

TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
JANUARY 28, 2008
AGENDA

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

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING MINUTES JANUARY 14, 2008
FINANCES: DECEMBER 2007 BANK STATEMENT
PUBLIC HEARING: BYLAW #1502 – LAND USE AMENDMENT
ACTION ITEMS:

1. BYLAW #1502 – LAND USE AMENDMENT
RE: 2ND AND 3RD READINGS
2. BYLAW #1503 – TOWN OF CLARESHOLM EMPLOYEE BENEFITS
RE: ALL READINGS
3. BYLAW #1504 – BORROWING BYLAW
RE: ALL READINGS
4. DELEGATION RESPONSE: ROY MANCHULENKO
RE: PROPERTY TAXES PENALTY AND ASSESSMENT
5. DELEGATION RESPONSE: CLARESHOLM GARDEN CLUB
RE: COMMUNITIES IN BLOOM PROGRAM
6. CORRES: HON. RAY DANYLUK, MINISTER OF ALBERTA MUNICIPAL AFFAIRS AND HOUSING
RE: EMERGENCY MANAGEMENT TRAINING FUNDING
7. DAVID COUTTS, MLA RETIREMENT PARTY
8. MD OF WILLOW CREEK NO. 26 – RECEIVER REQUEST
9. AIRPORT COMMITTEE
RE: APPOINTMENT OF TWO REPRESENTATIVES
10. WILLOW CREEK REGIONAL FIRE SERVICES BYLAW
11. CLARESHOLM SCHOOLS – MAYOR STEEL
12. CORRES: REG TURNER
RE: DRIVEWAY ACCESSIBILITY
13. CORRES: AL & DIANNE YARMOLOY
RE: DRIVEWAYS
14. CORRES: MICHELLE DeDOMINICIS
RE: 53RD TO 55TH AVENUE & 8TH STREET WEST
15. PAMPERED PETS PROPOSAL
16. POLICY #75 – PLAYGROUNDS
17. 2008 CAPITAL PROJECT BUDGETS
18. ADOPTION OF INFORMATION ITEMS
19. IN CAMERA – DEVELOPMENT / PERSONNEL

INFORMATION ITEMS:

1. Claresholm & District Transportation Society Minutes – January 15, 2008
2. Claresholm & District FCSS Board Meeting Minutes – December 4, 2007
3. Claresholm Elementary School Principal's Update – January 14, 2008
4. Claresholm Elementary School Principal's Update – January 21, 2008
5. Oldman River Regional Services Commission Meeting Minutes – November 8, 2007

ADJOURNMENT:

**TOWN OF CLARESHOLM
DECEMBER 2007 BANK STATEMENT**

| RECONCILED BALANCE NOVEMBER 30, 2007 | | \$68,547.09 | |
|---|-----------------------|-----------------------|---------------------|
| DEPOSITS TO BANK | DEBITS | CREDITS | BALANCE |
| RECEIPTS FOR MONTH | \$237,142.46 | | |
| REVOLVING LOAN RECEIVED | 1,300,000.00 | | |
| CURRENT ACCOUNT INTEREST | 2.81 | | |
| GIC REDEEMED | 1,056,999.93 | | |
| GIC INTEREST | 11,186.71 | | |
| U. S. EXCHANGE | 0.00 | | |
| SUBTOTAL | \$2,605,331.91 | | |
| CHARGES TO ACCOUNT | | | |
| ACCOUNTS PAYABLE | | \$392,424.96 | |
| PAYROLL CHARGES | | 68,702.32 | |
| INTEREST ON REVOLVING LOAN | | 66.16 | |
| REVOLVING LOAN PAID | | 1,300,000.00 | |
| LOAN PAYMENTS | | 142,528.35 | |
| MASTERCARD PAYMENT | | 3,537.53 | |
| GIC PURCHASES/TRANSFERS | | 377,428.84 | |
| NSF CHEQUES | | 0.00 | |
| SERVICE CHARGES | | 195.34 | |
| SCHOOL FOUNDATION PAYMENT | | 247,171.49 | |
| SUBTOTAL | | \$2,532,054.99 | |
| NET BALANCE AT END OF MONTH | | | \$141,824.01 |
| BANK RECONCILIATION | | | |
| BALANCE PER BANK | 243,640.61 | | |
| PLUS OUTSTANDING DEPOSITS | 19,542.73 | | |
| LESS OUTSTANDING CHEQUES | | -121,359.33 | |
| RECONCILED BALANCE DECEMBER 31, 2007 | | | \$141,824.01 |
| OTHER BALANCES: | | | |
| EXTERNALLY RESTRICTED GIC'S | \$5,443,387.80 | | |
| NON-RESTRICTED GIC'S | \$604,610.08 | | |
| PARKING RESERVE | \$3,427.80 | | |
| WALKING PATHS RESERVE | \$1,842.91 | | |
| OFFSITE LEVY RESERVE | \$14,080.31 | | |
| SUBDIVISION RESERVE | \$66,924.25 | | |
| REVOLVING LOAN BALANCE | | \$0.00 | |

SUBMITTED TO TOWN COUNCIL THIS 28TH DAY OF JANUARY 2008

MAYOR

SECRETARY-TREASURER

ACTION ITEMS

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1502**

A Bylaw of the Town of Claresholm to amend Bylaw #1384 being a bylaw setting out land use for the Town of Claresholm.

WHEREAS it is deemed expedient and proper pursuant to the provisions of The Municipal Government Act that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Land Use Bylaw.

NOW THEREFORE under the authority and subject to provisions of The Municipal Government Act the Municipal Council of the Town of Claresholm duly assembled does hereby enact;

1. The Town of Claresholm Land Use Bylaw #1384 shall be amended as follows:

DEFINITIONS

From: **Carport** means a partially enclosed structure intended for the shelter of one of more motor vehicles with at least 40 percent of the total perimeter open and unobstructed.

To: **Carport** means a partially enclosed structure intended for the shelter of one of more motor vehicles with at least 40 percent of the total perimeter open and unobstructed. Exterior finish shall be identical to the principal structure.

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1384 is hereby amended.

Read a first time in Council this day of 2007 A.D.

Read a second time in Council this day of 2007 A.D.

Read a third time in Council and finally passed in Council this day of 2007 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1503**

A Bylaw of the Town of Claresholm to rescind Bylaw #1372 and being a Bylaw to establish the Town of Claresholm policies relating to Employees' Benefits;

WHEREAS it is deemed expedient and proper to pass a Bylaw to establish policy related to Employees' Benefits;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act the Council of the Town of Claresholm enacts as follows:

Union Employees

1. Employee conditions and benefits shall relate to the Collective Agreement signed between the Town of Claresholm and the Canadian Union of Public Employees (CUPE) Local 3023.

Non-Union Employees – Full Time

1. An annual review of wages and salaries shall be made each year in December with increases to be effective January 1st of each year.
2. A long service bonus shall be given on the following basis:
After 10 years of service - \$10.00 per month
After 15 years of service - \$15.00 per month
After 20 years of service - \$20.00 per month
After 25 years of service - \$25.00 per month
After 29 years of service - \$30.00 per month
3. The Town shall contribute an amount of one hundred percent (100%) per month for each employee towards the premiums for medical, group insurance and long term disability.
4. It shall be a basis of employment of all full-time employees to participate in all medical and group insurance plans after 6 months and successful completion of probation, as well as pension plans after one year.
5. All office employees shall be employed on a 35 hours per week basis and the Superintendent of Public Works shall be employed on a 40 hours per week basis unless otherwise negotiated.
6. The Chief Administrative Officer, Superintendent of Public Works, Secretary-Treasurer and Tax / Payroll Administrator will not receive compensation for overtime. No salaried employee will be allowed to bank time unless negotiated and approved by the CAO.
7. Annual Vacations
 - a) All employees shall receive 3 weeks annual vacation after 1 year of service, 4 weeks after 7 years of service and 5 weeks after 16 years of service.
 - b) Holidays may be taken when mutually agreed upon by the CAO and employee or by Council and the CAO.
8. Sick Leave
 - a) One and one-half (1 ½) sick days per month of unused sick days shall accumulate to a total of one hundred and twenty (120) days for each employee.
 - b) A doctor's medical certificate shall be submitted, if requested, by the employee after three days of absence.
 - c) A direct payout of unused sick leave shall be given on the following basis:
 - 100% direct payout of unused sick leave upon death.
 - 45% direct payout of unused sick leave upon retirement or on termination after 15 years of continuous service in good standing.
9. Compassionate Leave
 - a) Compassionate leave of five (5) days shall be granted to employees for reasons of illness or death within their family.
 - b) Family shall be considered to mean the following:
 - Spouse
 - Parent, parent-in-law, grandparents, grandparents-in-law or legal guardian

- Child, grandchild, sister, brother, sister-in-law, brother-in-law, daughter-in-law or son-in-law

10. All employees shall be entitled to the following holidays with pay:
- New Year's Day
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day
 - August Civic Holiday
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Christmas Day
 - Boxing Day
 - Any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government and any special holidays declared by the Mayor.

