

**TOWN OF FORT MACLEOD  
COUNCIL AGENDA  
Tuesday October 9, 2018  
GR Davis Administration Building  
Council Chambers 7:00 p.m.**

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIPP) Act (Sections 16 to 29).

**Mayor Brent Feyter, Deputy Mayor Kristi Edwards**

**This Agenda has not been approved by Council and is subject to change.**

**A. CALL TO ORDER**

**B. APPROVAL OF AGENDA**

**C. ADOPTION OF MINUTES**

1. Council Meeting Minutes- [September 24,2018](#)

**D. CORRESPONDENCE/ INFORMATION**

1. FR: AB Municipal Affairs- Excellence in Public Library Service
2. FR: [Development Office – October 2018 Approved Developments](#)
3. [Mayor Feyter – AUMA report](#)

**E. DELEGATIONS**

7:10 pm MP Mr. John Barlow

**F. PUBLIC HEARINGS**

**G. CONSIDERATION OF PUBLIC HEARING/DELEGATIONS**

**H. UNFINISHED/BUSINESS ARISING FROM THE MINUTES**

1. Bylaw 1887 Cannabis Consumption – further discussion- CPO Donselaar

**I. NEW BUSINESS**

**J. CAO REPORT**

*First meeting of the month*

**K. DEPARTMENT HEAD REPORTS**

*First meeting of the month*

1. [Director of Finance](#)
2. [Director of Operations](#)
3. FCSS
4. [CPO](#)

**L. COMMITTEE REPORTS**

*List of Committees and Boards Below – First meeting of the month*

**M. FINANCIALS**

1. Payables

**N. FOR THE GOOD OF COUNCIL**

**O. IN CAMERA**

**P. ADJOURNMENT**

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**Monthly Committee/Board**

Affordable Housing,  
AB South West Minutes, Bulletin  
Built Heritage Advisory Board  
Chamber of Commerce  
Crime Prevention  
Council Timesheet  
Cultural Heritage Tourism Alliance  
Early Childhood  
Empress Theatre  
Environment Committee  
FCSS  
FM Community Hall  
FM Library  
FM AG Society  
FM Historical Association  
Foothills Alcohol Action Society  
FM Community initiative Assc.  
Hwy 3 EDC  
Mayors & Reeves  
Municipal Planning Commission  
Regional Waste Mgmt Facility Auth.  
Traffic Safety  
Willow Creek Foundation, Mins,

**Councillor**

Councillor Edwards, Councillor van Huigenbos  
Mayor Feyter  
Councillor Monteith  
Mayor Feyter  
Councillor Dressler  
Councillor Wolstenhoime, Councillor Monteith  
Councillor Orr  
Councillor Edwards  
Councillor Van Huigenbos  
Councillor Orr, Councillor Dressler  
Councillor Edwards  
Councillor Dressler  
Councillor Monteith  
Councillor Van Huigenbos  
Mayor Feyter, Councillor Dressler  
Mayor Feyter  
Councillor Edwards  
Mayor Feyter  
Mayor Feyter  
Councillor Edwards, Councillor Van Huigenbos, Mayor Feyter (alternate)  
Councillor Wolstenholme  
Councillor Dressler  
Councillor Wolstenholme

**Occasional Meetings or as needed meetings**

Chinook Arch  
FM Drug Coalition  
Granum Development Appeal Board  
Oldman River Regional Services Com.  
FM Interagency

Councillor Monteith, Councillor Edwards (alternate)  
Councillor Dressler  
Councillor Orr, Councillor Dressler  
Councillor Wolstenholme  
Councillor Monteith

**Town of Fort Macleod  
Council Meeting Minutes  
September 24, 2018  
GR Davis Administration Building  
Council Chambers 7:00pm**

**Council Present:** Mayor Brent Feyter, Councillors Gord Wolstenholme, Marco Van Huigenbos, Jim Monteith, Kristi Edwards, David Orr and Werner Dressler.

**Administration:** CAO Sue Keenan, Executive Administration & Communications Liisa Gillingham. Director of Operations Albert Sandberg

**A. CALL TO ORDER**

**Mayor Feyter called the meeting to order at 7:00pm.**

**B. APPROVAL OF THE ADGENDA**

Additions: Unfinished Business H2 ICF Meeting  
New Business I6 Upcoming Events

**R.248.2018** Moved by Councillor Dressler that the Agenda be accepted as with the additions to Unfinished Business and New Business.

