



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MAY 23, 2017  
AGENDA

Time: 7:00 P.M.  
Place: Council  
Chambers

Town of Claresholm Administration Office  
221 – 45 Avenue West

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING MINUTES MAY 8, 2017

**ACTION ITEMS:**

1. BYLAW #1630 – 2017 Mill Rate Bylaw  
RE: 3<sup>rd</sup> Reading
2. DELEGATION RESPONSE: Jason Toone  
RE: Fencing at the Claresholm Industrial Airport
3. CORRES: Hon. Shave Anderson, Minister of Municipal Affairs  
RE: Municipal Sustainability Initiative (MSI) Funding
4. CORRES: Alberta Culture and Tourism  
RE: Community Facility Enhancement Program Large
5. CORRES: Farm Safety Centre  
RE: Support of Farm Safety Education
6. REQUEST FOR DECISION: Shaw Communications Inc. Go Wi-fi Program
7. REQUEST FOR DECISION: Sewer Flusher Truck Purchase
8. REQUEST FOR DECISION: Set Reserve Bids, Auction Date and Conditions for Tax Sale Properties
9. FINANCIAL REPORT: Statement of Operations – March 31, 2017
10. INFORMATION BRIEF: Economic Development Assistant
11. INFORMATION BRIEF: CAO Report
12. INFORMATION BRIEF: Council Resolution Status
13. ADOPTION OF INFORMATION ITEMS
14. IN CAMERA: Land (3)

**INFORMATION ITEMS:**

1. Horizons – Chinook Arch Regional Library System Newsletter – May 2017
2. Claresholm & District Chamber of Commerce Meeting Minutes – April 19, 2017
3. MD of Willow Creek – Notice of Municipal Planning Commission Meeting – May 24, 2017
4. Federation of Canadian Municipalities Legal Defense Fund
5. MD of Willow Creek – Support of Claresholm Minor Hockey's Grant Application

**ADJOURNMENT**



**TOWN OF CLARESHOLM**  
**PROVINCE OF ALBERTA**  
**REGULAR COUNCIL MEETING MINUTES**  
**MAY 8, 2017**

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

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

**ABSENT:** Councillor Chris Dixon

**STAFF PRESENT:** Chief Administrative Officer: Marian Carlson, 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 Ford that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – APRIL 24, 2017**

Moved by Councillor McAlonan that the Regular Meeting Minutes April 24, 2017 be accepted as presented.

**CARRIED**

**DELEGATION:** **JASON TOONE**

**RE: Fencing at the Claresholm Industrial Airport**

Jason Toone was present to speak to Council. Jason is a landowner at the Claresholm Industrial Airport and runs the Rocky Mountain Drift Club. They have events at the airport and there is a lack of parking for participants and spectators. They would like to use town land for parking, and the existing fence needs to be moved in order to have the room. They would be willing to maintain the property in order to be able to use it.

**ACTION ITEMS:**

1. **REQUEST FOR DECISION: Final 2017 Operating & Capital Budgets**

MOTION #17-038 Moved by Councillor O’Neill to approve the 2017 Operational and Capital Budgets as amended.

**CARRIED**

2. **BYLAW #1630 – 2017 Mill Rate Bylaw**  
**RE: 1<sup>st</sup> & 2<sup>nd</sup> Readings**

Moved by Councillor McAlonan to give Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year, 1<sup>st</sup> Reading.

**CARRIED**

Moved by Councillor Cutler to give Bylaw #1630, a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year, 2<sup>nd</sup> Reading.

**CARRIED**

3. **CORRES: AltaLink**  
**RE: 911L Transmission Line Removal**

Received for information.

4. **CORRES: Municipal District of Willow Creek**  
**RE: Public Hearing Proposed Bylaw #1765 – Municipal Development Plan**

Received for information.

5. **CORRES: Canadian Senior Pro Rodeo Association**  
**RE: Annual Rodeo Sponsorship Request**

MOTION #17-039 Moved by Councillor Cutler to support the Canadian Senior Pro Rodeo Association’s Senior Pro Rodeo Finals October 12-15, 2017 with sponsorship of \$500.

**CARRIED**

6. **CORRES: Claresholm Kraken Swim Club**  
**RE: Annual Swim Meet Sponsorship Request**

MOTION #17-040 Moved by Councillor Ford to support the Claresholm Kraken Swim Club’s Annual Swim Meet June 2 & 3, 2017 and waive the cost of the pool rental fees to a maximum of \$700.

**CARRIED**

7. **CORRES: Claresholm Kinsmen & Claresholm Kinettes**  
**RE : 2017 Recreational Trail Project Proposal**

Referred to Administration to work with the Claresholm Kinsmen and Claresholm Kinettes to facilitate plans for a walking path.

8. **PETITION : Off-Leash Dog Park Fencing**

Referred to Administration.

9. **REQUEST FOR DECISION: Playschool Handicapped Parking Request**

MOTION #17-041

Moved by Councillor Cutler to install one handicap stall on the east side of 3<sup>rd</sup> Street West closest to the Playschool entrance, north of the rear access road to the Administrative and Joint Use Facility Building.

**CARRIED**

10. **REQUEST FOR DECISION: Alberta Transportation Review – Highways 2 & 520**

MOTION #17-042

Moved by Councillor Cutler to request Alberta Transportation undertake a traffic signal warrant analysis at the intersection of Highways 2 and 520.

**CARRIED**

11. **REQUEST FOR DECISION: Regional Fire Services Delivery Model**

MOTION #17-043

Moved by Councillor McAlonan to direct Administration to proceed with the search for a consultant to facilitate the process regarding the Feasibility Study on Regional Fire Service Delivery and Governance Model.

**CARRIED**

12. **REQUEST FOR DECISION: 2017 Infrastructure Project Tenders**

MOTION #17-044

Moved by Councillor Cutler to award the contract for the 2017 Infrastructure Project to Silver Ridge Construction (1999) Ltd. as per MPE's recommendation as presented for \$819,314.27 including GST.

**CARRIED**

13. **REQUEST FOR DIRECTION: RCMP Annual Performance Plan**

Council provided feedback on items they would like to see incorporated into the RCMP Annual Performance Plan. Those items included community visibility; theft; drug enforcement and education; and marijuana legislation transitioning.

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

Received for information.

15. **ADOPTION OF INFORMATION ITEMS**

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

**CARRIED**

16. **IN CAMERA: Land**

Moved by Councillor O'Neill that the meeting go In Camera at 8:26 p.m.

**CARRIED**

Moved by Councillor McAlonan that this meeting come out of In Camera at 9:08 p.m.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Ford that the meeting adjourn at 9:09 p.m.

**CARRIED**

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Mayor – Rob Steel

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Chief Administrative Officer – Marian Carlson

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1630**

**A bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Claresholm for the 2017 taxation year.**

**WHEREAS**, the Town of Claresholm has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 24, 2017; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Claresholm for 2017 total \$13,344,494; and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$9,047,794; and the balance of \$4,296,700 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund (ASFF)**

Residential & Farmland	\$833,474
Non-Residential	\$254,270

**Porcupine Hills Lodge Foundation (PHL)**

Residential & Non-Residential	\$106,651
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**WHEREAS**, the Council of the Town of Claresholm is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Town of Claresholm as shown on the assessment roll is:

Residential	\$323,141,690
Vacant Residential & Farmland	\$4,561,100
Non –Residential	\$68,643,070
Machinery & Equipment	\$966,030
Annexed Residential	\$1,428,360
Annexed Farmland	\$87,900
Annexed Non –Residential	\$299,400
Annexed Machinery & Equipment	\$106,470
<b>Total</b>	<b>\$399,234,020</b>

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Town of Claresholm, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Claresholm:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential	\$2,166,664	\$323,141,690	6.7050
Vacant Residential & Farmland (VR&F)	\$64,152	\$4,561,100	14.0650
Non-Residential	\$863,811	\$68,643,070	12.5841
Machinery & Equipment	\$0	\$966,030	0.000
Annexed Residential	\$4,856	\$1,428,360	3.4000
Annexed Farmland	\$606	\$87,900	6.8890
Annexed Non –Residential	\$2,243	\$299,400	7.4890
Annexed Machinery & Equipment	\$0	\$106,470	0.000
	<b>\$3,102,332</b>	<b>\$399,234,020</b>	
<b>ASFF</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Mill Rate</b>
Residential & VR & F	\$829,689	\$327,702,790	2.5318
Non-Residential	\$253,036	\$66,768,930	3.7897
Annexed - Residential & VR & F	\$3,785	\$1,516,260	2.4960
Annexed - Non-Residential	\$1,234	\$299,400	4.1220
	<b>\$1,087,744</b>	<b>\$396,287,380</b>	
<b>PHL</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential, Non-Residential VR & F	\$106,085	\$394,471,720	0.2689
Annexed - Residential, Non-Residential VR & F	\$566	\$1,745,750	0.3120
	<b>\$106,651</b>	<b>\$396,287,380</b>	

**MILL RATES BY CLASSIFICATION**

	<b>RESIDENTIAL</b>	<b>NON-RESIDENTIAL</b>	<b>VACANT RESIDENTIAL &amp; FARMLAND</b>	<b>PROVINCIAL COMMERCIAL</b>
<b>EDUCATION - ASFF</b>	2.5318	3.7897	2.5318	
<b>PORCUPINE HILLS LODGE REQUISITION</b>	0.2689	0.2689	0.2689	
<b>MUNICIPAL</b>	6.7050	12.5841	14.0650	12.5841
<b>TOTAL MILL RATE</b>	<b>9.5057</b>	<b>16.6427</b>	<b>16.8657</b>	<b>12.5841</b>

**MILL RATES BY CLASSIFICATION – ANNEXED LANDS**

	<b>RESIDENTIAL</b>	<b>NON-RESIDENTIAL</b>	<b>VACANT RESIDENTIAL &amp; FARMLAND</b>
<b>EDUCATION - ASFF</b>	2.4960	4.1220	2.4960
<b>PORCUPINE HILLS LODGE REQUISITION</b>	0.3120	0.3120	0.3120
<b>MUNICIPAL</b>	3.4000	7.4890	6.8890
<b>TOTAL MILL RATE</b>	<b>6.2080</b>	<b>11.9230</b>	<b>9.6970</b>

2. That this bylaw shall take effect on the date of third and final reading.

READ a first time in Council this **8<sup>th</sup>** day of **May** 2017 A.D.

READ a second time in Council this **8<sup>th</sup>** day of **May** 2017 A.D.

READ a third time in Council and finally passed this      day of      2017 A.D.

\_\_\_\_\_  
**Rob Steel**  
**Mayor**

\_\_\_\_\_  
**Marian Carlson**  
**Chief Administrative Officer**



# INFORMATION BRIEF


Meeting: May 23, 2017  
Agenda Item: 2


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## DELEGATION INFORMATION - AIRPORT

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At the May 8<sup>th</sup> Council meeting the drifting club was present to discuss their initial need for extra parking (request to move fence and use a portion of Town owned land). At that time, Council referenced a suggestion to possibly expand the club using the runway system. The drifting club has been thinking of the opportunity to expand their events and would like instruction from Town Council on the process for the ability to use and maintain the old runways. What Council would require for the use of runways, etc? If Council was interested in pursuing an option for them to expand, the club can consider what would be required of them at that point.

current fence location: 

requested fence location: 









ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED

MAY 05 2017

AR88963

May 1, 2017

His Worship Rob Steel  
Mayor  
Town of Claresholm  
PO Box 1000  
Claresholm AB T0L 0T0

Dear Mayor Steel,

Our government is committed to making life better for Albertans, and that means we need strong communities with the infrastructure and services that help deliver a high quality of life. We are also committed to working with you, our municipal partners, to ensure that happens.

Municipalities will continue to receive Municipal Sustainability Initiative (MSI) funding for the next two years, while we talk about the future of the program and ways we can support priority infrastructure in Alberta's communities.

In order to continue the flow of funding, an amending MSI Memorandum of Agreement will be sent to the Chief Administrative Officer of your municipality formally extending the program.

I look forward to continuing to work with you to support essential infrastructure for your residents.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Marian Carlson, Chief Administrative Officer, Town of Claresholm

April 13, 2017

Mrs. Kim Gugala  
Claresholm Child Care Society  
PO Box 271  
Claresholm, AB T0L 0T0

Dear Mrs. Gugala:

**RE: COMMUNITY FACILITY ENHANCEMENT PROGRAM LARGE**

Community Facility Enhancement Program (CFEP) Large is an annual \$10 million funding stream available for larger community infrastructure projects. CFEP Large provides funding support for grant requests between \$125,001 and up to \$1 million.

Your CFEP-053036 application requesting \$230,000 for facility upgrades has been reviewed and evaluated against CFEP Large guidelines criteria. Unfortunately, your project cannot be considered for funding due to limited funds and the oversubscription of the CFEP Large grant.

Although we were not able to provide funding assistance towards your community capital project at this time, your organization may wish to consider submitting a new capital application to the next CFEP Large intake of October 1, 2017. You are encouraged to review the CFEP program guidelines and criteria prior to applying.

Should you wish to further discuss your project, please contact the Community Grants office toll-free at 1-800-642-3855 or 780-422-9598.

I wish you all the best in your future endeavours.

Yours sincerely,



Kristine Telenko  
Acting Program Manager  
Community Grants



RECEIVED

MAY 05 2017

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643  
Email: [safetyctr@abfarmsafety.com](mailto:safetyctr@abfarmsafety.com) Website: [abfarmsafety.com](http://abfarmsafety.com)

May 3, 2017

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

The Farm Safety Centre continues its province-wide farm safety educational programs. Since sending our last update letter in the spring of 2016 our dedicated teams have delivered farm safety messages to more than 70,000 rural elementary school students and 700 of their farmer parents.

In 2017 we are again inviting towns, villages and summer villages from across the province to consider contributing in support of farm safety education. A big thanks to those who contributed in 2016. For the first time in 2016, contributions from more than 200 entities were received. Each and every one was greatly appreciated. Truly, the generosity of many make possible the continuation of our unique, impactful outreach programs.