Where any of the above mentioned holidays fall on Saturday or Sunday, the following Monday or Tuesday shall be deemed to be the holiday.

11. Mileage shall be paid to Town employees using their own vehicle for conducting Town business as per Policy #66 Staff Education & Training.
12. Maternity Leave – as per Alberta Labour Standards.
13. Paternity Leave
All male employees shall be given one day leave of absence with pay for the birth or adoption of his child.

Non-Union Employees – Part-time and Seasonal

1. Non-union part-time and seasonal employees are not eligible for the following benefits:
- Long service pay
 - Medical, group insurance and long-term disability
 - Annual vacation (All eligible existing part-time employees currently receiving vacation will be grandfathered in).
 - Pension
 - Sick leave
 - Compassionate leave
 - Paternity leave
2. Stat pay will be determined as per Alberta Labour Standards.
3. Vacation pay will be paid each period.
4. Overtime pay will be determined as per Alberta Labour Standards and must be approved by the CAO.
8. Bylaw #1372 is hereby rescinded.
9. This Bylaw shall come into effect on the date of the third reading.

Read a first time in Council this day of 2008 A.D.

Read a second time in Council this day of 2008 A.D.

Read a third time in Council and finally passed in Council this day of 2008 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1504**

WHEREAS the Council of the Town of Claresholm (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of meeting operating expenditures;

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$540,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer ("CEO") and Chief Administrative Officer ("CAO") are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b. As security for any money borrowed from ATB:
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. This Bylaw comes into force on the final passing thereof.

Read a first time in Council this day of 2008 A.D.

Read a second time in Council this day of 2008 A.D.

Read a third time in Council and finally passed in Council this day of 2008 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO



ALBERTA

MUNICIPAL AFFAIRS AND HOUSING

*Office of the Minister
MLA, Lac La Biche - St. Paul*

*Agenda
Jan 28/07*

AR36524

January 17, 2008

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

Dear Mayor Steel:

It is my pleasure to announce that Municipal Affairs and Housing is funding emergency management training as a special initiative under the Municipal Sponsorship Program. This initiative has been successful for the past eight years and I am pleased to offer it again.

This year, \$150,000 has been allocated to provide grant funding for municipalities to deliver emergency management workshops, regional municipal exercises, incident command system courses, and exercise design courses. In addition to the training delivered by staff from the Alberta Emergency Management Agency, municipalities are eligible to receive funding to deliver training to municipal response personnel and volunteers that they need to protect Albertans during emergency events.

The grant funding process has been amended to ensure the available funding meets the needs of municipalities. Information about the new process and grant application forms can be obtained from the Alberta Municipal Affairs and Housing website at www.aema.alberta.ca/tr_index.cfm. The deadline for applications is February 8, 2008. All approved training projects must be completed by March 31, 2009, and the acknowledgement of compliance form submitted to me by May 1, 2009.

For further information, please contact the Alberta Emergency Management Agency toll-free by dialing 310-000, then 780-415-9481.

Sincerely,

Ray Danyluk
Minister

104 Legislature Building, Edmonton, Alberta Canada T5K 2B6 Telephone (780) 427 3744 Fax (780) 422 9550
4434 - 50th Avenue, St. Paul, Alberta Canada T0A 3A2 Telephone (780) 645 6999 Fax (780) 645 5787
Toll Free From All Areas 1 866 674 6999


Gerry McGuire
called +
asked if
Mayor or
Councillor
would
like to
attend +
make a
speech

On behalf of the Town of
Chesholm.

Livingstone Macleod PC Constituency Association

You're Invited

to help celebrate the
Retirement of
Mr. David Coutts, MLA
after 14 years of dedicated
service to our Province



Friday, February 8th, 2008
Fort Macleod & District Community Hall

- 6:30 Cocktails
- 7:00 Supper
- 8:00 Program

Tickets: \$30.00 per person

FOR TICKETS CONTACT:
Gerry McGuire/Brian Dahl (403)646-5606
Dave & Bernadette McNab (403)553-4477
Dick & Lou Burnham (403)627-4858
Fred Macleod (403)562-8711

Cash Bar

Deadline for Ticket Sales:
Friday, Feb. 1

Everyone Welcome

The Municipal District of Willow Creek No. 26



OFFICE OF THE ADMINISTRATOR • P.O. Box 550 • Claresholm, AB TOL OTO

www.mdwillowcreek.com

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

October 25, 2007

Town of Claresholm
Box 1000
Claresholm, Alberta
TOL OTO

Attention: Chris Holbeck
CAO

Dear Ms. Holbeck:

I wish to advise that the Council of The Municipal District of Willow Creek No. 26 have appointed the following people as their representatives for the ensuing year.

Claresholm Industrial Area Commission & Claresholm Landfill Remediation Committee –

Glen Alm & Earl Hemmaway

Claresholm Ambulance Board – Glen Alm, Earl Hemmaway, Ian Sundquist & Ed Neufeld

The Council has requested that the Municipal District be notified if a representative is absent for three meetings to ensure proper representation.

Yours truly,

Cynthia Vizutti, CLGM
Municipal Administrator

CV/am

Memo

To: Claresholm Town Council
From: Kris Holbeck, CAO
Date: January 24, 2008
Re: MD request to put a receiver on our water tower

Cindy Vizzutti and I met with Glentel in early January as the MD wants high speed internet for their ratepayers to the west and wireless (Platinum) is not dependable and they won't erect more towers because of the small amount of users for the infrastructure needed. The MD has proposed that they will build a tower in their yard but they need somewhere within sightlines to put up the satellite dish and the most logical point is the Town of Claresholm's water tower.

The costs to the Town of Claresholm would be zero. We would allow the MD to put up the hardware on our water tower and they would pay for all the costs to pipe the bandwidth out to the MD yard and to rebroadcast it to their residents.

The benefit to the Town is we would have free access to the signal and could use it for *intranet* for Town buildings, employees, Council and security cameras in our parks. In the future, the signal could also be broadcast and advertised as WIFI in the downtown core for tourists to access the internet for a limited amount of time (eg. one hour) as they stop to visit our museum or eat/shop in our businesses. The tourists would log into the Town's wireless network connection and be given a password which would allow them access to the internet for a limited time period at no charge to them. The internet connection would close after the time elapsed and local business could put 10 second advertisements on the site to advertise their businesses and locations.

The MD would like to know if Council would allow them to put up such a device. If so they will get some more specifics from Glentel regarding size etc. for our information. At this point it is concept only and if Council denies their request they will contact another town to pursue the project.

Bob Martin and I have discussed having a WIFI network in town in the past and the economic benefit one can have on a community. Mike Schuweiler and I have discussed getting security cameras for our parks, but the cost and hardware necessary to do one is prohibitive. This project addresses both these issues and gives us solutions which are no cost to the Town of Claresholm. Recommendation is to allow it.

Kris Holbeck, CA
CAO



PHONE: (403) 614 - 3136 TERRY.ROBERTS@GLENTEL.COM

December 20, 2007

Town of Claresholm

Box 1000,
Claresholm, AB. T0L 0T0

Attention: **Kris Holbeck**
kris.holbeck@townofclaresholm.com

Cc: **Cindy Vizzutti**
cindy@mdwillowcreek.com

Hi Kris,

Thank you for the time spent with Cindy, Bob and yourself Monday regarding the need for better, faster & more reliable internet/wireless service to the MD of Willow Creek office and possible downstream.

As per our discussions;

- Glentel will proceed upon clarification by the town that the Water Tower is OK to use as an antenna site. *Regarding the Town Council's concerns about the Water Tower, due to Historic Site value, I have enclosed some graphic information to help alleviate any concerns. If you require further information, please do not hesitate to contact me or if I am unavailable Tony.*
- After our meeting, we took the GPS Co-ordinates for the MD Office & the Water Tower. *The Line of Site from the Tower to the Office will be done in an Engineering Survey, to facilitate the accuracy required, and will be scheduled once we get the go ahead from the council regarding usage of the water tower.*
- The MD is to provide any information regarding the possible number of users to the west
- The MD is to provide any current financial charges being incurred, to facilitate a cost savings analysis; ie Land Lines; rentals, services, etc.

If I have missed anything or require more information, please feel free to call, or e-mail me as required.

Thanks & regards,

Terry F Roberts

Terry F Roberts
Sr. Corporate Accounts Manager
Glentel Wireless Inc.

/tfr



PHONE: (403) 614 - 3136 TERRY.ROBERTS@GLENTEL.COM

The Motorola Orthogonal series, while still very productive, are also very compact as shown below.

These are small and not unsightly and will most likely be attached towards the top/side of the Water Tower and will only use the pole connector if necessary. Pole connectors can be any length.



