



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MAY 25, 2015  
AGENDA

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

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING MINUTES MAY 11, 2015

**ACTION ITEMS:**

1. CORRES: Seniors Advisory Council for Alberta  
RE: Seniors' Week June 1-7, 2015
2. CORRES: Workers' Compensation Board Alberta  
RE: 2014 Surplus Distribution
3. CORRES: Alberta South West  
RE: Broadband Motion to AUMA
4. CORRES: Claresholm Farmer's Market Society  
RE: Returning Items to the Agenda
5. REQUEST FOR DECISION: Preliminary Engineering: Project 1 – 2015 Drainage Improvements
6. REQUEST FOR DECISION: Harvest Square Tenders
7. REQUEST FOR DECISION: 49<sup>th</sup> Avenue West Paving
8. REQUEST FOR DECISION: Curb and Gutter Overpayment
9. REQUEST FOR DECISION: TRAVIS M.J Agreement
10. REQUEST FOR DECISION: Canada 150 Community Infrastructure Program
11. REQUEST FOR DECISION: Regular Council Meeting Dates – July & August 2015
12. POLICY #PROT 05-15 – Fire Department Pay Increases
13. INFORMATION BRIEF: Golf Course Bridge
14. INFORMATION BRIEF: CAO Report
15. INFORMATION BRIEF: Council Resolution Status
16. ADOPTION OF INFORMATION ITEMS
17. IN CAMERA: Claresholm RCMP; Airport; Land

**INFORMATION ITEMS:**

1. Claresholm & District Chamber of Commerce Regular Meeting Minutes – April 21, 2015
2. Chinook Arch Library Board Financial Statements 2014 and Annual Report Highlights
3. Porcupine Hills Lodge Regular Meeting Minutes – April 7, 2015

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
MAY 11, 2015

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

**COUNCIL PRESENT:** Mayor Rob Steel; Councillors: Jamie Cutler, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O’Neill.

**REGRETS:** Councillor Chris Dixon

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson, Secretary-Treasurer: Karine Wilhauk.

**MEDIA PRESENT:** Rob Vogt, Claresholm Local Press.

**CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor Rob Steel.

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

**MINUTES:** **REGULAR MEETING – APRIL 27, 2015**  
Moved by Councillor Cutler that the Regular Meeting Minutes of April 27, 2015 be accepted as presented.  
**CARRIED**

**ACTION ITEMS:**

**1. BYLAW #1604: Mill Rate Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor Cutler to give Bylaw #1604 regarding the 2015 Mill Rates, 2<sup>nd</sup> Reading.  
**CARRIED**

Moved by Councillor Ford to give Bylaw #1604 regarding the 2015 Mill Rates, 3<sup>rd</sup> & Final Reading.  
**CARRIED**

**2. BYLAW #1605: Special Tax Levy Bylaw**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor O’Neill to give Bylaw #1605 regarding a Special Tax Levy, 2<sup>nd</sup> Reading.  
**CARRIED**

Moved by Councillor McAlonan to give Bylaw #1605 regarding a Special Tax Levy, 3<sup>rd</sup> & Final Reading.  
**CARRIED**

**3. BYLAW #1606: Special Tax Levy Bylaw**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor McAlonan to give Bylaw #1606 regarding a Special Tax Levy, 2<sup>nd</sup> Reading.  
**CARRIED**

Moved by Councillor Cutler to give Bylaw #1606 regarding a Special Tax Levy, 3<sup>rd</sup> and Final Reading.  
**CARRIED**

**4. CORRES: John Barlow, MP Macleod**  
**RE: National Health and Fitness Day**

MOTION #15-034 Moved by Councillor Ford to proclaim the first Saturday June National Health and Fitness Day in the Town of Claresholm.  
**CARRIED**

**5. CORRES: Oldman Watershed Council**  
**RE: 2015 Donation**

MOTION #15-035 Moved by Councillor Cutler to support the Oldman Watershed Council with a donation of \$1,295 for the 2015 year.  
**CARRIED**

**6. CORRES: Alberta SouthWest Regional Alliance**  
**RE: Invitation to Annual General Meeting – June 3, 2015**

Received for information.

**7. REPORT: Alberta Urban Municipalities Association**  
**RE: Recommendations for Change to Municipal Legislation Dealing with Amalgamation and Annexation**

Received for information.

**8. CORRES: Claesholm Farmers Market Society**  
**RE: Wednesday Farmer's Markets**

MOTION #15-036 Moved by Councillor Cutler to deny the request of the Claesholm Farmers Market Society to waive the fees for use of the arena for the Wednesday Farmer's Markets in the 2015 season.

**CARRIED**

**9. REQUEST FOR DECISION: MD Fire Truck Agreement**

MOTION #15-037 Moved by Councillor Ford to sign the Fire Truck Agreement with the MD of Willow Creek as presented, and to direct Administration to begin discussions with the MD of Willow Creek to develop a proposal for the best model for emergency services going forward.

**CARRIED**

**10. REQUEST FOR DECISION: Non-Profit Society Liability Insurance**

MOTION #15-038 Moved by Councillor McAlonan to direct Administration to continue following Policy #GA 09-07(b) with an amendment to add the Claesholm Senior's Drop-in Centre to the list of groups to be reimbursed, and to include the insurance coverage costs in future operating budgets.

**CARRIED**

**11. REQUEST FOR DECISION: Organizational Structure**

MOTION #15-039 Moved by Councillor Cutler to approve the Town of Claesholm Organizational Structure as presented.

**CARRIED**

**12. REQUEST FOR DECISION: Letter to Livingstone Range School Division**

MOTION #15-040 Moved by Councillor Fieguth to write a letter to Livingstone Range School Division stating that the Town of Claesholm is prepared to take possession of the old Elementary School located at 5318 - 2nd Street West for the sum of \$1.00, subject to confirmation of ownership by the Town or removal of the playground equipment.

**CARRIED**

**13. INFORMATION BRIEF: Park Maintenance 2015 Schedule**

Received for information.

**14. INFORMATION BRIEF: Council Resolution Status**

Received for information.

**15. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Fieguth to adopt information items as presented.

**CARRIED**

Moved by Councillor Ford that this meeting go In Camera.

**CARRIED**

Moved by Councillor McAlonan that this meeting come out of In Camera.

**CARRIED**

MOTION #15-041 Moved by Councillor Cutler to approve the Non-Union Wage Grid as presented.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that this meeting adjourn at 8:37 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**

RECEIVED

MAY 13 2015

JUNE 1-7



Since 1986, Alberta has encouraged communities and organizations to come together and honour seniors for their many contributions to our province. This year, Seniors' Week is June 1-7, 2015.

Enclosed you will find a Municipal Proclamation designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities.

If you have not already done so, please register your Seniors' Week events using the Alberta Culture Calendar, visit [www.culture.alberta.ca/events](http://www.culture.alberta.ca/events), click on Submit Event, and enter your event under the Seniors' Week category in the drop down menu.

Don't miss this opportunity to join municipalities across Alberta in celebrating Seniors' Week 2015!

Alberta



# Proclamation

## Seniors' Week 2015

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby proclaim June 1 – 7, 2015, to be “Seniors’ Week.”

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2015,

in \_\_\_\_\_.

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Mayor/Reeve

The word "Alberta" is written in a white, cursive script font. A small yellow square is placed at the end of the word, to the right of the letter 'a'.

Alberta



Workers'  
Compensation  
Board

Office of the President and Chief Executive Officer

Alberta

**Guy R. Kerr**  
President and  
Chief Executive Officer

PO Box 2415  
Edmonton, Alberta T5J 2S5

Tel: 780-498-3999  
Fax: 780-498-7999

RECEIVED

MAY 15 2015

May 2015

Dear Employer:

**Re: 2014 Surplus Distribution**

Better-than-expected return on investments combined with positive operating results in 2014 means you, along with other eligible Alberta employers, are receiving a surplus distribution rebate cheque. Be assured that WCB is fully funded in order to safeguard worker benefits into the future.

**Sharpen your safety focus in 2015**

Working together, we have created one of the most stable and cost-effective compensation systems in the country. We encourage you to continue making your workplace, and Alberta, even safer.

The surplus distribution rebate provides you with an excellent opportunity to invest even more into your safety and return-to-work programs. We encourage you to continue working with your safety association, earn or maintain a Certificate of Recognition (COR) and participate in the Partnerships in Injury Reduction (PIR) program. More details on these programs can be found in the *WCB for Employers* section of WCB's website at [www.wcb.ab.ca](http://www.wcb.ab.ca).

Additional information about the surplus distribution is located on our website at [www.wcb.ab.ca/pdfs/employers/EFS\\_Surplus\\_distribution.pdf](http://www.wcb.ab.ca/pdfs/employers/EFS_Surplus_distribution.pdf). If you have questions after reviewing this information, please contact us at 780-498-3999 or 1-866-922-9221.

Sincerely,

Guy R. Kerr  
President & CEO

Enclosure


SURPLUS DISTRIBUTION CHEQUE DATE: May/11/2015

Cheque No. 6515301

Industry	Gross Amount	Deductions	Deduction Reason	Net Dividend	Exclusion Reason
95101	9,084.90	-129.01	AMHSA	8,955.89	
Totals	9,084.90	-129.01		8,955.89	
Applied to Account				0.00	
Cheque Amount				8,955.89	

Deduction Reasons :

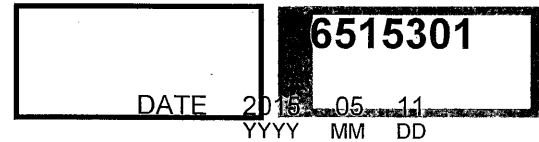
AMHSA Alberta Municipal Health & Safety Association - Phone Number: 587-952-2267

	Account Number	Cheque Amount
	5826	8,955.89

F - 236 - REV MAY 2011



TD CANADA TRUST  
148 EDMONTON CITY CENTRE EAST  
EDMONTON, ALBERTA T5J 2Y8  
82389-004



Pay EIGHT THOUSAND NINE HUNDRED FIFTY-FIVE AND 89/100 DOLLAR

To The Order Of

\$ 8,955.89

TOWN OF CLARESHOLM  
221 - 45 AVE WEST  
PO BOX 1000  
CLARESHOLM AB T0L 0T0

005669

CUSTOMER SVC & RISK MGMT

WORKERS' COMPENSATION BOARD

PER:

PER:

THIS CHEQUE CONTAINS MULTIPLE SECURITY FEATURES. SEE REVERSE FOR DETAILS.

⑈ 6 5 1 5 3 0 1 ⑈ ⑆ 0 1 4 8 9 ⑈ 0 0 4 ⑆

⑈ 8 3 0 3 ⑈



**From:** Bev Thornton [<mailto:bev@albertasouthwest.com>]

**Sent:** May-20-15 2:52 PM

**To:** Barney Reeves; Barney Reeves2; Beryl West; Bill Peavoy; Blair Painter; Dennis Gillespie; Garry Marchuk; John Connor; John Connor2; Jordan Koch; Kathy Wiebe; Lloyd Kearn; Maryanne Sandberg; Monte Christensen; Ron Davis; Shelley Ford; Tammy Rubbelke; Trish Hoskin; Warren Mickels; Chad Parsons; Cindy Cornsiah; Cindy Vizzutti; Clayton Gillespie; David Connauton; Greg Brkich; Janet Edwards; Jeff Shaw; Kariniesha Gordon; Kevin Miller; Laurie Wilgosh; Marian Carlson; Murray Millward; Scott Barton; Sheldon Steinke; Wendy Kay

**Cc:** [pete.lovering@southgrow.com](mailto:pete.lovering@southgrow.com)

**Subject:** BROADBAND MOTION TO AUMA

**Importance:** High

Dear AlbertaSW Board and CAOs,

**ATTENTION: "Urban" municipalities**

TIGHT TIMELINE ON THIS .... but we are going to try!!!!!!!!!!!! :o)

- 1) Town of Raymond (A SouthGrow REDA community) is proposing a motion to AUMA asking simply that they form a Broadband Committee and work with the REDAs and communities to identify issues and move forward on an issue that is of critical importance to our communities. **RESOLUTION ATTACHED**
- 2) Town of Pincher Creek (an AlbertaSW REDA community) has seconded the motion. **MOTION ATTACHED.**

**REQUEST TO ALL OUR REDA URBAN COMMUNITIES:**

- 3) THAT as many of our communities as possible ...
  - a. each please **MAKE A MOTION TO SUPPORT THE ATTACHED RESOLUTION BEFORE MAY 31** and
  - b. **send advice of that motion to Pete Lovering** (Manager of SouthGrow REDA) who is copied on this e-mail.  
Pete will collect all the motions and forward to AUMA.
  - AUMA has been very helpful and willing to assist with assembling the resolution to include many communities.
  - The intent is for this resolution to go to the floor of the convention with a great deal of support right at the start.
  - This is a very unusual approach, and should be impactful.

**We expect that this, or a similar resolution, can also go forward to AAMDC,** and perhaps the result may be a joint AUMA/AAMDC Broadband initiative.

Thanks for anything you can do to help this along! Contact info for both Bev and Pete, below.

