

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 14, 2008
AGENDA**

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

AGENDA: **ADOPTION OF AGENDA**

MINUTES: **REGULAR MEETING MINUTES DECEMBER 19, 2007**

DELEGATIONS:

1. **ROY MANCHULENKO**
 RE: PROPERTY TAXES PENALTY
2. **CLARESHOLM GARDEN CLUB – ROSEMARY WISHART & ARNOLD
McAULAY**
 RE: COMMUNITIES IN BLOOM PROGRAM

ACTION ITEMS:

1. **CORRES: DAVID COUTTS, MLA**
 RE: CFEP GRANT – COMMUNITY SIGN
2. **CORRES: ALBERTA HISTORICAL RESOURCES FOUNDATION**
 RE: CANADIAN PACIFIC RAILWAY STATION
3. **CORRES: OLDMAN WATERSHED COUNCIL**
 RE: THANK YOU
4. **CORRES: SOUTHGROW REGIONAL INITIATIVE**
 **RE: BASIC COMMUNITY ECONOMIC DEVELOPMENT TRAINING
 COURSE, JANUARY 28 & 29, 2008**
5. **CORRES: CLARESHOLM VETERINARY SERVICES, LTD.**
 RE: STRAY ANIMAL MANAGEMENT
6. **CLARESHOLM ANIMAL SERVICES PROGRAM OVERVIEW**
7. **MUNICIPAL PLANNING COMMITTEE & SUBDIVISION AUTHORITY**
 RE: APPLICATIONS FROM THREE COMMUNITY MEMBERS
8. **ACTIVE TRANSPORTATION WORKSHOP – COUNCILLOR SUTTER**
9. **WALKING PATH PROJECT UPDATE**
10. **MUNICIPAL SUSTAINABILITY UPDATE**
11. **CENTENNIAL PARK MASTER PLAN – DATE FOR OPEN HOUSE**
12. **2008 CAPITAL PROJECT BUDGETS**
13. **ADOPTION OF INFORMATION ITEMS**
14. **IN CAMERA – DEVELOPMENT / PERSONNEL**

INFORMATION ITEMS:

1. The Municipal District of Willow Creek – meeting dates
2. Claresholm Elementary School News – January 2008
3. Claresholm & District FCSS Board Meeting Minutes – December 4, 2007
4. Town of Claresholm Development Statistics

ADJOURNMENT:

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
DECEMBER 19, 2007**

PRESENT: Mayor: Rob Steel, Councillors: Shirley Isaacson, Don Leonard, Doug MacPherson, David Moore, Connie Quayle and Daryl Sutter; CAO: Kris Holbeck, Secretary-Treasurer: Karine Wilhauk

AGENDA: Moved by Councillor Moore that the agenda be accepted as amended.

28. **GARBAGE TRUCK** **CARRIED**

MINUTES: **REGULAR MEETING – NOVEMBER 26, 2007**

Moved by Councillor Isaacson that the Regular Meeting Minutes of November 26, 2007 be accepted as presented.

CARRIED

FINANCES: **NOVEMBER 2007 BANK STATEMENT**

Moved by Councillor Sutter to accept the November 2007 bank statement as presented.

CARRIED

ACTION ITEMS: 1. **BYLAW #1502 – LAND USE AMENDMENT**
RE: 1ST READING

Moved by Councillor MacPherson to give Bylaw #1502, a land use amendment bylaw, first reading.

CARRIED

2. **DELEGATION RESPONSE – REG TURNER**
RE: 4908 – 8TH STREET WEST ACCESS

Moved by Councillor Moore to deny the request by Mr. Reg Turner to install a permanent curb structure at 4908 – 8th Street West.

CARRIED

3. **DELEGATION RESPONSE – ROY MANCHULENKO**
RE: PROPERTY TAXES PENALTY
RE: 5046 – 6TH STREET WEST, CONDITION OF PROPERTY

Moved by Councillor MacPherson to deny the request by Mr. Roy Manchulenko to waive the property tax penalty applied to his tax account for the 2007 tax year.

CARRIED

4. **CORRES: RAY DANYLUK, MINISTER OF MUNICIPAL AFFAIRS
AND HOUSING**
RE: 2007 MUNICIPAL SPONSORSHIP PROGRAM

Received for information.

5. **CORRES: IRIS EVANS, MINISTER OF EMPLOYMENT,
IMMIGRATION AND INDUSTRY**
RE: ALBERTA'S RURAL DEVELOPMENT STRATEGY

Received for information.

6. **CORRES: HUMAN RESOURCES & SOCIAL DEVELOPMENT
CANADA**
RE: NEW HORIZONS FOR SENIORS PROGRAM

Referred to budget.

7. **CORRES: ALBERTA HEALTH AND WELLNESS**
RE: GROUND AMBULANCE SERVICES

Received for information.

8. **CORRES: LANCE MEEKS, ASSESSOR**
RE: ASSESSMENT SERVICES

Referred to administration for more information.

9. **WILLOW CREEK RECYCLING RATES AND CONTRACT**

Moved by Councillor Sutter to sign a two-year agreement with Willow Creek Recycling for recycling services under the terms as presented.

CARRIED

10. **CORRES: JAMES EDWARD HITTEL, BARRISTER AND SOLICITOR**
RE: LEGAL SERVICES

Moved by Councillor MacPherson to attain the services of James Edward Hittel, Barrister and Solicitor, for bylaw prosecution as needed.

CARRIED

11. **CORRES: OLDMAN WATERSHED COUNCIL**
RE: SUPPORT OF THE OLDMAN WATERSHED COUNCIL

Moved by Councillor Isaacson to support the Oldman Watershed Council with a donation in the amount of \$1,110.

CARRIED

12. **CORRES: OLDMAN RIVER REGIONAL SERVICES COMMISSION**
RE: COUNCIL ORIENTATION TO MUNICIPAL PLANNING WORKSHOP

Received for information.

13. **CORRES: CLIVE DOUCET, COUNCILLOR, CITY OF OTTAWA**
RE: ONE CENT NOW! CAMPAIGN

Received for information.

14. **CORRES: KIN CANADA**
RE: MESSAGE OF SUPPORT CAMPAIGN

Moved by Councillor Sutter to support Kin Canada's Message of Support Campaign with a \$250 advertisement.

CARRIED

15. **CORRES: JOHN AND CATHIE CONNOR**
RE: CLARESHOLM GENERAL HOSPITAL

Received for information.

16. **CORRES: CLARESHOLM PUBLIC LIBRARY**
RE: 70TH ANNIVERSARY OF CLARESHOLM PUBLIC LIBRARY

Moved by Councillor Leonard for the Town of Claresholm's Town Council to enter a team to support the Claresholm Public Library's 70th Anniversary.

CARRIED

17. **CORRES: CLARESHOLM PUBLIC LIBRARY**
RE: APPOINTMENT FOR LIBRARY FINANCE REVIEW

Moved by Councillor Moore to appoint Shirley Isaacson and Karine Wilhauk to review the Claresholm Public Library finances.

CARRIED

18. **CORRES: CLARESHOLM PUBLIC LIBRARY**
RE: CHINOOK ARCH REGIONAL LIBRARY SYSTEM BOARD

Moved by Councillor Leonard to appoint Mary Thompson to be the representative for the Town of Claresholm on the Chinook Arch Regional Library System Board.

CARRIED

19. **CLARESHOLM ANIMAL SERVICES PROPOSAL**

Referred to administration for more information.

20. DANNY BLAKE FENCE COST SHARING

Moved by Councillor Isaacson to accept the cost sharing proposal for Danny Blake's fence as presented in the amount of \$400.40.

CARRIED

21. CLARESHOLM PHYSICIAN RECRUITMENT & RETENTION COMMITTEE

Moved by Councillor MacPherson to support the Claresholm Physician Recruitment and Retention Committee and appoint Mayor Rob Steel to be the Town representative on this committee.

CARRIED

22. MPC REPORT
RE: LAND USE & SIGN BYLAW REVIEW

Moved by Councillor Moore to spend up to \$10,000 towards a land use and sign bylaw review.

CARRIED

23. JASPER LIBRARY CONFERENCE – COUNCILLOR SUTTER

Moved by Councillor Isaacson to approve Councillor Sutter's attendance at the Jasper Library Conference in April of 2008.

CARRIED

24. CLARESHOLM PARKS SOCIETY – COUNCILLOR SUTTER
RE: PLAYGROUND COMMITTEE

Referred to administration.

25. POLICY #73 – DELEGATIONS TO COUNCIL

Moved by Councillor MacPherson to adopt Policy #73 regarding Delegations to Council as amended effective January 1, 2008.

CARRIED

26. 2007 YEAR-TO-DATE EXPENDITURE REPORT

Received for information.

27. ADOPTION OF 2008 INTERIM BUDGET

Moved by Councillor Isaacson to adopt the 2007 budget as the 2008 interim budget.

CARRIED

28. GARBAGE TRUCK

Moved by Councillor MacPherson to approve the purchase of a garbage truck to a maximum amount of \$300,000 to come out of the 2007 operating budget.

CARRIED

29. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Leonard to accept the information items as presented.

CARRIED

30. IN CAMERA – DEVELOPMENT / PERSONNEL

Moved by Councillor Sutter that this meeting go In Camera.

CARRIED

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

CARRIED

ADJOURNMENT: Moved by Councillor MacPherson that this meeting adjourn.

CARRIED

DELEGATIONS

Delegation
#1 Jan 14/08

December 31, 2007

Town of Claresholm
Box 1000,
Claresholm, Ab. T0L 0T0

Attention: Mayor Rob Steel
Councillors
Kris Holbeck

Re: Tax Roll 11227.000 (655 - 50 Avenue W, Claresholm)

Tax Penalty (deemed arbitrary)

It appears that Town of Claresholm rules, regulations, bylaws, and policy may be arbitrarily administered, insofar as the tax notice of 2007 is concerned. It states rather clearly that "taxes remaining unpaid after August 31, 2007 "shall be assessed a penalty".

As we presented to you on two occasions, the taxes for the above referenced property were duly and adequately paid and funds for same taxes removed from our account. This is indeed verified by the bank statement provided you.

The decision to disregard our bank statement and the banks accounting system is entirely arbitrary in that you report that you did not have the funds in your records on August 31, 2007. We note and advise here that our utility bill and payment were delivered directly to Claresholm Town office approximately 14:45 hours on November 30, 2007 - apparently the last day prior to late penalty assessment.

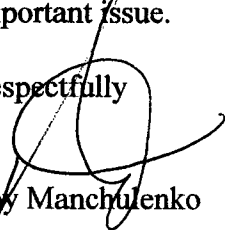
We'll draw your attention to the fact that the Town of Claresholm did not present that cheque for payment until December 3, 2007. Are we now to be assessed a penalty for late payment of the utilities?

Further, it has come to my attention, that while the taxes for the aforementioned property increased nearly 14% over 2006, some neighbouring properties received tax reductions. Why?

We have enclosed our cheque in the amount of \$207.03 the assessed penalty, in order to prevent further unnecessary penalty.

Please advise us at 625-3908 of your next council meeting dates and times to discuss this very important issue.

Respectfully


Roy Manchulenko

Claresholm Garden Club

November 27th, 2007

Mayor and Council
Town of Claresholm
Claresholm, Alberta

A delegation of two, representing Claresholm Garden Club request being placed on the agenda for the January 14th, 2008 Council meeting.

Purpose of this presentation will be to ask Town of Claresholm to actively and financially support the Club's commitment to bring the Communities in Bloom Program to Claresholm in 2008.

Yours truly,



Rosemary Wishart



Arnold McAulay
Communities in Bloom committee
P.O.Box 2547, Claresholm
625-5226



People, Plants & Pride... Growing Together

How to Participate in Communities in Bloom

www.communitiesinbloom.ca



Alberta

THE PROGRAM

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community participation and the challenge of a friendly competition. National beautification programs have flourished in Europe – including England, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

It began in 1995 with 29 Canadian communities and has grown to include hundreds of participating communities in the provincial and national programs.

All communities are invited to participate in the provincial or national editions, within their population category.

Trained volunteer judges travel across Canada during July and August to evaluate communities and the overall contributions of municipal council and departments, industry, businesses and the private sector, including volunteer efforts, in regards to the following **EIGHT CRITERIA**:

1 Tidiness of green spaces, medians, boulevards, sidewalks, streets, ditches, road shoulders, signage, vacant lots and buildings with regards to garbage, weeds, maintenance and repair, dog droppings, notices/posters, graffiti and vandalism, etc.

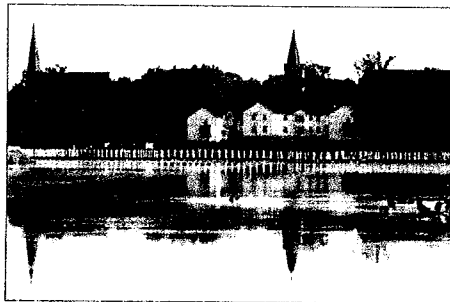
Tips:

Organized clean-up days are a great way to have fun & feel proud of a good day's work. It can be a wonderful family experience while instilling values and caring for where you live.

Signage is often overlooked. Your downtown business association and municipal office can sometimes help with bylaws and guidelines for signage in your downtown core and business district.

2 Environmental Awareness.

Sustainable development, policies and bylaws, waste reduction, landfill sites, hazardous waste collection, sewage disposal, transfer/recycle stations, recycling initiatives, Plant Health Care, Integrated Pest Management (IPM), water source, treatment and conservation, naturalization, environmental clean up activities, environmentally friendly transportation are all part of this criteria.



Town of Sackville, New Brunswick

3 Community Involvement.

It doesn't happen without you! Citizens' involvement in projects for the betterment and enjoyment of the whole community include horticulture & garden clubs, service groups, recreation and sports clubs, school children, teens, seniors, municipal workers and local businesses.

Tips:

Participating communities hold several local contests that successfully involve many community members. One street will challenge another for the best lawns or gardens; apartments will challenge each other for the best balcony arrangements; businesses for creative landscaping, floral displays and signage

Community involvement is really what it's all about. Getting involved is the easiest way to get outside, be creative, meet your neighbours and have some fun.

Tips:

Learning to conserve, protect and enjoy our natural environment with respect to wildlife, parks, hiking trails, waterfront development is a large part of your community's sustainability. Having clean-up days in these areas, fundraisers by hiking or biking through nature trails are events that help citizens and visitors alike appreciate the benefits of a protected environment.

Promote recycling, encourage car pooling and alternative modes of transportation.



City of Langley, British Columbia



City of Leduc, Alberta

4 Natural and Cultural

Heritage Conservation involves heritage policies, bylaws and natural heritage management plans; preservation and restoration of buildings, homes, churches, monuments, artifacts, sites, parks, heritage gardens, trees; preservation of traditions and customs; festivals/celebrations; heritage foods and the arts.

Tips:

Celebrating "Heritage Week" with local heritage and cultural festivals.

Revitalizing heritage, arts & cultural districts.

Planting a heritage garden is a wonderful way to promote community involvement

Organizing heritage walks – they're fun and informative.