Front View

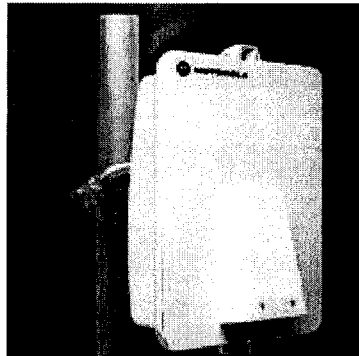


Back

View

(ODU) Dimensions: (w) ~14.5" x (h) 14.5" x (d) 3.75" (wt) ~12.2 - 15 lbs

If a small pole is required,
the attachment will be as shown.



BYLAW NO. 1552

Willow Creek Regional Fire Service Bylaw

A BYLAW OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE ESTABLISHMENT AND OPERATION OF FIRE PROTECTION SERVICES.

WHEREAS, The Municipal District of Willow Creek No. 26 wishes to establish and provide for the efficient operation of a Fire Protection Service, pursuant to the laws of the province of Alberta.

AND WHEREAS, the Council of The Municipal District of Willow Creek No. 26 has established and operates a Fire Department in the Hamlet of Moon River and at the Municipal Shop to provide fire protection and rescue services in the respective Fire Protection Areas and areas identified in Mutual Aid Agreements;

AND WHEREAS, the Council of The Municipal District of Willow Creek No. 26 has entered into Fire Protection Agreements with Towns within its municipal boundaries to provide fire protection and rescue services within designated Fire Protection Areas,

AND WHEREAS, the combination of the agreements with the Towns and the Municipality forms the Willow Creek Regional Fire Service;

AND WHEREAS, the Council of The Municipal District of Willow Creek No. 26 has in place a joint Fire Safety Quality Management Plan approved by the Safety Codes Council dated October 23 1998, under the provisions of the Safety Codes Act R.S.A. 2000, Chapter S-1, as amended and attached as Schedule A,

NOW THEREFORE, pursuant to the provisions of Part 2 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, the Council of The Municipal District of Willow Creek No. 26, in the Province of Alberta, duly assembled, enacts as follows:

100 SHORT TITLE

This Bylaw may be cited as the "Willow Creek Regional Fire Service Bylaw", or the "Fire Bylaw".

200 DEFINITIONS

In this Bylaw:

- a) **Administrator** – means the Chief Administrative Officer of The Municipal District of Willow Creek No. 26
- b) **Apparatus** – means any vehicle suitable for land, air, or water use which is provided with machinery, devices, equipment or materials for fire fighting, rescue, or other emergency response, as well as vehicles used to transport fire fighters or supplies.
- c) **Business Meeting** – means a gathering of the Members of the Fire Department, scheduled by the Fire Chief, and at which meeting no training is conducted.
- d) **Council** – means the Council of The Municipal District of Willow Creek No. 26.
- e) **Deputy Fire Chief** – means a member of a Fire Department duly appointed to act on behalf of the Fire Chief and is reportable directly to the Fire Chief.

- f) **Equipment** – means any tools, contrivances, devices and materials used by the Fire Department, to combat an incident or other emergency.
- g) **False Alarm** – means any notification to the Fire Department or any Member thereof respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or Property, wherein such a condition, circumstance or event is not in existence.
- h) **Fire** – means the uncontrolled burning of any flammable or combustible material or any combustible material in a state of combustion.
- i) **Fire Chief** – means a Member of a Fire Department duly appointed by council from time to time as Head of the Fire Department.
- j) **Fire Department** – means any department established by this Bylaw, or under a Fire Protection Agreement, and includes any person duly appointed to the Fire Department by Council or the Fire Chief from time to time.
- k) **Fire Department Property** – means all property owned or controlled by, and designated for use by, the Fire Department, regardless of the source of the property.
- l) **Fire Hazard** – means any condition, circumstance, or event that increases the possibility and/or probability of fire occurrence.
- m) **Fire Protection** - includes but is not limited to, fire prevention, fire suppression, firefighting, rescue, pre-fire planning, fire inspection, fire investigation, public education and information, training or other staff development, advising, and responding to a request for fire protection including legitimate emergencies and false alarms.
- n) **Fire Protection Agreement** – means an agreement entered into by the Municipality, with a view to ensuring the prevention and control of fires, with the council of a Town, Village, or Summer Village with respect to land within its boundaries or under its control.
- o) **Fire Protection Areas** – are defined as the following areas, and are the responsibility of the assigned Fire Department as outlined on the map in Schedule B.
 - a. Moon River Fire Department – *The Municipal District of Willow Creek No. 26*
 - b. Nanton Fire Department – *Town of Nanton*
 - c. Stavely Fire Department – *Town of Stavely*
 - d. Claresholm Fire Department – *Town of Claresholm*
 - e. Granum Fire Department - *Town of Granum*
 - f. Fort Macleod Fire Department – *Town of Fort Macleod*
- a) **Incident** – means a fire or situation where an explosion is imminent or any other situation where there is a fire, a danger or a possible danger to life or property
- b) **Incident Commander** – means a Member of any Fire Department who is responsible for the coordination and execution of overall strategy and fire protection tactics involved in combating an incident.
- c) **Member** – means any person who is a duly appointed member of the Fire Department, including a part-time member, volunteer, or Officer.

- d) **Municipality** – means The Municipal District of Willow Creek No. 26.
- e) **Officer** – means a Member appointed as the Fire Chief or Deputy Fire Chief of a Fire Department and will also include the Regional Fire Coordinator.
- f) **Operational Guidelines** – means the guidelines duly approved by the Municipality that provide the basis for fire protection and rescue services and shall be referred to as OG's.
- g) **Practice** – means a gathering of the Members scheduled by the Fire Chief or designated Officer, and at which training in Fire Protection or rescue operations is conducted.
- h) **Property** – means any real or personal property, which, without limiting the generality of the foregoing, includes land, equipment, products, vehicles and structures.
- i) **Regional Fire Coordinator** – means a Member appointed as the Regional Fire Coordinator for the Willow Creek Regional Fire Service with specified duties, is an Officer and who is a Safety Codes Officer as per the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended.
- j) **Willow Creek Regional Fire Committee** – may be referred to as the “WCRFC” within this bylaw and means a group of individuals consisting of Municipal elected officials from each of the Fire Protection Areas who meet on a regular basis to review and guide the activities of the Willow Creek Regional Fire Service.
- k) **Willow Creek Regional Fire Service** – means all Fire Departments and Fire Protection areas as are found at Schedule B, as well as all areas within the Municipality where Fire Protection Agreements are in effect, and may be referred to as “WCRFS”.

POLICIES AND PROCEDURES

300 FIRE DEPARTMENT

301. The Council hereby establishes the WCRFS for the purpose of:

- a) preventing and extinguishing Fires;
- b) investigating the cause and origin of Fires;
- c) preserving life and Property and protecting persons and Property from injury or destruction by Fire;
- d) providing rescue services;
- e) preventing, combating and controlling Incidents;
- f) fulfilling obligations under approved Fire Protection Agreements;
- g) operating Apparatus and Equipment for the purpose of extinguishing Fires and preserving life and Property;
- h) providing public education about Fire safety;
- i) carrying out Fire inspections and prevention patrols;
- j) providing initial first response to medical incidents; and
- k) pre-Fire and emergency planning

302 Other Fire Protection activities of the WCRFS shall include, but are not limited to:

- a) fire prevention;

- b) structural firefighting;
- c) wildland firefighting;
- d) flammable liquid firefighting;
- e) dangerous goods handling
- f) motor vehicle collision rescue;
- g) motor vehicle extrication rescue;
- h) confined space rescue;
- i) trench rescue;
- j) high angle rescue;
- k) water rescue;
- l) ice rescue;

and each shall be performed by the WCRFS to the level of service adopted by Council by Policy, which level shall not be inconsistent with the legislation and regulations of the Province of Alberta.

- 303 All Fire Departments within the Municipality shall develop Operational Guidelines which are consistent with this Bylaw and the legislation and regulations of the Province of Alberta.

400 FIRE CHIEF AND APPOINTMENT OF MEMBER

401 The Fire Chief of each respective Fire Department shall be appointed by Council. *as determined by the fire chief*

402 The Fire Chief of each respective Fire Department shall be responsible to Council.

403 ~~The fire Chief of each respective Fire Department shall report directly to the Regional Fire Coordinator on all operational and administrative matters, and may be required to report directly to Council as per Council's request.~~

2
404 The Council may appoint additional Members to the Fire Department, and in doing so consider the recommendations of the Fire Chief of the respective Fire Department. These Members shall be supervised by the Fire Chief of their respective Fire Department and the other Officers of that Fire Department.