Bev Thornton, Executive Director  
Alberta SouthWest  
Box 1041  
Pincher Creek AB T0K 1W0  
403-627-3373  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

Pete Lovering, SouthGrow Manager  
P.O. Box 27068  
Lethbridge, AB T1K 6Z8  
403-394-0615  
[pete.lovering@southgrow.com](mailto:pete.lovering@southgrow.com)

**Resolution Title: Review of Broadband Internet Availability in Alberta**

**WHEREAS** establishing a fibre optic network is essential for the provision of high speed internet services within the Province of Alberta and is a key element for future economic development and community sustainability, and

**WHEREAS** the Province of Alberta has invested in a fibre optic system that covers the Province of Alberta, and

**WHEREAS** the cost of access to Alberta's fibre optic system continues to be cost-prohibitive to many urban and rural municipalities, and

**WHEREAS** many communities continue to be underserved by other high speed internet providers, and

**WHEREAS** Alberta SouthWest and SouthGrow Regional Alliances have studied and identified the lack of adequate internet speeds as a major deterrent to the future development of Alberta, and

**WHEREAS** Strategy 4.2 of the Rural Economic Development Action Plan released in October 2014 specifically has 4 action steps to be undertaken to enhance technology infrastructure

**NOW THEREFORE BE IT RESOLVED** that the Alberta Urban Municipalities Association:

1. Establish a separate committee on Broadband to emphasize the importance of this issue;
2. Work with REDA's and other organizations with similar objectives to advocate for affordable fibre optic internet access to all Albertans;
3. Continue to press the Alberta Government to move forward with a Broadband Policy that addresses the Action steps in 4.2 of REDAP.

Sponsored By: The Town of Raymond

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_



# TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0

PHONE: 403-627-3156 FAX: 403-627-4784

e-mail: [reception@pinchercreek.ca](mailto:reception@pinchercreek.ca)

web page: [www.pinchercreek.ca](http://www.pinchercreek.ca)



Town of Raymond  
Box 629  
Raymond, AB  
T0K 2S0

May 12, 2015

Mayor George Bohne,

Please be advised that Council for The Town of Pincher Creek passed the following resolution at the May 11, 2015 regular Council Meeting;

*That Council for the Town of Pincher Creek supports and agrees to second the proposed resolution sponsored by the Town of Raymond for the Review of Broadband Internet Availability in Alberta, which will be proposed at the AUMA Convention in September 2015.*

Trusting this information to be in satisfactory order however, should you have any questions or concerns, please don't hesitate to contact the undersigned.

Yours truly,

Laurie Wilgosh  
Chief Administrative Officer/LGA  
Town of Pincher Creek

lg

cc. Alberta SouthWest

Claresholm Farmers Market Society  
Box 1197  
Claresholm, Alberta  
T0L 0T0

MAY 21 2015

May 20, 2015

TOWN OF CLARESHOLM  
Mayor and Town Council

We are writing again to ask the Mayor and Town Council to consider reducing the rental fee for the markets this summer. As a non profit Society in this tight economy we are not trying to make a profit but cover our expenses and provide a valuable service to the residents of Claresholm and area. We have rented the Arena since 1984 and hope to continue this arrangement.

We want to reassure you that we are not a business operation, we do not have a business license or pay taxes, we are not in competition with any business in town. Once a week we open the doors at the arena and provide the tables and chairs needed to have a safe indoor market. Many vendors are local residents and are very dedicated to our market.

We work with the Health Department to improve the safety of the products being sold. Food vendors need a Food Handlers Permit. The 4 H operate the coffee and cake counter and have to prepackage the individual cake and cookies at home before it can be sold at their table.

The big draw to our market is our locally grown fresh vegetables, always picked the morning of the market - the fruit and vegetable truck comes from BC (with many different and unusual kinds of peppers, vegetables and fruits. . Honey and eggs are local also. Some other things you may see at the market are: fresh buns, pies, loaves, jams, cookies cupcakes, perogies, lefsa, kettle corn, BC Cherries, strawberries, knitting, sewing, clothing, material, baby quilts, sweaters from Peru, cards and scrap-booking, Jewelry and coin collecting, magnetic jewelery, hats, organic meats, sausage and steak, plants, flowers, knitted slippers, tupperware, candles, paintings, room fresheners, soap and bath salts, community bake tables, and many other products not always available in town

The market has made financial donations to the local Food Bank- \$1000.00 and \$4000.00 to the 3 hospitals which has been a help to the residents and our community.

We appreciate your consideration and hope to meet with you at the next council meeting. We want the opportunity to answer any questions you may have.

Yours truly,



Barbara Uhl- sec-tres 623 2298  
Irene Gladstone Manager 625 3392

TOWN OF CLARESHOLM  
POLICY

POLICY # COUN 12-03

REPLACING POLICY # \_\_\_\_\_

EFFECTIVE DATE: December 15, 2003

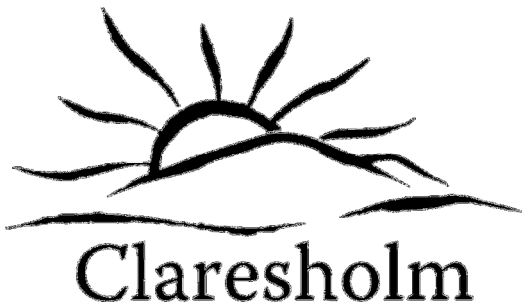
SUBJECT: RETURNING ITEMS TO THE AGENDA

DEPARTMENT: Executive

DATE PASSED: December 15, 2003

PURPOSE: To establish a directive concerning how and when items can reoccur on the agenda.

- POLICY:
1. Items which have been placed on the Council Agenda and voted upon at a Regular or Special Council Meeting shall not reappear on a subsequent agenda unless a 90 day period has passed.
  2. Policy item 1. may be waived if Council unanimously votes to allow an agenda item to reappear within the 90 day period.



# REQUEST FOR DECISION

Meeting: May 25, 2015  
Agenda Item: 5

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## PRELIMINARY ENGINEERING: PROJECT 1 – 2015 DRAINAGE IMPROVEMENTS

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### **DESCRIPTION:**

Administration is seeking Council's approval to proceed with preliminary engineering on the above noted project to enhance the Town's application for funding under the Alberta Community Resilience Program.

### **BACKGROUND:**

Associated Engineering is assisting the Town of Claresholm with preparation of an application to the Alberta Community Resilience Program for Phase 1 of the Stormwater Management Plan upgrades. The deadline for application for funding is September 30, 2015. As noted in the attached documentation, Associated Engineering, the engineers on this project, have been in contact with the Southern Alberta Program Coordinator for this funding. It was suggested by the coordinator that an application with preliminary engineering costs would be looked on more favourably than those projects without preliminary engineering completed.

To show the Town's commitment to following through with this project, both to residents and to the funding body, it is imperative that preliminary engineering takes place. Council has committed to improving storm drainage in our community since the flooding event of June 2014, and this preliminary engineering is another step in the process.

### **COSTS / SOURCE OF FUNDING:**

As part of capital budgeting, the Town has projected a start date of 2016 for Phase 1 of the Stormwater Management Master Plan, subject to grant funding being approved.

The cost for the preliminary engineering to prepare documents to support the Town's funding application is \$40,500 plus GST. These funds could come from Capital General Reserves. Once funding is approved under the program, the preliminary engineering costs would become part of the eligible costs of the project funding and would be reimbursable.

### **RECOMMENDED ACTION:**

Council pass a motion to approve the preliminary engineering on Project 1 – 2015 Drainage Improvements, put forth by Associated Engineering as presented.

### **PROPOSED RESOLUTION:**

- Moved by Councillor \_\_\_\_\_ that whereas applications for funding through the Alberta Community Resilience Program which include preliminary engineering plans will be looked on more favourably; and whereas the preliminary engineering costs would become part of the eligible costs for the project funding, therefore be it resolved to proceed with the preliminary engineering on Project 1 – 2015 Drainage Improvements, put forth by Associated Engineering in the amount of \$40,500 plus GST, with funds allocated from Capital General Reserves.

ATTACHMENTS:

- 1.) Proposal from Associated Engineering – May 13, 2015

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 20, 2015

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MAY 15 2015

Associated Engineering Alberta Ltd.  
#1001, 400 - 4th Avenue South  
Lethbridge, Alberta, Canada T1J 4E1

TEL 403.329.1404  
FAX 403.329.4745  
www.ae.ca

May 13, 2015

File: 2014-3032.P.02.00

Ms. Marian Carlson  
CAO  
Town Claresholm  
221 - 45th Avenue West  
Box 1000  
Claresholm, AB T0L 0T0

**Re: TOWN OF CLARESHOLM  
PROJECT 1 – 2015 DRAINAGE IMPROVEMENTS**

Dear Ms. Carlson:

Further to our previous discussions regarding the application for funding through the Alberta Community Resilience Program, we have prepared a budget for preliminary engineering services.

Preliminary engineering is one of the requirements for the funding application. In our recent meeting with Ms. Micaela Gerling (Southern Alberta Program Coordinator for Alberta Community Resilience Program), she noted that applications for projects which included preliminary engineering plans would be looked at more favourably. She also noted that the preliminary engineering costs would become part of the eligible costs of the project funding.

For the Town's application for funding of Project 1 – 2015 Drainage Improvements we propose a lump sum fee budget of \$40,500.00 (GST not included) for preliminary engineering to prepare documents as support for the Town's funding application.

The overall cost estimate for Project 1 – 2015 Drainage Improvements is \$5,310,000.00 and the anticipated total overall engineering fees for a project of this size would be in the order of \$400,000.00 to \$600,000.00.

The scope of our preliminary engineering work will involve:

- The preliminary sizing of the stormwater pond,
- Preliminary design of the stormwater pond elevations and inlet and outlet control structures,
- Preparation of conceptual plans of the stormwater pond,
- Preliminary upgrades of the 8<sup>th</sup> Street West ditch,
- Preliminary design of the routing of the 8<sup>th</sup> Street West ditch into the stormwater pond,
- Preliminary upgrades of the Frog Creek Drain immediately south of the stormwater pond





Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

May 13, 2015  
Ms. Marian Carlson  
Town Claresholm  
- 2 -

We are available to commence on the preliminary engineering immediately upon your acceptance of this proposal.

Should you require further information in regards to our fee and summary of work, please do not hesitate to contact the undersigned at 403-329-1404.

Yours truly,

**ASSOCIATED ENGINEERING ALBERTA LTD.**

A handwritten signature in blue ink, appearing to read 'D. Schalk', with a long horizontal line extending to the right.

Darryl Schalk, R.E.T., P.L. (Eng.)  
Project Manager

A handwritten signature in blue ink, appearing to read 'G. Kaupp', with a long horizontal line extending to the right.

Greg Kaupp, C.E.T.  
Division Manager, Lethbridge & Medicine Hat

DM/kw

cc: Mr. Mike Schuweiler, Town Superintendent.



# REQUEST FOR DECISION

Meeting: May 25, 2015  
Agenda Item: 6

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## HARVEST SQUARE INFRASTRUCTURE TENDER SUMMARY

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**DESCRIPTION:** Harvest Square:

- Lots 1-16, Block 1, Plan 1014361
- Lots 1-22, Block 2, Plan 1014361
- Lots 1-20, Block 3, Plan 1014361

**BACKGROUND:**

Policy #GA 02-15 states *“purchasing shall follow guidelines set out in the New West Partnership Trade Agreement for purchases of goods and services over \$75,000 and construction services over \$200,000.”*

The Town of Claresholm has received an summary for infrastructure work to be completed by the Town of Claresholm, at the location noted above, as per the Development Agreement signed March 12, 2015. The estimates have exceeded the budget of \$514,400 for this project substantially. Four tenders were received at \$759,370.00, \$830,647.00, \$648,885.00, and \$773,345.00, each having the additional engineering costs of \$46,800.00. Below is a summary of possible actions that Council may review and approve in order to move forward with this project.

**POSSIBLE ACTIONS:**

- 1) Council can accept the lowest bid tender of \$698,885.00 + engineering of \$46,800.
- 2) Additional options may be to remove the back-graded section (see attached picture) & lift station building to save \$145,000. When the Engineer was preparing the estimate for budget purposes, an onsite inspection revealed there is a section of the sanitary main that is back-graded and so the replacement of that section of pipe was included in the tender. Even with these changes the project would still be over budget, and the back-graded issue would still need to be addressed in the future.
- 3) The Engineer suggested that the contract could be split into five parts (five hired sub-contractors) and pre-ordering more items with the Town of Claresholm assuming the general contractor role with the additional \$30,000 engineering costs for project management. The estimated cost would still bring the project in over budget by about \$30,000. There is also some uncertainty as to the actual tendered costs for the sub-contracts. One other concern is that this may open up the Town of Claresholm to a challenge of the New West Partnership Agreement as it may appear that we have circumvented the process by breaking the overall project into smaller pieces.
- 4) Council may direct Infrastructure Services to remove the portions of the project that can be done in house (Town of Claresholm Infrastructure Services to complete), pre-order all materials to eliminate mark-up on products, and re-tender the remaining portion of the work (according to Policy GA# 02-15). It is anticipated that this will bring the project budget more in line.

**RECOMMENDED RESOLUTION:**

Infrastructure recommends Council pass a motion to accept action #4 - remove the portions of the project that can be done in house (Town of Claresholm Infrastructure Services to complete), pre-order all materials to eliminate mark-up on products, and re-tender the remaining portion of the work (according to Policy GA# 02-15).

**PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to accept the recommended action to remove the portions of the Harvest Square Sanitary Sewer Lift Station project that can be done in house (Town of Claresholm Infrastructure Services to complete), pre-order all materials to eliminate mark-up on products, and re-tender the remaining portion of the work (according to Policy GA# 02-15).

Attachments:

- 1) Harvest Square Sanitary Lift Station Site & Location Plan

Applicable Legislation:

- 1) Policy #GA 02-15 – Purchasing & Tendering

PREPARED BY: Mike Schuweiler – Director of Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 21, 2015

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# REQUEST FOR DECISION

Meeting: May 25, 2015  
Agenda Item: 7

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## 49 AVE W (LIBRARY ROADWAY) PROJECT COMPLETION

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### **DESCRIPTION:**

Cicon Engineering has re-assessed the remaining work to be completed on the 49 Ave W project. It was discovered that the old asphalt has failed in numerous locations. With the exception of one, these failures didn't present themselves last fall. The engineers recommendation is that the total asphalt road be removed/ repaired and re-paved instead of the overlay originally proposed. This is due to the fact that there is no proper road base currently under the pavement and replacing the pavement alone will not last as long as if the structure is redone prior to re-paving.

This additional work will put the project \$24,000.00 over the original budget of \$117,000. The asphalt will be required to be removed from the street, a new base, core and structure put in and re-paving done to fix the road condition and ensure longevity. Additional Funds are still available from the original approval from the Basic Municipal Transportation Grant (BMTG) to cover this overage.

The contractor has confirmed that they would be available to begin the work within the next 2 weeks with a 1 to 2 week window for completion (subject to to weather).

### **RECOMMENDED ACTION:**

Infrastructure recommends according to the engineers findings that Council pass a motion to complete the 49 Ave West roadway structure, base and overlay with the additional project increase funded from BMTG.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to complete the 49 Ave West roadway structure, base and overlay with the additional project increase of \$24,000 to be funded from BMTG.

#### Attachments:

- 1) N/A

#### Applicable Legislation:

- 1) N/A

PREPARED BY: Mike Schuweiler – Director of Infrastructure Services

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 21, 2015

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# REQUEST FOR DECISION

Meeting: May 25, 2015  
Agenda Item: 8

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## CURB AND GUTTER OVERPAYMENT

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### **BACKGROUND / DESCRIPTION:**

In the course of a review of the current Local Improvement Bylaws, it was discovered there was an overpayment in collection of the Curb and Gutter Improvement referred to in Bylaw #1465.

In 2005, two of the properties, namely Roll #'s 12089000 and 12090000, also described as Lots 4-5, Block 4, Plan 8510082, had a prepayment made on them for the Curb and Gutter Improvement. This was not reflected when the Bylaw #1465 was implemented on a yearly payment schedule.

At the March 23, 2015 Council meeting, a resolution was passed to refund the overpayment of \$4,143.21 from the Curb and Gutter Bylaw #1465 to Viper Oilfield Services. Further to Viper Oilfield Services receiving the letter and cheque for the refund, the owner contacted Administration requesting interest on the overpayment due to the length of time the Town had held the prepayment.

The T-Bill interest rate at the ATB, paid over that period of time ranges from 0.25% to 3.6% and prior to 2014 the Town of Claresholm chequing account received 0.50%. The current rate of interest on the chequing account is 0.95%.

### **PROPOSED RESOLUTIONS:**

Administration recommends that due to the fact that the Town of Claresholm receives minimal interest on the chequing account and that the overpayment amount is less than an amount that would be invested in either a short term or long term investment, that Council pass a motion to pay 0.50% annual interest on the overpayment for curb and gutter by Viper Oilfield Services.

### **RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ that whereas the Town of Claresholm receives minimal interest on the chequing account and that the overpayment amount of \$4,143.21 is less than an amount that would be invested in either a short term or long term investment, that the Town pay 0.5% annual interest on the overpayment for curb and gutter by Viper Oilfield Services from 2005 to 2014.

PREPARED BY: Marian Carlson, CLGM - CAO

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 19, 2015

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# REQUEST FOR DECISION

Meeting: May 25, 2015  
Agenda Item: 9

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## TRANSPORTATION ROUTING & VEHICLE INFORMATION SYSTEM

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### **DESCRIPTION / BACKGROUND:**

The Town of Claresholm has been in contact with Alberta Transportation in regards to the Transportation Routing and Vehicle Information System (TRAVIS). This software is designed to manage the business of issuing and maintaining overweight truck permits for provincial and municipal roads. The opportunity to have all oversize load application in a free, user-friendly database with capability to manage you own road rules is sure to provide more control to municipal infrastructure. The Town of Claresholm is currently not a participant in the TRAVIS Multi-Jurisdiction permitting system.

The provincial permit fee is charged by the province for overweight x kilometers travelled on municipal roads. The province collects this fee and distributes it to the municipality quarterly. Each municipality has the option of charging a fixed fee, which is decided by the municipality and must be stated in your traffic bylaw. This would also be collected by the province and distributed with the quarterly provincial permit fee.

### **POTENTIAL PERMIT REQUIREMENTS / STANDARDS:**

The municipality has the option of listing additional conditions for permits such as notification periods, routes, etc. These would be stipulations which are identified in the Municipal Traffic Bylaw. Some municipalities have additional requirements, while others have none and simply go by the rules that the Province puts on the permit.

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

This program is available to all municipalities free of charge. Currently TRAVIS has attained 79% participation of Alberta municipalities and encourages all municipalities to sign on. Administration feels it would be beneficial to participate in this program as presented without any further restrictions at this time.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to sign the Memorandum of Agreement with Alberta Transportation for participation in the TRAVIS program as presented.

### **ATTACHMENTS:**

- 1) Memorandum of Agreement

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PREPARED BY: Mike Schuweiler – Director of Infrastructure Services & Jason Hemmaway – Bylaw Officer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 20, 2015

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## Memorandum of Agreement

The Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015

Between:

Her Majesty the Queen in right of Alberta  
as represented by the Minister of Transportation  
(hereinafter, the "Province")

-and-

\_\_\_\_\_  
(hereinafter, the "Municipality")

### Background

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry's need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

#### **1.0 DEFINITIONS AND INTERPRETATION**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

"Agreement" means this Memorandum of Agreement;



“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

**1.2 Section Numbers** - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Entire Agreement** - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2.0 TERM**

**2.1 Initial Term** – This Agreement will be in effect for a term of five (5) years, commencing on April 1, 2014 and expiring on March 31, 2019 (the “Term”), unless sooner terminated in accordance with this Agreement.

**2.2 Renewal** – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of five (5) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

### **3.0 THE MUNICIPALITY'S RESPONSIBILITIES**

**3.1 Permit Applications** – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

**3.2 Permit Approvals** – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

**3.3 Data** – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

**3.4 Restriction on other Fees** – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

**3.5 Road Damage Charges** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

**3.6 Road Use Agreements** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

**3.7 Use of Contractor** – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

**3.8 Changes to Fees** – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months' prior to such change taking effect.

### **4.0 PROVINCE'S RESPONSIBILITIES**

**4.1 Operation and Maintenance** – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

**4.2 Access** – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

**4.3 Training and Support** – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

**4.4 Fee Schedule** – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

## **5.0 COLLECTION AND PAYMENT OF FEES**

**5.1 Fixed Municipal Fee** – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

**5.2 Variable Fee** – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

**5.3 Payment of Fees to Municipality** – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

**5.4 Applicant Cooperation** - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

**5.5 GST** - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

## **6.0 FEES DISPUTE**

**6.1 Dispute Notification** – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

## **7.0 COMMUNICATION**

**7.1 Announcements** – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

**7.2 Disclosure** – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

**7.3 Freedom of Information and Protection of Privacy Act** – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

**7.4 Use of Information** – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

**7.5 Information Security** – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

**7.6 Third Party Requests** – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

**7.7 Notification** – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

## **8.0 TERMINATION**

**8.1 Termination** – This Agreement may be terminated as follows:

(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

**8.2 Effect of Termination** – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

## **9.0 NOTICE**

**9.1 Notices** - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Kim Durdle  
Director, Transport Engineering  
Transportation  
4th fl Provincial Building  
4920 - 51 Street  
Red Deer, AB  
T4N 6K8

Fax: 403 340-5092

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

## **10.0 INDEMNITY AND LIABILITY**

**10.1 Municipal Indemnity** – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality's employees or agents.

**10.2 Provincial Indemnity** – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province's employees or agents.

**10.3 Survival** – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

**10.4 Errors and Omission** – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

**10.5 Damage** – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

## **11.0 DISPUTE RESOLUTION**

**11.1 Consultation** - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

**11.2 Reference to Senior Officials** – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

## **12.0 GENERAL**

**12.1 Amendment and Waiver** - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

**12.2 Additional Assurances** - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

**12.3 Assignment** - The Municipality may not assign this Agreement or any right or benefit under it.

**12.4 Alberta Law applies** - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

Her Majesty the Queen in right of Alberta  
as represented by the Minister of Transportation

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date





# REQUEST FOR DECISION

Meeting: May 25, 2015

Agenda Item: 10

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## CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

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### **DESCRIPTION:**

A new program has been announced by the Canadian Government “to rehabilitate and improve existing community infrastructure.”

### **BACKGROUND:**

On May 20, 2015, Administration received the attached information from MP John Barlow’s office regarding a new program announced by the federal government. Aiming to celebrate Canada’s 150<sup>th</sup> Birthday, this program fits perfectly into the plans of the Town of Claresholm for the new Multi-use Community Building and Town Hall.

### **COSTS/ SOURCE OF FUNDING:**

There is no extra cost to the Town to apply for this funding.

### **RECOMMENDED ACTION:**

1. Council pass a resolution to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to apply for funding under the Canada 150 Community Infrastructure Program for the Multi-use Community Building and Town Hall.

### **Attachments:**

1. Correspondence from the Honourable Michelle Rempel, Minister of State
2. Western Economic Diversification Canada handout

**Applicable Legislation:** Not applicable.

**Prepared By:** Karine Wilhauk, Secretary-Treasurer

**APPROVED BY:** Marian Carlson, CLGM, CAO

**DATE:** May 21, 2015



Tuesday May 19, 2015

Dear Colleagues,

As you are aware, Economic Action Plan 2015 created a new \$150-million dedicated infrastructure fund to improve existing community infrastructure in all regions of the country. With our Canada 150 Community Infrastructure Program, as part of the Government of Canada's coordinated approach to celebrating Canada's 150th anniversary of Confederation, we will invest in projects that celebrate our country's heritage, values, and optimism for the future.

On May 19, 2015, I announced that Western Economic Diversification Canada (WD) is accepting applications in Western Canada for the Canada 150 Community Infrastructure Program. More than \$46 million is available to support the rehabilitation, renovation and expansion of existing community infrastructure across Canada's western provinces. Detailed information is available at <http://www.wd-deo.gc.ca/eng/18872.asp>.

We encourage the submission of applications until the application deadline of June 17, 2015.

We have prepared some program information for your use, which is enclosed here. My office can provide further information as necessary. Please contact us at [mo@wd.gc.ca](mailto:mo@wd.gc.ca).

Thanks to this dedicated fund, Canadians from coast to coast to coast will be able to celebrate the values that bind us as a nation. These investments will help to create jobs while leaving a lasting legacy of improved community spaces. As Minister of State for Western Economic Diversification, I am extremely proud to be part of this historic celebration and look forward to witnessing the benefits of this program.

Sincerely,

The Honourable Michelle Rempel, P.C., M.P.  
Minister of State (Western Economic Diversification)



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

# Canada 150 Community Infrastructure Program



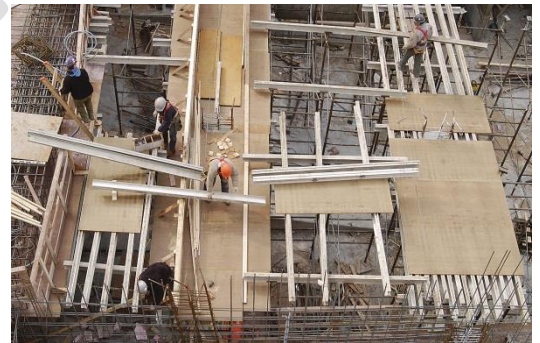
## WHAT IS THE CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM?

The Canada 150 Community Infrastructure Program is part of Canada 150 Celebrates, the Government of Canada's coordinated federal approach to celebrating Canada's 150<sup>th</sup> anniversary. The Program will support communities across Canada by investing \$150 million over two-years to rehabilitate and improve existing community infrastructure.

Canada's 150th anniversary of Confederation (Canada 150) is a key milestone in the life of this country and celebrations will be guided by the overarching theme of **"Strong. Proud. Free."** These celebrations represent a unique opportunity to deepen our sense of what it means to be Canadian, and reinforce our pride, national identity, unity and attachment to our country.

Under the theme *"Giving back to Canada"- shaping the future, leaving a lasting legacy and giving a gift to Canada*, the Canada 150 Infrastructure Program will support projects that rehabilitate existing community facilities across Canada and ensure a lasting legacy resulting from Canada 150.