As budget realities allow, we invite your council to consider a 2017 contribution of between \$200 and \$400 dollars. If the 240+ towns and villages in Alberta were able to contribute \$300 each year, the accumulated amount would meet approximately 15% of the required annual funding for our rural elementary school program.

On our website: [abfarmsafety.com](http://abfarmsafety.com) all cash contributors from 2009 through 2016 are noted. We continue to broaden our funding base, as it is our experience that modest contributions from many brings long-term sustainability.

The most recent year-end Safety Smarts report can also be found on our website. Included in this report is an alphabetical listing of all rural schools visited in the 2015-2016 school year along with the number of classes and students taught at each school.

We would be pleased to provide additional information and thank you for your thoughtful consideration of this invitation to be a part of the “good news” of forward thinking educational efforts in our province.

Sincerely,

Laura Nelson  
Executive Director  
Farm Safety Centre



# REQUEST FOR DECISION

Meeting: May 23, 2017

Agenda Item: 6

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## Shaw Communications Inc. Go Wi-Fi Program Facilities Attachment Lease Agreement

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### **DESCRIPTION/BACKGROUND:**

Shaw Communications Inc. is one of Canada's largest telecommunications companies. The company has divested all television assets, and is focused on mobile and broadband internet in their growth model. Part of this model includes the retention of customers through value-added programs. The Shaw Go Wi-Fi program is one of these customer retention tools. The program offers all Shaw customers wi-fi service at various hot spots around the community. They are often placed in businesses who already carry a Shaw internet service. Shaw Communications Inc. has also implemented a municipal component of this program, where they offer Shaw customers and guests free wi-fi access in municipal buildings. The wi-fi service is password protected for guests, and offers customers up to 500mb of free data per 30 day cycle.

Internet is now considered a basic service by the Canadian Radio-Television Telecommunications Commission. With the internet of things and mobile devices, connectivity is a necessity and not a luxury. This program will add a valued service to our municipal buildings at no cost to the Town. The agreement is non-exclusive and Shaw Communications Inc. will coordinate and complete the necessary work. The agreement permits them to attach the necessary equipment inside the facilities and is for a ten-year period.

### **RECOMMENDED ACTION:**

The Town of Claresholm enter into a facilities attachment agreement with Shaw Communications Inc. and provide improved access to broadband speed wi-fi to all residents and visitors who utilize the municipal buildings. This is an uncomplicated option that requires no financial investment and minimal time investment on the part of the Town. Alternative solutions will require increased service agreements and payments on behalf of the Town.

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

All costs required for this initiative are to be absorbed by Shaw Communications Inc.

### **PROPOSED RESOLUTION:**

Moved by Councilor \_\_\_\_\_ to enter into a Facilities Attachment License Agreement with Shaw Communications Inc. for implementation of the Shaw Go Wi-Fi Program in Claresholm.

### **ATTACHMENTS:**

- 1.) Guest Access
- 2.) Facilities Attachment License Agreement

PREPARED BY: Justin Sweeney, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 18, 2017

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**Particulars of Shaw's Go WiFi Guest Service:**

**To create a Guest Account, users need to provide the following information:**

- Name, Postal Code, Verified Email Address, and Password.
- To gain Guest Access users will need to accept the Terms of Use and agree to be sent occasional product communiqués and surveys on a select basis.
- The registration process only needs to be done once. After this, users can sign in using their existing Guest Account in select City locations.

**Is there a limit to how much a user can download with their Guest Access Account?**

- Access to the Shaw Go WiFi Guest Network gives users access to 500 megabytes of data for a period of 30-days. This 500 megabyte allotment is automatically renewed after the 30 days is up.
- If users go over this amount before the 30 day period has ended, they'll need to wait until the 30 days expire to connect to the network again.
- To help conserve guest user's monthly data usage, they are automatically logged out after five minutes of inactivity.

**Does the user have to Login their credentials every time they want to connect to the Guest Network?**

- Yes, to login users just need to provide their login email address and password. However, users do not need to create a new Guest Account. If users are automatically logged out after five minutes of inactivity, they will need to login again.

**How will the Guest Account information be used for marketing purposes?**

- This information provided by users of the public Shaw Go WiFi service, gives Shaw the ability to send guests useful information on Shaw products and services. It also helps Shaw to gather information on the quality of the network in order to help Shaw identify any potential problems.
- Shaw will not be sending Guest Users information frequently, as they are committed to providing users with the best Shaw Go WiFi Guest Access experience possible.
- Shaw does not distribute or sell any personally identifiable customer information to third-party advertisers or websites for advertising purposes. This information shall be maintained in accordance with Shaw's Privacy Policy.

**FACILITIES ATTACHMENT LICENSE AGREEMENT**

This Facilities Attachment License Agreement (this “**Agreement**”) between \_\_\_\_\_ (the “**City**”), Shaw Cablesystems Limited (collectively, “**Shaw**”) outlines the terms agreed to by the parties regarding the granting of access to and use by Shaw of certain City facilities for the purpose of the provision of telecommunication services.

In consideration of the mutual agreements and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, Shaw and the City agree as follows:

**1. Grant:** The City hereby consents and grants Shaw a non-exclusive right and license to access and attach in, on or to the City’s facilities, including, but not limited to, attaching to, on or within traffic lights, cross walk poles, aerial structures, vehicle and/or public transportation corridors, lands and/or civic buildings owned by or under the direction, control and management of the City (collectively, “**Facilities**”), to install, operate and maintain certain telecommunication devices, cables, antennae, microcell units, unit shrouds and casings, and related equipment (the “**Work**”) used for the purpose of transmission, emission or reception of signs, data, signals, writings, images, sounds or intelligence of any nature through wireless means related Shaw’s telecommunications services (the “**Purpose**”).

**2. Term:** The term of this Agreement shall commence on \_\_\_\_\_, 2016 and shall continue for a period of ten (10) years and shall auto renew for successive five (5) year periods (collectively, the “**Term**”) unless a party to this Agreement notifies the other party one (1) year prior to the expiry of such renewal term. Either party may terminate this Agreement if the other party breaches any of its material obligations hereunder and fails to remedy or commence actions to remedy such breach within thirty (30) days of receipt of notice from the non-breaching party.

**3. Work on the Facilities:** Prior to the commencement of any Work, Shaw shall obtain the City’s consent for such Work at a particular Facility. Upon Shaw obtaining such consent, Shaw agrees that all Work shall: (a) be carried out in a good, workmanlike and timely manner; (b) not unduly interfere with the Facilities; (c) comply with all applicable construction and safety codes; and (d) be responsible for all of its costs for its Work. Upon completion of the Work Shaw shall restore and repair any damage caused by the Work to the Facilities to the condition in which it existed prior to the Work.

**4. No Interference:** The City shall not alter, remove or access Shaw’s Work without Shaw’s prior written approval nor shall the City install or permit third parties to make installations of any equipment on or in the Facilities that causes interference with the Work without Shaw’s prior written consent. The City agrees that upon receipt of notice by Shaw of such interference it shall immediately make or cause to be made such adjustments to such equipment to eliminate the interference. Shaw shall not alter, remove or access any City property or third party property located on Facilities without the City’s prior written approval. For the purpose of clarity, neither party is responsible for any interference caused by radio waves or other technologies used by any person at the Facilities where the Work is located.

**5. Indemnity:** Each party (an “**Indemnifying Party**”) shall indemnify and save harmless the other party (the “**Indemnified Party**”) from and against all actions, causes of action, proceedings, claims and demands brought against the Indemnified Party, for all losses, costs, or expenses incurred by the Indemnified Party, for damage to property, including property of the Indemnified Party or any third party, and for injury to persons incurred by the Indemnified Party, including its employees, servants, agents, and licensees or any third party, caused by, or attributable to, the negligence or willful act or omission of the Indemnifying Party or any of its employees, servants or agents as a result of this Agreement. Neither the City nor Shaw shall be liable for indirect or consequential losses or damages, or for damages for pure economic loss, howsoever caused or contributed to, in connection with this Agreement or with any of Shaw’s Work.

**6. Insurance:** Shaw shall maintain general liability insurance to protect from claims for damages, personal injury, including death, and for claims from property damages which may arise from the Work.

Such insurance limits shall not be less than five million dollars (\$5,000,000.00) for each occurrence and shall add the City as an additional insured.

**7. Abandonment:** Shaw may abandon its use of part or all of the Facilities at any time during the Term. Shaw may remove any Work it abandons that is installed on Facilities.

**8. Relocation:** If at any time during the Term, the City is required to relocate a particular Facility that has Work attached to it, the City shall provide Shaw with no less than ninety (90) calendar days notice. Shaw shall at its cost remove the Work from the affected Facility immediately upon the expiry of the notice period. If Shaw fails to remove such Work, the City may remove the Work and the reasonable costs incurred by the City shall be payable by Shaw. If the affected Facility is moved to a new location Shaw shall be permitted to relocate its Work to the Facility at the new location; or in the alternative if such relocation is not feasible or if the new location is not in the immediate area of the original site, the City will reasonably assist Shaw in finding a suitable alternative location for such Work.

**9.** In consideration of the grant herein by the City to Shaw, Shaw hereby agrees to offer the general public complimentary guest access to use the Shaw Go WiFi services. Such general public use will be subject to Shaw's Guest Access terms and policies and will be limited to use at each Facility where Shaw has installed and is operating attachment points.

**10. Ownership:** The City acknowledges that notwithstanding any rule of law or equity to the contrary, all Work installed by Shaw will remain the property of Shaw even though it is attached to the Facilities.

**11. Governing Law:** This Agreement will be governed by and construed under the laws of the Province of \_\_\_\_\_. The parties agree to submit any dispute regarding this Agreement to the exclusive jurisdiction of a competent court located within the Province of \_\_\_\_\_.

**12. Binding Agreement:** The parties agree that this Agreement and the agreements and understandings set out herein will be binding upon and enforceable against the parties.

**ACCEPTED AND AGREED:**

**SHAW CABLESYSTEMS LIMITED**

[ \_\_\_\_\_ ]

By:

By:

Name/Title:

Name/Title:





# REQUEST FOR DECISION

Meeting: May 23, 2017  
Agenda Item: 7

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## SEWER FLUSHER TRUCK PURCHASE OVER BUDGET

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### **BACKGROUND:**

As part of the 2017 approved capital budget we budgeted for a new sewer flusher truck to replace our 1991 unit (with a 1999 flusher mounted on it). The budgeted amount was for 280,000 based on a preliminary quote we received late 2016 as part of budgetary process.

An RFP was sent out for any company to bid on, companies around the world accessed the RFP, and we only received responses from 2 companies. The company that provided us the preliminary quote of 280,000 did not put in a bid. The low bid received was \$288,180 (high bid at \$291,700). Both companies are Canadian, with the low bidder being in Alberta. Though the high bid unit is arguably a better unit with stainless steel flusher unit, either should be good units.

Both companies were subsequently approached to see what they would offer on trade-in of our old unit. As the unit is so old, trade-in amounts were not significant; and we would not expect anything better on auction. The low bid is willing to offer the most, at \$10K (the other offering \$5K).

With the trade-in the net cash cost is below the budget of \$280,000, at \$278,180, however it will still show on the books as an overbudget purchase due how the transaction is recorded. As a result a motion is required to authorize the purchase for this overbudget expenditure.

### **RECOMMENDED ACTION:**

Council pass a resolution to authorize the purchase of the quoted sewer flusher truck for the amount of \$288,180.

### **PROPOSED RESOLUTION:**

Moved by Councillor \_\_\_\_\_ to approve the purchase of the SuperJet Sewer Flusher Truck for the low bid amount of \$288,180.00 as quoted.

### **APPLICABLE LEGISLATION:**

- Municipal Government Act, RSA 2000, Chapter M-26 Section 248  
**Expenditure of money**  
248(1) A municipality may only make an expenditure that is  
(a) included in an operating budget, interim operating budget  
or capital budget or otherwise authorized by the council.

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

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APPROVED BY: Marian Carlson, CLGM, CAO

DATE: May 18, 2017

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# REQUEST FOR DECISION

Meeting: May 23, 2017  
Agenda Item: 8

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## SET RESERVE BIDS, AUCTION DATE AND CONDITIONS FOR TAX SALE PROPERTIES

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### Description:

Administration requires that the auction date and the reserve bids for the 2017 tax recovery properties be set by resolution of Council.

### Background:

When a property is in tax arrears for more than 1 year the municipality must register a tax recovery notice on title for the property and the land owner is made aware of the tax arrears registered against their property. If within the next year the property taxes remain unpaid the municipality must put the property up for public auction in order to recover the arrears taxes.

The Municipal Government Act (MGA) states:

*418(1) Each municipality must offer for sale at public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.*

### Discussion:

There are three (3) properties that are eligible, per the MGA, to be sold for recovery of tax arrears at a public auction in 2017. Based on the advertising and other requirements the auction date cannot be set prior to Wednesday, August 23, 2017. The properties are:

1. N 50' of Lot 20, Block 1, Plan 147N) – assessed value \$50,060
2. N½ Lots 9-12, Block 85, Plan 147N – assessed value \$86,100
3. Lot 6, Block 3, Plan 8510082 – assessed value \$60,790

As per Part 10, Division 8, Section 419 of the MGA:

#### **Reserve bid and conditions of sale**

*419 The council must set*

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and*
- (b) any conditions that apply to the sale.*

Administration recommends the following terms and conditions of sale:

1. Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

2. The lands are being offered for sale on an "as is, where is" basis, and the Town of Claresholm makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, vacant possession, or the develop-ability of the lands for any intended use by the successful bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel of land. No terms or conditions of sale will be considered other than those specified by the Town of Claresholm.
3. Cash or Certified Cheque is the only method of payment that will be accepted by the Town of Claresholm. Goods and Services Taxes (GST) applicable per Federal statutes. A deposit of 10% of the bid (with GST) is due when the Offer to Purchase/Letter of Intent is submitted. The balance of the bid (with GST) is due at closing. Closing will take place within 45 days of acceptance/approval of a valid Offer to Purchase/Letter of Intent, and be at the complete discretion of the Town of Claresholm.
4. In accordance with Section 415 of the Municipal Government Act, the previous owner may make payment of all arrears of taxes and costs at any time prior to the closing of the sale, causing the sale to be nullified.