**CARRIED**

**C. ADOPTION OF MINUTES**

1. Council Meeting Minutes – July 23,2018 -amended

**R.249.2018** Moved by Councillor Dressler that the July 23, 2018 Council meeting minutes be approved as presented.

**CARRIED**

2. Council Meeting Minutes – September 10,2018

**R.250.2018** Moved by Councillor Van Huigenbos that the September 10, 2018 Council meeting minutes be approved as presented.

**CARRIED**

**D. CORRESPONDENCE/INFORMATION**

1. FR: Development Office – Quarterly Report, Approved/Refused Developments
2. FR: Alberta Municipal Affairs – MSI Funding
3. FR: Alberta Recreation & Parks Association
4. FR: Kainai Transition Centre Society

**R.251.2018** Moved by Councillor Monteith that the four correspondence items be accepted as information.

**CARRIED**

**E. DELEGATIONS**

1. Volunteer Ambassador Presentation
2. Coordinated Community Response to Elder Abuse Committee (CCREAC)  
-Gabrielle Kirk

**Mayor Feyter thanked Ms. Kirk for presenting to Council.**

**F. PUBLIC HEARINGS**

1. Bylaw 1884 –Interim Regulated Rate Tariff

**R.252.2018** Moved by Councillor Dressler that the Public Hearing for Bylaw 1884 be hereby opened at 7:27 pm.

**CARRIED**

**Mayor Feyter asked for comments from the Gallery three times, none forthcoming.**

**R.253.2018** Moved by Councillor Dressler that the Public Hearing for Bylaw 1884 be hereby closed at 7:28 pm.

**CARRIED**

2. Bylaw 1885 – Interim Electric Distribution Services & Distribution Tariff

**R.254.2018** Moved by Councillor Van Huigenbos that the Public Hearing for Bylaw 1885 be hereby opened at 7:29 pm.

**CARRIED**

**Mayor Feyter asked for comments from the Gallery three times, none forthcoming.**

**R.255.2018** Moved by Councillor Dressler that the Public Hearing for Bylaw 1885 be hereby closed at 7:30 pm.

**CARRIED**

3. Bylaw 1886 – Interim Default Supplier

**R.256.2018** Moved by Councillor Wolstenholme that the Public Hearing for Bylaw 1886 be hereby opened at 7:30 pm.

**CARRIED**

**Mayor Feyter asked for comments from the Gallery three times, none forthcoming.**

**R.257.2018** Moved by Councillor Orr that the Public Hearing for Bylaw 1886 be hereby closed at 7:31 pm.

**CARRIED**

**G. CONSIDERATION OF PUBLIC HEARINGS/DELEGATIONS**

1. Bylaw 1884- Interim Regulated Rate Tariff

**R.258.2018** Moved by Councillor Dressler that Bylaw 1884 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to the Interim Appointment of a Regulated Rate Provided, and to the Approval of a regulated Rate Tariff, be given second reading.

**CARRIED**

**R.259.2018** Moved by Councillor Edwards that Bylaw 1884 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to the Interim Appointment of a Regulated Rate

Provided, and to the Approval of a regulated Rate Tariff, be given third reading and finally declared passed.

**CARRIED**

2. Bylaw 1885 – Interim Electric Distribution Services & Distribution Tariff

**R.260.2018** Moved by Councillor Edwards that Bylaw 1885 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to Interim Electric Distribution Services and Distribution Tariff, be given second reading.

**CARRIED**

**R.261.2018** Moved by Councillor Orr that Bylaw 1885 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to Interim Electric Distribution Services and Distribution Tariff, be given third reading and finally declared passed.

**CARRIED**

3. Bylaw 1886 – Interim Default Supplier

**R.262.2018** Moved by Councillor Dressler that Bylaw 1886 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to the Appointment of an Interim Default Supplier, be given second reading.

**CARRIED**

**R.263.2018** Moved by Councillor Dressler that Bylaw 1886 being a bylaw of the Town of Fort Macleod in the Province of Alberta relating to the Appointment of an Interim Default Supplier, be given third reading, and finally declared passed.

