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

Time: 7:00 P.M.
Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream: https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live

NOTICE OF RECORDING

CALL TO ORDER

AGENDA: **ADOPTION OF AGENDA**

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

DELEGATION: **CLARESHOLM RESIDENT, Wayne MacKay**
RE: Sanitary Sewer Line Issues

ACTION ITEMS:

1. **BYLAW #1742 – Business License Bylaw Amendment**
   RE: 1st Reading
2. **BYLAW #1743 – Land Use Bylaw Amendment**
   RE: 1st Reading
3. **BYLAW #1744 – Water & Sewer Utility Bylaw Amendment**
   RE: 1st Reading
4. **DELEGATION RESPONSE: Claresholm History Book Committee**
   RE: History Book Loan
5. **CORRES: Reeve Glen Ockerman, County of St. Paul**
   RE: Rising Cost of Alberta Utility Fees
6. **CORRES: Reeve Maryanne Sandberg, Municipal District of Willow Creek**
   RE: Town of Claresholm Strategic Plan 2022-2026
7. **REQUEST FOR DECISION: Claresholm Curling Club Tax Waiver Request**
8. **REQUEST FOR DECISION: Claresholm Golf Club Tax Waiver Request**
9. **REQUEST FOR DECISION: Claresholm Fire Department Golf Fundraiser**
10. **REQUEST FOR DECISION: Claresholm Skatepark Association – Letter of Support**
11. **REQUEST FOR DECISION: Amundsen Park – Kin Playground**
12. **REQUEST FOR DECISION: Canada Day Beer Gardens**
13. **REQUEST FOR DECISION: Fair Days 2022 Road Closures**
14. **REQUEST FOR DECISION: Town Council Open Houses**
15. **FINANCIAL REPORT: Statement of Operations May 31, 2022**
16. **INFORMATION BRIEF: FCSS Social Needs Assessment Survey**
17. **INFORMATION BRIEF: CAO Report**
18. **INFORMATION BRIEF: Council Committee Reports**
19. **INFORMATION BRIEF: Council Resolution Status**
20. **ADOPTION OF INFORMATION ITEMS**

INFORMATION ITEMS:

1. **Municipal Planning Commission Meeting Minutes – May 20, 2022**
2. **Recreation for Life Foundation 50/50 Raffle**
3. **Willow Creek Regional Waste Management Services Commission Meeting Minutes – May 18, 2022**
4. **Claresholm & District Museum Board Meeting Minutes – April 20, 2022**
5. **ORRSC Periodical – "Cryptocurrency mining – A land use analysis of an emerging tech industry" – Summer 2022**
6. **Claresholm Public Library Board Meeting Minutes – May 17, 2022**
7. **Southgrow Regional Economic Development - Monthly Report for Mayors and Reeves, June 2022**
8. **Special Olympics Alberta – Provincial Summer Games 2025 – Call for Bids**
9. **Claresholm & District Transportation Society Meeting Minutes – May 19, 2022**

ADJOURNMENT

TOWN OF CLARESHOLM

PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
JUNE 13, 2022

Place: Council Chambers
Town of Claresholm Multi-Use Community Building, 111 – 55 Avenue West
Livestream:https://www.youtube.com/channel/UCe3OPyLhTzPajvPVAtNL1KA/live

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

ABSENT: Councillor Mike Cutler

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

MEDIA PRESENT: None

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

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

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

CARRIED

MINUTES: **REGULAR MEETING – MAY 24, 2022**

Moved by Councillor Zimmer that the Regular Meeting Minutes of May 24, 2022 be accepted as presented.

CARRIED

DELEGATIONS:

1. **CLARESHOLM HISTORY BOOK COMMITTEE – Doug Leeds**
   RE: History Book Loan

Appearing on behalf of the Claresholm History Book Committee was Doug Leeds. Claresholm History Book Volume 2 was started in 2003 and was completed in 2010. They printed 2,000 copies for a cost of $106,000. After initial sales, $50,000 was left owing. The Town and the MD of Willow Creek assisted with loans to the committee. The loan from the MD has been paid off and there is $6,500 still owing to the Town. The group is asking for forgiveness of the remainder of the loan. There are 750 books left and proceeds of any books that are sold going forward would be gifted to the Library.

2. **CLARESHOLM RCMP DETACHMENT – Sergeant Rob Harms**
   RE: Quarterly Update

Appearing on behalf of the Claresholm RCMP Detachment was Sergeant Rob Harms, who provided an update on the detachment and policing. He discussed the Alberta RCMP app that is now available and the introduction of body-worn cameras for RCMP officers. Sergeant Harms went through some statistics and presented some information regarding recent arrests in this area.

ACTION ITEMS:

1. **BYLAW #1740 – Land Use Bylaw Amendment**
   RE: 1st Reading

Moved by Councillor Schlossberger to give Bylaw #1740, a Land Use Bylaw Amendment, 1st Reading.

CARRIED

2. **CORRES: Conservative Shadow Minister for Rural Economic Development & Rural Broadband Strategy, M.P. Shannon Stubbs**
   RE: Federal Funding for Rural Communities

Received for information.

3. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
   RE: Funding Allocations for 2022

Received for information.

4. **CORRES: Hon. Ric McIver, Minister of Municipal Affairs**
   RE: *Local Authorities Election Act* & *Municipal Government Act* Engagement

Received for information.

5. **CORRES: Hon. Ron Orr, Minister of Culture**
   RE: Call for Nominations – 2022 Stars of Alberta Volunteer Awards

Received for information.

6. **CORRES: Alberta Municipal Affairs**
   RE: Invitation to Request a Meeting with the Minister – 2022 AM Fall Convention

Received for information.

7. CORRES: Alberta Treasury and Risk Management
RE: Loan Account Paid in Full

Received for information.

8. CORRES: Various Municipalities
RE: Increasing Utility Fees

Received for information.

9. CORRES: Various Municipalities
RE: Alberta Provincial Police Force

Received for information.

10. CORRES: Rowan House Society
RE: Invitation to Picnic with a Purpose Event in High River

Received for information.

11. REQUEST FOR DECISION: Royal Canadian Legion Tax Waiver Request

MOTION #22-084 Moved by Councillor Carlson to cancel the municipal portion of the 2022 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of $1,317.96.

CARRIED

12. REQUEST FOR DECISION: Claresholm Farmers Market

MOTION #22-085 Moved by Councillor Zimmer to allow the Claresholm Farmers Market to use Amundsen Park between 3:00 and 7:00 p.m. for the Claresholm Farmers Market for the 2022 season (and/or) until the area requires closure for the plaza and pavilion construction.

CARRIED

13. FINANCIAL REPORT: Statement of Operations April 30, 2022

Moved by Councillor Zimmer to accept the Consolidated Statement of Operations for the month ended April 30, 2022 as presented.

CARRIED

14. INFORMATION BRIEF: Coal Policy

MOTION #22-086 Moved by Councillor Schlossberger to endorse the proposed policy "A Coal Policy for Alberta – 2022 and Beyond" prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners.

CARRIED

15. INFORMATION BRIEF: Alberta Municipalities – Municipal Leaders' Caucuses

Received for information.

16. INFORMATION BRIEF: Water Shortage Response Plan

Received for information.

17. INFORMATION BRIEF: Strategic Plan Report

Received for information.

18. INFORMATION BRIEF: Council Committee Reports

Received for information.

19. INFORMATION BRIEF: Council Resolution Status

Received for information.

20. ADOPTION OF INFORMATION ITEMS

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

CARRIED

21. IN CAMERA:
a. Personnel – FOIP Section 17

Moved by Councillor Meister to go In Camera at 8:37 p.m. for the following items:
a. Personnel – FOIP Section 17

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic stated that the live stream has ended at 8:37 p.m.

Moved by Councillor Kettles to come out of In Camera at 9:47 p.m.

CARRIED

NOTICE OF RECORDING: Mayor Petrovic provided notice that live streaming and recording of the Council meeting would begin again at 9:47 p.m.

DRAFT

ADJOURNMENT: Moved by Councillor Carlson that the meeting adjourn at 9:47 p.m.

CARRIED

NOTICE OF RECORDING CEASED: Mayor Petrovic noted that recording ceased at 9:47 p.m.

_____ _____

Mayor – Chelsae Petrovic Chief Administrative Officer – Abe Tinney

DRAFT

ACTION ITEMS

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 1

BYLAW No. 1742 - BUSINESS LICENSE BYLAW AMENDMENT

BACKGROUND / DESCRIPTION:

With the Land Use Bylaw amendment currently being contemplated (passed first reading June 13, 2022, public hearing scheduled for July 18, 2022), there are provisions within that bylaw amendment referencing vacation rentals (short-term and Air BnB). As those are included in schedule 3 of the Land Use Bylaw, permits not required, there are no changes needed for those uses within the land use bylaw. There is mention however that the owners/operators of vacation rentals do require a business license. Therefore, the attached draft amendment to the Business License Bylaw is presented to Council for consideration.

The amendment will add a definition for vacation rentals and what is included/ not included. Also adding a section with the provisions in regards to vacation rentals and the requirement for a license, and lastly amending the fee schedule to add vacation rentals in the listing.

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to give Bylaw No. 1742, a business license bylaw amendment first reading.

ATTACHMENTS:
1.) Draft Bylaw No. 1742
2.) Bylaw No. 1615

APPLICABLE LEGISLATION:
1.) Bylaw No. 1615 – Business License Bylaw

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1742

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

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

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

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

1. This Bylaw may be cited as the "**Business License Amendment Bylaw**"

2. The Town of Claresholm Business License Bylaw #1615 shall be amended as follows:

ADD:

Section 1.0 Definitions

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

ADD:

13.0 **<u>Provisions for Vacation Rentals</u>**

1. A business license is required if you own/manage/operate a short-term or vacation rental property.

2. If you own a vacation rental that is being managed by a third party, that third party company requires the business license.

NUMBERING CHANGES:

~~13~~4.0 **<u>Transfer / Changes to a Business License</u>**

~~14~~15.0 **<u>Fines and Penalties</u>**

~~1516~~.0 **<u>Amendment to Schedule</u>**

~~16~~17.0 Bylaw number 1300 is hereby repealed.

~~17~~18.0 This Bylaw shall take effect on the date of final passage.

ADD:

Schedule "A" Fees:

<u>Vacation Rentals</u>	$ 50.00 per annum

4. This bylaw comes into full force and effect upon third and final reading.

5. Bylaw #1615 is hereby amended.

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

DRAFT

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

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

Chelsae Petrovic, Mayor

Abe Tinney, CAO

DRAFT

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1615

A Bylaw of the Town of Claresholm to provide for the licensing and regulation of businesses, within the Town of Claresholm.

WHEREAS it is provided in and by the *Municipal Government Act* that the Council may issue licenses to control and regulate business and industry carried on within or partly within Town and may license any and all such businesses whether or not such businesses are specifically provided for in the *Municipal Government Act*.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, the Council of the Town of Claresholm duly assembled hereby enacts the following:

This Bylaw may be cited as the Business License Bylaw of the Town of Claresholm.

1.0 **Definitions**

In this Bylaw, unless the context otherwise requires:

1. **Adult Person** – Shall mean any person over the age of 18 years of age.
2. **Business** – Shall include, as well as any trade, profession, industry, occupation, employment or calling, the providing of goods or services to the public or to any other party.
3. **Council** – Shall mean the Council of the Town of Claresholm.
4. **Farmers Market** – means an open air or fully or partly covered market, for the sale of goods directly by the producers, or their representatives who are involved in the production, of local fresh, dried or frozen fruit and vegetables, local dried or frozen meat and seafood, local eggs, local dairy products, local plants, locally prepared and ready to eat foods and local artisan crafts.
5. **Flea Market** – means the carrying on of a business to organize a group of more than three (3) merchants, vendors or participants, to gather in one location or building to offer handcrafts, produce and vegetables, food, new and used goods, wares, merchandise or services for sale for time periods of (7) seven days or less in duration.
6. **Garage Sale** – means the displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private residential property.
7. **Town** – Shall mean the Town of Claresholm.
8. **License Inspector** – Shall mean any person so designated by the Town Council.
9. **Licensee** – Shall mean a person holding a valid business license issued pursuant to this Bylaw.
10. **Mobile Vendor** – means any person selling goods, food, amusements or services from a mobile motor vehicle, trailer, or similar structure that is designed for offering the sale of goods, food, or services.
11. **Trade Show** – means a group of five or more persons at a single location, for a period of not more than seven (7) days, displaying to the public the types of goods, wares, merchandise, food or services that they have available for sale.
12. **Person** – Shall include a corporation, firm, partnership, association and their respective legal representatives.
13. **Premises** – Shall include any store, office, warehouse, factory, building enclosure, yard or other place wholly or partially within the town that is occupied or capable of being occupied for any purpose.
14. **Resident** – Shall mean a person who lives in the Town of Claresholm.
15. **Non–Resident** – Shall mean a person who is not an inhabitant of Claresholm.
16. **Contractor** – Shall mean any person who undertakes the erection, construction, alteration, repair or demolition of any land, building or structure, and shall include any owner of a property who causes, or any person who supervises the erection, construction, alteration, repair or demolition of any land, building or structure thereon.
17. **Canvasser** – A Canvasser is an adult person who takes or attempts to take orders by telephone or other means, for the sale of merchandise or services or both for future delivery or services to be furnished or performed in the future.
18. **Hawker, Peddler or Direct Seller** – Shall mean any person who, whether as principal or agent,
    a. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person; who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place or business in the municipality or,

b. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints or merchandise or service, or both, to be afterwards delivered in and shipped into the municipality, or

c. Sells merchandise or services, or both, on the streets or roads or elsewhere than in a building that is his permanent place of business but does not include any persons selling:

i. Meats, fruits or other farm produce that has been produced, raised or grown by himself.

19. **Sub–Contractor** – Shall mean a person contracting with or employed directly or indirectly by a Contractor or his agent to do work or perform services in the Town of Claresholm but does not include a person who merely furnishes materials.

20. **Improvement** – Shall mean anything constructed, erected, built, placed, demolished, dug, drilled, moved or intended to be constructed, on or in land except a thing that is neither affixed to the land nor intended to become a part of the land.

21. **Seniors Lodge** – Shall mean a housing facility developed for the use of senior citizens not capable of maintaining or not desiring to maintain their own housing accommodation.

22. **Home Occupation** – Shall mean an occupation, trade, profession or craft carried on by a person at his residence or at any other residence in the Town as a use secondary to the residential use of the building.

2.0 Appointment, Authority and Duties of a License Inspector

The Council, by resolution, may appoint one or more License Inspectors, to carry out the provisions of this Bylaw.

The duties and powers of a License Inspector are inter alia:

1. To consider and approve or refuse all license applications.
2. To secure the due observance of this Bylaw.
3. On receipt of the appropriate fees, to issue licenses hereunder where warranted.
4. To prosecute violators of this Bylaw.
5. Such other duties as Council may require.

3.0 General

1. Every application for a license or renewal or transfer thereof shall be made to a License Inspector by an adult person in writing and shall disclose the names and addresses or all persons who are actively engaged in the management and control of the business. Every applicant for a license shall conform to the provisions of this Bylaw and any other Bylaw applicable to the business or industry.
2. Failure to disclose any information reasonably required by the License Inspector herein shall be grounds for withholding a license or immediate cancellation of any license issued and forfeiture of any fees paid. Any changes in the management and control of the business shall be communicated to the License Inspector forthwith.

4.0 Requirements for License

1. No person shall, whether within the Town or partly within the Town:
   a. Carry on or operate any business without obtaining the necessary license unless specifically exempted under the provisions of this bylaw or by provincial or federal legislation.
2. If, in the opinion of the License Inspector, an applicant for a license has complied with the terms of this Bylaw and of any other applicable Bylaw, the applicant is entitled to a license upon payment of the appropriate fee.
3. A License Inspector may issue a conditional license, and he shall endorse on any conditional license issued, the particulars of such conditions.
4. Every license issued under this Bylaw shall be displayed in a conspicuous place in the premises in which the business so licensed is being carried on.
5. Any person or company who does not ordinarily maintain a permanent place of business within the Town and who goes about Town conducting business must produce a valid Business License or a copy of the License upon request.
6. Every license issued under this Bylaw shall terminate at midnight on the 31st day of December of the year in which it was issued unless otherwise provided herein.
7. Except for non-resident contractors, hawkers, peddlers, direct sellers, and Christmas tree vendors, all new business licenses purchased after June 30th of any year shall be one half of the license fee for the full year, provided the business did not commence operation prior to June 30th of that year.
8. A business license for an existing, licensed business shall be renewed by the 1st of March each year. Renewal shall be effected by a business license holder submitting applicable fees, and relevant development applications where necessary. Failure to renew by the specified date will result in a late payment fee as per Schedule "B".

9. No license shall be issued under this Bylaw unless the License Inspector is satisfied that all licenses required by the Government of Alberta have first been obtained by the applicant.
10. Every person who operates more than one store, branch, or premises in respect of any business shall take out a separate license in respect of each such separate store, branch, or premises.
11. For Businesses where more than one salesperson conducts business within the Town of Claresholm, such as, but not limited to, AVON, Tupperware, Mary Kay, only the regional manager is required to obtain a Business License.
12. The License Inspector may on just and reasonable grounds refuse to issue or renew a license or may cancel the license of any licensee who, in the opinion of the License Inspector, is in violation of any town Bylaw or provincial law or regulation.
13. An applicant shall be promptly informed in writing by the License Inspector if his application for a license or the renewal of a license has been refused and the reasons for such refusal.
14. If, in the opinion of the License Inspector, there has been a substantial attempt by the licensee to correct any deficiencies or violations of any Town Bylaw, the License Inspector may, upon receipt of the proper fees issue a license to the licensee.
15. A License under this Bylaw shall be signed by the License Inspector of the Town or other authorized person and shall contain description of the business so licensed and the premises covered by such license.
16. Any license granted under this Bylaw shall be authority only to engage in or carry on business on the premises therein described and not in or on any other premises, provided however that this section shall not apply to hawkers, peddlers, or mobile vendors, and to other persons carrying on a business, the nature of which requires such a person to go from place to place throughout the Town.
17. Where a person receives a license under the authority of this Bylaw, such license does not relieve any person from any other licensing or permit requirements required under the law.

5.0 Exceptions

A Business License is not required for the following Businesses:

1. A Charitable or Non-Profit Organization registered under the Alberta Societies Act, and amendments thereto;
2. A minor providing individual light duty occasional services such as paper deliveries, babysitting, yard work and snow shoveling;
3. Publicly funded, educational or institutional establishments in the Town.
4. A business providing goods and services to the residents of a seniors lodge exclusively;
5. Persons selling home-made baked goods, crafts, meat, plants, fruit or other farm produce that has been raised, grown or produced by themselves within the Town of Claresholm, and does not operate a commercial business to sell such items;
6. A Business that carries on activities at the Farmers Market which is operated by an organization that is registered with the Farmer's Market Association;
7. A Business exhibiting at a trade show or exhibition held in the Town of Claresholm for a consecutive period not exceeding seven (7) days;
8. Residential garage sales, provided that the sale takes place on a residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year;
9. The Business/ Event is carried on or operated by the Town or at a location operated by an official or employee of the Town acting on behalf of the Town in his / her capacity as such official or employee;
10. The Business is carried on by the Government of the Province of Alberta or the Government of Canada;
11. Any other Business exempted through or by order of Council.

6.0 Zoning Regulations, Relocation and Suspension of License

1. The issuance of a license shall not be deemed as approval to carry on any business in or on any premises that are in contravention of the provisions of any other Bylaw of the Town. Where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the zoning regulations of the Town of Claresholm, the License Inspector shall forthwith cancel the license.
2. Upon being directed by the appropriate Medical Health authorities to do so, a License Inspector may suspend the license of any business and shall not reinstate such license until the appropriate Medical Health Officer certifies that the premises concerned meet all applicable health standards.

Form #7-3210

3. Any act or omission of a clerk, agent or employee of a person licensed under this Bylaw shall be deemed to be the act of omission of the licensee and the licensee shall be responsible for such act or omission, as though it were done by the Licensee themselves.

7.0 **Appeal Where License Refused**

1. In every case where:
   a. A license or a license renewal has been refused,
   b. A license has been issued subject to conditions,
   c. A license has been cancelled,

   the person seeking a license may appeal to the Town Council and the Council, after hearing the applicant, may:
   a. Direct that license or renewal be issued with or without conditions,
   b. Refuse to grant a license or renewal,
   c. Uphold or revoke the cancellation of a license

   On any ground which appear just and reasonable.
2. An appeal from the decision of a License Inspector shall be made by the applicant within 30 days after notification of the License Inspector's decision has been communicated to the applicant.
3. Every appeal shall be in writing, addressed to the License Inspector and shall be dated as of the date it is received.

8.0 **Inspection by Town of License Premises**

A License Inspector or other person authorized by Council may inspect any premises at all reasonable times for the purpose of administering or enforcing this Bylaw; and any person who refuses admission to a License Inspector or authorized person or who neglects or refuses to produce the appropriate license upon request, shall be guilty of an offence.

9.0 **License Fees**

1. Where there is a distinction made between types of businesses or activities in the zoning bylaw, the distinction shall be deemed to be made in this bylaw and separate business license shall be required for each business or activity. However, where different activities are operated under one management then only one License is required per business site.
2. All Businesses operating whether wholly or partially within the Town shall pay an annual license fee of $50.00 per business unless otherwise provided for in this Bylaw.
3. The fee payable for a Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".
4. The fee payable for a first time Business License issued between July 1 and December 31 shall be 50% of the fee shown on Schedule "A".

10.0 **Contractor and Sub–contractor**

1. Upon request of the License Inspector any person making application for a building permit shall furnish a list of contractors and subcontractors who are, or will be, working on the building project together with the address of same.

11.0 **Hawkers, Peddlers, Direct Sellers and Mobile Vendors**

1. A person who sells merchandise on a wholesale basis to retail merchants in the Town shall not be required to obtain a license pursuant to this section.
2. All hawkers, peddlers, direct sellers, or mobile vendors shall require a separate license of each employee or agent who acts as a hawker, peddler, direct seller or mobile vendor in the Town.
3. A Business License issued to a Hawker, Peddler or Mobile Vendor of foodstuffs, fruits and/or vegetables, shall be withheld until the Applicant has produced appropriate permits, licenses or certificates from Alberta Health Services.

12.0 **Provisions for Flea Markets**

A Business License for a Flea Market is required for the organizing entity only. All other individual vendors partaking in the Flea Market are not required to obtain a Business License. The Business License issued pursuant to this schedule shall be valid:

1. For the specific flea market only;
2. For one location on which the flea market is to be held;
3. For the specific license period that the license is issued for and;
4. Every applicant must co-operate with the License Inspector to ensure that all

required inspections, including building, fire and health inspections, are conducted as required.

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

1. An existing Business License issued under this Bylaw may be transferred / changed upon application to and approval by the Licensing Inspector in the following circumstances;
   a. When the transfer is from one Licensee to another for the same Business name in the same Business Premises; or
   b. When there is a change of civic address from one Business Premise to another for the same Licensee and Business with the same land use designation (zoning).
2. No person to whom a Business License has been issued under this Bylaw shall change the location of the premises in which he carries on his business, trade, profession or other occupation without first having applied to the License Inspector.
3. Any person desiring to obtain a transfer / change of any License issued pursuant to this bylaw, shall be required to pay a processing fee as outlined in Schedule "A".
4. A non-resident Person or Business is not allowed to transfer his or her License.

14.0 **Fines and Penalties**

1. A person violating any provision of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine of not less than $200.00 and not more than $2,000.00 and in default of payment thereof, to imprisonment for a period of not less than 30 days.
2. Where a person is found guilty of non-payment of a license fee payable hereunder, the convicting provincial court judge may order payment thereof in addition to imposing a fine.
3. The License Inspector may enforce the provisions of this Bylaw by issuing a voluntary fine to any person alleged to have committed one or more breaches of the Bylaw. The voluntary fine shall state the alleged offence and require payment of the appropriate fee as provided in Schedule "B" attached hereto and declared to be part of this Bylaw by the date indicated on the voluntary fine.
4. A voluntary fine may be issued by personally serving it upon the alleged offender or by leaving it at the residence or place of business of the alleged offender or by serving it on the alleged offender by single registered mail.

15.0 **Amendment to Schedule**

Town Council may by resolution amend Schedule "A" and /or Schedule "B" from time to time as required.

16.0 Bylaw number 1300 is hereby repealed.

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

Read a first time in Council this **21st** day of **July** 2016 A.D.

Read a second time in Council this **22nd** day of **August** 2016 A.D.

Read a third time in Council and finally passed in Council this **22nd** day of **August** 2016 A.D.

Rob Steel, Mayor

Marian Carlson, Chief Administrative Officer

Schedule "A" - Fees

Without limiting the generality of the foregoing, the license fee for each of the following business shall be the amount set opposite their common designation:

Canvassers	Resident	$100.00 per annum
	Non–Resident	$ 50.00 per day
		$100.00 per week
		$200.00 per month
		$300.00 per year
Carnivals and circuses		$100.00 per day
Resident Contractors		
operating from a residence site		$100.00 per annum
operating from a business site		$ 50.00 per annum
Non–Resident Non–Construction		$100.00 per annum

Non–Resident Contractors

$100.00 per year when doing under $15,000.00 gross business in Town

$175.00 per year when doing over $15,000.00 but under $40,000.00 gross business in Town

$225.00 per year when doing over $40,000.00 but under $75,000.00 gross business in Town

$325.00 per year when doing over $75,000.00 but under $150,000.00 gross business in Town

$650.00 per year when doing over $150,000.00 but under $250,000.00 gross business in Town

$1,000.00 per year when doing over $250,000.00 gross business in Town

The onus of establishing the amount of the contract to the satisfaction of the License Inspector shall be on the non-resident contractor. If a non-resident contractor undertakes further contracts in the Town of Claresholm prior to December 31st in the year in which the license was issued, further fee or fees will be levied but not exceed the maximum total fee of $1,000.00 for that calendar year.