Through Canada 150, the Government of Canada will provide a framework and investments designed to get Canadians involved, by actively contributing ideas and energy for national, regional or local events and initiatives. The Canada 150 Fund, launched on April 23, 2015, will allow the Government to make strategic investments in activities that support the Canada 150 vision and engage Canadians directly. This includes Community-driven events as well as Signature Initiatives that are national in scope. Under the Government of Canada's plan, Canadians will celebrate the achievements and successes of our great nation.



Western Economic Diversification Canada (WD), on behalf of the Government of Canada, will deliver the Canada 150 Infrastructure Program in Western Canada and will invest in projects which rehabilitate or enhance cultural and community infrastructure that help define a community's sense of place and that leave a lasting legacy in celebration of Canada 150.

## WHO CAN APPLY?

Organizations eligible to apply for funding under the Canada 150 Infrastructure Program include:

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible recipient listed above;
- A not-for-profit entity;



Canada

- A provincial or territorial entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards); and,
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

## WHAT PROJECTS ARE FUNDED THROUGH THE CANADA 150 INFRASTRUCTURE PLAN?

Examples of the type of community infrastructure that can be supported include:

- community centres (including legions);
- cultural centres and museums;
- parks, recreational trails such as fitness trails, bike paths and other types of trails;
- libraries;
- recreational facilities including local arenas, gymnasias, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- tourism facilities;
- docks;
- cenotaphs; and
- other existing community infrastructure for public benefit.

In Western Canada, preference will be given to cultural and community facilities (excluding basic municipal infrastructure such as roads, sidewalks, local airports, water and waste water, connectivity and broadband) that will leave a lasting legacy in celebration of Canada 150.

## WHEN CAN I APPLY?

WD will be accepting applications to the Canada 150 Infrastructure Program from **Tuesday, May 19, 2015 until Wednesday, June 17, 2015**.

The online application portal will close at **1:00 p.m. Pacific Standard Time/2:00 p.m. Mountain Standard Time/3:00 p.m. Central Standard Time on Wednesday, June 17**. All hardcopy applications must be post-dated June 17 to be eligible.

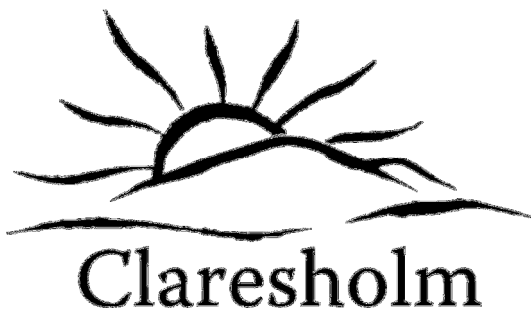
## HOW CAN I APPLY?

In Western Canada, the Canada 150 Infrastructure Program will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period, to submit their application.

Applicants are strongly encouraged to apply online. Please visit the WD website at <http://www.wd-deo.gc.ca/eng/18872.asp> for information or to apply.

No applications will be accepted outside the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be accessible and cannot be assessed by WD. Signing and submitting the application form does not constitute a commitment from WD for financial assistance.





# REQUEST FOR DECISION

Meeting: May 25, 2015

Agenda Item: 11

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## REGULAR COUNCIL MEETING DATES – JULY & AUGUST 2015

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### **DESCRIPTION:**

Administration is requiring Council's decision regarding the schedule of regular meeting dates for July and August 2015.

### **BACKGROUND:**

Each year, Claresholm Town Council typically only holds one meeting in each of the months of July and August. The summer months are typically quieter and usually Council business can be handled by only two meetings rather than four.

Setting the dates now will allow for sufficient time to provide notification to the public and allow staff and Council to plan their vacation around those dates.

### **DISCUSSION/OPTIONS:**

1. The time span between meetings should be kept the same from June to July, July to August, and August to September. Typically there is a span of no more than four weeks.
2. The last meeting in June is the 22<sup>nd</sup>. Suggested meetings for July and August are Monday, July 20<sup>th</sup> (four weeks) and Monday, August 17<sup>th</sup> (four weeks). It would then be four weeks to the next regular meeting in September, Monday the 14<sup>th</sup>.
3. Meeting dates in 2014 were Tuesday, July 15<sup>th</sup> and Monday, August 11<sup>th</sup>.
4. Meeting dates in 2013 were Monday, July 22<sup>nd</sup> and Monday, August 19<sup>th</sup>.
5. Meeting dates in 2012 were Monday, July 16<sup>th</sup> and Monday, August 13<sup>th</sup>.

### **COSTS/ SOURCE OF FUNDING:**

There is no extra cost for this action. It actually results in a cost savings in the reduction of time spent by Town Council at Council meetings.

### **RECOMMENDED ACTION:**

1. Council pass a resolution to set the regular Council meetings dates for the summer months to the proposed dates or two other dates recommended by Council.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to set \_\_\_\_\_ as regular Council meeting dates for the 2015 summer months.

### **Attachments:**

None.

**Applicable Legislation:** Not applicable.

**Prepared By:** Karine Wilhauk, Secretary-Treasurer

**APPROVED BY:** Marian Carlson, CLGM, CAO

**DATE:** May 20, 2015



# Policy #PROT 05-15

## Fire Department Pay Increases

Effective Date:

**PURPOSE:** Town of Claresholm is committed to rewarding its Volunteer Fire Department employees with compensation plans that recognize their contribution to the organization. As such, the intent of this policy is to outline the Town's compensation strategy with respect to salary and wage adjustments for the Town of Claresholm Volunteer Fire Department. This policy excludes the Fire Chief salaried position.

### DEFINITIONS

**Wage** is defined as a fixed regular payment earned for work or services, typically paid on an hourly basis.

**Pay bands** are a tool for managing individual wages and represents the range of salary opportunities available for jobs evaluated within a given band.

### POLICY

#### GUIDELINES

The Town recognizes that a fair compensation program, within budget parameters, is important in attracting and retaining individuals with the knowledge, skills and abilities required to meet and exceed their goals and objectives within the Town of Claresholm Volunteer Fire Department.

All volunteers are paid within the established wage bands for the job they are performing. Wage bands, for the Fire Department, will be reviewed annually and changes will be determined by the percentage change in the current C.U.P.E Local 3023 Collective Agreement with the Town of Claresholm.

#### PERFORMANCE MANAGEMENT

The Town of Claresholm's compensation program is designed to support the performance management process. Performance management focuses on defining mutual expectations, giving and receiving feedback and adjusting performance for continuous improvement and growth.

An individual's performance is one of the factors influencing compensation levels, along with other criteria including skills development, goal attainment, performance and contribution, etc.

## **DISCRETIONARY WAGE & SALARY ADJUSTMENTS**

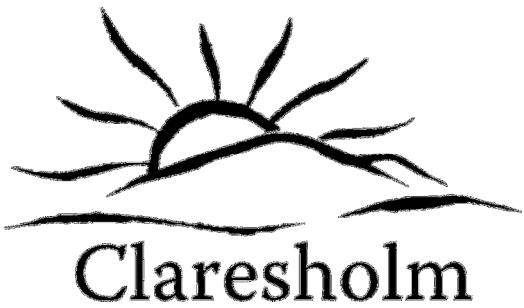
There may be circumstances in which a Volunteer Firefighter's wage should be permanently adjusted outside of the regular compensation progression or review process. In such cases, a recommendation may be submitted to the Town of Claresholm Chief Administrative Officer for presentation to council at his/her discretion.

## **ADMINISTRATION**

This document was created on April 30<sup>th</sup>, 2015 and is to be used as the Pay Increase Policy for Town of Claresholm Volunteer Fire Department and its employees (excluding the Fire Chief).

**RESOLUTION #:**

**EFFECTIVE DATE:**



# INFORMATION BRIEF

Meeting: May 25, 2015  
Agenda Item: 13

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## GOLF COURSE BRIDGE

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### **DESCRIPTION:**

A request has been submitted to Infrastructure Services by the superintendent of the golf course. They are requesting assistance with bridge repairs on hole #3. Infrastructure services have assessed the repairs required for the bridge. At this time, the repairs required are bigger than we are able to accommodate and this project has not been an approved budget project for 2015. Infrastructure Services is requesting direction from Council on how to proceed with this request.

### **BACKGROUND:**

This bridge was originally constructed by donated materials and volunteers, therefore in order to continue use of the bridge, I would recommend the safety status should be assessed by the appropriate authority. This bridge has shifted quite a bit over the years due to frost heaving and ditch erosion. Currently the bridge is leaning and is un-level.

In 2012, Public Works raised and leveled the bridge, filling in the bank erosion with concrete. The wooden structure that was leaning was straightened and gusseted at that time. A new support pad was poured under one end of the bridge deck and the bridge ramps were then repaved.

The ditch under the bridge has continuous water in it, due to high pond water levels. This is potentially causing the frost lifting problems during the winter months. The culverts, next to the bridge, are half full of water and have only half of their capacity available. This is creating an additional problem for the Town storm water. This culvert is the main storm water outfall and if the water levels remain this high, can affect how fast water backs up in our storm water system in Town especially during spring months.







The ditch under the bridge has continuous water in it, due to high pond water levels. This is potentially causing the frost lifting problems during the winter months. The culverts, next to the bridge, are half full of water and have only half of their capacity available. This is creating an additional problem for the Town storm water. This culvert is the main storm water outfall and if the water levels remain this high, can affect how fast water backs up in our storm water system in Town especially during spring months.

#### **POSSIBLE OPTIONS:**

1. Temporarily repair the existing structure by repeating what we had done in 2012. This is a short term fix as the existing bridge is poorly constructed (This would have to be added to the current infrastructure operating budget).
2. Suggest the Golf Course board apply for grant funding to rebuild the bridge properly. (However, the bridge is in need of immediate repairs, and/or safety inspection).
3. Add this project to the list for 2016 budget, while sourcing possible funding. (However, the bridge is in need of immediate repairs, and/or safety inspection).

The existing bridge should be replaced with a longer and wider bridge, and moved to the south of its current location. It should be set on pilings that are well below frost lines. The culverts should also be removed; this would assist with the Towns storm drainage system.

#### **Attachments:**

- 1) none

**PREPARED BY:** Mike Schuweiler – Director of Infrastructure Services

**APPROVED BY:** Marian Carlson, CLGM - CAO

**DATE:** May 21, 2015



# CAO REPORT

May 25, 2015

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

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## CAO

### **Emergency Response Plan**

On April 28<sup>th</sup> I met with Bill Seymour from Alberta Emergency Management Agency to review the Town's emergency response plan. He was pleased with the plan and made some minor recommendations. The staff is currently updating the contact list and ensuring the plan is up to date. Further to our meeting, we have arranged for training to be hosted here in Claresholm on June 17<sup>th</sup> for four staff members to be authorized to use the Alberta Emergency Alert System. Alberta Emergency Alerts are issued to assist the public by providing critical information about an immediate disaster, where it is occurring and what action they need to take. Alerts are distributed to the public through various outlets including: Radio and Television; Internet; RSS Feed; Social Media (Facebook, Twitter, etc.); Road Signage; Alberta Emergency Alert App. Only those trained under authority of the municipality are able to access the system.

### **Swimming Pool Joint Use Committee**

I also attended the Swimming Pool Joint Use Committee meeting where various issues were discussed such as use of the facility during summer games, public washrooms and the removal of the swing rope. AHS staff said they would consider allowing the Town to reinstall the swing rope if the Town had engineers review and sign off on the design and that an annual inspection be completed. We will research the cost and bring this forward at a later date.

### **Medical First Response Pilot Project**

Kelly Starling and I met with AHS, the MD of Willow Creek, the Town of Fort Macleod and the Town of Nanton regarding the Medical First Response pilot project. The agreement with the MD expired on May 15<sup>th</sup> and a new arrangement has not been reached. The MD has a proposal they will present after it has been reviewed and approved by the MD Council (possibly on May

20<sup>th</sup>). It was agreed that the current agreement would be extended until such time as the MD of Willow Creek is able to present their new proposal.

### **SLGM Conference**

I attended the Society of Local Government Managers Conference from May 12<sup>th</sup> to 14<sup>th</sup> where I attended sessions on Leadership, Finance, Initiating Change and Emerging Legal Trends. The sessions were very informative and I found the conference to be very beneficial.

## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **FIRE**

[See enclosed report](#)

## **POOL**

### **April 2015**

- 1. School Swimmer Lessons**
  - a. 81 in total
  - b. Fort Macleod, Stavely & Claresholm
- 2. Swim to Survive School Sessions**
  - a. 97 Barons and WA School
- 3. After School swim lessons and Preschool Lessons, April 13-29**
  - a. 16 Preschool registrants
  - b. 9 Swimmer 1-4 registrants
- 4. Preschool Lessons**
  - a. 7 registrants in Preschool 3/4 from 11-11:30am
- 5. Saturday Lesson Session, March 7-April 11**
  - a. 26 registrants
- 6. Easter Lessons April 7-10**
  - a. 11 Preschool Registrants
  - b. 15 Swimmer 1-5 Registrants
- 7. Bronze Medallion and Cross April 7-11**
  - a. 7 Registrants
- 8. Private Lessons**
  - a. 3 Registrants
- 9. Aquafit Registrations**

- a. Mon/Wed/Fri 8-9am- 5 registrants, average of 5.27 participants
- b. Mon/Wed/Fri 1-2pm- 10 registrants, average of 8.9 participants
- c. Tues & Thurs 5-6pm – 8 registrants, average 9.4 participants

**10. Seniors Program Tues & Thurs 11-11:30 am**

- a. 18 total participants for the month of March
- b. Average of 6 per session

**11. Free swim Numbers**

- a. April 4 - 36
- b. April 11 - 34
- c. April 18 - 49
- d. April 25 - 80

**12. 10 punch passes**

- a. 31 Sold

**13. Quarter Passes**

- a. 10 sold

**14. Staffing/Inservices**

- a. Looking to fill Junior Lifeguard positions for the fall

**15. Rentals**

- a. 5

<b>April Attendance</b>	
<b>6-8 or 9 am Fitness</b>	214
<b>8-9 Aquafit</b>	59
<b>9-10 School Use/Lessons</b>	365
<b>10-11 School Use/Lessons</b>	146
<b>11-11:30 T&amp;T Seniors/PT Lessons</b>	96
<b>11-11:30 M/W/F B&amp;M</b>	34
<b>11:30-1 Fitness &amp; Parent&amp;Tot</b>	239
<b>1-2 CCC</b>	80
<b>1-2 Aquafit</b>	123
<b>1-2 Family Swim</b>	79
<b>2-3 Schools/ Private lesson</b>	216
<b>3-4 Toonie Swim</b>	187
<b>2-4 Free Public/ public</b>	505
<b>4-6 Swim Lessons/Club</b>	146
<b>4-5 Private/JLC/Fitness</b>	138
<b>5-6 Deep Water Aquafit</b>	113
<b>6-8 Public/Toonie</b>	303
<b>8-9 CCC</b>	134
<b>8-9 Fitness</b>	171
<b>8-9 Teen Jan 31</b>	0
<b>Rental Times</b>	35
	<b>3383</b>

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# ADMINISTRATION

[See enclosed report](#)

# INFRASTRUCTURE SERVICES

[See enclosed report](#)

# UTILITY SERVICES

[See enclosed report](#)

# FCSS

[See enclosed report](#)

Respectfully submitted by

Marian Carlson, CLGM  
CAO

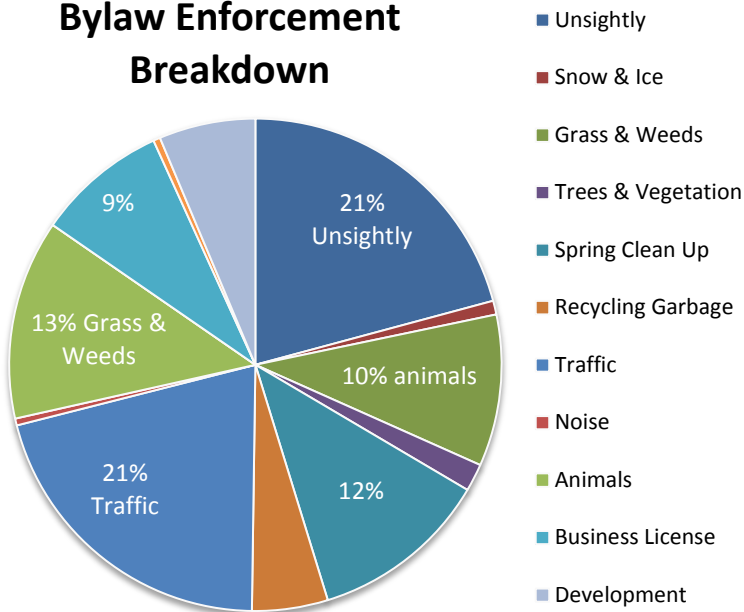


# INFORMATION BRIEF

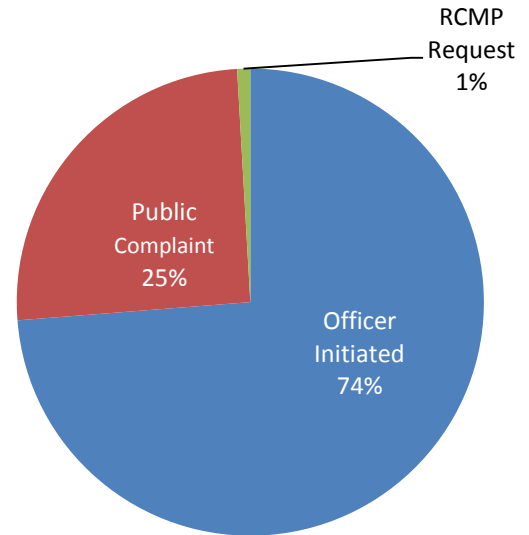
Meeting: May 25, 2015  
 Agenda Item: CAO REPORT

## APRIL 2015 BYLAW ENFORCEMENT REPORT

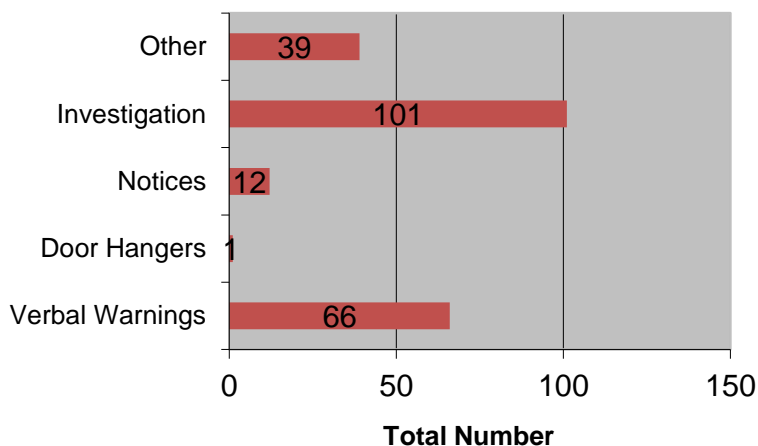
### Bylaw Enforcement Breakdown



### Enforcement Initiation



### Enforcement Action



### Additional Information

1. The Town and RCMP Driver (Speed) Feedback sign was set-up. (see stats below)
2. The Local Press advertisements focused on dog off leash areas, and snow & ice removal.
3. Enforcement Action in April focused on Unsightliness and Traffic control measures.
4. A lot of proactive work was done reminding some key grass and weed offenders from 2014 that spring is here, so let's come up with a plan for grass and weed control.

# Location A) Highway #2 North Edge of Claresholm 50km/h - April 10th

Speed Limit: 50

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	0	0	0	0 %	0	0	0	0
01-02	0	0	0	0 %	0	0	0	0
02-03	0	0	0	0 %	0	0	0	0
03-04	0	0	0	0 %	0	0	0	0
04-05	0	0	0	0 %	0	0	0	0
05-06	0	0	0	0 %	0	0	0	0
06-07	0	0	0	0 %	0	0	0	0
07-08	0	0	0	0 %	0	0	0	0
08-09	0	0	0	0 %	0	0	0	0
09-10	0	0	0	0 %	0	0	0	0
10-11	0	0	0	0 %	0	0	0	0
11-12	0	0	0	0 %	0	0	0	0
12-13	0	0	0	0 %	0	0	0	0
13-14	368	368	334	91 %	23	109	64	152
14-15	421	421	398	95 %	31	98	66	72
15-16	418	418	398	95 %	25	117	65	72
16-17	460	460	437	95 %	9	110	67	72
17-18	450	450	433	96 %	42	94	67	77
18-19	230	230	218	95 %	43	107	67	77
19-20	0	0	0	0 %	0	0	0	0
20-21	0	0	0	0 %	0	0	0	0
21-22	0	0	0	0 %	0	0	0	0
22-23	0	0	0	0 %	0	0	0	0
23-24	0	0	0	0 %	0	0	0	0
	<b>2,347</b>	<b>2,347</b>	<b>2,218</b>	<b>24 %</b>	<b>7</b>	<b>26</b>	<b>66</b>	<b>87</b>

Speed	Count
0...5	0
5...10	1
10...15	0
15...20	0
20...25	3
25...30	1
30...35	2
35...40	3
40...45	21
45...50	98
50...55	189
55...60	362
60...65	513
65...70	405
70...75	375
75...80	210
80...85	83
85...90	44
90...95	22
95...100	4
100...105	1
105...110	8
110...115	1
115...120	1
<b>Total:</b>	<b>2,347</b>

## B) West edge of Claresholm 50 km/h zone

Location: Highway 520 (west edge of Claresholm)

Report Period: 2015-04-13 to 2015-04-15

Address: 4221 - 8th Street West, Claresholm, Alberta, Canada, T0L

Total Vehicle Count: 1,305

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	0	0	0	0 %	0	0	0	0
01-02	0	0	0	0 %	0	0	0	0
02-03	0	0	0	0 %	0	0	0	0
03-04	0	0	0	0 %	0	0	0	0
04-05	0	0	0	0 %	0	0	0	0
05-06	0	0	0	0 %	0	0	0	0
06-07	6	6	4	67 %	43	76	54	152
07-08	55	18	44	68 %	42	101	61	77
08-09	197	66	139	71 %	21	98	60	87
09-10	133	44	115	86 %	24	112	64	72
10-11	126	42	102	81 %	10	99	63	77
11-12	133	44	107	81 %	21	95	63	77
12-13	142	47	109	77 %	10	109	63	77
13-14	113	38	100	89 %	40	100	67	77
14-15	121	40	86	72 %	36	101	60	82
15-16	144	48	101	71 %	15	101	60	72
16-17	97	32	78	85 %	40	91	64	72
17-18	38	38	26	68 %	43	94	58	77
18-19	0	0	0	0 %	0	0	0	0
19-20	0	0	0	0 %	0	0	0	0
20-21	0	0	0	0 %	0	0	0	0
21-22	0	0	0	0 %	0	0	0	0
22-23	0	0	0	0 %	0	0	0	0
23-24	0	0	0	0 %	0	0	0	0
	<b>1,305</b>	<b>463</b>	<b>1,011</b>	<b>38 %</b>	<b>14</b>	<b>49</b>	<b>61</b>	<b>83</b>

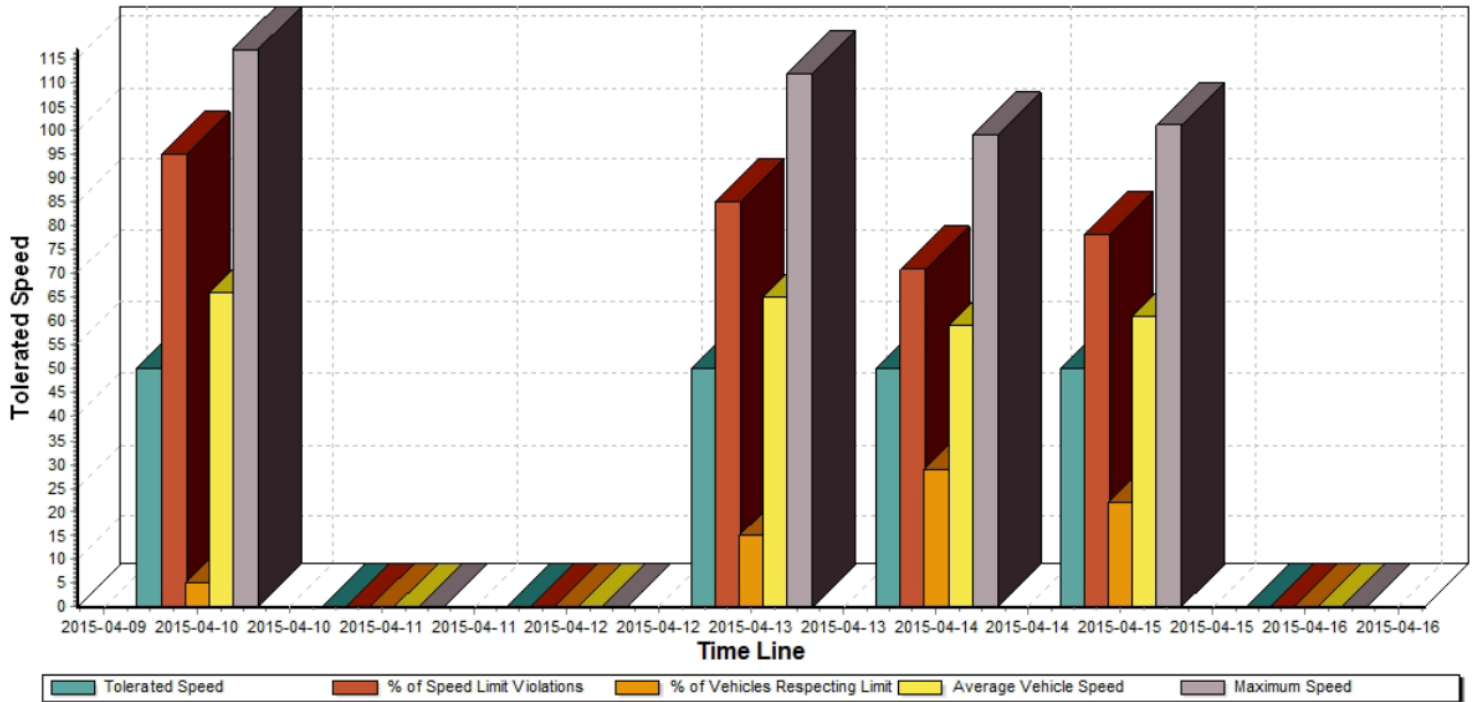
Count by Speed Bins	
Speed	Count
0...5	0
5...10	2
10...15	1
15...20	0
20...25	8
25...30	2
30...35	1
35...40	18
40...45	76
45...50	186
50...55	168
55...60	197
60...65	165
65...70	133
70...75	136
75...80	72
80...85	58
85...90	40
90...95	29
95...100	7
100...105	4
105...110	1
110...115	1
<b>Total:</b>	<b>1,305</b>