405 The Fire Chief of each respective Fire Department has complete responsibility and authority over his or her respective Fire Department, subject to the policies and bylaws of Council and the WCRFC, to which he or she shall be responsible and in particular, may carry out all Fire Protection activities and such other activities as Council directs including, but not limited to:

- a) rescue
- b) emergency medical services, excepting ambulance services
- c) pre-Fire planning
- d) disaster
- e) preventative patrols

406 The Fire Chief of each respective Fire Department, subject to the ratification by the Council by bylaw, may establish rules, regulations, policies and committees necessary for the proper organization and administration of that Fire Department including, but not limited to:

- a) use, care and protection of Fire Department Property;

- b) conduct and discipline of Officers and Members of the Fire Department;
 - c) efficient operations of the Fire Department;
 - d) training of Officers and Members of the Fire Department;
- 407 The Fire Chief of each respective Fire Department shall report all fires and Incidents immediately to the Regional Fire Coordinator, with sufficient details to enable the invoicing process to properly occur and to meet the requirements of the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended.
- 408 The Fire Chief, or in his or her absence, the designated Member or Officer in charge, shall have control, direction and management of any Fire Department Apparatus, Equipment or manpower, assigned to an Incident and, where a Member is in charge, he or she shall continue to act until relieved by an Officer authorized to do so.
- 409 The Fire Chief, Regional Fire Coordinator, or the Member in charge, at an Incident may at his or her discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
- 410 The Fire Chief, or Member in charge, at an Incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 408.
- 411 The Fire Chief, or the Member in charge, at an Incident is empowered to enter to take all steps he or she deems necessary in order to directly or indirectly combat, control or deal with an Incident, including:
- a) passing through or over buildings or Property adjacent to an Incident and to causing Members of the Fire Department and the Apparatus and Equipment of the Fire Department to enter or pass through or over the building or Property;
 - b) causing a building, structure or thing to be pulled down, demolished or otherwise removed; and
 - c) upon extinguishment of a fire or resolution of an Incident, access, enter, pass through, or over buildings or property adjacent to a fire or Incident, and cause a building, structure or thing to be pulled down, demolished or otherwise removed in accordance with the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended, and any regulations thereto.
412. The Fire Chief may obtain assistance from other officials of the Municipality as he or she deems necessary in order to discharge his or her duties and responsibilities under this Bylaw.
- 413 The Fire Chief or Incident Commander may order the evacuation of any building or area which is directly or indirectly involved with the Incident.
414. Regulations, rules or policies made pursuant to Section 303 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
415. The limits of the jurisdiction of the Fire Chief, Officers and Members of the Fire Department will extend to the area and boundaries of the Municipality and no part of the Fire Apparatus or Equipment shall be used beyond the limits of the jurisdiction without:
- a) The express authorization of a written contract or agreement providing for the supply of Fire Protection outside the Municipality's boundaries; or

b) the approval of Council.

416 The Fire Chief of each respective Fire Department shall ensure that all Incidents are reported to the Regional Fire Coordinator, and to Council at their request, in the format provided for by the Municipality on a bi-monthly basis, and where fire insurance or motor vehicle collisions are involved in an Incident, the report shall be completed and forwarded by that Fire Chief to the Regional Fire Coordinator on a weekly basis.

417 The Fire Chief is a designated officer within the meaning of the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended, for the purpose of administering and enforcing this Bylaw.

500 **MEMBERS**

501 An individual interested in becoming a Member of any Fire Department within the Municipality shall be eligible for consideration if he or she:

- a) is between the ages of eighteen (18) and sixty-five (65) years of age, inclusive subject to 506 and 507;
- b) has met the requirements set out in that Fire Department's Operational Guidelines, and any provincial Occupational Health and Safety program or training;
- c) has completed, or committed to completing, a training program prescribed by that Fire Department's Operational Guidelines, or has already completed a separate training program, or has sufficient experience which in the opinion of the Fire Chief is equivalent to the prescribed training program;
- d) has been recommended by the Fire Chief of that Fire Department, or by any Officer of that Fire Department, and has received the approval of the majority of that Fire Department's Members following a probationary period; and
- e) has demonstrated that he or she is in a reasonable physical condition to perform the duties requested of the Member by that Fire Department.

502. An individual interested in applying to become a Member of a Fire Department shall supply the Fire Chief of that Fire Department and the Regional Fire Coordinator for the WCRFS with the following information:

- a) a criminal record check report performed by the Royal Canadian Mounted Police Service;
- b) a signed form (attached as Schedule "C") acknowledging their agreement to comply at all times with the requirements of this Bylaw;
- c) a photocopy of a valid Alberta drivers license;
- d) a valid Social Insurance Number;
- e) proof of Canadian citizenship or residency;
- f) a Drivers Abstract generated by the Province of Alberta within the past thirty (30) days; and
- g) any other information deemed necessary by the Fire Chief to establish compliance with the

requirements established by the Province and the Municipality.

503. Upon the request of the Fire Chief of a respective Fire Department, and at their discretion, a Member may be required to provide their Fire Department with the information listed in section 502.

504. Members shall at all times:

- a. possess at all times at minimum, a valid Class Five (5) driver's license with a "Q" endorsement;
- b. be supervised by the Fire Chief of their Fire Department and other Officers;
- c. be physically capable of performing Member duties;
- d. be able to communicate with other Members and Officers clearly and precisely, including during Incidents and other stressful situations;
- e. be able to understand and follow oral and written communication guidelines as used within their Fire Department;
- f. participate in programs respecting Fire Protection;
- g. undergo a periodic review by an Officer respecting Fire Protection skills and compliance with Fire Department and WCRFS requirements;
- h. develop knowledge and skills respecting Fire Protection, including the proper operation of Apparatus and equipment;
- i. develop knowledge and skills of the rules and requirements of the Fire Departments and the Municipality;
- j. be able to receive and respond appropriately to fire alarms and other emergency calls; and
- k. skillfully and safely operate and maintain Apparatus and equipment as outlined in the Operational Guidelines of the Fire Department.

505. Each Member shall have the authority and power to:

- a) extinguish or control the Fire or the operations to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling the Fire;
- b) prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Fire.

506. Individuals over the age of sixty-five (65) may continue to serve in specific capacities as approved by the Fire Chief of the respective Fire Department and Council.

507. Individuals under the age of eighteen (18) may assist in specific non-emergency functions with written parental consent to do so, and as approved by the Fire Chief of the respective Fire Department and Council.

508. If a Member's drivers license is suspended for any reason, the Member shall immediately inform the Fire Chief of their respective Fire Department.

600. OFFICERS

601. An Officer is a Fire Chief, a Deputy Fire Chief, and the Regional Fire Coordinator.

602. An Officer shall:

- a) possess all qualifications, skills and attributes of a Member as required by this Bylaw and the legislation and regulations of the Province of Alberta;

- b) as required or upon request, function as an Incident Commander;
 - c) ensure that all Fire reports, Incident and accident reports, and any and all other reports required by this Bylaw and the legislation and regulations of the Province of Alberta are completed and submitted in a clear, concise, and timely manner;
 - d) ensure that any and all reporting requirements under the Municipality's Fire Safety Quality Management Plan and Fire Department Operational guidelines are completed and submitted in a clear, concise, and timely manner;
 - e) assist the Fire Chief of their respective Fire Department in establishing rules, requirements, policies and procedures for the efficient and safe operation of that Fire Department;
 - f) organize and assume responsibility for Fire Protection resources, Apparatus and Equipment, as required;
 - g) provide leadership to Members and develop and implement long-range plans and programs for their Fire Department and the WCRFS;
 - h) assist the Fire Chief of their respective Fire Department in maintaining a liaison with federal and provincial governments and the government of the Municipality on matters relating to their Fire Department;
 - i) establish and maintain effective working relationships with the Members of their Fire Department, other Fire Departments within the Municipality, the WCRFS, the Royal Canadian Mounted Police, any other regional police service, and the public;
 - j) maintain discipline and morale; and
 - k) exercise sound judgment and cooperate with others.
603. During a fire or an incident, an Officer shall have the authority and power to commandeer Apparatus and equipment for the purposes of fighting a fire or responding to an incident.

700 FIRE PROTECTION CHARGES

701. Upon providing Fire Protection on Property within or outside the Municipality's boundaries, the Municipality may in its sole and absolute discretion charge:
- a) the person causing or contributing to the Fire; or
 - b) the owner or occupant of the Property;
 - c) a Fire Protection Charge and all individuals charged are jointly and severally responsible for the Fire Protection Charge;
702. The schedule of fees for Fire Protection Charges shall be as set out in Schedule "D" attached hereto and forming part of this Bylaw.
703. A Fire Protection Charge shall be paid within thirty (30) days of being levied.
704. Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction and any civil action does not invalidate any lien which the Municipality is entitled to on the Property in respect of which the indebtedness is incurred.
705. The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Municipality may add to the tax roll of a parcel of land all unpaid Fire

Protection Charges and interest charges accrued one hundred and twenty (120) days after the Fire Protection Charge has been levied.

706. Every person who has been levied a Fire Protection Charge may request, in writing, that Council review the Fire Protection Charge and provide written reasons for why the Fire Protection Charge should be reviewed no later than 14 days after receiving notice of the Fire Protection Charge. After reviewing the Fire Protection Charge, Council may uphold, rescind or vary the Fire Protection Charge and any terms imposed therein.