**Proposed Resolutions:**

1. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery auction date be set for 9:00 am on August 23, 2017.
2. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery reserve bids be set as follows:
  - i. N 50' of Lot 20, Block 1, Plan 147N), reserve bid \$50,060;
  - ii. N½ Lots 9-12, Block 85, Plan 147N, reserve bid \$86,100;
  - iii. Lot 6, Block 3, Plan 8510082 reserve bid \$60,790.
3. Moved by Councillor \_\_\_\_\_ that the 2017 tax recovery sale is subject to the terms and conditions of sale as recommended.

**ATTACHMENTS:**

2016 Assessments for 2017 taxes

**APPLICABLE LEGISLATION:**

- 1.) Part 10, Division 8, Section 413 to 421 of the Municipal Government Act

PREPARED BY: Lisa Chilton

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APPROVED BY: Marian Carlson, CLGM - CAO

DATE: May 18, 2017

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Claresholm

# Assessment Summary

Year of General Assessment: 2016

<p><b>Roll: 10015000</b>  <b>Legal: 147N 1 N50'20</b>  Address: [REDACTED]</p> <p>Land Area: 2,500 Sq. Feet  Subdivision:  Zoning: Residential  Actual Use: Improved Residential / Single Family Unit- fee simple</p>	
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### Market Land Valuation

Site Area: 2,500 Sq. Feet

Asmt	Code	Assessment
12	100%	25,380

### Improvement Valuation

		Floor Area	Built	Asmt	Code	Assessment
1 Storey Basementless	One Storey - No Base	972 Sq Feet	1953	12	100%	23,070
Attached	Carport	165 Sq Feet	1978	12	100%	1,610

### Assessment Totals

Tax Status	Code	Description	Assessment
T	12	Residential Improved	50,060
<b>Grand Totals For 2016</b>			<b>50,060</b>



Claresholm

# Assessment Summary

Year of General Assessment: 2016

<p><b>Roll: 10510000</b>  <b>Legal: 147N 85 P9-P12N1/2</b>          Address: [REDACTED]</p> <p>Land Area: 7,000 Sq. Feet          Subdivision:          Zoning: Residential          Actual Use: Improved Residential / Single Family Unit- fee simple</p>	
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<b><u>Market Land Valuation</u></b>	Site Area: 7,000 Sq. Feet	Asmt Code	Assessment
		12 100%	57,030

<b><u>Improvement Valuation</u></b>		Floor Area	Built	Asmt Code	Assessment
1 Storey Basementless	One Storey	1,001 Sq Feet	1947	12 100%	20,940
Detached	Garage-Detached	576 Sq Feet	1979	12 100%	8,130

<b><u>Assessment Totals</u></b>			Assessment
Tax Status	Code	Description	
T	12	Residential Improved	86,100
<b>Grand Totals For 2016</b>			<b>86,100</b>



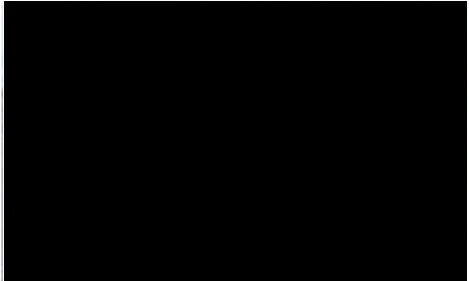
Claresholm

# Assessment Summary

Year of General Assessment: 2016

**Roll: 12086000**  
**Legal: 8510082 3 6**  
 Address: [REDACTED]

Land Area: 30,927 Sq. Feet  
 Subdivision:  
 Zoning: Industrial  
 Actual Use: Vacant Industrial / Unspecified / Open Storage



<b><u>Market Land Valuation</u></b>	Site Area: 30,927 Sq. Feet	Asmt Code	Assessment
		34 100%	48,380

<b><u>Marshall &amp; Swift</u></b>		Area (Ft2)	Built	Asmt Code	Assessment
Hand Calculated	Fence/Gate		2000	34 100%	12,410

<b><u>Assessment Totals</u></b>				Assessment
Tax Status	Code	Description		
T	34	Industrial Improved		60,790
<b>Grand Totals For 2016</b>				<b>60,790</b>

## Town of Claresholm

### Statement of Operations

For the month ended March 31, 2017

	MARCH	2017 YTD	2017 BUDGET	NOTES
<b>Revenue</b>				
Net municipal taxes	(273,022)	(278,857)	3,113,876	1
User fees and sales of goods	75,122	359,450	2,052,470	
Government transfers for operating	1,168	42,618	404,995	
Investment income	9,788	28,702	58,000	
Penalties and costs of taxes	5,038	48,724	121,100	
Licenses and permits	3,778	30,255	41,400	
Proceeds from disposal of capital assets	-	-	-	
Franchise and concession contracts	20,548	58,118	202,538	
Rental	16,197	38,894	112,150	
Other	2,973	6,686	137,300	
Family and community support services	525	60,594	240,605	
	\$ (137,886)	\$ 395,183	\$ 6,484,434	
<b>Expenses</b>				
Legislative	9,269	18,233	113,500	
Administration	112,039	401,306	1,220,098	
Fire	4,720	14,674	301,612	
Bylaw enforcement	13,420	29,099	129,778	
Common and equipment pool	46,310	132,117	514,064	
Roads, streets, walks and lighting	37,220	94,769	768,242	
Airport	536	3,330	18,379	
Storm sewers and drainage	6,260	7,061	138,545	
Water supply and distribution	47,155	103,134	1,955,421	
Wastewater treatment and disposal	11,944	15,347	529,856	
Solid waste management	44,560	93,253	576,040	
Family and community support services	23,049	53,455	236,905	
Day care	3,184	9,551	38,202	
Cemeteries and crematoriums	1,735	2,347	51,680	
Other public health and welfare	4,500	13,500	27,000	
Economic and agricultural development	22,954	42,521	219,554	
Subdivision land and development	18,102	60,382	189,503	
Parks and recreation	98,877	204,327	904,162	
Culture - libraries, museum and halls	122,938	199,585	408,844	2
	\$ 628,770	\$ 1,497,991	\$ 8,341,385	
<b>Deficiency of revenue over expenses before other</b>	\$ (766,656)	\$ (1,102,808)	\$ (1,856,951)	
<b>Other</b>				
Government transfers for capital	45,150	45,150	5,324,112	3
<b>Excess (deficiency) of revenue over expenses</b>	\$ (721,506)	\$ (1,057,658)	\$ 3,467,161	
<b>Capital project expenditures to date</b>	\$ 154,924	\$ 228,132	\$ 5,448,345	4

#### Notes

- 1 Negative "income" is due to School Foundation Requisitions payments (expense) being netted against income. We haven't collected any tax income yet however we have paid 1st quarter of requisition payments.
- 2 Significant culture expenditures in the month of March was the payment of the full remaining Library Grant allocation for 2017 totaling 174,740 (55,000 was paid in January).
- 3 This is capital grant funding received in the year. The amount received in March was the first capital grant funds received so far during the year. This was the CFEP grant for the Curling Rink Roof.
- 4 Capital expenditures to the end of March are almost exclusively related to the Storm Water Project.



# INFORMATION BRIEF

Meeting: May 23, 2017  
Agenda Item: 10

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## Economic Development Assistant

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### **DESCRIPTION:**

The Economic Development Committee, at their May 15, 2017 meeting, carried a motion to approve the expenditure of \$2100 out of the existing Economic Development budget to pay the necessary contributions, not covered by approved grant funding, for hiring a summer student to work as an Economic Development Assistant for a total of 315 hours over 9 weeks from June 26 to August 25, 2017.

### **BACKGROUND:**

The Economic Development Officer, under the direction of a motion made by the Economic Development Committee at their regularly scheduled January 16, 2017 meeting, submitted an application for grant funding to subsidize the expense of a summer student. Grant funding, approved by Canada Summer Jobs on April 21, 2017, totaled \$1922. This amount is equivalent to 50% of the wages of a 315 hour position slated for late June through late August. The remaining 50%, vacation pay and employer remittance will be covered from the existing Economic Development budget.

### **DISCUSSION/OPTIONS:**

The Economic Development Officer will work with Administration to ensure the timely advertising and hiring of such a person. The Assistant will work out of the Business Growth & Development Centre, directly supervised by the Economic Development Officer. Responsibilities will focus on moving projects forward, and are described in detail in the attached Job Description. The funds from the Economic Development budget will be allocated from the contingency and events sections as required to ensure no area suffers from restrained resources.

### **ATTACHMENTS:**

- 1.) Ec. Dev. Assistant Job Description

### **APPLICABLE LEGISLATION:**

- 1.) none

PREPARED BY: Justin Sweeney, Economic Development Officer

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APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 17, 2017

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## Economic Development Assistant Job Description

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### Title:

Economic Development Assistant

### Reports To:

Economic Development Officer (EDO)

### Summary

The Economic Development Assistant, under the direction of the EDO, is responsible for building and populating a business database for use in the municipal website, promoting economic development initiatives, aiding the EDO in the execution of marketing and beautification projects, completing relevant research, and facilitating the efforts of the Economic Development Committee.

### Job Duties

- Develop a business database under the direction and guidance of the EDO;
- Assist in implementing the annual Downtown Tour portion of Fair Days;
- Build stakeholder communication lists to be used by the EDO;
- Attend meetings with internal and external organizations as required;
- Provide monthly progress reports to the EDO and Economic Development Committee;
- Establish, foster and maintain positive relationships within the community, the local business community, and with other levels of government and stakeholders;
- Assist in the implementation of marketing initiatives;
- Assist in the implementation of beautification projects;
- Maintain a record of all activities and communications;
- Other duties as required.

### Position Requirements

- Requires demonstrated time-management and organizational skills, problem solving and decision making ability;
- Must be returning to full-time academic studies in the fall;
- Well-developed communication skills, with the ability to work independently and collaboratively in a multi-disciplinary team;
- Experience in MS Office (Outlook, Word, Excel, and Power Point).

### Work Conditions

- Manual dexterity required to use desktop computer and peripherals;
- Some travel may be required;
- This position will require some work after normal business hours including weekends.



# CAO REPORT

May 23, 2017

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

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## **CMML Course**

I attended a Finance for Municipal Managers course May 8<sup>th</sup> & 9<sup>th</sup> in Calgary. The session was very informative covering topics relative to municipal financial statements, accounting cycles, budget projections, amortization and tangible capital assets.

## **BYLAW ENFORCEMENT**

[See enclosed report](#)

## **CORPORATE SERVICES**

[See enclosed report](#)

## **DEVELOPMENT**

[See enclosed report](#)

## **ECONOMIC DEVELOPMENT**

[See enclosed report](#)

## **FCSS**

[See enclosed report](#)

## **HR & TAXATION**

[See enclosed report](#)

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# INFRASTRUCTURE SERVICES

See enclosed report

# RECREATION

See enclosed report

# UTILITY SERVICES

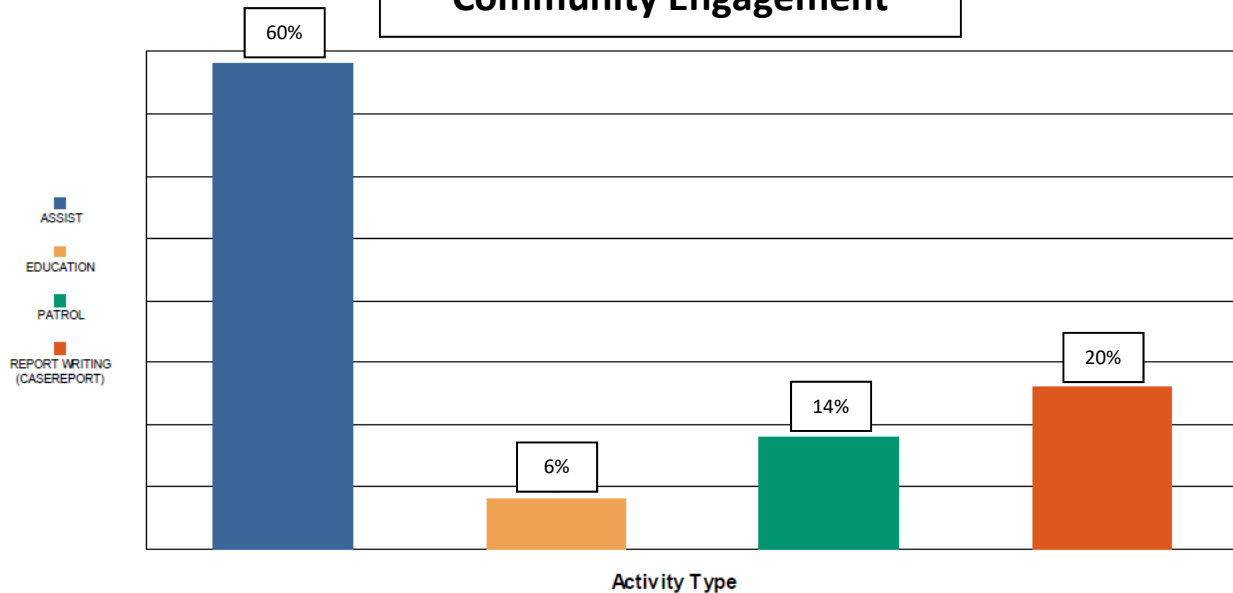
See enclosed report

Respectfully submitted by

Marian Carlson, CLGM  
CAO

## APRIL BYLAW ENFORCEMENT REPORT

### Community Engagement



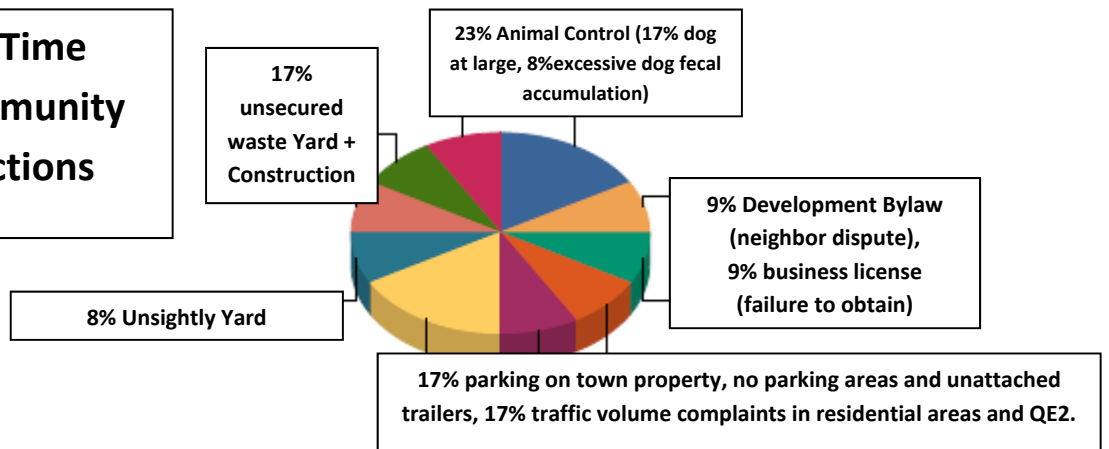
#### April Newspaper Focus:

