



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
SEPTEMBER 12, 2016  
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 AUGUST 22, 2016**

**DELEGATION:              “K” DIVISION – Royal Canadian Mounted Police (RCMP)**

**RE: General Meeting with Council**

**ACTION ITEMS:**

1. **DELEGATION RESPONSE: Claresholm Public Library**  
RE: Claresholm Calendar
2. **CORRES: Municipal District of Willow Creek No. 26**  
RE: Fire Protection and Emergency Services Agreement
3. **CORRES: Municipal District of Willow Creek No. 26**  
RE: Water Agreements
4. **CORRES: Municipal District of Willow Creek No. 26**  
RE: Consent to the Annexation
5. **CORRES: Municipal District of Willow Creek No. 26**  
RE: Notice of Municipal Planning Commission Meeting
6. **CORRES: Hydra Pharmaceuticals Inc.**  
RE: Application to Become a Licensed Producer of Medical Marijuana
7. **CORRES: Highway 3 Twinning Development Association**  
RE: Support
8. **CORRES: Debbie Lozeman, Terry Fox Run Organizer**  
RE: Terry Fox Run September 18, 2016
9. **CORRES: Ogilvie LLP**  
RE: ALARIE Asset Distribution
10. **REQUEST FOR DECISION: ATCO Gas & Pipelines Ltd. Franchise Agreement Clause 4(a)**
11. **REQUEST FOR DECISION: Recycling – Town of Stavelly**
12. **INFORMATION BRIEF: Council Resolution Status**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA: Employment; Land; Contract; Legal**

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – August 2016
2. Municipal Planning Commission Minutes – August 12, 2016
3. Claresholm & District Chamber of Commerce Meeting Minutes – August 17, 2016
4. Royal Life Saving Society Canada, Notice of Commonwealth Service Award to Denelle Cutler
5. Oldman River Regional Services Commission Annual Meeting Minutes – June 2, 2016
6. Chinook Arch Regional Library System Newsletter “Horizons” – September 2016

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
AUGUST 22, 2016

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

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

**REGRETS:** None

**STAFF PRESENT:** Finance Assistant: Karine Wilhauk

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

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

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

**CARRIED**

**MINUTES:** REGULAR MEETING – JULY 21, 2016

**1. BYLAW #1614 – Borrowing**

Mayor Steel declared a pecuniary interest not a conflict of interest.

Moved by Councillor Ford that the Regular Meeting Minutes of July 21, 2016 be accepted as amended.

**CARRIED**

**DELEGATION:** CLARESHOLM PUBLIC LIBRARY  
**RE: Claresholm Calendar**

Kathy Davies, Librarian and Shelly Ford, Programming Coordinator at the Claresholm Public Library, spoke to Council regarding the new Claresholm Calendar that is being sponsored by the Library. This online calendar will enable the public to add events that may be of interest to others at no cost. They are requesting a direct link from the Town's Events Calendar tab on the Home page of the Town's website to the new Claresholm Calendar.

**ACTION ITEMS:**

**1. BYLAW #1615 – Business Licenses**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor McAlonan to give Bylaw #1615, the Business License Bylaw, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1615, the Business License Bylaw, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. CORRES: Hon. Danielle Larivee, Minister of Municipal Affairs**  
**RE: 2016/17 Emergency Management Preparedness Program**

Received for information.

**3. CORRES: Pat Stier, MLA, Livingstone-Macleod**  
**RE: Feedback Request – Bill 21, Modernized Municipal Government Act**

Received for information.

**4. CORRES: Municipal District of Willow Creek No. 26**  
**RE: Summer Games Management**

Referred to Administration to work with the other municipalities in question in order to develop a coordinated plan for summer games management going forward.

**5. CORRES: Alberta SouthWest**  
**RE: Rural Broadband Strategy**

Referred to Administration to formulate a letter specific to the Town of Claresholm's concerns regarding Alberta's lack of high-speed connectivity, to be sent to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development with the Government of Canada.

**6. CORRES: Parachute**  
**RE: Canada's National Teen Driver Safety Week**

Received for information.

**7. REQUEST FOR DECISION: Bylaw #1614a -Rescind Bylaw #1614 & Bylaw #1616 - Borrowing**

Mayor Steel declared a pecuniary interest and left the meeting at 7:40 p.m. Deputy Mayor Chris Dixon retained the position of Chair in Mayor Steel's absence.

Moved by Councillor Cutler to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Fieguth to give Bylaw #1616, a borrowing bylaw, 1<sup>st</sup> Reading.

**CARRIED**

Mayor Steel rejoined the meeting and resumed the position of Chair at 7:48 p.m.

**8. REQUEST FOR DECISION: Stormwater Project Phase 1**

MOTION #16-080

Moved by Councillor Fieguth to accept the tender from Ossa Terra Ltd. for the Stormwater Project – Phase 1 as recommended by Associated Engineering for \$2,584,201.62 including GST.

**CARRIED**

**9. REQUEST FOR DECISION: Local Improvement Tax**

Mayor Steel declared a pecuniary interest and left the meeting at 7:58 p.m. Deputy Mayor Chris Dixon retained the position of Chair in Mayor Steel's absence.

MOTION #16-081

Whereas per Section 396(1) of the *Municipal Government Act*, the Council of the Town of Claresholm has given proper notice of intention to affected property owners dated June 30, 2016 to undertake and complete the construction of the projects described in the Local Improvement Plan;

And Whereas thirty (30) days after the sending of the Notice have now elapsed and no sufficient and valid petition against the said proposal has been received by the Council;

Therefore be it moved by Councillor O'Neill to approve the local improvement as proposed for 47 Avenue West and 52 Avenue West.

Councillor Cutler requested a recorded vote.

FOR: Councillor Dixon, Fieguth, Ford and O'Neill.

AGAINST: Councillor Cutler and McAlonan

**CARRIED**

Mayor Steel rejoined the meeting and resumed the position of Chair at 8:09 p.m.

**10. REQUEST FOR DECISION: Claresholm Community Centre Fire Panel**

MOTION #16-082

Moved by Councillor Dixon to approve the fire alarm upgrade at the Claresholm Community Centre for a cost of a maximum \$40,000 plus GST, with funding to come from yard and building contracted services, and further that an application be submitted under the Municipal Sustainability Initiative (MSI) Capital Grant.

**CARRIED**

**11. REQUEST FOR DECISION: Annexation Report**

MOTION #16-083

Whereas the Municipal District of Willow Creek has accepted the proposed annexation report as presented by Gavin Scott, Planner from the Oldman River Regional Services Commission;

And Whereas the Town of Claresholm has reviewed the Annexation Report and wish to proceed with submission to the Alberta Municipal Government Board;

Therefore be it moved by Councillor Fieguth to accept the Annexation Report for submission to the Alberta Municipal Government Board.

**CARRIED**

**12. REQUEST FOR DECISION: Letter of Support – Willow Creek Ag Society**

MOTION #16-084

Moved by Councillor Dixon to write a letter of support for the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility currently being constructed at the Claresholm Agriplex.

**CARRIED**

**13. REQUEST FOR DECISION: Letter of Support – Claresholm Society for the Arts**

MOTION #16-085

Moved by Councillor McAlonan to write a letter of support for the Claresholm Society for the Arts' application to the Community Initiatives Program (CIP) Grant for the purpose of improving the stage, lighting and sound at the Claresholm Community Centre.

**CARRIED**

**14. REQUEST FOR DECISION: Downtown Market**

MOTION #16-086

Moved by Councillor Ford to allow the Downtown Market to use the downtown parking lot as proposed to temporarily close the laneway on Saturday, September 17, 2016.

**CARRIED**

**15. INFORMATION BRIEF: Sidewalk Snow Removal Program**

Received for information.

**16. INFORMATION BRIEF: CAO Report**

Received for information.

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

Received for information.

**18. ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Dixon that the meeting adjourn at 8:40 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor – Rob Steel

\_\_\_\_\_  
Finance Assistant – Karine Wilhauk



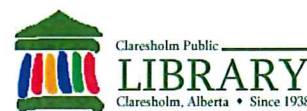
# **ACTION ITEMS**

# Claresholm Public Library

Box 548, Claresholm, AB. T0L 0T0

Phone (403) 625-4168 Fax (403) 625-2939

email: [programs@claresholmlibrary.ca](mailto:programs@claresholmlibrary.ca)



To: Town of Claresholm

Attn: Karine Wilhauk

## RE: Delegation Request – Claresholm Calendar

Hello Karine,

As a town facility, The Claresholm Library is always looking for ways to enhance our community's information resources. As part of this mandate, we have developed something we think the town has needed for some time now; a **centralized community events calendar**.

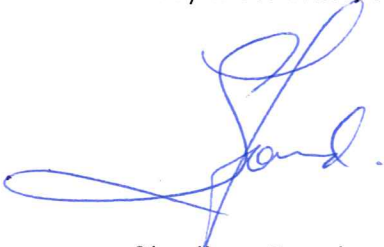
The Claresholm Calendar is free literally **anyone** to use, for either viewing upcoming events or posting new events for promotion. Emphasis needs to be placed on the importance of encouraging community use of the calendar, as **the more it is used by our citizens, the more useful it will ultimately be**. Every effort is being made to spread the word, and we're hoping for your help and support in garnering community interest.

We would like the opportunity to introduce our new Claresholm Calendar at your next council meeting on Mon. Aug. 22, and provide a brief demonstration of its potential. Further, we have a couple of requests we'd like to make:

1. We ask that council consider changing the calendar link on the front page of the Town website to point instead to the Claresholm Calendar page
2. We'd like to encourage council and any interested town staff to attend in support of our official launch event on **Wed. Aug. 24 at 7pm**, where we will address the community at large on all aspects of this new service at the library

Thank you in advance for your consideration of our requests, and we look forward to partnering with the Town in this new endeavor!

Very best wishes,

A handwritten signature in blue ink, appearing to read 'Shelley Ford', with a large, stylized flourish extending to the left.

Shelley Ford  
Programming Coordinator  
Claresholm Public Library

TOWN OF CLARESHOLM

POLICY

POLICY # CEDC 11-07

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

EFFECTIVE DATE November 13, 2007

SUBJECT Electronic Community Sign Usage

DEPARTMENT Administration

AUTHORITY Council Resolution

DATE PASSED November 13, 2007

PURPOSE: To establish a policy for usage of the Town's electronic community sign.

POLICY:

- 1) All requests shall be directed to the Secretary-Treasurer to determine eligibility.
- 2) Sign is to be used to promote community events only. Advertising and/or sponsorship recognition for any private and/or for-profit business is not allowed in any announcement.
- 3) Groups allowed access to using the sign will be of a non-profit nature only.
- 4) Priority will be given to arena events such as hockey games, skating events, and farmer's markets over all other community events.
- 5) Announcements will be displayed starting within three weeks prior to the actual date of event occurrence.
- 6) The maximum words per announcement is twelve (12).
- 7) The maximum number of announcements being displayed at any given time will be six (6).
- 8) Town of Claresholm Arena staff will post arena activities and those announcements deemed acceptable by the Secretary-Treasurer.



# Municipal District of Willow Creek No. 26

## Office of the Reeve

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

August 11, 2016

Town of Claresholm  
Box 1000  
Claresholm, Alberta  
T0L 0T0

Attention: Mayor Steel and Council

Please be advised that your letter of July 25, 2016, regarding a Fire Protection and Emergency Services Agreement, was discussed at the regular Council meeting of August 10, 2016.

Please be advised that Council has instructed that meetings regarding the above mentioned services would be best served by a meeting before Council as a whole. With that in mind, I urge the Town to contact our Administration to be placed on a Council agenda to discuss the matters that you addressed in the letter. Council feels that they should be a part of any and all discussions regarding a collaborative approach, rather than a meeting of Mayors and the Reeve.

The municipality looks forward to hearing from the Town of Claresholm in this regard.

Yours truly

Earl Hemmaway

Reeve



July 25, 2016

Reeve Earl Hemmaway  
Municipal District of Willow Creek No. 26  
Box 550  
Claresholm, Alberta T0L 0T0

**RE: DRAFT FIRE PROTECTION & EMERGENCY SERVICES AGREEMENT**

At the last regular meeting of Claresholm Town Council held Thursday, July 21, 2016, Council discussed the draft Fire Protection and Emergency Services Agreement.

Although the Town of Claresholm sincerely appreciates the commitment and effort of the MD of Willow Creek towards fire and emergency services in our region, it is imperative in these political times that a more collaborative approach be taken. With the development of the new Municipal Government Act, it has become clear that the provincial government expects municipalities to work together as much as possible. The Town of Claresholm Council believes an incredible opportunity exists in this case to work collaboratively towards a solution that is beneficial to all involved.

The Town of Claresholm is in agreement with the spirit of the letter received from the Town of Nanton and supports a meeting of the Willow Creek Mayors and Reeve group to discuss opportunities for creating an agreement, whereby fire services are offered through a collaborative regional model. If it is determined at that meeting that the political will exists to move forward with such a model, we can continue with the administrative process of developing a regional model that addresses the needs of all those involved. Having all regional municipalities in agreement at the start of this process will ensure that the regional model is focused on a collaborative structure.

The Town of Claresholm would like to thank the MD of Willow Creek and all the other municipalities for their continued commitment towards fire and emergency services in our region. The Town of Claresholm looks forward to working together in this process.

Yours truly,

Rob Steel  
Mayor  
Town of Claresholm

RS/kw

Cc:

Mayor Rick Everett, Town of Nanton

Mayor Gentry Hall, Town of Stavely

Mayor John Connor, Town of Granum

Deputy Mayor Brent Feyter, Town of Fort Macleod



# Municipal District of Willow Creek No. 26

Office of the Administrator

[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

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Toll Free: 888-337-3351

August 17, 2016

Town of Claresholm

Box 1000

Claresholm, Alberta

T0L 0T0

Dear Marian:

Please find enclosed a copy of the Licence to Divert Water for the Pipeline Water Coop, and the Preliminary Certificates in the name of the M.D. for the Claresholm Industrial Area upgrade and the Leavings Water Coop. Now that these documents are in place the M.D. and the Town will need to finalize their intended agreement to facilitate the upgrade of the Airport infrastructure and the change in the ownership of the asset.

Yours truly,

Cynthia Vizzutti CLGM, CTAJ  
Chief Administrative Officer





# INFORMATION BRIEF

Meeting: September 12, 2016

Agenda Item: 3

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## WATER AGREEMENTS WITH THE MD OF WILLOW CREEK

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### **DESCRIPTION:**

Town of Claresholm Administration continues to work with the Municipal District of Willow Creek to facilitate the shift of control of water distribution at the Claresholm Industrial Airport.

### **BACKGROUND:**

The MD of Willow Creek is continuing to go through the proper channels to ensure that the MD's takeover of the water system at the Claresholm Industrial Airport is completed. A meeting between Marian Carlson, CAO for the Town of Claresholm, Cynthia Vizzutti, CAO for the MD of Willow Creek, relevant staff and the engineers working on this project is scheduled for September 28, 2016.

### **ATTACHMENTS:**

- 1.) Letter from the MD of Willow Creek dated August 17, 2016.

### **APPLICABLE LEGISLATION:**

- 1.) *Potable Water Regulation and Environmental Protection and Enhancement Act*

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 9, 2016

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[www.mdwillowcreek.com](http://www.mdwillowcreek.com)

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

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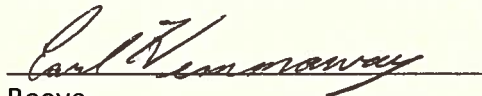
## CONSENT OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO.26

To the Annexation of the following lands into the Town of Claresholm:

Block OT Plan 7510394  
Lot 1 Block 1 Plan 9211776  
Portion of NW-25-12-27 W4M  
SW-25-12-27 W4M  
LSD 11 and 14 NW24-12-27 W4M  
LSD 12 and 13 NW24-12-27 W4M  
Lot 1PUL Block 5 Plan 1212346  
Block 3 Plan 731663  
Block 4 Plan 731663  
Block 5 Plan 731663  
Road Plan 9212229  
Portion of Government Road Allowance (Range Road 271)  
Portion of Highway 520

Pursuant to Section 118(2) of the Municipal Government Act, Municipal District of Willow Creek No.26 does hereby certify that this report accurately reflects the results of the negotiations with respect to the proposed annexation. With regards to this annexation request, the Municipal District acknowledges:

- There are no known objections to the annexation at the time of this report being prepared;
- That the statutory road allowance (Range Road 271) on the east side of Block 5 Plan 731663 be covered by a road maintenance agreement;
- The Town of Claresholm will compensate MD of Willow Creek in the amount of \$23,893.78 ; and
- That there are no special assessment or tax concessions with regard to the subject lands.



Reeve

Earl Hemmingway

Dated at MD of Willow Creek, Alberta this the 10<sup>th</sup> day of August, 2016.

**THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**  
#26-Hwy 520, Claresholm Industrial Area, Box 550, Claresholm, Alberta T0L 0T0  
Phone: (403) 625-3351 Fax: (403) 625-3886  
Email: [development@mdwillowcreek.com](mailto:development@mdwillowcreek.com)

## NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Form B

Application No. 110-16

TO: Adjacent Landowners

Notice is hereby given that an application is being made for a development permit with regard to the following:

**NAME OF APPLICANT:** Custom Cannabis Inc.

**TYPE OF DEVELOPMENT:** Replace existing greenhouse structures with a new 60,000 sq. ft. greenhouse and medical marihuana production facility. Also, request a waiver of the minimum setback requirements.

**LEGAL DESCRIPTION OF SITE:** SE 23-12-27-4

**PLACE OF MEETING:** Municipal Administration Building, Claresholm

**TYPE OF MEETING:** Regular Municipal Planning Commission

**DATE OF MEETING:** 10:30 a.m. on Wednesday September 21, 2016

This development application and all associated information are available for viewing at the Municipal Office at the address shown above during normal hours of operation, or on our website at [www.mdwillowcreek.com](http://www.mdwillowcreek.com).

Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions, please contact The Municipal District of Willow Creek No. 26.

Persons requesting to be heard at the meeting shall submit a written request to be heard to the development officer not later than:

September 16, 2016 (10 consecutive days from the date of this notice)

DATE: September 2, 2016

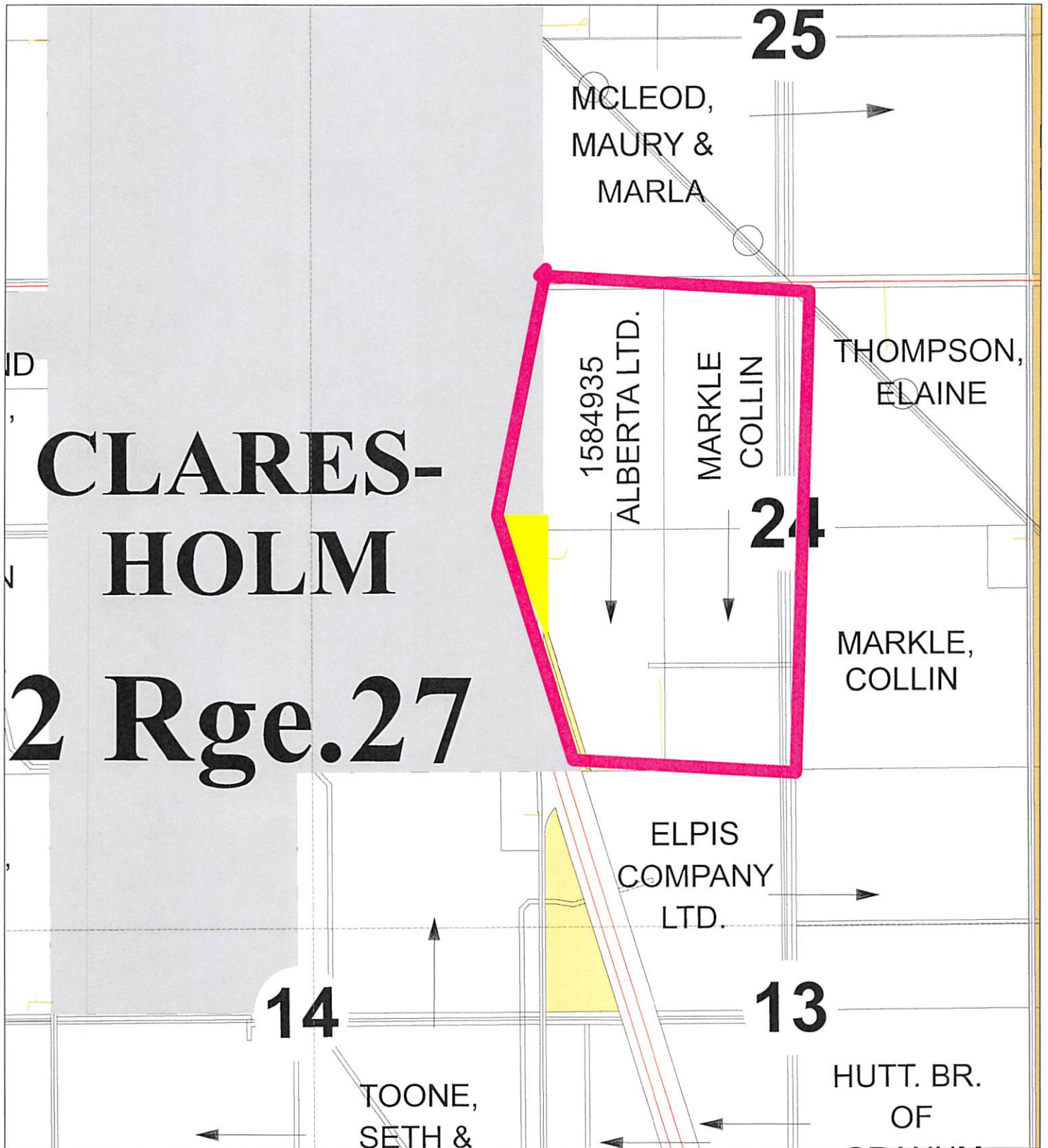
SIGNED: \_\_\_\_\_

Cindy Chisholm  
Development Officer  
MD of Willow Creek No. 26



Development Permit No 110-16

Location: SE 23-12-27-4



Applicant: Custom Cannabis Inc.



THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
Box 550, Claresholm, AB T0L 0T0  
Phone (403) 625-3351 Fax (403) 625-3886 www.mdwillowcreek.com

FOR OFFICE USE ONLY

APPLICATION FOR A DEVELOPMENT PERMIT

**IMPORTANT:** This information may also be shared with appropriate government/other agencies (e.g. Alberta Agriculture, Food and Rural Development; Alberta Environment; the regional health authority), and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact The Municipal District of Willow Creek No. 26.

Application No. 110-16  
Fees Submitted: \$ 150.00  
Site Inspection: \_\_\_\_\_

Form A

APPLICANT: Custom Cannabis Inc. Telephone: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Fax: na

MUNICIPAL ADDRESS: \_\_\_\_\_ Bus/Cell: \_\_\_\_\_

REGISTERED OWNER: Custom Cannabis Inc. Telephone: \_\_\_\_\_

LEGAL DESCRIPTION: Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_

OR: Quarter SE  Section 23  Township 12  Range 27  W 4  M

EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

PARTICULARS OF PROPOSED DEVELOPMENT: No change in use is being proposed.

The site is currently zoned as a medical marijuana production facility. It has been deemed the current structures and greenhouses are unfit for growing medical marijuana due to thier age and layout. Our proposal would remove all the existing structures on site to allow new state of the art cannabis growing greenhouses and processing facility. Additional information and detailed drawings proposed development are attached.

Additional information or clarification can be helpful in processing the application without delay. You may wish to use the back of this form, or attach a separate sheet with such information. **Please fill out the Right of Entry authorization on reverse.**

**REGISTERED OWNER OR PERSON ACTING ON BEHALF OF:**

I/we agree to the collection and sharing of this information contained in this application, and any other information that may be required to verify and evaluate this application as explained above. I have submitted particulars concerning the completion of the proposed development and agree to comply in all respects with any conditions that may be attached to any development permit that is issued and with any other bylaws that are applicable. I am aware that I may be required to pay for all local improvement costs, which include drainage, sidewalks, road construction, street lighting, water and sewer main extensions, utility connection fees and installation costs at the present established rate.

I have read and understand the terms noted on the reverse side of this form and hereby apply for permission to carry out the development described above and/or on the attached plans and specifications. I further certify that the registered owner(s) of the land described above is aware of this application.

DATE: August 31, 2016 SIGNED: \_\_\_\_\_  
Applicant

**IMPORTANT: See Over**



**ADDITIONAL INFORMATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:**

1. Subject to the provisions of the Land Use Bylaw of The Municipal District of Willow Creek No. 26, the term "development" includes any change in the use of buildings or land.
2. Although the Development Officer is in a position to advise on the principle or details of any proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that any development by the applicant within 14 days after receipt of a Development Permit is at his own risk.
3. Please submit a plan or drawing showing locations of existing and proposed buildings, roads, services, boundaries, etc. in sufficient detail to ensure proper consideration of the application. Measurements may be metric or imperial units. It is desirable that the plans and drawings should be on scale appropriate to the development, that is:  
Site plans – ratio of 1:1000 or 1:1500  
Other drawings – ratio of 1:100 or 1:200  
or as required by the Development Officer. However, unless otherwise stipulated, it is not necessary for plans and drawings to be professionally prepared.
4. If a decision is not made within 40 days from the date of the receipt of the application in its complete and final form, the applicant may exercise his right of appeal as though he had been mailed a refusal at the end of the 40-day period unless an agreement for a time extension has been entered into with the municipality.

**RIGHT OF ENTRY:**

I hereby authorize representatives of The Municipal District of Willow Creek No. 26 to enter my land for the purpose of conducting a site inspection in connection with this application.

This right is granted pursuant to Section 542(1) of the *Municipal Government Act*.

DATE: Aug. 31, 2016      SIGNED: \_\_\_\_\_  
\_\_\_\_\_  
Registered Landowner(s)





4;27;12;23;SE

4;27;12;24;;4,5



## Alberta Land Surveyor's Real Property Report

**NOTE:**  
This plan is Page 2 of a Real Property Report and is ineffective if it is detached from Page 1.

### PROPERTY DESCRIPTION

MERIDIAN 4 RANGE 27 TOWNSHIP 12 SECTION 23  
THAT PORTION OF THE SOUTH EAST QUARTER WHICH LIES  
NORTHEAST OF ROAD PLAN 031 3338

- Property is subject to :
- Utility Right-of-Way; Instrument No. 741 037 594
- Mortgage; Instrument No. 051 091 425
- Caveat Re: Agreement Charging Land; Instrument No. 051 403 466
- Mortgage; Instrument No. 061 481 750
- Postponement; Instrument No. 071 016 346
- Caveat Re: Agreement Charging Land; Instrument No. 071 603 605
- Amending Agreement; Instrument No. 091 056 556

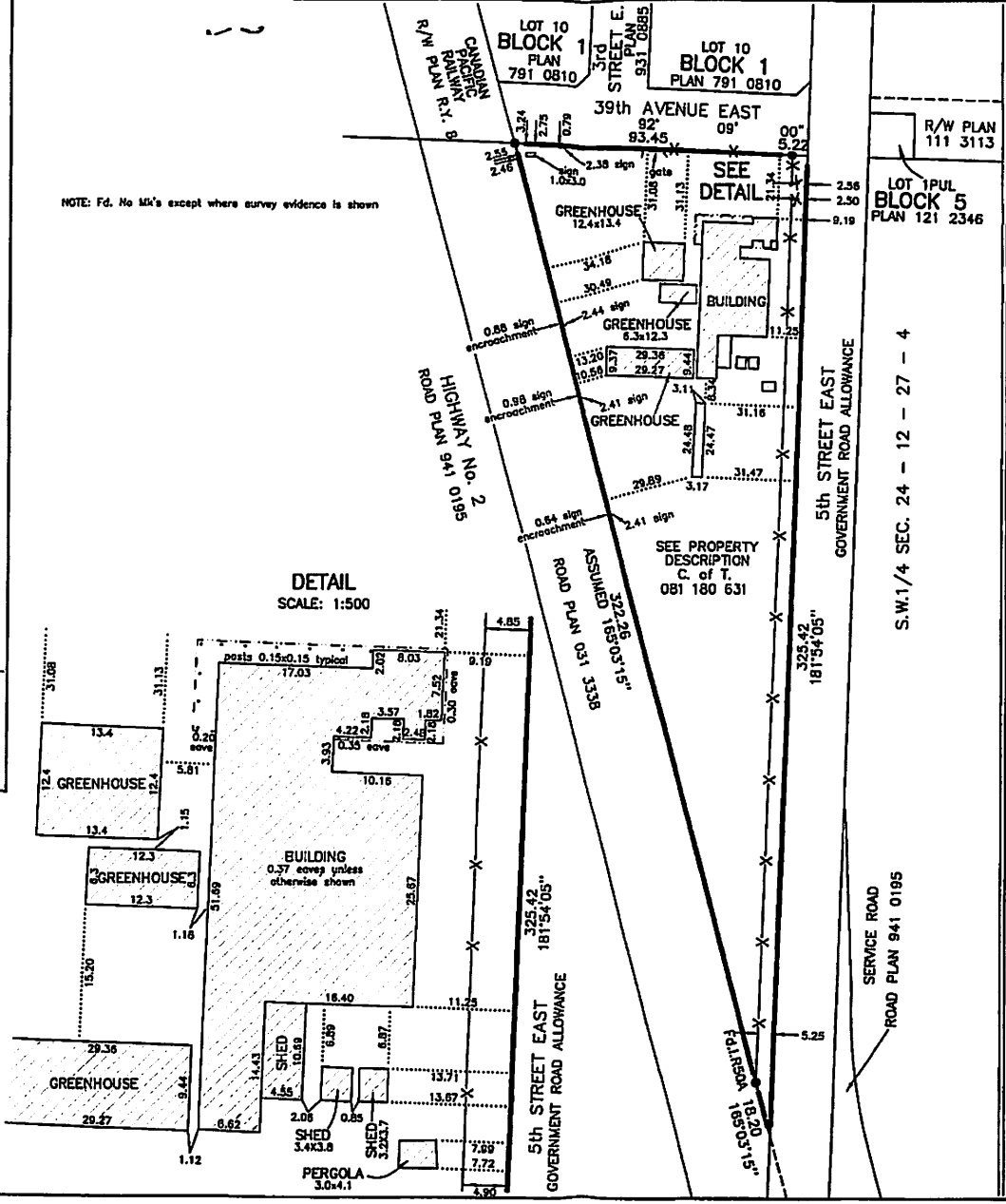
### LEGEND

- Property boundaries shown thus
- Distances from property boundaries are shown to  siding
- Eaves dimensioned to the line of the fascia.
- Statutory Iron Posts shown thus.... ● found
- Fences are within 0.20 metres of property line shown thus..... X X unless otherwise dimensioned.

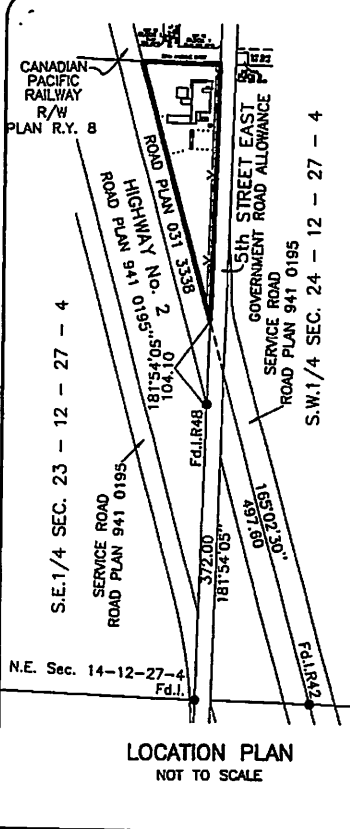
D. J. Amanlea, Alberta Land Surveyor, 2014

**boa** brown okamura & associates ltd.  
P.O. BOX 655 - 514 Stafford Drive N., Lethbridge, Alberta T1J 3Z4  
© copyright brown, okamura & associates ltd. 2014

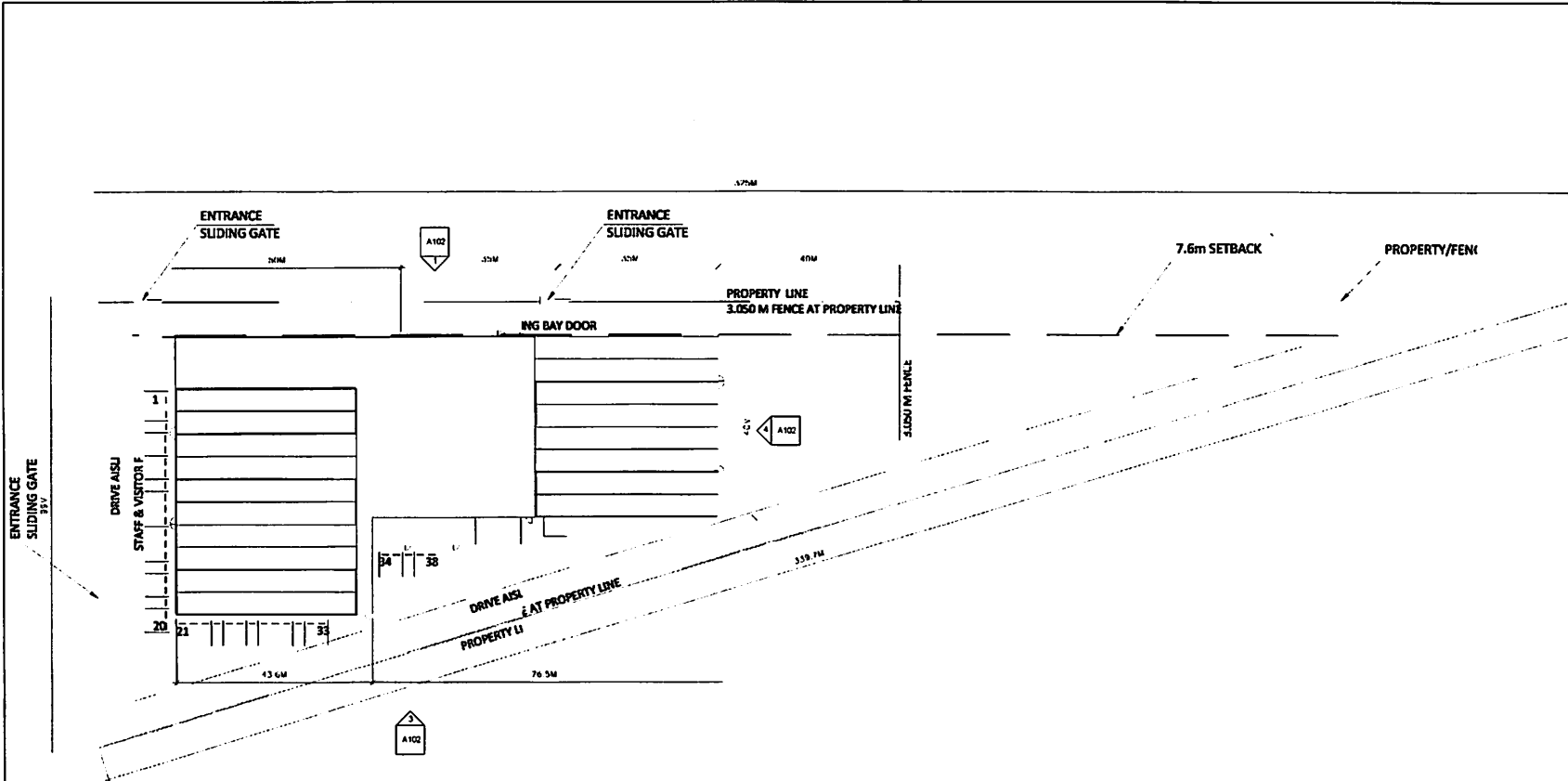
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Date:	FEB. 20/14	