800 TRAINING

801. The Fire Chief of each Fire Department will schedule at least twenty (20) practices annually.
802. Each Member is required to attend a minimum of twelve (12) Practices annually except where specifically defined in Operational Guidelines.
803. Practices will commence at a date and time set by the Fire Chief or his designate.
804. The Fire Chief will be responsible for the development and implementation of a training and education program for Members of the Fire Department.
805. The training and education program shall include but is not restricted to, training that meets the "level of service" adopted by the Municipality as policy.
806. The Fire Chief, Officers and all Members of the Willow Creek Regional Fire Service are expected to stay current with all aspects of the department operations and be properly trained to meet the expectations of their respective positions.
807. The Fire Chief shall be responsible for the completion and maintenance of accurate and complete training records for each Member within his Fire Department.
808. The level of service adopted by the Municipality is noted under separate policy.

900 REIMBURSEMENT AND REMUNERATION

901. Initial costs for new or prospective members to the Fire Department involving drivers abstract, complete physical, eye test, criminal record check and current drivers license abstract shall be the responsibility of the applicant.
902. Hearing tests and future costs of physical examinations as required by the department will be paid for by the Willow Creek Regional Fire Service.
903. The Municipality will reimburse any approved Member for the cost of obtaining a drivers abstract when the abstract is requested by the Fire Chief or Municipality.
904. Fire Departments will receive remuneration for their services and the services provided by Members according to the funding agreement established by the Municipality under separate bylaw.

1000 BUDGET

- 1001 The Fire Chief of each Fire Department shall be required to submit to the Willow Creek Regional Fire Committee, a proposed budget on a yearly basis.

- 1002. The budget will indicate all anticipated revenues and proposed expenditures, both capital and operating. The budget will also include the formula to be used for the remuneration of Members for their service
- 1003. The budget shall be completed and delivered to the Fire Committee no later than the 30th day of November of the year preceding the new budget request.
- 1004. No Member of any Fire Department will pledge the credit of the Municipality without express prior approval of the Administrator.
- 1005. Property and Equipment purchased by the Municipality remains the property of the Municipality and shall not be used for purposes not approved by the Operational Guidelines or applicable policy.
- 1006. When emergency Equipment has been purchased with funds derived through the fundraising efforts of the Members, the Equipment will become the property of the insuring Municipality upon the approval of Council and the Municipality will be responsible for the costs of maintaining, repairing, and insuring the Equipment.
- 1007. In the event of joint ownership of Equipment between two or more municipalities, a separate agreement shall be signed specifying all financial and/or ownership interests and responsibilities.
- 1008. Equipment denoted in Section 1006 will remain with the department which raised the funds unless the Equipment is replaced, sold or disposed of after consultation between the Municipality and the Members of the affected Fire Department.

1100 PROTECTIVE EQUIPMENT

- 1101 All protective Equipment issued to a Member remains the property of the Municipality.
- 1102 All protective clothing issued to the Member will be returned to the Fire Chief upon the Members resignation, suspension, retirement, or commencement of leave.
- 1103 The Fire Department will repair all protective clothing in disrepair, and the Member will advise the Fire Chief of any disrepair.
- 1104 All protective Equipment issued by the Fire Department will meet the requirements of the Occupational Health and Safety Act, R.S.A. 200, Chapter O-2, as amended, when initially purchased.
- 1105 The Fire Chief will monitor replacement and maintenance of protective Equipment, and budget for the same.

1200 TERMINATION OF MEMBERS

- 1201 The Council with jurisdiction for a Fire Department, in accordance with the applicable policies of the Municipality, may terminate the Fire Chief of a Fire Department for cause.
- 1202 The Fire Chief of a Fire Department, in accordance with the applicable policies of the Municipality, may terminate any Member or Officer of a Fire Department for cause. The Regional Fire Coordinator and Council shall be notified immediately of such termination.

- 1203 Any and all documentation in support of the termination of a Member or Officer shall immediately be forwarded to the Regional Fire Coordinator, and Council.
- 1204 In the event of such termination, and all Fire Department uniforms, protective equipment, apparatus and other articles belonging to the Fire Department shall immediately be returned to the Fire Department by the terminated individual.
- 1205 If any and all uniforms, equipment, apparatus and other articles are not immediately returned to the Fire Department upon termination, the Fire Department may take actions to recover the costs of the items from the terminated individual.
- 1206 There shall be zero tolerance by a Fire Department, the WCRFC and the WCRFS for alcohol consumption at any time by any Member or Officer when on duty, when attending and Incident, or at any time when Members or Officers are operating apparatus or equipment. Any violation of this section shall be grounds by the Fire Department for termination for cause.

1300 **INSURANCE**

- 1301 The Municipality will provide general comprehensive liability, life and disability insurance for the Fire Departments and all their Members while on duty, at no charge to the Members.

1400 **INDEMNITY**

- 1401 The WCRFC, the Regional Fire Coordinator, a Fire Chief, Officers, and Members of a Fire Department are not liable for loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their duties, functions, or powers unless the circumstances constitute dishonesty, gross negligence or willful misconduct.

1500 **GENERAL**

- 1501 Should any section or part of this Bylaw be found to be improperly enacted, or outside the Municipality's jurisdiction, for any reason, then such section or part will be regarded as being severed and the remaining sections will remain effective and enforceable.
- 1502 This Bylaw will function in conjunction with the "Fire Agreements Bylaw" the "Fire Operations Bylaw", "Fire Permit and Burning Bylaw". Operational Guidelines, and the Occupational Health and Safety program.
- 1503 Where the singular and/or masculine are herein used, the plural and feminine should also be inferred where appropriate.
- 1504 Bylaw 1075-90 is hereby repealed.

Given a first reading this _____ day of _____, 2008.

Reeve

Chief Administrative Officer

Given as second reading this _____ day of _____, 2008.

Reeve

Chief Administrative Officer

Given a third reading and finally passed this _____ day of _____, 2008.

Reeve

Chief Administrative Officer

I wish to meet with town council
on Jan 28th 2008 re Driveway accessibility

Reg Turner

403-682-9796

Reg Turner. Timeline

① Delegation November 26, 2007 -

② Delegation
Response December 19, 2007.

^{Re T's}
Motion to deny request to install
permanent curb structure @ 4998 - 8th
St West.

CARRIED

Policy 54 states 1) can't come back
to agenda until 90 days passed.

~~or~~ if Council unanimously votes
to allow it back before then

Policy attached.

Recommend: Have Reg write a letter
asking to be allowed back on
agenda before 90 day limit

Vote on it → denied or
→ passed

TOWN OF CLARESHOLM
POLICY

POLICY # 54

REPLACING POLICY # _____

EFFECTIVE DATE: December 15, 2003

SUBJECT: RETURNING ITEMS TO THE AGENDA

DEPARTMENT: Executive

DATE PASSED: December 15, 2003

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

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

To The Councillors of the Town of Claresholm

Dear Sirs and Mesdames;

We took residence in Claresholm in the fall of 1976. It was and is a beautiful town with the exception of some driveways. Our Volvo's front bumper scraped whether we backed onto 50 Avenue East or backed into our driveways in order to drive forward onto the avenue. In the past thirty-one years, our cars and those of many guests have incurred much damage due to the poorly engineered driveways.

This problem was brought to the attention of the town but no one has ever even assessed the situation or come to our properties at 223 and 227.

When Telus ripped through the driveway at 223 while installing a cable, we were delighted! What a logical and economical time to have this persistent problem rectified on at least one driveway. When we approached the town, the town manager at the time came over and told us nothing could be done about changing the slope because that was the responsibility of Telus. That made no sense to us then and still doesn't.

We knew it was illegal to install boards or other aids to change the angle, so we did not try. However, in recent reports in the Claresholm Local Press, we have discovered that some residents are illegally using materials to change angles of incline because a grand-fathering clause made the illegal additions legal. Since this occurred during the period of time that we have lived here, would a device to change the incline on our driveways be deemed legal?

This spring, we purchased a holiday trailer in Lethbridge. After having parked in on the driveway at 227, we discovered nine hundred dollars damage had been caused due to the sharp incline. Needless to say, we were more than disappointed since the unit had been in our possession less than two hours.

We are now a bit sorry that we didn't follow the example of our not so law abiding townspeople.

Sometimes the town does not obey its own laws by capitulating to the lawbreakers. The moral of governance here would appear to be:

Law breakers are winners--

Law abiders get the shaft.

After thirty-one years of promptly paying our taxes, we would appreciate someone having the gumption to visit us and view this problem with the hope of finally rectifying it.

Yours truly,

Al and Dianne Yarmoloy

D Yarmoloy
A Yarmoloy,
16 January /08

Agenda
Jan. 28

January 11, 2008

Dear Honourable Mayor and Town Councillors;

I am writing this letter in order to request that you look into installing some new street lights on my walk route. The area in question is between 53rd Avenue and 55th Avenue on 8th Street West.

For six months I have been walking the same route and because of my line of work the only time I can find to do so is after 9:00 pm. When the moon is not out or hidden behind clouds it is extremely dark on that stretch of road. One evening my dog and I were unable to see an approaching skunk! Fortunately the skunk was not bothered by us and left us alone.

I respectfully ask that you consider this matter for all of our safety.

