

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
MARCH 25, 2008
AGENDA**

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

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES MARCH 10, 2008

PUBLIC HEARING: BYLAW #1505 – LAND USE AMENDMENT

ACTION ITEMS:

1. **BYLAW #1506 – CLARESHOLM & DISTRICT MUSEUM BOARD**
RE: 1ST READING
2. **CORRES: WILLOW CREEK AGRICULTURAL SOCIETY**
RE: GENERAL INSURANCE COVERAGE
3. **CORRES: CLARESHOLM LEARN-A-LOT PLAYSCHOOL SOCIETY**
RE: RENOVATIONS
4. **CORRES: CICON ENGINEERING**
RE: HIGHWAY 2 WATER MAIN REPLACEMENT
5. **CORRES: KATHRINE ROBERTS**
RE: LIBRARY BOARD TRUSTEE POSITION
6. **CLARESHOLM & DISTRICT MUSEUM**
RE: BUDGET FORECAST 2008
7. **CLARESHOLM PUBLIC LIBRARY**
RE: BUDGET FORECAST FOR 2008
8. **CLARESHOLM FIRE DEPARTMENT**
RE: JOINT BUDGET FORECAST FOR 2008
9. **EARTH DAY – COUNSELLOR SUTTER**
10. **SUBDIVISION APPROVAL EXTENSION REQUEST**
11. **POLICY #76 – TAX PENALTY FORGIVENESS**
12. **POLICY #77 – REGULAR COUNCIL MEETINGS**
13. **SPRING CLEAN-UP – ADMINISTRATION**
RE: DATE SETTING
14. **ADOPTION OF INFORMATION ITEMS**
15. **IN CAMERA – DEVELOPMENT / PERSONNEL**

INFORMATION ITEMS:

1. Claresholm Elementary School Principal's Update – March 10, 2008
2. Claresholm Elementary School Principal's Update – March 17, 2008
3. Claresholm & District Transportation Society Minutes – March 18, 2008

ADJOURNMENT:

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
MARCH 10, 2008**

PRESENT: Mayor Rob Steel, Councillors: Shirley Isaacson, Connie Quayle and Daryl Sutter;
CAO: Kris Holbeck, Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillors: Don Leonard, Doug MacPherson and David Moore

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

15. MEETING DATE CHANGE

CARRIED

MINUTES: **REGULAR MEETING – FEBRUARY 25, 2008**

Moved by Councillor Sutter that the Regular Meeting Minutes of February 25, 2008 be accepted as presented.

CARRIED

FINANCES: **FEBRUARY 2008 BANK STATEMENT**

Moved by Councillor Quayle to accept the February 2008 bank statement as presented.

CARRIED

ACTION ITEMS: 1. **CORRES: HON. RAY DANYLUK, MINISTER OF MUNICIPAL AFFAIRS AND HOUSING**
RE: MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

Received for information.

2. **CORRES: HON. RAY DANYLUK, MINISTER OF MUNICIPAL AFFAIRS AND HOUSING**
RE: MSI CAPITAL PROJECT FUNDING PROGRAM GUIDELINES

Received for information.

3. **CORRES: TOWN OF GRANUM**
RE: CANADA DAY PARADE

Received for information.

4. **CORRES: MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26**
RE: REGIONAL WATER PIPELINE PROJECT

Received for information.

5. **CORRES: ALBERTA MUNICIPAL AFFAIRS AND HOUSING**
RE: ASSESSMENT REVIEW BOARD TRAINING SESSIONS

Received for information.

6. **CORRES: ROSEMARY WISHART**
RE: EARTH DAY – APRIL 22, 2008

Received for information.

7. **CORRES: MEAL ON WHEELS**
RE: PUBLIC LIABILITY INSURANCE

Moved by Councillor Isaacson to pay the public liability insurance for Meals on Wheels in the amount of \$893 for the 2008 year.

CARRIED

8. **CORRES: CLARESHOLM CURLING CLUB**
RE: PUBLIC LIABILITY INSURANCE

Moved by Councillor Quayle to pay the public liability insurance for the Claresholm Curling Club in the amount of \$2,700 for the 2008 year.

CARRIED

9. **CORRES: CLARESHOLM CHILD CARE SOCIETY**
RE: PUBLIC LIABILITY INSURANCE

Moved by Councillor Sutter to pay the public liability insurance for the Claesholm Child Care Society in the amount of \$1,825 for the 2008 year.

CARRIED

**10. CORRES: CLARESHOLM & DISTRICT FCSS
RE: DRUG COALITION EVENT**

Moved by Councillor Isaacson to allow the Claesholm & District Drug Coalition to use Amundsen Park for an event on April 26, 2008.

CARRIED

**11. CORRES: AL & DARYL YARMOLOY
RE: DRIVEWAYS**

Received for information.

**12. CORRES: SARAH RATHGEBER & ALLISON McKEE
RE: CLARESHOLM AQUATIC CENTRE**

Received for information.

**13. CORRES: PETER MORTON
RE: SUBDIVISION & DEVELOPMENT APPEAL BOARD**

Moved by Councillor Sutter to appoint Peter Morton to the Subdivision and Development Appeal Board.

CARRIED

14. PAMPERED PETS FINAL AGREEMENTS

Moved by Councillor Sutter for the Town of Claesholm to enter into the agreements with Pampered Pets as recommended by administration.

CARRIED

15. MEETING DATE CHANGE

Moved by Councillor Quayle to change the date of the next regular meeting to Tuesday, March 25, 2008 due to Easter Monday.

CARRIED

16. ADOPTION OF INFORMATION ITEMS

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

CARRIED

17. 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

Moved by Councillor Isaacson to accept the Letter of Intent to purchase Lot 1 Block 5 Plan 0514376 and Lot 2 Block 5 Plan 0514376 from Marc and Charlotte Chartrand, subject to the signing of a Purchase Agreement as prepared by the Town of Claesholm.

CARRIED

Moved by Councillor Quayle that an Area Structure Plan is required for legal subdivisions 1 and 8 of section 34 township 12 range 27 meridian 4, containing 32.4 hectares, excepting thereout plan 0713453, in accordance with the Town of Claesholm's Municipal Development Plan Section 11.1 and the Municipal Government Act Section 633.

CARRIED

ADJOURNMENT: Moved by Councillor Isaacson that this meeting adjourn.

CARRIED

MAYOR – ROB STEEL

SECRETARY-TREASURER – KARINE WILHAUK

March 10, 2008

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PUBLIC HEARING

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW # 1505**

A Bylaw of the Town of Claresholm to amend Bylaw #1384 being a bylaw setting out land uses 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:

LAND USE MAP

Lot 10, Block 132, Plan 7559GV, be amended by changing the "P" (Public) designation to an "R1" (Residential) designation.