Preserving heritage and culture in your community is a wonderful way to involve youth, celebrate and appreciate your past, present, and future and attract tourists.



Town of Virden, Manitoba

6 Landscaped Areas supports all efforts to create an environment where plants form an essential element of the overall surroundings: design and suitability for location and use; native and introduced materials, balance of plants, materials and constructed elements; harmony, (colour, texture, shape); tasteful integration of hard surfaces and art elements; high standards of maintenance.

Tips:

Create landscapes incorporating ponds: water gardens including waterfalls, fountains and other water features. These have become popular as a community project for all to enjoy.

Creative landscaping is becoming very evident on roadway medians, within parks and at entrances to your community – some provinces run a gateway competition. What better way to say "Welcome".

Consulting a local professional landscaper is always helpful and just one more way to get your entire community involved.



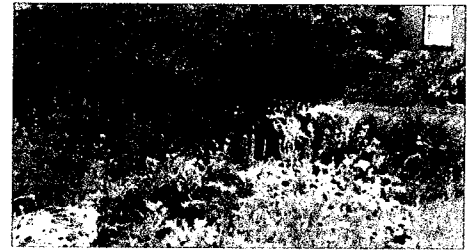
City of Winnipeg, Manitoba

7 Floral Displays includes arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, etc.), originality, distribution, location, diversity and balance, colour, harmony, quality and maintenance of flowerbeds, carpet bedding, containers, baskets, planters and window boxes.

Tips:

Work with your local garden centre on "what's new" in plant material, low-maintenance plants, ideal plants for specific areas. Many are knowledgeable and ready to help.

Getting school children involved is always fun and rewarding. Plant seeds as a classroom project, transplant the young plants in a median, a public flowerbed, a school garden or a planter designed and painted by children.



City of Pembroke, Ontario

5 Tree/Urban Forest

Management includes written policies, bylaws and regulation plans both long and short term. The distribution of trees, inventory, variety, suitability, new plantings, main street programs, new survey developments, preservation of heritage trees, commemorative trees, woodlots and succession planting procedures are all important to this criteria. Having qualified personnel available (volunteer or on staff) for professional help with maintenance, pruning, Plant Health Care, Integrated Pest Management (IPM) and trouble-shooting is valuable.



City of Weyburn, Saskatchewan

Tips:

Hold an Arbor Day promoted by contests, children's posters, tree planting ceremonies, tree identification contests. With the help of arborists and the local heritage society, you can identify and commemorate heritage trees within your community

Trees can be a wonderful commemorative symbol, whether in memory of a loved one or to celebrate birth. Such programs provide a meaningful opportunity to help with re-foresting an area while supporting community spirit.

Tips:

Promote Integrated Pest Management (IPM) programs to all community members.

Some communities run local "best lawn" contests for homeowners and businesses.

Remember, parks and lawns are where people play, relax and enjoy themselves. Maintenance & development of such areas are an integral part of a community's outdoor recreation.



City of Kamloops, British Columbia

PROGRAM STRUCTURE

Because Communities in Bloom is designed to be a continuous community improvement program, it is divided into three phases: Provincial, National and International.

Provincial Edition

Communities participate with other communities in their population category within their province. Provincial judges evaluate the communities on the eight criteria previously listed and award a certificate with a rating of 1 to 5 blooms (5 being the highest ranking) at a provincial awards ceremony in the fall. The top two 4 or 5 bloom communities in each province will be invited to participate in the following year's national competition. Any community is allowed to participate in a non-competitive category either to learn about the program or, if they are past provincial participants, to maintain their rating from the previous year.

National Edition

Who is invited to participate in the national edition?

The top two communities, excluding the winners, from each province in each population category from the previous year's **national edition**.

The top two 4 or 5 Bloom communities from each population category in each province from the previous year's **provincial editions**.

Criteria Awards are also part of the national edition and recognize outstanding achievements in each of the selected criteria.

Five-bloom national winners from the two previous years are also invited to participate in the **Canadian Classic**, a category where they will be paired with a community that has never participated, in order to mentor and guide them through the program. Communities are judged individually and obtain a separate bloom rating; the highest accumulated score determines the winning pair.

Other national categories include **Networking**, a non-competitive category open to all past national finalists who will be evaluated in order to maintain their bloom rating. Municipalities in this category are encouraged to provide and share networking information.

In the **Friends** category, the municipalities are registered but not evaluated. They are expected to continue local "Communities in Bloom" initiatives to maintain their bloom rating.

The **Parks & Grounds** category is open to institutions, historical sites and special attractions.

International

The **International Challenge** invites past winners from different national programs (Communities in Bloom, Britain in Bloom, America in Bloom, Tidy Towns of Ireland, Japan in Bloom, *Villes et Villages Fleuris de France*, etc.) to compete with each other. The population categories and results are determined according to registrations.

PROGRAM BENEFITS

Communities have recognized numerous benefits from participating in the program:

Increased civic pride and community involvement

Participation from all ages and walks of life

Citizens, groups, organizations, business and municipal government all mobilized and working together

Year-round projects and continuous improvement for the entire community

Information and cultural exchange within the community and with neighbouring, national and international communities

Valuable information and feedback from the judges

Decreased vandalism

Economic development and increased property values

Marketing and promotional opportunities

Positive benefits for the tourism, hospitality and retail industries

Improved quality of life



PROCESS FOR PARTICIPATION

Registration

Helpful information on the program, how to get started, examples and the evaluation form are available by contacting Communities in Bloom or by visiting www.communitiesinbloom.ca. Registration can be done on-line or through the Communities in Bloom provincial organizations or national office.

Your Local Committee

The committee is usually composed of local citizens, including one member of council and members of associations, businesses and organizations interested in horticulture, heritage and improving community life.

The committee's objectives are:

To involve the community by means of local contests, which increase awareness about the program, its benefits and opportunities.

To act as liaison with the municipal authorities.

To create sub-committees to help with various projects within an evaluation criteria.

Budget

While participation in the program does not require considerable financial resources, obtaining funds to promote the program, involve the community, honour participants and volunteers, attend the award ceremonies, etc. is recommended.

It is suggested for the community to prepare an estimated budget and to find sources of funding, such as fundraising programs, community events (dances, BBQ's, etc.)

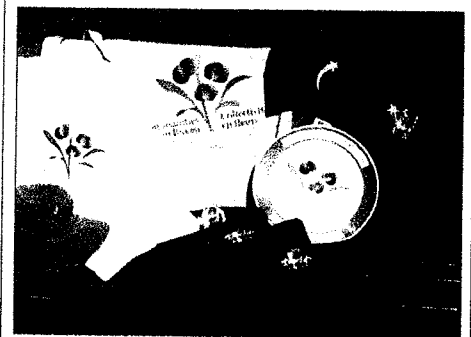
Communities in Bloom will provide fundraising ideas and examples from other communities.

Fundraising with Merchandise

Merchandise consisting of T-shirts, canvas bags, lapel pins, caps etc. is offered to communities at a cost that allows them to sell it to citizens and secure funds for the organizing committee.

For information, colour photographs and order forms for available merchandise, please visit www.communitiesinbloom.ca or contact:

Merchandise Coordinator
Communities in Bloom
Tel (514) 694-8871 • Fax (514) 694-3725
merchandise@cib-cef.com



Bloom Ratings

Communities are rated from 1 to 5 blooms

Up to 55 points: 1 bloom

55-63 points: 2 blooms

64-72 points: 3 blooms

73-81 points: 4 blooms

82 points and more: 5 blooms

Program Commitment

The participating communities have a responsibility to:

- Involve the entire community, with the support of municipal council
- Prepare for the judging in July or August
- Provide lodging for 2 nights for 2 judges (billeting is acceptable)
- Provide transportation for the judges to and from the nearest airport/train station
- Attend the provincial and/or national awards ceremonies
- Pay a registration fee, based on population categories and level of competition

The Judges' Visit – Useful Information

- Prepare materials and community profile book that address all criteria in the evaluation form.
- Make good use of the time that the judges are in your community.
- The judges' itinerary should include all of the criteria and be discussed with the judges upon arrival.
- Provide the judges with the opportunity to interact with key individuals and enjoy their time spent in your community.
- Give them time to start working on their evaluation form.
- Let them see that you are proud of your achievements.



Ville de Rosemère, Québec

Awards Ceremonies

The Provincial Awards Ceremonies are held from late August to mid October and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremony, hosted in a different city each year, is held in late September or early October, in conjunction with the National Symposium on Parks and Grounds. All the National Finalists and Provincial Participants are invited to attend. The communities are showcased by means of community exhibits and promotional material. The winners are presented with a historic granite trophy from the National Capital Commission and all participants receive a certificate and special mention.

Promotion

The Communities in Bloom program and participants are promoted throughout the year at numerous trade and consumer shows. The National Committee issues press releases prior to and during the evaluation and after the awards ceremonies.

The "Explore our Communities" section on the Communities in Bloom website gives tremendous exposure to the participating communities, through a dedicated page for each participant and a link to the community's website.

Celebration Magazine, published twice a year, also showcases all participants with photos, results and articles.

Every Picture Tells a Story

We encourage all communities to take the best quality photos they can to support the promotional activities put forward by Communities in Bloom. Help us show your best to the rest of the world!

Digital photos are most appropriate, and must be at highest resolution possible (minimum 300 dpi at print size)

for more information, please contact
Melissa De Souza (514) 694-8871 or
melissadesouza@cib-cef.com



Communities in Bloom / Collectivites en fleurs

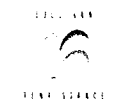
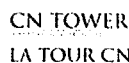
People, Plants and Pride...
Growing Together

112, Terry Fox
Kirkland, Québec H9H 4M3
Tel.: (514) 694-8871
Fax: (514) 694-3725
bloom.fleurs@sympatico.ca
www.communitiesinbloom.ca

Major Sponsors and Partners



National Sponsors and Partners



Municipal World

Communities in Bloom Alberta



Dan Chambers
dchambers@arpaonline.ca
Tel.: (780) 458-5383
Fax : (780) 451-7915

ARPA
11759 Groat Road NW
Edmonton AB T5M 3K6
www.arpaonline.ca

Provincial Partner



Town of Olds, Alberta

ACTION ITEMS



LEGISLATIVE ASSEMBLY
ALBERTA

December 19, 2007

Town of Claresholm
c/o Kris Holbeck
P.O. Box 1000
Claresholm AB T0L 0T0

Dear Mr. Holbeck:

Kris

I am pleased to advise you that your Community Facility Enhancement Program (CFEP) application No. 6018352 to assist with the Claresholm community sign, has been approved. A cheque in the amount of \$10,000.00 is attached.

The Town of Claresholm is to be commended on its hard work in connection with this project. It will have a positive effect on the quality of life in our community.

The lottery funded CFEP program assists Albertans, in partnership with the Government of Alberta, to improve our many "people places" and enhance the important services they provide. The expansion and upgrading of Alberta's extensive network of community-use facilities continues to enrich the quality of family and community life in our province.

Please note that you will be required to file a statement of accounting upon project completion or within two (2) years of the cheque date.

Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "David Coutts".

David Coutts, MLA
Livingstone-Macleod Constituency

Attachment



Working with Albertans to preserve and interpret our heritage

December 11, 2007

Ms. Kris Holbeck
Chief Administrative Officer
Town of Claresholm
Box 1000
Claresholm AB T0L0T0

Dear Ms. Holbeck:

Re: Canadian Pacific Railway Station, Claresholm

The Board of Directors of the Alberta Historical Resources Foundation adjudicated 53 applications to the Heritage Preservation Partnership Program at their meeting on November 29, 2007. As a result, I am pleased to inform you that a matching grant of **\$17,844** was approved for the conservation of the above Provincial Historic Resource. This grant is made possible by the Alberta Lottery Fund which provides an annual allocation to our Foundation to assist with the documentation, preservation and interpretation of Alberta history. Public acknowledgement of our financial support to your project would be greatly appreciated.

The details and conditions of the above grant are identified in the enclosed **Contribution Agreement**. Please read this document carefully and if you agree, sign and return it to us as soon as possible. Claims can then be made on your grant by submitting receipts or invoices for any completed work identified in the agreement, along with the enclosed forms for expenses and voluntary donations, if applicable, to Ms. Monika McNabb, Program Coordinator, at the address shown below. If you have any questions regarding the payment process, please feel free to call her at 780/431-2305 (toll-free by first dialing 310-0000).

Thank you for your contribution to the preservation of Alberta's historic resources.

Sincerely,

A handwritten signature in cursive script that reads "Irene J. Nicolson".

Irene J. Nicolson, Ph.D.
Chair

cc: David Coutts, M.L.A.
Livingstone-Macleod

January 8, 2008

Town of Claresholm
Box 1000
Claresholm, AB
T0L 0T0

Re: Support of the Oldman Watershed Council

Dear Mayor Rob Steel and Councillors,

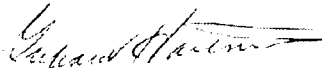
The Oldman Watershed Council kindly thanks you for your continued in-kind and financial support. Because of your generosity, the Council may continue to accomplish its five main goals, which are to:

1. Understand our watershed
2. Keep basin residents well informed and actively engaged
3. Encourage basin stakeholders to define the desired outcomes for the Oldman Watershed that will form the basis of an Integrated Watershed Management Plan.
4. Encourage the Oldman Watershed Council and stakeholders to put into action the capacity and commitment to achieve defined outcomes.
5. Adopt practices that are beneficial to the health and function for the watershed.

I encourage you all to attend the Oldman Watershed Council's Annual General Meeting on March 12, 2008 at the Lethbridge Lodge. At this gathering, we hope to inspire, inform and introduce new ideas with regards to watershed management to those who live, work and play in the Basin. Information will be presented that reflects the work done throughout the basin for the previous year as well as work that will be completed in the near future.

Again, thank you for your donation. We appreciate the financial support your group has generously contributed and will use these funds wisely as we move collectively forward to maintain and improve the water resource that binds us all together.

Sincerely,



Gerhardt Hartman
Chair of Oldman Watershed Council

Karine Wilhauk

From: "Kris Holbeck" <kris.holbeck@townofclaresholm.com>
To: "Karine Wilhauk" <karine.wilhauk@townofclaresholm.com>
Sent: January 10, 2008 5:41 PM
Subject: FW: CED Training - January 14th Deadline

From: Mary Swanek [mailto:Mary.Swanek@gov.ab.ca]
Sent: January 10, 2008 1:57 PM
Cc: Linda Erickson
Subject: CED Training - January 14th Deadline

Attention: SouthGrow Members, CAO's, EDO's

The Vulcan Business Development Society has arranged for a two-day "*Basic Community Economic Development Training Course / Modules 1, 2 3 and 4*" to take place on January 28th and 29th in Vulcan, Alberta from 8:30 a.m. – 4:30 p.m. (both days) in the Adult Ed Classroom at the Vulcan County Building. Leslie Warren, Economic Development Office, Vulcan Business Development Society has advised the SouthGrow office that there are a few spots left. If any of you are interested in this training, please contact Leslie at (403) 485-4100 or via email at edovulcan@wildroseinternet.ca. The fee is \$150.00 which includes lunch. The registration deadline is January 14th, 2008.