Hawkers, Peddlers, Direct Sellers, Mobile Vendors:

Non–Resident	$ 50.00 per day or
	$100.00 per week or
	$200.00 per month or
	$300.00 per year
Resident	$100.00 per year
Itinerant Shows and entertainments and other transient business:	$ 50.00 per day or
	$300.00 per annum

Salvage Dealers and Secondhand Dealers

Resident	$ 50.00 per annum
Non–Resident	$300.00 per annum
Christmas Tree Vendors (No fee for religious or Community groups)	$ 50.00 per annum per site
Home Occupation	$100.00 per annum

Other Charges:

Transfer / Change on Information Fee:	$ 10.00
Late Payment Fee:	$ 15.00

Schedule "B" – Fines

1. A voluntary fine of $200.00 for a first offence.
2. A voluntary fine of $250.00 for a second offence providing the second offence is committed within twelve (12) months of the first offence.
3. A voluntary fine of $500.00 for the third offence providing the offence is committed within twelve (12) months of the first offence.

REQUEST FOR DECISION

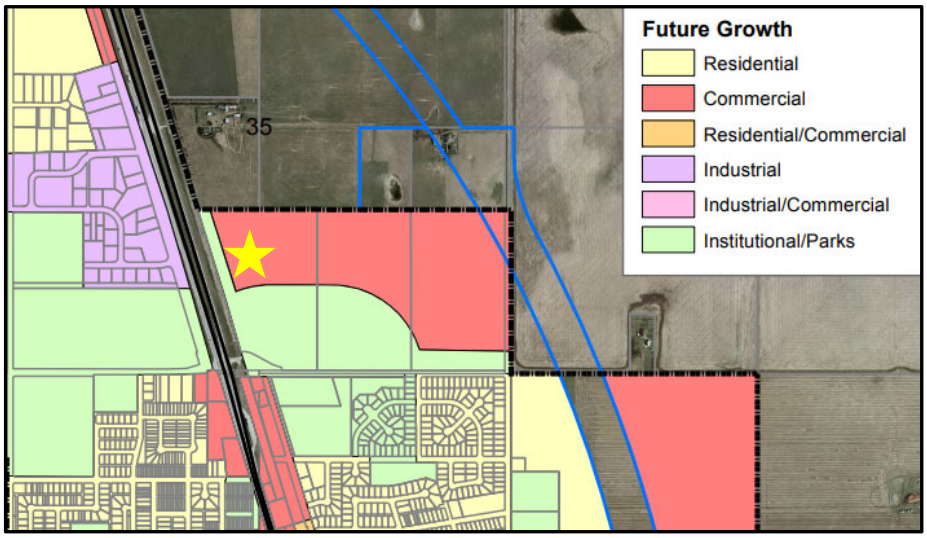
Meeting: June 27, 2022
Agenda Item: 2

BYLAW No. 1743 - LAND USE BYLAW No.1525 AMENDMENT

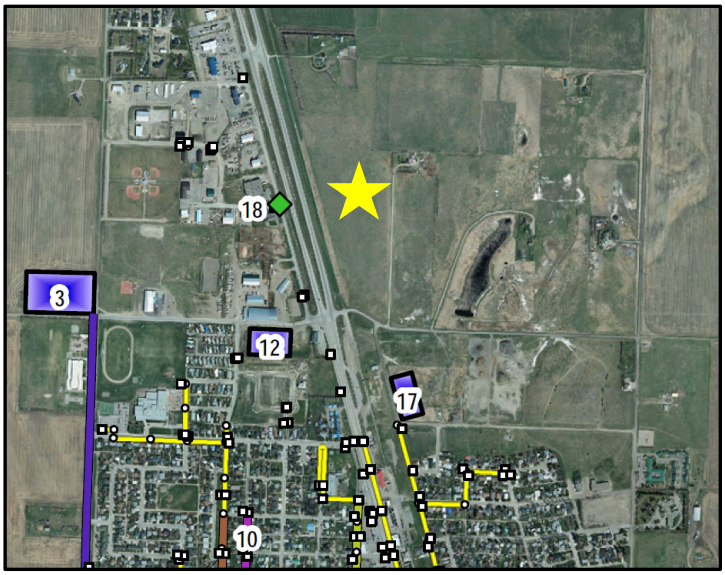
The applicant has applied for a land use bylaw amendment for the partial re-zoning of the north west section of property located at 280 59 Ave East, from AT (Ag Transitional) to C2 (Highway Commercial) and R3 (Country Residential). The applicant has begun preliminary planning for another residence and future commercial development. Access will be from 59 Ave East via a private driveway until the commercial development occurs. There are no plans for subdivision at this time. There is a general plan submitted for Council's information (please see attached). Any proposed use, and development (structures) proposed is dealt with through the land use bylaw permit process (MPC or Planner/Development Officer). At that time items such as parking, setbacks, landscaping, screening, buffer areas between uses, etc. will be looked at. This is the first step in aligning the land use district with the development proposed by the applicant.

Current zoning:

Within the Town's Municipal Development Plan the area is identified for future growth for institutional/parks with commercial surrounding. This is in part due to the non-operating landfill buffer, a desire to have an enhanced landscape buffer adjacent to the highway corridor and the low-lying areas associated with Frog Creek drainage.

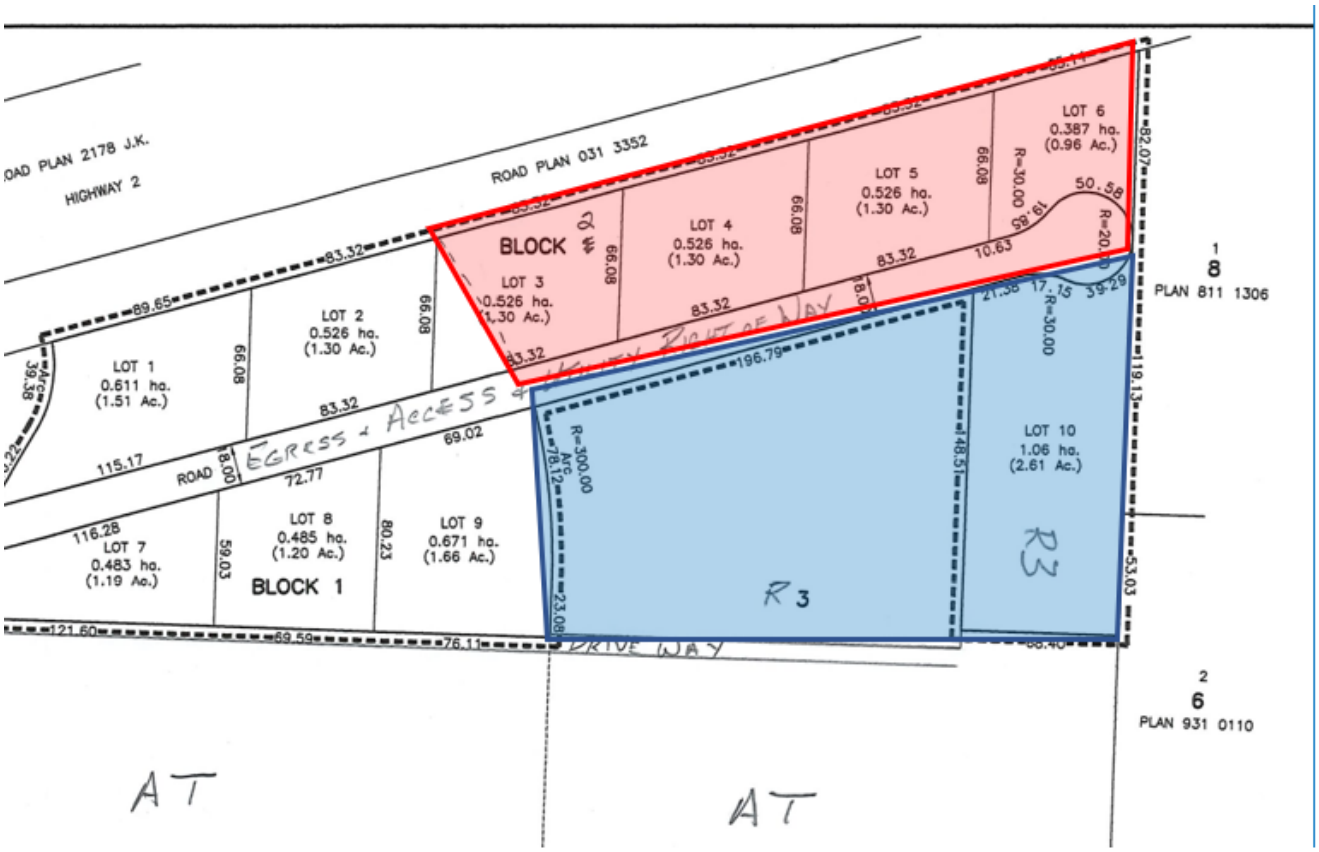


Within the Town of Claresholm Stormwater Management Plan (2015) there are low areas located within the property and to the east of the intended property and areas south that have been identified as potential areas for stormwater management areas (shown below). This section of property intended to re-designation (shown by the yellow star below) is not included in any of the proposed management areas.



Within Section 2 of the Town's Municipal Development Plan (MDP) the general procedure for land development is the creation of an Area Structure Plan, then land use bylaw amendment and subdivision. However, within the MDP there is an option for a developer with large development sites that they may consider handing in a concept plan for the overall land use and transportation layout. A concept plan will not be adopted by bylaw, only received as information to Council. The Municipal Planning Commission reviewed the proposal at their meeting held June 17, 2022 and advised the applicant the information was not sufficient to be deemed a concept plan, but additional information could be submitted to answer some of the questions raised in regards to stormwater, subdivision, access, etc.

Proposed plan:



The application was circulated to Gavin Scott, Planner from ORRSC for review/comments in regards to compliance with Town Statutory plans.

“It is acknowledged that at the time of annexation the properties north of 59 Ave E including the subject property owned by Mr. Matthews were large country residential parcels. As such it is understandable, that residential use at these locations continues into the future. It was also for this reason that the MDP indicated that these areas needed further planning detail when being moved from Agricultural/Transitional zoning to another zone. As this is the second redesignation without a concept plan (or alternatively an area structure plan) caution should be taken. The Council needs to assure suitability of the design that meets the requirement of the municipal planning documents and the “Matters Relating to Subdivision and Development Regulation”, a regulation under the Municipal Government Act 84/2022 that requires municipalities to ensure they have enough information to make an informed decision that will stand the test of time.

The drawing provided is a discussion piece not a concept plan. The applicant had been encouraged to fix various aspects of the drawing and indicate in a written document the intent for servicing including drainage, future land use south of his house, municipal reserve, and provision for east west road connectivity from the extension of 2nd Ave to the east parcel boundary. Furthermore, the existing driveway is currently private and cannot not legally be contemplated as a long-term access solution for the newly proposed country residential lot unless dedicated as a road.

Please also note that the MDP indicated future land use for the area which is not being fully adhered to in ‘spirit and intent’ (MDP section 2.1.2) and should this residential proposal move forward will require an MDP update sometime in the near future.”

OPTIONS:

Council pass a motion to give Bylaw No. 1743 a bylaw to amend Land Use Bylaw No.1525 1st reading.

Or

Council not pass first reading and provide direction to the applicant that the process as per the MDP requirement for an ASP, or at least a thorough concept plan, is required.

POSSIBLE RESOLUTION:

Moved by Councillor _____ to give first reading to Bylaw No. 1743, a bylaw to amend Land Use Bylaw No.1525.

ATTACHMENTS:

1.) Draft Bylaw #1743 / Map / submitted plan

APPLICABLE LEGISLATION:

1.) LUB No.1525 / Land use districts (R3 & C2)
2.) Municipal Government Act, RSA 2000, Chapter M-26, Section 606 – Requirements for Advertising.
3.) Municipal Government Act, RSA 2000, Chapter M-26, Section 230 – Public Hearings.

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1743

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

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

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

WHEREAS the purpose of the bylaw is to accommodate future commercial and residential development.

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

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

   LAND USE DISTRICT MAP

   Portion of Block 3, Plan 731663 within the S½ Section 35 Twp 12 Rge 27 W4M, be amended by changing the Agricultural/Transitional – A/T designation to Highway Commercial – C2

   &

   Portion of Block 3, Plan 731663 within the S½ Section 35 Twp 12 Rge 27 W4M, be amended by changing the Agricultural/Transitional – A/T designation to Country Residential – R3

   as depicted in "Schedule A".

2. This Bylaw shall take effect on the date of final passage.
3. That Bylaw #1743 be consolidated with Bylaw #1525.
4. Bylaw #1525 is hereby amended.

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

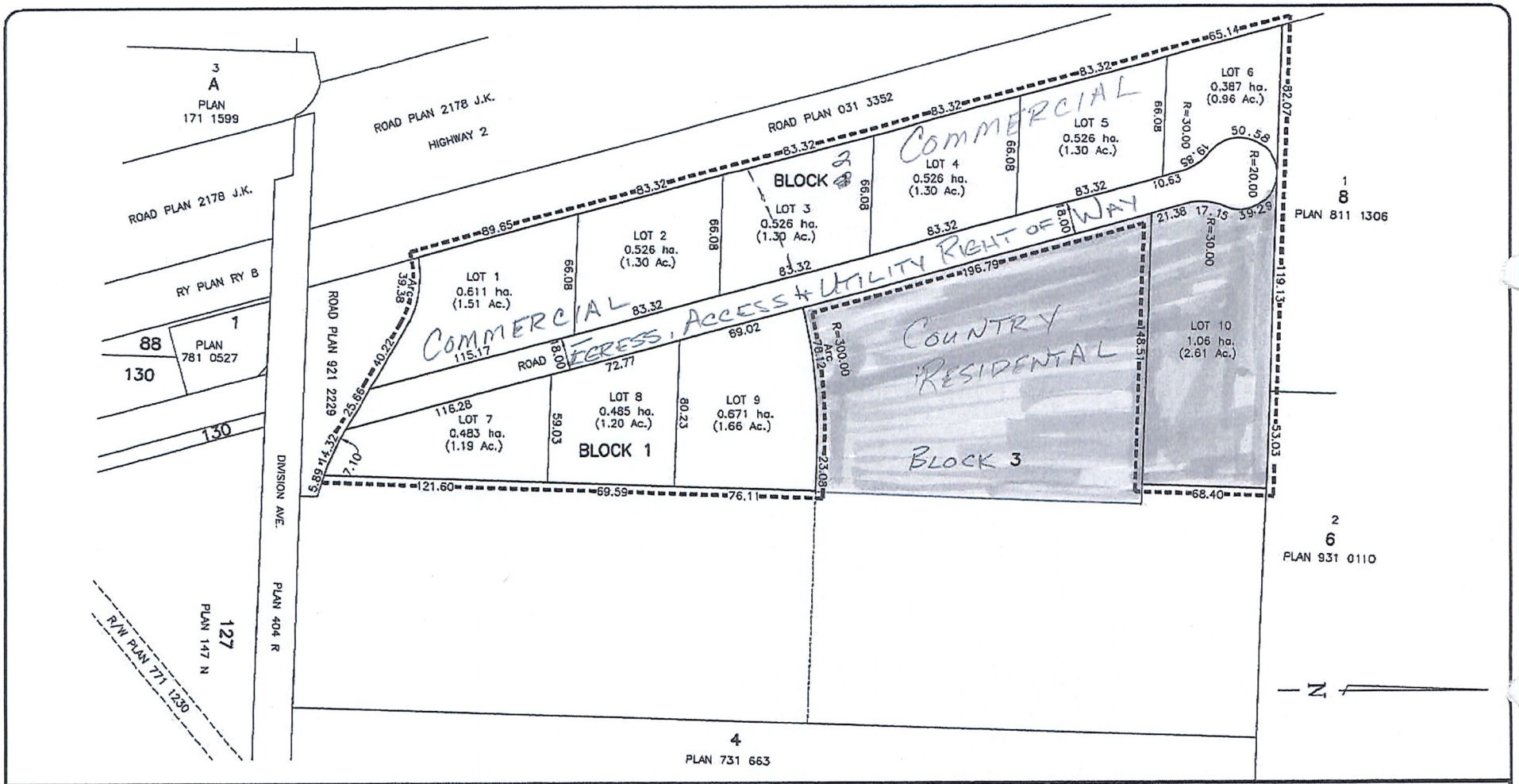
Read a second time in Council this day of 2022 A.D.

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

DRAFT



NO.	REVISION	DATE	BY

NOTE : Portion is outlined thus ▬▬▬▬▬▬▬▬
and contains approximately 6.47 ha.
Distances are in metres and decimal parts thereof.
Distances and areas are approximate and are subject to change upon final survey.

KELLY & TRACEY MATTHEWS

TENTATIVE PLAN SHOWING SUBDIVISION
of part of
BLOCK 3, PLAN 731 663
within
S.1/2 SEC. 35, TWP. 12, RGE. 27, W.4 M.
Town of Claresholm

brown okamura & associates ltd.
Professional Surveyors
2830 – 12 Avenue North, Lethbridge, Alberta

APPROVED	DRAWN MJ	DATE JUNE 1/22
	CHECKED ZJP	JOB 21-15385
	SCALE 1:2000	DRAWING 21-15385TC

Z.J. Prosper, A.L.S.

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 3

BYLAW No. 1744 – WATER AND SEWER UTILITY BYLAW AMENDMENT
1st Reading

DESCRIPTION / BACKGROUND:

During a recent review of the Water Shortage Response Plan (WSRP), administration realized there were no provisions in our Water and Sewer Utility bylaw to enforce the response plan restrictions. Administration is consequently suggesting the following changes to the bylaw:

Revise, Section 2.1 (d) – Definition for the Chief Administrative Officer (CAO)
In the process of reviewing the bylaw the definition for CAO did not allow for an alternate in the absence of the CAO. This is defined as a "Chief Administrative Officers delegate" in the definition.

Revise, Section 2.1 (dd) – Definition for the Water Shortage Response Plan (WSRP)
The bylaw did not have a definition that explained the purpose of the Water Shortage Response Plan (WSRP). The WSRP will be referenced in the bylaw, therefore a definition is required.

Revise, Section 4.13 – Imposing Restrictions
In the current version of the bylaw Council imposes restrictions. In the amendment, the CAO implements and enforces restrictions.

Add, Section 4.13.1 – Imposing Restrictions as per the WSRP
In response to the WSRP those trigger points and restrictions are based on Schedule "E".

Add, Section 4.14 – Enforcing Restrictions
If a person does not abide by water restrictions, penalties are based on Schedule "C".

Revise, Schedule "C" S4.14 – Enforcing Restrictions
Schedule "C" identifies the penalties for non-compliance. Process is that a consumer would be educated about the bylaw, the need for restrictions and issued a warning before a penalty is implemented. First offence is $500.00, which is consistent with the other offences already in the bylaw.

Add, Schedule "E" – WSRP Trigger Points and Restrictions Guide
Schedule "E" is directly from the WSRP and outlines the reservoir levels that correlate with trigger points. In addition, the schedule outlines the restrictions guides for residential, commercial, public institutions and agricultural water users (Consumer).

Point 3
The wording in point #3 of the bylaw, that the amendment is authorized to include adjustments to section numbering throughout the document, is in place, because from 4.13 to 4.20 will need to be adjusted.

- ❖ Note: This bylaw will also be consolidated with all other previous amendments to create uniformity and transparency.

RECOMMENDATION:

Amendment to the bylaw allows Administration to implement and enforce water restrictions, and provides consistency and transparency to the public. Administration recommends Council consider the proposed resolution.

PROPOSED RESOLUTION:

Moved by Councillor _____ to give Bylaw No. 1744, a Water and Sewer Utility Bylaw amendment, be given first reading.

ATTACHMENTS:

1.) Draft Bylaw No. 1744 – Water and Sewer Utility Bylaw Amendments
2.) Schedule "E" Water Shortage Response Plan Trigger Criteria and Water Restrictions Guide
3.) Bylaw No. 1659 – Water and Sewer Utility Bylaw

APPLICABLE LEGISLATION:

1.) Bylaw No. 1659 – Water and Sewer Utility Bylaw

PREPARED BY: Brad Burns, Utility Services Manager

APPROVED BY: Abe Tinney – CAO DATE: June 27, 2022

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1744

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

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

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

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

   REMOVE: Section 2.1 (d)

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

   ADD: Section 2.1 (d)

   2.1(d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town or the Chief Administrative Officer's delegate.

   ADD: Section 2.1 (dd)

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

   REMOVE: Section 4.13

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

   ADD: Section 4.13

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

DRAFT

ADD: Section 4.13.1

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

ADD: Section 4.14

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

ADD: Revised Schedule "C" S4.14

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

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

As depicted as Schedule "E".

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

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

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

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

Chelsae Petrovic, Mayor

Abe Tinney, Chief Administrative Officer

DRAFT

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

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

Town of Claresholm Water Restriction Guide
Residential Water Use

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

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

Town of Claresholm Water Restriction Guide
Commercial Water Use

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

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

Town of Claresholm Water Restriction Guide
Public Institutional Water Use

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

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

Town of Claresholm Water Restriction Guide
Agricultural Water Use

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

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

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1659

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

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

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

SECTION 1 NAME OF BYLAW

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

SECTION 2 DEFINITIONS

2.1 In this bylaw:

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

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

SECTION 3 ADMINISTRATION

3.1 The use and control of all public waterworks, public water treatment systems, public sanitary sewers, public storm sewers, and of any sewage disposal works connected therewith, must be in accordance with this bylaw.

3.2 All waterworks, sanitary sewers, storm sewers, drains and sewage disposal works, belonging to the Town now laid down, constructed or built, or hereinafter laid down, constructed or built, will be under the direct control of the Town.

3.3 The CAO is hereby delegated to carry out the provisions of the Waterworks and Sewer Bylaw.

SECTION 4 WATERWORKS SERVICE AND SERVICING

4.1 No person, without first having obtained written permission from the Town, will make connection with any of the water service lines or street mains. This pertains to new construction only. (*Penalty per Schedule "C").*

4.2 No person will be authorized pursuant to Section 4.1, except licensed plumbers and contractors (with the Town's permission) or authorized employees of the Town.

4.3 The person so authorized, in Section 4.1 above, is fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection.

4.4 Any owner who requires water for construction or other similar purposes will apply for water service by written application to the Town for a development permit. Application for water will be accompanied by a service charge plus a fee, in accordance with Schedule "A" attached hereto. In special circumstances, where the provisions of the Bylaw do not appear equitable to Council, Council, by resolution may alter the water usage fee, as it sees fit, for each particular situation.

4.5 All water service lines, laid down in private property, between the property line and the meter, will be constructed of C.S.A. approved material of equal quality to, and compatible with, the service lines in the street between the street main and the property line.

4.6 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements.

4.7 Water service lines are to be carried a minimum of three feet under the building before the service is elevated.

4.8 No connection may be made to the water service line between the property line and the meter. (***Penalty per Schedule "C").***

4.9 Each property will have only one water service line from the main. A duplex, row house style of condominiums or semi-detached dwelling requiring a connection to the Town water supply must have a separate service to each unit from the street line, controlled by a separate curb stop and metered by separate water meters.

4.10 After any construction, reconstruction, alteration, change, or the completion of any

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

4.11 In all cases where boilers or pressure pumps are supplied with water, the Town is not liable for any damages which may result to any person or property from shutting off the street main or device, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given. All users of steam or hot water boilers or pressure pumps must protect themselves by installing a storage tank, sufficient to provide at least a twelve-hour supply for each steam or hot water boiler. No deduction from a utility bill will be made as a consequence of any damages referred to in this paragraph.

4.12 The Town must be provided access to inspect water meters and connections upon written request, and within twenty-four (24) hours of receipt of the request or immediately in the case of an emergency.

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

4.14 If an owner requests a new water service due to the fact the property was not previously serviced or requests a new or larger size service than the standard service line, the Town will provide the installation and the owner will be billed for the full cost of the installation including any pavement and sidewalk repairs required.

4.15 A property shall be considered serviced once it has been connected to the water system. Any further installations necessary due to demolition, excavation, renovations or other works shall be paid entirely by the owner.

4.16 No connection to the water supply will be allowed for properties outside of the Town limits unless authorized by the Town of Claresholm and the Municipal District of Willow Creek #26 (MD) water/sewer servicing agreement.

4.17 When a service pipe becomes inadequate to supply the volume of water required at any building or premises and the owner of the property desires a larger service pipe, the said owner of the property shall sign an application form to that effect. Upon payment by the owner of the full cost involved in laying the larger size pipe, public works shall proceed with the work from the main to the property line.

4.18 The Town shall be responsible for the maintenance of the water mains and the connection from the main line to the property owner's side of the curb stop on the service line.

4.19 Where the connecting, disconnecting of repairing of the water service line between the property line and the building serviced is done by a person other than the Town, that person shall notify the Director of Infrastructure or designate who shall cause the line installation to be inspected and approved. The water service shall be left uncovered until it has been inspected and approved.

4.20 The Town will place on each water service pipe a brass curb stop, between the street gutter and the property line, for the purpose of turning the water supply off and on.

SECTION 5 WATER METERS

5.1 Any owner requiring a water supply from the waterworks will be required to install a water meter that will be supplied by the Town. The owner is responsible for the total cost of any upsized meter. The owner is required to install or change any and all plumbing required for installation of the required meter.

5.2 On an existing single water service line to a property there will be only one water meter registering water consumption of all units within the building.

5.3 The owner referred to in Section 5.1 above, must do such work entirely at his or her own cost and to the specifications required by the Town within thirty (30) working days of receipt of notice. In the event that the owner fails to implement the required changes within 30 days, the Town may conduct such work as necessary and invoice all applicable costs to the owner.