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 22nd day of February 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

Land Use Amendment Bylaw Report

Date: February 21, 2008
Applicant: Lois Gunderson
Civic Address: 5116 4th ST. E, Claresholm
Legal Address: Lot 10, Block 132, Plan 7959GV

SYNOPSIS

This land use amendment was initiated by the Town of Claresholm Development Department on behalf of the property owner, Lois Gunderson. Reasoning for the amendment is simply to bring the zoning inline with the existing use on the land.

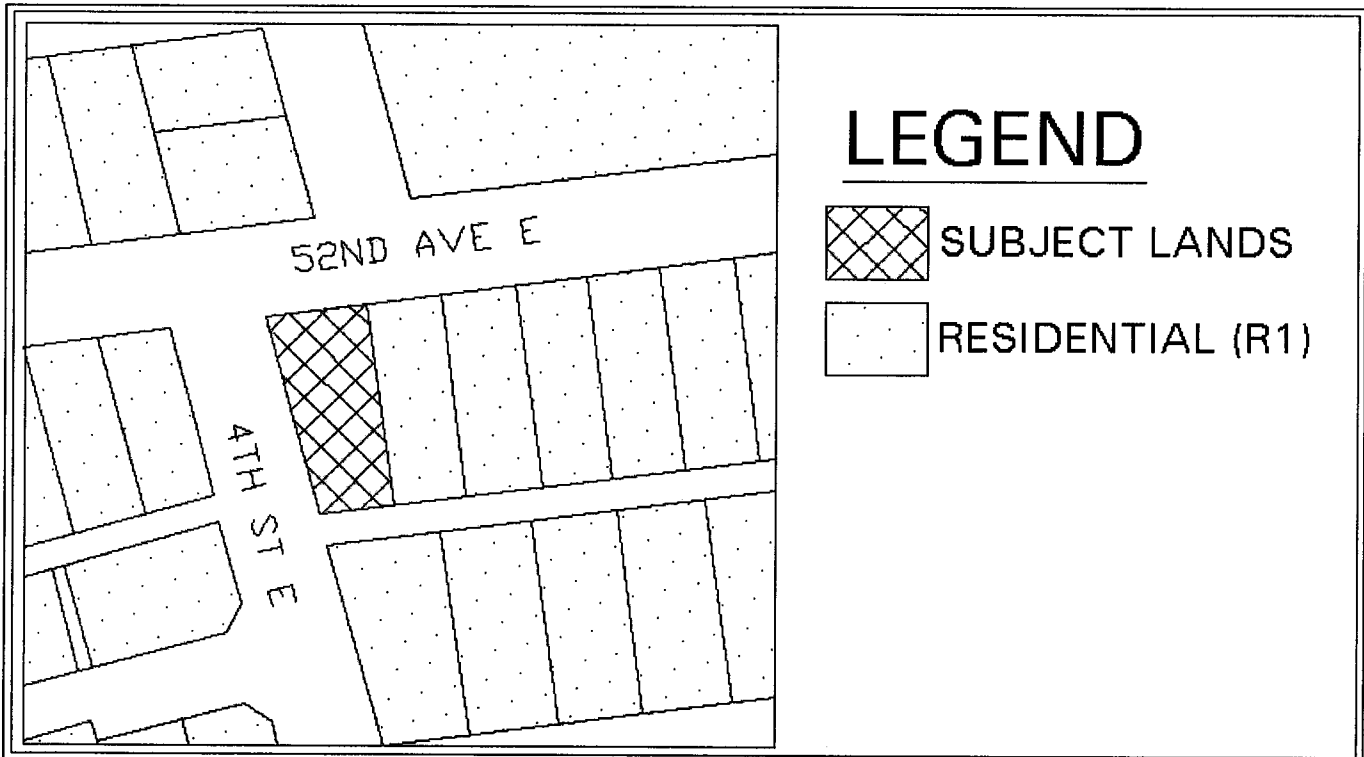
BACKGROUND

The subject lands have an area of 768 square metres (8271 square feet) and is currently zoned Public (P). Currently, the land is being used as a residential dwelling. Surrounding zoning includes; Residential (R1) to the north, west and south with single family dwellings occupying surrounding lands.

ISSUES

No Issues.

LAND USE MAP



ACTION ITEMS

Memo

To: Council
From: Administration
Date: March 20, 2008
Re: Museum Bylaw proposed amendment rationale

Overview

The Claresholm & District Museum Board oversees the seasonal operations of our Museum. These duties as outlined in the current bylaw include budgeting, purchasing within that budget, operating the museum and visitor information centre etc.

As this is a seasonal, offsite, non-unionized facility, Administration is proposing the current bylaw's wording of "advisory" is removed.

By definition an advisory board is a body that advises Council and management of the municipality but does not have authority to vote on Museum matters.

A Board is defined as "A council, convened for business, or any authorized assembly or meeting, public or private; a number of persons appointed or elected to sit in council for the management or direction of some public or private business or trust; as, the Board of Admiralty; a board of trade; a board of directors, trustees, commissioners, etc."

Based on the amount of operational work the Board does on behalf of the Museum; budgeting, overseeing the cleanliness of the museum, ensuring staff operate within the rules of the Alberta Museums Association and the Alberta Historical Resources Association, applying for grants, purchasing supplies and planning for future needs, Administration feels that the best body to oversee and make staffing decisions is the Board. As the CAO is not involved on a day to day basis with the Museum operations, it is impossible to make informed decisions regarding personnel and any human resource issues that may arise.

RECOMMENDATION

Administration recommends that Council give first reading to the amended bylaw attached. The original bylaw is also attached for comparative purposes. This change allows the Museum Board or a committee thereof to administer and deal with staffing at the Museum.

Kris Holbeck, CA CAO Town of Claresholm

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1506**

A Bylaw of the Town of Claresholm to rescind Bylaw #1434 and being a Bylaw to establish the Claresholm & District Museum Board;

WHEREAS it is deemed proper that a bylaw be drawn to establish a Museum Board and to set up terms of reference for the proper management of the Claresholm and District Museum;

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:

Definitions:

In this bylaw:

“**Council**” means the Town of Claresholm Council

“**Board**” means the Claresholm & District Museum Board

“**CAO**” means Chief Administrative Officer of the Town of Claresholm

Museum Board

1. There is hereby established a Board to be known as the Claresholm & District Museum Board.

Board Appointments

2.
 - a) The Board will consist of not fewer than 5 and not more than 9 members appointed by Council.
 - b) Not more than 2 members of Council may be members of the Board.
 - c) Members must be a resident of Claresholm or reside within the Claresholm Recreation Area of the Municipal District of Willow Creek #26.
 - d) A member of the Board is eligible to be reappointed for only 2 additional consecutive terms of office unless at least 2/3 of the whole Council passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.