Sincerely;


Michelle M. DeDominicis

Memo

To: Council
From: Administration
Date: January 24, 2008
Re: Pampered Pets Proposed Agreement

Agreement would include renovation of space and payback amounts if the building is sold within 5 years discussed in previous memos.

Rent of \$700/month for the 600 square feet of interior space and the exterior dog run area which corresponds to \$11/sq ft. This compensates them for the loss of potential boarding space which they estimate at \$780/month.

Charge out rate of \$10/day/animal to a maximum of 3 business days. With a historic monthly average of 5 dogs and 15 cats this would amount to approximately \$600/month. Charge out rate is requested to cover their time in caring for the animals which they are under the Town's control. This amount equates to \$20/day.

TOTAL COSTS

Renovation of space - \$17,000 (approximately)

Monthly rent – \$700/month

Boarding fee - \$10/animal per day (approximately \$600/month on average)

Kris Holbeck, CA CAO Town of Claresholm

TOWN OF CLARESHOLM

POLICY

POLICY # 75

REPLACING POLICY # _____

EFFECTIVE DATE _____

SUBJECT Playgrounds

DEPARTMENT Public Works

AUTHORITY Council Resolution DATE PASSED _____

PURPOSE: To establish a consistent policy for Playgrounds.

GUIDELINES:

1. Playgrounds are to be inspected weekly, monthly and yearly with all documentation recorded and filed, under the direct supervision of the Town's Superintendent.
2. Existing playground structures are to be kept in a reasonably safe and well maintained condition or compliant with the Canadian Standards Association (CSA).
3. All playgrounds are to be inspected using the most recent CSA code.
4. A list of park playgrounds and the order for replacement shall be maintained and available for discussion or alteration when needed.
5. Starting in 2008, one of our existing playgrounds will be redone every second year, and then the rotation repeats. (Eg. We have eight playgrounds, eventually our oldest will be 16 years old.)
6. All playgrounds will be installed using professional installation. No using volunteer groups to supervise the major portion of installation.
7. All parks to have posted signage with a contact number for people to call if there is a problem.
8. Repairs, maintenance, inspections and replacement will be budgeted for annually.

CAO's Report to Claresholm Town Council
Re: 2008-2009 Capital Budget
28-Jan-08

2008-2009 CAPITAL BUDGET

SUMMARY

Council approval is required for the 2008-2009 capital budget.
Adjustments may need to be made to the 2009 amounts during next year's capital budgeting.

INVESTIGATION

At Council's direction, Administration has slated in capital projects which achieve the Town's objectives of managed growth and the upgrading of existing services to residents.

The Pine Coulee project will bring a secure source of potable water to our residents and upgrade our water treatment plant allowing for growth in our residential and commercial sectors. The project has been debentured at 70% with 30% being funded through the AMIP grant.

By debenturing 3.5 million it allows the Town to use our grant funding for other important projects in the capital budget such as replacing aging infrastructure and adding new infrastructure for growth. Also by debenturing at this rate it allows the Town to have some grant money left in case of a contingency arising which needs to be funded.

The debenture would be over 25 years with interest at 4.532%. This results in semi annual payments of \$117,000 to begin in 2009. The Town's existing water expansion loan is repaid in 2008 which frees up \$142,000 in debt repayment room. The project is to be self liquidating with the revenue earned from user fees being adequate to cover debt repayment.

Administration has left the South Watermain project in the plan even though AIT has informally stated that it would be funded under the Water For Life Strategy in our Pine Coulee Project. If this project is funded under W4L the upgrade of the main pumping station then becomes a Town funded project (currently it is part of the Pine Coulee Project, but AIT will only fund one).

Because projects are finished and funded over time, it is more informative to show the capital projects over the next two year period.

CAO RECOMMENDATION:

Council approve the 2008 Capital Budget and authorize administration to initiate the debenturing process with Alberta Capital Finance Authority to ensure the financing will be available when it is needed.

Kris Holbeck, CA CAO Town of Claresholm

TOWN OF CLARESHOLM: 2008 - 2012 CAPITAL BUDGET PLAN
ALL DEPARTMENTS

PROPOSED CAPITAL PROJECTS REQUIRING APPROVAL

| DEPARTMENT | PROJECT DESCRIPTION | CAT. | TOWN | PREV. APPROVED | BUDGET | 2008 | 2009 | 2010 | 2011 | 2012 | TOTAL |
|-----------------------|-------------------------|-------------|----------------|----------------|-----------|-----------|-----------|------|------|------|-----------|
| | | | FUNDED PORTION | BUDGET | REQUEST | | | | | | |
| Water | Water Meters | In Progress | 490,475 | 490,475 | 0 | | | | | | 0 |
| Water | Pine Coulee | New | 4,926,700 | 1,375,824 | 3,550,876 | 2,000,000 | 1,550,876 | | | | 3,550,876 |
| Water | Highway Water Main | New | 908,800 | 0 | 908,800 | 908,800 | | | | | 908,800 |
| Sanitary Sewer | South Sanitary Main | New | 568,110 | 0 | 568,110 | 123,955 | 444,155 | | | | 568,110 |
| Water | South Water Main | New | 263,958 | 0 | 263,958 | | 263,958 | | | | 263,958 |
| Water | Patterson Water Main*** | New | 656,300 | 0 | 656,300 | 417,961 | 238,339 | | | | 656,300 |
| Public Works | Capital Equipment | New | 74,000 | 0 | 74,000 | 74,000 | | | | | 74,000 |
| Sanitary Sewer | 8th Street Sewer | New | 70,000 | 0 | 70,000 | 70,000 | | | | | 70,000 |
| Total Projects | | | 7,958,343 | | 6,092,044 | 3,594,716 | 2,497,328 | 0 | 0 | 0 | 6,092,044 |

PROPOSED FINANCING FOR CAPITAL PROJECTS REQUIRING APPROVAL

| | 2008 | 2009 | 2010 | 2011 | 2012 | TOTAL |
|--|-----------|-----------|------|------|------|-----------|
| Alberta Municipal Infrastructure Program | 815,435 | 495,031 | | | | 1,310,466 |
| Municipal Sustainability Initiative | 417,960 | 284,978 | | | | 702,938 |
| Other Government Grants | 217,320 | 217,320 | | | | 434,640 |
| Contribution from Operating Budget | 144,000 | | | | | 144,000 |
| Debuture Financing | 2,000,000 | 1,500,000 | | | | 3,500,000 |
| Total Financing | 3,594,715 | 2,497,329 | 0 | 0 | 0 | 6,092,044 |

*** This project has been engineered so the 2009 Patterson Main project is deleted and 50% of the 2012 Division Avenue Project is also completed as part of this project to be more efficient.

**TOWN OF CLARESHOLM: 2008 - 2012 CAPITAL BUDGET PLAN
ALL DEPARTMENTS**

PROJECTS NOT FUNDED WITHIN 5 YEAR PLAN (per Ciccon Engineering's Infrastructure Plan)

| DEPARTMENT | PROJECT DESCRIPTION | TOTAL | | | | | TOTAL | |
|------------------------------------|-----------------------|------------|------|-----------|-----------|-----------|-----------|------------|
| | | COST | 2008 | 2009 | 2010 | 2011 | | 2012 |
| Water/Sewer | Sundance Subdivision | 500,000 | | 500,000 | | | 500,000 | |
| Water | 51st Ave Water Main | 261,000 | | 261,000 | | | 261,000 | |
| Storm | Storm Water Mgmt | 5,764,000 | | 1,729,200 | 1,729,200 | 2,305,600 | 5,764,000 | |
| Sanitary Sewer | Weeping Tile Project | 240,000 | | 80,000 | 80,000 | 80,000 | 320,000 | |
| Sanitary Sewer | 52 Avenue Replacement | 705,000 | | | 705,000 | | 705,000 | |
| Water | 47 Avenue Replacement | 675,000 | | | 675,000 | | 675,000 | |
| Roads | Pavement Overlay | 51,000 | | | 51,000 | | 51,000 | |
| Sanitary Sewer | Sewage Lift Station | 551,000 | | | | 551,000 | 551,000 | |
| Sanitary Sewer | Replacement 1 block | 420,000 | | | | 420,000 | 420,000 | |
| Water | Division Avenue*** | 471,000 | | | | 471,000 | 471,000 | |
| Storm | Division Avenue | 191,700 | | | | 191,700 | 191,700 | |
| Roads | Division Avenue | 748,000 | | | | 748,000 | 748,000 | |
| Water | Treated Water Storage | 2,760,000 | | | | 2,760,000 | 2,760,000 | |
| Total Projects Not Approved | | 13,337,700 | 0 | 2,570,200 | 3,240,200 | 3,356,600 | 4,250,700 | 13,417,700 |

INFORMATION ITEMS

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors January 15, 2008

ATTENDEES: Debbie Millar – Wandering Willows
Gerry Cleaver – Lay Representative
Bob Thompson – Seniors Center
Shirley Isaacson – Town of Claresholm
Neil Ohler – Lay Representative
Brydon Saunders – F.C.S.S. Stavelly
Earl Hemmaway – M. D. of Willow Creek
Lyal O’Neill – Office Coordinator

REGRETS: Vacancy – Porcupine Hills Lodge
Vacancy – Town of Granum

Neil Ohler, Chair called the meeting to order at 10:00am.