**CARRIED**

**H. UNFINISHED /BUSINESS ARISING FROM THE MINUTES**

1. Administration- Pool Re-modernization Submission – CAO Sue Keenan

**R.264.2018** Moved by Councillor Dressler that the Pool Re-Modernization submission be accepted as information.

**CARRIED**

2. Inter-Municipal Collaboration Frameworks

**R.265.2018** Moved by Councillor Orr that Councillor Dressler be appointed to represent the Town of Fort Macleod at the ICF meeting October 31, 2018 in Nanton.

**CARRIED**

**I. NEW BUSINESS**

1. Chinook Arch Library Systems – Change in membership levy.

**R.266.2018** Moved by Councillor Monteith that the Town of Fort Macleod approves the Chinook Arch Library Board 2019-2022 Municipal Levy schedule.

**CARRIED**

2. Administration - Development Application -Direct Control, Notice of Meeting – ORRSC

**R.267.2018** Moved by Councillor Edwards that Development application No.070-18 be approved with the recommended conditions as stated in the application presented to Council.

**CARRIED**

3. Administration - Bylaw 1887 Cannabis Consumption- First Reading – CAO, Sue Keenan

**R.268.2018** Moved by Councillor Dressler that Bylaw 1887 being a bylaw of the Town of Fort Macleod in the Province of Alberta to regulate the consumption of Cannabis, be given first reading.

**CARRIED**

4. AUMA 2018 – meetings for discussion

5. Administration - MD Willow Creek – Supper meeting – CAO, Sue Keenan

**R.269.2018** Moved by Councillor Monteith that Council approves the supper meeting with the MD of Willow Creek for November 14, 2018 in Fort Macleod.

**CARRIED**

6. Upcoming Community Events

**R.270.2018** Moved by Councillor Van Huigenbos that administration coordinate events and purchase tickets for Council as necessary with Council hourly remuneration being waived in lieu of tickets purchased.

**CARRIED**

**J. CAO REPORT**  
*First meeting of the month*

**K. DEPARTMENT HEAD REPORT**  
*First Meeting of the month*

**L. COMMITTEE REPORTS**

**M. FINANCIALS**  
1. Payables

**R.271.2018** Moved by Councillor Monteith that the payables listing be accepted as information.

**CARRIED**

**2. FOR THE GOOD OF COUNCIL**

**3. IN CAMERA**  
1. Personnel

**R.272.2018** Moved by Councillor Edwards that Council move in camera to discuss a personnel item at 8:51 pm.

**CARRIED**

**R.273.2018** Moved by Councillor Van Huigenbos that Council move out of in camera at 9:02pm.

**CARRIED**

**R.274.2018** Moved by Councillor Dressler that Council approves the recently discussed CAO contract for 2018 (January – December) with a salary of \$134,972.00 per annum.

**CARRIED**

**4. ADJOURNMENT**

**Mayor Feyter adjourned the meeting at 9:04 pm.**

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Mayor Brent Feyter

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CAO Sue Keenan

*Council  
Info.*



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR94747

September 14, 2018

Ms. Jan Walker  
Chairperson, Town of Fort Macleod Library Board  
c/o Fort Macleod Public Library  
Box 1479  
Fort Mcleod AB T0L 0Z0

Dear Ms. Walker,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at [www.albertalibraries.ca](http://www.albertalibraries.ca). Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

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Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in cursive script that reads "Shaye Anderson".

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: His Worship Brent Feyter, Mayor, Town of Fort Macleod  
Ms. Laurie Huestis, Library Manager, Fort Macleod Public Library

**Town of Fort Macleod**

**Administration – Bylaw 1887 Cannabis Consumption**

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**Recommendation:** That Council review the additional information provided after receiving legal consultation and review, and that Council direct Administration on how to proceed.

**Background:**

First reading of Bylaw 1887 was held at the September 24, 2018 Council meeting.

Updated legal opinion provided via email October 2, 2018.