5.4 All owners will give entry and access to every facility for the introduction, placing, inspection and reading of water meters by the Department. For the purpose of conducting water use surveys, or sampling, leakage flows and pressure tests, or reading water meters, or installing, inspecting, repairing, replacing and removing

water meters, backflow prevention devices and related equipment upon any water service connection within or without any house or building as may be required, employees of the Town employed for that purpose, shall have free access at reasonable hours of the day and upon reasonable notice given and request made, or in case of written authority of the CAO given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.

5.5 All owners will protect the meter from interference or injury by frost or otherwise, and are liable for any damage which may occur to the meter. An owner is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Any owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may affect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied by the Town that may be damaged from the foregoing cause or any other causes within the owner's control.

5.6 The Town will replace any meter that stops working due to normal wear and tear at no cost to the owner.

5.7 Any person permitting any meter to be damaged by frost or otherwise will be liable for all costs incurred in the repair of the meter in accordance with Schedule "A", attached hereto.

5.8 No person will interfere with, cut or remove the wire seal on a meter. (***Penalty per Schedule "C").***

5.9 No person will disconnect a meter or do anything which will bypass, or prevent, or impede, the flow of water through the meter, or which may affect the proper operation of the water meter.

5.10 Ownership of all water meters is vested in the Town of Claresholm.

5.11 An owner who claims a meter is not working properly, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The meter will then be removed from service by the Town and calibrated.

5.12 Should the meter be found to over read the owner will be refunded his/her deposit. Any meter which is found to be calibrated within acceptable limits will be considered adequate, and the owner will:

a) forfeit the deposit to the Town; and
b) pay all other costs of removal, shipment and testing of the meter.

5.13 Should the meter be found to over read or under read, the water, and sewer where applicable, charged for the preceding two (2) meter reading periods will be adjusted by the same percentage as the meter was found to be in error, providing however, that no rate will be less than the minimum rate normally charged.

5.14 All new water service connections require a water meter be installed inside the building.

5.15 All water service connections shall be provided with a water shut off valve placed inside the outer wall of the premises and on the inlet side of the water meter to enable a consumer to shut off the supply of water in case of any emergency, or for the protection of the building, pipes, or fixtures, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The water shut off valve shall be maintained in good mechanical condition by the owner and easily accessible at all times to ensure that it is operable in case of emergency.

5.16 The maintenance of the waterline from the curb stop to the water meter remains the responsibility of the owner.

5.17 The owner shall make provision and install the water meter. If an inspection indicates the installation has not been carried out properly, the owner shall correct or modify the installation at their expense in order to comply. If the owner does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises, and such installation shall be at the owner's sole responsibility and expense. The Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation.

5.18 Water lines that are covered over shall be exposed for meter installation and maintenance by the owner of the property and at the property owner's cost. No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or his authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if

approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change.

5.19 No low pressure systems are allowed to be attached to the water piping system in a property. If a system which changes the pressure of the water flow is detected, the removal of such system will be at the expense of the owner and a fine may be levied if warranted by the Director of Infrastructure per Schedule "C".

5.20 A consumer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

5.21 If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter or remote readout including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

5.22 The water control valve or curb stop is to be activated ONLY by employees or individuals authorized by the Town of Claresholm.

5.23 No intermediate lines are to be attached to the waterline before the water meter. Any intermediate lines found to be attached will be disconnected by the Town at the cost of the owner and the owner will bear the cost of having this line attached properly after the water meter. (ie. sprinkler systems attached to the main water line before the line enters the house).

5.24 In the case of a building demolition, when the owner obtains a demolition permit, Town staff will be allowed to enter the premises and remove the water meter and remote readout before the demolition commences. There will be no cost to the owner for this, but if the owner demolishes a building and the Town has not been allowed to remove the water meter and remote readout devices, then a fine will be levied on the owner in an amount not to exceed the cost of the water meter and readout devices.

SECTION 6 REMOTE READING DEVICES

6.1 All residential, commercial, industrial and institutional buildings constructed will require a remote reading device supplied by the Town. The location and installation of new construction radio transmitters will be performed by Town employees after the meter has been installed to the Town's specifications. The property owner is to advise the Town when the water meter is installed and is ready for connection to the remote. The cost of this service, "Remote Reader Installation Fee" will be in accordance with Schedule "A" attached hereto. Town employees will also turn on the water at this time.

6.2 The owner will be responsible for damage to the remote reading device, which may result from other than normal wear and tear.

6.3 If the Town is dissatisfied with the location of any remote readout due to alternations to the building, the Town may require that the remote readout be relocated to a more suitable or convenient location. All costs associated with relocating the remote readout including Town costs shall be paid by the owner.

SECTION 7 WATER HYDRANTS AND VALVES

7.1. Except as hereinafter provided, no persons other than those authorized by the Town will open or close or operate or interfere with any valve, hydrant or fire plug, or draw water there from. ***(Penalty per Schedule "C").***

7.2 The Chief of the Town Fire Department, his assistants and officers, and members of the Fire Department, are authorized to use the hydrants or fire plugs for the purpose of extinguishing fires, for making trial testing of hose pipe, or for fire protection, but all such uses will be under the direction and supervision of the Chief or his duly authorized assistants. In no event will any inexperienced or incompetent persons be permitted to manipulate or control in any way any hydrant or plug.

7.3 No person will in any manner obstruct the free access to any hydrant or valve or curb stop. ***(Penalty per Schedule "C").***

7.4 No vehicle, building, rubbish, or any matter which may cause obstruction, referred to in Section 7.3 above, will be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within 4.57 meters (15 feet) of the hydrant in a direction parallel with the property line. ***(Penalty per Schedule "C").***

7.5 No person will interfere with, damage or make inaccessible any curb stop due to the construction of sidewalks, pathways, driveways, or any similar construction. The owner will be required to pay all costs, in addition to the penalties in this

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

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

SECTION 8 THAWING OF WATER SERVICE

8.1 The cost of thawing a frozen water service will be paid as follows:

a) By the Consumer, if the water service between the property line and the building is frozen, as determined by the Director of Infrastructure;
b) By the Consumer if the water service is frozen between the street main and the property line as a result of the negligence of the Consumer, as determined by the Director of Infrastructure;
c) By the Town if the water service between the street main and the property line is frozen for any other reason, as determined by the Director of Infrastructure.

8.2 If the Director of Infrastructure is of the opinion that the water service between the property line and the building has frozen without any negligence on the part of the Consumer, or any other person for whose negligence the consumer is responsible, the Director of Infrastructure may waive the cost of one thawing during any one season which will be deemed to run from November 15th to May 15th.

8.3 The Town will not thaw a water service, pursuant to Section 8.1.1 and 8.1.2, unless the consumer signs an acknowledgment recognizing that thawing may be inherently dangerous or harmful to property including the water service or plumbing system and may cause damage to the electrical system or may cause the outbreak of fire and waives any claim against the Town for any such damage whatsoever except damage caused by the negligence of the Town.

SECTION 9 TERMINATION

9.1 The water service, pursuant to this Bylaw, may be shut off by the Department at the curb stop at the request of the owner.

9.2 The supply of water to any Residential and Non-Residential Consumer may be shut off for any or all of the following reasons:

a) Repair;
b) Lack of water supply;
c) Non-payment of utility accounts rendered for any reason, in excess of 60 days in arrears;
d) Defective piping;
e) Failure to comply with water rationing; and
f) For any reason which the CAO, Director of Infrastructure or Council considers sufficient.

9.3 The rates charged by the Town for work undertaken pursuant to Sections 9.1 and 9.2 will be in accordance with Schedule "A", attached hereto. These rates will also apply when the owner requests and the Town agrees that the water service be reconnected.

SECTION 10 WELLS AND OTHER SOURCES OF WATER SUPPLY

10.1 The Town of Claresholm will permit a well or other source of water, for outside watering purposes only, with proof of License from Alberta Environment. Such application will be accompanied by the payment of a fee in accordance with Schedule "A", attached hereto. This water source will not, in any way, be connected to the water distribution system provided by the Town.

10.2 Any such permission as referred to in Section 10.1 above, may be withdrawn by order of the Town at any time without notice. No person will use a well or other source of water supply after permission for use of it has been withdrawn.

10.3 If the use of any such well or other source of supply of water is continued contrary to the provisions of this Bylaw forty-eight (48) hours after notice to discontinue this use of same has been given by the CAO or her/his representative, to the owner or occupier of the premises on which it is situated, such well or other source of supply of water may be declared to be a nuisance and dangerous to the public health or safety, and will be removed, filled up or otherwise abated. All costs

related to such removal or abatement will be the responsibility of the owner.

10.4 No permission granted under this Section will give or be construed to give the holder of such permission the right to sell or distribute water within the Town of Claresholm.

10.5 Requests for cisterns or holding tanks will be considered on an individual basis upon written application to the Town.

SECTION 11 SANITARY SEWER SERVICE AND SERVICING

11.1 No person will throw, deposit or leave in or upon any Town sewer grate, trap, basin, manhole or other riser, or any other related surface opening, any material whatsoever, except feces, urine, necessary toilet tissue, wastewater and slops, properly discharged through a house sewer into a Town sewer. (***Penalty per Schedule "C").***

11.2 No person, without first having obtained applicable provincial permits as well as permission from the Town, will make connection with any of the public sewer lines or mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide adequate safety provisions during the connection. ***Penalty per Schedule "C").***

11.3 All sewer service lines, laid down in private property, between the property line and the buildings being serviced, will be constructed of Town approved material of equal or better quality to the sewer service line in the street between the street main and the property line.

11.4 Any new service must comply with the Town of Claresholm Servicing Standards for Municipal Improvements 11.5 Connection of a sewer service line will commence at the street main, working from there towards the building, thereby ensuring proper grade level.

11.6 Sewer service lines are to be carried to a minimum distance under the building, as per the Town of Claresholm Servicing Standards for Municipal Improvements, before the service is elevated.

11.7 Each property will have only one sewer service line from the main. A duplex or semi-detached dwelling requiring a connection to the Town sanitary sewer service must have a separate sewer service line to each unit from the street main.

11.8 No person will permit to be discharged into any sewer any liquid or substance which would prejudicially affect the sewers or impede the carriage of permitted wastes, nor introduce any substance whatsoever which is not approved as acceptable for treatment in the Town Sewage Lagoons, including without limiting the generality of the foregoing: (***Penalty per Schedule "C").***

a) trade waste,
b) water steam,
c) condensing water,
d) heated water, or
e) other liquids of a higher temperature than eighty (80) degrees Celsius, or
f) grease or fat
g) wet wipes
h) hygiene products
i) any combinations of the above.

11.9 No person will make or cause to be made any connection with any Town sewer or house drain, or appurtenance thereof for the purpose of conveying or which may convey, into the same, any flammable or explosive material, storm water from roof drainage cistern, sump pump or tank overflow, condensing or cooling water, except where the person has been given written instructions to do so from the Town based on the Town's Servicing Standards for Municipal Improvements.

11.10 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town sewer or house drain connected, therewith. (***Penalty per Schedule "C").***

11.11 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Town sewer. (***Penalty per Schedule "C").***

11.12 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Town sewer or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Town sewer. (***Penalty per Schedule "C").***

11.13 No person will interfere with the free discharge of any Town sewer, or part thereof, or do any act or thing, which may impede, obstruct the flow of or clog up any Town sewer or appurtenance thereof.

11.14 The Director of Infrastructure or Plumbing Inspector has the right at reasonable times to enter houses or other places which have been connected with Town sewers, and entrance must be given him to ascertain whether or not any improper substance or liquid is being discharged into the sewers. The Director of Infrastructure or Plumbing Inspector has the power to stop or prevent from discharging into the sewer system any private sewer or drain through which substances are discharged that are liable to injure the sewers or obstruct the flow of sewage.

11.15 No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Town or applicable legislation and regulations thereto for each such case. The necessary treatment works so prescribed will be completely installed by the owner at his expense, prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.

11.16 Grease traps of sufficient size and approved design must be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the Town, may direct.

11.17 Where it is deemed expedient to prevent or reduce the flooding of basements or cellars connected to the municipal sewage system, the Town may require the owner to install and operate a suitable backwater valve or other mechanical device for the purpose of cutting off or controlling the connection between the sewage system and the cellar or basement. Where the installation of said valve is required at the time of connection to the Town sewer system, the cost of installation is the responsibility of the owner.

11.18 All applications for connections to the Town sewers must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be drained, or by his authorized agent. No drain or private sewer will be connected to the Town sewer until the owner has obtained a plumbing permit. Connection must be as per current Town standards.

11.19 The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by such sewer connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.

11.20 The Town may revoke or cancel permission that may have been granted to connect with the Town sewers if it finds that any of the work is not being done in accordance with the provisions of this Bylaw. The owner making such connection, will have no right to demand or claim any damages in consequence of such permission being revoked or canceled.

11.21 The Town will clean a plugged sewer service line, if possible, in the case of an emergency or when the request is on the recommendation of a Certified Licensed Plumber. Should the Town be requested to clean any plugged sewer service line, the owner making such request is liable for all costs incurred by the Town in cleaning the plugged sewer. The rates for this service will be charged by the Town in accordance with Schedule "B", attached hereto.

a) Should any owner claim that any sewer service line between the street main and the property line is plugged because it is not laid according to good practice, the said owner will deposit with the Town an amount in accordance with Schedule "B" attached hereto.

b) Should the sewer service line between the street main and the property line be found properly laid according to good work practices, the owner will forfeit the deposit. The owner is liable for all costs incurred by the Town in opening the sewer service line. The Director of Infrastructure is then authorized to open the sewer service line by any method he considers necessary.

c) Should the sewer service line between the street main and the property line be found not properly laid according to good work practices, the deposit will be refunded to the owner. The Town will then repair the sewer service line at no cost to the owner.

d) Owners requesting that the Town camera their sanitary sewer service line, will deposit with the Town an amount in accordance with Schedule "A", attached hereto. The owner is liable for all costs incurred by the Town in the use of the camera, and if necessary, costs incurred by the Town in clearing of the sewer line. If it is determined with the use of the camera that the sanitary sewer service line is damaged, the property owner is responsible for the repair of this sanitary sewer line to the property line

from the premises on the property.

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

11.23 No septic systems are allowed in corporate limits, except in designated areas.

11.24 Septic systems that are allowed must adhere to provincial standards. The premises owner must have a private sewage disposal permit. Septic systems will only be considered if NO municipal sewer is available.

SECTION 12 STORM SEWER SERVICE

12.1 No person will discharge or cause to be discharged any storm water or natural water to any sewer except a storm sewer or to a natural outlet approved by the Town. ***(Penalty per Schedule "C").***

12.2 Weeping tile must be installed below all basement footings and must drain to an approved sump as per CSA standards and Alberta Safety Codes or to the municipal storm sewer system.

12.3 Sumps must be installed as per CSA standards and Alberta Safety Codes and are not to be connected into the Town's sanitary sewer system.

12.4 Discharge from the sump pump may be through a garden hose to a surface sprinkler for the summer months. Discharge to a "dry pit" during late fall and winter may be done using a buried line controlled by a two-way valve.

12.5 Down spouts must be installed on all buildings and discharged a minimum of 1.81 meters (6.0 feet) away from the building.

12.6. No roof drains will be connected to weeping tiles or municipal storm sewer or sanitary sewer systems. At the time the Director of Infrastructure determines a property has a connection of this type, the property owner will be notified they are in violation of the bylaw and that the matter must be rectified within a specified timeline or the penalties set out in Schedule "C" will be levied.

SECTION 13 UTILITY BILLING

13.1 Residential water and sewer utility accounts will be issued bimonthly as follows: February, April, June, August, October and December. Commercial water and sewer utility accounts will be issued monthly.

13.2 Every person, firm or corporation being the owner of property which is served directly or indirectly by a connection with the waterworks and/or the sewer system of the said Town of Claresholm, will pay monthly or bimonthly to the said Town, the regular rates set out in Schedules "A", "B" & "D", attached hereto.

13.3 The monthly or bimonthly Utility bill will be addressed to the name of the property owner, as per Land Titles notification.

13.4 Any owner desiring to have a copy of the Town utility billing forwarded to a tenant at the tenant's mailing address may direct the Town to do so by making application at the Town Office on the printed forms furnished by the Town. The application must be signed by both the property owner and the tenant. The property owner is ultimately responsible for any outstanding charges, arrears and penalties from utility billings.

13.5 Reading of water meters will be on or between the twenty-fourth and twenty-seventh day of the month in each billing period.

13.6 Payments can be made via cash, cheque, money order, or debit at the Town Office, paid through a financial institution, or via preauthorized debit. Any bank charges are the responsibility of the Consumer.

13.7 When the water service has been shut off and is inactive, the basic water, sewer, garbage and recycling rates will continue to apply.

13.8 The CAO will have the right to determine whether a service will be classified Residential or Non-Residential.

13.9 The owner is responsible to ensure the payment is received in the Town's bank account by the due date. Owners must consider the bank's timing to process a payment. If a payment is received after the due date the responsibility for the late payment fee falls to the owner. Allowances for bank processing time of electronic funds transfer (EFT) are the responsibility of the property owner.

SECTION 14 OFFENSES AND PENALTIES

14.1 Unpaid utility bills for amounts payable to the Town under this bylaw will be subject to penalties in accordance with the current Utilities Penalties Bylaw, and amendments thereto.

14.2 Any rates, costs or charges in arrears for water service supplied by the Town to any property may be added to the taxes assessed against the real property to which the water or other services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.

14.3 In addition to the methods outlined in Section 14.2 above for the recovery of outstanding rates, costs or charges, the Department may discontinue service to any property where any charges for water and/or sewer service or work remains outstanding for a period of more than sixty (60) days.

14.4 Any person who contravenes any provision of this Bylaw is guilty of an offence and liable, upon summary conviction, to a fine not exceeding Ten Thousand Dollars ($10,000.00).

SECTION 15 POWERS OF A PEACE OFFICER

15.1 Where a Peace Officer has reasonable grounds to believe a person has committed a breach of any of the sections of this bylaw listed in Schedule "C" hereunto annexed and made part of this bylaw, he may serve upon such person(s) a Violation Ticket allowing the payment of a penalty to The Town of Claresholm which shall be accepted by the Town of Claresholm in lieu of prosecution for the offense.

15.2 A Provincial Violation Ticket may be:

a) Personally served; or
b) Attached to any property entrance in respect of which any offense is alleged to have been committed; or
c) Mailed to the address of the registered owner of the property.

15.3 Penalties as per Schedule "C" may be accepted in lieu of prosecution for a contravention of this Bylaw. Upon payment in accordance with the terms specified in the Provincial Violation Ticket, an official receipt for the payment shall be issued and, pursuant to the provisions of Subsections 15.5 and 15.6, such payment shall be accepted in lieu of prosecution.

15.4 If after the date of expiration for payment of a Provincial Violation Ticket, a person tenders payment therefore in accordance to Subsection 15.3, such payment shall be accepted in lieu of prosecution provided that payment is tendered three days preceding the appearance date specified in any violation ticket subsequently issued for the same offense.

15.5 If the person upon whom the Provincial Violation Ticket is served fails to pay the required sum within the time specified, the Provisions of this Section for acceptance of payment in lieu of prosecution do not apply.

15.6 Nothing in this Section shall:

a) Prevent any person from exercising his right to defend any charge of committing a breach of any of the Sections referred to in Schedule "C" to this Bylaw;
b) Prevent any Peace Officer, in lieu of serving a Provincial Violation Ticket, or any other person from laying information or a complaint against any other person for committing a breach of any of the Sections listed in the said Schedules; or
c) Prevent any person from exercising any legal right such person may have to lay information or complaint against any other person (whether such other person has made a payment under the provisions of this Bylaw or not) for a breach of any of the Sections listed in the said Schedules.

15.7 A person other than the owner or tenant of a property shall not remove any Provincial Violation Ticket or notice placed on or affixed to the property by a Peace Officer in the course of his duties.

15.8 No person other than a Peace Officer or another person authorized by the Town of Claresholm or by this Bylaw shall place a Provincial Violation Ticket on any property.

SECTION 16 LIABILITY FOR DAMAGES

16.1 The Town is not liable for damages:

a) caused by the breaking or freezing of any water service main, water service pipe or attachment including water meter or electronic radio transmitter (ERT),
b) caused by the breaking, plugging or stoppage of any sanitary sewer main, or storm sewer main,
c) caused by the interference with the supply of any water service necessary in connection with the repair or proper maintenance of the water service,
d) caused by the interference with the supply of any sewer service necessary in connection with the repair or proper maintenance of sewers,
e) generally for any accident due to the operation of the water works system or the sewerage disposal system of the Town unless such an accident is shown to be directly due to negligence on the Town or its employees.

SECTION 17 REPEALED

17.1 Bylaw #1510 and amendments thereto are hereby repealed.

SECTION 18 PASSAGE OF BYLAW

18.1 This Bylaw shall come into effect upon passage of 3rd Reading.

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

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

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

Doug MacPherson, Mayor

Marian Carlson, CAO

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

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

SCHEDULE "B"
SEWER RATES & COSTS

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

TOWN OF CLARESHOLM
Bylaw No. 1659
SCHEDULE "C"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DELEGATION FOLLOW-UP

Meeting: June 27, 2022
Agenda Item: 4

Claresholm History Book Committee

DESCRIPTION/BACKGROUND:

In 2010 the Claresholm History Book Committee came as a delegation to Council, providing information that they published 2,000 books at a cost of $106,344 – they had already sold 900 and paid back $66,000 of that and were asking both the MD and the Town for 20K interest free loan each, to be repaid as they sold the remainder of the books.

Council agreed to issue the loan and passed Bylaw 1555 to approve the loan (the loan was made to the Friends of the Claresholm Public Library because they are a non-profit organization, whereas the Claresholm History Book Committee is not registered as such). That bylaw indicated that if the loan wasn't repaid within 18 months the group would come back to negotiate future repayment terms. Bylaw 1555 was replaced by Bylaw 1581 (reduced down to 15K – 5K had been repaid – with a term of April 2014, which was replaced with Bylaw 1594 (reduced down to 13K – Additional $2K had been repaid – with a term of April 2016). From that date on, Council did not pass any new bylaws relating to the loan. However, the committee continued to make payments as follows:

2014 - $13,000
2015 - $11,000
2016 - $9,500
2017 - $8,500
2018 - $6,500
2019 - $6,500
2020 - $6,500
2021 - $6,450 (current outstanding)

The groups has traditionally paid off the loan with book sale proceeds. The committee has done extensive work in promoting the book via the local press, community functions and activities and at the museum and town office. There are approximately 750 books left and it is unlikely that the group will sell enough to pay off the outstanding balance on the loan.

The M.D. loan to the committee has been paid in full. Approximately $4,000 was contributed by the M.D. through the M.D.'s Councillor discretionary funds program, and another $4,000 was paid through a private donation.

DISCUSSION/OPTIONS:

Council can choose to forgive the debt via motion. This money is recorded as a receivable every year end, and would be counted as a 'bad debt' in our 2022 financial statements. Administration recommends forgiving this debt due to the group's history of paying the loan down, the unlikeliness of any significant

future payments (via proceeds from selling remaining books) and the overall contribution this Committee and the book has made to the community. If Council passes a motion to forgive the loan, administration will prepare a rescinding bylaw for bylaw 1594. Council may consider requesting the Committee deliver some of the remaining books to the town office and administration can try to sell the books to recover lost dollars.

Council can deny the request to forgive the loan and renew the bylaw to reflect the current amount outstanding, in which case administration will prepare a new bylaw for the next council meeting.

PROPOSED RESOLUTIONS:

MOVED by Councillor _____ that the Town of Claresholm forgive $6450 owed by the Claresholm History Book Committee to the Town, which is the remaining balance of the 2010 loan issued to the Committee by the Town in the sum of $20,000.

RECOMMENDED ACTION:

Council forgive the outstanding balance of $6450 to the committee.

ATTACHMENTS:

1.) Claresholm History Book Timeline
2.) Bylaw 1594

APPLICABLE LEGISLATION:

1.) Bylaw 1594

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO DATE: June 6, 2022

CLARESHOLM HISTORY BOOK

HISTORICAL TIMELINE

January - April 2002 - group of citizens formed a committee to plan a 2005 Claresholm Centennial Celebration. A letter was sent to Town Council with celebration suggestions include a Volume II history book. Volume I was published in 1974.

From 2003 to 2010 History Book Committee spent 1000s of volunteer hours compiling the history book that consisted of 905 pages from submitted family histories as well as histories gathered and submitted from various organizations and locally researched information.

Orderd a total of 2000 books at a cost of $106,344. The more books we ordered dictated the total cost per book. If we ordered 2000 books - we would have to sell 1400 books to break even. Since Stavely History book sold 1000 book, the committee felt that we should be able to sell the 1400 books. We encouraged pre-orders of books starting in 2003 to try to get a handle on how many books to order. We also researched grant applications to help pay for the printing costs - but there were none available at the time.

May 16, 2010 History Book reveal and launch celebration - Claresholm Community Centre

June 2010 - four committee members personally signed a one year loan with the Credit Union for $50,000. We were able to pay $10,000 towards the loan. With a balance of $40,000 still owing after one year.

November of 2010 - we requested loans from both the MD of Willow Creek and the Town of Clareshol in the amount of $20,000 each . At this time the town would only loan the money if it were applied for through an official group or society. Therefore the town loan was run through "Friends of the Library" and to our knowledge is still showing as outstanding there.

Originally the plan was to donate all money left over from sales of the books, once the loans were paid off to the Claresholm Library.

Claresholm Library - donated equipment and volunteeer man hours for research, typing, proof reading and assisted families with writing their histories..

Claresholm Local Press - donated equipment,plus countless dollars of advertising and printing to promote submitted histories and book sales.

We have approximately 750 books left. Currently they are all being stored in a container on Doug Leeds property.