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Earl Hemmaway to accept the agenda with addition of 6.6, Carried.

2.0 APPROVAL OF MINUTES

Motion by Shirley Isaacson to accept the minutes of the meeting held November 20, 2007. Carried.

3.0 BUSINESS ARISING

- 3.1 Signs on 3 vans is complete, we are waiting for the Lions logos to complete van 4
- 3.2 Insurance proposal from ING to come up in June. Also obtain a bid from Toronto Dominion Insurance.
- 3.3 Bus operations. Wandering Willows has set aside \$10,000 Term Deposit to be used for bus maintenance.

4.0 CORRESPONDENCE

- 4.1 Appointment from the M. D.
- 4.2 Term Deposits- 36 months- 4.25%- redeemable on Nov 23, 2008, 2009
- 4.3 Motion by Debbie Millar that we decline the Critical Illness Coverage for Directors and obtain more information/premiums on the Volunteer Accident Coverage. Carried.

5.0 REPORTS

- 5.1 Financial Report
 - 5.2 Office Coordinator Report-
 - 5.3 Advertising & Fundraising-
 - 5.4 Casino – scheduled for July-Sept 2008
 - 5.5 Chairman’s Report-
- Motion by Earl Hemmaway to accept the reports. Carried.

6.0 NEW BUSINESS

- 6.1 After some discussion we will not ask our drivers for printed fuel pump receipts.

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 _____

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:**

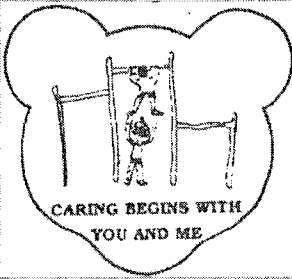
- 9.1 There were no motions arising from reports or correspondence
- 9.2 Review of pay rates for After School Care Coordinator and staff and for Kristein’s annual review for the Outreach program: Earl moved **Motion 1207:07** to increase Kristein O’Neil’s (Johnson) salary by 6%, (27768.00 per annum) 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



Principal's Update

Claresholm Elementary School

Monday, January 14



Principal

Mr. K.
Hewson

This weekly update is intended to keep parents and community informed of the learning and events happening at Claresholm Elementary School. If you would like to be added to the email list for this update or have any questions or comments, please email Mr. Hewson at hewsonk@lrzd.ab.ca or phone the school at (403) 625-3371.

Week at a Glance

| | |
|-----------------------|---|
| Monday, Jan. 14 | Farm Safety Presentations |
| Tuesday, Jan. 15 | Hot Dog Day Farm Safety Presentations School Council Meeting 6:30 pm |
| Wednesday, Jan. 16 | |
| Thursday, Jan. 17 | Pizza Day |
| Friday, Jan. 18 | |

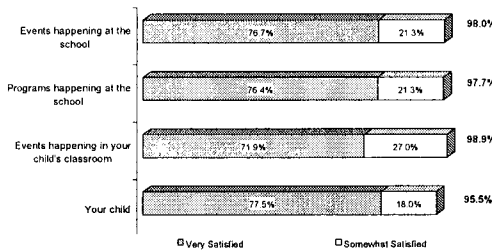
Claresholm Elementary School

Box 728
Claresholm, AB
T0L 0T0
Phone: (403) 625-3371
Fax: (403) 625-4920
s-ces@lrzd.ab.ca
www.lrzd.ab.ca/schools/ces

Communication Survey Results

In December, we sent home a survey to all families, asking for their responses regarding our communication with parents and the community. We received 91 surveys back, with extremely positive responses overall.

How satisfied are you with the information you receive regarding:



A complete overview of the results will be posted on the website and at the school. These results will also be shared at the upcoming school council meeting.

Thank you to all the families who responded. We will continue to do our best to communicate with families regarding what is happening at the school and your child's learning!

K-6 School Open House

Please join us for an Open House on Tuesday, January 29 at 7:00 pm at West Meadow School. This Open House will be an opportunity to view the design for the modernized school and get an update on various aspects of the planning.



Looking Ahead...

- Jan. 29 K-6 Open House 7:00 pm
- Jan. 30 Staff Planning Day

School Council Meeting Tuesday 6:30 pm

Our January School Council Meeting is scheduled for this Tuesday at 6:30 pm. Some items on the agenda include:

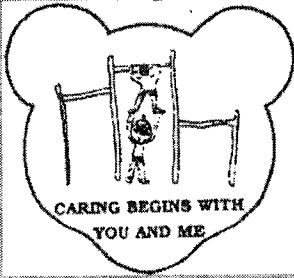
- School Photos
- Teacher Appreciation Week
- Supports for Students
- Communication Survey Results

A full agenda package is available at the school, on the website and at the meeting. As always, all parents are invited to attend. Hope to see you there!

School Traffic

Just a reminder for all families that the front of our school is a very congested space before and after school. Here are some notes to ensure all of our students are safe when arriving or leaving the school and traffic can flow smoothly.

- Please do not park in the alley on the south side of the school as it restricts traffic movement and is an unsupervised area
- Ensure that you are moving slowly through the school zone
- Encourage your children to use the crosswalk to cross the street



Principal's Update

Claresholm Elementary School

Monday, January 21



Principal

Mr. K. Hewson

This weekly update is intended to keep parents and community informed of the learning and events happening at Claresholm Elementary School. If you would like to be added to the email list for this update or have any questions or comments, please email Mr. Hewson at hewsonk@lrzd.ab.ca or phone the school at (403) 625-3371.

Week at a Glance

| | |
|-----------------------|----------------------------------|
| Monday, Jan. 21 | |
| Tuesday, Jan. 22 | Hot Dog Day |
| Wednesday, Jan. 23 | |
| Thursday, Jan. 24 | Pizza Day |
| Friday, Jan. 25 | Grade Three Swimming 10:00 am |

Claresholm Elementary School

Box 728
Claresholm, AB
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Phone: (403) 625-3371
Fax: (403) 625-4920
s-ces@lrzd.ab.ca
www.lrzd.ab.ca/schools/ces

Planning for K-4 in 08-09

As written about in our newsletter sent out last week, CES will have Kindergarten to grade four classes in 2008-2009 to ensure that the fewest number of classes possible are impacted by modernization efforts at West Meadow School. Although preliminary planning has been done by the school's administration in regards to guaranteeing space is available in the school for the additional grade four classes, the school's staff will be engaging in work on our January 30 staff planning day to begin identifying all the details that will need to be addressed and possible solutions.

I would encourage families to call or email me, or write in their child's agenda, any questions you may have that need to be addressed in planning for K-4 programming next year. I will ensure these questions are included in our discussions at our staff planning day. Although we are not looking to have the details all ironed out on that day, we will identify hurdles that need to be overcome and solutions to accomplish that.

During this process, our school council meetings will become very important for the sharing of information and gathering of input from families. The K-6 Open House and grade three parent meeting will be opportunities to learn more and have your thoughts heard.

Looking Ahead...



- Jan. 29 School Assembly 12:30 pm
- Jan. 29 K-6 Open House 7:00 pm
- Jan. 30 Staff Planning Day
- Feb. 4-8 Kindergarten Registration
- Feb. 6 Grade Three Parent Meeting



K-6 School Open House

Please join us for an Open House on Tuesday, January 29 at 7:00 pm at West Meadow School. This Open House will be an opportunity to view the design for the modernized school, find out more about the grade configurations of all three Claresholm Schools in 08-09 and get an update on other various aspects of the planning.



Grade Three Parent Meeting

All grade three families are invited to attend a parent meeting on Wednesday, February 6 at 7:00 pm. We will be sharing the preliminary plans for grade four students in 2008-2009 and offering families an opportunity to ask any questions or offer feedback as we begin the planning process. Please plan to join us.



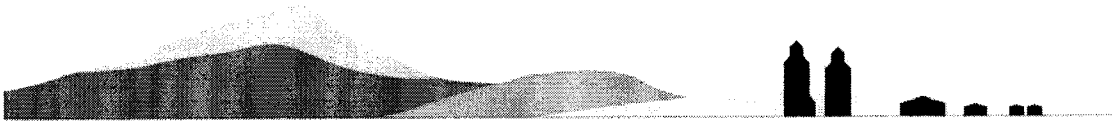
Kindergarten Registration

February 4-8—8:30 am to 3:30 pm

All families with children who will be five years old by December 31, 2008 are eligible for Kindergarten next year. When registering, please bring along a copy of your child's Birth Certificate and Alberta Health Care Card.