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**Prepared by:** Scott Donselaar

**Date:** October 03, 2018

**Approved by:**  Liisa Gillingham

**Date:** October 03, 2018

**Submitted to:** Town Council

**Date:** October 09, 2018

# BYLAW 1887

## OF THE TOWN OF FORT MACLEOD

### Being a Bylaw of the Town of Fort Macleod to Regulate the Consumption of Cannabis

**WHEREAS**, pursuant to section 7 of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) nuisances;
- (c) people, activities and things in, on or near a public place or a place that is open to the public; and
- (d) the enforcement of bylaws;

**AND WHEREAS**, pursuant to section 90.28(a) of the *Gaming, Liquor and Cannabis Act* no person may smoke or vape cannabis in any area or place where that person is prohibited from smoking under the *Tobacco and Smoking Reduction Act* or any other Act or the bylaws of a municipality;

**AND WHEREAS** Council deems it necessary to impose additional restrictions on the smoking and vaping of cannabis in public places to prevent behaviours and conduct that may have a negative impact on the enjoyment of public places;

**NOW THEREFORE**, the Council of the Town of Fort Macleod, duly assembled, enacts as follows:

#### **PART I – DEFINITIONS AND INTERPRETATION:**

1. This Bylaw shall be known as the "Cannabis Consumption Bylaw".
2. In this Bylaw:
  - a. "cannabis" has the meaning given to it in the *Cannabis Act* (Canada);
  - b. "Chief Licensing Officer" means the person designated by the Town of Fort Macleod as such, or their designated alternate;
  - c. "electronic smoking device" means an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to electronic cigarettes, e-cigarettes, vapourizer cigarettes, personal vapourizers, and electronic cannabis delivery systems;
  - d. "medical document" means a medical document as defined in the *Access to Cannabis for Medical Purposes Regulations* (Canada);
  - e. "Peace Officer" means a bylaw enforcement officer appointed by the Town and includes members of the Royal Canadian Mounted Police;
  - f. "permit holder" means the person to whom an event permit has been issued under Part III of this bylaw;
  - g. "person" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;

- h. "public place" means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not;
- i. "smoke" or "smoking" means:
  - i. inhaling or exhaling the smoke produced by lit cannabis, or
  - ii. holding or otherwise having control of any device or thing containing lit or heated cannabis;
- j. "Town Manager" means the Town of Fort Macleod Chief Administrative Officer
- k. "vape" or "vaping" means:
  - i. inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing cannabis, or
  - ii. holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from cannabis.
- l. "violation ticket" has the meaning given to it in the *Provincial Offences Procedure Act*.

- 2. All schedules in this Bylaw form part of this Bylaw.
- 3. Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- 4. Where this Bylaw cites or refers to any act, regulation, code or other bylaw, the citation or reference is to the act, regulation, code or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any act, regulation, code or other bylaw that may be substituted in its place.
- 5. Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- 6. Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence.

**PART II-PROHIBITIONS AND EXCEPTIONS:**

- 7. A person shall not smoke or vape cannabis in any public place.
- 8. No person who owns or operates a public place may permit a person to smoke or vape cannabis in that public place.
- 9.
  - (1) A person who is entitled to possess cannabis pursuant to a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations* (Canada) may smoke or vape cannabis in accordance with that medical document and the *Gaming, Liquor and Cannabis Act*.
  - (2) A person referred to in subsection (1) must, on demand of a Peace Officer, produce a copy of the person's medical document.

**PART III – EVENT PERMITS:**

10. Despite section 3, a person may smoke or vape cannabis in a public place at an event for which a permit has been granted by the Chief Licensing Officer.
11. An application for a permit under section 10 shall identify and be signed by the intended permit holder or, in the case of a corporation or partnership, and authorized representative of the intended permit holder, shall be submitted with the required permit application fee, and shall be in the form set out at Schedule “C” of this Bylaw.
12. The Chief Licensing Officer may, after reviewing a completed application complying with the form set out at Schedule “C”, determine in his or her discretion whether to issue the permit and, where a permit is issued, may impose conditions on that permit that the Chief Licensing Officer determines to be warranted in the circumstances.
13. The Chief Licensing Officer, a Peace Officer, or the Town Manager may suspend or revoke a permit issued pursuant to section 10 at any time if it is determined that a permit holder or any person at an event for which a permit has been issued has contravened the terms of the permit or any federal or provincial legislation or bylaw.
14. The holder of a permit issued pursuant to section 10 must ensure that:
  - a. the terms and conditions of the permit issued pursuant to section 10 are prominently displayed at the location of the event to which the permit relates;
  - b. the smoking or vaping of cannabis is only permitted in a designated area, separate and fenced off from the remainder of the event;
  - c. alcohol is not consumed in any area designated for the smoking or vaping of cannabis;
  - d. the smoking or vaping of cannabis by attendees ceases when the permit expires;
  - e. the sale of cannabis is not permitted in any area designated for the smoking or vaping of cannabis; and
  - f. the advertising or other materials relating to promotion of cannabis cannot be seen by persons under the age of 18.