1. Public Notice ... Off-Leash Dog areas, where they are located, rules and caution around bait stations for gophers.
2. Rules of driving an electric scooter/wheelchair
3. Spring Clean Up

#### April Enforcement Highlights:

1. New Dog and Cat bylaw adopted + regulations on trapping guidelines/sign out sheet for traps.
2. Bike Rodeo education started with other communities through SARSS – 2 events attended.
3. Unsightly yard initiative unrolled.
4. SADD workshop planning + Bike Rodeo educational program points and lesson plan.
5. Bylaw presentation at WMES – grade 6.
6. Set up and reprogram traffic calming radar signs.
7. Alberta Transportation contacted at the request of the Emergency Services Committee to investigate traffic control issues on the QE2 at IGA and at Highway 520 and QE2 intersection.

### The Percent of Time Allocated to Community Enforcement Actions



## DIRECTOR OF CORPORATE SERVICES - UPDATE



*For: 4/24/2017 - 5/19/2017*

It has been a busy month as I continue to learn the ropes. Highlights over the last 4 weeks:

### **Financial**

- Filed interim grant reporting and SFE for ACRP grant for the Storm Management project.
- Updated budget and 2017 mill rate based on direction from council in April 24<sup>th</sup>'s meeting to remove special assessment taxes from the budget.
- Compiled March month-end financial report for council and individual departments.

### **Utilities**

- Reviewing expenditures for water and wastewater services in the town for the last few years and using this to estimate a current cost per cubic meter or supply/treatment to calculate appropriate rates. This was used to assess rates for external users.
- Reviewing current bylaws and rates related to water and wastewater services and developing a template to easily assess the impact of any rate changes.
- Noting, and correcting where appropriate, discrepancies or inconsistencies in the setup of utility user accounts or rate tables in Muniware and trying to clean up outdated and unused tables in the system.

### **FCSS & Museum**

- With the departure of Julia Thompson as the FCSS Outreach Worker I have been working with Marian Carlson and Barbara Bell to complete a departmental review of FCSS. We are looking at staffing levels along with ways of improving efficiencies in the operations and program delivery of FCSS and assessing the programming and services provided.
- Started reviewing the Museum's Policy & Procedure Manual to ensure there are no conflicting HR policies or non-Town HR policies included. Working with Ken to address issues noted. There does not appear to be any issues in practice, just in documentation.
- Museum opened on May 15<sup>th</sup> and was already seeing visitors within the first hours of opening.

### **Capital Projects**

- Museum Deck construction is looking good. Though it isn't quite done as of my writing this and had to be partially roped off for the Museum opening, it is scheduled to be completed by the May long weekend.
- Working with Mike and MPE to finalize bid process and award 2017 infrastructure projects to Silver Ridge Construction (1999) Ltd. Construction should begin in March.
- Working with Mike on several other current or future capital projects including Sewer Flusher Truck and next year's projected Arena Floor project.

### **Parks and Recreation Master Plan**

- Assisting Denise with some comparison data research and graphs as well as general editing of the document.

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

# DEVELOPMENT OFFICER REPORT

For: 4/20/2017 - 5/19/2017



## Claresholm

### Development Permits

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

### Compliance Requests

- ❖ 10 compliance requests processed.

### Miscellaneous

- ❖ MPC meeting held April 28, 2017.
- ❖ Continue to work with TetraTech Engineering regarding the non-operating Landfill Setback. Final round of testing has been completed along with the additional information requested by Alberta Environment & Parks. Final report to be sent to Alberta Environment & Parks for their review (tentatively to be completed by June 1, 2017).
- ❖ Local Press ad on education for necessary permits and asking residents to check with the Town prior to starting projects.
- ❖ Internal 2016 Safety Codes Audit submitted and received confirmation back from Alberta Safety Codes Council.
- ❖ Continued work with landowners and engineers/surveyors on 8<sup>th</sup> Street storm water upgrade project.
- ❖ Completed Sustainable Communities Course through the University of Alberta within the Applied Land Use Planning program. The course provided an introduction to land use planning theory, law and processes. Environmental, economic and social dimensions of sustainability were discussed using a framework of the various forms of community capital. Topics included:
  - Sustainable development and communities, as well as, key determinants of health and social development were discussed.
  - Governance and decision making through the perspective of sustainability (applications and implications for sustainability).
  - Harmful & unsustainable effects of a community on its natural environment (the sustainable environment).
  - Economic & fiscal analysis for sustainable development.
  - Effective monitoring, evaluation and indicators in the planning process (measuring progress towards sustainability).

### MDP Review & Update

- ❖ Request for Proposals drafted and sent out. Deadline for proposals is May 31, 2017.

*Submitted by  
Tara VanDellen  
Development Officer*



# Monthly Report

May, 2017

Prepared & Submitted By;  
Economic Development Officer

## Economic Development Officer (EDO)

- Completing the following University of Calgary Courses as part of the Economic Developers accreditation;
  - Management Communications; Interpersonal Skills
- Reduced meeting load to focus on completing required work to move Defining a Promise towards completion

## Economic Development Committee (EDC)

- General Meeting on April 17
  - Website
    - Approved plan of staged release and access to staging site via password during the build
    - Presentation to Council to take place prior to initial soft launch
  - Wayfinding Signage
    - RFP to go to 5 identified proponents capable of the work
    - Adjudication Committee to meet on June 6 to rank selections
    - Final selection by EDC at June 19 meeting and presented to Council as an RFD at June 26 meeting
  - Beautification
    - EDO to work with local artisan on development of Blade Sign program
    - EDC to split cost of two portable washrooms for downtown core with Claresholm & District Chamber of Commerce for June - August
      - Usage to be tracked by waste and will play role in evaluating a long-term solution
  - Downtown Tour

- EDC members to work closely with EDO and CDCC President in coordination of 2<sup>nd</sup> Annual Downtown Tour to take place on Saturday, August 12
- Economic Development Assistant funding approved and EDO tasked with leading hiring process in conjunction with administration

## Defining a Promise

- Proponent, Tenato Strategy Inc, contract cancelled following meeting with EDO, CAO, EDC Chair and Tenato Representatives
- Phase 1, including branding and research, complete
  - Approved at joint EDC/Council meeting on April 20
  - Brand Narrative released and Launch on May 17
  - Branding package (business cards, e-mail signatures and letterhead to be completed in coming 1-2 weeks)
  - Logo location assessment completed by CAO, EDO and Director of Infrastructure Services - priority areas identified and will be addressed in successive order with vehicle wraps, decals, and corridor signage as a priority
- Phase 2 and 3 (Marketing Plan and Website) have commenced
- Marketing Plan
  - Document delivered by former proponent did not meet expected deliverables
  - EDO has taken the lead on drafting a marketing plan that will meet expectations
  - Initial draft to be submitted to CAO on May 26 and final draft to be included in Council Agenda Package for June 12
- Website
  - EDC and Council Member Shelley Ford and EDO are acting as primary leads on website development
  - Proponent Media32 has worked with EDO, under the supervision of the CAO, to edit proposal to a point that satisfies both parties
  - Contract for services completed on May 17 and first working meeting on that same day
  - Build will start on May 22 and anticipated build time is 3 months for completion, with initial stages available in late June or early July
    - Current site will be maintained during the staged launch of the new site
    - New site to be hosted at clareholm.ca

## Downtown Summer Jams

- EDO has worked with local musician Gaven Moore to create a slate of entertainers to play music in Ring Rose Park every Wednesday night during July and August (location to move if crowds demand larger venue)
- Retailers will be approached about later evening shopping until 8pm on those nights
- Local food vendors will be approached to have one on site during these evenings



## Broadband

- Shaw Business
  - Build of a fibre line along Alberta Road has been approved by Shaw Business; verified by Government Relations Manager Ian Philips during a meeting with Mayor, EDO and CAO on May 8, 2017
  - Additional builds that will service industrial areas south of the 520 have also been proposed and confirmation is expected in 4-6 weeks
  - A joint media release is being prepared, and will go out as soon as the required permitting and planning is established to time with the start of the build

## Other Activities

- Discovery Days
  - EDO will continue meeting with interested students at West Meadow Elementary School every Friday for 30 minutes to help advance their business idea
- AFPA
  - EDO & EDC member Darla Slovak to attend Alberta Food Processors Association event in Calgary on May 31 to start to establish inroads within that industry
- Junior Achievement
  - EDO to meet with JA on May 18 to discuss long-term inclusion in the Claresholm area
  - JA is a well-established entrepreneurial/business development program for youth
- Summer Events
  - EDO continues to work closely with Events Coordinator to facilitate a handoff of Fair Days and Canada Day coordination
  - Slate of events will be more robust in 2017, all bookings have been completed, advertising development is currently underway
- Good Sams RV Rally
  - EDO has been working closely with Good Sams Club to assist in organizing their Claresholm rally June 15 - 18
  - Anticipate 250 RVS and 500 people to be on site at Agriplex and Community Centre during this time
  - EDO working with Visitor Info Centre & Local Press on completion of a new tourism map that will be ready for print by June 1

## FCSS DIRECTOR'S REPORT FOR MAY

- Met with Marian and Blair for annual evaluation. Set new goals for next year.
- Hosted interagency with 14 agencies represented. Have been asked to host Interagency at Lethbridge College Claresholm Campus this month
- Attended Regional meeting in Cochrane~ Ken Dropko explained new organization of ministries. FCSS is now under Ministry of Community and Social Services instead of Human Services.

Four streams have been identified that government would like FCSS to work on, poverty, homelessness, mental health/addiction, and domestic violence.

There will be no change to FCSS Regulation as everything appears to be working well – they may remove the expiry date.

We were updated on the Outcome Measures reporting for the province and they have asked us to report on same programs from year to year for continuity of results. They may ask in future for targeted reporting. We were updated on the Early Childhood Coalitions. The contract with tri-ministry has been extended.

The FCSSAA website is being revamped and the resource bank is getting refreshed.

There are new toolkits coming to help us increase awareness of FCSS. A new online learning curriculum for Director's is almost finished and will be uploaded soon to website. The rest was a round table of what each FCSS office was working on.

- Volunteer Appreciation evening was very successful with over 200 people attending- see attached survey results.
- Attended a computer training class with Blair Bullock at town office- was very helpful but lots of information at once.
- Worked on last minute wrap up questions with Avail and submitted 2016 annual report with review engagement report as requested by province
- Attended Director's Network in Canmore- did a lot of networking with other FCSS directors and FCSSAA staff, a presentation on Toxic Stress and Relationships told of different theories and showed some videos. They discussed the effects if left untreated and touched on some treatments.

Momentum discussed Financial Empowerment as related to poverty.

There was also a discussion on Community Data Program which was not helpful for small rural towns. This is being used in urban centers so they have access to Statistics Canada information at a cheaper cost.

- Met with two workers from Wild Rose Community Connections (High River) about a new program that will be hosted in Claresholm called Dad's Central. This is an external funded program and is very successful in High River. They organize things to do for children and dads also connecting dads with other dads in the community.

- Met with Parent Link about hosting some Triple P programming in the fall.
- Attended the wrap up meeting of Women's Conference and have already started planning for 2018. 2017 survey results attached.
- Had phone discussion with United Way about a grant that we submitted for our Youth of Tomorrow to help aid in rental space funding and some equipment for activities. Rental space has been free through The Station but we are looking at ways to continue having that space available.
- Had a phone conversation with a woman employed by Rowan House looking for options of transitional housing possibly in Claresholm. They have secured funding and are looking at a pilot program of community host homes for women and children who have completed their time at Rowan house (4 weeks) and do not want to return to family home. They are then transitioned to other establishments with support of Rowan House.
- Met with Roger Reid who asked for the help of FCSS in finding 2, 12 year old boys that would fit the requirements of going to the Tim Horton's Summer Camp this year. He has been having trouble getting response from the High School so he thought FCSS may have other avenues.
- Youth of Tomorrow- attending a program hosted by McMan out of Calgary on emotions (handling and reacting). This is an 8 week program and the kids seem to be very interested in it so far.

The youth are planning another out of town excursion. This trip will take them to Southland Leisure Centre in Calgary for swimming and wave pool and then stopping at South Centre Mall for shopping and food. Money for this will come from their fundraising and donations.