Date of Appointments

3.
 - a) The appointment of the Town Council representative(s) shall be reviewed annually at the Organizational Meeting of Council.
 - b) The appointments of the members of the Board shall be made on the date fixed by Council following the general Municipal Election.

Resignations

4.
 - a) By mutual consent, the Council and the Board may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
 - b) Any member of the Board may resign at any time upon sending a written notice to the CAO of the Town of Claresholm.

Board Member Disqualifications

5.
 - a) A person is disqualified from remaining a member of the Board if he/she fails attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings.
 - b) If a member of the Board is disqualified from remaining a member under subsection (a) he/she is deemed to have resigned his/her seat on the Board.

Chairperson of the Board

6. The Board shall elect a chairperson and any other officers it considers necessary from among its members.

Meetings

7. The Board shall meet a least once every 3 months and at any other times it considers necessary.

Record of Meetings

8. a) All minutes, resolutions and policies of the Board shall be entered in books to be kept by it for that purpose and the books shall be signed by the chairperson or acting chairperson.
- b) A copy of all minutes, resolutions and policies shall be given to the Secretary-Treasurer of the Town of Claresholm to be filed with the Town records.

Board Functions

9. a) The Board, subject to any enactment that limits its authority, has full management of the museum collection procedures, displays, promotions and the facilities, and shall in accordance with the Standard Practices Handbook for Museums written by the Alberta Museum Association, endeavor to comply at least with the minimum level called the basic standards.
- b) The board in cooperation with the CAO or designated Town staff shall coordinate the operations and activities of the Museum and the Visitors Information Centre, as long as the two functions are housed in the same facility.

Staffing

10. The museum/visitor's information centre staff shall be hired by a committee consisting of the CAO and the Town Council Representative.
11. The museum/visitor information centre staff shall be overseen and managed by the Board or a committee of the Board.

Budget

12. a) Annually, the board may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- b) Without the approval of Council, neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Board, nor any member thereof, have the power to authorize any expenditure to be charged against the Town Council Representative.
- c) All charges for services and materials in relation to the operation of the museum shall be ratified by the Council and shall be within the annual budget allocation. In the event that there is any deviation of the ratified budget desired by the board, application for change from the ratified budget must be made to council before the change is affected.
13. Bylaw #1434 is hereby repealed.
14. 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

07/13

**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
BYLAW #1434**

A bylaw of the Town of Claresholm to establish an advisory Museum Board.

WHEREAS it is deemed proper that a bylaw be drawn to establish an advisory Museum Board and to set up terms of reference for the proper management of the Claresholm and District Museum;

NOW THEREFORE under the authority and subject to the provisions of Section 216 of The Municipal Government Act, the Municipal Council of the Town of Claresholm duly assembled does hereby enact:

Definitions:

In this bylaw:

- a) "Council" means the Town of Claresholm Council.
- b) "Board" means the Claresholm & District Museum Board.

Museum Board

- 1. There is hereby established a board to be known as the Claresholm & District Museum Board.

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 - b) The appointments of the members of the Board shall be made on the date fixed by Council following the general Municipal Election.

Resignations

- 4.
 - a) By mutual consent, the Council and the Board may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.

4. b) Any member of the Board may resign at any time upon sending a written notice to the Secretary-Treasurer of the Town of Claresholm.

Board Member Disqualifications

5. a) A person is disqualified from remaining a member of the Board if he/she fails attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings.
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- b) The board in cooperation with the Town Coordinator or designated Town staff shall coordinate the operations and activities of the Museum and the Visitors Information Centre, as long as the two functions are housed in the same facility.

Staffing

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Budget

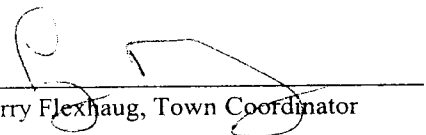
- 11. a) Annually, the board may submit to the Council a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
 - b) Without the approval of Council neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said board nor any member thereof have the power to authorize any expenditure to be charged against the Town Council Representative.
 - c) All charges for services and materials in relation to the operation of the museum shall be ratified by the council and shall be within the annual budget allocation. In the even that there is any deviation of the ratified budget desired by the board, application for change from the ratified budget must be made to council before the change is affected.
12. Bylaws #1400 and #1419 are hereby repealed.

Read a first time in Council this 24 day of MARCH 2003 A.D.


Read a second time in Council this 24 day of MARCH 2003 A.D.

Read a third time in Council and finally passed in Council this 24 day of

MARCH 2003 A.D.



 Larry Flexhaug, Town Coordinator



 E. R. Patterson, Mayor

Willow Creek Agricultural Society

P.O. Box 1401

Claresholm, Alberta, Canada T0L 0T0

March 14, 2008

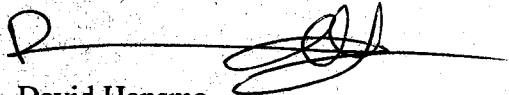
Attn: Town of Claresholm Council

I am writing this letter on behalf of the Willow Creek Agricultural Society (WCAS) board, which runs the Claresholm Agriplex, in regards to the General Insurance Coverage as Additional Named Insured (ANI's). In previous years the WCAS(2005 premium \$1,676) and the Claresholm Stampede and Fair Association(2005 premium \$670) had Boiler & Machinery Insurance, Non-owned Auto Liability and Commercial General Liability Insurance coverage thru the Town of Claresholm insurance. This was known as the Additional Named Insured policy holders. This agreement between the WCAS and the Town of Claresholm was formed when the Town of Claresholm built the Community Centre on the WCAS owned land. This caused some conflict between the WCAS and the Town because the WCAS owned the land that the Community Centre was being built on. An agreement was formed where the Town would cover the Insurance for both organizations and the Town services for the Agriplex. In return of doing this the WCAS gave the 40 acres which the Agriplex sits on back to the Town and leased it back for \$1/year for 99 years. The Community Centre then subleased the land which the Building sits back from the WCAS before construction continued. The Community Centre then again leased more land from the WCAS when it put on its North addition.