**PART IV-OFFENCES AND PENALTIES:**

15.
  - (1) Any person who contravenes any provision of this Bylaw, or any term of a permit issued pursuant to section 10 of this Bylaw, is guilty of an offence and liable, upon summary conviction, to the fine provided for that offence pursuant to this Bylaw.
  - (2) A permit holder who fails to comply with the requirements of section 14 of this bylaw is guilty of an offence and liable, upon summary conviction, to the fine provided for that offence pursuant to this Bylaw.
16.
  - (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
  - (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

17.

- (1) A person who is guilty of an offence is liable to a fine in an amount not less than that established in this section and not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1) the fine amounts set out in Schedule "A" are established for use on violation tickets if a voluntary payment option is offered.

18. A Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

19. If a violation ticket is issued in respect of an offence, the violation ticket may:

- (a) specify the fine amount established by this Bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

20. A person who commits an offence may:

- (a) if a violation ticket is issued in respect of the offence; and
- (b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a clerk of the provincial court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

**PART V-COMING INTO FORCE:**

21. This Bylaw comes into force on the day the *Cannabis Act* (Canada) comes into force.

**READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2018.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL MANAGER

**READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2018 A.D.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL MANAGER

**READ A THIRD TIME AND FINALLY DECLARED PASSED BY COUNCIL THIS \_ DAY OF \_\_\_\_\_ 2018.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SCHEDULE "A"**

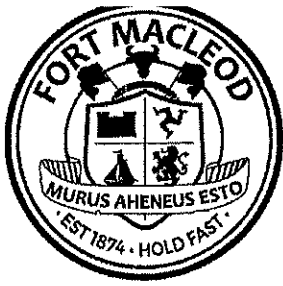
<b>OFFENCE</b>	<b>DESCRIPTION OF OFFENCE</b>	<b>TAG</b>	<b>TICKET</b>
3.	Smoke or vape cannabis in a public place	\$185.00	\$250.00
13(a)	Permit consumption of cannabis outside of designated area	\$185.00	\$250.00
13(b)	Permit consumption of alcohol inside of area designated for cannabis use	\$185.00	\$250.00
13(c)	Permit sale of cannabis in area designated for cannabis use	\$185.00	\$250.00
13(d)	Permit cannabis advertising to be seen by persons under 18 years of age	\$185.00	\$250.00

**SCHEDULE "B"**

<b>PERMIT TYPE</b>	<b>FEE</b>
Cannabis Event Permit	???



**SCHEDULE "C"**  
**Application for Cannabis Event Permit**



**Financial Services Department**  
**MONTHLY REPORT TO COUNCIL**  
**September**  
**2018**

**DATE:** August 28, 2018

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**1) Meetings**

- Supervisory, Directors and Administration Meetings.
- Council Meetings

**2) Current Projects/Upcoming Projects/Proposed Projects**

**DIRECTOR OF FINANCE**

- Municipal Records Purge (Basement Storage) remaining records will need to be destroyed and documented as such under the legislation. Deadline December 31, 2018.
- Working on cemetery website page design.
- Review and update/reworking of Cemetery Bylaw and rates ongoing. Staff finalizing the schedules. Bylaw to come to Council in October.
- Utility bylaws review and updating rates and rate structures (Water, Sewer and Garbage) Back from legal review. Director of Operations going over with his outside workers.
- Researching the financial reserve policy and unexpected income policies to bring back to Council in winter of 2018.
- Researching a master rates and fees bylaw to be discussed with the CAO.
- Working on implementing asset management overarching policies and plans to present to Council. Waiting for Director of Operations to assist with project.
- Local Authorities Pension Plan training in Claresholm with payroll staff.
- Numerous ongoing files regarding land, development and utility issues.