Mary J. Swanek
Client Service Representative
Regional Development Branch
Industry and Regional Development Division
Alberta Employment, Immigration and Industry

Administrator, SouthGrow Regional Initiative
Lethbridge, Alberta
Ph: (403) 381-5414
Visit Us At: www.southgrow.com

Claresholm Veterinary Services, Ltd.

P.O. Box 2350

Claresholm, AB T0L 0T0

Phone (403) 625-3677

Fax (403) 625-3655

C. Fancy, DVM R. Chisholm, DVM K. Wright, DVM K. Minish, DVM

To Town of Claresholm Council,

On December 21, 2007, I met with Nigel and Kris from the Town of Claresholm office to discuss current council ideas on stray animal management. I am in favor of the ideas put forth (including plans for rental of a space from Pampered Pets to house strays, the internal plans for that space, having the staff at Pampered Pets look after strays both during the first 3 business days for the Town and thereafter for a charitable humane society that is in the process of being created). The staff and veterinarians of Claresholm Vet. Services will help out in whatever manner required and will check stray animals for tattoos and microchip identification at the new premises during business hours at no charge.

Thank you for your continued work on a solution to this problem.

Sincerely,

Dr. Connie Fancy



Memo

To: Council
From: Administration
Date: January 11, 2008
Re: Claresholm Animal Services Program Overview

Overview

The Community Standards Committee has been working on a proposal to deal with stray animals in the Town of Claresholm. A proposal was brought forward from the CSC at the last Council meeting, but more details were needed. Administration has contacted the veterinarian regarding this project and received their support (letter attached). This memo is to give a more detailed description of the program and how it will work so Council can make a decision whether Administration should contact our lawyer for a legal agreement to go ahead with it.

This analysis breaks the project down into two phases: Phase One is the period leading up to a Society being formed and Phase Two is the period thereafter.

PHASE ONE

The Town renovates the Pampered Pets building in the amount of \$17,000. These costs will be recorded as leasehold improvements on the Town's books and be depreciated as per the new accounting standards. The Town will write the agreement so that if the building is sold over the next five years the Town's investment will be paid back in a prorated manner. Example is if the building is sold and we are evicted in two years the Town will receive back 60% of our costs, in five years we will receive 0%.

Pampered Pets (PP) charges the Town rent per month (\$700 per letter from PP). The animals are still in the Town's care for three working days as per our cat and dog bylaws. PP will charge the Town room and board for those three days based on the rates we pay now. Any costs for veterinarians or euthanization during the three working days will also be a cost of the Town. Vets will come to PP and check the animals for tags, chips and to ensure the animal is not in distress and needs to be euthanized. After three days, the animal is "transferred" to the animal shelter program. This is a paper transfer and the animal stays in the rented area. The animals will stay in the rented area until they are adopted out. In the case that there is a large numbers of "Town" animals and there are too many "shelter" animals, the shelter animals will be moved to another location to make room for our strays.

PHASE TWO

In the agreement it will be stipulated that a Society must be formed within one year of the signing of the agreement. Once there is a Society in place, this organization will run the animal shelter portion of the program. This shelter will still be run out of PP, but as a Society they will be in charge of fundraising, getting volunteers to help with the animal shelter and running the program in total.

The Town will still need the rental space for when we pick up animals or they are dropped off, due to our bylaws we are responsible for any stray animals for three working days. Per Nigel Young, the Town is not willing to lose this space in order to save rent as we do not want our animals being turned away because the shelter is full. With the Town paying a portion of the rent we will be allocated so many cages and runs for our use.

Once the Society is in place the Town will give them an operating grant (\$5,000 in proposal) and then the rent on the space will drop to \$350/month, plus the Town will still have to pay the room and board for each animal for the three working day period. This is due to the Town having bylaws in place regarding stray cats and dogs, so they are our responsibility for those three days. The drop in the rent is due to the Society and the Town using the space in conjunction and the Society will need to start paying PP part of the cost of renting the space out of their operations. The payback period if the building is sold is still in effect in this stage, until the five year period has passed.

Once the Society is formed they will be in charge of the policies and procedures that govern the animals and their care when the Town transfers them after our three day holding period. The Society will determine policies for strays, ferals, etc. based on what their Board and members want.

CONCLUSION

Administration needs Council's direction on whether this is enough information for the program to move forward to where our legal advisor can begin writing up an agreement which meets the Town and PP's needs and once the agreement is brought to Council and passed that the renovation and the program can begin.

Kris Holbeck, CA CAO Town of Claresholm

RECEIVED

DEC 17 2007

Mr Peter Morton
PO Box 2073
Claresholm, AB
T0L 0T0

Kris Holbeck
Town of Claresholm
Box 1000
Claresholm
T0L 0T0

15 December 2007

Dear Kris

I am interested in applying for a seat on the Municipal Planning Committee/Authority for a three year term, as advertised in the Claresholm Press dated 5 December 07.

Before I moved to Claresholm this year, I sat as councillor for my local Parish Council for 2 years, with a particular post on the Planning Applications committee, and as the project coordinator of my local Parish. The Parish administrated an area of 30 sq miles, with a residential holding of 17 thousand including farms and private dwellings.

I have had 27 years experience in the building related industry in England and around the world. At present I am a Project Manager for a leading renovation/building company in Calgary.

Although new to Canada, I could bring my previous experience on councils and committees plus my previous building and Calgary experience to the table, along with fresh ideas and approach. I also have no preconceived ideas or influences.

I would deem it an honour and privilege to be selected to serve on this committee, and would find it an interesting and exciting opportunity. I would welcome a chance to discuss this further with you if required.

Thank you for your time, and I look forward to hearing from you.

Yours sincerely



Peter Morton
Tel: 625-1783
Email: juppmorton@yahoo.ca

December 31, 2007

Kris Holbeck CAO
Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Hello Kris,

As a Realtor and a concerned citizen of Claresholm I am interested in volunteering to help plan and shape the future of our Town. Please consider this letter as my application to sit on the Committee/Authority for a three year term.

Without question, it is in the best interests of the Town to have as wide a group as possible involved when making decisions about growth. In my opinion Claresholm can only benefit from growth and development, but this has to happen in a controlled and managed way. Through the Subdivision Authority and the Municipal Planning Committee a larger vision can be imposed that is proactive and considered, rather than reactive and impetuous.

As a member of the Economic Development Committee and as a regular citizen I have participated in the processes of developing the Municipal Sustainability Plan and the Claresholm Municipal Development Plan. Through these instruments, Claresholm has the opportunity to set a direction, clearly defined by how the citizens would like the town to develop, and to incorporate cutting edge environmental efficiencies in new residential and commercial development.

I am currently upgrading my Realtor license to include commercial development and have also enrolled in a 2 year GIS certification program to better understand land use and management issues and practices. Sitting on the Committee/Authority would give me valuable practical experience in the development process as well as providing me with another opportunity for civic involvement.

Claresholm is coming into an exciting and challenging time both as a community and as a developing region. I would enjoy and take seriously my involvement in the Committee/Authority and endeavour to contribute as fully as possible.

Thank-you for your consideration of this application.

Sincerely yours,

Doug Bowman
(403) 625-4215

Sharon L. Duncan
P.O. Box 2601
Claresholm, Alberta, T0L 0T0
Home: 403 – 625-3816 Cell: 403 - 680-3879
sduncanj@telus.net

December 30, 2007

**Town of Claresholm
MPC & Subdivision Authority
Box 1000
Claresholm, AB.
T0L 0T0**

Attention: Kris Holbeck, CAO

Dear Ms. Holbeck,

Please accept my attached resume for a position as a Member at Large of the Municipal Planning Committee & Subdivision Authority, as advertised in the Wednesday, December 5, 2007 edition of the Claresholm Local Press.

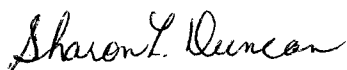
Although I am relatively new to the Claresholm community, I believe that each individual has a responsibly to contribute to their community when the need exists and they have the availability of the time required.

I was actively involved in community and area issues for many years in my former community of Bragg Creek, as well as the MD of rocky View # 44. Through my continued support I have acquired a strong knowledge and appreciation of the pulse of issues that can affect the future growth of a community and am confident that I could make a significant contribution if given the opportunity.

I look forward to volunteering with other members of my new community to work together in a cohesive fashion that benefits all elements of the community.

I ask that you consider my application and look forward to your response.

Yours truly,



Sharon L, Duncan

Sharon L Duncan
P.O. Box 2601
Claresholm, Alberta, T0L 0T0
Home: 403 – 625-3816 Cell: 403 - 680-3879
sduncanj@telus.net

Personal Statement:

- A multi-faceted individual and small business owner with strong communication skills, working towards the enhancement of business and community through my involvement in local and area businesses and organizations.

Strengths:

- Successful small business owner
- Experience in public relations and speaking
- Extensive involvement in volunteer coordination
- Professional experience in Accounting, Payroll and Human Resources

Business Experience:

- **2005 – 2006 – Bragg Creek Community Association** **Bragg Creek, AB**
Bragg Creek Centre building maintenance, janitorial and special events manager and coordinator
- **1995 – Present – As You Like It Catering, etc.** **Bragg Creek, AB.**
Owner/Operator – Full event catering. Home care services including house sitting with child care, home maintenance and pet care.
- **1991 – 1993 – Lucky Dollar Foods** **Bragg Creek, AB.**
In-store management and cash flow operations, inventory control, training and supervision of staff and retail clerk.
- **1990 – 1991 – Lily Transportation Corporation** **Needham, MA.**
Payroll Coordinator - Payroll and accounting administration, including input and multi-state tax filing. Human resources management, including maintenance of employee records, compensation and benefits administration.
- **1987 – 1989 – Auto Engineering Inc. / BMW Division** **Lexington, MA.**
Office Manager - Accounting services; payables, receivables and ledgers and inventory control. Coordination of dealer transfers and customer relations
- **1986 – 1987 - James Lincoln – Mercury Inc.** **Wakefield, MA.**
Assistant Bookkeeper – Managed inventory control, payables, receivables, costing and compensation, employee records and office administration of benefits and insurance. Additional responsibilities included audit, application of wholesale agreements and loan pay outs
- **1983 - 1986 - Rix-Dunnington, Inc.** **Auburndale, MA.**
Payroll Manager - Increasing responsibilities from payroll clerk to senior accounting clerk and promoted to office management in 1984 for all payroll and compensation administration.

Education:

- **WIN Program Accounting & Business Certification** **Norwood, MA.**
- **Halifax County Vocational High School** **Halifax, N.S.**
- **Queen Elizabeth High School** **Halifax, N.S.**

References: References available upon request

Sharon L. Duncan
P. O. Box 2601
Claresholm, AB. T01 0T0
Home: 403-625-3816 Cell: 403-680-3879
sduncanj@telus.net

Achievements:

- **2007 – Present – Claresholm Public Library Board**
Member - Policy/Personnel Committee and Finance Committee
- **2004 – 2007 - M.D. Of Rocky View # 44**
Greater Bragg Creek & Area Structure Plan Commercial Sub Committee - Bragg Creek Chamber of Commerce Representative
- **2004 – Present - Conservative Party of Canada – MacLeod EDA**
President, 2nd Vice President, Director, Chair-Candidate Nomination Selection Committee, Newsletter Editor and Communications Committees
- **2004 – Present – Bragg Creek Community Parade & Pancake Breakfast Committee Coordinator**
Plan, Coordinate and Manage Bragg Creek Days Parade and Breakfast activities
- **2001- Present – Bragg Creek & Area Chamber of Commerce**
Member, Past Vice- President, Past-Secretary/Treasurer, Bragg Creek Days Parade and Pancake Breakfast coordinator
- **2001 – 2003 – M.D. Of Rocky View # 44**
Bragg Creek Water & Sewer Citizens Advisory Committee - Bragg Creek Chamber of Commerce Representative
- **1999 – Present - BRAGG CREEK SENIORS' SNOWBIRDS FELLOWSHIP**
Member, Transportation Program Coordinator, Volunteer Coordinator and Support Services Coordinator
- **1998 - Present – Bragg Creek Ladies Auxiliary**
Member and current President
- **1991 – Present - Bragg Creek Community Association**
Lifetime Member, Past Vice-President, Executive Committee, Treasurer, Director, Events Coordinator, Past Chair - Facility Management Committee, Chair - Bragg Creek Days Committee, Chair - Outdoor Sports Committee, Chair – Community, Groups Committee and Co- Chair-Performing Arts Committee.
- **2004 – 2006– Foothills-Rocky View Constituency**
Past Vice-President Membership & Member
- **2004 & 2001 M.D. Of Rocky View # 44 Municipal Councillor Candidate**
- **2004 – Campaign Manager for Spence Bozak**
Foothills-Rocky View Candidate Nomination Race
- **2003 - Community Coordinator**
Bragg Creek Business Community/Tourism Alberta/Bragg Creek & Area Chamber of Chamber Marketing Travel Brochure Committee
- **2003 - 2004 Canadian Alliance Party - MacLeod Constituency**
Past Director, Member of Candidate Nomination Selection Committee
- **1991 – 2003 – Banff – Cochrane Constituency**
Past Director

Awards:

- **2005** Alberta Centennial Medal recipient
- **2003** Bragg Creek Community Association Lifetime Membership recipient
- **1999** Bragg Creek Community Association: Volunteer of the Year
- **1998** ADFA Zone 8 Outstanding Theatrical Achievements Award: Best Actress
- **1988** BMW Business Management Silver Award

Interests: Theatre, Traveling & Writing

Active Transportation Community Guidelines

- Walk able / bike able
- Safe/secure
- Connected to facilities and barrier free
- Beautiful and Inviting
- Visionary and commitment to seeing it through
- Institutional support – Health and Education

Innovative Design/Best Practices for Pedestrian/Cycling Facilities

- Safety always a priority
- Clear pavement markings
 - utilizing coloured pavement markings or textured
 - Advanced stop lines/bike boxes at intersections
 - Removable barriers (posts) for winter snow removal
 - Curbs coloured with advanced stop lines
 - Special painted barriers to keep pedestrians back from corner situations which forces vehicle traffic to slow down – bulbs/build outs
 - Bike route stamps – min 4ft in length
 - Diamond shapes - international symbols



- and lines extra large 6 – 8 inches
- Can be constructed/painted and installed WITHOUT changing the size of the existing roads (Fig. 1)
- Is possible to switch sides on same road – using paint, boxes and signage (Fig. 2)
- Thicker lines to designate pathway gives better vehicle awareness
- Bike stamp (4ft) to inform vehicle traffic that this is a bike route
- Wide selection of signage to make awareness of pedestrian and bike areas
- Bike parking/housing/shelter at destinations such as playgrounds, parks – need to be covered, visible and accessible
- Reflective Vest Program for pedestrians on walking and biking paths

- Loop system where the path must connect to a destination
- Saskatoon – parking fine/traffic fine money goes toward bike/walking paths infrastructure and furniture
- Lighting – needs to be at knee level or lower for negative environmental impact (light Pollution)

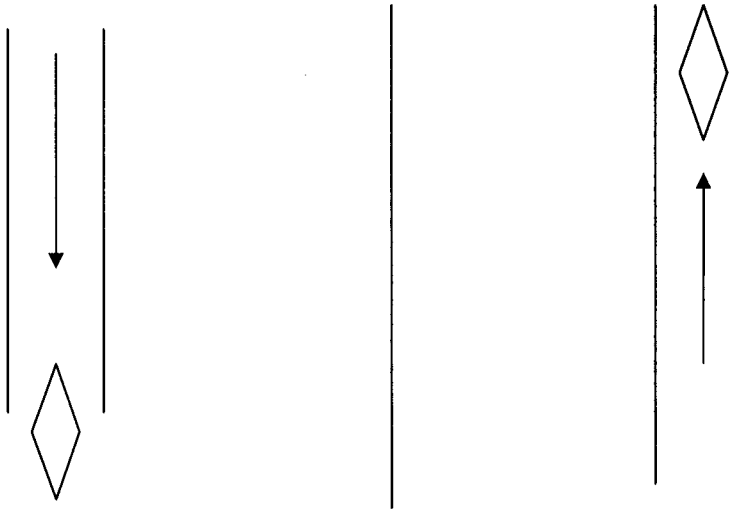


Figure 1.