# CLARESHOLM WOMAN'S CONFERENCE 2017

## Conference Evaluation from 132 returned forms

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**1) Please check your Age Group:**

12 -18 (2); 19 – 35 (12); 36 - 55 (44); 56 – 70 (56); 71 – 80 (18)

**2) How satisfied were you with the Conference?**

Poor: 0; Fair: 2; Satisfactory: 7; Good: 28; Excellent: 95

**3) As a result of attending today, I feel more connected to other women in my community.**

Strongly Disagree - 4; Disagree - 7; Agree – 65; Strongly Agree - 95

**4) As a result of attending today, I have an increased knowledge of how to maintain a healthy balance in my life.**

Strongly Disagree – 1; Disagree – 4; Agree – 70; Strongly Agree - 49

**5) Where did you hear about the conference?**

Facebook – 16; Posters – 12; Friends – 85; Newspaper – 13; Regional – 1; Website – 4; Email - 10

Other: Lise – 17; Library – 12; Janice - 1

**6) Did you use the online registration?**

Yes – 52; No - 75

Was it helpful?

Yes – 47; No - 0

**7) Do you like this format (no breakout sessions)?**

Yes - 90; No – 15; Both - 22

Further comments:

- Like breakout sessions – maybe half and half (9)
- Really enjoyed the breakout sessions – gave me the option to learn a lot of different things;
- More movement (3)
- What would have been better for me is more Nia to integrate – too much sitting and listening
- I appreciate the sense of community that was created by being together as one group for the day;
- Janice brilliant – stories and practices were awesome! Lise movement was exceptional – the flow was perfect:
- Loved it! Learned more at this conference than others I've been to. Circle of women is the most powerful thing and should be re-instated as often as possible. Have to teach our daughters!;

- I do think I would like a variety of topics, but today was very interesting and nice to cover the days topic more completely.
- I like the interaction with the speaker;
- The vendors were in a good space;
- Very well presented – totally awesome until the very end – swearing is not good manners or required;
- I think I would have preferred if the speakers where on the stage – sitting in the back you disappeared behind the heads;
- Partner exercises were profoundly moving, significant and revealing;
- I like the opportunity to learn and try something different – too much sitting;
- I like this format a lot. Loved the music/dancing portions as well! However, I think perhaps breakout sessions in pm would have been good:
- Wonderful! Very nice food, great music; great information. Dancing very good idea. Got people up and having fun!
- Like both formats. Felt Janice was great to begin with then lost her motivation as the day went on;
- I feel more connected with other women because we're all sharing this experience together, rather than various breakouts as individuals/ smaller groups. Also no fear of missing out.
- The meal: the soup was excellent. Way too much starch (very bland mac salad) – no protein, (2) lettuce salads were good, I would like to see cheese and beans and quinoa whole grains.
- I think it created more of a sense of connection with each other.
- Great to do the dance breaks, but it was still too much just sitting and the chairs gave no lower back support. But a great conference.
- Was a meaningful way to get in touch with the body, emotions and feeling – thank you!
- This was my first time, so I have nothing to compare to ... but honestly, I don't know how you would top this day.
- The drum felt “bossy”. I didn't like it, at the same time, I realize the need to have a way to call everyone together.
- A little too long;
- Food was great – but no protein of any sort or quantity (Caesar salad) soups were excellent, salads green unimaginative, limited DSG, pasta salad was bland – somewhat tasteless.
- I really like the session today – Janice is amazing! I also enjoyed the breakout sessions last year.

- I really liked the drumming – what about a group drumming for future. Would all participate in it if you found enough drums! Love the honesty! Love the love!
- Gluten free desserts please or fruit;
- It was so touching and I never thought I had a barrier built around me! Loved the drums loved it all – so much love in one room.
- Would be nice to have more tables, so less people sat with back against the front.
- I would appreciate more movement choices. Fresh air and light – little dull environmentally – not necessarily soothing for me. I would be ok with shorter breaks. Thank you for the delicious food. Satisfying and meaning connections!! Safe space to share and experience our human journey;
- I wish Lise and Janice were on the stage – hard to see. (5)
- Too much of one thing;
- Day-long session with same presenter too much. Suggest different presenters for full morning and a different one for the afternoon;
- It was fine. Breakouts would be good to mix it up. Mix up the people we partner with – strangers are better to work with but friends are easy to pair up with;
- Was too long and too much – a little over the top! The program would have been nice as a keynote speaker but was too long. Preferred to pick sessions to attend. Lunch better than last year.
- The day was very good, but with breakout sessions there is more opportunity to connect with others. You can also select what interests you. 2 hours for a keynote is max.
- Excellent turn out in the larger venue, but miss the breakouts that allow participants to do a craft or explore another possible interest.
- It was an awesome! Brought 2 friends and they were thrilled too, one said, “this was the best day I’ve had in a long time”. Thank you so much. You guys rock – in truly a huge hearted way! Thanks for loving the shit out of all of us.
- The day was very intimate for such a large group. I was uncomfortable. I liked experiencing many other activities in past years.
- The sessions were a bit heavy if you came alone
- I found it a little to broken up with too many breaks – It felt a little too long.
- I understand doing in this format allows more in depth discussion on one topic and felt this main speaker has been the best. I do like the breakout sessions to see and experience different interests. – Reiki.
- It was fun, uplifting and joyful and I felt the community spirit.

- Wonderful! Very nice food, great music; great information. Dancing very good idea. Got people up and having fun!
- Encourage 1 on 1 with people you don't know. It was hard to open up genuinely with the person I've been struggling with!
- No photos during the mediation –was distracting. (2)
- Food was much better this year! Although the Broad Squad is great, we have seen them 3 times now. Venue was excellent!
- Sessions 3 – way too deep and personal for a large group
- Start earlier and end earlier (2)
- The topic of self-awareness is important, complex and very personal. Hence high level discussion is appropriate without the extremely personal oversharing. Too much information! Pretty deep day – I'd hope to have more fun.;
- Allow more time for music and dance.
- I like a little more variety in speakers. Janice was fabulous.
- Lunch was awesome!
- Less sugary snacks

**8) Did you like our selection of vendors?**

Yes – 105; No – 1; Somewhat - 3

**9) Can you suggest other vendors or products you would like to see:**

- Natural therapies
- Reiki,
- Crystals,
- Natural edible products
- Native artifacts
- Herbs and spices
- Fairy and angel cards
- Books on self-improvement
- Wooden signs – plaques;
- Cheaper priced items for everyone:
- Bake Sale
- 10 min. neck/shoulder massage person
- Tarots, tea leaf readers, angel readers;
- Pet stuff

- Would like to see more clothes.
- Stained glass
- Loved the reflexology (3) – perhaps a quick neck massage
- Missed the books and spiritual cards vendor (3)
- Singing bowls
- Some vendors had the same products – more variety would be nice.
- Not able to browse as much as I would have like too because of the heavy scent of soaps and bath stuff. Booths too close together.
- I enjoy the interaction with breakout groups
- On line registration needs to be changed – make it easier to register more than one person at a time instead of each person separately.
- Different topics would be good. Too much deep thought” subjects at one time.
- Shelley sang well – loved the words.
- This content is too much for one day. A lot of deep thinking to take in. Janice has put a lot of time and effort into this – and I thank you. Enjoyed the exercise routines. Amazing closing loved it!!!

**10) Please list any comments on the conference or suggestions for future conferences:**

- Food and nutrition,
- Sleep issues,
- Relationships (couples);
- Can always have more self-development and connecting as a community of women;
- Talk on letting go of anger from failed relationships. More talks on the power of prayer and being true to yourself.
- Would love to have 2 days



Thank you for attending the Claresholm Volunteer Appreciation hosted by Claresholm Family and Community Support Services and Town of Claresholm. We hope you had an enjoyable time.

Please take a few minutes to fill out our survey so we can improve our event for next year.

1. Gender: Male 18 Female 44
2. Age: 10 to 25 5 26 to 40 5 41 to 55 12 56 to 70 17 71 to 85 22 86 to 100 1

3. What was your favourite part of tonight's event?

Music, food, band, visiting, recognition, Citizen Awards, John Barlow, presentations, volunteers, entire evening, networking, booths, decorations, organized, speeches,

4. FCSS Volunteer Appreciation helps me to get involved in community events or activities.

Circle One-

Strongly Agree 18	Agree 30	Somewhat Agree 8	Somewhat Disagree 2	Disagree 3	Strongly Disagree 1
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5. As a result of FCSS Volunteer Appreciation, I know more about how to get involved in community life.

Circle One-

Strongly Agree 14	Agree 30	Somewhat Agree 13	Somewhat Disagree 1	Disagree 0	Strongly Disagree 1
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6. Do you have any suggestions to improve our event for next year?

Pizza, more ranch dressing, more cake, more butter, recognize 2 men and 2 women, more variety in desserts, no reserved tables, invite newcomers to town, better organization, more groups, different direction of food line, more opportunity to network, more activities, feed citizen of year first, put on calendar sooner, 5pm too early, notification time for awards, faster food line, cold ham and potato salad, music too loud, stage on sidewall, introduce groups, POSITIVES: was great, nothing to complain about, it was awesome, just fine to me, this is a great event, keep up the good work, thanks for the invite, entire evening was lovely, many thanks, it is handled well, well organized and good evening out, you are doing great, event was great this year, all is well done,

# May 2017 HR Report/Taxation Report

From: Lisa Chilton



## Human Resources

- The hiring process has begun for the summer staff for 2017. Three (3) employees have been hired for the museum, 1 of the remaining 2 grant applications has been approved but we still have not found a candidate for the position and the other 1 position is on hold, awaiting the outcome of the grant applications from Young Canada Works.
- We have hired a Seasonal Labourer for the summer, Kris Kinsey has returned for a third year. The other Seasonal Labourer position has been filled by an existing employee from the pool of Recycling Technicians. Graham Paul is filling the position again as has been the case in the past.
- I attended Assessment and Taxation training in Red Deer and it was an excellent 2 days of information gathering from various speakers and professionals relating to upcoming Legislative changes to assessment, Bankruptcy, FOIP, tax sales of manufactured mobile homes, equalized assessments and managing the tax recovery process. Great education.
- Karine and I also attended the continued learning regarding the new Local Authorities Pension Plan program. The new system was implemented approximately 1 year ago and there are kinks to work out in the system but overall it is a good transition. Yearend has been particularly difficult as there are a few things that aren't working as expected. Alberta Pension Services is working with the software provider in correcting all the issues.



## Taxation

- Taxes past due, and in arrears at April 19, 2017 are:

**\$171,481.04**

Summary of outstanding taxes:

\$ 49,965.44 Tax recovery property - #4 Skyline

\$ 24,518.96 Tax Arrears List for 2016 (subject to auction August 23<sup>rd</sup>, 2017)

\$ 66,769.38 Tax Arrears List for 2017 (subject to sale after March 31<sup>st</sup>, 2018)

**\$ 30,227.26 Other outstanding taxes.**

- There are 3 properties that will be auctioned for tax sale this year after the March 31<sup>st</sup>, 2017 deadline. A request for decision has been prepared for the May 23<sup>rd</sup>, 2017 council meeting to set the reserve bids for the proposed August 23, 2017 auction date.

- The 2017 Tax Arrears List has been registered at the Land Titles Office. There were 21 properties registered with tax arrears over 2 years. A few of those have already been paid in full.
- We received the 2017, MD of Willow Creek mill rates necessary for calculation of the newly annexed properties as per the annexation order.
- Our goal for mailing of tax notices has been extended to May 31<sup>st</sup>, 2017 providing the third reading of the mill rate bylaw is completed at the May 23<sup>rd</sup> council meeting.
- This mailing date will extend our due date for taxes for 2017 to July 14<sup>th</sup> and our complaint date for assessment appeals to July 30<sup>th</sup>, 2017.

# TOWN OF CLARESHOLM INFRASTRUCTURE SERVICES REPORT



5/16/2017

Report for April/May 2017

**Buildings** Regular inspections of all Town buildings and minor maintenance is completed as required weekly. The Golf course bridge repairs have been completed as well as landscaping of the site. The museum front deck replacement is almost complete.

**Sidewalks** Sidewalk inspections are completed and the repair list is made up of the worst ones to be repaired first on the list. The work has been put out for tender, and advertised in the paper. The tender deadline is June 5<sup>th</sup>.

**Streets** Potholes and frost heaves are being repaired as manpower allows. Streets are breaking up a little more each year. Some alleys have been damaged by the garbage truck, but cannot be repaired until the wet areas are hard and dry. Grading of alleys is underway in between projects.

**Sanitary Sewers** The semi-annual maintenance program on the sanitary sewer system is underway. (The entire flushing of every line and washing of every manhole.) Two homes were affected by sewer backup on May 17<sup>th</sup>.

**Water Distribution** No current problems to report. PW focus will be on the replacement of 12 watermain valves this year. Three have been completed. One valve will be replaced every week starting in May.

**Storm Sewer Drainage** The storm water pond project is projected to be completed at the end of June, according to the latest info from our contractor. Work has started on repairs to the Frog creek ditch (see photo below right).

**Parks/Arena** The Arena header replacement was completed, brine was pumped back in and the system started leaking (see photo below left). Our contractor is re-doing all connections to the old lines in the floor as they were splitting and leaking. Grass cutting is underway daily and weed spraying is done as weather and time allows.

**Recycling** Program is operating well, no issues to report at this time.

**Garbage** Our collection program is running well. No problems reported. Spring cleanup is underway.

**Equipment** Maintenance and repairs are done as needed.

**Staff** No issues to report at this time.

This Report by  
Mike Schweiler  
Director of Infrastructure  
Town of Claresholm



Infrastructure Services

# RECREATION DEPARTMENT

April & May 2017

**TOWN OF CLAESHOLM**

May 17, 2017

Authored by: Denise Spencer





## RECREATION DEPARTMENT

April & May 2017

### General Overview Facilities

#### Arena:

1. Claresholm Annual Gun Show was well received on April 21 and 22. This event brings a lot of people to the community
2. CARES Annual Garage sale was May 13, 2017

#### Aquatic Centre:

1. April 18-22 we ran our Lifesaving Swim Instructor Course, we had 6 students. This course was co taught with an instructor so our facility now has another option for someone to teach these courses.
2. We have added 5 new preschool lessons for the month of June, these are being held from 9-9:30am and 9:30-10am, these time blocks have been monopolized by school lessons since January, and were not being used in the middle of June.
3. Summer lesson registrations are still coming in. We have removed the Preschool 5 class as it rarely fills, and have placed a private swim time at that time as the demand for private lessons is high, with a waiting list
4. We have brought a long term Junior Guard up to a Senior Guard, he has worked at the Aquatic Centre since May 2014. A Junior Guard has been hired for Summer, and her first training shifts are May 20, & 21.