Start of school

End of School

**Location A and B ) Highway #2 vs Highway 520/West Edge of Claresholm  
Average Vehicle Speed Graph - April 10<sup>th</sup> to 15<sup>th</sup>**

**Custom Chart for Highway 520 (west edge of Claresholm) (from 2015-04-10 to 2015-04-17)**

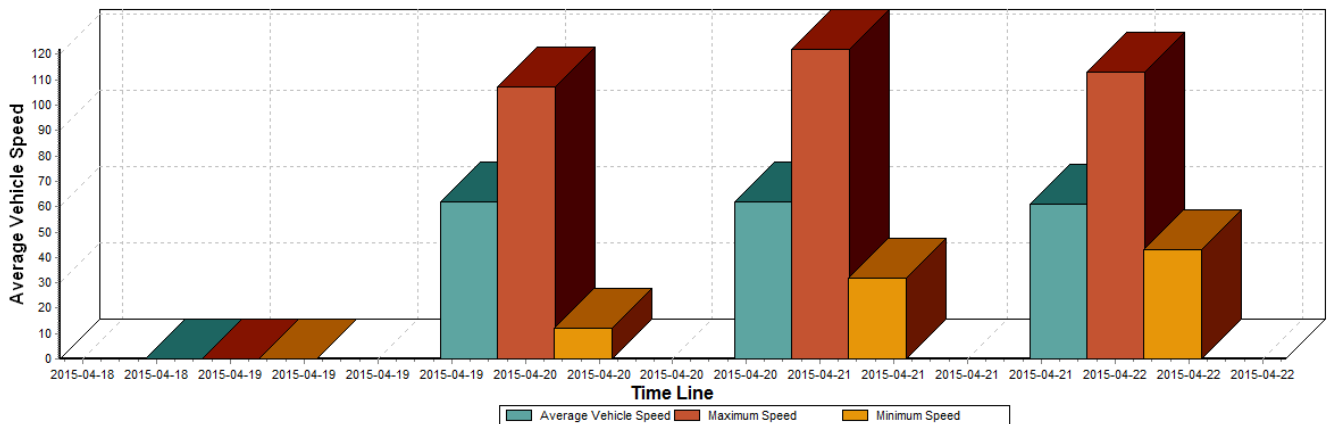


Generated on April 17, 2015 at 07:40 AM

SafePace® Pro by Traffic Logix®

**Location B) Highway 520/West Edge of Claresholm  
Average Vehicle Speed Graph - April 20<sup>th</sup> to 21<sup>st</sup>**

**Custom Chart for 53 Ave W (from 2015-04-19 to 2015-04-23)**





The RCMP Driver (Speed) Feedback sign does not have the capability to compile data.

The new Town of Claresholm Driver (Speed) Feedback sign does have the capability to compile data.

**The sign was placed in three locations: A) North end of Claresholm 50 km/h zone; and  
B) West edge of Claresholm 50 km/h zone  
C) 8<sup>th</sup> street west – sign in Ghost Mode (records data but does not warn drivers)**

#### **Location A):**

The sign was placed on the #2 Highway for Friday the 10<sup>th</sup> of April and collected data on traffic entering Claresholm from the North.

The key points of this data are:

1. The traffic peaks after 2 pm. on Friday,
2. 95% of drivers violate the speed limit,
3. 32% of drivers are doing 70+km/h in the 50 zone.
4. 3% of drivers are doing 85+ km/h in the 50km/h zone.

The radar sign does cause traffic to ease, represented by the difference between the Maximum speed (in grey) and the Average speed (in yellow).

The Average speed is the speed of vehicle as it passes the sign, which is still about 65 km/h.

The Maximum speed is the initial reading taken on the vehicle by the sign (this is a 70 km/h zone).

#### **Location B)**

The sign was placed on the west edge of Claresholm at the Auxilary Hospital entrance two weeks in a row to collect data on traffic entering Claresholm. This was done as a result of public concerns about drivers not stopping or slowing down for residents using the cross walk at the Highway 520 and 8th street intersection. The initial radar hit the sign records is at the beginning of the 50 km/h zone.

The key points of this data are:

1. The traffic peaks between 8am and 9am and again from 3pm to 4pm,
2. 80% of drivers violate the speed limit,
3. 27% of drivers are doing 70+km/h in the 50km/h zone.
4. 6% of drivers are doing 85+ km/h in the 50km/h zone.

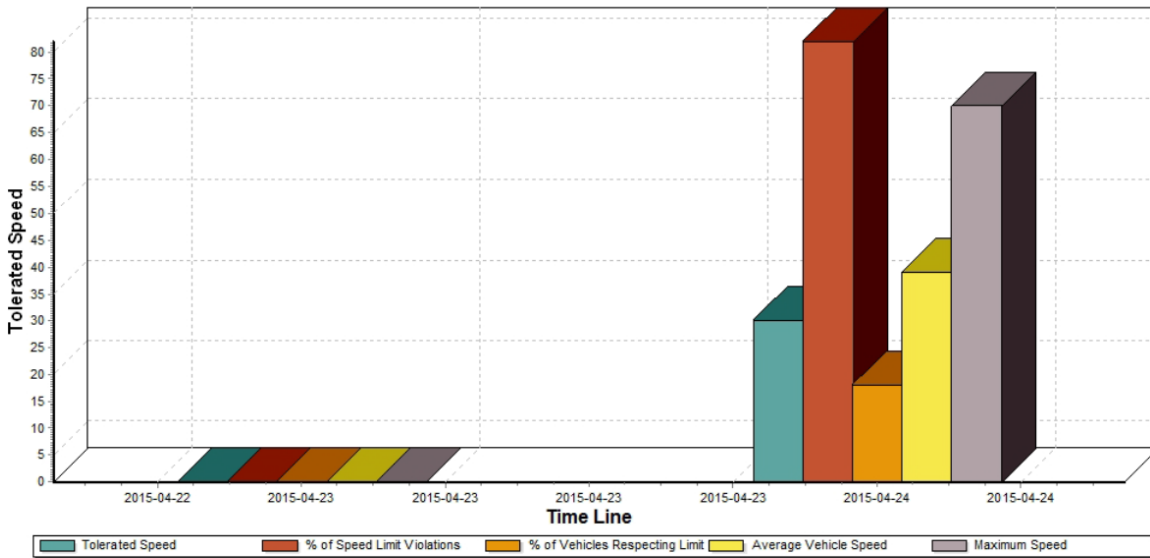
The radar sign does cause traffic to ease, represented by the difference between the Maximum speed (in grey) and the Average speed (in yellow).

The Average speed is the speed of vehicle as it passes the sign, which is still about 60 km/h.

The Maximum speed is the initial reading taken on the vehicle by the sign (this is a 50 km/h zone).

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## Location C) 8<sup>th</sup> Street West – April 24<sup>th</sup> Sign in Ghost Mode



Generated on May 6, 2015 at 01:45 PM

SafePace® Pro by Traffic Logix®

### Location C)

The sign was placed on 8<sup>th</sup> street west in Ghost Mode, which means it collects data but does not warn traffic of their speed or the need to slow down. This was done to see the effectiveness of driver warning devices.

The key points of this data are:

1. The traffic is respecting a lower speed limit, unfortunately
2. 82% of drivers still violate the speed limit to some extent,
3. The Average is 40km/h in the 30km/h zone.
4. The Maximum Speed is 70km/h in the 30km/h zone.

## FIRE DEPARTMENT REPORT

MAY 2015

### **EMERGENCY CALL OUTS:**

#### TOWN:

4 Investigations  
5 Assist EMS  
1 CO alarms  
1 Medical First Response's  
1 Motor Vehicle Collision

#### MD:

1 Assist with structure fire  
1 Wild land fires  
1 Motor Vehicle Collision

### **SAFETY CODES INSPECTION:**

→4224-8<sup>th</sup> street west (file closed)

### **CFD DAY TO DAY:**

→ CFD members finished level 1 1001 training. This gives Claresholm Fire Department  
9 1001 level 2 fire fighters  
11 1001 level 1 fire fighters  
2 more fire fighters have started level 1 on May 2, 2015  
We have 5 EMT-A  
10 EMR

→CFD apparatus is going through in house pump testing  
→Fire hose is being serviced tested  
→SCBA sent away for service testing  
→Members of CFD are attending the toxic round up on May 23, 2015.

# May 2015 Administration Department Report

From: Lisa Chilton



## Human Resources

- All summer staff are now working.
- Museum opened for the season on May 15<sup>th</sup>.
- New Sanitation Operator I started May 19<sup>th</sup>.



## Taxation

- Tax notices were processed and mailed out May 15, 2015.
- Revenue and budget balanced.
- Final date for any assessment appeals is July 14<sup>th</sup>.
- Update on arrears will be in the July report (after June 30<sup>th</sup> deadline)



## Campground

- The Centennial Campground opened May 1<sup>st</sup> for the season and will close on the 12<sup>th</sup> of October.
- Spray park will open when the weather permits and the equipment is checked and turned on.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES



5/20/2015

Report for April / May 2015

TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES

## REPORT FOR APRIL / MAY 2015

**Buildings-** Regular maintenance, light replacements/bulbs, leaking taps/ toilets were repaired/ replaced, and the usual weekly checks completed on sump pumps and roof leaks on all municipal buildings.

**Sidewalks-** 2015 sidewalk tender for repairs / replacement has been advertised with a deadline set on June 5, 2015. More problems exist than budget. The worst is to be completed first, however while working in those areas we will ask the contractor to resolve other issues close by that are not on the priority list. We are also planning on grinding another few hundred, tripping hazards from our 35.8 km system due to frost heaving.

**Streets-** Speed limit signs with posted times are now installed in all school zones. 30km signs have been added to all playground signs.

**Sewer-** Cleaning/flushing of the Town's sewer system has not yet been completed due to employee illness. A sanitary sewer main collapsed in the intersection of 51<sup>st</sup> Ave West and 1A St. This has been repaired and waiting on paving for completion.

**Water-** Outside water will be turned on mid-May, once the freezing at night is passed. A water leak appeared on the Airport supply line, and has been repaired. The leak was caused by the shrinking of the HDPE pipe, the coupler joining the ends was leaking and was replaced with one twice as long. No customers were affected.



**Parks-** Centennial Park was opened May 1<sup>st</sup>. Weed spraying of green spaces continues. Park cleanup and playground inspections are completed weekly. Mowing of all green spaces has begun.

**Garbage-** Nothing to report this month.

**Staff-** Vacation schedule has been completed, and approved.

**Recycling-** No issues to report, program is running well. Total of recycling materials sorted was approximately 33 Tonne's this month. (Recycling totals for January, February and March from Capital Paper are shown below)

Month	Recycling Totals:
January	49,099 kgs
February	10,647 kgs
March	31,065 kgs

**Storm Drainage Work-** The South drainage swale through Derochie Estates has been completed to resolve complaints / water pooling in that area. Survey was done by staff, and the job required the use of a tracked machine due to wet conditions. This work was hired at an hourly rate, with Public Works staff doing the fence removal, material removal, and cleanup and re-seeding. The problems have been addressed, but as of May 19<sup>th</sup>, not to the satisfaction of the complaining party..



Submitted by:

Mike Schweiler  
Director of Infrastructure Services  
Town of Claresholm



# UTILITY SERVICES REPORT

**APRIL/MAY 2015**

**3700 8<sup>th</sup> Street West**

**Box 1000 T0L-0T0**

**Claresholm, Alberta**

**Work# 1-403-625-3100**

**Cell # 1-403-625-1687**

**Fax # 1-403-625-3869**

**[brad.burns@townofclaresholm.com](mailto:brad.burns@townofclaresholm.com)**

**[www.townofclaresholm.com](http://www.townofclaresholm.com)**

**Utility Services Manager Brad Burns**



# Summary

The following monthly report is a review of the operation in the Utility Services Department and all related areas.

- Regional Water Treatment Plant.....pg. 3
- Pumping Stations and Reservoirs.....pg.4
- Water Distribution.....pg. 5
- Lagoons and Waste Water Collection....pg. 6
- Raw Water Supply.....pg. 6
- Photos.....pg. 7,8 & 9

# REGIONAL WATER TREATMENT PLANT

## **MAINTENANCE**

Along with regularly scheduled maintenance the following work has been completed:

- Saturation tank issue in DAF area resolved.
- Stenner chlorine pump replaced and original sent for repair.
- All online meters have been cleaned and calibrated.
- May 20<sup>th</sup> Chamco out to perform annual service on both Sullair1800 compressors.
- Broken flow cell replaced on DAF raw water AIT-1222-A
- Backup generator has been run and there are no issues.
- Chlorine bottles changed and REGAL gas detector alarm tested.
- Co2 Alarm has been tested.
- Redcap Ventures out to look at backup generators and provide quote for yearly service.