NOTE: Fd. No. M's except where survey evidence is shown





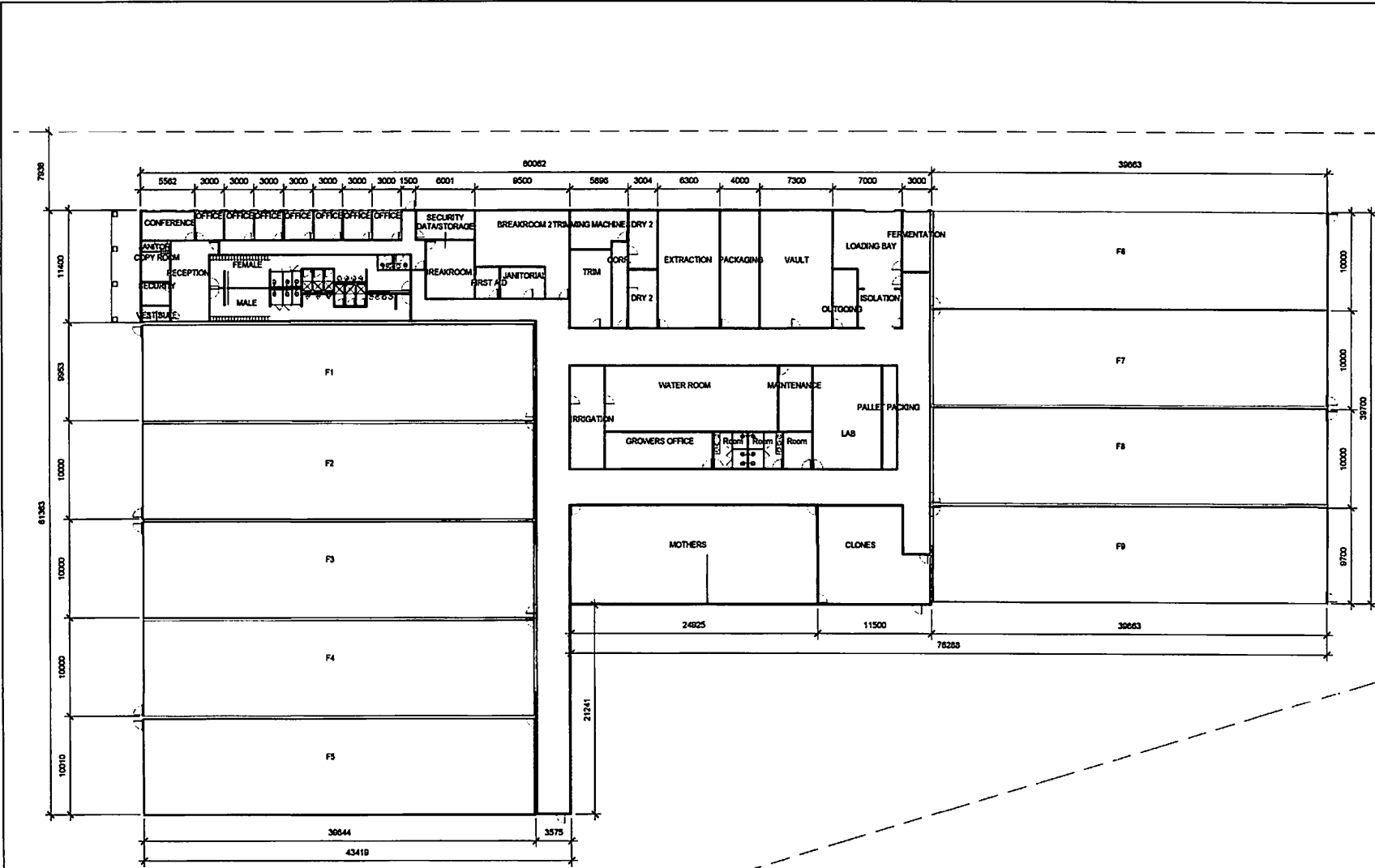


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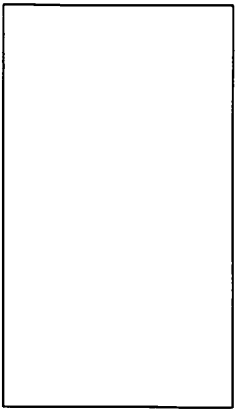
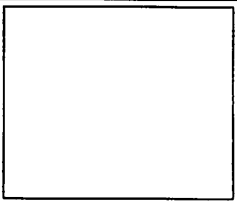
No.	Description	Date

CUSTOM CANNABIS	
<b>SITE PLAN</b>	
Project number	16-101
Date	2016-08-30
Drawn by	LP
Checked by	CG
A100	
Scale	1 : 500

2016-08-31 2:00:20 PM



① Level 1  
1 : 200



No.	Description	Date

**CUSTOM CANNABIS**

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**FLOOR PLANS**

Project number 16-101

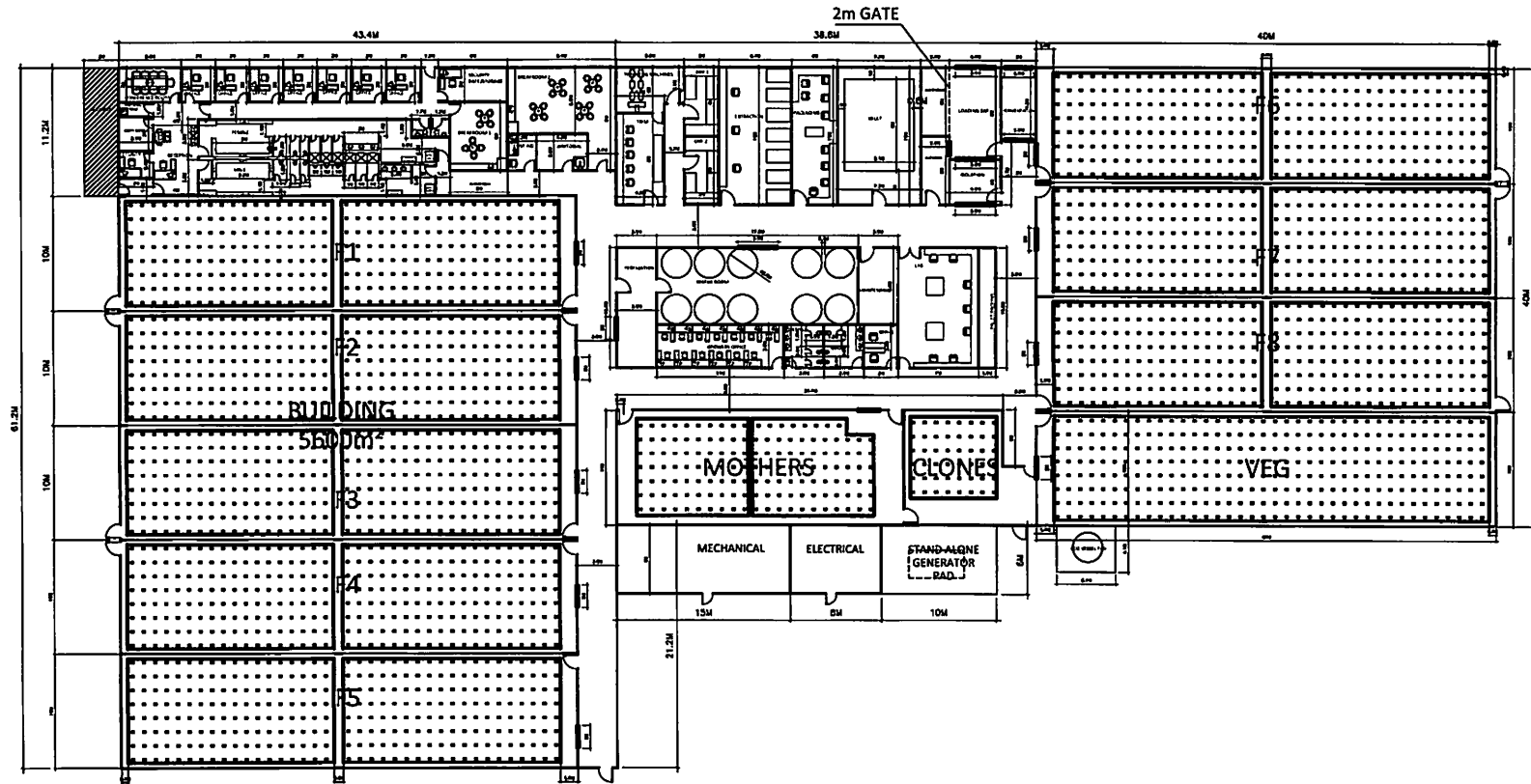
Date 2016-08-30

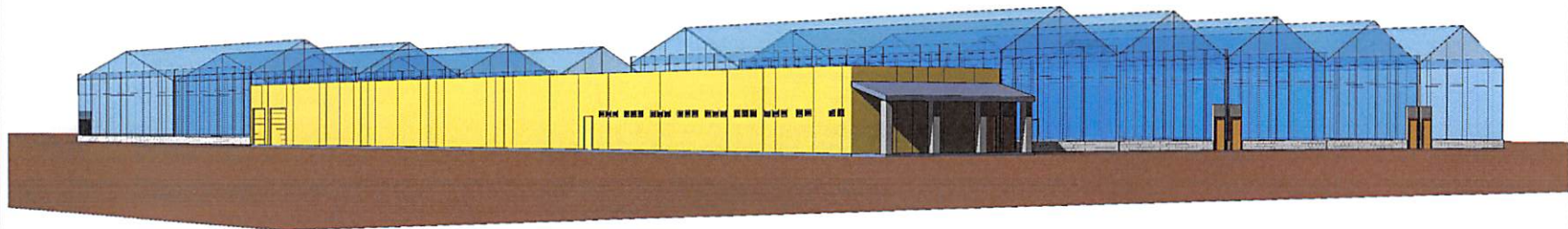
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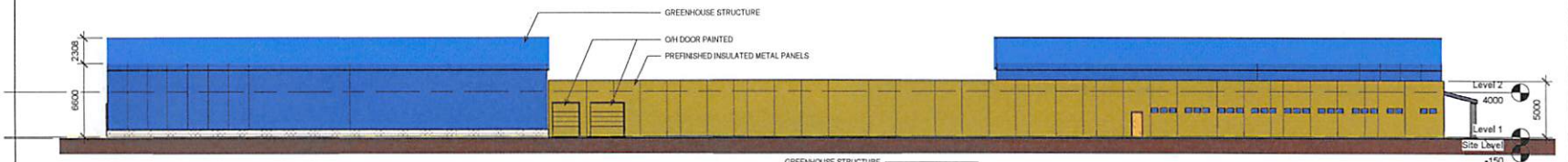
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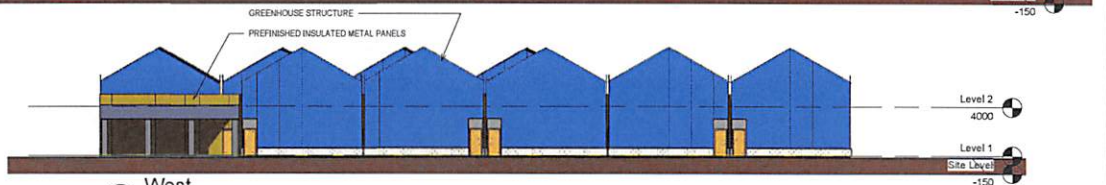




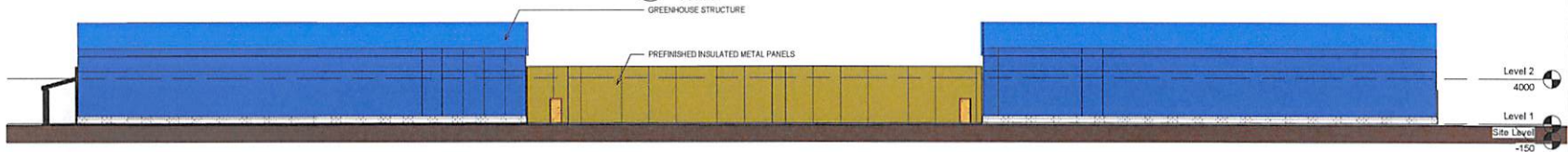
5 3D View 1



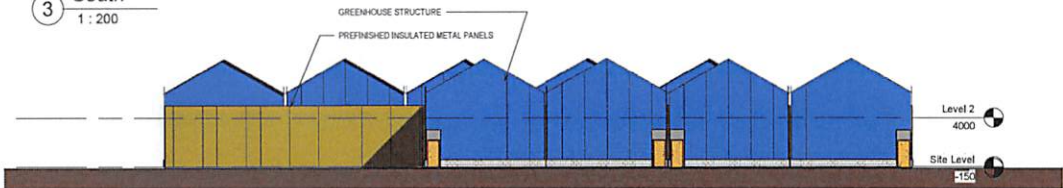
1 North  
1 : 200



2 West  
1 : 200



3 South  
1 : 200



4 East  
1 : 200

No.	Description	Date

CUSTOM CANNABIS

ELEVATIONS

Project number 16-101

Date 2016-08-30

Drawn by LP

Checked by CG

A102

Scale 1 : 200



# INFORMATION BRIEF

Meeting: September 12, 2016  
Agenda Item:5

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## NOTICE OF MEETING from MD of WILLOW CREEK (Custom Cannabis Inc.)

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### BACKGROUND / DESCRIPTION:

The property (shown below) is located in the Municipal District of Willow Creek directly adjacent to the Town boundary. In 2014 this property was approved for the purpose of Medical Marihuana processing. Town Council reviewed that application and presented comments (as per the attached correspondence).

The applicant proposes to remove all existing structures on site and construct new greenhouses and the processing facility with a variance to the minimum setback requirements. Under the regulation of Health Canada, this business will supply medical marihuana. Health Canada will regulate and inspect all sites to ensure compliance. They perform ongoing random compliance inspections as well.



The location (shown above) is in an industrial area with limited traffic, far from residential areas but has good access for staff as well as convenient access for shipping and deliveries. This site is a serviced site that is connected to the Town of Claresholm water and sewer service. The property could be secured with fencing and monitoring however plans for security and screening have not been provided.

The Development Department has requested additional information and/or plans from the MD of Willow Creek as to security, loading and parking requirements, as well as water and servicing plans (as of agenda time no additional information was received). The Town of Claresholm is not the jurisdictional body that will make a decision on this application, but comments can be provided to the MD of Willow Creek by their deadline of September 16, 2016.

ATTACHMENTS:

- 1.) MD of Willow Creek Notice of Meeting & Applicable Application
- 2.) Correspondence July 2014 – MD Circulation response

PREPARED BY: Tara VanDellen, Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: September 9, 2016

---



**Claresholm**

*Now you're living...  
Now you're home*

**FILE COPY**

July 16<sup>th</sup>, 2014

The Municipal District of Willow Creek No. 26  
Attn: Municipal Planning Commission  
P.O. BOX 550  
Claresholm, AB T0L 0T0

**RE: Town of Claresholm Comments on the Proposed Development in Application No. 072-14 – Notice of Municipal Planning Commission Meeting for An Intensive Horticulture greenhouse for the production of marihuana for medicinal purposes**

**Legal description: SE 23-12-27-W4M**  
**Your file: 072-14**  
**Our file: RPS00370**

The Town of Claresholm appreciates the opportunity to provide comments regarding the development being proposed by Custom Cannabis Inc./Andrew Gaffney in Application No. 072-14 – An *Intensive Horticulture* greenhouse for the production of marihuana for medicinal purposes.

The Notice of Meeting for Municipal Planning Commission Meeting for Application No. 072-14 was presented, as an information item, to the Town of Claresholm Municipal Planning Commission at their last regularly scheduled meeting which was on July 4, 2014, and it was also forwarded to the Town of Claresholm Council where it was read at their last regularly scheduled meeting which was on July 15, 2014.

Based on discussions resulting from the above-noted meetings, the Town of Claresholm expresses an interest in this proposed development for several reasons, among others, as follows:

1. Although the property is located in the Municipal District of Willow Creek No. 26, it is adjacent to the urban development in the Town of Claresholm in general and it borders directly on the industrial lands located in the southeastern corner of the community.
2. The (RG) – Rural General land use district, established in the Municipal District of Willow Creek No. 26 Land Use Bylaw No. 1616, indicates that *the intent of this land use district is to provide for the protection of agricultural land by limiting and regulating development other than cultivation or grazing, of the following permitted, discretionary and prohibited land uses*. This definition and the general expectations of the Rural General land use district does not include major commercial /industrial operations; in fact, the intent is to clearly limit and regulate uses such as the proposed use. The Municipal District of Willow Creek No. 26 Land Use Bylaw No. 1616 has other land use districts for which their intent is more suitable for the proposed greenhouse for the production of marihuana for medicinal purposes use.

JG/jd  
Encl.