There are still openings for fall staff.

5. The Claresholm Vikings can now be seen in the pool area, it turned out great and has the new town logo on it.
6. The Lifesaving Society has opened up a Pool and Open Water Lifesaving Sport Camp, with an instructor coming from South Africa, who is a Lifesaving Surf Coach. Our Facility is looking at June 29 to offer this, details to be announced.



7. Annual Joint Facility Meeting was held on May 10, 2017. It was good to hear that the Aquatic Centre, Kraken Swim Club, and Alberta Health Services are working together to ensure the Kraken Swim Club meet June 2 & 3 will run well. Plans are in place to have large tents, barricades, garbage bins, recycling, and no parking signs dropped off here by the Town Staff and erected in partnership with all groups.

**Parks:**

1. Claresholm Wetland Concept for the Storm Water Drainage Park is now available for viewing. The estimate for the proposed project is being worked on.

**Pickleball:**

1. Pickleball at WCCHS has an average of 20 participants Thursday evenings from 7-9pm. On Thursday May 11 there was a meeting at the Tennis Court to discuss the potential plan of mapping out 4 courts on the 2 courts to the west of the Tennis court enclosure. Outdoor pickleball courts are in short supply in southern Alberta, and this move would ensure the Tennis Courts are being utilized. The Pickleball group is considering playing 2 times outside per week, weather permitting. They are also approaching the Curling Club to request access to the Curling Rink.

**Football & Soccer:**

The Livingstone School Division was scheduled the work on the Football Field and Track to begin after school ends June 28.

Total cost of project estimated \$90,000-\$110,000

- Field surfacing as necessary
- Drainage
- Track Resurfacing

Paving of Track \$85,000 or  
Shale \$20,000-\$40,000

**Funding Sources:**

Livingstone Range School	\$25,000
Claresholm Summer Games Committee	\$13,000
Claresholm Football Club	\$10,000

**Renovations to be completed**

- Field drainage system
- Resurface of Track

This will be a benefit to the Southern Alberta Summer Games that we are hoping to host in 2020.

### **Fitness Equipment:**

The Chamber of Commerce currently has 15 sponsors for their proposed fitness parks

### **Millennium Ball Diamonds:**

Willow Creek Composite High School started playing on the diamonds April 4, 2017, before town staff could begin their yearly maintenance.

The shale is in, and had been replaced on a couple diamonds as of May 1, it was shipped in from Saskatchewan, and was much finer than expected.

The co-ed slo-pitch league starts May 23, and will run until play-offs in the middle of July.

## **Progress**

**Master Plan:** Submitted May 18<sup>th</sup> to Administration after recommended revisions were made from original draft.

**Unstoppable Conversation:** May 31, 2017 there is a meeting regarding service groups and recreation, an outcome of the Unstoppable conversations.

**SARA:** On May 3, 2017 there was a Regional Directors meeting in Brooks. They reviewed the RAMP (registrations), procedures, and entries different event. There was also a tour of the community and event venues. The Southern Alberta Games have made a goal to go as paperless as possible, and most information has been given electronically. Photo Plus/The Source has been contacted regarding T-shirts for the games.



**Claresholm**

# UTILITY SERVICES REPORT



**MAY 2017**

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www.townofclaresholm.com  
Utility Services Manager, Brad Burns

# Summary

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

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

# REGIONAL WATER TREATMENT PLANT

## MAINTENANCE

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

- April 20<sup>th</sup> inspect and grease pumps all buildings.
- April 25<sup>th</sup> clean maintenance room.
- April 27<sup>th</sup> test backup generator (no issues).
- April 28<sup>th</sup> PARCON onsite replacing hydronic/solar DHW pump.
- May 1<sup>st</sup> review PALL Operational Protocol from PALL service health check.
- May 1<sup>st</sup> prepare empty chemical drums for return to Clear Tech.
- May 3<sup>rd</sup> clean and calibrate online meters.
- May 8<sup>th</sup> start powder activated carbon system to pretreatment.
- May 10<sup>th</sup> K&B Heating onsite inspecting hydronic heating system for repairs in BMS area.
- May 11<sup>th</sup> Clear Water Controls onsite (chlorine room gauge replacement).
- May 11<sup>th</sup> inspect, clean and add oil to flash mixer.

**Flash Mixer is used to mix coagulant in the process stream before entering the DAF**



- May 12<sup>th</sup> clean CL<sub>17</sub> and change solutions.
- May 16<sup>th</sup> calibrate CO<sub>2</sub> meter and test shut down process.
- May 16<sup>th</sup> batch chemical for PALL membrane CIP (clean in place).
- May 17<sup>th</sup> CIP both racks.
- May 17<sup>th</sup> drain CIP tanks.

### **ALBERTA ENVIRONMENT AND PARKS REQUIRMENTS**

- Daily lab testing of treated water as per the approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town.
- 6 Bacteriological samples have been taken in May and have been absent of total coliforms and E coli.
- May 9<sup>th</sup> – 11<sup>th</sup> Utility Services employees attended chlorine work shop.
- May 17<sup>th</sup> AEP Drinking Water Specialist onsite discussing Cyanobacteria (Blue-Green Algae) Raw Water Monitoring Program. Developing S.O.P on high cyanobacterial counts in Pine Coulee Reservoir.

### **SAFTEY**

- April 19<sup>th</sup> check all eye wash/shower stations.
- April 20<sup>th</sup> pick up full SCBA tanks.
- May 3<sup>rd</sup> monthly safety meeting at shop.
- May 3<sup>rd</sup>, 8<sup>th</sup> and 15<sup>th</sup> onsite safety meetings.
- May 17<sup>th</sup> test emergency lighting.

### **INSTRUMENTATION**

- May 4<sup>th</sup> calibrate HQ 40d verify 2100N Turbidimeter and validate online/bench equipment.
- May 4<sup>th</sup> calibrate 2100N Turbidimeter.
- May 18<sup>th</sup> HACH technician onsite checking calibration issue with 2100N turbidimeter and discussing replacement options.

### **CHEMICAL**

- April 19<sup>th</sup> 6 drums of PURA-FI 420 Algaecide for onsite.
- May 2<sup>nd</sup> transfer sodium hypochlorite to day tank.
- May 3<sup>rd</sup> C-PAC 180 coagulant bulk un-load.
- May 4<sup>th</sup> change chlorine bottles and test CL2 call out alarm system.
- May 16<sup>th</sup> transfer sodium hydroxide to CIP room caustic day tank.

# PUMPING STATIONS AND RESERVOIRS

## HIGHWAY PUMP STATION

- May 1<sup>st</sup> check dry well valuing and sump pump.
- May 3<sup>rd</sup> pump maintenance and check VFD's.

## AIRPORT PUMP STATION

- May 3<sup>rd</sup> pump maintenance and check VFD.
- May 5<sup>th</sup> run backup Chrysler (no issues).
- May 16<sup>th</sup> test low pressure switch to start Chrysler backup (no issue).

## UFA RESERVOIR

- Overflow ditch is clear of debris.
- April 19<sup>th</sup> check telemetry equipment, man holes and repair sump pump to control reservoir leak.

## WEST WATER PLANT (decommissioned)

- No signs of trespassing.
- Building and fences are secure.
- May 18<sup>th</sup> flush end distribution line and check chlorine residual.

# WATER DISTRIBUTION

## UNIVERSAL METERING

- Monthly meter reading as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- April 25<sup>th</sup> monthly town meter reading.
- May 15<sup>th</sup> check meters at various locations and replace Aqua Master batteries at West Meadow School.

### **GOVERNMENT COMPLIANCE**

- 6 Bacteriological samples have currently been taken in within the town's distribution system showing no Total Coliforms or E coli. Samples are ongoing and to date have had no issues.
- Free chlorine checked at numerous locations around outer town limits.

### **TOWN OF GRANUM/SUPPLY LINE**

- May 16<sup>th</sup> Granum superintendent onsite to discuss water supply process. Granum has contracted Rocky View Water to oversee the water and wastewater.

### **METER VAULTS**

- April 19<sup>th</sup> check Granum meter vault and supply line for leaks.
- May 1<sup>st</sup> check booster station vault.
- May 4<sup>th</sup> pump out West Water Co-op meter vaults and inspect for leaks.
- May 5<sup>th</sup> check PRV and vault to acreages.

### **DISTRIBUTION LINES**

- Chlorine grab samples continue to be satisfactory within the distribution system.

# **LAGOON AND WASTE WATER COLLECTION**

### **HARVEST SQUARE LIFT STATION**

- April 19<sup>th</sup> pump #2 fail 10:30 pm.
- April 20<sup>th</sup> pull and inspect pump #2 (unplug).
- April 20<sup>th</sup> run backup generator.
- April 27<sup>th</sup> check electrical and telemetry equipment.
- May 1<sup>st</sup> final as built drawings from CICON Engineering arrival.



## LAGOONS

- April 20<sup>th</sup> MPE technician onsite investigating faulty analog card.
- April 24<sup>th</sup> run backup generator.
- April 25<sup>th</sup> MPE technician onsite replacing faulty analog output card.
- April 26<sup>th</sup> seal conduit in PLC cabinet.
- May 17<sup>th</sup> inspect pumps and check wet well level control sonar and bulbs.



# RAW WATER SUPPLY

## PINE COULEE

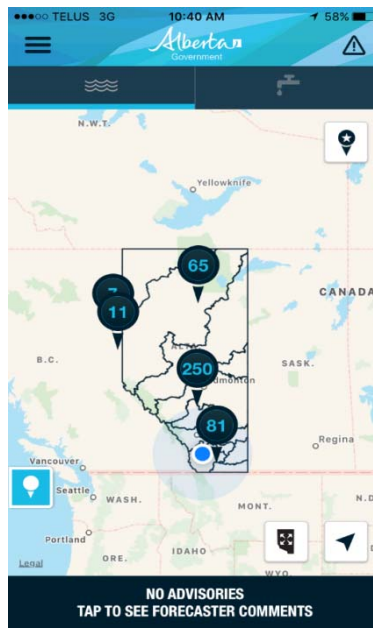
- May 1<sup>st</sup> a small plane (Cessna 180) landed into the reservoir. A spokesperson with the Transportation Safety Board of Canada did not confirm if the agency was investigating, but said it was aware of the situation and gathering information.
- May 2<sup>nd</sup> AEP updated no signs of leakage into the reservoir due to the crash landing.

## Small Cessna 180 Aircraft Crash Landing in Pine Coulee Reservoir



- May 2<sup>nd</sup> contacted M.D Deputy Fire Chief about obtaining M.D of Willow Creek initial containment protocol S.O.P for Pine Coulee reservoir, upstream water courses and Chain Lakes.
- May 2<sup>nd</sup> attended Emergency Preparedness Stakeholder Engagement meeting held onsite at the Oldman River Dam control building. Alberta Rivers Data and Advisories presented information on spring runoff, weather forecasting and water level conditions in local reservoirs. Information can be obtained at any time using the Alberta Rivers Advisories mobile app.

<http://open.alberta.ca/interact/alberta-rivers-data-and-advisories>



- May 2<sup>nd</sup> discussions with Oldman River Dam/Pine Coulee/Chain Lakes reservoir operations supervisor about reservoir levels, filling, release procedures and how this affects Pine Coulee reservoir. Operations for the reservoirs are controlled from the Oldman River Dam Control Building using SCADA as well as weekly visits to reservoir sites to adjust systems manually if needed.

**View from Oldman River Dam Control Room**



**RAW WATER STORAGE RESERVOIR**

- May 1<sup>st</sup> check blowers to lake and add oil to AC6508\_B.
- May 8<sup>th</sup> start filling onsite raw water reservoir. Adding PURI-FI 420 algaecide to raw water entering the reservoir to prevent issues with blue green algae in summer months.

**GOLF COURSE**

- Backwash water from process continues through the neutralization system to the holding ponds.