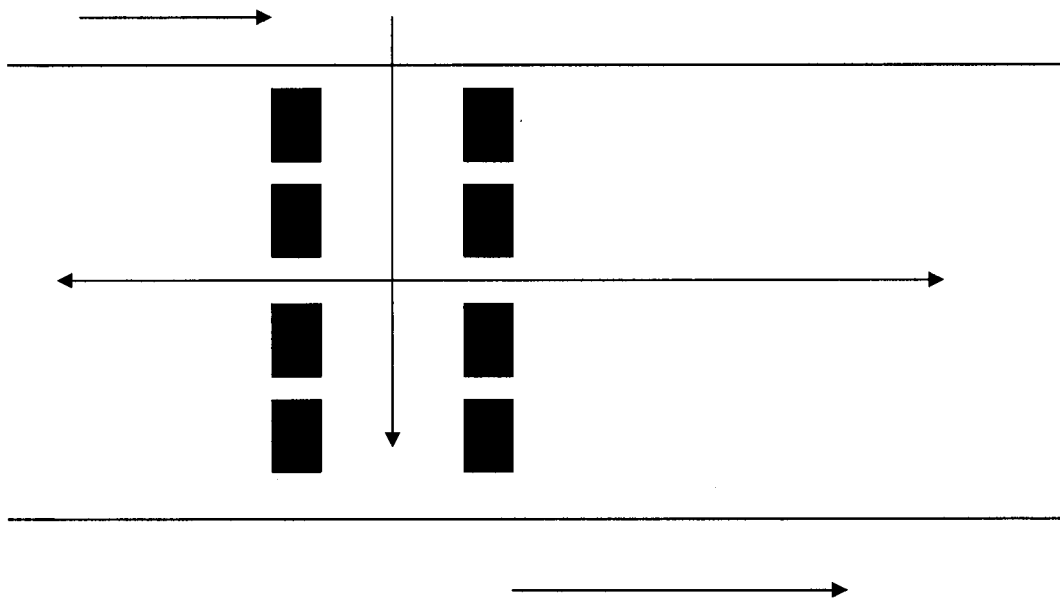


Figure 2

Active Transportation Quotient

See handout!

Funding

- Federal Gas Tax – is ear marked for Active Transportation

- Federal Municipal Green Funds
 - Sustainable Transportation Fund
 - Eco mobility fund – transport Canada

Successful Communities

City of Fredericton, NB – Population 15000

<http://www.fredericton.ca/en/recreation/resources/TrailsBikewaysMasterPlan2007.pdf>

<http://www.fredericton.ca/en/transportation/2007June19TrailPublicMeetingSet.asp>

<http://www.fredericton.ca/en/recreation/resources/AllTrailsMap2007.pdf>

Bouctouche NB – Population 2500 – made it a priority/achievable – is now fifth top community in Canada where people want to move too!!!!

<http://www.ville.bouctouche.nb.ca/english/attractions/sentier.cfm>

Memo

To: Council
From: Administration
Date: January 11, 2008
Re: Walking Path Project Update

OVERVIEW

The initial phase of the Town's walking path system was started in 2007 and the Town went forward with the goal of sweeping the route in the winter to ensure the walkers would have a safe, snow free path to use for exercise.

The issues that have arisen with the sweeping are: cars parked beside the sidewalk interfere with the sweeper, the sidewalks are narrower than the sweeper brush so lawns are being brushed and residents are complaining due to the chunks of lawn being removed and thrown further up onto their lawns, rocks from the brush hitting houses and vehicles.

These issues forced parks staff to not sweep certain areas of the walking path route and because a fair percentage of path is not being swept, it is no longer a walking path that the Town maintains. Therefore, parks staff is no longer sweeping the route due to these issues brought forward by staff and residents along the route.

Administration and parks will continue to investigate ways to achieve a walking path for our residents, but at this point the path will no longer be maintained by the Town (except areas the Town has always swept) and the cleaning of these sidewalks will fall back on the homeowners.

Kris Holbeck, CA CAO Town of Claresholm

Memo

To: Council
From: Administration
Date: January 11, 2008
Re: Municipal Sustainability Update

OVERVIEW

The Municipal Sustainability Plan is in its final stages. The Municipal Sustainability Group has met with the public to get their ideas and has put together a draft plan which is currently being reviewed by UMA and our planner Cory Armfelt. Cory would like to meet with Council and the MSG on January 28th at 5 pm to go over the plan and answer questions from Council and get them acquainted with the MSP and what it means for Claresholm's future and planning. Cory would then like to formally present the plan at the February 11th Council meeting and to have Council endorse the plan and adopt it.

Also, we recently found out that the Town of Claresholm was chosen to be part of the FCM (Federation of Canadian Municipalities) Sustainable Communities Conference in Ottawa February 14 – 16th, 2008. Our MSP process and project was chosen by FCM (over Canmore) to be presented by UMA Engineering (Maina Waiguru) as how communities are moving innovation into practice.

We are the first Town in Canada to have accomplished this and to be chosen as part of this conference as a case study is a great honor for our town, its residents, our MSG and UMA who helped us through the process. Cory Armfelt, Maina Waiguru from UMA will be attending and I would like to send Jeff Gibeau to represent the Town and the MSG and hopefully one more MSG member at large. I would also recommend our Mayor attend to represent the Town and to take the opportunity to show the nation why Claresholm really is "the Town of the Future".

Congratulations to everyone for all their hard work on this project which will leave us with a living document which dovetails with our Municipal Development Plan to help Claresholm be a sustainable community well into our bright future.


Kris Holbeck, CA CAO Town of Claresholm

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SITE SEARCH

Keyword(s)

GMF Tools and Resources**GMF Grants and Loans****Conference**[Program](#)[Registration](#)[Trade Show](#)**Awards****Mission****InfraGuide****Partners for Climate Protection****Affordability-Choice-Today****News and Events****About Us** [Subscribe](#) [Print Page](#) [Email Page](#) [About RSS](#)[Home](#) > [Conference](#) > > >**▶ FCM Sustainable Communities Conference and Trade Show 2008****Moving Innovation Into Practice****February 14 to 16, 2008**

Ottawa, Ontario

The FCM Sustainable Communities Conference and Trade Show 2008 will take place Feb 2008 in Ottawa, Ontario at the Fairmont Château Laurier and Government Conference C

The conference theme of "Moving Innovation into Practice" will focus on building municipalities in the areas of social, economic, and environmental sustainability.

A [preliminary program](#) is now available for the pre-eminent event in Canada for municipalities and their partners to network and learn about sustainable community development.

- Participate in interactive training workshops
- Learn from recognized leaders in sustainability
- Explore ideas in thought-provoking seminars
- Network with municipal leaders from across the country

News: keynote address from Sheila Watt-Cloutier, internationally renowned climate change Nobel peace prize nominee.

Subscribe to our [electronic newsletter](#) to receive regular updates.

▶ Questions?

Registration: register@fcm.ca or 613-907-6322

Conference Program: sustainable@fcm.ca or 613-907-6214

Trade Show and Sponsorship: tradeshow@fcm.ca or 613-907-6235

▶ Past Conferences

View all the details of the [2006 FCM Sustainable Communities Conference](#).

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Federation of Canadian Municipalities
24 Clarence Street, Ottawa, Ontario K1N 5P3 Tel.: 613-241-5221 Fax: 613-241-5221
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Memo

To: Council
From: Administration
Date: January 11, 2008
Re: Capital Project Budgets

OVERVIEW

Following are documents as follows:

1. Cicon Engineering's 7 Year Infrastructure Plan (includes grant summary) – Mike, Ivan and I have reviewed the projects and put them in the year we feel they should be completed and prioritized them. Cicon has compiled these projects and put costs to them based on their estimates. The "Net to Town" numbers are not correct for all projects so I have done more detailed working papers for the major projects for 2008 and how they will be financed. This plan is for discussion purposes so that Council can approve individual projects for the next fiscal year and gives Council an idea of the infrastructure projects and costs coming in the next few years.
2. Administration's breakdown of the Municipal Sustainability Initiative Grant and how it can be used and the funding over the next ten years.
3. Administration's grant analysis showing the grants available to the Town and how they are utilized for four of the major projects that are in the works or are potentially in the works for 2008 and beyond.
4. Administration's project analysis showing the major projects, the Town's portion of the project costs and how the Town will finance them.
5. Public Works/Parks 2008 budget requests for capital equipment in 2008 that will be need to be funded by the Town with no grants available are:
 - a. Complete water connection to Tamarack - \$69,800
 - b. Sanitary sewer trunk extension on 8th Street - \$70,000 (recover with offsite levies in future)
 - c. Cleaning sanitary sewer mains - \$28,000
 - d. Public Works/Parks equipment if approved – normally taken out of reserves – total \$169,000

6. Notes re recreation projects in Cicon's 2008 infrastructure plan –
 - a. Museum project has already been funded by the Town via donations etc. with an estimated \$70,000 of additional non-grant monies needed to meet the 50/50 grant specifications if we are approved for the Major Community Facilities Program. This would be via donations potentially.
 - b. Community Hall Board is applying for the CFEP grant for their project and the Town has been asked to allocate some MSI Community Capital monies in the future to their project.
 - c. Centennial Park project for New Horizon's for Senior's project - \$25,000 grant available, Town's portion - \$43,600 (based on grant application filed). (Not on Cicon's list)
7. Administration's project analysis showing the major projects, the Town's portion of the project costs and how the Town will finance them.

RECOMMENDATION: THE PROJECTS FOR 2008 SPECIFIED IN CICON ENGINEERING'S INFRASTRUCTURE PLAN BE APPROVED FOR 2008 BEING FINANCED BASED ON GRANT FUNDING AND OPERATING CONTRIBUTIONS TO CAPITAL SPECIFIED IN ADMINISTRATION'S WORKING PAPERS AND SUPPORTING SCHEDULES.

THESE PROJECTS (TOWN COST PORTION) AND HOW THE TOWN IS FUNDING THEM IN 2008 ARE:

- a. PINE COULEE RAW WATER PIPELINE AND WATER TREATMENT PLANT UPGRADE (GRANTS FUNDED)
- b. HIGHWAY WATER MAIN REPLACEMENT (GRANTS FUNDED)
- c. SOUTH SANITARY SEWER AND WATER MAIN (GRANTS FUNDED)
- d. TAMARACK WATER CONNECTION (OPERATIONS FUNDED) - \$69,800
- e. 8TH STREET SANITARY SEWER (OPERATIONS FUNDED) - \$70,000
- f. SANITARY SEWER CLEANUP (OPERATIONS FUNDED) - \$28,000
- g. CENTENNIAL PARK WALKING PATH (OPERATIONS FUNDED) - \$43,600
- h. PUBLIC WORKS/PARKS CAPITAL BUDGET (RESERVES) - \$169,000

Kris Holbeck, CA CAO Town of Claresholm

Community Airport Program – CAP

- Rehabilitation of runways, aprons, and taxiway;
- On going program;
- Funding up to 100%;
- Municipal contribution – varies

Street Improvement Program – SIP

- Street improvements – paving, sidewalks, curb & gutter, signage, drainage, including replacement of water and sewer beneath roadway;
- On going program;
- Funding \$60 per capita per year \$222,000.00/year
- Municipal contribution 25%

Municipal Sustainability Initiative – MSI

- Roads; water supply, treatment and distribution; wastewater collection and treatment; storm sewer drainage and facilities; emergency service facilities and vehicles; airport facilities; solid waste management systems; municipal buildings;
- Ten year program starting 2007/2008;
- Funding – phone Alberta Municipal Affairs and Housing 780-427-2225 for calculation 2007/2008 \$186,313.00;
- Municipal contribution – varies 86% Capital 14% Operation

Community Facility Enhancement Program – CFEP

- Outdoor or indoor facility used for sports, recreation, and culture;
- On going program;
- 50% up to maximum of \$125,000.00 per year
- Municipal contribution 50% (can be donated / volunteer labour, materials, equipment, money)

Town of Clareholm
Grant Money Available Annually for Capital Projects

Year	2008		2010	2011			2014
Projected Population	3700	3700	3700	3700	3700	4325	4455
NDCC	Remaining	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMIP	\$666,000.00	\$666,000.00	\$666,000.00	\$666,000.00	\$666,000.00	\$778,500.00	\$801,900.00
SIP	\$222,000.00	\$222,000.00	\$222,000.00	\$222,000.00	\$222,000.00	\$259,500.00	\$267,300.00
MSI	\$439,500.00	\$512,700.00	\$1,150,000.00	\$1,150,000.00	\$1,150,000.00	\$1,150,000.00	\$1,150,000.00
CFFP	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
* AMWWP	62.5%	62.5%	62.4%	62.4%	62.3%	62.3%	62.2%
MCFP	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals without AMWWP	\$1,952,500.00	\$1,525,700.00	\$2,163,000.00	\$2,163,000.00	\$2,163,000.00	\$2,313,000.00	\$2,344,200.00