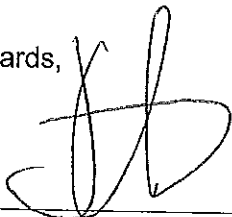


3. Although the proposed development is being presented as an "intensive horticulture operation," which is a form of land use that is listed in the Municipal District of Willow Creek No. 26 Land Use Bylaw No. 1616, it is unlikely that at the time that the Land use Bylaw No. 1616 was drafted that the "intensive horticulture operation" use was intended to include a scenario with such extensive security and surveillance requirements. The magnitude of these security and surveillance requirements substantially differentiate a greenhouse for the production of marihuana for medicinal purposes, from the greenhouse use that currently exists and is intended under the definition in the Land Use Bylaw.
4. The application has very little, or no information in reference to vehicular access & parking & loading, screening & landscaping and surface drainage. These key development details, which are normal standards of urban development, are not illustrated in the proposal. Further, for a passerby on 1<sup>st</sup> Street West / HWY #2, the property appears to be located in the Town of Claresholm. The Town has and is working very hard to upgrade the visual aesthetic of all properties that boarder or front on the Highway corridor and as such has implemented specific fencing and landscaping requirement through the our Land Use Bylaw No. 1525. The approval of the proposed development application would be inconsistent with this endeavor, and counter-productive to the efforts of surrounding land owners and businesses.
5. The improvements on the property are connected to the Town of Claresholm municipal water and sanitary sewer systems and the intensity of water use and the intensity and composition of the waste discharge are concerns.
6. The Notice of Municipal Planning Commission Meeting for Application No. 072-14 was circulated to the Town of Claresholm Administration Office address but not to the ratepayers who own properties directly adjacent to the proposed development. As such, the adjacent land users who are likely to be affected by the proposed development did not individually receive a Notice of Municipal Planning Commission Meeting from the Municipal District of Willow Creek No. 26.

While the Town of Claresholm encourages development and economic growth, there is concern that the development in Application No. 072-14 is being presented with insufficient information to make a determination as to whether the quality of the development is consistent with the standards and safety considerations that are expected in the context of modern urban development.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,



---

Jeff Gibeau  
Acting CAO  
Manager of Regulatory & Property Services Department  
Town of Claresholm

JG/jd  
Encl.



RECEIVED

SEP 07 2016

Aug 31, 2016

Shawn Samol  
Hydra Pharmaceuticals Inc  
10A Tigermoth Crescent, Claresholm, AB  
[shawn@maxdevgrp.com](mailto:shawn@maxdevgrp.com)  
403-874-6807

Mayor Rob Steel  
Town of Claresholm  
221 45 Ave W, Claresholm, AB  
403-625-3381 (Town Office)

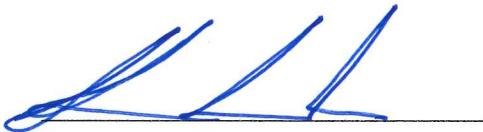
Dear Mayor Rob Steel,

This notice is to formally inform you that we, Shawn Samol and Bing He-Zhuang, from Hydra Pharmaceuticals Inc are in the process of preparing an application to become a licensed producer of medical marijuana as per the Access to Cannabis for Medical Purposes Regulations. Our proposed site is located in Claresholm, AB. We plan to have our application submitted to the Minister of Health, Jane Philpott, Health Canada, by the end of fall 2016.

We intend to possess, produce, sell, provide, ship, deliver, transport and destroy marijuana for the purpose of producing dried medical grade marijuana for the Canadian medical marijuana industry.

The proposed building site will be located at 10A Tigermoth Crescent, Claresholm, AB.

Sincerely,



Shawn Samol  
President  
Hydra Pharmaceuticals Inc



Bing He-Zhuang  
Vice President  
Hydra Pharmaceuticals Inc

**From:** Gloria Roth [<mailto:gloria.roth@twin3.ca>]  
**Sent:** Friday, August 26, 2016 2:50 PM  
**To:** Rob Steel  
**Cc:** Marian Carlson; Bill Chapman  
**Subject:** Support for Highway 3 Twinning Development Association

Good day Mayor Steel,

I am attaching a letter that was sent out originally in March 2016. It highlights the need of support over the next year to advance our mission. Our Chair Person, Bill Chapman, had spoken with **Councillor Mike McAlonan** last week and since he has shown interest, I have enclosed an invoice in anticipation of your support. I have also attached a copy of our last two meeting minutes. We would be pleased to have you join our organization. Please feel free to contact me with any questions.

**Gloria Roth**  
**Administrator**  
**Highway 3 Twinning Development Association**  
**Cell 403-634-5067**  
[gloria.roth@twin3.ca](mailto:gloria.roth@twin3.ca)



# Highway 3 Twinning Development Association

March 2016

Letter to: Highway 3 Twinning Development Association Members

Dear (NAME),

## **RE: Highway 3 Twinning Development Association – A time for action**

The Highway 3 Twinning Development Association has been dedicated to the twinning of Highway 3 for 15 years and the time for action is now.

The Association is looking to you, members from urban and rural municipalities, regional economic development agencies, and school divisions from the Crowsnest Pass to Medicine Hat, to support this work financially. Twinning Highway 3 is critically important to all Southern Albertans:

- It will improve highway safety
- It will positively impact the economic viability of all our communities
- Generate an increase in tourism and recreation

Our mission is clear: *“On behalf of southern Albertans, the Highway 3 Twinning Development Association will promote and work proactively and constructively with Provincial and Federal governments for the purpose of twinning of Highway 3 from the British Columbia border to Highway 1 at the earliest possible date”.*

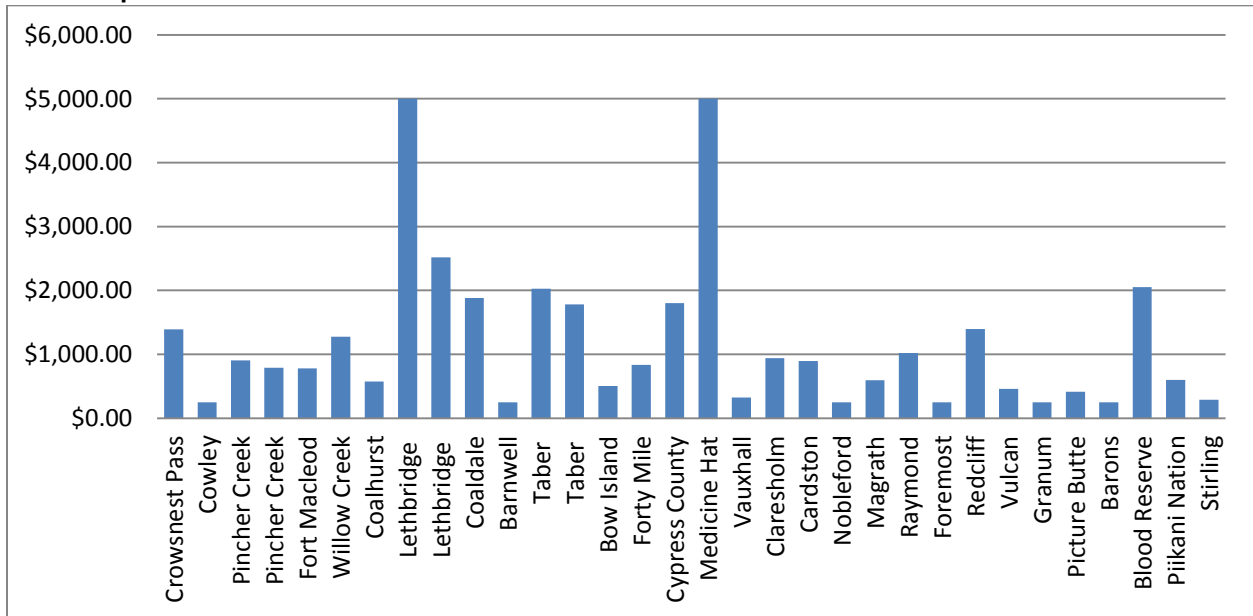
We are confident that with the collective voice of all our members we can bring the economic need of twinning Highway 3 to the forefront of government.

Membership fees for organizations are set at \$50 and for each participating member municipality, a contribution of \$0.25 per capita annually to support the project. Annual fees will start at a minimum of \$250 for smaller municipalities to a maximum of \$5000 for larger communities.



# Highway 3 Twinning Development Association

<b>Other Orgs./Business</b>	<b>\$50</b>
<b>Minimum</b>	<b>\$250</b>
<b>Per Capita</b>	<b>\$0.25</b>
<b>Maximum</b>	<b>\$5,000.00</b>
<b>Total Acquisition</b>	<b>\$37,537.00</b>
<b>Total Population</b>	<b><u>261,671</u></b>



The Association set this amount based on projected needs over the next 12 to 18 months. The funding will allow us to update safety studies, cost / benefit analysis and other twinning focused activities which will allow us to move forward with our shared goal to have Highway 3 Twinning scheduled for the very near future.

In addition to this funding support, we will be calling on our member agencies to begin writing letters and meeting with their MLAs to ensure that twinning Highway 3 is at top of the priority list. The safety studies and other work will be provided to member agencies to use in those conversations to help push this project forward.

We thank you for your continued support and will continue to keep you updated on the efforts of the Association.

Sincerely,

Bill Chapman  
Chair, Highway 3 Twinning Development Association



## Highway 3 Twinning Development Association

### Membership Invoice

August 26, 2016

Town of Claresholm

Membership Fee is      Population 3758 X .25      \$939.50

Please make cheque payable to:

Town of Taber – Re: Highway 3 Twinning Development Association  
A 4900 50 Street  
Taber, AB T1G 1T2

Please provide an email address for correspondence here or send to [Gloria.roth@twin3.ca](mailto:Gloria.roth@twin3.ca)

Email: \_\_\_\_\_

Thank you for your support of Highway 3 Twinning Development Association

---

## HIGHWAY #3 TWINNING DEVELOPMENT ASSOCIATION

June 3, 2016 Meeting Minutes

Fire Hall, Taber AB

### **In attendance:**

Barney Reeves	ID #4 Waterton
Ben Young	Community Futures Chinook
Bill Chapman	Town of Coaldale
Blair Painter	Crowsnest Pass
Brian Brewin	Municipal District of Taber
Dennis Cassie	Town of Coalhurst
Gordon Reynolds	Town of Bow Island
Henk De Vlieger	Town of Taber
Henry Doeve	Lethbridge County
Margaret Plumtree	SouthGrow/Town of Vauxhall
Pete Lovering	SouthGrow Regional Initiative
Rene Gendre	Town of Fort Macleod
Richard Oster	Cypress County
MLA David Schneider	MLA Little Bow
MLA Grant Hunter	MLA Cardston – Taber - Warner
Pat Stier	MLA Livingstone - Macleod
Alex McCuaig	Office of MLA Robert Wanner
Taylor Nish	SouthGrow
Yana De-Waal	Office of MP Rachel Harder
Matt De-Jong	Office of MP Rachel Harder

### **Recorder**

Ben Young

### **1. Call to order -**

Meeting was called to order by Bill Chapman, Director, at 10:35 am.

### **2. Introductions.**

Introductions were made.

### **3. Approval /Additions to the Agenda**

Bill Chapman asked to have 10.1 added to the agenda. Blair Painter asked to have item 10.2 added to the agenda.

#### **MOTION: Gordon Reynolds**

*To accept the Agenda with the addition of 10.1 and 10.2*

**CARRIED**

### **4. Adoption of Minutes**

#### **MOTION: Henk DeVlieger**

*That the minutes of the May 6, 2016 minutes be approved as presented.*

**CARRIED**

### **5. Business Arising from Minutes**

#### **5.1 Highway 3 Studies**

Barney Reeves

Barney Reeves informed the Association that data collection is still on-going. He has met with Lethbridge College Geomatics department to have them do up a map once all data is gathered. All member municipalities are asked to send any information about traffic accident numbers to Barney Reeves.

### **6. MLA Report**

**David Schneider, Little Bow** – Carbon tax bill has been big issue at the moment, analyzing the impact on Albertans. Will have to wait to see how regulations are written once bill has passed house to fully understand.

**Grant Hunter, Cardston-Taber-Warner** – Carbon tax bill will be passed June 7<sup>th</sup> most likely. Very important that municipalities, school boards, associations, etc. understand how the new legislation will affect them once regulations are in place.

**Pat Stier, Livingstone-Macleod** – Municipalities should be aware of the regional collaborative framework between municipalities coming from the GoA.

**Alex McCuaig, Office of MLA Robert Wanner (Speaker of the House)** – The Speaker's office has been busy talking with constituents regarding Bill 20 (Carbon Tax), specifically large producers and how it will impact them.

**Matt De-Jung, Office of MP Rachel Harder** – Matt provided greetings from MP Rachel Harder and advised that her office is supportive of the Highway 3 Associations' mandate.

Discussion ensued regarding setting up a meeting with B.C and Alberta MP's whose constituencies include the border and highway 3. Rachel Harder's office could help to organize those meetings.

## **8. Delegation - No delegation this month.**

## **9. New Business**

### **9.1 Memberships**

Bill Chapman provided an update on membership payments received so far

**MOTION:**      **Blair Painter**

*To accept the report as information*

**CARRIED**

### **9.2 Administrator Update**

Gloria Roth's report on activities was presented by Bill Chapman

**MOTION:**      **Henk de Vlieger**

*To accept the information as presented.*

**CARRIED**

### **9.3 Finance Report**

Henk DeVlieger updated the Association on its financial situation. Money has come in from members, accounts are in good order.



**MOTION: Margaret Plumtree**

*To accept the information as presented*

**CARRIED**

#### **9.4 Highway 3 Priorities for September Meeting**

Priority list of the Association will be revisited over the summer and members are asked to give some thought into priorities for September meeting.

**MOTION: Dennis Cassie**

*To accept the information as presented*

**CARRIED**

Further discussion followed that the Association should try to engage the First Nations and open up lines of communication by perhaps send a delegation in the summer made up of the executives of the Association.

**MOTION: Brian Brewin**

*To have Highway 3 Association Administration (Gloria Roth) contact the First Nation communities that are part of Highway 3 to engage with them and set up a meeting with Highway 3 delegation over the summer.*

**CARRIED**

### **10. Information Items**

#### **10.1 Update on Crowsnest Pass**

**Blair Painter**

Blair Painter met with AB Transportation to discuss transportation issues. With the new proposed mine in the area there are plans for rail crossing on highway, road will go over train so no impact to highway traffic. AB Transportation is firm on the route they have chosen for future Highway expansions.

Traffic counts done by AB Transportation are being done during weekdays, Crowsnest Pass did their own traffic counts and the last long weekend (May) 22,555 vehicles passed through.

Vehicles were completely stopped and traffic was a standstill through Frank Slide/Blairmore area. This is a big safety issue.

#### **10.2 RINSA Event**

**Pete Lovering**

June 21<sup>st</sup>, RINSA is hosting an event about Electric Vehicle charging stations and the vision of creating electric highway along Highway 3. To be held in Pincher Creek.

**11. Next Meeting** – TBD, when Mayors and Reeves set their meeting date, Highway 3 meeting will be same day.

**12. Adjournment**

**MOTION:**      **Blair Painter**

*The motion to adjourn was made at 12:00pm*

**CARRIED**



**THE TERRY FOX  
FOUNDATION**

August 24, 2016

Mayor Rob Steel and Councillors  
Town of Claresholm

Dear Rob:

The 36<sup>th</sup> Annual Terry Fox Run will be celebrated this year. The Town of Claresholm continues to shine in supporting Terry's legacy. Last year we raised over \$8000. This year's Run for cancer research takes place on Sunday, **September 18th**, at 2 p.m at the Claresholm Fire Hall.

We are not only asking for your help and participation but we are also asking you to invite someone special in your life to participate in the Run with you. If each person who supported the Terry Fox Run last year could encourage a family member, friend or co-worker to collect pledges and accompany them to the Run, we could double last year's participation.

We hope to see you, or another member of the Council, on Sunday, September 18<sup>th</sup>, and thank you for your continued support.

Sincerely,

A handwritten signature in blue ink that reads "Debbie Lozeman".

Debbie Lozeman, Terry Fox Run Organizer

**The Terry Fox Run Sunday, September 18<sup>th</sup>, 2016**

BN/Registration Number: 10809 9979 RR0001

OUR FILE: 62064.1

REPLY TO:

GRANT S. DUNLOP, Q.C.

DIRECT LINE: (780) 429-6283  
DIRECT FAX: (780) 429-4453

EMAIL: grantdunlop@ogilvIELAW.com

CANADIAN WESTERN BANK PLACE  
SUITE 1400  
10303 JASPER AVENUE  
EDMONTON AB T5J 3N6  
FACSIMILE (780) 429-4453  
TELEPHONE (780) 421-1818

RECEIVED

AUG 30 2016

August 25, 2016

**VIA REGISTERED MAIL  
AND EMAIL: marian@townofclaresholm.com**Town of Claresholm  
**Attention: Marian Carlson**  
Chief Administrative Officer  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Sir/Madam:

**Re: ALARIE Asset Distribution**

---

I act for the Alberta Local Authorities Reciprocal Insurance Exchange ("ALARIE"). ALARIE was established in 1990 by the Alberta Urban Municipalities Association, Alberta Association of Municipal Districts and Counties and Alberta School Trustees' Association (which was later renamed Alberta School Boards Association). ALARIE issued liability insurance policies to school boards, municipalities and other local authorities between 1990 and 2002. Town of Claresholm obtained liability insurance from ALARIE during at least some of that period. ALARIE has now settled the last of the claims insured by it and it is fortunate to have surplus assets of approximately \$13,500,000. It has sought professional advice from MNP LLP regarding a fair distribution of those assets among several hundred school boards, municipalities and other local authorities which at one time were insured by it. In that regard, please find enclosed the following:

1. An Originating Application filed August 5, 2016 in which Town of Claresholm is a Respondent;
2. An Ex Parte Order granted August 15, 2016;
3. An invitation to attend one of three webinars to be conducted September 19, September 30 and October 12, 2016.