## **TESTING/MONITORING REQUIRMENTS**

- Daily lab testing of raw and treated water as per the approval in accordance with schedule 2 and 3.
- THM's (trihalomethanes) extreme end distribution sample as per schedule 3 for treated water quality taken to Exova for sampling.
- Bacteriological samples have been absent of total coliforms and E coli.

## **GOVERNMENT COMPLIANCE**

- There has been no noncompliance issues in regards to the daily monitoring, measuring and reporting frequency requirements as per schedule 2, and 3 of the approval.

## **CHEMICAL**

- Two totes of powder activated carbon on site to help with taste and odor control.
- Clear Pac 180 (coagulant to control turbidity in raw water treatment process) ordered.
- Sodium Hydroxide tank and line repairs scheduled for June 1<sup>st</sup>
- In the process of changing dechlorination product from Sodium Bisulfite to more user friendly Calcium Thiosulfate.

# PUMPING STATIONS AND RESERVOIRS

## **HIGHWAY PUMP STATION**

- Backup generator has been run. Contacted WAJAX to check on slobber (oil and fuel) exiting through the turbo. Yearly load test should rectify the issue.
- Grass cut and yard around building cleaned.
- Reservoir is secure with all hatches in place.

## **AIRPORT PUMP STATION**

- REDCAP Ventures serviced airport pump station motor and checked natural gas feed into unit.
- Backup motor for the domestic water supply including fire hydrants has been run and there are no issues.
- Jockey pump on fire suppression line is still in operation to keep the underground fire system pressured to 120 psi.
- Reservoir fill line inside the building is operating well.

## **UFA RESERVOIR**

- Replaced SHP7941 transfer chlorine pump for east side reservoir.
- Outfall overflow ditch is clean of debris and open to the storm sewer system.
- All manholes and valves are dry and accessible.

## **WEST WATER PLANT (decommissioned)**

- Flushed domestic water line to increase free chlorine residual for west water co-op users.
- The West Water Plant building and grounds are secure with no sign of vandalism or trespassing.

# WATER DISTRIBUTION

## UNIVERSAL METERING

- McCance Plumbing & Heating repaired two water meter issues under trailers not accessible to repair (these issues are from improper original CMI installs).
- Daily and monthly meter readings for the office as requested.
- Electronic radio transmitter (ERT) replaced.
- Measuring chamber replaced in existing noisy meter at 5232 4<sup>th</sup> street west (home owner was satisfied)

## GOVERNMENT COMPLIANCE

- THM's (trihalomethanes) extreme end distribution sample as per schedule 3 for treated water quality taken to Exova for sampling.
- In April 10 Bacteriological samples were taken within the town's distribution system showing no Total Coliforms or E coli. May samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits all acceptable.

## TOWN OF GRANUM SUPPLY LINE

- Granum lost power April 24th @ 2am. Call from Mark Conner (PW operator) concerned about waters supply from Claresholm (no issues).
- Granum is still using water directly off the Regional Water Supply line through their pressure reducing station.

## METER VAULTS

- Meter vault in water plant yard to the acreages dry and secure. Pressure regulator set at 80 psi on down side of line.
- Granum meter vault (in Claresholm) dry and secure.
- West Water Co-op meter vault inspected and water pressure checked.

## DISTRIBUTION LINES

- April 27<sup>th</sup> flushed hydrant near Claresholm Ford to increase chlorine residual in this area.
- Home owner concerned about chlorine smell in the tap water, but was satisfied after explaining the process of distribution and Government compliance.
- May 12<sup>th</sup> water break repair on 4" line to airport pumping station from booster station (see photos pg. 7,8)

# LAGOONS AND WASTE WATER COLLECTION

## NORTH LIFT STATION

- North Lift Station is running well with the current flows.
- Pumped down wet well and checked level floats.
- Waste Go Enzymes are being added weekly to prevent a buildup of grease in the wet well and downstream outfall lines.

## LAGOONS

- Control vaults on main outfall line cleaned.
- Grease and solids build up on the top of anaerobic cell "B" cleaned to allow more sunlight into the effluent to increase the bacteria cleaning process and reduce odors (see photos page 9).
- Backup generator has been run.
- Building washed so new coating of water sealant can be applied.

# RAW WATER SUPPLY

## PINE COULEE

- Both Fire hydrants flushed by the fire department (no issues).
- Check all manholes and air relief valves.
- Check for leaks on the Pine Coulee supply line to town.
- Pine Coulee raw water level good at approximately 7 meters above the low water level alarm.

## DISTRIBUTION LINE REPAIR

Location of the 4" line repair from the South Booster Station building to the Airport Pumping Station.

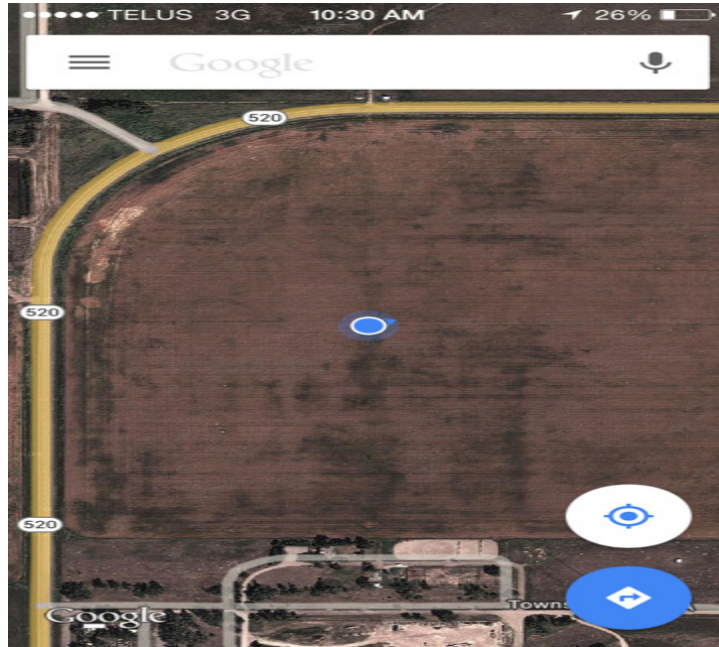


Photo of the dig location and new repair clamp installed by the Public Works



## **ANEROBIC CELL CLEANING**

Grease and solids stop the sunlight entering the raw sewage preventing the proper treatment process.





## FCSS REPORT TO COUNCIL April/May

- Met with Delma Austin to discuss upcoming events at Senior Drop In Center and possible partnership with senior events
- Evan Berger toured The Station - he was impressed with the 'one stop shop' idea
- Sherry, Julia and Barb volunteered at Junior Prom event (served beverages for intermission)
- Parent Link started at The Station
- Group of Moms meet every Monday at The Station to either walk to a park together for kids to play or they stay in and play with PHECC play bins
- Lots of people coming in to see Summer Games coordinator
- Planning Final get together for Roots of Empathy classes and families at West Meadow Elementary (one class will have fun activities and snacks during lunch hour on May 26; the other class will celebrate in June)
- Barb attended Emergency Social Services planning in Calgary. (report attached)
- Met with Don Campbell from Lion's Club to go over CO-OP grant Julia is writing for the Lion's park playground update.
- Barb attended FCSS Director's Network in Drumheller (report attached)
- Facilitated Pee Wee Rugby team to host a pot luck supper at Senior Drop In Centre that went very well.
- Updated information and printed new Resource Directories
- Julia presented to Chamber of Commerce on May 19<sup>th</sup>

- Barb met with Kathy (library) to plan a joint event called Community Awareness Evening. It will be held at Community Center on Wednesday September 16<sup>th</sup>.
- Julia and Barb met with Malik Salman (teacher at WCCHS) to plan an intergenerational golf tournament for his golfing students and some seniors
- Barb took four days holidays

Emergency Social Services Meeting  
Calgary April 30, 2015

Bonnie from CEMA gave ESSNA report

- AEMA funds to host regional meetings are finished
- Survey (benchmark) sent to DEMs – supposed to be passed on??  
Results on [www.essna.ca](http://www.essna.ca)
- was talk about IMT (Integrated Management Team that can deploy to disaster site within 24 hours-help with consistency and support in Alberta
- sessions from own forum in October on website
- work is being done to have a committee to put together a standardized intake form

Allison (Banff FCSS) Reported on DEM Summit of October 8

- concern that ESS is not in everyone's ECC (EOC)
- crucial to look after folks in municipality during disaster

General Discussion:

- in Calgary they only register those citizens that are being housed- switched to housing in group instead of hotels. – seems to be less problem
- large discussion on what registering is for- Does anyone ever look back at the registrations?
- Meet and Greet at reception centre is most critical factor- must find out what people want/need. –initial assessment
- Triage- need to decrease anxiety – need to build a relationship so they can build resiliency – must show confidence when greeting people – they will feel safer and more secure- give the citizens little jobs to do to keep them busy
- flow of info is critical- must be updates from EOC for citizens – important they be time and date stamped
- set up station for charging phones, set up separate place for pets
  
- DRP pays out for disasters but don't know what will / or won't be reimbursed by Gov't- There is no link to Local State of Emergency- there are no thresholds

What is role of ESS in recovery? How do know when in recovery?  
-transition Reception Centre to Welcome Centre or Community Support Centre- supply a package of info for reentry- include AHS; Red Cross; remediation; volunteers to help clean homes etc  
People can place signs in window of what help is needed for them

How to make sure all monies donated stay in the disaster area?  
Ask local club to take on donations and help disburse to local individuals affected – make this a first step\*  
-communicate immediately that you want NO donations  
Cannot accept food donations (need to be prepared commercially)  
Check with AHS to what is acceptable to take in.

When using volunteers who is liable? WCB?  
Tell citizens of disaster to get themselves prepared then help your neighbors then help community

-join a non profit organization that will be called in to help in a disaster then wait until called for help  
Teach citizens what to expect in a disaster

## Report on Director's Network in Drumheller AB

May 2015

Two days consisting of a speaker that used to be an FCSS Director speaking about Intentions - how we want to be and Outcomes - concrete goals that we end with. She also talked about the timeline of FCSS, when it began and how it has evolved. It was supposed to deal with rejuvenation and renewal but the speaker missed the point. Fifteen new Directors were welcomed

Day 2 was networking with other FCSS Directors, sharing ideas and information.

Ken Dropko from Government of Alberta reported on happenings in government. He expects a new budget in September. They are looking at the election promise in Notley's platform (25Million). They have begun writing briefing notes with Ken.

There were some glitches in the Outcome Measures reporting for 2013 only 36% have reported so far. The government will continue to support these as they help with the question of Funding Formulas. \*integrity is in question. Five to seven million dollars are needed to keep up with population increase

There is a Regulations review due June 30<sup>th</sup>. Ken is hoping to get cabinet approval to June 2017.

Discussion was had about FCSS taking control of \$ for ECC. It looks like this will be work given for FCSS to anchor into community (best ones to do this)

An AGM was held at the end of the day and directors of long term service were awarded.



# INFORMATION BRIEF

Meeting: May 25, 2015  
 Agenda Item: 15

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## COUNCIL RESOLUTION STATUS

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	Description	Assigned	Comments	Status
Regular Scheduled Meeting - March 9, 2015				
17	RFD- Stormwater Management Plan. Moved by Councillor Ford to accept the Stormwater Management plan by Associated Engineering as presented. Carried. Moved by Councillor Cutler to apply for funding through the Alberta Resilience Program for stormwater related projects. Carried. Motion #15-007.	Marian/Mike	Spoke with Dean at A.E. March 10th and they will move forward with preparing the grant application. A.E. will also prepare the final copies of the report for our records. Deadline for applications was extended to September 30, 2015. Met with Dean and grant Program Coordinator on April 17th and the Coordinator gave us valuable information regarding how to formulate the application. Request for preliminary engineering funding on the agenda for May 25th.	In progress

Regular Scheduled Meeting - March 23, 2015				
13	Proceed with negotiating Airport Leases subject to MD approval for access	Marian	Requested confirmation from the MD regarding access across their land and have yet to receive a response	In progress
Regular Scheduled Meeting - May 11, 2015				
1	Bylaw #1604: Mill Rate Bylaw; Moved by Councillor Cutler to give Bylaw #1604 2nd reading. CARRIED. Moved by Councillor Ford to give Bylaw #1604 3rd & final reading. CARRIED.	Karine/Lisa	Bylaw prepared, signed & filed.	Complete
2	Bylaw #1605: Special Tax Levy Bylaw; Moved by Councillor O'Neill to give Bylaw #1605 2nd reading. CARRIED. Moved by Councillor McAlonan to give Bylaw #1605 3rd & final reading. CARRIED.	Karine/Lisa	Bylaw prepared, signed & filed.	Complete
3	Bylaw #1606: Special Tax Levy Bylaw; Moved by Councillor McAlonan to give Bylaw #1606 2nd reading. CARRIED. Moved by Councillor Cutler to Give Bylaw #1606 3rd & final reading. CARRIED.	Karine/Lisa	Bylaw prepared, signed & filed.	Complete
4	CORRES: John Barlow, MP - Moved by Councillor Ford to proclaim the first Saturday June National Health and Fitness Day in the Town of Claresholm. CARRIED.	Tara	Letter sent to MP Barlow	Complete
5	CORRES: Oldman Watershed Council - Moved by Councillor Cutler to support the Oldman Watershed Council with a donation of \$1,295 for the 2015 year. CARRIED	Karine	Payment to be sent.	
6	CORRES: Alberta SouthWest Regional Alliance re: AGM June 3, 2015	Marian	RSVP's sent	Complete
7	CORRES: Claresholm Farmers Market Society - Moved by Councillor Cutler to deny the request of the Claresholm Farmers Market Society to waive the fees for use of the arena for the Wednesday Farmer's Markets in the 2015 season. CARRIED.	Tara/Marianna	letter sent May 15, 2015	Complete
8	RFD - MD Fire Truck Agreement - Moved by Councillor Ford to sign the Fire Truck Agreement with the MD of Willow Creek as presented, and to direct Administration to begin discussions with the MD of Willow Creek to develop a proposal for the best model for emergency services going forward. CARRIED.	Marian	Left message to meet with Cindy but have not heard back yet.	
9	RFD - Non-profit Society Liability Insurance - Moved by Councillor McAlonan to direct Administration to continue following Policy #GA 09-07(b) with an amendment to add the Claresholm Senior's Drop-in Centre to the list of groups to be reimbursed, and to include the insurance coverage costs in future operating budgets. CARRIED.	Karine / Tara	Policy amendment completed and distributed.	Complete