2010

Population (G3700) 3958

Map Reference No.	Description	Existing Conditions	Proposed Improvements	To Be Done By: Contractor Town	Total Estimated Cost	Grant Name	Grant % of Total	Grant Amount	Net to Town
5	West side storm water management	During heavy rainfalls Town is flooded from North and West	Storm detention ponds and mains west of 8 Street	Contractor	\$1,729,200.00 (30% of Total \$5,764,000.00)	MSI AMIP	N/A N/A	\$791,800.00 \$274,900.00	\$662,700.00
N/A	Existing sanitary sewer mains have mineralized deposits impeding flows		1000m grind, flush and televise, repair where necessary	Contractor	\$30,600.00	N/A	0	\$0.00	\$30,600.00
N/A	Existing houses with weeping tile systems connected to sanitary sewer causing high flows		Provide \$400 incentive per household for 200 houses to reoute yard pit	Contractor	\$80,000.00	N/A	0	\$0.00	\$80,000.00
9	52 Avenue - 100 Block plus one additional block televising indicates	Existing 200mm Dia sanitary sewer causing backup	Replace sanitary sewer. Overlay pavement	Contractor	\$705,000.00	AMIP SIP	N/A N/A	\$391,100.00 \$222,000.00	\$91,900.00
	Water main - 47 Avenue, 4 St to 3 St W, 3 St W, 43 Ave to 47 Ave	100mm diameter water main	Replace with 200mm diameter water main and pavement overlay	Contractor	\$675,000.00	MSI	N/A	\$356,400.00	\$316,600.00
	45 Avenue - 3rd Street to 2nd Street W	Pavement worn	Pavement overlay	Contractor	\$51,000.00			\$0.00	\$51,000.00
N/A	Curling Rink Ice Plant	Life expectancy 20 years will be 28 years	Replace ice plant	Contractor	\$250,000.00	CFEP	50	\$125,000.00	\$125,000.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
					\$0.00			\$0.00	\$0.00
TOTAL					\$3,520,800.00			\$2,163,000.00	\$1,357,800.00

2011

Map Reference No.	Description	Existing Conditions	Proposed Improvements	To Be Done By: Contractor Town	Total Estimated Cost	Grant Name	Grant % of Total	Population (63700) 4076	
								Grant Amount	Net to Town
AT LAGOON	Sewage Lift Station	Present pumps reach end of life span	Upgrade pumps and lift station and controls	Contractor	\$551,000.00	AMWWP	62.4	\$343,824.00	\$207,176.00
5	West side storm water management	Heavy rainfall cause Town to flood from North and West	Storm detention ponds and mains west of 8 Street	Contractor	\$2,305,600.00 (40% of Total \$5,764,000.00)	MSI AMIP	N/A N/A	\$1,150,000.00 \$666,000.00	\$489,600.00
N/A	Existing houses with weeping tile systems connected to sanitary sewer causing high flows during wet weather		Provide \$400 incentive per household for 200 houses to regrade yard pit	Contractor	\$80,000.00	N/A	0	\$0.00	\$80,000.00
N/A	Existing sanitary sewer mains have mineralized deposits impeding flows		1000m grind, flush, relieve, repair where necessary	Contractor	\$31,500.00	N/A	0	\$0.00	\$31,500.00
	Sanitary sewer location by TV	Existing sanitary sewer defective 1 block	Replace sanitary main and overlay pavement	Contractor	\$420,000.00	SIP		\$222,000.00	\$198,000.00
	Arena ice floor	requires replacing	replace floor, refrigeration piping, header piping boards	Contractor	\$450,000.00	CPEP	50 (up to \$250,000.00)	\$125,000.00	\$325,000.00
	Town office	requires replacing	New office, energy efficient	Contractor	\$2,100,000.00	Unknown		Unknown	\$2,100,000.00
TOTAL:					\$5,538,100.00			\$2,506,824.00	\$3,431,276.00

2012

Population (53700) 4188

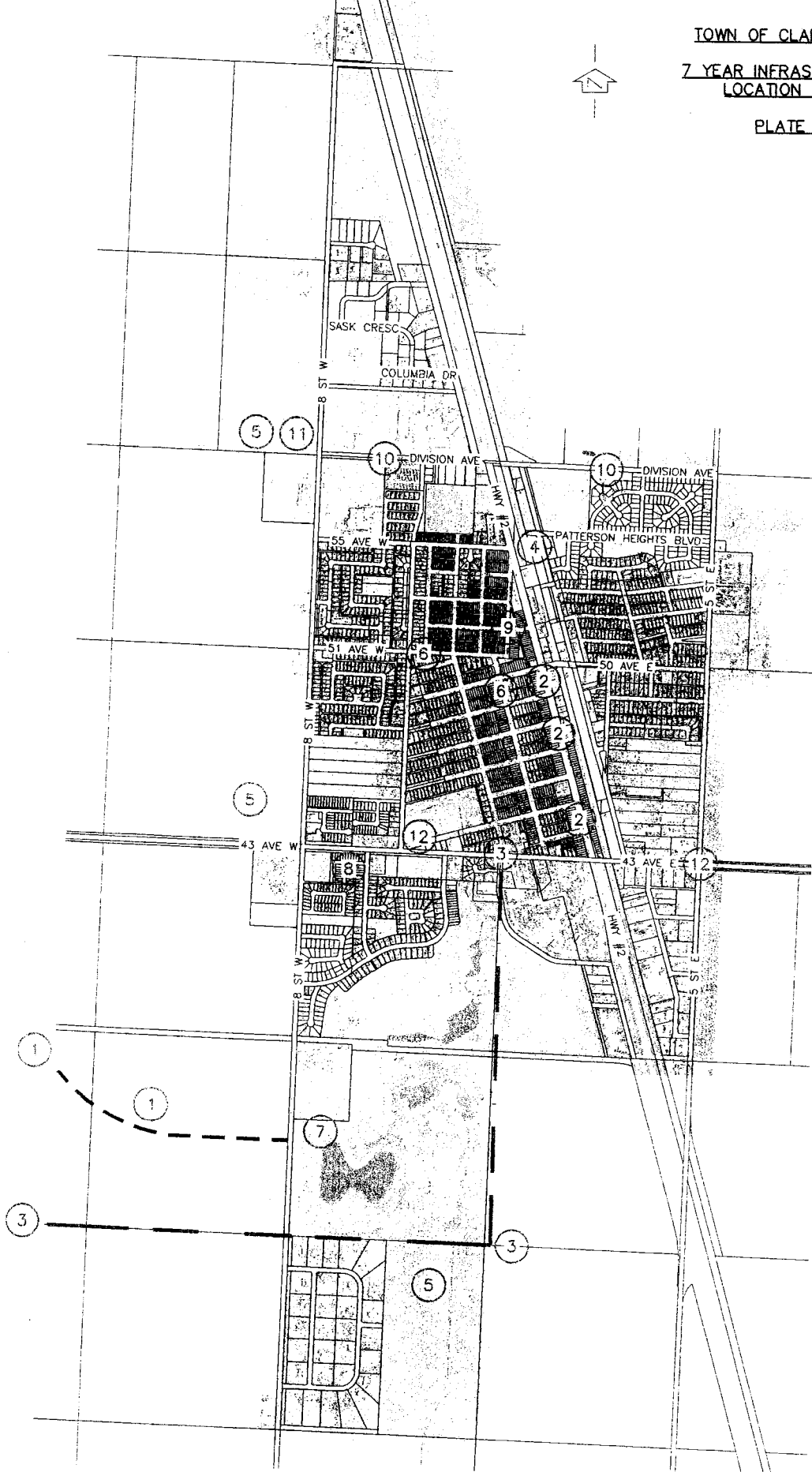
Map Reference No.	Description	Existing Conditions	Proposed Improvements	To Be Done By:	Total Estimated Cost	Grant Name	Grant % of Total	Grant Amount	Net to Town
N/A	Wreeping tile of existing houses connected to sanitary sewer, causing high flows during wet weather		Provide \$400 incentive per household for 200 houses to renoupe to yard pit	Contractor	\$80,000.00	N/A	0	\$0.00	\$80,000.00
(10)	Division Avenue - Water	ROW varies from 20m to 25m, 600m, 150mm Dia. water main	Increase ROW to 25m throughout and install 300mm Dia. water main from S Street W to S Street E and S3 Avenue	Contractor	\$942,000.00	AMFP	N/A	\$566,000.00	\$276,000.00
(10)	Division Avenue - Storm	Storm water from NW overflows existing dry pond south of Agriculture Arena	Storm sewer from S Street W to east of 4 Street W and increase pond size	Contractor	\$191,700.00	MSI	N/A	\$191,700.00	\$0.00
(10)	Division Avenue - Road	Existing 11m to 9m wide road	Bring to major collector standard 17m paved, 1.5m motor sidewalk, curb & gutter each side from S Street to Hwy #2	Contractor	\$748,000.00	MSI	N/A	\$496,100.00	\$251,900.00
(11)	Treated water storage shortfall - 6700 population should have 11,700 cu.m storage	Existing treated storage 4450 cu.m (1.2 mlg)	Provide 4,550 cu.m (1.0 mlg) treated water storage plus pumping and chlorination near Division Avenue and B Street W	Contractor	\$2,750,000.00	MSI	N/A	\$462,200.00	\$576,320.00
N/A	Museum Landscaping and Parking Lot	Gravel parking lot, Poor drainage, no landscaping	Provide drainage, landscaping, paving	Contractor	\$250,000.00	CFEP	50	\$125,000.00	\$125,000.00
	1 Block Sanitary sewer	Where previous televised sewer shows replacement required	Replace 1 block sanitary sewer and pavement overlay	Contractor	\$433,000.00	NIL	0	\$0.00	\$433,000.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
TOTAL					\$5,404,700.00			\$3,082,480.00	\$1,922,220.00

Map Reference No.	Description	Existing Conditions	Proposed Improvements	To Be Done By: Contractor	Total Estimated Cost	Grant Name	Grant % of Total	Grant Amount	Net to Town
(12)	43 Avenue (SR 520)	ROW varies from 20m to 30m, water 150 to 200mm Dia., sanitary sewer 200, 375 450mm, storm trunk up to 1220mm Dia. Major flows from east on SR520	Bring to arterial standard increase ROW to 30m, 19.5m paved width, 2.4m Sidewalk, no water main replacement. Allow for 900m sanitary sewer replacement. Allow for catch basin and lead replacement from 8 Street W to 5 Street E	Contractor	\$2,948,800.00	SIP MSI AMIP	N/A N/A N/A	\$259,500.00 \$1,150,000.00 \$778,500.00	\$760,600.00
N/A	Drop in Center Town Shop	Roof, flooring and HVAC system will require refurbish / replace Doors worn, HVAC and lighting sub-standard	Replace roofing, refurbish / replace flooring, replace HVAC system Replace overhead doors, HVAC, and lighting	Contractor Contractor	\$290,000.00 \$81,000.00	CFEP N/A	50 max. (to \$250,000.00) 0	\$125,000.00 \$0.00	\$165,000.00 \$81,000.00
☆	Airport water and sanitary sewer system	Approximately 3000m sanitary sewer, 3000m low pressure water distribution CI, 1000m high pressure water CI, 10 of 21 hydrants have been replaced, pumphouse, fire pump and water reservoir	Televise sanitary and replace as necessary, replace all low and high pressure system with larger diameter system, replace pumphouse, pumps and fire pump	Contractor	\$2,588,000.00	Frontage Taxes M/D of Willow Creek	100	\$2,588,000.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00

The 1980 agreement with M.D. of Willow Creek should be renegotiated, as Town is responsible for maintaining runways and taxways including lights, beacons and terminal building as well as water system and sanitary sewer system. At present Town has no tax revenue from airport as it is in the M.D. of Willow Creek

★ May require project down sizing




Map Reference No.	Description	Existing Conditions	Proposed Improvements	To Be Done By:	Total Estimated Cost	Grant Name of Total	Grant % of Total	Grant Amount	Net to Town
SEE PLATE 3	Water trunk 5 Street E, 39 Avenue to 39 Avenue	700m, 150mm Dia. water exists	Install 1900m of 300mm Dia. water main plus 350mm Dia. to existing UFA storage	Contractor	\$666,800.00	AMIP	N/A	\$601,900.00	\$54,900.00
SEE PLATE 3	Water trunk 39 Ave from 8 Street W to 5 Street E	240m of 150mm Dia. to 200mm Dia. exists	Install 1650m of 300mm Dia. NOTE: 1300m of 300mm Dia. of the 1650m would have already been installed by developers in 2008 / 2009	Contractor	\$255,900.00 (NET)	MSI	N/A	\$255,900.00	\$0.00
SEE PLATE 3	West water trunk		Install 3000m of 400mm Dia. water main from water plant to storage on Division Avenue	Contractor	\$1,610,000.00	AMWWMP (may not qualify for grant)	62.2	\$1,001,420.00	\$608,580.00
★ SEE PLATE 2	8 Street West	Road width varies 8m to 10m	Construct to major collector standards. Division Avenue to 39 Avenue	Contractor	\$2,821,400.00	MSI SIP	N/A N/A	\$894,100.00 \$267,300.00	\$1,660,000.00
N/A	Mackin Hall (Scout Hall)	Requires new building	Replace existing building with a 150 sq m. (200 sq ft.) facility	Contractor	\$460,000.00	CFEP	50 (up to max \$250,000.00)	\$125,000.00	\$335,000.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
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								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
								\$0.00	\$0.00
TOTAL					\$5,004,100.00			\$3,349,620.00	\$2,658,480.00

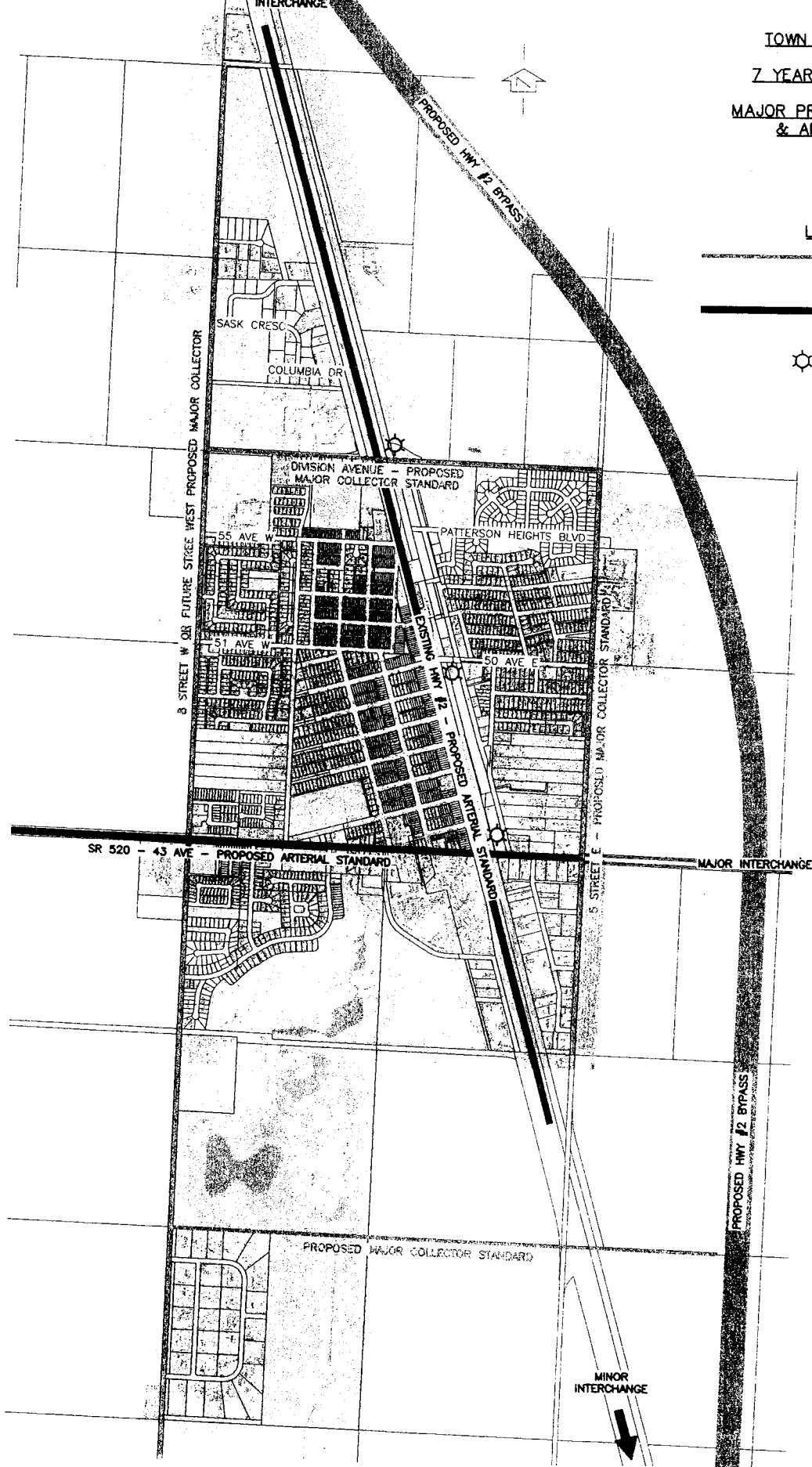


TOWN OF CLARESHOLM
 7 YEAR INFRASTRUCTURE
 MAJOR PROPOSED COLLECTOR
 & ARTERIAL ROADS

PLATE 2

LEGEND

-  COLLECTOR ROAD
(25m ROW, 17m PAVED WIDTH)
-  ARTERIAL ROAD
(30m ROW, 19.5m PAVED WIDTH)
-  TC = TRAFFIC CONTROL



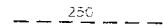
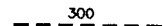
TOWN OF CLARESHOLM