The Originating Application refers to an Affidavit of Alan Wood and an Expert's Report of Lisa Majeau Gordon, who is a Partner with the accounting and consulting firm of MNP LLP, specializing in investigative and forensic accounting. The Affidavit and Expert's Report can be reviewed and downloaded at the following website:

[www.ogilvIELAW.com/sections/ALARIE](http://www.ogilvIELAW.com/sections/ALARIE)

ALARIE has scheduled an application before the Honourable J.D. Rooke, Associate Chief Justice of the Court of Queen's Bench of Alberta at the Law Courts in Edmonton on Monday, December 19, 2016 at 9:00 a.m. at which time ALARIE will seek Court approval of its expenditures and its proposed distribution of its remaining assets. The percentage of its assets which ALARIE proposes to distribute to Town of Claresholm is 0.49% which, assuming ALARIE's remaining assets total \$13,500,000, would result in a payment to Town of Claresholm of \$65,923.27. The proposed distribution is based on the individual contributions and claims by each organization insured by ALARIE, including Town of Claresholm. The distribution calculations are explained in detail in the Expert's Report.

Mr. Alan Wood and Ms. Lisa Majeau Gordon are prepared to respond to any questions you may have about the proposed distribution during one of the webinars on September 19, September 30 and October 12, 2016. The details of those webinars are set out in the enclosed invitation. If you have any questions, I encourage you to attend a webinar and ask your questions there. I will also be in attendance to respond to any questions regarding the legal process. Thank you for your attention to this matter.

Yours truly,

OGILVIE LLP

Per:



GRANT S. DUNLOP, Q.C.

GSD/msp

Enclosures



# REQUEST FOR DECISION

Meeting: September 12, 2016  
Agenda Item: 10

---

## ATCO GAS AND PIPELINES LTD. FRANCHISE AGREEMENT

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### **DESCRIPTION:**

ATCO Gas has contacted the Town of Claresholm with their annual inquiry regarding the Town's option to modify the franchise fee that is billed to ATCO Gas cucumbers and paid to the Town of Claresholm for the 2017 year.

### **BACKGROUND:**

ATCO Gas has a Natural Gas Distribution System Franchise Agreement with the Town of Claresholm that came into effect on April 28, 2005. This agreement gives ATCO Gas an exclusive franchise to provide gas distribution services within the Town of Claresholm. Clause 4(a) that is referenced in their letter reads as follows:

#### **4) FRANCHISE FEE**

##### **a) Calculation of Franchise Fee**

*In consideration of the exclusive grant of franchise, the ability to use Municipal rights-of-way, and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. The parties agrees that s.360(4) of the Municipal Government Act RSA 2000 c.M-26, as amended, does not apply to the calculation of the franchise fee in this Agreement. For each calendar year the franchise fee will be calculated as a percentage of the Company's actual total revenue derived from the Delivery Tariff, including without the limitation the fixed charge, base energy charge, demand charge but excluding the cost of gas (being the calculated revenues from the gas cost recovery rate rider or the deemed cost of gas and revenues from gas related riders, for clarity Method A in the Company's Rider A as approved by the Board from time to time) in that year for Gas Distribution Service within the Municipal Area. For the first calendar year or portion thereof of the Terms of this Agreement, the franchise fee percentage shall be ten (10.00) percent.*

*By no later than September 1 of each year, the Company shall: (i) advise the Municipality in writing of the total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and (ii) with the Municipality's assistance, provide in writing an estimate of total revenues to be derived from the Delivery Tariff within the Municipal Area for the next calendar year.*

*By no later than November 15 of each year, the Municipality shall advise the Company in writing of the franchise fee percentage to be charged for the following year. Failing which notification, the franchise fee percentage shall remain unchanged.*

**DISCUSSION/OPTIONS:**

1. The franchise fee has remained unchanged at ten (10.00) percent since the agreement came into effect in 2005.
2. As per the Franchise Agreement, Clause 4(b) states: "The franchise fee percentage shall not at any time exceed thirty five (35%) percent, unless there has been prior Board approval."
3. Should Council choose to change the franchise fee, the Town would need to advertise the intent to change the fee at least 45 days prior to implementation as per Clause 4(c).
4. By increasing the percentage, residents within the Town of Claresholm would see an increase in their utility billing for natural gas, as the increase would be billed to each consumer as stated in Clause 4(d).
5. Per ATCO Gas' estimate, each one (1) percentage point increase would result in approximately ten thousand dollars (\$10,000) in increased revenue in 2017.

**COSTS/ SOURCE OF FUNDING:**

This is revenue to the Town of Claresholm. Extra costs would only be incurred should Council choose to lower the franchise fee percentage. Similarly, the Town would receive increased revenue if Council chooses to increase the franchise fee.

**RECOMMENDED ACTION:**

Council pass a resolution to either increase the franchise fee percentage, decrease the franchise fee percentage, or keep it the same for 2017.

**PROPOSED RESOLUTION:**

1. Moved by Councillor \_\_\_\_\_ to keep the franchise fee percentage the same at 10% for 2017 as per Clause 4(a) of the Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd.

**ATTACHMENTS:**

1. Correspondence from ATCO Gas dated August 19, 2016.

**APPLICABLE LEGISLATION:**

1. Natural Gas Distribution System Franchise Agreement with ATCO Gas and Pipelines Ltd;(Executed April 28<sup>th</sup>, 2005)

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: September 9, 2016

---





August 19, 2016

RECEIVED

AUG 26 2016

Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

**Attention:** Ms. Marian Carlson  
Chief Administrative Officer

**Re: ATCO Gas and Pipelines Ltd. Franchise Agreement Clause 4(a)**

Dear Madam:

Pursuant to Clause 4(a) of our franchise agreement, the municipality has the ability to change the franchise fee percentage in 2017; this request must be received by ATCO Gas in writing prior to November 1st. If you are considering changing the franchise fee in 2017, please contact us as soon as possible to begin the process

As you are aware, ATCO Gas pays the Town of Claresholm a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Claresholm this percentage is 10.00%.

In 2015, our Delivery Tariff revenue in the Town of Claresholm was \$947,709. Our forecast Delivery Tariff revenue for 2017 is \$1,051,229. Therefore, based on the current franchise fee percentage, the forecast 2017 franchise fee revenue would be \$105,123.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to call me at (403) 380-5401.

Sincerely,

A handwritten signature in blue ink that reads "Shane Ellis".

Shane Ellis,  
Senior Manager, Lethbridge Region





# REQUEST FOR DECISION

Meeting: September 12, 2016  
Agenda Item: 11

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## Recycling - Town of Stavelly

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**DESCRIPTION/BACKGROUND:** The Town of Stavelly has run their own recycling for the residents and have asked us if they can be a part of our program on a trial basis of three months. A review would be performed after this trial time taking into consideration costs of staff time and any other issues that may arise so a viable contract can be created with Stavelly for their recycling needs.

**DISCUSSION/OPTIONS:** The Town of Claresholm has successfully been running a recycling program and has the ability to include the Town of Stavelly's recycling load as per a previous informal meeting. Stavelly would bring the 2 recycling containers (Cardboard and miscellaneous recycling) to Claresholm.

**COSTS/ SOURCE OF FUNDING (if applicable):** The extra costs would be considered and agreeable so this is a viable solution in our green recycling project. The cost presented to the CAO of Stavelly was per the analysis: \$0.59 cents per kg.

**PROPOSED RESOLUTIONS:** To include Town of Stavelly and track the increase of recycling going through with the monthly reports received by Capital Paper who processes our recycling. We would assess if the proposed .59 cents is a viable fee based on weight as a cost to the Town of Stavelly and present a contract/agreement to them for their consideration after the trial period of three months.

**RECOMMENDED ACTION:**

Moved by Councillor \_\_\_\_\_ to include Town of Stavelly at the cost of \$0.59 cents per kg in our recycling program on a trial basis for three months and then review costs and maybe move forward into a contract with them for recycling.

**ATTACHMENTS:**

- 1.) Email from Clayton Gillespie, CAO Town of Stavelly
- 2.) Cost analysis

**APPLICABLE LEGISLATION:**

- 1.) N/A

PREPARED BY: Mike Schuweiler, Infrastructure Department

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APPROVED BY: Marian Carlson, CLGM CAO

DATE: September 9, 2016

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## Karine Wilhauk

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**From:** Town of Stavely <stavely@platinum.ca>  
**Sent:** Thursday, September 8, 2016 8:24 AM  
**To:** Darlene Newson  
**Subject:** RE: Recycling

Good morning Darlene,

Please accept this return email as confirmation that the Town of Stavely would like to join/bring our recyclables to Claresholm on a trial basis.

Clayton

---

**From:** Darlene Newson [mailto:Darlene@townofclaresholm.com]  
**Sent:** Thursday, September 8, 2016 8:00 AM  
**To:** 'Town of Stavely'  
**Subject:** RE: Recycling

Great – thank you Clayton.

We also need an email or something from you requesting to join our recycling program.

Can you provide this at your earliest convenience?

Thanks.

Darlene

**Darlene Newson**  
Administrative Assistant  
Town of Claresholm  
Ph: (403) 625-3381  
Fax: (403) 625-3869  
[darlene@townofclaresholm.ca](mailto:darlene@townofclaresholm.ca)

---

**From:** Town of Stavely [<mailto:stavely@platinum.ca>]  
**Sent:** Wednesday, September 07, 2016 2:35 PM  
**To:** Darlene Newson  
**Subject:** Recycling

Hi Darlene,

Attached is the cost analysis that Simon that had given to me.

Thanks,  
Clayton

**Town of Claresholm  
Recycling Center - Cost Analysis**

	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Revenue</b>			
RECYCLING COMMODITY REVENUE	11,140	9,334	8,309
<b>Expenses</b>			
RECYCLING CENTRE WAGE BEN	32,256	35,190	39,662
RECYCLING CENTRE OPERATOR WAGES	55,297	58,333	59,812
RECYCLING TECHNICIANS - WAGES	28,644	33,075	29,012
RECYCLING SHIPPING COSTS	8,306	6,120	5,490
RECYCLING SUPPLIES	1,703	3,593	4,133
RECYCLING GAS & OIL	834	882	1,111
RECYCLING CENTRE UTILITIES	4,533	4,438	4,097
AMORTIZATION EXP - RECYCLING	6,840	18,046	20,305
SALARY SUPERINTENDENT	4,300	4,300	4,328
Total expense	142,712	163,977	167,950
<b>Total Net Cost</b>	<b>131,572</b>	<b>154,644</b>	<b>159,640</b>
<b>Total weight to Capital Paper (KG)</b>	<b>271,855</b>	<b>271,855</b>	<b>271,855 *</b>
<b>Cost per Kg</b>	<b>0.48</b>	<b>0.57</b>	<b>0.59</b>

\* Only have 2015 Weight, used for all three years.



# INFORMATION BRIEF

Meeting: September 12, 2016

Agenda Item: 12

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - May 25, 2015				
13	INFO BRIEF: Golf Course Bridge - Direction to proceed with temporary repairs and to identify the project in the infrastructure master list for future discussion.	Mike	DRP approval has been received. Project tendered & awarded.	Complete
Regular Scheduled Meeting - February 22, 2016				
5	INFO BRIEF: Animal Control Review: Moved by Councillor Fieguth to refer to Administration to amend the Cat Bylaw to increase the fines and place a restriction of the number of pets. CARRIED MOTION #16-020.	Jason	Review was initiated, new Animal Control bylaw (Cat/Dog & All Other) has been written, needs to be reviewed/finalized	In progress
Regular Scheduled Meeting - June 13, 2016				
10	RFD: Pavement Overlay Project - Engineer - Moved by Councillor McAlonan to recommend MPE Engineering to complete engineering duties for the pavement overlay local improvement project at a cost of \$36,400 plus GST. CARRIED MOTION #16-060	Mike/Simon	Contract has been entered into.	Complete
Regular Scheduled Meeting - June 27, 2016				
1	Delegation Response: CAREs RE: Animal Shelter - Referred to Administration	Jason	Begin work on finalizing new CAREs facility holding agreement and the Responsible Pet Ownership bylaw	In progress
6	INFO BRIEF: Old Water Treatment Plant Property - Moved by Councillor Cutler for administration to get an appraisal done on the property located at the old west water treatment plant site. CARRIED MOTION #16-073	Brad/Darlene	Presented to Council & decision was made to leave as status quo.	Complete
Regular Scheduled Meeting - August 22, 2016				
1	BYLAW #1615 - Business Licenses - Moved by Councillor McAlonan to give Bylaw #1615, the Business License Bylaw, 2nd Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1615, the Business License Bylaw, 3rd and Final Reading. CARRIED	Tara/Karine	Bylaw printed & signed.	Complete

4	CORRES: MD of Willow Creek RE: Summer Games Management - Referred to Administration to work with the other municipalities in question in order to develop a coordinated plan for summer games management going forward.	Marian	Met with Fort Macleod & Nanton CAOs Sept 6 to discuss & will bring proposal forward to Council.	In progress
5	CORRES: Alberta SouthWest RE: Rural Broadband Strategy - Referred to Administration to formulate a letter specific to the Town of Claresholm's concerns regarding Alberta's lack of high-speed connectivity, to be sent to the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development with the Government of Canada.	Marian	Letter being formulated.	In progress
7	RFD: Bylaw #1614a (Rescind Bylaw #1614) & Bylaw #1616 (Borrowing) - Moved by Councillor Cutler to give Bylaw #1614a, a bylaw to rescind Bylaw #1614, 1st Reading. CARRIED Moved by Councillor Fieguth to give Bylaw #1616, a borrowing bylaw, 1st Reading. CARRIED	Karine	Advertised in Town News August 31 & Sept 7	Complete
8	RFD: Stormwater Project Phase 1 - Moved by Councillor Fieguth to accept the tender from Ossa Terra Ltd. for the Stormwater Project – Phase 1 as recommended by Associated Engineering for \$2,584,201.62 including GST. CARRIED MOTION #16-080	Karine	Associated Engineering contacted.	Complete
9	RFD: Local Improvement Tax - Moved by Councillor O'Neill to approve the local improvement as proposed for 47 Avenue West and 52 Avenue West. CARRIED MOTION #16-081	Marian	Engaged engineers & preparing documentation to send to property owners.	In progress
10	RFD: Claresholm Community Centre Fire Panel - Moved by Councillor Dixon to approve the fire alarm upgrade at the Claresholm Community Centre for a cost of a maximum \$40,000 plus GST, with funding to come from yard and building contracted services, and further that an application be submitted under the Municipal Sustainability Initiative (MSI) Capital Grant. CARRIED MOTION #16-082	Mike	Agreement signed. Work commenced.	Complete
11	RFD: Annexation Report - moved by Councillor Fieguth to accept the Annexation Report for submission to the Alberta Municipal Government Board. CARRIED MOTION #16-083	Tara	Report for Accuracy signed & sent to ORRSC for submission	Complete
12	RFD: Letter of Support - Willow Creek Ag Society - Moved by Councillor Dixon to write a letter of support for the Willow Creek Agricultural Society's application to the Community Facility Enhancement Program (CFEP) Grant for the purpose of the completion of the interior of the new riding facility currently being constructed at the Claresholm Agriplex. CARRIED MOTION #16-084	Karine	Letter sent.	Complete
13	RFD: Letter of Support - Claresholm Society for the Arts - Moved by Councillor McAlonan to write a letter of support for the Claresholm Society for the Arts' application to the Community Initiatives Program (CIP) Grant for the purpose of improving the stage, lighting and sound at the Claresholm Community Centre. MOTION #16-085	Karine	Letter sent.	Complete
14	RFD: Downtown Market - Moved by Councillor Ford to allow the Downtown Market to use the downtown parking lot as proposed to temporarily close the laneway on Saturday, September 17, 2016. CARRIED MOTION #16-086	Karine	Email sent.	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: September 9, 2016

# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
					<b>Batch # 19416</b>
52281	8/10/2016		900000	Clan Maxwell Pipe & Drums Band	900.00
52282	8/10/2016		900000	HOEKSTRA, MIRANDA	1,600.00
52283	8/10/2016		900000	MICHAEL, JOY	400.00
					<b>2,900.00</b>
					<b>Batch # 19420</b>
52284	8/12/2016		600	ALBERTA ASSOCIATION OF M.D.'S	6,020.58
52285	8/12/2016		787526	Alberta Municipal Services Corporation	29,532.79
52286	8/12/2016		1025	ALBERTA ONE CALL LOCATION CORP	97.65
52287	8/12/2016		787528	ASSOCIATED ENGINEERING	18,456.42
52288	8/12/2016		6390	BISHOFF AUTO & AG CENTRE	700.31
52289	8/12/2016		11250	CANADIAN LINEN SUPPLY	928.01
52290	8/12/2016		12190	CHAMCO INDUSTRIES LTD.	4,225.62
52291	8/12/2016		126050	Cintas First Aid & Safety 030G	715.05
52292	8/12/2016		13525	CLARESHOLM IGA	466.47
52293	8/12/2016		13660	CLARESHOLM LOCAL PRESS	1,327.40
52294	8/12/2016		14085	CLARESHOLM NAPA AUTO	568.33
52295	8/12/2016		13900	CLARESHOLM PHARMACY LTD	35.96
52296	8/12/2016		786950	CLARESHOLM SELF STORAGE	367.50
52297	8/12/2016		14205	CLEAN BRITE CHEMICAL SERVICES LTD.	523.06
52298	8/12/2016		786743	DRC COMMUNICATIONS INC.	94.50
52299	8/12/2016		786397	EPCOR	261.01
52300	8/12/2016		26201	FERG'S SEPTIC SERVICE LTD	577.50
52301	8/12/2016		36200	HAGEN ELECTRIC	33.83
52302	8/12/2016		49980	HARRY'S TIRE SALES (1984) LTD.	1,041.46
52303	8/12/2016		786777	HEMMAWAY, JASON	31.67
52304	8/12/2016		787522	HIFAB HOLDINGS LTD.	347.76
52305	8/12/2016		11310	HI-WAY 9 EXPRESS LTD.	49.92
52306	8/12/2016		36800	HOME HARDWARE	984.17
52307	8/12/2016		850	JOHN DEERE FINANCIAL	17.64
52308	8/12/2016		787504	LETHBRIDGE TACTICAL SUPPLY	102.89
52309	8/12/2016		56155	LIFESAVING SOCIETY	948.23
52310	8/12/2016		786659	LIVINGSTONE RANGE SCHOOL DIVISION	389.46
52311	8/12/2016		56200	LOCAL AUTHORITIES PENSION PLAN	14,251.89
52312	8/12/2016		58000	LOOMIS EXPRESS	25.47
52313	8/12/2016		61450	MCNALLY CONTRACTORS LTD.	2,572.41
52314	8/12/2016		786704	MINISTER OF FINANCE (LT)	90.00
52315	8/12/2016		786872	MPE ENGINEERING LTD.	3,523.59
52316	8/12/2016		786905	ONECONNECT SERVICES INC. T46194	60.99
52317	8/12/2016		786635	ORKIN CANADA CORPORATION	131.25
52318	8/12/2016		786050	PLANET CLEAN (LETHBRIDGE) LTD.	368.20
52319	8/12/2016		786453	PRAXAIR CANADA INC.	1,055.32
52320	8/12/2016		786156	Q.E.D. ENTERPRISES LTD.	2,273.58
52321	8/12/2016		86300	RECEIVER GENERAL	24,395.24
52322	8/12/2016		786188	Reynolds Mirth Richards & Farmer LLP	152.09
52323	8/12/2016		786180	RICOH CANADA INC.	1,248.82
52324	8/12/2016		786468	SHAW CABLE	283.55
52325	8/12/2016		786824	SOUTHERN REWIND LIMITED	3,939.18