10	RFD - Organizational Structure - Moved by Councillor Cutler to approve the Town of Claresholm Organizational Structure as presented. CARRIED.	Marian	Met with staff and am preparing all job descriptions and employment contracts. Advertisement for Director of Corporate Services has been posted. Organizational Chart has been posted on the website.	Complete
11	RFD - Letter to Livingstone Range School Division - Moved by Councillor Fieguth to write a letter to Livingstone Range School Division stating that the Town of Claresholm is prepared to take possession of the old Elementary School located at 5318 - 2nd Street West for the sum of \$1.00, subject to confirmation of ownership by the Town or removal of the playground equipment. CARRIED.	Tara	letter sent May 19, 2015	Complete
12	Follow up on Land Sale Offer	Marian	Signed counter offer May 12/15 - Talked with Realtor on May 21st and she has not heard back from the purchasers Realtor as of yet.	
13	Follow up on Land Purchase Offer	Marian	May 12/15 - Contacted owner and explained the Town's plan and that we would keep his offer in mind moving forward.	Complete
14	Non-Union Wage Grid - Moved by Councillor Cutler to approve the Non-Union Wage Grid as presented. CARRIED	Marian/Lisa		Complete

PREPARED BY: Karine Wilhauk, Secretary-Treasurer

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 21, 2015



# **INFORMATION ITEMS**

**Claresholm & District Chamber of Commerce**  
**Regular Meeting**  
**April 21, 2015**

**Present:**

Russell Sawatsky	Justin Sweeney	Maria Colon	Glenn Ring
Bob Voot	Marilyn Curry	Linda Petryshen	Betty Fieguth
Eriku Ayala	Linda Brooks	Tony Walker	Lorraine Norgard

**Guests:**

Rosemary Wishart	Arnold McAulay	Eileen Jones
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1. Call Meeting to Order

Russell called the meeting to order at 12:15 p.m. at the Claresholm Golf Club/Bridges.

2. Round Table Introductions

Everyone was welcomed and introductions were held.

3. Acceptance/Additions to Agenda

The agenda was accepted as presented.

4. Minutes of Previous Meeting

Linda Petryshen approved the minutes of March 17, 2015 as circulated.

5. Guest Speakers

The Garden Club gave an overview of their program and suggested the Chamber contribute \$300.00 for three fairly large trees to be planted by the entrance of the Golf Club. This could be done in coordination of the Town digging the holes and watering them. They also asked that members spread the word for any other areas that could benefit by the beautification of trees. They are also looking for volunteers to help with the Garden Club. The Chamber will send a letter to Claresholm Town Council as well as the newspaper.

Betty Fieguth will find out if the Town will match dollar amounts for donations made to the Garden Club.

6. Treasurer's Report

Linda Brooks presented her report. A General Balance sheet will be presented at each monthly meeting as well as her current report.

7. Membership Committee Report

Currently we have 21 less members than last year. Linda will send out reminders to those that haven't renewed yet. Linda Brooks, Marilyn Curry, Linda Petryshen and Justin Sweeney will be meeting soon as the Membership Committee.

8. Fiesta Committee Report

Wilf is back and ready to roll if we go ahead with June 19. Russell reviewed the report from last year's event. There were many positive remarks and friendly suggestions to consider.

9. Hanging Basket Program

Linda Brooks has seen the sample basket from Dollar Store and was impressed with them. They can be washed in the fall and sprayed with Scotchguard each spring. We will need a maximum of 35 baskets. It was agreed to go ahead. Linda Brooks volunteered to order them as well as send out letters to businesses to contribute to them. The pots will be have to be weighted; Linda Petryshen will ask Roxanne Thompson how that was done in the past.

The Town has half-barrels available for summer enhancement; those interested are to contact Mike at the Town Office.

10. Web Page Updates

Advances of our website were shared with everyone. Business owners will be able to logon and add their own info, upcoming sales, etc. Maria has also made it so it is mobile friendly. With the new host, we should save around \$1,200.00 annually.

11. New Business

11.1 Vice President

We need to fill the Vice President's position with the relocation of Chloe. Those interested in the position, please contact Russell.

11.2 We need to add "Town of Claresholm" and "MD of Willow Creek" representatives as standing agenda items for regular meetings; Lorraine will do so. Glen's e-mail is also missing from the circulation list, so that will be taken care of as well.

12. Correspondence

12.1 UPS Deductions & Benefits

13. Next Meeting

Tuesday, May 19 at 6:00 p.m. at Roy's Place. Our guest speaker is scheduled to be Cheryl Dalwood from "Alberta's Promise".

14. Adjournment

Marilyn Curry adjourned the meeting at 1:05 p.m.

/In

RECEIVED  
MAY 13 2015



**Chinook Arch**  
Regional Library  
System

## Memo

May 5, 2015

**To:** Mayors and Reeves of Chinook Arch member Municipalities

**From:** Maggie Macdonald, CEO

**Re:** Chinook Arch Library Board Financial Statements 2014 and Annual Report Highlights

Please find enclosed the 2014 Audited Financial Statements for Chinook Arch. The 2014 Annual Report Highlights are also enclosed.

Please contact Maggie Macdonald or Robin Hepher if you have any questions.

***A full copy of the Financial Statements at December 31, 2014 is available at the Town Office for anyone who is interested.***




# Chinook Arch Regional Library System


2014  
Annual Report  
Highlights!


## Our Mission:

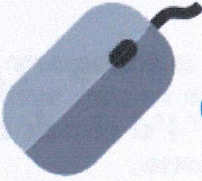
Chinook Arch creates and supports the structure for a network of cooperating libraries in Southwestern Alberta to share resources in a cost-effective manner

**ONLINE SERVICES**

 124,886 Overdrive Downloads

 13,832 hoopla Downloads

 29,342 Magazine Downloads

 177,844 Website/Catalogue Visits

**85%**  
Increase in Online Resource Usage

**TRAINING & CONSULTING**

200 Consulting Visits

 624 Library Program Attendees

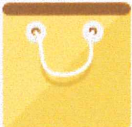
**4,893**  
Reference Transactions  
*(43% more than 2013)*


**349** People attended training sessions

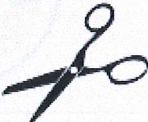
Training Attendance

Year	Attendance
2013	307
2014	349

**BIBLIOGRAPHIC SERVICES**

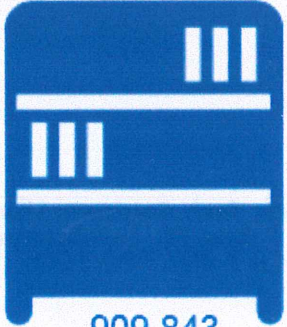
 54,300 Items Ordered

 84,000 Items Catalogued

 60,012 Items Processed

**\$738,000**  
Spent on Library Materials in 2014

*That's 230 items per day!*

 909,843 Items in Shared Catalogue

# 2014 Annual Report Highlights



## AMAZING FACTS!



515,000  
Items  
Delivered



1,685,000  
Total  
Checkouts



Population Served:

**193,379**



4,456  
Delivery  
Stops



232,000  
Holds  
Filled



Member Authorities:

**40**



Overall Satisfaction with  
System Services:  
100% Completely or Very  
Satisfied



## MEMBER COMMENTS

*So glad to be part of  
CARLS!*

**ALWAYS WILLING TO GO THE  
EXTRA MILE FOR MYSELF AND  
MY STAFF.**

**Isn't there a category for  
"over the moon with  
gratitude?" I'd check that  
one.**

Have always been  
impressed with the system  
service

*How can you possibly  
improve on perfection?*

*Excellent service by all  
those with whom we  
have had  
contact... from the van  
driver to the CEO.  
Thank you!*

*Any time we have had a question  
or request it has been addressed  
immediately and in detail. We as a  
board and a member are very  
pleased with the services. Thank  
you*

*I still maintain that libraries  
receive excellent service and  
support from CARLS!*

**Staff is very upbeat. They work  
in harmony and are willing to  
go the extra mile, so to speak.**

Chinook Arch Regional Library System  
2902 7 Ave. N. Lethbridge, Alberta  
T1H 5C6 | 403.380.1500 | [www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/chinook.arch.7](https://facebook.com/chinook.arch.7)

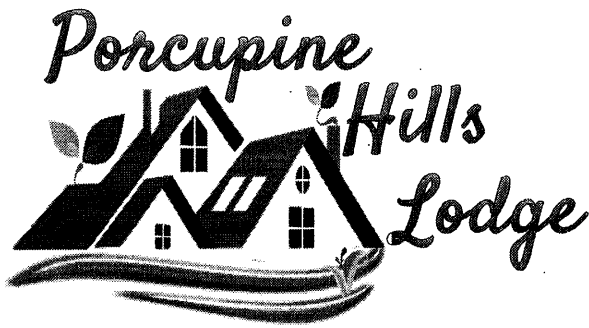


[@ChinookLibs](https://twitter.com/ChinookLibs)



[pinterest.com/chinooklibs/](https://pinterest.com/chinooklibs/)





## PORCUPINE HILLS LODGE REGULAR MEETING

Tuesday, April 7, 2015 3:00 p.m.

Members Present: Janice Binmore (Town of Stavelly Representative), Pam Crone (Town of Stavelly Member at Large), Lisa Anderson (CAO), Earl Hemmaway (MD Representative), Audrey Hoffman (MD Member at Large), Lyal O'Neill (Town of Claresholm Representative), Judy Van Amerongen (Town of Claresholm Member at Large/secretary).

1. **Meeting Called to Order** by Earl Hemmaway at 2:58 p.m.
2. **Additions to Agenda** None
3. **Acceptance of Agenda.** Pam Crone moved acceptance. Carried.
4. **Acceptance of March 2015 minutes** - Moved acceptance by Audrey Hoffman. Carried.
5. **Financial Report** - Submitted in package. Janice Binmore requested more information regarding deferred revenue. Lyal O'Neill requested the Income Statement columns of percentages be reversed as they read the opposite as to what is printed. Janice Binmore noted cable already higher than anticipated. After discussion, Judy Van Amerongen moved acceptance of Financials as presented. Carried.
6. **Manager's Report.** Section 4.6 MB Policies Records Management. Lodge has acquired boxes of paperwork dating back to the 60's. Lisa Anderson requested permission to destroy older records. Lyal O'Neill moved records be destroyed prior to 2005 to make room for more space and archive. Carried.

DMT quote for Hot Water Tanks - DMT will replace boiler tank copper fittings without charging mileage from Lethbridge. Janice Binmore moved acceptance of DMT quote. Carried.

Washing machines are on order. Company will remove non-functional machines and replace. New machines have a 3 year warranty.

Nortel - Voicemail and password updated for free.

Emergency Cell Phone Expiration - Lisa Anderson proposed a possible phone allowance for maintenance instead of a new phone. Rob could use his own phone, but give him an allowance for the work related calls. Discussion was held. Pam Crone moved \$50 be added to maintenance expense allowance for use of his personal phone. Carried.

Wayne Sperling's Compliance Advisor Visit March 31, 2015 - Discussed fire and safety and night staff with Lisa Anderson. He suggests putting a proposal together to get fire and safety updated. Lisa to get quotes and investigate grant monies to cover wages for need second staff on nights.

Lisa Anderson to update and re-submit Porcupine Hills Lodge Business plan to include fire & safety.

Lodge Renewal Fund must be used by October 30, 2016. Maintenance suggested fresh stucco and parking for garage.

Lisa Anderson submitted quotes for additional cameras & automatic door.

**PORCUPINE HILLS LODGE  
REGULAR MEETING  
Tuesday, March 4, 2014 7:00 p.m. ~ Page 2**

7. **Recreation Report.** Submitted in package. Judy Van Amerongen moved acceptance. Carried.
6. **Maintenance Report.** Submitted in package. Lyal O'Neill moved acceptance. Carried.
8. **Supportive Units (Outbacks)** 2 possibly rented by mid April.
9. **Correspondence** Resident letter from Minister received as information.
10. **In Camera.** None
11. **Adjournment.** Pam Crone moved adjournment 4:10 p.m. All in favour. Carried.  
Next regular board meeting May 5, 2015 at 3:00 p.m.

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Chairman of the Board Signature

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CAO Signature