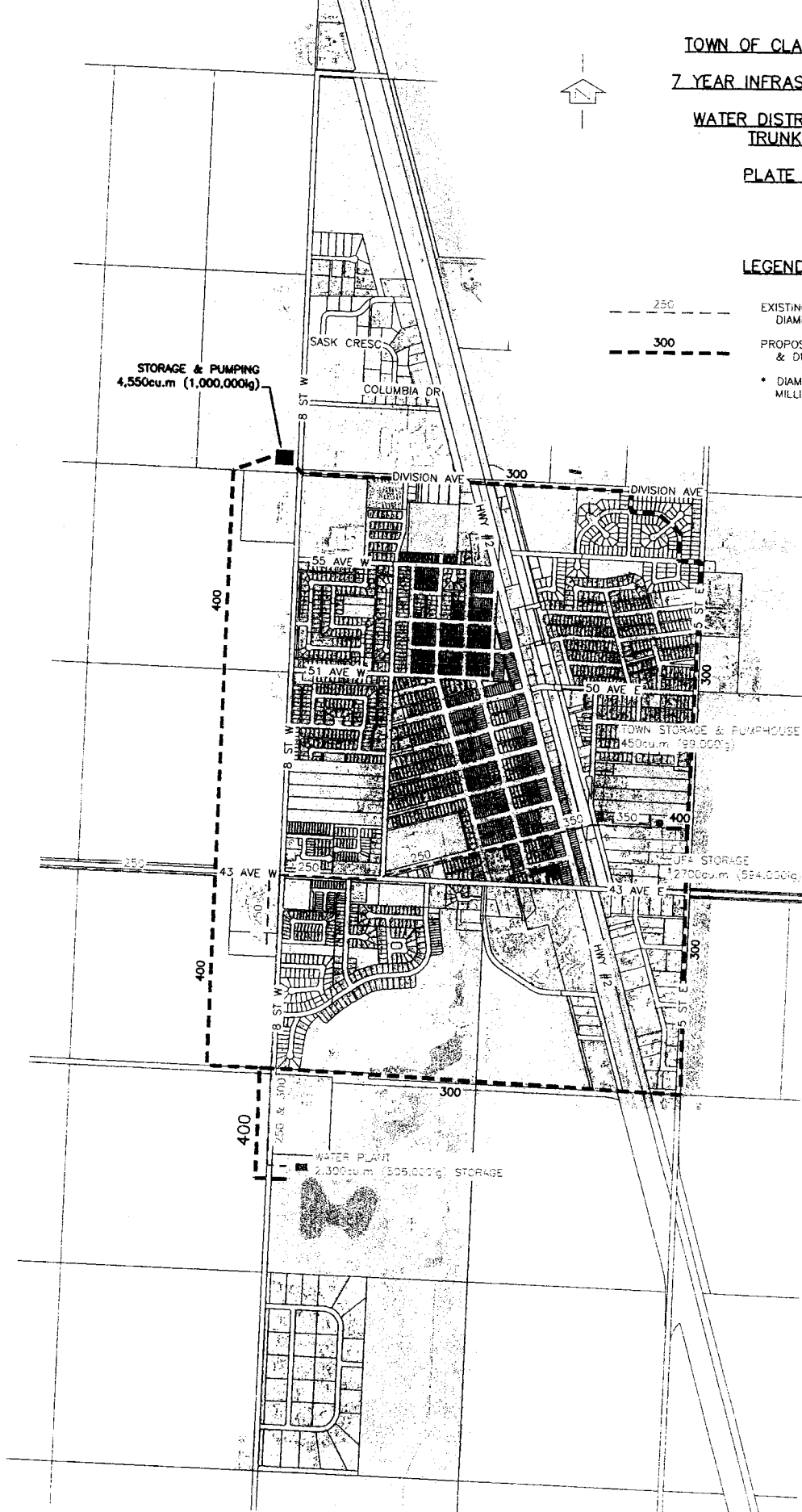
7 YEAR INFRASTRUCTURE

WATER DISTRIBUTION
TRUNKS

PLATE 3

LEGEND

-  250 EXISTING WATER MAIN & DIAMETER
-  300 PROPOSED WATER MAIN & DIAMETER
- * DIAMETER SHOWN IN MILLIMETERS



**TOWN OF CLARESHOLM
MSI GRANT BREAKDOWN**

**(for information purposes only)
(to be used in conjunction with Cicon Engineering 7 Year Infrastructure Plan)**

Grant Type	ACTUAL		ESTIMATES										TOTALS	
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016				
MSI TOTAL	186,314	511,124	596,216	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	1,337,548	10,656,490
MSI CAPITAL PORTION	159,506	437,580	510,429	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	1,145,094	9,123,170
- core capital	79,753	218,790	255,214	572,547	572,547	572,547	572,547	572,547	572,547	572,547	572,547	572,547	572,547	4,561,585
- community capital	47,852	131,274	153,129	343,528	343,528	343,528	343,528	343,528	343,528	343,528	343,528	343,528	343,528	2,736,951
- coordination incentive	31,901	87,516	102,086	229,019	229,019	229,019	229,019	229,019	229,019	229,019	229,019	229,019	229,019	1,824,634
MSI CONDITIONAL OPERATING	26,808	73,544	85,787	192,454	192,454	192,454	192,454	192,454	192,454	192,454	192,454	192,454	192,454	1,533,320
- 20% O & M	5,362	14,709	17,157	38,491	38,491	38,491	38,491	38,491	38,491	38,491	38,491	38,491	38,491	38,491
- 80% Land Use Planning	21,446	58,835	68,630	153,964	153,964	153,964	153,964	153,964	153,964	153,964	153,964	153,964	153,964	1,533,320

- core capital 80% of this money must be used on "cooperative" core capital projects (ie. roads, water, sewer, storm etc.)
- community capital 50% of this money must be used on "cooperative" community capital projects (ie. libraries, halls, rec facilities etc.)
- coordination incentive cooperative capital projects that are jointly planned and jointly funded by more than one municipality
- conditional operating 20% of this money must be used to support the operation & maintenance of community facilities being operated by non-profit groups
- 80% of this money must be used for land use planning projects that will facilitate intermunicipal cooperation etc.

Schedule 1 - Core Capital Projects

1.1 Municipal Roadways, Bridges, and Related Facilities and Equipment

- Implementation of a pavement management system such as the Alberta Municipal Pavement Application (MPMA) including software and the collection and input of data
- Construction, reconstruction and rehabilitation of roadways
- Construction, reconstruction and rehabilitation of road structures
- Construction, reconstruction and rehabilitation of railway or Light Rail Transit (LRT) grade separations
- Construction, reconstruction and rehabilitation of bridges
- Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage and utility relocations
- Construction or implementation of traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Construction of noise attenuation devices as a part of an eligible project, and rehabilitation of existing noise attenuation devices on an eligible roadways or transitways, consistent with the municipality's noise attenuation policy
- Municipality-wide or regional transportation planning studies and major systems planning reviews
- Transportation studies to address specific environmental and/or safety concerns including environmental impact assessments
- Other capital roadway projects as may be deemed appropriate by Municipal Affairs and Housing

1.2 Public Transit Vehicles and Facilities

- Construction and major rehabilitation of LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Construction and rehabilitation of major public transit terminals and transit garages
- Purchase of LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Major rehabilitation of public transit vehicles
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or upgrading projects
- Purchase, development, and rehabilitation of major capital transit security devices, communication equipment, and other public safety enhancements
- Other capital transit projects as may be deemed appropriate by Municipal Affairs and Housing

1.3 Water Supply, Treatment, and Distribution Systems

- Implementation of water infrastructure management systems, including the purchase of software and collection and input of data
- Raw-water supply lines to storage facilities
- Raw-water storage facilities
- Raw-water supply lines from storage facilities to treatment facilities
- Water treatment facilities
- Water pumping facilities
- Treated-water supply lines
- Treated-water storage facilities and related works
- Water distribution system extensions, upgrades, and replacements, including individual services to the property line and municipally owned water meters
- Planning and/or design studies directly related to an eligible Project
- Other capital water supply and treatment projects as may be deemed appropriate by Municipal Affairs and Housing

1.4 Wastewater Collection and Treatment Systems

- Implementation of wastewater infrastructure management systems, including the purchase of software and collection and input of data
- Sewage collection system extensions, upgrades, and replacements, including service mains to the property line
- Wastewater pumping facilities
- Sewer from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Outfall sewers from the wastewater treatment facilities to the point of discharge or disposal and related works
- Planning and/or design studies directly related to an eligible project
- Other capital wastewater projects as may be deemed appropriate by Municipal Affairs and Housing

1.5 Storm Sewer Drainage Systems and Facilities

- Implementation of storm sewer infrastructure management systems, including the purchase of software and collection and input of data
- Construction of new storm water ditches and major relocation of existing storm water ditches (does not include routine maintenance or reconditioning of existing ditches)
- Replacement or rehabilitation of storm sewer collection lines including service lines, and catch basins
- Storm sewer construction, replacement, or rehabilitation
- Construction of new storm water retention ponds
- Construction of new storm water treatment facilities
- Outfall storm sewers to the point of discharge or disposal and related works
- Other capital storm sewer projects as may be deemed appropriate by Municipal Affairs and Housing

1.6 Emergency Service Facilities and Equipment

- Fire Halls
 - Police Stations
 - For those municipalities that are responsible for providing their own police services:
 - includes construction and major rehabilitation of police station buildings
 - may include replacement of related fixed central communications and computerized information management hardware, that is integral to the delivery of police emergency services
 - excludes smaller and mobile equipment such as office furniture, cars, pickup trucks, command centres, remote data access terminals and radios, other portable equipment, and personal use equipment
 - Specialized fire fighting equipment such as:
 - pumper trucks
 - rapid attack trucks
 - aerial trucks
 - water delivery tankers (or tanker shuttles)
 - dangerous goods spill recovery tankers and related equipment
 - mobile command post vehicles (excluding cars and pickup trucks)
 - Specialized rescue equipment such as:
 - equipment vehicles and personnel carriers
 - wildland equipment trailers
 - Ambulances
 - Includes the vehicle and the basic on-board equipment necessary to make the vehicle functional as an ambulance
 - All disposable supplies and equipment as well as other non-essential equipment are considered to be operational items and are therefore specifically excluded
 - Emergency operations centres
 - Portable emergency power generators
 - Emergency vehicle storage facilities
 - Other emergency service projects as may be deemed appropriate by Municipal Affairs and Housing
- ### **1.7 Solid Waste Management Facilities and Equipment**
- Waste collection depots
 - Waste diversion – recycling and material recovery facilities
 - Organics management
 - Thermal treatment
 - Waste disposal landfills
 - Waste transfer vehicles, landfill compactors, loaders, and material handlers
 - Other capital solid waste management projects as may be deemed appropriate by Municipal Affairs and Housing
- ### **1.8 Regional and Community Airport Facilities and Equipment**
- Construction, reconstruction and rehabilitation of primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
 - Construction, reconstruction and rehabilitation of apron
 - Construction, reconstruction and rehabilitation of primary taxiway from main/terminal apron to runway
 - Construction, reconstruction and major rehabilitation of buildings, including terminals and storage areas/sheds
 - Development areas, access roads, fencing and drainage
 - Lighting and navigation equipment
 - Other regional and community airport facilities and equipment projects as may be deemed appropriate by Municipal Affairs and Housing

1.9 Heavy Construction and Maintenance Equipment

- Heavy equipment that is a capital asset and that will be used primarily to construct or maintain an asset or system that would qualify as a capital project as defined in these guidelines (see additional Project Profile requirements in section 6.2), such as:
 - large trucks
 - motor graders
 - earth movers
 - backhoes
 - loaders
 - excavators
 - compactors
 - cranes
 - road pavers
 - sanding trucks
 - street sweepers
 - snowplows
 - Other heavy construction and maintenance equipment projects as may be deemed appropriate by Municipal Affairs and Housing
 - Heavy equipment does not include bobcats, pick-up trucks, tractor-mounted equipment, and hand-held equipment
- ### **1.10 Infrastructure Management Systems**
- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, including:
 - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
 - Other infrastructure management systems projects as may be deemed appropriate by Municipal Affairs and Housing

SCHEDULE 2 - COMMUNITY CAPITAL PROJECTS

2.1 Environmental Energy Improvements

- Retrofits of local government-owned buildings
- Energy systems such as renewable energy, combined heat and power cogeneration and district energy
- Street lighting retrofits
- Other capital energy projects as may be deemed appropriate by Municipal Affairs and Housing

2.2 Other Municipal Buildings

- Recreational and sports facilities
- Libraries
- Municipal halls or administrative buildings
- Public works buildings
- Cultural/community centres
- Tourist facilities
- Convention or trade centres
- Exhibition buildings
- Performing arts facilities
- Museums
- Art galleries
- Designated local heritage sites
- Other municipal building projects as may be deemed appropriate by Municipal Affairs and Housing