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
52326	8/12/2016		786111	STEEL, ROB	103.89
52327	8/12/2016		786788	THE LETHBRIDE HERALD	1,656.91
52328	8/12/2016		785990	TOWN OF COCHRANE	200.00
52329	8/12/2016		786500	TRINUS TECHNOLOGIES INC.	42.00
52330	8/12/2016		786759	Tyco Integrated Fire & Security	567.00
52331	8/12/2016		101400	UNITED FARMERS OF ALBERTA	85.66
52332	8/12/2016		23500	W.R. MEADOWS OF WESTERN CANADA	2,864.67
52333	8/12/2016		111705	WC CLASS II REGIONAL LANDFILL	10,628.15
52334	8/12/2016		787549	WURTH CANADA LIMITED	249.82
52335	8/12/2016		900000	BILLEY, LAUREN	236.25
52336	8/12/2016		900000	BRZ Partnership Architecture Inc.	4,410.00
52337	8/12/2016		900000	DEMPSEY, DR. ROISIN	4,500.00
52338	8/12/2016		900000	FAVRHOLDT, KEN	83.90
52339	8/12/2016		900000	Lockett Wenman & Associates	1,893.65
52340	8/12/2016		900000	MINISTER OF FINANCE	450.00
52341	8/12/2016		900000	SHOOTIN' THE BREEZE	483.00
52342	8/12/2016		900000	TRIMBLE, ROSS	265.00
					<hr/>
					151,936.67
<hr/>					
52343	8/12/2016		900200	SCOTT, DENNIS B	
					<b>Batch # 19422</b>
					224.07
					<hr/>
					224.07
<hr/>					





# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

Cheque #	Cheque Date	CEO CAO	Vendor #	Vendor Name	Batch #	Amount
					<b>19445</b>	
52344	8/24/2016		787501	1344585 ALBERTA LTD		449.40
52345	8/24/2016		13125	AHS-CCMHA		60.00
52346	8/24/2016		650	ALBERTA BLUE CROSS		7,719.26
52347	8/24/2016		786517	AMSC INSURANCE SERVICES LTD.		3,586.93
52348	8/24/2016		786671	CARNIVALS FOR KIDS AT HEART		2,331.00
52349	8/24/2016		786718	CICON ENGINEERING		1,033.20
52350	8/24/2016		13250	CLARESHOLM CHILD CARE SOCIETY		3,183.50
52351	8/24/2016		13525	CLARESHOLM IGA		1,280.80
52352	8/24/2016		13900	CLARESHOLM PHARMACY LTD		29.34
52353	8/24/2016		786141	CLARESHOLM TAXI		911.93
52354	8/24/2016		785951	COMMERCIAL AQUATIC SUPPLIES		310.59
52355	8/24/2016		786202	EXOVA		178.43
52356	8/24/2016		786000	FLOWERS ON 49th		94.50
52357	8/24/2016		786146	GODLEY'S JEWELLERY		40.90
52358	8/24/2016		786505	GRAPHCOM PRINTERS LTD.		173.25
52359	8/24/2016		56155	LIFESAVING SOCIETY		415.52
52360	8/24/2016		56200	LOCAL AUTHORITIES PENSION PLAN		14,111.88
52361	8/24/2016		58000	LOOMIS EXPRESS		45.33
52362	8/24/2016		787523	MOWERS & BLOWERS (841057)		147.00
52363	8/24/2016		65040	MUNICIPAL INFORMATION SYSTEMS		997.89
52364	8/24/2016		66100	NATIONAL SECRETARY-TREASURER		1,408.44
52365	8/24/2016		75955	PALMER, FRED		250.00
52366	8/24/2016		86300	RECEIVER GENERAL		21,324.63
52367	8/24/2016		42321	RFS CANADA		76.42
52368	8/24/2016		786468	SHAW CABLE		91.30
52369	8/24/2016		900	TELUS		795.84
52370	8/24/2016		900000	BILLEY, LAUREN		286.76
52371	8/24/2016		900000	BOARDERLINE		350.00
52372	8/24/2016		900000	CASCADE PRINTING		1,045.80
52373	8/24/2016		900000	EAST BUTTE TRANSPORT INC.		109,655.18
52374	8/24/2016		900000	FAVRHOLDT, KEN		159.23
52375	8/24/2016		900000	REYNOLDS, JUDITH		1,000.00
52376	8/24/2016		900000	SAVOY SIX ADVISORY GROUP		1,200.00
52377	8/24/2016		900000	STRUTHERS, ELLEN		142.15
52378	8/24/2016		900000	SUN COUNTY		630.00
52379	8/24/2016		900000	SWEENEY, JUSTIN		400.00
52380	8/24/2016		900000	WALL , TILLY		498.45
52381	8/24/2016		900000	WENLOCK, JOHN		520.90
52382	8/24/2016		900000	WIDESCREEN MEDIA		3,176.25
52383	8/24/2016		900000	WILHAUK, MADISON		31.50
						180,143.50

**Total**

**335,204.24**

\*\*\* End of Report \*\*\*



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 12, 2016**

**Town of Claresholm – Council Chambers**

**Attendees:** Shelley Ford - Council Member (Vice-Chairperson)  
Jeff Kerr – Member-at-Large  
Sharon Duncan - Member-at-Large  
Jamie Cutler- Council Member

**Regrets:** Lyal O'Neill - Council Member  
**Staff:** Tara VanDellen – Development Officer  
Darlene Newson – Infrastructure Admin Assistant

**Public Present:** Rob Vogt- Claresholm Local Press, Darcy Erickson

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<b>8:04 am</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Councillor Cutler</b>
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**CARRIED**

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**Adoption of Minutes**

- July 8, 2016

**Motion to adopt the Meeting Minutes by Jeff Kerr**

**Seconded by Sharon Duncan**

**CARRIED**

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**Item 1: ACTION**

**DEVELOPMENT PERMIT**

File: D2016.065  
Applicant: New Horizon Homes  
Owner: 1383223 AB Ltd  
Address: 2 Skyline Cres  
Legal: Lot 15, Block 63, Plan 0110064  
Regarding: Change in Use, Vacant to Assisted Living

**From:**

Vacant

**To:**

Assisted Living

**NOTE(S);**

1. *This application is for a change in use only, any further development will require a separate application.*
2. *This application will expire after one year if the use has not commenced on the property (or extension may be applied for).*

**Motion to approve with amended conditions by Councillor Cutler**

**Seconded by Jeff Kerr**

**CARRIED**

---

**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2016.069  
Applicant: Nicole Hesketh  
Owner: Nicole Hesketh  
Address: 322 48 Ave West  
Legal: Lot 15, Block 17, Plan 147N

**Motion to approve with conditions by Councillor Cutler**

**Seconded by Sharon Duncan**

**CARRIED**



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 12, 2016**  
**Town of Claresholm – Council Chambers**

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Regarding: Accessory Building with Variance to  
Maximum Lot Coverage

**CONDITION(S) – To be fulfilled prior to commencement:**

3. The applicant shall obtain all relevant Safety Code Permits and approvals. Please contact Superior Safety Codes Inc. at 403-320-0734 for further information.
4. The application shall provide payment of the fee for an Application for a Development Permit based on the value of the development (\$20.00 plus \$1.00 for each \$1000.00 of construction value, including materials and labour)
5. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE 04-09 Planning and Development Fee Schedule the applicant shall provide either:
  - a) An irrevocable letter of credit, or
  - b) A deposit.

In the amount of \$500.00 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as performance security to ensure that the applicant adheres to the conditions of the permit.

6. The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Albert One Call at 1-800-242-3447.

**CONDITION(S) – Applicable during construction:**

1. Applicants shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
2. The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation/removal, connection / shutoff and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.

---

**Item 3: ACTION**

**ENCROACHMENT AGREEMENT**

File: RPS00580  
Applicant: Bernie Bercht  
Owner: Bernie Bercht  
Address: 4509 2 St West  
Legal: Lot ptn. 3,4 & 5, Block 9, Plan 147N  
Regarding: Encroachment (Municipal Land – alley)

**Motion to approve  
with conditions  
by Councillor Cutler**

**Seconded by  
Jeff Kerr**

**CARRIED**

---

**Item 4: ACTION**

**ENCROACHMENT AGREEMENT**

File: RPS00355  
Applicant: Jackie & Trudi Alsgard

**Motion to approve  
with conditions  
by Councillor Cutler**



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 12, 2016**  
**Town of Claresholm – Council Chambers**

---

Owner: Jackie & Trudi Alsgard  
Address: 322 52 Ave East  
Legal: Lot 6, Block A, Plan 2819R  
Regarding: Encroachment (Municipal Land – alley)

**Seconded by  
Sharon Duncan**

**CARRIED**

---

**Item 5: Information**

**DEVELOPMENT STATS**

**Taken for Information**

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**8:42 am**

**Motion to Adjourn  
By Jeff Kerr**

**CARRIED**

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Next meeting: August 26, 2016



## Claresholm & District Chamber of Commerce REGULAR MEMBERSHIP MINUTES

Wednesday, August 17, 2016  
Journey's Centre, Claresholm

**R e v i s e d**

Present: Donna Courage, Lorraine Norgard, Chyna Clay, Shannon Clay, Lori Beazer, Rick Milliken, Rosemary Wishart, Arnold McAulay, Amanda Zimmer, Iqbal Numohamed, Brandy Morrison, Brian Chartrand, Rob Vogt, Ken Favrholt, Justin Sweeney, Keslie Bowen Preete and Betty Fieguth.

1. Call Meeting to Order

Acting Vice President Donna Courage called the meeting to order at 12:05 p.m.

2. Acceptance/Additions to Agenda

The Agenda was accepted as distributed with one addition by Amanda Zimmer:  
Invite Chamber to Registration & Resource Fair

3. Minutes

The July 20, 2016 minutes were approved as corrected with Amanda making motion, rather than volunteering on PR items. Motion made by Kelsie, seconded by Amanda, carried.

4. Secretary/Treasurer's Report

Very little to report as waiting for electronic books to be received to review further. Committee would like to see a comparison of our budget as to what we have spent.

5. Old Business

5.1 Directors

We are still in need of new directors to fill vacancies until AGM in 2017. All are welcome to come forward.

5.2 Logo Contest

The new logo was announced in the parade and the winner was Dean Fraser, who will receive \$250 for winning.

5.3 Vacant Building Tour

Justin reported on the vacant building tour recently held in conjunction with the Economic Development Committee and the Chamber. It included exposing established businesses and vacant buildings and sidewalk sales. Brochures are available on them. The next meeting on September 7<sup>th</sup> will continue momentum. It inspired many locals to be about shopping and looking around. Anyone with more ideas or needing info please contact Justin or one of the Downtown Revitalization Committee members.

EDC will be setting up his office downtown for a 12 month trial to keep him accessible and easy to get to. Office is located at 124-50 Avenue West. Stop in and see Justin for a chat and share some great ideas.

## 6. New Business

### 6.1 Website Update

Keslie is now administering our website as much as permissions will allow her. We are again seeking a media consultant to help with the website. This time we will approve and have a contract in place of expectations, fees, etc. Anyone with suggestions please contact Kelsie.

### 6.2 STEP Coordinator's Update

Chyna has been very busy and effective in her role this summer. She presented a review of duties she carried out, what she learned and what she can see need expanding. We have all enjoyed working with her, and will miss her as she is done early September.

### 6.3 Membership Committee

The Executive feels that our membership numbers are failing. Chyna was able to obtain some new members in her role. She did approach many businesses.

One suggestion for a last minute project for Chyna is to create an anonymous list of comments she received from previous and/or new potential members that she approached as to why they chose not to join. The Executive will review the list and follow up on the feedback.

Amanda suggested including a Chamber brochure in the Town's Commercial invoices. Betty will look into permission from Town to do that.

Justin moved that Amanda take the present 3-page brochure and create it into a foldable brochure. Seconded by Iqbal. Carried.

### 6.4 Trade Fair

This has been debated many times. Agreed that we would like to hold a Trade Fair again. Rick Milliken, Lori Beazer and Brian Chartrand all volunteered to work on the Trade Fair Committee.

### 6.5 Invite Chamber to Registration and Resource Fair

The meeting will be September 8 from 3:30 p.m. to 7:30 p.m. \$25.00 for a table. Executive to review.

## 7. Next Regular Meeting

The Regular Membership meeting is scheduled for September 21, with location to be announced when determined.

## 8. Adjournment

Meeting was adjourned at 12:55 p.m.



## Karine Wilhauk

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**From:** Barbara Costache <experts@lifesaving.org>  
**Sent:** Wednesday, August 24, 2016 4:28 PM  
**To:** Karine Wilhauk  
**Subject:** Lifesaving Society Investiture of Lifesaving Honours

From: Barbara Costache <experts@lifesaving.org>  
Subject: Lifesaving Society Investiture of Lifesaving Honours

Message Body:

Dear Mayor Steel,

On behalf of the Royal Life Saving Society Canada, Alberta and Northwest Territories Branch, it is my pleasure to inform you that constituent(s) in your riding will be receiving an award at our annual Investiture of Lifesaving Honours.

Commonwealth Service Award:  
Denelle Cutler - Service Commendation

The Lifesaving Society Investiture of Lifesaving Honours is hosted by our Patron, Her Honour, the Honourable Lois Mitchell, CM, AOE, Lieutenant Governor of Alberta. The awards ceremony will take place on Wednesday, October 5, from 1:00 p.m. to 3:00 p.m. at Government House (12845 – 102 Avenue, Edmonton).

Please contact the Lifesaving Society office by phone (780-415-1755) or by email (experts@lifesaving.org) to confirm you if you, or a representative, will be able to attend by Wednesday, September 7, 2016.

If you cannot attend and wish to acknowledge the award winner(s) in any way, please note that we are unable to provide mailing addresses due to privacy legislation. We would invite you to send letters of congratulations to the award winner(s) through the Lifesaving Society office. Anything that we receive from you will be placed in a presentation folder that the recipients will receive at the award ceremony.

Sincerely,

Barbara Costache  
Chief Administrative Officer

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This mail is sent via contact form on Town of Claresholm <http://www.townofclaresholm.com>



*OLDMAN RIVER REGIONAL SERVICES COMMISSION*

MINUTES – 2 (2016)

**ANNUAL GENERAL BOARD OF DIRECTORS’ MEETING**

**Thursday, June 2, 2016 – 7:00 p.m.**

**ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)**

**BOARD OF DIRECTORS:**

Bill Graff (absent) .....	Village of Arrowwood	Brad Koch (absent) .....	Village of Lomond
Jane Jensen .....	Village of Barnwell	Richard Van Ee .....	Town of Magrath
Ed Weistra (absent).....	Village of Barons	David Hawco .....	Town of Milk River
Tom Rose .....	Town of Bassano	Rafael Zea (absent) .....	Village of Milo
Fred Rattai .....	City of Brooks	Christophe Labrune (absent) .....	Town of Nanton
Jim Bester.....	Cardston County	Gordon Simpson - alternate .....	County of Newell
Dennis Barnes .....	Town of Cardston	Pete Pelley .....	Village of Nobleford
Cecil Sabourin .....	Village of Carmangay	Henry de Kok.....	Town of Picture Butte
Jamie Smith (absent) .....	Village of Champion	Quentin Stevick - alternate .....	M.D. of Pincher Creek
Betty Fieguth (absent) .....	Town of Claresholm	Lorne Jackson - alternate .....	Town Pincher Creek
Bill Chapman .....	Town of Coaldale	Ronald Davis (absent) .....	M.D. of Ranchland
Sheldon Watson .....	Town of Coalhurst	Greg Robinson .....	Town of Raymond
Ken Galts .....	Village of Coutts	Barry Johnson .....	Town of Stavely
Garry Hackler (absent) .....	Village of Cowley	Ben Nilsson .....	Village of Stirling
Bill Kovach.....	Mun. Crowsnest Pass	Ben Elfring.....	M.D. of Taber
Dave Filipuzzi .....	Mun. Crowsnest Pass	Margaret Plumtree .....	Town of Vauxhall
Gordon Wolstenholme (absent) .....	Town of Fort Macleod	Rod Ruark (absent).....	Vulcan County
Darrell Edwards (absent).....	Village of Glenwood	Rick Howard .....	Town of Vulcan
John Connor .....	Town of Granum	David Cody.....	County of Warner
Monte Christensen (absent) .....	Village of Hill Spring	Ian Glendinning .....	Village of Warner
Henry Doeve (absent) .....	County of Lethbridge	Henry Van Hierden .....	M.D. Willow Creek

**STAFF:**

Lenze Kuiper.....	Director	Cam Klassen .....	Assistant Planner
Steve Harty.....	Senior Planner	Leda Kozak Tittsworth .....	Assistant Planner
Mike Burla.....	Senior Planner	Jordan Thomas.....	GIS Analyst
Bonnie Brunner.....	Planner	Ben Crooks.....	Co-op Student
Gavin Scott .....	Planner	Stacy Olsen .....	Subdivision Technician
Ryan Dyck .....	Planner	Barb Johnson .....	Executive Secretary

**AGENDA:**

- 1. Approval of Agenda – June 2, 2016 .....**

2. **Approval of Minutes** – March 3, 2016..... (attachment)

**3. GUEST SPEAKER: Jason O'Connor – Axia Community Relations**

*“Delivering the Ultimate Internet to Alberta, One Town at a Time”*

**4. Business Arising from the Minutes**

**5. Reports**

(a) Executive Committee Report..... (attachment)

(b) GIS Update.....