This is a brief history of the agreement between the WCAS and the Town in regards to the insurance that was provided to the WCAS by the Town of Claresholm. The Town of Claresholm paid for the 2006, 2007 insurance for the WCAS and the WCAS is again asking the Town pays for the 2008 insurance. We have received a paid our renewal notice from AMSC for 2008 insurance. The premium for 2008 is \$4065 The WCAS is asking that the cost of the General Liability Insurance be paid for by the Town of Claresholm because of the previous agreement that was made between these two groups.

Thank you for your consideration in this matter. If you have any further questions you can call me at the Agriplex at: 625-2410.

Thanks



David Hansma



AUMA General Insurance Program - Renewal Invoice 14668

Certificate Holder:	Willow Creek Agricultural Society BOX 1401 CLARESHOLM, AB T0L 0T0	Invoice No:	14668
Member Code:	WCAGS	Invoice Date:	December 31, 2007
Certificate No:	4842	Due Date:	March 03, 2008
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Premium Distribution

Auto	0
Aviation	0
Boiler	0
Crime	129
EIL	0
Liability-MUNIX 0 to 10,000 Coverage	615
Liability-MUNIX 10,000 to 1M Coverage	2,210
Liability-Excess Coverage	667
Liability-NOA Coverage	103
Property-MUNIX Coverage	233
Property-Excess Coverage	108
Umbrella	0
Standard Garage Auto	0

Dec 31, 2007 Annual Premium	\$4,065
AMS Risk Control Credit	(0)
Total Premium Payable	\$4,065

Account Balance Prior to Invoice	\$0
Account Balance Incl This Invoice	\$4,065

*pd 1/2
\$4700*

*2007 Insurance
\$ 1407.00*

Please make your payments to: AMSC Insurance Services Limited
 A Subsidiary of AUMA
 10507 – Saskatchewan Drive
 Edmonton, AB T6E 4S1

Toll Free: 1-800-661-AUMA (2862) or 310-AUMA(2862)
 Fax: 780-409-4314

Premiums include an administration fee. Please refer to the Administration Fee Schedule for more information.

Terms: net 30 days – interest on overdue accounts will be charged at 1.5% per month (19.56% per annum)

Agenda - March 25



Claresholm Learn a Lot Playschool Society
(Corporate Access # 508921491)
P.O. Box 1777
Claresholm, AB
T0L 0T0

March 12, 2008

Town of Claresholm
221-45 Ave West
Claresholm, AB T0L 0T0

Dear Town Council Members:

Re: Claresholm Learn a Lot Playschool renovations

With the decision being made to remain with the Town of Claresholm, rather than make a move towards the modernized elementary school, the playschool will continue to operate from its current space.


Given this fact, there are a few improvements the playschool board would like to make before the commencement of Summer Fun in July. These include new laminate flooring and underlay, painting the interior and resurfacing the entryway staircase. The playschool is rapidly starting to show it's age and with the increasing number of young families moving to town, we would like to freshen up the school to help make it a more appealing environment.

We applied for the UFA Community Investment grant on behalf of the playschool and have been approved for \$500.00. This amount will be held as a credit for us at the Claresholm store until we're ready to purchase the required product to proceed with our renovation plans. If you have any questions, the Regional Member Relations Representative for this area is Wayne Johnson out of Lethbridge at 403-327-6475 or wayne.johnson@ufa.com.

At this time, the playschool society would like to make a request to the Town of Claresholm for \$2,000.00, in order to help cover remaining costs and freshen up the playschool space for the coming years.

If you have any questions or would like additional information, please call me at home 625-3887 cell phone 625-6127 or email at jldarch@platinum.ca.

Thank you,



Lisa Darch
Learn a Lot Playschool Society
Board Chairman



March 10, 2008
File # 506112

Town of Claresholm
221 – 45th Ave, W.
P.O. Box 1000
Claresholm, Alberta
T0L 0T0

Attention: **Kris Holbeck, Chief Administrative Officer**

Dear Madam:

Re: Town of Claresholm – Highway 2 Water Main Replacement

Three tenders were received for **Highway 2 Water Main Replacement** and **55th Ave. Trunk Water Main Looping**, (Addendum 1). Bids, (corrected), without GST are summarized below.


Chinook Pipeline Inc.	Hwy# 2	\$ 835,347.00
	55 Ave	\$ 299,763.18
	Total	\$1,135,110.18
L.W. Dennis Cons. Ltd.	Hwy# 2	\$1,003,500.00
	55 Ave	\$ 426,550.00
	Total	\$1,430,050.00
Mini Dig Corp.	Hwy# 2	\$ 655,473.45
	55 Ave	\$ 378,721.54
	Total	\$1,034,194.99
Engineer's Estimate	Hwy# 2	\$ 817,900.00
	55 Ave	\$ 600,300.00
	Total	\$1,418,200.00

We recommend that the project be awarded to the low bidder, Mini Dig Corp., with the following two conditions:

1. Start date March 24 or sooner and completion of Hwy 2 portion by April 30,2008;
2. Alberta Transportation pipe approval.

If you have any questions, please call our office at (403) 553 - 3666.

Yours truly,


I.D. Chrapko, P. Eng.
Cicon Engineering

March 10, 2008
P.O. Box 1441
Clareholm, AB
TOW OTO

To: Whom it May Concern:

Re: Library Board Trustee Position

I wish to apply for the position above.
I am a retired teacher and fully understand
the importance of literacy and the
library's critical role in our community.

Thank you for your consideration of
this application.

Yours truly
Kathleen B. Roberts
Phone: 625-4900

**CLARESHOLM AND DISTRICT MUSEUM
BUDGET FORECAST - 2008**

(based on information received from Town Office for years 2006 and 2007)

ESTIMATED INCOME

Museum Support Fund		\$ 37,028.00
Donations	3,200.00	
Sales	2,800.00	
Grants: Museums Alberta (extended season)	1,500.00	
Museums Alberta (conservation, display)	1,780.00	
Community Initiatives Program (Display cases, signage for new bldg.)	20,000.00	
Alberta (STEP)	2,500.00	
Alberta SP REC PKS & W	6,000.00	
Govt. of Alberta (museum grant)	5,000.00	
Claresholm Chamber of Commerce	1,000.00	

SUB-TOTAL

\$ 43,780.00

ESTIMATED TOTAL INCOME

\$ 80,808.00

ESTIMATED EXPENSES

Collection Management Expense	
Display cases, signs,	27,750.00
Conservation expense	300.00
Display materials	300.00
General Supplies	800.00
Office Supplies	500.00
Gift Shop Supplies	1,500.00
Advertising (Local Press)	150.00
Local Press (copying)	160.00
Godley's	1,000.00
Memberships and subscriptions	100.00
Professional Development	500.00