# INFORMATION BRIEF

Meeting: May 23, 2017

Agenda Item: 12

## COUNCIL RESOLUTION STATUS

Regular Scheduled Meeting - September 12, 2016				
1	Delegation Response: Claresholm Public Library RE: Claresholm Calendar - Referred to Administration to expand on the Electronic Community Sign Usage Policy in the hopes that the new policy could be used in this instance.	Karine	Letter sent to Library. Communications Policy on the Administrative Services Committee Agenda for May 26, 2017.	Complete
Regular Scheduled Meeting - November 28, 2016				
8	RFD: Community Futures Business Improvement Loans MoU - Referred to the Economic Development Committee to provide Council will an all-encompassing solution for business revitalization incentives.	Justin	Will be discussed with EDC.	In progress
Regular Scheduled Meeting - December 12, 2016				
13	INFO BRIEF: CFEP & CIP Grants - Referred to Administration to prepare grant applications for the Claresholm Arena and Multi-use Community Building and Town Hall.	Denise/Karine	Committee has met about the Arena application, which will be delayed until Oct 2017. Town Hall application submitted by Jan 15, 2017 deadline.	In progress
Regular Scheduled Meeting - April 24, 2017				
24	IN CAMERA: Moved by Councillor O'Neill to enter into a Fire Safety Codes Officer Agreement with the MD of Willow Creek for inspection and investigation duties for the Town of Claresholm as presented with the agreement to expire September 30, 2017. CARRIED MOTION #17-037	Marian	Agreement presented to MD of Willow Creek	In progress
Regular Scheduled Meeting - May 8, 2017				
1	RFD: Final 2017 Operating & Capital Budgets - Moved by Councillor O'Neill to approve the 2017 Operational and Capital Budgets as amended. CARRIED MOTION #17-038	Blair	Muniware updated for the approved budget. Signed copy added to minute book.	Complete

2	BYLAW #1630 - 2017 Mill Rate Bylaw: Moved by Councillor McAlonan to give Bylaw #1630 1st Reading. CARRIED Moved by Councillor Cutler to give Bylaw #1630 2nd Reading. CARRIED	Blair/Karine	Forwarded to May 23 Council meeting for 3rd reading	Complete
5	CORRES: Canadian Senior Pro Rodeo Association - Moved by Councillor Cutler to support the Canadian Senior Pro Rodeo Association's Senior Pro Rodeo Finals October 12-15, 2017 with sponsorship of \$500. CARRIED MOTION #17-039	Karine	Letter & cheque sent	Complete
6	CORRES: Claesholm Kraken Swim Club - Moved by Councillor Ford to support the Claesholm Kraken Swim Club's Annual Swim Meet June 2 & 3, 2017 and waive the cost of the pool rental fees to a maximum of \$700. CARRIED MOTION #17-040	Karine	Letter sent	Complete
7	CORRES: Claesholm Kinsmen & Claesholm Kinettes RE: 2017 Recreational Trail Project Proposal - Referred to Administration to work with the Claesholm Kinsmen and Claesholm Kinettes to facilitate plans for a walking path.	Mike/Denise	Discussed project with the Kinsmen. Are working on additional details	In progress
8	PETITION: Off-Leash Dog Park Fencing - Referred to Administration.	Mike/Denise	Included as part of the Rec Master Plan draft	Complete
9	RFD: Playschool Handicapped Parking Request - Moved by Councillor Cutler to install one handicap stall on the east side of 3rd Street West closest to the Playschool entrance, north of the rear access road to the Administrative and Joint Use Facility Building. CARRIED MOTION #17-041	Mike/Jason	Sign installed, painting to be done by end of June with other painting	Complete
10	RFD: Alberta Transportation Review - Moved by Councillor Cutler to request Alberta Transportation undertake a traffic signal warrant analysis at the intersection of Highways 2 and 520. CARRIED MOTION #17-042	Jason	Email sent requesting AB Transportation proceed. Will work cooperatively	Complete
11	RFD: Regional Fire Services Delivery Model - Moved by Councillor McAlonan to direct Administration to proceed with the search for a consultant to facilitate the process regarding the Feasibility Study on Regional Fire Service Delivery and Governance Model. CARRIED MOTION #17-043	Marian	Reviewing consultant possibilities	In progress
12	RFD: 2017 Infrastructure Project Tenders - Moved by Councillor Cutler to award the contract for the 2017 Infrastructure Project to Silver Ridge Construction (1999) Ltd. as per MPE's recommendation as presented for \$819,314.27 including GST. CARRIED MOTION #17-044	Mike/Blair	Contacted MPE to award contract as per motion.	Complete
13	RFDirection: RCMP Annual Performance Plan - Suggestions from Council were given to Administration to pass on to the Claesholm RCMP Detachment.	Marian	Sent email to Terry Wickett outlining the additional priorities	Complete

PREPARED BY: Karine Wilhauk, Finance Assistant / Communications Administrator

APPROVED BY: Marian Carlson, CLGM – CAO

DATE: May 19, 2017

# **INFORMATION ITEMS**

# 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.*

## Say Hello to the Chinook Arch Summer Reading Program Staff

### Mckenzie Matthews

I am going into my fifth and final year at the University of Lethbridge in the English/Education program where I have had some incredible opportunities in teaching practicums and just general life experiences! I am an avid reader from Calgary but have spent the last 3 years in Lethbridge where it is much sunnier, though windier. I read just about anything but I do have a soft spot for picture books and their amazing illustrations. I spent last summer getting to know the community of Coaldale, working with their public library and its Summer Reading Program which was an absolute blast! I am excited to start working on this year's Summer Reading Program with such a fun theme about Canada's 150th Birthday!



### Mitchell Duram

I am very excited to be joining the Chinook Arch team! I am currently pursuing my Bachelor of Arts in History and my Bachelor of Education in Social Studies Education at the University of Lethbridge. I love working with children and I cannot wait to become a teacher! Other fun facts about me: I love to travel, my favourite colours are green and blue, and I enjoy swimming.

## Welcome Simone and Norm, Chinook Arch IT Summer Interns

Chinook Arch would like to welcome Simone Bowes to the position of Web Development Intern from May to August 2017. Simone will be working with IT staff to build new platforms for our Internal Website as well as the provincial Interlibrary Loan service website ([www.illalberta.ca](http://www.illalberta.ca)) and the RISE Network website ([www.risenetwork.ca](http://www.risenetwork.ca)). Simone has completed her third year of a combined degree in Bachelor of Fine Arts in New Media and Bachelor of Management in Marketing at the University of Lethbridge.



We would also like to welcome Norm Nelson to our IT Team. Norm is a graduating student from the Computer Information Technology program at Lethbridge College and is joining us for 200 hours to complete his practicum requirements. You'll see him upgrading current computers or installing new computers throughout our building and he will also accompany the IT Team on trips to provide support at our member libraries.



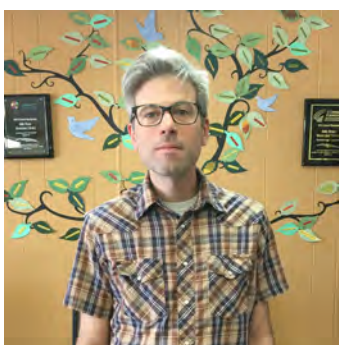
## Nanton Thelma Fanning Library

Nanton Library hosted the third Tales from Home program on April 28. The program celebrated Britain, Ireland, Scotland and Wales. Through the participation of people from the British Isles participants learned about and experienced their culture, customs, and food, and a British-style Tea was served.

For Volunteer Week (April 23 – 29) Nanton Library joined the Town Office in placing jars of shasta daisies, the flower representing volunteerism, in local businesses and public locales. Each jar had a note attached reminding people of the contributions made by volunteers and their value to our community. The notes prompted readers: “When you notice this bouquet say thank-you to a Volunteer”.



## Milk River Municipal Library



Milk River Municipal Library is welcoming a new Library Manager, Peter Denmark. Peter and his family live in the Milk River area. They are avid library patrons, and the board is pleased to have him join the library.

Milk River's past Library Manager, Kay Cahoon, has relocated out of province. The board wishes her and her husband, Lee, great success in their new adventures.

## Crowsnest Community Library

A retirement party announcement for Judy Bradley. The text reads: 'Join us in celebration on Wednesday, May 31<sup>st</sup> from 2-3 pm at the library, as we enjoy the retirement party of our long-time staff member Judy Bradley. Over the past 34 years, Judy has volunteered with the library, worked as library manager, and now greets us from the circulation desk as a library clerk. We invite you to drop in and say goodbye as we share in many stories, well wishes, and thank you.' There are two photos of Judy Bradley: one sitting at a computer desk and another standing in front of a floral wall. The Crowsnest Community Library logo is at the bottom right, with the text 'CHECK IT OUT!' and 'CROWSNEST COMMUNITY LIBRARY'. The background features large sunflowers.



## Kainai Public Library

On April 25 Kainai Public Library launched the Okstakit Little Library Program. The program is the result of an ongoing partnership between Kainai Public Library and the Rotary Club of Raymond, which has been collecting donations of books for the library since 2015. Library staff saw the need for an outreach program that would bring books to members of the community that may have difficulty getting to the library, and the construction of four little libraries was undertaken by Rotary Club member Doug Streibel. The little libraries will be installed throughout the community, including at the medical clinic, Kainai Marketplace grocery store, and St. Paul's School. Linda Weasel Head, Kainai Public Library Coordinator, said the program will "give the kids something they've always wished for – books that they can keep and say, 'this is mine!'"



At the launch celebration, Elder Calvin Williams opened the event with a prayer, followed by a welcome from Kainai Public Library staff – Linda Weasel Head, Kathy Goodstriker, and Candice Shouting. Charlene Bruised Head Mountain Horse, Chair of the Kainai Board of Education, spoke of the library's crucial role in the community, and Val Boehme, past president of the Rotary Club of Raymond, detailed the Club's dedication to promoting literacy and their continued partnership with Kainai Public Library. Boehme and his granddaughter, Asia Hillyer, made a special donation to the Okstakit Little Library Program in memory of Asia's father, the late MP Jim Hillyer. Other distinguished guests attending the launch celebration included Annette Bruised Head, Kainai Board of Education Acting Deputy Superintendent; Mary Weasel Fat, Library Coordinator at Red Crow Community College; Grant Hunter, MLA for Taber, Warner, and Cardston district; Joyce Zwick, Assistant Governor, Rotary District 5360; and Officer Jim Bennett, Blood Tribe Police.

## Carmangay Municipal Library



As part of Carmangay's annual St. Patrick's Day Parade, the library offered a themed craft children's program prior to the parade.

Photo credit: The Vulcan Advocate



## Lethbridge Public Library

### Another Great Reason to Cycle to the Library!

Bike repair stations have been installed in the parking lots at the Main Branch and The Crossings Branch! Thanks to the Healthy Communities Association of Lethbridge and Area (HCALA) for installing them. The stations were funded via a three way partnership between the Library, HCALA and City of Lethbridge's Parks. They are part of an effort to promote the City's cycling master plan by supporting cyclists at the Main Branch downtown and at The Crossings Branch in West Lethbridge. This initiative is unique to Lethbridge, but already exists in Banff, Canmore, and Jasper. It provides 24/7 access to no-charge air pumps and bike repair tools.



HCALA is a diverse group of professionals that collaborates with community partners to develop strategies related to healthy lifestyles. Follow HCALA on twitter or Facebook or find more information on their website: <http://healthylethbridge.wix.com/info>

### Online Safety Resource



Lethbridge Public Library's Teenbrarian, Paige McGeorge, attended the British Columbia Library Association Conference in April, where feminist media critic and online activist Anita Sarkeesian gave the closing keynote. Sarkeesian spoke about Speak Up & Stay Safe(r), a resource website that provides information on internet security, protecting ourselves from online harassment, and recommended safety measures. Paige plans to use the site to develop a future program for teens at Lethbridge Public Library.

Check out the resource at <https://onlinesafety.feministfrequency.com/en/>

### 2017-2021 Plan of Service

Check out the Library's 2017-2021 Plan of Service at <https://lpl.uberflip.com/i/812631-plan-of-service-2017-21/0>



# MANAGING

# CULTURAL DIVERSITY

# IN CANADA

WITH **LIONEL LAROCHE**



**Friday, May 26**

9 a.m. - Noon

Theatre Gallery, Main Branch

To register, call 403-320-4977 – free admission.  
Donations for local food banks gratefully accepted!

Culturally different people don't just look different; they think and communicate differently because they were brought up in different ways. When culturally different people interact together, these differences often result in misunderstandings that lead to frustration, hurt feelings, rework, missed opportunities and unmet expectations. Using insightful diagrams, powerful anecdotes and experiential exercises, this workshop analyzes the root causes of cross-cultural misunderstandings in order to provide concrete, tried-and-tested solutions to turn cross-cultural challenges into a source of creativity and innovation.

Born and raised in France, Lionel obtained a Ph.D. in Chemical Engineering from the California Institute of Technology. He decided to leave the engineering field and chose to dedicate his professional life to helping immigrants integrate into the Canadian workforce. Over the past 20 years, he has written three books and facilitated workshops all over the world.



# Lethbridge Public Library

## Future Development Sought for The Crossings Branch

The Crossings Branch is seeking \$932,500 of Capital Improvement Program funding from the City of Lethbridge to enhance and expand its space. Library CEO Terra Plato says the growing population in West Lethbridge means more demand for Library services.

Sarah Head, Manager: Branch Services, says: "This project will include expanding into the 2600 square feet of undeveloped space adjacent to the Branch (often referred to as the leasable space). It would include an extension of the children's area, an improved teen space, creation of a new public meeting room, development of an outdoor patio and redesign of our existing space so that we can better serve our customers and so that they have easier access to washrooms. The project also includes improvements to the HVAC system to deal with the heat issues in the Branch."

Council will deliberate over the next couple of months and make its final decision sometime in June. Check out all the Capital Improvement Program proposals at [www.lethbridge.ca/CIP](http://www.lethbridge.ca/CIP)



## Spend an Evening with Charis Cotter Discussing Ghosts



Charis Cotter has published several critically acclaimed books and on her website, [www.chariscotter.ca](http://www.chariscotter.ca), she says: "I have always been fascinated with ghosts and I find them walking in and out of my books and stories. In 2013 I founded my own publishing company, Baccalieu Books, to publish *The Ghosts of Baccalieu*. Students contributed drawings and Community ghost stories that have been told and told again through many generations. I grew up beside a cemetery and I love ghosts. I have been working as a freelance editor and writer for more than 20 years." Charis will be visiting the Lethbridge Public Library in sponsorship with the Lethbridge Children's Literature Roundtable and the Canada Council for the Arts on May 15 at 7:30pm in the Main Branch Community Meeting Room.

Charis' book, *Toronto Between the Wars: Life in the City 1919-1939*, received the 2005 Heritage Toronto Award of Excellence. Most recently, *The Swallow: A Ghost Story*, won the 2015 IODE Violet Downey Book Award, was named an Honour Book by the Canadian Library Association for 2015, and has been nominated for five 2016 Children's Choice Awards across Canada.

## Family Literacy Kits Have Inspirational Themes

Read On: Adult Literacy Services Program has purchased 82 Family Literacy Kits. Library staff say, "It seems that as fast as they arrive, they are borrowed by curious kids, homeschooling moms, and/or teachers." Topics include earth, hibernation, flight, gardening, bullying, creation, archaeology, and the Seven Sacred Teachings. Each kit contains at least one non-fiction book, fiction book, DVD, manipulative, a Calgary Reads Guide and an Activity Guide. They are currently shadowed in BiblioCommons until April 2018, but can be searched in Workflows under "Family Literacy Kits". These kits can be borrowed by anyone (if they are picked up and returned to the Main Branch) and have the same rules as toys (no holds, 3 week loan period).