**3) Information Items**

- None.

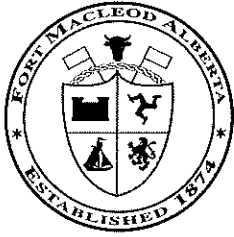
**4) Other**

- None.

Respectfully Submitted,

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Kris Holbeck, CPA CA



# (DIRECTOR OF OPERATIONS) MONTHLY REPORT TO COUNCIL September 2018

DATE: October 4, 2018  
FROM: Albert Sandberg

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## 1) Meetings

- Meetings with MPE to discuss current and past projects;
- Water on Tap subcommittee meeting to discuss maintenance of water trailer;
- Directors and Administration meetings;
- Council meetings;
- Meeting with Donna Bird regarding restarting Built Heritage Advisory Committee;
- Meeting with Cicon Engineering regarding 7 Avenue road design;
- Meetings with managers for updates and budgets.

## 2) Current Projects/Upcoming Projects/Proposed Projects

- Water Treatment Plant (WTP) Generator project.
  - Foundation pad complete;
  - Electrical and conduit installed, buried to WTP building.
- Centennial Park Picnic Shelter
  - MPE signed off on the foundation alterations;
  - Request for updated estimate on columns and beams sent to Mountain View Precast, awaiting response.
- Library Barrier Free Washrooms.
  - Request for Tenders (RFT) developed, Public Works staff reviewed, sent to Library Washroom committee for review – awaiting comments.

## 3) Manager's Reports

- Water and Wastewater Treatment Plants.
  - Plants running well;
  - Performing the daily tests for compliance and process optimization;
  - Regular equipment service and maintenance as well as repairs and paperwork.
- Public Works
  - Flushing Sewer lines
  - Grading roads and adding gravel to 3rd Ave and 1st street;
  - Finishing the New Building;
  - 2nd Ave sidewalk Project starting to do more sections again;
  - Finished Painting lines sidewalks and curbs and handicap areas;
  - Redoing the parking lot at the new town office.
  - First Aid course was taken by half of the public works staff the other half will be taking it in May.
- Recreation
  - Parks are all winterized;
  - Arena opened Friday, September 28<sup>th</sup>;
  - Condenser water pump went down - new pump at a cost of \$2,400.00 it has been ordered;
  - OH&S did their inspections in the arena and staff have updated everything to their codes.

4) **Information Items**

➤ None.

5) **Other**

➤ None.

Respectfull

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Albert Sandberg,  
Director of Operations



# Protective Services MONTHLY REPORT TO COUNCIL August 2018

DATE: July/August 31, 2018  
FROM: Scott Donselaar

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## 1) Meetings

- An Officer attended the Traffic Safety Committee Meeting

## 2) Current Projects/Upcoming Projects/Proposed Projects

- An Officer Participated in the providing service to the South Country Fair
- Officers continued with the new mandate
- Officers were able to address concerns regarding problem canines in the community as residents who had complained came forward with statements and details of the offences
- An Officer began updated the Community Emergency Management Plan
- An Officer began to initiate developing the Evacuation Plan – A work group will be struck to have input from the agencies which have information that can be valuable and will be most affected by evacuation protocols
- Officers continued with the new mandate
- Use of the Behavior Bylaw to give persons suffering from Substance Abuse Issues is reported to have seen between 12 to 18 percent of people successfully complete treatment and have their charges withdrawn as a result; as reported by the Bylaw Prosecutor

## 3) Information Items

- Evacuation planning has commenced for the Emergency Management Plan. Business Continuity Planning will commence in 2019
- CPO 1 is arranging for two staff to attend Alberta Emergency Alert Training in October
- CPO 1 has booked the CEMP Review to coincide with the Committee Meeting November 29<sup>th</sup>
- CPO 1 is arranging for Emergency Operations Center Training in the New Office to now follow the CEMP Review

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Scott Donselaar,  
Peace Officer  
Deputy Director of Disaster Services