SUB-TOTAL

\$ 33,060.00

Security System	288.00
Telus (625-3131 and Internet)	1,500.00
Telus (625-2390)	900.00
Nexen (electricity)	1,800.00
Nexen (natural gas)	3,000.00
Water, Sewage, Garbage	600.00
Insurance	1,060.00
Maintenance:	500.00
West Country Greenhouse	100.00
Museum Wages (curator wages and benefits)	14,500.00
Tourist Information Staff (wages, benefits)	15,000.00
Fall extended hours wages, benefits	8,500.00

SUB-TOTAL

\$ 47,748.00

ESTIMATED TOTAL EXPENSES

\$ 80,808.00

(This does not include projected expenses for maintenance on the sandstone building)

Claresholm Public Library
PROPOSED BUDGET FOR 2008

REVENUES		
PARTICULARS	2007 ACTUAL	2008 PROPOSED
Book Sales	\$965.35	\$900
Donations	710.81	500
Fund Raising	12,000.00	2,000
Employment Programs		
Transfer from Friends	15,000.00	13,000
GST Recovered	1,120.32	562
Money from Reserves		15,000
Investment Interest	2,244.00	2,000
Memberships & Fines:		
Residents	8,841.70	8,700
Fines	2,801.29	2,800
Sub-total	11,642.99	11,500.00
M.D. of Willow Creek/Ranchlands	12,377.57	13,201
Other Grants	624.95	4,480
Other Service Revenues:		
Equipment Rental	25.00	25
Fax	280.00	275
Miscellaneous	174.19	100
Photocopies	546.15	525
Printer Copies	981.25	950
Sub-total	2,006.59	
Programs		
Province of Alberta	21,731.62	15,538
Room Rental	2,985.00	2,500
Town of Claresholm	95,500.00	97,900
TOTAL	\$178,909.20	\$179,081.00
DISBURSEMENTS		
PARTICULARS	ACTUAL	
Administration:		
Accounting/Legal/Bank	\$98.31	\$50
Equipment Rental	1,876.64	2,000
Library Supplies	1,741.48	2,000
Memberships (Associations)	122.70	200
Postage	141.99	175
Program Expenses	1,250.20	1,500
Volunteers	100.44	1,200
Fund Raising Expenses	370.00	2,200
Stationary, printing, copier supplies	2,172.50	2,500
Travel & Hospitality	604.58	450
Sub-total	8,478.84	12,275
GST Paid		1,124
Board	1,276.71	2,500
Building Maintenance/Recycling	66.23	500
Capital Items	4,836.34	20,000
Employees:		
Salaries	103,298.86	115,600
EI/ CPP/ WC	7,071.71	
Sub-total	110,370.57	115,600
Staff/Education/Training	1,155.18	2,500
Materials:		
Audio/Visual	864.37	2,000
Bindery	0.00	1,000
Books	3,845.64	5,832
Digital/Electronic Resources		
Periodical Subscriptions	2,521.43	2,750
Sub-total	7,231.44	11,582
Transfer Payments:		
Chinook Arch	12,930.54	13,000
TOTAL	\$146,345.85	\$179,081
Profit/(Loss)	\$32,563.35	\$0.00



CLARESHOLM FIRE DEPARTMENT

Box 433 • Claresholm, AB • TOL 0T0 • FAX (403) 625-3922

FIRE CHIEF TONY BONETTI

E-MAIL claresholmfire@telus.net

March 1 2008

The following is the estimated Joint Budget for the Common Services of the Claresholm Fire Department to be shared by the Town of Claresholm and the Municipal District of Willow Creek No. 26.

MAINTENANCE EXPENCES AND FIXED COSTS

Telephone	\$3000.00 ^
Radio Maintenance	\$1000.00 ①
Training	\$5000.00 ① } 14K.
Equipment Repairs	\$8000.00 ①
Wages for MD	\$25000.00 MD
Wages for Town	<u>\$25000.00 ^</u>
	\$67,000.00

Maintenance costs are susceptible to change due to unforeseen circumstances.

PROTECTIVE CLOTHING AND EQUIPMENT

2- Bunker Coat and Pants NFPA/UL/CSA Approved	\$3500.00 ①
2- Pairs Bunker Boots	\$300.00 ① } 4,100
2- F3C-XL NFPA Helmets	\$300.00 ①
4- SCBA Breathing Apparatus for MD Trucks	\$16000.00 MD
1000ft 4" High volume hose for Town Truck	<u>\$10000.00 Town</u>
	\$30,100.00

Σ ① 18,100 = JOINT

TOTAL JOINT BUDGET

Respectfully Submitted

Tony Bonetti

Tony Bonetti Claresholm Fire Chief

\$97,100.00

< 16,000 > MD COSTS
< 25,000 >

56,100 -

Town Costs
 Phone \$316.
 Wages \$25K
 Hose \$10K
 1/2 Joint \$9,050
47,050

**TOWN OF CLARESHOLM
DEVELOPMENT DEPARTMENT**

P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



BRIEF

From: Jeff Gibeau, Planner / Development Officer – Town of Claresholm

Date: March 20, 2008

Re: Subdivision Approval Extension Request

Urgent For Review Please Comment Please Reply Please Recycle

REQUEST:

The Oldman River Regional Services Commission (ORRSC) has forwarded a letter with supporting documents requesting that Council grant a time extension of a previous subdivision approval. This would allow ORRSC to finalize the subdivision and the agent for the land owners to register the subdivision with Alberta Land Titles office.

HISTORY & DETAILS:

On September 20th, 2006 the Subdivision Authority approved (with conditions) the subdivision application to realign the lot lines for the two properties located at 2 & 4 Westlynn Spur. On July 18th, 2007 Town staff met with the property owners to confirm that the conditions had been fulfilled (garage needed to be moved to comply with the Land Use Bylaw). On February 11th, 2008 the property owner's agent provided the Town of Claresholm with the appropriate documentation to prove that the new garage placement meets the Town of Claresholm *Land Use Bylaw #1384*. On February 19th, 2008 the Town of Claresholm provided ORRSC with the appropriate documentation to conclude the subdivision, however upon the review of the file by ORRSC it was determined that a time extension, as per the *Municipal Government Act, Section 657(5)* is required.

RECOMMENDATION:

1. That Council grants the time extension as per the letter from the Oldman River Regional Services Commission, dated February 25th, 2008.
2. Suggest that Council direct administration to prepare and send the appropriate documentation to the Oldman River Regional Services Commission.