Committee members remaining are: Kathy Davies, Doug Leeds, Rob Vogt & Roxanne Thompson. Since it is now almost 12 years since the original loans were obtained - we would like the balance of $6500 to be forgiven.

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1594

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm provided a loan of twenty thousand dollars ($20,000) to the Friends of the Claresholm Public Library in October of 2010 for a period of eighteen (18) months.

2. The purpose of providing funding was to retire the debt associated with the Claresholm History Book Committee.

3. The rate of interest to be paid on the loan was agreed to be zero percent (0%) for the eighteen (18) month term.

4. The Friends of the Claresholm Public Library repaid five thousand dollars ($5,000) during the original eighteen (18) month term.

5. The Friends of the Claresholm Public Library asked Council for an extension to repay the remaining funds of fifteen thousand dollars ($15,000) to April 12, 2014 with the same rate of zero percent (0%) interest, and Council agreed to the new terms of the loan.

6. The Friends of the Claresholm Public Library repaid two thousand dollars ($2,000) during the subsequent two (2) year term.

7. The Friends of the Claresholm Public Library has asked Council for a further extension to repay the remaining funds of thirteen thousand dollars ($13,000) to April 12, 2016 with the same rate of zero percent (0%) interest.

8. Council has agreed to the new terms for the loan.

9. Should the loan to the Friends of the Claresholm Public Library not be repaid within the new term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.

10. This bylaw comes into effect upon third and final reading.

11. Bylaw #1581 is hereby rescinded.

Read a first time in Council this **10th** day of **March** 2014 A.D.

Read a second time in Council this **14th** day of **April** 2014 A.D.

Read a third time in Council and finally passed in Council this **14th** day of **April** 2014 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

Form #7-3210

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences

June 14, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055-106th
Edmonton, AB
T5J 2Y2

RE: Rising Cost of Alberta Utility Fees

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors opens due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

Glen Ockerman
Reeve
Cc: David Hanson, MLA
RMA Membership
AUMA Membership

Phone: 780-645-3301
Email: countysp@county.stpaul.ab.ca

Municipal District of Willow Creek

Office of the Reeve

www.mdwillowcreek.com
273129 SEC HWY 520
Claresholm Industrial Area
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

RECEIVED
MAY 20 2022

May 19, 2022

Mayor Chelsea Petrovic and Council
Town of Claresholm
Box 1000
Claresholm, AB
T0L0T0

Mayor Petrovic and Council,

We thank you for the opportunity to review the Town of Claresholm Strategic Plan 2022 – 2026.

We found that the values, vision and mission statements of your community in addition to the strategic policy areas you have identified align closely with those of our municipality. We believe that this bodes well for our citizens as we collectively work to make our communities more resilient, responsive and robust in the coming years.

Congratulations on completing your strategic plan! We look forward to the good results that are sure to follow.

Sincerely, on Behalf of Council,

Maryanne V. Sandberg

Maryanne V. Sandberg
Reeve
Municipal District of Willow Creek No. 26

REQUEST FOR DECISION

Meeting: June 27th, 2022
Agenda Item: 7

REQUEST FOR TAX WAIVER CLARESHOLM CURLING CLUB

DESCRIPTION:

The Town of Claresholm has received a request from the Claresholm Curling Club regarding the property taxes located at Curling Club.

BACKGROUND:

The Curling Club asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2015 – $877.20
- 2016 – $760.04
- 2017 – $778.07
- 2018 – $906.74
- 2019 – $928.42
- 2020 – $1,028.48
- 2021 -- $994.71

The amount of the request for 2022 is $1,069.36

PROPOSED RESOLUTION:

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

ATTACHMENTS:
1.) Curling club request letter
2.) 2022 Tax Notice

APPLICABLE LEGISLATION:
1.) Municipal Government Act, RSA 2000, Chapter M-26

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

CLARESHOLM CURLING CLUB

2022 June 22

to: Town of Claresholm Town Council

On behalf of the Claresholm Curling Club I am asking for forgiveness of the municipal portion of the 2022 taxes in the amount of $1069.36

Our tax roll # is 11917000.

Sincerely,

Brendan Fleet, Treasurer

TOWN OF CLARESHOLM

BOX 1000
111 - 55 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381

Claresholm

2022

TAXATION NOTICE
& PROPERTY ASSESSMENT

DATE OF MAILING	2022-May-12
NOTICE OF ASSESSMENT	2022-May-20
DUE DATE	**2022-Jun-30**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11917000	0	YB:1973/91			0	0	0	0

SUBDIVISION NAME	CURLING RINK		
CIVIC ADDRESS	430 53 AVE E		
MORTGAGE NUMBER	PLAN	BLOCK	LOT
	8010781	118	33
MORTGAGE COMPANY NAME			

ASSESSMENT COMPLAINT MUST BE RECEIVED ON OR BEFORE	2022-Jul-19

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

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	1,094,240
COMMERCIAL IMPROV	85,760
TOTAL ASSESSMENT	1,180,000

CURRENT ASSESSMENT			
DESCRIPTION			AMOUNT
COMMERCIAL IMPROVE			91,280
COMM ASSOC IMPROVE			1,182,720
TOTAL ASSESSMENT			1,274,000
EXEMPT	1,182,720	TAXABLE	91,280

IMPORTANT PENALTY INFORMATION

Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Thursday, June 30th, 2022. A penalty of 14% will be applied on any current outstanding balance after June 30th. 2022. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31, 2022.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.004199400	25.95929	383.32
TOTAL 2022 EDUCATION TAXES			383.32
SUB TOTAL 2022 TAXES			383.32

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000262300	1.62127	23.94
Municipal Tax - Non- Res	0.011715200	72.41944	1,069.36
TOTAL 2022 MUNICIPAL AND OTHER TAXES			1,093.30
SUB TOTAL 2022 TAXES			1,476.62

TOTAL 2022 TAXES	1,476.62
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2022	1,476.62
AMOUNT DUE AFTER JUNE 30th, 2022	**1,683.35**

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	123.05 0.00
FOR COMPARISON 2021 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	1,274.79

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 19th, 2022 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
111 - 55 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381

Claresholm

ROLL NUMBER
11917000
LAST DATE BEFORE PENALTY
2022-Jun-30

2022

TAXATION NOTICE
& PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	1,476.62	1,476.62

AMOUNT DUE PLEASE PAY
1,476.62
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 :||

REQUEST FOR DECISION

Meeting: June 27th, 2022
Agenda Item: 8

REQUEST FOR TAX WAIVER GOLF COURSE

DESCRIPTION:

The Town of Claresholm has received a request from the golf course regarding the property taxes. They have asked for forgiveness of the municipal portion for several years.

BACKGROUND:

The golf course asks for forgiveness of these taxes every year. The amounts in past years are as follows:

- 2015 – $2,632.54
- 2016 – $2,898.00
- 2017 – $3,000.93
- 2018 – $2,732.68
- 2019 – $2,775.90
- 2020 – $2,901.14
- 2021 -- $2,963.49

The amount of the request for 2022 is $3,204.11

PROPOSED RESOLUTION:

Moved by Councillor _____ to cancel the municipal portion of the 2022 property taxes levied on the golf course, roll # 11630000, in the amount of $3,204.11.

ATTACHMENTS:
1.) Golf Club Letter of Request
2.) 2022 Tax Notice

APPLICABLE LEGISLATION:
1.) Municipal Government Act, RSA 2000, Chapter M-26

PREPARED BY: Lisa Chilton, Tax Administrator

APPROVED BY: Abe Tinney , CAO DATE: June 23, 2022

THE BRIDGES AT CLARESHOLM GC

June 15, 2022

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

Re: Request to Waive the Municipal Portion of the 2022 Property Taxes.
Tax Roll # 11630000

Dear Mayor Petrovic and Town 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 of Golf Course taxes in the amount of $3204.11 of the 2022 property taxes. We understand that we must pay the remaining portion in the amount of $1,220.28.

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

Yours truly,

Ted Menzies
President

349 - 39 Ave. West, P.O. Box 2080, Claresholm, AB T0L 0T0
Pro-Shop (403) 625-3500 Fax (403) 625-3560 Restaurant (403) 625-3232

TOWN OF CLARESHOLM

BOX 1000
111 - 55 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381

Claresholm

2022

TAXATION NOTICE & PROPERTY ASSESSMENT

DATE OF MAILING	2022-May-12
NOTICE OF ASSESSMENT	2022-May-20
DUE DATE	**2022-Jun-30**

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
11630000	2.02 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			

ASSESSMENT COMPLAINT MUST BE RECEIVED ON OR BEFORE	2022-Jul-19

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

PREVIOUS ASSESSMENT	
DESCRIPTION	AMOUNT
COMM ASSOC IMPROV	2,332,500
COMMERCIAL IMPROV	255,500
TOTAL ASSESSMENT	2,588,000

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
COMMERCIAL IMPROVE	273,500
COMM ASSOC IMPROVE	2,399,500
TOTAL ASSESSMENT	2,673,000
EXEMPT 2,399,500	TAXABLE 273,500

IMPORTANT PENALTY INFORMATION

Taxes are due in full, except for T.I.P.P. participants, before 4:00 p.m. on Thursday, June 30th, 2022. A penalty of 14% will be applied on any current outstanding balance after June 30th. 2022. A further 14% penalty will be assessed on all charges applied to tax accounts unpaid after Dec 31, 2022.

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
ASFF - Non Res	0.004199400	25.95929	1,148.54
TOTAL 2022 EDUCATION TAXES			1,148.54
SUB TOTAL 2022 TAXES			1,148.54

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Home for Aged	0.000262300	1.62147	71.74
Municipal Tax - Non- Res	0.011715200	72.41925	3,204.11
TOTAL 2022 MUNICIPAL AND OTHER TAXES			3,275.85
SUB TOTAL 2022 TAXES			4,424.39

TOTAL 2022 TAXES	4,424.39
CURRENT OUTSTANDING	0.00
TOTAL CURRENT TAXES PAYABLE FOR 2022	4,424.39
AMOUNT DUE AFTER JUNE 30th, 2022	**5,043.80**

TAX INSTALLMENT PAYMENT PROGRAM	
CURRENT INSTALLMENT AMOUNT	0.00
BY JOINING THE PAYMENT PROGRAM YOUR PAYMENTS COULD BE AS LOW AS	368.70 0.00
FOR COMPARISON 2021 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	3,797.90

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 19th, 2022 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
111 - 55 AVE WEST
CLARESHOLM, AB T0L 0T0
(403) 625-3381

Claresholm

ROLL NUMBER
11630000
LAST DATE BEFORE PENALTY
2022-Jun-30

2022

TAXATION NOTICE & PROPERTY ASSESSMENT

ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	4,424.39	4,424.39

AMOUNT DUE PLEASE PAY
4,424.39
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

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

11630000

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 9

Prize Donation to Claresholm Fire Department – Annual Golf Fundraiser

DESCRIPTION:

The Claresholm Fire Department is excited to host our annual mixed 4-person scramble golf tournament August 20, 2022 at the Bridges of Claresholm Golf Course!

The Claresholm Fire Department is a volunteer organization that responds to many different types of emergencies, and our goal is to be prepared for all emergencies by adding new equipment when possible. Proceeds of the golf tournament will again be going towards Battery Powered Extrication Equipment. The department works hard to have quality equipment and provide exceptional services to the community. Fundraisers such as this make that possible.

We are asking for cash donations this year as well as prizes for our door prize draws such as gift baskets or larger items you would be willing to donate. We will have 36, hole sponsors available for $200 where you will have your business advertised. We would like to thank-you in advance for any donations given. We also ask you to consider entering a team and come spend the day with us on the course.

PROPOSED RESOLUTION:

Moved by Councilor _____ to approve a (Cash/Prize) Donation to Claresholm Fire Department's – Annual Golf Fundraiser in the amount of _____

ATTACHMENTS:

1. Claresholm Fire request for sponsorship letter & poster.

PREPARED BY: Craig White -- Fire Chief

APPROVED BY: Abe Tinney, CLGM – CAO DATE: June 23, 2022

CLARESHOLM FIRE DEPARTMENT

403-625-3922 Fire Hall Phone
403-625-8862 Lisa Perry Cell

The Claresholm Fire Department is excited to host our annual mixed 4 person scramble Golf Tournament August 20, 2022 at the

Bridges of Claresholm Golf Course

The Claresholm Fire Department is a volunteer organization that responds to many different types of emergencies, and our goal is to be prepared for all emergencies by adding new equipment when possible. Proceeds of the golf tournament will be going towards Electronic Extrication Equipment. The department works hard to have quality equipment and provide exceptional services to the community. Fundraisers such as this make that possible. We hope you can join us for a great day of golf while supporting a great Fire Department!

We are asking for cash donations this year. We will have 36 hole sponsors available for $200 where you will have your business advertised at either the mens or ladies tee off. We would like to thank-you in advance for any donations given. We also ask you to consider entering a team and come spend the day with us on the course.

Our members are available to pick up donations and we ask if you can coordinate with the member who dropped off this letter as to when that works for you. You can also drop off at the fire hall during the week, or mail to Box 433. We hope to have all donations by August 6, 2022. We truly appreciate the support we receive from this community. Cheques can be made out to the Claresholm Fire Department.

Thanks again for your support,

Your Claresholm Fire Department

Annual Claresholm Fire Department Fundraiser
Golf Tournament August 20th, 2022

MIXED 4 PERSON SCRAMBLE

SHOTGUN START 1:00PM

SUPPER INCLUDED

DOOR PRIZE AND 50/50 DRAWS

$75.00 FOR MEMBERS

$95.00 FOR NON-MEMBERS

BOOK YOUR TEAM BY CALLING THE GOLF COURSE AT

(403)625-3500 OR

ON-LINE AT WWW.GOLFCLARESHOLM.COM

Town of Claresholm Application for Donation
(Policy 5.1.01 – Schedule "A")

Claresholm

Date of Application: 24 JUNE 2022

Date of Event: 20 AUGUST 2022

1. Applicant Information

Name of Applicant: CLARESHOLM FIRE DEPT.

Address: Po Box 433 CLARESHOLM, AB

Contact Person: CRAIG WHITE - FIRE CHIEF

Phone, Fax, Email: 403 625-3922

2. Type of Organization: (circle) ARTS/CULTURE RECREATION/SPORTS EVENT OTHER(specify)

FIRE DEPT TOWN DEPT.

3. Is the Organization registered with Revenue Canada as a Charity? (circle) YES (NO)

If yes provide registration date & #

4. Is the Organization incorporated as a non-profit organization? (circle) YES (NO)

If yes provide registration date & #

5. Type of Donation: (check and explain)

- ☒ COMMUNITY EVENT
- ☐ COMMUNITY PROJECT FUNDING
- ☐ IN-KIND CONTRIBUTION - Fee Waiver
- ☐ Other (explain):
- ☐ SPECIAL EVENT
- ☐ DONATION - Financial Assistance
- ☐ IN-KIND CONTRIBUTION - Service, Equipment or Materials

Explanation:

ANNUAL FIRE DEPT FUNDRAISING GOLF TOURNAMENT.
DONATIONS RAISED USED TO SUPPORT PURCHASE OF E-TOOLS

Amount (value) Requested: $150.00

6. Details of how the funds will be expended:

Typically donation of Gift Basket of ± $150.00 is donated by TOWN for a prize

9. Is a copy of the organization's operational or project budget attached?

YES (NO)

7. Previous Donations

Has your organization received donation from the Town of Claresholm in the past? If so, please explain the amount and use of these donations.

Date	Amount	Use of Funds
Aug 2021	$100	Gift basket donation

8. Organizational Information

What services or activities does your organization provide to the Town of Claresholm residents? (Please attach a list of membership/executive)

- fire department -

Describe in broad terms the principal objective of your organization or initiative:

Annual fundraiser - funds raised this year to support purchase of E-Tools for vehicle extrication

How will your organization acknowledge the Town's donation?

- Acknowledgement at event
- Thank-you article in local news paper

10. Please provide a detailed list of all sources of funding for the organization.

Funding Source	Amount	Recommended Use of Funds
Town of Claresholm	Annual Budget	
MD Willow Creek	" "	

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 10

LETTER OF SUPPORT BLUE CROSS BUILT TOGETHER (SKATEPARK)

BACKGROUND:

The Claresholm Skatepark Assocation is submitting a grant application to assist in the amount of $50,000 to fund the new skate park at the new building location of 111, 55 Ave West. The deadline to apply is September 15, 2022.

They are requesting a letter of support. They are not asking for any monetary commitment from the Town of Claresholm, only a letter of support at this time.

More information can be found at the link below:
https://www.community.ab.bluecross.ca/programs/built-together.php

PROPOSED RESOLUTIONS:

Moved by Councillor _____ to write a letter of support towards the Claresholm Skatepark Assocation's application to the Blue Cross Built together grant for the purpose of constructing the skatepark at 111 55 Ave West.

ATTACHMENTS:

1) Skatepark Association request email

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

From: Lisa Darch <jlmcdarch@gmail.com>
Sent: June 23, 2022 8:37 AM
To: Tara VanDellen <Tara@claresholm.ca>
Subject: Blue Cross grant

Good morning!
I'm sending an application in for the Alberta Blue Cross Built Together grant, can I bother you for a support letter again from Town Council?

It's a $50,000 grant with the deadline being September 15, 2022.

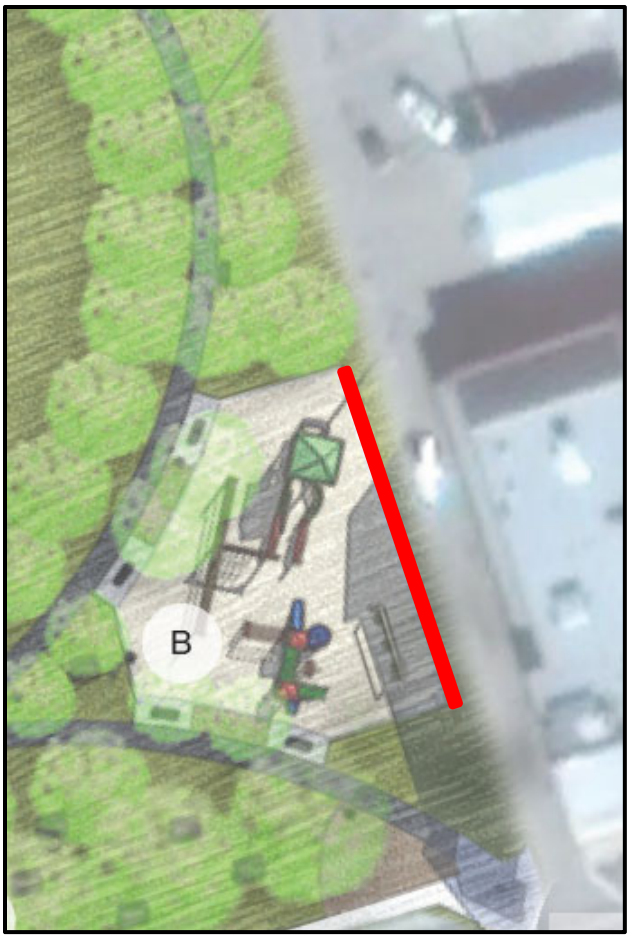
Thank you so much,
Lisa D
Claresholm Skatepark Assoc.
--
Lisa Darch

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 11

KIN PLAYGROUND GRANT FUND UPDATE – AMUNDSEN PARK

The Town is finalizing the costs associated with Amundsen Park – Kin playground. The cash costs of the playground have slightly exceeded budget, as the in kind contributions were not as much as anticipated, but there are some funds left to be spent from the grant. The Kinsmen Club of Claresholm have allocated and noted within the grant application they would put $5000 cash towards the project, and in doing so the Town would need to pass a motion for the remaining funds to be allocated as an out-of budget expenditure (from general capital reserves). They currently have not contributed those funds, but have noted if the fencing project is approved by Council they will supply the funds.



One project suggested to utilize the remaining $22,436.12 is to fence the east portion of the project with a fence similar to what is there (location shown on right) (would be black rod iron – quote is $15,515.00, same fencing as what is in the gazebo) to keep the esthetic the same, and add a few rungs to the bottom to help assist wind factor to keep the fibre fill within the park until it packs down. The proposed fence will also assist with safety along the alley. There also remains some landscaping remediation that could use the additional funds. Administration recommends using the grant funds and partnering with the Kinsmen to finish the grass/landscaping and fencing.

With the addition of the fence, a scope change is required to be submitted to the grant office. The paperwork has been completed and submitted, but as of agenda time we have not received any notification back.

FUNDING:

2022 Approved Capital Budget had this project budgeted and funded as follows, compared to the proposed change/update to utilize the remaining grant funds:

	2022 Approved	Current Actual	Proposed Change (Max)
CFEP Grant	77,334	66,126	77,334
In Kind	27,334	11,400	11,400
Town Funding	50,000	54,726	60,934
Kinsmen	0	0	5,000
Total	154,668	132,252	154,668

In short, an additional approximate $6K Town funding, with the contribution from the Kinsmen, will provide an additional $22K of value to our park.

OPTIONS:

1. Do nothing, then the $11,218.06 would need to be returned to the grant office.
2. Order and install the fence in the amount of $15,515.00 and return the remaining $6921.12 to the grant office.
3. Order and install the fence and complete any remaining landscaping remediation to finish the project (any remaining funds would be returned if applicable).

POTENTIAL RESOLUTIONS:

Moved by Councillor _____ to approve the out of budget expenditure not to exceed $6000 for the fence and landscape remedation within Amundsen Park.

Or

Moved by Councillor _____ to do nothing at this time and return the unused grant funds.

Or

Move by Councillor _____ to complete the fencing along Kin Playground in Amundsen Park and return any un-used grant funds.

ATTACHMENTS:

- N/A

PREPARED BY: Tara VanDellen, Planner/Development Officer

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 12

2022 CANADA DAY BEER GARDEN

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

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

DISCUSSION/OPTIONS:
The Economic Development Officer and the Claresholm Skate Park Association are requesting Town Council approval for the Canada Day beer gardens to operate at Centennial Park, July 1, 2022, between the hours of 10:30 am and 4:00 pm. There will be food, water, and shelter available at the event.

PROPOSED RESOLUTIONS:
Moved by Councillor _____ to approve the responsible sale and consumption of liquor at Centennial Park, Friday July 1, 2022, between 10:30 am and 4:00 pm, on the condition that an application to the Alberta Liquor and Gaming Commission has been approved, and is displayed at the event.

RECOMMENDED ACTION:
Approval.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: CLGM - CAO DATE: June 24, 2020

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 13

2022 FAIR DAYS ROAD CLOSURES

DESCRIPTION:
On Thursday June 16, 2022 the Economic Development Officer received a request from a representative of the Willow Creek Ministerial Association, for the use of the downtown parking lot during Fair Days.

BACKGROUND
The Willow Creek Ministerial Association is "working together with a holistic outlook to meet the spiritual needs of the community." The Ministerial traditionally hosts an Interdenominational Church Service on the Sunday morning of Claresholm Fair Days, beginning at 10:00 am, and is open to the entire community.

DISCUSSION/OPTIONS:
The Ministerial Association would like permission to hold the Interdenominational Church Service in the downtown parking lot on Sunday August 13, 2022. The details of the request include:

- Closure of the downtown parking lot from 8:00 am – 12:00 pm
- Closure of the alley running East-West
- Use of the ATCO stage (Town has it all weekend)
- Use of Town of Claresholm Chairs

Consideration; use of the ATCO Community Stage and Town of Claresholm Chairs on Sunday would require some involvement from the Public Works department.

Currently, the plan is to park the stage in the public works yard Saturday evening, and ATCO will pick it up on Monday. If approved, the stage will either have to be left in the downtown parking lot, closed and locked up overnight; or alternatively, it would be closed and moved, kept in the shop yard overnight, and then delivered to the parking lot again Sunday morning. ATCO recommends overnight security if its left in a public place.

PROPOSED RESOLUTIONS:
Moved by Councillor _____ to approve the closure of the downtown parking lot, and the parking lot southernmost alley way, which runs East to West, from Linderman Law to Pharmasave, for the Willow Creek Ministerial Associations Interdenominational Church Service on Sunday August 13, 2022 from 8:00 am to 12:00 pm, including use of the ATCO Community Stage and Town of Claresholm chairs.

RECOMMENDED ACTION:
The Town of Claresholm supports many different community groups to make Claresholm Fair Days a success, the interdenominational Church service is a nice addition to the activities taking place on Sunday.

PREPARED BY: Brady Schnell, Economic Development Officer

APPROVED BY: Abe Tinney - CAO DATE: June 24,2022

REQUEST FOR DECISION

Meeting: June 27, 2022
Agenda Item: 14

TOWN COUNCIL OPEN HOUSES

DESCRIPTION:

Prior to the COVID-19 pnademic, Council held quarterly Open Houses. Below is a list of open house locations and topics of discussion in 2019 and 202:

Council held four Open Houses in 2019.

1st Open House – Thursday, February 28, 2019 at the Bridges at Claresholm Golf Club. Discussions focused on the 2019 Budget and the proposed new Water & Sewer Utility Bylaw and the proposed new rate structure.

2nd Open House – Thursday, June 6, 2019 at the Royal Canadian Legion Branch 41. Discussions focused on the redesign of Amundsen Park.

3rd Open House – Monday, September 9, 2019 at the Claresholm Senior's Drop-in Centre. Discussions focused on the new recycling program and the Multi-use Community Buildings project.

4th Open House – Saturday, November 9, 2019 at the Claresholm Community Centre. The focus was the Rural and Northern Immigration Pilot Program.

Council has held one Open Houses in 2020:

1st Open House – Thursday, February 27, 2020 at the Bridges at Claresholm Golf Club. Discussions focused on the 2020 Budget and the Multi-use Community Buildings.