To Mayor/Reeve and Council



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 8 (2007)
EXECUTIVE COMMITTEE MEETING
Thursday, November 8, 2007 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

| | |
|----------------------------------|---|
| EXECUTIVE COMMITTEE: | |
| Eugene Wauters - <i>Chair</i> | Erwin Thiessen |
| Paul Goldade - <i>Vice-Chair</i> | Norman Baum |
| Brian Dahl | Ed Knox |
| Terry Michaelis (absent) | |
| STAFF: | |
| Lenze Kuiper - <i>Director</i> | Barb Johnson - <i>Executive Secretary</i> |

AGENDA:

1. **Approval of Agenda** – November 8, 2007
2. **Approval of Minutes** – October 11, 2007 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) 2008 Budget.....(handout)
 - (b) Vehicle Sale and New Vehicle Purchase(handout)
 - (c) New Board Appointees and Executive Elections.....(handout & discussion)
 - (d) Office Renovations.....(handout)
 - (e) Donation Request – Coalhurst..... (attachment)
 - (f) Closing of Office Between Christmas and New Year's
5. **Approval of Accounts**
 - (a) Office Accounts – September 2007 (attachment)
6. **Director's Report**
7. **Adjournment**

Chair Eugene Wauters called the meeting to order at 6:55 p.m.

1. APPROVAL OF AGENDA

Moved by: Ed Knox

THAT the Executive Committee approves the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Norman Baum

THAT the Executive Committee approves the minutes of October 11, 2007, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

Staffing Update – a planner has not been hired yet as no one qualified with experience has been found.

4. NEW BUSINESS

(a) 2008 Budget

- The Draft 2008 Budget was amended slightly following the last meeting and was expanded to include 2009 and 2010. Highlights include:

- 4.9% cost of living salary increase (government rate)

Board/Executive:

- meeting fees increased from \$87.50 to \$91.00 for a ½ day
- mileage rate increased from 43¢ to 44¢/km (government rate)

Administration:

- allocation from operating reserve \$82,000 to balance the budget
- rental income from CDA \$12,675 (lease up in 2009)
- \$20,000 accelerated mortgage payment
- \$150,000 renovations (roofing, painting and paving)
- Orientation for Councils and CAOs - January 31, 2008

Planning:

- 5% member fee increase plus \$40,000 for County of Newell
- \$125,000 fee for service (member) - for long-term plans
- \$35,000 fee for service (non-member)
- \$600,000 subdivision approval fees
- \$19,000 provincial grant for planning intern
- \$20,000 Coalhurst development officer contract

GIS:

- \$210,000 revenue from members

Moved by: Paul Goldade

THAT the Executive Committee recommends the Draft 2008-2010 Budget as presented be referred to the Board of Directors for approval on December 6, 2007.

CARRIED

(b) Vehicle Sale and New Vehicle Purchase

- The Saturn has been sold for \$9,800. We have received quotes from six dealerships on eleven 2007 and 2008 vehicles ranging in price from \$16,392 to \$27,467.

Moved by: Ed Knox

THAT administration be authorized to purchase a vehicle of their choice at a cost not to exceed \$18,500. **CARRIED**

(c) New Board Appointees and Executive Elections

- The November 2007 list of Board members was reviewed. Of the 39 members, 22 are new to the Board and suggestions were made as to who could be encouraged to run for the positions of Chair, Vice-Chair and Executive Committee for 2007/2008.

Moved by: Brian Dahl

THAT the Executive Committee accepts the November 2007 list of Board Members, as information. **CARRIED**

(d) Office Renovations

- A drawing of one option to relocate the subdivision office to the front of the building was handed out and explained. This is just a concept for now and has not yet been discussed with affected staff. Estimated costs have been included in the \$150,000 renovation budget for 2008. Another option is to delay renovations until the Canadian Diabetes Association lease expires at the end of 2008 and a decision is made on what to do with that space.

Moved by: Paul Goldade

THAT the discussion on proposed office renovations be accepted, as information.

CARRIED

Ed Knox removed himself from the meeting for discussion on item 5(e).

(e) Donation Request – Coalhurst

- ORRSC has received a letter from the Town of Coalhurst requesting a donation to the Imperial Meadows Park project. Several requests are received each year from member municipalities for donations of money or prizes; therefore we would like the Executive Committee to pass a resolution regarding the position of the Commission on this issue.
- The Committee felt that the Commission, as a member-owned non-profit organization, should not use funds which belong to all municipal members for donations to only some of its municipalities. The Director will notify the Town of Coalhurst of the Commission's position on donations.

Moved by: Paul Goldade

THAT the Executive Committee directs administration to politely decline all forms of solicitation and requests for donations, as we are a non-profit, para-municipal commission and the giving of such is outside of our mandate. **CARRIED**

Ed Knox returned to the meeting.

(f) Closing of Office Between Christmas and New Year's

Moved by: **Brian Dahl**

THAT the Executive Committee declares the offices of ORRSC closed between Christmas and New Year's. **CARRIED**

5. APPROVAL OF ACCOUNTS

(a) Office Accounts – September 2007

| | | | |
|------|------------------------------------|---|-----------|
| 5150 | Staff Mileage | B. Brunner | \$ 72.24 |
| 5160 | Staff Field Expense | B. Brunner | 5.49 |
| 5155 | GIS Staff Mileage | S. Ellert (Mar. - Sept.) | 33.00 |
| 5165 | GIS Staff Field Expense | S. Ellert (Mar. - Sept.) | 91.05 |
| 5150 | Staff Mileage | S. Johnson | 50.31 |
| 5530 | Coffee & Supplies | S. Johnson | 43.65 |
| 5150 | Staff Mileage | G. Scott | 44.72 |
| 5160 | Staff Field Expense | G. Scott | 21.12 |
| 5320 | General Office Supplies | G. Scott | 65.56 |
| 4210 | Grant Revenue | G. Stevenson | 91.33 |
| 5155 | GIS Staff Mileage | Jordan Thomas | 51.60 |
| 5155 | GIS Staff Mileage | S. Tollestrup | 169.42 |
| 5165 | GIS Staff Field Expense | S. Tollestrup | 84.11 |
| 5035 | GIS Employees | Webtech | 4,575.00 |
| 5150 | Staff Mileage | Lethbridge Chrysler Jeep | 79.09 |
| 5150 | Staff Mileage | Lethbridge Chrysler Jeep | 41.95 |
| 5150 | Staff Mileage | Saturn of Lethbridge | 27.50 |
| 4140 | Approval Fees | David Yancie | 150.00 |
| 4140 | Approval Fees | Tronnes Surveys | 2,550.00 |
| 4140 | Approval Fees | Sunbreeze Developments | 21,300.00 |
| 4140 | Approval Fees | Snell & Oslund | 525.00 |
| 5280 | Janitorial Services | Madison Ave Business Services | 425.00 |
| 5285 | Building Maintenance | Madison Ave Business Services | 625.00 |
| 5285 | Building Maintenance | Petty Cash (insect killer, fertilizer) | 40.98 |
| 5320 | General Office Supplies | Petty Cash (kleenex, cards, baking soda, labels) | 38.07 |
| 5460 | Public Relations | Petty Cash (pop & juice) | 53.19 |
| 5530 | Coffee & Supplies | Petty Cash (coffee carafes, hot chocolate) | 40.59 |
| 5310 | Telephone | Telus | 437.06 |
| 5580 | Equipment & Furniture Rental | Telus | 255.49 |
| 5320 | General Office Supplies | Corporate Express | 22.91 |
| 5320 | General Office Supplies | Citi Cards | 205.18 |
| 5390 | Graphic & Drafting Supplies | Citi Cards | 85.26 |
| 5500 | Subdivision Notification | Citi Cards | 87.34 |
| 5330 | Dues & Subscriptions | Macleod Gazette | 31.00 |
| 5330 | Dues & Subscriptions | Westwind Weekly News | 42.45 |
| 5480 | Recruitment & Relocation | CIP | 700.00 |
| 5330 | Dues & Subscriptions | Lethbridge Herald | 36.00 |
| 5480 | Recruitment & Relocation | Lethbridge Herald | 1,846.80 |
| 5500 | Subdivision Notification | Lethbridge Herald | 1,944.36 |
| 5440 | Land Titles Office | Provincial Treasurer | 1,269.00 |

| | | | |
|---------------|--------------------------------|------------------------------|---------------------------|
| 5500 | Subdivision Notification | Pass Herald | 90.00 |
| 5500 | Subdivision Notification | Claresholm Local Press | 192.38 |
| 5540 | Other | Purolator Courier | 25.41 |
| 1160 | GST Receivable | GST Receivable | <u>437.79</u> |
| TOTAL: | | | <u>\$39,003.40</u> |

- The \$21,300.00 is the return of a subdivision fee to an applicant.

Moved by: Norman Baum

THAT, the Executive Committee approves the office accounts of September 2007 (\$39,003.40), as presented. **CARRIED**

6. DIRECTOR'S REPORT

- The Director gave a verbal report on current projects.

Moved by: Ed Knox

THAT the Executive Committee accepts the Directors' Report, as presented. **CARRIED**

7. ADJOURNMENT

Moved by: Erwin Thiessen

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:30 p.m. until Thursday, January 10, 2008 at 7:00 p.m. **CARRIED**

/bj

CHAIR: _____