Jeff Gibeau
Planner / Development Officer



townofclaresholm.com
Phone: (403) 625-3381
Fax: (403) 625-3869



OLDMAN RIVER REGIONAL SERVICES COMMISSION

Date: February 25, 2008

Refer to our file: 2006-0-168
Your file #: D2007.152
Tax Roll #: 12654.000

Town of Claresholm
Box 1000
Claresholm, AB T0L 0T0

Town of Claresholm Council:

Re: Subdivision Approval Extension Request (Brian & Theresa Ancelet)

The following attachment contains a letter from Dave Williams of Brown, Okamura & Associates on the behalf of Brian & Theresa Ancelet requesting a subdivision approval extension for the property described as Lots 40 & 41 Block 1 Plan 0112857. The original subdivision (application no. 2006-0-168) approval was on September 19, 2006 as resolution 2006-0-168.

The applicants are requesting a **one year** time extension be granted. As per section 657(5) of the Municipal Government Act, if a plan of subdivision is not registered in a Land Titles Office within one year after being endorsed, the plan may not be accepted by a Registrar, unless Council or their designate grants an extension.

The applicants have experienced delays in finalizing the plan and require more time to meet the conditions. In reviewing the application and approval granted, it appears the subdivision is still acceptable for the parcel(s) and it still meets the criteria of the Town of Claresholm land use bylaw and Municipal Development Plan.

At Council's prerogative, consideration may be given to granting an additional one-year time extension, to allow the applicants to finalize their approval and enable the plan of subdivision to be registered at Land Titles Office.

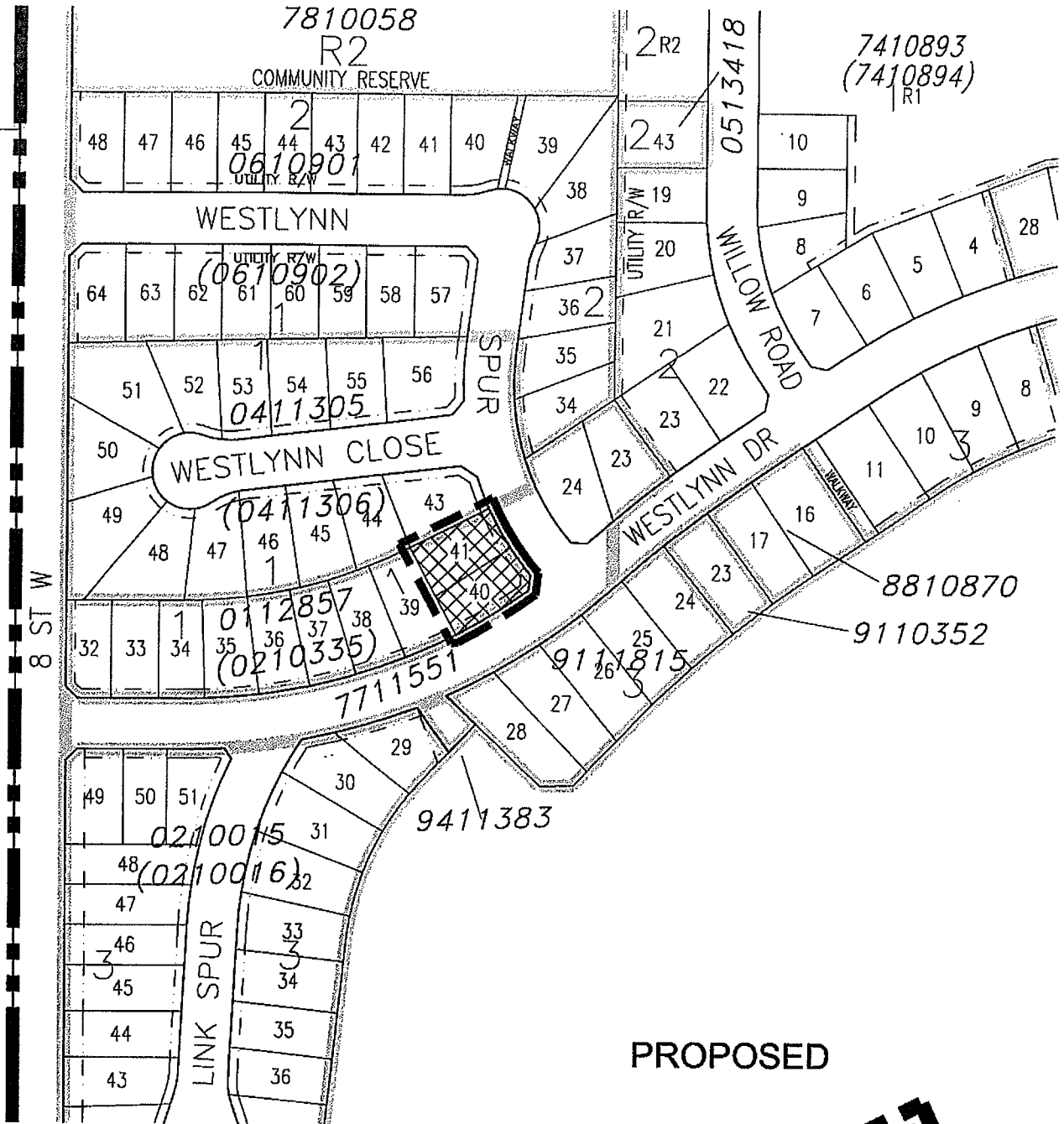
If you have any questions or need clarification, please contact me at your convenience.

Respectfully,

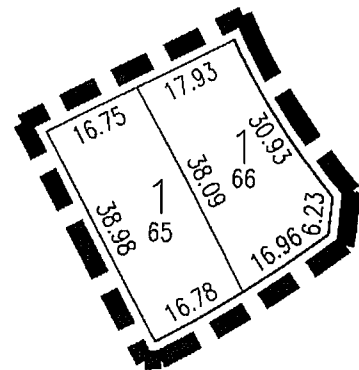
Gavin Scott
Planner

Enclosures (2)

SUBDIVISION SKETCH



PROPOSED



Detail Scale 2x

Areas:

Lot 65, Block 1 = 0.065±Ha (0.16±Acs)

Lot 66, Block 1 = 0.068±Ha (0.17±Acs)

Total = 0.133±Ha (0.33±Acs)

See tentative Plan of Survey by Brown Okamura & Associates Ltd. File No. 06-8636T
LOTS 40 & 41, BLOCK 1, PLAN 011 2857 IN
NW 1/4 SEC 23, TWP 12, RGE 27, W 4 M
MUNICIPALITY; TOWN OF CLARESHOLM
DATE; JUNE 29, 2006
FILE No; 2006-0-168



Request for Subdivision Time Extension

Planning Act - RSA 1980

[Section 105 (7)]

Alberta Planning Board

File Number

Subdivision Approving Authority

File Number 2006-0-168

Name of Registered Owner(s)
Bryan J. Ancelet & Theresa E. Ancelet

Mailing Address
Box 2405

CLARESHOLM AB T0L 0T0

Telephone Number
(403) 625-5516

Name of Applicant (if different from Registered Owner)
J. D. Williams, ALS of
BROWN OKAMURA & ASSOCIATES LTD.