2.3 Other Municipal Physical Infrastructure

- Public wharves, docks, and piers
- Rural or remote telecommunications such as fibre optic or copper cable, radio or satellite links in rural areas
- Other municipal physical infrastructure projects as may be deemed appropriate by Municipal Affairs and Housing

**TOWN OF CLARESHOLM
PROJECT ANALYSIS 2008 - 2014
(for information purposes only)
(to be used in conjunction with Cicon Engineering 7 Year Infrastructure Plan)**

Pine Coulee	TOWN'S							
	COST	2006	2007	2008	2009	2010	2011	2012
Cost to be Financed	4,926,700	4,238,788	3,439,222	1,882,915	75,615	0	0	0
FINANCING:								
AMIP Grant		687,912	687,912	0	200,000	0	0	0
MSI Capital Grant		0	111,654	306,306	357,300	0	0	0
Debentures			0	1,250,000	1,250,000	0	0	0
Reserves			0	0	0			
Operating/interest			0	0	0	75,615		
		687,912	799,566	1,556,306	1,807,300	75,615	0	0

Highway Water	TOWN'S		
	COST	2008	2009
Cost to be Financed	908,800	0	0
FINANCING:			
AMIP Grant		691,480	0
MSI Capital Grant		0	
SIP Grant		217,320	
Debentures		0	
Reserves		0	
Operating/interest		0	
	908,800	0	0

South Sanitary	TOWN'S		
	COST	2008	2009
Cost to be Financed	568,110	444,155	0
FINANCING:			
AMIP Grant		123,955	444,155
MSI Capital Grant		0	0
Debentures		0	0
Reserves		0	0
Operating/interest		0	0
	123,955	444,155	

South Water	TOWN'S			
	COST	2008	2009	2010
Cost to be Financed	263,958	263,958	0	0
FINANCING:				
AMIP Grant		0	43,757	
MSI Capital Grant		0	0	220,201
Debentures		0	0	
Reserves		0	220,201	-220,201
Operating/interest		0	0	
	0	263,958	0	0

TOWN OF CLARESHOLM
GRANT ANALYSIS 2008 - 2014
 (for information purposes only)
 (to be used in conjunction with Cicon Engineering 7 Year Infrastructure Plan)

NDCC	PROJECT COST	2005	2006	2007	2008	2009	2010
Funds Available		65,582	65,582	87,480	109,379	218,758	0
Water Meter Project	490,475	424,893	359,311	271,831	162,452	-56,306	

AMIP	TOWN'S COST	2005	2006	2007	2008	2009	2010
Funds Available		687,912	687,912	687,912	687,912	687,912	0
PROJECTS FUNDED:							
2006 Infrastructure	283,000	283,000					
2007 Infrastructure (est)	277,389	277,389					
Available for other projects		127,523	687,912	687,912	687,912	687,912	0
<i>Pine Coulee Project</i>		0	687,912	687,912	0	200,000	
Adjusted Total		127,523	0	0	687,912	487,912	0
Highway Watermain	908,800	127,523			563,957		
Adjusted Total		0	0	0	123,955	487,912	0
South Sanitary Sewer	568,110	0			123,955	444,155	
Adjusted Total		0	0	0	0	43,757	0
South Watermain	263,958	0			0	43,757	
Adjusted Total		0	0	0	0	0	0

MSI - CAPITAL	TOWN'S COST	2007	2008	2009	2010	2011	2012
Funds Available		111,654	306,306	357,300	801,565	801,565	801,565
PROJECTS FUNDED:							
<i>Pine Coulee Water</i>		111,654	306,306	357,300			
Available for other projects		0	0	0	801,565	801,565	801,565
South Watermain (remainder)	220,201	0			220,201	0	
Adjusted Total		0	0	0	581,364	801,565	0

STREETS	TOWN'S COST	2007	2008	2009	2010	2011	2012
Funds Available		0	217,320	217,320	217,320	217,320	0
PROJECTS FUNDED:							
<i>Highway Water</i>		0	217,320	0			

1/2 Ton truck

Recommend replacement of older 1993 or 1995 pickups, (95 has 300,000 km). (93 will need transmission sooner than later) With the older trucks our maintenance costs are considerable higher.

Used cost \$ 16,000.00 ea. Need
New cost \$ 22,000.00 ea. x 2 =
\$ 44,000 ★

2nd Tandem Dump truck

Needed as backup and will also speed up projects that involve hauling. Sold our 76 chev. Tandem, as we could no longer get safety certification.

Used cost \$ 55,000.00 ★
New cost \$ 130,000.00

Small Vacuum truck

Many uses. Water breaks, to avoid contamination of pipes with muddy water. Cleaning of debris from sewers without manhole entry. Cleaning of storm sewers. Replacing of curb stops without digging with back-hoe in driveways/sidewalks, this will see the biggest benefit to us in savings, next to nothing for concrete or asphalt replacement costs which have to be usually contracted out. Also three men are now needed+rescue breathing tank+Fall protection+Gas detection+rescue retrieval system are now needed for entry to shovel debris out of manholes. Manpower savings would be 1 less man needed for these tasks.

Used cost \$ 40,000.00 ★

Mower + attachments

Old attachments do not fit newer style mower. We will not be able to use our old mowers much longer. We have one new mower (05) and will need second soon. We run 4 small mowers and one large. Will need broom attachment and blade attachment.

New mower cost with attachments \$ 30,000.00 ★

P.S. If we run everything until it quits working, resale is \$0.00

Mike Schuweiler

Σ ★ 169,000

INFORMATION ITEMS



The Municipal District of Willow Creek No. 26

OFFICE OF THE REEVE

#26 – Hwy 520 West, Claresholm Industrial Area
Box 550
Claresholm, AB T0L 0T0

Website: www.mdwillowcreek.com

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030

December 6, 2007

Town of Granum
Box 88
Granum, Alberta
T0L 1A0

Town of Stavely
Box 249
Stavely, Alberta
T0L 1Z0

Town of Claresholm
Box 1000
Claresholm, Alberta
T0L 0T0

Town of Fort Macleod
Box 1420
Fort Macleod, Alberta
T0L 0Z0

Town of Nanton
Box 609
Nanton, Alberta
T0L 1R0

Dear Council and Chief Administrative Officers:

PLEASED BE ADVISED THAT THE REGULAR MEETINGS OF THE MUNICIPAL COUNCIL ARE HELD ON THE 2ND AND 3RD WEDNESDAY OF EACH MONTH, BEGINNING AT 10:00 A.M. COUNCIL WISHES TO EXTEND A WARM WELCOME TO ATTEND OUR MEETINGS IF YOU FEEL THERE ARE ISSUES OR ITEMS THAT INTEREST YOU. ALSO DO NOT HESITATE TO CONTACT CYNTHIA VIZZUTTI, AT (403) 625-3351 EXT. 224, IF YOU WISH TO BE PLACED ON AN AGENDA REGARDING MATTERS OF MUTUAL INTEREST OR CONCERN.

ON BEHALF OF COUNCIL I WISH TO EXTEND TO YOU AND YOUR FAMILY, BEST WISHES FOR A MERRY XMAS AND A HAPPY NEW YEAR.

Yours truly,

Evan Berger
Reeve



Caring Begins With You and Me!

**Claresholm
Elementary
School**

5318—2nd St. W.
Box 728

Claresholm, AB
T0L 0T0

Ph: (403) 625-3371

Fax: (403) 625-4920

Email: s-ces@lrzd.ab.ca

www.lrzd.ab.ca/schools/ces

**Mark Your
Calendar**

January 7

Back to school

January 14 & 15

Farm Safety
presentation

January 15

School Council @
6:30

January 29

K-6 School
Open house @ 7:00

January 30

Staff Planning
No school for
students

Claresholm Elementary News

January
2008

Raise the Roof

In January, our school will join the other Claresholm Schools and other schools in the division to raise money to support the fight against homelessness. Toques are for sale at the office for \$10, with \$2 of every sale coming back to the school. As a school, we have decided to donate all money raised right back to the Raise the Roof efforts. This project will be explained to students at our student assembly on Wednesday, January 9. On February 5, all students are encouraged to wear toques for Toque Tuesday to support the fight against homelessness in Canada.



Social Studies Connection

The Raise the Roof project relates to the K-3 Social Studies program.

Social Participation as a Democratic

Practice

By the end of grade three, students shall participate in projects that improve or meet the particular needs of their school or community.

K-6 School Open House

Please join us for an OPEN HOUSE on Tuesday, January 29, 2008. This will be a Public Information Session regarding the modernized K-6 school in Claresholm. This meeting will be at West Meadow School beginning at 7 pm, where the schematic design for the school will be shown by Ferrari Westwood Architects and LRSD Senior Staff. We invite everyone to attend!!

Congratulations to the winners of our Volunteer Readers Draw in December:

Sophia Roemmele
Charlotte Chartrand
Pat Vandervalk

These winners will each receive a \$10 gift certificate from Chapters, sponsored by the CES School Council

**Please see page two of the newsletter
for the Principal's Message.**

What are Action Planning Teams?

Action Plan Teams consist of 4 to 7 staff members who have time set aside weekly to ensure the completion of one key strategy of our school improvement plan. These teams work together to develop plans in order to ensure cohesiveness within the school improvement plan.

The team is responsible for coordinating programs, events and learning, as determined in their action plan, for the school community. Each team also has a team leader who works with the administration team to ensure the plans are aligned with each other and that, as a school, we are focused on meeting our goals.

Copies of our school improvement plan and results review can be accessed from the school website and at the school. A brochure is also being produced to share this information in a "short-form" version.

Principal's Message



Welcome to 2008! As we launch into a new calendar year, it seems like the perfect opportunity to share with parents our progress on our school's improvement plan. Every spring, the school looks at all its data from student testing, parent surveys and other sources to determine our focus areas for the upcoming year. Rather than hop from initiative to initiative every year, we plan in three year cycles, with our 2006-2009 cycle focusing on the core goal of improving student reading. Last spring, we determined three key strategies to focus upon to help us move towards our core goal. These three key strategies become the focus of an action planning team and are described below. Although these are long-term initiatives that will take time to establish, we believe they are all going to have a positive impact on student learning and more specifically on reading improvement for all students!

Key Strategy #1—Develop, Revise and Sustain School-Wide Learning Support Structures

The focus of this key strategy is to ensure that no student falls through the cracks on the way to becoming a strong, confident reader by the end of grade three. Action Planning Team #1 has been researching a support model referred to as a *pyramid of interventions* that will ensure increasing levels of support to assist all students, from those who need just a little extra support to those who need a completely different program developed. The team includes a staff member from West Meadow School so that any model that is developed can be adapted to fit our new K-6 school environment. More information about this initiative will be shared at the upcoming school council meeting on January 15.

Key Strategy #2—Develop Common Assessments at Every Grade Level and Examine School Reporting Practices

This key strategy is focusing upon three specific actions for the 2007-2008 year:

1. Provide support for our teachers regarding the move to Grade Level of Achievement (GLA) reporting, required by Alberta Education.
2. Provide support for our teachers in implementing the new school division procedure relating to student assessment. This procedure is a shift from traditional assessment and reporting practices that will have a tremendous impact on teaching and learning in the future.
3. Support the creation of reading curriculum maps at all grade levels. These maps will result in the creation of common reading assessments at all grade levels, as well as a shift in how we report student reading progress to parents.

More information about all of these actions will be shared at an upcoming school council meeting and in future newsletters.

Key Strategy #3—Develop Consistent Student Expectations and a Support System to Encourage Positive Relationships

Action Planning Team #3 is focusing upon developing school-wide expectations for student behaviour, which will be posted and shared at the end of January. Expectations will be developed for all areas of the school, so students know what appropriate behaviour looks like no matter where they are. This group helped to introduce the Sew Awesome program that rewards positive student actions in the school and their next step will be the development of a system for tracking student behaviour and helping to establish consistent responses for students making poor choices at school. The student expectations will be shared in the February newsletter and other information will be shared as the year progresses.

Thank-You

Thank you to all parents who responded to the communication survey sent out in December. We are pleased to report that the results were positive. More detailed results will be reported at a later date.

If you would like to receive the weekly Principal's update by e-mail, please leave your e-mail address at the office or include it in your child's agenda.



School Council Meeting Highlights December 11, 2007

- a preliminary design of the modernized K-6 school was presented.
- discussed the "Raise the Roof" campaign
- had a presentation for School Pictures

**Next school council meeting will be on
January 15, @ 6:30 pm.**

Included on the Agenda

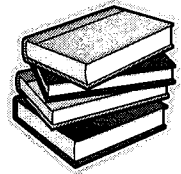
- School Photos
- Teacher Appreciation week
- Pyramid of Interventions for supporting students
- Communication Survey results

A copy of the complete agenda package will be emailed to parents this week and is available on the School Web-site (www.lrsd.ab.ca/schools/ces) or at the office.

A huge thank you goes out to all parents who helped build, decorate & transport the Gingerbread Houses. As always the joy is in seeing the children's smiling faces as they decorate the houses, and as they point out their creations on display at Sobey's. This Christmas tradition is very much worth the effort.

On behalf of all of the students, we would like to thank Claresholm Elementary School Council for the books each student received before Christmas.

A special thank-you goes out to the parents who helped wrap the books.



Sally Morton
Marla McLeod
Jill Holmberg
Deb Hemmaway
Lisa Darch
Kelly Keeley
Shaunere Lane
Ramona Hart
Deb Lozeman
Shannon Liska
Pat Vandervalk
Jay Sawatzky
Alexandra Moran

Where is Winter ?

With the mild weather we have had, it is easy to forget that we are in the middle of winter. However, it is now January and children need to have winter clothes every day at school. Please make sure your child has mitts, a hat, a warm coat and boots. They go outside everyday for recess and it is a little chilly to go without a hat and mitts.



January, 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <i>Megan M.</i>	3	4	5
6	7 First day of classes	8 Hot Dog Day <i>Shaya B.</i>	9 <i>Sarahrose J.</i>	10 Pizza Day	11	12
13	14 <i>Jacob P.</i>	15 Hot Dog Day School Council 6:30 pm	16 <i>Mrs. Bozarth</i>	17 Pizza Day <i>Taylor H.</i>	18	19
20	21	22 Hot Dog Day <i>Sean B., Matthew V.</i>	23	24 Pizza Day	25 Gr. 3 swimming <i>Ethan W.</i>	26
27	28	29 Hot Dog Day Lunch forms due! K-6 Modernization open house.	30 Staff Planning No school	31 Pizza Day		

Claresholm & District FCSS Board Meeting

Minutes of the meeting held December 4th, 2007 at the offices of FCSS at 4:00 PM.

Present: Shirley Isaacson, Earl Hemmaway, Allison McKee, Tara Bishoff, Debbie Goeseels.