# Chinook Arch Regional Library System

## Promoting PressReader, eMagazines, Summer Reading Program, and SOLARO!



For the month of May, Chinook Arch is promoting PressReader! If you don't already know all about PressReader, now is a great time to check it out: [www.chinookarch.ca/content/pressreader](http://www.chinookarch.ca/content/pressreader). PressReader features over 6000 newspapers and magazines, instantly available to read on your tablet, mobile device, or desktop. Library patrons can sign in with their library card barcode and PIN on the PressReader app or on [www.pressreader.com](http://www.pressreader.com) and create a personalized account to download, customize, bookmark, and share content.

For the month of June, Chinook Arch is promoting our two emagazine platforms, Zinio and Flipster. Via the Zinio and Flipster apps, library patrons have access to digital copies of the latest issues of popular magazines. Visit [www.chinookarch.ca/content/magazines](http://www.chinookarch.ca/content/magazines) for more information.



For the month of July, Chinook Arch is promoting the Summer Reading Program! The theme this year is Canada, to dovetail with the focus on Canada 150 that is happening across the country. Our Summer Reading Program Staff, Mckenzie and Mitchell, will be visiting schools throughout the system in May and June to spread the word about the program, and running the program in member libraries in July and August. Opportunities to sign up for their Summer Reading Program Workshop at HQ and to schedule their visits to your library will be coming soon - watch your email inbox for more details!

For the month of August (just in time for back to school!), Chinook Arch is promoting SOLARO. SOLARO is a homework help tool based on the Alberta curriculum. It offers study help and exam prep for grades 3 to 12. Library patrons can create an account, work through course lessons, reviews, and quizzes, and improve their grades. The SOLARO app is also available for mobile devices. Check out [www.chinookarch.ca/content/solaro](http://www.chinookarch.ca/content/solaro) to learn more.



For promotional materials or ideas about how to share these resources with patrons in your library, contact your Public Services Librarian.



### Upcoming Programs

For more information, or to sign up your library for a program, visit:  
[www.risenetwork.ca](http://www.risenetwork.ca)

- May 30**  
Library Storytimes
- May 31**  
Writing Historical Fiction with Simon Rose (Part 3)
- June 1**  
Strategic Planning and Grant Proposals
- June 29**  
Library Storytimes (Encore Presentation)
- July 20**  
Oh Canada! Our Home and Native Land

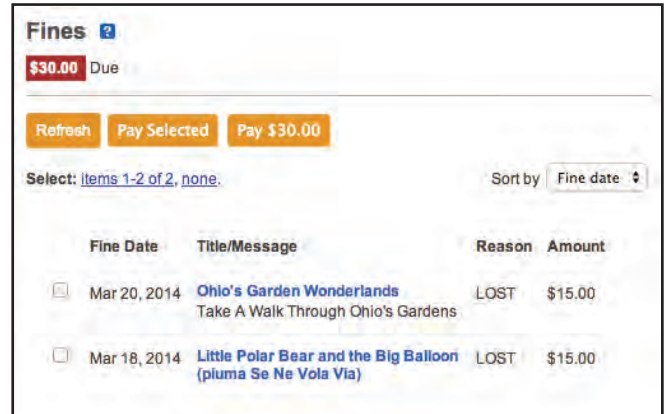


# Chinook Arch Regional Library System

## BiblioFines Set-up Underway

At the September 2016 Librarians Committee Meeting there was discussion about setting up an Online Fines Payment System. While this topic had come up several times before, this time there was strong support to go forward with this service. Library managers supported implementing a system that would allow patrons to pay fines online and distribute these fines back to the member libraries of Chinook Arch Regional Library System on a quarterly basis.

Chinook Arch has begun the process of setting up this system with BiblioCommons, which offers a module that meets all of the desired criteria. Once we have this service set-up, we will be in communication with our member libraries regarding roll-out and processes!



## Coming Up at Chinook Arch



May	June
<p><b>Promotion of PressReader</b></p> <p>Chinook Arch Summer Reading Program Staff Start Regional School Visits</p> <p><b>May 8</b> Librarians Committee Meeting</p> <p><b>May 16</b> OverDrive Collection Development Committee Meeting</p> <p><b>May 26</b> Managing Cultural Diversity in Canadian Libraries Session at LPL</p>	<p><b>Promotion of Zinio and Flipster</b></p> <p>Chinook Arch Summer Reading Program Staff Continue Regional School Visits</p> <p><b>June 1</b> Resource Sharing Committee Meeting</p> <p><b>June 19</b> New Website Training</p> <p><b>June 22</b> New Website Training</p>
July	August
<p><b>Promotion of Summer Reading Program</b></p> <p>Chinook Arch Summer Reading Program Staff Start Programs in Member Libraries</p>	<p><b>Promotion of SOLARO</b></p> <p>Chinook Arch Summer Reading Program Staff Continue Programs in Member Libraries</p>





**Claresholm & District Chamber of  
Commerce  
General Meeting, Casa Roma  
Restaurant  
April 19, 2017  
MINUTES**

**Present:** Donna Courage, Tony Walker, Santanna Thom, Brian Chartrand, Harold Seymour, Annette Seymour, Justin Sweeney, Judith Reynolds, Darwin Hadler, Iqbal Nurmohamed, Dan Uhl, Barb Uhl, Amanda Zimmer, Marian Carlson, Chad Trowbridge, Natasha Trowbridge, Ellen Potvin, Kit Russell, Paul Champion, Penni Tebbs, Janet Brown, Karen Needham, David Richardson, Ken Favrholt, Sherry Levesque, Keith Armstrong, Lisa Webber, Sheila Gray, Mike Sherman, Marilyn Curry, Karen Linderman, Rob Vogt.

**1. Call Meeting to Order**

The meeting was called to order at 6:10 pm by Donna Courage.

**2. Acceptance/Additions to Agenda**

Motion to approve agenda – Santanna Thom/Brian Chartrand

**3. Acceptance of Minutes**

Motion to approve minutes of March 15, 2017 – David Richardson/Amanda Zimmer

**4. Old Business**

Discussion around the three proposed awards – Customer Service Award, Community Impact Award and Community Enhancement Award.

No Motions

**5. New Business**

Discussion around STEP application and funding.

Discussion on Murals. There is a binder at the Museum which explains the reasons and steps taken to erect the Murals.

It was decided to contact original artists to get quotes on refinishing the murals.

Discussion on Hanging Flower Baskets. Real vs Silk.

Motion to spend up to \$500 to repair the current Flower Baskets – Amanda Zimmer/Aherry Levesque.

6. Next Meeting

When: Wednesday, May 17, 2017 at noon

Location: Grandma's Kitchen, 5123 5<sup>th</sup> Street East

7. Adjournment

Motion to Adjourn – Brian Chartrand

Todd Hirsch then presented a discussion on his new book "Spiders in Space".

Subtitled – Effectively adapting to unwanted change.



RECEIVED

MAY 09 2017

**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.** 035-17

**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:** Sunstrand Canada Ltd.

**TYPE OF DEVELOPMENT:**

Light Industrial/Manufacturing processing of Hemp, Flax and Kenaf.

**LEGAL DESCRIPTION OF SITE:** Lot 3, Block 1, Plan 2840JK (Hanger #6)

Ptn. SW 21-12-27-W4M

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

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

**DATE OF MEETING:** 9:40 am May 24, 2017

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).

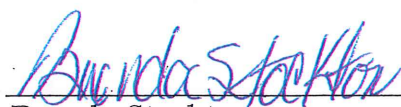
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be present and be heard at the meeting. Any information submitted will become available to the public and may also be shared with the applicant and appropriate government/other agencies and 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:

May 19, 2017 (10 consecutive days from the date of this notice)

**DATE:** May 6, 2017

**SIGNED:**

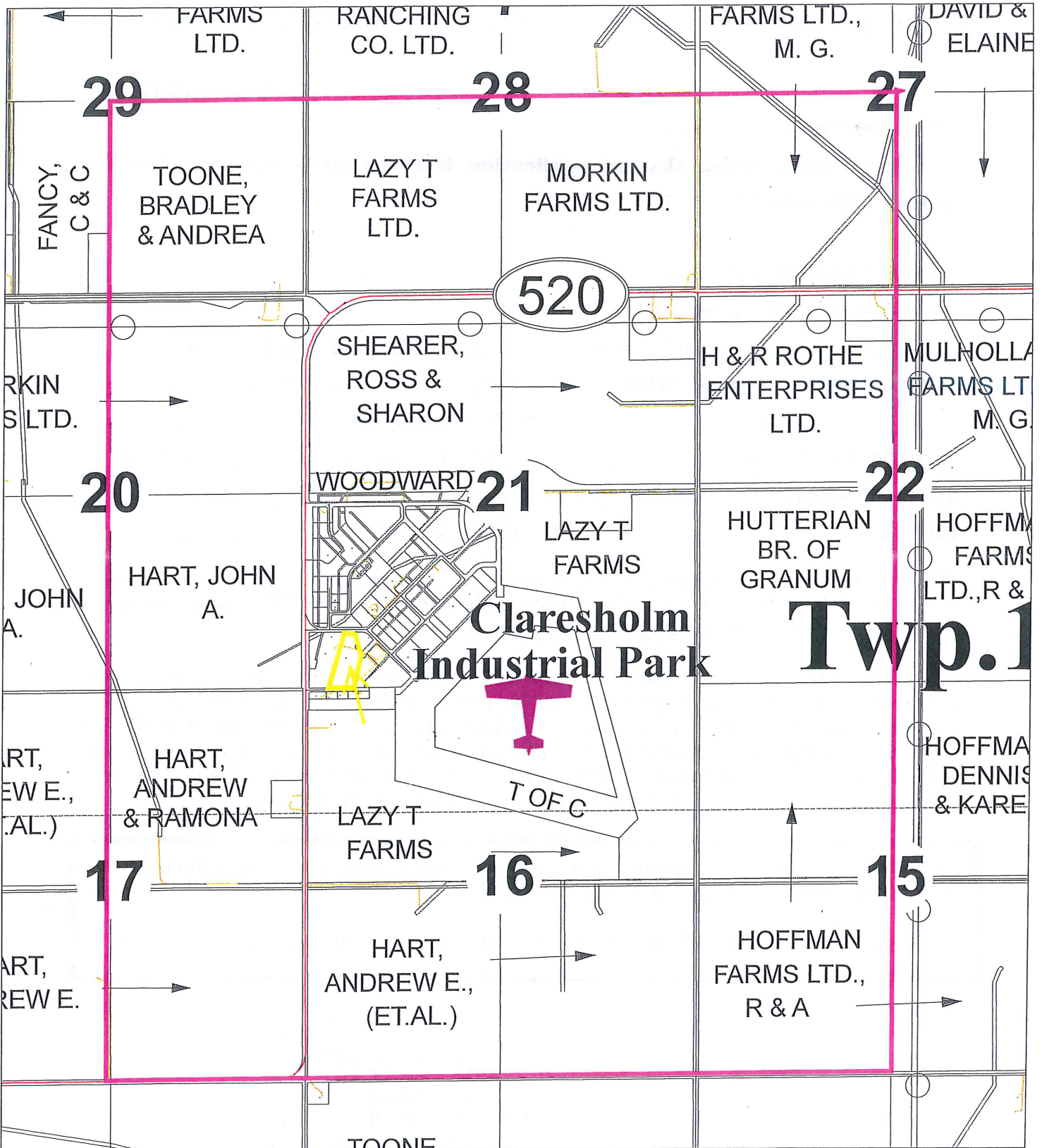


Brenda Stockton  
Development Officer  
MD of Willow Creek No. 26



MD of Willow Creek

*Development Permit No 035-17  
Lot 3 - Block 1 - Plan 2840JK  
Ptn. SW 21-12-27-W4M (Hanger #6)*



*Applicant: Sunstrand Canada Ltd*

**From:** FCM Membership [<mailto:membership@fcm.ca>]  
**Sent:** Tuesday, May 16, 2017 6:52 AM  
**To:** Marian Carlson  
**Subject:** Thank you for your contribution

Dear Ms. Carlson,

I wanted to take this opportunity to thank you for your generous contribution to FCM's Legal Defense Fund. With the voluntary support of members like the Town of Claresholm, FCM can continue to advance the national legal interests of Canada's local governments.

Your donation supports FCM's legal efforts on a wide variety of issues that impact communities of all sizes. FCM has intervened in a number of precedent-setting cases under federal jurisdiction that are of national importance to our sector — such as rights-of-way management. The Fund is also used by FCM to obtain proactive legal opinions on emerging policy files that have implications for local governments.

For more information on how your contribution to FCM's Legal Defense Fund is supporting the national legal interests of municipalities, I encourage you to visit the [membership section](#) at fcm.ca.

Thank you once again for your contribution.

Sincerely,

Clark Somerville  
FCM President



# Municipal District of Willow Creek No. 26

Office of the Administrator

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

273129 Secondary Hwy 520

Claresholm Industrial Airport

Box 550, Claresholm Alberta T0L 0T0

RECEIVED

MAY 17 2017

Office: (403) 625-3351

Fax: (403) 625-3886

Shop: (403) 625-3030

Toll Free: 888-337-3351

May 16, 2017

Claresholm Minor Hockey Association  
Box 1933  
Claresholm, Alberta  
T0L 0T0

Dear Sir:

The Council of The Municipal District of Willow Creek No. 26 supports the Claresholm Minor Hockey Association's application for grant funding and the municipality will contribute \$144,000.00 towards the Claresholm Arena Upgrade Project.

The Council wishes the committee success in obtaining grant funding for the project and appreciates the work of volunteers to enhance this community facility.

Yours truly,

*CV*  
Cynthia Vizzutti, CLGM, CTAJ  
Chief Administrative Officer

CV/am

cc: Town of Claresholm