Mailing Address
Box 655

LETHBRIDGE AB T1J 3Z4

Telephone Number
(403) 329-4688

Name of Subdivision Approving Authority

Oldman River Regional Services Commission

Name of Municipality (if different than Subdivision Approving Authority)

Town of Claresholm

Legal Description Lots 40 & 41 Block 1 Plan 0112857

Expiry date of subdivision approval: ► **SEPTEMBER 20, 2007**

Extended time requested: ► **SEPTEMBER 20, 2008**

Reason for extension request (attach additional information if required) _____

DELAYS DUE TO CONSTRUCTION OF NEW DWELLING ON PROPOSED LOT 66 AND MOVING OF GARAGE ON PROPOSED 65.


Signature of Applicant, J. D. Williams, ALS

Feb. 23/08
Date

TOWN OF CLARESHOLM

POLICY

POLICY # 76
REPLACING POLICY # 61

EFFECTIVE DATE _____

SUBJECT Tax Penalty Forgiveness

DEPARTMENT Administration

AUTHORITY Municipal Government Act

DATE PASSED _____

PURPOSE: To have a policy to guide Administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

POLICY: The onus of having the current property taxes received and available to the Town on or before 4:00pm on the due date (August 31st or the last business day in August of each year) is clearly laid on the property owner.

GUIDELINES:

1. This policy is to be used as formal documentation that supports Administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to Administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to Administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council agenda but this policy will give direction regarding the resolution of this issue.
4. Reasons such as family illness, bank errors, not knowing the due date for property taxes, et cetera are not valid reasons for the late payment of property taxes and the penalty will be not be reversed. Post marks and proof of payments from banking institutions will not be accepted as payment being received by the Town.

5. Allowances for bank processing time of electronic funds transfer (EFT) are the responsibility of the property owner. The same rules apply for these payments as for any other payment in that it must be received and available to the Town at 4:00pm on the due date (August 31st or the last business day in August).
6. This policy also applies to all *outstanding* balances that are due on or before December 31st or the last business day in December and that are subject to a penalty.

TOWN OF CLARESHOLM

POLICY

POLICY # 61

EFFECTIVE DATE January 1/07

SUBJECT Tax Penalty Forgiveness

DEPARTMENT Administration

AUTHORITY Municipal Government Act

DATE PASSED November 27/06

POLICY: To have a policy to guide Administration when requests are received from citizens for forgiveness on the penalty assessed on late paid property taxes.

GUIDELINES:

1. This policy is to be used as formal documentation that supports Administration's response to citizens that there is no forgiveness of penalties on late paid property taxes.
2. This policy is to be used as Council's direction to Administration when taxpayers request the forgiveness of penalties on late paid taxes either verbally or in a letter to Administration.
3. Letters addressed to Mayor and/or Council will be presented on the Council agenda but this policy will give direction regarding the resolution of this issue.
4. This policy states that the onus of having the current property taxes received by the Town on or before the due date (August 31st) is clearly laid on the property owner. Reasons such as family illness, bank errors, not knowing the due date for property taxes et cetera are not valid reasons for the late payment of property taxes and the penalty will be not be reversed.
5. This policy also applies to all outstanding balances that are due on or before December 31st and that are subject to a penalty.

TOWN OF CLARESHOLM

POLICY

POLICY # 77

EFFECTIVE DATE _____

SUBJECT Regular Council Meetings

DEPARTMENT Council Resolution

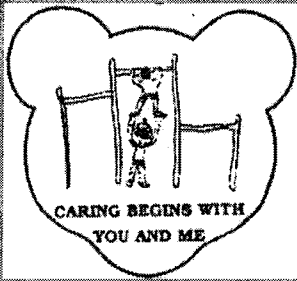
AUTHORITY Municipal Government Act

DATE PASSED _____

PURPOSE: To establish a consistent policy regarding holidays and regular Town Council meetings.

POLICY: When any regular Town Council meeting date falls on a holiday as defined in the CUPE (Canadian Union of Public Employees) Local 3023 Agreement, the meeting will be moved to the next business day at 7:00pm.

INFORMATION ITEMS



Principal's Update

Claresholm Elementary School

Monday, March 10



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@lrtd.ab.ca or phone the school at (403) 625-3371.

Week at a Glance

Monday, Mar. 10	
Tuesday, Mar. 11	Hot Dog Day School Council Meeting 6:30 pm
Wednesday, Mar. 12	
Thursday, Mar. 13	Pizza Day
Friday, Mar. 14	Report Cards Home Pre-School Screening

Claresholm Elementary School

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



School Council Meeting

Mar. 11—6:30 pm

There will be a school council meeting on this Tuesday, March 11 at 6:30 pm. At this meeting, **Mr. Stephen Harris, Associate Superintendent, Programs** will be in attendance to share a common high school timetable proposal that may result in early Friday dismissal for all schools in Claresholm. Please plan to attend to hear the proposal and share any thoughts or concerns you may have.

The rest of the agenda for the evening includes:

- Literacy Carnival update
- Communities in Bloom participation
- Alberta Home and School Council Association Resolutions discussion
- School Supplies for 2008-2009

As always, all families are invited to attend. A copy of the agenda package can be picked up at the school or available on the website.



Report Cards and Three-Way Conferences



Report cards will be coming home this Friday for students. Three-Way Conferences will be happening next week on **March 18 and 19 from 4-7 pm**. Please call the school to book an appointment. On Wednesday, March 19, there will be 10 minute time slots available from 6-7 pm for any parents who would like to speak privately with teachers (traditional parent-teacher interview), in addition to a three-way conference involving your child.

Looking Ahead...