Regrets: Connie Quayle

1. Debbie called the meeting to order at approximately 4:10 PM and asked for nominations for the organization of our new board. Positions were decided as follows:
 - Chair: Earl nominated Shirley Isaacson, there were no other nominations and Shirley accepted. **Motion 1201:07** Carried
 - Vice Chair: Shirley nominated Earl Hemmaway, there were no other nominations and Earl accepted. **Motion 1202:07** Carried
 - Committee members – 2 board members are needed on each committee. We hope to recruit two additional board members and a youth member in January. After some discussion it was decided that we would leave most of the committees to be struck in January. We are in need of a treasurer/finance committee and new signing authorities need to be named. Shirley volunteered to stay as treasurer/finance committee. No one else present was interested in the position or the committee. Shirley Isaacson will be treasurer.
 - **Motion 1203:07** was made by Allison to authorize the following as having signing authority for Claresholm & District FCSS: Shirley Isaacson, Earl Hemmaway, Allison McKee, and Debbie Goeseels. Carried.
 - The other committees to be filled in January are: Policy & Procedures and Personnel. The other committee has not been needed for the past year so it was decided we will dissolve the Office Committee.

Members were given packages for information including a review of FCSS information, board member agreement and an oath of confidentiality.

2. Shirley asked for approval of the agenda from November 27th - meeting was changed to today as we lacked quorum. Allison moved **Motion 1204:07** to accept the agenda for this meeting. Carried.
3. Minutes of last full meeting held Sept. 20/07 were reviewed. There were no errors noted and **Motion 1205:07** by Earl to accept the minutes of September 20/07 was carried.
4. Finances to October 31, 2007 were reviewed and discussed as follows:
 - a) Income Statement, Balance Sheet, Trial Balance
 - b) Budget with comparison to actual
 - c) 2008 Proposed budget was accepted with no changes**Motion 1206:07** was made by Tara to accept the financial reports and 2008 budget as presented. Carried.
5. The correspondence folder/list was reviewed by Director and discussed. There were no motions arising from the correspondence. **Motion 1207:07** was made by Allison to accept the correspondence as presented. Carried.
6. Reports from staff for October were reviewed and discussed:
 - a) Director
 - b) Community Outreach Worker
 - c) Admin support – resource**Motion 1208:07** made by Earl to accept staff reports as presented was carried.

Minutes approved _____

Continues...page 2

7. Sub committee reports were noted for information as follows:

- Policy & Procedure - none
- Personnel – none
- Finance – met to prepare 2008 budget, discuss transfer of books, review funding applications and make recommendations.
- Office - none

8. Old Business:

- a) Alberta's Promise – Shirley reported that she is working with the Town on the paperwork to have Claresholm become a "Promise Community".
- b) Strategic Planning – will be put on the February 2008 agenda.
- c) Community needs assessment discussion – need to determine what needs to be done to conduct a needs assessment in 2008. This will be discussed in February with the strategic planning session.
- d) Discuss recognition of previous chair and members. Certificates are signed and a gift has been ordered for Tony Murtagh. We will invite previous members to be recognized to attend our January 10th/08 meeting at 8 PM, after we conduct our business meeting.

9. **New Business:**

9.1 There were no motions arising from reports or correspondence

9.2 Review of pay rates for After School Care Coordinator and staff and for Kristein's annual review for the Outreach program: Earl moved **Motion 1207:07** to increase Kristein O'Neil's (Johnson) salary by 6%, (27768.00 per annum) effective December 1st/07, bringing the hourly rate to 22.25 – carried. Tara moved **Motion 1208:07** to increase all After School staff wages effective Dec. 1st as follows: Elaine Wyllie will increase to 16.50 per hour, Melissa Wood will increase to 12.00 per hour, and Nicole Heward will increase to 10.50 per hour. Carried.

9.3 Funding Applications: the summary and recommendations were discussed. Earl moved to fund the following for 2008 – **Motion 1209:07**: Senior's Drop-in - \$2000.00; Foothills Fetal Alcohol Society - \$2500.00; Indoor Walking Group - \$500.00; the MOPS group - \$1500.00; Chaplaincy Program - \$1000.00. Carried.


9.4 Staff Christmas bonuses were discussed in the absence of the Director. **Motion 1210:07**, by Tara, to recognize staff with a bonus instead of a gift certificate as follows: Debbie - \$100.00; Kristein - \$50.00; Reception staff Lois and Sandy - \$25.00; Elaine - \$50.00; Melissa and Nicole - \$25.00. Carried.

10. There were no other items to discuss at this meeting.

Next board meeting date will be January 10/08 at the Town office at 7 PM, with past board members invited as guests at 8 PM.

Motion to adjourn by Allison at 5:30 PM.

Minutes approved:

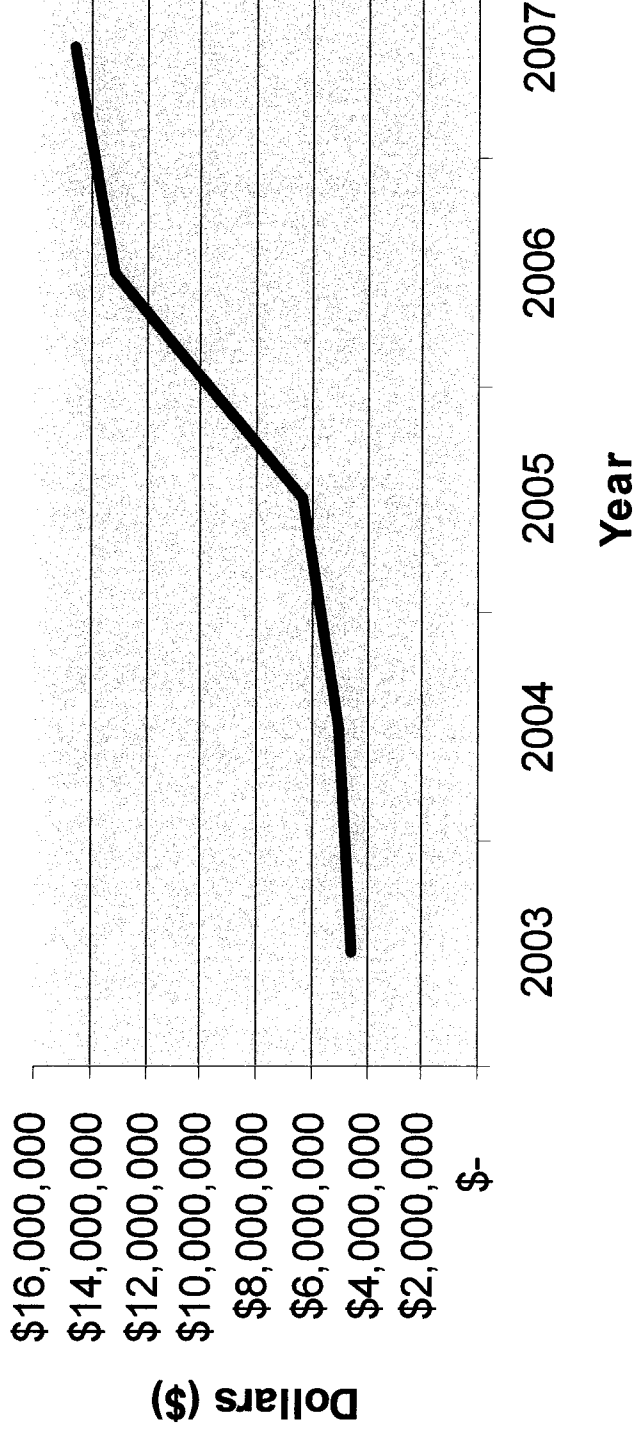

Board Chair

Director

TOWN OF CLARESHOLM

DEVELOPMENT STATISTICS

Town of Claresholm Building Permit Value



Claresholm

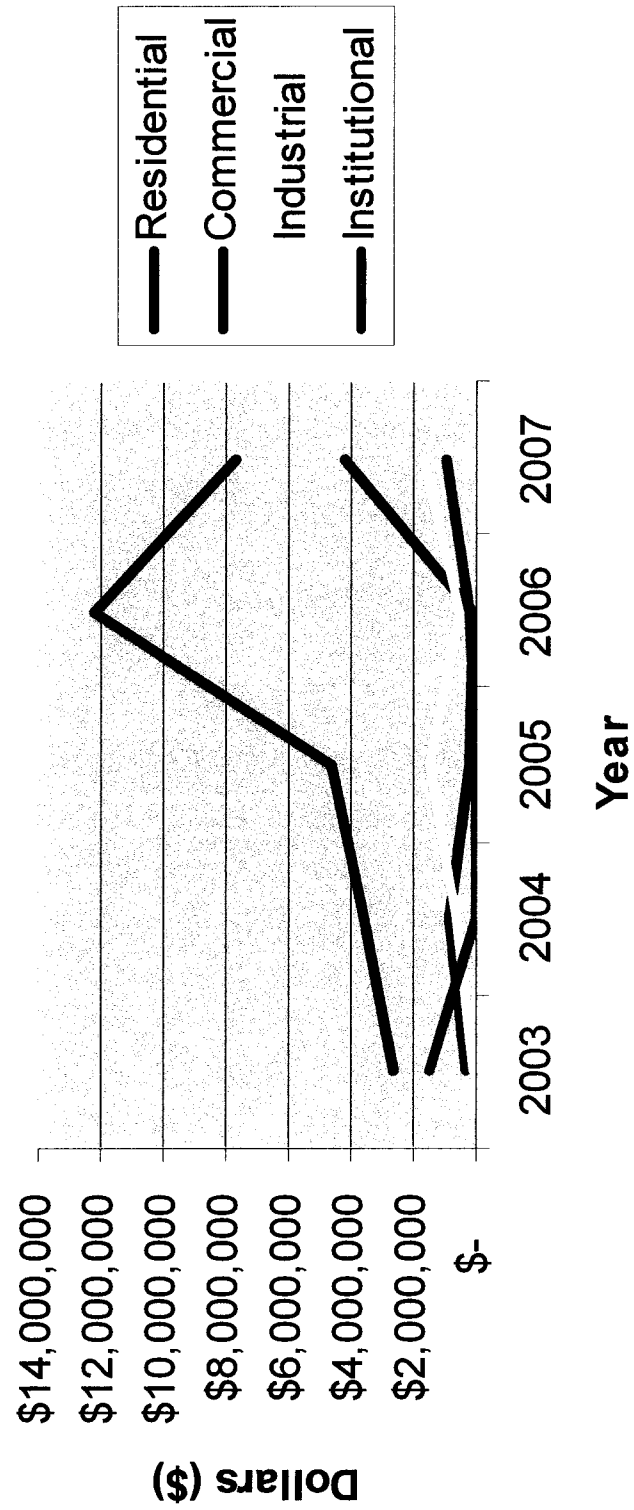
DEVELOPMENT DEPARTMENT
TOWN OF CLARESHOLM
P.O. BOX 1000
221 45 AVE W
CLARESHOLM, AB
T0L 0T0

PH#: (403) 625-3381
FAX#: (403) 625-3869
Townofclaresholm.com

TOWN OF CLARESHOLM

DEVELOPMENT STATISTICS

Town of Claresholm Building Permit Value



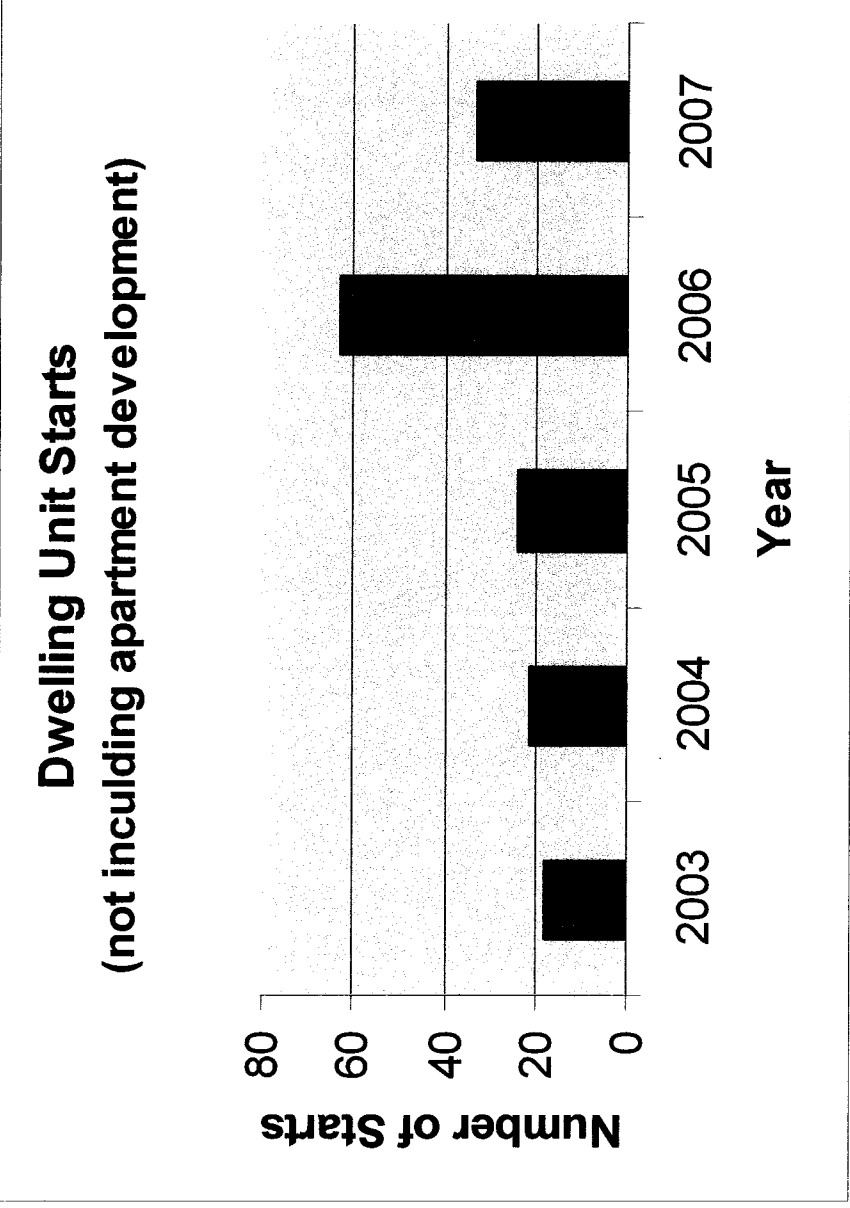
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TOWN OF CLARESHOLM

DEVELOPMENT STATISTICS



Claresholm

DEVELOPMENT DEPARTMENT
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TOWN OF CLARESHOLM BUILDING PERMIT VALUES

Year	2003	2004	2005	2006	2007
Residential	\$ 2,583,555	\$ 3,595,450	\$ 4,631,500	\$ 12,254,240	\$ 7,648,854
Commercial	\$ 322,000	\$ 799,000	\$ 208,000	\$ 108,500	\$ 4,250,500
Industrial	\$ 154,000	\$ 670,000	\$ 1,452,100	\$ 480,000	\$ 1,667,000
Institutional	\$ 1,456,500	\$ -	\$ -	\$ 251,000	\$ 968,000
Total	\$ 4,516,055	\$ 5,064,450	\$ 6,291,600	\$ 13,093,740	\$ 14,534,354

DWELLING UNIT STARTS

Year	2003	2004	2005	2006	2007
Starts	18	21	24	63	33