**6. Business**

(a) Draft ORRSC Annual Report and Financial Statements 2015..... (attachment)

(b) Municipal Fibre Optics Planning..... (attachment)

(c) Fee For Service Update ..... (attachment)

**7. Accounts**

(a) Summary of Balance Sheet and Statement of Income for the 4-month period:  
January 1 - April 30, 2016 ..... (attachment)

8. **Adjournment** – until September 1, 2016.....

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VICE-CHAIR HENRY VAN HIERDEN CALLED THE MEETING TO ORDER AT 7:10 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: John Connor**

THAT the Board of Directors approve the agenda of June 2, 2016, as presented. **CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: David Hawco**

THAT the Board of Directors approves the minutes of March 3, 2016, as presented. **CARRIED**

**3. GUEST SPEAKER: Jason O'Connor – Axia Community Relations**

*“Delivering the Ultimate Internet to Alberta, One Town at a Time”*

Axia representatives Jason O'Connor (Community Relations) and David Skabar (Residential Sales Manager) gave a presentation on their Generation Axia campaign in southern Alberta. Axia is a Calgary based company focused on bringing its fibre optic network to proactive communities across the province. Fibre transmits data at the speed of light. It is the fastest, most reliable, high

performance technology available. Axia will invest its own money to blanket the community with fibre at no cost to the community. This streamlines the relationship and allows the community to focus on engagement with its citizens relating to the culture of use.

Axia is live in several southern Alberta and is currently building fibre networks in others. Following compelling success and adoption of Axia's services in Rural Alberta, Axia is looking for the progressive and motivated communities for investment. Axia will be investing in fibre infrastructure in communities that reach 30% expressions of interest and qualify with their engineering requirements. Residential and business customers can express interest at [www.axia.com/alberta](http://www.axia.com/alberta).

Contact Jason O'Connor at [jason.oconnor@axia.com](mailto:jason.oconnor@axia.com) or 403-968-8324 for further information.

#### **4. BUSINESS ARISING FROM THE MINUTES**

None.

#### **5. REPORTS**

##### **(a) Executive Committee Report**

- Both reports for the meetings of April 14 (attached to the agenda) and May 12 (handed out at the meeting) were reviewed.

**Moved by: Rick Howard**

THAT the Board of Directors receive the Executive Committee Report for the meetings of April 14 and May 12, 2016, as information. **CARRIED**

##### **(b) GIS Update**

- Development permit documents are currently being attached to the GIS in the test community of the Town of Coaldale. GIS staff are also in the process of updating assessment data for all municipalities to reflect 2015 assessments. Four training sessions for municipal staff were recently held with a total of 60 attending, representing most GIS municipalities.

#### **6. BUSINESS**

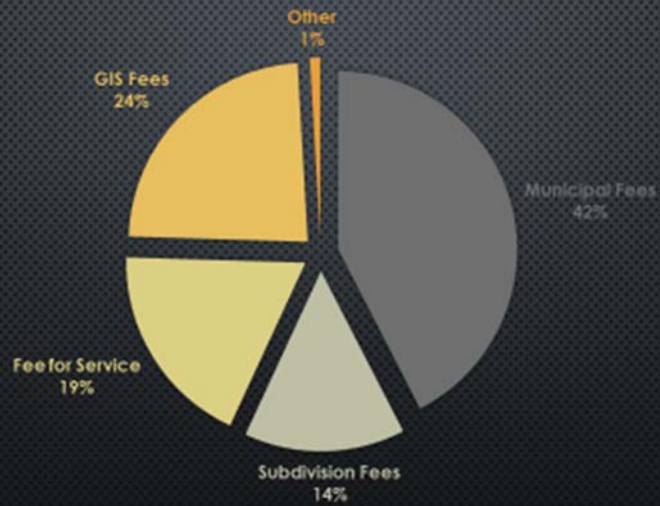
##### **(a) Draft ORRSC Annual Report and Financial Statements 2015**

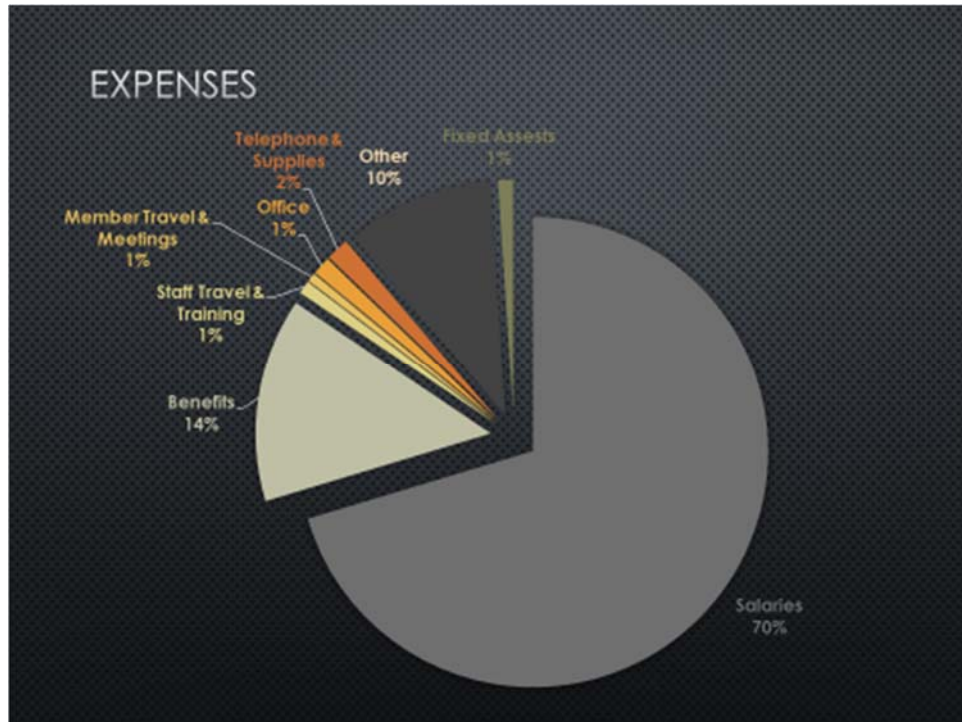
- The following overview of financial performance for 2015 was presented. Overall it was a good year and the auditors are pleased with our financial position. Due to increased revenues and putting some expenses on hold, excess revenue over expenses totalled \$171,151.
- ORRSC does not receive any direct funding from the province, although each year there is more legislation with which we have to comply (e.g. SSRP, MGA changes, etc.). Growth Management Boards in Edmonton and Calgary currently receive provincial funding; other municipalities have to work collaboratively through grants. There may be some financial aid in the future, but we don't know the particulars at this time.

## HIGHLIGHTS

	2014	2015
<b>Net Revenues</b>	2,018,450	2,063,824
Membership - Planning	859,486	875,845
Membership - GIS	464,825	487,038
Subdivision	325,956	298,481
Fee-for-Service	273,859	383,240
<b>Net Expenses</b>	1,933,111	1,899,484
Salaries & Benefits	1,561,230	1,614,726
Excess of Revenues over Expenditures	92,928	171,151
Internally Restricted Net Assets (Reserves)	0	49,905
Total Equity	687,711	806,865

## REVENUE





**Moved by: Jane Jensen**

THAT the Board of Directors approve the Draft ORRSC Annual Report and Financial Statements for the year ending December 31, 2015, as presented. **CARRIED**

- Municipal Affairs requires ORRSC to submit the Auditor's Report and Financial Statements to them prior to May 1 each year. Our request to extend this deadline until after the June Annual General Meeting was denied; therefore a Board resolution clarifying that the Executive Committee has authority to approve and submit the report on behalf of the Board is warranted.

**Moved by: Fred Rattai**

THAT the Board of Directors further delegate to the Executive Committee the approval of the Audited Financial Statements for submission to Alberta Municipal Affairs prior to May 1 of each year, with the Board of Directors then reviewing and ratifying the Executive Committee's approval at the June Annual General Meeting. **CARRIED**

**(b) Municipal Fibre Optics Planning**

- The agenda package includes a letter to SouthGrow addressing the following question posed by Greg Robinson at the last Board of Directors' meeting, "How can municipalities adjust their municipal documents, policies, and processes to prepare for broadband internet via fibre optics and its potential for economic development opportunities?" Three recommendations were provided:
  - It is recommended for communities that desire to add telecommunications conduit at the time of a new subdivision that it be included in Municipal Development Plans and Area Structure Plans as a policy. And further that municipal land use bylaws be reviewed for subdivision design standards and utility easement requirements.

- It is recommended that all municipalities be in control of shallow utility easements and acquire their own engineering standards in which they implement utility line assignments and require a telecommunications conduit to be installed for future use.
- Further to the recommendations above the Federation of Canadian Municipalities has a standard access agreement for municipalities to use when negotiating with a telecommunications company who intends on installation within municipal ROW and property.
- Municipalities that want to include policies in their plans to address this issue are advised to contact their planner.

**(c) Fee For Service Update**

- The status of current Fee For Service projects was included in the agenda, for information.

**7. ACCOUNTS**

**(a) Summary of Balance Sheet and Statement of Income for the 4-month period:  
January 1 - April 30, 2016**

**Moved by: Lorne Jackson**

THAT the Board of Directors accept the Summary of Balance Sheet and Statement of Income for the 4-month period: January 1 - April 30, 2016, as information. **CARRIED**

**8. ADJOURNMENT**

**Moved by: Richard Van Ee**

THAT we adjourn the Annual General Board of Directors' Meeting of the Oldman River Regional Services Commission at 8:20 p.m. until **Thursday, September 1, 2016 at 7:00 p.m.** **CARRIED**

/bj

CHAIR: 



# HORIZONS

CHINOOK ARCH REGIONAL LIBRARY SYSTEM NEWSLETTER

**MISSION STATEMENT:** *Chinook Arch Regional Library System creates and supports the structure for a network of cooperating libraries in Southwest Alberta to share resources in a cost-effective manner.*

**OUR VISION:** *Residents of Southwest Alberta, through their local library, have access to shared print and digital resources which support literacy, lifelong learning, and an excellent quality of life.*

## Summer 2016 was WILD!

Chinook Arch was very lucky to welcome Kayta Brown and Jillian Krokosh back for their third year as our Summer Reading Program Co-ordinators. This year's theme was WILD, allowing participants to use their imaginations, explore another time in history, or see ordinary things a little differently. During May and June, Kayta and Jillian visited 57 schools to promote the program, dressing in crazy costumes and performing an interactive skit for nearly 13,000 students. At the end of June, they ran a workshop for librarians, programming staff, and volunteers at Chinook Arch HQ to provide information about the program and share ideas. Through July and August, Kayta and Jillian made 40 visits to 29 libraries in the system, running themed programs including 'Wild West', 'Let Your Imagination Go Wild', and 'Wait... That's Not How That Story Goes'. Each program included stories, games, crafts, and activities, allowing kids to have fun and go wild! Kayta and Jillian worked with many library staff and volunteers to provide these programs for over 440 children, and put 5,139km on the Chinook Arch Prius! They enjoyed spending time at all the libraries and hope everyone had a great summer.



## Carmangay & District Municipal Library

On June 18, the Carmangay Library celebrated its 35th Anniversary! There was a great turnout to the party and it was great to see the faces of those who have helped the Library over its 35 year journey. Lots of children played Giant Snakes and Ladders and competed in a drawing contest on the roadside. The Library was unexpectedly awarded an anniversary gift from the Carmangay Hall Board which will be put to good use.

August 5 and 6 were the Carmangay Fair and Sports Days. Friday was centered around Agriculture and the Arts - the fair contest had hundreds of entries ranging from the best garden, vegetables, and flowers, to photography, crafts, and fine art. The evening was spent watching the fabulous Hibikiya drummers while the Carmangay Fire Department cooked delicious steaks. Saturday started off with the Lions Club pancake breakfast, and then the parade got underway with floats driving around the village. The library float was themed "Chill Out and Read a Book!". We had kids on wheels, bagpipes, and the fire trucks spraying the spectators. The day ended with bouncy castles, face painting, and ice cream and hot dogs.

On August 18th, the village was host to the touring Wild Pink Yonder Riders and organized a fundraising drive for breast cancer research. Carmangay painted the streets pink - residents decorated their yards, lamp posts, and trees. The riders and organizers commented on how impressed they were to see such great community involvement and how wonderfully pink the village looked. So far \$6,500 has been raised and the drive continues until September 15.



## Vauxhall Public Library



### Getting to Know... Lori Van Hal

Chinook Arch welcomes Lori Van Hal to her new position as Library Manager of Vauxhall Public Library! Prior to starting work at the library in July, Lori worked at the Vauxhall Elementary School as a pre-kindergarten teacher and driving the school bus.

Of her new job, Lori says: "I love the library atmosphere, especially the children and patrons. I always get excited to see new books and what others enjoy reading." Lori's favourite genres are fiction, mystery, and romance.

If you want to know about honey bees, just ask Lori. She worked at Scandia Honey for eight seasons as a beekeeper!





# Claresholm Municipal Library

This quarter has been a very busy, yet exciting time for our library, as many changes to both our building and our services have been implemented. Join us as we take you on a journey through the new and improved Claresholm Library!

## Renovations & Rearranging

In addition to some paint touch-ups throughout, we also installed a new picture hanging system (tested successfully by two incredible TRES art shows!), and put up a contrasting tack board along one wall. We closed for a week to re-arrange our shelves to provide a better flow to the way patrons would look through our materials. Our juvenile and young adult content was moved to the north side near the children's section, and we used the shelves to outline a new youth space. Our computers are getting busier all the time, so we added another 1-hour station and arranged them in a row. This was all a huge undertaking, involving staff members, Town of Claresholm crew, and some dedicated volunteers!



## Young @ Heart

When painting, we thought it might be fun to paint the walls in the new youth area with chalk paint! We put in a new cork top table, some activity bins under the benches, and even a gigantic bean bag that the kids seem to LOVE. In fact, some adults have even been napping on it! We also installed a few learning activity boards on the walls for the younger kids to enjoy.

The final piece we recently installed is our new Interactive Floor. The Magix Motion box is mounted in the ceiling, and uses a sensor (much like the Xbox Kinect) to work interactively with body movements while they use the various applications (i.e. waving your hand across a pond displays ripples the water). Based on the fits of giggles and laughter coming from that corner of the library, the kids seem to be enjoying all that the new youth area has to offer. Thanks to the Chinook Arch IT team for helping us get all of our technology sorted out and working!



## Claresholm Calendar – A New Library Service

When we did our last needs assessment, it was clear that Claresholm residents were looking for better support when it came to community activities. The Town of Coaldale already had a great design in place, so with the help of Neil Sheets, IT Support for the Town of Coaldale, we custom-built a centralized community calendar. The result is an objectively moderated, cost free way for the community to easily see what is happening in town, and allow event organizers to plan their programs while avoiding overlap with other events. Some key features include:

- Open access for everyone, free to use
- Built with the most basic computer user in mind
- No login or registrations required
- Google features such as location map links and the ability to copy an event to a personal Google account
- Can be linked on any site, Facebook page, etc.

Want to check it out? Go to [www.claresholmlibrary.ca](http://www.claresholmlibrary.ca) and click the link!

## Feedback

Thus far, the comments from our patrons have been incredibly positive, not only about our new layout and features, but also the community events calendar. We feel all of it was well worth the effort and expense to complete, and hope that the positive press reports on our new ventures will help to be a significant draw for new patrons during the September membership drive!

- Kathy Davies, Claresholm Library Manager



# Claresholm Municipal Library

## Upcoming Programs

September will offer some exciting programs including:

- **Sept. 19 (all day) – Pirates of the Claresholm Library**  
In honor of International Talk Like a Pirate Day, the staff will all be dressed up & role playing as pirates! We'll have pirate décor, movies, and activities, all to encourage the use of Mango Languages!
- **Sept. 21 (evening) – Author Night with Sigmund Brouwer, Eric Waters, and Shane Peacock**  
Word on the Street authors will be moving north into our territory and are scheduled for presentations at both of our schools, with the three authors hosting an additional evening at our library.
- **Sept. 29 (evening) - Library Quest: Passport to Services**  
Patrons will be encouraged to join us for a fun evening with a chance to win prizes while learning about the electronic resources the library has to offer! Various stations will be set up throughout the library where people can learn all the cool features they have access to with their library membership.