- Mar. 18-19** Three-Way Conferences
- Mar. 21** Good Friday—No school
- Mar. 21-30** Easter Break



Pre-School Screening Friday



We will have Preschool screening for 3, 4, & 5 year olds on **Friday, March 14**. The screening is a play-based screening in which school and playschool staff will assess your child's readiness, social interaction, speech-language and fine/gross motor skills in a developmentally appropriate manner. The session lasts about 90 minutes. There is no charge for the screening, however an appointment is necessary.

To book an appointment, call Ruth Lindquist @ 625-3123. For more information, please visit the school website or ask for a brochure at the office.



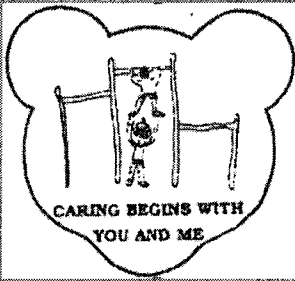
No School for Kindergarten this Friday

There will be no Kindergarten classes this Friday as Kindergarten staff will be involved in the Pre-School Screening.



Planning is underway for this year's School Literacy Carnival on April 17. Please contact Ruth Lindquist at 625-3123 if interested in volunteering for the event!

Minor Ball Registration
March 17 at 7:00 pm at the Fire Hall



Principal's Update

Claresholm Elementary School

Monday, March 17



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,	St. Patrick's Day
Tuesday, Mar. 18	Hot Dog Day 3-Way Conferences 4-7 m
Wednesday, Mar. 19	3-Way Conferences 4-7 m
Thursday, Mar. 20	Pizza Day
Friday, Mar. 21	Good Friday No School

Claresholm Elementary School

Box 728
Claresholm, AB
T6L 0T0
Phone: (403) 625-3371
Fax: (403) 625-4920
s-ces@lrzd.ab.ca
www.lrzd.ab.ca/schools/ces

Three-Way Conferences This Week



Three-Way Conferences are happening this week on **Tuesday, March 18 and Wednesday, March 19 from 4-7 pm.**

Please call the school to book an appointment. On Wednesday, March 19, there will be 10 minute time slots available from 6-7 pm for any parents who would like to speak privately with teachers (traditional parent-teacher interview), in addition to a three-way conference involving your child.

The Three-Way Conference is an opportunity for your child to talk about their learning and progress with their parents and teacher. In addition, trustees and school council representatives will be available during portions of each evening to answer any questions you may have. LRSD divisional satisfaction surveys will also be distributed to families (with the computer lab open if you wish to complete them right at the school).

LRSD Satisfaction Surveys

The annual divisional surveys are once again available. At Three-Way Conferences, teachers will be handing out the surveys to families in attendance. Instructions for these surveys will be included. For any families not in attendance, these surveys will be sent home prior to Easter.

We are asking for these surveys to be completed online or handed back in at the school by April 15. If you have any questions, please contact the office.

Looking Ahead...



- Mar. 21-30** Easter Break
- April 3** Community Early Dismissal Meeting
- April 8** School Council Meeting
6:30 pm
- April 17** School Carnival
4:30-7:30 pm
- April 18** Staff Planning Day
- April 21** Staff Planning Day



Early Dismissal Proposal for 2008-2009

At the last school council meeting on Tuesday, March 11, it was shared with parents that the division is considering moving to a common timetable for high schools. Tied to this proposal is consideration of early dismissal Fridays for schools (including our elementary school). This week, a letter will be coming home to families explaining the proposal. **On Thursday, April 3, there will be a community meeting to answer questions and gather feedback regarding the proposal.** The time and location of the meeting will be included in the letter sent home this week. Please plan to attend to learn more about the proposal and have a chance to share your thoughts.

Minor Ball Registration

March 17 at 7:00 pm at the Fire Hall

Planning is underway for this year's School Literacy Carnival on April 17. Please contact Ruth Lindquist at 625-3123 if interested in volunteering for the event!

CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY
Board of Directors March 18, 2008

ATTENDEES: Debbie Millar – Wandering Willows
Gerry Cleaver – Lay Representative
Bob Thompson – Seniors Center
Neil Ohler – Lay Representative
Michelle Day – Porcupine Hills Lodge
Brydon Saunders – F.C.S.S. Stavely
Lyal O’Neill – Office Coordinator

REGRETS:

Shirley Isaacson – Town of Claresholm
Earl Hemmaway – M. D. of Willow Creek
Vacancy – Town of Granum

Review of policy starting at 9:00. Motion by Debbie Millar seconded by Brydon Saunders that we have our vans/bus cleaned at Claresholm Care Center auto detail every 2 months. Carried

Motion by Debbie Millar seconded by Gerry Cleaver we accept the revised Policy Manual & Bylaws and Debbie Millar will approach Diane Webster to develop 25 copies at a cost of up to \$100. Carried

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

1.0 APPROVAL OF ADDITIONS TO AGENDA

Moved by Bob Thompson seconded Michelle Day to accept the agenda with no additions. Carried.

2.0 APPROVAL OF MINUTES

Motion by Brydon Saunders and seconded by Gerry Cleaver to accept the minutes of the meeting held February 19, 2008. Carried.

3.0 BUSINESS ARISING

3.1 Signs on all 4 vans is complete at a cost of \$560

4.0 CORRESPONDENCE

4.1 Advertising from Teddybear Express

4.2 Town of Claresholm \$5,000

5.0 REPORTS

5.1 Financial Report

5.2 Office Coordinator Report-

5.2.1.1 Motion by Brydon Saunders and seconded by Bob Thompson that Lyal’s vacation is approved for March 24-28. One of the drivers will fill in at a pay rate of 3 hours/day. Carried.

5.2.1.2 Motion by Michelle Day and seconded by Bob Thompson that Neil Ohler and Earl Hemmaway will meet & complete Lyal’s Performance review prior to the next meeting, April 22. Carried.

5.3 Advertising & Fundraising-

5.4 Casino – scheduled for August 4 & 5, 2008. Fill in worker applications, schedule, Casino application.

5.5 Chairman's Report-

- Imperial Oil Resources
- Presentation to Seniors Center

Motion by Gerry Cleaver and seconded by Michelle Day to accept the reports.
Carried.

6.0 NEW BUSINESS

6.1 Motion by Brydon Saunders and seconded by Michelle Day that we commence paying our drivers holiday pay at 4% effective April 1, 2008. Carried.

6.2 Appointment of secretary. Tabled

6.3 Review of Policy Manual, Bylaws

7.0 NEXT MEETING is April 22, 2008 at Claresholm Town Office

9:00 Review of the Business Plan

10:00 AM. Regular Director's meeting

8.0 The meeting was adjourned by Bob Thompson.