaign will view the charging stations as a traveller amenity and focus on what there is to do in each location. We will attract the early adopters who are eager to drive their electric vehicles where they WANT to go, and not just where they MUST go, currently (so to speak!) to charge up.

**** Please visit www.peakstoprairies.ca** to see the new video and watch for ongoing updates on the project.

Dr. Magdalena Muir, Principal and **Kyle Leinweber**, Certification Associate,

Green Destinations Canada, Energy, Environmental and Legal Services Ltd. (IEELS Ltd)

Alberta SouthWest region is named to the 2018 Top 100 Sustainable Global Destinations.

This designation will be pursued again for 2019, as there is value in understanding how we can continue to do things better and raise awareness of this region in a world market.

Natalie Gibson, President, InnoVisions and Associates

The "Energizing Agricultural Transformation" project will develop perspectives on the future of agricultural and opportunities in the region. What is the status of the industry in the region? The world offers new technology, new products and new markets. Where are the gaps and opportunities?

**** If this topic interests you**, please call Bev. We need people to share their ideas and knowledge!

Economist John Maynard Keynes (1883-1946) ... comment on transformation:

"The difficulty lies not so much in developing new ideas as much as escaping from the old ones."

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