## Granum Public Library



SPONSORED BY THE FRIENDS OF THE GRANUM LIBRARY

# MURDER MYSTERY DINNER THEATRE

**SATURDAY, NOVEMBER 5, 2016**  
COCKTAILS 5:30 PM - DINNER 6:30 PM  
FORT MACLEOD & DISTRICT COMMUNITY HALL  
CATERING BY: LA CHEFS

**EVENING ENTERTAINMENT INCLUDES:**  
A LOCAL 1920'S MURDER MYSTERY  
(Historical background provided by the Galt Museum)  
TABLE PRIZES  
PERFORMANCE WITH THE BROAD SQUAD  
SILENT AUCTION

**TICKETS ARE \$75.00 EACH**  
CONTACT: LOIS MACKINTOSH 403-687-3751  
WENDY KENNEDY 403-687-2115

GUESTS ARE ENCOURAGED TO DRESS IN 1920s ERA CLOTHING

**WEBSITE: [GRANUM.COMMUNITY/LIBRARY](http://GRANUM.COMMUNITY/LIBRARY)**

TICKETS PURCHASED PRIOR TO SEPTEMBER 1ST WILL BE ELIGIBLE  
FOR AN EARLY BIRD DRAW ON PERFORMANCE NIGHT.





## Coaldale Public Library

What a WILD summer we've had at Coaldale Public Library! At the end of May we began the first ever inventory (as far as we know) of our collection. We appreciated the assistance from Pat Wauters and staff from Chinook Arch (Kay, Jennifer and Sophia) to complete this project. It feels so good to have our collection accounted for. We are working on completing the last search list of items not inventoried (checked out or in transit at time of inventory or items that may have been missing for many, many years). We have already noticed an improvement in finding items from our Hold Pick Up Lists. We also solved item record problems along the way. I would recommend inventorying your collection to everyone!

July 9 we took part in the Settler Days candy parade. McKenzie Matthews created a book as part of our float. She also recruited volunteers to dress in story character costumes. Our Friends group hosted the opening of our annual book sale on Settler Days - we kept the book sale open until August 27. Hannah Lee coordinated our 2nd Annual BBQ with proceeds going to the Friends of the Library.



Tuesdays, Wednesdays and Thursdays for 8 weeks we hosted Summer Reading Programs for children from Kindergarten to Grade 6. McKenzie planned and ran all our Summer Children's programming. Tuesdays and Thursdays were "Hot Book Club" (registration required) days. Younger children (K-gr. 3) were matched with older volunteers (gr.5+) to read for 30 minutes. Each participant and volunteer had bingo cards to complete with a variety of types of books/authors/unique traits listed. Once their card was complete, they could choose a prize. This group also played games and created cool crafts. Wednesdays was TD Summer Reading Program. We offered our program twice on Wednesdays as a drop in program. Children enjoyed story time, crafts, games and prizes. McKenzie was a pleasure to work with – so enthusiastic and creative. We wish her all the best at University this fall!

July 16 and August 13 our gallery became a movie theatre as we showed "Zootopia" and "Kung Fu Panda 3."

Throughout the summer adults in the community were encouraged enter our Adult Summer Reading Program contest. We had weekly draws for gift cards. Our grand prize draw (for a tablet) will take place on September 2.

Our goal is to offer programming when children can attend, so we held our Tween Club now in summer as well as during the school year. Thank you to Debbie for planning and carrying out this program year round – she puts a lot of careful thought and planning into it, and fun and engaging programs are the result!

What's up for fall? Continual weeding using collectionHQ, fall programming and school visits, International Literacy Day Trivia Night, and improving our space!

- Hannah Loewen, Coaldale Library Manager



## Wrentham Public Library

Wrentham Public Library has a new library manager - please welcome Alana Zadnik! As well, the library's hours have changed to 8am - 12pm, Monday through Friday.



# Lethbridge Public Library

THE **WORD** ON THE **STREET**

LETHBRIDGE BOOK & MAGAZINE FESTIVAL

AUTHOR READINGS WORKSHOPS MARKETPLACE KIDS ACTIVITIES LIVE MUSIC FOOD

FREE ADMISSION

SATURDAY, SEPTEMBER 24, 2016

11 A.M. - 5 P.M.

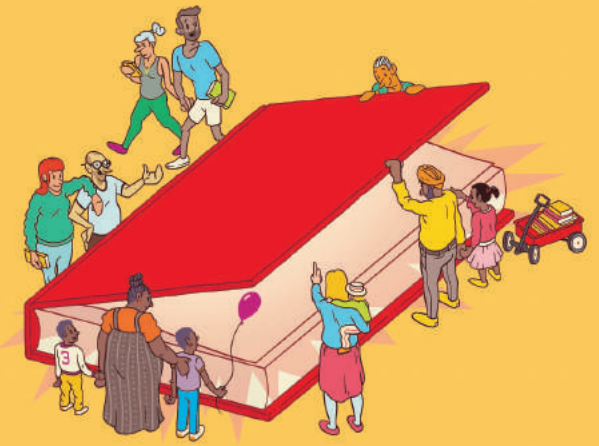
LETHBRIDGE PUBLIC LIBRARY  
MAIN BRANCH

### Authors:

Todd Babiak, Linda Bailey, Erin Bow, Tracey Lindberg, Ryan North, Julie Van Rosendaal, Jeremy Tankard, Erin Bow & more!

### Music:

Thunder Chiefs, HBO3 Jazz Trio, Mwanza Mwanza, Uncovered and Jolene Draper and The Inquisitive Few.



CELEBRATING READING.  
ADVOCATING LITERACY.  
[www.thewordonthestreet.ca](http://www.thewordonthestreet.ca)

## The Parent-Child Mother Goose Program®

Discover the power and pleasure of rhymes, songs, and stories

by Barbara Longair, Manager: Children's Services

NEW! For the first time, Lethbridge Public Library is offering this nationally accredited early childhood program this fall.

Started in 1984, the Parent-Child Mother Goose Program® focuses on the fundamental need for children to develop a positive bond with parents or caregivers. Parents gain skills and confidence which can enable them to create positive family patterns during their children's crucial early years, and give their children healthy early experiences with language and communication.

This hour long program for caregivers and their infant children is a group experience that focuses on the pleasure and power of using rhymes, songs, and stories together for critical brain developmental and early literacy skills.

LPL and regional staff have completed the Level 1 Teacher Training workshop this past June. They have been trained in the methods, underlying ideas, and the materials of the program. Jenny Cofell and Pati Wigelsworth will run the first program at the Main Branch, and Heather Graham and Emily Lumley will run the program at The Crossings Branch. They will be pursuing their Teacher certification.

For more information about the program, please visit their website: <http://nationalpcmgp.ca/> or contact Barbara Longair, Manager: Children's Services, Lethbridge Public Library.



## Building a Home for the Bookmobile

The Bookmobile is moving! Starting sometime this fall the Bookmobile will be moving over to The Crossings Branch where it will now be parked in our brand new Bookmobile Depot. For the past 31 years, the Bookmobile has been parked outside at the Main Branch when it's not been out and about in Lethbridge. Nitro Construction has been working hard on the build throughout this summer and soon our Bookmobile will have a new home out of the wind, rain and snow. The depot will also have a workspace for our Bookmobile Coordinator, and room for the Bookmobile collections.





# Lethbridge Public Library

## Main Branch Modernization Project



Canada



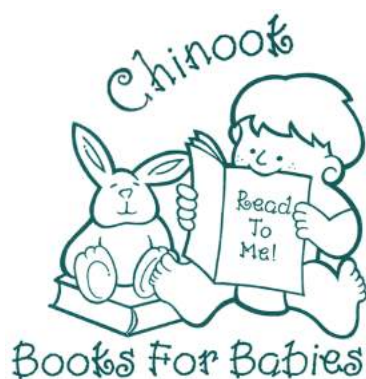
In July, the Library celebrated the re-opening of the puppet theatre and the completion of Phase One of the Main Branch Modernization Project which included Children's Services. The celebration included a puppet show with our newest puppet celebrity Mr. Oinks, and a Mary Lambert concert.



In August, we began the process of building Phase 2 of the Main Branch Modernization Project (MBMP). At the completion of this phase, our users will have a redeveloped and redesigned Borrowers Space, (new carpet and paint colours too) with an amazing panoramic view with windows spanning the entire front face of the space. This inviting space will bring together all of the Library's most popular collections, making it very easy for our users to quickly find the perfect book, movie or music. Preparations and plans are in process for the North wing interior renovations and the roof replacement.



## Chinook Books for Babies Society



Books for Babies is running a fundraising raffle! The prize is an I Spy quilt - made with bright colours and patterns, this quilt is for young children who love to search for and identify objects printed on the fabric.

All proceeds from the raffle will support Books for Babies' mission of providing every newborn in the region with an early literacy kit. Tickets are \$2 and available until September 24 - contact Lauren Jessop at Chinook Arch to get yours!





# Chinook Arch Regional Library System

*September is*

# LIBRARY CARD SIGN UP MONTH



*You often be reading.*

*Renewals count, too!*

*Sign up at your local library and you could WIN a tablet or a Lego kit!*

An initiative of  
**ALA** American Library Association

and  
 **Chinook Arch** Regional Library System  
www.chinookarch.ca

## Library Card Sign Up Month

Chinook Arch is joining forces with our member libraries and the American Library Association to bring the annual Library Card Sign Up Month to southwest Alberta. In 2015, the event was a huge success, with 3,600 people throughout the region registering or renewing their library card during the month. This year, we've set our sights on 4,000 new memberships or renewals!

To help promote this event, Chinook Arch has developed three exciting new library card themes, featuring artwork by local artists Elizabeth Porter, Grant Spotted Bull, and our own Lauren Jessop.

We hope this campaign appeals to patrons that have let their library memberships lapse, or those people in our communities that have never had a library card. At the end of September, Chinook Arch staff will draw for the prizes of a Samsung tablet and Lego kit from all new and renewed library memberships.

## Southern Alberta Library Conference 2017 - Mosaic: Celebrating Diversity Call for Proposals!

The Southern Alberta Library Conference (SALC) 2017 Planning Committee is inviting proposals for concurrent sessions for its conference in Lethbridge, Alberta March 2-4, 2017.

Recognizing and respecting different cultures, languages, and abilities can be powerful tools for strengthening families and communities. Libraries can play an integral role in helping to develop understanding and respect for people from diverse backgrounds. The planning committee invites session proposals that highlight ways in which libraries are fostering diversity and creating welcoming communities. We encourage all proposals to consider how the subject matter can be applied to rural libraries.

Fill out the Call for Proposals form here: <http://bit.ly/2bfIDVI>



# Chinook Arch Regional Library System

## Fall Planning for IT and Bibliographic Services

The air is crisping up and the leaves are beginning to shiver, which must mean fall planning is around the corner. Every year Chinook Arch staff put their collective heads together to help IT create a Technology Plan for the upcoming year. The plan serves to guide IT staff on larger projects and manage time more effectively. From our 2016 Technology Plan, IT staff have already completed increasing our server memory, installing Mobile Circulation, enhancing our Board Room's audio system, and setting up new time off management software for headquarters staff. Additionally, IT had a bonus task of capturing and installing our Windows 10 licenses for Chinook Arch headquarters and our member libraries throughout this summer. Great work IT on tackling so many things so far this year!



It has also been seminal year for Bibliographic Services. In February 2016, all Bib Services staff participated in a group brainstorming session to articulate their vision for their department. They focused on the goal of “get[ting] quality, finished materials into the hands of our member libraries and their patrons as quickly as possible” to generate discussion about future aspirations. Following that, the Bib Services Team Leaders created specific strategies to address these ambitions. A Bibliographic Services Focus for 2016 document was written that lists the following top strategies:

- Provide help where needed using cross-training and flexible scheduling with all of [Chinook Arch].
- Smooth out workflows through effective ordering and regular communication between Bibliographic Services staff and member libraries.
- Make time for quality work.

Since then, changes have been coming swiftly to Bib Services. Staff have moved to where help is needed and workloads are being shifted to even out tasks and workflow. All staff have been very positive and willing throughout the process, which has been wonderful. It has been an exciting year full of firsts and transitions and so look forward to working with this team as we finish out the year!

- Beth Norris, Senior Manager of Technical Services

## Bibliographic Services - SirsiDynix Symphony Upgrade and System Inventory Project

In July, we successfully upgraded to the newest version of Symphony WorkFlows (3.5.1). A few of the enhancements and bug fixes that were made with the upgrade include:

- WorkFlows toolbars now have additional font and icon sizing settings for better visibility.
- A call number column has been added to the list of checkouts within the Checkout wizard and to the Checkouts tab of the Display User wizard.
- WorkFlows client runs on an updated Java JRE, improving security and reliability of the application.
- WorkFlows includes support for Windows 10.

We also began a project this summer to inventory the collections in each of the Chinook Arch libraries. Completing an inventory at each library will ensure that the records in the Chinook Arch catalog accurately reflect the materials at each library. To help with the project, we purchased MobileCirc and two tablets and Bluetooth scanners, making it possible to move around the library scanning items right on the shelves. As of August, inventories at the Coaldale and Crowsnest Pass libraries have been completed.



- Pat Wauters, Bibliographic Services Manager





# Chinook Arch Regional Library System

## System Board & Staff BBQ Takes Us to the Beach!

Though the weather was rainy and grey, the System board and staff were able to conjure the beach inside the HQ Board Room for our summer BBQ on August 18. Delicious food, tropical slushies, and fun games were on the menu. Thanks to our staff planning committee, board member volunteers, and ATCO Gas for the use of their big grill!



## Chinook Arch HQ Building Undergoing Functional Program Assessment



In May 2016, the Chinook Arch Board's Building Committee selected Lethbridge-based firm Songer Architecture Inc. to conduct a functional program of the System Headquarters building. Phase 1 of the project saw Elizabeth Songer and her team consulting with every staff group at HQ and receiving input on how the building is used and what changes would make the environment more efficient. At the Chinook Arch Board Meeting on August 4, their preliminary findings were presented, showing the work Songer's team has done to identify interdepartmental workflows in the building.

Phase 2 of the project will include the drafting of a concept to address the identified needs. The completed functional program will be presented to the Board at its December 1 meeting.



# Chinook Arch Regional Library System

## Back By Popular Demand: Library Tour Day and Training Day, 2016!

Two of our most popular professional development days from 2015 are back!

On Monday, October 17, you can join your fellow library managers to tour Crowsnest Community Library, Pincher Creek Municipal Library, and Fort Macleod Public Library. We will meet at Chinook Arch HQ at 9am and travel together, returning at 4:45pm.

Attendance for Library Tour Day is by reservation, so please RSVP to Jody Mendenhall ([jmendenhall@chinookarch.ca](mailto:jmendenhall@chinookarch.ca)) or Amy Genesis ([agenesis@chinookarch.ca](mailto:agenesis@chinookarch.ca)) by Friday, September 30th.

Then on Monday, October 24, Chinook Arch HQ staff are offering a Training Day for member library managers and staff. From 9:30am to 3:15pm, eight sessions will be offered on topics including digital resources, collection development, WorkFlows tips, and more! Watch for the full schedule in your inboxes by mid-September.



## The Digital Shift Virtual Conference - Free and Online at HQ!



On October 19, Chinook Arch HQ will be connecting to The Library Journal's virtual conference The Digital Shift: The Service Continuum. As technology evolves, so do the needs of communities, and more than ever, libraries are uniquely positioned to provide services to lead their communities and beyond. The digital shift continues to press libraries forward as it allows and compels them to create and improve library service through the smart and coherent application of technology to mission.

The conference runs from 9am to 3pm at Chinook Arch HQ and is open to member library managers and staff. Lunch will be provided. To confirm your attendance, please RSVP to Jane Edmundson ([jedmundson@chinookarch.ca](mailto:jedmundson@chinookarch.ca)).





# Chinook Arch Regional Library System

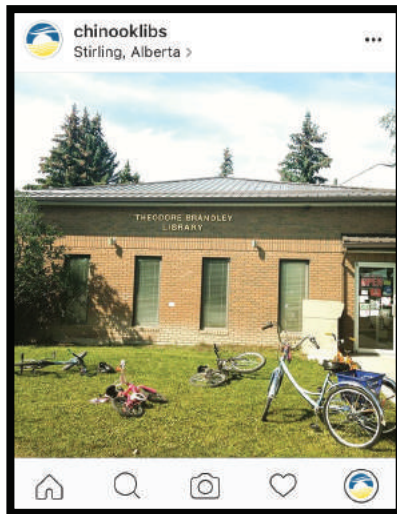


## Upcoming Programs

For more information, or to sign up your library for a program, visit:

[www.risenetwork.ca](http://www.risenetwork.ca)

- September 15** - Savvy Consumers: Fraud Fighters
- September 22** - Savvy Consumers: How to Hire a Contractor
- September 22** - The Concept of Cyclical Grief in Healthy Transition
- September 24** - Boot Camp for Fiction Writers
- September 27** - Money Matters for Newcomers and New Canadians
- September 29** - Savvy Consumers: Data & Internet Security
- October 6** - Savvy Consumers: Running an Ethical Enterprise
- October 20** - Doula Birth Services



### Follow Us On Instagram!

Chinook Arch is now sharing our #librarylove on Instagram! Follow us @chinooklibs

## Coming Up at Chinook Arch



### September

#### Library Card Sign Up Month

- September 12**  
Librarians Committee Meeting
- September 20**  
OverDrive Collection Development Committee Meeting
- September 24**  
Word on the Street - Lethbridge Public Library
- September 26**  
Southern Alberta Library Conference Planning Committee Meeting

### October

#### Promotion of SOLARO Resource

- October 6**  
Resource Sharing Committee Meeting
- October 17**  
Library Tour Day
- October 19**  
Digital Shift Virtual Conference
- October 24**  
Training Day