Due to COVID-19, Council canceled the remaining Open Houses in 2020, and we have not held any since then. Administration would like to coordinate an Open House at the Multi-Use Community Building for Thursday July 21st at 7:00pm to discuss 2022 Budget and the Council Strategic Plan. If Council approves this Open House, administration will plan another in the fall, with the topic and location to be determined.

PROPOSED MOTIONS:

Moved by Councillor _____ to set an Open House on Thursday July 21st at 7:00pm to discuss Council's Strategic Plan and Budget 2022, and that the Open House be held at the Multi-Use Commuinty Building.

PREPARED BY: Abe Tinney, CAO

APPROVED BY: Abe Tinney, CAO DATE: June 23, 2022

Town of Claresholm
Income Statement by Object
May 31, 2022

	MAY	2022 YTD	2022 BUDGET	YTD % of Budget	
Revenue					
Net municipal taxes	(5,125,881.53)	(4,694,689.31)	(3,656,794.00)	128%	1
Special assessments	(3,289.54)	(3,289.54)	(5,140.00)	64%	
User fees and sales of goods	(133,578.95)	(1,075,350.69)	(3,129,090.00)	34%	
Government transfers for operating	(3,096.85)	(204,265.39)	(347,871.00)	59%	
Investment income	(3,087.21)	(11,678.58)	(66,000.00)	18%	
Penalties and costs of taxes	(630.06)	(35,100.22)	(80,100.00)	44%	
Licenses and permits	(7,241.09)	(57,772.24)	(113,000.00)	51%	
Other local government transfers	(77,300.00)	(135,569.12)	(202,339.00)	67%	
Proceeds from disposal of capital assets	-	(22,804.05)	(40,000.00)	57%	
Franchise and concession contracts	(25,564.09)	(130,592.49)	(262,000.00)	50%	
Rental	(4,420.68)	(48,948.78)	(120,330.00)	41%	
Other	17,690.45	(31,343.03)	(85,000.00)	37%	
Government transfers for capital	(889,156.00)	(889,156.00)	(1,691,734.00)	53%	
	(6,255,555.55)	(7,340,559.44)	(9,799,398.00)	75%	
Expenses					
Salaries, wages and benefits	245,417.75	1,186,763.69	3,177,113.00	37%	
Contracted and general services	39,095.58	807,952.05	1,799,545.00	45%	
Materials, goods, supplies, and utilities	99,379.93	473,736.10	1,331,845.00	36%	
Bank charges and short-term interest	3.16	638.44	500.00	128%	2
Interest on long-term debt	-	-	220,326.00	0%	
Other expenditures	10,319.32	18,785.82	90,040.00	21%	
Transfers to organizations and others	66,463.81	192,316.24	381,366.00	50%	
Amortization	-	-	1,805,159.00	0%	
	460,679.55	2,680,192.34	8,805,894.00	30%	
Internal Transfers					
Internal transfers	(5,841.55)	(10,819.62)	-		3
Net Income	**(5,800,717.55)**	**(4,671,186.72)**	**(993,504.00)**		
Other					
Transfers to/from reserves	-	-	202,202.00	0%	
Capital expenditures	102,164.18	447,761.59	2,259,334.00	20%	
Debt Proceeds	-	-	-		
Debt Principal Repayment	-	-	337,127.00	0%	
Amortization addback	-	-	(1,805,159.00)	0%	
	(5,698,553.37)	**(4,223,425.13)**	**-**		

Notes

1 Tax revenue is in excess of budget due to Q2-Q4 education tax requisitions still to be paid.

2 Bank charges are over budget due to late charges to vendors ($230.24). $150 of the late charges are being refunded due to vendors error (posted in June). Account was also underbudgeted as interac machine monthly charges are just over $75 per month which is $900 annually. This will be corrected in the 2023 budget. Total amount is minimal.

3 Internal transfers net to NIL. Current YTD balance is due to timing of entries. Will balance to NIL at yearend.

Town of Claresholm
Income Statement by Function
May 31, 2022

	MAY	2022 YTD	2022 BUDGET	YTD % of Budget	
Revenue					
Tax and requisition revenue	(5,154,766.89)	(4,871,759.85)	(4,078,594.00)	119%	1
General administration revenue	6,460.40	(48,375.13)	(502,330.00)	10%	
Police	(396.00)	(1,920.75)	(15,000.00)	13%	
Fire	-	(36,192.62)	(15,500.00)	234%	2
Bylaw enforcement	(175.00)	(8,170.00)	(18,000.00)	45%	
Common equipment pool	-	(3,619.05)	(40,000.00)	9%	
Roads, streets, walks, lighting	(850,417.00)	(852,027.00)	(1,267,150.00)	67%	
Storm sewers and drainage	-	-	(1,318.00)	0%	
Water supply and distribution	(55,333.05)	(541,803.81)	(1,598,320.00)	34%	
Wastewater treatement and disposal	(20,800.31)	(198,858.21)	(575,312.00)	35%	
Garbage Collection	(18,400.19)	(148,006.11)	(429,000.00)	35%	
Recycling	(8,402.50)	(98,453.32)	(299,280.00)	33%	
FCSS	(1,090.00)	(125,777.75)	(240,344.00)	52%	
Cemetery	(4,500.00)	(8,025.00)	(20,700.00)	39%	
Physician recruitment	-	-	(1,000.00)	0%	
Economic development	(9,207.00)	(158,824.91)	(219,566.00)	72%	
Land use planning, zoning and development	(6,511.09)	(32,407.24)	(82,100.00)	39%	
Parks and recreation	(91,374.78)	(165,696.55)	(385,884.00)	43%	
Culture - libraries and museum	(40,642.14)	(40,642.14)	(10,000.00)	406%	3
	(6,255,555.55)	(7,340,559.44)	(9,799,398.00)		
Expenses					
Legislative	877.64	42,348.22	116,900.00	36%	
Administration	120,603.84	611,835.01	1,426,034.00	43%	
Police	-	112,190.00	168,179.00	67%	
Fire	11,537.11	78,552.09	205,507.00	38%	
Bylaw enforcement	8,315.42	52,907.68	121,559.00	44%	
Common and equipment pool	(32,298.38)	193,328.80	515,745.00	37%	
Roads, streets, walks and lighting	44,744.94	196,967.93	611,151.00	32%	
Storm sewers and drainage	67.46	2,195.30	13,347.00	16%	
Water supply and distribution	67,147.41	261,904.50	935,975.00	28%	
Wastewater treatment and disposal	17,212.74	45,385.73	177,529.00	26%	
Garbage Collection	27,998.94	115,953.19	371,575.00	31%	
Recycling	21,128.49	100,966.87	301,988.00	33%	
FCSS	16,317.72	117,936.11	252,438.00	47%	
Daycare	2,944.75	15,678.75	36,292.00	43%	
Cemetery	2,311.05	5,365.45	20,102.00	27%	
Phsyician recruitment	741.90	741.90	3,000.00	25%	
Economic development	10,427.54	160,054.88	417,226.00	38%	
Agriculture - weed and pest control	704.71	2,129.46	19,270.00	11%	
Land use planning, zoning and development	10,126.32	95,246.07	194,554.00	49%	
Parks and recreation	77,759.96	331,211.04	740,757.00	45%	
Culture - libraries and museum	52,009.99	137,293.36	351,607.00	39%	
Amortization	-	-	1,805,159.00	0%	
	460,679.55	2,680,192.34	7,000,735.00		
Net Income	**(5,800,717.55)**	**(4,671,186.72)**	**(993,504.00)**		

Notes:

1 Tax revenue is in excess of budget due to Q2-Q4 education tax requisitions still to be paid.

2 Fire revenues are already in excess of budget, primarily due to significant structure fire at 46th Ave on Hwy 2

3 Museum revenues are over budget due to capital grant funding that was budgeted for last year, but not received until this year. This was for the Museum Sandstone Project, repairing sandstone siding. Grant funding received was $38,539. This was capital funding.

INFORMATION BRIEF

Meeting: June 27, 2022
Agenda Item: 16

FCSS Social Needs Assessment

DESCRIPTION:

Claresholm FCSS has partnered with Claresholm Economic Development Department in hiring Rural Development Network to perform a Social Needs Assessment for the town of Claresholm and the hamlet of Granum.

Part of the FCSS Mandate is to engage citizens in the planning of governance programs and to effectively and efficiently use resources based on identified community needs and priorities. The most successful way to fulfill this mandate is to do a Social Needs Assessment. With the information from the Assessment, we can develop and maintain programs that can support the needs identified.

The RDN has supplied two types of surveys; one for youth and one for adults in the community. The posters have a QR code that transports to the online survey and also paper copies to be handed out, that when completed will be mailed in for organizing.

The surveys became active on June 13th and the deadline is July 13. Our hope is to take the information and continue to improve the social well-being of individuals, families and community.

PREPARED BY: Barbara Bell, FCSS Director

APPROVED BY: Abe Tinney, Chief Administrative Officer DATE: June 24, 2022

CLARESHOLM RESIDENTS!

GIVE us YOUR THOUGHTS

It only takes 8 minutes.

make sure your current and
future social needs are being met
in your community.

Claresholm

RDN

CAO REPORT

June 27, 2022

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

Attended Alberta Municipalities Zoom meeting: The Future of Municipal Government. Key issues discussed were population trends (declining fertility rates and immigration) and the challenges stagnant and/or decreasing populations pose to municipalities in times of increased budgetary cuts, service delivery and inflation. I will prepare an info brief at a future Council meeting to discuss this Alberta Municipalities Initiative, as it is relevant and informative to our community.

Attended the Lethbridge Construction Association brunch in early June. There were representatives from several construction and engineering groups that have done work in the town, including MPE and McNally Contractors. There was a lot of discussion about supply chain issues and the challenges of unstable pricing and/or long waits for some products. In short, the costing issues we have had on some projects in the town are consistent across the industry.

Attended two meetings held by Alberta Environment to discuss water levels/flow in Willow Creek. Alberta Environment is coordinating better communications between themselves and water users (irrigators) to better understand demand, with the intention to conserve water (control release rates from Pine Coulee). The current water shortage is a result not only of dry winter and spring seasons, but of inefficient releasing of water into Willow Creek. Irrigators are committing to working with Alberta Environment to this end. While better conservation does not have a significant impact to the Town's drinking water access (residential drinking water is a priority over irrigators), better conservation will decrease the likelihood that the town enters water restrictions and has irrigation (garden and lawn) restrictions imposed.

Attended an open house in Granum, hosted by the M.D., to promote the new tri-services building. The purpose of attending was to promote FCSS (Claresholm provides FCSS services to Granum at the request of the M.D.) and specifically the social needs assessment.

I have completed the second of three-council approved professional development courses on organizational change management, and am currently taking the third course, which will wrap up near the end of July.

BYLAW

See enclosed report

CORPORATE SERVICES

See enclosed report

DEVELOPMENT

See enclosed report

ECONOMIC DEVELOPMENT

See enclosed report

FCSS

See enclosed report

FIRE

No report this month

HR/TAXATION

See enclosed report

INFRASTRUCTURE SERVICES

See enclosed report

RECREATION

See enclosed report

UTILITY SERVICES

See enclosed report

Respectfully submitted by

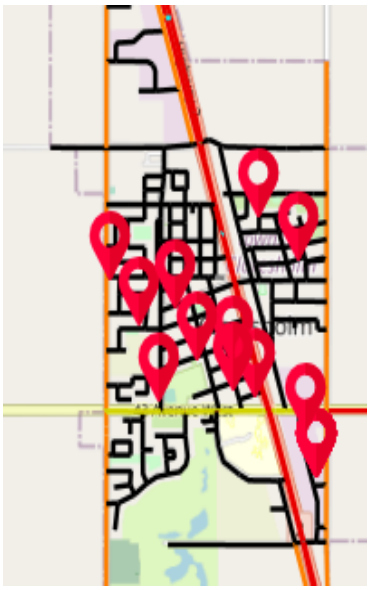
Abe Tinney
CAO

INFORMATION BRIEF

Meeting: June 24, 2022
Agenda Item: CAO REPORT

BYLAW ENFORCEMENT REPORT
June 2022

Report Mapping



May/June Bylaw Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.

2. 13 Animals brought into CARES

-5 Cats

-8 Dogs

3. Unsightly Properties has been on the rise, it is being closely monitored, the rain has made it slightly more difficult to enforce for properties owners to keep on top of the maintenance.

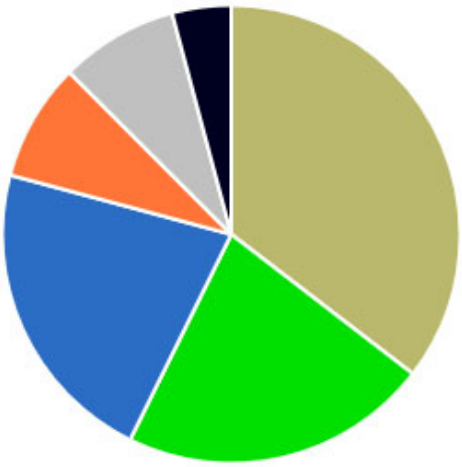
4. Bylaw Officer started 17 files in June.

5. Dogs off leash around town calls have declined in the last month.

6. Speed radar signs have been put up on the North and South sides of Town to remind travelers to slow down as they enter Town. The data will be shared with RCMP on a weekly basis.

7. RFP being developed for council Re: Lowering of the Town unposted speed limit.

Total number of requests by Service Type :



		Opened	Closed
34.0 %	Dog- Dog at Large :8	3	5
21.0 %	Unsightly- Grass and Weeds :5	3	2
21.0 %	Cat- Cat at Large :5	0	5
8.0 %	Unsightly- Accumulation of Loose/Bagged Garbage :2	1	1
8.0 %	Unsightly- Unsightly Premises :2	2	0
4.0 %	Unsightly- RV being used as dwelling :1	1	0

DIRECTOR OF CORPORATE SERVICES - UPDATE

Claresholm

For: 5/23/2022 - 6/24/2022

Financial

- Property tax deadline is fast approaching. Payments have been coming in fairly steady.
- April financial report was presented at the June 13 Council Meeting, and May's is being presented at the June 27th Meeting. Percentages of budget utilized to date was added to these monthly financial reports.
- 3-year operational financial plan is drafted and nearly ready for presentation at the next Audit and Finance Committee meeting, as is a report on water and sewer utility rates and department actuals compared to budget for last year with analysis and explanations. Still working on a couple other reports/items prior to this next Audit and Finance Committee Meeting, but hoping to have this meeting scheduled for mid-July.

General

- Significant progress has been made over the last month on our Asset Management deliverables, and with this has come identification of numerous updates, changes, and "bug" fixes within our Munisight GIS and AMP modules that we have been working with Munisight on.
- Issues were identified with our AllNet Connect system with regards to inaccurate mapping of addresses and outdated owner/resident information. With the assistance of AllNet Connect support we were able to get this mapping updated to pull straight from Munisight GIS by roll number rather than Google Maps data by civic address. This should result in much more accurate mapping and less errors/omissions of who is included in a targets callout (i.e. water shut off for a specified area).
- Still working with Ricoh to develop additional workflows/forms to continue to increase the use and benefit of Laserfiche Cloud. Council timesheet/expense form workflow is nearly complete, just working on ironing out a few bugs and doing some additional testing before rolling it out. Next forms to work on will be:
    - Cemetery application/burial forms
    - Fire Department Truck Checks forms
- Our contract for our main copy machine is expiring later this year. Due to supply shortages/delays Administration has worked with NextGen Automation to sign and secure a new contract early, to provide plenty of lead time for our new machine to be supplied.
    - New contract should result in approximately $3,200 of savings annually, in reduced lease costs, and more significantly, reduced per page print costs.
    - New machine also comes with more functions, as technology continues to improve.

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

DEVELOPMENT OFFICER REPORT

For: 5/18/2022 - 6/23/2022

Claresholm

Development Permits

- 8 permit applications received.
- 5 development permits closed.

Compliance Requests

- 9 compliance requests received.

Miscellaneous

- Local Press Ads – permit reminders, fencing and boulevard maintenance reminders, MPC approved development ad.
- Emergency Management – May 26, 2022 – Table top exercise (scenario). June 1, 2022 planning meeting for fall regional exercise. June 17, 2022 – Emergency Advisory Committee meeting: reviewed the MEP, etc.
- June 8, 22 and 24, 2022 – Fire Hall site visits, working with firms to obtain quotes for a possible addition, elevations, conceptual drawings and probably costing to be able to apply for grant applications moving forward.
- Alberta Emergency Alert – Stakeholder webinar May 25, 2022. Moving to the national system, discussion regarding training, users, set-up, etc.
- MPC meeting – May 20, 2022 & June 17, 2022. Reviewed land use bylaw amendment that is currently scheduled for public hearing at Council.
- June 7, 2022 – Alberta Ecotrust Foundation, webinar on grant opportunities.

On-going projects

- Road closure bylaw – still waiting for the Minister's signature on the Bylaw to be able to proceed with 2nd and 3rd readings.
- Asset Management – working on updating condition assessment and asset id forms. Public works have done a lot of work on assessments, numbers and inputting data on assets, re-working forms to meet their criteria, etc. Administration assists with creation of the condition assessment forms, Munisight support and any changes required.
- Amundsen Park project – engineering being completed for the plaza and pavilion, coordination between the two engineers (BDI & WSP) has slowed the project down a bit, hoping to send out the tender as soon as possible. Completing the final reporting on the Kinsmen playground, additional grant funds to be discussed for utilization.

Submitted by
Tara VanDellen
Planner/Development Officer

Economic Development Officer's Report

Town of Claresholm

June 17, 2022

Prepared by Brady Schnell for the CAO of the Town of Claresholm, and its Council.

Since the submission of my May 17, 2022 report I continue to perform the duties outlined in my employment contract and as directed by the Chief Administrative Officer and Economic Development Committee.

Investment attraction and property development

1. In discussions with property owner of highway-commercial/country-residential to identify barriers to development and explore solutions.
2. Responded to research request from commercial property owner seeking options that will increase the occupancy and use of their existing building.
3. Responded to request for vacancy rates and residential demand data from a developer considering the purchase of property at Tamarack subdivision in Claresholm.
4. Identified 3 owners who are considering the sale of their business in Claresholm; investigating options with Succession Matching and Invest Alberta.
5. The Community Development Committee is considering incentives for residential development, and exploring opportunities to eliminate barriers to development.
6. Responded to an email from a representative seeking a location to establish a battery manufacturing/assembly plant in Southern Alberta.

Economic Development Officer (EDO)

The EDO was featured in the Claresholm Local Press for receipt of 2022 Economic Developer of the Year from Economic Developers of Alberta. Member of the Legislative Assembly for Livingstone-Macleod, Mr. Roger Reid, presented a provincial scroll in recognition of the award.

Economic Development Committee (EDC)

The EDC met in Council Chambers, June 20, from 7:00 pm – 9:30 pm, with 6 members attending in person, and 4 attending online. The results of a strategic planning exercise were shared, 4 RNIP applications were approved for recommendation, and the operating budget as of May 30, 2022 was accepted. Discussions regarding the design of wayfinding and shingle signs, electric vehicle charging program, social media strategies, and the Alberta Air Tour took place. The EDC agreed that, "Claresholm Economic Development" is a good brand for the department and committee.

Economic Development Assistant (EDA)

In addition to secretary to the Economic Development Committee, the EDA helped plan and execute the Human Trafficking Opportunities for Growth, June 9th at the Drop-In Centre. The EDA has been assisting in a downtown beautification sign project, assumed the task of updating business license records, interviewed the Claresholm Housing Authority, created an account on

Alberta Tourism Information System, assisted with an upcoming regional economic alliance initiative, and posted 2 videos on the Claresholm Economic Development YouTube Page.

Diversity Coordinator
The Diversity Coordinator continues to help administrate the Rural and Northern Immigration Pilot, as well as maintaining communications with the Willow Creek Immigrant Services, building relationships with new residents, and assisting the Welcoming Claresholm Committee.

Engagement Coordinator
The shared Engagement Coordinator position continues to function well, meeting the goals set out for the position in regards to community engagement, event planning, and education.

Rural and Northern Immigration Pilot (RNIP)
On June 20, 2022 the the Economic Development Committee recommended 4 RNIP candidates for employment; Machine Operator at El Molino Foods, Food Service Supervisor at Casa Roma Restaurant, Cook at Lander Treatment Centre (Aramark Foods), and Project Coordinator for BCL Brothers Masonry Contracting Ltd. in Granum.

Immigration Refugee and Citizenship Canada is ammending the National Occupancy Classification system with significant changes taking effect November 2022 that will impact all of Canada.

Rural Development Network and PrairiesCan are looking for ways to support the rural immigration pathways that have been announced by the province. At least 5 other communities in South-West Alberta are planning to apply to the Rural Renewal stream for immigration.

Housing Needs Assessment & Affordable Housing Strategy
Met with Rural Development Network on May 4th and June 10th to discuss progress and review the first draft of the Housing Needs Assessment. Social Needs assessment is underway with surveys being circulated now. The challenge is to assure that the resulting documents are specific to the needs and realities in Claresholm.

Claresholm & District Chamber of Commerce
The Chamber of Commerce met on June 17th with members attending in person and online.

Welcoming Claresholm
The Welcoming Claresholm Committee (WCC) met on May 26th from 6:00pm – 8:00pm, discussion included Spread the World planning, Response for Ukrainian Refugees, and Fair Days participation. The WCC will host Member of Legislative Assembly of Alberta for Livingstone-Macloed, Mr. Roger Reid on June 30, 2022 at Casa Roma Restaurant. Staff from Welcoming Claresholm and Willow Creek Immigrant Services have done a great job recruiting and preparing for Spread the World taking place July 1, 2022 during Canada Day Celebrations.

Other activities and meetings

- May 25th Presented at the Conference Board of Canada, Canada Immigration Summit
- June 1st Attended Alberta SouthWest Annual General Meeting at Heritage Acres
- June 2nd Participated in the Community Development Committee meeting
- June 3rd Interviewed by Rob Vogt, Editor of Claresholm Local Press
- June 7th Attended the online RNIP Community Forum II
- June 7th Met delegates from Calgary Catholic Immigration Society in Claresholm
- June 9th Hosted RESET Calgary at the quarterly Opportunities for Growth
- June 21st Met with Linda Erickson, Senior Business Officer, PrairiesCan
- June 23rd Attending SouthGrow Annual General Meeting in Coaldale

Submitted,

Brady Schnell, Economic Development Officer

FCSS REPORT TO COUNCIL

- Have successfully signed up Granum School to participate in Roots of Empathy program. We are getting the facilitator training for free but paid for two evenings in a Calgary hotel. Randy Bohnet was trained to facilitate at Granum School. Need to look for a baby and will probably start the program in October 2022
- Attended the Vulcan Elder Abuse Coalition. Our CCR for elder abuse in Claresholm is partnered with Vulcan on some grants and we share the coordinator so when they have meetings we thought it would be a good idea to have someone from our coalition join.
- Attended a zoom call with Hal Johnson (Body Break). We are looking at having Joanne and Hal be a closing keynote for our conference. Very cool!
- Working on updating our resources and getting all the phone numbers and emails in one convenient place.
- Attended a Table Top exercise with other members of the town to go through an emergency scenario and discuss what we would do or what we have prepared for such a situation. It was extremely interesting. Would love to do a few more of them.
- Did a Facebook live with Nara Fedozzi of Safe at Home. We want to get this concept as much coverage as possible so community can understand what it is about.
- Hosted a drumming circle. We were planning for this event to happen outside but the weather did not cooperate. There were about 9 participants and one young boy.
- Met with RDN about our social needs assessment. Went over two surveys (Youth and Community) and talked about the questions. Also discussed what kinds of questions we would want to ask in a survey to service agencies. Discussed all the ways of getting the survey out to our community. The surveys and posters went out on Monday, June 13. The deadline is July 13th.
- Met with John from Youth of Tomorrow. He is still working with the kids. He seems to be in no rush to leave at the moment and wants to make sure that Will has a good handle on the workings of the group. He will probably remain through the summer. John said there are about 5 new members

that have joined the group. They are planning activities to do close to home and also planning a field trip to Lethbridge for mini golf and go-karts when it warms up a bit. There are some girls in the group now that seem to come quite often.

- Hosted the last Interagency until September. All but one person attended in person and there was a lot of networking happening.
- Combined efforts with the Drop-In Centre to host an Intergenerational Day. Youth and Seniors participated in an evening of games like cribbage, shuffleboard, darts.
- Tried to participate in a meeting with my FCSS region (Calgary-Bow) via zoom but I was unable to hear the people in the room. Hope to attend the next one in person.
- Holly is ending the Kids Corner, Baby Yoga and Creative Kids until September. She plans to do some Grab n' Go craft kits to be picked up every Friday and will do one big event a month in the park for kids. Tumbling Tots will continue outside if the weather permits.
- Holly and I went to look at space in the Pentecostal Church to host the Tumbling Tots in the fall. They have a more welcoming space with carpet on the floor and we are willing to allow them to use the equipment for their young children. Great partnership!
- Holly hosted a Wacky Dinner where 6 families enjoy a crazy time of choosing from a meaningless menu to eating spaghetti without utensils. Lots of fun and family bonding happened.
- During Senior's Week we celebrated with a Senior Brunch at the Drop-In Centre. Had the help of Victim Services, and Elder Abuse Coalition, RCMP and the Drop-In crew. Not the best turn out but it is a good start for just after COVID.

1. **As a result of attending this event, I am more connected with others in my neighbourhood/community.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	
			2	23		100%

2. **Attending this event has helped me to feel important to my community.**

Strongly----------Disagree----------Somewhat----------Somewhat----2----------Agree-------23--------Strongly 100%
Disagree Disagree Agree Agree

- Attended an in-person meeting with the FRN Hub and other spokes in our region. Talked about what each of us is doing and how we are compiling data for reporting.
- Dealt with another homelessness situation. Senior lady left her apartment and showed up at FCSS with no money or personal effects. She was going to be evicted for not paying her rent but she left before that happened and refused to return. We asked Victims Services for help to find her shelter. We phoned every Woman's Shelter from Claresholm to Edmonton to find a bed and there was nothing available. Situation is becoming quite concerning. We sent her via Transportation Society to a Homeless Shelter in Lethbridge and all of her belongings, as per her request, were taken to the dump with the help of MD.
- I attended a suicide prevention workshop that was mostly just sharing information with other agencies.
- Went to Nanton to answer some questions the FCSS ladies had after attending the Table Top exercise. Also shared some issues with homelessness clients and other programming topics.

TOWN OF CLARESHOLM FIRE DEPARTMENT

MONTHLY UPDATE

FOR THE PERIOD OF: 18-MAY-2022 to 17-JUNE-2022

1. Call volume has started to inch up again this reporting period, with 25 events, and a total for the year of 177 events. While the recent rains have been a welcome sight, we know we're still facing drought conditions this summer; and a possibility of a busy July – September.
    a. Highlighting this reporting periods events include:
        i. 1 - Structure Fire
        ii. 4 - Motor Vehicle Collisions
        iii. 1 - Motor Vehicle Fires
        iv. 3 - Outside / Grassland fires.
2. The 1001 Level 2 class completed their final testing days at the end of May; the examiners report all were successful on their practical exams, and the students are just waiting on their written exam marks.
3. There is only one open Fire Safety Codes investigation, with closure expected before the end of the month.
4. As you know, there was a fairly high-profile incident on the 519 highway east of Granum on 16-June. This led to the MD of Willow Creek activating their ICP at the MD Admin office. The Claresholm Fire Chief was asked to attend to support the role of Ops Section Chief and later Fire Ops Branch Director. The incident command post ran well under the direction of MDWC DEM Starling, and was a good exercise of all positions.
5. The end of May saw Claresholm Fire fill the last of its open firefighter positions, with the addition of FFs Michael Bernardo, and Andrew Lessard.

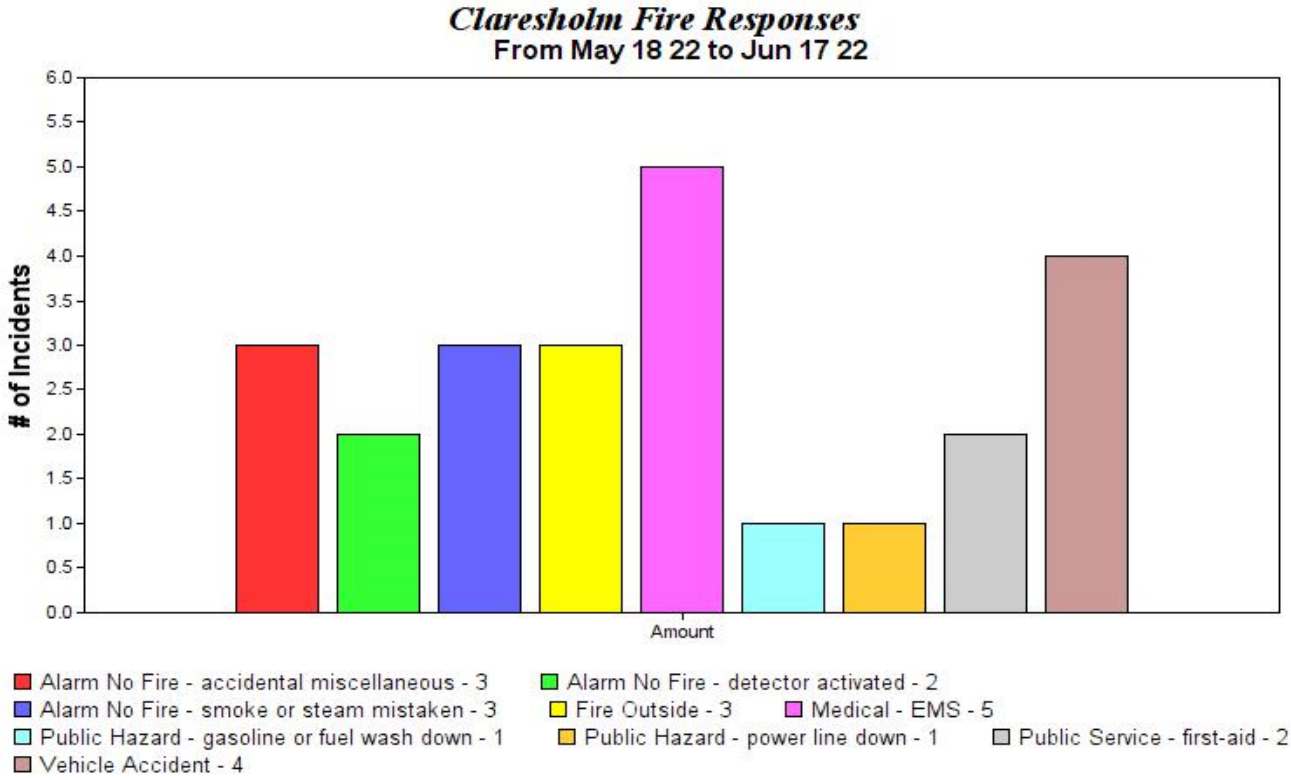
Both come to the Department with 1001 Level 1&2, 1072 Ops & Awareness, 1006 Technical Rescue, and FF Lessard also brings 1035 Fire & Life Safety Instructor certification which our Public Education officer Capt. G. Douros will put to good use come Fire Prevention week, as well as planning other life safety initiatives.

6. This month also saw the end of the semester for the student who completed a work-experience placement at the Fire Hall. Kolton Woodruff requested a placement at the hall at the beginning of the semester; and completed duties such as: apparatus equipment checks, firehose inspection, hose cleaning and rolling techniques, gear inspections and inventories, and he completed the semester with fire extinguisher training. Kolton has requested to join the Fire Academy program offered through Livingstone Range School Division, and mentioned that he would be interested in another work-experience placement at the hall next year if it works with his schedule. Good luck to Kolton at the Fire Academy, the Chief is sure you'll do great, and you have a good head start!
7. As always, attached are the following graphics:
    a. Call type & volume chart (there is a structure fire missing as it occurred on the cut-off date, and the call had not yet been entered by the MD)
    b. Wildfire Hazard (low as of the date of this report)
    c. Drought Code
8. As we move into the summer months, make sure to look for members from the Department at events such as: Canada Day in Centennial Park, as well as the annual Fair Days Parade in August. The members are glad to be able to be out interacting with the community again after a few years of scaled back

events. Claresholm Fire wishes Mayor, Council & Admin a great summer, and hope you get to enjoy time relaxing with your families!

Respectfully Submitted,

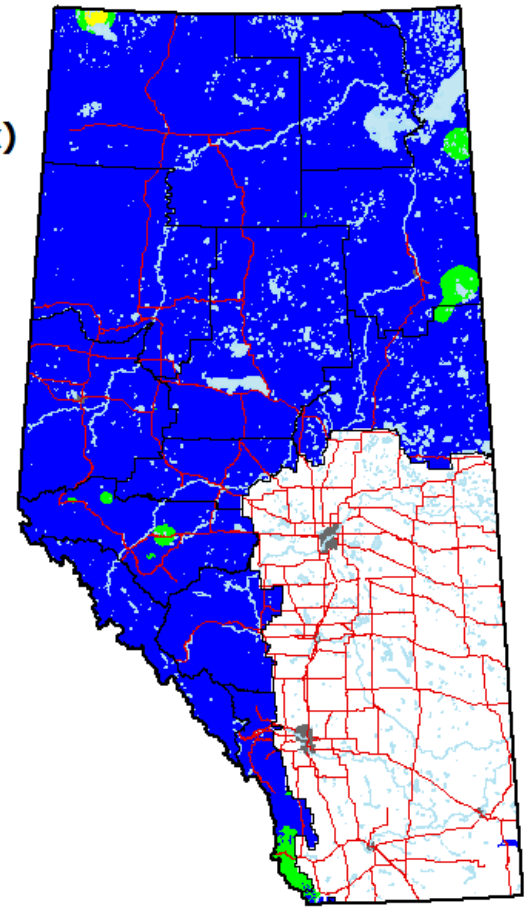
Craig White
Fire Chief
Town of Claresholm


Claresholm Fire Responses
From May 18 22 to Jun 17 22
# of Incidents
6.0
5.5
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5
0.0
Amount
Alarm No Fire - accidental miscellaneous - 3
Alarm No Fire - detector activated - 2
Alarm No Fire - smoke or steam mistaken - 3
Fire Outside - 3
Medical - EMS - 5
Public Hazard - gasoline or fuel wash down - 1
Public Hazard - power line down - 1
Public Service - first-aid - 2
Vehicle Accident - 4

Alberta

Fire Danger (Fire Weather Index)
for June 19, 2022

- Low
- Moderate
- High
- Very High
- Extreme
- No Data



Alberta Government

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Map created on Jun-19 at 14:06

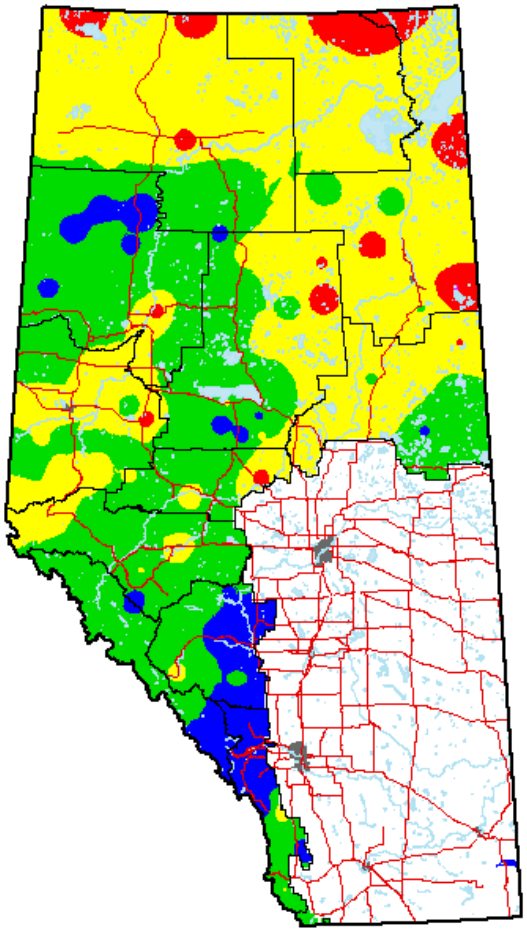
Claresholm RESCUE

Alberta

Drought Code

for June 19, 2022

- 0 - 79
- 80 - 189
- 190 - 299
- 300 - 424
- 425+
- No Data



Alberta Government

© 2022 Government of Alberta

Map created on Jun-19 at 14:06

Claresholm RESCUE

JUNE 2022

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources

All of the summer positions have been filled except for the seasonal utility position. It seems there is a shortage of students looking for work. We were unable to find someone to fit the parameters of the grant funding so there will not be a seasonal utility employee this year.

Assessment and Taxation

The 2022 Tax Arrears List has been registered at Land Titles. There are currently nine (9) properties remaining on the list. If the taxes are not paid by March 31st, 2023 the properties can be auctioned.

There still remains one (1) property on the 2021 Tax Arrears List from the original seven (7). Payment was not made before March 31st, 2022 so the property is scheduled, potentially, for auction August 23rd, 2022 at 9:00 a.m. I have spoken to the property owner several times and they are aware of the deadlines. They have indicated that the taxes will be paid before the auction date.

Below is the amount of outstanding taxes, at June 22nd, 2022 not including TIPPS Participants. Taxes outstanding are **$1,857,100.30** summarized as follows:

$ 1,705182.83	Current Taxes Outstanding
$ 16,382.10	Arrears including previous penalties
$ 23,770.89	On 2021 Tax Arrears List. Subject to auction in August.
$ 111,794.48	On 2022 Tax Arrears List. Subject to auction in 2023.

This is the last week that taxes can be paid without a penalty except for those on the Tax Installment Payment Program. There have been a few inquiries regarding taxes but no appeals yet. The complaint deadline for appeals is July 19th, 2022.

INFRASTRUCTURE SERVICES REPORT
for June 2022

Buildings There are no new issues to report.

Sidewalks We have awarded the 2022 sidewalk tender for the removal and replacement of sidewalks in Town, work to start in July. As well, Safe Sidewalks was hired and has removed >100 tripping hazards, again this year, on sidewalks not getting replaced. All work to be within the 2022 sidewalk budget.

Streets Potholes are being dealt with as manpower allows. The Town has received notice from McNally Contractors, that the 2nd St project has slowed due to weather and should now be completed around the beginning of July.

Sanitary Sewers No issues to report at this time.

Water Distribution No problems to report. One water break was repaired, contractor had broken a main valve. One 1955 fire hydrant was replaced in the system, by PW, as well as new water and sewer services were installed to a lot in town.

Storm Sewer Drainage No issues to report. System working well with the recent rains.

PARKS The new playground at Admunson Park has been completed. All positive feedback.

RECYCLING Program is operating well, new driver has missed some locations and we are trying to assist. Wind is always going to be a issue, maybe more time could be spent picking up recycling that is blowing around.

GARBAGE Our Collection program is running well. Spring Cleanup was well used with 63 bins requested and delivered over 5 weeks.

EQUIPMENT Maintenance and repairs are done as needed. All equipment is operational.

STAFF 8.5 weeks of holidays were used by staff, in June.

This Report by

Mike Schuweiler

Director of Infrastructure

PUBLIC WORKS REPORT

CLARESHOLM RECREATION

May – June

2022 Recreation Report

Authored by: Denise Spencer

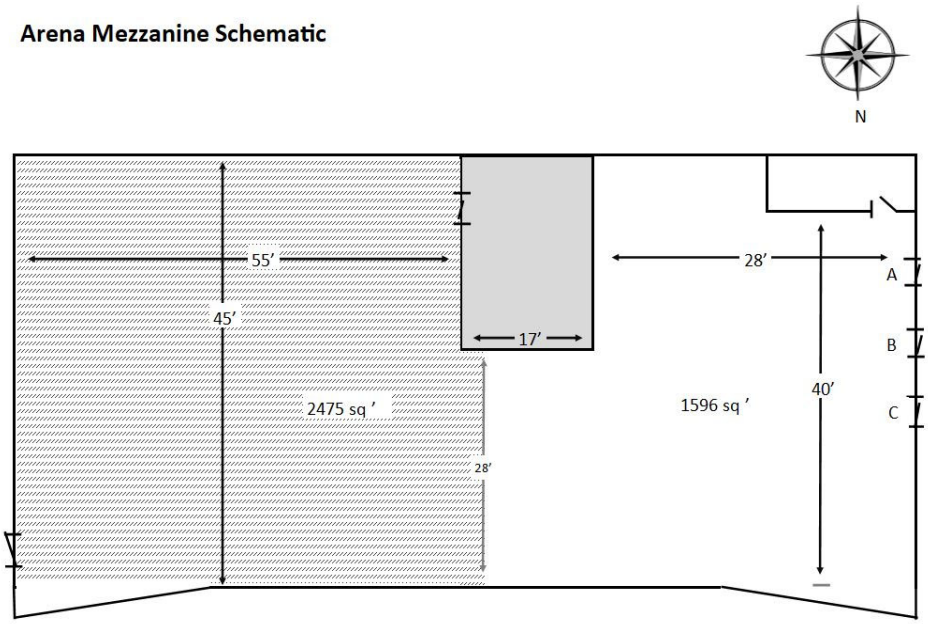
June 20, 2022

CLARESHOLM RECREATION

ARENA

- Waiting on confirmation from Big Top Circus has booked for August 20, 2022. They will host 2 shows that day.
- Willow Creek Gymnastics Club held their second annual showcase June 18 with set up June 17
- Ball Hockey Tournament Scheduled for August 27, 2022
- Town administration is examining the impact of the Woodshed Martial Arts using the Arena Mezzanine on other user groups, and how to make it feasible for all users.
    - Schematic created to showcase the size of the space
- Some groups have reached out to Claresholm for Tournaments for 2022-23 season. Bookings for the next Hockey season begin after Claresholm Minor Hockey has their ice and tournaments booked, mid-August.

Arena Mezzanine Schematic



CAC

- NL Course scheduled for June did not run due to lack of participants
- 2 NL Re-certifications in June; June 7 & 8 2 candidates from Fort Macleod; June 19 & 27 Candidates & Lifeguards from Claresholm during staff in-service
- Next program guide will be out the first week in August
- Hired one more junior lifeguard for fall, we will have 5 Junior guards for fall
    - Possible rescheduling of shifts during summer if Senior Guards unable to make it
    - Lack of senior Lifeguards
        - If a senior staff member falls ill or is unable to work a shift there will be possible shift changes at the pool, and cancellations of programs to ensure we have coverage for Lessons in the morning, and swim club in the afternoon/ evening
    - All lifeguards have other commitments, or other summer employment
- The pool will be closed August 1 (long weekend) because there are no staff available for scheduling.
- Diving Board-replacement of ladder by Alberta Health Services is completed
- Alberta Health Services has scheduled the Breast Health Screening bus in the parking lot for June 22-25, this will be the 5th year.
- Claresholm Kraken Swim Club will be swimming from 3:30pm-7pm Monday & Wednesday and 3:30- 6:30pm Tuesdays & Thursdays
- Voila: this has increased the administrative load and caused confusion with some of the Lifeguards. The hard copy schedule was effective.

Ball Diamonds

- Chinook West Ball Tournament: July 1 & 2: fencing may be moved by Minor Ball and Volunteers
    - 5 teams expected, 9 teams have confirmed, will be using Centennial Park as well

- Bleachers from Centennial Park will be moved over
- Minor Ball waiting to hear if this will be a 1 day tourney
- 9 teams expected

- Co Ed Slo Pitch: started June 1, 2022
  - 4 Teamss from Claresholm
  - Double headers are scheduled Wednesdays until the second week of June
  - Playoff tournament and barbecue scheduled July 23rd

Bark Park

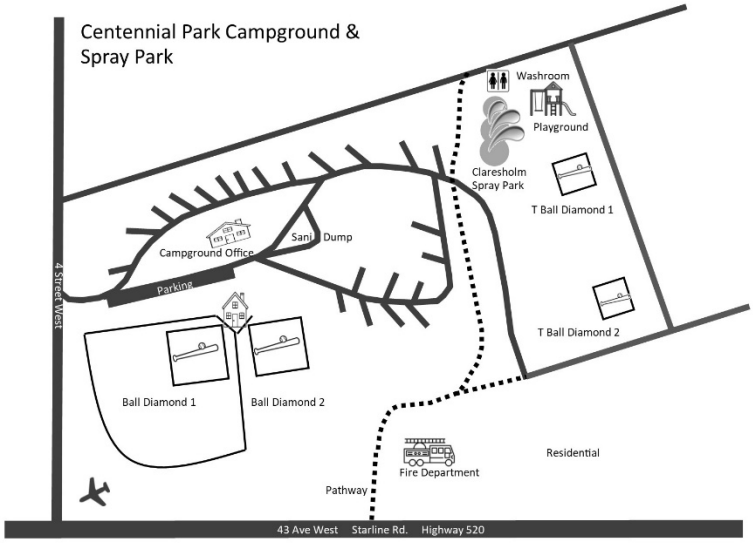
- Bark Park Signage installed June 22, 2022
  - Benches: Update
- Benches: these will be installed in the park whenever the town is able to access a few yards of cement

SASG-Southern Alberta Summer Games

- Letter is being sent to all 13 regions to request bids for the games going forward.

Centennial Campground & Spray Park

- Alberta Health Services has a new Health Inspector for our region
  - Requested a Safety & Sanitation Plan
  - Drafted a 20+ page document using the Lifesaving Society's Safety and Supervision template at the request of the inspector.
- Drafted a Campground Schematic for use in the document



Gravel Road Race-The Range

- Town will be providing barriers as needed
- Call out on Facebook for volunteers
- Alternative route leaving Centennial Park to ensure bikers safety

Town Gardens & Plantings

- Purchase of Town flowers & seeds from Home Hardware, Claresholm
- Increase in Pricing since 2021
- Purchase of 2 large planters for Lions Gazebo at Amundsen Park

Tennis Courts

- Wind fence purchased May 4, 2022 was installed by public works June 23, 2022
- Outdoor Pickleball runs June 6-September 8, 6-9pm. Volunteer ran, town sponsored
- Ball Hockey Tuesdays at 6pm

Claresholm

Utility Services Report June 2022

Claresholm

Utility Services Manager

Brad Burns

3700 8th Street West brad.burns@claresholm.ca
Box 1000 T0L-0T0 Cell # 1-403-625-1687
Claresholm, Alberta

Regional Water Treatment Plant

Maintenance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution free chlorine test taken daily.
- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- CIP (clean in place) both racks.
- Flush CIP tanks.
- Unlimited Power Supply (UPS) issue in Master Control Cabinet (MCC). MPE Technician and Coronas Electric onsite to determine cause of problem.
- MPE SCADA technician onsite to adjust VFD speed motor control to Powder Activated Carbon feed motor issue.
- PARCON Construction onsite to install new air dryer in compressor room.
- MPE technician online working on DAF common effluent tank low flow issue.
- Replace Vic-locks on DAF #2 saturation tank outflow.
- Clean sodium hydroxide feed line and pump.

Bulk ClearPAC-180 is Transported to the Regional Water Treatment Plant and of loaded. Air is Added to the Bulk Tank and the Chemical is Blown into the Onsight Storage Tank.

ClearPAC-180 is a High Alumina Content Polyhydroxyl Aluminum Chloride Coagulant Designed to Reduce Sludge Volumes, Increased Organic Removal and Provide the removal of Natural Organic Material.

Alberta Parks and Environment Requirements

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

Training and Continuing Education Credits

- Online courses available.
- New requirements for water and wastewater license renewal.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D Willow Creek Service Agreement Meetings as requested.
- AEP Willow Creek virtual town hall to discuss creek flows and Pine Coulee level June 1st.
- AEP drinking water specialist and AEP approval engineers onsite to discuss water and wastewater.
- AEP in-person Willow Creek water sharing options June 9th.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly Public Works safety meetings.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector monthly.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- Fire extinguisher checks all buildings.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk delivery of CPAC-180 coagulant.

Pumping Stations and Reservoirs

Highway Pump Station

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

East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.
- Check reservoir overflow ditch.

M.D Willow Creek

Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Bacteriological, THM and Lead samples as per AEP code of practice.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace pump tube as required.

Industrial Airport

- Provide help with the Airport system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

Alberta Parks and Environment Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op continue to be compliant.

Water Distribution

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Monthly town meter reads.
- Restock 5/8' meter and ERT's.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Distribution Lines

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

Lagoon and Wastewater Collection

Government Compliance

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

Harvest Square Lift Station

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

Lagoons

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Clean grease and solids from control vaults 1 and 2 prior to the anaerobic cells.
- Power outage June 3rd and 6th (generator ran with no issues).
- Load test and replace UPS batteries.
- M.D pesticide applicators on site spraying leafy spurge.
- Clean lagoon control vaults and flush main outfall line prior to anaerobic cells.

Raw Water Supply

Pine Coulee Reservoir

- Chain Lakes Reservoir **103.94 %** level **1297.29** geodetic meters, **14981.35 (dam3).**
- Pine Coulee Diversion Head Pond above Head Gates **1053.29 m3.**
- Pine Coulee Diversion Canal below Head Gates **5.87 m3 (Filling Pine Coulee).**
- Pine Coulee Diversion Canal below head gates flowing into reservoir at **0.00 m3/s**.
- Pine Coulee Reservoir level **57.96 % 1047.75** geodetic meters**, 29326.51 (dam3)**
- The recent rains have helped the low water level in Pine Coulee.

Pine Coulee Full Level June 2017

Pine Coulee Level June 2022

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-weekly.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Onsite raw water reservoir **6571** mm **97%**
- Check blowers to lake daily.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Backwash waste water sent to golf course from WTP **5854.8 m3**.
- Pine Coulee raw water sent to golf course May 23rd – 31st **253,069 m3**

Pine Coulee Diversion Canal Below Head Pond June 2022

Town of Claresholm

Council Committee Report Date: June 27, 2022

Mayor Petrovic	
Councillor Carlson	
Councillor Cutler	
Councillor Kettles	Claresholm Childcare Society Finances are improving though expenses were a bit lower this month. Summer spaces are nearly full. The board has decided to move forward with purchase of outside security cameras for the building. Installation and operation details to be determined. The board has established for September and forward a $25 monthly grocery charge to users to help offset the dramatically escalating daily grocery costs. A sub committee was established to work on personnel matters. Claresholm Golf Club Staffing continues to be a slight issue but there will hopefully be a few more; people after the school season Junior golf lessons are ongoing offering instruction to a number of young golfers this season. A number of shingle repairs have been completed. The Club will be forwarding a letter to council requesting municipal tax relief.

Note: Individual Councillor reports are non-binding, and do not represent the will of Council. Council may only act by resolution in accordance with section 180(1) of the *Municipal Government Act, R.S.A 2000*.

Town of Claresholm

	Learn-a-lot Playschool A small wind fence was built and donated by a local supplier. Thanks for the support. Casino funds have come in. Thanks again to those that were able to help with this. The calendar year of Playschool was set for 2022-23 Sub committee met to discuss personnel matters
Councillor Meister	Museum Our Fathers day car show was a roaring success for all involved! We had 150ish people take a tour. This may become an annual event. We would like a PA system and will keep our eyes out for any grants that may cover this. Attendance is increasing. Holding monthly events to help our exposure. Stories about Claresholm will be in the paper soon. Docent document being prepared. Summer students seem to be settling in. CSDC Almost 200 people came for beef on a bun! A few fun events scheduled in the next few months. Next big one is Christmas in July. FCSS senior brunch and intergenerational night were also a success. Crib will run through summer. Our kitchen is very clean and passed inspection thanks to the hard work from our volunteers after events. We need to have a plan in place for success. Clarification of memberships and attending events needed. Our name change is still in the works. Looking into grants to update lighting and make the front doors more accessible. Our casino will be held in 2023. CHA Still working on the board skillset matrix and having our MO updated to align with requirements. Kitchens that are finished look great. Damages from previous tenants are not tallied yet, but judging by pictures it will be costly. CAO evaluation complete.

Town of Claresholm

	Cleaning contract awarded. We held the annual tenant meeting for them to meet the board and express concerns or ask any questions. The residents seem to be happy.
Councillor Schlossberger	June 8 Attended my course on Partnerships and Collaboration course. Enjoyed this course!! Talked to many elected officials from all across Alberta. Always good to hear what other people are working on and trying to accomplish. June 9 Attended the Opportunity for Growth on human trafficking. This was eye opening and disturbing. Learned some signs to watch for. Good turn out. About 30/35 people. June 15 Attended my course on Partnerships and Collaboration. Good course. June 16 Attended a webinar by AUMA(AMA) On water reuse Risks and benefits/rewards for Municipalities. Enjoyed this topic. Lots of new and innovative ideas on this webinar. June 17 MPC. Couple interesting topics. June 20 Attended a webinar put on by AUMA on Population growth and aging and effects on. Municipalities. WOW!! This is a topic every municipality will have to pay attention to from now on. This will affect housing needs, home care, hospitals, doctors nurses, social services etc. June 20 EDC. Need to find a solution for the Journeys building. Any ideas?? Approved 4 more RNIP applications. Talked about signs again. June 21 Library finance committee and Library meeting. Revisited the Noxalone and AED issue. Board having second thoughts. Got all the recreation equipment from the donation. Disk golf kits, Pickle ball kits, insatiable kayaks etc. June 22 Finished my Regional Partnerships & Collaboration course.

Town of Claresholm

Councillor Zimmer	

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Claresholm

INFORMATION BRIEF

Meeting: June 27, 2022
Agenda Item: 19

COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - April 11, 2022				
13	RFDirection: Town Speed Limit - Moved by Councillor Meister to direct Administration to discuss the unposted town speed limit within town limits at the Emergency Services Committee level to come back to Council at a future meeting. CARRIED MOTION #22-059	Abe	Discussed at emergency services committee and the group has directed administration to proceed with researching 40km/hr speed limit	Ongoing
Regular Scheduled Meeting - April 25, 2022				
7	RFD: Community Futures Business Loan Program - Moved by Councillor Schlossberger to accept the Business Improvement Loans Program offered by Community Futures Alberta Southwest, and that the loan interest be repaid at 50% by the Claresholm & District Chamber of Commerce and 50% by the Town of Claresholm Economic Development Committee. CARRIED MOTION #22-061	Brady	EDO is working with Community Futures to complete the agreement in partnership with the Chamber	In progress
11	RFD: 2022 Final Budget - Moved by Councillor Carlson to direct administration to prepare information on the water rates to be discussed at the Audit & Finance Committee level at an upcoming meeting. CARRIED MOTION #22-067	Blair	Draft report prepared - Polishing up for next Audit & Finance Committee Meeting (Mid July)	In progress
Regular Scheduled Meeting - June 13, 2022				
1	BYLAW #1740 - Land Use Bylaw Amendment - Moved by Councillor Schlossberger to give Bylaw #1740, a Land Use Bylaw Amendment, 1st Reading. CARRIED	Tara	Public hearing scheduled, advertised and to be on an upcoming agenda	Complete
11	RFD: Royal Canadian Legion Tax Waiver Request - Moved by Councillor Carlson to cancel the municipal portion of the 2022 property taxes levied on the property located at 414 – 53rd Avenue East in the amount of $1,317.96. CARRIED MOTION #22-084	Lisa	Taxes cancelled and letter sent to Legion	Complete
12	RFD: Claresholm Farmers Market - Moved by Councillor Zimmer to allow the Claresholm Farmers Market to use Amundsen Park between 3:00 and 7:00 p.m. for the Claresholm Farmers Market for the 2022 season (and/or) until the area requires closure for the plaza and pavilion construction. CARRIED MOTION #22-085	Tara	Notification letter sent	Complete

14	INFO BRIEF: Coal Policy - Moved by Councillor Schlossberger to endorse the proposed policy “A Coal Policy for Alberta – 2022 and Beyond” prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners. CARRIED MOTION #22-086	Karine	Support of the policy has been notated, email sent to the Town of High River	Complete

PREPARED BY: Karine Keys, CLGM, Finance Assistant

APPROVED BY: Abe Tinney, CAO DATE: June 24, 2022

INFORMATION ITEMS

MUNICIPAL PLANNING COMMISSION MINUTES

May 20, 2022
Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large (via zoom)
Chelsae Petrovic – Mayor

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart – Development Assistant

Public: Laurie Lyman – Applicant

Regrets: Jeff Kerr – Member-at-Large (Vice Chairperson)
Kieth Carlson – Council Member

8:59 a.m. **Call to Order /Adoption of Agenda**

Motion to adopt the Agenda by Mayor Petrovic

Seconded by Doug Priestley
CARRIED

Adoption of Minutes

- April 22, 2022

Motion to adopt the Meeting Minutes By Mayor Petrovic

Seconded by Doug Priestley

CARRIED

Item 1: ACTION **DEVELOPMENT PERMIT**

File:	D2022.035
Applicant/ Owner:	Laurie Lyman
Address:	104 51 Avenue W
Legal:	Lots 13-14, Block 84, Plan 147N
Regarding:	Secondary front/side yard setback waiver for 6 ft wood fence

Condition*(s):*

1. *The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*

Motion to approve with conditions by Doug Priestley

Seconded by Mayor Petrovic

CARRIED

2. ***The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447].***
3. *Any changes or alterations to the approved fence plan will require a new application.*

Item 2: ACTION **HOME OCCUPATION**

Motion to approve with conditions by Mayor Petrovic

Seconded by Doug Priestley

CARRIED

File:	D2022.034
Applicant:	Chantel Norby
Owner:	Kayne Norby
Address:	37 Skyline Cres.
Legal:	Lot 16, Block 62, Plan 0312986
Regarding:	Home Occupation Application – personal service (Hello Glow Esthetics)

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.*
3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*
4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*
5. *Any intensifications of use, or additional employees for the business will require a new application.*

Note:

1. *An approved Alberta Health Services inspection report is to be provided to the Town of Claresholm prior to the issuance of the business license.*

Item 3: ACTION **HOME OCCUPATION**

Motion to approve with conditions by Doug Priestley

Seconded by Mayor Petrovic

CARRIED

File:	D2022.032
Applicant:	Tim Turner
Owner:	Tim Turner/Deborah Popel
Address:	20 Skyline Mews
Legal:	Lot 9, Block 68, Plan 0413772
Regarding:	Home Occupation Application – lawn care

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.*
3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*
4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*
5. *Any intensifications of use or additional vehicles/employees will require a new application. All work related vehicles and trailers must be parked on property (driveway or in the rear) at all times when parked.*

Note(s):

1. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*
2. *As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.*
3. *As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:*
    - *may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).*
    - *shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.*
    - *shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.*

Item 4: ACTION — **HOME OCCUPATION**

File:	D2022.036
Applicant:	JNZ Construction Ltd.
Owner:	Johnny Lingasa & Nujum Nasirin
Address:	117 53 Avenue W
Legal:	Lots 4-5, Block 85, Plan 147N
Regarding:	Home Occupation Application – roofing and siding contractor

Motion to approve with conditions by Mayor Petrovic

Seconded by Doug Priestley

CARRIED

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.*
3. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*
4. *Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.*
5. *Any intensifications of use or additional vehicles/employees will require a new application.*

Note(s):

1. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*
2. *As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.*
3. *As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:*
    - *may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).*
    - *shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.*
    - *shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.*

Item 5: ACTION **DEVELOPMENT PERMIT**

File:	D2022.039
Applicant:	Five Star Permits – David Atkinson
Owner:	Brandt Developments Ltd.
Address:	8500 Alberta Road
Legal:	Lot 1, Block 1, Plan 9412659
Regarding:	Master Sign Plan

Motion to approve with conditions by Doug Priestley

Seconded by Mayor Petrovic

CARRIED

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *The permit is for the signs as per the submitted pictures, if there are alterations to signage outside of what was submitted, please notify the Town of Claresholm. Any future additions or changes to signage will require a new sign permit application.*
3. *The applicant shall be responsible for ensuring that the signs are securely fastened and maintained in good condition.*
4. *The applicant shall ensure that any contractors, installers, and/or tradespeople obtain a valid Town of Claresholm business license prior to commencing any work.*
5. ***The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447]***

Note(s):

1. *The applicant shall adhere to any Alberta Transportation roadside development permit conditions (if applicable).*

Item 6: DISCUSSION	**In Camera – discussion** • Advice from officials FOIP Section 24	**Motion to go in camera by Mayor Petrovic** **Seconded by Doug Priestley** **Motion to come out of in camera by Mayor Petrovic** **Seconded by Doug Priestley** **Motion to recommend the proposed Land Use Bylaw amendment to Council for review by Doug Priestley** **Seconded by Mayor Petrovic**
10:04 a.m.		**Motion to adjourn by Doug Priestley** **CARRIED**

Karine Keys

From: Curtis Monroe <intern@cfia.ca>
Sent: June 10, 2022 11:33 AM
To: Karine Keys
Subject: Recreation for Life Foundation 50/50 Raffle

The Alberta Recreation and Parks Association likes to recognize the month of June as "June is Recreation and Parks Month" (JRPM)! The theme for JRPM is to hightlight and discover all the benefits that recreation and parks can bring into our communities.

As a provincial Charitable organization, the Recreation for Life Foundation envisages: "A province and communities within, that embrace and proactively use recreation and parks as essential for enhancing individual well-being, community vitality, economic sustainability, and natural resource protection and conservation."

To help celebrate this month and build healthier communities, the Recreation for Life Foundation is hosting a 50/50 raffle fundraiser! The funds raised in the raffle will support the future of recreation and parks by supporting:

1) Students and Emerging Professionals

2) Research and Researchers

3) Innovation and Program Development

You will have the opportunity to win a max prize of up to $1250!

Ticket Sales End: June 30, 2022 @ 11:59 am MT

Draw Date: June 30, 2022 @ 4:00 pm MT

Draw Location: Live draw will take place at ARPA Offices, Percy Page Centre, Edmonton.

The winner will be contacted to claim their cash prize.

Click Here to Purchase your Raffle Ticket!

Please feel free to share this message and thank you for showing your local love and doing good for our community!

Kind regards,

Curtis Munroe, Intern/ Project coordinator

Canadian Fence Industry Association

L`Association canadienne de l`industrie de la cloture

intern@cfia.ca

CFIA is in ᐊᒥᐢᑲᒋᐊᓂᐦᑲᐦᐃᑲᐣ (Amiskwacîwâskahikan) on Treaty 6 territory. As treaty people, we recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence enriches our organization, lives, and country.

Pronouns: He/Him

This email and any files transmitted with it are confidential and intended solely to use the individual or entity to whom addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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 May 18, 2022 at 10:00 A.M.

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

1. Chair Gord Wolstenholme called the meeting to order at 10:00 A.M.

2. Approval of Agenda

22.39 **Moved by Don Norby** to adopt the agenda as presented.
CARRIED

3. Delegations

No delegations.

4. Approval of Minutes

a) Regular Monthly Meeting April 20, 2022

22.40 **Moved by Brad Schlossberger** to approve the minutes of the April 20, 2022 regular monthly meeting.
CARRIED

5. Financial Information

a) Accounts Payable

CAO Friesen presented the accounts payable in the amount of $14 491.17.

22.41 **Moved by Don Norby** to approve for payment, the accounts payable in the amount of $14 491.17.
CARRIED

b) Check Detail April 21, 2022 to May 13, 2022

CAO Friesen presented the members with the check detail from April 21, 2022 to May 13, 2022 in the amount of $23 583.71.

22.42 **Moved by Brad Schlossberger** to accept the check detail of April 21, 2022 to May 13, 2022 in the amount of $23 583.71 as presented.
CARRIED

Aproved

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 18, 2022 at 10:00 A.M.

5. Financial Information cont.

c) Bank Reconciliation April 2022 – Checking & 90 Day Notice Accounts

CAO Friesen presented the members with the reconciliation report for April 2022 for the ATB Financial checking account & 90-day notice account.

22.43 **Moved by Don Norby** to accept the April 2022 reconciliation report for the ATB Financial checking account & 90-day notice account as presented.
CARRIED

6. New Business

a) Electronic Pilot Material Round-up-For Discussion

CAO Friesen asked the members to consider that the landfill conduct electronic pilot material round-ups in our communities. Friesen explained that many of the items that can now be recycled end up in the landfill. Member Norby mentioned that Stavely has a shed where residents can drop off electronics. Friesen noted that the Town of Stavely does a very good job with the collection of electronics. Friesen stated that she does not want the landfill to be in competition with groups that are doing round-ups to raise money so will definitely work around the scheduled events. Friesen explained this would be an opportunity to generate extra revenue for the landfill while saving the municipalities the cost of landfilling recyclable items. Friesen further stated that if the members would be in favor of doing the round-ups, she would start in Fort Macleod working in conjunction with their annual spring clean-up and toxic round-up. Chair Wolstenholme thought it was a great idea, Member Schlossberger was absolutely in favor as was Member Norby.

b) Environmental Society-For Discussion

CAO Friesen explained that several landfill employees had the thought to set up an environmental society. The commission and the society would be separate entities with the manager acting as the liaison between the two parties. Their goal would be to eventually start a recycle center in order to divert usable items out of the landfill. As societies have the ability to apply for grants, a set-up could come at no cost to the commission, however the board would have to give permission to use commission land. While member Norby thought it was a good concept, he was not so sure that our regional population could support what would be needed to sustain a recycle center. He felt this would be better suited as a private business. Member Schlossberger and Chair Wolstenholme also thought it to be a good concept, but also wondered about the manpower needed to keep the doors open. The members were not in favor of moving forward with this initiative at this time.

c) Metal Recycling

CAO Friesen informed the members that the price of scrap metal is up right now and would like to sell our pile. Friesen explained that we have used Vinette Salvage for several years and would like to use them again. The members were in favor of selling our scrap to Vinette.

Approved

Minutes of the Regular Monthly Meeting of the Landfill Commission held at the Landfill Facility May 18, 2022 at 10:00 A.M.

7. Old Business

a) Loader Update-For Information

CAO Friesen explained that the we have a build date for our new wheel loader and we can expect it sometime in October. Prices have increased but Finning will honor the quoted price. Friesen further stated that she will plan to have the 8000-hour PM service done as budgeted to ensure we keep the machine in good operating condition.

b) Electricity Rates

CAO Friesen explained that she had done some investigating on changing the retailer for our electricity. She stated that while other retailers had cheaper rates per kilowatt hour, their added administration charges caused the bill to be higher overall. Friesen further explained that she had contacted Equs to see if we could switch to them. The Equs representative did a cost analysis using the first four months and the commission would have seen a savings. Friesen also stated that she contacted AMSC/AUMA as they have a utility sector. Both Equs and AMSC will do a cost comparison based on a twelve-month period and provide us with the results. Friesen will bring the information back to the board when available.

8. Correspondence

No correspondence.

9. General Landfill Information

CAO Friesen gave a brief verbal report that tree watering and summer yard work is in full swing.

10. In Camera

11. Adjournment

Chair Wolstenholme declared the meeting adjourned at 10:30 A.M.

Aproved

_____

Chairman Gord Wolstenholme

_____

CAO Cheryl Friesen

CLARESHOLM AND DISTRICT MUSEUM BOARD MEETING

Museum Station Bldg.

April 20, 2022

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

Absent: Joe Toone and Kandice Meister

1. Call to order by Barry Gibbs at 3:02 PM.

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

3. No correspondence to report. Marg Lane moved for the approval of the minutes from March 16, 2022, as amended. **CARRIED**

4. Executive Directors Report
- Fire truck transfer to Doug Leeds was approved by Town Council on April 11, 2022.
– Jordyn Wallace will be returning, and Paige VanDellen will be joining her as a new student. Funding from the Young Canada Works program. The students will start May 16, 2022.
– CPR Station Sandstone Project received $38,539.00 in grant funding from Alberta Culture and status of Women through the Heritage Preservation Partnership Program.
-Digital Museum of Canada "Wings Over Claresholm" officially launched on April 13, 2022. Final remaining grant funding payment of $2,000.00 to be sent to the museum/Town.
– In preparation for the museum opening on May 20, 2022, a work bee is scheduled for May 3, 2022, at 10:00 AM.
-Bill Kells made a presentation on Government of Alberta funding for museums. It depicted how the various museums, heritage and arts organizations receive funding by the province.
-A local resident has approached the museum on donating artifacts. The board discussed the assorted items and whether the items fit the museums criteria. Verne Lunan made a motion that Bills Kells proceed with acquiring these specific items: garden seeder, beam scale, pony drill and three stationary engines. Bill Kells to also use his discretion on any other items when he attends onsite. **CARRIED**
- Bill Kells attended the Town of Claresholm planning meeting for the fair days weekend in August. The space between the Exhibit Hall and the Seniors Center will be the new site for the Friday night movie. A church service on Sunday morning by Claresholm Faith Community Baptist Church utilizing the CPR Station platform was discussed. It was decided to not pick a parade theme but have a broader scope "Celebrating Claresholm."

5. Events Planning Committee
– The committee is working out the details for the opening ceremony on May 20, 2022.
– Father's Day Classic Car Show on Sunday June 16, 2022 is confirmed with the Porcupine Hills Classic Car Club. The Lions Club will do a Pancake Breakfast as a fund raiser. More details to follow.
– Other upcoming events in the planning stage are Canada Day celebrations, Fair Days and Old Fashion Christmas. The idea of adding an Old Fashion Picnic and Games Day is being discussed.

APPROVED

6. Marketing Committee
- The current Economic Development Assistant Sheila Karsten came for a tour of the museum and discussed projects that the EDA is involved in. Bill Kells suggested some activities that could be used as initiative for EDA to partner with other groups to increase tourism dollars.
– Cynthia Wannamaker has created two stories to be used as a planned feature in the Claresholm Local Press.
– Some museum board members will participate in a Trade Show in Pincher Creek to promote the museum. The show is Friday evening the 29th of April and all-day April 30th.
– Barry Wood has sent out letters to tour bus companies encouraging them to make a tour stop at the museum this summer. He has more letters to go out and hopes this will generate some traffic for the Town of Claresholm.

7. Building Committee
– Barry Gibbs reviewed the April 14, 2022, committee notes. He talked about the Claresholm Town Councils concerns of increased operating costs and under-utilized facilities. The highest priority need is additional storage, which the town council is aware of.

8. Verne Lunan made a motion for adjournment at 5:05 PM. **CARRIED**

Next meeting May 18, 2022, at 3:00 PM at the station.

Barry Gibbs

Board Chair

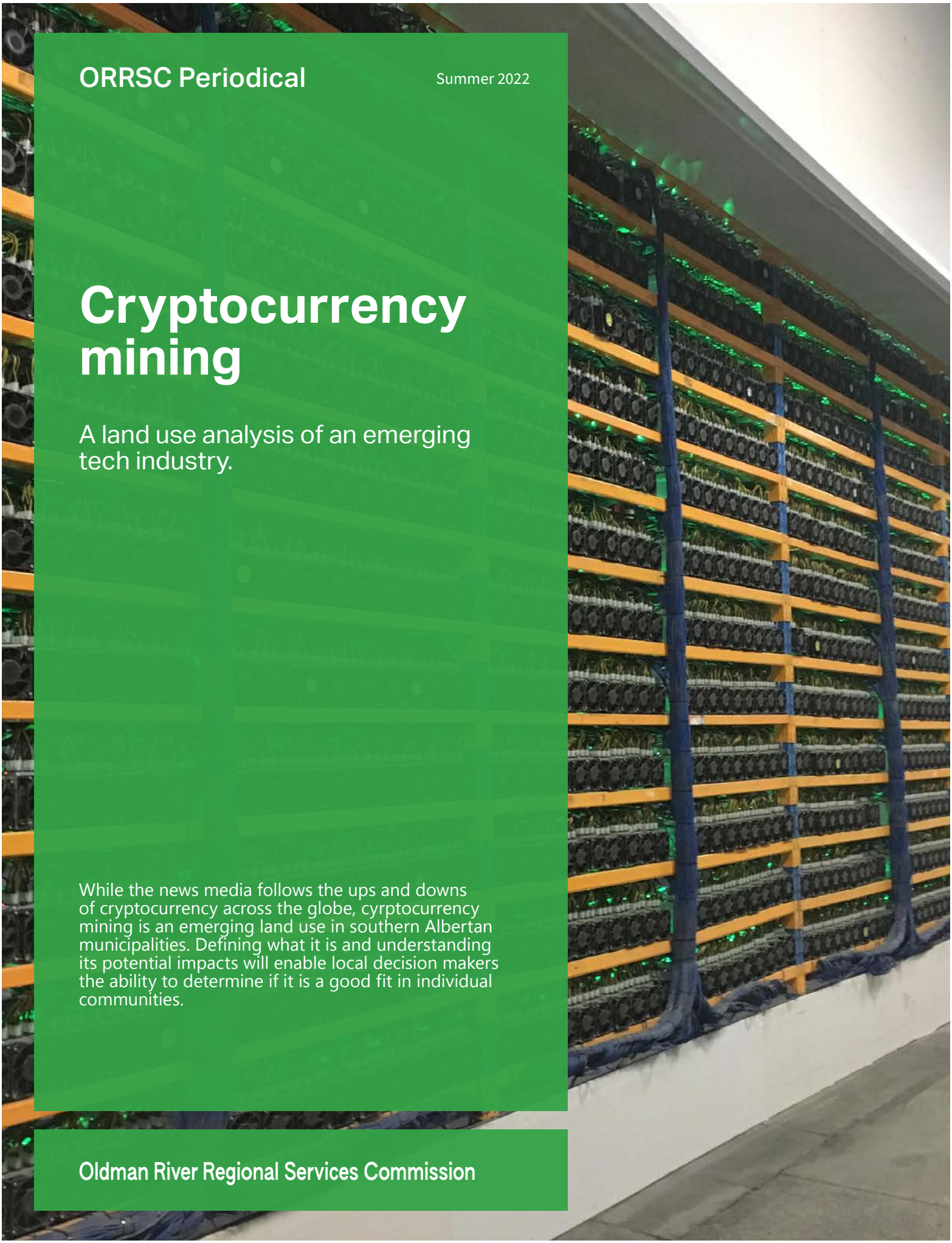
APPROVED

ORRSC Periodical

Summer 2022

Cryptocurrency mining

A land use analysis of an emerging tech industry.



While the news media follows the ups and downs of cryptocurrency across the globe, cyrptocurrency mining is an emerging land use in southern Albertan municipalities. Defining what it is and understanding its potential impacts will enable local decision makers the ability to determine if it is a good fit in individual communities.

Oldman River Regional Services Commission

What is cryptocurrency mining?

Cryptocurrency mining (crypto mining) is the process by which crypto miners use specialized computers, data, codes, and calculations to validate crypto currency transactions and subsequently earn cryptocurrency as compensation for their work. While traditional mining takes place in a physical mine or specific geographic place, crypto mining takes place in a decentralized system where anyone with a computer and power source—anywhere in the world—can be a part of the digital data recordkeeping required for cryptocurrency transactions. Crypto miners range from companies with multiple facilities and miner machines to individual's small computer setups to verify cryptocurrency.

Several southern Alberta communities have already processed and provided approvals for this new use including the Town of Bassano, City of Medicine Hat, and the MD of Willow Creek. Others have inquired with ORRSC as to the nature of these operations and whether they should have concerns. This use is subject to local development permit processes and comes with many considerations that may not be familiar.

Among the common considerations for this type of use are the energy source, noise from HVAC systems (and energy generators), the type of buildings being used, and the environmental footprint of a high energy consumer. This periodical will explore the nuance of this development type and provide insight for communities to consider when contemplating the use.

Hut 8 Mining Facility, City of Medicine Hat

Land use context

In the context of land use, cryptocurrency mining externalities equate to an industrial use and are best suited to industrial-zoned property, although some agricultural or commercial zones may be able to accommodate the development. In the early days of cryptocurrency, small scale mining operations did occur in residential locations, but as the difficulty of the processing work increased, the number of computers and power needs outstripped the ability to work mines in neighborhoods without disrupting power capacity or annoying neighbours. Current facilities involve banks of computers that utilize a 'power plant' to operate but they house very few employees. The lack of employees and large scale of the facilities make it a use that runs counter to traditional planning policy, which promotes creating vibrant commercial areas. Therefore, including the use in commercial zoning may not be the best fit for most southern Alberta urban communities.

Access to cheap and reliable electricity is everything for crypto mining operations. In Alberta, a deregulated electrical system, green energy power sources, availability of natural gas, and a government open for

development has this up-start industry seeking local approvals. For most crypto mining applications, the proponent will be tying into the local electrical grid as its 'power plant'. Communities unsure of their capacity to feed a high energy demand development should consult their local service provider to better understand capacity of their electrical infrastructure. Communities with established industrial parks may have already received the necessary upgrades to substations and feeder lines to accommodate the use.

In the case of other power sources (natural gas, solar, wind etc.) for 'power plants', proponents are to consult with the Alberta Utilities Commission (AUC) to ensure they comply with provincial requirements. The AUC governs the generation of electric energy under the *Hydro and Electric Energy Act*. The electricity market is deregulated in Alberta, so AUC focuses its decisions primarily on the siting of power plants, having regard to noise and environmental impacts. An entity who wishes to operate a power plant must apply to AUC for approval under Rule 007: Applications for Power Plans, Substations, Transmission Lines, Industrial System Designations and Hydro Developments. Most crypto applications will need less than a 10 MW power plant. In such a case, the proponent must file a Checklist Application for New Power Plants Equal or Greater than 1 MW and Less than 10 MW with the AUC. The AUC will review and determine eligibility. Municipalities are advised to request a copy of the AUC approval during the development process.

The types of buildings and structures being used can vary with each proposal. Whereas reuse of an existing warehouse style building may be ideal many applications are housing the computers within shipping containers. Shipping containers may have development control requirements within a land use bylaw and should be reviewed with the applicant proposing the development. Each type of building may be able to mitigate sound where needed but the mitigation measures will need to be understood prior to moving forward with the application. Additionally, the cost of the equipment housed in the building requires heightened security measures including security fencing and lighting which may have an effect on adjacent properties. Requesting information regarding these needs is prudent at the development application submittal stage.

The environmental consideration for impacts related to crypto mining in a municipality relates to higher level planning documents including the South Saskatchewan Regional Plan, the *Municipal Government Act* (section 3(a.1)), Municipal Development Plan, or Sustainability Plan. At a municipal level the two main concerns are the carbon footprint and noise impact. The high energy consumption of cryptocurrency mining operations may run counter to a municipalities objective to reduce its carbon footprint. As well, some crypto mining operations are designed to use water as a coolant at quantities that are not easily obtainable without affecting water need elsewhere in the local economy.

Electrical Deregulation

The evolution to a deregulated market began in 1996, when the Power Pool of Alberta was created to dispatch energy across Alberta through a real-time energy market. The goal of this market was to encourage efficiencies by introducing competition in the electricity generation sector. The market was set up for energy to be dispatched through an economic merit order with a single equilibrium price.

The market evolved to full deregulation in 2001, following the auction of Power Purchase Arrangements (PPAs) in 2000. PPAs allowed the existing utility owners to continue to own and operate their facilities, but auctioned the dispatch rights of the associated energy to new buyers. This framework provided a competitive landscape by immediately introducing new players into the market.

- Alberta Electric System Operator

Municipal Government Act Part 1 Section 3(a.1) was added in 2017 and among other purposes states: "The purpose of a municipality is to foster the well-being of the environment".

In general, the power usage of one crypto mining computer per month uses the equivalent electrical energy used by one Alberta household. When the development is designed to house hundreds of computers public concern rises because the transmission infrastructure bill in Alberta to support such development is borne by each consumer. Conversely, rural locations where transmission infrastructure has been built to support wind and solar development may provide opportunity for a development location.

Noise is the largest byproduct of a crypto mining development. The design requirement for cooling fans to ensure the banks of computers do not burn out and the exhausting of these fans to the exterior on a 24/7/365 running time should be cause for concern in any municipality. Understanding the decibel (dBA) levels at various distances from the development can alleviate concern or expose the need to mitigate. In a MD of Willow Creek development approval located at the Claresholm Airport, the applicant running 280 computers and five fans in shipping containers declared the design noise to be 85.5 dBA (equal to a gas powered mower running 24/7) when 8m away and 36.5 dBA (equal to a library) at the nearest dwelling 224m away.

Noise control

Most municipalities will have an adopted noise control bylaw. This bylaw is unlikely to control external development noise, and many will exempt noise produced in an industrial area. It therefore necessitates that noise, as the key concern for development, be addressed.

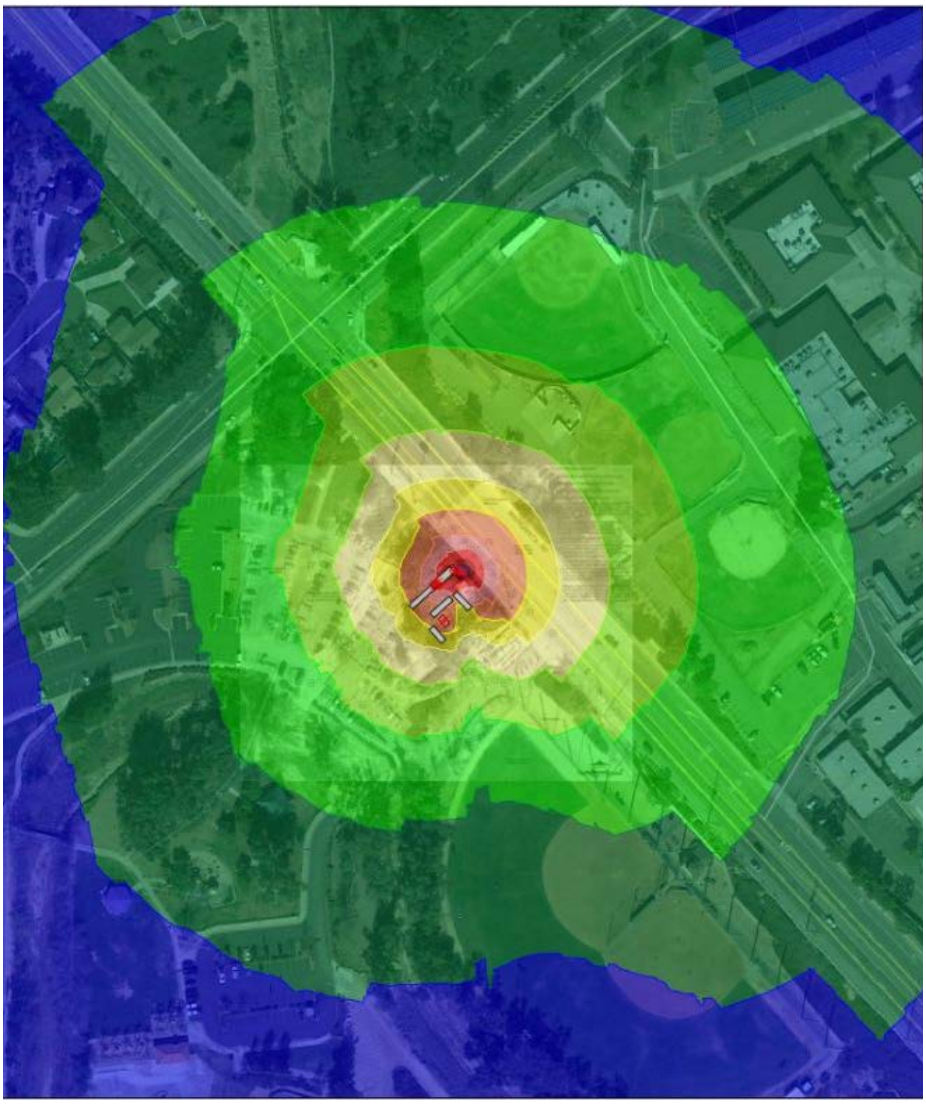
Southern Alberta's experience with noise control in an industrial context has been utilized under the AUC Rule 012 for power plants. Each wind farm and solar development have had to comply with Rule 012 for approvals. Among the approval submittals for wind turbine proponents has been an analysis of sound through computer modeling. These models consider the ambient sound of the area and then add the generated sound from the engineered locations for the turbines.

Rule 012 defines ambient sound level (ASL) as the sound level that is a composite of different airborne sounds from many sources far away from and near the point of measurement. The average nighttime ASL in rural Alberta is approximately 35 dBA and daytime is approximately 45 dBA. In the MD of Willow Creek example, the receptor (house) at 224 m away would still enjoy the accepted nighttime ASL.

Sound modelling may be a new concept to urban municipalities, but there are many companies that provide the service, and it can be relied upon to assure neighborhood concerns. In a draft bylaw amendment for the Town of Bassano, ORRSC utilized the AUC sound table to outline the requirements for cryptocurrency mining sound requirements.

Predictive Sound Modelling is the computer generated assessment of point source noise using calculation standards accepted by the the International Organization for Standardization (ISO).

The sound modelling image depicts a typical noise gradient being emitted from a point source development and emanating into the surrounding community. The sound level in the darker reds represent 85 dBA and the blue 40 dBA.



Mining proposals that cannot meet the standard may propose mitigation strategies. These include choosing different venting equipment, sound proofing, barrier walls, advanced sound monitoring equipment that makes operational adjustments to reduce sound levels in real time, or simply choose a more remote site. Proper choice of location given the nature of mining operations is an issue that may require the mining operation to provide sound analysis ahead of the application being processed. There is no use contemplating the location if it cannot meet the noise level requirements at the nearest residences or hotels.

The industry is also producing quieter computers and investigating alternatives to fans. Immersion cooling eliminates the sound by submerging the hardware in dielectric fluid. These methods are a hopeful means by which a new industry as well as similar industries can fit into municipalities in southern Alberta.

Concluding remarks

Because of its high energy use, noise, use of non-traditional buildings and structures, and climate footprint, the cryptocurrency mining business is one to be prepared for locally. The province's recently passed *Financial Innovation Act* supports cryptocurrency companies by temporarily relaxing rules that will facilitate the launch of financial products and services outside the scope of traditional offerings. Although, the financial markets and the industry themselves suggests that the long term need for cryptocurrency mining may have a horizon where it is no longer necessary. Municipalities may choose not to open their community up to this use and thereby avoid the externalities. Those that do include the use are advised to seek planning advice and consider other municipal experiences as to what is working and what is not in relation to approvals.

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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Claresholm Public Library Board
Regular Meeting
May 17, 2022

MEETING MINUTES

In attendance: Donna Meister, Kendall Schille, Brad Schlossberger, Ashley Tebbutt, Jay Sawatzky, Tony Hamlyn (virtual attendance), Joanna Ridley

With regrets: Kelsey Hipkin, Earl Hemmaway

1.CALL TO ORDER: 5:01 pm

2: APPROVAL OF AGENDA

Donna Meister: Motion to approve

Carried

3: APPROVAL OF MINUTES

3.1 Regular Meeting Minutes from March 15, 2022

Brad Schlossberger: Motion to approve

Carried

4: CORRESPONDENCE

4.1 See 5.1

5: FINANCIAL

5.1 Town of Claresholm Operational Grant

- Correspondence from the Town advises that due to budget constraints they have reduced the Library's funding by $19,000 for 2022. We will receive $171,000 this year.

5.2 Financial report for end of April

Ashley Tebbut: Motion to approve Financials

Carried

Claresholm Public Library Board
Regular Meeting
May 17, 2022

MEETING MINUTES

6: REPORTS

6.1 Library Manager's report

- The hot water tank on south end of Library started leaking and was replaced
- The Friends of the Library did landscaping/weeding on May 3

6.2 Librarians' Committee Meeting Report – n/a

Kendall Schille: Motion to approve

Carried

7: NEW BUSINESS

7.1 Naloxone Training for Staff

- Kendall did some research and reports that Claresholm is part of the ongoing opioid crisis, EMS is not always available and that the Library is a community hub – all sorts of community members visit. Therefore, it makes sense to train staff to administer treatment. Treatment is in a form similar to an EPI pen, the shot goes in arm or thigh, goes through clothing and no harm is done if someone who is not having a seizure receives it. The training is free and treatment can be picked up from a local pharmacy.

Donna Meister: Motion to provide Library staff with Naloxone Training

Majority in favour, carried.

Action: Jay will source training and treatment

7.2 CPR and AED Training for Staff

- In 2019 the Town installed an AED in the Library and training was given to staff at that time on its use. Current staff does not have training and the Town now says that staff should not be using it unless they have also received CPR training (at a cost of $150 per person for a 16 hour course).

  Action: Brad will speak with Town regarding this. Tabled to next Board meeting.

8: OLD BUSINESS: none

Claresholm Public Library Board
Regular Meeting
May 17, 2022

MEETING MINUTES

9: **CLOSED SESSION** (if required)

10: **ADJOURNMENT** 5:25 pm

Next Meeting: Tuesday June 21, 2022 at 5 pm

SOUTHGROW
REGIONAL ECONOMIC DEVELOPMENT
GROWTH • INNOVATION • PROSPERITY

June 2022| By: Peter Casurella

“In the AESO application que, there are $30 billion dollars in wind, solar, and storage projects right now.”

Monthly Report

For Mayors and Reeves

SouthGrow Regional Initiative

P: 403-394-0615

E: peter.casurella@southgrow.com

June 2022

Dear Mayors and Reeves,

I write this missive from Calgary where I am waiting to meet with the South-Rural Caucus along with a co-presenter from the Energy Futures Lab, an alliance of energy industry professionals representing every major energy interest in the province that is advocating for grid modernization. We're here for a few simple reasons.

1. Last August there were over $20 billion worth of wind, solar, and battery projects in the AESO application que. As of yesterday, the value of projects **has risen to over $30 billion,** with the lions share of these projects looking at investment locations in southern Alberta. This is oil-field levels of capital that ***we cannot hope to accommodate without robust help from a unified government approach to landing this investment***. (The project list is here: https://www.aeso.ca/grid/projects/connection-project-reporting/)

2. This level of investment is indicative of the massive transition in the energy industry that is ongoing. How we produce energy is rapidly changing. Where we produce it is changing. New large demands are being placed on the electricity grid as things like the electric car arrive in neighborhoods en masse. Landing this investment also means dealing proactively with the issues of a changing electricity landscape and we need government to draft a unified provincial vision for what the provincial electricity grid of 2035 will look like and hold to that vision across changes in government. This is needed so that **private companies and line providers can invest in the same direction with confidence** that the rug won't get pulled out from under their feet.

Rapid grid modernization plus massive investment interests will yield an economic windfall for southern Alberta.

What can your community do to help and to take advantage of these changes?

1. **Understand the changes** that are coming. Bring in experts to explain the grid transition to your council and staff. (I'm happy to come myself and bring along an *actual* expert to fill in the gaps.) Know what is happening right in your community by talking to your line provider.

2. **Be investment ready**
   This toolkit from the Economic Developers Alberta is a great roadmap to get started:
   https://tinyurl.com/investready
   This is a specific renewable energy investment readiness toolkit also available to help you get started:
   https://tinyurl.com/toolkitsaaep

3. Always talk to your MLA's or MPs about the need for all levels of government to **promote southern Alberta's energy resources.** Despite assurances of support, the new energy opportunities in southern Alberta get very little official airtime in Edmonton. Emphasize the decoupling of renewables from politics. This is an absurd holdover from the past and it's hurting us.

4. Look for ways that your community can leverage energy opportunities to **lower your operational costs**. 4 SouthGrow Communities have offset their energy usage with solar and all 4 have benefited strongly from the investment. There have never been more grants available for improving the efficiency of your buildings and you can save tens of thousands of dollars.

Sincerely,

Peter Casurella
Executive Director
SouthGrow Regional Initiative
1-403-394-0615

Headlines for June 2022

Please find below a summary of our operational plan. As the year progresses you will see a rolling report here that tracks our progress on each of the deliverables in real-time. For this month, see attached a separate document that has the whole plan as approved by our Board of Directors.

Pillar I: Strategic Collaboration

I. **Member Engagement**

A. **Annual Council Presentations**

B. **Councillor Training**
- Training event booked for late November 2022. Information to be forthcoming shortly.

C. **Government Relations Committee**
- Chairs met with Ministers in Edmonton, excellent progress on conversations. Commitment to continue funding the REDAs received, agreements to be drafted.

D. **Annual Economic Development Summit**

II. **Build and Sustain Collaborations**

A. **Southern Alberta Alternative Energy Partnership – ARRCUS Mapping Project**
- Display for tool designed, requirements met, tool us under final construction by ARRCUS for integration into SAAEP website. Very intriguing: 434 MW of renewable generation online in SouthGrow, only 16 MW of traditional (gas) generation. This is a marketing tool.

B. **Southern Alberta Alternative Energy Partnership – Community Energy Forum**

C. **Southern Alberta Alternative Energy Partnership – Government Education**
- SAAEP and EFL presenting to south-Rural Caucus. SAAEP supporting EFL interests in motivating a social innovation lab to design a 2035 grid vision for the province.

D. **Southern Alberta Investment and Trade Initiative**
- Global marketing running paid advertising on Linkedin (search for SAITI). Twitter up and running soon. FDI Test Drive Year 2 already producing results. Investment heavy spring. 4 substantial leads being worked on by SouthGrow right now. Site selection tour already came through from one lead. 1 Construction products company, 1 solar company, 1 agri-food merger and acquisition, 1 fertilizer company.

E. **Canada's Premier Food Corridor and Canada's Western Gateway**
- Prairies Canada invited application from partners for cluster ignition work, involving staff to work on building the cluster out to include and be controlled by industry over several years. Application work is underway/

F. **Southern Alberta Tourism Collaboration**
- Alberta SouthWest and SouthGrow have provided funded support to Ex Park and Tourism Lethbridge for a large regional project. Tourism Lethbridge Agri-food tours have launched officially (partially funded from last year by SouthGrow) The first tour does a wide sweep to hit locations throughout the region brining people out from the city into the rural areas.

G. **Highway 3 Twinning Development Association**
- PricewaterhouseCooper engaged to deliver large economic impact study. SouthGrow supported financially and by helping secure other contributions.

- Excellent news from treasury board. Two more sections totaling 120 kms have been approved for funding pending contributions from the Federal government. More news to come.

III. **Sustain or Expand Membership**

A. **Sustain Membership**
- Nobleford has exited the partnership. Willow Creek has requested a membership presentation.

B. **Expand Associate Memberships to Industry**
- Lethbridge Chamber of Commerce has paid membership and officially become an associate member, representing over 800 businesses.

Pillar II: Marketing & Communications

I. **Regional Promotion**

A. **Website Improvements**
- Always more to do. We have a new mapping tool built by students at the University of Lethbridge that needs to be integrated. It's not as powerful on some fronts as existing tool, but easier to update and use.

B. **Market the Region Globally**
- Marketing project is underway as part of SAITI. See above.

C. **FDI Test Drive Year 2**
- Described above. Going well. Looking at setting up meetings for SIAL Paris in October. Largest food show in the world. Preparing grant application for support in getting key meetings to make the trip worth the effort. If no curated meetings, probably not worth it. AFRED investment team involved in helping out.

II. **Internal Communications**

A. **Newsletters**
- Mrs. Stilson continues to do very good work.

Pillar III: Economic Development & Innovation

I. **Ag-Tech Market Development**

A. Agri-food Scholarship Program
- Commitments for $7500 received. Need $2500 more to hit goal of 4 scholarships. Thank you to Bruce Warkentin of MNP and Ridge Utilities from Stirling. Can YOU help us find $2500 more?

B. Agri-food Conference Representation
- Regional Ec devs have adopted a divide and conquer approach. Each will attend a different show and champion the whole region (while also promoting their community of course). SouthGrow will do our part.

II. **Broadband Deployment**

A. Support Completion of Vulcan County, Highway 4, and Cardston Broadband Upgrades
- 5 out of 6 invoices collected from Vulcan County partners for pass through to Wi-fibre and Axia-bell.
- POP sites are complete across entire region.
- Wi-fibre and MRCC are both working on incremental build outs of terragraph networks in their respective areas. We will watch for grants with hope.
- Cardston is pursuing an option for local upgrades.

- Options were presented to the Blood Tribe that included deployments with 51% ownership. Further conversations needed.

III. **Labour Market Solutions**

A. **Rural Immigration Pathways**

- Planning of session for early fall underway.

IV. **Community Supports**

A. **Community Ec Dev Resource Promotion**

V. **Special Projects**

A. Zero Emissions Vehicle Infrastructure Project (2-year)

- Intake open, 17 EOIs in the que, marketing underway. MCCAC has massively oversubscribed their project. Overflow will be directed to us. Webinar on July 13th for the project set up and beginning to advertise sign ups.

B. EV Bus Project

- Secured free power from Peaks to Prairies value added budget. Finalizing vehicle. August 1st deadline for getting everything signed. 6 months to deliver.

C. Supply Chain Opportunity Identification Project

- Funding received from JEI. Waiting on funding from Prairies Can, it has been approved but not signed. RFP is waiting to send out upon confirmation of Prairies Can funding.

VI. **Targets of Opportunity**

A. SouthGrow Power Project

- Sites identified, Teralta in partnership to help us do the work and eventually build the sites, Fortis conversations begun, two grants to chase identified, working on very promising lead for funding the project. More good news available for public consumption on this soon.

VII. **Shelved Projects on the Wish List**

A. Local Waste Solutions Feasibility Study

- Someone should do this. There's funding available from Emissions Reduction Alberta right now for innovative work in this space.

B. Blackfoot Language Signage

- There is also funding for this project out there. This would be such a cool project; I am very sad we cannot do everything.

Don't forget to email info@southgrow.com if you would like to get signed up for our economic development newsletter. This newsletter has been called 'The Best Economic Development Newsletter in the West' (mostly by us, but that doesn't make it less true.) It comes packed with great resources for you and your people.

SOUTHGROW
REGIONAL ECONOMIC DEVELOPMENT
GROWTH • INNOVATION • PROSPERITY

Economic Development | Government Relations

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About SouthGrow Regional Initiate

SouthGrow is an economic development alliance of twenty-nine south central Alberta communities committed to working together to achieve prosperity for the region. Representing over 180,000 people, SouthGrow is committed to assisting communities, organizations, businesses, and people in the region to further their economic development goals and to maintain the high quality of life.

Karine Keys

From: Courtney Roy <croy@specialolympics.ab.ca>
Sent: June 20, 2022 2:47 PM
Subject: Provincial Summer Games 2025 - Call for Bids!
Attachments: 2025 Special Olympics Alberta Summer Games - Bid Package Guidelines.pdf

Good Afternoon!

I am writing on behalf of Special Olympics Alberta as the Director of Sport Development. If you have received this email you have indicated interest in, been recommended for, or may fit the criteria of a community or group we would like to work with to host the **2025 Special Olympics Alberta Summer Games**!

The Special Olympics Alberta Summer Games are hosted every four years and are the pinnacle of competitive sporting opportunities for athletes with intellectual disabilities in Alberta. Over 1400 athletes, coaches and mission staff will travel from around the province to compete in the Games. For many of our athletes and families, this will be a once in a lifetime experience and is the highest level of competition that they will ever be part of.

The Summer Games involve competition in 10 Special Olympics sports: 10-pin bowling, athletics, basketball, bocce, golf, rhythmic gymnastics, powerlifting, soccer, softball and swimming. These games will run over a summer weekend and will utilize existing facilities and infrastructure within your community.

Special Olympics Alberta is a charitable organization dedicated to enriching the lives of Albertans with an intellectual disability through sport. Special Olympics Alberta provides sporting opportunities to 150 communities around the province through 26 Affiliates, each with its own volunteer Management Committee and volunteer coaches. There may be a Special Olympics Affiliate or program in your community! There are over 1500 volunteers working with over 3500 athletes in 18 official sports in year-round programs. For more information visit www.specialolympics.ca/alberta

By hosting the Games, communities or groups will be rewarded with numerous community and economic benefits such as a strengthened social and volunteer base, provincial media attention, and increased local business activity. You will also gain recognition through hosting a Special Olympics Games whose brand has provincial, national and international notoriety.

For more information, to see if this event is a good event for your community or organization, and for details on what to include in your bid, see the 2025 Summer Games Bid Package attached. **The deadline to submit a bid to Special Olympics Alberta is Thursday, September 29th, 2022**. Bids can be submitted by email or mail to:

Courtney Roy
Director of Sport Development

Special Olympics Alberta
12122 68 St NW
Edmonton, AB T5M 3K6

800-444-2883; ext. 1007
croy@specialolympics.ab.ca

We can't wait to see where our Games are headed to next! If you have any questions, please feel free to reach out. We look forward to hearing from you soon!

Courtney Roy
Director of Sport Development
Pronouns: she/her

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Special Olympics Alberta
Jerry Forbes Centre, 3, 12122 68 Street NW
Edmonton, AB, Canada T5B 1R1
Tel | 1-800-444-2883

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CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors, May 19, 2022
Meeting Room, Claresholm Town Office

ATTENDEES:	Howard Paulson – Lay Representative
	Brydon Saunders – Lay Representative
	Mike Cutler – Town of Claresholm
	Brian Comstock – Lay Representative
	Cindee Schlossberger – Lay Representative
	Sally Morton – CEO
	Shirley Isaacson – Secretary
REGRETS:	Jason Schneider – Vulcan County
	Ian Sundquist – MD of Willow Creek
	Laurie Lyckman – Vulcan County

Chair Howard Paulson called the meeting to order at 10:45 a.m.

1.0 APPROVAL OF AGENDA:
Moved by Mike Cutler to accept the agenda as amended. Carried.

2.0 APPROVAL OF MINUTES:
Moved by Brydon Saunders that the minutes of the April 21, 2022 meeting be accepted as presented. Carried.

3.0 BUSINESS ARISING FROM MINUTES:
3.1 RATES FOR TRIPS – After much discussion Mike Cutler moved that the rates be increased as follows: Stavely - $40.00; Fort Macleod and Nanton - $60.00; Lethbridge - $130.00; Calgary - $150.00; In Town - $30.00; AISH – Calgary - $240.00; AISH – Lethbridge $190.00; 25% fuel surcharge on trips and Wait Time be $25.00 temporary. This will be effective on June 1, 2022. Motion Carried.
Cindee Schlossberger moved that cancellation of a trip will charge half the cost of the trip. Motion Carried.

4.0 CORRESPONDENCE:
4.1 Town of Claresholm Operational Grant **–** For information

5.0 REPORTS:
5.1 Financial – Sally presented the Balance Sheet and Profit and Loss statements, as well as the Accounts Receivable Aging summary. Sally moved the financial reports be accepted as presented. Mottion Carried.

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5.2 Chairman's Report – Flowers will be sent to Ian Sundquist who is in the Foothills Hospital in Calagary.

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6.0 OLD BUSINESS:

Mike Cutler is working on the 50/50 raffle.

7.0 NEW BUSINESS: None

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8.0 IN CAMERA: Nothing

NEXT MEETING DATE: June 16, 2022

The meeting was adjourned by Mike Cutler..

SIGNED:

SIGNED: